Web-Based Annual Reporting System (WBARS)
User Guide (v2)

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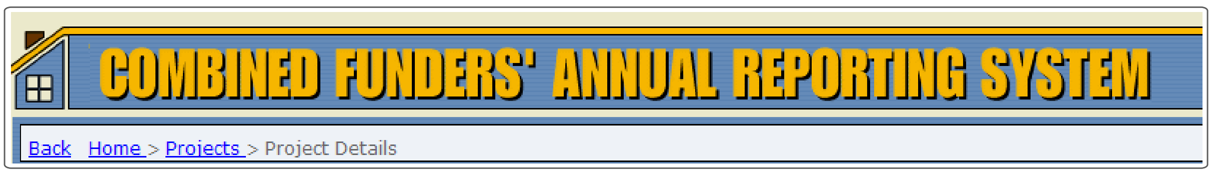
Washington State Combined Funders

Washington State Housing Finance Commission — Opening doors to a better life
Department of Commerce — Innovation is in our nature.
Seattle Office of Housing
King County
Tacoma
Snohomish County
Spokane

How to Use this Guide

Save paper—Don't Print! This guide was created with the intent of being used **electronically**, alongside the Web Based Annual Reporting System (WBARS). While printing the Guide is of course possible, by utilizing its online features we believe it will prove much more valuable.

Searchable. The Guide can be searched for any specific term you are looking for, using the Search box of your PDF viewer (press ctrl+F in Windows). Jump directly to instructions for any WBAR page by entering the page name in the search box. The page name is is the last "breadcrumb" in grey on the Navigation bar at the top of each page. In the sample below the page name is "Project Details"



Sections are Bookmarked. By clicking on the Bookmark icon of your PDF viewer you will open the Bookmarks sidebar, which will allow you to rapidly navigate back and forth throughout the Guide. In Adobe Acrobat, the Bookmark icon looks like this: 

Internal links are live. Clicking on links will jump you to the section of the guide detailing that element.

To return to your previous location, press Alt+Right arrow if using Windows or Option+Right arrow if using Mac OS. There are several places in the Guide where external sites are mentioned. These links are also live.

One more note: While WBARS covers most of the information required for Annual Reporting, each Funder has its own set of additional reporting requirements. Click here to download a matrix covering the various documents required by the major Funders involved with the WBARS project.

If you encounter any difficulties in using the Guide, please email us.

To navigate back after clicking an internal link:

- Windows Users press Alt+Right Arrow
- Mac OS users press Option+Right Arrow

Introduction to Web-Based Annual Reporting System (WBARS)

Washington State public funders have implemented an online reporting system, WBARS, used by owners and managers to report data from their affordable multifamily rental projects. Currently several major public funders have adopted the system and participation is growing throughout Washington State. The public funders include Washington State Housing Finance Commission, State Department of Commerce (Housing Trust Fund), City of Seattle, King County, Snohomish County, City of Tacoma, and City of Spokane. The system satisfies program and contract reporting requirements and tracks most of the main components of project performance (operation indicators, income, expense, status of reserves, tenancy, etc.)

History: In 2000, major Washington public funders began to collaborate on project compliance, asset management and property inspection issues. The group named themselves the Monitoring Coordination Taskforce (MCT) and agreed to combine efforts that would streamline administration in the following areas: Joint On-Site Inspections, Standardized Reporting Forms, Asset Management Oversight, Contract Changes and Workouts, Transfers of Ownership, Management Changes and Joint Training Workshops. Inspections were coordinated among funders and a Combined Funders Annual Report (Excel file) was implemented. Property owners could submit the same report to all funders who had an investment in the project. The end results have been better communication and reduced administrative work for public funders and reduced redundancy for the housing owners and managers.
In 2009, the reporting process evolved into the next generation through the introduction of WBARS. WBARS is a comprehensive and “real time” reporting system that tracks compliance monitoring requirements as well as being an asset management tool shared by the funders noted above. The funders believed an Internet-based tool was the logical next step to meet needs of both funders and property owners/managers in today’s electronic world. WBARS continues to help the MCT group share resources, staff and expertise to streamline and prevent duplication of effort, share information and maximize oversight leverage.

What has WBARS Accomplished?

- Over 1,550 properties with approximately 100,000 units are now in the system.
- Over 2,000 owner and manager contact numbers and emails are in WBARS. These are updated by the managers themselves as on-site and property management staff change frequently.
- Public funders are actively using the system and participation is expected to grow. Funders enter their individual contractual requirements for each of their properties.
- WBARS accepts data from housing providers’ internal database systems for more efficient reporting:
    - Agencies can enter project information one time and information stays in system
    - The system holds data from prior years for points of reference.
    - Property management software vendors (Bostonpost, Yardi, eSite, Real Page, and others) have been able to upload data into WBARS.

Contractors Report Multiple Activities in Four Tables:

- Table 1: Rent Roll - a comprehensive rent roll with incomes, rents, subsidies, utilities, set-aside limits and special needs categories. Calculations can be gleaned from the data such as Occupancy Rate, and Turnover Rate. An annual report summary shows how the property matches up to each funder's requirements.

- Table 2 and 3: Demographics – including race, ethnicity and disability status.

- Table 4: Income and Expense Report – an annual report which shows income sources (including revenue from rents and subsidies), line item expenditures, debt payments, status and activity of reserve accounts. Averages and trends can be calculated from the information provided in this report.

WBARS represents a significant financial investment for Washington State Housing Finance Commission and Washington State Department of Commerce, as well as significant staff time from City of Seattle and King County. We believe it is a good investment and a significant achievement, and that the benefits far outweigh the costs.

- WBARS is saving time and staff resources for both funders and owners/managers while delivering better, cleaner, and more accurate data.

- From a funder standpoint, WBARS calculates many functions that staff historically had to hand count. It prevents managers from making many of the errors that were possible using Excel spreadsheet reports, and it prevents the need for lots of back and forth correspondence between funder staff and management. This allows funder staff to focus our efforts on more important audit and asset management functions. Public funders can upload WBARS data into their internal systems and run monitoring and performance reports for their individual housing portfolio, facilitating richer analysis.

- From a property owner/management perspective, WBARS is a tool that can save them time and money. It allows users to easily enter data directly into the system and keeps historical data. It allows users with various software systems to work throughout the year in their own systems and then upload data into WBARS at their convenience. It provides all users with real time compliance where they can instantly see whether projects are in compliance with all funders participating in WBARS. Finally, WBARS allows owners to report to one place regardless of whether they have one funding source or six on a project.

- System enhancements currently in development are multiple reporting and asset management functions that funders and owners/managers could use to meet a variety of needs, including sub-market needs or performance issues analysis. WBARS increases our capacity to monitor affordable housing operations; moreover, WBARS-generated reports will more effectively inform planning and policy decisions in a period of declining resources.

Questions?

For general information about the system, please contact Melissa Donahue, Compliance Manager (WSHFC) at melissa.donahue@wshfc.org, or Nona White, Program Specialist (Department of Commerce) at nona.white@commerce.gov. For questions regarding development costs or potential usage of the system by another public funder, please contact Melissa Donahue, Compliance Manager (WSHFC) at melissa.donahue@wshfc.org. For information regarding King County's system usage experience, please contact Eileen Bleeker, Project Manager, at eileen.bleeker@kingcounty.gov.

Overview of the WBAR System

What is WBARS?

The **Web-Based Annual Reporting System (WBARS)** is the way to submit Combined Funder Annual Reports (Tables 1, 2, 3, 4). Participating public funders include:

- Washington State Housing Finance Commission
- State of Washington Department of Commerce, Housing Division
- City of Seattle, Office of Housing
- City of Tacoma, CEDD Housing Division
- King County, Housing and Community Development Program
- Snohomish County, OHHCD
- City of Spokane, Community Development

How are projects set up in the WBAR system?

PROJECTS contain one or more SITES

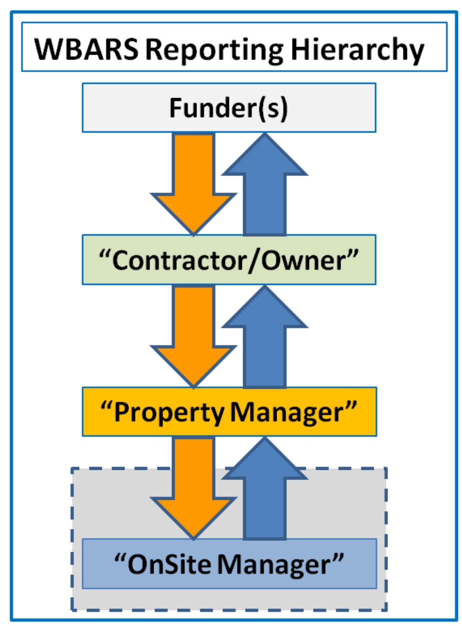
SITES contain one or more BUILDINGS

BUILDINGS contain one or more UNITS

Annual Reports are submitted for each **SITE** separately for each Calendar year.

What kind of information is in the report?

- Report Cover Sheet– General report information & report overview text from contractors
- Table 1 – Resident /Household details (move in, cert dates, income, rent household size)
- Table 2 & 3 – Demographics, Special needs counts for year
- Table 4, 4(a) & 4(b) – Financial data for Calendar year (project income, expenses, reserves)



How do reports get submitted?

Each Report Table is submitted separately. A history of all submittals are tracked in the system and viewable on the Report Cover Sheet. The levels of the Hierarchy are:

- **On Site Managers** (if applicable) - submit to the PROPERTY MANAGER
- **Property Managers**—submit to the CONTRACTOR/OWNER
- **Contractor/Owners**—submit to the FUNDER

Each level of the Reporting Hierarchy can only submit or un-submit to the next level up or down. If a report is submitted all the way to Funder level, and a mistake is discovered, the report must first be un-submitted from Funder to Contractor/Owner level, *then* from Contractor/Owner to Property Manager level, in order for the mistake to be corrected. This will be very rare because all the funders need to agree that there are critical errors. It is imperative that close attention be paid to ensuring accuracy before submitting up the hierarchy.

In addition to the three roles listed above, each organization (owners and property management companies) must designate an **Organization Administrator (OA).** The OA may not have a direct role in submission of reports, but is the person in the organization who has the ability to add/delete their staff in WBARS and to manage the permissions of their staff.

WBARS - User Roles

Organization Administrator (OA)

The Organization Administrator is responsible for managing the contact information and permissions of staff involved with reporting in WBARS, including the adding of staff members to WBARS. Each organization (Contractor/Owners and Property Management Orgs) needs to assign one or two staff to be an "Administrator".

The OA is also responsible for configuring Utility Allowances for each site in a project and for reviewing the restrictions placed on a project by Funders.

Contractor/Owner

Funders have already set up the Contractor/Owner records for each of the 1500 projects in the system. This can only be set by funders.

The Contractor/Owner is responsible for submitting reports to the funder level after they have been submitted to the Contractor /Owner by the Project Property Manager. The person who submits the report for the Owner must be authorized to do so and verify that they have that authority.

The Contractor/Owner is **not responsible for *or able to* edit** Table 1-4, 4a, 4b records as this is a Property Manager function. Owners who need to also fill out or edit Table 1-4, 4a, 4b will need to set themselves up as the Contractor Owner ***and*** Project Property Manager for a project.

Project Property Manager

If an Organization is configured as a "Project Property Manager" then it can be selected as the Property Manager for a given Project. Any contact in that PM organization can be selected as the Project Property Manager contact. When this button is selected for a contact, that person has the ability to edit Table 1-4, 4a, 4b for a project, and to submit the reports to the Contractor/Owner level. Administrators of a PM organization and funder contacts can set this authority for a property.
The Project Property Manager is responsible for submitting reports to the Contractor/Owner and for maintaining Table-1-4, 4a, 4b records. This can be set by funders or by the Contractor/Owner.

On-Site Manager

The On-Site Manager selection is **optional** but if included this person is responsible for maintaining Table 1 records and is responsible for submitting reports to the Project Property Manager. Project Property Managers set up On-Site Managers in the system. Do not designate the Onsite Manager also as the Property Manager. If you do, this will cause a problem in WBARS. They can be one or the other, but not both.

Validation Flags:

Each monitoring Funder sets up what is expected for the project in the system for percentage of AMI served, Special Needs populations, HOME units etc. There are also general expectations for each record, such as households must have an income and they need to report at least some expenses and income to the project.

The system uses stoplight colors to “Flag” potential validation issues. These flags aren’t a guarantee that there are no errors or that errors do exist. The function of the flags is to alert funders and contractors to *potential* problems or to provide additional information about a particular validation item.

	Green = No system identified concerns. This is NOT a guarantee that everything is okay with the report.
	Yellow = Possible issue with compliance or an explanation is needed.
	Red = Critical issue with a record. The report CANNOT be submitted until the issue is corrected.

Report Submission Due Dates

JANUARY 31	City of Spokane (Tables 1, 2, 3) City of Tacoma (Tables 1, 2, 3) King County (Tables 1, 2, 3) WA State Dept. of Commerce - Housing Trust Fund (Tables 1, 2, 3) WA State Housing Finance Commission (Table 1)
JUNE 30	City of Seattle (Tables 1, 2, 3, 4) City of Spokane (Table 4) City of Tacoma (Table 4) King County (Table 4) Snohomish County (Tables 1, 2, 3, 4) WA State Dept. of Commerce - Housing Trust Fund (Table 4) Washington State Housing Finance Commission (Table 4)

The due date for any Annual Report Table is the **earliest required by any Funder** contributing to the project. Please check with your Funders to ensure you have the correct due date.

Except in certain circumstances, it will not be possible to edit a Report Table later in the year after it has been submitted. As a practical matter, this means you must complete each Table to the level of detail required by **your most restrictive Funder** and submit it by the earliest date required by any of the Funders involved, whether or not the most restrictive funder is the one with the earliest due date.

2012 Matrix of Supplemental Annual Report Materials

2012 Matrix of Supplemental Annual Report Materials	Commerce State HTF	King County	City of Seattle	Snohomish County	City of Tacoma	WSHFC	City of Spokane
	E-Mail to: HTFAnnualReport@ commerce.wa.gov Hardcopies of documents are not required.	**E-Mail to:** KCAPR@ kingcounty.gov **OR Mail to:** 401 5th Ave Suite 510 Seattle, WA 98104	**Email to:** Joanne.Quinn@ seattle.gov **OR Mail to:** PO Box 94725 Seattle, WA 98124	**E-mail to:** Lori.White@ snoco.org **OR Mail to:** 3000 Rockefeller Ave. Mail Stop 305 Everett, WA 98201	**Email to:** mchisholm@ cityoftacoma.org **OR Mail to:** 747 Market St. Room 1036 Tacoma, WA 98402	Letters are sent each December to all owners with property specific submittal instructions. See also: wshfc.org/managers /forms-tc.htm	E-mail to: ptrautman@ spokanecity.org OR Mail to: 808 W Spokane Falls Blvd #650, Spokane, WA 99201
If there is an 'X' under a public funder's name for a specific item then it is required to be submitted on a yearly basis. If box is blacked out DO NOT send.							
Financial statement or audit per contract conditions (Submit only if not previously submitted for the year)	X	X	X	X	X		
Copy of CURRENT insurance certificate (Submit only if not previously submitted for the year)	X	X	X	X	X		X
Copy of reserve account(s) bank statements as of 12/31		X	X	X	X		
Marketing materials or statement explaining approach to affirmative marketing (Submit only if changes in the past year)		X	X	X	X		X
Copy of fair housing complaints and disposition (if any for the year)	X	X	X	X	X	X	X
Description of any neighborhood complaints and outcomes (if any for the year)			X	X	X		
Management plan change summary (Submit only if changes in the past year)	X	X	X	X	X		X
Capital Needs Assessment (Submit only if not previously submitted or if updated)	X	X	X	X	X		X
Summary of tenant service changes (Submit only if changes in the past year)	X	X	X	X	X		X

Some of the following materials will be submitted annually, others only if a change has occurred. Check the Matrix carefully to see what each Funder requires and only send what each Funder asks for.

Financial statement or audit – This item should be submitted in accordance with the requirements for financial statement and/or audit submission in your contract for this project. Over the years, audit requirements have changed, but unless your contract has been amended to reflect those changes you should be abiding by the language in your contract with us.

Copy of current insurance certificate – This item should be submitted each year, if it is required by your contract.

Copy of reserve account(s) bank statements – If required by your Funder, this item should be as of 12/31 and must match with the reserve account balances as reported on Tables 4a and 4b.

Marketing materials or statement explaining approach to affirmative marketing – If your affirmative marketing plan has not changed from the previous year, and a copy was submitted previously, do not send again. Otherwise, send all new and/or revised marketing plans. Include copies of any marketing materials that occurred in the reporting year. This could include ads, flyers, notices, etc.

Copy of fair housing complaints and disposition – These items will be submitted for the year in which they occur and/or for previous year's disposition of an earlier complaint. Include any notes or comments you think are appropriate.

Description of any neighborhood complaints and outcomes – These items should be submitted for the reporting period in which they occur. Include notes and remarks as appropriate.

Management plans – Submit this item only if changes have been made from previous versions of the project's management plan. If a plan had not been submitted, submit it now.

Capital Needs Assessment – If you have a CNA, or a revision to a CNA previously submitted, send a copy for the project. If we have your most current CNA, do not send again.

Changes in services – If your project is required to provide services to your tenants and changes to those services have been implemented or are being planned, submit a copy of the changes.

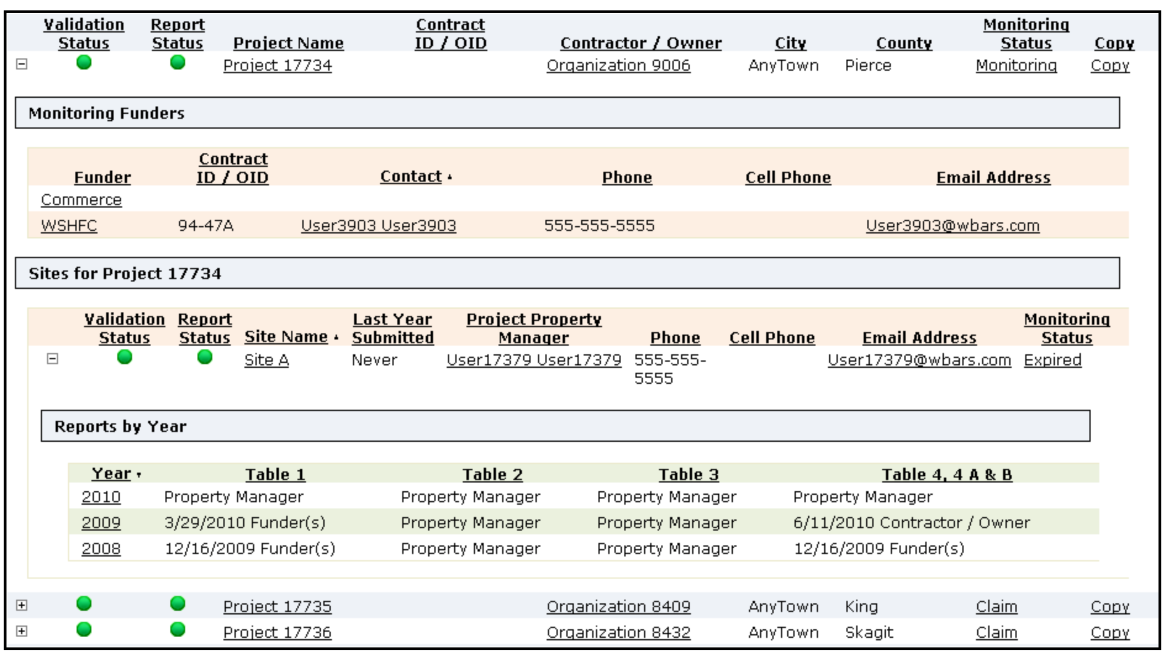
Getting Ready to Report in WBARS

- If you do not have an account set up in WBARS, check with others in your organization to see who your **WBARS Organization Administrator** is; they can create a WBARS account for you.   You may also contact one of your funders to set up an account and get you started.

- Review all appropriate sections of this guide. Also check the WBARS information page for **training opportunities** and other information.

- Navigate among pages by using the **"breadcrumb" links** at the top of the screen. You can also use the "Back" button next to the breadcrumb links to get you back to the previous screen. Do not use the forward/backward arrows on your internet browser to move from screen to screen, as you may receive screen errors. Use the "Home" link to return quickly to your project list.

- Use the "+" symbols to **collapse and expand sections** of the page. Clicking these can often be the quickest way to get right to the information you need. For example, on the main Project page when you first log in click the "+" next to your Project Name then Site Name to view a list of all Annual Reports and submission status of each table for each year.



- Sort lists in ascending or descending order throughout the system by clicking on the column headings.

Tasks for the WBARS Organization Administrator (OA):

- ☐ Maintain Project and Contact Information for your Organization
- ☐ Assign Staff to Each Project
- ☐ Review Unit Information for Accuracy
- ☐ Set and Maintain Utility Allowance Records
- ☐ Review Funder Restriction Records

☐ Maintain Project and Contact Information for your Organization

On the Organization page link make sure the information listed for your organization is correct.

On the Projects link page, click on the + sign to the left of your organization's name. You can also click on the underlined name of your organization to view the complete list of contacts. Click on each staff person's underlined name to open the Contact Detail page for that person.

Under each Contact Detail page, review all information and make edits where appropriate. As the WBARS Organization Administrator you are responsible for ensuring that this information is up to date and accurate. Staff can also update their own Contact records but you can help them by resetting passwords here and ensuring that they have the proper system permissions to work in WBARS. You may also add new staff to the contact list and "inactivate" staff as necessary by un-checking the Active box on their Contact page.

Set the appropriate permissions for all staff using the system. Read more about staff permissions and roles in WBARS in the Contact Detail section and Overview of the WBAR System sections of this Guide.

☐ Assign Staff to Each Project

Every project must have a single staff person assigned to Contractor/Owner level and the Property Manager level in the reporting hierarchy. An Onsite Manager level may also be assigned as needed.

- To assign someone as the Contractor/Owner for a project go to the Project Details page. This level must be filled by a staff person at the Contractor/Owner organization.

- To assign a contact as a Property Manager (PM) or On Site Manager (OM) for a particular Site go to the Sites and Buildings Page for that site. The PM or OM staff can either be from the Contractor/Owner Organization or from a separate Property Manager Organization.

- Only a single contact can be assigned at any time to each level in the reporting hierarchy. However, it is a simple thing to swap these contacts around if needed so that different staff can work on different areas of the report. For example, you may want to have one contact work on Tables 1, 2 and 3 but switch to another person for completion of the financial information on Table 4. You can switch staff around as much as you need to prior to submitting each table to the Contractor/Owner level in the system.

☐ **Review Unit Information for Accuracy**

- On the Projects page, click on the Project Name of a property.

- On the Project Detail page, scroll down and click on each Site Name for the property. Click the underlined site name to go to the Sites and Buildings page.

- On the Sites and Buildings page for each site/building, scroll down to the Buildings section, and click on the + sign to the left of the building name. You will not be able to edit the information you see here. If you see any issues that need to be corrected please contact your monitoring funders.

☐ **Set Up and Maintain Utility Allowance Records**

- Each site and building at a project must be configured with all of the allowances that will be used during the report year. These records are accessed on the Sites and Buildings page for each project. For more details refer to the Utility Allowances section of this guide.

- If you do not fully configure your utility allowances, WBARS will not be able to determine if your total rent and utilities exceed the maximum rent level allowed for your units. You will also not be able to save your Table 1 Detail information for that household without first selecting a Utility Allowance

- Funders do not configure or maintain the Utility Allowance section of WBARS—This is the responsibility of the Owner/Contractor.

☐ **Review Funder Restriction Records**

On the Projects page, click the radio button for "My Organization's Projects" and then click the "Apply Selection" box to see the list of all your agency's properties. Go into each of your properties and do the following:

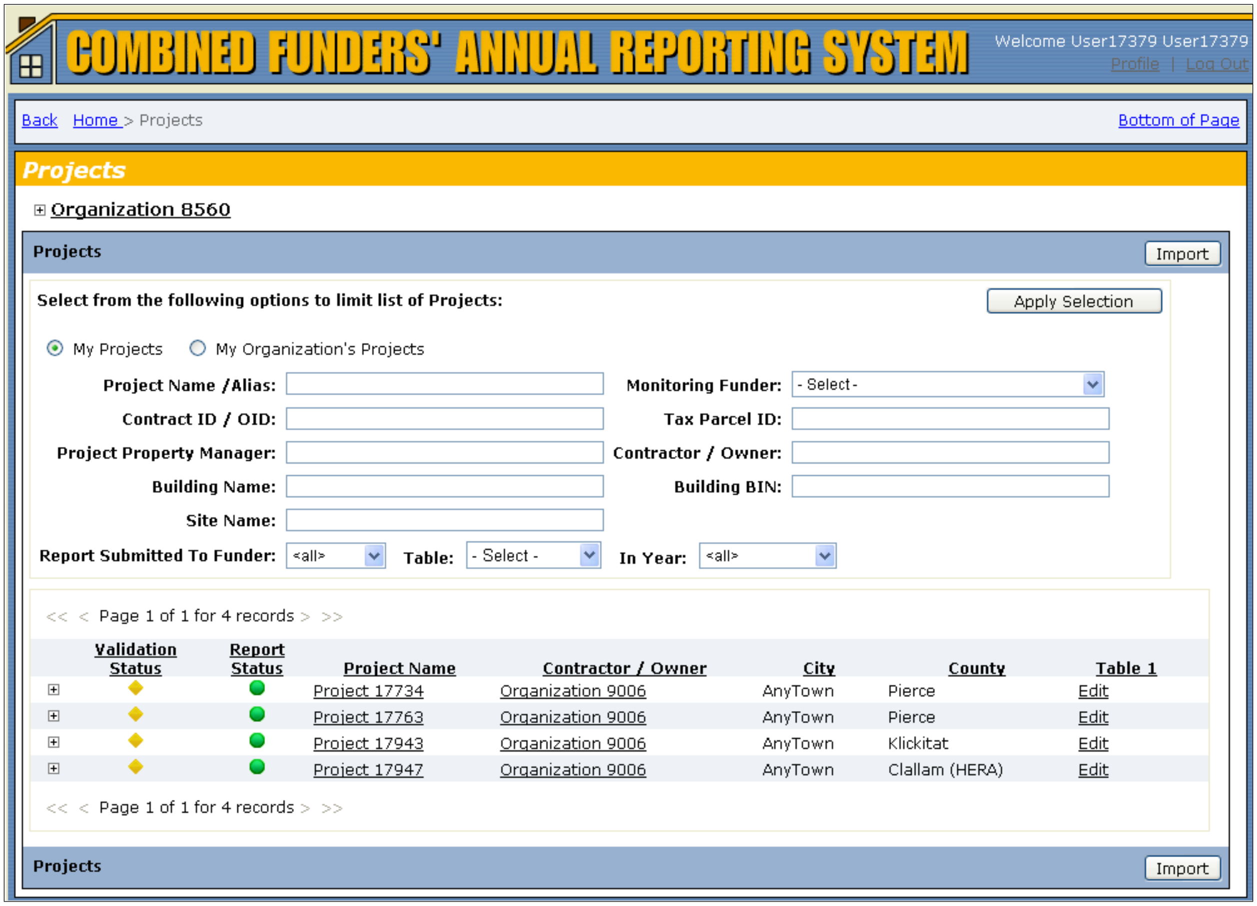
- Scroll down the Project Details page and click on each funder name under the Monitoring Funders section

- On the Funder Settings page, carefully review all the set-asides and restrictions noted for each funder on your property. If any of the information appears incorrect, contact the specific funder immediately to correct the data.

- **IMPORTANT**: Each Funder involved in your project will likely have different set asides and restrictions. Keep in mind that you are reporting to your **most restrictive funder**.

Projects Page

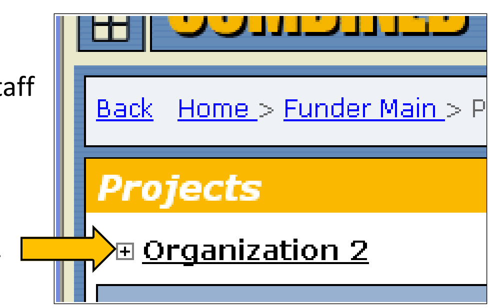
This is the “Home” page for system users and is first page you will see after you log into the WBAR system.



The Projects Page

Page Features:
Displays the organization that 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.

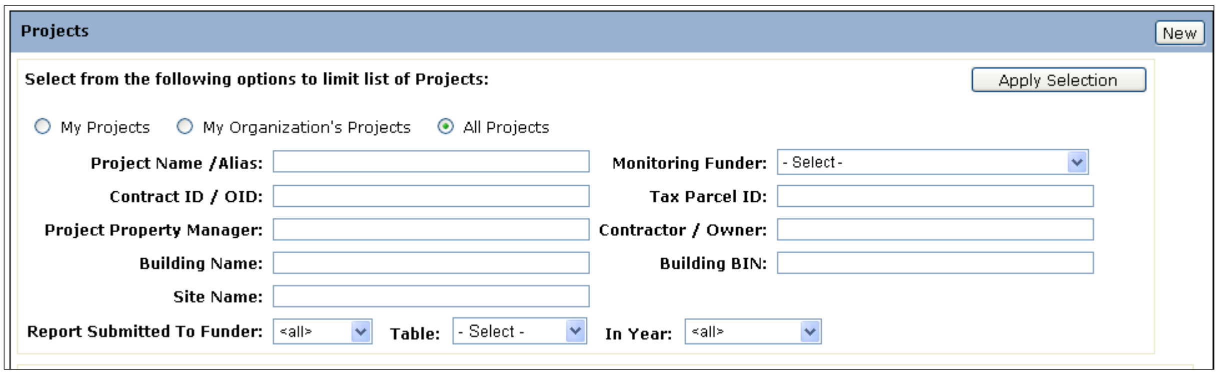


Click the plus to expand the Organization’s staff list

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 and are actively assigned a role in the reporting hierarchy.

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.

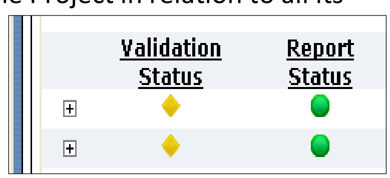


The Project Filter area

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 at least one report table has a possible compliance or validation issue. A list of all validation issues for the current report year is listed on Sites and Buildings page. Click the underlined site name to get there.

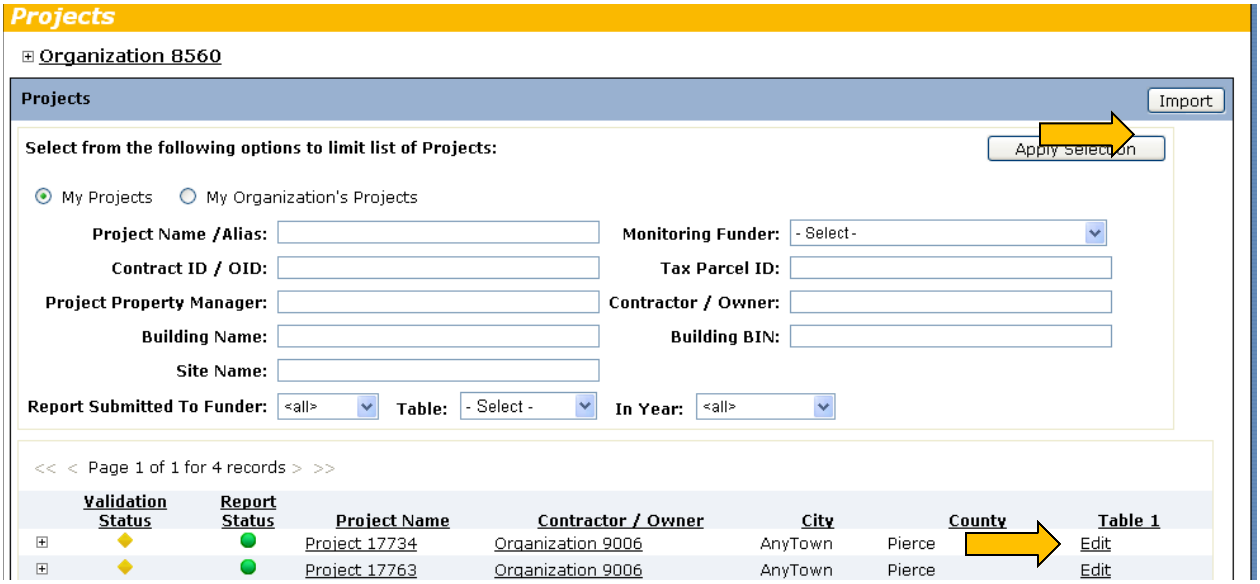


Report Status: This will show as green for reports that were submitted on time or are not due yet. It will show yellow if one or more report tables are late. A red square in this section indicates that a technical issue must be addressed before the report can be submitted.

Click on a project under the Project Name heading to see the details on that specific Project. As with all lists in the WBAR system, click on the column headings will sort projects in ascending or descending order.

Click on an organization name under the Contractor/Owner heading to go to the details for that organization.

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 (see Appendix B: XML Importing for details on how to do this). Use the “Edit” button at the far right end of a Project record row to go to the **Current Table 1** page and quickly view rental activity and edit or add household records to the current report year.

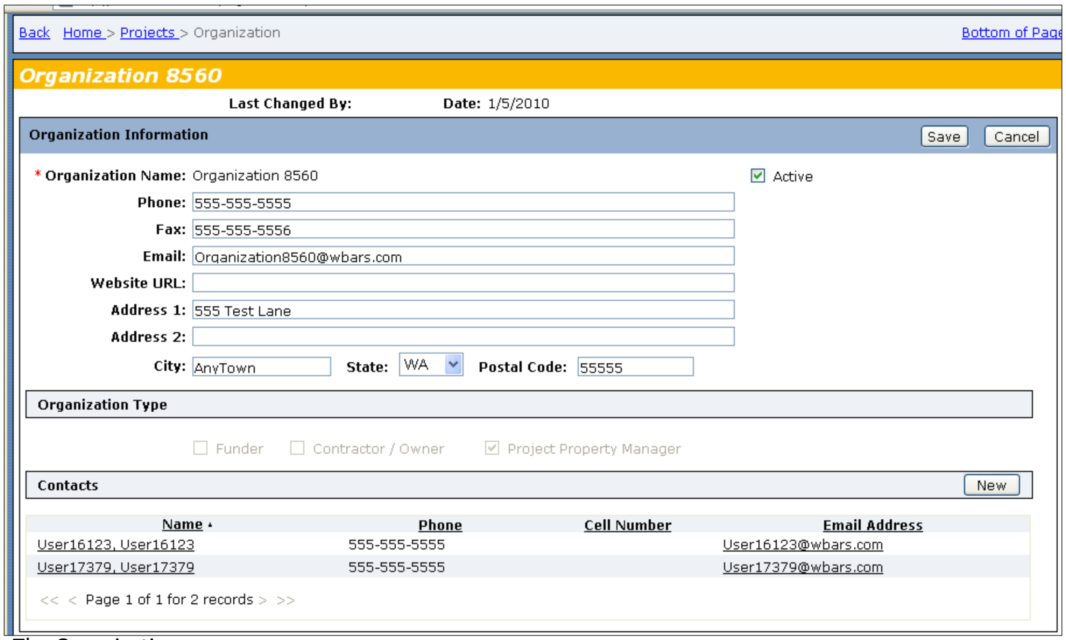


Location of the XML Import Button and Table One Edit Link

Be aware that the Current Table 1 view is intended for quick access for day to day work only. It has limited functionality and you will not be able to submit reports or access other report tables from this screen. See the Table 1 List page and Table 1 Detail 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.



The Organization page

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 **Property Management** organization associated with a particular project can be changed by the WBARS Organization Administrator (OA) *for that company* or by a Funder.

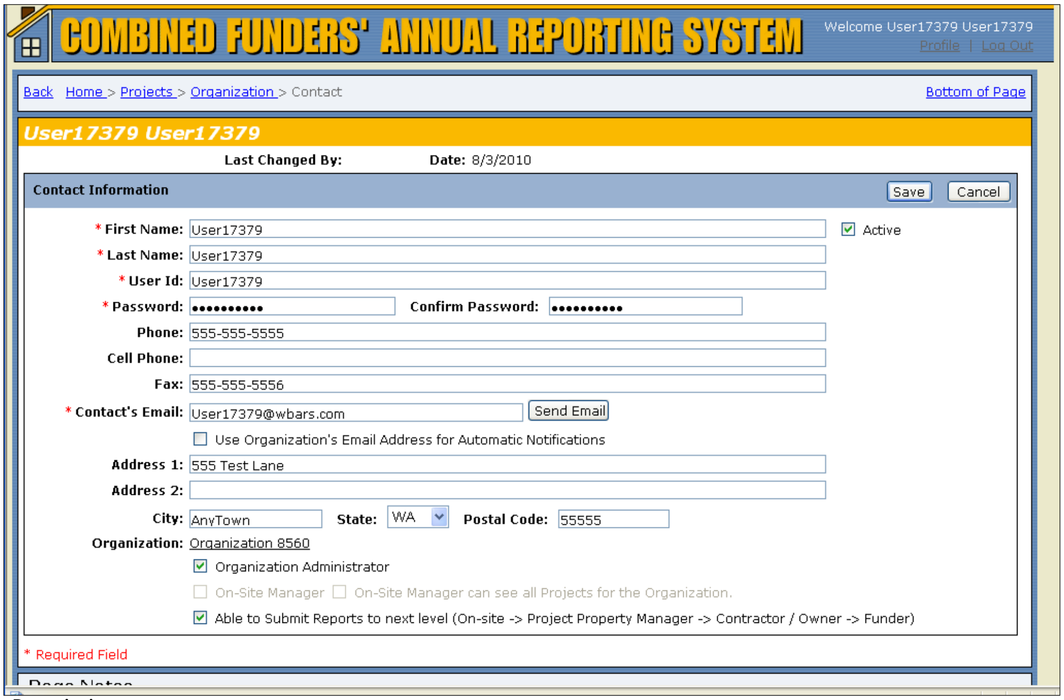
By clicking the "New" button, an OA can add additional staff records to the organization.

Staff records cannot be deleted in WBARS, but they can be inactivated. See the 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 Detail Page

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



Permissions

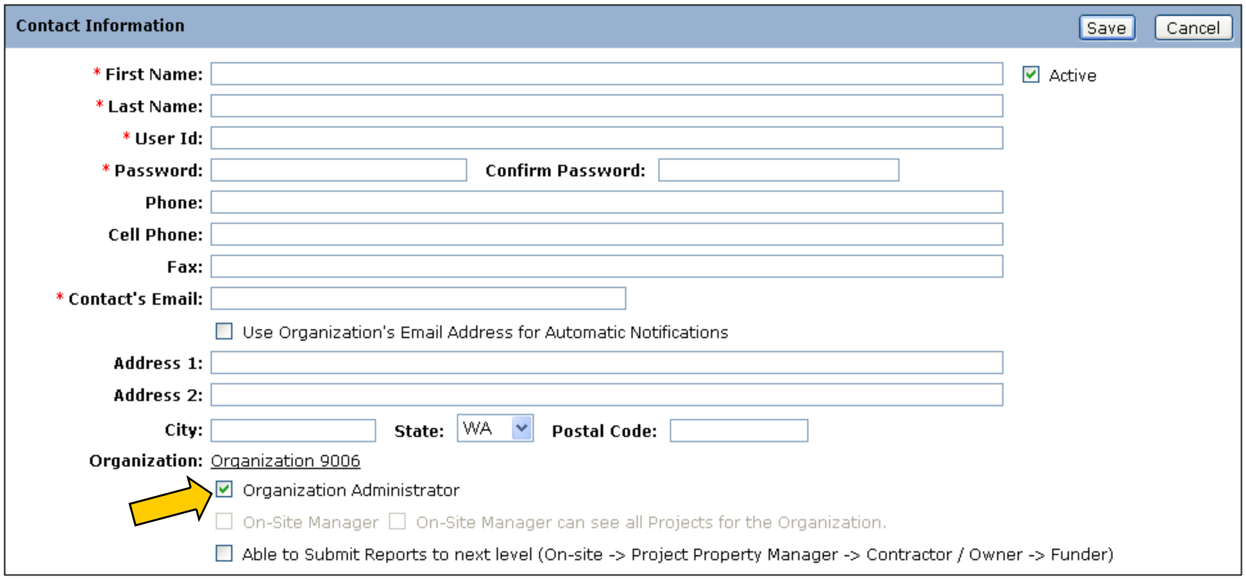
All system users can do the following:

- 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 User IDs and/or passwords for any staff at their company

- The “Organization Administrator” checkbox 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 a single OA – Larger companies may want more than one OA but shouldn‘t have more than a few.



Location of the Organization Administrator Permission box

When setting permissions for staff, Organization Administrators (OA) should observe the following guidelines:

- If the OA should be submitting reports in WBARS, the Submit Reports box must also be checked.

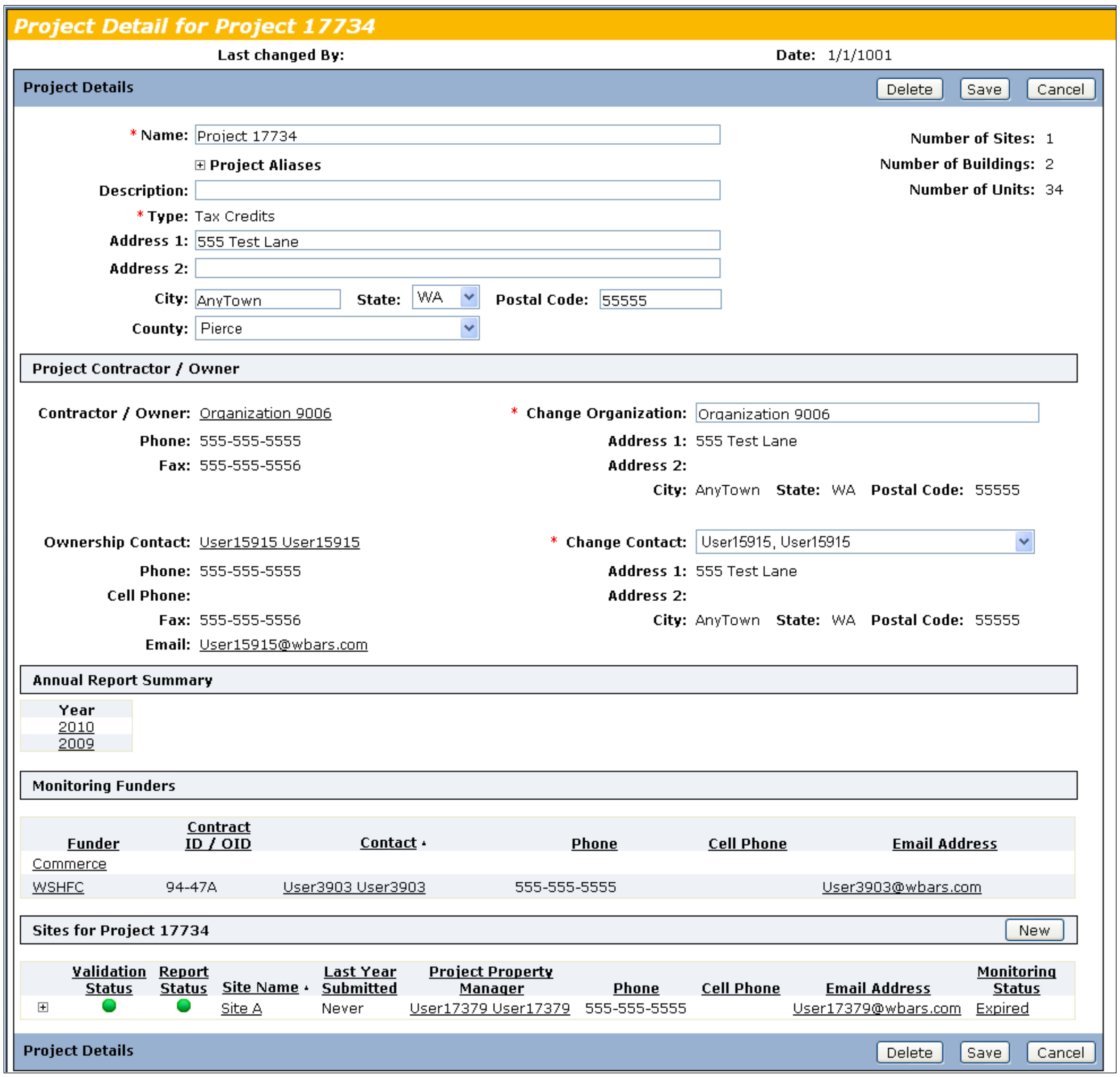
- Inactivating a staff record means that staff person will no longer be able to log into WBARS – To do this, uncheck the “Active” box to the right of the staff person‘s first name field then click on the save button.

- The “Onsite Manager” box should be checked only for those staff entering rental activity into WBARS that will be submitting to a Property Manager in the reporting hierarchy. 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 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 left **unchecked**.

Project Details Page

The Project Details page allows users to read or edit project level information and owner organization contact information, to access yearly summary information about the Annual Report and yearly Table 1 resident household data. Information about sites within the project and funders that are monitoring the project is also available from this page.



The Project Detail page

Project Aliases

Alternate names for the projects are entered by Funders and are a collapsed list by default. You can expand the Alias list by clicking the + sign.

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 Organization Administrator (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 the Project.

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).

Annual Report Summary Section

- Click on a year to open the Annual Summary Report page for that year.

Table 1 Export Section

- Click on a calendar year to export a spreadsheet containing all Table 1 household data contained in that Project's annual report.   For more information about the Table 1 Export, please see Appendix A: Reviewing Table1 Using the Export Feature

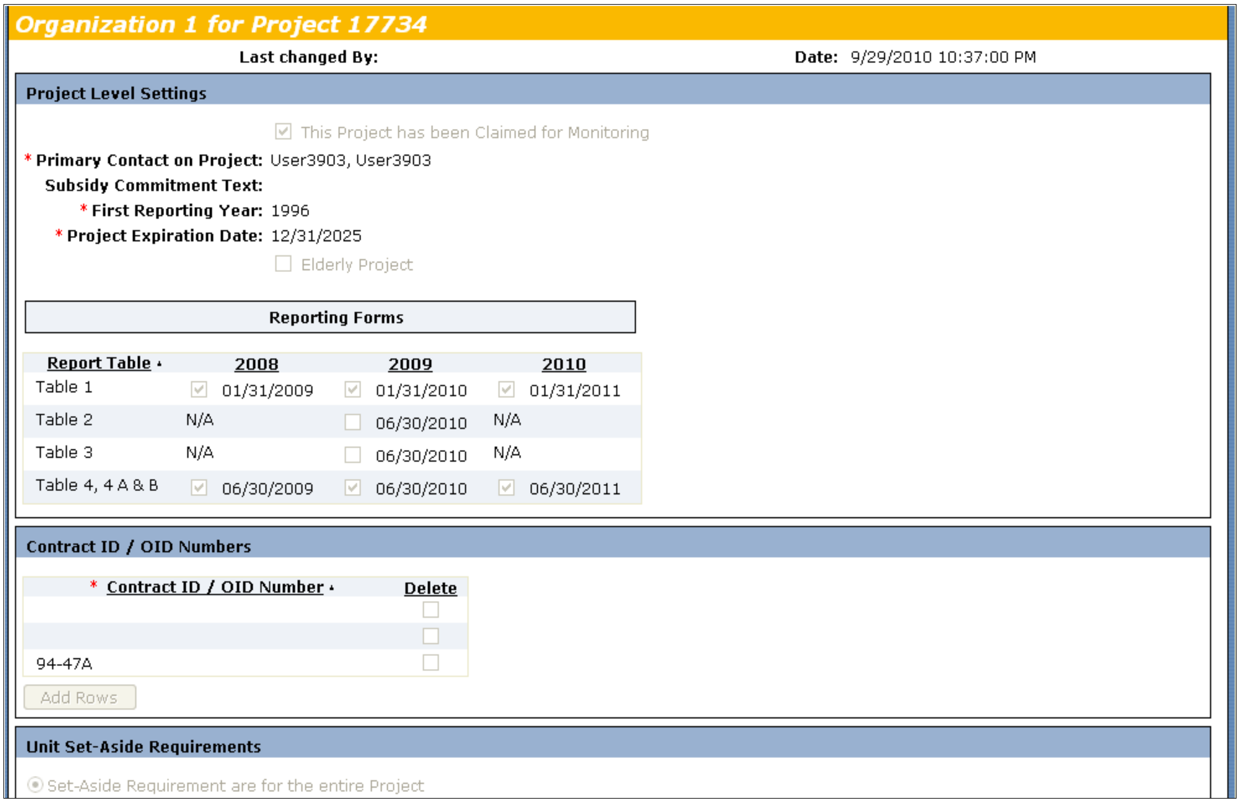
Sites Section

- 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 Table 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.

- Click on the Project Property Manager name to open the Contact Detail Page for the person assigned to that site.

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.


Organization 1 for Project 17734

Last changed By: Date: 9/29/2010 10:37:00 PM

Project Level Settings

This Project has been Claimed for Monitoring

* **Primary Contact on Project:** User3903, User3903

Subsidy Commitment Text:

* **First Reporting Year:** 1996

* **Project Expiration Date:** 12/31/2025

Elderly Project

Reporting Forms

Report Table	2008	2009	2010
Table 1	01/31/2009	01/31/2010	01/31/2011
Table 2	N/A	06/30/2010	N/A
Table 3	N/A	06/30/2010	N/A
Table 4, 4 A & B	06/30/2009	06/30/2010	06/30/2011

Contract ID / OID Numbers

* Contract ID / OID Number	Delete
94-47A	

Add Rows

Unit Set-Aside Requirements

Set-Aside Requirement are for the entire Project

The Project Funder Settings page, part I

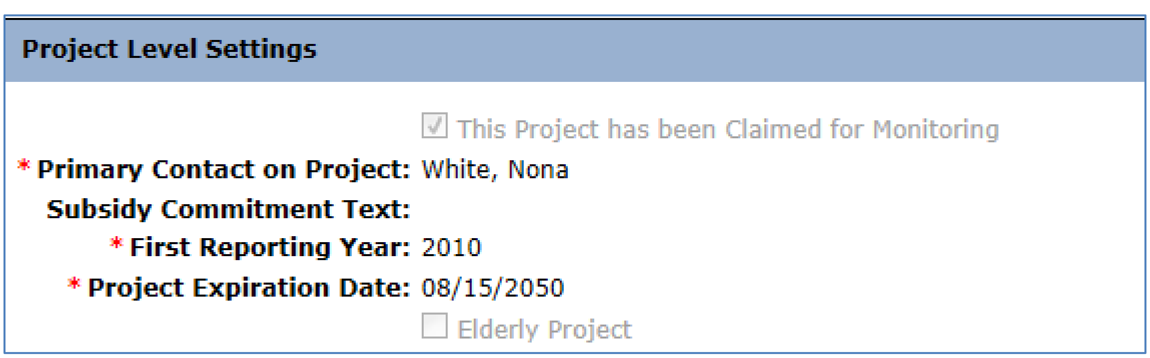
Features:

• 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


Project Level Settings

This Project has been Claimed for Monitoring

* **Primary Contact on Project:** White, Nona

Subsidy Commitment Text:

* **First Reporting Year:** 2010

* **Project Expiration Date:** 08/15/2050

Elderly Project

• Under the Reporting Forms section, you will see when each report is due; the dates will be checked as reports are required.

Reporting Forms

Site: My Favorite Site

ReportTable	2010	2011	2012
Table 1	06/30/2011	01/31/2012	01/31/2013
Table 2	06/30/2011	01/31/2012	01/31/2013
Table 3	06/30/2011	01/31/2012	01/31/2013
Table 4	06/30/2011	06/30/2012	06/30/2013

Edit

• 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

Unit Set-Aside Requirements

Saved successfully.
Set-Aside Requirement are for the entire Project
Set-Aside Requirement are set for each Site
Select Claimed Site: My Favorite Site

• *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.

LIH Percentages selected on Table 1 for My Favorite Project

* LIH Percentage ▲	* #Units	* First Year	* Last Year	Delete
50%	7	2010	2050	

Add Rows

• *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

Tax Credits Special Needs selected on Table 1 for My Favorite Project

* Tax Credits Special Need ▲	* #Units	* First Year	* Last Year	Delete
				☐
				☐
Disabled	5	2010	2050	☐

Add Rows

• HOME unit set-aside restrictions are listed under *HOME Program* heading, and only viewable under the Funder through which the HOME funds were awarded. For each project that has HOME-assisted units, the funder may break out the number of HOME units by bedroom size if specified in the funder contract for HOME funds.

Home Program selected on Table 1 for My Favorite Project

Configure by Bedroom: ☑

* Home Program ▲	* Bedroom Type	* #Units	* First Year	* Last Year	Delete
					☐
HOME Program - County	Studio	3	2010	2025	☐
HOME Program - County	1	7	2010	2025	☐

Add Rows

• 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) The number indicated and type of special need represents a unit set-aside requirement as defined in your contract .

Special Needs Populations entered on Table 3.1 for My Favorite Project

* Special Needs Population ▲	* #Units	* First Year	* Last Year	Delete
				☐
				☐
Veterans	10	2010	2050	☐

Add Rows

Special Needs Populations - Homeless entered on Table 3 for My Favorite Project

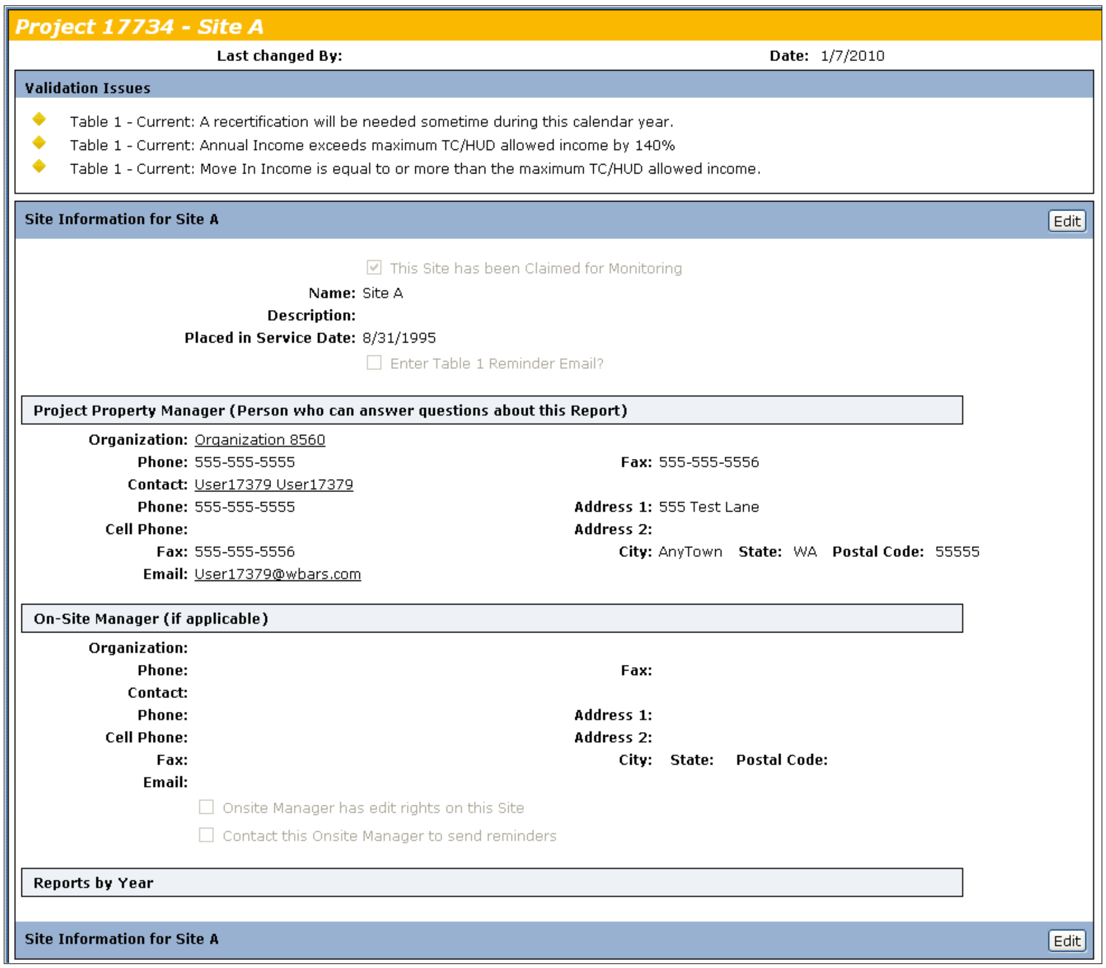
* Special Needs Population - Homeless ▲	* #Units	* First Year	* Last Year	Delete
				☐
Homeless Individual Head of Household Served	5	2010	2050	☐

Add Rows

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

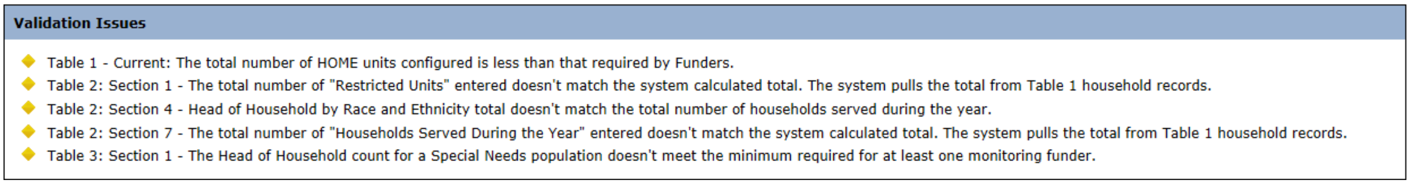
The Sites and Buildings Page is where funders and end users can read or edit site and building information, set staff to serve in the Property Manager and/or On-Site Manager roles for that Site and to view Site level validation information for most recent year's Annual Report tables.
This is also where 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.



The Site and Buildings Page

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.

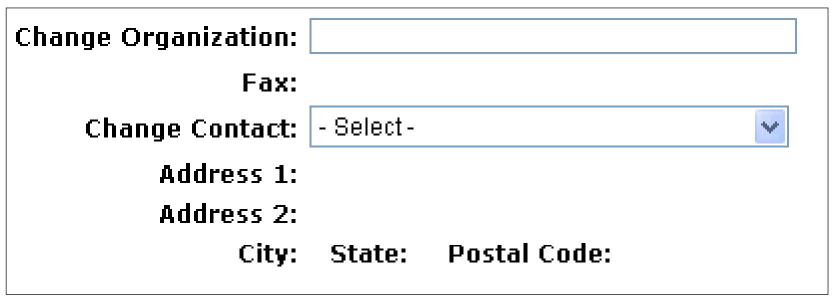


You can open the project's annual reports by clicking on the specific year under *Reports by Year* section

If you are an Organization Administrator 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).



The Change Contact Fields

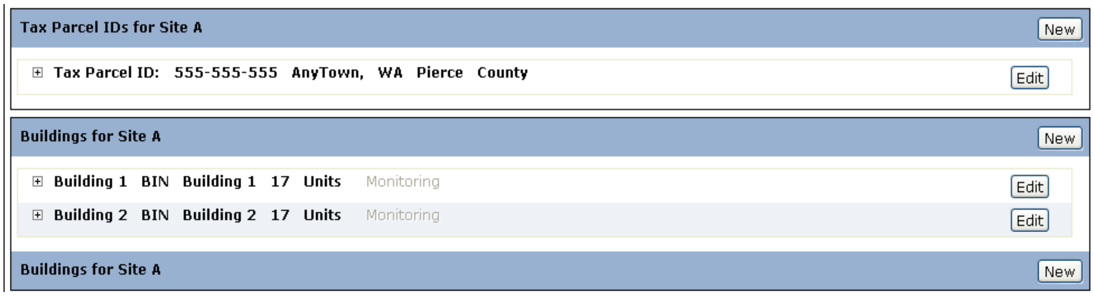
On-Site managers cannot make edits unless given permission on this page.

Onsite Manager Permissions

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.

Tax Parcel ID

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.



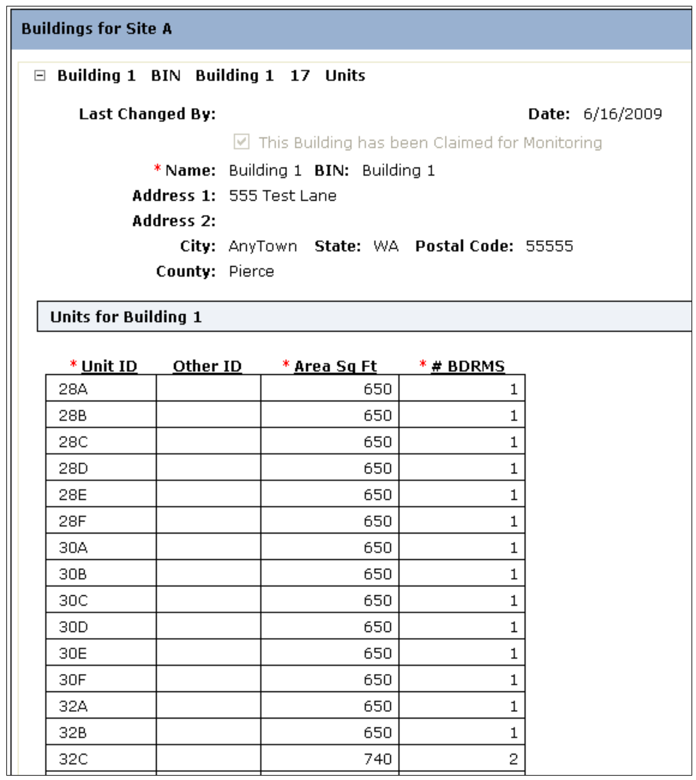
Buildings

View all units in a particular building under the *Buildings* section. Tax credit projects will see their BINs listed in this section, next to any other building name designations.

Units

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, please notify one of your Funders. 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 Units Subsection

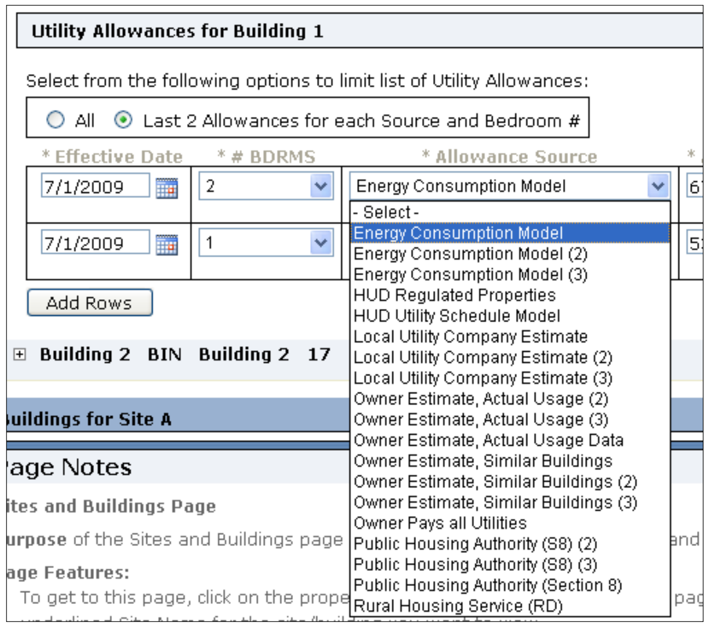
Utility Allowances

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 Organization Administrators (OA) and Property Managers (PM) are allowed to edit utility allowance information.

• On the Site and Buildings page for your property, scroll all the way down the screen to the Buildings for [Project Name] section.

• Go into every building one by one by clicking on the Edit button (every building has its own Edit button to the far right of the screen).

• In Edit mode, scroll past the list of units to the Utility Allowance section.



Utility Allowance Sources Dropdown

• 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. Be sure to create a record for each bedroom size in each building.

• Choose the specific UA type from the drop down list in the **Allowance Source** field – the default source should display as "–Select--" NOTE: UA types should be used consistently when an update is made, otherwise the Utility Allowance Source will need to be changed on the Table 1 Detail page for each resident in occupancy when the UA is updated. For example if the prior Allowance Source was Public Housing Authority (Section 8), then that same source should be used for a new UA if the local PHA Section 8 allowances are still being used. The (2) and (3) on some sources are only to be used when there are multiple UA types used in a building at the same time due to different utilities within the same building.

• 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.

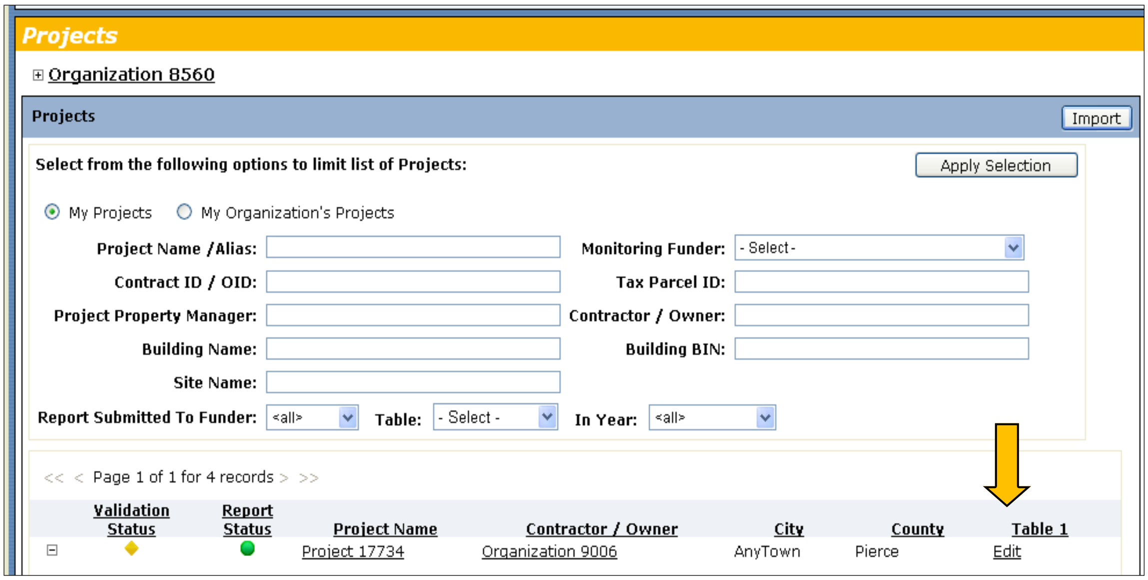
• Add any helpful comments regarding that UA in the **Comment** field. For example, you could comment "electric heat, gas central hot water, electric cooking" to explain the fuel sources in determining the utility allowance.

• Make sure that allowances entered cover the entire reporting period. If you used more than one UA schedule in a calendar year (e.g., you used a 2012 PHA schedule from 1-1-12 until 4-30-12, then used a 2013 PHA schedule starting on 5-1-12), 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. NOTE: You need not establish a separate UA for each unit unless each unit is of a different number of bedrooms or utilizes a distinct UA.

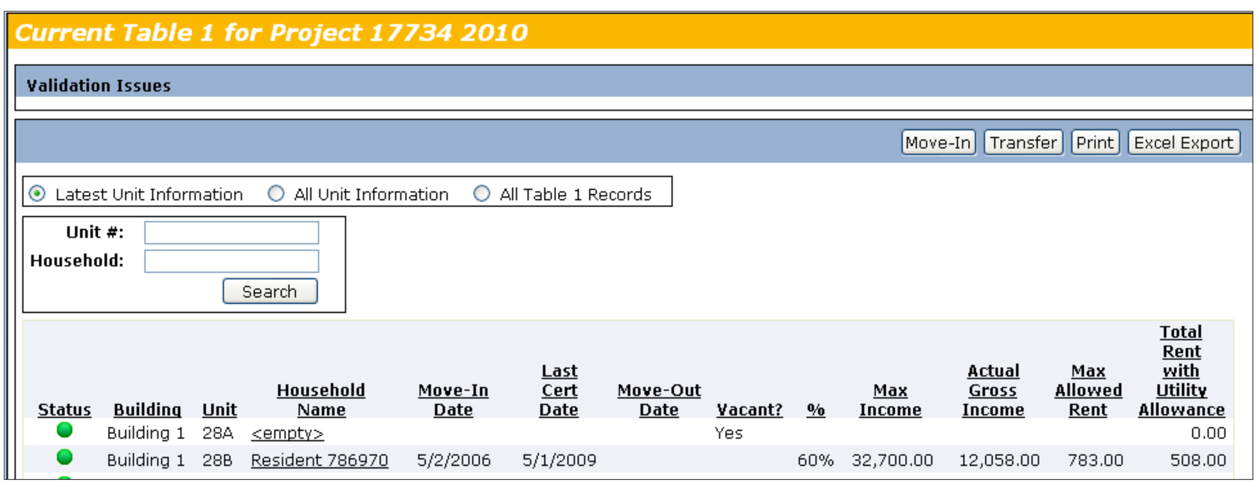
Current Table 1 Page

Use the “Edit” button at the far right end of a Project record row to go to the Current Table 1 page and quickly view rental activity and edit or add household records to the current report year.



Location of the Table 1 Edit link

Be aware that the Current Table 1 view is intended for quick access for day to day work only. It has limited functionality and you will not be able to submit reports or access other report tables from this screen. (See Table 1 List and Table 1 Detail pages for more information)



The 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.

Features:

- 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.

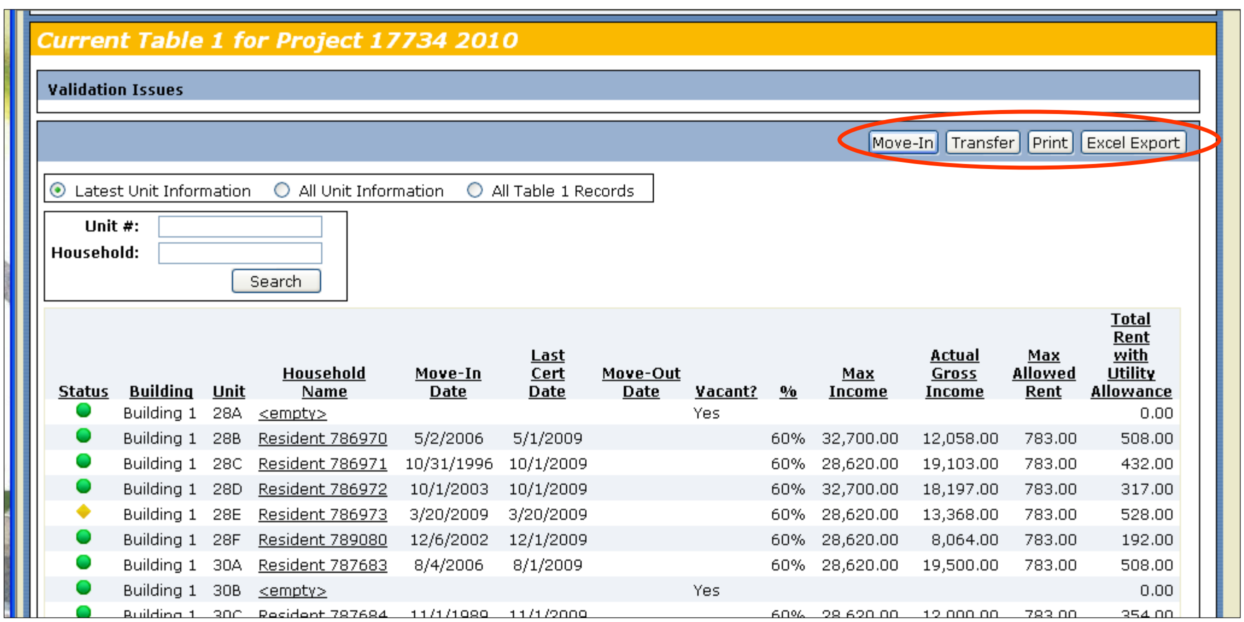
Latest /Year-to-Date selector

- Ability to export all information to Excel, including any information still in collapsed sections (click here to view a sample export).

- 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.

- 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.

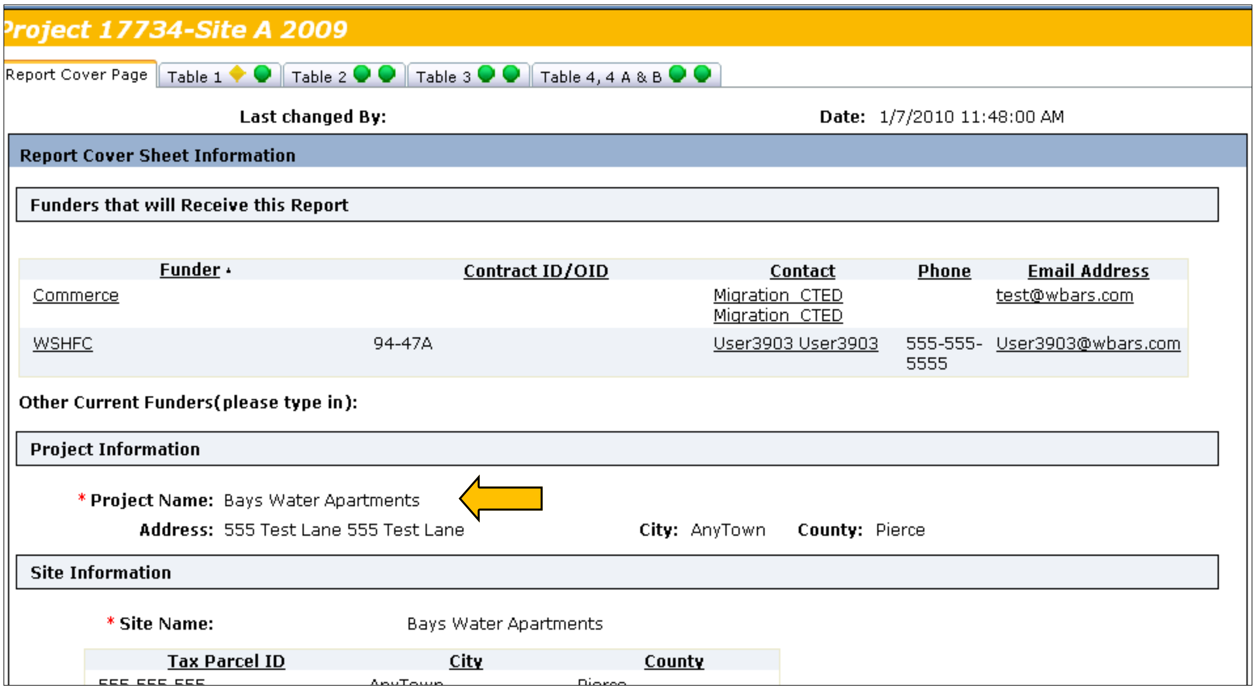


Status	Building	Unit	Household Name	Move-In Date	Last Cert Date	Move-Out Date	Vacant?	%	Max Income	Actual Gross Income	Max Allowed Rent	Total Rent with Utility Allowance
	Building 1	28A	<empty>				Yes					0.00
	Building 1	28B	Resident 786970	5/2/2006	5/1/2009			60%	32,700.00	12,058.00	783.00	508.00
	Building 1	28C	Resident 786971	10/31/1996	10/1/2009			60%	28,620.00	19,103.00	783.00	432.00
	Building 1	28D	Resident 786972	10/1/2003	10/1/2009			60%	32,700.00	18,197.00	783.00	317.00
	Building 1	28E	Resident 786973	3/20/2009	3/20/2009			60%	28,620.00	13,368.00	783.00	528.00
	Building 1	28F	Resident 789080	12/6/2002	12/1/2009			60%	28,620.00	8,064.00	783.00	192.00
	Building 1	30A	Resident 787683	8/4/2006	8/1/2009			60%	28,620.00	19,500.00	783.00	508.00
	Building 1	30B	<empty>				Yes					0.00
	Building 1	30C	Resident 787684	11/1/1989	11/1/2009			60%	28,620.00	12,000.00	783.00	354.00

Location of the Action buttons

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).

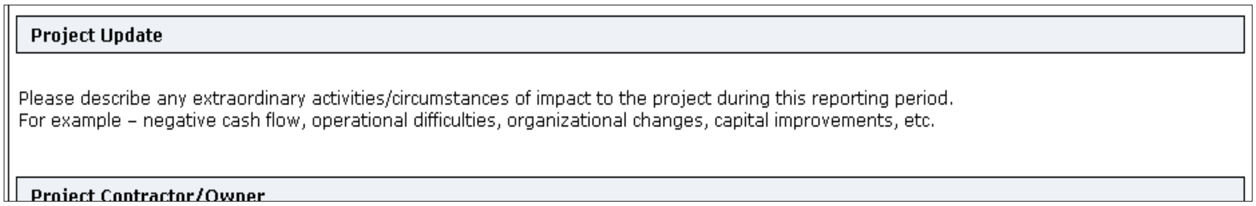
- Tabs to navigate to each area of the Reports, Report Cover, Table 1, Table 2, Table 3 and Table 4, 4A & 4B, are at the top of the screen. Note that the Table section headings at the bottom of the Report Cover page are not navigation links.

- 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 displays the Funders who have claimed the project who will receive the report

- Tax Parcel IDs listed on the Sites and Buildings page are displayed 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 Organization Administrator may change the actual system user listed on the Project Details Page and assigned in the system to the reporting hierarchy.

- Users can view and edit the Report Cover Page Project Property Manager and Contact. Only the Property Management organization's Organization Administrator may change the actual system user listed on the Sites and Buildings page and assigned in the system to the reporting hierarchy.

- 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 Details page.

- Clicking on an underlined email address will launch a compose window for the user's email application.

- Funders cannot edit the information on the Report Coversheet page

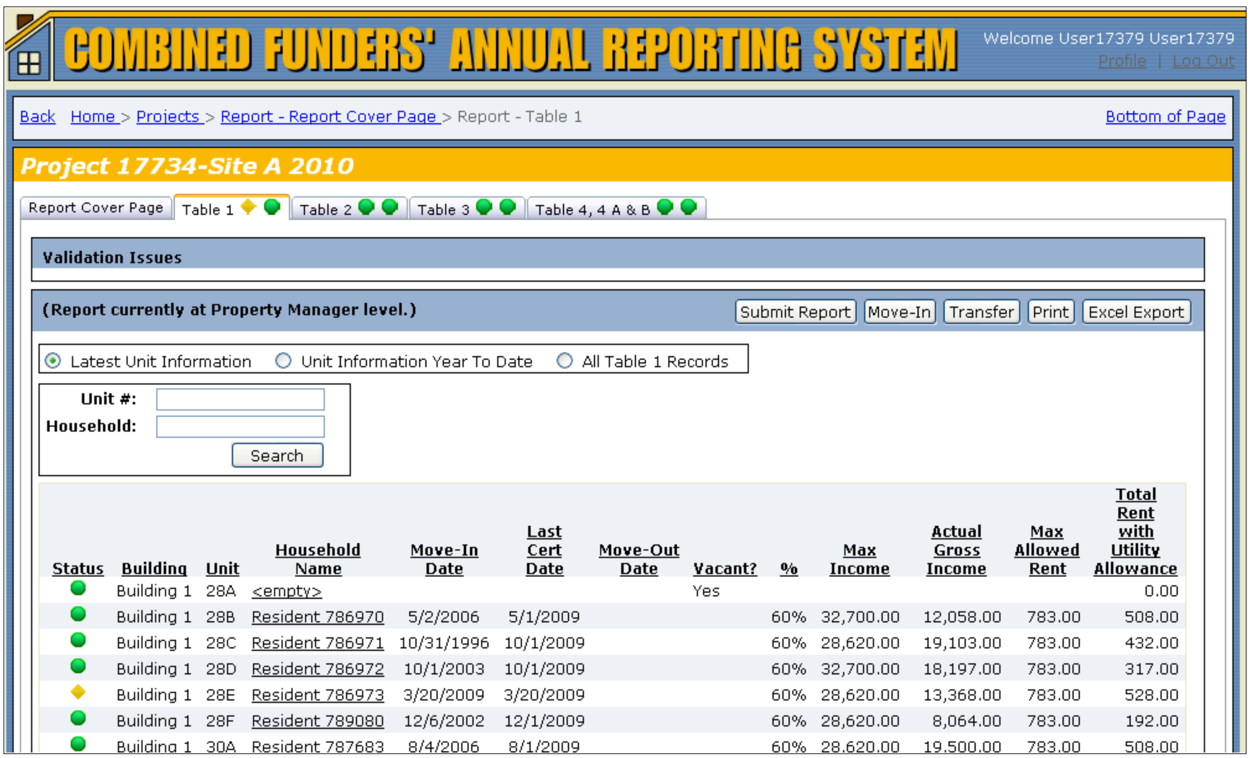
- If there is an Onsite Manager associated with the report's site, their edit rights are determined by the permission box on the main Site and Buildings page.

- Please note: It is not necessary to "submit" the Report Coversheet Page and it may be updated until all report tables are submitted to the funder level in the reporting hierarchy.

Table 1 List Page

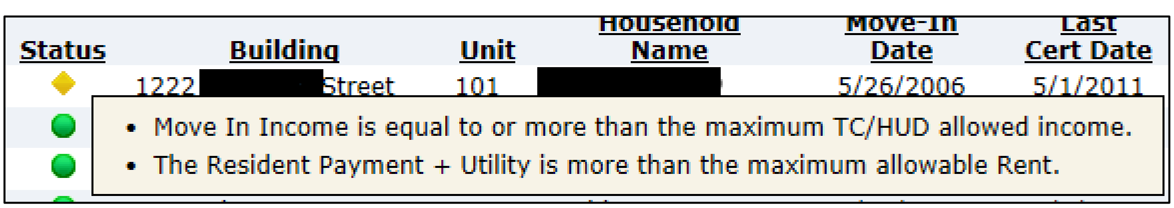
The Table 1 List Page is where rental activity and household information is entered. There is a separate Table 1 List Page tab for each calendar year in the annual report. Residents from previously submitted annual reports will roll forward into the next report year if they did not move out before December 31. 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 from the Projects or Site and Buildings pages). 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.

The top of the page recaps all validation issue messages for the displayed record set.



Status	Building	Unit	Household Name	Move-In Date	Last Cert Date	Move-Out Date	Vacant?	%	Max Income	Actual Gross Income	Max Allowed Rent	Total Rent with Utility Allowance
	Building 1	28A	<empty>				Yes					0.00
	Building 1	28B	Resident 786970	5/2/2006	5/1/2009			60%	32,700.00	12,058.00	783.00	508.00
	Building 1	28C	Resident 786971	10/31/1996	10/1/2009			60%	28,620.00	19,103.00	783.00	432.00
	Building 1	28D	Resident 786972	10/1/2003	10/1/2009			60%	32,700.00	18,197.00	783.00	317.00
	Building 1	28E	Resident 786973	3/20/2009	3/20/2009			60%	28,620.00	13,368.00	783.00	528.00
	Building 1	28F	Resident 789080	12/6/2002	12/1/2009			60%	28,620.00	8,064.00	783.00	192.00
	Building 1	30A	Resident 787683	8/4/2006	8/1/2009			60%	28,620.00	19,500.00	783.00	508.00

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.

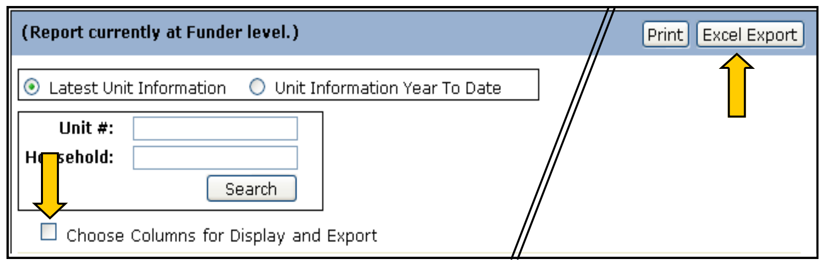


Click on an underlined household name to update specific unit information or move a household out of a unit

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.

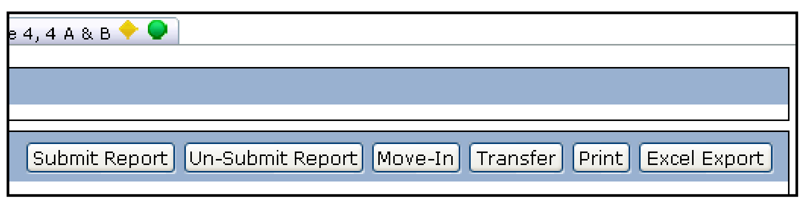
By clicking on one of two radio buttons under the Table 1 Summary heading, you can view either the Latest Unit Information, or view all the activity in those units over the entire calendar year (Unit Information for 20YY).



Locations of the Column Chooser toggle and Excel Export button

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. By enabling the Choose Columns for Display or Export box (the "Column Chooser"), you can limit the fields displayed on the Table 1 List page and/or exported to excel. See Appendix A for further detail regarding the use of the Excel Export and Column Chooser features.

The **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 from 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, 2012 and it's after Jan 1, 2012).



Submit and Un-submit buttons

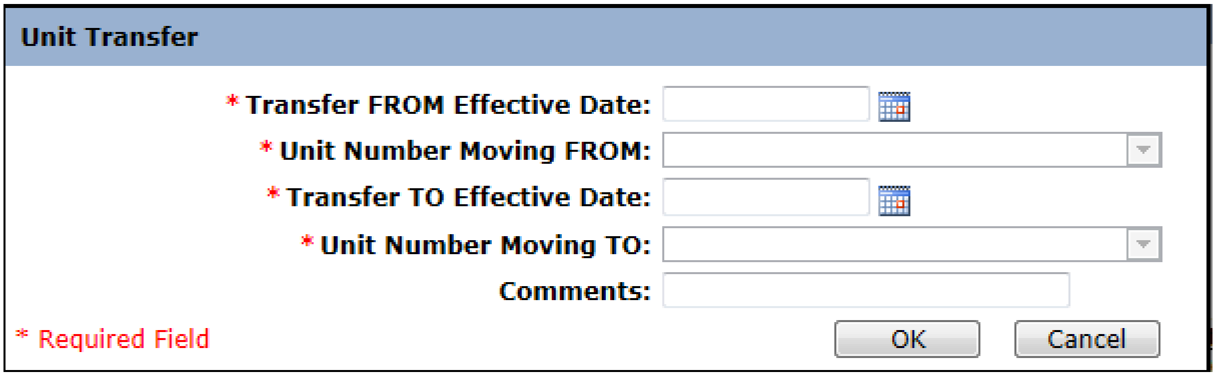
The **Un-Submit Report** button will display if:
• The report has been submitted to this user's level
• Funders can un-submit reports but it will be rare for them to do so.

If reports are un-submitted 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.



The Table 1 Transfer page

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.

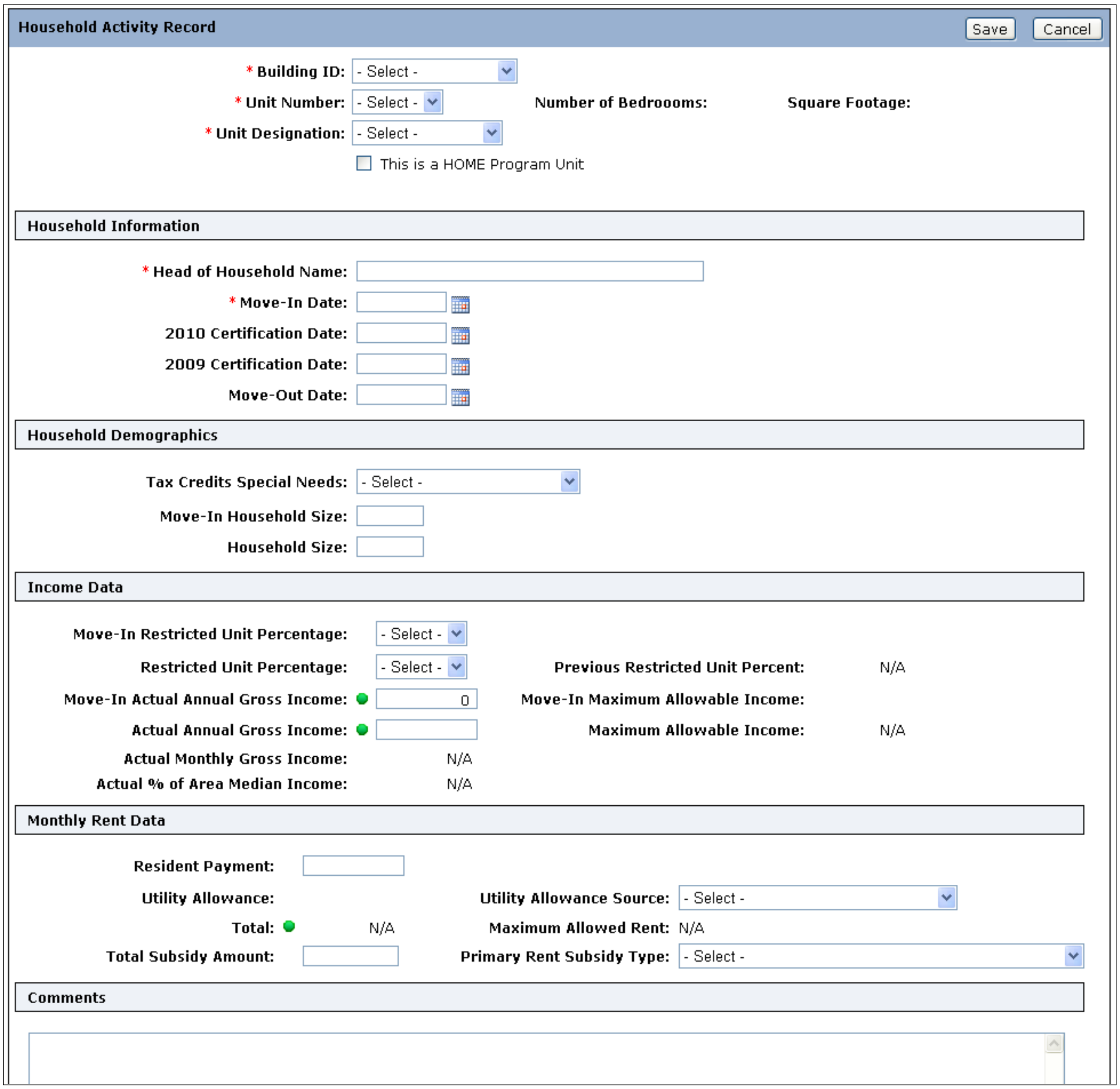
The **Comments** field is generally optional. If the transferring household was income eligible at entry to the building for the unit they are transferring to, but are now "over-income", please put a short note in the comments field explaining that "the household was income eligible at move-in to the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



Household Activity Record
Save
Cancel

* Building ID: - Select -
* Unit Number: - Select -
Number of Bedroooms:
Square Footage:
* Unit Designation: - Select -
This is a HOME Program Unit

Household Information

* Head of Household Name:
* Move-In Date:
2010 Certification Date:
2009 Certification Date:
Move-Out Date:

Household Demographics

Tax Credits Special Needs: - Select -
Move-In Household Size:
Household Size:

Income Data

Move-In Restricted Unit Percentage: - Select -
Restricted Unit Percentage: - Select -
Previous Restricted Unit Percent: N/A
Move-In Actual Annual Gross Income: 0
Move-In Maximum Allowable Income:
Actual Annual Gross Income:
Maximum Allowable Income: N/A
Actual Monthly Gross Income: N/A
Actual % of Area Median Income: N/A

Monthly Rent Data

Resident Payment:
Utility Allowance:
Utility Allowance Source: - Select -
Total: N/A
Maximum Allowed Rent: N/A
Total Subsidy Amount:
Primary Rent Subsidy Type: - Select -

Comments

Detail page

Page Features:
For existing households, navigate to this page by clicking on the underlined household name on the [Current Table 1](#) Page or [Table 1 List](#) 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 restricted percentage as required by your most restrictive Funder. This restricted percentage will not change, and the rent a household pays may not exceed the maximum allowed rent for this restricted percentage UNLESS one or more of the following situations occurs:

Overall Unit Mix Requirements: If an owner chooses to increase a household's rent because the household's income has increased above the move-in restricted percentage that the household was initially qualified for AND the project "floats" unit restricted percentage 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. 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.

HOME Unit Mix Requirements:
In rental properties with five or more HOME-assisted units, HOME requires at least 20% of the HOME-assisted units to be occupied by families with annual gross incomes at or below 50% of area median income, and rents cannot be higher than the Low HOME Rent.

Methods for maintaining the required Unit Mix in projects with HOME funding depends on whether the HOME-assisted units are "fixed" or "floating." Refer to your HOME Funder's contract to determine whether your project's HOME-assisted units are "fixed" or "floating."

In properties with “fixed” HOME units, Owners must maintain those specific units as the HOME-assisted units, and must maintain the original total number of required High HOME and Low HOME Rent units. However, the Owner may change which of the HOME-assisted units are High or Low HOME, as long as the original total number of each is maintained.

In properties with “floating” HOME units, the HOME-assisted units can “float” to non-assisted units as long as the Owner substitutes with a comparable unit (size, rent, amenities etc).

LIHTC Unit Mix Requirements: The LIHTC program has additional Unix Mix Requirements for mixed-income properties, which include both affordable units and market-rate units. A property which has set aside 100% of its units for affordable use and further targets units for residents whose income is lower than the selected minimum 50% or 60% AMI is *not* considered a mixed-income property.
Please refer to the **Tax Credit Compliance Procedures Manual** for details on Unit Mix Requirements at mixed-income properties, which is available here:
http://www.wshfc.org/managers/ManualTaxCreditIndex.htm

Over-Income Households:

City of Seattle: City of Seattle has a provision that allows rent increases for over-income households (defined as income exceeding 65%AMI). If a household‘s actual income exceeds 65% AMI, and your City contract allows rent increases for “over-income households”, you may temporarily adjust the unit restricted percentage to a higher restricted percentage, provided the income and rent complies with the new restriction and Funder requirements.

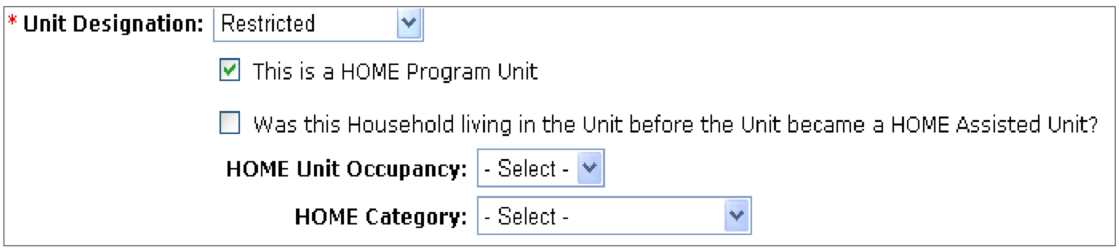
For example, if the City of Seattle is your most restrictive Funder and restricts a unit to 50% AMI, but the WSHFC would allow that same unit to be restricted at 60%, and the household is “over-income” according to the City of Seattle definition, you may temporarily adjust the unit designation in WBARS to a 60% restricted unit and increase 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 restricted percentage allowed at the property by the WSHFC or any other Funder is 50%, then the unit designation could not be increased to 60% and the rent could not be raised beyond the 50% rent limit. Check each of your Funder 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.

WSHFC: For the LIHTC program “Over-Income Unit” means an affordable unit in which the aggregate income of the occupants of the unit increases above 140% of the applicable income limitation under IRC Section 42(g)(1), i.e., 140% above either 50% AMI or 60% AMI. Under the Code, special rules apply when an originally qualified Household’s income increases above 140% of the applicable income limitation (i.e., 140% above either 50% AMI or 60% AMI). Provided the Available Unit Rule is followed, a unit continues to be treated as Qualified even if the household’s income exceeds 140% of the applicable income limitation on recertification. *The Available Unit Rule states that if a unit becomes an over-income unit, that unit can continue to be treated as a Qualified Unit **only** as long as it remains rent-restricted and as long as no nonqualified resident occupies any Comparable Unit that is available or that subsequently becomes available in the building.*

HOME: For the HOME program, a household is considered “over-income” when (1) the household occupies a High or Low HOME Rent unit and the household’s income increases above the current HOME low-income (80%) limit, or (2) the household occupies a Low HOME unit and their income increases above the current very low-income (50%) limit. In both cases, the unit occupied by the "over-income" household is temporarily out of compliance with HOME occupancy and unit mix requirements.

To restore occupancy and unit mix requirements, the Owner will need to take steps, which may include optional or mandatory rent increases and/or re-designating the Low and High HOME Rent units. The resolution depends on whether the project's HOME-assisted units are "fixed" or "floating". For more information, please refer to the Compliance in HOME Rental Projects: A Guide for Property Owners, or contact your HOME Funder.

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:



HOME Program enabled subfields

1. Check box if household was living in the unit *prior* to the unit being designated as a HOME unit.

2. In the HOME Unit Occupancy drop-down list, choose whether the unit is occupied by an Owner, a Renter or is Vacant.

3. 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.

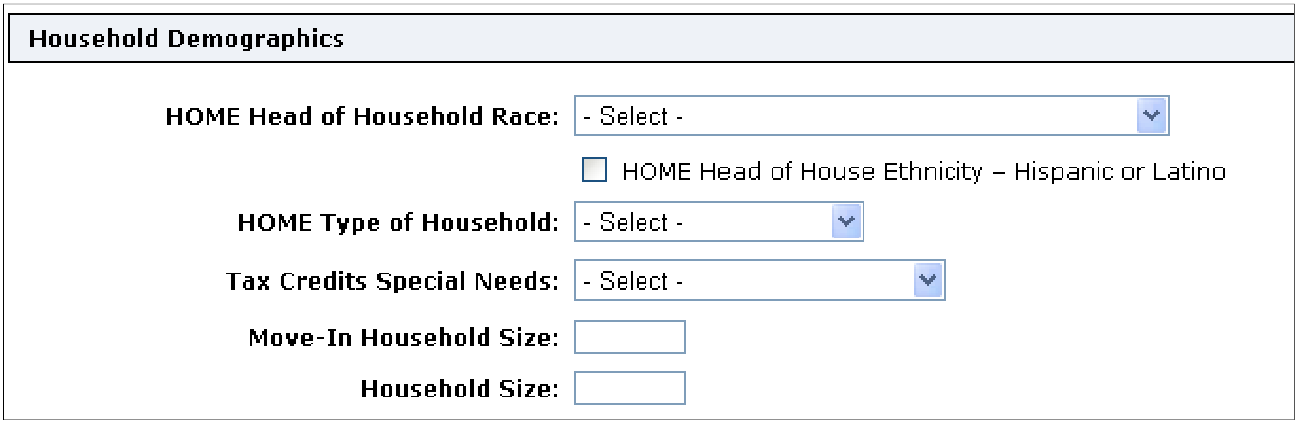
The move-in date field must be filled in for new move-ins. Please note: A household may **not** move into a unit the same day it was vacated.

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 re-certifications, 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.



Household Demographics section, with HOME fields enabled

If unit is a **HOME designated unit**, two additional drop-down list fields will appear.

1. One drop-down will ask for **HOME Head of Household Race**.

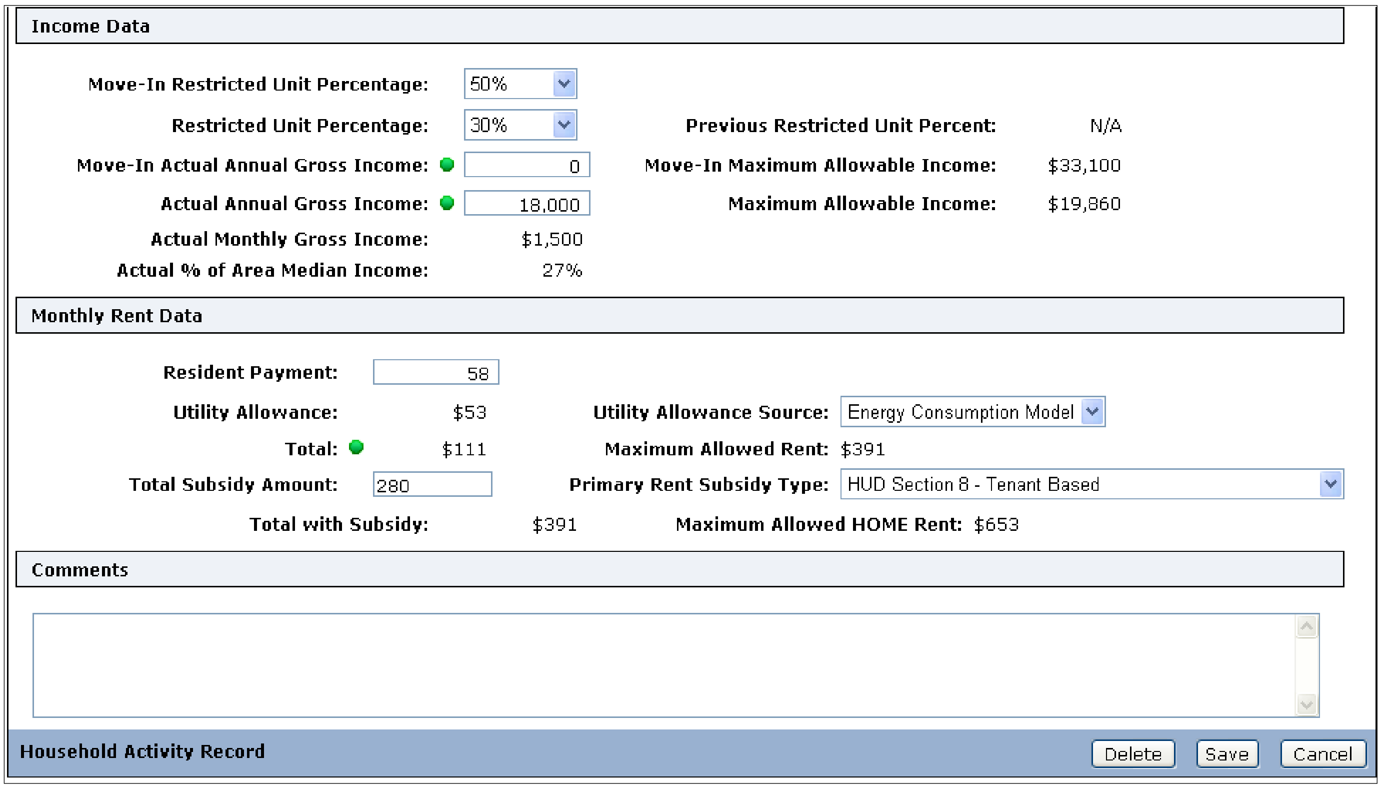
2. The second drop-down will ask for **HOME Type of Household.** Types are defined as follows:
   - Single, non-elderly—a one person household in which the person is not elderly;
   - Elderly—a one or two person household in which one person is at least 62 years in age;
   - Related single parent—a single 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. This must be filled in as of the end of the year if a 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. For an explanation of Tax Credit Special Needs Commitments, and when a unit can be double-counted, go to Appendix P of the Washington State Housing Finance Commission's Tax Credit Compliance Procedures Manual.

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 the **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.


Income Data

Move-In Restricted Unit Percentage: 50%

Restricted Unit Percentage: 30% | Previous Restricted Unit Percent: N/A

Move-In Actual Annual Gross Income: 0 | Move-In Maximum Allowable Income: $33,100

Actual Annual Gross Income: 18,000 | Maximum Allowable Income: $19,860

Actual Monthly Gross Income: $1,500

Actual % of Area Median Income: 27%

Monthly Rent Data

Resident Payment: 58

Utility Allowance: $53 | Utility Allowance Source: Energy Consumption Model

Total: $111 | Maximum Allowed Rent: $391

Total Subsidy Amount: 280 | Primary Rent Subsidy Type: HUD Section 8 - Tenant Based

Total with Subsidy: $391 | Maximum Allowed HOME Rent: $653

Comments

Household Activity Record

Delete Save Cancel

Income and Monthly Rent. *In the example, the resident has moved from having no income to having an annual Gross of $18,000. This is still below the maximum allowable at the unit's adjusted restriction of 30% of AMI. With a Utility Allowance established at $53 per month, the project owner could charge the resident up to $338. The resident has a Section 8 Voucher, which pays $280 of their rent; the project owner can charge the resident no more than $58 out-of-pocket. This is still well below the Maximum Allowed HOME Rent, but Project Owners must report to their most restrictive Funder. This resident-unit record has been completed correctly.*

- 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.
- 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 Site'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.
- The **Maximum Allowable Income** field is auto-filled per the Site'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.

Monthly Rent Data section:

- Fill in **Resident Payment** field with total rent paid by household as of 12/31 or the household's move-out date if they vacated during the reporting year. This amount should always be zero or positive: **Do not** include a utility allowance or any subsidy rent paid on behalf of the tenant in this field. Enter this information in the comments section of the tenant record if you would like to track this information.
- In the **Utility Allowance Source** drop-down list field, choose the UA source from the list of available sources for this building (UA amounts have been entered for each building on the Site and Buildings page). Please note that the tenant record will not save unless a utility allowance has been selected.
- The Total field will auto-fill based on the resident payment and utility allowance amounts.
- The **Maximum Allowed Rent** field is not editable and will auto-fill according to the rent limits which pertain to the Project, Site and Unit. Please note that in some cases the **HOME Maximum Rent** may be more restrictive than the Maximum Allowed Rent. WBARS will auto-fill based upon the household size and the date the household moved in. The rent limits are entered and 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. This number must always be positive. If the resident is reimbursing for prior subsidy do not enter a negative number. Enter this information in the comments section of the tenant record.

Choose the type of subsidy from the drop-down list in the Primary Rent Subsidy Type field. Note that the subsidy types in the drop-down list cover rental subsidy types to be used on this page. A list of options can be found in the below table (Figure 11.4), which lists all rent subsidies, the short name (as appears on the Table 1 export) and the description. If your subsidy type does not appear in the dropdown 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.**

Subsidy Name	Short Name	Description
HOME-TBRA	HOME-TBRA	
HUD Section 8 - Agency Based	Sec 8	Agency Based
HUD Section 8 - Mod Rehab	ModRhb	
HUD Section 8 - Project Based	PBRA	Project Based
HUD Section 8 - Tenant Based	Sec 8-Voucher	Tenant Based
King County Homeless Housing Services	KCHHS	
King County Human Services Levy	KC HS-Lev	
King County Veterans Levy	KC Vets-Levy	
McKinney-Shelter Plus Care	MSPC	
Other	Other	
SCEHP-Snohomish County Ending Homelessness Prgm	SCEHP	
Shelter Plus Care	SPC	
Transitional Housing Operating Rental Assistance	THOR	
USDA Rural Rental Assistance	USDA-RRA	
Veterans Administration VA-VASH	VA-VASH	
Veterans Administration-Per Diem	VA-Per Diem	

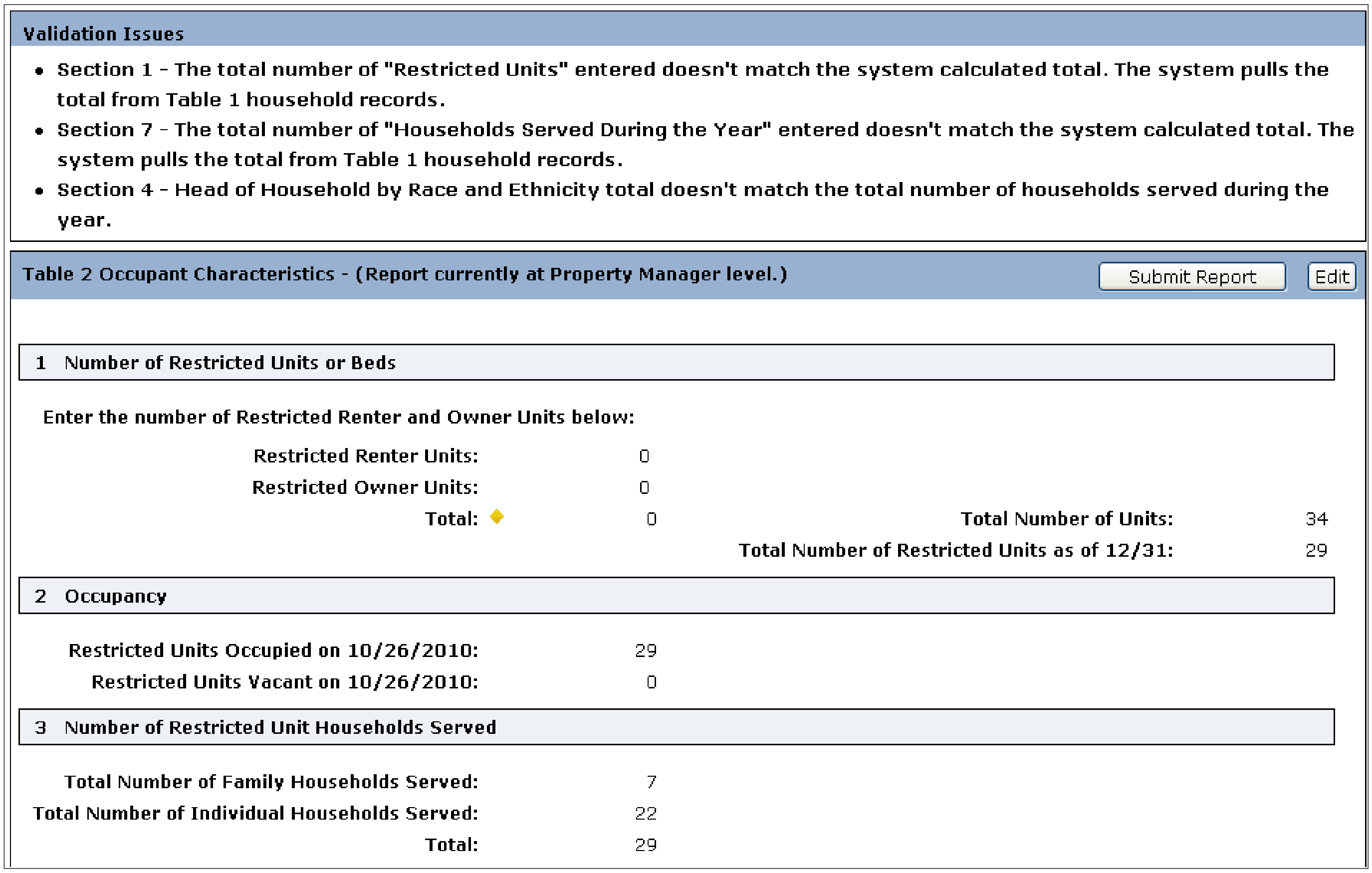
WBARS will add the household payment, utility allowance and subsidy amount and display the sum in the **Total with Subsidy** field.

If the unit is designated as a HOME unit, the applicable HOME rent limit will auto-fill in the **Maximum Allowed HOME Rent** field, based on the Current Restricted Percentage selected on the Table 1 Tenant Detail page. If the Restricted Percentage is 50% AMI or below, the Low HOME rent is used. If the Restricted Percentage is above 50% AMI, the High HOME rent is used. In most cases, Maximum Allowed Rent will be more restrictive than the Maximum Allowed HOME Rent. WBARS will validate the Total Rent with Utility Allowance against the lower of the two limits. For more information, including definitions of Low HOME and High HOME, please refer to the Compliance in HOME Rental Projects: A Guide for Property Owners, available at the link below, or contact your HOME Funder.
http://www.hud.gov/offices/cpd/affordablehousing/library/modelguides/2009/2009homerentalpo.cfm

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)



Validation Issues

- Section 1 - The total number of "Restricted Units" entered doesn't match the system calculated total. The system pulls the total from Table 1 household records.
- Section 7 - The total number of "Households Served During the Year" entered doesn't match the system calculated total. The system pulls the total from Table 1 household records.
- Section 4 - Head of Household by Race and Ethnicity total doesn't match the total number of households served during the year.

Table 2 Occupant Characteristics - (Report currently at Property Manager level.) Submit Report Edit

1 Number of Restricted Units or Beds

Enter the number of Restricted Renter and Owner Units below:

Restricted Renter Units:	0		
Restricted Owner Units:	0		
Total:	0	Total Number of Units:	34
		Total Number of Restricted Units as of 12/31:	29

2 Occupancy

Restricted Units Occupied on 10/26/2010:	29
Restricted Units Vacant on 10/26/2010:	0

3 Number of Restricted Unit Households Served

Total Number of Family Households Served:	7
Total Number of Individual Households Served:	22
Total:	29

Table 2, Part One

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 the Projects page.

The purpose of the Table 2 Page is to allow users to track aggregate demographic information about all restricted unit households served during the reporting year. Once Table 1 is completed and is reflective of the actual tenant rental record of the property for the calendar year, move on to Tables 2 and 3. Tables 2 and 3 contain information that is pulled from Table 1, as well as information that is entered by the on-site manager and/or property manager. If you are reporting information for a project that doesn’t report Table 1 in WBARS, you will need to enter the information manually and ensure that it matches your on-site records. Regardless of reporting format, as the on-site manager or property manager you can easily tell what information is required to be entered by the user by clicking on “Edit” on the top right corner of the Table. The fields that have boxes around them require information to be entered by the user.

Each section of Table 2 asks for specific information by units or households. Below are some definitions that are helpful for completing the table:

- **Restricted:** This means income restricted, or, a unit that is under contract with one or more funders/agencies to be affordable to residents of a target Area Median Income (AMI). Units that are counted as income restricted in Table 2 will have the Unit Designation "Restricted" entered by the user in the Table 1 tenant rent record and have a Move-In and current Restricted Unit Percentage. Everything you will enter on Table 2 is 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.

- **Units:** This can refer to either multifamily units, beds/bedrooms in a group home, or units in a shelter that contain one or more beds, depending on the project. Please refer to your building/unit setup on the site level to see how your units are structured in the system and which ones are included in the report.

- **Household:** Households can be either a family or an individual that occupy a residential unit. For example, if an individual occupies a unit from January and moves out in March, and a family occupies the same unit from April-December, two households have come through the unit. Each tenant record created in WBARS represents one household.

- **Head of household:** The one adult member of the household, designated by the family or other policy as the head of household, who is wholly or partly responsible for the rent payment.

1. **Number of Restricted Units or Beds -** All figures represent a cross section (or snapshot) of units as of 12/31 of the reporting year.

    a. **Total Number of Units:** The total number of units at the site. This is generated by WBARS based off all the units that are listed at the site, regardless of whether the households occupying them are income restricted or market rate units. If this number seems incorrect, click on the site name in WBARS and review the units listed under all buildings to ensure that units you are required to report on are in the system.

    b. **Total Number of Restricted Units as of 12/31:** This figure is generated by the system based on the total number of units with the Table 1 Unit Designation "Restricted" (including vacant units that were previously income restricted) at years end.

    c. **Restricted Renter Units:** If your program provides housing for low income renters (including transitional housing projects and single family group homes), enter the number of units/beds on the renters line. If you do not provide this type of housing enter 0. This figure is the sum total of each unit that is **rentable** by a tenant and was income restricted at some point during the reporting year. This includes units that are vacant as of 12/31 but were previously restricted during the year. When totaled with Restricted Owner Units, it should match the Total Number of Restricted Units as of 12/31.

    d. **Restricted Owner Units:** If your program provides housing for low-income homeowners, enter 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.)This figure is the sum total of each unit that is **owned** by a tenant and was income restricted at some point during the reporting year. This includes units that are vacant as of 12/31 but were previously restricted during the year. When totaled with Restricted Renter Units, it should match the Total Number of Restricted Units as of 12/31.

Information is entered correctly if: The total of Restricted Renter and Restricted Owner units is equal to the system calculated Total Number of Restricted Units as of 12/31 and all numbers represent the actual units at your property. The most common mistakes are including units designated market rate or CAU in Table 1 without income restrictions in the totals in fields c. and d. This will make your total higher than the system calculation of Total Number of Restricted Units as of 12/31. Not counting vacant restricted units will result in the total being lower than the system calculation of restricted units. In either case, you will receive a yellow warning validation icon. If these numbers appear to be correct, and you believe that the Total Restricted Units figure generated by the system is incorrect, double-check the unit designations in Table 1 by doing an Excel export for the latest unit information. If the numbers still do not add up, contact your funder for assistance.

2. Occupancy

4 Race and Ethnicity of Restricted Unit Households Served

Race	Head of Household Count by Race	Head of Household Count of Hispanic Ethnicity	Comments
White	0	0	
Black or African American (AA)	0	0	
Asian	0	0	
American Indian or Alaska Native	0	0	
Native Hawaiian or Other Pacific Islander	0	0	
American Indian or Alaska Native, and White	0	0	
Black or African American (AA), and White	0	0	
American Indian or Alaska Native, and Black (AA)	0	0	
Other Multi-Racial	0	0	
Not Disclosed	0	0	
Asian and White	0	0	
Total:	0	0	
Total Restricted Unit Households Served:	29		

5 Restricted Unit Household Income

0-30%:	21
31-50%:	6
51-80%:	1
Over 80%:	1
Total Restricted Unit Households Served:	29

6 Total Restricted Unit Households Served

Single Mothers with Children:	0		
Single Fathers with Children:	0		
Total:	0	**Total Households Served:**	29

7 Total Restricted Unit Households Served During the Year

Total Renter Households in Restricted Units:	0		
Total Owner Households in Restricted Units:	0		
Total:	0	**Total Households Served:**	29

Comments

Table 2 Occupant Characteristics - (Report currently at Property Manager level.) Submit Report Edit

a. **Restricted Units Occupied on 12/31**: System generated number that provides a snapshot of all units listed in Table 1 with the Unit Designation "Restricted" that are occupied as of 12/31 of the reporting year.

b. **Restricted Units Vacant on 12/31:** System generated number that provides a snapshot of all units listed in Table 1 with the Unit Designation "Restricted" that are vacant as of 12/31. The system will include all currently vacant units that were occupied at an earlier point in the year with the Unit Designation "Restricted".

3. **Number of Restricted Unit Households Served**

   a. **Total Number of Family Households served**: A system generated number that counts each household (tenant record) entered on Table 1 that has a unit designation of "Restricted" and two or more tenants. Tenants may not actually be a family, but are counted as such for the purposes of this field to reflect the unit not being occupied by an individual.

   b. **Total Number of Individual Households served**: Individual Households means the number of individuals living alone or unrelated individuals living together in a group facility. This is a system generated number that counts each household (tenant record) entered on Table 1 that has a unit designation of "Restricted" and only one tenant.

   c. **Total Households Served:** This field is generated by WBARS based on all households that were designated as restricted for the reporting year in Table 1

4. **Race and Ethnicity Unit Households Served -** These fields are required to be entered by the on-site manager or property manager, with each head of household being counted only once. You must complete the race and ethnicity (if Hispanic) for each head of household in order to get a green validation icon light in the system. If the head of household identifies only as Hispanic and does not identify with a corresponding race, enter the household in the "Not Disclosed" race category and in the Hispanic ethnicity category. If the race of a head of household is not known, it is perfectly acceptable to count the Head of Household under "Not Disclosed".

   This section has been completed correctly when all heads of households designated on Table 1 as "Restricted" for the report year (calendar year) have been accounted for in a race category, and the total number of heads of households under race equals the number of system calculated households on Table 2, section 3).

5. **Restricted Unit Household Income -**These fields are generated by WBARS based off information provided by the property manager in Table 1. All households for the reporting year listed in Table 1 as having a Unit Designation of "Restricted" are categorized according to the tenants actual current income in relation to the Area Median Income of the project site's county. This is not a tally of each unit's contracted AMI restriction- for that total, refer to the Annual Summary Report Section 2, Total low-income units set aside.

6. **Single Parent Households**
    a. **Single Mothers with Children**: Enter the total number of income restricted households where a single mother with children resides.
    b. **Single Fathers with Children:** Enter the total number of income restricted households where a single father with children resides.
    c. **Total Households Served:** This field is generated by WBARS based on all households that were designated as restricted for the reporting year in Table 1

You will receive a green validation icon as long as your total number of single parents does not exceed the total number of restricted unit households served during the year. The system cannot validate the number you enter against any other information.

7. **Total Restricted Unit Households Served During the Year**
    a. **Total Renter Households in Restricted Units:** Figure entered by the property manager. This figure is the sum total of each household that is **rentable** by a tenant and was designated as income restricted. This includes units that are vacant as of 12/31 but were previously restricted during the year. When totaled with Restricted Owner Units, it should match the Total Households Served field that is generated by WBARS from Table 1 information.

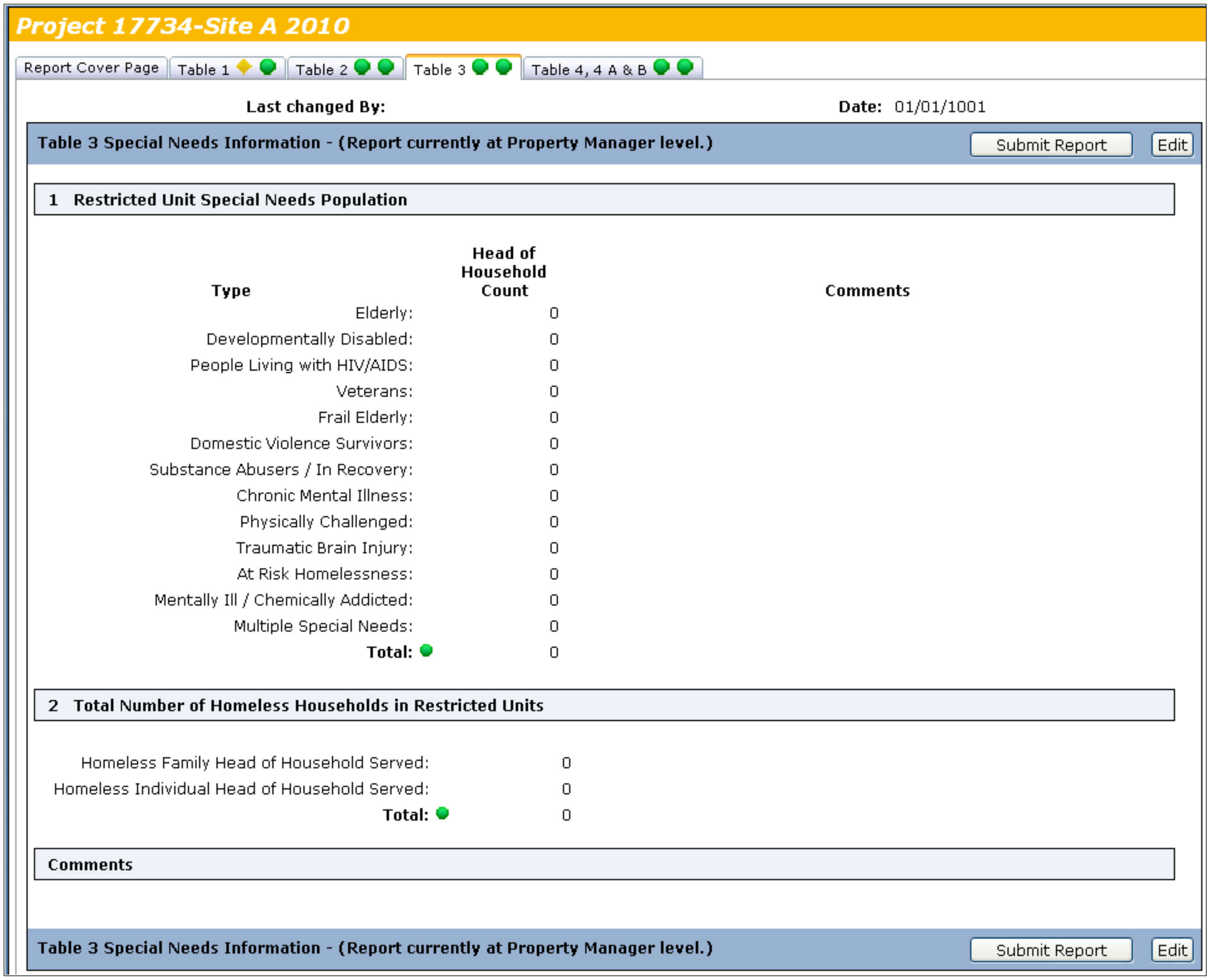
    b. **Total Owner Households in Restricted Units:** Typically rental projects will only have renter households. Exceptions include manufactured housing communities where residents may own their homes but also may have some rental units. Enter the sum total of each household that is **owned** by a tenant and was designated as income restricted. This includes units that are vacant as of 12/31 but were previously restricted during the year. When totaled with Restricted Renter Units, it should match the Total Households Served field that is generated by WBARS from Table 1 information.

    c. **Total Households Served:** This field is generated by WBARS based on all households that were designated as restricted for the reporting year in Table 1.

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.



Project 17734-Site A 2010

Report Cover Page | Table 1 | Table 2 | Table 3 | Table 4, 4 A & B

Last changed By: **Date:** 01/01/1001

Table 3 Special Needs Information - (Report currently at Property Manager level.) Submit Report Edit

1 Restricted Unit Special Needs Population

Type	**Head of Household Count**	**Comments**
Elderly:	0	
Developmentally Disabled:	0	
People Living with HIV/AIDS:	0	
Veterans:	0	
Frail Elderly:	0	
Domestic Violence Survivors:	0	
Substance Abusers / In Recovery:	0	
Chronic Mental Illness:	0	
Physically Challenged:	0	
Traumatic Brain Injury:	0	
At Risk Homelessness:	0	
Mentally Ill / Chemically Addicted:	0	
Multiple Special Needs:	0	
Total:	0	

2 Total Number of Homeless Households in Restricted Units

Homeless Family Head of Household Served:	0
Homeless Individual Head of Household Served:	0
Total:	0

Comments

Table 3 Special Needs Information - (Report currently at Property Manager level.) Submit Report Edit

Table 3

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. Validation icons will display next to each category where that population is required to be served by one of your funders. For more information about funder requirements as related to system validations please see the Project Funder Settings and Annual Summary Report sections of this guide.

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 Section 3 of Table 2.

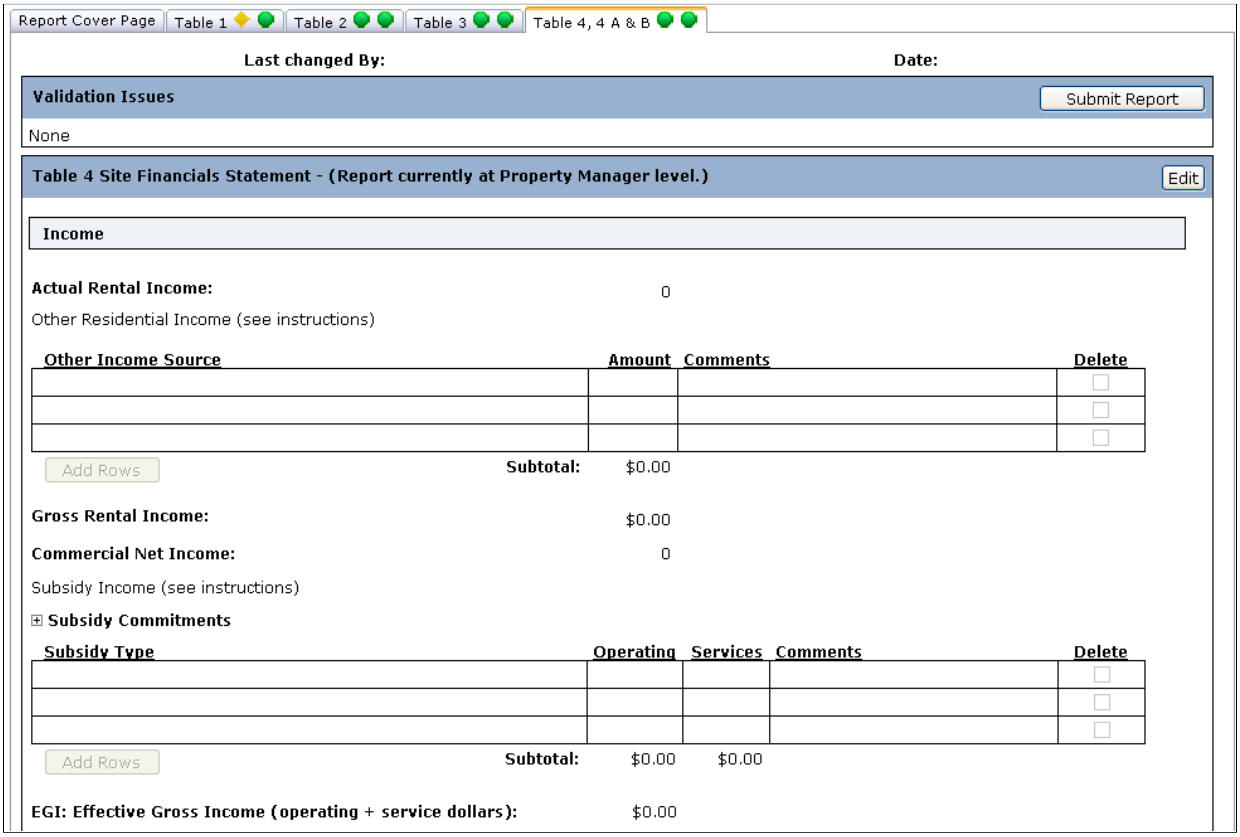
Validation icons will display next to each category where that population is required to be served by one of your funders. For more information about funder requirements as related to system validations please see the Project Funder Settings and Annual Summary Report sections of this guide.

Enter comments below the table if necessary or if you have a yellow validation icon next to any single category.

Note: You must hit "Save" before navigating away from this page or submitting the report in order for your entries to be saved.

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 property annual income, expenses and reserves for each site at a project for the calendar year.


Report Cover Page | Table 1 | Table 2 | Table 3 | Table 4, 4 A & B

Last changed By: Date:

Validation Issues Submit Report

None

Table 4 Site Financials Statement - (Report currently at Property Manager level.) Edit

Income

Actual Rental Income: 0

Other Residential Income (see instructions)

Other Income Source	Amount	Comments	Delete

Add Rows **Subtotal:** $0.00

Gross Rental Income: $0.00

Commercial Net Income: 0

Subsidy Income (see instructions)

Subsidy Commitments

Subsidy Type	Operating	Services	Comments	Delete

Add Rows **Subtotal:** $0.00 $0.00

EGI: Effective Gross Income (operating + service dollars): $0.00

Table 4—Project Income

Table 4 General Notes:
Table 4 is intended to be a simple income and expense report for the CALENDAR year January 1 through December 31, 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 construction/rehab/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.

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

Actual Rental Income:
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".

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

EXAMPLE of Actual Rental Income Calculation

Do not factor in rent concessions or bad debt in the **Actual Rental Income** field. Note the cost of rent concessions and bad debt in **Expenses** under "Other".

Other Residential Income:
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—do <u>not</u> put reserve account interest here), 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 put replacement reserve activity in Table 4. If replacement reserves are used for capital needs show that only on Table 4a in the Replacement Reserve section of the report.

Do NOT report initial construction/rehab/development income or expenses on Table 4. This is a common mistake in the first year of operations - Be sure your accounting staff are aware of this instruction.

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).

Subsidy Income rows:
Enter all subsidy income for the site from the choices listed in the Operating Subsidy table listed below. 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, using "Other" only if you absolutely have to.

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

Subsidy Name	Short Name	Description
Alcohol Drug Abuse Treatment & Support Act	ADATSA	
City General Fund	CGF	
County 2163 document recording fee	2163 Funds	Pierce County
Emergency Shelter Assistance Program	ESAP	
Housing Opportunities for Persons with AIDS	HOPWA	
HUD Section 8 - Agency Based	Sec 8	Agency Based
HUD Section 8 - Mod Rehab	ModRhb	
HUD Section 8 - Project Based	PBRA	Project Based
HUD Section 8 - Tenant Based	Sec 8-Voucher	Tenant based
HUD-CDBG	HUD CDBG	
King County 2060	KC 2060 Funds	RAHP Operating & Maintenance Fund
King County DDD	KC DDD	
King County General Fund	KCGF	
King County Homeless Housing Services	KCHHS	
King County Human Services Levy	KC HS-Levy	
King County Suburban City	KCSC	
King County Veterans Levy	KC Vets-Levy	
McKinney-Shelter Plus Care	SPC	
McKinney-Single Room Occupancy	SRO	
McKinney-Supportive Housing Program	SHP	
Medicaid	Medicaid	
Medicare	Medicare	
Mental Illness & Drug Dependency Funds	MIDD	
Other	Other	
SCEHP-Snohomish County Ending Homelessness Prgm	SCEHP	
Seattle 1986 Levy O & M	1986 Levy	
Seattle 1995 Levy O & M	1995 Levy	
Seattle 2002 Levy O & M	2002 Levy	
Seattle HSD Shelter & Transitional Housing	Seattle HSD	
Seattle Jobs Initiative	SJI	
Seattle Weatherization/Conservation Grants	SWCG	
Sound Families	Sound Families	
State 2060 AHTF O & M	St 2060 AHTF	
State 2060 O & M	St 2060 O & M	
State 2163/1359 EHP	St 2163/1359	
State 2163-HGAP	St 2163 HGAP	
State-DSHS	St DSHS	
Tacoma Homeless Encampment	THE	
Transitional Housing Operating Rental Assistance	THOR	
United Behavioral Health	UBH	Prepaid Health Plan
United Way	UW	
Veterans Administration	VA	
Washington Families Fund	WFF	

Operating Subsidy Source Dropdown Options

Expenses: Enter the annual *operating* expenses incurred by the Site in the "Operating" column fields. Do NOT include initial construction/rehab/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.

Expenses

	2010 Operating	2010 Services	2009 Operating	2009 Services	Comments
On Site Management			$12458.00		
Off Site Management			$14199.00		
Audit / Accounting			$1190.00		
Legal Services			$1340.00		
Insurance			$4788.00		
Real Estate Taxes			$24363.00		
Marketing			$269.00		
Security			$429.00		
Maintenance and Janitorial			$13178.00		
Decorating/Turnover/Painting			$1563.00		
Contracted Maintenance			$2119.00		
Landscaping			$311.00		
Pest Control			$1152.00		
Fire Safety					
Elevator					
Water & Sewer / Garbage			$22232.00		
Electric			$2895.00		
Oil/Gas/Other					
Telephone			$768.00		
Replacement Reserve					
Operating Reserve					
Other					
Other					
Total:	$0.00	$0.00	$103254.00	$0.00	
Total Expenses (Operating + Services):	$0.00				
NOI: Net Operating Income (Effective Gross Income-Total Expenses):	$0.00				

Table 4 – Project Expenses

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. Reserve account interest should show only on Tables 4(a) and 4(b), do NOT show reserve account interest on Table 4.

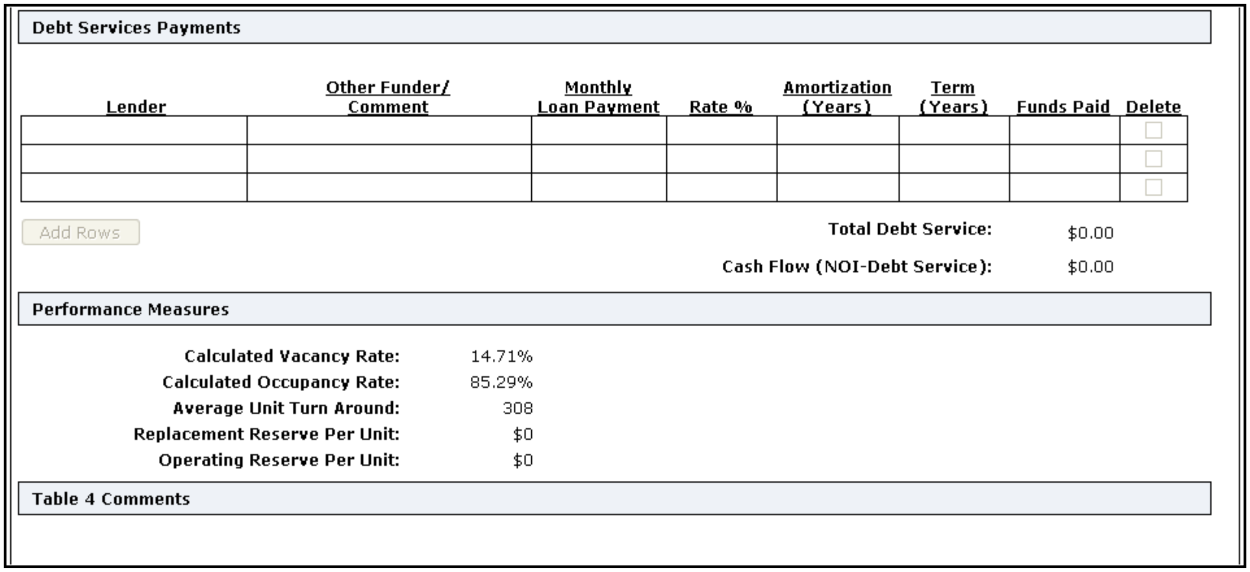
Total Expenses field: This field will auto-calculate based on your entered information. Verify calculated totals with your records. Total expenses should reflect Site/building financial records.

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

Debt Service Payments:
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 unless payments are due and were paid during the reporting year.



Debt Services Payments

Lender	Other Funder/ Comment	Monthly Loan Payment	Rate %	Amortization (Years)	Term (Years)	Funds Paid	Delete
							☐
							☐
							☐

Add Rows

Total Debt Service: $0.00

Cash Flow (NOI-Debt Service): $0.00

Performance Measures

Calculated Vacancy Rate:	14.71%
Calculated Occupancy Rate:	85.29%
Average Unit Turn Around:	308
Replacement Reserve Per Unit:	$0
Operating Reserve Per Unit:	$0

Table 4 Comments

Table 4 – Debt Service and Performance Measures

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

Based on the information you submit to WBARS, the system counts all units in a building regardless of restriction and 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.

Occupancy Rate-This figure is calculated from Table 1 records:

The total # of days occupied from Table 1 records **Divided** by (Number of calendar days for the report year **Multiplied** by the total number of ALL units in the site including both restricted and non-restricted units)

Average Unit Turn Around

This figure is also calculated from Table 1 records. It is the average number of days **between each instance of occupancy in each unit** during the report year. (Including both restricted and non-restricted units)

Reserve per Unit

The ending balance of each reserve account is divided by the total number of units in the site. (Including both restricted and non-restricted units)

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 and match with Tables 4(a) and 4(b) reporting.

Table 4(a)—Replacement Reserves section: track your *replacement reserve* deposits and withdrawals.

Table 4 (a) Replacement Reserve Edit

Deposits and Withdrawals During Reporting Period ending December 31,2010

Last changed By: **Date:**

Last Year's Ending Balance: $0.00

Beginning Balance:

Date	Explain All Withdrawals & Deposits	Withdrawal	Deposit	Reserve Balance
12/31/2010	Annual Replacement Reserve Deposit from Table 4 (without bank interest)		$0.00	$0.00
12/31/2010	Annual Bank Interest Earned		0	

Add Rows **Ending Balance:** $0.00

Comments:

Table 4 (b) Operating Reserve Edit

Deposits and Withdrawals During Reporting Period ending December 31,2010

Last changed By: **Date:**

Last Year's Ending Balance: $0.00

Beginning Balance:

Date	Explain All Withdrawals & Deposits	Withdrawal	Deposit	Reserve Balance
12/31/2010	Annual Operating Reserve Deposit from Table 4 (without bank interest)		$0.00	$0.00
12/31/2010	Annual Bank Interest Earned		0	

Add Rows **Ending Balance:** $0.00

Comments:

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. Do NOT show "deposits in transit". If a reporting year deposit does not show on the 12/31 bank statement then do not show it on the current year's report. You may explain "deposits in transit" in the Comments section, to confirm that required deposits were made a few days late.

In the annual Bank Interest Earned field, enter the total annual bank interest earned on this reserve account.   Please do not add a separate line entry for each interest deposit to the 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 okay to group similar items together with a total amount on one line. For example, several unit floors were replaced. Rather than list each floor replacement amount separately, group all flooring together on one line.

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. Click here or copy http://seattle.gov/housing/management/annualreport.htm to your browser window 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. Click here or paste http://www.wshfc.org/managers/WBARS/WBARs_Annual_Report_Matrix.pdf to your browser window to view a matrix of supplemental documentation requirements for several of the major public funders participating in WBARS.

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. Do NOT show "deposits in transit". If a reporting year deposit does not show on the 12/31 bank statement then do not show it on the current year's report. You may explain "deposits in transit" in the Comments section, to confirm that required deposits were made a few days late.

In the Annual Bank Interest Earned field, enter the total annual bank interest earned on this reserve 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. Check the Matrix of Supplemental Annual Report Materials to see if your funder requires this documentation

Annual Summary Report

Purpose of the Annual Summary Report is to provide a quick overview of a project's compliance for funders that can also be accessed by users to aid in their reporting.

Project Summary Report - 2010

Project 18251 - 26 Total Units in 2 Buildings

Expand All Bedrooms

	WSHFC	KC	Commerce	Occupied as of 12/31/2010
1. Total units in the project:	26	26	26	26
2. Total low-income units set-aside:	25	25	25	24
⊞ 30%	10	10	0	10
⊞ 50%	13	13	2	12
⊞ 60%	2	2	0	2
⊞ 80%	0	0	23	0
3. Total Common Area units set-aside (Resident Managers, Maintenence, or Security Personnel)				1
4. Total Market-Rate Units:				0
5. Total units vacant or empty as of 12/31/2010:				1
6. Total WSHFC Special-Needs units:	15			
⊞ Disabled	5			5
⊞ Large Household	5			9
⊞ Homeless	5			5
7. Total Special-Needs Population:		9		16
Elderly		0		1
Developmentally Disabled		0		2
Veterans		3		3
Chronic Mental Illness		6		10
8. Special-Needs Population - Homeless:		5		5
Homeless Family Head of Household Served		5		5
9. Home Program:		8	2	5
⊞ HOME Program - State		0	2	1
⊞ HOME Program - County		8	0	4
10. Is an elderly project:	No	No	No	

The Annual Summary Report—Project level

Page Features:
Shows the restricted unit set-asides for each funder involved in a project.

Shows the breakdown of special needs requirements for each funder

Displays the HOME unit requirements, including a breakdown of HOME unit sizes, for each funder. Note: some contracts may not include a breakdown of HOME units according to bedroom size. In these cases, the Funder HOME unit breakdown will state "unspecified"

Accessible from the Project Details page

APPENDIX A: REVIEWING TABLE 1 USING THE EXPORT FEATURE

An Excel Export can be generated from Table 1 in WBARS (note HOME validations at top of Table)

- Select **Unit Information Year to date** to show all occupants during the year
- Select **Excel Export.** You may have some screens pop up that you will have to select Open/Allow on. The export may take a few minutes to generate on large properties.
- Once the excel file generates it will have all the functions of a regular excel spreadsheet so that you can sort, hide or delete columns, change the print area and so forth.

- Check Excel Export line by line for validations, bolding and highlights and look for missing information. This includes the following on the sample:
  - Unit 101 –Highlight on "Yes" in vacant column
    WHY – Unit vacant for more than 90 days
    TO FIX – Process Move-In if missed or explain reason why vacant so long and when unit was made rent-ready (use Comment section or if WSHFC can use new *Extended Vacancy/Rent-Ready Report*)
  - Unit 102 –Highlight on certification dates
    WHY – No 2012 Recert
    TO FIX – Process Recert
  - Unit 103 – Highlight on certification date and validation that recertification is due
    WHY – No 2012 Recert,
    TO FIX – Process Recert, but in this case the resident transferred to Unit 202 on 10/15/12 so really need to process Transfer. Note: Can process recert before transfer to show in both units, as process copies over resident information to new unit and notates both units of transfer, or can process recert after transfer since it wasn't due yet at time of transfer. **Be sure to use Transfer key to transfer residents within a site, especially if Table 2 for other funders.**
  - Unit 203 – Market Unit with certification information input (30%, Homeless and Disabled not included in counts on Annual Report Summary).
    WHY – Unit Designation set at Market.
    TO FIX – Change **Unit Designation** to Restricted. Then will count as 30%, Homeless and Disabled.
  - Unit 104 New Resident – highlight and validations for over income at move-in and rent exceeding limit.
    WHY – Resident does not appear to qualify at 30%.
    TO FIX – Change **Move-In Restricted Unit Percentage** to 40% or higher (make sure there are extra 30% units or a replacement is processed). Note the **Move-In Maximum Allowable Income** will change to higher limit when overnight validations are run and this will eliminate the validation regarding income at move-in.
  - Unit 105 shows as <Vacant> and highlight on "Yes" in vacant column
    WHY – unit was vacant all of 2012
    TO FIX – Process Move-In if missed or explain reason why vacant so long and when unit was made rent-ready (use Comment section or if WSHFC can use new *Extended Vacancy/Rent-Ready Report*)
  - Unit 107 – No validations or highlights, but Large Household (L) in 2 bedroom with only 3 household members.

WHY – must have 4 or more members in 3 bedroom or larger unit to meet definition
TO FIX – remove L designation

- **Unit** 204 – Previous Cert Date missing and annual income is in bold and highlighted
  WHY – 2011 cert date was not entered when 2012 recert input and income exceeds 140% of limit.
  TO FIX – Edit resident record, typing in the 2011 cert date in **2011 Certification Date** field. Double check income entered from recert. If household income went over 140% on first recert, add comment with reason for increase and if WSHFC **submit the 2011 and 2012 certification packets for review**
- Unit 206– Validation about missing subsidy amount
  WHY – A **Primary Rent Subsidy Type** was selected, but no amount was entered into **Total Subsidy Amount** field
  TO FIX – Edit resident record, adding subsidy amount
- Unit 109– 60% unit
  WHY – New resident manager income qualified at 60%.
  TO FIX - Since all Funders only regulate 25 units, that leaves one unit that may not be regulated. Check agreements to see if there are any restrictions on the use of this additional unit. Most likely a Common Area Unit. If so, could leave as a 60% unit as long as income qualification done, but recertifications will be required. Could also change **Unit Designation** to one of the CAU choices so that recertifications are not required. For CAU you must enter **Head of Household Name** and **Move-In Date**, clear **Certification Date**, and enter a **Move-In Household Size** (use 1 as default) and **Move-In Actual Annual Gross Income** (use $1 as default). Note: the requirement to enter Household Size and Income is in process of being removed.
- Unit 111 – No validation or highlight, but not enough income to pay rent.
  FIX may not be needed, but a comment is required. HOME unit – is there a subsidy?
- Unit 112 – Missing HOME profile information
  TO FIX – Edit resident record, adding profile info.
- Unit 115 – Income in Bold, highlight on total rent, and validation that rent exceeds limit
  WHY – Resident income and rent exceeds 30% limit. The rent overage is ok with WSHFC as the resident receives project-based subsidy, but this may not be allowed with other funders.
  TO FIX – SOH contract requires that tenant portion of rent not exceed maximum allowed for 30% unit until tenant's income exceeds 65% AMI. Owner must refund all overpaid rent, OR swap unit with a 50% unit IF there is a 30% household currently residing in a 50% unit.
- **HOME Validations –** some HOME units need to be re-designated from City to State (#118 as an example). Be sure to check contracts to see if HOME units are "fixed" or "floating". Also unit #119 (vacant 3 bedroom unit that was previously occupied by HOME resident) should have the **HOME Unit Occupancy** field set to "Vacant". This unit is not included in the HOME numbers on the Annual Report Summary.

- Once all corrections have been made regenerate Excel Export and Annual Summary Report to make sure they reflect the information you want to submit. Be sure to check Table 2 as well (if required by other funders) before Submitting Table 1 to Property Manager or Owner. Property Manager will need to submit Table to the Owner and Owner will have to submit Table to Funders.

- **Please enter data throughout the year (if not importing) and review and submit reports early so everyone is not in the system entering a full year of information right before the report deadline, which slows the system down tremendously.**

Annual Report Resource Links

WSHFC

www.wshfc.org/managers/wbars.htm

- **WBARS UserGuide**
- WBARS FAQs
- Annual Report Submission Supplemental Materials
- **Links to the housing/reporting page of Participating Public Funders web sites**

www.wshfc.org/managers/formsindex.htm

- Additional WSHFC Report Forms
- Annual Report Common Errors
- Best Practices for Submitting Annual Reports

Seattle Office of Housing - www.seattle.gov/housing/management
Department of Commerce (COM) - www.commerce.wa.gov/site/496/default.aspx

2012 Table 1

Project: Project 19102 City: AnyTown

Contract ID/OID: xxx County: King

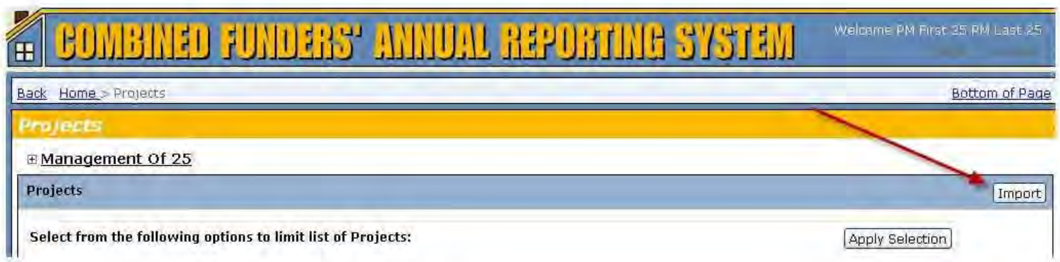
Building Name	Unit	Household Name	Move-In Date	Previous Certification Date	Current Certification Date	Move-Out Date	Vacant?	Special-Needs	Restricted Percentage	Household Size	Maximum Annual Household Income	Current Annual Gross Income	Square Footage	# of Bedrooms	Maximum Allowed Rent	Utility Allowance	Resident Payment	Total Rent with Utility Allowance	Unit Designation	Utility Allowance Source	Validation Status	Validation Issue	Move-In Restricted Percentage	Move-In Household Size	Move-In Maximum Allowable Income	Move-In Annual Gross Income	Is HOME Unit?	Max Allowed HOME Rent	HOME Category	HOME Unit Occupancy	Tenant Before HOME?	Subsidy Type	Subsidy Amount	Total Rent with UA and Subsidy	Current MONTHLY Gross Income	Actual AMI %	HOME Ethnicity - Hispanic or Latino	HOME Race	HOME Type of Household	Submission Level	Comments
Building 1	101	Resident 959181	6/1/2009	6/1/2010	6/1/2011	1/31/2012	Yes	H	50%	2	34750	8746	831	2	990	56	158	214	Restricted	Public Housing Authority (Section 8)	Green		50%	2	33700	17550	No					PBRA	844	1058	729	13%				No submission yet	
Building 1	102	Resident 958287	7/9/2009	7/9/2010	7/1/2011			HD	30%	2	20850	8088	846	2	595	56	134	190	Restricted	Public Housing Authority (Section 8)	Green		30%	2	20220	8088	No					PBRA	868	1058	674	12%				No submission yet	
Building 1	103	Resident 1527923	12/14/2011		12/14/2011			H	40%	2	21680	5736	831	2	792	50	77	127	Restricted	Public Housing Authority (S8) (2)	Yellow	A recertification will be needed sometime during this calendar year.	40%	2	21680	5736	No					PBRA	931	1058	478	7%				No submission yet	
Building 1	201	Resident 958750	6/1/2009	6/1/2011	6/1/2012			H	30%	2	21150	11984	837	2	595	56	221	277	Restricted	Public Housing Authority (Section 8)	Green		30%	2	20220	6644	Yes	990	HOME Program - City	Renter		PBRA	781	1058	999	17%		Black or African American (AA)	Related Parent	No submission yet	
Building 1	202	Resident 1208913	12/1/2010	12/1/2010	12/1/2011	9/30/2012	Yes	HD	30%	2	20850	17172	846	2	595	56	300	356	Restricted	Public Housing Authority (Section 8)	Green		30%	2	20550	14268	Yes	990	HOME Program - City	Renter		PBRA	702	1058	1431	24%		White	Related Single Parent	No submission yet	
Building 1	203	Resident 1208924	6/4/2010	6/1/2011	6/1/2012			HD	30%	2	21150	9524	866	2	595	56	500	556	Market Rate	Public Housing Authority (Section 8)	Green		30%	2	20550	0	No					PBRA	350	906	794	14%				No submission yet	
Building 2	104	Resident 1208915	5/6/2010	5/6/2010	5/1/2011	4/30/2012		H	30%	2	20550	5200	840	2	595	56	0	56	Restricted	Public Housing Authority (Section 8)	Green		30%	2	20220	3120	Yes	990	HOME Program - City	Renter		PBRA	1002	1058	433	8%	Yes	Not Disclosed	Related Single Parent	No submission yet	
Building 2	105	<vacant>					Yes			0			0			0	0			Public Housing Authority	Green	Move In Income is equal to or more than the maximum TC/HUD allowed income. The Resident Payment + Utility is more than the maximum allowable Rent.		0	0	0								0	0							
Building 2	106	Resident 958422	5/30/2009	5/30/2011	5/1/2012			HD	40%	3	31680	19836	815	2	792	56	463	519	Restricted	Public Housing Authority (Section 8)	Green		40%	3	30360	19392	Yes	990	HOME Program - City	Renter		PBRA	539	1058	1653	25%	Yes	White	Single - Non Elderly	No submission yet	
Building 2	107	Resident 958675	5/30/2009	5/1/2011	5/1/2012			HL	40%	3	31680	20326	780	2	792	56	88	144	Restricted	Public Housing Authority (Section 8)	Green		40%	2	26960	9192	No					PBRA	914	1058	1694	26%				No submission yet	
Building 2	204	Resident 1540508	12/15/2011		12/15/2012			H	30%	2	22800	35000	840	2	595	50	527	577	Restricted	Public Housing Authority (S8) (2)	Yellow	Annual Income exceeds maximum TC/HUD allowed income by 140%	30%	2	22450	2340	Yes	990	HOME Program - City	Renter		PBRA	148	725	2917	44%	Yes	Not Disclosed	Related Single Parent	No submission yet	
Building 2	205	Resident 958730	5/29/2009	5/28/2011	5/1/2012			H	30%	2	21150	4428	726	2	595	56	88	144	Restricted	Public Housing Authority (Section 8)	Green		30%	2	20220	5436	Yes	990	HOME Program - City	Renter		PBRA	914	1058	369	6%		Asian	Elderly	No submission yet	
Building 2	206	Resident 959595	5/30/2009	5/1/2011	5/1/2012			H	50%	2	35200	14736	815	2	990	56	470	526	Restricted	Public Housing Authority (Section 8)	Yellow	A Subsidy Type was selected; a Subsidy Amount must be entered.	50%	2	33700	13101	No					PBRA		526	1228	21%				No submission yet	
Building 2	207	Resident 1527926	5/9/2011	5/9/2011	5/1/2012			H	40%	2	28160	10550	780	2	792	56	48	104	Restricted	Public Housing Authority (Section 8)	Green		40%	2	27400	4620	No					PBRA	954	1058	879	15%				No submission yet	
Building 3	108	Resident 958078	5/29/2009	5/1/2011	5/1/2012			HD	30%	4	26400	21613	1011	2	595	56	530	586	Restricted	Public Housing Authority (Section 8)	Green		30%	3	22770	13935	No					PBRA	444	1030	1801	25%				No submission yet	
Building 3	109	Resident 1527924	12/20/2011	12/20/2011	12/1/2012				60%	5	57060	57000	1034	2	1188	56	775	831	Restricted	Public Housing Authority (Section 8)	Green		60%	5	57060	56007	No						0	831	4750	60%				No submission yet	
Building 3	110	Resident 1527925	1/18/2011	1/18/2011	1/1/2012			H	40%	2	28160	4620	1013	2	792	56	49	105	Restricted	Public Housing Authority (Section 8)	Green		40%	2	27400	4620	No					PBRA	947	1052	385	7%				No submission yet	
Building 3	111	Resident 959201	5/22/2009	5/1/2011	5/1/2012			HL	30%	5	28550	4068	1403	3	686	78	600	678	Restricted	Public Housing Authority (Section 8)	Green		30%	5	27300	12144	Yes	1144	HOME Program - City	Renter				678	339	4%	Yes	Not Disclosed	Related Parent	No submission yet	
Building 3	112	Resident 959667	5/1/2010	5/1/2011	5/1/2012			HL	30%	5	28550	2414	1403	3	686	78	0	78	Restricted	Public Housing Authority (Section 8)	Green		30%	5	27300	23099	Yes	1144	HOME Program - City	Renter		PBRA	1374	1452	201	3%				No submission yet	
Building 3	113	Resident 958276	5/30/2009	5/1/2011	5/1/2012			HL	30%	5	28550	3333	1403	3	686	78	0	78	Restricted	Public Housing Authority (Section 8)	Green		30%	4	25290	9843	Yes	1144	HOME Program - City	Renter		PBRA	1374	1452	278	4%	Yes	Other Multi-Racial	Related Parent	No submission yet	
Building 4	114	Resident 958374	5/30/2009	5/1/2011	5/1/2012			H	40%	2	28160	8088	1011	2	792	50	134	184	Restricted	Public Housing Authority (Section 8)	Green		40%	2	26960	23001	No					PBRA	868	1052	674	11%				No submission yet	
Building 4	115	Resident 959309	4/20/2009	4/1/2011	4/1/2012			H	30%	3	22800	31075	1013	2	595	50	625	675	Restricted	Public Housing Authority (Section 8)	Yellow	The Resident Payment + Utility is more than the maximum allowable Rent.	30%	3	22770	16080	No					PBRA	565	1240	2590	30%				No submission yet	
Building 4	116	Resident 958708	8/24/2009	8/1/2011	8/1/2012			H	50%	3	39600	4885	1013	2	990	50	86	136	Restricted	Public Housing Authority (Section 8)	Green		50%	3	37950	6846	No					PBRA	910	1046	407	6%				No submission yet	
Building 4	117	Resident 1043227	10/1/2010	6/1/2011	6/1/2012			HL	30%	4	26400	10884	1403	3	686	85	148	233	Restricted	Public Housing Authority (Section 8)	Green		30%	4	25680	17628	Yes	1144	HOME Program - City	Renter		PBRA	1226	1459	907	12%		Black or African American (AA)	Related Parent	No submission yet	
Building 4	118	Resident 959572	4/20/2009	4/1/2011	4/1/2012			HL	30%	5	28550	19200	1403	3	686	85	366	451	Restricted	Public Housing Authority (Section 8)	Green		30%	5	27300	21378	Yes	1144	HOME Program - City	Renter		PBRA	1008	1459	1600	20%	Yes	Not Disclosed	Related Parent	No submission yet	
Building 4	119	Resident 1540600	2/1/2012		2/1/2012	10/31/2012	Yes	HL	30%	4	26050	19850	1403	3	686	85	342	427	Restricted	Public Housing Authority (S8) (2)	Green		30%	4	26400	19850	Yes	1144	HOME Program - City	Renter		PBRA	758	1185	1654	23%		Asian	Other	No submission yet	

APPENDIX B: XML IMPORT DOCUMENT

WBARS - XML Import Documentation - For End Users

Initiating the XML Upload

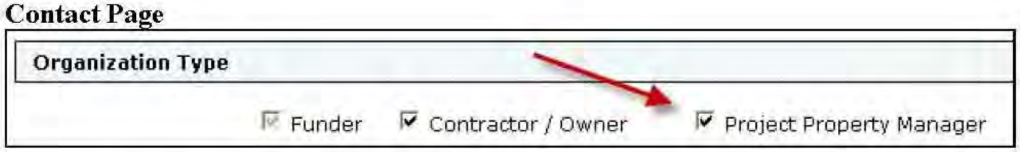
The XML upload is done as a file upload to the WBARS website. If the user has XML import rights they will have a button labeled "Import" on the Projects Page.



Who Can Import

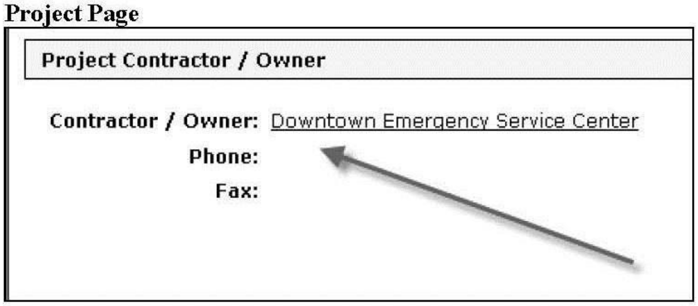
The WBARS system has organizations and contacts. Contacts are a member of only one organization. In order to be able to import for a site the contact must be an administrator of their organization, their organization must be a "Project Property Manager" organization, and their organization must be configured as the "Contractor / Owner Organization" for each site being imported.

Contact Page



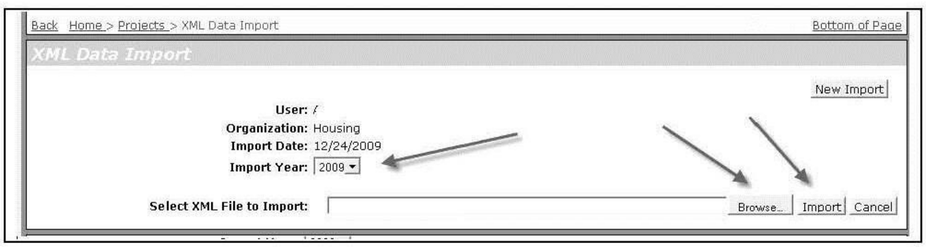
Organization Page

Project Page

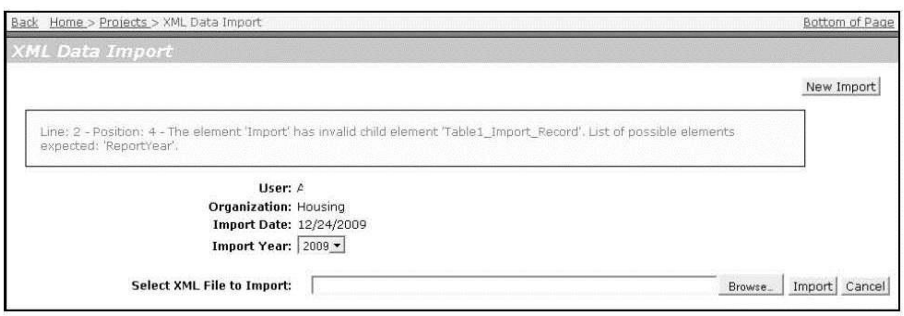


Importing

On the XML Data Import page choose the year of the import, click “Browse” and choose the file you downloaded from your system, and click “Import”.

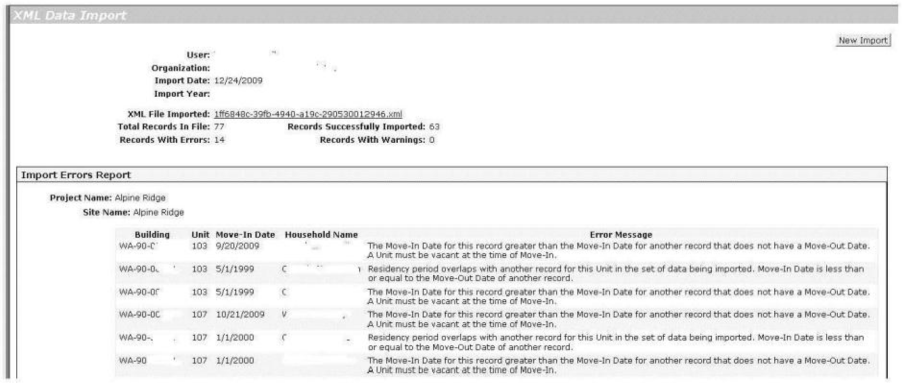


After clicking on “Import” you may see a validation message indicating something that is not allowing the import. If this is the case you may need to work with your vendor or a funding organization to find out how to get the issue fixed.



If there are no issues preventing the import then the import will continue and when it is complete the results will both be displayed and emailed to the contact that is doing the import. If there are any issues with individual records these will be called out in validation messages. This page is stored and will continue to be available from the link in the email. It does require a login for viewing.

If there are errors on the import you may need to work with your vendor or a funding organization to find out how to get the issue fixed.



XML Data Import

New Import

User:
Organization:
Import Date: 12/24/2009
Import Year:

XML File Imported: 1ff6848c-39fb-4940-a19c-290530012946.xml
Total Records In File: 77 **Records Successfully Imported:** 63
Records With Errors: 14 **Records With Warnings:** 0

Import Errors Report

Project Name: Alpine Ridge
Site Name: Alpine Ridge

Building	Unit	Move-In Date	Household Name	Error Message
WA-90-0	103	9/20/2009		The Move-In Date for this record greater than the Move-In Date for another record that does not have a Move-Out Date. A Unit must be vacant at the time of Move-In.
WA-90-0	103	5/1/1999	C	Residency period overlaps with another record for this Unit in the set of data being imported. Move-In Date is less than or equal to the Move-Out Date of another record.
WA-90-0	103	5/1/1999	C	The Move-In Date for this record greater than the Move-In Date for another record that does not have a Move-Out Date. A Unit must be vacant at the time of Move-In.
WA-90-0	107	10/21/2009	V	The Move-In Date for this record greater than the Move-In Date for another record that does not have a Move-Out Date. A Unit must be vacant at the time of Move-In.
WA-90-	107	1/1/2000	C	Residency period overlaps with another record for this Unit in the set of data being imported. Move-In Date is less than or equal to the Move-Out Date of another record.
WA-90	107	1/1/2000		The Move-In Date for this record greater than the Move-In Date for another record that does not have a Move-Out Date. A Unit must be vacant at the time of Move-In.