



KEITH KNOX
TREASURER AND TAX COLLECTOR

COUNTY OF LOS ANGELES TREASURER AND TAX COLLECTOR

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December 15, 2023

SENT VIA EMAIL

Dear Interested Party:

REQUEST FOR PROPOSALS FOR THE PROVISION OF INTEGRATED PROPERTY TAX SYSTEM ADDENDUM ONE

This Addendum One (Addendum) to the Integrated Property Tax (eTAX) System Request for Proposals (RFP) provides responses to questions relating to the RFP, Sample Contract, Statement of Work (SOW), SOW Attachments and Exhibits, and updated information related to the RFP. Please note the following:

1. Questions and responses to questions received from Proposers by November 16, 2023, are in Attachment I, Responses to Proposer's Questions.
2. RFP, Paragraph 1, Solicitation Information and Minimum Requirements, is replaced in its entirety with the revised Paragraph 1, Solicitation Information and Minimum Requirements, as noted in Attachment II.
3. Appendix A, Sample Contract, Subparagraph 7.6.1, Background and Security Investigations, is replaced in its entirety with the revised Subparagraph 7.6.1, Background and Security Investigations, as noted in Attachment III.
4. RFP, Subparagraph 8.5.6, Proposer's Business Solution (Section C), is replaced in its entirety with the revised Subparagraph 8.5.6, Proposer's Business Solution (Section C), as noted in Attachment IV.
5. RFP, Subparagraph 8.5.10, Exceptions to Terms and Conditions of Sample Contract and/or Requirements of Exhibit A, SOW, and Exhibit 1A, Attachments/Exhibits (Section G), is replaced in its entirety with the revised Subparagraph 8.5.6, Exceptions to Terms and Conditions of Sample Contract and/or Requirements of Exhibit A, SOW, and Exhibit 1A, Attachments/Exhibits (Section G), as noted in Attachment V.
6. RFP, Subparagraph 8.9.4, is replaced in its entirety with the revised Subparagraph 8.9.4, as noted in Attachment VI.
7. Exhibit A1, SOW Attachment 3, Functional Requirements, is replaced in its entirety with the revised SOW Attachment 3, Functional Requirements, as noted in Attachment VII.
8. Exhibit A1, SOW Attachment 4, Non-Functional Requirements, is replaced in its

entirety with the revised SOW Attachment 4, Non-Functional Requirements, as noted in Attachment VIII.

9. Exhibit A1, SOW Attachment 9, Reference Library, Exhibit 6, Tax Rate Calculation, is replaced in its entirety with the revised SOW Attachment 9, Reference Library, Exhibit 6, Tax Rate Calculation, as noted in Attachment VIII.
10. Exhibit A1, SOW Attachment 9, Reference Library, Exhibit 43, A-C Standard Reports, is replaced in its entirety with the revised SOW Attachment 9, Reference Library, Exhibit 43, A-C Standard Reports, as noted in Attachment X.
11. Appendix B, Exhibit 11, Response Template 3 – Engagement Staffing, is replaced in its entirety with the revised Exhibit 11, Response Template 3 – Engagement Staffing, as noted in the Word file.
12. Appendix B, Exhibit 14, Response Template 6 – Non-Functional Narrative Responses, is replaced in its entirety with the revised Exhibit 14, Response Template 6 – Non-Functional Narrative Response, as noted in the Word file.
13. Appendix B, Exhibit 19, Response Template 10 – Pricing Schedule, is replaced in its entirety with the revised Exhibit 19, Response Template 10 – Pricing Schedule, and is included as a separate Excel file to this Addendum.
14. Appendix A – Sample Contract; Exhibit A – SOW; Exhibit A1 – Statement of Work Attachment I, Implementation Plan; Exhibit A1 – Statement of Work Attachment II, Maintenance and Operations; Appendix B – Response Templates 1-4; Appendix B – Response Template 6; and Appendix B – Response Templates 8-9 in Word format, respectively, are included as separate files to this Addendum.
15. Appendix B, Required Forms, Exhibits 1-8 and Exhibits 19-20 that are provided in fillable Portable Document Format, are included as separate files to this Addendum.

Please attach this Addendum to your RFP.

Should you have any questions, you may contact me at (213) 974-7360 or contracts@ttc.lacounty.gov.

Very truly yours,

KEITH KNOX
Treasurer and Tax Collector

Elena Villacrés Torres
Elena Villacrés Torres
Administrative Services Manager III

EVT:SA:lac

Attachments

COUNTY OF LOS ANGELES
INTEGRATED PROPERTY TAX (eTAX) SYSTEM
COUNTY'S RESPONSE TO PROPOSERS' QUESTIONS

No.	Origin of Question	Page # and Paragraph	Language	Proposer's Question	County's Response
1.	RFP	Page 33 Paragraph (Para.) 8.5.6	<i>"Using Appendix B, Required Forms, Exhibit 13 Response Template 4, eTAX System Business/Functional Narrative Responses, and Appendix B, Required Forms, Exhibit 13 Response Template 5, eTAX Functional Requirements Matrix."</i>	Can the County please confirm that the bolded reference be Exhibit 12, Response Template 4?	Yes, this was a typo please see corrections as follows and will be replaced in Addendum One: Using Appendix B, Required Forms, Exhibit 12 Response Template 4, eTAX System Business/Functional Narrative Responses, and Appendix B, Required Forms, Exhibit 13 Response Template 5, eTAX Functional Requirements Matrix.
2.	RFP - Exhibit 9 Response Template 1	Page 1236	<i>"Original signature of individual authorized to legally bind the Company that will be signing and bound by the contract."</i>	Can the County please confirm the electronic signatures are acceptable?	Yes, pursuant to Appendix A, Sample Contract, Subparagraph 8.18, Counterparts and Electronic Signatures and Representations, electronic signatures are acceptable.
3.	RFP - Solicitation Information and Minimum Requirement	Page 7	N/A	Can the County please provide the estimated contract start date?	The estimated contract start date is based upon approval by our Board of Supervisors and will depend upon the length of negotiations with the successful proposer. The actual start date could vary, but the County of Los Angeles' (County) current estimate is that the start date would be on or about Fall 2024.

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4.	RFP	Page 9 Para. 6.3	All potential Proposers must be registered in the County's WebVen by or before proposal submission. The County's WebVen contains the Vendor's business profile and identifies the goods/services the business provides. Registration can be accomplished online via the Internet by accessing the County's home page at: http://camisvr.co.la.ca.us/webven/ . Proposer must provide proof of WebVen registration in its proposal by listing its County WebVen Number on Exhibit 1, Proposer's Organization.	The RFP (Section 6.3) mentions the WebVen system. We have a WebVen vendor number but were told by ISDVendorRelations Support to use the Vendor Self Service (VSS) website. Please clarify what is needed to satisfy Section 6.3.	Yes, to clarify, your firm has met this requirement since your firm has a WebVen Number which indicates that you are registered with Los Angeles County. However, it is up to each firm to review its information to ensure all information is accurate and up to date (e.g., contact name, contact phone number, etc.).
5.	N/A	N/A	N/A	The RFP appears in seven separate instances on the County's site (camisvr). The attachments seem to be the same for each version (labeled A-F). Where will updates or amendments be posted? Link: https://camisvr.co.la.ca.us/LACoBids/BidLookUp/OpenBidList	As discussed in the Mandatory Proposers' Conference, attendees will receive any subsequent Addenda via an e-mail and posted on the TTC website.
6.	Statement of Work (SOW), Attachment 5 eTAX Interface Requirement	Page 547 Section 25	N/A	Please clarify the scope and timeline of the RPRS (Remittance Processing Replacement System) project. In particular, we would like to know about how this project will impact cashiering of tax bills over-the-counter (OTC). Will the eTax system support cashiering activities for tax bills OTC, or will it be expected to interface with a separate cashiering system for OTC payments? If the eTax system will support cashiering activities, please confirm this is only for property tax bills, not other items. Please also share the number of cashiering workstations and users.	RPRS is a fully implemented Remittance Processing System. For the purpose of eTAX, there will be an interface for remittance and cashiering payment information.

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7.	SOW, Attachment 3 Functional Requirement	Page 282 COL 3-1-23 and Page 310 SDT 3-60-1	N/A	For integrated products we have that help deliver on the scope requirements, specifically the tax defaulted sale and CORTAC processing, do we include the cost components of those products in the Cost Assumptions tab for clarity? The fee component with both products are not borne by the County, but by third parties.	All packaged software costs must be included in the "5. Packaged Software" tab of "eTAX_RFP-Exh_18_Response_Templates_No 10.xlsx." If additional information is required to clarify the usage, add a comment to the Assumptions tab.
8.	RFP Exhibits 9-18, Response Templates 1-10	N/A	N/A	Would the County consider increasing or removing the page limits in the response templates? The limits as written will severely limit our ability to provide a comprehensive response.	No, the County will not consider increasing the page limit. See response to question 9.
9.	RFP Exhibits 9-18, Response Templates 1-10	N/A	N/A	Do screenshots and explanatory diagrams count towards the page limit for each section?	Screenshots and explanatory diagrams do not count against the page limit but should be included immediately after the narrative response.
10.	RFP	Page 26-27 Section B.3, B.4 and B.5 8.5 Business Proposal Requirements and Evaluation; 8.5.5 Proposer's Qualifications; Page 21	N/A	The Business Requirements section refers to four requirements not included in the APPENDIX B CONTRACT REQUIRED FORMS response template. Should vendors include the following sections in the Required Forms section of the response? <ul style="list-style-type: none"> • Proposer's Financial Capability • Proposer's Pending Litigation and Judgements • Proof of Insurability • Applicable Licenses and /or Permits 	Proposers are required to submit the responses for each of the four items you referenced. It is at the discretion of the Proposer to submit them with the Required Forms or separately.
11.	RFP	8.5 Business Proposal Requirements and Evaluation; 8.5.7 Proposer's Technical Solution		The section titled "Information Security and Privacy Requirements" in Section 8.5.7 of the Technical Solution description is not found within Response Template 6 – Non-Functional Narrative Responses. Should vendors include a response for this section within Template 6?	Yes, Response Template 6 will be replaced in its entirety in Addendum One to include Subparagraph 8.5.7, Section titled "Information Security and Privacy."

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12.	Statement of work	Section 15.3.2, Maintenance and Operations (M&O) Key Personnel (Table)	N/A	This section references, "... expectation is this role will be performed by the same person as the Project Engagement Director." The Project Engagement Director role is not called out in the RFP; is this synonymous with the Project Director?	Yes, the Project Engagement Director is the same as the Contractor's Project Director.
13.	Statement of Work, Attachment 5, Tax Interface Requirements	TTCDATA-6 Business License Interface, Page 601	N/A (Table)	Please clarify the purpose of the business license interface. What does the eTax system do with the imported information?	Should the future eTAX System be enhanced to collect business license payments, there will be a need to interface with the Business License System for the payment acceptance.
14.	Statement of Work, Attachment 9, Reference Library, Exhibit 42	Page 1119 Section 3.1.1.1.1	20 - Tax Sale App: Manage auction activities during in person auctions. Auction parcel is coming from MF.	Item 20 in this list "Tax Sale App." is noted as managing "auction activities during in person auctions". However, the Functional Requirements seem to indicate that all tax sale auctions are held online. Please clarify what auction activities for in-person auctions, if any, will need to be managed by the eTax System.	All auctions will be held online. The in-person auction referenced under Tax Sale Application refers to systems to be retired. Refer to Exhibit 42, Subparagraph 3.1.1.1.
15.	RFP	Page 43 Para. 8.5.10	N/A	Where can Section G referenced in Section 8.5.10 be found? "Exceptions to the Terms and Conditions of Sample Contract and/or Requirements of Exhibit A, SOW and Exhibit A1, Attachments/Exhibits (Section G).	To clarify, Subparagraph 8.5.10 is section G of Subparagraph 8.5 Business Proposal Requirements and Evaluation.
16.	Exhibit 11: Response Template	Page 1243	Instructions: Refer to Exhibit A, SOW, Paragraph 15.0 Overview of Staffing, for the definition and expected experience/ qualifications of Key Personnel. Complete the following table detailing the Key Personnel identified for this Engagement (Implementation Project and M&O Services). Add rows as necessary. Do not	In #3, "Proposer Key Personnel", a sentence cuts off after "could lead to the disqualification of the..." Please provide the remainder of that sentence/paragraph.	Response Template 11 will be replaced in Addendum One in its entirety to include all of Question #3, as follows: Refer to Exhibit A, SOW, Paragraph 15.0, Overview of Staffing, for the definition and expected experience/qualifications of Key Personnel. Complete the following table detailing the Key Personnel identified for this Engagement (Implementation

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			change any of the existing columns. Any changes to the template could lead to the disqualification of the		Project and M&O Services). Add rows as necessary. Do not change any of the existing columns. Any changes to the template could lead to the disqualification of the Proposal.
17.	Proposers' Conference	N/A	N/A	The instructions given in the pre-bid conference stated that the sample contract, SOW, and SOW Exhibits and Attachments should all be redlined. This includes most of the RFP as issued, for example, Attachment 5 Interface Requirements and Attachment 8 Bill Layouts, which are topics we would typically discuss in detail during the implementation. Can you confirm whether or not you expect red-lined versions of all of these documents?	No, Attachment 5, eTAX Interface Requirements, and Attachment 8, eTAX TTC Bill Layouts, are provided as references and need not be red-lined in the proposal.
18.	Proposers' Conference	N/A	N/A	The instructions given in the pre-bid conference stated that the Cost Proposal should be submitted as a PDF, while the RFP as issued states that it should be submitted as an Excel worksheet. Please confirm the desired submission format for the cost proposal.	Pursuant to Subparagraph 8.9.4 of the RFP, the Cost Proposal must be submitted in excel format, not in PDF.
19.	General	General	N/A	Are there any standard PM tools that will be provided by the County?	The County has Microsoft Project available to its team for this project.
20.	General	General	N/A	Is there a specific preference around Governance structure for the program?	The County will work with the vendor during contract negotiations to implement the appropriate governance structure.
21.	RFP	Page 1 1-Solicitation Information and Minimum Requirements	N/A	The County is requiring an aggressive response time which occurs over the two major holidays in the US. Would the County consider extending the response time one month to allow for a measured response while also allowing Contractor staff to spend time with their families over the holidays? Other County technology procurements proposal response timelines have not been as aggressive as the timeline in the eTAX RFP.	See Addendum One, Attachment II.

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22.	RFP	Page 1 1-Solicitation Information and Minimum Requirements	N/A	Will the contract term of 5 years, plus County optional extensions, include the implementation period?	No, pursuant to Subparagraph 3.2.1 of the RFP, the five-year base term starts after final acceptance.
23.	RFP	Page 1 1-Solicitation Information and Minimum Requirements	N/A	Does the County have an estimate for the amount of time required to configure / customize the selected application?	The County provided the requirements and expects the proposers to estimate time for configuration and/or customization, which is also dependent on the proposer's solution.
24.	RFP	Page 1 1-Solicitation Information and Minimum Requirements	N/A	Does the County consider implementing a solution for a California Assessor as meeting the criteria for the minimum requirements?	A proposer or its subcontractor who has successfully implemented or maintained a portion of the property tax functions described in <i>for the County of Los Angeles Department of Auditor-Controller (A-C) and/or Department of Treasurer and Tax Collector (TTC) in Exhibit A, SOW, within the most recent ten years for a County, with property tax parcel count over 100,000 in the United States</i> meets the requirement.
25.	RFP	Page 1 1-Solicitation Information and Minimum Requirements	N/A	If the Proposer has successfully negotiated terms with LA County Counsel for other large technology projects, will County Counsel honor those already negotiated terms?	Each service contract is distinct and therefore, pursuant to Subparagraph 8.5.10 of the RFP, Exceptions to Terms and Conditions of the Sample Contract, and/or Requirements of Exhibit A, SOW and Exhibit A1, SOW Attachments and Exhibits, your firm should provide their red-line and alternate language for this RFP.
26.	RFP	Page 18 7.3 Social Enterprise (SE) Preference Program	N/A	If the Prime Proposer uses a subcontractor that is certified as a SE and that has a significant portion of the assigned workload, will this qualify the response to receive the preference?	While the County highly encourages the participation of diverse, small, and local businesses in all its solicitations, including this RFP, the proposing entity itself must be certified as an eligible SE to receive the preference. Proposers that meet the preference program requirements pursuant to Paragraph 7 of the RFP

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					(County's Preference Programs) will be granted a 15% preference. Additional preferences for subcontracting will not be provided under this solicitation.
27.	RFP	Page 25 8.5.5 Proposer's Qualifications (Section B)	N/A	Is it permissible to reference ongoing projects that have not been completed?	Yes, ongoing projects are permissible.
28.	RFP	Page 25 8.5.5 Proposer's Qualifications (Section B)	N/A	Is it permissible to reference ongoing projects where the application is on production and the project has moved to the M&O phase of the contract?	Yes, ongoing projects are permissible.
29.	RFP	Page 25 8.5.5 Proposer's Qualifications (Section B)	N/A	Will the County notify the Proposers when they are requesting references so the Proposer, in turn, can contact the references to remind them to respond?	No, the County will only communicate directly with the references.
30.	RFP	Page 25 8.5.5 Proposer's Qualifications (Section B)	N/A	As a Fortune 500 company, we have hundreds of Public Sector contracts worldwide. Does the County expect a complete list of these contracts?	Regarding section 8.5.5 and Exhibit 7B, for Proposer's with more than six governmental contracts, the Proposer may, at its election, limit its response to only those six governmental contracts during the past ten years most similar to the scope of services solicited under this RFP. The Proposer may, however, choose to include more. This in no way limits Proposer's obligation to fully respond as to debarred contracts in Exhibit 4. The Proposer should also ensure the governmental contracts cited are sufficient to meet the mandatory minimum requirements.
31.	Appendix A - Sample Contract	Page 8 (Section 5.1)	N/A	How will the County budget for the enhancements that are discussed in other parts of the RFP?	The Proposer is expected to calculate cost based on 15,000 hours of enhancements and modifications services as part of M&O. The estimated amount will be included in the base contract amount each year.

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32.	Appendix A - Sample Contract	Page 9 Para. 5.3	N/A	This clause is, generally, applicable to Time and Materials (T&M) contracts not to Fixed Price contracts. Does the County envision this will be delivered as a T&M contract ?	No, per the Sample Contract at paragraph 5.1.1, the "Contract rates specified in Exhibit B, Pricing Schedule, must remain firm and fixed for the Contract Term including all optional extensions."
33.	Appendix A - Sample Contract	Page 11 Para. 5.5.9	N/A	Will the County release the 20% hold back upon production go live? Will there be a hold back for the M&O period?	As stated in the Sample Contract, Subparagraph 5.5.9, the County will release the 20% hold back with respect to (i) the work completed and delivered by the Contractor prior to Final Acceptance in accordance with the project plan, the cumulative amount of such holdbacks will be due and payable to the Contractor up to Final Acceptance, and (ii) the work completed and delivered by the Contractor via Change Notices or Amendment.
34.	Appendix A - Sample Contract	Page 11 Para. 5.5.9	N/A	A 20% hold back exceeds what is considered an industry standard. What was the basis for the County selecting this number? Is this the County policy? If so, can the policy please be referenced?	The County sets holdbacks based on the perceived risks of a project and individual proposers, and not based on a set policy. In addition, to being based on the perceived risk, these may be adjusted higher or lower depending on what other remedies are in place to ensure successful performance, including, but not limited to, performance bonds and parent guarantees, if warranted.
35.	Appendix A - Sample Contract	General	N/A	What is the Limitation of Liability for this contract?	The County has not proposed any limitation of liability for this RFP.
36.	Appendix A - Sample Contract	Page 16 Para. 7.3	N/A	Given that this is a deliverables-based contract, where the County has agreed to the deliverables and related costs as part of the SOW, what is the County's expectations of the demands on the Financial Manager? This function is usually managed by the Contractor's PM.	Please refer to page 16 of the Sample Contract, Paragraph 7, Administration of Contract – Contractor, Subparagraph 7.3, Contractor's Financial Manager, for the demands of the Financial Manager. Additionally, the Project Manager may serve in a dual capacity of Project Manager and Financial Manager.

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37.	Appendix A - Sample Contract	Page 60 Para. 9.2; 9.2.1	N/A	The County is requiring this to be a cloud based solution. Based upon the language in the contract, is the County requiring the Contractor provide its cloud solution IP to the County?	Refer to the Sample Contract subparagraph 9.2.2. The County anticipates the IP would be provided, for example, for those portions' custom developed for and paid for by the County pursuant to the contract, but not for the proposer's pre-existing solution. The County is open to further negotiating the ownership of such items, should it receive an appropriate discount off their development costs.
38.	Statement of Work – Exhibit A	General	N/A	Is the Proposer required to comply with all of the elements of the SOW or is the document provided as a sample? Many of the items in the SOW are based upon a waterfall, custom development approach. Other options including the use of an Agile methodology for configuration and development of required customizations would be more appropriate for the intent of this RFP.	Yes, the County desires the Proposer to provide all the services and meets all requirements included in the SOW. Pursuant to subparagraph 8.5.10, if the Proposer takes exceptions to the requirements in the SOW, Exhibit A, Exhibit A1 and Attachments, the Proposer should include their exceptions as a red-lined version.
39.	Statement of Work – Exhibit A	Various Sections related to Project Documentation	N/A	Does the County expect the Proposer to provide the Quality Control Plan, Business Continuity Plan and Quality Assurance Plan as part of the proposal response? These are, typically, billable deliverables. As noted, the Contractor will provide DEDs for all of the deliverables.	The County expects the Proposer to provide an overview of their approach on delivering each activity/topic, an overview on how the deliverable will be created and an overview of the deliverable contents.

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40.	Statement of Work – Exhibit A	General	N/A	The County proposes to use a cloud based SaaS or COTS solution but defines project tasks and steps are reflect waterfall custom software development. Why has the County taken this approach? Is the County open to using a modern approach to customizations e.g., Agile?	Yes, the County is open to using a modern approach to customization. As stated in Exhibit A, Statement of Work, Subparagraph 5.2, the County wants to provide the Contractor with the flexibility to execute the eTAX Project as they feel it will be the most efficient and effective. Pursuant to subparagraph 8.5.10, if the Proposer takes exceptions to the requirements in the SOW, Exhibit A, Exhibit A1 and Attachments, the Proposer should include their exceptions as a red-lined version.
41.	Statement of Work – Exhibit A	General	N/A	Does the County intend to accept the selected application functionality out of the box with limited customization or does the County intend to significantly customize the application? Significant customization will increase both County costs and project complexity.	Pursuant to Exhibit A, Statement of Work, Paragraph 1, due to the complexity and challenges in delivering a California property tax system for a jurisdiction the size of the County of Los Angeles, the County expects the eTAX System to: <ul style="list-style-type: none"> <li data-bbox="1964 906 2510 1062">i. Be built upon an existing Product which has proven successful supporting a county(ies) in the United States in their tax roll extension, accounting, collection, apportionment, management, and auditing of property taxes. <li data-bbox="1964 1068 2510 1159">ii. Easily accommodate enhancements and customizations and to address legal and policy changes. Additionally, as a guiding principle of the project, we prioritize configuration over customization, as stated in Exhibit A, Statement of Work, Subparagraph 3.3.7.
42.	Statement of Work – Exhibit A	General	N/A	Who will provide the services from the Assessor team to support integration of the Assessor Data Base to eTAX?	The Assessor's Information Technology (IT) team will support integration of the Assessor Database. Please refer to Exhibit A, Statement of Work eTAX Section 5.1 for Expected High-Level Implementation Roles.

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43.	Statement of Work – Exhibit A	General	N/A	What is the current structure of PMO at the County? Should this structure be the standard for future?	Appropriate governance will be formed during contract negotiations period.
44.	Statement of Work – Exhibit A	General	N/A	What scheduling and other templates will be made available?	The scheduling information will be provided to the vendor upon contract award.
45.	Statement of Work – Exhibit A	General	N/A	The County's SOW provides detail on the requirements that the County expects to Contractor to provide. This defines the WHAT the County wants. In what document will the Contractor provide the HOW it will execute on the County's requirements? Will this be created as part of the contract negotiations.	The Proposer must provide a detailed approach on how they will execute the requirements in Appendix B, Required Forms, Exhibits 9 - 18.
46.	Statement of Work – Exhibit A Section 14.1	Page 28	N/A	How will the County measure 25% on site? Will the County provide adequate facilities for Contractor staff to include desks, chairs, office supplies, internet access and conference rooms in order to support an efficient use of time?	The County will provide necessary accommodations for the Contractor to work on-site, as necessary. Additionally, the on-site time is determined by the Contractor's project plan.
47.	Statement of Work – Exhibit A	Page 28 Para. 14.1	N/A	Once the project goes live and moves to O&M, does the County expect the staff to be onsite 25% of the time?	No, this will be finalized during negotiations and planning.
48.	Statement of Work – Exhibit A	Page 30 Para 14.2.2	N/A	The County is proposing that they be allowed "no less" than 10 working days to review deliverables. "No less" allows the County to take an undefined amount of time to review a deliverable. How does the County reconcile the ability to delay deliverable acceptance for an undefined period of time with the Contractor's responsibility to deliver products and enhancements on a set schedule violate SLAs?	Reviewing complex deliverables may take longer than ten days, and the expectation is that a review timeline will be defined during planning.

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49.	Statement of Work – Exhibit A	Page 39 Para. 15.4	N/A	Does the County currently have the staff required to support the eTAX project? How many of these staff members have worked on multi-year application customization and infrastructure management projects?	The County is committed to providing the staff needed to support the eTAX Project and has staff members who have worked on multi-year application customization and infrastructure management projects.
50.	Statement of Work – Exhibit A Attachment 1 - Implementation Plan	General	N/A	Does the County intend to heavily customize the Contractor's application or to accept the majority of the functionality "out of the box"	<p>Pursuant to Exhibit A, Statement of Work, Paragraph 1, due to the complexity and challenges in delivering a California property tax system for a jurisdiction the size of the County of Los Angeles, the County expects the eTAX System to:</p> <ul style="list-style-type: none"> <li data-bbox="1964 824 2518 987">i. Be built upon an existing Product which has proven successful supporting a county(ies) in the United States in their tax roll extension, accounting, collection, apportionment, management, and auditing of property taxes. <li data-bbox="1964 987 2518 1084">ii. Easily accommodate enhancements and customizations and to address legal and policy changes. <p>Additionally, as a guiding principle of the project, we prioritize configuration over customization, as stated in Exhibit A, Statement of Work, Subparagraph 3.3.7.</p>

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No.	Origin of Question	Page # and Paragraph	Language	Proposer's Question	County's Response
51.	Statement of Work – Exhibit A Attachment 1 - Implementation Plan	General	N/A	The Implementation Plan requirements reflect a desire for custom development and not configuration of an existing application with limited customization. What is the County's desire in this regard?	<p>Pursuant to Exhibit A, Statement of Work, Paragraph 1, due to the complexity and challenges in delivering a California property tax system for a jurisdiction the size of the County of Los Angeles, the County expects the eTAX System to:</p> <ul style="list-style-type: none"> i. Be built upon an existing Product which has proven successful supporting a county(ies) in the United States in their tax roll extension, accounting, collection, apportionment, management, and auditing of property taxes. ii. Easily accommodate enhancements and customizations and to address legal and policy changes. <p>Additionally, as a guiding principle of the project, we prioritize configuration over customization, as stated in Exhibit A, Statement of Work, Subparagraph 3.3.7.</p>
52.	Statement of Work – Exhibit A Attachment 1 - Implementation Plan	General	N/A	The Implementation Plan lists many documents that are required to manage an IT project. Is the County expecting any of these documents / plans to be included as part of the proposal response?	<p>No, the County does not expect the Proposer to include all the documents mentioned in Attachment 1, Implementation Plan. Pursuant to subparagraph 8.5.10, if the Proposer takes exceptions to the requirements in the SOW, Exhibit A, Exhibit A1 and Attachments, the Proposer should include their exceptions as a red-lined version.</p>

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No.	Origin of Question	Page # and Paragraph	Language	Proposer's Question	County's Response
53.	Statement of Work – Exhibit A Attachment 1 - Implementation Plan	Page 15	N/A	This task calls for the Contractor to “build” the eTAX system. Is the County expecting the Contractor to build a custom application or to configure its existing application and apply limited customization to support unique County requirements?	<p>Pursuant to Introduction, Statement of Work: Due to the complexity and challenges in delivering a California property tax system for a jurisdiction the size of the County of Los Angeles, the County expects the eTAX System to:</p> <ul style="list-style-type: none"> i. Be built upon an existing Product which has proven successful supporting a county(ies) in the United States in their tax roll extension, accounting, collection, apportionment, management, and auditing of property taxes. ii. Easily accommodate enhancements and customizations and to address legal and policy changes. <p>Additionally, as a guiding principle of the project, we prioritize configuration over customization, as stated in Exhibit A, Statement of Work, Subparagraph 3.3.7.</p>
54.	Statement of Work – Exhibit A Attachment 1 - Implementation Plan	Page 16	N/A	What is the success criteria for go-live / acceptance based upon the number and level of defects?	The County expects the Contractor to execute deliverable 8.2 System Acceptance as defined in the Deliverable Expectation Document. The County will not go-live if a high severity level defect is identified. Refer to Attachment 1, Subtask 5.5, Subtask 8.8.2, and Service Level Requirements.
55.	Statement of Work – Exhibit A Attachment 1 - Implementation Plan	Page 18	N/A	In this task, the County has stated it will develop its own test scripts for UAT. This is not considered a best practice since the application will have been tested against a different criteria. How does the County intend to define the duration of UAT?	The timeline will be defined collaboratively during planning. A proposer may red-line Statement of Work – Exhibit A Attachment 1— Implementation Plan for exceptions to capture its proposed best practice.

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No.	Origin of Question	Page # and Paragraph	Language	Proposer's Question	County's Response
56.	Statement of Work – Exhibit A Attachment 1 - Implementation Plan	Page 20	N/A	What is the County's current training system? Is the Contractor expected to use this training system?	The County will not leverage its training platform to deliver the eTAX training content. Instead, the County expects to utilize the Train-the-Trainer model. Refer to Attachment 1, Task 6.
57.	Statement of Work – Exhibit A Attachment 1 - Implementation Plan	Page 20	N/A	How will the County validate the readiness of the staff to use the eTAX application? Will the unions allow testing of employees?	As stated in Attachment 1, Task 6, the Contractor will develop a training and knowledge transfer plan, develop training material, and conduct training. Additionally, the County expects to utilize the Train-the-Trainer model. The County will engage the union as necessary. Refer to Attachment 1, Implementation Plan, Subtask 2.1.
58.	Statement of Work – Exhibit A Attachment 2 – Maintenance and Operations	Page 12	N/A	Does the County have a preferred Help Desk support tool? What tool will be used by the Level 1 Help Desk?	No, the County does not have a preferred Help Desk Support tool.
59.	Statement of Work – Exhibit A Attachment 2 – Maintenance and Operations	Page 13	N/A	Given the open ended nature of the System Enhancements, is the County amenable to establishing an annual budget for T&M support for these activities?	The budget for enhancements will be finalized during negotiations. The cost workbook proposes 15,000 hours a year, this is for evaluation purposes.

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No.	Origin of Question	Page # and Paragraph	Language	Proposer's Question	County's Response
60.	Statement of Work – Exhibit A Attachment 2 – Maintenance and Operations	Page 13	N/A	For infrastructure support, what is the County's desired release strategy e.g., 1 major release, 1 major release plus 1 minor	The County would like the Proposer to provide a release strategy that best aligns with the requirements and Service Level Agreements (SLAs).
61.	Statement of Work – Exhibit A Attachment 2 – Maintenance and Operations	Page 19 (Table)	N/A	What is the current average response time for the on-premise legacy system?	Response times for on-site legacy systems are unavailable.
62.	Statement of Work – Exhibit A Attachment 2 – Maintenance and Operations	Page 19 (Table)	N/A	How will the County measure the transaction response time?	The County will measure the response time using the "System Hosting and System Monitoring" tool. Refer to Subtask 2.1 of the Maintenance and Operations.

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No.	Origin of Question	Page # and Paragraph	Language	Proposer's Question	County's Response
63.	Statement of Work – Exhibit A Attachment 2 – Maintenance and Operations	Page 19 (Table)	N/A	What is the dispute method given that there are dependencies on factors outside the control of the Vendor?	Dispute mechanisms are as provided for under the Sample Contract. See, for example, Sample Contract paragraphs 5.5.51 (Disputed Fees) and 8.31 (Dispute Resolution Procedure).
64.	Statement of Work – Exhibit A Attachment 2 – Maintenance and Operations	Page 19 (Table)	N/A	What is considered a typical transaction ?	As stated in the Statement of Work, Exhibit 1, Attachment 2, a typical transaction is a real-time parcel-level inquiry. Examples include balance inquiry, payment history, red flag indicators, etc.
65.	Statement of Work – Exhibit A Attachment 2 – Maintenance and Operations	Page 19 (Table)	N/A	Who establishes the monthly fee?	The proposer provides the monthly fees through the Pricing Schedule template. Pursuant to the Pricing Schedule, Tab 1. Introduction, the template provides a structured approach for proposing the costs associated with delivering the eTAX solution requirements. Additionally, as stated in Tab 4. M&O, the M&O costs must include all tasks and deliverables required for ongoing M&O of the eTAX solution. The monthly fee will be finalized during contract negotiations period.

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No.	Origin of Question	Page # and Paragraph	Language	Proposer's Question	County's Response
66.	Statement of Work – Exhibit A Attachment 2 – Maintenance and Operations	Page 19 (Table)	N/A	Do other cloud based county applications meet this standard?	The response time of each County cloud-based solution varies according to different business needs. Refer to Exhibit 42, Figures 3: County Infrastructure Conceptual Identity Access Management Architecture, and Figure 4: County Network Architecture.
67.	Statement of Work – Exhibit A Attachment 2 – Maintenance and Operations	Page 19 (Table)	N/A	Can the County guarantee that the County network will support this response time?	System performance measurements will not include County network, latency, or failure.
68.	Statement of Work – Exhibit A Attachment 2 – Maintenance and Operations	Page 19 (Table)	N/A	What is the remedy if the County fails to provide a network that is capable of supporting this SLA?	System performance measurements will not include County network, latency, or failure.

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No.	Origin of Question	Page # and Paragraph	Language	Proposer's Question	County's Response
69.	Statement of Work – Exhibit A Attachment 2 – Maintenance and Operations	Page 19 (Table)	N/A	How will the County manage the capabilities of the devices that are being used to access the eTAX system to guarantee that the device is capable of supporting the response time?	The County will manage the capabilities of the devices that are used to access the eTAX System. System performance measurements will not include devices used to access the eTAX System. However, the Proposer should include the minimum device requirements for its solution.
70.	Statement of Work – Exhibit A Attachment 2 – Maintenance and Operations	Page 19 (Table)	N/A	Will the County consider beginning the service credits collection for this SLA 1 year post go-live? An application can be stress tested in the Test Environment, but it will not account for variables in the Production environment that are beyond the control of the Contractor e.g., the County network. By collecting data without financial penalties, the application can be tuned to meet the performance standards in the Production environment.	The expectation is system related SLAs are enforced after the stabilization period.
71.	Statement of Work – Exhibit A Attachment 2 – Maintenance and Operations	Page 20 (Table)	N/A	How does this SLA compare to the previous SLA?	Average Response Time is the typical time for an individual transaction, while Maximum Response Time is the percentage of transactions above a threshold.

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No.	Origin of Question	Page # and Paragraph	Language	Proposer's Question	County's Response
72.	Statement of Work – Exhibit A Attachment 2 – Maintenance and Operations	Page 20 (Table)	N/A	Will the County combine the two SLAs?	The County prefers to not combine the SLAs. If the Proposer takes exceptions to the requirements in the Statement of Work – Exhibit A Attachment 2 – Maintenance and Operations, the Proposer should include their exceptions as a red-lined version.
73.	Statement of Work – Exhibit A Attachment 2 – Maintenance and Operations	Page 20 (Table)	N/A	If the County is combining the two SLAs, will the vendor be responsible for a 20% hold back for exceeding the average response time by 1 second and an additional 10% hold back for exceeding the target by completing the transaction in 3 seconds?	Yes. If the Proposer takes exceptions to the requirements in the Statement of Work – Exhibit A Attachment 2 – Maintenance and Operations, the Proposer should include their exceptions as a red-lined version.
74.	Statement of Work – Exhibit A Attachment 2 – Maintenance and Operations	Page 20 (Table)	N/A	How will the County measure the transaction response time?	The County will measure the response time using the “System Hosting and System Monitoring” tool. Please refer to Subtask 2.1 of the Maintenance and Operations.

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No.	Origin of Question	Page # and Paragraph	Language	Proposer's Question	County's Response
75.	Statement of Work – Exhibit A Attachment 2 – Maintenance and Operations	Page 20 (Table)	N/A	What is the dispute method given that there are dependencies on factors outside the control of the Vendor?	Dispute mechanisms are as provided for under the Sample Contract. See, for example, Sample Contract paragraphs 5.5.51 (Disputed Fees) and 8.31 (Dispute Resolution Procedure).
76.	Statement of Work – Exhibit A Attachment 2 – Maintenance and Operations	Page 20 (Table)	N/A	Can the County guarantee that the County network will support this response time?	System performance measurements will not include County network, latency, or failure.
77.	Statement of Work – Exhibit A Attachment 2 – Maintenance and Operations	Page 20 (Table)	N/A	What is the remedy if the County fails to provide a network that is capable of supporting this SLA?	System performance measurements will not include County network, latency, or failure.

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No.	Origin of Question	Page # and Paragraph	Language	Proposer's Question	County's Response
78.	Statement of Work – Exhibit A Attachment 2 – Maintenance and Operations	Page 20 (Table)	N/A	How will the County manage the capabilities of the devices that are being used to access the eTAX system to guarantee that the device is capable of supporting the response time?	System performance measurements will not include devices used to access the eTAX System. However, the Proposer should include the minimum device requirements for its solution.
79.	Statement of Work – Exhibit A Attachment 2 – Maintenance and Operations	Page 20 (Table)	N/A	Will the County consider beginning the service credits collection for this SLA 1 year post go-live? An application can be stress tested in the Test Environment, but it will not account for variables in the Production environment that are beyond the control of the Contractor e.g., the County network. By collecting data without financial penalties, the application can be tuned to meet the performance standards in the Production environment.	The expectation is system related SLAs are enforced after the stabilization period.
80.	Statement of Work – Exhibit A Attachment 2 – Maintenance and Operations	General	N/A	The County is using an extensive list of SLAs in an attempt to manage the performance and behavior of the Contractor. What organization , with associated overhead, is the County putting in place to manage the ongoing escalations that will occur as a result of these SLAs?	The County will manage ongoing escalations internally.

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No.	Origin of Question	Page # and Paragraph	Language	Proposer's Question	County's Response
81.	Statement of Work – Exhibit A Attachment 2 – Maintenance and Operations	General	N/A	Has the County implemented and managed similar SLAs for other large technology initiatives? If so, how often did the Contractor violate the SLAs? What was the escalation process for resolving SLA violations that were caused by issues outside of the Contractor's control?	Yes, other County departments have implemented and managed similar SLAs. However, no SaaS solution of similar size and scope to eTAX has been implemented by the TTC and A-C. The escalation procedure was governed by the dispute resolution mechanism of the applicable contract.
82.	Statement of Work – Exhibit A Attachment 2 – Maintenance and Operations	Page 20 (Table)	N/A	What was the County's basis for determining the time for the batch processing?	Batch processing times are dependent on business requirements.
83.	Statement of Work – Exhibit A Attachment 2 – Maintenance and Operations	Page 20 (Table)	N/A	What are the required times for the current processing times for the on-premise legacy system?	Batch processing times are dependent on business requirements.

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No.	Origin of Question	Page # and Paragraph	Language	Proposer's Question	County's Response
84.	Statement of Work – Exhibit A Attachment 2 – Maintenance and Operations	Page 21/22 (Table)	N/A	How does this differ from the reporting requirements in Exhibit I?	The timelines and nature of the reporting requirements are different as noted in those two references. For example, the initial report within one hour may not yet include the full details required within 24 hours under Exhibit I. Both requirements apply and the successful contractor will be expected to report as much information as is available as soon as possible but no later than that required under those requirements.
85.	Statement of Work – Exhibit A Attachment 2 – Maintenance and Operations	Page 21/22 (Table)	N/A	What monthly fee does the County refer to for the SLA penalty?	The proposer establishes the monthly fees through the Pricing Schedule template. Pursuant to the Pricing Schedule, Tab 1. Introduction, the template provides a structured approach for proposing the costs associated with delivering the eTAX solution requirements. Additionally, as stated in Tab 4. M&O, the M&O costs must include all tasks and deliverables required for ongoing M&O of the eTAX solution.
86.	Statement of Work – Exhibit A Attachment 2 – Maintenance and Operations	Page 22 (Table)	N/A	What is the County's current standard for RTO?	Different applications have varying business requirements that determine the Recovery Time Objective.

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No.	Origin of Question	Page # and Paragraph	Language	Proposer's Question	County's Response
87.	Statement of Work – Exhibit A Attachment 2 – Maintenance and Operations	Page 22 (Table)	N/A	Do other business critical applications in the County have a similar RTO?	Different applications have varying business requirements that determine the Recovery Time Objective.
88.	Statement of Work – Exhibit A Attachment 2 – Maintenance and Operations	Page 23 (Table)	N/A	What is the County's current standard for RPO?	Different applications have varying business requirements that determine the Recovery Point Objective.
89.	Statement of Work – Exhibit A Attachment 2 – Maintenance and Operations	Page 23 (Table)	N/A	Do other business critical applications in the County have a similar RPO?	Different applications have varying business requirements that determine the Recovery Point Objective.

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No.	Origin of Question	Page # and Paragraph	Language	Proposer's Question	County's Response
90.	Statement of Work – Exhibit A Attachment 2 – Maintenance and Operations	Page 23/24 (Tables)	N/A	What support will the County provide to determine if the outage is an application or a network issue?	The County will determine if the outage is a global network issue based on End Users' ability to access other external-facing sites.
91.	Statement of Work – Exhibit A Attachment 2 – Maintenance and Operations	Page 23/24 (Tables)	N/A	What is the County's current agreement with ISD regarding response times? This is important since the outage may not be an application error.	The County's Project Manager will coordinate with other departments as needed.
92.	Statement of Work – Exhibit A Attachment 2 – Maintenance and Operations	Page 23/24 (Tables)	N/A	How will the County ensure that the Vendor will be given access to the ISD staff in troubleshooting outages?	The County's Project Manager will coordinate with other departments as needed.

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No.	Origin of Question	Page # and Paragraph	Language	Proposer's Question	County's Response
93.	Statement of Work – Exhibit A Attachment 2 – Maintenance and Operations	Page 26/27 (Table)	N/A	How will the County guarantee that their limited staff will be available to provide defined requirements, test requirements and access to SMEs in order for the Contractor to be able to provide a response quote?	Please refer to the tasks on PDF page 148, section 5.1 of the Statement of Work. The County expects the Proposer to provide anticipated County staff levels to complete the tasks.
94.	Statement of Work – Exhibit A Attachment 2 – Maintenance and Operations	Page 26/27 (Table)	N/A	Why is the County requiring the Contractor to provide requirements since the enhancement is at the request of the County?	Please refer to subtask 4.1, Statement of Work – Exhibit A, Attachment 2—Maintenance and Operations, requirements will be developed collaboratively and need to be included in the SOW to define the scope.
95.	Statement of Work – Exhibit A Attachment 2 – Maintenance and Operations	Page 27 (Table)	N/A	How will the County guarantee that their limited staff will be able to complete testing requirements for enhancements within the agreed upon time frame per the schedule of the enhancement request?	The County is committed to providing the staff needed to support the eTAX Project. Pursuant to the General Requirements, Subparagraph 8.5.10, the Proposer should take exceptions to the County's requirements in the SOW, Exhibit A, Exhibit A1, and Attachments to capture approach.

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No.	Origin of Question	Page # and Paragraph	Language	Proposer's Question	County's Response
96.	Statement of Work – Exhibit A Attachment 2 – Maintenance and Operations	Page 27 (Table)	N/A	What level of and quantity of defects are allowed for each enhancement request? For example, 0 Sev 1, 0 Sev 2, 2 Sev 3 and 5 Sev 4.	The County will not pass UAT if a high severity defect is detected.
97.	Statement of Work – Exhibit A Attachment 2 – Maintenance and Operations	Page 28 (Table)	N/A	Who is responsible for creating the survey?	The Contractor will propose a survey for County's approval.
98.	Statement of Work – Exhibit A Attachment 2 – Maintenance and Operations	Page 28 (Table)	N/A	Who is responsible for delivering the survey?	The County will be responsible for delivering the survey; however, pursuant to the RFP Subparagraph 8.5.10, the Proposer should take exceptions to the County's requirements in the SOW, Exhibit A, Exhibit A1, and Attachments to capture approach.

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No.	Origin of Question	Page # and Paragraph	Language	Proposer's Question	County's Response
99.	Statement of Work – Exhibit A Attachment 2 – Maintenance and Operations	Page 28 (Table)	N/A	Who is responsible for managing the survey?	The County will be responsible for managing the survey; however, pursuant to the RFP Subparagraph 8.5.10, the Proposer should take exceptions to the County's requirements in the SOW, Exhibit A, Exhibit A1, and Attachments to capture approach.
100.	Statement of Work – Exhibit A Attachment 2 – Maintenance and Operations	Page 28 (Table)	N/A	Who is responsible for collecting the survey?	The County will be responsible for collecting the survey; however, pursuant to the RFP Subparagraph 8.5.10, the Proposer should take exceptions to the County's requirements in the SOW, Exhibit A, Exhibit A1, and Attachments to capture approach.
101.	Statement of Work – Exhibit A Attachment 2 – Maintenance and Operations	Page 28 (Table)	N/A	Who is responsible for analyzing the survey?	The County will be responsible for analyzing the survey; however, pursuant to the RFP Subparagraph 8.5.10, the Proposer should take exceptions to the County's requirements in the SOW, Exhibit A, Exhibit A1, and Attachments to capture approach.

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No.	Origin of Question	Page # and Paragraph	Language	Proposer's Question	County's Response
102.	Statement of Work – Exhibit A Attachment 2 – Maintenance and Operations	Page 28 (Table)	N/A	Who is responsible for identifying the survey participants?	The County expects this to be collaborative effort; however, pursuant to the RFP Subparagraph 8.5.10, the Proposer should take exceptions to the County's requirements in the SOW, Exhibit A, Exhibit A1, and Attachments to capture approach.
103.	Statement of Work – Exhibit A Attachment 2 – Maintenance and Operations	Page 28 (Table)	N/A	What is the minimum percentage response for the survey to be considered valid?	The County expects this to be collaborative effort; however, pursuant to the RFP Subparagraph 8.5.10, the Proposer should take exceptions to the County's requirements in the SOW, Exhibit A, Exhibit A1, and Attachments to capture approach.
104.	Statement of Work – Exhibit A Attachment 2 – Maintenance and Operations	Page 28 (Table)	N/A	Will the County consider beginning this data collection 1 year post go-live? Change management experts indicate that adoption and acceptance do not occur on production go-live. The survey results will be skewed as users, both internal and external, learn the new application which will differ significantly from the legacy application	The County desires the Proposer to provide all the services in the SOW. However, pursuant to the RFP Subparagraph 8.5.10, the Proposer should take exceptions to the County's requirements in the SOW, Exhibit A, Exhibit A1, and Attachments to capture approach.

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No.	Origin of Question	Page # and Paragraph	Language	Proposer's Question	County's Response
105.	Statement of Work – Exhibit A Attachment 2 – Maintenance and Operations	General	N/A	The County is using an extensive list of SLAs in an attempt to manage the performance and behavior of the Contractor. What organization , with associated overhead, is the County putting in place to manage the ongoing escalations that will occur as a result of these SLAs?	The County will manage ongoing escalations internally.
106.	Statement of Work – Exhibit A Attachment 2 – Maintenance and Operations	General	N/A	Has the County implemented and managed similar SLAs for other large technology initiatives? If so, how often did the Contractor violate the SLAs? What was the escalation process for resolving SLA violations that were caused by issues outside of the Contractor's control?	Yes, other County departments have implemented and managed similar SLAs. However, no SaaS solution of similar size and scope to eTAX has been implemented by the TTC and A-C. The escalation procedure was governed by the dispute resolution mechanism of the applicable contract.
107.	General Question	General	N/A	Will eTAX use the County Azure Active Directory to authenticate eTAX access for county employees?	No, the County will use Microsoft Azure. Refer to Exhibit 42, Figure 4.
108.	Attachment 4 – eTAX Non-Functional Requirements	Page 12 (USAB-02)	N/A	What is the expected scope for multi-language support (Requirement USAB-02). Can we assume that county employees will use eTAX in English while public access will need to support a number of languages? What languages other than English are required?	Yes, County employees will use the tax system in English. Other languages available in the public access portal are not required but rather a favorable enhancement.
109.	Attachment 4 – eTAX Non-Functional Requirements	Page 4 (Security: SEC-07, SEC-08)	N/A	Does eTAX intend to use the existing LA County infrastructure for public access through the public internet or have separate access? LA County Internal Services already provides public internet access that includes all required firewalls.	The County intends to use the public internet. Refer to Exhibit 42, Figure 3.

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No.	Origin of Question	Page # and Paragraph	Language	Proposer's Question	County's Response
110.	Appendix B – Required Forms	General	N/A	Can you please provide the required forms in an editable document (i.e., Microsoft Word)? Currently there is no way to enter information into the PDF document.	Yes, we will provide Appendix B, Required Forms, in editable format in Addendum One.
111.	Appendix B – Required Forms	General	N/A	Can the narrative responses be included as part of a standalone proposal or does the response have to be included in the narrative box in Appendix B? (i.e., Cover Letter, Executive Summary, Functional, Non-Functional narratives, etc...)	Yes, the narrative box can be removed, but the Proposers have to clearly identify their responses corresponding to each question and should be in the order noted in Appendix B.
112.	2 – Introduction	Page 4	N/A	Please describe / elaborate for each legacy system, what data extract capabilities it has / supports? Please describe for each legacy system what database technology is currently used? Can we use offshore? How many legacy systems?	The County's IT support will work with the Internal Services Department's (ISD) Main Frame Support Team to provide data extract support. Mainframe databases are IMS and DB2. The majority of non-Mainframe Systems databases are SQL servers. As stated in the Sample Contract, Subparagraph 8.61, vendors cannot provide offshore services. Refer to Exhibit 42, Section 2.1, for a complete list of legacy systems.

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113.	Statement of Work – Exhibit A Attachment 1 - Implementation Plan Implementation Plan - Sub task 8.5 Legacy Systems Inactivation / Decommissioning	Page 198	N/A	Will the county supply the following for each Legacy System: Functional documentation describes the capabilities, A list of all interdependent systems (legacy or not), Your Plans that describe in detail your assessment of the impact to the county	The County will not provide functional documentation, a list of interdependencies, or an assessment of the impact of each legacy system. Refer to Exhibits 1 through 38 for additional information on our legacy systems.
114.	Statement of Work – Exhibit A Attachment 2 – Maintenance and Operations Subtask 2.3 Interfaces and Batch Jobs Management	Page 211	N/A	How long does it take the County to run these jobs on the current application?	Business requirements dictate batch processing times.

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No.	Origin of Question	Page # and Paragraph	Language	Proposer's Question	County's Response
115.	Statement of Work – Exhibit A Attachment 5 – eTAX Interface Requirements	Pages 355-767	N/A	Please provide the following information for each Interface (current or future): Initiation Type (batch, transactional, on-demand); Frequency of batch execution (hourly, multiple per day, once daily, weekly, monthly, etc., on-demand); Peak Transaction Rates (per second, hour); Number of rows / records; Average Size (row/file/message), Any exception handling processes.	The County will provide information during the Implementation phase.
116.	Required Forms – Exhibit 15 Response Template 7 – eTAX System Non-Functional Requirements	Excel Spreadsheet DAT-15	N/A	Please elaborate: Will this need to apply to every single module / function? If not, then which business functions? Will this need to apply to every single user, or just to users with "privileged access"?	Yes, the audit trail applies to all business functions that allow users to edit. Audit trails must record all changes to the database, including by whom and when.
117.	Required Forms – Exhibit 15 Response Template 7 – eTAX System Non-Functional Requirements	Excel Spreadsheet MOB-02	N/A	Please describe Your current MDM solution / service.	The County currently uses Microsoft inTune for Mobile Device Management. Refer to Exhibit 42 Subparagraph 3.1.1.

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No.	Origin of Question	Page # and Paragraph	Language	Proposer's Question	County's Response
118.	Required Forms — Exhibit 15 Response Template 7 — eTAX System Non-Functional Requirements	Excel Spreadsheet MOB-11	N/A	Please provide a list of these industry standard connectivity / security policies.	Refer to the Sample Contract, Exhibit I, Information Security and Privacy Requirements Exhibits.
119.	Required Forms — Exhibit 15 Response Template 7 — eTAX System Non-Functional Requirements	Excel Spreadsheet SEC-37	N/A	Please describe Your current Two Factor Authentication service?	The County will provide the Two-Factor Authentication information upon contract award.
120.	Required Forms— Exhibit 15 Response Template 7— eTAX System Non-Functional Requirements	Excel Spreadsheet SEC-39	N/A	Is this the on-premise version of Active Directory or the MS Azure version?	No, the County will use Microsoft Azure. Refer to Exhibit 42, Figure 4.

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No.	Origin of Question	Page # and Paragraph	Language	Proposer's Question	County's Response
121.	Statement of Work – Exhibit A Attachment 1 - Implementation Plan Subtask 5.4 – Conduct Parallel Testing	Page 19	N/A	Does the Contractor need to conduct Testing in Legacy system also? Or just need to compare the Test results.	The Contractor will need to compare results.
122.	Statement of Work – Exhibit A Attachment 1 - Implementation Plan Subtask 5.1— Develop Test Plan	Page 16/17	N/A	How many concurrent users/peak-users load do we need to consider for performance Test execution?	Refer to Exhibit 42, Subparagraph 2.3.2, Peak Transactions for information.

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No.	Origin of Question	Page # and Paragraph	Language	Proposer's Question	County's Response
123.	RFP	Page 41 Para. 8.9.4	N/A	Will the County provide the Sample Contract in Word format?	Yes, Appendix A, Sample Contract will be provided in Word format.
124.	RFP	Appendix B Exhibits 1-8	N/A	Will the County provide the Contract Required Forms in an editable format?	Yes, we will provide Appendix B, Required Forms, Exhibits 1-8 in editable format in Addendum One.
125.	RFP	Appendix B Exhibits 9-20	N/A	Will the County provide the response templates in Word format (with the exception of those already provided in Excel)?	Yes, we will provide Appendix B, Required Forms, Exhibits 9-20 in Word or Editable PDF format.
126.	RFP	Page 18 Para 7.6.1	N/A	Can the County provide an estimated cost for the background checks performed by the California Department of Justice?	The approximate cost starts at \$50.00, however price may vary depending on where they live scan. In California, fingerprinting must be performed by a certified fingerprint roller or qualified law enforcement personnel.
127.	RFP	Page 40-41 Para. 7.6.1	N/A	Given the number of files to be submitted, it is possible the sum size of all attachments may exceed 35MB. If so, can the proposer send multiple emails (i.e., 1 of 2, 2 of 2), so that all files are delivered?	Yes, identify each e-mail (i.e., 1 of 3, 2 of 3, 3 of 3) on the subject line next to the name of the solicitation.
128.	Appendix B, Exhibit 20	Requirement 2	N/A	Is this requirement asking us to list the inventory of accounts in the proposal response, or asking whether our solution does inventory and tracks accounts used?	The County is asking for a solution that has the functionality to inventory and track accounts used.
129.	Appendix B, Exhibit 20	Requirement 3	N/A	These requirements refer to Microsoft Azure features. Are the requirements asking us to use the County's own infrastructure in Azure?	No, the County will use Microsoft Azure. Refer to Exhibit 42, Figure 4.
130.	RFP – Minimum Requirements	Page 5-6 Section 4.1	<i>The Proposer's eTAX System must be a cloud-based platform with data centers situated within the United States, with the Proposer responsible for the cloud infrastructure. The Proposer must provide a confirming statement demonstrating that it meets this requirement.</i>	The way section 4.1 below is written it sounds like the "Proposer", most likely a consultancy or systems integrator, is responsible for the cloud infrastructure of a software vendor. SI's implement software but do not have any control over the data centers or cloud infrastructure of the software vendors. Please clarify.	The eTAX System must include software implementation and cloud-based hosting located in the United States and the Proposer must be the prime contractor for the entirety of the eTAX Solution. For example, the Proposer might meet this requirement through self-hosting or a third-party service like Amazon AWS, Microsoft Azure, etc. If the Proposer takes exceptions to the requirements in the Statement of Work - Exhibit A Attachment 2 - Maintenance and Operations, the Proposer should include their exceptions as a red-lined version.

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No.	Origin of Question	Page # and Paragraph	Language	Proposer's Question	County's Response
131.	RFP – Minimum Requirements	Page 5-6 Section 4.2	<i>The Proposer or its Subcontractor must have successfully implemented and maintained an eTAX System performing property tax functions as described for the A-C and/or TTC in Exhibit A, SOW, within the most recent ten years for a County, with property tax parcel count over 100,000 in the United States. The Proposer must provide a confirming statement demonstrating that it meets this requirement.</i>	Must the Proposer or its Subcontractor have successfully implemented and maintained all tax functions as described in Exhibit A, SOW? What if a vendor has successfully provided a portion of those functions? Please Clarify	A proposer or its subcontractor who has successfully implemented or maintained a portion of the property tax functions described in for the A-C and/or TTC in Exhibit A, SOW, within the most recent ten years for a County, with property tax parcel count over 100,000 in the United States meets the requirement.
132.	RFP	Page 1 Section 1		<p>It would be in the County's best interest to give all vendors a reasonable amount of time to respond, thereby ensuring a higher quality Proposal from all vendors. Given that, we respectfully request a 60-day extension on the Proposal due date and ask that you sincerely consider the following:</p> <ol style="list-style-type: none"> 1. As admitted by the County during the mandatory proposer's conference on November 16th this is a large and cumbersome 1200 plus page RFP that must be read and understood by the Proposers in its entirety. 2. Further, as stated during the proposer's conference, answers to questions will be provided "on or around" December 7th giving proposers barely three practical weeks to respond before the 1/11-2024 due date 	See Addendum One, Attachment II.

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No.	Origin of Question	Page # and Paragraph	Language	Proposer's Question	County's Response
133.	Statement of Work	Page 19 Section 5.2.1	<i>The Contractor can leverage the software development lifecycle they deem is the most efficient and effective to produce the eTAX System (and deliverables identified in Attachment 1, Implementation). However, the County believes a hybrid approach (elements of agile and elements of waterfall) may best align with the County's expectations.</i>	<p>Given the following:</p> <ul style="list-style-type: none"> • The volume of the RFP • The complexity of the solution • What is expected to be a significant number of Q&A to digest and incorporate into our Response • Managing holiday schedules • Gaining senior leadership approvals for an engagement of this size • Exceptions to the contract terms, SOW... given only one opportunity to raise them • Working with partners and 3rd party sw vendors on the solution, contract flow down terms agreement... <p>Regarding section 5.2.1 on Page 19 below regarding the the hybrid approach the County believes will best align with their expectations... Can you please provide a list of which elements of agile and which elements of waterfall you believe will best align with the County's expectations for the software development lifecycle and why?</p>	The County has no preference and has written the RFP to allow vendors to propose what they believe is the best approach to deliver a product which meets the requirements and business objectives. Pursuant to the RFP Subparagraph 8.5.10, the Proposer should take exceptions to the County's requirements in the SOW, Exhibit A, Exhibit A1, and Attachments to capture their approach.
134.	RFP	Page 16 Para. 6.20	N/A	Please advise if scoring points available for leveraging CBE participation beyond the stated "goal" for this project.	No, scoring points will not be available for leveraging Community Business Enterprise participation beyond the stated goal for this project.
135.	Appendix B Exhibit 18, Response Template	N/A	<i>There will be a 20% withhold on all invoices/payments, which the County shall pay to the contractor once the Project Closes Out deliverable is approved.</i>	Is the 20% required holdback negotiable?	Pursuant to the RFP Subparagraph 8.5.10, Exception as a redlines version to the Terms and Conditions of the Sample Contract and/or SOW, Exhibit A, and Exhibit A1, Attachments/Exhibit, Proposers are provided the opportunity to take exception to the County's terms, conditions and requirements.

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No.	Origin of Question	Page # and Paragraph	Language	Proposer's Question	County's Response
136.	Appendix B, Exhibit 13	Tab JC	N/A	What GIS system will be used? (please provide vendor and software and hosting model)	The County utilizes the Environmental Systems Research Institute, Inc.'s Aeronautical Reconnaissance Coverage Geographic Information System suite of products.
137.	Appendix B, Exhibit 13	Tab JC	N/A	How are jurisdictions being stored today?	Currently, Jurisdictional Changes and calculations are handled outside of the Mainframe database. However, we are looking for an integrated solution as specified in Appendix B, Exhibit 13, JC Tab, JC-7 requirement.
138.	Appendix B, Exhibit 13	RV-33	N/A	What is your existing reporting system? (i.e., Power BI)	Currently, the county utilizes PowerBI; WebFocus; Legacy Mainframe Systems. However, we are looking for an integrated solution as specified on the RFP page 37 (Requesting for Proposer to provide their approach and technology for eTAX Reporting).
139.	Appendix B, Exhibit 13	Tab JC	N/A	Do you have a preferred existing document management system with scanning / OCR capabilities?	The A-C currently do not use any scanning/OCR capable tool as it relates to the context of this question.
140.	Appendix B, Exhibit 13	RV-1	N/A	Do you have a preferred integration or middleware platform that should be used? (if so, please provide the vendor, software and hosting model.)	No, the County does not have a preferred integration platform.
141.	SOW, Attachment 2, Maintenance and Operations	N/A	N/A	Is the resolution % negotiable for each category? "i.e., 95% of requests are responded to within four hours and resolved within two days (two business/ working days)."	The County desires the Proposer provide all the services and meets the requirements included in the SOW. However, if the Proposer takes exceptions to the requirements in the Statement of Work – Exhibit A Attachment 2—Maintenance and Operations, the Proposer should include their exceptions as a red-lined version.

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No.	Origin of Question	Page # and Paragraph	Language	Proposer's Question	County's Response
142.	SOW, Attachment 2, Maintenance and Operations	N/A	N/A	Is there an existing SIEM to which the solution should integrate for security monitoring and alerting? (please provide the vendor, software and hosting model)	The County does not have a Security Information and Event Management solution (SIEM).
143.	SOW, Attachment 2, Maintenance and Operations	N/A	N/A	Are the response times negotiable? Does the County have a mechanism for testing response times?	The County desires the Proposer provide all the services and meets all the requirements in the SOW, including the testing service. However, pursuant to the RFP Subparagraph 8.5.10, the Proposer should take exceptions to the County's requirements in the SOW, Exhibit A, Exhibit A1, and Attachments to capture approach.
144.	Exhibit A, Statement of Work	N/A	N/A	Can you please identify the technology data source for each legacy data set? Do all records or a subset of records need to be migrated?	Mainframe databases are IMS and DB2. The majority of non-Mainframe Systems databases are SQL servers. Please refer to Exhibit 42, Section 2.1, for a complete list of legacy systems and Section 3.1.1.1 Data to be Converted on RFP page 1119. The Contractor must migrate all records within the data retention policy. Refer to the County's retention and storage policies link: https://file.lacounty.gov/SDSInter/bos/supdocs/011519_Retention.pdf .
145.	Exhibit A, Statement of Work	N/A	N/A	How many tables and records per table need to be migrated from each data source? How many are reference or lookup tables vs tables that store unique record information (i.e., case information)?	The County will provide information during the Conversion phase. Please refer to Exhibit 42, Section 3.1.1.1 Data to be Converted on RFP page 1119.

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No.	Origin of Question	Page # and Paragraph	Language	Proposer's Question	County's Response
146.	Exhibit A, Statement of Work	N/A	N/A	Will we have all the needed access to technical and business resources that understand the legacy data systems? Is there a documented data dictionary for those systems?	Yes, the County will provide technical and business resources that understand the legacy data systems. The legacy data systems have a data dictionary, table and field definitions, or interface specifications. Refer to Attachment 5, eTAX Interface Requirements.
147.	Exhibit A, Statement of Work	N/A	N/A	Can the existing integrations and files be re-used to support integration into this system? If so, approximately what % of integrations exist and could be reused?	Yes. However, the vendor must analyze the data to determine the best use of the interfaces.
148.	SOW, Attachment 2, Maintenance and Operations	N/A	PERF-09 Ability to be available 24/7, 365/366 days with minimum of 99.9% uptime except for agreed upon scheduled maintenance and software Revisions/Versions.	<p>Cloud Services Provider (CSP) uses commercially reasonable efforts to make its on-demand services available to its customers 24/7, except for planned downtime, for which the CSP gives customers prior notice, and force majeure events. While availability SLAs can be negotiated in a contract, the calculation is measured quarterly and not monthly.</p> <p>Can the County please adjust this requirement and specify that the SLA requirements can be negotiated based on the Service provider chosen?</p>	The County desires the Proposer provides all the services and meet all requirements included in the SOW. However, if the Proposer takes exceptions to the requirements in the Statement of Work – Exhibit A Attachment 2 – Maintenance and Operations, the Proposer should include their exceptions as a red-lined version.

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COUNTY'S RESPONSE TO PROPOSERS' QUESTIONS

No.	Origin of Question	Page # and Paragraph	Language	Proposer's Question	County's Response
149.	RFP	Para. 5.5	Background and Security Investigations. All Contractor personnel performing work under the Contract must be required to undergo and pass, to the satisfaction of the County, a background investigation as a condition of beginning and continuing to work under the Contract. Such background investigation must be obtained through fingerprints submitted to the California Department of Justice to include State, local, and Federal level review, which may include, but will not be limited to, criminal conviction information.	<p>We assume this only applies to contractor personnel that are performing the solution implementation services and not the Cloud Service Provider (CSP) personnel that are hosting the solution.</p> <p>For example, CSP engages the services of a background screening vendor to conduct background checks on employees at the time of hire. The CSP also performs background investigations in certain foreign countries. The scope of these checks is subject to local laws in the jurisdictions in which the employee is hired. Can the County please modify this requirement accordingly? Does the County agree with this interpretation of this requirement? If the County mandates that CSP's also need to meet this requirement, will the County be willing to sponsor and pay for these background checks?</p>	No, pursuant to Subparagraph 5.5 of the RFP and Subparagraph 7.6.1 of the Sample Contract, Background and Security Investigations, each of the Contractor's staff performing work under this Contract, who is in a designated sensitive position, as determined by County at the County's sole discretion, must undergo and pass, to the satisfaction of the County, a background investigation as a condition of beginning and continuing to work under this Contract. Typically, the positions required to undergo and pass a background investigation, include but are not limited to, Contractor's Project Director, Contractor's Project Manager, Contractor's Alternate Project Manager, and staff that have access to County assets, sensitive Information and/or non-public information. The fees associated with background investigation will be at the expense of the Contractor regardless if the member of Contractor's staff passes or fails the background investigation.
150.	General	N/A	N/A	While we understand the importance and urgency of this project, we kindly request an additional 30 day extension to provide a more thorough response.	Refer to Addendum One, Attachment II.
151.	RFP	Para. 8.5.7	N/A	<p>How many users will consume reports, analytics, or dashboards (Viewers) from the proposed solution?</p> <p>How many report developers or business unit analysts will need to create standard or ad hoc reports (Developers)?</p> <p>Will some reports, analytics, or dashboards be shared with the public, external partners, or other government agencies outside of TTC?</p>	<p>Refer to Exhibit 42, Subparagraph 2.4, for number of internal and external users consuming and/or developing various reports and dashboards.</p> <p>The County does not have the number of public users consuming data. Use reasonable assumption.</p>

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No.	Origin of Question	Page # and Paragraph	Language	Proposer's Question	County's Response
152.	RFP	N/A	N/A	<p>How are the Proposers' qualifications evaluated? How is negative information, if any, handled by the County?</p>	<p>Pursuant to subparagraph 8.5.5, Proposer will be evaluated on their experience and capacity as a corporation or other entity to perform the required services based on information provided under Section B.</p> <p>The County reserves the right, at its sole discretion, to consider additional information, including references, and to deduct points based on this additional information.</p>

1 SOLICITATION INFORMATION AND MINIMUM REQUIREMENTS

Request for Proposals (RFP) Release Date	10/31/23
Request for a Solicitation Requirements Review Due	11/13/23 by 5:00 p.m. Pacific Time (PT)
Deadline to Register for Mandatory Virtual Proposer's Conference	11/13/23 by 5:00 p.m. PT
<u>Mandatory</u> Virtual Proposer's Conference	11/15/23 at 10:00 a.m. PT
Written Questions Due	11/16/23 by 5:00 p.m. PT
Questions and Answers Released via Addendum on or about	12/15/23
Proposals Due	01/31/24 by 5:00 p.m. PT
Anticipated Contract Term	<p>Base Term: Five years</p> <p>Option periods: Two additional one-year periods, and six month-to-month extensions*</p> <p>Maximum total Contract Term: Seven years and six months</p> <p>*Option periods are exercised at the sole discretion of the County</p>
Minimum Requirements	<ul style="list-style-type: none"> The Proposer's Integrated Property Tax (eTAX) System must be a cloud-based platform with data centers situated within the United States, with the Proposer responsible for the cloud infrastructure. <u>The Proposer must provide a confirming statement demonstrating that it meets this requirement.</u> The Proposer or its Subcontractor must have successfully implemented and maintained an eTAX System

	<p>performing property Tax functions as described for the Auditor-Controller and/or Treasurer and Tax Collector in Exhibit A, Statement of Work, within the most recent ten years for a County, with property tax parcel count over 100,000 in the United States. <u>The Proposer must provide a confirming statement demonstrating that it meets this requirement.</u></p> <ul style="list-style-type: none">• The Proposer must identify a Project Manager and Alternate Project Manager with three years of documented experience managing projects of over \$20M either with the Proposer or with another firm prior to employment with the Proposer. The Proposer must provide supporting documentation with the Proposal Submission under Proposer's Background and Experience (Section B.1).• The Proposer must attend the virtual Mandatory Proposers' Conference.• If the Proposer's compliance with a County Contract has been reviewed by the County's Department of Auditor-Controller (A-C) within the last ten years, the Proposer must not have unresolved questioned costs identified by the A-C, in an amount over \$100,000, that are confirmed to be disallowed costs by the contracting County department, and remain unpaid for six months or more from the date of disallowance, unless such disallowed costs are the subject of current good faith negotiations to resolve the disallowed costs, in the opinion of the County. The Proposer acknowledges that the County will
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	conduct a review of the compliance results.
RFP Contact	Elena Villacrés Torres, Contract Manager Email: contracts@ttc.lacounty.gov Office: (213) 974-7360

7.6 BACKGROUND AND SECURITY INVESTIGATIONS

7.6.1 Each of the Contractor's staff performing work under this Contract, who is in a designated sensitive position, as determined by the County at the County's sole discretion, must undergo and pass, to the satisfaction of the County, a background investigation as a condition of beginning and continuing to work under this Contract. Typically, the positions required to undergo and pass a background investigation include but are not limited to, Contractor's Project Director, Contractor's Project Manager, Contractor's Alternate Project Manager, and staff that have access to County assets, sensitive Information and/or non-public information.

Such background investigation must be obtained through fingerprints submitted to the California Department of Justice (DOJ) to include State, local, and federal level review, which include, but may not be limited to, criminal conviction information. Examples of disqualifying factors include, but are not limited to, bribery, robbery, theft, fraud, embezzlement, forgery, extortion, perjury, convictions involving a controlled substance, convictions involving stolen property, any felony conviction, a misdemeanor conviction involving moral turpitude, or any job-related misdemeanor conviction. The fees associated with background investigation will be at the expense of the Contractor regardless if the member of Contractor's staff passes or fails the background investigation.

The Contractor must provide to the County the legal name of each person in a designated sensitive position and the dates on which said persons submitted fingerprints to the California DOJ. The Contractor must provide such information in writing within five calendar days of the date on which the fingerprinting occurred.

8.5.6 Proposer's Business Solution (Section C) (30%)

Proposer will be evaluated on its description of the methodology to be used to meet the County's requirements based on information provided in this section. Proposer must present a detailed description of the methodology the Proposer will use to meet Contract and SOW requirements. Describe in detail how the services will be performed to meet the intent of the Exhibit A, SOW.

Using Appendix B, Required Forms, Exhibit 12 Response Template 4, eTAX System Business/Functional Narrative Responses, and Appendix B, Required Forms, Exhibit 13 Response Template 5, eTAX Functional Requirements Matrix:

1. Provide an overview of the Proposed eTAX System and how it will integrate all the in-scope business functions and address the project objectives, aligned with the guiding principles. Describe how your Proposed eTAX System will meet the County's Overall project objectives for the eTAX Project. The Proposer's response must focus on the Proposed eTAX System rather than the implementation approach. If applicable, provide examples in California where your solution has been deployed.
2. Describe how the Proposed eTAX System will meet the County's business objectives, items that are unique to the County and meet the key expectations. Include a discussion of how users will engage with (input and extract) all information easily and efficiently (with a focus on usability). The Proposer's response must focus on the business outcomes and approach rather than the specific functionality captured in Functional Requirements Response Template:
 - a. Jurisdictional Change and Annexation
 - b. Roll Valuation
 - c. Tax Rate Calculation
 - d. Direct Assessment Management
 - e. Extend Tax Rolls
 - f. Community Redevelopment Agencies
 - g. Increment Financing Districts
 - h. Countywide Allocation Factors
 - i. Roll Maintenance
 - j. Refund Management
 - k. Tax Apportionment
 - l. Mandatory Reporting
 - m. Billing
 - n. Collections

- o. Manage Payment Plans
- p. Unsecured Delinquencies
- q. Secured Defaulted Tax Roll
- r. Bankruptcy Management
- s. Miscellaneous Services

8.5.10 Exceptions to Terms and Conditions of Sample Contract and/or Requirements of Exhibit A, SOW and Exhibit 1A, Attachments/Exhibits (Section G)

- It is the duty of every Proposer to thoroughly review the Sample Contract and SOW to ensure compliance with all terms, conditions, and requirements.

Proposer will be evaluated on their willingness to accept the Terms and Conditions outlined in Appendix A (Sample Contract) and the Requirements of the SOW outlined in Exhibit A, SOW of Appendix A (Sample Contract).

It is the County's expectation that in submitting a proposal the Proposers will accept, as stated, the County's terms and conditions in the Sample Contract and the County's requirements in the SOW. However, Proposers are provided the opportunity to take exceptions to the County's terms, conditions, and requirements in the Sample Contract, SOW, SOW Attachment 1, Implementation, and SOW Attachment 2, Maintenance and Operations. SOW Attachments 3 through 9 are provided only as references/samples. The County in its sole discretion may deduct rating points or disqualify the proposal in its entirety if the exceptions are material enough to deem the proposal non-responsive.

Proposers are further notified that the County may, in its sole determination, disqualify any Proposer with whom the County cannot satisfactorily negotiate a Contract.

The Proposer's exceptions to Appendix A (Sample Contract), and the Requirements of Exhibit A, SOW, will not be considered after the proposal deadline.

8.9.4 Proposals must be submitted as follows:

File names must consist of the acronym of the Proposer's company name and abbreviated title of the document.

Examples of file names are noted below with the example of "Sample File Name" as the company name with acronym (SFN), document number, and file name. File names must not exceed a maximum of 25 characters to ensure the system accepts the document(s):

- o SFN 01 Bus Prop
- o SFN 02 Cost Prop
- o SFN 03 Bus Prop (Redact)
- o SFN 04 Cost Prop (Redact)
- o SFN 05 Required Forms
- Business Proposal must be emailed as one individual searchable PDF document.
 - Exceptions to the Sample Contract and/or the SOW must be submitted in a red-lined Word version as specified in Subparagraph 7.6.7 (Exceptions to Terms and Conditions of Sample Contract and/or Requirements of SOW and Attachments (Section G)) of this RFP.
 - Note: SOW Attachments 3 through 9 are provided only as references/samples.
 - Exhibit 5 (CBE Information) of Appendix B (Required Forms) must be submitted in Excel format.
- Cost Proposal must be emailed as one individual excel sheet.
- In addition, Proposers must also submit one redacted copy of the Business Proposal and one redacted copy of the Cost Proposal as individual searchable PDF documents, with all confidential, proprietary and trade secret information redacted. Proposer must specifically redact only those parts of the Business and Cost Proposals that are actual trade secrets, confidential, or proprietary in nature. Blanket or categorical redactions and/or statements of confidentiality, or the marking of every page as "Trade Secret," "Confidential," or "Proprietary," is not acceptable and will be rejected in the sole discretion of the County.

The total file size of the email, including all attachments, must not exceed 35MB.

Functional Requirements

Jurisdictional Change and Annexation			
Reqmt	Functional Requirements	Requirement Description	County Priority
	General Requirements		
JC-1	View of TRA and Taxing Entity	The system will support viewing of Tax Rate Area (TRA), taxing entity relationship, tax rate, taxing agency number, and taxing agency name.	Must Have
JC-2	Identify Redevelopment/EIFD TRA	The system will provide the ability to identify TRAs that include Enhanced Infrastructure Financing District (EIFD) and Redevelopment agencies.	Must Have
JC-3	Identify City and Special District by Taxing Agency Number	The system will provide the ability to identify city and special district by taxing agency number.	Must Have
JC-4	Ability to Log Notes / Comments in the system	The system will provide the ability for the Auditor-Controller (A-C) staff to enter notes and comments in the system that provide historical reference value for the jurisdictional change proposal.	Must Have
	Functional Requirements		
	Process Proposed Jurisdictional Changes Requirements		
JC-5	Assessor to Submit Proposed Jurisdictional Change Information	The system will provide an interface for the Assessor to submit the proposed jurisdictional change information, TRA and Assessor Identification Number (AIN)/parcel valuations, to the A-C electronically	Must Have
JC-6	Identify Jurisdictional Change Type	The system will allow the user to verify the jurisdictional change types. Examples include but is not limited to the following: 1. City annexation (including detachment) 2. Special District formations, annexations, detachments, and dissolutions. 3. TRA consolidation	Must Have
JC-7	Prepare Revenue Estimates	The system will provide the ability to calculate, prepare and store revenue estimate reports for jurisdictional change proposals.	Must Have
JC-8	Configure Business Rules for Calculations	Ability to configure business rules to calculate revenue estimates utilizing various methods approved by the County. Calculation methodologies include but are not limited to the following: 1. City annexations utilize a calculation method that shift a percentage of base revenue and Annual Tax Increment (ATI) factors. 2. Special District annexations utilize a calculation method that shifts a percentage of the applicable ATI factors. 3. TRA consolidations utilize a weighted average calculation methodology.	Must Have
JC-9	Validate Data Before Processing Proposed Jurisdictional Change	The system will have the ability to validate jurisdictional change data including but not limited to the following: 1. TRA and parcel assessed valuation information agrees with the equalized roll. 2. The taxing agency makeup accurately corresponds to the TRA. 3. Validate the annexing taxing agency does not already exist in the TRAs / jurisdictional change proposal boundary. 4. TRA ATI percentage factors total 1%. The system will flag any validation errors and workflow to A-C or Assessor staff for review and correction.	Must Have
JC-10	Validation Exceptions / Error Files	The system will flag/reject validation errors and produce an exception report / data file for the A-C or Assessor staff for review and correction.	Must Have
	City Annexations		
JC-11	Locate Adjacent TRA	They system shall have the capability to identify a TRA in the city, adjacent to the proposed annexation boundary, that has the same taxing agency makeup to be utilize in the revenue estimate calculation. If no matches are found, the system shall identify and report the TRAs with a similar composition and identify the agencies that do not match so they can be manually modified.	Must Have
JC-12	Modify Affected TRA	The system will have the ability for users to modify the taxing agency composition in the affected TRA for matching and calculation purpose. Modifications will not update the TRA ATI factors in production until jurisdictional change is identified on the annual State Board of Equalization (BOE) TRA Change Notices and approved by A-C Management.	Must Have
JC-13	Identify and View TRA(s) with Identical Taxing Agency Makeup	The system shall have the ability to locate adjacent TRA based on modified TRA 1. The system will provide the ability to identify all TRA(s) in the annexing city that have the same taxing agency makeup as the modified affected TRA impacted by the jurisdictional change. 2. The system will allow users to view all the identified TRA(s) that have the same taxing agency composition as the flagged modified TRA impacted by the jurisdictional change.	Must Have
	Review Proposed Jurisdictional Change Requirements		
JC-14	Review and Approve Proposed Jurisdictional Change Revenue Estimate	The system will provide the ability for workflow to Supervisor/Section Manager to approve, reject, and override the proposed jurisdictional change. • If rejected, the system will allow the user to update and resubmit after corrections are made. • The system will provide the ability to recalculate the revenue estimate after adjustments are made to components such as proposed shifts to the base value transfer, ATI ratios, boundaries, values, etc. The ability to override information, if applicable, with management approval.	Must Have
JC-15	Submit Proposed Jurisdictional Changes to CEO	Upon approval, the system will generate a cover letter and the revenue and ratio estimate report in PDF and Excel to submit to the County Executive Office (CEO).	Must Have
JC-16	Ability to Upload Approved Resolutions	The system will have the ability for staff to upload approved resolution / supporting documentation and link it to the proposed Local Agency Formation Commission (LAFCO)# and Jurisdictional change.	Must Have
	Implement Annual BOE Jurisdictional Changes		
JC-17	BOE / Assessor Crosswalk Table	The system will provide a crosswalk table to identify and link the local Assessor TRA codes to the BOE TRA code charts	Must Have

Functional Requirements

JC-18	View, and Track Changes Made due to BOE Change Notices	The system will provide the ability to Datamine the information on the BOE Change Notice, such as use of Optical Character Recognition (OCR) application. Differences between notices will be flagged for A-C staff to research/verify the Jurisdictional Changes against the proposed resolution.	Should Have
JC-19	TRA Maintenance	Ability for the user to make changes per the BOE Change Notices by roll year including but not limited to the following: 1. Adding new TRAs 2. Splitting an existing TRA to a new TRA 3. Splitting an existing TRA to an existing TRA 4. Dissolve an existing TRA to a new TRA 5. Dissolve an existing TRA to an existing TRA 6. Adding new jurisdictional areas and assigning them to TRAs 7. Dissolving jurisdictional agencies and removing them from associated TRAs	Must Have
JC-20	Update Taxing Entity Name	The system will provide the ability to update a taxing entity's name.	Must Have
JC-21	Inactivate a Taxing Entity	The system will provide the ability to inactivate a taxing entity account. The system will maintain the history of the taxing entity relationship.	Must Have
JC-22	Alter Taxing Entity Composition	The system will provide the ability to alter the taxing entity composition in a TRA.	Must Have
JC-23	Add New Taxing Entity	The system will provide the ability to add a new taxing entity.	Must Have
JC-24	BOE - Variance Analysis	The system will have the ability to reconcile against the BOE TRA Code Charts and to prior roll year TRA information to identify any discrepancies in TRA numbers / count and taxing entities assigned to the corresponding TRA. Variances will be flagged for review on an exception report.	Must Have
JC-25	Assessor - Variance Analysis	The system will have the ability to utilize a crosswalk table to reconcile and validate annual TRA, taxing entity and valuation information against the Assessor system and roll to ensure accuracy and completeness prior to tax roll extension.	Must Have
Process TRA Consolidation			
JC-26	Process TRA Consolidation	The System will have the ability to process TRA consolidations. 1. The System will have the ability to provide the list of look-a-like TRAs that have the same taxing agency makeup (1% and Debt Service). This list should segregate Community Redevelopment Agency (CRA), EIFD, and non-CRA TRAs as a reference to compare against the final TRA Consolidation listing submitted for processing. 2. Once the BOE notifies the County that the TRA Consolidation filing is effective for the current year, the System will have the ability to calculate the new ATI Ratios of the consolidated TRA. This calculation is done as follows: a. The System will have the ability to interface with the Assessor's system to extract the Current Year Secured and Unsecured Assessed Values for all the look-a-like TRAs that will be consolidated into one TRA b. Consolidated TRA Factor for each look-a-like TRA= (Sum of each look-alike TRA's Secured and Unsecured Assessed Valuation)/ Sum of all the look-a-like TRAs' Secured and Unsecured Assessed Valuation c. Weighted Average Factor of each look-alike TRA's ATI Ratios = Consolidated TRA Factor of the look-alike TRA * look-a-like TRA's ATI ratios at the Agency Level d. New Consolidated TRA's ATI Ratio = Sum of Weighted Average Factors of all look-a-like TRA's ATI Ratios	Must Have
Reporting Requirements			
JC-27	County Standard Reports	The System will have the ability to generate and store standard County reports, identified by the A-C, that are used on a regular basis or critical to the Jurisdictional Change business process. Reports include, but are not limited, to those identified on Exhibit A, Statement of Work, Attachment 9, Reference Library.	Must Have
JC-28	County Ad hoc Reports/Data Analytics	The System will have the ability to query jurisdictional change data and create ad hoc County reports and provide data analytics	Must Have
External Data Access Requirements			
JC-29	Provide a Portal for County department and external users to calculate Jurisdictional Change ATI transfers	The system will provide a portal for county departments and external users to calculate jurisdictional change ATI transfer information. The calculation output should include, but is not limited to the follows: 1. Effective Tax Year (Tax Rate Area) 2. Annexation Number (Tax Rate Area) 3. Affected TRA Number (Taxing Entity) 4. Taxing Agency Name (Taxing Entity) 5. Taxing Agency Number (Taxing Entity) 6. Tax Sharing Ratio (Taxing Entity)	Must Have

Functional Requirements

Roll Valuation			
Reqmt	Functional Requirements	Requirement Description	County Priority
	General Requirements		
RV-1	Receiving Assessment Roll Files	The system will have the ability to receive the assessment roll via interface files and store roll information by roll year.	Must Have
RV-2	Suspend Corrections	The system will have the ability to suspend corrections during the roll load process	Must Have
RV-3	Identify Roll Type	The system will have the ability to identify roll type (secured, unsecured, supplemental, unitary) and roll type identifier with the roll being loaded.	Must Have
RV-4	Identify Parcel Type	The system will have the ability to identify parcel type (i.e. aircraft, mobile homes, possessory interest, etc.)	Must Have
RV-5	Ability to Add Notes / Scanned Documents	The system will have the ability for the Auditor-Controller (A-C) to add notes and/or scanned documents and associate them to the roll being loaded.	Must Have
RV-6	Crosswalk Table - Map BOE TRA Numbers to LA County Assessor Assigned TRA Numbers	The system will provide a crosswalk table to identify and store the state Board of Equalization (BOE) Tax Rate Area (TRA) numbers to the corresponding TRA number assigned by the local assessor.	Must Have
	Functional Requirements		
	Generate Roll Values Requirements		
	Load Local Assessment Roll Values Requirements		
RV-7	Establishing a New Tax Roll Year	The System will provide the ability to support the preparation of a new tax year annually as requested by the A-C Office.	Must Have
RV-8	Secured and Unsecured Roll Creation	The System will provide the ability to support the creation of the secured assessed roll and unsecured assessed roll as certified by the Assessor. The locally assessed roll will include the assessed values on the secured and the unsecured rolls.	Must Have
RV-9	Homeowner Exemption - Summary	The system must summarize the total value of the Homeowner Exemptions on the secured and unsecured rolls by TRA, incorporated areas, unincorporated areas and provide a Countywide summary total.	Must Have
RV-10	Local Assessment Roll Reconciliation	The System will provide the ability to reconcile the local assessment unsecured and secured roll files to the data loaded to the system. Roll data that will be reconciled includes but is not limited to the following: <ol style="list-style-type: none"> 1. Total number of parcels and assessments (secured and unsecured) 2. Total assessments Value by (secured and unsecured) <ol style="list-style-type: none"> a. Land b. Improvement c. Fixture d. Personal Property e. Exemptions 3. Total count of TRAs and values 4. Totals of all Secured Values in County 5. Totals of all Unsecured values in County <p>All errors will be flagged and reported as exceptions for A-C review.</p>	Must Have
RV-11	Local Assessment Roll - Variance Analysis	The system will have the ability to compare the assessment roll from prior tax roll year to the current tax roll year and perform a variance analysis to identify growth, differences and flag variances for A-C review based on configurable business rules.	Must Have
RV-12	Flag New and Deleted TRA's	The System will provide the ability to flag and report the following data for special handling: <ol style="list-style-type: none"> 1. New TRA number compared to previous year TRA numbers for local and state assessed rolls 2. Deleted TRA number compared to previous year TRA numbers for local and state assessed rolls 	Must Have
RV-13	Local Assessed Roll - Agency Reconciliation	The System will provide the ability to generate Taxing Agency valuation reconciliations at the TRA/Agency level. The Taxing Agency Valuations will include, but is not limited, to the following data: <ol style="list-style-type: none"> 1. Gross Taxable Value of the Secured Roll 2. Gross Taxable Value of the Unsecured Roll minus Non-Commercial Aircraft 3. Sum of Non-Commercial Aircraft 4. Local Roll = Sum of the Gross Taxable Value of the Secured Roll + Gross Taxable Value of the Unsecured Roll + Non-Commercial Aircraft 5. Total of Homeowners Exemptions 6. Total Other State Exemptions (if applicable) 7. Total of Gross Taxable Value from the assessor locally assessed roll 	Must Have
RV-14	Non-Commercial Aircraft Summary	The System will provide the ability to compile, display detail and sum of Non-Commercial Aircraft values by TRA.	Must Have
RV-15	Secured and Unsecured Roll Miscellaneous Summary	The System will provide the ability to support verification of the summary of the secured and unsecured roll: <ol style="list-style-type: none"> 1. Fully assessed property values by TRA 2. Fully assessed property values located within incorporated areas 3. Fully assessed property values located in unincorporated areas 4. Sum of totals to ensure they agree with the Locally assessed secured and unsecured rolls 	Must Have
RV-16	Secured and Unsecured Valuation Summary by Taxing Agency	The System will provide the ability to display, store and report taxing agency valuations: <ol style="list-style-type: none"> 1. Gross taxable secured and unsecured values less exemptions. 2. Summarized by Gross Taxable Value for the secured and unsecured roll 3. Sum of all Homeowners Exemptions and other state exemptions if applicable located within the District Summary of Net Taxable Value. 	Must Have
	Load State Assessed Values Requirements		

Functional Requirements

RV-17	Loading BOE State Assessment Roll	System will have the ability to upload BOE preliminary and final assessment roll files and store BOE final roll information including, but not limited to: 1. BOE Utility Company Categorization 2. Assessee Number (BOE No), Billing Name, DBA Name, Care of 3. Address, City, State, Zip+4, Country, Foreign Zip 4. County Identifier, TRA, Property Class, Roll Year, Description, Assessed Value, Exempt Flag 5. Land, Improvements, Personal Property, Valuation Totals	Must Have
RV-18	BOE Final Assessment Roll	The system will have the ability to compare the BOE preliminary roll to the BOE final roll and identify/report all differences.	Must Have
RV-19	State Assessed Values Summary	The System will provide the ability to do the following: 1. Summarize count of secured by Cities (incorporated areas) 2. Summarize count of secured by Unincorporated areas 3. Summarize secured totals by Cities (incorporated areas) 4. Summarize secured totals by Unincorporated areas. 5. Summarize secured property that is allocated countywide (example Inter-county Pipeline)	Must Have
RV-20	Roll Valuation – State Assessed Roll Reconciliation	The System will provide the ability to support the reconciliation between the State Assessed roll values to the Auditor-Controller's load of State Assessed roll values: 1. Total Unitary, Nonunitary & Operating Nonunitary Property Value 2. Total Intercounty Pipeline Value 3. Total Unitary Regulated Railway Value 4. Total Unitary Qualified Property 5. Grand Total of Unitary and Non-Unitary Value	Must Have
Resolve TRA Errors Requirements			
RV-21	Mismatch SBE TRA	The System will provide the ability to flag and report the data where the BOE TRA data does not match the LA County Assessor Crosswalk table. The System will provide the ability to generate an email notification requesting TRA Corrections from the Assessors and attaching the exception report.	Must Have
RV-22	Mismatch SBE TRA Corrections	The System will provide the ability to Extract, Transform and Load data from the Assessors' interface file that contain corrected TRA information and to notify Property Tax Apportionment Division that the file is ready for review purposes. System will also have the ability for A-C to manually load or the ability input the TRA corrected data in eTAX.	Must Have
RV-23	TRA Mapping to Assessment and Districts	The System will provide the ability to manually do the following: 1. Assign TRA number to an assessment. 2. Assign TRA numbers to taxing agencies.	Must Have
CRA / EIFD Values Requirements			
RV-24	Calculate Secured CRA Increment Values	The System will provide the ability to calculate the CRA increment for the Secured Roll. 1. The calculation is as follows: a. $CRA\ Increment\ (Tax\ Rate\ Area,\ Taxing\ Agency) = CRA\ Project\ Current\ Year\ Secured\ Gross\ Taxable\ Values - CRA\ Project\ Base\ Year\ Secured\ Gross\ Taxable\ Value$ b. $CRA\ Increment\ (Tax\ Rate\ Area,\ Taxing\ Agency) = CRA\ Project\ Current\ Year\ Secured\ HOX\ Values - CRA\ Project\ Base\ Increment\ Secured\ HOX\ Values$. Increment Values are calculated for Frozen (Established Base). c. $CRA\ Increment\ (Tax\ Rate\ Area,\ Taxing\ Agency) = CRA\ Project\ Current\ Year\ Secured\ Net\ Taxable\ Values - CRA\ Project\ Base\ Increment\ Secured\ Net\ Taxable\ Value$. Increment Values are calculated for Base Increment (Established Base).	Must Have
RV-25	Calculate Unsecured CRA Increment Values	The System will provide the ability to calculate the Community Redevelopment Agency (CRA) and Enhanced Infrastructure Financing District (EIFD) increment for the Unsecured Roll. The calculation is as follows: 1. $CRA\ Increment = CRA\ Project\ Current\ Year\ Unsecured\ Gross\ Taxable\ Values - CRA\ Project\ Established\ Base\ Year\ Unsecured\ Gross\ Taxable\ Value$ 2. $CRA\ Increment = CRA\ Project\ Current\ Year\ Unsecured\ Homeowners\ Exemptions\ (HOX)\ Values - CRA\ Project\ Base\ Increment\ Unsecured\ HOX\ Values$. 3. $CRA\ Increment = CRA\ Project\ Current\ Year\ Unsecured\ Net\ Taxable\ Values\ excluding\ Non-Commercial\ Aircraft\ (NCA) - CRA\ Project\ Base\ Increment\ Unsecured\ Net\ Taxable\ Value\ excluding\ Non-Commercial\ Aircraft\ (NCA)$. Increment Values are calculated for Base Increment (Established Base). 4. $CRA\ Increment = CRA\ Project\ Current\ Year\ Non-Commercial\ Aircraft\ Value - CRA\ Project\ Base\ Year\ Non-Commercial\ Aircraft\ Value$. Increment Values are calculated for Base Increment (Established Base)	Must Have
RV-26	Store CRA Increment Values	The System will provide the ability to store the following: 1. Equalized roll secured CRA increment for the current tax year . 2. Equalized roll unsecured CRA increment for the current tax year . 3. Equalized roll state assessed non unitary CRA increment for the current tax year . 4. Equalized secured, unsecured and state assessed CRA increment for the current tax year summarized by Tax Rate Area. 5. Equalized secured, unsecured and state assessed CRA increment for the current tax year summarized by District .	Must Have
Create Equalized Roll Requirements			

Functional Requirements

RV-27	Equalized Roll Creation	The System will provide the ability to support the creation of equalized roll that is combination of the following <ol style="list-style-type: none"> 1. Approved secured roll 2. Approved unsecured roll 3. Approved state assessed roll 4. Following roll change types till August 20 <ol style="list-style-type: none"> a. Secured roll change b. Unsecured Roll Change c. BOE Roll Change 	Must Have
RV-28	Equalized Roll Reconciliation - TRA and District Values	The System will provide the ability to store and display the Equalized Roll values at the TRA and Agency level and generate the Equalized Roll reconciliation to validate the TRA Value Summary to the District Value Summary. <ol style="list-style-type: none"> 1. Net taxable value for the secured and unsecured roll for property located within the incorporated areas. 2. Net taxable value for the secured and unsecured roll for property located in unincorporated areas. 3. Homeowner Exemption totals for property located with the incorporated area 4. Homeowner Exemption totals for property located with the unincorporated area 7. Total of the Locally Assessed Roll 8. Summary of the State Assessed Roll 9. Total of all Homeowner Exemptions for the County 10. Gross Total Value of the Equalized Roll 	Must Have
RV-29	Equalized Roll - Variance Analysis	The System will have the ability to compare the previous year Equalized Roll Totals to the current year Equalized Roll Totals and provide the variance amount and percentage between the comparative rolls.	Must Have
RV-30	Approve Equalized Roll	The system will have the ability to workflow and support the electronic approval of the equalized roll.	Must Have
RV-31	Equalized Roll Archival Evidence	The system will have the ability to archive and lock the Equalized Roll from further edits after it is approved.	Must Have
	Reporting Requirement	Reporting	
RV-32	County Standard Reports	The System will have the ability to generate and store standard County reports, identified by the A-C, that are used on a regular basis or critical to the Roll Valuation business process. Reports include, but are not limited, to those identified on Exhibit A, Statement of Work, Attachment 9, Reference Library.	Must Have
RV-33	County Ad hoc Reports/Data Analytics	The System will have the ability to query roll valuation data and create ad hoc County reports and provide data analytics	Must Have
	External Data Access Requirements		
RV-34	Valuation Data file	The System will provide the ability to generate / Merge Valuation data file to external agency.	Must Have
RV-35	Agency Dashboard and Online Submission Access	The System will provide the ability to generate reports specific to each corresponding taxing agency so they can access on Agency Dashboards / Reporting portal: <ol style="list-style-type: none"> 1. Assessed Valuation Reports 2. Prior Year Unitary Revenue Reports 	Must Have

Functional Requirements

Tax Rate Calculation			
Reqmt	Functional Requirements	Requirement Description	County Priority
	General Requirements		
TRC-1	Web Portal	The system will provide a web portal for authorized taxing agency users to upload tax rate documentation, including but not limited to: 1. Balance to be Raised 2. Board Resolutions approving/adopting a tax rate 3. Supporting Documentation	Must Have
TRC-2	Levying Taxing Agency Contact List / Notifications	The system will have the ability to maintain a contact list of all taxing agencies that levy a tax rate and have the ability to send notifications communicating tax year deadlines.	Must Have
TRC-3	Tax Rate Types	The system will have the ability to calculate and levy the following types of tax rates: 1. General rates - levied on all taxable assessed valuations net of exemptions 2. Land and Improvement rates - levy is restricted to real property (land and improvement valuations and is gross of exemptions). 3. Land only rates - levied on taxable land values only, gross of exemptions.	Must Have
	Functional Requirements		
	Debt Management		
	Set Up Bond Authorization Requirements		
TRC-4	Maintain Bond and District Relationship	The system will provide the ability to maintain a one-to-many relationship between each County school district and its voter approved bond issuances. • Each school district issues several bonds and each bond is assigned a specific tax account number for tax rate calculation and electronic Countywide Accounting and Purchasing System (eCAPS) Fund/dept/unit code. Tax rate is calculated per bond/tax account number.	Must Have
TRC-5	Enter, Update, and View Bond Authorization Limit	The system will provide the ability to enter, update, and view the school bond election authorization limit. The system will provide the ability to update the balance of a school bond election authorization limit when a school issues bonds per Board adopted resolution. The system will provide the ability to flag and report a new school bond issuance exceeding the school bond election authorization limit. The system will provide the ability to interface with eCAPS Financials and Debt Management for bond information and debt service schedules.	Could Have
TRC-6	Store/View Bond Authorization Documentation	The system will allow the user to view scanned images of the School District's Election Authorization Documentation. • pdf/scanned copy of the school bonds Official Statement (cover/first page) and final pricing numbers, and debt service schedule (Excel version) are uploaded in eCAPS Debt Management.	Should Have
	Review Bond Authorization Requirements		
TRC-7	Bond Authorization Limitation	The system will ensure that bond amount does not exceed the authorized unissued bond election amount.	Could Have
TRC-8	Approve Bond Authorization Limit	The system will provide the ability to approve or reject the school bond authorization information. The A-C Accounting Division, Bond Accounting Unit will be provided either data entry rights (Unit staff) or approval rights (Unit supervisor or Section Manager).	Could Have
	Enter Debt Service Schedule Requirements		
TRC-9	Upload New Debt Service Schedule for Partially Refunded School Bond	The system will provide the ability to allow a new debt service schedule to be uploaded to an existing bonds/tax account number when a school district's existing bond is partially refunded. The partially refunded bonds' old debt service schedule should still be saved in the system (historical data).	Could Have
TRC-10	Import Debt Service Schedule	The system will provide the ability to import debt service schedule data or interface with eCAPS for the debt service data.	Could Have
	Review Debt Service Schedule Requirements		
TRC-11	Approve Debt Service Schedule	The system will provide the ability for user to generate a complete list of school district outstanding debt service information by a specified period/year. Accounting Division, Financial Analysis Section will review, reject, or approve for use in the annual tax rate calculation the generated debt service schedule information.	Could Have
TRC-12	Enter, Update, and View Debt Service Schedule Information	The system will provide the ability to enter, update, and view the debt service schedule data/information.	Could Have
	Maintain Bond Information Requirements		
TRC-13	Add Fiscal Fee	The system will provide the ability to enter, update, and view the fiscal fee.	Could Have
TRC-14	Identify and Display Debt Service Payment Due in User Specified Time Frame	The system will provide the ability to identify and display debt service payment due amount based on user specified time frame.	Could Have
TRC-15	Calculate Reserve Requirement Amount	The system will provide the ability to calculate the reserve requirement as follows: 2-Year Levy = [(50%* Debt Service Amount in the upcoming eighteen months - Fund Balance Available) + Fund Balance Available - Debt Service Amount from July 1st of the current year to April 30th of the next fiscal year]] x 2. The system will provide the ability to accommodate on a proposed school bond issuance for it's first 18 months' estimated principal and interest as debt service requirement and reserve requirement per school district. Note: Reserve Requirement is the last 6 months in the 18-Month Cash Flow Test.	Could Have
TRC-16	Add Reserve Requirement	The system will provide the ability to enter, update, and view the reserve requirement.	Could Have

Functional Requirements

Review Reserve Requirement and Fiscal Fee Requirements			
TRC-17	Approve Reserve Requirement and Fiscal Fee	<p>The system will provide the ability for user to approve or reject the reserve requirement and fiscal fee information.</p> <p>The system will provide the ability for Accounting Division, Financial Analysis Section to perform review and approval of all school bonds/tax account reserve requirements in one generated table of data (faster and more efficiently).</p> <ol style="list-style-type: none"> 1. There are 800+ of reserve requirement to review and approve if done individually. 2. The system will provide the ability to query and generate a table or data file with all the school bonds tax accounts/funds with any of the following data for review and approval: <ol style="list-style-type: none"> a. Fund balances available, debt service requirements, net debt requirements, adjusted assessed valuations, calculated tax rates, and calculated tax amount (for confirmation/control). b. Adjusted assessed valuation calculation c. Unsecured taxes collections calculation d. Estimated interest revenue e. June apportionment (3rd and 4th paid secured tax ledgers) f. Cash flow test/evaluation g. Delinquency rates calculation h. Tax rates two year comparison by tax accounts i. Tax rates two year comparison summary by school district j. Tax rates analysis per \$100,000 valuation by school district 3. The system will provide the ability to flag/track/report Prop 39 levy rate limits: <ol style="list-style-type: none"> a. \$60 for unified schools b. \$30 for elementary and high school c. \$25 for community colleges d. Generate a notification letter to any school district exceeding the levy limit. 	Could Have
Evaluate Bond Cash Flow Requirements			
TRC-18	Review Available Cash Balance in Bond Fund	The system will provide the ability to interface with eCAPS (in real time) and allow the ability to review the available cash balance in the bond fund from eCAPS .	Could Have
TRC-19	Perform Bond Cash Flow Evaluation	<p>The system will provide the ability to perform the bond cash flow evaluation as follow:</p> <p>Bond cash flow evaluation calculation = 50% * (Debt Service Amount in the upcoming eighteen months - Fund Balance Available) + Fund Balance Available – Debt Service Amount from July 1st of the current year to April 30th of the next fiscal year</p> <p>The system will provide the ability to flag the bond fund if the bond cash flow evaluation result is negative.</p> <p>Bond Cash Flow Evaluation/Test is calculated by each bond issuance or tax account.</p> <ol style="list-style-type: none"> 1. Cash flow calculation evaluation/test is to estimate as of April 1 (50% collection) and as of May 1 (90% collection) of the tax rate year if each school bonds debt service fund or tax account will have sufficient cash to cover the bond debt requirement. If the April 1 or May 1 estimated cash balance result is negative, calculate the 2-Year Levy adjustment amount to be added to the tax rate calculation to cover the estimated deficiency. In addition, if the bonds will mature on the tax year, we do not include the calculated 2-Year Levy in the tax rate calculation. <ul style="list-style-type: none"> 2-Year Levy Adjustment Amount Formula for an April 1 Negative: Amount / 50% 2-Year Levy Adjustment Amount Formula for a May 1 Negative: Amount / 90% 2. Cash Flow Evaluation Test Formula for April 1 (at 50% collections): <ol style="list-style-type: none"> a. Calculate the Projected April 1 Tax Collections (July 1 to June 30 principal and interests + July 1 to Dec 31 of the following FY principal and interests) – June 30 cash balance = Net bond debt requirement x 50% = Projected April 1 Tax Collections (Note: If June 30 cash balance exceeds the 18 months bond debt requirement, Projected April 1 Tax Collections should be zero instead of a negative amount.) b. Calculate the Projected Cash Balance at April 1 June 30 Cash Balance – Projected April 1 Tax Collections = Projected April 1 Cash Balance (Note: If amount is negative, see 2-Year Adjustment formula for April 1 above; derived amount is used in the school bonds tax rate calculation; except if bond is maturing.) 3. Cash Flow Evaluation Test Formula for May 1 (at 90% collections): <ol style="list-style-type: none"> a. Calculate the Projected May 1 Tax Collections (July 1 to June 30 principal and interests + July 1 to Dec 31 of the following FY principal and interests) – June 30 cash balance = Net bond debt requirement x 90% = Projected May 1 Tax Collections (Note: If June 30 cash balance exceeds the 18 months bond debt requirement, Projected May 1 Tax Collections should be zero instead of a negative amount.) b. Calculate the Projected Cash Balance at May 1 June 30 Cash Balance – Projected May 1 Tax Collections = Projected May 1 Cash Balance (Note: If amount is negative, see 2-Year Adjustment formula for May 1 above; derived amount is used in the school bonds tax rate calculation; except if bond is maturing.) 	Could Have
Review Bond Cash Flow Requirements			
TRC-20	Review Bond Cash Flow Evaluation	<p>The system will allow the user (Accounting Division, Financial Analysis Section) to review, approve, and reject the bond cash flow evaluation.</p> <p>The system will provide the ability to generate a summarized listing of records (tax accounts/school bond fund) of the bond cash flow evaluation for review and approval. Once approved, the system will calculate and analyze the 2 Year levy for inclusion in the debt service requirement for tax rates calculation.</p> <p>The system will provide the ability for user to view school bonds cash flow requirements per screen and the capability to drill down to the individual bond detail for update.</p>	Could Have
Generate Tax Rates Requirements			

Functional Requirements

Balance to Be Raised Requirements			
TRC-21	Uploading Balance to be Raised for School GO Bond Issues	If the system does not provide a debt management module for the A-C Accounting Division to calculate the balance to be raised for school General Obligation (GO) bond issues, the system will provide the ability for the A-C Accounting Division to submit the balance to be raised via an interface file or to upload via a web portal to start the tax rate calculation process.	Must Have
TRC-22	Non-School Bonds	System will provide the ability for (non-school) taxing agencies to submit the following via a web portal to start the calculation process: 1. Taxing agencies may remit the balance to be raised. A-C / System will calculate the tax rate that needs to be levied to raise sufficient fund. 2. Taxing agencies may remit the tax rate and resolution approved by their governing board. A-C/System will calculate the estimated taxes that will be raised with the tax rate being levied.	Must Have
Calculate Delinquency Rate Requirements			
TRC-23	Calculate Secured Delinquency Rate	The system will calculate the current year secured delinquency rate as follows: 1. Adjusted Secured Net Charge = prior year District Secured Original Charge +/- prior year District Net Roll Changes – prior year Redevelopment Payment +/- prior year Redevelopment Adjustment 2. Adjusted Balance Due = Adjusted Secured Net Charge (Taxing Entity) – Prior year District Secured Net Apportionment Amount (Tax Revenue Distribution) a. Current year Secured Delinquency Rate = Adjusted Balance Due / Adjusted Secured Net Charge b. Delinquency Rate Calculation for School Bonds is based on the Debt Service (DS) tax accounts data from the secured 2nd paid tax ledger (April), Secured Delinquency Rate (DS) = Adjusted Balance Due (DS) / Net Charge (DS) c. The secured 2nd paid tax ledger in April is used for the delinquency rate and the 3-year average delinquency rate is used for the school bonds tax rates calculation.	Must Have
TRC-24	Bi-Annual Delinquency Rate Calculation	The system will provide the ability to calculate the district delinquency rate on demand or at a minimum twice a year based on the second apportionment schedule date and fourth apportionment schedule date.	Must Have
TRC-25	Calculate Delinquency Rate Based on Historical Average	The system will have the ability to calculate an average delinquency rate using historical data. If the system has the last three years delinquency rate data, the system will calculate the current year 3-year average delinquency rate as follow: Current year Delinquency Rate based on past 3-year average = (Prior year Delinquency Rate[+ (Prior year – 1) Delinquency Rate +(Prior year – 2) Delinquency Rate) / 3 The system will use the delinquency rate data from the past three years' second apportionments to calculate the past three year delinquency average. 1. If the calculated current year delinquency rate based on past three years average is higher than 15%, the system will use the current year non-averaged rate based on the fourth apportionment as soon as it is available. 2. If the system does not have the bond's delinquency data for the past three years but two years, the system will calculate the current year 2-year average delinquency rate. 3. If the system only has prior year's delinquency data, the system will use the prior year's delinquency rate as the current year delinquency rate. 4. If a school district has no outstanding bonds and issued a new bond and the system does not have any historical delinquency rate data, the system will set the current year delinquency rate to a user predefined default percentage rate (5%).	Must Have
TRC-26	Historical Delinquency Rates	The system will provide the ability to review the historical delinquency rates. The system will provide the ability to generate a 3-year delinquency rates report listing by school districts debt service accounts and the current year delinquency rates (secured 2nd paid and 4th paid tax ledger delinquency rate by school district tax accounts 1% and DS).	Must Have
TRC-27	Review / Approve Delinquency Rate	The system will provide the ability for A-C user to approve or reject the current year secured delinquency rate. Once approved, the delinquency rate schedule is generated for inclusion in the annual debt service tax rates calculation.	Must Have
TRC-28	Override Delinquency Rate	The system will provide the ability to override the current year secured delinquency rate for debt service tax rate calculation on certain cases.	Must Have
Debt Service Rate Calculation Requirements			
TRC-29	Secured Debt Service Rate Calculation	The system will calculate the current year secured debt service rate for each school district bond issuance (tax account) as follow: 1. Current year each School District Bond Issuance or Tax Account Secured Debt Service Rate = (Net Amount Required / Adjusted Secured Net Value) + 0.000001 2. Net Amount Required = (Debt Service Amount in the upcoming eighteen months + Reserve Amount) – Fund Balance Available - (each School District Bond Issuance or tax account Unsecured Rate Net * Prior year Secured each School District Bond Issuance or tax account Debt Rate) 3. Adjusted Secured Taxable Net Value = Current year district's Secured Taxable Net Value (Taxing Entity) * (1 – Delinquency Rate) + District Secured Homeowner Exemption (Taxing Entity)	Must Have
TRC-30	Interface eCAPS Cash balances	The system will provide the ability to Interface with eCAPS Financials as data sources to obtain the June 30 cash balances, estimated interest revenue, and school bond debt service.	Must Have
TRC-31	Other Counties' Assessed Valuations / Tax Rate	The system will provide the ability to include to a school district bond/tax account's Adjusted Secured Taxable Net Value another County's assessed valuation and HOX data in order to complete its tax rate calculation.	Must Have

Functional Requirements

TRC-32	Tax Rate Adjustments	The system will provide the ability to include adjustments due to corrections for prior year errors, large Assessor Roll Corrections, County Counsel opinion/lawsuits, etc. to calculated tax rate on a school district bond tax account.	Must Have
TRC-33	Validate Tax Rates / Perform Variance Analysis	The system will have the ability to configure validation rules and perform a variance analysis on current year debt service tax rate data compared to prior year and flag variances greater than a configurable percentage. 1. Balance to be raised 2. Assessed Values 3. Reserves 4. Tax Rates	Must Have
	Review Locally Assessed Debt Service Rate Requirements		
TRC-34	Approve Locally Assessed Debt Service Rate	The system will provide the ability to approve or reject the locally assessed debt service rates (schools and non-school debt rates). The system will provide the ability for user to generate a table or data file to approve school districts' bond issuance tax rates more quickly and efficiently. Once approved, the school districts bond debt service tax rates resolution is generated for submission for discussion and approval with Auditor-Controller management prior to finalizing for submission to the Board for approval and adoption.	Must Have
	Generate Board Resolution Requirements		
TRC-35	Generate Board Resolution Attachment	The system will provide the ability to generate the board resolution attachment. The system will provide the ability to save and review the generated board resolution attachment. School district bonds tax rates Board resolution is by school bonds tax accounts and includes school bonds tax rates from other counties (example: Orange County and San Bernardino County) wherein Los Angeles County (LAC) needs to levy taxes since the school district's boundaries border both counties. The school district issued bonds wherein LAC and another county in its border are part of the bond issuance (per Bond Official Statement).	Must Have
	Calculate SBE Unitary Debt Service Rate Requirements		
TRC-36	View SBE Unitary Debt Service Rate Calculation Factors	The system will provide the ability to view the SBE unitary debt service rate calculation factors such as: 1. Growth rate in Equalized Roll (Auditor Value) 2. Growth rate in SBE Unitary Tax Value 3. Prior year's Unitary Debt Service Rate 4. Current Year's Unitary Valuation Total Assessed Value in AD HOC Report (Unitary Value) 5. Prior Year's Debt Service Current Charge amount in Apportionment Summary Report (Original Charge Parcel & Mobile Home) 6. Second Prior Year's Debt Service Current Charge amount in Apportionment Summary Report (Original Charge Parcel & Mobile Home)	Must Have
TRC-37	Use Equalized Roll for SBE Unitary Tax Rate Calculation	The system will use the prior year equalized roll for the calculation of current year SBE unitary tax rate.	Must Have
TRC-38	Calculate SBE Unitary Tax Rate	The system will calculate the SBE unitary tax rate as follow: 1. Percentage of Difference of two Fiscal Years = Countywide Secured Debt Service Levy (Immediate Prior Year) / Countywide Secured Debt Service Levy (Second Prior Year) 2. Current Year's Final SBE Unitary Debt Service Tax Rate = Percentage of Difference of two Fiscal Years * Prior Year's SBE Unitary Debt Service Rate 3. Current Year's Unitary Value (Total Assessed Value) = Current Year's (Unitary + Pipeline + Unitary Railroad + Unitary Electric) 4. Current Year's Unitary Debt Service Levy = Current Year's Unitary Value (Total Assessed Value) * Current Year's Final SBE Unitary Debt Service Tax Rate	Must Have
	Review SBE Unitary Debt Service Rate Requirements		
TRC-39	Approve SBE Unitary Debt Service Rate	The system will provide the ability to approve or reject the SBE unitary tax rate by the Unit Supervisor/Section Manager. If rejected, users will review and adjust the calculations as needed and resubmit for approval.	Must Have
TRC-40	Override SBE Unitary Debt Service Rate	The system will provide the ability to override the SBE unitary tax rate by TRA or by individual parcel. The user must provide the override reason and submit to the Unit Supervisor/Section Manager for approval. For example, the system will allow the ability to apply the lower of the SBE unitary tax rate or the BOE-determined tax rate applicable to certain railroads. This BOE-determined tax rate that is applicable to private railroad companies is published by the BOE around the 1st week of July every year.	Must Have
	Establishing New Debt Service Accounts		
	Creating New Agency Debt Service Accounts		
TRC-41	New Debt Service Accounts	The system will provide the ability for A-C users to create new debt service accounts upon request.	Must Have
TRC-42	Update and View Debt Account/Description for Tax Bills	The system will provide the ability to add or modify the description that will be printed on secured tax bills detailing the debt service rate. The system will have the ability to modify and detail the city employee compensation bond account. 1. Modify the levying city's name to "City Emp Pension" 2. Add breakdown of city's General Obligation Bond rate and City Emp Pension rate	Must Have
	TRA Database updates		

Functional Requirements

TRC-43	Add, Update and Delete Debt Service Accounts on TRA Database Table	The system will provide the ability to add, delete, update, and view the Tax Rate Area (TRA) information on TRA database; currently known as County Rate (CR) Database in LA County. Bond Debt Accounts will be added to all TRAs located in the school / taxing agency boundaries authorized they are authorized to levy a tax rate.	Must Have																								
TRC-44	Mass Updates and Viewing Data	The system will provide the ability to upload TRA updates to the TRA Database using interface files and have the ability for A-C staff to view posted data. 1. Add Valid TRA 2. Copy TRA structure from Main Account to its Sub Accounts 3. Delete TRA 4. Add / Update Agency Tax Rates	Must Have																								
TRC-45	Create Rate Files	The system will provide the ability to create rate files. 1. Secured Rate File for regular parcels 2. Water Rate File for mobile home parcels (water district rates are suppressed). Rates used to extend mobile home assessments per Water Code 20220 which states that mobile homes are not subject to water district debt service. The system will provide the ability to configure a new Rate File that may be required in the future by new legislations.	Must Have																								
Calculate TRA Tax Rate Requirements																											
TRC-46	Calculate Tax Rate for All Valid Tax Rate Area	The system will calculate tax rate for every valid tax rate area for the current tax year.	Must Have																								
TRC-47	TRA Tax Rate by Tax Type Calculation	The system will calculate the TRA tax rate as follow: TRA Tax Rate = 1% + Summation of all District Debt Rate for a TRA.	Must Have																								
TRC-48	Tax Rate Subtotals By Agency Types	The system will be able to create subtotals of the tax rates according to the type of agency, such as City, Water District, School District, etc.	Must Have																								
TRC-49	Tax Rate Area Percentage	The system will calculate the Tax Rate Area Percentage as follow: Tax Rate Area Percentage = original Account Tax Rate divided by TRA Total Tax Rate: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">TRA</th> <th style="text-align: left;">Tax Rate</th> <th style="text-align: left;">TRA District Percentage</th> </tr> </thead> <tbody> <tr> <td>-----</td> <td>-----</td> <td>-----</td> </tr> <tr> <td>General Levy (1%)</td> <td>1.000%</td> <td>(1.000/1.065) = 0.938967 = 93.89%</td> </tr> <tr> <td>District 1 Debt Service A</td> <td>0.015%</td> <td>(0.015/1.065) = 0.014084 = 1.41%</td> </tr> <tr> <td>District 2 Debt Service B</td> <td>0.020%</td> <td>(0.020/1.065) = 0.018779 = 1.88%</td> </tr> <tr> <td>District 6 Debt Service C</td> <td>0.030%</td> <td>(0.030/1.065) = 0.028169 = 2.82%</td> </tr> <tr> <td>-----</td> <td>-----</td> <td>-----</td> </tr> <tr> <td>Total TRA</td> <td>1.065%</td> <td>(1.065/1.065) = 1.000000 = 100.00%</td> </tr> </tbody> </table>	TRA	Tax Rate	TRA District Percentage	-----	-----	-----	General Levy (1%)	1.000%	(1.000/1.065) = 0.938967 = 93.89%	District 1 Debt Service A	0.015%	(0.015/1.065) = 0.014084 = 1.41%	District 2 Debt Service B	0.020%	(0.020/1.065) = 0.018779 = 1.88%	District 6 Debt Service C	0.030%	(0.030/1.065) = 0.028169 = 2.82%	-----	-----	-----	Total TRA	1.065%	(1.065/1.065) = 1.000000 = 100.00%	Must Have
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Reporting Requirements																											
TRC-50	County Standard Reports	The System will have the ability to generate and store standard County reports, identified by the A-C, that are used on a regular basis or critical to the Tax Rate Calculation process. Reports include, but are not limited, to those identified on Exhibit A, Statement of Work, Attachment 9, Reference Library.	Must Have																								
TRC-51	County Ad hoc Reports/Data Analytics	The System will have the ability to query Tax Rate data and create ad hoc County reports and provide data analytics	Must Have																								
External Data Access Requirements																											
TRC-52	A-C CR Data To Assessor	The system will provide the ability to generate final County Rate (CR) Database for Department of Assessor for subsequent processing.	Must Have																								
TRC-53	Agency Name and Secured Tax Rates Extracts To eCAPS / A-C Accounting Division	The system will provide the ability to generate extracts for Accounting Division for subsequent processing: 1. Agency Name Report 2. Agency Secured Tax Rates Report	Must Have																								
TRC-54	TRA Look Up To A-C Website	The system will provide the ability to generate extracts for A-C Website for TRA Look Up to view Tax Rates levied by TRA.	Must Have																								
TRC-55	CR Reports To Property Tax Report Central Website	The system will provide the ability to post reports for the Property Tax Reporting Portal: 1. Secured Tax Rates and Ratios (Secured Rates) 2. Tax Rate List (Secured Rates) 3. Tax Rate Chart (By Tax Types) 4. Agency-TRA Cross Reference (Final) 5. Typical City Rates 6. Tax Rate Resolution (Letter of Adoption By Board of Supervisors)	Must Have																								

Functional Requirements

Direct Assessment Management			
Reqmt	Functional Requirements	Requirement Description	County Priority
	General Requirements		
DA-1	Direct Assessment Web Portal	The system will provide an internal and external secure self-service web portal for taxing agencies to upload, certify and submit their annual direct assessment file to be placed on the annual tax roll.	Must Have
DA-2	Distribution List / Contact Information	Ability to maintain current and historical contact information for users and a distribution list for notifications and messages to taxing agencies and designated users. Contact information should include, but not limited to, the following: 1. Name 2. Title 3. Taxing Agency 4. Phone number 5. Email address 6. Mailing address 7. Agency website address	Must Have
DA-3	Tracking Progress - Annual Submissions	The system will provide the ability to track and display progress of direct assessment data transmittal submissions and required documentation by taxing agency and roll year.	Must Have
DA-4	Management Dashboards	The system shall provide management dashboards that report direct assessment statistics and submission file status.	Must Have
DA-5	Store, Retrieve and View Direct Assessment Submission Files	Portal shall have the ability to store, retrieve, view and download annual submission files and supporting documents by tax roll year.	Must Have
DA-6	Portal Help Desk	The Direct Assessment Web Portal shall provide a help desk link for agencies to submit a ticket when they are experiencing technical issues that require Auditor-Controller (A-C) or vendor assistance.	Must Have
DA-7	Direct Assessment Submission Procedure Manual and Forms	Ability to configure, maintain/upload and publish Direct Assessment forms/templates. Examples include, but are not limited to: 1. Direct Assessment Submission Procedure Manual 2. Contract / Billing agreement template 3. New direct assessment account request form 4. Vendor/ACH form (for new accounts or change in banking) 5. Agency Information Sheet (AIS) form 6. Authorization form for consultant acting on behalf of taxing agency 7. Direct Assessment Data Transmittal form 8. Bill description modification form 9. Direct assessment correction request forms	Must Have
DA-8	Disabling Portal	Ability to enable and disable the portal for maintenance / updates. 1. Annual submissions will be disabled prior to tax roll extension. 2. Annual corrections will be enabled after tax roll extension.	Must Have
DA-9	Direct Assessment Processing Fee Schedule	Ability to configure/update/assign direct assessment fees and designate fee types. Types of fees include but are not limited to the following: 1. New taxing agency account Set-up fee (\$250) 2. Annual account processing fee (\$50) 3. Direct assessment parcel fee (.25) 4. Amended tax bill (Correction) fee (\$13)	Must Have
DA-10	A-C Direct Assessment Fee Billing	The system will provide the ability to charge and recover the A-C direct assessment fee as defined in the Direct Assessment Submission Procedure Manual for each parcel successfully applied to the annual tax roll. The A-C should get paid on the first secured tax apportionment performed in the fiscal year.	Must Have
DA-11	Direct Assessment Processing Fee Waiver / Adjustment	Ability to apply direct assessment fee waiver or adjustment for county departments and eligible agencies for special circumstances when approved by management/County Executive Office (CEO)/county counsel. Waivers and adjustments must be documented by configurable reason key codes stored in the system.	Must Have
DA-12	Direct Assessment Due Dates	Ability for A-C staff to input direct assessment due dates, set notification reminder dates and configure notification messages.	Must Have
DA-13	Direct Assessment Notifications / Messages	Ability to distribute countywide or agency specific notifications/messages via the web portal based on the direct assessment distribution list, including but not limited to the following notifications: 1. When the Direct Assessment Submission Procedures Manual and Forms have been posted and are available for the tax roll year. 2. When the local secured assessment roll is available. 3. Submission Deadline reminders. 4. A-C announcements. 5. Agency assessment correction file confirmations. 6. Exception/error reports that require the agencies review.	Must Have
DA-14	Assignments and Deadlines	The system will provide the ability for management to assign direct assessment corrections to A-C staff and designate deadlines.	Should Have
DA-15	Agency New Direct Assessment Account Request	The system will provide the ability for taxing agencies to submit a new account request form along with legal supporting documents via the portal and send workflow notifications to the A-C to establish in the system upon approval.	Must Have
	Functional Requirements		
	Direct Assessment Submissions		
DA-16	Direct Assessment Charge File Submissions	The System will provide the capability for authorized users to add direct assessment data by methods including, but not limited to: 1. Uploading an approved direct assessment data file (charge data) 2. Online data entry	Must Have

Functional Requirements

DA-17	Retrieval of Prior Year Submission File	Authorized users will have the ability to retrieve and export prior year direct assessment data file to use as a basis to prepare the new tax year direct assessment data file.	Must Have
DA-18	Direct Assessment Documentation	The system will provide the capability for taxing agency authorized users to log in, upload and submit direct assessment documentation / information, including, but not limited to: 1. Direct Assessment Data Transmittal form 2. Board approved resolution and other applicable supporting documentation (such as ordinance, engineers report, etc.) 3. Agency Information Sheet 4. Authorization form for consultant acting on behalf of taxing agency 5. Contract / Billing agreement for the applicable roll year	Must Have
DA-19	Charge File and Document Identification	Ability for taxing agencies to identify/designate the type of document or charge file that is being uploaded via the web portal and workflow to the A-C for review and approval.	Must Have
DA-20	Variance Analysis	The system will have the ability to compare the agencies direct assessment file from prior year to the current year file submission and perform a variance analysis to identify differences and flag variances based on configurable business rules (i.e. 20% increase/decrease) that will require explanations and certification from the levying agency.	Must Have
Direct Assessment Submission Validation			
DA-21	Validate Direct Assessment Data Files	The system will provide the ability to validate the data on the submission files and produce error reports for the following, but not limited to: 1. AIN are located / mapped to the TRAs assigned to the taxing agency on the BOE TRA code chart and Assessor records. Discrepancies should be flagged as errors for further review. 2. Flag duplicate AINs as errors for further review. 3. Identify deactivated parcels due to subdivisions and provide new parcel numbers. 4. Tax exempt parcels. 5. Invalid parcel numbers	Must Have
DA-22	Validation Exceptions / Error Files	The system will reject errors and produce an exception report / data file for taxing agencies to review and correct.	Must Have
Auditor-Controller Review			
DA-23	Auditor-Controller Review	The system will workflow submissions to the A-C for review and approval.	Must Have
DA-24	Rejecting Submission Files	System will have the ability to send rejection notification with reason codes / explanation to taxing agency so corrections can be performed and resubmit files.	Must Have
DA-25	Extend the Approved Submission Files	Files approved by the A-C shall be batched and uploaded for tax roll extension.	Must Have
Direct Assessment Roll Corrections After Tax Roll Extension			
DA-26	Direct Assessment Correction Request / Amended Tax Bill	The system will provide the ability for taxing agencies to submit roll correction requests to remove or adjust the direct assessment applied on the annual tax bill via the portal. Agencies shall have the ability to submit the corrections by online data entry or by a data file upload in the layout prescribed by the A-C.	Must Have
DA-26	Direct Assessment Roll Correction Billing	The system will provide the ability to charge and recover the A-C direct assessment fee associated with direct assessment roll corrections as follows: Roll change Direct Assessment total amount = (Total parcels submitted for Direct Assessment roll correction * Roll Change Processing fee per AIN/parcel)	Must Have
DA-28	State Directed Disaster Relief	The system will provide the ability to remove or adjust Direct Assessments at an AIN level within the county due to state directed disaster relief via an automated batch process.	Must Have
Unique to Los Angeles Administration / Calculation of Voter Approved Direct Assessments			
DA-29	Identify Exempt AINs	The system will be able to apply configurable exempt rules for Voter Approved Direct Assessment Agencies Measure B, Fire, Compton Creek, and LA West Vector Mosquito that will identify AINs that are exempted from Direct Assessment charges.	Must Have
DA-30	Direct Assessment Agency Rate File	The system will provide the ability to update Direct Assessment Agency Rates for Agency accounts. Agency account resolutions will contain rates for each year's assessment.	Must Have
DA-31	Override Direct Assessment Charges	The system will provide the ability to allow the Direct Assessment Agency to override the calculated Direct Assessment, and/or calculation component factors based on their individual Direct Assessment override rules. The system will allow the Direct Assessment agency to upload the override file via the Self-Service Portal.	Must Have
DA-32	Identify Tax Rate Area and AINs for each Direct Assessment Agency	The system will provide the ability to associate all AINs and index all Tax Rate Areas to create City Codes for Fire, Mosquito Districts, and Measure B.	Must Have
DA-33	Calculate Direct Assessment Charge for Voter Approved Direct Assessment Agencies	The system will provide the ability to calculate the Direct Assessment charge based on, but not limited to: use code, total land acreage, improvement square footage, overrides, and any other miscellaneous factors for Voter Approved Direct Assessments Agencies	Must Have
DA-34	Create and Calculate Public Utility Assessments for Measure B	The system will provide the ability to create and calculate Public Utility assessments for Measure B based on, but not limited to: use code, total land acreage, improvement square footage, overrides, and any other miscellaneous factors.	Must Have
DA-35	Create Exempt AIN File for AB2109 State Reporting for Voter Approved Direct Assessment Agencies	The system will have the ability to generate exempt (exempt AINs either had a zero assessment or met an exempt use code condition) AINs file for Measure B and Fire Department and generate various reports.	Must Have
Reporting Requirements			
DA-36	County Standard Reports	The System will have the ability to generate and store standard County reports, identified by the A-C, that are used on a regular basis or critical to the Direct Assessment business process. Reports include, but are not limited, to those identified on Exhibit A, Statement of Work, Attachment 9, Reference Library.	Must Have

Functional Requirements

DA-37	County Ad hoc Reports/Data Analytics	The System will have the ability to query direct assessment data and create ad hoc County reports and provide data analytics	Must Have
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Functional Requirements

Extend Tax Roll			
Reqmt	Functional Requirements	Requirement Description	County Priority
General Requirements			
ETR-1	Extending the Tax Roll Charges	The system will have the ability to calculate and extend the tax charge for the Secured, Unsecured and Supplemental Tax Rolls.	Must Have
ETR-2	Suspend Corrections	The system will have the ability to suspend corrections during the Tax roll charge extension process.	Must Have
ETR-3	Identify Tax Roll Type	The system will have the ability to identify roll types/roll category types that are included in the roll extension	Must Have
ETR-4	Insufficient Value/Charge Thresholds	They system will have the ability for the County to set insufficient charge thresholds, based on county policy and/or legislation, to determine if a charge/bill will extend.	Must Have
ETR-5	Validation Rules and Errors	The system will have the ability to configure validation checks/rules, identify errors and provide detailed error descriptions during the tax extension process for Auditor-Controller (A-C) staff to review and resolve.	Must Have
ETR-6	Roll Extension Approval	The system will have the ability for the authorized user to approve, reject and reverse the tax roll charge extension jobs.	Must Have
ETR-7	Extended Tax Roll Charge Letter	The system will have the ability to configure and generate the Auditor's tax roll charge extension letter, affidavit and supporting tax charge extension reports.	Must Have
ETR-8	Archive Tax Extensions	The system will have the ability to maintain historical records / log of tax charge extensions by roll type and roll year.	Must Have
Functional Requirements			
Extend Secured Roll Requirements			
ETR-9	Secured Roll Assessments	The system will include locally assessed secured assessments and state assessed secured assessments in the secured tax roll extension.	Must Have
Generate - Extend Secured Tax Roll Charge Requirements			
ETR-10	Pre-Extension Requirements	The system will have the ability for user to initiate the tax charge extension only if required conditions are met including, but not limited to: 1. Local secured roll has been uploaded and approved 2. BOE utility roll has been uploaded and approved 3. Debt service tax rates have been uploaded and approved 4. Direct assessments have been uploaded and approved	Must Have
ETR-11	Validate and Track Secured Assessment	The system will provide the ability to validate the assessment is taxable prior to tax extension and provide the ability to track secured assessments including fully exempt.	Must Have
ETR-12	Identify Secured Assessments in Consulate Tax Rate Areas (TRA)	The system will provide the ability to identify assessments on TRAs where Consulate offices are located. The Assessor assigns special TRAs to consulate offices that are tax exempt however, direct assessments may still be applied.	Must Have
ETR-13	Mobile Homes - Special Handling	The system will have the ability to identify property types (i.e. mobile homes) not subject to water/improvement debt service rates pursuant to Water Code 20220 and calculate tax charge accordingly.	Must Have
ETR-14	Extend Secured Tax Roll Charge	The system will provide the ability to calculate (based on configurable formulas) and extend the annual secured tax roll charge. Calculations include, but are not limited to the following: 1. General Tax Levy = 1% * Net Assessed Value (Net of Exemptions) 2. Debt Service (All Property) = Debt Service Tax Rate% * Net Assessed Value (Net of Exemptions) 3. Debt Service (Land & Improvement) = Debt service tax rate * Land & Improvement Assessed Value 4. Debt Service (Land Only) = Debt service tax rate * Land Only Assessed Value 5. Unitary Debt Service = Unitary debt service tax rate * Net assessed value 6. Secured Total Tax Charge = General Tax Levy + Debt Service + Direct Charges 7. Calculation should be rounded to six decimal places, excess fractions rejected (round down) The system will extend the tax charge for each parcel using the assessment information from the equalized roll plus any subsequent roll changes up to the point of roll extension.	Must Have
ETR-15	Lost Mill Amounts	The system will have the ability to identify and report the lost mill amounts. Note: Revenue & Taxation Code §2152 mandates to reject fractions of a cent. Calculation of taxes resulting in fractions of cent is truncated to the nearest cent.	Must Have
ETR-16	Calculate Secured Tax Liability Installment Amount	The system will have the ability to calculate the secured tax liability installment amounts. The system will have the ability to identify if the Total Liens is not divisible by two, add .01 to the 1st Installment Lien. Note: Revenue & Taxation Code §2605 mandates that if the amount is not evenly divisible by two, the odd cent is also due and payable in the first installment.	Must Have
ETR-17	Secured Extended Tax Roll - Reconciliation and Variance Analysis	The system will have the ability to reconcile the tax charge information to the assessment roll and generate statistical information/validation/exception reports for the A-C staff to review prior to approval. Information should include, but is not limited to the following: 1. Display total amount of assessed values (all property, land, improvements), exemptions, direct assessments, general levy and debt service by roll type, parcel number, parcel book, TRA, taxing jurisdiction/district 2. Display total count of parcels and bills (including number of bills eligible to print and bills insufficient to print) by roll category and in comparison to Assessor's certified roll record count 3. Exempt/Inactive parcels 4. Display detailed list of insufficient to print bills (<\$10) including bills where exemption amounts are equal to or greater than net assessed value 5. Display the tax charge calculation in detail and summary 6. Comparison to prior year average tax rate (i.e. Total Tax Charge/Net Assessed Value) and % change 7. Display tax rates above and below specified thresholds	Must Have
ETR-18	Review and Approve the Delivery of Extended Roll Letter	They system will provide the ability for the A-C to review, approve and edit the secured tax roll charge extension letter.	Must Have
ETR-19	Secured Extended Roll Notification	Upon the A-C approval, the system will electronically notify the Treasurer & Tax Collector (TTC) that the secured roll has been extended and is ready for generation of the tax bill.	Must Have
ETR-20	Distribute the Secured Extended Tax Roll for Billing	The system must support the distribution of the secured extended tax roll for billing generation purposes.	Must Have
Extend Unsecured Roll Requirements			
Generate / Extended Unsecured Tax Roll Charge Requirements			
ETR-21	Validate and Track Unsecured Assessments	The system will provide the ability to validate and track the number of unsecured assessments.	Must Have

Functional Requirements

ETR-22	Extend Unsecured Tax Roll Charge	<p>The system will provide the ability to calculate (based on configurable formulas) and extend the annual unsecured tax roll charge utilizing the certified roll received from the Assessor. Calculations include, but are not limited to the following:</p> <ol style="list-style-type: none"> 1. General Tax Levy = 1% * Net Assessed Value (Net of Exemptions) 2. Debt Service (Land & Improvement) = Prior year secured debt rate * Land & Improvement Assessed Value 3. Debt Service (Land Only) = Prior year secured debt rate * Land Only Assessed Value 4. Unsecured Total Tax Charge = General Tax Levy + Debt Service 5. Calculation should be rounded to six decimal places, excess fractions rejected (round down) <p>The system will provide the ability to workflow to A-C staff for review and approval.</p>	Must Have																																																				
ETR-23	Unsecured Extended Roll Notification	Upon A-C approval, the system will electronically notify the TTC that the unsecured roll has been extended and is ready for generation of the current year unsecured tax bill.	Must Have																																																				
ETR-24	Distribute the Unsecured Extended Tax Roll for Billing	The system must support the distribution of the unsecured extended tax roll for billing generation purposes.	Must Have																																																				
Extend Supplemental Roll Requirements																																																							
Generate / Extend Supplemental Tax Roll Charge Requirements																																																							
ETR-25	Supplemental Tax Extension Frequency	The system will have the ability to adjust the frequency of supplemental roll extensions during the fiscal year (i.e. daily, weekly, monthly, quarterly, etc.)	Must Have																																																				
ETR-26	Determine Days Owned	The system will determine days owned between two events within the same tax year.	Must Have																																																				
ETR-27	No Proration Due to New Construction	The system will not pro-rate supplemental assessments due to completion of new construction.	Must Have																																																				
ETR-28	Count Supplemental Assessments	The system will provide the ability to track the number of supplemental assessments.	Must Have																																																				
ETR-29	Supplemental Event Affecting Two Roll Years	If the date of the supplemental event occurred on or after January 1 and on or before May 31, the system will calculate two supplemental assessments, one for the current year and one for the upcoming year.	Must Have																																																				
ETR-30	Determine Fiscal Year Proration Factor	<p>The system will determine the fiscal year factor based on the supplemental presumed date. Presumed date for supplemental assessment is based on the first day of the month following the actual date of event through the end of the fiscal year.</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Date of Supplemental Event</th> <th>Presumed Date</th> <th>Current Fiscal Year Factor</th> <th>Upcoming Fiscal Year Factor</th> </tr> </thead> <tbody> <tr><td>July 1 – 31</td><td>August 1</td><td>0.92</td><td>N/A</td></tr> <tr><td>August 1 – 31</td><td>September 1</td><td>0.83</td><td>N/A</td></tr> <tr><td>September 1 – 30</td><td>October 1</td><td>0.75</td><td>N/A</td></tr> <tr><td>October 1 – 31</td><td>November 1</td><td>0.67</td><td>N/A</td></tr> <tr><td>November 1 – 30</td><td>December 1</td><td>0.58</td><td>N/A</td></tr> <tr><td>December 1 – 31</td><td>January 1</td><td>0.50</td><td>N/A</td></tr> <tr><td>January 1 – 31</td><td>February 1</td><td>0.42</td><td>1</td></tr> <tr><td>February 1 - 29</td><td>March 1</td><td>0.33</td><td>1</td></tr> <tr><td>March 1 – 31</td><td>April 1</td><td>0.25</td><td>1</td></tr> <tr><td>April 1 – 30</td><td>May 1</td><td>0.17</td><td>1</td></tr> <tr><td>May 1 – 31</td><td>June 1</td><td>0.08</td><td>1</td></tr> <tr><td>June 1 - 30</td><td>July 1</td><td>0</td><td>1</td></tr> </tbody> </table>	Date of Supplemental Event	Presumed Date	Current Fiscal Year Factor	Upcoming Fiscal Year Factor	July 1 – 31	August 1	0.92	N/A	August 1 – 31	September 1	0.83	N/A	September 1 – 30	October 1	0.75	N/A	October 1 – 31	November 1	0.67	N/A	November 1 – 30	December 1	0.58	N/A	December 1 – 31	January 1	0.50	N/A	January 1 – 31	February 1	0.42	1	February 1 - 29	March 1	0.33	1	March 1 – 31	April 1	0.25	1	April 1 – 30	May 1	0.17	1	May 1 – 31	June 1	0.08	1	June 1 - 30	July 1	0	1	Must Have
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ETR-31	Configurable Factors for Tax Charge Calculation	<p>Ability for the system/user to configure factors affecting the tax charge calculation. Factors include, but are not limited to:</p> <ol style="list-style-type: none"> 1. Date of supplemental event(s) 2. Owner associated to supplemental event(s) 3. Number of supplement events within the period 4. Number of tax years affected by supplemental event(s) 5. Proration factors 6. Change in assessment value 7. Property not subject to reassessment 8. Paid status of prior bill(s) 9. Unbilled tax charges 10. Type of tax bill to be extended (i.e. Secured/Unsecured) 11. Applicable tax rate(s) 12. Number of installments 	Must Have																																																				
ETR-32	Extend Supplemental Tax Roll Charge	<p>Ability for the system to calculate and extend the supplemental tax charge. The general calculation is as follows but may be modified by several factors therefore the formulas should be configurable for various events/scenarios:</p> <ol style="list-style-type: none"> 1. Supplemental Assessed Value = New Total Assessed Value – Current Roll Year Assessed Value 2. General Tax Levy = 1% rate * Supplemental Assessed Value 3. Debt Service = Applicable Debt Service tax rate * Supplemental Assessed Value 4. Supplemental Tax Charge = (General Tax Levy + Debt Service) * Proration Factors 	Must Have																																																				
ETR-33	Calculate Secured Supplemental Tax Liability Installment Amount	<p>The system will calculate the secured supplemental tax liability installments amount as follows:</p> <ol style="list-style-type: none"> 1. First installment Tax Amount = (Real Property Tax Amount/ 2) + Personal Property Tax Amount. 2. Second installment Tax Amount = Total Liability – First Installment Tax Amount 3. If the Total Liens is not divisible by two, add .01 to the 1st Installment Lien 	Must Have																																																				
ETR-34	Identify Refund Amount on Negative Extension	The system will identify extended assessments with negative total tax amount and create refund record for the same amount.	Must Have																																																				
ETR-35	Distribute the Extended Supplemental Tax Roll for Billing	The system will support the distribution of the supplemental extended tax roll for billing purposes.	Must Have																																																				
Generate / Calculate Secured Defaulted Tax Roll																																																							
ETR-36	Generate the Calculated Secured Defaulted Roll	The system will provide the ability to calculate and extend the secured defaulted tax roll at fiscal year end.	Must Have																																																				
ETR-37	Distribute the Calculated Secured Defaulted Tax Roll for Billing	The system must support the distribution of the secured defaulted extended tax roll for billing generation purposes.	Must Have																																																				
Extend Taxes - Escape Assessments / Roll Corrections																																																							
ETR-38	Calculate and Extend Taxes on Roll Corrections	The system will have the ability to calculate and extend taxes on escape assessments / roll corrections processed on the secured, unsecured, supplemental and secured defaulted tax roll.	Must Have																																																				
REPORTING REQUIREMENTS																																																							

Functional Requirements

ETR-39	County Standard Reports	The System will have the ability to generate and store standard County reports, identified by the A-C, that are used on a regular basis or critical to the Tax Roll Extension business process. Reports include, but are not limited, to those identified on Exhibit A, Statement of Work, Attachment 9, Reference Library.	Must Have
ETR-40	County Ad hoc Reports/Data Analytics	The System will have the ability to query Tax Roll Extension data and create ad hoc County reports and provide data analytics	Must Have

Functional Requirements

Community Redevelopment Agency			
Reqmt	Functional Requirements	Requirement Description	County Priority
GENERAL REQUIREMENTS			
CRA-1	View/Modify Redevelopment Project Information	The System will have the ability to display, modify and add the redevelopment project information via a user interface. Updates will have the ability to be done by user interface or by batch loads.	Must Have
CRA-2	CRA Share of the TI Revenue	The System will provide the ability to calculate the Community Redevelopment Agency (CRA) share of the Tax Increment (TI) revenue.	Must Have
CRA-3	CRA Project Tax Increment Limit	The System will provide the ability for A-C staff to enter the annual TI limit for CRA projects. Any TI collections in excess of the annual limit shall not be distributed to the CRA	Must Have
CRA-4	Negative Increment Projects	The System will provide the ability to identify and track negative TI projects each tax year and allocate tax revenue accordingly. If a project goes to negative TI status throughout the fiscal year the system shall process a negative offset to recover the TI allocated to the project and redistribute to taxing agencies.	Must Have
CRA-5	Negative Increment TRA	The System will have the ability to adjust TRA negative increment against a look a like TRA with positive increment within the project.	Must Have
CRA-6	Suspend CRA Tax Increment from Distribution	The System will provide the ability to allocate CRA Tax Increment to the project but suspend from RPTTF (Redevelopment Property Tax Trust Fund) distribution due to litigation / court orders. TI is deposited and held temporarily in the CRA trust fund or the LAC litigation trust fund.	Must Have
CRA-7	Track CRA TI Bond Amortization Schedules	The System will provide the ability to store CRA bond debt service schedules for RPTTF dissolution projections and alert user one year prior to the final maturity date.	Should Have
CRA-8	Cease TI Revenue Allocation	The System will provide the ability to cease TI revenue payments based on a specified 'last apportionment date'; any allocation after the specified date must be re-allocated or re-distributed back to the taxing agencies for the following: 1. Any recently dissolved Successor Agency. 2. Any successor agencies that have a cease payment order from the Department of Finance.	Must Have
FUNCTIONAL REQUIREMENTS			
Process Redevelopment Project Change Requirements			
CRA-9	Project Deferral Tracking	The System will provide the ability to track and store Deferral and Annual Grant agreement documentations.	Must Have
CRA-10	Deferral Repayment Due Date Alert	The System will provide the ability to alert user on the deferral repayment due date to review the deferral repayment term.	Could Have
CRA-11	Deferral End Date Alert	The System will provide the ability to alert user one month prior to the deferral end date and The System will provide the ability to end the deferral when the project reached the deferral repayment provision is reached. The system will stop calculating or processing deferral based on the date entered by the A-C staff.	Could Have
CRA-12	Track Annual Inflationary Rate	The System will provide the ability to maintain annual inflationary growth rate / BOE (Board of Equalization) CPI (Consumer Price Index) factors. Revenue & Taxation Code Section 51(a)(1)(D) limits this percentage to a maximum growth 2%.	Must Have
CRA-13	Maintain Project Accounts	1. The System will provide the ability to maintain multiple project accounts number for a redevelopment project. 2. The System will provide the ability to identify and maintain the primary account number if there are multiple accounts in the redevelopment project. a. There are CRA projects which their boundaries that are in multiple city municipal tax districts; subaccount is setup and used for each tax district.	Must Have
CRA-14	Track Litigation in Redevelopment Agency/Project	The System will provide the ability to indicate and track Successor Agency/CRA/Taxing Agency: 1. Successor Agency Account 2. CRA Project Account 3. Taxing Agency 4. Litigation Year 5. Litigation Status 6. Litigation Documents (store scanned images of legal documents) & Correspondences	Could Have
Maintain Base Year "Frozen Base" Value Requirements			
CRA-15	Redevelopment Base Year "Frozen Base" Values	The system will provide the ability to maintain a base year "frozen base" value information for redevelopment projects at the project and TRA level with the ability to drill down to the parcel detail. The base year value is 'frozen' unless the following event(s) occur: 1. Assessor error-incorrect parcel number and /or TRA included in the equalized roll in the redevelopment project base year 2. Taxable property is converted to non-taxable property 3. Non-taxable property is converted to taxable property	Must Have
CRA-16	Adjust TRA Base Valuations	The System will provide the ability to adjust TRA base valuations for the following scenarios: 1. Jurisdictional changes. 2. Parcel status changes from taxable to non-taxable or non-taxable to taxable.	Must Have
CRA-17	Process Assessor Parcel Change Interface File	The System will provide the ability to identify and query parcels that change from non-taxable to taxable status and taxable to non-taxable status that are located within CRA/EIFD (Enhanced Infrastructure Financing District) project areas.	Must Have
CRA-18	Track Parcel Changes in CRA/EIFD TRAs	The System will have the ability to maintain the base value for parent parcels on subdivisions / splits and prorate the base among the new parcels.	Must Have
CRA-19	Override Redevelopment Base Year Value	The System will provide the ability for authorized A-C staff to override the redevelopment base year value for all base types.	Must Have
Calculate CRA / IFD Original Charge Requirements			
CRA-20	Calculate CRA/IFD Increment Values	The System will provide the ability to calculate the increment for the Secured, Utility and Unsecured Roll for the project and at the TRA level. Curent Year (CY) Values - CRA Frozen Base = Tax Increment	Must Have

Functional Requirements

CRA-21	Determine CRA/IFD Project Percentage Share	The System will provide the ability to calculate and store the CRA Percentage shares by tax roll year. When defaulted taxes are collected in subsequent years they will be allocated using the percentages applicable to the tax assessment year. CRA/EIFD Share Percentage = Total CRA/IFD Ad Valorem Charge/Total Regular Ad Valorem Charge Aircraft Share Percentage = Aircraft CRA Ad Valorem Charge/Aircraft Ad Valorem Charge	Must Have
CRA-22	Calculate Secured and Unsecured CRA/IFD Original Charge based on Ad Valorem Taxes	The System will calculate the CRA/IFD secured and unsecured tax charge by utilizing: CRA Share = Regular ad valorem tax * Tax Rate	Must Have
CRA-23	Calculate CRA/IFD TRA Share Percentage	The System will provide the ability to calculate and track the CRA/IFD TRA Share Percentage. Ratio is utilized in calculating the CRA Share of the revenue and collection for Secured Supplemental, and Forced Tax assessments. Regular TRA Share Percentage = TT2 Redevelopment Rate (RR) / TT2 Countywide Rate (CR) Mobile Home TRA Share Percentage = TT2 Water Redevelopment Rate (MRR) / TT2 Countywide Water Rate (MR)	Must Have
CRA-24	Calculate Supplemental Balance Forward/Original Charge	The System will calculate the supplemental balance forward/original charge as follows: 1. CRA Share = Regular ad valorem tax * Reg TRA Share Percentage for non-Mobile Homes assessment 2. CRA Share = Regular ad valorem tax * MBH TRA Share Percentage for Mobile Homes assessment	Must Have
CRA-25	Calculate Secured Defaulted Balance Forward/Original Charge	The System will provide the ability to calculate the Balance Forward/Original Charge for Secured Defaulted Master and Supplemental. CRA Share (Charge Amounts) = Regular ad valorem tax * Historical CRA Share Percentage matching the parcel assessment, if the CRA Share percentage is not available, then use corresponding TRA Share Percentage (with the consideration for regular or Mobile Homes parcel).	Must Have
CRA-26	Determine the CRA/IFD (Increment Financing District) Debt Service Amounts	The System will provide the ability to calculate and track the Debt Service Amounts. The debt service is apportioned using the debt service allocation factors using the appropriate tax rate (Redevelopment Tax Rates). District Share of Debt Service = Debt Service Amount * Corresponding Debt Rate Percentage per each Taxing Entity for an Apportionment Type – Advance(s) +/- Adjustments. Note: Since 2012 with the Dissolution of the CRA and formation of the Successor Agencies, there are only 10 Successor Agencies that has Pension Debt Service within its taxing jurisdictions	Must Have
CRA-27	Determine the CRA/IFD 1% Amounts	The System will provide the ability to apportion and track the tax revenue corresponding to the General Levy (Account 1.00) by using the Redevelopment Rates within CRA/EIFD boundaries.	Must Have
CRA-28	Determine ATE (Affected Taxing Entity) Loss to CRA/IFD at Original Charge	The System will provide the ability to calculate and track the revenue and collection given up by each taxing entity to the CRA/EIFD. 1. CRA Loss = [(CRA Base Increment * ATI Ratio) - (AB860 Base Increment * ATI Ratio)] + [AB860 Base Increment * AB860 ATI Ratio] 2. EIFD Loss = EIFD Base Increment * AB860 ATI Ratio * Contribution Percentage	Must Have
Pass-Through Calculations			
Maintain Base Value Information for Pass-Through Calculations			
CRA-29	Redevelopment Base Year Values	The System will provide the ability track, maintain and display the redevelopment project base year values at the TRA and project level with the ability to drill down to the parcel level for base values used in determining the ATEs Pass-Through, CRA tax revenue and conversely the ATE loss to the CRA. 1. Base Increment 2. Contractual Base 3. AB860 Base 4. AB1290 project Tier Base	Must Have
CRA-30	Track AB1290	The System will provide the ability to track and maintain AB1290 tier years for AB1290 Pass-Through calculation. AB1290 rules include three tiers as follows: 1. The first year that the CRA receives tax increment is set as year one and each additional year that increment is received counts as an additional year. Tax increment shall include all of the property tax revenue allocated to the CRA i.e. secured, unsecured, homeowners, unitary and supplemental. 2. Tier 1-In Pass-Through years 1-45 the CRA shall pay the affected taxing districts an amount equal to 25% (of their share) of the increment received by the CRA after the deduction to low and moderate housing. 3. Tier 2-In Pass-Through years 11-45 the CRA shall pay the affected taxing districts, in addition to the first tier, an amount equal to 21% (of their share) of the increment received by the CRA after the deduction to low and moderate housing. The Pass-Through year 10 assessed value becomes a new secondary base year and the CRA community (community election) is excluded from this pass through calculation. 4. Tier 3-In Pass-Through years 31-45 the CRA shall pay the affected taxing districts, in addition to the first and second tier, an amount equal to 14% (of their share) of the increment received by the CRA after the deduction to low and moderate. The Pass-Through year 30 assessed value becomes a new base year and the CRA community (community election) is excluded from this pass through calculation.	Must Have
CRA-31	AB1290 Tier Base Year	The System will provide the ability to maintain Statutory, AB1290, Information (HSC §33607.5 and §33607.7) : 1. Tier 1 Base Year 2. Tier 2 Base Year 3. Tier 3 Base Year	Must Have
CRA-32	AB1290 Tier Effective Year	The System will provide the ability to maintain Statutory, AB1290, Information (HSC §33607.5 and §33607.7): 1. Tier 1 Effective Year 2. Tier 2 Effective Year 3. Tier 3 Effective Year	Must Have

Functional Requirements

CRA-33	AB1290 Tier Trigger	The System will provide the ability to maintain Statutory, AB1290, Information (HSC §33607.5 and §33607.7): 1. Tier 1 Effective Year 2. Tier 2 Effective Year 3. Tier 3 Effective Year	Must Have												
Process Statutory Provision Requirements															
CRA-34	Calculate Adjusted Gross TI Base Value	The System will provide the ability to calculate the Adjusted Gross TI Base Value subject to the AB1290 Pass-Through provisions Calculation of TI Revenue: 1. HS 33607.5 is based on the Established Base Tax Increment for all Tax Apportionment 2. HS 33607.7 is based on the Secured and Unsecured Tax Increment for the respective Tier Base	Must Have												
CRA-35	Calculate Statutory Pass-Through	The System will provide the ability to calculate the Statutory Pass-Through pursuant under HSC 33607.5 and 33607.7 (Attorney General's Opinion). 1. AB1290 rules include three tiers as follows: a. Tier 1 - In Pass-Through years 1-45 the CRA shall pay the affected taxing entity an amount equal to 25% (of their share) of the increment received by the CRA after the deduction to low and moderate housing. b. Tier 2 - In Pass-Through years 11-45 the CRA shall pay the affected taxing entity, in addition to the first tier, an amount equal to 21% (of their share) of the increment received by the CRA after the deduction to low and moderate housing. The Pass-Through year 10 assessed value becomes a new secondary base year and the CRA community (City or County) is excluded from this pass through calculation. c. Tier 3 - In Pass-Through years 31-45 the CRA shall pay the affected taxing entity, in addition to the first and second tier, an amount equal to 14% (of their share) of the increment received by the CRA after the deduction to low and moderate. The Pass-Through year 30 assessed value becomes a new base year and the CRA community (City or County) is excluded from this pass through calculation. 2. AB1290 Pass-Through (HS 33607.5 Tier 1 Only) = Adjust TI x LM 20% x Tier % (based on the tier) x ATE Increment Ratio 3. AB1290 Pass-Through (HS 33607.7 All Tiers and HS 33607.5 Tier 2 and 3) = Adjust TI x LM 20% x Tier % (based on the tier) x ATE Increment Ratio	Must Have												
CRA-36	Calculate and maintain the School District Share of ERAF (Educational Revenue Augmentation Fund) Pass Through Ratio	The System will provide the ability to calculate the ERAF School Ratio. ERAF School District Share Ratio = School share over the total school share within their respective project area.	Must Have												
CRA-37	Calculate and Maintain ERAF Accounts Statutory Pass-Through Amounts	The System will provide the ability to calculate and maintain the ERAF Accounts (400.00 & 400.01) Statutory Pass-Through (PT) amounts and the allocation amounts to School Districts. School District Share of ERAF PT = ERAF PT (Account 40000 & 40001) x Taxing Agency Ratio	Must Have												
CRA-38	Calculate and Maintain School District's Tax and Facility Statutory Pass-Through Share	The System will provide the ability to calculate and maintain the School District's Tax and Facility shares from the Statutory Pass-Through including their share of the ERAF Statutory Pass-Through School District's share of Tax /Facility = (Total School District's Statutory PT + share of ERAF PT) x Percentage. The Tax and Facility percent is based on the School Type: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Type of Educational Agency</th> <th>Tax</th> <th>Facility</th> </tr> </thead> <tbody> <tr> <td>School District (K-12)</td> <td style="text-align: center;">43.3%</td> <td style="text-align: center;">56.7%</td> </tr> <tr> <td>Community College District</td> <td style="text-align: center;">47.5%</td> <td style="text-align: center;">52.5%</td> </tr> <tr> <td>County Board of Education</td> <td style="text-align: center;">19.0%</td> <td style="text-align: center;">81.0%</td> </tr> </tbody> </table>	Type of Educational Agency	Tax	Facility	School District (K-12)	43.3%	56.7%	Community College District	47.5%	52.5%	County Board of Education	19.0%	81.0%	Must Have
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School District (K-12)	43.3%	56.7%													
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CRA-39	Calculate and Maintain other Statutory Provisions	The System will have the ability to identify if school districts are basic aid or have received a 33401 pass-through in the CRA Project (HSC §33607.7). ERAF shall not be allocated and monies will remain in the CRA trust fund for the RPTTF distribution.	Must Have												
Inflationary Pass-Through Calculations (HSC §33676)															
CRA-40	Calculate Base Year Annual Inflationary Growth Increase	The System will provide the ability to calculate the inflationary increase in base year value utilizing the BOE CPI factors for the two types of base year calculation methods: 1. Exclude personal property 2. Include personal property The System will provide the ability to calculate the Annual Inflationary Growth Base Value for all or any particular CRA as necessary. Current Year Annual Growth (AG) Value = (Prior Year Base Amount x Inflationary Rate) + Prior Year Base Amount	Must Have												
CRA-41	Calculate Annual Inflationary Growth Pass Through Amount (H&S 33676)	The System will provide the ability to calculate the annual inflationary growth share of each taxing agency as stipulated on the H&S 33676 Statute. Annual Inflationary Growth is calculated twice a year, during Original Charge and at Final Paid, calculation as follows: Original Charge Statutory Annual Inflationary Growth = Secured and Unsecured Increment Levy * Taxing Agency Secured & Unsecured Original Charge Loss Ratio Final Paid: Statutory Annual Inflationary Growth = Secured and Unsecured Increment Levy * Taxing Agency Secured & Unsecured Final Paid Loss Ratio	Must Have												
Contractual Pass-Through Payments (HSC §33401)															

Functional Requirements

CRA-42	Maintain Contractual Agreements	The System will provide the ability to store Contractual agreements between the CRA and Affected Taxing Entities (ATEs) and any amendments or documentation related to the Pass-Through terms.	Must Have
CRA-43	Calculate and Maintain Pass-Through Payments Based on Individual Terms and Agreement	The System will provide the ability to calculate and maintain the following elements for Community Redevelopment Payments: 1. Total Tax Increment collection amount received by CRA 2. Total CRA Pass-Through payments to ATE The calculation and maintenance of Pass-Through payments are performed by : 1. Individual Agreement Terms 2. Annual Grants 3. Agency Assisted Parcels 4. Subordination Clauses	Must Have
CRA-44	Contractual Pass-Through Year End Adjustments	The System will provide the ability perform a Contractual Pass-Through Year End adjustment (true-up).	Must Have
CRA-45	Calculate and Maintain Taxing Entity Deferral Amount	The System will provide the ability to maintain and perform contractual provision calculations to determine the Deferral amounts (Principal and Interest) for each taxing entity based on their respective tax increment deferral terms It is calculated based on: Deferral Amount = Bond Payment x Prorated Pass-Through %	Must Have
CRA-46	CRA Override Contractual -Through Payments	The System will provide the ability to allow the A-C Staff to override system calculated CRA Pass-Through payments along with an associated reason for any given CRA Project. The system will log the following data for each processing override activity: 1. CRA Project name 2. CRA Project Account 3. Affected Taxing Entity 4. Apportionment type 5. Tax Year 6. System date/time 7. System calculated CRA Pass-Through payment amount 8. Overridden CRA Pass-Through payment amount 9. Reason for Override 10. Username	Must Have
CRA-47	Calculate Estimated Contractual Pass-Through amounts	System to provide the ability to provide an estimated Contractual Pass-Through amount for the following periods; 1. April (January – March Actual amounts and April/May from prior fiscal year) 2. October (June – August current year actual amounts and November/December from prior fiscal year) a. Prior Year amounts may be multiplied by a % to depict growth in values	Must Have
CRA Pass-through Distributions			
CRA-48	Monitor CRA Pass-through Threshold	The System will provide the ability to store and monitor pass-through payment thresholds to ensure that the amount of the affected taxing agency pass-through payment does not exceed the taxing entities overall loss (contribution) but have the capability to override.	Must Have
CRA-49	Calculate and Distribute Pass-Through Payments	The System will calculate CRA and distribute pass-through payments to taxing agencies on the January 2 and June 1 RPTTF Distributions. The January 2 RPTTF Distribution will consist of both the prior year true-up calculation/payment and the first installment of the current tax year (fiscal year) pass-through payments.	Must Have
CRA-50	CRA Pass-through Year End True-up	The System will provide the ability to calculate the Pass-Through True based on the full year collection from all payments and make necessary adjustment (true-up) to the Pass-Through amounts paid to the Taxing Entities.	Must Have
CRA-51	CRA Pass-Through Adjustments	The System will have the ability for authorized A-C staff to apply manual adjustments to the CRA Loss, Ratios and/or Pass-through calculations for authorized reasons such as litigation/court ruling, legislative changes, error/correction and county counsel opinion. The System will have the ability to upload a batch of transactions that were calculated outside of the system, if necessary, to record, process and issue payment.	Must Have
CRA-52	Archive CRA/ATE Pass-Through Payments	The System will provide the ability to archive and view Pass-Through payments for any given CRA or an ATE and its calculations (along with User details with date and time) by current and prior tax year. The reason for override for manual adjustments will be archived and The System will provide history for overrides.	Must Have
Subordinate Pass-Throughs			
CRA-53	Calculate and Track Subordination of Pass-Through	The System will provide the ability to calculate and store Subordination provisions by CRA and respective Taxing Entity. The System will provide the ability to determine and track the subordination amount (Contractual/Statutory) upon receipt of Successor Agency's submission of insufficient RPTTF notice or in accordance with the agreement. The Pass-Through amount for taxing agency that elected to subordinate will give up its share based on the shortfall of the Successor Agency for the current ROPS distribution upon approval from the SCO.	Must Have
CRA-54	Calculate and track Subordination of Pass-Through Repayment	The System will provide the ability to calculate the Subordination Repayment provisions by CRA and respective Taxing Entity. The System will maintain the subordination repayment amount (Contractual/Statutory).	Must Have
Calculate CRA Ratios			

Functional Requirements

CRA-55	Calculate the Sec and Unsecured Original Charge CRA Loss Ratio	<p>The System will provide the ability to calculate the Ratio based on the Secured and Unsecured Loss during Original Charge by Primary CRA account and Taxing Agency. This ratio is used for contractual purposes.</p> <p>Ratio = Combined Secured and Unsecured Loss Amounts / Total Combined Secured and Unsecured Loss Amounts</p> <p>Note: This only accounts for the 1% Revenue</p>	Must Have
CRA-56	Calculate AB1290 PT Ratio	<p>The System to provide the ability to calculate the Secured and Unsecured Tax Increment Ratio for the following:</p> <p>1. Various 1% ATEs pursuant to the AGO (Attorney General's Opinion) Method.</p> <p>AB1290 PT Ratio = Secured and Unsecured Original Charge Tax Increment for the respective Tier x AB860 ATI Ratio for each Taxing Agency divided by the overall Increment for the Project Area</p>	Must Have
Calculate CRA Year End Ratios			
CRA-57	Calculate AB1290 Year End PT Ratio	<p>The System to provide the ability to calculate the Year End Tax Increment Ratio for the HS33607.5 Projects as follows:</p> <p>AB1290 PT Ratio = All Tax Increment for the respective Tier 1 (HS33607.5) x AB860 ATI Ratio for each Taxing Agency divided by the overall Increment for the Project Area</p> <p>Note: 1% non-unitary collection only</p>	Must Have
CRA-58	Calculate the Year End Loss Ratio (TRA/Agency level)	<p>The System will provide the ability to calculate the Ratio based on all tax increment allocation by Primary CRA and Taxing Agency.</p> <p>Ratio = Combined All Net Loss Amounts by ATE / Total Combined All Net Loss Amounts by CRA</p> <p>System will compute and recover any contractual pass-through overpayments to taxing agencies and redistribute.</p> <p>Note: 1% non-unitary collection only</p>	Must Have
Process Successor Agency			
Maintain Successor Agency Information Requirements			
CRA-59	Maintain Successor Agency Information	<p>The System will provide the ability to maintain Successor Agency</p> <ol style="list-style-type: none"> 1. Successor Agency Contact information 2. Successor Agency Status 3. Dissolution Date 	Must Have
CRA-60	Maintain Successor Agency Documents	<p>The System will provide the ability to scan and store historical document filings (but not limited to):</p> <ol style="list-style-type: none"> 1. Due Diligence Review 2. Long Range Property Management Plan 3. Prior Period Adjustment Review/Proof of Payments 	Must Have
CRA-61	Maintain Successor Agency (SA) Asset Listing	<p>The System will provide the ability to track and reconcile the Long Range Property Management Plan (LRPMP):</p> <ol style="list-style-type: none"> 1. Maintain an inventory list of Properties under LRPMP 2. These are SA property that would be liquidated upon dissolution of the SA and funds must be remitted back to AC for disbursement to taxing entities 	Should Have
Process Redevelopment Property Tax Trust Fund (RPTTF) Distributions			
RPTTF Deposits			
CRA-62	Determine Gross RPTTF Deposits	<p>The System will provide the ability to track the amount of Tax Increment revenue allocated to CRA projects / Successor Agencies. Monies will be held in trust until the RPTTF distributions on January 2 and June 1 pursuant to ABx1 26 Provisions.</p>	Must Have
CRA-63	Calculate Gross/Net RPTTF Ratio	<p>The System will provide the ability to calculate the ratio:</p> <ol style="list-style-type: none"> 1. Gross RPTTF Ratio – for use in ABx1 26 Administrative Fees allocation <ol style="list-style-type: none"> a. Gross RPTTF Ratio = CRA Project RPTTF Deposit / Total RPTTF Deposit 2. Net RPTTF Ratio – for Residual allocation <ol style="list-style-type: none"> b. Net RPTTF Ratio = Net Available RPTTF by CRA Project / Total by SA c. Net Available RPTTF by CRA Project = Gross RPTTF by CRA Project - Admin Fees – Pass-Through – DS Return to City 	Must Have
CRA-64	Transfer RPTTF Funds	<p>The System will provide the ability to transfer actual funds to be transferred to the RPTTF Fund</p>	Must Have
RPTTF Auditor-Controller Administrative Costs			
CRA-65	eCAPS (electronic Countywide Accounting and Purchasing System) Interface for ABx1 26 Administrative Costs	<p>The System will provide the ability to electronically interface the ABx1 26 admin charges from eCAPS or provide the ability for A-C staff to upload the admin cost, including but not limited to:</p> <ol style="list-style-type: none"> 1. COB changes 2. A-C Staff Charges 3. County Council/Outside Council 'System Charges 	Must Have
CRA-66	Calculate ABx1 26 County Administrative (Admin) Costs	<ol style="list-style-type: none"> 1. The System will provide the ability to track, identify and calculate total ABx1 26 administrative cost incurred by A-C, Countywide Oversight Board (COB) and associated legal costs. System will have the ability to accept an interface file from eCAPS providing the total hour/costs for the A-C admin cost and the ability to upload/input COB administrative costs information. <ol style="list-style-type: none"> a. County ABx1 26 Admin Cost = (Charged hours of A-C staff, County Counsel, and COB performing CRA related tasks + Outside Legal Counsel charged hours performing CRA related tasks) 2. System will utilize the Gross RPTTF Ratio to allocate general ABx1 26 admin cost <ol style="list-style-type: none"> a. Gross RPTTF Ratio = CRA Project RPTTF Deposit / Total RPTTF Deposit 3. System will have the ability to apply agency specific costs to successor agencies. 	Must Have

Functional Requirements

CRA-67	Adjust CAC Administrative Cost	The System will provide the ability to adjust administrative costs.	Must Have
CRA-68	Track and Charge Administrative Costs	The System will provide the ability to track and charge the County Cost: Administrative Cost, SB813 5% Supplemental fee, and Property Tax Administrative Fees (SB2557 Cost) to Successor Agencies.	Must Have
CRA-69	State Controller's Office (SCO) Invoice Charge	The System will provide the ability to track historical SCO Invoice charges. Last time an invoice was received was June 2018 RPTTF distribution and do not expect to receive any more of the SCO State Audit cost invoice billings).	Could Have
CRA-70	Calculate Allocation / Net RPTTF balance for ROPS	The System will provide the ability to calculate and track the net RPTTF allocations / monies available to fund approved ROPS to a Successor Agency. Net RPTTF = Gross RPTTF Deposit - County Administrative Costs - Pass Through Payments	Must Have
RPTTF Successor Agency ROPS Enforceable Obligations			
CRA-71	Track and Maintain ROPS (Recognized Obligation Payment Schedule) Information	The System will provide the ability for the A-C to upload approved ROPS in Excel format to a ROPS table or the ability to extract/data mine the data from a PDF document containing the various ROPS information. The System will provide the ability to track and maintain the ROPS information: 1. DOF (Department of Finance) Determination Letters 2. ROPS Detail & Summary Schedules a. Assign of the ROPS line items to corresponding Obligation Type (1) Bonds (2) Reserve (3) Others (4) Administrative 3. The System will provide the ability to track and maintain the Enforceable Obligations Information for Requested, Approved and Amended by the following: a. Recognized Obligation Payment Schedule (ROPS) b. Annual ROPS c. Last and Final ROPS	Must Have
CRA-72	Track Enforceable Obligations and Outstanding Balance	The System will provide the ability to track the total active enforceable obligation item counts and outstanding balance.	Must Have
CRA-73	Suspend Accounts from the RPTTF Distribution	The System will provide the ability to suspend/exclude select Successor Agency account from the RPTTF Fund distribution, this may entail setting aside the fund to litigation	Must Have
Maintain and Apply Prior Period Adjustment Requirements			
CRA-74	Tracking of PPA	The System will provide the ability to track Prior Period Adjustment ROPS Amounts	Must Have
CRA-75	Track and Alert Excess PPA (Pay Period Adjustments)	The System will provide the ability to track the excess PPA. These are monies that are recoverable in future distributions. The System will provide the ability to alert the A-C CRA Staff when there is excess PPA during the RPTTF distribution.	Must Have
CRA-76	Maintain of Proof of Payment Documents	The System will provide the ability to maintain Proof of Payment documents (pdf, email, excel or any form) from the Successor Agencies for each ROPS cycle.	Must Have
Pension/State Water Projects Debt Service Override TI Revenue			
CRA-77	Calculate Debt Service Override Revenue needed for Approved ROPS	The System will provide the ability to calculate the debt service override revenue (pledged bonds) needed to pay Enforceable Obligations when there's insufficient 1% Tax Increment to cover the approved ROPS tax bond payments.	Must Have
CRA-78	Calculate Debt Service Override (Pension Tax Bonds) to be returned to the levying Cities	The System will provide the ability to calculate the debt service (pension bonds) override revenue/fund balance to allocate to levying cities.	Must Have
CRA-79	Remit the Debt Service Override Fund Balance	The System will provide the ability to return the pension, debt service override tax increment fund balance to the levying cities.	Must Have
RPTTF Residual Balance Allocations			
CRA-80	Calculate Residual Balance/Recoverable PPA Amounts by Successor Agency	1. The System will provide the ability to calculate the estimate and actual Tax Increment in excess of the Successor's Agency's ROPS. 2. The System will provide the ability to generate report or data extract depicting the Residual or Prior Period Adjustment for any given ROPS Period for each RPTTF Distribution or as frequently needed. Residual/Recoverable PPA = Net RPTTF – Distribution to SA – DS Return to City – SCO Invoice Note: Whichever is less between the (Net RPTTF – amount to Successor Agency) and Approved DOF.	Must Have
CRA-81	Calculate ATE Share PPA Residual	1. The System will provide the ability to calculate the recoverable PPA to Taxing Entities. 2. The System will provide the ability to generate report or data extract depicting the PPA data for any given ROPS Period for each RPTTF Distribution or as frequently needed by each Successor Agency and Taxing Entity.	Must Have
CRA-82	Calculate ATE Share of the Residual	The System will provide the ability to calculate the Taxing Entity share of the Tax Increment revenue in excess of the Enforceable Obligations of the Successor Agencies (Residual Balance) and the portion pertaining for EIFD Overlapping areas. The system will allocate residual balance to taxing agencies utilizing the haircut method. Taxing agencies that already received their full share via a pass-through payment will not receive residual.	Must Have
Generate RPTTF Payment Transaction Files			
CRA-83	Generate Fund Transfer from RPTTF	The System will provide the ability to generate interface files for fund transfer transactions from RPTTF fund to various county administered funds.	Must Have
CRA-84	Generate Payment transactions	The System will provide the ability to generate interface files for remittance transactions for the RPTTF distribution to various taxing entities and Successor Agencies (transactions out of RPTTF)	Must Have

Functional Requirements

CRA-85	Maintain TTC Bond Intercept information	The System will provide the ability to track and maintain the TTC Bond Intercept Program information Track TTC Intercept Amounts that should be applied to Successor Agencies	Should Have
CRA-86	Generate TTC Bond Intercept Fund Transfer Interface File	The System will provide the ability to generate fund transfer transactions from RDA (Redevelopment Agency) funds to RPTTF funds for TTC Bond Intercept The System will provide the ability to generate fund transfer transactions from RPTTF funds to Treasurer/Tax Collector (BSA-7069)	Must Have
	Distribute and maintain Unencumbered Money Funds (ASUMF) from Successor Agency		
CRA-87	Calculate ASUMF (Asset Sale Unencumbered Money Fund) Ratio	The System to provide the ability to calculate the Secured and Unsecured Tax Increment Ratio for the following: ASUMF Ratio = Secured and Unsecured Original Charge Tax Increment for the Base Increment values x AB860 ATI Ratio for each Taxing Agency divided by the overall Increment for the Project Area	Must Have
CRA-88	'Calculate and track ASUMF Distribution from Successor Agency to Taxing Agencies	The System will provide the ability to calculate and track the ASUMF received from Successor Agencies and distributed to taxing agencies. There are following ASUMF types: 1. Other Fund and Account (OFA and LMIHF) per DOF payment plan ¹ 2. Low & Moderate Income Housing Fund (LMIHF) per DOF payment plan ¹ 3. Other Fund and Account (OFA) per Successor Agency Dissolution 4. Property Sale Proceeds per Long Range Property Management Plan (LRPMP) Note: ⁽¹⁾ Applicable to West Covina Successor Agency only.	Must Have
	Maintain Successor Agency Dissolution Information		
CRA-89	Store and Track Dissolution Documents	The System will provide the ability to store and track Dissolution document filings by the Successor Agency with the County Oversight Board and Department of Finance: 1. Resolution Number 2. Resolution Filing Date 3. A-C CAC Notification Receipt Date 4. DOF Approval Date of COB Action 5. COB Approval Date of Dissolution Resolution 6. Store COB Verification document filings 7. Track COB Final Resolution Date 8. Store and Track DOF Letter of Acknowledgement of SA Dissolution 9. Track Date of Final ROPS Distribution 10. Track Final Status 11. Other Disposition Comments	Must Have
CRA-90	Alert based Dissolution Document Filings Dates	The System will provide the ability to provide generate notifications to the CRA Staff, five business days prior to: 1. Thirty calendar days after initial Dissolution filing date - this enables us to follow up with the Successor Agency. 2. Thirty calendar days after DOF initial approval (DOF Approval Date of COB Action). 3. 100 calendar days after DOF initial approval of SA Request for Dissolution. The SA is to liquidate all the assets and submit the proceeds to CAC for redistribution. 4. 14 calendar days after COB final date of approval of the SA Dissolution. Successor Agency must submit the final approved resolution to CAC, DOF and the State Controller's Office by electronic means.	Should Have
CRA-91	Generate Dissolution Document Notifications	The System will provide the ability to generate notifications to the CRA Staff, DOF and Successor Agency as needed. Upon the filing of Resolution to dissolve, the Successor Agency has 30 days to complete filing to get the COB and DOF initial approval: 1. Resolution Number 2. Resolution Filing Date 3. A-C Notification Receipt Date 4. DOF Approval Date of COB Action 5. COB Approval Date of Dissolution Resolution	Should Have
CRA-92	Tracking Cash Remittance to the A-C	The System will provide the ability to track the Successor Agencies submission of cash on hand or any assets including PPA upon dissolution to Auditor Controller. Upon Approval of DOF, SA has 100 days to liquidate assets and remit funds to CAC (County A-C): 1. Date of CAC Receipt of Funds 2. Amount received by CAC	Must Have
	Deactivating Successor Agency		
CRA-93	Update RDA Account Information	The System will provide the ability to de-activate RDA accounts and funds.	Must Have
CRA-94	Inactivate Base Information	The System will provide the ability to de-activate the base information corresponding to de-activated Successor Agency.	Must Have
CRA-95	Remit Final RPTTF Payment to ATEs	1. The System will provide the ability to disburse the contractual/statutory provisions to taxing entities, administer any Administrative Costs and to allocate remaining net RPTTF fund to taxing entities as residual. 2. The System will provide the ability to perform a prorated calculation of the statutory provisions for projects based on the TI available up until the dissolution is finalized. Note: The system will cease all processing for the SA whose dissolution is finalized based on the last Apportioning and Distribution date.	Must Have
CRA-96	Assessor & Board of Equalization Notification	The System will provide the ability to generate a notification to the Assessor and Board of Equalization when a Successor Agency dissolves.	Could Have

Functional Requirements

	Report Requirement		
CRA-97	County Standard Reports	The System will have the ability to generate and store standard County reports, identified by the A-C, that are used on a regular basis or critical to the CRA business process. Reports include, but are not limited, to those identified on Exhibit A, Statement of Work, Attachment 9, Reference Library	Must Have
CRA-98	County Ad hoc Reports/Data Analytics	The System will have the ability to query CRA data and create ad hoc County reports and provide data analytics	Must Have

Functional Requirements

Increment Financing District			
Reqmt	Functional Requirements	Requirement Description	County Priority
	General Requirements		
IFD-1	Enter, Update, and View Increment Financing Districts Information	The system will provide the ability to set-up new Increment Financing District (IFD) accounts, update, and view the proposed IFD information.	Must Have
IFD-2	Store Increment Financing Districts Documents	The system will provide the ability to electronically store IFD documentations, including but not limited to: <ul style="list-style-type: none"> • Board Letter • Public Financing Authority (PFA) approved Financing plan • Resolution/Ordinance • Project boundary/map • Negotiated agreements with participating taxing agencies. 	Must Have
IFD-3	Track Dates and Notifications	The system will track the following dates: <ul style="list-style-type: none"> • IFD preliminary filing receive date • Assessor IFD area notification date • IFD effective date • Affected Taxing Entity (ATE) Participant notification date • Board of Equalization (BOE) Acknowledgement Date • IFD Approval Date 	Must Have
IFD-4	IFD Template Letters/Notifications	The system will provide the ability to store and generate IFD template letters/notifications. <ul style="list-style-type: none"> • Base Valuations • IFD CAP limit • Termination 	Could Have
	Functional Requirements		
	Establishing Base Year Value Requirements		
IFD-5	Request IFD Base Valuation Request Notification	The system will have the ability to generate and workflow an IFD Base Valuation request notification to the County Assessor and BOE.	Could Have
IFD-6	Upload Assessor Tax Rate Area (TRA) and Parcel Base Information	The system will provide the ability to upload the Assessor's Secured and Unsecured base year valuations at the TRA and parcel detail level.	Must Have
IFD-7	Upload BOE TRA/Parcel Summary Information	The system will provide the ability to upload the BOE base year valuations at the TRA and parcel level. The system will utilize the crosswalk table to convert BOE TRAs/Parcels to County TRA/Parcel numbers.	Must Have
IFD-8	Create Base Year Report / Record Approved Base Values	The system will have the ability to generate base year valuation reports detailing all the secured and unsecured values from the Assessor and BOE summarized at the TRA and parcel level. Reports will be submitted to the IFD for review and approval; upon approval from the Auditor-Controller (A-C) and IFD the reports will be stored in the system and will record the final base values that will be utilized to calculate tax increment growth.	Must Have
IFD-9	View TRA/Parcel Base Year Value	The system will provide the ability to archive and view the historical TRA/Parcel base year value submitted by the BOE and Assessor.	Must Have
IFD-10	Update IFD TRA/Parcel Base Year Values	The system will provide the ability to perform updates to the base valuations due to parcel status changes from taxable to nontaxable, nontaxable to taxable changes or Assessor/BOE errors.	Must Have
	Maintain District Agency Information Requirements		
IFD-11	Maintain Districts Accounts	The system will provide the ability to maintain multiple District accounts number for an Increment Financing District and identify and maintain the primary account number if there are multiple accounts in the Increment Financing District.	Must Have
IFD-12	Display Increment Financing Districts Information	The system will store historical data and provide the ability for users to view the current and historical data. General District information includes but is not limited to: <ol style="list-style-type: none"> 1. District account number 2. District name 3. District status 4. Supervisorial District 5. Resolution/Ordinance Number 6. Resolution/Ordinance Approval/Adoption Date 7. District formation/effective date 8. District termination date 9. Bond Issuance/Loan Acquisition date 10. Public Financing Authority (PFA) Approval date 	Must Have
IFD-13	IFD Project Tax Increment Limit	The system will provide the ability for A-C staff to enter the annual and project life Tax Increment (TI) allocation limits for IFD projects. Any TI collections in excess of the annual limit shall not be distributed to the IFD.	Must Have
IFD-14	IFD Assigned TRA Information	The system will store and display Tax Rate Area (TRA) / parcels assigned to the IFD by tax year and corresponding information, including but not limited to: <ul style="list-style-type: none"> • Frozen base values • Current tax year values • Overlap / Non-Overlap status 	Must Have
IFD-15	Participating Taxing Entities	The system will provide the ability to identify participating taxing agencies and the agreed upon contribution percentage.	Must Have
IFD-16	Participating Taxing Entity Agreements Subordinate to debt	The system will provide the ability to identify agreements between the IFD and participating taxing entities that are subordinate to debt.	Must Have
IFD-17	Current Year and Future Year Update	The system will provide the ability to update Increment Financing District data for current and future fiscal year only	Must Have
IFD-18	Districts End Date Alert	The system will provide the ability to alert A-C users on the District end date. Notifications to the IFD will be generated by the system one year prior to the District end date.	Must Have
IFD-19	Contribution Amount Exceeds 80% of IFD CAP Limit Alert	The system will provide the ability to compare the total contribution amount with the IFD Contribution dollar cap amount. The system will provide the ability to alert user if the total contribution amount is greater than or equal to 80% of the IFD dollar CAP limit.	Should Have
IFD-20	Notification for IFD Termination	The system will provide the ability to generate a notification to the IFD and participating taxing agencies regarding its termination.	Must Have

Functional Requirements

IFD-21	Approve Increment Financing Districts Change	The system will provide the ability to review, approve or reject the Increment Financing District changes. Approval is at the supervisor/manager level. If rejected, request correction and resubmission. If approved, accept the changes	Must Have
Maintain Base Year Value Requirements			
IFD-22	Track, Maintain, Review Historical Districts Base Year Value	The system will provide the ability to track, maintain and review the historical District base year values	Must Have
IFD-23	Maintain Districts Base Year Value at Parcel Level	The system will provide the ability to track and maintain the District base year value at the TRA/parcel level for secured and unsecured roll	Must Have
IFD-24	Participating Taxing Agencies Base Year Value	The system will provide the ability to track the District's participating taxing agency base year. The base year is 'frozen' unless the following event(s) occur: <ul style="list-style-type: none"> • Assessor error-incorrect parcel number and /or TRA included in the equalized roll in the Increment Financing District base year • Taxable property is converted to non-taxable property or non-taxable property converted to taxable status. • Non-taxable property is converted to taxable property • Changes required pursuant to litigation / court rulings. 	Must Have
IFD-25	TRA/Parcel Change Updates	The system must provide the ability to adjust base TRA/parcel valuations corresponding to parcel change activities. <ul style="list-style-type: none"> • Assessor provides an interface file depicting TRA/parcel change activity on a quarterly/on-demand basis. • The system to provide the ability to segregate parcel changes affecting District TRAs. • The system to provide the ability to adjust District Base parcel make up affected by parcel changes resulting from taxable to non-taxable. • The system to track base value deductions because of taxable to non-taxable parcel changes and allocate such values back to subsequent non-taxable to taxable parcels within the same parcel change chain. 	Must Have
Review Base Year Value Maintenance Requirements			
IFD-26	Approve Districts Base Year Value Adjustment	The system will provide the ability to review, approve, reject or override the District base year value adjustment. Approval will be at supervisor level. If rejected, resubmit correct adjustment. If approved, then proceed.	Must Have
Process Increment Financing Districts (IFD) Revenue Allocations/Distributions			
IFD-27	IFD Projects Overlapping with CRA Projects	The system will have the ability to identify IFD projects that overlap with existing Community Redevelopment Agency (CRA) projects and subordinate to CRA Redevelopment Property Tax Trust Fund (RPTTF) distributions.	Must Have
IFD-28	Perform Overlapping IFD Revenue Distribution	The system will provide the ability to calculate and distribute the contribution amount by participating agency and distribute the increment revenue to the IFD thru the RPTTF Distribution (Recognized Obligation Payment Schedule (ROPS) A/B).	Must Have
IFD-29	Perform Non-Overlapping IFD Revenue Distribution	The system will provide the ability to calculate the contribution amount by participating agency and distribute the increment revenue to the IFD thru the monthly distribution process (non-CRA)	Must Have
IFD-30	Perform Year End Tax Increment True Up	The system will provide the ability to calculate adjustments when necessary, at year end.	Must Have
Report Requirement			
IFD-31	County Standard Reports	The System will have the ability to generate and store standard County reports, identified by the A-C, that are used on a regular basis or critical to the IFD business process. Reports include, but are not limited, to those identified on Exhibit A, Statement of Work, Attachment 9, Reference Library.	Must Have
IFD-32	County Ad hoc Reports/Data Analytics	The System will have the ability to query IFD data and create ad hoc County reports and provide data analytics	Must Have
External Data Access Requirements			
IFD-33	Process Assessor TRA Summary and Parcel Listing Information	The system will provide an electronic interface for the Assessor to submit current year and prior year parcel and TRA summary information as follows: <ul style="list-style-type: none"> • Roll year • Base year • Increment Financing District Name • TRA Number • Parcel Number • Land Value • Improvement value • Fixtures Value • Personal Property Value • Homeowners Exemption • Non-Recoverable Exemption <p>The system will provide the ability for TRA summary and parcel valuation information validated to be submitted as a data file, or via real-time data entry.</p> <p>The system will provide the ability to flag TRA summary information failing validation for correction and re-submission.</p>	Must Have
IFD-34	Process BOE Base Valuation Information	The system will provide an electronic interface for the BOE to submit current year TRA summary information as follows: <ul style="list-style-type: none"> • Roll year • Base year • Increment Financing District Name • TRA Number • Parcel Number • Land Value • Improvement value • Fixtures Value • Personal Property Value • Homeowners Exemption • Non-Recoverable Exemption <p>The system will provide the ability for TRA summary and parcel listing to be submitted as a data file, or via real-time data entry.</p> <p>The system will provide the ability to convert the BOE TRA to County TRA utilizing the crosswalk table.</p> <p>The system will provide the ability to associate parcel to TRA.</p>	Must Have

Functional Requirements

Countywide Allocation Factors			
Reqmt	Functional Requirements	Requirement Description	County Priority
General Requirements			
CWAF-1	Maintain Countywide Allocation Factors Processing Schedule	The system will provide the ability to maintain a Countywide Allocation Factors processing schedule by tax year.	Must Have
CWAF-2	Maintain Taxing Agency ATI Factors by Tax Rate Area (TRA)	The system will provide the ability to store, maintain and display a taxing agencies Annual Tax Increment (ATI) factors within a TRA by tax year.	Must Have
CWAF-3	Maintain Taxing Agency Allocation Factors	The system will provide the ability to store, maintain and display a taxing agency's allocation factors by tax roll year.	Must Have
CWAF-4	Compute Charge / Receivable for Taxing Agencies	The system will have the ability to utilize the approved allocation factors to compute each taxing agencies original charge/receivable by tax roll type.	Must Have
Functional Requirements			
Generate AB8 Allocation Factors Requirements			
CWAF-5	Use Equalized Roll for AB8 & ATI Calculations	The system will use the prior and current year equalized rolls, adjusted for jurisdictional changes and annexations, for the calculation of AB8 allocation factors and ATI. When using equalized roll, the exclusion of aircraft is required when calculating values for the unsecured roll as per Revenue & Taxation Code (RTC) §96.5.	Must Have
CWAF-6	Calculate Annual Tax Increment for TRA	The system will calculate the annual tax increment (ATI) for each TRA as follows: 1. For Secured Values: a. Secured TRA's Valuation Increment = TRA's Current Year Value - TRA's "modified" Prior Year Value. b. Secured TRA's ATI Amount = Secured TRA's Valuation Increment * 1% 2. For Unsecured Values: a. Unsecured TRA's Valuation Increment = TRA's Current Year Value - TRA's "modified" Prior Year Value b. Unsecured TRA's ATI Amount = Unsecured TRA's Valuation Increment * 1% Note: The System will be able to calculate a "modified" Prior Year Value for each TRA. This is to account for changes in TRA values due to parcel shifts between TRAs due to jurisdictional changes. In addition, Unsecured values should not include assessed values related to non-commercial aircraft. 3. TRA's ATI Ratio: a. TRA's ATI Amount = Secured TRA's ATI Amount (net of Consulate TRAs) + Unsecured TRA's ATI Amount (net of Consulate TRAs) b. TRA's ATI Ratio = TRA's ATI Amount divided by Total TRAs' ATI Amount 4. At the TRA level, the system will maintain the ATI Ratio and AB860 ATI Ratio for each taxing agency servicing the TRA. The system will allow the ability to update both the ATI ratio and AB860 ATI ratio due to jurisdictional changes. Please note, the AB860 ATI Ratios pertain to an adjustment for the LAUSD lawsuit. 5. Secured Valuation Increment = Secured Valuation current year - Secured Valuation prior year. 6. Unsecured Valuation Increment = Unsecured Valuation current year net of aircraft - Unsecured Valuation prior year net of aircraft. 7. Total Property Tax Revenue (PTR) Increment = (Secured Valuation Increment + Unsecured Valuation Increment) * 1% 8. ATI Revenue Amount = TRA's ATI Ratio * Total PTR Increment 9. Agency Revenue Amount = ATI Revenue Amount * AB860 ATI Ratio	Must Have
CWAF-7	System Validation Criteria for TRA ATI ratios	The system will provide the ability to define a set of parameters to validate the TRA ATI ratios as following: 1. There is no negative ratio on all TRAs 2. The System shall verify the total ATI ratio for each TRA is equal to 1.000000000.	Must Have
CWAF-8	Calculate AB8 Allocation Factors Requirements	For each taxing agency, the system will allow the ability to calculate the Base Property Tax Revenue (PTR) , the total ATI amount, and the Current Year AB8 PTR revenue and Current Year AB8 Allocation Factors.	Must Have
CWAF-9	Calculate ATE Revenue / CRA Loss to CRA for AB8	The system will have the ability to calculate the countywide CRA loss.	Must Have
Calculate BOE Public Utility Unitary Allocation Factors Requirements			
CWAF-10	Calculate Unitary GTL and Debt Service Allocation Factors	The system will have the ability to calculate the unitary General Tax Levy (GTL) and debt service allocation factors in compliance with legislation for the following: 1. Unitary, Nonunitary and Operating Nonunitary Property (RTC §100) 2. Intercounty Pipeline Rights-of-Way (RTC §100.01) 3. Unitary Property of a Regulated Railway Company (RTC §100.11) 4. Unitary Qualified Property (RTC §100.95)	Must Have
Calculate BOE Public Utility Unitary Allocation Factors Requirements			
CWAF-11	Calculate BOE Public Utility Unitary Value Growth Factor	The system will calculate the growth factor for BOE public utility unitary value as follows: BOE Public Utility Unitary Growth Factor = (Current Year BOE Public Utility Unitary Value - Prior Year BOE Public Utility Unitary Value) / Prior Year BOE Public Utility Unitary Value)	Must Have
CWAF-12	Calculate BOE Public Utility Unitary Values Up to and above 102%	The system will calculate the Current Year BOE public utility unitary values up to 102% and above 102% as follows: 1. If BOE Public Utility Unitary Growth Factor is above 102%: a. Current Year BOE Public Utility Unitary Value Up To 102 Percent = Prior Year BOE Public Utility Unitary Value x 102% b. Current Year BOE Public Utility Unitary Value above 102 Percent = Current Year BOE Public Utility Unitary Value - Current Year BOE Public Utility Unitary Value Up to 102 Percent 2. If BOE Public Utility Unitary Growth Factor is less than or equal to 102%: a. Current Year BOE Public Utility Unitary Value Up To 102 Percent = Current Year BOE Public Utility Unitary Value	Must Have
CWAF-13	Identify Taxing Agencies Participating in Allocation of Value Up to 102%	The system will include all taxing agencies that participated in the previous year BOE public utility unitary allocation revenue in the allocation of the Current Year BOE public utility unitary values up to 102%.	Must Have
CWAF-14	Identify Taxing Agencies Participating in Allocation of Value above 102%	The system will include all taxing agencies that participate in the Prior Year regular taxing agencies, Community Redevelopment Agency (CRA), and Non-overlapping Enhanced Infrastructure Financing Districts (EIFDs) revenues in the allocation of the Current Year BOE public utility unitary values above 102%. New taxing agencies are excluded for the current year.	Must Have
CWAF-15	Calculate Taxing Agency's Revenue Up to 102%	For taxing agencies participating in the allocation of the Current Year BOE public utility unitary values up to 102%, the system will calculate each taxing agency's revenue up to 102% as follows: Taxing agency's Current Year Up To 102% Revenue = (Prior Year BOE Public Utility Allocation Revenue / Total Prior Year BOE Public Utility Allocation Revenue) x Current Year BOE Public Utility Unitary Value Up To 102 Percent x 1%	Must Have
CWAF-16	Calculate ATE Revenue Loss by CRA ATEs	The system will provide the ability to generate the Taxing Entity's Annual Increment by CRA/ATE, it is utilized in the subsequent year in determining the PY CRA 1% Levy to derive the 1% Unitary factors under AB454 requirement.	Must Have
CWAF-17	Calculate Taxing Agency's Revenue Above 102% (exclude ERAF)	For all taxing agencies (including regular taxing agencies), CRA, and Non-overlapping EIFDs) participating in the allocation of the Current Year BOE public utility unitary revenue above 102%, the system will calculate each taxing agency's revenue above 102%.	Must Have
CWAF-18	Calculate Total Allocation Factor	For taxing agencies participating in the allocation of the Current Year BOE public utility unitary values up to and/or above 102%, the system will calculate each taxing agency's overall Current Year BOE public utility unitary allocation factor as follows: Taxing agency's Current Year Total Allocation Factors = (taxing agency's Current Year Up to 102% Revenue + taxing agency's Current Year above 102% Revenue) / 1% x Current Year Total BOE Public Utility Unitary Value	Must Have
Calculate BOE Regulated Railroad Unitary Allocation Factors Requirements			
CWAF-19	Calculate BOE Regulated Railroad Unitary Value Growth Factor	The system will calculate the growth factor for BOE regulated railroad unitary as follows: BOE Regulated Railroad Unitary Growth Factor = (Current Year BOE Regulated Railroad Unitary Value - Prior Year BOE Regulated Railroad Unitary Value) / Prior Year BOE Regulated Railroad Unitary Value	Must Have

Functional Requirements

CWAF-20	Calculate BOE Regulated Railroad Unitary Values Up to and above 102%	The system will calculate the Current Year BOE regulated railroad unitary values up to 102% and above 102% as follows: 1. If BOE Regulated Railroad Unitary Growth Factor is greater than 102%: a. Current Year BOE Regulated Railroad Unitary Value Up To 102 Percent = Prior Year BOE Regulated Railroad Unitary Value x 102% b. Current Year BOE Regulated Railroad Unitary Value above 102 Percent = Current Year BOE Regulated Railroad Unitary Value – Current Year BOE Regulated Railroad Unitary Value Up to 102% 2. If BOE Regulated Railroad Unitary Growth Factor is less than or equal to 102%: a. Current Year BOE Regulated Railroad Unitary Value Up To 102% = Current Year BOE Regulated Railroad Unitary Value	Must Have
CWAF-21	Identify Taxing Agencies Participating in Allocation of Value Up to 102%	The system will include all taxing agencies that participated in the previous year BOE regulated railroad unitary allocation revenue in the allocation of the Current Year BOE regulated railroad unitary values up to 102%.	Must Have
CWAF-22	Identify Taxing Agencies Participating in Allocation of Value above 102%	The system will include all taxing agencies that participate in the Prior Year taxing agencies, CRA and Non-Overlapping EIFD revenues in the allocation of the Current Year BOE regulated railroad unitary values above 102%.	Must Have
CWAF-23	Calculate Taxing Agency's Revenue Up to 102%	For taxing agencies participating in the allocation of the Current Year BOE regulated railroad unitary values up to 102%, the system will calculate each taxing agency's revenue up to 102% as follows: • Taxing agency's Current Year up to 102% Revenue = (Prior Year BOE Regulated Railroad Unitary Revenue / Total Prior Year BOE Regulated Railroad Unitary Revenue) x Current Year BOE Regulated Railroad Unitary Value up To 102 Percent x 1%	Must Have
CWAF-24	Calculate Taxing Agency's Revenue above 102%	For all taxing agencies (including regular taxing agencies), CRA, and Non-overlapping EIFDs) participating in the allocation of the Current Year BOE regulated railroad unitary revenue above 102%, the system will calculate each taxing agency's revenue above 102%.	Must Have
CWAF-25	Calculate Total Allocation Factor	For taxing agencies participating in the allocation of the Current Year BOE regulated railroad unitary values up to and/or above 102%, the system will calculate each taxing agency's overall Current Year BOE regulated railroad unitary allocation factor as follows: Taxing agency's Current Year Total Allocation Factors = (Taxing agency's Current Year Up to 102% Revenue + Taxing agency's Current Year above 102% Revenue) / 1% x Current Year Total BOE Regulated Railroad Unitary Value	Must Have
Calculate BOE Qualified Public Utility Allocation Factors Requirements			
CWAF-26	Qualified Public Utility – Data Update	The System will provide the ability to perform the following for Qualified Public Utility (QPU) according to RTC §100.95 (a)(3)(A): 1. Extract the QPU valuation information from the BOE Board Roll of State Assessed Property for the BOE TRA 000-095 (LA TRA 90000). 2. Update the BOE QPU Report 3. Identify the QPU account information in Original Charge from the Secured Master Ledger and validate. 4. Obtain the BOE TRA and corresponding LA TRA that are prepared during Roll Valuation process. Refer to the Functional Requirements in the Roll Valuation document. 5. Modify (delete, add, combine agency) the prior year 1% QPU revenue distribution of Original Charge as a result of jurisdictional changes.	Must Have
CWAF-27	Calculate Qualified Public Utility	The System will provide the ability to calculate the ratio of the prior year 1% Unitary - Qualified Public Utility Original Charge 1. The county, school entities, and non-enterprise Special Districts will receive the same percent of the prior year Unitary. 2. The 90% of the remaining revenue, after the allocation of the above, is to be allocated to the city or the county (if unincorporated) 3. The remaining 10% revenue, is to be allocated to the water districts or to the city or the county (if unincorporated) if there are no water districts servicing the areas 4. If there are more than one water district, then those districts will have an equal share of this remaining 10% revenue Combine the revenue calculate from above criteria to generate the QPU distribution amount	Must Have
Calculate BOE Unitary Debt Service Allocation Factors Requirements			
CWAF-28	Calculate Taxing Agency's Current Year Unitary Debt Service Allocation Factors	The system to provide ability to calculate the current year's unitary debt service allocation factors, which will include new bonds, existing bonds, and any debt service agencies from prior year that have zero ratios.	Must Have
CWAF-29	Calculate Taxing Agency's Prior Year Unitary Debt Service Requirement Factor for Existing Debt Service Requirement	The system will calculate the Prior Year unitary debt service requirement factor for each participating taxing agency as follows: Taxing agency's Prior Year Unitary Debt Service Requirement Factor = Taxing agency's Prior Year Unitary Debt Service Allocation Amount / (Prior Year Secured Value x Prior Year Debt Service Tax Rate) + (Prior Year Unsecured Value x 2-year Prior Year Debt Service Tax Rate)	Must Have
CWAF-30	Calculate Taxing Agency's Prior Year Unitary Debt Service Requirement Factor for New Debt Service Requirement	The system will calculate the Prior Year unitary debt service requirement factor for each participating taxing agency as follows: Taxing agency's Prior Year Unitary Debt Service Requirement Factor = Taxing agency's Prior Year Unitary 1% Allocation Amount / (Prior Year Secured Value * 1%)	Must Have
CWAF-31	Calculate Taxing Agency's Current Year Debt Service Requirement Amount	The system will calculate the Current Year total debt service requirement amount for each participating taxing agency as follows: Taxing agency's Current Year Total Debt Service Requirement Amount = (Taxing agency's Current Year Debt Service Tax Rate x Current Year Secured Value + (Taxing agency's Prior Year Debt Service Tax Rate x Current Year Unsecured Value)	Must Have
CWAF-32	Calculate Taxing Agency's Current Year Unitary Debt Service Requirement Amount for Existing Debt Service Requirement	The system will calculate the Current Year unitary debt service requirement amount for existing debt service requirement for each participating taxing agency as follows: Taxing agency's Current Year Unitary Debt Service Requirement Amount = Taxing agency's Current Year Total Debt Service Requirement Amount x Taxing agency's Prior Year Unitary Debt Service Requirement Factor	Must Have
CWAF-33	Calculate Taxing Agency's Current Year Unitary Debt Service Requirement Amount for New Debt Service Requirement	The system will calculate the Current Year unitary debt service requirement amount for new debt service requirement for each participating taxing agency as follows: Taxing agency's Current Year Unitary Debt Service Requirement Amount = Taxing agency's Current Year Total Debt Service Requirement Amount x Taxing agency's Prior Year Unitary Debt Service Requirement Factor	Must Have
CWAF-34	Calculate Current Year Unitary Debt Service Allocation Factor	The system will calculate the Current Year unitary debt service allocation factor for each participating taxing agency as follows: Taxing agency's Current Year Unitary Debt Service Allocation Factor = Taxing agency's Current Year Unitary Debt Service Requirement Amount / Sum of all taxing agencies' Current Year Unitary Debt Service Requirement Amount	Must Have
Supplemental Allocation Factors Requirements			
CWAF-35	Upload Average Daily Attendance (ADA) information	The system will have the ability for A-C users to input or upload ADA information for each school district into the system. The ADA information is provided by the California Department of Education (CDE) no later than July annually in accordance with RTC §75.70(e).	Must Have
CWAF-36	Flag Basic Aid and Non-County Schools	The system will have the ability to flag/identify school districts that are excluded from the calculation including but not limited to: 1. Basic Aid School Districts 2. Non-county-of-control School Districts	Must Have

Functional Requirements

CWAF-37	Calculate Average Daily Attendance (ADA) School Factors	The System will have the ability to calculate the supplemental factors. 1. Non-K-12 School Districts supplemental Factors = Current Year AB8 factors. 2. K-12 School Districts supplemental Factors = ADA % multiplied by the total AB8 factors for K-12 school districts excluding basic aid and non-county schools.	Must Have
CWAF-38	Validation and Approval of Supplemental Factors	The system will have the ability to configure validation checks and identify exceptions to facilitate the A-C review and approval. 1. Identify if supplemental factors do not sum to 100% 2. Basic aid and non-county schools should be excluded / not have a factor 3. Variance analysis comparing current year to prior year 4. Ability to display calculation	Must Have
CWAF-39	Store Approved Factors by Roll Year	The system will have the ability to store/archive approved supplemental factors by tax roll year	Must Have
CWAF-40	Ability to adjust/Override Supplemental Factors	They system will provide the ability for authorized A-C staff to adjust/override supplemental factors, if needed, for: 1. Basic aid status changes 2. Legislative changes / county counsel opinion 3. Litigation/Court orders 4. errors/audit findings	Must Have
Reporting Requirements			
CWAF-41	County Standard Reports	The System will have the ability to generate and store standard County reports, identified by the A-C, that are used on a regular basis or critical to the Countywide Allocation Factors business process. Reports include, but are not limited, to those identified on Exhibit A, Statement of Work, Attachment 9, Reference Library.	Must Have
CWAF-42	County Ad hoc Reports/Data Analytics	The System will have the ability to query Countywide Allocation Factors data and create ad hoc County reports and provide data analytics	Must Have
External Data Access Requirements			
CWAF-43	County Public Works / Sanitation District Interface	The system should provide the capability to interface the TRA ATI Ratios to the County Public Works / Sanitation District or allow staff to view.	Must Have
CWAF-44	Countywide AB8 1% Allocation & School Factor Rate Files to Tower Capital	The system will provide the ability to interface school factor data on behalf of the Los Angeles County Office of Education (LACOE) to Tower Capital, a third party company contracted with LACOE to handle delinquent taxes.	Must Have

Functional Requirements

Roll Maintenance			
Reqmt	Functional Requirements	Requirement Description	County Priority
	General Requirements		
RM-1	Receive Roll Corrections Externally	The system will provide the ability to receive, process and store roll correction interface files submitted by the Assessor, Assessment Appeals Board (AAB), Direct Assessment agencies, and State Board of Equalization (BOE) for the secured, secured defaulted, supplemental, and unsecured rolls.	Must Have
RM-2	Roll Correction Request - Portal	The system shall provide a portal with the ability for the Auditor-Controller (A-C) to receive roll correction requests for manual processing (mainly records that can't be interfaced) for the secured, secured defaulted, supplemental, and unsecured rolls. Request that can be submitted via the portal include but are not limited to the following: 1. Public acquisition information 2. Assessment transfer request forms	Must Have
RM-3	User Interface - Process Manual Roll Corrections (Internal)	The system will provide a user interface for the A-C to process manual roll corrections on the secured, secured defaulted, supplemental (secured and unsecured supplemental) and unsecured rolls. Corrections to be performed include, but is not limited to the following: 1. Create and edit new extended assessment(s). 2. Determine the increase or decrease in tax liability amount, and applicable refund amount. 3. Determine how the increase or decrease is proportioned between the first and second installments and/or among one or more bills. 4. Determine if new bill(s) should be issued, or existing bill(s) revised. 5. Determine if grace period should be granted for payment without penalty. 6. Determine due date.	Must Have
RM-4	Correction Reason Codes	The system shall have the ability to configure and store correction reason codes and origin key codes. Correction reason codes include but are not limited to the following: 1. Changes to assessed values. 2. Changes to Tax Rate Areas (TRAs). 3. Changes to exemption types. 4. Changes to Assessed name and address information. 5. Changes to special assessment. 6. Changes to Assessor penalties. 7. Changes to Treasurer-Tax Collector (TTC) fees. 8. Specific amount for refund.	Must Have
RM-5	Validate Roll Correction Data	The system will have the ability to configure validation rules. The system will validate data of a roll correction prior to processing as follows: Assessment data submitted match the data in the system. The system will flag any validation errors and prevent the affected roll changes from further processing.	Must Have
RM-6	Validation Exceptions	The system will provide the ability to view, report, store the exception and track all roll correction exceptions.	Must Have
RM-7	Exception Corrections	The system shall have the ability to correct errors/exceptions in a temporary storage table by user and allow for resubmission via interface file. 1. The system will provide the ability to store, view, and report roll corrections that have been excepted out due to validation error. 2. The system shall have the ability to fix the roll corrections by the user or allow for resubmission via interface file.	Must Have
RM-8	Flag for Priority Processing	The system will have the ability to flag roll corrections as priority / special handling processing (i.e. Court Order) and assign to staff via workflow.	Must Have
RM-9	Maintain Roll Correction History	The system will maintain roll correction history by AIN/Parcel and have the ability to track roll corrections by change number (correction ID / sequence number) to the corresponding tax bill or refund.	Must Have
RM-10	Correction Blackout Periods	The system will provide the ability to suspend corrections manually as needed or the ability to configure in advance for the fiscal year by inputting specified date ranges by roll type and year. Corrections will be held in a queue while suspended and will be released when corrections are turned back on.	Must Have
RM-11	Access Payment Information	The system will provide the ability to access and retrieve tax bill payment information.	Must Have
RM-12	Access to Common Revenue & Taxation Codes	The system will provide access to a list of common Revenue & Taxation Codes used for roll change processing.	Should Have
RM-13	Generate Custom and Template Letters	The system will provide the ability to generate custom and template letters using roll change data in the database.	Must Have
RM-14	Taking Refund Into Account When Determining Amount of Outstanding Tax Liability	The system will take any refunds already issued (i.e. refund record created and warrant issued) into account when determining the amount of outstanding tax liability associated with a tax bill affected by a roll change, by adding the amount of refunds already issued back to the amount of outstanding tax liability.	Must Have
RM-15	Prorated Roll Correction	The system will provide the ability to process the prorated roll correction against the actual parcel/roll year utilizing the extended/calculated ad valorem tax.	Must Have
RM-16	Request Warrants from Apportionment Division	The system will allow for the request of warrants from Apportionment Division from Fund SS6, Account 7001 electronically.	Should Have
	Functional Requirements		
RM-17	Calculate Secured Defaulted Tax Roll Corrections	The system shall have the ability to automate the calculation process for secured defaulted assessment corrections.	Must Have

Functional Requirements

RM-18	Subsequent Ownership Changes / Reappraisal Transfers	The system shall have the ability to process multiple changes of ownerships and prorate accordingly within the same tax roll year. If applicable, the tax bill shall be transferred to the unsecured roll.	Must Have
RM-19	Roll Correction to Secured Defaulted Roll	The system shall have ability to process roll corrections on secured defaulted roll tax bills. Valuation increases shall not impact the defaulted bill due dates in addition to the penalties and interest.	Must Have
RM-20	Process Secured Roll Correction Due to Assessee Name and Address Change	Ability for the system to receive Assessee Name and Address Legal (NAL) records file from the Assessor to automate roll corrections.	Must Have
RM-21	Recover Lien and Enforcement Fees	System shall recover fees for the unsecured and unsecured supplemental roll. Send a notification to the Treasurer and Tax Collector to reimburse the Auditor-Controller for any Notice of Lien and Notice and Enforcement fees collected.	Must Have
RM-22	Inactive / Deleted Parcel	system shall have the ability to identify, report and block corrections that are due to parcel status change to "inactivate" due to subdivisions that are incomplete.	Must Have
RM-23	Scan and Store Image of Public Acquisition Document	The system will provide the ability to scan and store images of public acquisition documents in the system.	Should Have
RM-24	Transfer Secured Assessments to the Secured Defaulted Tax Roll	The system will provide the ability to calculate and transfer annual secured and secured supplemental bills to the secured defaulted tax roll if the bill is delinquent and not fully paid at the time of transfer.	Must Have
RM-25	Reconcile Assessment Transfers	The system will have the ability to reconcile the number and amount of assessments transferred for the following: 1. Secured assessments transferred to the secured defaulted tax roll. 2. Mobile Home and Possessory Interest assessments transferred to the unsecured roll.	Must Have
RM-26	Transfer Mobile Home, Possessory Interest and other eligible Assessments to the Unsecured Roll	The system will transfer secured assessments meeting the following conditions from the secured roll to the unsecured roll: 1. Assessment is delinquent and not fully paid off as of the time of transfer. 2. Assessment is a mobile home or possessory interest assessment. 3. Assessment is identified by the local Assessor on the 8900 Map book series.	Must Have
Reporting Requirements			
RM-27	County Standard Reports	The System will have the ability to generate and store standard County reports, identified by the A-C, that are used on a regular basis or critical to the Roll Maintenance business process. Reports include, but are not limited, to those identified on Exhibit A, Statement of Work, Attachment 9, Reference Library.	Must Have
RM-28	County Ad hoc Reports/Data Analytics	The System will have the ability to query Roll Maintenance data and create ad hoc County reports and provide data analytics	Must Have
EXTERNAL DATA ACCESS REQUIREMENTS			
RM-29	Submit Assessment Transfer Request via Web Interface	The system shall provide a public portal for taxpayers to submit assessment transfer request information via an online fillable form and workflow to A-C staff for review, validation and processing if approved.	Should Have

Functional Requirements

Refund Management			
Reqmt	Functional Requirements	Requirement Description	County Priority
	General Requirements		
REF-1	Public Service / Refund Online Portal	System will provide an online public portal for tax payers to submit inquiries, request-claim refunds and submit supporting documentation for to review and process. Public portal will have ability to interact with taxpayer submissions and workflow to the appropriate Auditor-Controller (A-C) team or other county department for review, approval and processing.	Must Have
REF-2	Refund Claim Form	The ability for the A-C to configure/modify the refund claim letter template and post on the refund portal. Tax payers shall have the ability to download the refund claim form.	Must Have
REF-3	Refund Request Number	The system will provide the ability to create a refund request number for tracking claim for refund requests and corresponding refund request checks.	Must Have
REF-4	Refund Status Indicators	The system will have the ability to configure refund status codes as needed by the A-C to track and manage refunds and claims for refunds.	Must Have
REF-5	Management Refund Dashboard	The system will provide dashboards for A-C management to track refund processing activity / key performance indicators.	Should Have
REF-6	Taxpayer Notification Letter	The system will provide the ability to configure and generate taxpayer notification letters. 1. Claim request - Denial determination 2. Request for Proof of Payment 3. Stale date Notification 4. Returned Mail - Confirmation of new mailing address located	Must Have
	FUNCTIONAL REQUIREMENTS		
	Managing Refund Claims Requirements		
REF-7	Tracking Claim Forms Submitted / Refund Claim Actions	The system will provide the ability to log, track and refer refund claims for research / processing. 1. The system will have the ability to forward claim for refund requests along with scanned supporting documentation, submitted by tax payers, via workflow to the appropriate county department (Assessor, Assessment Appeals Board (AAB), or the Treasurer & Tax Collector (TTC)) for research and resolution. 2. Update the refund request status (Pending - Research) and log the forwarding date accordingly. 3. Receive the refund request information back from the concerned department (Assessment Appeals Board, Assessor and The Treasurer & Tax Collector) along with the refund request audit trail, decisions made and reasons if any. 4. Update the refund request status and decision received date accordingly. 5. Convey the County decision to approve or deny (denial generates Claim for Refund Denial Letter) along with associated refund request claim audit trail to the taxpayer and/or concerned parties. Approvals will result in a refund being issued. The system will provide the ability to generate a claim for refund receipt letter.	Must Have
REF-8	Search and View Parcel Information to Research Refund Request	The system will provide the ability for County users to search and view refund request information, including but not limited to the following criteria: 1. Assessor Identification Number 2. Roll Year 3. Change Number (aka 'Sequence') 4. Refund Record Create Date 5. Taxpayer Name 6. Taxpayer Address 7. Property Tax Amount 8. Property Penalty Amount 9. Property Redemption Penalty Amount 10. TTC Penalty Amount (aka 'Penalty Amount') 11. Interest Amount 12. Property Cost Amount 13. Property Fee Amount 14. Property Total Refund Amount 15. Refund Status (aka 'Status Key') 16. Refund Reason (aka 'Reason Key') 17. Warrant Number 18. Warrant Issue Date 19. Cleared Date 20. TRA Number 21. Tax Type / Amount 22. Valuation Information and changes 23. Special Assessment Amount	Must Have
REF-9	Identify Refunds \$5,000 or Greater	The system will provide the ability to flag refunds \$5000 or greater for special handling. 1. The system will give access to verify proof of payments maintained by the Treasurer & Tax Collector Department 2. The system will generate correspondence requesting proof of payment	Must Have
REF-10	Identify High Value Refunds	The system will provide the ability to identify high value refunds based on a threshold that is configurable by the A-C.	Must Have
REF-11	30 Days Turnaround Limit Alert	The system will provide the ability to set up an alert date to remind the related users when the claim for refund submission and claim for refund forward dates have passed the 30 days limit.	Must Have
	Validation and Exception Requirements		
REF-12	Configure Validation Rules	They system will have the ability for A-C staff to configure validation rules to identify and flag exceptions. Refunds will not be processed unless exceptions are researched, cleared and approved by management.	Must Have
REF-13	Flag Duplicate Refund Request	The system will have the ability to identify and flag all duplicate refund requests for A-C review and special handling. Processing refund will resume upon successful identification of the correct refund request and rejection of all other duplicate requests.	Must Have

Functional Requirements

REF-14	Identify AAB Case Numbers on Request	The system will provide a field to identify the AAB case number and users will have the ability to search by AAB case number to identify duplicate claims or multiple claimants.	Must Have
REF-15	Erroneous Negative Assessment Roll Corrections	The system will have the ability to identify, track and recover erroneous negative assessment roll corrections deleted (due to subsequent transfer) or inactivated by the Assessor on supplemental bills. System will have ability to flag exception, look-up check paid status and take corrective action as follows: 1. Create an unsecured bill to recover refund if refund check has been cashed. 2. If check has stale dated, funds will be transferred back to the appropriate unapportioned taxes trust fund / account. 3. If check has not been cashed or stale dated, it will be flagged for staff to submit a request to cancel check.	Must Have
REF-16	Identify Refund Exceptions	The system will provide the ability to flag exception for Secured Defaulted Tax Roll (SDTR), Statute of Limitations (SOL), \$5,000 or greater Proof of Payment (POP), No-Name Refunds, No-Address Refunds, and Parcel changes for A-C staff to process manually online.	Must Have
	Review and Approval of Claim Request Requirements		
REF-17	View, Review and Approve Refund Request	The system will provide the ability for A-C staff to view, review, reject, and approve, online, all requests for refund along with associated history and documentation. The system will have the ability to provide online approval using configurable business rules including, but not limited to, the following methods: 1. Manual one by one refund request approval 2. Manual multiple refund requests approvals at a given time 3. Automated approval of refund requests based on refund value 4. Automated approval of refund requests based on refund request submitter source type	Must Have
REF-18	Update Refund Request Status	The system will provide the ability to update the status of the refund request and enter any decision and reason if applicable.	Must Have
	Issue Refund Warrant for Approved Claim Requirements		
REF-19	Total Refund Amount Breakdown	The system will provide the ability to display the breakdown of the total refund amount based on different type of categories such as penalties, interest, fees and costs:	Must Have
REF-20	Calculate / Issue Interest	The system will provide the ability to calculate the interest on property tax refunds using the installment payment dates for all roll/tax types.	Must Have
REF-21	Validate Mailing Address	The system will validate mailing address against the United States Postal Service (USPS) or other validation tools available to minimize the volume of returned mail/warrants. If mailing address is invalid, the warrant payment record will be flagged as an exception for A-C staff to research/correct the mailing address before being processed in the interface file.	Must Have
REF-22	Generate eCAPS refund warrant interface file	The system will provide the ability to generate the warrant interface file for property tax refunds approved and transmit to eCAPS to issue, print and mail the warrant.	Must Have
REF-23	Request Over-the-Counter (OTC) Refund Warrant	The system will provide the ability to request OTC warrants with the ability to combine multiple parcels/tax roll year refund payments to one refund warrant. OTC request will workflow to Apportionment team for review/approval.	Must Have
REF-24	Process Post Back File from eCAPS	The system will provide the ability to receive and display the post back (payment/warrant detail) file records from eCAPS and associate it to the refund request.	Must Have
REF-25	Refund Reconciliation	The system will provide the ability to reconcile refund counts and amounts with eCAPS inbound interface files.	Must Have
	Processing Returned Mail and Stale Dated Warrants Requirements		
REF-26	Identify Post Office Returns	The system will provide the ability to identify post office returned checks based on eCAPS interface file. 1. eCAPS interface file will identify the check (returned mail) as canceled The system will assign a pending status and workflow to A-C staff for manual research. 2. System will generate letters to be mailed to claimants when a new valid mailing address is located.	Must Have
REF-27	Returned / Cancelled Warrant - Post Back File from eCAPS	The system will provide the ability to receive and display the post back (payment/warrant cancellation detail) file records from eCAPS and associate it to the refund request.	Must Have
REF-28	Update Refund Claim Status	The system will provide the ability to update the refund status from "claimed" to "unclaimed" manually by A-C staff or automatically when the system receives the post back file for all warrant cancellations due to returned or stale dated warrants.	Must Have
REF-29	Re-issue Warrant	The system will provide the ability to re-issue warrant for the same refund record, if a warrant previously issued has been canceled /warrant affidavit processed, stop payment has been placed with the bank or has stale dated. (refund claim status reverted to unclaimed status)	Must Have
REF-30	Trigger Refund Journal Voucher	The system will provide the ability for the user to generate a Rebate Fund Journal Voucher as needed.	Must Have
REF-31	Process Refund Journal Voucher	The system will provide the ability to process Rebate Fund Journal Vouchers. This process can be performed through eTAX, thus eliminating the need for memos and hard copies altogether. The Journal Voucher can be requested through eTAX and the information transmitted to eCAPS.	Must Have
	Reporting Requirements		
REF-32	County Standard Reports	The System will have the ability to generate and store standard County reports, identified by the A-C, that are used on a regular basis or critical to the Refund Management business process. Reports include, but are not limited, to those identified on Exhibit A, Statement of Work, Attachment 9, Reference Library.	Must Have
REF-33	County Ad hoc Reports/Data Analytics	The System will have the ability to query Refund data and create ad hoc County reports and provide data analytics	Must Have
	EXTERNAL DATA ACCESS REQUIREMENTS		

Functional Requirements

REF-34	Refund Request Interface	<p>The system will provide the ability to receive and store the following information for a refund claim request:</p> <ol style="list-style-type: none"> 1. Refund Request Submission Date – system provided as current day and time 2. Submitted the same refund request to AAB – User entered (yes/no) 3. AAB's Refund Request Submission Date – User entered if submitted the same claim to AAB 4. AAB Refund Request Tracking Number – User entered if submitted the same claim to AAB 5. Refund Request for Multiple Roll Year Flag – Yes/no 6. Roll Year – Single year or a range of years 7. Assessor Identification Number – User entered 8. Assessee Name[Extended Tax Roll] - System provided from extended tax roll based on assessment number 9. Total Assessed Value[Extended Tax Roll] - System provided from extended tax roll based on assessment number 10. Property Tax Amount – User entered 11. Property Penalty Amount – User entered 12. Property Redemption Penalty Amount – User entered 13. Property Cost Amount – User entered 14. Property Fee Amount – User entered 15. Property Total Refund Amount – User entered 16. Refund Reason (aka 'Reason Key') – User entered 17. Bill Number 18. Assessor Penalty Amount 19. TTC Penalty Amount (aka 'Penalty Amount') 20. Submitter Source – System provided based on user credentials but user can change values. All changes stored by system. 21. Submitter Name – System provided based on user credentials 22. Submitter Address – System provided based on user credentials if old user. User input for a new user. 23. Submitter Phone – System provided based on user credentials but user can edit it. All changes stored by system. 24. Submitter eMail Address – System provided based on user credentials but user can edit it. All changes stored by system. 25. Company Claim – Title of Submitter 	Must Have
REF-35	Receive Associated Data for Over-the Counter Refunds	<p>The system will provide the ability to receive, store and associate the following supporting documents to a refund request:</p> <ul style="list-style-type: none"> • Assessment Number – Should be a valid number existing in the Extended Tax Roll • Refund Reason – Cannot be blank • Bill Number – Should be a valid number existing in TTC-Billing • Submitter Name – Will be validated against a list of valid eTAX registered users from the relevant department. <p>The following validation will be done</p> <ul style="list-style-type: none"> • If it is the taxpayer then this validation is done against the assessment owner/s on extended tax roll • Flag all refund requests where the submitter name does not match with the assessee on current year extended roll to be resolved manually • Submitter Phone – Is a 10 digit number • Submitter eMail Address– Is a valid formatted email address • Additional documents for Refund Reason • Proof of Payment • Legal Document • Identification 	Must Have

Functional Requirements

Tax Apportionment																		
Reqmt	Functional Requirements	Requirement Description	County Priority															
	General Requirements																	
TA-1	Chart of Accounts	<p>The system will have a chart of accounts that Auditor-Controller (A-C) staff can view and modify to ensure all tax apportionment information is accurately captured and can be interfaced to the County's enterprise financial system, electronic Countywide Accounting and Purchasing System (eCAPS).</p> <ul style="list-style-type: none"> • Taxing agency account information • Vendor number and corresponding payment method (i.e. warrant, Journal Voucher (JV) transfer or Automated Clearing House (ACH)/Direct Deposit) • Tax Types and corresponding revenue object codes • Fees 	Must Have															
TA-2	General Ledger	<p>The system will have a general ledger for each agency account that will capture all apportionment details by tax roll year and method year including but not limited to:</p> <ul style="list-style-type: none"> • Tax Type Original Charge / Receivable • Adjustments due to roll corrections • Adjusted Charge/Receivable • Taxes paid (advances, actual collections and true-up transactions) • Tax Balance / delinquency factor • Overpayment due back to the County 	Must Have															
TA-3	Apportionment Types Defined	<p>The System will provide the ability to draw off, apportion, and distribute direct assessments and the following property tax revenue/collection types:</p> <ul style="list-style-type: none"> • Original Charge – Calculated by Auditor-Controller • Current Year Secured Advance – Calculated by Auditor-Controller • Actual Current Year Secured – Received from Treasurer & Tax Collector (TTC) Collections functional area. • Secured Defaulted Tax Roll – Received from TTC Collections functional area. • Current Year Supplemental – Received from TTC Collections functional area. • Prior Year Supplemental – Received from TTC Collections functional area. • Secured Defaulted Tax Roll (Supplemental) – Received from TTC Collections functional area. • Current Year Unsecured – Received from TTC Collections functional area. • Current Year Unsecured Advance – Calculated by Auditor-Controller • Prior Year Unsecured – Received from TTC Collections functional area. • Prior Year Adjustment (Redeemed Assessment) – Generated by Auditor-Controller • State Assessed Unitary Advance – Calculated by Auditor-Controller • State Assessed Unitary – Received from TTC Collections functional area. • Defaulted State Assessed Unitary – Received from TTC Collections functional area. • Homeowners Claim (HOX) Subvention – Received from State Controller's Office • Racehorse Tax – Received from TTC Collections functional area. • Highway Rental – Received from Department of Transportation • Supplemental 5% Administrative Fees – Calculated by Auditor-Controller • Property Tax Administrative Fees (PTAF) – Calculated by Auditor-Controller • Tax Equity Allocation 	Must Have															
TA-4	Distribute TTC net Sum Collections	<p>The System will provide the ability to apportion and distribute the net collections received by the TTC.</p> <ul style="list-style-type: none"> • General Tax Levy (GTL) • Debt Service (DS) • Direct Assessments, including Assessor Penalty 	Must Have															
TA-5	Apply Lump Sum Collections to Ad valorem and Direct Assessment	<p>The System will provide the ability to apply net tax liability in the following order:</p> <ul style="list-style-type: none"> • Ad valorem for Business Personal Property is satisfied first. <p>The remaining is applied proportionally across all outstanding tax liabilities of the total amount due between the following until fully paid:</p> <ul style="list-style-type: none"> • Ad valorem • Direct Assessment 	Must Have															
TA-6	Ad Valorem Collection Summary	The system will determine and break down the ad valorem collections by the 1% general tax levy and debt service.	Must Have															
TA-7	Determine Debt Service	The System will determine the debt service portion of the total ad valorem tax liability from TTC Collections based on debt service tax rate .	Must Have															
TA-8	TRA District Percentage Calculation	<p>Tax Rate Area (TRA) District Percentage is the percentage proportion in a TRA that a district has based on its ad valorem assessment value. This will determine the distribution of taxes as and when collected.</p> <p>TRA Tax Rate TRA District Percentage</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-top: 1px dashed black;">General Levy (1%)</td> <td style="border-top: 1px dashed black; text-align: center;">1.000%</td> <td style="border-top: 1px dashed black; text-align: center;">$(1.000/1.065) = 0.938967 = 93.89\%$</td> </tr> <tr> <td>District 1 Debt Service A</td> <td style="text-align: center;">0.015%</td> <td style="text-align: center;">$(0.015/1.065) = 0.014084 = 1.41\%$</td> </tr> <tr> <td>District 2 Debt Service B</td> <td style="text-align: center;">0.020%</td> <td style="text-align: center;">$(0.020/1.065) = 0.018779 = 1.88\%$</td> </tr> <tr> <td>District 6 Debt Service C</td> <td style="text-align: center;">0.030%</td> <td style="text-align: center;">$(0.030/1.065) = 0.028169 = 2.82\%$</td> </tr> <tr> <td style="border-top: 1px dashed black;">Total TRA</td> <td style="border-top: 1px dashed black; text-align: center;">1.065%</td> <td style="border-top: 1px dashed black; text-align: center;">$(1.065/1.065) = 1.000000 = 100.00\%$</td> </tr> </table> <p>Note: In the example above, each dollar collected within this TRA, 1% will be placed in the General Fund and apportioned per AB8 Allocation Factors [Countywide Allocation Factors] and the remaining ad valorem tax will be distributed per the debt service percentage for each taxing agency.</p>	General Levy (1%)	1.000%	$(1.000/1.065) = 0.938967 = 93.89\%$	District 1 Debt Service A	0.015%	$(0.015/1.065) = 0.014084 = 1.41\%$	District 2 Debt Service B	0.020%	$(0.020/1.065) = 0.018779 = 1.88\%$	District 6 Debt Service C	0.030%	$(0.030/1.065) = 0.028169 = 2.82\%$	Total TRA	1.065%	$(1.065/1.065) = 1.000000 = 100.00\%$	Must Have
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Total TRA	1.065%	$(1.065/1.065) = 1.000000 = 100.00\%$																

Functional Requirements

TA-9	Review and Adjust Collection File	<p>The System will have the ability for A-C staff to review and adjust collection files due to litigation or a material error prior to apportionment:</p> <ul style="list-style-type: none"> • Exclude collections from select tax bills from the apportionment file before proceeding with apportionment allocations. The System will require the user to input adjustment reason and submit to Supervisor/Section Manage for review. • Determine and apportion the proportionate general levy (1%) amount to the Assembly Bill (AB) 8 taxing agency from property tax revenue type collections. • Determine and apportion the proportionate debt service amount to the debt issuing taxing agency from property tax revenue type collections. • Determine and apportion the direct assessment amounts to the special assessment taxing agency at an assessment level type collection. • Store the adjustment detail and apportionment amounts for future use and reporting. 	Must Have
TA-10	Apportion General Levy	<p>The general levy is apportioned using the Taxing Agency AB8 factor for the tax year as detailed in the Countywide Allocation Factors.</p> <p>Taxing Agency Share of General Levy = General Levy Amount * Corresponding Tax Year AB8 Allocation Factor per each Taxing Entity for an Apportionment Type – Advance(s) +/- Adjustments.</p>	Must Have
TA-11	Apportion Debt Service	<p>The debt service is apportioned using the debt service allocation factors as defined in Extend Tax Rolls using the appropriate tax rate.</p> <p>District Share of Debt Service = Debt Service Amount * Corresponding Debt Rate Percentage per each Taxing Entity for an Apportionment Type – Advance(s) +/- Adjustments.</p>	Must Have
TA-12	Apportion Direct Assessment to Special Assessment Districts	<p>The System will provide the ability to apportion Direct Assessments as collected by TTC to levying agencies based on tax year.</p>	Must Have
TA-13	Recover Commission Charges (.0025) from Special Districts	<p>The System will provide the ability to collect Commission Charge from special districts that are flagged as Commission Charge Recoverable at a rate of .0025 against tax liability.</p>	Must Have
TA-14	Manage Negative Apportionment (Reverse Distribution)	<p>The System will provide the ability to flag and generate a reverse apportionment or negative apportionment against like revenues for a taxing agency due to roll change correction, escaped assessment or manual adjustments for the following:</p> <ul style="list-style-type: none"> • Ad valorem • Direct Assessment • Penalties • Redemption Cost • Non-sufficient Fund (NSF) event • Misapplication (collection was posted to the incorrect assessment) • Cost • Redemption fees <p>The System to provide the ability to track the amount of overpayments that need to be recovered and automatically recover against future apportionments until the full amount is repaid. Additionally, the system will have the ability to generate the correspondence to request return/recovery of the over payment at year-end or as needed after all final paid apportionments have been processed.</p>	Must Have
TA-15	De-Apportionment (Refund)	<p>The System will provide the ability to recover tax revenue from taxing agencies after distribution of the collections.</p>	Must Have
TA-16	Manage Manual Apportionment Adjustments	<p>The System will provide the ability to apply or cancel an apportionment adjustment for a taxing agency.</p> <ul style="list-style-type: none"> • Manual apportionment for a taxing agency (increase or decrease) • By tax type • By apportionment method • Track all manual adjustments within The System for each taxing agency • Cancel a pending manual adjustment • Community Redevelopment Agency (CRA)/ Enhanced Infrastructure Financing District (EIFD) Loss <p>The System will provide workflow provisions to review and approve these manual adjustments.</p>	Must Have
TA-17	Calculate CRA/EIFD TRA Share Percentage	<p>The system will have the ability to calculate, track and store the CRA/EIFD TRA percentage share. The ratio is utilized in calculating the CRA share of revenue, supplemental collections and forced tax assessments.</p>	Must Have
TA-18	Prior Year Adjustment Apportionment of Redeemed Assessment	<p>The System will provide the ability to extract the adjustment posted (TTC fees, costs and roll corrections) of the Prior Year Redeemed Assessment on the Secured Defaulted Assessment roll for apportionment.</p>	Must Have
Functional Requirements			
Secured Tax Apportionment Requirements			

Functional Requirements

TA-19	Calculate Secured Advance Apportionment	<p>The System will provide the ability to use secured original charge (Non-Unitary and Unitary Revenues) for determining the current year secured advance.</p> <ul style="list-style-type: none"> • First Advanced utilizes the the Original Charge (OC) and a configurable percentage determined by the County (currently 40%). • Second Advanced utilizes the Original Charge and a configurable percentage determined by the County (currently 10%). • Third Advance is based on the adjusted charge (+/- roll change) and the amount of Non-Unitary and Unitary revenue collections and advance not to exceed a configurable percentage determined by the County (currently 85%). • System will track and display under/over payments compared to the charge/adjusted charge. • System will provide ability to set user-based advance percentage for each advance. • Consider any current year secured advance as a collection payment (negative amount on next apportionment) for purposes of true-up calculations. • Store the Current Year Secured Advance amount to be applied as an adjustment to a following current year actual secured settlement apportionment. 	Must Have
TA-20	Apportion Actual Current Year (CY) Secured – Net Apportionment Amount	<p>The System will calculate the Actual Current Year (CY) Secured Net Apportionment Amount and apportion that amount using the current year AB8 Factor for General Levy (1%) and Debt Service Tax Rate for the balance of tax liability remaining.</p> <p>CY Secured Net Apportioned Amount =</p> <ul style="list-style-type: none"> +/- General Levy (1%) (apportioned separately by AB8 Factor to AB8 Taxing Entities only) +/- Debt Service +/- Adjustments +/- Penalty (County General Fund Only) +/- Refunds +/- CRA/EIFD Loss +/- .0025 Commission Charge +/- (retained in County fund) Treasurer-Tax Collector Fees and Costs (TTC Retained from Collections) 	Must Have
Unsecured Tax Apportionment Requirements			
TA-21	Unsecured Allocation Factors	<p>The System will use the following allocation factors to apportion unsecured taxes:</p> <ul style="list-style-type: none"> • Current Year Unsecured GTL Taxes = Current Year AB-8 factors • Current Year Unsecured Debt Service = Prior Year secured debt service factors. • Prior Year Unsecured GTL Taxes = Prior Year AB-8 factor 	Must Have
TA-22	Unsecured First Advance Apportionment	<p>The System will provide the ability to use 80%, or a configurable percentage, of the Unsecured Revenues from Original Charge for determining the current year unsecured advance.</p> <p>Note: There is no advance for CRA/EIFD.</p>	Must Have
TA-23	Apportion Non-Commercial Aircraft 1% Revenue	<p>The System will provide the ability to apportion non-commercial aircraft 1% revenue at a TRA level as follows:</p> <p>For incorporated area allocate:</p> <ul style="list-style-type: none"> • 1/3 non-commercial aircraft tax revenue to City General Fund • 1/3 non-commercial aircraft tax revenue to County General Fund • 1/3 non-commercial aircraft tax revenue to School District. If more than one school district the school districts share will be equally shared. <p>For unincorporated areas allocate:</p> <ul style="list-style-type: none"> • 1/2 non-commercial aircraft tax revenue to County General Fund • 1/2 non-commercial aircraft tax revenue to School District. If more than one school district the school districts share will be equally shared. <p>RTC §5451 thru §5456</p>	Must Have
Unitary Apportionment Requirements			
TA-24	Unitary Net Apportionment Amount	<p>The System will calculate the net amount to be apportioned to a district by factoring current year total adjustments (if any), Refunds (if any) and administrative fees (if any) during current tax year.</p> <p>State Assessed Unitary Net Apportionment Amount =</p> <ul style="list-style-type: none"> +/- All Unitary General Levy (apportioned separately by Unitary, AB454, Factors; Secured Defaulted Apportionment uses Prior Year factor) +/- All Unitary Debt Service +/- Adjustments +/- 10% Penalty - Refund - Refund Interest +/- CRA/EIFD Loss + Treasurer-Tax Collector Fees and Costs (TTC Retained from Collections) 	Must Have

Functional Requirements

TA-25	Calculate Qualified Public Utility	<p>The System will provide the ability to calculate the ratio of the prior year 1% Qualified Public Utility (QPU) Unitary Original Charge</p> <ul style="list-style-type: none"> • The county, school entities, and non-enterprise Special Districts will receive the same percent of the prior year Unitary. • The 90% of the remaining revenue, after the allocation of the above, is to be allocated to the city or the county (if unincorporated) • The remaining 10% revenue, is to be allocated to the water districts or to the city or the county (if unincorporated) if there are no water districts servicing the areas • If there are more than one water district, then those districts will have an equal share of this remaining 10% revenue <p>Combine the revenue calculate from above criteria to generate the QPU distribution amount</p>	Must Have
TA-26	Apportion Qualified Public Utility	<p>The System will provide the ability to apportion the QPU amount:</p> <ul style="list-style-type: none"> • Identify 1% from the Total Tangible Property amount (*1%) • Identify the property categories: <ul style="list-style-type: none"> • Unincorporated and City without water district • Unincorporated and City with water district • Categorize the property categories by the service area • Identify the QPU Non-Enterprise Special District based on the list 	Must Have
TA-27	Defaulted State Assessed Unitary – Other	<p>The System must support the ability to:</p> <ul style="list-style-type: none"> • Apportion the penalty and cost in the same manner as the tax revenue using the Collection. • Penalties are assessed in State Assessed Unitary collection. <p>The System will merge the allocated unitary taxes with Defaulted non-unitary taxes prior to tax distribution.</p>	Must Have
Supplemental Tax Apportionment Requirements			
TA-28	Apportion Current Year (CY) Supplemental – Taxing Agency Net Apportionment Amount	<p>The System will calculate the Current Year Supplemental Net Apportionment Amount and apportion that amount using the current year AB8 Factor for General Levy (1%) and Debt Service Tax Rate for the balance of tax liability remaining.</p> <p>CY Supplemental Net Apportionment Amount =</p> <ul style="list-style-type: none"> +/- General levy (1%) share (apportioned separately by current year AB8 Allocation Factor and re-distributing K-12 using current year Average Daily Attendance Factors) +/- Debt Service +/- Adjustments +/- 10% Penalty +/- Refunds +/- Cost +/- CRA/EIFD Loss <p>The System will provide the ability to identify the Balance Forward collections from prior years and net this amount from current year collections.</p>	Must Have
TA-29	Prior Year Supplemental Tax – Apportionment	<p>The System will calculate the Prior Year Supplemental Net Apportionment Amount and apportion that amount using the prior year (current year minus one year) AB-8 factors for non-schools and the schools Average Daily Attendance (ADA) supplemental factors for all prior year supplemental collections.</p>	Must Have
Calculate the 5% Supplemental Admin Cost Requirements			
TA-30	5% Admin Cost Hold Back	<p>The System will provide the ability to apply a fee not to exceed 5% of the county's administrative costs associated with the supplemental roll.</p> <ul style="list-style-type: none"> • 5% of supplemental revenue collections will be withheld during the apportionment draw-off process. • The system will not include supplemental refunds when determining the revenue collections. 	Must Have
TA-31	Apportion Supplemental 5% Admin Fee	<p>The System must support apportioning the 5% Admin Fee collected for Supplemental Assessments (SB813) to the property tax management agencies based on a percentage determined by the County. Property Tax Management agencies consist of Assessment Appeals Board (AAB), Assessor, Auditor-Controller (A-C), and Treasurer-Tax Collector (TTC).</p> <p>The System must also have the ability to further allocate the A-C's apportionment to its divisions based on a percentage determined by the County for each division.</p>	Must Have
Secured Default Tax Roll Apportionments			

Functional Requirements

TA-32	Secured Default Tax Roll Apportionments	<p>The System will calculate the SDTR Net Apportionment Amount and apportion that amount using the current year minus one year AB8 Factor for General Levy (1%) and Debt Service Tax Rate for the balance of tax liability remaining.</p> <p>SDTR Net Apportioned Amount = +/- General Levy (1%) (apportioned separately by AB8 Factor to AB8 Taxing Entities only) +/- Debt Service +/- Adjustments +/- 10% Penalty (All Taxing Agencies) +/- 1.5% Redemption Penalty (All Taxing Agencies) +/- CRA/EIFD Loss +/- Refunds +/- .0025 Commission Charge (retained in a County fund) Treasurer-Tax Collector Fees and Costs (TTC Retained from Collections)</p> <p>The System will provide the ability to identify the Balance Forward collections from prior years and net these amounts from current year collections.</p>	Must Have
Apportion HOX Reimbursement Claim Requirements			
TA-33	HOX – Apportionment	<p>The System will provide the ability to apportion the homeowners subvention revenue received from the State Controller Office based on the Homeowners Exemption (HOX) Claim and the following payment percentages:</p> <ol style="list-style-type: none"> 1. First Payment - 15% 2. Second Payment - 35% 3. Third Payment - 35% 4. Fourth Payment - 15% <p>This reimbursement includes the Current, Prior Years and Supplemental HOX on the Reimbursement Claims.</p>	Must Have
Apportion Racehorse Tax Requirements			
TA-34	Racehorse Tax – Net Apportionment Amount	<p>The System will provide the ability to calculate the net amount to be apportioned to a district by factoring current year total adjustments (if any), refunds (if any) and administrative fees (if any) during current tax year.</p> <p>District Net Apportioned Amount = +/- Racehorse Tax +/- Adjustments +/- Refunds</p>	Must Have
TA-35	Racehorse Tax – Apportionment Rule	<p>The System will provide the ability to apportion Racehorse Tax using the County Ratios at the TRA level as per the following rules:</p> <p>For incorporated area allocate:</p> <ol style="list-style-type: none"> 1. 1/3 Racehorse tax revenue to City General Fund 2. 1/3 Racehorse tax revenue to County General Fund 3. 1/3 Racehorse tax revenue to School District. If more than one school district the school districts share will be equally shared. <p>For unincorporated areas allocate:</p> <ol style="list-style-type: none"> 1. 1/2 Racehorse tax revenue to County General Fund. 2. 1/2 Racehorse tax revenue to School District. If more than one school district the school districts share will be equally shared. 	Must Have
TA-36	Racehorse Tax - Other	<p>The System will provide the ability to do the following:</p> <ol style="list-style-type: none"> 1. Apportion the penalty and cost in the same manner as the tax. 2. Apportion Racehorse Tax based on the payment information received from the Treasurer and Tax Collector Office. 3. Notify the relevant county about the Racehorse tax receipt if the TRA number on the Racehorse tax receipt is from another county. 	Must Have
Highway Rental Requirements			
TA-37	Highway Rental – Details Availability	<p>The System will provide the ability to view and track the current year highway rental apportionments for the following:</p> <ol style="list-style-type: none"> 1. Individual assessment level 2. TRA level 3. Taxing District level 	Should Have
TA-38	Highway Rental - Identification of Possessory Interest Tax Bills	<p>The System will provide the ability to:</p> <ol style="list-style-type: none"> 1. Support identification of Possessory Interest tax bills with the Lessor listed as State of California Department of Transportation (CALTRANS). The System will also support summing the total tax liability amount. 2. Support the identification of assessments listing the Assessee as State of California Department of Transportation (CALTRANS). 3 Support summing the Possessory Interest and Assessments with the Assessee listed as State of California Department of Transportation. 	Should Have
TA-39	Highway Rental – CALTRANS Payment Information	<p>The System will provide the ability to:</p> <ol style="list-style-type: none"> 1. Support entering in a lump sum amount received from the State of California Department of Transportation. 2. Support comparing the total CALTRANS tax liability amount against the lump sum amount received from the State of California Department of Transportation. 3. Support alerting the user if the amount entered from the State Department of Transportation is not sufficient to cover the combined tax liability for the State Department of Transportation. 	Must Have

Functional Requirements

TA-40	Highway Rental – Payment of Possessory Interest Tax Bills	Support generating a payment voucher in the amount to cover the tax liability for the possessory interest assessments.	Must Have
TA-41	Highway Rental – Apportionment Rules	<p>The System will support apportioning the Highway Rental revenue for Incorporated and Unincorporated areas based on the following rules:</p> <p>For incorporated area allocate:</p> <ol style="list-style-type: none"> 1/2 highway rental tax revenue to City General Fund 1/2 highway rental tax revenue to taxing agencies within the TRA where the highway rental property is located (including the County General Fund) based on their Annual Tax Increment (ATI) Ratios (excluding the City) <p>For unincorporated areas allocate:</p> <ol style="list-style-type: none"> 1/2 highway rental tax revenue to County General Fund 1/2 highway rental tax revenue to taxing agencies within the TRA where the highway rental property is located based on their ATI Ratios (excluding the County General Fund) 	Should Have
Special Apportionment Requirements			
TA-42	Manual Calculations / Allocations	<p>The system will provide the ability for A-C users to upload special tax payment files, that were manually calculated outside the system, for processing and distribution to taxing agencies.</p> <p>Applicable to miscellaneous revenue received from the state, court orders, audit finding, corrections, etc.</p>	Must Have
Special Apportionment - Wildfire/Disaster Tax Loss Reimbursement			
TA-43	Land and Improvement Adjustment Due to Wildfire - Tax Loss Claim	<p>Commercial and residential property that are damaged or destroyed due to Wildfire are entitled to adjustment to the values of the land and improvement as determined by the Assessor.</p> <p>The System will provide the ability to interface with Assessor in order to obtain the affected parcel information including land and improvement values of the 'before fire' and 'after fire' to the Auditor-Controller.</p> <p>The systems will calculate the actual loss by each agency by utilizing the AB8 Factor for the first year loss (agency level) and the AB860 ATI Ratios for the second year loss (Tax Rate Area level).</p> <p>The System will provide the ability to categorize a school district agency into one of the two types:</p> <ol style="list-style-type: none"> Basic Aid Non Basic Aid <p>Note: Basic Aid and Non-Basic Aid schools are identified but do not receive reimbursement from the state.</p>	Must Have
TA-44	Special Apportionment-Wildfire Adjustment	<p>The System will provide the ability to receive Parcel Value information from Assessor:</p> <ol style="list-style-type: none"> Land and Improvement Values before fire happens Land and Improvement Values after fire happened Net loss (differences) of Land Value and Improvement Value <p>The System will provide the ability to update the report data.</p> <p>The System will provide the ability to compare and validate the loss amounts from the data received and the amounts provided by the Assessor.</p> <p>The System will utilize the ratios as followed:</p> <ol style="list-style-type: none"> First year loss, apply AB8 Allocation Factors Second year loss, apply AB860 ATI Ratios <p>The System will provide the ability to apportion the Wildfire Adjustment reimbursement amounts from the California Department of Finance (DOF) to the county agencies, city agencies, and special districts excluding any school agency).</p> <p>Refer to Reporting Requirements to publish the three reports:</p> <ol style="list-style-type: none"> Distribution details Affected parcels by the following types Details of adjustment amount 	Must Have
TA-45	Adjustment On-demand	<p>The System will provide the ability to process additional (manual apportionment adjustments where necessary. The System will provide the ability for the Supervisor/Section Managers to review, approve, and reject the Adjustment On-demand.</p> <p>If rejected The System will allow the user to update and resubmit the results after corrections</p>	Must Have
CRA/EIFD Special Apportionment			
TA-46	Calculate CRA/EIFD Share of the Special Apportionment	<p>The System will provide the ability to calculate and track the CRA/EIFD share of revenue and collections from Special Apportionments, if applicable.</p> <p>CRA Share is derived by utilizing the Regular TRA Share Percentage, with the exception of the HOX reimbursement which CRA gets 100%</p>	Must Have
TA-47	Generate CRA/EIFD Loss File	<p>The System will provide the ability to generate a transaction file that will facilitate in offsetting the Affected Taxing Entity (ATE) Non-Unitary Revenue and Collection with the loss amounts from the CRA/Non-Overlapping EIFD with the exception of the HOX Reimbursement, no loss file is generated currently.</p>	Must Have

Functional Requirements

TA-48	Unitary Overage Redistribution	<p>The System will provide the ability to re-apportion the Unitary revenue that was not disbursed to the CRA. The new system should be able to handle change in CRA status due to dissolution that may happen anytime during the year.</p> <p>Note: 1. Currently CRA System tracks any Unitary revenue that is not apportioned to the CRA and at Year End, extract these for redistribution to various taxing entities. 2. Money transfer file is not generated for this to recover from the Redevelopment Agency (RDA) fund (Overage amounts are included in the Money Transfer file. 3. The redistribution file is then processed as a Miscellaneous Payment for CRA and is subject to Pass Through calculation.</p>	Must Have
TA-49	CRA Year End Negative Offset Rebalancing	<p>The System will provide the ability to rebalance the revenue for the CRA project(s) with overall negative tax increment revenue during the CRA fiscal year (November through August) revenue allocation process.</p> <p>Following 2 cases adjustments are needed. 1. If the CRA project has overall Positive Collection before all the final payment runs but had negative offset in earlier runs...then the system should reverse those negative offset by revenue type 2. If the CRA project has overall Negative Collection before all the final payment runs but had negative offset in earlier runs...then the system should adjust the negative offset by revenue type before running the final paid runs</p> <p>(The system will adjust and rebalance the mixing of different revenue types between 1%, DS, Aircraft and unitary vs. non-unitary due to Negative Offset. This process will reshuffle all the revenue types against the corresponding overage offset amounts so that the correct ATE loss amounts are reported. The process will run in December and May after all the monthly payments are posted for JANUARY and JUNE Successor Agency (SA) Payment AND run at Year-end right before the first final paid run so that the ATE loss file will reflect correctly per revenue types. If necessary, it will also run again after the final payment of the fiscal year is posted if there is a flip flop to become overall negative Tax Increment (TI) for a particular project.)</p>	Must Have
	Property Tax Administrative Fee (PTAF) Requirements		
	Calculate the Property Tax Administrative Costs Requirements		
TA-50	Property Tax Administrative Costs of County Departments	<p>The System will provide the ability to enter via user input or eCAPS interface the administrative costs incurred in the previous fiscal year by department and by division (where applicable) for the following types:</p> <ol style="list-style-type: none"> 1. Salaries and Employee Benefits 2. Overhead 3. Services and Supplies 4. Revenue Offset 	Must Have
TA-51	Compile Labor Costs	<p>The System will provide the ability to compile the labor costs (i.e. Salaries & Employee Benefits and Overhead costs) from an eCAPS to eTAX interface (refer to the Interface document for data attribute details).</p> <p>The System will provide the ability to exclude labor costs that are not considered property tax activities, which could be based on identifiers, such as project codes or task codes.</p>	Could Have
TA-52	Calculate Total Net Cost	<p>The System will provide the ability to calculate the following totals by department and division:</p> <p>Total Expenditures = Salaries and Employee Benefits + Overhead + Services and Supplies</p> <p>Total Net Cost = Total Expenditures– Total Revenue Offsets</p>	Must Have
	Determining Taxing Agencies' Share of PTAF		
TA-53	Recover Property Tax Administrative Fees (PTAF)	<p>The System will provide the ability to determine the Property Tax Administrative Fee (PTAF) amount that will be allocated across all Taxing Agencies and recover PTAF only from Recoverable Taxing Agencies based on PTAF Recoverable Flag.</p> <p>Note: The County General Fund and school districts (including ERAF) will not be flagged as PTAF Recoverable. Their share of the PTAF will be calculated but not recoverable.</p>	Must Have
TA-54	Determine Adjusted Net PTR	The System will provide the ability to determine the Adjusted Net Property Tax Revenue (PTR) by taxing each agency's Gross AB8 PTR and Unitary PTR minus combined CRA loss.	Must Have
TA-55	Determine Adjusted Net PTR Ratio	The System will provide the ability to calculate the Adjusted Net PTR Ratio by taking each agency's Adjusted Net PTR and dividing by the total Adjusted Net PTR of all agencies.	Must Have
TA-56	Determine Taxing Agency's Share of PTAF Based on Adjusted Net PTR Ratio	The System will provide the ability to determine the taxing agencies' share of PTAF by applying each agency's Adjusted Net PTR Ratio to the Total Net Cost.	Must Have
TA-57	Reduce Taxing Agency's PTAF Share by Commission Charges to Determine Net PTAF Share	The System will provide the ability to reduce any Taxing Agency's (Special District) share of PTAF by the amount the agency paid as Commission Charges (.0025). This will determine each agency's Net PTAF Share.	Must Have
TA-58	Adjust Net PTAF Share as Needed	The System will provide the ability to adjust the Net PTAF Share from any Taxing Agencies as needed and require the users to enter notes on the reasons for each adjustment.	Must Have
TA-59	Distribute PTAF Collected Amount to County Departments	The System will provide the ability to distribute the collected PTAF amount to the Assessment Appeals Board, Assessor, Auditor-Controller, and Treasurer Tax Collector based on a percentage as determined by the County.	Must Have

Functional Requirements

TA-60	View PTAF Recoverable Amount by Taxing District Detail	The System will provide the ability to view detailed PTAF Share, minus commission charge (if applicable) and Adjustments (if any), and the resulting Net PTAF recoverable amount by Taxing Agency.	Must Have
TA-61	View PTAF Apportionment Details to Agencies	The System will provide the ability to review the PTAF Distribution details to all property tax management departments: the Assessment Appeals Board, Assessor, Auditor-Controller, and Treasurer-Tax Collector.	Must Have
Tax Equity Allocation (TEA) Requirements			
TA-62	TEA City Flag	The System will provide the ability to flag the qualified cities as a TEA City as determined by the County.	Must Have
TA-63	Value Information	The System will provide the ability to retrieve the below amounts for taxing districts flagged as a TEA City: 1. Assessed Value (excludes Unsecured Aircraft assessed values). 2. RDA Increment (excluding unitary). 3. Net Contractual Pass-Through and Health & Safety (HSC) 33676 Annual Growth (excluding cities' share).	Must Have
TA-64	Revenue Information	The System will provide the ability to retrieve the following amounts for taxing districts flagged as a TEA City: 1. Secured 1% Collections (net of CRA Loss and exclude Unitary) 2. Redemption 1% Collections (net of CRA Loss and exclude Unitary) 3. Unsecured Current Year 1% Collections (net of CRA Loss and exclude aircraft collections) 4. Unsecured Prior Year 1% Collections (net of CRA Loss and exclude aircraft collections) 5. Homeowner Exemption Educational Redevelopment Augmentation Fund	Must Have
TA-65	Tax Equity Allocation Amount	The System will provide the ability to calculate the 7% Floor for each TEA City: Tax Equity Allocation Amount = [(Assessed Value * 1%) – (RDA Increment) + (Pass Through)] * 7%	Must Have
TA-66	Revenue Allocation Amount	The System will provide the ability to calculate the 1% (AB8) for each TEA City: Revenue Allocation Amount = [(Secured 1% Collections) + (Redemption 1% Collections) + (Unsecured Current Year 1% Collections) + (Unsecured Prior Year 1% Collections) + (HOX) + (ERAF)]	Must Have
TA-67	Unmet Tax Equity Allocation Amount	The System will provide the ability to calculate and apportion the unmet (remaining) Tax Equity Allocation amount to each TEA City that had a larger Tax Equity Allocation Amount than the Revenue Allocation Amount: Difference = [(Revenue Allocation Amount) – (Tax Equity Allocation Amount)]	Must Have
Apportion Educational Revenue Augmentation Fund (ERAF) Requirements			
TA-68	Identify ERAF Revenue	The System will provide the ability to identify ERAF tax revenue from all applicable tax rolls on the monthly basis. The System will isolate Redemption ERAF Revenue from all ERAF Revenues.	Must Have
TA-69	Calculate Net Total ERAF Revenue	The System will provide the ability to calculate the net ERAF tax revenue by excluding the Redemption ERAF revenue. Net Total ERAF Revenue = Total of all ERAF Revenue minus Redemption ERAF Revenue	Must Have
TA-70	Obtain the Estimated Report Period Allocation	The System will provide the ability to receive the Community College (CC) and Kindergarten-12 (K-12) Estimated Report Period 1(P1) and Period 2(P2) allocations during their respective time periods from Accounting Division or other sources. 1. Update using Prior Year (P2) for revenues available prior to February. 2. Update using P1 once available for both CC and K-12 in February. 3. Update using P2 once available for CC in April 4. Update using P2 once available for K-12 in May	Must Have
TA-71	Calculate Share Entitled Between Community College and K-12	The System will provide the ability to calculate the proportionate shares of the Redemption ERAF revenue as stated in RTC §97.2(d)(1) - §97.3(d)(1).: 1. K-12 to receive 87.68% 2. Community College to receive 12.32% Note: Los Angeles County requires the transfer of delinquent funds as stated in Gov Code §6516.6.	Must Have
TA-72	Apportion To Agency	The System will provide the ability to apportion the calculated shares of CC and K-12 utilizing P2 LACOE information (after Vehicle License Fee (VLF) payments have been satisfied) and distribute current year ERAF fund balance to applicable LEAs .	Must Have
TA-73	Transfer of Trust Fund	The System will provide the ability to generate request to transfer the Net Total ERAF Revenue Amount from ERAF Trust Fund to VLF Trust Fund.	Must Have
Vehicle License Fee Requirements			
TA-74	Vehicle License Fee Calculation	The system will have the ability to perform the Vehicle License Fee (VLF) growth calculation. 1. Determine the total equalized Prior Year (PY) assessed value, including aircraft value but excluding Countywide Unitary 2. Determine the total Current Year (CY) equalized assessed value, including aircraft value and excluding Countywide Unitary, for the County and each city. 3. Adjust the total CY assessed value for TRA/Jurisdictional changes by: a. Reducing the amount due to CY annexations b. Increasing the amount due to CY detachments 4. Determine the CY percent (%) of growth defined as the difference between the adjusted total CY assessed value and total PY assessed value divided by the total PY assessed value. 5. Determine the amount of CY growth defined as the total PY VLF amount multiplied by the CY percent (%) growth.	Must Have

Functional Requirements

TA-75	Vehicle License Fee Apportionment	The system will have the ability to distribute the calculated VLF amounts to the county and cities no later than January 31 and May 31 each tax roll year. The system will have the ability for A-C staff to configure the distribution dates.	Must Have
Tax Revenue Distribution Requirements			
TA-76	Tax Revenue Distribution – Types of Payment (JV-ACH-AP interface files)	The system will provide the ability to distribute and track tax revenue [Non-CRA, Fund Transfers for CRA and EIFD, Dissolution (Redevelopment Property Tax Trust Fund (RPTTF) / Asset Sale Unencumbered Money Fund (ASUMF))] per a user defined schedule for the following payment types: 1. Journal Voucher – Automated Journal Voucher or Manual Journal Voucher (Excel Version) 2. EFT – Electronic Funds Transfer/Direct Deposit (SWR/PCGAX) or Manual checks (SWR/TWR) <ul style="list-style-type: none"> • PCGAX – Regular Monthly distribution/EIFD & TWR - Manual checks • SWR – RPTTF/ASUMF 	Must Have
Enter Taxing Entity withholding Amount			
TA-77	Tax Revenue Distribution – Withhold Amount	The System will provide the ability to intercept property tax distributions for any Taxing Agency/Successor Agency/EIFD, when applicable, and redirect distributions to another agency or hold funds in trust.	Must Have
Generate Remittance Advice			
TA-78	Tax Revenue Distribution – Notification of Payments	The System will provide the ability to provide notifications to all payees and post remittance online. Remittance will reflect apportionment schedules or manual adjustments/payments that are generated to include the following: 1. All ATE accounts 2. Reconciliation report of Net Collection and Total Paid. 3 The System will provide the following: a. Support the extraction of net collections from all account's 1%, Debt Service, Direct Assessment, Non-Commercial Aircraft, and Penalty Tax Revenues, where applicable, from each Tax Apportionment Report or Ledger. b. Support the creation of a Direct Deposit master spreadsheet listing all Qualified Cities where the amount is summarized by the primary account range and Taxing Agency Accounts derived from the extract for reconciliation by the distribution unit, and pass through for monthly Direct Deposit Journal Voucher (JV) processing. c. Support the creation of Remittance Advice master spreadsheets for all Tax Entities summarized by specific range of the main account and Taxing Agency Accounts as determined by Distribution Unit for reconciliation. d. Support the ability to add Public Safety Augmentation (PSAF), Citizens Option for Public Safety (COPS), and manual special adjustments to Direct Deposit and Remittance Advices. PSAF and COPS spreadsheet are provided by ROPS Unit for payment. e. Support the ability to create individual Remittance statement for each Taxing Agency and with all corresponding sub-account's 1%, Debt Service, Direct Assessment, Non-Commercial Aircraft, Penalties, and Sum Total of Tax Revenue, and Year to date Total (Nov-Aug) on a monthly basis. Allow the print/pdf creation and distribution of Remittance Advices to the Taxing Entities 4. ASUMF/RPTTF Remittance must be reconciled against the calculations performed for each Successor Agency and taxing entity. 5. EIFD Remittance must be reconciled against the calculations performed for each overlapping or non-overlapping areas and corresponding participating entity.	Must Have
Apportionment Interface Payment files			
TA-79	Monthly Direct Deposit for Tax Apportionments	The System will provide the ability to distribute and track the monthly direct deposit (Three business days before the Distribution Schedule's Direct Deposit Date), as follows: 1. System will create interface payment files (ACH and warrant) from the approved apportionment jobs/reports and send to the countywide accounting system, eCAPS. 2. System will provide reconciliation reports comparing the the payment interface files to the apportionment report and produce exception reports, if applicable. The System will provide the following information for tracking and reconciliation purposes: 1. Interface error report providing Information on specific transaction records that eCAPS rejected. 2. Postback information from eCAPS to identify any transaction that were rejected by the vendors bank or warrants not settled. Data needed from the Postback file: 1. Vendor Code 2. Payee Name 3. Direct Deposit Amount 4. Issue Date 5. eCAPS Payment Document ID 6. Reason	Must Have
TA-80	Validate Taxing Agency Vendor Inforamtion	The System will provide the ability to accept an eCAPS interface file and run a validation job prior to each apportionment to confirm vendor status and direct deposit status minimize rejected interface records and delays in payments.	Could Have

Functional Requirements

TA-81	Generate Direct Deposit Transaction	The System will provide the ability to generate and track the transactions that will facilitate the fund transfer of the monthly property tax revenue from the Direct Deposit Fund (SL6) Fund to the District Authority/Taxing Agencies.	Must Have
	Generate Journal Vouchers and Integrate with eCAPS		
TA-82	Apportionment Journal Voucher (JV) Interface Files	<p>The System will provide the ability to create generic Journal Vouchers for property tax Distribution to transfer monies from the unapportioned property tax trust funds to the applicable taxing Agencies trust funds in order for payments to be processed. The following transaction information should be as follows:</p> <p>The System will supply the transactions for the various types of journal posting. CRA Section will review and confirm the various transactions and will submit to the Distribution unit for processing by providing the following details to System Operations:</p> <ol style="list-style-type: none"> 1. Payment Date 2. Payment Amount 3. Type of Distribution 4. Interface filename <p>The System will determine the type of distribution and create the journal entry (debit and credit) based on payment transactions.</p> <p>The System will provide the following information for tracking and reconciliation purposes during each Distribution period:</p> <ol style="list-style-type: none"> 1. Information on specific transactions that have been rejected or failed any specific validations. 2. Summary information of total amount, total number of Successor Agency, total record count, total number of categories processed. 3. Every Interface filename processed and Distribution Date. 	Must Have
TA-83	Generate RPTTF Distribution JVA transactions	<p>The System will provide the ability to generate and track various JVA transactions that will facilitate the fund transfer:</p> <ol style="list-style-type: none"> 1. From the RDA Funds to the respective RPTTF Fund 2. From RPTTF to various Taxing Agency <ol style="list-style-type: none"> a. Contractual (categorized by Prior/Current Year) <ul style="list-style-type: none"> - Tax and Facility b. Deferral - Memorandum of Understanding (MOU) c. Deferral Repayment d. Subordination (categorized by Prior/Current Year) <ul style="list-style-type: none"> - Tax and Facility e. Statutory (categorized by Prior/Current Year) <ul style="list-style-type: none"> - Tax and Facility f. SB813 Costs (categorized by Prior/Current Year) g. AC ABx1 26 Cost h. SB2557 Cost i. TTC (Refund Bond) Intercept (these are administered by TTC by submitting a Fund Transfer Request (FTR) to the Disbursement Division; these funds are to refund bonds) j. Residual k. Overlapping EIFD Revenue l. Permitted Administrative Fee (PAE: transfers the fund from Taxing Agency to the RPTTF) 	Must Have
		<p>The System will provide the ability for users to determine and select the CRA, IFD and/or Non-CRA Apportionment Distribution data File created from the various apportioning payments to be processed during each Distribution period.</p> <p>The System will provide the ability for the user to verify that all data files for the categories are available for processing during each period as listed in the Distribution Schedule.</p> <p>The System will provide the ability to manually upload the Apportionment Distribution data file with the following data fields:</p> <ol style="list-style-type: none"> 1. Agency Number 2. Roll Year 3. Tax Category Number 4. Pay Type Number 5. Transaction Date 6. Apportionment Code 7. Tax Amount 8. 10% Penalty Amount 9. 1.5% Redemption Amount 10. Total Amount 	Must Have

Functional Requirements

TA-84	Create Data for CRA, IFD and Non-CRA	<p>The System will create backup of every Apportionment Distribution data file that is processed during each run of each Distribution period.</p> <p>The System will create backup of database prior to adding new Apportionment Distribution data during each run of each Distribution period.</p> <p>The System will provide the ability to validate the input Apportionment Distribution data file as follows:</p> <ol style="list-style-type: none"> 1. Require user input of tax category total information and compare to the information in file. Reject the run if any information from user input does not match information in file. If the input matches, accept and allow to continue. 2. The System will assign account link to each agency from an accounting link table for different tax categories based on these various conditions: <ol style="list-style-type: none"> a. Tax Category Code b. Pay Type Number c. Accounting Key d. Debt Service Key e. Agency Number f. Roll Year 3. The System will provide an error handling capability. 4. Generate a validated data file for subsequent load to the Property Tax Portal. 	Must Have
TA-85	Databases Maintenance	The System will provide the ability to maintain agency information and journal voucher entry data.	Must Have
TA-86	Generate Journal Voucher Initiated By Accounting Division	<p>The System will provide the ability to generate journal voucher entry for fund-to-fund transfer and/or fund distribution to taxing agency initiated by the A-C Accounting Division.</p> <p>The System will provide the ability to obtain the source transactions by:</p> <ol style="list-style-type: none"> 1. Interfaced transaction file (automated) from the Treasurer & Tax Collector and other entities when applicable. 2. Upload transaction file. 	Must Have
	Generate eCAPS interface for Special Apportionments (Manual Journal Vouchers)		
TA-87	Manual Journal Voucher	The System will provide the ability to create, process and track manual journal voucher and the ability to interface with eCAPS.	Must Have
TA-88	Generate Manual Warrants	<p>The system will provide provisions that will facilitate the generation of manual warrants as necessary.</p> <ol style="list-style-type: none"> 1. Any last-minute adjustments/transactions from the Monthly Property Tax, RPTTF and ASUMF Distribution that were not included in the batch processing. 2. Over-the-counter Manual Warrant Request and State Controller's Office Administrative Fee when applicable. 	Must Have
	REPORTING REQUIREMENTS		
TA-89	County Standard Reports	The System will have the ability to generate and store standard County reports, identified by the A-C, that are used on a regular basis or critical to the Tax Apportionment business process. Reports include, but are not limited, to those identified on Exhibit A, Statement of Work, Attachment 9, Reference Library.	Must Have
TA-90	County Ad hoc Reports/Data Analytics	The System will have the ability to query tax apportionment data and create ad hoc County reports and provide data analytics	Must Have

Functional Requirements

Mandatory Reporting			
Reqmt	Functional Requirements	Requirement Description	County Priority
	General Requirements		
MR-1	Mandatory Reports	The system will provide the ability to generate, store and view state mandated reports for any given tax year. State Mandated Reports include but are not limited to the following: 1. State Board of Equalization's (BOE) BOE-822 Report 2. Local Government Reporting System (LGRS) Property Tax Report 3. J-29 Local Education Agency (LEA) Report 4. CCFS-329 Community College Report 5. Education Revenue Augmentation Fund (ERAF) Estimates 6. California State Association of Counties (CSAC) Estimates 7. Homeowners Exemption (HOX) Claim 8. Taxpayer's Guide 9. Parcel Tax Reporting for AB2109 10. Department of Finance (DOF) Redevelopment Property Tax Trust Fund (RPTTF) Distribution and Estimate Reports	Must Have
MR-2	Prior Year Mandatory Reports	The system will provide the ability to view and export the data for the state mandated reports for any given tax year. 1. System will have the ability to use prior year data to perform a variance analysis with current year data. 2. System will have the ability to prepare statistical data with prior year data.	Must Have
	FUNCTIONAL REQUIREMENTS		
	Generate BOE-822 Report Requirements		
MR-3	Generate BOE-822 Report	The system will generate the State Board of Equalization (BOE) Annual Assessment Roll Totals report. The BOE-822 report will include but is not limited to the following: 1. Total secured and unsecured values (excluding state assessed values) 2. Total HOX exemption (loss) values 3. Total other exemption (loss) values 4. Secured and unsecured total tangible value and net total tangible values. 5. Summary of Secured and unsecured values by city (incorporated) and unincorporated area. 6. Summary of secured taxes allocated countywide 7. Total supplemental tax liability billed 8. Supplemental net taxes collected by tax year 9. Supplemental tax refunds	Must Have
MR-4	Validate BOE-822 Data	The system will provide the ability to validate the following data at summary (county) and detail (TRA) level: 1. Validate the Total Value amounts of BOE-822 Report are the same as the total values contained in the Equalized Roll minus State Assessed values. 2. Validate the Cities and county values of BOE-822 Report are the same as the cities and county values in Equalized Roll. The system will provide the ability to calculate the changes in amount and percentage between prior year to current year for required fields and generate listing of the differences. The system will provide the ability for the user to filter the list by amount or percentage.	Must Have
	Generate LGRS Report Requirements		
MR-5	Generate LGRS Annual Report	The system will generate the LGRS property tax report and required schedules in the format prescribed by the State Controller's Office. The LGRS report identifies the current year ad valorem tax amounts (broken down by Secured, Unsecured, and HOX) amounts for the following agency types: 1. 1% General Tax Levy information for County general fund, Cities, Community Redevelopment Agencies, School Districts and Special Districts. 2. Debt Service for County general fund, Cities, Community Redevelopment Agencies, School Districts and Special Districts. The system will generate the LGRS report schedules, including but not limited to the following: 1. Schedule A and Schedule B	Must Have
MR-6	Validate and Export LGRS Data	The system will provide the ability to validate the original tax charge data and extract all LGRS data at a summary (County) and detailed (District) level.	Must Have
MR-7	Review, Reject, Edit and Recompile LGRS Data	The system will provide the ability for Supervisor/Section Manager to review and approve or reject the compiled LGRS data. If rejected, the system allows the user to update and resubmit after corrections via workflow.	Must Have
	CALCULATE THE CALIFORNIA STATE ASSOCIATION OF COUNTIES AND ERAF ESTIMATES		
MR-8	Current Year Estimate for California State Association of Counties (CSAC) and ERAF	The system will provide the ability to generate the Current Year CSAC and ERAF Estimates and ERAF amounts.	Must Have
	RDA Dissolution Mandated Reports		
	Generate Redevelopment Property Tax Trust Fund (RPTTF) Distribution Summary Report (ABx1 26)		

Functional Requirements

MR-9	Generate RPTTF Distribution Schedule	The system to provide the ability to generate and send mandated DOF reporting requirements under Health & Safety Code (HSC) §34183 (Actual Distribution, 10 Day report). The system to provide the ability to add configurable footnotes and annotations in the reports. This report depicts the actual countywide RPTTF Distribution Report by Successor Agency. Refer to the Community Redevelopment Functional Requirements.	Must Have
MR-10	Generate Distribution Estimate Schedule	The system to provide the ability to generate and send mandated DOF reporting requirements under HSC §34184 (Estimate). The system to provide the ability to add configurable footnotes and annotations in the reports. This report depicts the estimated countywide RPTTF Distribution Report by Successor Agency. Refer to the Community Redevelopment Functional Requirements.	Must Have
	Generate Asset Sales and Unencumbered Money Funds (ASUMF) Distribution Summary Report (H&S 34191.5)		
MR-11	Generate ASUMF Distribution Summary Report	The system to provide the ability to generate and send mandated DOF reporting requirements under HSC §34191.5. The system to provide the ability to add configurable footnotes and annotations in the reports. This report depicts the annual countywide ASUMF Distribution Report by Successor Agency. Refer to the Community Redevelopment Functional Requirements.	Must Have
	Generate Successor Insufficiency Claim Analysis Form		
MR-12	Generate Successor Agency Insufficiency Claim Analysis Form for SCO and DOF	The system to provide the ability to generate and send mandated SCO and DOF reporting under HSC §34183(b) that requires the County to provide the RPTTF short-fall analysis for requesting Successor Agency.	Should Have
	Homeowner Exemption Claim Requirements		
MR-13	Homeowners Exemption Claim	The system will provide the ability to generate the Homeowners Exemption (HOX) Claim Report used to claim compensation from the State Controller's Office (SCO) for the property tax revenues lost due to the HOX program. The report shall be generated in the format prescribed by the SCO and report HOX data, including but not limited to the following: 1. HOX exemptions on the current year annual secured and unsecured roll. 2. HOX exemptions on the supplemental roll not claimed on the annual roll and exemptions not previously claimed in the past 9 years. 3. Ad Valorem roll values for general purpose, cities debt, school debt and special districts debt. 4. A sub-total on the value allowed and disallowed homeowner's exemptions due to roll changes for the current year and two prior years. 5. Number of HOX claims per tax year 6. Total HOX amount by tax year.	Must Have
MR-14	HOX – Validation & Statistics	The system will provide the ability to validate and compare the current year HOX claim to prior years HOX claims (5 years or more comparison) to check for reasonableness of HOX claim to SCO prior to submission. Claim details: 1. Number of HOX Claims per tax year 2. Total HOX Exemption Amount by tax year	Must Have
	Generate Taxpayer's Guide Requirements		
MR-15	Taxpayer's Guide - Property Tax Data Schedules / Reports	The system will provide the capability to generate the supporting schedules for the taxpayer's guide that provide the public property tax information, including but not limited to the following: 1. Property Assessment statistics 2. Direct Assessment telephone list and website links 3. Assessed valuations and tax rates. 4. Tax levies and allocation of taxes 5. Voted Indebtedness 6. Homeowner's property tax reimbursement 7. Direct Assessments levied 8. Listing of municipalities 9. School District information	Must Have
MR-16	Taxpayer's Guide Book	The system will provide the capability to incorporate property tax data schedules with the following elements of the tax payer's guide to compile and publish the taxpayers guide book: 1. Preface, a letter signed by the Auditor-Controller. 2. Table of Contents 3. Narratives by the A-C, Assessor, Treasurer and Tax Collector and Office of Education.	Could Have
MR-17	View, Validate, Edit and Recompile Data	The system will provide the ability to perform the following actions: View the compiled Guide information by the property tax category. Validate, edit and store Guide information by tax roll year.	Must Have
	School District's Report Requirements		
	Generate K-12 School District's J-29 Report Requirements		

Functional Requirements

MR-18	Generate the J29 Reports	The system will provide the ability to generate, calculate, estimate, store, and report the following Information: 1. J29 (P1) Report – estimate taxes to be collected and distributed, by category, for the year; due November 15th 2. J29 (P2) Report – estimate taxes to be collected and distributed, by category, for the year, due April 15th 3. J29 (Actual) Report – actual amount of taxes collected and distributed, by category, for the year, due August 15th 4. Education Revenue Augmentation Fund (ERAF) Estimate – used in (P1) and (P2) reports.	Must Have
Generate Community College Districts CCFS-329 Report Requirements			
MR-19	Generate the Community College Districts CCFS-329 Reports	The system will provide the ability to compile data from the eTax general ledger to generate, calculate and store the following reports: 1. CCFS-329, Property tax & ERAF revenue estimates for the current year; due November 15th 2. CCFS-329, Property tax & ERAF actual revenue for the prior year; due November 15th 3. CCFS-329, Property tax & ERAF revenue estimates for the current year; due April 15th	Must Have
PROPOSITION 19 (HOME PROTECTION ACT) REQUIREMENTS			
MR-20	CDTFA Every 3-Years Requirements	The system will provide the ability to generate the gain and loss Prop 19 report information as required by the California Department of Tax and Fee Administration every 3 years. Report the gain or loss for the county and taxing agencies.	Must Have
Parcel Tax Reporting for AB2109 (Direct Assessment Exemptions)			
MR-21	Parcel Tax Reporting	The system will provide the ability to generate the Financial Transactions Report for Parcel Tax, as required by the State of California per Government Code section 12463.2, including but not limited to the following information: 1. Account Number 2. Parcel Tax Name (Account Description) 3. Add Type (Type of Tax) 4. Parcel Tax Rate(s) a. Dollar Amount(s) b. Base(s) c. Notes 5. Number of Assessor Identification Number (AIN) subject to the Parcel Tax 6. Number of AIN Exempt from the Parcel Tax 7. Sunset Date of the Parcel Tax (if applicable) 8. Amount of Revenue received from the Parcel Tax Annually a. This is the sum of Secured, Secured Defaulted and Secured Defaulted Prior Year Adjustments Direct 9. Assessment Paid Amounts. a. Revenue allocation from the Parcel Tax	Must Have
External Data Access Requirements			
MR-22	Taxpayer's Guide Publication	The system will provide the ability to publish the Taxpayer's Guide by fiscal year on the public reporting portal or the Auditor Controller's website.	Must Have

Functional Requirements

Billing			
Reqmt	Functional Requirements	Requirement Description	County Priority
BIL-1	GENERAL REQUIREMENTS		
BIL-1-1	Extended Roll Types	The system will provide the ability to receive the following extended roll from auditor controller: <ul style="list-style-type: none"> • Secured extended tax roll (contains secured and SBE(Unitary)) • Unsecured extended tax roll In addition to: <ul style="list-style-type: none"> • Supplemental secured tax roll (contains secured supplemental and SBE supplemental) • Supplemental unsecured tax roll 	Must Have
BIL-1-2	Bill and Notice Types	The system will provide the ability to generate, revise, and update the following tax bills and notices, and any future tax bills and notices, using an online graphical design tool. In addition, the system will allow the ability to view tax bills and notices by tax type at an individual assessment level: <ul style="list-style-type: none"> • Annual Secured Property Tax Bill • Annual Secured Property Tax Information Statement • Notice of Delinquency • Payment Activity Notice • Statement of Prior Year Taxes • Adjusted Annual Property Tax Bill • Adjusted Supplemental Property Tax Bill • Supplemental Secured Property Tax Bill • Unsecured Property Tax Bill • Unsecured Prior Year Bill • Notice of Enforcement – Current Year • Notice of Enforcement – Prior Year • Notice of Lien – Current • Notice of Lien – Prior • Delinquent Unsecured BillsDMV Notices • DMV Notices • FAA Notices • Pre- Offset Letters • CORTAC bill • Certificate of Redemption 	Must Have
BIL-1-3	Generate Sample Run of Tax Bills	The system will provide the ability to generate a sample run of tax bills prior to generating the final print file. eTax system will ensure that proper sampling of Bills are approved by Banking and Remittances processing before the final Bills are printed. This will ensure the Banking and Remittances section can test the bills through the remittance processing equipment to ensure that the scan-line on the bills/notices can be read by the transports. Note: This requirement is to test the scan line prior to mass printing of the bills.	Must Have
BIL-1-4	Generate Sample Run of Notices	The system will provide the ability to generate a sample run of tax notices prior to generating the final print of all Tax Notices.	Must Have
BIL-1-5	Generate Tax Bill Print Image	The system will provide the ability to generate a print image file and a structured data file for each tax bill by tax type. The files are used for mass printing of the tax bills. The files are sent to a third-party print service to coordinate output or could be done internally.	Must Have
BIL-1-6	View Tax Bill Print Image	The system will provide the ability to view the print image generated by the eTax system by tax type and roll year.	Must Have
BIL-1-7	Electronic Bill Generation	The system will provide the ability to generate an electronic bill in mass or individual bill as determined by the user for each tax type. The bill will be generated in PDF format (or an alternate unalterable format) that can be either saved to a file (suitable for emailing or electronic transfer) or printed. Each Assessment that opts for an Electronic Bill through an online portal will be identified and excluded from the print image.	Should Have
BIL-1-8	Duplicate Bill Generation	The system will provide the ability to generate duplicate tax bills, Secured and Unsecured, in mass or an individual bill as determined by the user for each tax type. Bills are generated in the same format as the original printed bills format. In addition, the bill will be generated in PDF format (or an alternate unalterable format) that can be either saved to a file (suitable for emailing or electronic transfer) or printed. • Duplicate Bill Generation will have a notation of "Duplicate" prominently displayed on the generated Tax Bill or Notice.	Should Have
BIL-1-9	View Tax Bill History	The system will provide the ability to review the tax bill history by the following criteria: <ul style="list-style-type: none"> • View an eTAX generated tax bill with the tax liability history and billing history at an assessment level, including rollover bills (i.e., secured to unsecured roll) and unsecured bills by the assessment number. • View an eTAX generated tax bill with the tax liability history and billing history by bill type 	Must Have
BIL-1-10	Print Tax Bill	The system will provide the ability to generate the print image, same format as the original published bills, for printing of the tax bills either by internal printing or a third-party print provider that has not opted for an Electronic Bill. The system will support the following: <ul style="list-style-type: none"> • Export the tax bill data for printing to a user defined destination at an individual assessment level • Export the tax bill data for printing to a user defined destination by tax type Note: Tax Bill data elements are detailed in the Interface document by tax type.	Must Have
BIL-1-11	Reconcile Tax Bill Delivery	The system will provide the ability to resolve any issues that arise when creating the tax bill print image for each tax type (secured extended roll and unsecured extended roll): <ul style="list-style-type: none"> • Resolve any print image delivery details produced by the eTAX system at an assessment level. • Flag any exceptions on any of the extended tax rolls that does not create a valid print image for manual intervention • Provide a tax bill report by Bill Type including any flagged assessments needing manual intervention 	Must Have
BIL-1-12	Reconcile Tax Notice Delivery	The system will provide the ability to do the following: <ul style="list-style-type: none"> • Resolve any issues for each tax notice type in regards to delivery details produced by the eTAX system at an assessment level • Flag any exceptions on any of the tax notices that did not successfully create valid print image for manual intervention • Provide a tax notice report by bill type including any flagged assessments needing manual intervention 	Must Have
BIL-1-13	Review Tax Notice	The system will provide authorized users the ability to review the tax notices: <ul style="list-style-type: none"> • View an eTAX generated tax notice with the tax liability history and billing history at an assessment level • View an eTAX generated tax notice with the tax liability history and billing history by Bill 	Must Have
BIL-1-14	Approve Tax Notice	The system will provide authorized users the ability to approve the tax notices: <ul style="list-style-type: none"> • Approve an eTAX generated tax notice with the tax liability history and billing history at an assessment level • Approve an eTAX generated tax notice with the tax liability history and billing history at Bill Type 	Must Have

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BIL-1-15	Generate Certificate of Redemption	The system will provide the ability to generate a Certificate of Redemption to the payee of the assessment. <ul style="list-style-type: none"> • Generated upon request to the person making the payment (R&T 4105.2) • After the defaulted property has been redeemed, including after a redeemed 5-Year Payment Plan • Issued only for paid in full Secured Defaulted tax bills Note: The Certificate of Redemption contains the same data as the Statement of Prior Year Taxes with the exception of the title is displayed as Certificate of Redemption.	Must Have
BIL-1-16	Tax Bill Pre-Sort for Printing	The system will provide the ability to sort print image for each tax type by the following sort order: <ul style="list-style-type: none"> • Same Assessee Name and Address (supports bulk payer) • Zip Code 	Should Have
BIL-1-17	Print Tax Notice	The system will provide the ability to print a tax notice to a user defined destination for printing individual notices at an assessment level by bill type.	Should Have
BIL-1-18	No Penalty Interest for 4-year Payment Plans	The system will provide the ability to ensure that no penalty interest will be charged for all non-delinquent billings that are on a 4-Year Payment Plan.	Should Have
BIL-1-19	5 Year Payment Plan for Defaulted Tax Bills	The system will provide the ability to ensure that all tax bills produced for 5-Year Payment Plan are for defaulted tax liability only.	Should Have
BIL-1-20	Generate Notice of Enforcement for Transfer Property	The system will provide the ability to generate a Notice of Enforcement annually for property that is being transferred from the secured to the unsecured roll.	Should Have
BIL-1-21	Issuing Updated Bills criteria	The system will provide the ability to do the following: <ul style="list-style-type: none"> • Get the total net tax liability from the most updated extended roll for the assessment • Get the latest payment status of the assessment by looking at the amount already paid by the taxpayer • Issue an updated bill when the total net tax liability is greater than the latest payment status by a user defined amount (depending on the type of roll). 	Should Have
BIL-1-22	Suppress Printing Tax Bills	The system will provide the ability to suppress printing of a tax bill if the tax liability does not meet a minimum configurable threshold amount determined by the County, allow for mass suppressions based on a list of assessments created by the County, and allow forand the independent ability to suppress printing at will and on demand for any legitimate business purpose, such as payment adjustments or corrections. For the above events, the system must track the tax bill that was suppressed and that was not included in the print image. Note: If tax liability is flagged for bankruptcy, the system will suppress tax bills and notices identified by authorized users	Must Have
BIL-1-23	Calculate Redemption Amount	The system will provide the ability to calculate the redemption amount for a defaulted secured assessment. Total Tax Liability = Tax liability – Payments + Cost + Penalties + Redemption Fees as defined by the County + 1.5% Redemption Penalty accrued against the defaulted tax liability per month commencing on July 1 of the first Defaulted Tax Year up to the present month. Note: Currently the Redemption Fee is \$15 as defined by the County; the system must provide the ability for the County to update the redemption amount without the need for programming assistance. Note: The system will provide the ability to adjust penalties. In addition, for assessments flagged for Bankruptcy the system will provide the ability for an authorized user to select either to continue or stop an assessment from accruing penalties.	Must Have
BIL-1-24	Determine Current Amount Due	The system will provide the ability to determine the current amount, including Penalties, Cost, and Fees, for a Tax Bill using the following information: <ul style="list-style-type: none"> • Tax Bill (AIN or Assessment) • Current Date • Delinquency Status • Payment(s) Received 	Must Have
BIL-1-25	Sort by Assessee Name and Address	The system will provide the ability to sort the print image file by identical assessee name and mailing address and/or assessment number This will allow common assessee to receive tax bills in bulk.	Should Have
BIL-1-26	System Identified Bulk Payer	The system will provide the ability to identify parcels that have the same Assessee Name and Assessee Address and/or assessment number and place a unique identifier to group assessments for billing and notice generation and sorting.	Should Have
BIL-1-27	User Assigned Bulk Payer	The system will provide the ability to allow users to identify parcels that have the same Assessee Name and Assessee Address and/or assessment number and place a unique identifier to group assessments for billing and notice generation and sorting.	Should Have
BIL-1-28	All Tax Bills and Correspondence	The system will provide the ability to include the EPT Registration Number on all tax bills and correspondence for taxpayers enrolled in EPT.	Could Have
BIL-1-29	US Postal Service Address Verification	The system will provide the ability to validate the mailing address with the US Postal Service Address Verification software.	Should Have
BIL-1-30	Primary Mailing Address	The system will provide the ability to denote a primary mailing address for an assessment.	Should Have
BIL-1-31	Seasonal Mailing Address	The system will provide the ability to select a mailing address by date of mailing for assessee that prefer a seasonal mailing address.	Could Have
BIL-2	AUDIT REQUIEMENTS		
BIL-2-1	Review and Approve Audit Trail	The system will provide the ability to track and maintain history of the following user actions for Bill processing: <ul style="list-style-type: none"> • Review of bills for a specific type • Review and Approval the print image of bills for each bill type The system will log the following data for each tracked user activity: <ul style="list-style-type: none"> • Username • System date/time • Action performed 	Should Have
BIL-3	FUNCTIONAL REQUIREMENTS		
BIL-3-1	Generate Secured Annual Tax Bills Requirements		
BIL-3-1-1	Generate Secured Annual Tax Bills	The system will provide the ability to generate the Secured Annual Tax bills per the data fields outlined in the Interface Requirements document.	Must Have
BIL-3-1-2	Secured Annual Tax Types	The system will provide the ability to classify the secured annual tax bills as per the following: <ul style="list-style-type: none"> • Single Annual Tax Bill • Informational Bills 	Must Have
BIL-3-1-3	Generate Sample Run of Notices	The system will provide the ability to generate a sample run of tax bills prior to generating the final print file. eTax system will ensure that proper sampling of Bills are approved by Banking and Remittances processing before the final Bills are printed.	Must Have
BIL-3-1-4	View Tax Bill Print Image	The system will provide the ability to view the print image generated by the eTax system by tax type and roll year.	Must Have

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BIL-3-1-5	Print Tax Bill	The system will provide the ability to generate the print image, same format as the original published bills, for printing of the tax bills either by internal printing or a third-party print provider that has not opted for an Electronic Bill. The system will support the following: •Export the tax bill data for printing to a user defined destination at an individual assessment level •Export the tax bill data for printing to a user defined destination by tax type Note: Tax Bill data elements are detailed in the Interface document by tax type.	Must Have
BIL-3-1-6	Resolve Issues Relating to Tax Bill Delivery	The system will provide the ability to resolve any issues that arise when creating the Secured Annual Tax Bill print image: •Resolve any print image delivery details produced by the eTAX system at an assessment level. •Elag any exceptions that does not create a valid print image for manual intervention •Provide a tax bill report by Bill Type including any flagged assessments needing manual intervention	Must Have
BIL-3-1-7	Secured Annual Bill Generation	The system will provide the ability to generate a current year secured bill for each active current year secured assessment. Details of the data elements are located in the Interface Requirements document.	Must Have
BIL-3-1-8	Secured Annual Bill Delinquent Date	The system will provide the ability to set the 1st installment's Delinquent Date to December 10 of the current Tax Year , and the 2nd installment's Delinquent Date to April 10 of the current Tax Year. Note: If an adjusted bill is generated on or after November 1, the tax bill must not have a delinquency date less than 30 days of the mailing date.	Must Have
BIL-3-1-9	Secured Annual Bill Delinquent Date Falls on a Non-Business Day	If the Delinquent Date (December 10 or April 10) falls on a weekend or holiday, the system will set the Delinquent Date to the first business day following December 10 or April 10 (e.g., if April 10, 2021 fell on a Saturday the Delinquent Date will be Monday, April 12, 2021.)	Could Have
BIL-3-1-10	Secured Annual Delinquent Date Override	The system will provide the ability for a user to override the system generated Delinquent Due Date with an override reason option available. • User Credentials • Delinquent Due Date • Override Reason	Should Have
BIL-3-1-11	Prior Year Tax Liability Indicator on Annual Bill	The system will provide the ability to indicate on a tax bill if there is any prior outstanding tax liability from a prior year.	Must Have
BIL-3-1-12	Secured Annual Bill Printing and Sorting Types	The system will provide the ability to generate a bill file containing the print images of the current year secured bills as follows: • Single bills sorted by Mail-To Zip • Multiple bills by common Assessee Name and Mailing Address. • CORTAC Informational bills sorted by CORTAC Agency Number. • SBE bills, sorted by Mail-To Zip • Note: This requirement is the order of precedence for sending out tax bills.	Must Have
BIL-3-1-13	Secured Annual Bill Count And Amount	The system will provide the ability to generate the following count and amount information for each current year secured bill file: • The number of single, multiple, CORTAC print, CORTAC homeowner and SBE bills • Total Tax Amount by single, multiple, CORTAC print, CORTAC homeowner and SBE bills	Must Have
BIL-3-1-14	Secured Annual Bill Fields	The system will provide the ability to print the current year secured bills. Specific field element requirements are located in the Interface Document and Logical Data Model.	Must Have
BIL-3-1-15	CORTAC Printing Files	The system will provide the ability to send on-demand Tax bills in a single package to CORTAC agencies.	Must Have
BIL-3-1-16	Accessibility of Tax Bills and Notices	The system will provide the ability for users to view, download, and print tax bills online. Also, it will allow users to register for electronic delivery of bills and notices using an online portal.	Should Have
BIL-3-2	Generate Notice of Non-Payment Requirements		
BIL-3-5-1	Generate Payment Activity Notice for Non-payment or Notice of Partial Payment – Secured	The system will provide the ability to generate a Payment Activity Notice to inform taxpayer that the payment received is shy payment or no payment. • Generate a Payment Activity Notice if the 1st Installment for a secured tax bill if there is a balance due by 1st Installment Delinquency Date. • Generate Payment Activity Notice if 2nd installment for a secured tax bill is partially paid.	Could Have
BIL-3-5-2	Generate Unsecured Prior Year Delinquency Notice – Unsecured	The system will provide the ability to generate a notice for prior year unsecured billings for any unsecured billings that exceed a threshold amount as identified by the County for user identified tax year(s) on the unsecured prior roll. Note: User identification can either be based on a parameter and system will apply for annual processing or by manual identification	Could Have
BIL-3-3	Generate Secured Delinquent Notice Requirements		
BIL-3-3-1	Payment Activity Notice	The system will provide the ability to generate a Payment Activity Notice for current year secured roll. • If the 1st installment is not paid in full on or before the Delinquent Date of the 1st installment, and/or remains unpaid until the generation of the notice generation in mid to late February. • If the 2nd installment has been partially paid a Payment Activity Notice is mailed in mid to late February. • A Bill Number is associated with the assessment	Must Have
BIL-3-3-2	Delinquent Notice	The system will provide the ability to generate a Delinquent Notice for the current year secured roll. • If the 2nd installment has not been paid in full on or before the delinquent date for the 2nd installment secured roll, and/or remains unpaid until the generation of the Delinquency Notice generation in May/June. • Bill Number is associated with the assessment	Must Have
BIL-3-3-3	Secured Delinquent Notice Data	The system will provide the ability to populate each current year Secured Delinquent Notice with the same assessment, tax liability and delinquent date data from the corresponding current year secured bill generated previously.	Should Have
BIL-3-3-4	Delinquency Notice Generation Timelines	The system must provide the ability to use a system calendar for determining delinquency dates.	Must Have
BIL-3-4	Generate Secured Defaulted Tax Bill Requirements		
BIL-3-4-1	Secured Delinquent Tax Bill Generation	The system will provide the ability to identify a secured tax bill as delinquent if the tax bill meets the following criteria: • The 1st installment amount has not been paid by the close of business on December 10th of the tax year due. • The 2nd installment amount has not been paid by the close of business on April 10th or before June 30th of the tax year due. • The system will apply County defined Cost amount to the delinquent tax bill. • Cost and Fees are applied to the 2nd installment. Note: The system will provide the ability for the County to define the amount of Cost and Fee for a defined tax year (currently \$10 and \$15 respectively but should not be hard coded in the system in the new application).	Must Have

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BIL-3-4-2	Secured Defaulted Tax Bill Generation	The system will provide the ability to generate a Secured Defaulted Tax Bill for each secured assessment meeting the following conditions: <ul style="list-style-type: none"> • The assessment is a secured assessment. • An AIN Number is associated with the assessment. • The tax liability remains unpaid by the Payment Effective Date by 5:00 p.m. on or before June 30th of the tax year due. Note: The system will provide the ability to list all defaulted tax years associated with a Secured Defaulted Tax Bill or allow a user to select specific defaulted tax years (one or more).	Must Have
BIL-3-4-3	Secured Defaulted Penalties and Fees	The system will provide the ability to consider all secured and SBE payments defaulted if the Payment Effective Date is after June 30th of the current tax year. The system will calculate the default Penalties and Fees as follows: + 1.5% Redemption Penalty per month on any unpaid base tax + Redemption Fee Note: Currently Redemption Fee is redemption fee is \$15 as defined by the County, the system must provide the ability for the County to establish the redemption amount without the need for additional system programmers. Note: The system will provide the ability to adjust penalties. In addition, for assessments flagged for Bankruptcy the system will provide the ability for an authorized user to select either to continue or stop an assessment from accruing penalties.	Must Have
BIL-3-4-4	Presort Secured Defaulted Tax Bills with Power-to-Sell	The system will pre-sort Secured Defaulted Tax Bills that are flagged for Power-to-Sell. To determine if the Secured Defaulted Tax Bill is flagged for Power-to-Sell the Assessor Identification Number is associated with a Tax Sale Number.	Should Have
BIL-3-4-5	Secured Defaulted Tax Bill by Zip Code	The system will provide the ability to generate the Secured Defaulted Tax Bill for the current year Secured Delinquent Notice sorted by Mail-To Zip.	Must Have
BIL-3-5	Generate Updated Secured Defaulted Tax Bills Requirements		
BIL-3-5-1	Generate Updated Secured Defaulted Tax Bill	The system will provide the ability to generate an Updated Secured Defaulted Tax bill per the data elements listed in the Interface Requirements document. Updated Secured Defaulted Tax bill shares the same file layout as Statement of Prior Year Taxes (Defaulted Tax Bill).	Must Have
BIL-3-5-2	Secured Defaulted Tax Bill	The system will provide the ability to aggregate tax liability when there is more than one year of defaulted taxes per an assessment on the Secured Defaulted Tax Roll. The aggregate tax liability is displayed on the tax bill.	Should Have
BIL-3-5-3	Updated Secured Defaulted Tax Bill Generation	The system will provide the ability to generate an Updated Secured Tax Defaulted bill for each assessment meeting the following conditions: <ul style="list-style-type: none"> • Tax liability is in default status for one or more tax years and there is a change to the total tax liability due. • A roll change has been processed against any tax year in default for an assessment that alters the aggregate tax liability due. • The assessment has been enrolled in a 5-year payment plan and the plan has lapsed • The assessment has been redeemed. 	Must Have
BIL-3-5-4	Updated Secured Defaulted Tax Bill Redemption Amount Calculation	The system will provide the ability to calculate the redemption amount for each updated secured defaulted tax bill as follows: + Unpaid Delinquent Tax Amount for an Assessment by Tax Year on the secured prior year roll. + Unpaid Delinquent Penalty Amount for Assessment by Tax Year + Unpaid Delinquent Cost for an Assessment Number by Tax Year + Redemption penalties that have accrued through June of the current Tax Year + Redemption penalties that have accrued through June of the current Tax Year through the current Redemption Month for which the redemption amount is being computed. + Redemption Fee Amount – Fee amount charged for the Assessment + Subject to Power to Sell (STPS) Fees Amount, if Tax Sale status – Total Payment Amount already made on any existing lapsed payment plans Note: STPS Fees include Tax Sale Cost, Title Fee, Recording Fee, Notice of Auction and Parties of Interest Fee, Publication Cost, Personal Visit Cost, and State/County/City Fees	Must Have
BIL-3-5-5	Updated Secured Defaulted Tax Bill Redemption Penalty Amount Calculation	The system will provide the ability to calculate the Redemption Penalty amount for each updated secured defaulted tax bill as follows: <ul style="list-style-type: none"> • For each secured assessment, set the monthly Redemption Penalty amount = (Sum of unpaid Tax Amount for each Tax Bill) x 1.5% x (number of months from July of the year after the unpaid Tax Year to the month for which the Redemption Penalty amount is being calculated). • For each secured supplemental assessment, set the monthly Redemption Penalty amount = (Sum of unpaid Tax Amount for each Tax Bill) x 1.5% x (number of months from July of the year after the calendar year in which the taxes were billed to the month for which the Redemption Penalty amount is being calculated). • Set total Month Redemption Amount = monthly Redemption Penalty amounts for the secured assessments for all Tax Years + monthly redemption penalty amounts for the supplemental assessments for all Tax Years. 	Must Have
BIL-3-5-6	Presort Secured Defaulted Tax Bills with Power-to-Sell	The system will pre-sort Updated Secured Defaulted Tax Bills that are flagged for Power-to-Sell by Tax Status and associated Tax Sale Number.	Could Have
BIL-3-5-7	Updated Secured Defaulted Tax Bill by Zip Code	The system will provide the ability to generate a bill file containing the print images of the updated secured defaulted tax bills sorted by Mail-To Zip.	Must Have
BIL-3-5-8	Updated Secured Defaulted Tax Bill Count And Amount	The system will provide the ability to generate the following count and amount information for a bill file: <ul style="list-style-type: none"> • The number of updated secured defaulted tax bills • Total Tax Amount of all updated secured defaulted tax bills 	Must Have
BIL-3-6	Generate Secured Supplemental Bills Requirements		
BIL-3-6-1	Secured Supplemental Bill Extended Tax Roll	The system will provide the ability to populate each monthly supplemental bill with the same assessment and tax liability data from the corresponding supplemental assessment as provided in Extended Tax Roll.	Must Have
BIL-3-6-2	Generate Secured Supplemental Tax Bill	The system will provide the ability to generate a Secured Supplemental Tax bill per the data elements listed in the Interface Requirements document.	Must Have
BIL-3-6-3	Secured Supplemental Bill Delinquent Date	The system will set the Delinquent Date for each secured supplemental bill as follows: <ul style="list-style-type: none"> • If the Bill Date is between July and October, set the Delinquent Date for the 1st installment to December 10 of the current Tax Year and the Delinquent Date for the 2nd installment to April 10 of the current Tax Year . • If the Bill Date is between November and June, set the Delinquent Date for the 1st installment to the last day of the month following the month of the Bill Date , and the Delinquent Date for the 2nd installment to the last day of the fourth calendar month following the Delinquent Date of the 1st installment. 	Must Have

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BIL-3-6-4	Secured Supplemental Bill 1st Installment Delinquent Amount	The system will provide the ability to set the Total Delinquent Amount as follows for the 1st installment: <ul style="list-style-type: none"> For each Taxing Agency Number with a positive Tax Levy Amount for the current Tax Year, set the Delinquent Penalty Amount = Tax Levy Amount / 2 x 10%, and drop any fractional cents from the calculation results. Set the 1st installment's Total Delinquent Amount = 1st installment's Base Tax Amount + Delinquent Penalty Amount for all tax types. 	Must Have
BIL-3-6-5	Secured Supplemental Bill 2nd Installment Delinquent Amount	The system will provide the ability to set the Total Delinquent Amount as follows for the 2nd installment, if the tax bill is a secured supplemental: <ul style="list-style-type: none"> For each Taxing Agency Number with a positive Tax Levy Amount for the current Tax Year, set the Delinquent Penalty Amount = Tax Levy Amount / 2 x 10%, and drop any fractional cents from the calculation results. Set the 2nd installment's Total Delinquent Amount = 2nd installment's Base Tax Amount + 2nd installment's Special Assessment Amount + Delinquent Penalty Amount for all tax types + Delinquent Cost 	Must Have
BIL-3-6-6	Secured Supplemental Bill Set Minimum Delinquent Amount	The system will provide the ability to maintain and modify the minimum tax amount for supplemental billing via a user interface and suppress the generation of a tax bill based on a specified minimum configurable threshold amount	Must Have
BIL-3-6-7	Secured Supplemental Bill Conditions	The system will provide the ability to generate a roll change petition for each supplemental assessment meeting the following conditions for change processing: <ul style="list-style-type: none"> The parent assessment exists for the current Tax Year. The parent assessment exists for the contemplated Tax Year (i.e., the roll being prepared for the upcoming tax year). The supplemental assessment's net increase in taxes is less than or equal to the minimum tax amount as specified in the system. 	Should Have
BIL-3-6-8	Secured Supplemental Bill Report for Assessments Greater Than 3	The system will provide the ability to create a supplemental performance metrics report listing the following data for supplemental assessments for which time between the assessment's Conveyance Date and Bill Date is greater than 3 years: <ul style="list-style-type: none"> Supplemental Assessment Number Parent Assessment Number to which the supplemental assessment is tied Conveyance Number Conveyance Date Bill Date if a bill is generated Number of months between assessment's Conveyance Date and Bill Date 	Must Have
BIL-3-6-9	Secured Supplemental Bill By Zip Code	The system will provide the ability to generate a bill file containing the print images of the monthly supplemental bills sorted by Mail-To Zip. The individual data elements are listed in the Interface document.	Must Have
BIL-3-6-10	Secured Supplemental Bill Count and Amount	The system will provide the ability to generate the following count and amount information for a bill file: <ul style="list-style-type: none"> The number of monthly supplemental bills Total Tax Amount of all monthly supplemental bills 	Must Have
BIL-3-7	Generate Transfer Bills Requirements		
BIL-3-7-2	Generate Transfer Tax Bill	The system will provide the ability to generate a Transfer Tax bill per the data elements listed in the Interface Requirements document. Transfer Tax Bill shares the same file layout as Unsecured Current Year Tax Bill.	Must Have
BIL-3-7-2	Secured to Unsecured Transfer List and History	The system will provide the ability to do the following: <ul style="list-style-type: none"> Mark and provide the ability to view all secured unpaid assessments which are to be transferred to the Unsecured Extended Tax Roll. View the origin of the bill in unsecured transfer bills along with all the history. Suppress filing of a lien for under a user defined amount for unsecured transfer bills. (Currently this amount is \$10 but the system will have the ability for user to change this amount) 	Must Have
BIL-3-8	Generate Current Year Unsecured Bills Requirements		
BIL-3-8-1	Current Year Unsecured Extended Roll Data	The system will provide the ability to populate each current year unsecured bill with the same assessment and tax liability data from the corresponding current year unsecured assessment as provided in Extended Tax Roll.	Must Have
BIL-3-8-2	Generate Current Year Unsecured Tax Bill	The system will provide the ability to generate a Current Year Unsecured Tax bill per the data elements listed in the Interface Requirements document.	Must Have
BIL-3-8-2	Current Year Unsecured Conditions	The system will provide the ability to generate a current year unsecured bill for each current year unsecured assessment meeting the following conditions: <ul style="list-style-type: none"> The assessment is valid for the current Tax Year. The assessment's Total Tax Amount is greater than or equal to the minimum amount specified in the system for billing. 	Must Have
BIL-3-8-2	Current Year Unsecured Delinquent Amount	The system will provide the ability to calculate the Total Delinquent Amount for a current year unsecured bill as follows: <ul style="list-style-type: none"> For each Taxing Agency Name with a positive Tax Levy Amount, set the Delinquent Penalty Amount = Tax Levy Amount x 10%, and drop any fractional cents from the calculation results. Set the Total Delinquent Amount = Base Tax Amount + Delinquent Penalty Amount for all tax types. 	Must Have
BIL-3-8-2	Current Year Unsecured Minimum Amount	The system will provide the ability to maintain and modify the minimum amount for current year unsecured billing.	Must Have
BIL-3-8-2	Current Year Unsecured Delinquent Date	The system will provide the ability to set the Delinquent Date for each current year unsecured bill as follows: <ul style="list-style-type: none"> If the Bill Date is prior to August 1, set the Delinquent Date to August 31. If the Bill Date is after July 31, set the Delinquent Date to the last day of the month following the bill's Bill Date. 	Must Have
BIL-3-8-2	Current Year Unsecured Delinquent Date Override	The system will provide the ability for a user to override the system generated Delinquent Due Date with an override reason option available. <ul style="list-style-type: none"> User Credentials Delinquent Due Date Override Reason 	Must Have
BIL-3-8-2	Unsecured Delinquent Penalties, Fees, and Costs	The system will provide the ability to include delinquent penalties and fees as follows: <ul style="list-style-type: none"> 10% Penalty after the delinquent date 1.5% Additional Penalty two months following the delinquent date applied to unpaid base tax amount Notice of Enforcement (NOE) fee as directed by the County (currently \$20) Notice of Lien (NOL) fee as directed by the County (currently \$29) For Rollover bills, \$10.00 Costpenalty when bill is transferred from the Secured Extended Roll to the Unsecured Extended Roll 	Could Have
BIL-3-8-4	Current Year Unsecured by Zip Code	The system will provide the ability to generate a bill file containing the print images of the current year unsecured bills sorted by Mail-To Zip.	Should Have

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BIL-3-8-4	Current Year Unsecured Count and Amount	The system will provide the ability to generate the following count and amount information for a bill file: <ul style="list-style-type: none"> • The number of current year unsecured bills • Total Tax Amount of all current year unsecured bills 	Must Have
BIL-3-9	Generate Unsecured Supplemental Bills Requirements		
BIL-3-9-1	Unsecured Supplemental Bill Extended Tax Roll	The system will provide the ability to populate each monthly supplemental bill with the same assessment and tax liability data from the corresponding supplemental assessment as provided in Extended Tax Roll. Unsecured Supplemental Tax bill shares the same file layout as Unsecured Current Year Tax Bill.	Must Have
BIL-3-9-2	Generate Unsecured Supplemental Tax Bill	The system will provide the ability to generate an Unsecured Supplemental Tax bill per the data elements listed in the Interface Requirements document.	Must Have
BIL-3-9-2	Generate Unsecured Supplemental Bill	The system will support generating the Unsecured Supplemental Tax Bills each month based on the extended unsecured supplemental roll.	Must Have
BIL-3-9-2	Unsecured Supplemental Bill	The system will provide the ability to view Unsecured Supplemental Bills by tax bill detail	Must Have
BIL-3-9-2	Unsecured Supplemental Bill Set Minimum Delinquent Amount	The system will provide the ability to maintain and modify the minimum tax amount for supplemental billing via a user interface.	Must Have
BIL-3-9-2	Unsecured Supplemental Bill Delinquent Date	The system will provide the ability to set the Delinquent Date for each unsecured supplemental bill as follows: <ul style="list-style-type: none"> • If the Bill Date is prior to the 15th of the month, the due date is the end date of the following month . • If the Bill Date is on or after the 15th of the month, the due date is the end date of the second month. 	Must Have
BIL-3-9-2	Unsecured Supplemental Bill Delinquent Date Override	The system will provide the ability for a user to override the system generated Delinquent Due Date with an override reason option available. <ul style="list-style-type: none"> • User Credentials • Delinquent Due Date • Override Reason 	Must Have
BIL-3-9-2	Unsecured Supplemental Bill Delinquent Amount	The system will provide the ability to set the Total Delinquent Amount as follows: <ul style="list-style-type: none"> • For each Taxing Agency Number with a positive Tax Levy Amount for the current Tax Year , set the Delinquent Penalty Amount = Tax Levy Amount x 10% • Set the Total Delinquent Amount = Supplemental Base Tax Amount + Delinquent Penalty Amount for all tax types. • Notice of Enforcement (NOE) fee as directed by the County (currently \$20) • Notice of Lien (NOL) fee as directed by the County (currently \$29) 	Could Have
BIL-3-9-4	Unsecured Supplemental Bill By Zip Code	The system will provide the ability to generate a bill file containing the print images of the monthly unsecured supplemental bills sorted by Mail-To Zip .	Must Have
BIL-3-9-4	Suppress Minimum Tax Bills	The system will provide the ability to suppress printing of a tax bill if the tax liability does not meet a minimum configurable threshold amount determined by the County, allow for mass suppressions based on a list of assessments created by the County, and allow for the independent ability to suppress printing at will and on demand for any legitimate business purpose, such as payment adjustments or corrections. For the above events, the system must track the tax bill that was suppressed and that was not included in the print image.. Note: If tax liability is flagged for bankruptcy, the system will suppress tax bills and notices identified by authorized users.	Must Have
BIL-3-10	Generate Updated Unsecured Supplemental Bills Requirements		
BIL-3-10-1	Updated Unsecured Supplemental Bill Extended Tax Roll	The system will provide the ability to populate each monthly supplemental bill with the same assessment and tax liability data from the corresponding supplemental assessment as provided in Extended Tax Roll.	Must Have
BIL-3-10-2	Generate Updated Unsecured Supplemental Tax Bill	The system will provide the ability to generate an Unsecured Supplemental Tax bill per the data elements listed in the Interface Requirements document. Unsecured Supplemental Tax bill shares the same file layout as Unsecured Current Year Tax Bill.	Must Have
BIL-3-10-3	Unsecured Supplemental Bill Penalty	The system will provide the ability to calculate the supplemental penalty for each supplemental assessment meeting the following conditions: <ul style="list-style-type: none"> • The supplemental bill is extended on a monthly schedule for all Supplemental Assessments generated for the time period. • Penalty Amount is in addition to the supplemental penalty tax liability. • The Payment Status associated with the supplemental bill is "Unpaid". • If the monthly supplemental bill's Supplemental Bill Type is "unsecured", the system date is past the Delinquent Date . • Notice of Enforcement (NOE) fee as directed by the County (currently \$20) • Notice of Lien (NOL) fee as directed by the County (currently \$29) 	Must Have
BIL-3-10-4	Updated Unsecured Supplemental Bill	The system will provide the ability to generate an updated Unsecured Supplemental Tax Bill to inform taxpayer that the payment received is shy payment or no payment.	Must Have
BIL-3-11	Generate Current Year Notice of Enforcement Requirements		
BIL-3-11-1	Generate Notice of Enforcement	The system will provide the ability to generate a Notice of Enforcement for all unsecured bills that are delinquent and assign a unique Notice Number for tracking purposes.	Must Have
BIL-3-11-2	View All Assessments with Notice of Enforcement	The system must provide the ability to view all assessments that have a Notice of Enforcement assigned including assigned Notice Number.	Should Have
BIL-3-11-3	View Assessments by Tax Year with Notice of Enforcement	The system must provide the ability to view all assessments by tax year that have a Notice of Enforcement assigned by Assessment Number and Notice Number.	Should Have
BIL-3-12	Generate Prior Year Notice of Enforcement Requirements		
BIL-3-12-1	Prior Year Notice of Enforcement	The system will provide the ability to generate notice of enforcement for all unsecured billings that are created on the prior year roll that become delinquent in the prior year.	Should Have
BIL-3-12-1	View All Prior Year Notice of Enforcement	The system will provide the ability to view all assessments along with their details which have notice of enforcement due.	Must Have
BIL-3-13	Generate Updated Secured Bills Requirements		
BIL-3-13-1	Generate Updated Secured Tax Bill	The system will provide the ability to generate an Updated Secured Tax bill per the data elements listed in the Interface Requirements document.	Must Have
BIL-3-13-2	Updated Secured Tax Bill Generation	The system will provide the ability to do the following: <ul style="list-style-type: none"> • Generate an updated secured tax bill that results in an adjusted tax liability due to roll changes. The amount on the updated secured tax bill reflects the total new tax liability amount. 	Must Have

Functional Requirements

BIL-3-13-3	Updated Secured Tax Bill Penalty	<p>The system will calculate the penalty for each updated secured assessment meeting the following conditions:</p> <ul style="list-style-type: none"> • The 1st Installment tax liability remains unpaid by the Payment Effective Date on or before April 10th of the tax year due . • The 2nd Installment tax liability remains unpaid by the Payment Effective Date on or before June 30th of the tax year due . <p>Note: The system will provide the ability to adjust penalties. In addition, for assessments flagged for Bankruptcy, the system will provide the ability for an authorized user to select either to continue or stop an assessment from accruing penalties.</p>	Must Have
BIL-3-13-4	Print Updated Secured Tax Bill	<p>The system will provide the ability to do the following for an updated secured tax bill:</p> <ul style="list-style-type: none"> • List all fields as listed in the secured tax bill • List the date of creation of the updated secured tax bill • List the reason attributed to the creation of the updated secured tax bill • List new updated taxes • List Penalties if any • List Fees if any • List the pay by date • Provide a link to the secured 4-Year Payment Plan option for the tax payer if the assessment has not defaulted 	Must Have
BIL-3-14	Generate Updated Secured Supplemental Bills Requirements		
BIL-3-14-1	Generate Updated Secured Supplemental Tax Bill	<p>The system will provide the ability to follow all rules (for reconcile extension, generate, review, print and reconcile) as specified in Generate Secured Supplemental Bills requirements for the Generate Secured Supplemental Bills process as specified in this document.</p> <p>The system will provide the ability to generate an Updated Secured Supplemental Tax bill per the data elements listed in the Interface Requirements document.</p>	Must Have
BIL-3-14-2	Updated Secured Supplemental Tax Bill Generation	<p>The system will provide the ability to do the following:</p> <ul style="list-style-type: none"> • Generate an updated secured supplemental tax bill that result due to change in payment status • Generate an updated secured supplemental tax bill that result due to adjusted tax liability due to roll changes. 	Must Have
BIL-3-14-3	Updated Secured Supplemental Tax Bill Penalty	<p>The system will calculate the supplemental penalty for each secured supplemental assessment meeting the following conditions:</p> <ul style="list-style-type: none"> • A secured supplemental bill was generated for the secured supplemental assessment. • Secured Supplemental Tax Bill penalty is in addition to existing secured supplemental tax liabilities, penalties and fees. • The Payment Status of one or more installments associated with the secured supplemental bill is Unpaid or short. • The system date is past the 1st installment's Delinquent Date but before June30June 30. • The system date is past the 2nd installment's Delinquent Date but before June30. <p>Note: The system will provide the ability to adjust penalties. In addition, for assessments flagged for Bankruptcy, the system will provide the ability for an authorized user to select either to continue or stop an assessment from accruing penalties June 30.</p>	Must Have
BIL-3-14-4	Print Updated Secured Supplemental Tax Bill	<p>The system will provide the ability to do the following for an updated secured supplemental tax bill:</p> <ul style="list-style-type: none"> • List all fields as listed in the secured supplemental tax bill within the Interface document • List the date of creation of the updated secured supplemental tax bill • List the reason attributed to the creation of the updated secured supplemental tax bill • List supplemental taxes • List supplemental penalties if any • List fees if any • Billed in two installments with due date • Provide a link to the secured 4-Year Payment Plan option for the taxpayer if the assessment has not defaulted 	Must Have
BIL-3-15	Generate Updated Unsecured Bills Requirements		
BIL-3-15-2	Updated Secured Tax Bill	<p>The system will provide the ability to follow all rules (for reconcile extension, generate, review, print and reconcile) as specified in Generate Current Year Unsecured Bills requirements for the Generate Current Year Unsecured Bills process as specified in this document.</p> <p>The system will provide the ability to generate an Updated Secured Tax bill per the data elements listed in the Interface Requirements document.</p>	Must Have
BIL-3-15-2	Updated Unsecured Tax Bill Generation	<p>The system will provide the ability to do the following:</p> <ul style="list-style-type: none"> • Generate an updated unsecured tax bill as a to change in payment status • Generate an updated unsecured tax bill due to adjusted tax liability due to roll changes. 	Must Have
BIL-3-15-2	Updated Unsecured Tax Bill Penalty	<p>The system will calculate the penalty for each updated unsecured assessment meeting the following conditions:</p> <ul style="list-style-type: none"> • An unsecured bill was generated for the updated unsecured assessment for the tax year. • Determine if the tax liability has been paid timely and in full, if not timely or short pay, the system will apply Fees, Cost, and Penalties against the assessment. <ul style="list-style-type: none"> <input type="checkbox"/> Apply Fee - If payment has not been made by close of business day on August 31st, the system will apply Cost against the assessment in the amount stated by the County (currently \$20.00) on the 1st of the month following the due date. <input type="checkbox"/> Apply Fee – If the tax liability remains delinquent after close of business on October 31st, the system will apply an additional Penalty in the amount stated by the County (currently \$29.00) <input type="checkbox"/> Application of Penalty – If the payment has not been made by close of business day on August 31st, the system will apply a Penalty amount. The amount of Penalty percentage as determined by the County (currently 10%). <input type="checkbox"/> Application of Additional Penalty - If the tax liability remains delinquent after close of business on October 31st, the system will apply Penalty each month against the tax liability until paid. The amount of Penalty will be determined by the County (currently 1.5%). <p>Note: The system will provide the ability to adjust penalties. In addition, for assessments flagged for Bankruptcy, the system will provide the ability for an authorized user to select either to continue or stop an assessment from accruing penalties.</p> <p>Note: If the Delinquent Date falls on a weekend or holiday, the system will set the Delinquent Date to the next business day.</p>	Must Have
BIL-3-16	Generate Updated Unsecured Prior Year Bills Requirements		

Functional Requirements

BIL-3-16-1	Generate Updated Unsecured Prior Year Tax Bill	The system will provide the ability to follow all rules (for reconcile extension, generate, review, print and reconcile) as specified in Generate Current Year Unsecured Bills requirements for the Generate Current Year Unsecured Bills process as specified in this document. The system will provide the ability to generate an Updated Unsecured Prior Year Tax bill per the data elements listed in the Interface Requirements document. Updated Unsecured Prior Year Tax bill shares the same file layout as Unsecured Current Year Tax Bill. In addition, for assessments flagged for Bankruptcy the system will provide the ability for an authorized user to select either to continue or stop an assessment from accruing penalties.	Must Have
BIL-3-16-2	Updated Unsecured Prior Year Tax Bill Generation	The system will provide the ability to do the following: • Generate an updated unsecured tax bill that result due to change in payment status • Generate an updated unsecured tax bill that result due to adjusted tax liability due to roll changes.	Must Have
BIL-3-16-3	Updated Unsecured Prior Year Tax Bill Penalty	The system will calculate the penalty for each unsecured prior year assessment meeting the following conditions: • A current year unsecured bill was generated for the unsecured prior year assessment • Unsecured prior year tax bill penalty is in addition to existing unsecured tax liabilities, penalties and fees. The Payment Status associated with the unsecured tax bill is Unpaid or short. Note: The system will provide the ability to adjust penalties. In addition, for assessments flagged for Bankruptcy, the system will provide the ability for an authorized user to select either to continue or stop an assessment from accruing penalties.	Must Have
BIL-3-16-4	Print Updated Unsecured Prior Year Tax Bill	The system will provide the ability to do the following for an updated unsecured prior year tax bill: • List all fields as listed in the unsecured prior year tax bill • List the date of creation of the updated unsecured prior year tax bill • Reason Code (R&T – Reason and Origin Code) • List the updated tax liability for each of the prior years • List any penalties for each of the prior years • List any fees for each of the prior years • List the total unsecured tax liability for each of the prior years (Sum of all unsecured tax liability, all Fees and all Penalties) • List the delinquency date	Must Have
BIL-3-17	Process CORTAC Enrollment Requirements		
BIL-3-17-1	CORTAC Information Bill	The system will provide the ability to ensure that when Secured Annual Tax Bill is sent for CORTAC agencies, a bill labeled as "Information Bill" will be sent to the taxpayer also with CORTAC as payment payer listed.	Must Have
BIL-3-17-2	CORTAC Enrollment	The system will provide the ability for the CORTAC Agency to enroll assessments annually by a date specified by the County. Note: The specific cut-off date will be prior to bill generation.	Must Have
BIL-3-17-3	CORTAC Data Submission Types	The system will provide the ability for CORTAC agencies to upload CORTAC enrollment data using the following ways: • Data file upload in a Los Angeles County pre-defined file format. If incorrect format is used, the system will re-format file to an acceptable format. • Online data upload using a web interface	Must Have
BIL-3-17-4	CORTAC Data Saving	The system will save all CORTAC enrollment data passing validation.	Must Have
BIL-3-17-5	Assign CORTAC Agency Number to first time CORTAC enrollees	The system will assign a CORTAC Agency Number to each CORTAC agency during CORTAC enrollment, if the agency is enrolling in CORTAC for the first time.	Must Have
BIL-3-17-6	CORTAC Data Testing	The system will provide the ability for CORTAC agencies to test CORTAC parcel data using the following ways: • Data file upload in a Los Angeles County pre-defined file format • Online data upload using a web interface	Must Have
BIL-3-17-7	CORTAC Data Testing Validation	The system will validate all CORTAC enrollments as received by the CORTAC agencies for each tax year.	Must Have
BIL-3-17-8	CORTAC Data Testing Validation Failure	The system will identify any CORTAC enrollment data failing validation and prompt the CORTAC agency to re-enter the data online or resend the corrected data file.	Must Have
BIL-3-17-9	CORTAC Successful Testing Notification	The system will notify the CORTAC agency if a data file or online data entry is successful.	Must Have
BIL-3-18	Process Bulk Payer Enrollment Requirements		
BIL-3-18-1	Bulk Payer Enrollment	The system will provide the ability for a taxpayer with multiple tax liabilities to enroll as a bulk payer.	Must Have
BIL-3-18-2	Identify TaxPayers with Large Tax Liabilities	The system will identify taxpayers that enroll as a bulk payer that exceeds County defined threshold (currently the County defined threshold for large taxpayers with multiple annual tax liabilities in excess of \$50,000).	Must Have
BIL-3-18-3	Track Bulk Payer Refunds	The system will provide the ability to provide a batch number for refunds sent to a Bulk Payer. The refunds will list all the refunds by assessment number and tax year.	Must Have
BIL-3-18-4	Bulk Payer Enrollment Packet	The system will provide the ability to provide enrollment packet to a bulk payer agency for registration. The data enrollment packet will contain: • Methods of submission of Bulk Payer data • Provide link for submission of data • Los Angeles County defined format for the file to be submitted • Dates for Processing • Instructions for Submission	Must Have
BIL-3-18-5	Bulk Payer Data Submission Types	The system will provide the ability for bulk payers to enter parcel data using the following ways: • Data file upload in a Los Angeles County pre-defined file format • Online data submission using a web interface In addition, the system will alert user of successful uploads to a designated County portal.	Must Have
BIL-3-18-6	Bulk Payer Data Saving	The system will save all bulk payer enrollment data passing validation.	Must Have
BIL-3-18-7	Bulk Payer Tax Servicing Agency Number	The system will assign a Bulk Payer Tax Servicing Agency Number to each Bulk Payer during Bulk Payer enrollment, if the Bulk Payer is enrolling for the first time.	Must Have
BIL-3-19	Identify Top 20 Taxpayers Requirements		
BIL-3-19-1	Identify Top 20 TaxPayers	The system will provide the ability to generate, view and store the following lists based on extended roll: • Compile the list of top 20 taxpayers based on Extended Secured Tax Roll • Compile the list of top 20 taxpayers based on Extended Unsecured Tax Roll	Should Have
BIL-3-20	Enroll EPT Taxpayers Requirements		

Functional Requirements

BIL-3-20-1	Extended Roll EPT Identification	The system will provide the ability to identify the taxpayers which qualify for EPT using the following conditions: <ul style="list-style-type: none"> • Taxpayer is not registered as an EPT payer and has tax liabilities of more than user defined dollar amount due on single property tax installment (currently this single tax liability limit is \$25K for a tax year) as they appear on the extended tax roll (both secured and unsecured). • Taxpayer is not registered as an EPT payer and has tax liabilities that exceed County defined threshold on multiple properties (currently this combined tax liability threshold is \$50K for a tax year) as they appear on the extended tax roll (both secured and unsecured). 	Should Have
BIL-3-20-2	Assign EFT Unique Identification Number	The system will assign an EPT Unique Identification Number that will be used on all bills and correspondence for mandatory and volunteer EPT payers.	Should Have
BIL-3-20-3	EPT Registration Number	The system will provide the ability to assign a unique EPT Registration Number for each volunteer/mandated EPT Taxpayer.	Should Have
BIL-4	REPORTING/FORM REQUIREMENTS		
BIL-4-1	Count and Amount Report for Print Image	The system must be able to create a counts and amount summary for each print image by tax type and total due to be sent along with the print image file. This report will validate the number of print images as well as a summary of the target bills.	Must Have
BIL-4-2	Roll Extension Report for Audit History	The system must be able to create an audit history report for the extended roll. The extended roll is a snapshot of the roll after roll extension for each roll type.	Should Have
BIL-4-3	Generate CORTAC Enrollment Letter	The system will provide the ability to generate a CORTAC Enrollment letter for each tax year that identifies the parcels being enrolled.	Could Have
BIL-4-4	Generate EPT Enrollment Letter	The system will provide the ability to generate an EPT Enrollment letter for each Assessee that exceeds the threshold for EPT enrollment. <p style="text-align: right;">Note: The system will verify that the Assessee is not currently enrolled in EPT for the tax year.</p>	Could Have
BIL-4-5	Generate ACH Credit Letter	The system will provide the ability to generate an ACH Credit bank authorization letter. The letter is sent to the taxpayer when enrollment payment type is ACH Credit.	Could Have
BIL-4-6	Secured Supplemental Bill Report	The system will provide the ability to create a supplemental performance metrics report showing the lead time in number of months from when supplemental events occurred to when billing is processed by the system for supplemental assessments with a net increase in taxes greater than the minimum tax amount as specified in the system, with the following data: <ul style="list-style-type: none"> • Report creation month and year. • The total number of supplemental assessments processed, broken down by the number of months from the supplemental assessment's Effective Date to the Bill Date. • The total tax amount of supplemental assessments processed, broken down by the number of months from the supplemental assessment's Effective Date to the Bill Date. <p>The average and median number of months elapsed between the supplemental assessment's Effective Date to the Bill Date.</p>	Should Have
BIL-4-7	Secured Supplemental Bill Report for Assessments Greater Than 3 Years	The system will provide the ability to create a supplemental performance metrics report listing the following data for supplemental assessments for which time between the assessment's Conveyance Date and Bill Date is greater than 3 years: <ul style="list-style-type: none"> • Supplemental Assessment Number • Parent Assessment Number to which the supplemental assessment is tied • Conveyance Number • Conveyance Date • Bill Date if a bill is generated • Number of months between assessment's Conveyance Date and Bill Date. 	Should Have
BIL-4-8	Billing Reports	The system will provide the ability to generate configurable statistical reports. Including, but not limited to: <ul style="list-style-type: none"> • Tax Bill Printing Report • Annual Tax Roll Activity Report 	Must Have
BIL-5	WEB PORTAL REQUIREMENTS		
BIL-5-1	Access to Web Portal	The system will provide the public the ability to submit general requests, upload documents, and track the status of the request via a web portal compatible with desktop and mobile devices. The web portal should: <ul style="list-style-type: none"> • Allow the public to request and view, print, or email property tax bills, including but not limited to Secured Extended Roll and Unsecured Extended Roll. • Allow the public to view up-to-date tax liability balances, including but not limited to Secured Extended Roll, Unsecured Extended Roll, and Payment Plans. • Allow Outside Agency to enroll (for details, please see section BIL-5) 	Should Have
BIL-5-2	CORTAC Enrollment Interface	The system will provide the ability to allow agencies to sign up for CORTAC enrollment via an external web interface for the following data: <ul style="list-style-type: none"> • CORTAC Agency Number • CORTAC Agency Name • CORTAC Agency Mailing Address • CORTAC Agency Contact Name • CORTAC Agency Contact Address • CORTAC Agency Contact Phone Number • Branch Number • Branch Name 	Should Have
BIL-5-3	CORTAC Data Interface	The system will provide the ability to capture online the following CORTAC enrollment data for each parcel being enrolled during CORTAC enrollment: <ul style="list-style-type: none"> • Tax Year • CORTAC Agency Number – User Input • Lender Name • Assessor Identification Number • Party of Interest Name • Party of Interest Address • Assessment Bill Type – User Input and will be Electronic or Paper Bill • Loan Number – User Input (annual update not maintained) 	Should Have
BIL-5-4	CORTAC Data File Format Interface	The system will provide the ability to capture the following CORTAC enrollment data for each parcel being enrolled during CORTAC enrollment: <ul style="list-style-type: none"> • Tax Year – User Input • CORTAC Agency Number – User Input • Branch Number – User Input • Branch Name – User Input • Lender Name • Parcel Number • Loan Number – User Input 	Should Have

Functional Requirements

BIL-5-5	CORTAC Data Interface Actions	<p>The system will provide the ability perform the following actions for all CORTAC enrollment data real-time as follows:</p> <ul style="list-style-type: none"> • Validate integrity of the submitted file for a CORTAC data file sent • Validate format of the submitted file for a CORTAC data file sent • Validate Assessment Number exists in the system. • Validate Assessment Number associated with the APN in the previous Tax Year was taxable. • Validate Tax Year is for the upcoming tax year. • Validate County Code is for the Los Angeles County. • Validate Branch Number is provided (i.e., the field is not NULL). • Validate Branch Name is provided (i.e., the field is not NULL). • Validate Loan Number is provided (i.e., the field is not NULL). • Validate the total number of bills • Validate the total dollar amount as stated in the file • Reconcile the dollar amount at total level and individual assessment level • Validate Billing Identification Number for each assessment listed in the data file • Will tag the assessment account as impound account and link the agency to the assessment account to the CORTAC agency for the tax year stated if the data file or online record passes all the validation tests • Report to the CORTAC agency all validation failure related to a specific data file • Any validation failure will result in rejecting the data file and will require resubmission with the error/inconsistency corrected by the CORTAC agency. 	Should Have
BIL-5-6	CORTAC Data Interface Failure	The system will provide the ability to identify any CORTAC enrollment data failing validation, and prompt the CORTAC agency to re-enter the data or resend the file.	Should Have
BIL-5-7	CORTAC Data Store	The system will provide the ability to save all CORTAC enrollment data passing validation in .	Should Have
BIL-5-8	Bulk Payer Enrollment Interface	The system will provide the ability to allow agencies to sign up for Bulk Payer enrollment via an external web interface.	Should Have
BIL-5-9	Bulk Payer Data Online Interface	<p>The system will provide the ability to capture the following bulk payer enrollment data for each parcel being enrolled:</p> <ul style="list-style-type: none"> • Bulk Payer Number – User Input • Bulk Payer Name – Automatically populated with data existing in eTAX • Bulk Payer Mailing Address – Automatically populated with data existing in eTAX • Bulk Payer Contact Phone Number Assessment Number – Automatically populated with data existing in eTAX • Billing Identification Number – User Input • Assessment Bill Type – User Input and will be Electronic or Paper Bill • Tax Year – User Input 	Should Have
BIL-5-10	Bulk Payer Data File Format Interface	<p>The system will provide the ability to capture online the following bulk payer enrollment data for each parcel being enrolled during bulk payer enrollment:</p> <ul style="list-style-type: none"> • Bulk payer Tax Servicing Agency Number – User Input • Billing Identification Number – User Input • Assessment Bill Type – User Input and will be Electronic or Paper Bill • Tax Year – User Input • County Code – User Input 	Should Have
BIL-5-11	Bulk Payer Data Interface Actions	<p>The system will provide the ability perform the following actions for all bulk payer enrollment data real-time as follows:</p> <ul style="list-style-type: none"> • Validate integrity of the submitted file for a bulk payer data file sent • Validate format of the submitted file for a bulk payer data file sent • Validate Assessment Number exists in the system. • Validate Assessment Number associated with the APN in the previous Tax Year was taxable. • Validate Tax Year is for the upcoming tax year. • Validate County Code is for the Los Angeles County. • Validate Branch Number is provided (i.e., the field is not NULL). • Validate Branch Name is provided (i.e., the field is not NULL). • Validate Loan Number is provided (i.e., the field is not NULL). • Validate the total number of bills • Validate the total dollar amount as stated in the file • Reconcile the dollar amount at total level and individual assessment level • Validate Billing Identification Number for each assessment listed in the data file • Will tag the assessment account as impound account and link the agency to the assessment account to the bulk payer for the tax year stated if the data file or online record passes all the validation tests • Report to the bulk payer all validation failure related to a specific data file • Any validation failure will result in rejecting the data file and will require resubmission with the error/inconsistency corrected by the bulk payer 	Should Have
BIL-5-12	Bulk Payer Data Interface Failure	The system will provide the ability to identify any bulk payer enrollment data failing validation, and prompt the bulk payer to re-enter the data or resend the file.	Should Have
BIL-5-13	Bulk Payer Data Store	The system will provide the ability to save all bulk payer enrollment data passing validation in .	Should Have
BIL-5-14	EPT Enrollment Single Parcel	<p>The system will provide the ability to save capture the following data during electronic billing enrollment:</p> <ul style="list-style-type: none"> • EPT Registration Number • Tax Year – tax year for which the assessee is signing up • Tax Type – either secured or unsecured • Assessee Name • Assessee Contact Information • EPT Payer Name – Note: May be the same as the Assessee or other designated person paying tax liability • EPT Payer Mailing Address • EPT Payer Contact Name • EPT Payer Contact Address • EPT Payer Contact Phone Number Assessment Number • Assessment Number • Parcel Number – parcel number from the prior year extended tax roll • Electronic Billing E-Mail Address • Method of Payment (credit or Automated Clearing House (ACH) Debit/Credit Electronic Bank Transfer, Wire Payment) <ul style="list-style-type: none"> <input type="checkbox"/> Credit – Need Credit Card Information including card type, number, expiration, and security code <input type="checkbox"/> ACH – Debit needs voided check and bank letter authorization. Credit – letter is sent to the taxpayer with County banking information. <input type="checkbox"/> Wire – Date and Payment information 	Should Have

Functional Requirements

BIL-5-15	EPT Enrollment Multiple Parcels	<p>The system will provide the ability to save capture the following data during electronic billing enrollment:</p> <ul style="list-style-type: none"> • EPT Registration Number • Tax Year – tax year for which the assessee is signing up • Tax Type – either secured or unsecured • Assessee Name • Assessee Contact Information • EPT Registration Number • EPT Payer Name – Not: May be the same as the Assessee or other designated person paying tax liability • EPT Payer Mailing Address • EPT Payer Contact Name • EPT Payer Contact Address • EPT Payer Contact Phone Number Assessment Number • Each Assessment Number(s) – the assessee's Assessment Number for all parcels to be enrolled in EPT for the previous Tax Year 's roll • Electronic Billing E-Mail Address • Method of Payment (credit or Automated Clearing House (ACH) Debit/Credit Electronic Bank Transfer, Wire Payment) <input type="checkbox"/> Credit – Need Credit Card Information including card type, number, expiration, and security code <input type="checkbox"/> ACH – Debit needs voided check and bank letter authorization. Credit – letter is sent to the taxpayer with County banking information. <input type="checkbox"/> Wire – Date and Payment information 	Should Have
BIL-5-16	EPT Data Interface	<p>The system will provide the ability to capture electronically the following EFT enrollment data for each parcel being enrolled during CORTAC enrollment or Bulk Payer (assessee or staff are authorized users of the interface):</p> <ul style="list-style-type: none"> • EPT Registration Number • EPT Registration Number – User Input • EPT Payer Name – Automatically populated with data existing in eTAX • EPT Payer Mailing Address – Automatically populated with data existing in eTAX • EPT Payer Contact Name – Automatically populated with data existing in eTAX • EPT Payer Contact Address – Automatically populated with data existing in eTAX • EPT Payer Contact Phone Number Assessment Number – Automatically populated with data existing in eTAX • Billing Identification Number – User Input • Roll Type (secured or unsecured) • Parcel Number(s) • Tax Year – User Input • Branch Number – User Input (CORTAC Only) • Branch Name – User Input (CORTAC Only) • Loan Number – User Input (CORTAC Only) 	Should Have
BIL-5-17	EPT Data Validations	<p>The system will perform the following actions all electronic billing enrollment data real-time as follows:</p> <ul style="list-style-type: none"> • EPT Registration Number • Validate that the Assessee Name is a valid Assessee Name for the previous Tax Year on the roll for which the enrollee is attempting to sign-up. • Validate that the Tax Year is for the upcoming tax year. • Validate that the either secured or unsecured roll is selected. • Validate that the Assessment Number exists on the previous Tax Year 's roll. • Validate the Parcel Number(s) • Validate that the Electronic Billing E-Mail Address is provided (i.e., the field is not NULL) and the format is validated (xxxx@yyyy.zzz). The system will send a test email to that address containing a link for confirmation. • EPT Payer Name • EPT Payer Mailing Address • EPT Payer Contact Name • EPT Payer Contact Address • EPT Payer Contact Phone Number • Identify any electronic enrollment data failing validation and prompt the enrollee to re-load the data. 	Should Have

Functional Requirements

Collections			
Reqmt	Functional Requirements	Requirement Description	County Priority
COL-1	GENERAL REQUIREMENTS		
COL-1-1	Maintain Payment Information and History	The system will maintain all current and historical payment information.	Must Have
COL-1-2	Query Payment Information and History	The system will provide the ability to query current and historical payment information.	Must Have
COL-1-3	Maintain Refund Information and History	The system will maintain all current and historical refund information.	Must Have
COL-1-4	Query Refund Information and History	The system will provide the ability to query current and historical refund information.	Must Have
COL-1-5	Display Outstanding Tax Liability	The system will provide the ability to display the outstanding (i.e., unpaid) tax liability information for a tax bill as the net of a tax bill's calculated tax liability amount + any applicable penalties, costs, interests, refunds, or fees – any full, partial, payment plan, or bankruptcy payments received.	Must Have
COL-1-6	Automatically Update Tax Bill Liability Amount	The system will automatically update each bill's tax liability information to reflect the latest payment and roll change information.	Must Have
COL-1-7	Access Documents Stored in TTC Document Imaging System	The system will provide the ability to access and display documents stored in the TTC document imaging system.	Must Have
COL-1-8	Query Journal Voucher Information and History	The system will provide the ability to query current and historical journal voucher information.	Should Have
COL-1-9	Generate Journal Voucher Requests	The system will provide the ability to generate journal voucher requests. The linterface will trigger Journal Vouchers into the Financial Management system (eCAPS).	Could Have
COL-1-10	Apply Payment Plan Payments Immediately	The system will apply payment plan payments to tax bills immediately upon system processing. The payment is posted and penalties are applied per the payment plan rules.	Must Have
COL-1-11	Apply Bankruptcy Payments Immediately	The system will apply bankruptcy payments to tax bills immediately upon system processing. The system will additionally be able to produce ad hoc reports for any flagged Bankruptcy Unit parcels to produce logs of payment records.	Must Have
COL-1-12	Maintain Petty Over and Petty Shy Payment Limits	The system will provide the ability to enter and maintain the petty over and the petty shy payment threshold.	Must Have
COL-1-13	Payment Effective Date	The system will provide the ability to accept a payment for a tax bill beyond the bill's delinquent date without penalties if the payment's effective date is on or before the bill's delinquent date or extended due date.	Must Have
COL-1-14	Process Payments Anytime	The system will provide the ability to process payments at anytime the system is available.	Must Have
COL-1-15	Generate Paper Receipt	The system will provide the ability to generate a customer paper receipt for any payment received in person, when requested.	Must Have
COL-1-16	Apply and Remove Fees	The system will provide the ability to apply or remove one or more Treasurer and Tax Collector fees to a tax bill by an authorized user and to track the fee application or removal .	Must Have
COL-1-17	Communicate Fees to Auditor-Controller	The system will provide tax roll fee, cost, and penalty information to the Auditor-Controller whenever TTC adds or removes fees, costs, or penalties. Information on costs and fees that are placed on the tax bill, but are not on the tax roll, is not sent to the Auditor-Controller. Example: Information on adding a secured returned item fee is not sent to the Auditor-Controller during the current fiscal year. If the secured returned item fee is not paid by the end of the fiscal year, the returned item fee information is provided to the Auditor-Controller for the following year's tax roll .	Must Have
COL-1-18	Assign Payment Effective Date	The system will allow the user to assign the payment effective date on one or more payments.	Must Have
		<p>The system will validate each payment as follows.</p> <ul style="list-style-type: none"> •Validate that the assessor identification number exists in the database. •Validate that a tax bill exists for each assessor identification number. •Validate that the installment for the tax bill associated with the assessor identification number is unpaid. •Validate if the payment is for the secured second installment, then the first installment is already paid. •If the payment is for a single secured bill: <ul style="list-style-type: none"> •Validate that the difference between the Collection Amount and the installment's outstanding current tax liability amount is equal to or within the Petty Over Amount and Petty Shy Amount , where the outstanding current tax liability amount is the net of the following: <ul style="list-style-type: none"> •☐ Total Installment Amount •☐ Delinquent Penalty Amount – if applicable •☐ Delinquent Cost – if applicable •☐ Fee Amount of any applicable fees assessed •☐ Refund Amount – if applicable •☐ Payment Amount of any payment applied (i.e., payment from previous partial payment or bankruptcy payment) •If the payment is for a single supplemental bill: <ul style="list-style-type: none"> •Validate that the supplemental Assessor Identification Number has not been moved to secured defaulted. •Validate that the difference between the Collection Amount and the installment's outstanding current tax liability amount is equal to or within the Petty Over Amount and Petty Shy Amount , where the outstanding current tax liability amount is the net of the following: <ul style="list-style-type: none"> •☐ Total Installment Amount •☐ Delinquent Penalty Amount – if applicable 	

Functional Requirements

COL-1-19-1	Validate Payment	<ul style="list-style-type: none"> •☑ Delinquent Cost – if applicable •☑ Fee Amount of any applicable fees assessed •☑ Refund Amount – if applicable •☑ Payment Amount of any payment applied (i.e., payment from previous partial payment or bankruptcy payment) •If the payment is for a secured defaulted bill: <ul style="list-style-type: none"> •Validate that the difference between the Collection Amount and the installment's outstanding current tax liability amount is equal to or within the Petty Over Amount and Petty Shy Amount , where the outstanding current tax liability amount is the net of the following: <ul style="list-style-type: none"> •☑ Total Installment Amount across all tax years •☑ Delinquent Penalty Amount across all tax years •☑ Delinquent Cost across all tax years •☑ Fee Amount of any applicable fees assessed •☑ Refund Amount – if applicable •☑ Redemption Fee •☑ Current Month Penalty Interest •☑ Payment Amount of any payment applied (i.e., payment from previous partial payment, payment plan payment, or bankruptcy payment) •If the payment is for an unsecured bill: <ul style="list-style-type: none"> •Validate that the difference between the Collection Amount and the outstanding current tax liability amount is equal to or within the Petty Over Amount and Petty Shy Amount , where the outstanding current tax liability amount is the net of the following: <ul style="list-style-type: none"> •☑ Total Tax Amount •☑ Penalty Amount – if applicable •☑ Cost Amount – if applicable •☑ Fee Amount of any applicable fees assessed •☑ Refund Amount – if applicable •☑ Payment Amount of any payment applied (i.e., payment from previous partial payment or bankruptcy payment) •If the payment is for a payment plan : <ul style="list-style-type: none"> •Validate that the payment plan is in good standing. •Validate that the Collection Amount is greater than or equal to the sum of the payment plan's current Principal Amount + Penalty Interest Amount for the current installment. If the payment is for an individual fee or individual fees: <ul style="list-style-type: none"> •Validate that the Collection Amount equals to the Fee Amount . •If the payment is for a bankruptcy case: <ul style="list-style-type: none"> •No validation is performed. •Determine if the assessor identification number is linked to another assessor identification number. The system will provide a notification to TTC Public Service when payments are applied to linked (tract map) properties. •Flag any payment failing one or more validation conditions as having payment exception, and record the specific payment exception condition. 	Must Have
COL-1-20	Apply Current Secured Payment Order of Precedence	<p>The system will apply a current secured payment based on the received date of payment and also in the following order of precedence:</p> <ul style="list-style-type: none"> •Any applicable returned item fee amount, starting with the earliest •All other applicable fee amounts, starting with the earliest •Delinquent cost •Delinquent penalty amount •Total installment amount 	Must Have
COL-1-21	Apply Unsecured Payment Order of Precedence	<p>The system will apply an unsecured payment based on the following order of precedence:</p> <ul style="list-style-type: none"> •Any applicable returned item fee amount, starting with the earliest •All other applicable fee amounts, except lien release fee , starting with the earliest •Delinquent cost •Penalty Interest (1.5%) •Delinquent penalty amount •Total installment amount •Applicable lien release fee amount 	Must Have
COL-1-22	Apply Secured Defaulted Payment Order of Precedence	<p>The system will apply a secured defaulted payment based on the following order of precedence:</p> <ul style="list-style-type: none"> •Any applicable returned item fee amount (not assessed as part of special assessment), starting with the earliest •All other applicable fee amounts, starting with the earliest •Redemption fee, starting with the earliest •Penalty Interest (Redemption penalty) accrued, starting with the earliest •Delinquent cost, starting with the earliest •Delinquent penalty amount, starting with the earliest •Total installment amount (Ad Valorem/Special Assessment/Assessor Penalty), starting with the earliest 	Must Have

Functional Requirements

COL-1-23	Partial Payments	<p>The system will handle partial payments as follows:</p> <ul style="list-style-type: none"> •Accept partial payments for all tax bill types . •If partially paid tax bill is subsequently roll corrected, re-apply previously applied payments as follows: •Remove all payments previously made to the original tax bill. •Apply all payments to the roll corrected tax bill. •Provide the ability to perform payment transfers for partially paid bills. •If a partially paid bill becomes delinquent, the delinquent penalty is calculated on the unpaid taxes only. •If a partially paid secured or secured supplemental bill is transferred to the secured defaulted roll, transfer only the unpaid balance, and calculate the redemption penalties based on the unpaid portion. •Apply partial payments to tax bills immediately upon system processing. 	Must Have
COL-1-24	Apply Secured Payments	<p>The system will apply secured payments as follows after payment validation:</p> <ul style="list-style-type: none"> •If the payment is a CORTAC/payment file/wire payment: •If a Payment Exception Condition does not exist: •For each assessor identification number listed in the CORTAC/payment file, apply the amount as specified in the CORTAC/payment file. Record the amount applied in the applicable ledger. Overpayments (including duplicate payments) are refunded. For CORTAC payments the refund is sent to the lender listed on the CORTAC payment file. •If there are unapplied funds left over after payment processing completes then record the overage amount in the unapplied ledger. •If the payment is not a CORTAC/payment file/wire payment: •If the payment does not have a Payment Exception Condition(s) , apply the payment as follows: •Apply payment to the tax bill based on the secured payment order of precedence, and record the amount applied in the applicable ledger. •If the Collection Amount is greater than the outstanding current tax liability amount, and the difference is less than the Petty Over Amount , record the remaining petty over amount in the petty overage ledger. •If the Collection Amount is less than the outstanding current tax liability amount, and the difference is less than the Petty Shy Amount, record the petty shy amount in the petty shy ledger and apply to the tax bill. •If the payment has one Payment Exception Condition whereby the outstanding current tax liability amount is less than the Collection Amount by more than the Petty Over Amount and the Mobile Home Future Taxes Flag is set, apply the payment as follows: •Apply payment to the tax bill based on the secured payment order of precedence, and record the amount applied in the applicable ledger. •Record the overage amount in the mobile home ledger and provide notification to TTC concerned parties. •If the payment has only one Payment Exception Condition whereby the outstanding current tax liability amount is less than the Collection Amount by more than the Petty Over Amount , apply the payment as follows: •Apply payment to the tax bill based on the secured payment order of precedence, and record the amount applied in the applicable ledger. •Record the overage amount in the unapplied ledger. If the payment has one Payment Exception Condition whereby the outstanding current tax liability amount is greater than the Collection Amount by more than the Petty Shy Amount , apply the payment as follows: •Apply payment to the tax bill based on the secured payment order of precedence, and record the amount applied in the applicable ledger, until the payment is exhausted. •If the payment has one or more other Payment Exception Conditions , apply each payment as follows: •Record the Collection Amount in the unapplied ledger. •If the payment has one or more other Payment Exception Conditions (Payment whereby the outstanding defaulted or Unsecured tax amount is greater or equal to the Payment Exception, apply the payment as follows: •The system should have the ability to apply payments From Secured system to Defaulted system eliminating the manual process of a Hold Out voucher. •The system should have the ability to apply payments from Secured system to Unsecured system eliminating the manual process of a Hold Out voucher. 	Must Have

Functional Requirements

COL-1-25	Apply Unsecured Payments	<p>The system will apply unsecured payments as follows after payment validation:</p> <ul style="list-style-type: none"> •If the payment is a payment file/wire payment : •If a Payment Exception Condition does not exist: •For each assessor identification number listed in the payment file, apply either the Amount to be paid as specified in the payment file, or the outstanding current tax liability amount, whichever is less, based on the unsecured payment order of precedence, and record the amount applied in the applicable ledger for the taxes and fees being paid. Continue processing until either the funds are exhausted, or all assessor identification numbers have been paid. •If there are unapplied funds left over after payment processing completes then record the overage amount in the unapplied ledger. •If the payment is not a payment file/wire payment: •If the payment does not have a Payment Exception Condition(s) , apply the payment as follows: •Apply payment to the tax bill based on the unsecured payment order of precedence, and record the amount applied in the applicable ledger. •If the Collection Amount is greater than the outstanding current tax liability amount, and the difference is less than the Petty Over Amount , record the remaining amount in the petty overage account. •If the Collection Amount is less than the outstanding current tax liability amount, and the difference is less than the Petty Shy Amount , record the petty shy amount in the petty shy ledger and apply amount to the tax bill. •If the payment has one Payment Exception Condition whereby the outstanding current tax liability amount is less than the Collection Amount by more than the Petty Over Amount and the Mobile Home Future Taxes Flag is set, apply the payment as follows: •Apply payment to the tax bill based on the unsecured payment order of precedence, and record the amount applied in the applicable ledger. •Record the overage amount in the mobile home ledger and provide notification to TTC concerned parties. •If the payment has one Payment Exception Condition whereby the outstanding current tax liability amount is less than the Collection Amount by more than the Petty Over Amount and the Bulk Transfer Future Taxes Flag is set, apply the payment as follows: •Apply payment to the tax bill based on the unsecured payment order of precedence, and record the amount applied in the applicable ledger. •Record the overage amount in the bulk transfer ledger and provide notification to TTC concerned parties. •If the payment has only one Payment Exception Condition whereby the outstanding current tax liability amount is less than the Collection Amount by more than the Petty Over Amount , apply the payment as follows: •Apply payment to the tax bill based on the unsecured payment order of precedence, and record the amount applied in the applicable ledger. •Record the overage amount in the unapplied ledger. •If the payment has one Payment Exception Condition whereby the outstanding current tax liability amount is greater than the Collection Amount by more than the Petty Shy Amount , apply the payment as follows: •Apply payment to the tax bill based on the unsecured payment order of precedence, and record the amount applied in the applicable ledger, until the payment is exhausted. •If the payment has one or more other Payment Exception Conditions , apply each payment as follows: •Record the Collection Amount in the unapplied ledger 	Must Have
COL-1-26	Apply Secured Defaulted Payments	<p>The system will apply secured defaulted payments as follows after payment validation:</p> <ul style="list-style-type: none"> •If the payment is a payment file/wire payment: •If a Payment Exception Condition does not exist: •For each assessor identification number listed in the payment file, apply the amount as specified in the payment file. Record the amount applied in the applicable ledger. Overpayments (including duplicate payments) are refunded. •If there are unapplied funds left over after payment processing completes then record the overage amount in the unapplied ledger. •If the payment is not a payment file/wire payment: •If the payment is a secured defaulted payment without Payment Exception Condition(s) , apply the payment as follows: •Apply full payment based on the secured defaulted bill payment order of precedence, and record the amount applied in the applicable ledger. •If the Collection Amount is greater than the outstanding current tax liability amount, and the difference is less than the Petty Over Amount , record the remaining petty over amount in the petty overage ledger. •If the Collection Amount is less than the outstanding current tax liability amount, and the difference is less than the Petty Shy Amount , record the petty shy amount in the petty shy ledger and apply amount to the tax bill. •If the payment has only one Payment Exception Condition whereby the outstanding current tax liability amount is less than the Collection Amount by more than the Petty Over Amount , apply the payment as follows: •Apply full payment based on the secured defaulted bill payment order of precedence. •Record the overage amount in the unapplied ledger. •If the payment has only one Payment Exception Condition whereby the outstanding current tax liability amount is greater than the Collection Amount by more than the Petty Shy Amount , apply the payment as follows: •Apply payment based on the secured defaulted payment order of precedence, and record the amount applied in the applicable ledger, until the payment is exhausted. •If the payment has one or more other Payment Exception Condition(s) , apply each payment as follows: •Record the Collection Amount in the unapplied ledger 	Must Have
		<ul style="list-style-type: none"> •Apply payment based on the secured defaulted payment order of precedence, and record the amount applied in the applicable ledger, until the payment is exhausted. •If the payment has one or more other Payment Exception Condition(s) , apply each payment as follows: •Record the Collection Amount in the unapplied ledger 	

Functional Requirements

COL-1-27	Apply Payment Plan Payments	<p>Identify parcels with 4 pay plans. Identify parcels with five pay plans. The system will process payment plan payments as follows:</p> <ul style="list-style-type: none"> •For all payments without Payment Exception Condition(s), apply each payment as follows: •If the payment is for a secured defaulted bill, apply the sum of payment to the Fee Amount[5-Pay Payment Plan] + Penalty Interest Amount [5-Pay Payment Plan] with the remainder applied as Principal Amount[5-Pay Payment Plan] based on the secured defaulted payment order of precedence •If the payment is for a secured bill, apply the sum of payment to the Fee Amount[4-Pay Payment Plan] +20% payment amount toward the tax, leaving a balance of tax only, with no penalty and no interest, and record the amount applied in the applicable ledger. •If the payment is for an unsecured bill, apply the sum of payment to the Fee Amount + Penalty Interest Amount with the remainder applied as Principal Amount based on the unsecured payment order of precedence, and record the amount applied in the applicable ledger for the taxes and fees being paid. •For all other payments with one or more Payment Exception Condition(s), apply each payment as follows: •Record the Collection Amount in the unapplied ledger. 	Must Have
COL-1-28	Apply Bankruptcy Payments	<p>The system will process bankruptcy payments as follows:</p> <ul style="list-style-type: none"> • Apply each payment as follows: •Apply payment to each tax bill in the bankruptcy case based on the order of precedence defined in the Bankruptcy Management functional specifications. See the LA County eTAX Functional Requirements Matrix - Bankruptcy Management. Any payments held in the bankruptcy ledger for the bankruptcy are also used in conjunction with the payment for payment application. •For each tax bill, apply payment to the tax bill based on the unsecured, secured, and secured defaulted payment order of precedence. •Record any payment left over after payment processing in the bankruptcy ledger. 	Must Have
COL-1-29	Apply Fee Payments	<p>The system will process a Treasurer and Tax Collector fee payment as follows:</p> <ul style="list-style-type: none"> • For all fee payments without Payment Exception Condition(s), process each payment as follows: •Apply the payment to the fee, and record the amount applied to the ledger for the fee. • For all other fee payments with Payment Exception Conditions, apply each payment as follows: •Record the Collection Amount in the unapplied ledger. 	Must Have
COL-1-30	Single Payment for Multiple Tax Bills	<p>The system will process a single payment for multiple tax bills as directed by the source system (RPS).</p> <ul style="list-style-type: none"> • Apply payment to each tax bill as directed by the source system (RPS). • If there are unapplied funds left over after payment processing completes and the Mobile Home Future Taxes Flag is set, record the overage amount in the mobile home ledger and provide notification to TTC concerned parties. • If there are unapplied funds left over after payment processing completes and the Bulk Transfer Future Taxes Flag is set, record the overage amount in the bulk transfer ledger and provide notification to TTC concerned parties. • If there are unapplied funds left over after payment processing completes then record the overage amount in the unapplied ledger. 	Must Have
COL-1-31	Mobile Home Future Taxes	<p>When new secured tax bills are available, for every assessment with the Mobile Home Future Taxes Flag set and there are funds in a related mobile home ledger, the system will apply that money to the current year taxes.</p>	Must Have
COL-1-32	Bulk Transfer Future Taxes	<p>When new tax bills are available, for every assessment with the Bulk Transfer Future Taxes Flag set and there are funds in a related bulk transfer ledger, the system will apply that money to the current year taxes.</p>	Must Have
COL-1-33	Roll Change on a Paid Tax Bill	<p>The system will process payments already made to a paid tax bill (partially or fully paid) that is subsequently roll changed as follows:</p> <ul style="list-style-type: none"> • Remove all payments previously made to the original tax bill. • Apply all payments to the roll corrected tax bill. <p>The system will track the previous payments to the original bill and previous apportionment information provided to the Auditor-Controller. The system will provide any required apportionment changes to the Auditor-Controller, including negative apportionment if required.</p>	Must Have
COL-1-34	Flag Payment as Pending	<p>The system will flag as "pending" all payment processing results whereby a payment has one or more Payment Exception Condition(s). The system will not complete such payment processing results until they have been reviewed and approved by authorized TTC users in Banking & Remittance Branch (B&R).</p>	Should Have
COL-1-35	Review Payment Exception Conditions	<p>The system will provide the ability to review and approve all payment processing results whereby a payment has one or more Payment Exception Condition(s).</p>	Must Have
COL-1-36	Update and Maintain Payment Application Information	<p>The system will update the payment application information for each payment transaction, including the information required for apportionment.</p>	Must Have

Functional Requirements

COL-1-37	Generate Collection Period Summary	The system will automatically generate a collection period summary record at the end of a collection period for all transactions affecting the payments for apportionment: <ul style="list-style-type: none"> • Collection Period • Account • Tax Year • Total Ad Valorem/Special Assessment/Assessor Penalty Amount (Total Tax) • Total Secured Delinquent Penalty Amount • Total Secured Delinquent Cost Amount • Total Secured Defaulted Penalty Interest Amount • Total Secured Defaulted Redemption Fee Amount • Total Unsecured Basic Penalty Amount • Total Unsecured Penalty Interest Amount 	Must Have
COL-1-38	Negative Collections	The system will perform negative collection as follows: <ul style="list-style-type: none"> • Automatically identify the need for a negative collection due to any removal of payment. • When the need for a negative collection is identified, automatically perform a negative collection by adding a transaction with the negative collection amount to the impacted accounts. 	Must Have
COL-1-39	Removal of Payment	The system will ensure that the removal of a payment is done only from the ledger where the funds currently reside, as follows: <ul style="list-style-type: none"> • If a payment was recorded into one or more ledgers, and the funds still reside in the same ledger at the time of the payment removal, the system will remove the payment from these ledgers. • If a payment was recorded into one or more ledgers, and the funds were subsequently moved to one or more other ledger, then at the time of the payment removal, the system will remove the payment from the new ledger where the funds currently reside. 	Must Have
COL-1-40	Removal of Inexact Payment Amounts	The system will configure the petty over or petty shy thresholds and process the removal of payment involving an inexact amount (i.e., the original amount was within the petty over or petty shy threshold) by removing the exact amount of the original payment, as well as the petty over or petty shy amount, whether over or shy.	Should Have
COL-1-41	Roll Change Completion Notification	The system will provide electronic notification to TTC business units impacted by the action, Secured, Unsecured and Public Service, when a roll change request has completed processing.	Should Have
COL-1-42	Calculate Redemption Amount	The system will automatically calculate the redemption amount for a secured defaulted tax bill based on the effective date for a payment and will only pay the tax bill(s) that was in secured defaulted at the time of the payment effective date.	Must Have
COL-1-43	Generate Ten Day Letter	The system will provide the user the ability to generate a ten day letter.	Must Have
COL-1-44	Include Payment Stub with Ten Day Letter	The ten day letter may include a payment stub, which when returned with payment is processable by the system.	Should Have
COL-1-45	Extended Due Date on Ten Day Letter	The system will automatically set a ten day letter extended due date to ten business days from the system date of the generation of the ten day letter if: <ul style="list-style-type: none"> • The original payment is credited on or prior to the delinquent date of the original bill and • The extended due date is later than the original due date If the extended due date is falls on a weekend or holiday, it is extended to the next business day.	Must Have
COL-1-46	Capture Payer Information on Each Collection	The system will capture and maintain the payer information for each collection received when the payer information is provided by the source system.	Must Have
COL-1-47	Process Collections with Multiple Payers and Multiple Bills	The system will provide the ability to process a single payment transaction (collection) with multiple payers that are intended to pay one-to-many bills.	Must Have
COL-1-48	Accept Pre-Payment of Bills	The system will provide the ability accept payment for current year tax liabilities prior to the generation of the bill. When the bill is generated the system will apply the payment. The system will generate notices/updated bills to the taxpayer in the Billing process triggered by time, not during the application of payment in the Collections process. For returned payment items, the system will provide the ability to generate Return Item Letters to the taxpayer.	Must Have
COL-1-49	Return Item Letters	For returned payment items, the system will provide the ability to generate Return Item Letters to the taxpayer.	Must Have
COL-2	AUDIT REQUIREMENTS		

Functional Requirements

COL-2-1	Track and Maintain User Activities for Collections	<p>The system will track and maintain history of all user activities related to the following user actions:</p> <ul style="list-style-type: none"> •Capture collection reconciliation information. •Apply payment to bill. •Remove payment due to returned payment instrument. •Remove payment due to administrative error. •Review collection reconciliation information. •Review payment removal due to returned payment instrument. •Review payment removal due to administrative error. •Reconcile unidentified payment ledger. •Review the application of unapplied funds. •Lift and apply payment for payment transfer request. •Review lift and apply payment for payment transfer request. •Release refund and generate refund (warrant, credit card, eCheck) requests. •Enter unidentified items. •Capture Certificate of Eligibility information. •Process secured unidentified payments. •Research Certificate of Eligibility bill and payment information. •Record transfer payment request. •Evaluate request to cancel penalty. •Evaluate refund request. •Locate payer information for rejected refund. •Process Certificate of Eligibility after amount is determined. •Review secured unidentified payments. •Review transfer payment request. •Review level one refund requests. •Review level two refund requests. •Review level three refund requests. •Review level four refund requests. •Review level five refund requests. •Process unsecured unidentified payments. •Record transfer payment request. •Evaluate request to cancel penalty. •Evaluate refund request. •Locate payer information for rejected refund. •Review unsecured unidentified payments. •Review transfer payment request. •Process other unidentified payments. •Review other unidentified payments. •Apply EFT payment to bill. •Apply EFT exception payment. •Validate unsecured payment information. •Reconcile EFT ledger. •Review validated unsecured payment information. •Reconcile secured property payments. •Process unapplied secured funds. •Process unapplied unsecured funds. •Reconcile secured defaulted property payments •Reconcile unsecured payments and property payments. •Validate secured payment information. •Review validated secured payment information. •Capture of fee information. •Review of fee transfers. •Approve of fee transfers •Reconcile of fee transfers. <p>The system will log the following data for each tracked user activity:</p> <ul style="list-style-type: none"> •User name •System date/time •Action performed <p>The system will provide the ability to view and report on these user activities.</p>	Must Have
COL-3	FUNCTIONAL REQUIREMENTS		
COL-3-1	Process and Apply Payment		
COL-3-1 -1	Notice to Public Service for Linked Properties	The system will provide a notification to TTC Public Service when payments are applied to linked (tract map) properties.	Must Have
COL-3-1 -2	Provide Notification when EFT Payments are Applied to STPTS Properties	The system will provide notification to TTC business units Cash Management and the Tax Defaulted Land Sale Sections, when an EFT payment is provided for properties that are Subject To Power To Sell (some EFT payments may be reversed).	Must Have
COL-3-1 -3	CORTAC File Payments Must be Electronic	The system will only accept electronic payments (EFT or wire) for a CORTAC file. The total amount specified in the CORTAC file and amount received in the electronic payment must match in order to process the CORTAC file.	Must Have
COL-3-1 -4	Accept Fed-Wire Transfers	The system will accept Fed-Wire transfers. A Fed-Wire Transfer is a bank to bank transfer that is processed through the federal reserve. The transfer does not contain bill or parcel information.	Must Have
COL-3-1 -5	EFT Payments Without Property List	The system will handle the exception for EFT payments received for which no list of parcels is received, and the user defined deadline has passed. The system will provide notification to TTC the business units impacted by the action Banking and Remittance (B&R), Public Service, and Cash Management and refund the funds received.	Should Have

Functional Requirements

COL-3-1 -6	Bankruptcy Payments	The system will not apply payment to a tax bill if the tax bill is associated with a bankruptcy case. Instead, the system will flag the payment and tax bill for review and processing by the Bankruptcy Unit.	Must Have
COL-3-1 -7	Receive Payment Reconciliation Information from RPS	The system will provide the ability to receive an electronic interface from RPS containing payment reconciliation information	Should Have
COL-3-1 -8	Load Payment Reconciliation Information from RPS	The system will load the RPS payment reconciliation information	Should Have
COL-3-1 -9	View, Approve or Reject RPS Payment Reconciliation Information	The system will provide the ability to view and edit RPS payment reconciliation information, and either approve or reject.	Should Have
COL-3-1 -10	Receive Payment Reconciliation Information from Cashiering	The system will provide the ability to receive an electronic interface from the Cashiering system containing payment reconciliation information.	Should Have
COL-3-1 -11	Load Payment Reconciliation Information from Cashiering	The system will load the Cashiering payment reconciliation information.	Should Have
COL-3-1 -12	View, Approve or Reject Cashiering Payment Reconciliation Information	The system will provide the ability to view and edit Cashiering payment reconciliation information, and either approve or reject.	Should Have
COL-3-1 -13	Receive Payment Reconciliation Information from eCommerce Vendor	The system will provide the ability to receive an electronic interface from eCommerce Vendor containing payment reconciliation information.	Should Have
COL-3-1 -14	Load Payment Reconciliation Information from eCommerce Vendor	The system will load the eCommerce Vendor payment reconciliation information.	Should Have
COL-3-1 -15	View, Approve or Reject eCommerce Vendor Payment Reconciliation Information	The system will provide the ability to view and edit eCommerce Vendor payment reconciliation information, and either approve or reject.	Should Have
COL-3-1 -16	Receive Payment Reconciliation Information from IVR	The system will provide the ability to receive an electronic interface from IVR containing payment reconciliation information.	Should Have
COL-3-1 -17	Load Payment Reconciliation Information from IVR	The system will load the IVR payment reconciliation information.	Should Have
COL-3-1 -18	View, Approve or Reject IVR Payment Reconciliation Information	The system will provide the ability to view and edit IVR payment reconciliation information, and either approve or reject.	Should Have
COL-3-1 -19	Receive Payment Information from RPS	The system will provide the ability to receive an electronic interface from RPS containing payment information.	Must Have
COL-3-1 -20	Receive Payment Information from Cashiering	The system will provide the ability to receive an electronic interface from the Cashiering system containing payment information.	Must Have
COL-3-1 -21	Receive Payment Information from eCommerce Vendor	The system will provide the ability to receive an electronic interface from eCommerce Vendor-Electronic Payment Vendor containing payment information.	Must Have
COL-3-1 -22	Receive Payment Information from IVR	The system will provide the ability to receive an electronic interface from IVR containing payment information. See requirements for payment application in General Requirements	Must Have
COL-3-1 -23	Process Online Payment List Submission	The system will provide the taxpayer the ability to submit payment lists via an external web interface	Must Have
COL-3-1 -24	Process Online Payment Information Submission	The system will provide the taxpayer the ability to submit payment information for a payment file via an external web interface.	Must Have
COL-3-1 -25	Process CORTAC Payment List Submission	The system will provide the CORTAC payer the ability to submit payment lists via an external web interface.	Must Have
COL-3-1 -26	Process CORTAC Payment Information Submission	The system will provide the CORTAC payer the ability to submit payment information for a payment file via an external web interface.	Must Have
COL-3-1 -27	Import CORTAC Files Generated Outside the System	The system will provide the ability to import and validate CORTAC payment files created outside the system.	Must Have
COL-3-1 -28	Receive EFT Payment Information	The system will provide the ability to receive an electronic interface with EFT payment information.	Must Have
COL-3-1 -29	EFT Files Must be in NACHA format	The system will accept EFT files.	Must Have
COL-3-1 -30	Generate Notices to Payers Who Submit Invalid EFT Files	The system will generate notices to payers who submit EFT files that do not comply with the NACHA format.	Must Have
COL-3-1 -31	View, Approve or Reject EFT Payment Information	The system will provide the user the ability to view and edit EFT payment information and either approve or reject the file for processing. The EFT file must match the funds received from the bank.	Must Have
COL-3-1 -32	Generate EFT Payment Notice	The system will generate and print a payment posting list for each payment file processed. See requirements for payment application in General Requirements.	Must Have
COL-3-1 -33	Receive Wire Transfer Payment Information	The system will provide the ability to receive an electronic interface with wire transfer payment information.	Must Have
COL-3-1 -34	Maintain Wire Transfer Information	The system will provide the ability to enter, view and modify wire transfer information.	Must Have
COL-3-1 -35	Maintain Wire Transfer Payment Information	The system will provide the ability to enter, view and modify wire transfer payment information (the tax bill(s) intended to be paid by the wire transfer).	Must Have
COL-3-1 -36	Present Payment Discrepancies	The system will provide the user the ability to view EFT and wire payments that have not been applied.	Must Have
COL-3-1 -37	Manual Payment Application	The system will provide the user the ability to manually apply a payment to a specific bill. See requirements for payment application in General Requirements.	Must Have
COL-3-1 -38	Present EFT Ledger Information	The system will provide the ability to view EFT ledger information. Information includes amount of EFT payments received, amount of EFT payments applied, amount of EFT payments remaining to be applied.	Must Have

Functional Requirements

COL-3-1 -39	Generate eCAPS EFT Journal Voucher Transfer Request	The system will provide the user the ability to generate a journal voucher request to transfer funds from the eCAPS EFT trust fund account to the eCAPS TTC controlled trust fund account.	Could Have
COL-3-1 -40	Present Secured Payment Information	The system will provide the ability to view secured payment application information.	Must Have
COL-3-1 -41	Present Secured Defaulted Payment Information	The system will provide the ability to view secured defaulted payment application information.	Must Have
COL-3-1 -42	Present Current Year Unsecured Payment Information	The system will provide the ability to view current year unsecured payment application information.	Must Have
COL-3-1 -43	Present Prior Year Unsecured Payment Information	The system will provide the ability to view prior year unsecured payment application information.	Must Have
COL-3-1 -44	Select Unapplied Payments for Unsecured Use of Fund Processing	The system will conduct use of fund processing for each unapplied payment in the system meeting all of the following conditions: <ul style="list-style-type: none"> • The original payment was made in the form of a check. • The original payment was not part of a bulk payment or CORTAC payment. • The unapplied payment resulted from the processing of payments to an unsecured tax bill. 	Must Have
COL-3-1 -45	Batch Together Unapplied Payments	The system will provide the ability to include one or more unapplied payments in a batch for use of fund processing.	Must Have
COL-3-1 -46	Unsecured Use of Fund for Unapplied Payments	The system will conduct use of fund processing for a batch of unapplied payments resulting from the processing of payments to an unsecured bill as follows: <ul style="list-style-type: none"> • For each unapplied payment, identify unsecured bills to pay in the following order of precedence: • Firstly, any unsecured bills meeting the following conditions: <ul style="list-style-type: none"> • Bill has the same assessee name as the unsecured assessment on which the payment exception occurred. • Bill has the same assessor identification number as the unsecured assessment on which the payment exception occurred. • Bill's sum of outstanding tax liabilities (i.e., Total Delinquent Amount + Fee Amount of any applicable fees) = Unapplied Payment Amount . • Secondly, any unsecured bills meeting the following conditions: <ul style="list-style-type: none"> • Bill has the same assessee name as the unsecured assessment on which the payment exception occurred. • Bill's sum of outstanding tax liabilities (i.e., Total Delinquent Amount + Fee Amount of any applicable fees) = Unapplied Payment Amount . • Thirdly, unsecured bill meeting the following conditions: <ul style="list-style-type: none"> • Bill has the same assessee name as the unsecured assessment on which the payment exception occurred. • Bill has the same assessor identification number as the unsecured assessment on which the payment exception occurred. • Bill's sum of outstanding tax liabilities (i.e., Total Delinquent Amount + Fee Amount of any applicable fees) does not match the Unapplied Payment Amount . • Fourthly, unsecured bill meeting the following conditions: 	Must Have
COL-3-1 -47	Receive Roll Change Refund Information from Auditor-Controller	The system will provide the ability to receive roll change refund information from the Auditor-Controller.	Must Have
COL-3-1 -48	Select Roll Change Refunds for Use of Fund Processing	The system will conduct use of fund processing for each roll change refund record meeting all of the following conditions: <ul style="list-style-type: none"> • The roll change refund record is due to roll change on an unsecured assessment. • There is neither returned item nor transfer affecting the roll change refund. 	Must Have
COL-3-1 -49	Batch Together Roll Change Refund Records	The system will provide the ability to include one or more refunds in a batch for use of fund processing for roll change refunds.	Must Have
COL-3-1 -50	Unsecured Use of Fund for Roll Change Refunds	The system will conduct use of fund processing for a batch of roll change refunds as follows: <ul style="list-style-type: none"> • For each roll change refund record, identify delinquent unsecured bills to pay in the following order of precedence: • Firstly, any unsecured bills meeting the following conditions: <ul style="list-style-type: none"> • Bill has the same assessee name as the unsecured assessment with the roll change. • Bill has the same assessor identification number as the unsecured assessment with the roll change. • Bill's sum of outstanding tax liabilities (i.e., Total Delinquent Amount + Fee Amount of any applicable fees) = Refund Amount of the roll change refund • Secondly, any unsecured bills meeting the following conditions: <ul style="list-style-type: none"> • Bill has the same assessee name as the unsecured assessment with the roll change. • Bill's sum of outstanding tax liabilities (i.e., Total Delinquent Amount + Fee Amount of any applicable fees) = Refund Amount of the roll change refund • Thirdly, unsecured bill meeting the following conditions: <ul style="list-style-type: none"> • Bill has the same assessee name as the unsecured assessment with the roll change. • Bill has the same assessor identification number as the unsecured assessment with the roll change. • Bill's sum of outstanding tax liabilities (i.e., Total Delinquent Amount + Fee Amount of any applicable fees) does not match the Refund Amount of the roll change refund • Fourthly, unsecured bill meeting the following conditions: <ul style="list-style-type: none"> • Bill has the same assessee name as the unsecured assessment with the roll change. • Bill's sum of outstanding tax liabilities (i.e., Total Delinquent Amount + Fee Amount of any applicable fees) does not match Refund Amount of the roll change refund 	Must Have
COL-3-1 -51	Select Unapplied Payments for Secured Use of Fund Processing	The system will conduct use of fund processing for each unapplied payment in the system meeting all of the following conditions: <ul style="list-style-type: none"> • The original payment was made in the form of a check. • The original payment was not part of a bulk payment or CORTAC payment. • The unapplied payment resulted from the processing of payments to a secured tax bill. 	Must Have
COL-3-1 -52	Batch Together Unapplied Payments	The system will provide the ability to include one or more unapplied payments in a batch for use of fund processing .	Must Have

Functional Requirements

COL-3-1 -53	Secured Use of Fund for Unapplied Payments	The system will conduct use of fund processing for a batch of unapplied payments resulting from resulting from the processing of payments to a secured bill as follows: <ul style="list-style-type: none"> • For each unapplied payment, identify installments and bills to pay in the following order of precedence: • For bills with the same assessor identification number as the original secured bill on which the payment exception occurred: • Current year secured bill's other unpaid installment. • Unpaid secured defaulted bill with the same assessee and assessor identification number, where the Unapplied Payment Amount = sum of Redemption Amount + Fee Amount of any applicable fees. • Unpaid secured supplemental bill(s) with the same assessee and assessor identification number, where the Unapplied Payment Amount = sum of Total Delinquent Amount + Fee Amount of any applicable fees. • Unpaid secured escape bill with the same assessee, assessor identification number , and year sequence, where the Unapplied Payment Amount = sum of Total Delinquent Amount + Fee Amount of any applicable fees. 	Could Have
COL-3-1 -54	View, Approve or Reject Use of Fund Processing Results	The system will provide the ability to view and process the results of use of fund processing as follows: <ul style="list-style-type: none"> • View a list of matches identified by use of fund processing, prioritized by the order of precedence rules. • Apply payment to zero or more matches, including the ability to override the order of precedence rules. 	Must Have
COL-3-1 -55	Generate eCAPS Journal Voucher Transfer Request	The system will provide the user the ability to generate a journal voucher request to transfer funds from one eCAPS account to another to reflect the payment application.	Could Have
COL-3-1 -56	Generate Roll Change Use of Fund Results	Generate roll change refund use of fund results and provide to the Auditor-Controller .	Must Have
COL-3-1 -57	Send Unapplied Roll Change Refunds to AC for Refund Processing	The system will provide the user the ability to generate a journal voucher request to transfer all remaining unapplied roll change funds to the Auditor-Controller for refund processing. See requirements for payment application in General Requirements.	Must Have
COL-3-1 -58	Manual Payment Application for Banking Exception	The system will provide the user the ability to manually apply an unapplied payment to a specific bill to resolve a banking exception.	Must Have
COL-3-2	Process Unidentified Payment		
COL-3-2-1	Identify Unidentified Payments for Publication	The system will identify unidentified payments that are a user specified age for publication of unclaimed funds.	Should Have
COL-3-2-2	Manage Unidentified Payments Not Related to Property Tax	The system will manage unidentified items not related to property tax. These items are currently managed by the Suspense Remittance Memorandum (SRM) system.	Must Have
COL-3-2-3	Maintain Unidentified Payment Information	The system will provide the ability to view and maintain unidentified payment information.	Must Have
COL-3-2-4	Scan and Store Unidentified Payments Related Documents	The system will provide the ability to scan documents related to the unidentified payments, and store the scanned images in the TTC document imaging system.	Must Have
COL-3-2-5	Generate Unidentified Funds Letter	The system will generate and print an unidentified funds letter to the taxpayer.	Must Have
COL-3-2-6	View Secured Unidentified Payment Information and Specify Application of Payment	The system will provide the ability to view the secured unidentified payment information and specify the application of the unidentified payment. The application of the payment does not occur until approved in the next activity.	Must Have
COL-3-2-7	Apply Secured Unidentified Payment to Bill	The system will provide the user the ability to apply the secured unidentified payment to a tax bill.	Must Have
COL-3-2-8	Generate Refund Record for Secured Unidentified Payment	The system will provide the user the ability to generate a refund record for the secured unidentified payment.	Must Have
COL-3-2-9	Update Taxpayer Address Information	The system will provide the user the ability to update the secured unidentified payment payer's address.	Must Have
COL-3-2-10	Generate Secured Second Unidentified Funds Letter	The system will provide the user the ability to update the secured unidentified payment payer's address.	Must Have
COL-3-2-11	Transfer Secured Unidentified Payment to Unsecured Unidentified Payment	The system will provide the user the ability to generate and print a secured second unidentified funds letter to the taxpayer.	Must Have
COL-3-2-12	Transfer Secured Unidentified Payment to Unsecured Prior Year Unidentified	The system will provide the user the ability to transfer the secured unidentified payment to an unsecured unidentified payment ledger.	Must Have
COL-3-2-13	Transfer Secured Unidentified Payment to Secured Defaulted Unidentified Payment	The system will provide the user the ability to transfer the secured unidentified payment to an unsecured prior year unidentified payment ledger.	Must Have
COL-3-2-14	Transfer Secured Unidentified Payment to Different Account	The system will provide the user the ability to transfer the secured unidentified payment to a secured defaulted unidentified payment ledger.	Must Have
COL-3-2-15	Escheat Secured Unidentified Payments	The system will provide the user the ability to transfer the secured unidentified payment to a different ledger. See requirements for payment application in General Requirements.	Must Have
COL-3-2-16	View, Approve or Reject Application of Secured Unidentified Payment	The system will provide the ability to view and edit the application of the secured unidentified payment, and either approve or reject. The actions described in the previous activity will not occur until approved in this activity. When the payment is approved in the system, it is applied to the tax payors account. When the payment is rejected, it should go back to the creator of the payment in the system.	Must Have
COL-3-2-17	View Secured Defaulted Unidentified Payment Information and Specify Application of Payment	The system will provide the ability to view the secured defaulted unidentified payment information and specify the application of the unidentified payment. The application of the payment does not occur until approved in the following requirements (125-132)	Must Have

Functional Requirements

COL-3-2-18	Apply Secured Defaulted Unidentified Payment to Bill	The system will provide the user the ability to apply the secured defaulted unidentified payment to a tax bill.	Must Have
COL-3-2-19	Generate Refund Record for Secured Defaulted Unidentified Payment	The system will provide the user the ability to generate a refund record for the secured defaulted unidentified payment.	Must Have
COL-3-2-20	Update Taxpayer Address Information	The system will provide the user the ability to update the secured defaulted unidentified payment payer's address.	Must Have
COL-3-2-21	Generate Secured Defaulted Second Unidentified Funds Letter	The system will provide the user the ability to generate and print a secured defaulted second unidentified funds letter to the taxpayer.	Must Have
COL-3-2-22	Transfer Secured Defaulted Unidentified Payment to Unsecured Unidentified Payment	The system will provide the user the ability to transfer the secured defaulted unidentified payment to an unsecured unidentified payment ledger.	Must Have
COL-3-2-23	Transfer Secured Defaulted Unidentified Payment to Unsecured Prior Year Unidentified Payment	The system will provide the user the ability to transfer the secured defaulted unidentified payment to an unsecured prior year unidentified payment ledger.	Must Have
COL-3-2-24	Transfer Secured Defaulted Unidentified Payment to Secured Unidentified Payment	The system will provide the user the ability to transfer the secured defaulted unidentified payment to a secured unidentified payment ledger.	Must Have
COL-3-2-25	Transfer Secured Defaulted Unidentified Payment to Different Account	The system will provide the user the ability to transfer the secured defaulted unidentified payment to a different ledger.	Must Have
COL-3-2-26	Escheat Secured Defaulted Unidentified Payments	The system will escheat unidentified secured defaulted payments to the General Fund (GF) after a user configurable period of time. See requirements for payment application in General Requirements	Must Have
COL-3-2-27	View, Approve or Reject Application of Secured Defaulted Unidentified Payment	The system will provide the ability to view and edit the application of the secured defaulted unidentified payment, and either approve or reject. The actions described in the previous activity will not occur until approved in this activity. When the payment is approved in the system, it is applied to the tax payors account. When the payment is rejected, it should go back to the creator of the payment in the system.	Must Have
COL-3-2-28	View Unsecured Unidentified Payment Information and Specify Application of Payment	The system will provide the ability to view the unsecured unidentified payment information and specify the application of the unidentified payment. The application of the payment does not occur until approved in the next activity. When the payment is approved in the system, it is applied to the tax payors account. When the payment is rejected, it should go back to the creator of the payment in the system.	Must Have
COL-3-2-29	Apply Unsecured Unidentified Payment to Bill	The system will provide the user the ability to apply the unsecured unidentified payment to a tax bill.	Must Have
COL-3-2-30	Generate Refund Record for Unsecured Unidentified Payment	The system will provide the user the ability to generate a refund record for the unsecured unidentified payment.	Must Have
COL-3-2-31	Update Taxpayer Address Information	The system will provide the user the ability to update the unsecured unidentified payment payer's address.	Must Have
COL-3-2-32	Generate Unsecured Second Unidentified Funds Letter	The system will provide the user the ability to generate and print an unsecured second unidentified funds letter to the taxpayer.	Must Have
COL-3-2-33	Transfer Unsecured Unidentified Payment to Secured Unidentified Payment	The system will provide the user the ability to transfer the unsecured unidentified payment to a secured unidentified payment ledger.	Must Have
COL-3-2-34	Transfer Unsecured Unidentified Payment to Secured Defaulted Unidentified Payment	The system will provide the user the ability to transfer the unsecured unidentified payment to a secured defaulted unidentified payment ledger.	Must Have
COL-3-2-35	Transfer Unsecured Unidentified Payment to Unsecured Prior Year Unidentified Payment	The system will provide the user the ability to transfer the unsecured unidentified payment to an unsecured prior year unidentified payment ledger.	Must Have
COL-3-2-36	Transfer Unsecured Unidentified Payment to Different Account	The system will provide the user the ability to transfer the unsecured unidentified payment to a different ledger.	Must Have
COL-3-2-37	Escheat Unsecured Unidentified Payments	The system will escheat unidentified unsecured payments to the General Fund (GF) after a user specified configurable period of time. See requirements for payment application in General Requirements	Must Have
COL-3-2-38	View, Approve or Reject Application of Unsecured Unidentified Payment	The system will provide the ability to view and edit the application of the unsecured unidentified payment, and either approve or reject. The actions described in the previous activity will not occur until approved in this activity. When the payment is approved in the system, it is applied to the tax payors account. When the payment is rejected, it should go back to the creator of the payment in the system.	Must Have
COL-3-2-39	View Unsecured Prior Year Unidentified Payment Information and Specify Application of Payment	The system will provide the ability to view the unsecured prior year unidentified payment information and specify the application of the unidentified payment. The application of the payment does not occur until approved in the next activity. When the payment is approved in the system, it is applied to the tax payors account. When the payment is rejected, it should go back to the creator of the payment in the system.	Must Have
COL-3-2-40	Apply Unsecured Prior Year Unidentified Payment to Bill	The system will provide the user the ability to apply the unsecured prior year unidentified payment to a tax bill.	Must Have
COL-3-2-41	Generate Refund Record for Unsecured Prior Year Unidentified Payment	The system will provide the user the ability to generate a refund record for the unsecured prior year unidentified payment.	Must Have
COL-3-2-42	Update Taxpayer Address Information	The system will provide the user the ability to update the unsecured prior year unidentified payment payer's address.	Must Have

Functional Requirements

COL-3-2-43	Generate Unsecured Prior Year Second Unidentified Funds Letter	The system will provide the user the ability to generate and print an unsecured prior year second unidentified funds letter to the taxpayer.	Must Have
COL-3-2-44	Transfer Unsecured Prior Year Unidentified Payment to Secured Unidentified Payment	The system will provide the user the ability to transfer the unsecured prior year unidentified payment to a secured unidentified payment ledger.	Must Have
COL-3-2-45	Transfer Unsecured Prior Year Unidentified Payment to Secured Defaulted Unidentified Payment	The system will provide the user the ability to transfer the unsecured prior year unidentified payment to a secured defaulted unidentified payment ledger.	Must Have
COL-3-2-46	Transfer Unsecured Prior Year Unidentified Payment to Unsecured Unidentified Payment	The system will provide the user the ability to transfer the unsecured prior year unidentified payment to an unsecured unidentified payment ledger.	Must Have
COL-3-2-47	Transfer Unsecured Prior Year Unidentified Payment to Different Account	The system will provide the user the ability to transfer the unsecured prior year unidentified payment to a different ledger.	Must Have
COL-3-2-48	Escheat Unsecured Prior Year Unidentified Payments	The system will escheat unidentified unsecured prior year payments to the General Fund (GF) after a user specified configurable period of time. See requirements for payment application in General Requirements.	Must Have
COL-3-2-49	View, Approve or Reject Application of Unsecured Prior Year Unidentified Payment	The system will provide the ability to view and edit the application of the unsecured prior year unidentified payment, and either approve or reject. The actions described in the previous activity will not occur until approved in this activity. When the payment is approved in the system, it is applied to the tax payors account. When the payment is rejected, it should go back to the creator of the payment in the system.	Must Have
COL-3-2-50	View Other Unidentified Payment Information and Specify Application of Payment	The system will provide the ability to view the other unidentified payment information and specify the application of the unidentified payment. The application of the payment does not occur until approved in the next activity. When the payment is approved in the system, it is applied to the tax payors account. When the payment is rejected, it should go back to the creator of the payment in the system.	Must Have
COL-3-2-51	Apply Other Unidentified Payment to Bill	The system will provide the user the ability to apply the other unidentified payment to a tax bill.	Must Have
COL-3-2-52	Generate Refund Record for Other Unidentified Payment	The system will provide the user the ability to generate a refund record for the other unidentified payment.	Must Have
COL-3-2-53	Update Taxpayer Address Information	The system will provide the user the ability to update the other unidentified payment payer's address.	Must Have
COL-3-2-54	Generate Other Second Unidentified Funds Letter	The system will provide the user the ability to generate and print an other second unidentified funds letter to the payer.	Must Have
COL-3-2-55	Transfer Other Unidentified Payment to Different Account	The system will provide the user the ability to transfer the other unidentified payment to a different ledger.	Must Have
COL-3-2-56	Escheat Other Unidentified Payments	The system will escheat unidentified other payments to the General Fund (GF) after a user configurable period of time. See requirements for payment application in General Requirements.	Must Have
COL-3-2-57	View, Approve or Reject Application of Other Unidentified Payment	The system will provide the ability to view and edit the application of the other unidentified payment, and either approve or reject. The actions described in the previous activity will not occur until approved in this activity. When the payment is approved in the system, it is applied to the tax payors account. When the payment is rejected, it should go back to the creator of the payment in the system.	Must Have
COL-3-2-58	Present Unidentified Payment Ledger Information	The system will provide the ability to view the unidentified payment ledger information. Information includes amount of unidentified payments received, amount of unidentified payments applied, amount of unidentified payments refunded, amount of unidentified payments transferred, and amount of unidentified payments remaining to be applied.	Must Have
COL-3-2-59	Generate eCAPS Unidentified Fund Journal Voucher Transfer Request	The system will provide the user the ability to generate a journal voucher request to transfer funds from the eCAPS unidentified trust fund account to the eCAPS TTC controlled trust fund account.	Could Have
COL-3-3	Process Property Tax Postponement Requirements		
COL-3-3-1	Maintain Tax Postponement	The system will provide the ability to enter, view and modify tax postponement data. Ability to identify, track, process, and refund payments received for property tax postponement.	Must Have
COL-3-3-2	Calculate current year Tax amount	Verify current year tax amount	Could Have
COL-3-3-3	Prior Year Taxes	The State will not pay prior year taxes. Requirement may change to accept prior year taxes.	Could Have
COL-3-4	Reconcile General Ledger to Property Tax Requirements		
COL-3-4-1	Maintain Evidence of Reconciliation	The system will store archival evidence of reconciliation. The reconciliation period may be daily, monthly, annual or any time period specified by the user. The system will provide the user the ability to view and approve the reconciliation that becomes a frozen point-in-time. This information is for use by TTC and is not shared with the Auditor-Controller.	Should Have

Functional Requirements

COL-3-4-2	Generate Monthly, Quarterly and Annual Declaration Under Oath Report	The system will generate the quarterly and annual Declaration Under Oath Report for distribution to the Auditor-Controller in compliance with California Revenue and Taxation Code (R&T Code), Sections 2616 and 4108. There is a Secured, an Unsecured Current (annual), and an Unsecured Prior Report (annual), and a Redemption Report (quarterly). In addition, there is a one-month (July) report for Redemption.	Could Have
COL-3-4-3	View eTAX Account Increases and Decreases by Account	The system will provide the ability to display eTAX property tax account amounts by account for a specified time period. The summary amounts will include: <ul style="list-style-type: none"> • Account beginning amount balance for time period • Account ending amount balance for time period • Amount added to account for time period • Amount subtracted from account for time period 	Should Have
COL-3-4-4	View eTAX Transaction Details	The system will provide the ability to drill down to the details of each eTAX property tax account transaction for an account for a specified time period.	Must Have
COL-3-4-5	View Payment Application	The system will provide the ability to display payment application amounts at a summary and detail level for a specified time period. The payment amounts will include application to: <ul style="list-style-type: none"> • Tax Amount • Secured Delinquent Penalty Amount • Secured Delinquent Cost Amount • Secured Defaulted Penalty Interest Amount • Secured Defaulted Redemption Fee Amount • Unsecured Basic Penalty Amount • Unsecured Penalty Interest Amount 	Must Have
COL-3-4-6	View Payment Reversals	The system will provide the ability to display payment reversals (due to returned item or any other reason) amounts at a summary and detail level for a specified time period.	Must Have
COL-3-4-7	View Unapplied Amount	The system will provide the ability to display unapplied funds amounts at a summary and detail level for a specified time period.	Must Have
COL-3-4-8	View Petty Over Account	The system will provide the ability to display petty over amounts at a summary and detail level for a specified time period.	Must Have
COL-3-4-9	View Petty Shy Account	The system will provide the ability to display petty shy amounts at a summary and detail level for a specified time period.	Must Have
COL-3-4-10	View Over Account	The system will provide the ability to display over amounts at a summary and detail level for a specified time period.	Must Have
COL-3-4-11	View Shy Account	The system will provide the ability to display shy amounts at a summary and detail level for a specified time period.	Must Have
COL-3-4-12	View Refunds	The system will provide the ability to display refund amounts at a summary and detail level for a specified time period.	Must Have
COL-3-4-13	View Pending Refunds	The system will provide the ability to display pending refund amounts at a summary and detail level for a specified time period.	Must Have
COL-3-4-14	View Fees by Fee Type	The system will provide the ability to display fee amounts by fee type (NOE, NOL, NSF, STPTS, etc.) at a summary and detail level for a specified time period.	Must Have
COL-3-4-15	View, Approve or Reject Reconciliation Information	The system will provide the ability to view and edit the reconciliation information, and either approve or reject. The approved reconciliation information is stored as point-in-time archival evidences of the reconciliation. The concerned parties will be the Internals Control Branch and Tax Branch.	Must Have
COL-3-5	Close Collection Requirements		
COL-3-5-1	Timing of Close Activities	The system should be configurable and will not limit the frequency and timing of the generation of payment information for apportionment. Payment information for apportionment is currently generated: <ul style="list-style-type: none"> • Monthly for secured • Monthly for secured defaulted • Four times per year for unsecured current • One time per year for unsecured prior 	Should Have
COL-3-5-2	Maintain Evidence of Payment Information for Apportionment	The system will store archival evidence of the generated payment information for apportionment. The system will provide the user the ability to view and approve the apportionment information that becomes a frozen point-in-time	Must Have
COL-3-5-3	Generate Secured Payment Information Letter for the Auditor-Controller	The system will provide the user the ability to generate and digitally sign the secured payment information letter, send the signed letter digitally to the Auditor-Controller and receive an acknowledgment. The letter authorizes the transfer of money for secured payments apportionment.	Could Have
COL-3-5-4	Generate Secured Defaulted Payment Information Letter for the Auditor-Controller	The system will provide the user the ability to generate and digitally sign the secured defaulted payment information letter, send the signed letter digitally to the Auditor-Controller and receive an acknowledgment. The letter authorizes the transfer of money for secured defaulted payments apportionment.	Could Have
COL-3-5-5	View, Approve or Reject Secured Payment Information Letter	The system will provide the ability to view and edit the secured payment information letter, and either approve or reject. When the payment is approved in the system, it is applied to the tax payors account. When the payment is rejected, it should go back to the creator of the payment in the system.	Could Have

Functional Requirements

COL-3-5-6	View, Approve or Reject Secured Defaulted Payment Information Letter	The system will provide the ability to view and edit the secured defaulted payment information letter, and either approve or reject. When the payment is approved in the system, it is applied to the tax payors account. When the payment is rejected, it should go back to the creator of the payment in the system.	Could Have
COL-3-5-7	Generate Current Year Unsecured Payment Information Letter for the Auditor-Controller	The system will provide the user the ability to generate the current year unsecured payment information letter, and digitally sign and send digitally to the Auditor-Controller and receive acknowledgement. The letter authorizes the transfer of money for current year unsecured payments apportionment.	Could Have
COL-3-5-8	Generate Prior Year Unsecured Payment Information Letter for the Auditor-Controller	The system will provide the user the ability to generate the prior year unsecured payment information letter and digitally sign and send digitally to the Auditor-Controller and receive acknowledgement. The letter authorizes the transfer of money for prior year unsecured payments apportionment.	Could Have
COL-3-5-9	Generate Prior Year Unsecured Payment Information Letter by Tax Rate Area for Aircraft and Non-Aircraft for the Auditor-Controller	The system will provide the user the ability to generate the prior year unsecured payment information letter by Tax Rate Area for aircraft and non-aircraft and digitally sign and send digitally to the Auditor-Controller and receive acknowledgement.	Could Have
COL-3-5-10	View, Approve or Reject Current Year Unsecured Payment Information Letter	The system will provide the ability to view and edit the current year unsecured payment information letter, and either approve or reject. When the payment is approved in the system, it is applied to the tax payors account. When the payment is rejected, it should go back to the creator of the payment in the system.	Could Have
COL-3-5-11	View, Approve or Reject Prior Year Unsecured Payment Information Letter	The system will provide the ability to view and edit the prior year unsecured payment information letter, and either approve or reject. When the payment is approved in the system, it is applied to the tax payors account. When the payment is rejected, it should go back to the creator of the payment in the system.	Could Have
COL-3-6	Remove Payment Due to Returned Item Requirements		
COL-3-6-1	Cancel Unapplied Payment Due to Returned Item	The system will correctly cancel the payment due to a returned item even when the payment is unidentified and has not yet been applied to a bill.	Must Have
COL-3-6-2	Maintain History of Original Payment and of the Cancelled Payment	The system will maintain the history of the original payment and of the cancellation of the payment.	Must Have
COL-3-6-3	Receive Bank Returned Item Information	The system will provide the ability to receive an electronic interface containing bank returned item information including returned checks and returned EFT payments.	Must Have
COL-3-6-4	Load Bank Returned Item Information	The system will load the bank returned items information.	Must Have
COL-3-6-5	Present Bank Returned Item Information	The system will provide the ability to view the bank returned item information.	Must Have
COL-3-6-6	Receive eCommerce Vendor eCheck Returned Item Information	The system will provide the ability to receive an electronic interface containing eCommerce Vendor eCheck returned item information.	Must Have
COL-3-6-7	Load eCommerce Vendor eCheck Returned Item Information	The system will load the eCommerce Vendor eCheck returned items information.	Must Have
COL-3-6-8	Present eCommerce Vendor eCheck Returned Item Information	The system will provide the ability to view the eCommerce Vendor eCheck returned item information.	Must Have
COL-3-6-9	Receive eCommerce Vendor Credit Card Returned Item Information	The system will provide the ability to receive an electronic interface containing eCommerce Vendor credit card returned item information.	Must Have
COL-3-6-10	Load eCommerce Vendor Credit Card Returned Item Information	The system will load the eCommerce Vendor credit card returned items information.	Must Have
COL-3-6-11	Present eCommerce Vendor Credit Card Returned Item Information	The system will provide the ability to view the eCommerce Vendor credit card returned item information.	Must Have
COL-3-6-12	Receive IVR Returned Item Information	The system will provide the ability to receive an electronic interface containing IVR returned item information including returned credit card payments and returned debit card payments.	Must Have
COL-3-6-13	Load IVR Returned Item Information	The system will load the IVR returned items information.	Must Have
COL-3-6-14	Present IVR Returned Item Information	The system will provide the ability to view the IVR returned item information.	Must Have
COL-3-6-15	Maintain Returned Item Information	The system will provide the ability to view, search, enter, and modify returned item information.	Must Have
COL-3-6-16	Notification of Refund or Roll Change Refund	The system will notify the user of any pending, released, or approved refund affecting the assessment impacted by the removal of payment due to a returned item.	Must Have
COL-3-6-17	Prevent Processing of Pending Refunds	The system will notify the user of any pending, released, or approved roll change refund affecting the assessment impacted by the removal of payment due to a returned item.	Must Have
COL-3-6-18	Generate Proposed Returned Item Response	The system will provide the user the ability to generate proposed actions in response to the returned item. The proposed actions do not occur until approved in the next activity. The proposed actions include: • Notify the approver of returned item • Delete pending refund • Cancel the payment in the system • Generate letter to taxpayer • Any other action determined by the TTC	Must Have
COL-3-6-19	View, Approve or Reject Payment Removal	The system will provide the ability to view and edit the payment removal plan, and either approve or reject. For additional details please reference managed payment plans.	Must Have
COL-3-6-20	Remove Payment	The system will reverse the payment application.	Must Have

Functional Requirements

COL-3-6-21	Assess Returned Item Fee	The system will assess a returned item fee for each returned item payment, unless the returned item is the result of fraud or a TTC processing error.	Must Have
COL-3-6-22	Manual Override of Return Item Fee	The system will provide the ability for an authorized user to assess or cancel the Returned Item fee.	Must Have
COL-3-6-23	Notify AC to Add Returned Item Fee	If the payer of the payment which resulted in the returned item is the same as the assessee, the system will update the direct assessment information for the Auditor-Controller if the fee remains unpaid on June 30th. The Auditor-Controller will add the returned item fee to the direct assessment for the following year.	Must Have
COL-3-6-24	Add Returned Item Fee if Payer is Not Assessee	If the payer of the payment which resulted in the returned item is not the same as the assessee, the system will add a returned item fee to the payer.	Must Have
COL-3-6-25	Transfer Secured Assessment to Unsecured Roll	The system will flag the secured assessment of the bill from which the payment is removed for transfer to the unsecured roll, if the secured assessment meets all of the following conditions: <ul style="list-style-type: none"> • The assessment is an individually-assessed mobile home or possessory interest assessment, and it is after June 30 of the tax year of the affected tax bill. • The assessment is not fully paid off. Generate roll change request to the Auditor-Controller.	Should Have
COL-3-6-26	Transfer Secured Assessment to Secured Defaulted Roll	The system will flag the secured assessment of the bill from which the payment is removed for transfer to the secured defaulted roll, if the secured assessment meets all the following conditions: <ul style="list-style-type: none"> • The assessment is not an individually-assessed mobile home or possessory interest assessment, and it is past June 30 of the tax year of the affected tax bill. • The assessment is not fully paid off. Generate roll change request to the Auditor-Controller.	Should Have
COL-3-6-27	Provide Visibility of Payment Removal	The system will provide visibility of the payment removal to track the lifecycle of the payment, to create an audit trail and identify who acted on it. The payment removal may trigger events in the Unsecured Delinquencies and Secured Defaulted processing.	Must Have
COL-3-6-28	Generate Returned Item Letter	The system will generate and print a returned item letter specific to the reason for which the payment is removed.	Must Have
COL-3-6-29	Returned item on a Refund	If a returned item is on a refund that has not been cashed, the system will Generate a Cancel or Stop Payment Request Form to the A-C to have monies returned to the TTC.	Must Have
COL-3-6-30	Returned item on a Cashed Refund	If a returned item is on a refund that has been cashed, the system will Generate Ten Day Letter to have monies returned to the TTC. See requirement for Include Payment Stub with Ten Day Letter in General Requirements. See requirement for Extended Due Date on Ten Day Letter in General Requirements.	Must Have
COL-3-7	Remove Payment Due to Administrative Error Requirements		
COL-3-7-1	Maintain Remove Payment Information	The system will provide the ability to view, search, enter, and modify remove payment information, including the remove payment request.	Must Have
COL-3-7-2	Notification of Refund or Roll Change Refund	The system will notify the user of any pending, released, or approved refund affecting the assessment impacted by the removal of payment due to administrative error.	Should Have
COL-3-7-3	Prevent Processing of Pending Refunds	The system will notify the user of any pending, released, or approved roll change refund affecting the assessment impacted by the removal of payment due to administrative error.	Must Have
COL-3-7-4	Generate Proposed Payment Removal Response	The system will prevent the processing of any pending refund or roll change refund records affected by the removal of a payment due to administrative error.	Must Have
COL-3-7-5	View, Approve or Reject Payment Removal Due to Administrative Error	The system will provide the ability to view and edit the payment removal due to administrative error plan, and either approve or reject.	Must Have
COL-3-7-6	Remove Payment Due to Administrative Error	The system will reverse the payment application.	Must Have
COL-3-7-7	Transfer Secured Assessment to Unsecured Roll Due to Payment Removal Due to Administrative Error	The system will flag the secured assessment of the bill from which the payment is removed for transfer to the unsecured roll, if the secured assessment meets all of the following conditions: <ul style="list-style-type: none"> • The assessment is an individually-assessed mobile home or possessory interest assessment, and it is past the end date of the tax year of the affected tax bill. • The assessment is not fully paid off. Generate roll change request to the Auditor-Controller.	Must Have
COL-3-7-8	Transfer Secured Assessment to Secured Defaulted Roll Due to Payment Removal Due to Administrative Error	The system will flag the secured assessment of the bill from which the payment is removed for transfer to the secured defaulted roll, if the secured assessment meets all the following conditions: <ul style="list-style-type: none"> • The assessment is not an individually-assessed mobile home or possessory interest assessment, and it is past the end date of the tax year of the affected tax bill. • The assessment is not fully paid off. Generate roll change request to the Auditor-Controller.	Must Have
COL-3-7-9	Provide Visibility of Payment Removal Due to Administrative Error	The system will provide visibility of the payment removal. The payment removal may trigger events in the Unsecured Delinquencies and Secured Defaulted processing.	Must Have
COL-3-7-10	Administrative Error	If the administrative error is on a refund that has not been cashed, the system will Generate a Cancel or Stop Payment Request Form to the A-C to have monies returned to the TTC	Must Have

Functional Requirements

COL-3-7-11	Refund Status Requirements	See requirement for Generate Ten Day Letter in General Requirements. If an administrative error is on a refund that has been cashed, the system will Generate Ten Day Letter to have monies returned to the TTC. See requirement for Include Payment Stub with Ten Day Letter in General Requirements. See requirement for Extended Due Date on Ten Day Letter in General Requirements.	Must Have
COL-3-8	Transfer Payment Requirements		
COL-3-8-1	Maintain Payment Transfer Information	The system will provide the ability to view, search, enter, and modify payment transfer information, including the payment transfer request.	Must Have
COL-3-8-2	Notification of Refund or Roll Change Refund	The system will notify the user of any pending, released, or approved refund affecting the assessment impacted by the payment transfer.	Should Have
COL-3-8-3	Prevent Processing of Pending Refunds	The system will notify the user of any pending, released, or approved roll change refund affecting the assessment impacted by the payment transfer.	Must Have
COL-3-8-4	Generate Proposed Payment Transfer Request Response	The system will provide the user the ability to generate proposed actions in response to the payment transfer request. The proposed actions do not occur until approved in the next activity. The proposed actions and next activity include: <ul style="list-style-type: none"> • Notify the approver of transferred item • Delete pending refund • Cancel the payment in the system • Any other action determined by the TTC 	Must Have
COL-3-8-5	View, Approve or Reject Payment Transfer Request	The system will provide the ability to view and edit the payment transfer request response, and either approve or reject. When the payment is approved in the system, it is applied to the tax payors account. When the payment is rejected, it should go back to the creator of the payment in the system.	Must Have
COL-3-8-6	Generate Payment Transfer Request Denied Letter	The system will generate and print a payment transfer request denied letter if a payment transfer request is denied by Public Service.	Should Have
COL-3-8-7	Maintain Payment Transfer Information	The system will provide the ability to view, search, enter, and modify payment transfer information, including the payment transfer request.	Must Have
COL-3-8-8	Generate Proposed Payment Transfer Request Response Plan	The system will provide the user the ability to generate proposed plan in response to the payment transfer request. The proposed actions do not occur until approved. Should be approved by supervisor or manager.	Must Have
COL-3-8-9	Generate Payment Transfer Request Denied Letter	The system will generate and print a payment transfer request denied letter if a payment transfer request is denied by Accounting.	Could Have
COL-3-8-10	View, Approve or Reject Payment Transfer Request Response Plan	The system will provide the ability to view and edit the proposed plan in response to a payment transfer request, and either approve or reject. Staff will handle identifying, make recommendations, and supervisor/manager will approve. When it is approved staff will cancel the payment and will reapply to another parcel or refund to the correct payer. If it is rejected TTC generates letter to the taxpayer.	Must Have
COL-3-8-11	Remove Original Payment Application	The system will reverse the payment application from the transfer "from" bill.	Must Have
COL-3-8-12	Apply Payment To Transferred Bill	The system will apply the payment to the transfer "to" bill.	Must Have
COL-3-8-13	Generate eCAPS Payment Transfer Journal Voucher Request	The system will generate a journal voucher request for the payment transfer to transfer the money from the where it currently resides due to the original payment application to the trust account associated with the new payment, if the two funds are different.	Could Have
COL-3-8-14	Transfer Secured Assessment to Unsecured Roll Due to Payment Removal	The system will flag the secured assessment of the bill from which the payment is removed for transfer to the unsecured roll, if the secured assessment meets all of the following conditions: <ul style="list-style-type: none"> • The assessment is an individually-assessed mobile home or possessory interest assessment, and it is past the end date of the tax year of the affected tax bill. • The assessment is not fully paid off. Generate roll change request to the Auditor-Controller.	Must Have
COL-3-8-15	Transfer Secured Assessment to Secured Defaulted Roll Due to Payment Removal	The system will flag the secured assessment of the bill from which the payment is removed for transfer to the secured defaulted roll, if the secured assessment meets all the following conditions: <ul style="list-style-type: none"> • The assessment is not an individually-assessed mobile home or possessory interest assessment, and it is past the end date of the tax year of the affected tax bill. • The assessment is not fully paid off. Generate roll change request to the Auditor-Controller.	Must Have
COL-3-8-16	Provide Visibility of Payment Removal	The system will provide visibility of the payment removal. The payment removal may trigger events in the Unsecured Delinquencies and Secured Defaulted processing.	Could Have
COL-3-8-17	Generate Notification Letter to Payer	The system will generate and print a letter to the payer notifying the payer that the payment has been removed and applied to a different tax bill.	Could Have
COL-3-8-18	Generate Notification Letter to Assessee	If the payer is different from the assessee, the system will generate and print a letter to the assessee notifying the assessee that a previously applied payment is removed. The letter is mailed by certified mail. TTC is required to notify the assessee of any parcel (both secured and unsecured) from which a payment has been removed. The assessee of the property from which the payment is being removed has ten days to request a hearing from AAB. The payment transfer cannot be completed until the ten day appeal period has expired. If a hearing is requested, the payment transfer cannot be completed until TTC prevails at the hearing. See requirements for payment application in General Requirements	Could Have

Functional Requirements

COL-3-8-19	Refund Status Requirements	See requirement for Generate Ten Day Letter in General Requirements. If a payment has been applied to an incorrect parcel, the system will Generate a Ten Day Letter to notify the tax payor about the misapplied payment and requesting payment for correct parcel. See requirement for Include Payment Stub with Ten Day Letter in General Requirements. See requirement for Extended Due Date on Ten Day Letter in General Requirements.	Must Have
COL-3-9	Cancel Penalty Requirements		
COL-3-9-1	Maintain Cancel Penalty Information	The system will provide the ability to view, search, enter, and modify cancel penalty information, including the cancel penalty request.	Must Have
COL-3-9-2	Generate Proposed Cancel Penalty Request Response	The system will provide the user the ability to generate proposed actions in response to the cancel penalty request. The proposed actions do not occur until approved in the next activity. Proposed actions and next activity actions: <ul style="list-style-type: none"> • Lift and re-apply payment timely • Cancel penalties • If penalties paid, process refunds • Any additional actions required by the TTC 	Should Have
COL-3-9-3	View, Approve or Reject Cancel Penalty Request	The system will provide the ability to view and edit the cancel penalty request, and either approve or reject. When the cancellation of penalty request is approved, the payment will be lifted and re-applied without penalty, the tax payor will be informed of the approval via email or mail. When cancellation of penalty request is rejected, the tax payor will be informed of the rejection reason via email or mail.	Must Have
COL-3-9-4	Process Penalty Cancellation with a Roll Change Request	The system will generate a roll change request to cancel penalties for each approved penalty cancellation request.	Could Have
COL-3-9-5	No Limit on When a Penalty Cancellation Occurs	Generate roll change request to the Auditor-Controller.	Could Have
COL-3-9-6	Generate Cancel Penalty Decision Letter	The system will provide the ability to process penalty cancellation through a roll change request at any time without limitation.	Must Have
COL-3-9-7	Generate Certificate of Redemption	If the penalty cancellation results in zero remaining liability and the property is on the secured defaulted roll, the system will generate a certificate of redemption.	Must Have
COL-3-9-8	Generate Notification to Unsecured Delinquencies	If the penalty cancellation results in zero remaining liability and the property is on the prior year unsecured roll, the system will generate a notification to Unsecured Delinquencies to release the lien.	Must Have
COL-3-9-9	Provide Visibility of Penalty Cancellation	The system will provide visibility of the cancellation of penalties. A penalty cancellation resulting in the satisfaction of all outstanding tax liabilities may trigger events in the Unsecured Delinquencies and Secured Defaulted processing.	Must Have
COL-3-9-10	Additional Functions	The system will have the ability to perform the following actions: (1) Check and List Processing (2) Remittance Processing (3) Electronic Funds Transfer (EFT)/EPT(4)	Could Have
COL-3-10	Process Refund Request Requirements		
COL-3-10-1	Two Years to Request Refund for Inadvertent Payment	The system will notify the user if the request for refund for inadvertent payment is made more than two years after the original payment (R&T Code 4911).	Must Have
COL-3-10-2	Maintain Refund Request Information	The system will provide the ability to view, search, enter, and modify refund request information.	Must Have
COL-3-10-3	Generate Proposed Refund Request Response	The system will provide the user the ability to generate proposed actions in response to the refund request. The proposed actions do not occur until the processor checks/verifies and processes the refund in the system. The refund will not be released until the levels of approvals are done. See Query Payment Information and History in General Requirements #2 See Maintain Refund Information and History in General Requirements #3. See Display Outstanding Tax Liability in General Requirements #5.	Should Have
COL-3-10-4	View, Approve or Reject Refund Request - Level 1	The system will provide the ability to view and edit the initial refund request, and either approve at level 1 or reject. Dollar amount threshold should be configurable. If refund request is rejected, request is sent back to requestor for correction. If refund request if approved, it moves to level 2.	Must Have
COL-3-10-5	View, Approve or Reject Refund Request - Level 2	The system will provide the ability to view and edit the refund request, and either final approval at level 2 or reject. Dollar amount threshold should be configurable. If refund request is rejected, request is sent back to requestor for correction. If refund request if approved, it interfaces to eCAPS to be released.	Must Have
COL-3-10-6	View, Approve or Reject Refund Request - Level 3	The system will provide the ability to view and edit the refund request, and either approve at level 3 or reject.	Must Have
COL-3-10-7	View, Approve or Reject Refund Request - Level 4	The system will provide the ability to view and edit the refund request, and either approve at level 4 or reject.	Must Have
COL-3-10-8	View, Approve or Reject Refund Request - Level 5	The system will provide the ability to view and edit the refund request, and either approve at level 5 or reject.	Must Have
COL-3-10-9	Generate Request for Refund Decision Letter	The system will generate and print a letter to the refund requester notifying the requester the result of the request. See requirement for Generate Ten Day Letter in General Requirements. See requirement for Include Payment Stub with Ten Day Letter in General Requirements. See requirement for Extended Due Date on Ten Day Letter in General Requirements.	Must Have
COL-3-10-10	Ten Days to Dispute Refund	The system will provide the property owner ten days after receiving the Ten Day Letter to dispute the refund for inadvertent payment.	Must Have
COL-3-10-11	Remove Payment from Original Payment Application for Refund	The system will reverse the payment application from the original bill.	Must Have

Functional Requirements

COL-3-10-12	Transfer Secured Assessment to Unsecured Roll Due to Payment Refund	The system will flag the secured assessment of the bill from which the payment is removed for transfer to the unsecured roll, if the secured assessment meets all of the following conditions: <ul style="list-style-type: none"> • The assessment is an individually-assessed mobile home or possessory interest assessment, and it is past the end date of the tax year of the affected tax bill. • The assessment is not fully paid off. Generate roll change request to the Auditor-Controller.	Must Have
COL-3-10-13	Transfer Secured Assessment to Secured Defaulted Roll Due to Payment Refund	The system will flag the secured assessment of the bill from which the payment is removed for transfer to the secured defaulted roll, if the secured assessment meets all the following conditions: <ul style="list-style-type: none"> • The assessment is not an individually-assessed mobile home or possessory interest assessment, and it is past June 30 of the tax year of the affected tax bill. • The assessment is not fully paid off. Generate roll change request to the Auditor-Controller.	Must Have
COL-3-10-14	Provide Visibility of Payment Removal Due to Payment Refund	The system will provide visibility of the payment removal. The payment removal may trigger events in the Unsecured Delinquencies and Secured Defaulted processing.	Must Have
COL-3-10-15	Create Refund Record for Refund Amount	The system will create a refund record for the amount of the refund.	Must Have
COL-3-11	Release Refund Requirements		
COL-3-11-1	Hold Refunds for 45 Days	The system will not automatically release refunds until 45 days and before 60 days. after the payment processing date. System hold dates should be configurable.	Must Have
COL-3-11-2	Manual Override of Refund Hold	The system will provide the user the capability to manually override the hold period and to release a refund during the hold period.	Must Have
COL-3-11-3	Manually Generate a Petty Over Refund	The system will provide the user the capability to manually generate a refund for an over payment that is less than the petty over amount. This is required when a taxpayer demands a refund of a petty amount.	Must Have
COL-3-11-4	Refunds Resulting from Overpayments During Collections Processing are	The system will refund overpayments that result from the collections processing to the original payment payer	Must Have
COL-3-11-5	Manual Entry of Payer Information	The system will provide the user the capability to manually enter the payer information for a refund if the payer information is not in the system.	Must Have
COL-3-11-6	Generate Claim Letter if Payer of Overpayment is Unknown	If the payer of the payment due a refund is not known, the system will generate a claim letter to the assessee of record.	Must Have
COL-3-11-7	Maintain Refund Records	The system will provide the ability to enter, view and modify refund payment record information.	Must Have
COL-3-11-8	Present Refund Ledger Information	The system will provide the user the ability to view refund ledger information. Information includes: <ul style="list-style-type: none"> • Newly created refunds • Released (processed) refunds • Remaining unprocessed refunds • Inadvertently payment refunds 	Must Have
COL-3-11-9	Generate eCAPS Refund Journal Voucher Transfer for Secured and Secured Defaulted	The system will provide the user the ability to generate a journal voucher request to transfer funds from the eCAPS secured trust fund account and secured defaulted trust fund account to the eCAPS refund trust fund account.	Must Have
COL-3-11-10	Select Refunds for Warrant Requests	The system will provide the ability to select refunds to create a warrant request file for all refund records meeting the following conditions: <ul style="list-style-type: none"> • The refund is approved at the required approval level. • The original payment was not a credit card payment or eCheck payment. • There is neither a returned item nor transfer affecting the refund. • The hold date has passed. 	Must Have
COL-3-11-11	Generate Warrant Refund Request Interface	The system will provide the ability to create an electronic interface for sending eCAPS warrant request information.	Must Have
COL-3-11-12	Generate Journal Voucher for Warrant Requested Refunds	The system will provide the user the ability to generate a journal voucher request required for refund requests sent to eCAPS.	Must Have
COL-3-11-13	Receive eCAPS Warrant Issue Information	The system will provide the ability to receive an electronic interface from eCAPS containing information related to the issuing of a warrant.	Must Have
COL-3-11-14	Update eCAPS Warrant Issue Information	The system will be updated with the warrant issue information.	Must Have
COL-3-11-15	Present eCAPS Warrant Issue Discrepancies	The system will correlate submitted warrant requests with received warrant issue information and present discrepancies to the user.	Must Have
COL-3-11-16	Receive eCAPS Warrant Status Information	The system will provide the ability to receive an electronic interface from eCAPS containing information related to the status of an issued warrant.	Must Have
COL-3-11-17	Update eCAPS Warrant Status Information	The system will be updated with the warrant status information.	Must Have
COL-3-11-18	Present eCAPS Warrant Status Discrepancies	The system will correlate submitted warrant requests with received warrant status information and present discrepancies to the user.	Must Have
COL-3-11-19	Select Refunds for IVR Refund Requests	The system will provide the ability to select refunds to create an IVR refund request file for all refund records meeting the following conditions: <ul style="list-style-type: none"> • The refund is approved at the required approval level. • The original payment was an IVR payment. • There is neither a returned item nor transfer affecting the refund. • The hold date has passed. 	Must Have

Functional Requirements

COL-3-11-20	Generate IVR Refund Request Interface	The system will provide the ability to create an electronic interface for sending credit card refund request information for refunds of IVR payments.	Must Have
COL-3-11-21	Select Refunds for eCommerce Vendor Refund Requests	The system will provide the ability to select refunds to create a eCommerce Vendor refund request file for all refund records meeting the following conditions: <ul style="list-style-type: none"> • The refund is approved at the required approval level. • The original payment was an eCommerce Vendor payment. • There is neither a returned item nor transfer affecting the refund. • The hold date has passed. 	Must Have
COL-3-11-22	Generate eCommerce Vendor Refund Request Interface	The system will provide the ability to create an electronic interface for sending eCheck and credit card refund request information for refunds of eCommerce Vendor payments.	Must Have
COL-3-11-23	Update Payer Information	The system will provide the ability to update the payer information on the refund record.	Must Have
COL-3-11-24	Request Warrant for Rejected Refund	The system will provide the user the ability to submit a rejected refund request as a warrant request.	Must Have
COL-4	REPORTING/FORM REQUIREMENTS		
COL-4-1	Unidentified Funds Letter	The system will generate and print an unidentified funds letter to the taxpayer with the following data: <ul style="list-style-type: none"> • System date • Payer Name • Payer Address • Check Number • Payment Amount 	Must Have
COL-4-2	Declaration Under Oath Report - Secured	The system will generate and print the Declaration Under Oath Report - Secured for distribution to the Auditor-Controller with the following total amounts per fiscal year: <ul style="list-style-type: none"> • Fiscal Year • Gross Collections • Credit Card/eCheck Refunds • Direct Refunds • Over Collections • Returned Checks • Returned Check Fees • Exceptions-Hold Out • Petty Over • Petty Shy • Net Adjustments • Total Net Applied Collections • General Taxes • 1st Installment Penalties • 2nd Installment Penalties • Applied Tax and Penalties • Cost • Total Net Applied Collections 	Could Have
COL-4-3	Declaration Under Oath Report - Redemption	The system will generate and print the Declaration Under Oath Report - Redemption for distribution to the Auditor-Controller with the following total amounts per fiscal year: <ul style="list-style-type: none"> • Fiscal Year • Gross Collections • Exceptions • Exceptions Put Back • Returned Checks and Over Collections • Petty Over • Petty Shy • Subject to Power to Sale (STPTS) Fees • Total Fees and Adjustments • Total Net Applied Collections • General Taxes • Penalties • Redemption Penalties • Applied Tax and Penalties • Cost • Redemption Fees - County • Redemption Fees - State • Total Net Applied Collections 	Could Have

Functional Requirements

COL-4-4	Declaration Under Oath Report - Unsecured Current	<p>The system will generate and print the Declaration Under Oath Report - Unsecured Current for distribution to the Auditor-Controller with the following total amounts per fiscal year:</p> <ul style="list-style-type: none"> • Fiscal Year • Gross Collections • Cancellations • Exceptions-Holdout • Notice of Enforcement and Notice of Lien Fees • Over/Double Collections • Petty Over • Petty Shy • Reclassified Payments from Unsecured Prior • Returned Check Fees • Returned Checks • Net Adjustments • Total Net Applied Collections • General Taxes • Penalties • Additional Penalties • Total Net Applied Collections 	Could Have
COL-4-5	Declaration Under Oath Report - Unsecured Prior	<p>The system will generate and print the Declaration Under Oath Report - Unsecured Prior for distribution to the Auditor-Controller with the following total amounts per fiscal year:</p> <ul style="list-style-type: none"> • Fiscal Year • Gross Collections • Exceptions-Unprocessed • Notice of Enforcement and Notice of Lien Fees • Over/Double Collections • Petty Over • Petty Shy • Reclassified Payments from Unsecured Current • Returned Checks • Net Adjustments • Total Net Applied Collections • General Taxes • Penalties • Additional Penalties • Total Net Applied Collections 	Could Have
COL-4-6	Secured Payment Information Letter for the Auditor-Controller	<p>The system will provide the user the ability to generate and print the secured payment information letter for the Auditor-Controller. The letter authorizes the transfer of money for secured payments apportionment. The letter will contain the following total amounts for the specified time period:</p> <ul style="list-style-type: none"> • Tax Year • Total Ad Valorem/Special Assessment/Assessor Penalty Amount Applied (Total Tax) • Total Delinquent Penalty Amount • Total Delinquent Cost Amount Applied 	Could Have
COL-4-7	Secured Defaulted Payment Information Letter for the Auditor-Controller	<p>The system will provide the user the ability to generate and print the secured defaulted payment information letter for the Auditor-Controller. The letter authorizes the transfer of money for secured defaulted payments apportionment. The letter will contain the following total amounts for the specified time period:</p> <ul style="list-style-type: none"> • Tax Year • Total Ad Valorem/Special Assessment/Assessor Penalty Amount (Total Tax) • Total Secured Delinquent Penalty Amount • Total Secured Delinquent Cost Amount • Total Secured Defaulted Penalty Interest Amount • Total Secured Defaulted Redemption Fee Amount 	Could Have
COL-4-8	Current Year Unsecured Payment Information Letter for the Auditor-Controller	<p>The system will provide the user the ability to generate and print the current year unsecured payment information letter for the Auditor-Controller. The letter authorizes the transfer of money for current year unsecured payments apportionment. The letter will contain the following total amounts for the specified time period:</p> <ul style="list-style-type: none"> • Tax Year • Total Ad Valorem/Assessor Penalty Amount Applied (Total Tax) • Total Basic Penalty Amount • Total Penalty Interest Amount 	Could Have
COL-4-9	Prior Year Unsecured Payment Information Letter for the Auditor-Controller	<p>The system will provide the user the ability to generate and print the prior year unsecured payment information letter for the Auditor-Controller. The letter authorizes the transfer of money for prior year unsecured payments apportionment. The letter will contain the following total amounts for the specified time period:</p> <ul style="list-style-type: none"> • Tax Year • Total Ad Valorem/Assessor Penalty Amount Applied (Total Tax) • Total Basic Penalty Amount • Total Penalty Interest Amount 	Could Have
COL-4-10	Prior Year Unsecured Payment Information Letter by Tax Rate Area for Aircraft and Non-Aircraft for the Auditor-Controller	<p>The system will provide the user the ability to generate and print the prior year unsecured payment information letter by Tax Rate Area for Aircraft and Non-Aircraft for the Auditor-Controller. The letter will contain the following total amounts for the specified time period:</p> <ul style="list-style-type: none"> • Tax Year • Total Ad Valorem/Assessor Penalty Amount Applied (Total Tax) • Total Basic Penalty Amount + Total Penalty Interest Amount (Penalty) • Total Tax and Penalty • TRA Number • N Number <p>The total amounts are provided for tax year for both aircraft and non-aircraft assessments. The total amounts are also provided by each TRA for both aircraft and non-aircraft assessments.</p>	Could Have

Functional Requirements

COL-4-11	Returned Item Letter	<p>The system will generate and print a returned item letter to the taxpayer with the following data :</p> <ul style="list-style-type: none"> • System date • Payer Name • Payer Address • Check Amount • Check Number • Check Date • Assessor Identification Number • Installment Number • Tax Bill Type • Check Rejection Reason 	Should Have
COL-4-12	Ten Day Letter	<p>The system will generate and print a ten day letter (following of refund in error) to the taxpayer with the following data:</p> <ul style="list-style-type: none"> • System date • Payer Name • Payer Address • Check Number • Check Amount • Check Date • Bill Number • Assessor Identification Number • Original Amount Due • Payment Amount • Amount Due • Due Date or Extended Due Date • Exception Reason 	Must Have
COL-4-13	Notification Letter to Payer	<p>The system will generate and print a notification letter to the payer when payment is removed with the following data:</p> <ul style="list-style-type: none"> • System date • Payer Name • Payer Address • Check Number • Check Amount • Check Date • Bill Number • Assessor Identification Number • Original Amount Due • Payment Amount • Amount Due • Due Date or Extended Due Date • Exception Reason 	Could Have
COL-4-14	Notification Letter to Assessee	<p>The system will generate and print a notification letter to the assessee when payment is removed with the following data:</p> <ul style="list-style-type: none"> • System date • Assessee Name • Assessee Address • Received Date • Bill Number • Assessor Identification Number • Original Amount Due • Payment Amount • Amount Due • Due Date or Extended Due Date • Exception Reason • AAB Contact info for requesting a hearing. 	Could Have
COL-4-15	Payment Transfer Request Denied Letter	<p>The system will include the following data on a payment transfer request denied letter:</p> <ul style="list-style-type: none"> • Letter generation date • Payment Transfer Number • Requestor Name • Requestor Address • Assessor Identification Number • Request Receipt Date • Payment Transfer Reason 	Could Have
COL-4-16	Cancel Penalty Decision Letter	<p>The system will include the following data on a cancel penalty decision letter:</p> <ul style="list-style-type: none"> • Letter generation date • Taxpayer Name • Taxpayer Address • Assessor Identification Number • Tax Year • Tax Bill Type • Installment Number • Penalty Cancellation Request Date • Check Number • Check Amount • R&T Code for Cancellation 	Could Have

Functional Requirements

COL-4-17	Request for Refund Decision Letter	<p>The system will include the following data on a request for refund decision letter:</p> <ul style="list-style-type: none"> • Letter generation date • Refund Requestor Name • Refund Requestor Address • Refund Request Submission Date • Assessor Identification Number • Tax Year • Refund Request Approval/Denial Reason 	Should Have
COL-4-18	Unidentified Payment Reports	<p>The system will provide the ability to generate configurable statistical reports. including,, including but not limited to:</p> <ul style="list-style-type: none"> •Notification Letter Report •Undeliverable Letter Report •Additional Check Report •Approved/Release Report •Approved/Transfer Report •Transfer Report •Void Report •Unapproved Release Report •Unapproved Transfer Report •Unapproved Void Report •Other Unidentified Items Report •Unidentified Balance Summary Report •Payment/Refund Released Report by Client •Inventory Control Summary Report •Balances Summary Report 	Must Have
COL-4-19	Unsecured Current Reports	<p>This system will provide the ability to generate various configurable statistical reports, including but not limited to the following:</p> <ul style="list-style-type: none"> •Daily Statistics Report by Batch Date •Departmental Transfer of Funds •Deposit Permit Summary •Report of Unsecured Transfer Out to Unsecured Prior Roll (UPR) •Return Check Report •Unsecured (Accounting) Accumulated Payment List •Unsecured Current Year Exceptions Detail Summary Report (including Funds to Be Transferred, Petty Shy-Over-Paid & Manual Input •Unsecured Current Year Processed Holdout Report (Simple) from beginning of Roll year to the date •Unsecured Holdout Approved Detail Report •Unsecured Over Collections/Double Collections (OC/DC) Report •Unsecured Summary •Unsecured Taxes Due Statistics •Unsecured Year End Report •Year to Date (YTD) Unsecured Payment Listing by Volume •YTD Payment Postings Listing 	Must Have
COL-4-20	Unsecured Prior Reports	<p>This system will provide the ability to generate various configurable statistical reports, including but not limited to the following:</p> <ul style="list-style-type: none"> •Adjustment Request Log •Aircraft Collections Data Report •Approved Cancellation •Approved Putback •Approved Reapply •Approved Transfer Out •Approved Transfer to Auditor Controller •Auditor Net Change Detail •Bills Loading Report •Cancellation of Misapplied Payments Reports •Cancellation of Returned Checks Reports •Daily Pre-post Reconciliation Log •Daily Reconciliation Log •Daily Summary of Collections and Deposits •Detail Schedule of Fees •Due Detail Report •Exception Comprehensive by Reason / Source Report •Exception Posted Detail Data Report •Franchise Tax Board (FTB) Intercept Posting Report •Journal Voucher Cash Transfer (JVCT) Adjustment •Log of Deposit Permit (DP) vs Remittance Processing Replacement System (RPRS) vs Unsecured Prior Roll (UPR) •Log of Request to Auditor Controller to Recreate Bill •Online Payment Information Report 	Must Have

Functional Requirements

		<ul style="list-style-type: none"> •Non-Match Summary •Paid Summary Report •Payment Posting Data Comparison & Exceptions by Roll Year (RY) •Petty Shy / Over Report •Pre-Taxation Data Report •Prepost Payment Report •Penalty Waive (PW) & Refund Request to Auditor Log •Recap YTD Collections •Recreate Bill Request Form •Refund Log & Summary •Released Payment Control Report/Merge Report •Reporting Errors •Schedule of Late Returned Check/Misapplied •Summary of Transfer Out Payments to Current •Tax Rate Area (TRA) Aircraft / Non-Aircraft •Transfer Out Payments to Current •Underoath Report •Unsecured Prior Estimated Tax Paid Report •Unsecured Prior Roll (UPR) Bill and Payment History •Unsecured Refund added and deleted for Journal Voucher (JV) •Unsecured Prior Roll (UPR) Collection and Delinquencies Detail Report 	
COL-4-21	Secured Reports	<p>This system will provide the ability to generate various configurable statistical reports, including but not limited to the following:</p> <ul style="list-style-type: none"> •Secured Collection Master Report •Agency and Lien Summary •Daily Statistic by Batch Date - Tax Breakdown •Deleted Refund Report •e-CAPS Return Check Deposit Permits vs eTAX Canceled Amount Report •Invalid Summary •Online Payments Report •Payment Statistic by Payment Date •Refund Recycle Eligible Report - Tax •Refund Release Report •Refund Response Detail Report - Tax •Refund Response Summary Report - Tax •Rejected Refund Report •Released Payment Control Report •Released Refund Report (includes eCommerce) •Return Check Report •Secured Exception Report (includes Petty Shy/Over) •Secured Tax Collection Payment Report •eCheck Return •Summary Released Refund Report (includes eCommerce) •Transaction Report •Unprocessed Refund for Period (Detail & Summary) 	Must Have
COL-4-22	Secured Redemption Reports	<p>This system will provide the ability to generate various configurable statistical reports, including but not limited to the following:</p> <ul style="list-style-type: none"> •Collection Summary Request Successful •Daily Statistic by Batch Date - (Tax Breakdown) •Defaulted Corrections List •Defaulted Exception Report (includes Petty Shy/Over) •Defaulted Payment Transaction Analysis Report •Deleted Refund Report •e-CAPS Return Check Deposit Permits vs eTAX Canceled Amount Report •Online Payments Import Report •Fee Adjusted Trigger Report •Payment Statistic by Payment Date •Prior Year Adjustments Summary Request Successful •Prior Year Collection Summary Request Successful •Redemption Payment Posting Listing •Refund Recycle Eligible Report - Tax •Refund Response Detail & Summary Report - Tax •Rejected Refund Report •Return Check Report •Statistic eCheck Return •Subject to Power to Sell (STPTS) Fee Adjustment Report •Summary Payment Repost Changes Report •Tax Summary Request Successful •Transaction Report •Unprocessed Refund for Period (Detail & Summary) •Redemption Applied Report 	Must Have
COL-5	WEB PORTAL REQUIREMENTS		

Functional Requirements

COL-5-1	Online Public Payment List Submission	<p>The system will provide the ability for the public to submit an EFT payment list via an external web interface by submitting the following data for each payment record in a payment file:</p> <ul style="list-style-type: none"> • Assessor Identification Number • Bill Number • Tax Bill Type • Amount to Pay • Payment File Number • Reference Number 	Should Have
COL-5-2	Online Public Payment Information Submission	<p>The system will provide the ability for the public to submit payment information via an external web interface by submitting the following data:</p> <ul style="list-style-type: none"> • Contact Name • Contact Phone Number • Contact Address • Payment Amount • Payment Date • Payment Method (EFT or wire) • Payment File Number 	Should Have
COL-5-3	Online CORTAC Payment List Submission	<p>The system will provide the ability for the CORTAC payers to submit an EFT payment list via an external web interface by submitting the following data for each payment record in a payment file:</p> <ul style="list-style-type: none"> • Assessor Identification Number • Bill Number • Tax Bill Type • Amount to Pay • Payment File Number • Reference Number 	Should Have
COL-5-4	Online CORTAC Payment Information Submission	<p>The system will provide the ability for the CORTAC payer to submit payment information via an external web interface by submitting the following data:</p> <ul style="list-style-type: none"> • CORTAC Agency Number • CORTAC Agency Name • CORTAC Agency Contact Name • CORTAC Agency Contact Phone Number • CORTAC Agency Contact Address • Lender Name • Lender Address • Lender Phone Number • Payment Amount • Payment Date • Payment Method (EFT or wire) • Payment File Number 	Should Have
COL-5-5	Online Request for Payment Transfer	<p>The system will provide the ability for the public to submit a request for payment transfer via an external web interface by submitting the following data:</p> <ul style="list-style-type: none"> • Requestor Name • Requestor Phone Number • Requestor Address • Request Date • Payment Date • Payment Amount • Assessor Identification Number • Bill Number • Target Assessor Identification Number • Payment Transfer Reason 	Should Have
COL-5-6	Online Request to Cancel Penalty	<p>The system will provide the ability for the public to submit a request to cancel penalty via an external web interface by submitting the following data:</p> <ul style="list-style-type: none"> • Taxpayer Name • Taxpayer Address • Penalty Cancellation Request Date • Assessor Identification Number • Tax Year • Bill Number • Penalty Cancellation Reason 	Should Have

Functional Requirements

Unsecured Delinquencies			
Reqmt	Functional Requirements	Requirement Description	County Priority
USD-1	GENERAL REQUIREMENTS		
USD-1-1	Roll Correction Notification	The system will provide notification when a tax bill experiences any adjustment to the amount due or an ownership change because of a roll correction and the tax bill has any of the following: <ul style="list-style-type: none"> • Lien (LA County, other county, or FAA) filed • DMV hold • FTB tax intercept • Collector is assigned • Bank account seizure in process 	Must Have
USD-1-2	Payment Notification	The system will provide notification when a tax bill experiences any adjustment to the amount due because of the receipt of payment (partial or full) and the tax bill has any of the following: <ul style="list-style-type: none"> • Lien (LA County, other county, or FAA) filed • DMV hold • FTB tax intercept • Collector is assigned • Bank account seizure in process 	Should Have
USD-1-3	Bankruptcy Notification	The system will provide visibility and notification when a tax bill is involved in a bankruptcy case and the tax bill has any of the following: <ul style="list-style-type: none"> • Lien (LA County, other county, or FAA) filed • DMV hold • FTB tax intercept • Collector is assigned • Bank account seizure in process 	Must Have
USD-1-4	Partial Payments	The system will accept partial payments for unsecured bills.	Must Have
USD-1-5	Access Documents Stored in TTC Document Imaging System	The system will provide the ability to access and display documents stored in the TTC document imaging system.	Must Have
USD-1-6	Generate Recording Fee Report	The system will generate a report showing the amount of recording fees due to the Registrar-Recorder for a user-defined period of time.	Should Have
USD-1-7	Adding TTC Alternative Mailing Address	The system will provide the ability to add an alternative TTC mailing address to an assessment, including electronic mail. The address information may be provided by the taxpayer or the taxpayer's agent. The TTC alternative mailing address is the most current mailing address that TTC has for the person. The TTC alternative mailing address does not impact the person's address of record or the mailing address on the assessment, but is the address used for TTC correspondence.	Must Have
USD-1-8	Update TTC Alternative Mailing Addresses	The system will provide the ability to update the TTC alternative mailing address and keep record of previous TTC alternative mailing addresses and users updating records.	Could Have
USD-1-9	Manually Override Mailing Address in System	The system will provide the ability to manually enter an address rather than using an address that is already in the system. Example: A lien release notice is sent to a title company's address instead of the person's mailing address of record	Could Have
USD-1-10	Apply Fees Based on Amount Due Threshold	The system will provide the ability to determine the fees and costs applied to all transfers to the unsecured roll and any unpaid unsecured tax bills.	Must Have
USD-1-11	Maintain Fee Amount	The system will provide the ability to maintain the current dollar amount charged for each fee type.	Must Have
USD-1-12	Maintain Unpaid Tax Threshold	The system will provide the ability to define and maintain the threshold for the amount of unpaid taxes that will trigger enforcement actions on unpaid unsecured bills. Include the unpaid tax threshold to: <ul style="list-style-type: none"> • File a lien • Place a DMV hold • Place FTB tax intercept • Conduct enforcement activities - assign a collector 	Must Have
USD-2	AUDIT REQUIREMENTS		
		The system will track and maintain history of all user activities related to the following user actions: <ul style="list-style-type: none"> • Create manual lien, manual lien release, and manual invalid lien release. • Create FAA lien request and FAA lien release request. • Create other county lien request. • Update the system with recording data from FAA • Identify DMV hold for release. • Identify FTB tax intercept release candidates. • Generate bank account seizure documents. • Review and approve manual lien. • Review and approve lien for invalid lien release. • Review and approve DMV hold for release. • Review and approve FTB tax intercept release candidates. • Identify lien for recording in other California county. • Record enforcement activities 	

Functional Requirements

USD-2-1	Track and Maintain User Activities for Unsecured Delinquencies	<ul style="list-style-type: none"> • Setup informal payment plans. • Setup Payment Installment Agreement • Setup Promise to Pay • Identify candidates for bank account seizure. • Generate bank account seizure package. • Review and approve lien for other California county. • Assign accounts to collectors for enforcement. • Review and approve enforcement decision. • Review bank account seizure package. • Determine bank account seizure action and notify bank to seize funds or to rescind seizure. • Approve bank account seizure package. <p>The system will log the following data for each tracked user activity:</p> <ul style="list-style-type: none"> • User name • System date/time • Action performed <p>The system will provide the ability to view and report on these user activities.</p>	Must Have
USD-3	FUNCTIONAL REQUIREMENTS		
USD-3-1	Perform Lien Recording Requirements		
USD-3-1-1	Record Multiple Liens Per Tax Bill	The system will provide the ability to file a new lien and remove previously recorded liens for delinquent tax bills when outstanding tax liability is updated. Example: A lien is recorded and a roll change causes an increase or decrease to a tax liabilities, but updated tax bill liability remains outstanding after the delinquency date. A modified lien will be filed,	Must Have
USD-3-1-2	Record Lien Each Year	The system will provide the ability to file liens yearly for delinquent unsecured taxes.	Must Have
USD-3-1-3	Maintain Aircraft Information	The system will maintain the aircraft's tail number, aircraft's make, and aircraft's model. The Assessor will provide the aircraft information as part of the roll.	Must Have
USD-3-1-4	Identify and Flag Assessments with Active Liens	The system will provide the ability to identify and flag assessments with active liens.	Must Have
USD-3-1-5	Identify LA County Liens Eligible for Recording	The system will search and identify all liens that are eligible for recording. Eligibility is defined as an unpaid unsecured tax bill whose base tax amount meets a user-defined minimum threshold and one of the following conditions: <ul style="list-style-type: none"> • First business day of the second succeeding month after the delinquent date. • Immediately for tax bills that are now eligible for liens due to NSF or payment transfer since the last run of the lien extraction. • Immediately for tax bills that are now eligible for liens because the lien had been held and now the hold is released. • The system will have the ability to exclude assessments under the Servicemembers' Civil Relief Act 	Must Have
USD-3-1-6	Monthly Schedule for Lien Candidacy Selection	The system will perform lien candidacy selection on a monthly schedule.	Must Have
USD-3-1-7	Tax Bills with Liability Below Threshold Not Selected	The system will allow the user to pre-define a threshold for lien recording. Tax Bills whose liability is below that amount will not be selected for lien recording.	Must Have
USD-3-1-8	Add Fees to Tax Bills Selected for Lien Recording	The system will add two fees to all tax bills selected for lien recording: <ul style="list-style-type: none"> • Lien release fee • Unsecured collection fee 	Must Have
USD-3-1-9	Placing and Removing Hold	The system will allow the user to place a hold on a lien where the system excludes eligible lien candidates from lien recording. The system will allow the user to remove a hold from a previously held lien.	Must Have
USD-3-1-10	Suppress Lien Recordings	The system will provide the ability to suppress lien recordings based on a list of assessments created by the County and allow for the independent ability to suppress a lien recording at will and on demand for any legitimate business purpose, such as payment adjustments or corrections. For the above events, the system must track the tax bill that was suppressed and that was not included in the lien recording file..	Must Have
USD-3-1-11	Review Lien History	The system will allow the user to review historical lien candidates created, transmitted, and/or held via a single user interface.	Should Have
USD-3-1-12	Maintain Lien History	The system will maintain complete history of when a lien request was sent, when the lien was recorded, when it will require renewal and when it will expire.	Must Have
USD-3-1-13	Maximum Record Count on Lien File	The system will accommodate a maximum record-per-file count for lien submissions that is pre-defined.	Could Have
USD-3-1-14	Receive Suppression File	The system will provide the ability to receive an electronic interface from the Assessor with lien suppression information.	Must Have
USD-3-1-15	Create Manual Lien Record	The system will provide the ability to create a manual lien record via a user interface.	Must Have
USD-3-1-16	View, Approve or Reject Manual Lien	The system will provide the ability to view all manual lien records that are created or edited via a user interface, and either approve or reject the manual lien. If approved by authorized user, the lien is recorded. If rejected by authorized user, the lien is not recorded.	Must Have
USD-3-1-17	Generate Lien Recording Interface	The system will provide the ability to create an electronic interface for sending the lien recording request to the Los Angeles County Registrar-Recorder.	Must Have
USD-3-1-18	Generate Notice of Lien	The system will generate a notice of lien to be sent to the assessee.	Must Have
USD-3-1-19	Receive LA County RR Lien Filing Information	The system will provide the ability to receive an electronic interface from the Registrar-Recorder containing lien filing information	Must Have
USD-3-1-20	Update LA County RR Lien Filing Information	The system will be updated with the document recording information	Must Have
USD-3-1-21	Present Lien Recording Discrepancies	The system will correlate submitted liens with received lien recording data and present discrepancies to the user.	Must Have

Functional Requirements

USD-3-1-22	Identify FAA Liens Eligible for Recording	The system will identify the subset of liens eligible for LA County lien recording that are also eligible for FAA lien recording. The assessment property must be an aircraft.	Must Have
USD-3-1-23	Select FAA Liens for Recording	The system will provide the ability to review eligible FAA liens in bulk and to select the FAA liens for recording. Note: The system will provide the ability to view and print reports listing tax bill, amounts, and total number of FAA liens selected for recording.	Must Have
USD-3-1-24	Generate Notice of FAA Lien	The system will provide the ability to generate, view, and print Notice of FAA Liens in bulk after selecting FAA liens for recording.	Must Have
USD-3-1-25	Monthly Schedule for FAA Lien Candidacy Selection	The system will perform FAA lien candidacy selection on a monthly schedule.	Must Have
USD-3-1-26	Review FAA Lien History	The system will allow the user to review historical FAA lien candidates created, transmitted, and/or held via a single user interface.	Must Have
USD-3-1-27	Maintain FAA Lien History	The system will maintain complete history of when an FAA lien request was sent, filed, and when it will expire.	Must Have
USD-3-1-28	Generate FAA Lien Request Interface	The system will provide the ability to create an electronic interface for sending the FAA lien request to the FAA.	Should Have
USD-3-1-29	Consolidate Aircraft Information	The system will provide the ability to automate the consolidation of aircraft information from the FAA website.	Should Have
USD-3-1-30	Add FAA Lien Fee to Tax Bills Selected for FAA Lien Recording	The system will add the FAA lien fee to all tax bills selected for FAA lien recording.	Should Have
USD-3-1-31	Receive FAA Lien Filing Information	The system will provide the ability to receive an electronic interface from the FAA containing lien filing information.	Should Have
USD-3-1-32	Update FAA Lien Filing Information	The system will be updated with the document recording information.	Should Have
USD-3-1-33	Present FAA Lien Filing Discrepancies	The system will correlate submitted FAA liens with received FAA lien recording data and present discrepancies to the user.	Should Have
USD-3-1-34	Generate Notice of FAA Lien	The system will generate a notice of FAA lien to be sent to the assessee.	Should Have
USD-3-1-35	Create Manual Other County Lien	The system will provide the ability to create a manual other county lien via a user interface.	Should Have
USD-3-1-36	View, Approve or Reject Other County Lien	The system will provide the ability to view all other county liens, and either approve or reject the lien. If approved by authorized user, the lien is recorded. If rejected by authorized user, the lien is not recorded.	Should Have
USD-3-1-37	Maintain Other County Lien Fees	The system will provide the ability to maintain a list of other California counties lien fees.	Should Have
USD-3-1-38	Add Other County Lien Fee to Tax Bills for Other County Lien Recording	The system will add the other county lien fee to all tax bills selected for other California county lien recording.	Should Have
USD-3-1-39	Generate Other County Lien Recording Interface	The system will provide the ability to create an electronic interface for sending the other county lien request to the other California county.	Should Have
USD-3-1-40	Generate Notice of Other County Lien	The system will generate a notice of other county lien to be sent to the assessee.	Should Have
USD-3-1-41	Review Other County Lien History	The system will allow the user to review historical other county lien candidates created, approved, rejected and/or transmitted via a single user interface.	Should Have
USD-3-1-42	Maintain Other County Lien History	The system will maintain complete history of when an other county lien request was sent, recorded, when it will require renewal and when it will expire.	Should Have
USD-3-1-43	Receive Other County Lien Filing Information	The system will provide the ability to receive an electronic interface from the other California county containing lien filing information.	Should Have
USD-3-1-44	Update Other County Lien Filing Information	The system will be updated with the document recording information.	Should Have
USD-3-1-45	Present Other County Lien Recording Discrepancies	The system will correlate submitted liens with received lien recording data and present discrepancies to the user.	Should Have
USD-3-2	Perform Lien Release Requirements		
USD-3-2-1	Maintain Lien Release Fee Due and Transferred to the Registrar-Recorder	The system will separately maintain a record of the lien release fees that are due to be transferred to the Registrar-Recorder and the lien release fees that have been transferred to the Registrar-Recorder.	Must Have
USD-3-2-2	Maintain Amount Paid When Lien is Released	The system will maintain a record of the amount paid on the tax liability at the time of the lien release. Applies to LA County liens, other California county liens, and FAA liens.	Must Have
USD-3-2-3	Identify LA County Liens Eligible for Release	The system will search and identify all existing LA County liens whose total liability has been satisfied.	Must Have
USD-3-2-4	Weekly Schedule for Lien Release Candidacy Selection	The system will perform lien release candidacy selection on a weekly schedule.	Must Have
USD-3-2-5	Generate Lien Release Interface	The system will provide the ability to create an electronic interface for sending the LA County lien release request to the Registrar-Recorder.	Must Have
USD-3-2-6	Generate Manual Lien Release Request	The system will allow the user to create a paid release of lien on demand. The taxpayer may come to the counter and pay the tax bill in full and request to take the lien release and record the lien release themselves.	Must Have
USD-3-2-7	Adjust Lien Release Fee for Manual Lien Release Request	The system will provide the ability to adjust the lien release fee, if the taxpayer requests to file the lien release themselves. The lien release fee is removed from the tax bill. (The lien release fee is added to the tax liability when a lien is filed due to a delinquent unsecured tax bill. The taxpayer may come to the counter and pay the tax bill in full and request to take the lien release and record the lien release themselves. Thus the County will not be paying the lien release fee.)	Must Have
USD-3-2-8	Receive LA County RR Lien Release Information	The system will provide the ability to receive an electronic interface from the Registrar-Recorder containing LA County lien release information.	Must Have
USD-3-2-9	Update LA County RR Lien Release Information	The system will be updated with the document recording information.	Must Have
USD-3-2-10	Present Lien Release Discrepancies	The system will correlate submitted lien release requests with received lien release recording data and present discrepancies to the user.	Must Have

Functional Requirements

USD-3-2-11	Identify FAA Liens Eligible for Release	The system will search and identify all existing FAA liens whose total liability has been satisfied.	Must Have
USD-3-2-12	Weekly Schedule for FAA Lien Release Candidacy Selection	The system will perform FAA lien release candidacy selection on a weekly schedule.	Must Have
USD-3-2-13	Generate FAA Lien Release Interface	The system will provide the ability to create an electronic interface for sending the FAA lien release request to the FAA.	Should Have
USD-3-2-14	Receive FAA Lien Release Information	The system will provide the ability to receive an electronic interface from the FAA containing lien release information.	Should Have
USD-3-2-15	Update FAA Lien Release Information	The system will be updated with the document recording information.	Should Have
USD-3-2-16	Present FAA Lien Release Discrepancies	The system will correlate submitted FAA lien release requests with received FAA lien release recording data and present discrepancies to the user.	Should Have
USD-3-2-17	Identify Other County Liens Eligible for Release	The system will search and identify all existing other county liens whose total liability has been satisfied.	Should Have
USD-3-2-18	Weekly Schedule for Other County Lien Release Candidacy Selection	The system will perform other county lien release candidacy selection on a weekly schedule.	Should Have
USD-3-2-19	Generate Other County Lien Release Interface	The system will provide the ability to create an electronic interface for sending the other county lien release requests to the other California counties.	Should Have
USD-3-2-20	Receive Other County Lien Release Information	The system will provide the ability to receive an electronic interface from the other California county containing lien release information.	Should Have
USD-3-2-21	Update Other County Lien Release Information	The system will be updated with the document recording information.	Should Have
USD-3-2-22	Present Other County Lien Release Discrepancies	The system will correlate submitted other county lien release requests with received lien release recording data and present discrepancies to the user.	Should Have
USD-3-3	Perform Release of Invalid Lien Requirements		
USD-3-3-1	View Liens and Liabilities	The system will provide the ability to view the total unsecured liabilities and all the liens for a person or for an assessment, including payments made and released liens.	Must Have
USD-3-3-2	Maintain Amount Paid When Invalid Lien is Released	The system will maintain a record of the amount paid on the tax liability at the time of the invalid lien release.	Must Have
USD-3-3-3	Identify Roll Changes on Assessments with Liens	The system will identify all roll changes on assessments where there is a lien recorded. These assessments are presented to the user for review. A review is required to determine if the lien is invalid and must be released, or if a regular lien released is required. Roll changes that result in an ownership change or in the elimination of tax liabilities are highlighted.	Must Have
USD-3-3-4	Identify Roll Changes on Assessments with Liens	The system will perform the roll change identification on a weekly schedule.	Must Have
USD-3-3-5	Weekly Schedule for Roll Change Identification	The system will provide the ability to select the invalid liens for release from the identified assessments.	Must Have
USD-3-3-6	Selection of Invalid Liens for Release	The system will provide the ability to create a manual invalid lien release record.	Must Have
USD-3-3-7	Manual Release of Invalid Lien	The system will provide the ability to adjust the fees, penalties, and collection costs for invalid lien releases. The fees, penalties, and collection costs may be removed from the tax bill.	Must Have
USD-3-3-8	View, Approve or Reject Invalid Lien Releases	The system will provide the ability to view invalid liens selected for release, and either approve or reject the invalid lien release. If approved by authorized user, the lien is removed as invalid. If rejected by authorized user, the lien remains.	Must Have
USD-3-3-9	Generate Invalid Lien Release Interface	The system will provide the ability to create an electronic interface for sending the LA County invalid lien release requests to the Registrar-Recorder.	Must Have
USD-3-3-10	Generate Credit Letter	The system will provide the ability to generate a credit letter to the credit agencies indicating the release of an invalid lien.	Must Have
USD-3-3-11	Manually Enter Social Security Number on Credit Letter	The system will provide the ability to have the user enter the social security number on the credit letter, but the social security number will not be stored in the system.	Could Have
USD-3-3-12	Generate Credit Letter Cover Letter	The system will allow the option to not enter the social security number on the credit letter and to print out a blank social security number. A cover letter is generated to the taxpayer explaining that they must enter the social security number on the credit letter and to send the credit letter to the credit agencies.	Must Have
USD-3-3-13	Receive LA County RR Invalid Lien Release Information	The system will provide the ability to receive an electronic interface from the Registrar-Recorder containing LA County invalid lien release information.	Must Have
USD-3-3-14	Update LA County RR Invalid Lien Release Information	The system will be updated with the document recording information.	Must Have
USD-3-3-15	Present Invalid Lien Release Discrepancies	The system will correlate submitted invalid lien release requests with received invalid lien release recording data and present discrepancies to the user.	Must Have
USD-3-3-16	Identify FAA Liens Eligible for Invalid Lien Release	When an LA County lien is removed, the system will also identify those assessments that have an invalid FAA lien eligible for release. FAA liens do not have an invalid lien release option and must be released.	Must Have
USD-3-3-17	Generate FAA Lien Release Interface	The system will provide the ability to create an electronic interface for sending the FAA lien release request to the FAA.	Should Have
USD-3-3-18	Receive FAA Lien Release Information	The system will provide the ability to receive an electronic interface from the FAA containing lien release information.	Should Have
USD-3-3-19	Update FAA Lien Release Information	The system will be updated with the document recording information.	Should Have

Functional Requirements

USD-3-3-20	Present FAA Lien Release Discrepancies	The system will correlate submitted FAA lien release requests with received lien release recording data and present discrepancies to the user.	Should Have
USD-3-3-21	Identify Other County Invalid Liens Eligible for Release	When an LA County invalid lien is released, the system will also identify those assessments that have an other county invalid lien eligible for release.	Should Have
USD-3-3-22	Generate Other County Invalid Lien Release Interface	The system will provide the ability to create an electronic interface for sending the other county invalid lien release requests to the other California county.	Should Have
USD-3-3-23	Receive Other County Invalid Lien Release Information	The system will provide the ability to receive an electronic interface from the other California counties containing invalid lien release information.	Should Have
USD-3-3-24	Update Other County Invalid Lien Release Information	The system will be updated with the document recording information.	Should Have
USD-3-3-25	Present Other County Invalid Lien Release Discrepancies	The system will correlate submitted other county invalid lien release requests with received other county invalid lien release recording data and present discrepancies to the user.	Should Have
USD-3-4	Perform Lien Renewal Requirements		
USD-3-4-1	Identify LA County Liens for Renewal	The system will identify all LA County liens whose ten year expiration deadline will occur prior to the next submission. The system will exclude all LA County liens whose original recording date was thirty years earlier.	Must Have
USD-3-4-2	Select LA County Liens for Recording	The system will provide the user the ability to review the eligible liens for renewal and to select the liens for renewal recording.	Must Have
USD-3-4-3	Monthly Schedule for Lien Renewal Identification	The system will perform lien renewal identification on a monthly schedule.	Must Have
USD-3-4-4	Generate Lien Renewal Interface	The system will provide the ability to create an electronic interface for sending the LA County lien renewal request to the Registrar-Recorder.	Must Have
USD-3-4-5	Receive LA County RR Lien Renewal Information	The system will provide the ability to receive an electronic interface from the Registrar-Recorder containing LA County lien renewal information.	Must Have
USD-3-4-6	Update LA County RR Lien Renewal Information	The system will be updated with the document recording information.	Must Have
USD-3-4-7	Present Lien Renewal Discrepancies	The system will correlate submitted lien renewal requests with received lien renewal recording data and present discrepancies to the user.	Must Have
USD-3-4-8	Identify Other County Liens for Renewal	The system will identify all other county liens whose ten year expiration deadline will occur prior to the next submission. The system will exclude all other county liens whose original recording date was thirty years earlier.	Should Have
USD-3-4-9	Monthly Schedule for Other County Lien Renewal Identification	The system will perform other county lien renewal identification on a monthly schedule.	Should Have
USD-3-4-10	Generate Other County Lien Renewal Interface	The system will provide the ability to create an electronic interface for sending the other county lien renewal requests to the other California county.	Should Have
USD-3-4-11	Receive Other County Lien Renewal Information	The system will provide the ability to receive an electronic interface from the other California counties containing lien renewal information.	Should Have
USD-3-4-12	Update Other County Lien Renewal Information	The system will be updated with the document recording information.	Should Have
USD-3-4-13	Present Other County Lien Renewal Discrepancies	The system will correlate submitted other county lien renewal requests with received lien renewal recording data and present discrepancies to the user.	Should Have
USD-3-5	Process DMV Hold Requirements		
USD-3-5-1	Maintain Watercraft Information	The system will identify an assessment as a watercraft and identify how the watercraft is recorded (registered with the DMV or documented with the coast guard). The system will maintain the watercraft's vessel registration number (CF number) or coast guard documentation number. The Assessor will provide the watercraft information as part of the roll.	Must Have
USD-3-5-2	Maintain DMV Hold History	The system will maintain complete history of when a DMV hold was sent, placed and released.	Must Have
USD-3-5-3	Review DMV Hold History	The system will allow the user to review historical DMV holds history via user interface.	Must Have
USD-3-5-4	Identify Tax Bills for DMV Hold	The system will identify all tax bills that are eligible for a DMV hold. Eligibility is defined as meeting all the following: <ul style="list-style-type: none"> • An unpaid unsecured delinquent tax bill whose base tax amount meets a user-defined minimum threshold. • The assessment is on a watercraft registered with the DMV. • The watercraft does not currently have an active DMV hold in place. 	Must Have
USD-3-5-5	Monthly Schedule for DMV Hold Identification	The system will perform DMV hold identification on a monthly schedule, 30 days after the unsecured tax bill's delinquency date.	Must Have
USD-3-5-6	Generate DMV Hold Letter	The system will provide the ability to generate a DMV hold letter to the assessee.	Must Have
USD-3-5-7	Add DMV Hold Fee to Tax Bill	The system will add a DMV hold fee to all tax bills selected for DMV holds.	Could Have
USD-3-5-8	Generate DMV Hold Interface	The system will provide the ability to create an electronic interface for sending the DMV hold request to the DMV if taxes remain unpaid 30 days after the DMV hold letter is sent.	Must Have
USD-3-5-9	Receive DMV Hold Exception Information	The system will provide the ability to receive an electronic interface from the DMV containing hold exception information.	Must Have
USD-3-5-10	Update DMV Hold Exception Information	The system will update the DMV hold exception information.	Must Have
USD-3-5-11	Present DMV Hold Exception	The system will correlate submitted DMV hold requests with received DMV hold exception data and present exceptions to the user.	Must Have
USD-3-5-12	Review DMV Hold Exception	The system will provide the ability for the user to review the DMV hold exceptions, make corrections, and to resubmit the DMV hold request to the DMV.	Must Have
USD-3-5-13	Select DMV Hold Exceptions For Assessor	The system will provide the ability for the user to select DMV hold exceptions for submission to the Assessor.	Must Have

Functional Requirements

USD-3-5-14	Generate DMV Hold Exception Information for Assessor	The system will provide the ability to create an electronic interface for sending the DMV hold exception information to the Assessor.	Must Have
USD-3-6	Release DMV Hold Requirements		
USD-3-6-1	Identify DMV Holds Eligible for Release	The system will identify all existing DMV holds whose total delinquent tax liability has been satisfied for all tax years.	Must Have
USD-3-6-2	Daily Schedule for DMV Hold Release Identification	The system will perform DMV hold release identification on a daily schedule.	Must Have
USD-3-6-3	Manual DMV hold Release Record	The system will provide the ability to create a manual DMV hold release record.	Must Have
USD-3-6-4	View, Approve or Reject DMV Hold Release	The system will provide the ability to view manual DMV hold releases, and either approve or rejects the DMV hold release. If approved, DMV hold is released If rejected, DMV hold remains	Must Have
USD-3-6-5	Generate DMV Hold Release Interface	The system will provide the ability to create an electronic interface for sending DMV hold release requests to the DMV in real time, if supported by DMV.	Must Have
USD-3-7	Process Tax Intercepts Requirements		
USD-3-7-1	Maintain FTB Tax Intercept History	The system will maintain complete history of when an FTB tax intercept was sent, placed and released.	Must Have
USD-3-7-2	Review FTB Tax Intercept History	The system will allow the user to review historical FTB Tax Intercept history via user interface.	Must Have
USD-3-7-3	Identify Tax Bills for FTB Tax Intercept	The system will identify all tax bills that are eligible for an FTB tax intercept. Eligibility is defined as meeting all the following: <ul style="list-style-type: none"> • An unpaid unsecured delinquent tax bill (current year and prior year) whose base tax amount meets a user-defined minimum threshold. • A lien has been filed. • The assessee is an individual and not an entity(e.g.,business or a Trust/Trustee). 	Must Have
USD-3-7-4	Annual Schedule for FTB Tax Intercept	The system will perform FTB tax intercept identification on an annual schedule, first business day of the second succeeding month after the delinquent date.	Must Have
USD-3-7-5	Generate SSN and Address Search Request Interface	The system will provide the ability to create an electronic interface for sending the social security number and address search requests to the vendor. The interface includes all assessees for FTB tax intercept candidates without a known social security number.	Must Have
USD-3-7-6	Receive SSN and Address Search Results	The system will provide the ability to receive an electronic interface from the vendor containing the social security number and address search results.	Must Have
USD-3-7-7	Update SSN and Address Information	The system will update the social security number and address search results.	Must Have
USD-3-7-8	Present SSN Search Results	The system will correlate submitted social security number search requests with received social security number search results data and present discrepancies to the user. Tax Bills without a valid social security number are removed from the tax intercept eligibility list.	Must Have
USD-3-7-9	Track Efficiency of SSN Searches	The system will track the number of social security numbers requests sent and the number of positive hits received.	Must Have
USD-3-7-10	Placing and Removing Hold Flag	The system will allow the user to place a hold flag on an FTB tax intercept where the system excludes selected eligible candidates from FTB tax intercepts. The system will allow the user to remove a hold flag from a previously held candidate.	Must Have
USD-3-7-11	Generate Pre-Intercept Letter	The system will provide the ability to generate, view, and print pre-intercept assessee letters in bulk.	Must Have
USD-3-7-12	Include Prior Year Delinquencies	The system will include all unsecured delinquencies, including past years, when submitting a tax intercept.	Must Have
USD-3-7-13	Generate FTB Tax Intercept Interface	The system will provide the ability to create an electronic interface for sending the tax intercept list to the FTB. The list must be submitted prior to December 1 st .	Must Have
USD-3-7-14	Track Efficiency of FTB Tax Intercepts	The system will track the number of tax intercepts sent and the number and amount of payments received from the FTB.	Must Have
USD-3-7-15	Update Pending Tax Intercept Information	The system will provide the user the ability to manually add pending tax intercept information.	Must Have
USD-3-8	Release Tax Intercept Requirements		
USD-3-8-1	Identify FTB Tax Intercepts for Release	The system will identify FTB tax intercepts whose total delinquent tax liability has been satisfied for all tax years. FTB intercepts are created annually and include the total liability for the life of the lien. The FTB intercept is released when the total liability is satisfied.	Must Have
USD-3-8-2	Weekly Schedule for FTB Tax Intercept Identification	The system will perform FTB tax intercept release identification on a weekly schedule.	Must Have
USD-3-8-3	Manual FTB Tax Intercept Release	The system will provide the ability to create a manual FTB tax intercept release record.	Must Have
USD-3-8-4	View, Approve or Reject FTB Tax Intercepts Releases	The system will provide the ability to view all FTB tax intercepts releases, and either approve or reject the FTB tax intercept release.	Must Have
USD-3-8-5	Generate FTB Tax Intercept Release Interface	The system will provide the ability to create an electronic interface for sending the tax intercept release request to the FTB.	Must Have
USD-3-9	Conduct Enforcement Requirements		
USD-3-9-1	Case Management-Assign Collection Cases	The system will provide the ability to automatically assign cases for collection activities to users based on a configurable predefined rule. In addition, an authorized user can assign cases on demand.	Must Have
USD-3-9-2	Case Management-Establish Collection Activities	The system will provide the ability to establish collection activities based on user defined criteria and the dollar amount of the liability.	Must Have

Functional Requirements

USD-3-9-3	Case Management-Establish Collection Status Codes	The system will provide the ability to establish status codes to identify the stage of delinquent collection activity. (Examples: periodic partial payment plan established with assessee, pending bank seizure, deemed uncollectable, etc.)	Must Have
USD-3-9-4	Case Management-Assign Collection Status Codes	The system will provide the ability to assign status codes to identify the stage of delinquent collection activity.	Must Have
USD-3-9-5	Case Management- Maintain Collection Status Codes	The system will provide the ability to update and track status codes used to identify the stage of delinquent collection activity.	Must Have
USD-3-9-6	Case Management- Establish Collection Activity Codes	The system will provide the ability to establish activity codes for collection cases.	Must Have
USD-3-9-7		(Examples: left voice message, outgoing telephone call, demand letter sent, etc.)	Must Have
USD-3-9-8	Case Management-Assign Collection Activity Codes	The system will provide the ability to assign activity codes to a collection case.	Must Have
USD-3-9-9	Case Management-Maintain Enforcement History by Activity Code and Status Code	The system will maintain collection enforcement history and enforcement results by collection activity code and by collection status code.	Must Have
USD-3-9-10	Case Management-Maintain Collector Contact Information	The system will permit the entry and storage of collector's notes, contact information (e.g., phone numbers and email addresses), summary of discussions with the contact, and mileage details.	Must Have
USD-3-9-11	Case Management-Review Enforcement Activity and Enforcement Results History	The system will provide the ability for the user to review the complete history of enforcement activities and the results of enforcement activity via user interface.	Must Have
USD-3-9-12	Case Management-Collection Case Daily Work in Progress Priority and Tracking	The system will provide the ability to maintain the daily work in progress of collection cases. This includes setting priorities, sorting, grouping, adding notes, adding reminders for follow up, and referrals to a Supervisor or other collector.	Must Have
USD-3-9-13	Case Management-Track Efficiency of Enforcement Activities	The system will provide the ability to track enforcement activities, such as Final Notice Letters, Informal Payment Plans, Seizures, and any other enforcement technique determined by the County. Additionally, the system will provide the ability to track enforcement techniques and payments collected resulting from enforcement techniques by staff member.	Must Have
USD-3-9-14	Identify Tax Bills for Enforcement	The system will identify all account cases that are eligible for enforcement. Eligibility is defined as meeting the following: <ul style="list-style-type: none"> • A collection of delinquent unsecured tax bills for an assessee whose total tax amount due meets the enforcement minimum threshold. • Collection strategy established by the user. 	Must Have
USD-3-9-15	Maintain Enforcement Threshold Amount	The system will maintain the dollar amount threshold used to determine whether or not the account is to be assigned to a Collector and this amount may be updated.	Must Have
USD-3-9-16	Present Tax Bills Eligible for Enforcement	The system will provide a list of unsecured delinquencies eligible for enforcement on demand.	Must Have
USD-3-9-17	Maintain Collector Information	The system will provide the ability for the user to maintain and view information on collectors.	Must Have
USD-3-9-18	Maintain Collector Assignments	The system will provide the ability to maintain the accounts assigned to each collector. The system will provide the ability to view the workload for each collector.	Must Have
USD-3-9-19	Assign Account to Collector	The system will assign a delinquent unsecured tax bill collection account to a collector: <ul style="list-style-type: none"> • If a related tax bill (from the same assessee) is already assigned to a collector, assign the new tax bill collection account to that collector. • If not, assign to the active collector who has gone the longest without a new system collection account assignment (round robin assignment). 	Must Have
USD-3-9-20	Manual Assignment of Accounts	The system will provide the ability for the user to balance the workload and change account assignments.	Must Have
USD-3-9-21	Generate Demand for Payment Notice	The system will print all delinquent bills and a demand for payment notice for all assigned delinquencies for each enforcement delinquency.	Must Have
USD-3-9-22	Generate Final Notice to Taxpayer Letter	The system will generate a final notice to taxpayer letter on demand and update the record to indicate letter has been sent to taxpayer.	Must Have
USD-3-10	Conduct Bank Account Seizure Requirements		
USD-3-10-1	Maintain Bank Information	The system will provide the ability to store and maintain known bank information. This information is required for blanket bank account seizures for unsecured delinquencies.	Must Have
USD-3-10-2	Maintain Bank Account Seizure History	The system will provide the ability to maintain history of bank account seizure activities and results.	Must Have
USD-3-10-3	Review Bank Account Seizure History	The system will provide the ability to for the user to review the complete history of bank account seizure activities via user interface.	Must Have
USD-3-10-4	Review Bank Account Seizure History by Bank	The system will provide the ability to for the user to review the complete history of bank account seizure activities via user interface by selected bank.	Could Have
USD-3-10-5	Maintain Enforcement History by Activity Code and Status Code	The system will maintain collection enforcement history and enforcement results by collection activity code and by collection status code.	Must Have
USD-3-10-6	Identify Tax Bills for Bank Account Seizure	The system will identify all collection cases that are eligible for bank account seizure. Eligibility is defined as meeting the following: <ul style="list-style-type: none"> • A collection of delinquent unsecured tax bills for an assessee whose total tax amount due meets the bank account seizure minimum threshold. • Must currently have a lien. • No holds (examples: accounts in bankruptcy, assessor holds, pending payment adjustments, and manual lien holds). 	Must Have

Functional Requirements

USD-3-10-7	Placing and Removing Bank Seizure Holds	The system will allow the user to place a hold on a bank seizure where the system excludes eligible candidates from bank seizure. The system will allow the user to remove a hold from a previously held bank seizure.	Must Have
USD-3-10-8	Search For Previous Payments	The system will provide the ability to search for taxpayer bank information as well as previously submitted payments.	Must Have
USD-3-10-9	Manual Identification of Seizure Bank	The system will provide the user the ability to select banks for the blanket bank account seizures.	Must Have
USD-3-10-10	Generate Bank Seizure Check List	The system will generate a bank seizure checklist and provide the ability to manage standard seizure activities	Must Have
USD-3-10-11	Generate Bank Seizure Request for Approval	The system will generate a bank seizure request for approval in the system.	Must Have
USD-3-10-12	View, Approve or Reject Bank Account Seizure – Level One	The system will provide the ability to view a bank account seizure package, and either approve or reject the decision. If approved by authorized user, notification is sent to users. If rejected by authorized user, notification is sent to users.	Must Have
USD-3-10-13	View, Approve or Reject Bank Account Seizure – Level Two	The system will provide the ability to view a bank account seizure package, and either approve or reject the decision. If approved by authorized user, notification is sent to users. If rejected by authorized user, notification is sent to users.	Must Have
USD-3-10-14	Schedule and Maintain Administrative Hearing Dates	The system will schedule an administrative hearing date ten days from the current date.	Must Have
USD-3-10-15	Add Bank Seizure Fee to Tax Bill	The system will provide the ability to apply a bank seizure fee to a delinquent tax bill.	Must Have
USD-3-10-16	Generate Bank Account Seizure Notice	The system will generate on demand bank account seizure notices to be sent to the bank and to the assessee.	Must Have
USD-3-10-17	Generate Notice of Administrative Hearing Rights	The system will generate on demand notice of administrative hearing rights to be sent to the assessee.	Must Have
USD-3-10-18	Provide Administrative Hearing Date Notification	The system will provide a notification when the date of the administrative hearing is reached and the hearing has not taken place.	Must Have
USD-3-10-19	Generate Bank Account Seizure Letters of Instruction	The system will generate on demand bank account seizure letters of instruction to be sent to the bank. Templates include: 1. Release funds to County 2. Release funds to taxpayer's account	Must Have
USD-3-10-20	Generate Notice of Administrative Hearing Results	The system will generate a notice of administrative hearing results to be sent to the taxpayer.	Must Have
USD-3-10-21	Generate Notice of Rescission	The system will generate a notice of rescission to be sent to the bank.	Must Have
USD-4	REPORTING REQUIREMENTS		
USD-4-1	Recording Fee Report	The system will generate a report showing the amount of recording fees for each recording agency for a user-defined period of time with the following data: • Lien Release Date (count for specified date range) • Lien Fee Amount • Lien Release Type • Summation of each and totals for each recording agency	Must Have
USD-4-2	Notice of Lien	The system will include the following data on the notice of lien sent to the assessee: • Mail-To Name • Mail-To Address • Assessee Name • Bill Number • Tax Year • Assessor Identification Number and/or Assessment Number • Property Description • Situs or Location • Amount Due • Due Date • Lien Document Number • Lien Recording Date Scan Line • Bar Code • Payment Stub	Must Have

Functional Requirements

USD-4-3	Notice of FAA Lien - Assessee	<p>The system will include the following data on the notice of FAA lien sent to the assessee:</p> <ul style="list-style-type: none"> • Mail-To Name • Mail-To Address • Assessee Name • Bill Number • Tax Year • Assessor Identification Number and/or Assessment Number • Property Description • Situs or Location • Amount Due • Due Date • FAA Conveyance Lien Number • Aircraft Description • Tail Number (N-Number) • FAA Notice of Lien Date • FAA Conveyance Number • FAA Lien Recording Date • Scan Line • Bar Code • Payment Stub 	Must Have
USD-4-4	Notice of FAA Lien - FAA	<p>The system will include the following data on the notice of lien sent to the FAA:</p> <ul style="list-style-type: none"> • Mail-To Name • Mail-To Address • Assessee Name • Assessee Address • Tax Year • Assessor Identification Number and/or Assessment Number • FAA Registration Number • Aircraft Name • Aircraft Model • Aircraft Serial Number • Engine Manufacturer • Engine Model • Levy • Amount Due • Date Filed 	Must Have
USD-4-5	Notice of Other County Lien	<p>The system will include the following data on the notice of other county lien sent to the assessee:</p> <ul style="list-style-type: none"> • Mail-To Name • Mail-To Address • Assessee Name • Bill Number • Tax Year • Assessor Identification Number • Property Description • Situs or Location • Amount Due • Due Date • Lien Number • Scan Line • Bar Code • Payment Stub 	Could Have
USD-4-6	Manual Lien Release Request	<p>The system will include the following data on the manual lien release request. The manual lien release request may be for a LA County lien, an other county lien, or an FAA lien.</p> <ul style="list-style-type: none"> • Mail-To Name • Mail-To Address • Assessee Name • Bill Number • Tax Year • Assessor Identification Number and/or Assessment Number • Property Description • Situs or Location • Amount Due • Due Date • Lien Document Number • Lien Released Date 	Must Have
USD-4-7	Credit Letter	<p>The system will include the following data on the credit letter sent to credit agencies:</p> <ul style="list-style-type: none"> • Credit Letter Date • Assessee Name • Assessee Mailing Address • Assessee Social Security Number/Federal ID (if known) 	Must Have
USD-4-8	Credit Letter Cover Letter	<p>The system will include the following data on the credit letter cover letter sent to assessee:</p> <ul style="list-style-type: none"> • Credit Letter Date • Assessee Name • Assessee Mailing Address 	Must Have

Functional Requirements

USD-4-9	DMV Hold Letter	<p>The system will include the following data on the DMV hold letter sent to the assessee:</p> <ul style="list-style-type: none"> • DMV Hold Letter Date • Assessee Name • Mail-To Address • Situs Location • Watercraft Description • CF Number • Bill Number • Tax Year • Scan Line • Bar Code • Payment Stub 	Must Have
USD-4-10	Pre-Intercept Letter	<p>The system will include the following data on the pre-FTB tax intercept letter sent to the assessee:</p> <ul style="list-style-type: none"> • Tax Intercept Pre-notification Letter Date • Assessee Name • Assessee Mailing Address provided by vendor • Bill Number and/or Assessment Number • Tax Year • Situs Address • Amount Due • Due Date • Scan Line • Bar Code • Payment Stub 	Must Have
USD-4-11	Demand for Payment Notice	<p>The system will include the following data on the demand for payment notice sent to the assessee:</p> <ul style="list-style-type: none"> • Assessee Name • Assessee Mailing Address • Bill Number • Tax Year • Situs Address • Amount Due • Due Date • Scan Line • Bar Code • Payment Stub 	Must Have
USD-4-12	Final Notice to Taxpayer Letter	<p>The system will include the following data on final notice to taxpayer letter sent to the assessee:</p> <ul style="list-style-type: none"> • Assessee Name • Assessee Mailing Address • Bill Number and/or Assessment Number • Tax Year • Situs Address • Amount Due • Due Date • Scan Line • Bar Code • Payment Stub 	Must Have
USD-4-13	Bank Seizure Check List	<p>The system will include the following data on the bank seizure check list:</p> <ul style="list-style-type: none"> • Seizure Submission date • Assessee Name • Assessee Mailing Address • Bill Number(s) and or Assessment number • Tax Year • Situs Address • Tax Due • 10% Penalty • Additional Penalties • Collection Cost • Seizure fee • Amount Due • Due Date • Bank Name{if known} • Bank Account Number{if Known} 	Must Have

Functional Requirements

USD-4-14	Bank Account Seizure Notice	<p>The system will include the following data on the bank account seizure notice:</p> <ul style="list-style-type: none"> • Bank Name • Bank Mailing Address • Assessee Name • Assessee Mailing Address on record • Bill Number(s) and or Assessment Number • Tax Year(s) • Assessee Federal ID • Administrative Hearing Date • Bank Routing and B Account Number (if known) • Seizure Notice Date • Total Tax Amount • 10 % Penalty After Date • Additional Penalties • Collection Costs • Seizure Fee • Amount Due • Amount Paid{if any} • Total Amount to Freeze • Scan Line • Bar Code • Payment Stub 	Must Have
USD-4-15	Bank Account Seizure Letter of Instruction	<p>The system will include the following data on the bank account seizure letter of instruction:</p> <ul style="list-style-type: none"> • Seizure Notice Date • Bank Name • Bank Mailing Address • Assessee Name • Administrative Hearing Date • Amount Due 	Must Have
USD-4-16	Notice of Administrative Hearing Rights	<p>The system will include the following data on the notice of administrative hearing rights sent to the assessee:</p> <ul style="list-style-type: none"> • Administrative Hearing Notice Date • Assessee Name • Assessee Mailing Address • Bill Number and or Assessment number • Tax Year • Administrative Hearing Date • Administrative Hearing Procedure Insert 	Must Have
USD-4-17	Notice of Administrative Hearing Results	<p>The system will include the following data on the notice of administrative hearing results letter sent to the bank and taxpayer:</p> <ul style="list-style-type: none"> • Release Letter Date • Bank Name • Bank Mailing Address • Assessee Name • Assessee Mailing Address • Administrative Hearing Date • Bank Routing and Account Number • Adjusted Amount Due 	Must Have
USD-4-18	Notice of Rescission	<p>The system will include the following data on the notice of rescission:</p> <ul style="list-style-type: none"> • Rescind Letter Date • Bank Name • Bank Mailing Address • Assessee Name • Assessee Mailing Address • Bank Reference Number • Bill Number and or Assessment number • Administrative Hearing Date • Account Number • Adjusted Amount Due 	Must Have
USD-4-19	Unsecured Delinquency Reports	<p>The system will provide the ability to generate various configurable statistical reports, including but not limited to:</p> <ul style="list-style-type: none"> •Assessments Identified for FAA Liens Report •Liens Filed Report •Lien Release Report •DMV Comprehensive Summary Report •Tax Intercept Report •Total Delinquency Report •Collection Revenue Report •Bank Seizure Report •Enforcement Activity Report 	Must Have

Functional Requirements

Secured Defaulted Tax Roll			
Reqmt	Functional Requirements	Requirement Description	County Priority
SDT-1	GENERAL REQUIREMENTS		
SDT-1-1	Parcel Alert Generation for Active Payment Plan	The system will flag the property when there is an active payment plan.	Must Have
SDT-1-2	Query Current and Historical Information	The system will provide the ability to query current and historical assessment, billing, payment and refund information.	Must Have
SDT-1-3	Legal Descriptions	The system will maintain and store full legal descriptions for all assessments.	Must Have
SDT-1-4	Calculate , Apply and Track Defaulted Penalties, Costs and Fees in Accordance with State Law	The system will calculate the redemption fee and penalties on defaulted properties, and the fees that are applicable when the defaulted properties become subject to the tax collector's power to sell (STPTS).Penalties shall be calculated on the remaining unpaid base tax amount.	Must Have
SDT-1-5	Allow for Override of Penalties, Costs, Fees, and Interest for Application of Payment to Defaulted Property Taxes	The system will provide the ability for the authorized user to override the application of Penalties, Costs, Fees, and Interest.	Must Have
SDT-1-6	Ability to Manipulate Tax Defaulted Status from Defaulted to STPTS and Back	The system will provide the ability to change property indicator from tax defaulted status to STPTS status or back depending on circumstances, such as the Bankruptcy Unit submitting e-referral to remove the property from tax sale and/or change the status.	Must Have
SDT-1-7	Maintain Separate Mailing Address	The system will provide the ability to maintain separate mailing addresses, including electronic mail, foreign mail, or other alternate types of addresses.	Must Have
SDT-1-8	Automatically Update List of Properties Eligible for Power to Sell Addenda	The system will update the list of properties eligible for the power to sell addenda to reflect the latest redemptions, cancellations, or start of a payment plan. It will also add any items that subsequently are eligible for the addenda due to NSF, transfer, or lapsing of a payment plan.	Must Have
SDT-1-9	Automatically Update Tax Sale List	The system will automatically update the status of a tax sale list to reflect the latest redemptions, cancellations, or start of a payment plan.	Must Have
SDT-1-10	Maintain Master Tax Sale List	Once a tax sale list is approved by the Board of Supervisors for a tax sale or auction, the tax sale list becomes the Master Tax Sale List, and must not change, only the status of the properties on the list may change. The tax sale list that is published, sent to the board for approval, and in the auction book must be the same.	Must Have
SDT-1-11	Maintain Tax Sale Dollar Amount	The system will provide the ability to maintain and modify the dollar amount associated with all tax sale-related costs and fees. The system will provide the ability to accumulate (apply accrued costs and fees to properties if they were to be added to future sales.	Must Have
SDT-1-12	Application of STPTS Fees	The system will provide the ability to apply each STPTS and auction-related fee to each property in real time when the work is done or the service is rendered and apply those fees again, in addition to previous applications, for those properties offered, but not sold, and then reoffered at subsequent auctions (i.e., fees carry over, are cumulative, and can be charged again for each auction)	Must Have
SDT-1-13	Access Documents Stored in TTC Document Imaging System	The system will provide the ability to scan physical documents and store, access, retrieve, display, and view scanned documents stored in the TTC document imaging system.	Must Have
SDT-1-14	Group Multiple Properties for Tax Sale	The system will provide the ability to group multiple properties into a single unit for sale in a tax sale.	Must Have
SDT-1-15	Accept Bid for Multiple Properties as a Single Unit	The system will provide the ability to accept bids for multiple properties as a single unit.	Must Have
SDT-1-16	County Clerk's Seal on Documents	The system will provide the ability to store and include the image of the County Clerk's Seal on system generated documents.	Must Have
SDT-1-17	Tax Sale Mailing List	The system will allow the authorized user to view and maintain a tax sale mailing list for the authorized user and the public to view.	Must Have
SDT-1-18	Third Party Notification	If the assessee has designated a third party notification, the system will send the third party all notices that are sent to the assessee.	Must Have
SDT-1-19	Redemption/Off Sale List	The system will generate a redemption/off sale list on-demand.	Must Have
SDT-1-20	Tax Sale List On Demand	The system will generate a modified tax sale list with the properties remaining in the tax sale on-demand.	Must Have
SDT-1-21	Create Tax Sale File Packages	The system will create and archive tax sale file for record retention after every tax sale is completed. The following original documents will be retained: • Mail returns • Original documents received from excess proceeds claims	Must Have
SDT-1-22	Add Multiple Owners Under One Property in One Tax Sale	The system will have the ability to add multiple owners under one property in one tax sale.	Must Have
SDT-1-23	Tracking Staff Performance	The system will track individual staff performances (by operator, summarized by supervisor and sale) and generate metrics based on the following criteria: • Number of parcels assigned • Number of parcels completed • % of assigned parcels that are completed • Number of Assessor Title Differences (ATD) • % Number ATD • Number of parties of interest added manually • % Parties interest that were added manually of the total population of all parties of interest • Number of parcels removed from sale due deficient processing by the operator by reason • % of completed parcels removed from sale by operator, supervisor and total for sale • Number of parcels assigned to be reviewed by Tax Services Specialist • Number of parcels assigned for review to Tax Service Supervisor • Number of parcels referred to Chief Tax Services by Tax Service Supervisor	Must Have
SDT-2	AUDIT REQUIREMENTS		

Functional Requirements

SDT-2-1	Track and Maintain User Activities for Secured Defaulted Tax Ro	<p>The system will track and maintain history of all user activities related to the following user actions:</p> <ul style="list-style-type: none"> • Identify properties subject to power to sell. • Update document recording information in the system. • Process a change to a power to sell. • Review the newspaper proof. • Review the parties of interest information provided by the title company. • Generate the sale by agreement packet. • Generate the notification of sale to the State Controller and interested agencies. • Generate the notice of auction. • Generate a notice of auction publication package. • Generate the initial list of tax sale properties that require a personal visit. • Create a personal contact package. • Generate the IRS packet. • Generate TTC Lien packet • Generate the bidder registration required letter and register bidders. • Generate a sale card for a public auction tax sale. • Record and confirm winning bid at a public auction tax sale. • Verify the sale by agreement request. • Generate the sale by agreement package. • Review the sale by agreement package. • Complete the sale by agreement. • Identify eligible bidders for a sealed bid sale property. • Generate the sealed bid package. • Process sealed bids and complete the sealed bid tax sale. • Apply the payment from the tax sale to the property. • Generate the tax sale deed. • Generate the excess proceeds notice and process excess proceeds claim. • Generate courtesy notices and power to sell notices. • Update document recording information in the system. • Generate publication list. • Import the parties of interest information and the recorded documents into the system. • Generate the minimum bid and re-offer amount for the properties on the tax sale list. • Generate the notice of auction publication package and to provide the package to the newspaper broker. • Generate the power to sell list for recording. • Review and update the list of properties for tax sale. • Generate the final list of tax sale properties that require a personal visit. • Review the personal contact package. • Contact the tax sale purchaser of a property when the sale must be rescinded. • Process the rescission of a property sale and generate rescission tax sale deed. • Review a change to a power to sell. • Review publication list. • Identify type of tax sale and generate tax sale list. • Generate the board letter required to authorize a tax sale. • Review notice of auction publication package. • Determine whether to proceed with the tax sale of the property. • Review and sign the tax sale deed (if designated deputized manager). • Review the rescission of a property sale. • Review and approve board letter required to authorize a tax sale. • Review re-offer amount for the properties on the tax sale list. • Review and sign the tax sale deed. • Sign publication header. • Review and approve notice of auction publication package header. <p>The system will log the following data for each tracked user activity:</p> <ul style="list-style-type: none"> • User name • System date/time • Action performed <p>The system will provide the ability for authorized users to view and report on these user activities.</p>	Must Have
SDT-3	FUNCTIONAL REQUIREMENTS		
SDT-3-1	Identify Properties Subject to Power to Sell Requirements		
SDT-3-1-1	Identify Properties for Power to Sell Addenda	<p>The system will generate a list of properties eligible for the power to sell addenda meeting the following conditions:</p> <ul style="list-style-type: none"> • The property is on the secured defaulted tax roll. • The property tax liability is unpaid. • The property is not on an active payment plan. • The property is a residential property and has an unpaid tax bill for an assessment tax year that is five years or more before the current tax year. • The property is a commercial or non-residential property and has an unpaid tax bill for an assessment tax year that is three years or more before the current tax year. • The property is a residential property and has an unpaid tax bill for an assessment tax year that is three years or more before the current tax year and has been requested by a taxing agency or nonprofit corporation. - A nuisance abatement lien must have been recorded. - A taxing agency or nonprofit corporation requested the property to be included in the next tax sale for the purpose of rehabilitating the property. • The property does not have a Notice of Power to Sell (lien) recorded. 	Must Have
SDT-3-1-2	Flag Properties on List of Properties Eligible for Power to Sell Addenda	<p>The system will flag all properties in the list of properties eligible for the power to sell addenda with any of the following applicable exceptions:</p> <ul style="list-style-type: none"> • The property has been split or combined. • The property's Assessor Identification Number has changed. • The property is associated with a bankruptcy case. • The property has one or more tax years whose base tax amount (excluding penalties) are below a user-defined minimum threshold. 	Must Have
SDT-3-1-3	Maintain Minimum Base Tax Threshold	The system will allow the authorized user to adjust the minimum base tax threshold for exception flagging on the power to sell addenda list.	Must Have
SDT-3-1-4	Attach Legal Description	The system will attach the most current full legal descriptions to all properties on a power to sell addenda list.	Must Have

Functional Requirements

SDT-3-1-5	Review Property Related Data	The system will provide the ability for the authorized user to view all assessment and payment data related to an power to sell addenda property.	Must Have
SDT-3-1-6	Maintain Addenda History	The system will track and maintain all current and historical power to sell addenda lists generated.	Must Have
SDT-3-1-7	Update Addenda Data	The system will provide the authorized user the ability to enter, view and modify power to sell addenda data.	Must Have
SDT-3-1-8	Receive Property Use Classification Code Data	The system will provide the ability to receive an electronic interface from the Assessor with Property Use Classification Code Data, as defined by the Assessor.	Must Have
SDT-3-1-9	Identify Properties Using Property Use Classification Code Data	The system will utilize the Property Use Classification Code Data from the Assessor to identify a property as residential or non-residential-commercial. There are multiple use codes for residential and non-residential commercial properties	Must Have
SDT-3-1-10	Receive Property Request for Subject to Power to Sell	The system will provide the ability to receive an electronic interface from a taxing agency or a non-profit organization to place a specific property on the power to sell addenda.	Must Have
SDT-3-1-11	Manually Select Properties for Power to Sell Addenda	The system will provide the authorized user the ability to review the property request for subject to power to sell and if the request is valid, to place the requested property on the power to sell addenda.	Must Have
SDT-3-2	Generate Courtesy Notice Requirements		
SDT-3-2-1	Generate Courtesy Notice	The system will provide the ability to generate and print four types of courtesy notice, as follows: <ul style="list-style-type: none"> • Courtesy Notice for 3-Year Defaulted List - Eligible for 5 Pay Plan - for each commercial or non-residential property on the list of properties eligible for the power to sell addenda that is eligible for 5 pay payment plan. • Courtesy Notice for 3-Year Defaulted List - Not Eligible for 5 Pay Plan - for each commercial or non-residential property on the list of properties eligible for the power to sell addenda that is not eligible for 5 pay payment plan. • Courtesy Notice for 5-Year Defaulted List - Eligible for 5 Pay Plan - for each residential property on the list of properties eligible for the power to sell addenda that is eligible for 5 pay payment plan. • Courtesy Notice for 5-Year Defaulted List - Not Eligible for 5 Pay Plan - for each residential property on the list of properties eligible for the power to sell addenda that is not eligible for 5 pay payment plan. 	Must Have
SDT-3-2-2	Generate Courtesy Notice for Each Address	The system will generate one courtesy notice for each address associated with a property on the list of properties eligible for the power to sell addenda.	Must Have
SDT-3-3	Generate Notice of Impending Power to Sell Requirements		
SDT-3-3-1	Select Properties for Generation of Notice of Impending Power to Sell	The system will provide the ability to select properties from the list of properties eligible for the power to sell addenda for the generation of notice of impending power to sell and the power to sell recording.	Must Have
SDT-3-3-2	Generate Notice of Impending Power to Sell	The system will provide the ability to generate and print four types of notice of impending power to sell, as follows: <ul style="list-style-type: none"> • Notice of Impending Power to Sell for 3-Year Defaulted List - Eligible for 5 Pay Plan - for each commercial or non-residential property on the list of properties eligible for the power to sell addenda that is eligible for 5 pay payment plan. • Notice of Impending Power to Sell for 3-Year Defaulted List - Not Eligible for 5 Pay Plan - for each commercial or non-residential property on the list of properties eligible for the power to sell addenda that is not eligible for 5 pay payment plan. • Notice of Impending Power to Sell for 5-Year Defaulted List - Eligible for 5 Pay Plan - for each residential property on the list of properties eligible for the power to sell addenda that is eligible for 5 pay payment plan. • Notice of Impending Power to Sell for 5-Year - Not Eligible for 5 Pay Plan - for each residential property on the list of properties eligible for the power to sell addenda that is not eligible for 5 pay payment plan. 	Must Have
SDT-3-3-3	Generate Notice of Impending Power to Sell for Each Address	The system will generate and print one notice of impending power to sell for each address associated with a property on the list of properties eligible for the power to sell addenda selected for power to sell recording.	Must Have
SDT-3-3-4	Track Certified Mail for Notice of Impending Power to Sell	The system will maintain the certification number and the results of the certified mailing for each notice of impending power to sell.	Must Have
SDT-3-4	Record PTS Requirements		
SDT-3-4-1	Add Power to Sell Date	The system will add a power to sell date to the properties selected for Notice of Power to Sell (Lien) recording. The system will specify the power to sell date as July 1 st .	Must Have
SDT-3-4-2	Generate Power to Sell List Interface	The system will provide the ability to create an electronic interface for sending the Registrar-Recorder the list of Notice of Power to Sell requests.	Must Have
SDT-3-4-3	Generate Property List for Cash and Cashier Check Payment Only Interface	The system will provide the ability to create an electronic interface containing the list of properties on which cash payment only or cashier check payment only are accepted. This interface is provided to both Remittance Processing System (RPS) and Automated Cashiering System (ACS).	Must Have
SDT-3-5	Update Recording Number Requirements		
SDT-3-5-1	Receive Registrar-Recorder Notice of Power to Sell Filing Information	The system will provide the ability to receive an electronic interface from the Registrar-Recorder containing notice of power to sell lien filing information.	Must Have
SDT-3-5-2	Update Registrar-Recorder Notice of Power to Sell Lien Filing Information	The system will be updated with the document recording information.	Must Have
SDT-3-5-3	Present Notice of Power to Sell Lien Recording Discrepancies	The system will correlate submitted notice of power to sell liens with received notice of power to sell lien recording data and present discrepancies to the authorized user.	Must Have
SDT-3-6	Rescind/Cancel Power to Sell Requirements		
SDT-3-6-1	Roll Correction Notification	The system will provide notification to the authorized user when the tax liability amount or assessee information changes due to roll change for a tax bill with recorded power to sell.	Must Have
SDT-3-6-2	Payment Notification	The system will provide notification to the authorized user when a partial or full payment has been applied to a tax bill with recorded power to sell.	Must Have
SDT-3-7	Process Power to Sell Change Requirements		
SDT-3-7-1	Generate Power to Sell Rescission	The system will generate a power to sell rescission due to the following: <ul style="list-style-type: none"> • The property has a recorded power to sell and the property is subsequently redeemed (paid in full) where the payment effective date is after the power to sell date. 	Must Have

Functional Requirements

SDT-3-7-2	Generate Power to Sell Cancellation	The system will generate a cancellation of power to sell due to any of the following: <ul style="list-style-type: none"> • The property has a recorded power to sell and a roll correction occurs to reduce the total tax liability to zero. • The property has a recorded power to sell and the property is subsequently redeemed (paid in full) where the payment effective date is before the power to sell date. 	Must Have
SDT-3-7-3	Generate Manual Power to Sell Rescission	The system will allow the authorized user to create a Notice of Power to Sell rescission.	Must Have
SDT-3-7-4	Generate Manual Power to Sell Cancellation	The system will allow the authorized user to create a Notice of Power to Sell cancellation.	Must Have
SDT-3-8	Review Power to Sell Document Requirements		
SDT-3-8-1	View, Approve or Reject Power to Sell Cancellation or Rescission	The system will provide the authorized user the ability to view and edit power to sell cancellation or rescissions, and for the designated reviewer to either approve for transmittal or reject back to the authorized user.	Must Have
SDT-3-9	Transmittal of the Power to Sell Document Requirements		
SDT-3-9-1	Generate Power to Sell Cancellation or Rescission List Interface	The system will provide a list of Notice of Power to Sell cancellations and rescissions to the Registrar-Recorder via an electronic interface.	Must Have
SDT-3-10	Update Recording Number Requirements		
SDT-3-10-1	Receive Registrar-Recorder Power to Sell Cancellation or Rescission Information	The system will receive notice of power to sell cancellation and rescission recording information from the Registrar-Recorder via an electronic interface.	Must Have
SDT-3-10-2	Update Registrar-Recorder Power to Sell Cancellation or Rescission Information	The system will be updated with the document recording information.	Must Have
SDT-3-10--3	Present Notice of Power to Sell Cancellation or Rescission Recording Discrepancies	The system will correlate submitted notice of power to sell cancellation or rescission requests with received notice of power to sell cancellation or rescission recording data and present discrepancies to the authorized user.	Must Have
SDT-3-11	Process Publications Requirements		
SDT-3-11-1	Maintain Newspaper Information	The system will provide the ability to enter, view and modify newspaper company information.	Must Have
SDT-3-11-2	Maintain Newspaper-Map Book Relationship	The system will provide the ability to enter, view and modify the newspaper-Map Book relationships. The Map Books are mapped to the ZIP code of the properties by the newspaper broker.	Must Have
SDT-3-11-3	Maintain and Track Newspaper Publication	The system will provide the ability to associate a specific publication to a specific newspaper allowing tracking of what was published, where it was published and when it was published.	Must Have
SDT-3-12	Generate Publication List Requirements		
SDT-3-12-1	Generate First Year Publication List	The system will generate a first year publication list containing properties meeting the following conditions: <ul style="list-style-type: none"> • The property is on the secured defaulted tax roll. • The property tax liability is fully or partly unpaid. • The property has an unpaid installment of a tax bill for a tax year that is two years before the current tax year. (The property's assessment will be in default for exactly 3 years when the new fiscal year begins the following July.) • The property does not have an active Notice of Power to Sell recording. 	Must Have
SDT-3-12-2	Generate First Year Publication List Annually	The system will generate the first year publication list annually.	Must Have
SDT-3-12-3	Generate First Year Publication Header	The system will generate the first year publication header.	Must Have
SDT-3-12-4	Generate Impending Power to Sell Publication List	The system will generate the impending power to sell publication list. See requirement for Identify Properties for Power to Sell Addenda in Identify Properties Subject to Power to Sell Requirements	Must Have
SDT-3-12-5	Generate Impending Power to Sell Publication List Annually	The system will generate the impending power to sell publication list annually.	Must Have
SDT-3-12-6	Generate Impending Power to Sell Publication Header	The system will generate the impending power to sell publication header.	Must Have
SDT-3-13	Review Publication List Requirements		
SDT-3-13-1	View, Approve or Reject First Year Publication List and Header	The system will provide the ability for the authorized user to view and edit the first year publication list and header, and the designated reviewer to either approve for transmittal or reject back to the authorized user.	Must Have
SDT-3-13-2	View, Approve or Reject Impending Power to Sell Publication List and Header	The system will provide the ability to for the authorized user to view and edit the impending power to sell publication list and header, and the designated reviewer to either approve for transmittal or reject back to the authorized user.	Must Have
SDT-3-13-3	Generate List for Sale to Public	The system will provide the ability to generate reports of publication list data. The reports will be suitable for sale to the public.	Must Have
SDT-3-14	Provide Publication List Requirements		
SDT-3-14-1	Provide First Year Publication List to Newspaper Broker	The system will provide the ability to generate a file of the first year publication list to send to the newspaper broker.	Must Have
SDT-3-14-1	Provide Impending Power to Sell List to Newspaper Broker	The system will provide the ability to generate a file of the impending power to sell list to send to the newspaper broker.	Must Have
SDT-3-15	Provide Newspaper Proof for Recording Requirements		
SDT-3-15-1	Generate Impending Power to Sell Newspaper Proof Recording Request Interface	The system will provide the ability to create an electronic interface for sending the Registrar-Recorder the impending power to sell newspaper proof recording requests.	Must Have
SDT-3-16	Update Recording Information Requirements		
SDT-3-16-1	Receive Registrar-Recorder Impending Power to Sell Newspaper Proof Information	The system will provide the ability to receive an electronic interface from the Registrar-Recorder containing notice of impending default newspaper proof recording information.	Must Have
SDT-3-16-2	Update Registrar-Recorder Impending Power to Sell Newspaper Proof Information	The system will be updated with the document recording information.	Must Have
SDT-3-16-3	Present Impending Power to Sell Newspaper Proof Recording Discrepancies	The system will correlate submitted notice of impending default newspaper proof recording requests with received power to sell newspaper proof recording data and present discrepancies to the authorized user.	Must Have
SDT-3-17	Manage STPTS Property Inventory and Auction Plans		

Functional Requirements

SDT-3-17-1	Tax Sale Master Calendar	The system will provide the functions to support and display the Tax Sale Master Calendar as follows: • The Master Tax Sale Calendar will automatically determine timeline and milestones for Board of Supervisors approval, publications and notices, and auction processes, based on Board Letter filing guidelines, Board meeting calendar, and predefined publication and notice requirements for all auctions, agreement sales, sealed bid sales, and any Board Letter associated with Tax Sale. The Master Calendar will automatically update with timelines and milestones from each individual auction, agreement sale, sealed bid sale, or associated Board Letter, when those items are finalized.	Must Have
SDT-3-17-2	Identify Tax Sale Type	The system will provide the authorized user the ability to specify the type of tax sale: public auction, sealed bid sale, or sale by agreement.	Must Have
SDT-3-17-3	Ensure STPTS Property is Offered at Public Auction within Four Years and Every Six Years Thereafter	The system will have the ability to develop tax sale lists and schedules that ensure every STPTS property is offered at public auction at least once within four years of eligibility and at least once every six years thereafter.	Must Have
SDT-3-18	Track STPTS Properties		
SDT-3-18-1	Identify and Count all Properties Deemed STPTS	The system will provide the ability to Identify and count all properties deemed STPTS.	Must Have
SDT-3-18-2	Flag New Properties Eligible for Tax Sale and Ineligible for Tax Sale	The system will flag • New STPTS properties and any STPTS properties that become eligible for tax sale after having been withheld from eligibility due to bankruptcy, legal, or other mandatory stay. • STPTS properties that become ineligible for tax sale due to redemption, bankruptcy, legal or other mandatory stay.	Must Have
SDT-3-18-3	Categorize all STPTS Properties	The system will provide the ability to categorize all STPTS properties as 4-year Mandate, 6-year Mandate, or other mandate commensurate with changes in law.	Must Have
SDT-3-18-4	Assign Defined Category Tracking Codes for Auctions	The system will provide the ability to assign two defined category tracking codes to each property that indicate the STPTS date (year/month) and the date (year/month) the property was offered at auction and passed (not sold).	Must Have
SDT-3-18-5	Assign Tracking Codes for New Properties Becoming Eligible/Ineligible for Tax Sale	The system will provide the ability to assign category tracking codes: • to each property that indicates the date (year/month) that it becomes eligible for tax sale after having been withheld from eligibility due to bankruptcy, legal, or other mandatory stay • to each property that indicates the date (year/month) that it becomes ineligible for tax sale due to redemption, bankruptcy, legal, or other mandatory stay	Must Have
SDT-3-18-6	Assign Variable Category Tracking Codes	The system will provide the ability to assign variable category tracking codes (defined by management) as required to track any group of properties	Must Have
SDT-3-19	Maintain and Monitor Property Status		
SDT-3-19-1	Assign Defined Property Status Codes	The system will provide the ability to assign one or more defined property status codes to each property that indicate status such as bankruptcy, Chapter 8 Agreement Sale, etc., (e.g., BK, C8)	Must Have
SDT-3-19-2	Assign Status Codes for New Properties Becoming Eligible/Ineligible for Tax Sale	The system will provide the ability to assign status codes: • to each property that indicates that it is a property newly eligible for tax sale after having been withheld from eligibility due to bankruptcy, legal, or other mandatory stay • to each property that indicates that it is ineligible for tax sale due to redemption, bankruptcy, legal, or other mandatory stay	Must Have
SDT-3-19-3	Assign Variable Property Status Codes	The system will provide the ability to assign variable property status codes (defined by management) as required to monitor unique status groups	Must Have
STD-3-20	Prioritize STPTS Properties for Auctions		
STD-3-20-1	Generate Priority Sale Lists for auction planning Based on Aging of 4-year mandates	The system will provide the ability to generate priority sale lists based on aging of STPTS properties relative to status of compliance with 4-year or 6-year mandates to include, but not limited to: • Priority Sale List for 4-year mandate STPTS properties	Must Have
STD-3-20-2	Generate Priority Sale Lists for Auction Planning based on Aging of 6-year mandate	The system will provide the ability to generate priority sale lists based on aging of STPTS properties relative to status of compliance with 4-year or 6-year mandates to include, but not limited to: • Priority Sale List for 6-year mandate STPTS properties	Must Have
STD-3-20-3	Generate Priority Sale Lists for Auction Planning based on Aging of the combination of 4- and 6-year mandates	The system will provide the ability to generate priority sale lists based on aging of STPTS properties relative to status of compliance with 4-year or 6-year mandates to include, but not limited to: • Priority Sale List combining the 4-year and 6-year mandate STPTS properties	Must Have
STD-3-20-4	Generate Priority sale Lists for Auction Planning based on Aging of the new STPTS properties and the remainder of the 4- and 6-year mandates	The system will provide the ability to generate priority sale lists based on aging of STPTS properties relative to status of compliance with 4-year or 6-year mandates to include, but not limited to: • Priority Sale List with new STPTS (first year) properties and the remainder of the combined 4-year and 6-year mandate STPTS properties	Must Have
STD-3-20-5	Flag the Properties on the priority sale lists that are newly Eligible/Ineligible for Tax Sale	The system will flag on the priority sale lists: • New STPTS properties and any STPTS properties that become eligible for tax sale after having been withheld from eligibility due to bankruptcy, legal, or other mandatory stay. • STPTS properties that become ineligible for tax sale due to redemption, bankruptcy, legal or other mandatory stay.	Must Have
SDT-3-21	Plan Proposed Sale Lists and Schedules for Any Number of Tax Sales/Auctions Simultaneously		
SDT-3-21-1	Create Proposed Sale lists and schedules for any number of tax sales/auctions simultaneously	The system will provide the ability to: • Create proposed sale lists and schedules by combining priority sale lists with selected category and status codes • Create timeline to generate notices (Courtesy Notice, Impending Power to Sell, Notice of Auction) • Input auction dates and generate timeline and identify dates to run reports and notices and set publication	Must Have
SDT-3-21-2	Create Proposed Comprehensive Sale Lists and schedules for any number of tax sales/auctions simultaneously	The system will provide the ability to: • Create proposed comprehensive sale lists and schedules by combining priority sale lists with selected category and status codes, with practical constraints and restraints (e.g., competing operations, budget and staff capacity) to create and visualize multiple courses of action for auction planning	Must Have
SDT-3-21-3	Flag the Properties on the proposed and proposed comprehensive sale lists that are newly Eligible/Ineligible for Tax Sale	The system will flag on the proposed and proposed comprehensive sale lists: • New STPTS properties and any STPTS properties that have become eligible for tax sale after having been withheld from eligibility due to bankruptcy, legal, or other mandatory stay. • STPTS properties that have become ineligible for tax sale due to redemption, bankruptcy, legal or other mandatory stay.	Must Have

Functional Requirements

SDT-3-21-4	Convert Proposed or proposed comprehensive sale lists to the Tax Sale Lists (for named sales or auctions) for any number of tax sales/auctions simultaneously	The system will provide the ability to: • Convert proposed or proposed comprehensive sale lists to Tax Sale Lists (for named sales or auctions) for any number of tax sales/auctions simultaneously.	Must Have
SDT-3-21-5	Create timelines for auction dates, Board approvals, and to generate notices for any number of tax sales/auctions simultaneously	The system will provide the ability to: • Create timeline for auction dates, Board approval, and to generate notices and set publication dates (Courtesy Notice, Impending Power to Sell, Notice of Auction)	Must Have
SDT-3-21-6	Input auctions, Board approvals and notices and publications timelines and milestones for any number of tax sales/auctions simultaneously to master calendar	The system will provide the ability to: • Input into the Master Tax Sale Calendar the timeline for auction dates, Board approval, and to generate notices and to set publication dates	Must Have
SDT-3-22	Generate STPTS Reports, Adhoc Reports and Queries		
SDT-3-22-1	Generate STPTS Reports for Total Inventory	The system will provide the ability to: • Generate STPTS status reports (including summary and data): Total Inventory of STPTS Properties	Must Have
SDT-3-22-2	Generate STPTS Reports for Total Inventory minus redeemed/sold properties	The system will provide the ability to: • Generate STPTS status reports (including summary and data): Total Inventory of STPTS Properties Minus Redeemed and/or Sold Properties	Must Have
SDT-3-22-3	Generate STPTS Reports to track 4-year mandate	The system will provide the ability to: • Generate STPTS 4-Year Aging tracking reports (summary and data): Tracking by year (or months) relative to 4-year mandate	Must Have
SDT-3-22-4	Generate STPTS Reports to track 6-year mandate	The system will provide the ability to: • Generate STPTS 6-Year Aging tracking reports (summary and data): Tracking by year (or months) relative to 6-year mandate	Must Have
SDT-3-22-5	Generate STPTS Reports to track beyond the 4- and 6-year mandates	The system will provide the ability to: • Generate STPTS 4+ and 6+ Years Aging tracking reports (summary and data): Tracking by years (or months) beyond the 4-year and 6-year mandates	Must Have
SDT-3-22-6	Generate Combined STPTS Reports	The system will provide the ability to: • Generate combined STPTS 4-Year, 6-Year, 4+ and 6+ Aging tracking reports (summary and data) to monitor all STPTS properties relative to mandates	Must Have
SDT-3-22-7	Create Adhoc STPTS Reports	The system will provide the ability to: • Create ad hoc STPTS reports using any combination of status and tracking reports	Must Have
SDT-3-22-8	Create Adhoc STPTS queries minus tracking/status codes	The system will provide the ability to: • Create ad hoc STPTS queries: Total STPTS Inventory minus any tracking and/or property status codes	Must Have
SDT-3-22-9	Create Adhoc STPTS queries minus -all But- any tracking/status codes	The system will provide the ability to: • Create ad hoc STPTS queries: Total STPTS inventory minus all BUT-any tracking and/or property status codes	Must Have
SDT-3-23	Review STPTS Properties		
SDT-3-23-1	Identify STPTS Properties	The system will provide the ability to: • Identify STPTS properties for review, such as potential homeowner occupied (HOX), properties removed from sale, properties beyond mandates, linked property issues	Must Have
SDT-3-23-2	Aggregate STPTS Properties data	The system will provide the ability to: • Aggregate, prepare, and cache property information, imagery, records and documents for digital property case files .i.e., tax sale files (Public Auction, Chapter 8 Agreement Sale, Sealed Bid), review files (HOX, litigation, or other), Public Records Act Request files, Petition to Rescind/Hearings files, Claims for Damage files, Board Referrals, and Excess Proceeds Claims files, or other necessary files.	Must Have
SDT-3-23-3	Transmit digital property case files for processing	The system will provide the ability to: • Transmit digital property case files via digital routing for digital processing (preparers to developers to quality assurance reviewers to recommenders to managers, etc.)	Must Have
SDT-3-23-4	Transmit Digital property case files for review and deliberations	The system will provide the ability to: • Transmit digital property case files via digital routing for digital review and deliberations (i.e., Digital HOX Review Board) for recommendation level and decision level: approve, disapprove, reject/return, postpone, other, justification, other comments	Must Have
SDT-3-23-5	Capture and Track Electronic Signatures on digital tax sale files	The system will provide the ability to capture and track electronic signatures for authorized users, reviewers, and approvers throughout routing for processing, reviewing, commenting, deliberating, approving, disapproving, rejection/return, postponing, justifications, or other applicable actions on digital tax sale files, or other digital property case files.	Must Have
SDT-3-23-6	Record Results	The system will provide the ability to: • Record results, initiate post-review board actions, and archive digital review files, or other digital property case files.	Must Have
SDT-3-23-7	Generate Review Board Summary of Action Report	The system will provide the ability to: • Generate STPTS review board summary of action report	Must Have
SDT-3-24	Maintain and Display STPTS Dashboard		
SDT-3-24-1	Maintain and Display STPTS Dashboard	The system will provide the ability to maintain and display on a dashboard: • STPTS tracking data • monitoring data • review board data	Must Have
SDT-3-25	Chapter 8 Web Portal		
SDT-3-25-1	Chapter 8 Portal STPTS Property Data to share with public agencies and eligible nonprofit organizations	The portal will provide STPTS property tax, tax sale history data, and Assessor data, and the ability to: • Search, filter and sort for ad hoc queries or recurring reports	Must Have
SDT-3-25-2	Chapter 8 Portal STPTS Property Data and mapping tool to share with public agencies and eligible nonprofit organizations	The portal will provide STPTS property tax, tax sale history data, and Assessor data, and the ability to: • View an Included mapping tool or interface with an approved mapping tool	Must Have
SDT-3-25-3	Chapter 8 Portal STPTS Property Data and map layers to save and print for the use of public agencies and eligible nonprofit organizations	The portal will provide STPTS property tax, tax sale history data, and Assessor data, and the ability to: • Save map layers and data and print maps and associated Assessor data	Must Have
SDT-3-26	Tax Deed Recordation		
SDT-3-26-1	Batch Upload of Tax Deeds for Recordation	The system will provide the ability to interface with Registrar-Recorder/County Clerk for batch upload of tax deeds, and other documents for recordation	Must Have

Functional Requirements

SDT-3-26-2	Generate Digital Tax Deeds for Recordation	The system will provide the ability to generate tax deeds digitally, route for review and for authorized deputy tax collectors and deputy county clerks to affix individually or in a batch process, their officially approved, filed, and stored facsimile signatures on the tax deeds; utilize an interface between TTC and Registrar-Recorder for the automated and digital submission of the tax deeds, and requests for recordation, track progress and completion, convert the requests to printable records and compile data and generate reports.	Must Have
SDT-3-27	Tax Sale Administration		
SDT-3-27-1	Case Management System for STPTS Properties	The system will provide the ability: • For case management to scan documents and compile digital property case files, which includes tax sale files (Public Auction, Chapter 8 Agreement Sale, Sealed Bid), review files (HOX, litigation, or other reviews), Public Records Act Request files, Petition to Rescind/Hearings files, Claims for Damage files, Board Referral files, and Excess Proceeds Claims files, to include referrals and correspondence, any other necessary files; and includes digital routing, review and approval, plus archiving, search, and retrieval processes.	Must Have
SDT-3-27-2	Log and Track User Activity	The system will provide the ability: • Log and track all user activity and convert to activity-based assessments for job analysis and cost-recovery fee	Must Have
SDT-3-27-3	TTC Interface with Assessors, A-C and Recorders to Automated and Digital Submission	The system will provide the ability: • Interface between TTC and Assessor for automated and digital submission of requests for Assessor Title Difference and Legal Description investigations • Interface between TTC and Auditor-Controller for automated and digital submission of requests for tax deletions or requests to delink subdivided properties • Interface with Registrar-Recorder for automated and digital submission of scanned and digitally generated documents, and the request for recordation	Must Have
SDT-3-27-4	Inventory Search	• Ability to search defaulted property inventory database	Must Have
SDT-3-27-5	Digital Signatures	• Ability to store officially approved and filed facsimile signatures of Treasurer and Tax Collector and authorized deputized individuals, and the ability to affix individually or in a batch process, their facsimile signatures to scanned or digitally generated documents 100% remotely or in a virtual hybrid environment, which includes review and approval processes	Must Have
SDT-3-28	Track Processing of Chapter 8 Agreements and Excess Proceeds Claims		
SDT-3-28-1	Tracking and Monitoring Checklists for Chapter 8	The system will provide the ability to: • Track and monitor and include the ability for authorized users to annotate checklists to indicate that Chapter 8 Agreement applications and objection letters have been received, accepted, approved or denied; and calculate projected and actual purchase price for Chapter 8 Agreement Sales	Must Have
SDT-3-28-2	Tracking and Monitoring Checklists for Excess Proceeds	The system will provide the ability to: • Track and monitor and include the ability for authorized users to annotate checklists to indicate that excess proceeds claims have been received, rejected, pending, approved or denied; and identify properties with excess proceeds and calculate excess proceeds amounts, compile and generate summary reports for Internal Controls requirements and escheatment	Must Have
SDT-3-29	Generate Tax Sale List Requirements		
SDT-3-29-1	Generate Tax Sale List	The system will generate a tax sale list consisting of properties meeting the following conditions: • The property has a recorded Notice of Power to Sell. • The property tax liability is unpaid. • The property is not on an active payment plan. • The property is not associated with an open bankruptcy case.	Must Have
SDT-3-29-2	Manually Exclude Properties	The system will provide the ability for the authorized user to flag a given property as unfit for a specific tax sale list or for a specific type of tax sale.	Must Have
SDT-3-30	Review and Update Tax Sale List Requirements		
SDT-3-30-1	View, Approve or Reject Tax Sale List	The system will provide the ability for the authorized user to view and edit the tax sale list, and the designated reviewer to approve or reject the edits.	Must Have
SDT-3-30-1	Manually Add and Remove Properties from Tax Sale List	The system will provide the ability for the authorized user to add or remove a property from a tax sale list.	Must Have
SDT-3-30-1	Generate Tax Sale Properties with Welfare Exemptions Interface	The system will provide the ability to create an electronic interface for sending the Assessor a list of tax sale properties with welfare exemptions.	Must Have
SDT-3-31	Import Market Value Information Requirements		
SDT-3-31-1	Receive Market Value Data from Assessor	The system will provide the ability to receive an electronic interface from the Assessor with market value data for the tax sale properties with welfare exemptions.	Must Have
SDT-3-31-2	Update Market Value Information	The system will update the market value information on the tax sale properties.	Must Have
SDT-3-31-3	Present Market Value Discrepancies	The system will correlate submitted tax sale properties with welfare exemptions requests with received market value data and present discrepancies to the user.	Must Have
SDT-3-32	Provide Tax Sale List Requirements		
SDT-3-32-1	Generate Tax Sale List to Vendors	The system will provide the ability to create an electronic interface for sending the tax sale list to outside vendors including the title company and external database vendors.	Must Have
SDT-3-33	Import Parties of Interest Data Requirements		
SDT-3-33-1	Receive Parties of Interest Information and Recorded Documents Interface	The system will provide the ability to receive an electronic interface from outside vendors including the title company and external database vendors with parties of interest information and recorded documents.	Must Have
SDT-3-33-2	Update Parties of Interest Information and Recorded Documents Information	The system will update tax sale properties with parties of interest and recorded document information received from outside vendors.	Must Have
SDT-3-33-3	Automated Parties of Interest Input	The system will provide the ability for automated parties of interest input file interface from parties of interest search vendors to eTax , and automated parties of interest output file interface from eTax to the print and mail vendor	Must Have
SDT-3-33-4	Delete Duplicate Parties of Interest Address Information	The system will identify and delete any duplicate address information in the parties of interest data. A duplicate is the exact same name and the exact same address.	Must Have

Functional Requirements

SDT-3-33-5	Add Parties of Interest Address Information	The system will search for additional address information on the secured roll as follows: • For each tax sale property for which the assessee name is the same as the party of interest name, add mail-to address to the parties of interest data.	Must Have
SDT-3-33-6	Present Parties of Interest Information and Recorded Documents	The system will correlate submitted tax sale properties requests with received parties of interest information and recorded documents data and present discrepancies to the user.	Must Have
SDT-3-33-7	Add Multiple Owners Under One Property in One Tax Sale	The system will have the ability to add multiple owners under one property in one tax sale.	Must Have
SDT-3-34	Review Parties of Interest Data Requirements		
SDT-3-34-1	Review and Update Parties of Interest Data	The system will provide the ability for the user to view, enter and modify parties of interest data.	Must Have
SDT-3-35	Determine Minimum Bid and Re-Offer Amounts Requirements		
SDT-3-35-1	Calculate Minimum Bid Amount	The system will calculate the minimum bid amount for each property on a tax sale list as follows: • Minimum Bid Amount = Redemption Amount + Tax Sale Cost + Current Year Base Tax Amount + Current Year Special Assessment Amount + Delinquent Penalty Amount (if applicable) + Delinquent Cost Amount (if applicable). See requirement for Calculate Redemption Amount in General Requirements in the LA County eTAX Functional Requirements Matrix - Billing document.	Must Have
SDT-3-35-2	Calculate Minimum Bid Amount between April and June	The system will add next year's estimated secured taxes to the minimum bid amount for each property on a tax sale list created between April and June: • Minimum Bid Amount = Minimum Bid Amount + (Base Tax Amount + Special Assessment Amount) x 1.1	Must Have
SDT-3-35-3	Calculate Minimum Bid Amount for Properties with Welfare Exemptions	The system will set the minimum bid amount to 50% of the property's market value if the calculated minimum bid amount for properties with welfare exemptions is less than 50% of the property's market value.	Must Have
SDT-3-35-4	Calculate Group Minimum Bid Amount	The system will calculate the minimum bid amount for properties offered in a group as follows: • Group Minimum Bid Amount = Sum of all Minimum Bid Amount for all properties offered in that group.	Must Have
SDT-3-35-5	Truncate Cents from Minimum Bid Amount	The system will truncate cents from each Minimum Bid Amount.	Must Have
SDT-3-35-6	Calculate Re-offer Amount	The system will calculate re-offer amount as follows: • If the property has been offered once previously, options include: - Re-offer Amount = 50% of the approved minimum bid or 50% of the assessed value if 50% of the approved minimum bid > 50% of the assessed value - Or re-offer at cost of auction - Or re-offer at an amount deemed appropriate by the tax collector in light of assessed value, per law	Must Have
SDT-3-35-7	Configurable Amount Calculations	The system will provide the authorized user the ability to modify the calculation formulas for the following: • Minimum bid amount • Minimum bid amount for properties with welfare exemptions • Re-offer amount	Must Have
SDT-3-36	Review Re-Offer Amounts Requirements		
SDT-3-36-1	Review and Update Minimum Bid Amounts	The system will provide the ability for the authorized user to view and modify minimum bid amounts.	Must Have
SDT-3-36-2	Review and Update Re-offer Amounts	The system will provide the ability for the authorized user to view and modify re-offer amounts.	Must Have
SDT-3-37	Authorize Tax Sale Requirements		
SDT-3-37-1	Maintain Taxing Agencies and Non-profit Organizations Information	The system will provide the ability to view and maintain a list of taxing agencies and non-profit organizations that are participating in sale by agreement tax sales. Non-profit organizations must submit a request to remain on the list in the year preceding the next scheduled tax sale. All taxing agencies within Los Angeles County are maintained on the list.	Must Have
SDT-3-37-2	Generate Tax Sale List on Demand	The system will generate a tax sale list with updated property status on demand.	Must Have
SDT-3-37-3	Generate Bidder Registration form on Demand	The system will generate a bidder registration form on demand	Must Have
SDT-3-37-4	Generate Bidder Instruction on Demand	The system will generate a bidder instruction sheet on demand.	Must Have
SDT-3-37-5	Generate Parcel Map on Demand	The system will generate a parcel map on demand.	Must Have
SDT-3-37-6	Associate Tax Sale Properties to Google Maps	The system will provide the ability to associate properties on a tax sale list to Google maps or other approved website.	Must Have
SDT-3-38	Generate Board Letter Requirements		
SDT-3-38-1	Generate Board Letter	The system will generate the board letter to the Board of Supervisors in MS Word to comply with Board Letter Submission Requirements.	Must Have
SDT-3-39	Review and Approve Board Letter Requirements		
SDT-3-39-1	View, Approve or Reject Board Letter	The system will provide the ability for the authorized user to view and edit the board letter, and the designated reviewer either approve or reject.	Must Have
SDT-3-40	Accept Authorized Board Letter Requirements		
SDT-3-40-1	Scan and Store Authorized Board Letter	The system will provide the ability to scan the authorized (signed) board letter, and store the scanned image in the TTC document imaging system.	Must Have
SDT-3-40-2	Add Tax Sale Cost	The system will apply a tax sale cost to each property on a tax sale list once the list is approved. This is done on the first day of the month ninety days or more before the tax sale.	Must Have
SDT-3-41	Generate Sale by Agreement Packet Requirements		
SDT-3-41-1	Generate Sale by Agreement Cover Letter	The system will generate the sale by agreement cover letter.	Must Have
SDT-3-41-2	Configure Sale by Agreement Templates	The system will have the ability to configure a template for different sections of sale by agreement, i.e., headers and footers.	Must Have

Functional Requirements

SDT-3-41-3	Sale by Agreement Packet 30 Days Prior to First Publication	The system will generate the sale by agreement cover letter at least 30 days prior to the first published notice of auction.	Must Have
SDT-3-41-4	Generate Sale by Agreement Cover Letter for Mailing List	The system will generate one sale by agreement cover letter for each taxing agency and non-profit organization on the mailing list.	Must Have
SDT-3-42	Generate Notification of Sale to the State Controller Requirements		
SDT-3-42-1	Generate Notification of Public Auctions and Sealed Bid Sales	The system will generate the notification of public auctions and sealed bid sales to the state controller.	Must Have
SDT-3-43	Generate Tax Sale Information to Interested Agencies Requirements		
SDT-3-43-1	Maintain Interested Agencies Information	The system will provide the ability to maintain a list of interested agencies for the distribution of the tax sale information.	Must Have
SDT-3-43-2	Generate Interested Agency Cover Letter	The system will generate an interested agency cover letter for each organization on the interested agencies mailing list.	Must Have
SDT-3-44	Notify Tax Sale Parties of Interest Requirements		
SDT-3-44-1	Third Party Notification - Parties of Interest	If the assessee has designated a third party notification, the system will send the third party all parties of interest notices.	Must Have
SDT-3-45	Generate Notice of Auction Requirements		
SDT-3-45-1	Maintain Party of Interest and Property Relationship	The system will maintain the relationship between the tax sale property and each party of interest.	Must Have
SDT-3-45-2	Estimate Number of Parties of Interest Mailings for a Tax Sale	The system will provide the ability to estimate the number of notices required to notify the parties of interest for a tax sale. This is required to estimate the parties of interest mailing cost for a tax sale.	Must Have
SDT-3-45-3	Generate Notice of Auction for Each Parties of Interest Address	The system will generate one notice of auction for each parties of interest address.	Must Have
SDT-3-45-4	Generate Notice of Auction for Situs Address	The system will generate a parties of interest letter addressed to the assessee for each assessment with a situs address.	Must Have
SDT-3-45-5	Assign Certification Number	The system will assign a mailing certification number to each notice of auction generated, excluding letters with foreign addresses.	Must Have
SDT-3-45-6	Generate Post Office List	The system will generate a post office list, excluding foreign addresses, for all notice of auctions generated.	Must Have
SDT-3-46	Update Parties of Interest Information Requirements		
SDT-3-46-1	Maintain Party of Interest Mailing Results	The system will provide the ability to enter the delivery results of parties of interest mailings.	Must Have
SDT-3-47	Generate Notice of Auction Publication Package Requirements		
SDT-3-47-1	Generate Notice of Auction Publication List from Tax Sale List	The system will provide the ability to generate a notice of auction publication list from a tax sale list.	Must Have
SDT-3-47-2	Generate Notice of Auction Publication Header	The system will provide the ability to generate a notice of auction publication header.	Must Have
SDT-3-47-3	Add Publication Cost to Properties	The system will add the publication cost to all properties on the publication list.	Must Have
SDT-3-48	Review Notice of Auction Publication Package Requirements		
SDT-3-48-1	View, Approve or Reject Notice of Auction Publication List and Header	The system will provide the ability for the authorized user to view and edit the notice of auction publication list and header, and the designated reviewer to either approve or reject.	Must Have
SDT-3-49	Provide Notice of Auction Publication Package Requirements		
SDT-3-49-1	Provide Notice of Auction Publication List to Newspaper Broker	The system will provide the ability to generate a file of the notice of auction publication list to the newspaper broker.	Must Have
SDT-3-50	Generate HOX List Requirements		
SDT-3-50-1	Identify Tax Sale List Properties that Require Personal Visit	The system will identify the property on a tax sale list that require personal visit by meeting one or more of the following conditions: <ul style="list-style-type: none"> • The property has a homeowners' exemption. • The property situs address is the same as the mailing address and the use code is residential. 	Must Have
SDT-3-51	Review and Update HOX List Requirements		
SDT-3-51-1	View, Approve or Reject List of Properties Requiring Personal Visit	The system will provide the ability for the authorized user to view and edit the list of properties requiring a personal visit, and the designated reviewer to either approve or reject.	Must Have
SDT-3-51-2	Manually Add and Remove Properties from List of Properties Requiring Personal Visit	The system will provide the ability for the authorized user to add or remove a property from the list of properties requiring a personal visit.	Must Have
SDT-3-52	Generate Personal Contact Package Requirements		
SDT-3-52-1	Generate Notice of Personal Contact with Tax Sale Information	The system will provide the ability to generate a notice of personal contact with tax sale information for the legally required personal contact package sent to the Sheriff.	Must Have
SDT-3-52-2	Generate Field Investigative Form	The system will provide the ability to generate a field investigative form for the legally required personal contact package sent to the Sheriff.	Must Have
SDT-3-52-3	Generate Notice of Auction	The system will provide the ability to generate a notice of auction for the legally required personal contact package sent to the Sheriff. See Generate Notice of Auction for Each Parties of Interest Address in Generate Notice of Auction Requirements.	Must Have
SDT-3-52-4	Generate Homeowner Contact Checklist	The system will provide the ability to generate a homeowner contact checklist for the personal contact package sent to Adult Protective Services or the Department of Consumer Affairs.	Must Have
SDT-3-52-5	Generate Homeowner Resource Packet	The system will provide the ability to generate a homeowner resource packet for the personal contact package sent to Adult Protective Services or the Department Consumer Affairs.	Must Have
SDT-3-53	Review Personal Contact Package Requirements		
SDT-3-53-1	View, Approve or Reject Contact Package	The system will provide the ability to view and edit the contact packages for each of the list of properties requiring a personal visit, and either approve or reject.	Must Have
SDT-3-54	Enter Field Visit Data Requirements		

Functional Requirements

SDT-3-54-1	Update Field Visit Data	The system will provide the ability to update field visit data.	Must Have
SDT-3-54-2	Scan and Store Field Investigative Form	The system will provide the ability to scan the field investigative form, and store the scanned image in the TTC document imaging system.	Must Have
SDT-3-54-3	Upload and Store Site Visit Photos	The system will provide the ability to upload and store site visit photos.	Must Have
SDT-3-54-4	Add Personal Visit Cost to Property	The system will add the personal visit cost to the property after the personal visit.	Must Have
SDT-3-55	Determine Whether to Proceed with Tax Sale Requirements		
SDT-3-55-1	View, Approve or Reject Personal Visit	The system will provide the ability for the authorized user to view and edit the personal visit information for each of the properties requiring a personal visit, and the designated reviewer to either approve or reject.	Must Have
SDT-3-55-2	Remove Property from Tax Sale	The system will provide the ability to remove a property from a tax sale based on the results of the personal visit.	Must Have
SDT-3-56	Prepare IRS Mailing Requirements		
SDT-3-56-1	Flag Properties with IRS Lien	The system will provide the ability to flag a property on a tax sale list as having an IRS lien.	Must Have
SDT-3-57	Generate IRS Packet Requirements		
SDT-3-57-1	Generate IRS Cover Letter	The system will generate an IRS cover letter for each property on a tax sale list with an IRS lien.	Must Have
SDT-3-57-2	Generate Copies of Documents for IRS Package	The system will print a copy of the following for each property on a tax sale list: <ul style="list-style-type: none"> • Notice of Auction • Parcel Map • Notice of Impending Power to Sell • Notice of Tax Lien • Tax Bill (SDTR and CY secured) 	Must Have
SDT-3-58	Conduct Bidder Registration Requirements		
SDT-3-58-1	Maintain Public Auction Bidder Mailing List	The system will provide the ability to maintain a mailing list for public auctions. The mailing list includes: <ul style="list-style-type: none"> • Entities who request to be added to the mailing list (walk in, call in, email) • Previous public auction buyers • Bidders registered for the public auction 	Must Have
SDT-3-58-2	Maintain Public Auction Bidder No Bid List	The system will provide the ability to maintain a public auction no-bid list. The list prevents registration for a public sale. The list may contain successful bidders from previous public auctions who did not complete sale and people who have been deemed to be unable to comprehend the tax sale rules and regulations.	Must Have
SDT-3-58-3	Specify Bidder Registration Cutoff Day/Time	The system will provide the ability to specify a cut-off date/time for bidder registration for a public auction. The cut-off date/time can be up to and include the day of auction.	Must Have
SDT-3-58-4	Lock or Unlock Bidder's Ability to Bid	The system will provide the ability to lock or unlock a bidder's ability to bid during the auction.	Must Have
SDT-3-59	Generate Bidder Registration Required Letter Requirements		
SDT-3-59-1	Generate Bidder Registration Required Letter	The system will generate a bidder registration required letter for each potential bidder on the public auction bidder mailing list.	Must Have
SDT-3-60	Register Bidder Requirements		
SDT-3-60-1	Process On-line Public Auction Bidder Application	The system will allow the public to register for public auctions via an external web interface.	Must Have
SDT-3-60-2	Process Public Auction Bidder Applications Received in Person	The system will provide the ability to enter, view and modify the bidder registration data.	Must Have
SDT-3-60-3	Do Not Register Bidders on the No-bid List	The system will not register bidders who are on the no-bid list.	Must Have
SDT-3-60-4	Assign Bidder Number	The system will assign a bidder number to each successful bidder registration. The bidder number cannot be reused for that particular tax sale.	Must Have
SDT-3-60-5	Generate Bidder Registration Card	The system will generate a bidder registration card for each successful bidder registration.	Must Have
SDT-3-60-6	Generate Bidder Registration Replacement Card	The system will provide the ability to generate a replacement bidder card on demand including at the site of the auction during the course of the auction.	Must Have
SDT-3-60-7	Scan and Store Bidder Application Documents	The system will provide the ability to scan the bidder application documents, and store the scanned images in the TTC document imaging system.	Must Have
SDT-3-60-8	Track Bidder Auction Deposit	The system will provide the ability to track deposits made by bidders prior and up to and including the day of auction, including the deposit amount, deposit date, and payment method. The system will allow deposits to be applied towards the bidder's purchase of a tax sale property.	Must Have
SDT-3-60-9	Cashiering System Interface for Auction Deposit Amounts	The system will interface with the Automated Cashiering System (ACS) to reconcile auction deposit trust account amounts.	Must Have
SDT-3-61	Conduct Public Auction Requirements		
SDT-3-61-1	Redeem Tax Sale Properties	The system will provide the ability to redeem properties up to the close of business on the last business day prior to the tax sale.	Must Have
SDT-3-61-2	Remove Properties from Tax Sale	The system will provide the ability to remove a property from the tax sale at any time (example: due to bankruptcy).	Must Have
SDT-3-61-3	Redemption/Off Sale List	The system will generate a redemption/off sale list of properties not longer offered at the public auction tax sale.	Must Have
SDT-3-61-4	Void Property Sale at Tax Sale	The system will provide the ability to void a property sale at a public auction tax sale when the bidder does not complete the sale. This includes preventing the bidder from additional bidding at the auction, voiding the property sale, and placing the property back in the sale.	Must Have
SDT-3-61-5	Unblock a Blocked Bidder	The system will provide the authorized user the ability to unblock a blocked bidder at a public auction tax sale. This action allows a previously blocked bidder to bid at the public auction tax sale.	Must Have

Functional Requirements

SDT-3-61-6	Maintain Bidder History	The system will maintain a master list of bidders with bidding histories. This includes the auctions in which the bidders participated, problems with bidders, sales completed by bidders, and successful bids that were not completed by the bidder. This also includes the ability to flag bidders as "no-bid" or not allowed to register to bid on future auctions.	Must Have
SDT-3-61-7	Remote Access to Auction Information	The system will provide the ability to access and update the system real-time from remote locations.	Must Have
SDT-3-62	Generate Sale Card Requirements		
SDT-3-62-1	Generate Sale Card	The system will generate a sale card for each item in the public auction property tax sale for the auctioneer to use in conducting the public auction.	Must Have
SDT-3-63	Record Winning Bid Requirements		
SDT-3-63-1	Record Winning Bid Information	The system will provide the ability to view, enter, and update winning bid information.	Must Have
SDT-3-63-2	Track and Maintain Bid Information	The system will track and maintain all winning bids from public auctions.	Must Have
SDT-3-64	Confirm Winning Bid Requirements		
SDT-3-64-1	Void Sale if Bidder Does Not Present Themselves in Allotted Time	The system will automatically void the sale, lock the bidder out from future bidding at the auction, and place the property back into the auction, if the bidder does not present themselves in the allotted time to complete a sale. The system will provide the ability to specify the allotted time.	Must Have
SDT-3-64-2	Review and Record Bid and Payment Information	The system will provide the ability to view and update bid information including bidder number, sale price, method of payment, and payment option.	Must Have
SDT-3-64-3	Determine Payment Deposit Amount Required	The system will determine the amount of payment deposit required as follows: <ul style="list-style-type: none"> • If a property's sale price is \$5,000 or less, the payment deposit amount must be equal to the sale price. • If a property's sale price is between \$5,000 and \$50,000, the payment deposit amount must be \$5,000 or more. • If a property's sale price is greater than \$50,000, the payment deposit amount must be greater than or equal to 10% of the sale price. 	Must Have
SDT-3-65	Generate Auction Deposit Receipt Requirements		
SDT-3-65-1	Void Sale if Payment is Not Made in Allotted Time	The system will automatically void the sale, lock the bidder out from future bidding at the auction, and place the property back into the auction, if the bidder does not make payment in the allotted time to complete the sale. The system will provide the ability to specify the allotted time.	Must Have
SDT-3-65-2	Generate Auction Deposit Receipt (ADR)	The system will generate an auction deposit receipt for each confirmed bid.	Must Have
SDT-3-66	Verify Sale by Agreement Request Requirements		
SDT-3-66-1	Maintain Sale by Agreement Data	The system will provide the ability to enter, view and modify sale by agreement data.	Must Have
SDT-3-66-2	Scan and Store Sale by Agreement Request Documents	The system will provide the ability to scan the sale by agreement request documents, and store the scanned images in the TTC document imaging system.	Must Have
SDT-3-67	Generate Sale by Agreement Package Requirements		
SDT-3-67-1	Remove Properties from Tax Sale List	The system will provide the ability to remove properties from a tax sale list, and include them in a sale by agreement.	Must Have
SDT-3-67-2	Calculate Secured Defaulted Estimated Future Tax Amount	The system will calculate the secured defaulted estimated future tax amount for each property included in a sale by agreement as follows: <ul style="list-style-type: none"> • Secured Defaulted Estimated Future Tax Amount = 12th Month Redemption Amount + (36 x 1.5% x (Base Tax Amount for all years in default + Special Assessment Amount for all years in default)) 	Must Have
SDT-3-67-3	Calculate Current Year Estimated Future Tax Amount	The system will calculate the current year estimate future tax amount for each property included in a sale by agreement as follows: <ul style="list-style-type: none"> • Current Year Estimate Future Tax Amount = (Base Tax Amount + Special Assessment Amount) x 1.1 + Delinquent Cost + (36 x 1.5% x (Base Tax Amount + Special Assessment Amount)) 	Must Have
SDT-3-67-4	Calculate First Future Year Estimated Future Tax Amount	The system will calculate the first future year estimated tax amount for each property included in a sale by agreement as follows: <ul style="list-style-type: none"> • First Future Year Estimated Tax Amount = (Base Tax Amount + Special Assessment Amount) x 1.1 x 1.02 x 1.20 + Delinquent Cost + (24 x 1.5% x 1.02 x (1+ Agreement Inflation Factor) x (Base Tax Amount + Special Assessment Amount)) 	Must Have
SDT-3-67-5	Calculate Second Future Year Estimated Future Tax Amount	The system will calculate the second future year estimated tax amount for each property included in a sale by agreement as follows: <ul style="list-style-type: none"> • Second Future Year Estimated Tax Amount = (Base Tax Amount + Special Assessment Amount) x 1.1 x 1.0404 x (1+ Agreement Inflation Factor) + Delinquent Cost + (12 x 1.5% x 1.0404 x 1.20 x (Base Tax Amount + Special Assessment Amount)) 	Must Have
SDT-3-67-6	Calculate Third Future Year Estimated Future Tax Amount	The system will calculate the third future year estimated tax amount for each property included in a sale by agreement as follows: <ul style="list-style-type: none"> • Third Future Year Estimated Tax Amount = (Base Tax Amount + Special Assessment Amount) x 1.1 x 1.061208 x (1+ Agreement Inflation Factor) + Delinquent Cost 	Must Have
SDT-3-67-7	Calculate Sale Price	The system will calculate the sale price for each property included in a sale by agreement as follows: <ul style="list-style-type: none"> • Sale Price = Secured Defaulted Estimated Future Tax amount + Current Year Estimate Future Tax Amount + First Future Year Estimated Tax Amount + Second Future Year Estimated Tax Amount + Third Future Year Estimated Tax Amount 	Must Have
SDT-3-67-8	Generate Sale by Agreement Cover Letter	The system will generate a cover letter to each agency/organization participating in the sale by agreement.	Must Have
SDT-3-67-9	Generate Purchase Agreement	The system will generate a purchase agreement for each sale by agreement.	Must Have
SDT-3-68	Submit Application for Review and Approval Requirements		
SDT-3-68-1	Track the Submission of Application to CDC	The system will provide the ability to track the submission of the sale by agreement application to the Community Development Commission (CDC).	Must Have
SDT-3-69	Update Tax Sale List Requirements		

Functional Requirements

SDT-3-69-1	Add Properties Back To Tax Sale List	The system will provide the ability to add properties back to the tax sale list. These are properties that were removed from the tax sale list due to a potential sale by agreement, but the sale by agreement did not complete.	Must Have
SDT-3-70	Review Sale by Agreement Application Requirements		
SDT-3-70-1	Maintain Sale by Agreement Data	The system will provide the ability to enter, view and modify sale by agreement data.	Must Have
SDT-3-70-2	Scan and Store Sale by Agreement Application Documents	The system will provide the ability to scan the sale by agreement application documents, and store the scanned images in the TTC document imaging system.	Must Have
SDT-3-71	Notify Non-Profit Organization Requirements		
SDT-3-71-1	Generate Non-Profit Organization Denial Letter	The system will generate a sale by agreement denial letter for non-profit organizations when the application is denied.	Must Have
SDT-3-72	Generate Board Letter Requirements		
SDT-3-72-1	Generate Sale by Agreement Board Letter	The system will generate a sale by agreement board letter.	Must Have
SDT-3-73	Review Board Letter Requirements		
SDT-3-73-1	Review Sale by Agreement Board Letter	The system will provide the ability to view and modify the sale by agreement board letter.	Must Have
SDT-3-74	Accept Authorized Board Letter Requirements		
SDT-3-74-1	Scan and Store Sale by Agreement Board Letter	The system will provide the ability to scan the approved sale by agreement board letter, and store the scanned images in the TTC document imaging system.	Must Have
SDT-3-75	Submit Board Letter for State Controller Approval Requirements		
SDT-3-75-1	Track the Submission of Board Letter to State Controller	The system will provide the ability to track the submission of the approved sale by agreement board letter to the State Controller for review and approval.	Must Have
SDT-3-76	Complete Sale by Agreement Requirements		
SDT-3-76-1	Scan and Store State Controller Authorization Letter	The system will provide the ability to scan the authorization letter from the State Controller, and store the scanned image in the TTC document imaging system.	Must Have
SDT-3-76-2	Track the Completion of the Sale by Agreement	The system will provide the ability to indicate if a sale by agreement is successful or nullified.	Must Have
SDT-3-76-3	Generate Sale by Agreement Payment Demand Letter	The system will generate a sale by agreement payment demand letter.	Must Have
SDT-3-77	Confirm Payment Requirements		
SDT-3-77-1	Track the Completion Date of the Sale by Agreement	The system will provide the ability to enter the effective date of a successful sale by agreement once payment is received.	Must Have
SDT-3-78	Conduct Sealed Bid Sale Requirements		
SDT-3-78-1	Maintain Sealed Bid Sale Data	The system will provide the ability to enter, view and modify sealed bid sale data.	Must Have
SDT-3-78-2	Maintain Tax Sale List for Sealed Bid Sale	The system will provide the ability to create and maintain a tax sale list for a sealed bid sale.	Must Have
SDT-3-79	Identify Eligible Bidders Requirements		
SDT-3-79-1	Identify Potential Sealed Bid Bidders	The system will identify a list of potential bidders for each property on the tax sale list of a sealed bid sale as follows: <ul style="list-style-type: none"> • The bidder is the assessee of one or more properties contiguous to the property on the tax sale list. • The bidder is not an assessee of the property being offered in the sealed bid sale. • The bidder is not an assessee of one or more tax defaulted contiguous properties. 	Must Have
SDT-3-79-2	Manually Add or Remove Potential Sealed Bid Bidders	The system will provide the ability for the authorized user to add or remove a potential bidder for a sealed bid tax sale.	Must Have
SDT-3-80	Generate Sealed Bid Package Requirements		
SDT-3-80-1	Generate Sealed Bid Cover Letter	The system will generate a sealed bid cover letter for each potential bidder of a sealed bid sale.	Must Have
SDT-3-80-2	Generate Notice of Sealed Bid Sale	The system will generate a notice of sealed bid sale for each potential bidder of a sealed bid sale.	Must Have
SDT-3-80-3	Generate Sealed Bid Purchase Agreement	The system will generate a sealed bid purchase agreement for each notice of sealed bid sale.	Must Have
SDT-3-80-4	Generate Sealed Bid Parcel Map	The system will generate a parcel map for each property on the tax sale list for a sealed bid sale.	Must Have
SDT-3-81	Process Sealed Bids Requirements		
SDT-3-81-1	Maintain Sealed Bid Information	The system will provide the ability to enter, view and update bid information.	Must Have
SDT-3-81-2	Maintain Sealed Bid Disqualification Information	The system will provide the ability to indicate if a bid is disqualified, and enter the reason for disqualification.	Must Have
SDT-3-82	Notify Bidders of Tied Bid Requirements		
SDT-3-82-1	Generate Tied Bidder Letter	The system will generate a tied bidder letter to each potentially successful bidder when the successful bid amount has been submitted by multiple bidders.	Must Have
SDT-3-82-2	Manually Extend Tax Sale Deadline for Tied Bids	The system will provide the ability to extend the tax sale deadline for a property with tied highest bids.	Must Have
SDT-3-83	Record Bid Requirements		
SDT-3-83-1	Disqualify Bids	The system will disqualify a bid meeting any of the following conditions: <ul style="list-style-type: none"> • The bid's Bid Amount is less than the Minimum Bid Amount of the property being bid on. • The Bidder Name is not the Assessee Name of one of the contiguous parcels of the property being bid on. 	Must Have
SDT-3-83-2	Determine Winning Bid	The system will determine the winning and losing bids for a property as follows: <ul style="list-style-type: none"> • The system will flag a bid as a winning bid if the Bid Amount is the highest bid for a property. • The system will flag a bid as a losing bid if the Bid Amount is not the highest bid for a property. 	Must Have
SDT-3-83-3	Generate Winning Bid Letter	The system will generate a winning bid letter for each winning bid.	Must Have
SDT-3-83-4	Generate Losing Bid Letter	The system will generate a losing bid letter for each losing bid.	Must Have

Functional Requirements

SDT-3-83-5	Generate Disqualified Bid Letter	The system will generate a disqualified bid letter for each disqualified bid stating the reason for the disqualification (no check, not a cashier's check, no paper work, bid below minimum bid, etc.).	Must Have
SDT-3-84	Complete Sealed Bid Tax Sale Requirements		
SDT-3-84-1	Track the Completion Date of the Sealed Bid Sale	The system will provide the ability to enter the effective date of a successful sealed bid sale once final payment is received.	Must Have
SDT-3-85	Conduct Post-Sale Processing Requirements		
SDT-3-85-1	Void Sales Not Completed	The system will identify sales that are not completed by the prescribed time and will: <ul style="list-style-type: none"> • Generate a letter to the offending bidder. • Flag the bidder for an incomplete sale. • Flag the deposit forfeited. • Make the property available for a future tax sale. 	Must Have
SDT-3-86	Apply Payment Requirements		
SDT-3-86-1	Apply Tax Sale Fees	The system will apply the following fees to each property sold in a tax sale: <ul style="list-style-type: none"> • Recording Fee • State Sale Fee • County Sale Fee • Cost of Notice • Power to Sell Fee • Publication Cost • Documentary Stamp Tax • Title Search Fee • 2nd Notification Fee • Personal Contact Fee if any 	Must Have
SDT-3-86-2	Calculate Tax Sale Funds	The system will calculate the available funds for distribution to be applied to taxes and fees for each property sold in a tax sale as follows: <ul style="list-style-type: none"> • Available Funds for Distribution = property's Tax Sale Amount + Bankruptcy Payment Amount Received 	Must Have
SDT-3-86-3	Calculate Tax Sale Redemption Amount	The system will perform the following calculation for the tax sale redemption amount: <ul style="list-style-type: none"> • Tax Sale Redemption Amount = total Delinquent Prior Year Amount for all assessment years in Secured Defaulted + total Delinquent Penalty for all assessment years in Secured Defaulted + total Delinquent Cost for all assessment years in Secured Defaulted + Redemption Fee Amount + Current Month Penalty Interest Amount 	Must Have
SDT-3-86-4	Apply Payment Order of Precedence	The system will apply a secured defaulted payment based on the following order of precedence: <ul style="list-style-type: none"> • Any applicable returned item fee amount (not assessed as part of special assessment), starting with the earliest • All other applicable fee amounts, starting with the earliest • Redemption fee, starting with the earliest • Penalty Interest (Redemption penalty) accrued, starting with the earliest • Delinquent cost, starting with the earliest • Delinquent penalty amount, starting with the earliest • Total installment amount (Ad Valorem/Special Assessment/Assessor Penalty), starting with the earliest See LA County eTAX Functional Requirements Matrix - Collections for business rules regarding how payments are applied to bills and fees.	Must Have
SDT-3-86-5	Partial Payments	If any of redemption fee, penalty interest, delinquent cost, and delinquent penalty is partially paid, payment application is processed by tax year, with the earliest tax year being paid first. A roll change request is automatically generated to the Auditor-Controller for each remaining unpaid/partially paid tax years to reduce the liability amount to zero dollars.	Must Have
		The system will apply the Available Funds for Distribution for each property sold in a tax sale as follows: <ul style="list-style-type: none"> • If there are outstanding NSF fees: <ul style="list-style-type: none"> <input type="checkbox"/> Deduct the NSF Fee Amount(s) from the Available Funds for Distribution . • For prior year taxes, if the Available Funds for Distribution is greater than or equal to the total Tax Sale Redemption Amount : <ul style="list-style-type: none"> <input type="checkbox"/> Set the Amount Applied to Prior Year Taxes = total Tax Sale Redemption Amount <input type="checkbox"/> Deduct the total Tax Sale Redemption Amount from the Available Funds for Distribution . • For prior year taxes, if the Available Funds for Distribution is greater than or equal to the sum of Delinquent Prior Year Amount + Delinquent Penalty Amount + Delinquent Cost : <ul style="list-style-type: none"> <input type="checkbox"/> Set the Amount Applied to Prior Year Taxes = Amount Available for Distribution and set the Amount Available for Distribution = \$0. <input type="checkbox"/> Set the Excess Proceeds Amount = \$0. • For prior year taxes, if the Available Funds for Distribution is less than the sum of Delinquent Prior Year Amount + Delinquent Penalty Amount + Delinquent Cost : <ul style="list-style-type: none"> <input type="checkbox"/> Set the Amount Applied to Prior Year Taxes = Available Funds for Distribution . <input type="checkbox"/> Set the Excess Proceeds Amount = \$0. <input type="checkbox"/> Adjust the Penalty Interest Amount on the Secured Defaulted bill to \$0. <input type="checkbox"/> Apply the payment firstly to Delinquent Cost as follows: <ul style="list-style-type: none"> <input type="checkbox"/> If the Available Funds for Distribution is greater than or equal to the Delinquent Cost for all assessment years, set the Delinquent Cost paid for each assessment year = assessment year's Delinquent Cost , and deduct the amount paid from the Available Funds for Distribution . <input type="checkbox"/> If the Available Funds for Distribution is less than the Delinquent Cost for all assessment years, compute the proration factor for Delinquent Cost = Available Funds for Distribution / Delinquent Cost for all assessment years, set the Delinquent Cost paid for each assessment year = proration factor * assessment year's Delinquent Cost , and set Available Funds for Distribution = \$0. 	Must Have

Functional Requirements

SDT-3-86-6	Apply Available Funds	<ul style="list-style-type: none"> <input type="checkbox"/> If after Delinquent Cost has been paid, the remaining Available Funds for Distribution is greater than \$0, apply the payment to Delinquent Prior Year Amount as follows: <ul style="list-style-type: none"> <input type="checkbox"/> If the Available Funds for Distribution is greater than or equal to the Delinquent Prior Year Amount for all assessment years, set the Delinquent Prior Year Amount paid for each assessment year = assessment year's Delinquent Prior Year Amount, and deduct the amount paid from the Available Funds for Distribution. <input type="checkbox"/> If the Available Funds for Distribution is less than the Delinquent Prior Year Amount for all assessment years, compute the proration factor for Delinquent Prior Year Amount = Available Funds for Distribution / Delinquent Prior Year Amount for all assessment years, set the Delinquent Prior Year Amount paid for each assessment year = proration factor * assessment year's Delinquent Prior Year Amount, and set Available Funds for Distribution = \$0. <input type="checkbox"/> If after Delinquent Prior Year Amount has been paid, the remaining Available Funds for Distribution is greater than \$0, apply the payment to Delinquent Penalty Amount as follows: <ul style="list-style-type: none"> <input type="checkbox"/> Compute the proration factor for Delinquent Penalty Amount = Available Funds for Distribution / Delinquent Penalty Amount for all assessment years, set the Delinquent Penalty Amount paid for each assessment year = proration factor * assessment year's Delinquent Penalty Amount, and set Available Funds for Distribution = \$0. <input type="checkbox"/> Generate a roll change request to the Auditor-Controller for each assessment year to reflect the actual Delinquent Cost, Delinquent Prior Year Amount, and Delinquent Penalty paid. If an assessment year's Delinquent Prior Year Amount is not paid in full, reduce each taxing district's Levy[Tax Amount] by the same proportion. <ul style="list-style-type: none"> • For current year taxes (if included in Minimum Bid Amount), if the Available Funds for Distribution is greater than or equal to the sum of Total Tax Amount + Delinquent Penalty Amount + Delinquent Cost: <ul style="list-style-type: none"> <input type="checkbox"/> Set the Amount Applied to Current Year Taxes = sum of Total Tax Amount + Delinquent Penalty Amount + Delinquent Cost. <input type="checkbox"/> Deduct the sum of Total Tax Amount + Delinquent Penalty Amount + Delinquent Cost from the Available Funds for Distribution. 	Must Have
SDT-3-86-7	Generate Tax Sale Summary Report	The system will generate a tax sale distribution report for each tax sale.	Must Have
SDT-3-86-8	Generate Tax Sale Summary Detail Report	The system will generate a tax sale distribution detail report for each property sold in a tax sale.	Must Have
SDT-3-87	Generate Tax Sale Deed Requirements		
SDT-3-87-1	Generate Tax Sale Deed	The system will generate one deed for each property sold in a tax sale.	Must Have
SDT-3-87-2	Generate Tax Sale Deed Transmittal Form	The system will generate a tax sale deed transmittal form for a group of deeds for tax sale deed recording.	Must Have
SDT-3-88	Review Tax Sale Deed Requirements		
SDT-3-88-1	View, Approve or Reject Tax Sale Deed	The system will provide the ability for the authorized user to view and edit tax sale deeds prior to printing, and the designated reviewer to either approve or reject.	Must Have
SDT-3-89	Update Recording Information Requirements		
SDT-3-89-1	Track Deed Recording Details	The system will provide the ability to track the number of recordings and the recording details.	Must Have
SDT-3-89-2	Calculate Recording Fees	The system will provide the ability to calculate the required recording fee due to the Registrar-Recorder based on the recording details (example: recording with one page, recording with two pages).	Must Have
SDT-3-89-3	Update Recording Information	The system will be updated with the document recording information.	Must Have
SDT-3-90	Process Rescission Requirements		
SDT-3-90-1	Maintain Rescission of Tax Sale Information	The system will provide the ability to track the rescission of a tax sale.	Must Have
SDT-3-90-2	Remove Payment	<p>The system will perform the following when a tax sale is rescinded for a property:</p> <ul style="list-style-type: none"> • Make the property available for future tax sales. • Remove the property from excess proceeds processing. • Remove payment amounts applied to the any of the following for the property: <ul style="list-style-type: none"> <input type="checkbox"/> Applicable cost of sales <input type="checkbox"/> NSF Fee Amount(s) <input type="checkbox"/> Delinquent Tax Amount <input type="checkbox"/> Delinquent Penalty Amount, Delinquent Cost <input type="checkbox"/> Redemption Fee Amount <input type="checkbox"/> Penalty Interest <input type="checkbox"/> Excess Proceeds Fee • Remove payment amounts applied to current year taxes paid since the sale. (E.g. Sale is rescinded two years after the tax deed was recorded.) • Generate a refund request with the entire payment amount to be refunded to the purchaser. • Generate a roll change request to the Auditor-Controller. 	Must Have
SDT-3-91	Generate Rescission of Tax Sale Deed Requirements		
SDT-3-91-1	Generate Rescission of Tax Sale Deed	The system will generate a rescission of tax sale deed for a rescission of tax sale.	Must Have
SDT-3-92	Update Recording Information Requirements		
SDT-3-92-1	Update Rescission Recording Information	The system will be updated with the document recording information.	Must Have
SDT-3-93	Process Excess Proceeds Requirements		
SDT-3-93-1	Maintain Excess Proceeds Data	The system will provide the ability to enter, view and modify excess proceeds data.	Must Have
SDT-3-93-2	Maintain Excess Proceeds Threshold and Fee	The system will provide the ability to maintain and modify the claimable excess proceeds threshold and the excess proceeds fee.	Must Have
SDT-3-93-3	Apply Excess Proceeds Fee	<p>The system will determine the excess proceeds for each property sold in a tax sale as follows:</p> <ul style="list-style-type: none"> • Claimable Excess Proceeds Amount = Excess Proceeds Amount – Excess Proceeds Fee 	Must Have
SDT-3-93-4	Excess Proceeds Must be Over Threshold to Process	The system will provide the ability to define a dollar amount threshold for exceeds proceeds to be eligible for claims. The system will only make excess proceeds with amount greater than the threshold eligible for claim.	Must Have
SDT-3-93-5	Maintain Excess Proceeds Information Requesting Agent Information	The system will maintain the list of the agents who request and are sent excess proceeds information.	Must Have
SDT-3-93-6	Escheat Unclaimed Excess Proceeds	The system will hold unclaimed excess proceeds for three years before making the funds available to be escheated to the County.	Must Have

Functional Requirements

SDT-3-94	Generate Excess Proceeds Notice Requirements		
SDT-3-94-1	Potential Claimant Data	The system will populate the potential claimant data for each property's claimable excess proceeds with the parties of interest data of the tax sale property.	Must Have
SDT-3-94-2	Maintain Potential Claimant Data	The system will provide the ability to enter, view and modify excess proceeds claimant data.	Must Have
SDT-3-94-3	Generate Excess Proceeds Notice	The system will generate an excess proceeds notice for each potential excess proceeds claimant.	Must Have
SDT-3-94-4	Generate Excess Proceeds Claim Form	The system will generate an excess proceeds claim form for each potential excess proceeds claimant.	Must Have
SDT-3-94-5	Certified Mail Certification Number	The system will assign a certification number to each excess proceeds claim letter mailed by certified mail.	Must Have
SDT-3-94-6	Generate Assignment of Agent Form	The system will generate an assignment of agent form for each potential excess proceeds claimant.	Must Have
SDT-3-95	Review Excess Proceeds Claim Requirements		
SDT-3-95-1	Maintain Excess Proceeds Claim Data	The system will provide the ability to enter, view and modify excess proceeds claim data.	Must Have
SDT-3-95-2	Scan and Store Excess Proceeds Claim Documents	The system will provide the ability to scan the excess proceeds claim documents received, and store the scanned images in the TTC document imaging system.	Must Have
SDT-3-96	Generate Excess Proceeds Rejection Letter Requirements		
SDT-3-96-1	Generate Excess Proceeds Rejection Letter	The system will generate an excess proceeds rejection letter to each claimant whose claim is rejected or requires additional information.	Must Have
SDT-3-97	Process Excess Proceeds Claim Requirements		
SDT-3-97-1	Maintain Excess Proceeds Claim Results Data	The system will provide the ability to enter, view and modify excess proceeds claim results data.	Must Have
SDT-3-97-2	Generate Refund Request	The system will provide the authorized user the ability to request a refund voucher for the amount of the approved excess proceeds claim.	Must Have
SDT-3-97-3	Generate Claim Processing Letter	The system will generate a claim processing letter to each claimant whose claim is accepted with the claim results.	Must Have
SDT-3-97-4	Maintain Excess Proceeds Data	The system will maintain a list of excess proceeds, and automatically update the list based on claims submitted, approved, denied and paid, as well as rescissions.	Must Have
SDT-3-97-5	Track Unclaimed Excess Proceeds	The system will track a list of fully or partially unclaimed excess proceeds that are past the final date for claim filing.	Must Have
SDT-4	REPORTING/FORM REQUIREMENTS		
SDT-4-1	Power to Sell Courtesy Notice	The system will include the following data on each courtesy final notice: <ul style="list-style-type: none"> • Name • Address • Assessor Identification Number • Assessment Tax Year (i.e., year of the default) • Date on which the property became tax defaulted • Tax Rate Area • Legal Description • Situs • Assessee Name • Mailing Date • TTC contact information 	Must Have
SDT-4-2	Notice of Impending Power to Sell	The system will include the following data on each notice of impending power to sell: <ul style="list-style-type: none"> • Default date – set to June 30 of the delinquent Tax Year • Redemption Amount (See requirement for Calculate Redemption Amount in General Requirements in the LA County eTAX Functional Requirements Matrix - Billing document.) • Default Tax Year • Assessee Name • Assessor Identification Number • Power to Sell Date • Legal Description • TTC Return Address • Newspaper Name 	Must Have
SDT-4-3	Board Letter	The system will include the following data on the board letter to the Board of Supervisors: <ul style="list-style-type: none"> • Tax Sale Date • Number of properties offered in the tax sale • Tax Sale List 	Must Have
SDT-4-4	Sale by Agreement Cover Letter	The system will include the following data on the sale by agreement cover letter to non-profit organization and taxing agencies: <ul style="list-style-type: none"> • Organization Name • Organization Address • Contact Name • Parcel Number for each of the properties being included in the sale by agreement • Assessor Identification Number for each of the properties being included in the sale by agreement • Sale Price for each of the properties being included in the sale by agreement 	Must Have
SDT-4-5	Notification of Public Auctions and Sealed Bid Sales	The system will include the following data on the notification of public auctions and sealed bid sales to the state controller: <ul style="list-style-type: none"> • County name • Tax Sale Type • Tax Sale Time • Tax Sale Date • Tax Sale Location • Number of properties offered in the tax sale • TTC contact information 	Must Have
SDT-4-6	Interested Agency Cover Letter	The system will include the following data on the interested agency cover letter: <ul style="list-style-type: none"> • Agency Name • Agency Address • Tax Sale Date 	Must Have

Functional Requirements

SDT-4-7	Notice of Auction for Parties of Interest	<p>The system will include the following data on the notice of auction for parties of interest:</p> <ul style="list-style-type: none"> • Letter generation date • Treasurer and Tax Collector contact information • Party of Interest Name • Party of Interest Address • Situs • Legal Description • Assessor Identification Number • Assessee Name • Tax Sale Date • Tax Sale Time • Tax Sale Location • Last Date to Redeem • Tax Sale Number • Item Number • Minimum Bid Amount • First Month Redemption Amount • First Redemption Month • Second Month Redemption Amount • Second Redemption Month 	Must Have
SDT-4-8	Post Office List	<p>The system will include the following data on the post office list for the notice of auctions:</p> <ul style="list-style-type: none"> • The Treasurer and Tax Collector's return address • Party of Interest Name • Party of Interest Address • Certification Number • Tax Sale Number • Item Number 	Must Have
SDT-4-9	Notice of Personal Contact with Tax Sale Information	<p>The system will include the following data on the notice of personal contact with tax sale information for the legally required personal contact package sent to the Sheriff:</p> <ul style="list-style-type: none"> • Item Number • Assessor Identification Number • Assessee Name • Situs • Tax Sale Date • Last Date to Redeem • First Month Redemption Amount following the Personal Visit date • First Redemption Month following the Personal Visit date • Second Month Redemption Amount following the Personal Visit date -included only if the Second Redemption Month is less than or equal to the month of Tax Sale Date • Second Redemption Month = First Redemption Month + 1-included only if the Second Redemption Month is less than or equal to the month of Tax Sale Date • Third Month Redemption Amount = Second Redemption Month + 1 -included only if the Third Redemption Month is equal to the month of Tax Sale Date • Third Redemption Month -included only if the Third Redemption Month is equal to the month of Tax Sale Date • Fee Amount (for personal visit and publication) 	Must Have
SDT-4-10	Field Investigative Form	<p>The system will include the following data on the field investigative form for the legally required personal contact package sent to the Sheriff:</p> <ul style="list-style-type: none"> • Assessor Identification Number • Assessee Name • Situs • Tax Sale Date • Last Date to Redeem • Minimum Bid Amount • Redemption Amount (if less than Minimum Bid) (See requirement for Calculate Redemption Amount in General Requirements in the LA County eTAX Functional Requirements Matrix - Billing document) 	Must Have
SDT-4-11	Homeowner Contact Checklist	<p>The system will include the following data on the homeowner contact checklist for the personal contact package sent to Adult Protective Services or Consumer Affairs:</p> <ul style="list-style-type: none"> • Assessor Identification Number • Assessee Name • Situs • Tax Sale Date • Last Date to Redeem • Minimum Bid Amount • Redemption Amount (if less than Minimum Bid) (See requirement for Calculate Redemption Amount in General Requirements in the LA County eTAX Functional Requirements Matrix - Billing document) 	Must Have
SDT-4-12	Homeowner Resource Packet	<p>The system will include the following data on the homeowner resource packet for the personal contact package sent to Adult Protective Services or Consumer Affairs:</p> <ul style="list-style-type: none"> • Assessor Identification Number • Assessee Name • Situs • Tax Sale Date • Last Date to Redeem 	Must Have
SDT-4-13	IRS Cover Letter	<p>The system will include the following data on the IRS cover letter for each property on a tax sale list with an IRS lien:</p> <ul style="list-style-type: none"> • Letter date • IRS mailing and contact information • Assessor Identification Number • Item Number • Assessee Name 	Must Have

Functional Requirements

SDT-4-14	Bidder Registration Required Letter	The system will include the following data on the bidder registration required letter for each potential bidder on the public auction bidder mailing list: <ul style="list-style-type: none"> • Letter generation date • Treasurer and Tax Collector contact information • Tax Sale Date • Tax Sale Time • Tax Sale Location • Tax Sale Number 	Must Have
SDT-4-15	Bidder Registration Card	The system will include the following data on the bidder registration card: <ul style="list-style-type: none"> • Tax Sale Date • Bidder Name • Bidder Number • Vesting Name(s) • Vesting Type • Phone Number • Mailing Address • E-mail Address 	Must Have
SDT-4-16	Sale Card	The system will include the following data on the sale card for each item in the public auction property tax sale for the auctioneer to use in conducting the public auction: <ul style="list-style-type: none"> • Item Number • Tax Sale Name • Tax Sale Date • Winning Bidder Number (Bidder Card Number) • Winning Bid Amount 	Must Have
SDT-4-17	Auction Deposit Receipt (ADR)	The system will include the following data on the auction deposit receipt: <ul style="list-style-type: none"> • Deposit Amount • Sale Price • Payment Amount • Credit Amount = the sum of all Deposit Amounts paid by cashier's check - sum of all Payment Amounts for that bidder • Outstanding balance = Sale Price – Deposit Amount • Deposit summary (i.e., deposit of payment method) • Cash details (i.e., currency description) • Assessor Identification Number • Item Number • Tax Sale Date • Bidder Name • Bidder Number • Bidder Vesting Type • Bidder Mailing Address 	Must Have
SDT-4-18	Sale by Agreement Cover Letter	The system will include the following data on the sale by agreement cover letter: <ul style="list-style-type: none"> • System date • Organization Name • Organization Address • Contact Name • Assessor Identification Number for each of the properties being included in the sale by agreement • Sale Price for each of the properties being included in the sale by agreement • Estimated costs of agreement 	Must Have
SDT-4-19	Purchase Agreement	The system will include the following data on the purchase agreement: <ul style="list-style-type: none"> • Organization Name • Organization Address • Contact Name • Contact Phone Number • Contact E-Mail • Assessor Identification Number for each of the properties being included in the sale by agreement • Sale Price for each of the properties being included in the sale by agreement 	Must Have
SDT-4-20	Non-Profit Organization Denial Letter	The system will include the following data on the sale by agreement denial letter for non-profit organizations: <ul style="list-style-type: none"> • Organization Name • Organization Address • Contact Name • Contact Phone Number • Contact E-Mail • Assessor Identification Number for each of the properties being included in the sale by agreement 	Must Have
SDT-4-21	Sale by Agreement Board Letter	The system will include the following data on the agreement of sale board letter: <ul style="list-style-type: none"> • Organization Name • Organization Address • Sale by Agreement Number • Minimum Bid 	Must Have
SDT-4-22	Sale by Agreement Payment Demand Letter	The system will include the following data on the sale by agreement payment demand letter: <ul style="list-style-type: none"> • Organization Name • Organization Address • Contact Name • Contact Phone Number • Contact E-Mail • Assessor Identification Number for each of the properties being included in the sale by agreement • Sale Price for each of the properties being included in the sale by agreement • Amount Owed (including a breakdown of costs) 	Must Have

Functional Requirements

SDT-4-23	Sealed Bid Cover Letter	<p>The system will include the following data on a sealed bid cover letter:</p> <ul style="list-style-type: none"> • Bidder Name • Mailing Address • Tax Sale Number • Tax Sale Date • Tax Sale Time • Tax Sale Location 	Must Have
SDT-4-24	Notice of Sealed Bid Sale	<p>The system will include the following data on a notice of sealed bid sale:</p> <ul style="list-style-type: none"> • Tax Sale Number • Tax Sale Date • Tax Sale Time • Tax Sale Location • Item Number • Assessor Identification Number • Minimum Bid Amount • TTC Contact 	Must Have
SDT-4-25	Sealed Bid Purchase Agreement	<p>The system will include the following data on a sealed bid purchase agreement:</p> <ul style="list-style-type: none"> • Bidder Name • Mailing Address • Tax Sale Number • Item Number • Assessor Identification Number • Minimum Bid Amount • TTC Contact 	Must Have
SDT-4-26	Tied Bidder Letter	<p>The system will include the following data on a tied bidder letter:</p> <ul style="list-style-type: none"> • Bidder Name • Mailing Address • Tax Sale Number • Tax Sale Date • Tax Sale Time • Tax Sale Location • Minimum Bid Amount 	Must Have
SDT-4-27	Winning Bid Letter	<p>The system will include the following data on each winning bid letter:</p> <ul style="list-style-type: none"> • System Date • Bidder Name • Bidder Mailing Address • Item Number • Assessor Identification Number • Bid Amount • Remittance Amount • Documentary Stamp Tax • TTC Contact 	Must Have
SDT-4-28	Losing Bid Letter	<p>The system will include the following data on each losing bid letter:</p> <ul style="list-style-type: none"> • System Date • Bidder Name • Bidder Mailing Address • Item Number • Assessor Identification Number • Remittance Amount 	Must Have
SDT-4-29	Disqualified Bid Letter	<p>The system will include the following data on each disqualified bid letter:</p> <ul style="list-style-type: none"> • System Date • Bidder Name • Bidder Mailing Address • Item Number • Assessor Identification Number • Remittance Amount • Reason for Bid Disqualification 	Must Have
SDT-4-30	Tax Sale Distribution Report	<p>The system will generate a tax sale distribution report containing the following data for each tax sale:</p> <ul style="list-style-type: none"> • Total Recording Fee • Total State Sale Fee • Total County Sale Fee • Total Cost of Notice • Total Power to Sell Fee • Total Publication Cost • Total NSF Fee Amount • Total Amount Applied to Prior Year Taxes • Total Amount Applied to Current Year Taxes • Total Excess Proceeds Amount • Total Excess Proceeds Fee • Total Claimable Excess Proceeds • Total Documentary Stamp Tax • Total 2nd Notification Fee • Total Personal Contact Fee • Total Title Search Fee 	Must Have

Functional Requirements

SDT-4-31	Tax Sale Distribution Detail Report	<p>The system will generate a tax sale distribution detail report containing the following data for each property sold in a tax sale:</p> <ul style="list-style-type: none"> • Assessor Identification Number • Tax Rate Area • Sale Price • Assessee Name • Tax Sale Date • Bankruptcy Payment Amount Received • Total – set to the sum of Sale Price + Documentary Stamp Tax + Bankruptcy Payment Amount Received • Recording Fee • State Sale Fee • County Sale Fee • Cost of Notice • Advertising Cost • NSF Fee Amount • Power to Sell Fee • Documentary Stamp Tax • 2nd Notification Fee • Personal Contact Fee • Title Search Fee • Total Costs – set to the sum of Recording Fee + State Sale Fee + County Sale Fee + Cost of Notice + Advertising Cost + NSF Fee Amount + Power to Sell Fee + Documentary Stamp Tax • Amount Applied to Prior Year Taxes • Amount Applied to Current Year Taxes • Excess Proceeds Amount • Excess Proceeds Fee 	Must Have
SDT-4-32	Tax Sale Deed	<p>The system will include the following data on each tax sale deed:</p> <ul style="list-style-type: none"> • Winning bidder's Vesting Name • Winning bidder's Vesting Type • Winning bidder's Mailing Address • Tax Rate Area • Default Tax Year • Date of purchase – set to Tax Sale Date • Sale Price • Documentary Stamp Tax • Assessor Identification Number • Assessee Name • Legal Description 	Must Have
SDT-4-33	Tax Sale Deed Transmittal Form	<p>The system will generate a recorder list for a group of properties sold in a tax sale that need to be recorded:</p> <ul style="list-style-type: none"> • Winning bidder's Vesting Name • Assessor Identification Number • Item Number • Recording Fee • Documentary Stamp Tax 	Must Have
SDT-4-34	Rescission of Tax Sale Deed	<p>The system will include the following data on a rescission of tax sale deed:</p> <ul style="list-style-type: none"> • Delinquent Tax Year • Assessor Identification Number • Tax sale deed's Recording Date • Tax sale deed's Instrument Number • Purchaser's Signature • Date of Execution 	Must Have
SDT-4-35	Excess Proceeds Notice	<p>The system will include the following data on an excess proceeds notice:</p> <ul style="list-style-type: none"> • Excess Proceeds Claimant Name • Excess Proceeds Claimant Address • Assessor Identification Number • Assessee Name • Situs • Item Number • Tax Sale Date • Recording Date • Final Date for Claim Filing • Information and instructions on filing an excess process claim 	Must Have
SDT-4-36	Excess Proceeds Claim Form	<p>The system will include the following data on an excess proceeds claim form:</p> <ul style="list-style-type: none"> • Assessor Identification Number • Assessee Name • Situs • Item Number • Tax Sale Date • Recording Date • Final Date for Claim Filing • Information and instructions on filing an excess process claim 	Must Have
SDT-4-37	Excess Proceeds Rejection Letter	<p>The system will include the following data in the excess proceeds rejection letter to each rejected claimant:</p> <ul style="list-style-type: none"> • Excess Proceeds Claimant Name • Excess Proceeds Claimant Address • Assessor Identification Number • Item Number • Tax Sale Date • Nature of the supporting information requested • Final Date for Claim Filing • Final Date for Additional Claim Information 	Must Have

Functional Requirements

SDT-4-38	Claim Processing Letter	<p>The system will include the following data on a claim processing letter:</p> <ul style="list-style-type: none"> • Assessor Identification Number • Assessee Name • Situs • Item Number • Tax Sale Date • Recording Date • Claim Status • Claim Distribution Amount 	Must Have
SDT-4-39	Auction Reports	<p>The system will provide the ability to generate configurable statistical reports, including but not limited to:</p> <ul style="list-style-type: none"> •Courtesy Notice Report •Impending Notice Report •Notice of Auction Report •Auction Book Report •Welfare Exemption Report •Bidder Report •STPTS Report •Master Auction List •Properties Sold Report •Auction Production Log •Excess Proceeds Report •Public Administrator Probate Referral Report •CA Mortgage Relief Program Report •Property Tax Postponement Report •Third Party Listing Report 	Must Have
SDT-4-40	Chapter 8 Agreement Reports	<p>The system will provide the ability to generate configurable statistical reports, including but not limited to:</p> <ul style="list-style-type: none"> •Application Report •Inventory Report •Status Report •Mail List Report 	Must Have
SDT-4-41	STPTS Reports	<p>The system will provide the ability to generate configurable statistical reports, including but not limited to:</p> <ul style="list-style-type: none"> •Master Data Report •Tracking Report •Status Report 	Must Have
SDT-5	WEB PORTAL REQUIREMENTS		
SDT-5-1	Access to Web Portal	<p>The system will provide the public the ability to submit general requests, upload documents, and track the status of the request via a web portal compatible with desktop and mobile devices. The web portal should:</p> <ul style="list-style-type: none"> •Allow the public to submit Third Party Notification requests. •Allow the public to submit Bidder Registration requests. •Allow the public to submit Chapter 8 Portal Access requests. •Allow the public to submit Excess Proceeds Claims. <p>The web portal should have the ability to process the requests information and route to authorized users for review and approval/rejection.</p>	Should Have
SDT-5-2	On-line Public Auction Bidder Application	<p>The system will provide the ability for the public to register for public auctions via an external web interface by submitting the following data:</p> <ul style="list-style-type: none"> • Bidder Name • Bidder Number • Vesting Name • Vesting Type • Phone Number • Mailing Address • E-mail Address <p>The system will assign a tracking number for each on-line bidder registration.</p> <p>The bidder must present themselves in person to be validated and to receive a validation number. If the bidder is not validated in person by the user specified date, the bidder is removed from the auction.</p>	Should Have

Functional Requirements

Bankruptcy Management			
Reqmt	Functional Requirements	Requirement Description	County Priority
BKM-1	GENERAL REQUIREMENTS		
BKM-1-1	Access and Display Documents Stored in the TTC Document Imaging System	The system will provide the ability to access and display documents stored in the TTC document imaging system.	Must Have
BKM-1-2	Associate Scanned or Electronic Document to Bankruptcy Record	The system will provide the ability to associate scanned or electronic documents to the bankruptcy record within the TTC document imaging system.	Must Have
BKM-1-3	Create, Search for, View, Update, and Track Bankruptcy Records	The system will provide the ability to create, search for, view, update, and track bankruptcy records.	Must Have
BKM-1-4	Track Receipt Timestamp of Bankruptcy Related Documents	The system will provide the ability to track and store the receipt time and date of the bankruptcy related documents.	Should Have
BKM-1-5	Capture Pending Escape Assessments from Assessor	The system should have the ability to capture newly created escape assessments from the Assessor for assessments associated to a bankruptcy case	Must Have
BKM-2	AUDIT REQUIREMENTS		
BKM-2-1	Audit User Activities for Bankruptcy Management	<p>The system will track and maintain history of all user activities, such as create, update, review and approval, related to the following processes:</p> <ul style="list-style-type: none"> • Process Bankruptcy Filings • Process Amended/Administrative/Withdrawal of Proof of Claim • Process Bankruptcy Documents • Process System-Identified Bankruptcy Payments • Process Manual Bankruptcy Payments • Process Notification of Bankruptcy Termination • Bankruptcy Payments and/or Bankruptcy Payment Ledger, if any <p>The system will log the following data for each tracked user activity:</p> <ul style="list-style-type: none"> • User name • System date/time • Action performed <p>The system will provide the ability to view and report on these user activities.</p>	Must Have
BKM-3	FUNCTIONAL REQUIREMENTS		
BKM-3-1	Process Bankruptcy Filings Requirements		
BKM-3-1-1	Identify and Flag Assessments Associated to a Bankruptcy Case	<p>The system will provide the ability to identify and flag assessments and debtors associated to a bankruptcy case.</p> <p>The system will provide the ability to notify stakeholders of flagged assessments and debtors</p>	Must Have
BKM-3-1-2	Enter, Update, View, and Track Bankruptcy Information	<ul style="list-style-type: none"> • Bankruptcy Case Number • Bar Date • Bankruptcy Chapter Type • Comments • Court Address • Court Name • Debtor Address • Debtor Alias • Debtor Name • Debtor Representative • Debtor Representative Contact • Debtor SSN (last four digits) • Discharge of Debtor Liability Date • Dismissal Date • Doing Business As • Plan Confirmation Date • Bankruptcy Filing Date • Proof of Claim Filing Deadline • Required Response Date • Trustee Address • Trustee Name • Proof of Claim – Total Claim Amount • Proof of Claim Court Filing Date • Proof of Claim Rejection Date • Proof of Claim Re-file Date • Monthly Payment Plan Amount • Estimated tax liability after the lien date. • Date of Proof of Service • Date of Request for Notice • Counsel Name • Hours Worked • Hearing Date 	Must Have
BKM-3-1-3	Calculate Estimated Tax Liability Amount	<p>The system will provide the ability to calculate the estimated tax liability amount based on 110% of the defaulted tax from the most recent tax bill. The calculation of the estimated tax liability amount is as follows:</p> <ul style="list-style-type: none"> • Estimated Tax Liability = Total Tax Amount from the most recent tax bill * 110%. 	Should Have
BKM-3-1-4	Review ,Modify, and Approve Estimated Tax Liability Amount	<p>The system will provide the ability for authorized users to review, and/or modify the estimated tax liability amount, if needed.</p> <p>If approved, the system will generate the Estimated Tax Notice for the upcoming tax year.</p> <p>If rejected, authorized user will review the estimated tax liability.</p>	Should Have
BKM-3-1-5	Identify Outstanding Liabilities Associated to the Bankruptcy Case	The system will automatically identify and flag any outstanding liabilities associated to a bankruptcy case based on the assessor identification number, assessment number, debtor name, property address, property list, and/or affiliates information.	Must Have
BKM-3-1-6	Determine Total Liability Due	The system will provide the ability to determine the total liability due by the taxpayer in the bankruptcy case by summing all tax amounts identified as associated with the bankruptcy and display all owed amounts by year as well as totals.	Must Have
BKM-3-1-7	Search and Add Liabilities Related to the Debtor	The system will provide the ability to search and add liabilities related to the debtor.	Should Have
BKM-3-1-8	Track Liabilities Associated to Bankruptcy Case	The system will track and flag all outstanding and future liabilities associated to a bankruptcy case in chapter 7, 11, or 13	Must Have
BKM-3-1-9	Identify Tax Bill Associated to the Bankruptcy Case	The system will automatically identify and flag any tax bill associated to a chapter 7, 11 or chapter 13 bankruptcy case based on matching the assessor identification number,assessment number, debtor name, property address, property list, and/or affiliates information.	Must Have

Functional Requirements

BKM-3-1-10	Identify Future Liability for Bankruptcy Debtor	The system will identify any future liability based on the assessor identification number, assessment number, debtor name, and debtor address for chapter 7, 11 or 13 bankruptcy.	Must Have
BKM-3-1-11	Associate Tax Bills to Bankruptcy Record	The system will provide the ability to associate current year secured, supplemental, or unsecured tax bills to the bankruptcy record.	Must Have
BKM-3-1-12	Disassociate Previously Associated Tax Bills from Bankruptcy Record	The system will provide the ability to disassociate any previously associated tax bill from a bankruptcy record	Should Have
BKM-3-1-13	Track Tax Bills Included in the Proof of Claim	The system will provide the ability to track tax bills that have been included in the proof of claim for secured/unsecured delinquent and secured defaulted liabilities	Must Have
BKM-3-1-14	Review and Approval for Chapter 11 Bankruptcy	The system will allow authorized users to set a configurable liability threshold amount and term such that chapter 11 bankruptcy debtors that reach the liability threshold amount and term will require a review and approval process by an authorized user. If approved, the liability will be paid in full at end of specified term. If rejected, authorized user will review tax liability for future action.	Must Have
BKM-3-1-15	Set Proof of Claim Deadline Alert	The system will provide the ability to set an alert date prior to the proof of claim deadline date to notify the user when the proof of claim deadline is approaching.	Could Have
BKM-3-1-16	Generate the Initial Proof of Claim	The system will provide the ability to generate the initial proof of claim information.	Should Have
BKM-3-1-17	Re-generate Proof of Claim	The system will provide the ability to re-generate the proof of claim if the initial proof of claim submission is rejected.	Could Have
BKM-3-1-18	Request for Special Notice	The system will provide the ability to generate the request for special notice.	Could Have
BKM-3-1-19	Update Bankruptcy Forms	The system will provide the ability to update the bankruptcy court templates, as needed. Bankruptcy forms include: 1. Proof of claim 2. Withdraw of Claim	Must Have
BKM-3-2	Process Amended/Administrative/Withdrawal of Proof of Claim Requirements		
BKM-3-2-1	Third Party View Privilege for Bankruptcy Case Information	The system will provide an external interface to allow the third party (e.g. County Counsel) to view the bankruptcy case information	Must Have
BKM-3-2-2	Set Chapter 11 Amended Proof of Claim Annual Alert	The system will provide the ability to set an annual alert to remind user to file an amended proof of claim for chapter 11 bankruptcy cases and summarize new debt based on assessor identification numbers that have been flagged as bankruptcy	Must Have
BKM-3-2-3	Generate Amended Proof of Claim Information	<ul style="list-style-type: none"> • The system will provide the ability to generate the amended proof of claim due to change in liabilities or partial elimination of liabilities in a bankruptcy case. • The system will calculate the amended claim amount as inclusive of all debts 	Must Have
BKM-3-2-4	Track and View Historical Proof of Claim Amount	The system will provide the ability to track and view the historical proof of claim amount	Could Have
BKM-3-2-5	Amended Proof of Claim Information	The system will provide the ability for authorized users to amend the initial proof of claims when necessary.	Could Have
BKM-3-2-6	Post Bar Date Amended Proof of Claim Generation Alert	The system will alert the user for any post bar date amended proof of claim generation.	Could Have
BKM-3-2-7	Record Receipt of Proof of Claim by US District Court	The system will provide the ability to record receipt of proof of claim, including re-filed claims, by a US District Court and capture receipt	Must Have
BKM-3-2-8	Generate Withdrawal Proof of Claim Information	The system will provide the ability to generate the withdrawal proof of claim information.	Must Have
BKM-3-2-9	Withdrawal Proof of Claim Information	The system will provide the ability for an authorized user to withdrawal proof of claim information	Should Have
BKM-3-2-10	Zero Tax Liability Alert	The system will alert the user when the tax liability is zero	Must Have
BKM-3-2-11	Generate Administrative Proof of Claim	The system will provide the ability to generate the administrative proof of claim	Must Have
BKM-3-2-12	Process Administrative Proof of Claim Information	The system will provide the ability to process administrative proof of claim information	Should Have
BKM-3-3	Process Bankruptcy Documents Requirements		
BKM-3-3-1	Enter, Update, View, and Track the Deadline for Filing of the Bankruptcy Document	The system will provide the ability to enter, update, view, and track the deadline for filing the bankruptcy documents	Must Have
BKM-3-3-2	Set Bar Date Alert	The system will provide the ability to set an alert date prior to the bar date to notify the user when the bar date is approaching.	Must Have
BKM-3-3-3	Bankruptcy Documents Deadline Alert	The system will provide the ability to alert the user on the approaching deadline for all bankruptcy documents.	Must Have
BKM-3-3-4	Track and Monitor the Document Sent to the County Counsel	The system will provide the ability to track and monitor documents sent to the County Counsel	Must Have
BKM-3-3-5	Identify and Track Counsel Representative Information	<ul style="list-style-type: none"> • The system will provide the ability to track the counsel representative assigned to handle each bankruptcy case. • The system will provide the ability to identify the type of counsel representative as follows: <input type="checkbox"/> County counsel <input type="checkbox"/> Outside counsel • The system will provide the ability to track and maintain the number of attorney hours worked in each bankruptcy case. 	Must Have
BKM-3-3-6	Enter, Update, and Track Bankruptcy Payment Plan Information	The system will allow user to enter, update, and track bankruptcy payment plan information including the variable interest rates, payment schedules, payment amounts, and payment receive date.	Must Have
BKM-3-3-7	Generate Roll Change Request	The system will provide the ability to generate a roll change request to the Auditor Controller in the event the tax liability needs to be eliminated due to a settled claim	Must Have
BKM-3-3-8	Review and Approve Tax Liability Balance Request	The system will provide the ability for authorized users to process, review, and approve tax liability balance request. If approved, tax liability balance shows paid in full. If rejected, tax liability balance remains	Must Have

Functional Requirements

BKM-3-3-9	Automatically Update Tax Bill Liability Amount	The system will automatically update the debtor's tax liability information to reflect the latest payment and roll change information	Must Have
BKM-3-3-10	Tax Liability Amount Update Alert	The system will alert the user when the tax liability amount has been updated by the system	Must Have
BKM-3-4	Process System-Identified Bankruptcy Payments Requirements		
BKM-3-4-1	Identify Payment Associated with Bankruptcy Case	The system will identify payment received from all sources and applied to a tax liability associated with a bankruptcy case	Must Have
BKM-3-4-2	Override Normal Payment Processing Rules	The system will allow the user to override the normal payment processing rules.	Must Have
BKM-3-4-3	Early Debt Paid Off Alert	The system will alert the user if the entire bankruptcy payment plan debt is paid off earlier than the debt scheduled paid off date.	Must Have
BKM-3-4-4	Missed Payment Alert	The system will allow the user to set up a predefined missed payment alert day. • The system will alert the user for missed payment when no payment is received by the predefined missed payment alert day	Must Have
BKM-3-4-5	Payment Notification	The system will notify the user when a bankruptcy payment has been received	Must Have
BKM-3-4-6	Payment Application Order	• The system will provide the ability to allow authorized users to establish payment order. In addition, The system will provide the ability to post payment according to the predefined payment application order input by user	Must Have
BKM-3-4-7	Review, Approve, or Reject Payment Posting	The system will allow authorized users to review, approve, or reject payment posting. If approved, payment is applied to tax bill liability. If rejected, do not apply to tax liability, payment requires further research.	Should Have
BKM-3-4-8	Manual Payment Application	The system will provide the user the ability to manually apply a payment to a specific bill.	Must Have
BKM-3-4-9	Adjust Penalty, Interest, and Fee Amount	The system will provide the ability to adjust the penalty amount, interest, and fees.	Must Have
BKM-3-4-10	Overage Payment for Open Bankruptcy Case	The system will refund overage payments for open bankruptcies only if all associated liabilities have been satisfied.	Should Have
BKM-3-4-11	Search and View Payment	The system will provide the ability to search and view all payment details	Must Have
BKM-3-4-12	View, Approve or Reject Application of Payment	The system will provide the ability for authorized users to view and edit the application of the payment, and either approve or reject. If approved, payment is applied to tax bill liability. If rejected, do not apply to tax liability, payment requires further research.	Must Have
BKM-3-5	Process Manual Bankruptcy Payments Requirements		
BKM-3-5-1	Associate Payment to Bankruptcy Record	The system will provide the ability to associate payment to the bankruptcy record.	Must Have
BKM-3-5-2	Record Bankruptcy Payment Received	The system will provide the ability to record bankruptcy payment received.	Must Have
BKM-3-6	Process Notification of Bankruptcy Termination Requirements		
BKM -3-6-1	Record Effective Date of Bankruptcy Closure	The system will provide the ability to record the effective date of the bankruptcy closure from the bankruptcy notification	Must Have
BKM -3-6-2	Close Bankruptcy Case	The system will, upon the entry of a confirmed bankruptcy closure date/notice, close the bankruptcy case and remove bankruptcy-specific payment processing criteria from all remaining tax liabilities associated with the bankruptcy	Must Have
BKM -3-6-3	Recalculate Delinquency from Original Billing Date	The system will provide the ability to recalculate the delinquency from the original billing date by restoring all penalties and interest, additional penalties and fees back to the original billing date.	Must Have
BKM -3-6-4	Generate Delinquent Tax Bill	The system will provide the ability to generate delinquent tax bill based on the recalculation of delinquencies, fees, and penalties. (See Billing Functional Requirement Matrix for further details.)	Must Have
BKM -3-6-5	Reapply Payment and Back Date	The system will provide the ability to lift and reapply payment as of the date of the payment received date.	Must Have
BKM -3-6-6	Review History and Current Liability Information	The system will allow the user to review all historical and current liability information for all associated tax bills.	Must Have
BKM -3-6-7	View and Update Bankruptcy Discharge/Closure	The system will provide the ability to view, approve, and update the bankruptcy discharge/closure information, and the payment application. If approved, case file is closed. If rejected, case file remains open.	Must Have
BKM-4	REPORTING/FORM REQUIREMENTS		
BKM-4-1	Generate the Request for Special Notice	The system will generate the request for special notice that includes the following: • Bankruptcy Case Number • Debtor Name • Doing Business As • Debtor Number • Court Name • Bankruptcy Chapter Type • Filing Date • Creditor Name • Creditor Address • Creditor Telephone Number	Must Have

Functional Requirements

BKM-4-2	Generate the Proof of Service of Mail	<p>The system will generate the declaration of service of mail that includes the following:</p> <ul style="list-style-type: none"> • Creditor Name • Creditor Address • Debtor Name • Doing Business As • Debtor Representative • Debtor Number • Bankruptcy Chapter Type • Trustee Name • Trustee Address • Proof of Claim Served Date 	Must Have
BKM-4-3	Generate Initial Proof of Claim	<p>The system will generate the initial proof of claim that includes the following:</p> <ul style="list-style-type: none"> • Bankruptcy Case Number • Bankruptcy Chapter Type • Proof of Claim Type • Court Name • Debtor Name • Doing Business As • Debtor Number • Proof of Claim Deadline Date • Debt Type • Secured Liability Claim Amount • Unsecured Liability Claim Amount • Estimated Tax Liability Amount • Total Claim Amount • Filing Date • Creditor Name • Creditor Address • Creditor Telephone Number <p>• The system will track and maintain the generation of the initial proof of claim and the submission/mail date.</p> <p>• The system will accommodate electronic template of the creditor claim form and pre-populate the fields from the bankruptcy case.</p> <p>• The system will provide the ability to re-generate the proof of claim.</p>	Must Have
BKM-4-4	Generate Amended Proof of Claim.	<p>The system will generate the amended proof of claim that includes the following:</p> <ul style="list-style-type: none"> • Bankruptcy Case Number • Bankruptcy Chapter Type • Proof of Claim Type • Court Name • Debtor Name • Doing Business As • Debtor Number • Proof of Claim Deadline Date • Debt Type • Secured Liability Claim Amount • Unsecured Liability Claim Amount • Estimated Tax Liability Amount • Total Claim Amount • Filing Date • Creditor Name • Creditor Address • Creditor Telephone Number <p>• The system will track and maintain the generation of the amended proof of claim and the submission/ mail date.</p> <p>• The system will accommodate electronic template of the creditor claim form and pre-populate the fields from the bankruptcy case</p>	Must Have
BKM-4-5	Generate Administrative Proof of Claim	<p>The system will generate the administrative proof of claim that includes the following:</p> <ul style="list-style-type: none"> • Bankruptcy Case Number • Bankruptcy Chapter Type • Proof of Claim Type • Court Name • Debtor Name • Doing Business As • Debtor Number • Proof of Claim Deadline Date • Debt Type • Secured Liability Claim Amount • Unsecured Liability Claim Amount • Total Claim Amount • Filing Date • Creditor Name • Creditor Address • Creditor Telephone Number <p>• The system will track and maintain the generation of the amended proof of claim and the submission/ mail date.</p> <p>• The system will accommodate electronic template of the creditor claim form and pre-populate the fields from the bankruptcy case</p>	Must Have

Functional Requirements

BKM-4-6	List Bankruptcy Cases Resulted in Roll Change	<p>The system will provide the ability to generate a report that lists all the bankruptcy cases that resulted in roll change.</p> <ul style="list-style-type: none"> • Assessor Identification Number • Taxpayer Name • Debtor Name • Bankruptcy Case Number • Bankruptcy Chapter Type • Tax Year(s) • Bill Type • Bankruptcy Filing Date • Proof of Claim Court Filing Date • Estimated Total Liability Amount (Roll Change Amount) • Payment Amount <p>The system will provide the ability to generate this report using the following user input criteria:</p> <ul style="list-style-type: none"> <input type="checkbox"/> By specified date parameters <input type="checkbox"/> By debtor's name <input type="checkbox"/> By bankruptcy case number <p>The system will provide drill down functionality to enable user to view this report's information in summary or detail level</p>	Must Have
BKM-4-7	Generate the Estimated Tax Notice	<p>The system will generate the estimated tax notice that includes the following:</p> <ul style="list-style-type: none"> • Bankruptcy Case Number • Debtor Name • Doing Business As • Bankruptcy Chapter Type • Creditor Name • Creditor Address • Creditor Telephone Number • Assessment Identification Number or Assessment Number • Roll Year • Estimated Tax Amount 	Could Have
BKM-4-8	Bankruptcy Reports	<p>The system will provide the ability to generate configurable statistical reports, including but not limited to:</p> <ul style="list-style-type: none"> • Bankruptcy Claims Report • Claim Status Report • Tax Sale Status Report 	Must Have
BKM-5	EXTERNAL DATA ACCESS REQUIREMENTS		
BKM-5-1	External Interface for County Counsel to View Bankruptcy Information	<p>The system will provide an external interface for the County Counsel to view the bankruptcy information as follows:</p> <ul style="list-style-type: none"> • Bankruptcy Case Number • Bar Date • Bankruptcy Chapter Type • Comments • Court Name • Court Address • Trustee Name • Trustee Address • Debtor Name • Debtor Alias • Debtor SSN • Doing Business As • Debtor Address • Debtor Representative • Debtor Representative Contact • Discharge of Debtor Liability Date • Dismissal Date • Bankruptcy Filing Date • Plan Confirmation Date • Proof of Claim Filing – Filing Date • Proof of Claim Deadline Date • Proof of Claim – Total Claim Amount • Proof of Claim Rejection Date[Bankruptcy • Proof of Claim Re-file Date • Hearing Date • Required Response Date <p>The system will provide the ability to mask the debtor's social security number to only show the last four digit of the social security number.</p>	Must Have

Functional Requirements

Manage Payment Plans			
Reqmt	Functional Requirements	Requirement Description	County Priority
MPP-1	GENERAL REQUIREMENTS		
MPP-1-1	Access Documents Stored in TTC Document Imaging System	The system will provide the ability to access and display documents stored in the TTC document imaging system.	Must Have
MPP-1-2	Research Payment History	The system will provide the ability to view and search payment history information.	Must Have
MPP-1-3	Maintain Records of Previously Enrolled Payment Plans	The system will maintain records of previously enrolled payment plans.	Must Have
MPP-1-4	Active Payment Plan on Parcel Alert	The system will alert and prohibit user from enrolling in a new 5-pay payment plan when there is already one active payment plan enrolled on the parcel.	Must Have
MPP-1-5	Maintain and Update Applicant Information	The system will permit payment plan applicant name and address information to be different from the associated tax liabilities and permit them to be changed at any stage of the payment plan.	Must Have
MPP-1-6	Enable Taxpayer to Set Up Multiple Secured 4-Pay	The system will enable a taxpayer to set up multiple secured 4-pay payment plans.	Must Have
MPP-1-7	Enable Taxpayer to Set Up Multiple Unsecured 4-Pay Payment Plan.	The system will enable a taxpayer to set up multiple unsecured 4-pay payment plans.	Must Have
MPP-1-8	Provide Payment Status	The system will provide the ability to view payment status updates to both internal and external stakeholders	Must Have
MPP-2	AUDIT REQUIREMENTS		
MPP-2-1	Audit User Activities for Manage Payment Plans	<p>The system will track and maintain history of all user activities, such as create, update, review and approval, related to the following processes:</p> <ul style="list-style-type: none"> • Generate Manual Payment Plan Application – Secured 4-Pay • Generate Manual Payment Plan Application – Secured 5-Pay • Generate Manual Payment Plan Application – Unsecured 4-Pay • Process Payment Plan Enrollment – Secured 4-Pay • Process Payment Plan Enrollment – Secured 5-Pay • Process Payment Plan Enrollment – Unsecured 4-Pay • Manage Payment Plan – Secured 4-Pay • Manage Payment Plan – Secured 5-Pay • Manage Payment Plan – Unsecured 4-Pay <p>The system will log the following data for each tracked user activity:</p> <ul style="list-style-type: none"> • Username • System date/time • Action performed <p>The system will provide the ability to view and report on these user activities.</p>	Must Have
MPP-3	FUNCTIONAL REQUIREMENTS		
MPP-3-1	Generate Manual Payment Plan Application -		
MPP-3-1-1	Validate Secured 4-Pay Payment Plan Enrollment Eligibility	<p>The system will provide the ability to qualify the secured 4-pay enrollment when it meets all of the following criteria:</p> <ul style="list-style-type: none"> • The prior year secured taxes due must be the result of an escape assessment or due to correction of an error on the roll of a prior year • The secured escaped taxes owed must be \$500 or more. • All liabilities associated with the escaped parent assessment must be in a current status. • Enrollment application must be completed before the second installment due date of the escape. 	Must Have
MPP-3-1-2	Generate Secured 4-Pay Payment Plan Application	The system will provide the ability to generate an on-demand secured 4-pay payment plan application if taxpayer qualifies for payment plan enrollment.	Must Have
MPP-3-1-3	Annotate Tax Bill for Payment Plan Enrollment Rejection	The system will provide the ability to annotate the tax bill if the taxpayer is rejected for the payment plan enrollment	Must Have
MPP-3-1-4	Track History of Payment Plan Enrollment Attempt and Result	The system will provide the ability to track the history of payment plan enrollment attempt, result and status.	Should Have
MPP-3-1-5	Identify Assessee Violation and Apply Monthly Interest	<ul style="list-style-type: none"> • The system will provide the ability to identify prior year escape assessment that was due to assessee failure to disclose or fraud based on the reason and origin code provided by the Assessor. • The system will apply a pre-defined monthly interest rate for the life of the payment plan if the escape assessment was deemed to be assessee failure to disclose or fraud. <p>(For details on reasons and origin codes, please refer to the Billing Functional Requirement Document.)</p>	Must Have
MPP-3-1-6	Calculate Amount Required to Open the Secured 4-Pay Payment Plan	<p>The system will provide the ability to calculate the payment amount required to open the secured 4-pay payment plan as follows:</p> <ul style="list-style-type: none"> • Initial Installment Amount = (Total Liability Amount / 5) + Payment Plan Fee Amount 	Must Have

Functional Requirements

MPP-3-1-7	Calculate Secured 4-Pay Payment Plan Terms	<p>The system will provide the ability to calculate the secured 4-pay payment plan terms and payment amount as follows:</p> <ul style="list-style-type: none"> • Secured 4-pay Original Principal Liability = Total Liability Amount enrolled into secured 4-pay effective date of credit • Sum of collected Payment Amount = the payment amount collected when opening the payment plan that includes the application fee. • Principal of Next Installment = (Secured 4-pay Original Principal Liability * (Payment Plan Installment Number / 5) - (Sum of collected Payment Amount - Payment Plan Fee Amount - Installment Interest Amount)) • Remaining Balance of Principal = (Secured 4-pay Original Principal Liability - Sum of collected(Payment Amount - Payment Plan Fee Amount - Installment Interest Amount)) • Interest of Next Installment = Remaining Balance of Principal * Payment Plan Interest Rate * Number of months since last Payment Date • Payment Plan Payoff Amount = Remaining Balance of Principal + Interest of Next Installment <p>Example: \$10,000 Escaped Assessment – 20% down payment + \$200 application fee = \$2,200 to begin plan. Remaining \$8,000 / 4 years = \$2,000 due April 10 annually.</p>	Must Have
MPP-3-1-8	Generate Amortization Plan and Include with Bill	<ul style="list-style-type: none"> • The system will provide the ability to generate an amortization plan for installment accounts and include the totals with the bills. • The system will provide the ability to generate updated bills when changes are made to payment plans 	Must Have
MPP-3-1-9	Track Multiple Bills to One Master Parcel	The system will provide the ability to track multiple escaped bills to the master parcel without reusing the master parcel.	Must Have
MPP-3-1-10	Generate Payment Plan Terms and Dispositions Information	The system will provide the ability to generate the payment plan terms and dispositions information.	Must Have
MPP-3-2	Generate Manual Payment Plan Application Requirements Secured 5-Pay Requirements		
MPP-3-2-1	Validate Secured 5-Pay Payment Plan Enrollment Eligibility	<p>The system will provide the ability to qualify the secured 5-pay enrollment when it meets all of the following criteria:</p> <ul style="list-style-type: none"> • The defaulted tax bill is secured. • The property is not subject to Power to Sell. (For more details on Power to Sell, please refer to the Secured Defaulted Tax Roll Functional Requirements Document.) • All current taxes, first and second installments, must be paid by the delinquent date of the second installment. • The applicant does not have an existing payment plan per parcel or one that lapsed in the current fiscal year. 	Must Have
MPP-3-2-2	Generate Secured 5-Pay Payment Plan Application	The system will provide the ability to generate an on-demand secured 5-pay payment plan application if taxpayer qualifies for payment plan enrollment.	Must Have
MPP-3-2-3	Calculate Amount Required to Open the Secured 5-Pay Payment Plan	<p>The system will provide the ability to calculate the required payment to open the secured 5-pay payment plan as follows:</p> <ul style="list-style-type: none"> • Initial Installment Amount = (Total Liability Amount / 5) + Payment Plan Fee Amount 	Must Have
MPP-3-2-4	Calculate Secured 5-Pay Payment Plan Terms	<p>The system will provide the ability to calculate the secured 5-pay payment plan terms and payment amount as follows:</p> <ul style="list-style-type: none"> • Secured 5-pay Original Principal Liability = Total Liability Amount enrolled into secured 5-pay effective date of credit. • Sum of collected Payment Amount = the payment amount collected when opening the payment plan that includes the application fee. • Principal of Next Installment = (Secured 5-pay Original Principal Liability * (Payment Plan Installment Number / 5) - (Sum of collected Payment Amount - Payment Plan Fee Amount - Installment Interest Amount)) • Remaining Balance of Principal = (Secured 5-pay Original Principal Liability - Sum of collected(Payment Amount - Payment Plan Fee Amount - Installment Interest Amount)) • Interest of Next Installment = Remaining Balance of Principal * Payment Plan Interest Rate * Number of months since last Payment Date • Payment Plan Payoff Amount = Remaining Balance of Principal + Interest of Next Installment <p>Example: Payment Due Date Opening Running Balance Monthly 1.5% Interest on Unpaid Balance # of Months From Last Payment Accrued Interest As of the Last Payment Date Annual Principal Amount Due Amount to Pay (Principal + Accrued Interest) 4/10/2021 \$155,859.79 \$2,337.90 \$31,171.96 \$31,171.96 4/10/2022 \$124,687.83 \$1,870.32 12 \$22,443.81 \$31,171.96 \$53,615.77 4/10/2023 \$93,515.87 \$1,402.74 12 \$16,832.86 \$31,171.96 \$48,004.82 4/10/2024 \$62,343.92 \$935.16 12 \$11,221.90 \$31,171.96 \$42,393.86 4/10/2025 \$31,171.96 \$467.58 12 \$5,610.95 \$31,171.96 \$36,782.91 Total Paid By 5th Year \$211,969.31</p>	Must Have
MPP-3-3	Generate Manual Payment Plan Application Requirements – Unsecured 4-Pay Requirements		

Functional Requirements

MPP-3-3-1	Validate Unsecured 4-Pay Payment Plan Enrollment Eligibility	The system will provide the ability to qualify the unsecured 4-pay enrollment when it meets all of the following criteria: <ul style="list-style-type: none"> • The prior year unsecured taxes due must be the result of an escape assessment or due to correction of an error on the roll of a prior year • The unsecured taxes owed must be \$500 or more. • All liabilities associated with the parent assessment must be in a current status. 	Must Have
MPP-3-3-2	Generate Unsecured 4-Pay Payment Plan Application	The system will provide the ability to generate an on-demand unsecured 4-pay payment plan application if taxpayer qualifies for payment plan enrollment.	Must Have
MPP-3-3-3	Track Multiple Bills to One Master Parcel	The system will provide the ability to track multiple escaped bills to the master parcel without reusing the master parcel.	Must Have
MPP-3-3-4	Calculate Amount Required to Open the Unsecured 4-Pay Payment Plan	The system will provide the ability to calculate the required payment to open the unsecured 4-pay payment plan as follows: <ul style="list-style-type: none"> • Initial Installment Amount = (Total Liability Amount / 5) + Payment Plan Fee Amount 	Must Have
MPP-3-3-5	Calculate Unsecured 4-Pay Payment Plan Terms	The system will provide the ability to calculate the unsecured 4-pay payment plan terms and payment amount as follows: <ul style="list-style-type: none"> • Unsecured 4-pay Original Principal Liability = Total Liability Amount enrolled into unsecured 4-pay effective date of credit. • Sum of collected Payment Amount = the payment amount collected when opening the payment plan that includes the application fee. • Principal of Next Installment = (Unsecured 4-pay Original Principal Liability * (Payment Plan Installment Number / 5) - (Sum of collected Payment Amount - Payment Plan Fee Amount - Installment Interest Amount)) • Remaining Balance of Principal = (Unsecured 4-pay Original Principal Liability - Sum of collected(Payment Amount - Payment Plan Fee Amount - Installment Interest Amount)) • Interest of Next Installment = Remaining Balance of Principal * Payment Plan Interest Rate * Number of months since last Payment Date • Payment Plan Payoff Amount = Remaining Balance of Principal + Interest of Next Installment <p>Example: \$10,000 Escaped Assessment – 20% down payment + \$200 application fee = \$2,200 to begin plan. Remaining \$8,000 / 4 years = \$2,000 due on or before the delinquency date.</p>	Must Have
MPP-3-4	Process Payment Plan Enrollment - Secured 4-Pay/5-Pay Requirements		
MPP 3-4-1	Review Application Payment	The system will provide the ability to review the application payment amount.	Must Have
MPP 3-4-2	Alert Insufficient Application Payment	The system will provide the ability to alert the user if the application payment received is insufficient.	Should Have
MPP 3-4-3	Identify Missing Applicant Signature	The system will allow the user to identify missing applicant signature.	Must Have
MPP 3-4-4	Review, Approve, and Reject Payment Plan Application	<ul style="list-style-type: none"> • The system will allow the user to review, approve, and reject the scanned copy of the payment plan application. • The system will generate a notice of approval or denial. • The system will provide the ability to capture the rejection reasons as follows: <ul style="list-style-type: none"> <input type="checkbox"/> Incomplete application <input type="checkbox"/> Missing applicant signature <input type="checkbox"/> Unqualified application <input type="checkbox"/> Insufficient application payment <input type="checkbox"/> Inaccurate payment terms 	Must Have
MPP 3-4-8	Generate Payment Plan Denial Notice	The system will provide the ability to generate the payment plan denial notice.	Must Have
MPP 3-4-9	Apply Initial Payment	The system will provide the ability to apply the pre-collected initial payment.	Must Have
MPP 3-4-10	Post Fee	The system will provide the ability to post payment plan fee.	Must Have
MPP 3-4-11	Remove Fee	The system will provide the ability to remove the payment plan application fee.	Must Have
MPP 3-4-12	Generate Payment Plan Bill Information	The system will provide the ability to generate the payment plan bill information.	Must Have
MPP 3-4-13	Notify AC for Payment Plan Enrollment	<ul style="list-style-type: none"> • The system will provide the ability to notify AC for payment plan enrollment. • The system will process a roll change to remove the penalty from the tax bill. 	Should Have
MPP 3-4-14	Hold Payment Plan Application Until Payment is Fulfilled	The system will provide the ability to put the payment plan application on hold until the collected payment is sufficient.	Must Have
MPP 3-6	Process Payment Plan Enrollment - Unsecured 4-Pay Requirements		
MPP 3-6-1	Review Application Payment	The system will provide the ability to review the application payment amount.	Must Have
MPP 3-6-2	Alert Insufficient Application Payment	The system will provide the ability to alert the user if the application payment received is insufficient.	Should Have
MPP 3-6-3	Identify Missing Applicant Signature	The system will allow the user to identify missing applicant signature.	Must Have
MPP 3-6-4	Review, Approve, and Reject Payment Plan Application	<ul style="list-style-type: none"> • The system will allow the user to review, approve, and reject the scanned copy of the payment plan application. • The system will generate a notice of approval or denial. • The system will provide the ability to capture the rejection reasons as follows: <ul style="list-style-type: none"> <input type="checkbox"/> Incomplete application <input type="checkbox"/> Missing applicant signature <input type="checkbox"/> Unqualified application <input type="checkbox"/> Insufficient application payment <input type="checkbox"/> Inaccurate payment terms 	Must Have

Functional Requirements

MPP 3-6-5	Generate Payment Plan Denial Notice	The system will provide the ability to generate the payment plan denial notice.	Must Have
MPP 3-6-6	Apply Initial Payment	The system will provide the ability to apply the pre-collected initial payment.	Must Have
MPP 3-6-7	Post Fee	The system will provide the ability to post payment plan fee.	Must Have
MPP 3-6-8	Remove Fee	The system will provide the ability to remove the payment plan application fee.	Must Have
MPP 3-6-9	Generate Payment Plan Bill Information	The system will provide the ability to generate the payment plan bill information.	Must Have
MPP 3-6-10	Notify AC for Payment Plan Enrollment	<ul style="list-style-type: none"> The system will provide the ability to notify AC for payment plan enrollment. The system will process a roll change to remove the penalty from the tax bill. 	Should Have
MPP 3-6-11	Hold Payment Plan Application Until Payment is Fulfilled	The system will provide the ability to put the payment plan application on hold until the collected payment is sufficient.	Must Have
MPP-3-7	Manage Payment Plan – Secured 4-Pay		
MPP-3-7-1	Lapsed Payment Plan	<ul style="list-style-type: none"> The system will lapse a payment plan if the payment plan installment and current year taxes are not received in full on the delinquent date of the second installment. If the payment plan is lapsed, the system will recalculate the penalties based on the original billing date. 	Must Have
MPP-3-7-2	Defaulted Secured 4-Pay Restriction	The system will not allow the user to manually reinstate a defaulted secured 4-pay payment plan.	Must Have
MPP-3-7-3	Recalculate Payment Plan Liability	The system will recalculate the payment plan liability due to a roll change or an over payment.	Must Have
MPP-3-7-4	Identify Excess Funds	The system will provide the ability to identify excess funds.	Must Have
MPP-3-7-5	Identify Property Owner of the Payment Plan	The system will provide the ability to identify the property owner of the payment plan.	Must Have
MPP-3-7-6	Apply Excess Funds to Outstanding Liability	The system will provide the ability to apply excess funds to any outstanding delinquent or defaulted liability against the same property if the payment plan is set up by the property owner.	Must Have
MPP-3-7-7	Refund Excess Funds	The system will provide the ability to refund any excess funds resulted from the revised payment plan if the payment plan is not set up by the property owner.	Must Have
MPP-3-7-8	Close Payment Plan	The system will provide the ability to close the payment plan if the revised payment plan liability amount falls below the predefined threshold.	Must Have
MPP-3-7-9	Close Payment Plan – Threshold Amount	The system will provide the ability to set the predefined threshold amount.	Must Have
MPP-3-7-10	Close Payment Plan – Revised Tax Bill	The system will provide the ability to generate a tax bill when the revised payment plan liability amount falls below the threshold amount	Must Have
MPP-3-7-11	Review, Approve, and Reject Application of Excess Fund	The system will provide the ability to review, approve, and reject the application of excess funds.	Must Have
MPP-3-8	Manage Payment Plan – Secured 5-Pay Requirements		
MPP-3-8-1	Lapsed Payment Plan	<ul style="list-style-type: none"> The system will lapse a payment plan if the payment plan installment and current year taxes are not received in full on the delinquent date of the second installment. If the payment plan is lapsed, the system will recalculate the penalties based on the original billing date. 	Must Have
MPP-3-8-2	Recalculate Payment Plan Liability	The system will recalculate the payment plan liability due to a roll change or an over payment.	Must Have
MPP-3-8-3	Identify Excess Funds	The system will provide the ability to identify excess funds.	Must Have
MPP-3-8-4	Identify Property Owner of the Payment Plan	The system will provide the ability to identify the property owner of the payment plan.	Must Have
MPP-3-8-5	Apply Excess Funds to Outstanding Liability	The system will provide the ability to apply excess funds to any outstanding delinquent or defaulted liability against the same property if the payment plan is set up by the property owner.	Must Have
MPP-3-8-6	Refund Excess Funds	The system will provide the ability to refund any excess funds resulted from the revised payment plan if the payment plan is not set up by the property owner.	Must Have
MPP-3-8-7	Close Payment Plan	The system will provide the ability to close the payment plan if the revised payment plan liability amount falls below the predefined threshold.	Must Have
MPP-3-8-8	Close Payment Plan – Threshold Amount	The system will provide the ability to set the predefined threshold amount.	Must Have
MPP-3-8-9	Close Payment Plan – Revised Tax Bill	The system will provide the ability to generate a tax bill when the revised payment plan liability amount falls below the threshold amount	Must Have
MPP-3-8-10	Review, Approve, and Reject Application of Excess Fund	The system will provide the ability to review, approve, and reject the application of excess funds.	Must Have
MPP-3-9	Manage Payment Plan – Unsecured 4-Pay Requirements		
MPP-3--9-1	Reinstate Lapsed Payment Plan	The system will provide the ability to reinstate a lapsed payment plan.	Must Have
MPP-3--9-2	Lapsed Payment Plan	<ul style="list-style-type: none"> The system will lapse a payment plan if the payment plan installment and current year taxes are not received in full on the delinquent date of the second installment. If the payment plan is lapsed, the system will recalculate the penalties based on the original billing date. 	Must Have
MPP-3--9-3	Recalculate Payment Plan Liability	The system will recalculate the payment plan liability due to a roll change or an over payment.	Must Have
MPP-3--9-4	Identify Excess Funds	The system will provide the ability to identify excess funds.	Must Have
MPP-3--9-5	Identify Property Owner of the Payment Plan	See requirement for Identify Property Owner of the Payment Plan in Review Revised Payment Plan.	Must Have

Functional Requirements

MPP-3--9-6	Apply Excess Funds to Outstanding Liability	The system will provide the ability to apply excess funds to any outstanding delinquent or defaulted liability against the same property if the payment plan is set up by the property owner.	Must Have
MPP-3--9-7	Refund Excess Funds	The system will provide the ability to refund any excess funds resulted from the revised payment plan If the payment plan is not set up by the property owner.	Must Have
MPP-3--9-8	Close Payment Plan	The system will provide the ability to close the payment plan if the revised payment plan liability amount falls below the predefined threshold.	Must Have
MPP-3--9-9	Close Payment Plan – Threshold Amount	The system will provide the ability to set the predefined threshold amount.	Must Have
MPP-3--9-10	Close Payment Plan – Revised Tax Bill	The system will provide the ability to generate a tax bill when the revised payment plan liability amount falls below the threshold amount	Must Have
MPP-3--9-11	Review, Approve, and Reject Application of Excess Fund	The system will provide the ability to review, approve, and reject the application of excess funds.	Must Have
MPP-4	REPORTING/FORM REQUIREMENTS		
MPP-4-1	Generate Secured 4-Pay Payment Plan Application	<p>The system will provide the ability to generate the secured 4-pay payment plan application as follows:</p> <ul style="list-style-type: none"> • Assessor Identification Number • Applicant Name • Applicant Address • Application Date • Applicant Phone Number • Bill Number • Payment Plan Type • Escaped Roll Year • The system will provide the ability to track and identify the escaped years included in the payment plan. 	Must Have
MPP-4-2	Generate Secured 5-Pay Payment Plan Application	<p>The system will provide the ability to generate the secured 5-pay payment plan application as follows:</p> <ul style="list-style-type: none"> • Assessor Identification Number • Applicant Name • Applicant Address • Application Date • Applicant Phone Number • Bill Number • Payment Plan Type 	Must Have
MPP-4-3	Generate Unsecured 4-Pay Payment Plan Application	<p>The system will provide the ability to generate the unsecured 4-pay payment plan application as follows:</p> <ul style="list-style-type: none"> • Assessor Identification Number • Applicant Name • Applicant Address • Application Date • Applicant Phone Number • Bill Number • Payment Plan Type • Escape Roll Year • The system will provide the ability to track and identify the escaped years included in the payment plan. 	Must Have
MPP-4-4	Generate Payment Plan Denial Notice	<p>The system will provide the ability to generate the payment plan denial notice as follows:</p> <ul style="list-style-type: none"> • Applicant Name • Applicant Address • Payment Submitted With Application Flag • Assessment Number • Application Date • Denial/Deficiency Notice Date • Denial/Deficiency Notice Reason • Escape Roll Year 	Must Have

Functional Requirements

MPP-4-5	Generate Payment Plan Terms and Dispositions	<p>The system will provide the ability to generate the payment plan terms and dispositions information as follows:</p> <ul style="list-style-type: none"> • Applicant Name • Applicant Address • Assessment Number • Assessor Identification Number • Bill Number • Application Date • Payment Plan Type • Payment Plan Installment Number • Payment Plan Fee Amount • Installment Due Date • Installment Principal Amount • Installment Interest Amount • The system will list all the remaining installment payment amount and installment due date based on the payment plan terms, interest rate, and fee. • Installment Amount for Secured 4-pay = (Total Liability Amount - Initial Payment Amount) / 4 • Installment Amount for Unsecured 4-pay = (Total Liability Amount - Initial Payment Amount) / 4 • Installment Amount for Secured 5-pay = (Total Liability Amount - Initial Payment Amount) / 4 + (Remaining Balance of Principal * Payment Plan Interest Rate * Number of months since last Payment Date) 	Must Have
MPP-4-6	Generate Payment Plan Bill Information	<p>The system will generate a payment plan bill with the following data:</p> <ul style="list-style-type: none"> • Applicant Name • Applicant Address • Assessment Number • Bill Number • Assessor Identification Number • Tax Year • Payment Plan Type • Payment Plan Next Installment Amount • Payment Plan Payoff Amount • Bill Number and Total Tax Amount for unpaid related tax bills • The system will permit the generation of on-demand payment plan bills • Payment plan insert to be included with bill 	Must Have
MPP-4-7	Payment Plan Reports	<p>The system will provide the ability to generate configurable statistical reports, including but not limited to:</p> <ul style="list-style-type: none"> • Payment Plan Master Report • 4 Pay Plan Report • 5 Pay Plan Report • Plan Status (e.g., Closed, Open - In good standing , Open-Lapsed) <p>Note: The system will provide the ability to generate reports for individual assessments and in mass.</p>	Must Have
MPP-5	WEB PORTAL REQUIREMENTS		
MIS-5-1	Access to Web Portal	<p>The system will provide the public the ability to submit general requests, upload documents, and track the status of the request via a web portal compatible with desktop and mobile devices. The web portal should:</p> <ul style="list-style-type: none"> • Allow the public to apply for apply for Secured/Unsecured 4-pay and Secured 5-pay payment plans. In addition, the system will present and allow taxpayers to accept payment plan terms and schedule of payments. <p>Note: The web portal should have the ability to process the requests information and route to authorized users for review and approval/rejection.</p>	Should Have

Functional Requirements

Miscellaneous Services			
Reqmt	Functional Requirements	Requirement Description	County Priority
MIS-1	GENERAL REQUIREMENTS		
MIS-1-1	Query Current and Historical Information	The system will provide the ability to query current and historical billing, payment and refund information.	Must Have
MIS-1-2	Access Documents Stored in TTC Document Imaging System	The system will provide the ability to access and display documents stored in the TTC document imaging system.	Must Have
MIS-1-3	Maintain Notes and Comments	The system will provide the ability to enter, view and modify notes and comments.	Should Have
MIS-1-4	Maintain Warrant Information	The system will maintain the history of warrant events including: <ul style="list-style-type: none"> • Warrant issued • Warrant cancelled • Warrant stop payment • Warrant cashed • Warrant re-issued • Warrant number • Warrant status • Warrant funds escheated to the County General Fund (GF) 	Must Have
MIS-1-5	Maintain Related Warrant Information	The system will maintain the link from an original warrant to any and all subsequently re-issued warrants.	Must Have
MIS-1-6	Prevent Duplicate Warrant Re-issue	The system will prevent the generation of a duplicate re-issue warrant. Only one active warrant is allowed for the same refund.	Must Have
MIS-1-7	Maintain TTC Alternative Mailing Addresses	The system will provide the ability to maintain TTC alternative mailing addresses. The address information may be provided by the taxpayer or the taxpayer's agent. The TTC alternative mailing address is the most current mailing address that TTC has for the person. The TTC alternative mailing address does not impact the person's address of record or the mailing address on the assessment, but is the address used for TTC mailings.	Could Have
MIS-1-8	Manually Override Mailing Address in System	The system will provide the ability to manually enter an address rather than using an address that is already in the system.	Must Have
MIS-1-9	Query and Display Tax Liability	The system will provide the ability to query and display the total tax liability amount due information consolidated via a single presentation.	Must Have
MIS-1-10	Maintain Lost Remittance Information	The system will provide the ability to view, search, enter, and modify the lost remittance information, including the application information.	Must Have
MIS-1-11	Scan and Store Lost Remittance Documents	The system will provide the ability to view and edit the application and supporting documents for lost remittances, in the TTC document imaging system and or the case management system.	Must Have
MIS-1-12	Generate Lost Remittance Letter	The system will provide the ability to generate and print lost remittance letters to the taxpayer.	Must Have
MIS-1-13	View, Approve or Reject Lost Remittance Relief Request	The system will provide the ability to view and edit the lost remittance relief request, and either approve or reject. When the Lost Remittance Relief Request is approved, the system is updated, and a payment adjustment request is created. When the Lost Remittance Relief Request is rejected, the system will generate a rejection letter.	Should Have
MIS-1-14	Replacement Remittance for Approved Lost Remittance Relief Request	The system will provide the ability to treat a replacement remittance as a timely payment when a lost remittance relief request is approved, including the cancellation of penalties.	Should Have
MIS-1-15	Maintain Information on Contact with the Public	The system will provide the ability to record, maintain and view information related to a contact event with the taxpayer or public. The contact includes phone call, in person counter contact, email, fax, and mailed correspondence.	Must Have
MIS-1-16	Manage and Track General Correspondence	The system will provide the ability to manage, process, and track general correspondence.	Must Have
MIS-1-17	Scan and Store Documents from Public	The system will provide the ability to scan documents received from the public, and store the scanned images in the TTC document imaging system.	Should Have
MIS-1-18	Warrant Definitions	The following definitions for warrants are used in this document: Cancelled warrants: • Warrants returned by the recipient and cancelled by the Auditor-Controller. The funds are returned to the TTC controlled account. • Warrants returned as undeliverable by the post office and cancelled by the Auditor-Controller. The funds are returned to the TTC controlled account. Stop payment warrants are initiated by TTC and the Auditor-Controller is notified to stop payment on the warrant. The warrant funds are returned to the TTC controlled account. Stale dated warrants are warrants that are not cashed in the allotted time (currently after two years). The Auditor-Controller identifies warrants that are not cashed or replaced after the allotted time. The stale dated warrant funds are not returned to the TTC controlled account, but are kept in a CEO controlled non-departmental fund. Escheated funds are funds where the refund amount has been escheated to the County General Fund after the funds have not been claimed in the allotted time period.	Must Have
MIS-2	AUDIT REQUIREMENTS		

Functional Requirements

MIS-2-1	Track and Maintain User Activities for Miscellaneous Services	<p>The system will track and maintain history of all user activities related to the following user actions:</p> <ul style="list-style-type: none"> • Identify issued warrants that require stop payment. • Issue replacement warrant request. • Generate escheated funds request denial letter. • Generate warrant re-issue request denial letter. • Generate statement of taxes and bulk transfer clearance for bulk sale. • Generate demand statement, mobile home tax clearance certificate, and conditional certificate. • Capture, maintain, and track a tract map request. • Generate outstanding tax notification, bond release letter, and tract map clearance. • Approve warrant stop payment request. • Approve replacement warrant request. • Issue unclaimed funds information for newspaper publication. • Approve escheated funds request denial letter. • Approve warrant re-issue request denial letter. • Approve ten day letter. • Generate and send a ten day letter to the taxpayer. • Update the warrant information in the system when payment is received as a result of a ten day letter. <p>The system will log the following data for each tracked user activity:</p> <ul style="list-style-type: none"> • User name • System date/time • Action performed <p>The system will provide the ability for authorized users to view and report on these user activities.</p>	Must Have
MIS-3	FUNCTIONAL REQUIREMENTS		
MIS-3-1	Process Cancelled Warrants Requirements		
MIS-3-1-1	Add Comments to Cancelled Warrants	The system will provide the ability to add reasons and comments to warrants, including cancelled warrants. The system will provide the ability to configure a checklist of steps to be performed by staff before processing a cancelled warrant.	Must Have
MIS-3-1-2	View Cancelled Warrants Amounts	The system will provide the ability to query and view cancelled warrant and cancelled warrant amounts.	Must Have
MIS-3-1-3	View Cancelled Warrants Total Amounts	The system will provide the ability to query and view warrant amounts that are cancelled and present the total amount of funds that should have been transferred back to the TTC account in a specified time period. These amounts can be compared to the fund transfer activity in eCAPS.	Must Have
MIS-3-1-4	Maintain Stop Payment Request Information	The system will provide the ability to view, search, enter, and modify stop payment request information. The system will provide the ability to automate the checklist steps required to issue a stop payment on a warrant	Must Have
MIS-3-1-5	Generate Proposed Stop Payment Request Response	The system will provide the user the ability to generate proposed actions in response to the stop payment request. The proposed actions do not occur until approved in the next activity.	Must Have
MIS-3-1-6	View, Approve or Reject Stop Payment Request	The system will provide the ability to view and edit the stop payment request, and either approve or reject. When the Stop Payment Request is approved the system is updated and will electronically notify A-C of approval. When the Stop Payment Request is rejected, it should go back to the creator of the request in the system.	Must Have
MIS-3-1-7	Generate Warrant Stop Payment Request Interface	The system will provide the ability to create an electronic interface for sending eCAPS warrant stop payment request information.	Must Have
MIS-3-1-8	Receive eCAPS Cancelled Warrant Information	The system will provide the ability to receive an electronic interface from eCAPS containing cancelled warrant information.	Must Have
MIS-3-1-9	Update eCAPS Cancelled Warrant Information	The system will be updated with the cancelled warrant information.	Must Have
MIS-3-1-10	Present eCAPS Cancelled Warrant Discrepancies	The system will correlate submitted warrant requests with received cancelled warrant information and present discrepancies to the user.	Must Have
MIS-3-1-11	Maintain Cancelled Warrant Information	The system will provide the ability to view, search, enter, and modify cancelled warrant information.	Must Have
MIS-3-1-12	Research Payee Address Requirements	See requirement for Query Current and Historical Information in General Requirements. See requirement for Access Documents Stored in TTC Document Imaging System in General Requirements. See requirement for Maintain TTC Alternative Mailing Addresses in General Requirements.	Must Have
MIS-3-1-13	Select Warrant for Re-Issue	The system will provide the user the ability to select a cancelled or a stop-payment warrant for re-issue.	Must Have
MIS-3-1-14	View, Approve or Reject Warrant Re-issue Request	The system will provide the ability to view and edit the warrant re-issue request, and either approve or reject. When the warrant re-issue request is approved the system will allow the end user to modify and approve the warrant request. When the warrant re-issue request is rejected, it should go back to the creator of the request in the system.	Must Have
MIS-3-1-15	Generate Warrant Re-issue Request Interface	The system will provide the ability to create an electronic interface for sending eCAPS warrant re-issue request information.	Must Have
MIS-3-1-16	Receive eCAPS Warrant Re-issue Information	The system will provide the ability to receive an electronic interface from eCAPS containing information related to the issuing of a warrant.	Must Have
MIS-3-1-17	Update eCAPS Warrant Re-issue Information	The system will be updated with the warrant issue information.	Must Have
MIS-3-1-18	Present eCAPS Warrant re-issue Discrepancies	The system will correlate submitted warrant re-issue requests with received warrant re-issue information and present discrepancies to the user.	Must Have

Functional Requirements

MIS-3-1-19	Generate Unclaimed Funds Information List	The system will generate a list of unclaimed funds for publication meeting the following conditions: <ul style="list-style-type: none"> • The warrant is cancelled. • The warrant has not been re-issued. • The warrant funds are in the TTC controlled account (not in the CEO's controlled non-departmental account). • The original issue date is at least four years prior to the current date. • The unclaimed funds have not been published previously. 	Must Have
MIS-3-1-20	Provide Unclaimed Funds Information to Newspaper Broker	The system will provide the ability to generate a file of unclaimed funds information for publication.	Must Have
MIS-3-1-21	Generate Ten Day Letter for Erroneous Refund	The system will provide the user the ability to generate a configurable ten day letter.	Must Have
MIS-3-1-22	Include Payment Stub with Ten Day Letter for Erroneous Refund	The ten day letter will include a payment stub, which when returned with payment is processable by the system.	Must Have
MIS-3-1-23	Extended Due Date on Ten Day Letter for Erroneous Refund	The system will automatically set a ten day letter extended due date to ten days from the system date of the generation of the ten day letter. If the extended due date falls on a weekend or holiday, it is extended to the next business day. The system will provide the user the ability to modify the extended due date.	Must Have
MIS-3-1-24	Maintain Ten Day Letter Information	The system will maintain and track information on each ten day letter issued. The system will provide the ability to search and view the information on ten day letters.	Must Have
MIS-3-1-25	Maintain Cancelled Warrant Information	The system will provide the ability to view, search, enter, and modify cancelled warrant information.	Must Have
MIS-3-2	Process Escheated Funds Requirements		
MIS-3-2-1	Add Comments to Escheated Warrants	The system will provide the ability to add reasons and comments to warrants, including escheated warrants.	Must Have
MIS-3-2-2	Maintain Escheated Funds Request Information	The system will provide the ability to view, search, enter, and modify escheated funds request information.	Must Have
MIS-3-2-3	Scan and Store Escheated Funds Request Documents	The system will provide the ability to scan the escheated funds request documents, and store the scanned images in the TTC document imaging system.	Must Have
MIS-3-2-4	Generate Proposed Escheated Funds Request Response	The system will provide the user the ability to generate proposed actions in response to the escheated funds request. The proposed actions do not occur until approved.	Must Have
MIS-3-2-5	Generate Escheated Funds Request Denial Letter	The system will generate an escheated funds request denial letter for the requestor when the request is denied.	Must Have
MIS-3-2-6	View, Approve or Reject Escheated Funds Request Denial Letter	The system will provide the ability to view and edit the escheated funds request denial letter, and either approve or reject. When the escheated funds request denial letter is approved the system is updated. When the escheated funds request denial letter is rejected, it should notify the creator of the request in the system.	Must Have
MIS-3-2-7	View, Approve or Reject Escheated Funds Request	The system will provide the ability to view and edit the escheated funds request, and either approve or reject. When the escheated funds request is approved the Internal Controls Branch is notified to release funds and the system is updated. When the escheated funds request is rejected, it should notify the creator of the request in the system.	Must Have
MIS-3-3	Process Stale Dated Warrants Requirements		
MIS-3-3-1	Add Comments to Stale Dated Warrants	The system will provide the ability to add reasons and comments to warrants, including stale dated warrants	Should Have
MIS-3-3-2	Maintain Stale Dated Warrant Re-issue Request Information	The system will provide the ability to view, search, enter, and modify stale dated warrant re-issue request information.	Must Have
MIS-3-3-3	Generate Proposed Stale Dated Warrant Re-issue Request Response	The system will provide the user the ability to generate proposed actions in response to the stale dated warrant re-issue request. The proposed actions do not occur until approved.	Could Have
MIS-3-3-4	Generate Stale Date Warrant Re-issue Request	The system will generate and print a stale dated warrant re-issue request denial letter for the requestor when the request is denied.	Must Have
MIS-3-3-5	View, Approve or Reject Stale Date Warrant Re-issue Request Denial Letter	The system will provide the ability to view and edit the stale dated warrant re-issue request denial letter, and either approve or reject.	Could Have
MIS-3-3-6	View, Approve or Reject Stale Date Warrant Re-issue Request	The system will provide the ability to view and edit the stale dated warrant re-issue request, and either approve or reject.	Could Have
MIS-3-3-7	Generate Stale Dated Warrant Re-issue Request Memo	The system will provide the ability to generate and electronically send a memo to the Auditor-Controller requesting the re-issue of a stale dated warrant.	Could Have
MIS-3-4	Process Bulk Transfer of Sale Requirements		
MIS-3-4-1	Maintain Bulk Transfer of Sale Information	The system will provide the ability to view, search, enter, and modify bulk transfer of sale information.	Must Have
MIS-3-4-2	Add Comments to Bulk Transfer of Sale Information	The system will provide the ability to add comments to bulk transfer of sale information.	Must Have
MIS-3-4-3	Scan and Store Bulk Transfer of Sale Documents	The system will provide the ability to scan the bulk transfer of sale documents, and store the scanned images in the TTC document imaging system.	Should Have
MIS-3-4-4	Search for Assessment	The system will provide the ability to search for an assessment by DBA, business name, business address, or business owner.	Should Have
MIS-3-4-5	Maintain Multiple Assessments in the Bulk Transfer of Sale Record	The system will allow the user to select unsecured assessor identification numbers whose liabilities will be included in the bulk transfer of sale record.	Should Have
MIS-3-4-6	Generate Statement of Taxes for Zero Amount	The system will generate and print a statement of taxes for zero amount due if no tax liabilities are due.	Should Have

Functional Requirements

MIS-3-4-7	Calculate Bulk Transfer of Sale Tax Liability	The system will calculate the tax liability for all assessments included on the bulk transfer record as follows: <ul style="list-style-type: none"> • Current Year unpaid unsecured tax liabilities • Prior Year unpaid unsecured tax liabilities • Future unsecured tax liabilities (110% of the most recent year's taxes) The total tax liability for each assessment are summed together to determine the total tax liability for the bulk transfer of sale. The system will provide the user the ability to manually override the total tax liability amount.	Should Have
MIS-3-4-8	Generate Statement of Taxes	The system will generate and print a statement of taxes that includes future tax liabilities	Must Have
MIS-3-4-9	Flag Bulk Transfer of Sale with Future Tax Liabilities	The system will flag assessor identification number(s) when future tax liabilities are requested. The Collections functional area will hold future tax liability payments until the bill is generated. The payment is held until the bill is generated. Once the bill is generated, the payment is applied.	Must Have
MIS-3-4-10	View Payments for Future Liabilities	The system will provide the ability to query and view future liabilities collected for bulk transfer of sale, but not yet applied to the tax bill.	Must Have
MIS-3-4-11	Process Online Bulk Sale Transfers	The system will provide title companies, escrow companies, the ability to submit bulk sale transfer request via an external web interface.	Must Have
MIS-3-4-12	Conditions for Generation of Bulk Transfer Clearance	The system will provide notification to TTC concerned parties when all conditions are met for the generation of a bulk transfer clearance. For all assessments on the bulk transfer of sale, the conditions include: <ul style="list-style-type: none"> • Prior tax liabilities have been paid • Future tax liabilities are collected, but not yet applied • Liens are released on the assessment 	Must Have
MIS-3-4-13	Generate Bulk Transfer Clearance	The system will generate and print a bulk transfer clearance. The clearance is sent to the provider of the notification of bulk sale.	Must Have
MIS-3-5	Process Mobile Home Tax Clearance Certificate Requests Requirements		
MIS-3-5-1	Flag Mobile Homes with Future Tax Liabilities	The system will flag mobile home assessments where future tax liabilities are requested. The Collections functional area will hold future tax liability payments until the bill is generated. Once the bill is generated, the payment is applied.	Must Have
MIS-3-5-2	View Payments for Future Liabilities for Mobile Homes	The system will provide the ability to query and view future liabilities collected for mobile homes, but not yet applied to the tax bill.	Must Have
MIS-3-5-3	Maintain Mobile Home Tax Clearance Certificate Request Information	The system will provide the ability to view, search, enter, and modify mobile home tax clearance certificate request information.	Must Have
MIS-3-5-4	Scan and Store Mobile Home Tax Clearance Certificate Request Documents	The system will provide the ability to scan mobile home tax clearance certificate request documents, and store the scanned images in the TTC document imaging system.	Should Have
MIS-3-5-5	Adding/Removing Person to Title When One Registered Owner Remains on Title	If the request is for a mobile home title change that is adding or removing a person to the title, with a current registered owner remaining on title, then there is no requirement to pre-collect for future tax liabilities, but all current taxes must be paid in full.	Must Have
MIS-3-5-6	Process Online Mobile Home Tax Clearance Certificate Request	The system will provide individuals, title companies, escrow companies, mobile home parks, or mobile home dealerships the ability to submit mobile home tax clearance certificate requests via an external web interface.	Should Have
MIS-3-5-7	Generate Mobile Home Tax Clearance Conditional Certificate	The system will generate the mobile home tax clearance conditional certificate, if a conditional certificate is requested. The conditional certificate indicates the current, delinquent, and future tax liabilities. The conditional certificate is sent to the requestor.	Must Have
MIS-3-5-8	Generate Mobile Home Tax Clearance Certificate for Zero Tax Liabilities	The system will generate the mobile home tax clearance certificate if there are zero current, delinquent, and future tax liabilities due. The certificate is sent to the requestor.	Must Have
MIS-3-5-9	Generate Mobile Home Demand Statement	The system will generate the mobile home demand statement. The demand statement indicates the current, delinquent, and future tax liabilities. The mobile home demand statement is sent to the requestor.	Must Have
MIS-3-5-10	Mobile Home Tax Clearance Certificate Duplicate	The system will determine if request is a duplicate request and a fee is required. A duplicate request is a mobile home tax clearance certificate request for a mobile home that has already been issued a tax clearance or a conditional clearance with the following information exactly the same on both requests: <ul style="list-style-type: none"> • Registered Owner Name • Buyer Name • Decal Number • Manufacturer Serial Number 	Must Have
MIS-3-5-11	Determine Initial Taxes Due Date	The system will set the configurable Taxes Due Date - Initial as the last day of the current month.	Must Have
MIS-3-5-12	Determine Second Taxes Due Date	The system will set the configurable Taxes Due Date - Second as the last day of the next month.	Must Have
MIS-3-5-13	Calculate Future Taxes	The system will calculate the tax estimate for the following year for mobile homes when the Request Date is between December 1st and August 1st as follows: <ul style="list-style-type: none"> • Tax Estimate Amount = 110% of the latest year's taxes The system will set the Mobile Home Future Taxes flag. The system will provide the user the ability to review, edit and approve the tax estimate amount provided by the system.	Must Have

Functional Requirements

MIS-3-5-14	Calculate Taxes	<p>The system will calculate the Taxes Due - Initial for the mobile home based on the assessor identification number and the sum of the following:</p> <ul style="list-style-type: none"> • Prior year unsecured taxes • Current year taxes • Related escape and supplemental taxes • Duplicate Request Fee • Tax Estimate Amount <p>The system will provide the user the ability to review, edit and approve the taxes due provided by the system.</p> <p>Taxes Due - Second has the same calculations, but using the Taxes Due Date - Second as its payment effective date.</p>	Must Have
MIS-3-5-15	Conditions for Generation of Mobile Home Tax Clearance Certificate	<p>The system will provide notification to TTC concerned parties when all conditions are met for the generation of a mobile home tax clearance certificate. The conditions include:</p> <ul style="list-style-type: none"> • Current tax liabilities have been paid • Prior tax liabilities have been paid • Future tax liabilities are collected, but not yet applied • Liens are released on the assessment <p>The system will provide the user the ability to override the conditions required to generate the mobile home tax clearance certificate.</p>	Must Have
MIS-3-5-16	Generate Mobile Home Tax Clearance Certificate	The system will generate and print the mobile home tax clearance certificate. The certificate is sent to the requestor	Must Have
MIS-3-5-17	Void Date	<p>The system will set the certificate configurable void date as follows:</p> <ul style="list-style-type: none"> • Void date is 60 days from the issue date 	Must Have
MIS-3-6	Process Tract Map Requests Requirements		
MIS-3-6-1	Notification of One Year Old Surety Bond	The system will provide electronic notification to TTC concerned parties one year after receipt of surety bond if the surety bond remains active and has not been released by the Los Angeles County Department of Public Works.	Could Have
MIS-3-6-2	Maintain Tract Map Request Information	The system will provide the ability to view and search, tract map request information.	Could Have
MIS-3-6-3	Scan and Store Tract Map Request Documents	The system will provide the ability to scan the tract map request documents, and store the scanned images in the TTC document imaging system.	Could Have
MIS-3-6-4	Maintain Multiple Assessments in the Tract Map Request Record	The system will allow the user to select assessor identification numbers whose liabilities will be included in the tract map request record.	Could Have
MIS-3-6-5	Maintain Relationship Between Tract Map Master Parcel and Future Individual Parcels	The system will provide the ability to maintain the relationship between the master parcel and the future individual parcels.	Could Have
MIS-3-6-6	Display Individual Assessment Information	The system will display the total tax liability, valuation, ownership, legal description and acreage for each assessment related to the tract map.	Could Have
MIS-3-6-7	Receive Tract Map Estimate of Future Taxes Information	The system will provide the ability to receive an electronic interface from the Assessor containing tract map estimate of future taxes information.	Could Have
MIS-3-6-8	Update Tract Map Estimate of Future Taxes Information	The system will be updated with the tract map estimate of future taxes information.	Could Have
MIS-3-6-9	Maintain Tract Map Estimate of Future Taxes	The system will provide the ability to view, enter, and modify the tract map estimate of future taxes information. The estimate is provided by the Assessor after the initial tract map request and annually for as long as the project continues.	Could Have
MIS-3-6-10	Maintain Tract Map Bond Information	The system will provide the ability to view, enter, and modify the tract map bond information. The bond verification information is provided by the Department of Public Works after the initial tract map request and annually for as long as the project continues.	Should Have
MIS-3-6-11	Notification of Re-Issued Bond	The system will provide electronic notification to TTC concerned parties of surety bond re-issue information.	Should Have
MIS-3-6-12	Identify Tax Liabilities Associated with Bond	The system will provide the ability to identify and display the outstanding tax liabilities that are associated with the bond.	Should Have
MIS-3-6-13	Display Tract Map Billing and Payment Information	The system will display billing and payment information for each assessor identification number on the tract map.	Could Have
MIS-3-6-14	Generate Tract Map Outstanding Tax Notification	<p>The system will generate and print the tract map outstanding tax notification for each tract map with an assessment with delinquent or defaulted taxes. The notification is generated:</p> <ul style="list-style-type: none"> • After first installment delinquent date • After second installment delinquent date • After end of fiscal year • On demand 	Could Have
MIS-3-6-15	Notification of Full Payment	The system will provide electronic notification to TTC concerned parties after full payment is posted on all assessor identification numbers related to a tract map with an active bond.	Could Have
MIS-3-6-16	Generate Bond Release Letter	The system will generate and print the bond release letter for each tract map with an active bond and all tax liabilities are paid in full for the tax year. The letter is sent to the surety company and the Department of Public Works.	Could Have
MIS-3-6-17	Display Tract Map Billing and Payment Information	The system will display billing and payment information for each assessor identification number on the tract map.	Could Have
MIS-3-6-18	Generate Tract Map Clearance	The system will provide the ability to generate and print the tract map clearance in response to a tract map clearance request. All outstanding taxes for each assessor identification number on the tract map must be paid in full to generate the clearance. The clearance is sent to the Department of Public Works.	Must Have
MIS-3-7	Servicemember's Civil Relief Act		

Functional Requirements

MIS-3-7-1	Maintain Property Tax Relief Information Pursuant to the Servicemembers' Civil Relief Act	The system will provide the ability to view, search, enter, and modify the application information for property tax relief for military personnel pursuant to the Servicemembers' Civil Relief Act.	Must Have
MIS-3-7-2	Scan and Store Servicemembers' Property Tax Relief Documents	The system will provide the ability to scan the application and supporting documents for property tax relief pursuant to the Servicemembers' Civil Relief Act and store the scanned images in the TTC document imaging system.	Must Have
MIS-3-7-3	View, Approve or Reject Servicemembers' Property Tax Relief Requests	The system will provide the ability to view and edit the Servicemembers' property tax relief request, and either approve or reject. When the Servicemembers' Property Tax Relief Request is approved the system is updated and the A-C will be notified electronically. When the Servicemembers' Property Tax Relief Request is rejected, it should go back to the creator of the request in the system	Must Have
MIS-3-7-4	Flag Assessment as Servicemembers' Property Tax Relief	The system will provide the ability to identify an assesses as under the rules of the Servicemembers' Civil Relief Act.	Must Have
MIS-3-7-5	Calculate Servicemembers' Property Tax Relief	The system will provide the ability to calculate the interest on delinquent unpaid taxes for assessments under the Servicemembers' Civil Relief Act at a configurable six percent per annum, in lieu of all other penalties and interest.	Must Have
MIS-3-7-6	Exclude Servicemembers' Property Tax Relief Assessments from Tax Sales	The system will exclude assessments under the Servicemembers' Civil Relief Act from tax sales.	Must Have
MIS-3-7-7	Exclude Servicemembers' Property Tax Relief Assessments from Unsecured Enforcement Activities	The system will exclude assessments under the Servicemembers' Civil Relief Act from unsecured tax enforcement activities.	Must Have
MIS-3-8	Other Flagged Assessments		
MIS-3-8-1	Flag Vendor Accounts	The system will provide the user the ability to flag an assessor identification number(s) and/or assessment number as belonging to a vendor contracting with Los Angeles County. The system will maintain the date the assessor identification number and/or assessment is flagged.	Must Have
MIS-3-8-2	Query and Display Flagged Vendor Accounts	The system will provide the ability to query assessor identification numbers flagged as vendor accounts. The query will provide the ability to limit the results based on a date or range of dates that the assessor identification number was flagged. The system will display the taxpayer name, assessor identification number, tax year, outstanding taxes, taxes paid, and roll corrections by a specific date or a range of dates.	Must Have
MIS-3-8-3	Flag Assessments	The system will provide the user the ability to flag an assessor identification number(s) and/or assessment number(s) as belonging to PACE, Cal Mortgage Relief Program, Property Tax Postponement, Tract Map or any other program identified by the County	Must Have
MIS-3-8-4	Query and Display Flagged Assessments	The system will provide the ability to query assessor identification numbers and/or assessments numbers flagged by users. The query will provide the ability to limit the results based on a date or range of dates that the assessment was flagged. The system will display the taxpayer name, assessor identification number or assessment number, tax year, outstanding taxes, taxes paid, and roll corrections by a specific date or a range of dates.	Must Have
MIS-4	REPORTING/FORM REQUIREMENTS		
MIS-4-1	Lost Remittance Letter	The system will generate and print a lost remittance letter with the following data: <ul style="list-style-type: none"> • Letter generation date • Payer Name • Payer Address • Lost Check Affidavit Date • Assessor Identification Number • Tax Year 	Must Have
MIS-4-2	Ten Day Letter for Erroneous Refund	The system will generate and print a ten day letter for erroneous refund to the taxpayer with the following data: <ul style="list-style-type: none"> • System date • Payer Name • Payer Address • Warrant Number • Warrant Amount • Warrant Date • Bill Number • Assessor Identification Number • Original Amount Due • Payment Amount • Amount Due • Due Date or Extended Due Date • Exception Reason 	Must Have
MIS-4-3	Escheated Funds Request Denial Letter	The system will generate and print an escheated funds request denial letter to the requestor with the following data: <ul style="list-style-type: none"> • Letter generation date • Requestor Name • Requestor Address • Request Receipt Date • Assessor Identification Number • Tax Year • Bill Number • Denial Reason 	Must Have

Functional Requirements

MIS-4-4	Stale Dated Warrant Restore- Request Memo	<p>The system will generate and electronically send a stale dated warrant restore- request memo to the Auditor-Controller with the following data:</p> <ul style="list-style-type: none"> • System date • Warrant Number • Warrant Issue Date • Vendor Number • Warrant Amount • TTC Refund Number • Payee Name • Payee Address • Payee City • Payee State • Payee Zip 	Must Have
MIS-4-5	Stale Dated Warrant Restore Request Denial Letter	<p>The system will generate and print a stale dated warrant restore request denial letter to the requestor with the following data:</p> <ul style="list-style-type: none"> • Letter generation date • Requestor Name • Requestor Address • Request Receipt Date • Assessor Identification Number • Tax Year • Bill Number • Denial Reason 	Must Have
MIS-4-6	Bulk Sale Statement of Taxes for Zero Amount	<p>The system will generate and print a bulk sale statement of taxes for zero amount with the following data:</p> <ul style="list-style-type: none"> • System date • Escrow Officer Name • Escrow Company Name • Escrow Company Address • Escrow Number • DBA Name • Assets Location • Seller Name • Buyer Name • Assessor Identification Number • Taxes Due 	Must Have
MIS-4-7	Bulk Sale Statement of Taxes	<p>The system will generate and print a bulk sale statement of taxes with the following data:</p> <ul style="list-style-type: none"> • System date • Escrow Officer Name • Escrow Company Name • Escrow Company Address • Escrow Number • DBA Name • Assets Location • Seller Name • Buyer Name • Assessor Identification Number • Taxes Due 	Must Have
MIS-4-8	Bulk Transfer Clearance	<p>The system will generate and print a bulk transfer clearance with the following data:</p> <ul style="list-style-type: none"> • System date • Escrow Officer Name • Escrow Company Name • Escrow Company Address • Escrow Number • DBA Name • Assets Location • Seller Name • Buyer Name • Assessor Identification Number 	Must Have

Functional Requirements

MIS-4-9	Mobile Home Tax Clearance Conditional Certificate	<p>The system will generate and print a mobile home tax clearance conditional certificate with the following data:</p> <ul style="list-style-type: none"> • System date • Request Date • Requested By Name • Requested By Address • Requested By Phone Number • Escrow Number • Escrow Officer Name • Escrow Officer Phone Number • Registered Owner Name • Registered Owner Mailing Address • Buyer Name • Buyer Mailing Address • Current Situs Address • Current Assessor Identification Number • Mobile Home Year • Manufacturer Serial Number • Decal Number • Taxes Due - Initial (this will be broken down by assessment, year, and fees and include the total) • Taxes Due Date - Initial • Taxes Due - Second (this will be broken down by assessment, year, and fees and include the total) • Taxes Due Date - Second • Void Date • Issued Date 	Must Have
MIS-4-9	Mobile Home Tax Clearance Certificate	<p>The system will generate and print a mobile home tax clearance certificate with the following data:</p> <ul style="list-style-type: none"> • Registered Owner Name • Registered Owner Mailing Address • Buyer Name • Buyer Mailing Address • Current Situs Address • Current Assessor Identification Number • Manufacturer Serial Number • Decal Number • Void Date • Issued Date 	Must Have
MIS-4-10	Mobile Home Demand Statement	<p>The system will generate and print a mobile home demand statement with the following data:</p> <ul style="list-style-type: none"> • System date • Request Date • Requested By Name • Requested By Address • Requested By Phone Number • Assessor Identification Number • Decal Number • Manufacturer Serial Number • Registered Owner Name • Registered Owner Mailing Address • Current Situs Address • Buyer Name • Buyer Mailing Address • Taxes Due - Initial (this will be broken down by assessment, year, and fees and include the total) • Taxes Due Date - Initial • Taxes Due - Second (this will be broken down by assessment, year, and fees and include the total) • Taxes Due Date - Second 	Must Have
MIS-4-11	Tract Map Outstanding Tax Notification	<p>The system will generate and print a tract map outstanding tax notification for each tract map requestor who has outstanding tax liabilities with the following data:</p> <ul style="list-style-type: none"> • System date • Requestor Name • Requestor Address • Parcel-Tract Map Number • Tax Year • Assessor Identification Number • Unpaid Current Secured Tax Amount • Unpaid Defaulted Secured Tax Amount • Unpaid Supplemental Tax Amount • Unpaid Escape Tax Amount 	Could Have
MIS-4-12	Bond Release Letter	<p>The system will generate and print a bond release letter with the following data:</p> <ul style="list-style-type: none"> • System date • Surety Bond Number • Surety Bond Company Name • Surety Bond Company Mailing Address • Surety Bond Amount • Surety Bond Principle • Parcel-Tract Map Number • Tax Year 	Should Have
MIS-4-13	Tract Map Clearance	<p>The system will generate and print a tract map clearance with the following data:</p> <ul style="list-style-type: none"> • System date • Parcel-Tract Map Number • Tax Year 	Could Have

Functional Requirements

MIS-4-14	Mobile Home Tax Clearance Report	The system will provide the ability to generate configurable statistical reports, including but not limited to: <ul style="list-style-type: none"> · MHTCC and Conditional Certificate Requests Report · Duplicate Tax Clearance Certificate Requests Report · Demand Statement Requests Report 	Should Have
MIS-4-15	Bulk Transfer Reports	The system will provide the ability to generate configurable statistical reports, including but not limited to: <ul style="list-style-type: none"> •Bulk Transfer Certificate Requests Report •Statement of Taxes Report 	Should Have
MIS-4-16	Flagged Assessment Reports	The system will provide the ability to generate configurable statistical reports, including but not limited to: <ul style="list-style-type: none"> •Servicemember Master file Report •Vendor Master File Report •Cal Mortgage Relief Program Master file Report •Property Tax Postponement Master File Report •PACE Master File Report 	Should Have
MIS-4-17	Tract Map Reports	The system will provide the ability to generate configurable statistical reports, including but not limited to: <ul style="list-style-type: none"> •Tract Map Clearance Requests Report •Bond Master List Report 	Should Have
MIS-5	WEB PORTAL REQUIREMENTS		
MIS-5-1	Access to Web Portal	The system will provide the public the ability to submit general requests, upload documents, and track the status of the request via a web portal compatible with desktop and mobile devices. The web portal should: <ul style="list-style-type: none"> •Allow the public to submit Bulk Transfer Clearance Requests. •Allow the public to submit Mobile Home Tax Clearance Requests. •Allow the public to submit Servicemember's Civil Relief Act Requests. •Allow the public to submit Lost Remittance Relief Requests. <p>Note: The web portal should have the ability to process the requests information and route to authorized users for review and approval/rejection.</p>	Should Have
MIS-5-2	Online Mobile Home Tax Clearance Certificate R	The system will provide the ability for individuals, title companies, escrow companies, mobile home parks, or mobile home dealerships to request a mobile home tax clearance certificate via an external web interface by submitting the following data: <ul style="list-style-type: none"> • Requested By Name • Requested By Address • Requested By Phone Number • Escrow Number • Escrow Officer Name • Assessor Identification Number • Registered Owner Name • Registered Owner Mailing Address • Buyer Name • Buyer Mailing Address • Comments • Current Situs Address • Decal Number • Manufacturer Serial Number • Mobile Home Expiration Date 	Should Have
MIS-5-3	Online General Request	The system will provide the public the ability to submit general requests via an external web interface. The system will provide the public the ability to track the status of the request and the response to the request via an external web interface. The public will submit the following data: <ul style="list-style-type: none"> • Requester Name • Requester Address • Requester Phone Number • Requester Email Address • Request Description 	Could Have

Los Angeles County Technical Requirements		
Section	Performance Management	
Requirement #	Description	Prioritization
PERF-01	Ability to support session replication and transparent failover	Must Have
PERF-02	Ability to support replication of the virtual machines to a secondary site so Disaster Recovery Service(DIS) can recover the environment within the Recovery Time Objectives (RTOs) and Recovery Point Objectives (RPOs)	Must Have
PERF-03	Ability to recover from any data loss	Must Have
PERF-04	Ability to balance batch vs. transaction processing to ensure that the system adheres to the prescribed performance parameters while ensuring transaction and data integrity. The system will ensure that during high-volume batch processing, on-line transaction processing will be available	Should have
PERF-05	Ability to centrally monitor the performance of the SaaS solution. Performance metrics are but not limited to, server, load, CPU usage, Number of users, Average user interface response time (ms), Size of data (GB) etc...	Must Have
PERF-06	Ability to provide reports where environment is managed to support both high availability and disaster recovery	Should have
PERF-07	Ability to perform full/incremental backups and the ability to perform open/closed database backups.	Must Have
PERF-08	Ability to schedule routine jobs or one-time jobs that are resource intensive (e.g., mass updates)	Should have
PERF-09	Ability to be available 24/7, 365/366 days with minimum of 99.9% uptime except for agreed upon scheduled maintenance and software Revisions/Versions	Must Have
PERF-10	Ability to provide system performance metrics, including uptime, capacity, and response time.	Should have
PERF-11	Ability to provide SLA terms for data restoration services such as Recovery Time Objectives (RTOs) and Recovery Point Objectives (RPOs)	Must Have

Los Angeles County Technical Requirements		
Section	Performance Management	
Requirement #	Description	Prioritization
PERF-12	<p>Ability to provide transaction support, execution prioritization, and message prioritization for applications, services, and message flows, by providing reliable services, using the following technologies, including but not limited to:</p> <ul style="list-style-type: none"> a. Load balancing b. High availability c. Fault tolerance d. Failover <p>Tests for High Availability and Failover must be completed prior to the release to UAT</p>	Must Have
PERF-13	Ability to run performance testing for the solution and provide performance testing report	Must Have
PERF-14	Ability to setup and generate administrative alerts and warnings when statistics indicate an impact or potential limits on System component performance and availability. Specific alerts will be defined by the County and/or any applicable hosting services provider	Must Have

Los Angeles County Technical Requirements		
Sections	Scalability & Extensibility	
Requirement #	Description	Prioritization
SCL-01	Ability to be scalable and adaptable to meet business change, future growth and expansion/contraction needs such that the System can be expanded on demand and be able to seamlessly integrate and implement updates related to any changes in legislation that pertain to its Property Tax functionality, whether through updates or new releases without impacting its performance, reliability, dependability, security and application architecture.	Must Have
SCL-02	Ability to provide screens that are highly re-configurable, providing ability to reposition and rename field labels / data fields.	Could Have
SCL-03	Ability to remove or "turn-off" unused fields	Could Have
SCL-04	Ability to maintain data	Must Have
SCL-05	Ability to allow for addition of custom-defined fields	Must Have
SCL-06	Ability to establish a life-cycle view of each Event/Case (e.g., Sale, Re-Assessment, Appeal, Roll Change, Payment Plan, Bankruptcy, Tax Sale, etc.) and have the ability to track and report on the status of each Event throughout the life-of-the-case	Must Have
SCL-07	Ability to establish and track states, e.g., in process, missing data, pending, complete, approved, disapproved, etc. and have the ability to report on the status/state of each Event, for each step in the life-cycle discussed above.	Must Have
SCL-08	Ability to provide the capability to expand a data field length based on business need	Must Have
SCL-09	Ability to provide scripting capability that extend its features thru scripting or other batch-processing tools	Could Have
SCL-10	Ability to provide the following cloud infrastructure capabilities across multiple regions in the United States (including but not limited to): <ul style="list-style-type: none"> ● Distributed load-balance computing ● Geo-zone redundant storage capacity ● Geo-diversity regions at least 500 miles apart ● Secured and resilient network connection with high-bandwidth capacity 	Must Have

Los Angeles County Technical Requirements		
Sections	Security	
Requirement #	Description	Prioritization
	General Information	
SEC-01	Ability to provide services (e.g., application hosting, data repository, data backup) within the contiguous United States.	Must have
SEC-02	All personnel with access to IT resources (e.g., hardware, software, data) is required to have criminal background checks.	Must have
	Hosting Environment	
SEC-03	Do you separate your environments from each other, physically and logically (e.g., development, quality assurance, user acceptance testing, staging, production, training environments)?	Must have
SEC-04	Ability to update/refresh the Test/Development environment.	Must have
SEC-05	Ability to have a Host Intrusion Prevention (HIPS) or Detection (HIDS) system implemented on your servers.	Must have
SEC-06	Ability to have a Network Intrusion Prevention (NIPS) or Detection (NIDS) system implemented on your network.	Must have
SEC-07	The hosting environment shall have a perimeter firewall.	Must have
SEC-08	The hosting environment shall have a web application firewall (WAF).	Must have
SEC-09	The hosting environment shall have a security event and information management (SEIM) system.	Must have
SEC-10	Ability to provide formalized change management procedures, including adequate separation of duties.	Must have
SEC-11	Ability to ensure the physical access controls is in place to ensure appropriate access to IT resources and, at the minimum, consistent with NIST Special Publication 800-14.	Must have
SEC-12	Ability to run the infrastructure vulnerability scan in the environment hosting the solution and provide report.	
	Data Access, Segregation, Encryption, and Destruction	
SEC-13	Ability to provide software data storage with AES-256 encryption or stronger and it should be consistent with NIST Special Publication 800-57.	Must have
SEC-14	Ability to provide data in transit with AES-128 encryption or stronger and it should be consistent with NIST Special Publications 800-52 and 800-57.	Must have
SEC-15	Ability to provide encrypted software's backup media.	Must have
SEC-16	Ability to provide centrally managed software encryption keys and it should be consistent with NIST Special Publication 800-57.	Must have

Los Angeles County Technical Requirements		
Sections	Security	
Requirement #	Description	Prioritization
SEC-17	Ability to provide customer data storage in a dedicated environment. If it is a shared environment, the customer data shall be segregated.	Must have
SEC-18	Ability to provide role-based access controls for the infrastructure, hardware, software, and data.	Must have
SEC-19	Ability to provide a documented data backup methodology.	Must have
SEC-20	Ability to provide a documented data destruction process for customer data, including storage media.	Must have
	Application Security	
SEC-21	Ability to provide the currently held Security Audit Certifications held by proposed cloud provider	Must have
SEC-22	Ability to provide documented procedures for the scanning (e.g., frequency, by whom, remediation).	Must have
SEC-23	Ability to support authentication mechanisms.	Must have
SEC-24	Password complexity, lifetime, and history settings should be aligned with LAC account provision policy	Must have
SEC-25	Ability to integrate with an existing Identity Management system.	Must have
SEC-26	Ability to support two-factor (i.e., multi-factor) authentication.	Must have
SEC-27	Ability to have user audit trail capabilities for: * All user transactions * Successful/unsuccessful user logons (e.g., date, time, IP address) * Changes to user access	Must have
SEC-28	Ability to provide the appropriate role-based access.	Must have
SEC-29	Ability to provide adequate monitoring and escalation via dashboard alerts, email, or other auditable system of communication.	Must have
SEC-30	If your application/solution offers API access, the API unit calls shall be authenticated (OAuth) and encrypted (128-bit or greater).	Must have
SEC-31	Ability to run the application vulnerability scan and provide report.	Must have
SEC-32	Confidential information should not be stored in cookies	Must have
	System Design	
SEC-33	Ability to setup an individual user profiles	Must have
SEC-34	Ability to setup roles for individual users and group of users	Must have

Los Angeles County Technical Requirements		
Sections	Security	
Requirement #	Description	Prioritization
SEC-35	Ability to setup role base security (insert, update, delete, view) at the: *Application level * Function level * Form level * Field level * Subsets of data in database	Must have
SEC-36	Ability to provision, change, delete, or deactivate user profiles based on predefined scripts or effective date in the application or through Single sign-on (SSO).	Must have
SEC-37	Ability to support two factor authentication	Must have
SEC-38	Ability to support SAML 2.0 single sign on	Must have
SEC-39	Ability to support single sign on with Active Directory to provide centralized user management.	Must have
SEC-40	Ability for County’s IT team to generate and manage their encryption keys	
	Incident Response Management	
SEC-41	Ability to provide an established computer incident response team.	Must have
SEC-42	Ability to provide incident response team's defined roles and responsibilities.	Must have
SEC-43	Ability to provide a documented and tested Incident Response Plan.	Must have
SEC-44	Your response team shall be open to enhance the Service Level Agreement in case of a potential data breach/data compromise.	Must have
SEC-45	Ability to notify customers with a formal process/procedure when a suspected or actual breach occurs	Must have
SEC-46	Ability to provide investigative support in case of a breach.	Must have
SEC-47	Ability to provide periodic updates on the application status if a breach occurs.	Must have
SEC-48	Ability to conduct a post-mortem and update procedures after an incident is resolved.	Must have
	Business Continuity (BC) and Disaster Recovery (DR)	
SEC-49	The DR/BCP Audit Program should be in compliance with an industry standard (e.g., ISO, NIST).	Must have
SEC-50	Is Business Impact Analysis (BIA) an integral part of your customer engagement to assist with recovery objectives? Please describe.	Must have

Los Angeles County Technical Requirements		
Sections	Audit Compliance	
Requirement #	Description	Prioritization
AUD-01	<p>Ability to maintain a record (e.g. audit trail) of all additions, changes and deletions made to data via client application(ie. Web Portal, Mobile Application, Notebook) or backend database. In addition, a log of query or view access to certain type of records and/or screens will be maintained for investigative purposes and be readily searchable by user ID or client ID. This must include, but is not limited to:</p> <ul style="list-style-type: none"> a. The user ID of the person who made the change b. The date and time of the change c. The physical, software/hardware and network location (IP address) of the person while making the change d. The information that was viewed, accessed, or changed e. The outcome of the event f. The data before and after it was changed, and which screens were accessed and used 	Must Have
AUD-02	Ability to allow authorized administrator to set the inclusion or exclusion of auditable events based on organizational policy and operating requirements/limits	Must Have
AUD-03	Ability to detect security relevant events (as defined in NIST 800 53 moderate baseline, rev 4) that it mediates and generate audit records for them. At a minimum the events will include, but not be limited to: Start/stop, User login/logout, Session timeout , Account lockout, Client record created/viewed/updated/deleted , Scheduling, Query, Order, Node authentication failure, Signature created/validated, Security administration events, Backup and restore, If any Personally Identifiable Information (PII) export, PII import.	Must Have
AUD-04	<p>Ability to provide authorized administrators with the capability to read all audit information from the audit records in multiple ways including but not limited to the following:</p> <ul style="list-style-type: none"> a. The System shall provide the audit records in a manner suitable for the user to interpret the information. The System shall provide the capability to generate reports based on ranges of System date and time that audit records were collected, User name, event type, workflow status, etc...) b. The System shall be able to export logs into text format in such a manner as to allow correlation based on time (e.g. Coordinated Universal Time [UTC] synchronization) 	Must Have
AUD-05	Ability to provide an audit trail for all communications sent from the solution to internal and external stakeholders including but not limited to emails, notifications, electronic letters.	Must Have
AUD-06	Provide Security Audit Certifications held by proposed cloud provider	Must Have
AUD-07	Ability to prohibit all users read access to the audit records, except those users that have been granted explicit read access	Must Have

Los Angeles County Technical Requirements		
Sections	Audit Compliance	
Requirement #	Description	Prioritization
AUD-08	Ability to protect the stored audit records from unauthorized deletion	Must Have
AUD-09	Ability to prevent modifications to the audit records	Must Have
AUD-10	Ability to provide reports to reconcile data after execution of data exchange to ensure that data processing occurred correctly.	Must Have
AUD-11	Ability to generate audit trails for identified transactions in individual functional areas as defined in the Functional Requirements documents.	Must Have
AUD-12	Ability to comply with regulations and legislations. Examples: HIPAA, HITECH, PCI.	Must Have

Los Angeles County Technical Requirements		
Sections	Interoperability	
Requirement #	Description	Prioritization
INR-01	Ability to secure and protect (encrypt) interface data thru associated infrastructure from confidentiality, integrity and availability perspectives	Must Have
INR-02	Ability to prevent external interface records that fail data validation from continuing with data processing requirement, and to allow records with that pass data validation to continue with normal system processing.	Should Have
INR-03	Ability to hold interface imported data with data validation errors without processing the data.	Should Have
INR-04	Ability to be scalable to accommodate interface changes including not limited to changes in user population, transaction volume, throughput and geographical distribution	Must Have
INR-05	Ability to allow for making any changes to the interface data elements/layouts, and to test those changes.	Must Have
INR-06	Ability to support creation and extension of service interfaces through the use of Web Services Description Language (WSDL).	Should Have
INR-07	Ability to develop/integrate services using standardized Web Services formats.	Should Have
INR-08	Ability to provide message and data formats that will be based on logical representations of business objects rather than native application data structures.	Should Have
INR-09	Ability to provide two way interface with other applications following standard interface technologies, including but not limited to: APIs (REST APIs), Web Services (SOAP), Software Developer Kits (SDK), Import/Export, File based data integration (FBDI), JSON, URIs.	Must Have
INR-10	Ability to configure a non-production environment for interface testing.	Must Have
INR-11	Ability to implement, at a minimum, interfaces (real-time and/or batch) listed in the LA County eTax Interface Requirement 2023.docx	Must Have
INR-12	Ability to perform file integrity checks for exchange of data and alert appropriate parties with issues	Must Have
INR-13	Ability to provide real-time (or near real-time) data sharing of customers/ properties data using known standard or common data elements across organizational units with appropriate adherence to County, State, and Federal security and privacy restrictions	Must Have
INR-14	Ability to track a message from its origin to its destination (inside a firewall), inquire on the status of that message and address exceptions (for example, resend the message if a target times out).	Must Have

Los Angeles County Technical Requirements		
Sections	Interoperability	
Requirement #	Description	Prioritization
INR-15	Ability to use standards-based communication protocols, such as, but not limited to: TCP/IP, HTTP, HTTP/S, FTP, SMTP, SSH, WebSockets	Must Have
INR-16	Ability to allow users to view the imported interface file.	Must Have
INR-17	Ability to track and report on batch processing and or API results, including but not be limited to, the following data: <ul style="list-style-type: none"> •Execution date •Execution time •Batch process execution •Execution duration •Outcome – successful or failed 	Must Have

Los Angeles County Technical Requirements		
Sections	Data	
Requirement #	Description	Prioritization
DAT-01	Ability to provide real time and point in time access to data from different modules within the solution	Must Have
DAT-02	Ability to meet US data residency requirements	Must Have
DAT-03	Ability to archive data according to the LAC data retention policy	Must Have
DAT-04	Ability to define and apply data retention policies to records	Must Have
DAT-05	Ability to back-up data.	Must Have
DAT-06	Ability to restore data	Must Have
DAT-07	Ability to delete data on request or termination of service.	Must Have
DAT-08	Ability to migrate and format the delivering data if services are terminated	Must Have
DAT-09	Ability to support encryption between endpoints (e.g., TLS 1.2 or better)	Must Have
DAT-11	Ability to allow users to download and access historical/archived data.	Must Have
DAT-12	Ability to setup multiple environments i.e., Test, Development	Must Have
DAT-13	Ability to have a Test/Development environment available for user testing and development	Must Have
DAT-14	Ability to update/refresh the non production environments.	Must Have
DAT-15	Ability to provide audit trail of changes made to data in the system. It must include: *User ID *Data History (before change and after change *Date & Time Stamp * Physical , software/hardware and/or network location of the user	Must Have
DAT-16	Ability for the County to export data in a format deemed acceptable by County (i.e., csv, txt, xlsx, etc.)	Must Have
DAT-17	Ability to apply data field masking on some pages or all pages a field is displayed based on role security	Must Have
DAT-18	Ability to correct mass data for common data errors; such data errors can be defined and configured by the County.	Must Have
DAT-19	Ability to provide tools to support the Extract-Transform-Load (ETL) process to extract data into other enviroments. Example: Data analysis enviroments.	Must Have
DAT-20	Ability to encrypt data according to LAC requirements	Must Have
DAT-21	Ability to provide external auditor compliance report (e.g., ISO 27001, ISO 27017, ISO 27018, SSAE 16 Type II (aka SOC1), or SOC 2 Type I)	Must Have

Los Angeles County Technical Requirements		
Sections	Usability	
Requirement #	Description	Prioritization
USAB-01	Ability to support full web accessibility standards, including but not limited to, California Government Code Section 11135.	Must Have
USAB-02	Ability to support multi-languages content such as but not limited to Spanish etc...	Could Have
USAB-03	Ability to provide a built-in spell checker that has the ability to add custom/domain specific terms.	Could Have
USAB-04	Ability to have a consistent look and feel	Could Have
USAB-05	Ability to ensure the software function to have consistent behavior. Example: The document upload function should behave consistently throughout the entire software.	Should Have
USAB-06	Ability to use colors and font types that are within the Web Content Accessibility Guidelines (WCAG).	Should Have
USAB-07	Ability to support easy navigation and selection of desired functionality using industry standards and best practices.	Should Have
USAB-08	Ability to use visual controls (menus, tabs, tree structures, spin dials, radio buttons, check boxes, drop-down lists, point-and-click, drag-and-drop, etc.), where possible, to make the user interface easy to use.	Should Have
USAB-09	Ability to provide navigation of the system with the least amount of clicks	Should Have
USAB-10	Ability to support Multi tasking and Multiple window capability, including split screens.	Could Have
USAB-11	Ability to enable the user to navigate to the next logical step in the business processes with the least amount of clicks.	Should Have

Los Angeles County Technical Requirements		
Sections	Usability	
Requirement #	Description	Prioritization
USAB-12	Ability to support Drill down and Look up functionality to minimize time required for access to more detailed information.	Should Have
USAB-13	Ability to provide different methods of external navigation with using side by side page display or in-page popup, etc. to minimize the necessity to leave main system	Could Have
USAB-14	Ability to display interactive system response in the form of progress loaders, spinners, etc.	Could Have
USAB-15	Ability to provide real time help using elements including helper text, tooltips, informational dialogs, popovers, etc.	Could Have
USAB-16	Ability to cater to both inexperienced and experienced users and will provide accelerators (e.g. onscreen short cuts, hot keys, alternate workflows, etc.) to speed up the interaction for the expert user.	Could Have
USAB-17	Ability to allow users to create shortcuts (e.g., onscreen short cuts, hot keys, etc.) for frequent actions.	Could Have
USAB-18	Ability to handle keyboard only environments	Could Have
USAB-19	Ability to allow use of hot key commands	Could Have
USAB-20	Ability to allow user to tab through data fields in a logical order and disabled fields should be skipped	Could Have
USAB-21	Ability to provide helper text and/or validation messages for data entry to identify required, optional , invalid, and incomplete data fields.	Must Have
USAB-22	Ability to provide error messages and provide recommendations to the user on next course of action	Must Have
USAB-23	Ability to eliminate error prone conditions or check for them and present users with a confirmation option before they commit to the action.	Must Have
USAB-24	Ability to display error messages in plain language, precisely indicate the problem, and constructively suggest a solution.	Must Have
USAB-25	Ability to not terminate the user's session (i.e., not require the user to login again) when data errors are encountered, wherever practical.	Must Have
USAB-26	Ability to provide "work in progress" functionality that allows for partially completed screen entries/transactions to be saved and completed at a later time.	Should Have
USAB-27	Ability to prompt the user for confirmation where appropriate	Must Have

Los Angeles County Technical Requirements		
Sections	Usability	
Requirement #	Description	Prioritization
USAB-28	Ability to log any and all errors caused by underlying system layers. The system will include the "stack trace" with the error message, such that the cause of the problem can be tracked.	Must Have
USAB-29	Ability to notify the user when a source system is unavailable/inoperable and notify user that any available information about the subject being viewed is as of certain time and date.	Must Have
USAB-30	Ability to specify the number of records returned from a system query to a user	Must Have
USAB-31	Ability to provide a configurable drop-down list of available options.	Must Have
USAB-32	Ability to provide users the ability to customize and personalized screen	Could Have
USAB-33	Ability to support point and click selection and check box entry for all relevant data entries	Could Have
USAB-34	Ability to provide validation checks at the time of each field entry as the default mechanism.	Should Have
USAB-35	Ability to configure templates for data entry with identified mandatory and optional data fields.	Must Have
	Ability to allow incomplete data sets to be saved for completion of the workflow at a later time	Must Have
USAB-36	Ability to highlight and flag required and incomplete data fields	Must Have
USAB-37	Ability to have a cursor that will automatically advance to the next logical input field when the maximum allowed numbers of characters have been entered for the keyed field or when the user presses the "Tab" key.	Must Have
USAB-38	Ability to provide helper elements that will facilitate populating fields where applicable including, but not limited to: a. Prepopulated dropdowns with existing values b. Auto format phone numbers, email, date fields, urls, etc. c. Datepicker d. Timepicker	Should Have
USAB-39	Ability to allow users for a "printable format" view to be generated for applicable user interface screens.	should have
USAB-40	Ability to make fields visible/invisible, disabled, read-only, depending on parameters, user rights, access controls, and business rules	Must Have
USAB-41	Ability to support fuzzy search	Should Have
USAB-42	Ability to allow for the request or entry of data from external devices (e.g. tablets).	Should Have

Los Angeles County Technical Requirements		
Sections	Usability	
Requirement #	Description	Prioritization
USAB-43	Ability to provide on line system documentation that is accessible at all times including, but not limited to: *Online policy and procedures *Client managed job aids *User/System Administrator guides *System help	Could Have
USAB-44	Ability to allow an authorized user to modify/edit on line system documentation	Could Have
USAB-45	Ability to close all windows and terminate all sessions when a logoff is pressed in one window or a session times out.	Could Have
USAB-46	All user interface container widths must be defined as relative width to the browser's viewport	Must have
USAB-47	Image sizes should be adjusted, being no larger than the width of the browser's viewport	Should have
USAB-48	Ability to conform with the standard Windows navigation conventions (e.g. Tab, Shift Tab)	Should have
USAB-49	Ability to copy and paste / drag and drop within application or from application to other Windows based programs	Should have
USAB-50	Ability to support these browsers but not limited to chromium based edge, Google Chrome, Firefox, Safari, etc...	Must have
USAB-51	Ability to support different browsers with the most current version and one version prior, including plug-in.	

Los Angeles County Technical Requirements		
Sections	Mobile Remote Computing	
Requirement #	Description	Prioritization
MOB-01	Ability to integrate with the Mobile Device Management (MDM) environment for managing remote devices (PCs, Laptops, Tablets, Smartphones, etc.): a. Managing application install/removal b. Managing application related data removal (remote wipe)	Must have
MOB-02	Ability to record data in MDM while the devices is in offline mode and synchronize when connectivity is available	Should Have
MOB-03	Ability to integrate mobile application management into overall Solution Management/Administration, including but not limited to managing, installing, and updating/removing mobile applications	Should Have
MOB-04	Ability to monitor devices connected to the network, control security and access to services, monitoring bandwidth use, etc.	Must Have
MOB-05	Ability to access mobile apps via App store (iOS) and/or play store (Android)	Should Have
MOB-06	Ability to provide encrypted Data and Applications on Mobile device(s)	Must Have
MOB-07	Ability to provide authentication that integrate with the LAC existing authentication system, such as but not limited to Microsoft Authenticator, Google Authenticator, or Duo Mobile.	Must Have
MOB-08	Ability to provide biometric mechanism for user authentication such as FaceID , Fingerprint	Could Have
MOB-09	Ability to support audit trail activities, and Payment/Collections activities for LAC Staff to capture and update these records in the field	Must Have
MOB-10	Ability to provide event management and monitoring functionality according to Information Technology Infrastructure Library version 4 (ITIL v4) or equivalent best practices.	Should Have
MOB-11	Ability to provide and establish remote access capabilities for onsite, home, remote and traveling users that are in compliance with industry standard connectivity/security policies	Must Have
MOB-12	Ability to provide mobile-data synchronization capability that will not impact in-the-field productivity	Must Have
MOB-13	Ability to allow for data retrieval and viewing, data creation, and data modification/updates in the field	Must Have

Los Angeles County Technical Requirements		
Sections	Mobile Remote Computing	
Requirement #	Description	Prioritization
MOB-14	Ability to support cross platform functionality including mobile and desktop access (support different form factors)	Must Have

Los Angeles County Technical Requirements		
Sections	Report and Data Analytics	
Requirement #	Description	Prioritization
RDA-01	Ability to provide a set of pre-defined reports for business functions.	Must Have
RDA-02	Ability to provide a central repository from which all reports may be accessed by all stakeholders - Historical Reports migrated from prior systems - Reports generated from eTAX	Must Have
RDA-03	Ability to categorize the reports by: - Module - Role - Department	Must Have
RDA-04	Ability to select and generate the reports in different file formats (PDF, Excel, Word, etc)	Must Have
RDA-05	Ability to manage and control stakeholders access to reports, such as right access, personnel can view reports from other modules.	Must Have
RDA-06	Ability to drill-down within reports to detail information.	Must Have
RDA-07	Ability to configure distribution lists by department for sharing the reports.	Must Have
RDA-08	Ability to schedule reports for distribution to pre-defined groups/users on a periodic basis	Must Have
RDA-09	Ability to preview the results of a report before sending it electronically	Must Have
RDA-10	Ability to configure batch-report process (e.g., enable department reporting on a weekly basis according to a predetermined schedule)	Could Have
RDA-11	Ability to provide user-friendly ad hoc report building tools (e.g., users can create queries and multiple views of data, users will have the ability to print/export this data in different file formats)	Must Have
RDA-12	Ability to configure different reporting templates.	Must Have
RDA-13	Ability to configure templates for sending letters, notices, and reports including both static and dynamic point-in-time data	Must Have
RDA-14	Ability to search reports generated in the system	Must Have
RDA-15	Ability to support integrated reports across multiple modules (Collections, Refund, Direct Assessment, etc.)	Must Have
RDA-16	Ability to configure standard reports so that confidential information can be suppressed (e.g., checking account number) or print only last 4 digits.	Must Have
RDA-17	Ability to configure different rules to suppress or not suppress certain content or portions of reports or notices.	Should Have

Los Angeles County Technical Requirements		
Sections	Report and Data Analytics	
Requirement #	Description	Prioritization
RDA-18	Ability to provide set of analytics dashboards which tracks operational health of the tasks and different KPIs	Should Have
RDA-19	Ability to configure user defined dashboards	Must Have
RDA-20	Ability to drill-down into data from dashboards	Must Have
RDA-21	Ability for automated distribution of reports/dashboards via email to internal and external recipients	Should Have
RDA-22	Ability to provide Business Intelligence and data analytics tool to the solution	Should Have
RDA-23	Ability to query data throught the eTAX system	Must Have
RDA-24	Ability to store the queries and reuse them	Must Have
RDA-26	Ability to perform advanced analytics	Should Have
RDA-27	Ability to perform predictive analytics/business intelligence	Should Have
RDA-28	Ability to create customizable dashboards/Key Performance Indicator reporting with interactive visualizations.	Should Have
RDA-29	Ability to extract (e.g., FTP, FBDI, APIs) data from the System to perform additional analysis (both end-user for simple analysis/small data sets (e.g., Excel) and back-end for performing more complex analysis/large data sets)	Should Have

Los Angeles County Technical Requirements		
Sections	Workflow	
Requirement #	Description	Prioritization
WKF-01	Ability to includes business rules engine/capabilities such as including but not limited to data verification and consistency checks, Compute values based on input data, selection of business process path, associate effective dates with each program and rule in the rules engine, roles , responsibilities, policies, procedures, approvals, deadlines, integrations, etc.)	Must Have
WKF-02	Ability to provide process execution and state management	Must Have
WKF-03	Ability to integrate with other solutions to trigger a certain workflow or approval	Must Have
WKF-04	Ability to provide and/or integrate with a robust and easily configurable workflow engine	Must Have
WKF-05	Ability to assign tasks to internal and/or external staff based on defined business rules.	Must Have
WKF-06	Ability to route work step to the next person in a workflow based on process outcomes.	Must Have
WKF-07	Ability to provide an automated method to balance workload based on user and work unit queues or skills and availability.	Must Have
WKF-08	Ability to manually reassign work step based on appropriate admin access.	Must Have
WKF-09	Ability to support email (push) or on line queries (pull) by a user for work that is in their queue.	Must Have
WKF-10	Ability to enforce workflow rules (with task checklists) to ensure that processes are completed correctly.	Must Have
WKF-11	Ability to improve management and staff accountability through the production of reports and/or electronic notifications which will alert users of pending and over due work.	Must Have
WKF-12	Ability to provide for comprehensive tracking of a Workflow minimally will include logging of task status, user actions, etc.	Must Have
WKF-13	Ability to track milestones and due dates and support notification of the appropriate parties about upcoming and overdue milestones	Must Have
WKF-14	Ability to support multiple forms of electronics notification channels for external users (e.g., text, email, etc.)	Must Have
WKF-15	Ability to support a visual/modeling tool to define workflow approval process.	Must Have
WKF-16	Ability to tie business rules to workflows	Must Have
WKF-17	Ability to link a workflow to one or more workflows.	Must Have
WKF-18	Ability to suspend and resume a workflow that is incomplete	Must Have
WKF-19	Ability to identify suspended workflows e.g., exception report or notifications	Must Have
WKF-20	Ability to provide all operational functions to manage Global and individual queues	Must Have
WKF-21	Ability to provide standard reports on pending tasks queried by user, TRA, due date etc.	Must Have

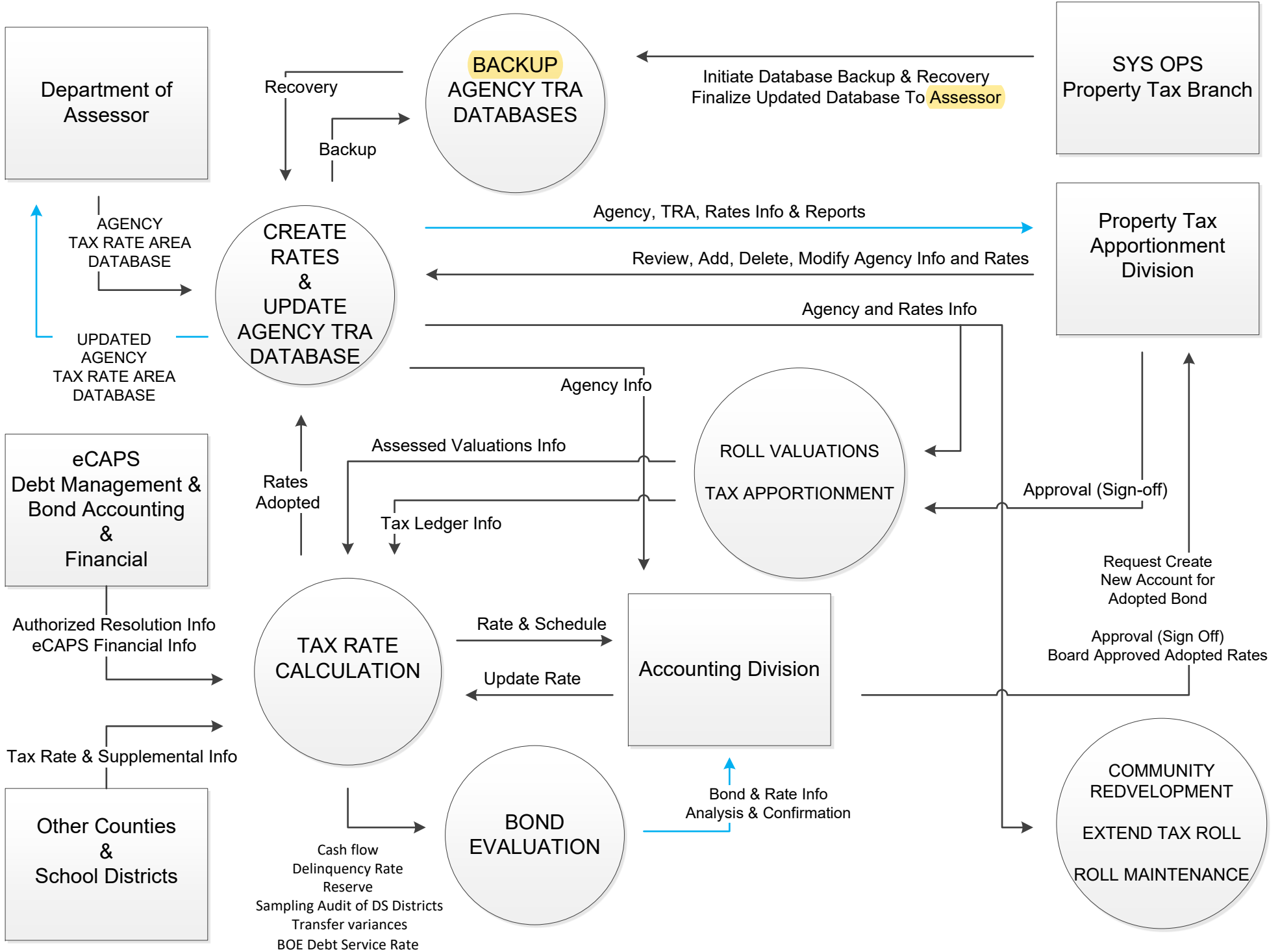
Los Angeles County Technical Requirements		
Sections	Workflow	
Requirement #	Description	Prioritization
WKF-22	Ability to calculate time taken for each task to report on the average time taken for each type of task	Must Have
WKF-23	Ability to calculate the actual and elapsed time taken for each case and report on averages.	Must Have
WKF-24	Ability for the workflow to integrate with MS Office Calendars	Must Have
WKF-25	Ability to modify in flight workflows (e.g., change from urgent to normal)	Must Have
WKF-26	Ability to capture comments/notes on workflow steps	Must Have
WKF-27	Ability to set effective date on workflow (both, from and to)	Must Have
WKF-28	Ability to support all Notifications and Alerts requirements, as detailed in the Functional requirements.	Must Have

Los Angeles County Technical Requirements		
Sections	Web Portal	
Requirement #	Description	Prioritization
WEB-01	Ability to configure an online portal with various functions allowing external facing stakeholders, such as title companies, to submit their information	Should have
WEB-02	Ability to configure multiple online portals that are fully connected with the data of each solution module in real time	Should have
WEB-03	Ability to configure validation rules for checking the data while inputting or submitting data	Should have
WEB-04	Ability to flag a warning or error warning or error when inputting inaccurate data into the system, for example, valid AINs	Should have
WEB-05	Ability to provide a file upload function in an online portal	Should have
WEB-06	Ability to configure the file format for uploading information in the portal	Should have
WEB-07	Ability to configure validation rules for importing file data into the solution	Should have
WEB-08	Ability to generate an error report for the inaccurate or missing data in a file	Should have
WEB-09	Ability to send alerts to external stakeholders via the portal for action or workflow approval	Should have
WEB-10	Ability to track the history of correspondence with external stakeholders	Should have
WEB-11	Ability to allow authorized users to perform document upload via the web portal	Should have

Los Angeles County Technical Requirements		
Sections	Admin & Management	
Requirement #	Description	Prioritization
ADM-01	Ability to view the resources and infrastructure allocated to the environments	Must Have
ADM-02	Ability to manage user-access including but not limited to: a. Managing user identities b. Managing application permissions c. Managing user roles (group of roles) and permissions d. Managing external services access	Must Have
ADM-03	Ability to manage system-wide configuration and setup.	Must Have
ADM-04	Ability to manage the configuration, setup, installation, removal of any integration with external services	Must Have
ADM-05	Ability to use and manage firewalls and Demilitarized Zones (DMZs) for external access and remote access.	Must Have
ADM-06	Ability to provide event management and monitoring functionality according to Information Technology Infrastructure Library version 4 (ITIL v4) or equivalent best practices.	Must Have
ADM-07	Ability to provide logging and reporting for accessing all documented errors and exceptions.	Must Have
ADM-08	Ability to provide transaction tracking and log consolidation capabilities across all tiers of the application.	Must Have
ADM-09	Ability to manage system-wide regulatory compliances: a. Record the starting date and set reminder for renewal date b. Track compliances certificates and/or paperworks	Must Have
ADM-10	Ability to monitor and track Data Collection policies	Must Have
ADM-11	Ability to manage App/Screen Visibility and policies	Must Have
ADM-12	Ability to baseline a set of application parameters to allow for versioning and rollback to ensure the integrity of all software releases.	Must Have
ADM-13	Ability to allow users to access archived data based on security access level.	Must Have
ADM-14	Ability to tune the system for the best performance, based on optimized system parameter settings.	Must Have
ADM-15	Ability to provide hot stand-by recovery and business continuity, consistent with current Auditor-Controller and Treasurer and Tax Collector's business continuity plans.	Must Have
ADM-16	Ability to merge and un-merge duplicated records	Must Have

Los Angeles County Technical Requirements		
Sections	Admin & Management	
Requirement #	Description	Prioritization
ADM-17	Ability to allow database refresh in different environments	Must Have
ADM-18	Ability to support knowledge base for the different functionality of the solution	Could Have
ADM-19	<p>The system will support batch processing, and allow for a range of batch and or API scheduling options including, but not limited to, the following:</p> <ul style="list-style-type: none"> •Dependencies – e.g., Job A cannot run before Job B completes processing. •Concurrency – e.g., Job A cannot run while Job B is running. •Date/Time restrictions – e.g., Job A cannot run prior to a specific date/time. •Priority – Job A has priority over Job B. 	Must Have
ADM-20	Ability to support the restart, rollback, and suspension of batch jobs and or APIs.	Must Have
ADM-21	Ability to permit the execution of batch and or API modules through either on-demand invocation or job scheduling.	Must Have

TAX RATE CALCULATION – FUNCTIONAL REQUIREMENTS



A-C Standard Reports List

Extend Tax Roll (ETR)			
Business Function	Report Name	Report Description	Report Frequency
ETR	Generate Delivery of Extended Roll Letter	<p>The System will provide the ability to generate the extended roll letter as certified by the A-C to TTC. The letter should include the following information:</p> <ul style="list-style-type: none"> • Secured Extended Roll Submission Date • Total Secured Extended Taxes Due <p>The System will provide the ability to generate the extended roll letter attachment -- Current and Prior Year Comparison of Countywide total values and levies.</p>	Annually
ETR	Generate Delivery of Extended Roll Letter for Unsecured (Currently the Unsecured Tax Bill)	<p>The System will provide the ability to generate the extended roll letter as certified by the A-C to TTC. The letter should include the following information:</p> <ul style="list-style-type: none"> • Unsecured Extended Roll Submission Date • Correct Rate File Used 	Annually
ETR	Mapbook Summary Report of Tax Values Updated On The Tax Database	<p>The System will generate a report for Regular, Cross Reference, Public Utility, and County Summary Mapbook Numbers.</p> <p>The generated reports (Auditor's Mapbook Summary of Tax Values) will be used to reconcile against Auditor's Edit Secured Basic File and Auditor's Tax Database Report for Tax Extension.</p>	Annually
ETR	Invalid TRA File Report	<p>The System will generate an Invalid TRA report for Regular, Cross Reference and Public Utility Parcels.</p> <p>The Invalid TRA reports show the parcels with New Tax Rate Area (TRA) Numbers, they will be validated against the Old TRAs.</p>	Annually
ETR	Edit Secured Basic File Control Report	<p>The System will generate a report for Regular, Cross Reference, Public Utility, and County Summary Mapbook Numbers.</p> <p>The generated reports (Auditor's Edit Secured Basic File Report) will be used to reconcile against Assessor's Mapbook Report and State Assessed Property (Unitary Parcels).</p>	Annually

A-C Standard Reports List

Jurisdictional Chge Annx (JC)			
Business Function	Report Name	Report Description	Report Frequency
JC	Property Tax Transfer - Annual Tax Increment (ATI) (Special District Annexation/Detachment)	<p>The System will provide the ability to calculate the property tax transfer impact due to special district annexation or detachment</p> <p>The ratio worksheet should include the following:</p> <ul style="list-style-type: none"> • Impacted TRA Number • Proposal/affected Agency Name • Taxing Entity Name • Taxing Entity Number • Annexation Number • Effective Tax Year • General Levy Share Ratio in affected TRA • Taxing Entity Annual Tax Increment Ratio • New Tax Sharing Ratio for affected TRA 	Upon request
JC	Property Tax Transfer - Base Revenue and ATI (City Annexation)	<p>For jurisdictional change due to the city annexation, the System will calculate the base value transfer and an annual tax increment (ATI) ratio transfer to the city on the current year tax.</p> <p>The revenue and ratio worksheet for city annexation should include the following:</p> <ul style="list-style-type: none"> • Impacted TRA Number • TRA Number in the annexing city that has the same taxing agency makeup as the modified affected TRA impacted by the jurisdictional change. • Proposal/affected Agency Name • Taxing Entity Name • Taxing Entity Number • Annexation Number • Effective Tax Year • Taxing Agency Total Assessed Value • Homeowner Exemption • General Levy Amount • General Levy Share Ratio in affected TRA • Taxing Entity Annual Tax Increment Ratio in the annexing city that has the same taxing agency makeup as the modified affected TRA impacted by the jurisdictional change. • County Annual Tax Increment Ratio • County Taxing Entities Annual Tax Increment Ratio in affected TRA • Base Revenue Transfer Amount to the city • Annual Tax Increment Transfer Ratio to the city. 	Upon request
JC	Generate the Validated List of TRAs to be Consolidated	<p>The System will provide the ability to generate the list of validated TRAs to be consolidated to the Assessor as follows:</p> <ul style="list-style-type: none"> • Effective Tax Year (Tax Rate Area) • TRA Number (Tax Rate Area) to be consolidated • Parent TRA Number (Tax Rate Area) 	Upon request

A-C Standard Reports List

Roll Valuation (RV)			
Business Function	Report Name	Report Description	Report Frequency
RV	Schedule of Assessed Valuations	<p>The report will display the Secured and Unsecured valuation utilizing the CRA Project Base Increment with the following breakdown:</p> <ul style="list-style-type: none"> * Community Redevelopment Area * The following Secured/Unsecured value components: <ul style="list-style-type: none"> - Land - Improvements - Fixtures - Personal Property * Gross Total (summation of secured/unsecured value components) * Less Exemptions * Net Total Secured/Unsecured Valuation (gross Total less exemptions) * Project Total (net total secured valuation plus net total unsecured valuation) <p>This report will be used for publishing in Report Central.</p>	Three times a year (During Valuation, Original Charge and Final Paid)
RV	District Valuation Report	<p>The System will generate the district valuation report that consists of:</p> <ol style="list-style-type: none"> 1. Secured Net Taxable Value by district 2. Unsecured Net Taxable Value by district 3. Homeowners Exemption Value by district 4. Other State Exemption Value by district (if applicable) 5. Gross Taxable Value by district <p>Each taxing agency is sent their district's valuation reports for the upcoming roll year. These reports are primarily needed by each taxing agency for their debt levy tax rate calculation.</p>	Annually
RV	Annual Valuation Reports	<p>The System will support generation of Auditor's assessed value reports with drill down capability at the following levels or characteristics:</p> <ul style="list-style-type: none"> - Mapbook - Volume (for Unsecured) - TRA - Parcel Count - Assessed Value Type (e.g. Land, Improvement, Personal Property, Homeowners Exemption, etc.) - Taxing Agency - Assessed Roll (e.g. Local Secured, SBE, and Local Unsecured) - Taxing Agency Type (e.g. Road District, City, Elementary School Districts, High School Districts, Unified School Districts, Special Districts, etc.) <p>These reports will be used in the reconciliation of the Auditor's equalized roll, which combines both Assessor's Secured and Unsecured assessed values with the SBE's assessed value data.</p>	Annually
RV	Valid SBE TRA by LA TRA Crosswalk	<p>The System will maintain the valid SBE TRA to LA TRA crosswalk to be updated annually to add new TRAs created by the Assessor.</p>	Annually

A-C Standard Reports List

Tax Rate Calculation (TRC)			
Business Function	Report Name	Report Description	Report Frequency
TRC	Board Resolution Attachment	The System will provide the ability to generate the Board Resolution with the following information by school bonds issuance tax account number, school bond tax account name, delinquency rate, and school bond issuance tax account rate and include on the last page of the school bonds tax rates from other counties that LAC needs to levy. The debt service tax rates in the Resolution will be used to calculate the levy of the schools.	Annually
TRC	Secured Tax Rates Input Form and Letter	The System will provide the ability to generate the Agency Tax Rate Input Form and Letter. This form is sent to the taxing agencies together with the Valuation packet; it will be filled up and signed by the Agency representative.	Annually
TRC	Agency TRA Cross Reference	The System will allow the user to generate the Agency-TRA Cross Reference Report as follows: • View Agency TRA information (preliminary) from Assessor's roll; after each update by the Auditor-Controller; and the final version before handing off the roll back to Assessor.	Annually
TRC	TRA Count and Hash	The System will allow the user to generate and view the TRA Count and TRA Hash Report (on-demand). This report will be used to validate the TRA Count and TRA Hash of the Agency TRA Cross Reference report.	Annually
TRC	Secured Tax Rate List and Tax Code Rate Chart	The System will allow the user to generate the Tax Rate List And Rate Chart Reports as follows: • Secured Rate File • Water Rate File • CRA Secured Rate File • CRA Water Rate File These reports will be used by each taxing agency for their debt levy tax rate calculation.	Annually
TRC	Secured Tax Rates And Ratios	The System will allow the user to generate the Rates and Ratios Reports as follows: • Secured Rate File • Water Rate File • CRA Secured Rate File • CRA Water Rate File • Pension Secured Rate File • Homeowner Exemption Secured Rate File	Annually
TRC	Agency Name and Account Booklet	The System will allow the user to generate the agency information as followed; • Agency Name Report • Account Booklet	Annually
TRC	CR Update Listing	The System will allow the user to generate CR Update Listing Report. • Update transactions posted to CR Database.	Annually
TRC	Mass Update Listing	The System will allow the user to generate Mass Update Listing Report. • Added Valid TRA • Copied TRA structure from Main Account to Sub Account • Deleted TRA • Updated Tax Rates	Annually

A-C Standard Reports List

Direct Assessment Mgmt (DA)			
Business Function	Report Name	Report Description	Report Frequency
DA	Documentation Status Report by Agency	This report would provide an up-to-date status of all documentation submitted on DAWeb per agency. This will allow the DA unit to determine the agencies that will require a notification/reminder to submit all their required documentation to process their file. In the future, we would like the new eTAX System to generate a report of all the automated email notifications that will be sent out to the agencies (i.e. notification of an exception report, etc.)	As needed (during DA season)
DA	Annual Billing Report	This report would be generated at the Agency level and indicate the original parcel count, the 25¢/per original parcel charge, the processing fee of \$50.00/per agency, the fee of \$250.00/per new account, the grand total being levied for each account and the grand total for each criteria.	Annually (After Tax extension)
DA	Quarterly Billing Report	This report would be provide at the Agency level for the agencies that requested DA Corrections during the indicated quarter. This report will indicate the number of corrections requested whether the parcel was adjusted successfully or a letter was generated per month and all counts for the quarter will be charged \$13.00/per parcel, the grand total being levied for each account and the grand total for each criteria.	Quarterly
DA	Batch Submission Report	This report would be provided on a daily basis, during DA season, after every batch (12:00 PM). This report will need to provide info at the batched file level indicating the file type, the agency number, transaction count, total amount and will also indicate the grand total of each criteria.	Daily (during DA season)
DA	DIRECT ASSESSMENT CONTROL REPORT BY ACCT NO.	This report captures all Direct Assessment parcel counts and amounts at the Agency level that have made it successfully onto the secured tax roll following each update during DA Roll Build-up. This report is accumulative and is utilized to complete the DA Status Report on a weekly basis.	Twice a week (during DA season - after each run)
DA	DIRECT ASSESSMENT CONTROL REPORT BY ACCT NO. FOR RECYCLE TXNS	This report captures all Recycled Direct Assessment parcel counts and amounts at the Agency level that did not make it onto the secured tax roll following each update during DA Roll Build-up. This report is accumulative and is utilized to complete the DA Status Report on a weekly basis.	Twice a week (during DA season - after each run)
DA	Secured Tax Roll Direct Assessment Summary By Account	This report captures all DA Account Numbers, parcel counts and amounts that have made it successfully onto the secured tax roll following each update during DA Roll Build-up. This report is utilized to complete the Mark IV and to complete the DA Status Report on a weekly basis.	Twice a week (during DA season - after each run)
DA	Mark IV Report	This report would provide all Direct Assessment parcel counts and amounts at the Agency level as they are submitted successfully onto the secured tax roll for the current fiscal year and 2 prior years. This report will determine the DA accounts for which a comparison letter will be warranted based on the established percentage indicated (currently +20% and/or -20%) between the current and prior FY's parcel count and amount. Letters are then sent out to all agencies that have gone past the established percentage. This report is utilized to complete the DA Status Report on a weekly basis.	Twice a week (during DA season - after each run)
DA	DIRECT ASSESSMENT EXCEPTION REPORT FOR ACCOUNT NUMBER	This report is utilized by the Direct Assessment agencies and the DA unit to view all parcels that did not make it onto the Secured Tax Roll.	Twice a week (during DA season - after each run)
DA	REPORT OF DIRECT ASSESSMENT ACTIVITY FOR AGENCY	This report is utilized by the DA Unit and is only provided to the DA Agencies that request it. It is used to view the list of parcels that went through parcel changes and also to view the list of all the affected agencies.	Weekly (except during DA season)
DA	Direct Assessment – AIN Change Report	This report is utilized by the Direct Assessment Agencies to determine which of their uploaded parcels have undergone a parcel change.	As needed (during DA season)
DA	Direct Assessment – Secured AIN Activity Report Secured DA Payment Listing - report available on the A-C Website)	The report is utilized by DA Agencies to research received and pending revenue, it provides a list of all current fiscal year parcels for each DA Agency (account number). The report indicates parcel breakdown such as tax amount levied and tax paid. The report is provided 5 times a year as Original Charge, 1st Paid, 2nd Paid, 3rd Paid and 4th Paid reports. DA Unit utilizes this report to complete the AB2109 reporting.	Five times a year
DA	Special Defaulted Tax Levied / Paid By Account Number (Fiscal Year Balance Forward Redemption)	This report is utilized by DA Agencies to research received and pending revenue, it provides a list of all parcels under the Secured Defaulted tax roll for any defaulted fiscal year for each DA Agency (account number). The report indicates defaulted parcel breakdown such as tax amount due and paid, Secured penalties due and paid, Redemption Penalties due and paid per year and sequence. The report is provided 5 times a year as Original Charge Redemption, 1st quarter redemption, 2nd quarter redemption, 3rd quarter redemption and 4th quarter redemption reports. DA Unit utilizes this report to complete the AB2109 reporting.	Five times a year

A-C Standard Reports List

Direct Assessment Mgmt (DA)			
Business Function	Report Name	Report Description	Report Frequency
DA	DA Weekly Transaction Report - Per Run	This report would provide the grand total transactions received via the DAWeb, transactions processed, invalid transaction counts, exceptions, released recycle transactions, processed recycled transactions, recycled exceptions on a weekly basis (every two runs). This report also indicates the grand total for all accumulative transactions received, transactions processed, valid transactions and exceptions. This report is utilized to complete the DA Status Report on a weekly basis.	Weekly (during DA season)
DA	DA Summary of Updates Submission	This report would provide the grand total Valid & Invalid DA transactions, Valid & Invalid DA amounts per run, also indicating the grand total per week and the grand total of all weekly counts added together. This report also indicates the total Old Invalid DA transaction and amount, total new invalid DA transactions and amounts, and grand total old and new transactions and amounts added together on a weekly basis. This report is utilized to complete the DA Status Report on a weekly basis.	Weekly (during DA season)
DA	Direct Assessment Agencies (TB05 Lien Names Files)	This report is utilized by DA Unit to verify that mainframe was updated accurately, it provides all DA Account Numbers, Agency Names, Agency Phone Numbers, REAPP IND (Y=option 1, N=option 2), Error Messages, grand total count of all accounts & grand total count of all accounts missing phone #'s. This report is accumulative.	Annually - As requested
DA	Direct Assessment Agency Compare (DAWEB LIEN FILE TO TB05 LIEN FILE)	This report is utilized by DA Unit as a validation that all information entered into mainframe is identical to the information provided by the agency via the DAWeb site (from the Agency Information Sheet). This report compares all active DA Accounts from the DAWeb site to the TB05 Lien File and will indicate all discrepancies. This report indicated two lines per account with discrepancies and each line will consist of where the file originated from (TB05 or DAWeb), Taxing Agency Number, Taxing Agency Name, Taxing Agency Phone Number, Taxing Agency Extension Number (if any), Taxing Agency REAPP IND (Y=option 1, N=option 2), Error Messages (System generated), Total Number of Match Accounts and Total Number of Non-Match Accounts. Ultimately the total number of account that do not match should equal the total number of accounts not submitting for the current fiscal year.	Annually - As requested
DA	Tax lien Deleted Report	The reports is utilized to research parcels that have had their Tax lien deleted and to view the accounts associated with that deletion.	As requested
DA	Direct Assessment Report File	Voter Approved Direct Assessment Agencies (Systems Accounts) Reports. These are downloaded from mainframe and then emailed to the agency contact.	As needed
DA	Direct Assessment by City Report	Voter Approved Direct Assessment Agencies (Systems Accounts) Reports. These are downloaded from mainframe and then emailed to the agency contact.	As needed
DA	Large Assessment Warning Report	Voter Approved Direct Assessment Agencies (Systems Accounts) Reports. These are downloaded from mainframe and then emailed to the agency contact.	As needed
DA	Mosquito District Forecasting Report	Voter Approved Direct Assessment Agencies (Systems Accounts) Reports. These are downloaded from mainframe and then emailed to the agency contact.	As needed
DA	Mosquito District Agency Control Report	Voter Approved Direct Assessment Agencies (Systems Accounts) Reports. These are downloaded from mainframe and then emailed to the agency contact.	As needed
DA	Summary Report for Voter Approved Direct Assessments Agencies	Voter Approved Direct Assessment Agencies (Systems Accounts) Reports. These are downloaded from mainframe and then emailed to the agency contact.	As needed
DA	Exempt and Bypass Summary Report	Voter Approved Direct Assessment Agencies (Systems Accounts) Reports. These are downloaded from mainframe and then emailed to the agency contact.	As needed
DA	SBE TRA 00001 Match and Non-Match TRA Summary Report	Voter Approved Direct Assessment Agencies (Systems Accounts) Reports. These are downloaded from mainframe and then emailed to the agency contact. Part of the Measure B Public Utility Process.	As needed

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Direct Assessment Mgmt (DA)			
Business Function	Report Name	Report Description	Report Frequency
DA	SBE Non-TRA01 Measure B AINs Summary Report	Voter Approved Direct Assessment Agencies (Systems Accounts) Reports. These are downloaded from mainframe and then emailed to the agency contact. Part of the Measure B Public Utility Process.	As needed
DA	SBE Exception AIN Report	Voter Approved Direct Assessment Agencies (Systems Accounts) Reports. These are downloaded from mainframe and then emailed to the agency contact. Part of the Measure B Public Utility Process.	As needed
DA	Reformatted SBE Measure B AINs Summary Report	Voter Approved Direct Assessment Agencies (Systems Accounts) Reports. These are downloaded from mainframe and then emailed to the agency contact. Part of the Measure B Public Utility Process.	As needed
DA	Assessor SBE Measure B AINs Summary Report	Voter Approved Direct Assessment Agencies (Systems Accounts) Reports. These are downloaded from mainframe and then emailed to the agency contact. Part of the Measure B Public Utility Process.	As needed
DA	Benefits Point Summary Report by Use Code	Voter Approved Direct Assessment Agencies (Systems Accounts) Reports. These are downloaded from mainframe and then emailed to the agency contact. Needed for Measure B and Fire Agency.	As needed
DA	Benefits Point Detail Report	Voter Approved Direct Assessment Agencies (Systems Accounts) Reports. These are downloaded from mainframe and then emailed to the agency contact. Needed for Measure B and Fire Agency.	As needed
DA	Agency Information Report	This report provides all preset and completed fields generated from the Agency Information Sheet. This report is utilized to contact all agencies and to generate other contact listings.	As needed (during DA season)
DA	Direct Assessment Phone Listing	This report provides all DA account numbers, bill descriptions, account descriptions, consulting/levying agency, phone number with extension (if any) and agency website. This report is provided to Accounting Division to be included onto the Taxpayers Guide, to Public Service (without the website) and should be automatically generated and uploaded to the Auditor-Controller's Website. Currently, we do manual validations as not all fields are being populated onto the Agency Information Report.	Annually (during DA season)
DA	Documentation Status Report by Processor	This report provides an up to date status of all files being submitted by file status on DAWeb per assigned processing staff. This allows the DA unit supervisor and management team to determine each staff's pending files. We would like this report to also indicate the total counts of processed files and pending files at the file status level. We would also like to have the ability to export the data on a spreadsheet.	As needed (during DA season)
DA	Documentation Status Report by Date	This report should provide an up-to-date status of all files being submitted for supervisor approval status on DAWeb by day per assigned processing staff. This would allow the DA unit supervisor and management team to review each processing staff's production. We would like this report to also indicate the grand total file count per staff and per date for all staff.	As needed (during DA season)
DA	PY Adjustment Special Apportionment (TRAP)	This report provides parcel that will be drawn off from the Secured Defaulted into TRAP (PY ADJUSTMENT) System when an adjustment is made to the prior year. TRAP runs annually in July and all payments/distributions will occur in July/August. You can expect these parcels to appear in the PY ADJUSTMENT DA PAYMENT LISTING REPORT when year end runs. We use this report to extract information (if applicable) to complete the AB2109 Reporting. We also use this report to respond to agencies' inquiries regarding DA payments. DA Unit utilizes this report to complete the AB2109 reporting (if needed).	Annually
DA	Tax Extension Fatal Exception Report	This report is utilized to validate totals against other report totals on the Mark IV.	Annually

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Community Redevelopment (CRA)			
Business Function	Report Name	Report Description	Report Frequency
CRA	Schedule of Assessed Valuations (Tier 1)	The System will provide the ability to generate the Secured and Unsecured valuations by current values, adjusted base values and increment values for each Tier 1 CRA project.	Annually
CRA	Schedule of Assessed Valuations (Tier 2)	The System will provide the ability to generate the Secured and Unsecured valuations by current values, adjusted base values and increment values for each Tier 2 CRA project.	Annually
CRA	Schedule of Assessed Valuations (Tier 3)	The System will provide the ability to generate the Secured and Unsecured valuations by current values, adjusted base values and increment values for each Tier 3 CRA project.	Annually
CRA	Secured Tax Increment Valuation by Project (Tier 1)	The System will provide the ability to generate the Secured tax increment valuations by current values, adjusted base values and increment values for each Tier 1 CRA project.	Annually
CRA	Secured Tax Increment Valuation by Project (Tier 2)	The System will provide the ability to generate the Secured tax increment valuations by current values, adjusted base values and increment values for each Tier 2 CRA project.	Annually
CRA	Secured Tax Increment Valuation by Project (Tier 3)	The System will provide the ability to generate the Secured tax increment valuations by current values, adjusted base values and increment values for each Tier 3 CRA project.	Annually
CRA	Unsecured Tax Increment Valuation by Project (Tier 1)	The System will provide the ability to generate the Unsecured tax increment valuations by current values, adjusted base values and increment values for each Tier 1 CRA project.	Annually
CRA	Unsecured Tax Increment Valuation by Project (Tier 2)	The System will provide the ability to generate the Unsecured tax increment valuations by current values, adjusted base values and increment values for each Tier 2 CRA project.	Annually
CRA	Unsecured Tax Increment Valuation by Project (Tier 3)	The System will provide the ability to generate the Unsecured tax increment valuations by current values, adjusted base values and increment values for each Tier 3 CRA project.	Annually
CRA	AGO Adjusted Gross TI Collections by CRA by Tier	The System will provide the ability to generate the adjusted gross tax increment collections for 1% Secured Non-Unitary, 1% Secured Unitary, 1% Unsecured Current and Aircraft for CRA projects by projects and tiers (Tier 1, Tier 2 and Tier 3).	Annually
CRA	AGO Gross Collections by Tiers (Tier 1 & 2) by CRA by ATEs	The System will provide the ability to generate the Non-Unitary gross collections for Secured and Unsecured by 1%, 1% ratios, Aircraft, Aircraft ratios and ERAF redistribution ratios for CRA projects by projects, tiers (Tier 1, Tier 2 and Tier 3) and ATEs.	Annually
CRA	Miscellaneous CRA Payments Ledger-AB1290 Adjustments (December)	The System will provide the ability to generate the AB1290 pass-through payment amount by 1% Tax, D/S Tax, Aircraft, 1% Penalty and D/S Penalty for CRA projects by projects, tiers (Tier 1, Tier 2 and Tier 3) and ATEs for the January RPTTF distribution.	Annually
CRA	Miscellaneous CRA Payments Ledger-AB1290 Adjustments (May)	The System will provide the ability to generate the AB1290 pass-through payment amount by 1% Tax, D/S Tax, Aircraft, 1% Penalty and D/S Penalty for CRA projects by projects, tiers (Tier 1, Tier 2 and Tier 3) and ATEs for the June RPTTF distribution.	Annually
CRA	Miscellaneous CRA Payments Ledger-AB1290 Adjustments (August)	The System will provide the ability to generate the AB1290 pass-through payment amount by 1% Tax, D/S Tax, Aircraft, 1% Penalty and D/S Penalty for CRA projects by projects, tiers (Tier 1, Tier 2 and Tier 3) and ATEs for the August Year-End True-Up.	Annually
CRA	RPTTF AB1290 Pass-Through (Before ERAF Distribution-YE03A)-January RPTTF	The System will provide the ability to generate the AB1290 pass-through payment amount by 1% Tax, Aircraft and 1% Penalty for CRA projects by projects, tiers (Tier 1, Tier 2 and Tier 3) and ATEs for January RPTTF distribution. (AB1290 info N and Y)	Annually
CRA	RPTTF AB1290 Pass-Through (Before ERAF Distribution-YE03A)-June RPTTF	The System will provide the ability to generate the AB1290 pass-through payment amount by 1% Tax, Aircraft and 1% Penalty for CRA projects by projects, tiers (Tier 1, Tier 2 and Tier 3) and ATEs for June RPTTF distribution. (AB1290 info N & Y)	Annually
CRA	RPTTF AB1290 Pass-Through (After ERAF Distribution-YE03C)-January RPTTF	The System will provide the ability to generate the AB1290 pass-through including ERAF distribution payment amount by 1% Tax, Aircraft and 1% Penalty for CRA projects by projects, tiers (Tier 1, Tier 2 and Tier 3) and ATEs for January RPTTF distribution. (AB1290 info N only)	Annually

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Community Redevelopment (CRA)			
Business Function	Report Name	Report Description	Report Frequency
CRA	RPTTF AB1290 Pass-Through (After ERAF Distribution-YE03C)-June RPTTF	The System will provide the ability to generate the AB1290 pass-through including ERAF distribution payment amount by 1% Tax, Aircraft and 1% Penalty for CRA projects by projects, tiers (Tier 1, Tier 2 and Tier 3) and ATEs for June RPTTF distribution. (AB1290 info N only)	Annually
CRA	AB1290 Pass-Through Distributed Amount by RPTTF by ATEs (After ERAF Distribution YE03E)-January RPTTF	The System will provide the ability to generate the AB1290 pass-through including ERAF distribution payment amount by 1% Tax, Aircraft and 1% Penalty by ATEs and tiers (Tier 1, Tier 2 and Tier 3) for January RPTTF distribution. (AB1290 info N only)	Annually
CRA	AB1290 Pass-Through Distributed Amount by RPTTF by ATEs (After ERAF Distribution YE03E)-June RPTTF	The System will provide the ability to generate the AB1290 pass-through including ERAF distribution payment amount by 1% Tax, Aircraft and 1% Penalty by ATEs and tiers (Tier 1, Tier 2 and Tier 3) for June RPTTF distribution. (AB1290 info N only)	Annually
CRA	Year End AB1290 Pass-Through All Sources YE03	The System will provide the ability to generate the AB1290 pass-through payment amount by 1% Tax, Aircraft and 1% Penalty for CRA projects by projects, tiers (Tier 1, Tier 2 and Tier 3) and ATEs for the fiscal year (January RPTTF distribution, June RPTTF distribution, and year-end true-up). (AB1290 info N and Y)	Annually
CRA	AB1290 Pass-Through by Fiscal Year (After ERAF Distribution YE03B)	The System will provide the ability to generate the AB1290 pass-through including ERAF distribution payment amount by 1% Tax, Aircraft and 1% Penalty for CRA projects by projects, tiers (Tier 1, Tier 2 and Tier 3) and ATEs for the fiscal year (January RPTTF distribution, June RPTTF distribution, and year-end true-up). (AB1290 info N only)	Annually
CRA	AB1290 Pass-Through Distributed Amount by Fiscal Year (After ERAF Distribution YE03D)	The System will provide the ability to generate the AB1290 pass-through including ERAF distribution payment amount by 1% Tax, Aircraft and 1% Penalty by ATEs and tiers (Tier 1, Tier 2 and Tier 3) for the fiscal year (January RPTTF distribution, June RPTTF distribution, and year-end true-up). (AB1290 info N only)	Annually
CRA	H&S 33676 Annual Growth	The System will provide the ability to generate the H&S 33676 Annual Growth amount for the fiscal year.	Annually
CRA	RPTTF Adjusted Gross TI Collections	<p>The report will display the cumulative CRA adjusted gross collections (net of cap coverage) for all major tax rolls (Secured Master, Secured Master Prior Year, Secured Supplemental, Unsecured, Secured Redemption Master, Secured Redemption Supplemental and Miscellaneous) with the following breakdown:</p> <ul style="list-style-type: none"> * Non-unitary and Unitary tax increment for the 5-month RPTTF period * Community Redevelopment Area * Revenue Type: Secured Master, Unsecured, Secured Supplemental, Secured Defaulted Master, Secured Defaulted Supplemental, Miscellaneous (grouped by Secured, Unsecured, Supplemental and Misc. tax rolls) * Miscellaneous Adjustments (such as negative offset rebalancing, recovery and redistribution) * 1%, Debt Service and Aircraft <p>This report will be used to reconcile the 5-month adjusted gross RPTTF deposit during each distribution period, and may be provided to outside agencies upon request</p>	Bi-annually (January and June RPTTF distribution)
CRA	RPTTF H&S 33401 Pass-Through Reimbursement Report	<p>The report will display the cumulative CRA contractual pass-through (H&S 33401) for the 5-month RPTTF period with the following breakdown:</p> <ul style="list-style-type: none"> * Community Redevelopment Area * Affected Taxing Entity * The following pass-through components: <ul style="list-style-type: none"> - Pass-through - Low and Moderate Income Housing - County Taxing Entities' Deferral - Annual Inflationary Growth (H&S 33401) - Deferral Repayment - Subordination - Subordination Repayment - Others (such as Glendale 60% and Avalon PAE) * Net Adjustments (summation of all pass-through components) <p>This report will be used to reconcile the 5-month net contractual pass-through during each distribution period.</p>	Bi-annually (January and June RPTTF distribution)

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Community Redevelopment (CRA)			
Business Function	Report Name	Report Description	Report Frequency
CRA	Annual H&S 33401 Pass-Through Reimbursement Report	<p>The report will display the cumulative CRA contractual pass-through (H&S 33401) at year-end with the following breakdown:</p> <ul style="list-style-type: none"> * Community Redevelopment Area * Affected Taxing Entity * The following pass-through components: <ul style="list-style-type: none"> - Pass-through - Low and Moderate Income Housing - County Taxing Entities' Deferral - Annual Inflationary Growth (H&S 33401) - Deferral Repayment - Subordination - Subordination Repayment - Others (such as Glendale 60% and Avalon PAE) * Net Adjustments (summation of all pass-through components) <p>This report will be used for publishing in Report Central</p>	Annually

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Increment Financing Distr (IFD)			
Business Function	Report Name	Report Description	Report Frequency
IFD	Secured Tax Increment Valuation by Project - EIFD	The System will provide the ability to generate the Secured tax increment valuations by current values, adjusted base values and increment values for each EIFD project.	Annually
IFD	Secured Tax Increment Valuation by TRA - EIFD	The System will provide the ability to generate the Secured tax increment valuations by current values, adjusted base values and increment values for each EIFD project by TRA.	Annually
IFD	Unsecured Tax Increment Valuation by Project - EIFD	The System will provide the ability to generate the Unsecured tax increment valuations by current values, adjusted base values and increment values for each EIFD project.	Annually
IFD	Unsecured Tax Increment Valuation by TRA - EIFD	The System will provide the ability to generate the Unsecured tax increment valuations by current values, adjusted base values and increment values for each EIFD project by TRA.	Annually
IFD	Unsecured Tax Increment Valuation by Agency - EIFD	The System will provide the ability to generate the Unsecured tax increment valuations by current values, adjusted base values and increment values for each EIFD project by Agency.	Annually
IFD	Secured Tax Increment Gross Revenue and Collections by Agency-EIFD	The System will provide the ability to generate the Secured tax increment gross revenue and collections by EIFD project.	By Paid Run
IFD	Monthly Adjusted Gross Collections	<p>The report will display the cumulative IFD adjusted gross collections for all major tax rolls (Secured Master, Secured Master Prior Year Refund, Secured Supplemental, Unsecured, Secured Redemption Master, Secured Redemption Supplemental and Miscellaneous) with the following breakdown:</p> <ul style="list-style-type: none"> * Non-unitary tax increment only * Non-overlap District accounts only * Affected Taxing Entity * Revenue Type; Secured Master, Unsecured, Secured Supplemental, Secured Defaulted Master, Secured Defaulted Supplemental, Miscellaneous * Manual Adjustments (such as negative offset rebalancing, recovery and redistribution) * Gross collections * District Cap * Net Collections (gross collections minus district cap) <p>This report will be used for reconciling monthly IFD allocations, and may be provided to outside agencies upon request.</p>	Monthly
IFD	RPTTF Adjusted Gross Collections	<p>The report will display the cumulative IFD adjusted gross collections for all major tax rolls (Secured Master, Secured Master Prior Year Refund, Secured Supplemental, Unsecured, Secured Redemption Master, Secured Redemption Supplemental and Miscellaneous) with the following breakdown:</p> <ul style="list-style-type: none"> * Non-unitary tax increment only * Overlap District accounts only * Affected Taxing Entity * Revenue Type; Secured Master, Unsecured, Secured Supplemental, Secured Defaulted Master, Secured Defaulted Supplemental, Miscellaneous * Manual Adjustments (such as negative offset rebalancing, recovery and redistribution) * Gross collections * District Cap * Net Collections (gross collections minus district cap) <p>This report will be used for reconciling the 5-month RPTTF IFD allocations, and may be provided to outside agencies upon request.</p>	Bi-annually (January and June RPTTF distribution)
IFD	Year-end Adjusted Gross Collections	<p>The report will display the cumulative IFD adjusted gross collections for all major tax rolls (Secured Master, Secured Master Prior Year Refund, Secured Supplemental, Unsecured, Secured Redemption Master, Secured Redemption Supplemental and Miscellaneous) with the following breakdown:</p> <ul style="list-style-type: none"> * Non-unitary tax increment only * Overlap and Non-overlap District accounts * Affected Taxing Entity * Revenue Type; Secured Master, Unsecured, Secured Supplemental, Secured Defaulted Master, Secured Defaulted Supplemental, Miscellaneous * Manual Adjustments (such as negative offset rebalancing, recovery and redistribution) * Gross collections * District Cap * Net Collections (gross collections minus district cap) <p>This report will be used for reconciling annual IFD allocations, and may be provided to outside agencies upon request.</p>	Annually

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Increment Financing Distr (IFD)			
Business Function	Report Name	Report Description	Report Frequency
IFD	TI Revenue & Collections	<p>The report will display the cumulative IFD gross revenue and collections for each of the following tax rolls; Secured Master, Secured Master Prior Year Refund, Secured Supplemental, Unsecured, Secured Redemption Master, Secured Redemption Supplemental and Miscellaneous, with the following breakdown:</p> <ul style="list-style-type: none"> * Non-unitary tax increment only * Overlap and Non-overlap District accounts * Affected Taxing Entity * Gross revenue and collections for all ATEs within district * Gross revenue and collections for participants only (net of participant %) <p>This report will be used for reconciling monthly IFD allocations for participants, and may be provided to outside agencies upon request.</p>	By Paid Run
IFD	Schedule of Assessed Valuation	<p>The report will display the Secured and Unsecured valuation utilizing the IFD Project Base Increment with the following breakdown:</p> <ul style="list-style-type: none"> * Overlap and Non-overlap District accounts * The following Secured/Unsecured value components: <ul style="list-style-type: none"> - Land - Improvements - Fixtures - Personal Property * Gross Total (summation of secured/unsecured value components) * Less Exemptions * Net Total Secured/Unsecured Valuation (gross Total less exemptions) * Project Total (net total secured valuation plus net total unsecured valuation) <p>This report will be used for reconciliation purposes, and may be provided to outside agencies upon request.</p>	Three times a year (During Valuation, Original Charge and Final Paid)
IFD	Revenue and Collections Ledger	<p>The report will display the IFD revenue and collections for all major tax rolls (Secured Master, Secured Master Prior Year Refund, Secured Supplemental, Unsecured, Secured Redemption Master, Secured Redemption Supplemental and Miscellaneous) with the following breakdown:</p> <ul style="list-style-type: none"> * Overlap and Non-Overlap District accounts * Non-unitary and Unitary gross tax revenue and collections for the current month (for participants only) * Other Adjustments (such as cap overage/negative offset) for the current month * Net Collections for the month * Year-to-date Non-unitary and Unitary tax revenue and collections * Year-to-date Other Adjustments * Year-to-date Net Collections (gross revenue/collections less other adjustments) <p>This report will be used for reconciling monthly revenue and collections, and may be provided to outside agencies upon request.</p>	Monthly

A-C Standard Reports List

Roll Maintenance (RM)			
Business Function	Report Name	Report Description	Report Frequency
RM	STR Recycle File Exceptions Error Miscellaneous (STG37ERR)	This is the exception error code 410 report which provides parcels that were previously billed Secured / Unsecured and now have further value corrections but they are coded as 'Forced Tax.' Due to system limitations, the taxes are unable to be automatically re-extended with the new billing/ refunds. These are the STG exceptions coming from the Assessors that have Auth numbers starting with T (Transfers) and U (Unsecured). Once processed, we identify which portion needs to go to Secured and which goes to Unsecured in order to process the updates accordingly. This report provides the parcel, year and sequence numbers, the Error Code, the Auth number and Reason and Origin keys.	Weekly
RM	Subsequent Transfer Report (STG037A)	The STG037A Report provides the billing information (coming from the U5 screen) of what ran through the subsequent transfer file. This report provides data of what has been processed successfully through the STG Subsequent Transfer file. It is used as reference by the STG Unit, for informational purposes only. This report provides the parcel, year and sequence numbers, the tax amounts and the transfer dates. It is also used to gather the TT1, TT2, TT3, TT4, and TT8 Secured and Unsecured transfer amount totals and less than \$20.00 amount totals, which is used by the DA Unit for the Unsecured Reconciliation Schedule I.	Weekly
RM	STR Recycle File Exceptions – Error '400' (ERR400)	The error code 400 Report provides all exceptions on parcels that need to be deactivated on STR. These are the parcels that have excepted out on the recycle file and have previously ran through the subsequent transfer file with forced tax. Due to System limitations, the System can not reverse the billing / refunds. This report provides the parcel, year and sequence numbers, the Error Code, the Auth #, the Reason and Origin Key and the Recycle #.	Weekly
RM	STR Recycle File Exceptions – Error '410' (ERR410)	The error code 410 Report provides all the recycle exceptions on parcels that have previously ran through the subsequent transfer file with forced tax. Due to system limitations, the System is unable to re-extend the new tax amounts/refunds. The 410 report provides transactions that are created from the STG process for the Secured portion. This report provides the parcel, year and sequence numbers, the Error Code, the Auth #, the Reason and Origin Key and the Recycle #.	Weekly
RM	Deleted Supplemental Parcel with DA Account 8.XX Series	This report provides parcels that are inactive that previously had an 800 series account number assessed. The 800 series accounts were used to bill (802) or refund (812) for a reassessment on a subsequent transfer on either the Annual or the Supplemental segments. This report provides the parcel, year and sequence numbers, the DA account number and the dollar amount.	Weekly
RM	STR Recycle File Exceptions Error '471' (ERR471)	The 471 Report is an exception report that captures parcels that have previously ran through the subsequent transfer file with forced taxes on a specific segment that have become delinquent. The System is trying to post either a new corrected tax amount or a refund. Due to System limitations, the taxes are unable to re-extend automatically. This report provides the parcel, year and sequence numbers, the Error Code, the Auth #, the Reason and Origin Key and the Recycle #.	Weekly
RM	STR Adjustment Report (STG037B)	The STG037B Report provides the refund information (coming from the U6 screen) of what ran through the subsequent transfer file. This report provides data of what has been processed successfully through the STG subsequent transfer file. It is used for informational purposes only, as reference. This report provides the parcel, year and sequence numbers, the tax amounts, the transfer dates and the Escrow percentage.	Weekly
RM	UD67 Unsecured (Accounting) Accumulated Payment List	This report provides all Unsecured Prior Year payment amounts (Taxes, Penalties, Additional Penalties and Costs paid, in addition to the balance due) as well as the Payment Dates. This report is used to verify the payment amount and hence determine the refund amount and the interest to be paid to the taxpayer based on the payment date.	Weekly
RM	Unsecured Update Exception Report (UA07)	This report is the exception report that is generated after the batches have been sent to MainFrame (after FTP). It provides the information of the adjusted bill that was sent to mainframe but excepted out on this report. This report would also provide the error messages that explain the reason why that bill has excepted out. Corrections to the bill will be done based on the information provided on that report. This report consists of various reports which are sorted out by the different units (Calc, DA and PA) so they can only use the ones pertaining to their units (e.g. County Summary of Changes, Run Totals, County Summary Run Totals and County Summary Volume Totals which are utilized by DA Unit for both Schedule I and Schedule II of UNS Recon and the UNS Draw-off Recon).	Bi Weekly

A-C Standard Reports List

Roll Maintenance (RM)			
Business Function	Report Name	Report Description	Report Frequency
RM	Redemption Year End Drawoff Exception and Control Report	This report is an Exception Report to the End of Year Draw-off to Redemption process. It provides the exception message that explains why the parcels did not update on redemption. Updates to be done based on the information provided on that report.	Annually
RM	Unsecured Volume Bill Number Assignment Report (UA02)	This report provides the Unsecured Vol Bill numbers that are currently in use. Based on the information provided in that report, the following Unsecured Bill Number will be assigned for the PARM file after the UA05 Update.	Bi Weekly
RM	Auditor Refund Report	This report is used to refund overpayments on UPR. The Assessor and the Treasurer and Tax Collector (TTC) submit files to the Auditor Controller in order to make corrections to the Unsecured Bills on UPR. This Refund Report is generated on UPR after TTC runs those updates.	Weekly
RM	Auditor Net Change Report - Delete Summary Report	This report captures all the Deleted Counts, Deleted Tax Amounts and the Deleted Penalty Amounts on UPR. On an annual basis, Calculation Unit will email this report to Auditor-Controller Accounting Division.	Annually
RM	Auditor Net Change Report - NOE / NOL Report	This report captures all the fees / costs that the Auditor-Controller paid from their fund throughout the Fiscal Year. At the end of each FY, the Auditor-Controller will prepare a spreadsheet, based on this report, and submit it to TTC in order to replenish those funds.	Annually
RM	STG035 TRANSFERS TO UNSECURED ROLL (UA11)	This report is provided by A-C Systems Division in order to separate the Tax Type amounts from all the DA accounts' amounts for the 8900 Parcels. Each FY end, the unpaid balance on those 8900 parcels draws off to the Unsecured Prior System. After the draw-off, the Unsecured bills will have the tax amounts including all DA accounts' amounts as a one lump-sum. This report was developed by Systems as a means of separating the Ad-valorem taxes from the DA accounts and also to separate the amounts owed for each DA account. It is then utilized to update the tax amounts and the DA amounts on the UPR System.	Annually
RM	Balance Sheet Detail Activity By Fund	This report is available on eCAPS (Under General Accounting Reports) and it provides fund activity that is utilized by the PA unit to reconcile the funds that are received from agencies / Escrow companies and deposited into, or later withdrawn from, the SG 3 Fund-Account #7009.	As needed
RM	ACSTD020 - Secured Batch Control Report (ACSTRTXN)	This report captures the batched transaction counts that are validating against the input transactions submitted into the System. These transactions are sent to update Mainframe (STR). This report is utilized to identify the Secured Batch Run Totals. The totals are utilized for the STR Reconciliation Schedule I.	Twice a week during DA Season, Weekly after tax extension
RM	ACSTD020 - Secured Batch Control Report (ACSTG037)	This report captures the batched transaction counts from the Assessor's subsequent transfers that are validating against the input transactions submitted into the System. These transactions are sent to update Mainframe (STR). This report is utilized to identify the Secured Batch Run Totals. The totals are utilized for the STR Reconciliation Schedule I.	Twice a week during DA Season, Weekly after tax extension
RM	ACSTD030 TXN Counts (ACSTRTXN)	This report is utilized to validate the total TXNS and the deleted recycled TXNS that were submitted into Mainframe (STR). Totals are utilized for the STR Reconciliation of output reports, for Schedule 1.	Twice a week during DA Season, Weekly after tax extension
RM	ACSTD030 TXN Counts (ACSTG037)	This report is utilized to validate the Assessor's subsequent transfers TXNS that were submitted into Mainframe (STR). Totals are utilized for the STR Reconciliation of output reports, for Schedule 1.	Twice a week during DA Season, Weekly after tax extension
RM	ACSTQ110 - STR X-Reference	This report is utilized to validate the Total STR valid TXNS totals. Totals are utilized for the STR Reconciliation of output reports, for Schedule I.	Twice a week during DA Season, Weekly after tax extension
RM	ACSTQ130 - Ending Mapbook Totals	This report is utilized to validate the Master and Supplemental Assesed value amounts, tax total and parcel count . Totals are utilized for the STR Reconciliation of output reports, for Schedule II per Roll Year (retention period of 9 years).	Twice a week during DA Season, Weekly after tax extension
RM	ACSTQ130 - Update Refund Report	This report is utilized to validate the Updated Refund amounts for Tax, Interest, Penalty and cost. Totals are utilized for the STR Reconciliation of output reports, for Schedule III. The totals on report # 23 and report # 24 should match.	Twice a week during DA Season, Weekly after tax extension
RM	ACSTG050 - D/O Summary & Exception Report	This report is utilized to validate the Updated Refund amounts for Tax, Interest, Penalty and cost. Totals are utilized for the STR Reconciliation of output reports, for Schedule III. The totals on report # 23 and report # 24 should match..	Twice a week during DA Season, Weekly after tax extension
RM	ACSTQ010 - TAX Database Report	This report is utilized to validate the Master and Supplemental Assesed value amounts, tax total and parcel count . Totals are utilized for the STR Reconciliation of output reports, for Schedule II per Roll Year (retention period of 9 years).	Twice a week during DA Season, Weekly after tax extension

A-C Standard Reports List

Roll Maintenance (RM)			
Business Function	Report Name	Report Description	Report Frequency
RM	STR - Recycle File (Input Exception Count)	This report is utilized to validate the Total STR Input Exception Count, under the various error codes. Totals are utilized for the STR Reconciliation of output reports, for Schedule I.	Twice a week during DA Season, Weekly after tax extension
RM	ACSTD045 - Recycle Transaction	This report is utilized to validate the Total deleted recycled TXNS and the total recycled TXNS count. Totals are utilized for the STR Reconciliation of output reports, for Schedule I.	Twice a week during DA Season, Weekly after tax extension
RM	ACSTG037 - Run Statistics	This report is utilized to determine the number of Assessor's subsequent transfers that are validating against the output transactions submitted into the System. Totals are utilized for the STR Reconciliation Schedule I.	Twice a week during DA Season, Weekly after tax extension
RM	STG037 - Recycle File	This report is utilized to validate the Recycled File totals under error code 615, A25, and 310 against the output transactions submitted into the System. Totals are utilized for the STR Reconciliation Schedule I.	Twice a week during DA Season, Weekly after tax extension
RM	Auditor-Controller Transactions (ACDC Batches)	This report is utilized to validate the total number of TXNS per A, B and M batches against the output transactions submitted into the System. Totals are utilized for the STR Reconciliation Schedule I.	Twice a week during DA Season, Weekly after tax extension
RM	Deleted Parcel Report ACSTQ130	This report is utilized to research out of balances in Schedule I, these variances are caused by the deletion of a master and its associated supplemental.	Twice a week during DA Season, Weekly after tax extension
RM	Valid TXN Input ACSTQ112	This report is utilized to keep track of the total Valid TXN input. Currently, this report is used for reference only.	Twice a week during DA Season, Weekly after tax extension
RM	STR Exceptions Report	This report is utilized to view STR Exceptions and error codes in order to revise the error.	Twice a week during DA Season, Weekly after tax extension
RM	Values Change From Defaulted roll Error 21 Transaction List	This report is needed to be provided to the Assessors since it is generated from STR (Auditor's System).	Twice a week during DA Season, Weekly after tax extension
RM	TRBPUP25A - SECURED DEFAULTED TAX ROLL SUMMARY REPORT	This report is utilized to identify the dollar amount for the total Advalorem, DA amounts, taxes due, 1st penalty, 2nd penalty and cost. Totals are utilized for the SDTR Reconciliation Schedule II. The totals on report # 35 and report # 36 should match.	Weekly
RM	TRBPUP25 - AUDITOR SECURED DEFAULTED ROLL CHANGE	This report is utilized to identify the dollar amount for the total Advalorem, DA amounts, taxes due, 1st penalty, 2nd penalty and cost. Totals are utilized for the SDTR Reconciliation Schedule II. The totals on report # 35 and report # 36 should match.	Weekly
RM	TRBPUP54 - DEFAULTED BATCH CONTROL REPORT	This report is utilized to identify the total number of Defaulted Accumulative batches. Totals are utilized for the SDTR Reconciliation, for Schedule I.	Weekly
RM	TRBPUP01	This report is utilized to identify the total number of Valid and Invalid Transactions that were submitted into Mainframe (SDTR). Totals are utilized for the SDTR Reconciliation, for Schedule I.	Weekly
RM	TRTPUP50	This report is utilized to identify the total number of Recycled TXNS going to Defaulted Update (SDTR). Totals are utilized for the SDTR Reconciliation, for Schedule I.	Weekly
RM	TRBPUP20 - SECURED DEFAULTED TAX EXCEPTIONS	This report is utilized to view SDTR Exceptions and error codes in order to correct the Exception.	Weekly
RM	TRBPGRO2 - GROUP RECONCILIATION CONTROL REPORT	This report is utilized to validate the Tax and Interest amounts under the Master and Supplemental assessments, for the SDTR Schedule III. This is the input report that is validated against the output report. It includes less than \$10 interest refunds.	Weekly
RM	Auditor-Controller Transactions (ACDC Batches)	This report is utilized to identify the total number of TXNS per A,B, C and RA batches. Totals are utilized for the SDTR Reconciliation, for Schedule I.	Weekly
RM	ACREF128 - SECURED DEFAULTED TAX CLAIMS REPORT	This report is utilized to validate the Tax and Interest amounts under the Master and Supplemental assessments, for the SDTR Schedule III. This is the output report that is validated against the input report. It doesn't include interest refunds of less than \$10.	Weekly
RM	ASST1100 - Released Batches Summary By Value Type	This report is utilized to validate transaction values of the 641, 64A, 642, 64C, and 64D totals, for the Unsecured Reconciliation Schedule I.	Twice a month

A-C Standard Reports List

Roll Maintenance (RM)			
Business Function	Report Name	Report Description	Report Frequency
RM	UA04 - Unsecured Update Transcation Analysis Report	This report is utilized to validate the net market value and the total amount. It is used for the Unsecured Reconciliation Schedule I. It is also used to complete Schedule I and Schedule II of the UNS Draw-off Recon.	Twice a month
RM	UA10 - UNSECURED ACCUMULATED AUDITOR ROLL CHANGES BY TAX RATE AREA	This report is utilized to validate the Refund amounts for Total Values and Total Tax. County Totals by Tax Rate Area are utilized for the Unsecured Reconciliation of output reports, for Schedule II. It is also used to complete Schedule II of the UNS Draw-off Recon.	Twice a month
RM	UA10 - UNSECURED ACCUMULATED AUDITOR ROLL CHANGE REPORT	This report is utilized to validate the Refund amounts for Taxes due, net amount, current tax amount and total accumulative. Summary Totals are utilized for the Unsecured Reconciliation of output reports, for Schedule II. It is also used to complete Schedule II of the UNS Draw-off Recon.	Twice a month
RM	UA 55 - Unsecured Refund Drawoff Report	This report is utilized to validate the unsecured Refund Drawoff total, for the Unsecured Reconciliation Schedule II.	Twice a month
RM	UA 55 - Unsecured Refund Exception Report	This report is utilized to validate the unsecured Refund Exceptions, for the Unsecured Reconciliation Schedule II	Twice a month
RM	UA40 - UNS Cumulative Roll Change Report	This report is utilized to validate the Refund amounts for Taxes due, net amount, current tax amount and total accumulative. Totals are utilized for the Unsecured Reconciliation of output reports for Schedule II - 1st Run ONLY.	Twice a month
RM	Auditor-Controller Transactions (ACDC Batches)	This report is utilized to identify the total number of TXNS per ACDC by batches. Totals are utilized for the TS19 Reconciliation in order to validate input vs output.	Weekly
RM	TS19 Batch Detail Transaction Report (ASST1900)	This report is utilized to identify any discrepancies entered onto the ACDC System vs what will be uploaded into Mainframe (the Unsecured Current Roll) so that we can make upfront corrections.	Weekly and as needed (if a correction on mainframe triggers it).
RM	TS82 Corrected Transaction to Update Report (ACTSUD82)	This report is utilized to identify and validate all transactions that were modified on mainframe.	As needed
RM	TS19 Batch Held Summary Report	This report is utilized to identify all pending batches and whether there was something wrong with a batch and it did not get released.	Weekly
RM	TRBPAP04-MSTR EXCPT AND CNTRL	This report is utilized to validate the exceptions for the unpaid totals due for the Master. This is used as part of the SDTR Draw-Off Reconciliation.	5 times a year
RM	TRBPAP04-SUPP EXCPT AND CNTRL	This report is utilized to validate the exceptions for the unpaid totals due for the supplemental. This is used as part of the SDTR Draw-Off Reconciliation.	5 times a year
RM	YE48 OUTPUT UNPAID RECS SUMM	This report is utilized to reconcile the output unpaid record summary. This is used as part of the SDTR Draw-Off Reconciliation.	Annually
RM	YE48 TENTHYR RPT (ACTRYE48)	This report is utilized to get the total taxes due for the tenth year. This is used as part of the SDTR Draw-Off Reconciliation.	Annually
RM	DR03 ROLL TO RA FINAL CNTL RPT (TRBPDR03)	This report is utilized to validate the inactive records of less than \$20 for total Master and Supplemental Taxes Due. This is used as part of the SDTR Draw-Off Reconciliation.	Annually
RM	DR04 DELINQUENT TAX ABSTRACT	This report is utilized to get the Levies Exclusive of Penalties. This is used as part of the SDTR Draw-Off Reconciliation.	Annually
RM	YE48 EXCEPTION AND CTRL	This report is utilized to validate the grand total of the Output Amounts for each year for Master and Supplemental. This is used as part of the SDTR Draw-Off Reconciliation. The grand total on report 61 and 62 should match.	Annually
RM	DR02 ROLL TO RA NEW CNTL RPT	This report is utilized to validate the output amount for each year for total Master and Supplemental Taxes Due. This is used as part of the SDTR Draw-Off Reconciliation. The grand total on report 61 and 62 should match.	Annually
RM	TRBPAP04-MSTR EXCEPTION	Currently this report is used for reference only.	2 times a year
RM	TRBPAP04-SUPP EXCEPTION	Currently this report is used for reference only.	2 times a year
RM	STG035 - UNS PCL/Exception Reports	This report is utilized to identify all unpaid taxes that will be drawing off onto the Unsecured Prior Roll at the roll year level. This is used as part of the UNS Draw-Off Reconciliation.	Annually
RM	Reconcile All Rolls	The System will provide the ability to balance and/or reconcile all rolls by value, count, and other configurable levels at user-defined periods, as well as interface information from the Assessor, A-C, and TTC.	Weekly

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CW Allocation Factors (CWF)			
Business Function	Report Name	Report Description	Report Frequency
CWAF	Base PTR Master File Report	The System will provide the ability to generate Base Property Tax Revenue (PTR) Master Report; the Current Year's Base PTR, which is a modified version of the Prior Year Gross PTR. The report should depict the following information: Account Number, Agency Name, and Base PTR Amount.	Annually
CWAF	Base PTR Transaction Report	The System will provide the ability to generate Base PTR (Property Tax Revenue) Transactions due to annexations and jurisdictional changes. The report should depict the following information: Account Number, Sequence, Transfer Amount, Prior Amount, Agency Name, and TXN (Transaction) code.	Annually
CWAF	Base PTR Master File Detail Report	The System will provide the ability to reformat and update Base Property Tax Revenue (PTR) Transaction File and the Agency history file. The report should depict the following information: Account Number, Agency Name, and Base PTR Amount.	Annually
CWAF	1% Agency-TRA Cross Reference Report	The System will provide the ability to generate report which will reflect the current year Secured and Unsecured TRAs for each 1% Taxing Agency. The report should depict the following information: Account Number, Tax Rate Area (TRA), Total of TRA count, and Total of TRA Hash(Sum of TRA numbers).	Annually
CWAF	Consolidated TRA Report	The System will provide the ability to generate the list of look-a-like TRAs that have the same taxing agency makeup (1% and Debt Service). This list should segregate Non-CRA, CRA and EIFD TRAs as a reference to compare against the final TRA Consolidation listing submitted for processing.	Annually
CWAF	TRA Agency List Report	The System will provide the ability to generate TRA Agency List Report; which will reflect the TRA, all the agencies servicing the TRA, and the Ratios for each Agency in the TRA. The System will provide the ability to generate TRA Agency Exception Report. The report should depict the TRA changes due to annexations and jurisdictional changes.	Annually
CWAF	Update TRA Agency Exception Report	The System will provide the ability to generate Delete Report; which will reflect the agencies removed from the TRA. The report should depict the following information: TXN, TRA Number, Account Number(deleted), Ratio, and Legend. The System will provide the ability to generate Updated TRA Agency Report: it will reflect all the TRAs and changes due to jurisdictional changes. The report should depict the the following information: TRA, Account Number servicing the TRA, Agency Name, Ratio, and Description of Changes. The report will show current year and prior year ratios and the description for changes. The System will provide the ability to generate Update Exception Report. It will reflect all the Consulate TRAs; the Ratios should be zero. The report should depict the following information: TXN, TRA, Account Number servicing the TRA, Ratio, and Exception Legend.	Annually
CWAF	Annual Tax Increment (ATI) Ratios Report	The System will provide the ability to generate Modified Annual Tax Increment (ATI) Ratios Report; which will reflect ATI Ratios for all the agencies servicing the TRA. The ERAF agencies will show zero for all CRA TRAs. The report should depict the following information: TRA Number, Account Number, Agency Name, and Ratio.	Annually
CWAF	AB860 Annual Tax Increment (ATI) Ratios Report	The System will provide the ability to generate Modified AB860 Annual Tax Increment (ATI) Ratios Report; which will reflect ATI Ratios for all the agencies servicing the TRA. The ERAF agencies will have rate for all CRA and NOM/CRA TRAs. The report should depict the following information: TRA Number, Account Number, Agency Name, and Ratio. The System will provide the ability to generate Modified AB860 ATI Ratios Exception Report. It will reflect all the Consulate TRAs; the Ratios should be zero. The report should depict the the following information: TRA, Account Number, Agency Name, and Legend.	Annually
CWAF	Secured TRA Mapbook Summary Report	The System will provide the ability to generate Secured TRA Mapbook Summary Report. It will reflect the TRA, all the mapbook for that TRA, values for each mapbook and total value for the TRA. The report should depict the following information: Tax Rate Area (TRA), Mapbook, Values for each category. The System will provide the ability to generate Secured TRA Update Exception Report. It will reflect the Non/Match Parcels and the TRA. The report should depict the following information: Parcel Number, TRA, Exception Legend.	Annually

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CW Allocation Factors (CWF)			
Business Function	Report Name	Report Description	Report Frequency
CWAF	Unsecured Vol Bill/TRA Correction Report	The System will provide the ability to generate Unsecured Vol Bill/TRA Summary Report. It will reflect the TRA, all the Vol Bills for that TRA, values for each Vol Bills and total value for the TRA. The report should depict the following information: Tax Rate Area (TRA), Vol Number, Values for each category. The System will provide the ability to generate Unsecured TRA Update Exception Report. The report should depict the following information: Voll Bill Number, TRA, Exception Legend.	Annually
CWAF	Secured TRA Increment Report	The System will provide the ability to generate Secured TRA Increment Revenue Ratios Report. It will reflect Net Value-Increment, Net Revenue, and Increment Ratio for the TRA. The report should depict the following information: Tax Rate Area (TRA), Rate Net Value, Rate Net Revenue, and Increment Revenue Ratios. The System will provide the ability to generate Secured TRA Increment Exception Report. It will reflect Non-Match TRA for Current and Prior Year, and Increment for those TRAs. The report should depict the following information: Current Year TRA, Prior Year TRA, Rate Net Value.	Annually
CWAF	Unsecured TRA Increment Revenue Ratios Report	The System will provide the ability to generate Unsecured TRA Increment Revenue Ratios Report. It will reflect Net Value-Increment, Net Revenue, and Increment Ratio for the TRA. The report should depict the following information: Tax Rate Area (TRA), Rate Net Value, Rate Net Revenue, and Increment Revenue Ratios. The System will provide the ability to generate Unsecured TRA Increment Exception Report. It will reflect Non-Match TRA for Current and Prior Year, and Increment for those TRAs. The report should depict the following information: Current Year TRA, Prior Year TRA, Rate Net Value.	Annually
CWAF	Combined Secured/Unsecured TRA Increment Ratio Rpt	The System will provide the ability to generate Combined Secured-Unsecured TRA Increment Ratios Report. The report should depict Secured Rate Net Value (Current minus Prior), Secured Increment Ratio, Unsecured Rate Net, Unsecured Increment Ratios, Combine Ratios, and Adjusted Ratios.	Annually
CWAF	Annual TRA Increment Report	The System will provide the ability to generate Annual TRA Increment Report. The report should depict the following information: TRA Number, Increment Ratio for the TRA, and TRA Increment. The System will provide the ability to generate Agency/TRA Combined Revenue Report. The report should depict all the Agencies, Secured and Unsecured TRA for the Agency, Total Base Revenue for the Agency, Increment Revenue for each TRA and Combined Revenue for the Agency (Base plus Increment). The System will provide the ability to generate Combined Agency Revenue Report. The report should depict the following information: Agency, Agency Name, Base Revenue for the Agency, Increment Revenue, and Combined Revenue .	Annually
CWAF	Apportionment Factor File Report	The System will provide the ability to generate Current Year AB8 PTR revenue and AB8 Allocation Factors. The report should depict the following information: Agency, Agency Name, Gross PTR, Gross Ratio, Combined Loss revenue, Net of Loss PTR, and Net Ratio. The System will provide the ability to generate Factor File Exception Report. It will reflect excepted negative Net PTR amounts. The report should depict the following information: Agency, Gross PTR, Net of Loss PTR, CRA and Legend.	Annually
CWAF	1% CRA Revenue Report	The System will provide the ability to generate and view the 1% CRA Revenue Report, which is used to calculate the taxing agency's revenue above 102%: 1. The report should depict the following: a. Agency Number b. Gross Revenue c. CRA Revenue d. Net Revenue e. Agency Name f. CRA Indicator	Annually
CWAF	1% Unitary Railroad Factors above 102%	The System will provide the ability to generate and view the 1% Unitary Railroad Factors for above 102%: 1. The report should depict the following: a. Agency Number b. Agency Name c. Net 1% Revenue d. Net Ratio e. CRA Indicator	Annually

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CW Allocation Factors (CWAF)			
Business Function	Report Name	Report Description	Report Frequency
CWAF	1% SBE Public Utility Unitary Factors above 102% with No ERAF	<p>The System will allow the user to generate and view the 1% SBE Public Utility Unitary Factors for above 102%:</p> <p>1. The report should depict the following:</p> <ul style="list-style-type: none"> a. Agency Number b. Agency Name c. Net 1% Revenue d. Net Ratio e. CRA Indicator 	Annually
CWAF	1% Unitary Revenue Distribution Report	<p>The System will provide the ability to generate and view the 1% Unitary Revenue Distribution Report:</p> <p>1. The report should depict the following:</p> <ul style="list-style-type: none"> a. Account Number b. Agency Name c. Net 1% Revenue d. Net Ratios 	Annually
CWAF	Prior Year Unitary Debt Service Report	<p>The System will provide the ability to generate and view the Prior Year Unitary Debt Service Report:</p> <p>1. The PY Unitary Debt Service Report should depict the following:</p> <ul style="list-style-type: none"> a. Main Account b. 1% Account c. Agency Name d. Secured 1% Unitary Revenue e. Secured 1% Railroad Unitary Revenue f. Total Unitary Revenue g. Public Utility Revenue h. Secured Revenue i. % Factors <p>2. The PY Debt Service Exception Report should depict the following:</p> <ul style="list-style-type: none"> a. Debt Service Account b. Main Account c. 1% Account d. Description 	Annually
CWAF	Prior Year Unitary Debt Service Percent Factor Report	<p>The System will provide the ability to generate and view the Prior Year Unitary Debt Service Percent Factor Report:</p> <p>1. The PY Unitary Debt Service Percent Factor Report should depict the following:</p> <ul style="list-style-type: none"> a. Debt Service Account b. Main Account c. 1% Account d. Agency Name e. Secured/Unsecured Revenue f. Secured Tax Rates g. Total Secured/Unsecured Revenue h. Unitary Revenue i. Percent Ratio <p>2. The PY Percent Factor Exception Report should depict the following:</p> <ul style="list-style-type: none"> a. Debt Service Account b. Main Account c. 1% Account d. Description 	Annually
CWAF	Unitary Debt Service Ratios Report	<p>The System will provide the ability to generate and view the Unitary Debt Service Ratios Report:</p> <p>1. The Debt Service Unitary Ratios Report should depict the following:</p> <ul style="list-style-type: none"> a. Account b. Agency Name c. Debt Service Required Amount d. Net Ratio 	Annually

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Refund Management (REF)			
Business Function	Report Name		Report Frequency
REF	UPDATE10 MANUAL CORRECTIONS RPT	Report Of All The Manual Corrections / On MUpdate Database	Weekly
REF	UPDATE10 SECURED REF DELETE RPT	Secured Refund Delete Transaction Report	Weekly
REF	UPDATE10 SECURED REF UPDATE TXN RPT	Update Secured Refund Transaction Report	Weekly
REF	UPDATE10 REF DELETE TXN RPT	Unsecured Refund Delete Transaction Report	Weekly
REF	UPDATE10 UNS REF UPDATE TXN RPT	Update Unsecured Refund Transaction Report	Weekly
REF	UPDATE10 UPDATE SUMMARY TOTALS RPT	Update Summary Totals Report	Weekly
REF	ACREF110 MANUAL CREATE TXN RPT	Manual Create Transactions Report (For Errors)	Weekly
REF	ACREF127 STR PENDNEG PP OR TT8 RPT	Secured Tax Roll Refund Exception Report (Pending Status Refunds With Negative Personal Property Or Tax Type 8 Amt)	Weekly
REF	ACREF127 STR PEND ORIGIN "P" RPT	Pending Status Refunds With Negative Personal Property Or Tax Type 8 Amt (Secured Tax Roll Refund Transaction Report)	Weekly
REF	ACREF127 STR REFUND TXN RPT	Secured Tax Roll Refund Transaction Report	Weekly
REF	ACREF127 STR TOTALS SUMMARY RPT	Summary Tax Roll Refund Transaction Report - Beginning (Totals By Masters And Supplementals By Roll Year)	Weekly
REF	ACREF127 EXCEPTION	Secured Tax Roll Refund Transaction Report-Final (Tax Amount Report GE 10M Or IAMT GE 1M TA2 GE 10M)	Weekly
REF	ACREF127 STR REFUND TXN RPT FINAL JOB	Secured Tax Roll Refund Transaction Report / Summary Report Totals By Masters And Supplementals By Roll Year (To Balance Txn And Dollar Amount Loaded In ARS)	Weekly
REF	ACREF127 STR REFUND TXN RPT BEGINNING JOB	Secured Tax Roll Refund Valid Txn Report (To Balance Txn And Dollar Amount Loaded In ARS)	Weekly
REF	ACREF128 SDTR INTEREST LESS THAN 10	Secured Defaulted Tax - Interest Less Than \$10	Weekly
REF	ACREF128 SDTR MA/SUPP SMMARY RPT	Secured Defaulted Tax Claims Report - Summary Report Totals By Masters And Supplementals By Roll Year	Weekly
REF	ACREF128 SDTR RED CLAIMS TXN RPT	Secured Defaulted Tax Claim Transaction Report	Weekly
REF	ACREF141 LOAD SUMMARY RPT	Load Summary Report By Reason Key By Batch (For Reconciliation)	Weekly
REF	ACREF141 MANUAL VALID TXN RPT 1	Manual Valid Input Transaction Report	Weekly
REF	ACREF141 MANUAL VALID TXN RPT 2	Manual Valid Input Transaction Report	Weekly
REF	ACREF141 MANUAL VALID TXN RPT 3	Manual Valid Input Transaction Report 3	Weekly
REF	ACREF141 POTENTIAL DUP EXCEP RPT	Potential Duplicate Exceptions Report	Weekly
REF	ACREF141 PRIOR CLAIM PEND RPT	2017 And Prior Tax Payer Claim Pending Report/ By Batch Number	Weekly
REF	ACREF141 REF AMOUNT GREATER THAN \$50,000	Refund Amount Greater Than \$50,000.00	Weekly
REF	ACREF141 STR AUTOMATED REFUND RPT	STR Automated Refunds Report	Weekly
REF	ACREF141 STR MANUAL CORRECTIONS RPT	STR Manual Corrections Report	Weekly
REF	ACREF141 VALID AUTO UNS TXN RPT	Valid Automated Unsecured Transaction Report	Weekly
REF	ACREF141 VALID EXCEPTION RPT	Validated Exception Report	Weekly

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Refund Management (REF)			
Business Function	Report Name		Report Frequency
REF	ACREF141 VALID MANUAL TXN RPT 1	Valid Manual Transaction Report	Weekly
REF	ACREF141 VALID MANUAL TXN RPT 2	Valid Manual Transaction Report 2	Weekly
REF	ACREF141 VALID TTC O/D TXN RPT	Valid TTC Over/Double Transaction Report	Weekly
REF	ACREF142 CLAIMS RECEIVED RPT BY RK	Claims Received Report/ Reason Key '85'	Weekly
REF	ACREF142 LOAD SUMMARY RPT	Load Summary Report By Reason Key By Batch	Weekly
REF	ACREF142 MANUAL VALID TXN RPT 1	Manual Valid Input Transaction Report	Weekly
REF	ACREF142 MISSING NAME/ADDRESS RPT	STR Refunds With Missing Name/Address Report	Weekly
REF	ACREF142 POTENTIAL DUP EXCEP RPT	Potential Duplicate Exceptions Report	Weekly
REF	ACREF142 PRIOR CLAIM PENDING RPT	2017 And Prior Tax Payer Claim Pending Report/By Batch Number	Weekly
REF	ACREF142 REF AMT GREATER THAN \$5,000	Refund Amount \$5,000.00 Or Greater	Weekly
REF	ACREF142 STR AUTOMATED REF RPT	STR Automated Refunds Report	Weekly
REF	ACREF142 STR MANUAL REF RPT	STR Manual Correction Report	Weekly
REF	ACREF142 STR REDEMPTION CLAIMS RPT	STR Redemption Claims Report	Weekly
REF	ACREF142 VALID AUTOMATED UNS TXN RPT	Valid Automated Unsecured Transaction Report	Weekly
REF	ACREF142 VALID EXCEPTION RPT	Validated Exception Report	Weekly
REF	ACREF142 VALID TTC O/D RPT	Valid TTC Over/Double Transaction Report	Weekly
REF	ACREF143 CLAIMS RECEIVED RPT BY RKY	Claims Received Report/ Reason Key '85'	Weekly
REF	ACREF143 LOAD SUMMARY RPT	Load Summary Report By Reason Key By Batch	Weekly
REF	ACREF143 MANUAL VALID TXN RPT 1	Manual Valid Input Transaction Report	Weekly
REF	ACREF143 MANUAL VALID TXN RPT 2	Manual Valid Input Transaction Report 2	Weekly
REF	ACREF143 MANUAL VALID TXN RPT 3	Manual Valid Input Transaction Report 3	Weekly
REF	ACREF143 MISSING NAME/ADDRESS RPT	Refunds With Missing Name/Address Report	Weekly
REF	ACREF143 POTENTIAL DUP EXCEP RPT	Potential Duplicate Exceptions Report	Weekly
REF	ACREF143 PRIOR CLAIM PENDING RPT	2017 And Prior Tax Payer Claim Pending Report / By Batch Number	Weekly
REF	ACREF143 REF AMT GREATER THAN \$5,000	Refund Amount \$5,000.00 Or Greater	Weekly
REF	ACREF143 STR AUTOMATED REFUND RPT	STR Automated Refunds Report	Weekly
REF	ACREF143 STR MANUAL REFUND RPT	STR Manual Corrections Report	Weekly
REF	ACREF143 STR REDEMPTION CLAIMS RPT	STR Redemption Claims Report	Weekly

A-C Standard Reports List

Refund Management (REF)			
Business Function	Report Name		Report Frequency
REF	ACREF143 VALID AUTO UNS TXN RPT	Valid Automated Unsecured Transaction Report	Weekly
REF	ACREF143 VALID EXCEPTION RPT	Validated Exception Report	Weekly
REF	ACREF143 VALID MANUAL TXN RPT 1	Valid Manual Transaction Report	Weekly
REF	ACREF143 VALID MANUAL TXN RPT 2	Valid Manual Transaction Report 2	Weekly
REF	ACREF143 VALID TTC O/D TXN RPT	Valid TTC Over/Double Transaction Report	Weekly
REF	ACREF220 SPECIAL HANDLING REPORT	Special Handling - Transaction Report	Weekly
REF	ACREF220 WARRANT EXCEPTION RPT	Warrant Exception Report	Weekly
REF	ACREF220 WARRANT REFUND CONTROL RPT	Warrant Refund Data Control Report	Weekly
REF	ACREF220 WARRANT UPDATE CONTROL RPT	Warrant Updated Control Report	Weekly
REF	ACREF221 ADDRESS INFO RPT	Address Informational Report	Weekly
REF	ACREF221 APPROVE REF RECORD CNT RPT	Approved Refund Record Count	Weekly
REF	ACREF221 CONTROL REPORT BY REAKY	Refund-Transaction Control Report (By Reason Key)	Weekly
REF	ACREF221 REFUND EXCEPTION RPT	Refund Exception Report	Weekly
REF	ACREF221 REFUND TXN CONTROL RPT	Refund-Transaction Control Report	Weekly
REF	ACREF221 REFUND TXN CONTROL RPT 2	Special Handling Report For Auditor Refunds	Weekly
REF	ACREF221 WARRANT PYMT BATCH SUM RPT	Tax Refund Warrant Payments Batch Summary	Weekly
REF	ACREF230 REF CLEAR DATE UPDATE RPT	Refund Clear Date Update Report	Weekly
REF	AB1 INVALID ACTION CODE RPT	Automated Refund System - AAB Claims Invalid Action Code Report	Weekly
REF	AB1 SUMMARY RPT	Automated Refund System - Claims Control Report	Weekly
REF	AB1 VALID CREATE RPT	Automated Refund System - AAB Claims Valid Create Report	Weekly
REF	AB1 VALID UPDATE RPT	Automated Refund System - AAB Claims Valid Update Report	Weekly
REF	AB2 LOAD SUMMARY RPT	Load Summary Report By Reason Key By Batch	Weekly
REF	AB2 MANUAL VALID TXN RPT	Manual Valid Input Transaction Report	Weekly
REF	AB2 POTENTIAL DUP EXCEP RPT	Potential Duplicate Exceptions Report	Weekly
REF	AB2 VALIDATED EXCEPTION	Validated Exception Report	Weekly
REF	AB1 AAB CLAIMS EXCEPTION RPT	Automated Refund System - AAB Claims Exception Report	Weekly
REF	UPDATE1A	Address Informational Report	Weekly
REF	ACREFUNS	Automated Unsecured Refund Transaction Report	Weekly

A-C Standard Reports List

Refund Management (REF)			
Business Function	Report Name		Report Frequency
REF	ACREFPND	Secured Tax Roll Refund Transaction Report Refund Amount Greater Than \$10,000.00	Weekly
REF	455	Over/Double Refunds Summary	Weekly
REF	ACREF510	Aging Parcel Count For Pending Claims (Days Greater Than 30 And Less Than 60)	Monthly
REF	ACREF510	Aging Parcel Count For Pending Claims (30 Days Or Less)	Monthly
REF	ACREF510	Aging Parcel Count For Pending Claims (Days Greater Than 60 And Less Than 90)	Monthly
REF	ACREF510	Aging Parcel Count For Pending Claims (Days Greater Than 90 And Less Than 120)	Monthly
REF	ACREF510	Aging Parcel Count For Pending Claims (Days Greater Than 120 And Less Than 150)	Monthly
REF	ACREF510	Aging Parcel Count For Pending Claims (Days Greater Than 150 And Less Than 180)	Monthly
REF	ACREF510	Aging Parcel Count For Pending Claims (Days Greater Than 180)	Monthly
REF	ACREF510	Beginning Pending Claims Report (Reason Key '85')	Monthly
REF	ACREF510	Beginning Pending Claims Report (Reason Key '86')	Monthly
REF	ACREF510	Beginning Pending Report	Monthly
REF	ACREF510	Claims Received Report (Reason Key '85')	Monthly
REF	ACREF510	Claims Received Report (Reason Key '86')	Monthly
REF	ACREF510	Claims Received Report	Monthly
REF	ACREF510	Detailed Month End Pending Refunds Report	Monthly
REF	ACREF510	2017 And Prior - Month End Pending Refunds Report	Monthly
REF	ACREF510	Month End Pending Claims Report (Reason Key '85')	Monthly
REF	ACREF510	Month End Pending Claims Report (Reason Key '86')	Monthly
REF	ACREF510	Month End Pending Refunds Report	Monthly
REF	ACREF510	Monthly Delete Txns	Monthly
REF	ACREF510	Monthly Updated Report	Monthly
REF	ACREF510	Number Of Days Elapsed Between Receipt And Disposition Report	Monthly
REF	ACREF510	Interest Paid Refunds Report (Less Than \$10)	Monthly
REF	ACREF510	Paid Refunds Report (Reason Key '85' Paid Report)	Monthly
REF	ACREF510	Paid Refunds Report (Reason Key '86' Paid Report)	Monthly
REF	ACREF510	Paid Refunds Report	Monthly
REF	ACREF510	Processed Refunds Report (Reason Key '85' Processed Report)	Monthly

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Refund Management (REF)			
Business Function	Report Name		Report Frequency
REF	ACREF510	Processed Refunds Report (Reason Key '86' Processed Report)	Monthly
REF	ACREF510	Processed Refunds Report	Monthly
REF	ACREF610	Active Refunds Summary Report (Where Rec Date Greater Than 07/01/2013)	Monthly
REF	ACREF610	Purged Refunds Summary Report (Where Re Date Less Than 07/01/2013)	Monthly
REF	ACREF610	Refund Database Summary Report Before Purge	Monthly
REF	ACREF620	Refund Database Summary Report After Purge	Monthly
REF	ACREF42B	Post Office Return - Cancelled "Close" Status Information Report	Monthly
REF	ACREF42B	Post Office Return - Cancelled "Hold" Status Information Report	Monthly
REF	ACSTQ130	Update Refund Report	Monthly
REF	ACREFUNS	Automated Unsecured Refund Exception Report	Weekly
REF	ACREFPND	Secured Tax Roll Refund Transaction Report (Refund Amount \$5,000.00 Or Greater)	Weekly
REF	ACREFPND	Secured Tax Roll Refund Transaction Report (Automated Refunds With Missing Name/Address Report)	Weekly

A-C Standard Reports List

Tax Apportionment (TA)			
Business Function	Report Name	Report Description	Report Frequency
TA	Draw Off Summary and Detail Report	The System will provide the ability to generate a summary and detail report (by assessment level) of all collections that were drawn off. The System will provide the ability to show collections that cannot be drawn off and the reasons for the exception. The report should depict the following detail information: <ul style="list-style-type: none"> • Total charge and collection amount of assessments by Tax Type, Direct Assessment, Penalty, Cost, Refund, and Total 	5 times per fiscal year
TA	Apportionment Summary	The System will provide the ability to generate a report itemizing apportionment amounts by revenue type (General Levy 1%, Debt Service, Direct Assessment, Unitary 1%, Unitary Debt Service, Refunds, Costs/Fees, and SB813 5% Admin Cost) and apportionment type. The System will also provide the ability to provide this report at the summary and detail level by TRA.	5 times per fiscal year
TA	Apportionment Summary Exceptions	The System will provide the ability to generate a report depicting amounts excepted from the above report itemized by revenue type and also providing reasons for the exception.	5 times per fiscal year
TA	Apportionment Ledger	The System will provide the ability to generate an Apportionment Ledger that separately lists charge and collection information by apportionment type, by revenue type (General Levy 1%, Debt Service, Direct Assessment, Unitary 1%, Unitary Debt Service, Refunds, and Costs/Fees), by Agency Account Number, by specific Account Ranges, by Grand Total, and by the following but not limited to: <ul style="list-style-type: none"> • Original Charge • Adjusted Charge (due to roll changes) • Net Charge (net of CRA Loss and EIFD loss) • Tax Collected • Loss to CRA • Loss to EIFD • Net Taxes Paid (per Paid Run) • Balance Due • Percentage Paid The Apportionment Ledger should be available after running the Original Charge and each Paid Run.	5 times per fiscal year
TA	Apportionment Unitary, Pipeline, Railroad	The System will provide the ability to generate the agency revenue distribution of 1% and Debt Service from Unitary, Pipeline, and Railroad revenue for: <ul style="list-style-type: none"> • Secured Master 	5 times per fiscal year
TA	Draw Off Summary and Detail Report	The System will provide the ability to generate a summary and detail report (by assessment level) of all collections that were drawn off. The System will provide the ability to show collections that cannot be drawn off and the reasons for the exception. The report should depict the following detail information: <ul style="list-style-type: none"> • Total charge and collection amount of assessments by Tax Type, Direct Assessment, Penalty, Cost, Refund, and Total 	4 times per fiscal year
TA	Apportionment Summary	The System will provide the ability to generate a report itemizing apportionment amounts by revenue type (General Levy 1%, Debt Service, Direct Assessment, Unitary 1%, Unitary Debt Service, Refunds, Costs/Fees, and SB813 5% Admin Cost) and apportionment type. The System will also provide the ability to provide this report at the summary and detail level by TRA.	4 times per fiscal year
TA	Apportionment Summary Exceptions	The System will provide the ability to generate a report depicting amounts excepted from the above report itemized by revenue type and also providing reasons for the exception.	4 times per fiscal year
TA	Apportionment Ledger	The System will provide the ability to generate an Apportionment Ledger that separately lists charge and collection information by apportionment type, by revenue type (General Levy 1%, Debt Service, Direct Assessment, Unitary 1%, Unitary Debt Service, Refunds, and Costs/Fees), by Agency Account Number, by specific Account Ranges, by Grand Total, and by the following but not limited to: <ul style="list-style-type: none"> • Original Charge • Adjusted Charge (due to roll changes) • Net Charge (net of CRA Loss and EIFD loss) • Tax Collected • Loss to CRA • Loss to EIFD • Net Taxes Paid (per Paid Run) • Balance Due • Percentage Paid The Apportionment Ledger should be available after running the Original Charge and each Paid Run.	4 times per fiscal year

A-C Standard Reports List

Tax Apportionment (TA)			
Business Function	Report Name	Report Description	Report Frequency
TA	Ad-Hoc Unitary Revenue Report	<p>The following two fields from each agency on the 1% Electric, 1% Unitary and Pipeline, 1% Railroad, and Debt Service Unitary data will be summarized for reporting:</p> <ol style="list-style-type: none"> 1) 1% Revenue 2) Debt Service (D/S) Revenue <p>This report represents the unitary revenue that was distributed to the taxing agencies for the prior year, and revenue for the current year. This is included in the Valuation packet sent to the taxing agencies annually to calculate their debt service tax rates.</p>	Annually
TA	Combined Special Apportionment TADS File Report	<p>The System will provide the ability to generate and view the "Combined Special Apportionment TADS File Report" for the various categories:</p> <ul style="list-style-type: none"> • This report provides the agency tax apportioned totals. 	Annually
TA	Combined Special Apportionment PAYHIST Unitary Summary Report	<p>The System will provide the ability to generate and view the "Combined Special Apportionment PAYHIST Unitary Summary Report" for the various categories:</p> <ul style="list-style-type: none"> • This report provides the agency tax totals. 	Annually
TA	Special Apportionment Final Total Adjusted CRA Loss Report for Non CRA	<p>The System will provide the ability to generate and view the "Special Apportionment Final Total Adjusted CRA Loss Report" for the various categories:</p> <ul style="list-style-type: none"> • This report provides the agency tax totals. 	Annually
TA	Combined HOX Special Apportionment TADSOUT File Report	<p>The System will provide the ability to generate and view the "Combined HOX Special Apportionment TADSOUT File Report".</p> <ul style="list-style-type: none"> • This report provides the agency tax totals. 	Annually
TA	HOX Total Non-CRA Distribution by Agency Report	<p>The System will provide the ability to generate and view the "HOX Total Non-CRA Distribution by Agency Report" for various Roll Years:</p> <ul style="list-style-type: none"> • This report provides the agency tax totals. 	Annually
TA	HOX 1% Non-CRA Revenue Distribution Report (Acct 1.00)	<p>The System will provide the ability to generate and view the "HOX 1% Non-CRA Revenue Distribution Report" for various Roll Years:</p> <ul style="list-style-type: none"> • This report provides the agency tax totals. 	Annually
TA	HOX 1% and DS Distributions Report	<p>The System will provide the ability to generate and view the "HOX 1% and DS Distributions Report" for various Roll Years:</p> <ul style="list-style-type: none"> • This report provides the agency tax totals. 	Annually
TA	HOX 1% and DS Apportionment Summary Report	<p>The System will provide the ability to generate and view the "HOX 1% and DS Apportionment Summary Report" for various Roll Years:</p> <ul style="list-style-type: none"> • This report provides the agency tax totals. 	Annually
TA	Wildfire Adjustment Reports	<p>The System will provide the ability to publish the following distribution details:</p> <ul style="list-style-type: none"> • This report provides the school agency adjustment with basic aid and non-basic aid totals. <p>The System will provide the ability to calculate the land and improvement amounts of 'before fire' and 'after fire' for each year and publish the affected parcels by the following types:</p> <ul style="list-style-type: none"> • This report provides the totals of the commercial, residential, or possessory interest property with the status as results of wildfire. <p>The System will publish the following details of adjustment amount.</p> <ul style="list-style-type: none"> • This report provides the agency adjustment totals for county, city, special districts entitled for reimbursement claim. 	As Needed
TA	Prior Data From Treasurer Tax Collector	<p>The System will provide the ability to (interface) obtain data from Treasurer & Tax Collector's Unsecured Prior process: Non-Aircraft Collection (including DA), Aircraft Collection, and DA Collection.</p>	Annually
TA	Non-Aircraft Apportionment	<p>The System will provide the ability to apportion Non-Aircraft (Net of DA) 1% and DS revenue.</p>	Annually
TA	Aircraft Apportionment	<p>The System will provide the ability to apportion Aircraft 1% and DS revenue.</p>	Annually

A-C Standard Reports List

Tax Apportionment (TA)			
Business Function	Report Name	Report Description	Report Frequency
TA	Direct Assessment Apportionment	The System will provide the ability to generate and apportion Direct Assessment revenue by TRA and by District.	Annually
TA	Qualified Public Utility	The System will provide the ability to perform the following for Qualified Public Utility (QPU): <ul style="list-style-type: none"> • Extract the QPU valuation information from the BOE Board Roll of State Assessed Property for the SBE TRA 00095 (LA TRA 90000). • Obtain the SBE TRA and corresponding LA TRA that are prepared during Roll Valuation process. Refer to the Functional Requirements in the Roll Valuation document. 	Annually
TA	Calculate Qualified Public Utility	The System will provide the ability to calculate the ratio of the prior year 1% Unitary Pipeline Original Charge <ul style="list-style-type: none"> • The county, school entities, and non-enterprise Special Districts will receive the same percent of the prior year Unitary. • The 90% of the remaining revenue, after the allocation of the above, is to be allocated to the city or the county (if unincorporated) • The remaining 10% revenue, is to be allocated to the water districts or to the city or the county (if unincorporated) if there are no water districts servicing the areas • If there are more than one water district, then those districts will have an equal share of this remaining 10% revenue Combine the revenue calculate from above criteria to generate the QPU distribution amount	Annually
TA	Apportion Qualified Public Utility	The System will provide the ability to apportion the QPU amount: <ul style="list-style-type: none"> • Identify 1% from the Total Tangible Property amount (*1%) • Identify the property categories: <ul style="list-style-type: none"> • Unincorporated and City without water district • Unincorporated and City with water district • Categorize the property categories by the service area • Identify the QPU Non-Enterprise Special District based on the list started in Fiscal Year 2018-2019 	Annually
TA	Qualified Public Utility Apportionment Summary Report	The System will provide the ability to generate and view the "Qualified Public Utility Apportionment Summary Report" <ul style="list-style-type: none"> • This report provides the agency tax totals. 	Annually
TA	Annual Data from Assessor	The System will provide the ability to interface with Assessor to retrieve the property replacement information for the three criteria: 1) Inter-generational transfer, 2) Inbound Transfer, 3) Outbound Transfer. The System will provide the ability to create the required reports. The System will provide the ability to access and update the report data.	Annually
TA	Validate Transfer Amounts	The System will provide the ability to validate the transfer amount totals from the reports generated above with the totals provided by the Assessors.	Annually
TA	Calculate Gain or Loss	The System will provide the ability to calculate the positive or negative gain from the available assessment information. The System will utilize the AB8 Factors or AB860 ATI Ratios (Ratio To be determined in future). The System will calculate the allocation for the reimbursement revenue.	Annually
TA	Generate the Annual Agency Amounts	The System will provide the ability to create report of the data, listing by agency for each year.	Annual
TA	CDTFA Every 3-Years Requirement	The System will provide the ability to generate the required reports by agency to comply with the California Department of Tax and Fee Administration (CDTFA) reporting requirements in every 3 years. The System will provide the ability to store and allow update of Agency Contact to include the following information: <ul style="list-style-type: none"> • Name of County • Name of each local agency (city, special district, or school district) • Federal Employer Identification Number (EIN) for each of the agency • Address of the agency (for mail and warrant) • Contact information of representative (name, title, email address, phone number) 	Every 3 Years
TA	Calculate Net Total ERAF Revenue	"The System will provide the ability to calculate the net ERAF tax revenue by excluding the Redemption ERAF revenue. Net Total ERAF Revenue = Total of all ERAF Revenue minus Redemption ERAF Revenue"	Monthly
TA	Obtain the Estimated Report Period Allocation	"The System will provide the ability to receive the Community College (CC) and Kindergarten-12 (K-12) Estimated Report Period 1(P1) and Period 2(P2) allocations during their respective time periods from Accounting Division or other sources.	4 times per year

A-C Standard Reports List

Tax Apportionment (TA)			
Business Function	Report Name	Report Description	Report Frequency
TA	Calculate Share Entitled Between Community College and K-12	"The System will provide the ability to calculate the proportionate shares of the Redemption ERAF revenue as stated in R&T Code §97.2(d)(1) - §97.3(d)(1).: <ul style="list-style-type: none"> • K-12 to receive 87.68% • Community College to receive 12.32% Los Angeles County requires the transfer of delinquent funds as stated in Gov Code §6516.6."	Monthly
TA	Apportion To Agency	The System will provide the ability to apportion the calculated shares of CC and K-12 to the affecting taxing agencies based on allocation listed in the Estimated Report Period (P1) and (P2).	Monthly
TA	Draw Off Summary and Detail Report Redemption Master	The System will provide the ability to generate a summary and detail report (by assessment level) of all collections that were drawn off. The System will provide the ability to show collections that cannot be drawn off and the reasons for the exception. The report should depict the following detail information: <ul style="list-style-type: none"> • Total charge and collection amount of assessments by Tax Type, Direct Assessment, Penalty, Cost, Refund, and Total 	5 times per fiscal year
TA	Apportionment Summary Redemption Master	The System will provide the ability to generate a report itemizing apportionment amounts by revenue type (General Levy 1%, Debt Service, Direct Assessment, Unitary 1%, Unitary Debt Service, Refunds, Costs/Fees, and SB813 5% Admin Cost) and apportionment type. The System will also provide the ability to provide this report at the summary and detail level by TRA.	5 times per fiscal year
TA	Apportionment Summary Exceptions Redemption Master	The System will provide the ability to generate a report depicting amounts excepted from the above report itemized by revenue type and also providing reasons for the exception.	5 times per fiscal year
TA	Apportionment Ledger Redemption Master	The System will provide the ability to generate an Apportionment Ledger that separately lists charge and collection information by apportionment type, by revenue type (General Levy 1%, Debt Service, Direct Assessment, Unitary 1%, Unitary Debt Service, Refunds, and Costs/Fees), by Agency Account Number, by specific Account Ranges, by Grand Total, and by the following but not limited to: <ul style="list-style-type: none"> • Original Charge (including Balance Forward for Secured Supplemental and Redemption Master, and Redemption Supplemental) • Adjusted Charge (due to roll changes) • Net Charge (net of CRA Loss and EIFD loss) • Tax Collected • Loss to CRA • Loss to EIFD • Net Taxes Paid (per Paid Run) • Balance Due • Percentage Paid The Apportionment Ledger should be available after running the Original Charge and each Paid Run.	5 times per fiscal year
TA	Apportionment Unitary, Pipeline, Railroad Redemption Master	The System will provide the ability to generate the agency revenue distribution of 1% and Debt Service from Unitary, Pipeline, and Railroad revenue for the following apportionment types: <ul style="list-style-type: none"> • Secured Master • Defaulted (Redemption) Master and Prior Year 	5 times per fiscal year
TA	Draw Off Summary and Detail Report Redemption Supplemental	The System will provide the ability to generate a summary and detail report (by assessment level) of all collections that were drawn off. The System will provide the ability to show collections that cannot be drawn off and the reasons for the exception. The report should depict the following detail information: <ul style="list-style-type: none"> • Total charge and collection amount of assessments by Tax Type, Direct Assessment, Penalty, Cost, Refund, and Total 	5 times per fiscal year
TA	Apportionment Summary Redemption Supplemental	The System will provide the ability to generate a report itemizing apportionment amounts by revenue type (General Levy 1%, Debt Service, Direct Assessment, Unitary 1%, Unitary Debt Service, Refunds, Costs/Fees, and SB813 5% Admin Cost) and apportionment type. The System will also provide the ability to provide this report at the summary and detail level by TRA.	5 times per fiscal year
TA	Apportionment Summary Exceptions Redemption Supplemental	The System will provide the ability to generate a report depicting amounts excepted from the above report itemized by revenue type and also providing reasons for the exception.	5 times per fiscal year

A-C Standard Reports List

Tax Apportionment (TA)			
Business Function	Report Name	Report Description	Report Frequency
TA	Apportionment Ledger Redemption Supplemental	<p>The System will provide the ability to generate an Apportionment Ledger that separately lists charge and collection information by apportionment type, by revenue type (General Levy 1%, Debt Service, Direct Assessment, Unitary 1%, Unitary Debt Service, Refunds, and Costs/Fees), by Agency Account Number, by specific Account Ranges, by Grand Total, and by the following but not limited to:</p> <ul style="list-style-type: none"> • Original Charge (including Balance Forward for Secured Supplemental and Redemption Master, and Redemption Supplemental) • Adjusted Charge (due to roll changes) • Net Charge (net of CRA Loss and EIFD loss) • Tax Collected • Loss to CRA • Loss to EIFD • Net Taxes Paid (per Paid Run) • Balance Due • Percentage Paid <p>The Apportionment Ledger should be available after running the Original Charge and each Paid Run.</p>	5 times per fiscal year
TA	SDTR Supplemental - Administrative Costs	<p>The System will ensure that 5% of the Secured Defaulted Tax Roll – Supplemental revenue is retained by the County for future apportionment. The 5% of collection is to be with-held upon the apportionment draw-off process.</p>	5 times per fiscal year
TA	1% and D/S TI Revenue and Collections	<p>The report will display the cumulative CRA gross revenue and collections for each of the following tax rolls; Secured Master, Secured Master Prior Year, Secured Supplemental, Unsecured, Secured Redemption Master, Secured Redemption Supplemental and Miscellaneous, with the following breakdown:</p> <ul style="list-style-type: none"> * Non-unitary tax increment only * 1%, Debt Service and Aircraft * Community Redevelopment Area * Affected Taxing Entity <p>This report will be used for reconciling monthly allocations for any given affected taxing entity, and may be provided to outside agencies upon request.</p>	By Paid Run
TA	Tax Increment Gross Revenue and Collections	<p>The report will display the cumulative CRA gross revenue and collections for each of the following tax rolls; Secured Master, Secured Master Prior Year, Secured Supplemental, Unsecured, Secured Redemption Master, Secured Redemption Supplemental and Miscellaneous, with the following breakdown:</p> <ul style="list-style-type: none"> * Non-unitary tax increment only * Community Redevelopment Area * Tax Rate Area * Current Roll, Escapes and Forced Tax assessments * Collections % (gross collections divided by gross charge) <p>This report will be used for reconciling monthly allocations for any given TRA, and may be provided to outside agencies upon request.</p>	By Paid Run
TA	ATE Loss Amounts Report	<p>The report will display the cumulative CRA gross revenue and collections for each of the following tax rolls; Secured Master, Secured Master Prior Year, Secured Supplemental, Unsecured, Secured Redemption Master, Secured Redemption Supplemental and Miscellaneous, with the following breakdown:</p> <ul style="list-style-type: none"> * Non-unitary tax increment only * Community Redevelopment Area * Affected Taxing Entity * 1%, Debt Service and Aircraft * Cap Overrate/Negative Offset amount * Net Loss Amount <p>This report will be used for reconciling monthly allocations for any given ATE, and may be provided to outside agencies upon request.</p>	Monthly
TA	Revenue and Collections Ledger	<p>The report will display the CRA revenue and collections for all major tax rolls (Secured Master, Secured Master Prior Year, Secured Supplemental, Unsecured, Secured Redemption Master, Secured Redemption Supplemental and Miscellaneous) with the following breakdown:</p> <ul style="list-style-type: none"> * Community Redevelopment Area * Non-unitary and Unitary tax revenue and collections for the current month * Contractual, AB1290 and Other Adjustments (such as cap overage/negative offset) for the current month * Net Collections for the month * Year-to-date Non-unitary and Unitary tax revenue and collections * Year-to-date Contractual, AB1290 and Other Adjustments * Year-to-date Net Collections <p>This report will be used for reconciling monthly revenue and collections, and may be provided to outside agencies upon request.</p>	Monthly

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Tax Apportionment (TA)			
Business Function	Report Name	Report Description	Report Frequency
TA	Year End Adjusted Gross Collections	<p>The report will display the cumulative CRA adjusted gross collections (net of cap coverage) for all major tax rolls (Secured Master, Secured Master Prior Year, Secured Supplemental, Unsecured, Secured Redemption Master, Secured Redemption Supplemental and Miscellaneous) with the following breakdown:</p> <ul style="list-style-type: none"> * Non-unitary tax increment only * Community Redevelopment Area * Affected Taxing Entity * Revenue Type; Secured Master, Unsecured, Secured Supplemental, Secured Defaulted Master, Secured Defaulted Supplemental, Miscellaneous * Manual Adjustments (such as negative offset rebalancing, recovery and redistribution) * 1%, Debt Service and Aircraft <p>This report will be used for publishing in Report Central</p>	Annually
TA	Year End Adjusted Gross TI Collections	<p>The report will display the cumulative CRA adjusted gross collections (net of cap coverage) for all major tax rolls (Secured Master, Secured Master Prior Year, Secured Supplemental, Unsecured, Secured Redemption Master, Secured Redemption Supplemental and Miscellaneous) with the following breakdown:</p> <ul style="list-style-type: none"> * Non-unitary and Unitary tax increment * Community Redevelopment Area * Revenue Type; Secured Master, Unsecured, Secured Supplemental, Secured Defaulted Master, Secured Defaulted Supplemental, Miscellaneous (grouped by Secured, Unsecured, Supplemental and Misc. tax rolls) * Miscellaneous Adjustments (such as negative offset rebalancing, recovery and redistribution) * 1%, Debt Service and Aircraft <p>This report will be used for publishing in Report Central</p>	Annually

A-C Standard Reports List

Mandatory Reporting (MR)			
Business Function	Report Name	Report Description	Report Frequency
MR	Generate BOE-822 Report	The System will provide the ability to generate the BOE-822 (S1B) report based on the Equalized Roll and store scanned Certification with signatures.	Annually
MR	Non-CRA 1% Revenue File	The System will provide the ability to generate, store, export, and report for each district the following information: Secured General Levy (1%) revenue excluding CRA share, Unsecured General Levy (1%) revenue excluding CRA share, Homeowners' Exemption General Levy 1%, Unitary General Levy (1%) Excluding CRA share.	Annually
MR	Non-CRA DS Revenue File	The System will provide the ability to generate, store, export, and report for each district the following information: Secured taxable value of the district, Secured adjusted taxable value of the district, Current Year debt rate, Unsecured taxable value of the district, unsecured adjusted taxable value of the district, prior year debt servie, Prop 87 agencies, Homeowners' exemption debt service, Unitary debt service.	Annually
MR	CRA 1% and DS Revenue File	The System will provide the ability to generate, store, export, and report for each district the following information: Secured General Levy (1%) CRA Revenue, Unsecured General Levy (1%) CRA Revenue, Unitary General Levy (1%) CRA Revenue, Homeowners' exemption General Levy 1%, Secured CRA debt service, Unsecured CRA debt service, Homeowners' exemption debt service.	Annually
MR	ERAF Revenue File	The System will provide the ability to generate, store, export, and report for each district the following information: Accumulated ERAF Growth , ERAF shift, ERAF I and ERAF II ratios.	Annually
MR	State LGRS Format	The System will provide the ability to export all LGRS data to be used to manually create the LGRS report as per state defined LGRS format.	Annually
MR	LGRS Certification Letter Generation	The System will provide the ability to support generation of the certification letter for the manual approval of the LGRS report by the Section Manager.	Annually
MR	HOX Claim	The System will generate the Current Year portion of the Homeowners Claim using the Ad Valorem Taxes on the Extended Tax Roll. The HOX claim covers all current year homeowners claim and any HOX exemptions not claimed in the prior two tax years from the Supplemental Roll and Roll Changes (may go back 9 years)	Annually
MR	HOX – Statistics & Comparison	The System will provide the ability to compare the current year HOX claim to prior years HOX claims (5 years or more comparison) to check for reasonableness of HOX claim to SBE prior to submission. Claim details: • Number of HOX Claims per tax year • Total HOX Exemption Amount by tax year	Annually
MR	HOX - Certified Letter	The System will provide the ability to review, approve and electronically sign off the HOX claim by Auditor-Controller to be submitted to the State Controller Office.	Annually
MR	HOX – View Details	The System will provide the ability to export and view at TRA, District and CRA level.	Annually
MR	HOX – Data Attachment To State Controller Office	The System will provide the ability to export the HOX claim data to be submitted to the State Controller Office as per the format prescribed by the State Controller's Office.	Annually
MR	PROP 19	The System will provide the ability to generate the following information as required by the California Department of Tax and Fee Administration every 3 years: • Register or update Agency's Employer Identification Number (EIN) • Report the gain or loss during each 3-year period.	Every 3 Years
MR	Current Year Estimate for California State Association of Counties (CSAC) and ERAF	The System will provide the ability to generate the Current Year CSAC and ERAF Estimates with ERAF actual collections from all tax rolls available up to date and project Revenue Amounts for remaining period.	ERAF- 2 times per year, CSAC 1 time per year
MR	Calculate CSAC and ERAF shift	The System will provide the ability to calculate the Total ERAF Shift for every account of county, city, and special district:	ERAF- 2 times per year, CSAC 1 time per year
MR	Exempt Parcels Report	This report would provide the total Exempt Parcel Counts and dollar Amounts (\$0.00) based on what was submitted via the DAWeb site at the account level. We would verify these counts with the the signed DT provided by the agencies.	Annually