

# Average Income Test Annual Reporting Instructions

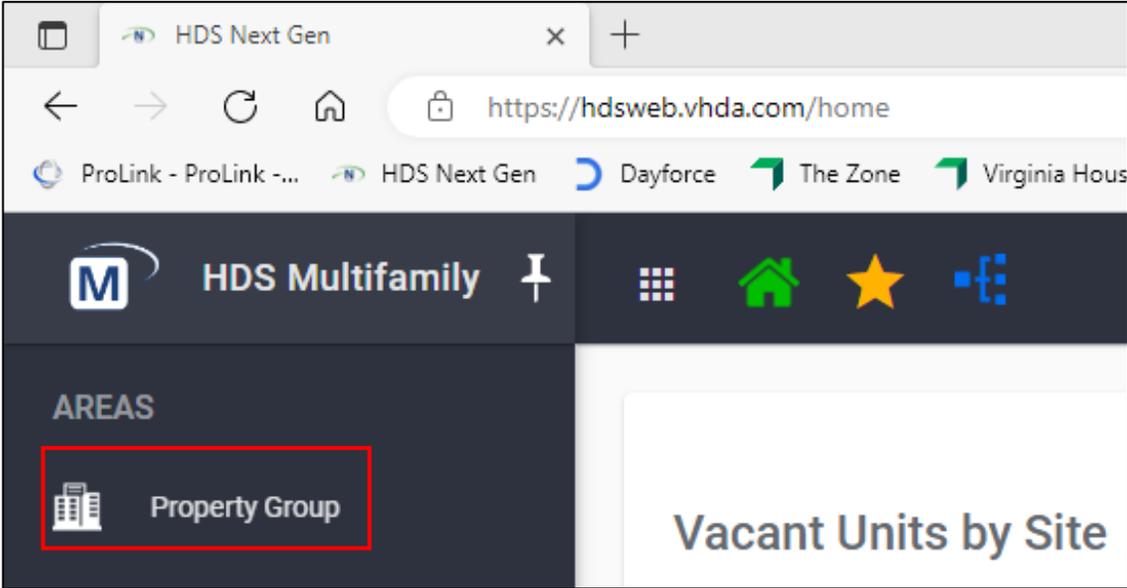
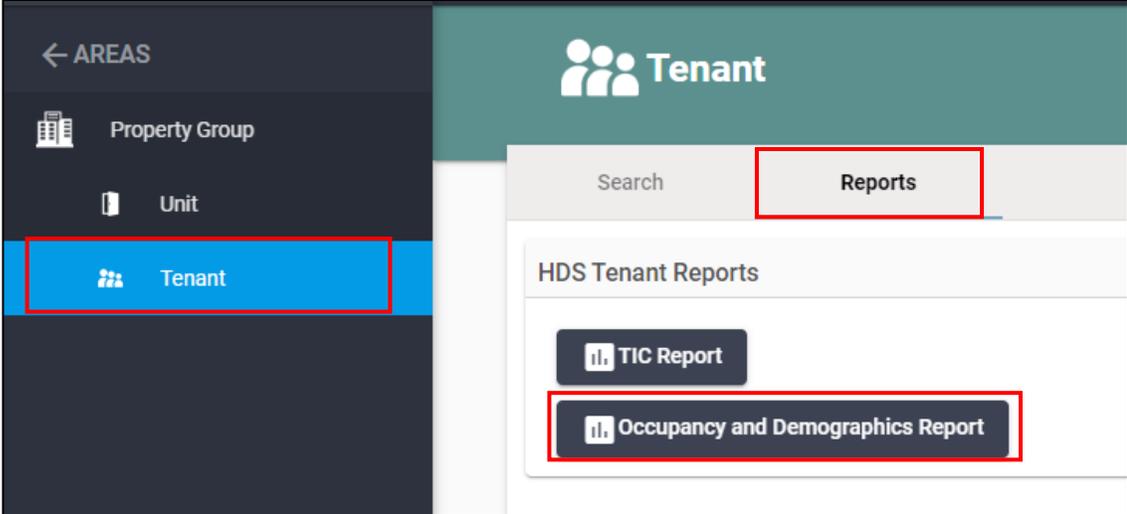
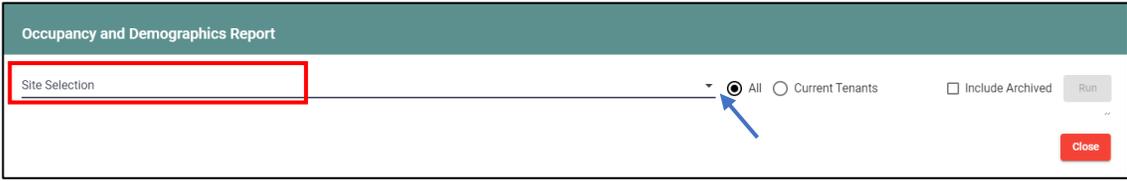
The annual reporting instructions in this document are intended for sites that selected Average Income on Part II of the 8609.

The instructions on the following pages provide the steps for reporting the:

1. Average Income Test Qualified Group of Units (AIT QGU),
2. Applicable Fraction Qualified Group of Units (Applicable Fraction QGU),
3. Unit Designation Changes, **and**
4. Excluded Units

using the Occupancy and Demographics report generated from the online tenant monitoring system.

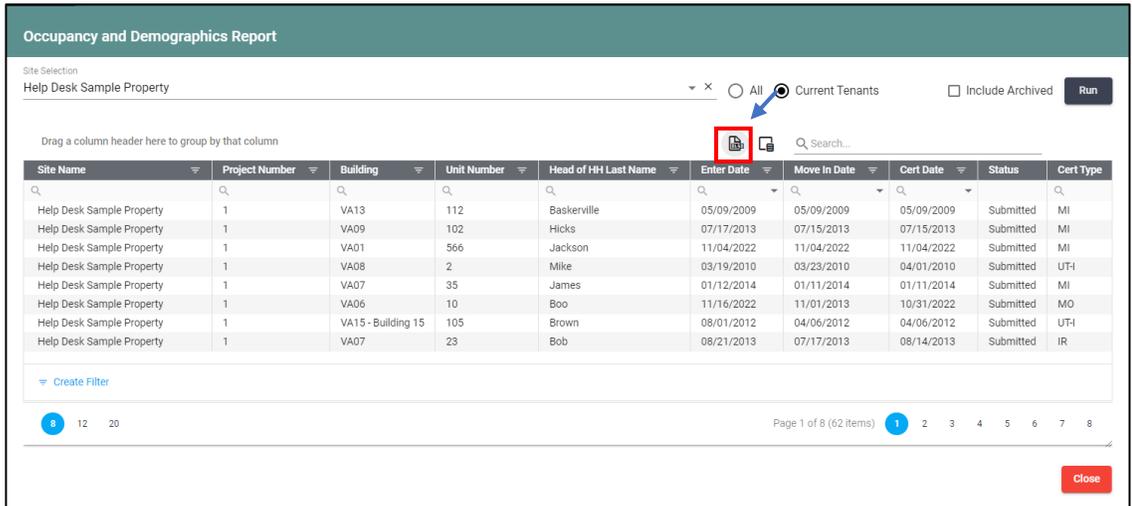
To learn more about Virginia Housing's guidelines on the Average Income Test, review the written guidance on the [Compliance Monitoring page](#) on our website.

Step	Action
1.	<p>In HDS NextGen, select <b>Property Group</b>.</p> 
2.	<p>Select <b>Tenant</b>. Then select <b>Reports</b> and <b>Occupancy and Demographics Report</b>.</p> 
3.	<p>On the Occupancy and Demographics Report screen, use the <b>Site Selection</b> dropdown box to select your site name.</p> 

4. Select **Current Tenants** and Run.



5. HDS NextGen will load a list of current tenants. **Select the Excel icon** to download the complete list to your computer.

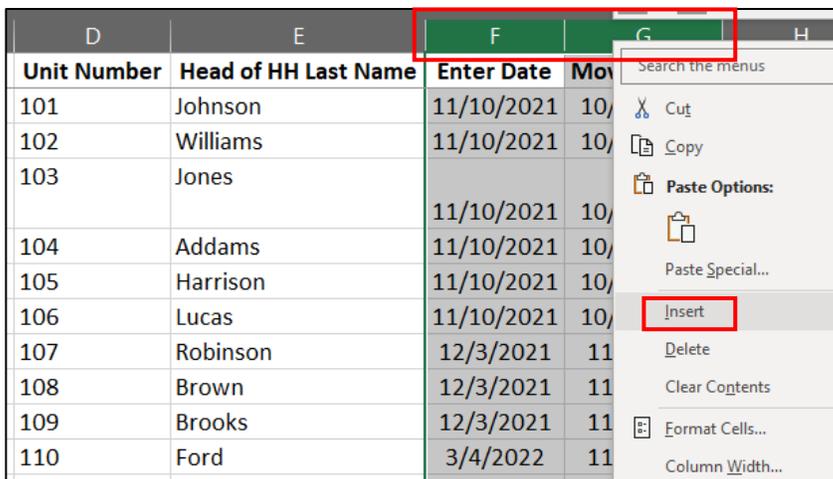


6. Once the file downloads, select the **Open file** link.



7. In the opened Excel file, **insert two columns** after column E – Head of HH Last Name.

**Click and drag** the mouse to **select** columns F & G. Then, **right-click** the mouse for the menu, and select **Insert** to create two new columns.



8. Two empty new columns are now in columns F and G.

D	E	F	G	H
<b>Unit Number</b>	<b>Head of HH Last Name</b>			<b>Enter Date</b>
101	Johnson			11/10/2021

9. In cell F1, enter **QGU or Excluded Units** as the column header.

D	E	F	G
<b>Unit Number</b>	<b>Head of HH Last Name</b>	<b>QGU or Excluded Units</b>	
101	Johnson		

**FYI:** Confirm the location of the active cell by reviewing the cell in the upper left corner of the spreadsheet.

The screenshot shows the Excel interface with the active cell F1 highlighted. The formula bar at the top displays 'QGU or Excluded Units'. Below the formula bar, the spreadsheet grid shows the header row with 'QGU or Excluded Units' in cell F1.

D	E	F
<b>Unit Number</b>	<b>Head of HH Last Name</b>	<b>QGU or Excluded Units</b>

In cell G1, enter **Unit Changes or Comments** as the column header.

D	E	F	G
<b>Unit Number</b>	<b>Head of HH Last Name</b>	<b>QGU or Excluded Units</b>	<b>Unit Changes or Comments</b>
101	Johnson		

10. **Scroll** to column AG – Own Inc Desig, and column AH – Own Rent Desig. In the spreadsheet

- **Click and drag** the mouse to **select** both columns AG & AH
- **Right-click** the mouse for the menu, and select **Cut**, to move the columns

The screenshot shows a spreadsheet with columns AG and AH selected. A right-click context menu is open over the selection, and the 'Cut' option is highlighted. The spreadsheet data includes 'Src Fed Asst' and 'Housing Choice Vouch' with various AMI levels.

AF	AG	AH	AI
<b>Src Fed Asst</b>	<b>Own Inc Desig</b>	<b>Own Rent Desig</b>	<b>Ethnicity</b>
	40% AMI	40% AMI	
Housing Choice Vouch	40% AMI	40% AMI	
	70% AMI	70% AMI	
	50% AMI	50% AMI	
	50% AMI	50% AMI	
	50% AMI	50% AMI	
	60% AMI	60% AMI	
	80% AMI	80% AMI	

11. **Immediately scroll** and select column H – Enter Date.

**Right-click** the mouse for the menu and select **Insert Cut Cells** to paste the cut columns, AG & AH in the selected area beside column G – Unit Changes or Comments

E	F	G	H	I	J
Head of HH Last Name	QGU or Excluded Units	Unit Changes or Comments	Enter Date	Move In Date	Ce
Johnson			11/10/2021	10/29/2020	10/
Williams			11/10/		
Jones			11/10/		
Addams			11/10/2021	10/29/2020	10/
Harrison			11/10/		
Lucas			11/10/		
Robinson			12/3/		
Brown			12/3/		
Brooks			12/3/		
Ford			3/4/2		
Walker			12/3/		
Bellow			12/3/		
Stegner			3/4/2		
Stafford			3/4/2		

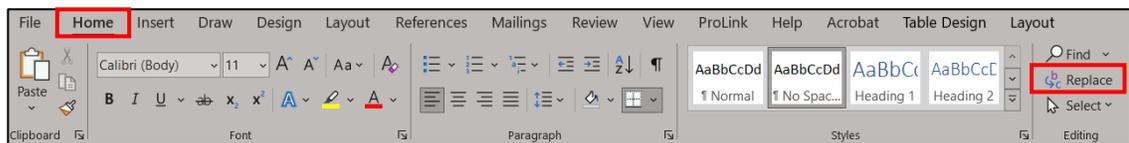
12. Column H is now Own Inc Desig. and Column I is now Own Rent Desig.

E	F	G	H	I
Head of HH Last Name	QGU or Excluded Units	Unit Changes or Comments	Own Inc Desig	Own Rent Desig
Johnson			40%	40%

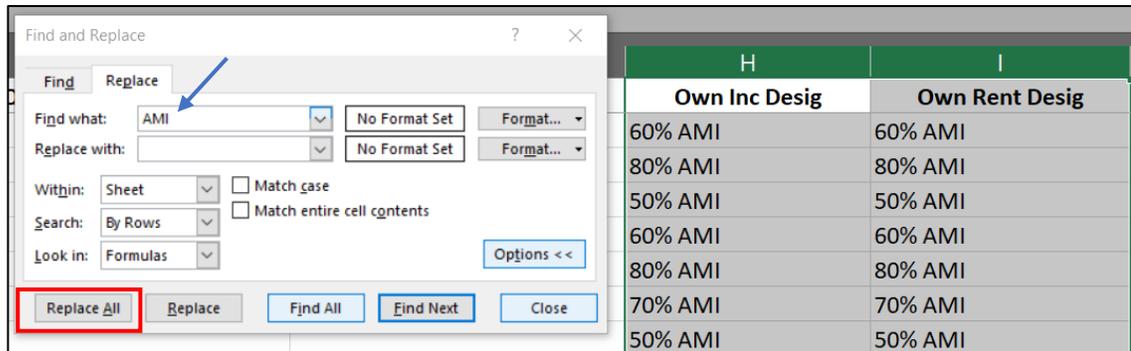
13. After pasting columns H – Own Inc Desig and I – Own Rent Desig, both columns with all information should show as highlighted in the screenshot below.

G	H	I	J
es or Comments	Own Inc Desig	Own Rent Desig	Enter D
	60% AMI	60% AMI	12/3/2
	80% AMI	80% AMI	12/3/2
	50% AMI	50% AMI	12/3/2
	60% AMI	60% AMI	3/4/20
	80% AMI	80% AMI	12/3/2
	70% AMI	70% AMI	12/3/2
	50% AMI	50% AMI	3/4/20
	60% AMI	60% AMI	3/4/20
	40% AMI	40% AMI	12/3/2
	40% AMI	40% AMI	3/4/20
	50% AMI	50% AMI	3/4/20
	70% AMI	70% AMI	12/3/2

14. While both columns are highlighted, click on the **Home** tab, and select the **Replace** icon.

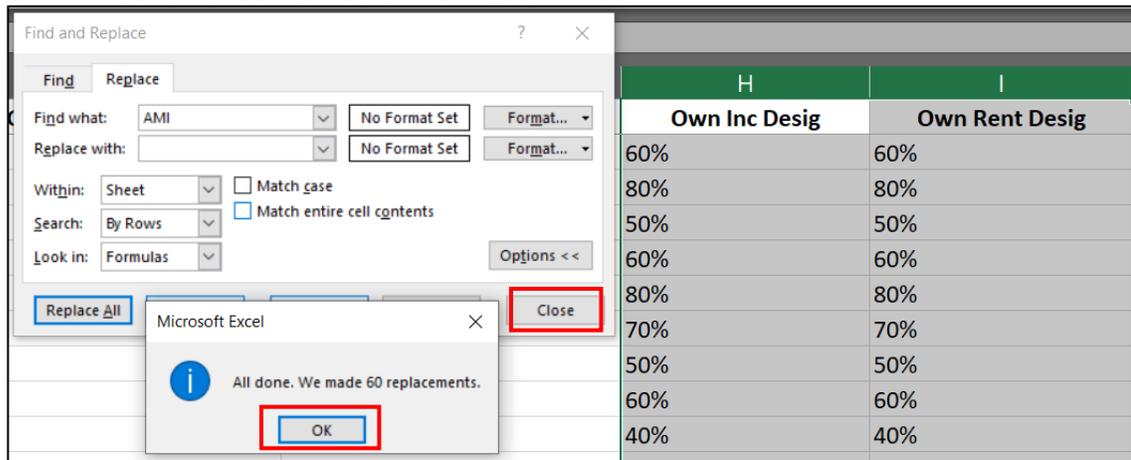


15. The Find and Replace box will appear.
- Enter “**AMI**” in the Find what: box
  - The Replace with: box should remain empty
  - Confirm that column H – Own Inc Desig and column I – Own Rent Desig are selected and shows as highlighted (see the screenshot below)
  - Select **Replace All**



	H	I
	Own Inc Desig	Own Rent Desig
	60% AMI	60% AMI
	80% AMI	80% AMI
	50% AMI	50% AMI
	60% AMI	60% AMI
	80% AMI	80% AMI
	70% AMI	70% AMI
	50% AMI	50% AMI

16. Select **OK** in the pop-up box and select **Close** on the Find and Replace box.  
AMI will be removed from columns H and I.

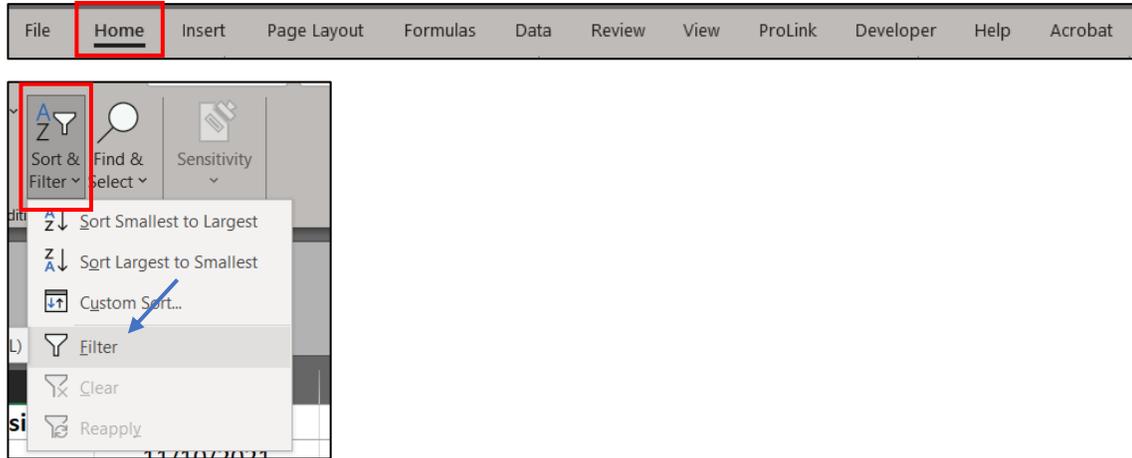


	H	I
	Own Inc Desig	Own Rent Desig
	60%	60%
	80%	80%
	50%	50%
	60%	60%
	80%	80%
	70%	70%
	50%	50%
	60%	60%
	40%	40%

17. **Deselect** columns H and I by clicking in any cell in the spreadsheet, so that the columns are no longer highlighted.

F	G	H	I
QGU or Excluded Units	Unit Changes or Comments	Own Inc Desig	Own Rent Desig
		40%	40%

18. On the Home tab, select **Sort and Filters**, and **Filter** to turn filters on all columns in the report.



The Occupancy and Demographics report is now ready to add information to report the QGU for the AIT and Applicable Fraction, Excluded units, and comments.

19. **To report the Qualified Group of Units (QGU),**  
In column F – QGU or Excluded Units, place an **X** in the row of the Unit identified as part of the QGU showing units included for the minimum 40% Average Income Test.

**Repeat** until all units in the QGU have been identified.

E	F	G	H	I
Head of HH Last Name	QGU or Excluded Units	Unit Changes or Comments	Own Inc Desig	Own Rent Desig
Johnson			40%	40%
Williams	X		40%	40%
Jones	X		70%	70%
Addams			50%	50%
Harrison	X		50%	50%
Lucas	X		50%	50%
Robinson	X		60%	60%
Brown	X		80%	80%

20. **To report the Excluded Units,**  
In column F – QGU or Excluded Units, enter **Excluded** in the row of the unit identified as ineligible to be included in the QGU and Applicable Fraction.

	E	F	G	H	I
	Head of HH Last Name	QGU or Excluded Units	Unit Changes or Comments	Own Inc Desig	Own Rent Desig
1	Johnson			40%	40%
2	Williams	X		40%	40%
3	Jones	X		70%	70%
4	Addams	Excluded		50%	50%
5	Harrison	X		50%	50%
6	Lucas	X		50%	50%
7	Robinson	X		60%	60%
8	Brown	X		80%	80%
9	Brooks			50%	50%

21. In column G – Unit Changes or Comments, **enter** information regarding unit changes and/or additional notes about the unit for the annual AIT review. See the examples below.

	E	F	G	H	I
	Head of HH Last Name	QGU or Excluded Units	Unit Changes or Comments	Own Inc Desig	Own Rent Desig
1	Johnson			40%	40%
2	Williams	X	May 3, 2022 - Unit designation change from 70% to 40% for approved tenant transfer	40%	40%
3	Jones	X	Vacant - Unit designation change from 40% to 70% due to a unit transfer with unit #102	70%	70%
4	Addams	Excluded	Casualty Loss	50%	50%
5	Harrison	X		50%	50%
6	Lucas	X		50%	50%
7	Robinson	X		60%	60%
8	Brown	X		80%	80%
9	Brooks			50%	50%

22. **Save** the document, in the Excel format. Include the **Property Name, Reporting Year,** and **AIT QGU** in the file name.

Example, ABC Apartments 2022 AIT QGU

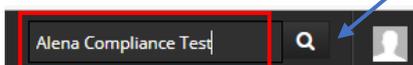
File name: ABC Apartments 2022 AIT QGU  
 Save as type: Excel Workbook (\*.xlsx)

23. **Go to** Procorem ([app.procorem.com](http://app.procorem.com)) and **login**. **Enter** your email address, **select** Next, **enter** your password, and **select** Sign in.



Contact your assigned Compliance Officer if you have questions about accessing your property's Workcenter.

24. In the search bar in the top right corner, **enter** the property's name to access the property's Workcenter. **Select** the search icon.



25. **Select** the property from the search results.



26. **Select** Upload Files.



27. **Attach** the **Occupancy and Demographics Excel report** and the property's **Rent Roll** to the property's Workcenter in Procorem. This action along with the completed and signed annual owner certification report completes the required annual reporting.