APPENDIX I
SYSTEMS SOLUTIONS CHECKLIST

Prepared by:

Title:

Firm:

Signature:

In evaluating the System Solution Checklist, LHA will include the quality and completeness of the checklist, and response codes in its determination of responsive proposal, evaluation and proposal ranking. Respondent are therefore strongly encouraged to review the solicitation and submit timely inquires to minimize blank and use of Response Code 5. Respondents are further encouraged to provide accurate and detailed responses.

INSTRUCTIONS:

Carefully review the listing of functions and features detailed on the System Solution Checklist. Except where otherwise indicated, mark each item using the following response codes:

Response Code	Definition
1	Functionality is included as-is with Standard Package
2	Functionality is included with Standard Package with configuration – no coding
3	Moderate coding / reports development (< 80 hours) - (cost included in proposal) and included in notes
4	Customization required to provide functionality (cost included in proposal) and included in notes
5	Functionality not included in Standard Package or Price Proposal
6	More information required to respond

Points of Interest/Issue:

1. Field-level security is a ***'must requirement'***. All editable fields relative to Client Personally Identifiable Information must have managed protection to prevent any alteration. This can be released by 'supervisor or administrator' override. In addition, all financial fields (Client, Budget, Tenant Accounting, Landlord Accounting, & all General Ledger data) must have field-level editable security.

2. Interface required between the waiting list and the unit files. When unit is vacated, there must be a way to automatically notify the end-user that there is a vacancy.

3. The ability to let the users do move-ins and move-outs, but to have the system require a review by Tenant Accounting Staff before the 50058 is transmitted or financial transactions are completed.

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4. Audit Trail reports must exist for all 'editable' or 'modifiable' fields.

5. The proposed system must have an 'Archive' option to aged data as opposed to a 'purge' only option.

6. Ability to assign tenants to Program Representatives based on Project, Unit, Program, Recertification Date, Last Name, Census Tract, Zip Code, or divide the case load among a predefined sortable list, equally and in order, between a specific list of staff

7. The System Solution must have a comprehensive module structure that, as a base, includes seamless communication among the following:

    a. Low Income Public Housing Tenant and Property Management/Processing
    b. RAD Project Based Voucher Tenant and Property Management/Processing
    c. Non-RAD Project Based Voucher Tenant and Property Management/Processing
    d. Housing Choice Voucher Recipient (Section 8) and Property Processing/Management
    e. Resident Application/Waiting List
    f. Resident/Recipient 50058 Processing/Management
    g. Family Self Sufficiency Management
    h. HQS Processing
    i. Inspections Processing/Management
    j. FDS Processing and Reporting
    k. VMS Processing and Reporting
    l. General Ledger Functionality and Financial Reporting
    m. Budgeting
    n. Utility Tracking and Management
    o. Grants Management
    p. Bank Reconciliation
    q. Accounts Payable
    r. Accounts Receivable
    s. Time and Attendance Management with "Employee Self-Service Portal"
    t. Integrated Payroll Processing
    u. Inventory and Fixed Assets Management
    v. Work Orders Management
    w. Contracts Management
    x. Legal and Collections Management
    y. Procurement including Purchase Orders and Requisitions
    z. End-User Reporting (for all modules)
    aa. Executive Dashboard for Key Elements (Vacancy Rate, Turnover Days, etc.)
    bb. Query and Analytics Tools/Applications

8. The Application should have the ability to Interface with the Zimbra Email Collaboration Suite in the versions used by LHA, to download Appointment Schedules to Staff's calendars.

9. The Application should have the ability to receive and send emails to one or more e-mail recipient(s) both inside and outside the organization.

10. The system should have the ability to add User Defined Fields that can be utilized in custom form and report creation as well as merge fields in custom letters and notices.

11. The system must have the ability to build reports/queries that can be easily modified / customized.

12. The system must have the ability to let end users build their own templates (SQL queries) for letters and notices.

13. The system must allow for the modification of rent statements after month end processing.

14. The system must support multiple companies, each with unique properties. LHA manages properties under various subsidiaries and the system must be able to support regular HCV, VASH, FSS, RAD PBV, non-RAD PBV, transitional housing, and any other common grant or funding source offered by HUD.

15. The financial system must support both taxable and non-taxable organizations.

16. LHA must have direct access to its databases through SQL Management Studio.

17. The system should allow for an 'undo' action on all transactions (move in, move out, etc.).

18. The system should allow for the transfer of FSS participants between LHA programs while maintaining escrow balances in the proper GL.

19. The Respondent should have a means of taking feedback from users as input for future software changes.

20. **The ideal system should come with a mobile app for tenants for submitting work orders, paying rents / charges online, and for sending / receiving messages to and from LHA housing management including but not limited to notices and the corresponding tenant response.**

21. The ideal system should come with a "Landlord Portal" for Section 8 / HCV properties. This system should give LHA landlords the ability to view payment history, abatements, 1099s as well as the ability to list their properties available for LHA tenants on the publicly facing side of the portal.

22. Workflow should be straightforward and easy to work with. Interface should also be intuitive and user friendly.

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Module Requirements

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Line #	Type	Description	Response Code	Notes
**General Software**				
1	Input	Data field to easily identify privately managed properties		
2	Input	Allow unlimited note entry in the system for each module, specifically in applicant, tenant, unit.		
3	Input	Support the use of handheld devices (e.g., tablet) to collect signatures, view unit / tenant profiles, enter data (e.g., notes), navigation (GPS), inspections etc.		
4	Input	Provide the ability to capture signatures electronically		
5	Input	Provide robust user interface for managing imports and exports. Ideally, support the use of XLSX templates for data intake from external agencies managing housing subsidies.		
6	Processing Function	Only enter data in a standardized manner (example: must write Place instead of PL, or use ALL CAPS).		
7	Processing Function	Cross reference USPS data to auto-correct all addresses and zip codes		
8	Processing Function	The ability to create and track alerts on families, units, landlords and owners		
9	Processing Function	Provide user profiles to assist in creating new users based on user security or application access.		
10	Processing Function	Flexible, robust report writer feature available in all subsystems		
11	Processing Function	Ability to create multi-language letters based on the tenants language		
12	Processing Function	Provide complete drill-down and drill-across capabilities that span processes, modules, and transactions in the system (e.g., Central Applications to Resident Services).		
13	Processing Function	Provide spell checking for textual fields		
14	Processing Function	Screen size, font size and zoom should be adjustable by individual user.		

General Software				
Line #	**Type**	**Description**	**Response Code**	**Notes**
15	Processing Function	Copy and paste functionality throughout the system from other software.		
16	Processing Function	Provide role-based security for user access. Maintain confidentiality through role-based security levels, passwords and user identification of system and data entry.		
17	Processing Function	Supports automated workflows within and across processes.		
18	Processing Function	Provide shortcuts to bypass menus and increase the efficiency of more experienced personnel.		
19	Processing Function	Provides a robust report writer for report development by system administrators and power users.		
20	Processing Function	Provides user-defined fields that can be utilized in reports, letters, emails, and notifications.		
21	Processing Function	Supports interactive data queries that can be saved, re-used, and shared amongst users.		
22	Processing Function	Provide single point of entry for data (i.e., applications) that is shared across modules, without the need to re-key information. Provide a centralized, integrated system that supports collaboration and data visibility across processes (e.g., Section 8 Project-Based, Public Housing, and Resident Services).		
23	Processing Function	Provide field editing/validation on all data entry forms prior to processing, with error notifications clearly visible on screen.		
24	Processing Function	Provide robust edit capabilities during data entry (e.g., un-do, re-do, reset, etc.)		
25	Processing Function	Provide modular specific tables that permit the system administrator to change parameters used within the modular system (i.e., income ranges, utility allowances).		

General Software				
Line #	**Type**	**Description**	**Response Code**	**Notes**
26	Processing Function	Support drop down lists during data entry to enforce consistent naming conventions.		
27	Processing Function	Prevent end users from saving and processing if required information has not been entered or has been duplicated.		
28	Processing Function	Provide auto field completion during data entry, and context-sensitive search capabilities.		
29	Processing Function	Software Modules are arranged in a logical manner according to order of processing		
30	Processing Function	Menus within software modules are arranged logically according to order of processing		
31	Processing Function	Data entry fields are arranged in a logical manner for ease of data entry; with pertinent information summarized on initial screen.		
32	Processing Function	All software modules have easy to use on-line help that is updated regularly.		
33	Processing Function	Software modules are standardized as to menus, screens, entry fields, cursor movement, function or special keys, prompts, data editing, and terminology.		
34	Processing Function	Processes are standardized between software modules as to balancing procedures, check processing procedures, setup routines, etc.		
35	Processing Function	Time / date fields are displayed in a standardized manner.		
36	Processing Function	Field editing / validation performed prior to updating		
37	Processing Function	Field changes are tracked to identify data (field), user and date changed		
38	Processing Function	Software routines exist for correcting user errors and audit trail is maintained		
39	Processing Function	Modular specific tables exist permitting system administrator to change parameters used within modular software (i.e. income ranges, utility allowances, appliance allowance, tax rates)		

General Software

Line #	Type	Description	Response Code	Notes
40	Processing Function	Each module supports user defined fields		
41	Processing Function	System administrator has ability to add additional screens for entry of user-defined fields.		
42	Processing Function	Database is SQL compliant		
43	Processing Function	Database is ODBC compliant		
44	Processing Function	Database fields can be exported to and imported from MS Office products using OLE standard.		
45	Processing Function	Modules fields used by MS Office products have been pre-defined.		
46	Processing Function	Screen can be view only or update based on Security roles / codes / rights		
47	Processing Function	Security passwords are known only by the System Administrator or Super user.		
48	Processing Function	Provide the ability to search notes in the system by text, date range, and user ID.		
49	Processing Function	Provide the ability to post transactions and update accounts (e.g., payments, charges, etc.) in near real time		
50	Processing Function	Supports MS Windows Server v2008 R2 or higher if applicable.		
51	Processing Function	Supports MS SQL Server v2008 or higher if applicable.		
52	Processing Function	Supports MS Windows 7 32-bit or 64-bit workstations.		
53	Processing Function	Supports MS Windows 10 64-bit workstations.		
54	Processing Function	Can support up at least 100 concurrent housing authority users.		
55	Processing Function	Supports multiple environments (test, QA, production).		
56	Processing Function	Provides automated system archiving, purging, and back-ups.		

General Software				
Line #	**Type**	**Description**	**Response Code**	**Notes**
57	Processing Function	Can support existing GL account coding scheme in system sub ledgers, see Appendix II		
58	Processing Function	Provide a library of canned templates for form development (e.g., contracts, 3 day notice, 10 day notice, notice to pay rent, declaration of services, complaint, eviction notice, writ or restitution, etc.) pay rent, declaration of services, complaint, eviction notice, writ or restitution, etc.) which conform to the needs of LHA		
59	Processing Function	Supports data migration/conversion from the legacy system.		
60	Processing Function	Supports remote accessibility via the Internet.		
61	Processing Function	Provide web access to the system by users outside of the Housing Authority's firewall while maintaining LHA and HUD security standards (e.g., applicants, residents, case workers, employees, etc.).		
62	Processing Function	Leverages Active Directory for user authentication.		
63	Processing Function	Requires strong passwords to be set at a minimum length and complexity.		
64	Processing Function	Support automatic forced password expiration and changes to user passwords at specific time intervals (e.g., enforce 90-day expirations).		
65	Processing Function	Automatically lock user accounts after 30 days of inactivity.		
66	Processing Function	Automatically disable user session after configurable level of inactive minutes (e.g., 60).		
67	Processing Function	Provides integration with MS Office		
68	Processing Function	Provides ODBC / Web service connectivity.		

Line #	Type	Description	Response Code	Notes
General Software				
69	Processing Function	Maintain Multiple Addresses for each tenant / owner / landlord / vendor including Mailing, Forwarding, Third Party / Statement / Emergency Contact / 92006 / and 1099.		
70	Output	Ability to format any report (Portrait / Landscape, Double / Single sided etc.)		
71	Output	Provides full transactional audit trail.		
72	Output	Provide all modules with easy to use on-line help.		
73	Output	Include complete user and technical documentation that is updated with each version release.		
74	Output	Provide an interactive data dictionary that includes the following information: Tables, Columns, Type, Length, Precision, Required, Is Active, Data Released, Valid Values, System Comments, User Comments, and update this information as the system is updated.		
75	Output	Supports form / template development in multiple file formats (e.g., PDF, MS Word, etc.)		
76	Output	Ability to email housing applicants and track correspondence		
77	Output	Generate forms, letters and emails as needed and to route to applicants, tenants, participants, etc.		
78	Output	Provides report distribution without incurring additional license fees, including access security. Web-based, ideally.		
79	Output	Support report and query exports to popular file formats (e.g., Excel, PDF, etc.).		
80	Output	Provides configurable menus, user interfaces, menus, and reports.		
81	Output	Include a main navigation screen that can be uniquely configured by each specific user type.		

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Line #	Type	Description	Response Code	Notes
General Software				
82	Output	Provide robust, configurable dashboards that display interactive content (e.g., charts, graphs, etc.).		
83	Output	Provide audit trails tracking user access to system and activity.		
84	Output	Ability to exclude privately managed properties from reports		
85	Output	Provide the ability to manage and initiate electronic forms for email distribution with instructions, due date, etc. to third parties.		
86	Processing Function	The ability to geocode (longitude, latitude) all addresses used by the system out of the box as part of the standard package (no third party licensing or extra options required) and to save this information in the system's database.		

Waiting List Management				
Line #	Type	Description	Response Code	Notes
1	Input	System to track date of application for each applicant person/family based on Application Intake form		
2	Input	System to track time of application for each applicant person/family Application Intake form		
3	Input	System to track demographic data for each applicant person/family based on Application Intake form		
4	Input	LHA will also track census tract information for each applicant		
5	Input	Data on amp / project requested by applicant		
6	Input	Data on assignments including amp		
7	Input	Data on assignments including project		
8	Input	Data on assignments including unit to which assigned		
9	Input	Data on assignments including date of assignment		
10	Input	Data on assignments including assignment history		
11	Input	Data on assignments to Section 8		
12	Input	Data on assignments to project based voucher programs		
13	Input	System must be able to organize assignments according to criteria specified by the Housing Authority, i.e. assign only seniors to Designated Housing developments, etc.		
14	Input	Selection criteria should be stored in a user definable code table		
15	Input	Selection criteria will be utilized to determine rank (sort order) for wait lists		
16	Input	LHA may maintain a specific number of waiting lists for different properties		
17	Input	LHA may maintain a specific number of waiting lists for different Section 8 Programs		
18	Input	LHA may maintain a specific number of waiting lists for private property management		

		Waiting List Management		
Line #	**Type**	**Description**	**Response Code**	**Notes**
19	Input	LHA may maintain as many additional waiting lists as needed		
20	Input	Applicants must be able to file a single application which can then be added (using the same or different application dates) to one or all of the waiting lists		
21	Input	Administrative application data including program(s) applied for		
22	Input	Administrative application data including date of application (may differ for different programs)		
23	Input	Administrative application data including application status (open, closed, rejected, etc.)		
24	Input	Administrative application data including handicap/disability code(s)		
25	Input	Administrative application data including reason for rejection/ineligibility		
26	Input	Administrative application data including present housing status		
27	Input	Online 'Portal' for Applicants to view rank/update information/withdraw application		
28	Input	Documentation of citizenship status		
29	Input	Data field to capture Program sub status's for a program on the WL		
30	Input	Data field to Indicate the status for requirement documents and processes		
31	Input	Data Field to indicate if tenants/applicants have had EID in the past and exhausted benefit.		
32	Input	Allow user to update the status for the appointment (no-show, arrived, etc.)		
33	Input	Track Applicant status by program		
34	Input	Track which programs applied for and when		
35	Input	Track preference points by waitlist applied for		

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Waiting List Management				
Line #	Type	Description	Response Code	Notes
36	Input	Ability to create, change and delete codes used by the system (i.e. application status codes, income ranges, bedroom size assignments, etc.) via standard codes maintenance screens. No IT technical intervention or modifications to the software should be required.		
37	Input	Field to track if current tenant		
38	Input	Current tenant program		
39	Input	Field to track if former tenant		
40	Input	Former tenant program		
41	Input	Field to track former tenant balance due		
42	Input	Have a user-defined list of outside agencies, with their addresses, phone numbers, and fax numbers to be automatically inserted into the appropriate letters.		
43	Input	Provide a method of dating the receipt of each 3rd party verification.		
44	Input	Allow a list of withdrawal reason codes that are user-definable.		
45	Input	Income, expense, deductions, and assets for each member		
46	Input	Eligibility Date		
47	Input	Ability to identify handicapped clients		
48	Input	Application to include dropdown to request accommodations.		
49	Input	Support for online application update by applicate via secure login.		
50	Input	Support online portal for application submittal during the specified time-periods for each housing assistance program.		
51	Input	Allow applicants to access self-service features online to check rank, wait list status, update contact info, etc.		
52	Input	Provide ability to record referring service providers		

Waiting List Management				
Line #	Type	Description	Response Code	Notes
53	Processing Function	When RAD PBV wait list is established, system must give applicants on public housing waiting list the opportunity to apply with their original application date.		
54	Processing Function	Students are not eligible for RAD PBV or HCV unless they are 24 or older, married, a veteran, or have a dependent child.		
55	Processing Function	Give preference points in the regular voucher wait list to families who terminate their lease after one year of occupancy in PBV so that they will be at the top of the waiting list to comply with choice mobility (24 CFR 983.261c)		
56	Processing Function	Changes in applicant family composition or head of household should not affect household in Low Rent and/or Section 8 and vice versa.		
57	Processing Function	Support the creation and maintenance of centralized and decentralized waiting list of applicants to support multiple programs (e.g., Public Housing, Section 8, PBRA, Transfers, etc.) where applicant may be on one or more lists and their status is visible and updated across system.		
58	Processing Function	Ability to automatically assign bedroom size based on LHA criteria		
59	Processing Function	Push information provided during application process across programs.		
60	Processing Function	Process and update applicant follow up responses and remove applicants who fail to respond from waiting list.		
61	Processing Function	Suspend/close application process and waiting list, preventing acceptance of additional applications, based on criteria defined by the Housing Authority (e.g., number, funding).		
62	Processing Function	Support configuration of LHA local preferences for housing applicants.		
63	Processing Function	Support creation of customizable fields on applications. (e.g. preferences for notification by email, phone, etc.).		

Waiting List Management

Line #	Type	Description	Response Code	Notes
64	Processing Function	Facilitates workflow to route requests for reasonable accommodation to designated user for review and approval.		
65	Processing Function	Enable applicants to check status of submitted applications online.		
66	Processing Function	Provide configurable automated check of applications for completeness and potential errors.		
67	Processing Function	Provide ability to retain applicant name and reason for ineligibility, without forcing the capture of the entire applicant profile.		
68	Processing Function	Provide preliminary program eligibility checks based on LHA defined criteria.		
69	Processing Function	Detect possible duplicate applications. Alert if found.		
70	Processing Function	Generate unique, centralized ID (other than social security number) to identify the applicant household.		
71	Processing Function	Maintain an audit trail of changes to contact information (i.e. change to phone number, mailing address, etc.) on application.		
72	Processing Function	Ability to offer a single vacant unit to multiple applicants on a pre-defined Waiting List		
73	Processing Function	Ability for pre-defined waiting lists to have single unit offer		
74	Processing Function	Ability to choose data elements for Filtering		
75	Processing Function	Ability to copy a pre-defined list of applicants to a new Waiting List		
76	Processing Function	Ability to manage Unit offers		
77	Processing Function	Ability to manage Unit refusals		
78	Processing Function	The ability to maintain PBV Transfer Waitlist		
79	Processing Function	Ability to report on unique applicants by SSN.		

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Waiting List Management

Line #	Type	Description	Response Code	Notes
80	Processing Function	Assign waitlist set asides with income limit changes.		
81	Processing Function	Ability to send out bulk notices on unit offers. Letters should be customized based on the 1st offer, 2nd offer and 3rd offer.		
82	Processing Function	System must be able to maintain individual waitlist by % of Median (30, 40, 50, 60, 80) as well as the master waitlist for tax credit applicants. Sorting criteria will be user defined for each list.		
83	Processing Function	Client automatically withdrawn from the wait list after a specified number of attempts of no response to letter		
84	Processing Function	System checks for balance owed for clients and notifies user if balance owed found		
85	Processing Function	Ability to reassign waitlist upon demand without taking users off-line.		
86	Processing Function	Systems flags clients who have been evicted		
87	Processing Function	System has the ability to connect to third parties for background check information		
88	Processing Function	System creates an eligible or in-eligible letter based on client data		
89	Processing Function	Waiting List Rank lookup available online		
90	Processing Function	Ability to automatically assign positions on a waiting list for each housing program based on predetermined selection parameters as the applicant becomes eligible.		
91	Processing Function	Automatically update the client record with a list of 3rd party notifications needed to complete the review process with due dates based upon each notification code.		
92	Processing Function	Ability to identify and track each operator's activity within the database.		

Waiting List Management				
Line #	Type	Description	Response Code	Notes
93	Processing Function	Make preliminary determination of eligibility and offer advice on other programs the client is eligible for and should provide LHA policies for viewing/printing when applying online		
94	Processing Function	Ability to identify duplicate clients by Social Security number. System must check all family members for matches.		
95	Processing Function	System must have a tool to assist applicants in recalling forgotten login information.		
96	Processing Function	System provides means to save partial applications once started in the event of software/system/power failures.		
97	Processing Function	System must provide hyperlinks to housing program policies, etc. for online applications		
98	Processing Function	System must collect personal information after determining preliminary eligibility (including language, disability, etc.) for online applications		
99	Processing Function	Ability to apply for multiple housing programs online. Each application is tracked separately.		
100	Processing Function	Data field to indicate the preference under which an applicant was housed		
101	Processing Function	Ability to access outside websites from within the application for background checking		
102	Processing Function	Ability to track documents by using list of required documents		
103	Processing Function	Utility for Background screening of applicants		
104	Processing Function	Alert on tenants/applicants that have had EID in the past and have exhausted benefit.		
105	Processing Function	Applicant Portal that will capture updates to the waiting list information with approval process		
106	Processing Function	Applicant should have option to review initial information, and have option to correct information before submitting pre-application		
107	Processing Function	System provides secure login information for online access.		

Waiting List Management				
Line #	Type	Description	Response Code	Notes
108	Processing Function	System provides secure connection for online application		
109	Processing Function	System initially collects name, address, DOB, e-mail and all other necessary information needed for the presumptive application to determine eligibility of applicant		
110	Processing Function	System must function within guidelines of the eligibility rules for all LHA programs, federal / state / and local rules, and must have the ability to add and modify programs and eligibility rules as needed		
111	Processing Function	System must provide multiple language versions of the application screens and all documents/forms		
112	Processing Function	System provides guided questions and answers to "screen out" potential applicants who are not eligible for LHA programs		
113	Processing Function	System must provide data field edit checks for data integrity, automated calculations		
114	Processing Function	System must provide customer self-service data entry option		
115	Processing Function	Access to in progress online applications from users to provide support if necessary.		
116	Processing Function	System will insert application into waitlist applicant deemed eligible for based on information entered		
117	Processing Function	Method to Enter Application Online		
118	Processing Function	Ability to maintain all program applicant data in a single file or file system so as to eliminate data redundancy and reduce fraud		
119	Processing Function	Provide on-line display and inquiry environment for look up of applicant status from pre-selection stage through move-in / rejection		
120	Processing Function	Produce waiting lists for each program and / or property ranked (sorted) by user defined selection criteria		

		Waiting List Management		
Line #	Type	Description	Response Code	Notes
121	Processing Function	Applicants must be able to file a single application which can then be added to one or more of the waiting lists (using the same or different application dates for each application)		
122	Processing Function	Verify all new applicants against existing database on entry to detect duplicate applications (using social security number, name, etc.)		
123	Processing Function	In cases where applicant was a previous LHA tenant and a balance remains unpaid, lock out application and inform user of unpaid balance on data entry and inform LHA of data from application for collection purposes		
124	Processing Function	Automatic interface with Tenant Accounts Receivable and Section 8 HAP systems to avoid duplication of data and data entry		
125	Processing Function	Maintain and display data on assignments history by program		
126	Processing Function	Maintain and display data on assignments history by amp		
127	Processing Function	Maintain and display data on assignments history by project		
128	Processing Function	Data on assignments history includes families/individuals assigned		
129	Processing Function	Data on assignments history includes date of assignment		
130	Processing Function	Data on assignments history includes amp to which assigned		
131	Processing Function	Data on assignments history includes project / unit / program to which assigned		
132	Processing Function	Screen displays should be keyed on program and project		
133	Processing Function	Produce eligibility worksheet		

Waiting List Management				
Line #	Type	Description	Response Code	Notes
134	Processing Function	Eligibility Scheduling should be by rank (position) on wait list (the "next 10 names" method) or by manual intervention at the users option		
135	Processing Function	Produce letters to applicants notifying them of the appointment		
136	Processing Function	Provide a flexible archive facility		
137	Processing Function	Archive routine must not allow deletion of records pertaining to LHA tenants with an outstanding balance or to active records		
138	Processing Function	Provide a flexible update facility for periodic contacts with applicant population		
139	Processing Function	Facility should produce update lists and letters based on last maintenance/purge date		
140	Processing Function	Facility must allow for mass withdrawal (de-activation) of non-respondents		
141	Processing Function	Automatically withdraw a client from the wait-list when the maximum number of no-shows has been reached and print the appropriate withdrawal letter.		
142	Processing Function	Provide a structured interview process to assure HA that all questions are asked (user definable)		
143	Processing Function	Provide specific interview questions for each program.		
144	Processing Function	Allow updates to information obtained during the Presumptive Application process and the Eligibility process.		
145	Processing Function	Validate 50058 data prior to exiting client record.		
146	Processing Function	Automatically determine client eligibility.		
147	Processing Function	Have a user definable list of no-show reasons for the user to select from when a client doesn't show for an appointment		

Waiting List Management				
Line #	Type	Description	Response Code	Notes
148	Processing Function	Require the user to identify a reason the client didn't show for the appointment (no-show status) and it should be noted in the client record.		
149	Processing Function	Automatically notify users daily when clients fail to show up for appointments and users have not updated status of the appointment.		
150	Processing Function	Pull names for client appointments/interviews from the wait list according to a prompted number (user-defined) of applicants to be processed.		
151	Processing Function	Recheck for any recent violations or amounts owed that would disqualify client from placement.		
152	Processing Function	Update the client record to show date pulled for scheduling so that it isn't pulled again.		
153	Processing Function	Automatically update the Zimbra calendar for the user when an appointment is scheduled with client.		
154	Processing Function	Check scheduling conflicts preventing appointment when overlapping appointments are encountered.		
155	Processing Function	Allow user to set maximum number of appointments that can be scheduled for waitlist processing.		
156	Processing Function	Ability to calculate via screen, Total Tenant Payment for the Section 8 and Conventional Low-Rent programs, utilizing HUD regulations.		
157	Processing Function	Ability to reactivate withdrawn applications		
158	Processing Function	The Housing Eligibility system should be able to flag the application interviewer if a tenant has a bad debt and show if judgment was received on the bad debt.		
159	Processing Function	Ability for the mailing system to produce different leases and letter notices based on the project and unit number of the funding source.		

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Line #	Type	Description	Response Code	Notes
	**Waiting List Management**			
160	Processing Function	Automatically notify assigned user when 3rd party notifications have not arrived.		
161	Processing Function	Allow a list of 3rd party notification letters to be user-defined based upon 3rd party needs (identified during the interview) and program.		
162	Processing Function	Allow completion of the interview process by updating the client record with the interview date.		
163	Processing Function	Determine final eligibility status		
164	Processing Function	Automatically withdraw client with the appropriate withdrawal reason codes if determined to be ineligible during online application entry.		
165	Processing Function	Ability to identify duplicate clients by Social Security number. System must check all family members for matches.		
166	Processing Function	Systems to auto assign unique numeric client ID number.		
167	Processing Function	Ability to maintain separate waitlist for each housing program. Each wait list may have unique preferences. Preferences should be user-defined.		
168	Processing Function	Ability to apply for multiple housing programs. Each application is tracked separately.		
169	Processing Function	Access national, state and local databases to perform background checks on applicants		
170	Processing Function	Check if rent or other amounts owed to other public housing authorities.		
171	Processing Function	Check sex offender registration.		
172	Processing Function	Check if previously denied eligibility to a HA program.		
173	Processing Function	Check if previously evicted from public housing.		
174	Processing Function	Check criminal background.		

Waiting List Management				
Line #	**Type**	**Description**	**Response Code**	**Notes**
175	Processing Function	Support scheduling of family briefings and unit offers.		
176	Processing Function	Provide automated workflows to generate notifications based on custom criteria (e.g., 60-day grace period for registering social security numbers).		
177	Processing Function	Monitor and notify of eligibility expiration (e.g., 180 days)		
178	Processing Function	Monitor and alert of incomplete or unverified applicant information (this is time-sensitive).		
179	Processing Function	Track eligibility changes, outcomes and applicable dates.		
180	Processing Function	Track contact attempts, responses, and changes in applicant status (e.g., removal from waitlists).		
181	Processing Function	Generate audit trail to capture all events/work performed during the approval/intake process.		
182	Processing Function	Initiate workflows to support portability requests (e.g., compute voucher amounts, schedule interviews, assemble info packets, etc.).		
183	Processing Function	Need ability to determine whether members of a household are already being subsidized for housing anywhere.		
184	Processing Function	Establish income calculation rules based on source of funding, subsidy, or program type (e.g., local programs, tax credit, sponsor based, etc.).		
183	Processing Function	Need ability to determine whether members of a household are already being subsidized for housing anywhere.		
184	Processing Function	Establish income calculation rules based on source of funding, subsidy, or program type (e.g., local programs, tax credit, sponsor based, etc.).		

Waiting List Management				
Line #	Type	Description	Response Code	Notes
185	Processing Function	Support or provide capability to sync scheduled appointments with user's Zimbra calendar		
186	Processing Function	Merge application information into the resident's profile.		
187	Processing Function	Support the selection of applicants from top of waiting list to match unit turnover and availability.		
188	Output	Email verification forms directly to employer with address given		
189	Output	Generate and send notifications to applicant when attempting to fill an available unit.		
190	Output	Generate necessary forms and information needed for applicant eligibility.		
191	Output	Provide visibility of rent, other amounts owed to LHA, write-off's, etc. for an applicant		
192	Output	Generate notifications for applicants placed on a waiting list.		
193	Output	Automatically print the appropriate withdrawal letter based upon reason codes and program.		
194	Output	Automatically print 3rd party notification letters based upon verifications needed.		
195	Output	Automatically print a letter for the client based upon 3rd party needs (identified during the interview).		
196	Output	Have a way to report delinquent notifications.		
197	Output	Ability to run multiple different types of leases		
198	Output	Field to track position on each waitlist from applicant screen. Accessible by applicant online.		
199	Output	Applicant Directory containing pertinent information regarding each applicant and his/her status, etc.		
200	Output	Mailing Address labels (utilizing MS Word)		

Waiting List Management				
Line #	Type	Description	Response Code	Notes
201	Output	Applicant Profile report, reflecting applicant statistical data including family status, housing program type, income range, etc.		
202	Output	HUD 51228 Report – Recap of Family Characteristics of Applicants		
203	Output	Income verification letters for applicants, tenants and assisted families		
204	Output	Waiting list for each housing program by bedroom size; within each bedroom size by priority/preference; by date and time received		
205	Output	Waiting list for elderly/disabled by bedroom size for each housing program		
206	Output	Combined waiting list by applicant name		
207	Output	List of applicants withdrawn during a specified period of time, within each housing program		
208	Output	List of applicants housed in each program during user-specified period of time		
209	Output	Statistical reports on waiting periods for applicants housed within each program during a user-specified period of time		
210	Output	Report the number of applications processed, number of Vouchers issued or reissued, number of Vouchers canceled and outstanding, number of changes in bedroom size, number of Vouchers under contract, number of applicants housed or withdrawn and totals, by program		
211	Output	Section 8 Voucher about to expire		
212	Output	Section 8 briefing session appointment letter		
213	Output	Address and anticipated date of availability of the unit in which Conventional Low-Rent applicant is to be housed		
214	Output	Balance owed by applicant as a result of previous participation in any other program operated by the Housing Authority		
215	Output	Annual re-exam letter		

**Waiting List Management**				
Line #	**Type**	**Description**	**Response Code**	**Notes**
216	Output	Follow-up letter to applicant if income verification forms are not received by a user specified date		
217	Output	Letter to applicant regarding final determination of eligibility		
218	Output	Report of Applicants who are eligible for programs that have not applied for.		
219	Output	Letter regarding items to be completed and/or furnished by applicant prior to final eligibility determination		
220	Output	Letter regarding a scheduled interview appointment		
221	Output	Letter to applicant requesting that applicant contact the Housing Authority regarding the processing of their application		
222	Output	General Authorization		
223	Output	Allow user definable letter text for any letter to be printed. (Text should be specific for the wait-list eligibility process and not for intake, interim or annual reviews.)		
224	Output	Allow a list of letters to be printed automatically for the appointment based upon placement type that would automatically print once the appointment is scheduled.		
225	Output	Provide a report of clients that have not been rescheduled for appointments.		
226	Output	When rescheduling an appointment, automatically print the appropriate letter(s) (list user-definable) based upon program and number of times rescheduled. (Letter may be different for each no-show level)		
227	Output	Notify user when tenant/applicant is no longer eligible		

SYSTEMS SOLUTIONS CHECKLIST

Waiting List Management				
Line #	Type	Description	Response Code	Notes
228	Output	System must provide general information on housing programs and qualifications before access to pre-application online		
229	Output	System will notify applicant if ineligible for any or all programs.		
230	Output	Client self-service screens must include appropriate disclaimers, privacy statements, and penalty statements		
231	Output	Ability to generate summary / detail demographic reports by wait list		
232	Output	Listing of Unit Refusals by Unit / Project / AMP		
233	Output	Wait list by program		
234	Output	Wait list by development		
235	Output	Wait list by application date		
236	Output	Wait list by application time		
237	Output	Wait list within each program or amp or project should be sorted by user defined criteria		
238	Output	Within each bedroom size category, wait list should be sorted by user definable selection criteria		
239	Output	Wait list includes printed name		
240	Output	Wait list includes printed address		
241	Output	Wait list includes printed race		
242	Output	Wait list includes printed unit size required		
243	Output	Wait list includes printed application date		
244	Output	Wait list includes printed application time		
245	Output	Wait list includes printed eligibility category (selection criteria)		
246	Output	Wait list includes printed household size		
247	Output	Wait list includes printed disability status		
248	Output	Wait list includes printed rank number (position) on list		

**Waiting List Management**				
Line #	**Type**	**Description**	**Response Code**	**Notes**
249	Output	Wait lists for each priority category (selection criteria) by amp / project / program		
250	Output	LHA will specify how these priorities are to be defined and how they will be referenced		
251	Output	Outstanding (unhoused, unreturned) assignments by program		
252	Output	Outstanding (unhoused, unreturned) assignments by project		
253	Output	Elderly and disabled applicant wait lists by age		
254	Output	Elderly and disabled applicant wait lists by requested accommodation.		
255	Output	Elderly and disabled applicant wait lists by unit size required		
256	Output	Elderly and disabled applicant wait lists by application date		
257	Output	Produce a list of required documentation for eligibility, preferences, and / or priorities applicant has claimed after online application is submitted.		
258	Output	System must have capability to print all forms bar-coded with applicant's client ID.		
259	Output	System must provide the ability to reprint any selected form at any time.		
260	Output	Provide guided question and answers features to help clients understand how to answer questions online when applying.		
261	Output	Assignment history reports by program		
262	Output	Assignment history reports by project		
263	Output	Applicant demographic reports		
264	Output	Reports on applicant current housing conditions by user defined condition codes		
265	Output	Mailing labels for user definable subsets of the applicant population (allow for production of trial label sample for centering)		
266	Output	Purge edit lists		

Waiting List Management				
Line #	Type	Description	Response Code	Notes
267	Output	Archived Reports of purged records		
268	Output	Update lists		
269	Output	Update letters		
270	Output	Lists of applicant records withdrawn for failure to respond at discretion of the user		
271	Output	Ability to select an individual or groups to send letters		
272	Output	User definable facility to generate letters to applicants		
273	Output	Credit Bureau reporting from Tenant/Landlord Accounts Receivable		
274	Output	Report that shows 'history' changes of Wait List Status'		
275	Output	System lists / prints required documentation for client to be processed for eligibility. (client self service)		
276	Output	System can generate an appointment reminder letter for clients via email		
277	Output	System generates a reminder letter or email to client if required documents are not received in user-defined time frames.		
278	Output	Ability to print / display wait list for specified housing programs/dividers		
279	Output	Ability to print / display wait list by client name		
280	Output	System can generate a hardcopy application as an option for client self-service.		
281	Output	Ability to select and print client letters from one screen within the application.		

Section 8 / HCV / PBV				
Line #	Type	Description	Response Code	Notes
1	Input	Data from contract including: owner name		
2	Input	Data from contract including: owner address		
3	Input	Data from contract including: agent name		
4	Input	Data from contract including: agent address		
5	Input	Data from contract including: LTD payment accumulators		
6	Input	Data from contract including: YTD payment accumulators		
7	Input	Data from contract including: QTD payment accumulators		
8	Input	Data from contract including: minority status		
9	Input	Data from contract including: 1099 data		
10	Input	Certificate and, as relevant, Voucher data including: client ID (issued certificates)		
11	Input	Certificate and, as relevant, Voucher data including: size (in bedrooms)		
12	Input	Certificate and, as relevant, Voucher data including: appropriate Payment Standard		
13	Input	Certificate and, as relevant, Voucher data including: tenant rent		
14	Input	Certificate and, as relevant, Voucher data including: allocation		
15	Input	Contract information for each lease data includes: tenant data		
16	Input	Contract information for each lease data includes: contract dates		
17	Input	Contract information for each lease data includes: agent data		
18	Input	Contract information for each lease data includes: owner data		
19	Input	Contract information for each lease data includes: contract rent		
20	Input	Contract information for each lease data includes: gross rent		
21	Input	Contract information for each lease data includes: utility allowance(s)		

Section 8 / HCV / PBV				
Line #	Type	Description	Response Code	Notes
22	Input	Contract information for each lease data includes: Tenant Rent		
23	Input	Contract information for each lease data includes: HAP payment		
24	Input	Contract information for each lease data includes: unit data		
25	Input	Unit and inspection data includes: address		
26	Input	Unit and inspection data includes: owner data		
27	Input	Unit and inspection data includes: agent data		
28	Input	Unit and inspection data includes: unit size (in number of bedrooms)		
29	Input	Unit and inspection data includes: census tract		
30	Input	Unit and inspection data includes: inspections scheduling data		
31	Input	Unit and inspection data includes: utility data		
32	Input	Utility allowances including: unit type		
33	Input	Utility allowances including: utility type		
34	Input	Utility allowances including: unit size (in bedrooms)		
35	Input	Utility allowances including: amount of allowance		
36	Input	Adjustments to regular HAP payments (rent increases, withholdings, etc.) includes: unit		
37	Input	Adjustments to regular HAP payments (rent increases, withholdings, etc.) includes: tenant		
38	Input	Adjustments to regular HAP payments (rent increases, withholdings, etc.) includes: amount of adjustment		
39	Input	Adjustments to regular HAP payments (rent increases, withholdings, etc.) includes: reason for adjustment		
40	Input	Adjustments to regular HAP payments (rent increases, withholdings, etc.) includes: date effective		

Section 8 / HCV / PBV				
Line #	Type	Description	Response Code	Notes
41	Input	Adjustments to regular HAP payments (rent increases, withholdings, etc.) includes: period covered		
42	Input	Adjustments to regular HAP payments (rent increases, withholdings, etc.) includes: full amount of HAP		
43	Input	Adjustments to regular HAP payments (rent increases, withholdings, etc.) includes: adjusted amount		
44	Input	A field is required to indicate the number of contract rents above the FMRs		
45	Input	Type of rent change (Recertification, new lease, rent change, etc.)		
46	Input	A field is required to indicate the % of contract rents above the FMRs		
47	Input	Allow notes to be added to all adjustments on the client or vendor adjustment record.		
48	Input	Rent reasonableness data		
49	Input	Rent comparability data		
50	Input	Annual adjustment factor tables		
51	Input	Staff assignment codes for each voucher		
52	Input	Census tract information related to all units		
53	Input	1099 entry		
54	Input	Following 1099 generation verify SS number prior to electronic submission to IRS		
55	Input	Following 1099 generation verify EIN number prior to electronic submission to IRS		
56	Input	Following 1099 generation verify amount prior to electronic submission to IRS		
57	Input	list of move out (vacancy) codes.		
58	Input	Vendor data including vendor name		
59	Input	Vendor data including vendor address		
60	Input	Vendor data including vendor mailing address		
61	Input	Vendor data including vendor phone		
62	Input	Vendor data including vendor email		

Section 8 / HCV / PBV				
Line #	Type	Description	Response Code	Notes
63	Input	Vendor data including vendor ID (assigned by the LHA or based on EIN		
64	Input	Vendor data including MTD payment		
65	Input	Vendor data including QTD payments		
66	Input	Vendor data including YTD payments		
67	Input	Vendor data including LTD payments accumulators		
68	Input	Vendor data including minority status		
69	Input	Vendor data including 1099 data		
70	Input	Vendor data including Section 3 data		
71	Input	Vendor Invoice data including invoice number		
72	Input	Vendor Invoice data including invoice date		
73	Input	Vendor Invoice data including due date		
74	Input	Vendor Invoice data including PO number		
75	Input	Vendor Invoice data including invoice total		
76	Input	Vendor Invoice data including line items		
77	Input	Vendor Invoice data including line prices		
78	Input	Vendor Invoice data including account distribution		
79	Input	Vendor Invoice data including item numbers for vendor		
80	Input	Vendor Invoice data including item number for the Housing Authority		
81	Input	Check history data including check number		
82	Input	Check history data including amount		
83	Input	Check history data including invoice number		
84	Input	Check history data including check date		
85	Input	Check history data including vendor		
86	Input	History data generated automatically by check production process		
87	Input	Manual (out of cycle) check data including check number		
88	Input	Manual (out of cycle) check data including amount		

Section 8 / HCV / PBV				
Line #	Type	Description	Response Code	Notes
89	Input	Manual (out of cycle) check data including invoice number		
90	Input	Manual (out of cycle) check data including check date		
91	Input	Manual (out of cycle) check data including vendor		
92	Input	Admin fee amount by housing authority		
93	Input	Contact name and information for other housing authorities		
94	Input	Allow interest posting to FSS tenants		
95	Input	FSS tenants disbursements include tenant name		
96	Input	FSS tenants disbursements include tenant address		
97	Input	FSS tenants disbursements include tenant phone		
98	Input	FSS tenants disbursements include tenant email		
99	Input	FSS tenants disbursements include check number		
100	Input	FSS tenants disbursements include check amount		
101	Input	FSS tenants disbursements include check date		
102	Input	HCV/HO participant data including Establish identifying code for HCV/HO		
103	Input	HCV/HO participant data including Family composition (gender, race, age and date of birth, income, source of income, elderly, disabled, disabled family member)		
104	Input	HCV/HO participant data including Head of household (elderly and/or disabled)		
105	Input	HCV/HO participant data including Disabled family member(s)		
106	Input	HCV/HO participant data including Employment history		
107	Input	HCV/HO participant data including Date of program entry		

SYSTEMS SOLUTIONS CHECKLIST

Section 8 / HCV / PBV				
Line #	Type	Description	Response Code	Notes
108	Input	HCV/HO participant data including Address		
109	Input	HCV/HO participant data including Zip		
110	Input	HCV/HO participant data including Social security number		
111	Input	HCV/HO participant data including Registration date		
112	Input	Identify FSS program type		
113	Input	Input FSS goals		
114	Input	Effective date and Transaction Date of any action taken		
115	Input	Employment dates (mm/dd/yy) and Salary Ranges		
116	Input	Education history		
117	Input	Training History		
118	Input	Credit Score History		
119	Input	Allow deed and tax bill documents to be attached to the unit record and owner/vendor record		
120	Input	Input contract termination date		
121	Input	Input effective date of HAP		
122	Input	Input Landlord & Participant ID #		
123	Input	Input date inspection booklet received		
124	Input	Input worker ID# for access		
125	Input	Input a thirty day range for contract terms		
126	Input	Input contract termination date		
127	Input	Input Landlord ID#		
128	Input	Data field to enter Educational Level with the ability to track multiple records		
129	Input	Data field to enter Skill Sets with the ability to track multiple records		
130	Input	Data field to enter Referrals for jobs with the ability to track multiple records		
131	Input	Data field to enter Interviews with the ability to track multiple records		

Section 8 / HCV / PBV				
Line #	Type	Description	Response Code	Notes
132	Input	Data field to enter Employment details (current & past)with the ability to track multiple records		
133	Input	Data field to enter scholarships received with the ability to track multiple records		
134	Input	Ability to capture continuous Notes with search keys		
135	Input	Ability to scan documents with Search Keys		
136	Input	Ability to capture the reason for an Interim Re-exam		
137	Input	Ability to capture the income increase with reason while having history of the previous income		
138	Input	Ability to capture the reason for EOP (End Of Participation) from a Program		
139	Input	Ability to scan documents and attach to a client record.		
140	Input	Allow notes to be entered for each client.		
141	Input	Maintain all unit data fields required by HUD (Structure type, year built, etc.)		
142	Input	Maintain agent information for owners		
143	Input	Each time a unit is submitted for RFTA, rental amount must be entered and stored for historical reporting		
144	Input	Maintain information related to utilities in the unit and who pays for utilities (ex: gas, electric, water, etc.)		
145	Input	Allow contract to be entered with a "Pending" status until contracts are signed.		
146	Input	Update the status for the appointment (no-show, interviewed, etc.)		
147	Input	Include fields to record information on bad debts; (i.e. date of debt, reason for debt, date of repayment agreement or judgement, balances, expiration dates, etc.)		

**Section 8 / HCV / PBV**
Line #	**Type**	**Description**	**Response Code**	**Notes**
148	Input	Include fields on Vendor addresses for fax numbers and e-mail addresses for owners and agents.		
149	Input	Allow user to update client record with a date that the review has been completed.		
150	Input	Receive and process Request for Tenancy Approval (RFTA) forms, via online portal, fax, email		
151	Input	Property Owner information		
152	Input	Property Manager information		
153	Input	Multiple email addresses, contact preference, etc.		
154	Input	Upload unit information (availability, profiles, images) through online portal		
155	Input	Date of Birth		
156	Input	Resident Details (Income, Income Sources, Assets, Expenses, Third Party Sponsorship, etc.)		
157	Input	Race / Ethnicity		
158	Input	Education		
159	Input	Language		
160	Input	Country of Origin (from a drop-down menu)		
161	Input	Staff member(s) assigned		
162	Input	Immigration Status		
163	Input	Is Disabled		
164	Input	Is Elderly		
165	Input	Is an Adult		
166	Input	Community Service Required? Amount.		
167	Input	Is Head of Household?		
168	Input	Contact preference (e.g., email, phone, snail mail, etc.)		
169	Input	Reasonable Accommodation (RA) (e.g., approved?, type, expiration date, etc.)		
170	Input	Veteran Status		
171	Input	Service provider(s) agency contacts		

**Section 8 / HCV / PBV**				
Line #	**Type**	**Description**	**Response Code**	**Notes**
172	Input	Maintain Household Profile Information		
173	Input	Emergency Contact Information		
174	Input	Record information necessary to support tax credit reporting.		
175	Input	Provide the ability to enter income deductions for each member.		
176	Input	Ability to input individual FSS participant goals and dates of completion.		
177	Input	Ability to input prior unit maintenance such as paint, replacement of furnace etc.		
178	Input	Tenant Picture		
179	Input	PHA Tax ID		
180	Input	Field to designate inspection frequency		
181	Processing Function	View current and active FSS escrow account activity, with ability to print escrow report by participant.		
182	Processing Function	Track FSS progress, referrals, employment, needs assessments, demographics.		
183	Processing Function	Maintain list of agency names, addresses and contacts for easier referral.		
184	Processing Function	Ability to create custom forms.		
185	Processing Function	Monitor continued eligibility of households/tenants.		
186	Processing Function	Flag household events (e.g., changes in head of household) so appropriate action can be taken by user.		
187	Processing Function	Support management of residents across multiple programs (e.g., Public Housing, Section 8 HCV, Section 8 PBV, etc.)		
188	Processing Function	Generate landlord contracts and cover letters upon receipt and review of RFTA.		
189	Processing Function	Calculate if rent submitted in RFTA is reasonable based on defined criteria, and check tenant income against rent.		
190	Processing Function	Generate remittance statements for tenant payments through online portal		

Section 8 / HCV / PBV				
Line #	Type	Description	Response Code	Notes
191	Processing Function	Set-up/manage direct deposit payment options through online portal. Allow multiple accounts.		
192	Processing Function	Access electronic attachments and forms through online portal		
193	Processing Function	Receive messages and alerts from LHA through online portal		
194	Processing Function	View details of inspection history through online portal		
195	Processing Function	Support rent and subsidy administration across multiple programs (e.g., PH, S8, etc.)		
196	Processing Function	Support the verification of rent reasonableness.		
197	Processing Function	Automatically calculate, based upon Section 8 HUD payment standards, the participant rent, utility allowance, standard deductions, medical, handicapped, minor, elderly allowances, rent to owner, total tenant payment, tenant rent, and HAP.		
198	Processing Function	Establish income calculation rules based on source of funding, subsidy, or program type.		
199	Processing Function	Provide easy to use, online calculation of tenant rent based on income, deductions, utility, and appliance amounts.		
200	Processing Function	Facilitate rent adjustments (e.g., credit rents, hardships, etc.).		
201	Processing Function	Support fraud investigations through system monitoring, reporting, trend analysis, and alerts.		
202	Processing Function	Provide the ability to exclude selected asset income from the rent calculation.		
203	Processing Function	Initiate requests and manage workflows for special events that impact rent and utility assistance (e.g., hardships, reasonable accommodation requests, etc.).		
204	Processing Function	Provide configurable countdown clock for adjustments, extensions, hardships, credit rent, etc.		

Section 8 / HCV / PBV

Line #	Type	Description	Response Code	Notes
205	Processing Function	Automatically initiate rent adjustment processes to coincide with pre-defined events (e.g., income changes, HUD changes, hardship expiration, etc.).		
206	Processing Function	Maintain audit trail of rent and income certifications (e.g., interim and recertification).		
207	Processing Function	Support automation of multiple configurable review/recertification cycles by subsidy program.		
208	Processing Function	Facilitate generation of certification forms/packets for each household with relevant information pre- populated.		
209	Processing Function	Provide ability to assign project based vouchers to a unique configurable project based contract number		
210	Processing Function	Facilitate calculation of utility allowances amount based on utility provider and appliance data.		
211	Processing Function	Maintain FSS history per client		
212	Processing Function	Maintain utility tables by building type.		
213	Processing Function	Maintain historical utility tables and payment standards.		
214	Processing Function	Adjust maximum rents based on user-defined criteria		
215	Processing Function	Identify system generated vs. manually entered charges and adjustments		
216	Processing Function	Identify those payments paid to other HA's		
217	Processing Function	Identify those payments paid to landlords.		
218	Processing Function	Identify those payments paid to participants		
219	Processing Function	Maintain a list of all units on hold and the reason being held (change of ownership, inspection, etc.)		

Section 8 / HCV / PBV				
Line #	Type	Description	Response Code	Notes
220	Processing Function	Automatically prorate billing based on effective date (partial or full month) for port out		
221	Processing Function	Track multiple addresses by correspondence type (e.g. for HAP, 1099s, etc.)		
222	Processing Function	Provide easy access to payment history, project based subsidies, HAP overrides, and HAP contract terms to streamline payment processing.		
223	Processing Function	Provide ability to link voucher types to GL accounts.		
224	Processing Function	Support IRS garnishments of landlord payments (e.g. flag all accounts for backup withholding and automatically calculate withholding on every payment).		
225	Processing Function	Supports direct deposit and online payments to landlords, tenants, etc.		
226	Processing Function	Supports ACH and Positive Pay for landlord and tenant payments		
227	Processing Function	Need ability to make Utility Reimbursement Payments to tenants via ACH / Debit Card.		
228	Processing Function	Allow review and approval prior to payments being made.		
229	Processing Function	Enforce minimum payment thresholds (e.g. to avoid issuing $1.00 checks)		
230	Processing Function	Automate workflows between HCV staff and finance where a change in status impacts HAP or utility reimbursements (e.g. zero rent, hardship, legal, etc.).		
231	Processing Function	Support multiple voucher types (e.g. VASH, HAP, etc.)		
232	Processing Function	Provide ability to suppress payments (on hold) to manage special events (e.g. pending termination, etc.)		
233	Processing Function	Support use of escrow accounts (e.g. for FSS program), and processing of escrow payments into tenant accounts.		

Section 8 / HCV / PBV				
Line #	Type	Description	Response Code	Notes
234	Processing Function	Compute and allocate monthly interest payments to FSS Section 8 escrow accounts.		
235	Processing Function	Allow users to change the admin fee globally and apply it to all portable residents of that housing authority		
236	Processing Function	Calculate monthly charges to other housing authorities based on HAP amount, utility allowance, admin fee, and any other transactions (like hard to house)		
237	Processing Function	Accurately calculate retro-active adjustments based on effective date		
238	Processing Function	Maintain all information necessary for the 50058 FSS addendum and provide data accuracy for electronic filing with MTCS		
239	Processing Function	FSS Caseworker electronically notified through e-mail when an Annual Recertification or Interim Review has been conducted AND completed.		
240	Processing Function	System must have the ability to calculate the payout amount for forfeiture or payment. The amount should automatically create the payout adjustment for check processing when payment is to be made to the client.		
241	Processing Function	All information collected for FSS tracking be comprehensive to fulfill all HUD tracking and reporting requirements.		
242	Processing Function	Track information on utilization of supportive services. Information tracked include the following: Date of utilization, and Time of utilization, and Type of service, and Milestones, and Projected completion date, and comments		
243	Processing Function	Automatic monthly computation of FSS escrow balances		

Section 8 / HCV / PBV				
Line #	Type	Description	Response Code	Notes
244	Processing Function	Have the ability to make FSS appointments with clients through Zimbra and have the ability to verify no overlapping scheduling conflicts with inspections, interim/annual reviews, hearings, or any other appointments scheduled for the client.		
245	Processing Function	Caseworker be notified when entering new participant whether more than 120 days have passed between the time of last recert / interim and the effective date of the FSS contract		
246	Processing Function	Be notified when entering new FSS contract whether there are any monies due to HA at time of contract entry.		
247	Processing Function	Client information and income be electronically transferred to the FSS Contract of Participation and tracked separately from the housing program contract information.		
248	Processing Function	Track a client's progress from FSS enrollment to participant's starting contract date.		
249	Processing Function	Maintain participants FSS goals action plan		
250	Processing Function	Maintain PHA number, contact name, and contact information for other housing authorities		
251	Processing Function	Maintain from lease up all information related to unit address, ACC, 50058 and 52665		
252	Processing Function	Allow an entire vendor or an individual unit to be put on hold		
253	Processing Function	Do not generate a check for vendors or units on hold		
254	Processing Function	Maintain a user-defined maximum number of appointment opportunities for lease-up process.		
255	Processing Function	Increment the counter of no-shows for each client/owner when the user enters appointment status.		

Section 8 / HCV / PBV				
Line #	Type	Description	Response Code	Notes
256	Processing Function	Some voucher types may skip lease signing procedures and go directly to move in. The system must have the ability to skip these steps for specific voucher types.		
257	Processing Function	System to automatically withdraw expired vouchers with notification to processor and appropriate letter to be automatically printed and/or emailed.		
258	Processing Function	System to auto-generate expiration date extension if applicable and using the user-defined criteria.		
259	Processing Function	Allow appointment letters to be user-customized for each appointment type.		
260	Processing Function	Documents from the application or MIP, initial inspection, and applicant/client information, should be stored in the client record.		
261	Processing Function	At time of move in, determine if the unit submitted through the RFTA process is part of the S8 Unit database, adding it if it Isn't (along with the submission/inspection history).		
262	Processing Function	At time of move in, determine if the temporary vendor submitted through the RFTA process is part of the S8 Vendor database, adding it if it isn't (along with all relevant documents including property deed, proof of ownership, etc.)		
263	Processing Function	Maintain "standing" for each participant and former participant in the program (ex: good, owes money, terminated for criminal activity, etc.). Not allow a voucher to be issued to a participant who is not in good standing. Allow override for issuance of a voucher when the client "standing" prohibits such issuance.		
264	Processing Function	Maintain historical utility allowance tables and payments standards		
265	Processing Function	Automatically notify appropriate inspector when an inspection is being initiated from a submitted RFTA.		

Section 8 / HCV / PBV				
Line #	Type	Description	Response Code	Notes
266	Processing Function	Adjust maximum rent based on user-defined criteria		
267	Processing Function	Provide ability to set up and administer special programs (e.g., FSS) and relevant artifacts e.g., contracts, points of contact, etc.).		
268	Processing Function	Record special program participation in tenant profile and history.		
269	Processing Function	Provide ability to place a unit on hold to support program participation for a tenant.		
270	Processing Function	Manage and track resident referrals entered by Property Management, for use by Service Coordinators.		
271	Processing Function	Automatically flag RFTAs where inspection results are delaying approval based upon user-defined amounts of time.		
272	Processing Function	Automatically flag RFTAs where rent negotiation results are delaying approval based upon user-defined amounts of time.		
273	Processing Function	Automatically adjust expiration date when time lags are related to inspection results and/or rent negotiations with owners		
274	Processing Function	Notify user of multiple leases for one unit		
275	Processing Function	Maintain maximum voucher size for each client		
276	Processing Function	Ability to process vendor deductions against automatic HAP checks. These deductions should automatically interface with vendor accounts receivable.		
277	Processing Function	Ability to permit multiple check runs per month.		
278	Processing Function	Ability to automatically create adjustments for expired contracts and recurring adjustments prior to the check run.		
279	Processing Function	Ability to carry forward vendor deductions if the deductions are greater than the check amount owed to the vendor.		

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Line #	Type	Description	Response Code	Notes
280	Processing Function	Units that have been flagged as having lead based paint should be identified (displayed) prior to creating an inspection.		
281	Processing Function	Units that have been flagged as having lead based paint should be noted on the inspector's inspection request form and the ages of any children should also be noted on the form.		
282	Processing Function	Maintain number of "Searching Days" remaining for each client.		
283	Processing Function	Update all contracts including future and pending contracts once landlord information has been updated.		
284	Processing Function	Track status of change of ownership process based on user-defined codes (ex: paperwork pending)		
285	Processing Function	Maintain effective date of new ownership		
286	Processing Function	Calculate rental amount prorates for current and previous owners when effective date is not the 1st of the month and create payment adjustments.		
287	Processing Function	Calculate rents owed but maintain a hold on payments until ownership transfer is approved and completed		
288	Processing Function	Allow release of back rental payments when verifications are completed and verified by LHA staff		
289	Processing Function	All phases of the RFTA should be maintained including dates of submission, scheduled inspection dates, inspection results, dates unit and owners are scheduled for contract signing, when client signs contract, and when owner signs contract.		
290	Processing Function	Attach copy of all RFTA forms (as defined by setup) and link to client, owner, and unit records		

**Section 8 / HCV / PBV**				
Line #	**Type**	**Description**	**Response Code**	**Notes**
291	Processing Function	System to automatically withdraw clients from waitlist when vouchers are expired.		
292	Processing Function	System to auto generate extension if applicable based on user defined circumstances		
293	Processing Function	Auto-assign voucher number		
294	Processing Function	ACC's should have an assigned general ledger number for accounting purposes		
295	Processing Function	Maintain all required data elements for 50058 reporting.		
296	Processing Function	Validate 50058 data prior to exiting client record.		
297	Processing Function	Ability to create and transmit 50058 electronic correction files individually or centrally.		
298	Processing Function	Ability to download error correction file and identify data elements that need to be corrected within each client file.		
299	Processing Function	Ability to track EID clients including adjustment history		
300	Processing Function	Schedule clients for annual reviews based upon original move in date or next re-exam date. Scheduling to interface with Zimbra and check for and resolve scheduling conflicts.		
301	Processing Function	Assign annual review appointments to clerks by user-defined caseload parameters.		
302	Processing Function	Track review progress and alert assigned user when reviews are late		
303	Processing Function	Perform rent calculations based on HUD program regulations		
304	Processing Function	System provide pop-up list of daily appointments scheduled for user		
305	Processing Function	Alert clients of missed appointment via email		
306	Processing Function	System to automatically send NTW letter if client misses 2nd rent review appointment		

Section 8 / HCV / PBV				
Line #	Type	Description	Response Code	Notes
307	Processing Function	Date and time stamp client's arrival for their appointment via import from Receptionist In a Box Software		
308	Processing Function	Verify that all required review documents have been completed and alert user of missing documents.		
309	Processing Function	Generate all information needed / verification letters required to complete a review upon request.		
310	Processing Function	Ability to select and print client letters from one screen within the application		
311	Processing Function	Maintain rent reasonableness unit data such as aesthetic ratings, and amenities.		
312	Processing Function	Direct Access to rent comparable database		
313	Processing Function	Allow changes to unit information		
314	Processing Function	Automatically calculate maximum allowable rent based on available market data.		
315	Processing Function	System must obtain at least three open market comparable units and produce Analysis Report.		
316	Processing Function	Have the ability to track all prior rent, rent increase requests and comparable rent history by unit.		
317	Processing Function	Allow aesthetic information to be customized with user defined point values assigned the each aesthetic item.		
318	Processing Function	Allow amenities information to be customized with user defined point values assigned to each amenity item.		
319	Processing Function	Compare maximum rent allowed to request rent and automatically create rejection letter if requested rent exceeds maximum rent allowed.		
320	Processing Function	Identify property by ID#		

		Section 8 / HCV / PBV		
Line #	Type	Description	Response Code	Notes
321	Processing Function	Generate vendor checks/electronic deposits to multiple accounts		
322	Processing Function	LHA must be able to run the check production routine as frequently as desired.		
323	Processing Function	The ability to select from data participants / landlords and send out mass communications		
324	Processing Function	All payable invoices must roll up into 1 check / deposit per vendor		
325	Processing Function	Multiple trial runs must be allowed		
326	Processing Function	Check production routine must trigger generation of check registers		
327	Processing Function	Check production routine must trigger generation of GL interface transactions		
328	Processing Function	Check production routine must trigger generation of account distribution journals		
329	Processing Function	Maintenance of payments history data should be automated at this stage		
330	Processing Function	Check production program must provide simple restart capability if check printing is aborted		
331	Processing Function	Ability to run checks by bank account (separate runs for each account if desired)		
332	Processing Function	Users must be able to stop payment by invoice or vendor		
333	Processing Function	Track and record all transactions by date and worker ID#		
334	Processing Function	Provide a recurring payables function. This will automatically generate all payables data (vendor, amount payable, account distribution, etc.) for repetitive payables (e.g. insurance installments, office rent, etc.)		
335	Processing Function	Require entry of receiving report before processing to payment status		

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Line #	Type	Description	Response Code	Notes
336	Processing Function	The ability for LHA staff to block an existing landlord, unit or owner from any new move-ins		
337	Processing Function	The ability to assign, change and manipulate caseloads.		
338	Processing Function	Permit distribution to multiple accounts on each invoice		
339	Processing Function	Automatically generate credit side of expense account entry based on user defined table values		
340	Processing Function	Validate expense account numbers on entry		
341	Processing Function	Allow for partial payment of invoices		
342	Processing Function	Prohibit duplicate payment of invoices		
343	Processing Function	Match invoices to receiving reports		
344	Processing Function	Allow for partial payment of invoices		
345	Processing Function	Permit check/register sort by user definable criteria		
346	Processing Function	Prohibit deletion of a vendor with an outstanding balance		
347	Processing Function	Track FSS payments to tenants		
348	Processing Function	Ability to 'Abate' payments automatically based on User-defined criteria		
349	Processing Function	Unit and Inspection data must include Program Type		
350	Processing Function	Ability to 'setup' Recertification frequency utilizing a User-defined list of Tenants		
351	Processing Function	Schedule re-certifications for all tenants based on anniversary date of initial certification		
352	Processing Function	Schedule unit inspections for all active units by landlord		

Section 8 / HCV / PBV				
Line #	Type	Description	Response Code	Notes
353	Processing Function	Track inspection results by landlord		
354	Processing Function	Produce aggregate analysis of inspection results by landlord		
355	Processing Function	Produce aggregate analysis of inspection results by building		
356	Processing Function	Produce aggregate analysis of inspection results by project		
357	Processing Function	Produce aggregate analysis of inspection results by unit		
358	Processing Function	Generate a random list of unit inspections for quality control re-inspection. Number of units must be user definable		
359	Processing Function	Provide automated management of voucher allocations based on user defined criteria		
360	Processing Function	Track allocations for voucher utilization by size (measured in numbers of bedrooms)		
361	Processing Function	Track voucher availability		
362	Processing Function	Track expiration of vouchers under issue		
363	Processing Function	Provide automated tracking of legal action (non-payment, eviction, etc.)		
364	Processing Function	Provide an automated general ledger interface with both detail and summary journal voucher reports		
365	Processing Function	Accept adjustments to landlord payments		
366	Processing Function	Provide automated printing of landlord checks		
367	Processing Function	Provide automated printing of automated accrual of landlord monthly payables		
368	Processing Function	Allow printing of checks only if all required landlord information has been entered into the system		
369	Processing Function	Provide adjustment ledgers for balancing as part of HAP payments processing cycle		

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Line #	Type	Description	Response Code	Notes
370	Processing Function	Provide for more than 1 check run per month including multiple HAP check runs (e.g. 1st and 15th of the month processing)		
371	Processing Function	Provide payment of utility allowances to utility vendor or client		
372	Processing Function	Provide automated maintenance of utility allowances utilizing multiple tables such as by Bedroom/Building Types as defined by HUD in the Federal Register		
373	Processing Function	Provide an on-line check reconciliation facility utilizing manual or electronic import entry of cancelled check data against internally generated data from actual check runs		
374	Processing Function	Provide landlord 1099s automatically		
375	Processing Function	Provide agent 1099s automatically		
376	Processing Function	Assure that HAP check production facility combines all payments to the same landlord on one check or deposit		
377	Processing Function	Assure that HAP check production facility provides unit and tenant detail on stub or remittance advice		
378	Processing Function	Permit multiple checks per landlord as a user activated option		
379	Processing Function	Provide historical storage for landlord payments data including: all adjustments to regular payments		
380	Processing Function	Provide historical storage for landlord payments data including: payment periods		
381	Processing Function	Provide historical storage for landlord payments data including: tenant data		
382	Processing Function	Provide historical storage for landlord payments data including: inspection data		
383	Processing Function	Permit maintenance of unified data on owners		
384	Processing Function	Permit maintenance of unified data on management agents		

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Line #	**Type**	**Description**	**Response Code**	**Notes**
385	Processing Function	Permit generation of check in name and address of owner or agent at their option		
386	Processing Function	Calculate tenant rent payments based on family income and status descriptions entered during eligibility determination cycle		
387	Processing Function	System must be able to apply HUD eligibility formula		
388	Processing Function	System must be able to apply rent calculation formula		
389	Processing Function	System must be able to return correct tenant rent payment		
390	Processing Function	Calculation formula must be program sensitive		
391	Processing Function	Rent computations and calculations worksheets must be included as an attachment		
392	Processing Function	Interface with Tenant Applicant/Waiting list module for generation of program waiting lists		
393	Processing Function	Interface with Tenant Applicant/Waiting list module for generation of pertinent client data		
394	Processing Function	System to flag units which failed HQS inspection to stop HAP check payment		
395	Processing Function	System to flag any tenant who has paid entire contract amount for 6 month period		
396	Processing Function	Track citizenship status including automatic generation of notification letters		
397	Processing Function	Track citizenship status including automatic generation of status letters		
398	Processing Function	Report on citizenship status including automatic generation of notification letters		
399	Processing Function	Report on citizenship status including automatic generation of status letters		
400	Processing Function	Track FSS participant status		
401	Processing Function	Report on FSS participant status		
402	Processing Function	Track receivables due to LHA from landlords		

**Section 8 / HCV / PBV**
Line #	**Type**	**Description**	**Response Code**	**Notes**
403	Processing Function	Report on receivables due to LHA from landlords		
404	Processing Function	Track receivables due to LHA from tenants		
405	Processing Function	Report on receivables due to LHA from tenants		
406	Processing Function	Automatically pro-rate utility reimbursements		
407	Processing Function	Provide historical data for participant paybacks for retro rent		
408	Processing Function	Provide historical data for participant paybacks for damage payments		
409	Processing Function	HCV / HO Types of Homes purchased (condos, coops, etc.)		
410	Processing Function	HCV/HO Families who returned to rental		
411	Processing Function	HCV/HO Families who withdrew from purchase process		
412	Processing Function	HCV/HO families who passed or failed home purchase		
413	Processing Function	Date subsidies started		
414	Processing Function	Amount of total subsidies paid		
415	Processing Function	Assign HCV ID number		
416	Processing Function	Flag HCV participant for annual recertification and inspection		
417	Processing Function	Transfer families from the waiting list to the HCV module		
418	Processing Function	Flag HCV participants having financial debt with LHA		
419	Processing Function	Daily update of demographic data as input in the HCV database		
420	Processing Function	Move terminated and expired HCV participants to an archive file		
421	Processing Function	Flag data needed for SEMAP indicators		

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Line #	**Type**	**Description**	**Response Code**	**Notes**
422	Processing Function	Assign HCV/HO ID number		
423	Processing Function	Schedule HCV participant for annual recertification and inspection		
424	Processing Function	Stop RFTA if utilities are more than allowed		
425	Processing Function	Ability to track lease-ups from the RFTA submission to Contract Execution.		
426	Processing Function	Automatically assign voucher numbers based on waiting list preference or special project		
427	Processing Function	Track and schedule appointments with participants		
428	Processing Function	Calculate participant rent.		
429	Processing Function	The ability to get automatic notices when voucher issuances/spending is approaching the allotment cap. This should be available both globally and project specific.		
430	Processing Function	Track and schedule initial inspections		
431	Processing Function	Input verification of required (by HUD guidelines) documents needed for lease-up (vacate notice, lease execution dates, etc...)		
432	Processing Function	Automatically prompt staff for termination for expired vouchers		
433	Processing Function	Automatically set-ahead lease-up appointment dates and times taking into consideration the calendar for applicable user		
434	Processing Function	Web-based rent reasonableness determination system that automatically factors cost of living each year		
435	Processing Function	Maintain Housing Authority information for portability purposes		
436	Processing Function	Maintain user assignments for RFTA		
437	Processing Function	Notify user whenever changes occur in the status of the unit inspection assigned to them		

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Line #	Type	Description	Response Code	Notes
438	Processing Function	Maintain a unit number for all units submitted		
439	Processing Function	Maintain database of available units and number of rejections/leases associated with those units.		
440	Processing Function	Track incoming and outgoing portable units, clients, unit owners, and Housing Authorities.		
441	Processing Function	Store and display unit ownership history		
442	Processing Function	Store and display history of tenants renting each unit.		
443	Processing Function	Store history of units rented for each client.		
444	Processing Function	Automatically flag families as hard to house based on user defined criteria		
445	Processing Function	Flag the client record as having an Interim Review in Progress.		
446	Processing Function	Ability to prepare user-defined worksheets to use in the recertification process showing tenant's family compositions and income as well as landlord and contract information.		
447	Processing Function	Ability to Setup Repayment Agreements		
448	Processing Function	Ability to upload AR Charges to Recipients' Records		
449	Processing Function	The ability to send by email a package of documents in PDF to the landlord. For e.g. the package could be Inspections final fail, "Notice of Contract Termination/Breach Contract" and Inspection deficiencies.		
450	Processing Function	Ability to Process 'Lockbox' payments file, generated, electronically, by a Bank		
451	Processing Function	Track and schedule inspections with results		
452	Processing Function	FSS Goals (start and end date , name of goal and status)		
453	Processing Function	FSS Escrow accounts with interest		

Section 8 / HCV / PBV				
Line #	Type	Description	Response Code	Notes
454	Processing Function	Terminated FSS participants		
455	Processing Function	Expired FSS contracts		
456	Processing Function	Past FSS participants completing program		
457	Processing Function	Employment history		
458	Processing Function	FSS Special program or training client attends		
459	Processing Function	Resources for FSS program		
460	Processing Function	Quarterly FSS progress report for each client		
461	Processing Function	Schedule FSS Progress Meetings with participants		
462	Processing Function	Mailing list by FSS coordinator		
463	Processing Function	Escrow payments to FSS participants		
464	Processing Function	Flag FSS participants		
465	Processing Function	Assign FSS ID number		
466	Processing Function	Flag each client with FSS coordinator assigned		
467	Processing Function	Transfer escrow data to GL		
468	Processing Function	Flag FSS participant for annual recertification and interims		
469	Processing Function	Calculate FSS escrow dollars for new jobs, raises and promotions		
470	Processing Function	Assign credit counselling (FSS)		
471	Processing Function	Move terminated and expired FSS participant to an archive file		
472	Processing Function	Process FSS escrow payment and print check or create ACH after approval		

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Line #	Type	Description	Response Code	Notes
473	Processing Function	Track sixty days from HAP effective date		
474	Processing Function	Track HAP abatement from effective date		
475	Processing Function	Calculate HAP abatement from effective date		
476	Processing Function	Track ninety day period for Contract termination		
477	Processing Function	Record pass date in inspection & property records		
478	Processing Function	Need ability to identify, flag, track and schedule zero HAP families (time parameters)		
479	Processing Function	All recertification actions should be accomplished on one screen		
480	Processing Function	Change letter and tenant notification letter should print indicating action (annual recertification, interim or rent increase)		
481	Processing Function	Justification for action (interim & rent increases) should print on letters		
482	Processing Function	Allow for dual functions (Leasing & Recertification) to occur simultaneously on different screens. Must eliminate ability for other departments to override recertification actions		
483	Processing Function	Automatically print interim adjustments		
484	Processing Function	Appointment letters should print with date and time		
485	Processing Function	Identify user ID completing entry		
486	Processing Function	Have rent increase function		
487	Processing Function	Need application similar to Note Pad – must require user to be identified when notation is made. Must also block ability for anyone other than the writer to delete or revise notation.		

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Line #	Type	Description	Response Code	Notes
488	Processing Function	Need an application that can generate user defined alerts on tenant, owner, unit screens		
489	Processing Function	Require "warning" for terminations and address changes		
490	Processing Function	Prompts required when error is indicated as result of an attempted action		
491	Processing Function	Tenant should be able to be housed in LHA property with HCV assistance		
492	Processing Function	The ability for LHA to set-up the system to force the staff to process a 50058 in accordance with its procedures (example: When processing a new move-in the system will not allow the staff to finalize the set-up the unit the client will be moved into without first inputting the year built, submarket and structure type). Perform all the validations on the 58's		
493	Processing Function	System selects tenant ID		
494	Processing Function	Ability to transmit processing functions between users		
495	Processing Function	Automatic calculation and tracking of Earned Income Disregard		
496	Processing Function	Staff needs ability to check number of outstanding recertification's		
497	Processing Function	Print notification letters upon completion of recertification		
498	Processing Function	The ability to have the system automatically place a HAP abatement hold on a unit when the unit inspection results for a reason specified by LHA for e.g. landlord final fail		
499	Processing Function	Appointment letter should be automatically generated		
500	Processing Function	Designation for zero HAP. Alert for termination/graduation after six months.		
501	Processing Function	Not allow staff to enter incorrect data (fatal PIC errors)		

Section 8 / HCV / PBV				
Line #	Type	Description	Response Code	Notes
502	Processing Function	Identify staff who completed and action and when		
503	Processing Function	Protect/lock certain fields		
504	Processing Function	The ability for LHA to set-up the system to force the staff to process a 50058 in accordance with its procedures (example: When processing a new move-in the system will not allow the staff to finalize the set-up the unit the client will be moved into without first inputting the year built, submarket and structure type). Perform all the validations on the 58's		
505	Processing Function	The ability for LHA to set-up prompts that remind the staff to follow its process at each phase of processing a 50058 (example: When processing a recertification, LHA can insert a pop- up to remind staff of its hierarchy of 3rd party verifications when they input a household members income)		
506	Processing Function	The ability for LHA users to easily create their own reports work performance reports (example: Staff can create a report that shows their scheduled upcoming tasks, outstanding tasks, trends of them completing tasks on time, number of 50058's processed within a week, month, YTD...)		
507	Processing Function	The ability for LHA staff to create system ad-hoc reports from any fields in any module		
508	Processing Function	Maintain 5-year goals contract for FSS clients		
509	Processing Function	Maintain FSS escrow account balances per client		
510	Processing Function	Maintain escrow account interest for FSS clients		
511	Processing Function	Automatically generate FSS escrow account statements for FSS clients		
512	Processing Function	Maintain current/historical 1099 information for vendors		

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Line #	Type	Description	Response Code	Notes
513	Processing Function	Maintain all HUD required information for Family Self-sufficiency (FSS)		
514	Processing Function	Print FSS 50058 addendum when applicable		
515	Processing Function	Maintain all HUD required information for Home Ownership when applicable		
516	Processing Function	Allow lease/contract to be attached electronically to the client/unit/owner records.		
517	Processing Function	Auto withdraw client after the maximum number of appointments is exceeded.		
518	Processing Function	Maintain a listing of all available vouchers		
519	Processing Function	Calculate prorated HAP/UAP payments based upon effective date of the lease		
520	Processing Function	Pro-rate subsidy based on non-citizen rules		
521	Processing Function	Allow portable invoice formats to be customized as needed		
522	Processing Function	System generated portable invoices should reflect all outstanding charges and credits		
523	Processing Function	Allow portable invoices to be generated at any time and should not be dependent on check run processes.		
524	Processing Function	Allow portable payments to be applied to open credits. If payments exceed open credits, create an appropriate adjustment on the client's account.		
525	Processing Function	Allow manual transactions (both charges and credits) to be entered		
526	Processing Function	Maintain user-defined adjustment types with default general ledger coding		
527	Processing Function	Maintain effective dates for all charges, adjustments and credits for client and vendor adjustment history.		
528	Processing Function	Generate all general ledger transactions based on adjustment types, and ACC		

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Line #	Type	Description	Response Code	Notes
529	Processing Function	Maintain accurate ledgers for each housing authority.		
530	Processing Function	Allow user-defined adjustment types		
531	Processing Function	Automatically calculate and create retroactive adjustments for vendor and client payments.		
532	Processing Function	Reflect historical changes in HAP and tenant share portions (as a result of recerts, etc.) between stop and resume dates for the purpose of calculating resume amounts.		
533	Processing Function	Automatically calculate abatement adjustment based on stop and resume dates as well as changes to the HAP payment		
534	Processing Function	Adjust payment back to zero if it is determined that no move-in occurred		
535	Processing Function	Provide option to re-create adjustments when vendor or client payment checks are voided.		
536	Processing Function	Flag all client records as having an Annual Review in Progress when the client is due for recertification. This process should be user initiated and the recertification month should be prompted. (Recertification month is defined by using the month of the original lease date or next re-exam date for each client's contract.)		
537	Processing Function	Automatically assign census tract to unit.		
538	Processing Function	Have capability for management (for monitoring/quality control purposes) to track caseloads per housing processor (i.e. number of interims, recerts, movers, new lease-ups, terminations, portable cases, done each month).		
539	Processing Function	Calculate Total Tenant Payment (Gross Family Contribution, utilizing HUD rules.		
540	Processing Function	Produce Voucher calculations		

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Line #	Type	Description	Response Code	Notes
541	Processing Function	Track Voucher Budget.		
542	Processing Function	Include unit, inspection date, status, and re-inspection date on inspection entry.		
543	Processing Function	Calculate retro rents and pro-rated rents for any number of months.		
544	Processing Function	Keep free-form vendor notes in vendor file.		
545	Processing Function	User Defined maximum number of appointments that can be scheduled for each voucher type and review type (Intake, MIP, Interim, Annual review).		
546	Processing Function	Maintain a user definable list of no-show reasons for the user to select from when a client doesn't show for an appointment		
547	Processing Function	Require user to identify a reason client didn't show for appointment (no-show status) and it should be noted in client record. Increment a counter of no- shows for each client when they fail to show up for appointments.		
548	Processing Function	Automatically determine if appointment can be rescheduled (See requirements for maximum number of appointments per voucher type and review type)		
549	Processing Function	Provide a sequenced interview process to ensure that all interview questions are asked (user definable).		
550	Processing Function	Provide interview questions to be specific for each voucher type and review type. (Interviews may vary depending on either criterion.)		
551	Processing Function	Enforce minimum rent ($50)		
552	Processing Function	Alert if No HAP paid within 180 Days		

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Line #	Type	Description	Response Code	Notes
553	Processing Function	Modify Voucher Staff Assignment		
554	Processing Function	Maintain Appointment History on Tenant		
555	Processing Function	Provide a way to keep family composition, incomes, assets, expenses, etc. separate in Section 8 module than that recorded for Public Housing or any other housing program. (Case scenario: A client lives in Public Housing with two members and applies for S8 housing with a third member which has income. If this information is not kept separate, this third member will appear in system as living in PH unit and their income will change tenant's rent incorrectly)		
556	Processing Function	Support multiple Fair Market Rent Tables		
557	Processing Function	Update client record with a list of 3rd party requirements and other needed documents or steps to be completed to serve as a checklist needed to complete process.		
558	Processing Function	Maintain lists of 3rd party notification letters to be user-defined based upon 3rd party needs (identified during interview) and lists should be specific to voucher type and review type. Appropriate list of letters should be automatically printed when interview process is completed.		
559	Processing Function	Automatically update client record with a list of 3rd party notifications needed to complete process with due dates based upon each notification code.		
560	Processing Function	Have a user-defined list of outside agencies, with their addresses, phone numbers, and fax numbers to be automatically inserted into appropriate letters.		
561	Processing Function	Automatically notify assigned user when 3rd party notifications have not arrived and are past due.		

**Section 8 / HCV / PBV**
Line #	**Type**	**Description**	**Response Code**	**Notes**
562	Processing Function	Have a way to report delinquent notifications.		
563	Processing Function	Update tenant/unit file information for the rent increase without interrupting any currently scheduled reexamination processes.		
564	Processing Function	Calculate HAP (assistance payment) amount.		
565	Processing Function	Allow for restricting or limiting access to resident data to protect confidentiality in cases of domestic violence, witness protection, etc.		
566	Processing Function	Capture and maintain household member attributes to support eligibility (e.g., are you homeless, previous residence, income, subsidies, etc.).		
567	Processing Function	Support FSS program initiatives (e.g., track and coordinate program activities, goals, service providers, escrow accounts, etc.).		
568	Processing Function	Provide configurable countdown clock for monitoring legal notices.		
569	Processing Function	Support workflows associated with participant terminations and re-instatements.		
570	Processing Function	Provide ability to set up and administer special programs (e.g., FSS) and relevant artifacts (e.g., contracts, points of contact, etc.).		
571	Processing Function	Record special program participation in tenant profile and history.		
572	Processing Function	Provide ability to place a unit on hold to support program participation for a tenant.		
573	Processing Function	Manage and track resident referrals entered by Property Management, for use by Service Coordinators.		
574	Processing Function	Calculate payments for Port Outs that occur after the check run.		
575	Output	Email verification forms directly to employer with address given		
576	Output	Report showing all occupied units with children under 6 in the household.		

Section 8 / HCV / PBV				
Line #	Type	Description	Response Code	Notes
577	Output	Provide detail screen displaying all amounts (elements) used to calculate tenant rent and HAP.		
578	Output	Access FSS program information through online portal		
579	Output	Access electronic attachments and online forms (e.g., lease agreements, etc.) through online portal		
580	Output	Automatically generate approval letters or denial letters for owners and clients once the user approves any increase for a unit.		
581	Output	Print a report of units inspected within the last year that do not have a current recertification inspection in progress. This report should contain the unit number, address, owner name, HAP contract amount, Requested Increase Amount, the last inspection record recorded for the unit, and a flag on the inspection record that the request should be granted.		
582	Output	Print a report of units wherein the units currently have recertification inspections in progress. This report should contain the unit number, address, owner name, HAP contract amount, Requested Increase Amount, and current inspection information.		
583	Output	Generate a Rent Reasonableness analysis report for each selected unit as a group or individual selection.		
584	Output	Produce an account distribution report by account number sequence.		
585	Output	Produce an interview question and answer declaration document for client signatures at end of interview.		

	Section 8 / HCV / PBV			
Line #	Type	Description	Response Code	Notes
586	Output	When a client is marked for "No-Show" automatically print appropriate letter/email(s) (user-definable) based upon voucher type and review type and number of times rescheduled. (Letter/email may be different for each no-show level)		
587	Output	Provide report capabilities for clients that have not been rescheduled appointments when review status has not been updated to "Interviewed", "No-Show", or "Scheduled".		
588	Output	Generate notifications for changes in tenant/households (e.g., child turning 18, 21, is employed, etc.) based on defined criteria.		
589	Output	Ability to print and email letters to FSS participant, and automatically save letter electronically.		
590	Output	Support or provide capability to produce Form 1099 for applicable vendors/Section 8 owners and generate Form 1099 electronic transmissions required by federal government and state.		
591	Output	A list of letters or emails to be printed automatically for the appointment based upon voucher type and review type that would automatically print once the appointment is scheduled.		
592	Output	Prepare recertification lists by selected period of time prior to lease expiration.		
593	Output	Generate demographic reports by census tract.		
594	Output	Print lists by landlord covering HAP contracts to be recertified this year during some selected time period.		
595	Output	Produce form letters covering leases canceled for some selected time period.		
596	Output	Produce a list of contracts by management code or by expiration date, within each Section 8 Program.		

Section 8 / HCV / PBV				
Line #	Type	Description	Response Code	Notes
597	Output	Produce audit documentation on contract changes and vendor changes.		
598	Output	Ability to produce missed and failed inspections reports		
599	Output	Produce a Pending Inspection report.		
600	Output	Prepare HUD Form 50058, Certification and Recertification of Tenant Eligibility.		
601	Output	Produce a report of tenants by income range.		
602	Output	Produce mailing labels for all Section 8 Landlords or tenants, for only those units for which recertification are to be done, or for some other selected group of tenants or landlord		
603	Output	Produce the HUD 52675 report, Report of Family Characteristics.		
604	Output	Calculate and produce a report of Administrative fees earned in accordance with current HUD determination, including hard-to-house fees if applicable.		
605	Output	Produce reports of total number of units over fair market rent at original lease date, and at other specified times.		
606	Output	A checklist of steps and items needed to complete the annual recertification should be automated and include the need for the unit to pass inspection.		
607	Output	Sort display of outstanding balance by housing authority, by client, by adjustment type, and by date		
608	Output	Allow user to print a detail report of all open charges and credits for a particular housing authority.		
609	Output	Those units reaching or exceeding the maximum should have a rejection sheet automatically printed for client's/staff's review.		
610	Output	Provide visibility of landlord contract status through online portal		

Section 8 / HCV / PBV				
Line #	Type	Description	Response Code	Notes
611	Output	Units that pass lease-up inspection should have date of passed lease-up inspection sent to HUD through the 50058 process. Date of last annual HQS Inspection should also be sent.		
612	Output	Produce a letter and or email to tenant's examination results and rent changes.		
613	Output	Ability to display 58 submission history		
614	Output	Identification of missed appointments		
615	Output	Adjustment Register by Unit or Participant		
616	Output	Prints completed utility allowance chart		
617	Output	Contract Terminations		
618	Output	Generate letters to Landlord & Participant notifying of user selectable conditions		
619	Output	Generate warning notice to Landlord and Participant that notifies of user selectable conditions		
620	Output	Generate monthly report showing HAP totals		
621	Output	Generate fail letters to Landlord & Participant		
622	Output	Generate report of inspection booklets received		
623	Output	Generate report of worker transactions by ID# and date		
624	Output	Vendor checks, must be able to be sorted by user defined criteria		
625	Output	Registers, must be able to be sorted by user defined criteria		
626	Output	Expense distribution register		
627	Output	The ability to view if a family is delinquent on any repayment agreement		
628	Output	Each check run (trial or final) should produce a register of expense distribution by check register order (for audit)		
629	Output	Each check run (trial or final) should produce a register of expense distribution by any GL segment		

Section 8 / HCV / PBV				
Line #	Type	Description	Response Code	Notes
630	Output	Vendor payables histories		
631	Output	Vendor payable histories should be selectable by vendor number		
632	Output	Vendor payable histories should produce a payments history by payment data including invoice number		
633	Output	Vendor payable histories should produce a payments history by payment data including items		
634	Output	Vendor payable histories should produce a payments history by payment data including invoice amount		
635	Output	Vendor payable histories should produce a payments history by payment data including check number		
636	Output	Vendor payable histories should produce a payments history by payment data including payment amount		
637	Output	Vendor payable histories should produce a payments history by payment data including payment date for each invoice maintained on-line		
638	Output	Ability to print 50058 forms both current and historical.		
639	Output	Payment histories should summarize all payments logged against a contract or purchase order including check number for each invoice maintained on-line		
640	Output	Payment histories should summarize all payments logged against a contract or purchase order including payment amount for each invoice maintained on-line		
641	Output	Payment histories should summarize all payments logged against a contract or purchase order including payment date for each invoice maintained on-line		

Section 8 / HCV / PBV				
Line #	Type	Description	Response Code	Notes
642	Output	AP cash requirements report		
643	Output	Produce an analysis of cash requirements based on unpaid invoices and invoice due dates		
644	Output	List vendor for each invoice maintained on-line		
645	Output	List invoice number for each invoice maintained on-line		
646	Output	List items for each invoice maintained on-line		
647	Output	List invoice amount for each invoice maintained on-line		
648	Output	List check number for each invoice maintained on-line		
649	Output	List payment amount for each invoice maintained on-line		
650	Output	List payment date for each invoice maintained on-line		
651	Output	Open items report for all unpaid invoices		
652	Output	Open items report for all unpaid invoices lists vendor for each invoice maintained on-line		
653	Output	Open items report for all unpaid invoices lists invoice number for each invoice maintained on-line		
654	Output	Open items report for all unpaid invoices lists items for each invoice maintained on-line		
655	Output	Open items report for all unpaid invoices lists invoice amount for each invoice maintained on-line		
656	Output	Open items report for all unpaid invoices lists PO number for each invoice maintained on-line		
657	Output	Open items report for all unpaid invoices lists due date for each invoice maintained on-line		
658	Output	Sort open items report for all unpaid invoices by vendor		

Section 8 / HCV / PBV				
Line #	Type	Description	Response Code	Notes
659	Output	Invoice entry / edit report (by batch, operator, etc.)		
660	Output	Invoice entry edit report is used to audit data entry of invoices against source documents		
661	Output	Provide on-line vendor history query environment for paid invoices		
662	Output	Provide on-line vendor history query environment for unpaid invoices		
663	Output	Access to on-line vendor history query environment must be by vendor or invoice number		
664	Output	No vendor to be paid without an assigned vendor number		
665	Output	Produce FSS payment and payables report		
666	Output	Produce FSS statements monthly, quarterly, annually		
667	Output	Printed HAP rent checks or electronic deposits		
668	Output	Printed adjustment rent checks or electronic deposits		
669	Output	Check registers totaled		
670	Output	Exception reports totaled		
671	Output	Cost distribution journals totaled		
672	Output	Agent/owner 1099s to include electronic submission		
673	Output	Adjustment registers prior to actual check runs for balancing and proofing against adjustment input documents		
674	Output	Multiple trial check run		
675	Output	List of outstanding checks		
676	Output	List of reconciled checks		
677	Output	Provide on-line landlord payments history query in reverse entry order (newest to oldest) for paid HAP amounts by agent/owner number (by user defined option)		

		Section 8 / HCV / PBV		
Line #	Type	Description	Response Code	Notes
678	Output	Provide on-line landlord payments history query in reverse entry order (newest to oldest) for paid HAP amounts by unit number (by user defined option)		
679	Output	Provide on-line landlord payments history query in reverse entry order (newest to oldest) for paid HAP amounts by tenant ID (by user defined option)		
680	Output	Provide on-line landlord payments history query in reverse entry order (newest to oldest) for paid HAP amounts by unit address (by user defined option)		
681	Output	Provide on-line landlord payments history query in reverse entry order (newest to oldest) for paid HAP amounts by census tract (by user defined option)		
682	Output	Provide on-line landlord payments history query in reverse entry order (newest to oldest) for unpaid HAP amounts by agent/owner number (by user defined option)		
683	Output	Provide on-line landlord payments history query in reverse entry order (newest to oldest) for unpaid HAP amounts by unit number (by user defined option)		
684	Output	Provide on-line landlord payments history query in reverse entry order (newest to oldest) for unpaid HAP amounts by tenant ID (by user defined option)		
685	Output	Provide on-line landlord payments history query in reverse entry order (newest to oldest) for unpaid HAP amounts by unit address (by user defined option)		
686	Output	Provide on-line landlord payments history query in reverse entry order (newest to oldest) for unpaid HAP amounts by census tract (by user defined option)		

Section 8 / HCV / PBV				
Line #	Type	Description	Response Code	Notes
687	Output	Ability to produce form letter to landlords and tenants covering units to be recertified during some selected time period.		
688	Output	52675 For Pot Outs		
689	Output	Lists of tenants due for re-certification within user specified periods		
690	Output	HUD 50058 form on demand by re-certification date		
691	Output	HUD 50058 form on demand by tenant ID		
692	Output	List of vouchers by allocation ID		
693	Output	List of vouchers by unit size		
694	Output	List of outstanding vouchers (issued but not leased) by expiration date		
695	Output	List of outstanding vouchers (issued but not leased) by unit size		
696	Output	Unit inspection schedules by user selectable time frame		
697	Output	Unit inspection histories selectable by unit number		
698	Output	Unit inspection histories selectable by agent/owner number		
699	Output	Random lists of inspected units for quality control re-inspections		
700	Output	Landlord payments histories, in reverse entry order (newest to oldest) including adjustments, by agent/owner number		
701	Output	Letters to tenants (text to be user definable) including: lease expiration notice		
702	Output	Letters to tenants (text to be user definable) including: re-certification notice		
703	Output	Letters to tenants (text to be user definable) including: inspection schedule notice		
704	Output	Letters to landlords (text to be user definable) including: lease expiration notice		

Section 8 / HCV / PBV

Line #	Type	Description	Response Code	Notes
705	Output	Letters to landlords (text to be user definable) including: re-certification notice		
706	Output	Letters to landlords (text to be user definable) including: inspection schedule notice		
707	Output	LHA tenant directories		
708	Output	LHA landlord directories		
709	Output	Demographic analysis of tenant population by user defined option		
710	Output	Locational analysis of unit/client portfolio by user defined option		
711	Output	Status reports on FSS participants		
712	Output	HUD 52681 Year End Settlement Report		
713	Output	Reports on individual staff case loads		
714	Output	Reports on work assignments		
715	Output	Produce mailing labels for owners at user defined option		
716	Output	Produce mailing labels for participants at user defined option		
717	Output	Ability to retrieve average HAP payments by bedroom size		
718	Output	Ability to retrieve average HAP payments by census tract		
719	Output	Ability to retrieve average HAP payments by street address		
720	Output	Ability to retrieve tenant payments by bedroom size		
721	Output	Ability to retrieve tenant payments by census tract		
722	Output	Ability to retrieve tenant payments by street address		
723	Output	Ability to retrieve contract rents by bedroom size		
724	Output	Ability to retrieve contract rents by census tract		
725	Output	Ability to retrieve contract rents by street address		

Section 8 / HCV / PBV				
Line #	Type	Description	Response Code	Notes
726	Output	Ability to sort all current participants in HCV program by any field		
727	Output	Listing of annual recertification and inspections by pass/fail, date, owner, agent, participant		
728	Output	Move terminated and expired HCV participants to an archive file		
729	Output	Count HCV families who are FSS Participants		
730	Output	Monthly listing of annual recertification and inspections		
731	Output	Demographic data of participant on the waiting list		
732	Output	Monthly record of money owed to LHA		
733	Output	Total amount of subsidies paid		
734	Output	Automatically calculate and process prorate payments		
735	Output	Web-based rent reasonableness determination system that automatically factors cost of living each year		
736	Output	Generate letters and related documents after completion of lease-up, rent reasonable analysis, and inspection		
737	Output	Track rejected RFTA document status		
738	Output	Generate automatic monthly quality control reports (voucher utilization, etc.) for Supervisors that would automatically email and printout at upon request.		
739	Output	Ability to sort all current participants in FSS program by any field		
740	Output	Monthly FSS escrow accounts with interest for each client		
741	Output	FSS Escrow payment to each client and the amount		
742	Output	Client 30 days FSS goal list before due date		

Section 8 / HCV / PBV				
Line #	Type	Description	Response Code	Notes
743	Output	Monthly listing of annual recertification and interims		
744	Output	Monthly effective date FSS contracts		
745	Output	Monthly expired and terminated FSS contract		
746	Output	Generate a report of contracts to terminate on thirty first day		
747	Output	Generate report of HAP contract terminations by date, worker		
748	Output	Generate letters to Landlord & Participant notifying of Contract Termination		
749	Output	Place ID#, property address into body of letter		
750	Output	The ability to report (by type of voucher program) the HCV Success Rate of new voucher holders. Must Be Able To: Track data variables on every new applicant that uses their voucher for the first time to include; the number of families LHA had to pull to get one family to come in for the eligibility interview		
751	Output	Ability to report the number of families that come to the interview with incomplete documentation that need a second interview;		
752	Output	Ability to report the average length to time that passed from the date of voucher issuance to the date the family submits a Request For Tenancy Package and their voucher time tolls		
753	Output	Number of homeownership participants who purchased a home with a voucher and closing date		
754	Output	Number of homeownership participants who purchased a LHA related home without a voucher and closing date		
755	Output	Address of the home purchased by homeownership or FSS participant		
756	Output	Changes in household income report		
757	Output	Date of scheduled recertification		
758	Output	Date of income change		

Section 8 / HCV / PBV				
Line #	Type	Description	Response Code	Notes
759	Output	Type of change in income		
760	Output	Household's sources of income		
761	Output	Amount of income change		
762	Output	Persons who participate in FSS with start date		
763	Output	Persons who graduate from FSS with graduation date		
764	Output	Persons who do not complete FSS with exit date		
765	Output	A person's reason(s) for exiting FSS		
766	Output	Income band report by current year AMI levels (30%, 50%, and 80%)		
767	Output	Number of families served by voucher size		
768	Output	The over-income households' income vs. the HUD income limit		
769	Output	Provide ability to drill down into the detail about the over-income households		
770	Output	Project-based vouchers awarded by year		
771	Output	Name of project-based voucher awardees		
772	Output	Unit count of project-based voucher awards		
773	Output	Population served at project-based voucher sites		
774	Output	Number of project-based vouchers under AHAP		
775	Output	Number of project-based vouchers under HAP		
776	Output	Date the AHAP and / or HAP was executed		
777	Output	List of each site with project-based units		
778	Output	Number of project-based voucher units that are UFAS		

	Section 8 / HCV / PBV			
Line #	Type	Description	Response Code	Notes
779	Output	Unit count at each project-based voucher site		
780	Output	The ability for LHA develop custom queries/report for e.g. list of Single women with children		
781	Output	Ability to report the reason for EOP (End Of Participation) from a Program		
782	Output	Ability to report income and income history based on a specific time period and type of income		
783	Output	Ability to report the reason for an Interim Re-exam		
784	Output	Automatically generate change of ownership package for landlord.		
785	Output	Automatically generate landlord information package for new landlords.		
786	Output	Provide a report of clients impacted by ownership change and allow user-defined letter production for them		
787	Output	Automatically print appropriate documents (user customized text) when the contract is entered with the "Pending" status.		
788	Output	Automatically print or email the appropriate letter for the appointment with the proper name/address as the addressee for either the client, owner, or both		
789	Output	Print and/or email all appropriate documents when the lease signing process is completed.		
790	Output	Notify user assigned to client when requested rent exceeds rent reasonableness calculations requested rent exceeds rent reasonableness calculations		
791	Output	Print Home Ownership 50058 addendum when applicable		
792	Output	Print LHA contact information on invoices		
793	Output	Allow all current and historical portable invoices to be run on demand.		

Section 8 / HCV / PBV				
Line #	Type	Description	Response Code	Notes
794	Output	Allow portable invoices to be run for an entire housing authority or for each client individually.		
795	Output	Generate letter/email to those vendors on hold informing them of the reason and the amount held		
796	Output	Generate current check registers by vendor or client with all detailed information related to charges and payments		
797	Output	Generate historical check registers by vendor or client with all detailed information related to charges and payments		
798	Output	Collate any additional documentation with the invoice when the invoice is generated (52665 & 50058) for clients whose records have been updated since last billing date		
799	Output	Generate check stub information in order by user-defined criteria (example: unit addresses or tenant last names)		
800	Output	Have the ability to generate ACH payments to landlords and clients with multiple accounts.		
801	Output	Print year-end 1099s. Submit to IRS and appropriate state agency.		
802	Output	Automatic checks to pay contract amount for all active contracts – In this process, general ledger posting to be based on contract bedroom size.		
803	Output	Adjustment checks – This subsystem is to provide the capability of entering check amount and general ledger distribution. This subsystem must have same capability as the accounts payable subsystem.		
804	Output	Handwrites – This subsystem is to provide for the recording of handwritten checks for General Ledger and Bank Reconciliation purposes. This subsystem must have the same capability as the Accounts Payable subsystem.		

Section 8 / HCV / PBV				
Line #	Type	Description	Response Code	Notes
805	Output	All check writing subsystems are to interface with the bank reconciliation system.		
806	Output	FSS Worksheet		
807	Output	Print FSS Contract of Participation and allow user-defined modifications to the form.		

SYSTEMS SOLUTIONS CHECKLIST

Line #	Type	Description	Response Code	Notes
**Low Rent / Public Housing / Tax Credit**				
1	Input	Data on each LHA unit must include unit number (actual unit number as utilized by LHA maintenance staff and tenants including unit addresses and locations used by the Post Office if different, access to unit file must be by actual unit number or unit address or tenant name), building ID, project ID, property name, census tract, management region, unit size, unit status		
2	Input	Data field to easily identify PBV / Rental Assistance Demonstration properties (RAD)		
3	Input	Data on each LHA unit must include move-in date		
4	Input	Data on each LHA unit must include last move-out date		
5	Input	Data on each LHA unit must include estimated make ready date		
6	Input	Data on each LHA unit must include utility information including utility allowance(s), if any		
7	Input	Data on each LHA unit must include current tenant ID		
8	Input	Data on each LHA unit must include building number		
9	Input	Data on each LHA unit must include handicapped unit code (e.g. wheel chair accessible, equipped for deaf tenant, etc.)		
10	Input	Data on each LHA unit must include contact information of individual or guardian responsible for rental payments (e.g. handicapped and elderly)		

Low Rent / Public Housing / Tax Credit				
Line #	Type	Description	Response Code	Notes
11	Input	Data from tenant application or recertification form including name, social security numbers for each family member, family composition (number and ages of children/dependents by user definable categories), telephone number, lease number, vehicle ID numbers, emergency contact, citizenship status, student status, Source of income for each family member, assets, disability status/type, veteran status		
12	Input	Data on account status including rental income		
13	Input	Data on account status including deductions from gross income used in calculating rent		
14	Input	Data on account status including cash receipts categorized according to user definable criteria (e.g. maintenance charges, security deposits, etc.)		
15	Input	Data on account status including receivables aging (30, 60, and 90 day aging categories		
16	Input	Data on account status including data on third party payers		
17	Input	Data on account status including vacate reasons		
18	Input	Data on account status including utility account numbers (Gas, Water and Electric)		
19	Input	Data on account status including fields required by all the different programs		
20	Input	Data on account status including an extra two or more optional user-definable fields.		
21	Input	Ability to capture the reason for an Interim Re-exam		
22	Input	Ability to capture the reason for EOP (end Of Participation) from a Program		
23	Input	FSS participants data including relevant escrow information		
24	Input	FSS participants data including family action plan		

Line #	Type	Description	Response Code	Notes
25	Input	Identify FSS program type		
26	Input	Input FSS goals		
27	Input	Effective date and Transaction Date of any action taken		
28	Input	Employment dates (mm/dd/yy) and Salary Ranges		
29	Input	Education history		
30	Input	Training History		
31	Input	Credit History		
32	Input	Provide the ability to enter income deductions for each member.		
33	Input	Allow attachment of inspection digital pictures to the unit and client file.		
34	Input	System allows for user defined vacate codes.		
35	Input	System allows for a user defined unit status table.		
36	Input	Data field to track the type of Property for e.g. Elderly, Elderly/Disabled, Family		
37	Input	Data field to enter Educational Level with the ability to track multiple records		
38	Input	Data field to enter Skill Sets with the ability to track multiple records		
39	Input	Data field to enter Referrals for jobs with the ability to track multiple records		
40	Input	Data field to enter Interviews with the ability to track multiple records		
41	Input	Data field to enter Employment details (current & past)with the ability to track multiple records		
42	Input	Data field to enter scholarships received with the ability to track multiple records		
43	Input	Unit barcode ID		
44	Input	Ability to capture continuous Notes with search keys		

		Low Rent / Public Housing / Tax Credit		
45	Input	Ability to capture the income increase with reason while having history of the pervious income		
46	Input	Ability to scan documents with Search Keys		
47	Input	Ability to capture pet information for tenants		
48	Input	Ability to capture pet vaccination information for tenants		
49	Input	Ability to capture vehicle registration expiration dates		
50	Input	Ability to track modifications to units made as a result of a reasonable accommodation		
51	Input	Be able to post court case number to client file.		
52	Input	Ability to scan documents and attach to a client record.		
53	Input	Date of Birth		
54	Input	Resident Details (Income, Income Sources, Assets, Expenses, Third Party Sponsorship, etc.)		
55	Input	Race / Ethnicity		
56	Input	Education		
57	Input	Language		
58	Input	Country of Origin (from a drop-down menu)		
59	Input	Staff member(s) assigned		
60	Input	Immigration Status		
61	Input	Is Disabled?		
62	Input	Is Elderly?		
63	Input	Is an Adult?		
64	Input	Community Service Type		
65	Input	Is Head of Household?		
66	Input	Contact preference (e.g., email, phone, snail mail, etc.)		
67	Input	Reasonable Accommodation (RA) (e.g., approved? type, expiration date, etc.)		
68	Input	Veteran Status		
69	Input	Service provider(s) agency contacts		

Low Rent / Public Housing / Tax Credit

Line #	Type	Description	Response Code	Notes
70	Input	Maintain Household Profile Information		
71	Input	Pet information		
72	Input	Emergency Contact Information		
73	Input	Vehicles information (proof of registration, insurance, parking permits, etc.)		
74	Input	Record information necessary to support tax credit reporting.		
75	Input	Subsidy Type (e.g., PH, Section 8 Project Based / Multifamily, Tax Credit, ACC, etc.)		
76	Input	Property Owner		
77	Input	Square Footage		
78	Input	Vacancy Type		
79	Input	Payment Standard Type		
80	Input	Condition		
81	Input	Flooring Type		
82	Input	Bathroom Type / Configuration		
83	Input	Kitchen Type / Configuration		
84	Input	Heating Configuration		
85	Input	Geocode / Map Coordinates		
86	Input	Proximity to an Elevator		
87	Input	Commercial Property?		
88	Input	Income / Rent "set asides" (e.g., Tax Credits)		
89	Input	BIN Designation (tax credit building identification number)		
90	Input	Ability to input individual FSS participant goals and dates of completion.		
91	Input	Tenant Picture		
92	Input	Visitor Pass Information - Date issued, Guest Name, Guest Vehicle Information, and Valid To and From dates.		
93	Input	Field to designate inspection frequency.		
94	Input	Citations for pet/smoking/parking etc.		

Low Rent / Public Housing / Tax Credit				
Line #	Type	Description	Response Code	Notes
95	Processing Function	System must maintain a history of all addresses associated with tenant. Mailing, unit, etc		
96	Processing Function	For RAD PBV, System must track initial rent. Rent can never fall below the initial rent regardless of any rent reasonableness adjustments.		
97	Processing Function	System must maintain a history of all names associated to a tenant (name changed due to marriage, etc.)		
98	Processing Function	View current and active FSS escrow account activity, with ability to print escrow report by participant.		
99	Processing Function	Track FSS progress, referrals, employment, needs assessments, demographics.		
100	Processing Function	Maintain list of agency names, addresses and contacts for easier referral.		
101	Processing Function	Ability to create custom forms.		
102	Processing Function	Associate calculated rent with unit profile for reporting purposes.		
103	Processing Function	Provide configurable unit profile attributes.		
104	Processing Function	Monitor residents to ensure right-sized housing to comply with applicable program guidelines (e.g., over-housed, under-housed, etc.).		
105	Processing Function	Allow for restricting or limiting access to resident data to protect confidentiality in cases of domestic violence, witness protection, etc.		
106	Processing Function	Capture and maintain household member attributes to support eligibility (e.g., are you homeless, previous residence, income, subsidies, etc.).		
107	Processing Function	Support FSS program initiatives (e.g., track and coordinate program activities, goals, service providers, escrow accounts, etc.).		

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Line #	Type	Description	Response Code	Notes
**Low Rent / Public Housing / Tax Credit**				
108	Processing Function	Provide configurable countdown clock for monitoring legal notices.		
109	Processing Function	Support workflows associated with participant terminations and reinstatements.		
110	Processing Function	Automatically assign census tract to unit.		
111	Processing Function	Monitor continued eligibility of households/tenants.		
112	Processing Function	Maintain FSS History per client		
113	Processing Function	Flag household events (e.g., changes in head of household) so appropriate action can be taken by user.		
114	Processing Function	Support management of residents across multiple programs (e.g., Public Housing, Section 8 HCV, Section 8 PBV, etc.)		
115	Processing Function	Code vacated accounts as bad debt accounts, removing the uncollectible balance from rent roll. This process should flag tenant in Housing Eligibility as a former tenant owing monies. Include flag to note date of bad debt and date entered into judgment.		
116	Processing Function	The ability for LHA staff to create system ad-hoc reports from any fields in any module		
117	Processing Function	The ability to modify the amount of allowances and deductions.		
118	Processing Function	The ability for LHA to turn on/off an allowance or deduction in its rent calculation		
119	Processing Function	The ability for the system to automatically schedule a next recertification date by the individual family OR by or by a group of families (example: LHA can flag the system to automatically schedule a family to come in every two years - or - LHA can flag the system to automatically schedule a group of families to come in every two years)		

Line #	Type	Description	Response Code	Notes
120	Processing Function	Automatically interface tenant refunds to the General Ledger application.		
121	Processing Function	Allow the entering of transfer transaction to the database, which will vacate current unit and move tenant into specified unit and create appropriate documentation in tenant ledger.		
122	Processing Function	Ability to vacate a tenant, enter and record vacate date and rent charge date and pro-rate rent based on rent charge date.		
123	Processing Function	Ability to code tenant damages.		
124	Processing Function	Ability to enter a forwarding address.		
125	Processing Function	Required to summarize the vacated tenant's occupancy and enter a recommendation with respect to future housing of said tenant.		
126	Processing Function	Need ability to make Utility Reimbursement Payments to tenants via ACH / Debit Card.		
127	Processing Function	Provide ability to support multiple GL cash accounts.		
128	Processing Function	Provide a configurable and visible criteria and sequence for the application of incoming payments (e.g., retro rents, security deposit, pet deposit, then rent, work orders, etc.).		
129	Processing Function	Need ability to associate incoming payments to units and months (periods).		
130	Processing Function	Need ability to set up retroactive rent billings against a declining balance over time.		
131	Processing Function	Support the ability to issue payment for refunds and security deposits to tenants (in the current accounting system).		
132	Processing Function	Need ability to manage multiple participants during application of incoming payments. Example -bifurcated lease with 2 heads of household		

Line #	Type	Description	Response Code	Notes
Low Rent / Public Housing / Tax Credit				
133	Processing Function	Provide easy access to details / genesis of retroactive rent amounts, associated agreements, etc.		
134	Processing Function	Maintain Appointment History for Tenant		
135	Processing Function	Prorate rent on move-out based on current date, past date, or future date.		
136	Processing Function	Provide easy access and monitoring of tenant account information (e.g., a snapshot for each tenant to show rent and other charges owed, how current, etc.).		
137	Processing Function	Need ability to define multiple billing cycles for invoicing (e.g., rent, retroactive rent, maintenance fees, etc.).		
138	Processing Function	Allow review and approval of monthly charges prior to posting.		
139	Processing Function	Support use of bar coding on rent statements for the lockbox banking.		
140	Processing Function	Track citations issued to tenant		
141	Processing Function	Provide automated generation of late fees, and notifications for residents, etc.		
142	Processing Function	Need ability to place tenant account and incoming payments in suspense to manage special events (e.g., legal actions).		
143	Processing Function	System calculates both flat and prorated rent including amongst multiple projects		
144	Processing Function	System includes the date of rent calculation, and flags the record if the calculation has occurred more than 90 days prior to offer		
145	Processing Function	System must track vacated tenants with bad debts balances and set a flag to not allow eligibility until balance has been paid off. Application restriction should permit an override with audit trail.		
146	Processing Function	Maintain 5-year goals contract for FSS clients		

Line #	Type	Description	Response Code	Notes
		Low Rent / Public Housing / Tax Credit		
147	Processing Function	Maintain FSS escrow account balances per client		
148	Processing Function	Maintain escrow account interest for FSS clients		
149	Processing Function	Automatically generate FSS escrow account statements for FSS clients		
150	Processing Function	Maintain current/historical 1099 information for vendors		
151	Processing Function	Maintain all HUD required information for Family Self-sufficiency (FSS)		
152	Processing Function	Print FSS 50058 addendum when applicable		
153	Processing Function	Maintain FSS Balance Across Programs.		
154	Processing Function	System must be able to generate HUD – 50058 Forms for selected clients. Selection should permit individual clients or a selected list of clients to be processed.		
155	Processing Function	Maintain tenant demographic information for current and historical reporting for all family members within a unit.		
156	Processing Function	Maintain historical utility allowance rates.		
157	Processing Function	Ability to transfer clients and have prorated charges applied correctly to the appropriate projects.		
158	Processing Function	Ability to reverse a move out, transfer or move in.		
159	Processing Function	Create a Work Order for vacancy preparation upon move out		
160	Processing Function	Maintain and track pet information (security deposit and pet description)		
161	Processing Function	Segregate account balances by security deposit, pet deposit, legal, rent, maintenance, excess utilities, last payment, and rent charges.		

		Low Rent / Public Housing / Tax Credit		
Line #	Type	Description	Response Code	Notes
162	Processing Function	Allow inquiry on work orders for tenants from the tenant screens without having to move to another menu.		
163	Processing Function	Record and report on tenant movement within the Low-Rent system, to include move-ins, transfers, re-examinations, and vacates. This activity must interface with the Housing Eligibility subsystem and the Maintenance Work Orders subsystem.		
164	Processing Function	Transfer application data to tenant data base automatically upon acceptance of tenancy.		
165	Processing Function	Ability to track transfers.		
166	Processing Function	Track and maintain multiple re-exams on file.		
167	Processing Function	Keep historical record of income of rent and deductions.		
168	Processing Function	Create a unit inspection at move out.		
169	Processing Function	Track vacancy rate and unit turnaround times		
170	Processing Function	System must be able to track Community Service compliance for each eligible household and household member.		
171	Processing Function	Ability to perform a rent review to change update type / Rent Review		
172	Processing Function	Ability to track unit status through maintenance from vacate date to leased date for unit turnaround days.		
173	Processing Function	System tracks offers of units to clients and should re-offer unit if 1st offer is refused. Send an alert back to user that the client used up all offers.		
174	Processing Function	Automatically charge pro-rate rent based on move-date.		
175	Processing Function	Perform rent calculations based on HUD program regulations		

Low Rent / Public Housing / Tax Credit

Line #	Type	Description	Response Code	Notes
176	Processing Function	System provide pop-up list of daily appointments scheduled for user		
177	Processing Function	System maintains client legal transaction history.		
178	Processing Function	Schedule rent re-examinations and produce worksheets for scheduled tenants.		
179	Processing Function	Interactively perform rent re-examinations, which consists of updating tenant and family data, tenant income data, and determining rent roll amount based upon a pre-determined formula. This screen should edit deductions claimed vs. family and/or member status (i.e. foster care deduction given only if a family member is coded as being a foster child, or medical deductions only if the family is coded as being an elderly, handicapped or disabled family).		
180	Processing Function	Process pro-rate rent charges and future rent charges based on re-exam data.		
181	Processing Function	Have the ability to manually change rent roll and produce necessary audit documentation.		
182	Processing Function	Schedule clients for annual reviews based upon original move in date or next re-exam date. Scheduling to interface with Zimbra and check for and resolve scheduling conflicts.		
183	Processing Function	Assign annual review appointments to users by user-defined caseload parameters.		
184	Processing Function	Track review progress and alert assigned user when reviews are late		
185	Processing Function	Alert clients of missed appointment via email		
186	Processing Function	Date and time stamp client's arrival for their appointment via import from Receptionist In a Box Software		
187	Processing Function	Verify that all required review documents have been completed and alert user of missing documents.		

	Low Rent / Public Housing / Tax Credit			
Line #	Type	Description	Response Code	Notes
188	Processing Function	Generate all information needed / verification letters required to complete a review upon request.		
189	Processing Function	Ability to select and print client letters from one screen within the application		
190	Processing Function	Have the ability for the mailing system to produce different leases and letter notices based on the project and unit number of the funding source.		
191	Processing Function	Run multiple types of leases.		
192	Processing Function	Automatically calculate and set tenant's rent based on current HUD rules and earned income exclusion. Within this program, system must verify that deductions taken agree with family composition.		
193	Processing Function	System maintains utility allowance tables including historical rates.		
194	Processing Function	System maintains unit history including all clients with associated move in and move out dates and work order history.		
195	Processing Function	Prompt review user if the flat rent is less than calculated rent.		
196	Processing Function	Keep track of Community Service hours for tenants.		
197	Processing Function	System must have the ability to calculate the payout amount for FSS forfeiture or payment. The amount should automatically create the payout adjustment for check processing when payment is to be made to the client.		
198	Processing Function	Support rent and subsidy administration across multiple programs (e.g., PH, S8, etc.)		
199	Processing Function	Establish income calculation rules based on source of funding, subsidy, or program type.		
200	Processing Function	Provide easy to use, online calculation of tenant rent based on income, deductions, utility, and appliance amounts.		

Low Rent / Public Housing / Tax Credit				
Line #	Type	Description	Response Code	Notes
201	Processing Function	Facilitate rent adjustments (e.g., credit rents, hardships, etc.).		
202	Processing Function	Support fraud investigations through system monitoring, reporting, trend analysis, and alerts.		
203	Processing Function	Perform monthly accrual including rental amounts		
204	Processing Function	Provide the ability to exclude selected asset income from the rent calculation.		
205	Processing Function	Initiate requests and manage workflows for special events that impact rent and utility assistance (e.g., hardships, reasonable accommodation requests, etc.).		
206	Processing Function	Provide configurable countdown clock for adjustments, extensions, hardships, credit rent, etc.		
207	Processing Function	Automatically initiate rent adjustment processes to coincide with pre-defined events (e.g., income changes, HUD changes, hardship expiration, etc.).		
208	Processing Function	Maintain audit trail of rent and income certifications (e.g., interim and recertification).		
209	Processing Function	Support automation of multiple configurable review/recertification cycles by subsidy program.		
210	Processing Function	Facilitate generation of certification forms/packets for each household with relevant information pre-populated.		
211	Processing Function	Provide ability to assign project based vouchers to a unique configurable project based contract number		
212	Processing Function	Facilitate calculation of utility allowances amount based on utility provider and appliance data.		
213	Processing Function	Perform monthly accrual including recurring charges		

**Low Rent / Public Housing / Tax Credit**				
Line #	**Type**	**Description**	**Response Code**	**Notes**
214	Processing Function	Calculate rent receipts		
215	Processing Function	Produce and calculate rent statements for all active tenants at Housing Authority's option.		
216	Processing Function	Statement sort order must be user definable		
217	Processing Function	Statement production process must allow a short, user definable message to print on each unique statement		
218	Processing Function	Produce delinquency letters/notices at the amp or project level for all overdue tenants		
219	Processing Function	Criteria by which delinquent tenants are selected must be user definable		
220	Processing Function	Automatically age outstanding receivables		
221	Processing Function	Schedule and track recertification appointments according to date of original move-in, or other user definable criteria		
222	Processing Function	Maintain third party payments history		
223	Processing Function	Maintain online history of all financial transactions		
224	Processing Function	History of financial transactions must be accessible via screen display with print-out at user option		
225	Processing Function	Data on each unit should include the previous tenants housed in that unit		
226	Processing Function	Ability to track legal cases and evictions by category such as, non-payment of rent, failure to recertify		
227	Processing Function	All transactions must be clearly differentiated by type (security deposit, rent charge, maintenance charge, etc.)		
228	Processing Function	Access history of financial transactions by tenant name and unit number independently		

Line #	Type	Description	Response Code	Notes
		Low Rent / Public Housing / Tax Credit		
229	Processing Function	Allow posting of cash receipts to user-defined receivables categories according to user-defined rules.		
230	Processing Function	Provide default posting to rent if no category is provided on data entry based on predefined priority listing		
231	Processing Function	Receive data from bank electronically for payment posting		
232	Processing Function	Post data to tenant account with no user intervention based on file import with error checking		
233	Processing Function	Calculate tenant rent payments based on family descriptions, member incomes and user defined deductions according to HUD regulations		
234	Processing Function	System must apply HUD rent calculation methods to process and return a HUD acceptable family rent level for the Federal programs.		
235	Processing Function	Rent calculation methodologies may differ among LHA programs		
236	Processing Function	Criteria and calculation algorithms must be tied to each user definable housing program		
237	Processing Function	Provide an automated, auditable general ledger interface with error checking		
238	Processing Function	Posting to GL in detail or summary form must be a user option		
239	Processing Function	Vendor must describe the most efficient method for using the report proposed for verification		
240	Processing Function	Allow transfers of tenants from one unit to another or between programs		
241	Processing Function	Transfer process must generate GL transactions which will appropriately track balance owed in the "from" project / program and the "to" project / program automatically		

Low Rent / Public Housing / Tax Credit				
Line #	Type	Description	Response Code	Notes
242	Processing Function	System must automatically display new ID if old tenant ID is entered along with other deposit information (security, pet, etc.)		
243	Processing Function	Provide a facility for tracking rent repayment agreements.		
244	Processing Function	Amounts placed under agreement must not affect receivables carried in the GL		
245	Processing Function	Payments credited to the amount under agreement must be tracked and must reduce the amount under agreement as it is paid off		
246	Processing Function	The agreement tracking facility must act as a memo facility only		
247	Processing Function	Rent statements and financial statements are to remain unaffected by the implementation of a repayment agreement		
248	Processing Function	System must be able to track paid off and active agreements by entering tenant ID		
249	Processing Function	Provide a facility for tracking Family Self Sufficiency participant data including escrow account information		
250	Processing Function	System must be able to access participant data by entering tenant ID or name		
251	Processing Function	Maintain data on utility allowances by type of utility and size of unit		
252	Processing Function	Data on utility allowances must be maintained in user definable tables		
253	Processing Function	Maintain data on tenant utility consumption and allow for billing of excess utility charges.		
254	Processing Function	System must have ability to track utility consumption data for a multi-year period.		
255	Processing Function	Allow for user definable recurring charges		
256	Processing Function	System for user definable recurring charges must permit a recurring charge to be defined as a monthly payment for a fixed term with automatic cessation of billing on expiration of term or payoff of amount whichever comes first		

**Low Rent / Public Housing / Tax Credit**				
Line #	Type	Description	Response Code	Notes
257	Processing Function	Purge function must not allow any data on tenants with a receivables balance or those in an active status to be purged. This applies to receivables that have been written off as well as current receivables.		
258	Processing Function	Automatically prorate rents using a standard 30 day month or actual days at user option on move-in or move-out with ability to debit for move-in day and credit for move-out day		
259	Processing Function	Accommodate the need to write off bad debts		
260	Processing Function	Produce a report of written off tenant data		
261	Processing Function	Write-off process must generate GL transactions which effectively zero out the receivables at the GL level but must retain the amounts in the Tenant Accounting system transaction history.		
262	Processing Function	Transaction histories for tenants whose bad debts have been written off must indicate clearly that the write-off has occurred while retaining the amounts of the bad debts for potential collection purposes		
263	Processing Function	Maintain data on reasons for tenant move outs		
264	Processing Function	Move out data should be maintained as a user definable code table with, preferable, an additional field to provide notes on move-out or evictions reasons		
265	Processing Function	Track and print legal actions including the ability to merge legal fields into predefined forms		
266	Processing Function	Legal action data should be maintained as a user definable code table and should not affect routine rent accrual or cash receipts processing		
267	Processing Function	User defined collection action codes for vacated tenants with balances		

Low Rent / Public Housing / Tax Credit				
Line #	Type	Description	Response Code	Notes
268	Processing Function	Allow for simple user queries to determine current balance in total and by charge type without viewing the entire rent payment history		
269	Processing Function	Ability to identify tenants on payment program		
270	Processing Function	Ability to interface with bank lock box for payment receipts		
271	Processing Function	Ability to view and print tenant history including recertification and unit history		
272	Processing Function	Ability to exclude projects from the month-end processing		
273	Processing Function	Prioritize Payments by 'Posting Code'		
274	Processing Function	The ability for LHA to set-up prompts that remind the staff to follow its process at each phase of processing a 50058 (example: When processing a recertification, LHA can insert a pop-up to remind staff of its hierarchy of 3rd party verifications when they input a household members income)		
275	Processing Function	The ability to assign, change and manipulate caseloads.		
276	Processing Function	The ability for LHA to set-up the system to force the staff to process a 50058 in accordance with its procedures (example: When processing a new move-in the system will not allow the staff to finalize the set-up the unit the client will be moved into without first inputting the year built, submarket and structure type). Perform all the validations on the 58's		
277	Processing Function	The ability for LHA to create AP charge for active clients in a different program type (Public Housing Participant paying a security deposit or rent for a Tax Credit Program)		
278	Processing Function	FSS Goals (start and end date , name of goal and status)		

Line #	Type	Description	Response Code	Notes
Low Rent / Public Housing / Tax Credit				
279	Processing Function	FSS Escrow accounts with interest		
280	Processing Function	Terminated FSS participants		
281	Processing Function	Expired FSS contracts		
282	Processing Function	Past FSS participants completing program		
283	Processing Function	Employment history		
284	Processing Function	FSS Special program or training client attends		
285	Processing Function	Resources for FSS program		
286	Processing Function	Quarterly FSS progress report for each client		
287	Processing Function	Schedule FSS Progress Meetings with participants		
288	Processing Function	Mailing list by FSS coordinator		
289	Processing Function	Escrow payments to FSS participants		
290	Processing Function	Flag FSS participants		
291	Processing Function	Assign FSS ID number		
292	Processing Function	Flag each client with FSS coordinator assigned		
293	Processing Function	Transfer escrow data to GL		
294	Processing Function	Flag FSS participant for annual recertification and interims		
295	Processing Function	Calculate FSS escrow dollars for new jobs, raises and promotions		
296	Processing Function	Assign credit counselling (FSS)		
297	Processing Function	Move terminated and expired FSS participant to an archive file		

Low Rent / Public Housing / Tax Credit				
Line #	Type	Description	Response Code	Notes
298	Processing Function	Process FSS escrow payment and print check or create ACH after approval		
299	Processing Function	All recertification actions should be accomplished on one screen		
300	Processing Function	Change letter and tenant notification letter should print indicating action (annual recertification, interim or rent increase)		
301	Processing Function	Justification for action (interim & rent increases) should print on letters		
302	Processing Function	Allow for dual functions (Leasing & Recertification) to occur simultaneously on different screens. Must eliminate ability for other departments to override recertification actions		
303	Processing Function	Automatically print interim adjustments		
304	Processing Function	Appointment letters should print with date and time		
305	Processing Function	Identify user ID completing entry		
306	Processing Function	Have rent increase function		
307	Processing Function	Need application similar to Note Pad – must require user to be identified when notation is made. Must also block ability to delete or revise notation.		
308	Processing Function	Need an application that can generate user defined alerts on tenant, owner, unit screens		
309	Processing Function	Require "warning" for terminations and address changes		
310	Processing Function	Prompts required when error is indicated as result of an attempted action		
311	Processing Function	Tenant should be able to be housed in LHA property with HCV assistance		
312	Processing Function	System selects tenant ID		
313	Processing Function	Ability to transmit processing functions between users		

Low Rent / Public Housing / Tax Credit				
Line #	Type	Description	Response Code	Notes
314	Processing Function	Automatic calculation and tracking of Earned Income Disregard		
315	Processing Function	Staff needs ability to check number of outstanding recertifications		
316	Processing Function	Print notification letters upon completion of recertification		
317	Processing Function	Appointment letter should be automatically generated		
318	Processing Function	Designation for zero HAP and zero income		
319	Processing Function	Not allow staff to enter incorrect data (fatal PIC errors)		
320	Processing Function	Identify staff who completed an action and when action was completed.		
321	Processing Function	Protect/lock certain fields		
322	Processing Function	Track all email communications between tenant and caseworker (2 way)		
323	Processing Function	Track all mailed communication between tenant & caseworker (2 way)		
324	Processing Function	Track all audio communication between tenant & caseworker (2 way)		
325	Processing Function	The ability for LHA to have the system automatically schedule a next annual inspection date by the individual unit OR by or by a group of units (example: LHA can flag the system to automatically schedule an annual inspection for a unit every two years - or - LHA can flag the system to automatically schedule a group of units for an annual inspection in every two years)		
326	Processing Function	Ability to Setup Repayment Agreements to current and moved out tenants		
327	Processing Function	Ability to upload AR Charges to Recipients' Records		
328	Processing Function	Ability to Process 'Lockbox' payments file, generated, electronically, by a Bank		

Low Rent / Public Housing / Tax Credit				
Line #	Type	Description	Response Code	Notes
329	Processing Function	The ability for LHA users to easily create their own work performance reports (example: Staff can create a report that shows their scheduled upcoming tasks, outstanding tasks, trends of them completing tasks on time, number of 50058's processed within a week, month, YTD...)		
330	Processing Function	Ability to have different set of rules for Rental Assistance Demonstration (RAD) properties		
331	Processing Function	Maintain all information necessary for the 50058 FSS addendum and provide data accuracy for electronic filing		
332	Processing Function	FSS Caseworker be electronically notified through e-mail when an Annual Recertification or Interim Review has been conducted AND completed.		
333	Processing Function	All information collected for FSS tracking be comprehensive to fulfill all HUD tracking and reporting requirements.		
334	Processing Function	Track information on utilization of supportive services. Information tracked include the following: Date of utilization, and Time of utilization, and Type of service, and Milestones, and Projected completion date, and comments		
335	Processing Function	Automatic monthly computation of FSS escrow balances		
336	Processing Function	Have the ability to make FSS appointments with clients through Zimbra and have the ability to verify no overlapping scheduling conflicts with inspections, interim/annual reviews, hearings, or any other appointments scheduled for the client.		
337	Processing Function	Caseworker be notified when entering new participant whether more than 120 days have passed between the time of last recert / interim and the effective date of the FSS contract		

Low Rent / Public Housing / Tax Credit				
Line #	Type	Description	Response Code	Notes
338	Processing Function	Be notified when entering new FSS contract whether there are any monies due to HA at time of contract entry.		
339	Processing Function	Client information and income be electronically transferred to the FSS Contract of Participation and tracked separately from the housing program contract information.		
340	Processing Function	Track a client's progress from FSS enrollment to participant's starting contract date.		
341	Processing Function	Maintain participants FSS goals action plan		
342	Processing Function	Be able to segregate account balances by security deposit, pet deposit, and legal, rent, maintenance, excess utilities, last payment, and rent charges.		
343	Processing Function	Online payments for all tenant charges		
344	Processing Function	Enter payment posting screen by name, unit number, and Tenant ID number and/or rent statement number.		
345	Processing Function	Flag the tenant as being in the legal process, as having a payment agreement amount and terms of agreement, or as having passed bad checks, and warn operator to not accept payment.		
346	Processing Function	Accept multiple forms of payment i.e., cash, money order, check, credit card, EFT.		
347	Processing Function	Allows entry money order, check number on payment screen		
348	Processing Function	Allow a return check charge to be posted when a returned check is entered.		
349	Processing Function	Allow a view for each client on screen in detail and summary the amount that is due in each category (rent, maintenance, security deposit, pet deposit, retro rent, utilities, etc.)		
350	Processing Function	Allow payments to be automatically applied to open balances based on user–defined hierarchy table.		

Line #	Type	Description	Response Code	Notes
		Low Rent / Public Housing / Tax Credit		
351	Processing Function	Allow payments to be manually applied to open balances for clients.		
352	Processing Function	Allow multiple methods of receiving and recording payments, such as via lockbox or on-site.		
353	Processing Function	Seamless interface with General Ledger.		
354	Processing Function	Allow charging and tracking separately the tenants with Security Deposit, Pet Deposit and other deposit types that may or may not be interest bearing.		
355	Processing Function	Automatically post monthly charges to client account by user defined cut off dates.		
356	Processing Function	Allow user to accept a payment for more than amount due from client and designate its distribution.		
357	Processing Function	Allow user to set up and maintain repayment agreement with clients.		
358	Processing Function	Automatically release repayment agreement upon tenant move-out.		
359	Processing Function	Allow users to set up auto bills (recurring billing for charges other than rent) to client accounts		
360	Processing Function	Have user defined transactions codes for tenant charges. Transaction codes define specific GL accounts to be charged when the transaction code is used.		
361	Processing Function	Automatically post maintenance charges to client accounts through the work order system. Allow for deficiency charges based on project.		
362	Processing Function	Ability to record Legal fees to client accounts		
363	Processing Function	Ability to reverse transactions in the current month		

Low Rent / Public Housing / Tax Credit

Line #	Type	Description	Response Code	Notes
364	Processing Function	Allow the posting of monetary adjustments to rent, utility, legal, security deposit, and maintenance charges/payments to an account		
365	Processing Function	Allow the ability to produce multiple delinquent notices and to calculate late charges to post to tenant account.		
366	Processing Function	Allow the ability to batch post charges with the same dollar amount and description (such as court cost) by entering a list of client numbers.		
367	Processing Function	Automatically interface tenant refunds to the Accounts Payable and General Ledger modules		
368	Processing Function	Be able to record NSF checks. NSF check process should post returned check fees to the client account.		
369	Processing Function	Create automatic reversing entries for payments written off as uncollectible.		
370	Processing Function	Automatically post tenant payments to bank reconciliation module.		
371	Processing Function	Deposit Refund process must require approval before posting GL transactions		
372	Processing Function	Be able to refund pet deposits to clients separately from security deposits		
373	Processing Function	Automatically generate and create an AP claim if the pet deposit refund results in a credit balance.		
374	Processing Function	Ability to write-off client account balances of selected clients		
375	Processing Function	Track days on vacant unit from move-out to move-in. Ability to view this information on screen for a specific unit showing unit address, status of unit, dates and department in possession.		
376	Processing Function	Report Writer that allows for development of reports containing any data field.		
377	Processing Function	Flag account after user defined NSF checks.		

Low Rent / Public Housing / Tax Credit				
Line #	Type	Description	Response Code	Notes
378	Processing Function	Maintain all required data elements for 50058 reporting.		
379	Processing Function	Allow user to apply account credit to any charge.		
380	Processing Function	Deposit interest should be based on payment date, not charge date.		
381	Processing Function	Validate 50058 data prior to exiting client record.		
382	Processing Function	Ability to create and transmit 50058 electronic submission files individually or centrally.		
383	Processing Function	Ability to create and transmit 50058 electronic correction files individually or centrally.		
384	Processing Function	Ability to download error correction file and identify data elements that need to be corrected within each client file.		
385	Processing Function	Ability to track EID clients including adjustment history		
386	Processing Function	Calculate tenant rents and verify compliance with Tax Credit program limits for eligibility.		
387	Processing Function	Be able to track tax credit clients		
388	Processing Function	Allow for tracking units that are not public housing units and are designated for tax credit or market rate tenants.		
389	Processing Function	Maintain history of tenants by unit.		
390	Processing Function	Must be able to trace receivables on LHA Section 8 tenants that reside in tax Credit units without multiple client numbers.		
391	Processing Function	Record reason for move outs		
392	Processing Function	Be able to maintain tenant re-payment agreements		
393	Processing Function	System must be able to interface transactions to G/L system		
394	Processing Function	Provide search capabilities for lease terms to support creation of legal notices.		

Low Rent / Public Housing / Tax Credit				
Line #	Type	Description	Response Code	Notes
395	Processing Function	Assign move in date based on program policy.		
396	Processing Function	Initiate notifications and workflow for review cycles based on move-in date:		
397	Processing Function	Automate scheduling of routine/regular maintenance on units		
398	Processing Function	Track unit inspection history.		
399	Processing Function	Facilitate transfers of tenants between two subsidized units, avoid subsidy conflicts and PIC submission errors.		
400	Processing Function	Facilitate transfers of tenants from one program to another, capture relevant criteria during the process.		
401	Processing Function	Support reference of separate units for a given tenant concurrently; each having separate move-in / move-out dates.		
402	Processing Function	System should not generate a rent statement if tenant is on Lease Termination		
403	Processing Function	System should not allow an interim to be done on recertification effective date		
404	Output	Summary of changes during any rent calc and / or recert		
405	Output	Email verification forms directly to employer with address given.		
406	Output	Move Out statement showing all charges due at move out.		
407	Output	Generate notifications for changes in tenant/households (e.g., child turning 18, 21, is employed, etc.) based on defined criteria.		
408	Output	Print the tenant ledger on demand.		
409	Output	Print FSS Contract of Participation and allow user-defined modifications to the form.		
410	Output	System must be able to automatically produce 3 day and 14 day notices to clients that can be printed and emailed.		

Low Rent / Public Housing / Tax Credit

Line #	Type	Description	Response Code	Notes
411	Output	Ability to run several different leases and letter notices based on funding sources.		
412	Output	Produce required tax credit documents for leasing, re-examinations, and move outs.		
413	Output	Ability to display submission history		
414	Output	Ability to print 50058 forms both current and historical.		
415	Output	Produce a letter and or email to tenant's examination results and rent changes.		
416	Output	Produce letters/emails to tenants notifying them of re-exam results or hard rent change. Letters/emails to automatically include specific data for each tenant.		
417	Output	Print Client Letters in bulk or individually as needed.		
418	Output	Transaction Detail Listing by GL Account		
419	Output	Have a view for each client on screen in detail and summary how much is due in each category (rent maintenance, security deposit, pet deposit, retro rent, utilities, etc.).		
420	Output	Produce tenant mailing labels based on user variable selection parameters.		
421	Output	Visitor Pass History		
422	Output	Audit reports tracking monetary changes and tenant demographic changes.		
423	Output	Collection status reports, by tenant and by project.		
424	Output	List of all tenants, active and/or former, by various selection parameters.		
425	Output	List of move-ins and move-outs during a selected period.		
426	Output	Tenant Profile Report (to include summaries of various statistical data relative to tenant demographics.)		
427	Output	Initiate creation of legal notices through auto population of relevant information.		

Low Rent / Public Housing / Tax Credit				
Line #	Type	Description	Response Code	Notes
428	Output	Aged Accounts Receivable Reports – these should have the capability of being run for selected parameters, such as active tenants, vacated tenants, transferred tenants, etc. Including HUD mandated reports, such as HUD 52295.		
429	Output	Housing Inventory Report which includes a listing of all units, including address, bedroom size, occupancy status and utility amount.		
430	Output	Schedule of re-examinations due for a specified period of time.		
431	Output	Report of tenants by income range including the ability to print a zero income report		
432	Output	Tenant History reports showing all transactions by category (rent, security deposit, maintenance, legal, utilities, etc.) with totals, selected by date range.		
433	Output	Address History report, listing all tenants who have lived at a given address including dates of occupancy. Selected for a range of addresses or one address.		
434	Output	Vacant Unit reports listing dates, number of days.		
435	Output	Income Disallowance Report		
436	Output	Report of tenants by age		
437	Output	Generate necessary forms for move-outs with pertinent information pre-populated (e.g., name, unit, reason, etc.)		
438	Output	Produce individual tenant ledgers on screen or on export or print		
439	Output	Generate monthly rent statement notices, detailing current month's activity and posting new month's charges.		
440	Output	Print user definable message on the rent statement. Message can be different on each statement.		

Low Rent / Public Housing / Tax Credit				
Line #	Type	Description	Response Code	Notes
441	Output	Rent Statements must be exportable to various formats for third party processing.		
442	Output	Be able to generate reports by user-specified criteria (i.e. date range).		
443	Output	Be able to generate user-specified letters using data from the system (i.e. client demographic data and account balances).		
444	Output	Produce delinquency notices.		
445	Output	Produce individual tenant ledgers on screen or on report filtered for any data field.		
446	Output	Provide detail screen displaying all amounts (elements) used to calculate tenant rent and HAP.		
447	Output	Generate a list of vacated tenants with balances and with move-out date before user supplied date for possible classification as bad debt account. Save these accounts for later recall.		
448	Output	System provides option of generating user-defined letters and/or e-mail notifications to applicants		
449	Output	System must be able to print monthly tenant rent statements in user-defined format for clients with a rent change from last billing.		
450	Output	Be able to reprint rent statements on-demand and should be able to be created for a specific development or client only.		
451	Output	System must be able to print and display a report of Aged Accounts receivable report for active and vacated tenants.		
452	Output	Alert defined user when visitor pass is expired.		
453	Output	Display Alert for 60 days if tenant name has changed.		
454	Output	Alert if calculated rent exceeds maximum rent.		
455	Output	Be able to create both current and historical vacancy reports for a specified period of time.		

Low Rent / Public Housing / Tax Credit				
Line #	Type	Description	Response Code	Notes
456	Output	Track tenants who are legal by user defined status and notes screen. Report on the tenants who are in legal process.		
457	Output	Be able to display the utility allowance amount for each unit.		
458	Output	Ability to display tenant ledger history and rental unit history by client		
459	Output	Create move out letters using forwarding address if provided.		
460	Output	Repayment Agreement Reports showing balances and payments for rents, retro rents, maintenance charges & other.		
461	Output	Audit reports tracking monetary changes and tenant demographic changes.		
462	Output	Collection status reports, by any data field.		
463	Output	List of tenants in legal process. Include date entered into legal process.		
464	Output	List of all tenants, active and/or former, by any data field		
465	Output	Monthly rent change listing		
466	Output	Print lease and other move-in forms as a packet		
467	Output	Aged Accounts Receivable Reports filtered and sorted on any data field within tenant account.		
468	Output	Daily and monthly cash receipts activity reports.		
469	Output	Detailed list of monetary transactions, by transactions, by transaction type.		
470	Output	List of monies due vacated tenants. Report should list name, unit address, forwarding address, balance and move out date for each tenant.		

Low Rent / Public Housing / Tax Credit				
Line #	Type	Description	Response Code	Notes
471	Output	Tenant History reports showing all transactions by category (rent, security deposit, maintenance, legal, utilities, etc.) with totals, selected by date range.		
472	Output	Track move-out dates and generate list of accounts not paid 60 days after letter has been sent.		
473	Output	Print an itemized statement of charges and credits to mail with letter to collect bad debt.		
474	Output	Automatically generate a receipt for client payments on account after move-out.		
475	Output	Access FSS program information through online portal		
476	Output	Access electronic attachments and online forms (e.g., lease agreements, etc.) through online portal		
477	Output	Ability to print letters to FSS participant, and automatically save letter electronically.		
478	Output	Generate list of vacated tenants with balances and with move-out date before user supplied date for possible classification as bad debt account. Save these accounts for later recall.		
479	Output	Print an itemized statement of charges and credits to mail with refund check.		
480	Output	Allow users to view account balance before and after applying payments		
481	Output	Allow an email of the tenant receipt to be produced.		
482	Output	Account Balance Information available online		
483	Output	Allow the ability to produce a balancing screen for daily balancing		
484	Output	Report of rent receipts by date and amount.		
485	Output	Identification of missed appointments		
486	Output	Adjustment Register by Unit or Participant		
487	Output	Prints completed utility allowance chart		
488	Output	Rent receipts and, at LHA's option, monthly rent statements that are able to be modified		

Low Rent / Public Housing / Tax Credit				
Line #	Type	Description	Response Code	Notes
489	Output	Rent statements must capture tenant charge information from the work order system		
490	Output	Print routine must be capable of printing at any and all sites and duplicate statements for all or selected projects at user option		
491	Output	Reprint routine must not affect accounting data		
492	Output	System must allow for printing out of user-defined tenant mailing labels.		
493	Output	Delinquency letters and notices to quit must be user defined		
494	Output	Print routine must be capable of printing duplicate notices for all or selected projects at user option		
495	Output	Users must be able to generate lists by project, amp, and by unit number of tenants issued delinquency letters / eviction notices		
496	Output	Project rent roll (listing of active units by amp, project, and unit number)		
497	Output	Project rent roll must have rent levels and occupant summary data		
498	Output	Aged accounts receivable by amp		
499	Output	Aged accounts receivable by project		
500	Output	Aged accounts receivable by type		
501	Output	Account receivable report a summary page with totals by type of receivable for each region, each project and a detail listing of the sources of the receivables report. May be broken up into two reports		
502	Output	Alphabetical tenant directory with name		
503	Output	Alphabetical tenant directory with email address		
504	Output	Alphabetical tenant directory with address		
505	Output	Alphabetical tenant directory with rent level		
506	Output	Alphabetical tenant directory with account status		

**Low Rent / Public Housing / Tax Credit**
Line #	Type	Description	Response Code	Notes
507	Output	Tenant directory by project and unit number with name		
508	Output	Tenant directory by project and unit number with address		
509	Output	Tenant directory by project and unit number with rent level		
510	Output	Tenant directory by project and unit number with account status		
511	Output	Tenant transaction histories for user defined selected tenants.		
512	Output	Tenant transaction histories must prompt for a single or multiple tenant number(s)		
513	Output	Tenant transaction histories function must produce a charges/payment history		
514	Output	Tenant transactions must be sortable by transaction date		
515	Output	Aged trial balance		
516	Output	Daily statement of operations and trial balance		
517	Output	Daily cash received report for balancing including amounts by households		
518	Output	Daily cash received report for balancing including totals by households		
519	Output	Repayment agreement status reports		
520	Output	Aged account receivable reports by amp, project, unit		
521	Output	Aged receivable analysis report must summarize the data in the aging report and express each category of aged receivables as both dollar amounts and percentages of rent roll. Report should print 1 line per project and total the entire portfolio		
522	Output	HUD 52295 Statement of Tenant Accounts Receivable report		
523	Output	Rent re-exam notification letters.		
524	Output	Text of re-exam letters must be user definable		

Line #	Type	Description	Response Code	Notes
		Low Rent / Public Housing / Tax Credit		
525	Output	Rent re-exam notification letters must work in conjunction with recertification scheduling system		
526	Output	Unit availability report		
527	Output	Unit availability report must list project		
528	Output	Unit availability report must list vacant units by bedroom size		
529	Output	Unit availability report must list the status of each project and vacant unit		
530	Output	Tenant demographics reports by user defined options.		
531	Output	Tenant demographics report must produce an analysis of the tenant population of each project		
532	Output	Tenant demographics report must produce an analysis of the entire LHA portfolio		
533	Output	Vacancy loss analyses		
534	Output	The ability to view if a family is delinquent on any repayment agreement		
535	Output	Vacancy loss analyses must summarize by project and unit size the amounts in rental income lost due to vacancies		
536	Output	Vacate reasons report		
537	Output	Vacate reasons report should summarize by vacate reason code for each project and present counts for each existing code. LHA management will use this report to monitor marketing problems for each project.		
538	Output	Legal actions report		
539	Output	Lists of vehicles registered by tenants by development with owner name		
540	Output	Lists of vehicles registered by tenants by development with owner unit number		
541	Output	Lists of vehicles registered by tenants by development with vehicle registration number		
542	Output	FSS participant and program reports		

Low Rent / Public Housing / Tax Credit				
Line #	Type	Description	Response Code	Notes
543	Output	Other user defined reports generated easily through a report generator facility		
544	Output	HUD 50058 forms		
545	Output	Recertification status summary and detailed report		
546	Output	LHA customized lease and lease supplement		
547	Output	Ability to exclude PBV / Rental Assistance Demonstration (RAD) properties from reports		
548	Output	Unit must be flagged if pet is registered.		
549	Output	Electronic transfer of HUD 50058 data to HUD on LHA-defined schedule		
550	Output	Ability to Attach printed reports to the respective Tenant and/or Unit record		
551	Output	Ability to sort all current participants in FSS program by any field		
552	Output	Monthly FSS escrow accounts with interest for each client		
553	Output	FSS Escrow payment to each client and the amount		
554	Output	Client 30 days FSS goal list before due date		
555	Output	Monthly listing of annual recertification and interims		
556	Output	Monthly effective date FSS contracts		
557	Output	Monthly expired and terminated FSS contract		
558	Output	Report the number of families that come to the interview with incomplete documentation that need a second interview.		
559	Output	The ability to send a letter to an alternative address such as a power or attorney or caseworker.		
560	Output	List of public housing households that are over-income based on current year's HUD income limits		
561	Output	The over-income households' income vs. the HUD income limit		

Low Rent / Public Housing / Tax Credit				
Line #	Type	Description	Response Code	Notes
562	Output	Provide ability to drill down into the detail about the over-income households from report		
563	Output	Changes in household income report		
564	Output	Date of scheduled recertification		
565	Output	Date of income change		
566	Output	Type of change in income		
567	Output	Household's sources of income		
568	Output	Amount of income change		
569	Output	Persons who participate in FSS with start date		
570	Output	Persons who graduate from FSS with graduation date		
571	Output	Persons who do not complete FSS with exit date		
572	Output	A person's reason(s) for exiting FSS		
573	Output	Income band report by current year AMI levels (30%, 40%, 50%, 60%, and 80%)		
574	Output	Number of families served by bedroom size		
575	Output	List of public housing households that are over-income based on current year's HUD income limits		
576	Output	The over-income households' income vs. the HUD income limit		
577	Output	Provide ability to drill down into the detail about the over-income households		
578	Output	The ability for LHA develop custom queries/report for e.g. list of Single men with children		
579	Output	Ability to report the reason for EOP (end Of Participation) from a Program		
580	Output	Ability to report income and income history based on a specific time period and type of income		
581	Output	Ability to report the reason for an Interim Re-exam		

		Low Rent / Public Housing / Tax Credit		
Line #	Type	Description	Response Code	Notes
582	Output	FSS Worksheet		
583	Output	Report that tracks legal cases and evictions by category such as, non-payment of rent, failure to recertify		

Inspections				
Line #	Type	Description	Response Code	Notes
1	Input	Electronic interface to main application software database for owner/agent information includes: owner name		
2	Input	Electronic interface to main application software database for owner/agent information includes: owner address		
3	Input	Electronic interface to main application software database for owner/agent information includes: agent name		
4	Input	Electronic interface to main application software database for owner/agent information includes: agent address		
5	Input	Electronic interface to main application software database for contract information: lease data includes tenant data		
6	Input	Electronic interface to main application software database for contract information: lease data includes contract dates		
7	Input	Electronic interface to main application software database for contract information: lease data includes agent data		
8	Input	Electronic interface to main application software database for contract information: lease data includes owner data		
9	Input	Electronic interface to main application software database for contract information: lease data includes contract rent		
10	Input	Electronic interface to main application software database for contract information: lease data includes gross rent		
11	Input	Electronic interface to main application software database for contract information: lease data includes utility allowance(s)		
12	Input	Electronic interface to main application software database for contract information: lease data includes tenant rent		

Inspections				
Line #	Type	Description	Response Code	Notes
13	Input	Electronic interface to main application software database for contract information: lease data includes HAP payment		
14	Input	Electronic interface to main application software database for contract information: lease data includes unit data		
15	Input	Electronic interface to main application software database for unit and inspection data includes: address		
16	Input	Electronic interface to main application software database for unit and inspection data includes: owner data		
17	Input	Electronic interface to main application software database for unit and inspection data includes: agent data		
18	Input	Electronic interface to main application software database for unit and inspection data includes: unit size (in number of bedrooms)		
19	Input	Electronic interface to main application software database for unit and inspection data includes: census tract		
20	Input	User defined inspection result codes (i.e. not ready, no adult present, etc.….)		
21	Input	Electronic interface to main application software database for unit and inspection data includes: inspections scheduling data		
22	Input	Electronic interface to main application software database for unit and inspection data includes: utility data		
23	Input	Electronic interface to main application software database for utility allowances include: unit type		
24	Input	Electronic interface to main application software database for utility allowances include: utility type		

APPENDIX I
SYSTEMS SOLUTIONS CHECKLIST

Line #	Type	Description	Response Code	Notes
		Inspections		
25	Input	Electronic interface to main application software database for utility allowances include: unit size (in bedrooms)		
26	Input	Electronic interface to main application software database for utility allowances include: amount of allowance		
27	Input	Required HUD HQS Inspection forms		
28	Input	Required HUD HQS templates		
29	Input	Room listings with required HQS fields		
30	Input	Room listings with user-defined comment fields		
31	Input	Meter Readings		
32	Input	Record deficiencies, notations needed on passed or failed items, and Capability to capture electronic signatures from mobile device		
33	Input	Provide ability to update unit or tenant information during inspections (e.g., complaints, unit profile, household profile, work order history, etc.).		
34	Input	Provide the ability to add free form notes to both client and owner information.		
35	Input	Owner self-certification for repair		
36	Input	REAC Standards to be referenced from mobile device		
37	Processing Function	Ability to scan and read unit barcode		
38	Processing Function	Provide a countdown clock and automated alerts to coordinate tasks (e.g. for failed inspections, track number of days between Request for Lease/Tenancy Approval (RFTA) submittal and unit inspection, etc.)		
39	Processing Function	Provide fields to capture special circumstances and alert inspectors (e.g., interpreters needed, big dog in the yard, 2 inspectors needed, etc.).		

Inspections				
Line #	Type	Description	Response Code	Notes
40	Processing Function	Provide configurable lists for common data elements to streamline data entry (e.g., inspection outcomes, reasons for deficiency, etc.).		
41	Processing Function	Facilitate initiation of inspections through multiple channels (e.g., RFTA approval, work orders, property management tasks, lease-up's, etc.).		
42	Processing Function	Support automated scheduling of inspections.		
43	Processing Function	Support or provide capability to synch scheduled inspections with Zimbra calendar		
44	Processing Function	Support multiple inspection types (e.g., move-in, annual, vacate, re-certification, REAC, special, rent adjustments, complaint, audit, etc.).		
45	Processing Function	Support inspection assignment, scheduling, routing, and landlord contacts as automated workflows.		
46	Processing Function	Provide status indicators to alert staff (e.g., pending initial inspection, failed initial inspection, abatement, etc.).		
47	Processing Function	Provide the ability to track historical progress of owner repairs and re-inspections.		
48	Processing Function	Facilitate initiation of abatements due to failed inspections.		
49	Processing Function	Automatically define and update annual and interim recertification inspection due dates based on tenant move-in dates.		
50	Processing Function	Initiate reasonable accommodation requests for tenants during an inspection.		
51	Processing Function	Provide visibility of reasonable accommodations so an inspector can verify during the inspection (e.g. if extra bedroom is being utilized as requested or a live-in aide lives in the unit).		
52	Processing Function	Provide the ability to initiate work orders during the inspection process.		

Line #	Type	Description	Response Code	Notes
— **Inspections**				
53	Processing Function	Provide mapping ability or ability to easily export data to external mapping (GPS) program for routing (scheduling of inspections).		
54	Processing Function	Provide visibility of history of forms / letters generated and distributed based on inspection type, voucher number, resident, date, outcome, etc.		
55	Processing Function	Support pre-defined findings (e.g., bed bugs, hoarding, etc.) that are maintained in inspection history, is searchable, is reportable, etc.		
56	Processing Function	Support use of mobile / handheld devices (e.g. routing, scheduling, access to tenant/landlord contact info, unit profile, recording of inspection results, and generation and issuance of letters/forms by email, completion of rent reasonableness, etc.)		
57	Processing Function	Electronic interface with main software applications to allow for: download of tenant data		
58	Processing Function	Electronic interface with main software applications to allow for: download of landlord data		
59	Processing Function	Electronic interface with main software applications to allow for: download of unit data		
60	Processing Function	Electronic interface with main software applications to allow for: upload of completed inspection status information		
61	Processing Function	Schedule inspections for all tenants/clients based on anniversary date of last inspection or on demand		
62	Processing Function	Provide easy to navigate screens for each step of HQS process		
63	Processing Function	Provide a facility for scheduling unit inspections for all active units		

**Inspections**
Line #	**Type**	**Description**	**Response Code**	**Notes**
64	Processing Function	Provide a facility to track inspection results		
65	Processing Function	Provide a facility to produce aggregate analysis of inspection results by landlord		
66	Processing Function	Provide a facility to produce aggregate analysis of inspection results by building		
67	Processing Function	Provide a facility to produce aggregate analysis of inspection results by project		
68	Processing Function	Provide a facility to produce aggregate analysis of inspection results by unit		
69	Processing Function	Provide a facility to generate a random list of unit inspections for quality control re-inspection. Number of units generated by this facility must be user definable.		
70	Processing Function	System to flag units which failed HQS inspection to stop HAP check payment		
71	Processing Function	Track tenant damage payments		
72	Processing Function	Report on tenant damage payments		
73	Processing Function	Track receivables due to LHA from landlords and agents		
74	Processing Function	Inspectors must be able to complete entire inspection process via mobile device.		
75	Processing Function	Report on receivables due to LHA from landlords and agents		
76	Processing Function	Ability to Schedule Inspections By Unit; Inspector's Schedule; Program Type, Project, AMP , Custom List		
77	Processing Function	Ability to setup number of Inspections that can be done during a 'work day'		
78	Processing Function	Ability to create several types of user- defined Inspections		
79	Processing Function	Ability to setup list of user-defined Inspections Results		
80	Processing Function	Alert during recertification if unit has not passed HQS inspection.		

Inspections

Line #	Type	Description	Response Code	Notes
81	Processing Function	Group units together by proximity using geocodes, and identify on the report re-inspections already scheduled for their dates, times, and proximities.		
82	Processing Function	Place contract on hold when a unit has failed an inspection for the second time AND the HQS item that has failed is owner's responsibility to make repairs.		
83	Processing Function	Restrict access to assigned inspections for other inspectors.		
84	Processing Function	Notify inspector when scheduling a inspection, if a unit has ever been abated in the past with information such as inspection ID's, dates, inspector names, etc.		
85	Processing Function	The system should have the ability to create and attach various electronic documents to the inspection, unit and owner records including pictures		
86	Processing Function	The system should maintain a user-definable list of Housing Quality Standards questions that need to be prompted, for each room or outside the structure, through the workstation or the handheld device. Each question prompted must require a response as follows: Pass, or Fail (Owner responsibility to make repairs) or Fail (Client responsibility to make repairs)		
87	Processing Function	If the unit inspection has any HQS item that has failed, the system must not permit a final "Passed" result to close the inspection.		
88	Processing Function	Mobile device must track inspection duration from the time the inspector reaches the property to the completion of the inspection.		
89	Processing Function	Alert if inspection is closed without being complete		
90	Processing Function	The system must retrieve inspection duration to completion and store information in the inspection record.		

Inspections

Line #	Type	Description	Response Code	Notes
91	Processing Function	Mobile device software must alert inspector when a unit has been flagged as a lead based paint unit.		
92	Processing Function	System should automatically schedule inspection on a predefined calendar, based on re-exam date, move-in date, as well as user-defined criteria.		
93	Processing Function	Inspector to schedule re-inspection via the mobile device if desired.		
94	Processing Function	Ability to track number of re-inspections by unit and owner		
95	Processing Function	Create work orders using user-defined criteria for determining which codes should generate a work order		
96	Processing Function	Allow the scheduling of multiple inspections during one process		
97	Processing Function	Maintain Meter Reading History		
98	Processing Function	Verify the 504 handicap features		
99	Processing Function	Ability to add pictures directly from mobile device onto inspection line item.		
100	Output	Display Fixed Assets located in Unit on Inspection Screen		
101	Output	Alert if Meter reading is outside user defined parameters		
102	Output	History of health and safety findings		
103	Output	Alert for special unit considerations. Example, tenant is on housekeeping or tenant has pet.		
104	Output	Allow viewing of scheduled daily / weekly / monthly inspections by inspector.		
105	Output	Allow for viewing of unit history from mobile device.		
106	Output	Initiate and facilitate notifications to tenants and landlords (e.g., provide configurable lists of content, attach files, distribute to landlords by printed letter or email, etc.).		

Inspections				
Line #	Type	Description	Response Code	Notes
107	Output	Provide inspectors with information on household case file, including case workers, agency partners		
108	Output	Provide ability to view tenant information during inspections (e.g., complaints, unit profile, household profile, work order history, etc.).		
109	Output	System should allow the results of inspection to be printed on the mobile inspection device while on site.		
110	Output	Emergency failed items keyed on the inspection should generate an Emergency Failed Items letter		
111	Output	E-mail inspection results (Pass or Failed) along with any other pertinent information to the owner and client when e-mail addresses are available.		
112	Output	Print HUD form HUD-52580 using initial and up-to-date inspection data, owner, and client information.		
113	Output	System should automatically insert client and owner information (name, address, phone, geocode, inspection ID #, etc.) into all letters, forms, and Zimbra appointments.		
114	Output	System should have the capability to e-mail appointment notifications to owners and clients when e-mail addresses are available.		
115	Output	Produce a listing of unit inspections needing scheduled.		
116	Output	Display/print inspection history for the unit or client on demand.		
117	Output	System must be able to generate statistical reports to be used by management to determine the status of all inspections in the system and the efficiencies of the Inspection Department.		
118	Output	Complete HQS Inspection forms		

Inspections				
Line #	Type	Description	Response Code	Notes
119	Output	Unit inspection schedules by user selectable time frame		
120	Output	Unit inspection histories selectable by unit number		
121	Output	Unit inspection histories selectable by agent/owner number		
122	Output	Random lists of inspected units for quality control re-inspections		
123	Output	Letters to tenants (text to be user definable) include inspection schedule notice		
124	Output	Letters to tenants (text to be user definable) include inspection status		
125	Output	Letters to tenants (text to be user definable) include inspection follow-up		
126	Output	Letters to landlords (text to be user definable) include inspection schedule notice		
127	Output	Letters to landlords (text to be user definable) include inspection status		
128	Output	Letters to landlords (text to be user definable) include inspection follow-up		
129	Output	Ability to report the number of initial inspections that pass and fail on the first initial inspection		
130	Output	Ability to report the number of initial inspections that pass and fail the re-inspection		
131	Output	Track the most common reasons for initial inspection fails		

Hearing Management				
Line #	**Type**	**Description**	**Response Code**	**Notes**
1	Input	Input Hearing outcome		
2	Input	Input Hearing Case # and description		
3	Input	Input Landlord ID#		
4	Input	Input Participant ID#		
5	Input	Input date hearing scheduled		
6	Input	Input date response received		
7	Input	Input hearing officer ID# for access		
8	Input	Input date of participant response		
9	Input	Input termination type by code		
10	Input	Data field to enter start date of each step		
11	Input	Data field to enter end date of each step		
12	Input	Data field to enter employee belonging to the responsible department of each step		
13	Input	Ability to capture Legal Counsel information		
14	Input	Ability to enter hearing officer		
15	Input	Ability to identify a tenant going through the Hearing process		
16	Input	Attendees. Reason for attending and identifying information		
17	Input	Maintain a list of hearing result codes and descriptions for tracking hearing results.		
18	Processing Function	Identify outcome by transaction type code		
19	Processing Function	Assign hearing Case # and Type Code		
20	Processing Function	Pull Landlord ID#, name and address		
21	Processing Function	Track and record date hearing scheduled		
22	Processing Function	Track and record date response received		
23	Processing Function	Track and record date letter mailed and response due date		
24	Processing Function	Pull Tenant or Participant ID#, name and address		

Hearing Management				
Line #	Type	Description	Response Code	Notes
25	Processing Function	Track and record # of recommendations received for participant Termination		
26	Processing Function	Track and record Terms by transaction type		
27	Processing Function	Alert the hearing officer when any of the activities defined for the tenant is completed within the system		
28	Processing Function	Ability to create a customized list of steps for Low Rent appeal residents with numbers of days associated with each step and the hearing officer responsible for the step		
29	Processing Function	Ability to create a customized list of steps for HCV appeal residents with numbers of days associated with each step and the hearing officer responsible for the step		
30	Processing Function	Interface with other modules to view inspections, work orders, payment history etc.		
31	Processing Function	Be able to save all letters and documents to image files and links must be stored in the client records as attachments.		
32	Processing Function	Maintain a default number of days a client has to write in for a hearing request.		
33	Processing Function	Automatically alert (through Zimbra) the hearing officer when a client's number of days has expired (they haven't written in for a request for hearing.		
34	Processing Function	If the client writes in for a hearing, allow the hearing officer to input the appointment and it must update Zimbra calendar.		
35	Processing Function	Hearing appointments scheduled must be verified in Zimbra calendar to verify no appointment overlapping and should prevent appointments if so. Ability to override.		
36	Processing Function	Flag the client's record to indicate that the hearing process has been initiated and is in progress.		

Line #	Type	Description	Response Code	Notes

Hearing Management

Line #	Type	Description	Response Code	Notes
37	Processing Function	Allow multiple hearing processes to be initiated for all clients.		
38	Processing Function	Ability to update/revise hearing notes.		
39	Processing Function	Date stamp and track the progressive status of each hearing process separately for each client.		
40	Processing Function	Maintain a list of hearing reason codes and descriptions in order to track frequencies.		
41	Processing Function	Allow the user to select as many hearing Reasons as applies to the case when the process is initiated. Update the client's hearing process with the reasons and allow that list to be maintained for additions, corrections, and deletions.		
42	Processing Function	Allow the hearing officer to close the hearing process by doing the following: Allow the hearing officer to update the hearing process with hearing notes, and allow the hearing officer to update the hearing process with a final result code.		
43	Processing Function	Allow the user to reschedule an appointment or unit inspection respectively, and the e-mail that decision to the appropriate personnel, and the automatically print a letter for the client and owner indicating the reason the hearing process was overturned, and the system should automatically e-mail the hearing results to the owner and client when e-mail addresses are available		
44	Processing Function	Maintain a list of user-defined violation codes that can be used for lease terminations. Each code must have a set number of days restricting re-admittance to housing programs		
45	Output	Provide a way to produce a documentation packet supporting all information leading to the proposed lease termination and the processes, information collected, and results for any hearings.		

Hearing Management				
Line #	Type	Description	Response Code	Notes
46	Output	Print a letter/ generate an email for the client indicating the reason the hearing process was initiated.		
47	Output	Automatically print the hearing letter with the appropriate text (reason descriptions) and appointment information once the appointment is scheduled and (if desired) send hearing letter as an attachment by e-mail to the owner and client when e-mail addresses are available.		
48	Output	Generate Hearing result letters		
49	Output	Generate report of monthly hearings by type		
50	Output	Generate Monthly Report of Hearing by outcome		
51	Output	Generate letter to landlord, participant, tenant with merge fields		
52	Output	Produce letter to Participant inclusive of hearing date		
53	Output	Generate a hearing listing by participant		
54	Output	Schedule a hearing		
55	Output	Summary of Hearing		
56	Output	Ability to report on all tenants going through the Hearings process along with the steps that have been processed and the pending steps.		

APPENDIX I
SYSTEMS SOLUTIONS CHECKLIST

Work Order				
Line #	Type	Description	Response Code	Notes
1	Input	Input Priority (emergency, routine, "overtime," etc.)		
2	Input	Input Status (complete, incomplete, materials needed, etc.)		
3	Input	Input Assigned Maintenance Worker		
4	Input	System includes 'notes' function to allow users to enter additional information on work orders		
5	Input	Input Originating Operator (receiver of call)		
6	Input	Classify work orders at entry according to user-defined priority, priority – emergency, routine, planned maintenance, warranty etc.		
7	Input	Assign tenant charges to work order with separation of charges to user defined categories such as labor, materials, travel time, loss time researching parts		
8	Input	Enter detailed problem with exact location on the work order		
9	Input	Enter comments and/or special instructions/notations for each work order		
10	Input	Update work order with completion information, such as date worked, status, employee name, service code, description of work completed, time spent on each individual job, materials used on job		
11	Input	Record materials used – stock and non-stock items and track costs. Pulling from requisitions into the work orders		
12	Input	Record information on non-stock items; such as purchase order number, vendor, costs		
13	Input	Enter violations		
14	Input	Update unit file of annual inspection, planned maintenance and routine inspection with unit condition		
15	Input	Support attachment of artifacts to work orders (e.g., receipts, photos, etc.)		

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Work Order

Line #	Type	Description	Response Code	Notes
16	Processing Function	Provide automated scheduling for preventive maintenance functions by user defined parameter.		
17	Processing Function	Provide automated workflows necessary to initiate and manage tasks with tight deadlines (e.g., unit turns).		
18	Processing Function	Provide a daily log for maintenance staff. Leverage work order data to initiate daily log creation.		
19	Processing Function	Support use of mobile / handheld devices (e.g., for routing and scheduling, work order initiation, work order management, contact info management, etc.).		
20	Processing Function	Provide basic inventory management functions at the site level to support maintenance / work orders (e.g., asset tags, expiration date, etc.).		
21	Processing Function	Work orders not closed or abated within 24 hours should generate a prompt		
22	Processing Function	Provide real time visibility of dispatching, scheduling, and execution of work orders to property managers.		
23	Processing Function	Provide the ability to generate a new work order from (referencing) an existing work order and define dependencies.		
24	Processing Function	Provide ability to intuitively search on work order history.		
25	Processing Function	Initiate purchase orders / requisitions during work order execution, auto populate unit number, line items, etc.		
26	Processing Function	Provide ability to assign special attributes to a work order (e.g., need permission to enter), and enforce as a mandatory field during data entry.		
27	Processing Function	Provide visibility for alerts (e.g., big dog, day sleeper, etc.).		

Line #	Type	Description	Response Code	Notes
Work Order				
28	Processing Function	Work order execution needs to capture supporting details (e.g., materials used, costs, labor, trade type, charge to tenant, etc.).		
29	Processing Function	Work order closure needs to include robust attributes (e.g., resolution, response time, rework, etc.).		
30	Processing Function	Provide ability to view and update unit or property information during work order execution (e.g., unit profile, condition, flooring, cabinets, appliances, work order history, etc.).		
31	Processing Function	Assign and prioritize work order by any field on Unit/Tenant file		
32	Processing Function	Close a work order according to user defined status codes		
33	Processing Function	Track job assignment/work order completion by employee number		
34	Processing Function	Track work orders (open and closed) by craft, by service code		
35	Processing Function	Track completed work orders for a specified time period by craft, by date received, by date worked, by community, by unit, by employee, by priority		
36	Processing Function	Update tenant ledger with charges from the work order on a deferral or non-deferral basis. Allow multiple deferral days by project.		
37	Processing Function	Pull material into a Work Order by Inventory Requisition number.		
38	Processing Function	Automated Scheduling to assign staff based on time, skills, location		
39	Processing Function	Code Work Orders for Tenant Charge by individual line item for both materials and labor and have totals automatically generated and tenant charge created.		
40	Processing Function	Add multiple lines of detail description to each labor line item on a Work Order.		

Work Order

Line #	Type	Description	Response Code	Notes
41	Processing Function	Create, change and delete codes used by the system for priority, status, service codes, type, etc. and to add or revise standard labor rates without the intervention of a technician.		
42	Processing Function	Track preventive maintenance (interior / exterior painting, HVAC filter replacement, standby generator inspection, elevator inspections, pest control, etc.)		
43	Processing Function	Track preventative maintenance by community, by unit		
44	Processing Function	Assign multiple employees to work order when work order is completed		
45	Processing Function	Track time of dispatch and name of staff person dispatched		
46	Processing Function	Track work orders by craft by priority not completed within a specified time period		
47	Processing Function	Facilitate initiation of work orders through multiple channels (e.g., inspections, property management tasks, incoming tenant calls, etc.).		
48	Processing Function	Provide ability to flag a unit as unavailable during unit upgrades.		
49	Processing Function	Alert management / initiate inspections for special circumstances e.g., bed bugs, hoarding, blocked egress, fire hazards, etc.).		
50	Processing Function	Facilitate initiation, assignment, scheduling, invoicing, and monitoring of work orders (hours, costs, etc.).		
51	Processing Function	Provide ability to re-open and update closed work orders.		
52	Processing Function	Provide multiple line items as task detail in work orders.		
53	Processing Function	Provide multiple work order status levels (open, closed, in-process, finalized, etc.)		
54	Processing Function	Support configurable set of service codes. Provide a drop-down list to facilitate data entry.		

**Work Order**				
Line #	**Type**	**Description**	**Response Code**	**Notes**
55	Processing Function	Facilitate selection of service codes through context (e.g., "toilet" invokes plumbing service codes for selection).		
56	Processing Function	Support a relational hierarchy for service codes (e.g., level 1 = plumbing, level 2 = toilet, etc.).		
57	Processing Function	Support configurable list of work order types (e.g., routine, emergency, HQS inspection, annual inspection, preventive maintenance, unit upgrade, etc.).		
58	Processing Function	Provide countdown clock for work orders by type (e.g., 90 days for a unit upgrade, 24 hours for an emergency, 5 days for a RA, etc.).		
59	Processing Function	Provide ability to assign a budget to a work order.		
60	Processing Function	Track life expectancy and replacement estimates of fixed assets in units		
61	Processing Function	Enter work orders to vacant units or vacated tenants.		
62	Processing Function	Record material usage to work orders and to cost material based on rates shown in the inventory system by work order. System to utilize Inventory Control master file to calculate cost of usage and display on completed work order. Allow the override of price.		
63	Processing Function	Cost labor hours for work orders at a standard rate per labor class. Labor to be calculated at actual or standard rate and displayed on completed work order.		
64	Processing Function	Generate reoccurring work orders		
65	Processing Function	Track work orders by unit, by community, by building, by management area, by property address, by resident etc.		
66	Processing Function	Generate work orders for a client, unit, building, or site		

**Work Order**

Line #	Type	Description	Response Code	Notes
67	Processing Function	Assign or auto generate work order numbers		
68	Processing Function	Assign work orders to user defined craft and service codes with service codes being tied to craft (skill) required to complete a job		
69	Processing Function	Update contact information without interfering with lease record		
70	Processing Function	System allows users to re-open work orders, and records the date & time of the activity.		
71	Processing Function	System allows multiple re-opens for a work order		
72	Processing Function	System tracks re-assignment of a work order		
73	Processing Function	Maintain original date work order was generated		
74	Processing Function	Track all users who make changes or reprint a work order		
75	Processing Function	Assign security levels for the types of information that each user can change		
76	Processing Function	Review operator, time, date of original work order entry		
77	Processing Function	Track results of customer surveys of quality control work orders		
78	Processing Function	Randomly select a user-defined percentage of work orders for quality control		
79	Processing Function	Track work under contract and/or warranty		
80	Processing Function	Flag work orders on work that is under service contract		
81	Processing Function	Track the start and end date of service contracts		
82	Processing Function	Track vacancy loss days by work order calculating days in maintenance		
83	Processing Function	Ability to create recurring Work Orders		
84	Output	Generate on demand labor and material costs reports by unit, by building, by community, by craft, by service code for a specific time period		

		Work Order		
Line #	Type	Description	Response Code	Notes
85	Output	Send customer surveys via email on percentage of work orders by employee for quality control		
86	Output	Obtain summarization of aged outstanding work orders by management area, by craft, by priority, by time period		
87	Output	Track work orders completed by an employee for a selected period		
88	Output	Track labor hours by employee for a specified period		
89	Output	Print safety/hazardous violations, lease violations, poor housekeeping, resident abuse on work order and allow for notifications based on user defined criteria		
90	Output	Display open work orders when creating a new work order.		
91	Output	Display pending work orders		
92	Output	Reprint work orders on demand without changing data		
93	Output	Reprint original work order form		
94	Output	System includes reports on re-opened and re-assigned work orders.		
95	Output	System includes an on-screen report summarizing all work orders on units being turned around		
96	Output	System notifies when all turn around work orders for a unit are complete		
97	Output	Display or print work order history for a unit or client.		
98	Output	Generate reports on any data field through report writer		
99	Output	Print work orders immediately or in batches.		

**Work Order**				
Line #	**Type**	**Description**	**Response Code**	**Notes**
100	Output	Prepare a report reflecting the status of certain types of work orders (i.e. vacant unit, etc.) including dates assigned, target dates, and completed dates. This information to be automatically transferred to the unit file to calculate and report lost rents.		
101	Output	Number of work orders received by an operator for a given time period.		
102	Output	Number of work orders received and number of units affected for a given period of time.		
103	Output	List of Maintenance Employees		
104	Output	Units having more than a specified number of non-vacancy work orders for a given period of time		
105	Output	Completed work orders during a given period of time showing service performed by a specific employee		
106	Output	Completed work orders during a specific period of time, analyzed by various types of work performed.		
107	Output	Outstanding (incomplete) work orders summarized by reasons for incompletion.		
108	Output	Outstanding (incomplete) work orders summarized by priority (i.e. emergency, urgent, routine, etc.)		
109	Output	Aging of outstanding (incomplete) work orders		
110	Output	All work orders for a specific site, sorted by status of work orders (i.e. incomplete, complete, etc.)		
111	Output	All work orders for a specific Unit or range of units for a specified date range.		
112	Output	All work orders for a specific Service Code or range of Service Codes for a specified date range.		
113	Output	Units have in excess of a specified dollar amount of changes within a given period of time.		

Work Order				
Line #	Type	Description	Response Code	Notes
114	Output	Initiate tenant charges for maintenance. Generate and distribute the charge letters to tenants as part of this process.		
115	Output	Provide a dashboard of maintenance activity that is specific to each region.		
116	Output	Generate a report which shows work output based on number of work orders completed or amount of time spent doing work orders (Work Order Production Report)		

Line #	Type	Description	Response Code	Notes
		Management Reporting		
1	Input	Data collected from all other modules related to SEMAP performance indicators		
2	Input	User defined goals for all SEMAP indicators for future period		
3	Input	Goals measure information pertinent to production of Annual Plan		
4	Input	Performance measures information pertinent to production of Annual Plan		
5	Input	Goals measure information pertinent to production of Five Year Plan		
6	Input	Performance measures information pertinent to production of Five Year Plan		
7	Processing Function	Automatically generate HUD required SEMAP quarterly reports		
8	Processing Function	Automatically generate HUD required SEMAP annual reports		
9	Processing Function	Allow for creation of SEMAP goals by indicator for each project cost center		
10	Processing Function	Allow for creation of SEMAP goals by indicator for each region cost center		
11	Processing Function	Allow for creation of SEMAP goals by indicator for other user defined cost center		
12	Processing Function	Produce actual vs. established goal reports on SEMAP by indicator for user defined periods		
13	Processing Function	Capacity to calculate projected performance on all SEMAP indicators based on historical information		
14	Processing Function	Capacity to calculate projected performance on all SEMAP indicators based on use of user defined "what if" scenarios		
15	Processing Function	Produce template for LHA Annual plan including fields for entry of all HUD required performance objective goals		
16	Processing Function	Produce template for LHA Five Year plan including fields for entry of all HUD required performance objective goals		
17	Processing Function	Track actual versus projected performance on Annual Plan goals		

**Management Reporting**				
Line #	**Type**	**Description**	**Response Code**	**Notes**
18	Processing Function	Report on actual versus projected performance on Annual Plan goals		
19	Processing Function	Track actual versus projected performance on Five Year Plan goals		
20	Output	Report on actual versus projected performance on Five Year goals		
21	Output	Automatic generation of reports, by property, with a user defined beginning and ending date to include: number of applicants on the current waiting list		
22	Output	Automatic generation of reports, by property, with a user defined beginning and ending date to include: number of applications on current waiting list		
23	Output	Automatic generation of reports, by property, with a user defined beginning and ending date to include: number of applications received in total		
24	Output	Automatic generation of reports, by property, with a user defined beginning and ending date to include: number of applications received in total broken down by each demographic field		
25	Output	Automatic generation of reports, by property, with a user defined beginning and ending date to include: number of applications withdrawn / rejected in total		
26	Output	Automatic generation of reports, property, with a user defined beginning and ending date to include: number of applications withdrawn / rejected broken down by each demographic field		
27	Output	Automatic generation of reports, by property, with a user defined beginning and ending date to include: number of applications now pending for which no action has been taken in total		

Management Reporting				
Line #	Type	Description	Response Code	Notes
28	Output	Automatic generation of reports, by property, with a user defined beginning and ending date to include: number of applications now pending for each demographic field for which no action has been taken		
29	Output	Automatic generation of reports, by property, with a user defined beginning and ending date to include: number of applications which came from dual heads of household		
30	Output	HUD required SEMAP reports		
31	Output	Internal actual vs. projected SEMAP reports		
32	Output	HUD required LHA Annual Plan with merge fields		
33	Output	HUD required LHA Five Year Plan with merge fields		
34	Output	Report on Users who have a Particular 'type of rights' within the System		
35	Output	Report of all the (security) 'Groups' a Staff/User belongs to		
36	Output	Report of all the (security) 'Fields' the Staff/User has access to		

APPENDIX I
SYSTEMS SOLUTIONS CHECKLIST

\	\	Fixed Assets	\	\
Line #	**Type**	**Description**	**Response Code**	**Notes**
1	Input	Asset Class		
2	Input	Useful life		
3	Input	Location including Unit # if applicable		
4	Input	General Ledger Account Number. Asset may be allocated to multiple accounts.		
5	Input	General Ledger Account # for Depreciation Expense		
6	Input	General Ledger Account # for Accumulated Depreciation		
7	Input	Fixed asset record purchased date		
8	Input	History of fixed asset transfers		
9	Input	Fixed asset transfer date		
10	Input	Fixed asset description		
11	Input	Fixed asset location		
12	Input	Fixed asset depreciation history		
13	Input	Fixed asset disposal date		
14	Input	Fixed asset disposal reason		
15	Input	Allow users to scan fixed assets to add them to the database		
16	Input	Entry of all fixed asset data fields upon scanning into the database		
17	Input	bar code ID		
18	Input	Asset Type (Office Equipment, Vehicle, etc.)		
19	Input	Make		
20	Input	Model		
21	Input	Serial Number		
22	Input	Asset Condition (New, Disposed, etc.)		
23	Input	Import purchase of capital items from Accounts Payable.		
24	Input	Ability to enter capital amounts directly into Fixed Assets.		
25	Processing Function	Ability to print barcodes for Fixed Assets.		

Fixed Assets				
Line #	Type	Description	Response Code	Notes
26	Processing Function	Ability to scan barcodes into the Fixed Assets software.		
27	Processing Function	Monthly Depreciation expense generated and imported into the general ledger.		
28	Processing Function	Allow for Inventory counts.		
29	Processing Function	Inventory Count Reports that include last known location, item #, and serial number		
30	Processing Function	Track each Fixed Asset by fund and account in the general ledger.		
31	Processing Function	Track current location of each Fixed Asset.		
32	Processing Function	Have a unique identifier for each item in the system.		
33	Processing Function	Allow for Assets with $0 book value for tracking purposes.		
34	Processing Function	Document Storage: Store copies of invoice, contract, pictures, etc.		
35	Processing Function	Creation audit trail of changes made to fixed assets by user name, date and time.		
36	Processing Function	Automated transfer of fixed assets vis information from work order module		
37	Processing Function	Users should be able to remove items that are beyond repair from the fixed assets system and move them to disposed of state.		
38	Processing Function	Interface with Accounts Receivable when assets have been sold and payment is forthcoming.		
39	Processing Function	Users should be able to note if disposed asset is a tenant charge and create charge on tenant account		
40	Processing Function	Maintain asset warranty information		
41	Processing Function	Notify user when warranty is about to expire		
42	Processing Function	Maintain a move (location) history on assets		

Fixed Assets				
Line #	Type	Description	Response Code	Notes
43	Processing Function	Ability to barcode and scan fixed assets by fixed Asset ID and Physical Location		
44	Processing Function	Calculate Accumulated Depreciation		
45	Processing Function	Track asset assignments by: department / employee assigned / location.		
46	Processing Function	Automated posting to General Ledger Module		
47	Processing Function	Receive electronic work orders for transfer of fixed assets.		
48	Processing Function	Assign ID to fixed assets as they are purchased and create fixed asset record from purchase information.		
49	Processing Function	Calculate book value		
50	Processing Function	Fixed Assets should interface with unit table in Public Housing to display current asset information for each unit.		
51	Processing Function	Calculate straight-line depreciation based on the useful life of the fixed Assets. Create transactions to the General Ledger		
52	Processing Function	Create entries to the General Ledger on dispositions		
53	Output	Provide means of tracking asset maintenance (oil change, part replaced, etc.)		
54	Output	Auto update asset maintenance history from work order module		
55	Output	Reports generated to reconcile balances against the GL by company, fund, AMP, and COCC		
56	Output	Export disposal of capital items into the general ledger.		
57	Output	Ability to generate reports of assets filtered and / or sorted by any field in the asset table		
58	Output	Report on assets by any segment on any GL account assigned		

**Fixed Assets**				
Line #	**Type**	**Description**	**Response Code**	**Notes**
59	Output	Report of Assets by Location		
60	Output	Report of Assets by Project and / or Unit		
61	Output	Report of asset location history		
62	Output	Report of Asset by Class		
63	Output	Report of Asset by Purchase Date		
64	Output	Report of Asset by Book Value		
65	Output	Report of Maintenance history for vehicle		
66	Output	Listing of Disposed Assets		

**Grant Management**				
Line #	**Type**	**Description**	**Response Code**	**Notes**
1	Input	Grant Type		
2	Input	Grant Number		
3	Input	Grant Status		
4	Input	Grant Fiscal Year		
5	Input	Original Date		
6	Input	Revision Date		
7	Input	Original Amount		
8	Input	Revised amount		
9	Input	Obligated Amount		
10	Input	Expended Amount		
11	Input	Original Budget		
12	Input	Revised Budget		
13	Input	Revision Number		
14	Input	Need Description		
15	Input	Work Item Number		
16	Input	Work Item Description		
17	Input	Work Item Category		
18	Input	Work Item Status		
19	Input	Work Item Fiscal Year		
20	Input	Development Account		
21	Input	Capital Accounts		
22	Input	Expense Accounts		
23	Input	Work Item Percent of Grant Completed		
24	Input	Work Item Original Amount		
25	Input	Work Item Revised Amount		
26	Input	Work Item Obligated Amount		
27	Input	Work Item Expended Amount		
28	Input	Work Item Retained Amount		
29	Input	Change Order Number		
30	Input	Vendor information from Purchasing Modules		
31	Input	Unit Information from Public Housing Module		
32	Input	Project Information from Public Housing Module		

Grant Management				
Line #	Type	Description	Response Code	Notes
33	Input	Contract Information from Purchasing Modules		
34	Processing Function	Verify GL Account number accuracy with general ledger module.		
35	Processing Function	On work item detail obligation reports, ability to drill down to PO, Invoice, or Journal Entry.		
36	Processing Function	Original Budget should remain static (HUD Form 50075)		
37	Processing Function	Ability to enter /import contract payroll information		
38	Processing Function	Ability to obligate all capital purchases, even those not paid through a PO, such as payroll and inventory.		
39	Processing Function	Provide work item detail posting to the General Ledger.		
40	Processing Function	Process to automatically calculate percentage of obligation and expenditure.		
41	Processing Function	Automatic Interface with Purchase Orders		
42	Processing Function	Ability to manually override budget amount		
43	Processing Function	Track original budget revisions and automatically revise percentage of completion.		
44	Processing Function	Ability to Copy Grant Detail into additional grant, with incremental numbering (e.g. CFP516 copies to CFP517 in detail)		
45	Processing Function	Automatic interface to GL		
46	Processing Function	Ability to support all detail costs by work item level.		
47	Output	Generate reports that compare obligations with expenditures.		
48	Output	P E Reports that match HUD Formatting		
49	Output	Generate Reports that match all HUD reporting requirements.		
50	Output	Management/Op. Budget Report		

Grant Management				
Line #	Type	Description	Response Code	Notes
51	Output	Annual Contract Activity Report to HUD – Period Ending September 30 Annually. Include total contract dollars and number of projects for each type.		
52	Output	Report on Purchase Orders by period, amp, GL, Grant Number, and FDS Contract Category		
53	Output	HUD-52831 – Executive Summary of Preliminary Estimated Costs		
54	Output	HUD-52833 – Management Needs Assessment		
55	Output	HUD-52832 – Physical Needs Assessment		
56	Output	HUD-52837 – Annual Statement / Performance and Evaluation Report		
57	Output	HUD-52834 – Five Year Action Plan		
58	Output	HUD-52825 – Comprehensive Assessment / Program Budget		
59	Output	HUD-5402-A – Requisition for Development or Modernization Funds		
60	Output	HUD-52826 – Schedule/Report of Modernization Expenditures		
61	Output	HUD-53001 – Actual Modernization Cost Certificate		
62	Output	HUD-52484 – Development Cost budget/Cost Statement		
63	Output	HUD-2516A – Contract and Subcontract Activity - Report & Summary		
64	Output	HUD-52836 – HA Board Resolution Approving Comp Plan		
65	Output	HUD-52835 – Local Government Statement		
66	Output	HUD-50071 – Certification for Contracts, Grants, Loans & Cooperative Agreements		
67	Output	HUD-50070 – Certification For A Drug Free Workplace		
68	Output	HUD-4710 or 4710i – Semi Annual Labor Standards Enforcement Report		
69	Output	HUD 2516 – Contract and Subcontract Actively		
70	Output	HUD 52839 - Actual Comp Grant Cost Report		

Contract and Purchase Order Management				
Line #	Type	Description	Response Code	Notes
1	Input	Data Field to capture Contract # / Purchase Order #		
2	Input	Data Field to capture type of contract / Purchase Order		
3	Input	Data Field to capture Sub - Contract #		
4	Input	Data field to capture Description of service		
5	Input	Data field to capture effective date of contract		
6	Input	Data field to capture expiration date of contract		
7	Input	Data field to capture expiration date of sub-contract		
8	Input	Data field to capture option year terms		
9	Input	Ability to capture notes associated with a contract		
10	Input	Data field to capture contract Amount		
11	Input	Data field to capture sub-contract amount		
12	Input	Data field to indicate Industry & class for vendors and Bidders		
13	Input	Data field to capture contract #'s in a Requisition/Purchase Order		
14	Input	Create add/change orders to a Purchase Order.		
15	Input	Data field to capture sub-contract #'s in a requisition/Purchase Order		
16	Input	Modify line item description		
17	Input	Insert price quotes received on requisition		
18	Input	User can duplicate or copy an existing quote from the same vendor into a new quote so that recurring quotes do not have to be reentered.		
19	Input	Vendor Name (Shared in AP)		
20	Input	Vendor Address (Shared in AP)		
21	Input	Vendor Phone (Shared in AP)		
22	Input	Vendor Email (Shared in AP)		
23	Input	Vendor Number (Shared in AP)		

Contract and Purchase Order Management				
Line #	Type	Description	Response Code	Notes
25	Input	Vendor Website (Shared in AP)		
26	Input	Vendor Customer # (Shared in AP)		
27	Input	Vendor Industry (Shared in AP)		
28	Input	Vendor Class (Shared in AP)		
29	Input	Vendor 1099 Type (Shared in AP)		
30	Input	Vendor Status (Shared in AP)		
31	Input	Maintain quote history by part / item.		
32	Input	Requisition item number		
33	Input	Requisition Item description		
34	Input	Requisition item quantity		
35	Input	Requisition item price		
36	Input	Purchase Order Item Number		
37	Input	Purchase order Item Quantity		
38	Input	Purchase order Item description		
39	Input	Purchase Order Item Price		
40	Input	Purchase Order date entry. Past / Future / Current		
41	Input	Inventory Type (Shared with Inventory Module)		
42	Input	Inventory Class (Shared with Inventory Module		
43	Input	Inventory Unit of Measure (Shared with Inventory Module)		
44	Input	Inventory Barcode ID (Shared with Inventory Module)		
45	Input	Inventory Expense GL Accounts (Multiple) (Shared with Inventory Module)		
46	Input	Inventory Cost (Shared with Inventory Module)		
47	Input	Assign users authorization levels and dollar limits for requisition and purchase approval.		
48	Processing Function	Maintain Bidder Lists		

APPENDIX I
SYSTEMS SOLUTIONS CHECKLIST

Contract and Purchase Order Management				
Line #	Type	Description	Response Code	Notes
49	Processing Function	Display GL segment description as the general ledger account is entered in the purchase order.		
50	Processing Function	Purchase Order numbers are automatically assigned.		
51	Processing Function	Alert or Notification when new electronic requisitions are generated.		
52	Processing Function	Assign purchase order line items to Multiple GL Accounts		
53	Processing Function	Verify GL Account number accuracy with general ledger module.		
54	Processing Function	Alert requestor when an item requested on a purchase requisition is an in-stock item (in the warehouse) and can be supplied from inventory.		
55	Processing Function	Generate requisitions.		
56	Processing Function	Transfer purchase order data to Accounts Payable without re-entry of data.		
57	Processing Function	Maintain purchase order/work item and contract audit logs		
58	Processing Function	All relevant data will interface with the General Ledger.		
59	Processing Function	Calculate LTD, YTD, QTD, MTD purchases by vendor		
60	Processing Function	Ability to assign backorder items		
61	Processing Function	Notification by user defined time criteria of backorder follow up		
62	Processing Function	Allow for electronic signatures for requisition and purchase order approval based on authorization levels.		
63	Processing Function	Route PO's and requisitions to appropriate approvers electronically. Authorization table should include primary and secondary users for approvals and multiple approval levels based on dollar amount, funding source and/or department.		

**Contract and Purchase Order Management**				
Line #	**Type**	**Description**	**Response Code**	**Notes**
64	Processing Function	Be able to route approvals requests to secondary contacts when the primary contact is unavailable		
65	Processing Function	Combine multiple approved requisitions with the same vendor into one PO.		
66	Processing Function	Store vendor discount in vendor master record and allow override of standard discount when entering a Purchase Order.		
67	Processing Function	Permit selection of one or more requisitions to create the purchase order.		
68	Processing Function	Purchase order fields should automatically be populated with data from the approved requisition(s).		
69	Processing Function	Maintain Vendor Lists		
70	Processing Function	Sub - Contract #. field should be made mandatory depending on the type of contract		
71	Processing Function	When a requisition is entered decrease the contract amount and sub-contract based on the requisition amount		
72	Processing Function	Match receiving documentation with invoices.		
73	Processing Function	When a vendor is selected during the requisition process, display vendor name, vendor alias, address, email &telephone #		
74	Processing Function	Stop the Requisition / Purchase Order from being saved if there are insufficient funds based on sub-contract #		
75	Processing Function	Distribute amount of purchase order to several general ledger accounts.		
76	Processing Function	Ability to attach documents to vendor files		
77	Processing Function	Report that will show all activity associated with a contract		

___		Contract and Purchase Order Management		
Line #	**Type**	**Description**	**Response Code**	**Notes**
78	Processing Function	Ability to create Requisition / Purchase Order based on Inventory Reorder points.		
79	Processing Function	Ability to have a customized approval flow for Requisition / Purchase Order		
80	Processing Function	Ability for users to see location of requisition and history of the requisition		
81	Processing Function	Search for Purchase Order or Requisition by Number, Vendor, Department, Approver, Requestor, GL, Company, Date, etc.		
82	Processing Function	Allow for electronic approval signatures for purchase orders and requisitions		
83	Processing Function	Audit of purchases and authorizations.		
84	Processing Function	Open/Close Purchase Order		
85	Processing Function	Differentiate between purchase types (i.e.: service or product).		
86	Processing Function	Ability to score a proposed contract		
87	Processing Function	Automatic reminders to Section 3 vendors for quarterly reports		
88	Processing Function	Ability to apply a penalty to Section 3 vendors if they are not compliant		
89	Processing Function	Purchase Order adjustments allowed before approved		
90	Processing Function	Requisition adjustments allowed before approved		
91	Processing Function	Create Purchase Order from Vendor Template		
92	Processing Function	Receive Goods on Purchase Orders		
93	Processing Function	Cancel Backorders		
94	Output	Report/Email that monitors contract options and expiration		
95	Output	Report/Email that will show all contracts that have used 75% of its value		

Contract and Purchase Order Management				
Line #	Type	Description	Response Code	Notes
96	Output	Report that shows Section 3 vendors payroll for contracts		
97	Output	Report that lists Hours / salary, Total Hires, Total Section 3 Hires		
98	Output	Report that shows list of Section 3 vendors who are not compliant		
99	Output	Demographic report of all Job placements in a month by the vendor		
100	Output	Detailed Report of Open Purchase orders		
101	Output	Ability to view all open and closed purchase orders by vendor / GL / work item		
102	Output	Report on purchase orders by GL account number to show the dollar amounts charged to each GL account.		
103	Output	Produce a report with a list of outstanding requisitions (no purchase order generated)		
104	Output	Produce a report with a list of open purchase orders		
105	Output	Produce a report of warehouse stock and non-stock lists		
106	Output	Produce a report with a list of outstanding or overdue purchase orders.		
107	Output	Produce a report showing Purchase orders issued for a defined time period.		
108	Output	Notify Purchasing when the Purchase Order maximum amount is being reached. (to renew or cancel).		
109	Output	Print / email / export Purchase Order		
110	Output	Section 3 vendor Performance Report		
111	Output	Report on repair, cost, and contractor information by unit, project, building, site, and area.		
112	Output	Contract register showing contract amount, payments, check #'s, retention, and balance by contract #.		

Inventory Control				
Line #	Type	Description	Response Code	Notes
2	Input	Inventory Class		
3	Input	Inventory Unit of Measure		
4	Input	Inventory Barcode ID		
5	Input	Inventory Vendor #		
6	Input	Inventory Unit Price		
7	Input	Inventory Quantity on hand		
8	Input	Inventory Safety Stock		
9	Input	Reorder point		
10	Input	Reorder Lead Time		
11	Input	Reorder quantity		
12	Input	On Order Quantity		
13	Input	Available Quantity		
14	Input	Item Status		
15	Input	Item Description		
16	Input	Item Cost Method		
17	Input	Item GL Accounts		
18	Input	Warehouse Number		
19	Input	Warehouse Name		
20	Input	Warehouse Location		
21	Input	Warehouse Bin Number		
22	Input	Warehouse Bin Location		
24	Input	Unit price adjustments with adjust history		
25	Input	User to enter stock quantity adjustments based on physical inventory. These adjustments will create an audit trail and will aid in determining the cost of "shrinkage" to the authority.		
26	Input	Vendors by vendor number, by stock number, and by vendor name, and by vendors who stock item.		
27	Processing Function	Interface with the Maintenance Work Orders subsystem for costing of work order material charges.		

Inventory Control

Line #	Type	Description	Response Code	Notes
28	Processing Function	Track disbursement of stock and non-stock items from the warehouse, by department, employee, unit, etc.		
29	Processing Function	Determine costs and track materials issued from warehouse to department, employee, units, etc. with barcodes		
30	Processing Function	Issuance will allow for designation of warehouse stock is being issued from		
31	Processing Function	Maintain purchase price history on each item		
32	Processing Function	Refill item stock count when purchase order is received.		
33	Processing Function	Allow users to scan inventory items using a handheld bar coding scanning system for counts / issuance / and replenishment.		
34	Processing Function	Automatically generate AP claims for inventory items as they are received.		
35	Processing Function	Stock counts increase decrease with issuance from any other module (Work Order) or replenishment from other module (Purchase order)		
36	Processing Function	Set min/max reorder points so when stock falls below a predetermined level, a re-order requisition is automatically created.		
37	Processing Function	Query to check on status of any stock item. Query by stock number, quantity on hand, reorder point, quantity on order, and warehouse location.		
38	Processing Function	Alert to show which stock items are at or below predetermined re-order point.		
39	Processing Function	Allow for multiple warehouses		
40	Processing Function	All item transactions are entered into audit log.		
41	Processing Function	Facilitate the ordering of supplies from vendors by maintaining stock status data and highlighting stock at or below reorder levels.		

Inventory Control				
Line #	Type	Description	Response Code	Notes
42	Processing Function	Option of LIFO, FIFO Costing		
43	Processing Function	Ability to create manual adjustments on inventory items		
44	Processing Function	Allow creation of custom reports		
45	Processing Function	Ability to Freeze Inventory for stock counts		
46	Processing Function	General Ledger Interface to create entries for all transactions.		
47	Processing Function	Allow for transfer of items between warehouses with corresponding GL transactions		
48	Processing Function	Allow for stock counts with barcode		
49	Processing Function	Generate cost and count Variance from Physical Counts		
50	Processing Function	Track Stock in total and by warehouse bin		
51	Output	Report filtered on class and/or item number showing items not used in last 30, 60, 90 days etc.		
52	Output	Warehouse Stock Status Report for all warehouse items and for those items at or below re-order point.		
53	Output	Material usage reports by work order by employee, department, unit, project, warehouse, and category.		
54	Output	Warehouse Issuance Report by Work Order by unit, department, and employee, warehouse, and General Ledger Account #.		
55	Output	List of warehouse items sortable and filtered by any item data field.		
56	Output	History report showing receipts and issues by Item #.		
57	Output	Report listing obsolete material sorted by "last issue date".		

Inventory Control				
Line #	Type	Description	Response Code	Notes
58	Output	History by number, showing issues and receipts filterable and sortable by any item field		
59	Output	Ability to request stock and non-stock items from warehouse via screen or report.		
60	Output	Random Stock Count Sheet with user defined number of items by warehouse		
61	Output	Inventory Item Listing		
62	Output	FIFO/LIFO Item Listing		
63	Output	Warehouse Quantity Listing		
64	Output	Bin Quantity Listing		
65	Output	Inventory Cost Listing		
66	Output	Inventory Reorder point Report		
67	Output	Inventory Adjustment Report		
68	Output	Inventory Movement Report		
69	Output	Inventory Stock Issuance Report		
70	Output	Physical Count Worksheet		
71	Output	Physical Count Variance by item		
72	Output	Physical Count Variance by cost		
73	Output	Inventory Value Report by Warehouse		
74	Output	GL Transfer Report		
75	Output	Inventory Item GL Number Listing		

Accounts Payable				
Line #	Type	Description	Response Code	Notes
1	Input	Vendor #		
2	Input	Vendor name		
3	Input	Vendor address		
4	Input	Vendor phone		
5	Input	Vendor email		
6	Input	Purchase order number		
7	Input	Vendor Contact		
8	Input	Vendor Fax		
9	Input	Vendor Website		
10	Input	Vendor Customer Number		
11	Input	Vendor Class		
12	Input	Vendor Payment Terms		
13	Input	Vendor Discounts		
14	Input	Vendor Credit limit		
15	Input	Vendor 1099 Type		
16	Input	Vendor FEIN/SSN		
17	Input	Vendor Status		
18	Input	Designate a Vendor Pay Urgency		
19	Input	Default Vendor GL Account Allocation		
20	Input	Invoice Applied Amount		
21	Input	Invoice Discount Amount		
22	Input	Invoice Description		
23	Input	Invoice Due Date		
24	Input	Import Invoice Information from Purchase Order		
25	Input	Invoice GL Allocation (Multiple Accounts)		
26	Input	Invoice Number		
27	Input	Invoice Payment Amount		
28	Input	Invoice Payment Terms		
29	Input	Invoice Date		
30	Input	Invoice Amount		

Accounts Payable				
Line #	Type	Description	Response Code	Notes
31	Processing Function	Entire system is paperless. All payments are scanned, approved, and posted within the system.		
32	Processing Function	Track vendor information: name, tax id, address, phone number Section 3 status, including a scan of the vendor's W-9.		
33	Processing Function	Once invoices scan into the system, they are routed along with supporting documentation for approval.		
34	Processing Function	Ability to enter manual checks.		
35	Processing Function	Have multiple approvers for the same invoice.		
36	Processing Function	Automatic Interface with Bank Reconciliation Module to reconcile against Checks Printed.		
37	Processing Function	Document Management. Store copies of completed transactions, including copy of invoice, purchase request/purchase order, receiver, task order, etc. with purging capabilities		
38	Processing Function	Store copies of each contract associated with each vendor.		
39	Processing Function	Combine invoices for payment with one check/payment.		
40	Processing Function	Provide warnings if duplication of vendor invoice #'s are entered.		
41	Processing Function	Ability to post payments to a future accounting period.		
42	Processing Function	Maintain payment history for all vendors for a period of no less than five (5) years.		
43	Processing Function	Check for duplicate invoices and alert if found		
44	Processing Function	Auto Fill Invoice information from Purchase Order		
45	Processing Function	Automatically calculate discount based on vendor payment terms		
46	Processing Function	Automatically determine due date based on vendor payment terms		

Accounts Payable				
Line #	Type	Description	Response Code	Notes
47	Processing Function	Check for differences between approved purchase order and invoice		
48	Processing Function	Run check/deposit creation process without locking vendor files		
49	Processing Function	Enter manual check into the system and produce check/deposit from entry.		
50	Processing Function	Create invoice from purchase orders, inventory control, fixed assets and accounts receivable to Accounts Payable system.		
51	Processing Function	Void Invoice		
52	Processing Function	Void Check/deposit		
53	Processing Function	Ability to put invoice and / or vendors on hold		
54	Processing Function	Calculate YTD / MTD / QTD / WTD purchase amounts by vendor		
55	Processing Function	Interface with General Ledger to allow for GL account selection from current chart of accounts		
56	Processing Function	Set up specific date to release holds.		
57	Processing Function	Provide audit trail to track all voided checks.		
58	Processing Function	Import data from Purchase Order when PO# is entered into invoice		
59	Processing Function	Create automatic recurring check requests with start/stop dates and amount limits.		
60	Processing Function	Provide option of consolidating multiple check/deposit requests for a single vendor into one check		
61	Processing Function	Ability to recreate and reprint checks (i.e. damaged checks) on demand.		
62	Processing Function	Permit partial payments against Purchase Orders		
63	Processing Function	Cross check the vendor file when new vendors are entered for possible duplicate entry of vendor name.		

Line #	Type	Description	Response Code	Notes
		Accounts Payable		
64	Processing Function	Track vendor payments MTD,YTD, LTD and 1099 amounts		
65	Processing Function	Search Vendors by any data field		
66	Processing Function	Interface with the Bank Reconciliation Subsystem		
67	Processing Function	Interface with General Ledger subsystem		
68	Processing Function	Ability to accept receiver information from the Purchasing subsystem and transfer it to the Accounts Payable subsystem.		
69	Processing Function	Ability to maintain a table of account distribution breakdown and to use this table to distribute cost on a percentage basis to various GL Accounts.		
70	Processing Function	Allow users to print user-defined descriptions on check.		
71	Processing Function	Allow authorized user(s) to pause / stop the check printing process and restart it at the point of interruption.		
72	Processing Function	Automatically void outstanding checks that have not cleared the bank beyond a user-specified date range. Generate Report of checks voided.		
73	Processing Function	Ability to reverse void checks.		
74	Processing Function	Disbursement of fund interfaces with Bank Reconciliation		
75	Processing Function	Create positive pay transmission file from check run.		
76	Processing Function	Roll YTD vendor payments to LTD.		
77	Processing Function	Automatically update vendor payments to Vendor File for MTD, YTD totals and 1099.		
78	Processing Function	Automatically close accounting month after interface to General Ledger and set new accounting month.		

Accounts Payable				
Line #	Type	Description	Response Code	Notes
79	Processing Function	Age unpaid invoices by AMP.		
80	Processing Function	Ability to search by any invoice field		
81	Processing Function	Ability to process payments from multiple bank accounts.		
82	Processing Function	Need ability to segregate checks being printed for a specific Vendor (i.e. If a vendor has 5 invoices to be paid, Vendor will receive 5 checks)		
83	Processing Function	Allow voiding of checks.		
84	Processing Function	Allow for payments to be charged across multiple entities with interfund AP and AR amounts posted at the time the payment posts.		
85	Processing Function	Track contracts by amount and effective Dates.		
86	Processing Function	Tracks payments by vendor.		
87	Processing Function	Track the balance of each contract based on payments made.		
88	Processing Function	Provide warnings if vendors are attempted to be set up for pre-existing tax ids.		
89	Processing Function	Track and apply terms and discounts by vendor when applicable.		
90	Processing Function	Document Management: Store 1099 history.		
91	Processing Function	Combined specified Vendor invoices into one payment transaction invoice number on Check Detail		
92	Processing Function	Generate account ledger numbers based on being Departmentalized or Roll-Up		
93	Processing Function	When entering invoices from a Vendor, the software search all Companies/Entities to ensure the same invoice number for said vendor has not already been paid or is waiting to be paid		

Accounts Payable				
Line #	Type	Description	Response Code	Notes
94	Processing Function	Anility to restrict positing periods		
95	Processing Function	Need the ability to view all Expense, AP, AR, and Check Account Numbers (and amounts) processed for any given check that was printed in AP.		
96	Processing Function	Need to be able to generate Recurring Payables which have been imported from external modules. Data imported for each payable includes: Vendor #, Invoice #, Terms, Payment Priority, Discount Amount, Purchase Date, Due Date, Purchase Amount, Approved Amount to Pay, AP Batch Number, Expense Account / AP Account or GL Bank Account #.		
97	Processing Function	Allow for regeneration of ACH or Positive Pay File		
98	Processing Function	Allow for reprocessing of check printing		
99	Output	Provide Automated Check Reconciliation discrepancies report.		
100	Output	Generate ACH files for vendor payments.		
101	Output	Generate email notification to vendors who receive ACH payments		
102	Output	Display and Report on Total Balance Owed by Vendor		
103	Output	Generate Positive Pay files for vendor check payments.		
104	Output	Allow signatures to be printed on checks.		
105	Output	Print Check Registers.		
106	Output	Process and print annual 1099's for each tax entity.		
107	Output	Print 1099 Forms.		
108	Output	Ability to print 1099's individually and in bulk.		
109	Output	Prepare 1099 data submission file to be submitted to IRS.		
110	Output	Create 1099 electronic file for IRS.		
111	Output	Create IRS Correction File		

Line #	Type	Description	Response Code	Notes
		Accounts Payable		
112	Output	Electronically transmit reports. (EMAIL)		
113	Output	Report of invoices by posting date		
114	Output	List unpaid invoices by discount due dates.		
115	Output	Report on all invoices paid to vendor by vendor name.		
116	Output	Report on month-to-date and year-to-date purchases by vendor.		
117	Output	Produce vendor lists sorted by vendor name.		
118	Output	Produce vendor mailing labels based on user variable selection parameters.		
119	Output	Be able to generate reports by user-specified criteria (i.e. date range).		
120	Output	Generate and print list of vendors required to issue 1099's at year-end.		
121	Output	Ability to report on unpaid invoices by vendor		
122	Output	Ability to list paid or unpaid invoices over specified dollar limit.		
123	Output	Ability to list vendors having year-to-date purchases over specified amount.		
124	Output	List checks written by General Ledger segment distribution for a given time period.		
125	Output	Check register filter and sort by any check field or GL segment from expense and/or liability account on invoice		
126	Output	Ability to print multiple lines of description on check.		
127	Output	Ability to produce an account distribution report by account number sequence.		
128	Output	Vendor list by name		
129	Output	Vendor list by vendor number		
130	Output	Ability to generate 1099s for vendor payments on calendar year according to IRS regulations.		
131	Output	Display Vendor information, claims and payment history		
132	Output	Vendor history by user defined parameters		

Accounts Payable				
Line #	Type	Description	Response Code	Notes
133	Output	Generate current aging reports based on user defined parameters		
134	Output	Allow users to print Trial Check Register before printing of checks/processing of deposits.		
135	Output	Onsite Printing of Checks with appropriate MICR line		
136	Output	Generate historical aging reports based on the invoices and payment		
137	Output	Invoice Report sorted or filtered by any field within the invoice.		
138	Output	Invoice Aging Reports by Vendor/Amount/GL Segment		
139	Output	Discount Taken Report		
140	Output	Discounts Lost on Paid Invoice Report		
141	Output	Discounts Available on Open Invoice Report		
142	Output	Discounts Lost on Open Invoice Report		
143	Output	Cash Requirement Report		
144	Output	Vendor Listing		
145	Output	Vendor Discount Listing		
146	Output	Vendor Contact Listing		
147	Output	Vendor GL Account Distribution Report		
148	Output	Vendor Ledger Report		
149	Output	Report of Recurring AP Invoices		
150	Output	GL Transfer Report		

Accounts Receivable (Non-Rental)				
Line #	Type	Description	Response Code	Notes
1	Input	Customer Name		
2	Input	Customer Address		
3	Input	Customer Phone		
4	Input	Customer Email		
5	Input	Customer Fax		
6	Input	Customer Class		
7	Input	Customer PO#		
8	Input	Invoice Line Item		
9	Input	Invoice Description		
10	Input	Invoice Date		
11	Input	Invoice Due Date		
12	Input	Invoice Payment Terms		
13	Input	Import Invoice from Excel		
14	Processing Function	Create invoices		
15	Processing Function	Apply Payments To Invoices		
16	Processing Function	Interface with General Ledger for Payments and Invoices		
17	Processing Function	Allow for Refund of payment		
18	Processing Function	Allow for Refund of Open Credit		
19	Processing Function	Allow For Creation of Recurring Invoices		
20	Processing Function	Allow for Creation of Intercompany invoices with correct corresponding GL transactions		
21	Processing Function	Track Customer order history		
22	Processing Function	Record Payment deposits		
23	Processing Function	Interface payments with Bank Reconciliation Module		
24	Processing Function	Track Customer Balances		

Accounts Receivable (Non-Rental)				
Line #	Type	Description	Response Code	Notes
25	Processing Function	Void Payments		
26	Processing Function	Void Applied Credits		
27	Processing Function	Void Refunds		
28	Processing Function	Create Recurring Invoices		
29	Processing Function	Allow for invoice adjustments		
30	Processing Function	Establish default account distributions for each revenue source.		
31	Processing Function	Establish Default General Ledger Account distributions by customer		
32	Processing Function	Enter payment terms by customer		
33	Processing Function	Automatically apply late fees based on predefined payment terms		
34	Processing Function	Track and monitor NSF or fraudulent checks.		
35	Processing Function	Provide online portal for customer to check balance		
36	Processing Function	Provide Online portal for customer to make payment		
37	Output	Print Invoice		
38	Output	Email Invoice		
39	Output	Invoice Summary Report by Customer		
40	Output	Invoice Detail Report by Customer		
41	Output	Print Payment Receipt		
42	Output	Email Payment Receipt		
43	Output	Payment Distribution Report		
44	Output	AR Invoice Status Report		
45	Output	AR Aging Report		
46	Output	Open Credit Report		
47	Output	Late Charge Report		

Accounts Receivable (Non-Rental)				
Line #	Type	Description	Response Code	Notes
48	Output	Customer Listing		
49	Output	Recurring Invoice Report		
50	Output	GL Transfer Report		

Bank Reconciliation

Line #	Type	Description	Response Code	Notes
1	Input	Allow for authorized users to enter funds received by program		
2	Input	Allow for entry of multiple bank accounts		
3	Input	Input miscellaneous deposits		
4	Input	Automatic import of checks created in any other module.		
5	Input	Institution		
6	Input	Bank Account Number		
7	Input	Account limits		
8	Input	Account Type		
9	Input	Notes		
10	Input	Account Status		
11	Input	Account Name		
12	Input	Account Balance		
13	Input	Account Description		
14	Input	Cash GL Account ID by Bank Account		
15	Input	Branch Name		
16	Input	Branch Contact		
17	Input	Branch Address		
18	Input	Branch Website		
19	Input	Branch Email		
20	Input	Branch Phone		
21	Input	Branch Fax		
22	Input	All ACH Format Information		
23	Input	All Positive Pay Format Information		
24	Input	Transaction Code		
25	Input	Transaction Code Description		
26	Input	Type of Transaction (Deposit, Disbursement, Transfer)		
27	Input	Transaction Date		
28	Input	Transaction Status		
29	Input	Transaction Description		

Bank Reconciliation
Line #	Type	Description	Response Code	Notes
30	Input	Store MICR Line by account for check printing		
31	Input	Import transactions from bank statement		
32	Processing Function	Store Signatures by account for printing on Checks		
33	Processing Function	Tracking of multiple account types. (Checking, Savings, CD, etc.)		
34	Processing Function	Allow for voiding checks issued from other modules (Low Rent, Section 8)		
35	Processing Function	Allow for voiding checks		
36	Processing Function	Void check by range		
37	Processing Function	Clear checks from all modules by electronic file provided by bank		
38	Processing Function	Maintain separate bank accounts for multiple companies.		
39	Processing Function	Record bank statement date.		
40	Processing Function	Maintain correct check/deposit numbering between all system modules		
41	Processing Function	Calculate Balance by account		
42	Processing Function	Allow for setup of recurring deposits and / or disbursements		
43	Processing Function	Interface with all other modules for check processing/Deposit Information		
44	Processing Function	Allow for manual entry of disbursement or deposit		
45	Processing Function	Allow for separate reconciliation periods per bank account (e.g. Savings reconciled 1st - 30th, checking reconciled 15th-14th)		
46	Processing Function	Allow for transfer of funds between accounts with appropriate GL entries		
47	Processing Function	System will error check imported bank files before clearing checks		
48	Processing Function	Ability to void all transaction types		

Bank Reconciliation

Line #	Type	Description	Response Code	Notes
49	Processing Function	Allow several users to view the same check information at one time by check number.		
50	Processing Function	Interface with all other modules to import checks and deposits		
51	Output	Report with errors on automatic clearing process from bank file		
52	Output	Outstanding check listing with filters for all check criteria		
53	Output	Report of miscellaneous deposits with filters for all deposit fields		
54	Output	Ability to produce a register of checks written during a given period for a given system.		
55	Output	Ability to produce an outstanding check register for a given period for a given system.		
56	Output	Ability to produce a list of checks with cleared amounts different than issue amount for a given period and system.		
57	Output	Report of void checks with filters for all check criteria		
58	Output	Produce a list of void checks for a given period and account.		
59	Output	Cleared check listing with filters for all check criteria		
60	Output	Unverified deposit report		
61	Output	Verified deposit report		
62	Output	Outstanding check report		
63	Output	Cleared Check report		
64	Output	Unverified bank transfer report		
65	Output	Verified Bank Transfer Report		
66	Output	Unverified disbursement Report		
67	Output	Verified Disbursement Report		
68	Output	Recurring Deposit Report		
69	Output	Recurring Disbursement Report		
70	Output	Recurring Transfer Report		
71	Output	Unreconciled Transaction Listing		

Bank Reconciliation				
Line #	Type	Description	Response Code	Notes
72	Output	Bank Statement Report		
73	Output	Bank Reconciliation Report		
74	Output	Positive Pay Report		
75	Output	Bank Account Listing		
76	Output	Transaction Code Listing		
77	Output	GL Transfer Report		

Budgeting				
Line #	Type	Description	Response Code	Notes
1	Input	Budget ID		
2	Input	Budget Description		
3	Input	Budget Year		
4	Input	Account ID		
5	Input	Account Description		
6	Input	Account Status		
7	Input	Budget Status		
8	Input	Budget Approved Amount		
9	Input	Budget Amount Entered		
10	Input	Department ID		
11	Input	Department Description		
12	Input	Allow users to enter narrative justifications at the account or department level		
13	Input	Have the ability to enter annual approved budget amounts by GL Account.		
14	Processing Function	Ability to copy current budget as a prototype for future budget.		
15	Processing Function	Bring current year's budget forward to develop a base date for preparing the new year's budget.		
16	Processing Function	Increase or decrease line item budgets by either a fixed or variable percentage globally or by department for both revenue and expenditure items.		
17	Processing Function	Have the ability to support and store up to 5 different user definable version of the budget for comparison during the budget process.		
18	Processing Function	Support distributing annual budgets to monthly figures by multiple methods including evenly, by defined percent or based on trend analysis.		
19	Processing Function	Maintain an annual or monthly budget		
20	Processing Function	Support requested, recommended, and approved budget amounts		

Budgeting

Line #	Type	Description	Response Code	Notes
21	Processing Function	Accommodate budget requests at reduced, current, and expanded levels		
22	Processing Function	Modify planned budget for an account and automatically update department and fund totals with appropriate approval.		
23	Processing Function	Retain initial and amended budget data in file		
24	Processing Function	Report actual revenue and expenditures against approved annual and allotted budget during the year		
25	Processing Function	Record and track budget amendments during the year with references		
26	Processing Function	Provide online status inquiry for department to retrieve up-to-date detail account status, including revenues, expenditures and encumbrances.		
27	Processing Function	Support budgeting for current or next fiscal year.		
28	Processing Function	Provide access to GL inquiry from the online budget worksheets.		
29	Processing Function	Support Multiple Companies with Multiple Fiscal Year ends		
30	Processing Function	Provide "estimated" and "locked" projections for department heads to enter actual figures		
31	Processing Function	Allow users to define their budget reports by choosing information from the last five years adopted, amended and actual figures; the software must support user defined budget levels or projections for up to five years in the future.		
32	Processing Function	Ability to export and import budget to desktop tools (Excel/Word)		
33	Processing Function	Control budget by all elements in the chart of accounts.		
34	Processing Function	Accommodate multi-year budget control.		

	Budgeting			
Line #	**Type**	**Description**	**Response Code**	**Notes**
35	Processing Function	Support budgetary allotments by month, quarter, year or other period as defined		
36	Processing Function	Validate field values within the budget entry screen.		
37	Processing Function	Security features are robust to control the "views", "changes" and "approvals" by different organizational units.		
38	Processing Function	Ability to drill-down from any field within the budget entry screen		
39	Processing Function	Ability to accommodate workflow.		
40	Processing Function	Ability to perform what-if scenarios.		
41	Processing Function	Ability to save scenarios.		
42	Processing Function	Ability to utilize more than one method (straight line projection and percentage based on last year actual, for example) within the same budget.		
43	Processing Function	Ability to provide worksheet information by month, quarter, or user-defined period.		
44	Processing Function	Ability to round budgets to nearest $1, $5, 10, etc.		
45	Processing Function	Ability to forecast real account balances, revenues and expenditures for the remainder of the year based on historical trends, percentages, or other specified parameters and allows for adjustments to the forecast.		
46	Processing Function	Ability to compare budget versions to demonstrate cost changes that have been made between versions.		
47	Processing Function	Ability to record budget credits (negative numbers).		
48	Processing Function	Ability to provide for data entry into multiple budget versions during budget preparation.		
49	Processing Function	Roll up department worksheets into site-wide master budget.		

APPENDIX I
SYSTEMS SOLUTIONS CHECKLIST

	Budgeting			
Line #	Type	Description	Response Code	Notes
50	Processing Function	Summarize or roll up department/division worksheets into department budgets		
51	Processing Function	Ability for Departments to "return" budgets back to user electronically via workflow.		
52	Processing Function	Interface with other modules for unit costing.		
53	Processing Function	Ability to budget by quantity and unit cost, rather than total amount		
54	Processing Function	Track original budget, budget adjustment, and budget transfer line items for each line item and appropriation.		
55	Processing Function	Provide different workflow and approval rules by department.		
56	Processing Function	Ensure that all transactions using or affecting budget authority (fund, grant, project, department) are validated online, real-time against up- to-date budget totals based on established budgetary controls		
57	Processing Function	Prohibit multiple users from updating the same record simultaneously.		
58	Processing Function	Restrict access to confidential data by user		
59	Processing Function	Ability to support multiple versions of future budgets without impacting current budget or allocations.		
60	Processing Function	Have the option to distribute an annual budget number equally to each month excluding month 13(even allocation).		
61	Processing Function	Remove ability to modify budget amounts for prior periods.		
62	Processing Function	Have the ability to develop budgets at the department, fund or cost center level.		
63	Processing Function	Support Multiple budgets for multiple companies with multiple year ends.		
64	Processing Function	Ability to enter budgets without encumbrance.		
65	Processing Function	Ability to create budget drafts based upon different allocation schemes.		

Budgeting				
Line #	Type	Description	Response Code	Notes
66	Processing Function	Seamless interface between General Ledger expenses and Annual budget.		
67	Processing Function	Capable of providing for budgeting on a monthly, quarterly or annual basis for each specific company, amp, project or department.		
68	Processing Function	Ability to enter next year's budget prior to the close of the current fiscal year.		
69	Processing Function	Have the ability to create multiple budget roll-ups and allow for roll up of department budgets to create program budgets based on pre-defined roll up criteria.		
70	Processing Function	Have the ability to track and save budget history including identification of who made changes (audit trail), when they were done, and when they were made effective.		
71	Processing Function	Ability to merge other module data into budget reports		
72	Output	Have the ability to export all budget information to an Excel spreadsheet.		
73	Output	Display current year budget and year-to-date actual data for budget development.		
74	Output	Be capable of providing a comparison for budget control and the ability to display variance from budget to actual.		
75	Output	Ad hoc basis budget worksheet to distribute to departments for use as computer turnaround documents, to provide input budget information remotely or to allow online budget worksheets		
76	Output	Display information graphically (i.e. pie chart, bar chart, graph).		
77	Output	Reports are capable of including data for the prior year actual, current budget, current year to-date actual, current year projections, and future year proposed. Reports should be able to include up to 5 years in the past and 5 years in the future.		

Budgeting				
Line #	Type	Description	Response Code	Notes
78	Output	Budget Listing		
79	Output	Budget Vs Actual		
80	Output	Budget variance report for current and prior years.		
81	Output	Create estimated income statement and balance sheet based on budget scenario.		

General Ledger				
Line #	Type	Description	Response Code	Notes
1	Input	Journal entry #		
2	Input	Journal Entry Description		
3	Input	Journal Entry Create Date		
4	Input	Journal Entry Post Date		
5	Input	User Entering Journal Entry		
6	Input	Journal Entry Control Total		
7	Input	Journal Entry Batch Total		
8	Input	Journal Entry Type (Standard, Year End Adjustment, etc.)		
9	Input	Journal Entry Status		
10	Input	Number of Recurring Cycles		
11	Input	Beginning Recurring Date		
12	Input	Ending Recurring Date		
13	Input	Account ID		
14	Input	Account Description		
15	Input	JE Line Description		
16	Input	Debit Amount		
17	Input	Credit Amount		
18	Input	Journal Entry Note		
19	Input	Account Segment ID		
20	Input	Account Segment Value		
21	Input	Account Segment Description		
22	Input	Account Group ID		
23	Input	Account Group Description		
24	Input	Account Category		
25	Input	Company ID		
26	Input	Fiscal Year Start Date		
27	Input	Fiscal Year End Date		
28	Input	Accommodate entry of LHA Account Structure as shown in Appendix II		
29	Input	Provide fields for journal entry date, effective date and/or accounting month and year		

General Ledger				
Line #	Type	Description	Response Code	Notes
30	Input	Document Management - Store approved copies of journal entries and cash receipts including supporting documentation.		
31	Processing Function	The software must provide a means to reduce costs and burdens of complying with Federal, State, and other grant regulations by serving as a basis for satisfying standardized reporting and auditing requirements.		
32	Processing Function	Provide an easy method to inquire real-time account balances at any time.		
33	Processing Function	Track the user of each transaction.		
34	Processing Function	Provide historical records for every financial transaction as a complete audit trail.		
35	Processing Function	Support accounting process functions that are required to maintain various fund types, individual funds and account groups, such as special revenue funds, fiduciary funds, etc.		
36	Processing Function	Automatically interface all automated financial application functions from every other module		
37	Processing Function	Provide the ability to specify all major system variables, e.g., chart of accounts, report definition, and processing parameters, through system administration maintainable tables		
38	Processing Function	Support task alerts; when a user logs in, the system should automatically display the responsibilities, such as report approvals, budgeting, P.O. approval, etc., that need attention for the day, week, month, based on user-defined preferences		
39	Processing Function	Support unlimited historical data.		
40	Processing Function	Provide access to other modules from the General Ledger inquiry and to view the source information for each transaction.		

General Ledger				
Line #	Type	Description	Response Code	Notes
41	Processing Function	Provide comparative financial information, including comparisons of current information with the same period last year, YTD last year, financial position at the end of last year, current operating budget, etc.		
42	Processing Function	Allow for multiple months and fiscal years to remain open simultaneously.		
43	Processing Function	Provide for the maintenance of separate funds, each of which is a self-balancing set of accounts with all fund records being processed simultaneously by the common system		
44	Processing Function	Accommodate multiple fiscal year calendars.		
45	Processing Function	Limit access to general ledger data by any element in the chart of accounts based upon security set-up.		
46	Processing Function	Ability for segments of the Chart of Accounts to be grouped on a user-defined basis into multiple reporting hierarchies.		
47	Processing Function	Share accounts across multiple years		
48	Processing Function	Allow for filtering of the chart of accounts		
49	Processing Function	Accept both standard and recurring journal entries, with both the amount and account recurring.		
50	Processing Function	Ability to drill-down from any field within the journal entry screen.		
51	Processing Function	Accommodate reversing journal entries		
52	Processing Function	When entering journal voucher to view the multiple entries within the journal transaction on one screen.		
53	Processing Function	Enter journal entries for multiple departments and funds under one journal header		
54	Processing Function	Provide default data within journal fields (e.g., year, date, period).		

General Ledger

Line #	Type	Description	Response Code	Notes
55	Processing Function	Validate field values within the journal entry screen		
56	Processing Function	Create a journal entry using a previously entered journal entry as a template (copy functionality)		
57	Processing Function	Accommodate interfund transactions in accordance with GAAP and maintain an audit trail.		
58	Processing Function	Automatically generate an interfund transfer when needed and initiate the appropriate approval path.		
59	Processing Function	Ability to support accrual journal entries, which can (optionally) automatically reverse themselves on user-specified dates in the following period.		
60	Processing Function	Ability to reopen a closed period multiple times.		
61	Processing Function	Have more than one period open.		
62	Processing Function	Have more than one fiscal year open.		
63	Processing Function	Initiate year-end processing at any point in time after the end of the fiscal year (i.e., doesn't have to occur on last day or on any particular day).		
64	Processing Function	Make post-closing adjustments at any point during the closing period.		
65	Processing Function	Ability to define closing periods and period closing dates		
66	Processing Function	Prevent transactions from being processed in closed prior years and unopened future years.		
67	Processing Function	Support wild card searches of G/L transaction descriptions		
68	Processing Function	All entries are generated, approved, and posted within the system. Entire system is paperless.		
69	Processing Function	Accommodate multiple company with multiple funds and multiple year ends		

General Ledger

Line #	Type	Description	Response Code	Notes
70	Processing Function	Allow for a 13th period to permit posting of final year-end closeout entries		
71	Processing Function	Seamlessly interface with all modules that generate and/or use accounting information.		
72	Processing Function	Have the ability to designate an entry as needing reversed in the next month, and then automatically reverse that entry in the next accounting month		
73	Processing Function	Provide sufficient space for the narrative description of the journal entry when the journal entry is displayed on a screen		
74	Processing Function	Automatically create interfund transactions		
75	Processing Function	All journal entries post to the general ledger after on-line review and approval.		
76	Processing Function	Allow for on-screen drill down into an account balance to trace the source transactions, including all journal entry information with date and time stamp and source module identification and associated details		
77	Processing Function	Ability to set user security levels for authorized persons who can perform various transactions at field level, transaction level and menu level.		
78	Processing Function	Transaction entry after period-end to allow entry of transactions for any subsequent period while waiting to close one period.		
79	Processing Function	When a journal voucher is being entered the system should clearly show the description associated with the account number		
80	Processing Function	Support "predictive input" designations for complete account numbers or allocation tables of GL account entry to avoid manual entry of entire screen.		

Line #	Type	Description	Response Code	Notes
		General Ledger		
81	Processing Function	Have an internal audit function that verifies project number with fund/major account, fund/project, and fund allocation. This function must also apply to all modules that interface with the general ledger.		
82	Processing Function	Drill down capability that allows a user to see detailed information without having to run additional reports.		
83	Processing Function	Chart of accounts has references to Financial Data Schedule (FDS) accounts.		
84	Processing Function	Provide a means for automated GL account distribution system wide. For example, if credit $100 to 10-0000-100001 then automatically distribute $50 to 050-0000-100001 and $50 to 060-0000-100001.		
85	Processing Function	Includes data integrity features.		
86	Processing Function	Allow for nearly unlimited journal entry lines		
87	Processing Function	Ability to have posting automatically generate Revolving Entry accounts to keep all ledgers in balance while posting.		
88	Processing Function	Ability to specify individual ledgers as Departmentalized or Roll-Up		
89	Processing Function	Compliant with GAAP accounting.		
90	Processing Function	Compliant with HUD's Asset Management Model.		
91	Processing Function	Maintain separate ledgers for each company, fund, and Asset Management Project.		
92	Processing Function	Maintain separate ledgers for each Central Office Cost Center.		
93	Processing Function	Handle recurring entries and allocations.		
94	Processing Function	Allow for Journal Entries to be amended		

General Ledger				
Line #	Type	Description	Response Code	Notes
95	Processing Function	Ability to create interfund entries that will create the appropriate Accounts Receivable and Accounts Payable amounts at the time of posting.		
96	Processing Function	Ability to create intercompany repay check requests and route for approval within the system.		
97	Processing Function	Ability to import entries from multiple file types including txt, csv, xls, xslx, etc.		
98	Processing Function	Have the ability to accept input of future transactions and post them when the applicable period arrives. These transactions should be identified separately for review to assure the future transaction is not the result of an entry error (wrong month entered).		
99	Processing Function	Have the ability to create and define recurring journal entries with start and stop dates.		
100	Processing Function	The ability to provide for on-line maintenance to the general ledger to add, change, or delete elements with regard to account number, description, or budgetary information.		
101	Processing Function	The ability for the system to identify errors that exist in any transaction at input time. All editing must be accomplished before any updating of the data takes place.		
102	Processing Function	The ability for the system to interface automatically with journal files created by all other modules in the software package.		
103	Processing Function	The ability for the general ledger system to be cumulative in order to provide accurate year-to-date information and comparative figures.		
104	Processing Function	Retain at least two years of historical data for comparative reporting		
105	Processing Function	The ability to handle and control adjustments from prior periods.		
106	Processing Function	The ability to perform multiple postings within a given period.		

General Ledger				
Line #	Type	Description	Response Code	Notes
107	Processing Function	The system must check to ensure that account balances are zero or have had no activity for the past five years, before allowing the account to be deleted.		
108	Processing Function	Ability to handle prior period and prior year adjustments.		
109	Processing Function	Handle recurring standard monthly journal entries which are produced on demand and automatically retained in the systems files along with regular journal entries.		
110	Processing Function	The capability to perform multiple preliminary closings and to produce balance sheet and income/expense reports for the current period to date prior to transaction cut off.		
111	Processing Function	Ability to produce subsidiary journals for all systems which interface with the General Ledger and the capability to post transactions from the subsidiary system either in detail or in summary (one posting for each affected account).		
112	Processing Function	Ability to allow different fiscal years and different year end closings for the various funds.		
113	Processing Function	Ability for individual modules to close on different schedules		
114	Processing Function	Ability to create allocation entries based on user definable GL Account segments.		
115	Processing Function	Create transaction simulations to see how GL is affected		
116	Processing Function	Support Multiple Journal Entries on a batch		
117	Processing Function	Ability to create year-end closing transactions with the closing account to be designated by the user.		
118	Processing Function	Ability to compute income and expenses on PUM basis.		
119	Processing Function	Ability to schedule reports for regular production (i.e., monthly, bi-weekly, etc.)		

General Ledger				
Line #	Type	Description	Response Code	Notes
119	Processing Function	Ability to schedule reports for regular production (i.e., monthly, bi-weekly, etc.)		
120	Processing Function	Ability for scheduled reports to be emailed to a user		
121	Processing Function	Ability to search for and report on a range of account numbers.		
122	Processing Function	Ability to support online inquiry to account balances, available funds, and to detail posted transactions		
123	Processing Function	Maintain a history of all G/L entries and to produce detailed transaction reports to provide an appropriate audit trail		
124	Processing Function	Filter, search, and report month-to-date, period-to-date, and year-to-date budget, estimated revenue, expenditures, revenue, pre- encumbrances, and encumbrances by any segment in the chart of accounts.		
125	Output	Ability to export data to Excel.		
126	Output	GL Activity (Balance Change) by account by month		
127	Output	Display monthly history of an account number for the current and prior year, including budget history based on user-defined criteria. This report should be able to roll up from any Account Segment		
128	Output	Notify users when there is one month remaining on a recurring journal entry. This will give users a window to extend the recurring entry before it expires.		
129	Output	The capability to produce balance sheet and income/expense reports as of last closing while current period activity is in process.		
130	Output	A transaction report which provides a complete audit trail of all transactions which have been posted during the month must be available.		

General Ledger

Line #	Type	Description	Response Code	Notes
131	Output	A transaction report which provides for a complete audit trail of all transactions posed for the current year-to-date with capability to request this report for selected General Ledger accounts or for a range of General Ledger accounts must be available.		
132	Output	Ability to produce all income and expense reports with current period and year-to-date budget/actual comparisons by any account segment		
133	Output	On screen display of account balances and detailed transactions.		
134	Output	Report Writer should include the ability to use any segment of the account number as a primary key (with additional segments as secondary keys)		
135	Output	Report Writer should include the ability to impose filters on specific data		
136	Output	Report Writer should include the ability to easily format the report (indents, titles, highlights etc.).		
137	Output	Report Writer should include the ability to export these reports in a useable form to MS Excel or embed reports or report fields in a document (particularly MS Word)		
138	Output	Report Writer should include the ability to share reports but protect them from unauthorized alteration. PDF is acceptable.		
139	Output	Have the ability to draw information from other modules in creating reports.		
140	Output	Allow the user to specify an individual account segment, a complete roll-up of all segments, or a selection according to their needs for reporting		
141	Output	Provide standard reporting in HUD prescribed formats, including the HUD 52681 report (Section 8 Year End Settlement Statement) and REAC statements		

General Ledger

Line #	Type	Description	Response Code	Notes
142	Output	Prepare financial statements incorporating actual versus budget comparisons, and actual versus previous year on any account segment.		
143	Output	Summarize and list on screen, or printed copy, in detail all inter-fund "due to" and "due-from" transactions.		
144	Output	Allow the user to look up the chart of accounts on the screen as a reference during journal entry and to select the account.		
145	Output	Account history		
146	Output	Balance Sheet		
147	Output	Detailed transaction journal		
148	Output	Budget to Actual Expenditures (for any user-defined date or period range)		
149	Output	Breakdown of expenses by subaccount		
150	Output	Void JE history		
151	Output	Department Budget (including both actual and budgeted amounts) for any user-defined date or period range		
152	Output	Trial Balance		
153	Output	Balance Sheet		
154	Output	Statement of Revenues, Expenditures and Changes in Fund Balance by Fund Type		
155	Output	Chart of Accounts Listing		
156	Output	Ability to produce combined financial statements by fund, a select group of funds, or in total for all funds.		
157	Output	Ability to create delimited text, PDF files or HTML links.		
158	Output	Budget-to-actual comparison reports at any level of the account number for any user-defined date or accounting period range		
159	Output	Unposted journal Entry Listing		
160	Output	Posted Journal Entry Listing		

General Ledger				
Line #	Type	Description	Response Code	Notes
161	Output	Voided Journal Entry Listing		
162	Output	Allocation Account Distribution Setup		
163	Output	Posting Account Distribution Setup		
164	Output	Account Balance Change Report		
165	Output	Account Balance Report		
166	Output	Account Category Listing		
167	Output	Account Group Listing		
168	Output	Account Segment Value Listing		