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Washington State Housing Finance Commission

Asset Management & Compliance

Hello, you are receiving this email because you are a user of the Web-Based Annual Reporting System (WBARS), Washington State's affordable housing public funder compliance database.

The public funders are trying to further our understanding of the people who are served in affordable housing across our state. **Toward that end, we have added some new fields in WBARS to help us understand why families exit affordable rental housing.** The new fields are related to resident move-outs and are located on the individual household record area of WBARS. The fields are hidden until a user enters a Move-Out Date for a household.

When a **Move-Out Date** is entered, WBARS will display a new field called "**Move-Out Reason**":

- o User clicks the field to get a drop-down list of values.
- o User picks the value that most closely matches why the household moved out.
- o There will be an option in case the user doesn't know why the household is moving out.

Once a Move-Out Reason is chosen, WBARS will reveal a new field, called "**New Housing Situation**":

- o User clicks the field to get a drop-down list of values.
- o User picks the value that most closely matches whatever new housing situation the household is moving into.
- o There will be an option in case the user doesn't know what the household's new housing situation will be.

If a user picks a Move-Out Reason of "Being evicted", WBARS will display a different additional field, called "**Eviction Reason**":

- o User picks the value that most closely matches why the household was evicted.

Note that these new fields will be mandatory if the user fills in a date in the Move-out Date field. The user *must* fill in these fields before advancing to the next tab in the resident record and before clicking Save on the final tab. If a Move-Out Date is entered, WBARS will not allow the update to be saved until the user picks the Move-Out Reason/New Housing Situation or Eviction Reason as outlined above.

Updates to the WBARS XML schema will be made so that users who import data to Table 1 will be able to include this data in their files. More information will be sent out once the updated schema is available to be tested.

Thank you for providing housing to the citizens of Washington State. If you encounter any problems in WBARS when using these fields, please reach out to wbars@commerce.wa.gov or to Melissa Donahue at the Commission.

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