

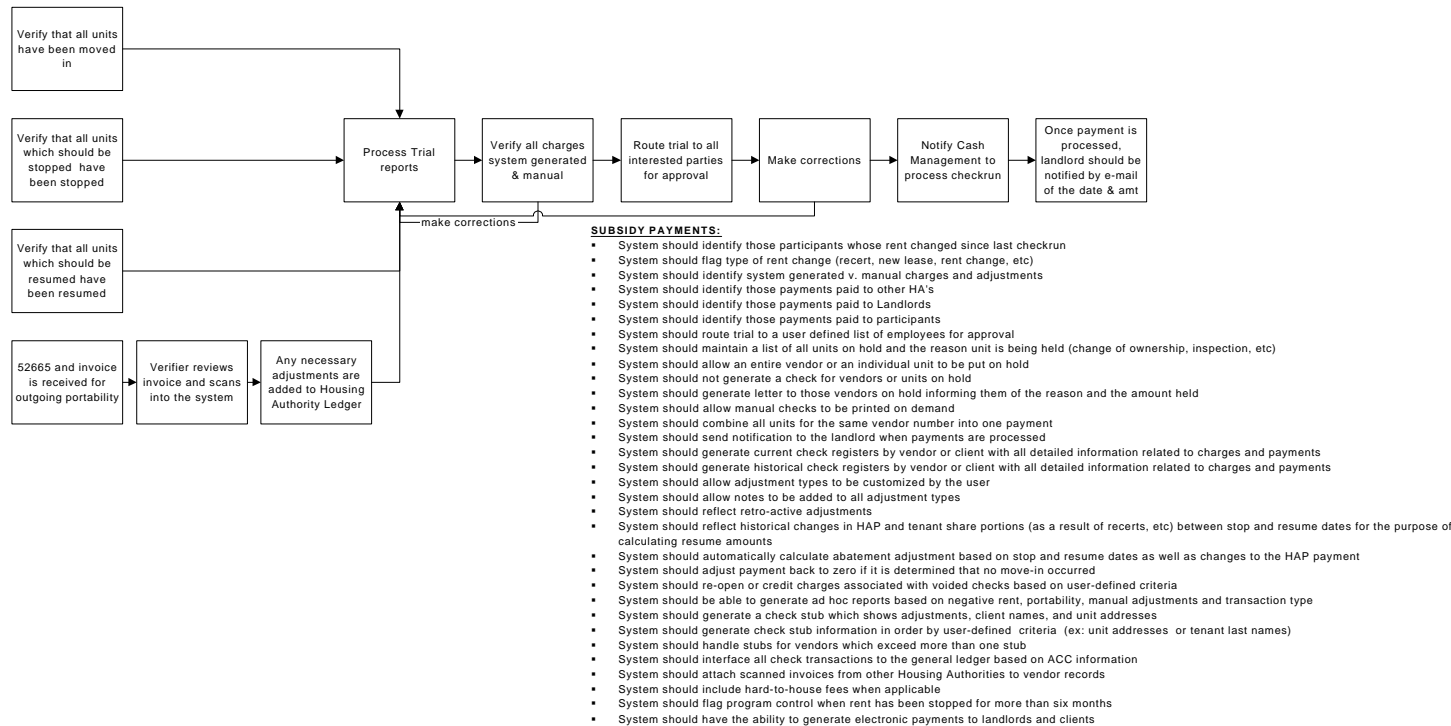
## Leased Housing – Subsidy Payments:

### Overview

Currently, the BHA’s Leased Housing Division processes 5,000 – 6,000 monthly rental subsidy checks totaling over \$10 million in payments. This is a very labor-intensive manual process (a minimum of 2 check runs per month) involving 3 different departments: Leased Housing, Finance, and MIS. Leased Housing runs the trial and makes corrections, Finance verifies availability of funds and supplies the checks, and MIS updates the data files and prints checks, which are returned to Leased Housing for manual review and mailing (stamping of signature, separation, folding, and stuffing of checks). The changes we are proposing would greatly reduce the current labor-intensive process. Under the new process, the Leased Housing Division would run the trial, review it, receive confirmation of the availability of funds, and then release the automated check process. A newly created payment processing unit would generate and mail the checks.

### Future Workflow Process Maps:

#### SUBSIDY PAYMENTS: (Landlord & Outgoing Portability Payments)



No.	Process	Requirement Description	P*	Comments
1.	Subsidy Payments:	System should identify those participants whose rent changed since last check run	1	
2.	Subsidy Payments:	System should flag type of rent change (recert, new lease, rent change, etc)	1	
3.	Subsidy Payments:	System should identify system generated v. manual charges and adjustments	1	
4.	Subsidy Payments:	System should identify those payments paid to other HA's	1	
5.	Subsidy Payments:	System should identify those payments paid to Landlords	1	
6.	Subsidy Payments:	System should identify those payments paid to participants	1	
7.	Subsidy Payments:	System should route trial to a user defined list of employees for approval	2	
8.	Subsidy Payments:	System should maintain a list of all units on hold and the reason unit is being held (change of ownership, inspection, etc)	1	
9.	Subsidy Payments:	System should allow an entire vendor or an individual unit to be put on hold	1	
10.	Subsidy Payments:	System should not generate a check for vendors or units on hold	1	
11.	Subsidy Payments:	System should generate letter to those vendors on hold informing them of the reason and the amount held	2	
12.	Subsidy Payments:	System should allow manual checks to be printed on demand	1	
13.	Subsidy Payments:	System should combine all units for the same vendor number into one payment	1	
14.	Subsidy Payments:	System should send notification to the landlord when payments are processed	3	
15.	Subsidy Payments:	System should generate current check registers by vendor or client with all detailed information related to charges and payments	1	

Legend:

<b>P*riority</b>	1 = Mandatory	2 = Important	3 = Nice to Have
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No.	Process	Requirement Description	P*	Comments
16.	Subsidy Payments:	System should generate historical check registers by vendor or client with all detailed information related to charges and payments	1	
17.	Subsidy Payments:	System should allow adjustment types to be customized by the user	1	
18.	Subsidy Payments:	System should allow notes to be added to all adjustment types	2	
19.	Subsidy Payments:	System should reflect retro-active adjustments	1	
20.	Subsidy Payments:	System should 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	1	
21.	Subsidy Payments:	System should automatically calculate abatement adjustment based on stop and resume dates as well as changes to the HAP payment	1	
22.	Subsidy Payments:	System should adjust payment back to zero if it is determined that no move-in occurred	1	
23.	Subsidy Payments:	System should re-open or credit charges associated with voided checks based on user-defined criteria	1	
24.	Subsidy Payments:	System should be able to generate ad hoc reports based on negative rent, portability, manual adjustments and transaction type	1	
25.	Subsidy Payments:	System should generate a check stub which shows adjustments, client names, and unit addresses	1	
26.	Subsidy Payments:	System should generate check stub information in order by user-defined criteria (ex: unit addresses or tenant last names)	1	
27.	Subsidy Payments:	System should handle stubs for vendors which exceed more than one stub	1	
28.	Subsidy Payments:	System should interface all check transactions to the general ledger based on ACC information	1	
29.	Subsidy Payments:	System should attach scanned invoices from other Housing Authorities to vendor records	3	

Legend:

<b>P*riority</b>	1 = Mandatory	2 = Important	3 = Nice to Have
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No.	Process	Requirement Description	P*	Comments
30.	Subsidy Payments:	System should include hard-to-house fees when applicable	1	
31.	Subsidy Payments:	System should flag program control when rent has been stopped for more than six months	2	
32.	Subsidy Payments:	System should have the ability to generate electronic payments to landlords and clients	1	

Legend:

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