

Instructions

worksheet lists lookup values for the upload and 'Lookups FYI' worksheet lists other lookups that either are incorporated into the column titles or for your information. 'Y-N Columns' worksheet shows columns that require Y or N values. If you leave these empty, the app will load them as 'N'.

2. Yellow highlighted columns are required fields. Green highlighted columns are conditionally required. See
3. The Upload in the application is done project by project. You need to put all your projects on the worksheet 'Projects' and reference 'Agency Project Number' on the other worksheets. The projects not on 'Projects'
4. Please put distinct projects and buildings on the worksheets. Do not duplicate projects and buildings.

Do nots

1. Please do not change the worksheet names.
2. Please do not change the column title lines on each worksheet.

History

Version Date: 1/20/2011

Version Date: 1/25/2011--Delete 'Unit Number' Column in 'Measures' work sheet.

Version Date: 2/9/2011-- Changed 'Number of Units with Tribal Member' to 'Number of Units with Native American', 'Number of Tribal Member' to 'Number of Native American' in 'Buildings' worksheet

Version Date: 2/15/2011-- Changed 'Number of Units 125 to 200 percent of Poverty Level' to 'Number of Units

Version Date: 2/16/2011-- Highlighted 'Year Built' green in 'Buildings' workseet, highlighted 'Change Quantity' green in 'Buildings' worksheet as they are conditionally required.

Version Date: 3/10/2011-- Added columns 'Number of Units of Unknown Poverty Level' , 'Number of Units with People Age Unknown', and 'Number of People Age Unknown' in 'Buildings' workseet.

Version Date: 3/15/2011-- Updated 'Lookups' and 'Lookups FYI' worksheets to refect lookup value changes.

Version Date: 4/26/2011-- Updated 'Lookups' tab to add 'SERC Assessment' to 'Audit Tool'.

Version Date: 5/2/2011-- 'Audit Date' column in 'Buildings' workseet is not used in UI and obselete in DB. It needs to be deleted with next changes. The data for AuditDate in BuildingAudit table should not be used either.

Version Date: 8/4/2011-- Updated 'Y-N Columns' tab to include notes that in Housing Status and Meter Type building characteristic category, only 1 itme can be yes. Added 'SERC Measures completed Date' and 'SERC

Version Date: 9/14/2011-- Updated 'Buildings' worksheet to add 'Number of Units Not Weatherized' column single MMP funding source. Added new "Windows (by number)", High-R Retrofit Windows (by number)" and "K&T electrical inspection and minor repair" Measures. Also added Measure "Other - Comment Required" which is to be used as a single replacement for all existing "Other" related Measures. Note that the existing "Other" related Measures are set to expire on 9/30/2012 and should not be used in new projects.

Measure list. For a new project, please only use current Measures. Only use inactive measures for an existing project that have already had the measures in WIDS.

Also please note that 3 measures 'Electrical repairs - Comment Required', 'Plumbing repairs - Comment Required' and 'Roof repairs - Comment Required' reuquire comments.