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| **MASTER LIST OF ALL LETTERS RFP ATTACHMENT 6.7** |

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| No. | Category | Title | Vendor has a Similar Letter (Yes/No) |
| 1 | Accounting / Financial | DEBT OWED APPOINTMENT REPORT |  |
| 2 | Accounting / Financial | DETAILS OF OVERPAYMENT OF HAP DEBT OWED TO THDA |  |
| 3 | Accounting / Financial | FINAL NOTICE OF APPT TO REPAY DEBT |  |
| 4 | Accounting / Financial | NOTICE OF APPT TO REPAY DEBT |  |
| 5 | Accounting / Financial | REPAYMENT AGREEMENT CONTRACT |  |
| 6 | Accounting / Financial | REPAYMENT AGREEMENT CONTRACT PAID IN FULL |  |
| 7 | Certification | ANNUAL LETTER (OWNER & PARTICIPANT) |  |
| 8 | Certification | APPROVAL OF PARTICIPANT REQUEST TO RELO OR PORT OUT |  |
| 9 | Certification | CONTINUE HAP THROUGH THE APPEAL PROCESS - when they request a hearing (participant) |  |
| 10 | Certification | DENIAL DUE TO CBC |  |
| 11 | Certification | DENIAL FOR VOUCHER EXPIRATION APPLICANT |  |
| 12 | Certification | DETAILES OF PROPOSED TERMINATION |  |
| 13 | Certification | EVICTION - PARTICIPANT NOTICE OF CONTINUING HAP PAYMENT |  |
| 14 | Certification | EVICTION -OWNER NOTICE OF CONTINUING HAP PAYMENT |  |
| 15 | Certification | INITIAL VERIFICATION REQUEST INITIAL AND FINAL |  |
| 16 | Certification | INITIAL VERIFICATION REQUEST INITIAL AND FINAL |  |
| 17 | Certification | INTERIM PERSONAL DECLARATION |  |
| 18 | Certification | MONTH TO MONTH LEASE NOTICE DUE TO NOT PROVIDNG LEASING DOCS |  |
| 19 | Certification | NOTICE OF CHANGE IN VOUCHER SIZE |  |
| 20 | Certification | NOTICE OF DENIAL |  |
| 21 | Certification | Notice of Denial for a Person to Serve as Live In Aide |  |
| 22 | Certification | NOTICE OF DENIAL OF PARTICIPANT REQUEST TO RELO OR PORT OUT |  |
| 23 | Certification | NOTICE OF INFORMAL REVIEW APPOINTMENT |  |
| 24 | Certification | NOTICE OF MUTUAL AGREEMENT OF LEASE TERMINATION |  |
| 25 | Certification | NOTICE OF RELOCATION DUE TO ABATEMENT |  |
| 26 | Certification | NOTICE OF RELOCATION VOUCHER ISSUANCEAND VERIFICATIONS NEEDED |  |
| 27 | Certification | NOTICE OF TERMINATION DEATH OF A SINGLE MEMBER |  |
| 28 | Certification | NOTICE OF THDA OFFICE TRANSFER |  |
| 29 | Certification | NOTICE TO VACATE |  |
| 30 | Certification | OVERPAYMENT OF HAP |  |
| 31 | Certification | OVERPAYMENT OF UAP |  |
| 32 | Certification | OWNER NOTICE OF VERIFICATIONS NEEDED |  |
| 33 | Certification | OWNER VERIFICATION NEEDED |  |
| 34 | Certification | PERSONAL DECLARATION |  |
| 35 | Certification | REASONABLE ACCOMODATION REQUEST |  |
| 36 | Certification | RENT INCREASE DENIAL |  |
| 37 | Certification | RENT INCREASE REQUEST |  |
| No. | Category | Title | Vendor has a Similar Letter (Yes/No) |
| 38 | Certification | RESC. OF LEASE TERMINATION & HAP AMENDMENT |  |
| 39 | Certification | TERMINATION FOR VOUCHER EXPIRATION PARTICIPANT |  |
| 40 | Certification | TERMINATION OF ASSISTANCE FOLLOWING APPEAL - after termination upheld |  |
| 41 | Certification | TERMINATION OF ASSISTANCE NOTICE |  |
| 42 | Certification | THDA RENT CHANGE NOTICE |  |
| 43 | Certification | THDA RENT CHANGE NOTICE |  |
| 44 | Certification | TRANSFER OF HAP TO NEW OWNER |  |
| 45 | Certification | VAWA Packet HUD Form 5380, 5381, 5382 (combined) |  |
| 46 | Certification | VOLUNTARY WITHDRAWAL FORM |  |
| 47 | Certification | ZERO HAP NOTICE |  |
| 48 | Certification | Zero HAP Termination |  |
| 49 | FSS | AMENDMENT TO FSS CONTRACT AND PARTICIPATION |  |
| 50 | FSS | ANNUAL LETTER |  |
| 51 | FSS | APPLICATION REVIEW AND INCOME ELIGIBILITY TEST |  |
| 52 | FSS | CONTRACT EXTENSION REQUEST FORM |  |
| 53 | FSS | ESCROW ACCOUNT ACTION REQUEST |  |
| 54 | FSS | FACES BEHIND THE FUNDING |  |
| 55 | FSS | GRADUATION LETTER |  |
| 56 | FSS | GRADUATION REQUEST FORM |  |
| 57 | FSS | HUD 52650 FSS Contract of Program Participation |  |
| 58 | FSS | NOTICE OF ACTION PLAN |  |
| 59 | FSS | NOTICE OF CONTRACT EXPIRATION |  |
| 60 | FSS | NOTICE OF FINAL APPOINTMENT |  |
| 61 | FSS | NOTICE OF INELIGIBILITY |  |
| 62 | FSS | NOTICE OF INTERIM DISBURSEMENT REQUEST |  |
| 63 | FSS | NOTICE OF ORIENTATION |  |
| 64 | FSS | NOTICE OF PORTABILITY MOVE IN to PHA |  |
| 65 | FSS | NOTICE OF PORTABILITY MOVE OUT TO PHA |  |
| 66 | FSS | NOTICE OF PROGRAM PORTABILITY MOVE IN |  |
| 67 | FSS | NOTICE OF REQUEST FOR CONTRACT EXTENSION |  |
| 68 | FSS | NOTICE OF SPECIALIST INTRODUCTION |  |
| 69 | FSS | PROGRESS REPORT |  |
| 70 | FSS | REQUESTING UPDATE CONTACT INFORMATION |  |
| 71 | FSS | TERMINATION LETTER |  |
| 72 | FSS | WELCOME LETTER |  |
| 73 | Housing the Applicant | CERTIFICATION OF STUDENT STATUS |  |
| 74 | Housing the Applicant | CHECKING, SAVINGS & OTHER ASSETS VERIFICATION |  |
| 75 | Housing the Applicant | CHILD & DEPENDENT CARE VERIFICATION |  |
| 76 | Housing the Applicant | DEADLINE TO RECEIVE LEASE UP DOCUMENTS HCV 121 |  |
| 77 | Housing the Applicant | DENIAL OF LOCAL PREFERENCE |  |
| No. | Category | Title | Vendor has a Similar Letter (Yes/No) |
| 78 | Housing the Applicant | DIRECT SUPPORT VERIFICATION |  |
| 79 | Housing the Applicant | EMPLOYMENT INCOME VERIFICATION |  |
| 80 | Housing the Applicant | FAMILY CONTRIBUTION VERIFICATION |  |
| 81 | Housing the Applicant | FOSTER CARE VERIFICATION |  |
| 82 | Housing the Applicant | HCV-601 - Release to Verify Disability for Program Eligibility |  |
| 83 | Housing the Applicant | HCV-601-A - Verification of Disability |  |
| 84 | Housing the Applicant | HUD 52517 Request for Tenancy Approval |  |
| 85 | Housing the Applicant | HUD 52641 A HUD Tenancy Addendum must be attached to the Lease THIS PRINTS WITH THE THDA Lease Addendum exp. 7.31.2022 |  |
| 86 | Housing the Applicant | HUD 52641 and 52641 A HAP Contract and HUD Tenancy Addendum |  |
| 87 | Housing the Applicant | HUD 52641 Housing Assistance Payment Contract |  |
| 88 | Housing the Applicant | HUD 52646 VOUCHER exp. 7.31.2022 |  |
| 89 | Housing the Applicant | IRS W9 |  |
| 90 | Housing the Applicant | JOB TRAINING PROGRAM PARTICIPATION |  |
| 91 | Housing the Applicant | LANDLORD BOOKLET |  |
| 92 | Housing the Applicant | LEAD BASE PAINT DISCLOSURE |  |
| 93 | Housing the Applicant | LIFE INSURANCE VERIFICATION |  |
| 94 | Housing the Applicant | MINIMUM RENT EXCEPTION |  |
| 95 | Housing the Applicant | MISSING DOCUMENTS DISCLAIMER |  |
| 96 | Housing the Applicant | MULTIPLE OWNER AGREEMENT |  |
| 97 | Housing the Applicant | NOTICE OF INTENT TO VACATE |  |
| 98 | Housing the Applicant | NOTICE OF MINIMUM RENT EXCEPTION |  |
| 99 | Housing the Applicant | OWNER MANAGEMENT AGREEMENT |  |
| 100 | Housing the Applicant | OWNER MANAGEMENT AGREEMENT HCV |  |
| 101 | Housing the Applicant | OWNER NOTICE OF VERIFICATIONS NEEDED |  |
| No. | Category | Title | Vendor has a Similar Letter (Yes/No) |
| 102 | Housing the Applicant | PARTICIPANT CHOICE TO USE LIVING ROOM AS A BEDROOM |  |
| 103 | Housing the Applicant | RETIREMENT PENSION VERIFICATION |  |
| 104 | Housing the Applicant | RTA APPROVAL NOTICE |  |
| 105 | Housing the Applicant | RTA DENIAL NOTICE |  |
| 106 | Housing the Applicant | SCHOOL ENROLLMENT FOR MINORS VERIFICATION |  |
| 107 | Housing the Applicant | SELF EMPLOYMENT CERTIFICATION |  |
| 108 | Housing the Applicant | STOCK, BOND & ASSET VERIFICATION |  |
| 109 | Housing the Applicant | STUDENT STATUS (18 & Older) VERIFICATION |  |
| 110 | Housing the Applicant | TERMINATION OF EMPLOYMENT INCOME |  |
| 111 | Housing the Applicant | THDA LEASE ADDENDUM |  |
| 112 | Housing the Applicant | UTILITIES VERIFICATION |  |
| 113 | Housing the Applicant | VERIFICATION TRACKING FORM |  |
| 114 | Housing the Applicant | VOUCHER EXTENSION APPROVAL/DENIAL |  |
| 115 | Housing the Applicant | VOUCHER ISSUANCE & MAXIMUM RENT BURDEN |  |
| 116 | Housing the Applicant | Voucher Issuance Packet / RTA Packet |  |
| 117 | Housing the Applicant | VOUCHER RECALL |  |
| 118 | Housing the Applicant | ZERO INCOME CERTIFICATION |  |
| 119 | Intake | ACCEPTABLE VERIFICATION DOCUMENTS AT INTAKE |  |
| 120 | Intake | ALTERNATE ID REQUEST |  |
| 121 | Intake | BRIEFING ACKNOWLEDGEMENT |  |
| 122 | Intake | CRIMININAL BACKGROUND SCREENING |  |
| 123 | Intake | CURRENT STATUS OF ASSISTED HOUSING VERIFICATION |  |
| 124 | Intake | DEBT OWED TO PHA HUD 52675 |  |
| 125 | Intake | DECLARATION OF CITIZENSHIP |  |
| 126 | Intake | DENIAL OF LOCAL PREFERENCE |  |
| 127 | Intake | DENIAL OF NATURAL DISASTER PREFERENCE TO ADD TO A CLOSED WAITING LIST |  |
| 128 | Intake | FAMILY OBLIGATIONS & GROUNDS FOR DENIAL/TERMINATION |  |
| 129 | Intake | HCV INFORMATION BOOKLET - APPLICANT & PARTICIPANT |  |
| 130 | Intake | HUD 92006 SUPPLEMENTAL & OPTIONAL CONTACT INFORMATION |  |
| 131 | Intake | HUD 9886 AUTHORIZATION FOR RELEASE OF INFORMATION exp 7.31.21 |  |
| No. | Category | Title | Vendor has a Similar Letter (Yes/No) |
| 132 | Intake | INITIAL ELIGIBILITY DETERMINATION PACKET |  |
| 133 | Intake | NATURAL DISASTER PREFERENCE - SEND WHEN WAITING LIST CLOSES |  |
| 134 | Intake | NATURAL DISASTER PREFERENCE - SEND WITH ELIGIBILITY BRIEFING APPOINTMENT |  |
| 135 | Intake | NATURAL DISASTER PREFERENCE ELIGIBILITY DETERMINATION TO ADD TO A CLOSED WAITING LIST |  |
| 136 | Intake | NED -- NOTICE OF DENIAL OF MAINSTREAM NED WAITING LIST APPLICATION |  |
| 137 | Intake | NED PREFERENCE VERIFICATION AND CERTIFICATION (COMBINED) |  |
| 138 | Intake | NOTICE OF FINAL VERIFICATION REQUEST |  |
| 139 | Intake | NOTICE OF GOOD STANDING WITH PHA |  |
| 140 | Intake | Notice of Initial Eligibility Appointment Notice |  |
| 141 | Intake | Notice of Initial Eligibility Determination |  |
| 142 | Intake | PERSONAL DECLARATION |  |
| 143 | Intake | RESOLVE DUPLICATE SUBSIDY |  |
| 144 | Intake | THDA AUTHORIZATION FOR THE RELEASE OF INFORMATION |  |
| 145 | Intake | WAITING LIST PURGE LETTER |  |
| 146 | Other Documents | ABATEMENT NOTICE (for annual HQS) |  |
| 147 | Other Documents | CASE CONFERENCE FOR CALCULATION REVIEW |  |
| 148 | Other Documents | CASE CONFERENCE FOR CALCULATION REVIEW REPORT Print document from Elite |  |
| 149 | Other Documents | CASE CONFERENCE FOR CALCULATION REVIEW RESCHEDULED |  |
| 150 | Other Documents | CASE CONFERENCE LETTER INTITIAL AND FINAL |  |
| 151 | Other Documents | CASE CONFERENCE REPORT |  |
| 152 | Other Documents | COMPLAINT ABATEMENT |  |
| 153 | Other Documents | COMPLAINT INTAKE FORM |  |
| 154 | Other Documents | HQS COMPLAINT FORM |  |
| 155 | Other Documents | I.T. ELITE WORK ORDER TEMPLATE |  |
| 156 | Other Documents | I.T. WORK ORDER PROCESS |  |
| 157 | Other Documents | NOTICE OF EMERGENCY REPAIR |  |
| 158 | Other Documents | NOTICE OF INTERIM REPAIR in response to HQS Complaint |  |
| 159 | Other Documents | Notice of Termination of Landlord Participation |  |
| 160 | Other Documents | Payment Standards effective 12.2019 |  |
| 161 | Other Documents | SUPPLIER ACCOUNT DATA SHEET |  |
| No. | Category | Title | Vendor has a Similar Letter (Yes/No) |
| 162 | Other Documents | Supplier Direct Deposit Account Setup Packet Print Packet from Elite |  |
| 163 | Other Documents | SUPPLIER DIRECT DEPOST ACCOUNT SET UP LETTER |  |
| 164 | Other Documents | SUPPLIER INFORMATION FORM |  |
| 165 | Other Documents | Supplier Payment Account Change Packet Print Packet from Elite |  |
| 166 | Other Documents | Supplier Remittance Advice Change Packet Printed Packet from Elite |  |
| 167 | Portability | FAMILY PORTABILITY INFO FORM HUD 52665 exp. 07.2022 |  |
| 168 | Portability | FIRST NOTICE OF ANNUAL RECERTIFICATION OF OUTGOING PAYABLE PORT |  |
| 169 | Portability | Incoming Portability Briefing Report |  |
| 170 | Portability | Notice of Incoming Portability Appointment via phone INTITAL AND RESCHEDULED |  |
| 171 | Portability | NOTICE OF PORTABILITY |  |
| 172 | Portability | PORT BILLING DENIAL HCV 529 |  |
| 173 | Portability | PORT OUT PHA INFO FORM HCV 521 |  |
| 174 | Portability | PORTABILITY APPROVAL |  |
| 175 | Portability | Port-In Request for Information from PHA |  |
| 176 | Portability | REQUEST FOR PORT OUT UPDATE |  |
| 177 | Portability | REQUEST OF PORTABILITY MAIL WITH NOTICE OF PORTABILITY |  |
| 178 | Portability | SECOND NOTICE OF ANNUAL RECERTIFICATION OF OUTGOING PAYABLE PORT |  |
| 179 | Portability | THDA DECISION REGARDING INITIAL ELIGIBILITY TO RELOCATE/PORT |  |
| 180 | Portability | THIRD NOTICE OF ANNUAL RECERTIFICATION OF OUTGOING PAYABLE PORT |  |
| 181 | Portability | TWO MISSED PORT IN APPOINTMENT LETTER |  |
| 182 | Portability | VASH PARTICIPANT RELEASE OF INFORMATION |  |

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| **MASTER LIST OF ALL REPORTS RFP ATTACHMENT 6.8** |
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| No. | Category | Report Name | Description | Vendor has a Similar Report (Yes/No) |
| 1 | Accounting/ Financial | Aged Receivables Report | Accounting uses this report to look at overall amounts due to THDA from other PHAs and for details related to specific PHAs. |  |
| 2 | Accounting/ Financial | Check Register | Custom Check Register by Vendor for the Tulare County HA. |  |
| 3 | Accounting/ Financial | Escrow Credit Listing Report | Monthly FSS pre-generation escrow credit listing. This report is a simple listing of each participant’s current FSS escrow credit. This report may be run at any time. |  |
| 4 | Accounting/ Financial | Escrow Posting Report | Monthly FSS escrow credit posting report of all escrow credits posted for the month. May be sorted by participant last name or by coordinator and then by last name. |  |
| 5 | Accounting/ Financial | GL Activity Listing | A transaction journal listing all activity for GL Account(s) for a specified date range. This report can be used for balancing and/or auditing purposes. |  |
| 6 | Accounting/ Financial | HAP Register by Caseworker | HAP Register with an option to select the Caseworker(s); or can be run for all caseworkers. |  |
| 7 | Accounting/ Financial | HAP Register by HAP Payee | Listing of HAP payments grouped by HAP Payee for a date range. Includes transaction date, transaction description, resident name and tax ID, case worker, unit address and amount. Can select for All HAP Payees, on One, which then requires a search selection on HAP Payee. Multiple HAP Payees can be selected as well. |  |
| 8 | Accounting/ Financial | HAP Register by Resident | HAP Register grouped by Resident |  |
| 9 | Accounting/ Financial | Participant(s) Statement | Statement for a date range, for one participant, or for all active participants, or for all participants who were active at any time during the date range. Statement will show details of all financial transactions for the participants in the date range and show any withheld escrow credits. Statement will include current certification date and participant's social security number. |  |
| 10 | Accounting/ Financial | Payments Held | Report of residents with total HAP/UAP payments held (Holds and Abatements) as of Payment Run Date. |  |
| 11 | Accounting/ Financial | Port In | To provide the user with a method of listing out all HAP payments and admin fee payment received from other housing authorities for Port-In residents. |  |
| 12 | Accounting/ Financial | THDA - Missing External Supplier Number | Shows suppliers that are currently in the system that do not have an external vendor number. This allows us to know who needs to be set up for payment |  |
| 13 | Accounting/ Financial | THDA - Payment Standard Audit | To ensure that the participant is receiving the correct payment standard. Ensures the correct payment standard was used while processing certifications |  |
| No. | Category | Report Name | Description | Vendor has a Similar Report (Yes/No) |
| 14 | Accounting/ Financial | THDA - Reconcile Report | Possibly the most important report that Accounting uses. Shows all payments during a time range (usually a calendar month) showing participant, HAP payee, amount, VMS month for which the payment is applicable, check date, check number, increment related to the voucher, etc. Accounting uses this report to determine amount of payments by type (Homeownership, Tenant Protection, Port Out, COVID, EHV, Incoming Billable Port, etc.). |  |
| 15 | Accounting/ Financial | VMS Report | Displays Monthly VMS-related data available from this HCV module. |  |
| 16 | Accounting/ Financial | Voided Check Report | A listing of the voided checks by Bank, Company Module and Date Range. It allows you to run this for a Date Range and/or Check Number Range. |  |
| 17 | Accounting/ Financial | 30-60 letter | Builds 30-60 day delinquent letters that are then mailed in bulk |  |
| 18 | Accounting/ Financial | TAR Statement | Displays repayment information |  |
| 19 | Certification | 40% Rule Violations | List of current residents who are over the 40 % rule, includes resident, move in date, case worker, and unit address |  |
| 20 | Certification | Abatements and Payment Holds Listing | A listing of HAP abatement and exclusions including unit and tenant information, increment number, and opened date. Also shows rescission information. Includes sorting options for increment or case worker. |  |
| 21 | Certification | Active Family Report | This strength of this report is in its flexibility. The user is given the ability to use up to six filters, with many different fields on which to filter. Using these filters, it is easy to find your active families that fit almost any criteria. |  |
| 22 | Certification | Allowances for Tenant Utilities | Displays Utility Allowances for a locality, structure type and effective date. These can be chosen by the user manually or based on a working cert in progress. This report is similar to the HUD 52667 form. |  |
| 23 | Certification | Application Status Report | List of waiting list applicants based on user selected waiting list, waiting list status, and date range. |  |
| 24 | Certification | Assigned Case Worker | A listing of residents and contact information grouped by assigned case worker |  |
| 25 | Certification | Certification Audit by Caseworker | Tracks the date a certification was opened and approved. Includes Certification Type, Effective date, Case worker, Resident Name, TTP, HAP, UAP, and HAP Payee. Sorting options include case worker, certification opened date, or certification approved date. Reports total number of certifications open, certification approved, and assigned to a case worker. Also reports the average number of days to complete a certification. |  |
| 26 | Certification | Certification of Rent Reasonableness | To provide the user with a means of printing the Certification of Rent Reasonableness for all annuals and interim certifications to verify the rent reasonableness of the unit. |  |
| No. | Category | Report Name | Description | Vendor has a Similar Report (Yes/No) |
| 27 | Certification | Earned Income Disallowance | Listing of participants in the Earned Income program. |  |
| 28 | Certification | Rent Change Notice | Letter to Resident that their rent is changing. This is based on the new certification information. |  |
| 29 | Certification | Rent Change Notice to Owner | Letter to the Owner that the rent for a Resident is changing. |  |
| 30 | Certification | Rent Increase | Shows a report where the rent as increased for a time period |  |
| 31 | Certification | Repayment Client Termination Letter | A report that generates a termination letter from the repayment program |  |
| 32 | Certification | Resident By Hot List Item | To provide the user with a listing of residents by hot list items (custom identifiers), for management reporting, so that they can categorize their residents by items they have tagged to each resident in the user defined hot list area for tracking information. |  |
| 33 | Certification | Resident Payee/Owner Cross-Reference | Listing of HAP Payees and Owners, includes resident name, tax id, unit address, last resident move out date. Parameters include group by HAP Payee or Owner, and select occupied, vacant or all units. |  |
| 34 | Certification | RFTA History Report | Listing of RFTA's, clock history and RFTA details for a participant |  |
| 35 | Certification | S8 Resident Worksheet | Worksheet for a participant that calculates the TTP and projected rehousing Assistance Payment for any of the participant’s certifications. |  |
| 36 | Certification | THDA - 2 Year Tool | The objective of the Two-Year Tool (TYT) is to analyze a PHA’s utilization situation, which includes running basic leasing and spending scenarios to better inform decisions going forward in an effort to optimize the program. |  |
| 37 | Certification | THDA - Abatements by Office Report | Shows units in abatement status. Ensures abatement processes are completed, timely. |  |
| 38 | Certification | THDA - Active Section 8 Residents | Shows a list of participants that are active |  |
| 39 | Certification | THDA - Active Section 8 Residents (No Worker) | Shows a list of participants that are active but do not have a case worker |  |
| 40 | Certification | THDA - Alternate IDs | Shows a new born child that needs an SSN but a "H" number is given until the SSN is available |  |
| 41 | Certification | THDA - Cert Problems | Shows a list of certs where there is a mismatch of what was submitted to PIC |  |
| 42 | Certification | THDA - Completed Certs Report (Summary) | Shows completed certifications by given date range/certification type/caseworker |  |
| No. | Category | Report Name | Description | Vendor has a Similar Report (Yes/No) |
| 43 | Certification | THDA - EOP Report (new) | The Families Ending Participation Report provides demographic and EOP information for families who ended participation in assisted S8RA program. |  |
| 44 | Certification | THDA - General Assistance Not Excluded | To ensure that all income is entered and counted correctly. This report shows entered income that should have been excluded. |  |
| 45 | Certification | THDA - Holds and Abatements | Shows payment holds by increment |  |
| 46 | Certification | THDA - Holds by Office Report | To ensure that holds are lifted (ended timely). Shows payment holds by office. |  |
| 47 | Certification | THDA - New Admission By Office | Shows a list of New Admission Certifications with the ability to pull by THDA Office |  |
| 48 | Certification | THDA - Next Reexam Not First of Month | To ensure that this is corrected so the participant is listed on the correct payment expired report. Shows certifications that were processed with the next annual date not the first day of the month. This check and balance ensures the next annual certification date falls on the first of the month. |  |
| 49 | Certification | THDA - PIC - Full Certs Not In PIC | Shows a list of certs by a PIC submission date so that a comparison can be completed between what is in Elite vs. what is in PIC |  |
| 50 | Certification | THDA - PIC Variances | Shows a list of certifications where the Cert Effective date is different than the PIC Effective Date or the PIC Cert type is different than the Cert Type in the system |  |
| 51 | Certification | THDA - Rent Comps | Shows which comps were utilized for the participant |  |
| 52 | Certification | THDA - Rent Increase Report | Displays a list of certifications where the rent was increased |  |
| 53 | Certification | THDA - Resident Worksheet Batch | Shows current working certification details. This is used to identify current information against participant submitted information. Used in annual processing and repayment processing |  |
| 54 | Certification | THDA - Retro Certifications | Displays a list of certifications that were completed after the certification date |  |
| 55 | Certification | THDA - Verification report for annuals | Shows income sources for a given household. This assists with annual certification processing |  |
| 56 | Certification | THDA - Zero HAP | To ensure that all listed are moved out/EOP at 6 months (180 days). Active participants with Zero HAP for greater than 2 months. Provides details of months at Zero HAP. |  |
| 57 | Certification | THDA - Zero Income | To ensure that all persons listed are not older than 3 months on the report. An interim should be done every 3 months when a zero income is reported. Active participants who show Zero income on the last effective cert. This is to ensure HUD requirement is met to contact for interim every 90 days. |  |
| No. | Category | Report Name | Description | Vendor has a Similar Report (Yes/No) |
| 58 | Certification | Upcoming Annual Re-examinations | This report is based on the next annual re-examination date in the approved certification file. Includes the option to run by date range, case worker, or program. Detail data includes: Case worker, next reexam date, resident name, address, current TTP, lease end date, current HAP, current UAP, and HAP payee. Portables are grouped separately, and if a certification is currently open, the certification type is also included. |  |
| 59 | Certification | Zero HAP or Zero Income Residents | Listing of all active residents with an effective certification that has a zero HAP. |  |
| 60 | FSS | Exit Report | Report showing all the information gathered during the exit from the FSS program for a date range. |  |
| 61 | FSS | FSS Active In a Unit as of date | Shows a report of FSS participants who are active in a unit |  |
| 62 | FSS | FSS out of unit | Shows a report of FSS participants who are not active in a unit |  |
| 63 | FSS | FSS participates by office and worker. | Shows a listing of FSS participants by case worker and office that the case worker works in |  |
| 64 | FSS | Homeownership >15000 | lists qualified program participants based on income of greater than $15000 /yr |  |
| 65 | FSS | HomeOwnershipDisabled >8000 | lists qualified program participants based on income of greater than $8000 /yr |  |
| 66 | FSS | Inactive Participant(s) Report | Open Family Self Sufficiency menu item and look for Contract Status on first screen. |  |
| 67 | FSS | Participant Current Status | Use this report to gather information about the current status of FSS Participants. For historical information, try the "FSS Participants" report instead. |  |
| 68 | FSS | Participant Detail Report | Report that shows participants names, contract dates, current FSS escrow credit, and account balance. |  |
| 69 | FSS | Participant Escrow Balance | To provide the user with a listing of all FSS Participants and their current balances for a given date. This report will allow the user and management to audit the FSS program and balance their escrow balances to the General Ledger account. |  |
| 70 | FSS | Participant History Report | Shows those participants in FSS for a specific Date Range for a specific Company Module and Contract Status. The Date Range entered is looking at the Start Date of the Contract. If the start date falls within the date range entered the participant will be shown on the report. There is a possibility that the participant can show up twice if they have completed the FSS program but then restarted during the date range entered. |  |
| 71 | FSS | Participant(s) Monthly Account Report | Monthly FSS accounting report showing monthly FSS escrow credit for each participant, prorate investment income, escrow credits withheld from any participant (with reason), disbursements, and current account balances greater than zero |  |
| No. | Category | Report Name | Description | Vendor has a Similar Report (Yes/No) |
| 72 | FSS | THDA - FSS Addendums by Date Range | gives PIC addendum reporting based on dates |  |
| 73 | FSS | THDA - PIC - FSS Residents | provides a reflection of what is in PIC regarding addendums |  |
| 74 | FSS | THDA FSS - Addendums | Provides addendum information that is reported to PIC |  |
| 75 | FSS | THDA FSS - Category Audit Report | Provides audit of what is reported to PIC |  |
| 76 | FSS | THDA FSS - In Unit | Provides list of FSS participants who are active in a unit |  |
| 77 | FSS | THDA FSS - Increased Escrow | Shows a list of FSS participants where the Escrow amount has increased |  |
| 78 | FSS | THDA FSS - Out Of Unit | Provides list of FSS participants who are out of unit; not leased up; moving to new unit |  |
| 79 | FSS | THDA FSS - Participant Escrow Balance report | Provides escrow balance for all FSS participants |  |
| 80 | FSS | THDA FSS - Participant(s) Statement | Provides Escrow statements for individual participants |  |
| 81 | FSS | THDA FSS - Participants By Age | Displays age range of all FSS participants for reporting purposes |  |
| 82 | FSS | THDA FSS - Transactions | Accounting report that provides listing of adjustments and postings for FSS participants |  |
| 83 | Housing the Applicant | THDA - Clock Stopped Tenant | Shows a list of applicants in the RTA process where the clock was stopped due to an emergency |  |
| 84 | Housing the Applicant | THDA - RTA Timeline | Displays a list of applicants that are in the RTA process and the time it took between steps |  |
| 85 | Housing the Applicant | THDA - Shopping Vouchers Report | The voucher shopping report is a tool used to assist with managing utilization and the probability of those vouchers that may result in an actual lease and assistance HAP contract with a landlord. |  |
| 86 | Housing the Applicant | THDA - Vouchers Open More Than 150 Days | This report is used as a tool to manage utilization and funding. Vouchers that remain open beyond a 120 days are likely expired vouchers that should be closed out. Shows all voucher holders who have an open voucher of more than 150 days. 150 days is the max. THDA authorizes. |  |
| 87 | Housing the Applicant | THDA - Vouchers Termed 59 Days or Less | This report is used as a tool to manage utilization and funding projections for vouchers that are due to expire soon. Based on RA leasing goal; staff may be required to make calls to applicants who are within this timeframe of their search. |  |
| 88 | Housing the Applicant | THDA WL - Waiting On Voucher | Shows applicants on a waiting list that are in the Waiting on Voucher Briefing Status |  |
| No. | Category | Report Name | Description | Vendor has a Similar Report (Yes/No) |
| 89 | Housing the Applicant | Voucher Expiration Report | Report that gives information on the voucher and the expiration on or before the selected date. Sort order can also be selected. |  |
| 90 | Housing the Applicant | Vouchers Issued/Looking | To provide the user with a report showing by "project" (user defined), all residents with active voucher issues who have not been moved into a unit. The user should be able to print this report for all programs at any point in time, so that they can see how many vouchers they have outstanding. |  |
| 91 | Inspection | Emergency and Health & Safety Report | Inspection report listing open inspections that have failed items flagged as either Emergency or Health & Safety. |  |
| 92 | Inspection | Inspection Results Report | Listing of completed inspections by date range for selected Inspector(s). Includes date inspected, inspection ID, inspection type, resident and unit address. Subtotals by inspection status (pass/fail/etc) and includes percentages based on total inspections for the inspector for the date range. |  |
| 93 | Inspection | Past Due Inspections | Shows a list of inspections where the due date has past |  |
| 94 | Inspection | Scheduled Inspections Report | This is a list of Scheduled inspections. Based on a user defined date range, with sorting options |  |
| 95 | Inspection | THDA - PIC - Possible Late HQS | Ensure HQS is submitted to PIC and without error |  |
| 96 | Inspection | THDA - PIC - Possible Late ReExams | Ensure annual exams are entered into PIC and without error |  |
| 97 | Inspection | THDA IN - Inspections Missing Inspector | Shows a list of inspections where the Inspector is missing |  |
| 98 | Inspection | THDA IN - Inspections Transmitted To CGI | Shows a list of inspection requests that were successfully transmitted to our external inspection vendor |  |
| 99 | Waitlist | Applicant Status Report | List of waiting list applicants based on user selected waiting list, waiting list status, and date range. |  |
| 100 | Waitlist | THDA - Active On Waiting List | Shows a list of waitlist applicants that are in an active status |  |
| 101 | Waitlist | THDA - Purge List | Provides a list of all of the letters that were sent for a waitlist purge and checkboxes next to each item for staff to validate that steps have been completed |  |
| 102 | Waitlist | THDA - WL Applicant Information | Shows the area they applied for, confirmation number and status of the application |  |
| 103 | Waitlist | THDA - WL Denial Letter | Generates bulk letters that are denial letters |  |
| No. | Category | Report Name | Description | Vendor has a Similar Report (Yes/No) |
| 104 | Waitlist | Waiting List Application | This is the waiting list application that needs to be filled out for a waiting list. It holds all the household information along with the income and asset information. |  |
| 105 | Waitlist | Waiting List Report | This report lists the applicants and the preferences for getting into a unit. It gives all the tenant information as needed. |  |