



**TENNESSEE HOUSING DEVELOPMENT AGENCY  
REQUEST FOR PROPOSALS # 31620-00667  
FOR  
SECTION 8 RENTAL ASSISTANCE SOFTWARE  
AMENDMENT TWO**

**DATE: May 12, 2022**

**RFP# 31620-00667 is amended as follows:**

- A. Section 2 Schedule of Events of the Request for Proposals #31620-00667 is hereby replaced with the following updated schedule of events.

2.1. The following RFP Schedule of Events represents THDA's best estimate for this RFP.

<b>EVENT</b>	<b>TIME (central time zone)</b>	<b>DATE</b>
1. RFP Issued		April 20, 2022
2. Disability Accommodation Request Deadline	2:00 p.m.	April 25, 2022
3. Notice of Intent to Respond Deadline	2:00 p.m.	April 25, 2022
4. Written "Questions & Comments" Deadline	2:00 p.m.	May 6, 2022
5. Written "Questions & Comments" Deadline for Attachments 6.7 and 6.8	2:00 p.m.	May 20, 2022
6. State Response to Written "Questions & Comments"		May 25, 2022
7. Response Deadline	2:00 p.m.	June 3, 2022
8. Scheduling of Respondent Oral Presentation (if applicable)		June 8, 2022
9. Respondent Oral Presentation (if applicable)		June 15, 16, & 20, 2022
10. State Completion of Technical Response Evaluations		July 1, 2022
11. State Opening & Scoring of Cost Proposals		July 6, 2022
12. State Notice of Intent to Award Released <u>and</u> RFP Files Opened for Public Inspection	4:00 p.m.	July 11, 2022
13. End of Open File Period		August 12, 2022
14. State sends contract to Contractor for signature		July 13, 2022
15. Contractor Signature Deadline	2:00 p.m.	August 1, 2022

- B. **Attachment 6.7. Master List of all Letters** is hereby added to the RFP by way of this Amendment Two.

- C. **Attachment 6.8. Master List of all Reports** is hereby added to the RFP by way of this Amendment Two.

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	DETAILS 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	

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	HomeOwnership Disabled >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, prorated 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.	