

2016 Combined Funders' Annual Report Training
Digging Deeper-201: Reviewing WBARS Table 1

- An Excel Export can be generated from Table 1 in WBARS
 - 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 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 and if WSHFC use *Extended Vacancy/Rent-Ready Report*).
 - Unit 102 –Highlight on certification dates and validation that recertification is due
WHY – No 2016 Recert
TO FIX – Process Recert or add comment as to why no recert was done
 - Unit 103 – No validations or highlights, but either vacant 1/1/16 – 10/16/15, or prior resident information not showing (most common in uploads).
WHY – Prior resident information may be missing because it was not entered or typed over.
TO FIX – If the unit was really vacant through the period, explain reason why vacant so long and when unit was made rent-ready (use Comment section and if WSHFC use *Extended Vacancy/Rent-Ready Report*). If prior resident is missing they need to be added. However, since the unit is not vacant you will not be able to process a move-in. To manually fix you must enter a temporary move-out date for the current resident. Enter the full information for the missing resident including their move-out date (Note: move-in cannot be before 1/1/16, so if moved in before 1/1/16 enter comment with true move-in date). Then remove temporary move-out date entered for current resident.
 - Unit 201 – Highlight on certification date
WHY – No 2016 Recert (Note: no validation as December anniversary)
TO FIX – Process Recert, but in this case the resident transferred to Unit 202 on 12/1/16 so really need to process Transfer. Note: process recert before transfer to show in both units, as process copies over resident information to new unit and notates both units 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 (40% and Homeless 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 40% and Homeless.

- 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** may not change to higher limit until overnight validations are run and this will eliminate the validation regarding income at move-in.
- Unit 107 – No validations or highlights, but Large Household (L) in 2 bedroom
WHY – must have 4 or more members in 3 bedroom or larger unit to meet definition
TO FIX – remove L designation (leave Homeless (H) designation)
- **Unit 204** – Previous Cert Date missing and annual income is in bold and highlighted with 140% validation
WHY – 2015 cert date was not entered when 2016 recert input (this happens a lot on uploads, especially the year following move-in) and income exceeds 140% of limit.
TO FIX – Edit resident record, typing in the 2015 cert date in **2015 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 2015 and 2016 certification packets for review**. As this is not the first recert packets would not need to be send unless requested.
- Unit 109– 60% unit with highlight on certification dates
WHY – 2016 recert has not been entered for resident manager, who income qualified at 60% at the time of move-in.
TO FIX - Since all Funders only regulate 25 units, there is 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 **CAU-Manager** so that recertifications are not required. For CAU you only have to enter. **Head of Household Name** and **Move-In Date**.
- Unit 111 (**HOME Mini Session**)– No validation or highlight, but missing HOME profile information
TO FIX – Edit resident record, adding profile info.
- Unit 112– No validation or highlight, but not enough income to pay rent and **Primary Rent Subsidy Type** was selected, but no amount was entered into **Total Subsidy Amount** field.
 Note: There is a warning message about a Subsidy Type/Amount mismatch when saving the record, but the validation requiring both fields be completed if entry in one was turned off due to XML import errors.
TO FIX – Edit resident record, adding subsidy amount and double-checking resident rent portion. (**Do NOT use Subsidy Type: ‘HUD Section 8 - Agency Based’** this subsidy type is to be removed from drop down.) If resident rent portion is correct, a comment is required to explain how the resident can pay rent on income disclosed. For example, ‘resident has excluded financial aid’ or ‘resident is drawing on checking/savings to help pay for rent and necessities’.

- Unit 113 – **(HOME Mini Session)** – “Over-Income” household at 81% AMI. Tenant-Based voucher and Total Rent with UA and subsidy exceeds HOME Maximum Allowed Rent. Reported household income AND on-going monthly subsidy assistance is questionable. Highlight Total Rent with Utility Allowance exceeds Maximum Allowed Rent. Household no longer eligible Low-Income household for HOME. Remedy varies based on fixed vs. floating and other funding layers at project.
 - Units 116 and 117 show as <Vacant> and <Empty> with “Yes” in vacant column **WHY** – unit was vacant all of 2016. *Note: will show as <Empty> if uploading, but as <Vacant> is manually entering and unit was previously occupied by a qualified household.*
TO FIX – Process Move-In if missed or explain reason why vacant so long and when unit was made rent-ready (use Comment section and if WSHFC use *Extended Vacancy/Rent-Ready Report*)
 - Unit 118 – Income in Bold and highlight on total rent
WHY – Resident income and rent exceeds 30% limit. The rent overage is ok with WSHFC as the resident receives Section 8 subsidy, but this may not be allowed by some of the other funders and may violate HOME program.
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 higher AMI unit IF there is a 30% household currently residing in a higher AMI unit with rent within the 30% limit.
 - Unit 119 **(HOME Mini Session)**– No validation or highlight, but vacant HOME unit that needs to have designations changed to ‘Vacant’.
TO FIX – Edit resident record, changing **Home Unit Occupancy** and **HOME Type of Household** to ‘Vacant Unit’.
- **HOME Note:** there are not enough HOME units and the ones that are designated as HOME are not distributed correctly between HOME funders. This issue was covered in the HOME-Mini Session.
 - 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