Board of Supervisors

Operations Cluster Agenda Review Meeting

DATE: February 11, 2026
TIME: 2:00 p.m. – 4:00 p.m.
MEETING CHAIR: Tami Omoto-Frias, 1st Supervisorial District
CEO MEETING FACILITATOR: Dardy Chen

THIS MEETING IS HELD UNDER THE GUIDELINES OF BOARD POLICY 3.055

To participate in this meeting in-person, the meeting location is:

Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012
Room 374-A

To participate in this meeting virtually, please call teleconference number 1 (323) 776-6996 and enter the following 359163428# or Click here to join the meeting

Teams Meeting ID: 296 429 091 989 41
Passcode: jZ9Ch2sJ

For Spanish Interpretation, the Public should send emails within 48 hours in advance of the meeting to ClusterAccommodationRequest@bos.lacounty.gov.

Members of the Public may address the Operations Cluster on any agenda item during General Public Comment.
The meeting chair will determine the amount of time allowed for each item.
THIS TELECONFERENCE WILL BE MUTED FOR ALL CALLERS. PLEASE DIAL *6 TO UNMUTE YOUR PHONE WHEN IT IS YOUR TIME TO SPEAK.

1. **CALL TO ORDER**

2. **INFORMATIONAL ITEM(S):**
   [Any informational item is subject to discussion and/or presentation at the request of two or more Board offices with advance notification]

   None.

3. BOARD MOTION ITEM(S):

None.

4. DISCUSSION/PRESENTATION ITEM(S):

A) **Board Letter:**
DEPARTMENTS OF TREASURER AND TAX COLLECTOR AND AUDITOR-CONTROLLER'S RECOMMENDATION TO AWARD A CONTRACT FOR INTEGRATED PROPERTY TAX SYSTEM TO GRANT STREET GROUP
TTC - Elizabeth Buenrostro Ginsberg, Treasurer and Tax Collector
A-C - Oscar Valdez, Auditor-Controller

B) **Board Letter:**
APPROVAL OF FUNDS FROM THE COUNTY'S INFORMATION TECHNOLOGY INFRASTRUCTURE FUND AND APPROVE APPROPRIATION ADJUSTMENT FOR FISCAL YEAR 2025-2026 FOR AN AIRCRAFT DISCOVERY AND AUDIT SERVICE SUBSCRIPTION
ASSESSOR/CIO - Kevin Lechner, Departmental Chief Information Officer II

C) **Board Memo:**
NOTIFICATION OF INTENT TO NEGOTIATE A SOLE SOURCE AMENDMENT TO CONTRACT WITH TYLER TECHNOLOGIES, INC. FOR EXPANSION OF THE PRETRIAL SERVICES ASSESSMENT AND MONITORING SYSTEM (PSAMS) TO INCLUDE JUVENILE OPERATIONS, FIELD SUPERVISION, AND ADULT OPERATIONS
PROBATION/CIO - Vijay Panati, Acting Chief Information Officer

5. PUBLIC COMMENT

6. ADJOURNMENT

UPCOMING ITEMS FOR FEBRUARY 18, 2026:

A) Board Letter:

SERVICE CONTRACT
WATER RESOURCES CORE SERVICE AREA
LOS ANGELES COUNTY WATERWORKS DISTRICTS AND THE MARINA DEL REY WATER SYSTEM AWARD OF CONTRACT WITH HANSEN BANNER, LLC
CUSTOMER INFORMATION SYSTEM AND RELATED SERVICES
DPW/CIO - Carolina Hernandez, Assistant Deputy Director and
John Calas, Chief Information Officer

IF YOU WOULD LIKE TO EMAIL A COMMENT ON AN ITEM ON THE OPERATIONS CLUSTER AGENDA, PLEASE USE THE FOLLOWING EMAIL AND INCLUDE THE AGENDA NUMBER YOU ARE COMMENTING ON:

OPS_CLUSTER_COMMENTS@CEO.LACOUNTY.GOV

BOARD LETTER/MEMO
CLUSTER FACT SHEET

☒ Board Letter ☐ Board Memo ☐ Other

CLUSTER AGENDA REVIEW DATE	2/11/2026	
BOARD MEETING DATE	3/3/2026	
SUPERVISORIAL DISTRICT AFFECTED	☒ All ☐ 1st ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th	
DEPARTMENT(S)	Treasurer and Tax Collector and Auditor-Controller	
SUBJECT	Recommendation to Award a Contract for Integrated Property Tax System to Grant Street Group and approve the FY 2025-26 appropriation adjustment	
PROGRAM	N/A	
AUTHORIZES DELEGATED AUTHORITY TO DEPT	☒ Yes ☐ No	
SOLE SOURCE CONTRACT	☐ Yes ☒ No	
	If Yes, please explain why:	
SB 1439 SUPPLEMENTAL DECLARATION FORM REVIEW COMPLETED BY EXEC OFFICE	☒ Yes ☐ No – Not Applicable **If unsure whether a matter is subject to the Levine Act, email your packet to EOLevineAct@bos.lacounty.gov to avoid delays in scheduling your Board Letter.**	
DEADLINES/ TIME CONSTRAINTS	N/A	
COST & FUNDING	Total cost: $ 408,250,593	Funding source: The County's IT Investment Board (ITIB) approved using the IT Legacy Modernization funding to fund $202,066,000 of the contract costs. There is also currently set aside $50,769,000 in an obligated fund balance Committed for A-C/TTC eTAX System of which $24,119,093 will be transferred to TTC's FY2025-26 Operating Budget. Approval of the attached appropriation adjustment will allocate funding from obligated fund balance Committed for A-C/TTC eTAX System to TTC for this purpose. Sufficient appropriation will be requested in future years.
	TERMS (if applicable): Initial contract term of five years after final acceptance of the system and option to extend the Contract for two one-year extensions and six month-to-month extensions.	
	Explanation: The Contract will provide an Integrated Property Tax (eTAX) System, delivered as a Software-as-a-Service solution, to replace the County's aging legacy platforms supporting countywide property tax administration functions.	
PURPOSE OF REQUEST	To replace the existing legacy property tax system. The current systems support all core property tax functions, including billing, collection, calculation, and apportionment of property tax revenue. This modernization effort is necessary to ensure long-term stability and efficiency in the County's property tax administration.	
BACKGROUND (include internal/external issues that may exist including any related motions)	The current systems' continued deterioration threatens accuracy, continuity, and reliability of essential countywide services. The new eTAX system will replace the legacy mainframe and consolidate over 28 standalone applications.	

EQUITY INDEX OR LENS WAS UTILIZED	☐ Yes ☒ No If Yes, please explain how:
SUPPORTS ONE OF THE NINE BOARD PRIORITIES	☐ Yes ☒ No If Yes, please state which one(s) and explain how:
DEPARTMENTAL CONTACTS	Elizabeth Buenrostro Ginsberg, Treasurer and Tax Collector, (213) 584-1167, eginsberg@ttc.lacounty.gov Oscar Valdez, Auditor-Controller, (213) 974-8302, ovaldez@auditor.lacounty.gov

COUNTY OF LOS ANGELES
TREASURER AND TAX COLLECTOR

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 437, Los Angeles, California 90012
Telephone: (213) 974-2101 Fax: (213) 626-1812
ttc.lacounty.gov and propertytax.lacounty.gov

ELIZABETH BUENROSTRO GINSBERG
TREASURER AND TAX COLLECTOR

Board of Supervisors
HILDA L. SOLIS
First District
HOLLY J. MITCHELL
Second District
LINDSEY P. HORVATH
Third District
JANICE HAHN
Fourth District
KATHRYN BARGER
Fifth District

March 3, 2026

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

DEPARTMENTS OF TREASURER AND TAX COLLECTOR AND AUDITOR-CONTROLLER'S RECOMMENDATION TO AWARD A CONTRACT FOR INTEGRATED PROPERTY TAX SYSTEM TO GRANT STREET GROUP AND APPROVE THE FY 2025-26 APPROPRIATION ADJUSTMENT (ALL DISTRICTS) (4-VOTES)

CIO RECOMMENDATION: APPROVE (X) APPROVE WITH MODIFICATION ( ) DISAPPROVE ( )

SUBJECT

The Departments of Treasurer and Tax Collector (TTC) and Auditor-Controller (A-C) request approval to award a contract to Grant Street Group for an Integrated Property Tax (eTAX) System, delivered as a Software-as-a-Service (SaaS) solution, to replace the County of Los Angeles's (County) aging legacy platforms supporting countywide property tax administration functions, and to approve an appropriation adjustment from the use of obligated fund balance Committed for A-C/TTC eTAX System.

IT IS RECOMMENDED THAT THE BOARD:

1. Award and instruct the Chair of the Board of Supervisors (Board) to sign the attached Contract with Grant Street Group to provide the eTAX System to the TTC and A-C, commencing upon Board approval and continuing for a five-year term after final acceptance of the eTAX System, with an option to extend the Contract for two one-year extensions and six month-to-month extensions, for a maximum Contract Sum not to exceed $408,250,593, which is comprised of (i) $371,136,903 for service costs, and (ii) $37,113,690 for Pool Dollars for additional work, with Pool Dollars

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expenditures to be authorized through the issuance of Change Notices and/or Amendments, as applicable.

2. Delegate authority to the Treasurer and Tax Collector and Auditor-Controller, or their designee, to execute amendments to the Contract to: (i) exercise the optional two one-year renewals and six month-to-month extensions, (ii) add, delete, and/or change certain terms and conditions as mandated by federal, State, or local law or regulation, or as required by the Board and/or Chief Executive Office (CEO), (iii) reallocate funds between budget pools within the Contract, (iv) approve assignment and delegation of the Contract resulting from acquisitions, mergers, or other changes in ownership, and (v) make changes to the Statement of Work (SOW) as operationally necessary, with all actions subject to prior approval as to form by County Counsel, and as applicable, review by the Chief Information Officer (CIO), or their designee.

3. Delegate authority to the Treasurer and Tax Collector and Auditor-Controller, or their designee, to execute Change Notices or Amendments to the Contract to utilize Pool Dollars for additional work.

4. Approve the appropriation adjustment (Attachment B) to use $24,119,000 from the use of obligated fund balance Committed for A-C/TTC eTAX System to fund Fiscal Year (FY) 2025-26 year-one contract costs for project implementation, software licensing, hosting, and Pool Dollars.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

TTC is responsible for billing and collecting property taxes for 2.4 million parcels and approximately 300,000 unsecured property assessments each year. A-C calculates taxes, maintains the tax rolls, and distributes approximately $28.7 billion annually to over 600 taxing agencies, including the County, cities, schools, and special districts. Both departments rely on aging and outdated systems over 45 years old that pose critical risks of system failure, which could jeopardize property tax collection, disrupt funding for County services and other taxing agencies, and impair the County's fiduciary duty and financial effectiveness in managing, investing, and disbursing funds. The outdated systems also hinder timely resolution of taxpayer issues, including refunds, corrections, and billing discrepancies. Additionally, the current systems expose the County to heightened cyber security vulnerabilities, potential data loss, operational disruptions and constraints on business processes. The reliance on obsolete technology limits staff expertise and impairs the ability to respond efficiently to legislative mandates, voter-approved measures, and court rulings.

The current systems support all core property tax functions, including billing, collection, calculation, roll extension, and apportionment of property tax revenue. The systems' continued deterioration threatens accuracy, continuity, and reliability of essential countywide services.

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To address the risks, TTC and A-C recommend the development and implementation of the new integrated eTAX system to replace the aging and fragmented legacy infrastructure. The new eTAX system will replace the legacy mainframe and consolidate over 28 standalone applications. Key benefits include:

- Improved service delivery with modern, user-friendly access for taxpayers, offering real-time information and flexible, mobile-friendly options that reduce confusion and delays.

- Faster, more efficient issue resolution through automated workflows and intuitive interfaces that support refunds, corrections, and account updates.

- Improved employee productivity, with automated and intuitive interfaces that streamline routine tasks and enhance revenue collection and cashflow.

- Enhanced cybersecurity, compliance, and integration with other County systems.

- Scalable architecture capable of accommodating future legislative, operational, and technical requirements.

Despite the County's current budget pressures, advancing this modernization effort now is essential to safeguard the long-term stability, efficiency, and reliability of the County's property tax administration.

Implementation of Strategic Plan Goals

The recommended action supports the County's Strategic Plan North Star 3 – Realize Tomorrow's Government Today, Focus Area Goal A – Communication and Public Access, Strategy i-Customer Service, and Focus Area Goal F – Flexible and Efficient Infrastructure, Strategy iii-Technological Advancement/Digital Divide.

FISCAL IMPACT/FINANCING

The maximum contract sum is $408,250,593 which is comprised of $227,837,830 for implementation costs, $90,781,240 for maintenance and operation, $52,517,833 for two optional one-year and six month-to-month extensions, and $37,113,690 in pool dollars, for the maximum term of the Contract. The total one-time funding required to implement the project is $252,835,613 which is comprised of $227,837,830 for implementation service costs, $22,783,783 in pool dollars for the implementation period, and $2,214,000 designated for consultant services related to system deployment, which is separate from the maximum contract sum. Of the $252,835,613, $50,769,000 is currently set aside in the Obligated Fund Balance (Committed for the A-C/TTC eTax System), resulting in a remaining project funding need of $202,066,613.
On December 8, 2025, TTC and A-C presented the project and the $202,066,613 funding request to the Information Technology Investment Board (ITIB). The

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presentation focused on the current legacy system's limitations, cyber security risk, and benefit of modernizing the County's property tax system. The ITIB approved the project in-concept and authorized the $202,066,613 in one-time funding for future implementation costs, which will be requested and allocated via the annual budget process after the obligated fund balance Committed for the A-C/TTC eTAX System has been exhausted. This approach is consistent with the funding strategy previously used for other large County system investments, including the County election system – Voting Solutions for All People (VSAP) – where one-time funding supported system implementation and ongoing costs were addressed through the annual budget process, when appropriate.

Approval of the appropriation adjustment transfers $24,119,000 from the use of obligated fund balance - Committed for the A-C/TTC eTax System to TTC's operating budget to support year-one implementation costs. Of this amount, $13,690,000 is for implementation fees, $6,177,000 for software costs, $2,059,000 for hosting, and $2,193,000 for pool dollars for the first year of implementation. All subsequent contract costs will be requested through the annual budget process.

TTC and A-C plan to notify the Board, if required, based on Los Angeles County's Enterprise Services Master Agreement guidelines of the request for consultant services. A separate appropriation adjustment of $2,214,000 will be submitted through the mid-year adjustment process to support system deployment. This will fund critical roles, including a Project Director and an Organizational Change Manager. This funding will be drawn from the obligated fund balance Committed for the A-C/TTC eTax System.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Pursuant to Government Code 31000, the Board is authorized to contract for special services. The recommended Contract contains your Board's required provisions that are applicable to the Contract.

In compliance with Board Policy 6.020 "Chief Information Office Board Letter Approval", the Office of the Chief Information Officer (OCIO) reviewed the information technology (IT) components of this request and recommends approval. The OCIO formal CIO Analysis is included herein Attachment D.

CONTRACTING PROCESS

On October 31, 2023, TTC released a Request for Proposals (RFP) for the provision of an eTAX System and posted the RFP on the County's "Doing Business with Us" website (Attachment A) under the following seven Commodity Codes:

- 20810 Software-Microcomputer-Accounting/Financial-Bookkeeping-Billing & Invoicing Budgeting, Payroll, Taxes, etc.
- 20837 Software-Microcomputer-Database

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- 20911 Software-Mini & Mainframe Computer-Accounting/Financial: Bookkeeping, Billing and Invoicing, Budgeting, Payroll, Taxes, etc.
- 20938 Software: Mini & Mainframe Computer – Database
- 91829 Consulting Services – Computer Software
- 92004 Service – Applications Software (For Main Frame Systems)
- 92014 Service – Applications Software (For Minicomputer Systems)

These Commodity Codes consisted of approximately 2,266 registered vendors. TTC Contracts Section also posted the RFP on TTC's website and e-mailed 31 vendors on TTC's mailing list.

On November 15, 2023, a Mandatory Proposers' Conference was held with 16 firms attending. Subsequently, TTC issued one RFP addendum. Addendum One provided responses to questions relating to the RFP, Sample Contract, SOW with Attachments and Exhibits, and updated information related to the RFP.

The proposal submission due date was January 31, 2024, at 5:00 p.m., Pacific Time. TTC received three proposals by the due date from the following proposers: DLT Solutions, Grant Street Group, and Tyler Technologies, Inc.

All proposals met the minimum requirement set forth in the RFP, and, as such, there were no proposals disqualified. The three proposals were evaluated by an evaluation committee consisting of subject matter experts, along with proposer demonstrations.

At the completion of the evaluation process, Grant Street Group was identified as the highest-ranked proposer and therefore is recommended for the contract award. Debriefings were conducted for the non-selected proposers who requested such, and no protests were received.

On January 15, 2025, negotiations began with Grant Street Group. During the negotiation process, TTC and A-C worked closely with County Counsel regarding Grant Street Group's requested exceptions and changes to specific Contract provisions.

County Counsel approved the Contract as to form. CIO reviewed this Board Letter and Contract and concurred with TTC's recommendation. The County's Information Security Officer reviewed and accepted the County's approved information security requirements language.

TTC determined that the recommended Contract is exempt from Proposition A (County Code, Chapter 2.121), and the Living Wage Program (County Code, Chapter 2.201) does not apply.

A summary of the Community Business Enterprise Program Statistical Information for the Recommended Contractor (Attachment C) is included. On final analysis and

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consideration of award, TTC selected the Contractor without regard to race/ethnicity, color, religion, sex, national origin, age, sexual orientation, or disability.

IMPACT ON CURRENT SERVICES

Approval of the recommended Contract will enable support on all current and future aspects of the County's property tax administration functions for TTC and A-C.

CONCLUSION

Board approval of the recommended action will enable the County to improve overall effectiveness and operational efficiency. The eTAX System offers a strategic investment in the County's future and will enhance service delivery to taxpayers and employees while improving security.

Respectfully submitted,

Reviewed by:

_____
ELIZABETH BUENROSTRO GINSBERG
Treasurer and Tax Collector

_____
PETER LOO
Chief Information Officer

AND

_____
OSCAR VALDEZ
Auditor-Controller

EBG:LP:VN:DL:DS:dw

Enclosures

c: Chief Executive Officer
Executive Officer, Board of Supervisors
County Counsel

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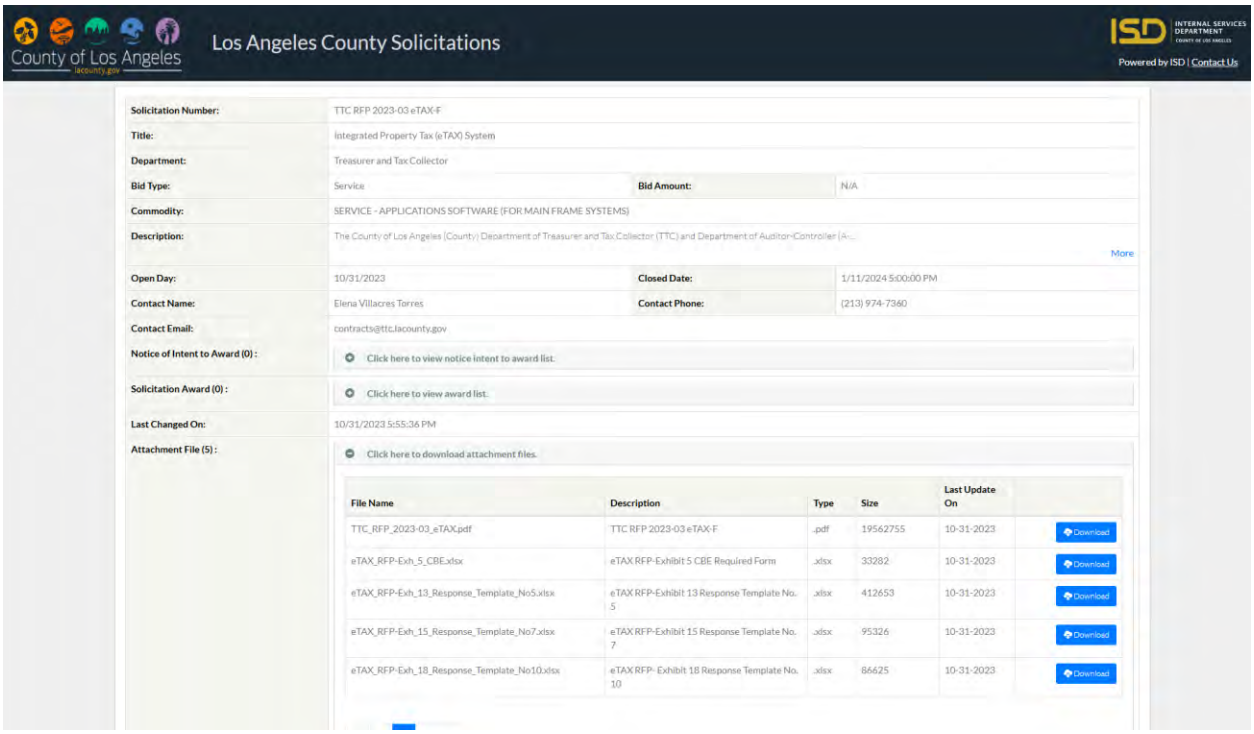

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Los Angeles County Solicitations

ISD INTERNAL SERVICES DEPARTMENT
COUNTY OF LOS ANGELES
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Solicitation Number:	TTC RFP 2023-03 eTAX-F		
Title:	Integrated Property Tax (eTAX) System		
Department:	Treasurer and Tax Collector		
Bid Type:	Service	**Bid Amount:**	N/A
Commodity:	SERVICE - APPLICATIONS SOFTWARE (FOR MAIN FRAME SYSTEMS)		
Description:	The County of Los Angeles (County) Department of Treasurer and Tax Collector (TTC) and Department of Auditor-Controller (A-... More		
Open Day:	10/31/2023	**Closed Date:**	1/11/2024 5:00:00 PM
Contact Name:	Elena Villacres Torres	**Contact Phone:**	(213) 974-7360
Contact Email:	contracts@ttc.lacounty.gov		
Notice of Intent to Award (0) :	Click here to view notice intent to award list.		
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Last Changed On:	10/31/2023 5:55:36 PM		
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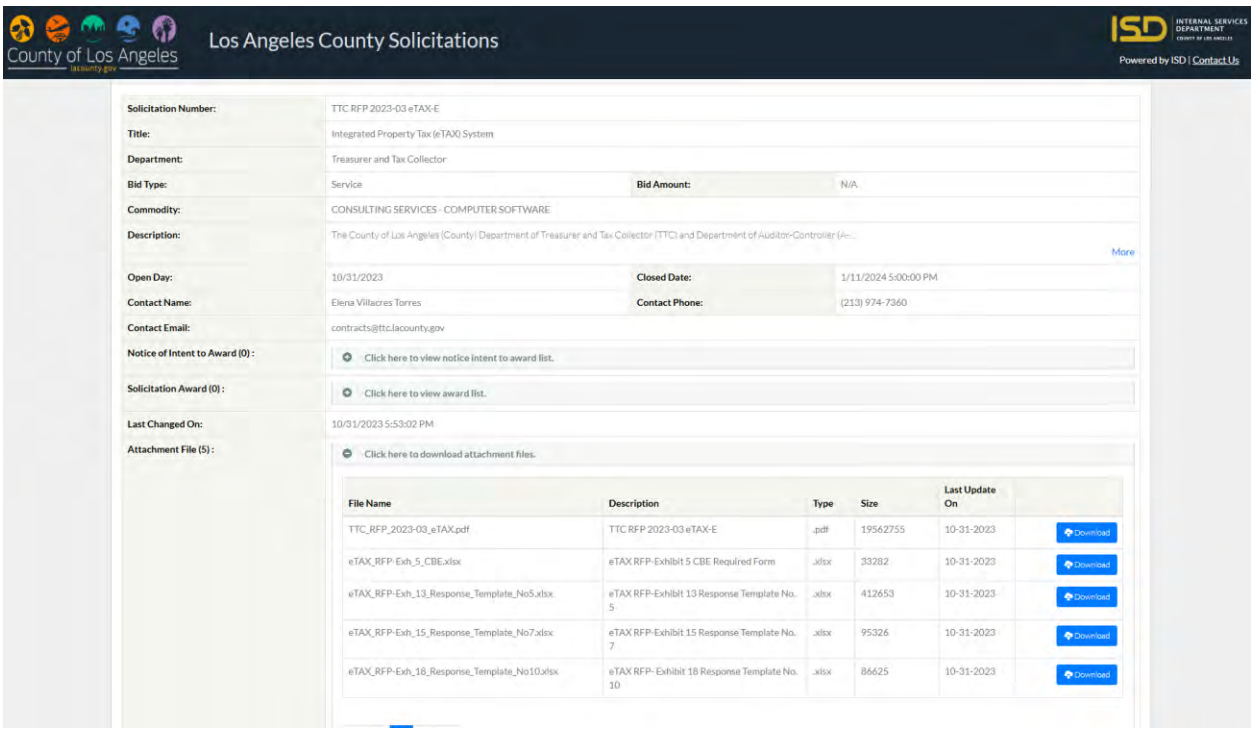
File Name	Description	Type	Size	Last Update On	
TTC_RFP_2023-03_eTAX.pdf	TTC RFP 2023-03 eTAX-F	.pdf	19562755	10-31-2023	Download
eTAX_RFP-Exh_5_CBE.xlsx	eTAX RFP-Exhibit 5 CBE Required Form	.xlsx	33282	10-31-2023	Download
eTAX_RFP-Exh_13_Response_Template_No5.xlsx	eTAX RFP-Exhibit 13 Response Template No. 5	.xlsx	412653	10-31-2023	Download
eTAX_RFP-Exh_15_Response_Template_No7.xlsx	eTAX RFP-Exhibit 15 Response Template No. 7	.xlsx	95326	10-31-2023	Download
eTAX_RFP-Exh_18_Response_Template_No10.xlsx	eTAX RFP- Exhibit 18 Response Template No. 10	.xlsx	86625	10-31-2023	Download



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COUNTY OF LOS ANGELES
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Solicitation Number:	TTC RFP 2023-03 eTAX-E		
Title:	Integrated Property Tax (eTAX) System		
Department:	Treasurer and Tax Collector		
Bid Type:	Service	**Bid Amount:**	N/A
Commodity:	CONSULTING SERVICES - COMPUTER SOFTWARE		
Description:	The County of Los Angeles (County) Department of Treasurer and Tax Collector (TTC) and Department of Auditor-Controller (A-... More		
Open Day:	10/31/2023	**Closed Date:**	1/11/2024 5:00:00 PM
Contact Name:	Elena Villacres Torres	**Contact Phone:**	(213) 974-7360
Contact Email:	contracts@ttc.lacounty.gov		
Notice of Intent to Award (0) :	Click here to view notice intent to award list.		
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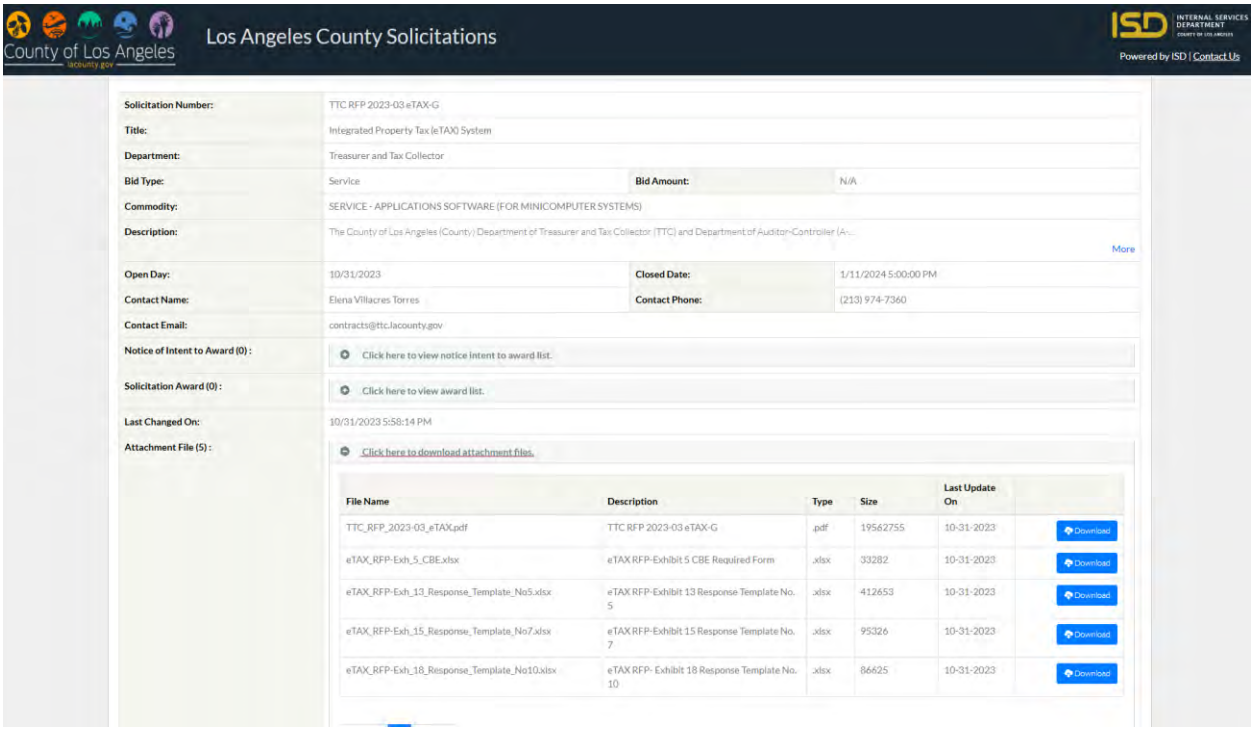
eTAX_RFP-Exh_18_Response_Template_No10.xlsx	eTAX RFP- Exhibit 18 Response Template No. 10	.xlsx	86625	10-31-2023	Download



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Solicitation Number:	TTC RFP 2023-03 eTAX-G
Title:	Integrated Property Tax (eTAX) System
Department:	Treasurer and Tax Collector
Bid Type:	Service
Bid Amount:	N/A
Commodity:	SERVICE - APPLICATIONS SOFTWARE (FOR MINICOMPUTER SYSTEMS)
Description:	The County of Los Angeles (County) Department of Treasurer and Tax Collector (TTC) and Department of Auditor-Controller (A-... More
Open Day:	10/31/2023
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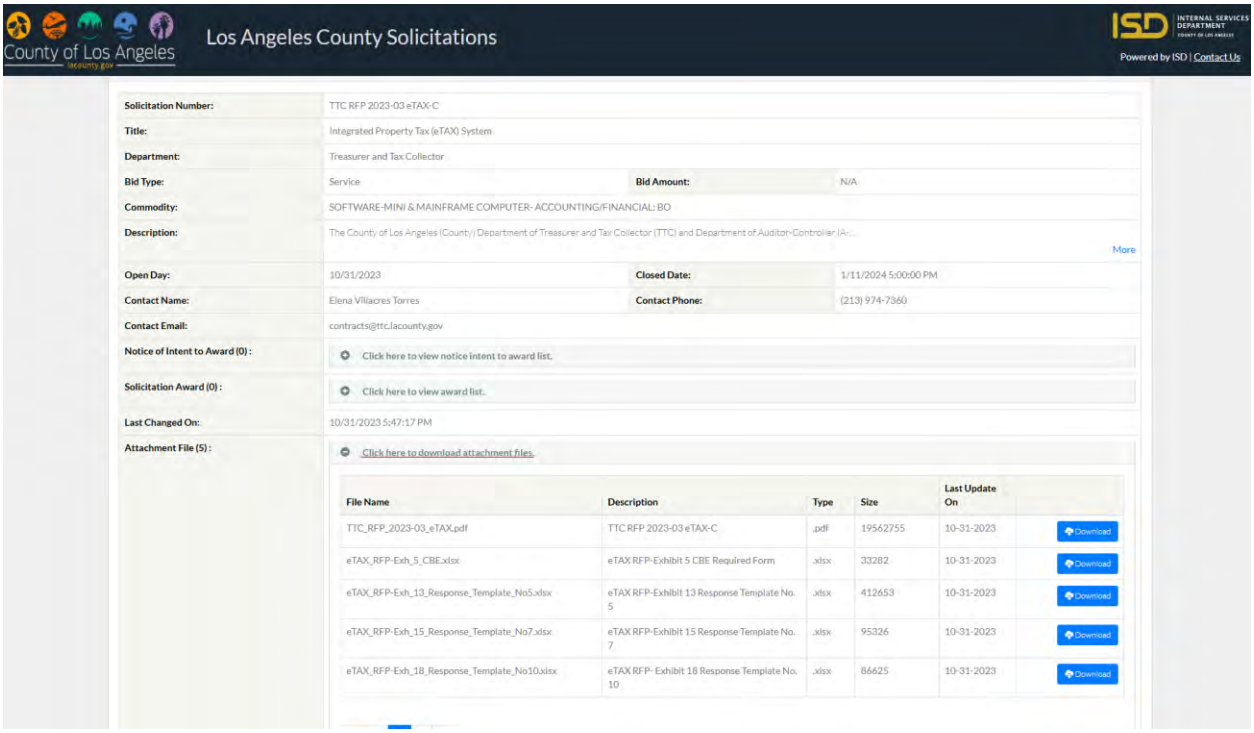
eTAX_RFP-Exh_15_Response_Template_No7.xlsx	eTAX RFP-Exhibit 15 Response Template No. 7	.xlsx	95326	10-31-2023	Download
eTAX_RFP-Exh_18_Response_Template_No10.xlsx	eTAX RFP- Exhibit 18 Response Template No. 10	.xlsx	86625	10-31-2023	Download



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Solicitation Number:	TTC RFP 2023-03 eTAX-C
Title:	Integrated Property Tax (eTAX) System
Department:	Treasurer and Tax Collector
Bid Type:	Service
Bid Amount:	N/A
Commodity:	SOFTWARE-MINI & MAINFRAME COMPUTER- ACCOUNTING/FINANCIAL: BO
Description:	The County of Los Angeles (County) Department of Treasurer and Tax Collector (TTC) and Department of Auditor-Controller (A-... More
Open Day:	10/31/2023
Closed Date:	1/11/2024 5:00:00 PM
Contact Name:	Elena Villacres Torres
Contact Phone:	(213) 974-7360
Contact Email:	contracts@ttc.lacounty.gov
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eTAX_RFP-Exh_5_CBE.xlsx	eTAX RFP-Exhibit 5 CBE Required Form	.xlsx	33282	10-31-2023	Download
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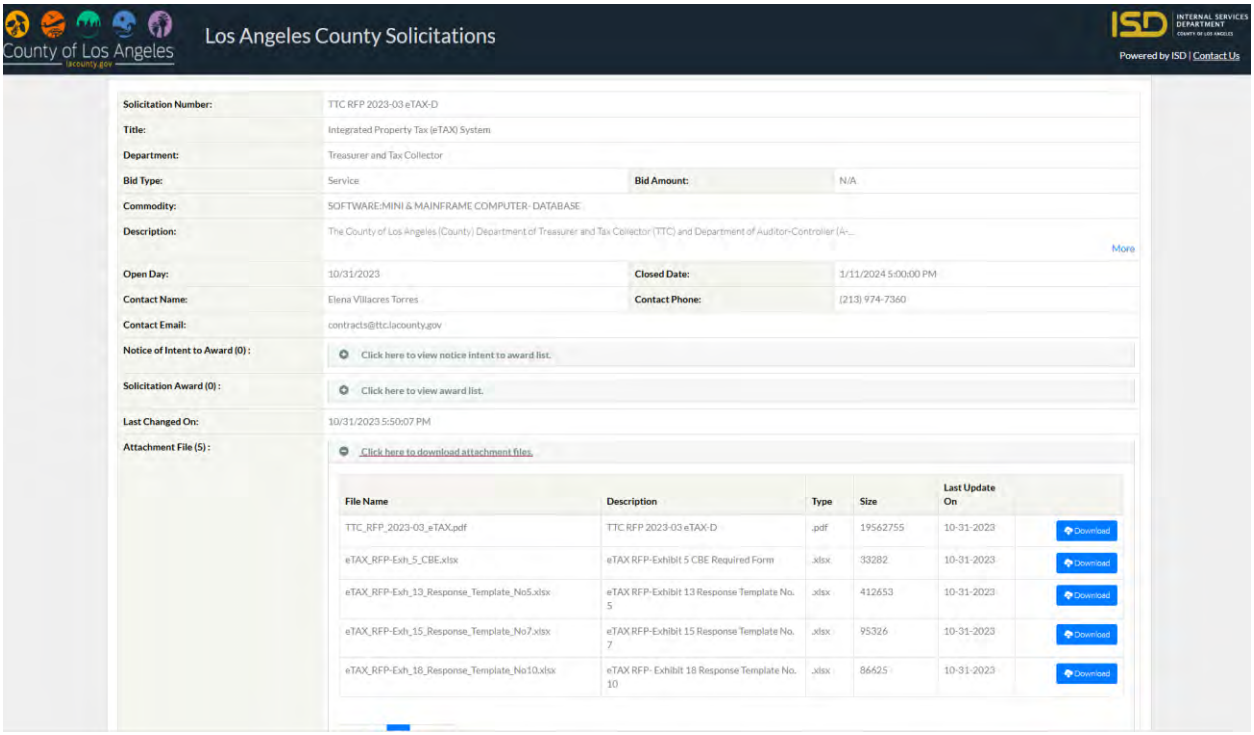

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Solicitation Number:	TTC RFP 2023-03 eTAX-D
Title:	Integrated Property Tax (eTAX) System
Department:	Treasurer and Tax Collector
Bid Type:	Service
Bid Amount:	N/A
Commodity:	SOFTWARE:MINI & MAINFRAME COMPUTER- DATABASE
Description:	The County of Los Angeles (County) Department of Treasurer and Tax Collector (TTC) and Department of Auditor-Controller (A-... More
Open Day:	10/31/2023
Closed Date:	1/11/2024 5:00:00 PM
Contact Name:	Elena Villacres Torres
Contact Phone:	(213) 974-7360
Contact Email:	contracts@ttc.lacounty.gov
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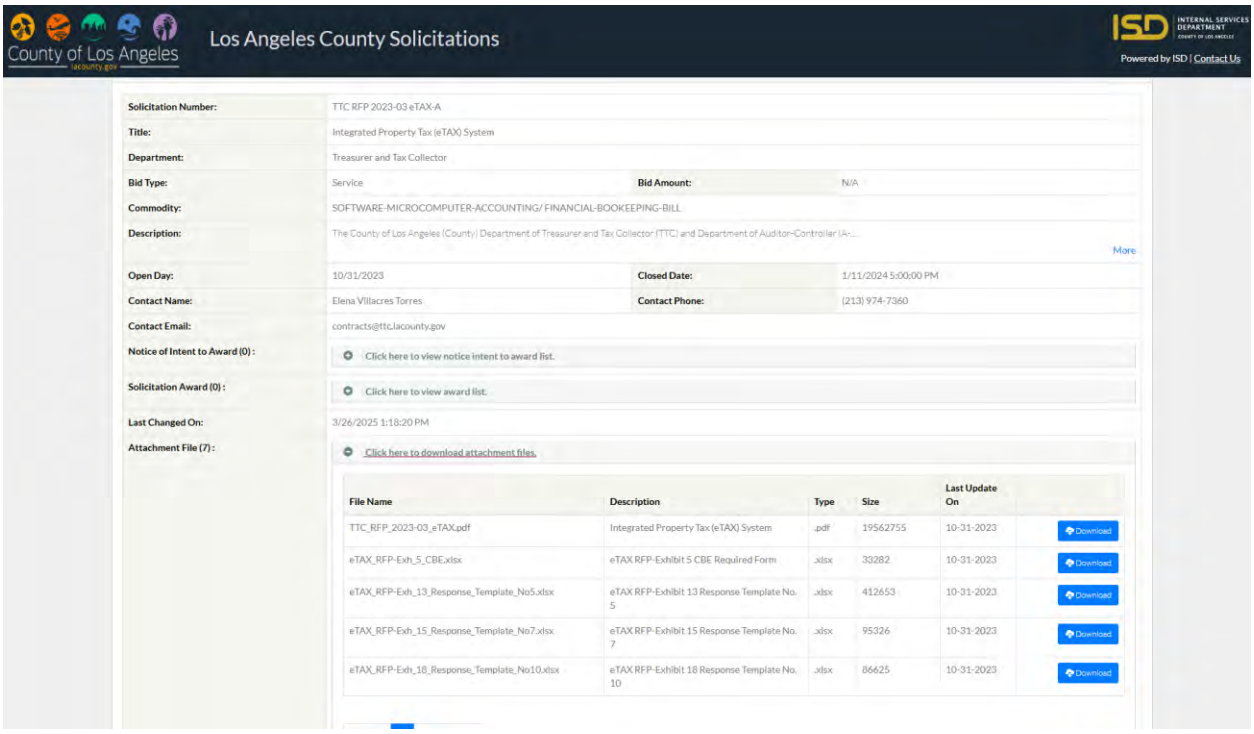
TTC_RFP_2023-03_eTAX.pdf	TTC RFP 2023-03 eTAX-D	.pdf	19562755	10-31-2023	Download
eTAX_RFP-Exh_5_CBE.xlsx	eTAX RFP-Exhibit 5 CBE Required Form	.xlsx	33282	10-31-2023	Download
eTAX_RFP-Exh_13_Response_Template_No5.xlsx	eTAX RFP-Exhibit 13 Response Template No. 5	.xlsx	412653	10-31-2023	Download
eTAX_RFP-Exh_15_Response_Template_No7.xlsx	eTAX RFP-Exhibit 15 Response Template No. 7	.xlsx	95326	10-31-2023	Download
eTAX_RFP-Exh_18_Response_Template_No10.xlsx	eTAX RFP- Exhibit 18 Response Template No. 10	.xlsx	86625	10-31-2023	Download



County of Los Angeles lacounty.gov

Los Angeles County Solicitations

ISD INTERNAL SERVICES DEPARTMENT COUNTY OF LOS ANGELES

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Solicitation Number:	TTC RFP 2023-03 eTAX-A
Title:	Integrated Property Tax (eTAX) System
Department:	Treasurer and Tax Collector
Bid Type:	Service
Bid Amount:	N/A
Commodity:	SOFTWARE-MICROCOMPUTER-ACCOUNTING/ FINANCIAL-BOOKEEPING-BILL
Description:	The County of Los Angeles (County) Department of Treasurer and Tax Collector (TTC) and Department of Auditor-Controller (A-... More
Open Day:	10/31/2023
Closed Date:	1/11/2024 5:00:00 PM
Contact Name:	Elena Villacres Torres
Contact Phone:	(213) 974-7360
Contact Email:	contracts@ttc.lacounty.gov
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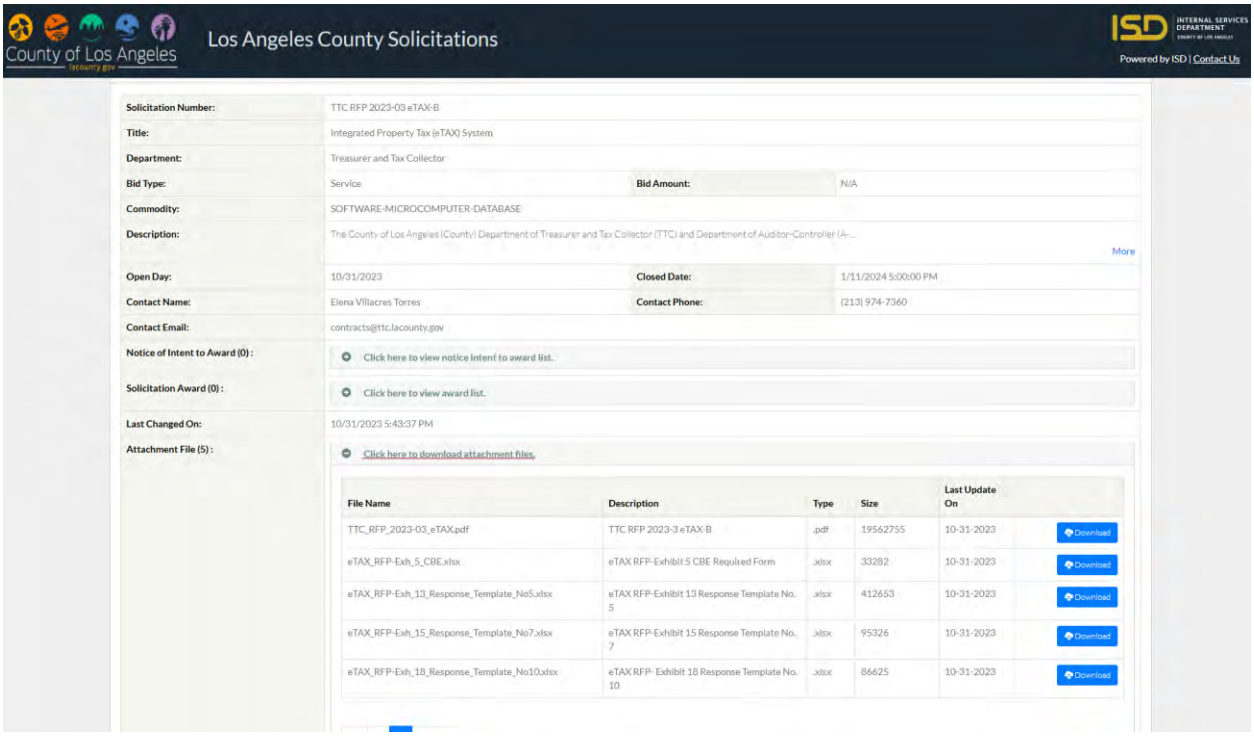
eTAX_RFP-Exh_5_CBE.xlsx	eTAX RFP-Exhibit 5 CBE Required Form	.xlsx	33282	10-31-2023	Download
eTAX_RFP-Exh_13_Response_Template_No5.xlsx	eTAX RFP-Exhibit 13 Response Template No. 5	.xlsx	412653	10-31-2023	Download
eTAX_RFP-Exh_15_Response_Template_No7.xlsx	eTAX RFP-Exhibit 15 Response Template No. 7	.xlsx	95326	10-31-2023	Download
eTAX_RFP-Exh_18_Response_Template_No10.xlsx	eTAX RFP-Exhibit 18 Response Template No. 10	.xlsx	86625	10-31-2023	Download



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COUNTY OF LOS ANGELES
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Solicitation Number:	TTC RFP 2023-03 eTAX-B		
Title:	Integrated Property Tax (eTAX) System		
Department:	Treasurer and Tax Collector		
Bid Type:	Service	**Bid Amount:**	N/A
Commodity:	SOFTWARE-MICROCOMPUTER-DATABASE		
Description:	The County of Los Angeles (County) Department of Treasurer and Tax Collector (TTC) and Department of Auditor-Controller (A-... More		
Open Day:	10/31/2023	**Closed Date:**	1/11/2024 5:00:00 PM
Contact Name:	Elena Villacres Torres	**Contact Phone:**	(213) 974-7360
Contact Email:	contracts@ttc.lacounty.gov		
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Solicitation Award (0) :	Click here to view award list.		
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eTAX_RFP-Exh_5_CBE.xlsx	eTAX RFP-Exhibit 5 CBE Required Form	.xlsx	33282	10-31-2023	Download
eTAX_RFP-Exh_13_Response_Template_No5.xlsx	eTAX RFP-Exhibit 13 Response Template No. 5	.xlsx	412653	10-31-2023	Download
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eTAX_RFP-Exh_18_Response_Template_No10.xlsx	eTAX RFP- Exhibit 18 Response Template No. 10	.xlsx	86625	10-31-2023	Download

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BOARD OF SUPERVISORS
BA FORM 08182025 OFFICIAL COPY

March 03, 2026

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

Treasurer and Tax Collector

AUDITOR-CONTROLLER:

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HER RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFORE
FY 2025-26
4 - VOTES

SOURCES		USES	
GENERAL FUND		**TREASURER AND TAX COLLECTOR - ETAX**	
A01-3099		A01-TT-5500-10900-10910	
COMMITTED FOR AC/TTC ETAX SYSTEM		OTHER CHARGES	
DECREASE OBLIGATED FUND BALANCE	**24,119,000**	**INCREASE APPROPRIATION**	**24,119,000**
SOURCES TOTAL	**$ 24,119,000**	**USES TOTAL**	**$ 24,119,000**

JUSTIFICATION

Reflects the use of obligated fund balance Committed for A-C/TTC eTAX System to move designated funds for the eTax system Request for Proposal (RFP) to TTC's eTax budget unit for the contract implementation costs and Pool Dollars for year one of the contract.

Vibiana Navarro Digitally signed by Vibiana Navarro Date: 2026.01.21 12:11:32 -08'00'

AUTHORIZED SIGNATURE Vibiana Navarro Administrative Deputy

BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

REFERRED TO THE CHIEF EXECUTIVE OFFICER FOR---

☐ ACTION

☑ RECOMMENDATION

AUDITOR-CONTROLLER

BY Andrea Turner Digitally signed by Andrea Turner Date: 2026.01.29 15:13:26 -08'00'

B.A. NO. 099

DATE 1/29/26

☐ APPROVED AS REQUESTED

☐ APPROVED AS REVISED

CHIEF EXECUTIVE OFFICER

BY

DATE

REQUIRED FORMS – EXHIBIT 5
COMMUNITY BUSINESS ENTERPRISE (CBE) INFORMATION

Grant Street Group

TITLE	REFERENCE
1 FIRM/ORGANIZATION INFORMATION	The information requested below is for statistical purposes only. On final analysis and consideration of award, contractor/vendor will be selected without regard to race/ethnicity, color, religion, sex, national origin, age, sexual orientation or disability.

Total Number of Employees in California:	32
Total Number of Employees (including owners)**:**	458

Race/Ethnic Composition of Firm. Enter the make-up of Owners/Partners/Associate Partners into the following categories:

Race/Ethnic Composition	Owners/Partners/ Associate Partners		Percentage of how ownership of the firm is distributed	
	Male	Female	Male	Female
Black/African American	0	0	0%	0%
Hispanic/Latino	0	0	0%	0%
Asian or Pacific Islander	0	0	0%	0%
Native Americans	0	0	0%	0%
Subcontinent Asian	0	0	0%	0%
White	2	0	100%	0%

TITLE	REFERENCE
2 CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED, DISABLED VETERAN, AND LESBIAN, GAY, BISEXUAL, TRANSGENDER, QUEER, AND QUESTIONING-OWNED (LGBTQQ) BUSINESS ENTERPRISE	If your firm is currently certified as a minority, women, disadvantaged, disabled veteran or lesbian, gay, bisexual, transgender, queer, and questioning-owned business enterprise by a public agency, complete the following. ☑ **Check if not applicable**

Agency Name	Minority	Women	Disadvantaged	Disabled Veteran	LGBTQQ

Chief Information Office

Peter Loo
CHIEF INFORMATION OFFICER

CIO ANALYSIS

BOARD AGENDA DATE:
12/2/2025

SUBJECT:

NEW CONTRACT FOR INTEGRATED PROPERTY TAX SYSTEM (eTAX)

CONTRACT TYPE:

☒ New Contract ☐ Sole Source ☐ Amendment to Contract #:

SUMMARY:

The Treasurer and Tax Collector (TTC) and Auditor-Controller (A-C)'s current legacy systems developed several decades ago are antiquated, difficult to maintain, and cannot be upgraded readily. These technical limitations, include but are not limited to the following risks: unfamiliarity with existing technology; limitations on existing business processes; and hinderance in response to legislative changes.

Enable successful development and implementation of an Integrated Property Tax System (eTAX) that would replace the existing legacy system, to support all current and future aspects of the County's property tax administration functions for the TTC and A-C.

CONTRACT AMOUNT:

$408,250,592.70

FINANCIAL ANALYSIS:

Contract costs:

One-Time Costs:		
Year-1 Implementation	$	13,690,163.75
Year-2 Implementation	$	23,928,889.75
Year-3 Implementation	$	44,958,387.00
Year-4 Implementation	$	43,807,937.50
Year-5 Implementation	$	24,488,143.00
Year-6 Implementation	$	48,704,839.00
Subtotal One-Time Costs:	**$**	**199,578,360.00**
Ongoing Annual Costs:		
Year 1 Licensing, Hosting, & Maintenance Fees	$	8,236,283.00
Year 2 Licensing, Hosting, & Maintenance Fees	$	4,884,672.00
Year 3 Licensing, Hosting, & Maintenance Fees	$	4,945,234.00
Year 4 Licensing, Hosting, & Maintenance Fees	$	5,005,797.00
Year 5 Licensing, Hosting, & Maintenance Fees	$	5,187,484.00
Year 6 Licensing, Hosting, & Maintenance Fees	$	17,242,939.16[1]
Year 7 Licensing, Hosting, & Maintenance Fees	$	17,561,435.51[2]
Year 8 Licensing, Hosting, & Maintenance Fees	$	18,096,777.27
Year 9 Licensing, Hosting, & Maintenance Fees	$	18,652,031.52
Year 10 Licensing, Hosting, & Maintenance Fees	$	19,228,056.79
Subtotal Ongoing Costs:	**$**	**119,040,710.25**
Optional Extension Costs:		
Year 11 Licensing, Hosting, & Maintenance Fees	$	20,189,459.63
Year 12 Licensing, Hosting, & Maintenance Fees	$	21,198,932.61
Year 13 Licensing, Hosting, & Maintenance Fees	$	11,129,439.96
Subtotal Optional Costs:	**$**	**52,517,832.20**
Total – Contract Sum	**$**	**371,136,902.45**
Contract Pool Dollars:		
Year 1 Pool Dollars	$	2,192,644.68
Year 2 Pool Dollars	$	2,881,356.18
Year 3 Pool Dollars	$	4,990,362.10
Year 4 Pool Dollars	$	4,881,373.45
Year 5 Pool Dollars	$	2,967,562.70
Year 6 Pool Dollars	$	6,594,777.82
Year 7 Pool Dollars	$	1,756,143.55
Year 8 Pool Dollars	$	1,809,677.73
Year 9 Pool Dollars	$	1,865,203.15
Year 10 Pool Dollars	$	1,922,805.68
Options Year 1 Pool Dollars	$	2,018,945.96
Options Year 1 Pool Dollars	$	2,119,893.26
6 Month-to-Month Pool Dollars	$	1,112,944.00
Subtotal Contract Pool:	**$**	**37,113,690.25**

DRAFT

Total – Maximum Contract Sum..... $	**408,250,592.70**

Notes:
[1] Overlap between Implementation and M&O period
[2] First year of pure M&O period

DRAFT

Risks:

1. **Resource Allocation and Constraints** – The scope and complexity of this modernization will place significant demands on operational and technical subject matter experts across both departments. Insufficient internal resources increase the risk of delayed decision-making, reduced vendor oversight, reduced deliverable quality, and misalignment between the solution and business needs. To reduce the impact of internal resource limitation, our office recommends a 3rd Party PMO vendor to provide program management structure, governance creation, organizational support, risk evaluation, and staff upskilling recommendations to maximize the productivity of existing staff.

2. **Project Management and Governance** – A large scale cross-departmental modernization project inherently carries significant risk regarding Project Management and Governance. To ensure a successful project, the Office of the Chief Information Officer (OCIO) recommends strong project governance and dedicated project manager to ensure adherence to schedule and budget. Our office recommends the creation of Program Management Office (PMO) to establish a governance structure that has oversight over the entire project. This PMO office must align the strategic visions of both departments through consistent communication, stakeholder engagement, risk mitigation, and resource management. Additionally, the PMO must have the authority to make decisions for both departments, ideally, through cross-departmental functional team objectives rather than strict operational divisions.

3. **Change Management** – Effective change management is critical to the success of any IT initiative, as it ensures project adjustments are thoughtfully evaluated, documented and communicated to all stakeholders. A well-defined change management process helps minimize project risk, controls scope, maintains alignment with organizational goals, and ensures transparent communication to different County Stakeholders. Large-scale modernization alters workflows, roles, policies, and user expectations, internal and external. Agencies often underestimate the organizational disruption required to implement and adopt a new system. While the vendor is responsible for the Change Management plan and materials, our office suggests a full-time Change Management director to ensure alignment of the individual department's stakeholders, communication channels, sentiment analysis, training coordination, and feedback collection. A central Change Management office must work across the departments to interface with the contractor's Change Management team for a seamless transition.

4. **Vendor Accountability and Management** – A critical factor in the success of the project is management of Contractor performance. The Contract has provisions to ensure acceptable contractor performance and correction of deficiencies during the implementation phases. There are two areas of financial remedy that are highlighted. First, while the contract does include Liquidated Damages, these are limited to maximum of 15% of the amount payable for Key Deliverables. Second, the Contract does contain Service Level Agreements (SLA) that include tiered Service Credits if the contractor falls below a range of System availability.

5. **Information Security Review** – The Departmental Information Security Officer of ISD has reviewed the contract and determined that it conforms to the County's Security Privacy Assessment.

6. **Contract Risks** – County Counsel participated in its negotiation and approved the Contract as to form.

DRAFT

PREPARED BY:

_____ _____

JUAN PASTOR, DEPUTY CHIEF INFORMATION OFFICER DATE

APPROVED:

_____ _____

PETER LOO, CHIEF INFORMATION OFFICER DATE

DRAFT

CONTRACT

BY AND BETWEEN

COUNTY OF LOS ANGELES

TREASURER AND TAX COLLECTOR

AND

AUDITOR – CONTROLLER

AND

GRANT STREET GROUP

FOR

INTEGRATED PROPERTY TAX SYSTEM

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STANDARD EXHIBITS

- **A** Statement of Work
- **A1** Statement of Work Attachments and Exhibits
- **A2** Statement of Work and Contract Technical Exhibit
- **B** Pricing Schedule
- **C** Intentionally Omitted
- **D** County's Administration
- **E** Contractor's Administration
- **F** Contractor Acknowledgement and Confidentiality, and Copyright Assignment Representation Agreement
- **G** Safely Surrendered Baby Law
- **H** Defaulted Property Tax Reduction Program

UNIQUE EXHIBITS

- **I** Information Security and Privacy Requirements
- **J** Contractor's Business Proposal

CONTRACT BETWEEN
COUNTY OF LOS ANGELES
TREASURER AND TAX COLLECTOR
AND
AUDITOR - CONTROLLER
AND
GRANT STREET GROUP
FOR
INTEGRATED PROPERTY TAX SYSTEM

This Contract (Contract) made and entered into this _____day of _____, 20____by and between the County of Los Angeles, hereinafter referred to as "County" and Grant Street Group, hereinafter referred to as "Contractor." Grant Street Group is located at 339 Sixth Avenue, Suite 1400, Pittsburgh, PA 15222.

RECITALS

WHEREAS, California Government Code, Section 31000 authorizes the Board of Supervisors of the County to contract for special services; and

WHEREAS, the County desires to contract with a private business for an Integrated Property Tax (eTAX) System, and the County has determined that the eTAX System to be provided under this Contract is extraordinary and necessary; and

WHEREAS, the Contractor is a private firm specializing in providing an eTAX System as defined below; and

WHEREAS, the Contractor has submitted a proposal to the County of Los Angeles for the provision of such eTAX System, and based upon the Request for Proposals (RFP) process, Contractor has been selected for recommendation for award of such Contract; and

WHEREAS, the Department of Treasurer and Tax Collector (TTC), on behalf of the County, will administer said Contract;

NOW THEREFORE, in consideration of the mutual covenants contained herein, and for good and valuable consideration, the parties agree to the following:

1 APPLICABLE DOCUMENTS

Exhibits A through J are attached to and form a part of this Contract. In the event of any conflict or inconsistency in the definition or interpretation of any word, responsibility, schedule, or the contents or description of any task, deliverable, goods, service, or other work, or otherwise between the base Contract and the Exhibits, or between Exhibits, such conflict or inconsistency will be resolved by giving precedence first to the terms and conditions of the Contract and then to the Exhibits according to the following priority.

Standard Exhibits:

Exhibit A	Statement of Work
Exhibit A1	Statement of Work Attachments and Exhibits
Exhibit A2	Statement of Work and Contract Technical Exhibit
Exhibit B	Pricing Schedule
Exhibit C	Intentionally Omitted
Exhibit D	County's Administration
Exhibit E	Contractor's Administration
Exhibit F	Contractor Acknowledgement and Confidentiality, and Copyright Assignment Representation Agreement
Exhibit G	Safely Surrendered Baby Law
Exhibit H	Defaulted Property Tax Reduction Program

Unique Exhibits:

Exhibit I	Information Security and Privacy Requirements
Exhibit J	Contractor's Business Proposal

This Contract constitutes the complete and exclusive statement of understanding between the parties and supersedes all previous contracts, written and oral, and all communications between the parties relating to the subject matter of this Contract. No change to this Contract will be valid unless prepared pursuant to Subparagraph 8.1 (Change Notices and Amendments) of this Contract and signed by both parties.

2 DEFINITIONS

The headings herein contained are for convenience and reference only and are not intended to define the scope of any provision thereof. The following words, as used herein, must be construed to have the following meaning, unless otherwise apparent from the context in which they are used.

2.1 **Additional Work:** Solution customizations and/or Professional Services, which may be provided by the Contractor to the County upon County's request and approval in accordance with Subparagraph 3.4.

2.2 **Board of Supervisors (Board):** The Board of Supervisors of the County of Los Angeles acting as a governing body.

2.3 **Business Days:** Monday through Friday, excluding County observed holidays, unless otherwise stated.

2.4 **Calendar Days:** Monday through Sunday, including County observed holidays, unless otherwise stated.

2.5 **Contract:** This agreement executed between the County and Contractor. Included are all supplemental agreements amending or extending the service to be performed. The Contract sets forth the terms and conditions for the issuance and performance of all tasks, Deliverables, services, and other work including the Statement of Work (SOW), Exhibit A.

2.6 **Contract Term:** The period of the Contract, commencing upon the Effective Date, unless sooner terminated or extended, in whole or in part, as provided in this Contract.

2.7 **Contractor:** The person or persons, sole proprietor, partnership, joint venture, corporation or other legal entity who has entered into an agreement with the County to perform or execute the work covered by this Contract.

2.8 **Contractor's Authorized Official(s):** The individual authorized by the Contractor, which the Contractor represents and warrants such individual, has actual authority to execute documents under this Contract on behalf of the Contractor.

2.9 **Contractor's Project Director:** The individual authorized by the Contractor as principal officer to oversee contractual or administrative matters relating to this Contract that cannot be resolved by the Contractor's Project Manager. Additionally, Contractor's Project Director must oversee all projects and serve as a point of escalation, as needed.

2.10 **Contractor's Project Manager/Contractor's Alternate Project Manager:** The individual authorized by the Contractor to administer the Contract operations under this Contract.

2.11 **Contractor's Employees/Staff:** Any person designated by the Contractor to perform services under this Contract.

2.12 **County:** The County of Los Angeles.

2.13 **County Indemnified Party**: The County, its Special Districts, elected and appointed officers, employees, agents, and volunteers.

2.14 **County Information:** All Data and Information belonging to the County.

2.15 **County Observed Holidays:** Days on which County departments are closed for business in observance of significant events. Contractor is not required to provide services on County observed holidays unless otherwise stated in the SOW or Contract. A list of County observed holidays may be found on the County's website: https://ttc.lacounty.gov/county-holidays/.

2.16 **County's Project Director:** The individual authorized by the County with authority for the County to oversee contractual or administrative matters relating to this Contract that cannot be resolved by the County's Project Manager.

Additionally, County's Project Director must oversee all projects and serve as a point of escalation, as needed.

2.17 **County's Project Manager – A-C:** The individual authorized by the County's Project Director to manage the A-C operations under this Contract.

2.18 **County's Project Manager – TTC:** The individual authorized by the County's Project Director to manage TTC operations under this Contract.

2.19 **County's Project Monitor:** The individual authorized by the County's Project Director to manage the day-to-day tasks, Deliverables, goods, services, or other work provided by the Contractor.

2.20 **Data:** A subset of Information comprised of qualitative or quantitative values.

2.21 **Day(s):** Calendar day(s) unless otherwise specified.

2.22 **Deficiency:** Defects in design, development, implementation, materials and/or workmanship, errors, omissions, which constitute deviations from published and/or mutually agreed upon standards or the Specifications under this Contract.

2.23 **Deliverables:** Whether singular or plural, will mean any task, subtask, good, work, or items and/or services provided or to be provided by the Contractor under this Contract identified, by designation or context, in the SOW, Exhibits, Attachments, Schedules, or any document associated with the foregoing.

2.24 **Documentation:** All of the training course materials, system specifications and technical manuals, and user guides regarding the capabilities, operation, and use of the Solution provided by Contractor and including, but not limited to, online help screens contained in the Solution, and any revisions, supplements, or updates thereto.

2.25 **Effective Date:** The date of approval of this Contract by County's Board of Supervisors or as indicated in Paragraph 4, Term of Contract.

2.26 **Final Acceptance:** The County's written approval of the Solution as more fully described in Exhibit A1, Statement of Work Attachments and Exhibits.

2.27 **Fiscal Year:** The 12-month period beginning July 1 and ending the following June 30.

2.28 **Information:** Any communication or representation of knowledge or understanding such as facts, Data, or opinions in any medium or form, including electronic, textual, numerical, graphic, cartographic, narrative, or audiovisual.

2.29 **Interface:** Either a computer program developed by, or licensed to, County or Contractor to (a) translate or convert Data from a County or Contractor format into another format used at County as a standard format; or (b) translate or convert Data in a format used by the County or a third party to a format supported at County or vice versa.

2.30 **Losses**: Third party claims, demands, damages, liabilities, judgments, awards, losses, costs, expenses or fees, including, without limitation, reasonable defense costs and legal, accounting and other expert, consulting, or professional fees.

2.31 **Personal Data:** Any information that identifies a person, including, but not limited to, name, address, email address, passwords, account numbers, social security numbers, credit card information, personal financial information, personal preferences, demographic data, marketing data, credit data, or any other identification data. For the avoidance of doubt, Personal Data must include, but not be limited to, all "nonpublic personal information," as defined under the Gramm-Leach-Bliley Act (15 United States Code ("U.S.C.") § 6801 et seq.

2.32 **Proposal:** A Contractor's response to a RFP detailing the Contractor's proposed work specifications and pricing for performing the work requested in the County's solicitation.

2.33 **Pool Dollars:** The maximum amount allocated under this Contract for the provision by Contractor of Additional Work approved by the County in accordance with the Terms and Conditions of this Contract.

2.34 **Production Use:** The actual use of the Solution in the production environment to (a) process actual live data and payments in County's day-to-day operations and (b) use of the Solution.

2.35 **Professional Services:** Services including, but not limited to, consulting services, additional training and/or customizations, which Contractor may provide upon County's request, therefore in the form of Additional Work in accordance with Subparagraph 3.4.

2.36 **Quality Control Plan:** All necessary measures taken by Contractor to ensure that the quality of service will meet the Contract requirements regarding timelines, security, accuracy, appearance, completeness, consistency, and conformity to the requirements set forth in Exhibit A, SOW.

2.37 **Secure Shell (SSH) File Transfer Protocol (SFTP):** File transfer protocol to securely access and transfer files over a secure tunnel.

2.38 **Services:** Collectively, all functions, responsibilities, tasks, subtasks, Deliverables, goods, and other services: (a) specifically identified in the SOW; (b) identified in this Contract as being Contractor's responsibility; and (c) otherwise necessary to comply with the Terms of this Contract. Without increasing the scope of the Services, if any component task, subtask, service, or function is an inherent or necessary part of the Services defined in subparts (a), (b), or (c) of this Subparagraph and is not specifically described in this Contract, then such service or function will be deemed to be part of the Services unless otherwise provided herein. Any hardware and/or software provided to the County by Contractor pursuant to this Contract will be deemed part of the Services.

2.39 **Solution or eTAX Solution:** The Contractor's software-as-a-service solution and Services, including all components, configurations, enhancements, customizations, and Documentation, collectively comprising the system that will be used for online tax remittance and collection.

2.40 **Specifications:** Any and/or all of the following: (i) the functional and operational requirements and/or features of the Solution, as provided in the SOW or made available by Contractor and incorporated into this Contract; (ii) the Documentation; and (iii) all written and/or electronic materials furnished or made available by or through Contractor regarding the Solution, including functionality, features, capacity, availability, response times, accuracy, or any other performance or other Solution criteria or any element of the Solution, but only to the extent not inconsistent with any of the foregoing.

2.41 **State**: The State of California.

2.42 **Statement of Work (SOW):** A written description of tasks, Deliverables, and/or other work required by the County pursuant to this Contract, attached as Exhibit A.

2.43 **Subcontractor(s):** Any individual, sole proprietor, firm, partnership, joint venture, corporation, or other legal entity furnishing supplies, services, equipment, and/or materials to Contractor in furtherance of Contractor's performance under this Contract, under oral or written agreement.

2.44 **Terms and Conditions**: The terms and conditions set forth in the Contract for the issuance and performance of all tasks, Deliverables, services, and other work including the SOW, Exhibit A.

2.45 **Treasurer and Tax Collector:** The appointed official of the County of Los Angeles, Department of Treasurer and Tax Collector.

2.46 **TTC:** The County of Los Angeles, Department of Treasurer and Tax Collector.

2.47 **Update(s):** Changes to the Solution including, but not limited to: (a) a bug fix, patch, or redistribution of the Solution that corrects an error as well as addresses common functional and performance issues; (b) an aggregation of fixes, updates, or new features, functionality or performance improvements (sometimes accompanied by a change in the reference to the Solution, such as a change in the number to the left of the period in the version numbering format X.XXX); or (c) any modifications to the Solution designed to improve its operation, usefulness, or completeness that is made generally available by Contractor to its other customers. For the sake of clarity, Updates do not include significant new features made available to Contractor's customers at additional cost. Significant new features shall include new software capabilities, functionality, or modules that: (i) are not included in the standard functionality of the Solution at the time of contract execution; (ii) provide materially distinct and separate functionality from the existing core capabilities of the Solution; and (iii) are offered by Contractor as new or add-on features, typically subject to separate fees or terms.

2.48 **Work Product:** All Deliverables and all concepts, inventions (whether or not protected under patent laws), works of authorship, information, new or useful arts, combinations, discoveries, formulae, algorithms, specifications, manufacturing techniques, technical developments, systems, computer architectures, artworks, software, programming, applets, scripts, designs, procedures, processes, and methods of doing business, and any other media, materials, plans, reports, project plans, work plans, documentation, training materials, and other tangible objects produced by Contractor under this Contract. However, Work Product does not include: (a) any intellectual property including, without limitation, concepts, ideas, methods, methodologies, procedures, processes, know-how, techniques, models, templates, the generalized features of the structure, sequence, and organization of software, user interfaces and screen designs, utilities, routines, and tools, which may constitute or be contained in Work Product that was developed by Contractor prior to performance or independent of this Contract; or (b) the Solution or any modifications thereto made by the Contractor.

3 WORK

3.1 Pursuant to the provisions of this Contract, the Contractor must fully perform, complete, and deliver on time all tasks, Deliverables, Services, and other work as set forth herein, including, but not limited to, Exhibit A, SOW; provided that the County acknowledges and agrees that Contractor's timely delivery is conditioned

on County and County's third-party vendors cooperating with Contractor, as provided herein, and timely performing its obligations.

3.2 The Contractor agrees that the performance of work and Services pursuant to the requirements of this Contract must conform to industry standards generally accepted by leading vendors in the industry of similar services of property tax collection or financial and revenue management software-as-a-service (the "Industry Standard for Leading Vendors").

3.3 If the Contractor provides any tasks, Deliverables, goods, services, and/or other work, other than as specified in this Contract, the same will be deemed to be a gratuitous effort on the part of the Contractor without consideration, and the Contractor will have no claim whatsoever against the County for those tasks, goods, services, and/or other work.

3.4 Upon the County's written request and mutual approval pursuant to the Terms of this Contract, the Contractor must provide Additional Work, including customizations and/or Professional Services, in accordance with this Subparagraph and Exhibit A, SOW, at the applicable pricing terms set forth in Exhibit B, Pricing Schedule.

3.5 If the County requests Additional Work requiring a Change Notice that affects the Contract Sum or requires County expenditure of Pool Dollars pursuant to Subparagraph 8.1, including Additional Work for related services, features, enhancements, and Deliverables specifically requested by the County (the "County Customizations"), Contractor agrees to provide County Customizations only for the County's benefit and subject to the license in Subparagraph 9.2.2; provided, however, if Contractor desires to provide County Customizations to other clients, Contractor and County will engage in good faith negotiations to determine a credit (or refund if after the Term of the Contract) to the County up to the pro-rated share based on the number of clients using the feature in Production within 24 months after the first use of the County Customization by another client.

4 TERM OF CONTRACT

4.1 The Contract Term will commence upon approval by the Board and will continue for five years following Final Acceptance under the Terms and Conditions of this Contract, unless sooner terminated or extended in whole or in part, as provided in this Contract.

4.2 After the initial term, the County will have the sole option to extend the Contract Term for up to two additional one-year and/or six month-to-month extensions, for a maximum total Contract Term of seven years and six months. The County may exercise each such extension option at its sole discretion. In the event the County desires to renew the Contract by exercising an option term, the County will provide Contractor with a written notice of intent to renew the Contract at least 90 Calendar Days prior to the expiration of the then current Contract Term. The option to renew will be set forth in writing, as provided in Subparagraph 8.1.5, Change Notices and Amendments, of this Contract.

4.3 The County maintains a database that tracks/monitors Contractor performance history. Information entered into the database may be used for a variety of

purposes, including determining whether the County will exercise a Contract Term extension option.

4.4 The Contractor must notify the County's Project Director when this Contract is within seven months of the expiration of the Contract Term as provided for hereinabove. Upon occurrence of this event, the Contractor must send written notification to the County's Project Director at the address herein provided in Exhibit D, County's Administration.

5 CONTRACT SUM

5.1 TOTAL CONTRACT SUM

5.1.1 The maximum Contract Sum under the terms of this Contract will be the total monetary amount payable by the County to the Contractor for provision of the Services specified herein in accordance with Exhibit B, Pricing Schedule (the "Contract Sum"), and must not exceed $408,250,593. Any adjustments to the Contract Sum must be in accordance with Subparagraph 8.1, Change Notices and Amendments.

5.1.2 Contract rates specified in Exhibit B, Pricing Schedule, must remain firm and fixed for the Contract Term, including the County's option to extend pursuant to Subparagraph 4.2 above.

5.1.3 The maximum Contract Sum in Subparagraph 5.1.1 must be deemed to include all amounts necessary for the County to reimburse Contractor for all applicable California and other State and local sales/use taxes on all Services and the Solution provided by the Contractor to the County pursuant to or otherwise due as a result of this Contract, including, but not limited to, the product of as-needed Services and enhancements or changes to the Solution, to the extent applicable. All California sales/use taxes must be paid directly by the Contractor to the State or other taxing authority. The Contractor will be solely liable and responsible for, and must indemnify, defend, and hold harmless the County from all applicable California and other State and local sales/use taxes on all other items provided by the Contractor pursuant to this Contract and must pay such taxes directly to the State or other taxing authority. In addition, the Contractor will be solely responsible for all taxes based on Contractor's income or gross revenue, or personal property taxes levied or assessed on Contractor's personal property to which the County does not hold title.

5.2 WRITTEN APPROVAL FOR REIMBURSEMENT

The Contractor will not be entitled to payment or reimbursement for any tasks or services performed, nor for any incidental or administrative expenses whatsoever incurred in or incidental to performance hereunder, except as specified herein. Assumption or takeover of any of the Contractor's duties, responsibilities, or obligations, or performance of same by any person or entity other than the Contractor, whether through assignment, delegation, or any other mechanism, with or without consideration for any reason whatsoever, must not occur except with the County's express prior written approval, except as provided in Subparagraph 8.2.2 below.

5.3 NOTIFICATION OF 75% OF TOTAL CONTRACT SUM

The Contractor must maintain a system of recordkeeping that will allow the Contractor to determine when it has incurred 75% of the total Contract Sum under this Contract. Upon occurrence of this event, the Contractor must send written notification to the County's Project Director at the address herein provided in Exhibit D (County's Administration).

5.4 NO PAYMENT FOR SERVICES PROVIDED FOLLOWING EXPIRATION/ TERMINATION OF CONTRACT

The Contractor will have no claim against the County for payment of any money or reimbursement, of any kind whatsoever, for any service provided by the Contractor after the expiration or other termination of this Contract. Should the Contractor receive any such payment, Contractor must immediately notify County and repay all such funds to the County. Payment by the County for services rendered after expiration/termination of this Contract will not constitute a waiver of the County's right to recover such payment from the Contractor. Any requested transition services, not within scope of the current operative Contract, must be performed pursuant to a separate amendment to the Contract. This provision will survive the expiration or other termination of this Contract.

5.5 INVOICES AND PAYMENTS

5.5.1 The Contractor must invoice the County only for providing the tasks, Deliverables, goods, Services, and other work specified in Exhibit A, SOW, and elsewhere hereunder. The Contractor must prepare invoices, which will include the charges owed to the Contractor by the County under the Terms and Conditions of this Contract. The Contractor's payments will be as provided in Exhibit B (Pricing Schedule), and the Contractor will be paid only for the tasks, Deliverables, goods, services, and other work approved in writing by the County. If the County does not approve work in writing, no payment will be due to the Contractor for that work; provided that the foregoing will not apply to fees collected by Contractor from third party users in connection with transactions through the Solution. The making of any payment or payment by the County, or receipt thereof by the Contractor, will not imply Final Acceptance (as defined in Exhibit A, SOW) by the County of such items or the waiver of any warranties or requirements of this Contract.

5.5.2 The Contractor's invoices must be priced in accordance with Exhibit B (Pricing Schedule).

5.5.3 The County will pay all invoices via Electronic Funds Transfer. The Contractor is solely responsible for the direct deposit account registration with the County and updating banking information timely if there are any changes at https://directdeposit.lacounty.gov.

5.5.4 The Contractor must submit the monthly invoices to the County by the 15th Calendar Day of the month following the month of Service or approval of the related Deliverable.

5.5.5 The Contractor's invoices must be legible and contain the information set forth in Exhibit A, SOW, describing the tasks, Deliverables, goods,

services, work hours, and/or other work for which payment is claimed. Each invoice must include the following information:

1. Contractor's name and address
2. County's name and address
3. Invoice date
4. Unique invoice number
5. Month/Year when service was delivered
6. Contractor's Tax Identification Number
7. Contractor's Vendor Identification Number that the County assigns
8. Remittance Address
9. Contract Name and Number
10. Tasks, subtasks, Deliverables, goods, services, or other work as described in Exhibit A, SOW, and Exhibit B, Pricing Schedule, for which payment is claimed
11. Each line item on the invoice should be numbered sequentially

5.5.6 All invoices and supporting documentation must be submitted via email to ttcbudget@ttc.lacounty.gov.

5.5.7 The County's Project Manager may request the Contractor to provide a revised, annotated invoice based on an identified discrepancy. Revised or corrected invoices must be properly marked. Revised invoices must indicate "Revised" if using the same invoice number or "Cancel/ Supersede" and reference the original invoice number, if using a new invoice number.

5.5.8 Except for Contractor's Packaged Software and Maintenance and Operations fees (collectively referred to as "Annual Software Subscription Fees") pursuant to Exhibit B – Pricing Schedule, the Contractor must not invoice the County in advance, nor will the Contractor be entitled to advance payment for any tasks, subtasks, Deliverables, or goods.

5.5.9 HOLDBACKS

With respect to invoices for implementation Services, the County will hold back 15 percent of the amount of each invoice submitted by the Contractor under this Contract and approved by the County pursuant to Subparagraph 5.5, Invoices and Payments. 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 upon Final Acceptance, and (ii) the work completed and delivered by the Contractor via Change Notices or Amendments following Final Acceptance, the cumulative amount of the applicable holdbacks will be due and payable to the Contractor upon the County's Acceptance of such work, all subject to

adjustment of any amounts arising under this Contract owed to the County by the Contractor including, but not limited to, any amount arising from Subparagraph 5.5.11, Disputed Fees, and any partial termination of any task or Deliverable set forth in Exhibit A, SOW provided herein.

5.5.10 COUNTY APPROVAL OF INVOICES

All invoices submitted by the Contractor for payment must have the written approval of the County's Project Manager prior to any payment thereof. In no event will the County be liable or responsible for any payment prior to such written approval. Approval for payment will not be unreasonably withheld.

5.5.11 DISPUTED FEES

The County will review each invoice and report any discrepancies or fees disputed in good faith to the Contractor in writing or email within 15 working days from receipt of an invoice. Within 30 Calendar Days after the Contractor receives County notification of any discrepancies or disputed fees, the Contractor must provide the County with a written justification detailing the basis for such fees. The parties will then engage in good faith discussions regarding any such discrepancies or disputed fees. If the Contractor does not provide written justification to the County within the 30-Calendar Day period, the discrepancies noted and charges approved by the County will be deemed accepted and agreed to by the Contractor. The County must authorize payment of disputed fees promptly upon resolution of such dispute to the reasonable satisfaction of the County and the Contractor.

5.5.12 OVERPAYMENT OF INVOICES

Any overpayment received by the Contractor must be returned to the County within 30 days of discovery by the Contractor or notification by the County's Project Manager, whichever occurs first.

5.5.13 PREFERENCE PROGRAM ENTERPRISES - PROMPT PAYMENT PROGRAM

Certified Prompt Payment Enterprises will receive prompt payment for services they provide to County departments. Prompt payment is defined as 15 Calendar Days after receipt of an approved, undisputed invoice which has been properly matched against documents such as a receiving, shipping, or services delivered report, or any other validation of receipt document consistent with Board Policy 3.035 (Preference Program Payment Liaison and Prompt Payment Program).

5.6 DEFAULT METHOD OF PAYMENT: DIRECT DEPOSIT OR ELECTRONIC FUNDS TRANSFER

5.6.1 The County, at its sole discretion, has determined that the most efficient and secure default form of payment for goods and/or services provided under an agreement/contract with the County will be Electronic Funds Transfer (EFT) or direct deposit, unless an alternative method of payment is deemed appropriate by the Department of Auditor-Controller (A-C).

5.6.2 The Contractor must submit a direct deposit authorization request via the website, https://directdeposit.lacounty.gov with banking and vendor information and any other information that the A-C determines is reasonably necessary to process the payment and comply with all accounting, recordkeeping, and tax reporting requirements.

5.6.3 Any provision of law, grant, or funding agreement requiring a specific form or method of payment other than EFT or direct deposit will supersede this requirement with respect to those payments.

5.6.4 At any time during the duration of the Contract, the Contractor may submit a written request for an exemption to this requirement. Such request must be based on specific legal, business, or operational needs and explain why the payment method designated by the A-C is not feasible and that an alternative is necessary. The A-C, in consultation with the contracting department(s), will decide whether to approve exemption requests.

6 ADMINISTRATION OF CONTRACT - COUNTY

6.1 COUNTY'S ADMINISTRATION

A listing of all County's Administration referenced in the following Subparagraphs are designated in Exhibit D (County's Administration). The County will notify the Contractor in writing of any change in the names or addresses shown.

The County will assign a County Project Director and County Project Manager to provide, among other things, overall management and coordination of the Contract and act as liaisons for the County.

The County will notify the Contractor in writing of the names, addresses, and telephone numbers of the individuals designated to act as the County's Project Director and County's Project Manager.

6.2 COUNTY'S PROJECT DIRECTOR

6.2.1 The County's Project Director is responsible for ensuring that the Contractor meets the objectives of this Contract and determines the Contractor's compliance with this Contract. This includes inspecting all tasks, Deliverables, goods, Services, or other work provided by or on behalf of the Contractor.

6.2.2 The County's Project Director is responsible for providing, among other things, overall direction to the Contractor in the areas relating to County policy, information requirements, and procedural requirements. Additionally, County's Project Director must oversee all projects and serve as a point of escalation, as needed.

6.2.3 The County's Project Director is not authorized to make any changes in any of the Terms and Conditions of this Contract, except as permitted in accordance with Subparagraph 8.1, Change Notices and Amendments, of this Contract, and is not authorized to further obligate the County in any respect whatsoever.

6.3 COUNTY'S PROJECT MANAGER – TTC

6.3.1 The County's Project Manager – TTC is responsible for managing TTC's operational matters under the Contract; requesting meetings as needed with the Contractor's Project Manager.

6.3.2 Meetings must include both TTC and A-C Project Managers when pertaining to both TTC and A-C operational matters.

6.3.3 The County's Project Manager – TTC is not authorized to make changes to the Terms and Conditions of the Contract and is not authorized to further obligate the County in any respect whatsoever.

6.4 COUNTY'S PROJECT MANAGER – A-C

6.4.1 The County's Project Manager – A-C is responsible for managing A-C's operational matters under the Contract; requesting meetings as needed with the Contractor's Project Manager.

6.4.2 Meetings must include both TTC and A-C Project Managers when pertaining to both TTC and A-C operational matters.

6.4.3 The County's Project Manager – A-C is not authorized to make changes to the Terms and Conditions of the Contract and is not authorized to further obligate the County in any respect whatsoever.

6.5 COUNTY'S PROJECT MONITOR

6.5.1 The County's Project Monitor is responsible to oversee any and all tasks, Deliverables, goods, Services, or other work provided by or on behalf of the Contractor.

6.5.2 The County's Project Monitor is not authorized to make changes to the Terms and Conditions of the Contract and is not authorized to further obligate the County in any respect whatsoever.

6.6 COUNTY'S DEPARTMENTAL CHIEF INFORMATION OFFICER (DCIO)

The DCIO is responsible for managing the planning, design, coordination, development, implementation, and maintenance of the Department's information systems.

6.7 COUNTY'S DEPARTMENTAL INFORMATION SECURITY OFFICER (DISO)

The DISO develops and implements departmental Information Technology (IT) security applications, policies, standards, and procedures intended to prevent the unauthorized use, release, modification, loss, or destruction of Data and to ensure the integrity and security of the Department's IT infrastructure.

7 ADMINISTRATION OF CONTRACT - CONTRACTOR

The Contractor must assign a sufficient number of employees to perform the required work. The Contractor must appoint at least one authorized employee, available on-site as needed, determined and agreed upon between the Contractor and the County, to represent the Contractor and that employee must speak and read fluently in English.

A listing of all of Contractor's Administration referenced in the following Subparagraphs is

designated in Exhibit E (Contractor's Administration). The Contractor will notify the County's Project Director and County's Project Manager in writing of any changes as they occur.

7.1 CONTRACTOR'S PROJECT DIRECTOR

7.1.1 The Contractor's Project Director must be a full-time employee of the Contractor. The Contractor's Project Director must be a principal officer in the Contractor's office to service this Contract and to act as a liaison for the Contractor in coordinating the performance of services under the Contract. The Contractor must provide the County's Project Director and County's Project Manager with the information specified in Exhibit E, Contractor's Administration, for the individual designated to act as the Contractor's Project Director at the time this Contract is implemented and as changes occur during the Contract Term. Such notification must be made by the Contractor no later than five Business Days after a change occurs and will include a current resume for the new Contractor's Project Director.

7.1.2 The Contractor's Project Director must be responsible for the Contractor's performance of all tasks, Deliverables, goods, services, or other work provided by or on behalf of the Contractor and ensure the Contractor's compliance with the Contract. Additionally, Contractor's Project Director must oversee all projects and serve as a point of escalation, as needed.

7.1.3 The Contractor's Project Director must be available to meet and confer with the County's Project Director on an as-needed basis either in person or by telephone as mutually agreed upon by the parties, to review Contract performance and discuss Contract coordination. Such meetings will be conducted at a time and place as mutually agreed upon by the parties.

7.2 CONTRACTOR'S PROJECT MANAGER/ALTERNATE PROJECT MANAGER

7.2.1 The Contractor's Project Manager, and a designated alternate (Alternate Project Manager), must be a full-time employee of the Contractor. The Contractor must provide the County's Project Director and County's Project Manager with the information specified on Exhibit E, Contractor's Administration, for the individual designated to act as the Contractor's Project Manager and Alternate Project Manager at the time this Contract is implemented and as changes occur during the Contract Term. Such notification must be made by the Contractor no later than five Business Days after a change occurs and will include a current resume for the new Contractor's Project Manager.

The Contractor must inform the County's Project Director and County's Project Manager in writing of the name, address, and telephone number of the individual designated to act as the Contractor's Project Manager and Alternate Project Manager at the time this Contract is implemented and as changes occur during the Contract Term. The Contractor must make such notification no later than five Business Days after a change occurs and will include a current resume for the new Contractor's Project

Manager or Alternate Project Manager.

7.2.2 The Contractor's Project Manager/Alternate Project Manager must have full authority to act on behalf of the Contractor on all matters related to the Contractor's day-to-day activities as related to the Contract and must coordinate with the County's Project Manager on a regular basis.

7.2.3 The Contractor's Project Manager/Alternate Project Manager must be available during regular hours, 8:00 a.m. to 5:00 p.m. Pacific Time (PT), Monday through Friday, for telephone and email contact and to meet as needed with the County's Project Manager to discuss the Contract.

7.3 CONTRACTOR'S FINANCIAL MANAGER

The Contractor's Financial Manager must be a full-time employee of the Contractor. The Contractor must provide the County with the information specified in Exhibit E, Contractor's Administration, for the individual designated to act as the Contractor's Financial Manager at the time this Contract is implemented and as changes occur during the Contract Term. Such notification must be made by the Contractor no later than five Business Days after a change occurs and will include a current resume for the new Contractor's Financial Manager.

The Contractor must assign a Contractor's Financial Manager to act as liaison for the Contractor and have full authority to act on behalf of Contractor in all matters related to payments and fees under this Contract. The Contractor's Financial Manager must be available during the hours, 8:00 a.m. to 5:00 p.m. PT, Monday through Friday, for telephone and email contact and to meet with County personnel regarding any invoices issued under this Contract.

7.4 CONTRACTOR'S EMPLOYEES

7.4.1 The Contractor must provide its employees, who visit or provide on-site services under this Contract or when entering a County facility or its grounds, with a standard photo identification (ID) badge acceptable to the County, which include a recent picture of the employee, the employee's name, and the name of the Contractor.

7.4.2 The Contractor is responsible for providing training and supervising employees assigned to perform services under this Contract. All employees assigned by the Contractor to perform these services must at all times be employees of the Contractor, and the Contractor must have the sole right to hire, suspend, discipline, or discharge them.

7.4.3 The Contractor must ensure that Contractor's employees meet Industry Standards for Leading Vendors, including compliance at all times with all applicable local, State, and federal laws, and the specific requirements of this Contract.

7.4.4 The Contractor must supply each of its employees with appropriate, annual training regarding Information Security procedures, Risks, and Threats (as in Exhibit I, Information Security and Privacy Requirements). The Contractor agrees that training at a minimum must include, but may not be limited to, the following topics:

1. **Secure Authentication:** The importance of utilizing secure

authentication, including proper management of authentication credentials (login name and password) and multi-factor authentication.

2. **Social Engineering Attacks:** Identifying different forms of social engineering including, but not limited to, phishing, phone scams, and impersonation calls.

3. **Handling of County Information:** The proper identification, storage, transfer, archiving, and destruction of County Information.

4. **Causes of Unintentional Information Exposure:** Provide awareness of causes of unintentional exposure of Information, such as lost mobile devices, emailing Information to inappropriate recipients, etc.

5. **Identifying and Reporting Incidents:** Awareness of the most common indicators of an Incident and how such indicators should be reported within the organization.

6. **Privacy:** The Contractor's Privacy Policies and procedures as described in Exhibit I (Information Security and Privacy Requirements), Section 2b, Privacy Program.

7.4.5 The Contractor must have an established set of procedures to ensure the Contractor's employees promptly report actual and/or suspected breaches of confidentiality.

7.4.6 The Contractor's employees assigned to provide services under this Contract must:

a. Communicate effectively using good judgment and discretion;
b. Be trained sufficiently in performing the services; and
c. Comply with the requirements of this Contract.

7.4.7 APPROVAL OF CONTRACTOR'S EMPLOYEES

The County, acting in good faith and for any lawful reason, has the right to require the immediate removal of any of the Contractor's employees performing work hereunder. The County also has the right to interview and approve any proposed changes to Contractor's Project Manager or Alternate Project Manager, provided that such approval by the County will not be unreasonably withheld, delayed, or conditioned. The Contractor will provide the County with prompt notice of any change in Key Personnel, will promptly replace any such Key Personnel within two weeks of the change, and will use commercially reasonable efforts to minimize disruption caused by any such change. "Key Personnel" shall mean those positions included in the Key Personnel chart set forth in Subparagraph 15.3 of the SOW.

The Contractor must provide the County with a resume of each proposed Key Personnel substitute and an opportunity to interview such person

prior to any staff substitution.

7.5 CONTRACTOR'S STAFF IDENTIFICATION

7.5.1 The Contractor must provide, at Contractor's expense, all staff assigned to this Contract and visiting or performing services on site at a County facility, with a photo ID badge in accordance with the County specifications. Specifications may change at the discretion of the County, and the Contractor will be provided new specifications as required. The format and content of the badge is subject to the County's approval prior to the Contractor implementing the use of the badge. The Contractor's staff, while visiting or providing on-site services under this Contract or when entering a County facility or its grounds, must prominently display the photo ID badge on the upper part of the body.

7.5.2 The Contractor must notify the County within one Business Day when Key Personnel who provide services under this Contract are terminated from working under this Contract. Key Personnel include all Contractor staff listed in Exhibit E, Contractor's Administration. The Contractor must retrieve and immediately destroy the staff's County photo ID badge at the time of removal from the County Contract.

7.5.3 If the County requests the removal of the Contractor's staff, the Contractor is responsible to retrieve and immediately destroy the Contractor's staff's County photo ID badge at the time of removal from working on the Contract.

7.6 BACKGROUND AND SECURITY INVESTIGATIONS

7.6.1 Each of the Contractor's staff performing work under this Contract 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. The Contractor shall conduct an annual criminal background investigation for all of its staff performing work under this Contract.

Such background investigation must be obtained through a background investigation provider which the County approves, 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.

7.6.2 Upon the County's request, the Contractor must provide to the County the legal name of each person the Contractor submitted for a background investigation who is performing work under this Contract.

7.6.3 A member of the Contractor's staff must not begin to perform services

under the Contract until successful passing of a background investigation to the satisfaction of the County.

7.6.4 Subject to the provisions of Subparagraph 7.4.7 above, during the Contract Term, if the County identifies a subsequent disqualifying factor for a member of the Contractor's staff, the County will request that the member of the Contractor's staff be immediately removed from performing services under the Contract. The Contractor must promptly comply with the County's request.

7.6.5 The County will request the Contractor to advise the Contractor's staff member, who did not pass the background investigation or who received a subsequent disqualifying factor, to contact the Contractor immediately to receive a copy of the Criminal Offender Record Information obtained through the Contractor's background investigation process.

7.6.6 The County may request that the Contractor's staff be immediately removed from working on this Contract at any time during the Contract Term, subject to the provisions of Subparagraph 7.4.7 above.

7.6.7 The County, in its sole discretion, may immediately deny or terminate facility access to any member of the Contractor's staff, who does not pass such investigation to the satisfaction of the County or whose background or conduct is incompatible with County facility access.

7.6.8 These Terms will also apply to Subcontractors of County Contractors.

7.6.9 Disqualification of any member of the Contractor's staff pursuant to this Subparagraph 7.6 will not relieve the Contractor of its obligation to complete all work in accordance with the terms and conditions of this Contract.

7.7 CONFIDENTIALITY

7.7.1 The Contractor must maintain the confidentiality of all records and Information in accordance with all applicable Federal, State or local laws, rules, regulations, ordinances, directives, guidelines, policies, and procedures relating to confidentiality, including, without limitation, County policies concerning information technology security and the protection of confidential records and Information; provided that, in the event of any change to County policies during the Contract Term, which may result in a material change in the Contractor's costs in connection with this Contract (except when such County policy change was required by applicable State or federal law), the parties will negotiate in good faith a reasonable and equitable adjustment therein.

7.7.2 The Contractor's employees may use Data received from the County only to perform functions as defined by this Contract.

7.7.3 Disclosures which are required by law, such as a court order, or which are made with the explicit written authorization of the County are allowable. Any other use or disclosure of Data received requires the express approval in writing from the County. The Contractor must not duplicate, disseminate, or disclose any Data except as allowed in this

Contract.

7.7.4 Access to Data received from the County must be restricted only to the Contractor's employees, who need the Data to perform their official duties in the performance of this Contract.

7.7.5 The Contractor's employees who access, disclose, or use the Data for a purpose not authorized by this Contract may be subject to civil and criminal sanctions contained in applicable federal and State statutes.

7.7.6 The Contractor must indemnify, defend, and hold harmless the County Indemnified Parties from and against any and all Losses arising from:

1. The Contractor's violation of any federal and State laws in connection with its accessing, collecting, processing, storing, disclosing, or otherwise using County Information;

2. Any breach, gross negligence, or willful misconduct by the Contractor, its officers, employees, agents, vendors, or Subcontractors (together with Contractor, the "Contractor Parties"), of the confidentiality obligations under Subparagraph 7.7; and/or

3. Any Information loss, breach of Confidentiality, or Incident involving any County Information that occurs on the Contractor's or Subcontractor's systems or networks (a "Data Incident") caused by Contractor's breach of the information security requirements of this Contract, any and all laws or regulations applicable to the Data Incident, or any failure of Contractor to act in accordance with industry standards generally accepted by Industry Standard for Leading Vendors, including all reasonable costs and expenses incurred by the County, if applicable, to remedy the effects of such loss, breach of Confidentiality, or Incident, which at a minimum, may include but is not limited to (i) providing appropriate notice to individuals and governmental authorities, (ii) responding to individuals' and governmental authorities' inquiries, and (iii) providing credit monitoring to individuals (together, the "Data Breach Remedies").

   Notwithstanding the above indemnification obligations in this Subparagraph 7.7.6, the Contractor shall not be required to indemnify any County Indemnified Party for that portion of any Losses that is caused by the negligence or willful misconduct of a County Indemnified Party or of another County vendor or contractor, as found by a court.

7.7.7 **Indemnification Procedures:** The following indemnification procedures shall be referred to as the "Indemnification Procedures" and shall apply to each of the Contractor's indemnification obligations in this Agreement:

The foregoing indemnity is conditioned upon the County providing the Contractor with prompt written notice of any such claim (but such failure to provide prompt notice will relieve Contractor from liability only to the extent materially prejudiced by such delay), the Contractor having sole control over the defense of the claims, and the County providing reasonable cooperation, at the Contractor's sole cost and expense, in

Contractor's defense and any related settlement negotiations. Notwithstanding the foregoing, the Contractor will not have the right to agree to any injunction or other equitable relief, make any admission, admit liability or impose any liability or obligation upon the County (except for monetary liability which the Contractor is paying in full), in each case, on behalf of the County, without the County's prior written approval, such approval not to be unreasonably withheld. The Contractor has the right to choose legal counsel for such defense, subject to the County's approval, such approval not to be unreasonably withheld. Notwithstanding the foregoing, the County will have the right to participate in any such defense at the County's sole cost and expense.

If the County reasonably determines, during the defense of such claims, that (i) the counsel selected by the Contractor is not adequately representing the interests of the County, or (ii) the defense is not being conducted in a reasonably diligent manner, then the County shall provide written notice to the Contractor, detailing such objections. In the event that the Contractor does not cure such objections to the County's reasonable satisfaction within thirty (30) days of such notice (which cure may include steps taken by counsel to address the objections or the retention of replacement counsel by Contractor), the County may assume the defense of such claims with its own counsel, at Contractor's sole cost and expense subject to the foregoing indemnification terms.

7.7.8 The Contractor must inform all of its officers, employees, agents, and Subcontractors providing services hereunder of the confidentiality provisions of this Contract.

7.7.9 The Contractor must sign and provide Exhibit F1-IT (Contractor Acknowledgement, Confidentiality and Copyright Assignment Representation Agreement) to the Contract Monitor, as indicated in Exhibit D, County's Administration, within three Business Days of providing services on this Contract and adhere to the provisions of the Exhibit.

7.7.10 During the Contract Term, the Contractor must maintain an updated file of the signed forms and will forward copies of all signed forms to the County's Project Director whenever changes in personnel occur.

8 STANDARD TERMS AND CONDITIONS

8.1 CHANGE NOTICES AND AMENDMENTS

8.1.1 The County reserves the right to initiate Change Notices that either (i) **do not affect** the Contract Sum, fees or payments, SOW, and/or Contract Term or (ii) for any expenditure of Pool Dollars (Change Notice). All such changes must be accomplished with an executed Change Notice signed by the Contractor and by the County's Project Director. For any Additional Work requested by the County, following agreement on the scope of such Additional Work, a Change Notice must be prepared and executed by each of: (a) the County's Project Director or designee and (b)

the Contractor's authorized representative(s), provided that any Change Notice for Additional Work must additionally require written approval of County Counsel. The County is specifically authorized to execute Change Notices for expenditure of Pool Dollars for acquisition of Additional Work under the Contract. Any requests for the expenditure of Pool Dollars must be approved in writing by the County's Project Director.

8.1.2 For any change which affects the Contract Sum, fees or payments, and/or SOW that does not materially alter the Contract, an Amendment to this Contract must be prepared and executed by the Contractor and by the Treasurer and Tax Collector or their designee, provided that County Counsel approval is obtained prior to execution of such Amendment(s).

8.1.3 For any change which affects the Contract Sum, fees or payments, SOW, and/or Contract Term or any provision under this Contract that materially alters the Contract, an Amendment to this Contract must be prepared and executed by the Contractor and by the County as operationally necessary. Any such change must be in writing and signed by the Contractor and the County, provided that the Chief Information Officer and County Counsel approval is obtained prior to execution of such Amendment(s) as applicable.

8.1.4 The Board or Chief Executive Officer (CEO) or designee may require the addition and/or change of certain Terms and Conditions in the Contract during the Contract Term. The County reserves the right to add and/or change such provisions as required by the Board or CEO, subject to the agreement of the Contractor. To implement such changes, an Amendment to the Contract must be prepared and executed by the Contractor and by the County.

8.1.5 The County may authorize extensions of time as defined in Paragraph 4, Term of Contract. For the exercise of the County's optional extensions, an Amendment to the Contract will be prepared and executed by the Contractor and the County prior to the expiration of the current Contract Term. The Contractor agrees that such extensions of time must not change any other Term and Condition of this Contract during the period of such extensions.

8.2 ASSIGNMENT AND DELEGATION/MERGERS OR ACQUISITIONS

8.2.1 The Contractor must notify the County of any pending acquisitions/ mergers of its company unless otherwise legally prohibited from doing so. If the Contractor is restricted from legally notifying the County of pending acquisitions/mergers, then it should notify the County of the actual acquisitions/mergers as soon as the law allows and provide to the County the legal framework that restricted it from notifying the County prior to the actual acquisitions/mergers.

8.2.2 The Contractor must not assign, exchange, transfer, or delegate its rights or duties under this Contract to another party, whether in whole or in part, without the prior written consent of the County, in its discretion, and any attempted assignment, delegation, or otherwise transfer of its rights or duties, without such consent will be null and void. For purposes of this

Subparagraph, the County consent will require a written Amendment to the Contract, which is formally approved and executed by the parties. Any payments by the County to any approved delegate or assignee on any claim under this Contract will be deductible, at the County's sole discretion, against the claims, which the Contractor may have against the County.

8.2.3 The Contractor may also not participate in a Change of Control Event, without the County's prior written consent. For purposes of this Agreement, a "Change of Control Event" shall mean a merger, consolidation, acquisition, internal restructuring, or sale of all or substantially all of the assets of the Contractor. For the avoidance of doubt, a name change of the Contractor, a conversion to an LLC of Contractor, or a redomiciling of Contractor is not a Change of Control Event. Notwithstanding the foregoing, where the Contractor provides the County with notice of a Change of Control Event, the County: (a) shall indicate its consent or objection to the Change of Control Event within ten (10) days of such notice; (b) where it provides notice of its objection, shall promptly meet with the Contractor to engage in good faith discussions aimed at resolving such objections; and (c) shall not withhold its consent to any Change of Control Event, except on the following bases: (i) where the acquiring entity, as of the date of notice by Contractor, is on a current County, California, or U.S. government list of debarred persons or on a U.S. government list of prohibited or restricted parties (but not including where such entity is debarred, prohibited, or restricted based upon its location in a certain state, city, or region within the United States); or (ii) where the County reasonably determines that the acquiring entity is not financially sound or cannot ensure the retention of (or provide for) the experience or technical skills required by the Agreement. Unless the County provides written objection to a Change in Control Event within 10 days after such notice, it shall be deemed to consent to such Change in Control Event.

8.2.4 Any assumption, assignment, delegation, or takeover of any of the Contractor's duties, responsibilities, obligations, or performance of the same by any person or entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever without the County's express prior written approval (where such approval is required pursuant to Subparagraph 8.2.2 or 8.2.3), will be a material breach of the Contract, which may result in the termination of this Contract. In the event of such termination, the County will be entitled to pursue the same remedies against the Contractor as it could pursue in the event of default by Contractor.

8.3 WARRANTIES

8.3.1 The Contractor represents and warrants that the person executing this Contract for the Contractor is an authorized agent, who has actual authority to bind the Contractor to each and every term, condition, and obligation of this Contract and that all requirements of the Contractor

have been fulfilled to provide such actual authority.

8.3.2 The Contractor represents and warrants that the Services will be performed in a professional, competent, and timely manner by appropriately qualified Contractor staff in accordance with this Contract and consistent with Industry Standard for Leading Vendors.

8.3.3 The Contractor represents and warrants that there is no pending or threatened litigation that would have a material adverse impact on its performance under the Contract.

8.4 BUDGET REDUCTIONS

In the event that the County's Board of Supervisors adopts, in any fiscal year, a County Budget which provides for reductions in the salaries and benefits paid to the majority of County employees and imposes similar reductions with respect to County Contracts, the County reserves the right to reduce its payment obligation under this Contract correspondingly for that fiscal year and any subsequent fiscal year during the Contract Term (including any extensions), and the Services to be provided by the Contractor under this Contract will also be reduced correspondingly. The County's notice to the Contractor regarding said reduction in payment obligation will be provided within 30 Calendar Days of the Board's approval of such actions. Except as set forth in the preceding sentence, the Contractor must continue to provide all of the Services set forth in this Contract. If the Services are not severable such that the reduction makes it impracticable for the Contractor to continue to provide such Services, then the parties agree to meet in good faith regarding appropriate adjustments for continuation of Services or termination of all or part of the Contract.

8.5 COMPLAINTS

The Contractor must develop, maintain, and operate procedures for receiving, investigating, and responding to complaints.

8.5.1 COMPLAINT PROCEDURES

1. Within 10 Business Days after the Contract Effective Date, the Contractor must provide the County with the Contractor's policy for receiving, investigating, and responding to user complaints.
2. The County will review the Contractor's policy and provide the Contractor with approval of said plan or with requested changes.
3. If the County requests changes in the Contractor's policy, the Contractor will make such changes, if they are appropriate in Contractor's reasonable discretion, and resubmit the plan within 10 Business Days for County approval. If the Contractor reasonably believes such changes are not appropriate, then the parties will meet and confer in good faith to address the County's concerns.
4. If, at any time, the Contractor wishes to change the Contractor's policy, the Contractor must submit proposed changes to the County for approval before implementation.
5. The Contractor must preliminarily investigate all complaints and notify

the County's Project Manager of the status of the investigation within five Business Days of receiving the complaint.

6. When complaints cannot be resolved informally, a system of follow-through will be instituted, which adheres to formal plans for specific actions and established time deadlines.

7. Copies of all written responses must be sent to the County's Project Manager within three Business Days of mailing to the complainant.

8.6 COMPLIANCE WITH APPLICABLE LAW

8.6.1 In the performance of this Contract, the Contractor must comply with all applicable Federal, State, and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures, and all provisions required thereby to be included in this Contract are hereby incorporated herein by reference.

8.6.2 The Contractor must indemnify, defend, and hold harmless the County Indemnified Parties, from and against any and all Losses, arising from any failure by Contractor, its officers, employees, agents, or Subcontractors, to comply with any such laws, rules, regulations, ordinances, directives, guidelines, policies, or procedures; provided that the Contractor shall not be required to indemnify under this Subparagraph 8.6.2 for that portion of any Losses that is caused by the negligence or willful misconduct, as found by a court, of a County Indemnified Party or of another County vendor or contractor. The foregoing indemnity is subject to the Indemnification Procedures.

8.7 COMPLIANCE WITH CIVIL RIGHTS LAWS

The Contractor hereby assures that it will comply with Subchapter VI of the Civil Rights Act of 1964, 42 U.S.C. Sections 2000 (e) (1) through 2000 (e) (17), to the end that no person will, on the grounds of race, creed, color, sex, religion, ancestry, age, condition of physical handicap, marital status, political affiliation, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract. Additionally, the Contractor certifies to the County:

8.7.1 That Contractor has a written policy statement prohibiting discrimination in all phases of employment.

8.7.2 That Contractor periodically conducts a self-analysis or utilization analysis of its workforce.

8.7.3 That Contractor has a system for determining if its employment practices are discriminatory against protected groups.

8.7.4 Where problem areas are identified in employment practices, the Contractor has a system for taking reasonable corrective action, to include establishment of goals or timetables.

8.8 COMPLIANCE WITH THE COUNTY'S JURY SERVICE PROGRAM

8.8.1 JURY SERVICE PROGRAM

This Contract is subject to the provisions of the County's ordinance entitled Contractor Employee Jury Service ("Jury Service Program") as codified in Sections 2.203.010 through 2.203.090 of the Los Angeles County Code.

8.8.2 WRITTEN EMPLOYEE JURY SERVICE POLICY

1. Unless the Contractor has demonstrated to the County's satisfaction either that the Contractor is not a "Contractor" as defined under the Jury Service Program (Section 2.203.020 of the County Code) or that the Contractor qualifies for an exception to the Jury Service Program (Section 2.203.070 of the County Code), the Contractor must have and adhere to a written policy that provides that its Employees will receive from the Contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that Employees deposit any fees received for such jury service with the Contractor or that the Contractor deduct from the Employee's regular pay the fees received for jury service.

2. For purposes of this Subparagraph, "Contractor" means a person, partnership, corporation, or other entity which has a contract with the County or a subcontract with a County Contractor and has received or will receive an aggregate sum of $50,000 or more in any 12-month period under one or more County contracts or subcontracts. "Employee" means any California resident who is a full-time employee of the Contractor. "Full-time" means 40 hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the County, or 2) Contractor has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-term, temporary services of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program. If the Contractor uses any Subcontractor to perform services for the County under the Contract, the Subcontractor will also be subject to the provisions of this Subparagraph. The provisions of this Subparagraph will be inserted into any such Subcontract agreement, and a copy of the Jury Service Program must be attached to the agreement.

3. If the Contractor is not required to comply with the Jury Service Program when the Contract commences, the Contractor will have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and the Contractor must immediately notify the County if the Contractor at any time either comes within the Jury Service Program's definition of "Contractor" or if the Contractor no longer qualifies for an exception to the Jury Service Program. In either event, the Contractor must immediately implement a written policy consistent with the Jury Service Program. The County may also require, at any time during the Contract and at its sole

discretion, that the Contractor demonstrates, to the County's satisfaction, that the Contractor either continues to remain outside of the Jury Service Program's definition of "Contractor" and/or that the Contractor continues to qualify for an exception to the Program.

4. The Contractor's violation of this Subparagraph of the Contract may constitute a material breach of the Contract. In the event of such material breach, the County may, in its sole discretion, terminate the Contract and/or bar the Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach.

8.9 CONFLICT OF INTEREST

8.9.1 No County employee whose position with the County enables such employee to influence the award of this Contract or any competing Contract, and no spouse or economic dependent of such employee, will be employed in any capacity by the Contractor or have any other direct or indirect financial interest in this Contract. No officer or employee of the Contractor, who may financially benefit from the performance of work hereunder, will in any way participate in the County's approval, or ongoing evaluation, of such work, or in any way attempt to unlawfully influence the County's approval or ongoing evaluation of such work.

8.9.2 The Contractor must comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the Contract Term. The Contractor warrants that it is not now aware of any facts that create a conflict of interest. If the Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it must immediately make full written disclosure of such facts to the County. Full written disclosure must include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this Subparagraph will be a material breach of this Contract.

8.10 CONSIDERATION OF HIRING COUNTY EMPLOYEES TARGETED FOR LAYOFFS OR ARE ON A COUNTY RE-EMPLOYMENT LIST

Should the Contractor require additional or replacement personnel after the Effective Date of this Contract to perform the services set forth herein, the Contractor must give first consideration for such employment openings to qualified, permanent County employees who are targeted for layoff or qualified, former County employees who are on a re-employment list during the life of this Contract.

8.11 CONSIDERATION OF HIRING GAIN/START PARTICIPANTS

8.11.1 Should the Contractor require additional or replacement personnel after the Effective Date of this Contract, the Contractor will give consideration for any such employment openings to participants in the County's Department of Public Social Services' (DPSS) Greater Avenues for Independence (GAIN) Program or Skills and Training to Achieve Readiness for Tomorrow (START) Program, who meet the Contractor's

minimum qualifications for the open position. For this purpose, consideration will mean that the Contractor will interview qualified candidates. The County will refer GAIN/START participants by job category to the Contractor. Contractors must report all job openings with job requirements to: gainstart@dpss.lacounty.gov and bservices@opportunity.lacounty.gov, and DPSS will refer qualified GAIN/START job candidates.

8.11.2 In the event that both laid-off County employees and GAIN/START participants are available for hiring, County employees must be given first priority.

8.12 CONTRACTOR RESPONSIBILITY AND DEBARMENT

8.12.1 RESPONSIBLE CONTRACTOR

A "Responsible Contractor" is a contractor, who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity, and experience to satisfactorily perform the Contract. It is the County's policy to conduct business only with Responsible Contractors.

8.12.2 CHAPTER 2.202 OF THE COUNTY CODE

The Contractor is hereby notified that, in accordance with Chapter 2.202 of the County Code, if the County acquires information concerning the performance of the Contractor on this or other contracts, which indicates that the Contractor is not responsible, the County may, in addition to other remedies provided in the Contract, debar the Contractor from bidding or proposing on, or being awarded, and/or performing work on County contracts for a specified period of time, which generally will not exceed five years, but may exceed five years or be permanent if warranted by the circumstances, and terminate any or all existing contracts the Contractor may have with the County.

8.12.3 NON-RESPONSIBLE CONTRACTOR

The County may debar a contractor if the Board finds, in its discretion, that the Contractor has done any of the following: 1) violated a term of a contract with the County or a nonprofit corporation created by the County, 2) committed an act or omission which negatively reflects on the Contractor's quality, fitness, or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on the same, 3) committed an act or offense which indicates a lack of business integrity or business honesty, or 4) made or submitted a false claim against the County or any other public entity.

8.12.4 CONTRACTOR HEARING BOARD

1. If there is evidence that the Contractor may be subject to debarment, the County will notify the Contractor in writing of the evidence, which is the basis for the proposed debarment and will advise the Contractor of the scheduled date for a debarment hearing before the Contractor Hearing Board.

2. The Contractor Hearing Board will conduct a hearing, where evidence on the proposed debarment is presented. The Contractor and/or the Contractor's representative will be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board will prepare a tentative proposed decision, which will contain a recommendation regarding whether the Contractor should be debarred, and if so, the appropriate length of time of the debarment. The Contractor and the County will be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.
3. After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision, and any other recommendation of the Contractor Hearing Board will be presented to the Board of Supervisors. The Board of Supervisors will have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.
4. If a Contractor has been debarred for a period longer than five years, that Contractor may after the debarment has been in effect for at least five years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the Contractor has adequately demonstrated one or more of the following: 1) elimination of the grounds for which the debarment was imposed; 2) a bona fide change in ownership or management; 3) material evidence discovered after debarment was imposed; or 4) any other reason that is in the best interests of the County.
5. The Contractor Hearing Board will consider a request for review of a debarment determination only where: 1) the Contractor has been debarred for a period longer than five years; 2) the debarment has been in effect for at least five years; and 3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board will conduct a hearing, where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing will be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.
6. The Contractor Hearing Board's proposed decision will contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board will present its proposed decision and recommendation to the Board of Supervisors. The Board of Supervisors will have the right to modify, deny, or adopt the proposed decision and recommendation of the

Contractor Hearing Board.

8.12.5 SUBCONTRACTORS OF CONTRACTOR

These terms will also apply to Subcontractors of County Contractors. Subcontractors are subject to the County's approval.

8.13 CONTRACTOR'S ACKNOWLEDGEMENT OF COUNTY'S COMMITMENT TO SAFELY SURRENDERED BABY LAW

The Contractor acknowledges that the County places a high priority on the implementation of the Safely Surrendered Baby Law. The Contractor understands that it is the County's policy to encourage all County Contractors to voluntarily post the County's poster, Exhibit G (Safely Surrendered Baby Law) in a prominent position at the Contractor's place of business. The Contractor will also encourage its Subcontractors, if any, to post this poster in a prominent position in the Subcontractor's place of business. Information and posters for printing are available at https://lacounty.gov/residents/family-services/child-safety/safe-surrender/.

8.14 CONTRACTOR'S WARRANTY OF ADHERENCE TO COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM

8.14.1 The Contractor acknowledges that the County has established a goal of ensuring that all individuals, who benefit financially from the County through contracts, are in compliance with their court-ordered child, family and spousal support obligations in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.

8.14.2 As required by the County's Child Support Compliance Program (County Code, Chapter 2.200) and without limiting the Contractor's duty under this Contract to comply with all applicable provisions of law, the Contractor warrants that it is now in compliance and will during the Contract Term, maintain compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code, Section 1088.5, and will implement all lawfully served Wage and Earnings Withholding Orders or Child Support Services Department Notices of Wage and Earnings Assignment for Child, Family or Spousal Support, pursuant to Code of Civil Procedure, Section 706.031 and Family Code, Section 5246(b).

8.15 COUNTY'S QUALITY ASSURANCE PLAN

8.15.1 The County or its agent(s) will monitor the Contractor's performance under this Contract on not less than an annual basis. Such monitoring will include assessing the Contractor's compliance with all Contract Terms and Conditions and performance standards. Contractor Deficiencies which the County determines are significant or continuing, and that may place performance of the Contract in jeopardy if not corrected will be reported to the Board of Supervisors and listed in the appropriate Contractor performance database. The report to the Board will include improvement/corrective action measures taken by the County and the Contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate this Contract pursuant to the termination provisions herein, or impose other penalties as specified in

this Contract.

8.16 DAMAGE TO COUNTY FACILITIES, BUILDINGS OR GROUNDS

8.16.1 The Contractor will repair, or cause to be repaired, at its own cost, any and all damage to County facilities, buildings, or grounds caused by the Contractor or employees or agents of the Contractor. Such repairs must be made immediately after the Contractor has become aware of such damage, but in no event later than 30 days after the occurrence.

8.16.2 If the Contractor fails to make timely repairs, the County may make any necessary repairs. All costs incurred by the County, as determined by the County, for such repairs must be repaid by the Contractor by cash payment upon demand.

8.17 EMPLOYMENT ELIGIBILITY VERIFICATION

8.17.1 The Contractor warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all its employees performing work under this Contract meet the citizenship or alien status requirements set forth in Federal and State statutes and regulations. The Contractor must obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by Federal and State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, (P.L. 99-603), or as they currently exist and as they may be hereafter amended. The Contractor must retain all such documentation for all covered employees for the period prescribed by law.

8.17.2 The Contractor must indemnify, defend, and hold harmless the County, its agents, officers, and employees from employer sanctions and any other liability, which may be assessed against the Contractor or the County or both in connection with any alleged violation of any Federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing work under this Contract.

8.18 COUNTERPARTS AND ELECTRONIC SIGNATURES AND REPRESENTATIONS

This Contract may be executed in two or more counterparts, each of which will be deemed an original but all of which together will constitute one and the same Contract. The facsimile, email, or electronic signature of the parties will be deemed to constitute original signatures, and facsimile or electronic copies hereof will be deemed to constitute duplicate originals.

The County and the Contractor hereby agree to regard electronic representations of original signatures of authorized officers of each party, when appearing in appropriate places on the Change Notices and Amendments prepared pursuant to Subparagraph 8.1 (Change Notices and Amendments) and received via communications facilities (facsimile, email, or electronic signature), as legally sufficient evidence that such legally binding signatures have been affixed to Change Notices and Amendments to this Contract.

8.19 FAIR LABOR STANDARDS

The Contractor must comply with all applicable provisions of the Federal Fair Labor

Standards Act and must indemnify, defend, and hold harmless the County and its agents, officers, and employees from any and all liability, including, but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorneys' fees arising under any wage and hour law, including, but not limited to, the Federal Fair Labor Standards Act, for work performed by the Contractor's employees for which the County may be found jointly or solely liable.

8.20 FORCE MAJEURE

8.20.1 Neither party will be liable for such party's failure to perform its obligations under and in accordance with this Contract, to the extent such failure arises out of events beyond the reasonable control of the party, including without limitation acts of God or of a public enemy, acts of governmental authorities, fires, floods, epidemics, quarantine restrictions, other natural occurrences, strikes, lockouts (other than a lockout by such party or any of such party's Subcontractors), freight embargoes, and wars, but in every such case the failure to perform must be without any fault or negligence of such party (such events are referred to in this Subparagraph as "force majeure events").

8.20.2 Notwithstanding the foregoing, a default by a Subcontractor of Contractor will not constitute a force majeure event, unless such default arises out of causes beyond the control of both Contractor and such Subcontractor, and without any fault or negligence of either of them. In such case, Contractor will not be liable for failure to perform, unless the goods or services to be furnished by the Subcontractor were obtainable from other sources in sufficient time to permit Contractor to meet the required performance schedule. As used in this Subparagraph, the term "Subcontractor" and "Subcontractors" mean Subcontractors at any tier.

8.20.3 In the event Contractor's failure to perform arises out of a force majeure event, Contractor agrees to use commercially reasonable best efforts to obtain goods or services from other sources, if applicable, and to otherwise mitigate the damages and reduce the delay caused by such force majeure event.

8.21 GOVERNING LAW, JURISDICTION, AND VENUE

This Contract will be governed by, and construed in accordance with, the laws of the State of California. The Contractor agrees and consents to the exclusive jurisdiction of the courts of the State of California for all purposes regarding this Contract and further agrees and consents that venue of any action brought hereunder will be exclusively in the County of Los Angeles.

8.22 INDEPENDENT CONTRACTOR STATUS

8.22.1 This Contract is by and between the County and the Contractor and is not intended, and must not be construed, to create the relationship of agent, servant, employee, partnership, joint venture, or association, as between the County and the Contractor. The employees and agents of one party must not be, or be construed to be, the employees or agents of the other party for any purpose whatsoever.

8.22.2 The Contractor will be solely liable and responsible for providing to, or on

behalf of, all persons performing work pursuant to this Contract all compensation and benefits. The County will have no liability or responsibility for the payment of any salaries, wages, unemployment benefits, disability benefits, Federal, State, or local taxes, or other compensation, benefits, or taxes for any personnel provided by or on behalf of the Contractor.

8.22.3 The Contractor understands and agrees that all persons performing work pursuant to this Contract are, for purposes of Workers' Compensation liability, solely employees of the Contractor and not employees of the County. The Contractor will be solely liable and responsible for furnishing any and all Workers' Compensation benefits to any person as a result of any injuries arising from or connected with any work performed by or on behalf of the Contractor pursuant to this Contract.

8.22.4 The Contractor must adhere to the provisions stated in Subparagraph 7.7 (Confidentiality).

8.23 INDEMNIFICATION AND LIMITATIONS OF LIABILITY

8.23.1 The Contractor must indemnify, defend, and hold harmless the County Indemnified Parties from and against any and all Losses arising from Contractor's negligence or breach of contract in connection with its obligations hereunder; provided that Contractor shall not be required to indemnify any County Indemnified Party for that portion of any Losses that is caused by the negligence or willful misconduct, as found by a court, of a County Indemnified Party or of another County vendor or contractor. The foregoing indemnity is subject to the Indemnification Procedures.

8.23.2 EXCEPT FOR EXPRESS WARRANTIES AND OBLIGATIONS SET FORTH IN THE CONTRACT, CONTRACTOR MAKES NO WARRANTY, REPRESENTATION, PROMISE OR GUARANTEE, EITHER EXPRESS OR IMPLIED, STATUTORY OR OTHERWISE, WITH RESPECT TO THE SOLUTION OR THE SUPPORT SERVICES PROVIDED HEREUNDER, INCLUDING THEIR QUALITY, PERFORMANCE, MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE.

8.23.3 EXCEPT AS EXPRESSLY PROVIDED FOR IN THE CONTRACT, IN NO EVENT WILL EITHER PARTY BE LIABLE FOR INDIRECT, SPECIAL, INCIDENTAL, COVER, CONSEQUENTIAL, OR OTHER DAMAGES (INCLUDING WITHOUT LIMITATION DAMAGES OR COSTS RELATING TO THE LOSS OF PROFITS, BUSINESS, GOODWILL, DATA OR COMPUTER PROGRAMS, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES), WITHOUT REGARD TO THE LEGAL THEORY OF SUCH DAMAGES, ARISING OUT OF THE USE OF OR INABILITY TO USE SOLUTION OR THE SUPPORT SERVICES PROVIDED HEREUNDER. IN NO EVENT WILL CONTRACTOR'S LIABILITY TO THE COUNTY FOR DAMAGES UNDER ANY THEORY OF LIABILITY OR FORM OF ACTION EXCEED $50 MILLION. The foregoing limitations shall not apply to: (i) claims based upon a party's gross negligence or willful misconduct; or (ii) indemnification claims for infringement of intellectual property under Subparagraph 9.3.

8.24 GENERAL PROVISIONS FOR ALL INSURANCE COVERAGE

8.24.1 Without limiting Contractor's indemnification of the County, and in the performance of this Contract and until all of its obligations pursuant to this Contract have been met, Contractor must provide and maintain at its own expense insurance coverage satisfying the requirements specified in Subparagraphs 8.24 and 8.25 of this Contract. Such insurance must be primary to and not combined with other insurance or self-insurance programs maintained by the County. These minimum insurance coverage terms, types, and limits (the "Required Insurance") also are in addition to and separate from any other contractual obligation imposed upon Contractor pursuant to this Contract. The County in no way warrants that the Required Insurance is sufficient to protect the Contractor for liabilities which may arise from or relate to this Contract.

8.24.2 EVIDENCE OF COVERAGE AND NOTICE TO COUNTY

1. Certificate(s) of insurance coverage (COI(s)) satisfactory to County, and a copy of an Additional Insured endorsement confirming County and its Agents (defined below) has been given Insured status under the Contractor's General Liability policy, must be delivered to County at the address shown below and provided prior to commencing services under this Contract.
2. Contractor must provide renewal COIs to County not less than ten days prior to Contractor's policy expiration dates. In the event Contractor does not receive the renewal COIs within ten days prior to Contractor's policy expiration dates, Contractor must provide County with evidence that the COIs are being renewed (e.g., letter from Contractor's broker). The County reserves the right to obtain complete, certified copies of any required Contractor and/or subcontractor insurance policies at any time.
3. COIs must identify all Required Insurance coverage types and limits specified herein, reference this Contract by name or number, and be signed by an authorized representative of the insurer(s). The Insured party named on the COI must match the name of the Contractor identified as the contracting party in this Contract. COIs must provide the full name of each insurer providing coverage, its National Association of Insurance Commissioners (NAIC) identification number, its financial rating, the amounts of any policy deductibles or self-insured retentions exceeding $50,000, and list any County required endorsement forms.
4. Neither the County's failure to obtain, nor the County's receipt of, or failure to object to a non-complying insurance COI or endorsement, or any other insurance documentation or information provided by the Contractor, its insurance broker(s) and/or insurer(s), will be construed as a waiver of any of the Required Insurance provisions.

5. COIs and copies of any required endorsements must be sent to:

   County of Los Angeles
   Department of Treasurer and Tax Collector
   Contracts Section
   500 West Temple Street, Room 464
   Los Angeles, CA 90012

6. Contractor also must promptly report to County any injury or property damage accident or incident, including any injury to a Contractor employee occurring on County property, and any loss, disappearance, destruction, misuse, or theft of County property, monies or securities entrusted to Contractor. Contractor also must promptly notify County of any third-party claim or suit filed against Contractor or any of its Subcontractors which arises from or relates to this Contract and could result in the filing of a claim or lawsuit against Contractor and/or County.

8.24.3 ADDITIONAL INSURED STATUS AND SCOPE OF COVERAGE

The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, employees and volunteers (collectively County and its Agents) must be provided additional insured status under Contractor's General Liability policy with respect to liability arising out of Contractor's ongoing and completed operations performed on behalf of the County. County and its Agents additional insured status must apply with respect to liability and defense of suits arising out of the Contractor's acts or omissions, whether such liability is attributable to the Contractor or to the County. The full policy limits and scope of protection also must apply to the County and its Agents as an additional insured, even if they exceed the County's minimum Required Insurance specifications herein. Use of an automatic additional insured endorsement form is acceptable providing it satisfies the Required Insurance provisions herein.

8.24.4 CANCELLATION OF OR CHANGES IN INSURANCE

Contractor must provide County with, or Contractor's insurance policies must contain a provision that County will receive, written notice of cancellation or any change in Required Insurance, including insurer, limits of coverage, term of coverage or policy period. The written notice must be provided to County at least ten days in advance of cancellation for non-payment of premium and 30 days in advance for any other cancellation or policy change. Failure to provide written notice of cancellation or any change in Required Insurance may constitute a material breach of the Contract, in the sole discretion of the County, upon which the County may suspend or terminate this Contract.

8.24.5 FAILURE TO MAINTAIN INSURANCE

The Contractor's failure to maintain or to provide acceptable evidence that it maintains the Required Insurance will constitute a material breach of the Contract, upon which County immediately may withhold payments due to Contractor, and/or suspend or terminate this Contract. County, at

its sole discretion, may obtain damages from Contractor resulting from said breach. Alternatively, the County may purchase the Required Insurance, and without further notice to Contractor, deduct the premium cost from sums due to Contractor or pursue Contractor reimbursement.

8.24.6 INSURER FINANCIAL RATINGS

Coverage must be placed with insurers acceptable to the County with A.M. Best ratings of not less than A:VII unless otherwise approved by County.

8.24.7 CONTRACTOR'S INSURANCE MUST BE PRIMARY

The Contractor's insurance policies, with respect to any claims related to this Contract, must be primary with respect to all other sources of coverage available to Contractor. Any County maintained insurance or self-insurance coverage must be in excess of and not contribute to any Contractor coverage.

8.24.8 WAIVERS OF SUBROGATION

To the fullest extent permitted by law, the Contractor hereby waives its rights and its insurer(s)' rights of recovery against County under all the Required Insurance for any loss arising from or relating to this Contract. The Contractor must require its insurers to execute any waiver of subrogation endorsements which may be necessary to effect such waiver.

8.24.9 SUBCONTRACTOR INSURANCE COVERAGE REQUIREMENTS

The Contractor must include all Subcontractors as insureds under Contractor's own policies or must provide County with each Subcontractor's separate evidence of insurance coverage. The Contractor will be responsible for verifying each Subcontractor complies with the Required Insurance provisions herein and must require that each Subcontractor name the County and Contractor as additional insureds on the Subcontractor's General Liability policy. The Contractor must obtain County's prior review and approval of any Subcontractor request for modification of the Required Insurance.

8.24.10 DEDUCTIBLES AND SELF-INSURED RETENTIONS (SIRs)

The Contractor's policies will not obligate the County to pay any portion of any Contractor deductible or SIR. The County retains the right to require Contractor to reduce or eliminate policy deductibles and SIRs as respects the County, or to provide a bond guaranteeing Contractor's payment of all deductibles and SIRs, including all related claims investigation, administration and defense expenses. Such bond must be executed by a corporate surety licensed to transact business in the state of California.

8.24.11 CLAIMS MADE COVERAGE

If any part of the Required Insurance is written on a claims made basis, any policy retroactive date will precede the Effective Date of this Contract. Contractor understands and agrees it will maintain such coverage for a period of not less than three years following Contract expiration, termination, or cancellation.

8.24.12 APPLICATION OF EXCESS LIABILITY COVERAGE

The Contractors may use a combination of primary, and excess insurance policies which provide coverage as broad as ("follow form" over) the underlying primary policies, to satisfy the Required Insurance provisions.

8.24.13 SEPARATION OF INSUREDS

All liability policies must provide cross-liability coverage as would be afforded by the standard Insurance Services Office, Inc. (ISO) separation of insureds provision with no insured versus insured exclusions or limitations.

8.24.14 ALTERNATIVE RISK FINANCING PROGRAMS

The County reserves the right to review, and then approve, Contractor use of self-insurance, risk retention groups, risk purchasing groups, pooling arrangements and captive insurance to satisfy the Required Insurance provisions. The County and its Agents must be designated as an Additional Covered Party under any approved program.

8.24.15 COUNTY REVIEW AND APPROVAL OF INSURANCE REQUIREMENTS

The County reserves the right to review and adjust the Required Insurance provisions, conditioned upon County's determination of changes in risk exposures.

8.25 INSURANCE COVERAGE

8.25.1 COMMERCIAL GENERAL LIABILITY

Insurance (providing scope of coverage equivalent to ISO policy form CG 00 01), naming County and its Agents as an additional insured, with limits of not less than:

General Aggregate:	$2 million
Products/Completed Operations Aggregate:	$1 million
Personal and Advertising Injury:	$1 million
Each Occurrence:	$1 million

8.25.2 AUTOMOBILE LIABILITY

Insurance (providing scope of coverage equivalent to ISO policy form CA 00 01) with limits of not less than $1 million for bodily injury and property damage, in combined or equivalent split limits, for each single accident. Insurance must cover liability arising out of Contractor's use of autos pursuant to this Contract, including owned, leased, hired, and/or non-owned autos, as each may be applicable.

8.25.3 WORKERS COMPENSATION AND EMPLOYERS' LIABILITY

Insurance or qualified self-insurance satisfying statutory requirements, which includes Employers' Liability coverage with limits of not less than $1 million per accident. If Contractor will provide leased employees, or is an employee leasing or temporary staffing firm or a professional employer organization (PEO), coverage also must include an Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form

WC 00 03 01 A) naming the County as the Alternate Employer. The written notice must be provided to County at least ten days in advance of cancellation for non-payment of premium and 30 days in advance for any other cancellation or policy change. If applicable to Contractor's operations, coverage also must be arranged to satisfy the requirements of any federal workers or workmen's compensation law or any federal occupational disease law.

8.25.4 UNIQUE INSURANCE COVERAGE

1. Professional Liability-Errors and Omissions

Insurance covering Contractor's liability arising from or related to this Contract, with limits of not less than $10 million per claim and in the aggregate. Further, Contractor understands and agrees it must maintain such coverage for a period of not less than three years following this Agreement's expiration, termination, or cancellation.

2. Technology Errors and Omissions Insurance

Insurance for liabilities arising from errors, omissions, or negligent acts in rendering or failing to render computer or information technology services and technology products. Coverage for violation of software copyright should be included. Technology services should at a minimum include (1) systems analysis; (2) systems programming; (3) data processing; (4) systems integration; (5) outsourcing including outsourcing development and design; (6) systems design, consulting, development, and modification; (7) training services relating to computer software or hardware; (8) management, repair, and maintenance of computer products, networks, and systems; (9) marketing, selling, servicing, distributing, installing, and maintaining computer hardware or software; (10) Data entry, modification, verification, maintenance, storage, retrieval, or preparation of Data output, and any other services provided by the vendor with limits of not less than $25 million.

3. Cyber Liability Insurance

The Contractor must secure and maintain cyber liability insurance coverage with limits of at least $10 million per occurrence and in the aggregate during the Contract Term, including coverage for: network security liability; privacy liability; privacy regulatory proceeding, defense, response, expenses and fines; technology professional liability (errors and omissions); privacy breach expense reimbursement (liability arising from the loss or disclosure of County Information no matter how it occurs); system breach; denial or loss of service; introduction, implantation, or spread of malicious software code; unauthorized access to or use of computer systems; and Data/Information loss and business interruption; any other liability or risk that arises out of the Contract. The Contractor must add the County as an additional insured to its cyber liability insurance policy and provide to the County certificates of insurance evidencing the

foregoing upon the County's request.

The procuring of the insurance described herein, or delivery of the certificates of insurance described herein, must not be construed as a limitation upon the Contractor's liability or as full performance of its indemnification obligations hereunder. No exclusion/restriction for unencrypted portable devices/media may be on the policy.

Please note that the limit above is the minimum limit, and the County reserves the right to increase this limit based on its final assessment of the project during the contract negotiations.

8.26 LIQUIDATED DAMAGES

8.26.1 If in the reasonable judgment of the County, the Contractor is materially non-compliant with the terms and obligations assumed hereby, and Contractor is the primary cause of such non-compliance, the County, in addition to, or in lieu of, other remedies provided herein, may withhold or deduct, on a pro rata basis, from the Contractor's invoice for work not performed. A description of the work not performed and the amount to be withheld or deducted from payments to the Contractor from the County, will be forwarded to the Contractor by the County, in a written notice describing the reasons for said action.

8.26.2 In the event of Deficiencies in the performance of this Contract, with Contractor being the primary cause of such Deficiencies, and which Deficiencies the County reasonably determines are correctable by the Contractor over a certain time span, the County will provide a written notice to the Contractor to correct the Deficiency within specified timeframes. Should the Contractor fail to correct Deficiencies within said timeframe, the County, may: (a) deduct from the Contractor's payment, pro rata, those applicable portions of the Contract Sum; and/or (b) deduct liquidated damages. The parties agree that it will be impracticable or extremely difficult to fix the extent of actual damages resulting from the failure of the Contractor to correct a Deficiency within the specified timeframe. The parties hereby agree that under the current circumstances a reasonable estimate of such damages is $1,000 per day for such Deficiency and any related Deficiencies arising out the same acts or omissions of Contractor, or as specified in Statement of Work of this Contract, hereunder, and that the Contractor will be liable to the County for liquidated damages in said amount. For the sake of clarity, such liquidated damages shall not be cumulative or duplicative for the same acts or omissions of Contractor, even where multiple Deficiencies arise therefrom. Additionally, if multiple provisions of the Contract provide for liquidated damages arising from the same acts or omissions of Contractor, the maximum liquidated damages recoverable for such event shall be limited to the highest applicable amount under any one provision, and not the aggregate of all potentially applicable liquidated damages. Said amount will be deducted from the County's payment to the Contractor; and/or (c) upon giving five days' notice to the Contractor for failure to correct the Deficiencies, the County may correct any and all Deficiencies and the total excess costs incurred by the County for

completion of the work by an alternate source, whether it be County forces or separate private Contractor, will be deducted and forfeited from the payment to the Contractor from the County, as determined by the County.

8.26.3 The action noted in Subparagraph 8.26.2 must not be construed as a penalty, but as adjustment of payment to the Contractor to recover the County cost due to the failure of the Contractor to complete or comply with the provisions of this Contract.

8.26.4 This Subparagraph must not, in any manner, restrict or limit the County's right to damages for any breach of this Contract provided by law or as specified in Subparagraph 8.26.2, and must not, in any manner, restrict or limit the County's right to terminate this Contract as agreed to herein.

8.27 INTENTIONALLY OMITTED

8.28 NONDISCRIMINATION AND AFFIRMATIVE ACTION

8.28.1 The Contractor certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and will be treated equally without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations.

8.28.2 The Contractor certifies to the County each of the following:

1. That Contractor has a written policy statement prohibiting discrimination in all phases of employment.
2. That Contractor periodically conducts a self-analysis or utilization analysis of its workforce.
3. That Contractor has a system for determining if its employment practices are discriminatory against protected groups.
4. Where problem areas are identified in employment practices, the Contractor has a system for taking reasonable corrective action, to include establishment of goals or timetables.

8.28.3 The Contractor must take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations. Such action must include, but is not limited to: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

8.28.4 The Contractor certifies and agrees that it will deal with its Subcontractors, bidders, or vendors without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital

status, or political affiliation.

8.28.5 The Contractor certifies and agrees that it, its affiliates, subsidiaries, or holding companies, will comply with all applicable Federal and State laws and regulations to the end that no person will, on the grounds of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract.

8.28.6 The Contractor will allow County representatives access to the Contractor's employment records during regular business hours to verify compliance with the provisions of this Subparagraph 8.28 (Nondiscrimination and Affirmative Action) when so requested by the County.

8.28.7 If the County finds that any provisions of this Subparagraph 8.28 (Nondiscrimination and Affirmative Action) have been violated, such violation will constitute a material breach of this Contract upon which the County may terminate or suspend this Contract. While the County reserves the right to determine independently that the anti-discrimination provisions of this Contract have been violated, in addition, a determination by the California Fair Employment and Housing Commission or the Federal Equal Employment Opportunity Commission that the Contractor has violated Federal or State anti-discrimination laws or regulations will constitute a finding by the County that the Contractor has violated the anti-discrimination provisions of this Contract.

8.28.8 The parties agree that in the event the Contractor violates any of the anti-discrimination provisions of this Contract, the County will, at its sole option, be entitled to the sum of $500 for each such violation pursuant to California Civil Code Section 1671 as liquidated damages in lieu of terminating or suspending this Contract.

8.29 NON-EXCLUSIVITY

Nothing herein is intended nor will be construed as creating any exclusive arrangement with the Contractor. This Contract will not restrict the County from acquiring similar, equal or like goods and/or services from other entities or sources.

8.30 NOTICE OF DELAYS

Except as otherwise provided under this Contract, when either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Contract, that party must, within one Business Day, give notice thereof, including all relevant Information with respect thereto, to the other party.

8.31 DISPUTE RESOLUTION PROCEDURE

It is the intent of the parties that all disputes arising under this Contract be resolved expeditiously, amicably, and at the level within each party's organization that is most knowledgeable about the disputed issue. The parties understand and agree that the procedures outlined in this Subparagraph are not intended to supplant the routine

handling of inquiries and complaints through informal contact with their respective managers. Accordingly, for purposes of the procedures set forth in this Subparagraph, a "dispute" will mean any action, dispute, claim, or controversy of any kind, whether in contract or tort, statutory or common law, legal or equitable, now existing or hereafter arising under or in connection with, or in any way pertaining to this Contract.

8.31.1 Contractor and County agree to act with urgency to mutually resolve any disputes, which may arise with respect to this Contract. All such disputes must be subject to the provisions of this Subparagraph 8.31, Dispute Resolution Procedure, (such provisions must be collectively referred to as the "Dispute Resolution Procedure"). Time is of the essence in the resolution of disputes.

8.31.2 Contractor and County agree that the existence and details of a dispute notwithstanding both parties must continue without delay their performance hereunder, except for any performance which the County reasonably determines should be delayed as a result of such dispute. The County shall continue to pay sums not in dispute, during any such period of continued performance subject to the County's other potential remedies and offsets provided in the Contract or under the applicable law.

8.31.3 If Contractor fails to continue without delay its performance hereunder which the County, in its reasonable discretion, determines should not be delayed as a result of such dispute, then any additional costs, which may be incurred by the Contractor or the County as a result of Contractor's failure to continue to so perform must be borne by the Contractor, and Contractor must make no claim whatsoever against the County for such costs. Contractor must promptly reimburse the County for such County costs, as determined by the County, or the County may deduct all such additional costs from any amounts due to the Contractor from the County.

8.31.4 If the County fails to continue without delay to perform its responsibilities under this Contract, which the County reasonably determines should not be delayed as a result of such dispute, then any additional costs incurred by the Contractor or the County as a result of the County's failure to continue to so perform must be borne by the County, and the County will make no claim whatsoever against the Contractor for such costs. The County must promptly reimburse Contractor for all such additional Contractor costs subject to the approval of such costs by the County, not to be unreasonably withheld.

8.31.5 In the event of any dispute between the parties with respect to this Contract, Contractor and the County must submit the matter to their respective Project Managers for the purpose of endeavoring to resolve such dispute.

8.31.6 In the event that the Project Managers are unable to resolve the dispute within a reasonable time not to exceed ten days from the date of submission of the dispute to them, then the matter must be immediately submitted to the parties' respective Project Directors for further consideration and discussion to attempt to resolve the dispute.

8.31.7 In the event that the Project Directors are unable to resolve the dispute within a reasonable time not to exceed ten days from the date of submission of the dispute to them, then the matter must be immediately submitted to Contractor's president or equivalent and the County's eTAX Steering Committee. These persons must have ten days to attempt to resolve the dispute.

8.31.8 In the event that at these levels, there is not a resolution of the dispute acceptable to both parties, then each party may assert its other rights and remedies provided under this Contract and/or its rights and remedies as provided by law.

8.31.9 All disputes utilizing this dispute resolution procedure must be documented in writing by each party and must state the specifics of each alleged dispute and all actions taken. The parties must act in good faith to resolve all disputes. At all three levels described in this Subparagraph 8.31, Dispute Resolution Procedure, the efforts to resolve a dispute must be undertaken by conference between the parties' respective representatives, either orally, by face-to-face meeting or by telephone, or in writing by exchange of correspondence.

8.31.10 Notwithstanding any other provision of this Contract, the County's right to terminate this Contract or to seek injunctive relief to enforce the provisions of Subparagraph 7.7, Confidentiality, must not be subject to this Dispute Resolution Procedure. The preceding sentence is intended only as a clarification of the County's rights and must not be deemed to impair any claims that the County may have against the Contractor or County's rights to assert such claims after any such termination or such injunctive relief has been obtained.

8.31.11 The Contractor must bring to the attention of the County's Project Manager and/or County's Project Director any dispute between the County and the Contractor regarding the performance of services as stated in this Contract.

8.32 NOTICE TO EMPLOYEES REGARDING THE FEDERAL EARNED INCOME CREDIT

The Contractor must notify its employees, and will require each Subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice must be provided in accordance with the requirements set forth in Internal Revenue Service Notice No. 1015.

8.33 NOTICE TO EMPLOYEES REGARDING THE SAFELY SURRENDERED BABY LAW

The Contractor must notify and provide to its employees, and will require each Subcontractor to notify and provide to its employees, information regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The information is set forth in Exhibit G (Safely Surrendered Baby Law) of this Contract. Additional information is available at https://lacounty.gov/residents/family-services/child-safety/safe-surrender/.

8.34 NOTICES

All notices or demands required or permitted to be given or made under this Contract must be in writing and will be hand delivered with signed receipt or mailed by first-class registered or certified mail, postage prepaid, addressed to the parties as identified in Exhibits D (County's Administration) and E (Contractor's Administration) or via facsimile or electronic copy representation pursuant to Subparagraph 8.18 (Counterparts and Electronic Signatures and Representations). Addresses may be changed by either party giving ten days prior written notice thereof to the other party. The County will have the authority to issue all notices or demands required or permitted by the County under this Contract.

8.35 PROHIBITION AGAINST INDUCEMENT OR PERSUASION

Notwithstanding the above, the Contractor and the County agree that, during the Contract Term and for a period of one year thereafter, neither party will in any way intentionally induce or persuade any employee of one party to become an employee or agent of the other party. No bar exists against any hiring action initiated through a public announcement.

8.36 CALIFORNIA PUBLIC RECORDS ACT

8.36.1 Any documents submitted by the Contractor; all Information obtained in connection with the County's right to audit and inspect the Contractor's documents, books, and accounting records pursuant to Subparagraph 8.38 (Record Retention and Inspection-Audit Settlement) of this Contract; as well as those documents which were required to be submitted in response to the RFP used in the solicitation process for this Contract, become the exclusive property of the County. All such documents become a matter of public record and will be regarded as public records. Exceptions will be those elements in the California Government Code Section 7921 et seq. (Public Records Act) and which are marked "trade secret," "confidential," or "proprietary." The County will not in any way be liable or responsible for the disclosure of any such records including, without limitation, those so marked, if disclosure is required by law, or by an order issued by a court of competent jurisdiction.

8.36.2 In the event the County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked "trade secret," "confidential," or "proprietary," the Contractor agrees to defend and indemnify the County from all costs and expenses, including reasonable attorney's fees, in action or liability arising under the Public Records Act.

8.37 PUBLICITY

8.37.1 The Contractor must not disclose any details in connection with this Contract to any person or entity except as may be otherwise provided hereunder or required by law. However, in recognizing the Contractor's need to identify its services and related clients to sustain itself, the County will not inhibit the Contractor from publishing its role under this Contract within the following conditions:

a) The Contractor must develop all publicity material in a professional manner; and

b) During the Contract Term, the Contractor will not, and will not authorize another to, publish or disseminate any commercial advertisements, press releases, feature articles, or other materials using the name of the County without the prior written consent of the County's Project Director. The County will not unreasonably withhold written consent.

8.37.2 The Contractor may, without the prior written consent of the County, indicate in its proposals and sales materials that it has been awarded this Contract with the County, provided that the requirements of this Subparagraph 8.37 (Publicity), of this Contract, will apply.

8.38 RECORD RETENTION AND INSPECTION-AUDIT SETTLEMENT

8.38.1 The Contractor must maintain accurate and complete financial records of its activities and operations relating to this Contract in accordance with generally accepted accounting principles. The Contractor must also maintain accurate and complete employment and other records relating to its performance of this Contract. The Contractor agrees that the County, or its authorized representatives, will have access to and the right to examine, audit, excerpt, copy, or transcribe any pertinent transaction, activity, or record relating to this Contract. Any such access shall be during regular business hours and with reasonable prior notice. Any third-party representative will sign a reasonable non-disclosure agreement with Contractor prior to such access. All such materials, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary Data and Information, will be kept and maintained by the Contractor and will be made available to the County during the Contract Term and for a period of five years thereafter unless the County's written permission is given to dispose of any such material prior to such time. All such materials must be maintained by the Contractor at a location in Los Angeles County, provided that if any such material is located outside Los Angeles County, then at the County's option, the Contractor will pay the County for travel, per diem, and other costs incurred by the County to examine, audit, excerpt, copy, or transcribe such material at such other location. At the County's request, Contractor must provide such materials in a digital format unless acceptable to the County.

8.38.2 In the event that an audit of the Contractor is conducted specifically regarding this Contract by any Federal or State auditor, or by any auditor or accountant employed by the Contractor or otherwise, then the Contractor must file a copy of such audit report with the County's A-C within 30 days of the Contractor's receipt thereof, unless otherwise provided by applicable Federal or State law or under this Contract. Subject to applicable law, the County will make a reasonable effort to maintain the confidentiality of such audit report(s).

8.38.3 Failure on the part of the Contractor to comply with any of the provisions of this Subparagraph 8.38 will constitute a material breach of this Contract upon which the County may terminate or suspend this Contract.

8.38.4 If, at any time during the Contract Term or within five years after the expiration or termination of this Contract, representatives of the County will conduct an audit of the Contractor regarding the work performed under this Contract, and if such audit finds that the County's dollar liability for any such work is less than payments made by the County to the Contractor, then the difference must be either: a) repaid by the Contractor to the County by cash payment upon demand or b) at the sole option of the County's A-C, deducted from any amounts due to the Contractor from the County, whether under this Contract or otherwise. If such audit finds that the County's dollar liability for such work is more than the payments made by the County to the Contractor, then the difference will be paid to the Contractor by the County by cash payment, provided that in no event will the County's maximum obligation for this Contract exceed the funds appropriated by the County for the purpose of this Contract.

8.38.5 **Financial Statements:** Beginning one year after the Effective Date of this Contract and every year thereafter until the expiration of this Contract, Contractor must submit to the Contract's Section – Contract Monitor, as indicated on Exhibit D, County's Administration, a complete set of audited financial statements for the 12-month period. Such statements must, at a minimum, include a Balance Sheet (Statement of Financial Position) and Income Statement (Statement of Operations). The County reserves the right to request these financial statements on a more frequent basis and will so notify Contractor in writing. All financial statements will be kept confidential, only if stamped or marked as confidential on each page of the financial statement.

8.38.6 **Pending Litigation:** The Contractor must submit an annual statement regarding any pending or threatened litigation since the Contractor last reported same to the County, and as soon as an incident occurs, to the Contract Monitor, as indicated on Exhibit D (County's Administration).

8.39 RECYCLED BOND PAPER

Consistent with the Board's policy to reduce the amount of solid waste deposited at the County landfills, the Contractor agrees to use recycled-content paper to the maximum extent possible on this Contract.

8.40 SUBCONTRACTING

8.40.1 If the Contractor desires to subcontract, the work requirements of this Contract may not be subcontracted by the Contractor **without the advance written approval of the County.**

8.40.2 If the Contractor desires to subcontract, the work requirements of this Contract as they relate to Exhibit I, Information Security and Privacy Requirements, **the approval of County's Chief Information Security Officer and/or Chief Privacy Officer must be obtained**. Any attempt by

the Contractor to subcontract without the prior consent of the above parties may be deemed a material breach of this Contract.

8.40.3 Following written approval by the County in conjunction with the County's Chief Information Security Officer and/or Chief Privacy Officer, the County's Project Director is authorized to act for and on behalf of the County with respect to approval of any subcontract and Subcontractor employees. After approval of the subcontract by the County, Contractor must forward a fully executed subcontract to the County for its files.

8.40.4 After the Contractor has engaged an approved Subcontractor, the Contractor must provide the following information promptly at the County's request and prior to any work being performed by the Subcontractor:

a) A description of the work to be performed by the Subcontractor;

b) A draft copy of the proposed subcontract; and

c) Written agreement from each Subcontractor and/or third party, certifying it must comply with and be bound by the applicable terms of Exhibit I (Information Security and Privacy Requirements) of this Contract; and

d) Other pertinent information and/or certifications requested by the County.

8.40.5 The Contractor must indemnify, defend, and hold the County harmless with respect to the activities of each and every Subcontractor in the same manner and to the same degree as if such Subcontractor(s) were Contractor employees.

8.40.6 The Contractor will remain fully responsible for all performances required of it under this Contract, including those that the Contractor has determined to subcontract, notwithstanding the County's approval of the Contractor's proposed subcontract.

8.40.7 The County's consent to subcontract will not waive the County's right to prior and continuing approval of any and all personnel, including Subcontractor employees, providing Services under this Contract. The Contractor is responsible to notify its Subcontractors of this County right.

8.40.8 The Contractor will be solely liable and responsible for all payments or other compensation to all Subcontractors and their officers, employees, agents, and successors in interest arising through Services performed hereunder, notwithstanding the County's consent to subcontract.

8.40.9 The Contractor must obtain COIs, which establish that the Subcontractor maintains all the programs of insurance required by the County from each approved Subcontractor. Before any Subcontractor employee may perform any work hereunder, the Contractor must ensure delivery of all

such documents to:

County of Los Angeles
Department of Treasurer and Tax Collector
Contracts Section
500 West Temple Street, Room 464
Los Angeles, CA 90012

8.41 TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM

Failure of the Contractor to maintain compliance with the requirements set forth in Subparagraph 8.14 (Contractor's Warranty of Adherence to County's Child Support Compliance Program), of this Contract, will constitute default under this Contract. Without limiting the rights and remedies available to the County under any other provision of this Contract, failure of the Contractor to cure such default within 90 Calendar Days of written notice will be grounds upon which the County may terminate this Contract pursuant to Subparagraph 8.43 (Termination for Default), of this Contract, and pursue debarment of the Contractor, pursuant to County Code Chapter 2.202.

8.42 TERMINATION FOR CONVENIENCE

8.42.1 This Contract may be terminated, in whole or in part, to the extent such Services are severable, when such action is deemed by the County, in its sole discretion, to be in its best interest. Termination of work hereunder will be effected by Notice of Termination to the Contractor specifying the extent to which performance of work is terminated and the date upon which such termination becomes effective. The date upon which such termination becomes effective will be no less than thirty (30) days after the notice is sent.

8.42.2 After receipt of a Notice of Termination and except as otherwise directed by the County, the Contractor must:

1. Stop work under this Contract on the date and to the extent specified in such notice, and

2. Complete performance of such part of the work as would not have been terminated by such notice.

8.42.3 All material including books, records, documents, or other evidence bearing on the costs and expenses of the Contractor under this Contract must be maintained by the Contractor in accordance with Subparagraph 8.38 (Record Retention and Inspection-Audit Settlement), of this Contract.

8.43 TERMINATION FOR DEFAULT

8.43.1 At any time prior to go-live Contractor may, by written notice to the County, subject to the Dispute Resolution Procedure, suspend performance of the whole or any appropriate part of this Contract if the County fails to pay to Contractor any undisputed amounts due to Contractor. In such case, suspension will become effective if the County fails to cure the default within thirty (30) days of receipt of written notice from Contractor. Such suspension will end upon the County's payment of

the past due, undisputed amounts.

The County may, by written notice to the Contractor, subject to the Dispute Resolution Procedure, terminate the whole or any applicable part of this Contract to the extent such Services are severable, if:

1. The Contractor or any of the Contractor Parties has materially breached this Contract; or
2. The Contractor fails to timely provide and/or satisfactorily perform any task, Deliverable, service, or other work required either under this Contract; or
3. The Contractor fails to demonstrate a high probability of timely fulfillment of performance requirements under this Contract, or of any obligations of this Contract and in either case, fails to demonstrate convincing progress toward a cure within five working days (or such longer period as the County may authorize in writing) after receipt of written notice from the County specifying such failure; or
4. The Contractor materially breaches any of the warranties, representations and covenants made in Subparagraph 8.3 (Warranties), of this Contract, so as to adversely affect the County; or
5. Without prior notice or cure if the Contractor is subject to criminal investigation, indictment or conviction, or is found civilly or criminally liable by a trial court, judge or administrative panel in connection with any matter involving breach of trust or fiduciary duty, fraud, theft, or moral turpitude; or
6. Without prior notice or cure if the Contractor attempts or purports to assign this Contract, or any portion thereof, or any of its rights or obligations hereunder, without the prior written consent of the County, except as provided in Subparagraph 8.2 (Assignment and Delegation/Mergers or Acquisitions), of this Contract.

   Except where indicated above that a termination right is “without prior notice or cure,” the County may only terminate after written (including email) notice of the default, where the County has complied with the Dispute Resolution Procedure and Contractor fails to cure such default prior to the completion of such Dispute Resolution Procedure.

8.43.2 In the event that the County terminates this Contract in whole or in part as provided in Subparagraph 8.43 (Termination for Default), of this Contract, the County may procure, upon such terms and in such manner as the County may deem appropriate, goods and services similar to those so terminated. The Contractor will be liable to the County for any and all reasonable excess costs incurred by the County, for such similar goods and services. The Contractor will continue the performance of this Contract to the extent not terminated under the provisions of this Subparagraph.

8.43.3 Except with respect to defaults of any Subcontractor, the Contractor will not be liable for any such excess costs of the type identified in

Subparagraph 8.43.2, of this Contract, if its failure to perform this Contract arises out of a force majeure event, subject to Subparagraph 8.20 including Contractor's obligation therein, or acts of the County in its sovereign capacity; but in every case, the failure to perform must be beyond the reasonable control and without the fault or negligence of the Contractor. If the failure to perform is caused by the default of a Subcontractor, and if such default arises out of causes beyond the reasonable control of both the Contractor and Subcontractor, and without the fault or negligence of either of them, the Contractor will not be liable for any such excess costs for failure to perform, unless the goods or services to be furnished by the Subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required performance schedule. As used in this Subparagraph, the term "Subcontractor(s)" means Subcontractor(s) at any tier.

8.43.4 If, after the County has given Notice of Termination under the provisions of this Subparagraph 8.43 (Termination for Default), of this Contract, it is determined by the County that the Contractor was not in default under the provisions of this Subparagraph 8.43 (Termination for Default), of this Contract, or that the default was excusable under the provisions of Subparagraph 8.43.3, of this Contract, the rights and obligations of the parties will be the same as if the Notice of Termination had been issued pursuant to Subparagraph 8.42 (Termination for Convenience), of this Contract.

8.43.5 The rights and remedies of the County provided in this Subparagraph 8.43 (Termination for Default), of this Contract, will not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

8.44 TERMINATION FOR IMPROPER CONSIDERATION

8.44.1 The County may, by written notice to the Contractor, immediately terminate the right of the Contractor to proceed under this Contract if it is found that consideration, in any form, was offered or given by the Contractor, either directly or through an intermediary, to any County officer, employee, or agent with the intent of securing this Contract or securing favorable treatment with respect to the award, amendment, or extension of this Contract or the making of any determinations with respect to the Contractor's performance pursuant to this Contract. In the event of such termination, the County will be entitled to pursue the same remedies against the Contractor as it could pursue in the event of default by the Contractor.

8.44.2 The Contractor must immediately report any attempt by a County officer, employee, or agent to solicit such improper consideration. The report must be made to the Los Angeles County Fraud Hotline at (800) 544-6861 or https://fraud.lacounty.gov/.

8.44.3 Among other items, such improper consideration may take the form of cash, discounts, services, the provision of travel or entertainment, or tangible gifts.

8.45 TERMINATION FOR INSOLVENCY

8.45.1 The County may terminate this Contract forthwith in the event of the occurrence of any of the following:

1. Insolvency of the Contractor. The Contractor will be deemed to be insolvent if it has ceased to pay its debts for at least 60 days in the ordinary course of business or cannot pay its debts as they become due, whether or not a petition has been filed under the Federal Bankruptcy Code and whether or not the Contractor is insolvent within the meaning of the Federal Bankruptcy Code;
2. The filing of a voluntary or involuntary petition regarding the Contractor under the Federal Bankruptcy Code;
3. The appointment of a Receiver or Trustee for the Contractor; or
4. The execution by the Contractor of a general assignment for the benefit of creditors.

8.45.2 The rights and remedies of the County provided in this Subparagraph 8.45 (Termination for Insolvency) will not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

8.46 TERMINATION FOR NON-ADHERENCE OF COUNTY LOBBYIST ORDINANCE

The Contractor, and each County Lobbyist or County Lobbying firm as defined in County Code Section 2.160.010 retained by the Contractor, must fully comply with the County's Lobbyist Ordinance, County Code Chapter 2.160. Failure on the part of the Contractor or any County Lobbyist or County Lobbying firm retained by the Contractor to fully comply with the County's Lobbyist Ordinance will constitute a material breach of this Contract, upon which the County may in its sole discretion, immediately terminate or suspend this Contract.

8.47 TERMINATION FOR NON-APPROPRIATION OF FUNDS

Notwithstanding any other provision of this Contract, the County will not be obligated for the Contractor's performance hereunder or by any provision of this Contract during any of the County's future Fiscal Years unless and until the County's Board appropriates funds for this Contract in the County's Budget for each such future Fiscal Year. In the event that funds are not appropriated for this Contract, then this Contract will terminate as of June 30 of the last Fiscal Year for which funds were appropriated. The County will notify the Contractor in writing of any such non-allocation of funds at the earliest possible date.

8.48 EFFECT OF TERMINATION

8.48.1 In the event County terminates this Contract in whole or in part as provided hereunder or upon the expiration of the Contract, as applicable, then, unless otherwise specified by County in writing: (a) Contractor must continue the performance of this Contract to the extent not terminated; (b) Contractor must cease to perform the Services being terminated on the date and to the extent specified in such notice and provide to the County all completed Services and Services in progress, in a media reasonably requested by the County; (c) County will

pay to the Contractor all sums due and payable to Contractor for Services properly performed through the effective date of such expiration or termination (prorated as appropriate); (d) Contractor must return to the County all monies paid by the County, yet unearned by the Contractor, including proration of any prepaid fees if applicable; (e) Contractor must promptly return to the County any and all of the County's Confidential Information that relates to the portion of the Contract or Services terminated by the County, including all County Information, in a media reasonably requested by the County.

8.48.2 Expiration or termination of this Contract for any reason will not release either party from any liabilities or obligations set forth in this Contract, which (i) the parties have expressly agreed upon in writing will survive any such expiration or termination, or (ii) remain to be performed or by their nature would be intended to be applicable following any such expiration or termination.

8.48.3 Contractor understands and agrees that the County has obligations that it cannot satisfy without use of the Solution provided to the County hereunder or an equivalent solution, and that a failure to satisfy such obligations could result in irreparable damage to the County and the entities it serves. Therefore, Contractor agrees that in the event of any expiration or termination of this Contract, Contractor must fully cooperate with the County in the transition of the County to a new solution toward the end that there be no interruption of County's day-to-day operations due to the unavailability of the Solution during such transition. Contractor will receive the fees provided under an amendment to the Contract for transition services.

8.48.4 For 90 days prior to the expiration date of this Contract, or upon Notice of Termination of this Contract through the termination date (Transition Period), Contractor must assist the County in extracting and/or transitioning all County Information in the format mutually determined by the parties. The Transition Period may be modified as agreed upon in writing by the parties in a Change Notice. In addition, upon the expiration or termination of this Contract, the County may require Contractor to provide services in the form of Additional Work to assist the County to transition Solution operations from Contractor to the County or County's designated third party (Transition Services). Upon the County's request for Transition Services, the County and Contractor agree to negotiate in good faith the scope of work and the price for such Transition Services. Contractor agrees that in the event the County terminates the Contract for any breach by the Contractor, Contractor must perform Transition Services at no cost to the County. The Contractor must provide the County with all of the Transition Services as provided in this Subparagraph 8.48.4.

The duty of Contractor to provide such Transition Services must be conditioned on the County continuing to comply with its obligations under the Contract, including payment of all applicable fees. The Contractor will have no right to withhold or limit its performance or any of such Transition

Services on the basis of any alleged breach of this Contract by the County, other than a failure by the County to timely pay the amounts due and payable hereunder. The County will have the right to seek specific performance of this Subparagraph 8.48.4 in any court of competent jurisdiction, and Contractor hereby waives any defense that damages are an adequate remedy. Compliance with this Subparagraph 8.48.4 by either party will not constitute a waiver or estoppel with regard to any rights or remedies available to the parties.

8.48.5 The Contractor must promptly return to the County any and all County Confidential Information, including County Information that relate to that portion of the Contract and Services terminated by the County.

8.49 VALIDITY

If any provision of this Contract or the application thereof to any person or circumstance is held invalid, the remainder of this Contract and the application of such provision to other persons or circumstances will not be affected thereby.

8.50 USE OF COUNTY SEAL AND/OR LOGOS

The County claims right, title, and interest in and to certain intellectual property, including, but not limited to, the current and former County Seals and logos (collectively, County Seals). Except as expressly authorized herein, the Contractor must not reproduce, copy, distribute, republish, download, display, post, transmit, or make any other use of any kind whatsoever of the County Seals, in any format or by any means whatsoever. At no time will the Contractor in any manner (i) modify the County Seals or (ii) create derivative works of the County Seals. The Contractor must not in any manner sublicense, transfer or assign its rights, or delegate its duties, with respect to use of the County Seals, whether in whole or in part, without the prior written consent of the County, in its discretion, and any attempted sublicense, transfer, assignment, or delegation without such consent will be null and void.

8.51 WAIVER

No waiver by a party of any breach of any provision of this Contract will constitute a waiver of any other breach or of such provision. Failure of a party to enforce at any time, or from time to time, any provision of this Contract will not be construed as a waiver thereof. The rights and remedies set forth in this Subparagraph will not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

8.52 WARRANTY AGAINST CONTINGENT FEES

8.52.1 The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon any Contract or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business.

8.52.2 For breach of this warranty, the County will have the right to terminate this Contract and, at its sole discretion, deduct from the Contract price or

consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

8.53 WARRANTY OF COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

The Contractor acknowledges that the County has established a goal of ensuring that all individuals and businesses that benefit financially from the County through the Contract are current in paying their property tax obligations (secured and unsecured roll) in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.

Unless Contractor qualifies for an exemption or exclusion, the Contractor warrants and certifies that to the best of its knowledge, it is now in compliance, and during the Contract Term, will maintain compliance with Los Angeles County Code Chapter 2.206.

8.54 TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

Failure of the Contractor to maintain compliance with the requirements set forth in Subparagraph 8.53 (Warranty of Compliance with County's Defaulted Property Tax Reduction Program) will constitute default under this Contract. Without limiting the rights and remedies available to the County under any other provision of this Contract, failure of the Contractor to cure such default within ten days of notice will be grounds upon which the County may terminate this contract and/or pursue debarment of Contractor, pursuant to Los Angeles County Code Chapter 2.206.

8.55 TIME OFF FOR VOTING

The Contractor must notify its employees and must require each Subcontractor to notify and provide to its employees information regarding the time off for voting law (Elections Code Section 14000). Not less than 10 days before every statewide election, every Contractor and Subcontractors must keep posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of Section 14000.

8.56 INTENTIONALLY OMITTED

8.57 ACCEPTANCE

8.57.1 The Solution, Services, Deliverables, and milestones (if applicable) will be subject to acceptance, and acceptance testing by the County, in its sole discretion as more fully described in Exhibit A, SOW. The provisions of Exhibit A, SOW shall control in the event of any conflict between such provisions and this Subparagraph 8.57.1.

8.57.2 Production Use will not be deemed acceptance or Final Acceptance of the Solution, Services, Deliverables, and milestones.

8.57.3 If the County's Project Director makes a good faith determination at any time that the Solution (as a whole, or any component thereof), Services, Deliverables, and/or milestones has not successfully completed an acceptance test or has not achieved Final Acceptance (collectively

referred to for purposes of this Subparagraph 8.57.3 as "Designated Test"), the County's Project Director will promptly notify the Contractor in writing of such failure, specifying with as much detail as possible the manner in which the Solution, Services, Deliverables, and/or milestones failed to pass the applicable Designated Test. The Contractor must immediately commence all reasonable efforts to complete, as quickly as possible, such necessary corrections, repairs, and modifications to the Solution, Services, Deliverables, and/or milestones as will permit the Solution, Services, Deliverables, and/or milestones to be ready for retesting. The Contractor must notify the County's Project Director in writing when such corrections, repairs, and modifications have been completed, and the applicable Designated Test will begin again. If, after the applicable Designated Test has been completed for a second time, the County's Project Director makes a good faith determination that the Solution, Services, Deliverables, and/or milestones again fails to pass the applicable Designated Test, the County's Project Director will promptly notify Contractor in writing, specifying with as much detail as possible the manner in which the Solution, Services, Deliverables, and/or milestones failed to pass the applicable Designated Test. The Contractor must immediately commence all reasonable efforts to complete, as quickly as possible, such necessary corrections, repairs, and modifications to the Solution, Services, Deliverables, and/or milestones as will permit the Solution, Services, Deliverables, and/or milestones to be ready for retesting.

8.57.4 Such procedure will continue until such time as the County notifies Contractor in writing either: (i) of the successful completion of such Designated Test; or (ii) that the County has concluded (after Contractor has had at least two attempts to cure an alleged Deficiency), subject to the Dispute Resolution Procedure, that satisfactory progress toward such successful completion of such Designated Test is not being made, in which latter event, the County will have the right to make a determination in its reasonable judgment, which will be binding and conclusive on Contractor, that a non-curable default has occurred and to terminate this Contract in accordance with Subparagraph 8.43 (Termination for Default) on the basis of such non-curable default.

8.57.5 Such a termination by the County may be, subject to the Dispute Resolution Procedure, as determined by the County in its reasonable judgment: (i) a termination with respect to one or more of the components of the Solution; (ii) a termination of any part of Exhibit A, SOW, relating to the Solution, Service(s), Deliverables(s), and/or milestone(s) that is (are) not performing or conforming as required herein; or (iii) if the County believes the failure to pass the applicable Designated Test materially affects the functionality, performance, or desirability to the County of the Solution as a whole, the entire Contract. The foregoing is without prejudice to any other rights that may accrue to the County or Contractor under the Terms and Conditions of this Contract or by law.

8.58 INTEGRATION/INTERFACING

The Contractor must be responsible for developing and delivering the Interfaces identified in Exhibit A, SOW, as part of the Solution. If the Solution is to be integrated/interfaced with other software, equipment, and/or systems provided by the Contractor or at the direction of the Contractor, including any customized enhancements and Work Product, the Solution will not be deemed to have achieved Final Acceptance by the County until the Solution and such other systems have been successfully integrated/interfaced and accepted by the County in accordance with the Terms and Conditions of this Contract. For example, if Contractor is to provide Solution consisting of multiple modules or that includes enhancements, including Work Product, to the Solution, the County's acceptance of the Solution, any individual module or enhancement will not be final until the County accepts all of the Solution and modules or enhancements integrated/interfaced together as a complete system resulting in the Solution, including the operation of the Solution on all equipment required for its use in conformance with the Terms and Conditions of this Contract. The Contractor must not obtain any ownership interest in any other systems merely because they were interfaced, integrated, or used with any Solution. The Contractor's responsibility for developing and delivering the Interfaces identified in Exhibit A, SOW, is contingent on the timely cooperation of any of the County's third-party vendors, as well as County internally supported systems by other County departments.

8.59 COMMUNICATION SYSTEMS AND ACCESS TO INFORMATION

During the Contract Term, Contractor may receive access to the County's software, computers, equipment, and electronic communications systems (in this Subparagraph 8.59, County systems) including, but not limited to, voicemail, email, customer databases, and internet and intranet systems. Such County systems are intended for legitimate business use related to County's business. The Contractor acknowledges that Contractor does not have any expectation of privacy as between Contractor and the County in the use of or access to County systems and that all communications made with such County systems or equipment by or on behalf of the Contractor are subject to County's scrutiny, use, and disclosure, in County's discretion. County reserves the right, for business purposes and activities, to monitor, review, audit, intercept, access, archive, and/or disclose materials sent over, received by or from, or stored in any of its electronic County systems. This includes, without limitation, email communications sent by users across the internet and intranet from and to any domain name owned or operated by the County. This also includes, without limitation, any electronic communication system that has been used to access any of the County systems. Contractor further agrees that Contractor will use all appropriate security, such as, for example, encryption and passwords (Contractor must provide passwords and keys to the County), to protect County Confidential Information from unauthorized disclosure (internally or externally) and that the use of such security does not give rise to any privacy rights in the communication as between the Contractor and the County. County reserves the right to override any security passwords to obtain access to voicemail, email, computer (and software or other applications) and/or computer disks on County systems. Contractor also acknowledges that the County reserves the right, for any business purposes and activities, to search all work areas (e.g., offices, cubicles, desks, drawers, cabinets, computers, computer disks, and files) and all personal

items brought onto County property or used to access County Confidential Information or County systems.

8.60 TIME IS OF THE ESSENCE

Time is of the essence with regard to Contractor's performance of the Services; provided that the County acknowledges and agrees that Contractor's timely performance of the Services is subject to the County's and any of County's third-party vendors timely cooperation and performance of its own obligations herein.

8.61 NO OFFSHORE WORK

All Services must be performed and rendered within the continental United States. In particular, Contractor warrants that it will not transmit or make available any County Confidential Information, County's intellectual property, or any County property to any entity or individual outside the continental United States.

8.62 SEVERABILITY

If any provision of this Contract or the application thereof to any person or circumstance is held invalid, the remainder of this Contract and the application of such provision to other persons or circumstances will not be affected thereby.

8.63 CONTRACT DRAFTED BY ALL PARTIES

This Contract is the result of arm's length negotiations between the parties. Consequently, each party has had the opportunity to receive advice from independent counsel of its own choosing. This Contract will be construed to have been drafted by all parties such that any ambiguities in this Contract will not be construed against either party.

8.64 NO THIRD-PARTY BENEFICIARIES

Notwithstanding any other provision of this Contract, the Contractor and County do not in any way intend that any person or entity will acquire any rights as a third-party beneficiary of this Contract, except that this provision will not be construed to diminish the Contractor's indemnification obligations hereunder.

8.65 GREEN INITIATIVES

The Contractor must use reasonable efforts to initiate "green" practices for environmental and energy conservation benefits. The Contractor must notify County's Project Manager of Contractor's new green initiatives prior to the Contract's commencement.

8.66 COMPLIANCE WITH COUNTY'S ZERO TOLERANCE POLICY ON HUMAN TRAFFICKING

The Contractor acknowledges that the County has established a Zero Tolerance Policy on Human Trafficking prohibiting Contractors from engaging in human trafficking.

If the Contractor or member of Contractor's staff is convicted of a human trafficking offense, the County will require that the Contractor or member of Contractor's staff be removed immediately from performing services under the Contract. The County will not be under any obligation to disclose confidential information regarding the offenses other than those required by law. Disqualification of any member of the

Contractor's staff pursuant to this Subparagraph will not relieve Contractor of its obligation to complete all work in accordance with the Terms and Conditions of this Contract.

8.67 COMPLIANCE WITH FAIR CHANCE EMPLOYMENT HIRING PRACTICES

The Contractor, and its Subcontractors, must comply with fair chance employment hiring practices set forth in California Government Code Section 12952. The Contractor's violation of this Subparagraph of the Contract may constitute a material breach of the Contract. In the event of such material breach, the County may, in its sole discretion, terminate the Contract.

8.68 COMPLIANCE WITH THE COUNTY POLICY OF EQUITY

The Contractor acknowledges that the County takes its commitment to preserving the dignity and professionalism of the workplace very seriously, as set forth in the County Policy of Equity (CPOE) (https://ceop.lacounty.gov/). The Contractor further acknowledges that the County strives to provide a workplace free from discrimination, harassment, retaliation, and inappropriate conduct based on a protected characteristic, and which may violate the CPOE. The Contractor, its employees and Subcontractors acknowledge and certify receipt and understanding of the CPOE. Failure of the Contractor, its employees or its Subcontractors to uphold the County's expectations of a workplace free from harassment and discrimination, including inappropriate conduct based on a protected characteristic, may subject the Contractor to termination of contractual agreements as well as civil liability.

8.69 LICENSES, PERMITS, REGISTRATIONS, AND PROFESSIONAL CERTIFICATIONS

The Contractor must maintain all licenses, permits, registrations, and/or professional certifications required by law, applicable to its legal business structure, and necessary to perform services under the Contract. The Contractor must ensure the same of all of its officers, employees, and agents who perform services under this Contract and must maintain all such licenses, permits, registrations, and professional certifications throughout the Contract Term and any term extensions and/or option periods exercised by the County. The Contractor must provide evidence of such to the County within five Calendar Days of written request.

8.70 PROHIBITION FROM PARTICIPATION IN FUTURE SOLICITATION(S)

A Proposer, or a Contractor or its subsidiary or Subcontractor ("Proposer/ Contractor"), is prohibited from submitting a bid or proposal in a County solicitation if the Proposer/Contractor has provided advice or consultation for the solicitation. A Proposer/Contractor is also prohibited from submitting a bid or proposal in a County solicitation if the Proposer/Contractor has developed or prepared any of the solicitation materials on behalf of the County. A violation of this provision will result in the disqualification of the Contractor/Proposer from participation in the County solicitation or the termination or cancellation of any resultant County contract. This provision will survive the expiration, or other termination of this Contract.

8.71 INJURY AND ILLNESS PREVENTION PROGRAM

The Contractor will be required to comply with the State of California's Cal OSHA's

regulations. California Code of Regulations, Title 8, Section 3203 requires all California employers to have a written, effective Injury and Illness Prevention Program (IIPP) that addresses hazards pertaining to the particular workplace covered by the program.

9 UNIQUE TERMS AND CONDITIONS

9.1 CONTRACTOR BUSINESS REQUIREMENTS

The Contractor must be qualified to do business in the State of California.

9.2 LICENSE AND OWNERSHIP OF MATERIALS, SOFTWARE AND DATA

9.2.1 The Contractor hereby grants the County a limited, non-exclusive, non-perpetual and non-transferable, worldwide license to access and use the Solution and the Documentation (including any County Customizations, modifications, and upgrades made during the Contract Term) and all intellectual property contained therein for the purposes described herein, including any exhibits hereto, including as updated between the parties and pursuant to any Documentation, for the Contract Term and during any Transition Services provided hereunder. This license immediately terminates upon any termination of the Contract or related transition services.

9.2.2 If there are any County Customizations pursuant to Paragraph 3.5, Contractor shall not offer those County Customizations or any license thereto to any third party. However, if Contractor provides notice to the County that it desires to provide County Customizations to other clients and the parties agree on the pro-rata credit to the County that Contractor owes the County for that use pursuant to Paragraph 3.5, then Contractor may provide a license to such County Customizations to those other clients. Contractor must pay the County the pro-rata credit to the County when due pursuant to Paragraph 3.5.

As between the Parties, the County retains all right, title, and interest in and to any General Feedback it provides to Contractor. “General Feedback” means suggestions, comments, or other feedback provided to Contractor by the County that: (i) do not primarily relate specifically to the Solution and (ii) are of a general nature or may be applicable to technology, software, or processes not proprietary to Contractor. The County hereby grants Contractor a non-exclusive, worldwide, perpetual, irrevocable, royalty-free, fully paid-up license to use, reproduce, and modify, such General Feedback in Contractor’s discretion, including without limitation for the improvement of Contractor’s products and services. The County remains free to use and disclose its General Feedback for any purpose, including with other vendors or contractors.

The County acknowledges and agrees that Contractor shall own all right, title, and interest, including all intellectual property rights, in and to any Solution Feedback, and the County hereby assigns to Contractor all such rights in such Solution Feedback. “Solution Feedback” means suggestions, comments, or other feedback provided by the County to

Contractor that specifically relate to or are derived from the features, functionality, performance, or operation of the Solution. Solution Feedback may be freely used, disclosed, reproduced, licensed, or otherwise exploited by Contractor without restriction or obligation of any kind to the County.

9.2.3 The County will be the sole owner of all right, title, and interest, including copyright, in and to all County Information which are originated, created, received, or processed through the Contractor's Solution pursuant to this Contract.

As between the Parties, Contractor shall own all right, title, and interest in and to the Solution and the related Solution source code including copyright, trade secret, patent, trademark and other proprietary rights as well as all customizations (including County Customizations), enhancements, modifications, improvements, derivations or other variations thereof. This Contract does not transfer to the County under any circumstances any of Contractor's ownership rights in the Solution or the Solution source code. The County retains all intellectual property rights in and will always have exclusive title in and to County Information, including inputs and outputs or reports created with County Information arising out of the County's use of the Solution.

9.2.4 During the Contract Term and for five years thereafter, the Contractor must maintain and provide security for all of the Contractor's working papers prepared under this Contract. The County will have the right to inspect, copy, and use at any time during and subsequent to the Contract Term, any and all such working papers and all information contained therein. Any such inspection shall be pursuant to the County's audit rights herein.

9.2.5 Any and all materials, which are developed or used by the Contractor in connection with its work hereunder, other than the Solution that has been presented to and approved by the County pursuant to the SOW, shall be owned by Contractor (the "Contractor Materials"). To the extent that any Contractor Materials are incorporated in, required or necessary, or otherwise incidental to the Solution, the Contractor hereby grants to the County an irrevocable, perpetual, worldwide, non-transferable, non-exclusive, fully-paid up, and royalty-free license to use and otherwise exploit the Contractor Materials in connection with the Solution.

9.2.6 The County will use reasonable means to ensure that the Contractor's proprietary and/or confidential items are safeguarded and held in confidence. The County agrees not to reproduce, distribute, or disclose to non-County entities any such proprietary and/or confidential items without the prior written consent of the Contractor.

9.2.7 All the rights and obligations of this Paragraph 9.2 will survive the expiration or termination of this Contract, except for the license provided pursuant to Subparagraph 9.2.1.

9.2.8 Contractor represents and warrants that it is the owner or licensor of the Solution provided under this Agreement and that it has full rights to provide the Solution, and that the Solution and the Services do not infringe or misappropriate any copyright, patent, trade secret, trademark, or other proprietary right of any third party. County's sole remedy for any breach of such warranty is the infringement indemnity set forth below.

9.2.9 Contractor represents and warrants that the Solution, including any and all portion(s) and component(s) thereof, do not and shall not contain or transmit (and none of the persons it assigns to perform the Services shall transmit) any computer code designed to disrupt, disable, harm, or otherwise impede in any manner, including aesthetical disruptions or distortions, the operation of the Solution or any system (referred to as "viruses" or "worms").

9.2.10 Contractor represents, warrants, and covenants that the Solution or any firmware provided in connection with the Solution do not and shall not contain, and Contractor shall not insert any computer code (a) that would disable the Solution or firmware or any computer or network or impair in any way their operation based on the elapsing of a period of time, the exceeding of an authorized number of copies, or the advancement to a particular date or other numeral (referred to as "time bombs," "time locks," or "drop dead" devices); (b) that would permit Contractor or any third party to access the Solution or firmware or any system (referred to as "traps," "access codes," or "trap door" devices); or (c) that would permit Contractor or any third party to track, monitor, or otherwise report the operation and use of the Solution or firmware or any system by the County, any of its representatives or any of its users.

9.3 PATENT, COPYRIGHT, TRADEMARK AND TRADE SECRET INDEMNIFICATION

9.3.1 The Contractor must indemnify, hold harmless, and defend the County from and against any and all third-party claims, liabilities, damages, costs, and expenses, including, but not limited to, reasonable defense costs and attorneys' fees, for or by reason of any actual or alleged infringement of any third party's patent or copyright, misappropriation of any trademark, or any actual or alleged unauthorized trade secret disclosure, arising from or related to the operation and utilization of the Contractor's Solution or other work product provided by Contractor hereunder. The preceding indemnity is subject to the Indemnification Procedures.

9.3.2 In the event any equipment, part thereof, or software product becomes the subject of any complaint, claim, or proceeding alleging infringement, misappropriation, or unauthorized disclosure, such that the County's continued use of such item is formally restrained, enjoined, or subjected to a risk of damages, the Contractor, at its option and at its sole expense, and providing that the County's continued use of the system is not materially impeded, must either:

1. Procure for the County all rights to continued use of the questioned equipment, part, or software product; or
2. Replace the questioned equipment, part, or software product with a

non-questioned item; or

3. Modify the questioned equipment, part, or software so that it is free of claims.

9.3.3 The Contractor will have no liability if the alleged infringement or unauthorized disclosure is based upon a use of the questioned product, either alone or in combination with other items not supplied by the Contractor, in a manner for which the questioned product was not designed nor intended or that would be reasonably expected to be used by the County pursuant to this Agreement and SOW, or if such claim arises from the County's modification of the Solution.

9.4 LOCAL SMALL BUSINESS ENTERPRISE (LSBE) PREFERENCE PROGRAM

9.4.1 This Contract is subject to the provisions of the County's ordinance entitled LSBE Preference Program, as codified in Chapter 2.204 of the Los Angeles County Code.

9.4.2 The Contractor will not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain, or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as an LSBE.

9.4.3 The Contractor will not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the certification or denial of certification of any entity as an LSBE.

9.4.4 If the Contractor has obtained certification as an LSBE by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this Contract to which it would not otherwise have been entitled, will:

1. Pay to the County any difference between the Contract amount and what the County's costs would have been if the Contract had been properly awarded;
2. In addition to the amount described in subdivision (1), be assessed a penalty in an amount of not more than ten percent of the amount of the Contract; and
3. Be subject to the provisions of Chapter 2.202 of the Los Angeles County Code (Determinations of Contractor Non-Responsibility and Contractor Debarment).

The above penalties will also apply to any business that has previously obtained proper certification; however, as a result of a change in their status, would no longer be eligible for certification and fail to notify the State and the Department of Consumer and Business Affairs of this information prior to responding to a solicitation or accepting a Contract

award.

9.5 SOCIAL ENTERPRISE (SE) PREFERENCE PROGRAM

9.5.1 This Contract is subject to the provisions of the County's ordinance entitled SE Preference Program, as codified in Chapter 2.205 of the Los Angeles County Code.

9.5.2 Contractor must not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain, or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as an SE.

9.5.3 Contractor must not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the certification or denial of certification of any entity as an SE.

9.5.4 If Contractor has obtained County certification as an SE by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this Contract to which it would not otherwise have been entitled, Contractor will:

1. Pay to the County any difference between the Contract amount and what the County's costs would have been if the Contract had been properly awarded;
2. In addition to the amount described in subdivision (1) above, the Contractor will be assessed a penalty in an amount of not more than ten percent of the amount of the Contract; and
3. Be subject to the provisions of Chapter 2.202 of the Los Angeles County Code (Determinations of Contractor Non-Responsibility and Contractor Debarment).

The above penalties will also apply to any entity that has previously obtained proper certification; however, as a result of a change in their status, would no longer be eligible for certification and fail to notify the State and Department of Consumer and Business Affairs of this information prior to responding to a solicitation or accepting a Contract award.

9.6 DISABLED VETERAN BUSINESS ENTERPRISE (DVBE) PREFERENCE PROGRAM

9.6.1 This Contract is subject to the provisions of the County's ordinance entitled DVBE Preference Program, as codified in Chapter 2.211 of the Los Angeles County Code.

9.6.2 Contractor must not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain, or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a

DVBE.

9.6.3 Contractor must not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the certification or denial of certification of any entity as a DVBE.

9.6.4 If Contractor has obtained certification as a DVBE by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this Contract to which it would not otherwise have been entitled, Contractor will:

1. Pay to the County any difference between the Contract amount and what the County's costs would have been if the Contract had been properly awarded;
2. In addition to the amount described in subdivision (1) above, the Contractor will be assessed a penalty in an amount of not more than ten percent of the amount of the Contract; and
3. Be subject to the provisions of Chapter 2.202 of the Los Angeles County Code (Determinations of Contractor Non-Responsibility and Contractor Debarment).

Notwithstanding any other remedies in this Contract, the above penalties will also apply to any business that has previously obtained proper certification; however, as a result of a change in their status, would no longer be eligible for certification and fail to notify the State and the Department of Consumer and Business Affairs of this information prior to responding to a solicitation or accepting a Contract award.

9.7 INFORMATION SECURITY AND PRIVACY REQUIREMENTS

Contractor must comply with Exhibit I (Information Security and Privacy Requirements) of this Contract. The Information Security and Privacy Requirements applies to both Contractors and their Subcontractors. Contractor will be required to certify that they are in full compliance with the provisions of the Information Security and Privacy Requirements and must maintain compliance during the Contract Term. Failure to maintain compliance, or to timely cure defects, may be cause for termination of a contract or initiation of debarment proceedings against the non-compliant Contractor (Los Angeles County Code, Chapter 2.202).

9.8 ADDITIONAL WARRANTIES

Contractor represents and warrants that Contractor will be able to provide the Services in a volume meeting or exceeding any target capacity required by the County without any degradation in the quality or timeliness of such Services, or in Contractor's compliance with the Specifications. Contractor agrees: (a) that all work Materials and the Solution furnished under this Agreement will be performed in accordance with all the requirements of the Contract and that the Solution will function in accordance with the Specifications; (b) to comply with all applicable

installation, operation, and maintenance requirements for the Solution, as set forth in the Contract; (c) to re-perform (at Contractor's own expense) any and all work and Services performed by Contractor other than in accordance with the requirements of subsections (a) and (b) above and will, at its own expense, perform other work in accordance with such requirements; (d) that all Updates will be compatible with and will not diminish the features or functions of the Software or Services; (e) to utilize and engage only personnel (including Subcontractors) that comply with the terms of Subparagraph 7.4; and (f) to notify the County of any observed conditions within the County's system environment, which seem to be inconsistent with the Specifications of the Services for such system.

9.9 COMPLIANCE WITH COUNTY'S WOMEN IN TECHNOLOGY HIRING INITIATIVE

At the direction of the Board, the County has established a "Women in Technology" (WIT) Hiring Initiative focused on recruiting, training, mentoring, and preparing all genders, including women, at-risk youth, and underrepresented populations (program participants) for County IT careers. In support of the subject initiative, IT contractors currently offering certification, training, and/or mentoring programs must make such program(s) available to WIT program participants, if feasible. Contractors must report such programs available to WITProgram@isd.lacounty.gov.

9.10 MISCELLANEOUS

9.10.1 This Agreement supersedes any of the Contractor's online terms of service, use restrictions, end-user license agreement or similar terms, and any such terms will be void with respect to this Agreement.

9.10.2 Any and all sites Contractor hosts on behalf of the County must comply with all applicable accessibility laws, rules, regulations, and industry standard guidelines including, but not limited to, the Americans with Disabilities Act and the Web Content Accessibility Guidelines, as may be amended or updated from time to time. Contractor must promptly comply with any amendments or updates to accessibility laws, rules, regulations, or industry standard guidelines that become effective during the Contract Term.

10 SURVIVAL

In addition to any Terms and Conditions of this Contract that expressly survive expiration or termination of this Contract by their terms, the following provisions will survive the expiration or termination of this Contract for any reason:

Subparagraph 3.5	Work
Subparagraph 5.4	No Payment for Services Provided Following Expiration/ Termination of Contract
Subparagraph 7.7	Confidentiality
Subparagraph 8.6	Compliance with Applicable Law
Subparagraph 8.21	Governing Law, Jurisdiction, and Venue
Subparagraph 8.23	Indemnification and Limitations of Liability

Subparagraph 8.24	General Provisions for All Insurance Coverage
Subparagraph 8.25	Insurance Coverage
Subparagraph 8.31	Dispute Resolution Procedure
Subparagraph 8.34	Notices
Subparagraph 8.38	Record Retention and Inspection/Audit Settlement
Subparagraph 8.48	Effect of Termination
Subparagraph 8.56	Transition Services
Subparagraph 8.64	No Third-Party Beneficiaries
Subparagraphs 9.2.2 - 9.2.10	License and Ownership of Materials, Software and Data
Subparagraph 9.3	Patent, Copyright, Trademark, and Trade Secret Indemnification
Subparagraph 9.7	Information Security and Privacy Requirements
Subparagraph 9.8	Additional Warranties
Subparagraph 9.10	Miscellaneous
Paragraph 10	Survival

IN WITNESS WHEREOF, Contractor has executed this Contract, or caused it to be duly executed and the County of Los Angeles, by order of its Board of Supervisors has caused this Contract to be executed on its behalf by the Chair of said Board and attested by the Executive Officer-Clerk of the Board of Supervisors thereof, the day and year first above written.

CONTRACTOR

( )

By

_____

Name

_____

Title

COUNTY OF LOS ANGELES

By

_____

Chair, Board of Supervisors

ATTEST:

Edward Yen, Executive Officer of
the Board of Supervisors

By _____

APPROVED AS TO FORM:

DAWYN R. HARRISON
County Counsel

By _____

Senior Deputy County Counsel

EXHIBIT A

STATEMENT OF WORK

INTEGRATED PROPERTY TAX SYSTEM

STATEMENT OF WORK
eTAX

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STATEMENT OF WORK ATTACHMENTS AND EXHIBITS
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1.0 INTRODUCTION

eTAX System must support the functions performed by the TTC and A-C from receipt of the assessments to collections, for all property owners in the County of Los Angeles (County). In addition, the Contractor must provide software implementation services and ongoing maintenance and operations that would enable successful implementation and support of the eTAX System.

Due to the complexity and challenges in delivering a California property tax system for a jurisdiction of the size of the County, the County expects the eTAX System to:

- 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.

- Easily accommodate enhancements and customizations and to address legal and policy changes.

This Statement of Work (SOW) provides the organizational and project background and an overview of the eTAX System and eTAX Services. Exhibit A1, SOW Attachments, Attachment 9 (Reference Library) include, but are not limited to, the following:

1. **Business Overview** – Provides an overview of the business functions being supported by the eTAX System, including an overview of the processes, objectives, volumes, and what makes the County unique in performing these tasks.

2. **Non-Functional Overview** – Provides an overview of the current technical environment, key non-functional requirements, and user volumes.

1.1 Background

The County was established on February 18, 1850. It is one of the nation's largest counties with 4,084 square miles and has the largest population of any county in the nation – nearly 10 million residents and approximately 27 percent of California's population. As a subdivision of the State, the County is charged with providing numerous services that affect the lives of all residents, including law enforcement, tax collection, public health protection, public social services, elections, and flood control. (Source: https://lacounty.gov/government/about-la-county/about/).

1.1.1 Department of Auditor-Controller

The County's TTC and A-C work together to ensure the fiscal stability and integrity of the County's finances on behalf of the Board of Supervisors. The A-C is responsible for ensuring the integrity of the County's financial records and systems. This includes the accurate recording of financial transactions, compliance with laws and regulations, and the preparation of financial statements. The A-C also performs audits to ensure the proper use of public funds and compliance with the County's policies and procedures.

The A-C plays a critical role in the County government and is responsible for maintaining the integrity of the County's financial records and ensuring that all transactions adhere to legal and accounting standards. The A-C is responsible for implementing fiscal policies and procedures, internal controls, conducting audits and fraud investigations, monitoring social service contracts, performing Property Tax functions, disbursing warrants, and electronic payments, and managing the County's financial and payroll systems. The A-C plays a crucial role in the budget preparation and management process, providing relevant financial reports to support decision-making by the Board of Supervisors, Chief Executive Office, and other County departments.

The A-C has a team of highly qualified professionals, including accountants, auditors, and systems analysts, who work collaboratively to support the A-C functions. The A-C prioritizes transparency, accountability, and ethical practices, collaborating closely with other County departments to ensure the effective use of taxpayer dollars.

Some of the major responsibilities of the A-C include:

1. Keeping and auditing the County's financial records.

2. Presenting audited financial reports to the Board of Supervisors and other relevant parties.

3. Ensuring compliance with laws, regulations, and policies related to finance and accounting.

4. Managing the County’s Enterprise Resource Planning system.
5. Monitoring and tracking the school bond debt service to ensure sufficient tax collections to cover the annual debt service including calculating the annual debt service tax rates.

6. Managing the County's Property Tax distribution process.

7. Providing support to County departments in financial and budget-related matters.

The A-C’s operating budget is $127 million, with over 600 budgeted positions.

The A-C organization chart is included in the Reference Library Attachment 9, Exhibit 39, of this SOW.

There are three divisions within A-C that perform functions related to Property Tax – Property Tax Apportionment, Property Tax Services, and Accounting:

The Property Tax Apportionment Division handles activities related to apportionments, tax roll extensions, and accounting for redevelopment agencies.

The Property Tax Services Division provides services related to public service, Property Tax refunds, roll changes, and direct assessments.

The Accounting Division supports the above two divisions in handling and managing all accounting activities that have an impact on the financials and establishing debt service rates for school entities.

An overview of the in-scope functions is included in Exhibit A1, SOW Attachments and Exhibits, Attachment 9, Exhibit 41 Reference Library, Business Overview.

1.1.2 Department of Treasurer and Tax Collector

TTC plays a vital role in managing the County's finances. TTC is entrusted with an extensive array of financial services, including tax collection, investment management, and debt service administration, to ensure that public funds are managed effectively and efficiently.

As the County’s tax collector, TTC is responsible for the administration and collection of Property Taxes for secured and unsecured properties representing over 2.4 million taxable parcels.

The Department's primary responsibilities include:

1. Collecting Property Taxes and other revenue sources.

2. Investing and managing the County's financial resources.

3. Serving as the primary custodian of all public funds.

4. Providing financial services and support to County departments and other public entities.

5. Providing financial information to the Board of Supervisors and other relevant parties.

6. Ensuring compliance with laws, regulations, and policies related to finance.

TTC’s operating budget is $95 million, with approximately 500 budgeted positions.

The TTC organization chart is included in Attachment 9, Reference Library, Exhibit 40, of this SOW.

An overview of their in-scope functions is included in Attachment 9, Exhibit 41, of this SOW (Business Overview).

2.0 DEFINITIONS

The headings used throughout are for convenience and reference only and are not intended to define the scope of any provision thereof. The following words as used herein must be construed to have the following meaning, unless otherwise apparent from the context in which they are used.

2.1 A-C: The County of Los Angeles Department of Auditor-Controller.

2.2 Auditor-Controller: The appointed official of the County of Los Angeles Department of Auditor-Controller.

2.3 **AAB:** The County of Los Angeles Assessment Appeals Board.

2.4 **Big Bang:** An approach to software testing in which all components of a system are tested together as a whole.

2.5 **Business Days:** Monday through Friday, excluding County observed holidays, unless otherwise stated.

2.6 **Calendar Days:** Monday through Sunday, including County observed holidays, unless otherwise stated.

2.7 **Contract:** This agreement executed between the County and Contractor. Included are all supplemental agreements amending or extending the service to be performed. The Contract sets forth the terms and conditions for the issuance and performance of all tasks, deliverables, services, and other work including the SOW, Exhibit A.

2.8 **Contract Deficiency Report (CDR):** A document utilized by the TTC to document deficiencies with the Contractor's performance and record explanations of unsatisfactory performance.

2.9 **Contract Term:** The period of the Contract, commencing upon the Effective Date, unless sooner terminated or extended, in whole or in part, as provided in this Contract.

2.10 **Contractor:** The person or persons, sole proprietor, partnership, joint venture, corporation, or other legal entity, who has entered into an agreement with the County to perform or execute the work covered by this Contract.

2.11 **Contractor's Authorized Official(s):** The individual authorized by the Contractor that the Contractor represents and warrants such individual has actual authority to execute documents under this Contract on behalf of the Contractor.

2.12 **Contractor's Employees/Staff:** Any person designated by the Contractor to perform services under this Contract.

2.13 **Contractor's Financial Manager:** The individual authorized by the Contractor to have full authority to act on behalf of the Contractor in all matters relating to invoicing under this Contract.

2.14 **Contractor's Project Director:** The individual authorized by the Contractor as principal officer to oversee contractual or administrative

matters relating to this Contract that cannot be resolved by the Contractor's Project Manager. Additionally, Contractor's Project Director must oversee all projects and serve as a point of escalation, as needed.

2.15 Contractor's Project Manager/Contractor's Alternate Project Manager: The individual authorized by the Contractor to administer the Contract operations under this Contract.

2.16 County: The County of Los Angeles.

2.17 Los Angeles County: Refers to the geographic region of the county that encompasses a defined area with specific constituents, boundaries, and dimensions**.**

2.18 County Observed Holidays: Days on which County departments are closed for business in observance of significant events. Contractor is not required to provide services on County observed holidays unless otherwise stated in the SOW or Contract. A list of County observed holidays may be found on the County's website, https://ttc.lacounty.gov/county-holidays/.

2.19 County's Project Director: The individual authorized by the TTC with authority for the County to oversee contractual or administrative matters relating to this Contract that cannot be resolved by the County's Project Manager. Additionally, County's Project Director must oversee all projects and serve as a point of escalation, as needed.

2.20 County's Project Manager – TTC: The individual authorized by the County's Project Director to manage the TTC operations under this Contract.

2.21 County's Project Manager – A-C: The individual authorized by the County's Project Director to manage the A-C operations under this Contract.

2.22 County's Project Monitor: The individual authorized by the County's Project Director to manage the day-to-day tasks, deliverables, goods, services, or other work provided by the Contractor.

2.23 Day(s): Calendar-day(s), unless otherwise specified.

2.24 Defect or Deficiency: A material deviation from the Specifications and Documentation supplied by Contractor with respect to the eTAX System or a material failure to provide services in accordance with specified

requirements of the Contract.

2.25 **Deployment:** The activities related to moving actual code/configurations to a new environment.

2.26 **Effective Date:** The date of approval of this Contract by the County's Board of Supervisors or as indicated in Paragraph 4, Term of Contract.

2.27 **Enhancement:** A change to the eTAX System, requested by the County. These typically are improvements or changes to the system and are addressed by the Contractor through the Enhancement and Modifications service.

2.28 **eTAX Project:** A designated implementation effort within the realm of eTAX Services.

2.29 **eTAX System:** Both the application and infrastructure components that are necessary for the system's operation.

2.30 **eTAX Services:** All the tasks and activities that are required to successfully implement and support the eTAX System.

2.31 **eTAX Solution:** Both the eTAX System and eTAX Services.

2.32 **Fiscal Year:** The 12-month period beginning July 1 and ending the following June 30.

2.33 **Implementation:** All activities related to the implementation project.

2.34 **Implementation Services:** The tasks the Contractor will perform and deliverables the Contractor will create related to the design, build, and roll-out of the eTAX System.

2.35 **Information:** Any communication or representation of knowledge or understanding such as facts, Data, or opinions in any medium or form, including electronic, textual, numerical, graphic, cartographic, narrative, or audiovisual.

2.36 **Internal Services Department (ISD):** A centralized department that supports the County by providing a range of support services to other County departments in the areas of purchasing, contracting, information technology and other support services.

2.37 **Legacy Systems:** Includes all existing applications that currently support

the functionality to be replaced by the eTAX System functionality. This includes the mainframe.

2.38 Maintenance and Operations Services: The services the Contractor will provide after the eTAX System is live and all users have been migrated to the eTAX System.

2.39 Personally Identifiable Information (PII): Any information that identifies a person, including, but not limited to, name, address, email address, passwords, account numbers, social security numbers, credit card information, personal financial or healthcare information, personal preferences, demographic data, marketing data, credit data, or any other identification data. For the avoidance of doubt, Personally Identifiable Information must include, but not be limited to, all "nonpublic personal information," as defined under the Gramm-Leach-Bliley Act (15 United States Code "U.S.C."), Protected Health Information and “Personally Identifiable Information” as that term is defined in California Civil Code, Section 1798.29 and EU Data Protection Directive (Directive 95/46/EEC) on the protection of individuals with regard to processing of personal data and the free movement of such data.

2.40 Pool Dollars: The maximum amount allocated under this Contract for the provision by Contractor of Additional Work approved by the County in accordance with the Terms of this Contract.

2.41 Pretty Good Privacy (PGP): Software used for encrypting and decrypting texts, emails, files, directories, and whole disk partitions to increase the security of email communications over the Internet. It is also used to send an encrypted digital signature that lets the receiver verify the sender’s identity and know that the message was not changed in route.

2.42 Prime Contractor (Prime): The Contractor with whom the County will establish a contract. All other vendors must be subcontractors to the prime. The Contractor will be held responsible for those vendors’ performance.

2.43 Quality Control Plan (QCP): All necessary measures taken by the Contractor to meet the Contract requirements regarding timelines, security, accuracy, appearance, completeness, consistency, and conformity to the requirements set forth in this Exhibit A, SOW.

2.44 Secure Shell (SSH) File Transfer Protocol: File transfer protocol to securely access and transfer files over a secure tunnel.

2.45 State: The State of California.

2.46 Statement of Work (SOW): A written description of tasks, deliverables, and/or other work required by the County pursuant to this Contract.

2.47 Subcontractor(s): Any individual, sole proprietor, firm, partnership, joint venture, corporation, or other legal entity furnishing supplies, services, equipment, and/or materials to Contractor in furtherance of Contractor's performance under this Contract, under oral or written agreement.

2.48 Support Levels: Support Level definitions are applicable to the Maintenance and Operations Services. Level 1 is typically aligned with Help or Service desk and is focused on addressing basic questions and focused on getting the user working again. Level 2 triages incidents that are escalated from Level 1 and tries to address these issues for the specific client implementation. Level 3 support typically addresses incidents which are escalated past Level 2; these issues are typically related to the underlying technology/system which requires a higher level-knowledge of the technology.

2.49 Taxing Agencies: Government entities to which collected funds are distributed based on apportionment.

2.50 Treasurer and Tax Collector: The appointed official of the County of Los Angeles Department of Treasurer and Tax Collector.

2.51 TTC: The County of Los Angeles Department of Treasurer and Tax Collector.

3.0 SCOPE OF WORK

3.1 Departmental Business Outcomes

As a core part of the service delivery, TTC and A-C have identified a set of key business outcomes that they strive to achieve. The eTAX Solution plays a crucial role, both directly and indirectly, in supporting the achievement of these outcomes, which Contractor acknowledges, and are as follows:

3.1.1 Operational Excellence: A key outcome expected by the TTC and A-C is operational efficiency in service delivery, which translates to streamlined processes that alleviate employee burden and prevent operational challenges caused by outdated tools and systems. By providing modern tools and technologies, employees can efficiently provide high-quality service.

3.1.2 Ensure Compliance with California Legislation: TTC and A-C services must adhere to all requirements set forth by the State. This ensures that the departments operate within the legal framework and provide equitable services to all stakeholders involved whether paying property tax or receiving the fair portion of the property tax revenue. Additionally, the technology used by the departments must meet all State requirements to deliver high-quality services to constituents and fulfill the departments' obligations to the State.

3.1.3 Enhance Constituent Satisfaction: TTC and A-C seek to provide a seamless and intuitive user experience for constituents throughout their engagement journey with the respective departments. Constituents expect real-time, dependable, and easily accessible information on property records and transactions, which boosts satisfaction and confidence in the departments' services.

3.1.4 Promote Transparency and Access to Data: TTC and A-C aim to enhance access to Data and information with various entities, such as cities, taxing entities, Community Redevelopment Agencies, Enhanced Infrastructure Increment Financing Districts, Courts, and the public, to foster trust in the departments and the County. Enabling self-service options empowers staff, partner organizations, and constituents to complete transactions independently, answering queries efficiently, and gain efficiencies through reduced workloads.

3.1.5 Mitigate Legal Risks: TTC and A-C aim to implement preventive measures against errors (human and otherwise). The people, processes, and technology involved in their operations must have the necessary checks and balances in place, such that any errors made can be proactively detected and flagged for resolution.

3.1.6 Be Future-Ready: TTC and A-C must be able to adapt quickly to legislative and operational changes and possess the tools and systems necessary to anticipate and adapt to the changing needs of the respective departments and constituents. Scalability and flexibility are critical to being future ready.

3.2 Business Objectives for the eTAX Solution

TTC and A-C have established the following business objectives for the

eTAX Solution, which Contractor acknowledges, in alignment with the departments' anticipated outcomes:

3.2.1 **Improve response time for public inquiries:** The eTAX System must provide a centralized, intuitive, and user-friendly platform for storing and quickly accessing real-time information to help manage and answer public inquiries received through different channels. This will enable the departments to respond more efficiently and timely, enhancing constituent engagement and satisfaction.

3.2.2 **Enable automation with efficient flow of information:** The eTAX System must offer opportunities to automate key and repeatable processes, ensuring seamless flow of information between departments. This will help reduce manual errors, enhance efficiency, and allow staff to focus on higher-value activities.

3.2.3 **Improve operational KPIs:** The eTAX System must support automation of operational Key Performance Indicators (KPIs), providing real-time insights into departmental performance. This will enable the departments to continuously enhance their operational efficiency and better meet the needs of their constituents.

3.2.4 **Self-service capabilities:** The eTAX System must provide various self-service capabilities, allowing the departments to conduct research, drill down into records and transactions, run queries in the frontend, and access online help. This provides for accountability, easy ad-hoc reporting, and improves overall efficiency.

3.2.5 **Robust Controls:** The eTAX System must enable and track accountability for various tasks performed by staff, ensuring proper approvals and maintaining audit history for records and transactions.

3.2.6 **Data driven decision-making:** The eTAX System must allow for effective Data analytics to make strategic decisions and identify bottlenecks in processes and tasks, enhancing efficiency and enabling smooth operations.

3.2.7 **Connected and integrated:** The eTAX System must allow for seamless integration of information from internal and external

systems while minimizing the need for human intervention.

3.2.8 **Efficiently Manage Property Tax Revenue:** The eTAX System must support the effective digitization of processes across business functions, including accurate calculation, billing, collection, allocation, and distribution of revenue. A centralized and automated platform must be used to track and manage property tax revenue in a timely and accurate manner. This will enable the departments to conduct a clean and efficient property tax year-end close, minimizing the need for retroactive fixes.

3.2.9 **Decrease technology risks:** The eTAX System must be scalable and flexible while minimizing business interruptions.

Attachment 9, Reference Library, Business Overview, includes business objectives by each business function.

3.3 Guiding Principles for the eTAX Solution

The following are a list of guiding principles for the eTAX Solution:

3.3.1 **Best practice adoption** – Adopt property tax practices from other jurisdictions that are well-established and demonstrate proven positive results in terms of execution and automation.

3.3.2 **Right sized –** Right-sized for the County in terms of operational scale, complexity, future needs, and strategic goals.

3.3.3 **Improved usability –** A user-friendly, intuitive, and modern experience.

3.3.4 **Adaptable flexible solution –** More flexible and adaptable business system providing a seamless user experience.

3.3.5 **Integrated and consistent processes** – Strive to standardize processes across business functions to ensure consistent delivery of service to internal staff and constituents.

3.3.6 **Data-driven strategic decision making** – Drive effective decision support across the departments by establishing a single source of truth with Data consolidated from different systems.

3.3.7 **Configuration over customization** – To utilize and configure the capabilities which are inherent to the solution rather than

customizing.

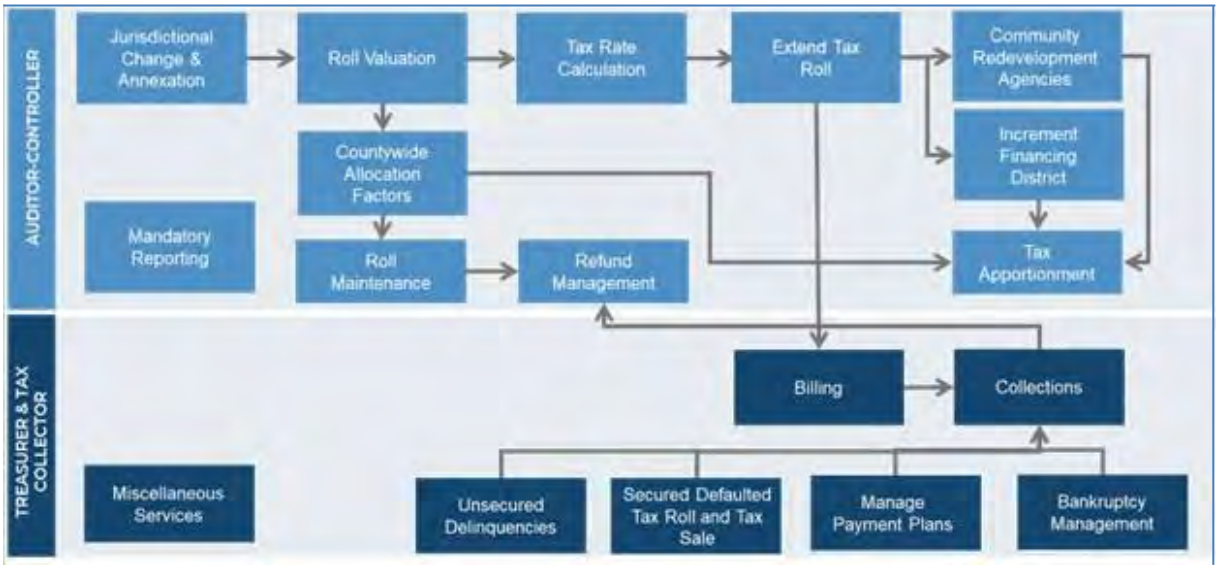
4.0 OVERVIEW OF THE eTAX SYSTEM

The Contractor must provide a system (application and infrastructure) which supports all the in-scope functionality, facilitates achievement of the outcomes and business objectives listed above, performs in conformity with its Specifications and Documentation. The outcomes, objectives, and principles described above in Paragraph 3.0, Scope of Work, do not alter the specific obligations of Contractor in connection with its eTAX Solution, as contained in Contract Specifications and Documentation. These paragraphs capture the proposed functional and technical scope which are required to address the business objectives listed above.

4.1 Functional Overview

The eTAX System must be a single integrated system that will support all business functions performed by TTC and A-C related to collecting and disbursing property taxes (see Attachment 9, Reference Library, Exhibit 41, Business Overview for details).

High-Level Flow of TTC and A-C Business Functions Within the Scope of the eTAX System



The A-C's business functions that are included in the scope of the eTAX Project includes:

1. Jurisdictional Change and Annexation

2. Roll Valuation

3. Tax Rate Calculation

4. Direct Assessment Management

5. Extend Tax Rolls

6. Community Redevelopment Agencies

7. Increment Financing Districts

8. Countywide Allocation Factors

9. Roll Maintenance

10. Refund Management

11. Tax Apportionment

12. Mandatory Reporting

TTC's business functions that are included in the scope of the eTAX Project include:

1. Billing

2. Collections

3. Manage Payment Plans

4. Unsecured Delinquencies

5. Secured Defaulted Tax Roll

6. Bankruptcy Management

7. Miscellaneous Services

The eTAX System must support all these business functions and will be the primary system that the departments will leverage while performing their tax-related functions. The eTAX System must support interaction with various interfaces that are needed to complete the business functions

associated with property tax. The eTAX System must support interactions with approximately 500+ taxing agencies with 2500+ Taxing Agency Accounts and will allow taxpayers to interact with the County in ways that currently do not exist.

Attachment 9, Reference Library, Exhibit 41, Business Overview provides a more detailed description of each of the business functions listed above. For each business function the following information is provided:

- Overview – Narrative description of the functions performed.
- Business Objective – Describes the outcome of the business function.
- Uniqueness – Characteristics that are Identified as unique to the County.
- Volume of Transactions – Where possible, the volume of transactions currently processed is provided.
- Key Expectations – Expected improvements that the eTAX System will provide.

These are provided based on current systems and processes. The expectation is the Contractor, during Sub-Task 3.3, Conduct Business Process Reengineering Activities, in the Implementation Plan, Attachment 1 of this SOW, will review this information included and identify potential opportunities for improvement, including the potential for re-defining the scope and objectives of different business functions and defining key business metrics, aligned with the business objectives, against which the eTAX Project's success will be measured.

The Reference Library, Attachment 9, of this SOW, contains additional functional reference materials.

4.2 Non-Functional Overview

Currently, ISD maintains a mainframe-based system that supports TTC and A-C's core property tax related functions. This mainframe system is approximately 40 years old and over its life a variety of smaller Legacy Systems have been developed to address functional needs that were not implemented within the mainframe. The Legacy Systems are currently integrated with the Assessor's system and provide apportionment information to 500+ agencies, along with a variety of other interfaces. Attachment 9, Reference Library, Exhibit 42 (Non-Functional Overview), of this SOW, along with documents in the Reference Library, provide additional details on the current environment.

5.0 IMPLEMENTATION SERVICES

The eTAX Project scope includes the entire implementation from initiating the project, designing, configuring, and testing the solution to a successful roll-out and subsequent hand-off to Contractor's Maintenance and Operations (M&O), and a warranty period. The Contractor must assume responsibility for the final design, implementation, installation, and commissioning of the proposed eTAX System solution, as approved by the County, including configuration, user acceptance testing, system integration, and integration with internal and external systems. The Contractor must provide all necessary professional services, such as guidance on best practices, business process optimization, training, project management, assistance with content and Data migration, implementation, integration, and report development, in a timely and professional manner.

The County requires the Contractor to identify the Contractor's Project Director who is accountable for leading the project and delivering the Solution. The expectation is County employees will be an integral part of the team and will receive guidance from the Contractor.

The County recognizes the Contractor's implementation team's experience is critical to the success of this project. As such, the County prefers the project be delayed until the most experienced personnel are available rather than commencing the project with the "best available" personnel.

5.1 Expected High-Level Implementation Roles

The table below outlines the expected high-level eTAX Project roles (these domains cross multiple tasks within the Attachment 1, eTAX Implementation Plan).

eTAX Project Roles

Domain	County Responsibilities	Contractor Responsibilities
Project Management/ Initiation	• Coordinate County staffing. • Manage Deliverables process. • Ensure all County Project Management standards are met. • Collaborate with Contractor Project Manager.	• Primary management of the project. • Provide Software Development Lifecycle and Project Management methodologies.

System Design	• Provide subject matter expertise during design. • Sign off on design documents.	• Leads process re-engineering/design meetings. • Complete functional and technical design. • Identify Legacy Systems modules to be retired.
Develop/Build	• Provide subject matter expertise as required.	• Configure and/or build the solution aligned with detailed design.
Integrations Development	• Expose Data from interfaced systems (incoming interfaces). • Build Data loads into external systems (outbound interfaces).	• Build Data loads into the eTAX System (inbound interfaces). • Expose Data into external systems (outbound interfaces).
System Testing*	• Manage and perform User Acceptance Testing. • Approve all Test Plans and scripts. • Approve User Acceptance Test case/scenarios. • Approve parallel testing results.	• Perform Unit Testing. • Perform System Integration Testing. • Support User Acceptance Testing. • Perform stress, performance testing etc. • Lead parallel testing. • Provide test results and tools to validate results.
System Deployment(s)	• Review Contractor release reports documenting changes. • Starting at Go Live Rehearsal, review pending releases prior to promotion to Production.	• Develop strategy and plan. • Release packaging and Deployment. • Promotions between non-production and production environments. • Deploy and test any Application releases/updates. • Provide County with release reports documenting changes.
Organizational Change Management (OCM)/Training	• Lead OCM activities. • Review and approve trainings. • Manage all changes to their organizational structure.	• Develop Organizational Change Management Plan and assist with Organizational Change.

		• Management Activities. • Develop/update trainings. • Train end-users.
Data Cleansing and Conversion/ Migration	• Extract Data from Legacy Systems. • Quality of source Data (e.g., orphan records). • Testing of output.	• Data conversion design. • Build ETL/interfaces. • Establish system to test results of Data conversion. • Migrate Data into the eTAX System.
Documentation	• Review/approve Documentation.	• Create and manage/update all project related Documentation such as plans, design, development, and training materials.
Infrastructure	• Provide volume Data as requested. • Manage security infrastructure and connection to cloud environments internal to the County.	• Manage all eTAX System infrastructure and/or infrastructure provider.
Security	• Manage security infrastructure within the County.	• Design and implement application and hosting security.
Architecture	• Establish architecture guiding principles. • Lead architecture governance.	• Develop eTAX architecture in alignment with the County's guiding principles and document. • Develop integration architecture.
Legacy Systems Management	• Continue managing Legacy Systems. • Perform Non-Project Management activities required to retire/decommission all identified legacy systems.	• Responsible for ensuring the eTAX System scope will enable the County to retire/decommission the Legacy Systems. • Provide Project Management services over the effort to retire/decommission the Legacy Systems.

* The County, at its own discretion, will participate in and monitor any Contractor lead testing cycles.

The County is requesting Deliverables that may impact the scope of the Implementation Services provided:

5.1.1 The County may leverage a County-wide reporting and analytics initiative to meet some of the eTAX System reporting requirements. The Contractor must include the services required to address all the reporting requirements.

5.2 Implementation Approach Preferences

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. However, the County has preferences in how the Contractor approaches the eTAX Project:

5.2.1 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, eTAX Implementation Plan). However, the County believes a hybrid approach (elements of agile and elements of waterfall) may best align with the County's expectations.

5.2.2 The County expects a proposed timeline that reflects what the Contractor believes will result in a quality system. The eTAX System cannot be deployed during one of the County's billing cycles (Attachment 7, of this SOW, for a sample calendar).

5.2.3 The County and the Contractor has agreed on a Big Bang approach, recognizing the Legacy Systems are approximately 40 years old, which would likely increase the integration risk of an incremental approach.

5.2.4 Provide an approach to managing environments which supports building, testing, training, pre-production User Acceptance Testing and production activities concurrently (though these environments do not need to be available throughout the project).

The County has provided an eTAX Attachment 1, eTAX Implementation Plan, which provides additional details regarding the expected tasks and Deliverables.

6.0 MAINTENANCE AND OPERATIONS SERVICES

After the eTAX System goes live, the Contractor must provide Maintenance and Operations ("M&O") services in accordance with Attachment 2, eTAX Maintenance and Operations, of this SOW, which provides additional details regarding the expected tasks and Deliverables and SLAs. The Contractor is responsible for maintaining, operating, and enhancing the eTAX System (both applications and infrastructure layer). Contractor M&O services will be provided for five years after the System Acceptance Deliverable is approved (Attachment 1, eTAX Implementation Plan, of this SOW). The performance of the M&O services will be governed by the Service Level Agreements (SLAs) in accordance with Attachment 2, eTAX Maintenance and Operations, of this SOW. The Contractor must report its performance against the SLAs to the County.

6.1 Maintenance and Operations High-Level Roles

Table 2. eTAX M&O Responsibilities in Attachment 2, eTAX Maintenance and Operations, of this SOW, outlines the expected high-level maintenance and operations roles and responsibilities of County and Contractor in completing the tasks in Attachment 2, eTAX M&O, of this SOW.

7.0 OTHER SERVICES

The County may request additional services, enhancements, customizations and similar changes in scope and, in the event of such a request, the parties agree to meet and confer in good faith on the feasibility of said request, and if feasible to negotiate in good faith on an amendment pursuant to Contract, Subparagraph 8.1, Change Notices and Amendments, to address said request.

8.0 PROFESSIONAL SERVICES

The Contractor will provide to the County Professional Services including, but not limited to additional training, the preparation and provision of additional user and Solution reference Documentation, and consulting services, at the applicable rates and fees set forth in Exhibit B, Pricing Schedule. Following County's request for Professional Services, made from time to time during the term of the Contract, Contractor must submit to the County for approval a not-to-exceed Maximum Fixed Price based on the pricing terms set forth in Exhibit B, Pricing Schedule. County and Contractor shall agree on the Scope of Work for such Professional Services, which must at a minimum include the tasks, subtasks, and deliverables to be performed, acceptance tests and warranty provisions, as applicable, and the Maximum Fixed Price for such Professional Services.

9.0 INFORMATION SECURITY AND PRIVACY REQUIREMENTS

The Contractor must adhere to physical and/or computer security safeguards as identified in Contract, Exhibit I, Information Security and Privacy Requirements.

10.0 QUALITY CONTROL PLAN

Contractor shall establish and maintain a comprehensive QCP to allow the Contractor to meet the requirements of the Contract and provide a consistently high level of service throughout the Contract Term. The QCP will be submitted to the County's Project Director within ten Business Days following the start date of this Contract and as changes occur during the Contract Term or upon request. Contractor will review its QCP annually and update it as changes occur.

At a minimum, the QCP must include the following:

10.1 The method of monitoring that all Contract requirements are being met. It must specify the activities the Contractor will monitor, including activities monitored on either a scheduled or an unscheduled basis; how often the monitoring will be performed; and the title of the individual(s) who will perform the monitoring;

10.2 The methods used by the Contractor to identify and prevent Deficiencies in the quality of service performed before the level of performance becomes unacceptable and not in compliance with this Contract;

10.3 A record of all inspections conducted by the Contractor, any corrective action taken, the date a problem was first identified, a clear description of the problem, and the time elapsed between identification and completed corrective action, which must be provided to the A-C or TTC upon request; and

10.4 The method for ensuring Contractor maintains confidentiality.

11.0 BUSINESS CONTINUITY PLAN

Contractor will provide Backup and Recovery services for the eTAX System and establish a documented plan to enable continuation of critical business processes and protection of the security of the eTAX System in the event of an emergency as reflected in Attachment 2, eTAX Maintenance and Operations, of this SOW.

12.0 QUALITY ASSURANCE PLAN

The County will evaluate the Contractor's performance under this Contract using the quality assurance procedures as defined in this Contract.

12.1 Meetings

The Contractor is required to attend any scheduled meeting as agreed upon by the County and the Contractor. The County will notify the Contractor in writing of the assessment and will deduct the assessment from payment to the Contractor.

12.2 Contract Deficiency Report

The County will determine whether a formal CDR is issued to the Contractor. Upon receipt of this document, the Contractor shall respond in writing to the County within three Business Days, acknowledging the reported Deficiencies or presenting contrary evidence. The County will evaluate the evidence presented and determine whether the Deficiencies are valid. The Contractor shall submit a plan for correction of all Deficiencies identified in the CDR to the County within five Business Days and resolve Deficiencies within a time period mutually agreed upon by the County and the Contractor.

12.3 County Observations

In addition to departmental contracting staff, other County personnel may observe performance, activities, and review documents relevant to this Contract at any time during regular business hours. However, these personnel may not unreasonably interfere with the Contractor's performance.

12.4 Contractor Complaint Log

The Contractor shall maintain a log of all complaints received from the County or the public. The Contractor shall immediately investigate all complaints and provide a written report to the County regarding the disposition of each complaint within five Business Days of receiving the complaint. Each Report shall include a summary of the complaint, name of the Contractor's employee(s) involved, results of the Contractor's investigation, and a statement regarding the corrective action taken to avoid or mitigate the recurrence of such a complaint.

The County retains the right to terminate this Contract if the Contractor does not take any action to said complaint(s).

12.5 Site Visits

The County may designate personnel to conduct site visits to observe performance, activities, and review documents relevant to this Contract. County personnel will conduct site visits during regular business hours and will not unreasonably interfere with the Contractor's performance.

13.0 SYSTEM AVAILABILITY

The eTAX System must be available and subject to Service Level Credits in accordance with Attachment 2, eTAX Maintenance and Operations.

14.0 WORK ENVIRONMENT

This paragraph shares the County's expectations regarding the work environment.

14.1 Project Teamwork Environment

The County recognizes the need for collaboration between the Contractor's project team and the County's team members and wants to establish a structure that encourages the team members to collaborate as a joint eTAX Project team with project success as their primary goal. As such, the County anticipates the Contractor to spend at least 25 percent of the project working on-site.

14.1.1 Days of Operation

The Contractor is required to provide services on County-observed holidays.

14.1.2 Additional Project Team Constraints

- The Contractor's project team shall adhere to physical and/or computer security safeguards as identified in Contract, Exhibit I, Information Security and Privacy Requirements.
- Tasks (e.g., software development) can be performed by resources outside the United States but access to County data must be limited to within the United States.

The County recognizes the Contractor's implementation staff's experience is critical to the success of this project and recognizes some of the Contractor's highly qualified staff may not be

immediately available for the eTAX Project. As such, the County expects the Contractor to assess key staff availability and propose a timeline which allows these staff to fill the Key Personnel roles when needed on the project.

Availability of key staff should be prioritized over the release date in proposing a timeline.

14.2 Approach To Managing Contractor Progress

14.2.1 Deliverables Approach

The County will use a Deliverables-based approach to determine progress and completion. The County and the Contractor will establish specific expectations for Deliverables using the Deliverables Expectation Document (DED) process described below. All Deliverables will be reviewed and approved using a structured and controlled process defined and managed by the County. The Contractor must agree to these processes, and any work that is not done in compliance with the applicable DED(s) will be deemed non-compliant.

During project initiation activities, the County, in collaboration with the Contractor will further detail processes, roles, and templates to be used in the DED and Deliverable approval process.

The Contractor must develop a DED in a format that will be approved by the County. The Contractor's Deliverables must adhere to the information within the DED. The Contractor must not perform any work on any Deliverable until the DED has been approved in writing by the County. The Contractor must use a standard template for all DEDs that will include at least the following:

- The purpose and a description of the Deliverable.
- An outline/table of contents for the Deliverable including a description of the required content.
- Identify the reviewers and approvers of the Deliverable.
- Acceptance criteria.
- Define the approach to managing changes to the Deliverable after the Deliverable is approved.
- Interim steps the Contractor will perform so the County's feedback can be incorporated early in the process and reduce the risk of delays when the final Deliverable is produced.

As each Deliverable is submitted, the Contractor must include a copy of the associated DED.

14.2.2 Approval of Deliverables

All Contractor Deliverables are subject to review by the County for Deficiencies, prior to final approval, acceptance, and payment. Where appropriate, the Contractor will perform a walkthrough of a draft version of the Deliverable with staff designated by the Project Manager to solicit feedback prior to approval.

Acceptance of all Contractor Deliverables will be completed via a Deliverables Acceptance Document (DAD) in a format approved by the County and drafted for each Deliverable by the Contractor.

Review time will depend on the complexity of each Deliverable as determined by the Parties, with the County having no less than ten Business Days to complete its review of the Deliverable unless otherwise agreed to by the County (the “Acceptance Period”). The County will make reasonable efforts to accept or reject Deliverables within the Acceptance Period, and if the County cannot meet that timeframe, the parties will meet in good faith to agree upon a reasonable extension to such Acceptance Period (the “Extended Acceptance Period”). The County will accept or reject the Deliverables in writing using the DAD, before the expiration of the Acceptance Period or Extended Acceptance Period, as applicable. If the County fails to accept or reject a Deliverable before expiration of the Acceptance Period or Extended Acceptance Period, as applicable, Contractor will provide County with written notice of such failure, and the Deliverable will be deemed as accepted if County fails to reject such Deliverable within five (5) Business Days of such notice. In the event of the rejection of any Deliverable, the Contractor will be notified in writing giving the specific Deficiencies which caused the rejection. Unless otherwise agreed to by the County due to complexity of the Deliverable (such agreement not to be unreasonable withheld), Contractor will have a minimum of five (5) working days to correct the rejected Deliverable and return it to the County. Upon such return, the foregoing review process will be repeated.

14.3 Contractor Performance

14.3.1 At the County's reasonable discretion, when the Contractor's performance does not conform to the requirements of this Contract, the County will have the option to apply nonperformance remedies that may include, but are not limited to, the following:

- Require the Contractor to implement a Corrective Action Plan (CAP), subject to approval by the County. In the CAP, the Contractor shall specify the Deficiencies found and root cause, specific steps to return performance to an acceptable level, and monitoring methods to prevent recurrence.

- Reduce the payment to the Contractor based on the assessment indicated in Liquidated Damages, Subparagraph 8.26, Liquidated Damages, of the Contract, or the Service Level Agreement (SOW, Attachment 1 and Attachment 2).

- Reduce, suspend, or cancel this Contract for systematic, deliberate misrepresentations or substantial and recurring Deficiencies, as provided in the Contract termination provisions.

14.3.2 Nothing within this paragraph precludes the County's right to terminate this Contract as set forth in the Contract termination provisions.

14.4 General Criteria for Satisfactory and Unsatisfactory Performance

Performance of the services is considered satisfactory when no Deficiencies are found by the County through Contract monitoring or other means. When performance is unsatisfactory, the County may provide a CDR to the Contractor. The Contractor is required to respond to the CDR in writing within ten Business Days explaining why performance was unsatisfactory, how performance will be returned to satisfactory levels, and how a reoccurrence will be prevented.

15.0 OVERVIEW OF STAFFING

The County expects the Contractors to propose a team which collectively has experience successfully implementing property tax systems and managing projects of this size and scope.

Contractor's key personnel must possess relevant functional and technical expertise, as well as experience in implementing similar solutions.

15.1 Hosting Services Staffing Environment

The eTAX System is mission critical to the County. As a result, the County expects the Contractor, and/or their subcontractors, to provide a professionally managed hosting environment conducive to providing a secure, scalable, and reliable environment. The County expects the Contractor's organization to perform items such as:

15.1.1 Establish policies for managing sensitive information such as Personal Identifiable Information.

15.1.2 Establish security team managing the infrastructure and provide and complete security training for all employees.

15.1.3 Complete external audits and receive certifications for compliance with industry standards (e.g., PCI, SSAE 16, ISO).

15.1.4 Establish operational processes and procedures which are documented and followed by all employees, aligned with industry best practices.

15.1.5 Implement a security management framework identifying specific security controls.

15.2 Key Personnel Requirements

The term "Key Personnel," for purposes of the eTAX Project, means the Contractor's staff deemed as being both instrumental and essential to the Contractor's satisfactory performance of all requirements contained in this SOW. Key Personnel are the leadership team that implements and supports the eTAX System and as such, the County expects to have a level of input into the staffing of these roles. The following are the requirements related to Key Personnel:

15.2.1 The County expects them to be full-time and dedicated solely to the eTAX System Project (unless otherwise noted).

15.2.2 The Contractor can provide alternative solutions though any changes must be approved by the County. Changes to the proposed Key Personnel positions and responsibilities will only be allowed with prior written permission from the County.

15.2.3 County's approval of any changes to Key Personnel will be in accordance with Subparagraph 7.4.7, Approval of Contractor's Employees, of the Contract.

15.2.4 The Contractor must provide the County with written notification of anticipated vacancies of Key Personnel within five Business Days of receiving the individual's resignation notice, the Contractor's notice to terminate an individual, or the position otherwise becoming vacant.

15.2.5 Replacements for Key Personnel must have qualifications that meet or exceed those specified in this SOW and will be subject to approval by the County in accordance with the Contract. The Contractor must provide the County with status update reports as part of the project status reports procedure on the progress of the replacement candidate recruiting process until a qualified candidate is identified. The Contractor must have in place a qualified replacement within 60 days of the written notification of anticipated vacancies. During the recruitment and training period, the Contractor will ensure that the responsibilities of an open Key Personnel position are covered by either an interim replacement or by the sharing of responsibilities with other Key Personnel.

The Contractor must commit these Key Personnel throughout the entire implementation period, to provide smooth and successful implementation. The County will evaluate the Contractor's Key Personnel in our evaluation process.

15.3 Contractor Staffing

15.3.1 eTAX Implementation Project Key Personnel

The County recognizes the importance of understanding California Property Tax processes. The expectation is the Contractor's project team will have a strong understanding of California tax laws and regulations to assist the County in its determination that the eTAX Project is compliant with those laws and regulations and that the implementation process goes smoothly. The Key Personnel must also have specific expertise in property tax functions of TTC and A-C in California Counties, including knowledge of property tax assessment, audit, billing, collection, apportionment, and distribution processes.

The County also recognizes the importance of having experience leading a project of similar size and scope.

The County considers the following roles to be Key Personnel during the eTAX Project. Contractor's Key Personnel will have the qualification as set forth in the table below, unless otherwise agreed by the County, subject to the County's interview rights as set forth in the Contract.

Key Personnel Responsibilities and Qualifications

Role	Responsibilities	Qualifications
Project Director	• Serves as the primary point of contact with County leadership, governance bodies and other County Executives for activities related to contract administration, overall engagement management and scheduling. • Is authorized to commit the resources of the Contractor in matters pertaining to the performance of the Contract. • Is responsible for addressing any issues that cannot be resolved with the Contractor's Project Manager. • Is responsible for all subcontractor relationships.	• Minimum of five years direct project oversight and authority over ongoing relationships with clients where their firm has implemented enterprise solutions worth more than $25 million. • Have previously managed a Property Tax implementation that have included both implementation and M&O. • Minimum of 15 years of relevant experience in professional services, development, client support or project management. - *Note - does not need to be dedicated 100% to the project*
Project Manager	•Leads all the project management activities outlined in the eTAX Implementation Statement of Work. •Provides management of the	• Five years of experience leading the implementation of projects of more than

	Project and is the chief liaison for the County during the eTAX Project. •Is authorized to make day-to-day Project decisions. •Is available and responsive to County requests for consultation and assistance. •Manages Contractor and subcontractor staff assigned to eTAX Project activities. •Plays an active role in day-to-day management of the Account to be knowledgeable and aware of all issues, concerns, and requirements. •Provides the County with a forecast of anticipated County resource demands. •Manages the relationships with subcontractors and partner Contractors.	$25 million. • Five years of experience implementing solutions of similar functional size. • Minimum of 15 years of relevant experience in professional services, client support, or project management.
Business Architect	•Responsible for leading the effort to re-engineer the end-to-end business processes, functional design, and functional implementation. •Responsible for coordinating the TTC and A-C design to help effectively integrate the business functions. •Responsible for the configured solution addressing all the functional requirements, including the Specifications and Documentation. •Ensures that the eTAX System aligns with the requirements of this Contract and supports the County's objectives set forth in Paragraph 3 of this SOW. •Manages the expectations of the business units with a clear understanding of the project's objectives.	• Ten years of experience as the functional lead implementing enterprise solutions. • Five years of experience as functional lead, implementing a property tax system. • Experienced with both TTC and A-C business functions. • Experience performing process re-engineering, establishing KPIs.

TTC Functional Lead	• Responsible for leading the effort to re-engineer TTC business processes, functional design, and functional implementation. • Is familiar with the California property tax business processes. • Leads the functional design of all functions. • Responsible for the configured solution addressing all functional requirements, including the Specifications and Documentation. • Responsible for the TTC functional areas integrating into a seamless end-to-end process. • Manages the expectations of the TTC with a clear understanding of the project's objectives.	• Ten years of experience as the functional lead implementing enterprise solutions. • Five years of experience as functional lead, implementing functionality similar to TTC's functionality. • Familiar with the California property tax business processes. • Experience performing process re-engineering, establishing KPIs.
A-C Functional Lead	• Responsible for leading the effort to re-engineer business processes, functional design, and functional implementation. • Is familiar with the California property tax business processes. • Leads the functional design of all functions. • Responsible for the configured solution addressing all the functional requirements, including the Specifications and Documentation. • Responsible for the functional areas integrating into a seamless end-to-end process. • Manage the expectations of the business units with a clear understanding of the project's objectives.	• Ten years of experience as the functional lead implementing enterprise solutions. • Five years of experience as functional lead, implementing a functionality similar to A-C's functionality. • Familiar with the California property tax business processes. • Experience performing process re-engineering, establishing KPIs.
Technical/ Architecture Lead	• Responsible for all technical aspects of the Solution, both applications and infrastructure.	• Ten years as a technical lead on complex projects, seven

	• Defines the technical solution (e.g., configuration, Application enhancements, custom development) to the functional needs. • Leads the technical team including establishing Documentation and coding standards and responsible for the team adhering to the standards. • Oversees the development of all technical Documentation. • Drives the solution architecture and mapping of required functionality to minimize the need for custom development. • Leads all security activities including architecture, design, and Documentation. • Responsible for the eTAX System meeting all applicable security regulations.	of these must be in management. • Five years of experience architecting/designing enterprise solutions. • Ten years of experience architecting/designing enterprise systems. • Five years of experience with the technology proposed for the eTAX System. • Enterprise architecture certification in one or more industry leading architecture frameworks.
Training Lead	• Lead all training and knowledge transfer planning, material development and delivery. • Prepares for the deployment of the eTAX System to the full organization.	• Five years of experience as a Training Lead for projects similar in size and complexity to the proposed Project.

15.3.2 eTAX Maintenance and Operations Key Personnel

The County considers the following roles to be Key Personnel during eTAX System maintenance and operations.

Maintenance and Operations Key Personnel Responsibilities and Qualifications

Role	Responsibilities	Qualifications
Engagement Director / Executive	• Serves as the primary point of contact with County leadership, governance bodies and other County Executives for activities related to contract administration, planning, and escalations. • Is authorized to commit the resources of the Contractor in matters pertaining to the performance of the Contract. • Is responsible for addressing any issues that cannot be resolved with the Contractor's Operations Manager. • Is responsible for all subcontractor relationships.	• Minimum of five years of direct authority over ongoing relationships with clients where its firm has implemented enterprise solutions. • Previously managed ongoing M&O for an enterprise account. *(Does not need to be dedicated 100% to the account; the expectation is this role will be performed by the same person as the Project Engagement Director)*
Operations Manager	• Serves as a liaison with the County for M&O activities. • Manages staff assigned to all day-to-day M&O activities. • Provides status reports and SLA reporting. • Coordinates and manages any enhancement requests/changes to the solution. • Is available and responsive to County requests for consultation and assistance. • Is responsible for establishing and maintaining a positive client	• Ten to 15 years, seven of these must be in management. • Five years managing a M&O team for an enterprise solution within a public sector client.

	relationship. • Provides timely and informed responses to operational and administrative inquiries that arise. • Manages the relationships with subcontractors and partner Contractors.	
Technical Lead	• Provides detailed applications knowledge in support of complex application issues/incidents. • Reviews all potential changes (e.g., configuration, warranty fixes, enhancements) to the Solutions from a technical perspective and provides technical design/assessments. • Is available to the Project team for consultation on future enhancements (e.g., changes to achieve strategic objectives, implement a new program).	• Five years of experience architecting/designing enterprise solutions. • *(Does not need to be dedicated to the account)*
Regression Testing Analyst	• Reviews and reports all changes in each eTAX release indicating assessed impact to County business processes. • Creates and executes regression testing plans, in collaboration with County, to cover impacted business processes each release. • Communicate test progress, test results, and other relevant information to project stakeholders and management. • Support County in change management efforts in response to changes included in each release.	• Two years relevant regression testing experience. • Knowledge of both TTC, A-C business functions and eTAX application.

15.4 County Staffing

The County expects to dedicate part and full-time staff to the eTAX Project to perform the responsibilities outlined in Subparagraphs 5.1, Table 2 of Attachment 2, eTAX M&O, and provide leadership for the eTAX System Project. This will include functional staff from TTC and A-C and technical staff from TTC and A-C along with staff from ISD, who currently manages the Legacy Systems on behalf of TTC and A-C.

The County plans to provide the resources required by the Contractors to execute the project efficiently and effectively. As such, the County has commenced defining their team but plans to finalize the roles and size once the County has gained a better understanding of what resources the Contractor will require from the County to implement the eTAX System most efficiently and effectively.

COUNTY OF LOS ANGELES

eTAX

IMPLEMENTATION PLAN

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eTAX IMPLEMENTATION FORM STATEMENT OF WORK

The Contractor will be responsible for leading the eTAX System implementation as defined in the following documents. Refer to the following documents which provide additional guidance regarding the County's expectations:

- Exhibit A – Statement of Work
- Exhibit A1, Attachment 9, Reference Library – Exhibit 41, Business Overview
- Exhibit A1, Attachment 9, Reference Library– Exhibit 42, Non-Functional Overview

This document defines the tasks and deliverables the Contractor must complete during the eTAX System implementation.

The eTAX System Project implementation tasks and deliverables are structured as follows:

Table 1. eTAX System Project Tasks and Deliverables

Task	Subtasks	Deliverables
1. Project Management	1.1 Develop Project Status Reports 1.2 Conduct Project Status Reporting Meetings 1.3 Maintain Project Work Plan 1.4 Perform Issue Management 1.5 Perform Risk Management 1.6 Develop and Maintain Project Library 1.7 Quality Control Plan	1.1 Project Status Report Template 1.2 Project Status Reports 1.3 Project Work Plan Updates 1.4 Issue Management Log 1.5 Risk Management Log 1.6 Project Library
2. Project Initiation	2.1 Develop Project Work Plan 2.2 Develop Resource and Staffing Plan	2.1 Project Work Plan 2.2 Resource and Staffing Plan 2.3 Environment Preparation

3. eTAX System Design	3.1 Document eTAX System Architecture 3.2 Develop eTAX System Security Plan 3.3 Conduct Business Process Reengineering Activities 3.4 Conduct Requirements Validation 3.5 Develop Business Process Documentation 3.6 Develop Interface Design Document 3.7 Develop eTAX System Data Conversion Plan	3.1 System Architecture 3.2 System Security Plan 3.3 Business Process Improvement Report 3.4 Requirements Validation Document 3.5 Business Process Documentation 3.6 Interface Design Document 3.7 Data Conversion Plan
4. eTAX System Build and Configuration	4.1 Build eTAX System 4.2 Build and Test Interfaces 4.3 Document Data Conversion Specifications 4.4 Complete Data Conversion	4.1 Configuration Documents 4.2 Approved Data Conversion
5. eTAX System Testing	5.1 Develop Test Plan 5.2 Develop Test Scenarios and Test Scripts 5.3 Conduct Integration Testing and Final Integration Testing (User Acceptance Testing) 5.4 Conduct Parallel Testing	5.1 Test Plan 5.2 Test Cases 5.3 Completed Unit Testing 5.4 Completed Integration Testing 5.5 Complete support for Final Integration Testing (User Acceptance Testing) 5.6 Completed Requirements Traceability Matrix
6. eTAX System Training and Knowledge Transfer	6.1 Develop Training and Knowledge Transfer Plan 6.2 Develop Training Materials 6.3 Conduct Training	6.1 Training/Knowledge Transfer Plan 6.2 Training Curriculum 6.3 Training Materials 6.4 Completed Trainings
7. eTAX System Deployment	7.1 Develop Deployment Plan 7.2 Conduct Go/No-Go Meetings 7.3 Conduct Go-Live Rehearsal 7.4 Obtain eTAX System Sign-off for Deployment	7.1 Deployment Plan 7.2 System Acceptance

	7.5 Conduct Deployment 7.6 Provide Stabilization Support and Transition to Maintenance and Operations 7.7 Legacy System Inactivation/ Decommissioning Support	
8. Final Acceptance - Project Close-out	8.1 Develop Project Close-out Checklist 8.2 Conduct Post-Go-Live Assessment and Benefits Realization 8.3 Project Close-out	8.1 Project Close-out Checklist 8.2 Post-Go-Live Assessment 8.3 Project Close-out Report

Task 1 Project Management

Subtask 1.1 Develop Project Status Reports

Contractor must provide the County with regular Project Status Reports through the course of the eTAX System implementation. Contractor must:

- Develop a Status Report Template and submit to the County Project Manager or a designee for review and approval. The template shall at a minimum include:
  - Period covered by the report.
  - Tasks and deliverables scheduled for the reporting period, which were completed.
  - Tasks and deliverables scheduled to be completed in the next reporting period.
  - Summary of project status and progress as of reporting date with actual status with respect to the Project Work Plan.
  - Project issues and risks identified and status of identified issues and risks.
- Submit the template to the County Project Manager or a designee for review and approval. Agree with the County on format and cadence of status reporting.
- Develop Status Reports and submit to the County based on agreed template and cadence.

Subtask 1.2 Conduct Project Status Report Meetings

Contractor will conduct status meetings at a minimum bi-weekly. In preparation for each status meeting, Contractor will develop and distribute a status meeting agenda.

In preparation for each Status Meeting, Contractor will prepare a Status Report as described in Subtask 1.1 (Develop Project Status Reports).

During the status meetings, Contractor will:

- Keep an attendance log.
- Document meeting minutes including decisions made during the meeting and outcomes for each agenda item.
- Document issues and risks, including proposed resolutions and mitigations.
- Identify and track action items with, at minimum, the following information:
  - Action item description
  - Owner
  - Due date
  - Actual date of completion
- Following the status meetings, Contractor will circulate status meeting minutes to the County Project Manager or a designee for review and approval.

The Contractor will facilitate, at a minimum, monthly Steering Committee meetings.

Subtask 1.3 Maintain Project Work Plan

Contractor must maintain the Project Work Plan (PWP), as defined in Subtask 2.1, on an ongoing basis.

During status meetings, Contractor will provide the County with an overview of the updates and changes to the PWP, including a description of the following:

- Impact of changes on other tasks and milestones and critical path of the impacted work stream.
- Impact on resources.
- Dependencies and impact on related tasks.

Contractor will review and incorporate the County's feedback and proposed changes into the PWP and submit updates to the PWP to the County Project Manager or a designee for approval.

Contractor will also:

- Maintain baseline and all revisions to the PWP in the Project Library.
- Notify all impacted Project team members of changes and updates.

Subtask 1.4 Perform Issue Management

Contractor will develop a draft Issue Management Plan and submit to the County Project Manager or a designee for review and approval.

Contractor will update the Issue Management Plan with input provided by the County.

Contractor will manage the Project issues in accordance with the Issue Management Plan.

Contractor will manage and report on all Project issues according to the Issue Management Plan.

Contractor will:

- Maintain the issue log on an ongoing basis.
- Provide the County with an aggregate view of all issues on a bi-weekly basis or more frequently as required and provide:
  - Issue description
  - Issue type
  - Severity of the issue (assigned by the County)
  - Impact of the issue
  - Estimated time to resolution
  - Issue resolution owner
  - Recommendations for issue resolution
- Maintain baseline and all revisions to the Issue Management Plan in the Project Library.

Subtask 1.5 Perform Risk Management

Contractor will develop a draft Risk Management Plan and submit to the County Project Manager or a designee for review and approval.

Contractor will update the Risk Management Plan with input provided by the County.

Contractor will manage the Project risks in accordance with the Risk Management Plan.

Contractor will manage and report on all risks and their mitigation, management, or resolution according to the Risk Management Plan.

Contractor will:

- Maintain the risk log on an ongoing basis.
- Provide the County with an aggregate view of all identified risks on a bi-weekly basis or more frequently as required, including:
  - Risk description
  - Risk severity (developed collaboratively with the County and Contractor)
  - Impact of the risk
  - Risk probability
  - Recommended risk mitigation
- Monitor risk status and progress on risk mitigation.
- Maintain baseline and all revisions to the Risk Management Plan in the Project Library.

Subtask 1.6 Develop and Maintain Project Library

The Contractor will develop and maintain a Project Library that will be overseen by the County and Contractor Project Managers in a single repository used to store, organize, track, control and disseminate all information and items produced by, and delivered to, the Project. County will have the ability to download information and items maintained in the Project Library.

Contractor will develop guidelines for managing Project documents in the Project Library, including:

- Folder structure
- Naming convention
- Document templates for specialized purposes (e.g., risk log, issue log, cross-stream communication)
- Document standard/format
- User access and privileges
- Document ownership

Throughout the Project, Contractor will:

- Maintain the Project Library
- Update document management guidelines
- Coordinate the use of document management systems between the County and Contractor
- Develop training materials for the County's new personnel

Subtask 1.7 Quality Control Plan

Contractor must establish and maintain a comprehensive Quality Control Plan (QCP), as described in Exhibit A, Statement of Work, Paragraph 10.0, to ensure the Contractor meets the requirements of the Contract and provides a consistently high level of service throughout the Contract Term.

The QCP must be submitted to the County's Project Director within ten business days following the start date of this Contract and as changes occur during the Contract Term or upon request.

Upon Project completion, Contractor will archive and deliver an offline copy of the Project Library to the County in data formats specified and agreed upon by the parties.

Task 2 Project Initiation

Subtask 2.1 Develop Project Work Plan

Contractor will develop a Project Work Plan (PWP) that lists all tasks, subtasks, dependencies and deliverables. The tool Contractor uses for the PWP (e.g. Smartsheet or equivalent project charting tool) will be accessible to County at no additional cost.

The PWP will, at a minimum, include:

- Deliverables, tasks, and subtasks.
- Associated dependencies among deliverables, tasks, and subtasks.
- Contractor and the County's resources assigned to each deliverable, task, and subtask.
- Start date and date of completion for each deliverable, task, and subtask.

Contractor will develop a draft PWP and submit to the County Project Manager or a designee for review and feedback.

Contractor will review and incorporate the County's feedback and proposed changes into the PWP and submit a final version to the County Project Manager or a designee for approval.

Subtask 2.2 Develop Resource and Staffing Plan

Contractor will collaboratively develop a Resource and Staffing Plan that, at a minimum, includes:

- Fully loaded Contractor and the County's resource staffing commitments
- Project Organizational Chart.
- Mapping of staffing to the roles, responsibilities, and activities of the PWP.
- Reporting relationships.

Contractor will develop a draft Resource and Staffing Plan and submit it to the County Project Manager or a designee for review and feedback.

Contractor will incorporate the County feedback and proposed changes into the Resource and Staffing Plan and submit a final version to the County Project Manager or a designee for approval.

Task 3 eTAX System Design

Subtask 3.1 Document eTAX System Architecture

Contractor will develop a solution architecture that includes:

- Business, information, and technical view of the software and hardware components including:
  - List and description of the functionality of software solution components
  - Information flow across software solution components
  - Modality by which users and administrators will access the system
  - Description of interfaces with third-party products, internal and external systems, and components
- Validation of baseline metrics necessary for sizing software solution, including:
  - Number of hosting sites
  - User base
  - User device types and locations
  - Hardware and bandwidth capacity
- Information and database architecture.
- Application architecture.
- Network architecture.
- Interface architecture.

- Technical architecture, including:
  - Specifications for Contractor-hosted (or subcontractor) hardware
  - Hardware and operating system Specifications for County-owned or approved devices
  - Physical network and points of demarcation
- Constituent portal architecture.
- Network and system monitoring architecture.
- Backup and disaster recovery architecture.
- Scalability and capacity planning during deployment and maintenance and operations considering County estimates for future growth.
- Project Operational / Environment Management policies and processes including, at a minimum:
  - Release management (between environments)
  - Data refresh approach
  - Installing and testing Application updates
  - Code/configuration management
- Based on Business Process Documentations (Section 3.5), identify which Legacy system modules can be retired and when.

Contractor will:

- Develop draft system architecture Specifications.
- Conduct a review session with the County.
- Incorporate County feedback.
- Submit a final version to the County Project Manager or a designee for approval.

Subtask 3.2 Develop eTAX System Security Plan

Contractor will document security threats, risk, security objectives (confidentiality, integrity, availability, user control, accountability) and relevant protection requirements that address current risks and those foreseen by the time implementation is complete.

Contractor will develop a System Security Plan that aligns with Exhibit I, Information Security and Privacy Requirements, which includes the following:

- Definition of the system security protection framework including:
  - Authentication
  - Authorization
  - Auditing
  - Data confidentiality and integrity
  - Data validation and content scanning
  - Management and administration
- Documentation of the target security architecture and mapping of relevant security features and functions (e.g., access controls, authentication, encryption) to the following key architecture components:
  - Authentication

  - Authorization
  - Access governance
  - Auditing
  - Data confidentiality and integrity
  - Data validation and content scanning
  - Network security
  - Management and administration
- Approach to defining and documenting standardized user security profiles and required authorizations for system access, as well as for administrative access to “back office” system components such as databases, servers, production data, etc.
- User roles for accessing eTAX System components.
- Policies and procedures for provisioning and de-provisioning user identities based on best practices for identity and access management solutions.
- Security risks and concerns.

Contractor will conduct a review session of the draft System Security Plan and risk assessment with the County.

Contractor will incorporate the County’s feedback and proposed changes into the System Security Plan and submit a final version to the County Project Manager or a designee for approval.

Subtask 3.3 Conduct Business Process Reengineering Activities

Contractor will review the current Legacy Systems processes and workflows and identify business process improvement opportunities using industry knowledge and best practices.

Contractor will:

- Identify the business processes that need improvement. This may involve reviewing current processes and identifying areas for improvement.
- Analyze the current processes to understand the current performance and identify opportunities for improvement.
- Define the goals of the reengineering effort. This may involve setting performance targets or identifying specific outcomes to be achieved.
- Design new processes, aligned with industry best practice and the Application’s functionality, that will achieve the goals set out in alignment with the eTAX System. The Contractor may use Journey Maps, Use Cases, or other techniques to design the new processes.
- Validate/update the Project objectives and guiding principles with the County’s executives.
- Identify which Legacy Systems can be retired and when.

Opportunities shall include:

- Streamlining of processes.

- Automation of processes.
- Parallel tracking of processes.
- Use of analytics.
- Improvements and enhancements to user and constituent experience.
- Efficiency gains.

For each opportunity, Contractor will document the following:

- As-is process description and illustration.
- To-be process description and illustration.
- Benefits to be achieved.
- Metrics to be utilized to determine success (including establishing a baseline measure).
- Identifying implications with other workflows.
- Organizational Change Management considerations.
- Documented risks.

Contractor will develop a draft Business Process Improvement report and submit to the County Project Manager or a designee for review.

Contractor will conduct a review session of the draft Business Process Improvement report with the County.

Contractor will incorporate the County feedback and proposed changes into the Business Process Improvement report and submit a final version to the County Project Manager or a designee for approval.

Subtask 3.4 Conduct Requirements Validation

Contractor will conduct requirements validation sessions with the County's stakeholders using the functional and non-functional requirements.

During the requirements validation sessions, Contractor must ensure they fully understand the eTAX System requirements and can map them to their specific solution.

Contractor will document any deviations from the original requirements and provide a rationale, including:

- Any requirements clarifications and/or changes based on the process re-engineering effort.
- Any functional requirements that are no longer needed due to the process re-engineering effort.
- Change of requirement classification (e.g., migrate from customization versus configuration).
- Establish tracking approach to enable tracing requirements through the development cycle (mapping requirements to modules, test cases, etc.).

Contractor will update the requirements document and submit to the County Project Manager or a designee for review and approval.

Subtask 3.5 Develop Business Process Documentation

Contractor will develop Business Process Documentation based on the validated requirements. The Business Process (BP) documents will include:

- A requirements traceability matrix mapping each requirement (as validated above) to a component of the BP.
- Detailed user stories documenting how the user will complete each step of the BP.
- A description of any automations happening as part of the BP.
- The prerequisites and outcomes of each user story.
- The User Roles of the users performing each part of the BP.
- A list of reports used in the BP.

Each BP has an accompanying list of JIRA tickets, which contain details such as:
- Detailed descriptions of behavior, particularly for new development or workflows.
- Mockups of screens for new development or workflows.
- Interface Design Specifications.
- Configurations established as part of the business process development.

Subtask 3.6 Develop Interface Design Document

Contractor will perform an assessment of the current interfaces that includes the following:

- All existing Interfaces.
- Source systems for Interfaces to and from eTAX System.
- Target systems for Interfaces to and from eTAX System.
- High-level Interface description (types of data, messaging, and Interface tools and strategy).
- Projected transaction volume and frequency.
- Identification of existing Contractor Interfaces that meet or may facilitate addressing the County Interface requirements.

Refer to Exhibit A1, Attachment 11, Exhibit 40 – Non-Functional Overview for a list of anticipated interfaces.

Contractor will develop an Interface Design Document that includes the functional and technical Specifications for each required Interface that, at a minimum, specifies the following:

- Name and high-level description of the County device/system with which an Interface is required, and a description of the purpose and function of the Interface.
- Requirements of the eTAX System either to receive or send required elements and values; including elements and values required by the County, the Contractor, and any third-party Contractor.
- Interface engine(s) that will be used to manage the Interface transactions.
- List of transactions and data content for Interfaces required for each the County system/device.

- Processes and requirements for Interface management, including filtering, throttling, queuing, retention period, and resending/republishing of messages.
- Performance requirements for each transaction, including real-time versus periodic, latency, etc.
- Specifications for downtime and recovery strategy for each Interface.
- Specifications for Interface connectivity including:
  - TCP/IP addresses
  - Ports and firewall rules
  - Client engines
  - Security certifications/VPN
- System administrator account provisioning requirements for Interface access and control.
- Bandwidth requirements and transaction volumes.
- The role and required contributions of applicable third-party Contractors, if any, for the Interface (both to build and maintain the Interface).

Contractor will review the functional and technical Interface Design Document with County.

Contractor will incorporate the County's feedback and proposed changes into the functional and technical Interface Design Document and submit a final version to the County Project Manager or a designee for approval.

Subtask 3.7 Develop eTAX Data Conversion Plan

Contractor will prepare a Data Conversion Plan, which will include:

- Roles and responsibilities of Contractor and the County.
- Historical data to be converted.
- Purpose and expected benefits of data conversion.
- Source systems.
- Approach for determining the conversion period (i.e., regulatory/legal/reporting requirements, trade-offs between amount of data versus accuracy/necessity of data, clinical requirements, and data retention requirements).
- Data mapping and conversion methodology.
- Data conversion testing approach, including multiple cycles to test the conversion routines, and identifying and addressing data quality issues.
- Data integrity analysis and cleansing methodology.
- Data validation methodology to be determined mutually with the County.
- Projected time and resource requirements to complete the data conversion
- Approach for ensuring data integrity and data privacy to be determined mutually with the County.
- Timing, sequencing, and coordination of the data conversion process (including cutover, catch-up, and deployment).
- Recommendations for decommissioning, retiring, or freezing Legacy Systems.
- Alternatives for accessing legacy data not converted from source system (e.g., retain

Legacy Systems, and archive data).

- Approach for development of reports that span the cutover date (e.g., how to develop a quarterly report based on data partially in Legacy Systems and partially in the new environment).
- Data conversion contingency plan to be created mutually with the County input and participation, including risk mitigation of failed conversion.
- Approach to archiving data which is not converted.
- Data quality assurance criteria, including:
  - Checkpoints for data validation
  - Gateway criteria for testing
- Approach to archiving additional historical data currently stored on the Legacy Systems.

Contractor will review the draft Data Conversion Plan with the County.

For each data source identified in the draft Data Conversion Plan Document, the County will determine whether to proceed with the data conversion process, and if so, how much data to convert.

Contractor will update the Data Conversion Plan to reflect the County's decisions with respect to each data source.

Contractor will incorporate the County's feedback and proposed changes into the Data Conversion Plan and submit a final version to the County Project Manager or a designee for approval.

Contractor will update the Project Work Plan for data conversion with the information developed in the Data Conversion Plan.

Task 4 eTAX System Build and Configuration

Subtask 4.1 Build eTAX System

Contractor will configure and, as needed, build the eTAX System in accordance with the Business Process Documentation (Sections 3.5).

Contractor will complete unit testing and subsequently release to the County for review and testing in accordance with the Test Plan (Section 5.1).

Subtask 4.2 Build and Test Interfaces

Contractor will build all required interfaces for the eTAX System in accordance with the Data Conversion Plan (Section 3.7).

Contractor will test the interfaces in accordance with the Test Plan (Section 5.1).

Subtask 4.3 Document Data Conversion Specifications

Contractor and the County will develop a Data Conversion Specifications document for

each data source, including:

- Description of the data source including:
  - Data elements
  - Data formats and standards
  - Data volume provided by the County
  - Contractor contacts information provided by the County
  - Data dictionaries
  - Transfer methods (flat file, etc.)
  - Future disposition of the system (whether system will be retired or maintained), to be determined by the County
- Mapping of data elements to the eTAX System.
- Requirements for data retention (e.g., business need, and regulatory requirement) determined by the County.
- Amount of data (i.e., how far in the past should data be converted – e.g., one month prior to deployment, or one year prior to deployment), to be determined by the County.
- Type of conversion:
  - Automated
  - Semi-automated
  - Manual
- Filtering rules for the migrated data, including data elements to filter out.
- Roles and responsibilities for Contractor, the County, and third-party Contractors (if applicable).
- Resource requirements (i.e., time commitments for data conversion team members).
- Storage requirements for data to be converted.

Contractor will make available tools, software and Best Practices that may facilitate addressing the County Data Conversion Requirements for all types of data conversion (automated, semi-automated, or manual).

Subtask 4.4 Complete Data Conversion

Contractor will convert from existing system(s) to staging and production environments in accordance with the Data Conversion Specifications (Subtask 4.3), associated timelines, and the Deployment Plan developed in Subtask 7.1 (Develop Deployment Plan).

Contractor will monitor the data conversion process and report to the County any issues.

Contractor will coordinate all data conversion activities with other relevant deployment activities set forth in Task 4 eTAX System Build and Configuration.

Task 5 eTAX System Testing

Subtask 5.1 Develop Test Plan

Contractor will develop a Test Plan document with input and participation from the County that identifies all major aspects and phases of testing throughout the Project “Test Plan”. The Test Plan will detail Contractor’s approach to performing and/or supporting the

following testing phases:

- Interface Testing.
- Integration Testing and Final Integration Testing (User Acceptance Testing)
- Parallel Testing
- Go-Live Rehearsal
- Regression Testing.
- Load/Stress/Performance Testing.
- Back-up and Recovery Testing.

The Test Plan will include an overview of the testing approach, the purpose of testing, key areas to be tested, and a mechanism of sharing results with the County.

Contractor will develop a draft Test Plan and submit it to the County Project Manager or a designee for review and feedback.

Contractor will review and incorporate the County feedback and proposed changes into the Test Plan and submit a final version to the County Project Manager or a designee for approval.

The Test Plan must recognize the County, at its own discretion, will participate in and monitor any of the test cycles and will review and approve test outcomes before moving to the next step.

Subtask 5.2 Develop Test Scenarios and Test Scripts

Contractor will provide Services with the County input and participation to develop integration test scripts, test cycles, common test data, associated test conditions, and expected results. The County will contribute to the last round of integration testing ("Final Integration Testing") test scenarios, which will serve as the County's user acceptance testing ("UAT"). Final Integration Testing or UAT, includes all Contractor defined test scripts, and the County may request specific scenarios or user stories to be added to the script. Test scripts and test scenarios will consider departmental workflows, the County provided policies and procedures, the County provided actual scenarios, and cross-departmental processes.

Contractor will:

- Provide the County with test scripts and test scenarios for interface and integration testing.
- Support the County in the development of common test data and specify volume of data required to perform thorough testing for interface and integration testing.
- Develop issue tracking form for Interface and integration testing.

Subtask 5.3 Conduct Integration Testing and Final Integration Testing (User Acceptance Testing)

Contractor will assist the County in conducting integration testing, record progress, and validate completion of all prerequisites to testing identified in the Test Plan. Contractor will:

- Monitor the progress of all prerequisites to testing identified in the Test Plan.
- Notify the County of any issues, problems or incidents affecting the completion of any prerequisites to testing in accordance with the timeline identified in the Test Plan.
- Validate the completion of all testing prerequisites identified in the Test Plan.
- Notify the County when all prerequisites to testing identified in the Test Plan have been completed.

Contractor will perform testing in accordance with the Test Plan and assist the County in performing Final Integration Testing (UAT) activities. Contractor will:

- Provide on-site support during the County testing activities in accordance with Test Plan and test scripts.
- Review the County log of errors and Deficiencies (if any are identified).
- Resolve any errors and Deficiencies.
- Assist the County with re-testing defect fixes.
- Regularly communicate with the County regarding status and schedule of testing.
- Document test results.

Note: The County expects the Contractor to provide a fully tested system prior to Final Integration Testing (UAT) and reserves the right to validate any testing performed by the Contractor.

Contractor will monitor status and schedule of testing and support re-testing resolved deficiencies. Contractor will conduct daily wrap up sessions that include:

- Testing progress update.
- Review of open issues.
- Strategy and schedule for resolution of Deficiencies.

Subtask 5.4 Conduct Parallel Testing

Contractor will provide Services to assist the County in performing parallel testing activities, running the eTAX System concurrently with the Legacy system (“Parallel Testing”). Parallel Testing focuses on ensuring similar business outcomes, not identical steps or calculation mechanisms. Parallel Testing will be further defined in the Test Plan and will include interface parallel and daily activities. Contractor Services will include:

- Provide on-site support during the Parallel Testing activities in accordance with Test Plan and test scripts.
- Review County log of errors and Deficiencies.
- Resolve all errors and deficiencies and support the County’s personnel in trouble shooting issues, as applicable.

- Assist the County with re-testing defect fixes.
- Regularly communicate with the County regarding status and schedule of Parallel Testing.
- Document test results for the Licensed Software.
- Contractor will monitor status and schedule of Parallel Testing and support re-testing resolved Deficiencies. Contractor will conduct daily wrap up sessions that include:
    - Parallel Testing progress update
    - Review of open issues
    - Strategy and schedule for resolution of deficiencies

Task 6 eTAX System Training and Knowledge Transfer

Subtask 6.1 Develop Training and Knowledge Transfer Plan

Contractor will develop and execute a plan for transferring knowledge on the functional and technical aspects of the eTAX System ("Knowledge Transfer Plan") to the County's information technology and functional personnel, other Subject Matter Experts, and especially to those individuals and groups who will, at a minimum, be building reports, supporting the end-users, and performing security administration.

Contractor will draft a Training and Knowledge Transfer Plan. This plan will, at a minimum, include:

- Target audiences (e.g., information technology and functional personnel, support teams, other Subject Matter Experts, and trainers).
- Approaches for training end users and transferring knowledge to support personnel and measuring effectiveness.
- Training approaches (on-line, in person, use of UAT, and involvement of users/IT on the project team).
- Training support tasks and approach (e.g., training data refresh, training, and environments).
- Proposed training catalog.
- Training tools (e.g., quick reference guide, and on-line help).
- Training and Knowledge Transfer schedule required facilities and staffing.
- Mitigation strategies or steps to address the County-specific or typical challenges that the Contractor has faced in successfully transferring knowledge.

Contractor will conduct a review session of the draft Knowledge Transfer Plan with the County.

Contractor will incorporate the County's feedback and proposed changes into the Knowledge Transfer Plan and submit a final version to the County Project Manager or a designee for approval.

Throughout the Project, Contractor will provide the resources for County staff to perform tasks defined in the Knowledge Transfer Plan, monitor progress and update the

Knowledge Transfer Plan based on progress made on a mutually agreed upon schedule (e.g., as the eTAX System implementation continues, as issues arise and are addressed, and because of input provided by members of the Project team, users, or Subject Matter Experts).

Subtask 6.2 Develop Training Materials

Contractor will:

- Review existing training materials with the County's Project team.
- Provide example training materials (e.g., lesson plans, scenarios, reference guides, scripts, videos, and FAQs).

Contractor will develop training materials with input from the County and conduct review sessions with the County's Project team.

Subtask 6.3 Conduct Training

Contractor will conduct training on the eTAX System for all the County's users.

Task 7 eTAX System Deployment

Subtask 7.1 Develop Deployment Plan

Contractor will develop a Deployment Plan that includes the following components:

- Go/No-Go Decision Framework and Processes, including:
  - Definition of criteria for Go/No-Go decision
  - Description of the Go/No-Go decision process
  - Description of Go/No-Go governance (roles and responsibilities, escalation process, etc.)
  - Description of production support team involvement in Go/No-Go decision
  - Go/No-Go checklist
- Staff backfill Procedures, including:
  - Backfill staffing model during training and deployment
  - Approach for scheduling backfill staff
- Go-Live Staffing Support Model, including:
  - Roles of Contractor and the County's support teams including subject matter experts, super users, and end-users
- Issue management process including issue communication and issue resolution.
- Go-Live event staffing and support model
- Production Cutover Plan, including:
  - Task list and timeline; including items such as cut-over testing/rehearsal
  - Logical order of cutover activities (interdependencies between tasks)
  - Owner, backup owner
  - Start time, check points, and end time
  - The County and Contractor roles and responsibilities
  - Go-Live checklist

  - Key Go/No-Go Milestones
- Fail-back Plan outlining the milestones and activities required to fail-back to the Legacy Systems, mitigations and contingencies.
- County infrastructure and facilities required to support Contractor and the County's personnel during Go-Live.
- Transition-out criteria and transition-out process for Contractor on-site support staff.
- Integrate Transition Plan (see Attachment 2, Maintenance and Operations) into the Deployment Plan.

Contractor will provide a draft Deployment Plan and review with the County. Contractor will incorporate all relevant changes to the Deployment Plan.

Subtask 7.2 Conduct Go/No-Go Meetings

Through the testing and Go-Live preparation phase leading up to the final Go-Live, Contractor will facilitate Go-Live Go/No-Go meetings in accordance with the Deployment Plan.

Contractor will conduct Go-Live Go/No-Go meetings as jointly determined with the County. These discussions will occur, at minimum, after each round of integration testing, following Go-Live rehearsal, and at additional checkpoints as needed. The meetings will include:

- Confirmation of the status of all criteria on the Go/No-Go checklist (e.g., site readiness, operational readiness, any relevant test results).
- Reviews of all readiness assessments.
- Review Go-Live critical issues
- Provide estimated time for resolution for Go-Live critical issues
- Confirmation of Go/No-Go decision in accordance with Go/No-Go decision process and governance.

At the culmination of each Go/No-Go discussion, the County (with support from the Contractor) will determine whether to proceed to the next phase of the project and continue working towards Go-Live or begin planning Go-Live contingencies, such as deferring subsets of functionality or delaying the Go-Live timeline.

Subtask 7.3 Conduct Go-Live Rehearsal

After integration testing Contractor will assist the County in performing a Go-Live rehearsal. Contractor Services will include:

- Collaboratively rehearse the final data extract and load process
- Collaboratively rehearse the Go-Live procedures
- Assist the County with performing parallel tests in the legacy system and eTax system for key daily activities that will occur immediately after Go-Live
- Review County log of errors and Deficiencies
- Prioritize Deficiencies and provide an estimated time for resolution
- Resolve Go-Live critical issues
- Support re-testing resolved Deficiencies

- Provide a Go-Live rehearsal summary report

Subtask 7.4 Obtain eTAX System Sign-off for Deployment

Upon completion of testing activities, Contractor will obtain sign-off from the County's Project Director to ensure eTAX System components are ready for deployment.

Contractor will develop a sign-off template that includes the following:

- Description of the completed testing phases.
- Summary of test results per phase.
- List of open Deficiencies, including:
  - Defect description
  - Severity
  - Prioritization
  - Estimated time to resolution
- Contractor test lead(s).
- The County's test lead(s).

Contractor will develop all applicable sign-off documents and populate with the information required for System Sign-off.

Contractor will facilitate the sign-off process and address issues as part of regular Project management activities.

Subtask 7.5 Conduct Deployment

Contractor will deploy the eTAX System in accordance with the Deployment Plan.

Contractor will:

- Implement the Production Cutover Plans.
- Track and monitor progress.
- Identify, escalate, and resolve issues.

Subtask 7.6 Provide Stabilization Support and Transition to Maintenance and Operations

Contractor will support the eTAX System until all issues related to Go-Live are resolved and the system is working as specified (see Task 3) and support the transition to the eTAX System into Maintenance and Operations (see Attachment 2 – Maintenance and Operations).

Contractor will:

- Establish an on-site "war room" to triage all Go-Live issues.
- Maintain Project staff (knowledgeable on the eTAX System) to continue working with the County until the eTAX System is fully operational and performing as specified.

- Lead effort to address all Go-Live issues until the eTAX System is working as specified.
- Provide the support required to complete the Maintenance and Operations Transition Plan (see Attachment 2 – eTAX Maintenance and Operations).

Subtask 7.7 Legacy Systems Inactivation/Decommissioning Support

Contractor will validate a) that the eTAX System supports the functionality required to fully inactivate/decommission all Legacy Systems identified in the Exhibit A, Statement of Work, and b) the County's plans to inactivate/decommission these Legacy Systems. System Acceptance will be tied to these validation activities.

Task 8 Final Acceptance - Project Close-out

Subtask 8.1 Develop Project Close-out Checklist

Contractor will provide Deployment and Project Close-out Checklist, which will be used for each deployment. The checklists will include:

- System tuning activities.
- Completion of knowledge transfer to the County's support resources.
- Timing of transferring Project artifacts to Project Repository.
- Lessons learned document.
- All design documents updated to reflect Go-Live build.
- Transition of support activities to the County where applicable.
- Completion of all tasks and deliverables in this Statement of Work.
- County self-sufficiency in logging issues into the Maintenance and Operations teams.
- Closing of all deployment and Project issue logs and transition remaining issues to Contractor production support.
- Completion of system performance verification report.
- Validation of plans to inactive/decommission Legacy Systems.

Contractor will review the Project Close-out Checklist with the County.

Contractor will incorporate the County's feedback and proposed changes into the Deployment and Project Close-out Checklist and submit a final version to the County Project Manager or a designee for approval.

Contractor will update the Project Close-out Checklist after each deployment to include lessons learned from prior deployments.

Subtask 8.2 Conduct Post-Go-Live Assessment and Benefits Realization

After the deployment, Contractor will conduct a post Go-Live Assessment that is based on the initial benefits identified in Subtask 3.3.

The Post Go-Live Assessment will document how the new system achieves the benefits and provide an assessment of the success of achieving the envisioned benefits.

Contractor will review the Post Go-Live Assessment report with the County.

Contractor will incorporate the County feedback and proposed changes into the Post Go-Live Assessment report and submit a final version to the County Project Manager or a designee for approval.

Subtask 8.3 Project Close-Out

After each deployment is stabilized (see Section 7.6), Contractor will perform Final Acceptance activities as defined in the Contract.

Contractor will develop a performance verification report which includes:

- Summary of activities, results, and outcomes.
- Summary of issues identified by Contractor or the County.
- Summary of lessons learned.

Contractor will conduct review sessions with the County after deployment and develop a performance verification report.

Contractor will incorporate the County feedback and proposed changes into the performance verification report and submit a final version to the County Project Manager or a designee for approval.

Service Level Requirements

eTAX System Quality Service Level Agreements (SLAs)

The ***Contractor must*** provide the County a fully tested version of the eTAX System on which the County will perform User Acceptance Testing/Pre-Production Testing to validate the quality of the eTAX System. The table below captures the key characteristics of the SLAs:

- SLA Description/Objective – Overview of why this SLA is important.
- Target – Expected Service Level performance.
- Measurement – How performance against the target will be measured.
- SLA Reporting Period – How often the Contractor must report performance.
- SLA Measurement of Non-Compliance – The unit used to report SLA.

Preliminary Service Level Requirements are listed below.

eTAX User Acceptance System Quality	
SLA Description/Objective	The eTAX System must be fully tested prior to entering UAT for validation.
Target	Zero new Go-Live critical Deficiencies identified and not remediated during the Reporting Period.
Measurement	Number of new Go-Live critical Deficiencies identified during UAT/Pre-Production Testing.

SLA Reporting Period	**(Start of User Acceptance Testing) - (End of User Acceptance Testing)**
SLA Measurement of Non-Compliance	Per day Go-Live is delayed due to Go-Live critical Deficiencies identified and not remediated during UAT.
Service Credits for not meeting User Acceptance System Quality	If the Contractor fails to meet the Target, it shall owe a Service Credit for the SLA Measurement of Non-Compliance. For every day above the SLA Measurement of Non-Compliance, the County will receive a Service Credit of $1,000. Such credits shall be capped at $10,000.

COUNTY OF LOS ANGELES

eTAX

MAINTENANCE AND OPERATIONS

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eTAX MAINTENANCE AND OPERATIONS

The Contractor will provide Maintenance and Operations (M&O) Services for the eTAX System for a minimum of five years after the Final Acceptance deliverable is approved by the County. M&O Services include the transition from the Implementation Team to the M&O Team and must be performed in accordance with the Production Support Plan developed during the transition.

The Contractor will provide M&O Services from the completion of the Final Acceptance deliverables for the Agreement terms.

Response Template 5, eTAX System Functional Requirements and Response Template 7, Non-Functional Requirements define the full scope of the eTAX System that will be supported. This includes the entire system, including both the infrastructure and applications layers.

This document defines the tasks and deliverables the Contractor must complete during the eTAX M&O period.

The eTAX M&O tasks and deliverables are structured as follows:

Table 1. eTAX M&O Tasks and Deliverables

Tasks	Subtasks	Deliverables
1. M&O Transition	1.1 Develop eTAX System Transition Plan 1.2 Develop and Maintain Production Support Plan 1.3 Develop Roles and Responsibilities Matrix and Staffing Plan 1.4 Complete Transition to M&O	1.1 eTAX System Transition Plan 1.2 Production Support Plan 1.3 M&O Staffing Plan 1.4 Transition Status Report
2. System Operations	2.1 Hosting and System Monitoring 2.2 Database and Middleware Administration 2.3 Interfaces and Batch Jobs Management 2.4 Change and Release Management 2.5 Configuration Management	2.1 M&O Status Report and Service Level Agreement Report

	2.6 Business Continuity, Backup and Recovery 2.7 Data Retention and Archiving 2.8 M&O Status Report and Service Level Agreement Report	
3. System Support	3.1 Help Desk Support 3.2 Incident Management 3.3 Problem Management and Root Cause Analysis 3.4 Customer Satisfaction Surveys	N/A (captured in deliverable 2.1)
4. Enhancements and Modifications	4.1 System Enhancement and Request Management 4.2 Enhancements and Modifications Services Deliverables 4.3 Legislative Changes	4.1 Complete Enhancements and Modifications
5. Security Management	5.1 Administrative Account Management 5.2 Security Documentation 5.3 Security Monitoring 5.4 Security Administration 5.5 Audit Controls	5.5 Security Management Document

Task 1 M&O Transition

Subtask 1.1 Develop eTAX System Transition Plan

The Contractor will develop the eTAX System Transition Plan that includes all activities required to migrate M&O activities of the eTAX System effectively and seamlessly from the Contractor's implementation team to the M&O Team.

The eTAX System Transition Plan must include:

- Documentation of the Contractor’s proposed M&O target state including:
    - Roles and responsibilities of all partners related to the eTAX System support and operation including the assumed level of support required from the County.
    - Proposed list of activities and processes to support the ongoing M&O activities.

    - Inventory and plan for all eTAX hardware and software, Documentation, supplies, facilities, and other resources within the Agreement.
- Plan to transition all applicable development tools, processes and procedures, and management tools (e.g., security management, systems management).
- Readiness Checklist which captures all activities that must be completed prior to completing the transition of eTAX System M&O activities grouped by service to allow for incremental transition.

The Contractor will review the eTAX System Transition Plan with the County.

The Contractor will incorporate the County's feedback into the eTAX System Transition Plan and submit a final version to the County for approval.

Subtask 1.2 Develop and Maintain Production Support Plan

The Contractor will develop a Production Support Plan that includes a detailed description of:

- Maintenance and Support processes and procedures
- Contractor-provided Support Services
- Support Delivery Model
- Hosting Services Delivery Model
- Disaster Recovery Plan
- High Availability Plan
- Maintenance of eTAX System and user documentation
- Maintenance of Production Support Plan

The Contractor will update the Production Support Plan as required to provide for new Releases, Upgrades, and Revisions.

The Contractor will review the initial and updated Production Support Plan with the County.

The Contractor will incorporate the County's feedback and proposed changes into the initial and updated Production Support Plan and submit a final version to the County for approval.

Subtask 1.3 Develop Roles and Responsibilities Matrix and Staffing Plan

The Contractor will provide a Roles and Responsibilities Matrix and Staffing Plan.

The Contractor will identify and provide the staffing required to support the eTAX System's ongoing M&O.

The Contractor will develop an M&O Staffing Plan that includes all required roles and time commitment from the County and third parties.

The M&O Staffing Plan includes:

- Plan for coordinating roles and responsibilities between the Contractor, County, and any subcontractor.

- The plan must at a minimum include the following roles:
  - Help Desk
  - Super Users
  - Interface Maintenance
  - Trainers
  - Business Analysts
  - Systems Analysts
  - Subject Matter Experts (SMEs)
  - Business Intelligence Analyst or Data Analyst
- Staffing of the target M&O organization (County, Contractor, and subcontractor teams) and their roles for the duration of the M&O Contract.

The table below captures the anticipated County and Contractor responsibilities.

Table 2. eTAX M&O Responsibilities

Area	County Responsibilities	Contractor Responsibilities
eTAX System Operations Services		
System Performance/ Monitoring	• Validate and enforce monitoring policies and procedures.	• Develop policies and procedures. • Perform monitoring in alignment with policies and procedures.
Capacity Planning	• Provide input into the capacity planning exercise and monitor capacity planning.	• Provide capacity estimates and usage forecast changes. • Perform capacity planning/ Lead the Capacity Planning.
Change/ Release/ Configuration	• Validate and enforce processes and policies. • Review pending releases prior to promotion to production. • Notify the Contractor of Defects found in pending releases. • Provide feedback on remediation for Defects found in pending releases. • Collaborate with the Contractor on change management activities in response to changes included in each release.	• Align with the County's standard processes and policies. • Review and report all changes in each TaxSys release indicating assessed impact to County business processes. • Package releases. • Provide County with release reports documenting changes. • Triage and address Defects in pending releases. • Test and deploy all Application releases (as defined in the enhancement requests). • Create and execute regression test plans in

	• Perform User Acceptance Testing if applicable.	collaboration with the County. • Support County in change management efforts in response to changes made in each release. • Adhere to change freeze during windows specified in Subtask 2.4.
Disaster Recovery (DR)	• Approve DR Plan. • Follow best practices recommended by the Contractor. • Define DR testing expectations.	• Lead process for eTAX System. • Application recovery, detailed recovery procedures, assist with testing and remediation.
License Management/ Provisioning	• Review and approve license needs.	• Buy and manage licenses. • Certificate management.
Backup and Recovery	• Validate and enforce.	• Design and execute backup approach.
Database Administration	• Monitor for compliance.	• Administer and maintain database.
Remote Access/Virtual Private Network (VPN)	• Provide as a service when needed.	• Comply with Security Policies.
Security	• Manage County network security.	• Manage eTAX System security (application and infrastructure).
End-User Support		
Incident/ Problem Management	• Approve plan. • Follow best practices recommended by the Contractor. • Provide Level 1 support including end-user security administration.	• Lead process. • Provide Level 2 and 3 support for the eTAX System.

eTAX System Support Services		
Scoping	• Request modification(s). • Review and approve proposals.	• Develop proposal(s) including costs if applicable.
Design/Build/ Test/Deploy	• Provide input as requested in the proposal. • Perform testing (as defined in the enhancement request). • Approve key deliverables. • Review pending releases prior to promotion to production. • Notify the Contractor of Defects found in pending releases. • Provide feedback on remediation for Defects found in pending releases. • Approve changes to documentation. • Provide training to end-users. • Develop and share new reports/views into the eTAX System data.	• Lead design, build and test, including regression testing (as defined in the enhancement request). • Package deployments and manage deployments. • Provide County with release reports documenting changes. • Triage and address Defects in pending releases. • Update all relevant documentation including training materials. • Support the County in training the end-users.
eTAX System Security Services		
eTAX System User Management	• Administer users and access. • Approve and grant all Contractor access to Production.	• N/A
System Security Management	• Review and approve.	• Develop security documentation. • Perform security monitoring.
System Audits	• Coordinate/lead audits. • Review user logs and identify anomalies.	• Assist with audits and produce required reports. • Maintain documentation. • Review system security logs and report anomalies.

Miscellaneous M&O Related Activities		
Enterprise M&O Process Documentation and Maintenance	• Document, manage, and maintain M&O processes and maintenance procedures for all County applications (including anything unique to each application).	• Provide input into process development/changes. • Conform to County enterprise processes as applicable and mutually agreed upon.
Application Specific Procedure Documentation	• N/A.	• Document all procedures performed in support of the eTAX System.
Governance (Projects, Technology, and Data)	• Primary responsibility: establish expectations, forms, processes, etc.	• Follow process and submit requests as appropriate.
Data Quality	• Primary responsibility: identify and correct data quality issues.	• Report on data quality issues and support improvement plans. • Provide tools/reports for the County to identify and address data quality issues.
Turn-Over Services (End of Project)	• Lead transition.	• Support transition.

Subtask 1.4 Complete Transition to M&O

The Contractor will complete all activities required to transition the eTAX System into M&O in accordance with the eTAX System Transition Plan and the Production Support Plan.

The Contractor will provide a weekly transition status report that includes:

- Progress against the eTAX System Transition Plan.
- Tasks performed, planned tasks, risks and issues, and track progress against the plan and readiness checklist.
- Recovery plan with updated projected dates for delayed tasks.
- Upcoming activities that must be performed by the County.
- Risks/issues and the required County involvement to resolve.

At the conclusion of the transition, the Contractor will provide a final transition report aligned with the System Acceptance deliverable captured in the Implementation Form Statement of Work.

Task 2 System Operations Services

Subtask 2.1 Hosting and System Monitoring

The Contractor will provide System Hosting and System Monitoring for the eTAX System that covers all technology infrastructure components required to support the eTAX System (Data center, racks, servers, storage, network, and operating system, engineered appliances, etc.).

The Contractor Hosting and System Monitoring shall include the following:

- Provide a primary data center for hosting of the production instance of the application and a secondary alternate data center for disaster recovery purposes (Cloud deployments must ensure that the hosting environments are compliant with government-level cloud standards, such as NIST 800-53) and designed with the resiliency required to meet the availability Service Level Agreements (SLA).
- Protect the hosting environment physical security and restrict any access to infrastructure and confidential information to only the limited personnel who require the information to perform their duties in administering eTAX services and agrees to guard the confidentiality of eTAX information.
- Manage and maintain monitoring procedures and standards (in alignment with the eTAX System monitoring processes, standards, and policies) for the eTAX System infrastructure including, but not limited to:
    - Monitoring of transaction and trace logs, network event logs and traces, memory and CPU utilization, indexes, etc., and propose and implement a solution to the County based on the type of issue and decision-making authority in case of an alert.
    - Monitoring of system logs, update error, database corruption, jobs execution failures, etc. and resolving the issue in case of an alert.
    - Monitoring of all middleware components (e.g., workflow engine, application programming interface gateway, etc.) and report to the County according to agreed procedures.
    - Security monitoring of all infrastructure components and prompt the County notification of any incidents.
    - Monitoring and reporting of end-to-end transaction response time to allow measurements against SLAs.
    - Monitoring of database space and usage metrics for unusual growth and remediate in case of an alert.
    - Monitoring of interfaces, batch jobs, and job scheduling.
- Proactive ongoing monitoring of all infrastructure including network, storage, virtual environments, servers, databases, and firewalls according to defined monitoring procedures and standards.
- Utilize a vulnerability scanning tool to identify security risks on eTAX hosts and applications and provide scan report. Vulnerability scan should run in a manner which will not interfere with the performance of the production instance of the eTax

System. The Contractor should provide the vulnerability result report and remediation plan in accordance with Exhibit I "Information Security and Privacy Requirements," Section 15 Audit and Inspection, Subsection b, County Requested Audits.

- Perform system and application updates at least twice a year, testing and propagating updates from nonproduction environments all the way up to production environment-based on well-defined, County-approved change control process.
- Analyze system and product updates to assess potential impact and develop an update plan, including the County's role (e.g., testing).
- Monitor performance in production and conduct performance tests in a mirrored non-production environment and provide performance test reports.
- Provide the result report and remediation plan in two working weeks after the test is completed.

Subtask 2.2 Database and Middleware Administration

The Contractor will provide Database and Middleware Administration services for the eTAX System.

Database and Middleware Administration services shall include the following:

- Perform middleware and database administration services for the entire eTAX System.
- Comply with County security policies for middleware and database administration.
- Monitor and enhance administration approach/tools to improve quality of service and efficiency.
- Document and maintain middleware administration procedures and ensure knowledge transfer to multiple backup staff.

Subtask 2.3 Interfaces and Batch Jobs Management

The Contractor will manage interfaces and batch jobs for the eTAX System. Interfaces and Batch Jobs Management services will include the following:

- Develop, document, and manage the processes and procedures for Interfaces and Batch Operations Architecture.
- Define job scheduling requirements, application software interdependencies, and rerun requirements for all production jobs.
- Utilize and manage scheduling tools for automating job execution (e.g., job workflow processes interdependencies, rerun requirements, file exchange functions, and print management).
- Maintain master job schedule and execute all batch jobs for the eTAX System (e.g., any jobs provided by any vendor working on/with the eTAX System).

The Contractor will perform job monitoring, manage resolution, and provide communications

of any failed jobs. The Contractor should communicate with the County within ten minutes after the failed status is detected. The Contractor should provide the resolution plan within two hours after the failed status is detected. This only applies for failed jobs that could not be remediated within two hours.

Subtask 2.4 Change and Release Management

The Contractor will provide Change and Release Management for the eTAX System, including:

- Change Management
    - Develop, document, and implement change and release management processes, procedures, and standards, including policies and processes for coordinating deployments to all environments and systems.
    - Implement change classifications (impact, priority, risk) and change authorization processes.
    - Implement and maintain standard procedures and methods for each type of change, including application services, interfaces, hardware, operating systems, databases, storage, network, batch schedule changes, etc.
    - Maintain overall accountability for System Change Management activities, overseeing, executing, and managing change and release management processes.
    - Develop and maintain a schedule of planned changes and provide to the County for review as required.
- Releases
    - Notify the County of any changes to the release schedule.
    - Provide release reports documenting changes.
    - Triage and address Deficiencies found in pending releases.
    - Identify changes that affect saved reports or business intelligence dashboards managed by the Contractor, adjusting the reports or dashboards as needed, and validating the results.
    - The Contractor shall not perform any TaxSys releases for ten Business Days prior to the December and April payment deadlines. Emergency releases during these time periods must be approved by the County.
- Maintenance
    - Any non-routine scheduled updates/maintenance must be performed outside normal operating hours (7:00 a.m. to 5:00 p.m. Pacific Time) and timeframes specified in the Schedule Section of this document to avoid interrupting the daily processing.
    - Notwithstanding the foregoing, maintenance downtime (i.e., taking the System offline such that it is not accessible to the County or third-party users) may be scheduled between Friday at 11:59 p.m. and Monday at 5:00 a.m. Pacific Time and during County recognized holidays, from the start of

the holiday at Midnight (12:00 a.m.) until 5:00 a.m. Pacific Time of the following business day (the “Maintenance Window”). The Contractor may also request scheduled maintenance outside the Maintenance Window if the maintenance occurs outside normal operating hours (7:00 a.m. to 5:00 p.m.) Pacific Time, Monday through Friday.

- The Contractor may perform routine low-risk maintenance that does not require taking the System offline at any time.

Beginning on the go-live date and continuing for a period of twelve (12) months thereafter (the “Initial Release Period”), The Contractor shall deliver releases in accordance with its standard release practices. Following the Initial Release Period, the County, upon at least thirty (30) days’ prior written notice, may demand in writing that the Contractor propose an alternative release composition or cadence. County’s written demand must be made in good faith and based on reasonable operational or technical considerations (including without limitation demonstrable concerns relating to stability, predictability of deployment, or resource allocation). County may approve the Contractor’s proposed solution. Upon the County’s approval, the Contractor shall implement the approved alternative release composition and cadence. Until the County makes an election under this paragraph, the Contractor’s standard release practices shall continue. If the County has not approved any of the Contractor's proposed solution(s) after ninety (90) calendar days of good faith discussions, then at the County's discretion, it may require the Contractor to implement a quarterly release schedule for major releases.

Release review shall be conducted as follows:

1. The Contractor's pre-production review and testing: prior to promoting a release to production, the Contractor will review each release to assess impacted County business processes. The Contractor will provide this impact report to the County by the end of the last business day prior to the start of regression testing. Using this assessment, the Contractor will create and execute regression testing plans. The Contractor will notify the County of any Material Defects identified during this regression testing by the end of the business day prior to the first System release date for each cycle. A "Material Defect" is defined as a Deficiency that qualifies as a Critical or High Priority service request, as outlined in the criteria table in the System Support Services section.
2. County's review process: County is responsible for reviewing releases prior to their promotion to production. County will have access to information regarding development changes as they are added to the upcoming release. County will receive the business process impact assessment report by the end of the last business day prior to the start of regression testing. The County must notify the Contractor of any additional Material Defects identified during the County’s review by the end of the first business day prior to the first System release date for each release cycle.
3. Correction and notification: upon notification of a Material Defect, the Contractor will promptly correct the Material Defect and inform the County. The County will have two Business Days after notification of the corrected item to validate the correction of the Material Defect.

4. Proceeding with release: if the County does not notify the Contractor of any Material Defects within two Business Days following the first System release date for each release cycle, the Contractor will proceed with the release. If the County does not dispute the correction of an identified Material Defect within two Business Days of receiving notice that a Material Defect has been corrected, the Contractor will proceed with the release. The Contractor will not proceed with the release until the County confirms all Material Defects are resolved within two Business Days of receiving notice of correction.

Subtask 2.5 Configuration Management

The Contractor will provide Configuration Management for the eTAX System, including:

- Establish a consistent process and tools for formally identifying and controlling configuration items that covers software, as well as deliverables and other Project artifacts.
- Describe in software configuration process the Contractor's approach for addressing any concurrent development code streams needed.
- Maintain infrastructure configuration in an Enterprise Program configuration management tool.
- Identify any infrastructure configuration changes included in any change request and ensure the configuration management tool is updated as part of the release.
- Ensure infrastructure configuration captured in the configuration management tools are up-to-date; any errors should be reported to the County immediately.

Subtask 2.6 Business Continuity, Backup and Recovery

The Contractor will provide Backup and Recovery for the eTAX System and establish a documented plan to enable continuation of critical business processes and protection of the security of the eTAX System in the event of an emergency.

Backup and Recovery services will include the following:

- Maintain a detailed Disaster Recovery Plan that meets specific Recovery Time Objectives (RTO) and Recovery Point Objectives.
- Plan shall include operational details for data, backups, storage management, and contingency operations that provide for recovering the eTAX System within established recovery requirement periods after a disaster that has affected the users of the eTAX System.
- Establish processes to ensure Disaster Recovery and emergency management plans are kept up-to-date and reflect changes in the eTAX System due to the implementation of changes or requirements.
- Participate in and complete all infrastructure-related disaster recovery setup and maintenance activities outlined in the Disaster Recovery Plan including:
    - Managing and maintaining disaster recovery environment including all

required equipment (servers, storage, virtualization software and network).
    - Managing replication to the disaster recovery offsite and ensuring that ongoing replication continues to occur.
- Lead the Disaster Recovery testing including:
    - Plan and schedule Disaster Recovery testing.
    - Coordinate involvement of County personnel during Disaster Recovery testing.
    - Recovery of eTAX System Infrastructure and application in the secondary data center.
    - Recover data and storage according to RTO requirements.
    - Assist with/resolve remediation of recovery issues.
    - Track and report Disaster Recovery test results to the County.
- Develop action plans to address any issues arising from Disaster Recovery testing results and execute plan after factoring in the County's feedback.
- Lead (and perform) the execution of tasks outlined in the Disaster Recovery Plan in the event of an actual disaster.

Subtask 2.7 Data Retention and Archiving

The Contractor will provide data retention and archiving for the eTAX System, including: Data retention and archiving services shall include the following:

- Identify and comply with County policies for records management and retention.
- Document and establish processes used to archive and retrieve data from and to operational databases, near online, and offline data archives. The Contractor is not responsible for archived non-converted County legacy data.
- Monitor and demonstrate compliance with the County's retention and storage policies (link below).

  L.A. County Departmental Records Retention Schedule
- Respond promptly to the County's ad-hoc data-related requests.

Subtask 2.8 M&O Status Report and Service Level Agreement Reporting

For the duration of the M&O period, the Contractor will perform the M&O activities in accordance with the Service Level Requirements (SLR).

To ensure these activities are performed and the SLRs are met, the Contractor will maintain and implement account management structure, planning, and procedures according to the plan.

The Contractor will provide application service level reporting based on agreed upon SLA targets, including:

- M&O Reports — All maintenance requests that occur during the M&O period must be documented and communicated with the County monthly. The Maintenance

Report must contain the description of the maintenance request, resolution status, and the proposed course of action for remedying all open maintenance requests.

- Service Level Reporting — For details of the SLAs reporting period, please refer to the SLAs section of this document. The periodic report that details at least the SLAs in-scope for that reporting period must include:
    - A relevant history of the SLAs reported on previous reporting periods.
    - All SLAs in-scope for the current reporting period.
    - Progress on corrective action plans established in the last reporting period or since that time.
    - Any new corrective action plans established due to the current reporting period.
- Service Level Improvement Plan (once with as-needed updates) — In case of deficiencies, the Contractor will develop an Improvement Plan to achieve agreed upon service levels.
- Service Level Improvement Plan Progress Updates (monthly) — The Contractor shall provide monthly Progress Updates against improvement plans.
- System Incident Reports — All incidents that occur during the initial and optional extension M&O periods must be documented and communicated to the County on a regular basis. The System Incident Report must contain the severity of the incident, a description of the incident, incident resolution status, root cause analysis, and proposed course of action for remedying all open incidents.
- Provide additional reports outlined in this Statement of Work such as performance, license usage reports, and vulnerability scan reports.
- Provide additional support during the County's peak seasons (see Procurement Library) to ensure SLAs are met.

Task 3 System Support Services

Subtask 3.1 Help Desk Support

The Contractor will provide Level 2 and 3 Help Desk Support, including:

- Provide 24/7 Level 2 and 3 help desk support and technology expertise for escalated tickets related to the infrastructure as required to resolve tickets.
- Log infrastructure-related updates into the ticket tracking system in a timely manner and in alignment with the eTAX System processes, policies, and procedures.
- Participate in incident and problem management review sessions and provide status and problem impact categorization.
- Maintain Level 2 and 3 infrastructure support escalation procedures.
- Provide troubleshooting support and ad hoc support for operational challenges, including side-by-side support when/as needed.
- Provide input into knowledge base to improve self-service and help desk's

capabilities to address user questions.

- Track and report on help desk performance including ticket resolution times for the various ticket severity levels and categories.

Subtask 3.2 Incident Management

The Contractor will provide Incident Management. Incident Management Services will include the following:

- Log updates into the ticket tracking system in a timely manner and in alignment with the eTAX processes, policies, and procedures.
- Continuously review the status of open incidents and related problems and the progress being made in addressing problems related to the eTAX System.
- Lead incident and problem management review sessions and provide status and problem impact categorization.
- Lead process for resolving critical incidents (e.g., system outage).

Subtask 3.3 Problem Management and Root Cause Analysis

The Contractor will provide Problem Management and Root Cause Analysis (RCA) services, including:

- Provide a means to support defect management for post-implementation production support releases.
- Capture and maintain overview of all identified problems/defects for the eTAX System and provide to the County for prioritization.
- Staff and support the Problem Management role and associated responsibilities including, but not limited to:
    - Receive and log incidents classified as Problems from Level 1 and 2 help desks.
    - Categorize and log problems.
    - Determine problem analysis approach and resolution requirements.
    - Identify problem characteristics and root cause.
    - Notify the County Staff and third-party Service Provider as required.
    - Monitor problems until permanent resolution.
    - Provide ongoing communication and reporting on the status of problem resolution.
    - Communicate resolution status and provide closure notification.
    - Provide analysis and trends of problems and report findings monthly.
- Develop policies, procedures, and standards for performing RCA that meet the County's requirements.
- Lead process to identify and document root cause of the County defined High/Critical Priority Incidents, recommend appropriate resolution action, and

perform remediation.

- Conduct proactive trend analysis to identify recurring problems, provide associated consequences of recurring problems if there is a business impact to the County, and recommend solutions to address them.

Subtask 3.4 Customer Satisfaction Surveys

The Contractor will conduct ongoing customer satisfaction surveys to evaluate user satisfaction and areas for improvement. The Contractor services will include the following:

- Conduct at least one annual Customer Satisfaction survey to evaluate County satisfaction and concerns.
- Review results of the annual satisfaction survey with the County.
- Present an action plan for major County concerns.
- Conduct ongoing informal interviews to understand County pain points and opportunities for improvement.
- Present a taxpayer facing survey on the public site to evaluate end-user satisfaction.
- Review taxpayer survey results with the County at least biannually.
- Present an action plan for major public user concerns and opportunities.

Task 4 Enhancement and Modifications Services

Subtask 4.1 System Enhancement and Request Management

The Contractor will provide a process for handling system enhancement requests to implement new functionality, both modification of existing and new functionalities. The Contractor will be responsible for managing the entire implementation lifecycle for these changes from receiving the request through testing; successful deployment into the production environment (and training, if required) though the roles will be defined when the enhancement/change request is defined (e.g., the County may take on testing responsibilities above those outlined in Section 1.3).

System Enhancements Request Management services will include the following:

- Develop methodology for sizing enhancement requests.
- Collaborate with the County to develop detailed requirements and design and define the scope of each release based on the prioritization of the County requested changes.
- Implement County-approved enhancement requests in a timeline that addresses the County's business needs while enforcing all software development lifecycle process standards.
- Coordinate between the various teams (e.g., training, testing, operations for both

the County and Contractor resources) during deployment including for activities such as regression and performance testing, enhancement acceptance, and updates to documentation and training materials as applicable.

Subtask 4.2 Enhancement and Modifications Services Deliverables

The Contractor will implement new functionality, both modification of existing and new functionalities for the eTAX System ("System Enhancements"). System Enhancements will involve changes that
a) benefit many or all of the Contractor's clients or b) small to moderate requests specific to the County. Large County specific requests or requests the County requires on a significantly accelerated timeline may result in a Change Notice as defined in Paragraph 8.1 of the Contract. The eTAX System Enhancement roadmap will be informed by County prioritization feedback, data analysis, assessment of user benefit, effort to implement, risk, Contractor capacity, date of first use, and other factors.

The Contractor will be responsible for:

- Attending priority-setting meetings with the County Staff.
- Notifying the County of any incorrect, incomplete, or ambiguous Solution or business requirements; this notification shall include recommendations for correcting the requirement to preserve correct and unambiguous requirements in the Requirements Repository.
- Developing a methodology for sizing application requests.
- Collaborating with the County to define the scope of a release based on the prioritization of the requested changes.
- Completing modifications by the target release date.
- Enforcing coding standards. These standards include the use of comments and code reuse, and code reviews.
- Updating Training Materials and developing a Training Plan, if required, for end-users and IT support staff.

Subtask 4.3 Legislative Changes

The Contractor will perform the first 1,000 hours of design, development, testing, and implementation work to comply with legislative changes at no charge to the County. This 1,000- hour threshold is for each legislative change that may arise during the term of the Contract. Legislative tracking, research, analysis, and impact assessment performed by the Contractor will not contribute to the 1,000-hour threshold.

If the work required exceeds 1,000 hours, the Contractor will charge the County an equal share of the excess, evenly allocated across the Contractor's TaxSys live county clients where the change is applicable.

In the event that any of the Contractor's county clients requires unique, county-specific

development above and beyond the development required by all other Contractor county clients, the effort to implement the county-specific change will be estimated separately and may result in a Change Notice that is paid by that county. Such county-specific costs will not contribute to the calculation of the evenly allocated excess above the 1,000 hours.

The following examples are for the sake of clarity. In these examples, assume there are five live TaxSys clients:

- Legislative Change 1: 300 hours
  - No cost to the County, change is <1,000 hours.
- Legislative Change 2: 800 hours
  - No cost to the County, change is <1,000 hours.
- Legislative Change 3: 2,000 hours
  - The Contractor covers the first 1,000 hours.
  - The remaining 1,000 hours is split evenly across the five live clients.
  - The County's share is 200 hours.
  - The total cost is calculated based on the hourly rate included in Exhibit B, Pricing Schedule, for that year's M&O period.

- Legislative Change 4: 2,000 hours for baseline development that is required by all clients, 500-hours of County-specific development
  - The Contractor covers the first 1,000 hours.
  - The remaining 1,000 hours of baseline development is split evenly across the five live clients.
  - The County's share of baseline development is 200 hours.
  - The 500 County-specific hours result in a separate Change Notice.
  - The total County share is 700 hours (200 hours of baseline development + 500 hours for County-specific Change Notice).
  - The total cost is calculated based on the hourly rate included in Exhibit B, Pricing Schedule, for that year's M&O period.

Task 5 Security Management Services

Subtask 5.1 Administrative Account Management

The Contractor will provide Administrative Account Management services, including:

- Coordinate administration of administrator security access to the eTAX System and dedicated functionality in alignment with the County's policies.
- Perform log-on/security-level access changes at the OS and system software levels as detailed in profiles and policies.
- Define procedure to provide access keys, VPN, etc.
- Track license management and provide reporting to the County.
- All production System user access by the Contractor shall be granted by the County to ensure the security, integrity, and confidentiality of County data by enforcing the principle of least privilege to perform the contracted services.

- The Contractor will manage non-production user access for Contractor users. Highly sensitive data that is encrypted in production is not transferred to non-production and therefore is not accessible to non-production users. The Contractor will provide reports of Contractor users in non-production, including access level and changes.
- In the event of a Critical or High Priority incident, as defined in the M&O Plan Service Level Agreements, the Contractor will have the discretion to temporarily elevate access as necessary to resolve the issue. The Contractor will provide a report of elevated access and confirmation of revoking access within 24 hours of resolution. The Contractor will maintain a clear audit trail of all actions.
- The Contractor will conduct regular access reviews to identify and remove excessive or unused permissions and minimize standing privileges.
- Any access to the production environment that the County neither approved nor was notified by the Contractor is considered unauthorized access ("Unauthorized Access"). Unauthorized Access or failure by the Contractor to comply with the established access protocols for the production environment, including failure to timely revoke elevated access, will constitute a security and privacy violation, in which the Contractor will be liable for liquidated damages in the amount of $1,000 per Unauthorized Access violation, in addition to any other remedies available to the County.
- In the event of three (3) or more Unauthorized Access occurrences within a twelve (12) month period, the Contractor's authority to grant or approve temporary access will be revoked. Thereafter, all access to the System must be requested through and expressly approved by the County.

Subtask 5.2 Security Documentation

The Contractor will provide Security Documentation services for the eTAX System, including:

- Identify critical security controls that ensure proper safeguarding of technical environments.
- Develop and maintain security documentation (Security Plan, Security Architecture and Access Policies and procedures, information protection governance, incident response [refer to SLAs below], risk assessment, and other related security documents) to support an enterprise-level security approach.
- Provide documented procedures and establish procedures for vulnerability management, intrusion prevention, intrusion detection, incident response, and incident escalation and investigation.
- Provide documented procedures for middleware software security monitoring and log management functions.
- Provide a documented process for evaluating security alerts from OS and application vendors, shielding systems from attack until patched, and installing security patches and service packs in a timely manner.
- Develop and maintain all documentation required for security audits, internal

control, and control testing.

- Follow the County's procedure to perform background checks on all personnel with access to servers, applications, or customer data.
- Provide documented procedures for super user privilege management and database activity monitoring controls or the equivalent to detect inappropriate behavior by personnel with administrative access.

Subtask 5.3 Security Monitoring

The Contractor will provide Security Monitoring services for the eTAX System including:

- Perform ongoing monitoring of all infrastructure components according to documented security procedures.
- Ensure that all security controls required to meet applicable security regulations for the County are in place and followed.
- Provide review of the security of applications and any supporting code when requested.
- Participate in the GovRAMP Program Management Office (PMO), or equivalent, continuous monitoring program to enable the Contractor to provide timely and comprehensive vulnerability reports to the County via the GovRAMP PMO (or equivalent).
- Provide the vulnerability scan reports (infrastructure and app scan) one week after the scan is completed. Refer to Attachment 9, Reference Library, Exhibit 42, Non-Functional
    - Requirements Template for details.
- Provide the necessary remediation plan for non-critical vulnerabilities two weeks after the scan is completed and immediately alert the County to any critical vulnerabilities identified.
- Report security violations to the County per the County policies.

Subtask 5.4 Security Administration

The Contractor will provide Security Administration services for the eTAX System. Security Administration services shall include the following:

- Demonstrate that the security staff average more than four years' experience in information and network security and designate a named security officer for the project.
- Demonstrate that more than 75 percent of the Contractor's security staff has security industry certification, such as from the Certified Information Systems Security Professional certification program (www.isc2.org), Global Information Assurance Certification or equivalent.
- Provide ongoing compliance and support for identified critical security controls.
- Ensure infrastructure administration provides data security protection that meets all

applicable local, State, and federal laws and regulations.

- Monitor and renew all Transportation Layer Security/Secure Socket Layer certificates ahead of their expiry dates to ensure continued trust in secure encryption of eTAX data in flight.
- Review all security patches relevant to the environment and classify the need and speed in which the security patches should be installed as defined by security policies.
- Install security patches in alignment with change management policies, processes, and procedures.
- Remediate detected vulnerabilities such as, but not limited to, infrastructure and application.

Subtask 5.5 Audit Controls

The Contractor will provide Audit Controls for eTAX System infrastructure components. Audit Controls services shall include the following:

- Provide the capability to audit records in a manner suitable for the user to interpret the information.
- Provide an audit trail of all pertinent events. Examples of these events include:
    - System startup and shutdown.
    - Successful and unsuccessful login attempts.
    - User actions to access files or applications (successful and unsuccessful).
    - Actions taken by System administrators and security personnel.
    - All administrative actions performed on the System (e.g., adding users).
    - Permission changes.
    - Deletion and modification of System files.
    - Registry key/operating system-level changes.
    - Out of normal system operations usage or user access.
    - Session timeout and account lockouts.
    - Backup and restores.
- Use write-once technology or other secure approaches for storing audit trails and security logs to prevent audit trail tampering.
- Provide the capability to generate reports based on ranges of date and time that audit records were collected.
- Provide the capability to integrate audit trails in a consolidated searchable system for search/report to support investigation.
- Perform periodic risk assessment/security review and produce security audit reports and audit remediation plans, which provide assurance that administrative, physical, and technical controls are functioning effectively and providing adequate levels of protection.
- Assist with third-party security audits.

Service Level Agreements

eTAX System Operational Services

The ***Contractor must*** provide, operate, and maintain the eTAX System (facilities and technology infrastructure, e.g., data center, racks, servers, storage, network, and operating system, engineered appliances, etc.) and application(s) according to specific service levels required by the County. The tables below capture the key characteristics of the SLAs:

- SLA Description/Objective – Overview of why this SLA is important.
- Target – Expected Service Level performance.
- Measurement – How performance against the target will be measured.
- SLA Reporting Period – How often the Contractor must report performance.
- SLA Measurement of Non-Compliance – The unit used to report SLA.
- Service Credits: If the Contractor fails to meet any single Target, then the Contractor shall owe a service credit tied to the SLA Measurement of Non-Compliance, which shall be applied to the next billing cycle following the billing cycle in which the Contractor owes such service credit or provided as a refund if the Agreement has expired or was terminated (a "Service Credit"). In addition to any other rights or remedies that the County may have under the Agreement or law, if the Contractor fails to meet any Target two times in the prior six-month time period, then the County may terminate the Agreement immediately upon notice and without penalty, and the County will be immediately refunded any prepaid amounts on a pro-rata basis.

Schedule

The table below includes critical dates during the property tax year. These dates are referenced in the SLAs below, and the County may receive an increased Service Credit for issues that arise during these time periods.

Schedule		
Secured Annual Property Tax Installment 2	March 27 - April 10	10 Business Days prior to the 2nd installment due date (April 10th)
RPTTF Distribution Cycle 1	May 7 - May 22	Two weeks prior to the RPTTF distribution cycle
Yearly End	July 1 - July 14	Two weeks following Year End
Roll Extension	September 1 - Roll Extension (approximately September 22)	Typically occurs 3rd weekend of September
Secured Annual Property Tax Installment 1	November 26 - December 10	10 Business Days prior to the 1st installment due date (December 10th)
RPTTF Distribution Cycle 2	December 7 - December 24	Two weeks prior to the RPTTF distribution cycle

Note: The approximate dates above are based on the 2025 calendar year for illustration purposes. These dates are subject to change based on the specific calendar year at hand.

<table>
<tr><th colspan="2">Availability</th></tr>
<tr><td>SLA Description/Objective</td><td>The eTAX System must be available to all users of the eTAX System 24 hours per day and 7 days per week, except during the Maintenance Window, as described in Subtask 2.4, which will not count toward any unavailability.</td></tr>
<tr><td>Target</td><td>99.9% availability/uptime.

With 100% uptime/availability of the business processes relevant to the period mentioned in the “Schedule” section.

Note: The 0.1% (100% minus 99.9%) downtime does not apply to the period mentioned in the “Schedule” section of this document.</td></tr>
<tr><td>Measurement</td><td>(Number of minutes of uptime during the reporting period)/(total planned uptime during the reporting period).</td></tr>
<tr><td>SLA Reporting Period</td><td>Monthly.

The reporting period is 1st of each month to the last day of the month. The data for the calculation period starts on the first day of the month and ends on the last day of the month.</td></tr>
<tr><td>SLA Measurement of Non-Compliance</td><td>Uptime percentage below the Target.</td></tr>
<tr><td>Service Credits for Downtime</td><td>If the uptime for a given month is below the Target, the County will receive a Service Credit corresponding with the following table:
<table>
<tr><th>Availability Uptime</th><th>Service Credit</th></tr>
<tr><td>< 99.90% >= 99.8%</td><td>10% of the equivalent of one month’s Annual Subscription Fee</td></tr>
<tr><td>< 99.8% >= 99.5%</td><td>15% of the equivalent of one month’s Annual Subscription Fee</td></tr>
<tr><td>< 99.5% >= 98.0%</td><td>20% of the equivalent of one month’s Annual Subscription Fee</td></tr>
<tr><td>< 98%</td><td>30% of the equivalent of one month’s Annual Subscription Fee</td></tr>
</table></td></tr>
</table>

	If the System uptime is below 98% for two out of six consecutive reporting periods, the County shall have the discretion to terminate the Agreement. If an outage occurs on a day falling within the critical periods outlined in the 'Schedule' section, the County shall receive a Service Credit aligned with the length of time for that outage on that day. These outages do not count against the availability uptime allowances described in the table above. ● 0-10 minutes: 10% of the equivalent of one month's Annual Subscription Fee ● 10-20 minutes: 15% of the equivalent of one month's Annual Subscription Fee ● 20-30 minutes: 20% of the equivalent of one month's Annual Subscription Fee ● 30 minutes - 1.5 hours: 30% of the equivalent of one month's Annual Subscription Fee ● >1.5 hours: 40% of the equivalent of one month's Annual Subscription Fee Examples of Service Credit application, for clarity: ● An outage occurs on April 6 (a date reflected in the 'Schedule') of 7 minutes. This results in a 10% service credit (0-10 minutes in length). ● A second outage occurs on April 20 (not reflected in the 'Schedule') of 42 minutes. Because the first outage does not count against the calculation of the monthly uptime for April, this second outage would not trigger a second Service Credit because the Contractor would have achieved 99.9% uptime.

Security Incidents Response Time	
SLA Description/Objective	The County needs to be aware of any security incidents as quickly as possible.
Target	Upon detection, all notifications are completed within one hour (all notifications shall occur as soon as possible).
Measurement	Number of incidents not reported within one hour.

SLA Reporting Period	Monthly. The reporting period is 1st of each month to the last day of the month. The data for the calculation period starts on the first day of the month and ends on the last day of the month.
SLA Measurement of Non-Compliance	Per incident not reported within one hour after detection.
Service Credits for Exceeding Resolution Times	If the Contractor fails to meet the Target, it shall owe a Service Credit for the SLA Measurement of Non-Compliance. For every incident above the SLA Measurement of Non-Compliance, the County will receive a Service Credit of 10% of one month's worth of the Annual Subscription Fee. Repeated incidents (two or more within a six-month period) shall result in an additional Service Credit of 10% of one month's worth of the Annual Subscription Fee.

The ***Contractor must*** provide disaster recovery services according to specific service levels required to support business continuity of the eTAX System.

Specific Service Level Requirements related to Disaster Recovery are listed below.

Restoring the System From a Disaster or Failure - Recovery Time Objective (RTO)	
SLA Description/Objective	In the event of a disaster at one of the hosting sites, the Core Functions of the eTAX System must be available to users from another site. "Core Functions" means all essential operational capabilities of the eTAX System required for daily tax administration, including but not limited to, generating tax bills and notices, accepting and processing payments, posting accounting entries, and maintaining taxpayer records.
Target	Eight hours. No more than two hours during the timeframes defined in the "Schedule" section.
Measurement	Amount of time to restore Core Functions for end users after the County confirms disaster.
SLA Reporting Period	Per incident.
SLA Measurement of	By hour greater than Target.

Non-Compliance	
Service Credits for Not Meeting RTO	If the Contractor fails to meet the Target, it shall owe a Service Credit for the SLA Measurement of Non-Compliance. For every one hour above the SLA Measurement of Non-Compliance and 30 minutes during the timeframes defined in the 'Schedule' section, the County will receive a Service Credit of 10% of one month's worth of the Annual Subscription Fee.

Restoring the System from a Disaster or Failure - Recovery Point Objective (RPO)	
SLA Description/Objective	After the Contractor fails over to another site, the Contractor must recover the eTAX System at the facility with minimal data loss.
Target	Five minutes.
Measurement	Maximum age of transactional data that may not be recoverable following a disaster.
SLA Reporting Period	Per incident.
SLA Measurement of Non-Compliance	By minutes greater than Target.
Service Credits for Not Meeting RPO	If the Contractor fails to meet the Target, it shall owe a Service Credit for the SLA Measurement of Non-Compliance. For every five minutes above the SLA Measurement of Non-Compliance, the County will receive a Service Credit of 10% of one month's worth of the Annual Subscription Fee.

System Support Services

The ***Contractor must*** provide support service (Level 2 and Level 3) and address service requests based on the classification below.

The table below establishes the criteria by which the criticality of support requests is determined.

Urgency	Impact		
	TTC or A-C-Wide	Multiple Users	Single User
A full System outage.	Critical	High	High
An issue causing a critical impact to the County's business operations (module or a major feature unavailable), and no workaround is immediately available.	Critical	High	Medium
An issue causing significant impact to the County's business operations, and any workaround is unacceptable on a long-term basis.	High	High	Medium
An issue that impairs some functionality, but an acceptable workaround exists such that there is not a material impact on the County's business operations.	Medium	Medium	Low
An issue that has no impact to functionality and may be cosmetic in nature.	Low	Low	Low

The County Project Director or County designee will assign the priority level for each issue or service request, based on the above classification criteria. The Contractor may request a reassessment of the assigned priority level if the Contractor, in good faith, believes the classification does not accurately reflect the urgency and/or impact of the issue in accordance with the criteria.

If the Contractor requests a change in the priority level and the County does not agree, the matter shall be escalated to both Parties' Project Directors for resolution. The Project Directors shall confer in good faith within one (1) business day of the escalation to determine the appropriate classification.

Until the classification is resolved, the issue shall be treated according to the County's originally assigned priority; however, no SLA Service Credits shall accrue during the escalation period, provided that the Contractor continues to make commercially reasonable efforts to address the issue.

If the Project Directors are unable to resolve the classification within two Business Days of escalation, the issue will be resolved pursuant to the Dispute Resolution Procedure in the Contract.

Specific Service Level Requirements related to support requests based on the request criticality/priority are listed below.

Response Time - Critical Priority	
SLA Description/Objective	Critical requests must be addressed immediately to minimize the business impact of the incident.

Target	All critical priority requests are responded to within ten minutes and resolved or reduced to high priority within four hours.
Measurement	(Number of critical requests responded to within ten minutes)/(total number of critical requests). Number of critical requests resolved or reduced to high priority within four hours/(total number of critical requests).
SLA Reporting Period	Monthly The reporting period is 1st of each month to the last day of the month. The data for the calculation period starts on the first day of the month and ends on the last day of the month.
SLA Measurement of Non-Compliance	Number of critical priority requests below Target.
Service Credits for Not Meeting Response Time	If the Contractor fails to meet the Target, it shall owe a Service Credit for the SLA Measurement of Non-Compliance. For every critical priority request below the SLA Measurement of Non-Compliance, the County will receive a Service Credit of 10% of one month's worth of the Annual Subscription Fee.

Response Time - High Priority	
SLA Description/Objective	High priority requests must be addressed quickly to minimize the business impact of the incident.
Target	All high priority requests are responded to within four hours and resolved or reduced in priority within eight business hours from the time of initial issue reporting.
Measurement	(Number of high priority requests responded to within four hours)/(total number of high priority requests). (Number of high priority requests resolved or reduced in priority within eight business hours)/(total number of high priority requests).

SLA Reporting Period	Monthly The reporting period is 1st of each month to the last day of the month. The data for the calculation period starts on the first day of the month and ends on the last day of the month.
SLA Measurement of Non-Compliance	Number of high priority requests below Target.
Service Credits for Not Meeting Response Time	If the Contractor fails to meet the Target, it shall owe a Service Credit for the SLA Measurement of Non-Compliance. For every high priority request below the SLA Measurement of Non-Compliance, the County will receive a Service Credit of 5% of one month's worth of the Annual Subscription Fee.

Response Time - Medium Priority	
SLA Description/Objective	Medium priority requests must be addressed quickly to minimize the business impact of the incident.
Target	95% of medium priority requests are responded to within four business hours and resolved, reduced in priority, or dispositioned within five business/ working days.
Measurement	(Number of medium priority requests responded to within four business hours)/(total number of medium priority requests). (Number of medium priority requests resolved, reduced in priority, or dispositioned within five Business Days)/(total number of medium priority requests).
SLA Reporting Period	Monthly The reporting period is 1st of each month to the last day of the month. The data for the calculation period starts on the first day of the month and ends on the last day of the month.
SLA Measurement of Non-Compliance	Number of medium priority requests below Target.

Service Credits for Not Meeting Response Time	If the Contractor fails to meet the Target, it shall owe a Service Credit for the SLA Measurement of Non-Compliance. If the Contractor is below the SLA Measurement of Non-Compliance, the County will receive a Service Credit of 2.5% of one month's worth of the Annual Subscription Fee.

Response Time - Low Priority	
SLA Description/Objective	Low priority requests must be addressed to ensure stakeholders are aware the incident is being addressed.
Target	95% of requests are responded to within one business day.
Measurement	(Number of low priority requests responded to within one day)/(total number of low priority requests).
SLA Reporting Period	Monthly The reporting period is 1st of each month to the last day of the month. The data for the calculation period starts on the first day of the month and ends on the last day of the month.
SLA Measurement of Non-Compliance	Number of low priority requests below Target.
Service Credits for Not Meeting Response Time	If the Contractor fails to meet the Target, it shall owe a Service Credit for the SLA Measurement of Non-Compliance. If the Contractor is below the SLA Measurement of Non-Compliance, the County will receive a Service Credit of 1.25% of one month's worth of the Annual Subscription Fee.

The service credits described above and in the Implementation Plan attachment to the Statement of Work shall be the County's exclusive remedy, and the Contractor's sole obligation under the Contract, for the Contractor not meeting the service level commitments; however, the foregoing shall not prevent the County from exercising its rights under the Contract with respect to incidents which otherwise would constitute a material breach under the terms of the Contract.

The Contractor shall not be liable for any service credits within the first sixty (60) days after go-live ("Warranty Period") or if the service level failures are attributable in whole or in part to (i) County's negligent acts or omissions or use of the System not in accordance with documented Business Processes or the terms of this Contract; (ii) issues with County's systems (i.e. network) or products or services supplied to the County by third parties or other County Departments; or (iii) force majeure events as described in Subparagraph 8.20 of the Contract.

Any service credits resulting from the SLAs earned in the aggregate during the current calendar year shall be capped at 10% of the most recently paid Contractor's Annual Subscription Fee. Such service credits shall be paid to the County by the Contractor within a 12-month period or applied against the next payment due from the County, whichever comes first. If the service credits are earned at the end of the Contract, and there are no pending payments due to the Contractor from the County, the Contractor shall issue a check to the County in the amount of the outstanding service credits within 45 days of Contract expiration.

eTAX Functional Requirements

Jurisdictional Change and Annexation								
Sect. No.	Business Function	Reqmt	Reqmt	Functional Requirements	Requirement Description	County Priority	Proposer Response	Proposer Comments
2	JC			General Requirements				
2	JC	JC-1	29	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	Yes - Currently Supported by the Product	
2	JC	JC-2	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	Yes - Currently Supported by the Product	
2	JC	JC-3	8	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	Yes - Currently Supported by the Product	
2	JC	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	Yes - Currently Supported by the Product	
4	JC			Functional Requirements				
4	JC			Process Proposed Jurisdictional Changes Requirements				
4.1	JC	JC-5	7	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	Yes - Custom-Development specific to LA County	The interface for the Assessor to collect proposed jurisdictional change information will be custom development for LA County based on an existing standard interface framework.
4.1	JC	JC-6	9	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	Yes - Currently Supported by the Product	
4.1	JC	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	Yes - Currently Supported by the Product	
4.1	JC	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	Yes - Custom-Development specific to LA County	TaxSys supports adjusting ATI or base revenue for jurisdictional changes by a percentage or flat amount on a per TRA basis. TaxSys would require custom development to enable configurable rules for ATI and base revenue shift.
4.1	JC	JC-9	10	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	Yes - Currently Supported by the Product	TaxSys enforces validation when the jurisdictional change is processed by preventing the additional or loss of base revenue, as well as the requirement that ATI sums to 1.
4.1	JC	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	Yes - Custom-Development specific to LA County	While TaxSys validates certain data during the jurisdictional change process (for example, tax increments must always sum to 1), creating an exception report or data file will require custom development.
4.1.1	JC			City Annexations				
4.1.1	JC	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	Yes - Custom-Development specific to LA County	The process of automating comparisons of TRA composition will require custom development.
4.1.1	JC	JC-12	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	Yes - Currently Supported by the Product	TaxSys allows users to modify TRAs for the upcoming year without them taking immediate effect.
4.1.1	JC	JC-13	14	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	Yes - Custom-Development specific to LA County	The process of automating comparisons of TRA composition will require custom development.
4.1.2	JC			Review Proposed Jurisdictional Change Requirements				
4.1.2	JC	JC-14	20	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	Yes - Planned Enhancement to	TaxSys will allow a user to approve, reject, or override a proposed jurisdictional change by changing the value of the jurisdictional change status.
4.1.2	JC	JC-15	21	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	Yes - Custom-Development specific to LA County	Supporting a unique template for proposed jurisdictional changes for review by the County Executive Office will require custom development.
4.1.2	JC	JC-16	22	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	Yes - Currently Supported by the Product	TaxSys supports tracking LAFCO and jurisdictional change information, along with supporting documentation.
4.1.3	JC			Implement Annual BOE Jurisdictional Changes				
4.1.3	JC	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	Yes - Custom-Development specific to LA County	Mapping Assessor TRA codes to BOE codes will require custom development.
4.1.3	JC	JC-18	24	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	Not-Supported	TaxSys will support uploading the BOE Change Notice, but users cannot data mine information through OCR.
4.1.3	JC	JC-19	31	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	Yes - Currently Supported by the Product	
4.1.3	JC	JC-20	32	Update Taxing Entity Name	The system will provide the ability to update a taxing entity's name.	Must Have	Yes - Currently Supported by the Product	
4.1.3	JC	JC-21	38	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	Yes - Currently Supported by the Product	
4.1.3	JC	JC-22	39	Alter Taxing Entity Composition	The system will provide the ability to alter the taxing entity composition in a TRA.	Must Have	Yes - Currently Supported by the Product	
4.1.3	JC	JC-23	40	Add New Taxing Entity	The system will provide the ability to add a new taxing entity.	Must Have	Yes - Currently Supported by the Product	
4.1.3	JC	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	Yes - Custom-Development specific to LA County	The system supports reconciliation with the BOE TRA Codes but does not reconcile taxing entity information. Adding additional support for reconciling by agency and automated identification of variances will require custom development.
4.1.3	JC	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	Yes - Custom-Development specific to LA County	Reconciling and validating Assessor TRA and taxing entity data will require custom development. During implementation, we would like to discuss methods for ensuring accuracy and completeness before tax roll extension.
4.1.4	JC			Process TRA Consolidation				
4.1.4.1.	JC	JC-26	16	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 lookalike 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-alike TRA's ATI Ratios	Must Have	Yes - Custom-Development specific to LA County	TaxSys currently supports the process of manual TRA consolidations, and automating the consolidation process will require custom development.
5	JC			Reporting Requirements				
5	JC	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	Yes - Custom-Development specific to LA County	TaxSys reporting provides access to data in real-time and can be used for many reporting and validation needs. Reports with a specific structure or content may require custom development.
5	JC	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	Yes - Currently Supported by the Product	TaxSys reporting provides access to data in real-time and can be used for many reporting and validation needs. Reports with a specific structure or content may require custom development.
6	JC			External Data Access Requirements				

6	JC	JC-29	50	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	Yes - Planned Enhancement to the Product	TaxSys supports a public reporting portal that allows the County to share pre-configured reports with public users.

Roll Valuation

Sect. No.	Business Function	Reqmt	Reqmt	Functional Requirements	Requirement Description	County Priority	Proposer Response	Proposer Comments
2	**RV**			**General Requirements**				
2	RV	RV-1	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	Yes - Custom-Development specific to LA County	The interface to the Assessor to load the assessment roll will be custom development for LA County, based on an existing standard interface framework.
2	RV	RV-2		Suspend Corrections	The system will have the ability to suspend corrections during the roll load process	Must Have	Yes - Currently Supported by the Product	
2	RV	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	Yes - Currently Supported by the Product	
2	RV	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	Yes - Currently Supported by the Product	
2	RV	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	Yes - Currently Supported by the Product	
2	RV	RV-6	33	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	Yes - Custom-Development specific to LA County	Mapping Assessor TRA codes to BOE codes will require custom development.
4	**RV**			**Functional Requirements**				
4.1	**RV**			**Generate Roll Values Requirements**				
4.1.1.	**RV**			**Load Local Assessment Roll Values Requirements**				
4.1.1	RV	RV-7	10	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	Yes - Currently Supported by the Product	
4.1.1	RV	RV-8	11	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	Yes - Currently Supported by the Product	
4.1.1	RV	RV-9	15	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	Yes - Currently Supported by the Product	TaxSys tracks Homeowner Exemptions by parcel, TRA, jurisdiction, and other data elements.
4.1.1	RV	RV-10	16	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: 1. Total number of parcels and assessments (secured and unsecured) 2. Total assessments Value by (secured and unsecured) 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 All errors will be flagged and reported as exceptions for A-C review.	Must Have	Yes - Planned Enhancement to the Product	TaxSys provides the ability to report on and create a visualization of roll data, which may be used to reconcile the Assessor's roll data with the local roll in TaxSys.
4.1.1	RV	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	Yes - Planned Enhancement to the Product	TaxSys provides the ability to visualize year over year data. Business rules will be configured as part of the visualization.
4.1.1	RV	RV-12	22	Flag New and Deleted TRA's	The System will provide the ability to flag and report the following data for special handling: 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	Yes - Custom-Development spe	The ability to map new TRA numbers to prior year TRA numbers will require custom development.
4.1.1	RV	RV-13	18	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: 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	Yes - Currently Supported by the Product	TaxSys supports reporting taxable value by assessed value type and exemptions by jurisdiction.
4.1.1	RV	RV-14	19	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	Yes - Currently Supported by the Product	
4.1.1	RV	RV-15	20	Secured and Unsecured Roll Miscellaneous Summary	The System will provide the ability to support verification of the summary of the secured and unsecured roll: 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	Yes - Currently Supported by the Product	TaxSys supports reporting by TRA and assessed values.
4.1.1	RV	RV-16	21	Secured and Unsecured Valuation Summary by Taxing Agency	The System will provide the ability to display, store and report taxing agency valuations: 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	Yes - Currently Supported by the Product	TaxSys supports reporting taxable value by assessed value type and exemptions by jurisdiction.
4.1.2	**RV**			**Load State Assessed Values Requirements**				
4.1.2	RV	RV-17	26	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	Yes - Currently Supported by the Product	
4.1.2	RV	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	Yes - Currently Supported by the Product	TaxSys Roll Manager reporting will provide reports that can identify the details of both the preliminary and final BOE rolls.
4.1.2	RV	RV-19	27	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	Yes - Currently Supported by the Product	TaxSys reporting can provide aggregate data based on specified criteria.
4.1.2	RV	RV-20	31	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	Yes - Currently Supported by the Product	TaxSys reporting can provide aggregate data based on specified criteria to support the County's reconciliation business process.
4.1.3	**RV**			**Resolve TRA Errors Requirements**				
4.1.3	RV	RV-21	34	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	Yes - Custom-Development specific to LA County	Mapping Assessor TRA codes to BOE codes will require custom development.
4.1.3	RV	RV-22	35	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	Yes - Custom-Development specific to LA County	Mapping Assessor TRA codes to BOE codes will require custom development.
4.1.3	RV	RV-23	36	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	Yes - Currently Supported by the Product	
4.1.4	**RV**			**CRA / EIFD Values Requirements**				
4.1.4	RV	RV-24	41	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	Yes - Currently Supported by the Product	
4.1.4	RV	RV-25	42	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	Yes - Currently Supported by the Product	
4.1.4	RV	RV-26	43	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	Yes - Currently Supported by the Product	
4.2	**RV**			**Create Equalized Roll Requirements**				

4.2	RV	RV-27	46	Equalized Roll Creation	The System will provide the ability to support the creation of equalized roll that is combination of the following 1. Approved secured roll 2. Approved unsecured roll 3. Approved state assessed roll 4. Following roll change types till August 20 a. Secured roll change b. Unsecured Roll Change c. BOE Roll Change	Must Have	Yes - Currently Supported by the Product	
4.2	RV	RV-28	49	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. 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	Yes - Currently Supported by the Product	TaxSys provides the ability to report at the TRA and district value level by gross assessed value, exemption, and net assessed value.
4.2	RV	RV-29	51	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	Yes - Planned Enhancement to the Product	TaxSys provides the ability to visualize year-over-year data. Business rules will be configured as part of the visualization.
4.2	RV	RV-30	53	Approve Equalized Roll	The system will have the ability to workflow and support the electronic approval of the equalized roll.	Must Have	Yes - Planned Enhancement to the Product	
4.2	RV	RV-31	52	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	Yes - Currently Supported by the Product	TaxSys can block corrections to the equalized roll based on county configuration.
5	**RV**			**Reporting Requirement**	**Reporting**			
5	RV	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	Yes - Custom-Development spe	TaxSys supports a public reporting portal that allows the County to share pre-configured reports with public users.
5	RV	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	Yes - Currently Supported by the Product	TaxSys reporting provides access to data in real-time and can be used for many reporting and validation needs. Reports with a specific structure or content may require custom development.
6	**RV**			**External Data Access Requirements**				
6	RV	RV-34	69	Valuation Data file	The System will provide the ability to generate / Merge Valuation data file to external agency.	Must Have	Yes - Currently Supported by the Product	
6	RV	RV-35	71	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: 1. Assessed Valuation Reports 2. Prior Year Unitary Revenue Reports	Must Have	Yes - Planned Enhancement to the Product	TaxSys allows saved reports to be shared publicly.

Tax Rate Calculation

Sect. No.	Business Function	Reqmt	Reqmt	Functional Requirements	Requirement Description	County Priority	Proposer Response	Proposer Comments
2	**TRC**			**General Requirements**				
2	TRC	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	Yes - Custom-Development specific to LA County	The Taxing Entity Portal (TEP) currently supports direct charge agencies. The ability to support taxing agencies levying bond rates will require custom development.
2	TRC	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	Yes - Custom-Development specific to LA County	The Taxing Entity Portal (TEP) currently supports direct charge agencies. The ability to support taxing agencies levying bond rates will require custom development.
2	TRC	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	Yes - Currently Supported by the Product	TaxSys supports levy by the countywide 1% and voter-approved debt for land and improvements or land only.
4	**TRC**			**Functional Requirements**				
4.1	**TRC**			**Debt Management**				
4.1.1	**TRC**			**Set Up Bond Authorization Requirements**				
4.1.1	TRC	TRC-4	9	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	Yes - Planned Enhancement to the Product	
4.1.1	TRC	TRC-5	10	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	Not-Supported	TaxSys does not track authorization limits for bonds.
4.1.1	TRC	TRC-6	11	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	Yes - Currently Supported by the Product	PDF images may be attached via notes to Bond Districts in TaxSys.
4.1.2	**TRC**			**Review Bond Authorization Requirements**				
4.1.2	TRC	TRC-7	12	Bond Authorization Limitation	The system will ensure that bond amount does not exceed the authorized unissued bond election amount.	Could Have	Not-Supported	TaxSys will provide the ability to upload aggregate bond data (such as balance to be raised and reserves) needed to calculate the bond rate. We are currently developing a more robust Bond Maintenance feature as part of our ongoing implementations. However, we would need more detail to feel confident that it would meet Los Angeles County's needs. Thus, we're responding 'Not Supported,' but we'd like to discuss this in further detail during the implementation.
4.1.2	TRC	TRC-8	13	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	Not-Supported	
4.1.3	**TRC**			**Enter Debt Service Schedule Requirements**				
4.1.3	TRC	TRC-9	14	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	Not-Supported	
4.1.3	TRC	TRC-10	15	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	Not-Supported	
4.1.4	**TRC**			**Review Debt Service Schedule Requirements**				
4.1.4	TRC	TRC-11	17	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	Not-Supported	
4.1.4	TRC	TRC-12	18	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	Not-Supported	
4.1.5	**TRC**			**Maintain Bond Information Requirements**				
4.1.5	TRC	TRC-13	19	Add Fiscal Fee	The system will provide the ability to enter, update, and view the fiscal fee.	Could Have	Not-Supported	
4.1.5	TRC	TRC-14	20	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	Not-Supported	
4.1.5	TRC	TRC-15	21	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	Not-Supported	
4.1.5	TRC	TRC-16	22	Add Reserve Requirement	The system will provide the ability to enter, update, and view the reserve requirement.	Could Have	Not-Supported	
4.1.6	**TRC**			**Review Reserve Requirement and Fiscal Fee Requirements**				
4.1.6	TRC	TRC-17	23	Approve Reserve Requirement and Fiscal Fee	The system will provide the ability for user to approve or reject the reserve requirement and fiscal fee information. 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). 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: 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: 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	Not-Supported	
4.1.7	**TRC**			**Evaluate Bond Cash Flow Requirements**				
4.1.7	TRC	TRC-18	24	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	Not-Supported	
4.1.7	TRC	TRC-19	25	Perform Bond Cash Flow Evaluation	The system will provide the ability to perform the bond cash flow evaluation as follow: 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 The system will provide the ability to flag the bond fund if the bond cash flow evaluation result is negative. Bond Cash Flow Evaluation/Test is calculated by each bond issuance or tax account. 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. 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%	Could Have	Not-Supported	

					2. Cash Flow Evaluation Test Formula for April 1 (at 50% collections): 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): 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.)			
4.1.8	**TRC**			**Review Bond Cash Flow Requirements**				
4.1.8	TRC	TRC-20	26	Review Bond Cash Flow Evaluation	The system will allow the user (Accounting Division, Financial Analysis Section) to review, approve, and reject the bond cash flow evaluation. 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. 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.	Could Have	Not-Supported	
4.2	**TRC**			**Generate Tax Rates Requirements**				
4.2.1	**TRC**			**Balance to Be Raised Requirements**				
4.2.1	TRC	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	Yes - Currently Supported by the Product	TaxSys will provide the ability to upload the components required to calculate bond rates, including the balance to be raised and reserve amounts.
4.2.1	TRC	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	Yes - Custom-Development specific to	TaxSys currently supports a portal for direct charge agencies to submit their direct charge amounts by parcel. Expanding the portal to provide the ability to submit data required for bond rate calculations will require custom development.
4.2.2	**TRC**			**Calculate Delinquency Rate Requirements**				
4.2.2	TRC	TRC-23	27	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	Yes - Custom-Development specific to LA County	TaxSys supports the ability to input a delinquency rate for use in bond rate calculations. Calculating the delinquency rate will require custom development.
4.2.2	TRC	TRC-24	28	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	Yes - Custom-Development specific to LA County	TaxSys reporting and VisionPro can be used to calculate delinquency rates by district.
4.2.2	TRC	TRC-25	29	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	Yes - Custom-Development specific to LA County	TaxSys supports the ability to input a delinquency rate for use in bond rate calculations. Calculating the delinquency rate will require custom development.
4.2.2	TRC	TRC-26	30	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	Yes - Planned Enhancement to the Product	TaxSys will store the delinquency rate utilized in bond rate calculations and make them available for reporting. Calculating the three-year delinquency rate will require custom development.
4.2.2	TRC	TRC-27	32	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	Not-Supported	TaxSys uses Role Based Access Controls (RBACs) to manage permissions to adjust and set certain data elements, including delinquency rate.
4.2.2	TRC	TRC-28	33	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	Yes - Currently Supported by the Product	TaxSys provides the ability to modify the debt service delinquency rate with the appropriate permissions.
4.2.3	**TRC**			**Debt Service Rate Calculation Requirements**				
4.2.3	TRC	TRC-29	38	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	Yes - Planned Enhancement to the Product	
4.2.3	TRC	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	Yes - Custom-Development specific to	TaxSys supports importing data necessary for bond rate calculations, including the balance to be raised. The balance to be raised is the set of authorized expenditures and required reserves, less any assets available. Uploading and storing these values separately would require custom development.
4.2.3	TRC	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	Yes - Currently Supported by the Product	TaxSys supports collecting external data for bond rate calculations when a bond district crosses county boundaries.
4.2.3	TRC	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	Yes - Currently Supported by the Product	Users with the appropriate permissions may manually adjust the data used in bond rate calculations.
4.2.3	TRC	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	Yes - Custom-Development specific to LA County	TaxSys provides various ways to review and validate data, including our ad hoc reporting and business intelligence tools. Applying specific variance rules for Los Angeles County will require custom development work.
4.2.4	**TRC**			**Review Locally Assessed Debt Service Rate Requirements**				
4.2.4	TRC	TRC-34	42	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	Yes - Custom-Development specific to LA County	The approval process for locally assessed tax rates will be custom development for Los Angeles County based on an existing approval process framework.
4.2.5	**TRC**			**Generate Board Resolution Requirements**				
4.2.5	TRC	TRC-35	43	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	Yes - Custom-Development specific to LA County	Supporting a template for the Los Angeles County Board resolution will require custom development.
4.3	**TRC**			**Calculate SBE Unitary Debt Service Rate Requirements**				

4.3	TRC	TRC-36	44	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	Yes - Currently Supported by the Product	The data inputs used for the SBE unitary debt service rate calculation are stored and accessible in TaxSys.
4.3	TRC	TRC-37	45	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	Yes - Currently Supported by the Product	
4.3	TRC	TRC-38	46	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	Yes - Currently Supported by the Product	
4.3.1	**TRC**			**Review SBE Unitary Debt Service Rate Requirements**				
4.3.1	TRC	TRC-39	47	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	Yes - Custom-Development specific to LA County	The approval process for the SBE unitary tax rate will require custom development for Los Angeles County based on an existing approval process framework.
4.3.1	TRC	TRC-40	48	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	Yes - Planned Enhancement to the Product	TaxSys supports multiple tax rates by TRA and allows users with the appropriate permissions to adjust the tax rate on a per-parcel basis to reflect one or the other.
4.4	**TRC**			**Establishing New Debt Service Accounts**				
4.4.1	**TRC**			**Creating New Agency Debt Service Accounts**				
4.4.1	TRC	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	Yes - Currently Supported by the Product	TaxSys provides the ability to create new debt service districts and modify existing districts.
4.4.1	TRC	TRC-42	67	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	Yes - Custom-Development specific to LA County	TaxSys can display the debt service agency description at the agency or bond levels. Modifying a particular bond's name and adding a breakdown of the rates will require custom development.
4.4.1	**TRC**			**TRA Database updates**				
4.4.1	TRC	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 thev are authorized to levv a tax rate.	Must Have	Yes - Currently Supported by the Product	TaxSys stores all current and historical TRA information, including Bond Districts associated with any given TRA.
4.4.1	TRC	TRC-44	63	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	Yes - Custom-Development specific to LA County	TaxSys does not currently support modifying Tax Rate Area structures in bulk. The ability to copy, delete, and update TRAs in bulk will require custom development.
4.4.2	TRC	TRC-45	65	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	Yes - Planned Enhancement to the Product	TaxSys will support excluding mobile homes from the water district debt service levy.
4.5	**TRC**			**Calculate TRA Tax Rate Requirements**				
4.5	TRC	TRC-46	76	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	Yes - Currently Supported by the Product	
4.5	TRC	TRC-47	77	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	Yes - Currently Supported by the Product	TaxSys stores a cumulative tax rate by TRA, which is comprised of the 1% and the Debt Service Rate for each TRA.
4.5	TRC	TRC-48	78	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	Yes - Currently Supported by the Product	TaxSys reporting supports detailed and aggregate data by specified criteria.
4.5	TRC	TRC-49	79	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: 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	Not-Supported	TaxSys extends and distributes the 1% and Debt Service rates independently, so Tax Rate Area Percentages are not necessary for distribution.
5	**TRC**			**Reporting Requirements**				
5	TRC	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	Yes - Custom-Development specific to LA County	TaxSys reporting provides access to data in real-time and can be used for many reporting and validation needs. Reports with a specific structure or content may require custom development.
5	TRC	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	Yes - Currently Supported by the Product	TaxSys reporting provides access to data in real-time and can be used for many reporting and validation needs. Reports with a specific structure or content may require custom development.
6	**TRC**			**External Data Access Requirements**				
6	TRC	TRC-52	98	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	Yes - Custom-Development specific to LA County	TaxSys stores TRA details, including jurisdictional and tax rate details. The process of generating a final County Rate Database will require additional details and investigation throughout the implementation.
6	TRC	TRC-53	99	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	Yes - Currently Supported by the Product	TaxSys reporting allows for ad hoc reports on specified criteria, including Agency Name and Agency Secured Tax Rate.
6	TRC	TRC-54	100	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	Yes - Planned Enhancement to the Product	TaxSys will support sharing preconfigured reports with the public via the public site.
6	TRC	TRC-55	101	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	Yes - Planned Enhancement to the Product	TaxSys will support sharing preconfigured reports with the public via the public site.

Direct Assessment Management

Sect. No.	Business Function	Reqmt	Reqmt	Functional Requirements	Requirement Description	County Priority	Proposer Response	Proposer Comments
2	**DA**			**General Requirements**				
2	DA	DA-4		Management Dashboards	The system shall provide management dashboards that report direct assessment statistics and submission file status.	Must Have	Yes - Custom-Development specific to LA County	Information about direct charge files may be accessed using TaxSys reporting. A dashboard with direct charge statistics would require custom development for Los Angeles.
2	DA	DA-5	9	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	Yes - Currently Supported by the Product	The Taxing Entity Portal (TEP) allows users to download a CSV file of current year charges in the required upload format. Taxing entities have the ability to use the downloaded file as the basis for the upload.
2	DA	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	Not-Supported	TaxSys supports the approval of direct charge agencies' use of the Taxing Entity Portal (TEP). The TEP will allow designated users to process initial levy and correction files. TaxSys does not currently support assigning specific direct charge corrections to individual staff members.
2	DA	DA-15	44	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	Yes - Currently Supported by the Product	The Taxing Entity Portal (TEP) will allow users with established funding agencies to request a new account. The account will be routed for approval to County users with appropriate permissions.
4	**DA**			**Functional Requirements**				
4.1	**DA**			**Direct Assessment Submissions**				
4.1	DA	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	Yes - Custom-Development specific to LA County	The Taxing Entity Portal (TEP) supports uploading a direct assessment data file but does not support online data entry. The ability to provide online data entry will require custom development.
4.1	DA	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	Yes - Currently Supported by the	The Taxing Entity Portal (TEP) allows users to download a CSV file containing data from the prior year's roll in the required upload format. Taxing entities can use the downloaded file as the basis for the upload.
4.1	DA	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	Yes - Custom-Development specific to LA County	The Taxing Entity Portal (TEP) supports uploading direct assessment data, Board resolutions, and agency information. The ability to upload and submit Authorization Forms and Contract/Billing Agreements will require custom development.
4.1	DA	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	Yes - Custom-Development spe	The ability to identify the type of charge file or document uploaded on the Taxing Entity Portal (TEP) will require additional discussion throughout the implementation and may require custom development. TEP does support the ability to upload specific documentation and files.
4.1.1				**Direct Assessment Submission Validation**				
4.1.2	DA	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	Yes - Custom-Development specific to LA County	The Taxing Entity Portal (TEP) will send a notification to users when a file has failed. The notification does not currently provide reason codes or explanations. Including reason codes and explanations would require custom development.
4.1.2	DA	DA-25		Extend the Approved Submission Files	Files approved by the A-C shall be batched and uploaded for tax roll extension.	Must Have	Yes - Currently Supported by the	TaxSys will automatically process the direct charge files collected on the Taxing Entity Portal (TEP).
4.1.3	**DA**			**Direct Assessment Roll Corrections After Tax Roll Extension**				
4.1.3	DA	DA-26	49	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	Yes - Planned Enhancement to the Product	The Taxing Entity Portal (TEP) will provide the ability to process roll corrections by data file.
4.1.3	DA	DA-27	53	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	Yes - Custom-Development specific to LA County	The Taxing Entity Portal (TEP) includes the ability to provide estimated fee information to direct charge agencies but does not collect the fee. The ability to collect fees via the portal will require custom development.
4.1.3	DA	DA-28	30	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	Yes - Currently Supported by the Product	
4.1.4	**DA**			**Unique to Los Angeles Administration / Calculation of Voter Approved Direct Assessments**				
4.1.4	DA	DA-29	32	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	Yes - Custom-Development specific to LA County	Applying configurable exempt rules for specific Los Angeles County agencies will require custom development.
4.1.4	DA	DA-30	34	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	Yes - Currently Supported by the Product	TaxSys supports extending a direct charge based on the amount of levy calculated by the direct charge agency. The ability to store calculation formulas and determine the amount of a direct levy charge will require custom development.
4.1.4	DA	DA-31	35	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	Yes - Custom-Development specific to LA County	The Taxing Entity Portal (TEP) supports the ability of an approved direct charge agency to submit direct charge amounts by parcel. The ability to upload calculation components will require custom development.
4.1.4	DA	DA-32	36	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	Yes - Custom-Development specific to LA County	This requirement will require additional discussion throughout implementation and will likely require custom development.
4.1.4	DA	DA-33	37	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	Yes - Custom-Development specific to LA County	TaxSys supports extending a direct charge based on the amount of levy calculated by the direct charge agency. The ability to store calculation formulas and determine the amount of a direct levy charge will require custom development.
4.1.4	DA	DA-34	38	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	Yes - Custom-Development specific to LA County	TaxSys supports extending a direct charge based on the amount of levy calculated by the direct charge agency. The ability to store calculation formulas and determine the amount of a direct levy charge will require custom development.
4.1.4	DA	DA-35	39	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	Yes - Currently Supported by the Product	This requirement will require additional discussion throughout implementation and will likely require custom development.
5	**DA**			**Reporting Requirements**				
5	DA	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	Yes - Currently Supported by the	TaxSys reporting provides access to data in real-time and can be used for many reporting and validation needs. Reports with a specific structure or content may require custom development.
5	DA	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	Yes - Currently Supported by the Product	TaxSys reporting provides access to data in real-time and can be used for many reporting and validation needs. Reports with a specific structure or content may require custom development.

Extend Tax Roll

Sect. No.	Business Function	Reqmt	Reqmt	Functional Requirements	Requirement Description	County Priority	Proposer Response	Proposer Comments
2	**ETR**			**General Requirements**				
2	ETR	ETR-1	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	Yes - Currently Supported by the Product	
2	ETR	ETR-2		Suspend Corrections	The system will have the ability to suspend corrections during the Tax roll charge extension process.	Must Have	Yes - Currently Supported by the Product	TaxSys automatically suspends corrections during the roll extension process. TaxSys also can suspend corrections based on user-defined parameters.
2	ETR	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	Yes - Currently Supported by the Product	
2	ETR	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	Yes - Currently Supported by the Product	TaxSys supports the ability to set a minimum bill threshold and withhold tax bills below the designated value from billing.
2	ETR	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	Yes - Custom-Development specific to LA County	TaxSys provides certain validation checks during the roll extension process. For instance, the uploaded records used as the basis for extension are validated against certain data in TaxSys, including AIN and TRA. Those records must be successfully merged to extend taxes. Additional checks and rules may require custom development.
2	ETR	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	Yes - Custom-Development specific to LA County	Though TaxSys supports several validation procedures before tax roll-charge extensions, adding the ability to reverse the extension would require custom development.
2	ETR	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	Yes - Planned Enhancement to	TaxSys can generate tax roll charge extension letters and supporting affidavits.
2	ETR	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	Yes - Currently Supported by the Product	TaxSys stores all historical data. The amount of taxes paid and due by roll type and roll year, including a record of the original extension amount and any subsequent changes, are available in TaxSys.
4	**ETR**			**Functional Requirements**				
4.1.	**ETR**			**Extend Secured Roll Requirements**				
4.1	ETR	ETR-9	5	Secured Roll Assessments	The system will include locally assessed secured assessments and state assessed secured assessments in the secured tax roll extension.	Must Have	Yes - Currently Supported by the Product	
4.1.1	**ETR**			**Generate - Extend Secured Tax Roll Charge Requirements**				
4.1.1	ETR	ETR-10	6	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	Yes - Planned Enhancement to the Product	TaxSys requires supervisor approval to extend the tax roll only after the appropriate data has been uploaded and reviewed. We plan to incorporate warning messages if one or more data types are missing.
4.1.1	ETR	ETR-11	7	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	Yes - Currently Supported by the Product	In TaxSys, non-taxable assessments are identified by virtue of having $0 in assessed value. Tax exempt, including fully exempt parcels, are identified by the exemption information provided by the Assessor.
4.1.1	ETR	ETR-12	13	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	Yes - Custom-Development specific to LA County	TaxSys supports fully exempt properties and identifies them based on the assessed values and exemptions passed by the Assessor. Inferring exempt status based on the parcel's TRA will require custom development.
4.1.1	ETR	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	Yes - Currently Supported by the Product	
4.1.1	ETR	ETR-14	8	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	Yes - Currently Supported by the	When extending taxes (either the Countywide 1% or the debt service), TaxSys multiplies the taxable value by the tax rate at its full significant digits of precision approved by the Board (typically 8 places after the decimal point) and then truncates the outcome ignoring fractions of a cent.
4.1.1	ETR	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	Yes - Planned Enhancement to	TaxSys will calculate the difference between estimated and actual taxes due to rounding to determine the amount of lost mills.
4.1.1	ETR	ETR-16	9	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	Yes - Currently Supported by the Product	TaxSys provides a configuration for addressing the odd penny on two installments. TaxSys can be configured to add the penny to the first installment.
4.1.1	ETR	ETR-17	14	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	Yes - Currently Supported by the	TaxSys reporting provides the ability to view data on a detailed and aggregate basis based on user-defined criteria. VisionPro provides the ability to view year-over-year comparisons based on specific criteria, including total tax charges and net assessed value.
4.1.1	ETR	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	Yes - Add-On with a Third Party	Users may download templates, adjust them using a third-party tool such as Adobe, and reupload them in TaxSys.
4.1.1	ETR	ETR-19	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	Yes - Currently Supported by the Product	Tax Collector will refer to the Roll Loading module to identify the roll's status as ready for billing.
4.1.1	ETR	ETR-20	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	Yes - Currently Supported by the Product	TaxSys can produce a bill file that can be used for third-party printing services.
4.2.	**ETR**			**Extend Unsecured Roll Requirements**				
4.2.1.	**ETR**			**Generate / Extended Unsecured Tax Roll Charge Requirements**				
4.2.1.	ETR	ETR-21	21	Validate and Track Unsecured Assessments	The system will provide the ability to validate and track the number of unsecured assessments.	Must Have	Yes - Currently Supported by the Product	TaxSys reporting can identify the number of unsecured assessments, their corresponding assessed value, TRAs, and other information.
4.2.1.	ETR	ETR-22	22	Extend Unsecured Tax Roll Charge	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: 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) The system will provide the ability to workflow to A-C staff for review and approval.	Must Have	Yes - Currently Supported by the	When extending taxes (either the countywide 1% or debt service), TaxSys multiplies the taxable value by the tax rate at its full significant digits of precision approved by the Board (typically 8 places after the decimal point) and then truncates the outcome, ignoring fractions of a cent.
#REF!	ETR	ETR-23	32	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	Yes - Currently Supported by the	Tax Collector will refer to the Roll Loading module to identify the roll's status as ready for billing.
#REF!	ETR	ETR-24	33	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	Yes - Currently Supported by the	TaxSys can generate a bill file, which may be used for third-party printing.
4.3.	**ETR**			**Extend Supplemental Roll Requirements**				
4.3.1.	**ETR**			**Generate / Extend Supplemental Tax Roll Charge Requirements**				
4.3.	ETR	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	Yes - Currently Supported by the Product	Supplemental roll extension may occur at any frequency. Supplemental assessments are held in TaxSys until the Controller chooses to extend them. They may extend daily, weekly, monthly, quarterly, or on some other cadence.
4.3.1.	ETR	ETR-26	34	Determine Days Owned	The system will determine days owned between two events within the same tax year.	Must Have	Yes - Currently Supported by the Product	
4.3.1.	ETR	ETR-27	35	No Proration Due to New Construction	The system will not pro-rate supplemental assessments due to completion of new construction.	Must Have	Yes - Currently Supported by the Product	Only a change of ownership event will cause TaxSys to prorate bills within the ownership period.

4.3.1.	ETR	ETR-28	37	Count Supplemental Assessments	The system will provide the ability to track the number of supplemental assessments.	Must Have	Yes - Currently Supported by the Product	TaxSys reporting can provide the total number of supplemental assessments by roll year, tax year, or other criteria.
4.3.1.	ETR	ETR-29	38	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	Yes - Currently Supported by the Product	TaxSys can generate two bills for a single assessment if the supplemental event date occurs after January 1 and on or before May 31.
4.3.1.	ETR	ETR-30	39	Determine Fiscal Year Proration Factor	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.	Must Have	Yes - Currently Supported by the Product	TaxSys derives the effective date based on the event date. The effective date is the first day of the month following the event date.
4.3.1.	ETR	ETR-31		Configurable Factors for Tax Charge Calculation	Ability for the system/user to configure factors affecting the tax charge calculation. Factors include, but are not limited to: 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	Yes - Custom-Development specific to LA County	To create a supplemental bill in TaxSys, TaxSys requires the supplemental event date, new supplemental value, old supplemental value, type of supplemental event (change of ownership, new construction, calamity), and assessee information. TaxSys derives the number of days within the assessed period, the tax years affected, proration factors, the change in assessed value, the type of bill (secured, unsecured), and number of installments. Certain factors may be configured. For instance, unsecured supplementals may be billed in one installment or two. We would like to discuss other configurations over the course of the implementation.
4.3.1.	ETR	ETR-32	40	Extend Supplemental Tax Roll Charge	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: 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	Yes - Currently Supported by the Product	
4.3.1.	ETR	ETR-33	43	Calculate Secured Supplemental Tax Liability Installment Amount	The system will calculate the secured supplemental tax liability installments amount as follows: 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	Not-Supported	TaxSys splits real property and personal property tax amounts equally between installments. We want to discuss whether the County would consider changing the current methodology of including personal property on the first installment only.
4.3.1.	ETR	ETR-34	41	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	Yes - Currently Supported by the Product	TaxSys will automatically create a pending refund for negative supplementals.
4.3.1.	ETR	ETR-35	49	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	Yes - Currently Supported by the Product	TaxSys provides the ability to generate a bill file for third-party printing.
4.4	**ETR**			**Generate / Calculate Secured Defaulted Tax Roll**				
4.4.1	ETR	ETR-36	63	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	Yes - Currently Supported by the Product	TaxSys provides the ability to transfer secured defaulted bills to the redemption roll at fiscal year end.
4.4.1	ETR	ETR-37	64	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	Yes - Currently Supported by the Product	TaxSys provides the ability to generate a bill file for third-party printing.
4.5	**ETR**			**Extend Taxes - Escape Assessments / Roll Corrections**				
4.5.1	ETR	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	Yes - Currently Supported by the Product	Escapes and roll corrections may be extended automatically or with Controller approval.
5	**ETR**			**REPORTING REQUIREMENTS**				
5.1	ETR	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	Yes - Custom-Development specific to LA County	TaxSys reporting provides access to data in real-time and can be used for many reporting and validation needs. Reports with a specific structure or content may require custom development.
5.1	ETR	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	Yes - Currently Supported by the Product	TaxSys reporting provides ad hoc reports based on real-time data. VisionPro provides data analytics and visualizations.

Community Redevelopment Agency

Sect. No.	Business Function	Reqmt	Reqmt	Functional Requirements	Requirement Description	County Priority	Proposer Response	Proposer Comments
2	CRA			**GENERAL REQUIREMENTS**				
2	CRA	CRA-1	9	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	Yes - Custom-Development specific to LA County	TaxSys supports the manual entry of redevelopment project area information. The ability to support batch uploads will require custom development.
2	CRA	CRA-2	17	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	Yes - Currently Supported by the Product	TaxSys calculates the Community Redevelopment Agency (CRA) share of increment based on frozen base values.
2	CRA	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	Yes - Custom-Development specific to LA County	TaxSys will record and honor pass-through tax increment caps by CRA. Recording and honoring project area tax increment caps will require custom development.
2	CRA	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	Yes - Currently Supported by the Product	TaxSys offsets negative increment against project areas with positive increment to prevent any CRA from incurring decrement. This process occurs during the initial determination of increment per CRA.
2	CRA	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	Yes - Currently Supported by the Product	TaxSys offsets negative increment against project areas with positive increment, to prevent any CRA from incurring decrement. This process occurs during the initial determination of increment per CRA.
2	CRA	CRA-6	36	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	Yes - Planned Enhancement to the Product	TaxSys will support holding Tax Increment in the RPTTF due to litigation.
2	CRA	CRA-7	11	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	Not-Supported	TaxSys does not track debt service schedules for CRA bond debt. Instead, TaxSys relies on the aggregate enforceable obligations for use in RPTTF distribution.
2	CRA	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	Yes - Custom-Development specific to LA County	TaxSys will return increment to the affected agencies once all the obligations of the successor agency have been satisfied. Adding a 'last apportionment date' will require custom development.
4	CRA			**FUNCTIONAL REQUIREMENTS**				
4.1	CRA			**Process Redevelopment Project Change Requirements**				
4.1	CRA	CRA-9	20	Project Deferral Tracking	The System will provide the ability to track and store Deferral and Annual Grant agreement documentations.	Must Have	Yes - Custom-Development specific to LA County	Supporting Deferral and Annual Grant agreements for Los Angeles County will require custom development.
4.1	CRA	CRA-10	22	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	Not-Supported	TaxSys does not have the ability to alert a user based on the deferral repayment date.
4.1	CRA	CRA-11	23	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	Not-Supported	TaxSys does not have the ability to alert a user based on the deferral repayment date.
4.1	CRA	CRA-12	26	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	Yes - Currently Supported by the Product	TaxSys maintains an annual inflationary growth rate to be used in passthrough calculations.
4.1	CRA	CRA-13	27	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	Yes - Custom-Development specific to LA County	TaxSys can support many redevelopment agencies with many project areas. Supporting primary and sub-redevelopment agencies will require custom development.
4.1	CRA	CRA-14	28	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	Not-Supported	TaxSys does not support litigation tracking, but documents and notes associated with litigation may be uploaded and associated with CRAs.
4.2	CRA			**Maintain Base Year "Frozen Base" Value Requirements**				
4.2	CRA	CRA-15	38	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	Yes - Custom-Development specific to LA County	TaxSys currently stores base values by TRA. Storing base values by parcel will require custom development.
4.2	CRA	CRA-16	39	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	Yes - Planned Enhancement to the Product	TaxSys will support the ability to adjust base values due to jurisdictional changes or parcel taxable status.
4.2	CRA	CRA-17	40	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	Yes - Custom-Development specific to LA County	TaxSys supports reporting by TRA and taxable or non-taxable. The ability to identify when a parcel within a CRA/EIFD has changed from taxable to non-taxable will require custom development.
4.2	CRA	CRA-18	43	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	Yes - Custom-Development specific to LA County	TaxSys currently stores base values by TRA. Storing base values by parcel and prorating the base values due to a split will require customer development.
4.2	CRA	CRA-19	46	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	Yes - Currently Supported by the	TaxSys provides the ability to manually modify base value for all base value types.
4.3	CRA			**Calculate CRA / IFD Original Charge Requirements**				
4.3	CRA	CRA-20	84	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. Current Year (CY) Values - CRA Frozen Base = Tax Increment	Must Have	Yes - Currently Supported by the Product	TaxSys calculates increment at the TRA level to determine the increment amount due to the CRA.
4.3	CRA	CRA-21	87	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	Yes - Currently Supported by the Product	TaxSys determines the percentage of tax revenue due to the CRA by tax year. Prior years use their actual year percentage to determine the amount due to the CRA.
4.3	CRA	CRA-22	88	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	Yes - Currently Supported by the Product	
4.3	CRA	CRA-23	34	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	Yes - Currently Supported by the Product	TaxSys assigns a CRA/IFD Share Percentage on a per jurisdictional, per TRA basis. Mobile Homes need not be calculated separately, as TaxSys can manage tax rates by parcel in a single TRA.
4.3	CRA	CRA-24	90	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	Yes - Currently Supported by the	TaxSys records the CRA share amount based on the original charge and adjustments. Mobile Homes need not be calculated separately, as TaxSys can manage tax rates by parcel in a single TRA.
4.3	CRA	CRA-25	91	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	Yes - Currently Supported by the Product	TaxSys determines the percentage of tax revenue due to the CRA by tax year. Prior years use their actual year percentage to determine the amount due to the CRA.
4.3	CRA	CRA-26	108	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	Yes - Custom-Development specific to LA County	
4.3	CRA	CRA-27	109	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	Yes - Currently Supported by the Product	TaxSys determines the percentage of tax revenue due to the CRA by tax year. Prior years use their actual year percentage to determine the amount due to the CRA.
4.3	CRA	CRA-28	110	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	Yes - Custom-Development specific to LA County	TaxSys supports CRA/EIFD ratios, the percentage each affected taxing entity contributes to the CRA/EIFD. Tracking CRA/EIFD loss adjusted by AB860 will require custom development.
4.4	CRA			**Pass-Through Calculations**				
4.4.1	CRA			**Maintain Base Value Information for Pass-Through Calculations**				
4.4.1	CRA	CRA-29	37	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	Yes - Custom-Development specific to LA County	TaxSys currently stores base values by TRA. Storing base values by parcel will require custom development.

4.4.1	CRA	CRA-30	16	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 though 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 though calculation.	Must Have	Yes - Planned Enhancement to the Product	TaxSys will calculate and distribute AB1290 pass-throughs using the statutory formula.
4.4.1	CRA	CRA-31	17	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	Yes - Planned Enhancement to the Product	
4.4.1	CRA	CRA-32	18	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	Yes - Planned Enhancement to the Product	
4.4.1	CRA	CRA-33	19	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	Yes - Planned Enhancement to the Product	
4.4.2	**CRA**			**Process Statutory Provision Requirements**				
4.4.2	CRA	CRA-34	63	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	Yes - Planned Enhancement to the Product	
4.4.2	CRA	CRA-35	68	Calculate Statutory Pass-Though	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 though 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 though 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	Yes - Planned Enhancement to the Product	
4.4.2	CRA	CRA-36	69	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	Yes - Planned Enhancement to the Product	TaSys will calculate and adjust for the ERAF School Ratio by project area.
4.4.2	CRA	CRA-37	70	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	Yes - Planned Enhancement to the Product	TaxSys will calculate and maintain all money flow from the RPTTF to accounting funds and jurisdictions, including the ERAF School District Share.
4.4.2	CRA	CRA-38	71	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: 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	Yes - Planned Enhancement to the Product	TaxSys will calculate and maintain the tax and facility breakdown for all school entities.
4.4.2	CRA	CRA-39	72	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	Yes - Planned Enhancement to	TaxSys will identify the school districts entitled to an ERAF allocation as part of the RPTTF distribution.
4.4.3	**CRA**			**Inflationary Pass-Through Calculations (HSC §33676)**				
4.4.3	CRA	CRA-40	44	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	Yes - Custom-Development specific to LA County	TaxSys supports inflationary increases to base values, but the ability to include or exclude personal property will require custom development.
4.4.3	CRA	CRA-41	74	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	Yes - Planned Enhancement to	TaxSys will support the ability to calculate the annual inflationary growth share for the distribution of passthrough funds.
4.4.4	**CRA**			**Contractual Pass-Through Payments (HSC §33401)**				
4.4.4	CRA	CRA-42	47	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	Yes - Planned Enhancement to the Product	TaxSys will support uploading agreements and associating them with successor agencies or project areas.
4.4.4	CRA	CRA-43	49	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	Yes - Planned Enhancement to the Product	TaxSys will calculate and maintain all inflationary and AB1290 pass-throughs and track the amount received by the CRA and the amount of pass-throughs to ATEs. Negotiated pass-throughs amounts may be entered into the system, where they are stored and used in the distribution of funds.
4.4.4	CRA	CRA-44	53	Contractual Pass-Through Year End Adjustments	The System will provide the ability perform a Contractual Pass-Through Year End adjustment (true-up).	Must Have	Yes - Planned Enhancement to the Product	TaxSys will support a year-end true-up of passthrough amounts.
4.4.4	CRA	CRA-45	54	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	Yes - Custom-Development specific to LA County	The ability to maintain and perform contractual provision calculations to determine deferral amounts by tax entity will require custom development.
4.4.4	CRA	CRA-46	61	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	Yes - Planned Enhancement to the Product	TaxSys will provide the ability for users with the proper permissions to manually modify information related to pass-throughs. Any changes will be recorded as system notes and associated with the user performing the modification.
4.4.4	CRA	CRA-47	60	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	Yes - Planned Enhancement to the Product	TaxSys will support the calculation of estimated pass-through amounts.
4.4.5	**CRA**			**CRA Pass-through Distributions**				
4.4.5	CRA	CRA-48	14	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	Yes - Planned Enhancement to the Product	TaxSys will prevent the pass-through amount from exceeding the overall loss of the ATEs.

4.4.5	CRA	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	Yes - Planned Enhancement to the Product	TaxSys will support RPTTF distributions, including prior year adjustments.
4.4.5	CRA	CRA-50	15	CRA Pass-through Year End True-up	The System will provide the ability to calculate the Pass-Through ~~Thru~~ 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	Yes - Planned Enhancement to the Product	TaxSys will support a true-up of the RPTTF distribution amounts for final distribution.
4.4.5	CRA	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	Yes - Planned Enhancement to the Product	TaxSys will support the ability to upload or enter externally calculated pass-throughs.
4.4.5	CRA	CRA-52	48	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	Yes - Planned Enhancement to the Product	TaxSys will support the ability to view all pass-through payments by project area or CRA and its calculations. Any overrides will be recorded as system notes.
4.4.6	**CRA**			**Subordinate Pass-Throughs**				
4.4.6	CRA	CRA-53	100	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	Yes - Custom-Development specific to LA County	TaxSys will accommodate subordinations when there is insufficient increment to satisfy the obligations of the CRA.
4.4.6	CRA	CRA-54	101	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	Yes - Custom-Development specific to LA County	TaxSys will accommodate subordinations. The ability to calculate the subordination amounts will require custom development.
4.5	**CRA**			**Calculate CRA Ratios**				
4.5	CRA	CRA-55	64	Calculate the Sec and Unsecured Original Charge CRA Loss Ratio	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. Ratio = Combined Secured and Unsecured Loss Amounts / Total Combined Secured and Unsecured Loss Amounts Note: This only accounts for the 1% Revenue	Must Have	Yes - Planned Enhancement to	TaxSys will calculate each affected taxing entity's share of loss based on the total secured and unsecured loss amounts in a designated project area.
4.5	CRA	CRA-56	67	Calculate AB1290 PT Ratio	The System to provide the ability to calculate the Secured and Unsecured Tax Increment Ratio for the following: 1. Various 1% ATEs pursuant to the AGO (Attorney General's Opinion) Method. 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	Must Have	Yes - Custom-Development specific to LA County	Supporting weighted distribution factors, including the AB860 adjustment, will require custom development.
4.5.1	**CRA**			**Calculate CRA Year End Ratios**				
4.5.1	CRA	CRA-57	67	Calculate AB1290 Year End PT Ratio	The System to provide the ability to calculate the Year End Tax Increment Ratio for the HS33607.5 Projects as follows: 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 Note: 1% non-unitary collection only	Must Have	Yes - Custom-Development specific to LA County	Supporting weighted factors for distribution that include the AB860 adjustment will require custom development.
4.5.1	CRA	CRA-58	65	Calculate the Year End Loss Ratio (TRA/Agency level)	The System will provide the ability to calculate the Ratio based on all tax increment allocation by Primary CRA and Taxing Agency. Ratio = Combined All Net Loss Amounts by ATE / Total Combined All Net Loss Amounts by CRA System will compute and recover any contractual pass-through overpayments to taxing agencies and redistribute. Note: 1% non-unitary collection only	Must Have	Yes - Planned Enhancement to	TaxSys will calculate each affected taxing entity's share of loss based on the total secured and unsecured loss amounts in a designated project area.
4.6	**CRA**			**Process Successor Agency**				
4.6.1	**CRA**			**Maintain Successor Agency Information Requirements**				
4.6.1	CRA	CRA-59	77	Maintain Successor Agency Information	The System will provide the ability to maintain Successor Agency 1. Successor Agency Contact information 2. Successor Agency Status 3. Dissolution Date	Must Have	Yes - Currently Supported by the Product	TaxSys maintains contact information and other information related to the administration of the successor agency.
4.6.1	CRA	CRA-60	78	Maintain Successor Agency Documents	The System will provide the ability to scan and store historical document filings (but not limited to): 1. Due Diligence Review 2. Long Range Property Management Plan 3. Prior Period Adjustment Review/Proof of Payments	Must Have	Yes - Planned Enhancement to the Product	TaxSys will provide the ability to upload and store historical document filings but will not support the scanning of those documents.
4.6.1	CRA	CRA-61	79	Maintain Successor Agency (SA) Asset Listing	The System will provide the ability to track and reconcile the Long Range Property Management Plan (LRPMP): 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	Yes - Planned Enhancement to the Product	TaxSys will support preloading the Asset Liquidation table with items subject to the LRPMP.
4.7	**CRA**			**Process Redevelopment Property Tax Trust Fund (RPTTF) Distributions**				
4.7.1	**CRA**			**RPTTF Deposits**				
4.7.1	CRA	CRA-62	87	Determine Gross RPTTF Deposits	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.	Must Have	Yes - Currently Supported by the Product	TaxSys deposits all funds due to CRAs into the RPTTF.
4.7.1	CRA	CRA-63	88	Calculate Gross/Net RPTTF Ratio	The System will provide the ability to calculate the ratio: 1. Gross RPTTF Ratio – for use in ABx1 26 Administrative Fees allocation a. Gross RPTTF Ratio = CRA Project RPTTF Deposit / Total RPTTF Deposit 2. Net RPTTF Ratio – for Residual allocation 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	Yes - Planned Enhancement to the Product	TaxSys will support both gross and net calculations of RPTTF ratios.
4.7.1	CRA	CRA-64	89	Transfer RPTTF Funds	The System will provide the ability to transfer actual funds to be transferred to the RPTTF Fund	Must Have	Yes - Currently Supported by the	TaxSys transfers funds to CRAs into the RPTTF Fund at distribution.
4.7.2	**CRA**			**RPTTF Auditor-Controller Administrative Costs**				
4.7.2	CRA	CRA-65	92	eCAPS (electronic Countywide Accounting and Purchasing System) Interface for ABx1 26 Administrative Costs	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: 1. COB changes 2. A-C Staff Charges 3. County Council/Outside Council 'System Charges	Must Have	Yes - Planned Enhancement to the Product	TaxSys will support uploading information related to ABx1 26 admin charges. TaxSys will not support an electronic interface with the financial system.
4.7.2	CRA	CRA-66	93	Calculate ABx1 26 County Administrative (Admin) Costs	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. 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 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	Yes - Planned Enhancement to the Product	TaxSys will support uploading the aggregate data related to ABx1 26 cost and assigning the cost to the appropriate project area or successor agency or applying them countywide.
4.7.2	CRA	CRA-67	94	Adjust CAC Administrative Cost	The System will provide the ability to adjust administrative costs.	Must Have	Yes - Planned Enhancement to the Product	TaxSys allows users with the proper permissions to manually modify administrative costs.
4.7.2	CRA	CRA-68	95	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	Yes - Planned Enhancement to the Product	TaxSys will provide the ability to assign costs, including administrative costs, supplemental fees, and PTAF costs, to successor agencies.
4.7.2	CRA	CRA-69	98	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	Not-Supported	TaxSys does not support the ability to track historical invoice charges but does track invoice amounts.
4.7.2	CRA	CRA-70	96	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	Yes - Planned Enhancement to the Product	TaxSys will determine the amount available to fund ROPS on a successor agency basis.
4.7.3	**CRA**			**RPTTF Successor Agency ROPS Enforceable Obligations**				
4.7.3	CRA	CRA-71	80	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 as 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	Yes - Planned Enhancement to the Product	TaxSys will support uploading documents related to the approved ROPS but does not have the ability to extract or data-mine the information included in the documentation.
4.7.3	CRA	CRA-72	82	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	Not-Supported	TaxSys can store the aggregate amount of enforceable obligations but does not track their outstanding balance.
4.7.3	CRA	CRA-73	90	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	Yes - Planned Enhancement to the Product	TaxSys supports deferring distributions to successor agencies.
4.7.4	**CRA**			**Maintain and Apply Prior Period Adjustment Requirements**				
4.7.4	CRA	CRA-74	83	Tracking of PPA	The System will provide the ability to track Prior Period Adjustment ROPS Amounts	Must Have	Yes - Planned Enhancement to the Product	TaxSys will track Prior Period Adjustments for use in RPTTF distribution.
4.7.4	CRA	CRA-75	85	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	Yes - Planned Enhancement to the Product	TaxSys will support the ability to track and report on excess PPA funds. TaxSys report subscriptions can be set up to email staff members when excess PPA exists.
4.7.4	CRA	CRA-76	86	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	Yes - Planned Enhancement to the Product	TaxSys supports document uploads, which can be associated with a specific successor agency.

4.7.5	**CRA**			**Pension/State Water Projects Debt Service Override TI Revenue**				
4.7.5	CRA	CRA-77	108	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	Yes - Planned Enhancement to	TaxSys will determine the debt service override revenue required when the 1% is insufficient to cover the ROPS bond payments.
4.7.5	CRA	CRA-78	109	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	Yes - Custom-Development spe	The ability to calculate pension bond debt service override may require custom development. We would like to learn more about this requirement throughout the implementation.
4.7.5	CRA	CRA-79	110	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	Yes - Custom-Development spe	The ability to calculate pension bond debt service override may require custom development. We would like to learn more about this requirement throughout the implementation.
4.7.6	**CRA**			**RPTTF Residual Balance Allocations**				
4.7.6	CRA	CRA-80	97	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	Yes - Planned Enhancement to the Product	TaxSys will calculate the amount of tax increment in excess of ROPS and determine the amount of residual or PPA due for distribution.
4.7.6	CRA	CRA-81	112	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	Yes - Planned Enhancement to the Product	TaxSys will calculate and store the PPA by ROPS period.
4.7.6	CRA	CRA-82	111	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	Yes - Custom-Development specific to LA County	TaxSys supports the distribution of residuals using the Chula Vista method, in which pass-throughs are never reduced, and residuals are distributed by AB8 share. The ability to distribute residuals using the "haircut" method, in which pass-throughs are adjusted so that no entity receives more than their AB8 share, will require custom development.
4.7.7	**CRA**			**Generate RPTTF Payment Transaction Files**				
4.7.7	CRA	CRA-83	103	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	Yes - Currently Supported by the Product	
4.7.7	CRA	CRA-84	104	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	Yes - Planned Enhancement to the Product	TaxSys will support the ability to distribute funds from the RPTTF to taxing entities and successor agencies.
4.7.7	CRA	CRA-85	105	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	Not-Supported	TaxSys does not support the ability to track the TTC Bond Intercept Program. TaxSys does support the distribution of funds based on user-defined rules. We anticipate that this functionality can be used to administer the TTC Bond Intercept Program.
4.7.7	CRA	CRA-86	106	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	Yes - Custom-Development spe	TaxSys supports transacting and distributing funds based on specific user-defined rules. Throughout the implementation, we would like to discuss whether this distribution tool will meet the needs of the TTC Bond Intercept program.
4.8	**CRA**			**Distribute and maintain Unencumbered Money Funds (ASUMF) from Successor Agency**				
4.8	CRA	CRA-87	66	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	Yes - Custom-Development spe	TaxSys will calculate each affected taxing entity's share of loss based on the total secured and unsecured loss amounts in a designated project area. Applying the AB860 adjustment may require custom development.
4.8	CRA	CRA-88	113	[1]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	Yes - Custom-Development specific to LA County	TaxSys supports the calculation and distribution of asset liquidations, and the ability to track ASUMF payment plans will require custom development.
4.9	**CRA**			**Maintain Successor Agency Dissolution Information**				
4.9	CRA	CRA-89	115	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 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	Yes - Currently Supported by the Product	TaxSys supports uploading documents and associating them with a specific Successor Agency.
4.9	CRA	CRA-90	116	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	Not-Supported	TaxSys does not support custom notifications.
4.9	CRA	CRA-91	117	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	Not-Supported	TaxSys does not support custom notifications.
4.9	CRA	CRA-92	118	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	Yes - Planned Enhancement to	TaxSys will support storing data related to asset liquidations.
4.9.1	**CRA**			**Deactivating Successor Agency**				
4.9.1	CRA	CRA-93	121	Update RDA Account Information	The System will provide the ability to de-activate RDA accounts and funds.	Must Have	Yes - Planned Enhancement to the Product	TaxSys maintains the original details of the TRA associated with the RDA. Once the RDA dissolves, the allocations to the ATEs are restored.
4.9.1	CRA	CRA-94	122	Inactivate Base Information	The System will provide the ability to de-activate the base information corresponding to de-activated Successor Agency.	Must Have	Yes - Planned Enhancement to the Product	TaxSys maintains the original details of the TRA associated with the RDA. Once the RDA dissolves, the allocations to the ATEs are restored.
4.9.1	CRA	CRA-95	123	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	Yes - Planned Enhancement to the Product	TaxSys will identify the school districts entitled to an ERAF allocation as part of the RPTTF distribution.
4.9.1	CRA	CRA-96	124	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	Not-Supported	TaxSys does not support the ability to generate notifications related to dissolution.
5	**CRA**			**Report Requirement**				
5	CRA	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	Yes - Custom-Development specific to LA County	TaxSys reporting provides access to data in real-time and can be used for many reporting and validation needs. Reports with a specific structure may require custom development.
5	CRA	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	Yes - Custom-Development specific to LA County	TaxSys reporting provides ad hoc reports based on real-time data. VisionPro provides data analytics and visualizations.

Increment Financing District

Sect. No.	Business Function	Reqmt	Reqmt	Functional Requirements	Requirement Description	County Priority	Proposer Response	Proposer Comments
2	IFD			**General Requirements**				
2	IFD	IFD-1	10	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	Yes - Currently Supported by the Product	
2	IFD	IFD-2	22	Store Increment Financing Districts Documents	The system will provide the ability to electronically store IFD documentations, including but not limited to: • Board Letter • Public Financing Authority (PFA) approved Financing plan • Resolution/Ordinance • Project boundary/map • Negotiated agreements with participating taxing agencies.	Must Have	Yes - Currently Supported by the Product	TaxSys supports the ability to upload documents and associate them with an IFD.
2	IFD	IFD-3	9	Track Dates and Notifications	The system will track the following dates: • 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	Yes - Custom-Development specific to LA County	TaxSys does not currently store specific information related to the creation of IFDs. Adding data elements related to the IFD filing and approval will require custom development.
2	IFD	IFD-4		IFD Template Letters/Notifications	The system will provide the ability to store and generate IFD template letters/notifications. • Base Valuations • IFD CAP limit • Termination	Could Have	Not-Supported	TaxSys does not support IFD templates, letters, and notifications.
4	IFD			**Functional Requirements**				
4.1	IFD			**Establishing Base Year Value Requirements**				
4.1	IFD	IFD-5	11	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	Not-Supported	TaxSys does not support IFD Base Valuation requests, notifications, and related workflows.
4.1	IFD	IFD-6	14	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	Yes - Custom-Development specific to LA County	TaxSys currently supports an interface with the Assessor to collect information on a per-parcel basis. The ability to upload the Assessor base year valuation at the TRA and parcel level will require custom development.
4.1	IFD	IFD-7	15	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	Yes - Custom-Development specific to LA County	Mapping Assessor TRA codes to BOE codes will require custom development.
4.1	IFD	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	Yes - Currently Supported by the Product	TaxSys supports reporting on frozen base values at the TRA and parcel level. IFDs will be activated at the county direction, once they have met the appropriate criteria. TaxSys does not manage the approval system, but does have controls in place to accommodate an external approval process.
4.1	IFD	IFD-9	16	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	Yes - Custom-Development specific to LA County	TaxSys stores and displays base value by secured, unsecured, and state-assessed rolls. Storing base value at the parcel level will require custom development.
4.1	IFD	IFD-10	17	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	Yes - Currently Supported by the Product	TaxSys supports a manual adjustment process to account for changes to the exempt status of parcels in a District.
4.2	IFD			**Maintain District Agency Information Requirements**				
4.2	IFD	IFD-11	29	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	Yes - Custom-Development specif	TaxSys supports a variety of setups between Districts, Project Areas, and TRAs. We would like to understand this requirement in more detail during the implementation.
4.2	IFD	IFD-12	23	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: 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	Yes - Custom-Development specific to LA County	TaxSys currently stores items 1 through 4. Items 5 through 10 will require custom development.
4.2	IFD	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	Yes - Planned Enhancement to the Product	TaxSys will support lifetime increment caps, which prevent increment above the designated cap from being distributed to the IFD. The increment will be returned to the affected taxing entities.
4.2	IFD	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: • Frozen base values • Current tax year values • Overlap / Non-Overlap status	Must Have	Yes - Currently Supported by the Product	TaxSys stores frozen base values, tax values, and the ability for IFDs to overlap CRAs.
4.2	IFD	IFD-15		Participating Taxing Entities	The system will provide the ability to identify participating taxing agencies and the agreed upon contribution percentage.	Must Have	Yes - Currently Supported by the Product	TaxSys will support a defined contribution percentage for IFDs.
4.2	IFD	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	Yes - Planned Enhancement to the Product	TaxSys will support IFD agreements that subordinate debt as part of their pass-through agreement.
4.2	IFD	IFD-17	24	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	Yes - Currently Supported by the Product	TaxSys preserves prior year IFD data records and only allows users to update upcoming or future years.
4.2	IFD	IFD-18	25	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	Yes - Planned Enhancement to the Product	TaxSys will store and display the District end date, and the County may set up report subscriptions to email specific users when the date is within one year.
4.2	IFD	IFD-19	26	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	Not-Supported	TaxSys will prevent the IFD from receiving an increment above its designated cap.
4.2	IFD	IFD-20	27	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	Not-Supported	TaxSys will store information that informs the user of the IFD termination but does not support notifications to taxing entities regarding the IFD's termination.
4.2	IFD	IFD-21	33	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	Yes - Custom-Development specif	TaxSys currently supports approval for all factor settings, including determining IFD increment. Specific approval for IFD increment calculations will require custom development.
4.3	IFD			**Maintain Base Year Value Requirements**				
4.3	IFD	IFD-22	34	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	Yes - Currently Supported by the Product	TaxSys stores prior year data, including prior year base values.
4.3	IFD	IFD-23	35	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	Yes - Custom-Development specific to LA County	TaxSys tracks base values at the TRA level. Tracking base values at the parcel level will require custom development.
4.3	IFD	IFD-24	36	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: • 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	Yes - Custom-Development specific to LA County	TaxSys currently stores base value at the TRA level. Tracking base value at the parcel level will require custom development.
4.3	IFD	IFD-25	37	TRA/Parcel Change Updates	The system must provide the ability to adjust base TRA/parcel valuations corresponding to parcel change activities. • 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	Yes - Custom-Development specific to LA County	TaxSys currently stores base value at the TRA level. Tracking base value at the parcel level will require custom development.
4.3.1	IFD			**Review Base Year Value Maintenance Requirements**				
4.3.1	IFD	IFD-26	38	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	Yes - Custom-Development specific to LA County	TaxSys uses Role Based Access Controls (RBACs) to manage permissions to adjust certain data elements, such as base year value. Any additional workflow approvals will require custom development.
4.4	IFD			**Process Increment Financing Districts (IFD) Revenue Allocations/Distributions**				
4.4	IFD	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	Yes - Currently Supported by the Product	TaxSys records IFD and CRA by TRA and supports the ability for an IFD and CRA to exist in the same TRA.
4.4	IFD	IFD-28	40	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	Yes - Planned Enhancement to the Product	TaxSys will support funding the IFD with residuals from the RPTTF.
4.4	IFD	IFD-29	41	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	Yes - Currently Supported by the Product	TaxSys supports the distribution of non-overlapping IFDs based on the preferred cadence of the County.
4.4	IFD	IFD-30	42	Perform Year End Tax Increment True Up	The system will provide the ability to calculate adjustments when necessary, at year end.	Must Have	Yes - Currently Supported by the Product	TaxSys tracks the increment due to the IFD each year and is capable of true-ups based on collection period or advances.
5	IFD			**Report Requirement**				
5	IFD	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	Yes - Custom-Development specific to LA County	TaxSys reporting provides access to data in real-time and can be used for many reporting and validation needs. Reports with a specific structure may require custom development.
5	IFD	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	Yes - Currently Supported by the Product	TaxSys reporting provides ad hoc reports based on real-time data. VisionPro provides data analytics and visualizations.
6	IFD			**External Data Access Requirements**				

6	IFD	IFD-33	54	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: • 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 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. The system will provide the ability to flag TRA summary information failing validation for correction and re-submission.	Must Have	Yes - Custom-Development specific to LA County	TaxSys supports an interface with the Assessor to collect details of the secured and unsecured rolls. Increment Financing District information is maintained by TaxSys and copied forward each year, with an opportunity for modifications as new Districts are formed or existing ones amended. Accepting TRA summary information and IFD information from the Assessor will require custom development.
6	IFD	IFD-34	**56**	Process BOE Base Valuation Information	The system will provide an electronic interface for the BOE to submit current year TRA summary information as follows: • 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 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. The system will provide the ability to convert the BOE TRA to County TRA utilizing the crosswalk table. The system will provide the ability to associate parcel to TRA.	Must Have	Yes - Custom-Development specific to LA County	TaxSys supports an interface with the BOE to collect details of state-assessed property. Increment Financing District information is maintained by TaxSys and copied forward each year, with an opportunity for modifications as new Districts are formed or existing ones amended. Accepting TRA summary information and IFD information from the BOE will require custom development.

Countywide Allocation Factors

Sect. No.	Business Function	Reqmt	Reqmt	Functional Requirements	Requirement Description	County Priority	Proposer Response	Proposer Comments
2	**CWAF**			**General Requirements**				
2	CWAF	CWAF-1	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	Yes - Currently Supported by the Product	TaxSys stores Countywide Allocation Factors, including base values, Annual Tax increment Factors, and other components necessary for calculating AB8 factors by tax year.
2	CWAF	CWAF-2	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	Yes - Currently Supported by the Product	Annual Tax Increment Factors for each jurisdiction are stored by TRA and tax year and are accessible for viewing and reporting.
2	CWAF	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	Yes - Custom-Development specific to LA County	TaxSys currently uses actual year factors for distribution, such that storing and maintaining the tax year factors are the same as the roll year factors. TaxSys will require custom development to apply the prior year factors and create distinct roll year and tax year factors.
2	CWAF	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	Yes - Currently Supported by the Product	TaxSys utilizes the appropriate factors for distribution based on charge type and tax roll type.
4	**CWAF**			**Functional Requirements**				
4.1.	**CWAF**			**Generate AB8 Allocation Factors Requirements**				
4.1.	CWAF	CWAF-5	10	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	Yes - Currently Supported by the Product	TaxSys prevents base value from being created or destroyed in a TRA. TaxSys also requires all allocation factors to sum to 1.0.
4.1	CWAF	CWAF-6	11	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	Yes - Custom-Development specific to LA County	TaxSys supports the calculation of annual tax increments. Supporting the AB860 Annual Tax Increment Ratio for Los Angeles County will require custom development.
4.1	CWAF	CWAF-7	12	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	Yes - Currently Supported by the Product	
4.1	CWAF	CWAF-8	15	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	Yes - Currently Supported by the Product	TaxSys stores the base value, ATI amount, and current year AB8 allocation for all taxing entities.
4.1	CWAF	CWAF-9	14	Calculate ATE Revenue / CRA Loss to CRA for AB8	The system will have the ability to calculate the countywide CRA loss.	Must Have	Yes - Currently Supported by the Product	TaxSys calculates the amount due by each taxing entity attributed to the CRA based on the CRA base value and increment value in a given year.
4.2	**CWAF**			**Calculate BOE Public Utility Unitary Allocation Factors Requirements**				
4.2	CWAF	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	Yes - Currently Supported by the Product	TaxSys' calculations of unitary general tax and debt service rates comply with statutory requirements.
4.2.1	**CWAF**			**Calculate BOE Public Utility Unitary Allocation Factors Requirements**				
4.2.1	CWAF	CWAF-11	20	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	Yes - Currently Supported by the Product	TaxSys does not support a BOE public utility unitary value growth factor in our unitary calculations. TaxSys is able to determine the amount of unitary revenue up to and above 102% without a separate growth calculation.
4.2.1	CWAF	CWAF-12	21	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	Yes - Currently Supported by the Product	TaxSys performs the "greater than 102%" and "up to 102%" unitary calculations separately, then combines them to create factors for distribution.
4.2.1	CWAF	CWAF-13	22	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	Yes - Currently Supported by the Product	TaxSys allocates the "up to 102%" unitary revenue to taxing agencies that participated in public utility unitary allocation the previous year.
4.2.1	CWAF	CWAF-14	23	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	Yes - Custom-Development specific to LA County	TaxSys supports the ability for prior year taxing entities, IFDs, and CRA to participate in BOE public utility unitary values above 102%, but does not exclude new taxing agencies for the current year. Excluding new agencies will require custom development.
4.2.1	CWAF	CWAF-15	24	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	Yes - Currently Supported by the Product	TaxSys uses prior year factors to allocate up to 102% revenue.
4.2.1	CWAF	CWAF-16	25	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	Yes - Currently Supported by the Product	TaxSys uses modified AB8 factors as the basis for the distribution of the unitary revenue.
4.2.1	CWAF	CWAF-17	26	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	Yes - Currently Supported by the Product	TaxSys calculates the BOE public utility revenue allocation up to and above 102%.
4.2.1	CWAF	CWAF-18	27	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	Yes - Currently Supported by the Product	TaxSys performs unitary calculations to determine the "greater than 102%" and "up to 102%" calculations separately and creates cumulative factors for distribution.
4.2.2	**CWAF**			**Calculate BOE Regulated Railroad Unitary Allocation Factors Requirements**				
4.2.2	CWAF	CWAF-19	31	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	Yes - Currently Supported by the Product	TaxSys does not currently support a BOE-regulated railway value growth factor in our unitary calculations. TaxSys can determine the amount of unitary revenue up to and above 102% without a separate growth calculation.
4.2.2	CWAF	CWAF-20	32	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	Yes - Currently Supported by the Product	TaxSys performs regulated railway unitary calculations to determine the "greater than 102%" and "up to 102%" calculations separately and creates cumulative factors for distribution.
4.2.2	CWAF	CWAF-21	33	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	Yes - Currently Supported by the Product	TaxSys allocates up to 102% of regulated railway revenue to taxing agencies that participated in public utility unitary allocation the previous year.
4.2.2	CWAF	CWAF-22	34	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	Yes - Custom-Development specific to LA County	TaxSys supports the ability of prior year taxing entities, IFDs, and CRA to participate in BOE-regulated railway values above 102% but does not currently exclude new taxing agencies for the current year. Excluding new agencies will require custom development.

4.2.2	CWAF	CWAF-23	35	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	Yes - Currently Supported by the Product	TaxSys uses prior-year factors to allocate up to 102% of revenue.
4.2.2	CWAF	CWAF-24	36	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	Yes - Currently Supported by the Product	TaxSys calculates the allocation of BOE-regulated railway revenue up to and above 102%.
4.2.2	CWAF	CWAF-25	37	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	Yes - Currently Supported by the Product	TaxSys performs regulated railway calculations to determine the greater than 102% and up to 102% calculations separately and creates cumulative factor for distribution.
	CWAF			**Calculate BOE Qualified Public Utility Allocation Factors Requirements**				
	CWAF	CWAF-26	201	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	Yes - Currently Supported by the Product	Taxsys calculates the distribution of Qualified Public Utility in compliance with statutory requirements.
	CWAF	CWAF-27	202	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	Yes - Currently Supported by the Product	
4.2.3	**CWAF**			**Calculate BOE Unitary Debt Service Allocation Factors Requirements**				
4.2.3	CWAF	CWAF-28	41	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	Yes - Currently Supported by the Product	
4.2.3	CWAF	CWAF-29	42	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	Yes - Currently Supported by the Product	
4.2.3	CWAF	CWAF-30	43	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	Yes - Currently Supported by the Product	
4.2.3	CWAF	CWAF-31	44	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	Yes - Currently Supported by the Product	
4.2.3	CWAF	CWAF-32	45	Calculate Taxing Agency's Current Year Unitary Debt Service Requirement Amount for Existing Debt Service Requirement 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	Yes - Currently Supported by the Product	
4.2.3	CWAF	CWAF-33	46	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	Yes - Currently Supported by the Product	
4.2.3	CWAF	CWAF-34	47	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	Yes - Currently Supported by the Product	
4.3	**CWAF**			**Supplemental Allocation Factors Requirements**				
4.3	CWAF	CWAF-35	49	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	Yes - Currently Supported by the Product	TaxSys supports ADA information uploads for use in calculating supplemental factors.
4.3	CWAF	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	Yes - Custom-Development specific to LA County	TaxSys identifies basic aid schools by assigning a value of '0' to them in the Average Daily Attendance upload file used in supplemental factor calculation. The ability to flag basic aid and non-county-of-control school districts as part of the supplemental factor-setting process will require custom development. TaxSys does, however, identify basic aid districts for use in ERAF calculations.
4.3	CWAF	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	Yes - Currently Supported by the Product	TaxSys calculates supplemental factors in compliance with statutory requirements.
4.3	CWAF	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	Yes - Custom-Development specific to LA County	TaxSys provides various ways to review and validate data, including the requirement that all factors must sum to 1.00. Applying specific variance rules for Los Angeles County will require custom development work.
4.3	CWAF	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	Yes - Currently Supported by the Product	Supplemental factors are stored by tax and roll year.
4.3	CWAF	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	Yes - Currently Supported by the Product	All countywide factors may be manually overridden by a county user with the appropriate permissions.
5	**CWAF**			**Reporting Requirements**				
5	CWAF	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	Yes - Custom-Development specific to LA County	TaxSys reporting provides access to data in real-time and can be used for many reporting and validation needs. Reports with a specific structure may require custom development.
5	CWAF	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	Yes - Currently Supported by the Product	TaxSys reporting provides access to real-time data and can be used for many reporting and validation needs. Reports with a specific structure may require custom development.
6	**CWAF**			**External Data Access Requirements**				
6	CWAF	CWAF-43	77	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	Yes - Currently Supported by the Product	TaxSys can use Role Based Access Controls (RBACs) to provide limited view-only access to staff as the County requires.
6	CWAF	CWAF-44	52	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	Yes - Currently Supported by the Product	TaxSys supports report subscriptions that can be configured to email reporting that includes school factor data to third parties.

Tax Apportionment

Sect. No.	Business Function	Reqmt	Reqmt	Functional Requirements	Requirement Description	County Priority	Proposer Response	Proposer Comments
2	TA			**General Requirements**				
2	TA	TA-1	6	Chart of Accounts	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). • 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	Yes - Custom-Development specific to LA County	TaxSys supports County users modifying taxing agency account information, including vendor numbers and corresponding payment methods. Grant Street support staff currently modifies the County chart of accounts for other account types at the direction of the County. Providing County users the ability to modify the chart of accounts for tax types and revenue object codes in the application will require custom development.
2	TA	TA-2	6	General Ledger	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: • 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	Yes - Currently Supported by the Product	TaxSys tracks levy amounts by original charge, adjustments, and tax balance and communicates all corresponding general ledger activity to the accounting system.
2	TA	TA-3	2	Apportionment Types Defined	The System will provide the ability to draw off, apportion, and distribute direct assessments and the following property tax revenue/collection types: • 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	Yes - Currently Supported by the Product	TaxSys supports the ability to apportion collections of direct assessments, property tax, payments in lieu of tax (PILTs), and other taxes levied within the county.
2	TA	TA-4	6	Distribute TTC net Sum Collections	The System will provide the ability to apportion and distribute the net collections received by the TTC. • General Tax Levy (GTL) • Debt Service (DS) • Direct Assessments, including Assessor Penalty	Must Have	Yes - Currently Supported by the Product	TaxSys apportions all tax types, including general tax levy, debt service, and direct assessments, including Assessor Penalty.
2	TA	TA-5	7	Apply Lump Sum Collections to Ad valorem and Direct Assessment	The System will provide the ability to apply net tax liability in the following order: • Ad valorem for Business Personal Property is satisfied first. The remaining is applied proportionally across all outstanding tax liabilities of the total amount due between the following until fully paid: • Ad valorem • Direct Assessment	Must Have	Not-Supported	TaxSys splits real property and personal property tax amounts equally between installments and does not prioritize personal property for payment allocations. We would like to discuss whether the County would consider changing the current methodology of including personal property on first installment only.
2	TA	TA-6	8	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	Yes - Currently Supported by the Product	TaxSys levies the 1% general tax and each debt service independently, allowing the county to track individual bond levies and collections.
2	TA	TA-7	10	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	Yes - Currently Supported by the Product	TaxSys levies the 1% general tax and each debt service independently, allowing the county to track individual bond levies and collections.
2	TA	TA-8	47	TRA District Percentage Calculation	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. 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% 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.	Must Have	Yes - Currently Supported by the Product	TaxSys levies the 1% general tax and each debt service independently, allowing the county to track the 1% and individual bond levies and collections separately. As such, there is no need to track TRA District Percentage in distribution.
2	TA	TA-9	3	Review and Adjust Collection File	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: • 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	Yes - Custom-Development specific to LA County	TaxSys currently supports excluding specific bills or parcels from an advance but not from the collection distribution. Excluding specific bills and/or parcels from collections distributions will require custom development.
2	TA	TA-10	11	Apportion General Levy	The general levy is apportioned using the Taxing Agency AB8 factor for the tax year as detailed in the Countywide Allocation Factors. 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.	Must Have	Yes - Currently Supported by the Product	TaxSys distributes to taxing agencies based on AB8 factors and provides the ability to distribute by original charge or adjusted charge. In addition, the funds may be distributed as collections or advances.
2	TA	TA-11	12	Apportion Debt Service	The debt service is apportioned using the debt service allocation factors as defined in Extend Tax Rolls using the appropriate tax rate. District Share of Debt Service = Debt Service Amount * Corresponding Debt Rate Percentage per each Taxing Entity for an Apportionment Type – Advance(s) +/- Adjustments.	Must Have	Yes - Currently Supported by the Product	TaxSys levies debt service rates independently by jurisdiction or bond issuance, which allows collection and distribution by each bond or jurisdiction independently. As such, there is no need for debt service allocation factors.
2	TA	TA-12	31	Apportion Direct Assessment to Special Assessment Districts	The System will provide the ability to apportion Direct Assessments as collected by TTC to levying agencies based on tax year.	Must Have	Yes - Currently Supported by the Product	TaxSys provides the ability to levy and distribute direct charges.
2	TA	TA-13	27	Recover Commission Charges (.0025) from Special Districts	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.	Must Have	Yes - Currently Supported by the Product	TaxSys can deduct the commission fee from the allocation to the direct charge agency at the point of apportionment.
2	TA	TA-14	32	Manage Negative Apportionment (Reverse Distribution)	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: • Ad valorem • Direct Assessment • Penalties • Redemption Cost • Non-sufficient Fund (NSF) event • Misapplication (collection was posted to the incorrect assessment) • Cost • Redemption fees 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.	Must Have	Yes - Currently Supported by the Product	TaxSys can perform negative apportionments for all taxes, costs, and fees due to corrections or erroneous payments. TaxSys will offset apportionments with any prior negative adjustments to ensure that the amount distributed is net of corrections and adjustments. Additionally, TaxSys can produce correspondence to taxing agencies requesting a return of funds.
2	TA	TA-15	49	De-Apportionment (Refund)	The System will provide the ability to recover tax revenue from taxing agencies after distribution of the collections.	Must Have	Yes - Currently Supported by the Product	
2	TA	TA-16	33	Manage Manual Apportionment Adjustments	The System will provide the ability to apply or cancel an apportionment adjustment for a taxing agency. • 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 The System will provide workflow provisions to review and approve these manual adjustments.	Must Have	Yes - Custom-Development specific to LA County	TaxSys supports the ability to adjust apportionment amounts for a taxing entity with a few methods. In the event that AB8 or other allocation factors change, TaxSys users can perform a rebalancing distribution, which will shift all year-to-date apportionments to use the new factors. For adjustments that don't require a factor change, users with appropriate permissions can perform amount transfers from one agency to another. Custom development may be required to accommodate other methods of apportionment adjustments.
2	TA	TA-17	34	Calculate CRA/EIFD TRA Share Percentage	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.	Must Have	Yes - Currently Supported by the Product	TaxSys calculates and stores the CRA/EIFD share percentage to allocate increments from the taxing agency to the CRA/EIFD. Supplemental collections are considered increments and will be fully allocated to the CRA/EIFD for the TRAs in which they exist.
2	TA	TA-18	48	Prior Year Adjustment Apportionment of Redeemed Assessment	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.	Must Have	Yes - Currently Supported by the Product	TaxSys supports recouping TTC fees, costs, and roll corrections of secured delinquent assessments, both before and after redemption.
4	TA			**Functional Requirements**				
4.1	TA			**Secured Tax Apportionment Requirements**				

4.1	TA	TA-19	93	Calculate Secured Advance Apportionment	The System will provide the ability to use secured original charge (Non-Unitary and Unitary Revenues) for determining the current year secured advance. • 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	Yes - Currently Supported by the Product	TaxSys allows user-configured advances based on roll type, district, and parcel. TaxSys tracks any adjustments that occur over the course of the roll year and allows those adjustments to be apportioned separately from original charge apportionments. Any over or under-payments are recorded in the system and recognized as adjustments to the original charge. All apportionments build upon one another, so a prior apportionment is always considered when a new one is created.
4.1	TA	TA-20	18	Apportion Actual Current Year (CY) Secured – Net Apportionment Amount	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. CY Secured Net Apportioned Amount = +/- 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	Yes - Currently Supported by the Product	TaxSys calculates and apportions the general levy by AB8 factors, debt service based on the tax rate, adjusting for CRA/EIFD loss, adjustments, and commissions.
4.2	**TA**			**Unsecured Tax Apportionment Requirements**				
4.2	**TA**	TA-21	165	Unsecured Allocation Factors	The System will use the following allocation factors to apportion unsecured taxes: • 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	Yes - Custom-Development specific to LA County	TaxSys distributes unsecured general tax levy by current year unsecured factors, which are last year's secured factors. Debt service rates are based on prior year debt service rates, and prior year unsecured general tax levy and debt service are based on the actual year less one. Custom development is required to accommodate using prior year factors for prior year unsecured general tax levy.
4.2	**TA**	TA-22	159	Unsecured First Advance Apportionment	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. Note: There is no advance for CRA/EIFD.	Must Have	Yes - Custom-Development specific to LA County	TaxSys supports the ability to advance a user-defined percentage of revenues based on the original charge. Advancing taxing entities separately from CRA/EIFD will require custom development.
4.2	**TA**	TA-23	163	Apportion Non-Commercial Aircraft 1% Revenue	The System will provide the ability to apportion non-commercial aircraft 1% revenue at a TRA level as follows: For incorporated area allocate: • 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. For unincorporated areas allocate: • 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. RTC 65451 thru 65456	Must Have	Yes - Currently Supported by the Product	TaxSys apportions non-commercial aircraft revenue in compliance with statutory requirements.
4.3	**TA**			**Unitary Apportionment Requirements**				
4.3	TA	TA-24		Unitary Net Apportionment Amount	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. State Assessed Unitary Net Apportionment Amount = +/- 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	Yes - Custom-Development specific to LA County	TaxSys distributes unitary revenues by current year unitary factors based on AB454. Unitary debt is collected and distributed based on the unitary debt service rate. Prior year unitary general levy and debt service utilize actual factors and rates. Custom development is required to accommodate using prior year factors for prior year general tax levy.
4.3	TA	TA-25	202	Calculate Qualified Public Utility	The System will provide the ability to calculate the ratio of the prior year 1% Qualified Public Utility (QPU) Unitary Original Charge • 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	Must Have	Yes - Currently Supported by the Product	TaxSys calculates and apportions Qualified Public Utility in compliance with statutory requirements.

4.3	TA	TA-26	203	Apportion Qualified Public Utility	The System will provide the ability to apportion the QPU amount:
					• Identify 1% from the Total Tangible Property amount (*1%)
					• Identify the property categories:
					  • 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	Yes - Currently Supported by the Product	TaxSys calculates and apportions Qualified Public Utility in compliance with statutory requirements.

4.3	TA	TA-27	206	Defaulted State Assessed Unitary – Other	The System must support the ability to: • Apportion the penalty and cost in the same manner as the tax revenue using the Collection. • Penalties are assessed in State Assessed Unitary collection. The System will merge the allocated unitary taxes with Defaulted non-unitary taxes prior to tax distribution.	Must Have	Yes - Currently Supported by the Product	TaxSys assesses and distributes penalties associated with defaulted State Assessed unitary.
4.4	**TA**			**Supplemental Tax Apportionment Requirements**				
4.4	TA	TA-28	20	Apportion Current Year (CY) Supplemental – Taxing Agency Net Apportionment Amount	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. CY Supplemental Net Apportionment Amount = +/- 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 The System will provide the ability to identify the Balance Forward collections from prior years and net this amount from current year collections.	Must Have	Yes - Currently Supported by the Product	TaxSys apportions current supplemental revenues using the current year supplemental factors, which are adjusted for K12 ADA, and debt service tax rate adjusted for CRA/EIFD loss and adjustments.
4.4	TA	TA-29	22	Prior Year Supplemental Tax – Apportionment	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.	Must Have	Yes - Custom-Development specific to LA County	TaxSys currently utilizes the actual year AB8 factor and Debt Service Rate for prior year supplementals. The ability to use prior year factor and rate will require custom development.
4.5	**TA**			**Calculate the 5% Supplemental Admin Cost Requirements**				
4.5	TA	TA-30	130	5% Admin Cost Hold Back	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. • 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	Yes - Currently Supported by the Product	TaxSys withholds the 5% supplemental fee from supplemental distributions, excluding refunds from negative supplementals.
4.5	TA	TA-31	234	Apportion Supplemental 5% Admin Fee	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). 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.	Must Have	Yes - Custom-Development specific to LA County	TaxSys can distribute funds based on a county-defined formula. Configuring TaxSys to distribute the 5% Admin Fee will require custom development within our distribution framework.
4.6	**TA**			**Secured Default Tax Roll Apportionments**				
4.6	TA	TA-32	19	Secured Default Tax Roll Apportionments	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. 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) The System will provide the ability to identify the Balance Forward collections from prior years and net these amounts from current year collections.	Must Have	Yes - Custom-Development specific to LA County	TaxSys distributes secured defaulted revenue using the actual year AB8 factors and Debt Service Rates. The ability to use a prior year rate will require custom development.
4.7	**TA**			**Apportion HOX Reimbursement Claim Requirements**				
4.7	TA	TA-33	209	HOX – Apportionment	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: 1. First Payment - 15% 2. Second Payment - 35% 3. Third Payment - 35% 4. Fourth Payment -15% This reimbursement includes the Current, Prior Years and Supplemental HOX on the Reimbursement Claims.	Must Have	Yes - Currently Supported by the Product	TaxSys provides the ability to record subvention revenue from the State and distribute it to the appropriate taxing agencies.
4.8	**TA**			**Apportion Racehorse Tax Requirements**				

4.8	TA	TA-34	217	Racehorse Tax – Net Apportionment Amount	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. District Net Apportioned Amount = +/- Racehorse Tax +/- Adjustments +/- Refunds	Must Have	Yes - Planned Enhancement to the Product	
4.8	TA	TA-35	216	Racehorse Tax – Apportionment Rule	The System will provide the ability to apportion Racehorse Tax using the County Ratios at the TRA level as per the following rules: For incorporated area allocate: 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. For unincorporated areas allocate: 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	Yes - Planned Enhancement to the Product	TaxSys will provide the ability to record and distribute Racehorse Tax based on user-defined methods.
4.8	TA	TA-36	219	Racehorse Tax - Other	The System will provide the ability to do the following: 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	Yes - Planned Enhancement to the Product	TaxSys will provide the ability to record and distribute Racehorse Tax based on user-defined methods.
4.9	**TA**			**Highway Rental Requirements**				
4.9	TA	TA-37	222	Highway Rental – Details Availability	The System will provide the ability to view and track the current year highway rental apportionments for the following: 1. Individual assessment level 2. TRA level 3. Taxing District level	Should Have	Yes - Currently Supported by the Product	
4.9	TA	TA-38	224	Highway Rental - Identification of Possessory Interest Tax Bills	The System will provide the ability to: 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	Not-Supported	TaxSys reporting may be used to identify possessory interest bills with CALTRANS listed as the assessee. However, TaxSys does not support the automatic handling of these bills specific to Highway Rental requirements.
4.9	TA	TA-39	225	Highway Rental – CALTRANS Payment Information	The System will provide the ability to: 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	Yes - Custom-Development specific to LA County	TaxSys provides the ability to cashier and distribute Highway Rental tax. Adding the ability to track CALTRANS liability would require custom development.
4.9	TA	TA-40	226	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	Yes - Currently Supported by the Product	If payment is received from CALTRANS for their possessory interest tax liability, the user may identify the bills in TaxSys and apply payment.
4.9	TA	TA-41	223	Highway Rental – Apportionment Rules	The System will support apportioning the Highway Rental revenue for Incorporated and Unincorporated areas based on the following rules: For incorporated area allocate: 1. 1/2 highway rental tax revenue to City General Fund 2. 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) For unincorporated areas allocate: 1. 1/2 highway rental tax revenue to County General Fund 2. 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	Yes - Currently Supported by the Product	TaxSys will provide the ability to record and distribute Highway Rental Tax based on a user-defined method.
4.10	**TA**			**Special Apportionment Requirements**				
4.10	TA	TA-42		Manual Calculations / Allocations	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. Applicable to miscellaneous revenue received from the state, court orders, audit finding, corrections, etc.	Must Have	Yes - Currently Supported by the Product	TaxSys supports a flexible distribution framework that provides the ability to record and distribute funds based on user-defined methodology.
4.11	**TA**			**Special Apportionment - Wildfire/Disaster Tax Loss Reimbursement**				
4.11	TA	TA-43	53	Land and Improvement Adjustment Due to Wildfire - Tax Loss Claim	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. 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. 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). The System will provide the ability to categorize a school district agency into one of the two types: 1. Basic Aid 2. Non Basic Aid Note: Basic Aid and Non-Basic Aid schools are identified but do not receive reimbursement from the state.	Must Have	Yes - Custom-Development specific to LA County	TaxSys supports the ability to accept calamity assessments from the Assessor and determine the amount of negative reimbursement to each affected taxing entity. The ability to project the loss into a second year will require custom development. We would like to discuss this requirement during implementation to better understand the County's needs.
4.11	TA	TA-44	238	Special Apportionment- Wildfire Adjustment	The System will provide the ability to receive Parcel Value information from Assessor: 1. Land and Improvement Values before fire happens 2. Land and Improvement Values after fire happened 3. Net loss (differences) of Land Value and Improvement Value The System will provide the ability to update the report data. The System will provide the ability to compare and validate the loss amounts from the data received and the amounts provided by the Assessor. The System will utilize the ratios as followed: 1. First year loss, apply AB8 Allocation Factors 2. Second year loss, apply AB860 ATI Ratios 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). Refer to Reporting Requirements to publish the three reports: 1. Distribution details 2. Affected parcels by the following types 3. Details of adjustment amount	Must Have	Yes - Custom-Development specific to LA County	TaxSys supports the ability to accept calamity assessments from the Assessor and determine the amount of negative reimbursement to each affected taxing entity. The ability to project the loss into a second year will require custom development. We would like to discuss this requirement during implementation to better understand the County's needs.
4.11	TA	TA-45	239	Adjustment On-demand	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. If rejected The System will allow the user to update and resubmit the results after corrections	Must Have	Yes - Custom-Development specific to LA County	We would like to discuss the Wildfire/Disaster reimbursement requirements over the course of the implementation to better understand the County's needs.
4.12	**TA**			**CRA/EIFD Special Apportionment**				
4.12	TA	TA-46	240	Calculate CRA/EIFD Share of the Special Apportionment	The System will provide the ability to calculate and track the CRA/EIFD share of revenue and collections from Special Apportionments, if applicable. CRA Share is derived by utilizing the Regular TRA Share Percentage, with the exception of the HOX reimbursement which CRA gets 100%	Must Have	Yes - Custom-Development specific to LA County	TaxSys allows users the ability to identify the details of a special apportionment, including what portion is received by CRA/EIFD. Calculating the amount received by the CRA/EIFD may require custom development.
4.12	TA	TA-47	244	Generate CRA/EIFD Loss File	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.	Must Have	Yes - Currently Supported by the Product	TaxSys records all contributions from affected taxing entities to the CRA/EIFD. These losses may be reported using TaxSys reporting.
4.12	TA	TA-48	241	Unitary Overage Redistribution	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. 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	Must Have	Yes - Custom-Development specific to LA County	TaxSys incorporates Unitary revenue as part of the RDA distribution calculations. Re-distributing Unitary revenues for non-RDA CRAs/EIFDs would require custom development.
4.12	TA	TA-49		CRA Year End Negative Offset Rebalancing	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. 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 (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.)	Must Have	Yes - Custom-Development specific to LA County	We are currently completing development to support mid-year changes in CRA project area status (moving above or below their frozen base), including the ability to offset negative tax increment among tax types. Offsetting specific revenue types against each other may require custom development.
4.13	**TA**			**Property Tax Administrative Fee (PTAF) Requirements**				
4.13.1	**TA**			**Calculate the Property Tax Administrative Costs Requirements**				

4.13.1	TA	TA-50	245	Property Tax Administrative Costs of County Departments	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: 1. Salaries and Employee Benefits 2. Overhead 3. Services and Supplies 4. Revenue Offset	Must Have	Yes - Planned Enhancement to the Product	TaxSys will support collecting aggregate data that includes all costs (salaries, benefits, overhead, services, and supplies) by the department and offset those costs against applicable revenue in determining the total amount of PTAF.
4.13.1	TA	TA-51	246	Compile Labor Costs	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). 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.	Could Have	Not-Supported	TaxSys will support an upload of the aggregate costs (total net costs) associated with the administration of property tax.
4.13.1	TA	TA-52	247	Calculate Total Net Cost	The System will provide the ability to calculate the following totals by department and division: Total Expenditures = Salaries and Employee Benefits + Overhead + Services and Supplies Total Net Cost = Total Expenditures– Total Revenue Offsets	Must Have	Yes - Currently Supported by the Product	TaxSys will support an upload of the aggregate costs (total net costs) associated with the administration of property tax.
4.13.2	**TA**			**Determining Taxing Agencies' Share of PTAF**				
4.13.2	TA	TA-53	249	Recover Property Tax Administrative Fees (PTAF)	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. 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.	Must Have	Yes - Planned Enhancement to the Product	TaxSys calculates the Property Tax Administrative Fee across all taxing agencies but will only recover the fee from agencies configured to contribute.
4.13.2	TA	TA-54	250	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	Yes - Planned Enhancement to the Product	TaxSys calculates the Property Tax Administrative Fee in compliance with statutory requirements.
4.13.2	TA	TA-55	251	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	Yes - Planned Enhancement to the Product	
4.13.2	TA	TA-56	252	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	Yes - Planned Enhancement to the Product	
4.13.2	TA	TA-57	253	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	Yes - Planned Enhancement to the Product	
4.13.2	TA	TA-58	254	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	Yes - Planned Enhancement to the Product	TaxSys provides the ability for users with the appropriate permissions to manually adjust system-calculated amounts.
4.13.2	TA	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	Yes - Planned Enhancement to the Product	TaxSys distribution supports the transfer of funds based on a user-defined percentage.
4.13.2	TA	TA-60	258	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	Yes - Planned Enhancement to the Product	TaxSys provides the ability to see all inputs and calculations related to factor setting, including PTAF.
4.13.2	TA	TA-61	259	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	Yes - Currently Supported by the Product	Taxsys reporting provides the ability to share customized reports with third parties. All data related to the PTAF distribution will be stored in TaxSys and reportable.
4.14	**TA**			**Tax Equity Allocation (TEA) Requirements**				
4.14	TA	TA-62	260	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	Yes - Currently Supported by the Product	TaxSys provides the ability to designate a taxing entity as a TEA city.
4.14	TA	TA-63	261	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	Yes - Planned Enhancement to the Product	TaxSys calculates TEA in compliance with statutory requirements.
4.14	TA	TA-64	262	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	Yes - Planned Enhancement to the Product	
4.14	TA	TA-65	263	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	Yes - Planned Enhancement to the Product	
4.14	TA	TA-66	264	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	Yes - Planned Enhancement to the Product	
4.14	TA	TA-67	265	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	Yes - Planned Enhancement to the Product	
4.15	**TA**			**Apportion Educational Revenue Augmentation Fund (ERAF) Requirements**				
4.15	TA	TA-68	272	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	Yes - Currently Supported by the Product	TaxSys records ERAF revenue by tax type, including revenue originating from redemption.
4.15	TA	TA-69	273	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	Yes - Custom-Development specific to LA County	TaxSys does not currently exclude redemption ERAF in its ERAF calculation. Supporting the ability to exclude redemption ERAF will require custom development.
4.15	TA	TA-70	274	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	Yes - Planned Enhancement to the Product	TaxSys will support the ability to obtain estimated report period allocations.
4.15	TA	TA-71	275	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	Yes - Custom-Development specific to LA County	TaxSys does not currently support a separate allocation of redemption ERAF. This will require custom development.
4.15	TA	TA-72	276	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	Yes - Currently Supported by the Product	Taxsys supports the ability to apportion ERAF fund balance net of VLF.
4.15	TA	TA-73	278	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	Yes - Currently Supported by the Product	TaxSys supports the ability to transfer ERAF funds to VLF.
4.16	**TA**			**Vehicle License Fee Requirements**				
4.16	TA	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	Yes - Currently Supported by the Product	TaxSys calculates the vehicle license fee in compliance with statutory requirements.
4.16	TA	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	Yes - Currently Supported by the Product	Distribution may occur once the VLF calculation is complete. TaxSys does not currently support a pre-configured distribution date.
4.17	**TA**			**Tax Revenue Distribution Requirements**				
4.17	TA	TA-76	279	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) • PCGAX – Regular Monthly distribution/EIFD & TWR - Manual checks • SWR – RPTTF/ASUMF	Must Have	Yes - Currently Supported by the Product	TaxSys supports the transfer of funds in eCAPS via interface files, including journal vouchers, EFTs/direct deposits, and manual checks, following the review, approval, and completion of property tax distributions. TaxSys distributions are not created on a pre-configured date.
4.17.1	**TA**			**Enter Taxing Entity withholding Amount**				
4.17.1	TA	TA-77	280	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	Yes - Planned Enhancement to the Product	TaxSys will have the ability to defer or redirect funds for taxing agencies, successor agencies, or EIFDs.
4.17.2	**TA**			**Generate Remittance Advice**				
4.17.2	TA	TA-78	283	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.	Must Have	Yes - Planned Enhancement to the Product	TaxSys will offer reports for taxing agencies via the public site. The County may configure reports and include all applicable information, including the name of the receiving agency, the roll, tax, penalty and cost type, the amount received of each, and aggregate amounts based on a specific date range.

					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.			
4.17.3	**TA**			**Apportionment Interface Payment files**				
4.17.3	TA	TA-79	284	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	Yes - Custom-Development specific to LA County	TaxSys creates JEs and ACHs as part of the distribution process and can support postback information on ACHs, warrants, or vouchers. The interface to the eCAPS will be custom-developed for LA County based on an existing standard interface framework. Users may run a series of reports to reconcile between eCAPS and TaxSys, but TaxSys does not provide the ability to reconcile automatically.
4.17.3	TA	TA-80	285	Validate Taxing Agency Vendor Information	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	Not-Supported	
4.17.3	TA	TA-81	286	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	Yes - Currently Supported by the Product	
4.17.4	**TA**			**Generate Journal Vouchers and Integrate with eCAPS**				
4.17.4	TA	TA-82	291	Apportionment Journal Voucher (JV) Interface Files	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: 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: 1. Payment Date 2. Payment Amount 3. Type of Distribution 4. Interface filename The System will determine the type of distribution and create the journal entry (debit and credit) based on payment transactions. The System will provide the following information for tracking and reconciliation purposes during each Distribution period: 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	Yes - Custom-Development specific to LA County	TaxSys creates Journal Vouchers as part of the distribution process that will include payment date, payment amount, type of distribution, and interface file name. The interface to the eCAPS will be custom-developed for LA County, based on an existing standard interface framework. TaxSys will provide information for users to reconcile distribution payments with eCAPS, though the information about transactions processed and rejection reasons will be stored in eCAPS.
4.17.4	TA	TA-83	292	Generate RPTTF Distribution JVA transactions	The System will provide the ability to generate and track various JVA transactions that will facilitate the fund transfer: 1. From the RDA Funds to the respective RPTTF Fund 2. From RPTTF to various Taxing Agency a. Contractual (categorized by Prior/Current Year) - Tax and Facility b. Deferral - Memorandum of Understanding (MOU) c. Deferral Repayment d. Subordination (categorized by Prior/Current Year) - Tax and Facility e. Statutory (categorized by Prior/Current Year) - 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 (PAF; transfers the fund from Taxing Agency to the RPTTF)	Must Have	Yes - Custom-Development specific to LA County	TaxSys creates Journal Vouchers as part of the distribution process and can support postback information from eCAPS. The interface to the eCAPS will be custom-developed for LA County based on an existing standard interface framework.
4.17.4	TA	TA-84	294	Create Data for CRA, IFD and Non-CRA	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. 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. The System will provide the ability to manually upload the Apportionment Distribution data file with the following data fields: 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 The System will create backup of every Apportionment Distribution data file that is processed during each run of each Distribution period. The System will create backup of database prior to adding new Apportionment Distribution data during each run of each Distribution period. The System will provide the ability to validate the input Apportionment Distribution data file as follows: 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: 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	Yes - Currently Supported by the Product	TaxSys distributions are built from live data stored by the system. When a user creates a distribution, TaxSys compiles all the relevant levy, collection, and previous apportionment data to determine the net amount to distribute based on apportionment factors. Detailed information about each distribution is stored in TaxSys and can be accessed via different reporting mechanisms. Concurrently, TaxSys generates interface files for Journal Vouchers, ACHs, or warrants based on the chart of accounts and agency information that will get reviewed, reconciled, approved, and sent to eCAPS. That file is stored in perpetuity and can be referenced at any point in the future, along with detailed information about how that file was compiled. Backup databases are not necessary using this method.
4.17.4	TA	TA-85	301	Databases Maintenance	The System will provide the ability to maintain agency information and journal voucher entry data.	Must Have	Yes - Currently Supported by the Product	
4.17.4	TA	TA-86	304	Generate Journal Voucher Initiated By Accounting Division	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. The System will provide the ability to obtain the source transactions by: 1. Interfaced transaction file (automated) from the Treasurer & Tax Collector and other entities when applicable. 2. Upload transaction file.	Must Have	Yes - Currently Supported by the Product	TaxSys supports agency transfers, where funds from one agency are redirected to another, along with the corresponding Journal Voucher information.
4.17.5	**TA**			**Generate eCAPS interface for Special Apportionments (Manual Journal Vouchers)**				
4.17.5	TA	TA-87	305	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	Yes - Custom-Development specific to LA County	TaxSys creates a file to interface with eCAPS for any distribution activity tracked in TaxSys. If a manual journal voucher is created in eCAPS without a corresponding action in TaxSys, TaxSys cannot store that information. The interface to the eCAPS will be custom-developed for LA County based on an existing standard interface framework.
4.17.5	TA	TA-88	306	Generate Manual Warrants	The system will provide provisions that will facilitate the generation of manual warrants as necessary. 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	Yes - Custom-Development specific to LA County	TaxSys creates a file to interface with eCAPS for any distribution activity tracked in TaxSys. If a manual journal voucher is created in eCAPS without a corresponding action in TaxSys, TaxSys cannot store that information. The interface to the eCAPS will be custom-developed for LA County based on an existing standard interface framework.
5	**TA**			**REPORTING REQUIREMENTS**				

5	TA	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	Yes - Currently Supported by the Product	TaxSys reporting allows for ad hoc reports on specified criteria, including Agency ame and Agency Secured Tax Rate.
5	TA	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	Yes - Currently Supported by the Product	TaxSys reporting provides access to data in real-time and can be used for many reporting and validation needs. Reports with a specific structure or content may require custom development.

Roll Maintenance

Sect. No.	Business Function	Reqmt	Reqmt	Functional Requirements	Requirement Description	County Priority	Proposer Response	Proposer Comments
2	**RM**			**General Requirements**				
2	RM	RM-1	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	Yes - Custom-Development specific to LA County	The interface to the Assessor and other systems will be custom-developed for LA County based on an existing standard interface framework.
2	RM	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	Yes - Custom-Development specific to LA County	We will implement the Public Acquisition information form so that a public acquisition can be initiated through TaxSys and forwarded to the correct departments. We will not implement the Assessment transfer request forms portal, as we believe this function should live with the Assessor directly.
2	RM	RM-3	2	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	Yes - Currently Supported by the Product	
2	RM	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	Yes - Currently Supported by the Product	
2	RM	RM-5	6	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	Yes - Custom-Development specific to LA County	We will build these validation rules into your roll management interface during implementation.
2	RM	RM-6	7	Validation Exceptions	The system will provide the ability to view, report, store the exception and track all roll correction exceptions.	Must Have	Yes - Currently Supported by the Product	
2	RM	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	Yes - Custom-Development specific to LA County	Our Roll Management interface allows for the receipt of a replacement correction, but if the County desires inline editing of the attempted correction assessment, we will enable that during implementation.
2	RM	RM-8	9	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	Yes - Custom-Development specific to LA County	During the implementation, we can incorporate these special handling rules into LA County's business process.
2	RM	RM-9	13	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	Yes - Currently Supported by the Product	
2	RM	RM-10	14	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 specific 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	Yes - Currently Supported by the Product	
2	RM	RM-11	16	Access Payment Information	The system will provide the ability to access and retrieve tax bill payment information.	Must Have	Yes - Currently Supported by the Product	
2	RM	RM-12	21	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	Yes - Currently Supported by the Product	We will work with the County to ensure all required R&T code sections are built into the list of correction reason codes.
2	RM	RM-13	22	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	Yes - Custom-Development specific to LA County	We will build any County-specific templates during implementation. Some letter templates may already exist or will be based on existing templates.
2	RM	RM-14	23	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	Yes - Currently Supported by the Product	When a tax bill has been adjusted downward and a refund issued, if that assessment and bill are adjusted back upward for any reason, the amount previously issued as a refund will now be included in the balance due from the newly issued bill.
2	RM	RM-15	26	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	Yes - Custom-Development specific to LA County	TaxSys will adjust the assessment as necessary, and if that assessment has been prorated across multiple years, each year will be adjusted by their pro-rata share of the assessment change.
2	RM	RM-16	29	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	Yes - Custom-Development specific to LA County	We will work with the County to build an interface for requesting warrants and ensure the accompanying money movement within the accounting system is included.
4	**RM**			**Functional Requirements**				
4.1.1	RM	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	Yes - Currently Supported by the Product	
4.1.1	RM	RM-18	33	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	Yes - Custom-Development specific to LA County	The ability to prorate between ownership changes will depend on good ownership data received from the Assessor.
4.1.1	RM	RM-19	34	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	Yes - Custom-Development specific to LA County	As part of the Roll Corrections interface, we will ensure upward corrections to defaulted bills do not extend the bills' due dates.
4.1.1	RM	RM-20	38	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	Yes - Custom-Development specific to LA County	The Name and Address Updates interface will be custom-developed for LA County based on an existing system interface framework.
4.1.1	RM	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	Yes - Custom-Development specific to LA County	Collections of Lien and Enforcement fees are automatic. Any notices required to reimburse the Auditor-Controller will be developed during the implementation.
4.1.1	RM	RM-22	72	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	Yes - Custom-Development specific to LA County	We will implement these restrictions as part of the County's Roll Corrections interface.
4.1.1	RM	RM-23	73	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	Not-Supported	If the County scans these documents into a document management system that can serve the image up in a browser, we can display the linked images. TaxSys does not actually perform the scanning, and cannot scan the image through to a document management system; however, if the County uses their own local scanning software, those scanned images can be uploaded to TaxSys if desired.
4.1.1	RM	RM-24	85	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	Yes - Currently Supported by the Product	
4.1.1	RM	RM-25	86	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	Yes - Currently Supported by the Product	We will use TaxSys Reporting to track the number of assessments transferred and confirm their new roll status.
4.1.1	RM	RM-26	89	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	Yes - Custom-Development specific to LA County	Items 1 and 2 are automatic. Item 3 will require customization to identify page 8900 Map Book properties as transferring to the Unsecured roll.
5	**RM**			**Reporting Requirements**				
5	RM	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	Yes - Custom-Development specific to LA County	We will build any reports not already available in TaxSys, limited to those listed in Exhibit A of the Statement of Work, Attachment 9 related to roll maintenance. Any additional reports would be outside the base scope for this project.
5	RM	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	Yes - Currently Supported by the Product	TaxSys reporting allows for thorough ad hoc reporting. Data analytics will be provided through our dashboard presentation tool, VisionPro.
6	**RM**			**EXTERNAL DATA ACCESS REQUIREMENTS**				
6	RM	RM-29	137	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	Not-Supported	Any request to transfer assessments outside the standard rules (transferring a secured real parcel to the unsecured roll, for instance) can be made directly in TaxSys. A portal to request this will not be delivered with this implementation.

Mandatory Reporting

Sect. No.	Business Function	Reqmt	Reqmt	Functional Requirements	Requirement Description	County Priority	Proposer Response	Proposer Comments
2				**General Requirements**				
2	MR	MR-1	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	Yes - Currently Supported by the Product	TaxSys allows access to information required for mandatory reporting by creating configurable saved reports. In some instances, TaxSys may create the actual report; in others, TaxSys will provide the information needed to populate the report.
2	MR	MR-2	1	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	Yes - Custom-Development specific to LA County	TaxSys provides the ability to save reports and use them as the basis for mandatory reporting. These reports can be downloaded and stored using our TaxSys notes upload feature. The ability to create a variance analysis based on prior year data will require custom development.
4				**FUNCTIONAL REQUIREMENTS**				
4.1				**Generate BOE-822 Report Requirements**				
4.1	MR	MR-3	4	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	Yes - Currently Supported by the Product	TaxSys provides a series of reports that includes all the requisite data for the BOE-822 report. Users will run the reports to collect the data required and manually enter the appropriate data in the BOE-822 report format.
4.1	MR	MR-4	20	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	Yes - Custom-Development specific to LA County	TaxSys reports may be used to validate data at the summary and TRA level. However, creating a variance analysis based on prior year data will require custom development.
4.2.				**Generate LGRS Report Requirements**				
4.2.	MR	MR-5	26	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	Yes - Custom-Development specific to LA County	TaxSys provides a series of reports that includes all of the requisite data for the LGRS report. Users will run the reports to collect the data required and manually enter the appropriate data in the LGRS report format. Generating the LGRS report in a specific schedule format may require custom development.
4.2	MR	MR-6	31	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	Yes - Currently Supported by the Product	TaxSys reporting provides the ability to view data in detail (District level) and in aggregate (County level).
4.2	MR	MR-7	32	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	Yes - Custom-Development specific to LA County	Supporting the review and approval of the LGRS report will require custom development using TaxSys' existing approval framework.
4.3				**CALCULATE THE CALIFORNIA STATE ASSOCIATION OF COUNTIES AND ERAF ESTIMATES**				
4.3	MR	MR-8	37	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	Yes - Currently Supported by the Product	TaxSys will calculate and store the ERAF estimates and amounts that may be used in the CSAC and ERAF Estimates report.
4.4				**RDA Dissolution Mandated Reports**				
4.4.1				**Generate Redevelopment Property Tax Trust Fund (RPTTF) Distribution Summary Report (ABx1 26)**				
4.4.1	MR	MR-9	41	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	Yes - Planned Enhancement to the Product	TaxSys will generate the RPTTF distribution schedule but cannot add configurable footnotes and annotations on a per-report basis.
4.4.1	MR	MR-10	42	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	Yes - Planned Enhancement to the Product	TaxSys will generate the RPTTF estimates distribution schedule but cannot add configurable footnotes and annotations on a per-report basis.
4.4.2				**Generate Asset Sales and Unencumbered Money Funds (ASUMF) Distribution Summary Report (H&S 34191.5)**				
4.4.2	MR	MR-11	43	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	Not-Supported	TaxSys reporting can provide information necessary for the ASUMF report but does not currently support creating the ASUMF format or adding footnotes and annotations.
4.4.3				**Generate Successor Insufficiency Claim Analysis Form**				
4.4.3	MR	MR-12	44	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	Not-Supported	TaxSys does not support the ability to generate the Insufficiency Claim Analysis for RPTTF short-fall.
4.5				**Homeowner Exemption Claim Requirements**				
4.5	MR	MR-13	45	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	Yes - Currently Supported by the Product	TaxSys provides a series of reports that include all of the requisite data for the HOX report, including the total of HOX exemptions for secured, unsecured, and supplemental, aggregate roll values, changes in HOX exemptions, the number and total amount of HOX claims in a given year. Users will run the reports to collect the data required and manually enter the appropriate data in the HOX report format.
4.5	MR	MR-14	50	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	Yes - Custom-Development specific to LA County	TaxSys reports may be used to validate data for any period. However, the ability to create a variance analysis based on prior year data will require custom development.
5.0				**Generate Taxpayer's Guide Requirements**				
5.0	MR	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	Yes - Currently Supported by the Product	TaxSys provides a series of reports that includes all the requisite data for the TaxPayer's Guide. Users will run a series of reports to collect the data required and manually enter the appropriate data in the report format.
5.0	MR	MR-16	59	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	Not-Supported	TaxSys cannot create and edit narrative documents that are not in a pre-defined format with predefined content.
5.0	MR	MR-17	68	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	Not-Supported	TaxSys provides a series of reports that include all the requisite data for the TaxPayer's Guide. Users may edit and save reports, which can be stored by roll year.
6.0				**School District's Report Requirements**				
6.1				**Generate K-12 School District's J-29 Report Requirements**				
6.1	MR	MR-18	71	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	Yes - Planned Enhancement to the Product	TaxSys provides a series of reports that include all of the requisite data for the J29, P1, P2, and Actual reports. Users will run the reports to collect the data required and manually enter the appropriate data in the J-29 report format.
6.2.				**Generate Community College Districts CCFS-329 Report Requirements**				

6.2	MR	MR-19	71	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	Yes - Planned Enhancement to the Product	TaxSys provides a series of reports that include all of the requisite data for the CCFS-329 report. Users will run the reports to collect the data required and manually enter the appropriate data in the CCFS-329 report format.
7.0				**PROPOSITION 19 (HOME PROTECTION ACT) REQUIREMENTS**				
7.0	MR	MR-20	77	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	Yes - Custom-Development specific to LA County	CDFTA Every 3-year reporting will depend on the Assessor's ability to provide information that can be used to calculate the gain or loss due to the transfer of base values. Should the Assessor be able to provide the requisite information, TaxSys will provide a series of reports that include all necessary data for the CDFTA report. This report has not yet been implemented in TaxSys and will require custom development to support it.
8.0				**Parcel Tax Reporting for AB2109 (Direct Assessment Exemptions)**				
8.0	MR	MR-21	79	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	Yes - Currently Supported by the Product	TaxSys provides a series of reports that include all of the requisite data for the AB2109 report. Users will run the reports to collect the data required and manually enter the appropriate data in the AB2109 report format.
9.0				**External Data Access Requirements**				
9.0	MR	MR-22	81	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	Yes - Currently Supported by the Product	TaxSys can link to the Taxpayer's Guide on the public site.

Refund Management

Sect. No.	Business Function	Reqmt	Reqmt	Functional Requirements	Requirement Description	County Priority	Proposer Response	Proposer Comments
2	REF			General Requirements				
2	REF	REF-1	23	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	Yes - Planned Enhancement to the Product	We are adding the ability to submit refund claim requests on the public portal and submit supporting documentation as a planned enhancement.
2	REF	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	Yes - Planned Enhancement to the Product	
2	REF	REF-3	1	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	Yes - Currently Supported by the Product	TaxSys automatically assigns a unique refund number to each refund.
2	REF	REF-4	2	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	Yes - Currently Supported by the Product	
2	REF	REF-5		Management Refund Dashboard	The system will provide dashboards for A-C management to track refund processing activity / key performance indicators.	Should Have	Yes - Planned Enhancement to the Product	
2	REF	REF-6	44	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	Yes - Planned Enhancement to the Product	Items #1 and #4 are planned enhancements. Items #2 and #3 are currently supported.
4	REF			FUNCTIONAL REQUIREMENTS				
4.1	REF			Managing Refund Claims Requirements				
4.1	REF	REF-7	3	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	Yes - Custom-Development specific to LA County	The ability to route refund requests to external county departments (outside AC/TTC) will be a custom development for LA County.
4.1	REF	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	Must Have	Yes - Currently Supported by the Product	These fields are all visible within TaxSys but not from the same screen simultaneously.
4.1	REF	REF-9	8	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	Yes - Currently Supported by the Product	
4.1	REF	REF-10	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	Yes - Currently Supported by the Product	
4.1	REF	REF-11	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	Yes - Currently Supported by the Product	
4.2	REF			Validation and Exception Requirements				
4.2	REF	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	Yes - Currently Supported by the Product	
4.2	REF	REF-13	156	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	Yes - Custom-Development specific to LA County	Multiple refund requests through the portal will be identified as duplicates.
4.2	REF	REF-14	48	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	Yes - Custom-Development specific to LA County	The AAB case number field will be added to refund requests.
4.2	REF	REF-15	14	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	Yes - Currently Supported by the Product	
4.2	REF	REF-16	4	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	Yes - Currently Supported by the Product	
4.3	REF			Review and Approval of Claim Request Requirements				
4.3	REF	REF-17	15	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	Yes - Currently Supported by the Product	
4.3	REF	REF-18	43	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	Yes - Currently Supported by the Product	
4.4	REF			Issue Refund Warrant for Approved Claim Requirements				
4.4	REF	REF-19	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	Yes - Currently Supported by the Product	
4.4	REF	REF-20	21	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	Yes - Currently Supported by the Product	
4.4	REF	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	Yes - Currently Supported by the Product	
4.4	REF	REF-22	17	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	Yes - Custom-Development specific to LA County	The interface to eCAPS will be custom development for LA County, based on an existing accounting system interface framework.
4.4	REF	REF-23	28	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	Yes - Currently Supported by the Product	TaxSys supports the combination of multiple "pending" refunds into one warrant for review and issuance. We will work with the County to configure this business process during implementation.
4.4	REF	REF-24	18	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	Yes - Custom-Development specific to LA County	The interface to eCAPS will be custom development for LA County, based on an existing accounting system interface framework.
4.4	REF	REF-25	7	Refund Reconciliation	The system will provide the ability to reconcile refund counts and amounts with eCAPS inbound interface files.	Must Have	Yes - Custom-Development specific to LA County	The interface to eCAPS will be custom development for LA County, based on an existing accounting system interface framework.
4.5	REF			Processing Returned Mail and Stale Dated Warrants Requirements				
4.5	REF	REF-26	9	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	Yes - Custom-Development specific to LA County	The interface to eCAPS will be custom development for LA County, based on an existing accounting system interface framework.
4.5	REF	REF-27	18	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	Yes - Custom-Development specific to LA County	The interface to eCAPS will be custom development for LA County, based on an existing accounting system interface framework.
4.5	REF	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	Yes - Currently Supported by the Product	This can already be done manually on a one-off basis. For doing this in bulk via a postback file from eCAPS, the interface to eCAPS will be custom development for LA County, based on an existing accounting system interface framework.
4.5	REF	REF-29	49	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	Yes - Currently Supported by the Product	

4.5	REF	REF-30	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	Yes - Custom-Development specific to LA County	Assuming this is in reference to the journal entries required to move rebate funds into the correct accounting location where they can be distributed as a refund/warrant, we will build this as part of your implementation based on our existing Accounting interface format
4.5	REF	REF-31	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	Yes - Custom-Development specific to LA County	Assuming this is in reference to the journal entries required to move rebate funds into the correct accounting location where they can be distributed as a refund/warrant, we will build this as part of your implementation based on our existing Accounting interface format
5	**RM**			**Reporting Requirements**				
5	REF	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	Yes - Currently Supported by the Product	
5	REF	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	Yes - Currently Supported by the Product	
6	**REF**			**EXTERNAL DATA ACCESS REQUIREMENTS**				
6	REF	REF-34	152	Refund Request Interface	The system will provide the ability to receive and store the following information for a refund claim request: 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	Yes - Currently Supported by the Product	
6	REF	REF-35	159	Receive Associated Data for Over-the Counter Refunds	The system will provide the ability to receive, store and associate the following supporting documents to a refund request: • 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. The following validation will be done • 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	Yes - Currently Supported by the Product	

Billing

Sect. No.	Business Function	Reqmt	Reqmt	Functional Requirements	Requirement Description	County Priority	Proposer Response	Proposer Comments
1	BIL	BIL-1		GENERAL REQUIREMENTS				
2	BIL	BIL-1-1	1	Extended Roll Types	The system will provide the ability to receive the following extended roll from auditor controller: • Secured extended tax roll (contains secured and SBE(Unitary)) • Unsecured extended tax roll In addition to: • Supplemental secured tax roll (contains secured supplemental and SBE supplemental) • Supplemental unsecured tax roll	Must Have	Yes - Currently Supported by the Product	
2	BIL	BIL-1-2	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: • 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	Yes - Currently Supported by the Product	Tax Bill and Notice templates can be generated and revised in PDF format and uploaded to the system.
2	BIL	BIL-1-3	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	Yes - Currently Supported by the Product	
2	BIL	BIL-1-4	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	Yes - Currently Supported by the Product	
2	BIL	BIL-1-5	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	Yes - Custom-Development specific to LA County	A bulk bill file interface will be custom-developed for LA County based on an existing system interface framework.
2	BIL	BIL-1-6	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	Yes - Currently Supported by the Product	
2	BIL	BIL-1-7	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	Yes - Currently Supported by the Product	
2	BIL	BIL-1-8	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	Yes - Currently Supported by the Product	During configuration, we will add a "Duplicate" message to bills generated from TaxSys. If the County desires the ability to reprint "Original" bills, we will discuss how to differentiate those during your implementation.
2	BIL	BIL-1-9	9	View Tax Bill History	The system will provide the ability to review the tax bill history by the following criteria: • 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	Yes - Currently Supported by the Product	
2	BIL	BIL-1-10	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: • 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	Yes - Currently Supported by the Product	
2	BIL	BIL-1-11	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): • 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	Yes - Currently Supported by the Product	
2	BIL	BIL-1-12	12	Reconcile Tax Notice Delivery	The system will provide the ability to do the following: • 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	Yes - Custom-Development specific to LA County	We will work with the County to develop a Tax Notice that can be generated from TaxSys and report on any notices that fail to print successfully. We will also provide a report of assessments needing manual review based on the County's criteria.
2	BIL	BIL-1-13	13	Review Tax Notice	The system will provide authorized users the ability to review the tax notices: • 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	Yes - Custom-Development specific to LA County	We will work with the County to develop a Tax Notice that can be generated from TaxSys and reviewed before printing.
2	BIL	BIL-1-14	14	Approve Tax Notice	The system will provide authorized users the ability to approve the tax notices: • 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	Yes - Custom-Development specific to LA County	We will work with the County to develop a Tax Notice that can be reviewed after generation before it is sent to the taxpayer.
2	BIL	BIL-1-15	15	Generate Certificate of Redemption	The system will provide the ability to generate a Certificate of Redemption to the payee of the assessment. • 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	Yes - Currently Supported by the Product	
2	BIL	BIL-1-16	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: • Same Assessee Name and Address (supports bulk payer) • Zip Code	Should Have	Yes - Currently Supported by the Product	
2	BIL	BIL-1-17	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	Yes - Currently Supported by the Product	
2	BIL	BIL-1-18	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	Yes - Currently Supported by the Product	
2	BIL	BIL-1-19	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	Yes - Currently Supported by the Product	
2	BIL	BIL-1-20	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	Yes - Custom-Development specific to LA County	We will work with LA County to build this notice template during implementation.
2	BIL	BIL-1-21	21	Issuing Updated Bills criteria	The system will provide the ability to do the following: • 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	Yes - Currently Supported by the Product	
2	BIL	BIL-1-22	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	Yes - Currently Supported by the Product	
2	BIL	BIL-1-23	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	Yes - Currently Supported by the Product	
2	BIL	BIL-1-24	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: • Tax Bill (AIN or Assessment) • Current Date • Delinquency Status • Payment(s) Received	Must Have	Yes - Currently Supported by the Product	
2	BIL	BIL-1-25	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	Yes - Currently Supported by the Product	
2	BIL	BIL-1-26	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	Yes - Currently Supported by the Product	
2	BIL	BIL-1-27	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	Yes - Currently Supported by the Product	
2	BIL	BIL-1-28	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	Yes - Custom-Development specific to LA County	This can be added as a new data field.
2	BIL	BIL-1-29	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	Yes - Currently Supported by the Product	
2	BIL	BIL-1-30	30	Primary Mailing Address	The system will provide the ability to denote a primary mailing address for an assessment.	Should Have	Yes - Currently Supported by the Product	TaxSys supports multiple assessee addresses and a single alternate mailing address per assessment. One of the assessee addresses can be designated as primary.

	BIL	BIL-1-31	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	Not-Supported	This feature does not exist in the application.
3	**BIL**	**BIL-2**		**AUDIT REQURIEMENTS**				
3	BIL	BIL-2-1	32	Review and Approve Audit Trail	The system will provide the ability to track and maintain history of the following user actions for Bill processing: • 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: • Username • System date/time • Action performed	Should Have	Yes - Currently Supported by the Product	
4	**BIL**	**BIL-3**		**FUNCTIONAL REQUIREMENTS**				
4.1.	**BIL**	**BIL-3-1**		**Generate Secured Annual Tax Bills Requirements**				
4.1.	BIL	BIL-3-1-1	33	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	Yes - Currently Supported by the Product	
4.1.	BIL	BIL-3-1-2	34	Secured Annual Tax Types	The system will provide the ability to classify the secured annual tax bills as per the following: • Single Annual Tax Bill • Informational Bills	Must Have	Yes - Currently Supported by the Product	
	BIL	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	Yes - Currently Supported by the Product	
	BIL	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	Yes - Currently Supported by the Product	
	BIL	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	Yes - Currently Supported by the Product	
	BIL	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. •Flag 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	Yes - Currently Supported by the Product	
4.1.2.	BIL	BIL-3-1-7	35	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	Yes - Currently Supported by the Product	
4.1.2.	BIL	BIL-3-1-8	36	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	Yes - Currently Supported by the Product	
4.1.2.	BIL	BIL-3-1-9	37	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	Yes - Currently Supported by the Product	
4.1.2.	BIL	BIL-3-1-10	38	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	Yes - Currently Supported by the Product	
4.1.3	BIL	BIL-3-1-11	39	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	Yes - Currently Supported by the Product	
4.1.4.	BIL	BIL-3-1-12	40	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	Yes - Custom-Development specific to LA County	Some sorting options already exist, while others (e.g., SBE bills) will be custom-developed.
4.1.4.	BIL	BIL-3-1-13	41	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	Yes - Currently Supported by the Product	
4.1.4.	BIL	BIL-3-1-14	42	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	Yes - Currently Supported by the Product	
4.1.4.	BIL	BIL-3-1-15	43	CORTAC Printing Files	The system will provide the ability to send on-demand Tax bills in a single package to CORTAC agencies.	Must Have	Yes - Currently Supported by the Product	
	BIL	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	Yes - Currently Supported by the Product	
4.2.1.	**BIL**	**BIL-3-2**		**Generate Notice of Non-Payment Requirements**				
4.2.1.	BIL	BIL-3-5-1	44	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	Yes - Currently Supported by the Product	
4.2.1.	BIL	BIL-3-5-2	45	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	Yes - Currently Supported by the Product	
4.3.1.	**BIL**	**BIL-3-3**		**Generate Secured Delinquent Notice Requirements**				
4.3.1.	BIL	BIL-3-3-1	46	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	Yes - Currently Supported by the Product	
4.3.1.	BIL	BIL-3-3-2	47	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	Yes - Currently Supported by the Product	
4.3.1.	BIL	BIL-3-3-3	48	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	Yes - Currently Supported by the Product	
4.3.1.	BIL	BIL-3-3-4	49	Delinquency Notice Generation Timelines	The system must provide the ability to use a system calendar for determining delinquency dates.	Must Have	Yes - Currently Supported by the Product	
4.4.1.	**BIL**	**BIL-3-4**		**Generate Secured Defaulted Tax Bill Requirements**				
4.4.1.	BIL	BIL-3-4-1	50	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	Yes - Currently Supported by the Product	
4.4.1.	BIL	BIL-3-4-2	51	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: • 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	Yes - Currently Supported by the Product	
4.4.1.	BIL	BIL-3-4-3	52	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 isredemption 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	Yes - Currently Supported by the Product	
4.4.3.	BIL	BIL-3-4-4	53	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	Yes - Currently Supported by the Product	
4.4.3.	BIL	BIL-3-4-5	54	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	Yes - Currently Supported by the Product	
4.5.2.	**BIL**	**BIL-3-5**		**Generate Updated Secured Defaulted Tax Bills Requirements**				
4.5.2.	BIL	BIL-3-5-1	55	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	Yes - Currently Supported by the Product	
4.5.2.	BIL	BIL-3-5-2	56	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	Yes - Currently Supported by the Product	
4.5.2.	BIL	BIL-3-5-3	57	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: • 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	Yes - Currently Supported by the Product	

4.5.2.	BIL	BIL-3-5-4	58	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	Yes - Currently Supported by the Product	
4.5.2.	BIL	BIL-3-5-5	59	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: • 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	Yes - Currently Supported by the Product	
4.5.4.	BIL	BIL-3-5-6	60	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	Yes - Custom-Development specific to LA County	We will configure the updated Secured Defaulted Tax Bill print jobs to sort bills with Power to Sell issued to the top if desired.
4.5.4.	BIL	BIL-3-5-7	61	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	Yes - Currently Supported by the Product	
4.5.4.	BIL	BIL-3-5-8	62	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: • The number of updated secured defaulted tax bills • Total Tax Amount of all updated secured defaulted tax bills	Must Have	Yes - Currently Supported by the Product	
4.6.	**BIL**	**BIL-3-6**		**Generate Secured Supplemental Bills Requirements**				
4.6.1.	BIL	BIL-3-6-1	63	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	Yes - Currently Supported by the Product	
4.6.2.	BIL	BIL-3-6-2	64	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	Yes - Currently Supported by the Product	
4.6.2.	BIL	BIL-3-6-3	65	Secured Supplemental Bill Delinquent Date	The system will set the Delinquent Date for each secured supplemental bill as follows: • 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	Yes - Currently Supported by the Product	
4.6.2.	BIL	BIL-3-6-4	66	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: • 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	Yes - Currently Supported by the Product	We will configure the TaxSys rounding calculations to truncate fractional cents rather than rounding.
4.6.2.	BIL	BIL-3-6-5	67	Secured Supplemental Bill 2nd Installment De	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: • 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	Yes - Currently Supported by the Product	We will configure the TaxSys rounding calculations to truncate fractional cents rather than rounding.
4.6.2.	BIL	BIL-3-6-6	68	Secured Supplemental Bill Set Minimum Delin	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	Yes - Currently Supported by the Product	
4.6.2.	BIL	BIL-3-6-7	69	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: • 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	Yes - Currently Supported by the Product	Assuming this request is to send a petition to the Assessor to bring the current year's annual value in line with a new supplemental assessment total, this petition does not exist in TaxSys.
4.6.2.	BIL	BIL-3-6-8	71	Secured Supplemental Bill Report for Assessr	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: • 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	Yes - Currently Supported by the Product	
4.6.4.	BIL	BIL-3-6-9	72	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	Yes - Currently Supported by the Product	
4.6.4.	BIL	BIL-3-6-10	73	Secured Supplemental Bill Count and Amount	The system will provide the ability to generate the following count and amount information for a bill file: • The number of monthly supplemental bills • Total Tax Amount of all monthly supplemental bills	Must Have	Yes - Currently Supported by the Product	
4.7.	**BIL**	**BIL-3-7**		**Generate Transfer Bills Requirements**				
4.7.2.	BIL	BIL-3-7-2	74	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	Yes - Currently Supported by the Product	
4.7.2.	BIL	BIL-3-7-2	75	Secured to Unsecured Transfer List and Histo	The system will provide the ability to do the following: • 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	Yes - Currently Supported by the Product	
4.8.1.	**BIL**	**BIL-3-8**		**Generate Current Year Unsecured Bills Requirements**				
4.8.1.	BIL	BIL-3-8-1	76	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	Yes - Currently Supported by the Product	
4.8.2.	BIL	BIL-3-8-2	77	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	Yes - Currently Supported by the Product	
4.8.2.	BIL	BIL-3-8-2	78	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: • 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	Yes - Currently Supported by the Product	
4.8.2.	BIL	BIL-3-8-2	79	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: • 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	Yes - Currently Supported by the Product	TaxSys offers a configuration option for truncating vs rounding fractional cents.
4.8.2.	BIL	BIL-3-8-2	80	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	Yes - Currently Supported by the Product	
4.8.2.	BIL	BIL-3-8-2	81	Current Year Unsecured Delinquent Date	The system will provide the ability to set the Delinquent Date for each current year unsecured bill as follows: • 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	Yes - Currently Supported by the Product	
4.8.2.	BIL	BIL-3-8-2	82	Current Year Unsecured Delinquent Date Ove	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	Must Have	Yes - Currently Supported by the Product	
4.8.2.	BIL	BIL-3-8-2	83	Unsecured Delinquent Penalties, Fees, and C	The system will provide the ability to include delinquent penalties and fees as follows: • 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 Rollsecured roll to the Unsecured Extended Rollunsecured roll.	Could Have	Yes - Currently Supported by the Product	
4.8.4.	BIL	BIL-3-8-4	84	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	Yes - Currently Supported by the Product	
4.8.4.	BIL	BIL-3-8-4	85	Current Year Unsecured Count and Amount	The system will provide the ability to generate the following count and amount information for a bill file: • The number of current year unsecured bills • Total Tax Amount of all current year unsecured bills	Must Have	Yes - Currently Supported by the Product	
4.9.1.	**BIL**	**BIL-3-9**		**Generate Unsecured Supplemental Bills Requirements**				
4.9.1.	BIL	BIL-3-9-1	86	Unsecured Supplemental Bill Extended Tax R	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	Yes - Currently Supported by the Product	
4.9.2.	BIL	BIL-3-9-2	87	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	Yes - Currently Supported by the Product	
4.9.2.	BIL	BIL-3-9-2	88	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	Yes - Currently Supported by the Product	
4.9.2.	BIL	BIL-3-9-2	89	Unsecured Supplemental Bill	The system will provide the ability to view Unsecured Supplemental Bills by tax bill detail	Must Have	Yes - Currently Supported by the Product	

4.9.2.	BIL	BIL-3-9-2	90	Unsecured Supplemental Bill Set Minimum De	The system will provide the ability to maintain and modify the minimum tax amount for supplemental billing via a user interface.	Must Have	Yes - Currently Supported by the Product	
4.9.2.	BIL	BIL-3-9-2	91	Unsecured Supplemental Bill Delinquent Date	The system will provide the ability to set the Delinquent Date for each unsecured supplemental bill as follows: • 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	Yes - Currently Supported by the Product	
4.9.2.	BIL	BIL-3-9-2	92	Unsecured Supplemental Bill Delinquent Date	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	Must Have	Yes - Currently Supported by the Product	
4.9.2.	BIL	BIL-3-9-2	93	Unsecured Supplemental Bill Delinquent Amo	The system will provide the ability to set the Total Delinquent Amount as follows: • 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	Yes - Currently Supported by the Product	
4.9.4.	BIL	BIL-3-9-4	94	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	Yes - Currently Supported by the Product	
4.9.4.	BIL	BIL-3-9-4	95	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	Yes - Currently Supported by the Product	
4.10.	**BIL**	**BIL-3-10**		**Generate Updated Unsecured Supplemental Bills Requirements**				
4.10.1.	BIL	BIL-3-10-1	96	Updated Unsecured Supplemental Bill Extend	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	Yes - Currently Supported by the Product	
4.10.2.	BIL	BIL-3-10-2	97	Generate Updated Unsecured Supplemental T	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	Yes - Currently Supported by the Product	
4.10.2.	BIL	BIL-3-10-3	98	Unsecured Supplemental Bill Penalty	The system will provide the ability to calculate the supplemental penalty for each supplemental assessment meeting the following conditions: • The supplemental bill isis 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	Yes - Currently Supported by the Product	
	BIL	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	Yes - Currently Supported by the Product	
4.11.1.	**BIL**	**BIL-3-11**		**Generate Current Year Notice of Enforcement Requirements**				
4.11.1.	BIL	BIL-3-11-1	99	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	Yes - Custom-Development specific to LA County	TaxSys provides an Enforcement and Collections module to track unsecured unpaid bills. We will implement the notice for these enforcement bills as desired.
4.11.1.	BIL	BIL-3-11-2	100	View All Assessments with Notice of Enforcem	The system must provide the ability to view all assessments that have a Notice of Enforcement assigned including assigned Notice Number.	Should Have	Yes - Currently Supported by the Product	
4.11.1.	BIL	BIL-3-11-3	101	View Assessments by Tax Year with Notice of	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	Yes - Currently Supported by the Product	
4.12.1.	**BIL**	**BIL-3-12**		**Generate Prior Year Notice of Enforcement Requirements**				
4.12.1.	BIL	BIL-3-12-1	102	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	Yes - Custom-Development specific to LA County	TaxSys provides an Enforcement and Collections module to track unsecured unpaid bills. We will implement the notice for these enforcement bills as desired.
4.12.1.	BIL	BIL-3-12-1	103	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	Yes - Currently Supported by the Product	
4.13.2.	**BIL**	**BIL-3-13**		**Generate Updated Secured Bills Requirements**				
4.13.2.	BIL	BIL-3-13-1	104	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	Yes - Custom-Development specific to LA County	We will configure the tax bill format based on our standard printing layout.
4.13.2.	BIL	BIL-3-13-2	105	Updated Secured Tax Bill Generation	The system will provide the ability to do the following: • 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	Yes - Currently Supported by the Product	
4.13.2.	BIL	BIL-3-13-3	106	Updated Secured Tax Bill Penalty	The system will calculate the penalty for each updated secured assessment meeting the following conditions: • 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 . 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	Yes - Currently Supported by the Product	
4.13.4.	BIL	BIL-3-13-4	107	Print Updated Secured Tax Bill	The system will provide the ability to do the following for an updated secured tax bill: • 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	Yes - Custom-Development specific to LA County	All of these already exist except a direct link to create a 4-year payment plan on escape bills. If desired, we will add a direct link during your implementation.
4.14.	**BIL**	**BIL-3-14**		**Generate Updated Secured Supplemental Bills Requirements**				
4.14.2.	BIL	BIL-3-14-1	108	Generate Updated Secured Supplemental Tax	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. The system will provide the ability to generate an Updated Secured Supplemental Tax bill per the data elements listed in the Interface Requirements document.	Must Have	Yes - Custom-Development specific to LA County	We will configure the bill print format based on our standard tax bill printing layout.
4.14.2.	BIL	BIL-3-14-2	109	Updated Secured Supplemental Tax Bill Gene	The system will provide the ability to do the following: • 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	Yes - Currently Supported by the Product	
4.14.2.	BIL	BIL-3-14-3	110	Updated Secured Supplemental Tax Bill Pena	The system will calculate the supplemental penalty for each secured supplemental assessment meeting the following conditions: • 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. 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.	Must Have	Yes - Currently Supported by the Product	
4.14.4.	BIL	BIL-3-14-4	111	Print Updated Secured Supplemental Tax Bill	The system will provide the ability to do the following for an updated secured supplemental tax bill: • 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	Yes - Currently Supported by the Product	All of these are already supported except a direct link to create a 4-year payment plan. We do not support structured payment plans on supplemental bills until they are transferred to redemption (the 5-pay plan) because there is no statutory reason for accepting such payment plans.
4.15.	**BIL**	**BIL-3-15**		**Generate Updated Unsecured Bills Requirements**				
4.15.2.	BIL	BIL-3-15-2	112	Updated Secured 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 Secured Tax bill per the data elements listed in the Interface Requirements document.	Must Have	Yes - Custom-Development specific to LA County	We will configure the bill print format based on our standard tax bill printing layout.
4.15.2.	BIL	BIL-3-15-2	113	Updated Unsecured Tax Bill Generation	The system will provide the ability to do the following: • 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	Yes - Currently Supported by the Product	

4.15.2.	BIL	BIL-3-15-2	114	Updated Unsecured Tax Bill Penalty	The system will calculate the penalty for each updated unsecured assessment meeting the following conditions: • 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. □ 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. □ 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) □ 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%). □ 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%). 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. Note: If the Delinquent Date falls on a weekend or holiday, the system will set the Delinquent Date to the next business day.	Must Have	Yes - Currently Supported by the Product	
4.16.	**BIL**	**BIL-3-16**		**Generate Updated Unsecured Prior Year Bills Requirements**				
4.16.2.	BIL	BIL-3-16-1	115	Generate Updated Unsecured Prior Year Tax	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	Yes - Custom-Development specific to LA County	We will configure the bill print format based on our standard tax bill printing layout.
4.16.2.	BIL	BIL-3-16-2	116	Updated Unsecured Prior Year Tax Bill Gener	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	Yes - Currently Supported by the Product	
4.16.2.	BIL	BIL-3-16-3	117	Updated Unsecured Prior Year Tax Bill Penalt	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	Yes - Currently Supported by the Product	
4.16.4.	BIL	BIL-3-16-4	118	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	Yes - Currently Supported by the Product	
4.17.	**BIL**	**BIL-3-17**		**Process CORTAC Enrollment Requirements**				
4.17.	BIL	BIL-3-17-1	119	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	Yes - Currently Supported by the Product	This functionality will be supported through our EscrowExpress integrated product.
4.17.1	BIL	BIL-3-17-2	120	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	Yes - Currently Supported by the Product	This functionality will be supported through our EscrowExpress integrated product.
4.17.2.	BIL	BIL-3-17-3	121	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	Yes - Currently Supported by the Product	We will support a data upload using a predefined format to EscrowExpress. TaxSys cannot reformat the file based on any series of inputs.
4.17.2.	BIL	BIL-3-17-4	122	CORTAC Data Saving	The system will save all CORTAC enrollment data passing validation.	Must Have	Yes - Currently Supported by the Product	This functionality will be supported through our EscrowExpress integrated product.
4.17.2.	BIL	BIL-3-17-5	123	Assign CORTAC Agency Number to first time	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	Yes - Currently Supported by the Product	
4.17.3.	BIL	BIL-3-17-6	124	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	Yes - Currently Supported by the Product	
4.17.3.	BIL	BIL-3-17-7	125	CORTAC Data Testing Validation	The system will validate all CORTAC enrollments as received by the CORTAC agencies for each tax year.	Must Have	Yes - Currently Supported by the Product	
4.17.3.	BIL	BIL-3-17-8	126	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	Yes - Currently Supported by the Product	This functionality will be supported through our EscrowExpress integrated product.
4.17.3.	BIL	BIL-3-17-9	127	CORTAC Successful Testing Notification	The system will notify the CORTAC agency if a data file or online data entry is successful.	Must Have	Yes - Currently Supported by the Product	This functionality will be supported through our EscrowExpress integrated product.
4.18.	**BIL**	**BIL-3-18**		**Process Bulk Payer Enrollment Requirements**				
4.18.	BIL	BIL-3-18-1	128	Bulk Payer Enrollment	The system will provide the ability for a taxpayer with multiple tax liabilities to enroll as a bulk payer.	Must Have	Yes - Currently Supported by the Product	Bulk payers may enroll through EscrowExpress or provide a list of bills to pay through the public portal.
4.18.	BIL	BIL-3-18-2	129	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	Yes - Currently Supported by the Product	Bulk payers who enroll by sending a list of bills through the public portal can be reviewed by County staff to enforce the $50,000 limitation.
4.18.	BIL	BIL-3-18-3	130	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	Yes - Currently Supported by the Product	TaxSys supports combining refunds to a single recipient, which can be used to group a bulk payer's refunds together.
4.18.1.	BIL	BIL-3-18-4	131	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	Not-Supported	This packet can be generated outside TaxSys and sent to bulk payers as needed.
4.18.2.	BIL	BIL-3-18-5	132	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	Yes - Currently Supported by the Product	
4.18.2.	BIL	BIL-3-18-6	133	Bulk Payer Data Saving	The system will save all bulk payer enrollment data passing validation.	Must Have	Yes - Currently Supported by the Product	
4.18.2.	BIL	BIL-3-18-7	134	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	Yes - Currently Supported by the Product	We will support a data upload using a pre-defined format to EscrowExpress. TaxSys cannot reformat the file based on any series of inputs.
4.19.1.	**BIL**	**BIL-3-19**		**Identify Top 20 Taxpayers Requirements**				
4.19.1.	BIL	BIL-3-19-1	135	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	Yes - Currently Supported by the Product	These lists will be provided through visualizations in the VisionPro integrated product.
4.20.1.	**BIL**	**BIL-3-20**		**Enroll EPT Taxpayers Requirements**				
4.20.1.	BIL	BIL-3-20-1	136	Extended Roll EPT Identification	The system will provide the ability to identify the taxpayers which qualify for EPT using the following conditions: • 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	Not-Supported	Electronic payments will be identified within TaxSys when they are processed, but will not be processed through a public portal. If the County wishes to register EPT payers through EscrowExpress, they are free to do so.
4.20.1.	BIL	BIL-3-20-2	137	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	Not-Supported	Electronic payments will be identified within TaxSys when they are processed, but will not be processed through a public portal. If the County wishes to register EPT payers through EscrowExpress, they are free to do so.
4.20.2.	BIL	BIL-3-20-3	138	EPT Registration Number	The system will provide the ability to assign a unique EPT Registration Number for each volunteer/mandated EPT Taxpayer.	Should Have	Not-Supported	Electronic payments will be identified within TaxSys when they are processed, but will not be processed through a public portal. If the County wishes to register EPT payers through EscrowExpress, they are free to do so.
5	**BIL**	**BIL-4**		**REPORTING/FORM REQUIREMENTS**				
5	BIL	BIL-4-1	139	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	Yes - Currently Supported by the Product	
5	BIL	BIL-4-2	140	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	Yes - Currently Supported by the Product	
5	BIL	BIL-4-3	141	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	Not-Supported	There is no letter generated from EscrowExpress with the list of parcels registered to each CORTAC agency, but each agency can see their enrolled parcels by viewing them within the EscrowExpress portal.
5	BIL	BIL-4-4	142	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. Note: The system will verify that the Assessee is not currently enrolled in EPT for the tax year.	Could Have	Not-Supported	Electronic payments will be identified within TaxSys when they are processed but will not be processed through a public portal. If the County wishes to register EPT payers through EscrowExpress they are free to do so.
5	BIL	BIL-4-5	143	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	Not-Supported	Electronic payments will be identified within TaxSys when they are processed, but will not be processed through a public portal. If the County wishes to register EPT payers through EscrowExpress, they are free to do so.

5	BIL	BIL-4-6	144	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: • 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. The average and median number of months elapsed between the supplemental assessment's Effective Date to the Bill Date.	Should Have	Yes - Custom-Development specific to LA County	We will build this report based on the County's expectations during implementation. This may be a VisionPro dashboard and report or a standard TaxSys report with embedded math columns.
5	BIL	BIL-4-7	145	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: • 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	Yes - Custom-Development specific to LA County	We will build this report based on the County's expectations during implementation. This may be a VisionPro dashboard and report or a standard TaxSys report with math conditions.
5	BIL	BIL-4-8		Billing Reports	The system will provide the ability to generate configurable statistical reports. Including, but not limited to: •Tax Bill Printing Report •Annual Tax Roll Activity Report	Must Have	Yes - Currently Supported by the Product	
6	**BIL**	**BIL-5**		**WEB PORTAL REQUIREMENTS**				
2	BIL	BIL-5-1	32	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: • 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	Yes - Currently Supported by the Product	The TaxSys web portal is compatible with desktop and mobile devices and allows the public to request, view, print, and email property tax bills but does not allow the public to "submit general requests." Specific requests can be made (like a penalty waiver request), but there is no way to track "general requests" made this way.
6	BIL	BIL-5-2	146	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: • 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	Yes - Currently Supported by the Product	This functionality will be supported through our EscrowExpress integrated product.
6	BIL	BIL-5-3	147	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: • 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	Yes - Currently Supported by the Product	All of this functionality is supported through EscrowExpress except the "Party of Interest" details (unless this refers to the property assessee) and the loan number (which is not tracked in TaxSys).
6	BIL	BIL-5-4	148	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: • 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	Yes - Currently Supported by the Product	This functionality is supported through EscrowExpress except the loan number (not tracked in TaxSys).
6	BIL	BIL-5-5	149	CORTAC Data Interface Actions	The system will provide the ability perform the following actions for all CORTAC enrollment data real-time as follows: • 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	Yes - Currently Supported by the Product	This functionality will be supported through our EscrowExpress integrated product.
6	BIL	BIL-5-6	150	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	Yes - Currently Supported by the Product	This functionality will be supported through our EscrowExpress integrated product.
6	BIL	BIL-5-7	151	CORTAC Data Store	The system will provide the ability to save all CORTAC enrollment data passing validation in .	Should Have	Yes - Currently Supported by the Product	The requirement is missing text, but it is most likely supported.
6	BIL	BIL-5-8	152	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	Yes - Currently Supported by the Product	Wire payments will be identified within TaxSys when they are processed but will not be processed through a public portal. Other electronic payments will be accepted through the public portal and associated with the user's public portal account if logged in. If the County wishes to register EPT payers through EscrowExpress, they are free to do so.
6	BIL	BIL-5-9	153	Bulk Payer Data Online Interface	The system will provide the ability to capture the following bulk payer enrollment data for each parcel being enrolled: • 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	Yes - Currently Supported by the Product	Wire payments will be identified within TaxSys when they are processed, but will not be processed through a public portal. Other electronic payments will be accepted through the public portal and associated with the user's public portal account if they are logged in. If the County wishes to register EPT payers through EscrowExpress, they are free to do so.
6	BIL	BIL-5-10	154	Bulk Payer Data File Format Interface	The system will provide the ability to capture online the following bulk payer enrollment data for each parcel being enrolled during bulk payer enrollment: • 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	Yes - Currently Supported by the Product	Wire payments will be identified within TaxSys when they are processed but will not be processed through a public portal. Other electronic payments will be accepted through the public portal and associated with the user's public portal account if they are logged in. If the County wishes to register EPT payers through EscrowExpress, they are free to do so.
6	BIL	BIL-5-11	155	Bulk Payer Data Interface Actions	The system will provide the ability perform the following actions for all bulk payer enrollment data real-time as follows: • 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	Yes - Currently Supported by the Product	Bulk payer requests will be validated against data in TaxSys when submitted, but without tracking loan numbers or branch details. Validation failures will be immediately reported at the time the bulk pay list is uploaded. If the County wishes to register EPT payers through EscrowExpress, they are free to do so.
6	BIL	BIL-5-12	156	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	Yes - Currently Supported by the Product	Bulk payer requests will be validated against data in TaxSys when submitted, but without tracking loan numbers or branch details. Validation failures will be immediately reported at the time the bulk pay list is uploaded. If the County wishes to register EPT payers through EscrowExpress, they are free to do so.
6	BIL	BIL-5-13	157	Bulk Payer Data Store	The system will provide the ability to save all bulk payer enrollment data passing validation in .	Should Have	Yes - Currently Supported by the Product	Bulk payer requests will be validated against data in TaxSys when submitted, but without tracking loan numbers or branch details. Validation failures will be immediately reported at the time the bulk pay list is uploaded. If the County wishes to register EPT payers through EscrowExpress, they are free to do so.

6	BIL	BIL-5-14	158	EPT Enrollment Single Parcel	The system will provide the ability to save capture the following data during electronic billing enrollment: • 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) □ Credit – Need Credit Card Information including card type, number, expiration, and security code □ ACH – Debit needs voided check and bank letter authorization. Credit – letter is sent to the taxpayer with County banking information. □ Wire – Date and Payment information	Should Have	Yes - Currently Supported by the Product	Electronic billing supports most of these data items, but not all. There will be no EPT Registration Number or other EPT related fields, and while we will accept Credit Card and ACH/Echeck payments through the public portal, wire payments can be identified and processed internally in TaxSys.
6	BIL	BIL-5-15	159	EPT Enrollment Multiple Parcels	The system will provide the ability to save capture the following data during electronic billing enrollment: • 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) □ Credit – Need Credit Card Information including card type, number, expiration, and security code □ ACH – Debit needs voided check and bank letter authorization. Credit – letter is sent to the taxpayer with County banking information. □ Wire – Date and Payment information	Should Have	Yes - Currently Supported by the Product	Electronic billing supports most of these data items but not all. There will be no EPT Registration Number or other EPT-related fields. While we will accept Credit Card and ACH/Echeck payments through the public portal, wire payments can be identified and processed internally in TaxSys.
6	BIL	BIL-5-16	160	EPT Data Interface	The system will provide the ability to capture electronically the following EPT enrollment data for each parcel being enrolled during CORTAC enrollment or Bulk Payer (assessee or staff are authorized users of the interface): • 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	Yes - Currently Supported by the Product	We will not accept EPT details through the public portal, except for users paying by Credit Card or Echeck/ACH.
6	BIL	BIL-5-17	161	EPT Data Validations	The system will perform the following actions all electronic billing enrollment data real-time as follows: • 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	Not-Supported	Electronic billing is possible without registering for EPT in TaxSys, and the EPT features listed here will not be available.

Collections

Sect. No.	Business Function	NEW Reqmt	Reqmt	Functional Requirements	Requirement Description	County Priority	Proposer Response	Proposer Comments
2	COL	COL-1		GENERAL REQUIREMENTS				
2	COL	COL-1-1	1	Maintain Payment Information and History	The system will maintain all current and historical payment information.	Must Have	Yes - Currently Supported by the Product	
2	COL	COL-1-2	2	Query Payment Information and History	The system will provide the ability to query current and historical payment information.	Must Have	Yes - Currently Supported by the Product	
2	COL	COL-1-3	3	Maintain Refund Information and History	The system will maintain all current and historical refund information.	Must Have	Yes - Currently Supported by the Product	
2	COL	COL-1-4	4	Query Refund Information and History	The system will provide the ability to query current and historical refund information.	Must Have	Yes - Currently Supported by the Product	
2	COL	COL-1-5	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	Yes - Currently Supported by the Product	
2	COL	COL-1-6	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	Yes - Currently Supported by the Product	
2	COL	COL-1-7	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	Yes - Custom-Development specific to LA County	TaxSys currently provides a link to the images stored in the TTC document imaging system. The ability to display them within TaxSys, as opposed to within the document imaging system, would be new development.
2	COL	COL-1-8	8	Query Journal Voucher Information and History	The system will provide the ability to query current and historical journal voucher information.	Should Have	Yes - Currently Supported by the Product	
2	COL	COL-1-9	9	Generate Journal Voucher Requests	The system will provide the ability to generate journal voucher requests. The Interface will trigger Journal Vouchers into the Financial Management system (eCAPS).	Could Have	Yes - Custom-Development specific to LA County	The interface to eCAPS will be custom development for LA County, based on an existing accounting system interface framework.
2	COL	COL-1-10	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	Yes - Currently Supported by the Product	
2	COL	COL-1-11	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	Yes - Currently Supported by the Product	
2	COL	COL-1-12	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	Yes - Currently Supported by the Product	
2	COL	COL-1-13	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	Yes - Currently Supported by the Product	
2	COL	COL-1-14	14	Process Payments Anytime	The system will provide the ability to process payments at anytime the system is available.	Must Have	Yes - Currently Supported by the Product	
2	COL	COL-1-15	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	Yes - Currently Supported by the Product	
2	COL	COL-1-16	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	Yes - Currently Supported by the Product	
2	COL	COL-1-17	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	Yes - Currently Supported by the Product	
2	COL	COL-1-18	18	Assign Payment Effective Date	The system will allow the user to assign the payment effective date on one or more payments.	Must Have	Yes - Currently Supported by the Product	
2	COL	COL-1-19-1	19	Validate Payment	The system will validate each payment as follows: • 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: • 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: • + 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: • 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: • + 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 secured defaulted bill: • 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: • + 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: • 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: • + 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 : • 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: • Validate that the Collection Amount equals to the Fee Amount . • If the payment is for a bankruptcy case: • 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	Must Have	Yes - Currently Supported by the Product	
2	COL	COL-1-20	20	Apply Current Secured Payment Order of Precedence	The system will apply a current secured payment based on the received date of payment and also in the following order of precedence: •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	Yes - Currently Supported by the Product	
2	COL	COL-1-21	21	Apply Unsecured Payment Order of Precedence	The system will apply an unsecured payment based on the following order of precedence: •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	Yes - Currently Supported by the Product	
2	COL	COL-1-22	22	Apply Secured Defaulted Payment Order of Precedence	The system will apply a secured defaulted payment based on the following order of precedence: •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	Yes - Currently Supported by the Product	
2	COL	COL-1-23	23	Partial Payments	The system will handle partial payments as follows: •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	Yes - Currently Supported by the Product	

2	COL	COL-1-24	24	Apply Secured Payments	The system will apply secured payments as follows after payment validation: •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	Must Have	Yes - Currently Supported by the Product	
2	COL	COL-1-25	25	Apply Unsecured Payments	The system will apply unsecured payments as follows after payment validation: •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	Must Have	Yes - Currently Supported by the Product	
2	COL	COL-1-26	26	Apply Secured Defaulted Payments	The system will apply secured defaulted payments as follows after payment validation: •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	Must Have	Yes - Currently Supported by the Product	
2	COL	COL-1-27	27	Apply Payment Plan Payments	Identify parcels with 4 pay plans. Identify parcels with five pay plans. The system will process payment plan payments as follows: •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	Yes - Currently Supported by the Product	
2	COL	COL-1-28	28	Apply Bankruptcy Payments	The system will process bankruptcy payments as follows: • 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	Yes - Currently Supported by the Product	
2	COL	COL-1-29	29	Apply Fee Payments	The system will process a Treasurer and Tax Collector fee payment as follows: • 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	Yes - Currently Supported by the Product	
2	COL	COL-1-30	30	Single Payment for Multiple Tax Bills	The system will process a single payment for multiple tax bills as directed by the source system (RPS). • 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	Yes - Currently Supported by the Product	
2	COL	COL-1-31	31	Mobile Home Future Taxes	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.	Must Have	Yes - Currently Supported by the Product	We track the pre-payment of mobile home taxes in Advance Deposit and will allow the bulk application of these funds when the roll is fully extended.
2	COL	COL-1-32	32	Bulk Transfer Future Taxes	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.	Must Have	Yes - Currently Supported by the Product	We track the prepayment of bulk transfer taxes in Advance Deposit and will allow the bulk application of these funds when the roll is fully extended.
2	COL	COL-1-33	33	Roll Change on a Paid Tax Bill	The system will process payments already made to a paid tax bill (partially or fully paid) that is subsequently roll changed as follows: • Remove all payments previously made to the original tax bill. • Apply all payments to the roll corrected tax bill. 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.	Must Have	Yes - Currently Supported by the Product	
2	COL	COL-1-34	34	Flag Payment as Pending	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).	Should Have	Yes - Currently Supported by the Product	
2	COL	COL-1-35	35	Review Payment Exception Conditions	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) .	Must Have	Yes - Currently Supported by the Product	
2	COL	COL-1-36	36	Update and Maintain Payment Application Information	The system will update the payment application information for each payment transaction, including the information required for apportionment.	Must Have	Yes - Currently Supported by the Product	
2	COL	COL-1-37	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: • 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	Yes - Currently Supported by the Product	This information can be summarized in a TaxSys report, which can be sent to an email address or FTP site on an automatic recurring basis.

2	COL	COL-1-38	38	Negative Collections	The system will perform negative collection as follows: • 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	Yes - Currently Supported by the Product	
2	COL	COL-1-39	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: • 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	Yes - Currently Supported by the Product	
2	COL	COL-1-40	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	Yes - Currently Supported by the Product	
2	COL	COL-1-41	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	Yes - Currently Supported by the Product	We will configure a report notification by email to business units affected by a roll change request.
2	COL	COL-1-42	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	Yes - Currently Supported by the Product	TaxSys will calculate the redemption penalty as of the effective date of the payment, as requested. TaxSys will not, however, automatically pay only the bills that were defaulted at the time of that effective date.
2	COL	COL-1-43	43	Generate Ten Day Letter	The system will provide the user the ability to generate a ten day letter.	Must Have	Yes - Currently Supported by the Product	
2	COL	COL-1-44	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	Yes - Currently Supported by the Product	We will configure your ten-day letter to include a scanline at the bottom as though it were a bill.
2	COL	COL-1-45	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: • 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	Yes - Custom-Development specific to LA County	We will configure your ten-day letter to automatically extend the due date if necessary.
2	COL	COL-1-46	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	Yes - Currently Supported by the Product	
2	COL	COL-1-47	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	Not-Supported	TaxSys supports a single "Paid By" entry for each transaction.
2	COL	COL-1-48	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	Yes - Currently Supported by the Product	TaxSys will accept current year payments before the generation of the bill into Advance Deposit. TaxSys supports the bulk application of these advance deposits to their associated bills once the roll extension is complete. We will configure your returned item letters during implementation.
2	COL	COL-1-49	49	Return Item Letters	For returned payment items, the system will provide the ability to generate Return Item Letters to the taxpayer.	Must Have	Yes - Currently Supported by the Product	We will configure your returned item letters during implementation.
3	**COL**	**COL-2**		**AUDIT REQUIREMENTS**				
3	COL	COL-2-1	50	Track and Maintain User Activities for Collections	The system will track and maintain history of all user activities related to the following user actions: •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.	Must Have	Yes - Currently Supported by the Product	
4	**COL**	**COL-3**		**FUNCTIONAL REQUIREMENTS**				
4.1.	**COL**	**COL-3-1**		**Process and Apply Payment Requirements**				
4.1.	COL	COL-3-1 -1	50	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	Yes - Currently Supported by the Product	We will use TaxSys reporting to notify Public Service when tract map-associated properties are paid.
4.1.	COL	COL-3-1 -2	51	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	Yes - Currently Supported by the Product	We will use TaxSys reporting to notify TTC and other departments when an STPTS property is paid by non-certified funds.
4.1.	COL	COL-3-1 -3	52	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	Yes - Currently Supported by the Product	This will be supported through our integrated EscrowExpress product. We allow payments greater than the amount specified in the CORTAC file but not less.
4.1.	COL	COL-3-1 -4	53	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	Yes - Currently Supported by the Product	We will add this special tender type during your implementation. We assume the decision about which bills to apply the Fed-Wire funds to will be made after the funds are received.
4.1.	COL	COL-3-1 -5	54	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	Yes - Custom-Development specific to LA County	We will define the workflow for returning EFT funds not processed against a list of bills to pay during your implementation.
4.1.	COL	COL-3-1 -6	55	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	Yes - Currently Supported by the Product	
4.1.1.	COL	COL-3-1 -7	56	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	Yes - Custom-Development specific to LA County	We will develop an interface to receive RPS payment reconciliation data during your implementation.
4.1.1.	COL	COL-3-1 -8	57	Load Payment Reconciliation Information from RPS	The system will load the RPS payment reconciliation information	Should Have	Yes - Custom-Development specific to LA County	We will develop an interface to receive RPS payment reconciliation data during your implementation.
4.1.2.	COL	COL-3-1 -9	58	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	Yes - Custom-Development specific to LA County	We will develop an interface to receive RPS payment reconciliation data during your implementation.
4.1.3.	COL	COL-3-1 -10	59	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	Yes - Currently Supported by the Product	
4.1.3.	COL	COL-3-1 -11	60	Load Payment Reconciliation Information from Cashiering	The system will load the Cashiering payment reconciliation information.	Should Have	Yes - Currently Supported by the Product	
4.1.4.	COL	COL-3-1 -12	61	View, Approve or Reject Cashiering Payment R	The system will provide the ability to view and edit Cashiering payment reconciliation information, and either approve or reject.	Should Have	Yes - Currently Supported by the Product	
4.1.5.	COL	COL-3-1 -13	62	Receive Payment Reconciliation Information fr	The system will provide the ability to receive an electronic interface from eCommerce Vendor containing payment reconciliation information.	Should Have	Yes - Custom-Development specific to LA County	We will develop an interface to the County's eCommerce vendor during your implementation.
4.1.5.	COL	COL-3-1 -14	63	Load Payment Reconciliation Information from	The system will load the eCommerce Vendor payment reconciliation information.	Should Have	Yes - Custom-Development specific to LA County	We will develop an interface to the County's eCommerce vendor during your implementation.
4.1.6.	COL	COL-3-1 -15	64	View, Approve or Reject eCommerce Vendor P	The system will provide the ability to view and edit eCommerce Vendor payment reconciliation information, and either approve or reject.	Should Have	Yes - Currently Supported by the Product	TaxSys supports the viewing and editing of payment reconciliation data as needed.
4.1.7.	COL	COL-3-1 -16	65	Receive Payment Reconciliation Information fr	The system will provide the ability to receive an electronic interface from IVR containing payment reconciliation information.	Should Have	Yes - Custom-Development specific to LA County	We will develop an interface to the County's IVR during your implementation.
4.1.7.	COL	COL-3-1 -17	66	Load Payment Reconciliation Information from	The system will load the IVR payment reconciliation information.	Should Have	Yes - Custom-Development specific to LA County	We will develop an interface to the County's IVR during your implementation.
4.1.8.	COL	COL-3-1 -18	67	View, Approve or Reject IVR Payment Reconci	The system will provide the ability to view and edit IVR payment reconciliation information, and either approve or reject.	Should Have	Yes - Currently Supported by the Product	TaxSys supports the viewing and editing of payment reconciliation data as needed.
4.1.9.	COL	COL-3-1 -19	68	Receive Payment Information from RPS	The system will provide the ability to receive an electronic interface from RPS containing payment information.	Must Have	Yes - Custom-Development specific to LA County	We will develop an interface to receive RPS payment data during your implementation.
4.1.9.	COL	COL-3-1 -20	69	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	Yes - Custom-Development specific to LA County	We will develop an interface to receive Cashiering payment transactions during your implementation.
4.1.9.	COL	COL-3-1 -21	70	Receive Payment Information from eCommerce	The system will provide the ability to receive an electronic interface from eCommerce Vendor-Electronic Payment Vendor containing payment information.	Must Have	Yes - Custom-Development specific to LA County	We will develop an interface to the County's eCommerce vendor during your implementation.
4.1.9.	COL	COL-3-1 -22	71	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	Yes - Custom-Development specific to LA County	We will develop an interface to the County's IVR during your implementation.
4.1.10.	COL	COL-3-1 -23	72	Process Online Payment List Submission	The system will provide the taxpayer the ability to submit payment lists via an external web interface	Must Have	Yes - Currently Supported by the Product	
4.1.10.	COL	COL-3-1 -24	73	Process Online Payment Information Submissi	The system will provide the taxpayer the ability to submit payment information for a payment file via an external web interface.	Must Have	Yes - Currently Supported by the Product	
4.1.11.	COL	COL-3-1 -25	74	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	Yes - Currently Supported by the Product	This is supported by EscrowExpress, an add-on web portal for CORTAC payers.
4.1.11.	COL	COL-3-1 -26	75	Process CORTAC Payment Information Submi	The system will provide the CORTAC payer the ability to submit payment information for a payment file via an external web interface.	Must Have	Yes - Currently Supported by the Product	This is supported by EscrowExpress, an add-on web portal for CORTAC payers.
4.1.11.	COL	COL-3-1 -27	76	Import CORTAC Files Generated Outside the S	The system will provide the ability to import and validate CORTAC payment files created outside the system.	Must Have	Yes - Currently Supported by the Product	This is supported by EscrowExpress, an add-on web portal for CORTAC payers.
4.1.12.	COL	COL-3-1 -28	77	Receive EFT Payment Information	The system will provide the ability to receive an electronic interface with EFT payment information.	Must Have	Yes - Currently Supported by the Product	
4.1.12.	COL	COL-3-1 -29	78	EFT Files Must be in NACHA format	The system will accept EFT files.	Must Have	Yes - Currently Supported by the Product	
4.1.12.	COL	COL-3-1 -30	79	Generate Notices to Payers Who Submit Invali	The system will generate notices to payers who submit EFT files that do not comply with the NACHA format.	Must Have	Not-Supported	This notice is not available from TaxSys.
4.1.12.	COL	COL-3-1 -31	80	View, Approve or Reject EFT Payment Informa	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	Yes - Currently Supported by the Product	
4.1.12.	COL	COL-3-1 -32	81	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	Yes - Currently Supported by the Product	
4.1.13.	COL	COL-3-1 -33	82	Receive Wire Transfer Payment Information	The system will provide the ability to receive an electronic interface with wire transfer payment information.	Must Have	Yes - Custom-Development specific to LA County	TaxSys supports the manual input of wire transfer information. Development for an interface to do this in bulk will be new for LA County.
4.1.13.	COL	COL-3-1 -34	83	Maintain Wire Transfer Information	The system will provide the ability to enter, view and modify wire transfer information.	Must Have	Yes - Currently Supported by the Product	
4.1.13.	COL	COL-3-1 -35	84	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	Yes - Currently Supported by the Product	TaxSys supports viewing and editing the result of a "bulk payment" file import with the proper permissions.
4.1.13.	COL	COL-3-1 -36	85	Present Payment Discrepancies	The system will provide the user the ability to view EFT and wire payments that have not been applied.	Must Have	Yes - Currently Supported by the Product	
4.1.13.	COL	COL-3-1 -37	86	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	Yes - Currently Supported by the Product	

4.1.14.	COL	COL-3-1 -38	87	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	Yes - Currently Supported by the Product	EFT Payments will be immediately cashiered into an "Advance Deposit" before being applied to tax bills. These advance deposits include a ledger showing the amount received, applied, and remaining to be applied.
4.1.14.	COL	COL-3-1 -39	88	Generate eCAPS EFT Journal Voucher Transf	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	Yes - Custom-Development specific to LA County	This will be added as part of the County's custom accounting interface based on our existing standard accounting interfaces.
4.1.15.	COL	COL-3-1 -40	89	Present Secured Payment Information	The system will provide the ability to view secured payment application information.	Must Have	Yes - Currently Supported by the Product	
4.1.16.	COL	COL-3-1 -41	90	Present Secured Defaulted Payment Informatic	The system will provide the ability to view secured defaulted payment application information.	Must Have	Yes - Currently Supported by the Product	
4.1.17.	COL	COL-3-1 -42	91	Present Current Year Unsecured Payment Info	The system will provide the ability to view current year unsecured payment application information.	Must Have	Yes - Currently Supported by the Product	
4.1.18.	COL	COL-3-1 -43	92	Present Prior Year Unsecured Payment Inform	The system will provide the ability to view prior year unsecured payment application information.	Must Have	Yes - Currently Supported by the Product	
4.1.19.	COL	COL-3-1 -44	93	Select Unapplied Payments for Unsecured Use	The system will conduct use of fund processing for each unapplied payment in the system meeting all of the following conditions: • 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	Yes - Planned Enhancement to the Product	TaxSys supports a transaction workflow to monitor unapplied funds and ensure they are applied to whichever bill makes the most sense based on the circumstances of that particular payment.
4.1.19.	COL	COL-3-1 -45	94	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	Yes - Currently Supported by the Product	TaxSys supports using unapplied funds, held in trust or what we call "Advance Deposits", in bulk to apply as a payment to one or more bills.
4.1.19.	COL	COL-3-1 -46	95	Unsecured Use of Fund for Unapplied Paymen	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: • For each unapplied payment, identify unsecured bills to pay in the following order of precedence: • Firstly, any unsecured bills meeting the following conditions: • 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: • 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: • 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: • 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) does not match Unapplied Payment Amount .	Must Have	Yes - Custom-Development specific to LA County	We will develop a limited number of "likely other bills" to pay as part of the payment exception queue. We will identify bills with the same assessor's identification number or same assessee name, along with other bills from the same account number that remain unpaid.
4.1.19.	COL	COL-3-1 -47	96	Receive Roll Change Refund Information from	The system will provide the ability to receive roll change refund information from the Auditor-Controller.	Must Have	Yes - Currently Supported by the Product	
4.1.19.	COL	COL-3-1 -48	97	Select Roll Change Refunds for Use of Fund P	The system will conduct use of fund processing for each roll change refund record meeting all of the following conditions: • 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	Yes - Currently Supported by the Product	
4.1.19.	COL	COL-3-1 -49	98	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	Yes - Currently Supported by the Product	
4.1.19.	COL	COL-3-1 -50	99	Unsecured Use of Fund for Roll Change Refun	The system will conduct use of fund processing for a batch of roll change refunds as follows: • 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: • 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: • 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: • 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: • 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	Yes - Custom-Development specific to LA County	We will develop a limited number of "likely other bills" to pay as part of the payment exception queue. We will identify bills with the same assessor's identification number or same assessee name, along with other bills from the same account number that remain unpaid.
4.1.20.	COL	COL-3-1 -51	100	Select Unapplied Payments for Secured Use o	The system will conduct use of fund processing for each unapplied payment in the system meeting all of the following conditions: • 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	Yes - Planned Enhancement to the Product	TaxSys supports a transaction workflow to monitor unapplied funds and ensure they are applied to whichever bill makes the most sense based on the circumstances of that particular payment.
4.1.20.	COL	COL-3-1 -52	101	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	Yes - Currently Supported by the Product	
4.1.20.	COL	COL-3-1 -53	102	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: • 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	Not-Supported	The TaxSys exceptions transaction workflow will allow you to see unapplied funds in a queue but does not have logic to rank the other bills that should be paid with those funds.
4.1.21.	COL	COL-3-1 -54	103	View, Approve or Reject Use of Fund Processi	The system will provide the ability to view and process the results of use of fund processing as follows: • 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	Yes - Planned Enhancement to the Product	TaxSys supports a transaction workflow to monitor unapplied funds and ensure they are applied to whichever bill makes the most sense based on the circumstances of that particular payment.
4.1.21.	COL	COL-3-1 -55	104	Generate eCAPS Journal Voucher Transfer Re	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	Yes - Custom-Development specific to LA County	This will be added as part of the County's custom accounting interface based on our existing standard accounting interfaces.
4.1.21.	COL	COL-3-1 -56	105	Generate Roll Change Use of Fund Results	Generate roll change refund use of fund results and provide to the Auditor-Controller .	Must Have	Yes - Currently Supported by the Product	TaxSys is an integrated Tax Collector and Auditor-Controller solution. When a refund is generated from a roll change, the resulting fund movement is automatically documented and available for the Auditor-Controller to view and use.
4.1.21.	COL	COL-3-1 -57	106	Send Unapplied Roll Change Refunds to AC fo	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	Yes - Currently Supported by the Product	
4.1.22.	COL	COL-3-1 -58	107	Manual Payment Application for Banking Excep	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	Yes - Currently Supported by the Product	
4.2.	**COL**	**COL-3-2**		**Process Unidentified Payment Requirements**				
4.2.	COL	COL-3-2-1	108	Identify Unidentified Payments for Publication	The system will identify unidentified payments that are a user specified age for publication of unclaimed funds.	Should Have	Yes - Currently Supported by the Product	TaxSys reporting can be used to identify aging unapplied funds. The County can determine how to publicize these details.
4.2.	COL	COL-3-2-2	109	Manage Unidentified Payments Not Related to	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	Yes - Custom-Development specific to LA County	TaxSys will only be able to manage unapplied funds that are cashiered through the TaxSys system or its related interfaces. If all payments will be cashiered through TaxSys, it is possible to provide this detail, but TaxSys will not know what systems the funds could be applied to outside of Property Tax.
4.2.1.	COL	COL-3-2-3	110	Maintain Unidentified Payment Information	The system will provide the ability to view and maintain unidentified payment information.	Must Have	Yes - Currently Supported by the Product	
4.2.1.	COL	COL-3-2-4	111	Scan and Store Unidentified Payments Related	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	Not-Supported	If the County scans these documents into the TTC document management system and it can serve the image up in a browser, we can display the linked images. TaxSys does not actually perform the scanning, and cannot scan the image through to a document management system; however, if the County uses their own local scanning software, those scanned images can be uploaded to TaxSys if desired.
4.2.1.	COL	COL-3-2-5	112	Generate Unidentified Funds Letter	The system will generate and print an unidentified funds letter to the taxpayer.	Must Have	Yes - Currently Supported by the Product	
4.2.2.	COL	COL-3-2-6	113	View Secured Unidentified Payment Informatio	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	Yes - Currently Supported by the Product	
4.2.2.	COL	COL-3-2-7	114	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	Yes - Currently Supported by the Product	
4.2.2.	COL	COL-3-2-8	115	Generate Refund Record for Secured Unidentifi	The system will provide the user the ability to generate a refund record for the secured unidentified payment.	Must Have	Yes - Currently Supported by the Product	
4.2.2.	COL	COL-3-2-9	116	Update Taxpayer Address Information	The system will provide the user the ability to update the secured unidentified payment payer's address.	Must Have	Yes - Currently Supported by the Product	
4.2.2.	COL	COL-3-2-10	117	Generate Secured Second Unidentified Funds	The system will provide the user the ability to update the secured unidentified payment payer's address.	Must Have	Yes - Currently Supported by the Product	
4.2.2.	COL	COL-3-2-11	118	Transfer Secured Unidentified Payment to Uns	The system will provide the user the ability to generate and print a secured second unidentified funds letter to the taxpayer.	Must Have	Yes - Currently Supported by the Product	

4.2.2.	COL	COL-3-2-12	119	Transfer Secured Unidentified Payment to Uns	The system will provide the user the ability to transfer the secured unidentified payment to an unsecured unidentified payment ledger.	Must Have	Yes - Currently Supported by the Product	
4.2.2.	COL	COL-3-2-13	120	Transfer Secured Unidentified Payment to Sec	The system will provide the user the ability to transfer the secured unidentified payment to an unsecured prior year unidentified payment ledger.	Must Have	Yes - Currently Supported by the Product	
4.2.2.	COL	COL-3-2-14	121	Transfer Secured Unidentified Payment to Diffe	The system will provide the user the ability to transfer the secured unidentified payment to a secured defaulted unidentified payment ledger.	Must Have	Yes - Currently Supported by the Product	
4.2.2.	COL	COL-3-2-15	122	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	Yes - Currently Supported by the Product	
4.2.3.	COL	COL-3-2-16	123	View, Approve or Reject Application of Secure	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 taxpayers account. When the payment is rejected, it should go back to the creator of the payment in the system.	Must Have	Yes - Currently Supported by the Product	Funds received from external cashiering systems will be applied to bills in TaxSys according to the rules established during your implementation. It is possible to unapply those funds and use them elsewhere or store them in Advance Deposit and hold them for later use if they cannot be identified immediately.
4.2.4.	COL	COL-3-2-17	124	View Secured Defaulted Unidentified 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	Yes - Currently Supported by the Product	Funds received from external cashiering systems will be applied to bills in TaxSys according to the rules established during your implementation. It is possible to unapply those funds and use them elsewhere or store them in Advance Deposit and hold them for later use if they cannot be identified immediately.
4.2.4.	COL	COL-3-2-18	125	Apply Secured Defaulted Unidentified Payment	The system will provide the user the ability to apply the secured defaulted unidentified payment to a tax bill.	Must Have	Yes - Currently Supported by the Product	
4.2.4.	COL	COL-3-2-19	126	Generate Refund Record for Secured Defaulte	The system will provide the user the ability to generate a refund record for the secured defaulted unidentified payment.	Must Have	Yes - Currently Supported by the Product	
4.2.4.	COL	COL-3-2-20	127	Update Taxpayer Address Information	The system will provide the user the ability to update the secured defaulted unidentified payment payer's address.	Must Have	Yes - Currently Supported by the Product	We can only update the mailing address or "collections" address. The Assessor is the only one who can update the assessee's official roll address.
4.2.4.	COL	COL-3-2-21	128	Generate Secured Defaulted Second Unidentifi	The system will provide the user the ability to generate and print a secured defaulted second unidentified funds letter to the taxpayer.	Must Have	Yes - Currently Supported by the Product	
4.2.4.	COL	COL-3-2-22	129	Transfer Secured Defaulted Unidentified Paym	The system will provide the user the ability to transfer the secured defaulted unidentified payment to an unsecured unidentified payment ledger.	Must Have	Yes - Currently Supported by the Product	
4.2.4.	COL	COL-3-2-23	130	Transfer Secured Defaulted Unidentified Paym	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	Yes - Currently Supported by the Product	
4.2.4.	COL	COL-3-2-24	131	Transfer Secured Defaulted Unidentified Paym	The system will provide the user the ability to transfer the secured defaulted unidentified payment to a secured unidentified payment ledger.	Must Have	Yes - Currently Supported by the Product	
4.2.4.	COL	COL-3-2-25	132	Transfer Secured Defaulted Unidentified Paym	The system will provide the user the ability to transfer the secured defaulted unidentified payment to a different ledger.	Must Have	Yes - Currently Supported by the Product	Only ledgers for bills within TaxSys can have their payments transferred there, with the exception of escheatment to the state, which is a separate action.
4.2.4.	COL	COL-3-2-26	133	Escheat Secured Defaulted Unidentified Paym	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	Yes - Currently Supported by the Product	
4.2.5.	COL	COL-3-2-27	134	View, Approve or Reject Application of Secure	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 taxpayers account. When the payment is rejected, it should go back to the creator of the payment in the system.	Must Have	Yes - Planned Enhancement to the Product	Approval and rejection of unidentified payments will be handled through our exceptions transaction workflow queue.
4.2.6.	COL	COL-3-2-28	135	View Unsecured Unidentified Payment Informa	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 taxpayers account. When the payment is rejected, it should go back to the creator of the payment in the system.	Must Have	Yes - Planned Enhancement to the Product	Approval and rejection of unidentified payments will be handled through our exceptions transaction workflow queue.
4.2.6.	COL	COL-3-2-29	136	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	Yes - Currently Supported by the Product	
4.2.6.	COL	COL-3-2-30	137	Generate Refund Record for Unsecured Unide	The system will provide the user the ability to generate a refund record for the unsecured unidentified payment.	Must Have	Yes - Currently Supported by the Product	
4.2.6.	COL	COL-3-2-31	138	Update Taxpayer Address Information	The system will provide the user the ability to update the unsecured unidentified payment payer's address.	Must Have	Yes - Currently Supported by the Product	
4.2.6.	COL	COL-3-2-32	139	Generate Unsecured Second Unidentified Fun	The system will provide the user the ability to generate and print an unsecured second unidentified funds letter to the taxpayer.	Must Have	Yes - Currently Supported by the Product	
4.2.6.	COL	COL-3-2-33	140	Transfer Unsecured Unidentified Payment to S	The system will provide the user the ability to transfer the unsecured unidentified payment to a secured unidentified payment ledger.	Must Have	Yes - Currently Supported by the Product	
4.2.6.	COL	COL-3-2-34	141	Transfer Unsecured Unidentified Payment to S	The system will provide the user the ability to transfer the unsecured unidentified payment to a secured defaulted unidentified payment ledger.	Must Have	Yes - Currently Supported by the Product	
4.2.6.	COL	COL-3-2-35	142	Transfer Unsecured Unidentified Payment to U	The system will provide the user the ability to transfer the unsecured unidentified payment to an unsecured prior year unidentified payment ledger.	Must Have	Yes - Currently Supported by the Product	
4.2.6.	COL	COL-3-2-36	143	Transfer Unsecured Unidentified Payment to D	The system will provide the user the ability to transfer the unsecured unidentified payment to a different ledger.	Must Have	Yes - Currently Supported by the Product	Only ledgers for bills within TaxSys can have their payments transferred there, with the exception of escheatment to the state, which is a separate action.
4.2.6.	COL	COL-3-2-37	144	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	Yes - Currently Supported by the Product	
4.2.7.	COL	COL-3-2-38	145	View, Approve or Reject Application of Unsecu	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 taxpayers account. When the payment is rejected, it should go back to the creator of the payment in the system.	Must Have	Yes - Planned Enhancement to the Product	Approval and rejection of unidentified payments will be handled through our exceptions transaction workflow queue.
4.2.8.	COL	COL-3-2-39	146	View Unsecured Prior Year Unidentified Payme	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 taxpayers account. When the payment is rejected, it should go back to the creator of the payment in the system.	Must Have	Yes - Planned Enhancement to the Product	Approval and rejection of unidentified payments will be handled through our exceptions transaction workflow queue.
4.2.8.	COL	COL-3-2-40	147	Apply Unsecured Prior Year Unidentified Paym	The system will provide the user the ability to apply the unsecured prior year unidentified payment to a tax bill.	Must Have	Yes - Currently Supported by the Product	
4.2.8.	COL	COL-3-2-41	148	Generate Refund Record for Unsecured Prior Y	The system will provide the user the ability to generate a refund record for the unsecured prior year unidentified payment.	Must Have	Yes - Currently Supported by the Product	
4.2.8.	COL	COL-3-2-42	149	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	Yes - Currently Supported by the Product	
4.2.8.	COL	COL-3-2-43	150	Generate Unsecured Prior Year Second Unide	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	Yes - Currently Supported by the Product	
4.2.8.	COL	COL-3-2-44	151	Transfer Unsecured Prior Year Unidentified Pa	The system will provide the user the ability to transfer the unsecured prior year unidentified payment to a secured unidentified payment ledger.	Must Have	Yes - Currently Supported by the Product	
4.2.8.	COL	COL-3-2-45	152	Transfer Unsecured Prior Year Unidentified Pa	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	Yes - Currently Supported by the Product	
4.2.8.	COL	COL-3-2-46	153	Transfer Unsecured Prior Year Unidentified Pa	The system will provide the user the ability to transfer the unsecured prior year unidentified payment to an unsecured unidentified payment ledger.	Must Have	Yes - Currently Supported by the Product	
4.2.8.	COL	COL-3-2-47	154	Transfer Unsecured Prior Year Unidentified Pa	The system will provide the user the ability to transfer the unsecured prior year unidentified payment to a different ledger.	Must Have	Yes - Currently Supported by the Product	Only ledgers for bills within TaxSys can have their payments transferred there, with the exception of escheatment to the state, which is a separate action.
4.2.8.	COL	COL-3-2-48	155	Escheat Unsecured Prior Year Unidentified Pa	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	Yes - Currently Supported by the Product	
	COL	COL-3-2-49	156	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 taxpayers account. When the payment is rejected, it should go back to the creator of the payment in the system.	Must Have	Yes - Planned Enhancement to the Product	Approval and rejection of unidentified payments will be handled through our exceptions transaction workflow queue.
4.2.10.	COL	COL-3-2-50	157	View Other Unidentified Payment Information a	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 taxpayers account. When the payment is rejected, it should go back to the creator of the payment in the system.	Must Have	Yes - Planned Enhancement to the Product	Approval and rejection of unidentified payments will be handled through our exceptions transaction workflow queue.
4.2.10.	COL	COL-3-2-51	158	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	Yes - Currently Supported by the Product	
4.2.10.	COL	COL-3-2-52	159	Generate Refund Record for Other Unidentifie	The system will provide the user the ability to generate a refund record for the other unidentified payment.	Must Have	Yes - Currently Supported by the Product	
4.2.10.	COL	COL-3-2-53	160	Update Taxpayer Address Information	The system will provide the user the ability to update the other unidentified payment payer's address.	Must Have	Yes - Currently Supported by the Product	
4.2.10.	COL	COL-3-2-54	161	Generate Other Second Unidentified Funds Le	The system will provide the user the ability to generate and print an other second unidentified funds letter to the payer.	Must Have	Yes - Currently Supported by the Product	
4.2.10.	COL	COL-3-2-55	162	Transfer Other Unidentified Payment to Differe	The system will provide the user the ability to transfer the other unidentified payment to a different ledger.	Must Have	Yes - Currently Supported by the Product	Only ledgers for bills within TaxSys can have their payments transferred there, with the exception of escheatment to the state, which is a separate action.
4.2.10.	COL	COL-3-2-56	163	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	Yes - Currently Supported by the Product	
4.2.11.	COL	COL-3-2-57	164	View, Approve or Reject Application of Other U	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 taxpayers account. When the payment is rejected, it should go back to the creator of the payment in the system.	Must Have	Yes - Planned Enhancement to the Product	Approval and rejection of unidentified payments will be handled through our exceptions transaction workflow queue.
4.2.12.	COL	COL-3-2-58	165	Present Unidentified Payment Ledger Informati	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	Yes - Currently Supported by the Product	Unapplied payments will be held in Advance Deposits, which are reportable and viewable with their original and remaining amount unapplied.
4.2.12.	COL	COL-3-2-59	166	Generate eCAPS Unidentified Fund Journal Vo	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	Yes - Custom-Development specific to LA County	The interface to eCAPS will be custom development for LA County, based on an existing accounting system interface framework.
4.3	**COL**	**COL-3-3**		**Process Property Tax Postponement Requirements**				
4.3.1.	COL	COL-3-3-1	167	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	Yes - Currently Supported by the Product	We will track that a property participates in postponement and the postponement balance when it is necessary to perform a tax sale. TaxSys will not know the total balance a property owes in postponement otherwise.
4.3.3.	COL	COL-3-3-2	170	Calculate current year Tax amount	Verify current year tax amount	Could Have	Yes - Currently Supported by the Product	We will track that a property participates in postponement and the postponement balance when it is necessary to perform a tax sale. TaxSys will not know the total balance a property owes in postponement otherwise.
4.3.3.	COL	COL-3-3-3	172	Prior Year Taxes	The State will not pay prior year taxes. Requirement may change.to accept prior year taxes.	Could Have	Yes - Currently Supported by the Product	We will track that a property participates in postponement and the postponement balance when it is necessary to perform a tax sale. TaxSys will not know the total balance a property owes in postponement otherwise.
4.4.	**COL**	**COL-3-4**		**Reconcile General Ledger to Property Tax Requirements**				
4.4.	COL	COL-3-4-1	174	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	Yes - Currently Supported by the Product	Reconciliation reports can be downloaded and stored as a "point in time" reference to verify reconciliation.
4.4.	COL	COL-3-4-2	175	Generate Monthly, Quarterly and Annual Decla	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	Not-Supported	These letters would need to be generated outside of TaxSys.

4.4.1.	COL	COL-3-4-3	176	View eTAX Account Increases and Decreases	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: • 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	Yes - Currently Supported by the Product	
4.4.1.	COL	COL-3-4-4	177	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	Yes - Currently Supported by the Product	
4.4.1.	COL	COL-3-4-5	178	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: • 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	Yes - Currently Supported by the Product	
4.4.1.	COL	COL-3-4-6	179	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	Yes - Currently Supported by the Product	
4.4.1.	COL	COL-3-4-7	180	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	Yes - Currently Supported by the Product	
4.4.1.	COL	COL-3-4-8	181	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	Yes - Currently Supported by the Product	
4.4.1.	COL	COL-3-4-9	182	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	Yes - Currently Supported by the Product	
4.4.1.	COL	COL-3-4-10	183	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	Yes - Currently Supported by the Product	
4.4.1.	COL	COL-3-4-11	184	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	Yes - Currently Supported by the Product	
4.4.1.	COL	COL-3-4-12	185	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	Yes - Currently Supported by the Product	
4.4.1.	COL	COL-3-4-13	186	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	Yes - Currently Supported by the Product	
4.4.1.	COL	COL-3-4-14	187	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	Yes - Currently Supported by the Product	
4.4.2.	COL	COL-3-4-15	188	View, Approve or Reject Reconciliation Informa	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	Yes - Currently Supported by the Product	Reconciliation reports can be downloaded and stored as a "point in time" reference to verify reconciliation.
4.5.	**COL**	**COL-3-5**		**Close Collection Requirements**				
4.5.	COL	COL-3-5-1	189	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: • Monthly for secured • Monthly for secured defaulted • Four times per year for unsecured current • One time per year for unsecured prior	Should Have	Yes - Currently Supported by the Product	
4.5.	COL	COL-3-5-2	190	Maintain Evidence of Payment Information for A	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	Yes - Currently Supported by the Product	
4.5.1.	COL	COL-3-5-3	191	Generate Secured Payment Information Letter	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	Not-Supported	These letters would need to be generated outside of TaxSys.
4.5.1.	COL	COL-3-5-4	192	Generate Secured Defaulted Payment Informat	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	Not-Supported	These letters would need to be generated outside of TaxSys.
4.5.2.	COL	COL-3-5-5	193	View, Approve or Reject Secured Payment Info	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 taxpayers account. When the payment is rejected, it should go back to the creator of the payment in the system.	Could Have	Not-Supported	These letters would need to be generated outside of TaxSys.
4.5.2.	COL	COL-3-5-6	194	View, Approve or Reject Secured Defaulted Pa	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 taxpayers account. When the payment is rejected, it should go back to the creator of the payment in the system.	Could Have	Not-Supported	These letters would need to be generated outside of TaxSys.
4.5.3.	COL	COL-3-5-7	195	Generate Current Year Unsecured Payment Int	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	Not-Supported	These letters would need to be generated outside of TaxSys.
4.5.3.	COL	COL-3-5-8	196	Generate Prior Year Unsecured Payment Infor	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	Not-Supported	These letters would need to be generated outside of TaxSys.
	COL	COL-3-5-9	197	Generate Prior Year Unsecured Payment Infor	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	Not-Supported	These letters would need to be generated outside of TaxSys.
4.5.4.	COL	COL-3-5-10	198	View, Approve or Reject Current Year Unsecur	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 taxpayers account. When the payment is rejected, it should go back to the creator of the payment in the system.	Could Have	Not-Supported	These letters would need to be generated outside of TaxSys.
4.5.4.	COL	COL-3-5-11	199	View, Approve or Reject Prior Year Unsecured	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 taxpayers account. When the payment is rejected, it should go back to the creator of the payment in the system.	Could Have	Not-Supported	These letters would need to be generated outside of TaxSys.
4.6.	**COL**	**COL-3-6**		**Remove Payment Due to Returned Item Requirements**				
4.6.	COL	COL-3-6-1	200	Cancel Unapplied Payment Due to Returned Ite	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	Yes - Currently Supported by the Product	
4.6.	COL	COL-3-6-2	201	Maintain History of Original Payment and of the	The system will maintain the history of the original payment and of the cancellation of the payment.	Must Have	Yes - Currently Supported by the Product	
4.6.1.	COL	COL-3-6-3	202	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	Yes - Custom-Development specific to LA County	TaxSys currently supports this, but we will need to configure the interface for LA County's specific bank requirements.
4.6.1.	COL	COL-3-6-4	203	Load Bank Returned Item Information	The system will load the bank returned items information.	Must Have	Yes - Currently Supported by the Product	
4.6.1.	COL	COL-3-6-5	204	Present Bank Returned Item Information	The system will provide the ability to view the bank returned item information.	Must Have	Yes - Currently Supported by the Product	
4.6.1.	COL	COL-3-6-6	205	Receive eCommerce Vendor eCheck Returned	The system will provide the ability to receive an electronic interface containing eCommerce Vendor eCheck returned item information.	Must Have	Yes - Custom-Development specific to LA County	TaxSys currently supports this, but we will need to configure the interface for LA County's specific bank requirements.
4.6.1.	COL	COL-3-6-7	206	Load eCommerce Vendor eCheck Returned Ite	The system will load the eCommerce Vendor eCheck returned items information.	Must Have	Yes - Currently Supported by the Product	
4.6.1.	COL	COL-3-6-8	207	Present eCommerce Vendor eCheck Returned	The system will provide the ability to view the eCommerce Vendor eCheck returned item information.	Must Have	Yes - Currently Supported by the Product	
4.6.1.	COL	COL-3-6-9	208	Receive eCommerce Vendor Credit Card Retu	The system will provide the ability to receive an electronic interface containing eCommerce Vendor credit card returned item information.	Must Have	Yes - Custom-Development specific to LA County	TaxSys currently supports this, but we will need to configure the interface for LA County's specific bank requirements.
4.6.1.	COL	COL-3-6-10	209	Load eCommerce Vendor Credit Card Returne	The system will load the eCommerce Vendor credit card returned items information.	Must Have	Yes - Currently Supported by the Product	
4.6.1.	COL	COL-3-6-11	210	Present eCommerce Vendor Credit Card Retu	The system will provide the ability to view the eCommerce Vendor credit card returned item information.	Must Have	Yes - Currently Supported by the Product	
4.6.1.	COL	COL-3-6-12	211	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	Yes - Custom-Development specific to LA County	TaxSys currently supports this, but we will need to configure the interface for LA County's specific bank requirements.
4.6.1.	COL	COL-3-6-13	212	Load IVR Returned Item Information	The system will load the IVR returned items information.	Must Have	Yes - Currently Supported by the Product	
4.6.1.	COL	COL-3-6-14	213	Present IVR Returned Item Information	The system will provide the ability to view the IVR returned item information.	Must Have	Yes - Currently Supported by the Product	
4.6.1.	COL	COL-3-6-15	214	Maintain Returned Item Information	The system will provide the ability to view, search, enter, and modify returned item information.	Must Have	Yes - Currently Supported by the Product	
4.6.1.	COL	COL-3-6-16	215	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	Yes - Currently Supported by the Product	
4.6.1.	COL	COL-3-6-17	216	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	Yes - Currently Supported by the Product	
4.6.1.	COL	COL-3-6-18	217	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	Yes - Planned Enhancement to the Product	We will implement the Returned Item Workflow before your implementation and use it to satisfy this requirement.
4.6.2.	COL	COL-3-6-19	218	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	Yes - Planned Enhancement to the Product	We will implement the Returned Item Workflow before your implementation and use it to satisfy this requirement.
4.6.2.	COL	COL-3-6-20	219	Remove Payment	The system will reverse the payment application.	Must Have	Yes - Currently Supported by the Product	
4.6.2.	COL	COL-3-6-21	220	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	Yes - Currently Supported by the Product	
4.6.2.	COL	COL-3-6-22	221	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	Yes - Currently Supported by the Product	
4.6.2.	COL	COL-3-6-23	222	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	Not-Supported	TaxSys adds the Returned Item Fees to the bill that was paid by the returned item. This ensures that the fee will be paid by including it in the Redemption (or unsecured lien) on the prior year.
4.6.2.	COL	COL-3-6-24	223	Add Returned Item Fee if Payer is Not Assesse	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	Not-Supported	TaxSys adds the Returned Item Fees to the bill that was paid by the returned item. This ensures that the fee will be paid by including it in the Redemption (or unsecured lien) on the prior year.
4.6.2.	COL	COL-3-6-25	224	Transfer Secured Assessment to Unsecured R	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: • 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	Yes - Currently Supported by the Product	TaxSys will transfer the bills to the unsecured roll if they meet all requirements, and will generate reports to the Auditor-Controller to support the items transferred.
4.6.2.	COL	COL-3-6-26	225	Transfer Secured Assessment to Secured Defa	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: • 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	Yes - Currently Supported by the Product	TaxSys will transfer the bills to the Redemption Roll if they meet all requirements, and will generate reports to the Auditor-Controller to support the items transferred.

4.6.2.	COL	COL-3-6-27	226	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	Yes - Currently Supported by the Product	
4.6.2.	COL	COL-3-6-28	227	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	Yes - Currently Supported by the Product	
	COL	COL-3-6-29	**227 a**	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	Yes - Custom-Development specific to LA County	We will develop this template during your implementation. TaxSys correctly identifies the funds to be returned but does not generate the form today.
	COL	COL-3-6-30	**227 b**	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	Yes - Custom-Development specific to LA County	We will develop this template during your implementation. TaxSys correctly identifies the funds to be returned but does not generate the form today.
4.7	**COL**	**COL-3-7**		**Remove Payment Due to Administrative Error Requirements**				
4.7.1.	COL	COL-3-7-1	228	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	Yes - Currently Supported by the Product	
4.7.1.	COL	COL-3-7-2	229	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	Yes - Currently Supported by the Product	
4.7.1.	COL	COL-3-7-3	230	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	Yes - Currently Supported by the Product	
4.7.1.	COL	COL-3-7-4	231	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	Yes - Currently Supported by the Product	
4.7.2.	COL	COL-3-7-5	232	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	Yes - Planned Enhancement to the Product	We will implement the Returned Item Workflow before your implementation and use it to satisfy this requirement.
4.7.2.	COL	COL-3-7-6	233	Remove Payment Due to Administrative Error	The system will reverse the payment application.	Must Have	Yes - Currently Supported by the Product	
4.7.2.	COL	COL-3-7-7	234	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: • 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	Yes - Currently Supported by the Product	
4.7.2.	COL	COL-3-7-8	235	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: • 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	Yes - Currently Supported by the Product	
4.7.2.	COL	COL-3-7-9	236	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	Yes - Currently Supported by the Product	
4.7.3.	COL	COL-3-7-10	**237**	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	Yes - Currently Supported by the Product	The transfer of refund monies back to the Tax Collector's funds will happen automatically through the eCAPS accounting interface.
	COL	COL-3-7-11	**238**	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	Yes - Custom-Development specific to LA County	We will develop this template during your implementation.
4.8.	**COL**	**COL-3-8**		**Transfer Payment Requirements**				
4.8.	COL	COL-3-8-1	239	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	Yes - Currently Supported by the Product	
4.8.	COL	COL-3-8-2	240	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	Yes - Currently Supported by the Product	
4.8.	COL	COL-3-8-3	241	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	Yes - Currently Supported by the Product	
4.8.	COL	COL-3-8-4	242	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: • Notify the approver of transferred item • Delete pending refund • Cancel the payment in the system • Any other action determined by the TTC	Must Have	Yes - Planned Enhancement to the Product	We will support tracking these actions through our exceptions transaction workflow.
4.8.2.	COL	COL-3-8-5	243	View, Approve or Reject Payment Transfer Re	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 taxpayers account. When the payment is rejected, it should go back to the creator of the payment in the system.	Must Have	Yes - Planned Enhancement to the Product	We will support tracking these actions through our exceptions transaction workflow.
4.8.2.	COL	COL-3-8-6	244	Generate Payment Transfer Request Denied L	The system will generate and print a payment transfer request denied letter if a payment transfer request is denied by Public Service.	Should Have	Yes - Custom-Development specific to LA County	We will add this letter during your implementation.
4.8.3.	COL	COL-3-8-7	245	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	Yes - Currently Supported by the Product	
4.8.3.	COL	COL-3-8-8	246	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	Yes - Planned Enhancement to the Product	We will support tracking these actions through our exceptions transaction workflow.
4.8.4.	COL	COL-3-8-9	247	Generate Payment Transfer Request Denied L	The system will generate and print a payment transfer request denied letter if a payment transfer request is denied by Accounting.	Could Have	Yes - Custom-Development specific to LA County	We will add this letter during your implementation.
4.8.5.	COL	COL-3-8-10	248	View, Approve or Reject Payment Transfer Re	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	Yes - Planned Enhancement to the Product	We will support tracking these actions through our exceptions transaction workflow.
4.8.5.	COL	COL-3-8-11	249	Remove Original Payment Application	The system will reverse the payment application from the transfer "from" bill.	Must Have	Yes - Currently Supported by the Product	
4.8.5.	COL	COL-3-8-12	250	Apply Payment To Transferred Bill	The system will apply the payment to the transfer "to" bill.	Must Have	Yes - Currently Supported by the Product	
4.8.5.	COL	COL-3-8-13	251	Generate eCAPS Payment Transfer Journal Vo	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	Yes - Custom-Development specific to LA County	The interface to eCAPS will be custom development for LA County, based on an existing accounting system interface framework that already generates these journal vouchers.
4.8.5.	COL	COL-3-8-14	252	Transfer Secured Assessment to Unsecured R	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: • 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	Yes - Currently Supported by the Product	
4.8.5.	COL	COL-3-8-15	253	Transfer Secured Assessment to Secured Defa	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: • 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	Yes - Currently Supported by the Product	
4.8.5.	COL	COL-3-8-16	254	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	Yes - Currently Supported by the Product	
4.8.5.	COL	COL-3-8-17	255	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	Yes - Custom-Development specific to LA County	We will add this letter during your implementation.
4.8.5.	COL	COL-3-8-18	256	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	Yes - Custom-Development specific to LA County	We will add this letter during your implementation.
	COL	COL-3-8-19	**256 a**	**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 taxpayer 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	Yes - Custom-Development specific to LA County	We will add this letter during your implementation.
4.9.1.	**COL**	**COL-3-9**		**Cancel Penalty Requirements**				
4.9.1.	COL	COL-3-9-1	257	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	Yes - Currently Supported by the Product	
	COL	COL-3-9-2	258	Generate Proposed Cancel Penalty Request R	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: • Lift and re-apply payment timely • Cancel penalties • If penalties paid, process refunds • Any additional actions required by the TTC	Should Have	Yes - Currently Supported by the Product	
4.9.2.	COL	COL-3-9-3	259	View, Approve or Reject Cancel Penalty Reque	The system will provide the ability to view and edit the cancel penalty request, and either approve or reject. When the cancelation of penalty request is approved, the payment will be lifted and re-applied without penalty, the taxpayer will be informed of the approval via email or mail. When cancelation of penalty request is rejected, the taxpayer will be informed of the rejection reason via email or mail.	Must Have	Yes - Currently Supported by the Product	
4.9.2.	COL	COL-3-9-4	260	Process Penalty Cancellation with a Roll Chan	The system will generate a roll change request to cancel penalties for each approved penalty cancellation request.	Could Have	Yes - Currently Supported by the Product	
4.9.2.	COL	COL-3-9-5	261	No Limit on When a Penalty Cancellation Occu	Generate roll change request to the Auditor-Controller.	Could Have	Yes - Currently Supported by the Product	
4.9.2.	COL	COL-3-9-6	262	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	Yes - Currently Supported by the Product	
4.9.2.	COL	COL-3-9-7	263	Generate Certificate of Redemption	If the penalty cancelation results in zero remaining liability and the property is on the secured defaulted roll, the system will generate a certificate of redemption.	Must Have	Yes - Custom-Development specific to LA County	We will add this certificate print option during your implementation.
4.9.2.	COL	COL-3-9-8	264	Generate Notification to Unsecured Delinquenc	If the penalty cancelation 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	Yes - Currently Supported by the Product	
4.9.2.	COL	COL-3-9-9	265	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	Yes - Currently Supported by the Product	
4.9.2.	COL	COL-3-9-10	265a.	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	Yes - Currently Supported by the Product	
4.10.	**COL**	**COL-3-10**		**Process Refund Request Requirements**				
4.10.	COL	COL-3-10-1	266	Two Years to Request Refund for Inadvertent P	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	Not-Supported	Payment reversals in TaxSys for any reason (including advertant payment) are permission-limited, but not time-limited. Staff will need to know not to approve a refund request for inadvertent payments outside the 2-year time limit.
4.10.1.	COL	COL-3-10-2	267	Maintain Refund Request Information	The system will provide the ability to view, search, enter, and modify refund request information.	Must Have	Yes - Currently Supported by the Product	

4.10.1.	COL	COL-3-10-3	268	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	Yes - Planned Enhancement to the Product	This will be supported as part of our refund tracking workflow.
4.10.2.	COL	COL-3-10-4	269	View, Approve or Reject Refund Request - Lev	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	Yes - Currently Supported by the Product	
4.10.3.	COL	COL-3-10-5	270	View, Approve or Reject Refund Request - Lev	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	Yes - Currently Supported by the Product	
	COL	COL-3-10-6	271	View, Approve or Reject Refund Request - Lev	The system will provide the ability to view and edit the refund request, and either approve at level 3 or reject.	Must Have	Yes - Currently Supported by the Product	
4.10.5.	COL	COL-3-10-7	272	View, Approve or Reject Refund Request - Lev	The system will provide the ability to view and edit the refund request, and either approve at level 4 or reject.	Must Have	Yes - Currently Supported by the Product	
4.10.6.	COL	COL-3-10-8	273	View, Approve or Reject Refund Request - Lev	The system will provide the ability to view and edit the refund request, and either approve at level 5 or reject.	Must Have	Yes - Currently Supported by the Product	
4.10.6.	COL	COL-3-10-9	274	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	Yes - Currently Supported by the Product	
4.10.8.	COL	COL-3-10-10	275	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	Yes - Currently Supported by the Product	
4.10.8.	COL	COL-3-10-11	276	Remove Payment from Original Payment Appli	The system will reverse the payment application from the original bill.	Must Have	Yes - Currently Supported by the Product	
4.10.8.	COL	COL-3-10-12	277	Transfer Secured Assessment to Unsecured R	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: • 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	Yes - Currently Supported by the Product	
4.10.8.	COL	COL-3-10-13	278	Transfer Secured Assessment to Secured Defa	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: • 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	Yes - Currently Supported by the Product	
4.10.8.	COL	COL-3-10-14	279	Provide Visibility of Payment Removal Due to F	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	Yes - Currently Supported by the Product	
4.10.8.	COL	COL-3-10-15	280	Create Refund Record for Refund Amount	The system will create a refund record for the amount of the refund.	Must Have	Yes - Currently Supported by the Product	
4.11.	**COL**	**COL-3-11**		**Release Refund Requirements**				
4.11.	COL	COL-3-11-1	281	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	Yes - Currently Supported by the Product	
4.11.	COL	COL-3-11-2	282	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	Yes - Currently Supported by the Product	
4.11.	COL	COL-3-11-3	283	Manually Generate a Petty Over Refund	The system will provide the user the capability to manually generate a refund for an overpayment that is less than the petty over amount. This is required when a taxpayer demands a refund of a petty amount.	Must Have	Yes - Currently Supported by the Product	
4.11.	COL	COL-3-11-4	284	Refunds Resulting from Overpayments During	The system will refund overpayments that result from the collections processing to the original payment payer.	Must Have	Yes - Currently Supported by the Product	
4.11.	COL	COL-3-11-5	285	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	Yes - Currently Supported by the Product	
4.11.	COL	COL-3-11-6	286	Generate Claim Letter if Payer of Overpayment	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	Yes - Currently Supported by the Product	
4.11.	COL	COL-3-11-7	287	Maintain Refund Records	The system will provide the ability to enter, view and modify refund payment record information.	Must Have	Yes - Currently Supported by the Product	
4.11.1.	COL	COL-3-11-8	288	Present Refund Ledger Information	The system will provide the user the ability to view refund ledger information. Information includes: • Newly created refunds • Released (processed) refunds • Remaining unprocessed refunds • Inadvertently payment refunds	Must Have	Yes - Currently Supported by the Product	
4.11.2.	COL	COL-3-11-9	289	Generate eCAPS Refund Journal Voucher Trai	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	Yes - Custom-Development specific to LA County	The interface to eCAPS will be custom development for LA County, based on an existing accounting system interface framework.
4.11.3.	COL	COL-3-11-10	290	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: • 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	Yes - Currently Supported by the Product	
4.11.3.	COL	COL-3-11-11	291	Generate Warrant Refund Request Interface	The system will provide the ability to create an electronic interface for sending eCAPS warrant request information.	Must Have	Yes - Custom-Development specific to LA County	The interface to eCAPS will be custom development for LA County, based on an existing accounting system interface framework.
4.11.3.	COL	COL-3-11-12	292	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	Yes - Custom-Development specific to LA County	The interface to eCAPS will be custom development for LA County, based on an existing accounting system interface framework.
4.11.4.	COL	COL-3-11-13	293	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	Yes - Custom-Development specific to LA County	The interface to eCAPS will be custom development for LA County, based on an existing accounting system interface framework.
4.11.4.	COL	COL-3-11-14	294	Update eCAPS Warrant Issue Information	The system will be updated with the warrant issue information.	Must Have	Yes - Currently Supported by the Product	
4.11.4.	COL	COL-3-11-15	295	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	Yes - Custom-Development specific to LA County	The interface to eCAPS will be custom development for LA County, based on an existing accounting system interface framework.
4.11.5.	COL	COL-3-11-16	296	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	Yes - Custom-Development specific to LA County	The interface to eCAPS will be custom development for LA County, based on an existing accounting system interface framework.
4.11.5.	COL	COL-3-11-17	297	Update eCAPS Warrant Status Information	The system will be updated with the warrant status information.	Must Have	Yes - Currently Supported by the Product	
4.11.5.	COL	COL-3-11-18	298	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	Yes - Custom-Development specific to LA County	The interface to eCAPS will be custom development for LA County, based on an existing accounting system interface framework.
4.11.6.	COL	COL-3-11-19	299	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: • 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	Yes - Currently Supported by the Product	
4.11.6.	COL	COL-3-11-20	300	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	Yes - Custom-Development specific to LA County	We will develop an interface to your e-payment processor that includes the ability to refund IVR payments made electronically.
4.11.6.	COL	COL-3-11-21	301	Select Refunds for eCommerce Vendor Refund	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: • 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	Yes - Currently Supported by the Product	
	COL	COL-3-11-22	302	Generate eCommerce Vendor Refund Reques	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	Yes - Custom-Development specific to LA County	We will develop an interface to your e-payment processor that includes the ability to refund eCommerce payments made electronically.
4.11.7.	COL	COL-3-11-23	303	Update Payer Information	The system will provide the ability to update the payer information on the refund record.	Must Have	Yes - Currently Supported by the Product	
4.11.7.	COL	COL-3-11-24	304	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	Yes - Currently Supported by the Product	
5	**COL**	**COL-4**		**REPORTING/FORM REQUIREMENTS**				
5	COL	COL-4-1	305	Unidentified Funds Letter	The system will generate and print an unidentified funds letter to the taxpayer with the following data: • System date • Payer Name • Payer Address • Check Number • Payment Amount	Must Have	Yes - Custom-Development specific to LA County	We will add this letter during your implementation.
5	COL	COL-4-2	306	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: • 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	Could Have	Not-Supported	This letter would need to be generated outside TaxSys.

5	COL	COL-4-3	307	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: • 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	Could Have	Not-Supported	This letter would need to be generated outside TaxSys.
5	COL	COL-4-4	308	Declaration Under Oath Report - Unsecured C	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: • 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	Could Have	Not-Supported	This letter would need to be generated outside TaxSys.
5	COL	COL-4-5	309	Declaration Under Oath Report - Unsecured Pr	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: • 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	Could Have	Not-Supported	This letter would need to be generated outside TaxSys.
5	COL	COL-4-6	310	Secured Payment Information Letter for the Au	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: • Tax Year • Total Ad Valorem/Special Assessment/Assessor Penalty Amount Applied (Total Tax) • Total Delinquent Penalty Amount	Could Have	Not-Supported	This letter would need to be generated outside TaxSys.
5	COL	COL-4-7	311	Secured Defaulted Payment Information Letter	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: • 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	Could Have	Not-Supported	This letter would need to be generated outside TaxSys.
5	COL	COL-4-8	312	Current Year Unsecured Payment Information L	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: • Tax Year • Total Ad Valorem/Assessor Penalty Amount Applied (Total Tax) • Total Basic Penalty Amount	Could Have	Not-Supported	This letter would need to be generated outside TaxSys.
5	COL	COL-4-9	313	Prior Year Unsecured Payment Information Let	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: • Tax Year • Total Ad Valorem/Assessor Penalty Amount Applied (Total Tax) • Total Basic Penalty Amount	Could Have	Not-Supported	This letter would need to be generated outside TaxSys.
5	COL	COL-4-10	314	Prior Year Unsecured Payment Information Let	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: • 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 The total amounts are provided for tax year for both aircraft and non-aircraft assessments.	Could Have	Not-Supported	This letter would need to be generated outside TaxSys.
5	COL	COL-4-11	315	Returned Item Letter	The system will generate and print a returned item letter to the taxpayer with the following data : • System date • Payer Name • Payer Address • Check Amount • Check Number • Check Date • Assessor Identification Number • Installment Number • Tax Bill Type	Should Have	Yes - Currently Supported by the Product	
5	COL	COL-4-12	316	Ten Day Letter	The system will generate and print a ten day letter (following of refund in error) to the taxpayer with the following data: • 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	Must Have	Yes - Currently Supported by the Product	
5	COL	COL-4-13	317	Notification Letter to Payer	The system will generate and print a notification letter to the payer when payment is removed with the following data: • 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	Could Have	Yes - Currently Supported by the Product	
5	COL	COL-4-14	318	Notification Letter to Assessee	The system will generate and print a notification letter to the assessee when payment is removed with the following data: • 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	Could Have	Yes - Currently Supported by the Product	

5	COL	COL-4-15	319	Payment Transfer Request Denied Letter	The system will include the following data on a payment transfer request denied letter: • Letter generation date • Payment Transfer Number • Requestor Name • Requestor Address • Assessor Identification Number • Request Receipt Date • Payment Transfer Reason	Could Have	Not-Supported	This letter would need to be generated outside TaxSys.
5	COL	COL-4-16	320	Cancel Penalty Decision Letter	The system will include the following data on a cancel penalty decision letter: • 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	Yes - Currently Supported by the Product	
5	COL	COL-4-17	321	Request for Refund Decision Letter	The system will include the following data on a request for refund decision letter: • 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	Yes - Custom-Development specific to LA County	We will add this letter during your implementation.
5	COL	COL-4-18	322	Unidentified Payment Reports	The system will provide the ability to generate configurable statistical reports. Including,, including but not limited to: •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	Yes - Currently Supported by the Product	We will build these reports using the TaxSys standard reporting module.
5	COL	COL-4-19	323	Unsecured Current Reports	This system will provide the ability to generate various configurable statistical reports, including but not limited to the following: •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	Yes - Currently Supported by the Product	We will build these reports using the TaxSys standard reporting module.
5	COL	COL-4-20	324	Unsecured Prior Reports	This system will provide the ability to generate various configurable statistical reports, including but not limited to the following: •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 •Non-Match Summary	Must Have	Yes - Currently Supported by the Product	We will build these reports using the TaxSys standard reporting module.
5	COL	COL-4-21	325	Secured Reports	This system will provide the ability to generate various configurable statistical reports, including but not limited to the following: •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 •Use Match Summary	Must Have	Yes - Currently Supported by the Product	We will build these reports using the TaxSys standard reporting module.
5	COL	COL-4-22	326	Secured Redemption Reports	This system will provide the ability to generate various configurable statistical reports, including but not limited to the following: •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)	Must Have	Yes - Currently Supported by the Product	We will build these reports using the TaxSys standard reporting module.
6	**COL**	**COL-5**		**WEB PORTAL REQUIREMENTS**				
6	COL	COL-5-1	326	Online Public Payment List Submission	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: • Assessor Identification Number • Bill Number • Tax Bill Type • Amount to Pay • Payment File Number • Reference Number	Should Have	Yes - Currently Supported by the Product	
6	COL	COL-5-2	327	Online Public Payment Information Submission	The system will provide the ability for the public to submit payment information via an external web interface by submitting the following data: • Contact Name • Contact Phone Number • Contact Address • Payment Amount • Payment Date • Payment Method (EFT or wire) • Payment File Number	Should Have	Yes - Currently Supported by the Product	

6	COL	COL-5-3	328	Online CORTAC Payment List Submission	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: • Assessor Identification Number • Bill Number • Tax Bill Type • Amount to Pay • Payment File Number • Reference Number	Should Have	Yes - Currently Supported by the Product	This will be supported through our integrated EscrowExpress product.
6	COL	COL-5-4	329	Online CORTAC Payment Information Submis	The system will provide the ability for the CORTAC payer to submit payment information via an external web interface by submitting the following data: • 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	Yes - Currently Supported by the Product	This will be supported through our integrated EscrowExpress product.
6	COL	COL-5-5	330	Online Request for Payment Transfer	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: • 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	Yes - Custom-Development specific to LA County	We will add a public form for users to request a payment transfer and then store the results of those requests in a new Workflow queue. Users will need to review each request in the Workflow queue and determine whether the user submitted enough details for the transfer request to go through.
6	COL	COL-5-6	331	Online Request to Cancel Penalty	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: • Taxpayer Name • Taxpayer Address • Penalty Cancellation Request Date • Assessor Identification Number • Tax Year • Bill Number • Penalty Cancellation Reason	Should Have	Yes - Currently Supported by the Product	

Unsecured Delinquencies

Sect. No.	Business Function	NEW Reqmt	Reqmt	Functional Requirements	Requirement Description	County Priority	Proposer Response	Proposer Comments
2	USD	USD-1		GENERAL REQUIREMENTS				
2	USD	USD-1-1	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: • Lien (LA County, other county, or FAA) filed • DMV hold • FTB tax intercept • Collector is assigned • Bank account seizure in process	Must Have	Yes - Currently Supported by the Product	Notification is available through reporting and by email.
2	USD	USD-1-2	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: • Lien (LA County, other county, or FAA) filed • DMV hold • FTB tax intercept • Collector is assigned • Bank account seizure in process	Should Have	Yes - Currently Supported by the Product	The Enforcement/Collections module is automatically updated when a balance is adjusted while any of these activities are in process.
2	USD	USD-1-3	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: • Lien (LA County, other county, or FAA) filed • DMV hold • FTB tax intercept • Collector is assigned • Bank account seizure in process	Must Have	Yes - Currently Supported by the Product	Bankruptcy involvement is visible both from the bill detail pages and the Enforcement/Collections module and can block a bill from being added to any new or ongoing collections efforts.
2	USD	USD-1-4	4	Partial Payments	The system will accept partial payments for unsecured bills.	Must Have	Yes - Currently Supported by the Product	
2	USD	USD-1-5	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	Yes - Custom-Development specific to LA County	TaxSys currently provides a link to the images stored in the TTC document imaging system. The ability to display them within TaxSys, as opposed to within the document imaging system, would be new development.
2	USD	USD-1-6	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	Yes - Currently Supported by the Product	TaxSys will allow reporting on any fees from any period of time.
2	USD	USD-1-7	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	Yes - Currently Supported by the Product	
2	USD	USD-1-8	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	Yes - Currently Supported by the Product	
2	USD	USD-1-9	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	Yes - Custom-Development specific to LA County	TaxSys supports sending some letters to "Alternate Mailing Address" but using the mailing address for *any* letter would require custom development.
2	USD	USD-1-10	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	Yes - Currently Supported by the Product	
2	USD	USD-1-11	11	Maintain Fee Amount	The system will provide the ability to maintain the current dollar amount charged for each fee type.	Must Have	Yes - Currently Supported by the Product	
2	USD	USD-1-12	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: • File a lien • Place a DMV hold • Place FTB tax intercept • Conduct enforcement activities - assign a collector	Must Have	Yes - Custom-Development specific to LA County	TaxSys allows a limitation on enforcement actions through reporting criteria, but if LA would like a system-enforced minimum to be added, it will require custom development.
3	USD	USD-2		AUDIT REQUIREMENTS				
3	USD	USD-2-1	13	Track and Maintain User Activities for Unsecured Delinquencies	The system will track and maintain history of all user activities related to the following user actions: • 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. • 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. The system will log the following data for each tracked user activity: • System date/time • Action performed The system will provide the ability to view and report on these user activities.	Must Have	Yes - Currently Supported by the Product	
4	USD	USD-3		FUNCTIONAL REQUIREMENTS				
4.1.	USD	USD-3-1		Perform Lien Recording Requirements				
4.1.	USD	USD-3-1-1	14	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 toa tax liabilities, but updated tax bill liability remains outstanding after the delinquency date. A modified lien will be filed,	Must Have	Yes - Currently Supported by the Product	
4.1.	USD	USD-3-1-2	15	Record Lien Each Year	The system will provide the ability to file liens yearly for delinquent unsecured taxes.	Must Have	Yes - Currently Supported by the Product	
4.1.	USD	USD-3-1-3	16	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	Yes - Custom-Development specific to LA County	It will be custom development to support the Aircraft details at this level. We will work with the County to determine whether the Aircraft details are shown on the Assessment and bill level or only when needed for Liens.
4.1.	USD	USD-3-1-4	17	Identify and Flag Assessments with Active Liens	The system will provide the ability to identify and flag assessments with active liens.	Must Have	Yes - Currently Supported by the Product	
4.1.1.	USD	USD-3-1-5	18	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: • 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	Yes - Currently Supported by the Product	
4.1.1.	USD	USD-3-1-6	19	Monthly Schedule for Lien Candidacy Selection	The system will perform lien candidacy selection on a monthly schedule.	Must Have	Yes - Currently Supported by the Product	We will use reporting to identify which bills are eligible for liens on any frequency the County desires.
4.1.1.	USD	USD-3-1-7	20	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	Yes - Currently Supported by the Product	We will use reporting (with minimum balance criteria) to identify which bills are eligible for liens.
4.1.1.	USD	USD-3-1-8	21	Add Fees to Tax Bills Selected for Lien Recording	The system will add two fees to all tax bills selected for lien recording: • Lien release fee • Unsecured collection fee	Must Have	Yes - Currently Supported by the Product	
4.1.1.	USD	USD-3-1-9	22	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	Yes - Currently Supported by the Product	
4.1.1.	USD	USD-3-1-10	23	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	Yes - Currently Supported by the Product	We use flags to indicate blocking properties for various activities, including lien processing. We can report on which bills were blocked from lien filing due to the presence of that flag, and they will automatically be excluded.
4.1.1.	USD	USD-3-1-11	24	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	Yes - Custom-Development specific to LA County	We will work with you to develop an interface to the Recorder's system that tracks all liens being filed and recorded, along with their statuses.
4.1.1.	USD	USD-3-1-12	25	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	Yes - Currently Supported by the Product	
4.1.1.	USD	USD-3-1-13	26	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	Yes - Custom-Development specific to LA County	In the interface for requirement USD-3-1-11, we can limit the number of liens processed, if necessary.
4.1.1.	USD	USD-3-1-14	27	Receive Suppression File	The system will provide the ability to receive an electronic interface from the Assessor with lien suppression information.	Must Have	Yes - Custom-Development specific to LA County	Assuming you want to automatically flag the liens as being suppressed in TaxSys, this will be custom development.
4.1.2.	USD	USD-3-1-15	28	Create Manual Lien Record	The system will provide the ability to create a manual lien record via a user interface.	Must Have	Yes - Currently Supported by the Product	
4.1.3.	USD	USD-3-1-16	29	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	Yes - Custom-Development specific to LA County	We will use our Workflow engine to enable approvals for manual Lien recording.
4.1.4.	USD	USD-3-1-17	30	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	Yes - Custom-Development specific to LA County	Similar to USD-3-1-11 above, we will build an interface to the Recorder's system in whichever format is required.
4.1.4.	USD	USD-3-1-18	31	Generate Notice of Lien	The system will generate a notice of lien to be sent to the assessee.	Must Have	Yes - Currently Supported by the Product	
4.1.5.	USD	USD-3-1-19	32	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	Yes - Custom-Development specific to LA County	Similar to the interface in USD-3-1-17, we will build an interface to the Recorder's system to receive lien filing data.
4.1.5.	USD	USD-3-1-20	33	Update LA County RR Lien Filing Information	The system will be updated with the document recording information	Must Have	Yes - Currently Supported by the Product	The interface will update TaxSys with the lien recording document details.
4.1.5.	USD	USD-3-1-21	34	Present Lien Recording Discrepancies	The system will correlate submitted liens with received lien recording data and present discrepancies to the user.	Must Have	Yes - Custom-Development specific to LA County	As part of the interface developed in USD-3-1-17 and USD-3-1-19, we will include a means to compare received results to transmitted data and look for discrepancies.
4.1.6.	USD	USD-3-1-22	35	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	Yes - Custom-Development specific to LA County	FAA Lien generation and its related development will be custom to LA County.

4.1.6.	USD	USD-3-1-23	36	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	Yes - Custom-Development specific to LA County	FAA Lien generation and its related development will be custom to LA County.
4.1.6.	USD	USD-3-1-24	37	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	Yes - Custom-Development specific to LA County	FAA Lien generation and its related development will be custom to LA County.
4.1.6.	USD	USD-3-1-25	38	Monthly Schedule for FAA Lien Candidacy Selection	The system will perform FAA lien candidacy selection on a monthly schedule.	Must Have	Yes - Custom-Development specific to LA County	FAA Lien generation and its related development will be custom to LA County.
4.1.6.	USD	USD-3-1-26	39	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	Yes - Custom-Development specific to LA County	FAA Lien generation and its related development will be custom to LA County.
4.1.6.	USD	USD-3-1-27	40	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	Yes - Custom-Development specific to LA County	FAA Lien generation and its related development will be custom to LA County.
4.1.6.	~~USD~~	~~USD-3-1-28~~	~~41~~	~~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~~	~~Yes - Custom-Development specific to LA County~~	~~FAA Lien generation and its related development will be custom to LA County.~~
4.1.6.	~~USD~~	~~USD-3-1-29~~	~~42~~	~~Consolidate Aircraft Information~~	~~The system will provide the ability to automate the consolidation of aircraft information from the FAA website.~~	~~Should Have~~	~~Yes - Custom-Development specific to LA County~~	~~FAA Lien generation and its related development will be custom to LA County.~~
4.1.6.	USD	USD-3-1-30	43	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	Yes - Custom-Development specific to LA County	FAA Lien generation and its related development will be custom to LA County.
4.1.7.	~~USD~~	~~USD-3-1-31~~	~~44~~	~~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~~	~~Yes - Custom-Development specific to LA County~~	~~FAA Lien generation and its related development will be custom to LA County.~~
4.1.7.	USD	USD-3-1-32	45	Update FAA Lien Filing Information	The system will be updated with the document recording information.	Should Have	Yes - Custom-Development specific to LA County	FAA Lien generation and its related development will be custom to LA County.
4.1.7.	~~USD~~	~~USD-3-1-33~~	~~46~~	~~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~~	~~Yes - Custom-Development specific to LA County~~	~~FAA Lien generation and its related development will be custom to LA County.~~
4.1.7.	USD	USD-3-1-34	47	Generate Notice of FAA Lien	The system will generate a notice of FAA lien to be sent to the assessee.	Should Have	Yes - Custom-Development specific to LA County	FAA Lien generation and its related development will be custom to LA County.
4.1.8.	~~USD~~	~~USD-3-1-35~~	~~48~~	~~Create Manual Other County Lien~~	~~The system will provide the ability to create a manual other county lien via a user interface.~~	~~Should Have~~	~~Yes - Custom-Development specific to LA County~~	~~Other County lien generation and its related development will be custom to LA County.~~
4.1.9.	~~USD~~	~~USD-3-1-36~~	~~49~~	~~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~~	~~Yes - Custom-Development specific to LA County~~	~~Other County lien generation and its related development will be custom to LA County.~~
4.1.10.	~~USD~~	~~USD-3-1-37~~	~~50~~	~~Maintain Other County Lien Fees~~	~~The system will provide the ability to maintain a list of other California counties lien fees.~~	~~Should Have~~	~~Yes - Custom-Development specific to LA County~~	~~Other County lien generation and its related development will be custom to LA County.~~
4.1.10.	~~USD~~	~~USD-3-1-38~~	~~51~~	~~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~~	~~Yes - Custom-Development specific to LA County~~	~~Other County lien generation and its related development will be custom to LA County.~~
4.1.10.	~~USD~~	~~USD-3-1-39~~	~~52~~	~~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~~	~~Yes - Custom-Development specific to LA County~~	~~Other County lien generation and its related development will be custom to LA County.~~
4.1.10.	~~USD~~	~~USD-3-1-40~~	~~53~~	~~Generate Notice of Other County Lien~~	~~The system will generate a notice of other county lien to be sent to the assessee.~~	~~Should Have~~	~~Yes - Custom-Development specific to LA County~~	~~Other County lien generation and its related development will be custom to LA County.~~
4.1.10.	~~USD~~	~~USD-3-1-41~~	~~54~~	~~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~~	~~Yes - Custom-Development specific to LA County~~	~~Other County lien generation and its related development will be custom to LA County.~~
4.1.10.	~~USD~~	~~USD-3-1-42~~	~~55~~	~~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~~	~~Yes - Custom-Development specific to LA County~~	~~Other County lien generation and its related development will be custom to LA County.~~
4.1.11.	~~USD~~	~~USD-3-1-43~~	~~56~~	~~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~~	~~Yes - Custom-Development specific to LA County~~	~~Other County lien generation and its related development will be custom to LA County.~~
4.1.11.	~~USD~~	~~USD-3-1-44~~	~~57~~	~~Update Other County Lien Filing Information~~	~~The system will be updated with the document recording information.~~	~~Should Have~~	~~Yes - Custom-Development specific to LA County~~	~~Other County lien generation and its related development will be custom to LA County.~~
4.1.11.	~~USD~~	~~USD-3-1-45~~	~~58~~	~~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~~	~~Yes - Custom-Development specific to LA County~~	~~Other County lien generation and its related development will be custom to LA County.~~
4.2.	**USD**	**USD-3-2**		**Perform Lien Release Requirements**				
4.2.	USD	USD-3-2-1	59	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	Yes - Currently Supported by the Product	TaxSys will track lien release fees that have been paid separately from those that remain unpaid and will assume that paid release fees are transferred to the Registrar-Recorder during distribution.
4.2.	USD	USD-3-2-2	60	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	Yes - Currently Supported by the Product	
4.2.1.	USD	USD-3-2-3	61	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	Yes - Currently Supported by the Product	TaxSys will only know about lien satisfaction for liens whose bill balances are converted to TaxSys during implementation, including all unpaid bills. Any liens whose bill balances are not converted from legacy data will be unknown to TaxSys.
4.2.1.	USD	USD-3-2-4	62	Weekly Schedule for Lien Release Candidacy Selection	The system will perform lien release candidacy selection on a weekly schedule.	Must Have	Yes - Currently Supported by the Product	
4.2.1.	USD	USD-3-2-5	63	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	Yes - Custom-Development specific to LA County	We will develop this interface based on our upcoming standard Recorder's interface.
4.2.2.	USD	USD-3-2-6	64	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	Yes - Planned Enhancement to the Product	This feature will be added as part of our current Liens enhancement project.
4.2.2.	USD	USD-3-2-7	65	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	Yes - Planned Enhancement to the Product	This feature will be added as part of our current Liens enhancement project.
4.2.3.	USD	USD-3-2-8	66	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	Yes - Custom-Development specific to LA County	We will develop this interface based on our upcoming standard Recorder's interface.
4.2.3.	USD	USD-3-2-9	67	Update LA County RR Lien Release Information	The system will be updated with the document recording information.	Must Have	Yes - Currently Supported by the Product	
4.2.3.	USD	USD-3-2-10	68	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	Yes - Currently Supported by the Product	
4.2.4.	USD	USD-3-2-11	69	Identify FAA Liens Eligible for Release	The system will search and identify all existing FAA liens whose total liability has been satisfied.	Must Have	Yes - Custom-Development specific to LA County	FAA Lien generation and its related development will be custom to LA County.
4.2.4.	USD	USD-3-2-12	70	Weekly Schedule for FAA Lien Release Candidacy Selection	The system will perform FAA lien release candidacy selection on a weekly schedule.	Must Have	Yes - Custom-Development specific to LA County	FAA Lien generation and its related development will be custom to LA County.
4.2.4.	USD	USD-3-2-13	71	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	Yes - Custom-Development specific to LA County	FAA Lien generation and its related development will be custom to LA County.
4.2.5.	USD	USD-3-2-14	72	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	Yes - Custom-Development specific to LA County	FAA Lien generation and its related development will be custom to LA County.
4.2.5.	USD	USD-3-2-15	73	Update FAA Lien Release Information	The system will be updated with the document recording information.	Should Have	Yes - Custom-Development specific to LA County	FAA Lien generation and its related development will be custom to LA County.
4.2.5.	USD	USD-3-2-16	74	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	Yes - Custom-Development specific to LA County	FAA Lien generation and its related development will be custom to LA County.
~~4.2.6.~~	~~USD~~	~~USD-3-2-17~~	~~75~~	~~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~~	~~Yes - Custom-Development specific to LA County~~	~~Other County lien generation and its related development will be custom to LA County.~~
~~4.2.6.~~	~~USD~~	~~USD-3-2-18~~	~~76~~	~~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~~	~~Yes - Custom-Development specific to LA County~~	~~Other County lien generation and its related development will be custom to LA County.~~
~~4.2.6.~~	~~USD~~	~~USD-3-2-19~~	~~77~~	~~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~~	~~Yes - Custom-Development specific to LA County~~	~~Other County lien generation and its related development will be custom to LA County.~~
~~4.2.7.~~	~~USD~~	~~USD-3-2-20~~	~~78~~	~~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~~	~~Yes - Custom-Development specific to LA County~~	~~Other County lien generation and its related development will be custom to LA County.~~
~~4.2.7.~~	~~USD~~	~~USD-3-2-21~~	~~79~~	~~Update Other County Lien Release Information~~	~~The system will be updated with the document recording information.~~	~~Should Have~~	~~Yes - Custom-Development specific to LA County~~	~~Other County lien generation and its related development will be custom to LA County.~~
~~4.2.7.~~	~~USD~~	~~USD-3-2-22~~	~~80~~	~~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~~	~~Yes - Custom-Development specific to LA County~~	~~Other County lien generation and its related development will be custom to LA County.~~
4.3.	**USD**	**USD-3-3**		**Perform Release of Invalid Lien Requirements**				
4.3.	USD	USD-3-3-1	81	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	Yes - Currently Supported by the Product	
4.3.	USD	USD-3-3-2	82	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	Yes - Currently Supported by the Product	
4.3.1.	USD	USD-3-3-3	83	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	Yes - Currently Supported by the Product	Roll changes will be presented to the user as TaxSys reports, either emailed or directly reviewed.
4.3.1.	USD	USD-3-3-4	84	Identify Roll Changes on Assessments with Lie	The system will perform the roll change identification on a weekly schedule.	Must Have	Yes - Currently Supported by the Product	
4.3.1.	USD	USD-3-3-5	85	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	Yes - Currently Supported by the Product	
4.3.1.	USD	USD-3-3-6	86	Selection of Invalid Liens for Release	The system will provide the ability to create a manual invalid lien release record.	Must Have	Yes - Currently Supported by the Product	
4.3.1.	USD	USD-3-3-7	87	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	Yes - Currently Supported by the Product	
4.3.2.	USD	USD-3-3-8	88	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	Yes - Currently Supported by the Product	
4.3.2.	USD	USD-3-3-9	89	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	Yes - Custom-Development specific to LA County	We will develop this interface based on our upcoming standard Recorder's interface.
4.3.2.	USD	USD-3-3-10	90	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	Not-Supported	TaxSys will not be able to produce a letter to the credit agencies. This letter can be generated from outside TaxSys and attached to the system records if desired.
	USD	USD-3-3-11	91	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	Not-Supported	TaxSys will not be able to produce a letter containing the Social Security Number without storing it, at least temporarily.
	USD	USD-3-3-12	92	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	Not-Supported	TaxSys will not be able to produce a letter to the credit agencies. This letter can be generated from outside TaxSys and attached to the system records if desired.
4.3.3.	USD	USD-3-3-13	93	Receive LA County RR Invalid Lien Release Information	The system will provide the ability to receive an electronic interface from the Registrar-Recorder containing	Must Have	Yes - Custom-Development specific to LA County	We will develop this interface based on our upcoming standard Recorder's interface.
4.3.3.	USD	USD-3-3-14	94	Update LA County RR Invalid Lien Release Information	The system will be updated with the document recording information.	Must Have	Yes - Currently Supported by the Product	
4.3.3.	USD	USD-3-3-15	95	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	Yes - Planned Enhancement to the Product	This feature will be added as part of our current Liens enhancement project.
4.3.4.	USD	USD-3-3-16	96	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	Yes - Custom-Development specific to LA County	FAA Lien generation and its related development will be custom to LA County.
4.3.4.	USD	USD-3-3-17	97	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	Yes - Custom-Development specific to LA County	FAA Lien generation and its related development will be custom to LA County.
4.3.5.	USD	USD-3-3-18	98	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	Yes - Custom-Development specific to LA County	FAA Lien generation and its related development will be custom to LA County.
4.3.5.	USD	USD-3-3-19	99	Update FAA Lien Release Information	The system will be updated with the document recording information.	Should Have	Yes - Custom-Development specific to LA County	FAA Lien generation and its related development will be custom to LA County.
4.3.5.	USD	USD-3-3-20	100	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	Yes - Custom-Development specific to LA County	FAA Lien generation and its related development will be custom to LA County.

4.3.6.	~~USD~~	~~USD-3-3-21~~	~~101~~	~~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~~	~~Yes - Custom-Development specific to LA County~~	~~Other County lien generation and its related development will be custom to LA County.~~
4.3.6.	~~USD~~	~~USD-3-3-22~~	~~102~~	~~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~~	~~Yes - Custom-Development specific to LA County~~	~~Other County lien generation and its related development will be custom to LA County.~~
4.3.7.	~~USD~~	~~USD-3-3-23~~	~~103~~	~~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~~	~~Yes - Custom-Development specific to LA County~~	~~Other County lien generation and its related development will be custom to LA County.~~
4.3.7.	~~USD~~	~~USD-3-3-24~~	~~104~~	~~Update Other County Invalid Lien Release Information~~	~~The system will be updated with the document recording information.~~	~~Should Have~~	~~Yes - Custom-Development specific to LA County~~	~~Other County lien generation and its related development will be custom to LA County.~~
4.3.7.	~~USD~~	~~USD-3-3-25~~	~~105~~	~~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~~	~~Yes - Custom-Development specific to LA County~~	~~Other County lien generation and its related development will be custom to LA County.~~
4.4.1.	**USD**	**USD-3-4**		**Perform Lien Renewal Requirements**				
4.4.1.	USD	USD-3-4-1	106	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	Yes - Currently Supported by the Product	
4.4.1.	USD	USD-3-4-2	107	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	Yes - Currently Supported by the Product	
4.4.1.	USD	USD-3-4-3	108	Monthly Schedule for Lien Renewal Identification	The system will perform lien renewal identification on a monthly schedule.	Must Have	Yes - Currently Supported by the Product	
4.4.1.	USD	USD-3-4-4	109	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	Yes - Custom-Development specific to LA County	We will develop this interface based on our upcoming standard Recorder's interface.
4.4.2.	USD	USD-3-4-5	110	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	Yes - Custom-Development specific to LA County	We will develop this interface based on our upcoming standard Recorder's interface.
4.4.2.	USD	USD-3-4-6	111	Update LA County RR Lien Renewal Information	The system will be updated with the document recording information.	Must Have	Yes - Currently Supported by the Product	
4.4.2.	USD	USD-3-4-7	112	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	Yes - Planned Enhancement to the Product	This feature will be added as part of our current Liens enhancement project.
	~~USD~~	~~USD-3-4-8~~	~~113~~	~~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~~	~~Yes - Custom-Development specific to LA County~~	~~Other County lien generation and its related development will be custom to LA County.~~
	~~USD~~	~~USD-3-4-9~~	~~114~~	~~Monthly Schedule for Other County Lien Renewal Identification~~	~~The system will perform other county lien renewal identification on a monthly schedule.~~	~~Should Have~~	~~Yes - Custom-Development specific to LA County~~	~~Other County lien generation and its related development will be custom to LA County.~~
	~~USD~~	~~USD-3-4-10~~	~~115~~	~~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~~	~~Yes - Custom-Development specific to LA County~~	~~Other County lien generation and its related development will be custom to LA County.~~
4.4.4.	~~USD~~	~~USD-3-4-11~~	~~116~~	~~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~~	~~Yes - Custom-Development specific to LA County~~	~~Other County lien generation and its related development will be custom to LA County.~~
4.4.4.	~~USD~~	~~USD-3-4-12~~	~~117~~	~~Update Other County Lien Renewal Information~~	~~The system will be updated with the document recording information.~~	~~Should Have~~	~~Yes - Custom-Development specific to LA County~~	~~Other County lien generation and its related development will be custom to LA County.~~
4.4.4.	~~USD~~	~~USD-3-4-13~~	~~118~~	~~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~~	~~Yes - Custom-Development specific to LA County~~	~~Other County lien generation and its related development will be custom to LA County.~~
4.5.	**USD**	**USD-3-5**		**Process DMV Hold Requirements**				
4.5.	USD	USD-3-5-1	119	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	Yes - Planned Enhancement to the Product	This feature will be added in 2024.
4.5.	USD	USD-3-5-2	120	Maintain DMV Hold History	The system will maintain complete history of when a DMV hold was sent, placed and released.	Must Have	Yes - Planned Enhancement to the Product	This feature will be added in 2024.
4.5.	USD	USD-3-5-3	121	Review DMV Hold History	The system will allow the user to review historical DMV holds history via user interface.	Must Have	Yes - Planned Enhancement to the Product	This feature will be added in 2024.
4.5.1.	USD	USD-3-5-4	122	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: • 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	Yes - Planned Enhancement to the Product	This feature will be added in 2024.
4.5.1.	USD	USD-3-5-5	123	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	Yes - Planned Enhancement to the Product	This feature will be added in 2024.
4.5.1.	USD	USD-3-5-6	124	Generate DMV Hold Letter	The system will provide the ability to generate a DMV hold letter to the assessee.	Must Have	Yes - Planned Enhancement to the Product	This feature will be added in 2024.
4.5.1.	USD	USD-3-5-7	125	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	Yes - Planned Enhancement to the Product	This feature will be added in 2024.
4.5.1.	USD	USD-3-5-8	126	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	Yes - Planned Enhancement to the Product	This feature will be added in 2024.
4.5.2.	USD	USD-3-5-9	127	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	Yes - Planned Enhancement to the Product	This feature will be added in 2024.
4.5.2.	USD	USD-3-5-10	128	Update DMV Hold Exception Information	The system will update the DMV hold exception information.	Must Have	Yes - Planned Enhancement to the Product	This feature will be added in 2024.
4.5.2.	USD	USD-3-5-11	129	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	Yes - Planned Enhancement to the Product	This feature will be added in 2024.
4.5.3.	USD	USD-3-5-12	130	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	Yes - Planned Enhancement to the Product	This feature will be added in 2024.
4.5.3.	USD	USD-3-5-13	131	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	Not-Supported	It's unclear what DMV exceptions would be required to send to the Assessor. With further discussion, this interface could be considered.
4.5.3.	USD	USD-3-5-14	132	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	Not-Supported	It's unclear what DMV exceptions would be required to send to the Assessor. With further discussion, this interface could be considered.
4.6.1.	**USD**	**USD-3-6**		**Release DMV Hold Requirements**				
4.6.1.	USD	USD-3-6-1	133	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	Yes - Planned Enhancement to the Product	This feature will be added in 2024.
4.6.1.	USD	USD-3-6-2	134	Daily Schedule for DMV Hold Release Identification	The system will perform DMV hold release identification on a daily schedule.	Must Have	Yes - Planned Enhancement to the Product	This feature will be added in 2024.
4.6.1.	USD	USD-3-6-3	135	Manual DMV hold Release Record	The system will provide the ability to create a manual DMV hold release record.	Must Have	Yes - Planned Enhancement to the Product	This feature will be added in 2024.
4.6.2.	USD	USD-3-6-4	136	View, Approve or Reject DMV Hold Release	The system will provide the ability to view manual DMV hold releases, and either approves or rejects the DMV hold release. If approved, DMV hold is released If rejected, DMV hold remains	Must Have	Yes - Planned Enhancement to the Product	This feature will be added in 2024.
4.6.2.	USD	USD-3-6-5	137	Generate DMV Hold Release Interface	The system will provide the ability to create an electronic interface for sending DMV hold release requests	Must Have	Not-Supported	If the DMV adds real-time release support in the future, we can reconsider this request.
4.7.	**USD**	**USD-3-7**		**Process Tax Intercepts Requirements**				
4.7.	USD	USD-3-7-1	138	Maintain FTB Tax Intercept History	The system will maintain complete history of when an FTB tax intercept was sent, placed and released.	Must Have	Yes - Planned Enhancement to the Product	This feature will be added in 2024.
4.7.	USD	USD-3-7-2	139	Review FTB Tax Intercept History	The system will allow the user to review historical FTB Tax Intercept history via user interface.	Must Have	Yes - Planned Enhancement to the Product	This feature will be added in 2024.
4.7.1.	USD	USD-3-7-3	140	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: • 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	Yes - Planned Enhancement to the Product	This feature will be added in 2024.
4.7.1.	USD	USD-3-7-4	141	Annual Schedule for FTB Tax Intercept	The system will perform FTB tax intercept identification on an annual schedule, first business day of the se	Must Have	Yes - Planned Enhancement to the Product	This feature will be added in 2024.
4.7.1.	USD	USD-3-7-5	142	Generate SSN and Address Search Request In	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	Yes - Custom-Development specific to LA County	This interface will be added as part of your implementation.
4.7.2.	USD	USD-3-7-6	143	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	Yes - Custom-Development specific to LA County	This interface will be added as part of your implementation.
4.7.2.	USD	USD-3-7-7	144	Update SSN and Address Information	The system will update the social security number and address search results.	Must Have	Yes - Custom-Development specific to LA County	This interface will be added as part of your implementation.
4.7.2.	USD	USD-3-7-8	145	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	Yes - Custom-Development specific to LA County	This interface will be added as part of your implementation.
4.7.2.	USD	USD-3-7-9	146	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	Yes - Custom-Development specific to LA County	This interface will be added as part of your implementation.
4.7.3.	USD	USD-3-7-10	147	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	Yes - Planned Enhancement to the Product	This feature will be added in 2024.
4.7.3.	USD	USD-3-7-11	148	Generate Pre-Intercept Letter	The system will provide the ability to generate, view, and print pre-intercept assessee letters in bulk.	Must Have	Yes - Planned Enhancement to the Product	This feature will be added in 2024.
4.7.3.	USD	USD-3-7-12	149	Include Prior Year Delinquencies	The system will include all unsecured delinquencies, including past years, when submitting a tax intercept.	Must Have	Yes - Planned Enhancement to the Product	This feature will be added in 2024.
4.7.3.	USD	USD-3-7-13	150	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 1st.	Must Have	Yes - Planned Enhancement to the Product	This feature will be added in 2024.
4.7.3.	USD	USD-3-7-14	151	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	Yes - Planned Enhancement to the Product	This feature will be added in 2024.
4.7.3.	USD	USD-3-7-15	152	Update Pending Tax Intercept Information	The system will provide the user the ability to manually add pending tax intercept information.	Must Have	Yes - Planned Enhancement to the Product	This feature will be added in 2024.
4.8.1.	**USD**	**USD-3-8**		**Release Tax Intercept Requirements**				
4.8.1.	USD	USD-3-8-1	153	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	Yes - Planned Enhancement to the Product	This feature will be added in 2024.
4.8.1.	USD	USD-3-8-2	154	Weekly Schedule for FTB Tax Intercept Identification	The system will perform FTB tax intercept release identification on a weekly schedule.	Must Have	Yes - Planned Enhancement to the Product	This feature will be added in 2024.
4.8.1.	USD	USD-3-8-3	155	Manual FTB Tax Intercept Release	The system will provide the ability to create a manual FTB tax intercept release record.	Must Have	Yes - Planned Enhancement to the Product	This feature will be added in 2024.
4.8.2.	USD	USD-3-8-4	156	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	Yes - Planned Enhancement to the Product	This feature will be added in 2024.
4.8.2.	USD	USD-3-8-5	157	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	Yes - Planned Enhancement to the Product	This feature will be added in 2024.
4.9.	**USD**	**USD-3-9**		**Conduct Enforcement Requirements**				
4.9.	USD	USD-3-9-1	158	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	Yes - Currently Supported by the Product	
4.9.	USD	USD-3-9-2	159	Case Management-Establish Collection Activiti	The system will provide the ability to establish collection activities based on user defined criteria and the d	Must Have	Yes - Currently Supported by the Product	
4.9.	USD	USD-3-9-3	160	Case Management-Establish Collection Status	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	Yes - Currently Supported by the Product	
4.9.	USD	USD-3-9-4	161	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	Yes - Currently Supported by the Product	
4.9.	USD	USD-3-9-5	162	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	Yes - Currently Supported by the Product	
4.9.	USD	USD-3-9-6	163	Case Management- Establish Collection Activity Codes	The system will provide the ability to establish activity codes for collection cases.	Must Have	Yes - Currently Supported by the Product	
4.9.	USD	USD-3-9-7	164		(Examples: left voice message, outgoing telephone call, demand letter sent, etc.)	Must Have	Yes - Currently Supported by the Product	

4.9.	USD	USD-3-9-8	165	Case Management-Assign Collection Activity Codes	The system will provide the ability to assign activity codes to a collection case.	Must Have	Yes - Currently Supported by the Product	
4.9.	USD	USD-3-9-9	166	Case Management-Maintain Enforcement Hist	The system will maintain collection enforcement history and enforcement results by collection activity code and by collection status code.	Must Have	Yes - Currently Supported by the Product	
4.9.	USD	USD-3-9-10	167	Case Management-Maintain Collector Contact	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	Yes - Currently Supported by the Product	Mileage details can be added if desired. The other elements are already supported.
4.9.	USD	USD-3-9-11	168	Case Management-Review Enforcement Activi	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	Yes - Currently Supported by the Product	
4.9.	USD	USD-3-9-12	169	Case Management-Collection Case Daily Worl	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	Yes - Currently Supported by the Product	
4.9.	USD	USD-3-9-13	170	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	Yes - Currently Supported by the Product	
4.9.1.	USD	USD-3-9-14	171	Identify Tax Bills for Enforcement	The system will identify all account cases that are eligible for enforcement. Eligibility is defined as meeting the following: • 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	Yes - Currently Supported by the Product	
4.9.1.	USD	USD-3-9-15	172	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	Yes - Currently Supported by the Product	
4.9.1.	USD	USD-3-9-16	173	Present Tax Bills Eligible for Enforcement	The system will provide a list of unsecured delinquencies eligible for enforcement on demand.	Must Have	Yes - Currently Supported by the Product	
4.9.2.	USD	USD-3-9-17	174	Maintain Collector Information	The system will provide the ability for the user to maintain and view information on collectors.	Must Have	Yes - Currently Supported by the Product	
4.9.2.	USD	USD-3-9-18	175	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	Yes - Currently Supported by the Product	
4.9.2.	USD	USD-3-9-19	176	Assign Account to Collector	The system will assign a delinquent unsecured tax bill collection account to a collector: • 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	Yes - Custom-Development specific to LA County	We support adding bills to a collector if they are already working on other bills for that property. We will enhance the Enforcement and Collections module to support round-robin assignments during your implementation.
	USD	USD-3-9-20	177	Manual Assignment of Accounts	The system will provide the ability for the user to balance the workload and change account assignments.	Must Have	Yes - Currently Supported by the Product	
4.9.3.	USD	USD-3-9-21	178	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	Yes - Currently Supported by the Product	
4.9.3.	USD	USD-3-9-22	179	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	Yes - Currently Supported by the Product	
4.10.	**USD**	**USD-3-10**		**Conduct Bank Account Seizure Requirements**				
4.10.	USD	USD-3-10-1	180	Maintain Bank Information	The system will provide the ability to store and maintain known bank information. This information is requi	Must Have	Yes - Planned Enhancement to the Product	This feature will be added in 2024.
4.10.	USD	USD-3-10-2	181	Maintain Bank Account Seizure History	The system will provide the ability to maintain history of bank account seizure activities and results.	Must Have	Yes - Planned Enhancement to the Product	This feature will be added in 2024.
4.10.	USD	USD-3-10-3	182	Review Bank Account Seizure History	The system will provide the ability to for the user to review the complete history of bank account seizure ac	Must Have	Yes - Planned Enhancement to the Product	This feature will be added in 2024.
4.10.	USD	USD-3-10-4	183	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 ac	Could Have	Yes - Planned Enhancement to the Product	This feature will be added in 2024.
4.10.	USD	USD-3-10-5	184	Maintain Enforcement History by Activity Code	The system will maintain collection enforcement history and enforcement results by collection activity code	Must Have	Yes - Currently Supported by the Product	
4.10.1.	USD	USD-3-10-6	185	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: • 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	Yes - Currently Supported by the Product	
4.10.1.	USD	USD-3-10-7	186	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	Yes - Planned Enhancement to the Product	This feature will be added in 2024.
4.10.1.	USD	USD-3-10-8	187	Search For Previous Payments	The system will provide the ability to search for taxpayer bank information as well as previously submitted payments.	Must Have	Yes - Planned Enhancement to the Product	This feature will be added in 2024.
4.10.1.	USD	USD-3-10-9	188	Manual Identification of Seizure Bank	The system will provide the user the ability to select banks for the blanket bank account seizures.	Must Have	Yes - Planned Enhancement to the Product	This feature will be added in 2024.
4.10.2.	USD	USD-3-10-10	189	Generate Bank Seizure Check List	The system will generate a bank seizure checklist and provide the ability to manage standard seizure activities	Must Have	Yes - Planned Enhancement to the Product	This feature will be added in 2024.
4.10.2.	USD	USD-3-10-11	190	Generate Bank Seizure Request for Approval	The system will generate a bank seizure request for approval in the system.	Must Have	Yes - Planned Enhancement to the Product	This feature will be added in 2024.
4.10.3.	USD	USD-3-10-12	191	View, Approve or Reject Bank Account Seizure	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	Yes - Custom-Development specific to LA County	We will add support for seizure approvals during your implementation.
4.10.4.	USD	USD-3-10-13	192	View, Approve or Reject Bank Account Seizure	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	Yes - Custom-Development specific to LA County	We will add support for seizure approvals during your implementation.
4.10.5.	USD	USD-3-10-14	193	Schedule and Maintain Administrative Hearing	The system will schedule an administrative hearing date ten days from the current date.	Must Have	Yes - Currently Supported by the Product	
4.10.5.	USD	USD-3-10-15	194	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	Yes - Planned Enhancement to the Product	This feature will be added in 2024.
4.10.5.	USD	USD-3-10-16	195	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	Yes - Currently Supported by the Product	
4.10.5.	USD	USD-3-10-17	196	Generate Notice of Administrative Hearing Rigl	The system will generate on demand notice of administrative hearing rights to be sent to the assessee.	Must Have	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
4.10.5.	USD	USD-3-10-18	197	Provide Administrative Hearing Date Notificatio	The system will provide a notification when the date of the administrative hearing is reached and the hearing has not taken place.	Must Have	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
4.10.5.	USD	USD-3-10-19	198	Generate Bank Account Seizure Letters of Inst	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	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
	USD	USD-3-10-20	199	Generate Notice of Administrative Hearing Results	The system will generate a notice of administrative hearing results to be sent to the taxpayer.	Must Have	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
	USD	USD-3-10-21	200	Generate Notice of Rescission	The system will generate a notice of rescission to be sent to the bank.	Must Have	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
5	**USD**	**USD-4**		**REPORTING REQUIREMENTS**				
5	USD	USD-4-1	201	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	Yes - Currently Supported by the Product	
5	USD	USD-4-2	202	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	Yes - Currently Supported by the Product	
5	USD	USD-4-3	203	Notice of FAA Lien - Assessee	The system will include the following data on the notice of FAA lien sent to the assessee: • Mail-To Name • Mail-To Address • Assessee Name • Bill Number • Tax Year • Assessor Identification Number and/or Assessment Number r • 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	Yes - Custom-Development specific to LA County	FAA Lien generation and its related development will be custom to LA County.
5	USD	USD-4-4	204	Notice of FAA Lien - FAA	The system will include the following data on the notice of lien sent to the FAA: • Mail-To Name • Mail-To Address • Assesseee 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	Yes - Custom-Development specific to LA County	FAA Lien generation and its related development will be custom to LA County.

5	~~USD~~	~~USD-4-5~~	~~205~~	~~Notice of Other County Lien~~	~~The system will include the following data on the notice of other county lien sent to the assessee:~~ ~~• 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~~	~~Yes - Custom- Development specific to LA County~~	~~Other County lien generation and its related development will be custom to LA County.~~
5	USD	USD-4-6	206	Manual Lien Release Request	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. • 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	Yes - Custom-Development specific to LA County	FAA and Other County Lien releases will be added during your implementation.
5	USD	USD-4-7	207	Credit Letter	The system will include the following data on the credit letter sent to credit agencies: • Credit Letter Date • Assessee Name • Assessee Mailing Address • Assessee Social Security Number/Federal ID (if known)	Must Have	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
5	USD	USD-4-8	208	Credit Letter Cover Letter	The system will include the following data on the credit letter cover letter sent to assessees: • Credit Letter Date • Assessee Name • Assessee Mailing Address	Must Have	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
5	USD	USD-4-9	209	DMV Hold Letter	The system will include the following data on the DMV hold letter sent to the assessee: • 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	Yes - Planned Enhancement to the Product	This feature will be added in 2024.
5	USD	USD-4-10	210	Pre-Intercept Letter	The system will include the following data on the pre-FTB tax intercept letter sent to the assessee: • 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	Yes - Planned Enhancement to the Product	This feature will be added in 2024.
5	USD	USD-4-11	211	Demand for Payment Notice	The system will include the following data on the demand for payment notice sent to the assessee: • Assessee Name • Assessee Mailing Address • Bill Number • Tax Year • Situs Address • Amount Due • Due Date • Scan Line • Bar Code • Payment Stub	Must Have	Yes - Currently Supported by the Product	
5	USD	USD-4-12	212	Final Notice to Taxpayer Letter	The system will include the following data on final notice to taxpayer letter sent to the assessee: • Assessee Name • Assessee Mailing Address • Bill Number andor Assessment Number • Tax Year • Situs Address • Amount Due • Due Date • Scan Line • Bar Code • Payment Stub	Must Have	Yes - Currently Supported by the Product	
5	USD	USD-4-13	213	Bank Seizure Check List	The system will include the following data on the bank seizure check list: • 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	Yes - Planned Enhancement to the Product	This feature will be added in 2024.
5	USD	USD-4-14	214	Bank Account Seizure Notice	The system will include the following data on the bank account seizure notice: • 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	Yes - Planned Enhancement to the Product	This feature will be added in 2024.
5	USD	USD-4-15	215	Bank Account Seizure Letter of Instruction	The system will include the following data on the bank account seizure letter of instruction: • Seizure Notice Date • Bank Name • Bank Mailing Address • Assessee Name • Administrative Hearing Date • Amount Due	Must Have	Yes - Planned Enhancement to the Product	This feature will be added in 2024.
5	USD	USD-4-16	216	Notice of Administrative Hearing Rights	The system will include the following data on the notice of administrative hearing rights sent to the assessee: • 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	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
5	USD	USD-4-17	217	Notice of Administrative Hearing Results	The system will include the following data on the notice of administrative hearing results letter sent to the bank and taxpayer: • 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	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
5	USD	USD-4-18	218	Notice of Rescission	The system will include the following data on the notice of rescission: • 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	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.

5	USD	USD-4-19		Unsecured Delinquency Reports	The system will provide the ability to generate various configurable statistical reports, including but not limited to: •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	Yes - Currently Supported by the Product	These reports will be generated using the TaxSys standard reporting module.

Secured Defaulted Tax Roll

Sect. No.	Business Function	NEW Reqmt	Reqmt	Functional Requirements	Requirement Description	County Priority	Proposer Response	Proposer Comments
2	SDT	SDT-1		GENERAL REQUIREMENTS				
2	SDT	SDT-1-1	5	Parcel Alert Generation for Active Payment Plan	The system will flag the property when there is an active payment plan.	Must Have	Yes - Currently Supported by the Product	
2	SDT	SDT-1-2	1	Query Current and Historical Information	The system will provide the ability to query current and historical assessment, billing, payment and refund information.	Must Have	Yes - Currently Supported by the Product	
2	SDT	SDT-1-3	2	Legal Descriptions	The system will maintain and store full legal descriptions for all assessments.	Must Have	Yes - Currently Supported by the Product	Assuming the Legal description is provided by the Assessor, it will be stored in TaxSys.
2	SDT	SDT-1-4	2.1	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	Yes - Currently Supported by the Product	
2	SDT	SDT-1-5	2.2	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	Yes - Currently Supported by the Product	
2	SDT	SDT-1-6	2.3	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	Yes - Currently Supported by the Product	
2	SDT	SDT-1-7	2.5	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	Yes - Currently Supported by the Product	
2	SDT	SDT-1-8	3	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	Yes - Currently Supported by the Product	
2	SDT	SDT-1-9	4	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	Yes - Currently Supported by the Product	
2	SDT	SDT-1-10	5	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	Yes - Currently Supported by the Product	
2	SDT	SDT-1-11	6	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	Yes - Currently Supported by the Product	
2	SDT	SDT-1-12	6.1	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	Yes - Currently Supported by the Product	We will ensure that the fees for each subsequent sale are charged separately from any fees in a prior sale.
2	SDT	SDT-1-13	7	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	Not-Supported	If the County scans these documents into a document management system that can serve the image in a browser, we can display the linked images. TaxSys does not actually perform the scanning and cannot scan the image to a document management system; however, if the County uses its own local scanning software, those scanned images can be uploaded to TaxSys if desired.
2	SDT	SDT-1-14	8	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	Yes - Currently Supported by the Product	
2	SDT	SDT-1-15	9	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	Yes - Currently Supported by the Product	
2	SDT	SDT-1-16	10	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	Yes - Currently Supported by the Product	
2	SDT	SDT-1-17	11	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	Yes - Currently Supported by the Product	DeedAuction will maintain a list of bidders that can be used as a mailing list.
2	SDT	SDT-1-18	12	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	Yes - Currently Supported by the Product	TaxSys supports a designated mailing address for notifications.
2	SDT	SDT-1-19	13	Redemption/Off Sale List	The system will generate a redemption/off sale list on-demand.	Must Have	Yes - Currently Supported by the Product	
2	SDT	SDT-1-20	14	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	Yes - Currently Supported by the Product	
2	SDT	SDT-1-21	15	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	Yes - Currently Supported by the Product	Excess Proceeds claim documents will be retained if scanned and uploaded to TaxSys.
2	SDT	SDT-1-22	15.1	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	Yes - Currently Supported by the Product	
2	SDT	SDT-1-23	16	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	Not-Supported	TaxSys does not have built-in tracking for title searches. We can import the results of title searches from outside entities as desired.
3	SDT	SDT-2		AUDIT REQUIREMENTS				
3	SDT	SDT-2-1	18	d Maintain User Activities for Secured Defaulted	The system will track and maintain history of all user activities related to the following user actions: • 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 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. The system will log the following data for each tracked user activity: • User name • System date/time • Action performed The system will provide the ability for authorized users to view and report on these user activities.	Must Have	Yes - Currently Supported by the Product	
4	SDT	SDT-3		FUNCTIONAL REQUIREMENTS				
4.1.1.	SDT	SDT-3-1		Identify Properties Subject to Power to Sell Requirements				
4.1.1.	SDT	SDT-3-1-1	19	Identify Properties for Power to Sell Addenda	The system will generate a list of properties eligible for the power to sell addenda meeting the following conditions: • 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	Yes - Currently Supported by the Product	

4.1.1.	SDT	SDT-3-1-2	20	Flag Properties on List of Properties Eligible for Power to Sell Addenda	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: • 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	Yes - Currently Supported by the Product	We will track these exceptions through TaxSys reporting and exclude the exceptions from Power to Sell activities.
4.1.1.	SDT	SDT-3-1-3	21	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	Yes - Currently Supported by the Product	We will track these exceptions through TaxSys reporting and exclude the exceptions from Power to Sell activities.
4.1.1.	SDT	SDT-3-1-4	22	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	Yes - Currently Supported by the Product	TaxSys will attach the full legal description if it is received from the Assessor.
4.1.1.	SDT	SDT-3-1-5	23	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	Yes - Currently Supported by the Product	
4.1.1.	SDT	SDT-3-1-6	24	Maintain Addenda History	The system will track and maintain all current and historical power to sell addenda lists generated.	Must Have	Yes - Currently Supported by the Product	
4.1.1.	SDT	SDT-3-1-7	25	Update Addenda Data	The system will provide the authorized user the ability to enter, view and modify power to sell addenda data.	Must Have	Yes - Currently Supported by the Product	
4.1.1.	SDT	SDT-3-1-8	26	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	Yes - Currently Supported by the Product	
4.1.1.	SDT	SDT-3-1-9	27	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	Yes - Currently Supported by the Product	
4.1.1.	SDT	SDT-3-1-10	28	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	Not-Supported	TaxSys does not support an external interface to place properties on the Power to Sell list.
4.1.1.	SDT	SDT-3-1-11	29	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	Yes - Currently Supported by the Product	
4.1.2.	**SDT**	**SDT-3-2**		**Generate Courtesy Notice Requirements**				
4.1.2.	SDT	SDT-3-2-1	30	Generate Courtesy Notice	The system will provide the ability to generate and print four types of courtesy notice, as follows: • 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	Yes - Currently Supported by the Product	TaxSys will generate the courtesy notices on the County's defined schedule and will identify on the notice whether the parcel is eligible for a 5 Pay Plan on the notice itself.
4.1.2.	SDT	SDT-3-2-2	31	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	Yes - Currently Supported by the Product	
4.1.3.	**SDT**	**SDT-3-3**		**Generate Notice of Impending Power to Sell Requirements**				
4.1.3.	SDT	SDT-3-3-1	32	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	Yes - Currently Supported by the Product	
4.1.3.	SDT	SDT-3-3-2	33	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: • 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	Yes - Currently Supported by the Product	TaxSys will generate the courtesy notices on the County's defined schedule and will identify on the notice whether the parcel is eligible for a 5 Pay Plan on the notice itself.
4.1.3.	SDT	SDT-3-3-3	34	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	Yes - Currently Supported by the Product	
4.1.3.	SDT	SDT-3-3-4	35	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	Yes - Planned Enhancement to the Product	We will add this feature in 2024.
4.1.4.	**SDT**	**SDT-3-4**		**Record PTS Requirements**				
4.1.4.	SDT	SDT-3-4-1	36	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 1st.	Must Have	Yes - Currently Supported by the Product	
4.1.4.	SDT	SDT-3-4-2	37	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	Yes - Planned Enhancement to the Product	We will add this feature in 2024.
4.1.4.	SDT	SDT-3-4-3	38	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	Yes - Custom-Development specific to LA County	We will include the "certified funds required" indicator on your interfaces to RPS and ACS.
4.1.5.	**SDT**	**SDT-3-5**		**Update Recording Number Requirements**				
4.1.5.	SDT	SDT-3-5-1	39	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	Yes - Planned Enhancement to the Product	We will add this feature in 2024.
4.1.5.	SDT	SDT-3-5-2	40	Update Registrar-Recorder Notice of Power to Sell Lien Filing Information	The system will be updated with the document recording information.	Must Have	Yes - Currently Supported by the Product	
4.1.5.	SDT	SDT-3-5-3	41	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	Yes - Planned Enhancement to the Product	We will add this feature in 2024.
4.2.	**SDT**	**SDT-3-6**		**Rescind/Cancel Power to Sell Requirements**				
4.2.	SDT	SDT-3-6-1	42	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	Yes - Currently Supported by the Product	
4.2.	SDT	SDT-3-6-2	43	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	Yes - Currently Supported by the Product	
4.2.1.	**SDT**	**SDT-3-7**		**Process Power to Sell Change Requirements**				
4.2.1.	SDT	SDT-3-7-1	44	Generate Power to Sell Rescission	The system will generate a power to sell rescission due to the following: • 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	Yes - Currently Supported by the Product	
4.2.1.	SDT	SDT-3-7-2	45	Generate Power to Sell Cancellation	The system will generate a cancellation of power to sell due to any of the following: • 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	Yes - Custom-Development specific to LA County	
4.2.1.	SDT	SDT-3-7-3	46	Generate Manual Power to Sell Rescission	The system will allow the authorized user to create a Notice of Power to Sell rescission.	Must Have	Yes - Currently Supported by the Product	
4.2.1.	SDT	SDT-3-7-4	47	Generate Manual Power to Sell Cancellation	The system will allow the authorized user to create a Notice of Power to Sell cancellation.	Must Have	Yes - Currently Supported by the Product	
4.2.2.	**SDT**	**SDT-3-8**		**Review Power to Sell Document Requirements**				
4.2.2.	SDT	SDT-3-8-1	48	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	Yes - Planned Enhancement to the Product	We will add this feature in 2024.
4.2.3.	**SDT**	**SDT-3-9**		**Transmittal of the Power to Sell Document Requirements**				
4.2.3.	SDT	SDT-3-9-1	49	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	Yes - Planned Enhancement to the Product	We will add this feature in 2024.
4.2.4.	**SDT**	**SDT-3-10**		**Update Recording Number Requirements**				
4.2.4.	SDT	SDT-3-10-1	50	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	Yes - Planned Enhancement to the Product	We will add this feature in 2024.
4.2.4.	SDT	SDT-3-10-2	51	Update Registrar-Recorder Power to Sell Cancellation or Rescission Information	The system will be updated with the document recording information.	Must Have	Yes - Planned Enhancement to the Product	We will add this feature in 2024.
4.2.4.	SDT	SDT-3-10--3	52	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	Yes - Planned Enhancement to the Product	We will add this feature in 2024.
4.3.	**SDT**	**SDT-3-11**		**Process Publications Requirements**				
4.3.	SDT	SDT-3-11-1	53	Maintain Newspaper Information	The system will provide the ability to enter, view and modify newspaper company information.	Must Have	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
4.3.	SDT	SDT-3-11-2	54	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	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
4.3.	SDT	SDT-3-11-3	55	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	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
4.3.1.	**SDT**	**SDT-3-12**		**Generate Publication List Requirements**				
4.3.1.	SDT	SDT-3-12-1	56	Generate First Year Publication List	The system will generate a first year publication list containing properties meeting the following conditions: • 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	Yes - Currently Supported by the Product	
4.3.1.	SDT	SDT-3-12-2	57	Generate First Year Publication List Annually	The system will generate the first year publication list annually.	Must Have	Yes - Currently Supported by the Product	
4.3.1.	SDT	SDT-3-12-3	58	Generate First Year Publication Header	The system will generate the first year publication header.	Must Have	Yes - Currently Supported by the Product	
4.3.1.	SDT	SDT-3-12-4	59	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	Yes - Custom-Development specific to LA County	We will develop this list based on the layout of the TaxSys Standard publication list.
4.3.1.	SDT	SDT-3-12-5	60	Generate Impending Power to Sell Publication List Annually	The system will generate the impending power to sell publication list annually.	Must Have	Yes - Currently Supported by the Product	
4.3.1.	SDT	SDT-3-12-6	61	Generate Impending Power to Sell Publication Header	The system will generate the impending power to sell publication header.	Must Have	Yes - Currently Supported by the Product	
4.3.2.	**SDT**	**SDT-3-13**		**Review Publication List Requirements**				
4.3.2.	SDT	SDT-3-13-1	62	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	Yes - Custom-Development specific to LA County	We will add this level of review during your implementation.
4.3.2.	SDT	SDT-3-13-2	63	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	Yes - Custom-Development specific to LA County	We will add this level of review during your implementation.
4.3.2.	SDT	SDT-3-13-3	64	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	Yes - Currently Supported by the Product	

4.3.4.	**SDT**	**SDT-3-14**		**Provide Publication List Requirements**				
4.3.4.	SDT	SDT-3-14-1	65	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	Yes - Custom-Development specific to LA County	We will generate this publication based on our standard publishing format.
4.3.4.	SDT	SDT-3-14-1	66	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	Yes - Custom-Development specific to LA County	We will generate this publication based on our standard publishing format.
4.3.6.	**SDT**	**SDT-3-15**		**Provide Newspaper Proof for Recording Requirements**				
4.3.6.	SDT	SDT-3-15-1	67	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	Yes - Planned Enhancement to the Product	We will add this feature in 2024.
4.3.7.	**SDT**	**SDT-3-16**		**Update Recording Information Requirements**				
4.3.7.	SDT	SDT-3-16-1	68	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	Yes - Planned Enhancement to the Product	We will add this feature in 2024.
4.3.7.	SDT	SDT-3-16-2	69	Update Registrar-Recorder Impending Power to Sell Newspaper Proof Information	The system will be updated with the document recording information.	Must Have	Yes - Planned Enhancement to the Product	We will add this feature in 2024.
4.3.7.	SDT	SDT-3-16-3	70	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	Yes - Planned Enhancement to the Product	We will add this feature in 2024.
4.4.	**SDT**	**SDT-3-17**		**Manage STPTS Property Inventory and Auction Plans**				
4.4.	SDT	SDT-3-17-1	69.5	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	Yes - Planned Enhancement to the Product	We will add this feature in 2024.
4.4.	SDT	SDT-3-17-2	70	Identify Tax Sale Type	The system will provide the authorized user the ability to specify the type of tax sale: public auction, sealed	Must Have	Yes - Currently Supported by the Product	
4.4.	SDT	SDT-3-17-3	71	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	Yes - Currently Supported by the Product	
4.4.1.	**SDT**	**SDT-3-18**		**Track STPTS Properties**				
4.4.1.	SDT	SDT-3-18-1	71.1.1.	Identify and Count all Properties Deemed STPTS	The system will provide the ability to Identify and count all properties deemed STPTS.	Must Have	Yes - Currently Supported by the Product	
	SDT	SDT-3-18-2	71.1.1.1.	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	Yes - Currently Supported by the Product	
	SDT	SDT-3-18-3	71.1.1.2.	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	Yes - Currently Supported by the Product	We will use TaxSys reporting to identify the categories of STPTS properties and how frequently they must be offered for sale.
	SDT	SDT-3-18-4	71.1.1.3.	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	Yes - Currently Supported by the Product	
	SDT	SDT-3-18-5	71.1.1.4.	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	Yes - Currently Supported by the Product	
	SDT	SDT-3-18-6	71.1.1.5.	Assign Variable Category Tracking Codes	The system will provide the ability to assign variable category tracking codes (defined by management) as	Must Have	Yes - Currently Supported by the Product	
4.4.2	**SDT**	**SDT-3-19**		**Maintain and Monitor Property Status**				
	SDT	SDT-3-19-1	71.1.2.	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	Yes - Currently Supported by the Product	
	SDT	SDT-3-19-2	71.1.2.1.	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	Yes - Currently Supported by the Product	
	SDT	SDT-3-19-3	71.1.2.2.	Assign Variable Property Status Codes	The system will provide the ability to assign variable property status codes (defined by management) as re	Must Have	Yes - Currently Supported by the Product	
4.4.3	**SDT**	**STD-3-20**		**Prioritize STPTS Properties for Auctions**				
	SDT	STD-3-20-1	71.1.3.	Generate Priority Sale Lists for auction plannin	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	Yes - Currently Supported by the Product	
	SDT	STD-3-20-2	71.1.3.1.	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	Yes - Currently Supported by the Product	
	SDT	STD-3-20-3	71.1.3.2.	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	Yes - Currently Supported by the Product	
	SDT	STD-3-20-4	71.1.3.3.	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	Yes - Currently Supported by the Product	
	SDT	STD-3-20-5	71.1.3.4.	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	Yes - Currently Supported by the Product	
4.4.4	**SDT**	**SDT-3-21**		**Plan Proposed Sale Lists and Schedules for Any Number of Tax Sales/Auctions Simultaneously**				
	SDT	SDT-3-21-1	71.1.4.	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 dates	Must Have	Yes - Currently Supported by the Product	
	SDT	SDT-3-21-2	71.1.4.1.	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	Yes - Currently Supported by the Product	
	SDT	SDT-3-21-3	71.1.4.2.	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	Yes - Currently Supported by the Product	
	SDT	SDT-3-21-4	71.1.4.3.	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	Yes - Currently Supported by the Product	Note: A property can only be part of one tax sale list at a time until that sale is either completed or canceled.
	SDT	SDT-3-21-5	71.1.4.4.	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	Yes - Planned Enhancement to the Product	We will add this feature in 2024.
	SDT	SDT-3-21-6	71.1.4.5 4.4.2.	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	Yes - Planned Enhancement to the Product	We will add this feature in 2024.
4.4.5	**SDT**	**SDT-3-22**		**Generate STPTS Reports, Adhoc Reports and Queries**				
	SDT	SDT-3-22-1	71.1.5.	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	Yes - Currently Supported by the Product	
	SDT	SDT-3-22-2	71.1.5.1.	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	Yes - Currently Supported by the Product	
	SDT	SDT-3-22-3	71.1.5.2.	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	Yes - Currently Supported by the Product	
	SDT	SDT-3-22-4	71.1.5.3.	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	Yes - Currently Supported by the Product	
	SDT	SDT-3-22-5	71.1.5.4.	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	Yes - Currently Supported by the Product	
	SDT	SDT-3-22-6	71.1.5.5.	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	Yes - Currently Supported by the Product	
	SDT	SDT-3-22-7	71.1.5.6.	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	Yes - Currently Supported by the Product	
	SDT	SDT-3-22-8	71.1.5.7.	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	Yes - Currently Supported by the Product	
	SDT	SDT-3-22-9	71.1.5.8.	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	Yes - Currently Supported by the Product	
4.4.6	**SDT**	**SDT-3-23**		**Review STPTS Properties**				
	SDT	SDT-3-23-1	71.1.6.	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	Yes - Currently Supported by the Product	

	SDT	SDT-3-23-2	71.1.6.1.	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	Yes - Currently Supported by the Product	
	SDT	SDT-3-23-3	71.1.6.2.	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	Yes - Currently Supported by the Product	
	SDT	SDT-3-23-4	71.1.6.3.	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	Yes - Currently Supported by the Product	
	SDT	SDT-3-23-5	71.1.6.4.	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	Not-Supported	We will track approvals using TaxSys notes but not with digital signatures.
	SDT	SDT-3-23-6	71.1.6.5.	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	Yes - Currently Supported by the Product	
	SDT	SDT-3-23-7	71.1.6.6	Generate Review Board Summary of Action Report	The system will provide the ability to: • Generate STPTS review board summary of action report	Must Have	Yes - Currently Supported by the Product	
4.4.7	**SDT**	**SDT-3-24**		**Maintain and Display STPTS Dashboard**				
	SDT	SDT-3-24-1	71.1.7	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	Yes - Currently Supported by the Product	
4.4.8	**SDT**	**SDT-3-25**		**Chapter 8 Web Portal**				
	SDT	SDT-3-25-1	71 .1.8.	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	Not-Supported	TaxSys does not include a specific Chapter 8 STPTS portal. Any public data about STPTS properties will be available on the general public portal or the DeedAuction site when properties are advertised for sale.
	SDT	SDT-3-25-2	71.1.8.1.	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	Not-Supported	TaxSys does not include a specific Chapter 8 STPTS portal. Any public data about STPTS properties will be available on the general public portal or the DeedAuction site when properties are advertised for sale.
	SDT	SDT-3-25-3	71.1.8.2.	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	Not-Supported	TaxSys does not include a specific Chapter 8 STPTS portal. Any public data about STPTS properties will be available on the general public portal or the DeedAuction site when properties are advertised for sale.
4.4.10	**SDT**	**SDT-3-26**		**Tax Deed Recordation**				
	SDT	SDT-3-26-1	71.1.11	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	Yes - Custom-Development specific to LA County	We will develop this interface based on our upcoming Recorder's interface queue.
	SDT	SDT-3-26-2	71.1.12	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	Yes - Currently Supported by the Product	
4.4.11	**SDT**	**SDT-3-27**		**Tax Sale Administration**				
	SDT	SDT-3-27-1	71.1.15	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	Not-Supported	If the County scans these documents into a document management system that can serve the image in a browser, we can display the linked images. TaxSys does not actually perform the scanning and cannot scan the image into a document management system; however, if the County uses its own local scanning software, those scanned images can be uploaded to TaxSys if desired.
	SDT	SDT-3-27-2	71.1.15.1.	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	Yes - Currently Supported by the Product	TaxSys user activity logging will allow job analysis and cost recovery if desired. However, there is no separate tracking of how long the user takes between clicks to perform each activity.
	SDT	SDT-3-27-3	71.1.15.2.	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	Not-Supported	TaxSys does not interface with the Assessor to initiate Title Difference and Legal Description Investigations. As for scanned documents, If the County scans these documents into a document management system that can serve the image up in a browser, we can display the linked images. TaxSys does not actually perform the scanning and cannot scan the image into a document management system; however, if the County uses its own local scanning software, those scanned images can be uploaded to TaxSys if desired.
	SDT	SDT-3-27-4	71.1.15.3.	Inventory Search	• Ability to search defaulted property inventory database	Must Have	Yes - Currently Supported by the Product	
	SDT	SDT-3-27-5	71.1.15.4.	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	Yes - Currently Supported by the Product	
4.4.12	**SDT**	**SDT-3-28**		**Track Processing of Chapter 8 Agreements and Excess Proceeds Claims**				
	SDT	SDT-3-28-1	71.1.16.	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	Yes - Currently Supported by the Product	
	SDT	SDT-3-28-2	71.1.16.1.	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	Yes - Planned Enhancement to the Product	We will add this feature in 2024.
4.4.2.	**SDT**	**SDT-3-29**		**Generate Tax Sale List Requirements**				
4.4.2.	SDT	SDT-3-29-1	72	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	Yes - Currently Supported by the Product	
	SDT	SDT-3-29-2	73	Manually Exclude Properties	The system will provide the ability for the authorized user to flag a given property as unfit for a specific tax	Must Have	Yes - Currently Supported by the Product	
4.4.3.	**SDT**	**SDT-3-30**		**Review and Update Tax Sale List Requirements**				
	SDT	SDT-3-30-1	74	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	Yes - Currently Supported by the Product	
	SDT	SDT-3-30-1	75	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	Yes - Currently Supported by the Product	
	SDT	SDT-3-30-1	76	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	Yes - Custom-Development specific to LA County	We will add this interface during your implementation.
4.4.4.	**SDT**	**SDT-3-31**		**Import Market Value Information Requirements**				
4.4.4.	SDT	SDT-3-31-1	77	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	Yes - Custom-Development specific to LA County	We will add this interface during your implementation.
4.4.4.	SDT	SDT-3-31-2	78	Update Market Value Information	The system will update the market value information on the tax sale properties.	Must Have	Yes - Custom-Development specific to LA County	We will add this interface during your implementation.
4.4.4.	SDT	SDT-3-31-3	79	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	Yes - Custom-Development specific to LA County	We will add this interface during your implementation.
4.4.5	**SDT**	**SDT-3-32**		**Provide Tax Sale List Requirements**				
	SDT	SDT-3-32-1	80	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	Yes - Custom-Development specific to LA County	We will add this interface during your implementation.
4.4.6.	**SDT**	**SDT-3-33**		**Import Parties of Interest Data Requirements**				
	SDT	SDT-3-33-1	81	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	Yes - Custom-Development specific to LA County	We will add this interface during your implementation.
	SDT	SDT-3-33-2	82	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	Yes - Currently Supported by the Product	
	SDT	SDT-3-33-3	(71.1.13 Old)	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	Yes - Custom-Development specific to LA County	We will develop these interfaces based on the TaxSys standard Parties of Interest import file and the standard print output files for all Party of Interest mailings.
	SDT	SDT-3-33-4	83	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	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
	SDT	SDT-3-33-5	84	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	Yes - Currently Supported by the Product	
	SDT	SDT-3-33-6	85	Present Parties of Interest Information and Rec	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	Not-Supported	TaxSys will allow the tracking of Parties of Interest based on any input, whether from a title search company or internal research, but cannot compare parties of interest to every recorded document or other interaction. Anyone claiming to be a Party of Interest will be recorded as such in TaxSys.
	SDT	SDT-3-33-7	85.1	Add Multiple Owners Under One Property in Or	The system will have the ability to add multiple owners under one property in one tax sale.	Must Have	Yes - Currently Supported by the Product	
4.4.7.	**SDT**	**SDT-3-34**		**Review Parties of Interest Data Requirements**				
4.4.7.	SDT	SDT-3-34-1	86	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	Yes - Currently Supported by the Product	
4.4.8.	**SDT**	**SDT-3-35**		**Determine Minimum Bid and Re-Offer Amounts Requirements**				
	SDT	SDT-3-35-1	87	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	Yes - Currently Supported by the Product	
	SDT	SDT-3-35-2	88	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	Yes - Custom-Development specific to LA County	If this feature is desired, we will add it during your implementation. We assume some special handling may be required if the 1.1x last year's taxes are not enough to pay for the upcoming year's tax bill, which we will discuss during implementation.

	SDT	SDT-3-35-3	89	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 then 50% of the property's market value.	Must Have	Yes - Custom-Development specific to LA County	We will add this feature during your implementation as long as the Assessor is able to provide the list of properties with welfare exemptions and their corresponding market values.
	SDT	SDT-3-35-4	90	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	Yes - Currently Supported by the Product	
	SDT	SDT-3-35-5	91	Truncate Cents from Minimum Bid Amount	The system will truncate cents from each Minimum Bid Amount.	Must Have	Yes - Custom-Development specific to LA County	We will add this option during your implementation.
	SDT	SDT-3-35-6	92	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	Yes - Currently Supported by the Product	The Tax Collector and staff control the minimum bids used at reoffer sales.
	SDT	SDT-3-35-7	93	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	Not-Supported	While we allow users to override the minimum bid for any property (or group of properties) in the auction, updating the "standard" minimum bid calculation formulas will require a TaxSys code change.
4.4.9.	**SDT**	**SDT-3-36**		**Review Re-Offer Amounts Requirements**				
	SDT	SDT-3-36-1	94	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	Yes - Currently Supported by the Product	
	SDT	SDT-3-36-2	95	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	Yes - Currently Supported by the Product	
4.5.	**SDT**	**SDT-3-37**		**Authorize Tax Sale Requirements**				
	SDT	SDT-3-37-1	96	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	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
	SDT	SDT-3-37-2	97	Generate Tax Sale List on Demand	The system will generate a tax sale list with updated property status on demand.	Must Have	Yes - Currently Supported by the Product	
	SDT	SDT-3-37-3	98	Generate Bidder Registration form on Demand	The system will generate a bidder registration form on demand	Must Have	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
	SDT	SDT-3-37-4	99	Generate Bidder Instruction on Demand	The system will generate a bidder instruction sheet on demand.	Must Have	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
	SDT	SDT-3-37-5	100	Generate Parcel Map on Demand	The system will generate a parcel map on demand.	Must Have	Not-Supported	TaxSys does not have integrated parcel mapping capabilities. If the Assessor has a web-accessible parcel mapping tool that we can use, we will add those links to TaxSys as appropriate.
	SDT	SDT-3-37-6	101	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	Yes - Currently Supported by the Product	This is supported through our integrated DeedAuction platform.
4.5.1.	**SDT**	**SDT-3-38**		**Generate Board Letter Requirements**				
	SDT	SDT-3-38-1	102	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	Yes - Custom-Development specific to LA County	We will customize your board letter as part of the implementation.
4.5.2.	**SDT**	**SDT-3-39**		**Review and Approve Board Letter Requirements**				
	SDT	SDT-3-39-1	103	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	Yes - Custom-Development specific to LA County	We will customize your board letter as part of the implementation.
4.5.3.	**SDT**	**SDT-3-40**		**Accept Authorized Board Letter Requirements**				
	SDT	SDT-3-40-1	104	Scan and Store Authorized Board Letter	The system will provide the ability to scan the authorized (signed) board letter, and store the scanned imag	Must Have	Yes - Currently Supported by the Product	TaxSys cannot actually scan the document, but if you scan the document using standard scanning tools, you can upload it to TaxSys for permanent storage and retrieval.
	SDT	SDT-3-40-2	105	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	Yes - Currently Supported by the Product	The Tax Collector controls when the tax sale cost is applied to each property in the sale.
4.5.4.	**SDT**	**SDT-3-41**		**Generate Sale by Agreement Packet Requirements**				
	SDT	SDT-3-41-1	106	Generate Sale by Agreement Cover Letter	The system will generate the sale by agreement cover letter.	Must Have	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
	SDT	SDT-3-41-2	106.1	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	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
	SDT	SDT-3-41-3	107	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	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
	SDT	SDT-3-41-4	108	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	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
4.5.5.	**SDT**	**SDT-3-42**		**Generate Notification of Sale to the State Controller Requirements**				
	SDT	SDT-3-42-1	109	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	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
4.5.6.	**SDT**	**SDT-3-43**		**Generate Tax Sale Information to Interested Agencies Requirements**				
	SDT	SDT-3-43-1	110	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	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
	SDT	SDT-3-43-2	111	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	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
4.6.	**SDT**	**SDT-3-44**		**Notify Tax Sale Parties of Interest Requirements**				
	SDT	SDT-3-44-1	112	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	Yes - Currently Supported by the Product	
4.6.1.	**SDT**	**SDT-3-45**		**Generate Notice of Auction Requirements**				
	SDT	SDT-3-45-1	113	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	Yes - Currently Supported by the Product	
	SDT	SDT-3-45-2	114	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	Yes - Currently Supported by the Product	
	SDT	SDT-3-45-3	115	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	Yes - Currently Supported by the Product	
	SDT	SDT-3-45-4	116	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	Yes - Currently Supported by the Product	
	SDT	SDT-3-45-5	117	Assign Certification Number	The system will assign a mailing certification number to each notice of auction generated, excluding letters with foreign addresses.	Must Have	Yes - Planned Enhancement to the Product	We will add this feature in 2024.
	SDT	SDT-3-45-6	118	Generate Post Office List	The system will generate a post office list, excluding foreign addresses, for all notice of auctions generated.	Must Have	Yes - Planned Enhancement to the Product	We will add this feature in 2024.
4.6.2.	**SDT**	**SDT-3-46**		**Update Parties of Interest Information Requirements**				
	SDT	SDT-3-46-1	119	Maintain Party of Interest Mailing Results	The system will provide the ability to enter the delivery results of parties of interest mailings.	Must Have	Yes - Planned Enhancement to the Product	We will add this feature in 2024, using the USPS standard mailing results import.
4.7.1.	**SDT**	**SDT-3-47**		**Generate Notice of Auction Publication Package Requirements**				
	SDT	SDT-3-47-1	120	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	Yes - Currently Supported by the Product	
	SDT	SDT-3-47-2	121	Generate Notice of Auction Publication Header	The system will provide the ability to generate a notice of auction publication header.	Must Have	Yes - Currently Supported by the Product	
	SDT	SDT-3-47-3	122	Add Publication Cost to Properties	The system will add the publication cost to all properties on the publication list.	Must Have	Yes - Currently Supported by the Product	
4.7.2.	**SDT**	**SDT-3-48**		**Review Notice of Auction Publication Package Requirements**				
	SDT	SDT-3-48-1	123	View, Approve or Reject Notice of Auction Publ	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	Yes - Currently Supported by the Product	
4.7.4.	**SDT**	**SDT-3-49**		**Provide Notice of Auction Publication Package Requirements**				
	SDT	SDT-3-49-1	124	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	Yes - Currently Supported by the Product	
4.8.1.	**SDT**	**SDT-3-50**		**Generate HOX List Requirements**				
	SDT	SDT-3-50-1	125	Identify Tax Sale List Properties that Require P	The system will identify the property on a tax sale list that require personal visit by meeting one or more of the following conditions: • 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	Yes - Currently Supported by the Product	We will use TaxSys reports to identify these properties and add a flag to track them.
4.8.2.	**SDT**	**SDT-3-51**		**Review and Update HOX List Requirements**				
	SDT	SDT-3-51-1	126	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	Yes - Currently Supported by the Product	Users with the correct permissions can add or remove the Personal Contact Required flag.
	SDT	SDT-3-51-2	127	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	Yes - Currently Supported by the Product	Users with the correct permissions can add or remove the Personal Contact Required flag.
4.8.3.	**SDT**	**SDT-3-52**		**Generate Personal Contact Package Requirements**				
	SDT	SDT-3-52-1	128	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	Yes - Currently Supported by the Product	
	SDT	SDT-3-52-2	129	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	Yes - Currently Supported by the Product	
	SDT	SDT-3-52-3	130	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	Yes - Currently Supported by the Product	
	SDT	SDT-3-52-4	131	Generate Homeowner Contact Checklist	The system will provide the ability to generate a homeowner contact checklist for the personal contact pac	Must Have	Yes - Currently Supported by the Product	
	SDT	SDT-3-52-5	132	Generate Homeowner Resource Packet	The system will provide the ability to generate a homeowner resource packet for the personal contact pack	Must Have	Yes - Currently Supported by the Product	
4.8.4.	**SDT**	**SDT-3-53**		**Review Personal Contact Package Requirements**				
	SDT	SDT-3-53-1	133	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	Yes - Custom-Development specific to LA County	We will add workflow around the Personal Contact list to ensure each packet is reviewed and approved before personal contact is conducted.
4.8.6.	**SDT**	**SDT-3-54**		**Enter Field Visit Data Requirements**				
	SDT	SDT-3-54-1	134	Update Field Visit Data	The system will provide the ability to update field visit data.	Must Have	Yes - Custom-Development specific to LA County	We will add personal contact results data during your implementation.
	SDT	SDT-3-54-2	135	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	Yes - Currently Supported by the Product	TaxSys cannot scan the documents directly, but any document you scan can be uploaded to TaxSys for permanent storage and retrieval.
	SDT	SDT-3-54-3	136	Upload and Store Site Visit Photos	The system will provide the ability to upload and store site visit photos.	Must Have	Yes - Currently Supported by the Product	TaxSys cannot take photos directly but any photos you take can be uploaded to TaxSys for permanent storage and retrieval.
	SDT	SDT-3-54-4	137	Add Personal Visit Cost to Property	The system will add the personal visit cost to the property after the personal visit.	Must Have	Yes - Currently Supported by the Product	

4.8.7.	**SDT**	**SDT-3-55**		**Determine Whether to Proceed with Tax Sale Requirements**				
	SDT	SDT-3-55-1	138	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	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
	SDT	SDT-3-55-2	139	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	Yes - Currently Supported by the Product	
4.9.	**SDT**	**SDT-3-56**		**Prepare IRS Mailing Requirements**				
	SDT	SDT-3-56-1	140	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	Yes - Currently Supported by the Product	
4.9.1.	**SDT**	**SDT-3-57**		**Generate IRS Packet Requirements**				
	SDT	SDT-3-57-1	141	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	Yes - Custom-Development specific to LA County	We will add this template during your implementation.
	SDT	SDT-3-57-2	142	Generate Copies of Documents for IRS Packag	The system will print a copy of the following for each property on a tax sale list: • Notice of Auction • Parcel Map • Notice of Impending Power to Sell • Notice of Tax Lien • Tax Bill (SDTR and CY secured)	Must Have	Yes - Currently Supported by the Product	TaxSys will not be able to generate the parcel map but will generate the other documents.
4.10.	**SDT**	**SDT-3-58**		**Conduct Bidder Registration Requirements**				
	SDT	SDT-3-58-1	143	Maintain Public Auction Bidder Mailing List	The system will provide the ability to maintain a mailing list for public auctions. The mailing list includes: • 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	Yes - Currently Supported by the Product	The bidder list will be managed in our integrated DeedAuction product.
	SDT	SDT-3-58-2	144	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	Yes - Currently Supported by the Product	
	SDT	SDT-3-58-3	145	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	Yes - Currently Supported by the Product	The cut-off date depends on how long the bidder's deposit takes to settle. Day of auction registration is unlikely.
	SDT	SDT-3-58-4	146	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	Yes - Currently Supported by the Product	
4.10.1.	**SDT**	**SDT-3-59**		**Generate Bidder Registration Required Letter Requirements**				
	SDT	SDT-3-59-1	147	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	Yes - Currently Supported by the Product	This letter is typically e-mailed to all former or potential bidders within DeedAuction.
4.10.2.	**SDT**	**SDT-3-60**		**Register Bidder Requirements**				
	SDT	SDT-3-60-1	148	Process On-line Public Auction Bidder Applica	The system will allow the public to register for public auctions via an external web interface.	Must Have	Yes - Currently Supported by the Product	
	SDT	SDT-3-60-2	149	Process Public Auction Bidder Applications Re	The system will provide the ability to enter, view and modify the bidder registration data.	Must Have	Yes - Currently Supported by the Product	
	SDT	SDT-3-60-3	150	Do Not Register Bidders on the No-bid List	The system will not register bidders who are on the no-bid list.	Must Have	Yes - Currently Supported by the Product	
	SDT	SDT-3-60-4	151	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	Yes - Currently Supported by the Product	
	SDT	SDT-3-60-5	152	Generate Bidder Registration Card	The system will generate a bidder registration card for each successful bidder registration.	Must Have	Not-Supported	There is no physical bidder card since auctions are exclusively online.
	SDT	SDT-3-60-6	153	Generate Bidder Registration Replacement Ca	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	Not-Supported	There is no physical bidder card since auctions are exclusively online.
	SDT	SDT-3-60-7	154	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	Not-Supported	There is no physical bidder application required since auctions are exclusively online.
	SDT	SDT-3-60-8	155	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	Yes - Currently Supported by the Product	
	SDT	SDT-3-60-9	156	Cashiering System Interface for Auction Depos	The system will interface with the Automated Cashiering System (ACS) to reconcile auction deposit trust account amounts.	Must Have	Yes - Currently Supported by the Product	
4.11.	**SDT**	**SDT-3-61**		**Conduct Public Auction Requirements**				
	SDT	SDT-3-61-1	157	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	Yes - Currently Supported by the Product	
	SDT	SDT-3-61-2	158	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	Yes - Currently Supported by the Product	
	SDT	SDT-3-61-3	159	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	Yes - Currently Supported by the Product	
	SDT	SDT-3-61-4	160	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	Yes - Currently Supported by the Product	
	SDT	SDT-3-61-5	161	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	Yes - Currently Supported by the Product	
	SDT	SDT-3-61-6	162	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	Yes - Currently Supported by the Product	
	SDT	SDT-3-61-7	163	Remote Access to Auction Information	The system will provide the ability to access and update the system real-time from remote locations.	Must Have	Yes - Currently Supported by the Product	
4.11.1.	**SDT**	**SDT-3-62**		**Generate Sale Card Requirements**				
	SDT	SDT-3-62-1	164	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	Not-Supported	The public auction will be performed online, so no physical auction card is required.
4.11.2.	**SDT**	**SDT-3-63**		**Record Winning Bid Requirements**				
	SDT	SDT-3-63-1	165	Record Winning Bid Information	The system will provide the ability to view, enter, and update winning bid information.	Must Have	Yes - Currently Supported by the Product	
	SDT	SDT-3-63-2	166	Track and Maintain Bid Information	The system will track and maintain all winning bids from public auctions.	Must Have	Yes - Currently Supported by the Product	
4.11.3.	**SDT**	**SDT-3-64**		**Confirm Winning Bid Requirements**				
	SDT	SDT-3-64-1	167	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	Yes - Currently Supported by the Product	
	SDT	SDT-3-64-2	168	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	Yes - Currently Supported by the Product	
	SDT	SDT-3-64-3	169	Determine Payment Deposit Amount Required	The system will determine the amount of payment deposit required as follows: • 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	Not-Supported	DeedAuction's traditional deposit requirement is $5,000 per bidder. It is impossible to know the exact amount of the total a bidder will win before the sale closes, but DeedAuction requires deposits to be settled before the sale begins.
4.11.4.	**SDT**	**SDT-3-65**		**Generate Auction Deposit Receipt Requirements**				
	SDT	SDT-3-65-1	170	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	Yes - Currently Supported by the Product	
	SDT	SDT-3-65-2	171	Generate Auction Deposit Receipt (ADR)	The system will generate an auction deposit receipt for each confirmed bid.	Must Have	Yes - Currently Supported by the Product	
4.12.1.	**SDT**	**SDT-3-66**		**Verify Sale by Agreement Request Requirements**				
	SDT	SDT-3-66-1	172	Maintain Sale by Agreement Data	The system will provide the ability to enter, view and modify sale by agreement data.	Must Have	Yes - Currently Supported by the Product	
	SDT	SDT-3-66-2	173	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	Not-Supported	If the County scans these documents into a public document management system that can serve the image in a browser, we can display the linked images. TaxSys does not actually perform the scanning and cannot scan the image through to a document management system; however, if the County uses its local scanning software, those scanned images can be uploaded to TaxSys if desired.
4.12.3.	**SDT**	**SDT-3-67**		**Generate Sale by Agreement Package Requirements**				
	SDT	SDT-3-67-1	174	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	Yes - Currently Supported by the Product	
	SDT	SDT-3-67-2	175	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: • 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	Yes - Custom-Development specific to LA County	We will add this future tax calculation during your implementation.
	SDT	SDT-3-67-3	176	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: • 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	Yes - Custom-Development specific to LA County	We will add this future tax calculation during your implementation.
	SDT	SDT-3-67-4	177	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: • 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	Yes - Custom-Development specific to LA County	We will add this future tax calculation during your implementation.
	SDT	SDT-3-67-5	178	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: • 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	Yes - Custom-Development specific to LA County	We will add this future tax calculation during your implementation.
	SDT	SDT-3-67-6	179	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: • 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	Yes - Custom-Development specific to LA County	We will add this future tax calculation during your implementation.
	SDT	SDT-3-67-7	180	Calculate Sale Price	The system will calculate the sale price for each property included in a sale by agreement as follows: • 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	Yes - Custom-Development specific to LA County	We will add this future tax calculation during your implementation.
	SDT	SDT-3-67-8	181	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	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
	SDT	SDT-3-67-9	182	Generate Purchase Agreement	The system will generate a purchase agreement for each sale by agreement.	Must Have	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
4.12.4.	**SDT**	**SDT-3-68**		**Submit Application for Review and Approval Requirements**				
	SDT	SDT-3-68-1	183	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	Yes - Planned Enhancement to the Product	We will add the ability to track these activities for tax sales in 2024.
4.12.5.	**SDT**	**SDT-3-69**		**Update Tax Sale List Requirements**				
	SDT	SDT-3-69-1	184	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	Yes - Currently Supported by the Product	We can add properties back to the sale as long as the sale has not already been published in the newspaper or the public portal for bidding.

4.12.6.	**SDT**	**SDT-3-70**		**Review Sale by Agreement Application Requirements**				
	SDT	SDT-3-70-1	185	Maintain Sale by Agreement Data	The system will provide the ability to enter, view and modify sale by agreement data.	Must Have	Yes - Currently Supported by the Product	
	SDT	SDT-3-70-2	186	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	Not-Supported	If the County scans these documents into a document management system that can serve the image up in a browser, we can display the linked images. TaxSys does not actually perform the scanning and cannot scan the image into a document management system; however, if the County uses its own local scanning software, those scanned images can be uploaded to TaxSys if desired.
4.12.7.	**SDT**	**SDT-3-71**		**Notify Non-Profit Organization Requirements**				
	SDT	SDT-3-71-1	187	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	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
4.12.8.	**SDT**	**SDT-3-72**		**Generate Board Letter Requirements**				
	SDT	SDT-3-72-1	188	Generate Sale by Agreement Board Letter	The system will generate a sale by agreement board letter.	Must Have	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
4.12.9.	**SDT**	**SDT-3-73**		**Review Board Letter Requirements**				
	SDT	SDT-3-73-1	blank	Review Sale by Agreement Board Letter	The system will provide the ability to view and modify the sale by agreement board letter.	Must Have	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
4.12.10.	**SDT**	**SDT-3-74**		**Accept Authorized Board Letter Requirements**				
	SDT	SDT-3-74-1	189	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	Not-Supported	If the County scans these documents into a document management system that can serve the image in a browser, we can display the linked images. TaxSys does not actually perform the scanning and cannot scan the image into a document management system; however, if the County uses its own local scanning software, those scanned images can be uploaded to TaxSys if desired.
4.12.11.	**SDT**	**SDT-3-75**		**Submit Board Letter for State Controller Approval Requirements**				
	SDT	SDT-3-75-1	190	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	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
4.12.13.	**SDT**	**SDT-3-76**		**Complete Sale by Agreement Requirements**				
	SDT	SDT-3-76-1	191	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	Not-Supported	If the County scans these documents into a document management system that can serve the image in a browser, we can display the linked images. TaxSys does not actually perform the scanning and cannot scan the image into a document management system; however, if the County uses its own local scanning software, those scanned images can be uploaded to TaxSys if desired.
	SDT	SDT-3-76-2	192	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	Yes - Currently Supported by the Product	
	SDT	SDT-3-76-3	193	Generate Sale by Agreement Payment Demand Letter	The system will generate a sale by agreement payment demand letter.	Must Have	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
4.12.14.	**SDT**	**SDT-3-77**		**Confirm Payment Requirements**				
	SDT	SDT-3-77-1	194	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	Yes - Currently Supported by the Product	
4.13.	**SDT**	**SDT-3-78**		**Conduct Sealed Bid Sale Requirements**				
	SDT	SDT-3-78-1	195	Maintain Sealed Bid Sale Data	The system will provide the ability to enter, view and modify sealed bid sale data.	Must Have	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
	SDT	SDT-3-78-2	196	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	Yes - Currently Supported by the Product	
4.13.1.	**SDT**	**SDT-3-79**		**Identify Eligible Bidders Requirements**				
	SDT	SDT-3-79-1	197	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: • 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	Yes - Currently Supported by the Product	We will use TaxSys reports to identify the potential sealed bidders when necessary.
	SDT	SDT-3-79-2	198	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 b	Must Have	Yes - Custom-Development specific to LA County	We will add sealed bid bidder management during your implementation.
4.13.2.	**SDT**	**SDT-3-80**		**Generate Sealed Bid Package Requirements**				
	SDT	SDT-3-80-1	199	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	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
	SDT	SDT-3-80-2	200	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	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
	SDT	SDT-3-80-3	201	Generate Sealed Bid Purchase Agreement	The system will generate a sealed bid purchase agreement for each notice of sealed bid sale.	Must Have	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
	SDT	SDT-3-80-4	202	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	Not-Supported	TaxSys does not generate parcel maps. If the Assessor has a public mapping tool that we can link to, we will do so.
4.13.3.	**SDT**	**SDT-3-81**		**Process Sealed Bids Requirements**				
	SDT	SDT-3-81-1	203	Maintain Sealed Bid Information	The system will provide the ability to enter, view and update bid information.	Must Have	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
	SDT	SDT-3-81-2	204	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	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
4.13.4.	**SDT**	**SDT-3-82**		**Notify Bidders of Tied Bid Requirements**				
	SDT	SDT-3-82-1	205	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	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
	SDT	SDT-3-82-2	206	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	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
4.13.5.	**SDT**	**SDT-3-83**		**Record Bid Requirements**				
	SDT	SDT-3-83-1	207	Disqualify Bids	The system will disqualify a bid meeting any of the following conditions: • 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	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
	SDT	SDT-3-83-2	208	Determine Winning Bid	The system will determine the winning and losing bids for a property as follows: • 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	Yes - Currently Supported by the Product	
	SDT	SDT-3-83-3	209	Generate Winning Bid Letter	The system will generate a winning bid letter for each winning bid.	Must Have	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
	SDT	SDT-3-83-4	210	Generate Losing Bid Letter	The system will generate a losing bid letter for each losing bid.	Must Have	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
	SDT	SDT-3-83-5	211	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	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
4.13.6.	**SDT**	**SDT-3-84**		**Complete Sealed Bid Tax Sale Requirements**				
	SDT	SDT-3-84-1	212	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	Yes - Currently Supported by the Product	
4.14.	**SDT**	**SDT-3-85**		**Conduct Post-Sale Processing Requirements**				
	SDT	SDT-3-85-1	213	Void Sales Not Completed	The system will identify sales that are not completed by the prescribed time and will: • 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	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
4.14.1.	**SDT**	**SDT-3-86**		**Apply Payment Requirements**				
	SDT	SDT-3-86-1	214	Apply Tax Sale Fees	The system will apply the following fees to each property sold in a tax sale: • 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	Yes - Currently Supported by the Product	
	SDT	SDT-3-86-2	215	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: • Available Funds for Distribution = property's Tax Sale Amount + Bankruptcy Payment Amount Received	Must Have	Yes - Currently Supported by the Product	We will incorporate the application of Bankruptcy payments on hold in your business process definition.
	SDT	SDT-3-86-3	216	Calculate Tax Sale Redemption Amount	The system will perform the following calculation for the tax sale redemption amount: • 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	Yes - Currently Supported by the Product	
	SDT	SDT-3-86-4	217	Apply Payment Order of Precedence	The system will apply a secured defaulted payment based on the following order of precedence: • 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	Yes - Currently Supported by the Product	
	SDT	SDT-3-86-5	218	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	Yes - Currently Supported by the Product	We will apply any deficit sale payments to the earliest years first, but rather than a roll change request to reduce liability in the later years, we will apply a special tax sale underbid ledger to reduce the balance to zero.

	SDT	SDT-3-86-6	219	Apply Available Funds	The system will apply the Available Funds for Distribution for each property sold in a tax sale as follows: • If there are outstanding NSF fees: □ 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 : □ Set the Amount Applied to Prior Year Taxes = total Tax Sale Redemption Amount □ 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 : □ Set the Amount Applied to Prior Year Taxes = Amount Available for Distribution and set the Amount Available for Distribution = $0. □ 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 : □ Set the Amount Applied to Prior Year Taxes = Available Funds for Distribution . □ Set the Excess Proceeds Amount = $0. □ Adjust the Penalty Interest Amount on the Secured Defaulted bill to $0. □ Apply the payment firstly to Delinquent Cost as follows: □ 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 . □ 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. □ 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: □ Set the Excess Proceeds Amount = $0. □ Apply the payment first to Delinquent Cost as follows: □ If the Available Funds for Distribution is greater than or equal to the Delinquent Cost , set the Delinquent Cost paid = Delinquent Cost , and deduct the amount paid from the Available Funds for Distribution . □ If the Available Funds for Distribution is less than the Delinquent Cost , set the Delinquent Cost paid = Available Funds for Distribution , and set Available Funds for Distribution = $0. □ If after Delinquent Cost has been paid, the remaining Available Funds for Distribution is greater than $0, apply the payment to Total Tax Amount as follows: □ If the Available Funds for Distribution is greater than or equal to the Total Tax Amount , set the Total Tax Amount paid = Total Tax Amount , and deduct the amount paid from the Available Funds for Distribution . □ If the Available Funds for Distribution is less than the Total Tax Amount , set the Total Tax Amount paid = Available Funds for Distribution , and set Available Funds for Distribution = $0. □ If after Total Tax Amount has been paid, the remaining Available Funds for Distribution is greater than $0, apply the payment to Delinquent Penalty Amount as follows: □ Set the Delinquent Penalty Amount paid = Delinquent Penalty Amount , and set Available Funds for Distribution = $0. □ Generate a roll change request to the Auditor-Controller for the current year secured bill to reflect the actual Delinquent Cost , Total Tax Amount , and Delinquent Penalty paid. If the Total Tax Amount is not paid in full, reduce each taxing district's Levy[Tax Amount] by the same proportion. • If at this point, the Available Funds for Distribution is greater than $0, set the Excess Proceeds Amount = Available Funds for Distribution . The Auditor-Controller will handle the payment application for Ad Valorem, Special Assessment, and Assessor Penalty; as well as the apportionment of all collected monies according to the business rules specified in the LA County eTAX Functional Requirements Matrix - Tax Apportionment document.	Must Have	Yes - Currently Supported by the Product	
	SDT	SDT-3-86-7	220	Generate Tax Sale Summary Report	The system will generate a tax sale distribution report for each tax sale.	Must Have	Yes - Currently Supported by the Product	
	SDT	SDT-3-86-8	221	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	Yes - Currently Supported by the Product	
4.14.2.	**SDT**	**SDT-3-87**		**Generate Tax Sale Deed Requirements**				
	SDT	SDT-3-87-1	222	Generate Tax Sale Deed	The system will generate one deed for each property sold in a tax sale.	Must Have	Yes - Planned Enhancement to the Product	We will add this feature in 2024.
	SDT	SDT-3-87-2	223	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	Yes - Custom-Development specific to LA County	We will either add the form or work with your Recorder to transmit the deeds electronically for recording.
4.14.3.	**SDT**	**SDT-3-88**		**Review Tax Sale Deed Requirements**				
	SDT	SDT-3-88-1	224	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	Yes - Planned Enhancement to the Product	We will add this feature in 2024.
4.14.5.	**SDT**	**SDT-3-89**		**Update Recording Information Requirements**				
	SDT	SDT-3-89-1	225	Track Deed Recording Details	The system will provide the ability to track the number of recordings and the recording details.	Must Have	Yes - Planned Enhancement to the Product	We will add this feature in 2024.
	SDT	SDT-3-89-2	226	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	Yes - Planned Enhancement to the Product	We will add this feature in 2024.
	SDT	SDT-3-89-3	227	Update Recording Information	The system will be updated with the document recording information.	Must Have	Yes - Planned Enhancement to the Product	We will add this feature in 2024.
4.15.3.	**SDT**	**SDT-3-90**		**Process Rescission Requirements**				
	SDT	SDT-3-90-1	228	Maintain Rescission of Tax Sale Information	The system will provide the ability to track the rescission of a tax sale.	Must Have	Yes - Currently Supported by the Product	
	SDT	SDT-3-90-2	229	Remove Payment	The system will perform the following when a tax sale is rescinded for a property: • 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: □ Applicable cost of sales □ NSF Fee Amount(s) □ Delinquent Tax Amount □ Delinquent Penalty Amount , Delinquent Cost □ Redemption Fee Amount □ Penalty Interest □ 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	Yes - Custom-Development specific to LA County	TaxSys supports the rescission of a sale but will add support for the rescission of a sale after the deed is recorded.
4.15.4.	**SDT**	**SDT-3-91**		**Generate Rescission of Tax Sale Deed Requirements**				
	SDT	SDT-3-91-1	230	Generate Rescission of Tax Sale Deed	The system will generate a rescission of tax sale deed for a rescission of tax sale.	Must Have	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
4.15.5.	**SDT**	**SDT-3-92**		**Update Recording Information Requirements**				
	SDT	SDT-3-92-1	231	Update Rescission Recording Information	The system will be updated with the document recording information.	Must Have	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
4.16.	**SDT**	**SDT-3-93**		**Process Excess Proceeds Requirements**				
	SDT	SDT-3-93-1	232	Maintain Excess Proceeds Data	The system will provide the ability to enter, view and modify excess proceeds data.	Must Have	Yes - Currently Supported by the Product	
	SDT	SDT-3-93-2	233	Maintain Excess Proceeds Threshold and Fee	The system will provide the ability to maintain and modify the claimable excess proceeds threshold and the	Must Have	Yes - Planned Enhancement to the Product	We will add this feature in 2024.
	SDT	SDT-3-93-3	234	Apply Excess Proceeds Fee	The system will determine the excess proceeds for each property sold in a tax sale as follows: • Claimable Excess Proceeds Amount = Excess Proceeds Amount – Excess Proceeds Fee	Must Have	Yes - Planned Enhancement to the Product	We will add this feature in 2024.
	SDT	SDT-3-93-4	235	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	Yes - Planned Enhancement to the Product	We will add this feature in 2024.
	SDT	SDT-3-93-5	236	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	Not-Supported	Excess proceeds information will be sent to interested parties in the tax sale. Any additional information can be distributed outside TaxSys.
	SDT	SDT-3-93-6	237	Escheat Unclaimed Excess Proceeds	The system will hold unclaimed excess proceeds for three years before making the funds available to be e	Must Have	Yes - Planned Enhancement to the Product	We will add this feature in 2024.
4.16.1.	**SDT**	**SDT-3-94**		**Generate Excess Proceeds Notice Requirements**				
	SDT	SDT-3-94-1	238	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	Yes - Currently Supported by the Product	
	SDT	SDT-3-94-2	239	Maintain Potential Claimant Data	The system will provide the ability to enter, view and modify excess proceeds claimant data.	Must Have	Yes - Planned Enhancement to the Product	We will add this feature in 2024.
	SDT	SDT-3-94-3	240	Generate Excess Proceeds Notice	The system will generate an excess proceeds notice for each potential excess proceeds claimant.	Must Have	Yes - Planned Enhancement to the Product	We will add this feature in 2024.
	SDT	SDT-3-94-4	241	Generate Excess Proceeds Claim Form	The system will generate an excess proceeds claim form for each potential excess proceeds claimant.	Must Have	Yes - Planned Enhancement to the Product	We will add this feature in 2024.
	SDT	SDT-3-94-5	242	Certified Mail Certification Number	The system will assign a certification number to each excess proceeds claim letter mailed by certified mail.	Must Have	Yes - Planned Enhancement to the Product	We will add this feature in 2024.
	SDT	SDT-3-94-6	243	Generate Assignment of Agent Form	The system will generate an assignment of agent form for each potential excess proceeds claimant.	Must Have	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
4.16.2.	**SDT**	**SDT-3-95**		**Review Excess Proceeds Claim Requirements**				
	SDT	SDT-3-95-1	244	Maintain Excess Proceeds Claim Data	The system will provide the ability to enter, view and modify excess proceeds claim data.	Must Have	Yes - Planned Enhancement to the Product	We will add this feature in 2024.
	SDT	SDT-3-95-2	245	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	Not-Supported	If the County scans these documents into a document management system that can serve the image in a browser, we can display the linked images. TaxSys does not actually perform the scanning and cannot scan the image into a document management system; however, if the County uses its own local scanning software, those scanned images can be uploaded to TaxSys if desired.
4.16.3.	**SDT**	**SDT-3-96**		**Generate Excess Proceeds Rejection Letter Requirements**				
	SDT	SDT-3-96-1	246	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	Yes - Planned Enhancement to the Product	We will add this feature in 2024.
4.16.4.	**SDT**	**SDT-3-97**		**Process Excess Proceeds Claim Requirements**				
	SDT	SDT-3-97-1	247	Maintain Excess Proceeds Claim Results Data	The system will provide the ability to enter, view and modify excess proceeds claim results data.	Must Have	Yes - Planned Enhancement to the Product	We will add this feature in 2024.
	SDT	SDT-3-97-2	248	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	Yes - Currently Supported by the Product	
	SDT	SDT-3-97-3	249	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	Yes - Planned Enhancement to the Product	We will add this feature in 2024.
	SDT	SDT-3-97-4	250	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	Yes - Currently Supported by the Product	
	SDT	SDT-3-97-5	251	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	Yes - Currently Supported by the Product	
5	**SDT**	**SDT-4**		**REPORTING/FORM REQUIREMENTS**				

	SDT	SDT-4-1	252	Power to Sell Courtesy Notice	The system will include the following data on each courtesy final notice: • 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	Yes - Currently Supported by the Product	
	SDT	SDT-4-2	253	Notice of Impending Power to Sell	The system will include the following data on each notice of impending power to sell: • 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	Yes - Currently Supported by the Product	
	SDT	SDT-4-3	254	Board Letter	The system will include the following data on the board letter to the Board of Supervisors: • Tax Sale Date • Number of properties offered in the tax sale • Tax Sale List	Must Have	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
	SDT	SDT-4-4	255	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: • 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	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
	SDT	SDT-4-5	256	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: • 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	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
	SDT	SDT-4-6	257	Interested Agency Cover Letter	The system will include the following data on the interested agency cover letter: • Agency Name • Agency Address • Tax Sale Date	Must Have	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
	SDT	SDT-4-7	258	Notice of Auction for Parties of Interest	The system will include the following data on the notice of auction for parties of interest: • 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	Yes - Currently Supported by the Product	
	SDT	SDT-4-8	259	Post Office List	The system will include the following data on the post office list for the notice of auctions: • 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	Yes - Currently Supported by the Product	
	SDT	SDT-4-9	260	Notice of Personal Contact with Tax Sale Information	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: • 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	Yes - Currently Supported by the Product	
	SDT	SDT-4-10	261	Field Investigative Form	The system will include the following data on the field investigative form for the legally required personal contact package sent to the Sheriff: • 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	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
	SDT	SDT-4-11	262	Homeowner Contact Checklist	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: • 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	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
	SDT	SDT-4-12	263	Homeowner Resource Packet	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: • Assessor Identification Number • Assessee Name • Situs • Tax Sale Date • Last Date to Redeem	Must Have	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
	SDT	SDT-4-13	264	IRS Cover Letter	The system will include the following data on the IRS cover letter for each property on a tax sale list with an IRS lien: • Letter date • IRS mailing and contact information • Assessor Identification Number • Item Number • Assessee Name	Must Have	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
	SDT	SDT-4-14	265	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: • Letter generation date • Treasurer and Tax Collector contact information • Tax Sale Date • Tax Sale Time • Tax Sale Location • Tax Sale Number	Must Have	Yes - Currently Supported by the Product	
	SDT	SDT-4-15	266	Bidder Registration Card	The system will include the following data on the bidder registration card: • Tax Sale Date • Bidder Name • Bidder Number • Vesting Name(s) • Vesting Type • Phone Number • Mailing Address • E-mail Address	Must Have	Not-Supported	There is no physical bidder card required since auctions will be exclusively online.
	SDT	SDT-4-16	267	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: • Item Number • Tax Sale Name • Tax Sale Date • Winning Bidder Number (Bidder Card Number) • Winning Bid Amount	Must Have	Not-Supported	There is no physical sale card because auctions will be exclusively online.

	SDT	SDT-4-17	268	Auction Deposit Receipt (ADR)	The system will include the following data on the auction deposit receipt: • 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	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
	SDT	SDT-4-18	269	Sale by Agreement Cover Letter	The system will include the following data on the sale by agreement cover letter: • 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	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
	SDT	SDT-4-19	270	Purchase Agreement	The system will include the following data on the purchase agreement: • 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	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
	SDT	SDT-4-20	271	Non-Profit Organization Denial Letter	The system will include the following data on the sale by agreement denial letter for non-profit organizations: • 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	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
	SDT	SDT-4-21	272	Sale by Agreement Board Letter	The system will include the following data on the agreement of sale board letter: • Organization Name • Organization Address • Sale by Agreement Number • Minimum Bid	Must Have	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
	SDT	SDT-4-22	273	Sale by Agreement Payment Demand Letter	The system will include the following data on the sale by agreement payment demand letter: • 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	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
	SDT	SDT-4-23	274	Sealed Bid Cover Letter	The system will include the following data on a sealed bid cover letter: • Bidder Name • Mailing Address • Tax Sale Number • Tax Sale Date • Tax Sale Time • Tax Sale Location	Must Have	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
	SDT	SDT-4-24	275	Notice of Sealed Bid Sale	The system will include the following data on a notice of sealed bid sale: • Tax Sale Number • Tax Sale Date • Tax Sale Time • Tax Sale Location • Item Number • Assessor Identification Number • Minimum Bid Amount • TTC Contact	Must Have	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
	SDT	SDT-4-25	276	Sealed Bid Purchase Agreement	The system will include the following data on a sealed bid purchase agreement: • Bidder Name • Mailing Address • Tax Sale Number • Item Number • Assessor Identification Number • Minimum Bid Amount • TTC Contact	Must Have	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
	SDT	SDT-4-26	277	Tied Bidder Letter	The system will include the following data on a tied bidder letter: • Bidder Name • Mailing Address • Tax Sale Number • Tax Sale Date • Tax Sale Time • Tax Sale Location • Minimum Bid Amount	Must Have	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
	SDT	SDT-4-27	278	Winning Bid Letter	The system will include the following data on each winning bid letter: • System Date • Bidder Name • Bidder Mailing Address • Item Number • Assessor Identification Number • Bid Amount • Remittance Amount • Documentary Stamp Tax • TTC Contact	Must Have	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
	SDT	SDT-4-28	279	Losing Bid Letter	The system will include the following data on each losing bid letter: • System Date • Bidder Name • Bidder Mailing Address • Item Number • Assessor Identification Number • Remittance Amount	Must Have	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
	SDT	SDT-4-29	280	Disqualified Bid Letter	The system will include the following data on each disqualified bid letter: • System Date • Bidder Name • Bidder Mailing Address • Item Number • Assessor Identification Number • Remittance Amount • Reason for Bid Disqualification	Must Have	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
	SDT	SDT-4-30	281	Tax Sale Distribution Report	The system will generate a tax sale distribution report containing the following data for each tax sale: • 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	Yes - Currently Supported by the Product	
	SDT	SDT-4-31	282	Tax Sale Distribution Detail Report	The system will generate a tax sale distribution detail report containing the following data for each property sold in a tax sale: • 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	Yes - Currently Supported by the Product	

	SDT	SDT-4-32	283	Tax Sale Deed	The system will include the following data on each tax sale deed: • 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	Yes - Planned Enhancement to the Product	We will add this feature in 2024.
	SDT	SDT-4-33	284	Tax Sale Deed Transmittal Form	The system will generate a recorder list for a group of properties sold in a tax sale that need to be recorded: • Winning bidder's Vesting Name • Assessor Identification Number • Item Number • Recording Fee • Documentary Stamp Tax	Must Have	Yes - Planned Enhancement to the Product	We will add this feature in 2024.
	SDT	SDT-4-34	285	Rescission of Tax Sale Deed	The system will include the following data on a rescission of tax sale deed: • 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	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
	SDT	SDT-4-35	286	Excess Proceeds Notice	The system will include the following data on an excess proceeds notice: • 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	Yes - Currently Supported by the Product	
	SDT	SDT-4-36	287	Excess Proceeds Claim Form	The system will include the following data on an excess proceeds claim form: • 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	Yes - Currently Supported by the Product	
	SDT	SDT-4-37	288	Excess Proceeds Rejection Letter	The system will include the following data in the excess proceeds rejection letter to each rejected claimant: • 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	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
	SDT	SDT-4-38	289	Claim Processing Letter	The system will include the following data on a claim processing letter: • Assessor Identification Number • Assessee Name • Situs • Item Number • Tax Sale Date • Recording Date • Claim Status • Claim Distribution Amount	Must Have	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
	SDT	SDT-4-39	290	Auction Reports	The system will provide the ability to generate configurable statistical reports, including but not limited to: •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	Yes - Currently Supported by the Product	
	SDT	SDT-4-40	291	Chapter 8 Agreement Reports	The system will provide the ability to generate configurable statistical reports, including but not limited to: •Application Report •Inventory Report •Status Report •Mail List Report	Must Have	Yes - Currently Supported by the Product	
	SDT	SDT-4-41	292	STPTS Reports	The system will provide the ability to generate configurable statistical reports, including but not limited to: •Master Data Report •Tracking Report •Status Report	Must Have	Yes - Currently Supported by the Product	
6	**SDT**	**SDT-5**		**WEB PORTAL REQUIREMENTS**				
2	SDT	SDT-5-1	17	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: •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. The web portal should have the ability to process the requests information and route to authorized users for review and approval/rejection.	Should Have	Yes - Custom-Development specific to LA County	TaxSys already has a public portal for Bidder Registration through our DeedAuction platform. We will add portal support for Third-Party Notifications, Chapter 8 Requests, and Excess Proceeds Claims during your implementation.
	~~SDT~~	~~SDT-5-2~~	~~293~~	~~On-line Public Auction Bidder Application~~	~~The system will provide the ability for the public to register for public auctions via an external web-interface by submitting the following data:~~ ~~• Bidder Name~~ ~~• Bidder Number~~ ~~• Vesting Name~~ ~~• Vesting Type~~ ~~• Phone Number~~ ~~• Mailing Address~~ ~~• E-mail Address~~ ~~The system will assign a tracking number for each on-line bidder registration.~~ ~~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.~~	~~Should Have~~	~~Yes - Custom-Development specific to LA County~~	~~TaxSys supports all of the requirements except the concept of in-person validation. If in-person validation is truly required, we will enhance the DeedAuction platform to require it.~~

Bankruptcy Management

Sect. No.	Business Function	NEW Reqmt	Reqmt	Functional Requirements	Requirement Description	County Priority	Proposer Response	Proposer Comments
2	BKM	BKM-1		GENERAL REQUIREMENTS				
2	BKM	BKM-1-1	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	Yes - Currently Supported by the Product	TaxSys currently provides a link to the images stored in the TTC document imaging system. The ability to display them within TaxSys, as opposed to within the document imaging system, would be new development.
2	BKM	BKM-1-2	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	Yes - Custom-Development specific to LA County	If the County scans these documents into a document management system that can serve the image in a browser, we can display the linked images. TaxSys does not actually perform the scanning and cannot scan the image into a document management system; however, if the County uses its own local scanning software, those scanned images can be uploaded to TaxSys if desired.
2	BKM	BKM-1-3	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	Yes - Currently Supported by the Product	
2	BKM	BKM-1-4	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	Not-Supported	Assuming the electronic documents are uploaded to the TTC document imaging system, it will be impossible for TaxSys to know the date and time stamp the document was received.
2	BKM	BKM-1-5	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	Yes - Currently Supported by the Product	We will use reporting to identify newly created escape assessments on a parcel involved with an active Bankruptcy case, which could be added to an amended claim.
3	BKM	BKM-2		AUDIT REQUIREMENTS				
	BKM	BKM-2-1	6	Audit User Activities for Bankruptcy Manageme	The system will track and maintain history of all user activities, such as create, update, review and approval, related to the following processes: • 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 The system will log the following data for each tracked user activity: • User name • System date/time • Action performed The system will provide the ability to view and report on these user activities	Must Have	Yes - Currently Supported by the Product	
4	BKM	BKM-3		FUNCTIONAL REQUIREMENTS				
4.1.	BKM	BKM-3-1		Process Bankruptcy Filings Requirements				
4.1.	BKM	BKM-3-1-1	7	Identify and Flag Assessments Associated to a Bankruptcy Case	The system will provide the ability to identify and flag assessments and debtors associated to a bankruptcy case. The system will provide the ability to notify stakeholders of flagged assessments and debtors	Must Have	Yes - Currently Supported by the Product	
4.1.	BKM	BKM-3-1-2	8	Enter, Update, View, and Track Bankruptcy Info	The system will provide the ability to enter, update, view, and track the bankruptcy information as follows: • 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	Yes - Currently Supported by the Product	All of these are already included except for the Debtor SSN. While we would prefer not to store SSN, this could be added if necessary.
4.1.	BKM	BKM-3-1-3	9	Calculate Estimated Tax Liability Amount	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: • Estimated Tax Liability = Total Tax Amount from the most recent tax bill * 110%.	Should Have	Yes - Currently Supported by the Product	
4.1.	BKM	BKM-3-1-4	10	Review ,Modify, and Approve Estimated Tax Liability Amount	The system will provide the ability for authorized users to review, and/or modify the estimated tax liability amount, if needed. If approved, the system will generate the Estimated Tax Notice for the upcoming tax year. If rejected, authorized user will review the estimated tax liability.	Should Have	Yes - Currently Supported by the Product	
4.1.1.	BKM	BKM-3-1-5	12	Identify Outstanding Liabilities Associated to th	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	Yes - Currently Supported by the Product	
4.1.1.	BKM	BKM-3-1-6	13	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	Yes - Currently Supported by the Product	
4.1.1.	BKM	BKM-3-1-7	14	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	Yes - Currently Supported by the Product	
4.1.1.	BKM	BKM-3-1-8	15	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	Yes - Currently Supported by the Product	Future-year liabilities can only be included if estimated, but once future-year bills are loaded into TaxSys, the estimated claims can be amended.
4.1.1.	BKM	BKM-3-1-9	16	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	Yes - Currently Supported by the Product	
4.1.1.	BKM	BKM-3-1-10	17	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	Yes - Currently Supported by the Product	
4.1.1.	BKM	BKM-3-1-11	18	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	Yes - Currently Supported by the Product	
4.1.1.	BKM	BKM-3-1-12	19	Disassociate Previously Associated Tax Bills from Bankruptcy Record	The system will provide the ability to disassociate any previously associated tax bill from a bankruptcy reco	Should Have	Yes - Currently Supported by the Product	
4.1.2	BKM	BKM-3-1-13	20	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	Yes - Currently Supported by the Product	
4.1.2	BKM	BKM-3-1-14	21	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	Yes - Custom-Development specific to LA County	This kind of threshold can be developed as custom, or if the County would prefer, we can enforce these reviews using reporting instead.
4.1.2	BKM	BKM-3-1-15	22	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	Yes - Currently Supported by the Product	We will use reporting to identify when a bar date (claim filing deadline) is approaching.
4.1.2	BKM	BKM-3-1-16	23	Generate the Initial Proof of Claim	The system will provide the ability to generate the initial proof of claim information.	Should Have	Yes - Currently Supported by the Product	
4.1.2	BKM	BKM-3-1-17	24	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	Yes - Currently Supported by the Product	
4.1.2	BKM	BKM-3-1-18	25	Request for Special Notice	The system will provide the ability to generate the request for special notice.	Could Have	Not-Supported	It is unclear what the Request for Special Notice is.
4.1.2	BKM	BKM-3-1-19	26	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	Yes - Currently Supported by the Product	We will add custom templates for LA County during implementation.
4.2.1.	BKM	BKM-3-2		Process Amended/Administrative/Withdrawal of Proof of Claim Requirements				
4.2.1.	BKM	BKM-3-2-1	27	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	Yes - Currently Supported by the Product	
4.2.1.	BKM	BKM-3-2-2	28	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	Yes - Custom-Development specific to LA County	We can set reminders like this through reporting, but if the County would prefer an automated or workflow reminder, this will be custom development.
4.2.2.	BKM	BKM-3-2-3	29	Generate Amended Proof of Claim Information	• 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	Yes - Currently Supported by the Product	
4.2.2.	BKM	BKM-3-2-4	30	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	Yes - Currently Supported by the Product	Each time a Proof of Claim document is recorded, we preserve all of the details in that printed form for review online.
4.2.3.	BKM	BKM-3-2-5	31	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	Yes - Currently Supported by the Product	
4.2.3.	BKM	BKM-3-2-6	32	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	Yes - Custom-Development specific to LA County	Is the request to alert the user if an amended claim is needed past the bar date or if a proof of claim is generated in TaxSys after the bar date?
4.2.4.	BKM	BKM-3-2-7	33	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	Yes - Currently Supported by the Product	Receipts can be uploaded in TaxSys when a claim is filed through PACER.
4.2.5.	BKM	BKM-3-2-8	34	Generate Withdrawal Proof of Claim Information	The system will provide the ability to generate the withdrawal proof of claim information.	Must Have	Yes - Currently Supported by the Product	
4.2.5.	BKM	BKM-3-2-9	35	Withdrawal Proof of Claim Information	The system will provide the ability for an authorized user to withdrawal proof of claim information	Should Have	Yes - Currently Supported by the Product	
4.2.5.	BKM	BKM-3-2-10	36	Zero Tax Liability Alert	The system will alert the user when the tax liability is zero	Must Have	Yes - Currently Supported by the Product	TaxSys will inform users if they cannot find any balances when searching for the debtor's bills. The user will have to determine whether to continue the search or mark the case as "No Asset" or "No Claim Filed".
4.2.7.	BKM	BKM-3-2-11	37	Generate Administrative Proof of Claim	The system will provide the ability to generate the administrative proof of claim	Must Have	Yes - Currently Supported by the Product	We will work with the County to define the Proof of Claim layout for administrative claims.

4.2.8.	BKM	BKM-3-2-12	38	Process Administrative Proof of Claim Information	The system will provide the ability to process administrative proof of claim information	Should Have	Yes - Currently Supported by the Product	
4.3.	**BKM**	**BKM-3-3**		**Process Bankruptcy Documents Requirements**				
4.3.	BKM	BKM-3-3-1	39	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	Yes - Currently Supported by the Product	
4.3.	BKM	BKM-3-3-2	40	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	Yes - Currently Supported by the Product	This kind of alert can be set through reminder reporting.
4.3.	BKM	BKM-3-3-3	41	Bankruptcy Documents Deadline Alert	The system will provide the ability to alert the user on the approaching deadline for all bankruptcy documents.	Must Have	Yes - Currently Supported by the Product	This kind of alert can be set through reminder reporting.
4.3.3.	BKM	BKM-3-3-4	42	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	Yes - Currently Supported by the Product	
4.3.3.	BKM	BKM-3-3-5	43	Identify and Track Counsel Representative Information	• 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: □ County counsel □ Outside counsel • The system will provide the ability to track and maintain the number of attorney hours worked in each bankruptcy case.	Must Have	Yes - Custom-Development specific to LA County	We allow the tracking of debtor counsel and will add the ability to track county and outside counsel as necessary.
4.3.3.	BKM	BKM-3-3-6	44	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	Yes - Currently Supported by the Product	
4.3.4.	BKM	BKM-3-3-7	45	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	Yes - Currently Supported by the Product	Rather than adjusting the assessment due to a settled claim, we allow the write-off of any uncollected balance once the settlement payment is applied.
4.3.5.	BKM	BKM-3-3-8	46	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	Yes - Custom-Development specific to LA County	We will add an approval process for the write-off of any uncollected balance during implementation.
4.3.5.	BKM	BKM-3-3-9	47	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	Yes - Currently Supported by the Product	
4.3.5.	BKM	BKM-3-3-10	48	Tax Liability Amount Update Alert	The system will alert the user when the tax liability amount has been updated by the system	Must Have	Yes - Currently Supported by the Product	We can alert the user through reminder reporting or by simply viewing the updated case and claim details.
4.4.	**BKM**	**BKM-3-4**		**Process System-Identified Bankruptcy Payments Requirements**				
4.4.	BKM	BKM-3-4-1	49	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	Yes - Currently Supported by the Product	
4.4.	BKM	BKM-3-4-2	50	Override Normal Payment Processing Rules	The system will allow the user to override the normal payment processing rules.	Must Have	Yes - Currently Supported by the Product	
4.4.	BKM	BKM-3-4-3	51	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	Yes - Currently Supported by the Product	We can alert the user through reminder reporting or by simply viewing the updated case and claim details.
4.4.	BKM	BKM-3-4-4	52	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	Yes - Custom-Development specific to LA County	We can add this level of tracking to payment plans within Bankruptcy during implementation.
4.4.1.	BKM	BKM-3-4-5	53	Payment Notification	The system will notify the user when a bankruptcy payment has been received	Must Have	Yes - Currently Supported by the Product	We can alert the user through reminder reporting or by simply viewing the updated case and claim details.
4.4.1.	BKM	BKM-3-4-6	54	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	Yes - Currently Supported by the Product	
4.4.1.	BKM	BKM-3-4-7	55	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	Yes - Currently Supported by the Product	
4.4.1.	BKM	BKM-3-4-8	56	Manual Payment Application	The system will provide the user the ability to manually apply a payment to a specific bill.	Must Have	Yes - Currently Supported by the Product	
4.4.1.	BKM	BKM-3-4-9	57	Adjust Penalty, Interest, and Fee Amount	The system will provide the ability to adjust the penalty amount, interest, and fees.	Must Have	Yes - Currently Supported by the Product	
4.4.1.	BKM	BKM-3-4-10	58	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	Yes - Currently Supported by the Product	
4.4.1.	BKM	BKM-3-4-11	59	Search and View Payment	The system will provide the ability to search and view all payment details	Must Have	Yes - Currently Supported by the Product	
4.4.2.	BKM	BKM-3-4-12	60	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	Yes - Currently Supported by the Product	We can hold all Bankruptcy payments in an Advance Deposit, much like holding the money in trust until the payment is reviewed and approved to be applied to the underlying bills.
4.5.2.	**BKM**	**BKM-3-5**		**Process Manual Bankruptcy Payments Requirements**				
4.5.2.	BKM	BKM-3-5-1	61	Associate Payment to Bankruptcy Record	The system will provide the ability to associate payment to the bankruptcy record.	Must Have	Yes - Currently Supported by the Product	
4.5.2.	BKM	BKM-3-5-2	62	Record Bankruptcy Payment Received	The system will provide the ability to record bankruptcy payment received.	Must Have	Yes - Currently Supported by the Product	
4.6.2.	**BKM**	**BKM-3-6**		**Process Notification of Bankruptcy Termination Requirements**				
4.6.2.	BKM	BKM -3-6-1	63	Record Effective Date of Bankruptcy Closure	The system will provide the ability to record the effective date of the bankruptcy closure from the bankruptc	Must Have	Yes - Currently Supported by the Product	
4.6.2.	BKM	BKM -3-6-2	64	Close Bankruptcy Case	The system will, upon the entry of a confirmed bankruptcy closure date/notice, close the bankruptcy case a	Must Have	Yes - Currently Supported by the Product	
4.6.2.	BKM	BKM -3-6-3	65	Recalculate Delinquency from Original Billing D	The system will provide the ability to recalculate the delinquency from the original billing date by restoring	Must Have	Yes - Currently Supported by the Product	
4.6.2.	BKM	BKM -3-6-4	66	Generate Delinquent Tax Bill	The system will provide the ability to generate delinquent tax bill based on the recalculation of delinquencie	Must Have	Yes - Currently Supported by the Product	
4.6.2.	BKM	BKM -3-6-5	67	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	Yes - Currently Supported by the Product	
4.6.2.	BKM	BKM -3-6-6	68	Review History and Current Liability Informatio	The system will allow the user to review all historical and current liability information for all associated tax	Must Have	Yes - Currently Supported by the Product	
4.6.4.	BKM	BKM -3-6-7	69	View andUpdate Bankruptcy Discharge/Closur	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	Yes - Custom-Development specific to LA County	We can add Bankruptcy discharge/closure approvals during implementation.
5	**BKM**	**BKM-4**		**REPORTING/FORM REQUIREMENTS**				
5	BKM	BKM-4-1	70	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	Yes - Custom-Development specific to LA County	Once we understand its business purpose, we will produce this document during your implementation.
5	BKM	BKM-4-2	71	Generate the Proof of Service of Mail	The system will generate the declaration of service of mail that includes the following: • 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	Yes - Custom-Development specific to LA County	Once we understand its business purpose, we will produce this document during your implementation.
5	BKM	BKM-4-3	72	Generate Initial Proof of Claim	The system will generate the initial proof of claim that includes the following: • 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 • The system will track and maintain the generation of the initial proof of claim and the submission/mail date. • The system will accommodate electronic template of the creditor claim form and pre-populate the fields from the bankruptcy case. • The system will provide the ability to re-generate the proof of claim.	Must Have	Yes - Currently Supported by the Product	
5	BKM	BKM-4-4	73	Generate Amended Proof of Claim.	The system will generate the amended proof of claim that includes the following: • 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 • The system will track and maintain the generation of the amended proof of claim and the submission/ mail date. • The system will accommodate electronic template of the creditor claim form and pre-populate the fields from the bankruptcy case	Must Have	Yes - Currently Supported by the Product	

5	BKM	BKM-4-5	74	Generate Administrative Proof of Claim	The system will generate the administrative proof of claim that includes the following: • 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 • The system will track and maintain the generation of the amended proof of claim and the submission/ mail date. • The system will accommodate electronic template of the creditor claim form and pre-populate the fields from the bankruptcy case	Must Have	Yes - Currently Supported by the Product	
5	BKM	BKM-4-6	75	List Bankruptcy Cases Resulted in Roll Change	The system will provide the ability to generate a report that lists all the bankruptcy cases that resulted in roll change. • 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 • The system will provide the ability to generate this report using the following user input criteria: □ By specified date parameters □ By debtor's name □ By bankruptcy case number • The system will provide drill down functionality to enable user to view this report's information in summary or detail level	Must Have	Yes - Currently Supported by the Product	TaxSys will provide reports that indicate cases where the County was approved to receive a different amount than what was claimed; however, rather than applying roll changes to these accounts, we will write off the balance of the accounts once all bankruptcy payments are received and applied.
5	BKM	BKM-4-7	76	Generate the Estimated Tax Notice	The system will generate the estimated tax notice that includes the following: • 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	Yes - Custom-Development specific to LA County	We can generate an estimated tax notice based on the most recent prior year's bill. However, if the County desires any estimated increase to that bill, we will customize the document during your implementation.
	BKM	BKM-4-8		Bankruptcy Reports	The system will provide the ability to generate configurable statistical reports, including but not limited to: •Bankruptcy Claims Report •Claim Status Report •Tax Sale Status Report	Must Have	Yes - Currently Supported by the Product	
6	**BKM**	**BKM-5**		**EXTERNAL DATA ACCESS REQUIREMENTS**				
6	BKM	BKM-5-1	77	External Interface for County Counsel to View Bankruptcy Information	The system will provide an external interface for the County Counsel to view the bankruptcy information as follows: • 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 • 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	Must Have	Yes - Currently Supported by the Product	Assuming a pipe-delimited text file or Excel file is sufficient for this interface, TaxSys already supports this requirement.

Manage Payment Plans

Sect. No.	Business Function	NEW Reqmt	Reqmt	Functional Requirements	Requirement Description	County Priority	Proposer Response	Proposer Comments
2	MPP	MPP-1		GENERAL REQUIREMENTS				
2	MPP	MPP-1-1	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	Yes - Custom-Development specific to LA County	TaxSys currently provides a link to the images stored in the TTC document imaging system. The ability to display them within TaxSys, as opposed to within the document imaging system, would be new development.
2	MPP	MPP-1-2	2	Research Payment History	The system will provide the ability to view and search payment history information.	Must Have	Yes - Currently Supported by the Product	
2	MPP	MPP-1-3	3	Maintain Records of Previously Enrolled Payment Plans	The system will maintain records of previously enrolled payment plans.	Must Have	Yes - Currently Supported by the Product	
2	MPP	MPP-1-4	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	Yes - Currently Supported by the Product	
2	MPP	MPP-1-5	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	Yes - Custom-Development specific to LA County	We will add the capability for a payment plan applicant to be different than the certified owner of the property, if necessary.
2	MPP	MPP-1-6	6	Enable Taxpayer to Set Up Multiple Secured 4-	The system will enable a taxpayer to set up multiple secured 4-pay payment plans.	Must Have	Yes - Custom-Development specific to LA County	During your implementation, we will ensure that if multiple owners have bills due on the same parcel that all qualify for payment plans, we will support a payment plan for each owner.
2	MPP	MPP-1-7	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	Yes - Custom-Development specific to LA County	During your implementation, we will ensure that if multiple owners have bills due on the same parcel that all qualify for payment plans, we will support a payment plan for each owner.
2	MPP	MPP-1-8	8	Provide Payment Status	The system will provide the ability to view payment status updates to both internal and external stakeholders	Must Have	Yes - Currently Supported by the Product	
3	MPP	MPP-2		AUDIT REQUIREMENTS				
3	MPP	MPP-2-1	10	Audit User Activities for Manage Payment Plan	The system will track and maintain history of all user activities, such as create, update, review and approval, related to the following processes: • 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 The system will log the following data for each tracked user activity: • Username • System date/time • Action performed The system will provide the ability to view and report on these user activities	Must Have	Yes - Currently Supported by the Product	All of these activities are tracked through system notes, which provide a consistent audit log.
4	MPP	MPP-3		FUNCTIONAL REQUIREMENTS				
4.1.1.	MPP	MPP-3-1		Generate Manual Payment Plan Application - Secured 4-Pay Requirements				
4.1.1.	MPP	MPP-3-1-1	11	Validate Secured 4-Pay Payment Plan Enrollment Eligibility	The system will provide the ability to qualify the secured 4-pay enrollment when it meets all of the following criteria: • 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	Yes - Currently Supported by the Product	
4.1.1.	MPP	MPP-3-1-2	12	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	Yes - Currently Supported by the Product	
4.1.1.	MPP	MPP-3-1-3	13	Annotate Tax Bill for Payment Plan Enrollment Reiection	The system will provide the ability to annotate the tax bill if the taxpayer is rejected for the payment plan enrollment	Must Have	Yes - Currently Supported by the Product	
4.1.1.	MPP	MPP-3-1-4	14	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	Yes - Currently Supported by the Product	
4.1.1.	MPP	MPP-3-1-5	15	Identify Assessee Violation and Apply Monthly Interest	• 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. (For details on reasons and origin codes, please refer to the Billing Functional Requirement Document.)	Must Have	Yes - Currently Supported by the Product	
4.1.1.	MPP	MPP-3-1-6	16	Calculate Amount Required to Open the Secured 4-Pay Payment Plan	The system will provide the ability to calculate the payment amount required to open the secured 4-pay payment plan as follows: • Initial Installment Amount = (Total Liability Amount / 5) + Payment Plan Fee Amount	Must Have	Yes - Currently Supported by the Product	
4.1.1.	MPP	MPP-3-1-7	17	Calculate Secured 4-Pay Payment Plan Terms	The system will provide the ability to calculate the secured 4-pay payment plan terms and payment amount as follows: • 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 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.	Must Have	Yes - Currently Supported by the Product	
4.1.1.	MPP	MPP-3-1-8	18	Generate Amortization Plan and Include with Bill	• 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	Yes - Currently Supported by the Product	
4.1.1.	MPP	MPP-3-1-9	19	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	Yes - Currently Supported by the Product	
4.1.1.	MPP	MPP-3-1-10	20	Generate Payment Plan Terms and Dispositions Information	The system will provide the ability to generate the payment plan terms and dispositions information.	Must Have	Yes - Currently Supported by the Product	
4.2.1.	MPP	MPP-3-2		Generate Manual Payment Plan Application Requirements Secured 5-Pay Requirements				
4.2.1.	MPP	MPP-3-2-1	21	Validate Secured 5-Pay Payment Plan Enrollment Eligibility	The system will provide the ability to qualify the secured 5-pay enrollment when it meets all of the following criteria: • 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	Yes - Currently Supported by the Product	
4.2.1.	MPP	MPP-3-2-2	22	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	Yes - Currently Supported by the Product	
4.2.1.	MPP	MPP-3-2-3	23	Calculate Amount Required to Open the Secured 5-Pay Payment Plan	The system will provide the ability to calculate the required payment to open the secured 5-pay payment plan as follows: • Initial Installment Amount = (Total Liability Amount / 5) + Payment Plan Fee Amount	Must Have	Yes - Currently Supported by the Product	
4.2.1.	MPP	MPP-3-2-4	24	Calculate Secured 5-Pay Payment Plan Terms	The system will provide the ability to calculate the secured 5-pay payment plan terms and payment amount as follows: • 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 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 $211,960.31	Must Have	Yes - Currently Supported by the Product	
4.3.1.	MPP	MPP-3-3		Generate Manual Payment Plan Application Requirements – Unsecured 4-Pay Requirements				
4.3.1.	MPP	MPP-3-3-1	25	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: • 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	Yes - Currently Supported by the Product	
4.3.1.	MPP	MPP-3-3-2	26	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	Yes - Currently Supported by the Product	
4.3.1.	MPP	MPP-3-3-3	27	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	Yes - Currently Supported by the Product	
4.3.1.	MPP	MPP-3-3-4	28	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: • Initial Installment Amount = (Total Liability Amount / 5) + Payment Plan Fee Amount	Must Have	Yes - Currently Supported by the Product	

4.3.1.	MPP	MPP-3-3-5	29	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: • 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 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.	Must Have	Yes - Currently Supported by the Product	
4.4.1.	**MPP**	**MPP-3-4**		**Process Payment Plan Enrollment - Secured 4-Pay/5-Pay Requirements**				
4.4.1.	MPP	MPP 3-4-1	30	Review Application Payment	The system will provide the ability to review the application payment amount.	Must Have	Yes - Currently Supported by the Product	
4.4.1.	MPP	MPP 3-4-2	31	Alert Insufficient Application Payment	The system will provide the ability to alert the user if the application payment received is insufficient.	Should Have	Yes - Currently Supported by the Product	
4.4.1.	MPP	MPP 3-4-3	32	Identify Missing Applicant Signature	The system will allow the user to identify missing applicant signature.	Must Have	Yes - Currently Supported by the Product	We will track payment plan application rejections in notes.
4.4.1.	MPP	MPP 3-4-4	33	Review, Approve, and Reject Payment Plan Application	• 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: □ Incomplete application □ Missing applicant signature □ Unqualified application □ Insufficient application payment □ Inaccurate payment terms	Must Have	Yes - Currently Supported by the Product	We will track payment plan application rejections in notes.
4.4.2.	MPP	MPP 3-4-8	34	Generate Payment Plan Denial Notice	The system will provide the ability to generate the payment plan denial notice.	Must Have	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
4.4.2.	MPP	MPP 3-4-9	35	Apply Initial Payment	The system will provide the ability to apply the pre-collected initial payment.	Must Have	Yes - Currently Supported by the Product	
4.4.2.	MPP	MPP 3-4-10	36	Post Fee	The system will provide the ability to post payment plan fee.	Must Have	Yes - Currently Supported by the Product	
4.4.2.	MPP	MPP 3-4-11	37	Remove Fee	The system will provide the ability to remove the payment plan application fee.	Must Have	Yes - Currently Supported by the Product	
4.4.2.	MPP	MPP 3-4-12	38	Generate Payment Plan Bill Information	The system will provide the ability to generate the payment plan bill information.	Must Have	Yes - Currently Supported by the Product	
4.4.2.	MPP	MPP 3-4-13	39	Notify AC for Payment Plan Enrollment	• 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	Not-Supported	This is not required in TaxSys because the Payment Plan Penalty is accrued while the plan is active, and this replaces the penalty on the underlying bills when the plan is satisfied.
4.4.2.	MPP	MPP 3-4-14	40	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	Yes - Currently Supported by the Product	
4.6.1.	**MPP**	**MPP 3-6**		**Process Payment Plan Enrollment - Unsecured 4-Pay Requirements**				
	MPP	MPP 3-6-1		Review Application Payment	The system will provide the ability to review the application payment amount.	Must Have	Yes - Currently Supported by the Product	
	MPP	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	Yes - Currently Supported by the Product	
	MPP	MPP 3-6-3		Identify Missing Applicant Signature	The system will allow the user to identify missing applicant signature.	Must Have	Yes - Currently Supported by the Product	We will track payment plan application rejections in notes.
	MPP	MPP 3-6-4		Review, Approve, and Reject Payment Plan Application	• 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: □ Incomplete application □ Missing applicant signature □ Unqualified application □ Insufficient application payment □ Inaccurate payment terms	Must Have	Yes - Currently Supported by the Product	We will track payment plan application rejections in notes.
	MPP	MPP 3-6-5		Generate Payment Plan Denial Notice	The system will provide the ability to generate the payment plan denial notice.	Must Have	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
	MPP	MPP 3-6-6		Apply Initial Payment	The system will provide the ability to apply the pre-collected initial payment.	Must Have	Yes - Currently Supported by the Product	
	MPP	MPP 3-6-7		Post Fee	The system will provide the ability to post payment plan fee.	Must Have	Yes - Currently Supported by the Product	
	MPP	MPP 3-6-8		Remove Fee	The system will provide the ability to remove the payment plan application fee.	Must Have	Yes - Currently Supported by the Product	
	MPP	MPP 3-6-9		Generate Payment Plan Bill Information	The system will provide the ability to generate the payment plan bill information.	Must Have	Yes - Currently Supported by the Product	
	MPP	MPP 3-6-10		Notify AC for Payment Plan Enrollment	• 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	Not-Supported	This is not required in TaxSys because the Payment Plan Penalty is accrued while the plan is active, and this replaces the penalty on the underlying bills when the plan is satisfied.
	MPP	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	Yes - Currently Supported by the Product	
4.7.	**MPP**	**MPP-3-7**		**Manage Payment Plan – Secured 4-Pay**				
4.7.	MPP	MPP-3-7-1	41	Lapsed Payment Plan	• 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	Yes - Currently Supported by the Product	
4.7.	MPP	MPP-3-7-2	42	Defaulted Secured 4-Pay Restriction	The system will not allow the user to manually reinstate a defaulted secured 4-pay payment plan.	Must Have	Yes - Currently Supported by the Product	
4.7.1.	MPP	MPP-3-7-3	43	Recalculate Payment Plan Liability	The system will recalculate the payment plan liability due to a roll change or an over payment.	Must Have	Yes - Currently Supported by the Product	
4.7.1.	MPP	MPP-3-7-4	44	Identify Excess Funds	The system will provide the ability to identify excess funds.	Must Have	Yes - Currently Supported by the Product	
4.7.1.	MPP	MPP-3-7-5	45	Identify Property Owner of the Payment Plan	The system will provide the ability to identify the property owner of the payment plan.	Must Have	Yes - Currently Supported by the Product	
4.7.1.	MPP	MPP-3-7-6	46	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	Yes - Currently Supported by the Product	
4.7.1.	MPP	MPP-3-7-7	47	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	Yes - Currently Supported by the Product	
4.7.1.	MPP	MPP-3-7-8	48	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	Yes - Currently Supported by the Product	
4.7.1.	MPP	MPP-3-7-9	49	Close Payment Plan – Threshold Amount	The system will provide the ability to set the predefined threshold amount.	Must Have	Yes - Currently Supported by the Product	
4.7.1.	MPP	MPP-3-7-10	50	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	Yes - Currently Supported by the Product	
4.7.2.	MPP	MPP-3-7-11	51	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	Yes - Currently Supported by the Product	Excess payment plan funds will be tracked through the transaction exceptions workflow.
4.8.	**MPP**	**MPP-3-8**		**Manage Payment Plan – Secured 5-Pay Requirements**				
	MPP	MPP-3-8-1		Lapsed Payment Plan	• 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	Yes - Currently Supported by the Product	TaxSys allows the County to determine when to officially "cancel" a lapsed payment plan, but TaxSys will identify such plans through reporting.
	MPP	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	Yes - Currently Supported by the Product	
	MPP	MPP-3-8-3		Identify Excess Funds	The system will provide the ability to identify excess funds.	Must Have	Yes - Currently Supported by the Product	
	MPP	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	Yes - Currently Supported by the Product	
	MPP	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	Yes - Currently Supported by the Product	
	MPP	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	Yes - Currently Supported by the Product	
	MPP	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	Yes - Currently Supported by the Product	
	MPP	MPP-3-8-8		Close Payment Plan – Threshold Amount	The system will provide the ability to set the predefined threshold amount.	Must Have	Yes - Currently Supported by the Product	
	MPP	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	Yes - Currently Supported by the Product	
	MPP	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	Yes - Currently Supported by the Product	Excess payment plan funds will be tracked through the transaction exceptions workflow.
4.9.	**MPP**	**MPP-3-9**		**Manage Payment Plan – Unsecured 4-Pay Requirements**				
4.9.	MPP	MPP-3--9-1	52	Reinstate Lapsed Payment Plan	The system will provide the ability to reinstate a lapsed payment plan.	Must Have	Yes - Currently Supported by the Product	
	MPP	MPP-3--9-2		Lapsed Payment Plan	• 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	Yes - Currently Supported by the Product	TaxSys allows the County to determine when to officially "cancel" a lapsed payment plan, but TaxSys will identify such plans through reporting.
	MPP	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	Yes - Currently Supported by the Product	
	MPP	MPP-3--9-4		Identify Excess Funds	The system will provide the ability to identify excess funds.	Must Have	Yes - Currently Supported by the Product	
	MPP	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	Yes - Currently Supported by the Product	
	MPP	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	Yes - Currently Supported by the Product	
	MPP	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	Yes - Currently Supported by the Product	
	MPP	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	Yes - Currently Supported by the Product	

	MPP	MPP-3--9-9		Close Payment Plan – Threshold Amount	The system will provide the ability to set the predefined threshold amount.	Must Have	Yes - Currently Supported by the Product	
	MPP	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	Yes - Currently Supported by the Product	
	MPP	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	Yes - Currently Supported by the Product	
5	**MPP**	**MPP-4**		**REPORTING/FORM REQUIREMENTS**				
5	MPP	MPP-4-1	53	Generate Secured 4-Pay Payment Plan Application	The system will provide the ability to generate the secured 4-pay payment plan application as follows: • 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	Yes - Currently Supported by the Product	
5	MPP	MPP-4-2	54	Generate Secured 5-Pay Payment Plan Application	The system will provide the ability to generate the secured 5-pay payment plan application as follows: • Assessor Identification Number • Applicant Name • Applicant Address • Application Date • Applicant Phone Number • Bill Number • Payment Plan Type	Must Have	Yes - Currently Supported by the Product	
5	MPP	MPP-4-3	55	Generate Unsecured 4-Pay Payment Plan Application	The system will provide the ability to generate the unsecured 4-pay payment plan application as follows: • 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	Yes - Currently Supported by the Product	
5	MPP	MPP-4-4	56	Generate Payment Plan Denial Notice	The system will provide the ability to generate the payment plan denial notice as follows: • 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	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
5	MPP	MPP-4-5	57	Generate Payment Plan Terms and Disposition	The system will provide the ability to generate the payment plan terms and dispositions information as follows: • 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	Yes - Currently Supported by the Product	
5	MPP	MPP-4-6	58	Generate Payment Plan Bill Information	The system will generate a payment plan bill with the following data: • 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	Yes - Currently Supported by the Product	
5	MPP	MPP-4-7	59	Payment Plan Reports	The system will provide the ability to generate configurable statistical reports, including but not limited to: • Payment Plan Master Report • 4 Pay Plan Report • 5 Pay Plan Report • Plan Status (e.g., Closed, Open - In good standing , Open-Lapsed) Note: The system will provide the ability to generate reports for individual assessments and in mass.	Must Have	Yes - Currently Supported by the Product	
6	**MPP**	**MPP-5**		**WEB PORTAL REQUIREMENTS**				
6	MPP	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: •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. Note: The web portal should have the ability to process the requests information and route to authorized users for review and approval/reiection.	Should Have	Yes - Custom-Development specific to LA County	The TaxSys public portal allows document uploads and requests. We will ensure that the ability to apply for payment plans and accept all terms and conditions will be included in the list of features for the public portal during your implementation.

Miscellaneous Services

Sect. No.	Business Function	NEW Reqmt	Reqmt	Functional Requirements	Requirement Description	County Priority	Proposer Response	Proposer Comments
2	MIS	MIS-1		GENERAL REQUIREMENTS				
2	MIS	MIS-1-1	1	Query Current and Historical Information	The system will provide the ability to query current and historical billing, payment and refund information.	Must Have	Yes - Currently Supported by the Product	
2	MIS	MIS-1-2	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	Yes - Custom-Development specific to LA County	TaxSys currently provides a link to the images stored in the TTC document imaging system. The ability to display them within TaxSys, as opposed to within the document imaging system, would be new development.
2	MIS	MIS-1-3	3	Maintain Notes and Comments	The system will provide the ability to enter, view and modify notes and comments.	Should Have	Yes - Currently Supported by the Product	
2	MIS	MIS-1-4	4	Maintain Warrant Information	The system will maintain the history of warrant events including: • 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	Yes - Currently Supported by the Product	
2	MIS	MIS-1-5	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	Yes - Currently Supported by the Product	
2	MIS	MIS-1-6	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	Yes - Currently Supported by the Product	
2	MIS	MIS-1-7	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	Yes - Currently Supported by the Product	TaxSys uses an alternate mailing address as an optional destination for a limited number of mailings. If more mailings are required to be sent to the alternate mailing address, we will add that functionality during implementation.
2	MIS	MIS-1-8	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	Yes - Currently Supported by the Product	TaxSys uses an alternate mailing address as an optional destination for a limited number of mailings. If more mailings are required to be sent to the alternate mailing address, we will add that functionality during implementation.
2	MIS	MIS-1-9	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	Yes - Currently Supported by the Product	
2	MIS	MIS-1-10	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	Yes - Currently Supported by the Product	
2	MIS	MIS-1-11	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	Yes - Currently Supported by the Product	
2	MIS	MIS-1-12	12	Generate Lost Remittance Letter	The system will provide the ability to generate and print lost remittance letters to the taxpayer.	Must Have	Yes - Custom-Development specific to LA County	We will customize this letter during your implementation.
2	MIS	MIS-1-13	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	Yes - Custom-Development specific to LA County	Assuming that a Lost Remittance Relief request is similar to a penalty waiver request, we support this in TaxSys. If not, we will develop a means for tracking these that makes sense during implementation.
2	MIS	MIS-1-14	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	Yes - Currently Supported by the Product	
2	MIS	MIS-1-15	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	Yes - Currently Supported by the Product	TaxSys supports the entry of call notes from any major screen within the system. We also store additional detailed contact information within the Collections module for unsecured collections efforts.
2	MIS	MIS-1-16	16	Manage and Track General Correspondence	The system will provide the ability to manage, process, and track general correspondence.	Must Have	Yes - Currently Supported by the Product	
2	MIS	MIS-1-17	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	Not-Supported	If the County scans these documents into a public document management system that can serve the image in a browser, we can display the linked images. TaxSys does not actually perform the scanning and cannot scan the image into a document management system; however, if the County uses its own local scanning software, those scanned images can be uploaded to TaxSys if desired.
2	MIS	MIS-1-18	19	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	Yes - Currently Supported by the Product	
3	MIS	MIS-2		AUDIT REQUIREMENTS				
3	MIS	MIS-2-1	20	Track and Maintain User Activities for Miscellaneous Services	The system will track and maintain history of all user activities related to the following user actions: • 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. The system will log the following data for each tracked user activity: • User name • System date/time • Action performed The system will provide the ability for authorized users to view and report on these user activities.	Must Have	Yes - Currently Supported by the Product	During implementation, we will customize the required letters and documents around warrant claiming, issuance, re-issuance, and escheatment.
4	MIS	MIS-3		FUNCTIONAL REQUIREMENTS				
4.1	MIS	MIS-3-1		Process Cancelled Warrants Requirements				
4	MIS	MIS-3-1-1	21	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	Yes - Currently Supported by the Product	We will work with the County to define appropriate workflows surrounding warrants during implementation.
4	MIS	MIS-3-1-2	22	View Cancelled Warrants Amounts	The system will provide the ability to query and view cancelled warrant and cancelled warrant amounts.	Must Have	Yes - Currently Supported by the Product	
4	MIS	MIS-3-1-3	23	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	Yes - Currently Supported by the Product	
4.1.1.	MIS	MIS-3-1-4	24	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	Yes - Currently Supported by the Product	We will work with the County to define appropriate workflows surrounding warrants during implementation.
4.1.1.	MIS	MIS-3-1-5	25	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	Yes - Currently Supported by the Product	We will work with the County to define appropriate workflows surrounding warrants during implementation.
4.1.2.	MIS	MIS-3-1-6	26	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	Yes - Custom-Development specific to LA County	We will work with the County to define appropriate workflows surrounding warrants during implementation.
4.1.2.	MIS	MIS-3-1-7	27	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	Yes - Custom-Development specific to LA County	We will add a custom interface between TaxSys and eCAPS during implementation.
4.1.3.	MIS	MIS-3-1-8	28	Receive eCAPS Cancelled Warrant Information	The system will provide the ability to receive an electronic interface from eCAPS containing cancelled warrant information.	Must Have	Yes - Custom-Development specific to LA County	We will add a custom interface between TaxSys and eCAPS during implementation.
4.1.3.	MIS	MIS-3-1-9	29	Update eCAPS Cancelled Warrant Information	The system will be updated with the cancelled warrant information.	Must Have	Yes - Currently Supported by the Product	
4.1.3.	MIS	MIS-3-1-10	30	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	Yes - Currently Supported by the Product	
4.1.3.	MIS	MIS-3-1-11	31	Maintain Cancelled Warrant Information	The system will provide the ability to view, search, enter, and modify cancelled warrant information.	Must Have	Yes - Currently Supported by the Product	
4.1.4	MIS	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	Yes - Currently Supported by the Product	The functionality to access documents stored in the TTC Document Imaging system will be implemented for the County as described elsewhere. All other functionality already exists.
4.1.5.	MIS	MIS-3-1-13	32	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	Yes - Currently Supported by the Product	
4.1.6.	MIS	MIS-3-1-14	33	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	Yes - Custom-Development specific to LA County	We will work with the County to define appropriate workflows surrounding warrants during implementation.
4.1.6.	MIS	MIS-3-1-15	34	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	Yes - Custom-Development specific to LA County	We will add a custom interface between TaxSys and eCAPS during implementation.
4.1.6.	MIS	MIS-3-1-16	35	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	Yes - Custom-Development specific to LA County	We will add a custom interface between TaxSys and eCAPS during implementation.
4.1.6.	MIS	MIS-3-1-17	36	Update eCAPS Warrant Re-issue Information	The system will be updated with the warrant issue information.	Must Have	Yes - Currently Supported by the Product	
	MIS	MIS-3-1-18	37	Present eCAPS Warrant re-issue Discrepancies	The system will correlate submitted warrant re-issue requests with received warrant re-issue information and present discreeancies to the user.	Must Have	Yes - Currently Supported by the Product	
4.1.7.	MIS	MIS-3-1-19	38	Generate Unclaimed Funds Information List	The system will generate a list of unclaimed funds for publication meeting the following conditions: • 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	Yes - Currently Supported by the Product	This can be completed through TaxSys reporting.
4.1.7.	MIS	MIS-3-1-20	39	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	Yes - Currently Supported by the Product	This can be completed through TaxSys reporting.
4.1.8.	MIS	MIS-3-1-21	40	Generate Ten Day Letter for Erroneous Refund	The system will provide the user the ability to generate a configurable ten day letter.	Must Have	Yes - Currently Supported by the Product	We will customize all correspondence for the County during implementation.

4.1.8.	MIS	MIS-3-1-22	41	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	Yes - Currently Supported by the Product	
4.1.8.	MIS	MIS-3-1-23	42	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	Yes - Custom-Development specific to LA County	We will add the 10 day extension with the holiday/weekend requirement during implementation.
4.1.8.	MIS	MIS-3-1-24	43	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	Yes - Currently Supported by the Product	
4.1.9.	MIS	MIS-3-1-25	44	Maintain Cancelled Warrant Information	The system will provide the ability to view, search, enter, and modify cancelled warrant information.	Must Have	Yes - Currently Supported by the Product	
4.2.	**MIS**	**MIS-3-2**		**Process Escheated Funds Requirements**				
4.2.	MIS	MIS-3-2-1	45	Add Comments to Escheated Warrants	The system will provide the ability to add reasons and comments to warrants, including escheated warrants.	Must Have	Yes - Currently Supported by the Product	
4.2.1	MIS	MIS-3-2-2	46	Maintain Escheated Funds Request Information	The system will provide the ability to view, search, enter, and modify escheated funds request information.	Must Have	Yes - Currently Supported by the Product	
4.2.1	MIS	MIS-3-2-3	47	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	Not-Supported	If the County scans these documents into a public document management system that can serve the image in a browser, we can display the linked images. TaxSys does not actually perform the scanning and cannot scan the image into a document management system; however, if the County uses its own local scanning software, those scanned images can be uploaded to TaxSys if desired.
4.2.1	MIS	MIS-3-2-4	48	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	Yes - Planned Enhancement to the Product	This feature will be included as part of our refunds workflow enhancements in 2024.
4.2.2.	MIS	MIS-3-2-5	49	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	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
4.2.3.	MIS	MIS-3-2-6	50	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	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
4.2.3.	MIS	MIS-3-2-7	51	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	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
4.3.	**MIS**	**MIS-3-3**		**Process Stale Dated Warrants Requirements**				
	MIS	MIS-3-3-1	52	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	Yes - Currently Supported by the Product	
4.3.1.	MIS	MIS-3-3-2	53	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	Yes - Currently Supported by the Product	
4.3.1.	MIS	MIS-3-3-3	54	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	Yes - Planned Enhancement to the Product	This feature will be included as part of our refunds workflow enhancements in 2024.
4.3.2.	MIS	MIS-3-3-4	55	Generate Stale Date Warrant Re-issue Reques	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	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
4.3.3.	MIS	MIS-3-3-5	56	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	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
4.3.3.	MIS	MIS-3-3-6	57	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	Yes - Custom-Development specific to LA County	We will add this feature during your implementation.
4.3.4.	MIS	MIS-3-3-7	58	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	Yes - Custom-Development specific to LA County	The re-issue could be managed directly through an interface with eCAPS. Either way, we will implement this feature for you.
4.4	**MIS**	**MIS-3-4**		**Process Bulk Transfer of Sale Requirements**				
4.4.1.	MIS	MIS-3-4-1	59	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	Yes - Currently Supported by the Product	We support this through our Tax Clearance Certificates feature.
4.4.1.	MIS	MIS-3-4-2	60	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	Yes - Currently Supported by the Product	
4.4.1.	MIS	MIS-3-4-3	61	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	Not-Supported	If the County scans these documents into a public document management system that can serve the image in a browser, we can display the linked images. TaxSys does not actually perform the scanning and cannot scan the image into a document management system; however, if the County uses its own local scanning software, those scanned images can be uploaded to TaxSys if desired.
4.4.1.	MIS	MIS-3-4-4	62	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	Yes - Currently Supported by the Product	Assuming all of these data elements are provided with the roll data, they will be searchable.
4.4.1.	MIS	MIS-3-4-5	63	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	Yes - Currently Supported by the Product	
4.4.2.	MIS	MIS-3-4-6	64	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	Yes - Currently Supported by the Product	
4.4.3.	MIS	MIS-3-4-7	65	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: • 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	Yes - Custom-Development specific to LA County	We will ensure the future year liability calculation is performed as expected during your implementation.
4.4.3.	MIS	MIS-3-4-8	66	Generate Statement of Taxes	The system will generate and print a statement of taxes that includes future tax liabilities	Must Have	Yes - Currently Supported by the Product	
4.4.3.	MIS	MIS-3-4-9	67	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	Yes - Currently Supported by the Product	
4.4.3.	MIS	MIS-3-4-10	68	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	Yes - Currently Supported by the Product	
4.4.3.	MIS	MIS-3-4-11	69	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	Yes - Currently Supported by the Product	We will use our single-entry form through the public portal for requesting a bulk sale transfer request. This form is one-sided and allows the County to track the request and respond separately when the response is ready.
4.4.4.	MIS	MIS-3-4-12	70	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: • Prior tax liabilities have been paid • Future tax liabilities are collected, but not yet applied • Liens are released on the assessment	Must Have	Yes - Currently Supported by the Product	
4.4.4.	MIS	MIS-3-4-13	71	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	Yes - Currently Supported by the Product	
4.5.	**MIS**	**MIS-3-5**		**Process Mobile Home Tax Clearance Certificate Requests Requirements**				
4.5.	MIS	MIS-3-5-1	72	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	Yes - Currently Supported by the Product	
4.5.	MIS	MIS-3-5-2	73	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	Yes - Currently Supported by the Product	
4.5.1.	MIS	MIS-3-5-3	74	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	Yes - Currently Supported by the Product	
4.5.1.	MIS	MIS-3-5-4	75	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	Not-Supported	If the County scans these documents into a public document management system that can serve the image in a browser, we can display the linked images. TaxSys does not actually perform the scanning and cannot scan the image into a document management system; however, if the County uses its own local scanning software, those scanned images can be uploaded to TaxSys if desired.
4.5.1.	MIS	MIS-3-5-5	76	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	Yes - Custom-Development specific to LA County	We will ensure this exception is in place during your implementation.
4.5.1.	MIS	MIS-3-5-6	77	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	Yes - Custom-Development specific to LA County	We will add a public interface for submitting Tax Clearance Certificates online.
4.5.2.	MIS	MIS-3-5-7	78	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	Yes - Currently Supported by the Product	
4.5.2.	MIS	MIS-3-5-8	79	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	Yes - Currently Supported by the Product	
4.5.3.	MIS	MIS-3-5-9	80	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	Yes - Currently Supported by the Product	
4.5.3.	MIS	MIS-3-5-10	81	Mobile Home Tax Clearance Certificate Duplic	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: • Registered Owner Name • Buyer Name • Decal Number • Manufacturer Serial Number	Must Have	Yes - Custom-Development specific to LA County	We will add duplicate checking during your implementation.
4.5.3.	MIS	MIS-3-5-11	82	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	Yes - Custom-Development specific to LA County	We will ensure your certificates reflect due dates as of the end of the next month during your implementation.
4.5.3.	MIS	MIS-3-5-12	83	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	Yes - Custom-Development specific to LA County	We will ensure your certificates reflect due dates as of the end of the next month during your implementation.
4.5.3.	MIS	MIS-3-5-13	84	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: • 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	Yes - Custom-Development specific to LA County	We will ensure the future year liability calculation is performed as expected during your implementation.

4.5.3.	MIS	MIS-3-5-14	85	Calculate Taxes	The system will calculate the Taxes Due - Initial for the mobile home based on the assessor identification number and the sum of the following: • Prior year unsecured taxes • Current year taxes • Related escape and supplemental taxes • Duplicate Request Fee • Tax Estimate Amount The system will provide the user the ability to review, edit and approve the taxes due provided by the system. Taxes Due - Second has the same calculations, but using the Taxes Due Date - Second as its payment effective date.	Must Have	Yes - Custom-Development specific to LA County	We will ensure your certificates reflect due dates as of the end of the next month during your implementation.
4.5.4.	MIS	MIS-3-5-15	86	Conditions for Generation of Mobile Home Tax Clearance Certificate	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: • 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 The system will provide the user the ability to override the conditions required to generate the mobile home tax clearance certificate.	Must Have	Yes - Currently Supported by the Product	
4.5.4.	MIS	MIS-3-5-16	87	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	Yes - Currently Supported by the Product	
4.5.4.	MIS	MIS-3-5-17	88	Void Date	The system will set the certificate configurable void date as follows: • Void date is 60 days from the issue date	Must Have	Yes - Currently Supported by the Product	
4.6.	**MIS**	**MIS-3-6**		**Process Tract Map Requests Requirements**				
4.6.	MIS	MIS-3-6-1	89	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	Not-Supported	TaxSys does not offer this level of tracking.
4.6.1.	MIS	MIS-3-6-2	90	Maintain Tract Map Request Information	The system will provide the ability to view and search, tract map request information.	Could Have	Yes - Currently Supported by the Product	TaxSys supports tax clearance certificate tracking when a proposed tract map is created.
4.6.1.	MIS	MIS-3-6-3	91	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	Not-Supported	If the County scans these documents into a public document management system that can serve the image in a browser, we can display the linked images. TaxSys does not actually perform the scanning and cannot scan the image into a document management system; however, if the County uses its own local scanning software, those scanned images can be uploaded to TaxSys if desired.
4.6.1.	MIS	MIS-3-6-4	92	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	Yes - Currently Supported by the Product	TaxSys supports tax clearance certificate tracking when a proposed tract map is created.
4.6.1.	MIS	MIS-3-6-5	93	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	Not-Supported	Future parcel tracking is up to the Assessor and is not maintained automatically within TaxSys.
4.6.1.	MIS	MIS-3-6-6	94	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	Yes - Currently Supported by the Product	TaxSys supports tax clearance certificate tracking when a proposed tract map is created.
4.6.2.	MIS	MIS-3-6-7	95	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	Not-Supported	TaxSys does not load tax details for upcoming years before they are certified by the Assessor to the Controller.
4.6.2.	MIS	MIS-3-6-8	96	Update Tract Map Estimate of Future Taxes Information	The system will be updated with the tract map estimate of future taxes information.	Could Have	Not-Supported	TaxSys does not load tax details for upcoming years before they are certified by the Assessor to the Controller.
4.6.2.	MIS	MIS-3-6-9	97	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	Yes - Currently Supported by the Product	TaxSys adds an estimated tax amount, which can be manually edited by Tax Collector staff while the tract map is active.
4.6.3.	MIS	MIS-3-6-10	98	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	Not-Supported	TaxSys does not offer this level of tracking.
4.6.3.	MIS	MIS-3-6-11	99	Notification of Re-Issued Bond	The system will provide electronic notification to TTC concerned parties of surety bond re-issue information.	Should Have	Not-Supported	TaxSys does not offer this level of tracking.
4.6.3.	MIS	MIS-3-6-12	100	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	Yes - Currently Supported by the Product	
4.6.4.	MIS	MIS-3-6-13	101	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	Yes - Currently Supported by the Product	
4.6.5.	MIS	MIS-3-6-14	102	Generate Tract Map Outstanding Tax Notificati	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 certificate is sent to the taxpayer and the Department of Public Works. The notification is generated: • After first installment delinquent date • After second installment delinquent date • After end of fiscal year • On demand	Could Have	Yes - Currently Supported by the Product	
4.6.6.	MIS	MIS-3-6-15	103	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	Yes - Currently Supported by the Product	
4.6.6.	MIS	MIS-3-6-16	104	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	Not-Supported	Bond letters are not generated from TaxSys.
4.6.7.	MIS	MIS-3-6-17	105	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	Yes - Currently Supported by the Product	
4.6.8.	MIS	MIS-3-6-18	106	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	Yes - Currently Supported by the Product	
4.7	**MIS**	**MIS-3-7**		**Servicemember's Civil Relief Act**				
4.7	MIS	MIS-3-7-1	107	Maintain Property Tax Relief Information Pursu	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	Yes - Currently Supported by the Product	
4.7	MIS	MIS-3-7-2	108	Scan and Store Servicemembers' Property Tax	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	Not-Supported	If the County scans these documents into a public document management system that can serve the image in a browser, we can display the linked images. TaxSys does not actually perform the scanning and cannot scan the image into a document management system; however, if the County uses its own local scanning software, those scanned images can be uploaded to TaxSys if desired.
4.7	MIS	MIS-3-7-3	109	View, Approve or Reject Servicemembers' Pro	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	Yes - Custom-Development specific to LA County	This will require a new workflow in TaxSys.
4.7	MIS	MIS-3-7-4	110	Flag Assessment as Servicemembers' Propert	The system will provide the ability to identify an assesses as under the rules of the Servicemembers' Civil Relief Act.	Must Have	Yes - Currently Supported by the Product	
4.7	MIS	MIS-3-7-5	111	Calculate Servicemembers' Property Tax Relie	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	Yes - Currently Supported by the Product	
4.7	MIS	MIS-3-7-6	112	Exclude Servicemembers' Property Tax Relief /	The system will exclude assessments under the Servicemembers' Civil Relief Act from tax sales.	Must Have	Yes - Currently Supported by the Product	
4.7	MIS	MIS-3-7-7	113	Exclude Servicemembers' Property Tax Relief /	The system will exclude assessments under the Servicemembers' Civil Relief Act from unsecured tax enforcement activities.	Must Have	Yes - Currently Supported by the Product	
4.8	**MIS**	**MIS-3-8**		**Other Flagged Assessments**				
4.8	MIS	MIS-3-8-1	114	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	Yes - Currently Supported by the Product	
4.8	MIS	MIS-3-8-2	115	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	Yes - Currently Supported by the Product	
4.8	MIS	MIS-3-8-3	116	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	Yes - Currently Supported by the Product	
4.8	MIS	MIS-3-8-4	117	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	Yes - Currently Supported by the Product	
5	**MIS**	**MIS-4**		**REPORTING/FORM REQUIREMENTS**				
5	MIS	MIS-4-1	118	Lost Remittance Letter	The system will generate and print a lost remittance letter with the following data: • Letter generation date • Payer Name • Payer Address • Lost Check Affidavit Date • Assessor Identification Number • Tax Year	Must Have	Yes - Custom-Development specific to LA County	We will produce this document as required during your implementation.
5	MIS	MIS-4-2	119	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: • 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	Yes - Custom-Development specific to LA County	We will produce this document as required during your implementation.
5	MIS	MIS-4-3	120	Escheated Funds Request Denial Letter	The system will generate and print an escheated funds request denial letter to the requestor with the following data: • Letter generation date • Requestor Name • Requestor Address • Request Receipt Date • Assessor Identification Number • Tax Year • Bill Number • Denial Reason	Must Have	Yes - Custom-Development specific to LA County	We will produce this document as required during your implementation.

5	MIS	MIS-4-4	121	Stale Dated Warrant Restore- Request Memo	The system will generate and electronically send a stale dated warrant restore- request memo to the Auditor-Controller with the following data: • 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	Yes - Custom-Development specific to LA County	We will produce this document as required during your implementation.
5	MIS	MIS-4-5	122	Stale Dated Warrant Restore Request Denial L	The system will generate and print a stale dated warrant restore request denial letter to the requestor with the following data: • Letter generation date • Requestor Name • Requestor Address • Request Receipt Date • Assessor Identification Number • Tax Year • Bill Number • Denial Reason	Must Have	Yes - Custom-Development specific to LA County	We will produce this document as required during your implementation.
5	MIS	MIS-4-6	123	Bulk Sale Statement of Taxes for Zero Amount	The system will generate and print a bulk sale statement of taxes for zero amount with the following data: • 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	Yes - Custom-Development specific to LA County	We will produce this document as required during your implementation.
5	MIS	MIS-4-7	124	Bulk Sale Statement of Taxes	The system will generate and print a bulk sale statement of taxes with the following data: • 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	Yes - Custom-Development specific to LA County	We will produce this document as required during your implementation.
5	MIS	MIS-4-8	125	Bulk Transfer Clearance	The system will generate and print a bulk transfer clearance with the following data: • 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	Yes - Currently Supported by the Product	
5	MIS	MIS-4-9	126	Mobile Home Tax Clearance Conditional Certif	The system will generate and print a mobile home tax clearance conditional certificate with the following data: • 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	Yes - Currently Supported by the Product	
5	MIS	MIS-4-9	127	Mobile Home Tax Clearance Certificate	The system will generate and print a mobile home tax clearance certificate with the following data: • 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	Yes - Currently Supported by the Product	
5	MIS	MIS-4-10	128	Mobile Home Demand Statement	The system will generate and print a mobile home demand statement with the following data: • 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	Yes - Custom-Development specific to LA County	We will produce this document as required during your implementation.
5	MIS	MIS-4-11	129	Tract Map Outstanding Tax Notification	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: • 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	Yes - Custom-Development specific to LA County	We will produce this document as required during your implementation.
5	MIS	MIS-4-12	130	Bond Release Letter	The system will generate and print a bond release letter with the following data: • 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	Yes - Custom-Development specific to LA County	We will produce this document as required during your implementation.
5	MIS	MIS-4-13	131	Tract Map Clearance	The system will generate and print a tract map clearance with the following data: • System date • Parcel-Tract Map Number • Tax Year	Could Have	Yes - Custom-Development specific to LA County	We will produce this document as required during your implementation.
5	MIS	MIS-4-14	132	Mobile Home Tax Clearance Report	The system will provide the ability to generate configurable statistical reports, including but not limited to: · MHTCC and Conditional Certificate Requests Report · Duplicate Tax Clearance Certificate Requests Report · Demand Statement Requests Report	Should Have	Yes - Currently Supported by the Product	
5	MIS	MIS-4-15	133	Bulk Transfer Reports	The system will provide the ability to generate configurable statistical reports, including but not limited to: •Bulk Transfer Certificate Requests Report •Statement of Taxes Report	Should Have	Yes - Currently Supported by the Product	

5	MIS	MIS-4-16	134	Flagged Assessment Reports	The system will provide the ability to generate configurable statistical reports, including but not limited to: •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	Yes - Currently Supported by the Product	
5	MIS	MIS-4-17	135	Tract Map Reports	The system will provide the ability to generate configurable statistical reports, including but not limited to: •Tract Map Clearance Requests Report •Bond Master List Report	Should Have	Yes - Custom-Development specific to LA County	We will add these reports during your implementation.
6	**MIS**	**MIS-5**		**WEB PORTAL REQUIREMENTS**				
2	MIS	MIS-5-1	18	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: •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. Note: The web portal should have the ability to process the requests information and route to authorized users for review and approval/rejection.	Should Have	Yes - Custom-Development specific to LA County	We will enhance our public portal to include all of these requests as desired.
6	MIS	MIS-5-2	136	Online Mobile Home Tax Clearance Certificate	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: • 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	Yes - Custom-Development specific to LA County	We will enhance our public portal to include all of these requests as desired.
6	MIS	MIS-5-3	137	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: • Requester Name • Requester Address • Requester Phone Number • Requester Email Address • Request Description	Could Have	Not-Supported	TaxSys supports a number of public portal requests, including requests for bills, requests for penalty waiver, requests for tax clearance. Any specific requests desired could be considered, but there is no open ended "any request" form at this time.

Los Angeles County Technical Requirements				
Sections	**Performance Management**			
Requirement #	Description	Prioritization	Proposer's Response	Responder Comments
PERF-01	Ability to support session replication and transparent failover	Must Have	Met- The proposed eTAX System meets this requireme	Our databases are replicating in real time to a failover environment.
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	Met- The proposed eTAX System meets this requirement	
PERF-03	Ability to recover from any data loss	Must Have	Met- The proposed eTAX System meets this requirement	
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	Met- The proposed eTAX System meets this requirement	
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	Met- The proposed eTAX System meets this requirement	
PERF-06	Ability to provide reports where environment is managed to support both high availability and disaster recovery	Should have	Met- The proposed eTAX System meets this requirement	
PERF-07	Ability to perform full/incremental backups and the ability to perform open/closed database backups.	Must Have	Met- The proposed eTAX System meets this requirement	
PERF-08	Ability to schedule routine jobs or one-time jobs that are resource intensive (e.g., mass updates)	Should have	Met- The proposed eTAX System meets this requirement	
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	Met- The proposed eTAX System meets this requirement	
PERF-10	Ability to provide system performance metrics, including uptime, capacity, and response time.	Should have	Met- The proposed eTAX System meets this requirement	
PERF-11	Ability to provide SLA terms for data restoration services such as Recovery Time Objectives (RTOs) and Recovery Point Objectives (RPOs)	Must Have	Met- The proposed eTAX System meets this requirement	
PERF-12	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: a. Load balancing b. High availability c. Fault tolerance d. Failover Tests for High Availability and Failover must be completed prior to the release to UAT	Must Have	Met- The proposed eTAX System meets this requirement	
PERF-13	Ability to run performance testing for the solution and provide performance testing report	Must Have	Met- The proposed eTAX System meets this requirement	
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	Met- The proposed eTAX System meets this requirement	We will work with the County to define alert thresholds during the implementation and tune them periodically during the M&O period.

Los Angeles County Technical Requirements				
Sections	**Scalability & Extensibility**			
Requirement #	Description	Prioritization	Proposer's Response	Responder Comments
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	Met- The proposed eTAX System meets this requirement	
SCL-02	Ability to provide screens that are highly re-configurable, providing ability to reposition and rename field labels / data fields.	Could Have	Not Met- The requirement will not be met by the proposed eTAX System	TaxSys includes limited screen configuration options.
SCL-03	Ability to remove or “turn-off” unused fields	Could Have	Met- The proposed eTAX System meets this requirement	
SCL-04	Ability to maintain data	Must Have	Met- The proposed eTAX System meets this requirement	
SCL-05	Ability to allow for addition of custom-defined fields	Must Have	Met- The proposed eTAX System meets this requirement	
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	Partially Met- The proposed eTAX System partially meets this requirement	TaxSys includes life-cycle view and state/status tracking for key AC/TTC events, such as those listed here, but does not have this functionality generically across all events.
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	Partially Met- The proposed eTAX System partially meets this requirement	TaxSys includes life-cycle view and state/status tracking for key AC/TTC events, such as those listed here, but does not have this functionality generically across all events.
SCL-08	Ability to provide the capability to expand a data field length based on business need	Must Have	Met- The proposed eTAX System meets this requirement	
SCL-09	Ability to provide scripting capability that extend its features thru scripting or other batch-processing tools	Could Have	Not Met- The requirement will not be met by the proposed eTAX System	While TaxSys includes a number of defined APIs for interacting with its back end, it does not accommodate generic scripting capabilities.
SCL-10	Ability to provide the following cloud infrastructure capabilities across multiple regions in the United States (including but not limited to): ● 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	Met- The proposed eTAX System meets this requirement	

Los Angeles County Technical Requirements				
Sections	**Security**			
Requirement #	Description	Prioritization	Proposer's Response	Responder Comments
	General Information			
SEC-01	Ability to provide services (e.g., application hosting, data repository, data backup) within the contiguous United States.	Must have	Met- The proposed eTAX System meets this requirement	
SEC-02	All personnel with access to IT resources (e.g., hardware, software, data) is required to have criminal background checks.	Must have	Met- The proposed eTAX System meets this requirement	
	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	Met- The proposed eTAX System meets this requirement	
SEC-04	Ability to update/refresh the Test/Development environment.	Must have	Met- The proposed eTAX System meets this requirement	
SEC-05	Ability to have a Host Intrusion Prevention (HIPS) or Detection (HIDS) system implemented on your servers.	Must have	Met- The proposed eTAX System meets this requirement	
SEC-06	Ability to have a Network Intrusion Prevention (NIPS) or Detection (NIDS) system implemented on your network.	Must have	Met- The proposed eTAX System meets this requirement	
SEC-07	The hosting environment shall have a perimeter firewall.	Must have	Met- The proposed eTAX System meets this requirement	
SEC-08	The hosting environment shall have a web application firewall (WAF).	Must have	Met- The proposed eTAX System meets this requirement	
SEC-09	The hosting environment shall have a security event and information management (SEIM) system.	Must have	Met- The proposed eTAX System meets this requirement	
SEC-10	Ability to provide formalized change management procedures, including adequate separation of duties.	Must have	Met- The proposed eTAX System meets this requirement	
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	Met- The proposed eTAX System meets this requirement	
SEC-12	Ability to run the infrastructure vulnerability scan in the environment hosting the solution and provide report.		Met- The proposed eTAX System meets this requirement	
	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	Met- The proposed eTAX System meets this requirement	
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	Met- The proposed eTAX System meets this requirement	
SEC-15	Ability to provide encrypted software's backup media.	Must have	Met- The proposed eTAX System meets this requirement	

Los Angeles County Technical Requirements				
Sections	**Security**			
Requirement #	Description	Prioritization	Proposer's Response	Responder Comments
SEC-16	Ability to provide centrally managed software encryption keys and it should be consistent with NIST Special Publication 800-57.	Must have	Met- The proposed eTAX System meets this requirement	
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	Met- The proposed eTAX System meets this requirement	
SEC-18	Ability to provide role-based access controls for the infrastructure, hardware, software, and data.	Must have	Met- The proposed eTAX System meets this requirement	
SEC-19	Ability to provide a documented data backup methodology.	Must have	Met- The proposed eTAX System meets this requirement	
SEC-20	Ability to provide a documented data destruction process for customer data, including storage media.	Must have	Met- The proposed eTAX System meets this requirement	
	Application Security			
SEC-21	Ability to provide the currently held Security Audit Certifications held by proposed cloud provider	Must have	Met- The proposed eTAX System meets this requirement	
SEC-22	Ability to provide documented procedures for the scanning (e.g., frequency, by whom, remediation).	Must have	Met- The proposed eTAX System meets this requirement	
SEC-23	Ability to support authentication mechanisms.	Must have	Met- The proposed eTAX System meets this requirement	
SEC-24	Password complexity, lifetime, and history settings should be aligned with LAC account provision policy	Must have	Met- The proposed eTAX System meets this requirement	
SEC-25	Ability to integrate with an existing Identity Management system.	Must have	Met- The proposed eTAX System meets this requirement	
SEC-26	Ability to support two-factor (i.e., multi-factor) authentication.	Must have	Met- The proposed eTAX System meets this requirement	
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	Met- The proposed eTAX System meets this requirement	
SEC-28	Ability to provide the appropriate role-based access.	Must have	Met- The proposed eTAX System meets this requirement	
SEC-29	Ability to provide adequate monitoring and escalation via dashboard alerts, email, or other auditable system of communication.	Must have	Met- The proposed eTAX System meets this requirement	
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	Met- The proposed eTAX System meets this requirement	

Los Angeles County Technical Requirements				
Sections	**Security**			
Requirement #	Description	Prioritization	Proposer's Response	Responder Comments
SEC-31	Ability to run the application vulnerability scan and provide report.	Must have	Met- The proposed eTAX System meets this requirement	
SEC-32	Confidential information should not be stored in cookies	Must have	Met- The proposed eTAX System meets this requirement	
	System Design			
SEC-33	Ability to setup an individual user profiles	Must have	Met- The proposed eTAX System meets this requirement	
SEC-34	Ability to setup roles for individual users and group of users	Must have	Met- The proposed eTAX System meets this requirement	
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	Met- The proposed eTAX System meets this requirement	
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	Met- The proposed eTAX System meets this requirement	
SEC-37	Ability to support two factor authentication	Must have	Met- The proposed eTAX System meets this requirement	
SEC-38	Ability to support SAML 2.0 single sign on	Must have	Met- The proposed eTAX System meets this requirement	
SEC-39	Ability to support single sign on with Active Directory to provide centralized user management.	Must have	Met- The proposed eTAX System meets this requirement	
SEC-40	Ability for County's IT team to generate and manage their encryption keys	Must have	Met- The proposed eTAX System meets this requirement	This requirement can be accommodated by having the County generate the keys, then handing them off to Grant Street to be put into place.
	Incident Response Management			
SEC-41	Ability to provide an established computer incident response team.	Must have	Met- The proposed eTAX System meets this requirement	
SEC-42	Ability to provide incident response team's defined roles and responsibilities.	Must have	Met- The proposed eTAX System meets this requirement	
SEC-43	Ability to provide a documented and tested Incident Response Plan.	Must have	Met- The proposed eTAX System meets this requirement	
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	Met- The proposed eTAX System meets this requirement	

Los Angeles County Technical Requirements				
Sections	**Security**			
Requirement #	Description	Prioritization	Proposer's Response	Responder Comments
SEC-45	Ability to notify customers with a formal process/procedure when a suspected or actual breach occurs	Must have	Met- The proposed eTAX System meets this requirement	
SEC-46	Ability to provide investigative support in case of a breach.	Must have	Met- The proposed eTAX System meets this requirement	
SEC-47	Ability to provide periodic updates on the application status if a breach occurs.	Must have	Met- The proposed eTAX System meets this requirement	
SEC-48	Ability to conduct a post-mortem and update procedures after an incident is resolved.	Must have	Met- The proposed eTAX System meets this requirement	
	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	Met- The proposed eTAX System meets this requirement	
SEC-50	Is Business Impact Analysis (BIA) an integral part of your customer engagement to assist with recovery objectives? Please describe.	Must have	Met- The proposed eTAX System meets this requirement	Our BIA process leads to the recovery of essential infrastructure functions, such as database and network access first, with additional recovery (e.g. archived files and other nonessential data) to follow.

Los Angeles County Technical Requirements				
Sections	**Audit Compliance**			
Requirement #	Description	Prioritization	Proposer's Response	Responder Comments
AUD-01	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, Noteboook) 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: 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	Met- The proposed eTAX System meets this requirement	
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	Met- The proposed eTAX System meets this requirement	
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	Met- The proposed eTAX System meets this requirement	
AUD-04	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: 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	Met- The proposed eTAX System meets this requirement	
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	Met- The proposed eTAX System meets this requirement	
AUD-06	Provide Security Audit Certifications held by proposed cloud provider	Must Have	Met- The proposed eTAX System meets this requirement	
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	Met- The proposed eTAX System meets this requirement	
AUD-08	Ability to protect the stored audit records from unauthorized deletion	Must Have	Met- The proposed eTAX System meets this requirement	
AUD-09	Ability to prevent modifications to the audit records	Must Have	Met- The proposed eTAX System meets this requirement	
AUD-10	Ability to provide reports to reconcile data after execution of data exchange to ensure that data processing occurred correctly.	Must Have	Met- The proposed eTAX System meets this requirement	

Los Angeles County Technical Requirements				
Sections	**Audit Compliance**			
Requirement #	Description	Prioritization	Proposer's Response	Responder Comments
AUD-11	Ability to generate audit trails for identified transactions in individual functional areas as defined in the Functional Requirements documents.	Must Have	Met- The proposed eTAX System meets this requirement	Most of the requested audit trails already exist. Remaining gaps will be closed by development during the implementation.
AUD-12	Ability to comply with regulations and legislations. Examples: HIPAA, HITECH, PCI.	Must Have	Met- The proposed eTAX System meets this requirement	

Los Angeles County Technical Requirements				
Sections	**Interoperability**			
Requirement #	Description	Prioritization	Proposer's Response	Responder Comments
INR-01	Ability to secure and protect (encrypt) interface data thru associated infrastructure from confidentiality, integrity and availability perspectives	must Have	Met- The proposed eTAX System meets this requirement	
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	Met- The proposed eTAX System meets this requirement	
INR-03	Ability to hold interface imported data with data validation errors without processing the data.	Should Have	Met- The proposed eTAX System meets this requirement	
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	Met- The proposed eTAX System meets this requirement	
INR-05	Ability to allow for making any changes to the interface data elements/layouts, and to test those changes.	must Have	Met- The proposed eTAX System meets this requirement	
INR-06	Ability to support creation and extension of service interfaces through the use of Web Services Description Language (WSDL).	Should Have	Met- The proposed eTAX System meets this requirement	We can support WDSL, but prefer and recommend OpenAPI.
INR-07	Ability to develop/integrate services using standardized Web Services formats.	Should Have	Met- The proposed eTAX System meets this requirement	
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	Met- The proposed eTAX System meets this requirement	
INR-09	Ability to proivide 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	Met- The proposed eTAX System meets this requirement	For real-time interfaces, we recommend REST APIs using JSON, following OpenAPI specifications.
INR-10	Ability to configure a non-production environment for interface testing.	must Have	Met- The proposed eTAX System meets this requirement	
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	Met- The proposed eTAX System meets this requirement	
INR-12	Ability to perform file integrity checks for exchange of data and alert appropriate parties with issues	must Have	Met- The proposed eTAX System meets this requirement	
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	Met- The proposed eTAX System meets this requirement	
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	Met- The proposed eTAX System meets this requirement	

Los Angeles County Technical Requirements				
Sections	**Interoperability**			
Requirement #	Description	Prioritization	Proposer's Response	Responder Comments
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	Met- The proposed eTAX System meets this requirement	
INR-16	Ability to allow users to view the imported interface file.	must Have	Met- The proposed eTAX System meets this requirement	
INR-17	Ability to track and report on batch processing and or API results, including but not be limited to, the following data: •Execution date •Execution time •Batch process execution •Execution duration •Outcome – successful or failed	must Have	Met- The proposed eTAX System meets this requirement	

Los Angeles County Technical Requirements				
Sections	**Data**			
Requirement #	Description	Prioritization	Proposer's Response	Responder Comments
DAT-01	Ability to provide real time and point in time access to data from different modules within the solution	Must Have	Met- The proposed eTAX System meets this requirement	
DAT-02	Ability to meet US data residency requirements	Must Have	Met- The proposed eTAX System meets this requirement	
DAT-03	Ability to archive data according to the LAC data retention policy	Must Have	Met- The proposed eTAX System meets this requirement	
DAT-04	Ability to define and apply data retention policies to records	Must Have	Met- The proposed eTAX System meets this requirement	
DAT-05	Ability to back-up data.	Must Have	Met- The proposed eTAX System meets this requirement	
DAT-06	Ability to restore data	Must Have	Met- The proposed eTAX System meets this requirement	
DAT-07	Ability to delete data on request or termination of service.	Must Have	Met- The proposed eTAX System meets this requirement	
DAT-08	Ability to migrate and format the delivering data if services are terminated	Must Have	Met- The proposed eTAX System meets this requirement	
DAT-09	Ability to support encryption between endpoints (e.g., TLS 1.2 or better)	Must Have	Met- The proposed eTAX System meets this requirement	
DAT-11	Ability to allow users to download and access historical/archived data.	Must Have	Not Met- The requirement will not be met by the proposed eTAX System	Historical and archived data will be stored on County-owned and maintained systems.
DAT-12	Ability to setup multiple environments i.e., Test, Development	Must Have	Met- The proposed eTAX System meets this requirement	
DAT-13	Ability to have a Test/Development environment available for user testing and development	Must Have	Met- The proposed eTAX System meets this requirement	
DAT-14	Ability to update/refresh the non production environments.	Must Have	Met- The proposed eTAX System meets this requirement	

Los Angeles County Technical Requirements				
Sections	**Data**			
Requirement #	Description	Prioritization	Proposer's Response	Responder Comments
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	Met- The proposed eTAX System meets this requirement	
DAT-16	Ability for the County to export data in a format deemed acceptable by County (i.e., csv, txt, xlsx, etc.)	Must Have	Met- The proposed eTAX System meets this requirement	
DAT-17	Ability to apply data field masking on some pages or all pages a field is displayed based on role security	Must Have	Met- The proposed eTAX System meets this requirement	
DAT-18	Ability to correct mass data for common data errors; such data errors can be defined and configured by the County.	Must Have	Partially Met- The proposed eTAX System partially meets this requirement	Depending on the type of data and data error, this configuration may or may not be doable by the County without Grant Street involvement.
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	Met- The proposed eTAX System meets this requirement	
DAT-20	Ability to encrypt data according to LAC requirements	Must Have	Met- The proposed eTAX System meets this requirement	
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	Met- The proposed eTAX System meets this requirement	

Los Angeles County Technical Requirements				
Sections	**Usability**			
Requirement #	Description	Prioritization	Proposer's Response	Responder Comments
USAB-01	Ability to support full web accessibility standards, including but not limited to, California Government Code Section 11135.	Must Have	Partially Met- The proposed eTAX System partially meets this requirement	The public portal already meets these requirements. If the site for internal County users also needs to meet them, this will be additional development required during the implementation.
USAB-02	Ability to support multi-languages content such as but not limited to Spanish etc…	Could Have	Partially Met- The proposed eTAX System partially meets this requirement	The public portal supports English and Spanish and can relatively easily be extended to additional languages. The internal site for County users is exclusively in English.
USAB-03	Ability to provide a built-in spell checker that has the ability to add custom/domain specific terms.	Could Have	Partially Met- The proposed eTAX System partially meets this requirement	TaxSys runs exclusively in a web browser. Our adherence to HTML standards and best practices enables the use of browsers' native features or plugins for this purpose.
USAB-04	Ability to have a consistent look and feel	Could Have	Met- The proposed eTAX System meets this requirement	
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	Met- The proposed eTAX System meets this requirement	
USAB-06	Ability to use colors and font types that are within the Web Content Accessibility Guidelines (WCAG).	Should Have	Met- The proposed eTAX System meets this requirement	
USAB-07	Ability to support easy navigation and selection of desired functionality using industry standards and best practices.	Should Have	Met- The proposed eTAX System meets this requirement	
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	Met- The proposed eTAX System meets this requirement	
USAB-09	Ability to provide navigation of the system with the least amount of clicks	Should Have	Met- The proposed eTAX System meets this requirement	
USAB-10	Ability to support Multi tasking and Multiple window capability, including split screens.	Could Have	Met- The proposed eTAX System meets this requirement	
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	Met- The proposed eTAX System meets this requirement	

Los Angeles County Technical Requirements				
Sections	**Usability**			
Requirement #	Description	Prioritization	Proposer's Response	Responder Comments
USAB-12	Ability to support Drill down and Look up functionality to minimize time required for access to more detailed information.	Should Have	Partially Met- The proposed eTAX System partially meets this requirement	TaxSys supports this, but depending on the context this is not always single-click "drill down" functionality. Users may need to make other changes to their report to see the detailed underlying data.
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	Met- The proposed eTAX System meets this requirement	
USAB-14	Ability to display interactive system response in the form of progress loaders, spinners, etc.	Could Have	Met- The proposed eTAX System meets this requirement	
USAB-15	Ability to provide real time help using elements including helper text, tooltips, informational dialogs, popovers, etc.	Could Have	Met- The proposed eTAX System meets this requirement	
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	Met- The proposed eTAX System meets this requirement	
USAB-17	Ability to allow users to create shortcuts (e.g., onscreen short cuts, hot keys, etc.) for frequent actions.	Could Have	Not Met- The requirement will not be met by the proposed eTAX System	TaxSys does not support user-defined hotkeys or shortcuts.
USAB-18	Ability to handle keyboard only environments	Could Have	Partially Met- The proposed eTAX System partially meets this requirement	TaxSys runs in a web browser and can therefore be navigated by keyboard in the same manner as any web site (e.g. tabbing between fields), but is generally not designed to be used in this way.
USAB-19	Ability to allow use of hot key commands	Could Have	Partially Met- The proposed eTAX System partially meets this requirement	TaxSys support configurable hotkey commands in the Cashiering module, but not in other parts of the application.
USAB-20	Ability to allow user to tab through data fields in a logical order and disabled fields should be skipped	Could Have	Met- The proposed eTAX System meets this requirement	
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	Met- The proposed eTAX System meets this requirement	
USAB-22	Ability to provide error messages and provide recommendations to the user on next course of action	Must Have	Met- The proposed eTAX System meets this requirement	

Los Angeles County Technical Requirements				
Sections	**Usability**			
Requirement #	Description	Prioritization	Proposer's Response	Responder Comments
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	Met- The proposed eTAX System meets this requirement	
USAB-24	Ability to display error messages in plain language, precisely indicate the problem, and constructively suggest a solution.	Must Have	Met- The proposed eTAX System meets this requirement	
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	Met- The proposed eTAX System meets this requirement	
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	Partially Met- The proposed eTAX System partially meets this requirement	This functionality is available for certain key functions (e.g. building cashiering transactions, creating ad hoc reports), but is not implemented generically throughout the system.
USAB-27	Ability to prompt the user for confirmation where appropriate	Must Have	Met- The proposed eTAX System meets this requirement	
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	Met- The proposed eTAX System meets this requirement	
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	Met- The proposed eTAX System meets this requirement	
USAB-30	Ability to specify the number of records returned from a system query to a user	Must Have	Met- The proposed eTAX System meets this requirement	
USAB-31	Ability to provide a configurable drop-down list of available options.	Must Have	Met- The proposed eTAX System meets this requirement	
USAB-32	Ability to provide users the ability to customize and personalized screen	Could Have	Not Met- The requirement will not be met by the proposed eTAX System	TaxSys allows users to select custom colors, but the displays are not otherwise customizable.
USAB-33	Ability to support point and click selection and check box entry for all relevant data entries	Could Have	Met- The proposed eTAX System meets this requirement	
USAB-34	Ability to provide validation checks at the time of each field entry as the default mechanism.	Should Have	Partially Met- The proposed eTAX System partially meets this requirement	This requirement is met by only some parts of TaxSys. In others, validation is not performed until the end of an operation.

Los Angeles County Technical Requirements				
Sections	**Usability**			
Requirement #	Description	Prioritization	Proposer's Response	Responder Comments
USAB-35	Ability to configure templates for data entry with identified mandatory and optional data fields.	Must Have	Met- The proposed eTAX System meets this requirement	
	Ability to allow incomplete data sets to be saved for completion of the workflow at a later time	Must Have	Partially Met- The proposed eTAX System partially meets this requirement	This functionality is available for certain key functions (e.g. building cashiering transactions, creating ad hoc reports), but is not implemented generically throughout the system.
USAB-36	Ability to highlight and flag required and incomplete data fields	Must Have	Met- The proposed eTAX System meets this requirement	
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	Met- The proposed eTAX System meets this requirement	Input fields can be navigated using the Tab key.
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	Met- The proposed eTAX System meets this requirement	
USAB-39	Ability to allow users for a "printable format" view to be generated for applicable user interface screens.	should have	Met- The proposed eTAX System meets this requirement	
USAB-40	Ability to make fields visible/invisible, disabled, read-only, depending on parameters, user rights, access controls, and business rules	Must Have	Met- The proposed eTAX System meets this requirement	
USAB-41	Ability to support fuzzy search	Should Have	Partially Met- The proposed eTAX System partially meets this requirement	This functionality already exists in the public portal. Adding it to the internal site used by County users can be completed as new development during the implementation.
USAB-42	Ability to allow for the request or entry of data from external devices (e.g. tablets).	Should Have	Met- The proposed eTAX System meets this requirement	
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	Met- The proposed eTAX System meets this requirement	

Los Angeles County Technical Requirements				
Sections	**Usability**			
Requirement #	Description	Prioritization	Proposer's Response	Responder Comments
USAB-44	Ability to allow an authorized user to modify/edit on line system documentation	Could Have	Partially Met- The proposed eTAX System partially meets this requirement	This function is available for some, but not all types of documentation.
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	Partially Met- The proposed eTAX System partially meets this requirement	TaxSys will terminate all sessions when a user logs off, but will not close all windows.
USAB-46	All user interface container widths must be defined as relative width to the browser's viewport	Must have	Met- The proposed eTAX System meets this requirement	
USAB-47	Image sizes should be adjusted, being no larger than the width of the browser's viewport	Should have	Met- The proposed eTAX System meets this requirement	
USAB-48	Ability to conform with the standard Windows navigation conventions (e.g. Tab, Shift Tab)	Should have	Met- The proposed eTAX System meets this requirement	
USAB-49	Ability to copy and paste / drag and drop within application or from application to other Windows based programs	Should have	Met- The proposed eTAX System meets this requirement	
USAB-50	Ability to support these browsers but not limited to chromium based edge, Google Chrome, Firefox, Safari, etc…	Must have	Met- The proposed eTAX System meets this requirement	All modern browsers are supported for the public portal. The internal site for County users is officially supported in any recent version of Edge, Chrome, or Firefox.
USAB-51	Ability to support different browsers with the most current version and one version prior, including plug-in.	Must have	Met- The proposed eTAX System meets this requirement	

Los Angeles County Technical Requirements				
Sections	**Mobile Remote Computing**			
Requirement #	Description	Prioritization	Proposer's Response	Responder Comments
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	Not Met- The requirement will not be met by the proposed eTAX System	Mobile access to TaxSys will be provided via a responsive web site, not a dedicated application, so this requirement does not apply.
MOB-02	Ability to record data in MDM while the devices is in offline mode and synchronize when connectivity is available	Should Have	Not Met- The requirement will not be met by the proposed eTAX System	TaxSys cannot be used offline.
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	Not Met- The requirement will not be met by the proposed eTAX System	Mobile access to TaxSys will be provided via a responsive web site, not a dedicated application, so this requirement does not apply.
MOB-04	Ability to monitor devices connected to the network, control security and access to services, monitoring bandwidth use, etc.	Must Have	Met- The proposed eTAX System meets this requirement	
MOB-05	Ability to access mobile apps via App store (iOS) and/or play store (Android)	Should Have	Not Met- The requirement will not be met by the proposed eTAX System	Mobile access to TaxSys will be provided via a responsive web site, not a dedicated application.
MOB-06	Ability to provide encrypted Data and Applications on Mobile device(s)	Must Have	Met- The proposed eTAX System meets this requirement	
MOB-07	Ability to provide authentication that integrate with the LAC existing authentication system, such as but not limitted to Microsoft Authenticator, Google Authenticator, or Duo Mobile.	Must Have	Met- The proposed eTAX System meets this requirement	
MOB-08	Ability to provide biometric mechanism for user authentication such as FaceID , Fingerprint	could Have	Not Met- The requirement will not be met by the proposed eTAX System	Mobile user access to TaxSys will be controlled via username/password or by County-managed SSO, as defined elsewhere.
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	Met- The proposed eTAX System meets this requirement	
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	Met- The proposed eTAX System meets this requirement	
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	Met- The proposed eTAX System meets this requirement	

Los Angeles County Technical Requirements				
Sections	**Mobile Remote Computing**			
Requirement #	Description	Prioritization	Proposer's Response	Responder Comments
MOB-12	Ability to provide mobile-data synchronization capability that will not impact in-the-field productivity	Must Have	Not Met- The requirement will not be met by the proposed eTAX System	TaxSys cannot be used offline.
MOB-13	Ability to allow for data retrieval and viewing, data creation, and data modification/updates in the field	Must Have	Met- The proposed eTAX System meets this requirement	
MOB-14	Ability to support cross platform functionality including mobile and desktop access (support different form factors)	Must Have	Met- The proposed eTAX System meets this requirement	

Los Angeles County Technical Requirements				
Sections	**Report and Data Analytics**			
Requirement #	Description	Prioritization	Proposer's Response	Responder Comments
RDA-01	Ability to provide a set of pre-defined reports for business functions.	Must Have	Met- The proposed eTAX System meets this requirement	
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	Not Met- The requirement will not be met by the proposed eTAX System	Historical reports will be stored in County-owned and maintained systems.
RDA-03	Ability to categorize the reports by: - Module - Role - Department	Must Have	Met- The proposed eTAX System meets this requirement	
RDA-04	Ability to select and generate the reports in different file formats (PDF, Excel, Word, etc)	Must Have	Met- The proposed eTAX System meets this requirement	Reports can be exported in PDF, Excel, and user-defined CSV (comma-separated values) formats.
RDA-05	Ability to manage and control stakeholders access to reports, such as right access, personnel can view reports from other modules.	Must Have	Met- The proposed eTAX System meets this requirement	
RDA-06	Ability to drill-down within reports to detail information.	Must Have	Partially Met- The proposed eTAX System partially meets this requirement	TaxSys supports this, but depending on the context this is not always single-click "drill down" functionality. Users may need to make other changes to their report to see the detailed underlying data.
RDA-07	Ability to configure distribution lists by department for sharing the reports.	Must Have	Met- The proposed eTAX System meets this requirement	TaxSys reports are shared according to the defined User Roles.
RDA-08	Ability to schedule reports for distribution to pre-defined groups/users on a periodic basis	Must Have	Met- The proposed eTAX System meets this requirement	
RDA-09	Ability to preview the results of a report before sending it electronically	Must Have	Met- The proposed eTAX System meets this requirement	
RDA-10	Ability to configure batch-report process (e.g., enable department reporting on a weekly basis according to a predetermined schedule)	Could Have	Met- The proposed eTAX System meets this requirement	
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	Met- The proposed eTAX System meets this requirement	
RDA-12	Ability to configure different reporting templates.	Must Have	Met- The proposed eTAX System meets this requirement	

Los Angeles County Technical Requirements				
Sections	**Report and Data Analytics**			
Requirement #	Description	Prioritization	Proposer's Response	Responder Comments
RDA-13	Ability to configure templates for sending letters, notices, and reports including both static and dynamic point-in-time data	Must Have	Met- The proposed eTAX System meets this requirement	
RDA-14	Ability to search reports generated in the system	Must Have	Met- The proposed eTAX System meets this requirement	TaxSys includes the ability to search saved report criteria, but not the contents of previously generated reports.
RDA-15	Ability to support integrated reports across multiple modules (Collections, Refund, Direct Assessment, etc.)	Must Have	Met- The proposed eTAX System meets this requirement	
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	Met- The proposed eTAX System meets this requirement	
RDA-17	Ability to configure different rules to suppress or not suppress certain content or portions of reports or notices.	Should Have	Met- The proposed eTAX System meets this requirement	
RDA-18	Ability to provide set of analytics dashboards which tracks operational health of the tasks and different KPIs	Should Have	Met- The proposed eTAX System meets this requirement	
RDA-19	Ability to configure user defined dashboards	Must Have	Partially Met- The proposed eTAX System partially meets this requirement	Dashboards are defined by Grant Street, but users can save their own custom criteria for those dashboards.
RDA-20	Ability to drill-down into data from dashboards	Must Have	Met- The proposed eTAX System meets this requirement	
RDA-21	Ability for automated distribution of reports/dashboards via email to internal and external recipients	Should Have	Met- The proposed eTAX System meets this requirement	
RDA-22	Ability to provide Business Intelligence and data analytics tool to the solution	Should Have	Met- The proposed eTAX System meets this requirement	
RDA-23	Ability to query data throught the eTAX system	Must Have	Met- The proposed eTAX System meets this requirement	
RDA-24	Ability to store the queries and reuse them	Must Have	Met- The proposed eTAX System meets this requirement	
RDA-26	Ability to perform advanced analytics	Should Have	Met- The proposed eTAX System meets this requirement	
RDA-27	Ability to perform predictive analytics/business intelligence	Should Have	Met- The proposed eTAX System meets this requirement	

Los Angeles County Technical Requirements				
Sections	**Report and Data Analytics**			
Requirement #	Description	Prioritization	Proposer's Response	Responder Comments
RDA-28	Ability to create customizable dashboards/Key Performance Indicator reporting with interactive visualizations.	Should Have	Met- The proposed eTAX System meets this requirement	Dashboards can be customized to the County's specifications by Grant Street.
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	Met- The proposed eTAX System meets this requirement	

Los Angeles County Technical Requirements				
Sections	**Workflow**			
Requirement #	Description	Prioritization	Proposer's Response	Responder Comments
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	Partially Met- The proposed eTAX System partially meets this requirement	These functions are part of the core TaxSys software, rather than part of a separate business rules engine.
WKF-02	Ability to provide process execution and state management	Must Have	Met- The proposed eTAX System meets this requirement	
WKF-03	Ability to integrate with other solutions to trigger a certain workflow or approval	Must Have	Met- The proposed eTAX System meets this requirement	Interfaces from other systems can initiate workflows.
WKF-04	Ability to provide and/or integrate with a robust and easily configurable workflow engine	Must Have	Partially Met- The proposed eTAX System partially meets this requirement	The TaxSys workflow engine is fully configurable by Grant Street, but only partially configurable by County users. Certain workflow changes require Grant Street involvement to make.
WKF-05	Ability to assign tasks to internal and/or external staff based on defined business rules.	Must Have	Met- The proposed eTAX System meets this requirement	
WKF-06	Ability to route work step to the next person in a workflow based on process outcomes.	Must Have	Met- The proposed eTAX System meets this requirement	
WKF-07	Ability to provide an automated method to balance workload based on user and work unit queues or skills and availability.	Must Have	Partially Met- The proposed eTAX System partially meets this requirement	Work queues can be balanced across users and units using a "round robin" or similar assignment method.
WKF-08	Ability to manually reassign work step based on appropriate admin access.	Must Have	Met- The proposed eTAX System meets this requirement	
WKF-09	Ability to support email (push) or on line queries (pull) by a user for work that is in their queue.	Must Have	Met- The proposed eTAX System meets this requirement	Users do online queries to see the work in their queue. Automated reports can be used to email work queues to users on a scheduled basis.
WKF-10	Ability to enforce workflow rules (with task checklists) to ensure that processes are completed correctly.	Must Have	Met- The proposed eTAX System meets this requirement	Each defined workflow includes a customized checklist of tasks that have to be performed to complete that workflow.
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	Met- The proposed eTAX System meets this requirement	Users will be able to define criteria for "over due" based on properties of the workflow object (e.g. created date).

Los Angeles County Technical Requirements				
Sections	**Workflow**			
Requirement #	Description	Prioritization	Proposer's Response	Responder Comments
WKF-12	Ability to provide for comprehensive tracking of a Workflow minimally will include logging of task status, user actions, etc.	Must Have	Met- The proposed eTAX System meets this requirement	
WKF-13	Ability to track milestones and due dates and support notification of the appropriate parties about upcoming and overdue milestones	Must Have	Met- The proposed eTAX System meets this requirement	Users will be able to define criteria for "over due" based on properties of the workflow object (e.g. created date).
WKF-14	Ability to support multiple forms of electronics notification channels for external users (e.g., text, email, etc.)	Must Have	Not Met- The requirement will not be met by the proposed eTAX System	External notifications are done via email.
WKF-15	Ability to support a visual/modeling tool to define workflow approval process.	Must Have	Not Met- The requirement will not be met by the proposed eTAX System	The TaxSys workflow engine does not include a visual model.
WKF-16	Ability to tie business rules to workflows	Must Have	Partially Met- The proposed eTAX System partially meets this requirement	The business rules embedded in TaxSys are naturally incorporated into its workflows. Workflows are constrained by the applicable business rules.
WKF-17	Abibity to link a workflow to one or more workflows.	Must Have	Met- The proposed eTAX System meets this requirement	The completion of a step in one workflow can trigger another workflow to begin (on the same or a related business object).
WKF-18	Ability to suspend and resume a workflow that is incomplete	Must Have	Met- The proposed eTAX System meets this requirement	
WKF-19	Ability to identify suspended workflows e.g., exception report or notifications	Must Have	Met- The proposed eTAX System meets this requirement	
WKF-20	Ability to provide all operational functions to manage Global and individual queues	Must Have	Partially Met- The proposed eTAX System partially meets this requirement	Queue contents are based on business rules. Users can access items in queues and make changes to those items. Supervisor users can change the contents of an individual user's queue.
WKF-21	Ability to provide standard reports on pending tasks queried by user, TRA, due date etc.	Must Have	Met- The proposed eTAX System meets this requirement	

Los Angeles County Technical Requirements				
Sections	**Workflow**			
Requirement #	Description	Prioritization	Proposer's Response	Responder Comments
WKF-22	Ability to calculate time taken for each task to report on the average time taken for each type of task	Must Have	Met- The proposed eTAX System meets this requirement	Custom KPI trackers and dashboards will be created for the County for this purpose during the implementation.
WKF-23	Ability to calculate the actual and elapsed time taken for each case and report on averages.	Must Have	Met- The proposed eTAX System meets this requirement	Custom KPI trackers and dashboards will be created for the County for this purpose during the implementation.
WKF-24	Ability for the workflow to integrate with MS Office Calendars	Must Have	Not Met- The requirement will not be met by the proposed eTAX System	There is no specific integration with calendar applications from TaxSys.
WKF-25	Ability to modify in flight workflows (e.g., change from urgent to normal)	Must Have	Met- The proposed eTAX System meets this requirement	
WKF-26	Ability to capture comments/notes on workflow steps	Must Have	Met- The proposed eTAX System meets this requirement	
WKF-27	Ability to set effective date on workflow (both, from and to)	Must Have	Not Met- The requirement will not be met by the proposed eTAX System	We are unclear on the definition of this requirement and would like to discuss it further.
WKF-28	Ability to support all Notifications and Alerts requirements, as detailed in the Functional requirements.	Must Have	Partially Met- The proposed eTAX System partially meets this requirement	See detailed responses in the Functional Requirements worksheet.

Los Angeles County Technical Requirements				
Sections	**Web Portal**			
Requirement #	Description	Prioritization	Proposer's Response	Responder Comments
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	Partially Met- The proposed eTAX System partially meets this requirement	Some such portals already exist (e.g. for agencies to manage Direct Charges). Others as needed can be considered for inclusion in the implementation scope.
WEB-02	Ability to configure multiple online portals that are fully connected with the data of each solution module in real time	Should have	Met- The proposed eTAX System meets this requirement	
WEB-03	Ability to configure validation rules for checking the data while inputting or submitting data	Should have	Met- The proposed eTAX System meets this requirement	
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	Met- The proposed eTAX System meets this requirement	
WEB-05	Ability to provide a file upload function in an online portal	Should have	Met- The proposed eTAX System meets this requirement	
WEB-06	Ability to configure the file format for uploading information in the portal	Should have	Met- The proposed eTAX System meets this requirement	
WEB-07	Ability to configure validation rules for importing file data into the solution	Should have	Met- The proposed eTAX System meets this requirement	
WEB-08	Ability to generate an error report for the inaccurate or missing data in a file	Should have	Met- The proposed eTAX System meets this requirement	
WEB-09	Ability to send alerts to external stakeholders via the portal for action or workflow approval	Should have	Met- The proposed eTAX System meets this requirement	
WEB-10	Ability to track the history of correspondence with external stakeholders	Should have	Partially Met- The proposed eTAX System partially meets this requirement	TaxSys does not directly include externally-facing correspondence, but can accommodate this requirement in other ways. TaxSys can interface with an existing CRM system to link external correspondence to tax accounts in TaxSys. Users can also add external correspondence documentation to TaxSys via the Notes feature, which will then track this correspondence.

Los Angeles County Technical Requirements				
Sections	**Web Portal**			
Requirement #	Description	Prioritization	Proposer's Response	Responder Comments
WEB-11	Ability to allow authorized users to perform document upload via the web portal	Should have	Met- The proposed eTAX System meets this requirement	

Los Angeles County Technical Requirements				
Sections	**Admin & Management**			
Requirement #	Description	Prioritization	Proposer's Response	Responder Comments
ADM-01	Ability to view the resources and infrastructure allocated to the environments	Must Have	Met	
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	Met	
ADM-03	Ability to manage system-wide configuration and setup.	Must Have	Met- The proposed eTAX System meets this requirement	
ADM-04	Ability to manage the configuration, setup, installation, removal of any integration with external services	Must Have	Met- The proposed eTAX System meets this requirement	
ADM-05	Ability to use and manage firewalls and Demilitarized Zones (DMZs) for external access and remote access.	Must Have	Met- The proposed eTAX System meets this requirement	
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	Met- The proposed eTAX System meets this requirement	
ADM-07	Ability to provide logging and reporting for accessing all documented errors and exceptions.	Must Have	Met- The proposed eTAX System meets this requirement	
ADM-08	Ability to provide transaction tracking and log consolidation capabilities across all tiers of the application.	Must Have	Met- The proposed eTAX System meets this requirement	
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	Met- The proposed eTAX System meets this requirement	
ADM-10	Ability to monitor and track Data Collection policies	Must Have	Met- The proposed eTAX System meets this requirement	
ADM-11	Ability to manage App/Screen Visibility and policies	Must Have	Met- The proposed eTAX System meets this requirement	
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	Met- The proposed eTAX System meets this requirement	
ADM-13	Ability to allow users to access archived data based on security access level.	Must Have	Met- The proposed eTAX System meets this requirement	
ADM-14	Ability to tune the system for the best performance, based on optimized system parameter settings.	Must Have	Met- The proposed eTAX System meets this requirement	

Los Angeles County Technical Requirements				
Sections	**Admin & Management**			
Requirement #	Description	Prioritization	Proposer's Response	Responder Comments
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	Met- The proposed eTAX System meets this requirement	
ADM-16	Ability to merge and un-merge duplicated records	Must Have	Met- The proposed eTAX System meets this requirement	
ADM-17	Ability to allow database refresh in different environments	Must Have	Met- The proposed eTAX System meets this requirement	
ADM-18	Ability to support knowledge base for the different functionality of the solution	could have	Met- The proposed eTAX System meets this requirement	
ADM-19	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: •Dependencies – e.g., Job A cannot run before Job B completes processing. •Concurrency – e.g., Job A cannot run while Job B is running.	Must Have	Partially Met- The proposed eTAX System partially meets this requirement	Dependencies and concurrency management are not currently supported in TaxSys' batch job management, but this functionality
ADM-20	Ability to support the restart, rollback, and suspension of batch jobs and or APIs.	Must Have	Met- The proposed eTAX System meets this requirement	
ADM-21	Ability to permit the execution of batch and or API modules through either on-demand invocation or job scheduling.	Must Have	Met- The proposed eTAX System meets this requirement	

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Introduction

This document describes the interface requirement for the eTAX property tax system, defining the logical interfaces between the Auditor-Controller, Treasurer and Tax Collector eTAX applications, as well as their interfaces with other County departments and external systems and applications.

Note that the existing legacy interface for the submission of special assessments (i.e. direct assessments from taxing agencies, Assessor penalties from the Assessor, and NSF fees from the Treasurer and Tax Collector) is treated as an external data access requirement in eTAX, and is described in Section 6 External Data Access of the Direct Assessment Functional Requirements Matrix document.

2. Assessor

Inbound (Assessor to Auditor-Controller)

2.1 New Secured Assessment

Description	The New Secured Assessment interface provides new secured assessments from the Assessor to the Auditor-Controller for the extension of annual secured roll. Note that the source fields in this interface come from the Assessor's legacy IMS database. Starting FY 2024, this interface will be generated from AMP (Assessor Modernization Project). The corresponding destination data field in the eTAX database must have the same field length as the source field in order to accommodate the data.
Source Department	Assessor (Annual 601 Roll File)
Destination Department	Auditor-Controller

Data Element	Element Description
Record Length	System-generated data element that specifies the length of this particular record type
Filler	A two (2) character space
Record Code	The Record Code is a two-character program-generated data element that is used to distinguish the specific record type within this file.
Fixed Optional/Variable Optional Mask	This data element is program generated information. This data element must always contain eight (8) digit low values.
Split Parcel Indicator	The Split Parcel Indicator is a one (1) digit data element indicates whether a single Property belongs to two or more Tax Rate Area (TRA) because of geographical boundaries.
Current Land Base Year	The Current Land Base Year is a three (3) digit data element that indicates the year of the latest re-appraisable Ownership Change that occurred after the year of 1975. If Ownership occurred before 1975, the value of this data element is defaulted to 1975.
Current Improvement Base Year	The Current Improvement Base Year is a three (3) digit data element that identifies the year of the latest re-appraisable Improvement Value Change that occurred after 1975. If Ownership occurred before 1975, the value of this data element is defaulted to 1975.

Data Element	Element Description
Deferred Tax Year	The Deferred Tax Year is a three (3) digit data element identifies the year on which the Property taxes on a Parcel of an eligible senior, blind or disabled person participating in the Property Tax Postponement Program are paid by the State of California
Exclusive Mining Rights Key	This is a one (1) digit data element that contains a code identifying those Parcels, which are being assessed exclusive of their mining rights. The mining rights are assessed to another person or entity, which owns those rights. For example, in Long Beach, the oil companies owned several Properties. The oil companies, realizing they didn't need the Land, which had oil reserves underneath them, sold that Land to developers to build on, but retained the rights to mine the oil reserves. The Properties which are sold without the mining rights typically have the notation "EX OF MINING RIGHTS" on their tax bills.
Division Reference Key	This is a one (1) character data element that contains a code which identifies general types of property.
Exemption Claim Type Key	This is a one (1) character data element that identifies the code of the Exemption most recently claimed and granted to a Property. An Exemption is the granting of tax relief to a Property. It offsets the Assessed Value of the Property thereby reducing the net Taxable Value. The amount exempt, may be a full Exemption or Partial Exemption of the Assessed Value, and affects both the 601 Roll and Supplemental Assessment tax bills. In order to receive an Exemption, an Exemption claim form must be filed and approved. Some Exemptions require only a one-time filing, and once that claim is approved, the Exemption remains on the Parcel until terminated. Other claims may require the taxpayers to file a claim annually to have the Exemption continue from year to year. It is very important to a Property owner or organization, whose Parcel is entitled to an Exemption, be identified.
Assessor Identification Number	AIN that uniquely identifies a property across roll year.
Homeowner Exemption (HOX) Activity Key	This is a one (1) character data element that contains a key identifying if a property has been granted or denied an exemption for the current or prior year.
Zone City	This is a two (2) character data element that identifies the city in which the property is located.
Zone Basic-Byte1	This is a one (1) digit data element that is the third digit of the Zone basic and represents the basic zoning.
Zone Basic-Byte2	This is a one (1) digit data element that is the fouth digit of the Zone basic and represents the intensity or limit of property use.
Zoning Code Real Estate Data	This is an eleven (11) character data element that specifies additional Zoning description such as the minimum lot size and/or height limit used by the Real Estate Division.

Data Element	Element Description
Land Partially Completed (PC) Key	This is a one (1) character data element that contains a key identifying the status of the current Land value that is affected by current PC alterations to the Land.
Current Land Value Appraiser Date	This is a seven (7) digit data element that represents a date on which the appraisal staff last changed the land value for this sub-segment.
Current Land Value	This is a nine (9) digit data element that represents the current Appraised Value of the Land which may or may not contain inflation trending.
Current Land Base Value	This is a nine (9) digit data element that represents the current Land value as establish for the current Base Year. It does not include any inflation trending.
Prior Land Base Value	This is a nine (9) digit data element that is no longer use and must always contain zeros.
Current Improvement Partial Complete (PC) Key	This is a one (1) character data element that contains a key identifying the status of the Improvement value that is affected by current PC Improvements (if any) of a Property.
Current Improvement Appraiser Date	This is a seven (7) digit data element that represents the Date of Change for which the Department staff last changed the Improvement Value because of a Business Event.
Current Improvement Value	This is a nine (9) digit data element that represents current Appraised Value of the Improvement on the property which may or may not contain inflation trending.
Current Improvement Base Value	This is a nine (9) digit data element that represents the Improvement value as establish for the current Base Year. It does not include any inflation trending.
Prior Improvement Base Value	This is a nine (9) digit data element that is no longer in use and must always contain zeros.
Tax Rate Area (TRA)	This is a five (5) digit data element that specifies an area having a certain combination of taxation Districts resulting in a uniform Tax Rate for all properties in the area. The numerical designation is assigned to such an area. Per Board of Equalization (BOE), a specific geographical area within a County wherein each parcel is subject to the taxing powers of the same combination of taxing agencies. This tax is in addition to the 1% General Levy. It is an ad valorem tax (a percentage of the property value). Each taxing agency has a different Tax Rate. Properties are grouped based on common taxing agencies. The TRA number is the designation which is assigned to such an area.

Data Element	Element Description
Administrative Region Number	This is a two (2) character data element that specifies the Regional Office where the Property is located.
Use-Code	This is a four (4) character data element that describes the current or anticipated use of a Property. Property may be of one design but its actual use may be different. For example, a building may be designed as a store, but it is being used as a warehouse. The Properties are classified into different Use Codes.
First Assessee Name Information: Name Change Date	This is a seven (7) digit data element that represents the last date for which the current Assessee Name was changed because of a Business Event.
First Assessee Name Information: First Assessment Recording Date	This is a seven (7) digit data element that specifies the date on which the Deed to the current Assessee was recorded.
Legal Description Line Count	This is a three (3) digit data element that indicates the total number of lines (based on 40 characters per line) that composes the whole Legal Description of the Property as recorded.
Legal Description Change Date	This is a seven (7) digit data element that contains the posting date on which the description was last changed.
Legal Description Type 1 (T1) Key	This is a one (1) digit data element that categorizes the manner of method in which the last line of Legal Description is presented. There are three accepted methods used to describe a Legal Description: Metes and Bounds; Government Survey; and Lot, Block and Tract.
Legal Description Type 2 (T2) Key	This a one (1) digit data element that contains the format category for the last line of description except for certain combinations of T1, T2 values.
Prior Base Value Years: Prior Land Roll Year Change	This is a two (2) digit data element that is no longer used/sent to the Auditor-Controller and therefore must always contain zeros.
Prior Base Value Years: Prior Land Base Year	This is a two (2) digit data element that is no longer used/sent to the Auditor-Controller and therefore must always contain zeros.

Data Element	Element Description
Prior Improvement Roll Year Change	This is a two (2) digit data element that is no longer used and sent to the Auditor-Controller and therefore must always contain zeros.
Prior Improvement Base Year	This is a two (2) digit data element that is no longer used and sent to the Auditor-Controller and therefore must always contain zeros.
Cluster Code: Cluster Location	The first two digits of the cluster code which identifies the region.
Cluster Code: Cluster Use	This is the third digit of the Cluster Code.
Cluster Code: Cluster Appraisal Unit	The last two digits of the Cluster Code
Tax Status	This is a one (1) digit data element that indicates whether secured or unsecured taxes are currently paid or delinquent. The Treasurer and Tax Collector (TTC) currently provide tax Status to the Department.
First Assessee Information: First Assessee Name Length	Identifies the length of the name information that is used in the First Assessee Name data element. This data element is a number that is programmatically calculated and will contain zeros when not applicable
First Assessee Name	Identifies the Assessee name of the first owner of the property that was recorded as of the Lien Date.
Last Line of Property Description: Length	Identifies the length of the information that is used in the Last Line of the Property Description data element. This data element is a number that is programmatically calculated and will contain zeros when not applicable.
Last Line of Property Description: Line	This is a forty (40) Character data element that contains the last line of the Legal Description for the Property. This is a required field. If there is a one-line-only description, the last line will be the first line. Last line of property description is described by Legal Description Type 1 and Type 2 Keys.
Personal Property Key	This is a one (1) digit data element that contains a code which identifies the type and source of personal property values.

Data Element	Element Description
Other Personal Property Value	This is a nine (9) digit data element that represents the value of all the Personal Property that is a lien to this Property mentioned on Parcel Number data element. Personal Property may be secured or unsecured. For example, machinery, equipment, office furniture, etc. Secured can be identified as attached to Real Property when common Ownership exists between Real Property and Personal Property. Unsecured Property can be identified as Personal Property that is not attached to Real Property due to different Ownership, such as a Lessor/Lessee situation.
Real Estate Exemption	This is a nine (9) digit data element that contains the exemption allowed on real property assessment (land & improvement).
Personal Property Exemption	This is a nine (9) digit that element that represents an exemption allowed on other Personal Property assignment. The Exemption for Personal Property fixtures are separate.
Personal Property Exemption	This is a nine (9) digit that element that represents an exemption allowed on other Personal Property assignment. The Exemption for Personal Property fixtures are separate.
Land Reason Code	This is a one (1) character data element that contains a code indicating the reason for the most recent change in land value.
Improvement Reason Code	This is a one (1) character data element that contains a code indicating the reason for the most recent change in improvement value.
Prior Land Reason Key/Code	This is a one (1) digit data element that indicates the reason for the change in Land value prior to the change. Possible values are the same as Land Reason Key/code.
Fixture Value	This is a nine (9) digit data element that contains the lien value placed on the fixture for the Subject Property.
Personal Property Batch Number	This is a six (6) character data element that identifies batch number of transaction which posted last personal property value.
Impairment Key	This is a five (5) digit data element that contains a key indicating whether the parcel value has been impaired and describing the impairment according to the value of the key.

Data Element	Element Description
Exclusive Mining Rights Key	This is a one (1) digit data element that contains a code identifying those Parcels, which are being assessed exclusive of their mining rights. The mining rights are assessed to another person or entity, which owns those rights. For example in Long Beach, the oil companies owned several Properties. The oil companies, realizing they didn't need the Land, which had oil reserves underneath them, sold that Land to developers to build on, but retained the rights to mine the oil reserves. The Properties which are sold without the mining rights typically have the notation "EX OF MINING RIGHTS" on their tax bills.
Last Sale #1 Type	This is a one (1) character data element that identifies the verification code for the Last Sale-1 Recording Date.
Last Sale #1 Date	This is a seven (7) digit data element that Identifies the most recent sale of the property if it is a verified sale. If not verified, the most recent prior Transfer Recording Date is reflected.
Last Sale #1 Amount	This is a nine (9) digit data element that identifies the Price of the Property corresponding to Last Sale-1 Recording Date.
Last Sale #2 Type	This is a one (1) character data element that identifies the verification code for the Last Sale-2 Recording Date.
Last Sale #2 Date	This is a seven (7) digit data element that identifies the recording date of the most recent sale prior to Last Sale-1 Recording Date.
Last Sale #2 Amount	This is a nine (9) digit data element that identifies the price of the Property corresponding to Last Sale-2 Recording Date.
Last Sale #3 Type	This is a one (1) character data element that identifies the verification code for the Last Sale-3 Recording Date.
Last Sale #3 Date	This is a seven (7) digit data element that identifies the recording date of the sale prior to Last Sale-2 Recording Date.
Last Sale #3 Amount	This is a nine (9) digit data element that identifies the price of the Property corresponding to Last Sale-3 Recording Date.
Parcel Change Delete Date	This is a seven (7) digit data element that identifies the date when the old Parcel is deleted; this deletion date is the effective date of the Parcel Change responsible for deleting this old Parcel.
Specific Lien #1 Year and Account Number	This is a seven (7) digit data element that identifies the year and the account number of the first lien placed against the property. This field will always have a value of "Zero".
Specific Lien #1 Amount	This is a seven (7) digit data element that identifies the first lien dollar amount.

Data Element	Element Description
Specific Lien #2 Year and Account Number	This is a seven (7) digit data element that identifies the year and the account number of the second lien placed against the property. This field will always have a value of "Zero".
Specific Lien #2 Amount	This is a seven (7) digit data element that identifies the second lien dollar amount. This field will always have a value of "Zero".
Specific Lien #3 Year and Account Number	Identifies the year and the account number of the third lien placed against the property.
Specific Lien #3 Amount	This is a seven (7) digit data element that identifies the third lien dollar amount.
Specific Lien #4 Year and Account Number	This is a seven (7) digit data element that identifies the year and the account number of the fourth lien placed against the property. This field will always have a value of "Zero".
Specific Lien #4 Amount	This is a seven (7) digit data element that identifies the fourth lien dollar amount. This field will always have a value of "Zero".
Filler	An eight (8) character space
Weed Abatement Key	This is one (1) digit data element that contains a code indicating the geographical location and origin of the weed abatement requirement.
Weed Abatement Code	This is a ten (10) character data element that contains a code supplied by the agency to code its own information
Exemption Claim Type Key	This is a one (1) character data element that identifies the code of the Exemption most recently claimed and granted to a Property.
500 Account Number	This is a two (2) digit data element that Identifies a lending institution or multiple ownership. (This data element is no longer in use and must always contain zeros)
500 Loan Identification Number	Indicates the Loan Number used by lending institution to identify the parcel within their system. (This data element is no longer in use and must always contain zeros)
Division Reference Key	This is a one (1) character data element that contains a code which identifies general types of property.
Division Reference Statement Year	This is a three (3) character data element that contains the assessment year in which statement was received.

Data Element	Element Description
Division Reference Index	This is an eight (8) character data element that contains the division specified ID number consisting of routing and situs or routing and field book. This index further defines the general types of property identified in Division Reference Key
Inventory Value	This is a nine (9) digit data element that identifies the current land value for Mobile Homes. If this information is not related to Mobile Homes the value will contain zeros.
Inventory Exemption	This is a nine (9) digit data element that identifies the Inventory Exemption. This field is no longer used. It always have a value of "Zero".
Late File Key	This is a one (1) character data element that contains a key identifying the legislative stipulated criteria for processing late claims for exemptions.
First Owner Veteran Number	This is a six (6) digit element that contains a unique serial number for the first owner assigned by the Assessor's Veterans division to identify each eligible veteran.
First Veteran Alpha	This is a two (2) digit data element that the first digit identifies the category type of veteran and the second digit identifies the veteran’s interest in the Property.
Second Owner Veteran Number	This is a six (6) digit element that contains a unique serial number for the second owner assigned by the Assessor's Veterans division to identify each eligible veteran.
Second Veteran Alpha	This is a two (2) digit data element that the first digit identifies the category type of veteran and the second digit identifies the veteran’s interest in the Property.
New Construction Code	This is a three (3) digit data element currently not in use.
Homeowner Exemption (HOX) Document Number	This is a two (2) digit data element that contains the document number which is included in the 845 transaction(Homeowner Exemption). The HOX Document Number is the last two (2) digits of the batch number.
Homeowner Exemption (HOX) Bypass Key	This is a one (1) character data element that contains a key providing descriptive information about a homeowner exemption that has been processed.
Prior Improvement Reason-Key	This is a one (1) digit data element that indicates the reason for the change of Prior Improvement value. This data element is no longer used and must always contain a value of zero.

Data Element	Element Description
Agency Classification/Class Number	Identifies the agency involved if parcel is government owned. The Agency Classification is in place as a cross reference and to track properties owned by public entities in Los Angeles County. Agency Classification allows separation of information by agency. Other county departments may use the information from Agency Classification.
Homeowner Exemption Activity Date	This is a is a three (3) digit data element that identifies the most current year and month of Homeowner Exemption posting.
IRS (Internal Revenue Service) Value Type Key	This is a one (1) digit data element that identifies the number of parcels reflected in the sale identified by the DTT (Document Transfer Tax) Amount.
IRS Value (DTT) Amount	This is a nine (9) digit data element that identifies the sales amount as derived from the Internal Revenue stamps which are affixed to the Deed.
Master Zoning: Ownership Partial Interest	This is a three (3) digit data element that identifies the percentage of property involved in a transfer of ownership. The first two (2) digits are percentage of property being transferred rounded to nearest whole. The third digit indicates the specific interest being transferred (whose 1st owner, 2nd owner, etc.).
Document Reason Code	This is a one (1) character data element that contains a code identifying the specific reason for a reappraisable or a non-reappraisable status.
Ownership Code 1	This is a one (1) character data element that contains a code indicating whether or not a review is required before the coding of a subsequent document.
Transfer Data	This is a two (2) character data element which is part of the transfer data.
Personal Property Sub Type Key	This is a one (1) character data element that contains a code indicating the classification of the personal property.
Personal Property Form Key	This is a one (1) digit data element that contains a key which denotes the type of form on which statements are to be printed.
Personal Property Company Number	This is a ten (10) digit data element that contains a unique number identifying a company on the Appraisal File.
Fixed Address #1 - Type Key	This is one (1) character data element that contains a code which identifies the format of the Situs Address and also determines if this Situs Address is the same as the Mailing Address.

Data Element	Element Description
Fixed Address #1- Date of Change	This is a seven (7) digit data element that contains the date of the latest situs change (i.e., the date of the latest 801 processed to the situs address fields).
Fixed Address #1 - Postal Code	This is a three (3) digit data element that identifies the Postal Code of the main post office substation which services the situs only or situs & Mailing Address.
Fixed Address #1 - House Number	This is a five (5) digit data element that identifies the House Number for the Situs only or Situs & Mailing Address.
Fixed Address #1 - Fraction	This is a three (3) character data element that identifies the Fraction Number associated with the House Number (if applicable).
Fixed Address #1 - Direction	This is a one (1) character data element that contains the direction associated with the street for the situs address (if applicable).
Fixed Address #1 - Unit Number	This is an eight (8) character data element that identifies the Number of a Unit, Apartment or Room Identifier associated with the Situs only or Situs & Mailing Address (if applicable).
Fixed Address #1- Zip Code	This is a five (5) digit data element that contains the zip code associated with the situs address.
Fixed Address #2 - Type Key	This is a one (1) character data element that contains a code representing the format of the mailing address.
Fixed Address #2 - Date of Change	This is a seven (7) digit data element that represents the date of the latest change to Name-Mail-Address-Segment.
Fixed Address #2 - Postal Code	Identifies the Postal Code (not used for Mail-only Address and it is always zeroes).
Fixed Address #2 - House Number	This is a five (5) digit data element that identifies the house number associated with the mailing address.
Fixed Address #2 - Fraction	This is a three (3) character data element that identifies the fraction of the house number that may be applicable to the house number associated with the mailing address.
Fixed Address #2 - Direction	This is a one (1) character data element that contains the street direction that may be applicable to the street name associated with the mailing address.

Data Element	Element Description
Fixed Address #2 - Unit Number	This is an eight (8) character data element that identifies the unit number associated with the mailing address (if applicable).
Fixed Address #2 - Zip Code	This is a five (5) digit data element that identifies the Zip Code associated with the mailing Address.
Terms of Sale 1st Trust Deed - Finance Key	This is a one (1) digit data element that contains a key which indicates the type of financing for the first trust deed associated with the most current sale of the property.
Terms of Sale 1st Trust Deed – Trade Key	This is a one (1) digit data element that contains a key which indicates whether a trade was made in connection with the most current sale of the property in reference to the 1st trust deed.
Terms of Sale 1st Trust Deed – Down Payment	This is a seven (7) digit data element that indicates the amount of the down payment on the first trust deed associated with the most current sale of the property.
Terms of Sale 1st Trust Deed – Income from Property	This is a six (6) digit data element that indicates the amount of annual income from the property as of the sale of the property in reference to the 1st trust deed.
Terms of Sale 1st Trust Deed – Interest Rate	This is a three (3) digit data element that indicates the interest rate, stated as a percent, for the first (1st) trust deed identification in the Miscellaneous Trust Deed.
Terms of Sale 1st Trust Deed – Length Year	This is a two (2) digit data element that indicates the number of year's duration for the first (1st) trust deed identified in the Miscellaneous Trust Deed.
Terms of Sale 1st Trust Deed – Amount	This is a nine (9) digit data element that indicates the amount of the first (1st) trust deed identified in the Miscellaneous Trust Deed.
Terms of Sale 2nd Trust Deed – Interest Rate	This is a three (3) digit data element that indicates the interest rate, stated as a percent, for the second (2nd) trust deed identification in the Miscellaneous Trust Deed.
Terms of Sale 2nd Trust Deed – Length Year	This is a two (2) digit data element that indicates the number of year's duration for the second (2nd) trust deed identified in the Miscellaneous Trust Deed.
Terms of Sale 2nd Trust Deed –Amount	This is a nine (9) digit data element that indicates the amount of the second (2nd) trust deed identified in the Miscellaneous Trust Deed.
Terms of Sale 3rd Trust Deed – Interest Rate	This is a three (3) digit data element that indicates the third (3rd) interest rate, stated as a percent, for the trust deed identification in the Miscellaneous Trust Deed.

Data Element	Element Description
Terms of Sale 3rd Trust Deed – Number Of Years	This is a two (2) digit data element that indicates the number of year's duration for the third (3rd) trust deed identified in the Miscellaneous Trust Deed.
Terms of Sale 3rd Trust Deed – Amount	This is a nine (9) digit data element that indicates the amount of the third (3rd) trust deed identified in the Miscellaneous Trust Deed.
SSN - Type Key	This is a one (1) digit data element that contains a key identifying the type of social security number for the Homeowner Exemption (HOX) claimant.
SSN - Claimant	This is a nine (9) digit data element that contains the social security number of the Homeowner Exemption (HOX) claimant.
SSN -TYPE Key	This is a one character code (possibly intended to represent SSN-Type Key for spouse) which is no longer used. It is initialized to a space in the beginning of the program and never referenced.
SSN Spouse	This is a nine (9) digit data element that contains the social security number of the Homeowner Exemption (HOX) claimant's spouse.
Homeowner Exemption (HOX) Number of Exemptions	This is a three (3) digit data element that contains the number of Homeowner Exemptions (HOX) granted on the property.
Homeowner Exemption (HOX) Amount	This is a seven (7) digit data element that contains the aggregate gross amount of all homeowner exemptions currently granted on the property.
Ownership Code 2	The Ownership Code 2 is a one (1) character data element that identifies the relationship between the Recording Date and Valuation Date.
Homeowner Exemption (HOX) Claim Batch Number	This is a five (5) character data element that identifies the batch number associated with the latest Homeowner Claim.
BDL 1 through 5 - Sub-Part Key	This is a four (4) digit data element that represents the unique identifier of improvements and the total number of improvements on the Property for subpart less than 9500. A composite building data line will equal 9500. Land data line will equal 9900.
BDL 1 through 5 – Year Changed	This three (3) digit data element contains the assessment year of the costs used to update the replacement cost new (RCN) other.

Data Element	Element Description
BDL 1 through 5 – Design Type	This is a four (4) digit data element that identifies the type of occupancy for which the building is designed.
BDL 1 through 5 – Quality Class/Shape	This is a five (5) digit data element that Identifies the function of all construction features, components, and workmanship of main structure. This code is primarily use to derive square-foot cost.
BDL 1 through 5 – Year Built	This is a three (3) digit data element that contains the year in which the structure was originally built.
BDL 1 through 5 – Effective Year	This is a three (3) digit data element that contains the effective year that is used as a factor in deriving depreciation.
BDL 1 through 5 – Depreciation Table	This is a four (4) digit data element that contains a coded reference to the applicable depreciation table.
BDL 1 through 5 – Number of Units	This is a three (3) digit data element that contains the number of units within a multi-unit type structure.
BDL 1 through 5 – Number of Bedrooms	This is a two (2) digit data element that contains the number of bedrooms within the structure.
BDL 1 through 5 – Number of Bathrooms	This is a two (2) digit data element that contains the number of bathrooms within the structure.
BDL 1 through 5 – Square Feet Main	This is seven (7) digit data element that contains the total number of square feet in the improvement.
BDL 1 through 5 – Unit Cost Main	This is a five (5) digit data element that identifies the dollar cost per square foot for the improvement.
BDL 1 through 5 – RCN Main	This is a nine (9) digit data element that identifies the total cost to replace improvement (Square Feet Main x Unit Cost Main).
BDL 1 through 5 – RCN Other	This is a six (6) digit data element that identifies the cost to replace other structures (new).
BDL 1 through 5 – RCN Total	Identifies the total cost to replace both main and other structures (RCN Main + RCN Other).

Data Element	Element Description
BDL 1 through 5 – Percent Good	This is a two (2) digit data element that contains the percent value remaining good in the structure.
BDL 1 through 5 – Additional Depreciation Type	This is a two (2) digit data element that contains the code for any additional special depreciation (flood, fire, etc.). First high-order digit identifies a general category of depreciation. The low-order digit identifies a specific cause within one of the general categories.
BDL 1 through 5 – Additional Depreciation %	This is a two (2) digit data element that contains the percent still good after applying additional depreciation.
BDL 1 through 5 – RCLD	This is a nine (9) digit data element that contains the calculated replacement cost less the normal depreciation.
Cross Reference Notation Volume Number	This is a three (3) digit data element that contains a value corresponding to a volume of a roll file or corresponding to a volume of the unsecured roll, indicating that this parcel will be included in the cross reference or unsecured roll.
Mapbook Begin-End Number	This field is composed of three (3) sub-fields: 1) Cross Reference Mapbook Number: This is a four (4) digit data element that contains an arbitrary number which identifies cross reference or unsecured roll assessments. Acceptable values are: A number greater than or equal to 8900 is acceptable. Specifically: 8900 Series = Secured Cross Reference File 8910 Series = Water Or Mining Rights 8920 Series = Water Distribution System 8940 Series = Possessory Interest 8950 Series = Mobile Home 8951 Series = Mobile Home On Long Term Lease 2) Cross Reference Begin Assessment Number: This is a six (6) digit data element that contains the beginning assessment number of a group of assessment numbers for the cross reference file or for the appraisal file. 3) Cross Reference Ending Assessment Number: This is a six (6) digit data element that contains the ending assessment number of a group of assessment numbers for the cross reference file or for the appraisal file.

Data Element	Element Description
Veteran Claim Information – First Owner Non Assessable	This is a three (3) digit data element that identifies the Non-assessable code for the first owner.
Veteran Claim Information – First Owner Status Code	This is a one (1) digit data element that identifies choice of sequence in veteran apportioning if more than one property for the same veteran number.
Veteran Claim Information – First Owner Affidavit Year	This is a three (3) digit data element that contains the Assessment Year for veteran affidavit field by the first owner.
Veteran Claim Information – Second Owner Non Assessable	This is a three (3) digit data element that identifies the Non-assessable code for the second owner
Landlord Information – Appraisal Year	This is a three (3) digit data element that contains the assessment year in which landlord statement is to be printed.
Landlord Information – Document Key	This is a one (1) character data element that represents Registrar/Recorder Document Type.
The Landlord Information – Document Number	This is a seven (7) digit data element that contains an identifying number of the recorder's document. This number is assigned by the recorder consecutively, starting with one for each document processed for the year. On the document this number is preceded by a three (3) digit year prefix.
Landlord Information – Number of Units	This is a three (3) digit data element that contains the number of rental units on the property.
The Authorization Information	This is a thirty six (36) character data element which is composed of the following fields: -AUTH1 through AUTH3-DATE -AUTH1 through AUTH3-REASON-KEY -AUTH1 through AUTH3-ORIGIN-KEY
Fixture Exemption	This is a nine (9) digit data element that contains the exemption amount allowed on fixture assessment.

Data Element	Element Description
Document Type	This is a one (1) character data element that contains a code identifying the type of Deed by which Ownership status was changed and is categorized based on Reappraisable and Non Reappraisable events.
Master Parcel Number or Green Code Parcel Land Value	Overflow Name Length - First Assessee
Overflow Name Length - First Assessee	This is a one (1) digit data element that identifies the length of any additional information containing the First Assessee Name that was not included in the initial First Assessee Name data element of the Annual 601 Roll file due to size limitation. This data element is a number that is programmatically calculated and will contain zeros when not applicable.
Special Name Length	This is a one (1) digit data element that Identifies the length of the name information that is used in the Special Name data element indicated below. This data element is a number that is programmatically calculated and will contain zeros when not applicable.
Special Name Type Key	This is a one (1) digit data element that identifies the type of name for both current and prior owners as to what the Special Name information is being used for based on the following conditions: Accepted values are: Blank = Entire field is inactive 1 = Current Owner First Name 2 = Current Owner Overflow 3 = Current Owner Second Name 4 = Prior Owner First Name 5 = Prior owner (Deleted Erroneous Owner). 6 = Current or Prior Special DBA (Doing Business As) 7 = Current or Prior Special in Care of Name 8 = Current or Prior Special Trust Name 9 = Current or Prior Replace Name

Data Element	Element Description
Special Name	This is a thirty-two (32) character data element that represents the Name of the property owner as identified by the Name Type Key = 6, 7 or 8. The Special Name field reflects the name that is used for mailing purposes and/or a Contact Name when the name is different than the information in the Assessee Name. The information in this data element is used in instances when there is a "Doing Business As" or an "In Care Of" or a "Special Trust" in the mailing instructions.
Second Assessee Name Length	This is a one (1) digit data element that identifies the length of the name information that is used in the Second Assessee Name data element indicated below. This data element is a number that is programmatically calculated and will contain zeros when not applicable.
Second Assessee Name	This is a thirty-two (32) character data element that identifies the second name of the current owner as of the Lien date.
First Transferee Name Length	Identifies the length of the name information that is used in the First Transferee Name data element indicated below. This data element is a number that is programmatically calculated and will contain zeros when not applicable.
First Transferee Name Date of Change	This is a seven (7) digit data element that represents the last date for which the current Assessee Name was changed because of a Business Event.
First Transferee Recording Date	This is a seven (7) digit data element that identifies the date on which the Deed to Current Assessee was recorded.
First Transferee Name	Represents the name of the owner of a property whose change of ownership occurred and was recorded after the Lien Date and during the Window Period.
First Transferee Name Overflow Length	his is a one (1) character data element that identifies the length of any additional information containing the First Transferee Name that was not included in the initial First Transferee Name data element of the Annual 601 Roll file due to size limitation. This data element is a number that is programmatically calculated and will contain zeros when not applicable
First Transferee Name Overflow	This is a thirty-two (32) character data element that represents additional name information (if any) of the First Transferee that cannot be accommodated in the initial First Transferee Name data element of the Annual 601 Roll file due to the length of the name.
Length Byte	This is a one (1) character data element that indicates the number of characters used in the Second Transferee Name. This data element is system generated.

Data Element	Element Description
Second Transferee Name	This is a thirty-two (32) character data element that identifies the name of the Second Transferee whose Transfer document was recorded after the Lien Date.
Street Name or Narrative Street Address – Length Byte	This is a one (1) character data element that indicates the number of characters used in the Street Name or Narrative Street Address. This data element is system generated.
Street Name or Narrative Street Address	This is a thirty-two(32) character data element that contains street name associated with the situs address.
City and State (Address #1) – Length Byte	This is a one (1) character data element that indicates the number of characters used in the City and State Name. This data element is system generated.
City and State (Address #1) – Address Data	This is a twenty-four (24) character data element that contains city and state name associated with the situs address.
Street Name or Narrative Street Address – Length Byte	This is a one (1) character data element that indicates the number of characters used in the Street Name or Narrative Street Address. This data element is system generated.
Street Name or Narrative Street Address	This is a thirty two (32) character data element that identifies the street name of the mailing address.
The City and State (Address #2) – Length Byte	This is a one (1) character data element that indicates the number of characters used in the City and State Name. This data element is system generated.
City and State (Address #2) – Address Data	This is a twenty-four (24) character data element that identifies the city and state for the mailing address. Master file elements Identify the City and State Name associated with the Situs Address only, or Situs and Mailing Address and contain 24 characters.
Legal Description Line Number	This is a four (4) digit data element that identifies the description line number.

Data Element	Element Description
Legal Description Line	Occurs up to 40 times when in use. Each line of legal description may contain up to 40 characters of data and there will be as many lines as needed to describe the legal description of the property. If there is only one line of legal description, then the last line will be the first line and this field will be inactive. This data element is system generated.

2.1.1 Summary Records

Description	The New Secured Assessments interface also comes with Legal Description Overflows, and Mapbook and County Summary Totals
Source Department	Assessor
Destination Department	Auditor-Controller

Legal Description Overflow	
Data Element Length / Size	**Definition / Rules / Comments**
2	Record Code: A two (2) character program generated data element that is used to distinguish the specific record type within this file. Example: S1 = Detail Type Information S2 = Legal Description Lines 41 to 140 S3 = Legal Description Lines 141 to 170 S6 = Mapbook Summary Type Information S7 = Master Summary Type Information
14	Fixed Optional/Variable Optional Mask: This data element is always set to [80 00 00 00 00 00 00 00 00 00 00 00 00 00]. Note that the first byte is 0x80.
6	AIN Number: This is a ten (10) digit data element that specifies the Assessor Identification Number (AIN) assigned to a parcel of Land. This number is used to identify properties in the Los Angeles county tax rolls. The data

Legal Description Overflow	
Data Element Length / Size	**Definition / Rules / Comments**
	element has the following format: • The first four (4) digits represents the Mapbook Number which is a subset of the Department's map • The next three (3) digits represents the Page Number • The last three (3) digits represents the AIN Number of a Property on the Page Examples: 1111-222-333 Where: (1111) = Mapbook; (222) = Page;and (333) = AIN Acceptable values are: AIN Number must be all numerical.
2	Legal Description Length: This is the length of 7. This must always be divisible by 40. Maximum value is 4,000 to represent 100 lines of legal descriptions.
max 4,000	Lines of Legal Description: This is one or several lines of legal descriptions. This represents line 41 to line 140. Each line of legal description must contain 40 characters of data, and there will be as many lines as needed to describe the legal description of the property (max 40 lines). Program must try to fit as much words in the last line of Legal Description, without exceeding 40 characters and without splitting word in half.
	Fix Block Filler: This is the filler to make each record a Fix Block data. This record needs to be appended with EBCDIC space (0x40) until the whole record length is 4,024 bytes long.

Mapbook and County Summary Records	
Data Element Length / Size	**Definition / Rules / Comments**
2	Record Length: Program generated.

Mapbook and County Summary Records Data Element Length / Size	Definition / Rules / Comments
2	Record Length: Program generated.
2	Record Code: A two (2) character program generated data element that is used to distinguish the specific record type. For this file the record type is S6. S6 = Mapbook Summary Type Information S7 = County Summary Type Information
14	Fixed Optional (FO)/Variable Optional(VO) Mask: This data element is program generated information and must always contain eight (8) digit low-values. Example: Hexadecimal Zeros = x'0000000000000000'
6	Mapbook Number: The first four (4) digits of the AIN Number identify the Assessor Mapbook Number.
3	This Volume of Mapbooks: Total Number of Mapbooks in this Volume.
3	Next Volume of Mapbooks: Total Number of Mapbooks in the Next Volume.
4	TRA Hash: Program generated. Always generate zeros.
4	Taxable AINs Count: The total number of taxable AINs in this mapbook. Taxable AINs identified with Tax Status (XREF M-TAX -STAT) as follows: 0 = Current or less than one-year delinquent. 1 = Sold to the state 1-5 years delinquent.
4	Deeded AINs Count: The total number of deeded AINs in this mapbook. Deeded AINs identified with Tax Status (XREF M-TAX - STAT) as follows: 2 = Deeded to the state (delinquent 6 or more years)

Mapbook and County Summary Records Data Element Length / Size	Definition / Rules / Comments
4	Non-Taxable AINs Count: The total number of non-taxable AINs in this mapbook. Non-Taxable AINs identified with Tax Status (XREF M-TAX - STAT) as follows: 3 = Assessed by SBE or government owned.
4	Zero Value Taxable AINs Count: The Number of Zero value Taxable AINs in this mapbook.
4	Zero Value Deeded AINs Count: The Number of Zero value Deeded AINs in this mapbook.
4	Zero Value Non-Taxable AINs Count: The Number of Zero value Non-Taxable AINs in this mapbook.
6	Total Taxable Land Value: Total taxable land value.
6	Net Taxable Land Value Changed to Date: The net taxable land value Changed to Date is the current year value changed to date - prior year value.
4	Number of Taxable AINs Changed to Date: Number of Taxable AINs with land value change to Date.
6	Total Deeded Land Value: Total Deeded land value in this mapbook.
6	Net Deeded Land Value Changed to Date: The net Deeded land value Changed to Date is the current year value changed to date - prior year value.
4	Number of Deeded AINs Changed to Date: Number of Taxable AINs with land value change to Date.
6	Total Non-Taxable Land Value: Total non-taxable land value.
6	Net Non-Taxable Land Value Changed to Date: The net Non-taxable land value Changed to Date is the current year value changed to date - prior year value.
4	Number of Non-Taxable AINs Changed to Date: Number of non-Taxable AINs with land value change to Date.
6	Total Taxable Imp. Value: Total taxable improvement value.
6	Net Taxable Imp. Value Changed to Date: The net taxable improvement value Changed to Date is the current year value changed to date - prior year value.
6	Total Deeded Imp. Value: Total Deeded improvement value in this mapbook.

Mapbook and County Summary Records Data Element Length / Size	Definition / Rules / Comments
6	Net Deeded Imp. Value Changed to Date: The net Deeded improvement value Changed to Date is the current year value changed to date - prior year value.
6	Total Non-Taxable Imp. Value: Total non-taxable Improvement value.
6	Net Non-Taxable Imp. Value Changed to Date: The net Non-taxable improvement value Changed to Date is the current year value changed to date - prior year value.
6	Spanned Taxable Land Value: This data element is initialized to a space in the beginning of the program and never referenced.
6	Spanned Taxable Net Land Value Changed to Date: This data element is initialized to a space in the beginning of the program and never referenced.
4	Number of Spanned AINs Changed to Date: This data element is initialized to a space in the beginning of the program and never referenced.
6	Spanned Deeded Land Value: This data element is initialized to a space in the beginning of the program and never referenced.
6	Spanned Deeded Net Land Value Changed to Date: This data element is initialized to a space in the beginning of the program and never referenced.
4	Number of Spanned Deeded AINs Changed to Date: This data element is initialized to a space in the beginning of the program and never referenced.
6	Spanned Non-Taxable Land Value: This data element is initialized to a space in the beginning of the program and never referenced.
6	Spanned Non-Taxable Net Land Value Changed to Date: This data element is initialized to a space in the beginning of the program and never referenced.
4	Number of Spanned Non-Taxable AINs Changed to Date: This data element is initialized to a space in the beginning of the program and never referenced.

Mapbook and County Summary Records Data Element Length / Size	Definition / Rules / Comments
6	Computational Taxable Land Value: This data element is initialized to a space in the beginning of the program and never referenced.
6	Computational Net Taxable Land Value Changed to Date: This data element is initialized to a space in the beginning of the program and never referenced.
4	Number of Computational Taxable AINs Changed to Date: This data element is initialized to a space in the beginning of the program and never referenced.
6	Computational Deeded Taxable Land Value: This data element is initialized to a space in the beginning of the program and never referenced.
6	Computational Deeded Net Taxable Land Value Changed to Date: This data element is initialized to a space in the beginning of the program and never referenced.
4	Number of Computational Deeded Taxable AINs Changed to Date: This data element is initialized to a space in the beginning of the program and never referenced.
6	Computational Non-Taxable Land Value: This data element is initialized to a space in the beginning of the program and never referenced.
6	Computational Net Non-Taxable Land Value Changed to Date: This data element is initialized to a space in the beginning of the program and never referenced.
4	Number of Computational Non-Taxable AINs Changed to Date: This data element is initialized to a space in the beginning of the program and never referenced.
6	Computational Taxable Improvement Value: This data element is initialized to a space in the beginning of the program and never referenced.
6	Computational Net Taxable Improvement Value Changed to Date: This data element is initialized to a space in the beginning of the program and never referenced.
4	Number of Computational Taxable AINs Changed to Date: This data element is initialized to a space in the beginning of the program and never referenced.

Mapbook and County Summary Records Data Element Length / Size	Definition / Rules / Comments
6	Computational Deeded Taxable Improvement Value: This data element is initialized to a space in the beginning of the program and never referenced.
6	Computational Deeded Net Taxable Improvement Value Changed to Date: This data element is initialized to a space in the beginning of the program and never referenced.
4	Number of Computational Deeded Taxable AINs Changed to Date: This data element is initialized to a space in the beginning of the program and never referenced.
6	Computational Non-Taxable Improvement Value: This data element is initialized to a space in the beginning of the program and never referenced.
6	Computational Net Non-Taxable Improvement Value Changed to Date: This data element is initialized to a space in the beginning of the program and never referenced.
4	Number of Computational Non-Taxable AINs Changed to Date: This data element is initialized to a space in the beginning of the program and never referenced.
6	Regressional Taxable Land Value: This data element is initialized to a space in the beginning of the program and never referenced.
6	Regressional Net Taxable Land Value Changed to Date: This data element is initialized to a space in the beginning of the program and never referenced.
4	Number of Regressional Taxable AINs Changed to Date: This data element is initialized to a space in the beginning of the program and never referenced.
6	Regressional Deeded Land Value: This data element is initialized to a space in the beginning of the program and never referenced.
6	Regressional Deeded Net Land Value Changed to Date: This data element is initialized to a space in the beginning of the program and never referenced.
4	Number of Regressional Deeded AINs Changed to Date: This data element is initialized to a space in the beginning of the program and never referenced.

Mapbook and County Summary Records Data Element Length / Size	Definition / Rules / Comments
6	Regressional Non-Taxable Land Value: This data element is initialized to a space in the beginning of the program and never referenced.
6	Regressional Net Non-Taxable Land Value Changed to Date: This data element is initialized to a space in the beginning of the program and never referenced.
4	Number of Regressional Non-Taxable AINs Changed to Date: This data element is initialized to a space in the beginning of the program and never referenced.
6	Regressional Taxable Improvement Value: This data element is initialized to a space in the beginning of the program and never referenced.
6	Regressional Net Taxable Improvement Value Changed to Date: This data element is initialized to a space in the beginning of the program and never referenced.
4	Number of Regressional Taxable AINs Changed to Date: This data element is initialized to a space in the beginning of the program and never referenced.
6	Regressional Deeded Improvement Value: This data element is initialized to a space in the beginning of the program and never referenced.
6	Regressional Deeded Net Improvement Value Changed to Date: This data element is initialized to a space in the beginning of the program and never referenced.
4	Number of Regressional Deeded AINs Changed to Date: This data element is initialized to a space in the beginning of the program and never referenced.
6	Regressional Non-Taxable Improvement Value: This data element is initialized to a space in the beginning of the program and never referenced.
6	Regressional Net Non-taxable Improvement Value Changed to Date: This data element is initialized to a space in the beginning of the program and never referenced.
4	Number of Regressional Non-taxable AINs Changed to Date: This data element is initialized to a space in the beginning of the program and never referenced.

Mapbook and County Summary Records Data Element Length / Size	Definition / Rules / Comments
6	AIN Change Taxable Land Value: This data element is initialized to a space in the beginning of the program and never referenced.
6	AIN Change Net Taxable Land Value Changed to Date: This data element is initialized to a space in the beginning of the program and never referenced.
4	Number of AIN Change Taxable AINs Changed to Date: This data element is initialized to a space in the beginning of the program and never referenced.
6	AIN Change Deeded Taxable Land Value: This data element is initialized to a space in the beginning of the program and never referenced.
6	AIN Change Deeded Net Taxable Land Value Changed to Date: This data element is initialized to a space in the beginning of the program and never referenced.
4	Number of Deeded AIN Change Taxable AINs Changed to Date: This data element is initialized to a space in the beginning of the program and never referenced.
6	AIN Change Non-Taxable Land Value: This data element is initialized to a space in the beginning of the program and never referenced.
6	AIN Change Net Non-Taxable Land Value Changed to Date: This data element is initialized to a space in the beginning of the program and never referenced.
4	Number of AIN Change Non-Taxable AINs Changed to Date: This data element is initialized to a space in the beginning of the program and never referenced.
6	AIN Change Taxable Improvement Value: This data element is initialized to a space in the beginning of the program and never referenced.
6	AIN Change Net Taxable Improvement Value Changed to Date: This data element is initialized to a space in the beginning of the program and never referenced.
4	Number of AIN Change Taxable AINs Changed to Date: This data element is initialized to a space in the beginning of the program and never referenced.

Mapbook and County Summary Records Data Element Length / Size	Definition / Rules / Comments
6	AIN Change Deeded Improvement Value: This data element is initialized to a space in the beginning of the program and never referenced.
6	AIN Change Net Deeded Improvement Value Changed to Date: This data element is initialized to a space in the beginning of the program and never referenced.
4	Number of AIN Change Deeded AINs Changed to Date: This data element is initialized to a space in the beginning of the program and never referenced.
6	AIN Change Non-Taxable Improvement Value: This data element is initialized to a space in the beginning of the program and never referenced.
6	AIN Change Net Non-Taxable Improvement Value Changed to Date: This data element is initialized to a space in the beginning of the program and never referenced.
4	Number of AIN Change Non-Taxable AINs Changed to Date: This data element is initialized to a space in the beginning of the program and never referenced.
6	Total Personal Property Value: Control Data base total Personal Property value.
6	Total Fixture Value: Control Data base total Fixture Value.
6	Total Inventory Value: Control Data base total Inventory value.
6	Total Inventory Exemption Value: Control Data base total Inventory Exemption value.
6	Total Real Estate Exemption Value: Control Data base total Real Estate Exemption value.
6	Total Personal Property Exemption Value: Control Data base total Personal Property Exemption value.
6	Total Fixture Exemption Value: Control Data base total Fixture Exemption value.
6	Total Homeowner Exemption (HOX) Value: Control Data base total HOX value.
4	Total Number of AINs with HOX Value: Control Data base total Number of AINs with Homeowner exemption.
6	Total Church Exemption Value: Control Data base total Church Exemption value.

Mapbook and County Summary Records Data Element Length / Size	Definition / Rules / Comments
4	Total Number of AINs with Church Exemption: Control Data base total Number of AINs with Church exemption.
6	Total Welfare Exemption Value: Control Data base total Welfare Exemption value.
4	Total Number of AINs with Welfare Exemption: Control Data base total Number of AINs with Welfare exemption.
6	Total Veteran Exemption Value: Control Data base total Veteran Exemption value.
4	Total Number of AINs with Veteran Exemption: Control Data base total Number of AINs with Veteran exemption.
6	Total Liened Taxable Value: Total liened taxable value.
4	Total Number of Liened AINs: Total Number of AINs with liens.
6	Total Deeded Liened value: Total Deeded Liens value.
4	Total Number of Deeded Liened AINs: Total Number of AINs with Deeded liens.
6	Total Religious Exemption Value: Control Data base total Religious Exemption value.
4	Total Number of AINs with Religious Exemption: Control Data base total Number of AINs with Religious exemption.

2.2 New Unsecured Assessment

Description	The New Unsecured Assessment interface provides new unsecured assessments to the Auditor-Controller for roll extension. Note that the source fields in this interface come from the Assessor's legacy IMS database. The corresponding destination data field in the eTAX database must have the same field length as the source field in order to accommodate the data. This new Unsecured information (BR01TXNS) is required by Auditor-Controller to create new bill during the Billing Season.
Source Department	Assessor
Destination Department	Auditor-Controller

Data Element	Element Description
Filler	'R' Filled (1 Character)
Record Type	Detail Record Code
Volume Bill Number	Number that uniquely identifies an unsecured assessment for that one roll year. First 2-digit identifies the Unsecured Roll. Last 5-digit is the bill number assigned to the assessment.
Card Key	Code that identifies the activity (reason) for the transaction.
Penalty Key	Code identifying the penalty.
Divisional Indicator	Code indicating the type of unsecured property and volume placement.
Escape Assessment Key	Code indicating the type of penalty added to the assessment. Aka PEN25KY.

Data Element	Element Description
Exemption Type	Code identifying the type of exemption allowed on property other than Business Inventory. One or more applicable exemptions.
Authorization Modify Key	Code identifying the status of a PAID bill after the update process.
Social Security Number / Internal Revenue Service Number	Code that differentiates between an Internal Revenue Service Number or Social Security Number
Multiple Owner Key	1 Character space filled
Filler	1 Character space filled
Parcel Number	Cross Reference AIN that uniquely identifies a property across roll year. For secured and supplemental roll changes. First 4 digits denote mapbook in which property is recorded. Next 3 digits denote page number. Last 3 digits denote the number of the parcel listing on that page.
Tax Rate Area Number	Code designates a specific tax rate, based on various taxing districts which have taxing authority over the property. TRA number of the property.
Batch Number	Number assigned to user department divisions for the purpose of identifying and controlling documents being processed to computer files. First character identifies the division which is processing the batch. 'The next 4 digits identifying the type of data that is being processed by that division.
Company Number	A number which sequences a record on the appraisal file. First 6 digits identify specific company. Last 4 digits identify headquarters for mailing. Uniquely identify an unsecured property across roll year.
Division Index (Routing & Situs)	District number. First 4 digits identifying the number of the district in which the appraisal is taken or the headquarters district. Next 4 digits identifying the number of the district in which the situs is located.

Data Element	Element Description
Value Status Key	Code identifying the latest segment with the most recent value in file.
Personal Property Value	Personal property value.
Fixture Value	Fixture value.
Aircraft Value	Aircraft value.
Business Inventory Value	Business Inventory Value.
Exemption (Other) Value	Exemption amount.
Business Inventory Exemption Value	Business Inventory Exemption Value.
Owner Name 1	First Owner Name.
Address Type Key	Code identifying the type of mail address.
Postal Code	N/A
Situs	Situs • House Number • Fraction • Direction • Unit
Situs Street	Situs Street Name.
Situs City State	Situs City and State
Owner Name Overflow	Owner Name Over flow
Owner Name 2	Second Owner Name
Owner Name 3	Third Owner Name or Care Of

Data Element	Element Description
Mail Address	One or more mail-to addresses.
Mail Street	One or more mail-to addresses.
Mail City State	One or more mail-to cities.
Social Security Number	Social Security Number
Telephone Number	Phone Number.
Authorization Key	1 digit identifying the status of authorization. Space Filled (1 Character)
Authorization Number	6 digits identifying division authorization. ‘0’ Filled (6 Characters)
Reason Key	1 alpha character describing the reason why change is necessary. Space Filled (1 Character)
Origin Key	1 alpha character describing the division originating the change. Space Filled (1 Character)
Tax Type 1 Amount	Amount of the tax computed on Land only.
Tax Type 2 Amount	Amount of the tax computed on Net Real Estate Value.
Tax Type 3 Amount	Amount of the tax computed on Homeowner Exemption Value.
Tax Type 4 Amount	Amount of the tax computed on improvement value and fixture value if any, before exemptions are allowed.
Tax Type 8 Amount	Amount of the tax computed on personal property value and/or business inventory after allowing exemptions.
Aircraft Amount	Amount of the tax computed on net Aircraft Value.
Description Length Count	Indicates the combined length of all lines present.
Description Line 1	A legal description, lease information, or reference volume of the property, authorization for a roll change or a penalty.

Data Element	Element Description
Description Line 2	Description Overflow.
Description Line 3	Description Overflow.
Description Line 4	Description Overflow.
Description Line 5	Description Overflow.
Description Line 6	Description Overflow.
Description Line 7	Description Overflow.
Description Line 8	Description Overflow.
Description Line 9	Description Overflow.
Description Line 10	Description Overflow.

2.3 Roll Change

Description	The Roll Change interface provides secured, supplemental, and unsecured roll changes from the Assessor to the Auditor Controller for secured, supplemental, and unsecured roll change processing. Note that the source fields in this interface come from the Assessor's legacy IMS database. Starting FY 2024, the Secured Roll Change interface files will be generated from AMP (Assessor Modernization Project). The corresponding destination data field in the eTAX database must have the same field length as the source field in order to accommodate the data.
Source Department	Assessor
Destination Department	Auditor-Controller

Data Element	Element Description
Assessor Identification Number	This number is used to identify Properties in the Los Angeles County tax rolls. For secured and supplemental roll changes.
Company Number	Uniquely identify an unsecured property across roll year.

Data Element	Element Description
	For unsecured roll changes.
Assessment Date	Date of the original assessment for which roll change is processed. For secured, supplemental, and unsecured roll changes.
Auditor Date	Date the roll is conveyed to the Auditor-Controller. For secured, supplemental, and unsecured roll changes.
Roll Year	Roll year of roll change assessment. For secured, supplemental, and unsecured roll changes.
Change Number	Used to relate multiple parcel history segments that share the same year and sequence number and keep track of changes and corrections. Uniquely identify a roll change on a given date. For secured, supplemental, and unsecured roll changes.
Situs	Situs. For secured, supplemental, and unsecured roll changes.
Legal Description	Legal description. For secured and supplemental roll changes.
Land Value	Land value. For secured, supplemental, and unsecured roll changes.
Improvement Value	Improvement value. For secured, supplemental, and unsecured roll changes.
Fixture Value	Fixture value For secured, supplemental, and unsecured roll changes.
Mobile Home Value	Mobile home value. For secured and supplemental roll changes.
Mobile Home Other Value	Other mobile home value. For secured and supplemental roll changes.

Data Element	Element Description
Mobile Home Owner's Exemption	The amount of Exemption allowed for mobile home.
Mobile Home Owner's Other Exemption	The amount of exemption allowed for other mobile home.
Mobile Home Exemption Key	Indicates type of exemption for mobile homes.
Business Personal Property Value	Business personal property value. For secured, supplemental, and unsecured roll changes.
Aircraft Value	Aircraft value. For unsecured roll changes.
Boat Value	Boat value. For unsecured roll changes.
N/CF Number	N/CF number associated with an airplane or a vessel. For unsecured roll changes.
Exemption Type	One or more applicable exemptions. For secured and supplemental roll changes.
Exemption Amount	Exemption amount. For secured and unsecured roll changes.
Use Code	Use code. For secured, supplemental, and unsecured roll changes.
TRA Number	Geographical area where the parcel is located. Comprised of a unique set of tax rate agencies. For secured, supplemental, and unsecured roll changes.
Zoning Code	Zoning code. For secured and supplemental roll changes.
Property Description	Property description. For unsecured roll changes.

Data Element	Element Description
Mining Rights Excluded Flag	Indicate if mining rights is excluded from an assessment. For secured and supplemental roll changes.
Assessee Name	One or more assessee names. For secured, supplemental, and unsecured roll changes.
Mail-To Name	One or more mail-to names. For secured, supplemental, and unsecured roll changes.
Mail-To Address	One or more mail-to addresses. For secured, supplemental, and unsecured roll changes.
Mail-To City	One or more mail-to cities. For secured, supplemental, and unsecured roll changes.
Mail-To State	One or more mail-to states. For secured, supplemental, and unsecured roll changes.
Mail-To Country	One or more mail-to countries. For secured, supplemental, and unsecured roll changes.
Doing Business As	Company name, if applicable. For unsecured roll changes.
Additional Name	Other name associated with an assessee. For secured, supplemental, and unsecured roll changes.
Origin Code	Origin code for roll change. For secured, supplemental, and unsecured roll changes.
Reason Code	Reason code for roll change. For secured, supplemental, and unsecured roll changes.
Authorization Code	Authorization code for roll change. For secured, supplemental, and unsecured roll changes.

Data Element	Element Description
Notice of Supplemental Assessment Mail Date	Date the Assessor mailed notice the supplemental assessment. For supplemental roll changes.
Type of Supplemental Event	Indicate type of supplemental event – transfer or construction. For supplemental roll changes.
Cut/Combine Flag	Indicate if the roll change is due a cut or combine. For secured and supplemental roll changes.
Old Assessor Identification Number	If the roll change is due to segregation, the parent AIN for the property being segregated. For secured roll changes
Index Number	Index number. For secured, supplemental, and unsecured roll changes.
Region Number	Region number. For secured and supplemental roll changes.
Batch Number	The batch number from which the change originated.
Year Sequence Number	Identifies the roll year and whether a master (sequence is set to zeros) or supplemental assessment (incremented for each supplemental).
Check Digit	Calculated field
Transaction Code	This is a 3 digit data element that Identifies the type of roll change for secured and supplemental assessments.
Transaction Code Activity Key	Possible Values: N (New); D (Deactivate); R (Reactivate); S (Shell); U(Update)
Applicable Rate Year	Roll Year that a TRA or Direct Assessment agency is active.
Tax Status Key	Tax status of the parcel. Possible values are: 0 = Current or less than 1 year delinquent 1 = Tax defaulted – sold to state 2 = Tax defaulted – 5 years, subject to power of sale

Data Element	Element Description
Year Sold To State	The Assessment Year in which the tax payment first became delinquent.
Recording Date	The date by which the Deed is recorded
Force Tax	Indicates that taxes were computed manually for this AIN. The possible values are: Y = Taxes computed manually. Blank = Taxes computed through extension.
Name Key	A one (1) digit data element that identifies the type of name for the property owner.
Name	Thirty two (32) character data element that represents the Name of the property owner.
500 Account No.	Identifies properties paid by an impound account and indicate multiple ownership
500/600/700 Account Loan Data	Used to indicate a lending institution or multiple ownership. 500 – 584 = Lending institution 585 – 599 = Miscellaneous including non-assessable 700 – 799 = Multiple ownership group
SCP Year (Deferred Tax Year)	Four digit year
Public Acquisition Key	A one digit data element that Indicates that assessments are public acquisitions
Cross Reference Volume	The Cross Reference Notation Volume Number is three (3) digit data element that contains a value corresponding to a volume of an Annual 601 Roll File or corresponding to a volume of the Other Secured Annual 601 Roll, indicating that this Parcel will be included in the Other Secured 601 Roll
Cross Reference Data	Indicates that an escape assessment is noted for the parcel and as a result one or more cross reference parcels were created. For a regular parcel the element is comprised of the 8900 mapbook number, beginning page and parcel number, and ending page and parcel numbers. If only one cross-reference parcel is created for the regular parcel then the ending page and parcel numbers are zeros.
Cross Reference Master AIN	This number is used to identify Properties with mapbook < 8900 in the Los Angeles County tax rolls.

Data Element	Element Description
Prior Land Value	Prior Year Land value. For secured, supplemental, and unsecured roll changes.
Prior Improvement Value	Improvement value. Prior Year For secured, supplemental, and unsecured roll changes.
Prior Fixture Value	Prior Year Fixture value For secured, supplemental, and unsecured roll changes.
Prior Mobile Home Value	Prior Year Mobile home value. For secured and supplemental roll changes.
Prior Mobile Home Other Value	Prior Year Other mobile home value. For secured and supplemental roll changes.
Prior Exemption Type	Prior Year applicable exemptions.
Prior Bill Type	Indicates the reason for the Prior Year supplemental assessment
Ownership Change/New Construction Date	The date (YYYYMMDD) of an ownership change or a new construction completion date. Used to determine proration factor for calculating the supplemental tax amounts.
Value Hash	12-digit data element total of all values
Legal Description Line Number	1 digit data element that corresponds to the legal description
Legal Description	A forty (40) character data element that identifies the Legal Description for an AIN
Land Partially Completed (PC) Key	This is a one (1) character data element that contains a key identifying the status of the Improvement value that is affected by current PC alterations to the Land.
Improvements Partial Completed Key	This is a one (1) character data element that contains a key identifying the status of the current Land value that is affected by current PC improvements of the property.
Real Estate Exemption	The amount of exemption allowed for churches, veterans, etc.
Fixtures Exemption	The amount of exemption allowed for fixtures.
Personal Property Exemption	The amount of exemption allowed for personal property.

Data Element	Element Description
Homeowners Exemption	The amount of exemption allowed for the owner residing on the property.
Business Inventory Exemption	The amount of exemption allowed for the business inventory.
Exemption Hash	12-digit data element total of all current exemption values
Force Tax Type 1	Manually calculated tax amount for land only. For a non mobilehome parcel (mapbook not = 8950), this equals the product of the Tax Type 1 Rate and the Land Value. For a mobilehome parcel (mapbook = 8950), this will equal zero.
Force Tax Type 2	Manually calculated tax amount for net real property, equal to the product of the Tax Type 2 Rate and the Net Real Value. For a non mobilehome parcel (mapbook not = 8950), the Net Real Value equals: (Land Value + Improvement Value + Fixture Value) Minus (Real Estate Exemption + Fixture Exemption + Homeowner's Exemption) For mobilehome parcel (mapbook = 8950), the Net Real Value equals: (0 – Mobilehome Owner's Exemption)
Force Tax Type 3	Manually calculated tax amount for real estate exemptions, equal to the product of the Tax Type 3 Rate and the Gross Real Exemptions. For a non mobilehome parcel (mapbook not = 8950), Gross Real Exemption equals: (Real Estate Exemptions + Fixture Exemptions + Homeowner's Exemption) For a mobilehome parcel (mapbook = 8950), the Gross Real Exemption equals the Mobilehome Owner's Exemption.
Force Tax Type 4	Manually calculated tax amount for improvements. For a non mobilehome parcel (mapbook not = 8950), this equals the product of the Tax Type 4 Rate and (Improvements + Fixtures). For a mobilehome parcel (mapbook = 8950), this equals zero.

Data Element	Element Description
Force Tax Type 8	Manually calculated tax amount for personal property equal to the product of the Tax Type 8 Rate and the net personal property value. For a non mobilehome parcel (mapbook not = 8950), Net personal Property Value equals (Personal Property Value minus Personal Property Exemptions). For a mobilehome parcel (mapbook = 8950), the Net Personal Property Value equals:(Mobilehome Value + Mobilehome Other Value) minus Mobilehome Exemptions
Direct Assessment Rate Year	4-digit data element that identifies the direct assessment rate year
Direct Assessment Lien Account 1	The account number of the agency that requested that the lien be placed.
Direct Assessment Lien Amount 1	The amount of the direct assessment 1.
Direct Assessment Lien Account 2	The account number of the agency that requested that the lien be placed.
Direct Assessment Lien Amount 2	The amount of the direct assessment 2.
Direct Assessment Lien Account 3	The account number of the agency that requested that the lien be placed.
Direct Assessment Lien Amount 3	The amount of the direct assessment 3.
Direct Assessment Hash Amount	12-digit data element total of all current direct assessment values

2.3.1 Unsecured Roll Change

Description	This Unsecured Roll Change information (ST15TXNS) is required by Auditor-Controller to create new bill during the Auth Season.
Source Department	Assessor

Destination Department Auditor-Controller

Data Element	Element Description
Common Field: Volume Bill Number	Number that uniquely identifies an unsecured assessment for that one roll year. First 2-digit identifies the Unsecured Roll. Last 5-digit is the bill number assigned to the assessment.
Common Field: Date	Date when transaction created.
Common Field: Transaction Code	3 digits number that identify the kind of data.
Common Field: Card Sequence	2 digits sequence number of each transaction code (transactions that can have multiple lines)
Common Field: Batch Number	Number assigned to user department divisions for the purpose of identifying and controlling documents being processed to computer files.
Common Field: Destination Key	Code that identifies the processing year: 'Y' is Even Year 'X' is Odd Year
Common Field: Authorization Number	6 digits identifying division authorization.
Common Field: Filler	Space Filled (1 Character)
Common Field: Reason Key	1 alpha character describing the reason why change is necessary. Space Filled (1 Character)
Common Field: Origin Key	1 alpha character describing the division originating the change. Space Filled (1 Character)

Common Field: Length	Indicates the combined length of all lines present.
Common Field: Filler	Space Filled (1 Character)
Transaction Data Field: 001	All the common fields only. Delete
Transaction Data Field: 003 1) Key 2) Authorization Number 3) Month Day 4) Reason Key 5) Origin Key 6) Batch Number 7) Batch Number	Type Key 1) 1 digit identifying the authorization status. 2) 6 digits identifying the division or department who authorized the change. 3) 2 digits month and 2 digits day when data was authorized. 4) One alpha character describing the reason why change is necessary. 5) One alpha character describing the division originating the change. 6) 4 digits number identifying the type of data that is being processed by a division. 7) Repeat Item 6 (same number).
Transaction Data Field: 070 1) Identification Number 2) File Indicator	Add To Roll 1) 10 digits number 2) 1 digit numeric number.
Transaction Data Field: 135 1) Penalty Key	1) Code identifying penalty type.
Transaction Data Field: 139 1) Aircraft Value	2) Aircraft Value

Transaction Data Field: 141 1) Personal Property Value	1) Personal Property Value
Transaction Data Field: 150 1) Unsecured Land Value	1) Unsecured Land Value
Transaction Data Field: 151 1) Unsecured Improvement Value	1) Unsecured Improvement Value
Transaction Data Field: 162 1) Parcel Number	Cross Reference 1) Master Parcel Number
Transaction Data Field: 182 1) Year 2) Account 1 3) Amount 1 4) Account 2 5) Amount 2 6) Account 3 7) Amount 3 8) Account 4 9) Amount 4 10) Account 5 11) Amount 5	Specific Lien: 1) Year of the Roll. 2) Direct Assessment Account (5 occurrences) 3) Direct Assessment Amount (5 occurrences)

Transaction Data Field: 245 1) Mining Rights Key	1) Code indicates Mineral Rights.
Transaction Data Field: 255 1) Tax Status 2) Year of Sale	1) Tax Status 2) Year of Sale
Transaction Data Field: 310 1) New Tax Rate Area Number 2) Old Tax Rate Area Number	Code designates a specific tax rate, based on various taxing districts which have taxing authority over the property. 1) New TRA 2) Old TRA
Transaction Data Field: 420 1) Map Book Number 2) Beginning Assessment Number	Cross Reference 4 digits Map Book Number 6 digits Assessment Number
Transaction Data Field: 601 1) Business Inventory Value 2) Inventory Exemption Value	1) Business Inventory Value 2) Inventory Exemption Value
Transaction Data Field: 641 1) Tax Type 1 Amount 2) Tax Type 4 Amount 3) Aircraft Amount	1) Type 1 Amount of the tax computed on Land only. 2) Type 4 Amount of the tax computed on improvement value and fixture value if any, before exemptions are allowed. 3) Aircraft Amount of the tax computed on net Aircraft Value.

Transaction Data Field: 642 1) Tax Type 2 Amount 2) Tax Type 3 Amount 3) Tax Type 8 Amount	1) Type 2 Amount of the tax computed on Net Real Estate Value. 2) Type 3 Amount of the tax computed on Homeowner Exemption Value. 3) Type 8 Amount of the tax computed on personal property value and/or business inventory after allowing exemptions.
Transaction Data Field: 659 1) Fixture Value	1) Fixture Value
Transaction Data Field: 712 1) First Owner Name 2) Owner Name Overflow 3) Second Owner Name	1) First Owner Name 2) Owner Name Overflow 3) Second Owner Name
Transaction Data Field: 737 1) Key 2) Social Security Number or IRS Number	1) Code to differentiate between SSN or IRSN. 2) Social Security Number or Internal Revenue Service Number

Transaction Data Field: 801 1) Address Type Key 2) Date 3) Postal Code 4) House Number 5) Fraction 6) Direction 7) Unit Number 8) Street Name 9) City and State 10) Zip Code 11) ID Key 12) Narrative	1) Code identifying the type of mail address. 2) Date (CYYMMDD) 3) N/A 4) House Number 5) Fraction 6) Direction 7) Unit Number 8) Street Name 9) City and State 10) Zip Code 11) ID Key 12) Narrative
Transaction Data Field: 845 1) Homeowner Exemption	845 is no longer used. All Exemptions are entered in 850.
Transaction Data Field: 850 1) Personal Property Exemption Value 2) Exemption Key	1) Personal Property Exemption Value 2) Code identifying type of exemption
Transaction Data Field: 851 1) Real Estate Exemption	851 is no longer used. All Exemptions are entered in 850.

Transaction Data Field: 852 1) Fixture Exemption	852 is no longer used. All Exemptions are entered in 850.
Transaction Data Field: 881 1) Legal Description 2) End of Field Key	1) A legal description, lease information, or reference volume of the property, authorization for a roll change or a penalty. 2) Code indicates end of description.

2.4 Composite Square Footage Interface

Description	The Composite Square Footage interface provides composite square footage information for the SBE and regular parcels to the Auditor-Controller to calculate direct assessment – Measure B.
Source Department	Assessor
Destination Department	Auditor-Controller

Data Element	Element Description
Mapbook9000	Assessor identification number (SBE parcel)
totalSQFT	SBE parcel composite square footage. (This field is used to calculate direct assessment.)
Assessor ID	Assessor identification number (Regular parcel)
compositeSQFT	Regular parcel composite square footage. (This field is used to calculate direct assessment.)

2.5 Possessory Interest Interface

Description	The Possessory Interest interface provides lot size and composite square footage information for Possessory parcels to the Auditor-Controller to calculate direct assessment – Fire Department.
Source Department	Assessor
Destination Department	Auditor-Controller

Data Element	Element Description
Mapbook8940	Assessor identification number (Possessory parcel)
Use Code	Current or anticipated use of property.
Lot-Size (IN ACRES)	Total land acreage and total improvement square-footage information for a parcel.
compositeSQFT	Possessory parcel composite square footage. (This field is used to calculate direct assessment.)
Units	Number of Units on Parcel
TRA Number	TRA number of the assessed property.

2.6 LA County SBE TRA Cross Reference Interface

Description	The LA County SBE TRA Cross Reference interface provides the LA County TRA and SBE TRA mapping information. This information will allow eTAX to identify the SBE TRA information provided by the SBE forRoll Valuation.
Source Department	Assessor
Destination Department	Auditor-Controller

Data Element	Element Description
SBE TRA Number	SBE TRA Number
TRA Number	LA County TRA Number
Effective Date	Effective date of the LA County-SBE TRA mapping.

2.7 Parcel Change File For Direct Assessment

Description	It is a comma delimited ASCII-text file providing detail for all parcel changes processed to the Assessor's PCI/PDB on the effective date. This information allows the Direct Assessment Districts to update and adjust their Parcel Roll for Direct Assessments.
Source Department	Assessor
Destination Department	Auditor-Controller

Data Element	Field Name	Element Description
Old Parcel	OldParcel	Prior Parcel Number
Parcel Change ID	ParcelChangeID	ID assigned to the Parcel Change
New Parcel	NewParcel	New Parcel Number
Parcel Change Type	ChangeType	Various types of which the following would be of primary interest: 'N' = New 'O' = Old 'T' = Temporary

Data Element	Field Name	Element Description
Parcel Change Format	ChangeFMT	11 (one to one) – one old parcel got converted to one new parcel 1M (one to many) – one old parcel got converted to two or more (temp + new) parcels M1 (many to 1) – two or more (old + temp) parcels got converted into one new parcel
Use Code	NA	Current or anticipated use of property.
Effective Date	NA	Effective Date of Parcel Change

2.8 Parcel Change File

Description	It is a comma delimited ASCII-text file providing detail for all parcel changes processed to the Assessor's PCI/PDB between indicated Prior Run Date and Current Run Date. The Assessor does not maintain a record of which parcels are or are not involved in a CRA Project and as such Auditor processing will scan the entire file for any such pertinent parcels. This information allows the CRA Accounting Group to adjust any CRA Base File that involves any Non-Assessable Parcel.
Source Department	Assessor
Destination Department	Auditor-Controller

Data Element	Field Name	Element Description
Prior Run Date	priorRunDate	PDB/PCI effective date of prior date of drawoff
Current Run Date	currRunDate	PDB/PCI effective date of current drawoff (which becomes Prior Run Date for next drawoff)
Parcel Change Process Sequence	Seq	Sequence in which parcel changes should be processed to ensure within chaining that parcels are created before deleted

Parcel Change Completion Indicator	isComplete*	Y/N indicator that parcel change processing has been completed on PDB (pending deletes, deleted and shells, de-shelled)
Parcel Change ID	ParcelChangeID*	ID assigned to the Parcel Change
Latest Parcel Change Posting Date	latestPostingDate*	Latest date parcel change (002, 003) transactions posted to PDB for this Parcel Change ID
PCI Tax Rate Area	pclTRA*	Tax Rate Are of Parcel Change Index (available on 'crt' records only)
Parcel Change Type	ChangeType*	Various types of which the following would be of primary interest: A' = Relocation 'B' = New Mapbook 'C' = fee to public or fee to fee (typical combine) 'D' = public to fee or public to public 'E' = Engineer revision 'F' = portion taken street widening – no new parcels created (Format → 1:1) street widening – new parcels also created (Format → 1:M) 'G' = portion added (street vacated) 'H' = No Old Parcel (street to fee) 'I' = No new Parcel (fee to street) 'J' = State Board of Equalization (SBE) to Fee or SBE to Public 'K' = Fee to SBE or Public to SBE 'L' = Tax Rate Area Change (code areas are combined) 'P' = Mapbook Print 'S' = Mapbook setup
Parcel Change Format	FMT*	01 = zero to 1 11 = one to one 1M = one to many M1 = many to 1 10 = one to zero

Parcel Change Effective Date	EffectiveDate*	Effective date of the parcel change, not to be confused with date processed to PDB
Parcel Activity Type	Activity	Specifies whether Assessor ID is being created (‘crt’) within this Parcel Change ID or deleted (‘del’
Assessor ID Number	AssessorID	Parcel number
Fee Parcel Indicator	isFeePcl	Y/N indicator to distinguish between Fee (other than 300, 800, 900 series) and non-fee (300, 800, 900 series) parcels
PDB Parcel Status	currPclSatus*	Current parcel status on PDB “A” Active ‘D’ Deleted ‘S’ Shell ‘P’ Pending
PDB Tax Rate Area	currTRA*	Current (or latest in the event parcel has been deleted) Tax Rate Area on PDB
Valuation Sub Bill Number	valBillNo*	Sub-Bill number on PDB from which the Land and Improvement Values have been drawn
Valuation Bill Type	valBillTYpe*	Sub-Bill number Bill type from which the Land and Improvement have been drawn
Valuation Bill Status	valBillStatus*	Sub-Bill number Bill status from which the Land and Improvement have been drawn
Valuation Tax Rate Area	valTRA*	Tax Rate Area on Sub-Bill number from which the Land and Improvement values have been drawn
Land Value	LAND_VALUE	Parcel Change Land Value
Improvement Value	IMP_VALUE	Parcel Change Improvement Value
Pending Valuation Indicator	IS_PENDING_VALUE	Y/N indicator that parcel is pending valuation of Land Improvement
Reference Parcel Change ID	REF_PARCEL_CHANGE_ID	Corresponding Parcel Change ID in the even Assessor ID is being created (‘crt’) and deleted (‘del’) within this same drawoff

2.9 Valid Tax Rate Area and Agency Data

Description	This information is required by Auditor-Controller after Assessor completed their annual updates of Tax Rate Area Agency information (CR14).
Source Department	Assessor
Destination Department	Auditor-Controller

Data Element	Element Description
Card Sequence	2-digits number is assigned to each account and is used in the sequencing of accounts within a tax rate area when the file is sorted from Agency TRA to TRA Agency sequence.
Rate Type	1-digit number is used to determine what Tax Type.
Transaction Code	2-digit number is to tell the program which legend is needed. Ex. '09' means that the 9th legend description in the table which is 'LA CANADA IRRIG'.
Priority	Sequential number used by Assessor and Tax Collector.
Tax Rate Area	5-digit number assigned by the Assessor to designate area containing unique combination of revenue districts.

Data Element	Element Description
Agency Account Number	5-digit numbers used for the identification, sequencing, and grouping of taxing agency accounts.
Agency Name	Description of Agency Account Number
Rate Type	1-digit number is used to determine what Tax Type.
Rate	Combined Agency Tax Rates
Year	This year is when the account is created on Rate file.

2.10 Valid Tax Rate Area Data

Description	This information is required by Auditor-Controller after Assessor completed their annual updates of Valid Tax Rate Area (CR14).
Source Department	Assessor
Destination Department	Auditor-Controller

Data Element	Element Description
Tax Rate Area	5-digit number assigned by the Assessor to designate area containing unique combination of revenue districts.

2.11 Secured Values Data

Description	This information is required by Auditor-Controller after Assessor completed their annual processing of Secured Values (STRDSECV; SVJUL3).
Source Department	Assessor
Destination Department	Auditor-Controller

Data Element	Element Description
Parcel Number	10 digit number by the Assessor
Tax Rate Area	5-digit number assigned by the Assessor to designate area containing unique combination of revenue districts
Record Code	
Volume Number	First 3 digits of VOL NO
Land Value	Parcel land value for Secured assigned by Assessor
Improvement Value	Improvement value for Secured assigned by Assessor
Fixture Value	Fixture value for Secured assigned by Assessor
Personal Property Value	Personal Property value for Secured assigned by Assessor
Real Estate Exemption Value	Real Estate Exemption value for Secured assigned by Assessor
Personal Property Exemption Value	Personal Property Exemption value for Secured assigned by Assessor
Homeowner Exemption Value	Homeowner Exemption value for Secured assigned by Assessor
Fixture Exemption Value	Fixture value for Secured assigned by Assessor
Business Inventory Value	Business Inventory value for Secured assigned by Assessor
Business Inventory Exemption Value	Business Inventory Exemption value for Secured assigned by Assessor
No of Homeowner Exemptions	Total count of HOX

2.12 Unsecured Values Data

Description	This information is required by Auditor-Controller after Assessor completed their annual processing of Unsecured Values (SUNAGYVL and UNSAGYVAL; SVJUL8).
Source Department	Assessor
Destination Department	Auditor-Controller

Data Element	Element Description
Agency Number	5-digit numbers used for the identification, sequencing, and grouping of taxing agency accounts
Tax Rate Area	5-digit number assigned by the Assessor to designate area containing unique combination of revenue districts
Record Code	1= CRE, 2= SBE, 3 = UNS, 4 = AIR, 5 = Solvent Credit
Value Type	Value type indicates agency type in order to obtain correct rate
Land	Land Value based on record code
Improvements	Improvements Value based on record code
Fixture	Fixture Value based on record code
Personal Property	Personal Property Value based on record code
Real Estate Exemption	REX Value based on record code

Personal Property Exemption	PPX Value based on record code
Homeowner Exemption	HOX Value based on record code
Fixture Exemption	Fixture Value based on record code
Business Inventory	Business Inventory Value based on record code
Business Inventory Exemption	BUS INV Exemption Value based on record code
Real Estate Exemption Count	REX Count for all exemptions
Homeowner Exemption Count	HOX Count for all exemptions
Business Inventory Exemption Count	BUS INV Exemption count for all exemptions
Parcel Count	Total parcel count
Agency Name	Description of Agency Number

Inbound (Assessor To Treasurer and Tax Collector)

2.13 Property Use Code Data

Description	This interface provides property use code data information to the Treasurer and Tax Collector for secured defaulted property tax sales. Note that the source fields in this interface come from the Assessor's legacy IMS database. The corresponding destination data field in the eTAX database must have the same field length as the source field in order to accommodate the data. Background: This is not a current interface. Please see Appendix TTCDATA-2a for the proposed future interface data elements.
Source Department	Assessor

Destination Department	Treasurer and Tax Collector

2.14 Defaulted Property Market Value Data

Description	This interface provides market value information for defaulted secured properties with welfare exemptions from the Assessor to the Treasurer and Tax Collector for use prior to a secured defaulted property tax sale. Note that the source fields in this interface come from the Assessor's legacy IMS database. The corresponding destination data field in the eTAX database must have the same field length as the source field in order to accommodate the data. Background: This is not a current interface. Please see Appendix TTCDATA-2b for the proposed future interface data elements.
Source Department	Assessor
Destination Department	Treasurer and Tax Collector

2.15 Assessor Map Data

Description	This interface provides the Assessor map from the Assessor to the Treasurer and Tax Collector for secured defaulted sealed bid sales. Background: This is not a current interface. Please see Appendix TTCDATA-2c for the proposed future interface data elements.
Source Department	Assessor
Destination Department	Treasurer and Tax Collector

2.16 Suppression File

Description	The Suppression File provides tax bill suppression information from the Assessor to the Treasurer and Tax Collector for suppressing the issuance of liens. Note that the source fields in this interface come from the Assessor's legacy IMS database. The corresponding destination data field in the eTAX database must have the same field length as the source field in order to accommodate the data. Background: This is not a current interface. Please see Appendix TTCDATA-2d for the proposed future interface data elements. This is the Prop58 and assessment change report.
Source Department	Assessor
Destination Department	Treasurer and Tax Collector

2.17 Tract Map Estimate of Future Taxes

Description	This interface provides an estimate of tract map future taxes from the Assessor to the Treasurer and Tax Collector. Background: This is not a current interface. Please see Appendix TTCDATA-2e for the proposed future interface data elements.
Source Department	Assessor
Destination Department	Treasurer and Tax Collector

2.18 Name, Address and Legal Description

Description	This interface provides name, address and legal description from the Assessor to the Treasurer and Tax Collector. Background: This is a current interface. Please see Appendix TTCDATA-2f for the current interface data elements.
Source Department	Assessor

Destination Department	Treasurer and Tax Collector

Outbound (Auditor-Controller to Assessor)

2.19 Refund Request Information

Description	The Refund Request Information forwards refund request information received by AC to the Assessor for processing.
Source Department	Auditor-Controller
Destination Department	Assessor

Data Element	Element Description
AC Refund Number	Unique identifier assigned by eTAX to track a refund record.
Assessor Identification Number	AIN used to uniquely identify an assessment.
Year	Roll year of the assessment for which the refund is being requested.
Sequence	Unique identifier for the refund.
Tax Rate Area	Tax rate area of the assessment for which the refund is being requested.
Refund Request Submission Date	Date the refund request was submitted.
Value Reduction Flag	Indicate if refund is due to value reduction.
Refund Reason	Reason for refund.

Data Element	Element Description
Property Total Refund Amount	Total refund amount requested.
Submitter Source	Source of refund request: AAB, AC, TTC, County Counsel, or taxpayer.
Submitter Name	Submitter name.
Submitter Address	Submitter address.
Submitter Phone	Submitter phone number.
Submitter E-mail Address	Submitter e-mail address.
Refund Request for Multiple Roll Year Flag	Indicate if refund request is for multiple years.
Company Claim – Title of Submitter	If refund request is from a company, the company title.

2.20 Secured Tax Rate Interface

Description	The Secured Tax Rate Interface for the Assessor after Auditor-Controller year end processing is complete.
Source Department	Auditor-Controller
Destination Department	Assessor (CR10 Database)

Data Element	Element Description
Tax Type	Equal Secured
Rate Year	TRA year
Tax Rate Area	Tax rate area.
Agency Account Number	Unique 5 digit number assigned by the Assessor to each agency.

Data Element	Element Description		
Taxing Agency Name	Taxing Agency Name		
General Levy Tax Rate	General one percent (1%) tax rate levies against every property in the county.		
Taxing Agency Debt Rate	Taxing agency debt rate information.		
Card Sequence	Number assigned to each account and is used to sequence the accounts within a TRA when file is sorted from Agency/TRA to TRA/Agency sequence		
Account Type	• Ad valorem (used for Main Account) • Ad valorem with Debt Service (used for Main Account) • Debt Service (used for Debt Service) • Co Special (currently not used) • Specific Lien (used for Direct Assessments)		
Agency Rate	Combined Agency Tax Rates		
Status Date	Date indicating when the last time the account was updated last.	N/A	N/A

2.21 Unsecured Subsequent Transfer Transactions for UPS

Description	The additional taxes due on parcels affected by a change where a subsequent transfer in ownership has occurred. The additional tax due is transferred to the Unsecured Roll as mandated by Sections 75.54 and 4836.5 of the Revenue and Taxation Code.
Source Department	Auditor-Controller
Destination Department	Assessor

Data Element	Field Name	Element Description
Assessor Identification Number	PCL-NO	AIN that uniquely identifies a property across roll year.
Year Sequence Number	YRSEQ	Identifies the roll year and whether a master (sequence is set to zeros) or supplemental assessment (incremented for each supplemental).
Extended Tax Type 1 – 4, and 8	EXT-TAXTYPE1 EXT-TAXTYPE2 EXT-TAXTYPE3 EXT-TAXTYPE4 EXT-TAXTYPE8	Tax Type 1 - Extended tax amount for land only. Tax Type 2 - Extended tax amount for net real property, equal to the product of the Tax Type 2 Rate and the Net Real Value. Tax Type 3 - Extended tax amount for real estate exemptions, equal to the product of the Tax Type 3 Rate and the Gross Real Exemptions. Tax Type 4 - Extended tax amount for improvements. Tax Type 8 - Extended tax amount for personal property equal to the product of the Tax Type 8 Rate and the net personal property value.
Prior Tax Type 1 – 4, and 8	PRIOR-TAXTYPE1 PRIOR -TAXTYPE2 PRIOR -TAXTYPE3 PRIOR -TAXTYPE4 PRIOR -TAXTYPE8	Tax Type 1 - Prior tax amount for land only. Tax Type 2 - Prior tax amount for net real property, equal to the product of the Tax Type 2 Rate and the Prior Net Real Value. Tax Type 3 - Prior tax amount for real estate exemptions, equal to the product of the Tax Type 3 Rate and the Prior Gross Real Exemptions. Tax Type 4 - Prior tax amount for Improvements. Tax Type 8 - Prior tax amount for personal property equal to the product of the Tax Type 8 Rate and the Prior Net Personal Property value.

Data Element	Field Name	Element Description
Transfer Tax Type 1 – 4, and 8	TRF-TAXTYPE1	Tax Type 1 - Net of Extended Tax Type 1 minus Prior Tax Type 1
	TRF -TAXTYPE2	Tax Type 2 - Net of Extended Tax Type 2 minus Prior Tax Type 2
	TRF -TAXTYPE3	Tax Type 3 - Net of Extended Tax Type 3 minus Prior Tax Type 3
	TRF -TAXTYPE4	Tax Type 4 - Net of Extended Tax Type 4 minus Prior Tax Type 4
	TRF -TAXTYPE8	Tax Type 8 - Net of Extended Tax Type 8 minus Prior Tax Type 8
Supplemental A Ownership Change/New Construction Date	SUPPA-OC-NCC-DATE	The date (YYYYMMDD) of first ownership change or a new construction completion date. Used to determine proration factor for calculating the supplemental tax amounts.
Supplemental B Ownership Change/New Construction Date	SUPPB-OC-NCC-DATE	The date (YYYYMMDD) of a subsequent ownership change or a new construction completion date. Used to determine proration factor for calculating the supplemental tax amounts.
Escrow Percentage	ESCROW-PER	Calculated Escrow Percentage based on Roll Year or number of days owned divided by actual days
Unsecured Tax Type 1 – 4, and 8	UNS-TAXTYPE1	Tax Type 1 – Transfer Tax Type 1 X Escrow %
	UNS -TAXTYPE2	Tax Type 2 - Transfer Tax Type 2 X Escrow %
	UNS -TAXTYPE3	Tax Type 3 - Transfer Tax Type 3 X Escrow %
	UNS -TAXTYPE4	Tax Type 4 - Transfer Tax Type 4 X Escrow %
	UNS -TAXTYPE8	Tax Type 8 - Transfer Tax Type 8 X Escrow %
Secured Tax Type 1 – 4, and 8	SEC-TAXTYPE1	Tax Type 1 - Transfer Tax Type 1 minus Unsecured Tax Type 1
	SEC-TAXTYPE2	Tax Type 2 - Transfer Tax Type 2 minus Unsecured Tax Type 2
	SEC-TAXTYPE3	Tax Type 3 - Transfer Tax Type 3 minus Unsecured Tax Type 3
	SEC-TAXTYPE4	Tax Type 4 - Transfer Tax Type 4 minus Unsecured Tax Type 4
	SEC-TAXTYPE8	Tax Type 8 - Transfer Tax Type 8 minus Unsecured Tax Type 8
Roll Year	PARM-YR	Roll Year

Data Element	Field Name	Element Description
Volume Bill Number	SUPPA-VOLBILL-NO	Number that uniquely identifies an unsecured assessment for that one roll year. First 2-digit identifies the Unsecured Roll. Last 5-digit is the bill number assigned to the assessment.
Supplemental Year Sequence A	SUPPA-YRSEQ	Year sequence of first transfer
Supplemental Year Sequence B	SUPPB-YRSEQ	Year sequence of subsequent transfer

2.22 STR Adjustment Transactions for UPS

Description	The additional taxes due or refunds on parcels affected by a change where a subsequent transfer in ownership has occurred.
Source Department	Auditor-Controller
Destination Department	Assessor

Data Element	Field Name	Element Description
Assessor Identification Number		AIN that uniquely identifies a property across roll year.
Year Sequence Number		
Extended Tax Type 1 – 4, and 8		Tax Type 1 - Extended tax amount for land only. Tax Type 2 - Extended tax amount for net real property, equal to the product of the Tax Type 2 Rate and the Net Real Value. Tax Type 3 - Extended tax amount for real estate exemptions, equal to the product of the Tax Type 3 Rate and the Gross Real Exemptions. Tax Type 4 - Extended tax amount for improvements. Tax Type 8 - Extended tax amount for personal property equal to the product of the Tax Type 8 Rate and the net personal property value.

Prior Tax Type 1 – 4, and 8	Tax Type 1 - Prior tax amount for land only. Tax Type 2 - Prior tax amount for net real property, equal to the product of the Tax Type 2 Rate and the Prior Net Real Value. Tax Type 3 - Prior tax amount for real estate exemptions, equal to the product of the Tax Type 3 Rate and the Prior Gross Real Exemptions. Tax Type 4 - Prior tax amount for Improvements. Tax Type 8 - Prior tax amount for personal property equal to the product of the Tax Type 8 Rate and the Prior Net Personal Property value.
Refund Tax Type 1 – 4, and 8	Tax Type 1 - Net of Extended Tax Type 1 minus Prior Tax Type 1 Tax Type 2 - Net of Extended Tax Type 2 minus Prior Tax Type 2 Tax Type 3 - Net of Extended Tax Type 3 minus Prior Tax Type 3 Tax Type 4 - Net of Extended Tax Type 4 minus Prior Tax Type 4 Tax Type 8 - Net of Extended Tax Type 8 minus Prior Tax Type 8
Ownership Change/New Construction Date	The date (YYYYMMDD) of an ownership change or a new construction completion date. Used to determine proration factor for calculating the supplemental tax amounts.
Supplemental B Escrow Percentage	Calculated Escrow Percentage based on Roll Year and number of days owned
Supplemental B Adjusted Tax Type 1 – 4, and 8	Tax Type 1 – Refund Tax Type 1 X Escrow % Tax Type 2 - Refund Tax Type 2 X Escrow % Tax Type 3 - Refund Tax Type 3 X Escrow % Tax Type 4 - Refund Tax Type 4 X Escrow % Tax Type 8 - Refund Tax Type 8 X Escrow %
Supplemental A Adjusted Tax Type 1 – 4, and 8	Tax Type 1 – Supplemental B Tax Type 1 X (-1) Tax Type 2 - Supplemental B Tax Type 2 X (-1) Tax Type 3 - Supplemental B Tax Type 3 X (-1) Tax Type 4 - Supplemental B Tax Type 4 X (-1) Tax Type 8 - Supplemental B Tax Type 8 X (-1)

Supplemental Year Sequence A	Supplemental B Year Sequence

2.23 Recycle File

Description	Exceptions of Secured Roll Change Transactions
Source Department	Auditor-Controller
Destination Department	Assessor

TRANSACTION RECORD (COMMON FIELDS)

RECORD LAYOUT	RECORD NAME: TRANSACTION RECORD (COMMON FIELDS)	COUNTY OF LOS ANGELES AUDITOR CONTROLLER, SYSTEMS DIVISION	RECORD SIZE: 150 BYTES	NEW ☐ REVISED ☑
	FILE NAME: EXPANDED STR TXN FILE	INPUT ☐ OUTPUT ☑ / SYSTEM NAME: SECURED TAX ROLL (STR)	SYSTEM NUMBER: ACST	DATE DOCUMENTED: 2/8/2000
	RETENTION / FILE MEDIA: TAPE	BLOCK SIZE / PROGRAM NAME: EDIT STR EXPANDED TXNS	PROGRAM NUMBER: D020(OUT), D030(OUT)	ANALYST

COMMENTS: BYTES 147-150 CONTAIN CURRENT ROLL YEAR.

DATA ELEMENT NAME	LINE NO.	BATCH NO.	PARCEL NO.	YR	SEQ NO	CHECK DIGIT	AUTH NO.	REASON	ORIGIN	TXN CODE
SIZE & TYPE	S9(11)	X(6)	X(10)	X(4)	X(3)	X	X(6)	X	X	X(3)
REC BYTE	001-011	012-017	018-027	028-031	032-034	035	036-041	042	043	044-046

DATA ELEMENT NAME	TRANSACTION BODY
SIZE & TYPE	X(85)
REC BYTE	047-131

DATA ELEMENT NAME	ERROR CODES 1	2	3	4	5	FILLER	RECYCLE COUNTER	ROLL YR
SIZE & TYPE	XXX	XXX	XXX	XXX	XXX	X(3)	99	X(4)
REC BYTE	132-134	135-137	138-140	141-143	144-146	147-149	150	151-154

DATA ELEMENT NAME	
SIZE & TYPE	
REC BYTE	155-200

TXN 500: CREATE DELETE/REACTIVATE DATE

RECORD LAYOUT	RECORD NAME: TXN 500 - CREATE/DELETE/REACTIVATE DATE	COUNTY OF LOS ANGELES AUDITOR CONTROLLER, SYSTEMS DIVISION	RECORD SIZE: 150 BYTES	NEW ☐ REVISED ☑	Page 2 of 14
	FILE NAME: EXPANDED STR TXN FILE	INPUT ☐ OUTPUT ☑ / SYSTEM NAME: SECURED TAX ROLL (STR)	SYSTEM NUMBER: ACST	DATE DOCUMENTED: 2/8/2000	
	RETENTION / FILE MEDIA: TAPE	BLOCK SIZE / PROGRAM NAME: EDIT STR EXPANDED TXNS	PROGRAM NUMBER: D020(OUT), D030(OUT)	ANALYST	

COMMENTS

DATA ELEMENT NAME	COMMON AREA	ACT KEY	APPLICABLE RATE YEAR	TRA
SIZE & TYPE		X	X(4)	X(5)
CONFIG				
FIELD BYTE				
REC BYTE	001 002 003 004 005 006 007 008 009 010 011 012 013 014 015 016 017 018 019 020 021 022 023 024 025 026 027 028 029 030 031 032 033 034 035 036 037 038 039 040 041 042 043 044 045 046 047 048 049 050			

DATA ELEMENT NAME	TAX STA	YEAR SOLD TO STATE	RECORDING DATE	FORCE ACTIVE/ TAX KEY	INACTIVE KEY	FILLER
SIZE & TYPE	X	X(4)	X(8)	X	X(2)	X(59)
CONFIG						
FIELD BYTE						
REC BYTE	051 052 053 054 055 056 057 058 059 060 061 062 063 064 065 066 067 068 069 070 071 072 073 074 075 076 077 078 079 080 081 082 083 084 085 086 087 088 089 090 091 092 093 094 095 096 097 098 099 100					

DATA ELEMENT NAME		VARIOUS CODES
SIZE & TYPE		X(24)
CONFIG		
FIELD BYTE		
REC BYTE	101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150	

DATA ELEMENT NAME	
SIZE & TYPE	
CONFIG	
FIELD BYTE	
REC BYTE	151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200

TXN 520: NAME CHANGE TRANSACTION

RECORD LAYOUT	RECORD NAME: TXN 520 - NAME CHANGE TRANSACTION	COUNTY OF LOS ANGELES AUDITOR CONTROLLER, SYSTEMS DIVISION	RECORD SIZE: 150 BYTES	NEW ☐ REVISED ☑	Page 3 of 14
	FILE NAME: EXPANDED STR TXN FILE	INPUT ☐ OUTPUT ☑	SYSTEM NAME: SECURED TAX ROLL (STR)	SYSTEM NUMBER: ACST	DATE DOCUMENTED: 2/8/2000
	RETENTION	FILE MEDIA: TAPE	BLOCK SIZE	PROGRAM NAME: EDIT STR EXPANDED TXNS	PROGRAM NUMBER: D020(OUT), D030(OUT)	ANALYST

COMMENTS

DATA ELEMENT NAME	COMMON AREA	NAME KEY
SIZE & TYPE		X
CONFIG		
FIELD BYTE		
REC BYTE	001 002 003 004 005 006 007 008 009 010 011 012 013 014 015 016 017 018 019 020 021 022 023 024 025 026 027 028 029 030 031 032 033 034 035 036 037 038 039 040 041 042 043 044 045 046 047 048 049 050	

DATA ELEMENT NAME	NAME	
SIZE & TYPE	X(32)	
CONFIG		
FIELD BYTE		
REC BYTE	051 052 053 054 055 056 057 058 059 060 061 062 063 064 065 066 067 068 069 070 071 072 073 074 075 076 077 078 079 080 081 082 083 084 085 086 087 088 089 090 091 092 093 094 095 096 097 098 099 100	

DATA ELEMENT NAME	FILLER	VARIOUS CODES
SIZE & TYPE	X(52)	X(24)
CONFIG		
FIELD BYTE		
REC BYTE	101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150	

DATA ELEMENT NAME	
SIZE & TYPE	
CONFIG	
FIELD BYTE	
REC BYTE	151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200

TXN 530: ADDRESS TRANSACTION

RECORD LAYOUT	RECORD NAME: TXN 530 - ADDRESS TRANSACTION	COUNTY OF LOS ANGELES — AUDITOR CONTROLLER, SYSTEMS DIVISION	RECORD SIZE: 150 BYTES	NEW ☐ REVISED ☑ Page 4 of 14
	FILE NAME: EXPANDED STR TXN FILE	INPUT ☐ OUTPUT ☑ / SYSTEM NAME: SECURED TAX ROLL (STR)	SYSTEM NUMBER: ACST	DATE DOCUMENTED: 2/8/2000
	RETENTION / FILE MEDIA: TAPE	BLOCK SIZE / PROGRAM NAME: EDIT STR EXPANDED TXNS	PROGRAM NUMBER: D020(OUT), D030(OUT)	ANALYST

COMMENTS

DATA ELEMENT NAME	COMMON AREA	ADDR KEY	HOUSE NO.	FRACTION
SIZE & TYPE		X	X(5)	X(3)
CONFIG				
FIELD BYTE				
REC BYTE	001 002 003 004 005 006 007 008 009 010 011 012 013 014 015 016 017 018 019 020 021 022 023 024 025 026 027 028 029 030 031 032 033 034 035 036 037 038 039 040 041	042	043 044 045 046 047	048 049 050

DATA ELEMENT NAME	ADDRESS DATA: DIR	UNIT NAME'S NO.	ZIP CODE	STREET NAME
SIZE & TYPE	X	X(8)	X(5)	X(32)
CONFIG				
FIELD BYTE				
REC BYTE	051 052 053 054 055 056 057 058 059 060 061 062 063 064 065 066 067 068 069 070 071 072 073 074 075 076 077 078 079 080 081 082 083 084 085 086 087 088 089 090 091	092	093 094 095 096 097	098 099 100

DATA ELEMENT NAME	CITY AND STATE	FILLER	VARIOUS CODES
SIZE & TYPE	X(24)	X(6)	X(24)
CONFIG			
FIELD BYTE			
REC BYTE	101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141	142	143 144 145 146 147	148 149 150

DATA ELEMENT NAME	
SIZE & TYPE	
CONFIG	
FIELD BYTE	
REC BYTE	151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200

TXN 535: MISCELLANEOUS DATA TRANSACTION

RECORD LAYOUT	RECORD NAME: TXN 535 - MISCELLANEOUS DATA TXN	COUNTY OF LOS ANGELES AUDITOR CONTROLLER, SYSTEMS DIVISION	RECORD SIZE: 150 BYTES	NEW ☐ REVISED ☑ Page 5 of 14
	FILE NAME: EXPANDED STR TXN FILE	INPUT ☐ OUTPUT ☑ / SYSTEM NAME: SECURED TAX ROLL (STR)	SYSTEM NUMBER: ACST	DATE DOCUMENTED: 2/8/2000
	RETENTION / FILE MEDIA: TAPE	BLOCK SIZE / PROGRAM NAME: EDIT STR EXPANDED TXNS	PROGRAM NUMBER: D020(OUT), D030(OUT)	ANALYST

COMMENTS

DATA ELEMENT NAME	COMMON AREA	500 ACCT NO
SIZE & TYPE		X(3)
CONFIG		
FIELD BYTE		
REC BYTE	001 002 003 004 005 006 007 008 009 010 011 012 013 014 015 016 017 018 019 020 021 022 023 024 025 026 027 028 029 030 031 032 033 034 035 036 037 038 039 040 041 042 043 044 045 046 047 048 049 050	

DATA ELEMENT NAME	500/600/700 ACCOUNT DATA	SCP YR	EXM GRT KEY	PUB ACQ KEY	FILLER	X REFERENCE DATA	
	LOAN DATA					X REF VOLUME	X REFERENCE ASSESSMENT #
SIZE & TYPE	X(25)	X(4)	X	X	X(9)	X(3)	X(16)
CONFIG							
FIELD BYTE							
REC BYTE	051 052 053 054 055 056 057 058 059 060 061 062 063 064 065 066 067 068 069 070 071 072 073 074 075 076 077 078 079 080 081 082 083 084 085 086 087 088 089 090 091 092 093 094 095 096 097 098 099 100						

DATA ELEMENT NAME		FILLER	MASTER PARCEL NO.	FILLER	VARIOUS CODES
SIZE & TYPE		X(2)	X(10)	X(11)	X(24)
CONFIG					
FIELD BYTE					
REC BYTE	101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150				

DATA ELEMENT NAME	
SIZE & TYPE	
CONFIG	
FIELD BYTE	
REC BYTE	151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200

TXN 540: PRIOR VALUE TRANSACTION

RECORD LAYOUT	RECORD NAME: TXN 540 - PRIOR VALUE TXN	COUNTY OF LOS ANGELES AUDITOR CONTROLLER, SYSTEMS DIVISION	RECORD SIZE: 150 BYTES	NEW ☐ REVISED ☑ Page 6 of 14
	FILE NAME: EXPANDED STR TXN FILE	INPUT ☐ OUTPUT ☑ / SYSTEM NAME: SECURED TAX ROLL (STR)	SYSTEM NUMBER: ACST	DATE DOCUMENTED: 2/8/2000
	RETENTION / FILE MEDIA: TAPE	BLOCK SIZE / PROGRAM NAME: EDIT STR EXPANDED TXNS	PROGRAM NUMBER: D020(OUT), D030(OUT)	ANALYST

COMMENTS

DATA ELEMENT NAME	COMMON AREA	PRIOR LAND
SIZE & TYPE		X(11)
CONFIG		
FIELD BYTE		
REC BYTE	001 002 003 004 005 006 007 008 009 010 011 012 013 014 015 016 017 018 019 020 021 022 023 024 025 026 027 028 029 030 031 032 033 034 035 036 037 038 039 040 041	042 043 044 045 046 047 048 049 050

DATA ELEMENT NAME		PRIOR IMPROVEMENTS	PRIOR EXEMPTIONS	PRIOR MOBILE HOME	PRIOR MOBILE HOME OTHER	PR EX KEY	BILL TYPE	
SIZE & TYPE		X(11)	X(11)	X(11)	X(11)	X	X(2)	
CONFIG								
FIELD BYTE								
REC BYTE	051	052 053 054 055 056 057 058 059 060 061 062 063 064 065 066 067 068 069 070 071 072 073 074	075 076 077 078 079 080 081 082 083 084 085	086 087 088 089 090 091 092 093 094 095 096	097	098	099	100

DATA ELEMENT NAME	OC/NCC DATE	VALUE HASH	FILLER	VARIOUS CODES
	CCYYMMDD			
SIZE & TYPE	X(8)	X(12)	X(7)	X(24)
CONFIG				
FIELD BYTE				
REC BYTE	101 102 103 104 105 106 107 108 109 110 111 112 113	114 115 116 117 118 119 120 121 122 123 124	125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141	142 143 144 145 146 147 148 149 150

DATA ELEMENT NAME		
SIZE & TYPE		
CONFIG		
FIELD BYTE		
REC BYTE	151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191	192 193 194 195 196 197 198 199 200

TXN 545: DESCRIPTION TRANSACTION

RECORD LAYOUT	RECORD NAME: TXN 545 - DESCRIPTION TRANSACTION	COUNTY OF LOS ANGELES AUDITOR CONTROLLER, SYSTEMS DIVISION	RECORD SIZE: 150 BYTES	NEW ☐ REVISED ☑	Page 7 of 14
	FILE NAME: EXPANDED STR TXN FILE	INPUT ☐ OUTPUT ☑	SYSTEM NAME: SECURED TAX ROLL (STR)	SYSTEM NUMBER: ACST	DATE DOCUMENTED: 2/8/2000
	RETENTION	FILE MEDIA: TAPE	BLOCK SIZE	PROGRAM NAME: EDIT STR EXPANDED TXNS	PROGRAM NUMBER: D020(OUT), D030(OUT)	ANALYST

COMMENTS

DATA ELEMENT NAME	COMMON AREA	LINE NO
SRE & TYPE		X
CONFIG		
FIELD BYTE		
REC BYTE	001 002 003 004 005 006 007 008 009 010 011 012 013 014 015 016 017 018 019 020 021 022 023 024 025 026 027 028 029 030 031 032 033 034 035 036 037 038 039 040 041 042 043 044 045 046 047 048 049 050	

DATA ELEMENT NAME	LEGAL DESCRIPTION	
SRE & TYPE	X(40)	
CONFIG		
FIELD BYTE		
REC BYTE	051 052 053 054 055 056 057 058 059 060 061 062 063 064 065 066 067 068 069 070 071 072 073 074 075 076 077 078 079 080 081 082 083 084 085 086 087 088 089 090 091 092 093 094 095 096 097 098 099 100	

DATA ELEMENT NAME	FILLER	VARIOUS CODES
SRE & TYPE	X(44)	X(24)
CONFIG		
FIELD BYTE		
REC BYTE	101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150	

DATA ELEMENT NAME	
SRE & TYPE	
CONFIG	
FIELD BYTE	
REC BYTE	151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200

TXN 550: CURRENT VALUE TRANSACTION

RECORD LAYOUT	RECORD NAME: TXN 550 - CURRENT VALUE TXN	COUNTY OF LOS ANGELES AUDITOR CONTROLLER, SYSTEMS DIVISION	RECORD SIZE: 150 BYTES	NEW ☐ REVISED ☑
	FILE NAME: EXPANDED STR TXN FILE	INPUT ☐ OUTPUT ☑ / SYSTEM NAME: SECURED TAX ROLL (STR)	SYSTEM NUMBER: ACST	DATE DOCUMENTED: 2/8/2000
	RETENTION / FILE MEDIA: TAPE	BLOCK SIZE / PROGRAM NAME: EDIT STR EXPANDED TXNS	PROGRAM NUMBER: D020(OUT), D030(OUT)	ANALYST

COMMENTS

DATA ELEMENT NAME	COMMON AREA	CURR LAND
SIZE & TYPE		X(11)
CONFIG		
FIELD BYTE		
REC BYTE	001 002 003 004 005 006 007 008 009 010 011 012 013 014 015 016 017 018 019 020 021 022 023 024 025 026 027 028 029 030 031 032 033 034 035 036 037 038 039 040 041 042 043 044 045 046 047 048 049 050	

DATA ELEMENT NAME	CURR IMPROVEMENTS	CURR FIXTURES	PERSONAL PROPERTY	CURR BUSINESS INVENTORY	
SIZE & TYPE	X(11)	X(11)	X(11)	X(11)	
CONFIG					
FIELD BYTE					
REC BYTE	051 052 053 054 055 056 057 058 059 060 061 062 063 064 065 066 067 068 069 070 071 072 073 074 075 076 077 078 079 080 081 082 083 084 085 086 087 088 089 090 091 092 093 094 095 096 097 098 099 100				

DATA ELEMENT NAME	VALUE HASH	LAND PC KEY	IMP PC KEY	FILLER	VARIOUS CODES
SIZE & TYPE	X(12)	X	X	X(16)	X(24)
CONFIG					
FIELD BYTE					
REC BYTE	101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150				

DATA ELEMENT NAME	
SIZE & TYPE	
CONFIG	
FIELD BYTE	
REC BYTE	151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200

TXN 560: MOBILE HOME TRANSACTION RECORD

RECORD LAYOUT	RECORD NAME: TXN 560 - MOBILE HOME TXN RECORD	COUNTY OF LOS ANGELES — AUDITOR CONTROLLER, SYSTEMS DIVISION	RECORD SIZE: 150 BYTES	NEW ☐ REVISED ☑
	FILE NAME: EXPANDED STR TXN FILE	INPUT ☐ OUTPUT ☑ / SYSTEM NAME: SECURED TAX ROLL (STR)	SYSTEM NUMBER: ACST	DATE DOCUMENTED: 2/8/2000
	RETENTION / FILE MEDIA: TAPE	BLOCK SIZE / PROGRAM NAME: EDIT STR EXPANDED TXNS	PROGRAM NUMBER: D020(OUT), D030(OUT)	ANALYST

COMMENTS

DATA ELEMENT NAME	COMMON AREA	CURRENT MOBILE HOME
SIZE & TYPE		X(11)
CONFIG		
FIELD BYTE		
REC BYTE	001 002 003 004 005 006 007 008 009 010 011 012 013 014 015 016 017 018 019 020 021 022 023 024 025 026 027 028 029 030 031 032 033 034 035 036 037 038 039 040 041 042 043 044 045 046 047 048 049 050	

DATA ELEMENT NAME		CURRENT MOBILE HOME OTHER	CURRENT MOBILE HOME OWNER'S EXEMPTION	CURRENT MOBILE HOME OTHER EXEMPTION	VALUE HASH	MB EX KEY
SIZE & TYPE		X(11)	X(11)	X(11)	X(12)	X
CONFIG						
FIELD BYTE						
REC BYTE	051 052 053 054 055 056 057 058 059 060 061 062 063 064 065 066 067 068 069 070 071 072 073 074 075 076 077 078 079 080 081 082 083 084 085 086 087 088 089 090 091 092 093 094 095 096 097 098 099 100					

DATA ELEMENT NAME	FILLER	VARIOUS CODES
SIZE & TYPE	X(28)	X(24)
CONFIG		
FIELD BYTE		
REC BYTE	101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150	

DATA ELEMENT NAME	
SIZE & TYPE	
CONFIG	
FIELD BYTE	
REC BYTE	151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200

TXN 570: EXEMPTION TRANSACTION

RECORD LAYOUT	RECORD NAME: TXN 570 - EXEMPTION TRANSACTION	COUNTY OF LOS ANGELES AUDITOR CONTROLLER, SYSTEMS DIVISION	RECORD SIZE: 150 BYTES	NEW ☐ REVISED ☑
	FILE NAME: EXPANDED STR TXN FILE	INPUT ☐ OUTPUT ☑ / SYSTEM NAME: SECURED TAX ROLL (STR)	SYSTEM NUMBER: ACST	DATE DOCUMENTED: 2/8/2000
	RETENTION / FILE MEDIA: TAPE	BLOCK SIZE / PROGRAM NAME: EDIT STR EXPANDED TXNS	PROGRAM NUMBER: D020(OUT), D030(OUT)	ANALYST

COMMENTS

DATA ELEMENT NAME	COMMON AREA	CURRENT REAL ESTATE EXEMPTION
SIZE & TYPE		X(11)

DATA ELEMENT NAME	CURRENT FIXTURES EXEMPTION	CURRENT PERSONAL PROPERTY EXEMPTION	CURRENT HOME OWNER'S EXEMPTION	CURRENT BUSINESS INVENTORY EXEMPTION
SIZE & TYPE	X(11)	X(11)	X(11)	X(11)

DATA ELEMENT NAME	EXEMPTION HASH	CURR EXEM KEY	FILLER	VARIOUS CODES
SIZE & TYPE	X(12)	X	X(17)	X(24)

DATA ELEMENT NAME	
SIZE & TYPE	

TXN 575: TAX TYPE TRANSACTION

RECORD LAYOUT	RECORD NAME: TXN 575 - TAX TYPE TRANSACTION	COUNTY OF LOS ANGELES AUDITOR CONTROLLER, SYSTEMS DIVISION	RECORD SIZE: 150 BYTES	NEW ☐ REVISED ☑ Page 11 of 14
	FILE NAME: EXPANDED STR TXN FILE	INPUT ☐ OUTPUT ☑ / SYSTEM NAME: SECURED TAX ROLL (STR)	SYSTEM NUMBER: ACST	DATE DOCUMENTED: 2/8/2000
	RETENTION / FILE MEDIA: TAPE	BLOCK SIZE / PROGRAM NAME: EDIT STR EXPANDED TXNS	PROGRAM NUMBER: D020(OUT), D030(OUT)	ANALYST

COMMENTS

DATA ELEMENT NAME	COMMON AREA	TAX TYPE 1
SIZE & TYPE		S9(11)V99
CONFIG		
FIELD BYTE		
REC BYTE	001 002 003 004 005 006 007 008 009 010 011 012 013 014 015 016 017 018 019 020 021 022 023 024 025 026 027 028 029 030 031 032 033 034 035 036 037 038 039 040 041 042 043 044 045 046 047 048 049 050	

DATA ELEMENT NAME	TAX TYPE 2	TAX TYPE 3	TAX TYPE 4	TAX TYPE 8
SIZE & TYPE	S9(11)V99	S9(11)V99	S9(11)V99	S9(11)V99
CONFIG				
FIELD BYTE				
REC BYTE	051 052 053 054 055 056 057 058 059 060 061 062 063 064 065 066 067 068 069 070 071 072 073 074 075 076 077 078 079 080 081 082 083 084 085 086 087 088 089 090 091 092 093 094 095 096 097 098 099 100			

DATA ELEMENT NAME	TAX TYPE AMOUNT HASH	FILLER	VARIOUS CODES
SIZE & TYPE	S9(11)V99	X(7)	X(24)
CONFIG			
FIELD BYTE			
REC BYTE	101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150		

DATA ELEMENT NAME	
SIZE & TYPE	
CONFIG	
FIELD BYTE	
REC BYTE	151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200

TXN 580: DIRECT ASSESSMENT TXN

RECORD LAYOUT	RECORD NAME: TXN 580 - DIRECT ASSESSMENT TXN	COUNTY OF LOS ANGELES AUDITOR CONTROLLER, SYSTEMS DIVISION	RECORD SIZE: 150 BYTES	NEW ☐ REVISED ☑ Page 12 of 14
	FILE NAME: EXPANDED STR TXN FILE	INPUT ☐ OUTPUT ☑ / SYSTEM NAME: SECURED TAX ROLL (STR)	SYSTEM NUMBER: ACST	DATE DOCUMENTED: 2/8/2000
	RETENTION / FILE MEDIA: TAPE	BLOCK SIZE / PROGRAM NAME: EDIT STR EXPANDED TXNS	PROGRAM NUMBER: D020(OUT), D030(OUT)	ANALYST

COMMENTS

DATA ELEMENT NAME	COMMON AREA	RATE YEAR	ACCT #
SIZE & TYPE		X(4)	X(5)
CONFIG			
FIELD BYTE			
REC BYTE	001 002 003 004 005 006 007 008 009 010 011 012 013 014 015 016 017 018 019 020 021 022 023 024 025 026 027 028 029 030 031 032 033 034 035 036 037 038 039 040 041	042 043 044 045	046 047 048 049 050

DATA ELEMENT NAME	DIR ASSMT #1 AMOUNT	DIR ASSMT #2 ACCT #	DIR ASSMT #2 AMOUNT	DIR ASSMT #3 ACCT #	DIR ASSMT #3 AMOUNT
SIZE & TYPE	S9(11)V99	X(5)	S9(11)V99	X(5)	S9(11)V99
CONFIG					
FIELD BYTE					
REC BYTE	051 052 053 054 055 056 057 058 059 060 061 062 063	064 065 066 067 068	069 070 071 072 073 074 075 076 077 078 079 080 081	082 083 084 085 086 087 088 089 090 091	092 093 094 095 096 097 098 099 100

DATA ELEMENT NAME	AMOUNT HASH	FILLER	VARIOUS CODES
SIZE & TYPE	S9(12)V99	X(13)	X(24)
CONFIG			
FIELD BYTE			
REC BYTE	101 102 103 104 105 106 107 108 109 110 111 112 113	114 115 116 117 118 119 120 121 122 123 124 125 126	127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150

DATA ELEMENT NAME	
SIZE & TYPE	
CONFIG	
FIELD BYTE	
REC BYTE	151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200

Outbound (Treasurer and Tax Collector to Assessor)

2.24 DMV Hold Exceptions for Assessor Interface

Description	This interface provides DMV hold exception information to the Assessor for the Assessor to take action. Background This is not a current interface. Please see Appendix TTCDATA-2g for the proposed future interface data elements.
Source Department	Treasurer and Tax Collector
Destination Department	Assessor

2.25 Tax Sale Properties with Welfare Exemptions Request for Assessor Interface

Description	This interface provides information on tax sale properties with welfare exceptions to the Assessor. The Assessor will respond with market value information on these properties. Background This is not a current interface. Please see Appendix TTCDATA-2h for the proposed future interface data elements.
Source Department	Treasurer and Tax Collector
Destination Department	Assessor

2.26 Tax Status and Default Year Interface

Description	This interface provides Tax Status and Default Year information to Assessor. Background This is a current interface. Data element information will be gathered during the implementation.
Source Department	Treasurer and Tax Collector
Destination Department	Assessor

2.27 Unsecured Current Tax Bill and Payment History

Description	This interface provides Unsecured Tax Bill and Payment History information to Assessor. Background This is not a current interface. Please see Appendix TTCDATA-2i for the proposed future interface data elements. Table 1 – Unsecured Payment History Table 2 – Unsecured Current Tax Bill Table 3 – Unsecured Tab Bill History Table 4 – Unsecured Current Tax Types Table 5 – Unsecured Volume and County Summary
Source Department	Treasurer and Tax Collector
Destination Department	Assessor

2.28 Secured Tax Roll (STR)

Description	This interface provides Secured Tax Roll information to Assessor. Background This is a current interface. Please see Appendix TTCDATA-2j for the interface data elements.
Source Department	Treasurer and Tax Collector
Destination Department	Assessor

3. Assessment Appeals Board

Inbound (Assessment Appeal Board to Auditor-Controller)

3.1 Claims for Refund Status

Description	The Claim for Refund Status interface provides the details of claims for refund processing from the Assessment Appeals Board to AC.
Source Department	Assessment Appeals Board
Destination Department	Auditor-Controller

Data Element	Element Description
Assessor Identification Number	AIN used to uniquely identify an assessment.
Assessment Date	Date of an assessment.
Roll Year	Roll year of an assessment.
Sequence	Unique identifier for the refund.
Tax Rate Area	Tax rate area of the assessment for which the refund is being requested.
AC Refund Number	Unique identifier assigned by eTAX to track a refund record.
AAB Claim for Refund Submission Date	Date the claim for refund was submitted to AAB.
AAB Claim for Refund Resolution Date	Date the AAB claim for refund was resolved.
AAB Claim for Refund Status	Status of AAB claim for refund.
Submitter Source	Source of refund request: AAB, AC, TTC, County Counsel, or taxpayer.
Submitter Name	Submitter name.
Submitter Address	Submitter address.

Data Element	Element Description
Submitter Phone	Submitter phone number.
Submitter E-mail Address	Submitter e-mail address.
AAB Claim for Refund Reason	Reason for AAB claim for refund.
AAB Claim for Refund Amount	Amount of refund granted by AAB.
AAB Claim for Refund Action Code	AAB action taken on the assessment appeal.
AAB Claim for Refund Action Code Description	Description of AAB assessment appeal action code.
AAB Final Action	AAB Final Action

Others

Assessment Appeals Board to Assessor

3.2 Assessment Appeals Application – Application Information

Description	The Assessment Appeal Application interface provides the information submitted on the assessment appeal application as provided by the applicant or their agent. These assessments are identified during the Assessment Appeals processes.
Source Department	Assessment Appeals Board
Destination Department	Assessor's Office

Data Element	Element Description
Application Number	Application number.
Application Revision	Indicate if application is a revision.
Applicant Name	Applicant name.
Applicant Street Address	Applicant street address.
Applicant City	Applicant city information.
Applicant State	Application state information.
Applicant Zip Code	Application zip code information.
Applicant Daytime Phone Number	Daytime phone number of applicant.
Applicant Alternate Phone Number	Alternate phone number of applicant.
Applicant Fax	Applicant fax number.
Applicant E-Mail Address	Applicant e-mail address.
Agent or Attorney Name	Name of agent/attorney.
Agent or Attorney Contact Name	Contact name for agent/attorney.

Data Element	Element Description
Agent or Attorney Address	Agent/attorney address information.
Agent or Attorney City	Agent/attorney city information.
Agent or Attorney State	Agent/attorney state information.
Agent or Attorney Zip Code	Agent/attorney zip code information.
Agent or Attorney Daytime Phone Number	Agent/attorney daytime phone number.
Agent or Attorney Alternate Phone Number	Agent/attorney alternate phone number.
Agent or Attorney Fax	Agent/attorney fax number.
Agent or Attorney E-Mail Address	Agent/attorney e-mail address.
Agent or Attorney Bar ID	Agent/attorney state bar number.
Agent or Attorney Bar State Issued	State where agent/attorney's bar is issued.
Written Findings of Fact Flag	Indicate if written findings of fact is required.
Claim for Refund Flag	Indicate if appeal is for claim for refund.
Hearing Officer Program Flag	Indicate if hearing officer program applies.
Certification	Certification information.

3.3 Assessment Appeals Application – Property Information

Description	The Assessment Appeal Application interface provides the information submitted on the assessment appeal application as provided by the applicant or their agent. These assessments are identified during the Assessment Appeals processes.
Source Department	Assessment Appeals Board

Destination Department Assessor's Office

Data Element	Element Description
Application Number	Application number.
Application Revision	Indicate if application is a revision.
Secured Map Book	Map book information.
Secured Page	Map page information.
Secured Parcel	Parcel number.
Unsecured Tax Bill Number	Unsecured tax bill number.
Sequence Number	Uniquely identify a roll change event for an assessment within a roll year.
Property Address or Location	Property address information.
Property Type	Property type.
Apartment Units	Apartment unit information.
Property Type Other Description	Other property type description, if applicable.
Owner Occupied Single Family Dwelling Flag	Indicate if property is owner-occupied single family residence.
Value On Roll Land	Land value on the roll.
Value On Roll Improvement	Improvement value on the roll.
Value On Roll Fixture	Fixture value on the roll.
Value On Roll Personal Property	Personal property value on the roll.
Value On Roll Mobile Home	Mobile home value on the roll.
Value On Roll Mobile Home Other	Other mobile home value on the roll.

Data Element	Element Description
Value On Roll Total	Total value on the roll.
Applicant Opinion Land	Application's opinion of land value.
Applicant Opinion Improvement	Application's opinion of improvement value.
Applicant Opinion Fixture	Application's opinion of fixtures value.
Applicant Opinion Personal Property	Application's opinion of personal property value.
Applicant Opinion Mobile Home	Application's opinion of mobile home value.
Applicant Opinion Mobile Home Other	Application's opinion of mobile home other value.
Applicant Total Opinion	Application's opinion of total assessed value.
Type of Assessment	Indicate type of assessment.
Regular Assessment	Regular assessment information.
Supplemental Assessment	Supplemental assessment information.
Roll Change/Adjusted/ Escape Assessment/ Calamity	Indicate if assessment is roll change, adjusted, escape or calamity.
Date of Bill or Notice	Date the bill was originally issued.
Roll Year	Assessment roll year.
Decline in Value Flag	Indicate if assessment is for decline in value.
Change of Ownership Flag	Indicate of assessment is for change of ownership.
Change of Ownership Date	Change of ownership date, if applicable.
Change of Ownership Base Year Value Flag	Indicate if there's a base year value for change of ownership.
Change of Ownership Base Year Date	Base year date for change of ownership.

Data Element	Element Description
New Construction Flag	Indicate if assessment is for new construction.
New Construction Date	Date of new construction.
New Construction Base Year Flag	Indicate if there's a base year for new construction.
New Construction Base Year Date	Base year date for new construction.
Calamity Reassessment Flag	Indicate if assessment is for calamity reassessment.
All Personal Property-Fixture Flag	Indicate if assessment is all for personal property fixtures.
Partial Personal Property Fixture Flag	Indicate if assessment is for partial personal property fixtures.
Penalty Assessment Flag	Indicate if assessment is for penalty assessment.
Classification Flag	Type of classification.
Appeal after an Audit Flag	Indicate if appeal was filed after an audit.
Appeal after an Audit Escape Amount	If appeal was filed after an audit, the audit escape amount.
Appeal after an Audit Location	If appeal was filed after an audit, the location.
Appeal Other Flag	Indicate if appeal is for other reason.
Appeal Other Description	If appeal is for other reason, associated description.

3.4 Roll Change Request

Description	The Roll Change Request interface provides the information from the Assessment Appeals Board based on the boards decision regarding changed in assessed values
Source Department	Assessment Appeals Board
Destination Department	Assessor's Office

Data Element	Element Description
Case	Case number.
Parcel	Parcel number information.
Applicant Name	Name of applicant.
Applicant Street Address	Street address of applicant.
Applicant City	Applicant city information.
Applicant State	Applicant state information.
Applicant Zip Code	Applicant zip code information.
Board	Board making the decision.
Action date	Date of action.
Action	Action required due to board finding.
Claim for Refund	Indicate if claim for refund is granted.
Tax Rate Area	Tax rate area.
Tax Year	Tax year.
Sequence Number	Uniquely identify a roll change event for an assessment within a roll year.
Original Land Value	Original land value.
Original Improvement Value	Original improvement value.
Original Fixture Value	Original fixtures value.
Original Personal Property Value	Original personal property value.
Original Mobile Home Value	Original mobile home value.
Original Mobile Home Other Value	Original mobile home other value.
AAB Final Land Value	Final land value as determined by the board.
AAB Final Improvement Value	Final improvement value as determined by the board.

Data Element	Element Description
AAB Final Fixture Value	Final fixtures value as determined by the board.
AAB Final Personal Property Value	Final personal property value as determined by the board.
AAB Final Mobile Home Value	Final mobile home value as determined by the board.
AAB Final Mobile Home Other Value	Final mobile home value other value as determined by the board.

3.5 Notice of Hearing

Description	The Notice of Hearing interface provides the information from the Assessment Appeals Board regarding the scheduling of hearings. This interface will allow the Assessor to electronically track hearing schedules.
Source Department	Assessment Appeals Board
Destination Department	Assessor's Office

Data Element	Element Description	Source	Destination
Case Number	Case number.	Appeals Case.Case Number	N/A
Parcel Number	Parcel number information.	Appeals Case.Parcel Number	N/A
Applicant Name	Assessment appeal applicant name.	Appeals Case.Applicant Name	N/A
Applicant Address	Assessment appeal applicant address.	Appeals Case.Applicant Address	N/A
Agent Name	Agent name.	Appeals Case.Agent Name	N/A
Agent Address	Agent address.	Appeals Case.Agent Address	N/A

Data Element	Element Description	Source	Destination
Hearing Date	Scheduled hearing date.	Board Hearing.Hearing Date Or Hearing Officer Hearing.Hearing Date	N/A
Hearing Time	Scheduled hearing time.	Board Hearing Agenda 8:30 Session or Board Hearing Agenda 10:30 Session or Hearing Officer Agenda 8:30 Session or Hearing Officer Agenda 10:30 Session or Hearing Officer Agenda 1:30 Session	N/A
Location	Scheduled hearing location.	Board Hearing.Location or Hearing Officer Hearing.Location	N/A
Hearing Type	Type of hearing scheduled.	Board Hearing or Hearing Officer Hearing	N/A

3.6 Assessor Roll Values

Description	The Assessor Roll Value interface provides the information from the Assessor's roll, the values for each property on the Assessment Appeals Application.
Source Department	Assessor's Office
Destination Department	Assessment Appeals Board

Data Element	Element Description	Source	Destination
Map Book	Map book.	N/A	Assessor Property Information.Secured Map Book
Map Page	Map page.	N/A	Assessor Property Information.Secured Map Page
Parcel Number	Parcel number.	N/A	Assessor Property Information.Secured Map Page
Unsecured Tax Bill Number	Unsecured tax bill number.	N/A	Assessor Property Information.Secured Unsecured Tax Bill Number
Assessment Number	Assessment number.	N/A	Assessor Property Information.Assessment Number
Region	Region.	N/A	Assessor Property Information.Region
Cluster	Cluster.	N/A	Assessor Property Information.Cluster
Situs	Situs information.	N/A	Assessor Property Information.Situs
Use Code	Use code of assessment.	N/A	Assessor Property Information.Use Code

Data Element	Element Description	Source	Destination
Tax Rate Area	Tax rate area.	N/A	Assessor Property Information.Tax Rate Area
Land Value	Land value.	N/A	Assessor Property Information.Value on Roll Land
Improvements Value	Improvement value.	N/A	Assessor Property Information.Value on Roll Improvements
Fixture Value	Fixture value.	N/A	Assessor Property Information.Value on Roll Fixture
Personal Property Value	Personal property value.	N/A	Assessor Property Information.Value on Roll Personal Property
Mobile Home Value	Mobile home value.	N/A	Assessor Property Information.Value on Roll Mobile Home
Mobile Home Value Other	Mobile home value other.	N/A	Assessor Property Information.Value on Roll Mobile Home Other
Total Value on Roll	Total assessed value.	N/A	Assessor Property Information.Total Value on Roll

4 Auditor Controller

Inbound: Tax Collection to Auditor Controller

4.1 Collection Information

Description	Current and historical payment information are drawn off from various tax databases for A-C Tax Apportionment. Please refer to the Tax Collector's Collection Functional Requirement
Source Department	Tax Collector (updating the Tax Database)
Destination Department	Auditor-Controller

Outbound: Auditor Controller to Tower Capital

4.2 Secured Defaulted Payment History Table

Description	The Secured Defaulted Payment History Table is provided to Tower Capital by AC
Source Department	Auditor-Controller
Destination Department	Tower Capital

Data Element	Field Name	Element Description
Adjustment Code	ADJUSTMENT_CODE	Indicates the category of amount not included in the calculation of redemption amount
Assessor Identification Number	AIN	AIN used to uniquely identify an assessment
Assessment Sequence Number	ASSESSMENT_SEQNO	Along with Assessment Year, identifies whether the payment history is for a specific tax event

Data Element	Field Name	Element Description
Assessment Year	ASSESSMENT_YEAR	Along with Assessment Sequence Number, identifies whether the payment history is for a specific tax event
Compute Year and Month	COMPUTE_YR_MTH	The year and month used to compute Redemption Penalties
Correction AIN	CORRECTION_AIN	The correct AIN for a misapplied payment
Cost Paid	COST_PAID	Amount of Cost paid by or refunded to the taxpayer
Defaulted Penalty Paid	DFLT_PEN_PAID	Amount of tax defaulted penalties paid by or refunded to the taxpayer
Defaulted Sequence Number	DEFAULTED_SEQNO	The year the secured liability was billed. Used to identify a payment that was directed to one year.
Exception Transaction Amount	EXCEPTION_TRAN_AMT	The amount of the exception
File Number	FILE_NUMBER	Unique identifier which enables the research of a payment transaction
Five Payment Plan Application Paid	FIVE_PAY_APPLIC_PD	The payment applied for the 5 pay plan application fee.
Group Number	GROUP_NUMBER	Originating payment source of collection
Interest Refund Amount	INT_REFUND_AMT	Interest on taxes, penalties, cost, and/or fees that the County will refund to the taxpayer
Payment Type	PAYMENT_TYPE	Type of Payment
Penalty Paid	PENALTY_PAID	Secured penalty paid by/or refunded to the taxpayer
Penalty Start Year Month	PEN_START_YR_MTH	The start date used to calculate default penalties that were assessed for the payment
Posting Code	POSTING_CODE	Indicates whether and/or how payment was applied against the tax event and how it was adjusted
Posting Date	POSTING_DATE	System date when the payment history is created
Protect Date	PROTECT_DATE	The bill requested date + 22 calendar days, wherein payment will be accepted with no additional Redemption penalties

Data Element	Field Name	Element Description
Redemption Fee Paid	REDM_FEE_PAID	Redemption fee paid by/or refunded to the taxpayer
Sequence Number	SEQUENCE_NUMBER	Sequentially assigned number that starts at 1 and increments by 1 for each history created within a Posting Date
Subject To Power To Sell Fee Paid	STPTS_FEE_PAID	The payment applied towards the total STPTS fee due (title search fee, recording fee, publication cost, notification cost, personal contact visitation cost, monument fee, recission/ cancellation fee, state and county fee)
Tax Paid	TAX_PAID	Amount of taxes paid or refunded
Transaction Code	TRANSACTION_CODE	Indicates the type of payment activity
Transaction Date	TRANSACTION_DATE	Transaction creation date
5 Payment Plan Amount Paid	FIVE_PY_AMT_PAID	The payment applied towards the principal on 5 pay plan balance
5 Payment Interest Paid	FIVE_PY_INT_PAID	The payment applied to the interest owed on the 5 pay plan balance
Secured Defaulted Tax Period Group ID Year	SDTP_GROUP_YR	Assessment year for Cross Reference Parcels
Secured Defaulted Tax Period Default Count	SDTP_DFLT_CNT	A sequential number incremented by 1, starting at 1, to uniquely identify a tax event within a specific Group Year and Group Number for the tax period
Secured Defaulted 5 Payment Plan	SD5P_ACCT_NO	Sequentially assigned number to uniquely identify the 5 pay plan

Data Element	Field Name	Element Description

4.3 Secured Defaulted Tax Event Table

Description	The Secured Defaulted Tax Event Table is provided to Tower Capital by AC
Source Department	Auditor-Controller
Destination Department	Tower Capital

Data Element	Field Name	Element Description
AIN	AIN	AIN used to uniquely identify an assessment
Assessment Year	ASMT_YR	Along with Assessment Sequence Number, identifies whether the payment history is for a specific tax event
Assessment Sequence Number	ASMT_SEQNO	Along with Assessment Year, identifies whether the payment history is for a specific tax event
Defaulted Sequence Number	DFLT_SEQNO	The year the secured liability was billed. Used to identify a payment that was directed to one year
Apportionment TRA Number	APPORTIONMENT_TRA	The number assigned by L.A. County Assessor for a geographical area using a specific tax rate
Authorization Number	AUTHORIZATION_NUM	Keeps a group of transactions together for processing, causing a change.
Batch Number	BATCH_NUMBER	Unique identifier of the source of data of a group of input transactions
Bill Year	BILL_YEAR	Year liability was added to the Secured Roll
Cause Code	CAUSE_CODE	Describes the primary reason why an assessment is being billed (annual roll, TRA change, change of owner, transfer, etc)
Cost Balance	COST_BALANCE	Unpaid cost due

Data Element	Field Name	Element Description
Cost Due	COST_DUE	Additional charge levied when the second installment goes delinquent
Cost Waived Amount	COST_WAIVED_AMOUNT	An accumulation of secured costs waived
Default Penalty Owed	DFLT_PENALTY_OWED	Amount of penalty not paid as a result of a partial payment
Default Penalty Paid	DFLT_PENALTY_PAID	The total amount of tax Defaulted penalties paid
Drawoff Year	DRAWOFF_YEAR	The year to start to calculate tax defaulted penalty starting July 1 of that year
Effect Code	EFFECT_CODE	Describes the action taken in response to a Cause
Event Timestamp	EVENT_TIMESTAMP	System date when a Tax Event is created
First Installment Penalty Due	FIRST_INST_PEN_DUE	The unpaid portion of the tax event 1st Installment Penalty Due as of June 30 and enrolled on the Secured Tax Defaulted Roll
Second Installment Penalty Due	SECOND_INST_PEN_DUE	The unpaid portion of the tax event 2nd Installment Penalty Due as of June 30 and enrolled on the Secured Tax Defaulted Roll
Origin Of Change	ORIGIN_OF_CHANGE	Organization that approved the creation of a Tax Event
Paid Code	PAID_CODE	Payment Status of the tax event
Penalty Balance	PENALTY_BALANCE	Outstanding total amount of Secured Penalty Due
Penalty Waived Amount	PENALTY_WAIVED_AMT	An accumulation of amounts waived for total secured penalties
Reason for Change	REASON_FOR_CHANGE	Explains why the tax event occurred
Redemption Code	REDEMPTION_CODE	Redemption Type
Secured Change Reference	SECURED_CHANGE_REF	Reference Code
Secured Reference Indicator	SECURED_REF_IND	A flag used to identify whether the specific defaulted tax event references a tax event on the secured (non-defaulted) tax roll system
Status Code	STATUS_CODE	Indicates whether a tax event is active or not
Tax Balance	TAX_BALANCE	Unpaid amount of liability transferred to the tax defaulted roll

Data Element	Field Name	Element Description
Tax Due	TAX_DUE	The amount of liability transferred to the tax defaulted roll
Tax Type 1 Amount	TAX_TYPE_1_AMOUNT	Amount of the tax computed on Land only.
Tax Type 2 Amount	TAX_TYPE_2_AMOUNT	Amount of the tax computed on Net Real Estate Value.
Tax Type 3 Amount	TAX_TYPE_3_AMOUNT	Amount of the tax computed on Homeowner Exemption Value.
Tax Type 4 Amount	TAX_TYPE_4_AMOUNT	Amount of the tax computed on improvement value and fixture value, if any, before exemptions are allowed.
Tax Type 8 Amount	TAX_TYPE_8_AMOUNT	Amount of the tax computed on personal property value and/or business inventory after allowing exemptions.

4.4 Secured Defaulted Tax Direct Assessment Table

Description	The Secured Defaulted Tax Direct Assessment Table is provided to Tower Capital by AC
Source Department	Auditor-Controller
Destination Department	Tower Capital

Data Element	Field Name	Element Description
AIN	AIN	AIN used to uniquely identify an assessment
Assessment Year	ASMT_YR	Along with Assessment Sequence Number, identifies whether the payment history is for a specific tax event
Assessment Sequence Number	ASMT_SEQNO	Along with Assessment Year, identifies whether the payment history is for a specific tax event
Defaulted Sequence Number	DFLT_SEQNO	The year the secured liability was billed. Used to identify a payment that was directed to one year
Timestamp	TMSTMP	System date when a Tax Event is created
Account Number	ACCOUNT_NO	Uniquely assigned number to identify a special charge
Due Amount	DUE_AMOUNT	Unpaid amount of Secured Direct Assessment

4.5 Secured Defaulted Apportionment 4th Paid Master and 10th Paid Supplemental Ledger

Description	The Redemption Master Final Paid Ledger for all County Accounts and Schools is provided to Tower Capital by AC
Source Department	Auditor-Controller
Destination Department	Tower Capital

Field No.	Data Element	Source	Element Description
1	Program ID		ACRA3200
2	Roll Year		Current Roll Year
3	Run Type		Final Paid Run for Master and Supplemental
4	System Run Date		System Date
5	Page Number		Report page number
6	Account Number		5-digit account number from RA32 History File
7	Report Year		Year for Secured Delinquent Heading
8a	Balance Forward Adjusted Charge Tax – 1%		1% Tax Charge from Balance Forward Run on RA32 History file.
8b	Balance Forward Adjusted Charge Tax – D/S		D/S Tax Charge from Balance Forward Run on RA32 History file.
8c	Balance Forward Adjusted Charge Tax – Total		8a + 8b
9a	Balance Forward Adjusted Charge Secured Penalty – 1%		1% Secured Penalty Charge from Balance Forward Run on RA32 History file.
9b	Balance Forward Adjusted Charge Secured Penalty – D/S		D/S Secured Penalty Charge from Balance Forward Run on RA32 History file.

Field No.	Data Element	Source	Element Description
9c	Balance Forward Adjusted Charge Secured Penalty – Total		9a + 9b
10a	Balance Forward Adjusted Charge Defaulted Penalty – 1%		1% Defaulted Penalty Charge from Balance Forward Run on RA32 History file.
10b	Balance Forward Adjusted Charge Defaulted Penalty – D/S		D/S Defaulted Penalty Charge from Balance Forward Run on RA32 History file.
10c	Balance Forward Adjusted Charge Defaulted Penalty – Total		10a + 10b
11a	Secured Delinquent Tax – 1%		14a – 8a
11b	Secured Delinquent Tax – D/S		14b – 8b
11c	Secured Delinquent Tax – Total		(11a + 11b) or (14c – 8c)
12a	Secured Delinquent Secured Penalty – 1%		15a – 9a
12b	Secured Delinquent Secured Penalty – D/S		15b – 9b
12c	Secured Delinquent Secured Penalty – Total		(12a + 12b) or (15c – 9c)
13a	Secured Delinquent Defaulted Penalty – 1%		16a – 10a
13b	Secured Delinquent Defaulted Penalty – D/S		16b – 10b
13c	Secured Delinquent Defaulted Penalty – Total		(13a + 13b) or (16c – 10c)

Field No.	Data Element	Source	Element Description
14a	Original Charge Tax – 1%		1% Tax Charge from Original Charge Run on RA32 History file.
14b	Original Charge Tax – D/S		D/S Tax Charge from Original Charge Run on RA32 History file.
14c	Original Charge Tax – Total		14a + 14b
15a	Original Charge Secured Penalty – 1%		1% Secured Penalty from Original Charge Run on RA32 History file.
15b	Original Charge Secured Penalty – D/S		D/S Secured Penalty from Original Charge Run on RA32 History file.
15c	Original Charge Secured Penalty – Total		15a + 15b
16a	Original Charge Defaulted Penalty – 1%		1% Defaulted Penalty from Original Charge Run on RA32 History file.
16b	Original Charge Defaulted Penalty – D/S		D/S Defaulted Penalty from Original Charge Run on RA32 History file.
16c	Original Charge Defaulted Penalty – Total		16a + 16b
17a	Adjustments Tax – 1%		20a – 14a
17b	Adjustments Tax – D/S		20b – 14b
17c	Adjustments Tax – Total		(17a + 17b) or (20c – 14c)
18a	Adjustments Secured Penalty – 1%		21a – 15a
18b	Adjustments Secured Penalty – D/S		21b – 15b
18c	Adjustments Secured Penalty – Total		(18a + 18b) or (21c – 15c)

Field No.	Data Element	Source	Element Description
19a	Adjustments Defaulted Penalty – 1%		22a – 16a
19b	Adjustments Defaulted Penalty – D/S		22b – 16b
19c	Adjustments Defaulted Penalty – Total		(19a + 19b) or (22c – 16c)
20a	Adjusted Charge Tax – 1%		1% Tax Charge from RA32 Combined file.
20b	Adjusted Charge Tax – D/S		D/S Tax Charge from RA32 Combined file.
20c	Adjusted Charge Tax – Total		20a + 20b
21a	Adjusted Charge Secured Penalty – 1%		1% Secured Penalty from RA32 Combined file.
21b	Adjusted Charge Secured Penalty – D/S		D/S Secured Penalty from RA32 Combined file.
21c	Adjusted Charge Secured Penalty – Total		21a + 21b
22a	Adjusted Charge Defaulted Penalty – 1%		1% Defaulted Penalty from RA32 Combined file.
22b	Adjusted Charge Defaulted Penalty – D/S		D/S Defaulted Penalty from RA32 Combined file.
22c	Adjusted Charge Defaulted Penalty – Total		22a + 22b
23a	Current CRA Loss Tax – 1%		Sum of 1% Tax Impounds from all paid runs on RA32 History file.
23b	Current CRA Loss Tax – D/S		Sum of D/S Tax Impounds from all paid runs on RA32 History file.
23c	Current CRA Loss Tax – Total		23a + 23b

Field No.	Data Element	Source	Element Description
24a	Current CRA Loss Secured Penalty – 1%		Sum of 1% Secured Penalty Impound from all paid runs on RA32 History file.
24b	Current CRA Loss Secured Penalty – D/S		Sum of D/S Secured Penalty Impound from all paid runs on RA32 History file.
24c	Current CRA Loss Secured Penalty – Total		24a + 24b
25a	Current CRA Loss Defaulted Penalty – 1%		Sum of 1% Defaulted Penalty Impound from all paid runs on RA32 History file.
25b	Current CRA Loss Defaulted Penalty – D/S		Sum of D/S Defaulted Penalty Impound from all paid runs on RA32 History file.
25c	Current CRA Loss Defaulted Penalty – Total		25a + 25b
26a	Net Charge Tax – 1%		20a - 23a
26b	Net Charge Tax – D/S		20b - 23b
26c	Net Charge Tax – Total		(26a + 26b) or (20c - 23c)
27a	Net Charge Secured Penalty – 1%		21a + 24a
27b	Net Charge Secured Penalty – D/S		21b - 24b
27c	Net Charge Secured Penalty – Total		(27a + 27b) or (21c - 24c)
28a	Net Charge Defaulted Penalty – 1%		22a - 25a
28b	Net Charge Defaulted Penalty – D/S		22b - 25b

Field No.	Data Element	Source	Element Description
28c	Net Charge Defaulted Penalty – Total		(28a + 28b) or (22c - 25c)
29a	Balance Forward Adjusted Collections Tax Collections – 1%		1% Tax Collection from Balance Forward Run on RA32 History file.
29b	Balance Forward Adjusted Collections Tax Collections – D/S		D/S Tax Collection from Balance Forward Run on RA32 History file.
29c	Balance Forward Adjusted Collections Tax Collections – Total		29a + 29b
30a	Balance Forward Adjusted Collections CRA Tax Paid – 1%		1% Tax Impound from Balance Forward run on RA32 History file.
30b	Balance Forward Adjusted Collections CRA Tax Paid – D/S		D/S Tax Impound from Balance Forward run on RA32 History file.
30c	Balance Forward Adjusted Collections CRA Tax Paid – Total		30a + 30b
31a	Balance Forward Adjusted Collections Net Tax Paid – 1%		29a – 30a
31b	Balance Forward Adjusted Collections Net Tax Paid – D/S		29b – 30b
31c	Balance Forward Adjusted Collections Net Tax Paid – Total		(31a + 31b) or (29c – 30c)

Field No.	Data Element	Source	Element Description
32a	Balance Forward Adjusted Collections Secured/Defaulted Penalty Collections – 1%		1% (Secured + Defaulted) Penalty from Balance Forward Run on RA32 History file
32b	Balance Forward Adjusted Collections Secured/Defaulted Penalty Collections – D/S		D/S (Secured + Defaulted) Penalty from Balance Forward Run on RA32 History file
32c	Balance Forward Adjusted Collections Secured/Defaulted Penalty Collections – Total		32a + 32b
33a	Balance Forward Adjusted Collections CRA Secured/Defaulted Penalty Paid – 1%		1% (Secured + Defaulted) Penalty Impounds from Balance Forward Run on RA32 History file
33b	Balance Forward Adjusted Collections CRA Secured/Defaulted Penalty Paid – D/S		D/S (Secured + Defaulted) Penalty Impounds from Balance Forward Run on RA32 History file
33c	Balance Forward Adjusted Collections CRA Secured/Defaulted Penalty Paid – Total		33a + 33b
34a	Balance Forward Adjusted Collections Net Secured/Defaulted Penalty Paid – 1%		32a – 33a
34b	Balance Forward Adjusted Collections Net Secured/Defaulted Penalty Paid – D/S		32b – 33b

Field No.	Data Element	Source	Element Description
34c	Balance Forward Adjusted Collections Net Secured/Defaulted Penalty Paid – Total		(34a + 34b) or (32c – 33c)
35a	1st Paid Tax Collections – 1%		1% Tax Collection from 1st Paid Run on RA32 History file.
35b	1st Paid Tax Collections – D/S		D/S Tax Collection from 1st Paid Run on RA32 History file.
35c	1st Paid Tax Collections – Total		35a + 35b
36a	1st Paid CRA Tax Paid – 1%		1% Tax Impound Collection from 1st Paid Run on RA32 History file.
36b	1st Paid CRA Tax Paid – D/S		D/S Tax Impound Collection from 1st Paid Run on RA32 History file.
36c	1st Paid CRA Tax Paid – Total		36a + 36b
37a	1st Paid Net Tax Paid – 1%		35a – 36a
37b	1st Paid Net Tax Paid – D/S		35b – 36b
37c	1st Paid Net Tax Paid – Total		(37a + 37b) or (35c – 36c)
38a	1st Paid Secured/Defaulted Penalty Collections – 1%		1% (Secured + Defaulted) Penalty Collection from RA32 History file
38b	1st Paid Secured/Defaulted Penalty Collections – D/S		D/S (Secured + Defaulted) Penalty Collection from RA32 History file
38c	1st Paid Secured/Defaulted Penalty Collections – Total		38a + 38b
39a	1st Paid Secured/Defaulted Penalty Paid – 1%		1% (Secured + Defaulted) Penalty Impound from RA32 History file
39b	1st Paid Secured/Defaulted Penalty Paid – D/S		D/S (Secured + Defaulted) Penalty Impound from RA32 History file

Field No.	Data Element	Source	Element Description
39c	1st Paid Secured/Defaulted Penalty Paid – Total		39a + 39b
40a	1st Paid Net Secured/Defaulted Penalty Paid – 1%		38a – 39a
40b	1st Paid Net Secured/Defaulted Penalty Paid – D/S		38b – 39b
40c	1st Paid Net Secured/Defaulted Penalty Paid – Total		(40a + 40b) or (38c – 39c)
41a	2nd Paid Tax Collections – 1%		1% Tax Collection from 2nd Paid Run on RA32 History file.
41b	2nd Paid Tax Collections – D/S		D/S Tax Collection from 2nd Paid Run on RA32 History file.
41c	2nd Paid Tax Collections – Total		41a + 41b
42a	2nd Paid CRA Tax Paid – 1%		1% Tax Impound Collection from 2nd Paid Run on RA32 History file.
42b	2nd Paid CRA Tax Paid – D/S		D/S Tax Impound Collection from 2nd Paid Run on RA32 History file.
42c	2nd Paid CRA Tax Paid – Total		42a + 42b
43a	2nd Paid Net Tax Paid – 1%		41a – 42a
43b	2nd Paid Net Tax Paid – D/S		41b – 42b
43c	2nd Paid Net Tax Paid – Total		(43a + 43b) or (41c – 42c)
44a	2nd Paid Secured/Defaulted Penalty Collections – 1%		1% (Secured + Defaulted) Penalty Collection from RA32 History file
44b	2nd Paid Secured/Defaulted Penalty Collections – D/S		D/S (Secured + Defaulted) Penalty Collection from RA32 History file

Field No.	Data Element	Source	Element Description
44c	2nd Paid Secured/Defaulted Penalty Collections – Total		44a + 44b
45a	2nd Paid Secured/Defaulted Penalty Paid – 1%		1% (Secured + Defaulted) Penalty Impound from RA32 History file
45b	2nd Paid Secured/Defaulted Penalty Paid – D/S		D/S (Secured + Defaulted) Penalty Impound from RA32 History file
45c	2nd Paid Secured/Defaulted Penalty Paid – Total		45a + 45b
46a	2nd Paid Net Secured/Defaulted Penalty Paid – 1%		44a – 45a
46b	2nd Paid Net Secured/Defaulted Penalty Paid – D/S		44b – 45b
46c	2nd Paid Net Secured/Defaulted Penalty Paid – Total		(46a + 46b) or (44c – 45c)
47-64	Xth Paid Run Collections		3rd Paid – 5th Paid Collections; Same as 2nd paid Collections
65a	Agency - Total Tax Collections – 1%		29a + 35a + 41a + 47a + 53a + 59a
65b	Agency - Total Tax Collections – D/S		29b + 35b + 41b + 47b + 53b + 59b
65c	Agency - Total Tax Collections – Total		(65a + 65b) or (29c + 35c + 41c + 47c + 53c + 59c)
66a	Agency - Total Tax Total CRA Paid Paid – 1%		30a + 36a + 42a + 48a + 54a + 60a

Field No.	Data Element	Source	Element Description
66b	Agency - Total Tax Total CRA Paid Paid – D/S		30b + 36b + 42b + 48b + 54b + 60b
66c	Agency - Total Tax Total CRA Paid Paid – Total		(66a + 66b) or (30c + 36c + 42c + 48c + 54c + 60c)
67a	Agency - Total Tax Net Collections – 1%		65a – 66a
67b	Agency - Total Tax Net Collections – D/S		65b – 66b
67c	Agency - Total Tax Net Collections – Total		(67a + 67b) or (65c – 66c)
68a	Agency - Total Tax Net Balance Due – 1%		26a-31a
68b	Agency - Total Tax Net Balance Due – D/S		26b-31b
68c	Agency - Total Tax Net Balance Due – Total		68a + 68b
69a	Agency - Total Secured Penalty Collections – 1%		1% Secured Penalty Collections from all Paid Runs on RA32 History file.
69b	Agency - Total Secured Penalty Collections – D/S		D/S Secured Penalty Collections from all Paid Runs on RA32 History file.
69c	Agency - Total Secured Penalty Collections – Total		69a + 69b
70a	Agency - Total Secured Penalty Total CRA Paid Paid – 1%		1% Secured Penalty Impound from all Paid Runs on RA32 History file.
70b	Agency - Total Secured Penalty Total CRA Paid Paid – D/S		D/S Secured Penalty Impound from all Paid Runs on RA32 History file.

Field No.	Data Element	Source	Element Description
70c	Agency - Total Secured Penalty Total CRA Paid Paid – Total		70a + 70b
71a	Agency - Total Secured Penalty Net Collections – 1%		69a – 70a
71b	Agency - Total Secured Penalty Net Collections – D/S		69b – 70b
71c	Agency - Total Secured Penalty Net Collections – Total		(71a + 71b) or (69c – 70c)
72a	Agency - Total Secured Penalty Net Balance Due – 1%		27a-71a
72b	Agency - Total Secured Penalty Net Balance Due – D/S		27b-71b
72c	Agency - Total Secured Penalty Net Balance Due – Total		72a + 72b
73a	Agency - Total Defaulted Penalty Collections – 1%		1% Defaulted Penalty Collection from all Paid Runs on RA32 History file.
73b	Agency - Total Defaulted Penalty Collections – D/S		D/S Defaulted Penalty Collection from all Paid Runs on RA32 History file.
73c	Agency - Total Defaulted Penalty Collections – Total		73a + 73b
74a	Agency - Total Defaulted Penalty Total CRA Paid Paid – 1%		1% Defaulted Penalty Impound Collection from all Paid Runs on RA32 History file.
74b	Agency - Total Defaulted Penalty Total CRA Paid Paid – D/S		D/S Defaulted Penalty Impound Collection from all Paid Runs on RA32 History file.

Field No.	Data Element	Source	Element Description
74c	Agency - Total Defaulted Penalty Total CRA Paid Paid – Total		74a + 74b
75a	Agency - Total Defaulted Penalty Net Collections – 1%		73a – 74a
75b	Agency - Total Defaulted Penalty Net Collections – D/S		73b – 74b
75c	Agency - Total Defaulted Penalty Net Collections – Total		(75a + 75b) or (73c – 74c)
76a	Agency - Total Defaulted Penalty Net Balance Due – 1%		28a-75a
76b	Agency - Total Defaulted Penalty Net Balance Due – D/S		28b-75b
76c	Agency - Total Defaulted Penalty Net Balance Due – Total		76a + 76b
77a	Agency - Total Penalties Collections – 1%		69a + 73a
77b	Agency - Total Penalties Collections – D/S		69b + 73b
77c	Agency - Total Penalties Collections – Total		(77a + 77b) or (69c + 73c)
78a	Agency - Total Penalties Total CRA Paid Paid – 1%		(70a + 74a) or (33a + 39a + 45a + 51a + 57a + 63a)
78b	Agency - Total Penalties Total CRA Paid Paid – D/S		(70b + 74b) or (33b + 39b + 45b + 51b + 57b + 63b)

Field No.	Data Element	Source	Element Description
78c	Agency - Total Penalties Total CRA Paid Paid – Total		(78a + 78b) or (70c + 74c) or (33c + 39c + 45c + 51c + 57c + 63c)
79a	Agency - Total Penalties Net Collections – 1%		75a + 71a
79b	Agency - Total Penalties Net Collections – D/S		75b + 71b
79c	Agency - Total Penalties Net Collections – Total		(79a + 79b) or (75c + 71c)
80a	Agency - Total Penalties Net Balance Due – 1%		(72a + 76a)
80b	Agency - Total Penalties Net Balance Due – D/S		(72b + 76b)
80c	Agency - Total Penalties Net Balance Due – Total		(80a + 80b)

4.6 Secured County Rates

Description	The Los Angeles County Rates file is provided to Tower Capital by AC
Source Department	Auditor-Controller
Destination Department	Tower Capital

Data Element	Field Name	Element Description
Filler	FILL-BYTE	1 byte of space (first byte has 1 for detail rec and 9 for summary)
TRA	RATE-TRA	Tax Rate Area

Data Element	Field Name	Element Description
Legend Count	LEGEND-COUNT	Total Count of Taxing Agency Description
Account Count	ACCOUNT-COUNT	Total Count of Agency Account Number
AIR Count	AIRCRAFT-COUNT	Total Count of Aircraft Account Number
TRA Rate Tax Type 1	TAX-TYPE1	TRA rate for agency assessing Land Value Only
TRA Rate Tax Type 2	TAX-TYPE 2	TRA rate for agency assessing Net Real Property
TRA Rate Tax Type 3	TAX-TYPE 3	TRA rate for agency assessing Real Estate Exemptions
TRA Rate Tax Type 4	TAX-TYPE 4	TRA rate for agency assessing Improvements And Fixtures
TRA Rate Tax Type 8	TAX-TYPE 8	TRA rate for agency assessing Net Personal Property
Total Tax Type (1,2, and 4)	TOTAL-TT124	Sum of TRA Rate Tax Type 1, 2 and 4
MAXIMUM OCCURRENCE = 22 TIMES	LEGEND-INFO	For Fields Tax Bill Legend, Rate Type, and Combined Agency Rate
Tax Bill Legend	LEG-LEGEND	Print taxing agency description
Rate Type	LEG-RATE-TYPE	Agency Rate Type: 1 = Tax Type 1, 2 = Tax Type 2 & 3, 3 = Tax Type 2 & 8, 4 = Tax Type 4
Combined Agency Rate	LEG-COMB-RATE	Sum of all taxing agency rates per printing agency
MAXIMUM OCCURRENCE = 225 TIMES	ACCOUNT-INFO	For Fields Agency Account Number, Agency Rate Type, Agency Apportioning Ratio 1, and Agency Apportioning Ratio 2

Data Element	Field Name	Element Description
Agency Account Number	ACT-ACCOUNT-NO	Apportioning agency account number
Agency Rate Type	ACT-RATE-TYPE	Agency Rate Type: 1 = Tax Type 1, 2 = Tax Type 2 & 3, 3 = Tax Type 2 & 8, 4 = Tax Type 4
Agency Apportioning Ratio 1	ACT-RATIO1	Apportioning ratio for Tax Types 1, 2, and 4
Agency Apportioning Ratio 2	ACT-RATIO2	Apportioning ratio for Tax Types 3 and 8
MAXIMUM OCCURRENCE = 5 TIMES	AIRCRAFT-INFO	For Fields Aircraft Account Number, and AIR Ratio
Aircraft Accounting Number	AIR-ACCOUNT-NO	Solvent credit agency account number
AIR Ratio	AIR-RATIO	Agency apportioning ratio

4.7 AB8 Allocation and School Factors

Description	The Los Angeles AB 1% Allocation and School Factor Rate files is provided to Tower Capital by AC
Source Department	Auditor-Controller
Destination Department	Tower Capital

Data Element	Field Name	Element Description
Agency Number	FACTOR-AGENCY	5-digit numbers used for the identification, sequencing, and grouping of taxing agency accounts

Data Element	Field Name	Element Description
Gross Ratio	FACTOR-GROSS-RATIO	Gross Property Tax Revenue / Grand Total Property Tax Revenue
Net Ratio	FACTOR-NET-RATIO	Net Property Tax Revenue / Grand Total Net Property Tax Revenue
Agency Name	FACTOR-NAME	Agency Name Description
Gross PTR	FACTOR-GROSS-PTR	Gross Property Tax Revenue
CRA	FACTOR-CRA	Total CRA Loss
Net PTR	FACTOR-NET-PTR	Gross Property Tax Revenue – CRA
Summary Details	FACTOR-SUMMARY REDEFINES FACTOR-DETAIL	
Agency Number	FACTOR-SUM-AGENCY	5-digit summary Agency number 99999
Sum Gross PTR	FACTOR-SUM-GROSS-PTR	Sum of Gross Property Tax Revenue
Sum Gross CRA	FACTOR-SUM-CRA	Sum of CRA Loss
Sum Net PTR	FACTOR-SUM-NET-PTR	Sum of Net Property Tax Revenue
Sum Count	FACTOR-SUM-COUNT	Count of Agencies

4.8 Tax Automated Disbursement Report

Description	The Los Angeles School Account Tax Automated Disbursement Report file is provided to Tower Capital by AC
Source Department	Auditor-Controller
Destination Department	Tower Capital

Data Element	Field Name	Element Description
Agency Number	AGYNO	5-digit numbers used for the identification, sequencing, and grouping of taxing agency accounts
Roll Year	ROLLYR	Year in which the Tax Roll first ran
Tax Category	TCAT	Code that represents each tax type. Total of 32 different categories
Pay Type	PAYTYPE	Payment for each type of tax system
Transaction Date	TDTE	Date from automated apportionment file
Apportionment Code	APPCD	Apportionment type: 1% or Debt Service
Tax Amount	TAMT	Tax Apportionment Amount
Penalty Amount	PAMT	Secured Penalty Amount
Redemption Penalty Amount	RPAMT	Redemption Penalty Amount
Total Amount	TOTAMT	Sum of All Amounts

Outbound: Auditor Controller to Treasurer and Tax Collector

4.9 Secured Tax Roll Bill Trigger File

Description	The Bill Trigger Information forwards updated Parcel History Segments from roll changes in Secure Tax Roll by AC to TTC to create bills.
Source Department	Auditor-Controller
Destination Department	Assessor

Data Element	Element Description	Source	Destination
Batch ID	Batch Identification Number		
Parcel Number	AIN assigned to a parcel by the Assessor.		
Year	Parcel Roll Year		
Sequence Number	Unique identifier for the segment		
Process Date	System Date when the Parcel History Segment was created		
Land	Property Land Value		
Improvement	Property Improvements Value		
Fixtures	Property Fixtures Value		
Personal Property	Personal Property Value		
Homeowners Exemption Amount	Exemption Value allowed for owner residing on Property		
Real Estate Exemption Amount	Exemption Value allowed for churches, veterans, etc.		

4.10 Secured Defaulted Tax Roll Trigger File

Description	The Bill Trigger Information forwards updated Parcel History Segments from roll changes in Secure Defaulted Tax Roll by AC to TTC to create bills.
Source Department	Auditor-Controller
Destination Department	Assessor

Data Element	Element Description	Destination
Group Number	Group Identification Number	
Group ID Year	Roll year help identify unique parcels. Used for parcels with first four digits of 8900-9990 and is the year the parcel is added to the roll.	
Default Count	A sequential number incremented by 1, starting at 1, to uniquely identify a Secured Defaulted Tax Period within a specific Group Number and Group ID Year combination	
Status Date	Contains the date the status of the group was established or updated	
Parcel Number	AIN assigned to a parcel by the Assessor	
Assessment Year	The year in which the property values are assessed	
Assessment Sequence Number	Identifies whether the Assessment is an original valuation or supplemental from subsequent valuations resulting from a transfer or change of ownership	
Event Time Stamp	Date indicating when an event occurred	
Authorization Code	Authorization code for roll change	

Batch Number	Unique identifier of the source of data of a group of input transactions
Apportionment Type	2-digit code identifying type of apportionment

5 Board of Supervisors

Inbound (Board of Supervisor to Auditor-Controller's Office Property Tax Apportionment Division)

5.1 Approved Public Financing Authority (PFA) Resolution Information

Description	This interface provides Increment Financing District Information that includes but not limited to: 1. Participating Entity Resolution/Ordinance 2. Infrastructure Financing Plan 3. PFA Resolution (District Information) 4. Board Letter Background: This is not a current interface; information is provided in a PDF format.
Source Department	Board of Supervisor
Destination Department	Auditor-Controller

Data Element	Element Description
District Name	Increment Financing District Name
Supervisory District	Identifying the Supervisory District
Resolution/Ordinance Number	Number assigned to the Resolution upon approval by the PFA
Resolution/Ordinance Approval/Adoption Date	Approval Date of the Resolution by a City/Taxing Entity
Effective Date	District Formation Date
Bond Issuance Date	Loan Acquisition Date
District Termination Date	Pre-determined life span of the District
Public Financing Authority (PFA) Approval Date	Approval date of the PFA Plan
District Cap Limit Amount	Monetary limitation of Tax Increment the District can receive
Participant Cap Limit Amount	Monetary limitation of Tax Increment a participating agency will defer to the District
District Cap Year Limit	Number of years the District can receive Tax Increment from the Participants
Participating Agency	Taxing Agency that elected to participate in funding the District
Participating Agency Percentage	Contribution percentage of a Taxing Agency
District Boundary Map	Identifies the boundaries of the District, this information is provided to the Assessor to establish the TRA and Base Values

Data Element	Element Description
Base Year	Agreiied upon year from which Base Values were derived as stipulated on the IFP/Board Letter

6 Business License

Inbound: (Business License to Treasurer and Tax Collector)

6.1 Inbound Business License Balance Interface

Description	This interface provides Business License Balance information to eTax Background: This is a current interface. Please see Appendix TTCDATA-6a for the current interface data elements. Data in this interface is unrelated to property tax. Business License balance information is currently communicated from the Business License Application to TeCOPS. TeCOPS communicates the information to the current Mainframe property tax system.
Source Department	Treasurer and Tax Collector - Business License software (EPIC-LA)
Destination Department	Treasurer and Tax Collector

Outbound (Treasurer and Tax Collector to Business License)

6.2 Outbound Business License Unidentified Payment/Suspense Interface

Description	This interface provides Business License unidentified payment/suspense information to Business License software. Background: This is a current interface. Please see Appendix TTCDATA-6b for the current interface data elements. Data in this interface is unrelated to property tax.
Source Department	Treasurer and Tax Collector
Destination Department	Treasurer and Tax Collector - Business License software (EPIC-LA)

7 Case Management System (CMS)

Inbound (CMS to Treasurer and Tax Collector)

7.1 Inbound CMS Correspondence Interface

Description	This interface provides connection with CMS via a hyperlink within the eTax application. This hyperlink connects the eTax user to the CMS correspondence screen. The CMS screen displays correspondence of the account that the eTax user is reviewing. “Response to display CMS correspondence from in eTax” This is not a current interface. Data Elements will be gathered during the system implementation.
Source Department	Case Management System (CMS)
Destination Department	Treasurer and Tax Collector

Outbound (Treasurer and Tax Collector to CMS)

7.2 Outbound CMS Correspondence Interface

Description	This interface provides connection with CMS via a hyperlink within the eTax application. This hyperlink connects the eTax user to the CMS correspondence screen. The CMS screen displays correspondence of the account that the eTax user is reviewing. “Displaying correspondence in CMS ”

	This is not a current interface. Data Elements will be gathered during the system implementation.
Source Department	Treasurer and Tax Collector
Destination Department	Case Management System (CMS)

8 Department of Finance Interfaces

Inbound (Department of Finance to Auditor-Controller's Office Property Tax Apportionment Division)

8.1 Approved Redevelopment Obligation Payment Schedule (ROPS) Information

Description	This interface provides current outstanding enforceable obligations of the Successor Agency Background: This is not a current interface; information is provided in a PDF or Excel format.
Source Department	Department of Finance
Destination Department	Auditor-Controller

Data Element	Element Description
Project Name	
Obligation Type	Identifies the categories of the obligations: 1. Fees 2. Bonds 3. Administrative Costs 4. Services 5. Agreements
Agreement Execution Date	

Data Element	Element Description
Agreement Termination Date	
Payee	Obligation Payee
Description	Identifies the enforceable obligation types
Project Area	Identifies the Redevelopment Project Area if applicable
Total Outstanding Obligation	Remaining balance of the enforceable obligation
Retired	Indicator if the obligation is inactive/active (Y/N)
Total Obligation Amount	Amount requested by the Successor for the year
Fund Sources	Information is provided by ROPS Period (A/B) 1. Bond Proceeds 2. Reserve Balance 3. Other Funds 4. RPTTF 5. Administrative RPTTF

8.2 Prior Period Adjustment (PPA) Information

Description	This interface provides current outstanding enforceable obligations of the Successor Agency Background: This is not a current interface; information is provided in a PDF or Excel format.
Source Department	Department of Finance

Destination Department	Auditor-Controller

Data Element	Element Description
Successor Agency	Identifies the dissolving Successor Agency
ROPS Period	Identifies the ROPS period being adjusted
Obligation Type	Identifies the categories of the obligations: 1. Fees 2. Bonds 3. Administrative Costs 4. Services 5. Agreements
Adjustment Amount	Prior Period Adjustment Amount

8.3 Successor Agency Dissolution Information

Description	This interface provides documentation of the Successor Agency's dissolution. Background: This is not a current interface; information is provided in a PDF.
Source Department	Department of Finance
Destination Department	Auditor-Controller

	Background: This is not a current interface; information is provided in a PDF or Excel format.

Data Element	Element Description
Successor Agency	Identifies the dissolving Successor Agency
Resolution Number	The number assigned to the resolution for the Successor Agency Dissolution is adopted
Resolution Date	Date when the resolution for the Successor Agency Dissolution is adopted
County Oversight Board Approval Date	Date when the resolution for the Successor Agency Dissolution is approved by the County Oversight Board
Department of Finance Approval Date	Date when the resolution for the Successor Agency Dissolution is approved by the Department of Finance.

9 Direct Deposit Payment Distribution Requests

Description	The Special Warrant Request (SWR) / Electronic Funds Transfer (EFT) / Trust Warrant Requisition (TWR) Requests interface with eCAPS to request the issuance of a warrant, or an EFT. Each payment record will consist of four document components (lines): 1. AMS_Document Component *(Line 1) – 42 bytes* 2. ABS_Document_Header Component *(Line 2) – 1670 bytes* 3. ABS_Document_Vendor Component *(Line 3) – 892 bytes* 4. ABS_Document_Accounting Component *(Line 4) – 1,527 bytes*
Source Department	Auditor-Controller
Destination Department	eCAPS

9.1 AMS Document Component

Data Element	Element Description
Record Type	AMS Document Record Type identifier, set to ‘ADC’
Document_Category	The category of document, set to ‘ABS’
Document_Type	The type of the document, set to ‘ABS’
Document_Code	Document code, set to ‘SWR’
Document_Department_Code	Department code, set to ‘AC’
Document_Unit_Code	The unit code associated with the document, set to ‘10771’
Document_Identification_Number	Document code and number assigned automatically or manually.
Document_Version_Number	The version number assigned to document, set to ‘1’.
Auto_Document_Number	A unique document ID assigned by the system.
Document_Import_Mode	Document mode, either set to ‘OE’ for original entry or ‘MOD’ for modified version.

9.2 ABS Document Header Component

Data Element	Element Description
Record_Type	ABS Document Header Record Type identifier, set to ‘HDR’
Document_Code	Document code, set to ‘SWR’
Document_Department_Code	Department code, set to ‘AC’
Document_Unit_Code	The unit code associated with the document, set to ‘10771’
Document_Identification_Number	Document code and number assigned automatically or manually.
Document_Version_Number	The version number assigned to document, set to ‘1’.
Document_Name	Name of document.

Data Element	Element Description
Document_Recording_Date	The record date manually entered on the document header.
Document_Budget_Fiscal_Year	Budget fiscal year written to all accounting lines.
Document_Fiscal_Year	The fiscal year associated with document.
Dcoument_Period	The manually entered accounting period for a document.
Document_Description	The description associated with document.
Bank_Account_Code	The unique identification code associated with the bank account.
External_Document_Description	A text field that holds large volume of information for a document component.

9.3 ABS Document Vendor Component

Data Element	Element Description
Record Type	ABS Document Header Record Type identifier, set to ‘VND’
Document_Code	Document code, set to ‘SWR’
Document_Department_Code	Department code, set to ‘AC’
Document_Unit_Code	The unit code associated with the document, set to ‘10771’
Document_Identification_Number	Document code and number assigned automatically or manually.
Document_Version_Number	The version number assigned to document, set to ‘1’.
Document_Vendor_Line_Number	The vendor line number within document, set to ‘1’.
Vendor_Customer_Code	Unique identifier assigned to vendor or customer.
Legal_Name	The legal name of the company or individual, is used for reporting.
Alias _Name	The alternate name, used to identify the account. Can also be used as the second vendor name.
Address_Identification_Number	The address code given to a unique address for a vendor or customer.
Address_Line_1	The first line of the address.

Data Element	Element Description
Address_Line_2	The second line of the address.
City	The city name associated with the address.
State	The state or province.
Zip	The zip code associated with the address.
Country	The unique identification code associated with the country.
County	The name associated with the county.
Contact_Identification_Number	The unique identification number assigned to the contract.
Procurement_Contact	The vendor's procurement contact.
Voice_Phone_Number	The telephone number associated with the contract.
Voice_Phone_Extension	The telephone number extension associated with the contact.
Website_Address	The WEB address for this company or individual.
Vendor_Disbursement_Category	The disbursement category associated with the document, set as '055'.
Scheduled_Payment_Date	The date that a payment request is scheduled to be processed. Format is 'MMDDCCYY'.
Disbursement_Priority_Code	This field determines the order in which a disbursement is processed.
Default_Disbursement_Format	The default disbursement format to be used when generating payments to this record.
Handling_Code	The code associated with individual types of disbursement instrument handling.
Vendor_Single_Check_Flag	The single payment flag indicates if multiple disbursements should be combined into a single payment for this vendor.
Payment_Third_Party	When a payment request or general account expenditure document is entered and the payment should be made to the third party, this flag is selected.
Discount_1_Day	The number of days from the Invoice Date, with corresponding discount percentage to be applied.
Discount_2_Day	The number of days from the Invoice Date, with corresponding discount percentage to be applied.

Data Element	Element Description
Discount_3_Day	The number of days from the Invoice Date, with corresponding discount percentage to be applied.
Discount_4_Day	The number of days from the Invoice Date, with corresponding discount percentage to be applied.
Discount_1_Percentage	The percentage to be used to calculate the discount amount if the payment is made within the specified number of days.
Discount_2_Percentage	The percentage to be used to calculate the discount amount if the payment is made within the specified number of days.
Discount_3_Percentage	The percentage to be used to calculate the discount amount if the payment is made within the specified number of days.
Discount_4_Percentage	The percentage to be used to calculate the discount amount if the payment is made within the specified number of days.
Discount_Always_1_Flag	When selected, the flag indicates that all other subsequent discount terms no longer apply. The discount always applies, even if the number of net days has passed.
Discount_Always_2_Flag	When selected, the flag indicates that all other subsequent discount terms no longer apply. The discount always applies, even if the number of net days has passed.
Discount_Aways_3_Flag	When selected, the flag indicates that all other subsequent discount terms no longer apply. The discount always applies, even if the number of net days has passed.
Discount_Always_4_Flag	When selected, the flag indicates that all other subsequent discount terms no longer apply. The discount always applies, even if the number of net days has passed.
Legacy_Systems	The name of the source system that generated the payment request.
Leagcy_Reference_Code	The unique code for each payment request.

9.4 ABS Document Accounting Component

Data Element	Element Description
Record_Type	The value that identifies the accounting record, set to ‘ACT’.

Data Element	Element Description
Document_Code	The alpha-numeric code that indicates the type of transaction, set to ‘SWR’.
Document_Department_Code	The department code assigned to this document, set to ‘AC’.
Document_Unit_Code	The unit code associated with this document for security and workflow purposes, set to ‘10771’.
Document_ID	The document code and number that is either manually assigned, or automatically generated by the system.
Document_Version_Number	The version number assigned to this document, set to ‘1’.
Document_Vendor_Line_Number	The vendor line number within document, set to ‘1’.
Document_Accounting_Line_Number	The accounting line number that uniquely identifies each accounting line within a document, set to ‘1’.
Event_Type_ID	The event type that determines the journal postings and business rules for a particular transaction, set to ‘AP01’.
Accounting_Template_ID	The unique identification code assigned to the accounting template.
Accounting_Line_Description	The description associated with the line.
Line_Amount	The amount of an individual record of a document component.
Budget_Fiscal_Year	The budget fiscal year with which this calendar date is associated.
Fiscal_Document	The fiscal year associated with this document.
Period_Document	The manually entered accounting period for a document.
Vendor_Invoice_Number	The invoice number from invoice received from the vendor.
Vendor_Invoice_Line_Number	The invoice line number from invoice received from the vendor.
Vendor_Invoice_Date	The date of the invoice received from the vendor.
Tracking_Date	The tracking date associated with the invoice or payment of goods and services.
Check_Description	The text to be printed on the check stub, maximum of 75 characters.
Referenced_Document_Code	The document code from the referenced eCAPS document.
Referenced_Document_Department_Code	The department code that is part of the document identification of an eCAPS document.

Data Element	Element Description
Referenced_Document_ID	The document identification code from the referenced eCAPS document.
Refereenced_Vendor_Line_Number	The vendor line number from the referenced eCAPS document.
Reference_Accounting_Line_Number	The accounting line number from the referenced eCAPS document.
Referenced_Type	The type of reference being performed against the specified referenced eCAPS transaction line.
Fund-Code	The identification code associated with a fund.
Sub_Fund_Code	The identification code associated with the sub-fund.
Department_Code	An identification code associated with a department.
Unit_Code	An identification associated with a unit.
Sub_Unit_Code	An identification associated with the unit code. The sub-unit is the lowest level of organizational structure.
Appropriation_Code	The identification code associated with an appropriation unit.
Object Code	The identification code associated with an object of expenditure.
Sub-Object_Code	The identification code associated with the sub-object, found on the Sub-Object Table.
Revenue_Source_Code	The revenue resource code used to track individual sources of revenue taken in.
Sub_Revenue_Source_Code	The identification code associated with the sub-revenue source.
Balance_Sheet_Account_Code	The identification code assigned to the balance sheet account
Sub_Balance_Sheet_Account_Code	The identification code assigned to the sub-balance sheet account.
Offset_Balance_Sheet_Account_Code	The balance sheet account code to which the offset is posted.
Offset_Sub_Balance_Sheet_Account_Code	The sub-balance sheet account to which the offset is posted.
Department_Object_Code	The identification code assigned to the department object.
Department_Resource_Code	The code assigned to the department revenue source.
Location_Code	The identification code assigned to the location.
Sub_Location_Code	The identification code associated with the sub-location, found on the Sub-Location table.
Activity_Code	The identification code associated with the activity.

Data Element	Element Description
Sub_Activity_Code	The identification code associated with the sub-activity.
Function_Code	The identification code associated with the function, used for performance counts.
Sub_Function_Code	The identification code associated with the sub-function.
Reporting_Code	The reporting code element used for tracking contract activity, set as the contract number.
Sub_Reporting_Code	The sub-reporting code used to define contract periods.
Task_Code	The unique identification code assigned to the task.
Sub_Task_Code	The identification code associated with task code.
Task_Order_Code	The unique identification code assigned to the task order.
Project_Code	The identification code assigned to the project.
Phase_Code	The identification code assigned to the phase.
Project_Period_Code	The identification code assigned to the project period.
Service_From_Date	The ‘service from’ date from the payment request document, in format ‘mmddccyy’.
Service_To_Date	The ‘service to’ date from the payment request document.
Special_Instructions_Code	The unique code for the special instructions record, found on the special instructions table.

10 Department of Motor Vehicles (DMV)

Inbound (DMV to Treasurer and Tax Collector)

10.1 DMV Hold Information File - Mandated to use the current communication method

Description	This interface provides the DMV hold exceptions in response to a DMV hold request. Background: This is a current interface. Please see Appendix TTCDATA-10a for the current interface data elements. DMV confirmed that it cannot take API. Therefore, it is mandatory to continue to use the current data communication method. The current Unsecured Prior (UPR) application, a thick client App, sends the delinquent account information to an App Dev utility tool for file reformatting. The utility tool sends the hold/release request to DMV. eTax will replace UPR and the utility tool. As a result, eTax will interface with DMV.
Source Department	DMV
Destination Department	Treasurer and Tax Collector

Outbound (Treasurer and Tax Collector to DMV)

10.2 DMV Hold Request Interface - Mandated to use the current communication method

Description	This interface sends DMV hold request to the DMV. Background: This is a current interface. Please see Appendix TTCDATA-10a for the current interface data elements. DMV confirmed that it cannot take API. Therefore, it is mandatory to continue to use the current data communication method (flat file).
Source Department	Treasurer and Tax Collector
Destination Department	DMV

10.3 DMV Hold Release Request Interface - Mandated to use the current communication method

Description	This interface sends release request to the DMV. Background: This is a current interface. Please see Appendix TTCDATA-10a for the current interface data elements. DMV confirmed that it cannot take API. Therefore, it is mandatory to continue to use the current data communication method (flat file).
Source Department	Treasurer and Tax Collector
Destination Department	DMV

11. eCAPS

Inbound (eCAPS to Auditor-Controller)

11. 1 PTAF Recoverable Amount from eCAPS

Description	The PTAF Recoverable Amount from eCAPS interface provides information that is used to determine the PTAF recoverable percentage for recoverable Taxing Agencies.
Source Department	eCAPS
Destination Department	Auditor-Controller

Data Element	Element Description
Tax Year	Tax Year.
Total Cost of Warrants	Total cost of generating warrants.
Average Cost Per Warrant	Total Number of Warrants issued divided by Total Cost of Warrants.
Total Number of Warrants Issued	Total number of warrants issued
Revenue AC Tax Division	Revenue from AC Division.
Revenue AC Systems Division	Revenue from C Systems Division.
Revenue AC Accounting Division	Revenue from AC Accounting Division
Total Revenue	Sum of Revenue Tax Division + Revenue AC Systems Divsion + Revenue AC Accounting Division.
Expenditure AC Tax Division	Expenditure AC Tax Division

Data Element	Element Description
Expenditure AC Systems Division	Expenditure AC Systems Division
Expenditure AC Systems Division	Expenditure of AC Accounting
Total Expenditure	Sum of Expenditure AC Tax Division + Expediture AC Systems Division + Expenditure AC Accounting Division.
SB2557 Administrative Costs	SB2557 Administrative Costs is of PTAF Recoverable Amount.
SB2557 Special CRA	SB2557 Special CRA
SB2557 Other Revenue	SB2557 Other Revenue
Direct Labor and Overhead by Project Code	Direct Labor and Overhead for each project code.
Direct Labor and Overhead by Charge Code	Direct Labor and Overhead for each charge code.
Assessor Net Cost	Total Assessor Net Cost.

Inbound (eCAPS to To Auditor-Controller/Treasurer and Tax Collector)

11.2 Warrant/EFT Status Information from eCAPS Interface

Description	This interface provides refund warrant issue and status information, as well as EFT request status information, from the eCAPS application. Background: This is a current interface. Please see Appendix TTCDATA-11a for the current interface data elements.

Source Department	eCAPS
Destination Department	Auditor-Controller Treasurer and Tax Collector

Outbound (Auditor-Controller/Treasurer and Tax Collector to eCAPS)

11.3 eCAPS Reconciliation Trailer Record

Description	A reconciliation trailer record is required on all eCAPS interface files and has been documented for all eCAPS interfaces within this document. All departments must list a record count and where appropriate the total number of documents on your file, as well as the total dollars to be accounted for in the file, on a trailer record. Background This is a current interface. Please see Appendix TTCDATA-11b and TTCDATA-11c for the current interface data elements. To enhance the current interface, please see Appendix TTCDATA-11d for the proposed future interface data elements.
Source Department	Auditor-Controller Treasurer and Tax Collector
Destination Department	eCAPS

11.4 Warrant/EFT Request Interface

Description	This Interface sends the issuance of a warrant, or an EFT request. Background This is a current interface. Please see Appendix TTCDATA-11b for the current interface data elements. To enhance the current interface, please see Appendix TTCDATA-11e for the proposed future interface data elements.
Source Department	Auditor-Controller Treasurer and Tax Collector
Destination Department	eCAPS

11.5 Warrant Stop Payment Request Interface

Description	This interface sends request to eCAPS to a stop payment on a previously requested warrant. Note that due to existing County policy, this interface allowing stop payment request to be automatically generated and processed by eCAPS may not be permissible. The County will ultimately decide if this interface requirement should be implemented. Background This is a current interface. Please see Appendix TTCDATA-11b for the current interface data elements. To enhance the current interface, please see Appendix TTCDATA-11f for the proposed future interface data elements.
Source Department	Treasurer and Tax Collector
Destination Department	eCAPS

11.6 Warrant Re-Issue Request Interface

Description	This Interface requests warrant re-issue on a previously requested warrant. This is a current interface. Please see Appendix TTCDATA-11b for the current interface data elements. To enhance the current interface, please see Appendix TTCDATA-11g for the proposed future interface data elements.
Source Department	Auditor-Controller

	Treasurer and Tax Collector
Destination Department	eCAPS

11.7 Journal Voucher Request Interface

Description	This interface requests for journal voucher from eTAX to eCAPS. Background This is a current interface. Please see Appendix TTCDATA-11b for the current interface data elements. To enhance the current interface, please see Appendix TTCDATA-11h for the proposed future interface data elements.
Source Department	Auditor-Controller Treasurer and Tax Collector
Destination Department	eCAPS

12. External Bill Printing Vendor

Inbound: NA

Outbound (Treasurer and Tax Collector to External Bill Printing Vendor)

12.1 Annual Secured Tax Bill

Description	This interface provides information required by the external bill printing vendor to print the annual secured tax bills. This is a current interface. Please see eTax TTC Bill Layout document, section 1.1 for the current interface data elements. Note: eTax TTC Bill Layout document is a separate document.
Source Department	Treasurer and Tax Collector
Destination Department	External bill printing vendor

12.2 Secured Payment Activity Notice

Description	This interface provides information required by the external bill printing vendor to print the Secured Payment Activity Notice. This is a current interface. Please see eTax TTC Bill Layout document, section 1.2 for the current interface data elements. Note: eTax TTC Bill Layout document is a separate document.
Source Department	Treasurer and Tax Collector
Destination Department	External bill printing vendor

12.3 Secured Delinquent Notice

Description	This interface provides information required by the external bill printing vendor to print the secured delinquent notices. This is a current interface. Please see eTax TTC Bill Layout document, section 1.3 for the current interface data elements. Note: eTax TTC Bill Layout document is a separate document.
Source Department	Treasurer and Tax Collector
Destination Department	External bill printing vendor

12.4 Secured Supplemental Tax Bill

Description	This interface provides information required by the external bill printing vendor to print the secured supplemental tax bills. This is a current interface. Please see eTax TTC Bill Layout document, section 1.4 for the current interface data elements. Note: eTax TTC Bill Layout document is a separate document.
Source Department	Treasurer and Tax Collector
Destination Department	External bill printing vendor

12.5Adjusted Secured Tax Bill

Description	This interface provides information required by the external bill printing vendor to print the adjusted secured tax bills. This is a current interface. Please see eTax TTC Bill Layout document, section 1.5 for the current interface data elements. Note: eTax TTC Bill Layout document is a separate document.
Source Department	Treasurer and Tax Collector
Destination Department	External bill printing vendor

12.6 Adjusted Secured Supplemental Tax Bill

Description	This interface provides information required by the external bill printing vendor to print the adjusted secured supplemental tax bills. This is a current interface. Please see eTax TTC Bill Layout document, section 1.6 for the current interface data element. Note: eTax TTC Bill Layout document is a separate document.
Source Department	Treasurer and Tax Collector
Destination Department	External bill printing vendor

12.7New Owner Bill

Description	This interface provides information required by the external bill printing vendor to print the New Owner bill. This is a current interface. Please see eTax TTC Bill Layout document, section 1.7 for the current interface data element. Note: eTax TTC Bill Layout document is a separate document.

Source Department	Treasurer and Tax Collector
Destination Department	External bill printing vendor

12.8 Statement of Prior Year Taxes (Defaulted Tax Bill)

Description	This interface provides information required by the external bill printing vendor to print Statement of Prior Year Taxes Bill This is a current interface. Please see eTax TTC Bill Layout document, section 2.1 for the current interface data element Note: eTax TTC Bill Layout document is a separate document.
Source Department	Treasurer and Tax Collector
Destination Department	External bill printing vendor

12.9Certificate of Redemption

Description	This interface provides information required by the external bill printing vendor to print the Certificates of Redemption. This is a current interface. Please see eTax TTC Bill Layout document, section 2.2 for the current interface data element. Note: eTax TTC Bill Layout document is a separate document.
Source Department	Treasurer and Tax Collector
Destination Department	External bill printing vendor

12.10 Installment Plan of Redemption

Description	This interface provides information required by the external bill printing vendor to print the Installment Plan of Redemption notice. This is a current interface. Please see eTax TTC Bill Layout document, section 2.3 for the current interface data elements. Note: eTax TTC Bill Layout document is a separate document.
Source Department	Treasurer and Tax Collector
Destination Department	External bill printing vendor

12.11 Annual Defaulted Property Tax Bill (Dotson's Notice)

Description	This interface provides information required for by the external bill printing vendor to print the Annual Defaulted Property Tax bill. This is a current interface. Please see eTax TTC Bill Layout document, section 2.4 for the current interface data elements. Note: eTax TTC Bill Layout document is a separate document.
Source Department	Treasurer and Tax Collector
Destination Department	External bill printing vendor

12.12 Recission of Notice of Power to Sell Tax Defaulted Property Notice

Description	This interface provides information required by the external bill printing vendor to print the Recission of Notice of Power to Sell Tax Defaulted Property Notice notice . This is a current interface. Please see eTax TTC Bill Layout document, section 2.5 for the current interface data elements. Note: eTax TTC Bill Layout document is a separate document.
Source Department	Treasurer and Tax Collector
Destination Department	External bill printing vendor

12.13 Courtesy Notices

Description	This interface provides information required by the external bill printing vendor to print courtesy notices. This is a current interface. Please see eTax TTC Bill Layout document, section 2.6 for the current interface data elements. Note: eTax TTC Bill Layout document is a separate document.
Source Department	Treasurer and Tax Collector
Destination Department	External bill printing vendor
Source Department	Treasurer and Tax Collector
Destination Department	External bill printing vendor

12.14 Impending Notice (Power to Sell) for 5 Pay Plan

Description	This interface provides information required by the external bill printing vendor to print the Impending Notice (Power to Sell) for 5 Pay Plan. This is a current interface. Please see eTax TTC Bill Layout document, section 2.7 for the current interface data elements. Note: eTax TTC Bill Layout document is a separate document.
Source Department	Treasurer and Tax Collector
Destination Department	External bill printing vendor

12.15 Excess Proceed Letter

Description	This interface provides information required by the external bill printing vendor to print the Excess Proceed Letter. This is a current interface. Please see eTax TTC Bill Layout document, section 2.8 for the current interface data elements. Note: eTax TTC Bill Layout document is a separate document.
Source Department	Treasurer and Tax Collector
Destination Department	External bill printing vendor

12.16 Official Notice of Auction

Description	This interface provides information required by the external bill printing vendor to print the Official Notice of Auction This is a current interface. Please see eTax TTC Bill Layout document, section 2.9 for the current interface data elements. Note: eTax TTC Bill Layout document is a separate document.
Source Department	Treasurer and Tax Collector
Destination Department	External bill printing vendor

12.17 Notice of Power to Sell Tax Defaulted Property (Recording Document)

Description	This interface provides information required by the external bill printing vendor to print the Notice of Power to Sell Tax Defaulted Property. Please see eTax TTC Bill Layout document, section 2.10 for the current interface data elements. Note: eTax TTC Bill Layout document is a separate document.
Source Department	Treasurer and Tax Collector
Destination Department	External bill printing vendor

12.18 Notice of Personal Contact

Description	This interface provides information required by the external bill printing vendor to print Notice of Personal Contact. Please see eTax TTC Bill Layout document, section 2.11 for the current interface data elements. Note: eTax TTC Bill Layout document is a separate document.
Source Department	Treasurer and Tax Collector
Destination Department	External bill printing vendor

12.19 Field Investigation

Description	This interface provides information required by the external bill printing vendor to print Field Investigation information. Please see eTax TTC Bill Layout document, section 2.12 for the current interface data elements. Note: eTax TTC Bill Layout document is a separate document.
Source Department	Treasurer and Tax Collector
Destination Department	External bill printing vendor

12.20 Notice of Sealed Bid

Description	This interface provides information required by the external bill printing vendor to print Notice of Sealed Bid. Please see eTax TTC Bill Layout document, section 2.13 for the current interface data elements. Note: eTax TTC Bill Layout document is a separate document.
Source Department	Treasurer and Tax Collector
Destination Department	External bill printing vendor

12.21 Unsecured Current Year

Description	The Unsecured Current Year Tax Bill Export interface provides information required for by the external bill printing vendor to print the new unsecured current year tax bills. Please see eTax TTC Bill Layout document, section 3.1 for the current interface data elements. Note: eTax TTC Bill Layout document is a separate document.
Source Department	Treasurer and Tax Collector
Destination Department	External bill printing vendor

12.22 Unsecured Current Year Tax Bill Supplemental (Auth/Add)

Description	This interface provides information required for by the external bill printing vendor to print the Unsecured Current Year Tax Bill Supplemental (Auth/Add). Please see eTax TTC Bill Layout document, section 3.2 for the current interface data elements. Note: eTax TTC Bill Layout document is a separate document.
Source Department	Treasurer and Tax Collector
Destination Department	External bill printing vendor

12.23 Unsecured Multiple Owner Bills

Description	This interface provides information required for by the external bill printing vendor to print the Unsecured Multiple Owner Bills. Please see eTax TTC Bill Layout document, section 3.3 for the current interface data elements. Note: eTax TTC Bill Layout document is a separate document.
Source Department	Treasurer and Tax Collector
Destination Department	External bill printing vendor

12.24 Unsecured Notice of Enforcement (NOE)

Description	This interface provides information required by the external bill printing vendor to print Unsecured Notice of Enforcement (NOE). Please see eTax TTC Bill Layout document, section 3.4 for the current interface data elements. Note: eTax TTC Bill Layout document is a separate document.
Source Department	Treasurer and Tax Collector
Destination Department	External bill printing vendor

12.25 Unsecured Notice of Lien (NOL)

Description	This interface provides information required by the external bill printing vendor to print Unsecured Notice of Lien (NOL). Please see eTax TTC Bill Layout document, section 3.5 for the current interface data elements. Note: eTax TTC Bill Layout document is a separate document.
Source Department	Treasurer and Tax Collector
Destination Department	External bill printing vendor

12.26 Unsecured Prior Notice of Enforcement (NOE)

Description	This interface provides information required by the external bill printing vendor to print NOE. Please see eTax TTC Bill Layout document, section 4.1 for the current interface data elements. Note: eTax TTC Bill Layout document is a separate document.
Source Department	Treasurer and Tax Collector
Destination Department	External bill printing vendor

12.27 Unsecured Prior Notice of Lien (NOL)

Description	This interface provides information required by the external bill printing vendor to Print NOE. Please see eTax TTC Bill Layout document, section 4.2 for the current interface data elements. Note: eTax TTC Bill Layout document is a separate document.
Source Department	Treasurer and Tax Collector

Destination Department	External bill printing vendor

12.28Offset Letter

Description	This interface provides information required by the external bill printing vendor to print Offset Letter. Please see eTax TTC Bill Layout document, section 4.3 for the current interface data elements. Note: eTax TTC Bill Layout document is a separate document.
Source Department	Treasurer and Tax Collector
Destination Department	External bill printing vendor

12.29DMV Intercept Notification Letter.

Description	This interface provides information required by the external bill printing vendor to print DMV Intercept Notification Letter. Please see eTax TTC Bill Layout document, section 5.1 for the current interface data elements. Note: eTax TTC Bill Layout document is a separate document.
Source Department	Treasurer and Tax Collector
Destination Department	External bill printing vendor

13 Federal Aviation Administration (FAA)

Inbound (FAA to Treasurer and Tax Collector)

13.1 FAA Lien Filing Information Interface

Description	This interface provides the FAA lien recording information in response to an FAA lien recording request. Background: This is not a current interface. Please see Appendix TTCDATA-13a for the proposed future interface data elements.
Source Department	FAA
Destination Department	Treasurer and Tax Collector

13.2 FAA Lien Release Information Interface

Description	The FAA Lien Release Information Interface provides the FAA lien release information in response to an FAA lien release request. Background: This is not a current interface. Please see Appendix TTCDATA-13b for the proposed future interface data elements.
Source Department	FAA
Destination Department	Treasurer and Tax Collector

Outbound (Treasurer and Tax Collector to FAA)

13.3 FAA Lien Request Interface

Description	The FAA Lien Request Interface provides the request to record an FAA lien. Background: This is not a current interface. Please see Appendix TTCDATA-13c for the proposed future interface data elements.
Source Department	Treasurer and Tax Collector
Destination Department	FAA

13.4 FAA Lien Release Request Interface

Description	The FAA Lien Release Request Interface provides the request to record an FAA lien release. Background: This is not a current interface. Please see Appendix TTCDATA-13d for the proposed future interface data elements.
Source Department	Treasurer and Tax Collector
Destination Department	FAA

14 Financial Institution

Inbound (Financial Institution to Treasurer and Tax Collector)

14.1 Inbound Home Banking Interface

Description	This interface provides returns home banking information in response to a request. Background: This is a current interface. Please see Appendix TTCDATA-14a for the current interface data elements.
Source Department	Bank
Destination Department	Treasurer and Tax Collector

14.2 Bank Returned Item Information

Description	This interface provides returned item information from the bank Background: This is not a current interface. Please see Appendix TTCDATA-14b for the proposed future interface data elements.
Source Department	Bank
Destination Department	Treasurer and Tax Collector

14.3Inbound Electronic Payment Transfer (EPT) Interface

Description	This interface provides electronic payment transfer information from the bank Example: Outside Agencies such as Wells Fargo and CoreLogic send payment file to TTC. TTC processes the payment with the EPT application, an inhouse application. Background: This is a current interface. Please see Appendix TTCDATA-14c for the current interface data elements. The current process is that agencies to produce a payment file according data elements in TTCDATA-14c with given naming convention. Agencies uploads the file to secured file site. .
Source Department	Bank
Destination Department	Treasurer and Tax Collector

Outbound (Treasurer and Tax Collector to Financial Institution)

14.4Outbound Home Banking Interface

Description	This interface sends home banking information to banks. Background: This is a current interface. Please see Appendix TTCDATA-14a for the current interface data elements.
Source Department	Treasurer and Tax Collector
Destination Department	Banks

14.5Outbound Seizure Information

Description	This interface sends seizure instructions to banks. Background: This is not a current interface. Data Elements to be determined during system implementation.
Source Department	Treasurer and Tax Collector
Destination Department	Banks

15 Fidelity Information Systems (FIS) Interface

Inbound (FIS to Treasurer and Tax Collector)

15.1 FIS Data Refund Status Interface

Description	This interface returns refund issue information and refund status in response to a request. Background: This is a current interface. Please see Appendix TTCDATA-15a for the current interface data elements.
Source Department	Fidelity Information Systems (FIS)
Destination Department	Treasurer and Tax Collector

15.2 IVR Inbound Returned Item Information FIS MAF Data Interface

Description	This interface returns MAF (online eCheck,credit card and Interactive Voice Response (IVR)) information in response to a request. Background: This is a current interface. Please see Appendix TTCDATA-15b for the current interface data elements.
Source Department	Fidelity Information Systems (FIS)
Destination Department	Treasurer and Tax Collector

Outbound (Treasurer and Tax Collector to FIS)

15.3Outbound FIS Refund Request Interface

Description	This interface sends echeck and credit card refund requests to FIS for online, cashiering and IVR transactions. Background: This is a current interface. Please see Appendix TTCDATA-15c for the current interface data elements. This is the same document as the Inbound document.
Source Department	Treasurer and Tax Collector
Destination Department	FIS

15.4Outbound FIS Tax Information Interface

Description	This interface provides IVR “Parcel and Due amt” information to FIS. Background: This is a current interface. Please see Appendix TTCDATA-15d for the current interface data elements. This is the same document as the Inbound document.
Source Department	Treasurer and Tax Collector
Destination Department	FIS

16 Franchise Tax Board (FTB) Interfaces

Inbound (Treasurer and Tax Collector to FTB)

16.1 FTB Tax Intercept return status Interface

Description	This Interface returns tax intercept request status in response to a request. Example: A report indicating that the request is received.
Source Department	Treasurer and Tax Collector
Destination Department	FTB

Outbound (FTB to Treasurer and Tax Collector)

16.2 FTB Tax Intercept Request Interface – Mandated to use the current communication method

Description	This interface sends the Franchise Tax Board (FTB) tax intercept request. Background This is a current interface. Please see Appendix TTCDATA-16a for the current interface data elements. FTB confirmed that it cannot take API. Therefore, it is mandatory to continue to use the current data communication method (SWIFT). In TTC's current production environment, Unsecured Prior Application (UPR) sends delinquent account information to "FTB Reformat" utility application. This utility application reformats data before sending to FTB.
Source Department	Treasurer and Tax Collector
Destination Department	FTB

16.3FTB Tax Intercept Release Request Interface – Mandated to use the current communication method

Description	This interface sends the tax intercept release request. Background This is a current interface. Please see Appendix TTCDATA-16a for the current interface data elements. FTB confirmed that it cannot take API. Therefore, it is mandatory to continue to use the current data communication method (SWIFT). In TTC's current production environment, Unsecured Prior Application (UPR) sends delinquent account information to "FTB Reformat" utility application. This utility application reformats data before sending to FTB.
Source Department	Treasurer and Tax Collector
Destination Department	FTB

17 Newspaper Broker Interfaces

Inbound: NA

Outbound (Treasurer and Tax Collector to Newspaper Broker)

17.1 First Year Publication Header and List

Description	This interface provides the first year publication information to the newspaper broker for publication. Background: This is not a current interface. Please see Appendix TTCDATA-17a for the proposed future interface data elements.
Source Department	Treasurer and Tax Collector
Destination Department	Newspaper Broker

17.2 Impending Power to Sell Publication Header and List

Description	The Impending Power to Sell Publication Header and List provides the impending power to sell information to the newspaper broker for publication. Background: This is not a current interface. Please see Appendix TTCDATA-17b for the proposed future interface data elements.
Source Department	Treasurer and Tax Collector
Destination Department	Newspaper Broker

17.3 Notice of Auction Publication Package Header and List

Description	The Notice of Auction Publication Package Header and List provides the notice of auction information to the newspaper broker for publication. Background: This is not a current interface. Please see Appendix TTCDATA-17c for the proposed future interface data elements.
Source Department	Treasurer and Tax Collector
Destination Department	Newspaper Broker

17.4 Cancelled Warrant Publication List

Description	The Cancelled Warrant Publication List provides the cancelled warrant information to the newspaper broker for publication. Background: This is not a current interface. Please see Appendix TTCDATA-17d for the proposed future interface data elements.
Source Department	Treasurer and Tax Collector
Destination Department	Newspaper Broker

18 Online Auction Company Interface

Inbound (Online Auction Company to Treasurer and Tax Collector)

18.3Inbound Online Auction Sold Items Interface

Description	This interface provides sold items information. Background: This is a current interface. Please see Appendix TTCDATA-18a for the current interface data elements.
Source Department	Auction companies
Destination Department	Treasurer and Tax Collector

Outbound (Treasurer and Tax Collector to Online Auction Company)

18.2 Outbound Online Auction Company Interface

Description	This interface provides the auction Parcel information (example: AIN) to auction company. Background: This is a current interface. Please see Appendix TTCDATA-18b for the current interface data elements.
Source Department	Treasurer and Tax Collector
Destination Department	Auction Company (Example: Bid4Assets)

19 Open Data (Chapter 8)

Inbound: NA

Outbound (Treasurer and Tax Collector to Open Data)

19.1 Outbound Open Data for Chapter 8

Description	This interface provides Chapter 8 data to Open Data Platform Background: This is a current interface. Please see Appendix TTCDATA-19a for the current interface data elements.
Source Department	Treasurer and Tax Collector
Destination Department	LAC ISD – Open Data Platform

20 Outside Sales/Micrographics Service Entity Interfaces

Inbound: NA

Outbound (Treasurer and Tax Collector to Outside Sales Entity)

20.1 Outbound Micrographics Service Interface

Description	This interface provides parcel information to Micrographics Service company for media creation (example: DVD and CD). Background: This is a current interface. Data Elements information is unavailable when this document is created
Source Department	Treasurer and Tax Collector
Destination Department	Micrographics Service company (Example:Raycom)

21 Property Tax Postponement (PTP) - State

Inbound (State to Treasurer and Tax Collector)

21.1 Inbound Property Tax Postponement (PTP) Interface

Description	This interface provides PTP payment data to eTax Background: This is a current interface. Please see Appendix TTCDATA-21a for the current interface data elements. In the current production environment, the State sends TTC a payment file. The inhouse EPT application processes the payment data.
Source Department	State
Destination Department	Treasurer and Tax Collector

Outbound: NA

22 Public Health

Inbound: NA

Outbound (Treasurer and Tax Collector to Public Health)

22.1 Outbound Public Health Unidentified Payment/Suspense Interface (non-property tax)

Description	This interface provides Public Health Unidentified Payment/Suspense data to Public Health. Background: This is a current interface. Please see Appendix TTCDATA-22a for the current interface data elements. Data in this interface is unrelated to property tax.
Source Department	Treasurer and Tax Collector
Destination Department	LAC Public Health – file share

23 Public Works

Inbound: Public Works (Flood Control) to Auditor-Controller Interface

23.1 Parcel Lot Size Data

Description	The parcel lot size data interface provides the total land acreage information from the Department of Public Works to the Auditor-Controller to calculate the direct assessment charges.
Source Department	Department of Public Works – Flood Control
Destination Department	Auditor-Controller

Data Element	Element Description
Parcel Number	AIN assigned to a parcel by the Assessor.
Use Code	Current or anticipated use of property.
AREA (IN ACRES)	Total land acreage and total improvement square-footage information for a parcel.
TRA Number	TRA number of the assessed property.

Inbound: Public Works to TTC Interface

23.2 Chapter 8 – Substandard Property

Description	This interface provides the substandard property information Background: This is a current interface. Please see Appendix TTCDATA-23a for the current interface data elements. In the current production environment, substandard property information merges with mainframe property tax system data and Public Service data file to create a chapter 8 data file. The chapter 8 data file communicates to the current Chapter 8 data platform (Open Data).
Source Department	Department of Public Works
Destination Department	Treasurer and Tax Collector

Outbound: Auditor Controller to Department of Public Works

23.3 Agency Tax Rate Area Data

Description	The Agency Tax Rate Area data interface provides the Agency and corresponding TRA information from the Auditor-Controller to Department of Public Works for property tax processing.
Source Department	Auditor-Controller
Destination Department	Department of Public Works

Data Element	Element Description
Agency Account Number	Unique 5-digit number assigned by the Assessor to each agency.
Agency Name	Agency Name Description
Tax Rate Area	5-digit number assigned by the Assessor to designate area containing unique combination of revenue districts.

24 RevQ

Inbound

24.1 Inbound RevQ Collection Information

Description	This interface provides collection information to eTax. Background: This is a current interface. Please see Appendix TTCDATA-24a for the current interface data elements. Data in this interface is unrelated to property tax. Collection information is currently communicated from RevQ to TeCOPS. Then, TeCOPS communicates with the TTC WebSite.
Source Department	Treasurer and Tax Collector
Destination Department	Treasurer and Tax Collector - RevQ

Outbound (Treasurer and Tax Collector to REVQ)

24.2 Outbound REVQ Unidentified Payment/Suspense Interface (non-property tax)

Description	This interface provides Collections unidentified payment/suspense information to RevQ. Background: This is a current interface. Please see Appendix TTCDATA-24b for the current interface data elements. Data in this interface is unrelated to property tax.
Source Department	Treasurer and Tax Collector
Destination Department	Treasurer and Tax Collector - RevQ

24.3 Outbound Cancelled/Reissued Warrant Postback Interface

Description	This interface provides cancelled/reissued warrant information (file) to ICB directory. Probation DA Victim Restitution record is an example. Background: This is a current interface. Please see Appendix TTCData-3a (TTCData-3a Current Inbound Data Elements of the eCAPS Warrant/EFT Status Information Interface) for the data elements.

	Data in this interface is unrelated to property tax. The location code in this file is “123”. Please see details in Appendix TTCDATA-24c.
Source Department	Treasurer and Tax Collector
Destination Department	Treasurer and Tax Collector – ICB directory. ICB users manually import this file into RevQ.

25 Remittance Processing Replacement System (RPRS)

Inbound (RPRS to Treasurer and Tax Collector)

25.1 Remittance and Cashiering Payment Data

Description	This interface provides property tax payment data, reconciliation information and unidentified payment/suspense data from the Remittance and Cashiering System. Background: This is a current interface. Please see Appendix TTCDATA-25a for the current interface data elements. Table 1 – Unidentified Payment (Suspense) Table 2 – Secured Tax Roll Payment Table 3 – Unsecured Tax Roll Payment Table 4 – Secured Default Roll Payment Table 5 – Unsecured Prior Tax (UPR) Payment
Source Department	Treasurer and Tax Collector – Remittance Processing Replacement System (RPRS)
Destination Department	Treasurer and Tax Collector

25.2 Cashiering Auction Deposit Trust Account Data

Description	This interface provides auction deposit trust account balance information from the Cashiering System (counter payments) for use during the public auction property tax sales. Background: This is not a current interface. Please see Appendix TTCDATA-25b for the proposed future interface data elements.
Source Department	Remittance Processing Replacement System (RPRS) – Cashiering module
Destination Department	Treasurer and Tax Collector

Outbound (Treasurer and Tax Collector to RPRS)

25.3 Outbound Exception Item Processing (EIP) Interface to RPRS

Description	This interface provides Exception Item Processing (EIP) information to RPRS.

	Background: This is a current interface. Please see Appendix TTCDATA-25c for the current interface data elements.
Source Department	Treasurer and Tax Collector
Destination Department	Treasurer and Tax Collector – Remittance Processing Replacement System (RPRS)

25.4 Outbound Screen Scrape Interface to RPRS

Description	This interface provides screen scrape information to RPRS. Screen scrape information is for research purpose in RPRS. Background: This is a current interface. Please see Appendix TTCDATA-25d for the current interface data elements. Table 1 - Secured Tax Roll (STR) Table 2- Unsecured Tax Roll (UTR) Table 3 – Secured Defaulted Tax Roll (SDTR) Table 4 – Unsecured Prior Tax Roll (UPR)
Source Department	Treasurer and Tax Collector
Destination Department	Treasurer and Tax Collector – Remittance Processing Replacement System (RPRS)

26 Registrar-Recorder (RRCC) – Los Angeles County (LAC)

Inbound (Registrar-Recorder (Los Angeles County to Treasurer and Tax Collector)

26.1 LA County RR Lien Filing Information File

Description	This interface provides the lien recording information in response to a lien recording request. Background: This is a current interface. Please see Appendix TTCDATA-26a for the current interface data elements. To enhance the current interface, please see Appendix TTCDATA-26b for the proposed future interface data elements.
Source Department	Registrar-Recorder (Los Angeles County)
Destination Department	Treasurer and Tax Collector

26.2 LA County RR Lien Release Information File

Description	This interface provides the lien release information in response to a lien release request. Background: This is a current interface. Please see Appendix TTCDATA-26a for the current interface data elements. To enhance the current interface, please see Appendix TTCDATA-26c for the proposed future interface data elements.
Source Department	Registrar-Recorder (Los Angeles County)
Destination Department	Treasurer and Tax Collector

26.3 LA County RR Invalid Lien Release Information File

Description	This interface provides the lien release information in response to an invalid lien release request. Background: This is a current interface. Please see Appendix TTCDATA-26a for the current interface data elements. To enhance the current interface, please see Appendix TTCDATA-26d for the proposed future interface data elements.
Source Department	Registrar-Recorder (Los Angeles County)
Destination Department	Treasurer and Tax Collector

26.4 LA County RR Lien Renewal Information File

Description	This interface provides the lien renewal information in response to a lien renewal request. Background: This is a current interface. Please see Appendix TTCDATA-26a for the current interface data elements. To enhance the current interface, please see Appendix TTCDATA-26e for the proposed future interface data elements.
Source Department	Registrar-Recorder (Los Angeles County)
Destination Department	Treasurer and Tax Collector

26.5 Power to Sell RR Lien Filing Information File

Description	This interface provides the power to sell recording information in response to a power to sell recording request. Background: This is a current interface. Please see Appendix TTCDATA-26a for the current interface data elements. To enhance the current interface, please see Appendix TTCDATA-26f for the proposed future interface data elements.
Source Department	Registrar-Recorder (Los Angeles County)
Destination Department	Treasurer and Tax Collector

26.6 Power to Sell Cancellation or Rescission RR Filing Information File

Description	This interface provides the power to sell cancellation or rescission recording information in response to a power to sell recording request. Background: This is a current interface. Please see Appendix TTCDATA-26a for the current interface data elements. To enhance the current interface, please see Appendix TTCDATA-26g for the proposed future interface data elements.
Source Department	Registrar-Recorder (Los Angeles County)
Destination Department	Treasurer and Tax Collector

26.7 Impending Power to Sell Newspaper Proof RR Filing Information File

Description	This interface provides the impending power to sell newspaper proof recording information in response to an impending power to sell newspaper proof recording request. Background: This is a current interface. Please see Appendix TTCDATA-26a for the current interface data elements. To enhance the current interface, please see Appendix TTCDATA-26h for the proposed future interface data elements.
Source Department	Registrar-Recorder (Los Angeles County)
Destination Department	Treasurer and Tax Collector

Outbound (Treasurer and Tax Collector to RRCC-LAC)

26.8 LA County Lien Recording Request Interface

Description	This interface sends lien recording request to RRCC-LAC. Background: This is a current interface. Please see Appendix TTCDATA-26a for the current interface data elements. To enhance the current interface, please see Appendix TTCDATA-26i for the proposed future interface data elements. In the current state, Unsecured Prior (UPR) sends defaulted account information to the Lien database, an in-house TTC application. The Lien database sends “record liens/release” and “invalid lien release” requests to RRCC. In the future, eTax will replace URP and the Lien database. As a result, eTax will interface with the RRCC via an API.
Source Department	Treasurer and Tax Collector
Destination Department	Registrar-Recorder (Los Angeles County)

26.9 LA County Lien Release Request Interface

Description	This interface sends lien release request to RRCC-LAC. Background: This is a current interface. Please see Appendix TTCDATA-26a for the current interface data elements. To enhance the current interface, please see Appendix TTCDATA-26j for the proposed future interface data elements.

Source Department	Treasurer and Tax Collector
Destination Department	Registrar-Recorder (Los Angeles County)

26.10 LA County Invalid Lien Release Request Interface

Description	This interface sends invalid lien release request to RRCC-LAC. Background: This is a current interface. Please see Appendix TTCDATA-26a for the current interface data elements. To enhance the current interface, please see Appendix TTCDATA-26k for the proposed future interface data elements.
Source Department	Treasurer and Tax Collector
Destination Department	Registrar-Recorder (Los Angeles County)

26.11 LA County Lien Renewal Request Interface

Description	This interface sends lien renewal request to RRCC-LAC. Original lien information must be the same when requesting for a renewal of lien. Background: This is a current interface. Please see Appendix TTCDATA-26a for the current interface data elements. To enhance the current interface, please see Appendix TTCDATA-26l for the proposed future interface data elements.
Source Department	Treasurer and Tax Collector
Destination Department	Registrar-Recorder (Los Angeles County)

26.12 Power to Sell Lien Recording Request Interface

Description	This interface sends power to sell lien recording request to RRCC-LAC. Background: This is a current interface. Please see Appendix TTCDATA-26a for the current interface data elements. To enhance the current interface, please see Appendix TTCDATA26m for the proposed future interface data elements.
Source Department	Treasurer and Tax Collector
Destination Department	Registrar-Recorder (Los Angeles County)

26.13 Power to Sell Lien Correction or Rescission Request Interface

Description	This interface sends Power to Sell Lien Correction or Rescission request to RRCC-LAC. Background: This is a current interface. Please see Appendix TTCDATA-26a for the current interface data elements. To enhance the current interface, please see Appendix TTCDATA-26n for the proposed future interface data elements
Source Department	Treasurer and Tax Collector
Destination Department	Registrar-Recorder (Los Angeles County)

26.14 Impending Power to Sell Newspaper Proof Recording Request Interface

Description	This interface sends Impending Power to Sell Newspaper Proof Recording request to RRCC-LAC. Background: This is a current interface. Please see Appendix TTCDATA-26a for the current interface data elements. To enhance the current interface, please see Appendix TTCDATA-26o for the proposed future interface data elements
Source Department	Treasurer and Tax Collector
Destination Department	Registrar-Recorder (Los Angeles County)

27 State Board

Inbound (State Board to Auditor Controller)

27.1. Final Board Roll File Data

Description	This information is required by Auditor-Controller after the State completed their annual process for the final Board Roll and Preliminary values.
Source Department	State Board
Destination Department	Auditor-Controller

Data Element	Element Description
County	2 bytes for county ID
Tax Rate Area	6 digit number assigned by the Assessor to designate area containing unique combination of revenue districts
Empty Spaces (filler)	7 spaces
Roll Year	4 bytes for current roll year
Roll Page	4 bytes for Roll Page
Page Line number	2 bytes for Line number
Empty Spaces(filler)	1 space
Land	11 bytes for Land value
Improvements	11 bytes for Improvement value
Personal Property	11 bytes for Personal Property
Total	Total of Land, improvement and personal property
Empty spaces (filler)	7 spaces
Exempt Sort Flag	1 byte for flag
Record Code	2 bytes for record code

27.2. Name and Address Data

Description	This information is required by Auditor-Controller after state completed their annual process of updating names and addresses for final Board Roll.
Source Department	State Board
Destination Department	Auditor-Controller

Data Element	Element Description
Company Number	4 digit number by the State
Name 1	45 bytes for name 1
Name 2	45 bytes for name 2
Street	40 bytes for street name
P.O Box	30 bytes for PO box address
City	20 bytes for City name
State	3 bytes for State
Zip	10 bytes for zip code
Country	8 bytes for country (if any)

27.3. State Assessed Increment Financing District Base Year Value Data

Description	This information is required by Auditor-Controller after the PFA has been approved.
Source Department	State Board
Destination Department	Auditor-Controller Background: This is not a current interface; information is provided in a PDF format.

Data Element	Element Description
State Tax Rate Area	State Tax Rate Area
Base Value	State Assessed Property Values of Non-Unitary within the IFD boundaries

28. Treasurer and Tax Collector to Registrar-Recorder (RRCC) – Other County Interfaces

Inbound (RRCC-Other County to Treasurer and Tax Collector)

28.1 Other County Lien Filing Information File

Description	This interface provides the other county lien recording information in response to another county lien recording request. Background: This is not a current interface. Please see Appendix TTCDATA-28a for the proposed future interface data elements.
Source Department	Registrar-Recorder (Other California County)
Destination Department	Treasurer and Tax Collector

28.2 Other County Lien Release Information File

Description	This interface provides the other county lien release information in response to another county lien release request. Background: This is not a current interface. Please see Appendix TTCDATA-28b for the proposed future interface data elements.
Source Department	Registrar-Recorder (Other California County)
Destination Department	Treasurer and Tax Collector

28.3 Other County Invalid Lien Release Information File

Description	This interface provides the other county lien release information in response to another county invalid lien release request. Background: This is not a current interface. Please see Appendix TTCDATA-28c for the proposed future interface data elements.
Source Department	Registrar-Recorder (Other California County)
Destination Department	Treasurer and Tax Collector

28.4 Other County Lien Renewal Information File

Description	This interface provides the other county lien renewal information in response to another county lien renewal request. Background: This is not a current interface. Please see Appendix TTCDATA-28d for the proposed future interface data elements.
Source Department	Registrar-Recorder (Other California County)
Destination Department	Treasurer and Tax Collector

Outbound (RRCC-Other County to Treasurer and Tax Collector)

28.5 Other County Lien Recording Request Interface

Description	This interface provides the request to record liens in another California county. Background: This is not a current interface. Please see Appendix TTCDATA-28e for the proposed future interface data elements.
Source Department	Treasurer and Tax Collector
Destination Department	Registrar-Recorder (Other California County)

28.6 Other County Lien Release Request Interface

Description	This interface provides the request to release liens in another California county. Background: This is not a current interface. Please see Appendix TTCDATA-28f for the proposed future interface data elements.
Source Department	Treasurer and Tax Collector
Destination Department	Registrar-Recorder (Other California County)

28.7 Other County Invalid Lien Release Request Interface

Description	This interface provides the request to release an invalid lien in another California county. Background: This is not a current interface. Please see Appendix TTCDATA-28g for the proposed future interface data elements.
Source Department	Treasurer and Tax Collector
Destination Department	Registrar-Recorder (Other California County)

28.8 Other County Lien Renewal Request Interface

Description	This interface provides the request to renew liens in another California county. Background: This is not a current interface. Please see Appendix TTCDATA-28h for the proposed future interface data elements.
Source Department	Treasurer and Tax Collector
Destination Department	Registrar-Recorder (Other California County)

29. Taxing Agency and Non-Profit to Treasurer and Tax Collector Interfaces

Inbound (Taxing Agency and Non-Profit Organization to Treasurer and Tax Collector)

29.1 Request to Place Specific Property in Next Tax Sale

Description	This interface provides a taxing agency or a non-profit organization the ability to request that a specific property be placed in the next tax sale. Background: This is not a current interface. Please see Appendix TTCDATA-29a for the proposed future interface data elements.
Source Department	Taxing Agency and Non-Profit Organization
Destination Department	Treasurer and Tax Collector

Outbound: NA

30. Title Company and Vendors Interfaces

Inbound (Title Company and Vendors to Treasurer and Tax Collector)

30.1 Parties of Interest Information

Description	This interface provides parties of interest information to the Treasurer and Tax Collector in response to a request. Background: This is not a current interface. Please see Appendix TTCDATA-30a for the proposed future interface data elements.
Source Department	Title Company and Vendors
Destination Department	Treasurer and Tax Collector

Outbound (Treasurer and Tax Collector to Title Company and Vendors)

30.2 Tax Sale List Parties of Interest Request

Description	This interface sends Tax Sale List Parties of Interest request Background: This is not a current interface. Please see Appendix TTCDATA-30b for the proposed future interface data elements.
Source Department	Treasurer and Tax Collector
Destination Department	Title Company and Vendors

31. Treasurer and Tax Collector Website Interfaces

Inbound: NA

Outbound (Treasurer and Tax Collector to TTC Website)

31.1 Outbound LAC TTC Website Interface

Description	This interface provides eTAX data to the TTC Website. Background: This is a current interface. Please see Appendix TTCDATA-26a for the current interface data elements. Table 1 – Secured Pin Situs Table 2 – Unsecured Pin Table 3 - Delinquent Tax Record (Assignment, Group and 5 Pay) Table 4 – Current Property Tax Payment History Table 5 – Current Secured Tax Record Table 6 – Current Unsecured Tax Record
Source Department	Treasurer and Tax Collector
Destination Department	LAC TTC Website (https://ttc.lacounty.gov)

Appendices

TTC

TTCDATA-2 Assessor Interfaces

TTCDATA-2a: Proposed Future Interface Data Elements for Inbound Property Use Code Data Interface

Data Element	Element Description
Parcel Number	AIN assigned to a parcel by the Assessor.
Use Code	Current or anticipated use of property.
Legal Description	Legal description information.

TTCDATA-2b: Proposed Future Interface Data Elements for Inbound Defaulted Property Market Value Data Interface

Data Element	Element Description
Parcel Number	AIN assigned to a parcel by the Assessor.
Legal Description	Legal description information.
Total Value	Total land, improvement, fixture, personal property, and business personal property values.

TTCDATA-2c: Proposed Future Interface Data Elements for Inbound Assessor Map Data Interface

Data Element	Element Description
Electronic version of Assessor Map	Electronic version of Assessor map.

TTCDATA-2d: Proposed Future Interface Data Elements for Inbound Suppression File Interface

Data Element	Element Description
Bill Number	Bill number.
Assessor Identification Number	A 10 digit number provided by Assessor which uniquely identifies a property in County.
Tax Year	Tax year.
Suppression Reason	Reason for the suppression.

TTCDATA-2e: Proposed Future Interface Data Elements for Inbound Tract Map Estimate of Future Taxes Interface

Data Element	Element Description
Date	Date the estimate is received.
Parcel-Tract Map Number	Identifier for the tract map.
Assessment Identification Number	The parcel numbers included in the tract map.
Tax Year	Tax year for estimate.
Total Special Assessment Value	Special assessment estimate
Supplemental Tax Value	Supplemental assessment estimate.
Future Tax Estimate	Total tax estimate
Contact Person	Assessor contact person.
Contact Phone	Assessor contact phone.

TTCDATA-2f: Current Interface Data Elements for Name, Address and Legal description

- DATABASE-STATUS-CODE
- NAME-TYPES
- SITUS ADDRESS
- MAILING ADDRESS
- LEGAL DESCRIPTIONS
- FORMATTED NAME-ADDRESS

TTCDATA-2g: Proposed Future Interface Data Elements for the Outbound DMV Hold Exceptions for Assessor Interface

Data Element	Element Description
Assessee Name	The owner of record on file with the Assessor office.
Assessee Address	The owner of record mailing address on file with the Assessor office.
Situs	Property situs.
Property Description	Unsecured property description – watercraft description.
CF Number	Vessel registration number
Exception Reason	Exception reason received from DMV.

TTCDATA-2h: Proposed Future Interface Data Elements for Outbound Tax Sale Properties with Welfare Exemptions Request for Assessor Interface

Data Element	Element Description
Assessor Identification Number	A 10 digit number provided by Assessor which uniquely identifies a property in County.
Sale Year	Tax sale year.
Item Number	Tax sale item number.
Tax Defaulted Year	Tax year in which the tax bill became tax defaulted.

TTCDATA-2i: Proposed Future Interface Data Elements for the Outbound Unsecured Current Tax Bill and Payment History

Table 1 - UNSECURED PAYMENT HISTORY

	Fields	Comments
1	ROLL YEAR	
2	VOLUME BILL NUMBER	
3	TOTAL PAID	CALCULATED
4	TAXES PAID	
5	PENALTIES PAID	
6	ADDITIONAL PENALTIES PAID	
7	COSTS PAID	
8	REFUND AMOUNT	
9	TRANSACTION DATE	CALCULATED
10	TRANSACTION TYPE	

	Fields	Comments
11	POST KEY	
12	GROUP NUMBER	
13	FILE NUMBER	
14	PAYMENT AMOUNT	
15	TOTAL TAXES PAID	
16	TOTAL PENALTIES PAID	
17	TOTAL ADDITIONAL PENALTIES PAID	
18	TOTAL COSTS PAID	

Table 2 - UNSECURED CURRENT TAX BILL

	Fields	Comments
1	ROLL YEAR	
2	VOLUME BILL NUMBER	
3	BALANCE DUE	CALCULATED
4	WAIVE DELINQUENT DATE	
5	WAIVE PAYMENT DATE	
6	TAXES DUE	
7	TAXES PAID	
8	PENALTY DUE	CALCULATED

	Fields	Comments
9	PENALTY PAID	
10	ADDITIONAL PENALTY DUE	CALCULATED
11	ADDITIONAL PENALTY PAID	
12	SPACES	
13	COST PAID	CALCULATED
14	SPACES	
15	REFUND PAID	
16	NAME 1	
17	NAME OVERFLOW	
18	NAME 2	
19	NAME SPECIAL	
20	MAILING ADDRESS STREET	
21	MAILING ADDRESS CITY	
22	MAILING ZIP CODE	
23	SITUS STRRET	
24	SITUS CITY	
25	SITUS ZIP	
26	LEGAL DESCRIPTION	
27	TRA	

	Fields	Comments
28	COMPANY NUMBER	
29	DELINQUENT DATE	
30	DIVISION INDEX	
31	PROCESS DATE	
32	PARCEL NUMBER	
33	AUTH NUMBER	
34	AUTH DATE	
35	AUTH REASON	
36	AUTH ORIG	
37	BILL TYPE	CALCULATED
38	LAND VALUE	
39	IMPROVEMENT VALUE	
40	AIRCRAFT VALUE	
41	FIXTURES VALUE	
42	PERSONAL PROPERTY VALUE	
43	OTHER EXEMPTION	
44	EXEMPTION TYPE	CALCULATED

Table 3 - UNSECURED TAX BILL HISTORY

	Fields	Comments
1	ROLL YEAR	
2	VOLUME BILL NUMBER	
3	TAXES DUE	
4	TAX TYPE 1	
5	TAX TYPE 2	
6	TAX TYPE 3	
7	TAX TYPE 4	
8	TAX TYPE 8	
9	AIRCRAFT TAX	
10	NAME 1	
11	NAME OVERFLOW	
12	NAME 2	
13	NAME SPECIAL	
14	MAIL ADDRESS STREET	
15	MAIL ADDRESS CITY	
16	MAIL ADDRESS ZIP	
17	SITUS STREET	

	Fields	Comments
18	SITUS CITY	
19	SITUS ZIP	
20	LEGAL DESCRIPTION	
21	TRA	
22	DELINQUENT DATE	
23	PROCESS DATE	
24	COMPANY NUMBER	
25	DIVISION INDEX	
26	PARCEL NUMBER	
27	AUTH NUMBER	
28	AUTH DATE	
29	AUTH REASON KEY	
30	AUTH ORIGIN KEY	
31	BILL TYPE	CALCULATED
32	LAND VALUE	
33	IMPROVEMENT VALUE	
34	AIRCRAFT VALUE	
35	FIXTURES	
36	PERSONAL PROPERTY	

	Fields	Comments
37	EXEMPTIONS	
38	EXEMPTIONS TYPE	CALCULATED

Table 4 - UNSECURED CURRENT TAX TYPES

	Fields	Comments
1	ROLL YEAR	
2	VOLUME BILL NUMBER	
3	TAX TYPE 1	
4	TAX TYPE 2	
5	TAX TYPE 3	
6	TAX TYPE 4	
7	TAX TYPE 8	
8	AIRCRAFT TAX	

Table 5 - UNSECURED VOLUME AND COUNTY SUMMARY

	Fields	Comments
1	ROLL YEAR	
2	VOLUME NUMBER	
3	TOTAL ITEMS	
4	ORIGINAL CHARGE	

	Fields	Comments
5	CURRENT CHARGES	
6	TOTAL REFUNDS	
7	BALANCE	
8	LAND VALUE	
9	IMPROVEMENTS	
10	AICRAFT VALUE	
11	FIXTURES	
12	PERSONAL PROPERTY	
13	EXEMPTIONS	
14	TAXES PAID	
15	PENALTIES PAID	
16	ADDITIONAL PENALTIES PAID	
17	COSTS PAID	
18	ITEMS PAID	

TTCDATA-2j: Proposed Future Interface Data Elements for the Outbound Unsecured Current Tax Bill and Payment History

Important note: Assessor, A-C and TTC share the ownership of these data.

Item	Screen Field Name (Caption- Common Name)	Field Description/Definition/Function Description-Action Performed	Code Value Definitions
1	YEAR SEQ	Identifies the roll year and whether a master or supplemental assessment. It is comprised of Element nos. 021 and 022.	
2	OWNER NAME	The name for the parcel as identified by Element 118.	The possible values are: 1 = First assessee name is stored 2 = First assessee overflow name 3 = Second assessee name is stored 6 = Special DBA name 7 = Care of name 8 = Trust number is stored
3	PARCEL NUMBER	Assessor Identification Number. The PARCEL NUMBER is also used to indicate a mapbook summary record.	
4	YEARS ACTIVE	A nine position table used to indicate the years the parcel was active or inactive. The first occurrence represents the current roll year and each succeeding occurrence the next prior year. A value of 1 indicates the parcel was active and a value of 0	

Item	Screen Field Name (Caption- Common Name)	Field Description/Definition/Function Description-Action Performed	Code Value Definitions
		indicates the parcel was inactive that year.	
5	MINING RIGHTS	Used to indicate that assessments are exclusive of mining rights which are assessed separately.	0 = Inactive 1 = Exclusive of mining rights 2 = Exclusive of mining rights – SBE 3 = Exclusive of mining rights and exclusive of storage rights 4 = Exclusive of mining rights – SBE and exclusive of mining rights. 5 = Exclusive of mining rights – SBE and exclusive of storage rights – SBE 6 = Exclusive of mining rights – SBE and exclusive of storage rights – SBE and exclusive of mining rights 7 = Exclusive of storage rights – SBE

Item	Screen Field Name (Caption- Common Name)	Field Description/Definition/Function Description-Action Performed	Code Value Definitions
			8 = Public acquisitions 9 = Public acquisitions
6	TAX STATUS	Tax status of the parcel.	0 = Current or less than 1 year delinquent 1 = Tax defaulted – sold to state 2 = Tax defaulted – 5 years, subject to power of sale
7	YR TAX DEFAULT	The year the parcel first went delinquent.	
8	SR YR	The first year a senior citizen is released from paying property taxes and began a tax deferment program with the state.	
9	4 PAY	This element redefines element 013 and indicates that a four-pay payment plan is active for an escaped assessment. Possible values are 00 for not active and 04 for active.	
10	500 ACCT INFO - ACCT NO	Used to indicate a lending institution or multiple ownership.	500 - 584 = Lending institution 585 - 599 = Miscellaneous including non-assessables

Item	Screen Field Name (Caption- Common Name)	Field Description/Definition/Function Description-Action Performed	Code Value Definitions
			700 - 799 = Multiple ownership group
11	LOAN ID	The loan number submitted by the lending institution that identifies the parcel within their system. Also used to indicate a multiple owner lender.	
12	ACCT KEY	Used to indicate whether or not to print an original bill for the lending institution.	The possible values are: 1 = Send bill only 2 = Send original and memo bill 3 = Send original bill only
13	SITUS ADDRESS	The basic address information for the parcel. It is comprised of Element nos. 110 through 117.	
14	MAILING ADDRESS	The mailing address of the current owner. There can be only one of these for the owner. It is comprised of Element nos. 121 through 128. And it exists only under Owner name Key (Element #118) of 1.	
15	CHG NO	Used to relate multiple parcel history segments that share the same year and sequence number and keep track of changes and	

Item	Screen Field Name (Caption- Common Name)	Field Description/Definition/Function Description-Action Performed	Code Value Definitions
		corrections. This field is in nines complement form.	
16	FIXTURES	The value of parcel fixtures whether master or supplemental. It represents the value of the personal property whether master or supplemental.	
17	PERS PROPERTY		
18	FIXTURE EX	The amount of exemption allowed for fixtures.	
19	PERS PROP EX	the amount of exemption allowed for personal property.	
20	LAND/MBH VALUE	The full market value of the land whether master or supplemental. / Redefines Element no. 043. Applies to Mapbook 8950 only.	
21	IMP/MBH OTHER	the value of improvements made to the parcel whether master or supplemental./ Redefines Element no. 045. Applies to Mapbook 8950 only. The current value of additional structures attached to the mobilehome.	

Item	Screen Field Name (Caption- Common Name)	Field Description/Definition/Function Description-Action Performed	Code Value Definitions
		The amount of exemption allowed for churches, veterans, etc. See Element no. 031 for other values./ Redefines Element no. 049, and represents the amount of exemption allowed for mobilehome.	
22	REX/MBH OTHER EX	Applies to Mapbook 8950.	
		The amount of exemption allowed for the owner residing on the property./ This element redefines Element #051 and is the amount of the exemption allowed for the owner	
23	HOX/MBH EX	residing in the mobilehome.	
24	TRA	Geographical area where the parcel is located. Comprised of a unique set of tax rate agencies.	
		The date (YYYYMMDD) of an ownership change or a new construction completion date. Used to	
		determine proration factor for	
	OWN CHG/NEW	calculating the supplemental tax	
25	CONST (DATE)	amounts.	
		The date (YYMMDD) the bill was sent. Used to determine the year	
26	BILL (DATE)	the parcel will go delinquent.	

Item	Screen Field Name (Caption- Common Name)	Field Description/Definition/Function Description-Action Performed	Code Value Definitions
		Indicates that an escape assessment is noted for the parcel and as a result one or more cross reference parcels were created. For a regular parcel the element is comprised of the 8900 mapbook number, beginning page and parcel number, and ending page and parcel numbers. If only one cross-reference parcel is created for the regular parcel then the ending page and parcel numbers are zeros.	
27	CROSS REF MSTR	Element	
28	PAID (KEY)	Payment status of parcel.	
29	INACTIVE (KEY)	Parcel history status.	The possible values are: Blank = Active S = Shell parcel D = Deactivated parcel U = Transferred to unsecured roll R = Transferred to redemption

Item	Screen Field Name (Caption- Common Name)	Field Description/Definition/Function Description-Action Performed	Code Value Definitions
30	EXMP CLAIM (KEY)	Indicates type of exemption.	Possible values are: Blank = Inactive 0 = Veteran on file 1 = Veteran 2 = Not used 3 = Church, all 4 = Welfare, all 5 = Religious, all 6 = Church, partial 7 = Welfare, partial 8 = Religious, partial 9 = Not used U = School V = Veteran organization X = Public Library Y = Museum Z = College
31	BILL TYPE (KEY)	Indicates the reason for the supplemental assessment.	Possible values are: T = Transfer M = New construction C = Cut parcel
32	FORCE TAX (KEY)	Indicates that taxes were computed manually for this parcel.	The possible values are: Y = Taxes computed manually Blank = Taxes computed through extension

Item	Screen Field Name (Caption- Common Name)	Field Description/Definition/Function Description-Action Performed	Code Value Definitions
33	AUTH NO (AUTHORIZATION)	Unique number for authorization of changes.	

Item	Screen Field Name (Caption- Common Name)	Field Description/Definition/Function Description-Action Performed	Code Value Definitions
34	REASON (AUTHORIZATION)	Type of authorization change.	The possible values are: Blank = No reason A = Supplemental bill due to transfer B = Supplemental bill due to new construction D = Change to a roll bill due to misfortune and calamity E = Change to a supplemental bill due to misfortune and calamity F = Change to a roll bill due to a decline in value G = Change to a roll bill H = Change to a supplemental bill J = Correction to roll bill due to assessment appeals found value K = Correction to supplemental due to assessment appeals found value L = Correction to roll bill due to Assessor error M = Correction to supplemental bill

Item	Screen Field Name (Caption- Common Name)	Field Description/Definition/Function Description-Action Performed	Code Value Definitions
			N = Correction to a roll bill P = Correction to a supplemental bill R = Change to a roll bill due to an exemption penalty S = Change to a supplemental bill due to an exemption penalty T = Undivided Interest W = Tax Sales

Item	Screen Field Name (Caption- Common Name)	Field Description/Definition/Function Description-Action Performed	Code Value Definitions
35	ORIGIN (AUTHORIZATION)	Source of authorization change.	The possible values are: Blank = No origin A = Assessor no interest paid B = Auditor C = Tax Collector D = Assessor interest paid E = prorated REX F = (-1,750) HOX penalty G = 10% REX penalty or $250 whichever is less H = 15% REX penalty or $250 whichever is less L = No penalty per RNT Code Section 4985 P = For current year: Bill generated due to recorded legal boundary changes; see year and AIN For prior year: Bill due to recorded boundary changes: escaped

Item	Screen Field Name (Caption- Common Name)	Field Description/Definition/Function Description-Action Performed	Code Value Definitions
			assessment per sec 531 R&TC
36	PROCESS (DATE)	The System Date when the Parcel History Segment was created.	
37	REDM INCR (AUTHORIZATION)	An indicator that identifies the values on the parcel history segment as Secured Tax Roll values or Defaulted Tax Roll Values. A value = space means the values on the parcel history pertain to STR. A value from 01 – 99 means the values pertain to SDTR.	

Item	Screen Field Name (Caption- Common Name)	Field Description/Definition/Function Description-Action Performed	Code Value Definitions
38	BAL DUE (FIRST)	Remaining balance of taxes owed for the first installment.	
39	BAL DUE (SECOND)	Remaining balance of taxes owed for the first installment.	
40	INSTALLMENTS (FIRST)	Amount of taxes due in the first installment. For mapbook 8950, this could also include half of the taxes due on personal property, if any. For all other mapbooks, the total of taxes due on personal property is in this installment.	
41	INSTALLMENTS (SECOND)	Amount of taxes due in the second installment. For mapbook 8950, this could also include half of taxes due on personal property, if any.	
42	TAX TYPE 1	The extended tax amount for land only. For a non mobilehome parcel (mapbook not = 8950), this equals the product of the Tax Type 1 Rate and the Land Value. For a mobilehome parcel (mapbook = 8950), this will equal zero.	

Item	Screen Field Name (Caption- Common Name)	Field Description/Definition/Function Description-Action Performed	Code Value Definitions
43	TAX TYPE 2	The extended tax amount for net real property, equal to the product of the Tax Type 2 Rate and the Net Real Value. For a non mobilehome parcel (mapbook not = 8950), the Net Real Value equals: (Land Value + Fixture Value) minus (Real Estate Exemption + Fixture Exemption + Homeowner's Exemption) For mobilehome parcel (mapbook = 8950), the Net Real Value equals: (0 – Mobilehome Owner's Exemption).	
44	TAX TYPE 3	The extended tax amount for real estate exemptions, equal to the product of the Tax Type 3 Rate and the Gross Real Exemptions. For a non mobilehome parcel (mapbook not = 8950), Gross Real Exemption equals: (Real Estate Exemptions + Fixture Exemptions + Homeowner's Exemption) For a mobilehome parcel (mapbook = 8950), the Gross	

Item	Screen Field Name (Caption- Common Name)	Field Description/Definition/Function Description-Action Performed	Code Value Definitions
		Real Exemption equals the Mobilehome Owner's Exemption.	
45	TAX TYPE 4	the extended tax amount for improvements. For a non mobilehome parcel (mapbook not = 8950), this equals the product of the Tax Type 4 Rate and (Improvements + Fixtures). For a mobilehome parcel (mapbook = 8950), this equals zero.	
46	TAX TYPE 8	The extended tax amount for personal property equal to the product of the Tax Type 8 Rate and the net personal property value. For a non mobilehome parcel (mapbook not = 8950), Net personal Property Value equals (Personal Property Value minus Personal Property Exemptions). For a mobilehome parcel (mapbook = 8950), the Net Personal Property Value equals: (Mobilehome Value + Mobilehome Other Value) minus Mobilehome Exemptions	

Item	Screen Field Name (Caption- Common Name)	Field Description/Definition/Function Description-Action Performed	Code Value Definitions
47	PENALTY DUE (FIRST)	penalty amount assessed for the first installment equal to 10% of the tax balance.	
48	PENALTY DUE (SECOND)	Penalty amount assessed for the second installment equal to 10% of the tax balance.	
49	PENALTY PAID (FIRST)	Actual amount of Data Element #282 paid.	
50	PENALTY PAID (SECOND)	Actual amount of Data Element #283 paid.	
51	COST DUE	The sum of $10.00 charges and $10.00 NSF charged.	
52	COST PAID	Actual amount of Data Element #287 paid.	
53	GRP NO	The group in which the payment batches were processed.	The possible values are: 016 thru 037 = Mail Payment Groups 040 thru 049 = Mail Payment Groups 061 thru 073 = Window Payment Groups 080 = Transamerica Tape 081 = Realty Tax Tape 082 = Home Savings & Loan Tape 084 = Bank of America Tape 085 = Property Data

Item	Screen Field Name (Caption- Common Name)	Field Description/Definition/Function Description-Action Performed	Code Value Definitions
			Services Tape 086 = Dept. of Veterans Affairs
54	POST KEY	Indicates whether payment posted or not.	The possible values are: 0 = Payment posted 1 = Not posted; overpayment 2 = Not posted; No penalty indicated 3 = Not posted; double payment 4 = Not posted; 2nd installment crossing to pay the 1st installment 5 = Not posted; 1st installment crossing to pay the 2nd installment 6 = Cancelled payment; bad check 7 = Not posted; cancellation 8 = Not posted; match for cancellation txn. 9 = Not posted; replicate payment
55	TXN CODE	Indicates whether payment posted or not.	

Item	Screen Field Name (Caption- Common Name)	Field Description/Definition/Function Description-Action Performed	Code Value Definitions
56	TXN DATE	The date (YYYYMMDD) the payment entered the system, if refund, the run-date for the refund. This field is in nines complement form. For summary segments, this will contain the date the summary was created by the load program or repaired by the Tax Database Balancing program.	
57	FILE NO	A unique number that identifies the payment transaction and is also printed on the back of the taxpayer's check. The number is comprised of: Julian Date (YYDDD) - Five positions Sequence Number - Six positions Microfilm Roll Number - Two positions Microfilm Frame Number - Five positions The Julian Date and Sequence Number comprise Element #324 and Microfilm Roll and Frame Number comprise Element #326. If this is an Auditor refund, then the number is comprised of: Year - Two positions Parcel Number - Ten positions	

Item	Screen Field Name (Caption- Common Name)	Field Description/Definition/Function Description-Action Performed	Code Value Definitions
		Year Sequence - Five positions Literal “0” - One position	

Item	Screen Field Name (Caption- Common Name)	Field Description/Definition/Function Description-Action Performed	Code Value Definitions
			Possible values are: 0 = Personal Property Payment 1 = 1st Installment Payment 2 = 2nd Installment Payment 3 = Not Used 4 = Not Used 5 = Total Payment 6 = Not Used 7 = Not Used 8 = Unsecured Payment, Even Year 9 = Unsecured Payment, Odd Year A = 1st Installment Refund B = 2nd Installment Refund
58	INSTALLMT KEY	Indicates if this is installment or refund detail.	
59	TAX PAID	The amount of money received and applied to the taxes due. If refund segment, then the amount of taxes paid that is refunded.	
60	PENALTY PAID	The amount of payment received applied to the penalty, if installment. This is determined by Tax collector in payment posting.	

Item	Screen Field Name (Caption- Common Name)	Field Description/Definition/Function Description-Action Performed	Code Value Definitions
61	COST PAID	The charge applied to the second installment if delinquent. If a refund, then the zeros.	
62	PAY EFF DT	The effective date (YYMMDD) of the payment, from the input payment transaction.	
63	CORR PARC NO	The parcel number of where the payment should have originally been posted. This will normally only contain zeros.	
64	NSF KEY	Non Sufficient Fund Key	The possible values are: 0 = Do not impose the $10 charge 1 = Do impose the $10 charge 2 = NSF charge was backed out
65	NSF PAID	The amount of money received and applied to the NSF due. If a refund segment, then the value is zero.	

Item	Screen Field Name (Caption- Common Name)	Field Description/Definition/Function Description-Action Performed	Code Value Definitions
66	GRP NO	The group in which the payment batches were processed.	The possible values are: 016 thru 037 = Mail Payment Groups 040 thru 049 = Mail Payment Groups 061 thru 073 = Window Payment Groups 080 = Transamerica Tape 081 = Realty Tax Tape 082 = Home Savings & Loan Tape 084 = Bank of America Tape 085 = Property Data Services Tape 086 = Dept. of Veterans Affairs

Item	Screen Field Name (Caption- Common Name)	Field Description/Definition/Function Description-Action Performed	Code Value Definitions
67	POST KEY	Indicates whether payment posted or not.	The possible values are: 0 = Payment posted 1 = Not posted; overpayment 2 = Not posted; No penalty indicated 3 = Not posted; double payment 4 = Not posted; 2nd installment crossing to pay the 1st installment 5 = Not posted; 1st installment crossing to pay the 2nd installment 6 = Cancelled payment; bad check 7 = Not posted; cancellation 8 = Not posted; match for cancellation txn. 9 = Not posted; replicate payment

Item	Screen Field Name (Caption- Common Name)	Field Description/Definition/Function Description-Action Performed	Code Value Definitions
			The possible values are: 610 = Scan Payment 620 = Non-Match Putback 625 = Putback Miscellaneous 630 = Returned Check 632 = Cancellation – Wrong parcel 634 = Cancellation Penalty Correction 636 = Cancellation Misc. 641 = Refund OC/DC 642 = Refund by Acctg. 643 = Auditor Refund 698 = Cancellation Internal by System 699 = Putback Internal by System
68	TXN CODE	Used to indicate the type of input transaction.	
69	RUN DATE	The date (YYYYMMDD) the payment entered the system, if refund, the run-date for the refund. This field is in nines complement form. For summary segments, this will contain the date the summary was created by the load	

Item	Screen Field Name (Caption- Common Name)	Field Description/Definition/Function Description-Action Performed	Code Value Definitions
		program or repaired by the Tax Database Balancing program.	
70	FILE NO	A unique number that identifies the payment transaction and is also printed on the back of the taxpayer's check. The number is comprised of: Julian Date (YYDDD) - Five positions Sequence Number - Six positions Microfilm Roll Number - Two positions Microfilm Frame Number - Five positions The Julian Date and Sequence Number comprise Element #324 and Microfilm Roll and Frame Number comprise Element #326. If this is an Auditor refund, then the number is comprised of: Year - Two positions Parcel Number - Ten positions Year Sequence - Five positions Literal "0" - One position	

Item	Screen Field Name (Caption- Common Name)	Field Description/Definition/Function Description-Action Performed	Code Value Definitions
			Possible values are: 0 = Personal Property Payment 1 = 1st Installment Payment 2 = 2nd Installment Payment 3 = Not Used 4 = Not Used 5 = Total Payment 6 = Not Used 7 = Not Used 8 = Unsecured Payment, Even Year 9 = Unsecured Payment, Odd Year A = 1st Installment Refund B = 2nd Installment Refund
71	REFUND KEY	Indicates if this is installment or refund detail.	
72	TAX REF PAID	The amount of money received and applied to the taxes due. If refund segment, then the amount of taxes paid that is refunded.	
73	PEN REF PAID	The amount of payment received applied to the penalty, if installment. This is determined by Tax collector in payment posting.	

Item	Screen Field Name (Caption- Common Name)	Field Description/Definition/Function Description-Action Performed	Code Value Definitions
74	COST REF PD	The charge applied to the second installment if delinquent. If a refund, then the zeros.	
75	REF EFF DT	The effective date (YYMMDD) of the payment, from the input payment transaction.	
76	CORR PARC NO	The parcel number of where the payment should have originally been posted. This will normally only contain zeros.	
77	NSF KEY	Non Sufficient Fund Key	The possible values are: 0 = Do not impose the $10 charge 1 = Do impose the $10 charge 2 = NSF charge was backed out
78	NSF PAID	The amount of money received and applied to the NSF due. If a refund segment, then the value is zero.	
79	INT REF PAID	Used only for refund segments to indicate the amount for the interest that was paid that is refunded.	
80	ACCT	The account number of the agency that requested that the lien be placed.	

Item	Screen Field Name (Caption- Common Name)	Field Description/Definition/Function Description-Action Performed	Code Value Definitions
81	AMOUNT	The amount of the direct assessment.	
82	ACCT	The account number of the agency that requested that the lien be placed.	
83	AMOUNT	The amount of the direct assessment.	
84	PRORATED(First)	prorated lien amount from extension.	
85	PRORATED(Second)	Prorated lien amount from extension.	
86	PHONE	The Phone number of the agency or special district.	
87	EXT	The Phone extension number of the agency or special district.	

TTCDATA-6 Business License Interface

TTCDATA-6a: Current Data Elements for the Inbound Business License Balance information

9 - Numeric X - Alphanumeric						
Field No.	**Position**	**Field Name**	**Length**	**Type**	**Definitions/Instructions**	**Required Field**
1		Business ID	6	Numeric		R
2		Pin	6	Text		R
3		Business Class Code	4	Text		R
4		Business Class Desc	30	Text		R
5		Doing Business As	30	Text		R
6		Expiration Date	10	Date		R
7		Owner Last Name	14	Text		R
8		Owner First Name	14	Text		R
9		Owner Middle Initial	1	Text		R
10		Balance	10	Numeric		R

TTCDATA-6b: Current Data Elements for the Outbound Suspense payment information to the Business License

^ - Space
9 – Numeric
V – Decimal
X – Alphanumeric

Z – Zeros

Field	Length	Position	Format	Additional Info
Account Number	10	1-10	9(10)	Release.account_nbr
Year Sequence	5	11-15	9(5)	Release.year_seq
Filler	1	16	^(1)	SPACE(1)
Group Number	3	17-19	9(3)	‘409’
SRM Number	8	20-27	9(8)	SUBSTRING(SRM.srm_number,11,8)
Pay Type	1	28	9(1)	‘4’
Release Amount	9	29-37	9(9)	release.release_amt
Penalty Waive Key	1	38	X(1)	release.penalty_wave_key
Process Date	6	39-44	9(6)	YYMMDD; SRM.Process_date
SRM Number	4	45-48	9(4)	SUBSTRING(SRM.srm_number,8,4)
Filler	2	49-50	^(2)	SPACE(2)

Summary Line:

Field	Length	Position	Format	Additional Info
Total Amount	12	1-12	9(12)	Sum of release.release_amt
Fillers	16	13-28	9(16)	9s
Total Record Count	6	29-34	9(6)	
Fillers	13	35-47	9(13)	9s
Fillers	3	48-50	^(3)	SPACE(3)

TTCDATA-10 Department of Motor Vehicles (DMV) Interface

TTCDATA-10a: Current Inbound and Outbound Data Elements of the DMV interface (Batch Layout Input)

STATE OF CALIFORNIA DEPARTMENT OF MOTOR VEHICLES				
PROCESS : TAX DELINQUENT VESSEL PROCESS PROGRAM : BC1496 RECORD SIZE : 44 bytes RECORD FORMAT : FIXED				
FR = FIXED REQUIRED **AN = ALPHA NUMERIC** **N = NUMERIC**				
ITEM	DESCRIPTION	FORMAT	CLASS	#BYTES
1	TRANSACTION CODE = V11	FR	AN	3
2	COUNTY REPORTING CODE	FR	AN	5
3	NOTIFICATION/DISPOSITION DATE (MMDDYYYY)	FR	N	8
4	VESSEL CF #	FR	AN	7
5	NAME (1ST 5 POSITIONS OF R/O)	FR	AN	5
6	NOTIFICATION/DISPOSITION CODE	FR	N	1
7	ID # (PARCEL ID, ASSESSMENT #)	FR	AN	15
		PAGE TOTAL/ACCUM TOTAL		44

TTCDATA-11 eCAPS Interfaces

TTCDATA-11a Current Inbound Data Elements of the eCAPS Warrant/EFT Status Information Interface

eCaps Table	eCaps Column	Attribute	Description	Data Type	Size	Comments
AD_DOC_ACTG MD_DOC_ACTG	DOC_CD	Document Code	Disbursement document alpha-numeric code that indicates the type of transaction.	Text	8	Disbursement document code such as AD, MD, MDFWR, MDFTR or EFT.
AD_DOC_ACTG MD_DOC_ACTG	DOC_DEPT_CD	Document Department	Disbursement document department code assigned to this document.	Text	4	Disbursement document department Code. This will always be 'AU' for AD and EFT documents This field can reflect other department codes if the disbursement document (e.g., MDFWR, MDFTR, MD) is entered online by a department other than 'AU'.

eCaps Table	eCaps Column	Attribute	Description	Data Type	Size	Comments
AD_DOC_ACTG MD_DOC_ACTG	DOC_UNIT_CD	Document Unit Code	Disbursement document unit code associated with this document for security and workflow purposes.	Text	5	Disbursement document unit code
AD_DOC_ACTG MD_DOC_ACTG	DOC_ID	Document ID	Disbursement document identifier.	Text	20	
AD_DOC_ACTG MD_DOC_ACTG	DOC_VERS_NO	Document Version Number	Disbursement document version number. If the document is modified or cancelled with cancellation types (Reschedule, Hold, or Close) the version number will be 2 or greater.	Numeric	3	The field is right aligned with leading spaces. Format: 999
AD_DOC_ACTG MD_DOC_ACTG	DOC_ACTG_LN_NO	Document Accounting Line	Disbursement document accounting line number	Numeric	4	The field is right aligned with leading spaces. Format: 9999
ABS_DOC_ACTG	DOC_CD	Document Code	Payment request document	Text	8	Payment request document code such as SWR,

eCaps Table	eCaps Column	Attribute	Description	Data Type	Size	Comments
			alpha-numeric code that indicates the type of transaction.			TWR, GAX, PYCY.
ABS_DOC_ACTG	DOC_DEPT_CD	Document Department	Payment request document department code assigned to this document.	Text	4	Payment request document department code such as SS, CH, or PW.
ABS_DOC_ACTG	DOC_UNIT_CD	Document Unit Code	Payment request document unit code associated with this document for security and workflow purposes.	Text	5	
ABS_DOC_ACTG	DOC_ID	Document ID	Payment request document identifier.	Text	20	
ABS_DOC_ACTG	DOC_ACTG_LN_NO	Document Accounting Line	Payment request document accounting line number	Numeric	4	The field is right aligned with leading spaces. Format: 9999
AD_DOC_HDR MD_DOC_HDR	CHK_NO	Check Number	Serial number assigned to check	Text	10	

eCaps Table	eCaps Column	Attribute	Description	Data Type	Size	Comments
AD_DOC_HDR MD_DOC_HDR	CHK_EFT_ISS _DT	Issue Date	Check Issue Date	Date	10	Date format: mm/dd/yyyy
AD_DOC_HDR MD_DOC_HDR	CHK_AM	Check Line Amount	Line amount on payee's check. Line amount can be aggregate by Check Number to get the total amount of Check.	Numeric	(12,2)	Actual length is 15 bytes. The field is right aligned with leading spaces. Negative sign will display when there is a negative line amount. Format: 999999999999.99
AD_DOC_HDR MD_DOC_HDR	BANK_ACCT_ CD	Bank Code	County bank account that disbursement was issued from.	Text	4	Defines bank account used to issue payment such as TS, W, WE, or GP. **See reference table on the eCAPS website for a complete list of values.**
AD_DOC_HDR MD_DOC_HDR	Derived element from disbursement DOC_CD	Disbursement Type	Field indicating if payment is by Electronic Funds Transfer, Wire, or Check/Warrant.	Text	3	Values: "WAR" – Warrant "EFT" – Direct Deposit "WIR" – Wire Transfer

eCaps Table	eCaps Column	Attribute	Description	Data Type	Size	Comments
AD_DOC_HDR MD_DOC_HDR DC_DOC_HDR	CAN_TYP	Cancellation Type	Cancellation type identifies the accounting treatment for the disbursement cancellation.	Text	20	**Values:** “Reschedule” “Hold” “Close” “Stale” “Escheat” “Cancel”
AD_DOC_HDR MD_DOC_HDR DC_DOC_HDR	CAN_REAS	Cancellation Reason	Reason why the cancellation was made.	Text	25	**Values:** “Stale” “Lost” “Stolen”

eCaps Table	eCaps Column	Attribute	Description	Data Type	Size	Comments
						“Never Received” “Destroyed”
						“Incorrect Information” “Escheat” “Cancel” “Warrant Reconciliation” “UREV Claim” “Post Office Return”
AD_DOC_HDR MD_DOC_HDR DC_DOC_HDR	CAN_CMNT	Cancellation Comment	Free form text describing the cancellation	Text	100	
AD_DOC_VEND MD_DOC_VEND	VEND_DISB_CAT	Disbursement Category	Disbursement Category identifies the location that requested the	Text	4	**See reference table on the eCAPS website for a complete**

eCaps Table	eCaps Column	Attribute	Description	Data Type	Size	Comments
			disbursement			**list of values.**
AD_DOC_VEND MD_DOC_VEND	VEND_CUST_CD	Vendor Number	Number that uniquely identifies the vendor	Text	20	
AD_DOC_VEND MD_DOC_VEND	LEG_SRC_SYS_NM	Legacy Source System Name	External System's Name	Text	10	**Such as APPS, CAMIS, LDRP.** **See reference table on the eCAPS website for a complete list of values.**
AD_DOC_VEND MD_DOC_VEND	LEG_REF_NO	Legacy Reference Number	External System's unique vendor reference number	Text	20	
AD_DOC_HDR MD_DOC_HDR DC_DOC_HDR AP_PD_CHK	Derived element based on source of information and/or document function	Disbursement Status	Status of the disbursement	Text	1	Values are: "I" – Issued "C" – Canceled "S" – Stale Dated "P" – Paid

eCaps Table	eCaps Column	Attribute	Description	Data Type	Size	Comments
AD_DOC_HDR MD_DOC_HDR DC_DOC_HDR AP_PD_CHK	DOC_APPL_LAST_DT or LAST_ACTN_DT	Date of Disbursement Activity	Date the new status became effective	Date	10	Date format: mm/dd/yyyy
AD_DOC_ACTG MD_DOC_ACTG	ACTG_LN_DSCR	Accounting Line Description	The accounting description provided for the disbursement.	Text	100	
AD_DOC_ACTG MD_DOC_ACTG	BFY	BFY	The budget fiscal year the disbursement was recorded.	Numeric	4	The field is right aligned with leading spaces. Format: 9999
AD_DOC_ACTG MD_DOC_ACTG	FY_DC	FY_DC	The fiscal year the disbursement was recorded.	Numeric	4	The field is right aligned with leading spaces. Format: 9999
AD_DOC_ACTG MD_DOC_ACTG	PER_DC	PER_DC	The accounting period the disbursement was recorded.	Numeric	2	The field is right aligned with leading spaces. Format: 99
ABS_DOC_ACTG	VEND_INV_NO	VEND_INV_NO	The vendor invoice number that was specified on payment request.	Text	30	
ABS_DOC_ACTG	VEND_INV_LN_NO	VEND_INV_LN_NO	The vendor invoice line number that was	Numeric	4	The field is right aligned with leading spaces.

eCaps Table	eCaps Column	Attribute	Description	Data Type	Size	Comments
			specified on payment request.			Format: 9999
ABS_DOC_ACTG	VEND_INV_DT	VEND_INV_DT	The date of the vendor invoice specified on payment request.	Date	10	Date format: mm/dd/yyyy
ABS_DOC_ACTG	TRKG_DT	TRKG_DT	Provides the ability to record or track any date related to the invoice or payment of goods and services.	Date	10	Date format: mm/dd/yyyy
ABS_DOC_ACTG	RFED_DOC_CD	RFED_DOC_CD	The document code from the referenced eCAPS document.	Text	8	Referenced encumbrance document code such as GAED, CNTR, and GAEBL.
ABS_DOC_ACTG	RFED_DOC_DEPT_CD	RFED_DOC_DEPT_CD	Department code that is part of the complete document identification of a referenced eCAPS document.	Text	4	
ABS_DOC_ACTG	RFED_DOC_ID	RFED_DOC_ID	The document identification code from the referenced eCAPS	Text	20	

eCaps Table	eCaps Column	Attribute	Description	Data Type	Size	Comments
			document.			
ABS_DOC_ACTG	RFED_VEND_LN_NO	RFED_VEND_LN_NO	The vendor line number from the referenced eCAPS document.	Numeric	4	The field is right aligned with leading spaces. Format: 9999
ABS_DOC_ACTG	RFED_ACTG_LN_NO	RFED_ACTG_LN_NO	The accounting line number from the referenced eCAPS document.	Numeric	4	The field is right aligned with leading spaces. Format: 9999
AD_DOC_ACTG MD_DOC_ACTG	FUND_CD	FUND_CD	The identification code associated with a fund.	Text	4	
AD_DOC_ACTG MD_DOC_ACTG	SFUND_CD	SFUND_CD	The identification code associated with the sub-fund.	Text	4	
AD_DOC_ACTG MD_DOC_ACTG	DEPT_CD	DEPT_CD	An identification code associated with a department.	Text	4	
AD_DOC_ACTG MD_DOC_ACTG	UNIT_CD	UNIT_CD	An identification code associated with a Unit.	Text	5	
AD_DOC_ACTG MD_DOC_ACTG	SUNIT_CD	SUNIT_CD	Sub Unit is a means of breaking down a unit code into smaller measurements. It	Text	5	

eCaps Table	eCaps Column	Attribute	Description	Data Type	Size	Comments
			is the lowest level of organizational structure and is required or prohibited based on one or more sub unit requirement tables.			
AD_DOC_ACTG MD_DOC_ACTG	APPR_CD	APPR_CD	The identification code associated to an appropriation unit.	Text	9	
AD_DOC_ACTG MD_DOC_ACTG	OBJ_CD	OBJ_CD	The identification code associated with an object of expenditure.	Text	4	
AD_DOC_ACTG MD_DOC_ACTG	SOBJ_CD	SOBJ_CD	The identification code associated with the sub-object.	Text	4	
AD_DOC_ACTG MD_DOC_ACTG	RSRC_CD	RSRC_CD	Revenue sources are used to track individual sources of revenue taken in.	Text	4	
AD_DOC_ACTG MD_DOC_ACTG	SRSRC_CD	SRSRC_CD	The identification code associated with the sub-revenue source.	Text	4	

eCaps Table	eCaps Column	Attribute	Description	Data Type	Size	Comments
AD_DOC_ACTG MD_DOC_ACTG	BSA_CD	BSA_CD	The identification code assigned to the balance sheet account.	Text	4	
AD_DOC_ACTG MD_DOC_ACTG	SBSA_CD	SBSA_CD	The identification code assigned to the sub-balance sheet account.	Text	4	
AD_DOC_ACTG MD_DOC_ACTG	OBSA_CD	OBSA_CD	The balance sheet account code to which the offset is posted. In most cases, there is a default established for this code; however, certain documents will allow users to manually enter a value to be used other than the default.	Text	4	
AD_DOC_ACTG MD_DOC_ACTG	OSBSA_CD	OSBSA_CD	The sub-balance sheet account to which the offset is posted.	Text	4	
AD_DOC_ACTG MD_DOC_ACTG	DOBJ_CD	DOBJ_CD	The identification code assigned to the Department object.	Text	4	

eCaps Table	eCaps Column	Attribute	Description	Data Type	Size	Comments
AD_DOC_ACTG MD_DOC_ACTG	DRSRC_CD	DRSRC_CD	The code assigned to the department revenue source.	Text	4	
AD_DOC_ACTG MD_DOC_ACTG	LOC_CD	LOC_CD	The identification code assigned to the location.	Text	4	
AD_DOC_ACTG MD_DOC_ACTG	SLOC_CD	SLOC_CD	The identification code associated with the sub-location.	Text	4	
AD_DOC_ACTG MD_DOC_ACTG	ACTV_CD	ACTV_CD	The identification code associated with the activity.	Text	4	
AD_DOC_ACTG MD_DOC_ACTG	SACTV_CD	SACTV_CD	The identification code associated with the sub-activity.	Text	4	
AD_DOC_ACTG MD_DOC_ACTG	FUNC_CD	FUNC_CD	The identification code associated with the function. Code is used for *Performance Counts!*	Text	10	
AD_DOC_ACTG MD_DOC_ACTG	SFUNC_CD	SFUNC_CD	The identification code associated with the sub-function.	Text	4	

eCaps Table	eCaps Column	Attribute	Description	Data Type	Size	Comments
D_DOC_ACTG MD_DOC_ACTG	RPT_CD	RPT_CD	The reporting code element is used for tracking contract activity. The contract number will be entered in this field.	Text	10	
AD_DOC_ACTG MD_DOC_ACTG	SRPT_CD	SRPT_CD	Sub reporting codes define contract periods.	Text	4	
AD_DOC_ACTG MD_DOC_ACTG	TASK_CD	TASK_CD	The unique identification code assigned to the task.	Text	4	
AD_DOC_ACTG MD_DOC_ACTG	STASK_CD	STASK_CD	The sub task is a means of breaking down tasks into smaller components.	Text	4	
AD_DOC_ACTG MD_DOC_ACTG	TASK_ORD_CD	TASK_ORD_CD	The unique identification code assigned to the task order.	Text	6	
AD_DOC_ACTG MD_DOC_ACTG	PROG_CD	PROG_CD	The identification code assigned to the project. Project is a cost accounting Chart of Accounts element.	Text	10	

eCaps Table	eCaps Column	Attribute	Description	Data Type	Size	Comments
AD_DOC_ACTG MD_DOC_ACTG	PHASE_CD	PHASE_CD	The identification code assigned to the phase. Phase is a cost accounting Chart of Accounts element representing a phase of a project.	Text	6	
AD_DOC_ACTG MD_DOC_ACTG	PPC_CD	PPC_CD	The identification code assigned to the project period.	Text	6	
AD_DOC_ACTG MD_DOC_ACTG	SVC_FRM_DT	SVC_FRM_DT	The service from date from the Payment Request document.	Date	10	Date format: mm/dd/yyyy
AD_DOC_ACTG MD_DOC_ACTG	SVC_TO_DT	SVC_TO_DT	The service to date from the Payment Request document	Date	10	Date format: mm/dd/yyyy

TTCDATA-11b Current Outbound Data Elements of all eCAPS Interfaces

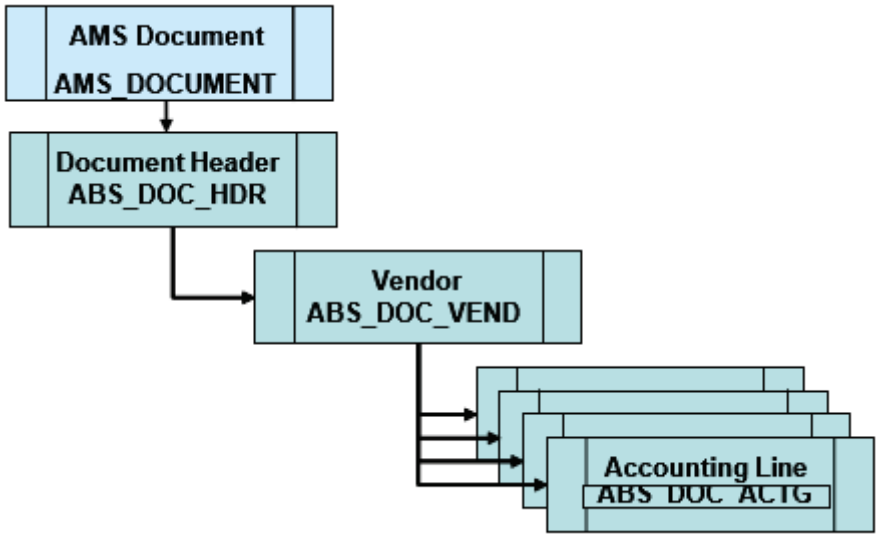
Note: The current data element information is extracted from the “Inbound interface Design Document for Trust Warrant Request (TWR)” document provided by A-C.

(I)Logical Document Component Structure

For the purposes of inbound interfaces, the TWR document is comprised of four components:

- AMS Document (AMS_DOCUMENT): Identifies the Document Type and other information that is unique for the given payment record.
- Accounting Based Spending Document Header (ABS_DOC_HDR): Describes “header” information about the payment record, e.g. Fiscal Year, Record Date and Document ID.
- Accounting Based Spending Vendor (ABS_DOC_VEND): Describes the vendor information for the given payment record.
- Accounting Based Spending Accounting Lines (ABS_DOC_ACTG): Identifies the accounting information for the given payment record.

This diagram illustrates these components of the TWR document interface specification.



(II) TWR Document Component: AMS_DOCUMENT

Attribute	Caption	Description	R/C	Type	Size	eCAPS Comments
RECORD_TYPE	Document Component Type	This value identifies the flat file record as the AMS DOCUMENT record. The value is 'ADC'.	R	Text	3	"**ADC**"
DOC_CAT	Document Category	The category in which the document is located.	R	Text	5	"**ABS** "
DOC_TYP	Docume nt Type	The type of document, defined in the Document Type table. Each document code must be assigned a document type.	R	Text	5	"**ABS** "
DOC_CD	Document Code	The alpha-numeric code that indicates the type of transaction. TWR indicates expenditure trust payment	R	Text	5	"**TWR** "

Attribute	Caption	Description	R/C	Type	Size	eCAPS Comments
		request.				
DOC_DEPT_CD	Department	The department code assigned to this document.	R	Text	2	Department Code such as 'SH' for Sheriff
DOC_UNIT_CD	Document Unit Code	The unit code associated with this document for security and workflow purposes.	R	Text	5	Five character Unit code such as "15765"
DOC_ID	Document ID	The document code and number that is either manually assigned or automatically generated by the system if you do not enter this information. Duplicate document identification numbers are not allowed in the system.	R	Text	11	Interfaced transactions will always contain a unique Document ID and will not make use of the automatically generated Document ID. The Document ID provided in the interface will be used to locate the transaction in eCAPS and to prevent duplicate transactions.
DOC_VERS_NO	Document Version	The version number assigned to this document. The version is incremented with each modification draft.	R	Numeric	2	Always set to " 1".
AUTO_DOC_NUM	Automatic Document Numbering	Indicates that system will assign a unique Document ID for the document.	R	Flag	1	Feature not used for interfaces. Set to "0".

Attribute	Caption	Description	R/C	Type	Size	eCAPS Comments
DOC_IMPORT_MO DE	Document Import Mode	Indicates that the document is being made as an Original Entry “OE” or it’s a Modification “MOD”.	R	Text	3	“OE ” for Original Entry “MOD” for Modification

(III) TWR Document Component: ABS_DOC_HDR

Attribute	Caption	Description	R/C	Type	Size	eCAPS Comments
RECORD_TYPE	Document Component Type	This value identifies the flat file record as a Header record. The value is ‘HDR’.	R	Text	3	“**HDR**”
DOC_CD	Document Code	The alpha-numeric code that indicates the type of transaction. TWR indicates expenditure trust payment request.	R	Text	5	Same as in **AMS_DOCUMENT**
DOC_DEPT_CD	Department	The department code assigned to this document.	R	Text	2	Same as in **AMS_DOCUMENT**
DOC_UNIT_CD	Document Unit Code	The unit code associated with this document for security and workflow purposes.	R	Text	5	Same as in **AMS_DOCUMENT**
DOC_ID	Docume nt ID	The document code and number that is either manually assigned or automatically generated by the system if you do not enter this information. The version number is assigned automatically. Duplicate document identification numbers are not allowed in the system.	R	Text	11	Same as in **AMS_DOCUMENT**

Attribute	Caption	Description	R/C	Type	Size	eCAPS Comments
DOC_VERS_NO	Document Version	The version number assigned to this document. The version is incremented with each modification draft.	R	Numeric	2	Same as in **AMS_DOCUMENT**
DOC_NM	Document Name	Name for the document.	O	Text	60	The value in this field should be descriptive on what the payment is for.
DOC_REC_DT_DC	Record date	The record date manually entered on the document header. If not manually entered, the date becomes the one when the document was submitted successfully.	O	Date	8	Format of Date "MMDDYYYY" Example: "10232004"
DOC_BFY	Budget FY	When on the header of a document, this is the default budget fiscal year that will be pushed to all accounting lines. This default value will become the accounting line's budget fiscal year where one is not manually entered or defaulted from a reference document.	O	Numeric	4	Leave blank.
DOC_FY_DC	Fiscal Year	The fiscal year associated with this document.	O	Numeric	4	If posted to the 13th accounting period then fiscal year must be provided. Example: "2005". Otherwise leave

Attribute	Caption	Description	R/C	Type	Size	eCAPS Comments
						blank.
DOC_PER_DC	Period	The manually entered accounting period for a document in draft. If not manually entered, the field remains blank until the document is submitted successfully. At this point it will be set to the current accounting period.	O	Numeric	2	If posted to the 13th accounting period then fiscal year must be provided. Example: “13”. Otherwise leave blank.
DOC_DSCR	Document Description	The description associated with the document.	O	Text	60	
BANK_ACCT_CD	Bank Account	The unique identification code associated with the bank account. This code is the key to the Bank (BANK) table. A bank account code is used in place of the actual bank account to prevent the posting of actual bank account numbers throughout the system.	R	Text	4	This value is constant. Information on Bank Account will be distributed at a later date. Must be valid on Bank (BANK) table.

Attribute	Caption	Description	R/C	Type	Size	eCAPS Comments
EXT_DOC_DSCR	Extended Description	A free-form text field that will hold a large volume of information to be associated with a document component. It is larger than the regular description field, but still limited unlike attachments.	O	Text	1500	

(IV) TWR Document Component: ABS_DOC_VEND

Attribute	Caption	Description	R/C	Type	Size	eCAPS Comments
RECORD_TYPE	Document Component Type	This value identifies the flat file record as a Vendor record. The value is 'VND'.	R	Text	3	"**VND**"
DOC_CD	Document Code	The alpha-numeric code that indicates the type of transaction. TWR indicates expenditure trust payment request.	R	Text	5	Same as in **AMS_DOCUMENT**
DOC_DEPT_CD	Department	The department code assigned to this document.	R	Text	2	Same as in **AMS_DOCUMENT**
DOC_UNIT_CD	Document Unit Code	The unit code associated with this document for security and workflow purposes.	R	Text	5	Same as in **AMS_DOCUMENT**

Attribute	Caption	Description	R/C	Type	Size	eCAPS Comments
DOC_ID	Document ID	The document code and number that is either manually assigned or automatically generated by the system if you do not enter this information. The version number is assigned automatically. Duplicate document identification numbers are not allowed in the system.	R	Text	11	Same as in **AMS_DOCUMENT**
DOC_VERS_NO	Document Version	The version number assigned to this document. The version is incremented with each modification draft.	R	Numeric	2	Same as in **AMS_DOCUMENT**
DOC_VEND_LN_NO	Document Vendor Line Number	The vendor line number visible to a user that uniquely identifies each vendor line within a document.	R	Numeric	2	Value: “ **1**”
VEND_CUST_CD	Vendor Customer	The unique identifier assigned to the vendor/customer. In ADVANTAGE Financial, a vendor can also be a customer, allowing you to enter information only one time when a particular contact is both a vendor	R	Text	20	If a vendor code is specified on the interface then all Payee information, such as Name and Address, are inferred from Vendor File. Vendor codes are

Attribute	Caption	Description	R/C	Type	Size	eCAPS Comments
		(payable) and a customer (receivable).				established for reasons such as 1099 eligible or direct deposit. If a miscellaneous vendor code is specified on the interface then Payee information must be provided on the payment request, such as Legal Name, Address 1, and City. Must be valid on Vendor Customer (VCUST) table. Vendor Customer (VEND_CUST_CD) cannot be modified if DOC_IMPORT_MODE is equal to 'MOD'.
LGL_NM	Legal Name	The legally defined name of the company or individual represented by	CR	Text	60	Field is required when using miscellaneous

Attribute	Caption	Description	R/C	Type	Size	eCAPS Comments
		this record. The field is used for reporting if defined as not alias/DBA. If a miscellaneous vendor is used, this field is required.				vendor code.
ALIAS_NM	Alias/DBA	The alternate name, alias or operating name (doing business as) used to identify the account.	O	Text	60	This field can be used as the second vendor name.
AD_ID	Address Code	The Address Code given to a unique address for a vendor or customer. The use of different Address Codes will allow a single vendor or customer code to have multiple addresses.	O	Text	20	If an address other than the default payment address is desired then an alternate address code must be specified.
AD_LN_1	Address Line 1	The first line of the address. If a miscellaneous vendor is used, this field is required.	CR	Text	75	Field is required when using miscellaneous vendor code. Can be used to specify foreign country address information.
AD_LN_2	Address Line 2	The second line of the address.	O	Text	75	Can be used to specify foreign country address information.

Attribute	Caption	Description	R/C	Type	Size	eCAPS Comments
CITY	City	The city name associated with the address. If a miscellaneous vendor (MISC) is used, this field is required.	CR	Text	60	Field is required when using miscellaneous vendor code. Can be used to specify foreign country address information.
ST	State	The state or province.	CR	Text	2	Field is required when using miscellaneous vendor code.
ZIP	Zip	The zip code associated with the address.	CR	Text	10	Field is required when using miscellaneous vendor code. Can be used to specify foreign country address information.
CTRY	Country	The unique identification code associated with the country.	O	Text	3	
CNTY	County	The name associated with the county. If you do not provide a county name, the name does not display on reports.	O	Text	5	

Attribute	Caption	Description	R/C	Type	Size	eCAPS Comments
CNTAC_ID	Vendor Contact ID	The unique identification number assigned to the contact. The use of different contact ID's will allow a single vendor or customer code to have multiple contacts.	O	Text	20	
PRIN_CNTAC	Vendor Contact Name	The vendor's procurement contact.	O	Text	60	
VOICE_PH_NO	Vendor Contact Phone	The telephone number associated with the contact.	O	Text	30	
VOICE_PH_EXT	Vendor Contact Phone Ext	The telephone number extension associated with the contact.	O	Text	6	
EMAIL_AD	Vendor Contact Email	The email address associated with the contact.	O	Text	100	
FAX_PH_NO	Fax	The fax extension number associated with a contact, be it a vendor, customer, or internal contact.	O	Text	30	
FAX_PH_EXT	Fax Extension	The optional fax extension number associated with the fax number for a contact, be it a vendor, customer, or internal contact.	O	Text	6	

Attribute	Caption	Description	R/C	Type	Size	eCAPS Comments
WEB_AD	Web Address http: //	The web address for this company/individual.	O	Text	100	
VEND_DISB_CAT	Disbursement Category	The Disbursement Category associated with the document. Disbursement Category contains contact information from the department making the payment request and will be printed on the check. Disbursement Category also determines the type of warrant stub produced.	R	Text	4	Information for which Disbursement Category to use will be distributed to Departments. Must be valid on Disbursement Category (DISC) table. Disbursement Category (VEND_DISB_CAT) cannot be modified if DOC_IMPORT_MODE is equal to 'MOD'.
SCHED_PYMT_DT	Schedule Payment Date	The date that a payment request is scheduled to be processed.	O	Date	8	Format of Date "MMDDYYYY" Scheduled Payment Date cannot be less than the current date. If left blank this field will default to

Attribute	Caption	Description	R/C	Type	Size	eCAPS Comments
						current system date. Scheduled Payment Date (SCHED_PYMT_DT) cannot be modified and must contain the same value as the Original Entry (OE) if DOC_IMPORT_MODE is equal to 'MOD'.
DISB_PRTY_CD	Disbursement Priority	This field determines the order in which a disbursement is processed during the Automated Disbursement process. Must be valid on the Disbursement Priority page.	O	Numeric	2	Leave blank.
DFLT_DISB_FRMT	Disbursement Format	The default disbursement format to be used when generating payments to this record. Must be valid on the Disbursement Format page.	O	Text	4	Leave blank.
HDLG_CD	Handling Code	The code associated with individual types of disbursement instrument	O	Text	2	List of handling codes will be distributed at a

Attribute	Caption	Description	R/C	Type	Size	eCAPS Comments
		handling.				later date.
VEND_SNGL_CHK_FL	Single Payment	The Single Payment flag indicates if multiple disbursements should be combined into a single payment for this vendor. When checked on the vendor line of a Payment Request either manually or inferred from the Vendor (VCUST) table, all accounting lines under that vendor line lead to a single payment instrument. A second request for payment with the flag checked for the same vendor would not be combined with the first, but would be a second payment instrument.	R	Flag	1	Must be true with a value of “1” This indicates that payments will not be consolidated.
PAY_THRD_PTY	Pay Third Party	When a Payment Request (PRC) or General Account Expenditure document (GAX) is entered and the payment should be made to the third party, the Third Party flag must be selected. Otherwise, the	P	Flag	1	Leave blank.

Attribute	Caption	Description	R/C	Type	Size	eCAPS Comments
		payment will be made to the primary vendor. The third party vendor must exist in the system, and must have a relationship established with the primary vendor on the Vendor Customer table. (The primary vendor must identify the vendor code of its third party.) When a payment is flagged to the third party on the Vendor Line, the PRC document will infer the third party information to the Payee fields on the Disbursement Request table (DRT).				
DISC_1_DY	Days 1	The number of days from the Invoice Date (or Scheduled Payment Date if Invoice Date is not entered), that the corresponding Discount Percentage will be used.	P	Numeric	3	Leave blank.
DISC_2_DY	Days 2	The number of days from the Invoice Date (or Scheduled Payment Date if Invoice Date is not entered), that the	P	Numeric	3	Leave blank.

Attribute	Caption	Description	R/C	Type	Size	eCAPS Comments
		corresponding Discount Percentage will be used.				
DISC_3_DY	Days 3	The number of days from the Invoice Date (or Scheduled Payment Date if Invoice Date is not entered), that the corresponding Discount Percentage will be used.	P	Numeric	3	Leave blank.
DISC_4_DY	Days 4	The number of days from the Invoice Date (or Scheduled Payment Date if Invoice Date is not entered), that the corresponding Discount Percentage will be used.	P	Numeric	3	Leave blank.
DISC_1_PC	Percent 1	The percentage to be used to calculate the discount amount if the payment is made within the specified number of days.	P	Decimal	(3,4)	Leave blank.
DISC_2_PC	Percent 2	The percentage to be used to calculate the discount amount if the payment is made within the specified number of days.	P	Decimal	(3,4)	Leave blank.

Attribute	Caption	Description	R/C	Type	Size	eCAPS Comments
DISC_3_PC	Percent 3	The percentage to be used to calculate the discount amount if the payment is made within the specified number of days.	P	Decimal	(3,4)	Leave blank.
DISC_4_PC	Percent 4	The percentage to be used to calculate the discount amount if the payment is made within the specified number of days.	P	Decimal	(3,4)	Leave blank.
DISC_ALW_1_FL	Discount Always 1	When selected, indicates that all other subsequent discount terms no longer apply. The discount always applies, even if the number of net days has passed. Default is cleared. Only one of the discount always flags can be selected at any given time.	P	Flag	1	Leave blank.
DISC_ALW_2_FL	Discount Always 2	When selected, indicates that all other subsequent discount terms no longer apply. The discount always applies, even if the number of net days has passed. Default is cleared. Only one of the	P	Flag	1	Leave blank.

Attribute	Caption	Description	R/C	Type	Size	eCAPS Comments
		discount always flags can be selected at any given time.				
DISC_ALW_3_FL	Discount Always 3	When selected, indicates that all other subsequent discount terms no longer apply. The discount always applies, even if the number of net days has passed. Default is cleared. Only one of the discount always flags can be selected at any given time.	P	Flag	1	Leave blank.
DISC_ALW_4_FL	Discount Always 4	When selected, indicates that all other subsequent discount terms no longer apply. The discount always applies, even if the number of net days has passed. Default is cleared. Only one of the discount always flags can be selected at any given time.	P	Flag	1	Leave blank.
LGCY_SYSTM	Legacy System Name	Allows interfacing departments to indicate the name of the source system that generated the payment request. This field will be stored in	O	Text	30	Valid Legacy System Names will be provided at a later date. The value specified must be

Attribute	Caption	Description	R/C	Type	Size	eCAPS Comments
		eCAPS and can be used in reports.				valid on the Legacy System Name Coded Value List (CVL). Must specify Legacy Reference Number if this field is populated.
LGCY_REF_CD	Legacy Referenc e Number	Allows interfacing departments to indicate a unique code for each payment request. The unique code may be a case number or vendor code that is not stored on the eCAPS vendor file. If the vendor code is stored in eCAPS then this value will duplicate the VEND_CUST_CD. This field will be stored in eCAPS and can be used in reports.	O	Text	20	Examples of Legacy Reference Number are Vendor Code, Case Number, PIN, or Agency Code. Must specify Legacy Source System Name if this field is populated.

(V) TWR Document Component: ABS_DOC_ACTG

Attribute	Caption	Description	R/C	Type	Size	eCAPS Comments
RECORD_TYPE	Document Component Type	This value identifies the flat file record as an Accounting record. The value is ‘ACT’.	R	Text	3	“**ACT**”

Attribute	Caption	Description	R/C	Type	Size	eCAPS Comments
DOC_CD	Document Code	The alpha-numeric code that indicates the type of transaction. TWR indicates expenditure trust payment request.	R	Text	5	Same as in **AMS_DOCUMENT**
DOC_DEPT_CD	Department	The department code assigned to this document.	R	Text	2	Same as in **AMS_DOCUMENT**
DOC_UNIT_CD	Document Unit Code	The unit code associated with this document for security and workflow purposes.	R	Text	5	Same as in **AMS_DOCUMENT**
DOC_ID	Document ID	The document code and number that is either manually assigned or automatically generated by the system if you do not enter this information. The version number is assigned automatically. Duplicate document identification numbers are not allowed in the system.	R	Text	11	Same as in **AMS_DOCUMENT**
DOC_VERS_NO	Document Version	The version number assigned to this document. The version is incremented with each modification draft.	R	Numeric	2	Same as in **AMS_DOCUMENT**
DOC_VEND_LN_NO	Doc Vendor Line Number	The vendor line number visible to a user that uniquely identifies each vendor line within a document.	R	Numeric	2	Value: “ **1**”
DOC_ACTG_LN_NO	Accounting Line	The accounting line number visible to a user that uniquely identifies each accounting line within a document.	R	Numeric	4	Value: “ **1**” Line numbering begins at 1 and is incremental for additional lines

Attribute	Caption	Description	R/C	Type	Size	eCAPS Comments
EVNT_TYP_ID	Event Type	Event Type determines the journal postings and business rules for a particular transaction.	R	Text	4	For Asset Balance Sheet Account payments the value is “AP18”. For Liability Balance Sheet Account payments the value is “AP17”. For Equity Balance Sheet Account payments the value is “AP16”.
ACTG_TMPL_ID	Accounting Template	The unique identification code assigned to the accounting template. Accounting templates are used to bring in chart of account element codes for ease of data entry on documents.	O	Text	6	The Department may choose to set up an Accounting Template, which will contain information. Use of the Account Template will default Chart of Accounts information for the Accounting Line. Must be valid on Accounting Template (ACTPL) table.
ACTG_LN_DSCR	Line Description	The description associated with the line. This description will be available for reports.	O	Text	100	Department may provide Accounting Line Description in this data element.
LN_AM	Line Amount	The amount of an individual record of a document component, be it the header, vendor line, commodity line, accounting line, budget line, or allotment. The amount could also be the amount	R	Decimal	(12,2)	To specify a payment of 3,000.13 the following is the format: Example: “ 3000.13” The Line Amount (LN_AM) can be used for modification increases and

Attribute	Caption	Description	R/C	Type	Size	eCAPS Comments
		recorded to a table that tracks document updates such as the Statement Detail table or a journal.				decreases.
BFY	Budget FY	The budget fiscal year with which this calendar date is associated. Must be valid on the Fiscal Year page.	O	Numeric	4	Leave blank.
FY_DC	Fiscal Year	The fiscal year associated with this document.	O	Numeric	4	If posted to the 13th accounting period then fiscal year must be provided. Example: “2005”. Otherwise leave blank.
PER_DC	Period	The manually entered accounting period for a document in draft. If not manually entered, the field remains blank until the document is submitted successfully. At this point it will be set to the current accounting period.	O	Numeric	2	If posted to the 13th accounting period then fiscal year must be provided. Example: “13”. Otherwise leave blank.
VEND_INV_NO	Vendor Invoice Number	The invoice number from the invoice received from the vendor.	O	Text	30	If populated the Vendor Invoice Number field is used to check for duplicate payments made to a vendor.
VEND_INV_LN_NO	Vendor Invoice Line	The invoice line number from the invoice received from the vendor.	CR	Numeric	4	If VEND_INV_NO is populated then the Vendor Invoice Line must also be populated. Line numbering begins at 1

Attribute	Caption	Description	R/C	Type	Size	eCAPS Comments
						and is only incremental for additional lines with the same invoice number
VEND_INV_DT	Vendor Invoice Date	The date of the invoice received from the vendor.	CR	Date	8	Format of Date "MMDDYYYY" If VEND_INV_NO is populated then the Vendor Invoice Date must also be populated. Vendor Invoice Date (VEND_INV_DT) cannot be modified if DOC_IMPORT_MODE is equal to 'MOD'.
TRKG_DT	Tracking Date	Provides the ability to record or track any date related to the invoice or payment of goods and services.	O	Date	8	Format of Date "MMDDYYYY"
CHK_DSCR	Check Description	The text to be printed on the check stub. The check stub will contain 15 text lines with a maximum of 75 characters per line. Text in this field can be aligned in column format.	O	Text	1,125	A carriage return will be applied after every 75 characters. Only text on accounting line 1 will be printed on the check stub.
RFED_DOC_CD	Ref Doc Code	The document code from the referenced eCAPS document.	P	Text	5	Leave blank.
RFED_DOC_DEPT_CD	Ref Doc Dept	Department code that is part of the complete document identification of a referenced	P	Text	2	Leave blank.

Attribute	Caption	Description	R/C	Type	Size	eCAPS Comments
		eCAPS document.				
RFED_DOC_ID	Ref Doc Id	The document identification code from the referenced eCAPS document.	P	Text	11	Leave blank.
RFED_VEND_LN_ NO	Ref Vendor Line	The vendor line number from the referenced eCAPS document.	P	Numeric	2	Leave blank.
RFED_ACTG_LN_ NO	Ref Accounting Line	The accounting line number from the referenced eCAPS document.	P	Numeric	4	Leave blank.
RF_TYP	Ref Type	Defines the type of reference being performed against the specified referenced eCAPS transaction line. “Final” closes the referenced line, meaning additional references are not allowed. “Partial” and “Memo” do not close the referenced line, allowing additional transactions to reference this line.	P	Numeric	1	Leave blank.
FUND_CD	Fund	The identification code associated with a fund.	R	Text	4	Must be valid on Fund (FUND) table. Example: “TK7” for Trust Fund

Attribute	Caption	Description	R/C	Type	Size	eCAPS Comments
SFUND_CD	Sub Fund	The identification code associated with the sub-fund.	P	Text	4	Leave blank.
DEPT_CD	Department	An identification code associated with a department.	P	Text	2	Leave blank.
UNIT_CD	Unit	An identification code associated with a Unit.	P	Text	5	Leave blank.
SUNIT_CD	Sub Unit	Sub Unit is a means of breaking down a unit code into smaller measurements. It is the lowest level of organizational structure and is required or prohibited based on one or more sub unit requirement tables.	P	Text	5	Leave blank.
APPR_CD	Appr	The identification code associated to an appropriation unit.	P	Text	9	Leave blank.
OBJ_CD	Object	The identification code associated with an object of expenditure.	P	Text	4	Leave blank.
SOBJ_CD	Sub Object	The identification code associated with the sub-object.	P	Text	4	Leave blank.

Attribute	Caption	Description	R/C	Type	Size	eCAPS Comments
RSRC_CD	Revenue Source	Revenue sources are used to track individual sources of revenue taken in.	P	Text	4	Leave blank.
SRSRC_CD	Sub Revenue Source	The identification code associated with the sub-revenue source.	P	Text	4	Leave blank.
BSA_CD	BSA	The identification code assigned to the balance sheet account.	R	Text	4	Must be valid on Balance Sheet Account (BSA) table. Three types of Balance Sheet Accounts are allowed: Asset, Liability, and Equity. For each type of Balance Sheet a corresponding Event Type is required. Asset Account is Event Type AP18 Liability Account is Event Type AP17 Equity Account is Event Type AP16 Example: “7000” for liability
SBSA_CD	Sub BSA	The identification code assigned to the sub-balance sheet account.	P	Text	4	Leave blank.
OBSA_CD	OBSA	The balance sheet account code to which the offset is posted. In most cases, there is a default established for this code; however, certain	P	Text	4	Leave blank.

Attribute	Caption	Description	R/C	Type	Size	eCAPS Comments
		documents will allow users to manually enter a value to be used other than the default.				
OSBSA_CD	Sub OBSA	The sub-balance sheet account to which the offset is posted.	P	Text	4	Leave blank.
DOBJ_CD	Dept Object	The identification code assigned to the Department object.	P	Text	4	Leave blank.
DRSRC_CD	Dept Revenue	The code assigned to the department revenue source.	P	Text	4	Leave blank.
LOC_CD	Location	The identification code assigned to the location.	P	Text	4	Leave blank.
SLOC_CD	Sub Location	The identification code associated with the sub-location.	P	Text	4	Leave blank.
ACTV_CD	Activity	The identification code associated with the activity.	P	Text	4	Leave blank.
SACTV_CD	Sub Activity	The identification code associated with the sub-activity.	P	Text	4	Leave blank.

Attribute	Caption	Description	R/C	Type	Size	eCAPS Comments
FUNC_CD	Function	The identification code associated with the function. The identification code associated with the function. Code is used for Performance Counts!	P	Text	4	Leave blank.
SFUNC_CD	Sub Function	The identification code associated with the sub-function.	P	Text	4	Leave blank.
RPT_CD	Reporting	The reporting code element is used for tracking contract activity. The contract number will be entered in this field.	P	Text	10	Leave blank.
SRPT_CD	Sub Reporting	Sub reporting codes define contract periods.	P	Text	4	Leave blank.
TASK_CD	Task	The unique identification code assigned to the task.	P	Text	4	Leave blank.
STASK_CD	Sub Task	The sub task is a means of breaking down tasks into smaller components.	P	Text	4	Leave blank.
TASK_ORD_CD	Task Order	The unique identification code assigned to the task order.	P	Text	6	Leave blank.
PROG_CD	Project	The identification code assigned to the project. Project is a cost accounting Chart of Accounts element.	P	Text	10	Leave blank.

Attribute	Caption	Description	R/C	Type	Size	eCAPS Comments
PHASE_CD	Phase	The identification code assigned to the phase. Phase is a cost accounting Chart of Accounts element representing a phase of a project.	P	Text	6	Leave blank.
PPC_CD	Project Period	The identification code assigned to the project period.	P	Text	6	Leave blank.
SVC_FRM_DT	Service From Date	The service from date from the Payment Request document.	O	Date	8	Format of Date "MMDDYYYY" The **SVC_FRM_DT** is the From Date that goods/services were received. The date is also used in discount calculation.
SVC_TO_DT	Service To Date	The service to date from the Payment Request document	O	Date	8	Format of Date "MMDDYYYY" The **SVC_TO_DT** is the To Date that goods/services were received. The date is also used in discount calculation.
SPC_INST_CD	Special Instructions Code	The unique code for the Special Instructions record stored on the Special Instructions table. This field holds up to 4 characters of text.	P	Text	4	Leave blank.

TTCDATA-11c Current Outbound eCAPS Departmental Interface Payment Request Control Report

e-CAPS Departmental Interface Payment Request Control Report

To: Auditor-Controller Disbursements Division

Fax:
Phone: [redacted]

From: **Treasurer and Tax Collector**

Contact Name: [redacted]

Date: 1/4/2023

Department Code	TT
Document Type	GAX TWR SWR (circle one)
File Name	ECAPS_TT_TWR_PRTYTXPY_20230103.TXT
File Submission Date	1/4/2023
Number of Documents (# of payment requests) per File	198
Total $ Amount of Documents per File	$81[illegible]

TTCDATA-11d: Proposed Future Data Elements for the Outbound eCAPS Reconciliation Trailer Record Interface

Data Element	Element Description
Trailer ID	This value identifies the flat file record as the trailer record. The value is TRL.
File Name	Example: ECAPS_AU_TWR_CARS_20050101
Record Count	The count of all records / record types in this file.
Header Count	The count of all header (HDR) records in this file.
Summary Account 1	Summary total of dollar amounts. If not a JV, then the sum of all line amounts (LN_AM) from the ACTG records. If a JV, then the sum of all credit amounts (CR_AM) from the ACTG records.
Summary Account 2	Summary total of dollar amounts. If not a JV, then leave blank. If a JV, then the sum of all debit amounts (DR_AM) from the ACTG records.

TTCDATA-11e: Proposed Future Data Elements for the Outbound Warrant/EFT Request Interface

Data Element	Element Description
Vendor Customer	For a warrant request, this is the miscellaneous vendor code assigned to all AC property tax refund request. For an EFT request, this is the eCAPS vendor code for EFT request.
Warrant Amount	Amount of warrant.
Payee Name	Payee name.
Payee Address	Payee address.
Payee City	Payee city.
Payee State	Payee state.
Payee Zip	Payee zip.
Disbursement Category	Disbursement category.

TTCDATA-11f: Proposed Future Data Elements for the Outbound Warrant Stop Payment Request Interface

Data Element	Element Description
Warrant Number	Identifying number of warrant.
Warrant Issue Date	Date the warrant is issued.
Vendor Number	Vendor number assigned to a taxpayer who is due a refund.
Warrant Amount	Amount of warrant.
Payee Name	Payee name.
Payee Address	Payee address.
Payee City	Payee city.

Data Element	Element Description
Payee State	Payee state.
Payee Zip	Payee zip.
Disbursement Category	Disbursement category.
Bill Number	Bill number.
Stop Payment Reason	Reason for the stop payment.

TTCDATA-11g: Proposed Future Data Elements for the Outbound Warrant Re-Issue Request Interface

Data Element	Element Description
Warrant Number	Original warrant number.
Warrant Issue Date	Original warrant issue date.
Vendor Number	Vendor number assigned to a taxpayer who is due a refund.
Warrant Amount	Amount of warrant.
TTC Refund Number	TTC assigned refund number.
Payee Name	Payee name.
Payee Address	Payee address.
Payee City	Payee city.
Payee State	Payee state.
Payee Zip	Payee zip.
Disbursement Category	Disbursement category
Bill Number	Bill number.

TTCDATA-11h: Proposed Future Data Elements for the Journal Voucher Request Interface

Data Element	Element Description
Fiscal year	Associated Fiscal year
Period	Accounting Period
Credit Amount	Dollar Amount of the transfer.
Fund	Account from which the money is transferred.
Debit Amount	Account to which the money is transferred.
Transfer Reason	Reason for the transfer.
Authorizing TTC Department	TTC department performing the transfer.
Legal Name	Legally defined name of the company or individual

TTCDATA-13 Federal Aviation Administration (FAA) Interface

TTCDATA-13a: Proposed Future Inbound FAA Lien Filing Information Interface

Data Element	Element Description
Document Number	Lien recording document number.
Recording Date	Date of lien recording.
Assessee Name	The owner of record on file with the Assessor office.
Assessee Address	The owner of record mailing address on file with the Assessor office.
Assessor Identification Number	A 10 digit number provided by Assessor which uniquely identifies a property in County.
Property Description	Unsecured property description – aircraft description.
Tail number (N-Number)	Aircraft identification number.
Treasurer Tax Collector Contact Information	TTC contact information.
Tax Year	Current tax year.
Bill Number	Bill number.
Situs	Property situs.
Total Tax	Total original tax amount, excluding cost and penalty.
Collection Cost	Collection cost amount.
Total After Penalties	Total tax amount, including 10% penalty, collection cost, and penalty interest.
Penalties Computed Thru Date	Date the penalty interest is computed through; set to end of the second month after the penalty interest date.
Lien Number	County-assigned number to uniquely identify a lien record.

TTCDATA-13b: Proposed Future Inbound FAA Lien Release Information Interface

Data Element	Element Description
Document Number	Lien recording document number.
Recording Date	Date of lien recording.
Assessee Name	The owner of record on file with the Assessor office.
Assessee Address	The owner of record mailing address on file with the Assessor office.
Assessor Identification Number	A 10 digit number provided by Assessor which uniquely identifies a property in County.
Property Description	Unsecured property description – aircraft description.
Tail number (N-Number)	Aircraft identification number.
Treasurer Tax Collector Contact Information	TTC contact information.
Tax Year	Current tax year.
Bill Number	Bill number.
Situs	Property situs.
Total Tax	Total original tax amount, excluding cost and penalty.
Collection Cost	Collection cost amount.
Total After Penalties	Total tax amount, including 10% penalty, collection cost, and penalty interest.
Penalties Computed Thru Date	Date the penalty interest is computed through; set to end of the second month after the penalty interest date.
Lien Number	County-assigned number to uniquely identify a lien record.
Document Number (original)	Original lien recording document number.
Recording Date (original)	Original date of lien recording.

TTCDATA-13c: Proposed Future Outbound FAA Lien Request Interface

Data Element	Element Description
Assessee Name	The owner of record on file with the Assessor office.
Assessee Address	The owner of record mailing address on file with the Assessor office.
Assessor Identification Number	A 10 digit number provided by Assessor which uniquely identifies a property in County.
Property Description	Unsecured property description – aircraft description.
Tail number (N-Number)	Aircraft identification number.
Treasurer Tax Collector Contact Information	TTC contact information.
Tax Year	Current tax year.
Bill Number	Bill number.
Situs	Property situs.
Total Tax	Total original tax amount, excluding cost and penalty.
Collection Cost	Collection cost amount.
Total After Penalties	Total tax amount, including 10% penalty, collection cost, and penalty interest.
Penalties Computed Thru Date	Date the penalty interest is computed through; set to end of the second month after the penalty interest date.
Lien Number	County-assigned number to uniquely identify a lien record.

TTCDATA-13d: Proposed Future Outbound FAA Lien Release Request Interface

Data Element	Element Description
Assessee Name	The owner of record on file with the Assessor office.
Assessee Address	The owner of record mailing address on file with the Assessor office.
Assessor Identification Number	A 10 digit number provided by Assessor which uniquely identifies a property in County.
Property Description	Unsecured property description – aircraft description.
Tail number (N-Number)	Aircraft identification number.
Treasurer Tax Collector Contact Information	TTC contact information.
Tax Year	Current tax year.
Bill Number	Bill number.
Situs	Property situs.
Total Tax	Total original tax amount, excluding cost and penalty.
Collection Cost	Collection cost amount.
Total After Penalties	Total tax amount, including 10% penalty, collection cost, and penalty interest.
Penalties Computed Thru Date	Date the penalty interest is computed through; set to end of the second month after the penalty interest date.
Lien Number	County-assigned number to uniquely identify a lien record.

TTCDATA-14 Financial Institution Interface

TTCDATA-14a: Current Inbound Home Banking Interface

Input Header Record

^ - Space
9 - Numeric
V - Decimal
X - Alphanumeric
Z - Zero Suppress

Field No.	Field Position	Field Name	Length of Field	Format	Instruction
1	1	Record Type	1	9(1)	"1"
2	4-13	Trace Number	10	X(10)	
3	24-29	Process Date	6	X(6)	YYMMDD
4	24-33	Create Number	10	X(10)	

Input Batch Header Record

^ - Space
10 - Numeric
V - Decimal
X - Alphanumeric
Z - Zero Suppress

Field No.	Field Position	Field Name	Length of Field	Format	Instruction
1	1	Record Type	1	9(1)	"5"
2	41-50	File Name	10	X(10)	
3	70-75	Effective Date	6	X(6)	YYMMDD
4	76-78	Julian Date	3	X(3)	
5	88-94	Batch Number	7	X(7)	

Input Detail Record

^ - Space
11 - Numeric
V - Decimal
X - Alphanumeric
Z - Zero Suppress

Field No.	Field Position	Field Name	Length of Field	Format	Instruction
1	1	Record Type	1	9(1)	“6”
2	12	Check Digit	1	X(1)	
3	30-39	TXN Amount	10	X(10)	
4	41-54	Client Name	15	X(15)	
5	55-56	EFT Code	2	X(2)	
6	57-66	Parcel Number	10	X(10)	
7	68-69	Year	2	X(2)	
8	70-72	Sequence Number	3	X(3)	
9	74	Pay Key	1	X(1)	
10	81-87	TXN Type	8	X(8)	
11	81-94	Trace Number	15	X(15)	

Input Batch Summary Record

^ - Space
9 - Numeric
V - Decimal

X - Alphanumeric
Z - Zero Suppress

Field No.	Field Position	Field Name	Length of Field	Format	Instruction
1	1	Record Type	1	9(1)	“8”
2	5-10	Trans Count	6	9(6)	
3	33-44	Batch Amount	12	X(12)	
4	45-54	Bank ID	10	X(10)	
5	88-94	Batch Number	7	X(7)	

Input Footer Record

^ - Space
9 - Numeric
V - Decimal
X - Alphanumeric
Z - Zero Suppress

Field No.	Field Position	Field Name	Length of Field	Format	Instruction
1	1	Record Type	1	9(1)	“9”
2	6	Batch Count	6	9(6)	
3	8	Entry Count	8	9(8)	
4	12	Total Amount	12	X(12)	

Output Detail Record

^ - Space
9 - Numeric
V - Decimal
X - Alphanumeric
Z - Zero Suppress

Field No.	Field Position	Field Name	Length of Field	Format	Instruction
1	1-10	Parcel Number	1	9(10)	
2	11-16	TXN Date	6	9(6)	YYMMDD
3	17-19	TXN Code	3	9(3)	“610”
4	20-21	Year	2	9(2)	
5	22-24	Seq No	3	9(3)	
6	25-30	Effecitve Date	6	X(6)	YYMMDD
7	31	Installment Key	1	9(1)	
8	32-34	Group Number	3	9(3)	“098”
9	35-52	File Number	18	9(18)	
10	53-62	Payment Amount	10	9(10)	
11	63-79	Filler	17	X(17)	
12	80	Rec Type	1	X(1)	“B”

Output Summary Record

^ - Space

9 - Numeric
V - Decimal
X - Alphanumeric
Z - Zero Suppress

Field No.	Field Position	Field Name	Length of Field	Format	Instruction
1	1-10	Parcel Number	10	9(10)	
2	11-16	TXN Date	6	9(6)	YYMMDD
3	17-24	Summary Number	8	9(8)	
4	25-36	Total Amount	12	9(12)	
5	37-47	Filler	11	X(11)	
6	48-58	Record Count	11	X(11)	

TTCDATA-14b: Proposed Future Interface Data Elements for the Inbound Bank Returned Item Information Interface

Data Element	Element Description
Transaction ID	The transaction ID of the original transaction from vendor.
Payer Name	Payee name.
Payer Address	Payee address.
Payer City	Payee city.
Payer State	Payee state.
Payer Zip	Payee zip.
Amount	Amount of returned item.
Reversal Type	Reversal type.

TTCDATA-14c: Data Elements for the Current Inbound Electronic Payment Transfer (EPT) Interface

ELECTRONIC PAYMENT TRANSACTION FILE REQUEST

POSITION	FIELD DESCRIPTION
1 – 10	10-digit Parcel Number (Assessor ID#)
11 – 13	Group Number (Teller Number Assigned by the County of Los Angeles Treasurer and Tax Collector (TTC))
14 – 21	File Number (unique number – cannot be duplicated) 1. Batch No. – first 4 digits (Assigned by TTC) – This Batch No. corresponds to the batch number in the lender file. - The Batch No. **cannot** be **re-used** in different payment files in each installment. 2. Transaction Seq No. – Sequential Number for each batch (4-digit number from 0001 to 8999)

POSITION	FIELD DESCRIPTION
22	Payment Key 1 = 1st installment 2 = 2nd installment
23 – 32	Payment Amount (**No** decimal points)
33	Penalty Key * = Penalty = No Penalty
34 – 39	Payment Date (YYMMDD) (Transaction Date)
40	Space
41 – 46	Line Seq No. – Sequential Number assigned to each record, beginning with 000001 in ascending order.
47 – 48	Tax Year

Lender Information File Request

POSITION	FIELD DESCRIPTION
1 – 4	Current Roll Year (i.e., 2022)
5	Installment Key 1 = 1st installment 2 = 2nd installment

6 – 9	Batch No. – first 4 digits (Assigned by TTC) This Batch No. corresponds to the batch number in the payment file. -The Batch No. **cannot** be **re-used** in different payment files in each installment.
10 – 41	Name of each lender/taxing agency
42 – 73	1st line of Address of each lender/taxing agency
74 – 105	2nd line of Address of each lender/taxing agency
106 – 109	Tax Year
110 – 112	Tax Year Sequence Number 000 = Annual Bills 010, 020, etc. = Supplemental Bills 001, 002, etc. = Adjusted Bills

TTCDATA-15 Fidelity Information Systems (FIS) Interface

TTCDATA-15a: Current Inbound FIS Data Refund Status Interface

eTax receives a summary of the Refunds, Recurring Payments, and Settlement Authorizations processed.

Note: Information in the below table is extracted from the "1.3 Output File" section of the "LinkGov-Batch Processing" document.

0001 – File Header Record

FIELD	TYPE / MAXIMUM SIZE	REQUIRED Y/N	DESCRIPTION / FORMAT
RECORD IDENTIFIER	Numeric(4)	Y	'0001'
CLIENT NAME	Alphanumeric(255)	Y	
PARTNER CODE	Alphanumeric(5)	N	
VERSION	Alphanumeric(4)	Y	'1.0'
DATE/TIME STAMP	Alphanumeric(19)	Y	ISO 8601 format: yyyy-mm-ddThh:mm:ss
FILE TYPE	Alphanumeric(6)	Y	'INPUT' or 'OUTPUT'

2000 – Refund Header Record

FIELD	TYPE / MAXIMUM SIZE	REQUIRED Y/N	DESCRIPTION / FORMAT
RECORD IDENTIFIER	Numeric(4)	Y	'2000'
TYPE OF RECORDS	Alphanumeric(7)	Y	'REFUNDS'

2020 – Refund Detail (Full or Partial Refunds) Record

FIELD	TYPE / MAXIMUM SIZE	REQUIRED Y/N	DESCRIPTION / FORMAT
RECORD IDENTIFIER	Numeric(4)	Y	'2020'
L2G MERCHANT CODE	Alphanumeric(25)	Y	Merchant Code Assigned by Link2Gov
PASSWORD	Alphanumeric(50)	Y	Will always be empty. Link2Gov will not return the password in the output file
SETTLE MERCHANT CODE	Alphanumeric(25)	Y	Settle Merchant Code Assigned by Link2Gov
ORIGINAL TRANSACTION ID	Numeric(10)	Y	
REFUND AMOUNT	Decimal(18,2)	Y	All amounts will be treated as Negative – sign is not required. Amount will be the Full Amount or an amount up to the Merchant Amount. Fee is refunded for Full Amounts. Fee is not refunded for Partial Amounts. Decimal is not implied – it is required in the file (e.g. 123.99).
USER PART1	Alphanumeric(255)	N	

FIELD	TYPE / MAXIMUM SIZE	REQUIRED Y/N	DESCRIPTION / FORMAT
USER PART2	Alphanumeric(255)	N	
USER PART3	Alphanumeric(255)	N	
USER PART4	Alphanumeric(255)	N	
USER PART5	Alphanumeric(255)	N	
USER PART6	Alphanumeric(255)	N	
COMMENTS	Alphanumeric(200)	N	
TRANSACTION ID	Numeric(10)	Y	
REVERSAL TYPE	Alphanumeric(2)	Y	V- VOID R – REFUND PR – PARTIAL REFUND PV – PARTIAL VOID
RETURN CODE	Numeric(11)	Y	Return Codes are in a separate document
TRANSACTION TIMESTAMP	Alphanumeric(19)	Y	ISO 8601 format: yyyy-mm-ddThh:mm:ss

FIELD	TYPE / MAXIMUM SIZE	REQUIRED Y/N	DESCRIPTION / FORMAT
AUTHORIZATION CODE	Alphanumeric(50)	N	Authorization code provided only if transaction successful.

2021 Line Item Refund Record

FIELD	TYPE / MAXIMUM SIZE	REQUIRED Y/N	DESCRIPTION / FORMAT
RECORD IDENTIFIER	Numeric(4)	Y	'2021'
L2G MERCHANT CODE	Alphanumeric(25)	Y	Merchant Code Assigned by Link2Gov
PASSWORD	Alphanumeric(50)	Y	Will always be empty. Link2Gov will not return the password in the output file
ORIGINAL TRANSACTION ID	Numeric(10)	Y	
USER PART1	Alphanumeric(255)	N	
USER PART2	Alphanumeric(255)	N	
USER PART3	Alphanumeric(255)	N	
USER PART4	Alphanumeric(255)	N	
USER PART5	Alphanumeric(255)	N	
USER PART6	Alphanumeric(255)	N	
COMMENTS	Alphanumeric(200)	N	
TRANSACTION ID	Numeric(10)	Y	
REVERSAL TYPE	Alphanumeric(2)	Y	V- VOID R – REFUND PR –

FIELD	TYPE / MAXIMUM SIZE	REQUIRED Y/N	DESCRIPTION / FORMAT
			PARTIAL REFUND PV – PARTIAL VOID
RETURN CODE	Numeric(11)	Y	Return Codes is in a separate document
TRANSACTION TIMESTAMP	Alphanumeric(19)	Y	ISO 8601 format: yyyy-mm-ddThh:mm:ss
AUTHORIZATION CODE	Alphanumeric(50)	Y	Authorization code provided only if transaction successful.
STATUS	Numeric(2)	Y	0 – FAILED 1 – SUCCESS 2 – ORIGINAL TRANS VOIDED
RECORD IDENTIFIER	Numeric(4)	Y	'2022'
ORIGINAL TRANSACTION ID	Numeric(10)	Y	
LINE ITEM ID	Numeric(3)	Y	
SETTLE MERCHANT CODE	Alphanumeric(25)	Y	
REFUND AMOUNT	Decimal(18,2)	Y	Decimal is not implied – it is required in the file (e.g. 123.99).
LINE ITEM USER PART1	Alphanumeric(255)	N	
LINE ITEM USER PART2	Alphanumeric(255)	N	
LINE ITEM USER PART3	Alphanumeric(255)	N	

FIELD	TYPE / MAXIMUM SIZE	REQUIRED Y/N	DESCRIPTION / FORMAT

2022 – Line Item Record

FIELD	TYPE / MAXIMUM SIZE	REQUIRED Y/N	DESCRIPTION / FORMAT
RECORD IDENTIFIER	Numeric(4)	Y	'2022'
ORIGINAL TRANSACTION ID	Numeric(10)	Y	
LINE ITEM ID	Numeric(3)	Y	
SETTLE MERCHANT CODE	Alphanumeric(25)	Y	
REFUND AMOUNT	Decimal(18,2)	Y	Decimal is not implied – it is required in the file (e.g. 123.99).
LINE ITEM USER PART1	Alphanumeric(255)	N	
LINE ITEM USER PART2	Alphanumeric(255)	N	

FIELD	TYPE / MAXIMUM SIZE	REQUIRED Y/N	DESCRIPTION / FORMAT
LINE ITEM USER PART3	Alphanumeric(255)	N	

2025 – Line Item Footer Record

FIELD	TYPE / MAXIMUM SIZE	REQUIRED Y/N	DESCRIPTION / FORMAT
RECORD IDENTIFIER	Numeric(4)	Y	'2025'
ORIGINAL TRANSACTION ID	Numeric(10)	Y	
LINE ITEM COUNT	Numeric(3)	Y	Count of 2022 Records
TOTAL LINE ITEM REFUND AMOUNT	Decimal(20,2)	Y	Sum of Values in 2022 Records Decimal is not implied – it is required in the file (e.g. 123.99).

2099 – Refund Footer Record (End Refund Records)

FIELD	TYPE / MAXIMUM SIZE	REQUIRED Y/N	DESCRIPTION / FORMAT
RECORD IDENTIFIER	Numeric(4)	Y	'2099'
REFUND COUNT	Numeric(5)	Y	Count of 2020 & 2021 Records
REFUND AMOUNT	Decimal(20,2)	Y	Sum of Values in 2020 & 2025 Records. Decimal is not implied – it is required in the file (e.g. 123.99).

9999 – File Trailer Record

FIELD	TYPE (MAXIMUM SIZE/PRECISION)	REQUIRED Y/N	DESCRIPTION
RECORD IDENTIFIER	Numeric(4)	Y	'9999'
FILE ROW COUNT	Numeric(7)	Y	Total number of rows in the file, excluding file header and footer.
SEGMENT COUNT	Numeric(2)	Y	Count of Segments. A segment is defined by the segment footer (e.g. 2099, 2199, etc.).
SEGMENT TOTAL AMOUNT	Decimal(21,2)	Y	Sum of Segment Footers Amounts. Decimal is not implied – it is required in the file (e.g. 123.99).

TTCDATA-15b: Current Inbound IVR Returned Item Information FIS MAF Data Interface

Note: Information in the below table is extracted from "TTC628 Inbound – TTC Data Dictionary-MAF layout header footer.doc"

Merchant Activity File Header & Footer

ID	L2G FIELDS	DATA/FORMAT	VALIDATION	DESCRIPTION and RULES
	Header			
1	Record Type Code	Always "1111111111"	Yes	Code identifying the File Header.
2	Company Name	Always "LA COUNTY L2G PAYMENT"	Yes	Code identifying payment for LA County
3	File Creation Date	YYYY-MM-DD	Yes	The date this file is created
	Footer			
5	Record Type Code	Always "9999999999"	Yes	Code identifying the File Summary
6	Total Line Item Count		Yes	Total line item count. Not including header and summary records
7	Total Amount		Yes	Net amount of all transactions

Merchant Activity File Data Dictionary

Note: Extracted from "TTC628 Inbound – TTC Data Dictionary-MAF layout.doc"

ID	L2G FIELDS	TTC FIELDS	VALIDATION	DESCRIPTION and RULES
1	Transaction ID	Confirmation	Yes	Generated by FIS. Also known as Receipt Number. For returned checks, this is the original transaction number. For rejected refund, this is the refund transaction number. Validate 10 digits number.
2	Time Stamp	Effective Date	Yes	FIS time zone time the transaction was submitted. Need to translate into Pacific Time (-2). For returned checks, this is the original payment date. Validate date format (yyyy-MM-dd hh:mm:ss)
3	Merchant Time Stamp			The client time zone time the transaction was submitted.
4	L2G Merchant Account	Merchant Code	Yes	Link2Gov internal account identification number.

ID	L2G FIELDS	TTC FIELDS	VALIDATION	DESCRIPTION and RULES
				- G=POS/Cashering Payment - I = Phone Payment - W = Online Payment
5	Payment Type	Payment Type		Validate existing Merchant Code in our table Visa(VI), MasterCard(MC), American Express(AM), Discover(DI), Pinless Debit(PL), Electronic Check Personal(EP), Electronic Check Business(EB). For ACS Credit Card: - VI, MC, AM, DI. - VISA debit will be processed as VISA credit. For Unsecured online: - VI, ,MC, AM, DI, EP, PL.
6	Transaction $ Amount			Total amount of the transaction (merchant

ID	L2G FIELDS	TTC FIELDS	VALIDATION	DESCRIPTION and RULES
				amount plus convenience fee). No dollar sign.
7	Convenience $ Fee			Total fee charged for processing the transaction. For ACS Credit Card, it is always ‘0.00’. For Unsecured credit card and eCheck, it is ‘0.00’.
8	Merchant’s $ Amount	TXN Amount	Yes	Total amount of the transaction excluding convenience fee. Validate money format. (ex. 12345.67)
9	Card/Check Last 4	Card Last 4		Last four digits of the card number or checking account number.
10	Card/Check Extra Data			Expiration date for card transaction or check number for electronic check. For ACS Credit Card, the format is MM/YYYY.

ID	L2G FIELDS	TTC FIELDS	VALIDATION	DESCRIPTION and RULES
11	User Part 1 For Secured IVR Credit Card – Transaction ID			For Unsecured online, it is MM/YYYY (month can be 1 or 2 digits). User Part 1 contains the merchant's unique identifier for the transaction that has meaning to the system sending the information. Examples include an account number, a driver's license number, etc. For Secured IVR Credit Card, it is Transaction ID For ACS Credit Card, it is Cashering information passed from RPRS. For Unsecured online, it is the shopping cart number.
12	User Part 2 For Secured IVR Credit Card – User Defined Constant			For ACS Credit Card, it contains 300. For Unsecured online, it is blank.

ID	L2G FIELDS	TTC FIELDS	VALIDATION	DESCRIPTION and RULES
13	User Part 3 For Secured IVR Credit Card – User Defined Constant/Transaction ID For ACS Credit Card – User Defined Constant/Transaction ID	Refund Confirmation	Yes	For payments and returned checks, this field is same as Transaction ID (ID #1) For refunds, this field is the original Transaction ID. For rejected refunds, this field is the original transaction ID. For Probation, this field is the probationer name and will not be validated. For Secured IVR Credit Card, if the line item is a payment, this field is blank; if the line item is a refund, this field is the original transaction ID.
14	User Part 4 For Secured IVR Credit Card – User Defined Constant			For SEC-CC and SDT-CC refunds, this is the location code: - SEC: 534 - SDT: 535

ID	L2G FIELDS	TTC FIELDS	VALIDATION	DESCRIPTION and RULES
				For Probation, this is balance due. For ACS Credit Card and Unsecured online, this is blank. For SEC-CC and SDT-CC refunds, this is the fiscal year of AIN from original payment.
15	User Part 5 For Secured IVR Credit Card – User Defined Constant			For ACS Credit Card and Unsecured online, this is blank. For Probation, this is amount due. For Probation and Secured IVR Credit Card: Skip validation and ignore input.
16	User Part 6 For Secured IVR Credit Card – User Defined Constant		Yes	For ACS Credit Card, this is blank and skip validation and ignore input. For all other clients, validate as follow:

ID	L2G FIELDS	TTC FIELDS	VALIDATION	DESCRIPTION and RULES
				Null unless it is a returned check or rejected refund. For a returned check, the first 3 characters consist of a valid NACHA-R-Code. Trailing characters are ignored. For a rejected refund, this field is not empty.
17	Account/Billing Full Name	Billing Name	Yes	Name of end user. For Secured IVR Credit Card, it is blank. Validate not null if online payment.
18	Account/Billing Address	Billing Address	Yes	Address of end user. For Secured IVR Credit Card, it is blank. Validate not null if online payment.
19	Account/Billing City	Billing City	Yes	City of end user. For Secured IVR Credit Card, it is blank. Validate not null if online payment.
20	Account/Billing State	Billing State		State of end user. For Secured IVR Credit Card, it is blank.

ID	L2G FIELDS	TTC FIELDS	VALIDATION	DESCRIPTION and RULES
21	Account/Billing Zip	Billing Zip	Yes	Zip code of end user. Validate 5 digits number if online payment.
22	Account/Billing Email	Billing Email		Email address of end user. For Secured IVR Credit Card, it is blank.
23	Account/Billing Phone	Billing Phone		Phone number of end user.
24	Authorization Code	Auth Code		Authorization code returned from the processor. For Unsecured online eCheck, it is not the authorization code.
25	Line Item ID For Secured IVR Credit Card – User Defined Constant/Line Item ID For RPRS ACS Credit Card, Unsecured – Line Item user part 1	Line item ID	Yes	For a payment, must be 1 through 100 except: - For Secured IVR Credit Card, it is always ‘001’. - For ACS Credit Card, it is up to ‘005’. For refunds, it is the line item id in the original transaction.

ID	L2G FIELDS	TTC FIELDS	VALIDATION	DESCRIPTION and RULES
26	Line Item user part 1 For Secured IVR Credit Card – UserPart4/Group Number For RPRS ACS Credit Card, Unsecured – Line Item user part 2	Group No.	Yes	Group Number. - BLS-EC : 070, BLS-CC : 071 - SEC-EC : 727, SEC-CC : 737, SEC-ACS-CC: 399, SEC-IVR-CC : 099 - SDT-EC : 728, SDT-CC : 738, SDT-ACS-CC: 499 - UNSEC-EC : 729, UNSEC-CC-DC : 739 - PROB-CC : 640 - COLL-EC : 046, COLL-CC : 047 Validate existing group number in table. Based upon group number, validate all other required fields.
27	Line Item user part 2 For Secured IVR Credit Card – UserPart1/AIN	Account No.	Yes	Account Number - BLS payments and returned checks : Class code ~ Account number

ID	L2G FIELDS	TTC FIELDS	VALIDATION	DESCRIPTION and RULES
	For RPRS ACS Credit Card, Unsecured – Line Item user part 3			Class code is 4 digits, Account number is 6 digits. A '~' character separating the two. Trailing characters are ignored. - BLS refunds: Class code Account number Class code is 4 digits, Account number is 6 digits. No '~' character separating the two. Trainling characters are ignored. - SEC and SDT payments, refunds, and return checks, excluding Secured IVR Credit Card : AIN ~ Installment Key ~ Year Seq

ID	L2G FIELDS	TTC FIELDS	VALIDATION	DESCRIPTION and RULES
				AIN is a 10 digits number. Installment Key is 1 digit. Year is 2 digits. Seq (Sequence) is 3 digits. - For Secured IVR Credit Card : 10 digit AIN. - For Unsecured online: 77 digit year~8 digit Bill No~Delinquent Date Delinquent Date is in the format MM/DD/YYYY It means neither beginning nor end of that date. Though delinquent date is in this field,

ID	L2G FIELDS	TTC FIELDS	VALIDATION	DESCRIPTION and RULES
				it is not part of the account number. - Probation payments and refunds : Debtor ID 10 digits number. - eCollection payment and return check ~CollectionID CollectionID is 8 digits. - eCollection refunds: 00Account Number~xxxx~xxx Account Number is 8 digits x is a digit. Validate based on group.
28	Line Item user part 3 For Secured IVR Credit Card – UserPart3/Installment Key	Amount Paid For Secured IVR Credit Card	Yes	For Secured IVR Credit Card – 1-digit installment key.

ID	L2G FIELDS	TTC FIELDS	VALIDATION	DESCRIPTION and RULES
	For RPRS ACS Credit Card – Line Item Merchant Amount For Unsecured – Amount Paid	– Installment Key		For all others, positive number for a payment or rejected refund. Negative number for a refund or returned check. For Probation refund, this is the original Transaction ID, and is validated. For Secured IVR Credit Card, this is the year sequence, and is validated. For ACS Credit Card, this is the original Transaction ID and is not validated. For all others, this is the same as Transaction ID, but will not be validated.
29	Transaction ID For Secured IVR Credit Card – UserPart2/Year Seq	Confirmation For Secured IVR Credit Card – Year Seq	Yes	
30	This field only exists for Secured IVR Credit Card – LineItemUserPart3/Payment Amount	For Secured IVR Credit Card – Payment Amount	Yes	Positive number for a payment. Negative number for a refund. Validate money format. - Negative number should be

ID	L2G FIELDS	TTC FIELDS	VALIDATION	DESCRIPTION and RULES
				preceeded by a negative sign. - No dollar sign, no comma delimiter. Amount should end with a decimal point and two digits after it.
31	This field only exists for Secured IVR Credit Card – Transaction ID	Confirmation		Transaction ID

TTCDATA-15c: Current Outbound FIS Refund Request Interface

Note: Information in the below table is extracted from the "1.1 Input" section of the "LinkGov-Batch Processing" document.

0001 – File Header Record

FIELD	TYPE / MAXIMUM SIZE	REQUIRED Y/N	DESCRIPTION / FORMAT
RECORD IDENTIFIER	Numeric(4)	Y	'0001'
CLIENT NAME	Alphanumeric(255)	Y	
PARTNER CODE	Alphanumeric(5)	N	

FIELD	TYPE / MAXIMUM SIZE	REQUIRED Y/N	DESCRIPTION / FORMAT
VERSION	Alphanumeric(4)	Y	'1.0'
DATE/TIME STAMP	Alphanumeric(19)	Y	ISO 8601 format: yyyy-mm-ddThh:mm:ss
FILE TYPE	Alphanumeric(6)	Y	'INPUT' or 'OUTPUT'

2000 – Refund Segment Header Record

FIELD	TYPE / MAXIMUM SIZE	REQUIRED Y/N	DESCRIPTION / FORMAT
RECORD IDENTIFIER	Numeric(4)	Y	'2000'
TYPE OF RECORDS	Alphanumeric(7)	Y	'REFUNDS'

2010 – Refund Detail (Full or Partial Refunds) Record

FIELD	TYPE / MAXIMUM SIZE	REQUIRED Y/N	DESCRIPTION / FORMAT
RECORD IDENTIFIER	Numeric(4)	Y	'2010'

FIELD	TYPE / MAXIMUM SIZE	REQUIRED Y/N	DESCRIPTION / FORMAT
L2G MERCHANT CODE	Alphanumeric(25)	Y	Merchant Code Assigned by Link2Gov
PASSWORD	Alphanumeric(50)	Y	Password Assigned by Link2Gov
SETTLE MERCHANT CODE	Alphanumeric(25)	Y	Settle Merchant Code Assigned by Link2Gov
ORIGINAL TRANSACTION ID	Numeric(10)	Y	
REFUND AMOUNT	Decimal(18,2)	Y	Decimal is not implied – it is required in the file (e.g. 123.99). All amounts will be treated as Negative – sign is not required. Amount will be the Full Amount or an amount up to the Merchant Amount. Fee is refunded for Full Amounts. Fee is not refunded for Partial Amounts.

FIELD	TYPE / MAXIMUM SIZE	REQUIRED Y/N	DESCRIPTION / FORMAT
USER PART1	Alphanumeric(255)	N	
USER PART2	Alphanumeric(255)	N	
USER PART3	Alphanumeric(255)	N	
USER PART4	Alphanumeric(255)	N	
USER PART5	Alphanumeric(255)	N	
USER PART6	Alphanumeric(255)	N	
COMMENTS	Alphanumeric(200)	N	

2011 – Line Item Header Record

FIELD	TYPE / MAXIMUM SIZE	REQUIRED Y/N	DESCRIPTION / FORMAT
RECORD IDENTIFIER	Numeric(4)	Y	'2011'
L2G MERCHANT CODE	Alphanumeric(25)	Y	
PASSWORD	Alphanumeric(50)	Y	

FIELD	TYPE / MAXIMUM SIZE	REQUIRED Y/N	DESCRIPTION / FORMAT
ORIGINAL TRANSACTION ID	Numeric(10)	Y	
USER PART1	Alphanumeric(255)	N	
USER PART2	Alphanumeric(255)	N	
USER PART3	Alphanumeric(255)	N	
USER PART4	Alphanumeric(255)	N	
USER PART5	Alphanumeric(255)	N	
USER PART6	Alphanumeric(255)	N	
COMMENTS	Alphanumeric(200)	N	

2012 – Line Item Record

FIELD	TYPE / MAXIMUM SIZE	REQUIRED Y/N	DESCRIPTION / FORMAT
RECORD IDENTIFIER	Numeric(4)	Y	‘2012’
ORIGINAL TRANSACTION ID	Numeric(10)	Y	

FIELD	TYPE / MAXIMUM SIZE	REQUIRED Y/N	DESCRIPTION / FORMAT
LINE ITEM ID	Numeric(3)	Y	
SETTLE MERCHANT CODE	Alphanumeric(25)	Y	
REFUND AMOUNT	Decimal(18,2)	Y	Decimal is not implied – it is required in the file (e.g. 123.99)
LINE ITEM USER PART1	Alphanumeric(255)	N	
LINE ITEM USER PART2	Alphanumeric(255)	N	
LINE ITEM USER PART3	Alphanumeric(255)	N	

2015 – Line Item Footer Record

FIELD	TYPE / MAXIMUM SIZE	REQUIRED Y/N	DESCRIPTION / FORMAT
RECORD IDENTIFIER	Numeric(4)	Y	'2015'

FIELD	TYPE / MAXIMUM SIZE	REQUIRED Y/N	DESCRIPTION / FORMAT
ORIGINAL TRANSACTION ID	Numeric(10)	Y	
LINE ITEM COUNT	Numeric(3)	Y	Count of 2012 Records
TOTAL LINE ITEM REFUND AMOUNT	Decimal(20,2)	Y	Sum of Values in 2012 Records Decimal is not implied – it is required in the file (e.g. 123.99)

2099 – Refund Segment Footer Record (End Refund Records)

FIELD	TYPE / MAXIMUM SIZE	REQUIRED Y/N	DESCRIPTION / FORMAT
RECORD IDENTIFIER	Numeric(4)	Y	'2099'
REFUND COUNT	Numeric(5)	Y	Count of 2010 & 2011 Records
REFUND AMOUNT	Decimal(20,2)	Y	Sum of Values in 2010 & 2015 Records.

FIELD	TYPE / MAXIMUM SIZE	REQUIRED Y/N	DESCRIPTION / FORMAT
			Decimal is not implied – it is required in the file (e.g. 123.99)

9999 – File Trailer Record

FIELD	TYPE (MAXIMUM SIZE/PRECISION)	REQUIRED Y/N	DESCRIPTION
RECORD IDENTIFIER	Numeric(4)	Y	'9999'
FILE ROW COUNT	Numeric(7)	Y	Total number of rows in the file, excluding file header (0001) and footer (9999).
SEGMENT COUNT	Numeric(2)	Y	Count of Segments. A segment is defined by the segment header (e.g. 2000).
FILE TOTAL AMOUNT	Decimal(21,2)	Y	Sum of Segment Footers Amounts. Decimal is not implied – it is required in the file (e.g. 123.99).

TTCDATA-15d: Current Outbound FIS Tax Information Interface

Note: Information in the below table is extracted from TTC647a Outbound FIS IVR EULF.doc

X – Alphanumeric
9 – Digit
Z – Zero Suppress
^ - Space

Field No.	Field Name	Length of Field	Format	Instructions
1	AIN	10	9	10-digit Assessor's Identify No
2	Year & Seq No	5	9	2-digit year and 3-digit sequence no
3	Installment Key	1	9	"1" for the first installment, "2" for the second installment, "5" for both installment
4	Group No	3	9	Always "099"
5	Blank			Blank
6	Blank			Blank
7	Blank			Blank
8	Blank			Blank
9	Blank			Blank
10	Installment Due Amount		9V99	Installment balance amount. If the amount is negative, use 0.

TTCDATA-16 FRANCHISE TAX BOARD (FTB) INTERFACE (mandated by FTB to continue to use SWIFT)

TTCDATA-16a: Current Outbound FTB Tax Intercept Request Interface and Outbound FTB Tax Intercept Release Request Interface

The annual file naming format:

IIC000xx.ann.axxmmddyyrc000000.txt
- IIC000xx = User ID (iic000b1)
- ann=Annual load
- a=Annual
- xx=Agency code (B1)
- mmddyy=date of file transfer
- rc000000=record count

The monthly modification file naming format:

IIC000xx.mod.mxxmmddyyrc000000.txt
- IIC000xx=User ID (iic000b1)
- mod=Modification
- m=Modification
- xx=Agency code (B1)
- mmddyy=date of file transfer
- rc000000=record count

TTCDATA-17 Newspaper Broker Interface

TTCDATA-17a Proposed Future Outbound Future Data Elements for the First Year Publication Header and List Interface

Data Element	Element Description
Assessee Name	The owner of record on file with the Assessor office.
Assessee Address	The owner of record mailing address on file with the Assessor office.
Assessor Identification Number	A 10 digit number provided by Assessor which uniquely identifies a property in County.
Property Description	Assessor provided legal description of the property in the county.
Situs	Property situs.
Total After Penalties	Total tax amount, including 10% penalty, collection cost, and penalty interest. (Redemption Amount)
Tax Default Date	Date a property first became tax defaulted and put on the addenda list.
Newspaper District Number	The newspaper district number.

TTCDATA-13b Proposed Future Data Elements for the Impending Power to Sell Publication Header and List Interface

Data Element	Element Description
Assessee Name	The owner of record on file with the Assessor office.
Assessee Address	The owner of record mailing address on file with the Assessor office.
Assessor Identification Number	A 10 digit number provided by Assessor which uniquely identifies a property in County.
Property Description	Assessor provided legal description of the property in the county.
Situs	Property situs.

Data Element	Element Description
Total After Penalties	Total tax amount, including 10% penalty, collection cost, and penalty interest. (Redemption Amount)
Tax Default Date	Date a property first became tax defaulted and put on the addenda list.
Newspaper District Number	The newspaper district number.
Item Number	Item number of the property in the tax sale.

TTCDATA-13c Proposed Future Data Elements for the Notice of Auction Publication Package Header and List Interface

Data Element	Element Description
Assessee Name	The owner of record on file with the Assessor office.
Assessee Address	The owner of record mailing address on file with the Assessor office.
Assessor Identification Number	A 10 digit number provided by Assessor which uniquely identifies a property in County.
Property Description	Assessor provided legal description of the property in the county.
Situs	Property situs.
Total After Penalties	Total tax amount, including 10% penalty, collection cost, and penalty interest. (Redemption Amount)
Tax Default Date	Date a property first became tax defaulted and put on the addenda list.
Minimum Bid Amount	Minimum bid amount.
Tax Sale Number	Number of the tax sale.
Item Number	Item number of the property in the tax sale.

Data Element	Element Description
Newspaper District Number	The newspaper district number.

TTCDATA-13d Proposed Future Data Elements for the Cancelled Warrant Publication List Interface

Data Element	Element Description
Warrant Number	Identifying number of warrant.
Warrant Issue Date	Date the warrant is issued.
Vendor Number	Vendor number assigned to a taxpayer who is due a refund.
Warrant Amount	Amount of warrant.
Payee Name	Payee name.
Payee Address	Payee address.
Payee City	Payee city.
Payee State	Payee state.
Payee Zip	Payee zip.
Bill Number	Bill number.

TTCDATA-18 Online Auction Company Interface

TTCDATA-18a Current Inbound Online Auction Sold Items Interface

Field	Field Name	Position	Length	Format	Description
1	SALE NUMBER	1-5	5	CH	Sale Number – Auction Year followed by the Auction indicator Ex: 2014B
2	BIDDER NUMBER	6-10	5	NUM	Bidder Number
3	GROUP NUMBER	11-20	10	NUM	Assessor's Identification Number
4	ITEM NUMBER	21-25	5	NUM	Item Number
5	PURCHASED PRICE	26-38	13	NUM	The Sold Amount of the Property
6	VESTOR NAME 1	39-70	32	CH	Name which will be recorded on the deed as vestor name 1
7	VESTOR NAME 2	71-102	32	CH	Name which will be recorded on the deed as vestor name 2
8	VESTOR ADDRESS LINE 1	103-134	32	CH	Vestor Street Address
9	VESTOR ADDRESS LINE 2	135-166	32	CH	Vestor City, State and Zip Code
10	VESTOR PHONE NUMBER	167-186	20	CH	Vestor Phone Number

Field	Field Name	Position	Length	Format	Description
11	VESTOR TITLE KEY	187	1	NUM	Vestor Title Key (See table on next page for possible values)
12	VESTOR OTHER TITLE 1	188-237	50	CH	If Vestor Title Key = 7 Vestor Other Title Line 1
13	VESTOR OTHER TITLE 2	238-287	50	CH	If Vestor Title Key = 7 Vestor Other Title Line 2
14	VESTOR OTHER TITLE 3	288-337	50	CH	If Vestor Title Key = 7 Vestor Other Title Line 3
15	DOCUMENT TRANSFER TAX	338-346	9	NUM	Computed Tax Amount on Full Value of Property Conveyed
16	CITY TRANSFER TAX	347-355	9	NUM	City Transfer Tax Amount
17	SURVEY FEE	356-360	5	NUM	Survey Fee

TTCDATA-18b Current Outbound Online Auction Parcel information Interface

Field No.	Field Name	Max.Field Length	Field Definitions
1	Group Number	10	The earliest defaulted parcel Assessor Identification Number
2	Group ID Year	4	Assessment year for cross reference parcels.
3	AIN	10	The unique ID number assigned to each parcel.
4	Sale Number	5	The ID number assigned to identify the auction.
5	Item Number	5	STPTS Item Number
6	Newspaper District Number	4	STPTS Newspaper District
7	Land Value	13	Land Value
8	Improvement Value	13	Improvement Value
9	TRA	5	Tax Rate Area
10	Minimum Bid	11	STPTS Minimum Bid
11	Location	21	Property Location

Field No.	Field Name	Max.Field Length	Field Definitions
12	Property Address 1 (Situs)	32	Situs Street Address. If Situs Address not available – “VACANT LOT”
13	Property Address 2 (Situs)	32	Situs City, State and Zip
14	Assessment Year	4	The year in which the property value are assessed
15	Legal Descriptions 1-171 lines	40	Legal Descriptions for AIN

TTCDATA-19 Open Data (Chapter 8 Data)

TTCDATA-19a Current Outbound Open Data for Chapter 8 Interface

- Tax Status = 2 and redemption amount >0
- File Name – FTP_Ch8_Status2.txt
- FTP the file to TTC servers
- The columns are:

  Parcel No (AIN)

  Defaulted Year

  Tax Sales No

  Tax Status

  Redemption Amount

TTCDATA-21 Property Tax Postponement (PTP)/State Interface Data Elements

TTCDATA-21a Current Inbound Property Tax Postponement (PTP) Interface

Remittance File Layout	Type	Start	End	Length	Decimals	Description
PTP Claimant First Name	Alpha Num	1	30	30		SCO PTP Claimant First Name
PTP Claimant Last Name	Alpha Num	31	60	30		SCO PTP Claimant Last Name
Assessor's Parcel Number (APN)	Alpha Num	61	80	20		County APN Number
Situs Address	Alpha Num	81	110	30		Street Number and Name
Situs City	Alpha Num	111	140	30		City
Situs Zip Code	Numeric	141	145	5		Zip Code
State	Alpha Num	146	147	2		State
Total	Numeric	148	155	8	2	Total dollar amount for PTP claimant
Installment Indicator	Numeric	156	156	1		Indicates Installments Paid 1 = First Installment Only

Remittance File Layout	Type	Start	End	Length	Decimals	Description
						2 = Second Installment Only 3 = Both Installments

TTCDATA-22 Public Health Interface Data Elements

TTCDATA-22a Current Outbound Public Health Unidentified Payment/Suspense Interface

^ - Space
9 – Numeric
V – Decimal
X – Alphanumeric
Z – Zeros

Record Line:

Field	Length	Position	Format	Additional Info
Account Number	10	1-10	9(10)	Release.account_nbr
Process Date	6	11-16	9(6)	YYMMDD; SRM.Process_date
Transaction Code	3	17-19	9(3)	‘610’
Year Sequence	5	20-24	9(5)	Release.year_seq
Process Date	6	25-30	9(6)	YYMMDD; SRM.Process_date
Pay Type	1	31	9(1)	‘4’
Group Number	3	32-34	9(3)	‘409’
SRM Number	18	35-52	9(18)	SRM.srm_number
Filler	1	53	Z(1)	One Zero
Release Amount	9	54-62	9(9)	release.release_amt
Penalty Waive Key	1	63	X(1)	release.penalty_wave_key
Filler	16	64-79	^(16)	SPACE(16)
Record Type	1	80	X(1)	‘H’

Summary Line: (Note: In PHS, Using ‘9999999999’ as the stop point for checking record, so keep the summary line.)

Field	Length	Position	Format	Additional Info
Parcel Number	10	1-10	9(9)	9s
Transaction Date	6	11-16	9(6)	YYMMDD; File Export Date

^ - Space
9 – Numeric
V – Decimal
X – Alphanumeric
Z – Zeros

Record Line:

Field	Length	Position	Format	Additional Info
Summary Number	8	17-24	9(8)	9s
Total Amount	12	25-36	9(12)	Sum of release.release_amt
Filler	11	37-47	9(11)	9s
Total Record Count	11	48-58	9(11)	
Filler	21	59-79	^(21)	SPACE(21)
Record Type	1	80	X(1)	‘S’

TTCDATA-23 Public Works Interface Data Elements

*T*TCDATA-23a Current Data Elements for the Inbound CHAPTER 8 - SUBSTANDARD PROPERTY interface

OPENEDDATE
CLOSEDDATE
ADDRESS
CITY
STATE
ZIP
AIN
CODE
VIOLATIONS

TTCDATA-20 RevQ Interface Data Elements

TTCDATA-24a Current Data Elements for the Inbound collection interface

Criteria:
1. Business class <> “County Counsel”
2. Account type <> “B-Acct%”,”Judgments”
3. Balance due is $10 and up

Field	Column	Length	Data Description
Act Code	1	1	Hard code “I”
PIN	2	6	PIN number
Account Number	3	8	Account number
PIN	4	6	PIN number
Account Number	5	8	Account number
Charge Amount	6	8.2	Charge amount. Left justified
Debtor Name	7	50	Field 2 in DEBTOR file. (Last name, First name Middle name or company name)
Group Number	8	3	Hard code “790” for all qualified records
Balance Due	9	8.2	Balance amount due. Left justified

TTCDATA-24b Current Data Elements for the Outbound REVQ Unidentified Payment/Suspense Interface

^ - Space
9 – Numeric
V – Decimal
X – Alphanumeric
Z – Zeros
File Name:

Record Line:

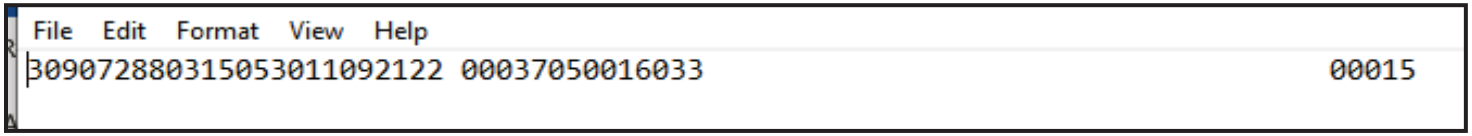
Field	Length	Position	Format	Additional Info
Account Number	8	1-8	9(8)	right(Release.account_nbr,8)
Category Code	2	9-10	9(2)	‘03’

^ - Space
9 – Numeric
V – Decimal
X – Alphanumeric
Z – Zeros
File Name:

Record Line:

Field	Length	Position	Format	Additional Info
Sub Account	2	11-12	9(2)	‘15’
Department Number	3	13-15	9(3)	‘053’
Transaction Code	3	16-18	9(3)	‘011’
Current Date	6	19-24	9(6)	MMDDYY
Filler	1	25	^(1)	SPACE(1)
Payor Code	1	26	Z(1)	Zero
Release Amount	7	27-33	9(7)	release.release_amt
Receipt Ref	6	34-39	9(6)	SUBSTRING(SRM.srm_number,12,6)
Filler	36	40-75	^(36)	SPACE(36)
Organization Dept	3	76-78	9(3)	‘000’
Sub Account	2	79	9(2)	‘15’

Summary Line:
None



TTCDATA-24c Current Data Elements for the Outbound Cancelled/Reissued Warrant Postback Interface

TTCDATA-25 Remittance and Cashiering Payment Interface Data Elements

TTCDATA-25a Current Data Elements for the Inbound Remittance and Cashiering Payment Data Interface

Table 1 – Suspense (Unidentified Payments)

Suspense Host File Detail Record	Output File Position	Length	Value description Qmodules Field Name	Justify	Fill
Process Date	1 – 8	8	YYYYMMDD Process date is the Scan Date from WOB		
Client Code	9 – 12	4	Client number from Client Code to be derived from stub Form name.	Right	Zero
Check Amount	13 – 22	10	Applied amount from CHECKAMOUNT	Right	Zero
Amount Due	23 – 32	10	9999999999		
File Number	33 – 50	18	DLN + ‘0’		
Parcel Number/ Volume Bill Number/ Account Number	51 – 62	12	999999999999		
Year and Sequence	63 – 67	5	99999		
Installment Key	68	1	9		

Table 2 – Secured Tax Roll Payment

Client 1 Detail Record	Output File Position	Length	Value description Qmodules Field Name	Justify	Fill	Default on Check Only and Check AndList
Parcel Number	1 – 10	10	Acct_num1 A1 from scan line **CLIENT_1 PARCEL_ID**			
Txn Date	11 – 16	6	Process date YYMMDD Remittance: Process date is the Dynamic Properties Scan Date from WOB Cashiering: Process date is the Eff_Date field on the form if populated, If not use Scan Date from WOB.			
Txn Code	17 – 19	3	If Installment Key (A2 from scan line)=7 If Client_**1 INSTALL_KEY** is 7 then output “611”, Else output “610”			610

Client 1 Detail Record	Output File Position	Length	Value description Qmodules Field Name	Justify	Fill	Default on Check Only and Check AndList
Sequence Yr	20 – 21	2	Roll year from scan line Acct_num4 A4 pos. 1-2 CLIENT_1 YRSEQ positions 1-2 from left			Screen Scrape
Sequence #	22 – 24	3	Sequence from scan line Acct_num4 A4 pos. 3-5 CLIENT_1 YRSEQ positions 3-5 from left			Screen Scrape
Effective Date	25 – 30	6	Receive Date Receive Date from scanner operator in dynamic properties in wob			
Installment Key	31	1	Acct_num2 A2 from scan line CLIENT_1 INSTALL_KEY			Screen Scrape
Group #	32 – 34	3	Process Type = Operator ID From Group Number dynamic properties in wob. For Remittance use ‘000’ For Cashiering use ‘333’ For Remittance mail with signature/certified mail use 956 indicating signature/certified mail.			

Client 1 Detail Record	Output File Position	Length	Value description Qmodules Field Name	Justify	Fill	Default on Check Only and Check AndList
File #	35 – 52	18	DLN + '0'			
Payment Amount	53 – 62	10	Applied amount CHECKAMOUNT			
Penalty Late Key	63	1	If Client_1 INSTALL_KEY (A2) is NOT 8, 9, then output space, otherwise… If the Installment/Pay Key is not "8" or "9" AND one of the following is true, output an asterisk: 1) The Effective Date (Received Date from the ibml scanner – Output File positions 25 – 30) is greater than DEL_MMDD (scanline 44-47) + DEL_YEAR (scanline positions 1 – 2), OR 2) DEL_MMDD = "9999" Otherwise, if the			Space

Client 1 Detail Record	Output File Position	Length	Value description Qmodules Field Name	Justify	Fill	Default on Check Only and Check AndList
			Installment/Pay Key is not “8” or “9” and neither of the above two conditions are met, output a space.			
Defaulted Sequence	64 – 66	3	If CLIENT_1 INSTALL_KEY (A2) is NOT 7, then output zeroes, Output Client_3 DEFAULT_SEQ (A4).			000
Payment Type	67	1	Output zero.			
Penalty Waive Key	68	1	Output zero.			
Protect Date	69 – 74	6	Output 6 zeros.			
Compute Year	75 -76	2	Output 2 zeros.			

Client 1 Detail Record	Output File Position	Length	Value description Qmodules Field Name	Justify	Fill	Default on Check Only and Check AndList
Compute Month	77 – 78	2	Output 2 zeros.			
Filler	79	1	Literal Space			
Rec Key	80	1	For Remittance payments output the literal “V” and for Cashiering payments output the literal “W”.			

Table 3 - Unsecured Tax Roll

Client 2 Detail Record	Output File Position	Length	Value description QModules Field Name	Justify	Fill	Default on Check Only
Vol_Bill No	1 - 10	10	A1 from scan line CLIENT_2 Vol_Bill No		Add Leading Zeros	Add Leading Zeros
Txn Date	11 - 16	6	Process date YYMMDD Process date is the Dynamic Properties Scan Date from WOB			
Txn Code	17 - 19	3	If Installment Key (A2 From scan line)=7 If Client_2 INSTALL_KEY is 7 then output “611”, Else output “610”			610
Sequence Yr	20 - 21	2	Roll year from scan line A4 pos. 1-2 CLIENT_2 YRSEQ positions 1-2 from left			Screen Scrape
Sequence #	22 - 24	3	Sequence from scan line A4 pos. 3-5 CLIENT_2 YRSEQ positions 3-5 from left			000

Client 2 Detail Record	Output File Position	Length	Value description QModules Field Name	Justify	Fill	Default on Check Only
Effective Date	25 - 30	6	Receive Date Receive Date from scanner operator in dynamic properties in wob			
Installment Key	31	1	A2 from scan line CLIENT_2 INSTALL_KEY			Screen Scrape OR If Sequence Year is Even, then “8”. If Sequence Year is Odd, then “9”.
Group #	32 - 34	3	Process Type = Operator ID From Group Number dynamic properties in wob. For Remittance use ‘000’ For Cashiering use ‘333’ For Remittance mail with signature/certified mail use 956 indicating signature/certified mail.			

Client 2 Detail Record	Output File Position	Length	Value description QModules Field Name	Justify	Fill	Default on Check Only
File #	35 - 52	18	DLN + '1'			
Payment Amount	53 - 62	10	Applied amount CHECKAMOUNT			
Penalty Late Key	63	1	If Client_2 INSTALL_KEY (A2) is NOT 8, 9, then output space, otherwise… If the Installment/Pay Key is not "8" or "9" AND one of the following is true, output an asterisk: 1) The Effective Date (Received Date from the ibml scanner - Output File positions 25 - 30) is greater than DEL_MMDD (scanline 44-47) + DEL_YEAR (scanline positions 1 - 2), OR 2) DEL_MMDD = "9999" Otherwise, if the Installment/Pay Key is not "8" or "9" and neither of the above two conditions are met,			Space

Client 2 Detail Record	Output File Position	Length	Value description QModules Field Name	Justify	Fill	Default on Check Only
			output a space.			
Defaulted Sequence	64 - 66	3	If CLIENT_2 INSTALL_KEY (A2) is NOT 7, then output zeroes, else Output Client_3 DEFAULT_SEQ (A4).			000
Payment Type	67	1	Output zero.			
Penalty Waive Key	68	1	Output zero.			
Protect Date	69 - 74	6	Output 6 zeros.			
Compute Year	75 -76	2	Output 2 zeros.			
Compute Month	77 - 78	2	Output 2 zeros.			
Filler	79	1	Literal Space			
Rec Key	80	1	For Remittance payments output the literal “V” and for Cashiering payments output the literal “W”.			

Table 4 - Secured Default Roll (SDTR)

Client 3 Summary Record	Output File Position	Length	Value description QModules Field Name	Justify	Fill
Summary Parcel #	1 - 10	10	All Nines		
Summary Date	11 - 16	6	System Date YYMMDD **System date** is the date output generates the file.		
Summary Txn	17 - 19	3	All Nines		
Summary Seq	20 - 21	2	All Nines		
Summary Seq #	22 - 24	3	All Nines		
Total Detail	25 - 36	12	Total Amount of all payments Use sum of all CHECKAMOUNTs in output file.	Right	Zero
Parcel Hash	37 - 47	11	All Nines		
Total Detail Record Count	48 - 58	11	Total Number of Detail Records	Right	Zero
Filler	59 - 79	21	Spaces		
Rec Key	80	1	For Remittance payments use the literal “V” and for Cashiering payments use the literal “W”.		

Table 5 - Unsecured Prior Tax Roll (UPR)

Client 5 Unsecured Focus Prior Transaction File PPP	**Output File Position**	**Length**	**Value description QModules Field Name**	**Justify**	**Fill**
Payment Date	1 - 6	6	Use Process Date (Scan Date} from the WOB.		
File Number	7 - 15	9	Batch# (3) + Transaction # (3) + Page # (3)		
Roll Year	16 - 17	2	CLIENT_5 ACCOUNT_NUM from scan line (A1), left position 1-2 digits.		Screen Scrape
Volume Bill	18 – 24	7	CLIENT_5 ACCOUNT_NUM from scan line (A1), left position 3-9 digits.		Screen Scrape
Payment Amount Received	25 - 34	10	Applied amount (check amount) Use CHECKAMOUNT	Right	Zero
Tax Paid	25 - 44	10	10 Zeros		
Penalty Paid	45 - 54	10	10 Zeros		
Cost Paid	55 - 64	10	10 Zeros		
Additional Penalty	65 - 74	10	10 Zeros		

Client 5 Unsecured Focus Prior Transaction File PPP	Output File Position	Length	Value description QModules Field Name	Justify	Fill
Penalty Waive	75 - 76	2	Convert from SUB_ACCOUNT_NUMBER position. 5 If Client_5 SUB_ACCOUNT_NUMBER position 5 = '1' output " " = '2' output "PP" = '3' output "PW" = '4' output "2P" = '5' output "4P"		Screen Scrape
Compute Date	77 - 80	4	From scan line SUB_ACCOUNT_NUMBER A3 pos. 1-4 YYMM CLIENT_5 SUB_ACCOUNT_NUMBER position 1 - 4.		Screen Scrape

TTCDATA-25b: Proposed Future Data Elements for the Inbound Cashiering Auction Deposit Trust Account Interface

Data Element	Element Description
Tax Sale Number	Identifies a specific tax sale.
Bidder Number	Number for the bidder.
Vesting Name	Name of the bidder.

Data Element	Element Description
Deposit Amount	Dollar amount deposited by the bidder for use at the specific tax sale.

TTCDATA-25c: Current Data Elements for the RPRS Outbound Exception Item Processing (EIP) Interface

Field No.	Field Name	Start Print Pos	Length Of Field	Format
1	Group Parcel	1-10	10	N
2	Space	11	1	
3	AIN	12-21	10	N
4	Space	22	1	
5	Sale Year	23-27	5	N
6	Space	28	1	
7	Item No	29-33	5	N
8	Space	34	1	
9	Tax Default Year	35-38	4	N
10	Space	39-80	42	

TTCDATA-25d: Current Data Elements for the RPRS Outbound Screen Scrape Interface

Table 1 - Secured Tax Roll (STR) Screen Scrape

Field No.	Field Name	Length	Position	Format	Instructions
1	AIN	10	1-10	9(10)	From FTPtaxes.txt use Field 1
2	Year & Sequence No.	7	11-17	9(7)	From FTPtaxes.txt use Field 2

Field No.	Field Name	Length	Position	Format	Instructions
3	Value Sign Indicator	1	18	X	From FTPtaxes.txt use Field 4 + = Positive Value Amount - = Negative Value Amount
4	Tax Amount-1	13	19-31	9(11)v99	From FTPtaxes.txt use Field 5 Value does not include decimal
5	Value Sign Indicator	1	32	X	From FTPtaxes.txt use Field 6 + = Positive Value Amount - = Negative Value Amount
6	Penalty Amount-1	13	33-45	9(11)v99	From FTPtaxes.txt use Field 7 Value does not include decimal
7	Value Sign Indicator	1	46	X	From FTPtaxes.txt use Field 8 + = Positive Value Amount - = Negative Value Amount

Field No.	Field Name	Length	Position	Format	Instructions
8	Total Due-1(tax-1 + penalty-1)	13	47-59	9(11)v99	From FTPtaxes.txt use Field 9 Value does not include decimal
9	Value Sign Indicator	1	60	X	From FTPtaxes.txt use Field 10 + = Positive Value Amount - = Negative Value Amount
10	Paid Amount-1	13	61-73	9(11)v99	From FTPtaxes.txt use Field 11 Value does not include decimal
11	Value Sign Indicator	1	74	X	From FTPtaxes.txt use Field 12 + = Positive Value Amount - = Negative Value Amount
12	Balance Due-1	13	75-87	9(11)v99	From FTPtaxes.txt use Field 13 Value does not include decimal
13	Delinquent Date-1	8	88-95	9(8)	From FTPtaxes.txt use Field 14

Field No.	Field Name	Length	Position	Format	Instructions
14	Value Sign Indicator	1	96	X	From FTPtaxes.txt use Field 15 + = Positive Value Amount - = Negative Value Amount
15	Tax Amount-2	13	97-109	9(11)v99	From FTPtaxes.txt use Field 16 Value does not include decimal
16	Value Sign Indicator	1	110	X	From FTPtaxes.txt use Field 17 + = Positive Value Amount - = Negative Value Amount
17	Penalty Amount-2	13	111-123	9(11)v99	From FTPtaxes.txt use Field 18 Value does not include decimal
18	Value Sign Indicator	1	124	X	From FTPtaxes.txt use Field 19 + = Positive Value Amount - = Negative Value Amount

Field No.	Field Name	Length	Position	Format	Instructions
19	Total Due-2 (tax-2 + penalty-2 + cost)	13	125-137	9(11)v99	From FTPtaxes.txt use Field 20 Value does not include decimal
20	Value Sign Indicator	1	138	X	From FTPtaxes.txt use Field 21 + = Positive Value Amount - = Negative Value Amount
21	Paid Amount-2	13	139-151	9(11)v99	From FTPtaxes.txt use Field 22 Value does not include decimal
22	Value Sign Indicator	1	152	X	From FTPtaxes.txt use Field 23 + = Positive Value Amount - = Negative Value Amount
23	Balance Due-2	13	153-165	9(11)v99	From FTPtaxes.txt use Field 24 Value does not include decimal
24	Delinquent Date-2	8	166-173	9(8)	From FTPtaxes.txt use Field 25

Field No.	Field Name	Length	Position	Format	Instructions
25	First Owner Name	32	174-205	X	Call TCSTU010 (NAME & ADDRESS MODULE)
26	First Owner Name Overflow	32	206-237	X	Call TCSTU010 (NAME & ADDRESS MODULE)
27	Second Owner Name	32	238-269	X	Call TCSTU010 (NAME & ADDRESS MODULE)
28	Special Name	32	270-301	X	Call TCSTU010 (NAME & ADDRESS MODULE)
29	Mailing Address 1	32	302-333	X	Call TCSTU010 (NAME & ADDRESS MODULE)
30	Mailing Address 2	32	334-365	X	Call TCSTU010 (NAME & ADDRESS MODULE)

Table 2- Unsecured Tax Roll (UTR) Screen Scrape

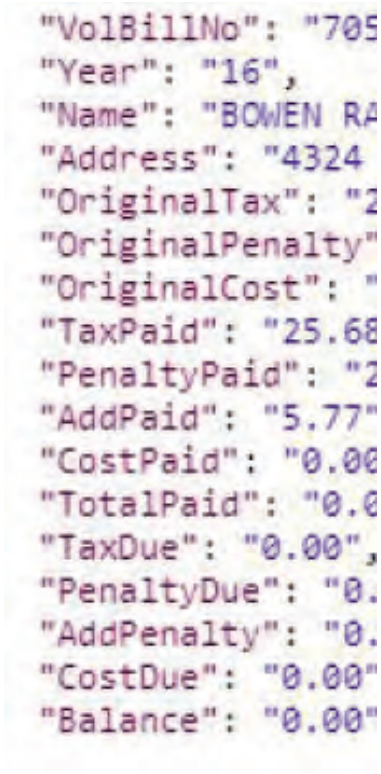
Field No.	Field Name	Length	Position	Format	Instructions
1	Roll Year	2	1-2	X(2)	From TRTPUAST E356UNSROLLYR_C
2	Volume Bill Number	8	3-10	9(7)	Added the number 4 in front of 7 digit Bill Number. From TRTPUAST E602UNSBILLNO_I
3	Balance Due Sign	1	11	X	+ = Positive Value Amount - = Negative Value Amount
4	Balance Due	13	12-24	9(11)V99	See above for processing rules
5	Taxes Due Sign	1	25	X	+ = Positive Value Amount - = Negative Value Amount
6	Taxes Due	13	26-38	9(11)V99	From TRTPUUBL E758UNSTAXESDUE_M
7	Taxes Paid Sign	1	39	X	+ = Positive Value Amount - = Negative Value Amount
8	Taxes Paid	13	40-52	9(11)V99	From TRTPUAST E604UNSTAXPD_M

Field No.	Field Name	Length	Position	Format	Instructions
9	Penalty Due Sign	1	53	X	+ = Positive Value Amount - = Negative Value Amount
10	Penalty Due	13	54-66	9(11)V99	From PS_CURR_BILL_UI02
11	Penalty Paid Sign	1	67	X	+ = Positive Value Amount - = Negative Value Amount
12	Penalty Paid	13	68-80	9(11)V99	From TRTPUAST E605UNSPENPD_M
13	Additional Penalty Due Sign	1	81	X	+ = Positive Value Amount - = Negative Value Amount
14	Additional Penalty Due	13	82-94	9(11)V99	From TRTPUAST E763UNSACCADDPEN_M
15	Additional Penalty Paid Sign	1	95	X	+ = Positive Value Amount - = Negative Value Amount
16	Additional Penalty Paid	13	96-108	9(11)V99	From TRTPUAST E703UNSADDLPENPD_M

Table 3 - Secured Defaulted Tax Roll (SDTR)

Field No.	Field Name	Length	Position	Format	Instructions
1	Group Number	10	1-10	9(10)	10-digit Assessor's Identify Number or Group of numbers.
2	Group Year	4	11-14	9(4)	DelnqGrp Table, Used for 8900 mapbook parcels
3	Default Year	4	15-18	9(4)	DelnqGrp Table, Used for all mapbook parcels
4	Redemption Amount Due	13	19-31	9(11)V99	DelqGrp Table, Redemption Amount Due, no decimal
5	Redemption Amount Penalty	13	32-44	9(11)V99	DelnqGrp Table, no decimal
6	Redemption Amount Paid	13	45-57	9(11)V99	DelnqGrp Table, no decimal
7	Tax Status	1	58	X	DelnqGrp Table
8	First Owner Name	32	59-90	X	Call from TCSTU010 (name and address module)

Table 4 - Unsecured Prior Tax Roll (UPR) Screen Scrape



TTCDATA-26 RRCC-LAC Interface Data Elements

TTCDATA-26a Current RRCC-LAC Data Elements (all interfaces)

The current data element definition will be provided during the project implementation.

TTCDATA-26b: Proposed Future Data Elements for the Inbound LA County RR Lien Filing Information File

Data Element	Element Description
Document Number	Lien recording document number.
Recording Date	Date of lien recording.
Assessee Name	The owner of record on file with the Assessor office.
Assessee Address	The owner of record mailing address on file with the Assessor office.
Assessor Identification Number	A 10 digit number provided by Assessor which uniquely identifies a property in County.
Treasurer Tax Collector Contact Information	TTC contact information.
Tax Year	Current tax year.
Bill Number	Bill number.
Situs	Property situs.
Total Tax	Total original tax amount, excluding cost and penalty.
Collection Cost	Collection cost amount.
Total After Penalties	Total tax amount, including 10% penalty, collection cost, and penalty interest.
Penalties Computed Thru Date	Date the penalty interest is computed through; set to end of the second month after the penalty interest date.
Lien Number	County-assigned number to uniquely identify a lien record.

TTCDATA-26c: Proposed Future Data Elements for the Inbound LA County Lien Release Request Interface

Data Element	Element Description
Document Number	Lien recording document number.
Recording Date	Date of lien recording.
Assessee Name	The owner of record on file with the Assessor office.
Assessee Address	The owner of record mailing address on file with the Assessor office.
Assessor Identification Number	A 10 digit number provided by Assessor which uniquely identifies a property in County.
Property Description	Unsecured property description.
Treasurer Tax Collector Contact Information	TTC contact information.
Tax Year	Current tax year.
Bill Number	Bill number.
Situs	Property situs.
Total Tax	Total original tax amount, excluding cost and penalty.
Collection Cost	Collection cost amount.
Total After Penalties	Total tax amount, including 10% penalty, collection cost, and penalty interest.
Penalties Computed Thru Date	Date the penalty interest is computed through; set to end of the second month after the penalty interest date.
Lien Number	County-assigned number to uniquely identify a lien record.
Document Number (original)	Original lien recording document number.
Recording Date (original)	Original date of lien recording.

TTCDATA-26d: Proposed Future Data Elements for the Inbound LA County Invalid Lien Release Request Interface

Data Element	Element Description
Document Number	Lien recording document number.
Recording Date	Date of lien recording.
Assessee Name	The owner of record on file with the Assessor office.
Assessee Address	The owner of record mailing address on file with the Assessor office.
Assessor Identification Number	A 10 digit number provided by Assessor which uniquely identifies a property in County.
Property Description	Unsecured property description.
Treasurer Tax Collector Contact Information	TTC contact information.
Tax Year	Current tax year.
Bill Number	Bill number.
Situs	Property situs.
Total Tax	Total original tax amount, excluding cost and penalty.
Collection Cost	Collection cost amount.
Total After Penalties	Total tax amount, including 10% penalty, collection cost, and penalty interest.
Penalties Computed Thru Date	Date the penalty interest is computed through; set to end of the second month after the penalty interest date.
Lien Number	County-assigned number to uniquely identify a lien record.
Document Number (original)	Original lien recording document number.
Recording Date (original)	Original date of lien recording.

TTCDATA-26e: Proposed Future Data Elements for the Inbound LA County Lien Renewal Request Interface

Data Element	Element Description
Document Number	Lien recording document number.
Recording Date	Date of lien recording.
Assessee Name	The owner of record on file with the Assessor office.
Assessee Address	The owner of record mailing address on file with the Assessor office.
Assessor Identification Number	A 10 digit number provided by Assessor which uniquely identifies a property in County.
Property Description	Unsecured property description.
Treasurer Tax Collector Contact Information	TTC contact information.
Tax Year	Current tax year.
Bill Number	Bill number.
Situs	Property situs.
Total Tax	Total original tax amount, excluding cost and penalty.
Collection Cost	Collection cost amount.
Total After Penalties	Total tax amount, including 10% penalty, collection cost, and penalty interest.
Penalties Computed Thru Date	Date the penalty interest is computed through; set to end of the second month after the penalty interest date.
Lien Number	County-assigned number to uniquely identify a lien record.
Document Number (original)	Original lien recording document number.
Recording Date (original)	Original date of lien recording.

TTCDATA-26f: Proposed Future Data Elements for the Inbound Power to Sell RR Lien Filing Information File Interface

Data Element	Element Description
Document Number	Lien recording document number.
Recording Date	Date of lien recording.
Assessee Name	The owner of record on file with the Assessor office.
Assessee Address	The owner of record mailing address on file with the Assessor office.
Assessor Identification Number	A 10 digit number provided by Assessor which uniquely identifies a property in County.
Property Description	Assessor provided legal description of the property in the county.
Treasurer Tax Collector Contact Information	TTC contact information.
Situs	Property situs.
Total Tax	Total original tax amount, excluding cost and penalty.
Collection Cost	Collection cost amount.
Total After Penalties	Total tax amount, including 10% penalty, collection cost, and penalty interest.
Penalties Computed Thru Date	Date the penalty interest is computed through; set to end of the second month after the penalty interest date.
Tax Sale Number	Number of the tax sale.
Tax Default Date	Date a property first became tax defaulted and put on the addenda list.
Power to Sell Date	Date of the power to sell.
Document Type	Type of document recorded: recording

TTCDATA-26g: Proposed Future Data Elements for the Inbound Power to Sell Cancellation or Rescission RR Filing Information File Interface

Data Element	Element Description
Document Number	Lien recording document number.
Recording Date	Date of lien recording.
Assessee Name	The owner of record on file with the Assessor office.
Assessee Address	The owner of record mailing address on file with the Assessor office.
Assessor Identification Number	A 10 digit number provided by Assessor which uniquely identifies a property in County.
Property Description	Assessor provided legal description of the property in the county.
Treasurer Tax Collector Contact Information	TTC contact information.
Situs	Property situs.
Total Tax	Total original tax amount, excluding cost and penalty.
Collection Cost	Collection cost amount.
Total After Penalties	Total tax amount, including 10% penalty, collection cost, and penalty interest.
Penalties Computed Thru Date	Date the penalty interest is computed through; set to end of the second month after the penalty interest date.
Tax Sale Number	Number of the tax sale.
Tax Default Date	Date a property first became tax defaulted and put on the addenda list.
Power to Sell Date	Date of the power to sell.
Document Type	Type of document recorded: cancellation or rescission

TTCDATA-26h: Proposed Future Data Elements for the Inbound Impending Power to Sell Newspaper Proof RR Filing Information File Interface

Data Element	Element Description
Document Number	Lien recording document number.
Recording Date	Date of lien recording.
Assessee Name	The owner of record on file with the Assessor office.
Assessee Address	The owner of record mailing address on file with the Assessor office.
Assessor Identification Number	A 10 digit number provided by Assessor which uniquely identifies a property in County.
Property Description	Assessor provided legal description of the property in the county.
Treasurer Tax Collector Contact Information	TTC contact information.
Situs	Property situs.
Total Tax	Total original tax amount, excluding cost and penalty.
Collection Cost	Collection cost amount.
Total After Penalties	Total tax amount, including 10% penalty, collection cost, and penalty interest.
Penalties Computed Thru Date	Date the penalty interest is computed through; set to end of the second month after the penalty interest date.
Tax Sale Number	Number of the tax sale.
Tax Default Date	Date a property first became tax defaulted and put on the addenda list.
Power to Sell Date	Date of the power to sell.
Document Type	Type of document recorded: recording

TTCDATA-26i: Proposed Future Data Elements for the Outbound LA County Lien Recording Request Interface

Data Element	Element Description
Assessee Name	The owner of record on file with the Assessor office.
Assessee Address	The owner of record mailing address on file with the Assessor office.
Assessor Identification Number	A 10 digit number provided by Assessor which uniquely identifies a property in County.
Property Description	Unsecured property description.
Treasurer Tax Collector Contact Information	TTC contact information.
Tax Year	Current tax year.
Bill Number	Bill number.
Situs	Property situs.
Total Tax	Total original tax amount, excluding cost and penalty.
Collection Cost	Collection cost amount.
Total After Penalties	Total tax amount, including 10% penalty, collection cost, and penalty interest.
Penalties Computed Thru Date	Date the penalty interest is computed through; set to end of the second month after the penalty interest date.
Lien Number	County-assigned number to uniquely identify a lien record - Certificate Number.

TTCDATA-26j: Proposed Future Data Elements for the Outbound LA County Lien Release Request Interface

Data Element	Element Description
Assessee Name	The owner of record on file with the Assessor office.
Assessee Address	The owner of record mailing address on file with the Assessor office.
Assessor Identification Number	A 10 digit number provided by Assessor which uniquely identifies a property in County.
Property Description	Unsecured property description.
Treasurer Tax Collector Contact Information	TTC contact information.
Tax Year	Current tax year.
Bill Number	Bill number.
Situs	Property situs.
Total Tax	Total original tax amount, excluding cost and penalty.
Collection Cost	Collection cost amount.
Total After Penalties	Total tax amount, including 10% penalty, collection cost, and penalty interest.
Penalties Computed Thru Date	Date the penalty interest is computed through; set to end of the second month after the penalty interest date.
Lien Number	County-assigned number to uniquely identify a lien record.
Document Number	Original lien recording document number.
Recording Date	Original date of lien recording.
Docket Year	Original year of lien recording

TTCDATA-26k: Proposed Future Data Elements for the Outbound LA County Invalid Lien Release Request Interface

Data Element	Element Description
Assessee Name	The owner of record on file with the Assessor office.
Assessee Address	The owner of record mailing address on file with the Assessor office.
Assessor Identification Number	A 10 digit number provided by Assessor which uniquely identifies a property in County.
Property Description	Unsecured property description.
Treasurer Tax Collector Contact Information	TTC contact information.
Tax Year	Current tax year.
Bill Number	Bill number.
Situs	Property situs.
Total Tax	Total original tax amount, excluding cost and penalty.
Collection Cost	Collection cost amount.
Total After Penalties	Total tax amount, including 10% penalty, collection cost, and penalty interest.
Penalties Computed Thru Date	Date the penalty interest is computed through; set to end of the second month after the penalty interest date.
Lien Number	County-assigned number to uniquely identify a lien record - Certificate Number.
Document Number	Original lien recording document number.
Recording Date	Original date of lien recording.
Docket Year	Original year of lien recording

TTCDATA-26l Proposed Future Data Elements for the Outbound LA County Lien Renewal Request Interface

Data Element	Element Description
Assessee Name	The owner of record on file with the Assessor office.
Assessee Address	The owner of record mailing address on file with the Assessor office.
Assessor Identification Number	A 10 digit number provided by Assessor which uniquely identifies a property in County.
Property Description	Unsecured property description.
Treasurer Tax Collector Contact Information	TTC contact information.
Tax Year	Current tax year.
Bill Number	Bill number.
Situs	Property situs.
Total Tax	Total original tax amount, excluding cost and penalty.
Collection Cost	Collection cost amount.
Total After Penalties	Total tax amount, including 10% penalty, collection cost, and penalty interest.
Penalties Computed Thru Date	Date the penalty interest is computed through; set to end of the second month after the penalty interest date.
Lien Number	County-assigned number to uniquely identify a lien record - Certificate Number.
Document Number	Original lien recording document number.
Recording Date	Original date of lien recording.
Docket Year	Original year of lien recording

TTCDATA-26m: Proposed Future Data Elements for the Outbound Power to Sell Lien Recording Request Interface

Data Element	Element Description
Assessee Name	The owner of record on file with the Assessor office.
Assessee Address	The owner of record mailing address on file with the Assessor office.
Assessor Identification Number	A 10 digit number provided by Assessor which uniquely identifies a property in County.
Property Description	Assessor provided legal description of the property in the county.
Treasurer Tax Collector Contact Information	TTC contact information.
Situs	Property situs.
Total Tax	Total original tax amount, excluding cost and penalty.
Collection Cost	Collection cost amount.
Total After Penalties	Total tax amount, including 10% penalty, collection cost, and penalty interest.
Penalties Computed Thru Date	Date the penalty interest is computed through; set to end of the second month after the penalty interest date.
Tax Sale Number	Number of the tax sale.
Item Number	Tax sale item number.
Tax Default Date	Date a property first became tax defaulted and put on the addenda list.
Power to Sell Date	Date of the power to sell.
Document Type	Type of document recorded: recording

TTCDATA-26n: Proposed Future Data Elements for the Outbound Power to Sell Lien Correction or Rescission Request Interface

Data Element	Element Description
Assessee Name	The owner of record on file with the Assessor office.
Assessee Address	The owner of record mailing address on file with the Assessor office.
Assessor Identification Number	A 10 digit number provided by Assessor which uniquely identifies a property in County.
Property Description	Assessor provided legal description of the property in the county.
Treasurer Tax Collector Contact Information	TTC contact information.
Situs	Property situs.
Total Tax	Total original tax amount, excluding cost and penalty.
Collection Cost	Collection cost amount.
Total After Penalties	Total tax amount, including 10% penalty, collection cost, and penalty interest.
Penalties Computed Thru Date	Date the penalty interest is computed through; set to end of the second month after the penalty interest date.
Tax Sale Number	Number of the tax sale.
Item Number	Tax sale item number.
Tax Default Date	Date a property first became tax defaulted and put on the addenda list.
Power to Sell Date	Date of the power to sell.
Document Type	Type of document recorded: cancellation or rescission.

TTCDATA-26o: Proposed Future Data Elements for the Outbound Impending Power to Sell Newspaper Proof Recording Request Interface

Data Element	Element Description
Assessee Name	The owner of record on file with the Assessor office.
Assessee Address	The owner of record mailing address on file with the Assessor office.
Assessor Identification Number	A 10 digit number provided by Assessor which uniquely identifies a property in County.
Property Description	Assessor provided legal description of the property in the county.
Treasurer Tax Collector Contact Information	TTC contact information.
Situs	Property situs.
Total Tax	Total original tax amount, excluding cost and penalty.
Collection Cost	Collection cost amount.
Total After Penalties	Total tax amount, including 10% penalty, collection cost, and penalty interest.
Penalties Computed Thru Date	Date the penalty interest is computed through; set to end of the second month after the penalty interest date.
Tax Sale Number	Number of the tax sale.
Tax Default Date	Date a property first became tax defaulted and put on the addenda list.
Power to Sell Date	Date of the power to sell.
Document Type	Type of document recorded: recording

TTCDATA-28 RRCC-Other County Interface Data Elements

TTCDATA-28a Proposed Future Data Elements for the Inbound Other County Lien Filing Information File

Data Element	Element Description
Document Number	Lien recording document number.
Recording Date	Date of lien recording.
Assessee Name	The owner of record on file with the Assessor office.
Assessee Address	The owner of record mailing address on file with the Assessor office.
Assessor Identification Number	A 10 digit number provided by Assessor which uniquely identifies a property in County.
Property Description	Unsecured property description.
Treasurer Tax Collector Contact Information	TTC contact information.
Tax Year	Current tax year.
Bill Number	Bill number.
Situs	Property situs.
Total Tax	Total original tax amount, excluding cost and penalty.
Collection Cost	Collection cost amount.
Total After Penalties	Total tax amount, including 10% penalty, collection cost, and penalty interest.
Penalties Computed Thru Date	Date the penalty interest is computed through; set to end of the second month after the penalty interest date.
Lien Number	County-assigned number to uniquely identify a lien record.

TTCDATA-28b Proposed Future Data Elements for the Inbound Other County Lien Release Information File

Data Element	Element Description
Document Number	Lien recording document number.
Recording Date	Date of lien recording.
Assessee Name	The owner of record on file with the Assessor office.
Assessee Address	The owner of record mailing address on file with the Assessor office.
Assessor Identification Number	A 10 digit number provided by Assessor which uniquely identifies a property in County.
Property Description	Unsecured property description.
Treasurer Tax Collector Contact Information	TTC contact information.
Tax Year	Current tax year.
Bill Number	Bill number.
Situs	Property situs.
Total Tax	Total original tax amount, excluding cost and penalty.
Collection Cost	Collection cost amount.
Total After Penalties	Total tax amount, including 10% penalty, collection cost, and penalty interest.
Penalties Computed Thru Date	Date the penalty interest is computed through; set to end of the second month after the penalty interest date.
Lien Number	County-assigned number to uniquely identify a lien record.
Document Number (original)	Original lien recording document number.
Recording Date (original)	Original date of lien recording.

TTCDATA-28c Proposed Future Data Elements for the Inbound Other County Invalid Lien Release Information File

Data Element	Element Description
Document Number	Lien recording document number.
Recording Date	Date of lien recording.
Assessee Name	The owner of record on file with the Assessor office.
Assessee Address	The owner of record mailing address on file with the Assessor office.
Assessor Identification Number	A 10 digit number provided by Assessor which uniquely identifies a property in County.
Property Description	Unsecured property description.
Treasurer Tax Collector Contact Information	TTC contact information.
Tax Year	Current tax year.
Bill Number	Bill number.
Situs	Property situs.
Total Tax	Total original tax amount, excluding cost and penalty.
Collection Cost	Collection cost amount.
Total After Penalties	Total tax amount, including 10% penalty, collection cost, and penalty interest.
Penalties Computed Thru Date	Date the penalty interest is computed through; set to end of the second month after the penalty interest date.
Lien Number	County-assigned number to uniquely identify a lien record.
Document Number (original)	Original lien recording document number.
Recording Date (original)	Original date of lien recording.

TTCDATA-28d Proposed Future Data Elements for the Inbound Other County Lien Renewal Information File

Data Element	Element Description
Document Number	Lien recording document number.
Recording Date	Date of lien recording.
Assessee Name	The owner of record on file with the Assessor office.
Assessee Address	The owner of record mailing address on file with the Assessor office.
Assessor Identification Number	A 10 digit number provided by Assessor which uniquely identifies a property in County.
Property Description	Unsecured property description.
Treasurer Tax Collector Contact Information	TTC contact information.
Tax Year	Current tax year.
Bill Number	Bill number.
Situs	Property situs.
Total Tax	Total original tax amount, excluding cost and penalty.
Collection Cost	Collection cost amount.
Total After Penalties	Total tax amount, including 10% penalty, collection cost, and penalty interest.
Penalties Computed Thru Date	Date the penalty interest is computed through; set to end of the second month after the penalty interest date.
Lien Number	County-assigned number to uniquely identify a lien record.
Document Number (original)	Original lien recording document number.
Recording Date (original)	Original date of lien recording.

TTCDATA-28e Proposed Future Data Elements for the Outbound Other County Lien Recording Request Interface

Data Element	Element Description
Assessee Name	The owner of record on file with the Assessor office.
Assessee Address	The owner of record mailing address on file with the Assessor office.
Assessor Identification Number	A 10 digit number provided by Assessor which uniquely identifies a property in County.
Property Description	Unsecured property description.
Treasurer Tax Collector Contact Information	TTC contact information.
Tax Year	Current tax year.
Bill Number	Bill number.
Situs	Property situs.
Total Tax	Total original tax amount, excluding cost and penalty.
Collection Cost	Collection cost amount.
Total After Penalties	Total tax amount, including 10% penalty, collection cost, and penalty interest.
Penalties Computed Thru Date	Date the penalty interest is computed through; set to end of the second month after the penalty interest date.
Lien Number	County-assigned number to uniquely identify a lien record.
Treasurer Tax Collector Contact Information	TTC contact information.

TTCDATA-28f Proposed Future Data Elements for the Outbound Other County Lien Release Request Interface

Data Element	Element Description
Assessee Name	The owner of record on file with the Assessor office.
Assessee Address	The owner of record mailing address on file with the Assessor office.
Assessor Identification Number	A 10 digit number provided by Assessor which uniquely identifies a property in County.
Property Description	Unsecured property description.
Treasurer Tax Collector Contact Information	TTC contact information.
Tax Year	Current tax year.
Bill Number	Bill number.
Situs	Property situs.
Total Tax	Total original tax amount, excluding cost and penalty.
Collection Cost	Collection cost amount.
Total After Penalties	Total tax amount, including 10% penalty, collection cost, and penalty interest.
Penalties Computed Thru Date	Date the penalty interest is computed through; set to end of the second month after the penalty interest date.
Lien Number	County-assigned number to uniquely identify a lien record.
Document Number	Original lien recording document number.
Recording Date	Original date of lien recording.

TTCDATA-28g Proposed Future Data Elements for the Outbound Other County Invalid Lien Release Request Interface

Data Element	Element Description
Assessee Name	The owner of record on file with the Assessor office.
Assessee Address	The owner of record mailing address on file with the Assessor office.
Assessor Identification Number	A 10 digit number provided by Assessor which uniquely identifies a property in County.
Property Description	Unsecured property description.
Treasurer Tax Collector Contact Information	TTC contact information.
Tax Year	Current tax year.
Bill Number	Bill number.
Situs	Property situs.
Total Tax	Total original tax amount, excluding cost and penalty.
Collection Cost	Collection cost amount.
Total After Penalties	Total tax amount, including 10% penalty, collection cost, and penalty interest.
Penalties Computed Thru Date	Date the penalty interest is computed through; set to end of the second month after the penalty interest date.
Lien Number	County-assigned number to uniquely identify a lien record.
Document Number	Original lien recording document number.
Recording Date	Original date of lien recording.

TTCDATA-28h Proposed Future Data Elements for the Outbound Other County Lien Renewal Request Interface

Data Element	Element Description
Assessee Name	The owner of record on file with the Assessor office.
Assessee Address	The owner of record mailing address on file with the Assessor office.
Assessor Identification Number	A 10 digit number provided by Assessor which uniquely identifies a property in County.
Property Description	Unsecured property description.
Treasurer Tax Collector Contact Information	TTC contact information.
Tax Year	Current tax year.
Bill Number	Bill number.
Situs	Property situs.
Total Tax	Total original tax amount, excluding cost and penalty.
Collection Cost	Collection cost amount.
Total After Penalties	Total tax amount, including 10% penalty, collection cost, and penalty interest.
Penalties Computed Thru Date	Date the penalty interest is computed through; set to end of the second month after the penalty interest date.
Lien Number	County-assigned number to uniquely identify a lien record.
Document Number	Original lien recording document number.
Recording Date	Original date of lien recording.

TTCDATA-29 Taxing Agency and Non-Profit Interfaces (Next Tax Sale)

TTCDATA-29a Proposed Future Data Elements for the Inbound Request to Place Specific Property in Next Tax Sale Interface

Data Element	Element Description
Assessor Identification Number	A 10 digit number provided by Assessor which uniquely identifies a property in County.
Request Reason	Taxing agency or non-profit organization provided reason for request.

TTCDATA-30 Title Company and Vendors Interfaces

TTCDATA-30a Proposed Future Data Elements for the Inbound Parties of Interest Information Interface

Data Element	Element Description
Assessor Identification Number	A 10 digit number provided by Assessor which uniquely identifies a property in County.
Party of Interest Name	Party of interest name provided by title company or vendor.
Party of Interest Address	Party of interest address provided by title company or vendor.

TTCDATA-30b Proposed Future Data Elements for the Outbound Tax Sale List Parties of Interest Request Interface

Data Element	Element Description
Assessor Identification Number	A 10 digit number provided by Assessor which uniquely identifies a property in County.
Assessee Name	The owner of record on file with the Assessor office.
Assessee Address	The owner of record mailing address on file with the Assessor office.
Situs or Location	Location of the property as given by ACR.
Property Description	Property description.

Data Element	Element Description
Tax Sale Number	Number of the tax sale.
Item Number	Item number of the property in the tax sale.

TTCDATA-31 TTC Web Site

TTCDATA-31a Current Data Elements for the Outbound TTC Website Interface

Table 1 - Current Outbound Secured Tax Pin Situs Interface

PARCEL-NUMBER PIC 9(10). Col 1-10

PIN-NUMBER PIC X(06). Col 11-16

SITUS-ADDRESS-1 PIC X(32). Col 17-48

SITUS-ADDRESS-2 PIC X(32). Col 49-80

Table 2- Current Outbound TTC Website -Unsecured PIN

Field No.	Field Name	Length of FIeld	Format	Instructions
1	Roll Year	4	9	From TRTPUAST E356UNSROLLYR_C
2	Bill No.	8	9	Added the number 4 in front of 7 digit Bill Number. From TRTPUAST E602UNSBILLNO_I
3	PIN Number	6	X(9)	6-digit PIN number; alphanumeric without “O”

Table 3 - Delinquent Tax Record

Delinquent Assignment

DATA ELEMENT NAME	REC TYPE	GROUP NUMBER	GROUP ID YEAR	DEFAULT COUNT	DEFAULT YEAR	REDEMPTION AMOUNT (DUE)	
SIZE & DATA	9(2)	9(10)	9(4)	9(3)	9(4)	9(11)V99	
CONFIG							
BYTE NUMBER	001 002	003 004 005 006 007 008 009 010 011 012	013 014 015 016	017 018 019	020 021 022 023	024 025 026 027 028 029 030 031 032 033 034 035 036	037 038 039 040

DATA ELEMENT NAME	REDEMPTION AMOUNT PENALTY	REDEMPTION AMOUNT PAID	LAST PAYMENT DATE	TX ST	REDEMPTION DATE	FILLER
SIZE & DATA	9(7)V99	9(11)V99	9(8)	X	9(8)	X(13)
CONFIG						
BYTE NUMBER	041 042 043 044 045 046 047 048 049 050 051 052	053 054 055 056 057 058 059 060 061 062 063 064 065 066	067 068 069 070 071 072 073 074 075 076 077 078 079 080			

Delinquent Group

DATA ELEMENT NAME	REC TYPE	GROUP NUMBER	GROUP ID YEAR	DEFAULT COUNT	DEFAULT YEAR	REDEMPTION AMOUNT (DUE)	
SIZE & DATA	9(2)	9(10)	9(4)	9(3)	9(4)	9(11)V99	
CONFIG							
BYTE NUMBER	001 002	003 004 005 006 007 008 009 010 011 012	013 014 015 016	017 018 019	020 021 022 023	024 025 026 027 028 029 030 031 032 033 034 035 036	037 038 039 040

DATA ELEMENT NAME	REDEMPTION AMOUNT PENALTY	REDEMPTION AMOUNT PAID	LAST PAYMENT DATE	TX ST	REDEMPTION DATE	FILLER
SIZE & DATA	9(7)V99	9(11)V99	9(8)	X	9(8)	X(13)
CONFIG						
BYTE NUMBER	041 042 043 044 045 046 047 048 049 050 051 052	053 054 055 056 057 058 059 060 061 062 063 064 065 066	067 068 069 070 071 072 073 074 075 076 077 078 079 080			

5 Pay

DATA ELEMENT NAME	REC TYPE	GROUP NUMBER	GROUP ID NUMBER	DEFAULT COUNT	5-PAY INFORMATION ACCOUNT NUMBER	ST	INSTALLMENT AMOUNT DUE	
SIZE & DATA	9(2)	9(10)	9(4)	9(3)	9(7)	X	9(9)V99	
CONFIG								
BYTE NUMBER	001 002	003 004 005 006 007 008 009 010 011 012	013 014 015 016	017 018 019	020 021 022 023 024 025 026	027	028 029 030 031 032 033 034 035 036	037 038 039 040

DATA ELEMENT NAME	5-PAY INFORMATION DUE DATE	ACCUMULATED INSTALLMENT PAID	FILLER
SIZE & DATA	9(8)	9(9)V99	X(23)
CONFIG			
BYTE NUMBER	041 042 043 044 045 046 047 048 049 050 051 052	053 054 055 056 057 058 059 060 061 062 063 064 065 066	067 068 069 070 071 072 073 074 075 076 077 078 079 080

Table 4 – Current Property Tax Payment History

X - Alphanumeric
9 - Digit
Z - Zero Suppress
^ - Space

Field No.	Field Name	Bytes	Length of Field	Format	Instructions
1	PARCEL NUMBER	1-10	10	9	
2	EFFECTIVE DATE	11-16	6	9	EFFDATE_D* (YYMMDD)
3	YRSEQ	17-21	5	9	YRSEQ_C*
4	INSTALLMENT KEY	22	1	9	INSREFKY_C*
5	GROUP NO	23-25	3	9	GROUPNO_C*
6	TAX PAID AMOUNT	26-38	13	9(11)V99	TAXPAID_M*
7	PENALTY PAID AMOUNT	39-51	13	9(11)V99	PENPAID_M*
8	COST PAID AMOUNT	52-64	13	9(11)V99	COSTPAID_M*
9	TOTAL PAID AMOUNT	65-77	13	9(11)V99	TOTAL OF TAX PAID, PENALTY PAID, AND COST PAID AMOUNTS
10	FILLER	78-80	3	^	

*Field name in Payment History table

Table 5 – Current Secured Tax Record

DATA ELEMENT NAME	TAX-STATUS-MESSAGE	EFT ID#	ASSESSOR-ID-EFT	CHK DT	YEAR	SEQ	CHK DT
SIZE & DATA	9(24)	9(2)	9(10)	9	9(2)	9(3)	9
CONFIG							
BYTE NUMBER	201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220	221 222	223 224 225 226 227 228 229 230 231 232	233	234 235	236 237 238	239

Table 6 – Current Unsecured Tax Record

DATA ELEMENT NAME	ROLL YEAR	VOL BILL NUMBER	CODE	DUE DATE		TAX AMOUNT		
SIZE & DATA	9(4)	9(7)	X	9(8)		9(11)V99		
CONFIG								
BYTE NUMBER	001 002 003 004	005 006 007 008 009 010 011	012	013 014 015 016 017 018 019 020	021	022 023 024 025 026 027 028 029 030 031 032 033 034	035	036 037 038 039 040

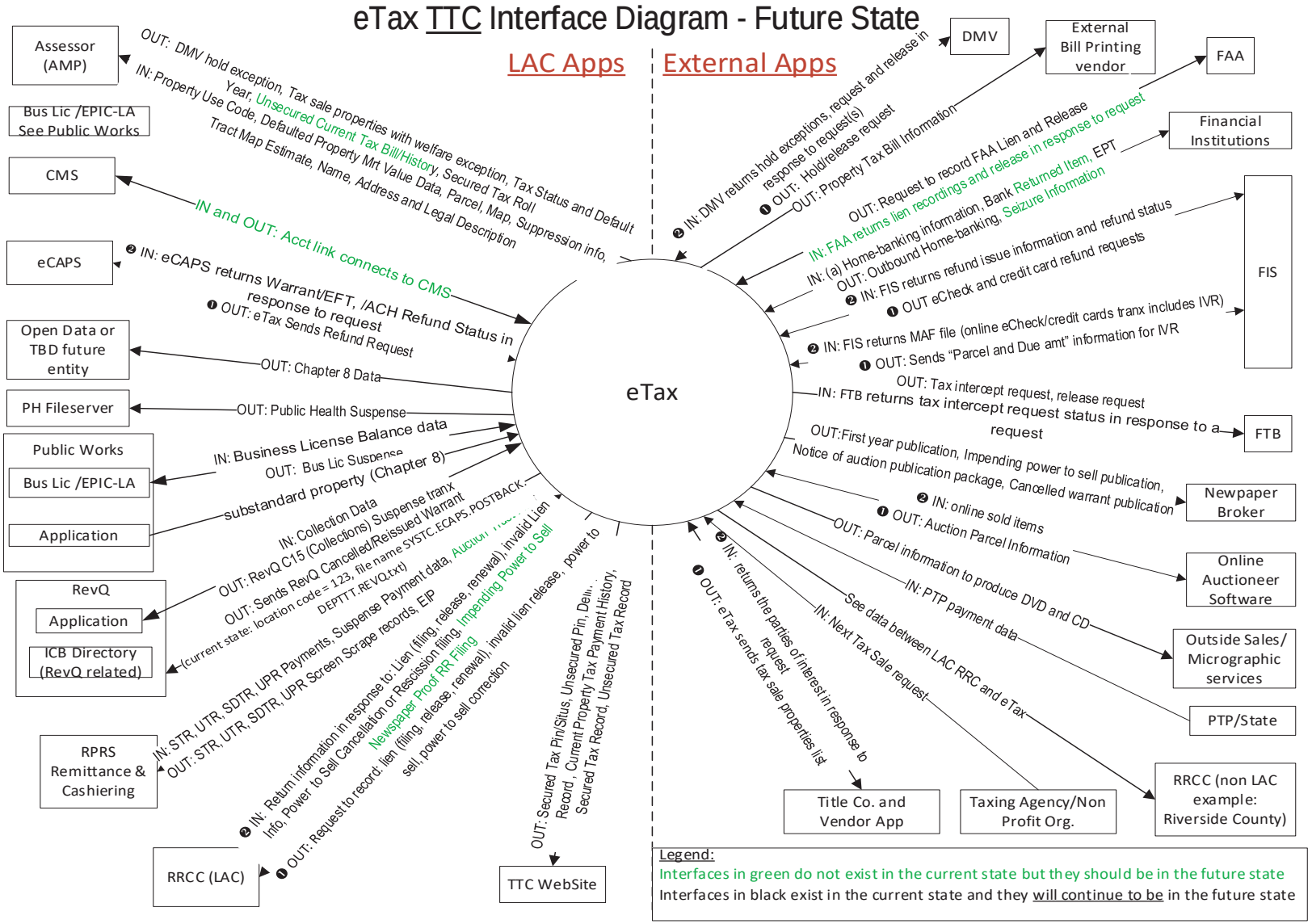
DATA ELEMENT NAME	PENALTY AMOUNT		ADDITIONAL PENALTY		BALANCE DUE	
SIZE & DATA	9(11)V99		9(11)V99		9(11)V99	
CONFIG						
BYTE NUMBER	041 042 043 044 045 046 047 048	049	050 051 052 053 054 055 056 057 058 059 060 061 062	063	064 065 066 067 068 069 070 071 072 073 074 075 076	077 078 079 080

DATA ELEMENT NAME	AMOUNT PAID		TOTAL DUE		REFUND AMOUNT	
SIZE & DATA	9(11)V99		9(11)V99		9(11)V99	
CONFIG						
BYTE NUMBER	081 082 083 084 085 086 087 088 089 090	091	092 093 094 095 096 097 098 099 100 101 102 103 104	105	106 107 108 109 110 111 112 113 114 115 116	117 118 119 120

DATA ELEMENT NAME	ADDRESS LINE 1	
SIZE & DATA	X(32)	
CONFIG		
BYTE NUMBER	121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150	151 152 153 154 155 156 157 158 159 160

DATA ELEMENT NAME	ADDRESS LINE 2	
SIZE & DATA	X(32)	
CONFIG		
BYTE NUMBER	161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182	183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200

TTC Interface Context Diagram



County of Los Angeles – Peak Seasons

Peak Season	
Schedule Annual Secured installment	Three weeks prior to the 1st installment due date (December 10th) Three weeks prior to the 2nd installment due date (April 10th)
Roll Extension	4th weekend of September
Yearly End	Two weeks after June 30th
Roll Correction	Three weeks prior to the 1st installment due date (December 10th)
Year End Processing (Closing of Current Fiscal Year, Direct Assessment, Roll Build-up, Tax Extension)	July – mid October *Special processing may occur outside normal business hours and advisement will be provided.
Tax Apportionment Processing	*Special processing may occur outside normal business hours and advisement will be provided.
ROPS Calculation	December and May
Distribution Processing	Monthly (including RPTTF Distribution for January/June).

County of Los Angeles – Property Tax Billing Cycles

Secured Property	
July 1	Beginning of Fiscal Year (FY).
September	Statement of Prior Year Taxes are mailed.
October	Annual Secured Property Tax Bills are mailed.
November 1	Secured property taxes are due.
December 10	First Installment delinquency date.
February 1	Second installment due date.
March	Payment Activity Notice are mailed.
April 10	Second installment delinquency date.
June	Notice of Delinquency are mailed.
June 30	End of FY.

Unsecured Property	
July 1	Beginning of FY.
August 31	Unsecured property tax delinquency date.
September	Notice of Enforcements are mailed.
November	Notice of Liens are mailed.
March	Annual Unsecured Property Tax Bills are mailed between March 1 and June 30.
June 30	End of FY.

eTAX Bill Layouts

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Introduction

This document presents data elements of some tax bill types that TTC currently communicate with print vendor. The contents of this document support the External Bill Printing Vendor requirement described in the LA County eTax Interface Requirement document.

Section 1 - Secured Tax Roll

1.1 Annual Secured Tax Bill

Print Line	Field Number	FIELD NAME	START PRINT POS	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
8	1	Assessor's I.D. Number	83	12		Format "9999 999 999" Mapbook, page, parcel format. Move from SEBF2
8	2	Year-Sequence	96	6	99 999	Year, sequence format. Year equals run date "Year", Sequence equals "000"
8	3	Parcel Number Check Digit	104	1	9	See Scanable Tax Bill-Check Digit Calculations-Section IV Move field 6 from 1st Installment Scan Line
8	4	Year/Sequence Check Digit	105	1	9	Move field 5 from 1st Installment Scan Line
10	52	Legend	2	19	X	Print "ASSESSOR'S ID.NO.: "
10	53	Assessor's I.D. Number	21	12		Format "9999 999 999" Mapbook, page, parcel format. Move from SEBF2
10	54	Year-Sequence	34	6	99 999	Year, sequence format. Year equals run date "Year", Sequence equals "000"
11	6	Tax Agency Line 1	51	64	X	See Page 2 – Taxing Agency Format
12	57	Assessee Name	2	32	X	See Printing Instruction for Sequence of Name and Address
12	8	Tax Agency Line 2	51	64	X	See Page 2 – Taxing Agency Format
13	10	Tax Agency Line 3	51	64	X	See Page 2 – Taxing Agency Format

Print Line	Field Number	FIELD NAME	START PRINT POS	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
14	12	Tax Agency Line 4	51	64	X	See Page 2 – Taxing Agency Format
15	14	Agency Line 5	51	64	X	See Page 2 – Taxing Agency Format
16	5	First Owner Name	7	32	X	See Printing Instructions for Sequence of Name and Address
16	16	Agency Line 6	51	64	X	See Page 2 – Taxing Agency Format
17	7	1st Line of Mailing Address	7	32	X	See Printing Instructions for Sequence of Name and Address
17	17	Agency Line 7	51	64	X	See Page 2 – Taxing Agency Format
18	9	2nd Line of Mailing Address	7	32	X	See Printing Instructions for Sequence of Name and Address
18	18	Agency Line 8	51	64	X	See Page 2 – Taxing Agency Format ACCOUNT 584 ONLY – SEE PAGE 8 SPECIAL LEGEND
19	11	3rd Line of Mailing Address	7	32	X	See Printing Instructions for Sequence of Name and Address
19	25	Agency Line 9	51	64	X	See Page 2 – Taxing Agency Format ACCOUNT 584 ONLY – SEE PAGE 8 SPECIAL LEGEND
20	13	4th Line of Mailing Address	7	32	X	See Printing Instructions for Sequence of Name and Address
20	26	Agency Line 10	51	64	X	See Page 2 – Taxing Agency Format
21	15	5th Line of Mailing Address	7	32	X	See Printing Instructions for Sequence of Name and Address
21	27	Agency Line 11	51	64	X	See Page 2 – Taxing Agency Format ACCOUNT 584 ONLY – SEE PAGE 8 SPECIAL LEGEND

Print Line	Field Number	FIELD NAME	START PRINT POS	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
22	28	Agency Line 12	51	64	X	See Page 2 – Taxing Agency Format ACCOUNT 584 ONLY – SEE PAGE 8 SPECIAL LEGEND
23	29	Agency Line 13	51	64	X	See Page 2 – Taxing Agency Format
24	19	Legend	2	6	X	Print “ID#: 19”
24	20	Assessor’s I.D. Number	9	12		Move field 6 from 1st Installment Scan Line (Format: 9999 999 999)
24	23	Fund Transfer Code (19) and Parcel Number Check Digit	22	1	9	See Scannable Tax Bill Check Digit Calculation (19XXXXXXXXX).
24	21	Legend	24	5	X	Print “YEAR:”
24	21a	Year	29	2	9	Move field 3 from 1st Installment Scan Line
24	22	Legend	32	9	X	Print “SEQUENCE:”
24	22a	Sequence	41	3	9	Move field 4 from 1st Installment Scan Line
24	24	Year/Sequence Check Digit	45	1	9	Move field 5 from 1st Installment Scan Line
24	30	Agency Line 14	51	64	X	See Page 2 – Taxing Agency Format
25	30a	PIN Number Legend	2	7	X	Print “PIN: ”
25	30b	PIN Number	9	6	9	Print PIN Number See Page 10 – PIN Number Calculation
25	32	Agency Line 15	51	64	X	See Page 2 – Taxing Agency Format
26	34	Agency Line 16	51	64	X	See Page 2 – Taxing Agency Format
27	35	Agency Line 17	51	64	X	See Page 2 – Taxing Agency Format

Print Line	Field Number	FIELD NAME	START PRINT POS	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
28	37	Agency Line 18	51	64	X	See Page 2 – Taxing Agency Format
29	39	Agency Line 19	51	64	X	See Page 2 – Taxing Agency Format
30	41	Agency Line 20	51	64	X	See Page 2 – Taxing Agency Format
31	31	Less Than 1.00 Legend	2	40	X	If Impound Account SEBF7, bytes 20-21 Equals 584 and SEBF17, byte 89 = 1 Then Print “NO PAYMENT IS DUE.” Else leave blank
31	43	Agency Line 21	51	64	X	See Page 2 – Taxing Agency Format
32	33	Less Than 1.00 Legend	2	40	X	If Impound Account SEBF7, bytes 20-21 Equals 584 and SEBF17, byte 89 = 1 Then print “THE TAXES ARE CANCELLED.” Else leave blank
32	45	Agency Line 22	51	64	X	See Page 2 – Taxing Agency Format
33	47	Agency Line 23	51	64	X	See Page 2 – Taxing Agency Format
34	36	Tax Sale Legend	2	40	X	If Tax Status SEBF20 equals “1” or “2” Then print “DELINQUENT TAX INFORMATION:” Else leave blank
34	49	Agency Line 24	51	64	X	See Page 2 – Taxing Agency Format

Print Line	Field Number	FIELD NAME	START PRINT POS	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
35	40	Tax Sale Legend	2	46	X	If Tax Status SEBF20 equals “1” OR “2” Then print “YOU OWE BACK TAXES WHICH MAY RESULT IN YOUR” Else leave blank
35	50	Agency Line 25	51	64	X	See Page 2 – Taxing Agency Format
36	42	Tax Sale Legend	2	46	X	If Tax Status SEBF20 equals “1” OR “2” Then print “PROPERTY BEING SOLD. THE AMOUNT OWING FOR” Else leave blank
36	51	Agency Line 26	51	64	X	See Page 2 – Taxing Agency Format
37	44	Tax Sale Legend	2	46	X	If Tax Status SEBF20 equals “1” OR “2” Then print “PRIOR YEARS IS NOT INCLUDED IN THIS STATEMENT.” Else leave blank
37	55	Agency Line 27	51	64	X	See Page 2 – Taxing Agency Format
38	46	Tax Sale Legend	2	46	X	If Tax Status SEBF20 equals “1” OR “2” Then print “PLEASE CONTACT US IMMEDIATELY TO DISCUSS” Else leave blank
38	56	Agency Line 28	51	64	X	See Page 2 – Taxing Agency Format

Print Line	Field Number	FIELD NAME	START PRINT POS	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
39	48	Tax Sale Legend	2	46	X	If Tax Status SEBF20 equals “1” OR “2” Then print “YOUR PAYMENT OPTIONS.” Else leave blank
39	58	Agency Line 29	51	64	X	See Page 2 – Taxing Agency Format
40	59	Agency Line 30	51	64	X	See Page 2 – Taxing Agency Format
41	60	Total Taxes	98	18	$$$,$$$,$$$,$$$.99	If Impound Acct SEBF7 equals 584 Then Print “00” Else Add SEBF29 and SEBF30
42	61	Description Line 1	2	40	X	See Page 4 – Situs/Description Format
42	62	First Installment Tax Amount	98	18	$$$,$$$,$$$,$$$.99	If Impound Acct SEBF7 equals 584 Then Print “00” Else move SEBF29
43	63	Description Line 2	2	40	X	See Page 4 – Situs/Description Format
43	64	Second Installment Tax Amount	98	18	$$$,$$$,$$$,$$$.99	If Impound Acct SEBF7 equals 584 Then Print “00” Else move SEBF30
44	65	Description Line 3	2	40	X	See Page 4 – Situs/Description Format
45	66	Description Line 4	2	40	X	See Page 4 – Situs/Description Format
46	67	Description Line 5	2	40	X	See Page 4 – Situs/Description Format
47	68	Assessed Land Value	77	17	Z(13)	Move from SEBF21
47	69	Land PC	95	1	X	Move from SEBF18a

Print Line	Field Number	FIELD NAME	START PRINT POS	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
47	70	Assessed Land Value	97	17	Z(13)	Move from SEBF21
47	71	Land PC	115	1	X	Move from SEBF18a
48	72	Assessed Improvement Value	77	17	Z(13)	Move from SEBF22
48	73	Improvement PC Key	95	1	Z(13)	Move from SEBF18b
48	74	Assessed Imp Value	97	17	Z(13)	Move from SEBF22
48	75	Improvement PC Key	115	1	Z(13)	Move from SEBF18b
49	76	Legend	2	8	X	Print “REGION #”
49	77	Assessor’s Region	10	2	X	Move from SEBF5
49	78	Legend	13	6	X	Print “INDEX: ”
49	79	Division Index	19	8	X	Move from SEBF8A
49	80	Legend	28	4	X	Print “TRA: “
49	81	Tax Rate Area	32	5	9(5)	Move from SEBF19
49	82	Legend	52	8	X	If SEBF23 not equal 0 Print “FIXTURES” Else leave blank
49	83	Assessed Fixture Value	77	17	Z(13)	Move from SEBF23
49	84	Assessed Fixture Value	97	17	Z(13)	Move from SEBF23
50	85	Local Assessor Office – Address Line1	2	32	X	See Printing Instructions XIII for Local Assessor Office Address
50	86	Legend	52	12	X	If Mapbook SEBF2 not equal 8950 If Pers Prop SEBF24 not equal zero Then Print “PERS PROP” Else Leave blank
50	87	Personal Property Value	77	17	Z(13)	Move from SEBF24
50	88	Personal Property Value	97	17	Z(13)	Move from SEBF24

Print Line	Field Number	FIELD NAME	START PRINT POS	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
51	89	Local Assessor Office – Address Line 2	2	32	X	See Printing Instructions XIII for Local Assessor Office Address
51	90	Legend	52	12	X	If Mapbook SEBF2 equals 8950 Then Print “MFD HOME” Else Leave blank
51	91	Mobile Home Value	77	17	Z(12)9	If Mapbook SEBF2 equals 8950 Then Move SEBF21 Else Leave blank
51	92	Mobile Home Value	97	17	Z(12)9	If Mapbook SEBF2 equals 8950 Then Move SEBF21 Else Leave blank
52	93	Local Assessor Office – Address Line3	2	32	X	See Printing Instructions XIII for Local Assessor Office Address
52	94	Legend	52	12	X	If Mapbook SEBF2 equals 8950 Then Print “MFD OTHER” Else Leave blank
52	95	Mobile Other	77	17	Z(12)9	If Mapbook SEBF2 equals 8950 Then Move SEBF22 Else Leave blank
52	96	Mobile Other	97	17	Z(12)9	If Mapbook SEBF2 equals 8950 Then Move SEBF22 Else Leave blank
53	97	Local Assessor Office – Address Line 4	2	32	X	See Printing Instructions XIII for Local Assessor Office Address
53	98	Total Assessed Value	97	17	Z(13)	If Mapbook SEBF2 not equals 8950 Print the Sum of Land SEBF21, Improvements SEBF22, Fixture SEBF23, Personal Prop SEBF24

Print Line	Field Number	FIELD NAME	START PRINT POS	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
						Else print the Sum of Mobil Home SEBF21, Mobil Other SEBF22
54	99	Home Owners Exemption Legend	83	4	X	If SEBF26 Greater than zero Then Print “HOME” Else Leave blank
54	100	Home Owners Exemption Value	97	17	Z(13)	Move from SEBF26
55	101	Legend	2	9	X	Print “ACCT NO.:”
55	102	Impound Account Number	11	5	Z(5)	If Bill Key (SEBF17) = 1 Then Print Impound Account Number (SEBF7, bytes 20-21) Else Leave blank If Bill Key (SEBF17) = 2 Then Print Multiple Owner Number (SEBF7, bytes 22-26) Else Leave blank
55	103	Legend	17	10	X	Print “PRINT NO.:”
55	104	Print Number	27	7	Z(7)	Sequential number for each printed bill. Start numbering with “1” at each Account Number, Bill Category Number break.
55	105	Legend	35	9	X	Print “BILL ID.:”
55	106	Bill I.D.	44	2	X	If Bill Key = 1 (SEBF17) Then Print “IB” Else Leave blank
55	107	Other Exemption Legend	83	4	X	Print Legend depending on SEBF16 1 = VET (Veteran) 3 = CHUR (Church, all exempt)

Print Line	Field Number	FIELD NAME	START PRINT POS	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
						4 = WEL (Welfare, Organization, all exempt) 5 = RELG (Religious, partially exempt) 6 = CHUR (Church, partially exempt) 7 = WEL (Welfare, Organization, partially exempt) 8 = RELG (Religious, all exempt) U = SCH (Public School) V = VORG (Veteran Organization) X = LIB (Free Public Library) Y = MUS (Free Museum) Z = COLL (College)
55 55	108	Exemption Value	97	17	Z(13)	Exemption Value = Real Estate Exemption SEBF25 + Fixture Exemption SEBF27 + Personal Property Exemption SEBF28
56	109	Net Taxable Value	97	17	Z(12)9	Net Taxable Value = Total Assessed Value, Minus: SEBF25 Real Estate Exemption, SEBF26 Homeowners Exemption, SEBF27 Fixture Exemption,

Print Line	Field Number	FIELD NAME	START PRINT POS	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
						SEBF28 Personal Property Exemption
61	109a	Legend	65	17	X	If Tax Status SEBF20 equals “1” or “2” Then print “PRIOR DELINQUENCY” Else leave blank
64	110	First Owner Name	26	32	X	Same as field 5
65	111	1st Line Mailing Address	26	32	X	Same as field 7
65	112	Assessors ID Number	79	12		Same as field 1
65	113	Year-Sequence	92	6		Same as field 2
65	114	Parcel Number Check Digit	100	1		Same as field 3
65	115	Year/Sequence Check Digit	101	1		Same as field 4
65	116	Installment Key	110	1	X	Print “2”
66	117	2nd Line Mailing Address	26	32	X	Same as field 9
68	118	2nd Installment Tax Amount	74	18	$$$,$$$,$$$,$$$.99	If Impound 500 equals “584” Then Print “00” Else Print same as field 64
70	119	2nd Installment and Penalty Amount	40	18	$$$,$$$,$$$,$$$.99	If Impound Acct SEBF7 equals 584 Then Print “00” Else Print 2nd Installment Amount plus 10% of 2nd Installment amount plus $10.00
73	120	P.O. BOX #	74	5	9	=54088 If Bill Key SEBF17 = “1” and Agency Key SEBF7 byte 46 equals

Print Line	Field Number	FIELD NAME	START PRINT POS	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
						“3” and Sum of SEBF29 and SEBF30 is greater than 7000.00 Or If Bill Key SEBF17 greater than “2” and Sum of SEBF29 and SEBF30 is greater than 7000.00 =54018 If Bill Key SEBF17 = “1” and Agency Key SEBF7 byte 46 equals “3” and Sum of SEBF29 and SEBF30 is less than 7000.00 Or If Bill Key SEBF17 greater than “2” and Sum of SEBF29 and SEBF30 is less than 7000.00 =54018 If Bill Key SEBF17 = “2” =SPACE If Bill Key SEBF17 = “1” and Agency Key SEBF7 byte 46 Not Equal “3”

Print Line	Field Number	FIELD NAME	START PRINT POS	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
74	121	Zip Code	82	10	X(10)	If P.O. Box = 54088 Print “90054-0088” If P.O. Box = 54018 Print “90054-0018” If P.O. Box = space Leave blank
75	122	Delinquent Year & Delinquent Month Check Digit	23	1	9	Move field 2 from 2nd Installment Scan Line
		Tax Year & Sequence Number Check Digit	24	1	9	Move field 5 from 2nd Installment Scan Line
		Parcel Number Check Digit	25	1	9	Move field 9 from 2nd Installment Scan Line
		Installment Due and Installment Key Check Digit	26	1	9	Move field 10 from 2nd Installment Scan Line
		Total Due and Installment Key Check Digit	27	1	9	Move field 11 from 2nd Installment Scan Line
77	123	Scan Line – Installment 2	43	47	9(47)	See Attachment-Scan Line Write Up Account 584 ONLY – Leave Blank
78	123a	Legend	65	17	X	If Tax Status SEBF20 equals “1” or “2” Then print “PRIOR DELINQUENCY” Else leave blank
81	124	First Owner Name	26	32	X	Same as field 5

Print Line	Field Number	FIELD NAME	START PRINT POS	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
82	125	1st Line Mailing Address	26	32	X	Same as field 7
82	126	Assessors ID Number	79	12		Same as field 1
82	127	Year-Sequence	92	6	99 999	Same as field 2
82	128	Parcel Number Check Digit	100	1	9	Same as field 3
82	129	Year/Sequence Check Digit	101	1	9	Same as field 4
82	130	Installment Key	110	1	X	Print “1”
83	131	2nd Line Mailing Address	26	32	X	Same as field 9
85	132	1st Installment Tax Amount	74	18	$$$,$$$,$$$,$$$.99	If Impound 500 equals “584” Then Print “00” Else Print same as field 62
87	133	1st Installment and Penalty Amount	40	18	$$$,$$$,$$$,$$$.99	If Impound Acct SEBF7 equals 584 Then Print “00” Else Print 1st Installment Amount plus 10% of 1st Installment
90	134	P.O. BOX #	74	5	9	=54088 If Bill Key SEBF17 = “1” and Agency Key SEBF7 byte 46 equals “3” and Sum of SEBF29 and SEBF30 is greater than 7000.00 Or If Bill Key SEBF17 greater than “2” and Sum of SEBF29 and SEBF30 is greater than 7000.00

Print Line	Field Number	FIELD NAME	START PRINT POS	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
						=54018 If Bill Key SEBF17 = “1” and Agency Key SEBF7 byte 46 equals “3” and Sum of SEBF29 and SEBF30 is less than 7000.00 Or If Bill Key SEBF17 greater than “2” and Sum of SEBF29 and SEBF30 is less than 7000.00 =54018 If Bill Key SEBF17 = “2” =SPACE If Bill Key SEBF17 = “1” and Agency Key SEBF7 byte 46 Not = “3”
91	135	Zip Code	82	10	X(10)	If P.O. Box = 54088 Print “90054-0088” If P.O. Box = 54018 Print “90054-0018” If P.O. Box = space Leave blank
92	136	Delinquent Year & Delinquent Month Check Digit	23	1	9	Move field 2 from 2nd Installment Scan Line
		Tax Year & Sequence Number Check Digit	24	1	9	Move field 5 from 1st Installment Scan Line

Print Line	Field Number	FIELD NAME	START PRINT POS	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
		Parcel Number Check Digit	25	1	9	Move field 9 from 1st Installment Scan Line
		Installment Due and Installment Key Check Digit	26	1	9	Move field 10 from 1st Installment Scan Line
		Total Due and Installment Key Check Digit	27	1	9	Move field 11 from 1st Installment Scan Line
94	137	Scan Line – Installment 1	43	47	9(47)	See Attachment-Scan Line Write Up Account 584 ONLY – Leave Blank

1.2 Secured Payment Activity Notice

Print Line	Field No.	Field Name	Start Print Pos	Length of Field	Format	Instructions
3	1	Legend	31	29	X	"JULY 1, XXXX TO JUNE 30, YYYY where XXXX = roll year YYYY = roll year + 1
12	2	Parcel Number	12	12	9999 999 999	TAXROOT-004-PARCEL NUMBER
12	4	Legend	54	6	X	Print "ID#:19"
12	5	Parcel Number	51	12	9999 999 999	Same as field 2
12	6	19-Parcel Number	64	1	9	Print check digit for 19 and Parcel Number (12 digit field)
12	7	Legend	66	3	X	Print "YR:"
12	8	Tax Year	69	2	99	YEAR of TAXPARH-020-KEY-YR-SEQ
12	9	Legend	72	4	X	Print "SEQ:"
12	10	Sequence	76	3	999	SEQ of TAXPARH-020-KEY-YR-SEQ
12	11	Yr-Seq Check Digit	79	1	9	Print check digit for YR-SEQ (5 digit field)
13	11a	Legend	54	7	X	Print "PIN: "
13	11b	PIN Number	61	6	9	See Instructions XI for PIN Number calculation

Print Line	Field No.	Field Name	Start Print Pos	Length of Field	Format	Instructions
14	3	First Owner Name	12	32	X	See printing instructions #3 Sequence of Name and Address
15	12	Name-Address Line2	12	32	X	See printing instructions #3 Sequence of Name and Address
16	13	Name-Address Line3	12	32	X	See printing instructions #3 Sequence of Name and Address
16	14	Legend	56	32	X	TAX STATUS KEY If Mapbook LT 8900 check EPDB-TX-ST-TAX-STATUS-KEY, otherwise check TAXROOT-011-TAX-STATUS-KEY If TAX STATUS KEY = “1” OR “2” Print “In addition to this bill our”
17	15	Name-Address Line4	12	32	X	See printing instructions #3 Sequence of Name and Address
17	16	Legend	56	32	X	If TAX STATUS KEY = “1” OR “2” Print “records indicate that there are”
18	17	Name-Address Line5	12	32	X	See printing instructions #3 Sequence of Name and Address

Print Line	Field No.	Field Name	Start Print Pos	Length of Field	Format	Instructions
18	18	Legend	56	33	X	If TAX STATUS KEY = “1” OR “2” Print “other taxes due on this property.”
22	21	Parcel Number	12	12	9999 999 999	Same as field 2
22	19	Tax Year	25	2	99	Same as field 8
22	20	Sequence	28	3	999	Same as field 10
22	22	1st Installment Delinquent Date	36	8	MM DD YY	A. If Seq No. field (20) = 000 AND TAXPARH-005-MAPBOOK NE 8960 and TAXPARH-036-AUTH-NO EQ spaces Then print 12/10/YY (YY=TAXPARH 020-KEY-YR-SEQ) B. If Seq No. field (20) = 000 AND TAXPARH-005-MAPBOOK NE 8960 and TAXPARH-036-AUTH-NO NE spaces and TAXPARH-332-ESCAPE TXN KEY NE 0

Print Line	Field No.	Field Name	Start Print Pos	Length of Field	Format	Instructions
					02/18/11 SR#14401-CR#28001	Then If Bill Date GT 11/10/year of Escape Txn Key Then print 1st due date = end of month following Bill Date Else print 12/10/YY (YY=TAXPARH 332-ESCAPE-TXN-KEY) C. If Seq No. field (20) = 000 AND TAXPARH-005-MAPBOOK NE 8960 and TAXPARH-036-AUTH-NO NE spaces and TAXPARH-332-ESCAPE TXN KEY EQ 0 Then If Bill Date GT 11/10/year of Escape Txn Key Then print 1st due date = end of month following Bill Date Else print 12/10/YY
					02/18/11 SR#14401-CR#28001	

Print Line	Field No.	Field Name	Start Print Pos	Length of Field	Format	Instructions
						(YY= Year of Bill Date) D. If Seq. No. field (20) GT 000 or TAXPARH-005-MAPBOOK = 8960 Then if TAXPARH-027-BILL DATE GT 0 Then if month of TAXPARH-027-BILL DATE = 07, 08, 09 or 10 then print 12-10-yy (yy=year of TAXPARH-027-BILL-DATE + 1) else print last day of the month following the TAXPARH-027-BILL-DATE else if system date month = 07, 08, 09 or 10 then print 12/10/yy (yy=year of system date) else print system date + 1 month (last day of month)
q	23	2nd Installment Delinquent	51	8	MM DD YY	A. If Seq No. field (20) = 000 AND TAXPARH-005-MAPBOOK NE 8960 and TAXPARH-036-AUTH-NO EQ

Print Line	Field No.	Field Name	Start Print Pos	Length of Field	Format	Instructions
						spaces Then print 04/10/YY (YY=TAXPARH 020-KEY-YR-SEQ) B. If Seq. No. field (20 = 000 AND TAXPARH-005-MAPBOOK NE 8960 and TAXPARH-036-AUTH-NO NE spaces and TAXPARH-332-ESCAPE TXN KEY NE 0 Then print 4/10/YY (YY=year of Bill date + 1) C. If Seq No. field (20) = 000 AND TAXPARH-005-MAPBOOK NE 8960 and TAXPARH-036-AUTH-NO NE spaces and TAXPARH-332-ESCAPE TXN KEY EQ 0 Then print 4/10/YY YY=year of bill date + 1) Else print last day of the Month following the TAXPARH-027-BILL-DATE D. If Seq. No. field (20) GT 000 or TAXPARH-005-MAPBOOK = 8960 Then if TAXPARH-027-BILL DATE

Print Line	Field No.	Field Name	Start Print Pos	Length of Field	Format	Instructions
						GT 0 Then if month of TAXPARH-027-BILL DATE = 07, 08, 09 or 10 then print 4-10-yy yy=year of TAXPARH-027-BILL-DATE + 1) else print last day of the month following the TAXPARH-027-BILL-DATE else if system date month = 07, 08, 09 or 10 then print 4/10/yy (yy=year of system date) else print system date + 1 month (last day of month)
23	24	1st Installment Tax	31	12	Z(10) 99	TAXPARH-041-INSTLLMENT-1
23	25	1ST Installment Tax minus sign	44	1	X	If 1st installment tax amount, field (24) is negative. Then print "-" else leave field blank.
23	26	2nd Installment Tax	46	12	Z(10) 99	TAXPARH-042-INSTLLMENT-2
23	27	2nd Installment Tax minus sign	59	1	X	If 2nd installment tax amount, field (26) is negative.

Print Line	Field No.	Field Name	Start Print Pos	Length of Field	Format	Instructions
						Then print "-" else leave field blank.
23	28	Total Tax	62	13	Z(11) 99	1st installment tax field (24) plus 2nd installment tax field (26)
23	29	Total Tax minus sign	76	1	X	Print "-" if 1st installment tax amount, field (24) plus 2nd installment tax amount field (26) is negative. Otherwise, leave blank.
24	30	1st Installment Penalty	31	12	Z(10) 99	Print amount if any of the following conditions are true, otherwise, leave field blank. 1. TAXPARH-041-INSTALLMENT-1 NE TAXPARH-039-BALANCE-DUE-1 2. TAXPARH-285-PENALTY-PAID-1 GT 0 3. TAXPARH-334-NSF-DUE GT 0 4. TAXPARH-NSF-PAID-337 GT 0 5. SYSTEM DATE GT 1ST WEEKDAY Due

Print Line	Field No.	Field Name	Start Print Pos	Length of Field	Format	Instructions
						date. (See Section VII of the specs – Process 1st installment)
24	31	2nd Installment Penalty	46	12	Z(10) 99	Print amount if any of the following conditions are true, otherwise, leave field blank. 1. TAXPARH-042-INSTALLMENT-2 NE TAXPARH-040-BALANCE-DUE-2 2. TAXPARH-286-PENALTY-PAID-1 GT 0 3. TAXPARH-334-NSF-DUE GT 0 4. TAXPARH-NSF-PAID-337 GT 0 5. SYSTEM DATE GT 2nd WEEKDAY Due date. (See Section VII of the specs – Process 2nd installment)

Print Line	Field No.	Field Name	Start Print Pos	Length of Field	Format	Instructions
24	32	Total Penalty	62	13	Z(11) 99	Print amount if amount was printed in field (30) or (31). Otherwise, leave field blank. Total Penalty = Sum of 1st installment penalty field (30) plus 2nd installment penalty field (31).
25	33	1st Installment Total Due	31	12	Z(10) 99	Print amount if amount is printed in field (30). Otherwise, leave field blank. 1st Installment Total Due = Sum of 1st installment, field (24) and 1st installment penalty, field (30).
25	34	1st Installment Total Due minus sign	44	1	X	Print "-" if 1st installment total due amount, field (33) is negative. Else leave field blank.

Print Line	Field No.	Field Name	Start Print Pos	Length of Field	Format	Instructions
25	35	2nd Installment Total Due	46	X	Z(10) 99	Print amount if amount is printed in field (31). Otherwise, leave field blank. 2nd installment Total Due = Sum of 2nd installment, field (26) and 2nd installment penalty, field (31).
25	36	2nd Installment Total Due minus sign	59	1	X	Print "-" if 2nd installment total due amount, field (35) is negative. Otherwise, leave field blank.
25	37	Total Due	62	13	Z(11) 99	Print amount if amount is printed in field (33) or (35). Otherwise, leave field blank. Total Due = 1st installment Total Due + 2nd installment Total Due
25	38	Total Due minus sign	76	1	X	Print "-" if 2nd installment total due amount, field (37) is negative. Otherwise, leave field blank.

Print Line	Field No.	Field Name	Start Print Pos	Length of Field	Format	Instructions
26	39	1st Installment Paid	31	12	Z(10) 99	Print amount if amount was printed in field (30). Otherwise leave field blank. If Paid Key (TAXPARH-029-PAID-KEY) = 0, 1, 7, or 8 Then 1st installment Paid = TAXPARH-041-INSTALLMENT-1 minus TAXPARH-039-BALANCE-DUE-1 + TAXPARH-285-PENALTY-PAID + TAXPARH-337-NSF-PAID Else 1st installment Paid = TAXPARH-041-INSTALLMENT-1 minus TAXPARH-039-BALANCE-DUE-1 + TAXPARH-285-PENALTY-PAID-1
26	40	1st Installment paid minus sign	44	1	X	Print "-" if field (39) is negative. Otherwise, leave blank.

Print Line	Field No.	Field Name	Start Print Pos	Length of Field	Format	Instructions
26	41	2nd Installment Paid	46	12	Z(10) 99	Print amount if amount was printed in field (31). Otherwise, leave field blank. If Paid Key (TAXPARH-029-PAID-KEY) = 0, 1, 7, or 8 Then 2nd installment Paid = TAXPARH-042-INSTALLMENT-2 minus TAXPARH-040-BALANCE-DUE-2 + TAXPARH-286-PENALTY-PAID + TAXPARH-288-COST-PAID Else 1st installment Paid = TAXPARH-041-INSTALLMENT-1 minus TAXPARH-039-BALANCE-DUE-1 + TAXPARH-285-PENALTY-PAID + TAXPARH-288-COST-PAID + TAXPARH-377-NSF-PAID
26	42	2nd Installment Paid Minus Sign	59	1	X	Print “-“ if field (41) is negative. Otherwise, leave blank.

Print Line	Field No.	Field Name	Start Print Pos	Length of Field	Format	Instructions
26	43	Total Installment Paid	62	13	Z(11) 99	Print amount if amount if amount was printed in field (39) or (41). Otherwise, leave field blank. Total paid = Sum of 1st Installment Paid, field (39) and 2nd Installment Paid, field (41).
26	44	Total Paid Minus Sign	76	1	X	Print "-" if field (43) is negative. Otherwise, leave field blank.
27	45	1st Installment Balance Due	31	12	Z(10) 99	Print amount if amount was printed in field (30). Otherwise, leave field blank. 1st Installment Balance Due = Difference between 1st installment Total Due, field (33) and 1st Installment Paid field (39).
27	46	1st Installment Balance Due Minus Sign	44	1	X	Print "-" if field (45) is negative. Otherwise, leave field blank.

Print Line	Field No.	Field Name	Start Print Pos	Length of Field	Format	Instructions
27	47	2nd Installment Balance Due	46	12	Z(10) 99	Print amount if amount was printed in field (31). Otherwise, leave field blank. 2nd Installment Balance Due = Difference between 2nd installment Total Due, field (35) and 1st Installment Paid field (39).
27	48	2nd Installment Balance Due Minus Sign	59	1	X	Print "-" if field (47) is negative. Otherwise, leave field blank
27	49	Total Balance Due	62	13	Z(11) 99	Print amount if amount was printed in field (45 or 47). Otherwise, leave field blank. Total Balance Due = Sum of 1st installment Balance Due field (45) and 2nd installment Balance Due, field (47).

Print Line	Field No.	Field Name	Start Print Pos	Length of Field	Format	Instructions
27	50	Total Balance Due Minus Sign	76	1	X	Print "-" if field (49) is negative. Otherwise, leave field blank
29	51	Legend Addendum SR#19973 delete 02/21/13	70	5	X	Print "50.00" SR #14173 2/8/11 (ANI)Block to print $50.00
31	52	Current Land Value	22	9	Z(9)	If SEQ, field (20) = 000 then If mapbook not = 8950 and TAXPARH-043-LAND-VALUE GT 0 Print TAXPARH-043-LAND-VALUE Else leave field blank Else If mapbook not = 8950 and TAXPARH-043-LAND-VALUE or Prior Land Value in EPDB >0 and EPDB sub-segment exists Print TAXPARH-043-LAND-VALUE Else leave field blank.
31	53	Land PC Key	32	1	X	If SEQ, field (20) = 000 and TAXPARH-034-LAND-PCOMP-KEY is not blank Print TAXPARH-034-LAND-PCOMP-KEY Else leave field blank

Print Line	Field No.	Field Name	Start Print Pos	Length of Field	Format	Instructions
31	54	Prior Land Value	34	9	Z(9)	If SEQ, field (20) = 000 Then leave field blank Else If mapbook not = 8950 Print Prior Land Value (EPDB) if Current or Prior Land Value GT 0 Else leave field blank
31	55	Taxable Value 1	47	10	Z(9)-	If SEQ, field (20) = 000 Then Print Current Land Value Else print Current Land Value – Prior Land Value
31	56	Land PC Key	57	1	X	If SEQ, field (20) = 000 Then Print Land PC Key Else leave field blank
32	57	Current Improvement Value	22	9	Z(9)	If SEQ, field (20) = 000 then If mapbook not = 8950 and TAXPARH-045-IMPV-VALUE GT 0 Print TAXPARH-045-IMPV-VALUE Else leave field blank Else If mapbook not = 8950 and TAXPARH-045-IMPV-VALUE or Prior Land Value (EPDB) GT 0 and EPDB sub-segment exists Print TAXPARH-045-IMPV-VALUE Else leave field blank.

Print Line	Field No.	Field Name	Start Print Pos	Length of Field	Format	Instructions
32	58	Improvement PC Key	32	1	X	If SEQ, field (20) = 000 and TAXPARH-270-IMPV-PCOMP-KEY is not blank Print TAXPARH-270-IMPV-PCOMP-KEY Else leave field blank
32	59	Prior Improvement Value	34	9	Z(9)	If SEQ, field (20) = 000 Then leave field blank Else If mapbook not = 8950 Print Prior Improvement Value or Prior Improvement Value GT 0 Else leave field blank.
32	60	Taxable Value 2	47	10	Z(9)-	If SEQ, field (20) = 000

Print Line	Field No.	Field Name	Start Print Pos	Length of Field	Format	Instructions
						Then Print Current Improvement Value, field (57) Else print Current Improvement Value – Prior Improvement Value
32	61	Improvement PC Key	57	1	X	If SEQ, field (20) = 000, Print Improvement PC key field (58) Else leave field blank
33	62	Current Fixture Value	22	9	Z(9)	If mapbook not = 8950 and SEQ field (20) GT 000 and no sub-segment in EPDB Then leave field blank Else print TAXPARH-047-FIXTURES if GT 0, otherwise leave blank.
33	63	Prior Fixture Value	42	1	X	If SEQ, field (20) = 000 Then leave field blank Else print “0” If Current Fixture Value, field (62) GT 0 Otherwise leave field blank.

Print Line	Field No.	Field Name	Start Print Pos	Length of Field	Format	Instructions
33	64	Taxable Value 3	47	9	Z(9)	Print Current Fixture Value, field (62)
34	65	Legend	12	9	X	If SEQ, field (20) = 000 and TAXPARH-048-PERS-PROPERTY GT 0 Then print “PERS PROP” Else leave field blank.
34	66 66a	Personal Property Assessed Value	22 47	9 9	Z(9) Z(9)	If legend printed in field (65) Then print TAXPARH-048-PERS-PROPERTY Else leave field blank
35	67	Legend	12	8	X	If Current Mobilehome Value, field (68) or Prior Mobilehome Value, field (69) GT 0 then print “MFD HOME” else leave blank
35	68	Current Mobilehome Value	22	9	Z(9)	If SEQ, field (20) = 000 If mapbook = 8950 and TAXPARH -044-MOBILEHOME-VALUE GT 0 Print TAXPARH-044-MOBILEHOME-VALUE Else leave field blank Else if mapbook = 8950 and TAXPARH-044-MOBILEHOME-VALUE

Print Line	Field No.	Field Name	Start Print Pos	Length of Field	Format	Instructions
						Or prior Land Value GT 0 Print TAXPARH-044-MOBILEHOME -VALUE else leave field blank.
35	69	Prior Mobile Home Value	34	9	Z(9)-	If SEQ, field (20) = 000 Then leave field blank Else If mapbook = 8950 Print Prior Land Value If Current Mobilehome Value Or prior Land Value GT 0, Otherwise leave field blank.
35	70	Taxable Value 4	47	10	Z(9)-	If Current Mobilehome Value, field (68) or Prior Mobilehome Value, field (69) GT 0 then print Current Mobilehome Value minus Prior Mobilehome Value else leave field blank.

Print Line	Field No.	Field Name	Start Print Pos	Length of Field	Format	Instructions
36	71	Legend	12	9	X	If Current Mobile Other Value, field (72) or Prior Mobile Other Value, field (73) GT 0 Then print “MFD OTHER” Else leave field blank.
36	72	Current Mobile Other Value	22	9	Z(9)	If SEQ, field (20) = 000 If mapbook = 8950 and TAXPARH-046-MOBILEHOME-OTHER GT zero Print TAXPARH-046-MOBILEHOME -OTHER Else leave field blank Else If mapbook= 8950 and TAXPARH-046-MOBILEHOME-OTHER GT 0 or Prior Improvement Value GT 0 Print TAXPARH-046-MOBILEHOME -OTHER Else leave field blank

Print Line	Field No.	Field Name	Start Print Pos	Length of Field	Format	Instructions
36	73	Prior Mobile Other Value	34	9	Z(9)	If SEQ, field (20) = 000 Then leave field blank Else If Mapbook = 8950 Print Prior Improvement Value if Current Mobil Other Value Or prior Improvement Value GT 0, Otherwise leave field blank.
36	74	Taxable Value 5	47	10	Z(9)-	If Current Mobil Other Value (72) Or prior Improvement Value (73) GT 0, Then print Current Mobil Other Value field (72) – Prior Improvement Value (73) Otherwise leave field blank.
37	75	Legend	12	10	X	Print “AUTH. NO.:”
37	76	Auth Number	23	6	X	Print TAXPARH-035-AUTH-NO
37	77	Auth Reason	30	1	X	TAXPARH-037-AUTH-REASON
37	78	Auth Origin	31	1	X	TAXPARH-038-AUTH-ORIGIN

Print Line	Field No.	Field Name	Start Print Pos	Length of Field	Format	Instructions
37	79	Total Taxable Value	46	11	Z(10)-	Print Taxable Value 1 + Taxable Value 2 + Taxable Value 3 + Personal Property Assessed Value + Taxable Value 4 + Taxable Value 5
38	80	Legend	41	4	X	If mapbook = 8950 and SEQ, field 21 = 000 and no subsegment in EPDB, then leave field blank else print “HOME” if TAXPARH-051-HOMEOWNERS-XMT- GT 0, Otherwise leave field blank.
38	81	Homeowners Exemption Value	47	9	Z(9)	If mapbook not = 8950 then If SEQ, field (20) = 000 and no sub-segment in EPDB, then leave field blank else If TAXPARH-051-HOMEOWNERS -XMT GT 0 then print TAXPARH-051 -HOMEOWNERS-XMT else leave field blank else if TAXPARH—289-MOBILE-OWNER-XMT GT 0 Print TAXPARH-289-MOBILE-OWNER XMT Else leave field blank

Print Line	Field No.	Field Name	Start Print Pos	Length of Field	Format	Instructions
39	82	Legend	12	10	X	Print “PRINT NO.:”
39	83	Print Number	24	7	Z(7)	Sequential Counter in Ascending order
39	84	Legend	41	4	X	If mapbook not = 8950 and SEQ, field (20) = 000 and no sub-segment in EPDB, then leave field blank else print legend depending TAXPARH-031-EXEMP-KEY. Leave Field blank if no Current Exemption Claim Key. 1 = VET (Veteran) 3 = CHUR (Church, all exempt) 4 = WEL (Welfare Organization, all exempt) 5 = RELG (Religious, partially exempt) 6 = CHUR (Church, partially exempt) 7 = WEL (Welfare Organization, partially exempt) 8 = RELG (Religious, all exempt) U = SCH (Public School) V = VORG (Veteran Organization) X = LIB (Free Public Library)

Print Line	Field No.	Field Name	Start Print Pos	Length of Field	Format	Instructions
						Y = MUS (Free Museum) Z = COLL (College)
39	85	Exemption Value	46	10	Z(10)	If mapbook not = 8950 then If SEQ, field (20) = 000 and no sub-segment in EPDB, then leave field blank else Print TAXPARH-049-REAL-ESTATE -XMT+ TAXPARH-052-FIXTURE -XMT+ TAXPARH-053-PER -PROP-XMT Else print TAXPARH-050-MOBILE-OTH-XMT TAXPARH-052-FIXTUE-XMT +

Print Line	Field No.	Field Name	Start Print Pos	Length of Field	Format	Instructions
						TAXPARH-053-PER-PROP-XMT
40	86	Net Taxable Value	46	10	X	If mapbook not = 8950 then If SEQ, field (20) = 000 and no sub-segment in EPDB, then leave field blank else Print Total Taxable Value - Exemption Value - - Homeowners-Exemption Value
41	87	Legend	2	12	X	If SEQ of TAXPARH-020-YR-SEQ GT 000 Then print “SUPPLEMENTAL” else If YR of TAXPARH-020-YR-SEQ LT Current Roll Year and TAXPARH-005-MAPBOOK not = 8960 and TAXPARH-036-AUTH-NO not = spaces and TAXPARH-332-ESCAPE-TXN-KEY NE 0 then print “ESCAPE”

Print Line	Field No.	Field Name	Start Print Pos	Length of Field	Format	Instructions
						else if TAXPARH-023-CHANGE-NO = 000 then print “ANNUAL” else print “ADJUSTED”
41	87a	Legend	18	17	X	If TAX STATUS KEY = “1” or “2” Print “PRIOR DELINQUENCY”
43	88	First Owner Name Special Legend	18	32	X	Same as field (3) if 2nd Installment Balance Due field (47) is blank, or greater then zero. Otherwise, print special legend. See printing instructions.
44	89	First Line of Mail Address or Special Legend	18	32	X	If 2nd Installment Balance Due, field (47) is blank or GT 0 Then Sequence of Name and Addresses Else print special legend (See printing instructions)

Print Line	Field No.	Field Name	Start Print Pos	Length of Field	Format	Instructions
45	90	Second Line of Mail Address	18	32	X	If 2nd Installment Balance Due, field (47) is blank or GT 0 Then Sequence of Name and Addresses Else print special legend (See printing instructions)
46	93	Parcel Number	54	12	9999 999 999	Same as field 2
46	91	Year	67	2	99	Same as field 19
46	92	Sequence	70	3	999	Same as field 20
46	94	Installment Key	74	1	9	Print “2”
48	95	Auth Number	21	6	X	TAXPARH-036-AUTH-NO
48	96	Auth Reason	28	1	X	TAXPARH-037-AUTH-REASON
48	97	Auth Origin	29	1	X	TAXPARH-038-AUTH-ORIGIN
49	98	2nd Installment Tax Due Date	43	8	XX XX XX	If System Date GT 2nd Installment Due Date and COST DUE = 0 and PENALTY-DUE-2 = 0 then 2nd Installment Due Date. Print if 2nd Balance Installment Due field (47) is blank or GT 0

Print Line	Field No.	Field Name	Start Print Pos	Length of Field	Format	Instructions
49	99	2nd Installment Tax Balance	53	12	Z(10) 99	Print amount if great than zero. Otherwise leave field blank. If field (47) is blank Then print same as field (26) Else print same as field (47) If System Date GT 2nd Installment Due Date and Waive Penalty = "Y" and COST DUE=0 and PENALTY-DUE-2=0 Then print field (26) Else leave field (26) blank
50	100	Legend	15	4	X	Print "EFF:"
50	101	2nd Installment Original Due Date	21	8	MM DD YY	Print 2nd Due Date

Print Line	Field No.	Field Name	Start Print Pos	Length of Field	Format	Instructions
50	102	System Date	43	8	MM DD YY	If System Date GT 2nd Installment Due Date and Waive Penalty = "Y" and COST DUE=0 and PENALTY-DUE-2=0 Then print SYSTEM DATE Else leave field blank. Print if 2nd Installment Due, field (47) is blank or greater than zero.
51	103	Check Digits	71	5	X	Print Check digits field 112b, 112e, 112i, 112j, 112k of the scan line.
52	104	2nd Installment Due Date	21	8	MM DD YY	If System Date LE 2nd Inst Due Date Print if 2nd installment Balance Due Is blank or 0 Else leave field blank.
54	105	2nd Installment Penalty Due	16	13	Z(10) 99	If System Date LE 2nd Due Date* Then print (TAXPARH-040-BALANCE -DUE-2 * .1) + $10.00 else leave field blank * If System Date GT 2nd installment Due Date And Waive Penalty = "Y" And Cost-Due = 0 And Penalty-Due-2 = 0

Print Line	Field No.	Field Name	Start Print Pos	Length of Field	Format	Instructions
						Then 2nd Due Date = System Date+10 Else 2nd Due Date = 2nd Due Date field (104)
54	106	Legend	39	32	X	If 2nd installment balance due field (47) is blank or GT 0 Then print “LOS ANGELES COUNTY TAX COLLECTOR” Else leave field blank
55	107	Legend	39	8	X	If 2nd installment balance due, field (47) is blank or GT 0 Then print “P.O. BOX” Else leave field blank
55	108	P.O.BOX #	48	6	9(6)	If 2nd installment balance due, field (47) is blank or GT 0 Then if System Date GT 2nd Due Date
						And Waive Penalty = “Y”

Print Line	Field No.	Field Name	Start Print Pos	Length of Field	Format	Instructions
						And Cost Due = 0 And Penalty-Due-2 = 0 then print '54018' Else leave field blank
56	109	Legend	39	15	X	If 2nd installment balance due, field (47) is blank or GT 0 Then print "LOS ANGELES" Else leave field blank
56	110	Zip Code	56	10	X(10)	If 2nd installment balance due, field (47) is blank or GT 0 Then if System Date GT 2nd Due Date And Waive Penalty = "Y" And Cost Due = 0 And Penalty-Due-2 = 0 then print '90054-0018' Else leave field blank
57	111	2nd installment tax balance and Penalty	16	13	Z(10) 99	If System Date LE 2nd inst due date Then field (111) = 2nd installment tax balance + 2nd installment Penalty else leave field blank

Print Line	Field No.	Field Name	Start Print Pos	Length of Field	Format	Instructions
60	112	Scan Line	28	47		Print Scan Line if 2nd installment Balance Due field is blank or GT 0 Else leave field blank See attached Scan Line Write-up.
65	113	Legend	2	12	X	If SEQ of TAXPARH-020-YR-SEQ GT 000 Then print “SUPPLEMENTAL” Else if YR of TAXPARH-020-YR-SEQ LT Current Roll Year and TAXPARH-005-MAPBOOK NE 8960 And TAXPARH-036-AUTHNO NE 0 Then print “ESCAPE” Else if TAXPARH-023-CHANGE-NO = 000 then print “ANNUAL” else print “ADJUSTED”
65	113a	Legend	18	17	X	If TAX STATUS KEY = “1” or “2” Print “PRIOR DELINQUENCY”
67	114	First Owner Name or Special Legend	18	32	X	Same as field (3) if 1st Installment

Print Line	Field No.	Field Name	Start Print Pos	Length of Field	Format	Instructions
						Balance Due field (45) is blank or GT 0. Otherwise print special legend. See printing instructions.
68	115	First Line of Mail Address or Special Legend	18	32	X	Sequence of Names and Addresses of 1st Installment Due, field is blank or GT 0. Otherwise print special legend. See printing instructions.
69	116	Second Line of Mail Address	18	32	X	Sequence of Names and Addresses of 1st Installment Balance Due, field (45) is blank or GT 0. Otherwise print special legend. See printing instructions.
70	119	Parcel Number	54	12	9999 999 999	Same as field (2)
70	117	Year	67	2	99	Same as field (19)
70	118	Sequence	70	3	999	Same as field (20)
70	120	Installment Key	74	1	9	Print “1”
72	121	Auth Number	21	6	X	Same as field (76)
72	122	Auth Reason	28	1	X	Same as field (77)
72	123	Auth Origin	29	1	X	Same as field (78)
73	124	First Installment Tax Due Date	43	8	XX XX XX	Leave field blank

Print Line	Field No.	Field Name	Start Print Pos	Length of Field	Format	Instructions
73	125	1st Installment Tax Balance	53	12	Z(10) 99	Print amount if greater than 0 Else leave field blank. If field (45) is blank Then print same as field (24) Else print same as field (45) If System Date GT 1st Installment Due Date and PENALTY-DUE-1 = 0 Then print line Else leave print line blank
74	126	Legend	15	4	X	"EFF:"
74	127	1st Installment Original Due Date	21	8	MM DD YY	Print 1st Due Date
74	128	System Date	43	8	MM DD YY	If System Date GT 1st Installment Due Date and PEANLTY-DUE-1 = 0 Then print System Date Else leave field blank

Print Line	Field No.	Field Name	Start Print Pos	Length of Field	Format	Instructions
75	129	Check digits	71	5	X	Print Check Digits, field 138b, 138e, 138i, 138j, 138k of the scan line
76	130	1st Installment Due Date	21	8	MM DD YY	If System Date LE 1st Installment Due Date Print if 1st Installment Due field (45) is blank or GT 0 else leave field blank
78	131	1st Installment Penalty	16	13	Z(10) 99	If System Date LE 1st Due Date * Then print (TAXPARH-039-BALANCE-1 * .10) else leave field blank If System Date GT 1st Installment Due Date And Wave Penalty = “Y” And PEANLTY-DUE-1 = 0 Then 1st Due Date = System Date + 10 Else 1st Due date = 1st Installment Due Date field (130)

Print Line	Field No.	Field Name	Start Print Pos	Length of Field	Format	Instructions
78	132	Legend	39	32	X	If 1st Installment balance due, field (45) is blank or GT 0 then print “LOS ANGELES COUNTY TAX COLLECTOR” Else leave field blank
79	133	Legend	39	8	X	If 1st Installment balance due, field (45) is blank or GT 0 then print “P.O. BOX” else leave field blank
79	134	P.O. BOX	48	6	9(6)	If 1st Installment balance due, field (45) is blank or GT 0 If System Date GT 1st Installment Due Date and PEANLTY-DUE-1 = 0 then print ‘54018’ Else leave field blank

Print Line	Field No.	Field Name	Start Print Pos	Length of Field	Format	Instructions
80	135	Legend	39	15	X	If 1st Installment balance due, field (45) is blank or GT 0 then print “LOS ANGELES, CA” else leave field blank
80	136	Zip Code	56	10	X(10)	If 1st Installment balance due, field (45) is blank or GT 0 If System Date GT 1st Installment Due Date and PENALTY-DUE-1 = 0 then print ‘90054-0018’ Else leave field blank
81	137	1st Installment Tax Balance and Penalty	16	13	Z(10) 99	If System Date LE 1st Due Date Then set field (137) = 1st Installment Tax Balance 125 + 1st Installment Penalty (131) else leave field blank

Print Line	Field No.	Field Name	Start Print Pos	Length of Field	Format	Instructions
84	138	Scan Line	28	47	47(9)	Print Scan Line if 1st Installment Balance Due, field (45) is Blank or GT 0 Else leave field blank See attached Scan Line Write-up.

1.3 Secured Delinquency Notice

Suppression List Requirements

1. Requests must be:
   a. text file with "*.txt" format

2. The text file must conform to the following format:

POSITION	FIELD DESCRIPTION
1-10	10-digit parcel number (Assessor's ID#)
11-15	SPACES
16-19	Four-digit year (CCYY)
20-22	3-digit Sequence Number

File Definition

PRINT LINE	FIELD	FIELD NAME	START PRINT POS	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
	PRINT	8 space lines				
9	2b	Assessor's ID Number	1	12	9999 999 9999	TAXROOT-004-PARCEL-NUMBER.
9	2	Year	14	2	9(2)	Year of TAXPARH-020-KEY-YR-SEQ
9	2a	Sequence Number	17	3	9(3)	Sequence of TAXPARH-020-KEY-YR-SEQ
9	3	Legend	21	3	X	"DEL"
10	4	First Owner Name	1	32	X	See printing instructions for sequence of names and addresses
11	5	Name – Address Line 2	1	32	X	See printing instructions for sequence of names and addresses
12	6	Name – Address Line 3	1	32	X	See printing instructions for sequence of names and addresses
13	7	Name – Address Line 4	1	32	X	See printing instructions for sequence of names and addresses
14	8	Name – Address Line 5	1	32	X	See printing instructions for sequence of names and addresses
17	11	Situs/Description Fields Line 1	3	40	X	See printing instructions for Description Lines
18	12	Situs/Description Fields Line 2	3	40	X	See printing instructions for Description Lines

PRINT LINE	FIELD	FIELD NAME	START PRINT POS	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
19	13	Situs/Description Fields Line 3	3	40	X	See printing instructions for Description Lines
20	14	Situs/Description Fields Line 4	3	40	X	See printing instructions for Description Lines
23	20	Tax Sales Legend	3	67	X	If Tax Status Key = “1” or “2” and Seq. No. of TAXPARH-020-YR-SEQ = 000 and Mapbook not = 8960 Then Print “YOU OWE BACK TAXES WHICH MAY RESULT IN YOUR PROPERTY BEING SOLD.”
24			3	67	X	Print “THE AMOUNT OWING FOR PRIOR YEARS IS NOT INCLUDED IN THIS STATEMENT.”
25			3	67	X	Print “PLEASE CONTACT US IMMEDIATELY TO DISCUSS YOUR PAYMENT OPTIONS.” Else Leave field blank
36	15	Print Sequence	18	6	ZZZZZ9	Sequential numbers for each printed bill.
36	16b	Assessor’s ID Number	26	12	9999 999 999	TAXROOT-004-PARCEL-NUMBER
36	16	Year	39	2	99	Year of TAXPARH-020-KEY-YR-SEQ.
36	16a	Sequencee	42	3	9(3)	Seq of TAXPARH-020-KEY-YR-SEQ.
36	17	TRA	46	5	9(5)	TAXPARH-025-TRA-NO.
36	18	Legend	56	5	X	Print “PIN:”
36	18a	Pin Number	61	6	X	Use PIN NUMBER Calculation Module (TRBPPIN)

PRINT LINE	FIELD	FIELD NAME	START PRINT POS	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
39	19a	1st Installment	18	8	MM-DD-YY	If Seq. No. Field (2a) = 000 and TAXPARH- 005-MAPBOOK not = 8960 Then print 12/10/YY (YY = ROLL YEAR) IF Seq. No. Field (2a) GT 000 or TAXPARH-005-MAPBOOK = 8960 Then If TAXPARH-027-BILL-DATE Month = 07, 08, 09, or 10 Then print 12-10-YY (YY = Roll Year) Else print TAXPARH-27-BILL-DATE + 1 month (last day of month)
39	19b	2nd installment	38	8	MM-DD-YY	If Seq. No. Field (2a) = 000 and TAXPARH- 005-MAPBOOK not = 8960 Then print 04/10/YY YY = ROLL YEAR +1 (TAXPARH-020-KEY-YR-SEQ + 1) IF Seq. No. Field (2a) GT 000 or TAXPARH-005-MAPBOOK = 8960 Then If TAXPARH-027-BILL-DATE Month = 07, 08, 09, or 10 Then print 04-10-YY (YY = Roll Year + 1)

PRINT LINE	FIELD	FIELD NAME	START PRINT POS	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
						Else print TAXPARH-27-BILL-DATE + 5 months (last day of month)
40	21	Legend	3	10	X	"TAX "
40	22	1st Installment Tax	14	16	Z(13) 99	TAXPARH-041-INSTALLMENT-1
40	22a	1st Installment Tax Minus Sign	30	1	X	Print " " if 1st installment tax amount, field (22) is negative
40	23	2nd Installment Tax	32	16	Z(13) 99	TAXPARH-041-INSTALLMENT-2
40	23a	2nd Installment Tax Minus Sign	48	1	X	Print " " if 2nd installment tax amount, field (23) is negative
40	24	Total Tax	50	16	Z(13) 99	1st installment tax amount, field (22) plus 2nd installment tax amount, field (23)
40	24a	Total Tax minus Sign	66	1	X	Print " " if Total tax amount, field (24) is negative
41	26	Legend	3	10	X	"PENALTY " FULL WORD REV. 04192022
41	27	1st Installment Penalty	14	16	Z(13) 99	See Program Specification (1st installment Penalty)
41	29	2nd Installment Penalty	32	16	Z(13) 99	See Program Specification (2nd installment Penalty)
41	31	Total Penalty	50	16	Z(13) 99	Print sum of 1st installment Penalty, field (27) plus 2nd Installment Penalty, field (29).
42	33	Legend	3	10	X	'TOTAL "
42	34	1st Installment Total Due	14	16	Z(13) 99	Print sum of 1st installment Tax, field (22) plus 1st Installment Penalty, field (27).
42	34a	1st Installment Total Due Minus Sign	30	1		Print "-" if 1st installment Total Due Amount, field (34) is negative
42	35	2nd Installment Total Due	32	16	Z(13) 99	Print sum of 2nd installment Tax, field 23) plus 2nd installment Penalty, field (29)
42	35a	2nd Installment Total Due Minus Sign	48	1	X	Print "-" if 2nd installment Total Due Amount, field (35) is negative
42	36	Total Due	50	16	Z(13) 99	Print sum of Total Tax, field (24) plus Total Penalty, field (31)

PRINT LINE	FIELD	FIELD NAME	START PRINT POS	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
42	36a	Total Due Minus Sign	66	1	X	Print "-" if Total Due Amount, field (36) is negative
43	37	Legend	3	10	X	"NET PD/REF"
43	38	1st Installment Paid	14	16	Z(13) 99	See Program Specification. (1st Installment paid)
43	38a	1st Installment Paid Minus Sign	30	1	X	Print "-" if 1st Installment Paid Amount, field (38) is negative
43	39	2nd Installment Paid	32	16	Z(13) 99	See Program Specification. (2nd Installment paid)
43	39a	2nd Installment Paid Minus Sign	48	1	X	Print "-" if 2nd Installment Paid Amount. Field (39) is negative.
43	40	Total Installment Paid	50	16	Z(13) 99	Print sum of 1st Installment Paid, field (380 plus 2nd installment Paid, field (39).
43	40a	Total Paid Minus Sign	66	1	X	Print "-" if Total Installment Paid Amount, field (40) is negative
44	42	Legend	3	10	X	"DUE "
44	43	1st Installment Balance Due	14	16	Z(13) 99	Print sum of 1st Installment Total Due, field (34) minus 1st Installment Paid, field (38)
44	44	2nd Installment Balance Due	32	16	X	Print sum of 2nd Installment Total Due, field (35) minus 2nd Installment Paid, field (39)
44	45	Total Balance Due	50	16	X	Print sum of Total Due, field (36) minus Total Installment Paid, field (40)
51	52	First Owner Name	10	32	Z(13) 99	Same as field (4).
52	54	Name-Address Line 2	10	32	Z(13) 99	Same as field (5).
52	46b	Assessor's ID Number	50	12	Z(13) 99	Same as field (2b).
52	46	Year	63	2	X	Same as field (2).
52	46a	Sequence Number	67	3	X	Same as field (2a).
52	47	Payment Key	71	1	9999 999 999	If TAXPARH-039-BALANCE-1 = 0 Then Print "2" (2nd Installment only is delinquent) Else Print "5" (both 1st and 2nd Installment are

PRINT LINE	FIELD	FIELD NAME	START PRINT POS	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
						delinquent
53	56	Name-Address Line 3	10	32	99	Same as field (6)
54	61	Total Due	50	12	999	Same as field (45)
56	61a	Tax Sales Year Legend	10	18	9	If TAX STATUS KEY = 1 or 2 and Seq. No. of TAXPARH-020-YR-SEQ = 000 and Mapbook Not = 8960 Then Print “PRIOR DELINQUENCY” Else Leave field blank.
56	61b	Check Digits	68	5	X	Print field 2, 5, 9, 10, 11 from Scan Line
63	62	Scan Line	26	45	Z(9) 99	See Scan Line Write up

1.4 Secured Supplemental Tax Bill

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
1	1a	Roll Year1	83	4	9999	Print XXXX where XXXX = year of sequence, SBDF 3.
1	1b	Roll Year2	111	4	9999	Print XXXX where XXXX = year of sequence + 1.
8	2	Assessor’s ID No	83	12	9999 999 999	Mapbook, page, parcel Move from parcel number, SBDF 2.
8	3	Sup. Yr-Seq	96	5	99 999	Year, sequence Number, SBDF 3.
8	4a	Parcel No. Check Digit	104	1	9	Print field 121i from Scan Line.
8	4b	Yr-Seq Check Digit	105	1	9	Print field 121e from Scan Line.
10	5	Legend	2	19	X	Print “ASSESSOR’S ID.NO.:”
10	6	Assessor’s ID No	21	12	9999 999 999	Mapbook, page, parcel Move from parcel number, SBDF 2.
10	7	Sup. Yr-Seq	34	6	99 999	Year, sequence Number, SBDF 3.
10	8	Taxing Agency Line 1	52	64	X	Total-Liens = Sum of Liens in SBDF (Lien-agencies with rate type = 09) If Total-Liens = Supplemental Taxes Due, field 55 Then leave field blank

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
						Else see Printing Instructions V for Taxing Agency.
11	9	Legend	2	31	X	Print “TRANSFER/NEW CONSTRUCTION DATE:”
11	10	Date of Ownership Change or Completion of New Construction	35	8	99-99-99	Month, day, year format, SBDF 12
11	11	Taxing Agency Line 2	52	64	X	If Total-Liens = Supplemental Taxes Due, field 55 Then leave field blank Else see Printing Instructions V for Taxing Agency.
12	12	Taxing Agency Line 3	52	64	X	If Total-Liens = Supplemental Taxes Due, field 55 Then leave field blank Else see Printing Instructions V for Taxing Agency.
13	13	Taxing Agency Line 4	52	64	X	If Total-Liens = Supplemental Taxes Due, field 55 Then leave field blank Else see Printing Instructions V for Taxing Agency.
14	14	Taxing Agency Line 5	52	64	X	If Total-Liens = Supplemental Taxes Due, field 55

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
						Then leave field blank Else see Printing Instructions V for Taxing Agency.
15	15	First Owner Name	7	32	X	See Printing Instructions VI for Sequence of Names and Addresses.
15	16	Taxing Agency Line 6	52	64	X	If Total-Liens = Supplemental Taxes Due, field 55 Then leave field blank Else see Printing Instructions V for Taxing Agency.
16	17	Name/Address Line 1	7	32	X	See Printing Instructions VI for Sequence of Names and Addresses.
16	18	Taxing Agency Line 7	52	64	X	If Total-Liens = Supplemental Taxes Due, field 55 Then leave field blank Else see Printing Instructions V for Taxing Agency.
17	19	Name/Address Line 2	7	32	X	See Printing Instructions VI for Sequence of Names and Addresses.
17	20	Taxing Agency Line 8	52	64	X	If Total-Liens = Supplemental Taxes Due, field 55 Then leave field blank

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
						Else see Printing Instructions V for Taxing Agency.
18	21	Name/Address Line 3	7	32	X	See Printing Instructions VI for Sequence of Names and Addresses.
18	22	Taxing Agency Line 9	52	64	X	If Total-Liens = Supplemental Taxes Due, field 55 Then leave field blank Else see Printing Instructions V for Taxing Agency.
19	23	Name/Address Line 4	7	32	X	See Printing Instructions VI for Sequence of Names and Addresses.
19	24	Taxing Agency Line 10	52	64	X	If Total-Liens = Supplemental Taxes Due, field 55 Then leave field blank Else see Printing Instructions V for Taxing Agency.
20	25	Name/Address Line 5	7	32	X	See Printing Instructions VI for Sequence of Names and Addresses.
20	26	Taxing Agency Line 11	52	64	X	If Total-Liens = Supplemental Taxes Due, field 55 Then leave field blank

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
						Else see Printing Instructions V for Taxing Agency.
21	27	Taxing Agency Line 12	52	64	X	If Total-Liens = Supplemental Taxes Due, field 55 Then leave field blank Else see Printing Instructions V for Taxing Agency.
22	28	Taxing Agency Line 13	52	64	X	If Total-Liens = Supplemental Taxes Due, field 55 Then leave field blank Else see Printing Instructions V for Taxing Agency.
23	29	Legend	2	6	X	Print “ID#:19”
23	30	Assessor’s ID Number	9	12	9999 999 999	Print field 121f
23	31	19-Parcel Number Check Digit	22	1	9	See Scannable Tax Bill Check Digit Calculation (19XXXXXXXXX).
23	32	Legend	24	5	X	Print “YEAR:”
23	33	Year	29	2	9	Print field 121c
23	34	Legend	32	9	X	Print “SEQUENCE:”
23	35	Sequence	41	3	9	Print field 121d
23	36	Year/Sequence Check	45	1	9	Print field 121e

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
23	37	Taxing Agency Line 14	52	64	X	If Total-Liens = Supplemental Taxes Due, field 55 Then leave field blank Else see Printing Instructions V for Taxing Agency.
24	37a	PIN Number Legend	2	7	X	Print “PIN: ”
24	37b	PIN Number	9	6	9	See Printing Instructions XIII for PIN Number Calculation
25	38	Full Year Supplemental Taxes Due	98	18	$$,$$$,$$$,$$ $.99-	If Total-Liens = field 55 or sum of taxing agency detail amount = 0 Then leave field blank Else print sum of taxing agencies detail Amount. See Printing Instructions V.
26	39	Proration Factor	111	4	Z.99	If Total Liens = field 55 Then leave field blank Else print Proration Factor, SBDF 13 Proration Factor used determines the taxes due based on the tax.
27	40	Prorated Taxes Due	98	18	$$,$$$,$$$,$$ $.99-	If Total-Liens = field 55 or sum of the

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
						taxing agency detail amount = 0 Then leave field blank Else print Full Year Supplemental Taxes Due, field 38 x Proration Factor, Field 39. Total Lien Amount = Taxing Agency Line 15, field 44 + Taxing Agency Line 16, field 46 + Taxing Agency Line 17, field 48 + Taxing Agency Line 18, field 50 + Taxing Agency Line 19, field 52 + Taxing Agency Line 20, field 53 + Taxing Agency If Prorated Taxes Due, field 40 + Total Lien Amount GT 0 and LT Supplemental Taxes Due, field 55 Then add .01 to Prorated Taxes Due If Prorated Taxes Due, field 40 +

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
						Total Lien Amount GT 0 and GT Supplemental Taxes Due, field 55 Then subtract .01 from Prorated Taxes Due.
29	41	Legend	2	49	X	Print “FOR THE FOLLOWING REASON: THIS SUPPLEMENTAL ”
30	42	Legend	2	49	X	Print “ASSESSMENT IS IN COMPLIANCE WITH ARTICLE 13A OF”
31	43	Legend	2	49	X	Print “THE CALIFORNIA CONSTITUTION. IT REFLECTS THE”
31	44	Taxing Agency Line 15 (Lien 1)	52	64	X	See printing instruction V for Taxing Agency.
32	45	Legend	2	49	X	Print “INCREASE IN YOUR PROPERTY TAXES DUE TO XXXXXXXXXXX” where XXXXXXXXXXX = “CHANGE IN” if supplemental assessment is due to change in ownership (Bill Type, SBDF 4 = T) or “COMPLETION” if supplemental assessment is due to completion

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
						of new construction (Bill Type, SBDF 4 = M).
32	46	Taxing Agency Line 16 (Lien 2)	52	64	X	See printing instruction V for Taxing Agency.
33	47	Legend	2	49	X	Print “OWNERSHIP OCCURING 99-99-99.” if supplemental assessment is due to change in ownership (Bill Type, SBDF 4 = T) Print “OF NEW CONSTRUCTION OCCURING 99-99-99.” If supplemental assessment is due to completion of new construction (Bill Type, SBDF 4 = M) where 99-99-99 = Valuation/Construction Completion Date, SBDF 12, in MM-DD-YY format
33	48	Taxing Agency Line 17 (Lien 3)	52	64	X	See printing instruction V for Taxing Agency.
34	49	Bill Body Legend	2	49	X	Move Special Legend if they apply (X. Special Legends).

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
34	50	Taxing Agency Line 18 (Lien 4)	52	64	X	See printing instruction V for Taxing Agency.
35	51	Bill Body Legend	2	49	X	Move Special Legend if they apply (X. Special Legends).
35	52	Taxing Agency Line 19 (Lien 5)	52	64	X	See printing instruction V for Taxing Agency.
36	52a	Legend Line 1	2	45	X	If Tax Status, SBDF 8 = 1 or 2 Then print “DELINQUENT TAX INFORMATION” Else leave blank
36	53	Taxing Agency Line 20 (Lien 6)	52	64	X	See printing instruction V for Taxing Agency.
37	52b	Legend Line 2	2	45	X	If Tax Status, SBDF 8 = 1 OR 2 Then print “YOU HAVE A PRIOR DELINQUENCY.” Else leave blank
38	52c	Legend Line 3	2	47	X	If Tax Status, SBDF 8 = 1 OR 2 Then print “SEE THE BACK OF THIS BILL FOR MORE INFORMATION.” Else leave blank
38	55	Supplemental Taxes Due	97	18	$$$,$$$,$$$,$$.99	Sum of 1st Installment Tax, SBDF 41 and 2nd Installment Tax, SBDF 43.

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
39	56a	1st Installment Due Date	88	8	99/99/99	See printing instructions IV for Delinquency Dates.
39	57	1st Installment Tax	98	17	$$,$$$,$$$,$$$.99	Print 1st Installment Tax, SBDF 41.
40	54	Situs/Description Line 1	2	40	X	See printing instruction VII for Situs/Description format.
40	58a	2nd Installment Due Date	88	8	99/99/99	See printing instructions IV for Delinquency Dates.
40	59	2nd Installment Tax	98	17	$$,$$$,$$$,$$$.99	Print 2nd Installment Tax, SBDF 43.
41	56	Situs/Description Line 2	2	40	X	See printing instruction VII for Situs/Description format.
42	58	Situs/Description Line 3	2	40	X	See printing instruction VII for Situs/Description format.
43	60	Situs/Description Line 4	2	40	X	See printing instruction VII for Situs/Description format.
44	61	Situs/Description Line 5	2	40	X	See printing instruction VII for Situs/Description format.
45	65	Roll Year	67	5	99-99	“XX-YY” where XX = Roll Year, SBDF 3

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
						YY = XX + 1
46	62	Legend	2	47	X	If Current Taxes Due, SBDF 107 = Y Print “ATTENTION: Other taxes have been levied on this” Else leave blank
47	63	Legend	2	47	X	If Current Taxes Due, SBDF 107 = Y Print “property for the 9999-9999 fiscal year and are” where 9999-9999 is the current roll year Else leave blank
47	67	Current Land Value	76	11	ZZZ,ZZZ,ZZZ	Print current land value if current land value, SBDF 24 or prior land value, SBDF 14 is greater than zero. Otherwise, leave field blank. Current land value = SBDF 24
47	68	Prior Land Value	89	11	ZZZ,ZZZ,ZZZ	Print prior land value if current land value, SBDF 24 or prior land value, SBDF 14 is greater than zero.

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
						Otherwise, leave field blank. Prior land value = SBDF 14
47	69	Net Land Supplemental Value	102	12	ZZZ,ZZZ,ZZZ-	Print net land supplemental value if field (67) or (68) is greater than zero. Otherwise, leave field blank. Net land supplemental value = current land value, field (67) minus prior land value, field (68)
48	64	Legend	2	47	X	If Current Taxes Due, SBDF 107 = Y Print “unpaid. Please contact the Tax Collector’s ” Else leave blank
48	71	Current Improvement Value	76	11	ZZZ,ZZZ,ZZZ	Print current improvement value if current improvement value, SBDF 26 or prior improvement value, SBDF 15 is greater than zero. Otherwise, leave field blank. Current improvement value = SBDF 26

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
48	72	Prior Improvement Value	89	11	ZZZ,ZZZ,ZZZ	Print prior improvement value if current improvement value, SBDF 26 or prior improvement value, SBDF 15 is greater than zero. Otherwise, leave field blank. Prior improvement value = SBDF 15
48	73	Net Improvement Supplemental Value	102	12	ZZZ,ZZZ,ZZZ-	Print net improvement supplemental value if field (71) or (72) is greater than zero. Otherwise, leave field blank. Net improvement supplemental value = current improvement value, field (71) minus prior improvement value, field (72).
49	66	Legend	2	47	X	If Current Taxes Due, SBDF 107 = Y Print “office for a substitute bill showing the” Else leave blank
49	74a	Legend	52	8	X	Print “FIXTURES” if current fixture value, SBDF 28 is greater than zero. Otherwise, leave field blank.

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
49	74b	Current Fixture Value	76	11	ZZZ,ZZZ,ZZZ	Print current fixture if current fixture value, SBDF 28 is greater than zero. Otherwise, leave field blank. Current fixture value = SBDF 28
49	75	Prior FixtureValue	89	11	ZZZ,ZZZ,ZZZ	Leave field blank.
49	76	Net Fixture Supplemental Value	102	12	ZZZ,ZZZ,ZZZ-	Print net fixture supplemental value if current fixture value, field (74) is greater than zero. Otherwise, leave field blank. Net fixture supplemental value = current fixture value, field (74).
50	70	Legend	2	47	X	If Current Taxes Due, SBDF 107 = Y Print “outstanding amount(s) and due date(s).” Else leave blank
50	77	Legend	52	8	X	Print “MFD HOME” if current mobilehome value, SBDF 30 or prior mobilehome value, SBDF 16 is greater than zero. Otherwise, leave field blank.

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
50	78	Current Mobilehome Value	76	11	ZZZ,ZZZ,ZZZ	Print current mobile value if current mobilehome value, SBDF 30 or prior mobilehome value, SBDF 16 is greater than zero. Otherwise, leave field blank. Current mobilehome value = SBDF 30
50	79	Prior Mobilehome Value	89	11	ZZZ,ZZZ,ZZZ	Print prior mobilehome value if current mobilehome value, SBDF 30 or prior mobilehome value, SBDF 16 is greater than zero. Otherwise, leave field blank. Prior mobilehome value = SBDF 16
50	80	Net Mobilehome Supplemental Value	102	12	ZZZ,ZZZ,ZZZ-	Print net mobilehome supplemental value if field (78) or (79) is greater than zero. Otherwise, leave field blank. Net mobilehome supplemental value = current mobilehome value, field (78) minus prior mobilehome value, field (79).

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
51	87	Legend	52	9	X	Print “MFD OTHER” if current mobileother value, SBDF 31 or prior mobileother value, SBDF 17 is greater than zero. Otherwise, leave field blank.
51	88	Current Mobileother Value	76	11	ZZZ,ZZZ,ZZZ	Print current mobileother value if current mobileother value, SBDF 31 or prior mobileother value, SBDF 17 is greater than zero. Otherwise, leave field blank. Current mobileother value = SBDF 31
51	89	Prior Mobileother Value	89	11	ZZZ,ZZZ,ZZZ	Print prior mobileother value if current mobileother value, SBDF 31 or prior mobileother value, SBDF 17 is greater than zero. Otherwise, leave field blank. Prior mobileother value = SBDF 17
51	90	Net Mobileother Supplemental Value	102	12	ZZZ,ZZZ,ZZZ-	Print net mobileother supplemental value if field (88) or (89) is greater than zero.

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
						Otherwise, leave field blank. Net mobileother supplemental value = current mobileother value, field (88) minus prior mobileother value, field (89).
52	81	Legend	2	8	X	Print “REGION #”
52	82	Assessor’s Region	10	2	X	Move Region Number, SBDF 111.
52	83	Legend	13	6	X	Print “INDEX: ”
52	84	Division Index	19	8	X	Move Division Index, SBDF 112
52	85	Legend	28	4	X	Print “TRA: ”
52	86	Tax Rate Area	32	5	9	Move from TRA, SBDF 39.
53	91	Local Assessor Office-Address Line 1	2	32	X	See printing instructions XII for Local Assessor Office Address
53	93	Total Net Supplemental Value	102	12	ZZZ,ZZZ,ZZZ-	Sum of net land supplemental value, field 69, net improvement supplemental value, field 73, net fixtures supplemental value, field 76, net mobilehome supplemental value, field 80, and net mobileother supplemental value, field 90.

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
54	92	Local Assessor Office-Address Line 2	2	32	X	See printing instructions XII for Local Assessor Office Address
54	95	Homeowner Exemption Legend	94	4	X	Print “HOME” if current homeowner’s exemption value, SBDF 33 is greater than zero. Otherwise, leave field blank.
54	96	Homeowner Exemption Value	102	11	ZZZ,ZZZ,ZZZ	Print amount of current homeowner’s exemption value, SBDF 33 if greater than zero. Otherwise, leave field blank.
55	94	Local Assessor Office-Address Line 3	2	32	X	See printing instructions XII for Local Assessor Office Address
55	98	Net Exemption Legend	94	4	X	Print legend depending on current exemption claim key, SBDF 32. Leave field blank if no exemption claim key. 1 = VET (Veteran) 3 = CHUR (Church, all exempt) 4 = WEL (Welfare Organization, all exempt) 5 = RELG (Religious, partially exempt)

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
						6 = CHUR (Church partially exempt) 7 = WEL (Welfare Organization, partially exempt) 8 = RELG (Religious, all exempt) U = SCH (Public School) V = VORG (Veteran Organization) X = LIB (Free Public Library) Y = MUS (Free Museum) Z = COLL (College)
55	99	Net Exemption Value	102	11	ZZZ,ZZZ,ZZZ	Print net exemption value if greater than zero. Otherwise, leave field blank. Net exemption value = current real estate exemption value, SBDF 34 + current personal property exemption value, SBDF 35 + current fixture exemption value, SBDF 36 + current mobile home exemption value SBDF 38
56	97	Local Assessor Office-Address Line 4	2	32	X	See printing instructions XII for Local Assessor Office Address
56	100	Net Supplemental Value	102	12	ZZZ,ZZZ,ZZZ-	Total net supplemental value, field 93 minus net exemption value, field 99

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
						and homeowner's exemption value, field 96.
57	101	Legend	2	10	X	Print "PRINT NO.:"
57	102	Print Number	12	7	Z(7)	Sequential number for each printed bill.
57	103	Legend	20	10	X	Print "AUTH. NO.:"
57	104	Authorization Information	30	9	XXXXXX XX	Print, authorization information if auth number, SBDF 114 not = spaces and zeroes. Otherwise, leave field blank. (XXXXXX = Auth number, SBDF 114, X = Reason Key, SBDF 116 and X = Origin Key, SBDF 117)
58	105	Legend	2	11	X	Print "MAILED BY: "
58	106	Bill Mail Date	13	8	99-99-99	Print Bill Mail Date SBDF 110 (MM-DD-YY) format.
61	106a	Legend	65	17	X	If Tax Status SBDF 8 = "1" or "2" Then print "PRIOR DELINQUECY" Else leave blank
62	107	Bill Stub Legend	74	30	X	See printing instructions X. Special Legend
64	108	First Owner Name	26	32	X	Same as field 15.

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
65	109	1st Line of Mailing Address	26	32	X	See printing instructions for sequence of Names and Addresses.
65	110	Assessor's ID NO.	79	12		Same as field 2.
65	111	Supplemental Year-Sequence	92	6		Same as field 3.
65	112	Parcel Number Check Digit	100	1		Same as field 4a.
65	113	Year/Sequence Check Digit	101	1		Same as field 4b.
65	114	Installment Key	110	1	X	Print "2" for 2nd installment.
66	115	2nd Line of Mailing Address	26	32	X	See printing instructions for sequence of Names and Addresses.
68	116	2nd Installment Tax Due Date	44	8	99/99/99	Month, Day, Year format MM-DD-YY See Printing Instructions IV for Delinquency Dates
68	117	2nd Installment Tax Amount	75	17	$$,$$$,$$$,$$$.99	Move 2nd Installment Tax, SBDF 43
69	118	2nd Installment Delinquency Date	49	8	99/99/99	Same as field 116.
70	119	2nd Installment Tax Amount with Penalty	41	17	$$,$$$,$$$,$$$.99	Print 2nd Installment Tax, SBDF 43 plus SBDF 43 X.10 plus $10.00
	119a	2nd Installment Tax Due Date	44	8	99/99/99	Month, Day, Year format MM-DD-YY Move data from Field #116
75	120	Check Digits	23	5	9	Print check digits – Scan Line field 121b,e,i,j,k

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
77	121	Scan Line – Installment 2	43	47	9(47)	Print Scan Line. See attached Scan Line Write-Up.
78	121a	Legend	65	17	X	If Tax Status SBDF 8 = “1” or “2” Then print “PRIOR DELINQUECY” Else leave blank
79	122	Bill Stub Legend	74	30	X	See printing instructions X. Special Legend
81	123	First Owner Name	26	32	X	Same as field 15.
82	124	1st Line of Mailing Address	26	32	X	See printing instructions for sequence of Names and Addresses.
82	125	Assessor’s ID Number	79	12		Same as field 2.
82	126	Supplemental Year-Sequence	92	6		Same as field 3.
82	127	Parcel Number Check Digit	100	1		Same as field 4a.
82	128	Year/Sequence Check Digit	101	1		Same as field 4b.
82	129	Installment Key	110	1	X	Print “1” for 1st installment.
83	130	2nd Line of Mailing Address	26	32	X	See printing instructions for sequence of Names and Addresses.
85	131	1st Installment Tax Due Date	44	8	99/99/99	Month, Day, Year format MM-DD-YY See Printing Instructions IV for Delinquency Dates.
85	132	1st Installment Tax Amount	75	17	$$,$$$,$$$,$$$.99	Move 1st Installment Tax, SBDF 41.

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
86	133	1st Installment Delinquency Date	49	8	99/99/99	Same as field 131.
87	134	1st Installment Tax Amount with Penalty	41	17	$$,$$$,$$$,$$$.99	Print 1st Installment Tax, SBDF 41 plus SBDF 41 X.10 plus $10.00
	134a	1st Installment Tax Due Date	44	8	99/99/99	Month, Day, Year format MM-DD-YY Move data from Field #131
92	135	Check Digits	23	5	9	Print check digits – Scan Line field 136b,e,i,j,k
94	136	Scan Line – Installment 1	43	47	9(47)	Print Scan Line. See attached Scan Line Write-Up.
77	121	2nd Installment – Scan Line				
	a	2nd Installment Due Date Year	43	2	9	If Bill Mail Date, field 106 LE New 2nd Delinquent Date then print year of New 2nd Delinquent Date else print nines.
	b	2nd Due Date Check Digit	45	1	9	Calculate check digit for the year, month and day of the New 2nd Delinquent Date
	c	Tax Year	46	2	9	Print year, SBDF 3a
	d	Sequence Number	48	3	9	Print supplemental sequence, SBDF 3b
	e	Yr-Seq Check Digit	51	1	9	Calculate check digit for sequence, SBDF 3

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
	f	Parcel Number	52	10	9	Print Parcel Number, SBDF 2
	g	2nd Installment Tax	62	10	X	If 2nd Installment Tax, field 117 LE 99,999,999.99 then print 2nd Installment Tax, field 117 else move spaces.
	h	Total Taxes Due	72	10	X	If 2nd Installment Tax, field 117 + (2nd Installment Tax, field 117 x .10 + 10.00) LE 99,999,999.99 then print 2nd Installment Tax, field 117 + (2nd Installment Tax, field 117 x .10 + 10.00) else move spaces.
	i	Parcel Number Check Digit	82	1	9	Calculate check digit for parcel number, SBDF 2
	j	2nd Installment Tax Check Digit	83	1	X	If 2nd Installment Tax, field 121g not = spaces Then calculate check digit for the 2nd Installment Tax, field 121g and "2"

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
						as the 10th low order digit Else move a space.
	k	Total Taxes Due Check Digit	84	1	X	If Total Taxes Due, field 121h not = spaces Then calculate check digit for the Total Taxes Due, field 121h and "2" as the 10th low order digit Else move a space
	l	2nd Installment Key	85	1	9	Print "2"
	m	2nd Due Date Month and Day	86	4	9	If Bill Mail Date, field 106 LE New 2nd Delinquent Date then print year of New 2nd Delinquent Date else print nines.
94	136	1st Installment – Scan Line				
	a	1st Installment Due Date Year	43	2	9	If Bill Mail Date, field 106 LE New 1st Delinquent Date then print year of New 1st Delinquent Date

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
						else print nines.
	b	1st Due Date Check Digit	45	1	9	Calculate check digit for the year, month and day of the New 1st Delinquent Date
	c	Tax Year	46	2	9	Print year, SBDF 3a
	d	Sequence Number	48	3	9	Print supplemental sequence, SBDF 3b
	e	Yr-Seq Check Digit	51	1	9	Calculate check digit for sequence, SBDF 3
	f	Parcel Number	52	10	9	Print Parcel Number, SBDF 2
	g	1st Installment Tax	62	10	x	If 1st Installment Tax, field 132 LE 99,999,999.99 then print 1st Installment Tax, field 132 else move spaces.
	h	Total Taxes Due	72	10	x	If 1st Installment Tax, field 132 + (1st Installment Tax, field 132 x .10) LE 99,999,999.99 then print 1st Installment Tax, field 132 + (1st Installment Tax, field 132 x .10) else move spaces.

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
	i	Parcel Number Check Digit	82	1	9	Calculate check digit for parcel number, SBDF 2
	j	1st Installment Tax Check Digit	83	1	x	If 1st Installment Tax, field 136g not = spaces Then calculate check digit for the 1st Installment Tax, field 136g and "1" as the 10th low order digit Else move a space.
	k	Total Taxes Due Check Digit	84	1	x	If Total Taxes Due, field 136h not = spaces Then calculate check digit for the Total Taxes Due, field 136h and "1" as the 10th low order digit Else move a space
	l	1st Installment Key	85	1	9	Print "1"
	m	1st Due Date Month and Day	86	4	9	If Bill Mail Date, field 106 LE 1st Delinquent Date then print year of 1st Delinquent Date else print nines.

1.5 Adjusted Secured Tax Bill

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
8	1	Assessor's ID No	83	12	9999 999 999	Mapbook, page, parcel Move from parcel number, ABDF 2.
8	2	Year-Sequence	96	5	99 999	Year, Sequence Number, ABDF 3.
8	3a	Parcel No. Check Digit	104	1	9	Print field 136i from Scan Line.
8	3b	Yr-Seq Check Digit	105	1	9	Print field 136e from Scan Line.
10	4	Legend	2	37	X	Print "OWNER OF RECORD AS OF JANUARY 1, XXXX" where XXXX = ABDF 78
11	5	Legend	2	19	X	Print "ASSESSOR'S ID.NO.:"
11	6	Assessor's ID No	21	12	9999 999 999	Mapbook, page, parcel Move from parcel number, ABDF 2.
11	7	Year-Sequence No.	34	6	99 999	Year, sequence Number, ABDF 3.
11	8	Taxing Agency Line 1	51	79	X	See Printing Instructions III for Taxing Agency.
12	9	Rebill Category	2	3	X	Print Rebill Category (See X. Adjusted Bill Legends)
12	10	Impound Account Loan	6	24	X	If Bill Seg Key, ABDF 123 = 1 Then print Loan I.D., ABDF 125 Else leave field blank

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
12	11	Taxing Agency Line 2	51	79	X	See Printing Instructions III for Taxing Agency.
13	12	Taxing Agency Line 3	51	79	X	See Printing Instructions III for Taxing Agency.
14	13	Taxing Agency Line 4	51	79	X	See Printing Instructions III for Taxing Agency.
15	14	Taxing Agency Line 5	51	79	X	See Printing Instructions III for Taxing Agency.
16	15	First Owner Name	7	32	X	See Printing Instructions IV for Sequence of Names and Addresses.
16	16	Taxing Agency Line 6	51	79	X	See Printing Instructions III for Taxing Agency.
17	17	Name/Address Line 1	7	32	X	See Printing Instructions IV for Sequence of Names and Addresses.
17	18	Taxing Agency Line 7	51	79	X	See Printing Instructions III for Taxing Agency.
18	19	Name/Address Line 2	7	32	X	See Printing Instructions IV for Sequence of Names and Addresses.
18	20	Taxing Agency Line 8	51	79	X	See Printing Instructions III for Taxing Agency.
19	21	Name/Address Line 3	7	32	X	See Printing Instructions IV for Sequence of Names and Addresses.

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
19	22	Taxing Agency Line 9	51	79	X	See Printing Instructions III for Taxing Agency.
20	23	Name/Address Line 4	7	32	X	See Printing Instructions IV for Sequence of Names and Addresses.
20	24	Taxing Agency Line 10	51	79	X	See Printing Instructions III for Taxing Agency.
21	25	Name/Address Line 5	7	32	X	See Printing Instructions IV for Sequence of Names and Addresses.
21	26	Taxing Agency Line 11	51	79	X	See Printing Instructions III for Taxing Agency.
22	27	Taxing Agency Line 12	51	79	X	See Printing Instructions IV for Sequence of Names and Addresses.
23	28	Taxing Agency Line 13	51	79	X	See Printing Instructions III for Taxing Agency.
24	29	Legend	2	6	X	Print “ID#:19”
24	30	Assessor’s ID Number	9	12	9999 999 99 9	Print field 136f
24	31	19-Parcel Number Check Digit	22	1	9	See Scannable Tax Bill Check Digit

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
						Calculation (19XXXXXXXXX).
24	32	Legend	24	5	X	Print “YEAR:”
24	33	Year	29	2	9	Print field 136c
24	34	Legend	32	9	X	Print “SEQUENCE:”
24	35	Sequence	41	3	9	Print field 136d
24	36	Year/Sequence Check	45	1	9	Print field 136e
24	37	Taxing Agency Line 14	51	79	X	See Printing Instructions III for Taxing Agency.
25	38a	PIN Number Legend	2	7	X	Print “PIN: ”
25	38b	PIN Number	9	6	9	See Printing Instructions XIII for PIN Number Calculation
25	39	Taxing Agency Line 15	51	79	X	See Printing Instructions III for Taxing Agency.
26	41	Taxing Agency Line 16	51	79	X	See Printing Instructions III for Taxing Agency.
27	42	Taxing Agency Line 17	51	79	X	See Printing Instructions III for Taxing Agency.
28	43	Taxing Agency Line 18	51	79	X	See Printing Instructions III for Taxing Agency.
29	44	Taxing Agency Line 19	51	79	X	See Printing Instructions III for Taxing Agency.

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
30	45	Legend	2	25	X	Print “FOR THE FOLLOWING REASON:”
30	46	Taxing Agency Line 20	51	79	X	See Printing Instructions III for Taxing Agency.
31	47	Adjusted Bill Body Legend	2	45	X	See Printing Instructions X for Adjusted Bill Legends.
31	48	Taxing Agency Line 21	51	79	X	See Printing Instructions III for Taxing Agency.
32	49	Adjusted Bill Body Legend	2	45	X	See Printing Instructions X for Adjusted Bill Legends.
32	50	Taxing Agency Line 22	51	79	X	See Printing Instructions III for Taxing Agency.
33	51	Payment Protection Legend – 1st Inst.	2	45	X	See Printing Instructions IX. For Payment Protection Legend.
33	52	Taxing Agency Line 23	51	79	X	See Printing instruction III for Taxing Agency.
34	53	Payment Protection Legend – 1st Inst.	2	45	X	See Printing Instructions IX. For Payment Protection Legend.
34	54	Taxing Agency Line 24	51	79	X	See Printing instruction III for Taxing Agency.
35	55	Payment Protection Legend – 2nd Inst.	2	45	X	See Printing Instructions IX. For Payment Protection Legend.
35	56	Total Taxes Due	99	17	$$,$$$,$$$,$$$.99	Sum of current tax amounts for General Tax Levy all agencies, Total Indebtedness

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
						and Total Direct Assessments less any tax amounts for negative rates, if any.
36	57	Payment Protection Legend – 2nd Inst.	2	45	X	See Printing Instructions IX. For Payment Protection Legend.
36	58	Payments	101	15	$$$$,$$$,$$$.99	Print the sum of 1st Installment Paid, 2nd Installment Paid, ABDF 21 and Refunds, ABDF 21 if it is greater than zero. Otherwise, leave field blank. If Paid Key, ABDF 7 = 0, 1, 7 or 8 Then 1st Installment Paid = 1st Inst. Tax Paid, ABDF 46 + 1st Inst. Pen. Paid, ABDF 47 + NSF Paid, ABDF 81 Else 1st Installment Paid = 1st Inst. Tax Paid, ABDF 46 + 1st Inst. Pen. Paid, ABDF 47 . If Paid Key, ABDF 7 = 0, 1, 7 or 8 Then 2nd Installment Paid = 2nd Inst. Tax

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
						Paid, ABDF 49 + 2nd Inst. Pen. Paid, ABDF 50 + Cost Paid, ABDF 51 Else 2nd Installment Paid = 2nd Inst. Tax Paid, ABDF 49 + 2nd Inst. Pen. Paid, ABDF 50 + Cost Paid, ABDF 51 + NSF Paid, ABDF 81.
37	59	Tax Sale Legend - Line 1	2	45	X	If Tax Status, ABDF 8 = 1 or 2 Then print “DELINQUENT TAX INFORMATION” Else leave blank
37	60	Penalties	100	16	$$$$,$$$,$$$.99	Print the sum of 1st Installment Penalty and 2nd Installment Penalty if it is greater than zero. Otherwise, leave field blank. If Date Bill Mailed, field 116 is greater than New 1st Due Date Then if Paid Key, ABDF 7 = 0,1,7 or 8 then 1st Installment Penalty = 1st

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
						Inst. Pen., ABDF 42 + NSF Due, ABDF 80 else 1st Installment Penalty = 1st Inst. Pen. Paid, ABDF 47 Else if Paid Key, ABDF 7 = 0,1,7 or 8 then 1st Installment Penalty = 1st Inst. Pen. Paid, ABDF 47 + NSF Due, ABDF 80 else 1st Installment Penalty = 1st Inst. Pen. Paid, ABDF 47 If Date Bill Mailed, field 116 is greater than New 2nd Due Date Then if Paid Key, ABDF 7 = 0,1,7 or 8 then if 2nd Inst. Tax, ABDF 43 not = 0 and if 2nd Inst. Tax, ABDF 43 – 2nd Inst. Tax Paid, ABDF

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
						49 GT 0 then 2nd Installment Penalty = 2nd Inst. Pen., ABDF 44 + $10.00 else 2nd Installment Penalty = 0 else (if Paid Key not = 0,1,7 or 8) if 2nd Inst. Pen., ABDF 44 GT 0 then 2nd Installment Penalty = NSF Due, ABDF 80 + 2nd Inst. Pen., ABDF 44 + $10.00 else if Paid Key = 3,5 or 6 then 2nd Inst. Penalty = NSF Due, ABDF 80 + 2nd Inst.Pen. Paid, ABDF 50 + Cost Paid, ABDF 51

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
						else 2nd Inst. Penalty = NSF Due, ABDF 80 + 2nd Inst. Penalty, ABDF 44 + 10.00 Else if Paid Key, ABDF 7 = 0,1,7 or 8 then 2nd Installment Penalty = 2nd Inst. Pen. Paid, ABDF 50 + Cost Paid, ABDF 51 else 2nd Inst. Penalty = 2nd Inst. Paid, ABDF 50 + NSF Due, ABDF 80 + Cost Paid, ABDF 51
38	61	Tax Sale Legend – Line 2	2	45	X	If Tax Status, SBDF 8 = 1 OR 2 Then print “YOU HAVE A PRIOR DELINQUENCY.” Else leave blank
38	62	Refunds Issued	100	16	$$$$,$$$,$$$.99	Print ABDF 21
39	63	Tax Sale Legend - Line 3	2	47	X	If Tax Status, SBDF 8 = 1 OR 2 Then print “SEE THE BACK OF THIS BILL

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
						FOR MORE INFORMATION." Else leave blank
39	64	Net Balance Due	99	17	$$,$$$,$$$,$$$.99	Sum of 1st Installment Tax, ABDF 41 and 2nd Installment Tax, ABDF 43.
40	65	1st Installment Balance Due	100	16	$$$$,$$$,$$$.99	Print amount if it is greater than zero. Otherwise leave field blank. 1st Installment Balance Due = 1st Installment Tax Amount, ABDF 41 – 1st Installment Paid + 1st Installment Penalty
41	66	2nd Installment Balance Due	100	16	$$$$,$$$,$$$.99	Print amount if it is greater than zero. Otherwise leave field blank. 2nd Installment Balance Due = 2nd Installment Tax Amount, ABDF 43 – 2nd Installment Paid + 2nd Installment Penalty
42	67	Situs/Description Line 1	2	40	X	See printing instruction V for Situs/Description format.
43	68	Situs/Description Line 2	2	40	X	See printing instruction V for Situs/Description format.
44	69	Situs/Description Line 3	2	40	X	See printing instruction V for Situs/Description format.
45	70	Situs/Description Line 4	2	40	X	See printing instruction V for Situs/Description format.
45	71	Roll Year	60	5	99-99	"XX-YY" where XX = Year of Year Sequence, ABDF 3, YY = XX + 1
46	72	Situs/Description Line 5	2	40	X	See printing instruction V for Situs/Description format.

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
46	73	Prior Land Value	83	11	ZZZ,ZZZ,ZZZ	Print amount if prior land value, ABDF 14 greater than zero. Otherwise, leave field blank.
46	74	Prior Land PC Key	95	1	X	Print Prior PC Key, ABDF 22. Leave field blank if not on file.
46	75	Current Land Value	103	11	ZZZ,ZZZ,ZZZ	Print amount if current land value, ABDF 24 is greater than zero. Otherwise, leave field blank.
46	76	Current Land PC Key	115	1	X	Print Current PC Key, ABDF 23. Leave field blank if not on file.
47	77	Prior Improvement Value	83	11	ZZZ,ZZZ,ZZZ	Print amount Prior Improvement Value, ABDF 15 is greater than zero. Otherwise, leave field blank.
47	78	Prior Improvement PC Key	95	1	X	Print Prior Improvement PC Key, ABDF 22b. Leave field blank if not on file.
47	79	Current Improvement Value	103	11	ZZZ,ZZZ,ZZZ	Print amount if current improvement value, ABDF 26 is greater than zero. Otherwise, leave field blank.
47	80	Current Improvement PC Key	115	1	X	Print Current Improvement PC Key, ABDF 25. Leave field blank if not on file.

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
48	81	Legend	52	8	X	Print “FIXTURES” if Current Fixtures Value, ABDF 28 or Prior Fixtures Value, ABDF 22c is greater than zero. Otherwise, leave field blank.
48	82	Prior Fixtures Value	83	11	ZZZ,ZZZ,ZZZ	Print amount if Prior Fixtures Value, ABDF 22c is greater than zero. Otherwise, leave field blank.
48	83	Current Fixtures Value	103	11	ZZZ,ZZZ,ZZZ	Print amount if Current Fixtures Value, ABDF 28 is greater than zero. Otherwise, leave field blank.
49	84	Legend	2	8	X	Print “REGION #”
49	85	Assessor’s Region	10	2	X	Move Region Number, ABDF 111.
49	86	Legend	13	6	X	Print “INDEX: “
49	87	Division Index	19	8	X	Move Division Index, ABDF 112
49	88	Legend	28	4	X	Print “TRA: “:
49	89	Tax Rate Area	32	5	9	Move from TRA, ABDF 39.
49	90	Legend	52	9	X	Print “PERS PROP” if Current Personal Property Value, ABDF 27 or Prior Personal Property Value, ABDF 133 is greater than zero. Otherwise, leave field blank.
49	91	Prior Personal Property Value	83	11	ZZZ,ZZZ,ZZZ	Print amount if Prior Personal Property Value, ABDF 133 is greater than zero. Otherwise, leave field blank.
49	92	Current Personal Property Value	103	11	ZZZ,ZZZ,ZZZ	Print amount if Current Personal Property Value, ABDF

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
						27 is greater than zero. Otherwise, leave field blank.
50	93	Local Assessor Office-Address Line 1	2	32	X	See printing instructions XII for Local Assessor Office Address
50	94	Legend	52	8	X	Print “MFD HOME” if current mobilehome value, ABDF 30 or prior mobilehome value, ABDF 16 is greater than zero. Otherwise, leave field blank.
50	95	Prior Mobilehome Value	83	11	ZZZ,ZZZ,ZZZ	Print amount if prior mobilehome value, ABDF 16 is greater than zero. Otherwise, leave field blank.
50	96	Current Mobilehome Value	103	11	ZZZ,ZZZ,ZZZ	Print amount if current mobilehome value, ABDF 30 is greater than zero. Otherwise, leave field blank.
51	97	Local Assessor Office-Address Line 2	2	32	X	See printing instructions XII for Local Assessor Office Address
51	98	Legend	52	9	X	Print “MFD OTHER” if current mobileother value, ABDF 31 or prior mobileother value, ABDF 17 is greater than zero. Otherwise, leave field blank.
51	99	Prior Mobileother Value	83	11	ZZZ,ZZZ,ZZZ	Print amount if prior mobileother value, ABDF 17 is greater than zero. Otherwise, leave field blank.
51	100	Current Mobileother Value	103	11	ZZZ,ZZZ,ZZZ	Print amount if current mobileother value, ABDF 31 is

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
						greater than zero. Otherwise, leave field blank.
52	101	Local Assessor Office-Address Line 3	2	32	X	See printing instructions XII for Local Assessor Office Address
52	102	Prior Total Assessed Value	81	13	Z,ZZZ,ZZZ,ZZZ	Sum of Prior Land, field 73, Prior Improvement, field 77, Prior Fixtures, field 82, Prior Personal Property, field 91, Prior Mobilehome, field 95, Prior Mobilehomeother, field 99 values.
52	103	Current Total Assessed Value	100	13	Z,ZZZ,ZZZ,ZZZ	Sum of Current Land, field 75, Current Improvement, field 79, Current Fixtures, field 83, Current Personal Property, field 92, Current Mobilehome, field 96, Current Mobilehomeother, field 100 values.
53	104	Local Assessor Office-Address Line 4	2	32	X	See printing instructions XII for Local Assessor Office Address
53	105	Homeowner’s Exemption Legend	73	4	X	Print “HOME” if current homeowner’s exemption, ABDF 33 or Prior Homeowners Exemption, ABDF 20 is greater than zero. Otherwise, leave field blank.
53	106	Prior Homeowner’s Exemption Value	83	11	ZZZ,ZZZ,ZZZ	Print amount if prior homeowner’s exemption value,

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
						ABDF 20 if greater than zero. Otherwise, leave field blank.
53	107	Homeowner's Exemption Value	103	11	ZZZ,ZZZ,ZZZ	Print amount of current homeowner's exemption value, ABDF 33 if greater than zero. Otherwise, leave field blank.
54	108	Legend	2	10	X	Print "ACCT. NO.:"
54	109	Impound Account Number	12	5	Z(5)	If Bill Seg Key, ABDF 123 = 1 Then print 500 Account Number, ABDF 124 Else leave field blank.
54	110	Legend	18	10	X	Print "PRINT NO.:"
54	111	Print Number	28	7	Z(7)	Sequential number for each printed bill.
54	112	Legend	44	5	X	If Senior Citizen Key, ABDF 11 = "04" Then print "4-PAY" Else leave field blank
54	113	Other Exemption Legend	73	4	X	Print legend if Prior Exemption Claim Key, ABDF 18 or Current Exemption Claim Key, ABDF 32 exists. Otherwise, leave field blank. 1 = VET (Veteran) 3 = CHUR (Church, all exempt) 4 = WEL (Welfare Organization, all

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
						exempt) 5 = RELG (Religious, partially exempt) 6 = CHUR (Church partially exempt) 7 = WEL (Welfare Organization, partially exempt) 8 = RELG (Religious, all exempt) U = SCH (Public School) V = VORG (Veteran Organization) X = LIB (Free Public Library) Y = MUS (Free Museum) Z = COLL (College)
54	114	Prior Exemption Value	83	11	ZZZ,ZZZ,ZZZ	Prior exemption value = Sum of Prior Real Estate Exemption, ABDF 19, Prior Fixtures Exemption, ABDF 134 and Prior Personal Property Exemption, ABDF 135, Prior Mobilehome Exemption, ABDF 38 values.
54	115	Current Exemption Value	103	11	ZZZ,ZZZ,ZZZ	Current Exemption Value = Sum of Current Real Estate Exemption, ABDF 34, Current Fixtures Exemption, ABDF 36, Current Personal Property Exemption, ABDF 35, Current Mobilehome Exemption, ABDF 38 values.
55	116	Legend	2	11	X	Print “MAILED BY: “
55	117	Bill Mail Date	13	8	99-99-99	Print Bill Mail Date, ABDF 110

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
						(MM-DD-YY) format.
55	118	Legend	22	10	X	Print “AUTH. NO.:”
55	119	Authorization Information	33	9	XXXXXX XX	Print, authorization information if Auth Number, ABDF 114 not = spaces and zeroes. Otherwise, leave field blank. (XXXXXX = Auth Number, ABDF 114, X = Reason Key, ABDF 116 and X = Origin Key, ABDF 117)
55	120	Prior Net Taxable Value	81	13	Z,ZZZ,ZZZ, ZZ9	Prior Net Taxable Value = Prior Total Assessed Value, field 102 minus Prior Homeowner’s Exemption Value, field 106 minus Prior Exemption Value, field 114.
55	121	Net Taxable Value	100	13	Z,ZZZ,ZZZ, ZZ9	Net Taxable Value = Current Total Assessed Value, field 103 minus Current Homeowner’s Exemption Value, field 107 minus Current Exemption Value, field 115.
61	121a	Legend	65	17	X	If Tax Status SBDF 8 = “1” or “2” Then print “PRIOR DELINQUECY” Else leave blank
62	122	Bill Stub Legend	74	30	X	See Printing Instructions X. Adjusted Bill Legends
64	123	First Owner Name	26	32	X	Same as field 15.

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
65	124	1st Line of Mailing Address	26	32	X	See Printing Instructions IV for Sequence of Names and Addresses.
65	125	Assessor's ID Number	79	12		Same as field 1.
65	126	Year-Sequence	92	6		Same as field 2.
65	127	Parcel Number Check Digit	100	1		Same as field 3a.
65	128	Year/Sequence Check Digit	101	1		Same as field 3b.
65	129	Installment Key	110	1	X	Print "2" for 2nd installment.
66	130	2nd Line of Mailing Address	26	32	X	See Printing Instructions IV for sequence of Names and Addresses.
68	131	2nd Installment Tax Due Date	44	8	99/99/99	Month, Day, Year format MM/DD/YY See Printing Instructions for Penalties and Payment Protection Legends if 2nd Installment Tax Balance, field 132 is greater than zero. Otherwise, leave field blank.
68	132	2nd Installment Tax Balance	75	17	$$,$$$,$$$,$$$.99	Print amount if greater than zero. Otherwise, leave field blank. If any of this conditions are true: Date Bill Mailed, field 117 is greater than 1st Due Date, field 146

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
						or 1st Installemnt Tax Paid, ABDF 46 is not equal to zero or 1st Installment Penalty Paid, ABDF 47 is greater than zero or NSF Due, ABDF 80 is greater than zero or NSF Paid, ABDF 81 is greater than zero Then 2nd Installment Tax Balance = 2nd Installment Balance Due, field 66 Else 2nd Installment Tax Balance = 2nd Installment Tax, ABDF 43
69	133	2nd Installment Delinquency Date	49	8	99/99/99	If Date Bill Mailed, field 117 is equal to or less than the determined 2nd Installment Due Date,

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
						field 131 Then same as field 131 Else leave field blank
70	134	2nd Installment Total Taxes Amount including Penalty	41	17	$$,$$$,$$$,$$$.99	If 2nd Installment Delinquency Date, field 133 not = spaces Then print 2nd Installment Tax Balance, field 132 plus 2nd Installment Penalty Else leave field blank If 2nd Installment Delinquency Date, field 133 not = spaces Then 2nd Installment Penalty = (2nd Installment Tax, ABDF 43 minus 2nd Installment Tax Paid, ABDF 49) X .10 plus $10.00 Else 2nd Installment Penalty = zero
	134a	2nd Installment Tax Due Date	44	8	99/99/99	Month, Day, Year format MM/DD/YY Move data from Field # 131.
75	135	Check Digits	23	5	9	Print check digits – Scan Line field 136b,e,i,j,k

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
77	136	Scan Line – Installment 2	43	47	9(47)	Print Scan Line. See attached Scan Line Write-Up.
78	136a	Legend	65	17	X	If Tax Status SBDF 8 = “1” or “2” Then print “PRIOR DELINQUECY” Else leave blank
79	137	Bill Stub Legend	74	30	X	See Printing Instructions X. Adjusted Bill Legends
81	138	First Owner Name	26	32	X	Same as field 15.
82	139	1st Line of Mailing Address	26	32	X	See Printing Instructions IV for sequence of Names and Addresses.
82	140	Assessor’s ID Number	79	12		Same as field 1.
82	141	Year-Sequence	92	6		Same as field 2.
82	142	Parcel Number Check Digit	100	1		Same as field 3a.
82	143	Year/Sequence Check Digit	101	1		Same as field 3b.
82	144	Installment Key	110	1	X	Print “1” for 1st installment.
83	145	2nd Line of Mailing Address	26	32	X	See Printing Instructions IV for sequence of Names and Addresses.
85	146	1st Installment Tax Due Date	44	8	99/99/99	Month, Day, Year format MM/DD/YY See Printing Instructions for Penalties and Payment Protection Legends if 1st Installment

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
						Tax Balance, field 147 is greater than zero. Otherwise, leave field blank.
85	147	1st Installment Tax Balance	75	17	$$,$$$,$$$,$$$.99	Print amount if greater than zero. Otherwise, leave field blank. If any of this conditions are true: Date Bill Mailed, field 117 is greater than 1st Installment Tax Due Date, field 146 or 1st Installemnt Tax Paid, ABDF 46 is not equal to zero or 1st Installment Penalty Paid, ABDF 47 is greater than zero or NSF Due, ABDF 80 is greater than zero or NSF Paid, ABDF 81 is greater than zero

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
						Then 1st Installment Tax Balance = 1st Installment Balance Due, field 65 Else 1st Installment Tax Balance = 1st Installment Tax, ABDF 41
86	148	1st Installment Delinquency Date	49	8	99/99/99	If Date Bill Mailed, field 117 is equal to or less than the determined 1st Installment Due Date, field 146 Then same as field 146 Else leave field blank
87	149	1st Installment Total Taxes Amount including Penalty	41	17	$$,$$$,$$$,$$$.99	If 1st Installment Delinquency Date, field 148 not = spaces Then print 1st Installment Tax Balance, field 147 plus 1st Installment Penalty Else leave field blank If 1st Installment Delinquent Date, field 148 not = spaces Then 1st Installment Penalty =

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
						(1st Installment Tax, ABDF 41 minus 1st Installment Tax Paid, ABDF 46) X .10 Else 1st Installment Penalty = zero
	149a	1st Installment Tax Due Date	44	8	99/99/99	Month, Day, Year format MM/DD/YY Move data from field # 146.
92	150		23	5	9	Print check digits – Scan Line field 151b,e,i,j,k
94	151	Scan Line – Installment 1	43	47	9(47)	Print Scan Line. See attached Scan Line Write-Up.
77	136	2nd Installment – Scan Line				
	a	2nd Installment Due Date Year		2	9	If Bill Mail Date, field 117 LE New 2nd Delinquent Date Then print year of New 2nd Delinquent Date Else print nines.
	b	2nd Due date Check Digit		1	9	Calculate check digit for the year, Month and day of the New 2nd Delinquent Date.
	c	Tax Year		2	9	Print year, ABDF 3a

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
	d	Sequence Number		3	9	Print supplemental sequence, ABDF 3b
	e	Yr-Seq Check Digit		1	9	Calculate check digit for sequence, ABDF 3
	f	Parcel Number		10	9	Print Parcel Number, ABDF 2
	g	2nd Installment Tax		10	X	If 2nd Installment Tax, field 132 LE 99,999,999.99 Then print 2nd Installment Tax, field 132 Else move spaces
	h	Total Taxes Due		10	X	If 2nd Installment Tax, field 132 + (2nd Installment Tax, field 132 x .10 + 10.00) LE 99,999,999.99 Then print 2nd Installment Tax, field 132 + (2nd Installment Tax, field 132 x .10 + 10.000 Else move spaces.
	i	Parcel Number Check Digit		1	9	Calculate check digit for parcel number, ABDF 2
	j	2nd Installment Check Digit		1	X	If 2nd Installment Tax, field 136g Not = spaces Then Calculate check digit for the 2nd Installment Tax, field 136g

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
						And "2" as the 10th low order Digit Else move a space.
	k	Total Tax Due Check Digit		1	X	If Total Tax Due, field 136h not = spaces Then calculate check digit for the Total Taxes Due, field 136h and "2" as the low order digit Else move a space
	l	2nd Installment Key		1	9	Print "2"
	m	2nd Due Date Month and Day		4	9	If Bill Mail Date, field 117 LE NEW 2nd Delinquent Date The print year of New 2nd Delinquent Date Else print nines
94	151	1ST Installment Scan Line				
	a	1st Installment Due Date Year		2	9	If Bill Mail Date, field 117 LE New 1st Delinquent Date Then print year of New 1st Delinquent Date

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
						Else print nines.
	b	1st Due date Check Digit		1	9	Calculate check digit for the year, Month and day of the New 1st Delinquent Date.
	c	Tax Year		2	9	Print year, ABDF 3a
	d	Sequence Number		3	9	Print supplemental sequence, ABDF 3b
	e	Yr-Seq Check Digit		1	9	Calculate check digit for sequence, ABDF 3
	f	Parcel Number		10	9	Print Parcel Number, ABDF 2
	g	1stInstallment Tax		10	X	If 1st Installment Tax, field 147 LE 99,999,999.99 Then print 2nd Installment Tax, field 147 Else move spaces
	h	Total Taxes Due		10	X	If 1st Installment Tax, field 147 + (1st Installment Tax, field 147 x .10 + 10.00) LE 99,999,999.99 Then print 1st Installment Tax, field 147 + (1st Installment Tax, field 132 x .10 + 10.000 Else move spaces.
	i	Parcel Number Check Digit		1	9	Calculate check digit for parcel number, ABDF 2

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
	j	1st Installment Check Digit		1	X	If 1st Installment Tax, field 151g Not = spaces Then Calculate check digit for the 1st Installment Tax, field 151g And "1" as the 10th low order Digit Else move a space.
	k	Total Tax Due Check Digit		1	X	If Total Tax Due, field 151h not = spaces Then calculate check digit for the Total Taxes Due, field 151h and "1" as the low order digit Else move a space
	l	1stInstallment Key		1	9	Print "1"
	m	1st Due Date Month and Day		4	9	If Bill Mail Date, field 117 LE NEW 2nd Delinquent Date The print year of New 1st Delinquent Date Else print nines

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS

1.6 Adjusted Secured Supplemental Tax Bill

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
1	1a	Roll Year1	83	4	9999	Print XXXX where XXXX = year of sequence, SBDF 3.
1	1b	Roll Year2	111	4	9999	Print XXXX where XXXX = year of sequence + 1.
8	2	Assessor's ID No	83	12	9999 999 999	Mapbook, page, parcel Move from parcel number, SBDF 2.
8	3	Sup. Yr-Seq	96	5	99 999	Year, sequence Number, SBDF 3.
8	4a	Parcel Number Check Digit	104	1	9	Print field 142i from Scan Line.
8	4b	Yr-Seq Check Digit	105	1	9	Print field 142e from Scan Line.
9	9	1st Installment Due Date	66	8	99-99-99	Month, day, year format. See Printing Instructions IV for Delinquency Dates.
9	10	2nd Installment Due Date	89	8	99-99-99	Month, day, year format. See Printing Instructions IV for Delinquency Dates.
10	5	Legend	2	19	X	Print "ASSESSOR'S ID.NO.:"
10	6a	Assessor's ID No	21	12	9999 999 999	Mapbook, page, parcel Move from parcel number, SBDF 2.
10	6b	Sup. Yr-Seq	34	6	99 999	Year, sequence Number, SBDF 3.
11	7	Legend	2	31	X	Print "TRANSFER/NEW CONSTRUCTION DATE:"
11	8	Date of Ownership Change or Completion of New Construction	35	8	99-99-99	Month, day, year format, SBDF 12

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
12	11	1st Installment Tax	61	16	$$$$,$$$,$$$ .99-	Print 1st Installment Tax, SBDF 41.
12	12	2ND Installment Tax	80	16	$$$$,$$$,$$$ .99-	Print 2ND Installment Tax, SBDF 43.
12	13	Total Tax	99	18	$$,$$$,$$$,$$$.99-	1st Installment Tax, field 11 plus 2nd Installment Tax, field 12
13	14	Legend	52	3	X	Print “PEN” if any of the following conditions are true. Otherwise, leave field blank. 1st Installment Tax Paid, SBDF 46, Is not equal to zero 1st Installment Penalty Paid, SBDF 47, is not equal to zero NSF Paid, SBDF 81 is greater than zero NSF Due, SBDF 80 is greater than Zero
13	15	1st Installment Penalty	62	15	a. ZZZ,ZZZ,	Print amount (use format a) if legend was printed in field

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
					ZZZ.99 - b. x(15)	14. Otherwise, leave field blank (use format b). If Paid Key, SBDF 7 = 0, 1, 7 or 8 Then print 1st Installment Penalty Paid SBDF 47, + NSF Due, SBDF 80 Else print 1st Installment Penalty Paid SBDF 47
13	16	2nd Installment Penalty	81	15	a. ZZZ,ZZZ, ZZZ.99 - b. x(15)	Print amount (use format a) if legend was printed in field 14. Otherwise, leave field blank (use format b). If Paid Key, SBDF 7 = 0, 1, 7 or 8 Then print zeros Else print 2nd Installment Penalty Paid SBDF 50 + NSF Due, SBDF 80 + Cost Paid, SBDF 51
13	17	Total Penalty	100	17	a. Z,ZZZ,ZZZ	Print amount (use format a) if legend was printed in field 14. Otherwise, leave field blank (use format b).

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
					,ZZZ.99- b. x(17)	Print sum of 1st Installment Penalty, field 15 and 2nd Installment Penalty, field 16.
14	18	Legend	52	5	X	Print "TOTAL" if legend was printed in field 14. Otherwise, leave field blank.
14	19	1st Installment Total Due	62	15	a. ZZZ,ZZZ, ZZZ.99- b. x(15)	Print amount (use format a) if legend was printed in field 18. Otherwise, leave field blank (use format b). 1st Installment Total Due = 1st Installment Tax, field 11 + 1st Installment Penalty, field 15
14	20	2nd Installment Total Due	81	15	a. ZZZ,ZZZ, ZZZ.99- b. x(15)	Print amount (use format a) if legend was printed in field 18. Otherwise, leave field blank (use format b). 2nd Installment Total Due = 2nd Installment Tax, field 12 + 2nd Installment Penalty, field 16
14	21	Total Due	100	17	a. Z,ZZZ,ZZZ ,ZZZ.99- b. x(17)	Print amount (use format a) if legend was printed in field 18. Otherwise, leave field blank (use format b). Print sum of 1st Installment Total, field 19 and 2nd Installment Total, field 20.

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
15	22	First Owner Name	7	32	X	See Printing Instructions VI for Sequence of Names and Addresses.
15	23	Legend	52	8	X	Print “NET PAID” if legend was printed in field 14. Otherwise, leave field blank.
15	24	1st Installment Paid	62	15	a. ZZZ,ZZZ, ZZZ.99 - b. x(15)	Print amount (use format a) if legend was printed in field 23. Otherwise, leave field blank (use format b). If Paid Key, SBDF 7 = 0, 1, 7 or 8 Then 1st Installment Paid = 1st Installment Tax Paid, SBDF 46 + 1st Installment Penalty Paid, SBDF 47 + NSF Paid, SBDF 81 Else 1st Installment Paid = 1st Installment Tax Paid, SBDF 46 + 1st Installment Penalty Paid, SBDF 47
15	25	2nd Installment Paid	80	16	a. ZZZ,ZZZ, ZZZ.99 -	Print amount (use format a) if legend was printed in field 23. Otherwise, leave field blank (use format b). If Paid Key, SBDF 7 = 0, 1, 7 or 8

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
					b. x(15)	Then 2nd Installment Paid = 2nd Installment Tax Paid, SBDF 49 + 2nd Installment Penalty Paid, SBDF 50 + Cost, SBDF 51 Else 2nd Installment Paid = 2nd Installment Tax Paid, SBDF 49 + 2nd Installment Penalty Paid, SBDF 50 + Cost, SBDF 51 + NSF Paid, SBDF 81
15	26	Total Paid	100	17	a. Z,ZZZ,ZZZ ,ZZZ.99- b. x(17)	Print amount (use format a) if legend was printed in field 23. Otherwise, leave field blank (use format b). Print sum of 1st Installment Paid, field 24 and 2nd Installment Paid, field 25.
16	27	Name/Address Line 1	7	32	X	See Printing Instructions VI for Sequence of Names and Addresses.
16	28	Legend	52	3	X	Print “DUE” if legend was printed in field 14. Otherwise, leave field blank.
16	29	1st Installment Balance Due	62	15	a. ZZZ,ZZZ,	Print amount (use format a) if legend was printed in field 28. Otherwise, leave field blank (use format b).

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
					ZZZ.99 - b. x(15)	1st Installment Balance Due = 1st Installment Total Due, field 19 minus 1st Installment Paid, field 24
16	30	2nd Installment Balance Due	81	15	a. ZZZ,ZZZ, ZZZ.99 - b. x(15)	Print amount (use format a) if legend was printed in field 28. Otherwise, leave field blank (use format b). 2nd Installment Balance Due = 2nd Installment Total Due, field 20 minus 2nd Installment Paid, field 25
16	31	Total Balance Due	100	17	a. Z,ZZZ,ZZZ ,ZZZ.99- b. x(17)	Print amount (use format a) if legend was printed in field 28. Otherwise, leave field blank (use format b). Print sum of 1st Installment Balance Due, field 29 and 2nd Installment Balance Due, field 30.
17	32	Name/Address Line 2	7	32	X	See Printing Instructions VI for Sequence of Names and Addresses.
18	33	Name/Address Line 3	7	32	X	See Printing Instructions VI for Sequence of Names and Addresses.
18	34	Taxing Agency Line 1	52	64	X	See Printing Instructions V for Taxing Agency.

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
19	35	Name/Address Line 4	7	32	X	See Printing Instructions VI for Sequence of Names and Addresses.
19	36	Taxing Agency Line 2	52	64	X	See Printing Instructions V for Taxing Agency.
20	37	Name/Address Line 5	7	32	X	See Printing Instructions VI for Sequence of Names and Addresses.
20	38	Taxing Agency Line 3	52	64	X	See Printing Instructions V for Taxing Agency.
21	39	Taxing Agency Line 4	52	64	X	See Printing Instructions V for Taxing Agency.
22	40	Taxing Agency Line 5	52	64	X	See Printing Instructions V for Taxing Agency.
23	41	Legend	2	6	X	Print “ID#:19”
23	42	Assessor’s ID Number	9	12	9999 999 999	Print field 142f
23	43	19-Parcel Number Check Digit	22	1	9	See Scannable Tax Bill Check Digit Calculation (19XXXXXXXXX).
23	44	Legend	24	5	X	Print “YEAR:”
23	45	Year	29	2	9	Print field 142c
23	46	Legend	32	9	X	Print “SEQUENCE:”
23	47	Sequence	41	3	9	Print field 142d
23	48	Year/Sequence Check	45	1	9	Print field 142e

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
23	49	Taxing Agency Line 6	52	64	X	See Printing Instructions V for Taxing Agency.
24	49a	PIN Number Legend	2	7	X	Print “PIN: ”
24	49b	PIN Number	9	6	9	See Printing Instructions XIII for PIN Number Calculation
24	50	Taxing Agency Line 7	52	64	X	See Printing Instructions V for Taxing Agency.
25	51	Taxing Agency Line 8	52	64	X	See Printing Instructions V for Taxing Agency.
26	52	Taxing Agency Line 9	52	64	X	Ssee Printing Instructions V for Taxing Agency.
27	53	Taxing Agency Line 10	52	64	X	See Printing Instructions V for Taxing Agency.
28	54	Taxing Agency Line 11	52	64	X	See Printing Instructions V for Taxing Agency.
29	55	Legend	2	49	X	Print “FOR THE FOLLOWING REASON: THIS SUPPLEMENTAL “
29	56	Taxing Agency Line 12	52	64	X	See Printing Instructions V for Taxing Agency.
30	57	Legend	2	49	X	Print “ASSESSMENT IS IN COMPLIANCE WITH ARTICLE 13A OF”
30	58	Taxing Agency Line 13	52	64	X	See Printing Instructions V for Taxing Agency.

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
31	59	Legend	2	49	X	Print “THE CALIFORNIA CONSTITUTION. IT REFLECTS THE”
31	60	Taxing Agency Line 14	52	64	X	See printing instruction V for Taxing Agency.
32	61	Legend	2	49	X	Print “INCREASE IN YOUR PROPERTY TAXES DUE TO XXXXXXXXXXX” where XXXXXXXXXXX = “CHANGE IN” if supplemental assessment is due to change in ownership (Bill Type, SBDF 4 = T) or “COMPLETION” if supplemental assessment is due to completion of new construction (Bill Type, SBDF 4 = M).
32	62	Taxing Agency Line 15	52	64	X	See printing instruction V for Taxing Agency.
33	63	Legend	2	49	X	Print “OWNERSHIP OCCURING 99-99-99.” if supplemental assessment is due to change in ownership (Bill Type, SBDF 4 = T)

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
						Print “OF NEW CONSTRUCTION OCCURING 99-99-99.” If supplemental assessment is due to completion of new construction (Bill Type, SBDF 4 = M) where 99-99-99 = Valuation/Construction Completion Date, SBDF 12, in MM-DD-YY format
33	64	Taxing Agency Line 16	52	64	X	See printing instruction V for Taxing Agency.
34	65	Bill Body Legend	2	49	X	Move Special Legend if they apply (X. Special Legends).
34	66	Taxing Agency Line 17	52	64	X	See printing instruction V for Taxing Agency.
35	67	Bill Body Legend	2	49	X	Move Special Legend if they apply (X. Special Legends).
35	68	Taxing Agency Line 18	52	64	X	See printing instruction V for Taxing Agency.
36	68a	Legend Line 1	2	45	X	If Tax Status, SBDF 8 = 1 or 2 Then print “DELINQUENT TAX INFORMATION” Else leave field blank
36	69	Taxing Agency Line 19	52	64	X	See printing instruction V for Taxing Agency.
37	69a	Legend Line 2	2	45	X	If Tax Status, SBDF 8 = 1 OR 2

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
						Then print “YOU HAVE A PRIOR DELINQUENCY.” Else leave blank
37	70	Taxing Agency Line 20	52	64	X	See printing instruction V for Taxing Agency.
38	70a	Legend Line 3	2	47	X	If Tax Status, SBDF 8 = 1 OR 2 Then print “SEE THE BACK OF THIS BILL FOR MORE INFORMATION.” Else leave blank
38	71	Taxing Agency Line 21	52	64	X	See printing instruction V for Taxing Agency.
39	72	Situs/Description Line 1	2	40	X	See printing instruction VII for Situs/Description format.
39	73	Taxing Agency Line 22	52	64	X	See printing instruction V for Taxing Agency.
40	74	Situs/Description Line 2	2	40	X	See printing instruction VII for Situs/Description format.
40	75	Full Year Taxes	98	18	$$,$$$,$$$,$$$.99-	If Rate Type in Lien Table = 09 Then move spaces to field 75 Else print sum of taxing agencies detail Amount. See Printing Instructions V for Taxing Agency.
41	76	Situs/Description Line 3	2	40	X	See printing instruction VII for Situs/Description format.
41	77	Effective Date	100	8	99-99-99	If Rate Type in Lien Table = 09 Then move spaces to field 77

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
						Else Effective Date = first day of the Month following the date of change Of ownership or completion of new construction, SBDF 12.
41	78	Proration Factor	111	4	Z.99	If Rate Type in Lien Table = 09 Then move spaces to field 78 Else print Proration Factor, SBDF 13 Proration Factor used determines the taxes due based on the tax.
42	79	Situs/Description Line 4	2	40	X	See printing instruction VII for Situs/Description format.
42	80	Total Prorated Taxes Due	98	18	$$,$$$,$$$,$$$.99-	Sum of 1st Installment Tax, SBDF 41 and 2nd Installment Tax, SBDF 43.
43	81	Situs/Description Line 5	2	40	X	See printing instruction VII for Situs/Description format.
45	82	Legend	2	47	X	If Current Taxes Due, SBDF 107 = Y Print “ATTENTION: Other taxes have been levied on this” Else leave blank
45	85	Roll Year	67	5	99-99	“XX-YY” where XX = Roll Year, SBDF 3 YY = XX + 1
46	83	Legend	2	47	X	If Current Taxes Due, SBDF 107 = Y

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
						Print “property for the 9999-9999 fiscal year and are” where 9999-9999 is the current roll year Else leave blank
47	84	Legend	2	47	X	If Current Taxes Due, SBDF 107 = Y Print “unpaid. Please contact the Tax Collector’s ” Else leave blank
48	86	Legend	2	47	X	If Current Taxes Due, SBDF 107 = Y Print “office for a substitute bill showing the” Else leave blank
48	87	Current Land Value	76	11	Z(9)	Print current land value if current land value, SBDF 24 or prior land value, SBDF 14 is greater than zero. Otherwise, leave field blank. Current land value = SBDF 24
48	88	Prior Land Value	89	11	Z(9)	Print prior land value if current land value, SBDF 24 or prior land value, SBDF 14 is greater than zero. Otherwise, leave field blank. Prior land value = SBDF 14
48	89	Net Land Supplemental Value	102	12	Z(9)-	Print net land supplemental value if field (87) or (88) is

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
						greater than zero. Otherwise, leave field blank. Net land supplemental value = current land value, field (87) minus prior land value, field (88)
49	90	Legend	2	47	X	If Current Taxes Due, SBDF 107 = Y Print “outstanding amount(s) and due date(s).” Else leave blank
49	91	Current Improvement Value	76	11	Z(9)	Print current improvement value if current improvement value, SBDF 26 or prior improvement value, SBDF 15 is greater than zero. Otherwise, leave field blank. Current improvement value = SBDF 26
49	92	Prior Improvement Value	89	11	Z(9)	Print prior improvement value if current improvement value, SBDF 26 or prior improvement value, SBDF 15 is greater than zero. Otherwise, leave field blank. Prior improvement value = SBDF 15
49	93	Net Improvement Supplemental Value	102	12	Z(9)-	Print net improvement supplemental value if field (91) or (92) is greater than

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
						zero. Otherwise, leave field blank. Net improvement supplemental value = current improvement value, field (91) minus prior improvement value, field (92).
50	94	Legend	52	8	X	Print “FIXTURES” if current fixtue value, SBDF 28 is greater than zero. Otherwise leave blank.
50	95	Current Fixture Value	76	11	Z(9)	Print current fixture if current fixture value, SBDF 28 is greater than zero. Otherwise, leave field blank. Current fixture value = SBDF 28
50	96	Prior Fixture Value	89	11	Z(9)	Leave field blank.
50	97	Net Fixture Supplemental Value	102	12	Z(9)-	Print net fixture supplemental value if current fixture value, field (95) is greater than zero. Otherwise, leave field blank. Net fixture supplemental value = current fixture value, field (95).
51	98	Legend	52	8	X	Print “MFD HOME” if current mobilehome value, SBDF 30 or prior mobilehome value, SBDF 16 is greater than zero. Otherwise, leave field blank.
51	99	Current Mobilehome Value	76	11	Z(9)	Print current mobile value if current mobilehome value, SBDF

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
						30 or prior mobilehome value, SBDF 16 is greater than zero. Otherwise, leave field blank. Current mobilehome value = SBDF 30
51	100	Prior Mobilehome Value	89	11	Z(9)	Print prior mobilehome value if current mobilehome value, SBDF 30 or prior mobilehome value, SBDF 16 is greater than zero. Otherwise, leave field blank. Prior mobilehome value = SBDF 16
51	101	Net Mobilehome Supplemental Value	102	12	Z(9)-	Print net mobilehome supplemental value if field (99) or (100) is greater than zero. Otherwise, leave field blank. Net mobilehome supplemental value = current mobilehome value, field (99) minus prior mobilehome value, field (100).
52	102	Legend	2	8	X	Print “REGION #”
52	103	Assessor’s Region	10	2	X	Move Region Number, SBDF 111.
52	104	Legend	13	6	X	Print “INDEX: “
52	105	Division Index	19	8	X	Move Division Index, SBDF 112
52	106	Legend	28	4	X	Print “TRA: “:
52	107	Tax Rate Area	32	5	9	Move from TRA, SBDF 39.
52	108	Legend	52	9	X	Print “MFD OTHER” if current mobileother value, SBDF 31 or

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
						prior mobileother value, SBDF 17 is greater than zero. Otherwise, leave field blank.
52	109	Current Mobileother Value	76	11	Z(9)	Print current mobileother value if current mobileother value, SBDF 31 or prior mobileother value, SBDF 17 is greater than zero. Otherwise, leave field blank. Current mobileother value = SBDF 31
52	110	Prior Mobileother Value	89	11	Z(9)	Print prior mobileother value if current mobileother value, SBDF 31 or prior mobileother value, SBDF 17 is greater than zero. Otherwise, leave field blank. Prior mobileother value = SBDF 17
52	111	Net Mobileother Supplemental Value	102	12	Z(9)-	Print net mobileother supplemental value if field (109) or (110) is greater than zero. Otherwise, leave field blank. Net mobileother supplemental value = current mobileother value, field (109) minus prior mobileother value, field (110).
53	112	Local Assessor Office-Address Line 1	2	32	X	See printing instructions XII for Local Assessor Office Address

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
54	113	Local Assessor Office-Address Line 2	2	32	X	See printing instructions XII for Local Assessor Office Address
54	114	Total Net Supplemental Value	102	12	Z(9)-	Sum of net land supplemental value, field 89, net improvement supplemental value, field 93, net fixtures supplemental value, field 97, net mobilehome supplemental value, field 101, and net mobileother supplemental value, field 111.
55	115	Local Assessor Office-Address Line 3	2	32	X	See printing instructions XII for Local Assessor Office Address
55	116	Homeowner Exemption Legend	94	4	X	Print “HOME” if current homeowner’s exemption value, SBDF 33 is greater than zero. Otherwise, leave field blank.
55	117	Homeowner Exemption Value	102	11	Z(9)	Print amount of current homeowner’s exemption value, SBDF 33 if greater than zero. Otherwise, leave field blank.
56	118	Local Assessor Office-Address-4	2	32	X	See printing instructions XII for Local Assessor Office Address
56	119	Net Exemption Legend	94	4	X	Print legend depending on current exemption claim key, SBDF 32. Leave field blank if no exemption claim key. 1 = VET (Veteran)

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
						3 = CHUR (Church, all exempt) 4 = WEL (Welfare Organization, all exempt) 5 = RELG (Religious, partially exempt) 6 = CHUR (Church partially exempt) 7 = WEL (Welfare Organization, partially exempt) 8 = RELG (Religious, all exempt) U = SCH (Public School) V = VORG (Veteran Organization) X = LIB (Free Public Library) Y = MUS (Free Museum) Z = COLL (College)
56	120	Net Exemption Value	102	11	Z(9)	Print net exemption value if greater than zero. Otherwise, leave field blank. Net exemption value = current real estate exemption value, SBDF 34 + current personal property exemption value, SBDF 35 + current fixture exemption value, SBDF 36 + current mobile home exemption value SBDF 38
57	121	Legend	2	10	X	Print “PRINT NO.: “

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
57	122	Print Number	12	7	Z(9)	Sequential number for each printed bill.
57	123	Legend	20	10	X	Print “AUTH. NO.:” “
57	124	Authorization Information	30	9	XXXXXXXX	Print, authorization information if auth number, SBDF 114 not = spaces and zeroes. Otherwise, leave field blank. (XXXXXX = Auth number, SBDF 114, X = Reason Key, SBDF 116 and X = Origin Key, SBDF 117)
57	125	Net Supplemental Value	102	12	Z(9)-	Total net supplemental value, field 114 minus homeowner’s exemption value, field 117 and net exemption value, field 120.
58	126	Legend	2	11	X	Print “MAILED BY: ”
58	127	Bill Mail Date	13	8	99-99-99	Print Bill Mail Date SBDF 110 (MM-DD-YY) format.
61	127a	Legend	65	17	X	If Tax Status SBDF 8 = “1” or “2” Then print “PRIOR DELINQUECY” Else leave blank
62	128	Bill Stub Legend	74	30	X	See printing instructions X. Special Legend
64	129	First Owner Name	26	32	X	Same as field 22.

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
65	130	1st Line of Mailing Address	26	32	X	See printing instructions for sequence of Names and Addresses.
65	131	Assessor's ID Number	79	12		Same as field 2.
65	132	Supplemental Year-Sequence	92	6		Same as field 3.
65	133	Parcel Number Check Digit	100	1		Same as field 4a.
65	134	Year/Sequence Check Digit	101	1		Same as field 4b.
65	135	Installment Key	110	1	X	Print "2" for 2nd installment.
66	136	2nd Line of Mailing Address	26	32	X	See printing instructions for sequence of Names and Addresses.
68	137	2nd Installment Tax Due Date	44	8	99/99/99	Month, Day, Year format MM-DD-YY See Printing Instructions IV for Delinquency Dates
68	138	2nd Installment Tax Amount	75	17	$$,$$$,$$$,$$.99	Move 2nd Installment Tax, SBDF 43
69	139	2nd Installment Delinquency Date	49	8	99/99/99	Same as field 10.
70	140	2nd Installment Tax Amount with Penalty	41	17	$$,$$$,$$$,$$.99	Print 2nd Installment Tax, SBDF 43 plus SBDF 43 X.10 plus $10.00
75	141	Check Digits	23	5	9	Print check digits – Scan Line field 142b,e,i,j,k

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
77	142	Scan Line – Installment 2	43	47	9(47)	Print Scan Line. See attached Scan Line Write-Up.
78	142a	Legend	65	17	X	If Tax Status SBDF 8 = "1" or "2" Then print "PRIOR DELINQUECY" Else leave blank
79	143	Bill Stub Legend	74	30	X	See printing instructions X. Special Legend
81	144	First Owner Name	26	32	X	Same as field 22.
82	145	1st Line of Mailing Address	26	32	X	See printing instructions for sequence of Names and Addresses.
82	146	Assessor's ID Number	79	12		Same as field 2.
82	147	Supplemental Year-Sequence	92	6		Same as field 3.
82	148	Parcel Number Check Digit	100	1		Same as field 4a.
82	149	Year/Sequence Check Digit	101	1		Same as field 4b.
82	150	Installment Key	110	1	X	Print "1" for 1st installment.
83	151	2nd Line of Mailing Address	26	32	X	See printing instructions for sequence of Names and Addresses.
85	152	1st Installment Tax Due Date	44	8	99/99/99	Month, Day, Year format MM-DD-YY See Printing Instructions IV for Delinquency Dates.

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
85	153	1st Installment Tax Amount	75	17	$$,$$$,$$$,$$$.99	Move 1st Installment Tax, SBDF 41.
86	154	1st Installment Delinquency Date	49	8	99/99/99	Same as field 9.
87	155	1st Installment Tax Amount with Penalty	41	17	$$,$$$,$$$,$$$.99	Print 1st Installment Tax, SBDF 41 plus SBDF 41 X.10
92	156	Check Digits	23	5	9	Print check digits – Scan Line field 157b,e,i,j,k
94	157	Scan Line – Installment 1	43	47	9(47)	Print Scan Line. See attached Scan Line Write-Up.
77	142	2nd Installment – Scan Line				
	a	2nd Installment Due Date Year	43	2	9	If Bill Mail Date, field 127 LE New 2nd Delinquent Date then print year of New 2nd Delinquent Date else print nines.
	b	2nd Due Date Check Digit	45	1	9	
	c	Tax Year	46	2	9	Calculate check digit for the year, month and day of the New 2nd Delinquent Date
	d	Sequence Number	48	3	9	Print year, SBDF 3a
	e	Yr-Seq Check Digit	51	1	9	Print supplemental sequence, SBDF 3b
	f	Parcel Number	52	10	9	Calculate check digit for sequence,
	g			10		

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
		2nd Installment Tax	62		X	SBDF 3 Print Parcel Number, SBDF 2 If 2nd Installment Tax, field 138 LE 99,999,999.99 then print 2nd Installment Tax, field 138 else move spaces.
	h	Total Taxes Due	7	10	X	If 2nd Installment Tax, field 138 + (2nd Installment Tax, field 138 x .10 + 10.00) LE 99,999,999.99 then print 2nd Installment Tax, field 138 + (2nd Installment Tax, field 138 x .10 + 10.00) else move spaces.
	i	Parcel Number Check Digit	82	1	9	
	j	2nd Installment Tax Check Digit	83	1	X	Calculate check digit for parcel number, SBDF 2

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
	k	Total Taxes Due Check Digit	84	1	X	If 2nd Installment Tax, field 142g not = spaces Then calculate check digit for the 2nd Installment Tax, field 142g and "2" as the 10th low order digit Else move a space. If Total Taxes Due, field 142h not = spaces Then calculate check digit for the Total Taxes Due, field 142h and "2" as the 10th low order digit Else move a space
	l	2nd Installment Key	85	1	9	Print "2"
	m	2nd Due Date Month and Day	86	4	9	If Bill Mail Date, field 127 LE New 2nd Delinquent Date then print year of New 2nd Delinquent Date

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
						else print nines.
94	157	1st Installment – Scan Line				
	a	1st Installment Due Date Year	43	2	9	
			45	1		If Bill Mail Date, field 127 LE New 1st Delinquent Date then print year of New 1st Delinquent Date else print nines.
	b	1st Due Date Check Digit			9	
			46	2		
	c	Tax Year			9	
	d	Sequence Number	48	3	9	Calculate check digit for the year, month and day of the New 1st Delinquent Date
	e	Yr-Seq Check Digit	51	1	9	Print year, SBDF 3a
	f	Parcel Number	52	10	9	Print supplemental sequence, SBDF 3b Calculate check digit for sequence, SBDF 3 Print Parcel Number, SBDF 2
94	g	1st Installment Tax	62	10	X	If 1st Installment Tax, field 153 LE

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
	h	Total Taxes Due	72	10	X	99,999,999.99 then print 1st Installment Tax, field 153else move spaces. If 1st Installment Tax, field 153 + (1st Installment Tax, field 153 x .10) LE 99,999,999.99 then print 1st Installment Tax, field 153 + (1st Installment Tax, field 153 x .10) else move spaces.
	i	Parcel Number Check Digit	82	1	9	Calculate check digit for parcel number, SBDF 2
94	J	1st Installment Tax Check Digit	83	1	X	If 1st Installment Tax, field 157g not = spaces Then calculate check digit for the 1st Installment Tax, field 157g

Print Line	Field No.	FIELD NAME	START PRINT POS.	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
	k	Total Taxes Due Check Digit	84	1	X	and "1" as the 10th low order digit Else move a space. If Total Taxes Due, field 157h not = spaces Then calculate check digit for the Total Taxes Due, field 157h and "1 as the 10th low order digit Else move a space
	l	1st Installment Key	85	1	9	Print "1"
	m	1st Due Date Month and Day	86	4	9	If Bill Mail Date, field 127 LE 1st Delinquent Date then print year of 1st Delinquent Date else print nines.

1.7 New Owner Tax Bill

Share the same file layout as the Annual Secured Tax Bill. See section 1.1.

Section 2 - Defaulted Tax Roll

2.1 Statement of Prior Year Taxes (Defaulted Tax Bill)

Print Line	Field No.	Field Name	Start Print Pos	Length of Field	Format	Instructions
	1	Legend		30	X	IF Active, Pending, or Redeemed Installment Plan and not record type 2 on Parcel record THEN Print “INSTALLMENT PLAN OF REDEMPTION” ELSE IF Record Type = ‘D’ on Parcel Record THEN Print “CERTIFICATE OF REDEMPTION” ELSE Print “STATEMENT OF PRIOR YEAR TAXES:”
	2	Legend		28	X	IF Install Plan Pending THEN Print “OPENING STATEMENT MM/DD/YY” equal Current Date from Parcel Record ELSE IF Active Install Plan THEN Print “SUBSEQUENT STATEMENT – MM/DD/YY” ELSE Print “AS of MM/DD/YY”. (MM/DD?YY = current date)
	2A	Legend		5	X	Print “PIN: “
	2B	PIN Number		6	X	Use pin Number Calculation Module **(TRBPPIN)**

	3	Assessor’s ID#		12	X	Move active parcel number
	4	Yr/Seq		5	9	Move Year/Sequence if request is for one year bill for on-line or for batch if active parcel mapbook >= 8900 move Year/Seq from Assessment Record Else leave blank
	5	AIN		12	X	Move Group Number if not equal to Active Parcel Number
	6	Legend		30	X	See Special Information Legends (D) instructions.
	7	Legend		30	X	See Special Information Legends (D) instructions.
	8	Name/Address Line 1		32	X	Move Name/Address Line 1
	9	Legend		30	X	See Special Information Legends (D) instructions.
	10	Name/Address Line 2		32	X	Move Name/Address Line 2
	11	Legend		30	X	See Special Information Legends (D) instructions.
	12	Name/Address Line 3		32	X	Move Name/Address Line 3
	13	Legend		30	X	See Special Information Legends (D) instructions.
	14	Name/Address Line 4		32	X	Move Name/Address Line 4
	14a	Legend		30	X	See Special Information Legends (D) instructions.
	15	Name/Address Line 5		32	X	Move Name/Address Line 5
	15a	Legend		30	X	See Special Information Legends (D) instructions.
	16-17	Description		160	X	Move Description Lines 1-4
	18	Assessor’s ID No.		12	X	Move Active Parcel No.
	19	YR/SQ		5	9	Move Year/Sequence
	19A	Adjustment Flag		1	X	For Batch move form Assessment Record
	20	Drawoff Year		2	9	Move Drawoff Year

	21	Original Tax Amount		12	Z(9)V99	Move Tax Due Amount
	22	Original Tax Balance		12	Z(9)V99	Move Tax Balance Amount
	23	Original Penalty and Cost		12	Z(9)V99	Move the sum of Cost Due + Penalty Due
	24	Original Penalty and Cost Balance		12	Z(9)V99	Move the sum of Penalty Balance + Cost Balance
	25	Redemption Penalty		12	Z(9)V99	Move the sum of Penalty Amount
	26	Total Due		12	Z(9)V99	Move the sum of Original Tax Amount + Original Penalty and Cost + Redemption Penalty
	27	Legend		5	X	Print “TOTAL”
	28	Original Tax Amount Total		12	Z(9)V99	Move total of all Original Tax Amount (field 21)
	29	Original Penalty And Cost		12	Z(9)V99	Move total of all Original Penalty Amount (field 23)
	30	Redemption Penalty		12	Z(9)V99	Move total of all Redemption Penalty Amount (Field 25)
	31	Total Redemption Due		12	Z(9)V99	Move total of all Total Due Amount (Field 26)
	32	Legend		15	X	IF Redemption Fee Amount is greater than zero THEN print “REDEMPTION FEE:” ELSE leave blank
	33	Redemption Fee Amount		12	Z(9)V99	IF Redemption Fee Amount is greater than zero

						THEN move Redemption Fee Amount ELSE leave blank
	34	Legend		15	X	IF Tax Status = '2' Then IF Title Search Fee, Recording Fee, Publication Costs, Notification Costs, Personal Visitation Cost, Rescission Fee and Monument/State/County Fee is greater than zero THEN print "STPTS FEES:" Else leave blank ELSE leave blank
	35	Subject to Power to Sell Fees		12	Z(9)V99	IF Tax Status = '2' Then move the sum of Title Search Fee, Recording Fee, Publication Costs, Notification Costs, Personal Visitation Cost, Rescission Fee and Monument/State/County Fee ELSE leave blank
	36	Sub Total		12	Z(9)V99	Move the sum of Total Redemption Due,

						Redemption Fee Amount, and Subject to Power to Sell fees
	37	Legend		9	X	IF Posted Payments exists in group THEN print “PAYMENTS:” ELSE leave blank
	38	Total Payments		15	X	IF Posted Payments exists in group THEN move sum of Posted Payments with Brackets and asterisks (<999999999.99>*) ELSE leave blank
	39	Legend		17	X	IF Active or Pending Installment Plan THEN print “TOTAL AMOUNT DUE:” ELSE print “AMOUNT TO PAY:”
	40	Total		13	X	Move [Subtotal (field 36) – Total Payments (field 38)] with * (999999999.99*)
	40A	Legend		70	X	IF Active or Pending Installment Plan THEN leave blank ELSE print “ADD $99.99 PENALTY PER MONTH, FROM MM/YY, IF NOT PAID BY MM/DD/YY.” (99.99 = Move Penalty

						Per Month, MM/YY = following Month from Current Date, MM/DD/YY = Current Date + 30 Days
	41	Legend		11	X	IF Posted Payments exists THEN print "**PAYMENTS" ELSE leave blank
	42	Legend		3 0	X	IF Tax Status = '2' and STPTS fees greater than zero THEN print "SUBJECT TO POWER TO SELL FEES" ELSE IF Active Pending or Defaulted Installment Plan THEN print "INSTALLMENT PLAN INFORMATION" ELSE leave blank.
	43-49 43 44 45	 Legend Legend Legend		 7 7 5	 X X X	IF posted payments exists THEN print "PAYMENT" "COMPUTE" "TOTAL"
	46 47 48 49	Legend		10	X	IF Tax Status =2 THEN print "REDM/STPTS" ELSE print "FEE"

						"PENALTY &" "REDEMPTION" "TAX" ELSE leave blank
	50	Legend		15	X	IF Active, Pending or Defaulted Installment Plan THEN print "ACCOUNT NUMBER:" ELSE leave blank.
	51	Installment Plan Information Account Number		5	X	IF Active, Pending or Defaulted Installment Plan THEN move Installment Plan Account No ELSE leave blank
	52-58 52 53 54 55 56 57 58	 Legend Legend Legend Legend Legend Legend Legend		 4 4 11 8 9 12 4	 X X X X X X X	IF Posted Payment exists THEN print "DATE" "DATE" "AMOUNT PAID" IF Tax Status =2 THEN print "FEE PAID" ELSE print "PAID" "COST PAID" "PENALTY PAID" "PAID"

	59	Legend		12	X	IF Active, Pending or Defaulted Installment Plan Then print “DATE OPENED:” ELSE leave blank
	60	Application/Open Date		8	X	IF Active, Pending or Defaulted Installment Plan Then move Application Date ELSE leave blank
	60A	Legend		15	X	IF Defaulted Installment Plan Then print “DATE DEFAULTED:” ELSE leave blank
	60B	Prior Defaulted Date		8	X	IF Defaulted Installment Plan Then move Defaulted Date ELSE leave blank
	61-67	Payment Information				IF Posted Payment exist THEN Process fields 61-67 ELSE leave blank
	61	Payment Date		8	X	Move Payment Date from Posted Payment
	62	Compute Date		5	X	Move Compute Date from Posted Payment
	63	Amount Paid		12	Z(9)V99	Move the sum of Fee Paid, Penalty & Cost Paid, Redemption Penalty Paid, and Tax Paid from Posted Payment
	64	Fee Paid		6	Z(3)V99	Move Redemption Fee Paid from Posted Payment

	65	Penalty and Cost Paid		10	Z(7)V99	Move the sum of Penalty Paid and Cost Paid from Posted Payment
	66	Redemption Penalty Paid		12	Z(9)V99	Move Default Penalty Paid from Posted Payment
	67	Tax Paid		12	Z(9)V99	Move Tax Paid from Posted Payment
	68	Legend		17	X	IF Title Search Fee is greater than zero THEN print “TITLE SEARCH FEE:” ELSE leave blank
	68A	Title Search Fee		12	Z(9)V99	IF Title Search Fee is greater than zero THEN move Title Search Fee ELSE leave blank
	69	Legend		30	X	IF Active or Pending Installment Plan THEN print “OPENING BALANCE:” ELSE IF Recording Fee amount is greater than zero THEN print “RECORDING FEE:” ELSE leave blank
	70	Opening Balance/Recording Fee		12	X	IF Active or Pending Installment Plan

						THEN move Opening Balance ELSE move Recording Fee Amount
	71	Legend		30	X	IF Active or Pending Installment Plan THEN print “INSTALLMENT PAID:” ELSE IF Publication Costs amount is greater than zero THEN print “PUBLICATION COSTS:” ELSE IF Pending Installment Plan THEN print “MINIMUM AMT TO OPEN:” ELSE leave blank
	72	Installment Paid/Publication Costs/Minimum AMT To Open		17	X	IF Active Installment Plan THEN move Accumulated Installment Paid With brackets and asterisks (<999999999.99***) ELSE IF Publication Cost amount is Greater than zero THEN move Publication Cost Amount ELSE IF Pending Installment Plan THEN move Installment Plan Info Install Due Before Interest

						ELSE leave blank
	73	Legend		30	X	IF Active Installment Plan THEN print “UNPAID BALANCE:” ELSE IF Notification Costs amount is Greater than zero THEN print “NOTIFICATION COSTS:” ELSE IF Pending Installment Plan THEN print “APPLICATION FEE:” ELSE leave blank
	74	Unpaid Balance/Notification Costs/Application Fee		12	Z(9)V99	IF Active Installment Plan Info Account No is greater than zero THEN move [Installment Paid (field 72) – Opening Balance (field 70)] ELSE IF Notification Cost amount is Greater than zero THEN move Notification Cost Amount ELSE IF Pending Installment Plan THEN move Application Fee ELSE leave blank
	75	Legend		23	X	IF Posted Installment Payment exists THEN print “***INSTALLMENT PAYMENTS” ELSE leave blank

	76	Legend		30	X	IF Active Installment Plan THEN print “INSTALLMENT DUE:” ELSE IF Personal Visitation Cost amount is greater than zero THEN print “PERSONAL VISITATION COST” ELSE leave blank
	77	Installment Due Amount/Personal Visitation Cost		12	Z(9)V99	IF Active Installment Plan THEN move Installment Plan Info Install Due Before Interest ELSE IF Personal Visitation Cost amount is greater than zero THEN move Personal Visitation Cost Amount ELSE leave blank
	78-83 78 79 80 81 82 83	 Legend Legend Legend Legend Legend Legend		 7 7 5 7 8 6	 X X X X X X	IF Installment Payment Posted exists THEN print “PAYMENT” “COMPUTE” “TOTAL” “BALANCE” “INTEREST”

						"APPLIC" ELSE leave blank
	84	Legend		30	X	IF Active Installment Plan THEN print "PLUS INTEREST:" ELSE IF Rescission Fee amount is greater than zero THEN print "RESCISSION FEE" ELSE leave blank
	85	Plus Interest Amount/Rescission Fee		12	X	IF Active Installment Plan THEN print "INSTALLMENT DUE:" ELSE IF Personal Visitation Cost amount is greater than zero THEN print "PERSONAL VISITATION COST" ELSE leave blank
	86-91 86 87 88 89 90 91	 Legend Legend Legend Legend Legend Legend		 4 4 11 4 4 8	 X X X X X X	IF Installment Payment Posted exists THEN print "DATE" "DATE" "AMOUNT PAID" "PAID"

						"PAID" "FEE PAID" ELSE leave blank
	91A	Legend		30	X	IF Monument/State/County Fee amount is Greater than zero THEN print "MONUMENT/STATE/COUNTY FEE" ELSE leave blank
	91B	Monument/State/ County Fee		12	Z(9)V99	IF Monument/State/County Fee amount is Greater than zero THEN move Monument/State/County Fee Amount ELSE leave blank
	92	Legend		30	X	IF Active Installment Plan THEN print "AMOUNT TO PAY BY" ELSE leave blank
	93	Date		8	X	IF Pending Installment Plan THEN print (System Date + 30 Days (MM/DD/YY)) ELSE IF Active Installment Plan THEN print Next Due Date MM/DD/YY:) ELSE leave blank

	94	Amount to Pay		12	Z(9)V99	IF Tax Status = 2 THEN move sum of fields Title Search Fee, Recording Fee, Publication Cost, Notification Cost, Personal Visitation Cost, Recission Fee, and Monument/State/County Fee ELSE IF Pending Installment Plan THEN move sum of fields Minimum Amt to Open and Application Fee ELSE IF Active Installment Plan THEN move sum of fields Installment Due Amount and Plus Interest Amount ELSE leave blank
	95	Payment Date		8	X	IF Posted Payment exist THEN move Payment Date from Posted Payment ELSE leave blank
	96	Compute Date		5	X	IF Posted Payment exist THEN move Compute Date from Posted ayment

						ELSE leave blank
	97	Amount Paid		12	Z(9)V99	IF Posted Installment Payment exist THEN move 5Pay Plan Amount Paid ELSE leave blank
	98	Balance Paid		12	Z(9)V99	IF Posted Installment Payment exist THEN move 5Pay Plan Amount Paid ELSE leave blank
	99	Interest Paid		10	Z(7)V99	IF Posted Installment Payment exist THEN move 5Pay Plan Interest Paid ELSE leave blank
	100	Application Fee Paid		7	Z(4)V99	IF Posted Installment Payment exist THEN move 5Pay Plan Application Fee Paid amount ELSE leave blank
	101	Legend		30	X	Same as field 1
	102	Legend		5	X	IF Active or Pending Installment Plan THEN print “ACCT#” ELSE leave blank
	103	Installment Plan Account Number		5	X	IF Active or Pending Installment Plan THEN move Installment Plan Info Account Number ELSE leave blank

	104	Name/Address Line 1		32	X	Same as field 8
	105	Name/Address Line 2		32	X	Same as field 10
	106	Yr/Seq		6	9	Same as field 4 except if field is blank print zeros
	107	Mapbook/Page/Parcel		12	9	Same as field 3
	108	Paid Key (Installment Key)		1	9	Always "7"
	109	Payment Type		1	9	IF one year payment, Payment Type =4 IF Active or Pending Installment Plan, Payment Type = 3, IF Tax Status = 1, Payment Type = 1 IF Tax Status = 2, Payment Type = 2
	110	Adjustment Code		1	9	IF on-line request, use value from on-line request, else use zero
	111	Defaulted Sequence		1	9	IF on-line request, use value from on-line request, else use zero
	112	Name/Address Line 3		32	X	Same as field 12
	113	Legend		20	X	IF Pending Installment Plan THEN print "MINIMUM INSTALLMENT" IF Active Installment Plan THEN print "INSTALLMENT DUE" ELSE print "TOTAL DUE"
	114	Legend/Due Date		30	X	IF Active or Pending Installment Plan

						THEN print “PAY THIS AMOUNT BY: MM/DD/YY” (MM/DD/YY = Date (field 93)) ELSE print “PAY THIS AMOUNT BY: MM/DD/YY” (MM/DD/YY = Date (field 40A))
	115	Amount Due		12	Z(9)V99	IF Active Installment Plan THEN move Amount To Pay (field 94) ELSE move Total (field 40)
	116	Compute Date		13	X	IF On-line request THEN print “COMP DTE YYMM” (YYMM = Requested compute date from on-line) ELSE print “COMP DTE YYMM” (YYMM = Current Date)
	117	Tax Defaulted		12	X	Print “TAX DEF YYYY” (YYYY= Tax Defaulted Year)
	118	Legend		20	X	Print “LOAN ID:_____”
	118A	Legend		35	X	Print “LOS ANGELES COUNTY TAX COLLECTOR”
	118B	Legend		35	X	Print “P.O. Box 54088”
	118C	Legend		35	X	Print “LOS ANGELES, CA 90054-0088”
	119	Scan Line		35	X	See attached Scan Line Specifications

2.2 Certification of Redemption

Shares the same file layout as the Statement of Prior Year (Defaulted Tax Bill). See section 2.1

2.3 Installment Plan of Redemption

Shares the same file layout as the Statement of Prior Year (Defaulted Tax Bill). See section 2.1

2.4 Annual Defaulted Property Tax Bill (Dotson's Notice)

Share the same file layout as the State of Prior Year (Defaulted Tax Bill). See section 2.1

2.5 Recission and Cancellation Notices

SCOPE: The STPTS Rescission Recording Document is produced for parcels, previously recorded as Tax Defaulted Subject to Power to Sell, that have been redeemed without penalties. The document is sent to the Registrar/Recorder to record the rescission the STPTS status of the parcel.

SOURCE OF DATA: Secured Defaulted Tax Roll Database

SEQUENCE: Group Parcel, Current Parcel – Ascending

SCHEDULE: Monthly

DISTRIBUTION: Tax Collector – Secured Property Tax Division – Tax Defaulted Land Unit

Print Line	Field No.	Field Name	Start Print Pos	Length Of Field	Format	Instruction
	1	Tax Defaulted Fiscal Year		11	X	Print "CCXX – CCYY" Where CCYY = SDTP Tax Default Year CCYY = CCYY - 1
	2	Default Number		12	9999 999 999	SDTP Group Parcel
	3	Assessor's Parcel No		12	9999 999 999	STPS AIN
	4	Certificate Number		18	9	SDPH File Number use first 9 digit
	5	Certificate Date		18	X	SDPH Transaction Date – print date test "XXXXXXXXX 99, CCYY". Eliminate extra spaces from month & day.
	6	Owner Name 1		32	X	NOTI Name 1
	7	Owner Name 2		32	X	NOTI Name 2
	8	STPTS Recording Date		18	X	STPS Recording Date – print date text "XXXXXXXXX 99, CCYY". Eliminate extra spaces from month & day
	9	STPTS Recording Number		10	X	Print "YY-9999999" Where YY = STPS Recording Date Year

						9999999 = first 7 digits of STPS Recording Number
	10	Date Executed		18	X	Run Date – print date text “XXXXXXXXX 99, CCYY”. Eliminate extra spaces from month & day.
	11	Sale Number		14	X	Pint “Sale No.” XXXXX” Where XXXXX = Sale Number
	12	Item Number		14	X	Print “Item No. ZZZZ9 Where ZZZZ9 = STPS Item Number
	13	Print Sequence		8	X	Print “SEQ: ZZZ9” Where ZZZ9 = starts from 1, increment by 1 for each Document.

2.6 Courtesy Notices

X – Alphanumeric

9 – Digits

Z – Zero Suppress

^ - Space

Print Line	Field	Field Name	Start Print Pos.	Length of Field	Format	Instructions
	1	Courtesy Mail Date		17	X	Date Text If Courtesy Mail Date = 01/DD/YY, print ‘January DD, CCYY 02/DD/YY, print ‘February DD, CCYY

						03/DD/YY, print 'March DD, CCYY 04/DD/YY, print 'April DD, CCYY 05/DD/YY, print 'May DD, CCYY 10/21/03 06/DD/YY, print 'June DD, CCYY Where DD = day CC = century YY = year
	2	Sale Number		5	X	
	3	Group Parcel		12	9999 999 999	
	4	Name/Address Line 1		32	X	See printing instructions.
	5	Name/Address Line 2		32	X	See printing instructions.
	6	Name/Address Line 3		32	X	See printing instructions.
	7	Name/Address Line 4		32	X	See printing instructions.
	8	Name/Address Line 5		32	X	See printing instructions.
	9	First Owner Name		32	X	
	10	Current Parcel		12	9999 999 999	
	11	Legend		2	X	Print "SEQ"
	12	Print Sequence		6	999999	Starts from 1, increment by 1 for each document

2.7 Impending Notices

X – Alphanumeric

9 – Digit

Z – Zero Suppress

^ - Space

PRINT LINE	FIELD NO.	FIELD NAME	START PRINT POS	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
	1	Sale Number		5	XXXXX	Move Sale Number from STPTS
	2	Item Number		5	ZZZZ9	Move Item Number from STPTS
	3	First Owner Name		32	X	See printing instructions
	4	Assessor's ID No		12	9999 999 999	Move Group Parcel Number from STPTS
	5	First Owner Overflow		32	X	See printing instructions
	6	Second Owner Name		32	X	See printing instructions
	7	Tax Default Year		4	CCYY	Move Tax Default Year from STPTS
	8	Special Owner Name		32	X	See printing instructions

PRINT LINE	FIELD NO.	FIELD NAME	START PRINT POS	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
	9	Address Line 1		32	X	See printing instructions
	10	Address Line 2		32	X	See printing instructions
	11	Tax Defaulted Amount		7	S9(10)V99	Move REDAMT from STPTS
	12	Redeem Date		13	X	Print “June 30, CCYY (CCYY = System Year)
	13	Legend		17	X	Print “PROPERTY ADDRESS:”
	14	Address Line 1		32		IF Address Line 1 is > space from Record Type 4 Then Print Address Line 1 Else Print “VACANT LOT”
	15	Address Line 2		32		IF Address Line 2 is > spaces from Record Type 4 Then Print Address Line 2 Else Leave blank
	16	Legend		34	X	Print “DESCRIPTION OF DEFAULTED PROPERTY:”
	17-21	Description Lines		360	X	See printing instructions

PRINT LINE	FIELD NO.	FIELD NAME	START PRINT POS	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
	22	Assessor's ID No		12	9999 999 999	Same as Field 4
	23	Sale Number		5	XXXXX	Same as Field 1
	24	Item Number		5	ZZZZ9	Same as field 2
	25	Defaulted Tax Amount		7	S9(10)V99	Same as field 11
	26	Legend		7	X	Print "SEQ"
	27	Print Sequence		6	ZZZZZ9	Sequential print sequence number

2.8 Excess Proceed Letter

X - Alphanumeric
9 - Digit
Z - Zero Suppress
^ - Space

Print Line	Field No	Field Name	Start Print Pos	Length Of Field	Format	Instructions
	1	Mail Date		58	X	Move Mail Date from EPDF. See printing instruction.
	2	Name Line 1		32	X	Move Name Line 1 from EPDF. See printing instruction
	3	Name Line 2		32	X	Move Name Line 2 from EPDF. See printing instruction
	4	Address Line 1		32	X	Move Address Line 1 from EPDF. See printing instruction.
	5	Address Line 2		32	X	Move Address Line 2 from EPDF. See printing instruction.
	6	Mapbook		4	9	Move first 4 digit of AIN from EPDF
	7	Page		3	9	Move fifth, sixth, seventh digit of AIN from EPDF
	8	Parcel		3	9	Move last 3 digits of AIN from EPDF
	9	Sale Number		5	X	Move Sale Number from EPDF
	10	Item Number		5	ZZZZ9	Move Item Number from EPDF
	11	Assessee Name		50	X	Move Assessee Name Line 1 and Assessee Name line 2 (Eliminate trailing spaces from Name Line 1 except for 1 space and append Name Line 2)
	12	Date Sold		18	X	Move Auction Date from EPDF. See printing instruction
	13	Deeded Date		18	X	Move Tax Deed Recording Date from STPS. See printing instruction
	14	Final Date to Submit		50	X	Move Final Date for claim + 1 from STPS Recording Date
	15	Legend		4	X	Print “SEQ”
	16	Print Sequence		4	ZZZ9	Sequential print sequence number

2.9 Official Notice of Auction

X - Alphanumeric
9 - Digit
Z - Zero Suppress
^ - Space

Print Line	Field No.	Field Name	Start Print Pos	Length of Field	Format	Instructions
	2A	Notice of Auction		18	X	See Printing instruction E.
	1	Sale Number		5	X	Move Sale Number from STPTS
	2	Item Number		5	ZZZZ9	Move Item Number from STPTS
	3	First Owner Name/Party of Interest		32	X	Move First Owner Name/Party of Interest from Record Type 1 See printing instructions
	4	First Owner Overflow Name		32	X	Move First Owner Overflow Name from Record Type 1 See printing instructions
	5-7	Mapbook/Page/Parcel		4 3 3	9(4) 9(3) 9(3)	Move Group Parcel Number
	8	Second Owner Name		32	X	Move Second Owner Name from Record Type 1 See printing instructions

	9	Special Owner Name		32	X	Move Special Owner Name from Record Type 1 See printing instructions.
	10	Mail Address Line 1		32	X	See printing instructions.
	10a	Tax Defaulted Amount		7	S9(10) V99	Move sum (Redemption Amount + Field No. 1 (Penalty per month * Field No.3)) *(See page 8 for Field No. description.)*
	11	Mail Address Line 2		32	X	See printing instructions.
	12	Calculation Date 1		8	MM DD YY	Move Date 1 from Parameter File
	13	Tax Defaulted Amount 2		7	S9(10) V99	Move sum (Redemption Amount + Field No. 1 (Penalty per month * Field No.4)) *(See page 8 for Field No. description)*
	14	Calculation Date 2		8	MM DD YY	Move Date 2 from Parameter File
	15	Tax Defaulted Amount 3		7	S9(10) V99	Move sum (Redemption Amount + Field No. 1 (Penalty per month * Field No.5))

						(See page 8 for Field No. description)
	16	Calculation Date 3		8	MM DD YY	Move Date 3 from Parameter File
	17	Tax Defaulted Amount 4		7	S9(10) V99	Move sum (Redemption Amount + Field No. 1 (Penalty per month * Field No.6)) *(See page 8 for Field No. description)*
	18	Auction Location Line 1		50	X	Move Location Line 1 from Parameter File
	19	Auction Location Line 2		50	X	Move Location Line 2 from Parameter File
	20	Auction Date/Time		50	X	Move Date/Time from Parameter File
	21	Minimum Bid SR#8775 4/02/08		6	S9(9)V 99	IF Sale Indicator = "C" from Parameter File Then Move Minimum Bid from Parameter Else Move Minimum Bid from Record Type 1
	22	First (Assessee)Owner Name		32	X	Move First Owner Name from Record Type 4
	23	First Owner Overflow Name		30	X	Move First Owner Overflow Name from Record Type 4
	24	Second Owner Name		32	X	Move Second Owner Name from Record Type 4

	25	Special Owner Name		30	X	Move Special Owner Name from Record Type 4
	26	Situs Address Line 1	16	32	X	Move Situs Address Line 1 See printing instructions 5/13/03
	27	Situs Address Line 2		30	X	Move Situs Address Line 2
	28-36	Description Lines				See printing instructions
	37	Sale Number		5	ZZZZ9	Same as field 1
	38	Item Number		5	ZZZZ9	Same as field 2
	39	Mapbook		4	9999	Same as field 5
	40	Page		3	999	Same as field 6
	41	Parcel		3	999	Same as field 7
	42	Legend		7	X	Print "SEQ"
	43	Print Sequence		6	ZZZZZ9	Sequential print sequence number

2.10 Recording document (notice of power to sell tax defaulted property)

X – Alphanumeric
9 – Digits
Z – Zero Suppress
^ - Space

PRINT LINE	FIELD	FIELD NAME	START PRINT POS	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
1A	1A	First Owner Name	7	32	X	Move from Record Type 1 FIRST OWNER NAME (bytes 73-104)
1B	1B	First Owner Overflow	7	32	X	Move from Record Type 1 FIRST OWNER OVERFLOW (bytes 105-136)
1C	1C	Second Owner Name	7	32	X	Move from Record Type 1 SECOND OWNER NAME (bytes 139-168
1D	1D	Address Line 1	7	32	X	Move Record Type 1 (MAILING) ADDRESS LINE 1 (bytes 202-233)
1E	1E	Address Line 2	7	32	X	Move from Record Type 1 (MAILING) ADDRESS LINE 2 (bytes 234-265)
1	1	Legend	51	8	X	'JUNE 30,'

1	2	Tax Defaulted Year	60	4	CCYY	Move from Record Type 1 TAX DEFAULTED YEAR (bytes 32-33).
2	3	Tax Defaulted Amount	51	16	Z,ZZZ,ZZZ,ZZZ.99	Move from Record Type 1 TAX DEFAULTED AMOUNT (bytes 41-47)
3	4	Tax Defaulted Fiscal Year	28	4	CCYY	TAX DEFAULTED YEAR (bytes 32-33) minus 1.
3	5	Hyphen	32	1	X	Move hyphen (-)
3	6	Tax Defaulted Fiscal Year	33	4	CCYY	Move from Record Type 1 TAX DEFAULTED YEAR (bytes 32-33)
3	7	Default Number	51	12	9999 999 999	Move from Record Type 1 GROUP PARCEL (bytes 2-7)
4	8	First Owner Name	21	32	X	Move from Record Type 1 FIRST OWNER NAME (bytes 73-104)
5	9	First Owner Overflow	7	32	X	Move from Record Type 1 FIRST OWNER OVERFLOW (bytes 105-136). If FIRST OWNER OVERFLOW EQ spaces then move SECOND OWNER NAME (bytes 137-168). Remove spaces in the absence of data
5	10	Second Owner Name	41	32	X	Move from Record Type 1

						SECOND OWNER NAME (bytes 137-168). Remove spaces in the absence of data.
6	11	Special Owner Name	71	32	X	Move from Record Type 1 SPECIAL OWNER NAME (bytes 169-200). Remove spaces in the absence of data
7	12	Current Parcel	14	12	9999 999 999	Move from Record Type 1 CURRENT PARCEL (bytes 12-17).
8	13	Legal Description SR# CR# 10950-55082 6/5/2015	7	40	X	Maximum of 171 LEGAL DESCRIPTION LINES. Move from Record Type 2 starting from bytes 54-293. Compress all lines upward. Print a maximum of 12 description lines. If Legal description is GT 12 lines then print 'OVERFLOW DESCRIPTION' legend to the left of the last block (see Field 14)
9	14	LEGEND SR# CR# 10950-55082 06/5/2015	7	20	X	'OVERFLOW DESCRIPTION' (Note: Any overflow legal descriptions will print on the next succeeding notice. All information except for the legal descriptions printed on the first notice will print the same on the overflow notices.)
10	15	Executed Date	10	18	X	Move SYSIN DATE

11	16	Sale Number	13	5	ZZZZ9	Move from Record Type 1 SALE NUMBER (bytes 18-22)
12	17	Item Number NOTE: Changes by COM Xerox not to print 5/16/99	32	5	99999	Move from Record Type 1 ITEM NUMBER (bytes 23-25)
13	18	LEGEND	6	4	X	'SEQ'
13	19	Sequence Number	11	6	ZZZZZ9	Computer generated sequential printing number for this run beginning at 1.

2.11 Notice of Personal Contact

X -Alphanumeric
9 - Digits
Z - Zero Suppress
^ - Space

PRINT LINE	FIELD	FIELD NAME	START PRINT POS	LENGTH OF FIELD	FORMAT	INSTRUCTIONS
1	1	First Owner Name	36	32	X	Move FIRST OWNER NAME (bytes 73-104)
2	2	First Owner Overflow	36	32	X	Move FIRST OWNER OVERFLOW (bytes 105-136)
3	3	Second Owner Name	36	32	X	Move SECOND OWNER NAME (bytes 137-168)
4	4	Special Owner Name	36	32	X	Move SPECIAL OWNER NAME (bytes 169-200)
		Skip one print line				
5	5	Address Line 1	36	32	X	Move ADDRESS LINE 1 (bytes 202-233)
6	6	Address Line 2	36	32	X	Move ADDRESS LINE 2 (bytes 234-265_
7	7	Current Parcel	36	12	9999 999 999	Move CURRENT PARCEL (bytes 12-17)
8	8	Group Parcel	36	12	9999 999 999	Move GROUP PARCEL (bytes 2-7)
		Skip one print line				
9	9	Sale Number	21	5	X	Move SALE NUMBER (bytes 18-22)
9	10	Item Number	51	5	ZZZZ9	Move ITEM NUMBER (bytes 23-26)
10	11	Sequence Number	11	6	ZZZZZ9	Computer generated sequential printing number for this run beginning 1.

2.12 Field Investigation

X – Alphanumeric

9 – Digit

Z – Zero Suppress

^ - Space

PRINT LINE	FIELD	FIELD NAME	START PRINT POS	LENGTH Of FIELD	FORMAT	INSTRUCTION
1	1	Group Parcel Number	8	12	9999 999 999	Move from Record Type 1 Group Parcel (bytes 2-7)
1	2	Legend	22	14	X	If GROUP PARCEL (bytes 2-7 Record Type 1) not equal to CURRENT PARCEL (bytes 12-17 Record Type 1) then move the Legend 'CURRENT PARCEL' Else, move blanks.
1	3	Current Parcel	36	12	9999 999 999	If GROUP PARCEL (bytes 2-7 Record Type 1) mot equal to CURRENT PARCEL (bytes 12-17 Record Type 1) then move CURRENT PARCEL (bytes 12-17 Record Type 1) else, move blanks.
1	4	Legend	51	3	X	'KEY'
1	5	Key	55	1	9	1 = Current Year minus 5 2 = Current Year minus 6

PRINT LINE	FIELD	FIELD NAME	START PRINT POS	LENGTH Of FIELD	FORMAT	INSTRUCTION
1	6	Tax Defaulted Year	68	4	CCYY	Move from Record Type 1 TAX DEFAULTED YEAR (byte 30-33).
1	7	Tax Defaulted Amount	80	16	Z,ZZZ,ZZZ,ZZZ,99	Move from Record Type 1 TAX DEFAULTED AMOUNT (byte 41-47).
1	8	Year Subject to Power to Sale	107	4	CCYY	Move current year
1	9	Sale Number	120	5	X	Move from Record Type 1 SALE NUMBER (byte 18-22).
1	10	Item Number	132	5	ZZZZ9	Move from Record Type 1 ITEM NUMBER (bytes 23-25)
2	11	Assessment Parcel	8	12	9999 999 999	Move from Record Type 3 ASSESSMENT PARCEL (bytes 34-39).
2	12	Assessment Year	21	4	CCYY	Move from Record Type 2 ASSMT YR (bytes 41-43).
2	13	Assessment Sequence	26	3	999	Move from Record Type 3 ASSESSMENT SEQUENCE (bytes 44-45).
2	14	Tax Rate Area Number	30	5	ZZZ9	Move from Record Type 3 TRA (bytes 68-72).

PRINT LINE	FIELD	FIELD NAME	START PRINT POS	LENGTH Of FIELD	FORMAT	INSTRUCTION
2	15	Tax Due Amount	36	14	ZZZ,ZZZ,ZZZ.99	Move from Record Type 3 TAX DUE (bytes 267-272).
2	16	Situs Street Address	55	32	X	Move from Record Type 1 ADDRESS LINE 1 (bytes 202-233). IF ADDRESS LINE 1 EQ blanks, then move ADDRESS LINE 2 (see Field 15).
2	17	Situs City, State, Zip	88	32	X	Move from Record Type 1 ADDRESS LINE 2 (bytes 234-265). IF SITUS ADDRESS LINE 1 AND SITUS ADDRESS LINE EQ blanks, then begin printing LEGAL DESCRIPTIONS (see Field 17).
3	18	First Owner Name	8	32	X	Move from Record Type 3 FIRST OWNER NAME (bytes 73-104).
3	19	Legal Description Lines	55	81	X	Maximum of 171 Legal Description Lines. Move from Record Type 2 starting from bytes 54-293. Compress upward and all blocks to the left. Print a maximum of 22 description lines if SITUS ADDRESS Lines is present, else print maximum of 23 description lines. If Legal description is GT 23 lines (22 lines if SITUS ADDRESS prints) then print 'OVERFLOW DESCRIPTION' legend to the left of the last block (see Field 19a).

PRINT LINE	FIELD	FIELD NAME	START PRINT POS	LENGTH Of FIELD	FORMAT	INSTRUCTION
3	19a	Legend	55	20	X	'OVERFLOW DESCRIPTION' (NOTE: Any overflow legal descriptions will print on the next succeeding memo. Print Sale Number (See field 7) and Item Number (See Field 8) on the next succeeding memo.
4	20	First Owner Overflow	10	32	X	Move from Record Type 3 FIRST OWNER OVERFLOW (bytes 105-136). If FIRST OWNER OVERFLOW EQ spaces then move SECOND OWNER NAMES (bytes 137-169).
5	21	Second Owner Overflow	8	32	X	Move from Record Type 3 SECOND OWNER NAME (bytes 137-169). If SECOND OWNER NAME (byte 137-169) EQ spaces then move SPECIAL OWNER NAME (byte 169-200)
6	22	Mail Address Line 1	8	32	X	Move from Record Type 3 MAIL ADDRESS LINE1 (bytes 202-233).
7	23	Mail Address Line 2 Assessed Value Information:	8	32	X	Move from Record Type 3 MAIL ADDRESS LINE 2 (bytes 234-265). Printed only for the first and last delinquency.

PRINT LINE	FIELD	FIELD NAME	START PRINT POS	LENGTH Of FIELD	FORMAT	INSTRUCTION
8	24	*Legend	8	4	X	'LAND'
8	25	*Land Value	13	10	ZZZ,ZZZ,ZZ9	Move from Record Type 3 LAND VALUE (bytes 58-62).
8	26	*Legend	25	4	X	'IMPS'
8	27	*Improvement Value	30	10	ZZ,ZZZ,ZZ9	Move from Record Type 3 IMPROVEMENTS VALUE (bytes 63-67).
		Skip One Print Line				
9	28	Legend	8	3	X	'SEQ'
9	29	Sequence Number	12	6	ZZZZZ9	Computer generated sequential printing number for this run beginning at 1.

2.13 Sealed Bid

Same as other Auction notices

Section 3 – Unsecured Tax Roll

3.1 Unsecured Current Year Tax Bill

Print Line	Field	Field Name	Start Print Position	Length of Field	Format	Instructions
Skip 6	Print	Lines from edge of form				
		BODY OF THE BILL				
1	1	Roll Year	64	4	CCYY	UTEF Field 43 – Roll Year
1	2	Current Year	78	4	CCYY	UTEF Field 43 – Roll Year plus (+) 1
2	3	Roll Year	52	4	CCYY	Same as Field 1
Skip 1	Print	Line				
3	4	Roll Year	62	4	CCYY	Same as Field 1
3	5	Volume Bill Number	81	8	9(8)	First Digit always “4” followed by UTEF Field 2 Volume Bill Number.
3	6	Tax Rate Area	96	5	9(5)	UTEF Field 10 – Tax Area Code
4	7	Name – Address Line 1	2	32	X(32)	UTEF Field 36 – First Owner Name. See Page 4 Sequence of Names and Address.
5	8	Name – Address Line 2	2	32	X(32)	UTEF Field 37 – First Owner Name Overflow. See page 4 Sequence of Names and Address.
5	9	Authorization Legends	62	20	X(20)*	UTEF Field 45 – Authorization Change Field. Print for completed authorizations. **FORMAT:** **AAAA 123456 MMDD R O** **AAAA = AUTH OR AAB** • **“AUTH” – Origin key other than “B”** • **“AAB” -Origin Key “B”** **123456 = Auth Number** **MMDD = Auth Date – Month/Day** **R = Reason Key** **O = Origin Key**

Print Line	Field	Field Name	Start Print Position	Length of Field	Format	Instructions
5	10	Legend	78	14	X(14)	Print "**CORRECTED BILL**" if this bill is printed after a complete auth.
6	11	Name – Address Line 3	2	32	X(32)	UTEF Field 38 – Second Owner Name. See Page 4 Sequence of Names and Address.
6	12	Sequence Number	71	6	ZZZZZ9	Completed generated sequential number of the bills printed. Start at "1" on each run.
6	13q	Assessor's ID Number	82	12	X(12)	UTEF Field 9 – Parcel Number **FORMAT: 9999 999 999**
7	14	Name – Address Line 4	2	32	X(32)	UTEF Field 39 – Care of Name or Special Name. See page 4 Sequence of Name and Address.
8	15	Name – Address Line 5	2	32	X(32)	UTEF Field 18 Mailing Address – Street. See page 4 Sequence of Names and Address. Also, Note on Mobile Home.
8	16	Situs – Line 1	66	32	X(32)	UTEF Field 15 – Situs – Street. Print if available. See page 4 for Note on Mobile home.
9	17	Name – Address Line 6	2	32	X(32)	UTEF Field 19 Mailing Address – City and State and UTEF Field 20 – Zip Code. See page 4 Sequence of Names and Address. Zip Code is left justified 2 bytes from last letter of State Abbreviation.
9	18	Situs – Line 2	66	32	X(32)	UTEF Field 16 – SITUS – City and State. Print is available.
Skip 5	Print	Lines				
10	19	Assessment Number	5	10	9(10)	UTEF Field 11 – Company number, boat or aircraft number (On Transfer Bills, this is the Secured Tax Roll – Mapbook, page and parcel number).
10	20	Index Number	19	8	9(8)	UTEF Field 13 Division Index Number, except for Mobile Homes (Vol 499-9

Print Line	Field	Field Name	Start Print Position	Length of Field	Format	Instructions
						and 498-5) when this print field is left blank. See Note on page 4.
10	21	Volume Bill Number	31	10	9(10)	First byte is always a "4" followed by UTEF Field 2 – 7 digit volume bill number.
10	22	PIN		6	X(6)	Unsecured 6 digit PIN
11	23	Description Line 1	2	40	X(40)	UTEF Field 68 Description 1
11	24	Assessor Phone Number	79	14	X(14)	See attachment B for the Table of Phone Numbers including area codes. **FORMAT: (999) 999-9999**
12	25	Description Line 2	2	40	X(40)	UTEF Field 69 Description 2
13	26	Description Line 3	2	40	X(40)	UTEF Field 70 Description 3
13	27	Market – Value Legend	62	10	X(10)	See Page 4 and 5 Market – Value Printing Format.
13	28	Market – Value Amount	80	11	Z(11)	See Page 4 and 5 Market – Value Printing Format.
14	29	Description Line 4	2	40	X(40)	UTEF Field 71 Description 4
14	30	Market – Value Legend	62	10	X(10)	See Page 4 and 5 Market – Value Printing Format.
14	31	Market – Value Amount	80	11	Z(11)	See Page 4 and 5 Market – Value Printing Format.
15	32	Description Line 5	2	40	X(40)	UTEF Field 72 Description 5
15	33	Market – Value Legend	62	10	X(10)	See Page 4 and 5 Market – Value Printing Format.
15	34	Market – Value Amount	80	11	Z(11)	See Page 4 and 5 Market – Value Printing Format.
16	35	Description Line 6	2	40	X(40)	UTEF Field 73 Description 6
16	36	Legend	62	5	X(5)	"TOTAL"
16	37	Market – Value Amount	80	11	Z(11)	Accumulation of Fields 27, 30 and 33. See Page 4 and 5 Market – Value Printing Format.
17	38	Description Line 7	2	40	X(40)	UTEF Field 74 Description 7

Print Line	Field	Field Name	Start Print Position	Length of Field	Format	Instructions
17	39	Legend	64	15	X(15)	"LESS EXEMPTIONS" – Print only if Exemptions are on the file. See page 4 and 5 Market-Value Printing Format.
18	40	Description Line 8	2	40	X(40)	UTEF Field 75 Description 8
18	41	Exemption Value – Legend	62	10	X(10)	Print only if Exemptions are on the file. See page 4 and 5 Market-Value Printing Format.
18	42	Exemption Value – Amount	80	11	Z(11)	Print only if Exemptions are on the file. See page 4 and 5 Market-Value Printing Format.
19	43	Description Line 9	2	40	X(40)	UTEF Field 76 Description 9
19	44	Exemption Value – Legend	62	10	X(10)	Print only if Exemptions are on the file. See page 4 and 5 Market-Value Printing Format.
19	45	Exemption Value – Amount	80	11	Z(11)	Print only if Exemptions are on the file. See page 4 and 5 Market-Value Printing Format.
20	46	Description Line 10	2	40	X(40)	UTEF Field 77 Description 10
20	47	Legend	62	9	X(9)	"NET TOTAL"
20	48	Exemption Value – Amount	80	11	Z(11)	Computed amount of money value in Field 27 minus (-) Fields 41 and 44.
21	49	Legend	62	10	X(10)	"TAX AMOUNT". Print legend on Re-bills only.
21	50	Tax Amount	79	14	$Z(8)V99	UTEF Field 28 – Total Taxes Due. Print on Re-bills only. See page 4 and 5 – Market Printing Format.
22	51	Legend	64	14	X(14)	"LESS AMT. PAID". Print legend on Re-bills only.
22	52	Less Amount Paid	80	14	Z(8)V99	UTEF Field 44 – Prior Paid Amount. See page 4 and 5 – Market Printing Format.
22	53	Legend	94	1	X	Print "*" only on the Re-bills if UTEF Field 42 Prior Paid Penalty Flag is not equal to zero or blank.
23	54	Legend	62	15	X(15)	"PLUS REFUND TAX". Print legend on Re-bills only.

Print Line	Field	Field Name	Start Print Position	Length of Field	Format	Instructions
23	55	Refund Tax Amount	78	13	Z(8)V99	UTEF Field 12 Refund Amount. See Page 4 and 5 – Market Value Printing Format.
24	56	Legend	62	15	X(15)	"TOTAL TAXES DUE". Print legend on Re-Bills only.
24	57	Total Taxes Due Amount	78	13	Z(8)V99	Total of Field 49 minus (-) Field 44 plus (+) Field 53. See Page 4 and 5 – Market Value Printing Format.
25	58	Tax Agency Legend 1	2	16	X(16)	UTEF Field 46 – Agency Data 1. See Page 5 and 6 for Taxing Agency Information.
25	59	Tax Rate	20	8	9(8)	UTEF Field 46 – Agency Data 1. See Page 5 and 6 for Taxing Agency Information. **FORMAT: ZZ999999**
25	60	Tax Agency Amount	30	14	$Z(8)V99	UTEF Field 46 – Agency Data 1. See Page 5 and 6 for Taxing Agency Information. **FORMAT:$ ZZ,ZZZ,ZZZ.99**
25	61	Tax Agency Legend 2	2	16	X(16)	UTEF Field 46 – Agency Data 2. See Page 5 and 6 for Taxing Agency Information.
25	62	Tax Rate	20	8	9(8)	UTEF Field 46 – Agency Data 2. See Page 5 and 6 for Taxing Agency Information. **FORMAT: ZZ999999**
25	63	Tax Agency Amount	30	15	$Z(9)V99	UTEF Field 46 – Agency Data 2. See Page 5 and 6 for Taxing Agency Information. **FORMAT:$ ZZZ,ZZZ,ZZZ.99**
26	64	Tax Agency Legend 3	2	16	X(16)	UTEF Field 46 – Agency Data 3. See Page 5 and 6 for Taxing Agency Information.

Print Line	Field	Field Name	Start Print Position	Length of Field	Format	Instructions
26	65	Tax Rate	20	8	9(8)	UTEF Field 46 – Agency Data 3. See Page 5 and 6 for Taxing Agency Information. **FORMAT: ZZ999999**
26	66	Tax Agency Amount	30	15	$Z(9)V99	UTEF Field 46 – Agency Data 2. See Page 5 and 6 for Taxing Agency Information. **FORMAT:$ ZZZ,ZZZ,ZZZ.99**
27	67	Tax Agency Legend 4	2	16	X(16)	UTEF Field 46 – Agency Data 4. See Page 5 and 6 for Taxing Agency Information.
27	68	Tax Rate	20	8	9(8)	UTEF Field 46 – Agency Data 4. See Page 5 and 6 for Taxing Agency Information. **FORMAT: ZZ999999**
27	69	Tax Agency Amount	30	15	$Z(9)V99	UTEF Field 46 – Agency Data 4. See Page 5 and 6 for Taxing Agency Information. **FORMAT:$ ZZZ,ZZZ,ZZZ.99**
27	70	Legend Line	55	48	X(42)	Print legend on all File 2 Marine and Aircraft bills only (UE05). **"IF SOLD PRIOR TO MARCH 1, RETURN BILL WITH"** Auth Bills only (UE55) except Volume 498 **"PAYMENT WILL BE ACCEPTED WITHOUT PENALTY^^"**
28	71	Tax Agency Legend 5	2	16	X(16)	UTEF Field – Agency Data 5. See Page 5 and 6 for Taxing Agency information.
28	72	Tax Rate	20	8	9(8)	UTEF Field 46 – Agency Data 5. See Page 5 and 6 for Taxing Agency. **FORMAT: ZZ999999**
28	73	Tax Agency Amount	30	15	$Z(9)V99	UTEF Field 46 – Agency Data 4. See Page 5 and 6 for Taxing Agency Information.

Print Line	Field	Field Name	Start Print Position	Length of Field	Format	Instructions
						FORMAT:$ ZZZ,ZZZ,ZZZ.99
28	74	Legend Line	55	40	X(40)	Print legend on all File 2 Marine and Aircraft bills only (UE05). **"NEW OWNER'S NAME, ADDRESS, AND SALE DATE."** Auth Bills only (UE55) except Volume 498 **"UNTIL MM-DD-YY."**
29	75	Tax Agency Legend 6	2	16	X(16)	UTEF Field – Agency Data 6. See Page 5 and 6 for Taxing Agency information.
29	76	Tax Rate	20	8	9(8)	UTEF Field 46 – Agency Data 6. See Page 5 and 6 for Taxing Agency. **FORMAT: ZZ999999**
29	77	Tax Agency Amount	30	15	$Z(9)V99	UTEF Field 46 – Agency Data 6. See Page 5 and 6 for Taxing Agency Information. **FORMAT:$ ZZZ,ZZZ,ZZZ.99**
30	78	Tax Agency Legend 7	2	16	X(16)	UTEF Field – Agency Data 7. See Page 5 and 6 for Taxing Agency information.
30	79	Tax Rate	20	8	9(8)	UTEF Field 46 – Agency Data 7. See Page 5 and 6 for Taxing Agency. **FORMAT: ZZ999999**
30	80	Tax Agency Amount	30	15	$Z(9)V99	UTEF Field 46 – Agency Data 7. See Page 5 and 6 for Taxing Agency Information. **FORMAT:$ ZZZ,ZZZ,ZZZ.99**
31	81	Tax Agency Legend 8	2	16	X(16)	UTEF Field – Agency Data 8. See Page 5 and 6 for Taxing Agency information.
31	82	Tax Rate	20	8	9(8)	UTEF Field 46 – Agency Data 8. See Page 5 and 6 for Taxing Agency. **FORMAT: ZZ999999**
31	83	Tax Agency Amount	30	15	$Z(9)V99	UTEF Field 46 – Agency Data 8. See Page 5 and 6 for Taxing Agency Information. **FORMAT:$ ZZZ,ZZZ,ZZZ.99**

Print Line	Field	Field Name	Start Print Position	Length of Field	Format	Instructions
31	84	Legend	55	44	X(44)	Print legend on Re-Bills or Transfer Bills. REBILLS – print only if "*" was printed in Field 52 above. **"*THIS PAYMENT AMOUNT DOES NOT INCLUDE ANY ^^"** **TRANSFERS:** **"**ADDITIONAL PENALTIES COMPUTED ON THIS BILL"**
31	85	Tax Agency Legend 9	2	16	X(16)	UTEF Field – Agency Data 9. See Page 5 and 6 for Taxing Agency information.
31	86	Tax Rate	20	8	9(8)	UTEF Field 46 – Agency Data 9. See Page 5 and 6 for Taxing Agency. **FORMAT: ZZ999999**
31	87	Tax Agency Amount	30	15	$Z(9)V99	UTEF Field 46 – Agency Data 9. See Page 5 and 6 for Taxing Agency Information. **FORMAT:$ ZZZ,ZZZ,ZZZ.99**
31	88	Legend	55	43	X(44)	Print legend on Re-Bills or Transfer Bills. REBILLS – print only if "*" was printed in Field 52 above. **"PENALTIES PAID."** **TRANSFERS:** **"INCLUDE JULY, AUGUST CCYY, ACCRUED AT THE ^"** Where as CCYY = Current year.
32	89	Tax Agency Legend 10	2	16	X(16)	UTEF Field – Agency Data 10. See Page 5 and 6 for Taxing Agency information.
32	90	Tax Rate	20	8	9(8)	UTEF Field 46 – Agency Data 10. See Page 5 and 6 for Taxing Agency. **FORMAT: ZZ999999**
32	91	Tax Agency Amount	30	15	$Z(9)V99	UTEF Field 46 – Agency Data 10. See Page 5 and 6 for Taxing Agency Information.

Print Line	Field	Field Name	Start Print Position	Length of Field	Format	Instructions
						FORMAT:$ ZZZ,ZZZ,ZZZ.99
32	92	Legend	55	25	X(25)	Print legend on Transfers only. **"RATE OF 1 ½ % PER MONTH."**
33	93	Tax Agency Legend 11	2	16	X(16)	UTEF Field – Agency Data 11. See Page 5 and 6 for Taxing Agency information.
33	94	Tax Rate	20	8	9(8)	UTEF Field 46 – Agency Data 11. See Page 5 and 6 for Taxing Agency. **FORMAT: ZZ9999**
33	95	Tax Agency Amount	30	15	$Z(9)V99	UTEF Field 46 – Agency Data 11. See Page 5 and 6 for Taxing Agency Information. **FORMAT:$ ZZZ,ZZZ,ZZZ.99**
34	96	Tax Agency Legend 12	2	16	X(16)	UTEF Field – Agency Data 12. See Page 5 and 6 for Taxing Agency information.
34	97	Tax Rate	20	8	9(8)	UTEF Field 46 – Agency Data 12. See Page 5 and 6 for Taxing Agency. **FORMAT: ZZ9999**
34	98	Tax Agency Amount	30	15	$Z(9)V99	UTEF Field 46 – Agency Data 12. See Page 5 and 6 for Taxing Agency Information. **FORMAT:$ ZZZ,ZZZ,ZZZ.99**
35	99	Tax Agency Legend 13	2	16	X(16)	UTEF Field – Agency Data 13. See Page 5 and 6 for Taxing Agency information.
35	100	Tax Rate	20	8	9(8)	UTEF Field 46 – Agency Data 13. See Page 5 and 6 for Taxing Agency. **FORMAT: ZZ9999**
35	101	Tax Agency Amount	30	15	$Z(9)V99	UTEF Field 46 – Agency Data 13. See Page 5 and 6 for Taxing Agency Information. **FORMAT:$ ZZZ,ZZZ,ZZZ.99**
35	102	Total Tax	76	14	$Z(8)V99	UTEF Field 28 – Total Taxes Due. On Re-bills, this is a program computed amount.
36	103	Tax Agency Legend 14	2	16	X(16)	UTEF Field – Agency Data 14. See Page 5 and 6 for Taxing Agency information.

Print Line	Field	Field Name	Start Print Position	Length of Field	Format	Instructions
36	104	Tax Rate	20	8	9(8)	UTEF Field 46 – Agency Data 14. See Page 5 and 6 for Taxing Agency. **FORMAT: ZZ9999**
36	105	Tax Agency Amount	30	15	$Z(9)V99	UTEF Field 46 – Agency Data 14. See Page 5 and 6 for Taxing Agency Information. **FORMAT:$ ZZZ,ZZZ,ZZZ.99**
36	106	Delinquent Date	71	6	MM/DD/YY	See Note 1 – Page 3
36	107	10% Penalty	83	14	$Z(8)V99	UTEF Field 29 – 10% Penalty. On the Transfer Bills, calculate this field as 10% of the UTEF28 – Total Tax Due plus $10.00.
37	108	Tax Agency Legend 15	2	16	X(16)	UTEF Field – Agency Data 15. See Page 5 and 6 for Taxing Agency information.
37	109	Tax Rate	20	8	9(8)	UTEF Field 46 – Agency Data 15. See Page 5 and 6 for Taxing Agency. **FORMAT: ZZ9999**
37	110	Tax Agency Amount	30	15	$Z(9)V99	UTEF Field 46 – Agency Data 15. See Page 5 and 6 for Taxing Agency Information. **FORMAT:$ ZZZ,ZZZ,ZZZ.99**
37	111	Collection Costs	84	13	Z(8)V99	This field current not used.
38	112	Tax Agency Legend 16	2	16	X(16)	UTEF Field – Agency Data 16. See Page 5 and 6 for Taxing Agency information.
38	113	Tax Rate	20	8	9(8)	UTEF Field 46 – Agency Data 16. See Page 5 and 6 for Taxing Agency. **FORMAT: ZZ9999**
38	114	Tax Agency Amount	30	15	$Z(9)V99	UTEF Field 46 – Agency Data 16. See Page 5 and 6 for Taxing Agency Information. **FORMAT:$ ZZZ,ZZZ,ZZZ.99**
38	115	Legend	72	2	X(2)	Print legend “**” on the Transfer Bills only.
38	116	Additional Penalty Amount	84	13	Z(8)V99	Transfer Bills only. Calculate this field as 3% of UTEF Field 28.

Print Line	Field	Field Name	Start Print Position	Length of Field	Format	Instructions
39	117	Tax Agency Legend 17	2	16	X(16)	UTEF Field – Agency Data 17. See Page 5 and 6 for Taxing Agency information.
39	118	Tax Rate	20	8	9(8)	UTEF Field 46 – Agency Data 17. See Page 5 and 6 for Taxing Agency. **FORMAT: ZZ9999**
39	119	Tax Agency Amount	30	15	$Z(9)V99	UTEF Field 46 – Agency Data 17. See Page 5 and 6 for Taxing Agency Information. **FORMAT:$ ZZZ,ZZZ,ZZZ.99**
39	120	Total After Penalties Amount	84	13	Z(8)V99	Transfer Bills only. An accumulated total of: Field 102 – Total Tax Field 107 – 10% Penalty Field 116 – Additional Penalties
40	121	Tax Agency Legend 18	2	16	X(16)	UTEF Field 46– Agency Data 18. See Page 5 and 6 for Taxing Agency information.
40	122	Tax Rate	20	8	9(8)	UTEF Field 46 – Agency Data 18. See Page 5 and 6 for Taxing Agency. **FORMAT: ZZ9999**
40	123	Tax Agency Amount	30	15	$Z(9)V99	UTEF Field 46 – Agency Data 18. See Page 5 and 6 for Taxing Agency Information. **FORMAT:$ ZZZ,ZZZ,ZZZ.99**
41	124	Tax Agency Legend 19	2	16	X(16)	UTEF Field – Agency Data 19. See Page 5 and 6 for Taxing Agency information.
41	125	Tax Rate	20	8	9(8)	UTEF Field 46 – Agency Data 19. See Page 5 and 6 for Taxing Agency. **FORMAT: ZZ9999**
41	126	Tax Agency Amount	30	15	$Z(9)V99	UTEF Field 46 – Agency Data 19. See Page 5 and 6 for Taxing Agency Information. **FORMAT:$ ZZZ,ZZZ,ZZZ.99**

Print Line	Field	Field Name	Start Print Position	Length of Field	Format	Instructions
42	127	Tax Agency Legend 20	2	16	X(16)	UTEF Field 46 – Agency Data 20. See Page 5 and 6 for Taxing Agency information.
42	128	Tax Rate	20	8	9(8)	UTEF Field 46 – Agency Data 20. See Page 5 and 6 for Taxing Agency. **FORMAT: ZZ9999**
42	129	Tax Agency Amount	30	15	$Z(9)V99	UTEF Field 46 – Agency Data 20. See Page 5 and 6 for Taxing Agency Information. **FORMAT:$ ZZZ,ZZZ,ZZZ.99**
43	130	Tax Agency Legend 21	2	16	X(16)	UTEF Field – Agency Data 21. See Page 5 and 6 for Taxing Agency information.
43	131	Tax Rate	20	8	9(8)	UTEF Field 46 – Agency Data 21. See Page 5 and 6 for Taxing Agency. **FORMAT: ZZ9999**
43	132	Tax Agency Amount	30	15	$Z(9)V99	UTEF Field 46 – Agency Data 21. See Page 5 and 6 for Taxing Agency Information. **FORMAT:$ ZZZ,ZZZ,ZZZ.99**
44	133	Tax Agency Legend 22	2	16	X(16)	UTEF Field 46 – Agency Data 22. See Page 5 and 6 for Taxing Agency information.
44	134	Tax Rate	20	8	9(8)	UTEF Field 46 – Agency Data 22. See Page 5 and 6 for Taxing Agency. **FORMAT: ZZ9999**
44	135	Tax Agency Amount	30	15	$Z(9)V99	UTEF Field 46 – Agency Data 22. See Page 5 and 6 for Taxing Agency Information. **FORMAT:$ ZZZ,ZZZ,ZZZ.99**
Skip 6	Print	Lines				
		STUB PORTION				
45	136	Tax Year	3	4	CCYY	UTEF Field 43 – Roll Year
45	137	Volume Bill Number	18	8	9(8)	First Digit always “4” followed by UTEF Field 2 Volume Bill Number.

Print Line	Field	Field Name	Start Print Position	Length of Field	Format	Instructions
45	138	Assessment Number	43	10	9(10)	UTEF Field 11 – Company number, boat or aircraft number. (On Transfer Bills, this is the Secured Tax Roll – mapbook, page and parcel number).
46	139	Sequence Number	8	3	9(3)	Always print “000” (zeroes)
46	140	Pay Key	24	1	9(1)	Uf UTEF Field 43 is an even number print an “8”, else print a “9”.
46	141	Index Number	42	8	9(8)	UTEF Field 13 Division Index Number, except for Mobile Holes (Vol 499-9 and 498-5) when this print field is left blank. See Note on page 4.
	142	Authorization Legends	3	20	X(20)	UTEF Field 45 – Authorization Change Field. Print for completed Authorizations. **FORMAT:** **AAAA 123456 MMDD R O** **AAAA = AUTH OR AAB** **• “AUTH” – Origin key other than “B”** **• “AAB” -Origin Key “B”** **123456 = Auth Number** **MMDD = Auth Date – Month/Day** **R = Reason Key** **O = Origin Key**
47	143	Legend	20	14	X(14)	Print “**CORRECTED BILL**” if this bill is printed after a completed auth.
47	144	Total Tax	80	14	$Z(8)V99	UTEF Field 28 – Total Taxes Due. On Re-bills, this is a program computed amount.
48	145	Delinquent Date	73	6	MM/DD/YY	See Note 1 – page 3.
48	146	10% Penalty	85	14	$Z(8)V99	UTEF Field 29 – 10% Penalty. On the Transfer Bills, calculate this field as 10%

Print Line	Field	Field Name	Start Print Position	Length of Field	Format	Instructions
						of the UTEF 28 – Total Tax Due plus $10.00.
49	147	Collection Costs	86	13	Z(8)V99	This field currently not used.
50	148	Legend	77	2	X(2)	Print legend "**" on the Transfer Bills only.
50	149	Additional Penalty Amount	85	13	Z(8)V99	Transfer Bills only. Calculate this field as 3% of UTEF Field 28.
60	150	Total After Penalties Amount	85	13	Z(8)V99	Transfer Bills only. An accumulated total of: Field 102 – Total Tax Field 107 – 10% Penalty Field 116 – Additional Penalties
61	151	Name – Address Line 1	3	32	X(32)	UTEF 36 – First owner Name. See Page 4 – Sequence of Names and Addresses.
62	152	Name – Address Line 2	3	32	X(32)	UTEF 38 – Second owner Name. See Page 4 – Sequence of Names and Addresses.
63	153	Name – Address Line 3	3	32	X(32)	UTEF 18 – Mailing Address – Street. See Page 4 – Sequence of Names and Addresses.
64	154	Name – Address Line 4	3	32	X(32)	UTEF 19 – Mailing Address – City and State and UTEF Field 20 – Zip Code. See Page 4 – Sequence of Names and Addresses, also, Note on Mobile Homes. Zip code is left justified, 2 bytes from the last letter of the State abbreviation.
Skip 5	Print	Lines				
65	155	Printer Alignment Symbol	1	1	X	Always "**X**"
65	156	Scan Line	35	47	9(47)	See Scan Line Printing Format – pages 2 and 3.
Skip 1	Print	Line				
66	157	Print Date	1	10	X(10)	Run date. Print on Auth Bills only (UE55).

Print Line	Field	Field Name	Start Print Position	Length of Field	Format	Instructions
66	158	Total Amount Due	11	13	Z(8)V99	UTEF Field 28 Total Tax Due plus (+) UTEF Field 29 10% Penalty.
66	159	10% Penalty	24	13	Z(8)V99	UTEF Field 29 – 10% Penalty. On the Transfer Bills, calculate this field as 10% of the UTEF 28 – Total Tax Due plus $10.00.

3.2 Unsecured Current Year Tax Bill Supplemental (Auth/Add)

Shares the same file layout as Unsecured Current Year Tax Bill. See Section 3.1

3.3 Unsecured Multiple Owner Bills

Shares the same file layout as Unsecured Current Year Tax Bill. See Section 3.1

3.4 Unsecured Notice of Enforcement (NOE)

Print	Field	Field Name	Start Print Position	Length of Field	Format	Instructions
Body of Notice Skip Four						
1	1	Legend	1	6	X(6)	Print 'VOLUME'
	2	Volume number	9	3	9(3)	Print "4" as the first number then use UTDF Field 18(digit 1 and 2)
	3	Program Number	30	4	X(4)	Print "UDXX" XX = Program Number Billing Season print 17(March to June) ; Auth Season (July to June) print 67
	4	Legend	38	53	X(59)	Print 'UNSECURED (ACCOUNTING) ACCUMULATED PAYMENT LIST AS OF'
	5	Payment Date	92	10	MM-DD-CCYY	Payment Date – Cut off Date File
	6	Legend	110	4	X(4)	Print 'PAGE'
	7	Page Number	116	5	ZZZ9	Computer generated sequential page number beginning at 1
2	Skip 3 Print Lines Start print - Second Line Information Printed for each Volume Number					
	8	Legend	1	4	X(4)	Print 'BILL'

	9	Legend	11	6	X(6)	Print ‘AMOUNT’
	10	Legend	21	2	X(2)	Print ‘TP’
	11	Legend	27	3	X(3)	Print ‘GRP’
	12	Legend	33	4	X(4)	Print ‘DATE’
	13	Legend	40	15	X(15)	Print ‘DATE DELINQUENT’’
	14	Legend	55	1	X	Print ‘K’
	15	Legend	60	7	X(7)	Print ‘FILE NO’
	16	Legend	70	8	X(8)	Print ‘TAX PAID’
	17	Legend	80	8	X(8)	Print ‘PEN PAID’
	18	Legend	93	10	X(10)	Print ‘ADPEN PAID’
	19	Legend	105	9	X(9)	Print ‘COST PAID’
	20	Legend	116	21	X(21)	Print ‘REMAINING BALANCE DUE’
	Skip two print lines					

3	Start print - First detail line - prints data from Taxes Due File and Current TRTPUUPY DB2 Table					
	21	Bill Number	1	5	9(5)	From current TRTPUUPY DB2 Table PYMNT-VOL-BILL. Volume Bill Number Do not suppress leading zeros
	22	Amount Paid	8	10	Z(6).99	From current TRTPUUPY DB2 Table PYMNT-PAY-AMT. Do not suppress leading zeros
	23	TP	21	1	X	From current TRTPUUPY DB2 Table PYMNT-TXN-TYPE. Transaction Type Key
	24	Posting Key	22	1	X	From current TRTPUUPY DB2 Table PYMT-POST-KEY
	25	Group Number	27	3	9(3)	From current TRTPUUPY DB2 Table PYMNT-GRP-NBR
	26	Date	32	6	CC-MM-DD	From current TRTPUUPY DB2 Table PYMNT-COMP-DATE
	27	Date Delinquent	43	6	YY-MM-DD	See Note #1 Date bill became delinquent. Instructions for determining date delinquent
	28	Scanner Key	55	1	9(1)	From current TRTPUUPY DB2 Table First digit of the PYMNT-FILE-NBR
	29	File Number	60	8	9(8)	Starting at the second position from current TRTPUUPY DB2 Table PYMNT-FILE-NBR
	30	Tax Paid	69	10	Z(6).99	From current TRTPUUPY DB2 Table PYMNT-APPL-TAX
	31	Pen paid	80	10	Z(6)9.99	From current TRTPUUPY DB2 Table PYMNT-APPL-PEN
	32	Adpen Paid	92	10	Z(6)9.99	From current TRTPUUPY DB2 Table PYMNT-APPL-ADD

	33	Cost Paid	104	10	Z(6)9.99	From current TRTPUUPY DB2 Table PYMNT-APPL-CST
	34	Remaining Balance Due	129	10	Z(6)9.99	Remaining Balance Due From UTDF, Total Taxes Due, Field 26g
4	Skip one Print line Detail Line Continue Volume Detail					
	35	Legend	1	6	X(6)	Print 'VOLUME'
	36	Volume Number	8	3	9(3)	Print "4" as the first number then use UTDF Field 18(digit1 and 2)
	37	Legend	29	22	X(22)	Print 'CONTINUED ON NEXT PAGE'
5	Information Printed For Volume Totals Summary Line Volume Totals					
	38	Legend	1	6	X(6)	Print 'VOLUME'
	39	Volume Number	8	3	9(3)	Print "4" as the first number then use UTDF Field 18(digit1 and 2)
	40	Legend	13	11	X(11)	Print "TOTAL ITEMS PAID "
	41	Count of Items	30	6	Z(5)9	Accumulated total of records

	42	Legend	38	11	X(11)	Print “TOTAL APPLIED AMOUNT”
	43	Total Applied Amount	59	10	Z(6)9.99	Accumulated total of Amount Paid “From current TRTPUUPY DB2 Table PYMNT-PAY-AMT. Do not suppress leading zeros
6	Summary Line Volume Totals continued					
	44	Legend	1	14	X(14)	Print ‘TOTAL TAX PAID’
	45	Tax Paid	16	10	Z(6)9.99	Accumulated total of ‘ TAX PAID’ Fields
	46	Legend	27	14	X(14)	Print “TOTAL PEN PAID”
	47	PenaltyPaid	42	10	Z(6)9.99	Accumulated total of ‘PEN PAID’ Fields
	48	Legend	54	16	X(16)	Print ‘TOTAL ADPEN PAID’
	49	Additional Penalty Paid	72	10	Z(6)9.99	Accumulated total of ‘ADPEN PAID’ Fields
	50	Legend	84	15	X(15)	Print ‘TOTAL COST PAID’
	51	Cost Paid	99	10	Z(6)9.99	Accumulated total of ‘ COST PAID’ Fields
	52	Legend	111	11	X(11)	Print ‘BALANCE DUE’

	53	Balance Due	122	10	Z(6)9.99	Accumulated total of 'REMAINING BALANCE DUE' Fields
7	Information Printed For County totals - Last Page of this report Summary Line County Totals (total of all volumes combined)					
	54	Legend	1	6	X(6)	Print 'COUNTY'
	55	Legend	13	11	X(11)	Print "TOTAL ITEMS PAID"
	56	Count of Items	30	6	Z(5)9	Accumulated total number of records.
	57	Legend	38	11	X(11)	Print "TOTAL APPLIED AMOUNT"'
	58	Total Applied Amount	59	10	Z(6)9.99	Accumulated total of Amount Paid "From current TRTPUUPY DB2 Table PYMNT-PAY-AMT. Do not suppress leading zeros
8	Summary Line County Totals (total of all volumes combined)					
	59	Legend	1	14	X(14)	Print 'TOTAL TAX PAID'
	60	Tax Paid	16	10	Z(6)9.99	Accumulated total of ' TAX PAID' Fields
	61	Legend	27	14	X(14)	Print "TOTAL PEN PAID"

	62	PenaltyPaid	42	10	Z(6)9.99	Accumulated total of 'PEN PAID' Fields
	63	Legend	54	16	X(16)	Print 'TOTAL ADPEN PAID'
	64	Additional Penalty Paid	72	10	Z(6)9.99	Accumulated total of 'ADPEN PAID' Fields
	65	Legend	84	15	X(15)	Print 'TOTAL COST PAID'
	66	Cost Paid	99	10	Z(6)9.99	Accumulated total of ' COST PAID' Fields
	67	Legend	111	11	X(11)	Print 'BALANCE DUE'
	68	Balance Due	122	10	Z(6)9.99	Accumulated total of 'REMAINING BALANCE DUE' Fields, Total of Field 22 -Amount Paid, minus (-) Field 30,Tax Paid, minus (-) Field 31 Penpaid, minus

						(-) Field 32 Adpen Paid,minus (-) Field 33 Cost Paid

3.5 Unsecured Notice of Lien (NOL)

Print Line	Field	Field Name	Start Print Position	Length of Field	Format	Instructions
Skip Four (4) Lines						
1	1	Date	1	10		Current Date format MM/DD/CCYY
1	2	Tax $	34	11	Z(8)V99	See INSTRUCTIONS FOR SELECTING TAX AMOUNT AND PENALTY AMOUNT
1	3	Pen.$	46	8	Z(5)V99	See INSTRUCTIONS FOR SELECTING TAX AMOUNT AND PENALTY AMOUNT
1	4	Add'l Pen.$	59	8	Z(5)V99	See INSTRUCTIONS FOR DETERMINING DELINQUENT DATE AND INSTRUCTIONS ON CALCULATING ADDITIONAL PENALTY
2	5	Collection Cost	38	6	Z(5)V99	Print '49.00'
2	6	Total $	47	12	Z(9)V99	Add Fields 2,3,4 and 5
3	7	Date				Format MM/DD/CCYY See- MERGE DATA FILE (UTR; LRCL=372 01 MERGE-BILL-RECORD- 02 MERGE-PROCESS-DATE
4	8	First Owner Name	1	32	X(32)	See – INSTRUCTIONS FOR PRINTING SEQUENCE OF NAMES AND ADDRESSES
5	9	Second Owner Name	2	32	X(32)	See – INSTRUCTIONS FOR PRINTING SEQUENCE OF NAMES AND ADDRESSES
6	10	Special Name	2	32	X(32)	See – INSTRUCTIONS FOR PRINTING SEQUENCE OF NAMES AND ADDRESSES
7	11	First Line of Mail Address	2	32	X(32)	See – INSTRUCTIONS FOR PRINTING SEQUENCE OF NAMES AND ADDRESSES
7	12	Tax Roll Year	31	4	CCYY	UTDF field 40 c
7	13	Bill Number	43	8	9(8)	Print '4' as the first digit, followed by the first 7 digits from the UTDF field 18; Volume Bill Number
8	14	Second Line of Mail Address	2	32	X(32)	See INSTRUCTIONS FOR PRINTING SEQUENCE OF NAMES AND ADDRESSES
8	15	TRA #	43	5	9(5)	See INSTRUCTIONS FOR SELECTING TRA CODES
9	16	LOCATION	37	32	X(32)	Situs Address line 1 is a combination of UTEF fields 24B thru 24E,28,and 24G

10	17	Second Line of Situs Address	37	32	X(32)	Situs Address line 2 is a combination of UTEF fields 29 and 24G
Skip one (1) Line						
12	18	Index Number	44	8	X(8)	UTDF field 23 Division Index routing Situs Code
Skip twenty –five Lines						
36	19	Processing Date	2	6	9(6)	UTDF field 41 Processing Date
36	20	Sequence Number	67	5	ZZZZ9	Computer generated sequential count of forms printed during the run, starting at 1
STUB PORTION Skip six lines (6)						
43	21	Tax Roll Year	55	4	CCYY	Same as Field 12
43	22	Bill No.	63	8	9(8)	Same as Field 13
44	23	TRA #	63	5	9(5)	Same as Field 15
45	24	Processing Date	63	6	9(6)	Same as Field 19
46	25	First Owner Name	2	32	X(32)	See – INSTRUCTIONS FOR PRINTING SEQUENCE OF NAMES AND ADDRESSES
46	26	Tax$	34	11	Z(8)V99	Same as Field 2
46	27	Pen.$	46	8	Z(5)V99	Same as field 3
46	28	Add'l Pen.$	59	8	Z(5)V99	Same as field 4
47	29	Second Owner Name	2	32	X(32)	Same as Field 9

47	30	Collection Cost	38	6	Z(3)V99	Same as field 5
47	31	Total$	37	11	Z(8)V99	Same as field 6
48	32	Special Name	2	32	X(32)	Same as Field 10
48	33	Date				Same as Field 7
49	34	First Line of Mail Address	2	32	X(32)	Same as Field 11
50	35	Second Line of Mail Address	2	32	X(32)	Same as Field 14
Skip one (1) line						
52	36	Printer Alignment	1	1	X	Print 'X'
53	37	Scan Line	31	47	X (47)	Refer to INSTRUCTIONS ON SCAN LINE PRINTING FORMAT

Section 4 – Unsecured Prior (UPR)

4.1 Unsecured Prior Notice of Enforcement (NOE)

Shares the same file layout as current year NOE. See section 3.4

4.2 Unsecured Prior Notice of Lien (NOL)

Shares the same file layout as current year NOL. See section 3.5

4.3 Offset Letter

9 - Numeric
X - Alphanumeric

Field No.	Position	Field Name	Length	Format	Definitions/Instructions	Required Field
1	1 - 4	Roll Year	4	9(4)		R
2	5 - 12	Volume Bill	8	9(8)		R
3	13 – 44	Mailing Name	32	X(32)		R
4	45 – 76	Mailing Address1	32	X(32)		R
5	77 – 108	Mailing Address2	32	X(32)		R
6	109 – 140	Assessee Name	32	X(32)		R
7	141 - 172	Situs Address1	32	X(32)		R
8	173 – 204	Situs Address2	32	X(32)		R
9	205 - 214	Total Due	10	9(10)		R

Section 5 – DMV

5.1 DMV Intercept Notification Letter

9 - Numeric
X - Alphanumeric

Field No.	Position	Field Name	Length	Format	Definitions/Instructions	Required Field
1	1 – 32	Name	32	X(32)		R
2	33 – 64	Address1	32	X(32)		R
3	65 – 96	Address2	32	X(32)		R
4	97 - 100	Roll Year	4	X(4)		R
5	101 – 106	CF Number	6	X(6)		R
6	107 - 113	Bill Number	7	X(7)		R
7	114 – 123	Due Date	10	mm/dd/yyyy	“ 8/31/2017”	R
8	124 - 133	Total Amount	10	9(10)		R
9	134 - 180	Scanline	47	9(47)		R

COUNTY OF LOS ANGELES
TREASURER AND TAX COLLECTOR
225 NORTH HILL ST., RM. 122, P.O. BOX 514818, LOS ANGELES, CALIFORNIA 90051-4818
NOTICE OF DELINQUENT PERSONAL PROPERTY TAXES
IMPORTANT NOTICE

March 19, 2015

[redacted]

Year: 2008
CF No.: [redacted] Bill Number: [redacted]
Due By: [redacted]/2015 Total Amount: $116.33

The Los Angeles County personal property tax bill referenced above is delinquent. A Certificate of Tax Lien has been recorded and penalties of one and one-half percent (1.5 %) are accruing monthly. The amount indicated above includes tax amount, collection cost, and penalties. If payment is not received in our office by [redacted]2015, we will have no other alternative but to proceed with additional enforced collections.

The Department of Motor Vehicle (DMV) will be notified that the taxes on the referenced vessel are delinquent. If this occurs, you will not be able to renew the certificate number for the vessel until the County Tax Collector notifies DMV that the delinquency has either been paid or cancelled.

If you have any questions regarding payment, please contact this office at 1 (213) 893-7935 or write us at our email address unsecured@ttc.lacounty.gov. Make your check payable to Los Angeles County Tax Collector. Please include the payment stub at the bottom of this notice with your payment in the envelope provided.

JOSEPH KELLY
Treasurer and Tax Collector

NOTE THERE WILL BE A $ 33.00 SERVICE CHARGE FOR ANY CHECK RETURNED BY THE BANK FOR ANY REASON.

Revenue and Enforcement Division

********** IMPORTANT NOTICE OF UNPAID PERSONAL PROPERTY TAXES **********

COUNTY OF LOS ANGELES
TREASURER AND TAX COLLECTOR
225 NORTH HILL ST., RM. 122, P.O. BOX 514818, LOS ANGELES, CALIFORNIA 90051-4818
NOTICE OF DELINQUENT PERSONAL PROPERTY TAXES

[redacted]

Year: 2008
CF No.: [redacted] Bill Number: [redacted]
Due By: 8/31/2015 Total Amount: $116.33

[redacted]

EXHIBIT A1
STATEMENT OF WORK ATTACHMENTS AND EXHIBITS
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STATEMENT OF WORK EXHIBITS

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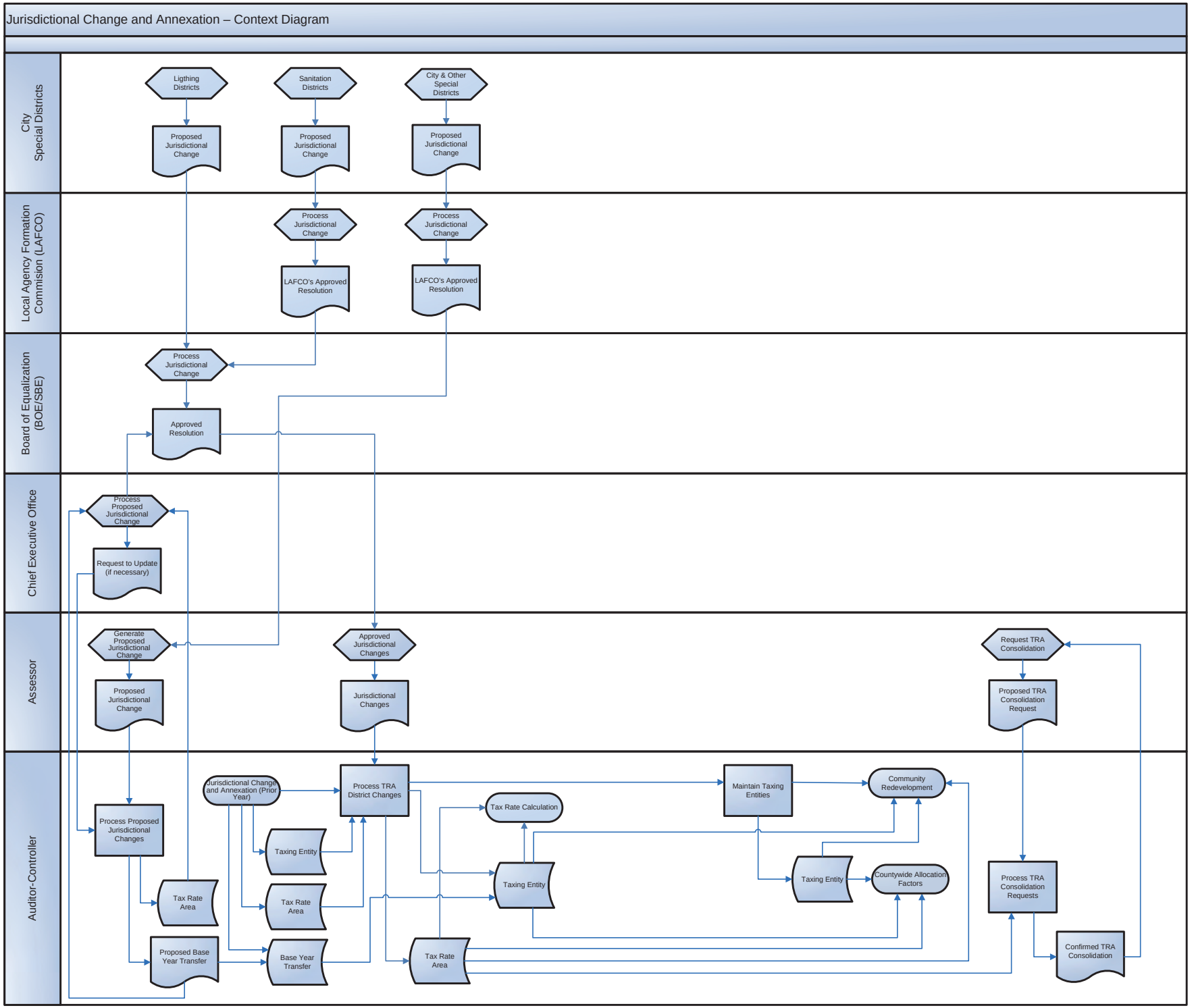
Exhibit 1


Jurisdictional Change and Annexation – Context Diagram
City Special Districts
Local Agency Formation Commision (LAFCO)
Board of Equalization (BOE/SBE)
Chief Executive Office
Assessor
Auditor-Controller
Ligthing Districts
Sanitation Districts
City & Other Special Districts
Proposed Jurisdictional Change
Proposed Jurisdictional Change
Proposed Jurisdictional Change
Process Jurisdictional Change
Process Jurisdictional Change
LAFCO's Approved Resolution
LAFCO's Approved Resolution
Process Jurisdictional Change
Approved Resolution
Process Proposed Jurisdictional Change
Request to Update (if necessary)
Generate Proposed Jurisdictional Change
Approved Jurisdictional Changes
Request TRA Consolidation
Proposed Jurisdictional Change
Jurisdictional Changes
Proposed TRA Consolidation Request
Process Proposed Jurisdictional Changes
Jurisdictional Change and Annexation (Prior Year)
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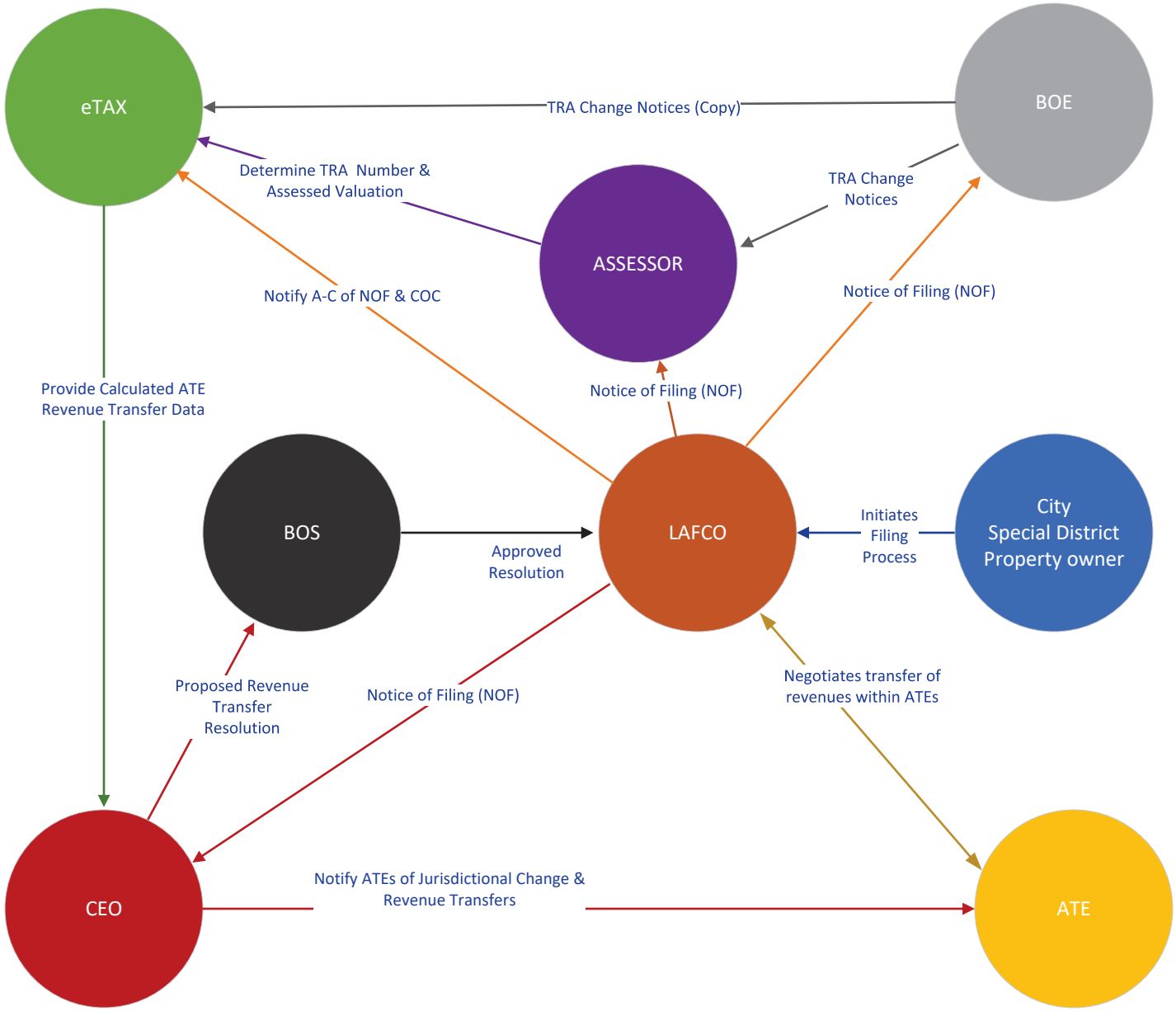
Maintain Taxing Entities
Community Redevelopment
Tax Rate Calculation
Taxing Entity
Taxing Entity
Taxing Entity
Countywide Allocation Factors
Tax Rate Area
Tax Rate Area
Process TRA Consolidation Requests
Proposed Base Year Transfer
Base Year Transfer
Tax Rate Area
Confirmed TRA Consolidation

Exhibit 2

JURISDICTIONAL CHANGES & ANNEXATION



Local Agency Formation Commission (LAFCO)

State Board of Equalization (SBE/BOE)

Board of Supervisors (BOS)

Chief Executive Office (CEO)

County Assessor

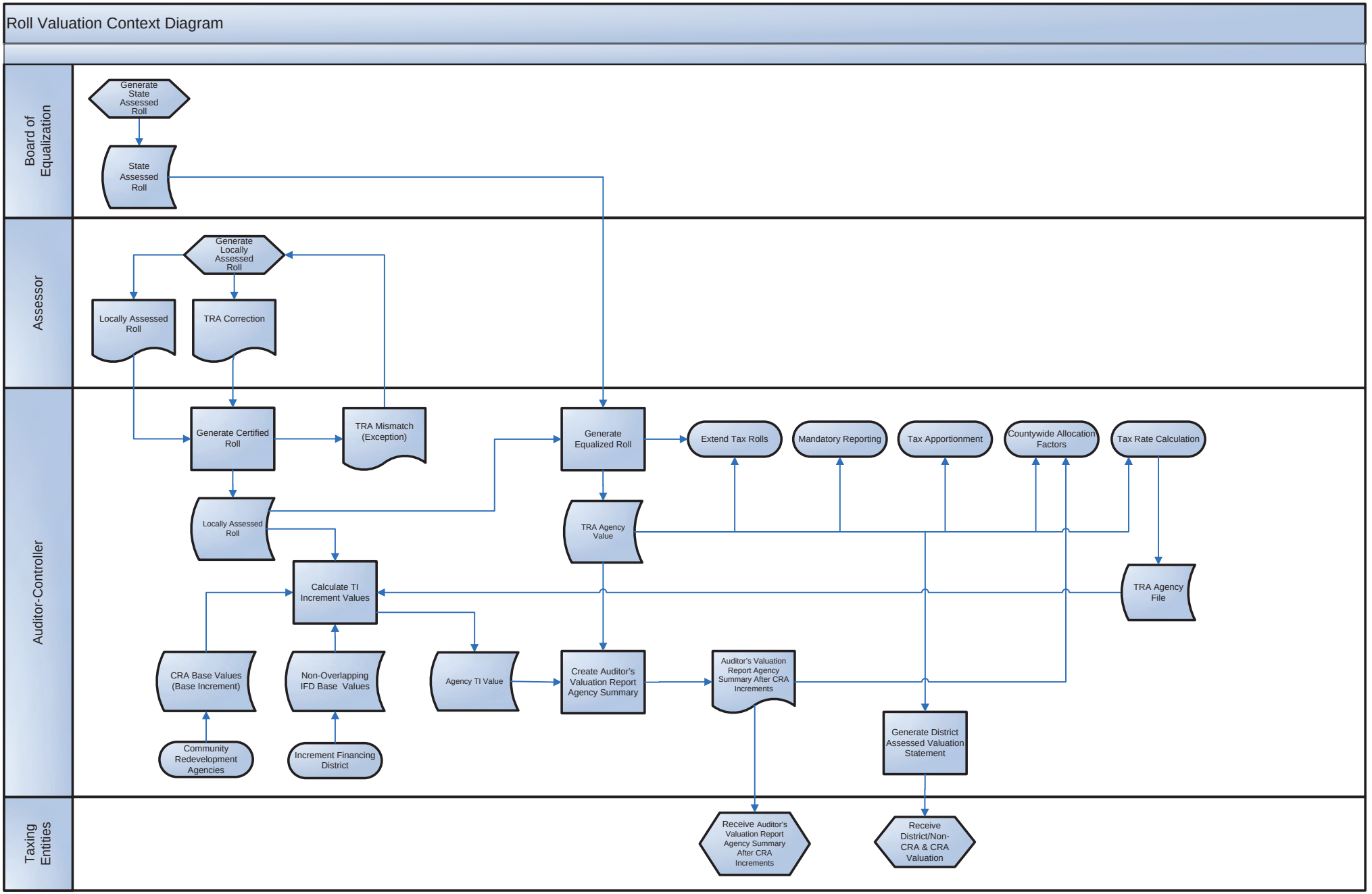
County Auditor-Controller (A-C)

Affected Taxing Entities (ATE)

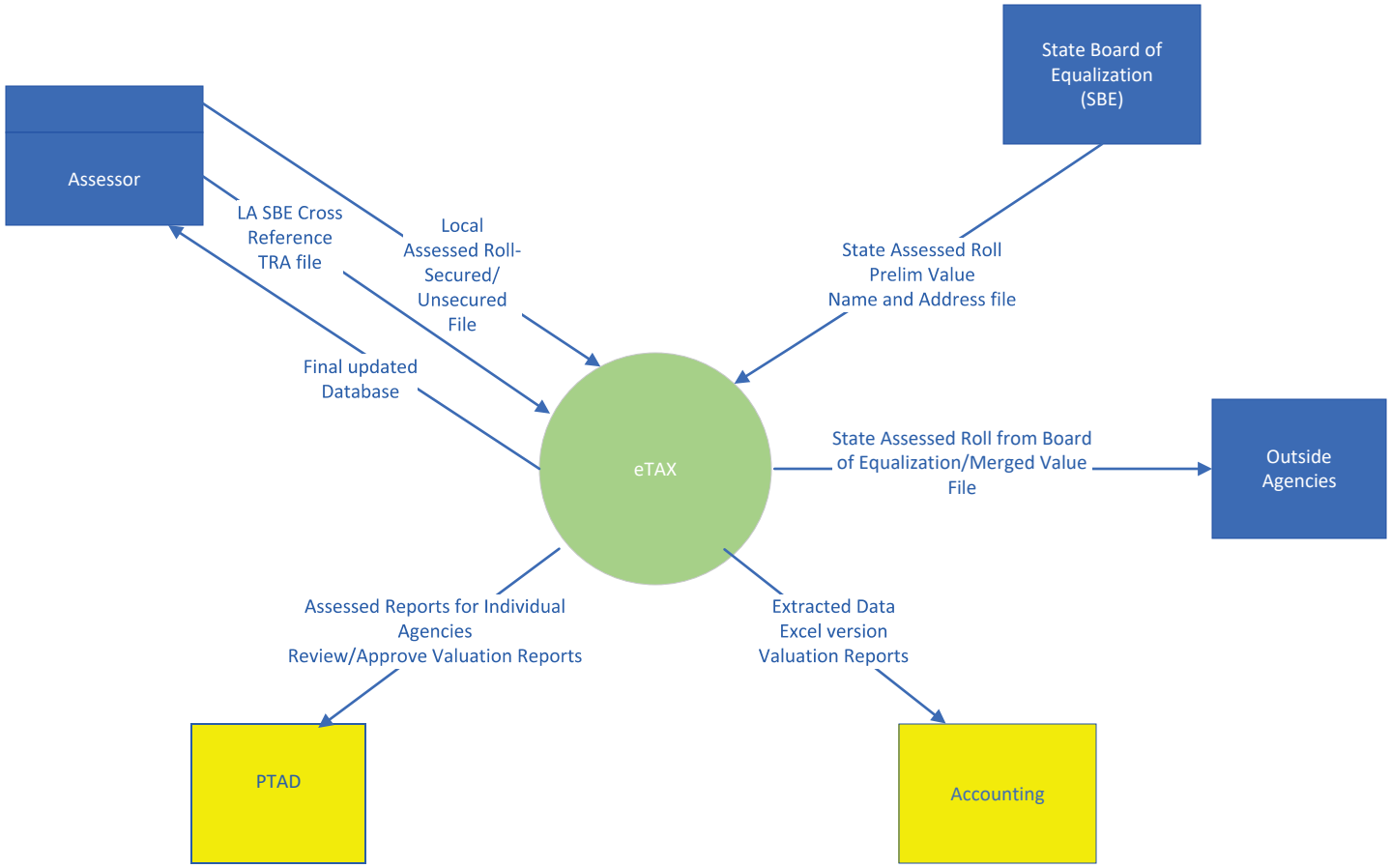
Tax Rate Area (TRA)

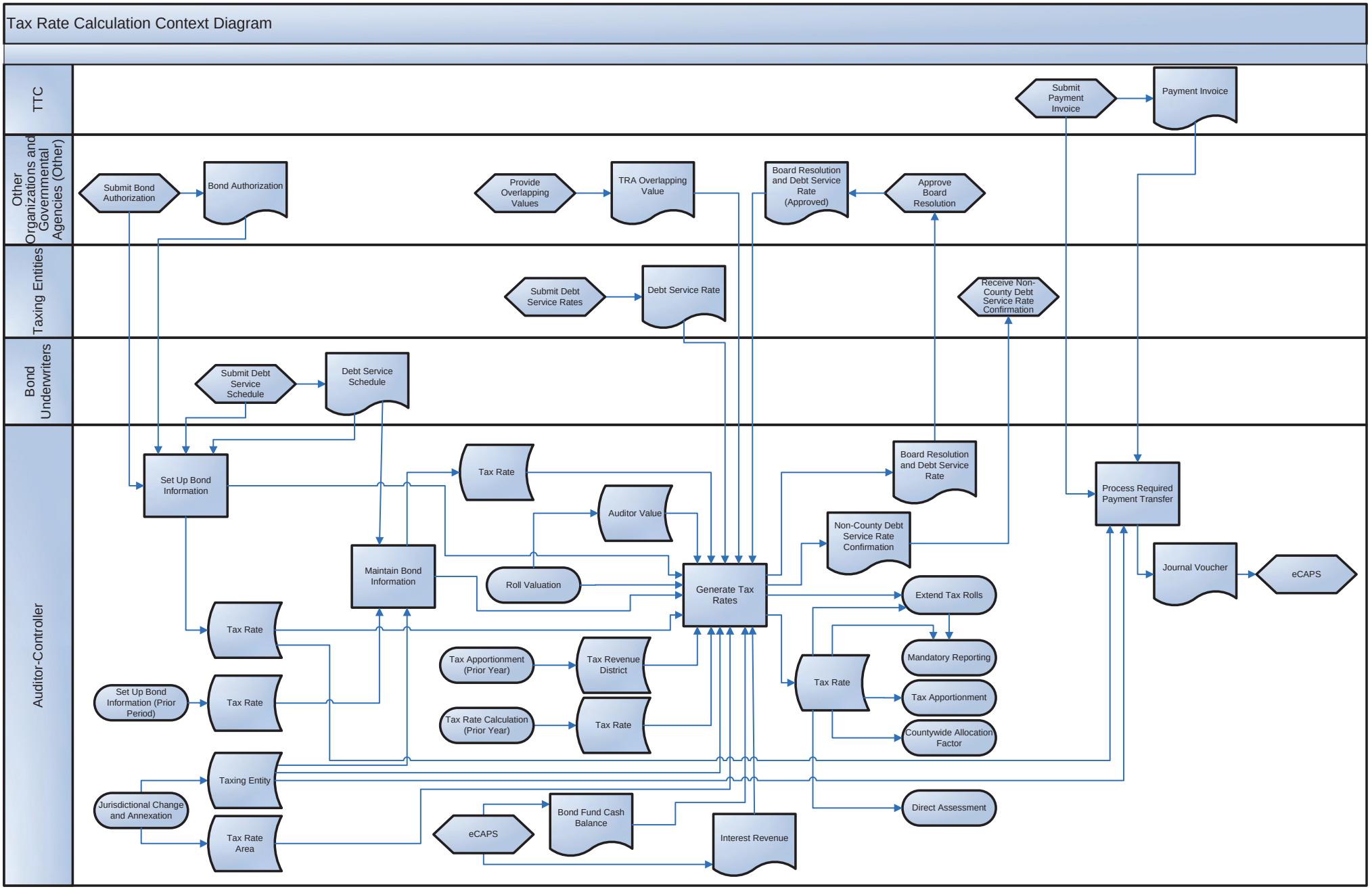
Notice of Filing (NOF)

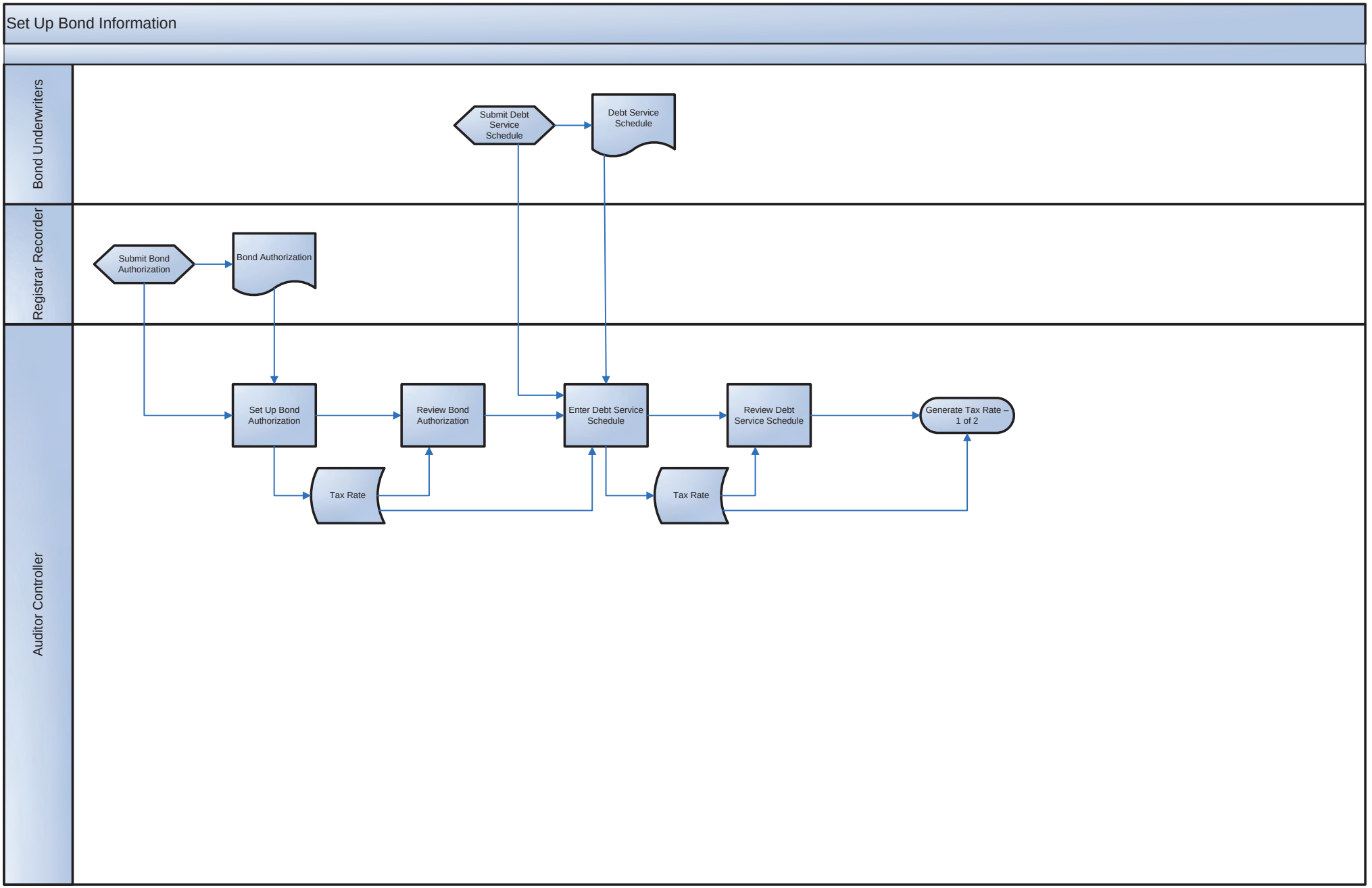
Certificate of Completion (COC)

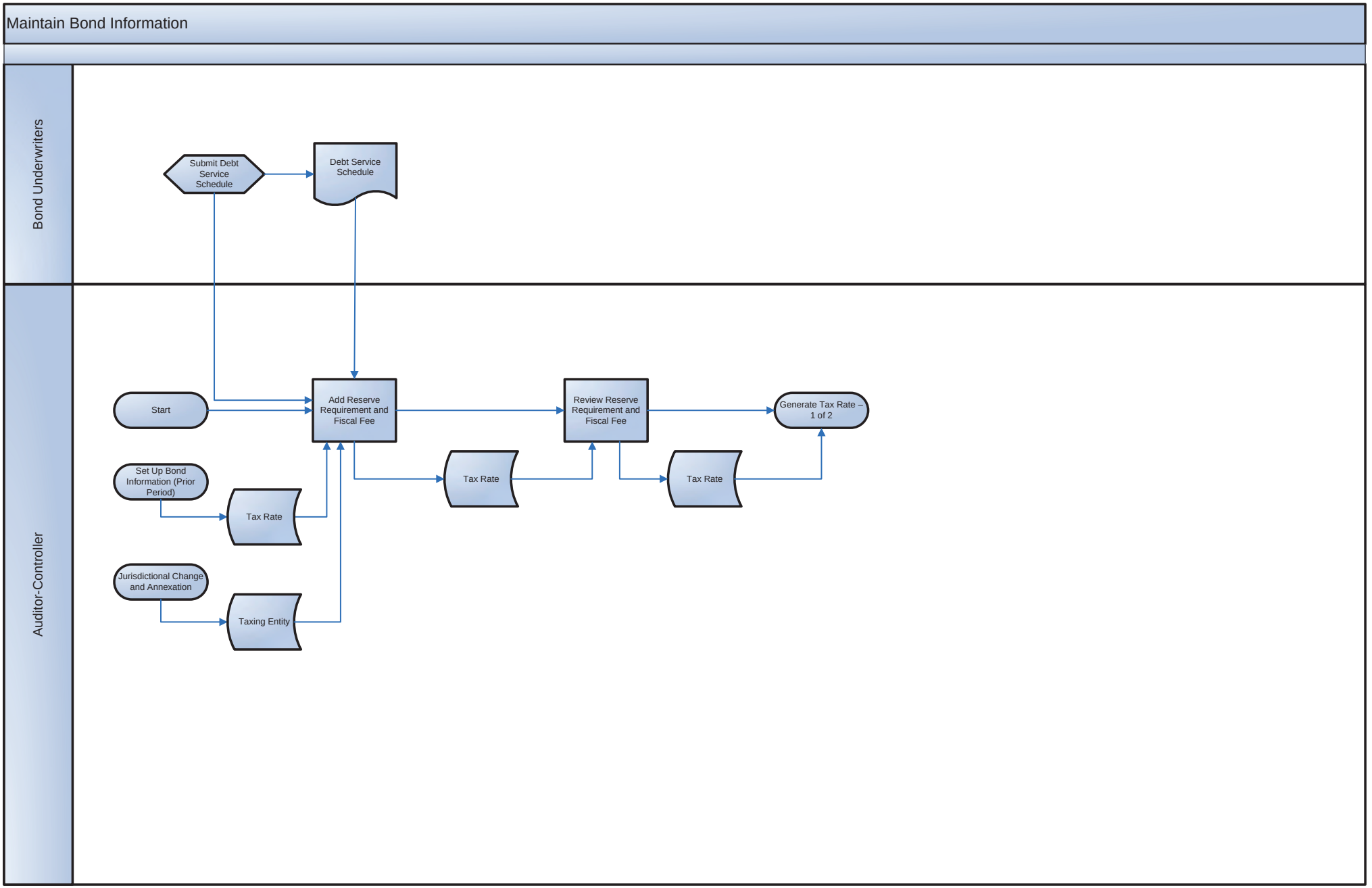

Roll Valuation Context Diagram
Board of Equalization
Assessor
Auditor-Controller
Taxing Entities
Generate State Assessed Roll
State Assessed Roll
Generate Locally Assessed Roll
Locally Assessed Roll
TRA Correction
Generate Certified Roll
TRA Mismatch (Exception)
Locally Assessed Roll
Generate Equalized Roll
Extend Tax Rolls
Mandatory Reporting
Tax Apportionment
Countywide Allocation Factors
Tax Rate Calculation
TRA Agency Value
TRA Agency File
Calculate TI Increment Values
CRA Base Values (Base Increment)
Non-Overlapping IFD Base Values
Agency TI Value
Create Auditor's Valuation Report Agency Summary
Auditor's Valuation Report Agency Summary After CRA Increments
Generate District Assessed Valuation Statement
Community Redevelopment Agencies
Increment Financing District
Receive Auditor's Valuation Report Agency Summary After CRA Increments
Receive District/Non-CRA & CRA Valuation

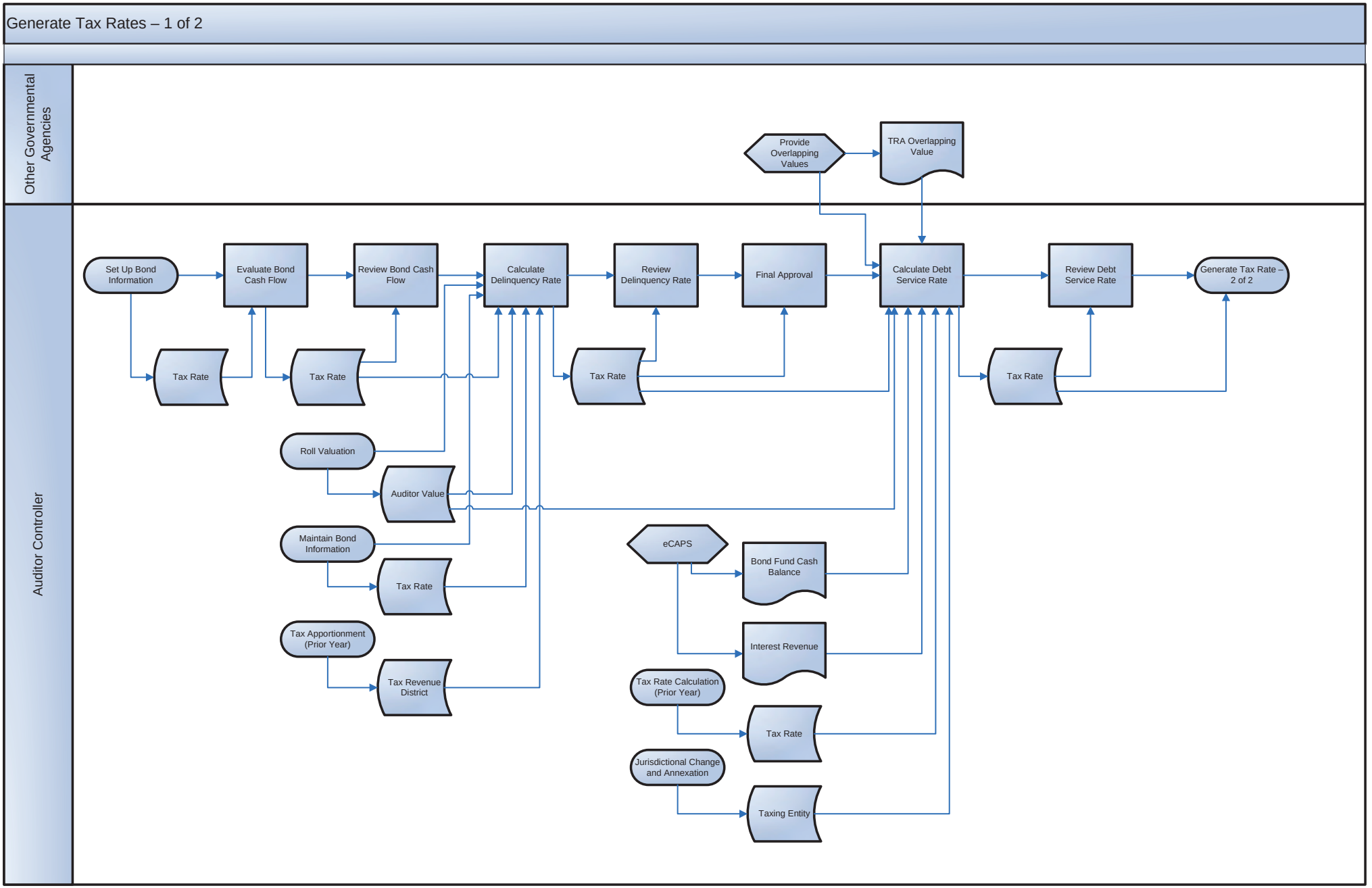
ROLL VALUATION

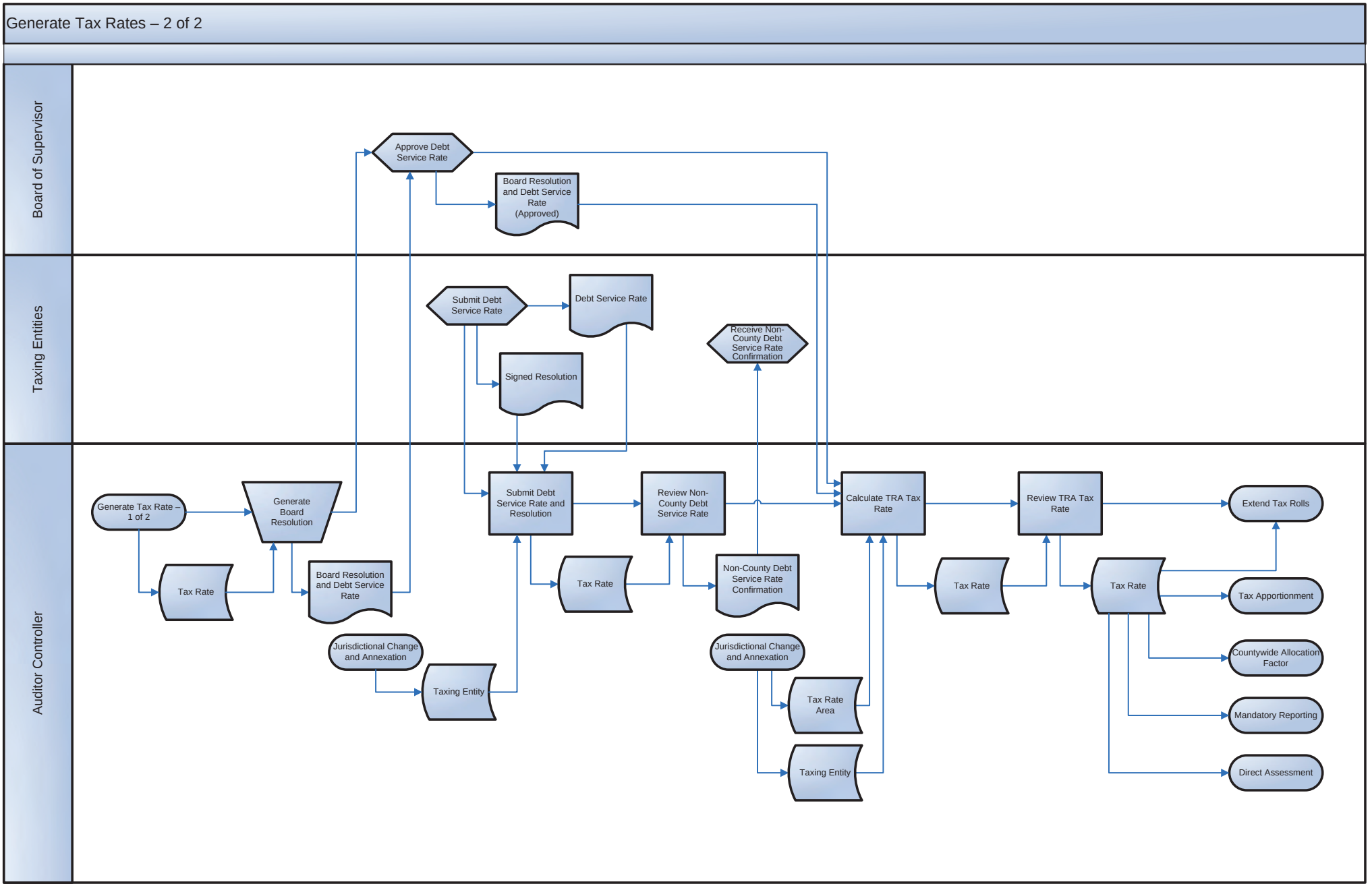



Tax Rate Calculation Context Diagram
TTC
Other Organizations and Governmental Agencies (Other)
Taxing Entities
Bond Underwriters
Auditor-Controller
Submit Payment Invoice
Payment Invoice
Submit Bond Authorization
Bond Authorization
Provide Overlapping Values
TRA Overlapping Value
Board Resolution and Debt Service Rate (Approved)
Approve Board Resolution
Submit Debt Service Rates
Debt Service Rate
Receive Non-County Debt Service Rate Confirmation
Submit Debt Service Schedule
Debt Service Schedule
Set Up Bond Information
Tax Rate
Auditor Value
Board Resolution and Debt Service Rate
Process Required Payment Transfer
Non-County Debt Service Rate Confirmation
Maintain Bond Information
Roll Valuation
Generate Tax Rates
Journal Voucher
eCAPS
Extend Tax Rolls
Tax Rate
Tax Apportionment (Prior Year)
Tax Revenue District
Mandatory Reporting
Set Up Bond Information (Prior Period)
Tax Rate
Tax Rate Calculation (Prior Year)
Tax Rate
Tax Rate
Tax Apportionment
Countywide Allocation Factor
Taxing Entity
Jurisdictional Change and Annexation
Tax Rate Area
eCAPS
Bond Fund Cash Balance
Interest Revenue
Direct Assessment


Set Up Bond Information
Bond Underwriters
Registrar Recorder
Auditor Controller
Submit Debt Service Schedule
Debt Service Schedule
Submit Bond Authorization
Bond Authorization
Set Up Bond Authorization
Review Bond Authorization
Enter Debt Service Schedule
Review Debt Service Schedule
Generate Tax Rate – 1 of 2
Tax Rate
Tax Rate


Maintain Bond Information
Bond Underwriters
Auditor-Controller
Submit Debt Service Schedule
Debt Service Schedule
Start
Add Reserve Requirement and Fiscal Fee
Review Reserve Requirement and Fiscal Fee
Generate Tax Rate – 1 of 2
Set Up Bond Information (Prior Period)
Tax Rate
Tax Rate
Tax Rate
Jurisdictional Change and Annexation
Taxing Entity


Generate Tax Rates – 1 of 2
Other Governmental Agencies
Auditor Controller
Provide Overlapping Values
TRA Overlapping Value
Set Up Bond Information
Evaluate Bond Cash Flow
Review Bond Cash Flow
Calculate Delinquency Rate
Review Delinquency Rate
Final Approval
Calculate Debt Service Rate
Review Debt Service Rate
Generate Tax Rate – 2 of 2
Tax Rate
Tax Rate
Tax Rate
Tax Rate
Roll Valuation
Auditor Value
Maintain Bond Information
Tax Rate
Tax Apportionment (Prior Year)
Tax Revenue District
eCAPS
Bond Fund Cash Balance
Interest Revenue
Tax Rate Calculation (Prior Year)
Tax Rate
Jurisdictional Change and Annexation
Taxing Entity


Generate Tax Rates – 2 of 2
Board of Supervisor
Taxing Entities
Auditor Controller
Approve Debt Service Rate
Board Resolution and Debt Service Rate (Approved)
Submit Debt Service Rate
Debt Service Rate
Signed Resolution
Receive Non-County Debt Service Rate Confirmation
Generate Tax Rate – 1 of 2
Generate Board Resolution
Tax Rate
Board Resolution and Debt Service Rate
Jurisdictional Change and Annexation
Taxing Entity
Submit Debt Service Rate and Resolution
Tax Rate
Review Non-County Debt Service Rate
Non-County Debt Service Rate Confirmation
Jurisdictional Change and Annexation
Tax Rate Area
Taxing Entity
Calculate TRA Tax Rate
Tax Rate
Review TRA Tax Rate
Tax Rate
Extend Tax Rolls
Tax Apportionment
Countywide Allocation Factor
Mandatory Reporting
Direct Assessment

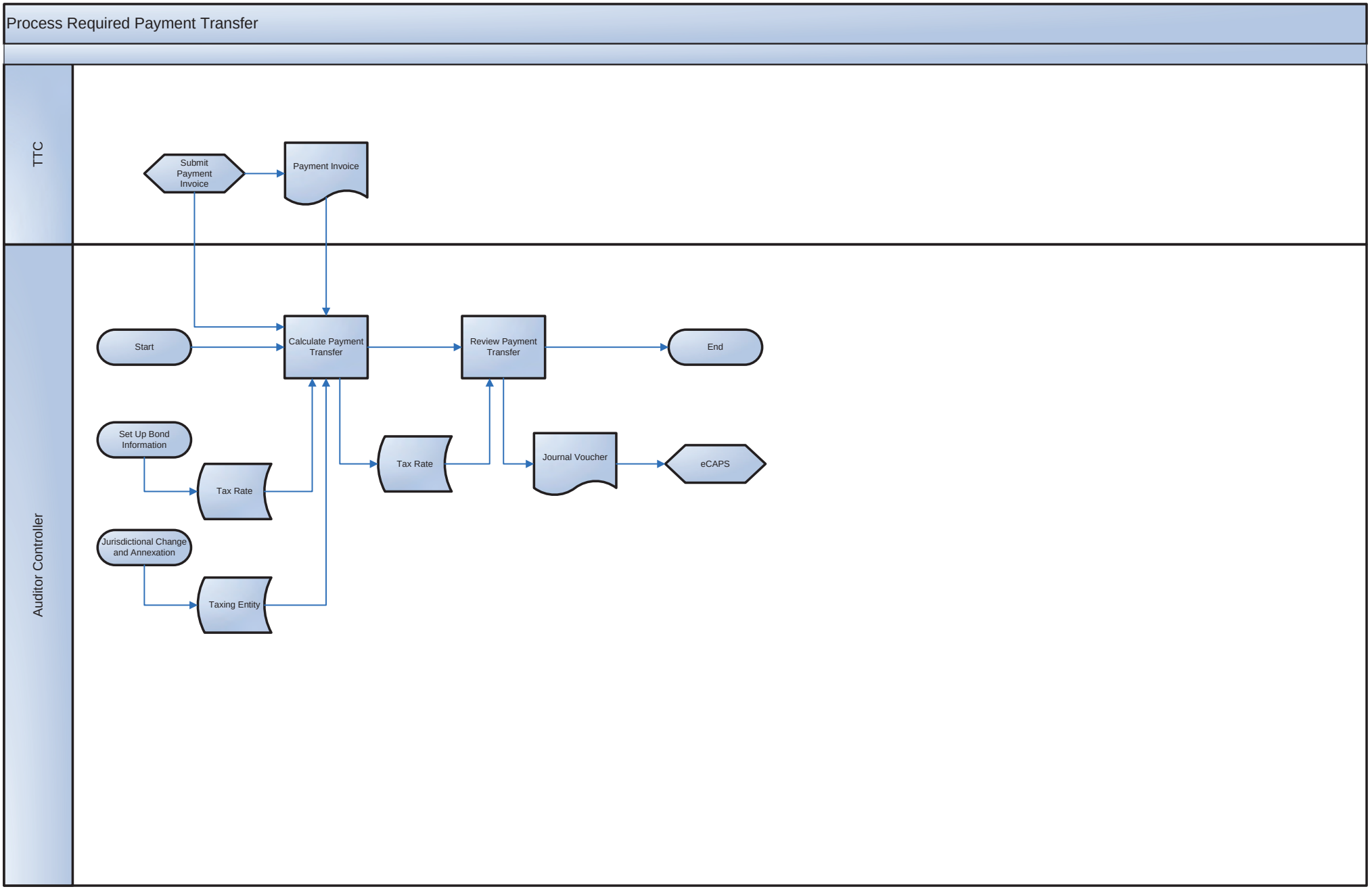
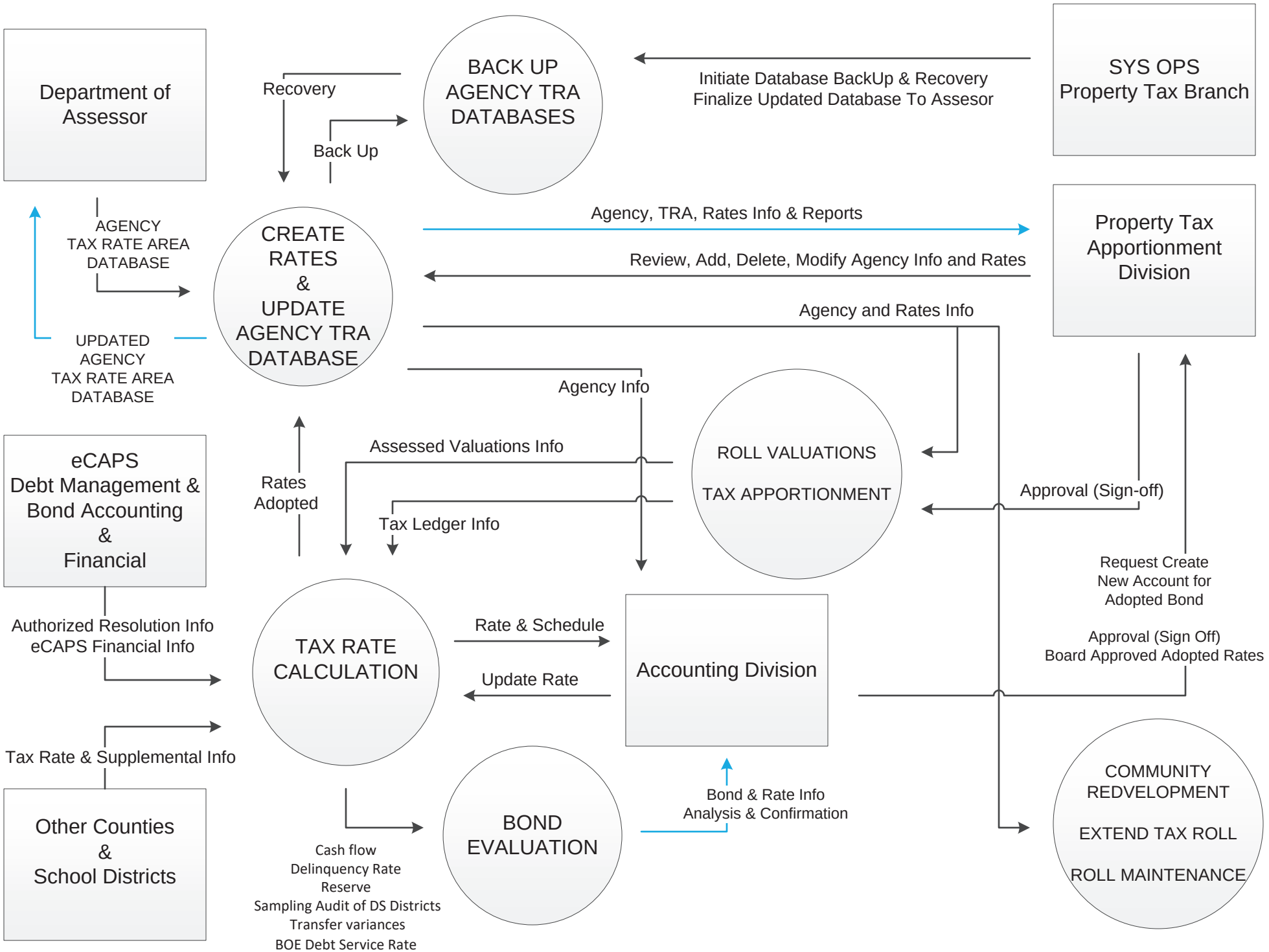
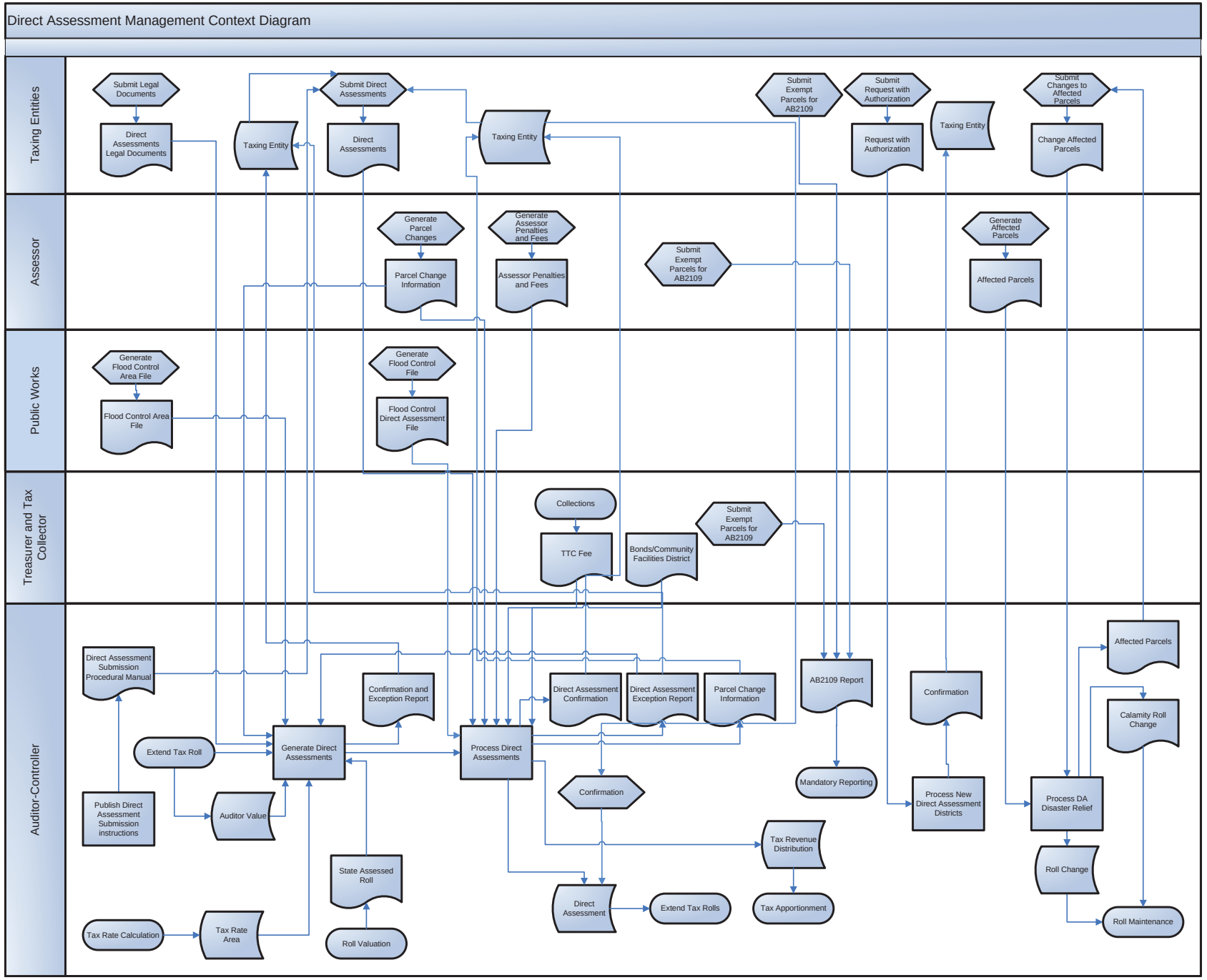

Process Required Payment Transfer
TTC
Auditor Controller
Submit Payment Invoice
Payment Invoice
Start
Calculate Payment Transfer
Review Payment Transfer
End
Set Up Bond Information
Tax Rate
Tax Rate
Journal Voucher
eCAPS
Jurisdictional Change and Annexation
Taxing Entity

Exhibit 6

TAX RATE CALCULATION – FUNCTIONAL REQUIREMENTS



H:\PROPERTY\STN\Charts\Supp. STN flowcharts\Draw-off Jobs\Tax Rate Calculations Data Flow.vsd


Direct Assessment Management Context Diagram
Taxing Entities
Assessor
Public Works
Treasurer and Tax Collector
Auditor-Controller
Submit Legal Documents
Direct Assessments Legal Documents
Taxing Entity
Submit Direct Assessments
Direct Assessments
Taxing Entity
Submit Exempt Parcels for AB2109
Submit Request with Authorization
Request with Authorization
Taxing Entity
Submit Changes to Affected Parcels
Change Affected Parcels
Generate Parcel Changes
Parcel Change Information
Generate Assessor Penalties and Fees
Assessor Penalties and Fees
Submit Exempt Parcels for AB2109
Generate Affected Parcels
Affected Parcels
Generate Flood Control Area File
Flood Control Area File
Generate Flood Control File
Flood Control Direct Assessment File
Collections
TTC Fee
Bonds/Community Facilities District
Submit Exempt Parcels for AB2109
Direct Assessment Submission Procedural Manual
Publish Direct Assessment Submission instructions
Extend Tax Roll
Auditor Value
Generate Direct Assessments
Confirmation and Exception Report
Process Direct Assessments
Direct Assessment Confirmation
Direct Assessment Exception Report
Parcel Change Information
Confirmation
State Assessed Roll
Tax Rate Calculation
Tax Rate Area
Roll Valuation
Direct Assessment
Extend Tax Rolls
Tax Revenue Distribution
Tax Apportionment
AB2109 Report
Mandatory Reporting
Confirmation
Process New Direct Assessment Districts
Affected Parcels
Calamity Roll Change
Process DA Disaster Relief
Roll Change
Roll Maintenance

DIRECT ASSESSMENT

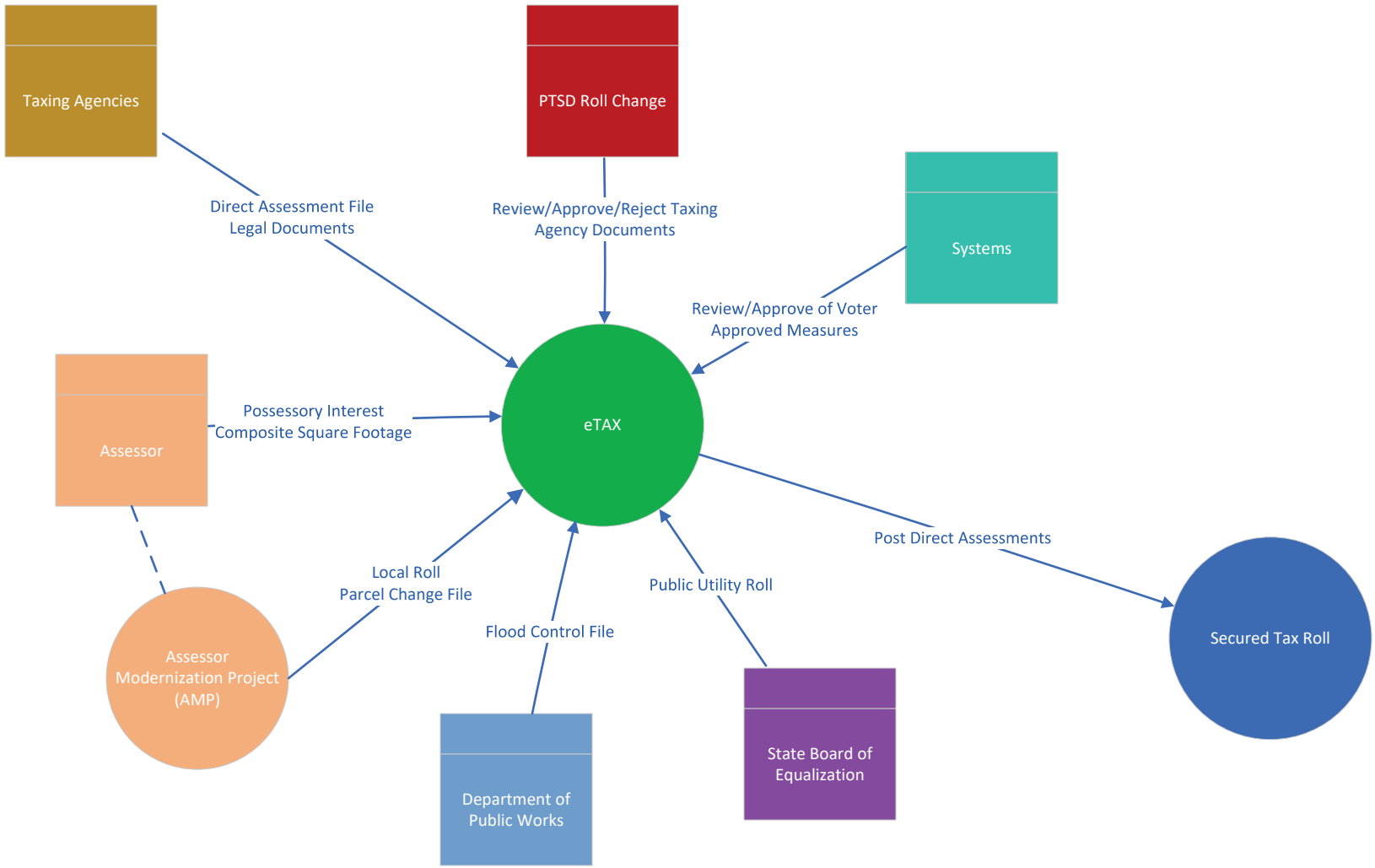
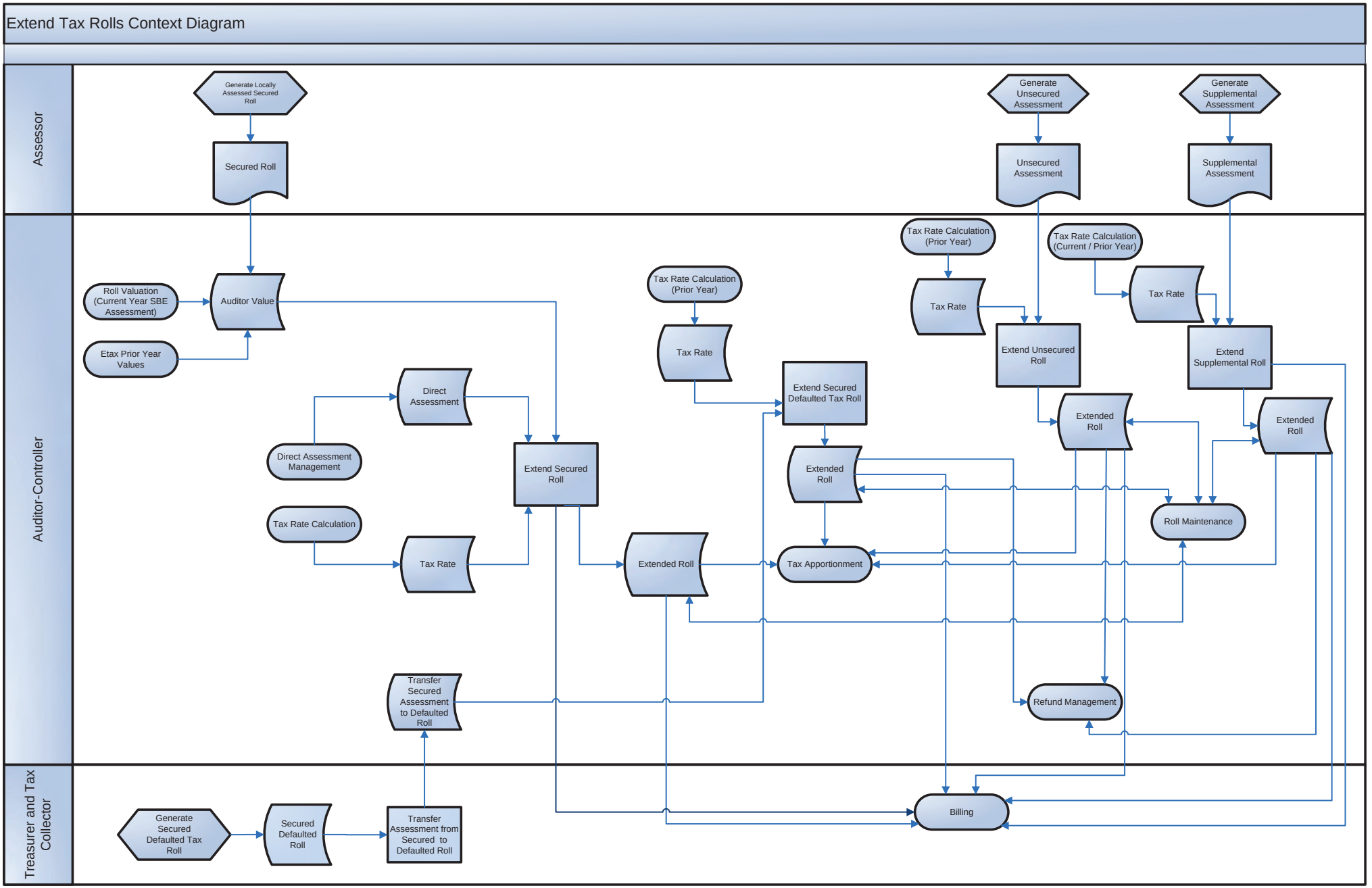


Exhibit 9


Extend Tax Rolls Context Diagram
Assessor
Auditor-Controller
Treasurer and Tax Collector
Generate Locally Assessed Secured Roll
Secured Roll
Generate Unsecured Assessment
Unsecured Assessment
Generate Supplemental Assessment
Supplemental Assessment
Roll Valuation (Current Year SBE Assessment)
Auditor Value
Etax Prior Year Values
Direct Assessment
Direct Assessment Management
Extend Secured Roll
Tax Rate Calculation
Tax Rate
Tax Rate Calculation (Prior Year)
Tax Rate
Extend Secured Defaulted Tax Roll
Extended Roll
Tax Apportionment
Tax Rate Calculation (Prior Year)
Tax Rate
Extend Unsecured Roll
Extended Roll
Tax Rate Calculation (Current / Prior Year)
Tax Rate
Extend Supplemental Roll
Extended Roll
Roll Maintenance
Transfer Secured Assessment to Defaulted Roll
Refund Management
Billing
Generate Secured Defaulted Tax Roll
Secured Defaulted Roll
Transfer Assessment from Secured to Defaulted Roll

Extend Tax Roll

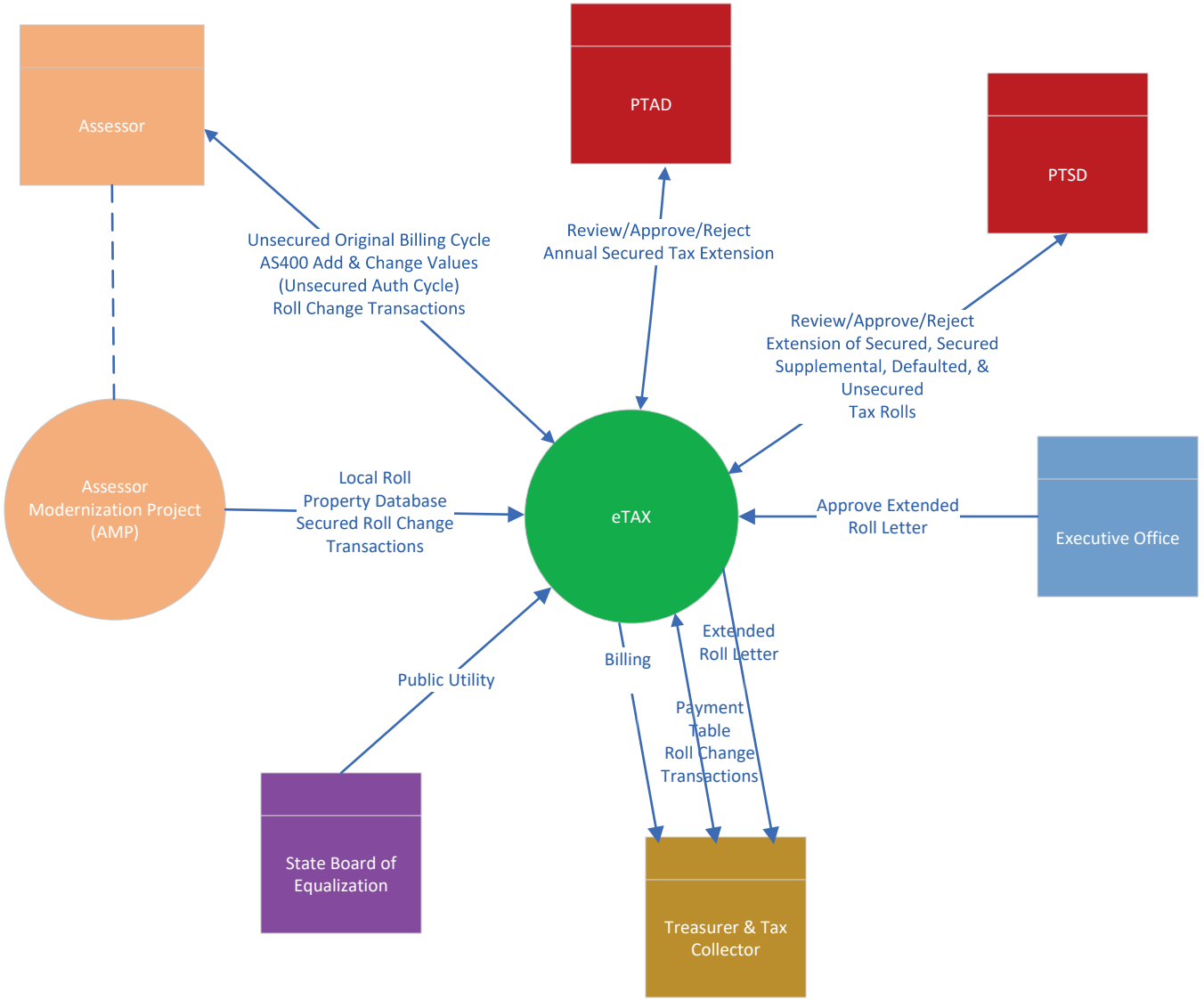
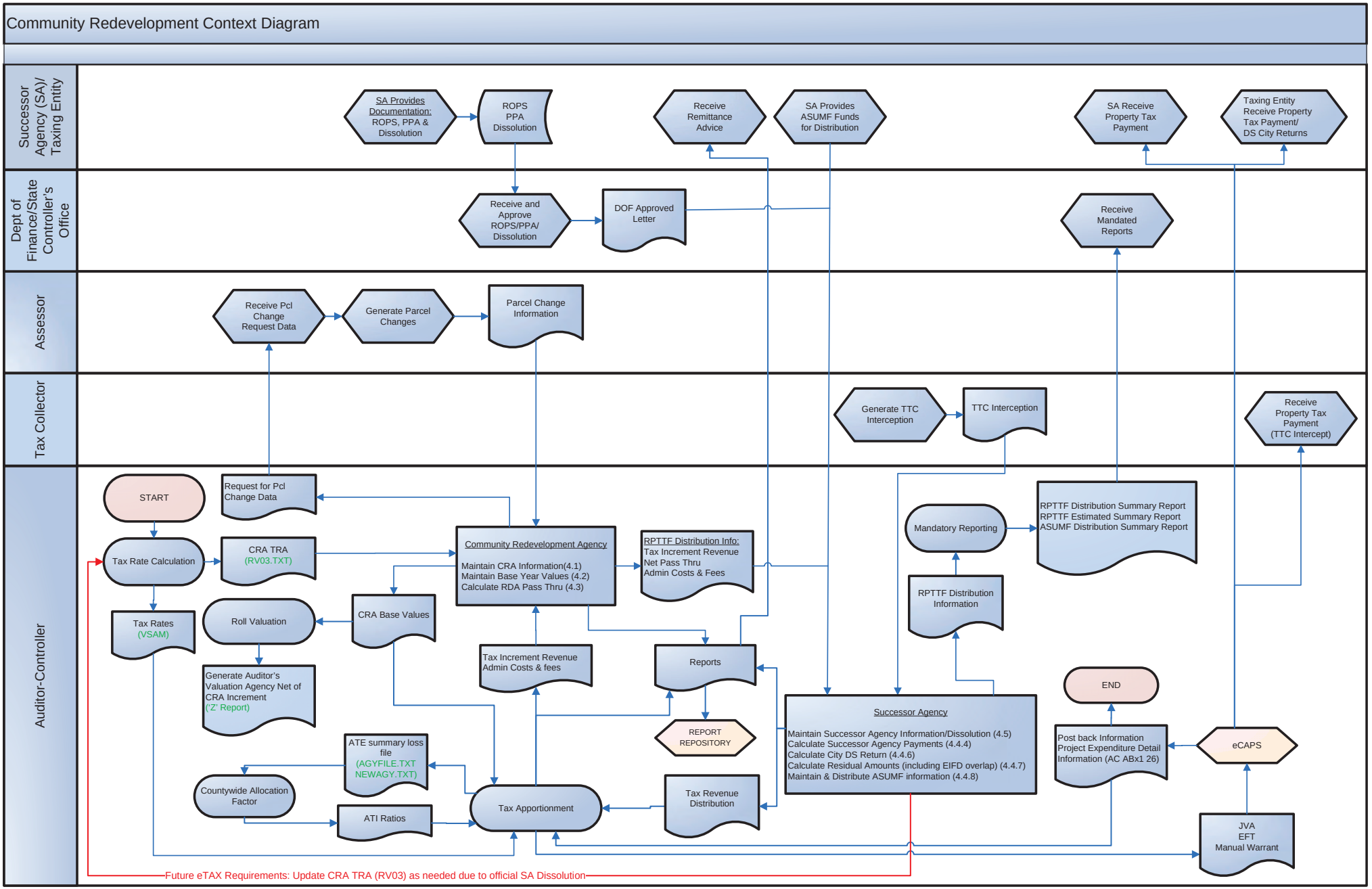
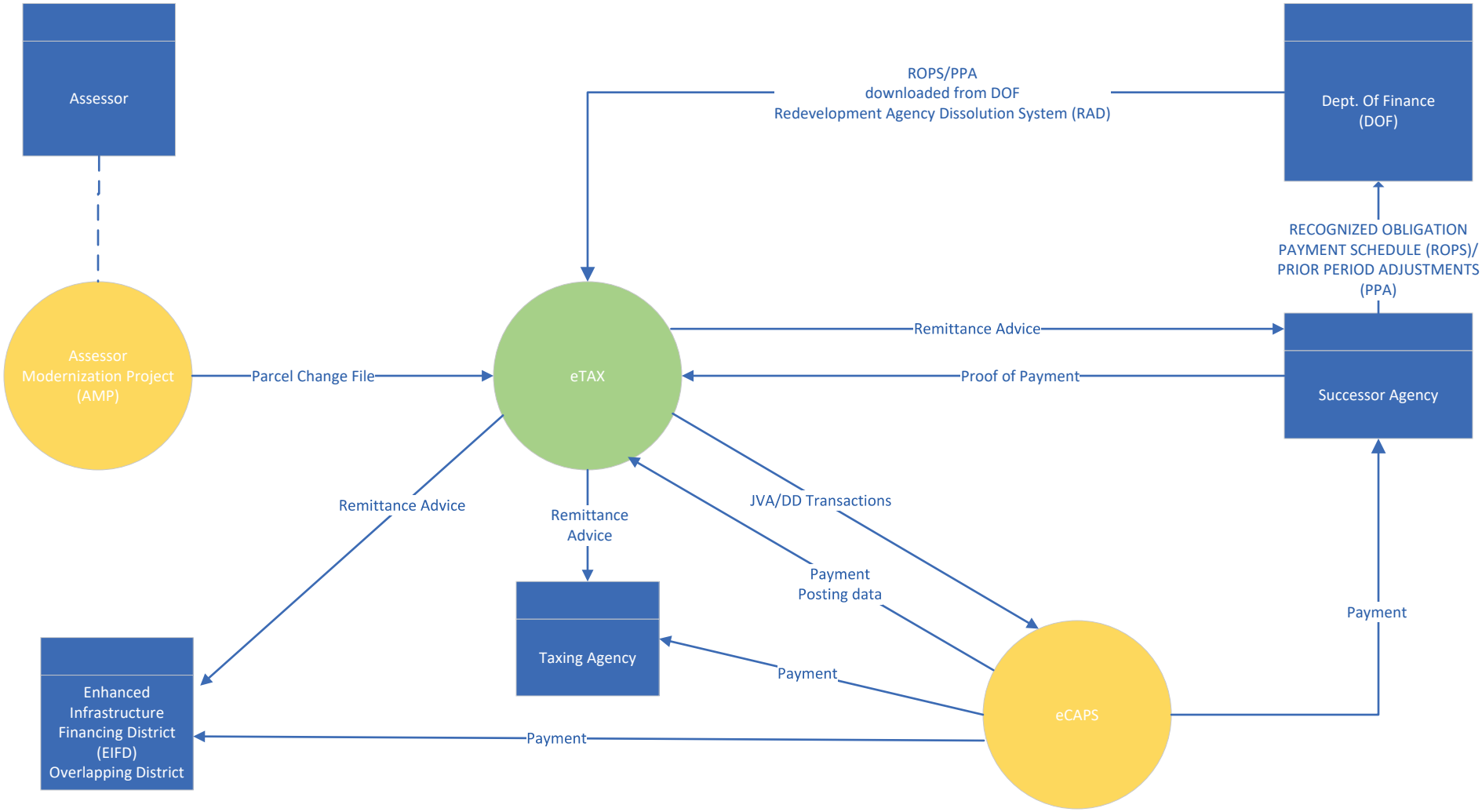


Exhibit 11


Community Redevelopment Context Diagram
Successor Agency (SA)/ Taxing Entity
Dept of Finance/State Controller's Office
Assessor
Tax Collector
Auditor-Controller
SA Provides Documentation: ROPS, PPA & Dissolution
ROPS PPA Dissolution
Receive Remittance Advice
SA Provides ASUMF Funds for Distribution
SA Receive Property Tax Payment
Taxing Entity Receive Property Tax Payment/ DS City Returns
Receive and Approve ROPS/PPA/ Dissolution
DOF Approved Letter
Receive Mandated Reports
Receive Pcl Change Request Data
Generate Parcel Changes
Parcel Change Information
Generate TTC Interception
TTC Interception
Receive Property Tax Payment (TTC Intercept)
START
Request for Pcl Change Data
Tax Rate Calculation
CRA TRA (RV03.TXT)
Community Redevelopment Agency
Maintain CRA Information(4.1)
Maintain Base Year Values (4.2)
Calculate RDA Pass Thru (4.3)
RPTTF Distribution Info:
Tax Increment Revenue
Net Pass Thru
Admin Costs & Fees
Mandatory Reporting
RPTTF Distribution Summary Report
RPTTF Estimated Summary Report
ASUMF Distribution Summary Report
RPTTF Distribution Information
Tax Rates (VSAM)
Roll Valuation
CRA Base Values
Tax Increment Revenue Admin Costs & fees
Reports
Generate Auditor's Valuation Agency Net of CRA Increment ('Z' Report)
END
REPORT REPOSITORY
Successor Agency
Maintain Successor Agency Information/Dissolution (4.5)
Calculate Successor Agency Payments (4.4.4)
Calculate City DS Return (4.4.6)
Calculate Residual Amounts (including EIFD overlap) (4.4.7)
Maintain & Distribute ASUMF information (4.4.8)
Post back Information Project Expenditure Detail Information (AC ABx1 26)
eCAPS
ATE summary loss file (AGYFILE.TXT NEWAGY.TXT)
Countywide Allocation Factor
ATI Ratios
Tax Apportionment
Tax Revenue Distribution
JVA EFT Manual Warrant
Future eTAX Requirements: Update CRA TRA (RV03) as needed due to official SA Dissolution

Community Redevelopment Agency



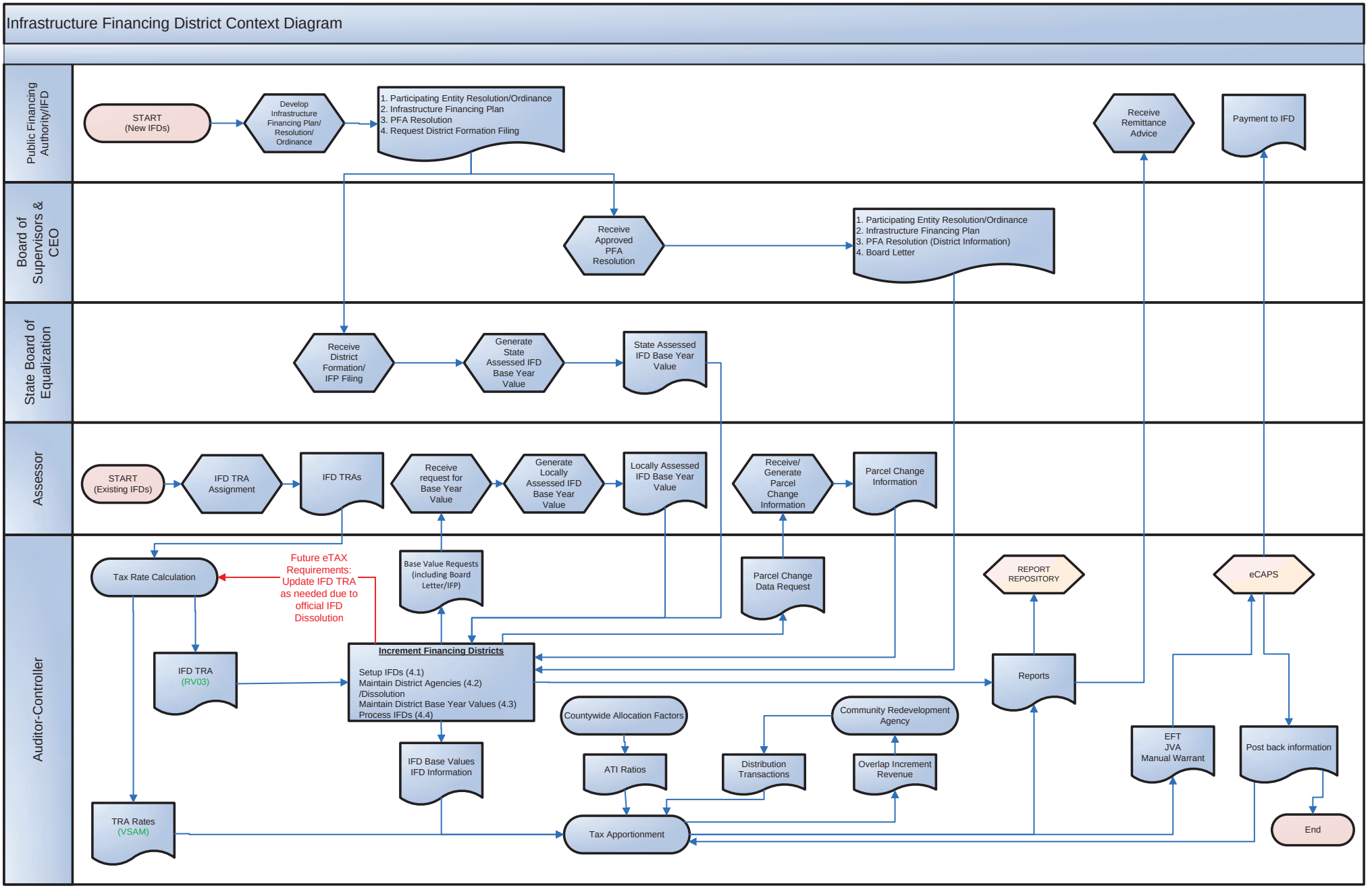
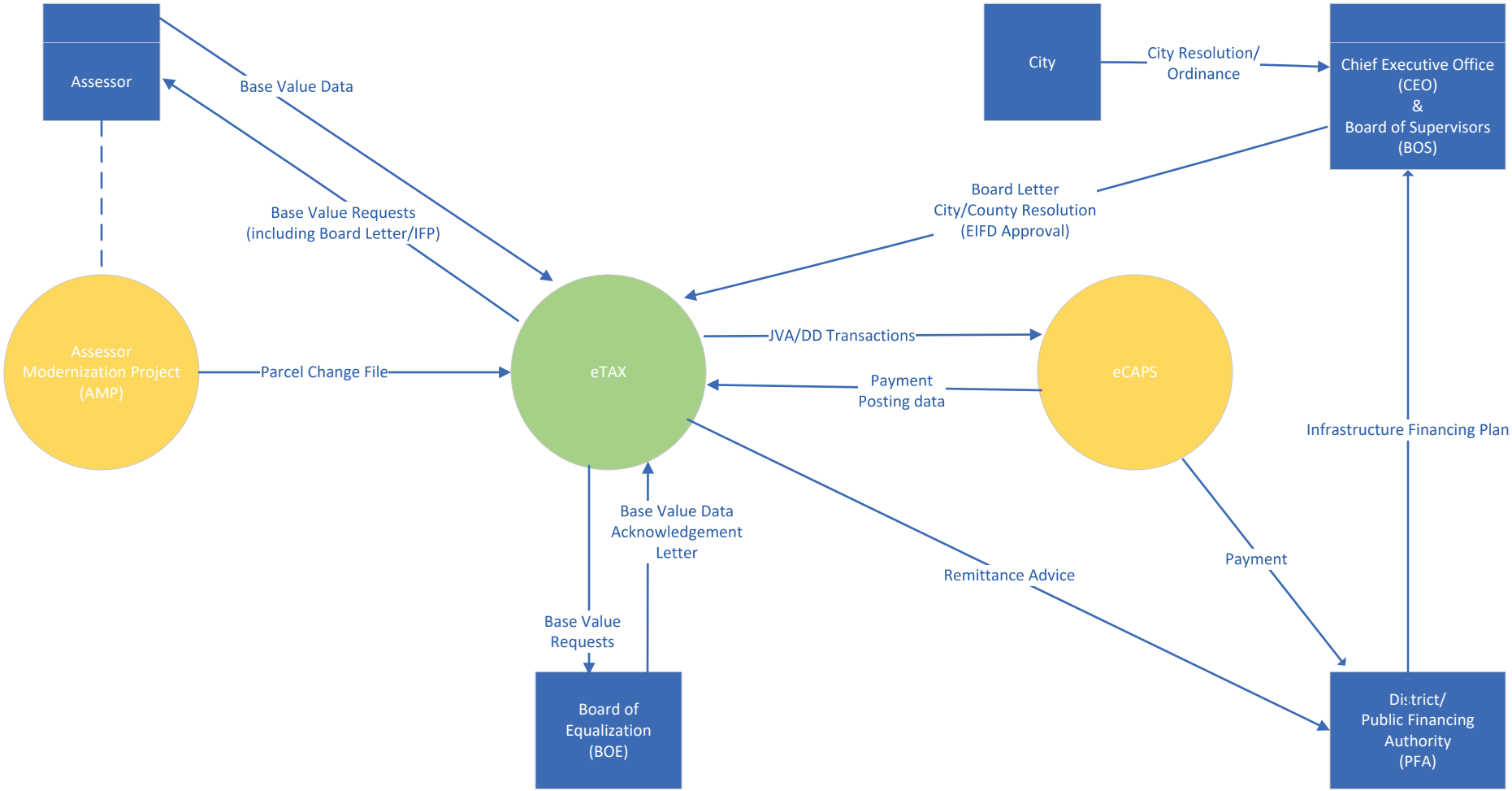
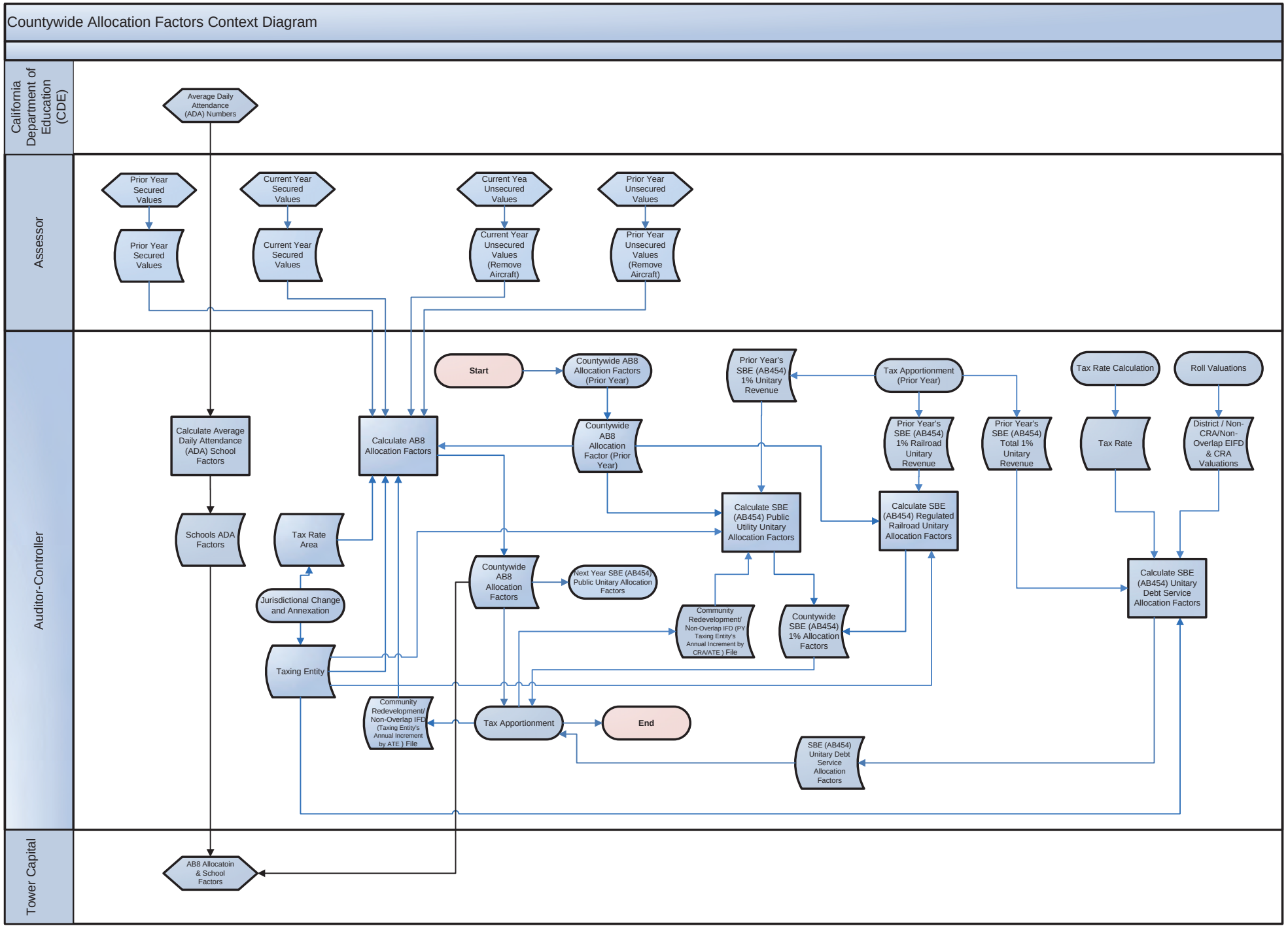

Infrastructure Financing District Context Diagram
Public Financing Authority/IFD
Board of Supervisors & CEO
State Board of Equalization
Assessor
Auditor-Controller
START (New IFDs)
Develop Infrastructure Financing Plan/ Resolution/ Ordinance
1. Participating Entity Resolution/Ordinance
2. Infrastructure Financing Plan
3. PFA Resolution
4. Request District Formation Filing
Receive Remittance Advice
Payment to IFD
Receive Approved PFA Resolution
1. Participating Entity Resolution/Ordinance
2. Infrastructure Financing Plan
3. PFA Resolution (District Information)
4. Board Letter
Receive District Formation/ IFP Filing
Generate State Assessed IFD Base Year Value
State Assessed IFD Base Year Value
START (Existing IFDs)
IFD TRA Assignment
IFD TRAs
Receive request for Base Year Value
Generate Locally Assessed IFD Base Year Value
Locally Assessed IFD Base Year Value
Receive/ Generate Parcel Change Information
Parcel Change Information
Tax Rate Calculation
Future eTAX Requirements: Update IFD TRA as needed due to official IFD Dissolution
Base Value Requests (including Board Letter/IFP)
Parcel Change Data Request
REPORT REPOSITORY
eCAPS
IFD TRA (RV03)
Increment Financing Districts
Setup IFDs (4.1)
Maintain District Agencies (4.2) /Dissolution
Maintain District Base Year Values (4.3)
Process IFDs (4.4)
Reports
Countywide Allocation Factors
Community Redevelopment Agency
IFD Base Values IFD Information
ATI Ratios
Distribution Transactions
Overlap Increment Revenue
EFT JVA Manual Warrant
Post back information
TRA Rates (VSAM)
Tax Apportionment
End

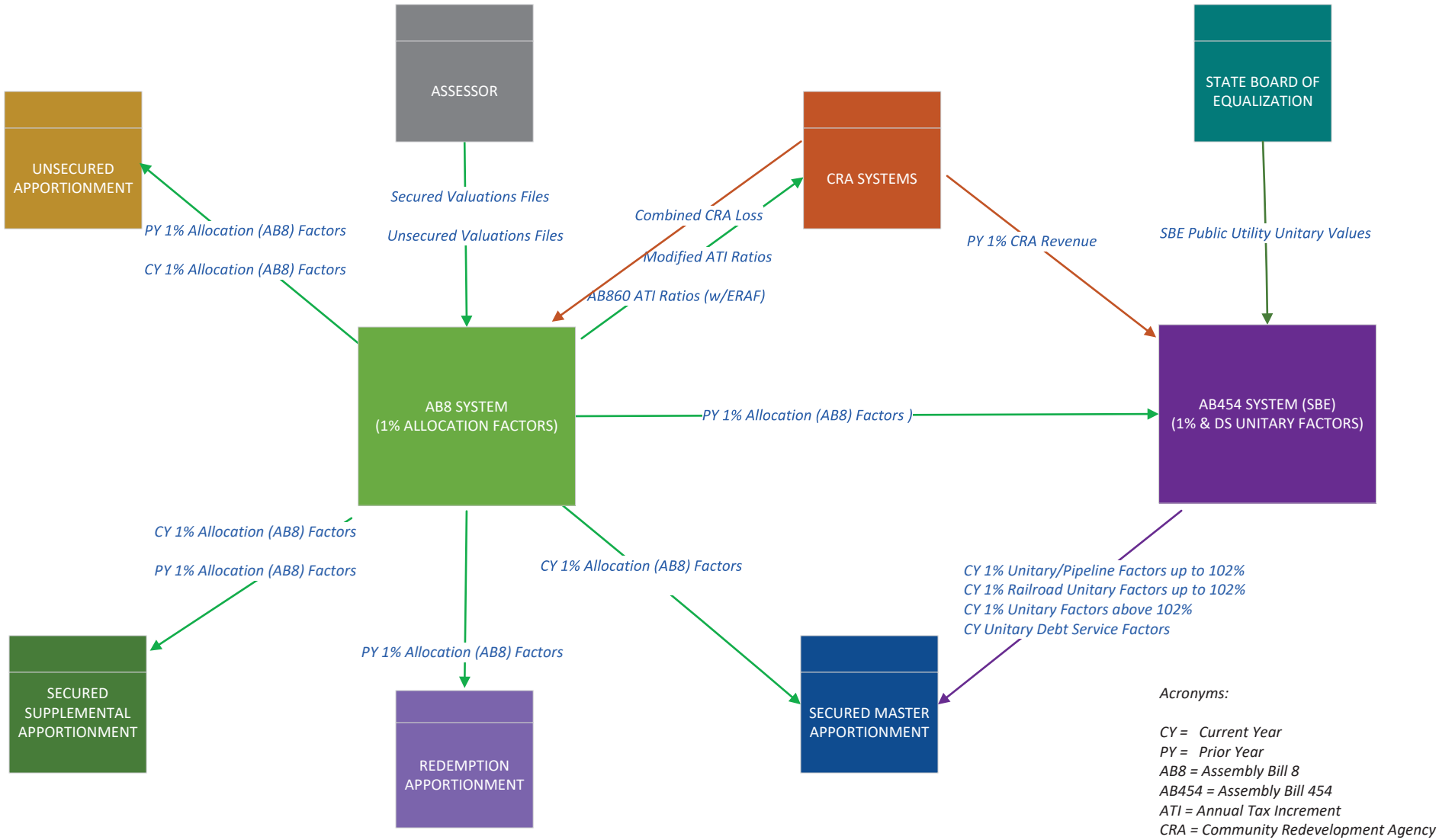
Exhibit 14

INCREMENT FINANCING DISTRICT



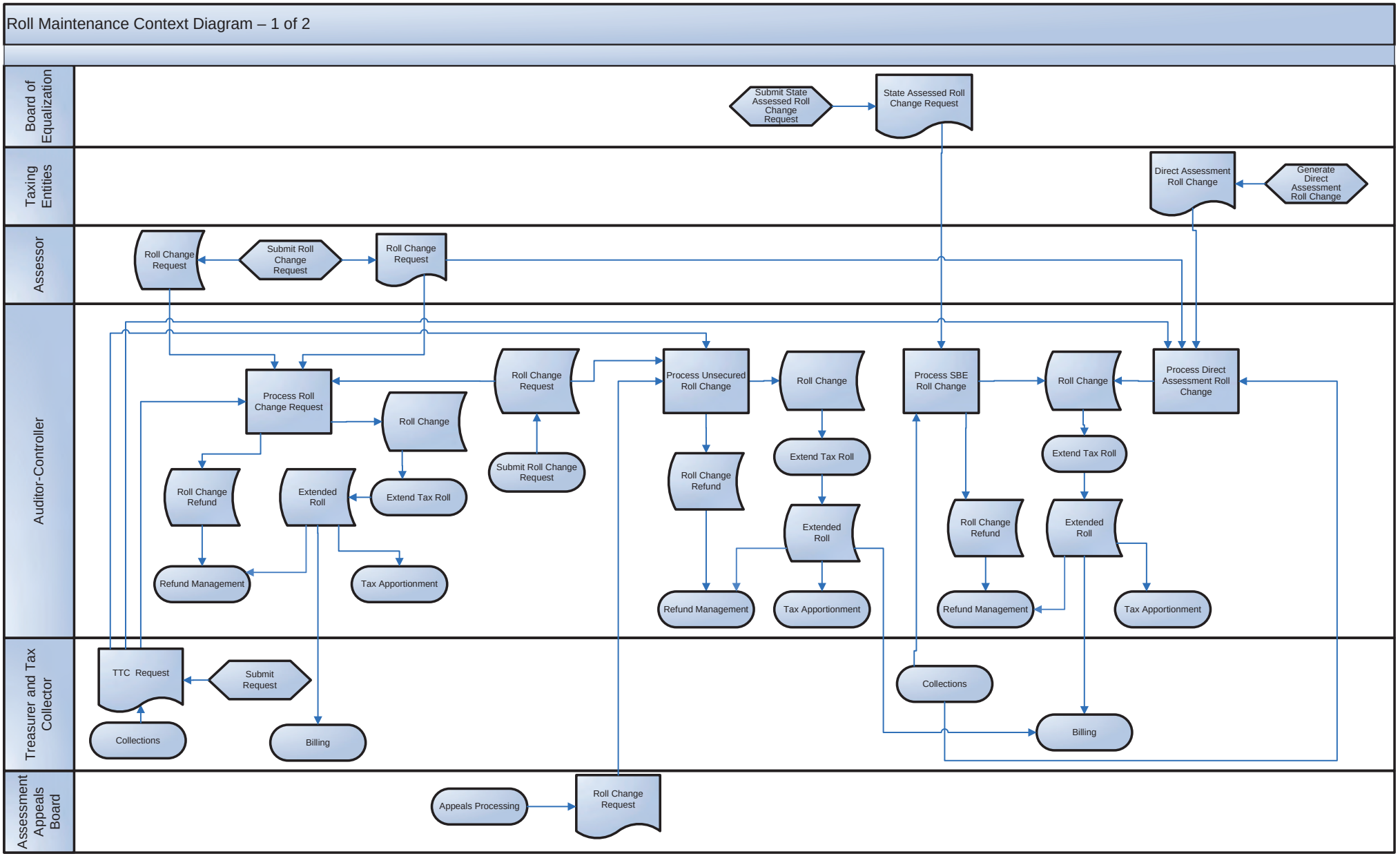

Countywide Allocation Factors Context Diagram
California Department of Education (CDE)
Assessor
Auditor-Controller
Tower Capital
Average Daily Attendance (ADA) Numbers
Prior Year Secured Values
Current Year Secured Values
Current Yea Unsecured Values
Prior Year Unsecured Values
Prior Year Secured Values
Current Year Secured Values
Current Year Unsecured Values (Remove Aircraft)
Prior Year Unsecured Values (Remove Aircraft)
Start
Countywide AB8 Allocation Factors (Prior Year)
Prior Year's SBE (AB454) 1% Unitary Revenue
Tax Apportionment (Prior Year)
Tax Rate Calculation
Roll Valuations
Calculate Average Daily Attendance (ADA) School Factors
Calculate AB8 Allocation Factors
Countywide AB8 Allocation Factor (Prior Year)
Prior Year's SBE (AB454) 1% Railroad Unitary Revenue
Prior Year's SBE (AB454) Total 1% Unitary Revenue
Tax Rate
District / Non-CRA/Non-Overlap EIFD & CRA Valuations
Schools ADA Factors
Tax Rate Area
Calculate SBE (AB454) Public Utility Unitary Allocation Factors
Calculate SBE (AB454) Regulated Railroad Unitary Allocation Factors
Countywide AB8 Allocation Factors
Next Year SBE (AB454) Public Unitary Allocation Factors
Calculate SBE (AB454) Unitary Debt Service Allocation Factors
Jurisdictional Change and Annexation
Community Redevelopment/ Non-Overlap IFD (PY Taxing Entity's Annual Increment by CRA/ATE) File
Countywide SBE (AB454) 1% Allocation Factors
Taxing Entity
Community Redevelopment/ Non-Overlap IFD (Taxing Entity's Annual Increment by ATE) File
Tax Apportionment
End
SBE (AB454) Unitary Debt Service Allocation Factors
AB8 Allocatoin & School Factors

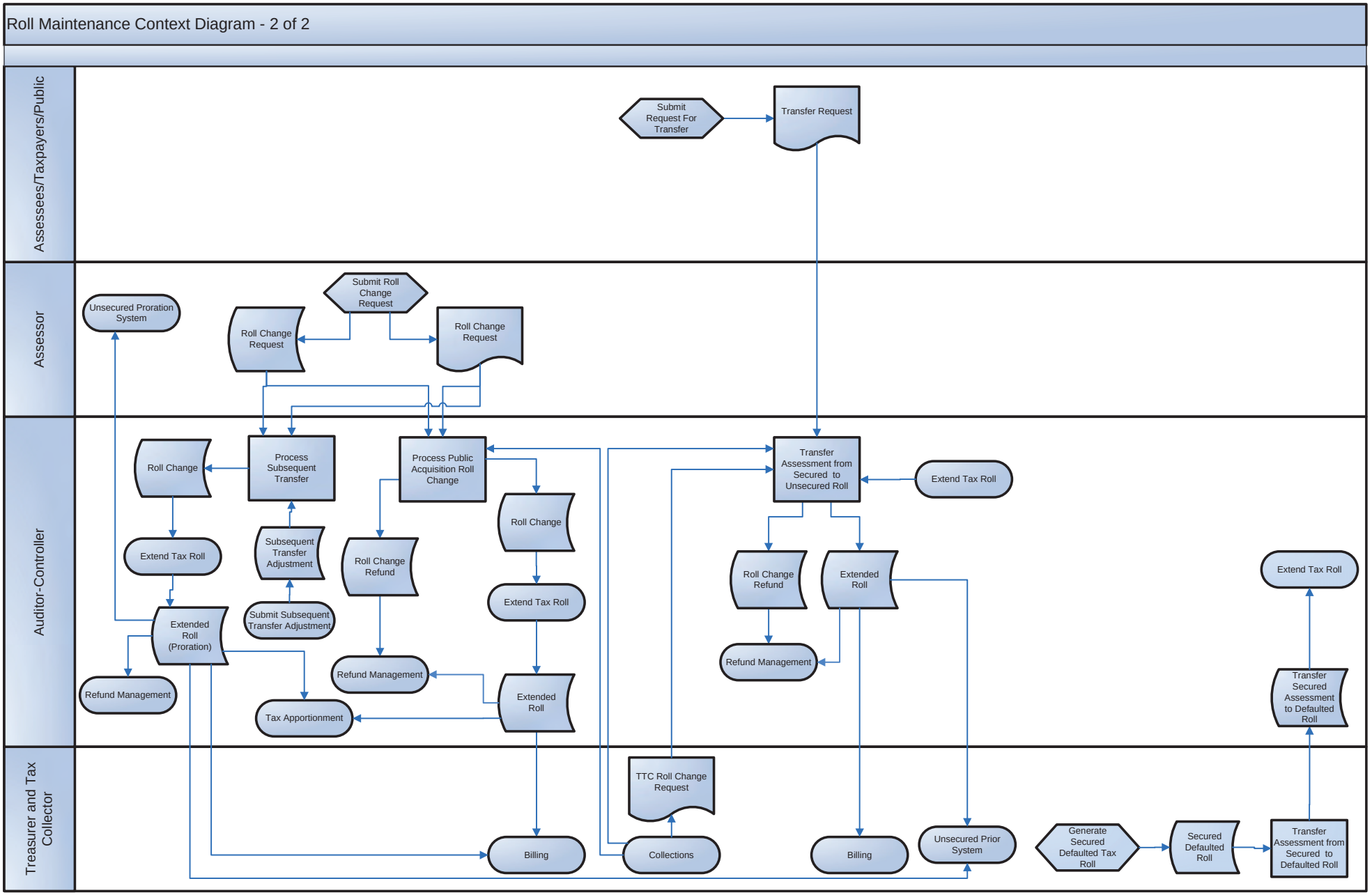
COUNTYWIDE (CW) ALLOCATION FACTORS



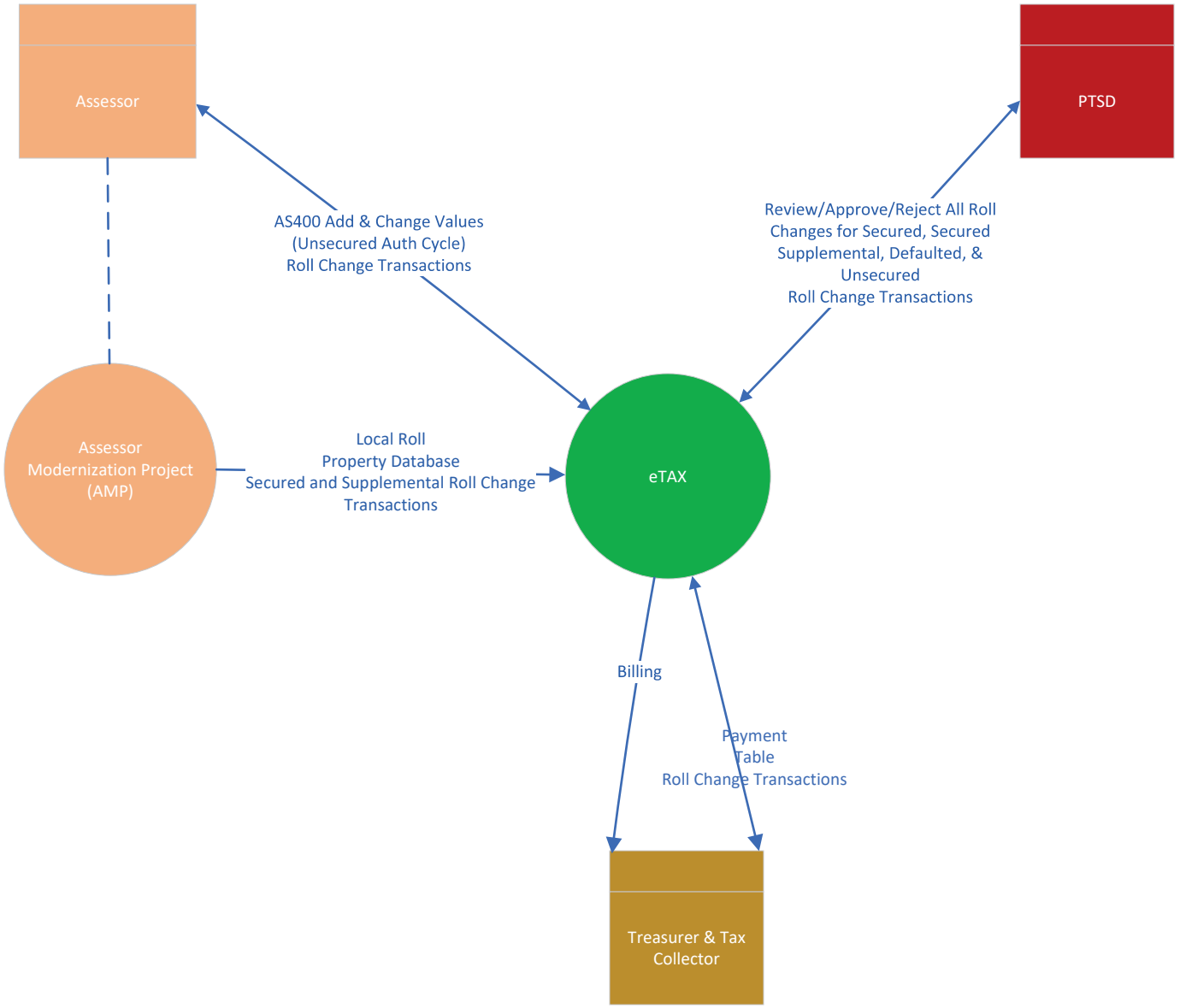
Acronyms:

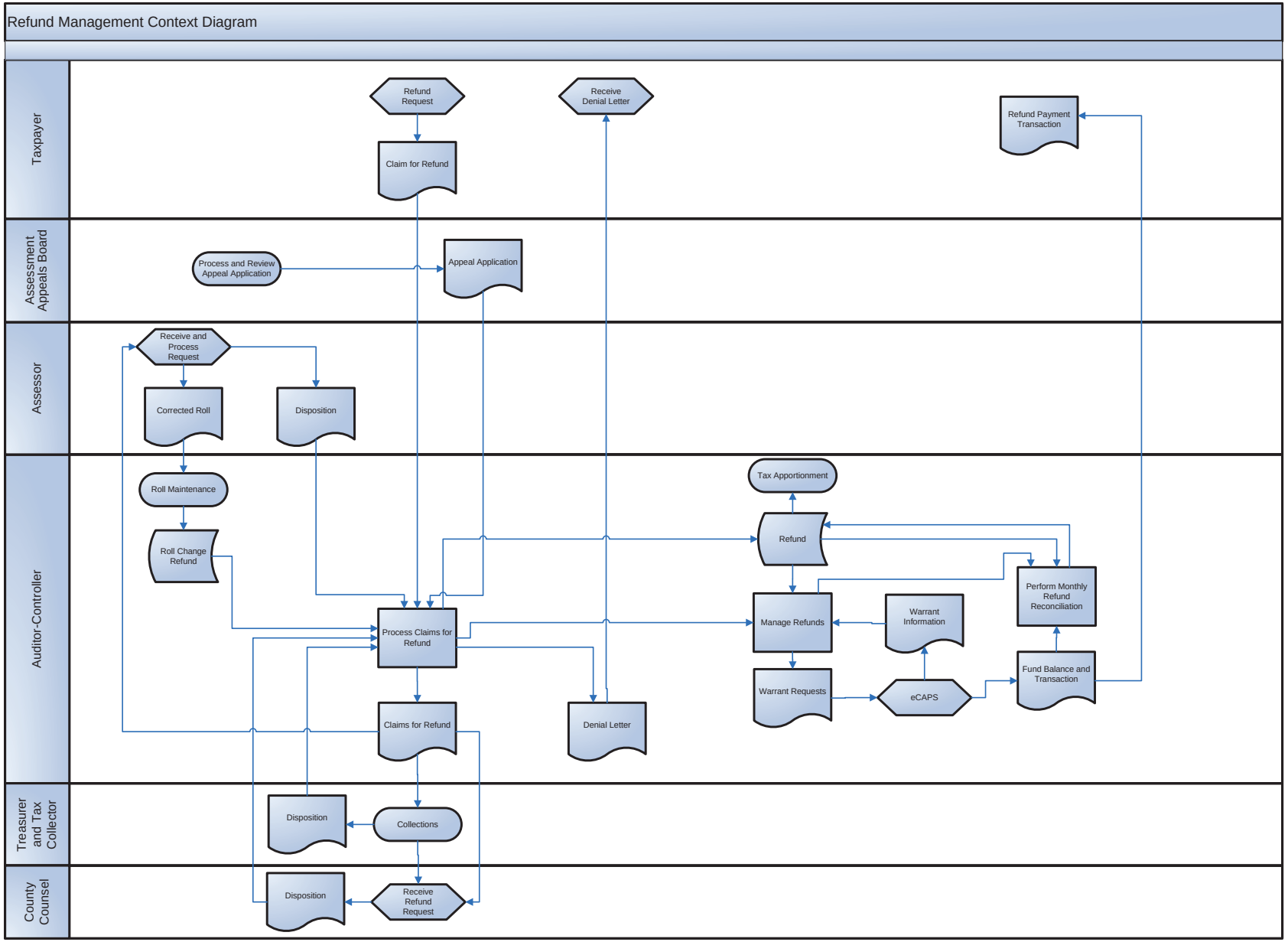
CY = Current Year
PY = Prior Year
AB8 = Assembly Bill 8
AB454 = Assembly Bill 454
ATI = Annual Tax Increment
CRA = Community Redevelopment Agency


Roll Maintenance Context Diagram – 1 of 2
Board of Equalization
Taxing Entities
Assessor
Auditor-Controller
Treasurer and Tax Collector
Assessment Appeals Board
Submit State Assessed Roll Change Request
State Assessed Roll Change Request
Direct Assessment Roll Change
Generate Direct Assessment Roll Change
Roll Change Request
Submit Roll Change Request
Roll Change Request
Process Roll Change Request
Roll Change
Roll Change Request
Process Unsecured Roll Change
Roll Change
Process SBE Roll Change
Roll Change
Process Direct Assessment Roll Change
Roll Change Refund
Extended Roll
Extend Tax Roll
Submit Roll Change Request
Roll Change Refund
Extend Tax Roll
Extended Roll
Extend Tax Roll
Refund Management
Tax Apportionment
Refund Management
Tax Apportionment
Roll Change Refund
Extended Roll
Refund Management
Tax Apportionment
TTC Request
Submit Request
Collections
Billing
Collections
Billing
Appeals Processing
Roll Change Request

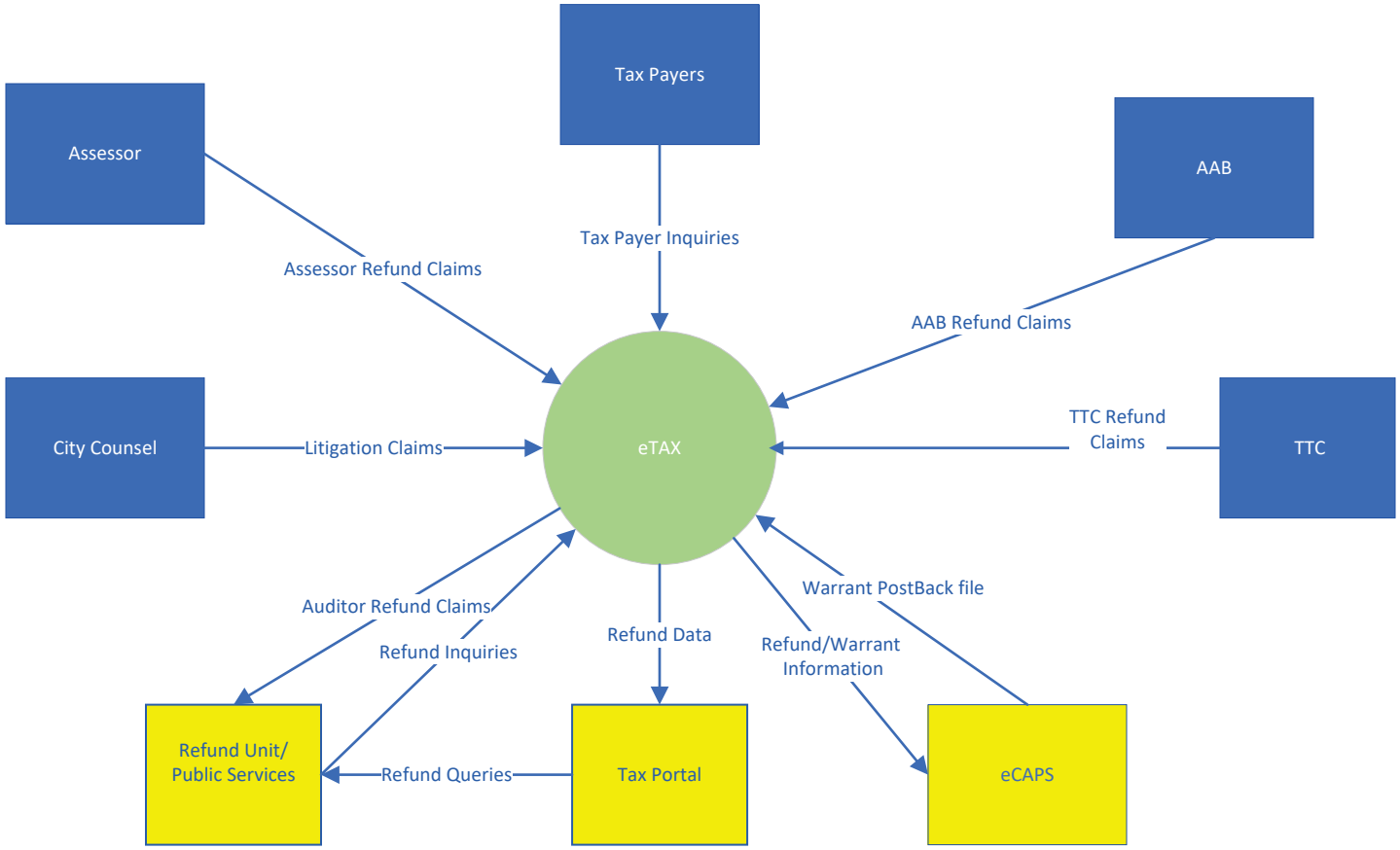

Roll Maintenance Context Diagram - 2 of 2
Assessees/Taxpayers/Public
Assessor
Auditor-Controller
Treasurer and Tax Collector
Submit Request For Transfer
Transfer Request
Unsecured Proration System
Submit Roll Change Request
Roll Change Request
Roll Change Request
Roll Change
Process Subsequent Transfer
Process Public Acquisition Roll Change
Transfer Assessment from Secured to Unsecured Roll
Extend Tax Roll
Extend Tax Roll
Subsequent Transfer Adjustment
Roll Change Refund
Roll Change
Roll Change Refund
Extended Roll
Extend Tax Roll
Extended Roll (Proration)
Submit Subsequent Transfer Adjustment
Extend Tax Roll
Refund Management
Refund Management
Refund Management
Tax Apportionment
Extended Roll
Transfer Secured Assessment to Defaulted Roll
TTC Roll Change Request
Billing
Collections
Billing
Unsecured Prior System
Generate Secured Defaulted Tax Roll
Secured Defaulted Roll
Transfer Assessment from Secured to Defaulted Roll

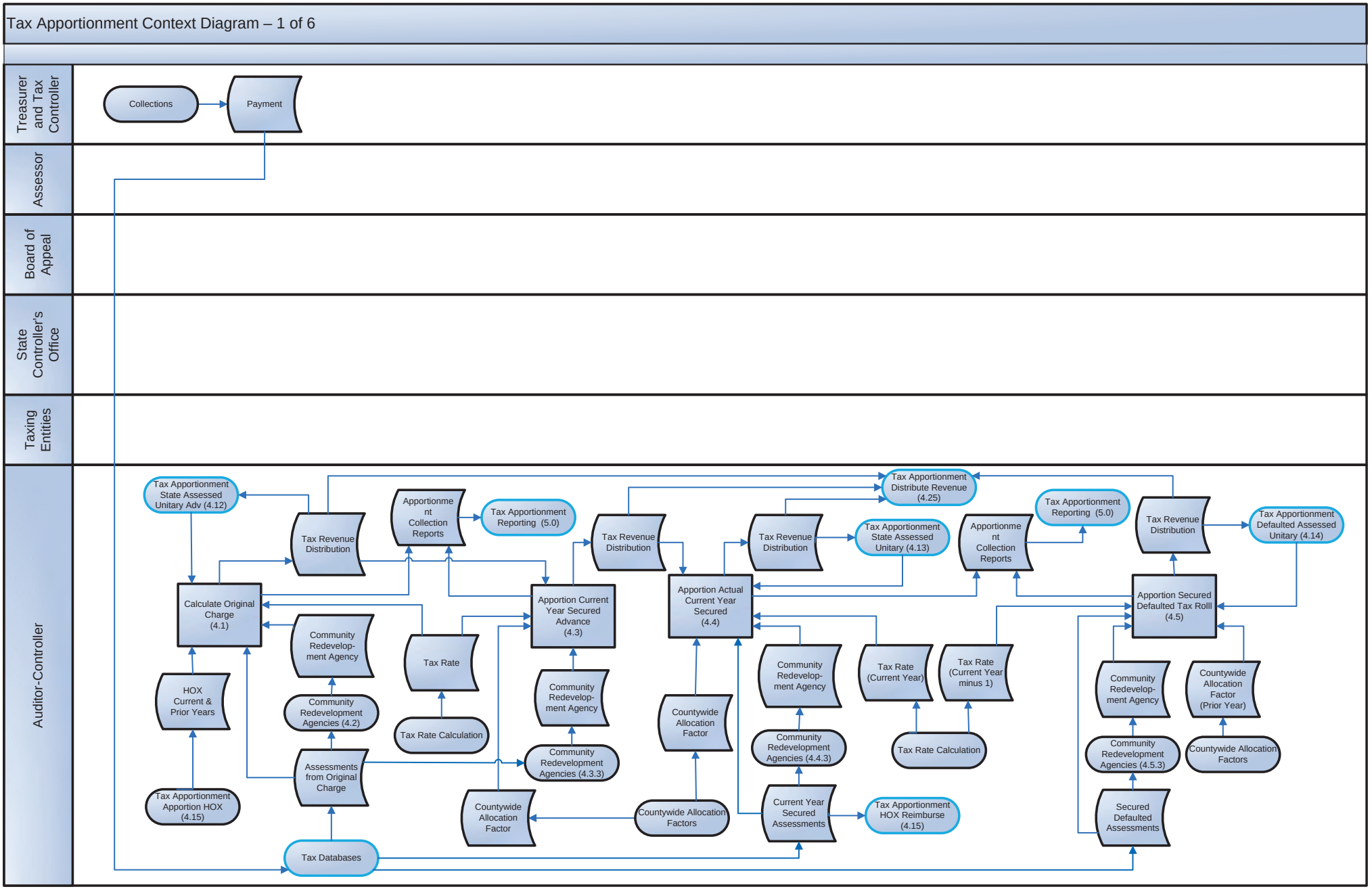
ROLL MAINTENANCE

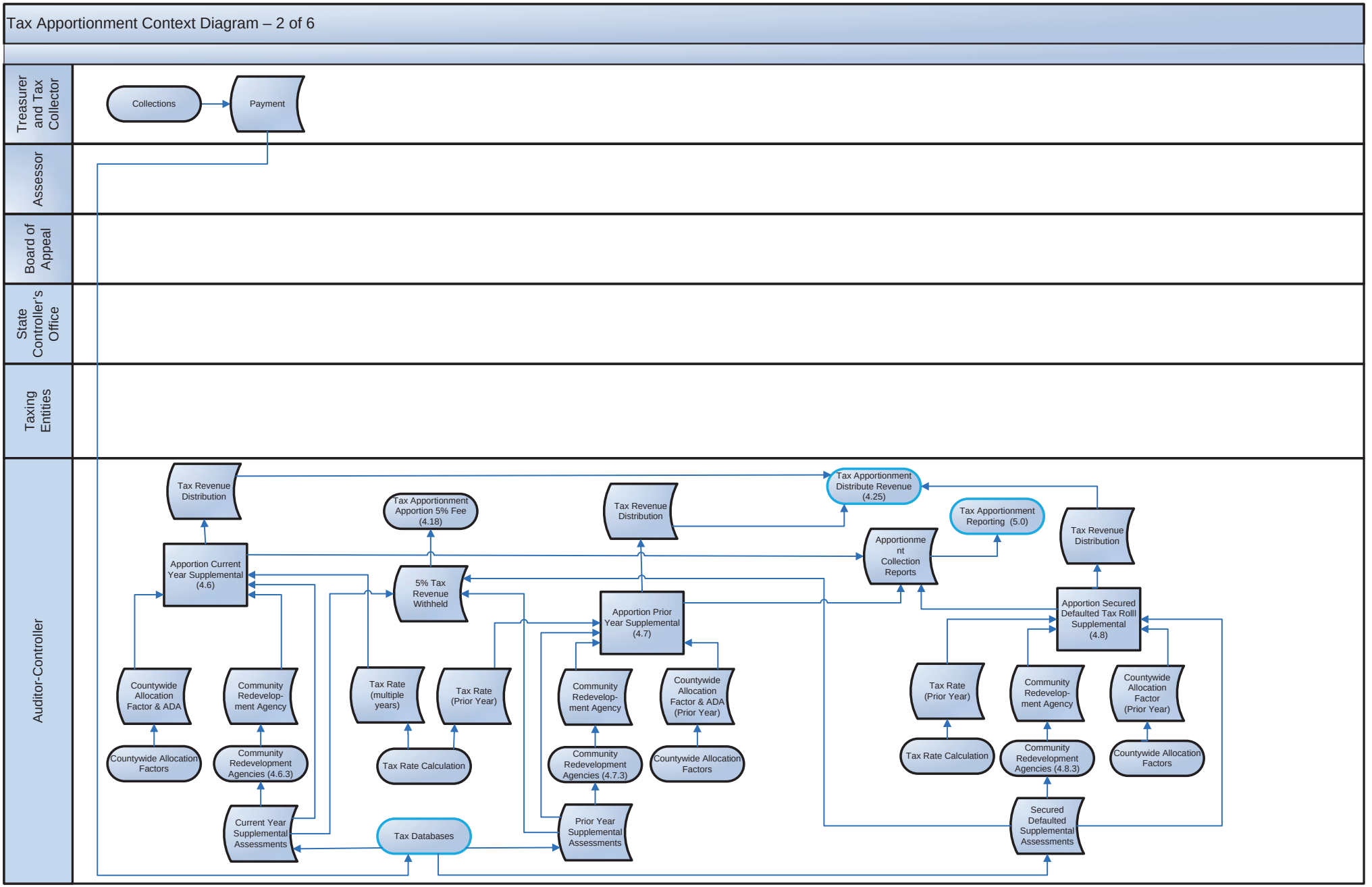


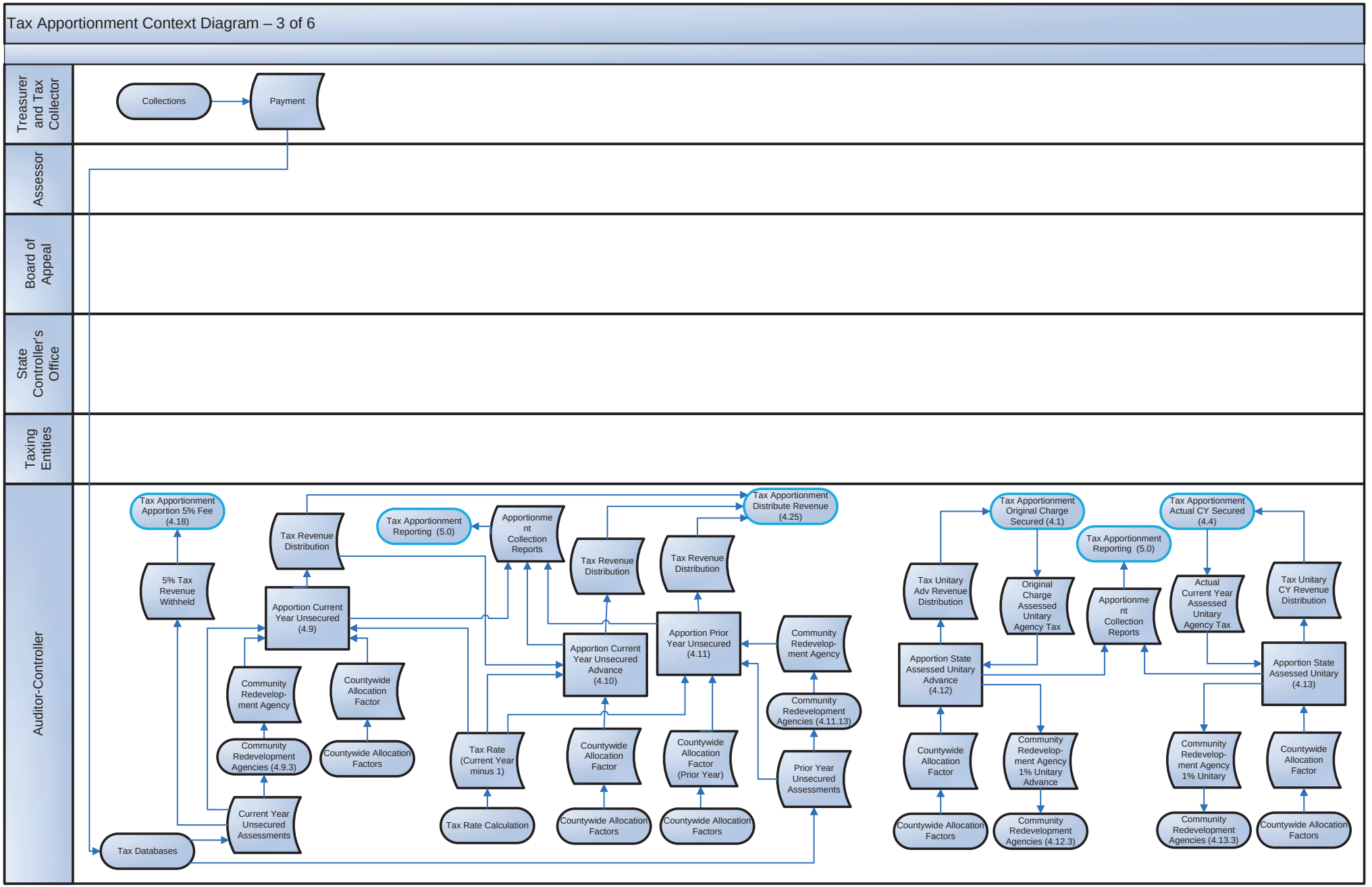

Refund Management Context Diagram
Taxpayer
Assessment Appeals Board
Assessor
Auditor-Controller
Treasurer and Tax Collector
County Counsel
Refund Request
Claim for Refund
Receive Denial Letter
Refund Payment Transaction
Process and Review Appeal Application
Appeal Application
Receive and Process Request
Corrected Roll
Disposition
Roll Maintenance
Roll Change Refund
Tax Apportionment
Refund
Perform Monthly Refund Reconciliation
Manage Refunds
Warrant Information
Process Claims for Refund
Warrant Requests
eCAPS
Fund Balance and Transaction
Claims for Refund
Denial Letter
Disposition
Collections
Disposition
Receive Refund Request

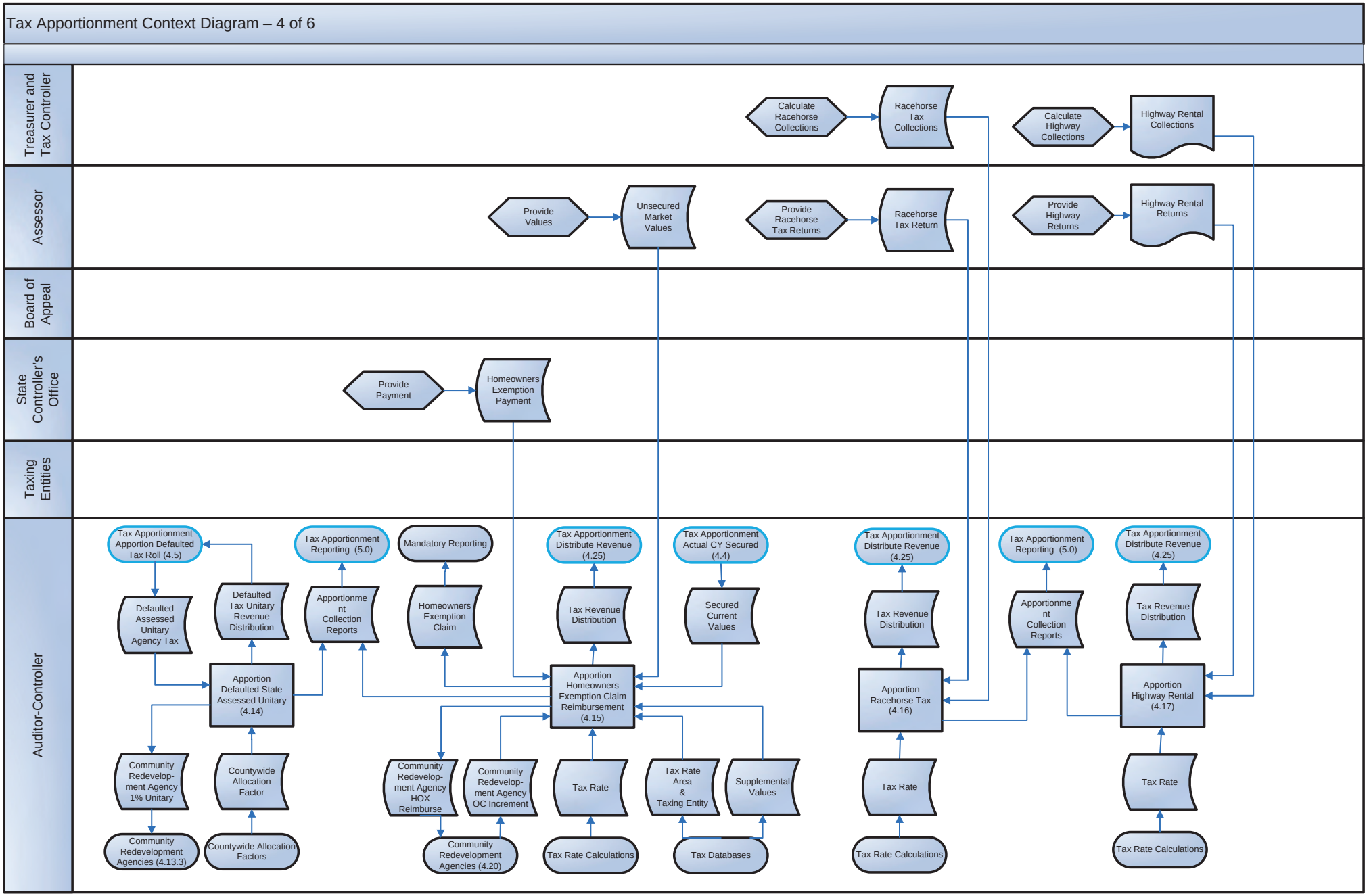
REFUND MANAGEMENT



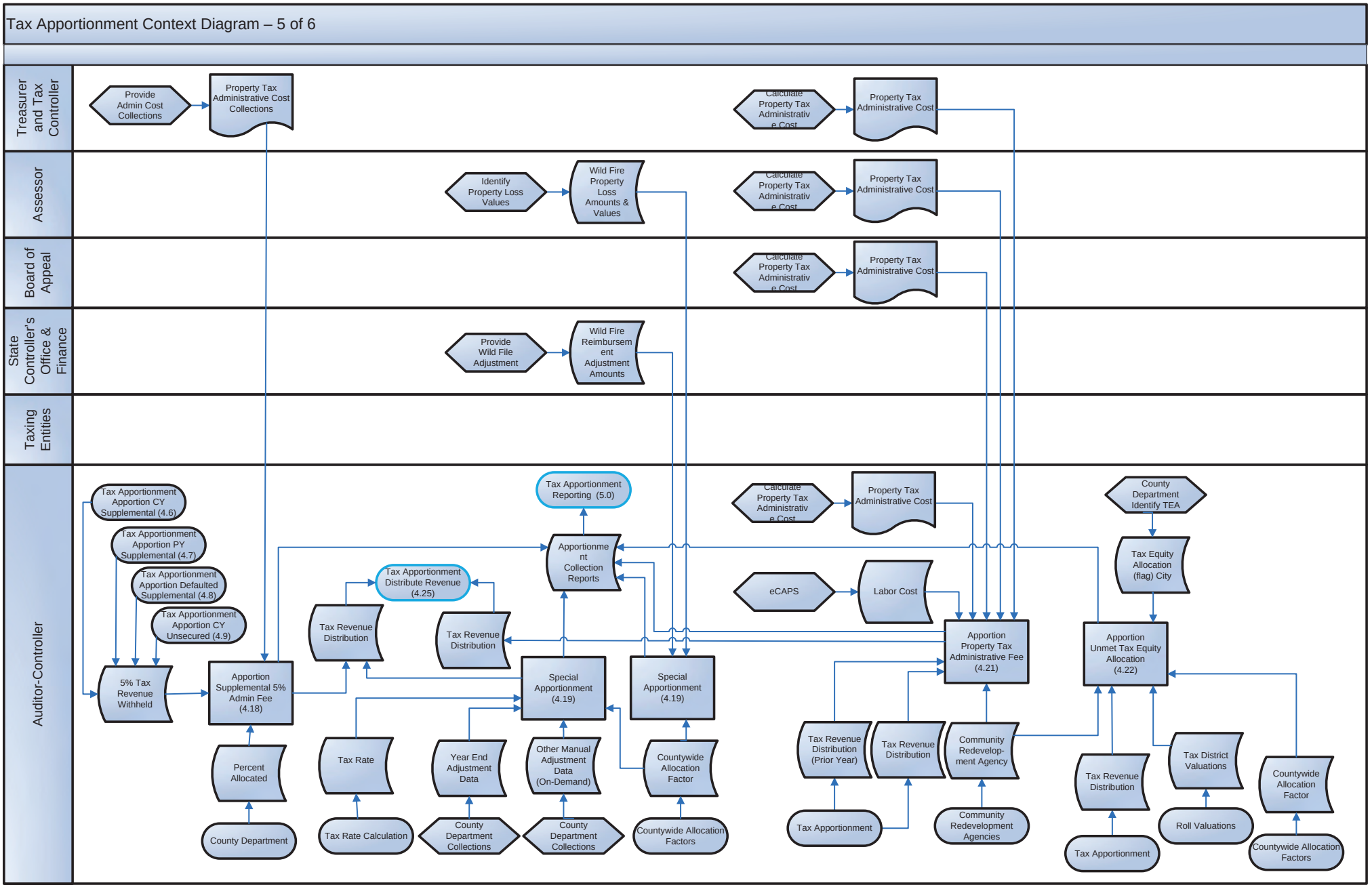

Tax Apportionment Context Diagram – 1 of 6
Treasurer and Tax Controller
Assessor
Board of Appeal
State Controller's Office
Taxing Entities
Auditor-Controller
Collections
Payment
Tax Apportionment State Assessed Unitary Adv (4.12)
Tax Revenue Distribution
Apportionment Collection Reports
Tax Apportionment Reporting (5.0)
Tax Apportionment Distribute Revenue (4.25)
Tax Revenue Distribution
Tax Revenue Distribution
Tax Apportionment State Assessed Unitary (4.13)
Apportionment Collection Reports
Tax Apportionment Reporting (5.0)
Tax Revenue Distribution
Tax Apportionment Defaulted Assessed Unitary (4.14)
Calculate Original Charge (4.1)
Apportion Current Year Secured Advance (4.3)
Apportion Actual Current Year Secured (4.4)
Apportion Secured Defaulted Tax Rolll (4.5)
Community Redevelop-ment Agency
Tax Rate
Community Redevelop-ment Agency
Community Redevelop-ment Agency
Tax Rate (Current Year)
Tax Rate (Current Year minus 1)
Community Redevelop-ment Agency
Countywide Allocation Factor (Prior Year)
HOX Current & Prior Years
Community Redevelopment Agencies (4.2)
Tax Rate Calculation
Community Redevelopment Agencies (4.3.3)
Countywide Allocation Factor
Community Redevelopment Agencies (4.4.3)
Tax Rate Calculation
Community Redevelopment Agencies (4.5.3)
Countywide Allocation Factors
Assessments from Original Charge
Tax Apportionment Apportion HOX (4.15)
Countywide Allocation Factor
Countywide Allocation Factors
Current Year Secured Assessments
Tax Apportionment HOX Reimburse (4.15)
Secured Defaulted Assessments
Tax Databases

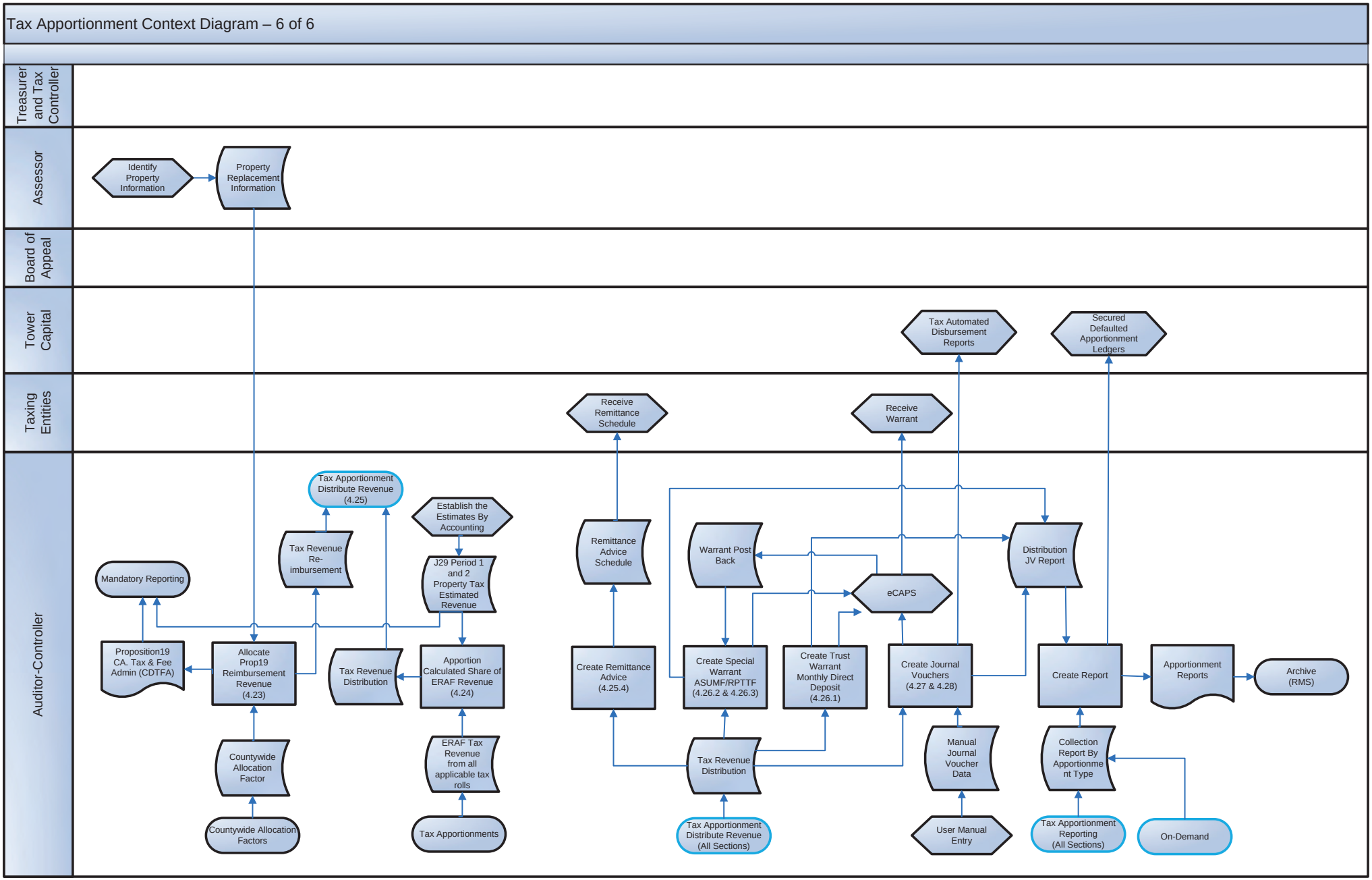

Tax Apportionment Context Diagram – 2 of 6
Treasurer and Tax Collector
Assessor
Board of Appeal
State Controller's Office
Taxing Entities
Auditor-Controller
Collections
Payment
Tax Revenue Distribution
Tax Apportionment Apportion 5% Fee (4.18)
Tax Revenue Distribution
Tax Apportionment Distribute Revenue (4.25)
Tax Apportionment Reporting (5.0)
Tax Revenue Distribution
Apportionment Collection Reports
Apportion Current Year Supplemental (4.6)
5% Tax Revenue Withheld
Apportion Prior Year Supplemental (4.7)
Apportion Secured Defaulted Tax Rolll Supplemental (4.8)
Countywide Allocation Factor & ADA
Community Redevelop-ment Agency
Tax Rate (multiple years)
Tax Rate (Prior Year)
Community Redevelop-ment Agency
Countywide Allocation Factor & ADA (Prior Year)
Tax Rate (Prior Year)
Community Redevelop-ment Agency
Countywide Allocation Factor (Prior Year)
Countywide Allocation Factors
Community Redevelopment Agencies (4.6.3)
Tax Rate Calculation
Community Redevelopment Agencies (4.7.3)
Countywide Allocation Factors
Tax Rate Calculation
Community Redevelopment Agencies (4.8.3)
Countywide Allocation Factors
Current Year Supplemental Assessments
Tax Databases
Prior Year Supplemental Assessments
Secured Defaulted Supplemental Assessments


Tax Apportionment Context Diagram – 3 of 6
Treasurer and Tax Collector
Assessor
Board of Appeal
State Controller's Office
Taxing Entities
Auditor-Controller
Collections
Payment
Tax Apportionment Apportion 5% Fee (4.18)
5% Tax Revenue Withheld
Tax Revenue Distribution
Tax Apportionment Reporting (5.0)
Apportionment Collection Reports
Tax Apportionment Distribute Revenue (4.25)
Tax Revenue Distribution
Tax Revenue Distribution
Apportion Current Year Unsecured (4.9)
Apportion Current Year Unsecured Advance (4.10)
Apportion Prior Year Unsecured (4.11)
Community Redevelop-ment Agency
Community Redevelop-ment Agency
Countywide Allocation Factor
Community Redevelopment Agencies (4.11.13)
Community Redevelopment Agencies (4.9.3)
Countywide Allocation Factors
Tax Rate (Current Year minus 1)
Countywide Allocation Factor
Countywide Allocation Factor (Prior Year)
Prior Year Unsecured Assessments
Current Year Unsecured Assessments
Tax Rate Calculation
Countywide Allocation Factors
Countywide Allocation Factors
Tax Databases
Tax Apportionment Original Charge Secured (4.1)
Tax Apportionment Actual CY Secured (4.4)
Tax Apportionment Reporting (5.0)
Tax Unitary Adv Revenue Distribution
Original Charge Assessed Unitary Agency Tax
Apportionment Collection Reports
Actual Current Year Assessed Unitary Agency Tax
Tax Unitary CY Revenue Distribution
Apportion State Assessed Unitary Advance (4.12)
Apportion State Assessed Unitary (4.13)
Countywide Allocation Factor
Community Redevelop-ment Agency 1% Unitary Advance
Community Redevelop-ment Agency 1% Unitary
Countywide Allocation Factor
Countywide Allocation Factors
Community Redevelopment Agencies (4.12.3)
Community Redevelopment Agencies (4.13.3)
Countywide Allocation Factors

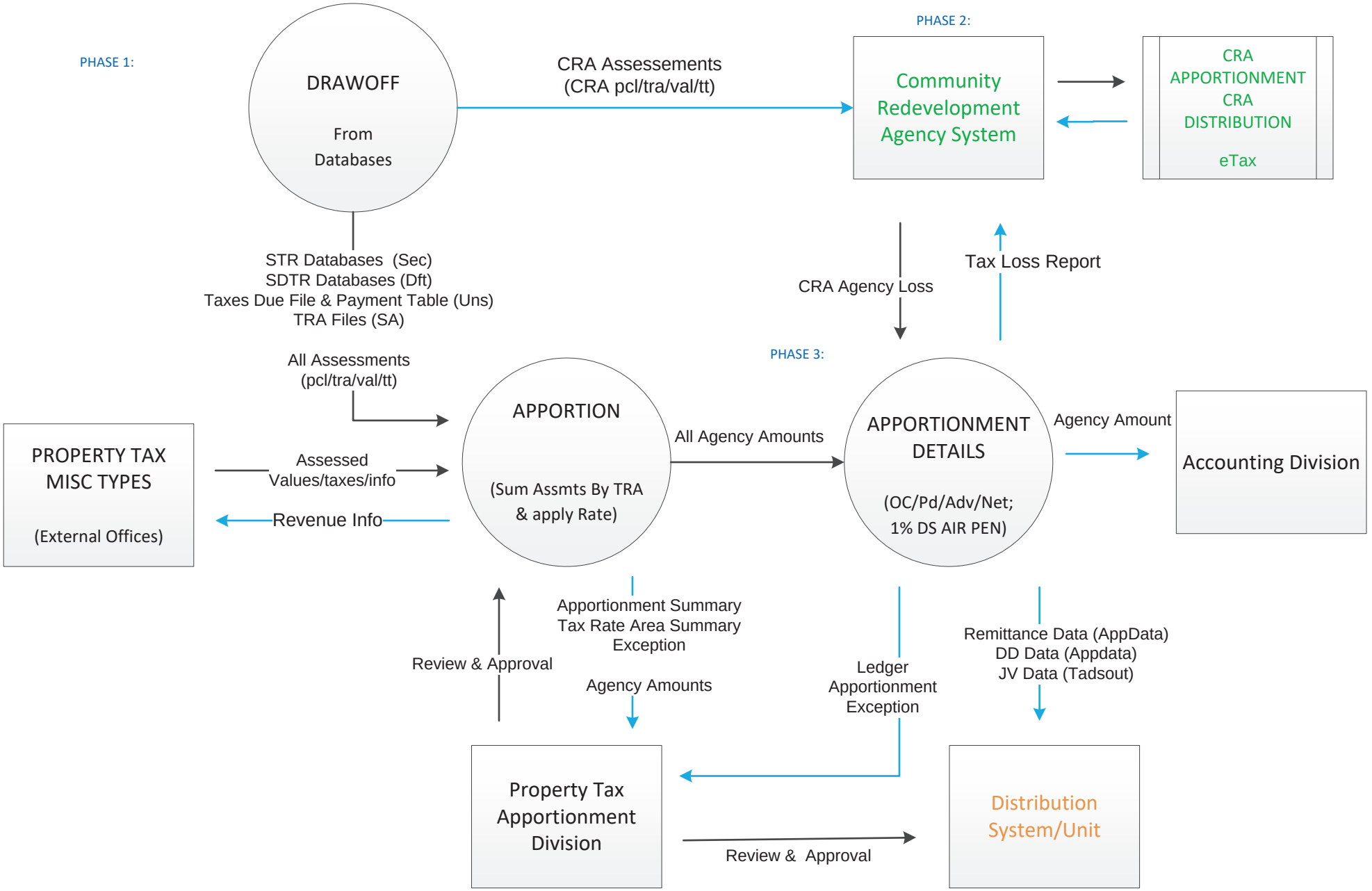

Tax Apportionment Context Diagram – 4 of 6
Treasurer and Tax Controller
Assessor
Board of Appeal
State Controller's Office
Taxing Entities
Auditor-Controller
Calculate Racehorse Collections
Racehorse Tax Collections
Calculate Highway Collections
Highway Rental Collections
Provide Values
Unsecured Market Values
Provide Racehorse Tax Returns
Racehorse Tax Return
Provide Highway Returns
Highway Rental Returns
Provide Payment
Homeowners Exemption Payment
Tax Apportionment Apportion Defaulted Tax Roll (4.5)
Tax Apportionment Reporting (5.0)
Mandatory Reporting
Tax Apportionment Distribute Revenue (4.25)
Tax Apportionment Actual CY Secured (4.4)
Tax Apportionment Distribute Revenue (4.25)
Tax Apportionment Reporting (5.0)
Tax Apportionment Distribute Revenue (4.25)
Defaulted Assessed Unitary Agency Tax
Defaulted Tax Unitary Revenue Distribution
Apportionment Collection Reports
Homeowners Exemption Claim
Tax Revenue Distribution
Secured Current Values
Tax Revenue Distribution
Apportionment Collection Reports
Tax Revenue Distribution
Apportion Defaulted State Assessed Unitary (4.14)
Apportion Homeowners Exemption Claim Reimbursement (4.15)
Apportion Racehorse Tax (4.16)
Apportion Highway Rental (4.17)
Community Redevelop-ment Agency 1% Unitary
Countywide Allocation Factor
Community Redevelop-ment Agency HOX Reimburse
Community Redevelop-ment Agency OC Increment
Tax Rate
Tax Rate Area & Taxing Entity
Supplemental Values
Tax Rate
Tax Rate
Community Redevelopment Agencies (4.13.3)
Countywide Allocation Factors
Community Redevelopment Agencies (4.20)
Tax Rate Calculations
Tax Databases
Tax Rate Calculations
Tax Rate Calculations

Tax Apportionment Context Diagram – 5 of 6

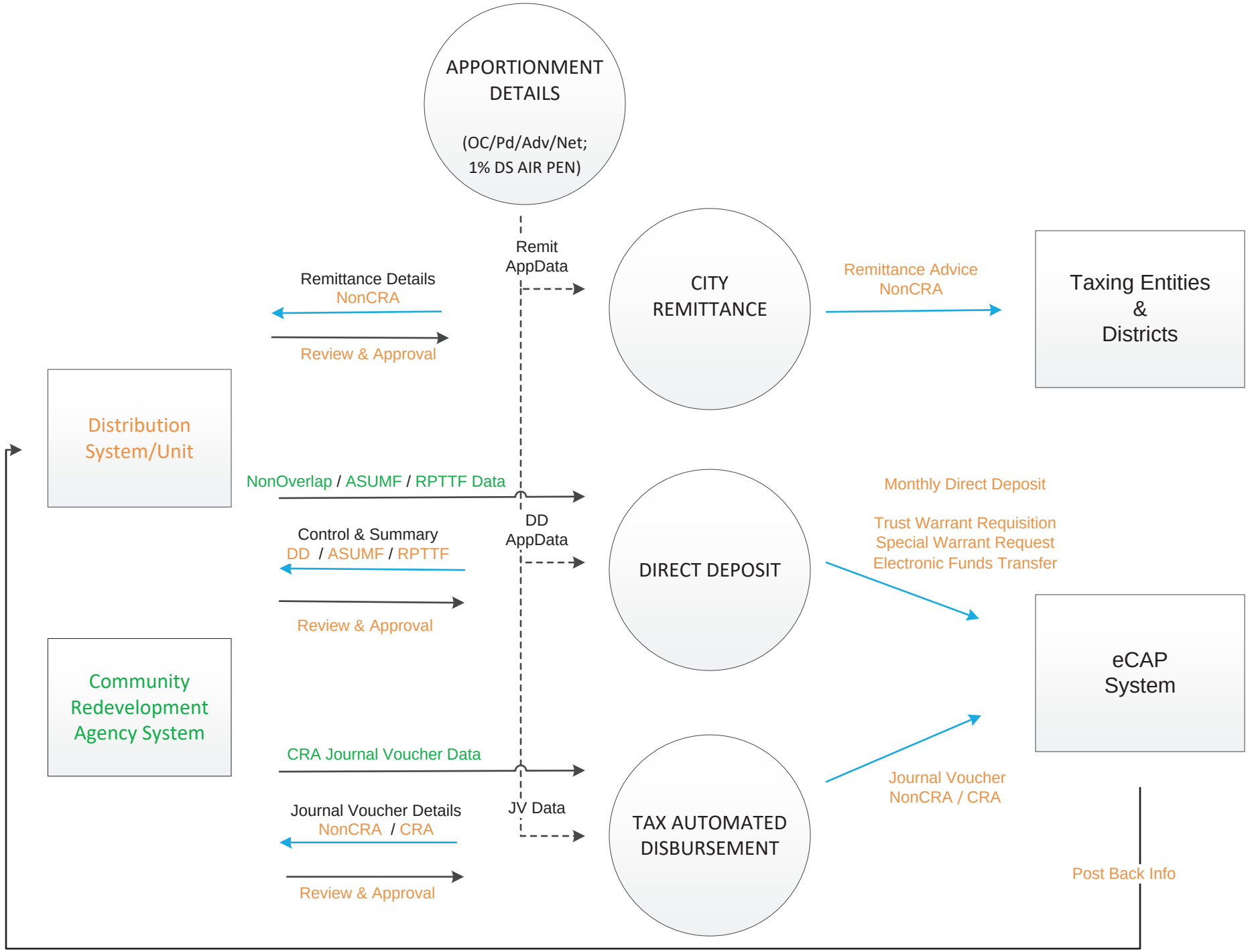



Tax Apportionment Context Diagram – 6 of 6
Treasurer and Tax Controller
Assessor
Board of Appeal
Tower Capital
Taxing Entities
Auditor-Controller
Identify Property Information
Property Replacement Information
Tax Automated Disbursement Reports
Secured Defaulted Apportionment Ledgers
Receive Remittance Schedule
Receive Warrant
Tax Apportionment Distribute Revenue (4.25)
Establish the Estimates By Accounting
Tax Revenue Re-imbursement
J29 Period 1 and 2 Property Tax Estimated Revenue
Remittance Advice Schedule
Warrant Post Back
Distribution JV Report
Mandatory Reporting
eCAPS
Proposition19 CA. Tax & Fee Admin (CDTFA)
Allocate Prop19 Reimbursement Revenue (4.23)
Tax Revenue Distribution
Apportion Calculated Share of ERAF Revenue (4.24)
Create Remittance Advice (4.25.4)
Create Special Warrant ASUMF/RPTTF (4.26.2 & 4.26.3)
Create Trust Warrant Monthly Direct Deposit (4.26.1)
Create Journal Vouchers (4.27 & 4.28)
Create Report
Apportionment Reports
Archive (RMS)
Countywide Allocation Factor
ERAF Tax Revenue from all applicable tax rolls
Tax Revenue Distribution
Manual Journal Voucher Data
Collection Report By Apportionment Type
Countywide Allocation Factors
Tax Apportionments
Tax Apportionment Distribute Revenue (All Sections)
User Manual Entry
Tax Apportionment Reporting (All Sections)
On-Demand

TAX APPORTIONMENT – FUNCTIONAL REQUIREMENTS
** APPORTIONMENT **



TAX APPORTIONMENT – FUNCTIONAL REQUIREMENTS
** DISTRIBUTION **



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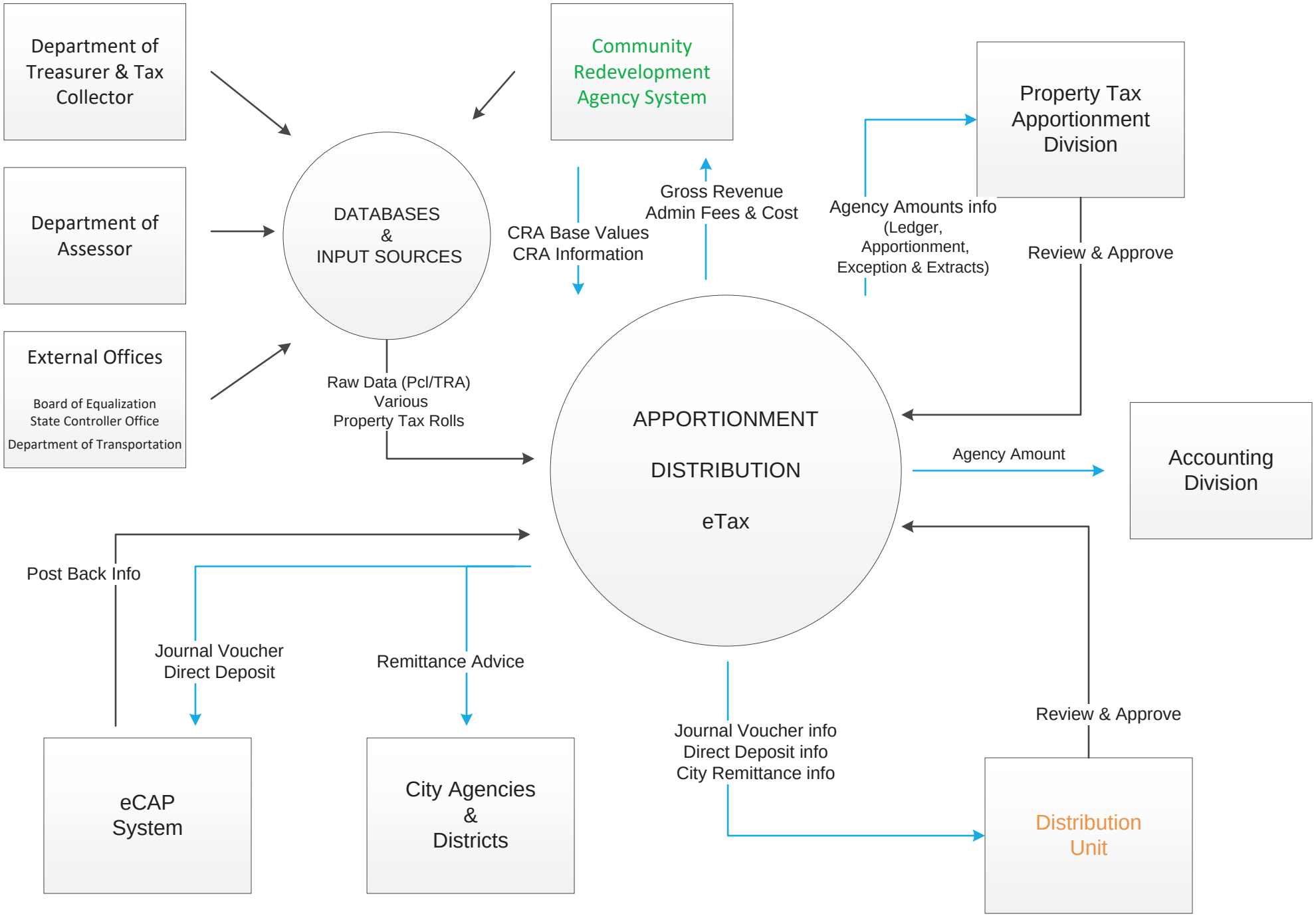
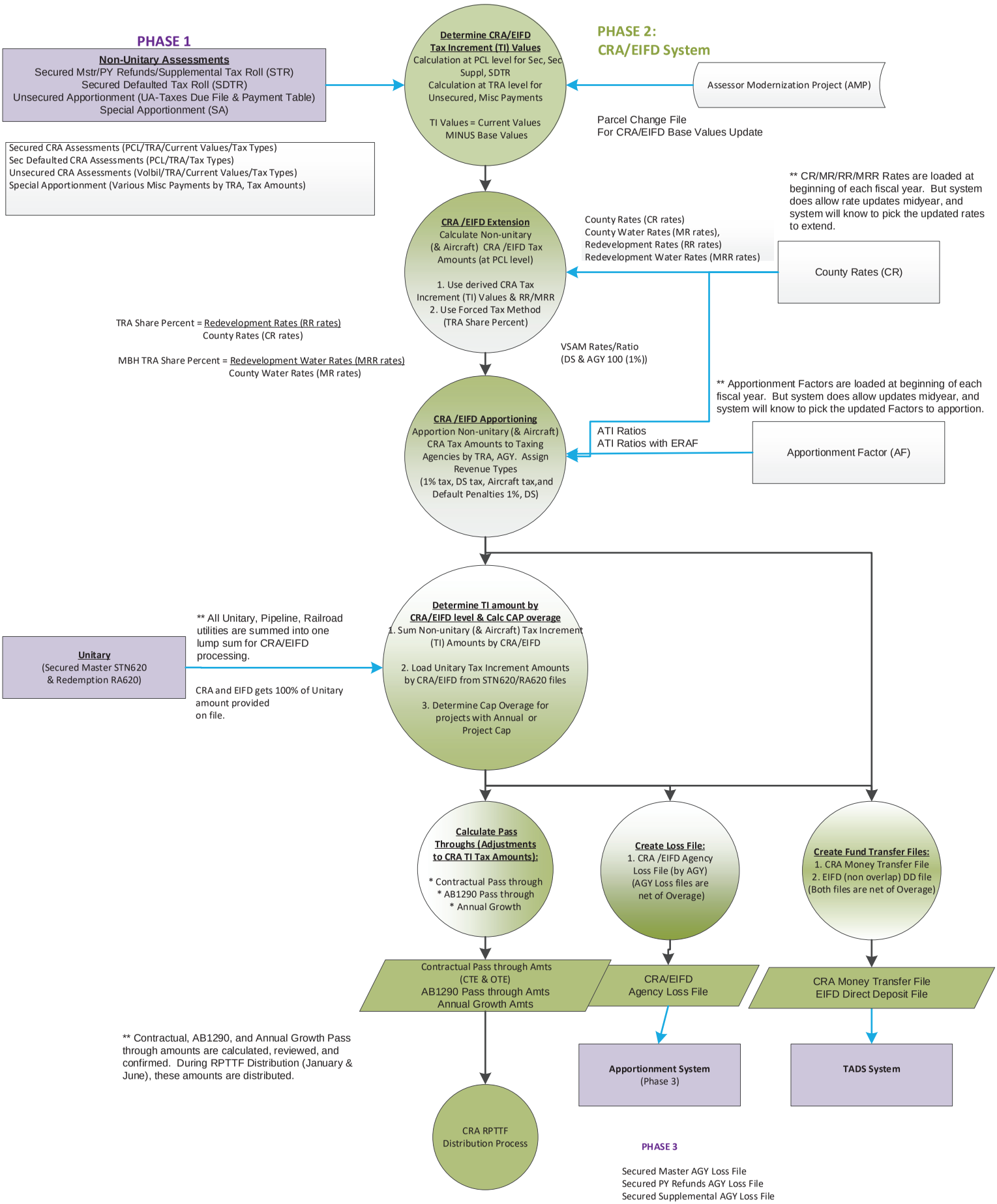
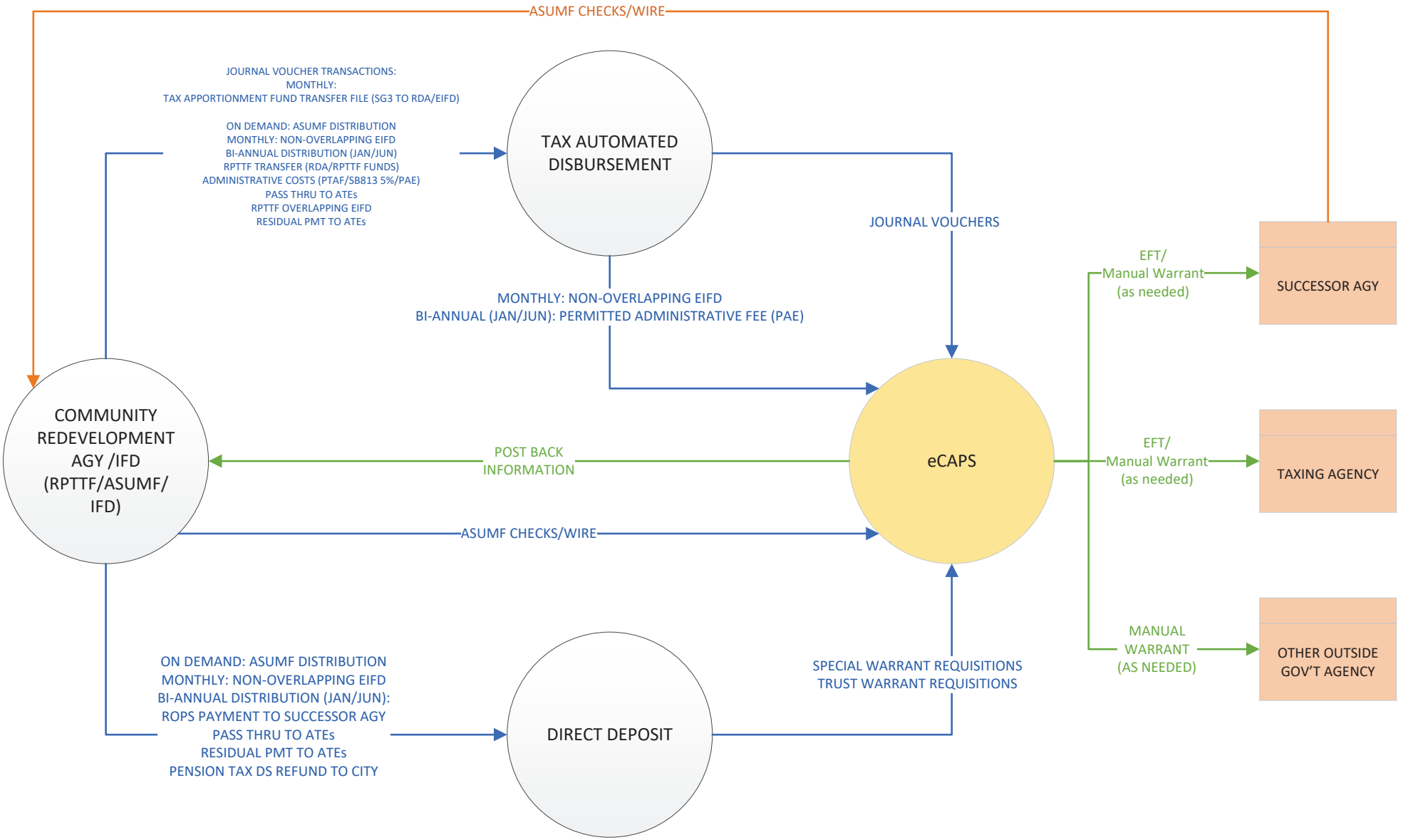
TAX APPORTIONMENT – FUNCTIONAL REQUIREMENTS




PHASE 1
Non-Unitary Assessments
Secured Mstr/PY Refunds/Supplemental Tax Roll (STR)
Secured Defaulted Tax Roll (SDTR)
Unsecured Apportionment (UA-Taxes Due File & Payment Table)
Special Apportionment (SA)
Secured CRA Assessments (PCL/TRA/Current Values/Tax Types)
Sec Defaulted CRA Assessments (PCL/TRA/Tax Types)
Unsecured CRA Assessments (Volbil/TRA/Current Values/Tax Types)
Special Apportionment (Various Misc Payments by TRA, Tax Amounts)
Determine CRA/EIFD Tax Increment (TI) Values
Calculation at PCL level for Sec, Sec Suppl, SDTR
Calculation at TRA level for Unsecured, Misc Payments
TI Values = Current Values MINUS Base Values
PHASE 2:
CRA/EIFD System
Assessor Modernization Project (AMP)
Parcel Change File
For CRA/EIFD Base Values Update
** CR/MR/RR/MRR Rates are loaded at beginning of each fiscal year. But system does allow rate updates midyear, and system will know to pick the updated rates to extend.
CRA /EIFD Extension
Calculate Non-unitary (& Aircraft) CRA /EIFD Tax Amounts (at PCL level)
1. Use derived CRA Tax Increment (TI) Values & RR/MRR
2. Use Forced Tax Method (TRA Share Percent)
County Rates (CR rates)
County Water Rates (MR rates),
Redevelopment Rates (RR rates)
Redevelopment Water Rates (MRR rates)
County Rates (CR)
TRA Share Percent = Redevelopment Rates (RR rates) / County Rates (CR rates)
MBH TRA Share Percent = Redevelopment Water Rates (MRR rates) / County Water Rates (MR rates)
VSAM Rates/Ratio
(DS & AGY 100 (1%))
** Apportionment Factors are loaded at beginning of each fiscal year. But system does allow updates midyear, and system will know to pick the updated Factors to apportion.
CRA /EIFD Apportioning
Apportion Non-unitary (& Aircraft) CRA Tax Amounts to Taxing Agencies by TRA, AGY. Assign Revenue Types
(1% tax, DS tax, Aircraft tax,and Default Penalties 1%, DS)
ATI Ratios
ATI Ratios with ERAF
Apportionment Factor (AF)
Unitary
(Secured Master STN620 & Redemption RA620)
** All Unitary, Pipeline, Railroad utilities are summed into one lump sum for CRA/EIFD processing.
CRA and EIFD gets 100% of Unitary amount provided on file.
Determine TI amount by CRA/EIFD level & Calc CAP overage
1. Sum Non-unitary (& Aircraft) Tax Increment (TI) Amounts by CRA/EIFD
2. Load Unitary Tax Increment Amounts by CRA/EIFD from STN620/RA620 files
3. Determine Cap Overage for projects with Annual or Project Cap
Calculate Pass Throughs (Adjustments to CRA TI Tax Amounts):
* Contractual Pass through
* AB1290 Pass through
* Annual Growth
Create Loss File:
1. CRA /EIFD Agency Loss File (by AGY)
(AGY Loss files are net of Overage)
Create Fund Transfer Files:
1. CRA Money Transfer File
2. EIFD (non overlap) DD file
(Both files are net of Overage)
Contractual Pass through Amts (CTE & OTE)
AB1290 Pass through Amts
Annual Growth Amts
CRA/EIFD Agency Loss File
CRA Money Transfer File
EIFD Direct Deposit File
** Contractual, AB1290, and Annual Growth Pass through amounts are calculated, reviewed, and confirmed. During RPTTF Distribution (January & June), these amounts are distributed.
Apportionment System
(Phase 3)
TADS System
CRA RPTTF Distribution Process
PHASE 3
Secured Master AGY Loss File
Secured PY Refunds AGY Loss File
Secured Supplemental AGY Loss File
Secured Master Defaulted AGY Loss File
Secured Supplemental Defaulted AGY Loss File
Unsecured AGY Loss File
Miscellaneous Payments AGY Loss File

CRA/IFD Revenue Distribution
(RPTTF/ASUMF/IFD)



TWR: Trust Warrant Requisition for Trust Fund Payment Distributions paid with Balance Sheet Accounts
SWR: Special Warrant Requisition for Expense funds paid with Object Code/Expense Codes

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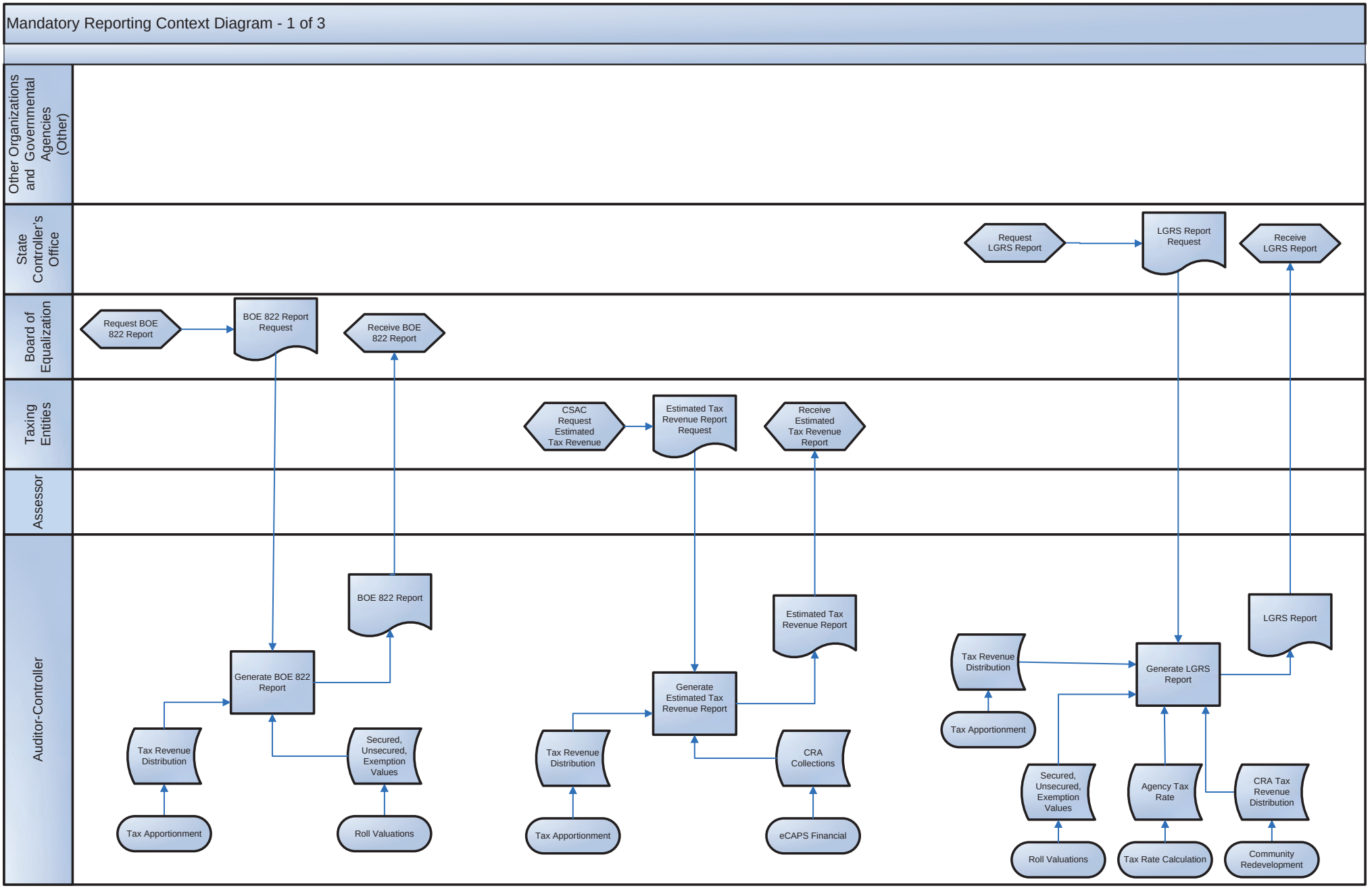
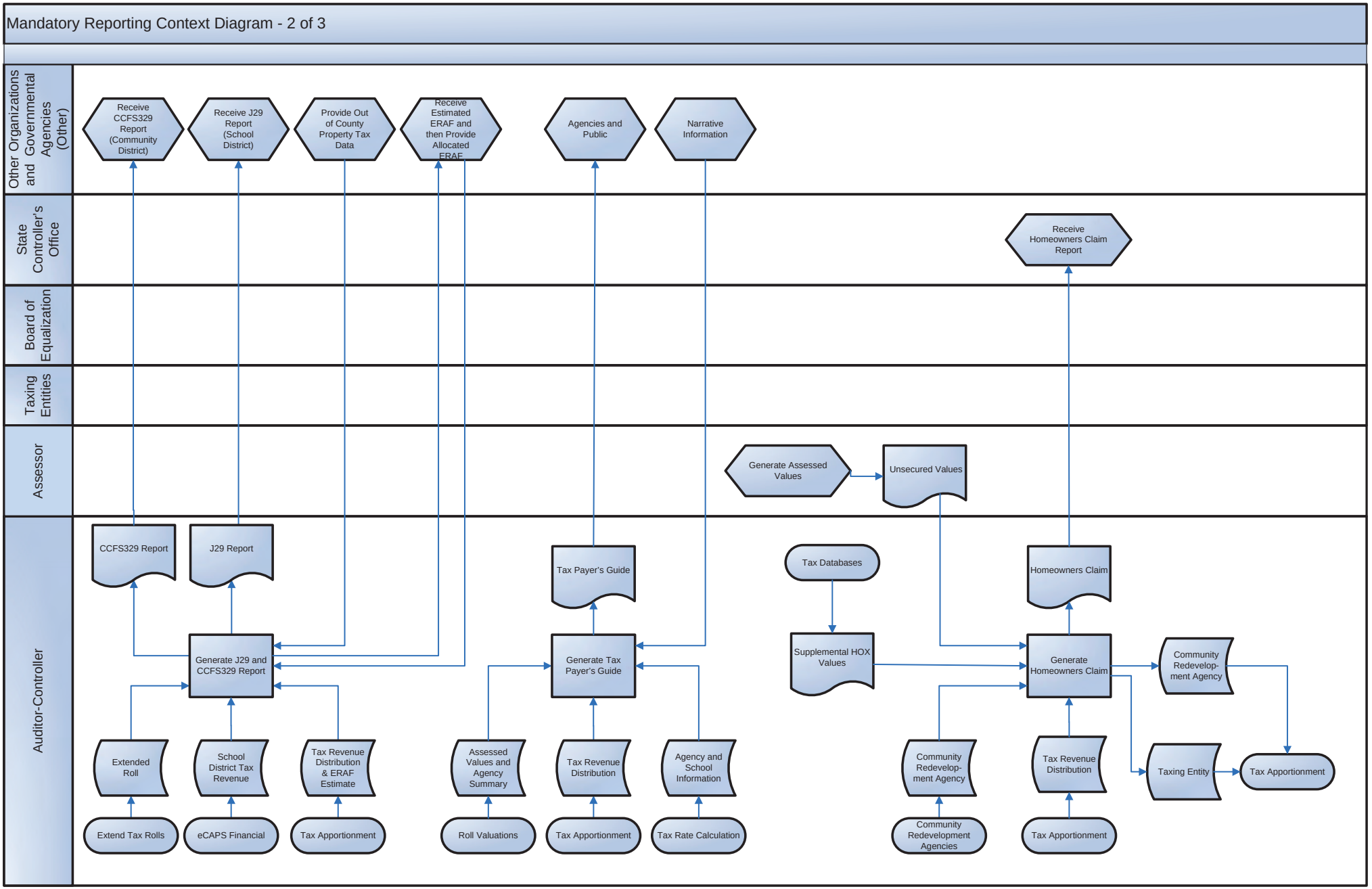

Mandatory Reporting Context Diagram - 1 of 3
Other Organizations and Governmental Agencies (Other)
State Controller's Office
Board of Equalization
Taxing Entities
Assessor
Auditor-Controller
Request LGRS Report
LGRS Report Request
Receive LGRS Report
Request BOE 822 Report
BOE 822 Report Request
Receive BOE 822 Report
CSAC Request Estimated Tax Revenue
Estimated Tax Revenue Report Request
Receive Estimated Tax Revenue Report
BOE 822 Report
Generate BOE 822 Report
Tax Revenue Distribution
Tax Apportionment
Secured, Unsecured, Exemption Values
Roll Valuations
Estimated Tax Revenue Report
Generate Estimated Tax Revenue Report
Tax Revenue Distribution
Tax Apportionment
CRA Collections
eCAPS Financial
LGRS Report
Tax Revenue Distribution
Tax Apportionment
Generate LGRS Report
Secured, Unsecured, Exemption Values
Roll Valuations
Agency Tax Rate
Tax Rate Calculation
CRA Tax Revenue Distribution
Community Redevelopment


Mandatory Reporting Context Diagram - 2 of 3
Other Organizations and Governmental Agencies (Other)
State Controller's Office
Board of Equalization
Taxing Entities
Assessor
Auditor-Controller
Receive CCFS329 Report (Community District)
Receive J29 Report (School District)
Provide Out of County Property Tax Data
Receive Estimated ERAF and then Provide Allocated ERAF
Agencies and Public
Narrative Information
Receive Homeowners Claim Report
Generate Assessed Values
Unsecured Values
CCFS329 Report
J29 Report
Tax Payer's Guide
Tax Databases
Homeowners Claim
Generate J29 and CCFS329 Report
Generate Tax Payer's Guide
Supplemental HOX Values
Generate Homeowners Claim
Community Redevelop-ment Agency
Extended Roll
School District Tax Revenue
Tax Revenue Distribution & ERAF Estimate
Assessed Values and Agency Summary
Tax Revenue Distribution
Agency and School Information
Community Redevelop-ment Agency
Tax Revenue Distribution
Taxing Entity
Tax Apportionment
Extend Tax Rolls
eCAPS Financial
Tax Apportionment
Roll Valuations
Tax Apportionment
Tax Rate Calculation
Community Redevelopment Agencies
Tax Apportionment

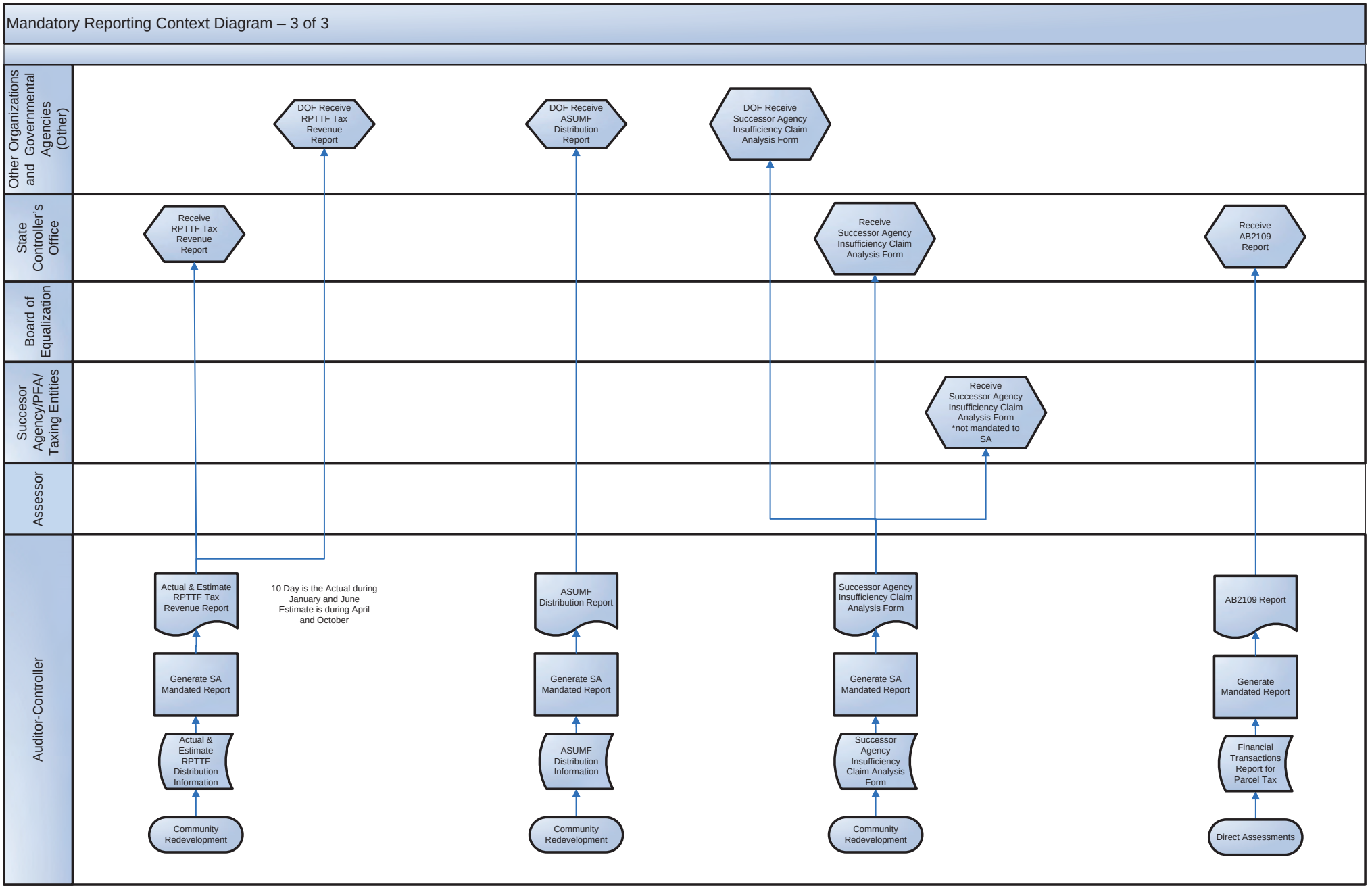
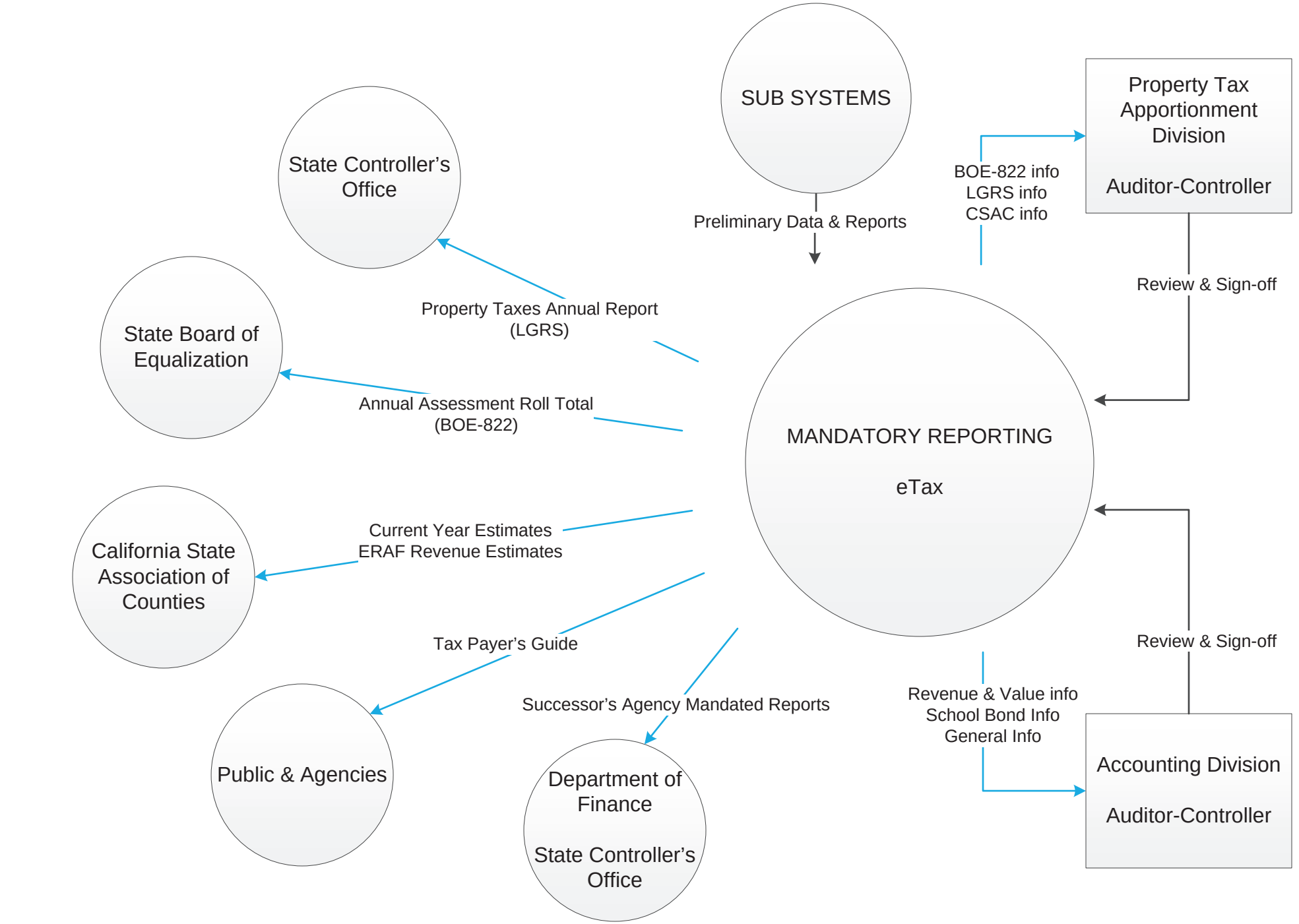

Mandatory Reporting Context Diagram – 3 of 3
Other Organizations and Governmental Agencies (Other)
State Controller's Office
Board of Equalization
Succesor Agency/PFA/ Taxing Entities
Assessor
Auditor-Controller
DOF Receive RPTTF Tax Revenue Report
DOF Receive ASUMF Distribution Report
DOF Receive Successor Agency Insufficiency Claim Analysis Form
Receive RPTTF Tax Revenue Report
Receive Successor Agency Insufficiency Claim Analysis Form
Receive AB2109 Report
Receive Successor Agency Insufficiency Claim Analysis Form *not mandated to SA
Actual & Estimate RPTTF Tax Revenue Report
10 Day is the Actual during January and June Estimate is during April and October
ASUMF Distribution Report
Successor Agency Insufficiency Claim Analysis Form
AB2109 Report
Generate SA Mandated Report
Generate SA Mandated Report
Generate SA Mandated Report
Generate Mandated Report
Actual & Estimate RPTTF Distribution Information
ASUMF Distribution Information
Successor Agency Insufficiency Claim Analysis Form
Financial Transactions Report for Parcel Tax
Community Redevelopment
Community Redevelopment
Community Redevelopment
Direct Assessments

Exhibit 24

MANDATORY REPORTING – FUNCTIONAL REQUIREMENTS



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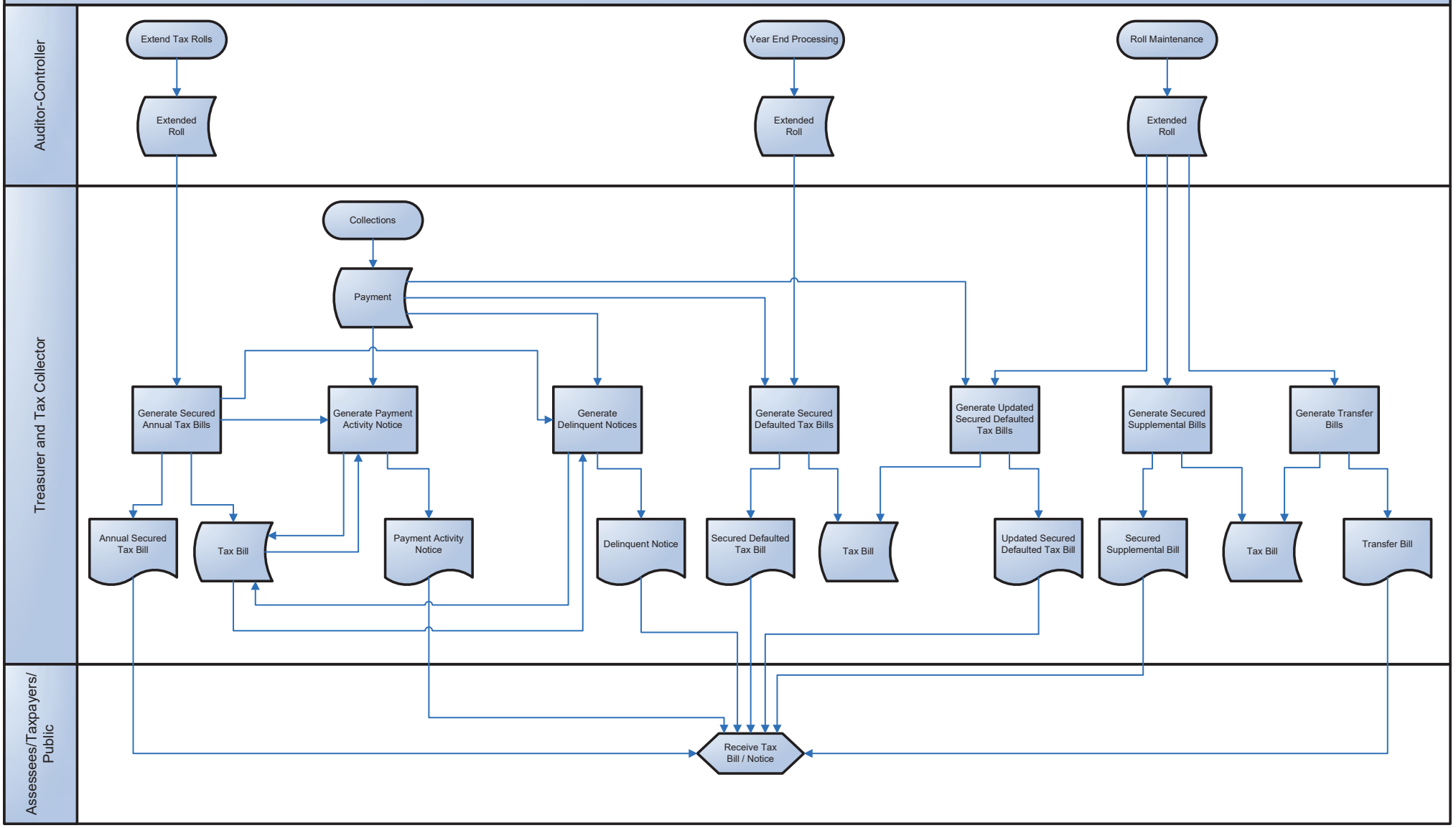
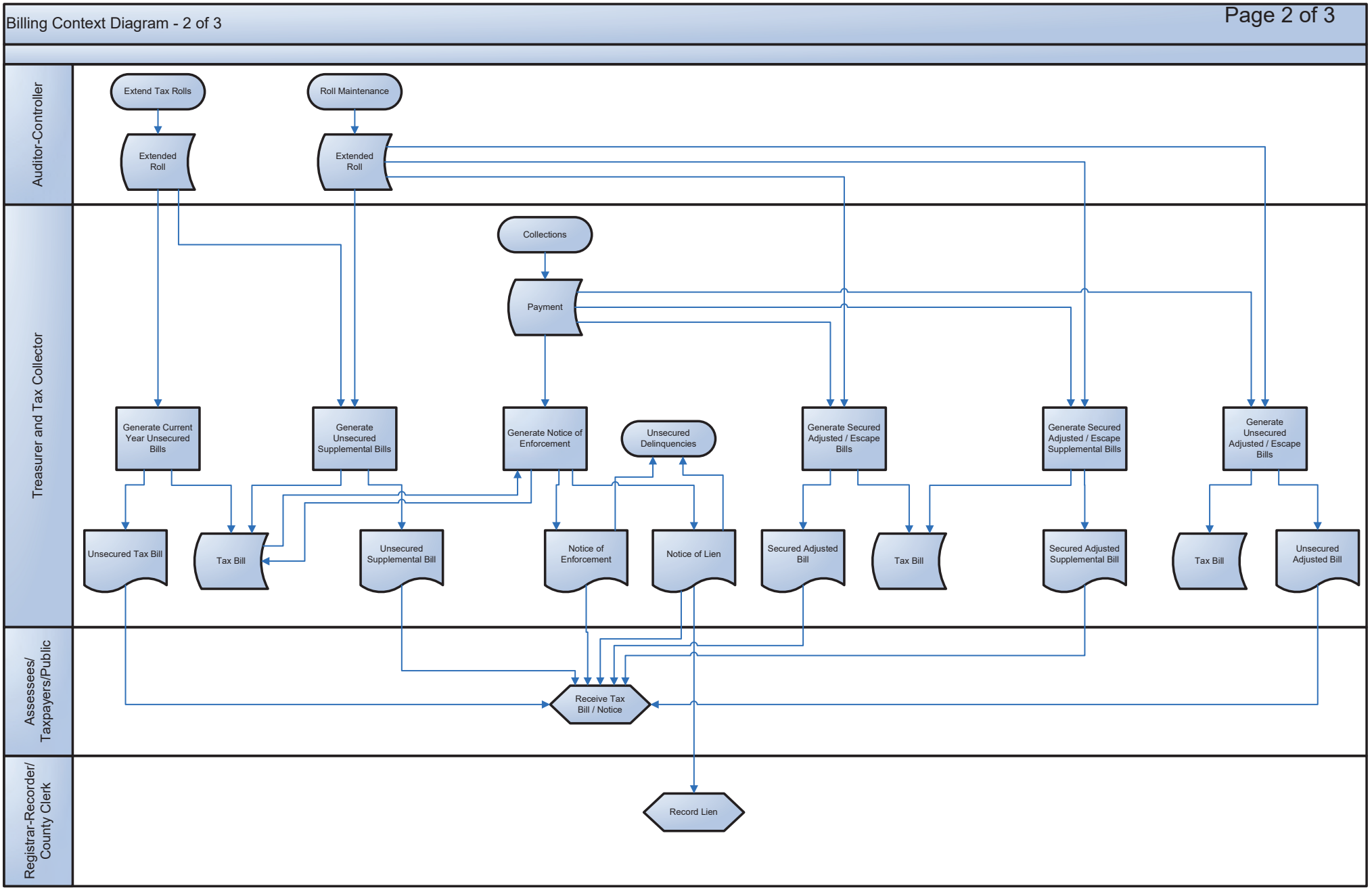
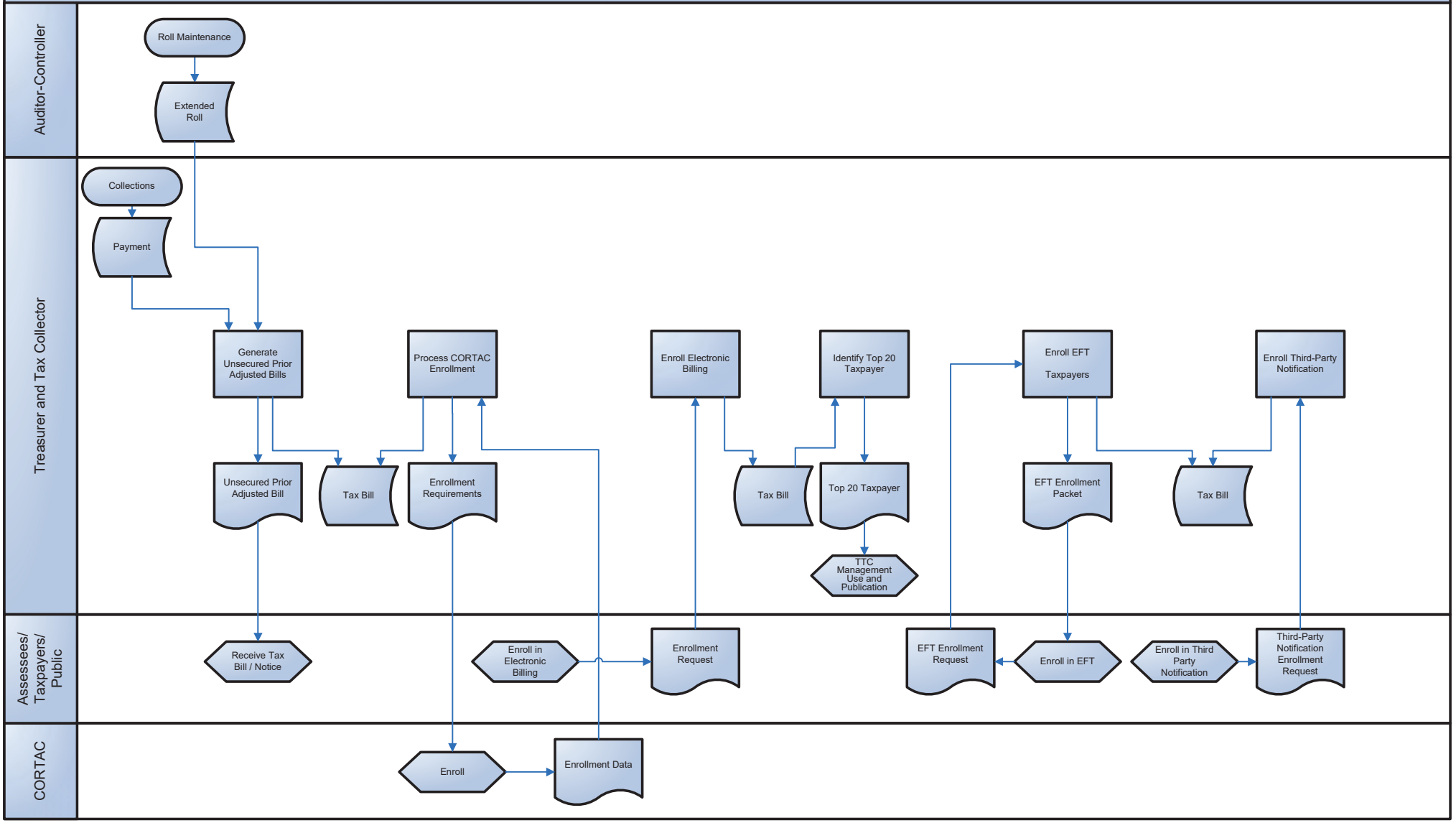
Billing Context Diagram – 1 of 3



Billing Context Diagram - 2 of 3

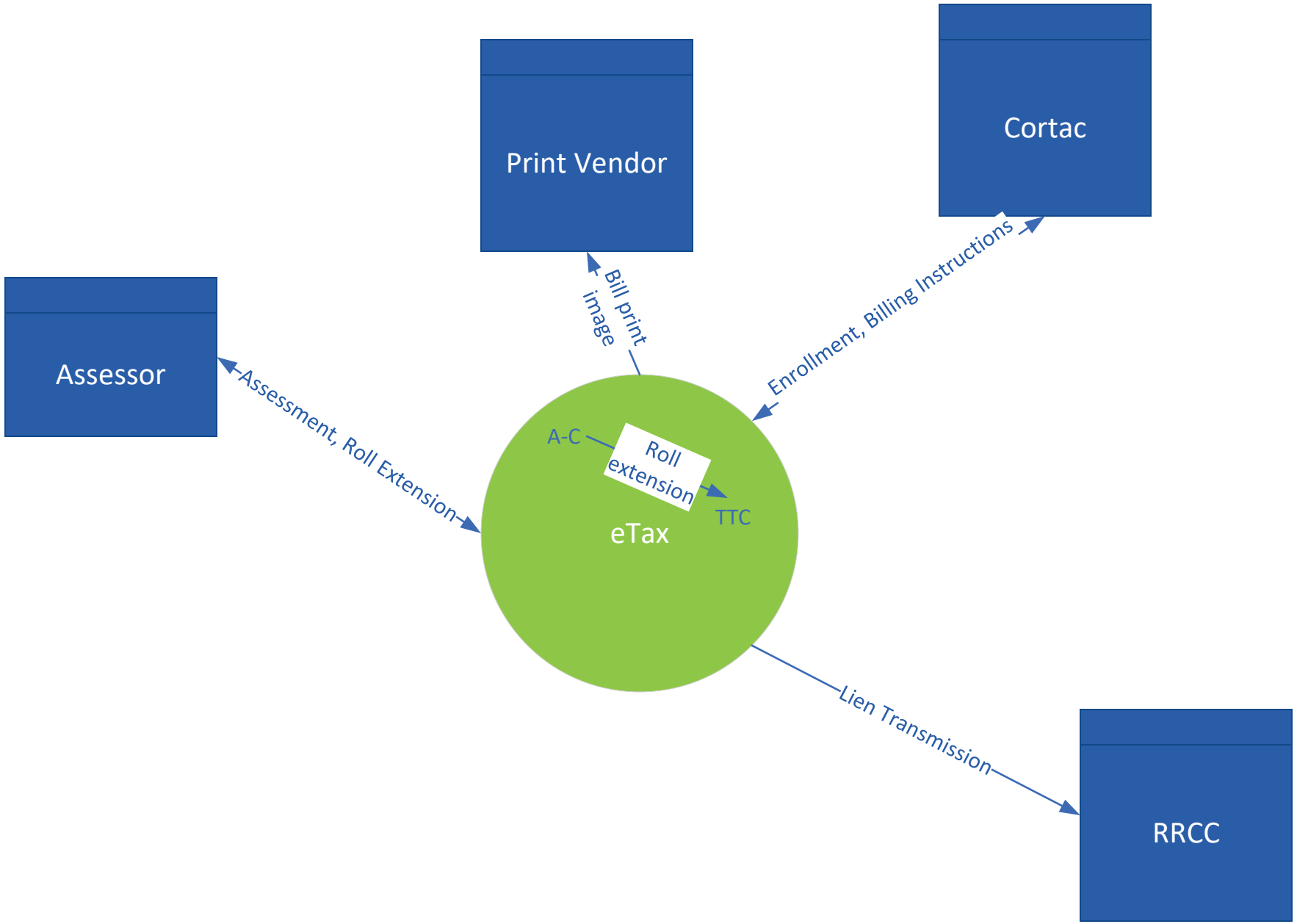


Billing Context Diagram - 3 of 3

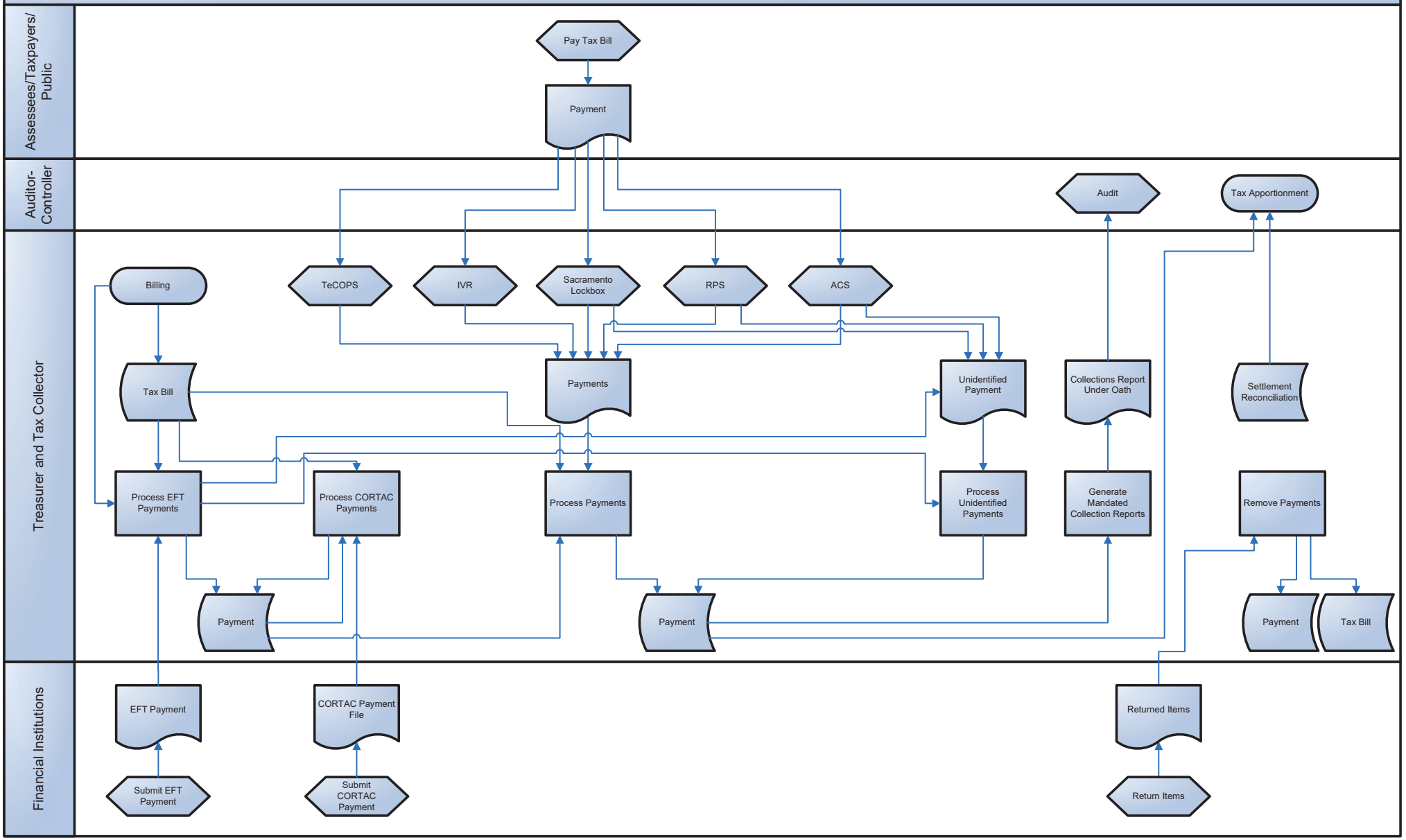


Billing

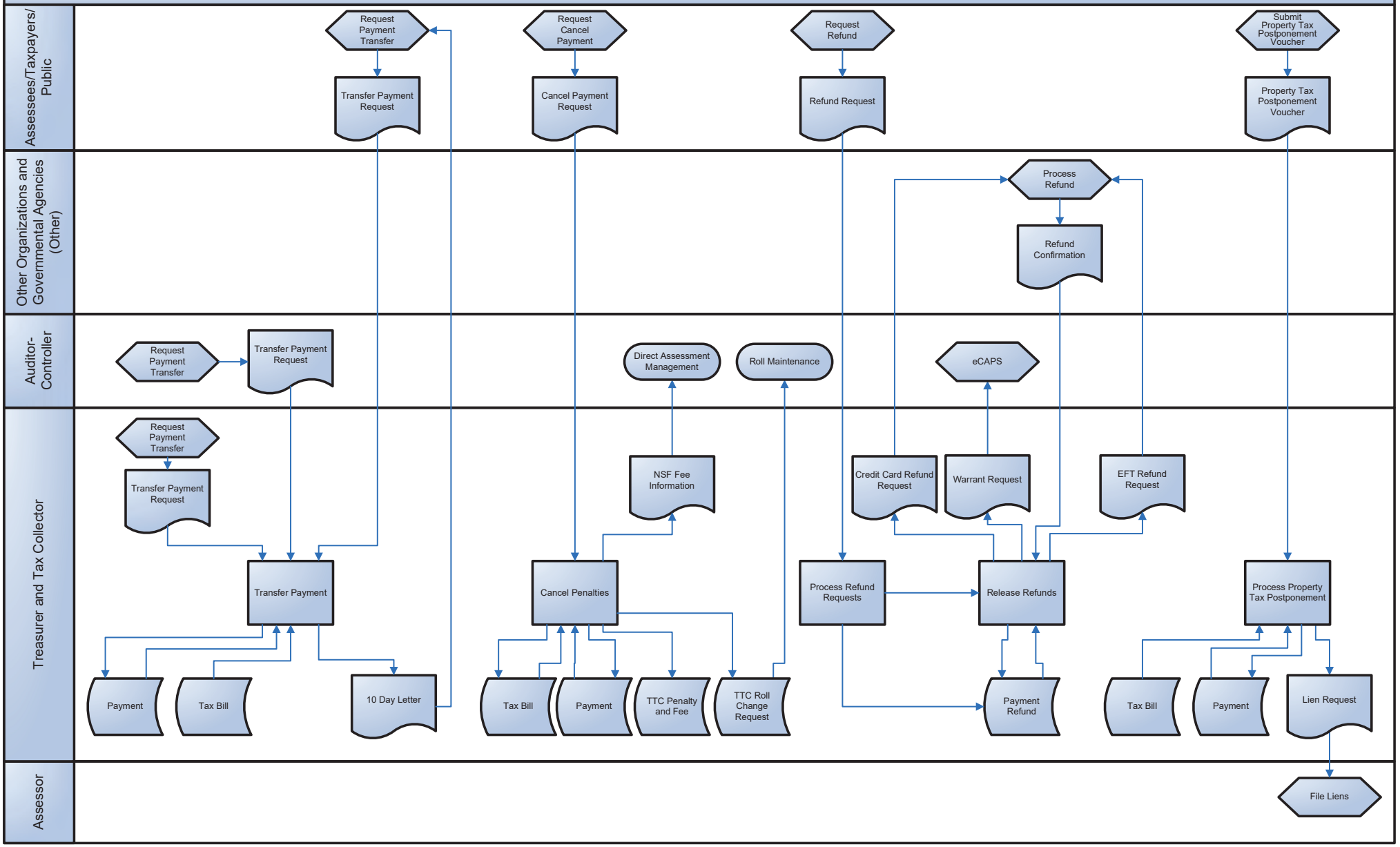
Exhibit 26



Collections Context Diagram – 1 of 2



Collections Context Diagram – 2 of 2



Collections

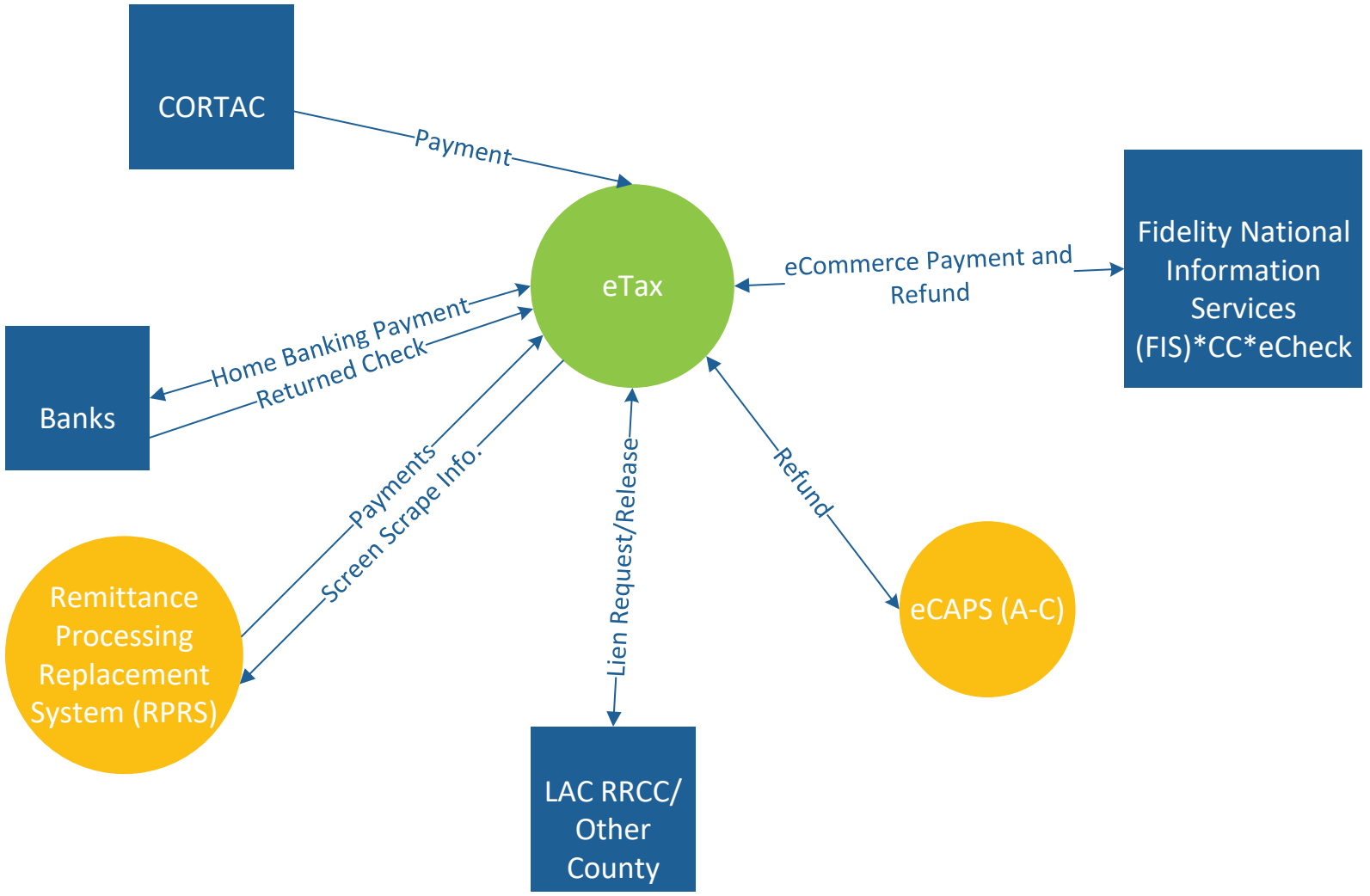
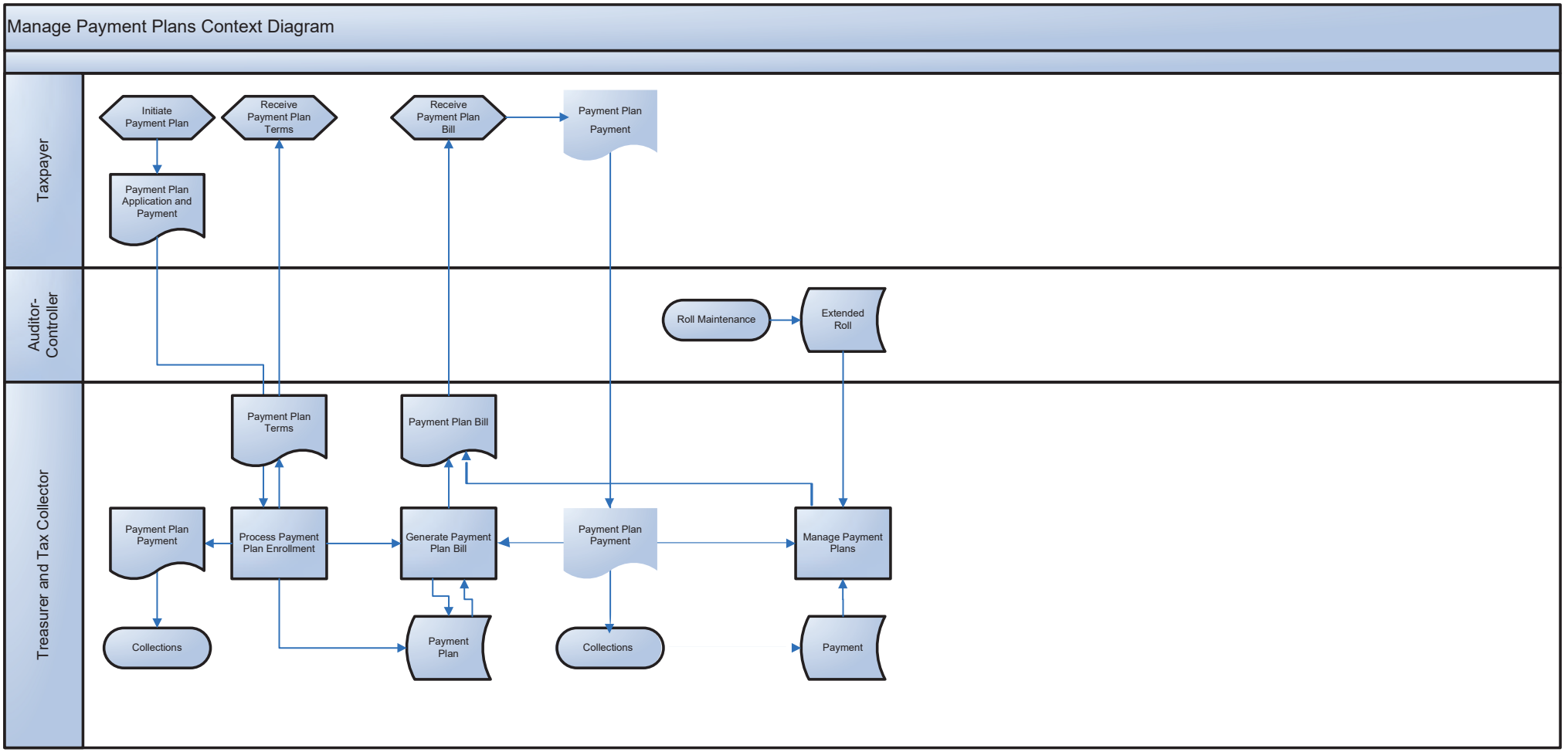
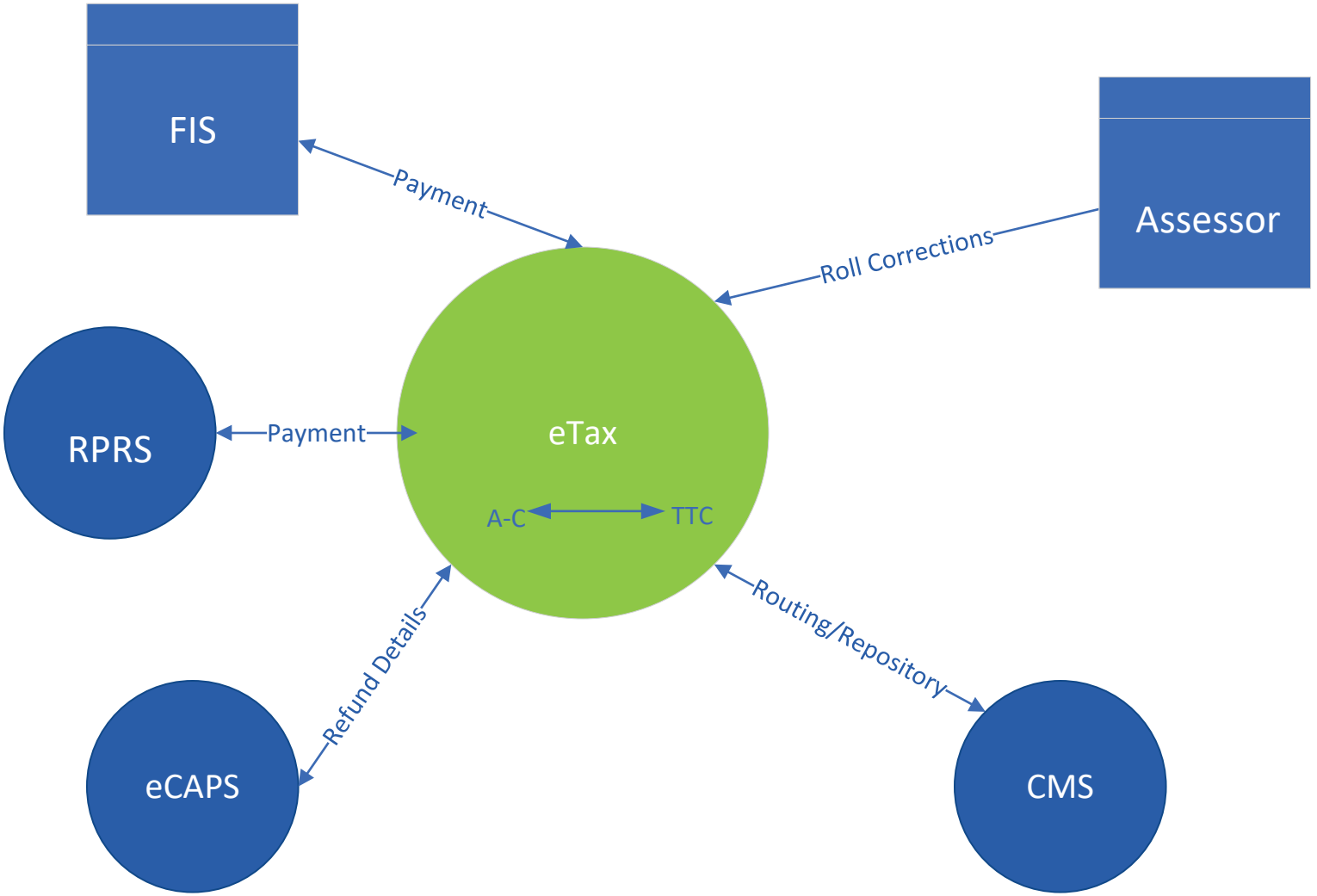


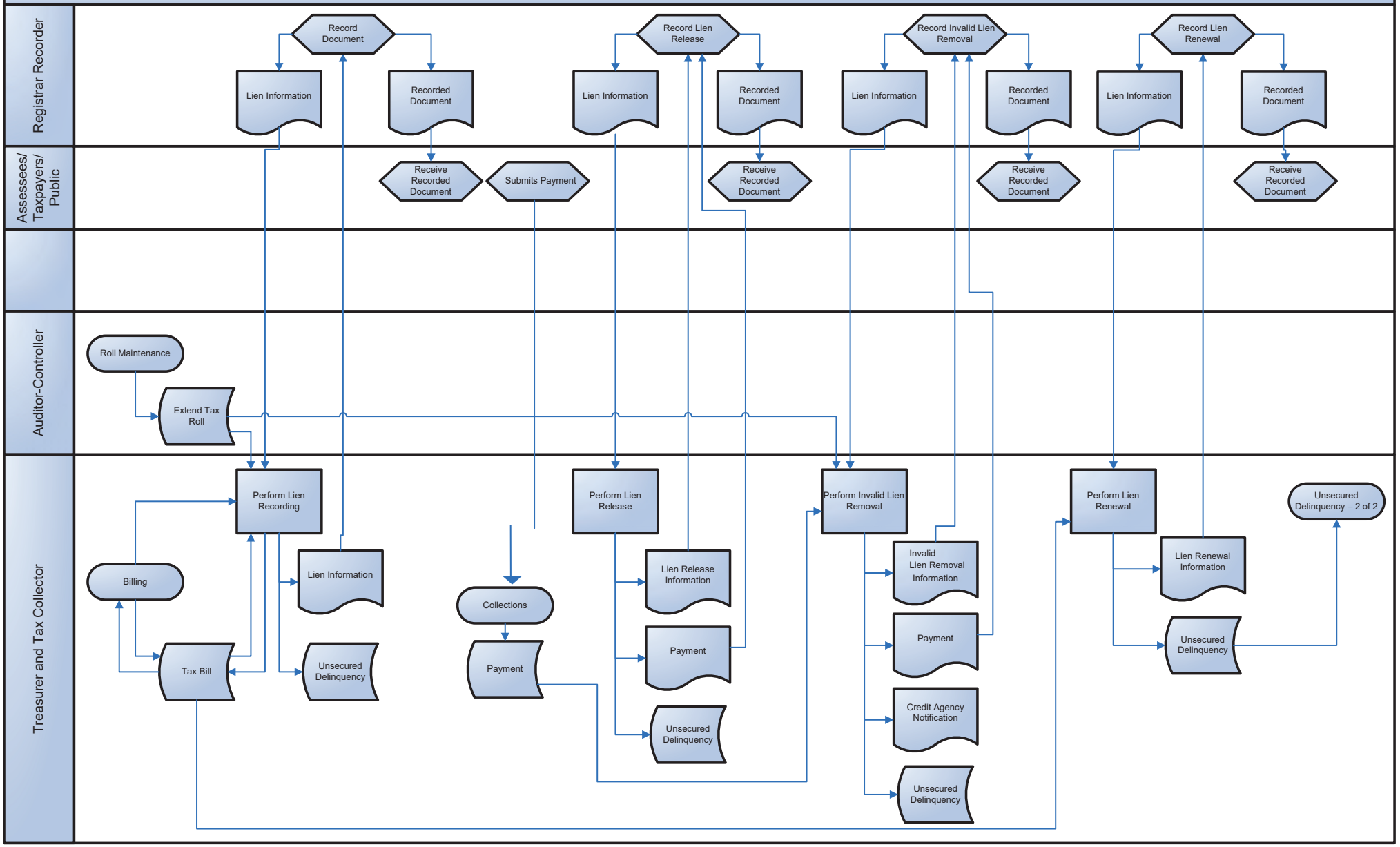
Exhibit 29


Manage Payment Plans Context Diagram
Taxpayer
Auditor-Controller
Treasurer and Tax Collector
Initiate Payment Plan
Receive Payment Plan Terms
Receive Payment Plan Bill
Payment Plan Payment
Payment Plan Application and Payment
Roll Maintenance
Extended Roll
Payment Plan Terms
Payment Plan Bill
Payment Plan Payment
Process Payment Plan Enrollment
Generate Payment Plan Bill
Payment Plan Payment
Manage Payment Plans
Collections
Payment Plan
Collections
Payment

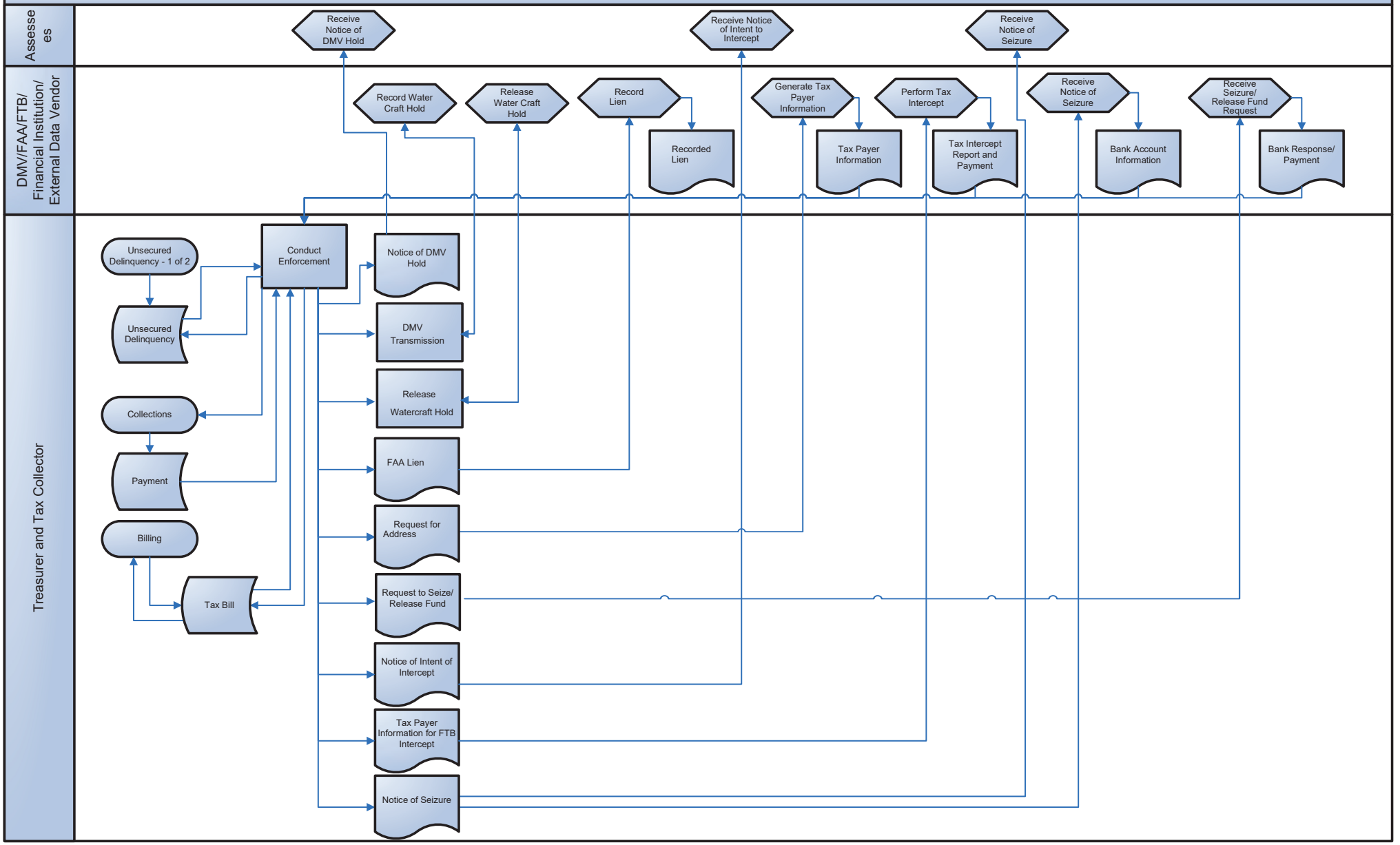
Manage Payment Plan



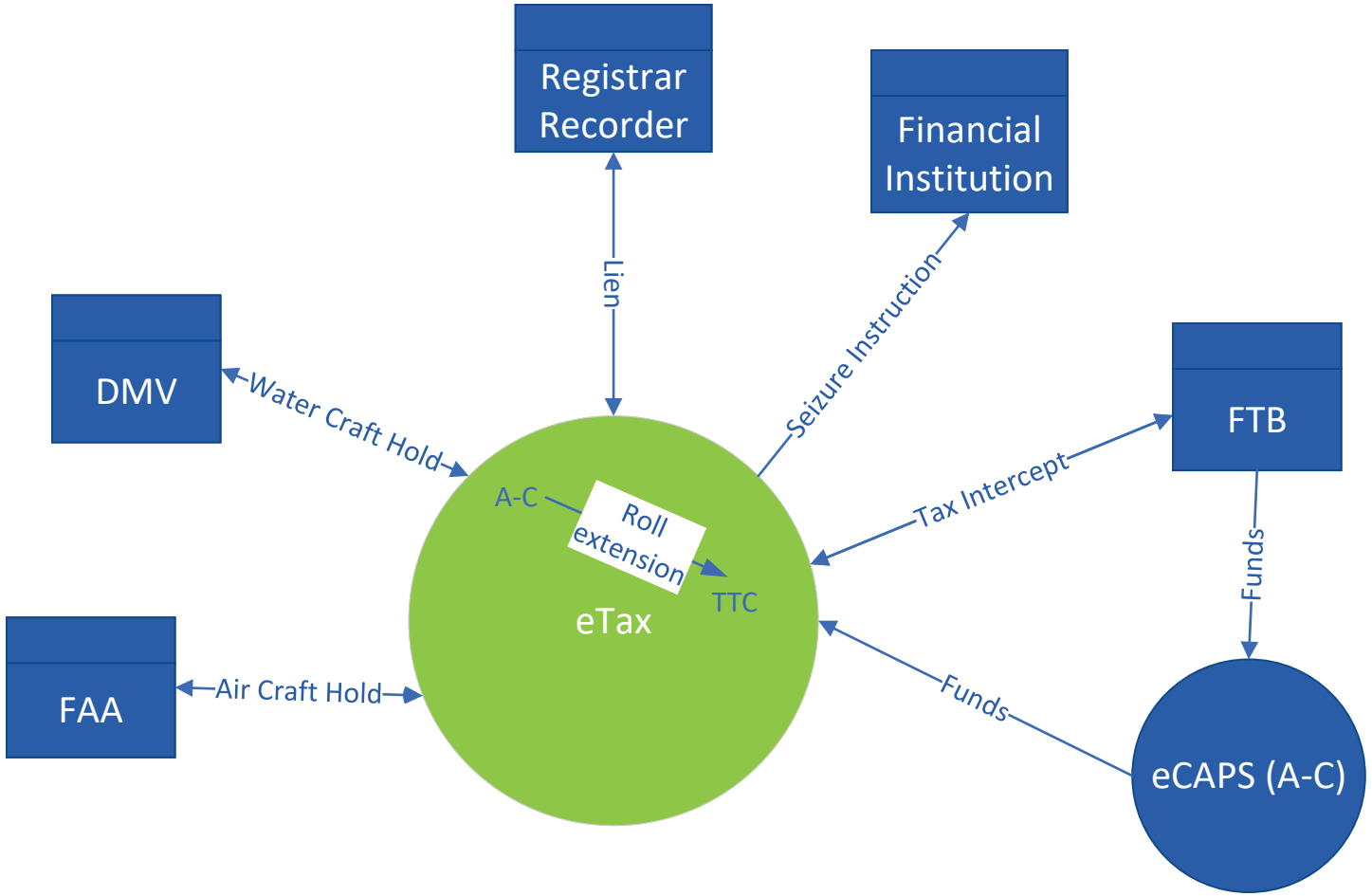
Unsecured Delinquencies Context Diagram – 1 of 2



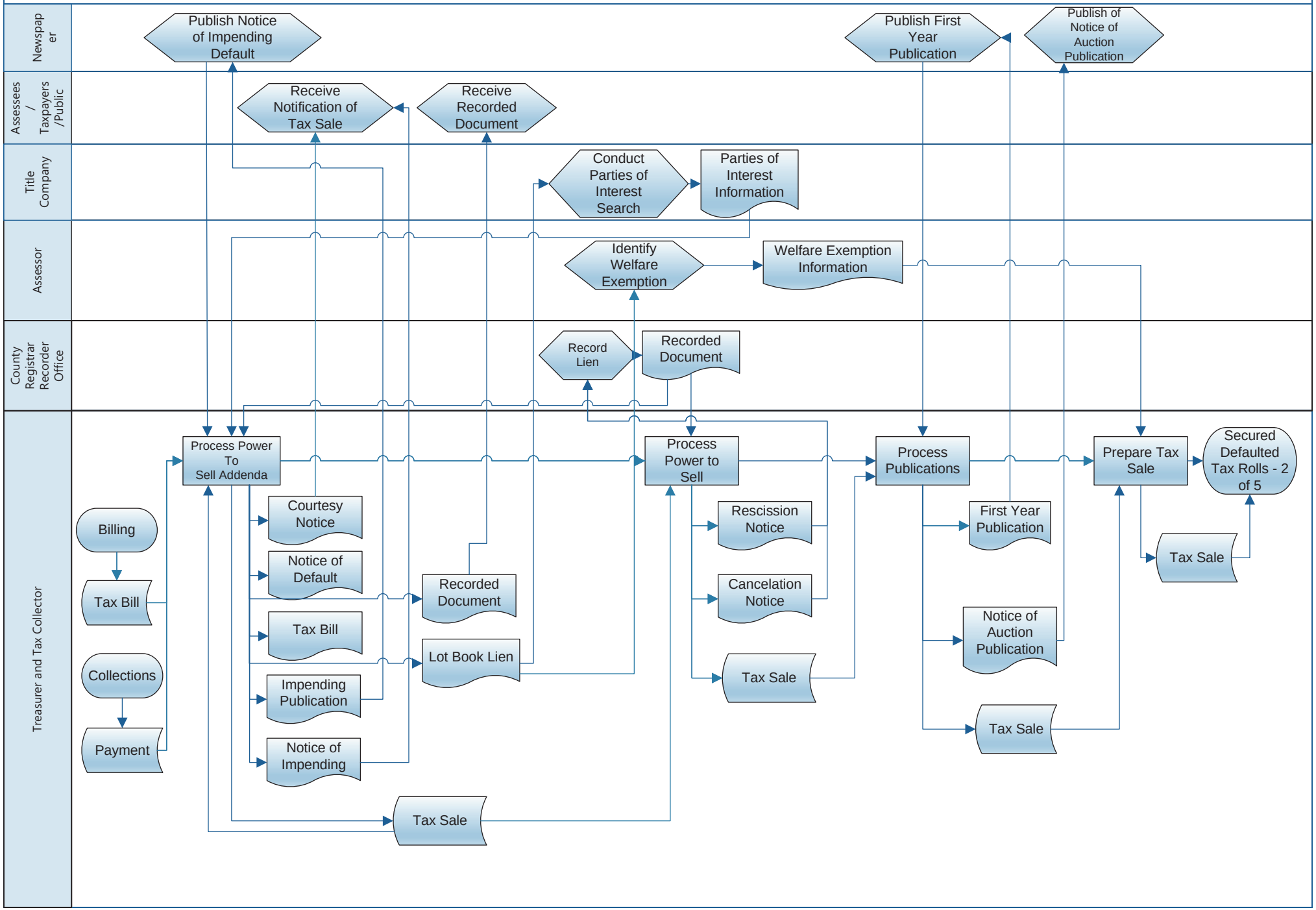
Unsecured Delinquencies Context Diagram – 2 of 2



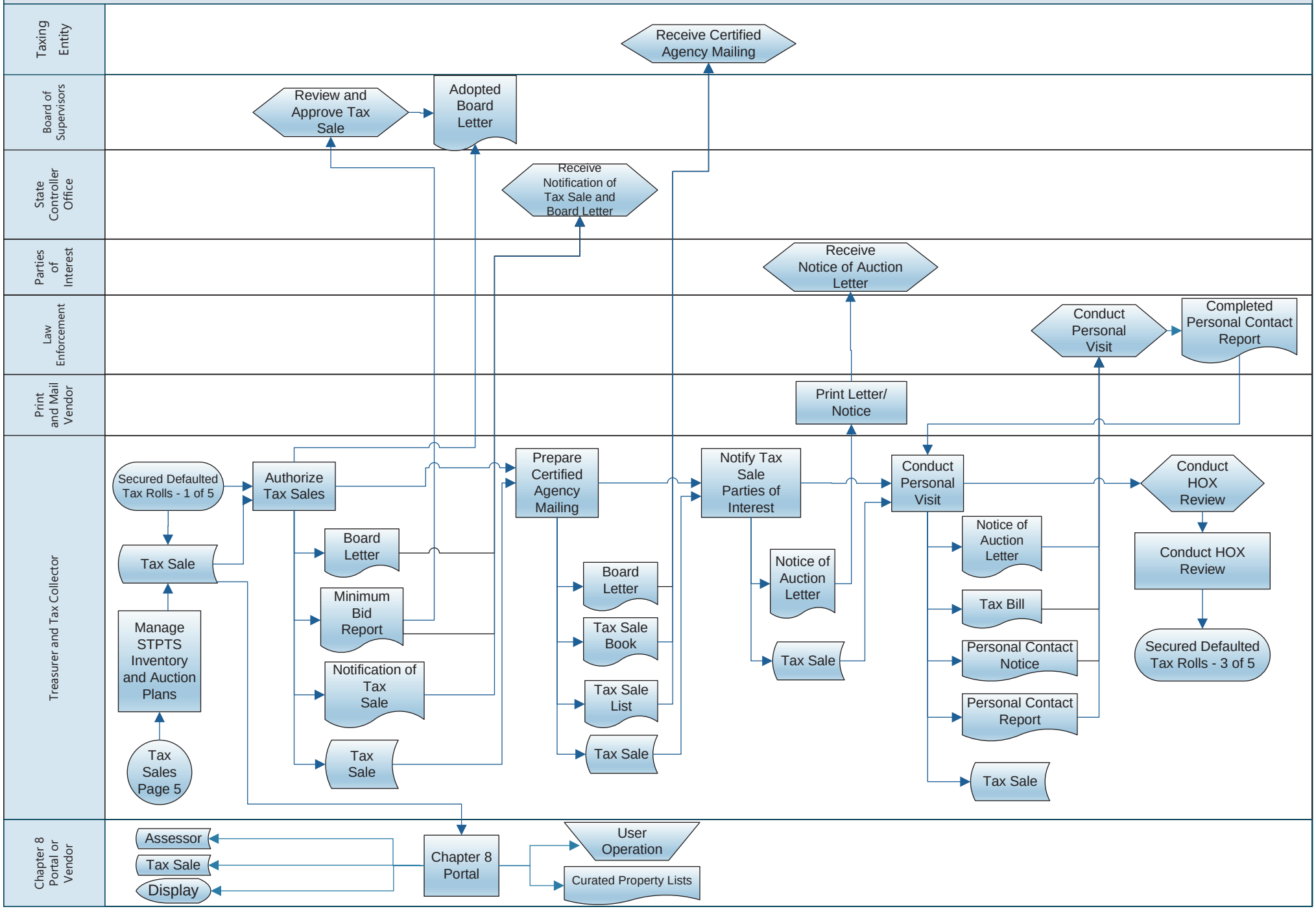
Unsecured Delinquencies



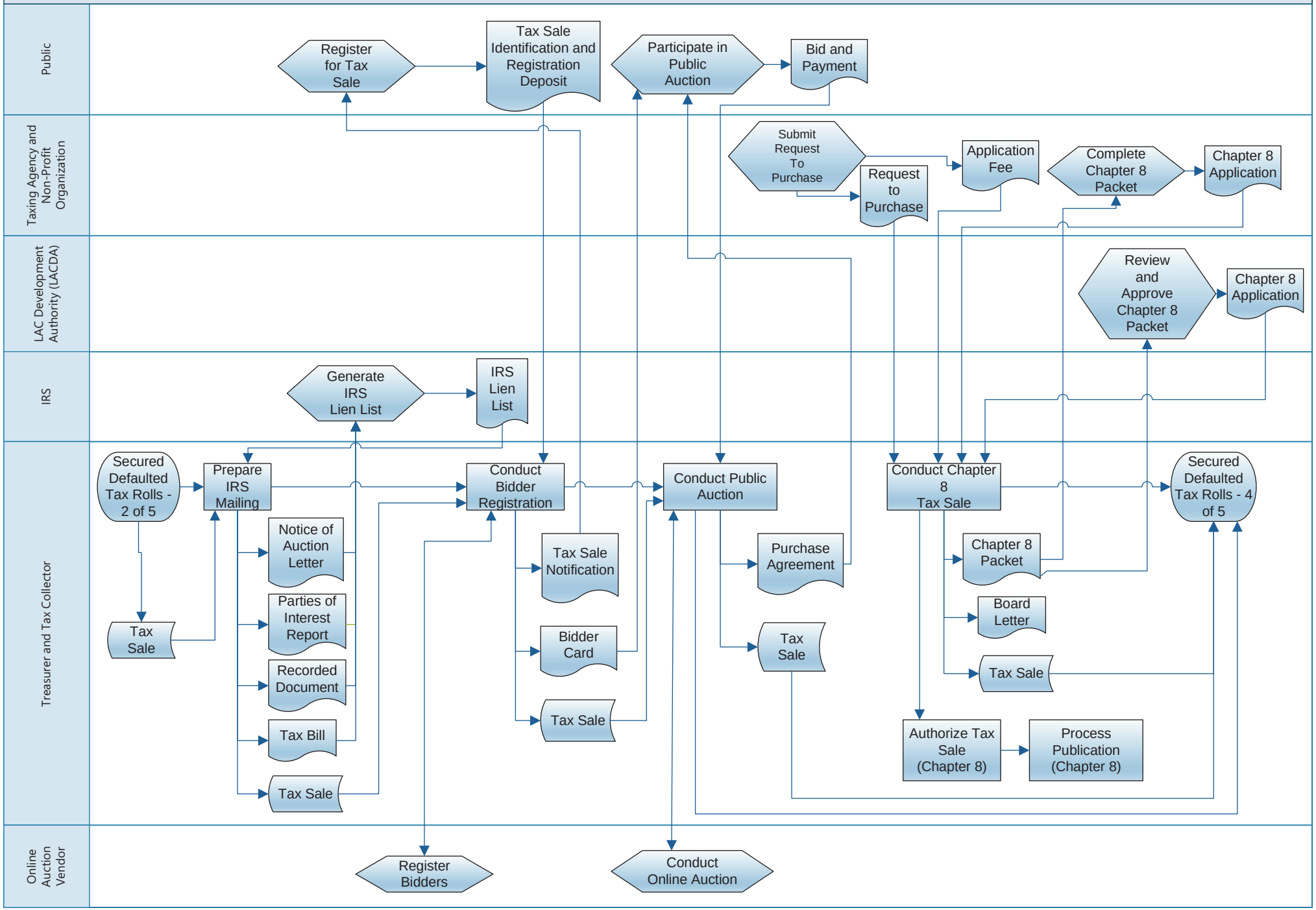
Secured Defaulted Tax Rolls Context Diagram - 1 of 5



Secured Defaulted Tax Rolls Context Diagram - 2 of 5



Secured Defaulted Tax Rolls Context Diagram - 3 of 5



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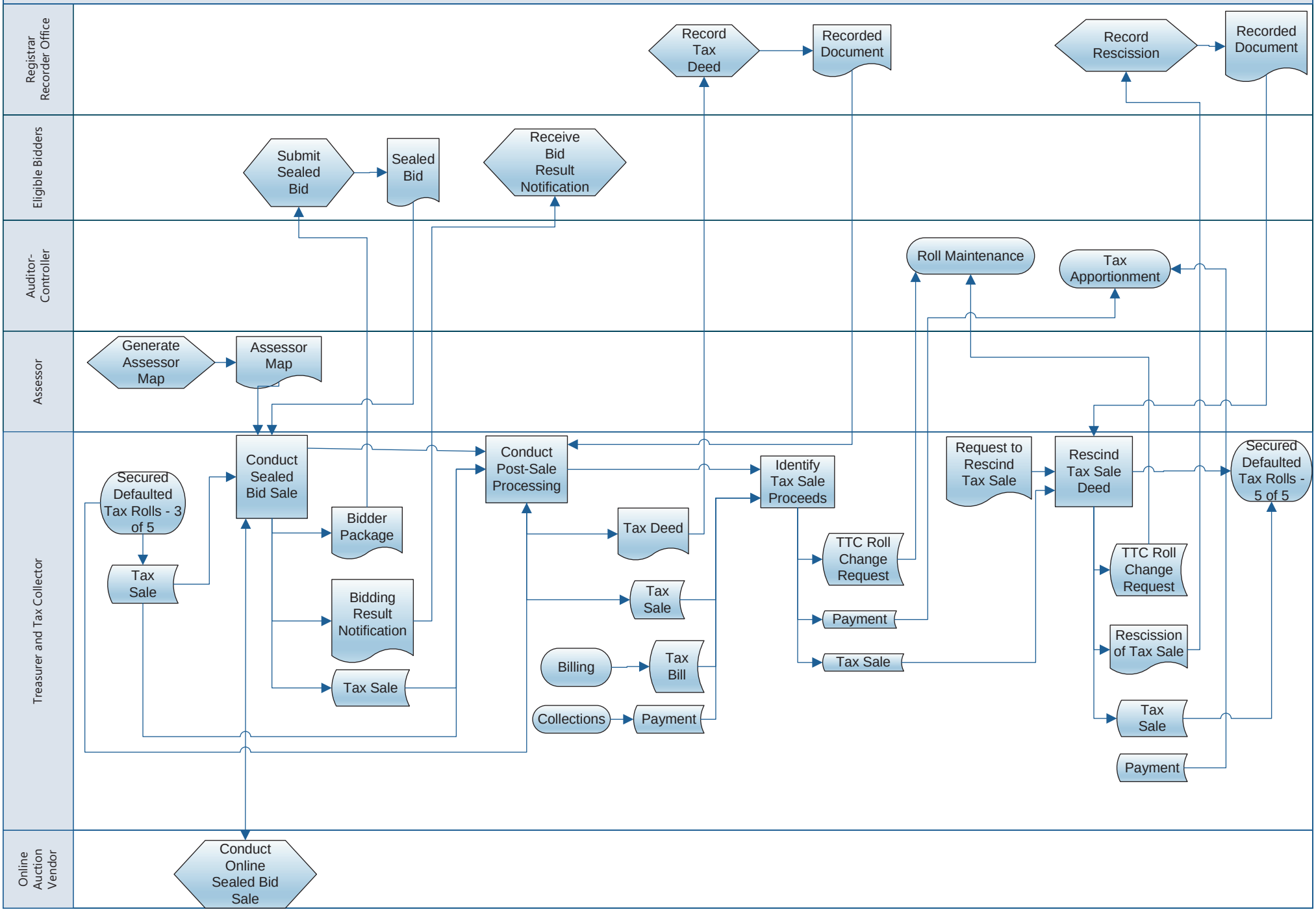

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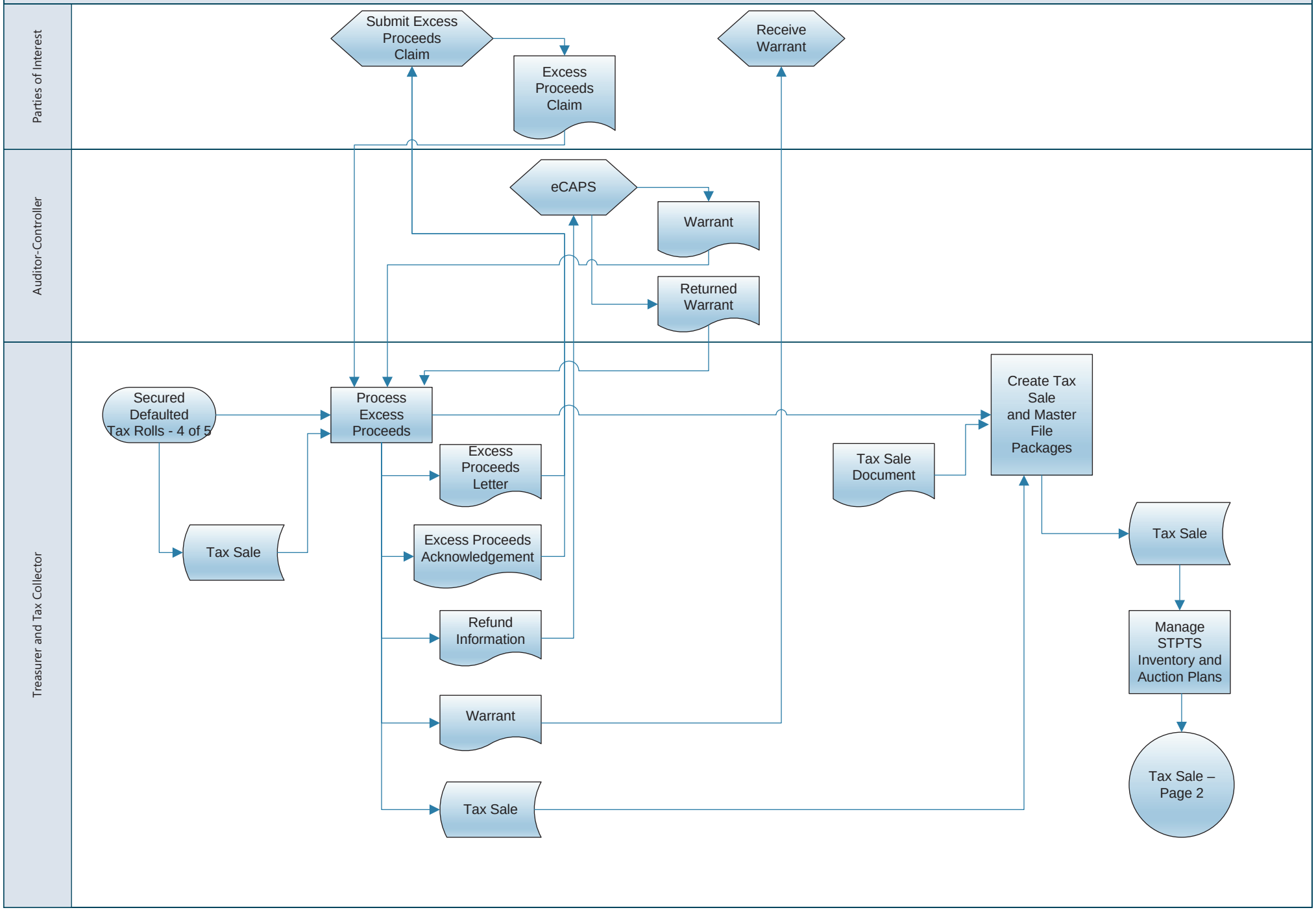
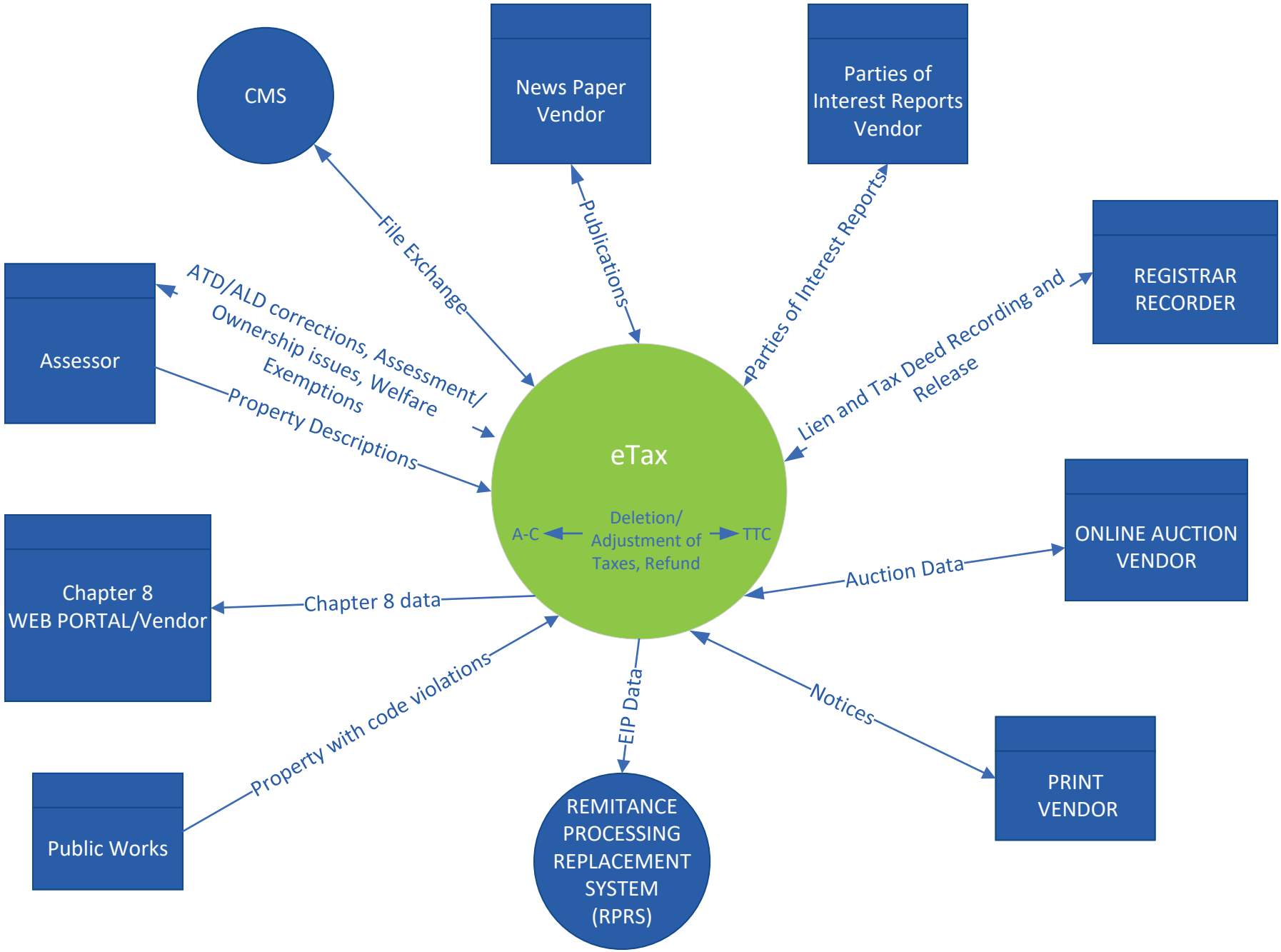
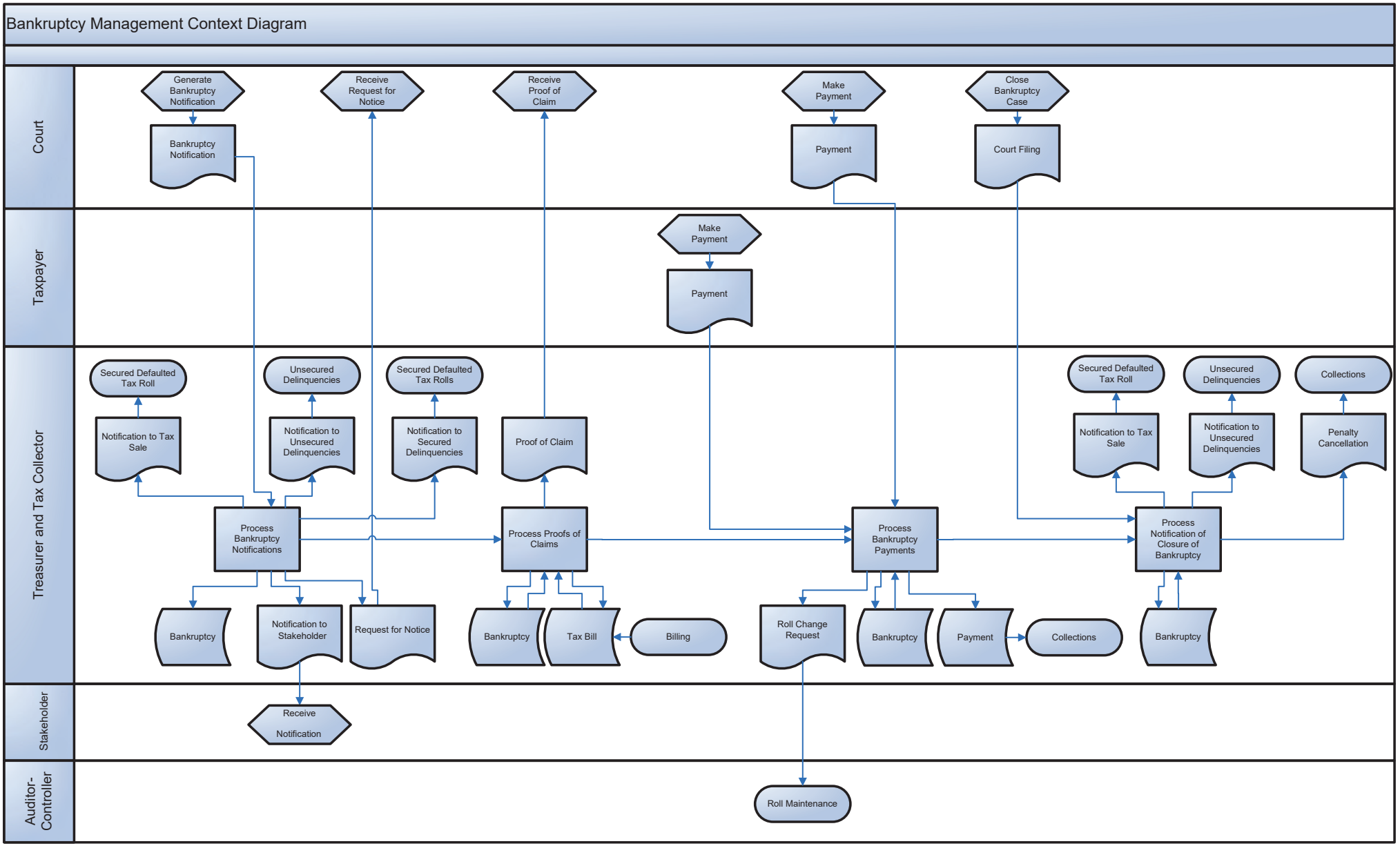


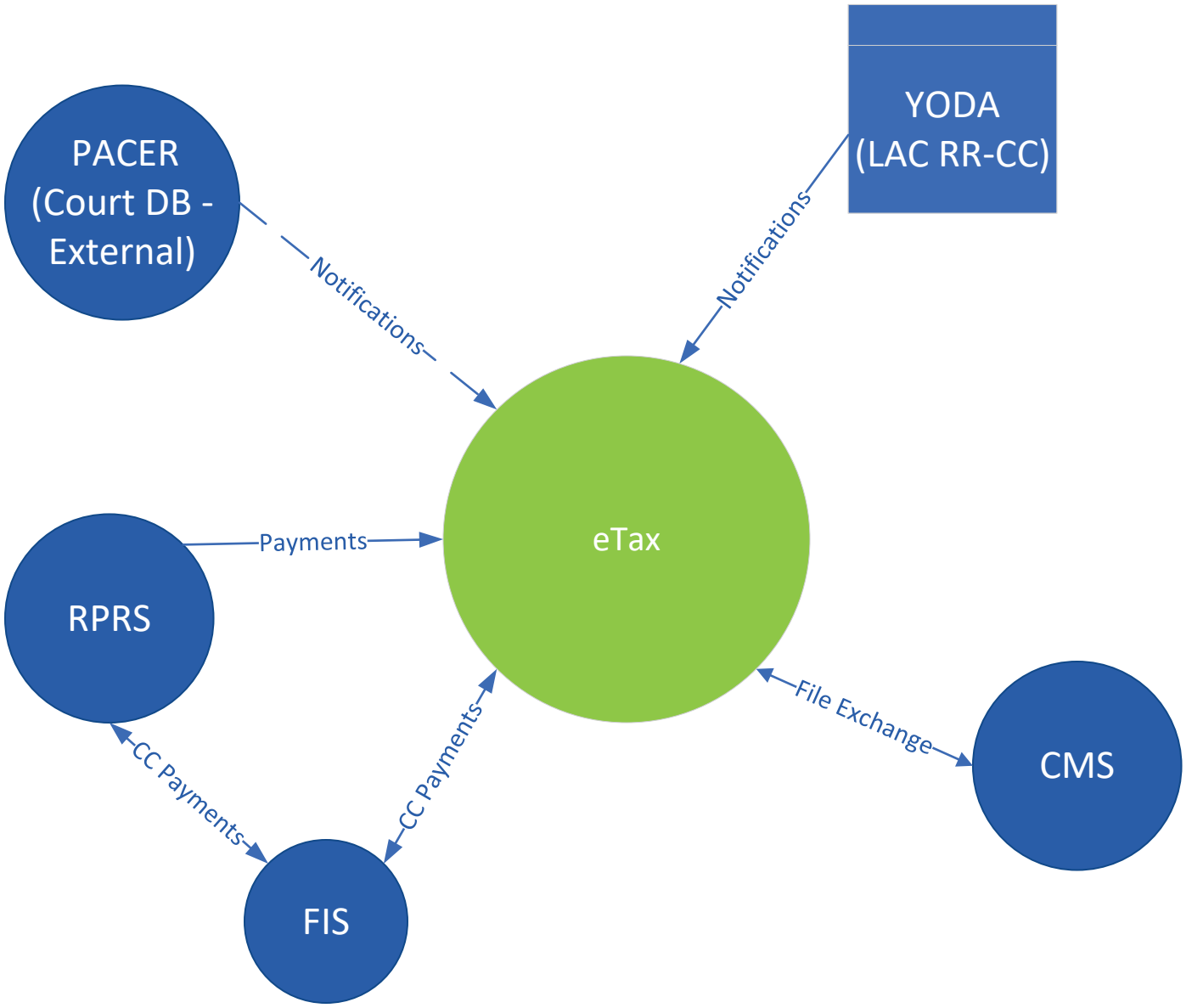
Secured Defaulted Tax Roll and Tax Sale



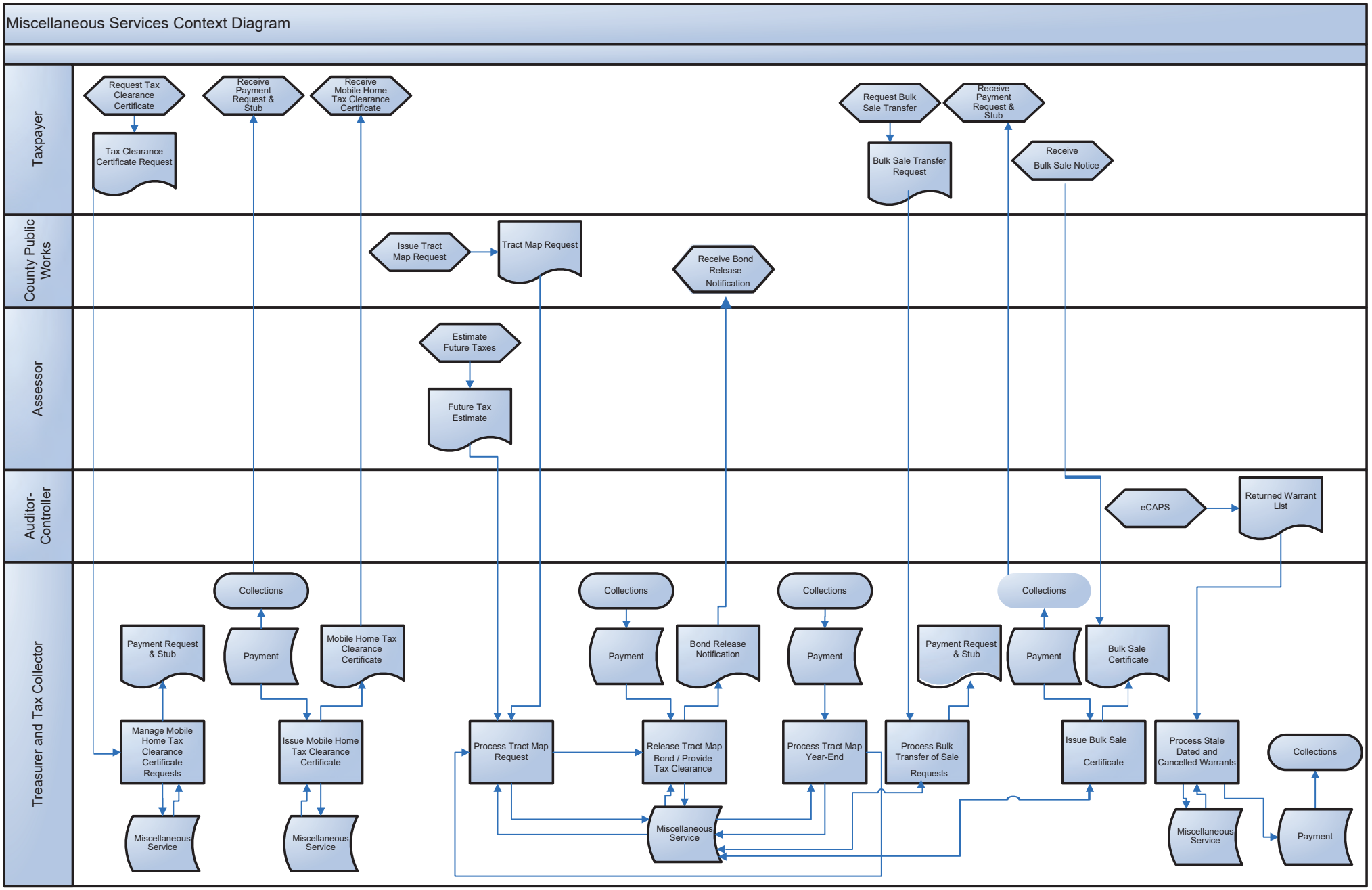
Bankruptcy Management Context Diagram



Bankruptcy


PACER
(Court DB -
External)
YODA
(LAC RR-CC)
Notifications
Notifications
eTax
Payments
RPRS
CC Payments
CC Payments
File Exchange
CMS
FIS
Manual, not an interface

Miscellaneous Services Context Diagram



Miscellaneous Services

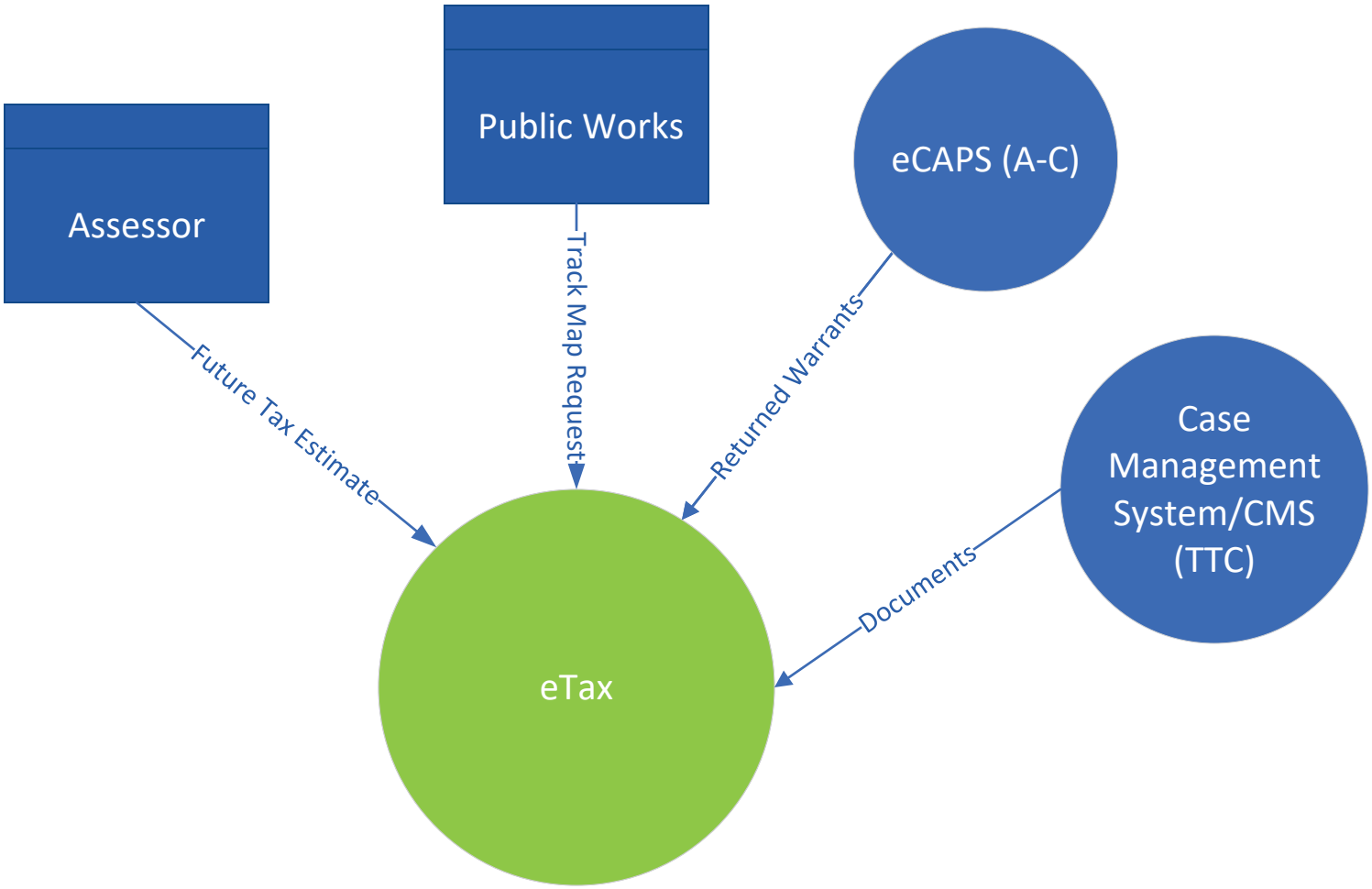
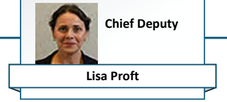


Exhibit 39

Treasurer and Tax Collector

Elizabeth Buenrostro Ginsberg



Chief Deputy

Lisa Proft

Administrative Services
Fiscal, contract, and personnel services

Administrative Services Administrative Deputy

Vibiana Navarro

Contracts Admin Services Manager III

David Sandoval

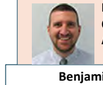
Fiscal Services Finance Manager II

Juan Jimenez

Personnel HR Manager

Daniela Prowizor

Banking Operations
Banking operations, cashiering and remittance processing services



Banking Operations Assistant TTC

Benjamin Effinger

Cash Management Operations Chief

Matthew Gonzales

Banking & Remittance Assistant Ops Chief

Jimmy Ayala

Cash Management Assistant Ops Chief

Sarkis Tellalyan

Finance & Investments
Investment, debt management and Deferred Income management for the County

VACANT
Finance & Investments Assistant TTC

Finance & Investments Chief Public Finance Officer

Teresa Gee

Deferred Income Plans Senior Finance Analyst

Herbert Nishii

Investments Senior Finance Analyst

Anthony Mason

Public Finance Senior Finance Analyst

John Patterson

Information Technology
Technical, network, security, system design and development

Information Technology Departmental CIO

Matthew Der

Information Technology Manager II

Gregory Wong

Internal Controls
Financial, collections tax, investment, escheatment and estate accounting services

Internal Controls Assistant TTC

Damia Johnson

Property Tax Accounting Ops Chief

Jennifer Koai

Secured Property Tax Accounting Assistant Ops Chief

Sanjayjumar Hingu

Unsecured Property Tax Assistant Ops Chief

Laureen Wu

Treasury and Financial Accounting Ops Chief

Coia Walker

Cash and Investment Accounting Assistant Ops Chief

Sona Kyupelyan

Misc. Fund Accounting and Special Projects Assistant Ops Chief

Ma Victoria Liwag

Public Administator
Administration of decedents' estates

Public Administrator Assistant TTC

Henry Agadjanyan

VACANT
Public Administration Operations Chief

Accounting Services Assistant Ops Chief

Rosa Gonzales

Estate Administrator Assistant Ops Chief

Eugenio Valdez

Property Management Assistant Ops Chief

Hagop Hergelian

Tax Collections
Real and Personal Property Tax management, Licensing and Collections

Tax Collections Assistant TTC

Deondria Barajas

Public Service Operations Chief

Sherrie Chang

Public Service Assistant Ops Chief

Valere Boyd

Public Service Assistant Ops Chief

Sergei Davidov

Business Licensing & Compliance Divison Operations Chief

Nichole Alcaraz

Business License Assistant Ops Chief

Hamlet Panosian

Revenue Assurance and Enforcement Operations Chief

Sergio Marquez

Collections Assistant Ops Chief

Son Leao

Tax Sale Assistant Ops Chief

Michael McComas

eTax Operations Chief

Ada Servellon

eTax Assistant Ops Chief

Michael Duong

DEPARTMENT OF AUDITOR-CONTROLLER

627 Positions – Fiscal Year 2025-26
November 2025

AUDITOR-CONTROLLER
Oscar Valdez

EXECUTIVE SECRETARY V
Ileana Lopez-Martinez

SECRETARY II
Carlos Ibarra

ADMINISTRATIVE SERVICES
Lisa Cañada
Division Chief

- Budget Preparation and Expenditure Control
- Personnel Administration
- Strategic Planning
- Performance Counts!
- Management Services
- Fiscal Liaison with Shared Services
- Master Agreement Audits
- Special Projects

CHIEF DEPUTY
Connie Yee

SENIOR MANAGEMENT SECRETARY III
Angel Tejero

ASSISTANT AUDITOR-CONTROLLER
Majida Adnan

MANAGEMENT SECRETARY III
Amelia Orozco

ASSISTANT AUDITOR-CONTROLLER
Robert G. Campbell

MANAGEMENT SECRETARY III
Kensy Bonds

ASSISTANT AUDITOR-CONTROLLER
Rachelle Anema

MANAGEMENT SECRETARY III
Hazel Bataclan

COUNTYWIDE PAYROLL
Laura Rinard
Division Chief

- Countywide Payroll Administration
- Emp. Garnishment Withhold Salary Ord., Union/Tax Laws
- HR System Security and Problem Resolutions
- Employee Benefits Corrections/ Deductions

EMERGENT TECHNOLOGY GROUP
Kris Kademian
Division Chief

- Training/Change Management
- Acquisition/ Development/Support New Systems
- Countywide Information Delivery and Reports
- Departmental Network Support
- Security

SHARED SERVICES
Allen Khozahi
Division Chief

- Consolidated Fiscal Operations for 20 County departments:
  - Accts Payable
  - Accts Receivable
  - Procurement
  - Payroll
  - Grants Accounting

SYSTEMS OPERATIONS
Ray San Diego
Division Chief

- eCAPS Maintenance, Development, and Operational Support
- eHR Payroll Maintenance, Development, and Operational Support
- eHR Personnel Administration Maintenance, Development, and Operational Support
- Property Tax Maintenance, Development, and Operational Support

AUDIT
Jeffrey Ho
Division Chief

- Department Audits
- Management Audits
- Audit Committee
- Internal Control Reviews
- Special Projects
- Fiscal Manual

CONTRACT MONITORING
Bill Evans
Division Chief

- County Contract Audits
- Departmental Contract Audits
- Board Requested Special Studies and Reviews
- Countywide Contracting Policy Development
- County Staff and Contractor Training
- Group Homes/Foster Family Agency Audits

OFFICE OF COUNTY INVESTIGATIONS
Gregory Hellmold
Division Chief

- Investigates Allegations of Administrative and Criminal Misconduct by County Employees and Vendors
- Fraud Hotline
- Other Special Investigations
- Children's Group Home Ombudsman

ACCOUNTING
Elaine Wu
Division Chief

- Fiscal Monitoring
- County Financial Reports
- SB90 Claims
- Controller Bonds Management
- Fixed Assets Inventory
- Franchise Receipts
- Cost Rate Studies

DISBURSEMENTS
Namita Patel
Division Chief

- Vendor Payments
- Trust Payments
- Public Assistance Payments
- Banking
- Forged Warrants Investigations
- Travel Arrangements

PROPERTY TAX APPORTIONMENT
Linda Santillano
Division Chief

- Apportionments
- Tax Roll Extension
- RDA/Successor Agency Accounting

PROPERTY TAX SERVICES
Kristina Burns
Division Chief

- Public Service
- Property Tax Refunds/Roll Changes
- Direct Assessments

"To Enrich Lives Through Effective and Caring Service"

COUNTY OF LOS ANGELES
eTAX SOLUTION

BUSINESS OVERVIEW

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BUSINESS OVERVIEW

Los Angeles County (the County) needs an integrated property tax system (eTAX) that will interface with the Assessor's separate tax system and implements all property tax business functions related to the Auditor-Controller (A-C) and Treasurer and Tax Collector (TTC).

The goal is to have a single unified system in eTAX that can manage all aspects of the A-C's and TTC's property tax responsibilities and will streamline operations. This includes improving efficiency and accuracy, providing transparency to all stakeholders, and improving customer service to taxpayers and taxing entities.

The A-C is responsible for ensuring the integrity of the County's financial records and systems (such as the Enterprise Resource Planning (ERP) system), which includes budgeting, purchasing, issuing payments, financing reporting, human resources, and payroll. In addition, the A-C is responsible for the preparation of financial statements, performing audits, and managing internal financial controls.

Focusing on property tax management, the A-C's responsibilities include the following business functions:

- Jurisdictional Change & Annexation
- Roll Valuation
- Tax Rate Calculation
- Direct Assessment Management
- Extend Tax Rolls
- Community Redevelopment (Successor) Agencies
- Increment Financing Districts
- Countywide Allocation Factors
- Roll Maintenance
- Refund Management
- Tax Apportionment
- Mandatory Reporting

Each of these business functions will be described in this Business Overview.

The TTC is responsible for managing the County's financial assets, revenue collection, as well as the management and investment of County funds and debt.

Focusing on property tax management, the TTC's responsibilities include the following business functions:

- Billing
- Collections
- Manage Payment Plans
- Unsecured Delinquencies
- Secured Defaulted Tax Roll and Tax Sale

- Bankruptcy Management
- Miscellaneous Services

Each of these business functions will be described in this Business Overview.

1.1 AUDITOR-CONTROLLER

1.1.1 Jurisdictional Change & Annexation

Overview

Jurisdictional Change and Annexation is comprised of the processes required to manage the County's Tax Rate Area/District (TRA/District) configuration as well as the Annual Tax Increment (ATI) ratio and base revenue transfers on jurisdictional changes which have been approved by the State Board of Equalization (BOE). In most cases, the process is initiated when proposed jurisdictional change requests are received from the Local Agency Formation Commission (LAFCO). The LAFCO notifies both the Assessor and the A-C of the request. In turn, the Assessor will identify the affected parcels (including the TRA and their assessed values) in the proposed boundary change. The Assessor submits this information to the A-C to calculate the base revenue and annual tax increment (ATI) transfers between the affected taxing agencies. The County wishes to proactively store these calculations that were performed.

Another subset of Jurisdictional Changes includes TRA Consolidation requests, which are performed to consolidate TRAs that have the same 1% and debt service agency makeups. TRA Consolidation requests are initiated from the Assessor and will require the A-C to determine which TRAs can or cannot be consolidated. Once that is determined, the A-C will need to calculate the new ATI ratio for the consolidated TRAs.

Once the Jurisdictional Change is approved by the BOE, the Assessor updates the County's TRA/District configuration as needed. The A-C reviews that the Assessor correctly updates the TRA/District configuration. Once the Jurisdictional Change is approved by the BOE, the A-C would like to carry forward the calculated base revenue transfers and ATI ratio transfers that will be used as input during the Countywide Allocation Factors process.

The processes that comprise Jurisdictional Change & Annexation include:

- **Process and Calculate Proposed Jurisdictional Changes/Annexations** - Process and validate the TRA change as provided by the Assessor and calculate base revenue adjustments and ATI transfers.
- **Implement Jurisdictional Changes** - Validate the TRA/District configuration and allocation factors.
- **Process TRA Consolidation Requests** - Consolidate TRAs that look alike and have the same district configuration.

Business Objectives

- Calculate the base revenue transfer and ATI transfer for Proposed Jurisdictional Changes and Annexations.
- Process all BOE approved Jurisdictional Changes and Annexations within the allotted period based on delivery of TRA changes processed by the Assessor

accurately to reduce or eliminate downstream impacts due to TRA/District configuration errors.
- Reconcile and produce variance analysis reports to identify and resolve errors before the annual assessment roll is delivered to the A-C by the Assessor.
- Manage and respond effectively to the Assessor's delivery or deferment to future periods BOE approved Jurisdictional Changes and Annexations.

Unique to the County

In some cases, due to the number of TRAs which may be involved in a single Jurisdictional Change or Annexation and the number of parcels affected, the approved BOE change order cannot be processed in time by the Assessor. The eTAX System must provide the capability for the A-C to exclude these change orders from the current roll and provide the ability to implement these changes at the appropriate future date.

The Assessor's system utilizes a number assignment process for TRA and maps that differs from the numbers assigned by BOE. Crosswalk tables are required and utilized to identify and reconcile TRA and taxing agency information with the BOE code charts.

Volume of Transactions*

- The County’s TRA/District configuration is significant, affecting over 13,000 TRAs, 500+ Taxing Agencies, 2,500+ Taxing Agency Accounts and 2.4M parcels.
- A single Jurisdictional Change can affect as many as 800+ TRAs.
- The County had 51 BOE TRA Change Notices in 2022 and 5 additional notices involving Code Chart corrections.
- The A-C can process as many as 500+ total TRA consolidations per year.

*Approximates as of 2022

Key Expectations

- Maintain crosswalk tables to read and reconcile the Assessor’s TRA and agency data with the BOE code charts.
- Identify any errors in the TRA configuration after the changes are processed by producing reconciliation and variance analysis reports. Validate the data regarding the TRA changes prior to processing to eliminate impact on downstream business functions such as District Valuation, Tax Rate Calculation and Extend Tax Roll.
- Efficiently manage complex Jurisdictional Changes and Annexation within tight processing timeframes to not cause rework and impact the delivery of the extended tax rolls.

1.1.2 Roll Valuation

Overview

The A-C is responsible for combining the assessed values of taxable properties within the County as certified by the Assessor (for locally assessed properties) and by the BOE (for State assessed properties) to create the Equalized Roll.

The values reported in the Equalized Roll are used to determine the amount of property tax revenue that is expected to be received during the upcoming tax year, to calculate debt service rates (Tax Rate Calculation), and to calculate Countywide Allocation Factors.

The processes that comprise Roll Valuation include:

- **Load Locally Assessed Values** - Load the locally assessed property values from the Assessor.
- **Load State Assessed Values** - Load the State assessed property values from the BOE.
- **Resolve TRA Errors** – Identify and resolve any mismatch between TRAs and parcel valuation from the Assessor.
- **Approve Equalized Roll** - Internal approval of the Equalized Roll values.
- **Validate, Review and Approve CRA Values** - CRA review and approve of the CRA values.

Business Objectives

- Accurately and efficiently generate the Equalized Roll incorporating the Assessor's locally assessed properties and BOE State assessed properties.
- Reconcile, balance, and validate the assessment roll. Once approved, the equalized roll should be locked and utilized to calculate Countywide Allocation Factors.
- Accurately deliver TRA, Taxing Agency and CRA valuation information to facilitate the calculation of debt service rates and to project future revenues.

Volume of Transactions*

- The County has 2.4M Secured parcels, with a total Secured valuation of $1.8T and total Unsecured valuation of $61B.
- The County includes 500+ Taxing Agencies, 2,500+ Taxing Agency Accounts, approximately 280 Community Redevelopment Agency Projects, and currently has three Enhanced Infrastructure Financing Districts (EIFDs), one of which overlaps a former redevelopment project that has not dissolved.

*Approximates as of 2022

Key Expectations

- Accept system interface files for the local assessment roll from the Assessor.
- Ability to produce reconciliation and variance analysis reports to identify errors.
- Accurately and efficiently determine the values of all properties on the Equalized Roll.
- Provide the necessary summarized and detailed TRA level information on the Equalized Roll to the County, City, CRAs, Increment Financing Districts (IFDs) and other Taxing Agencies.
- Integrate with other systems of the County, such as Geographic Information System (GIS) and Assessor Modernization Project (AMP) to ensure accuracy and synchronizing of data parcel assignment to TRAs.

1.1.3 Tax Rate Calculation

Overview

The A-C is responsible for calculating, compiling, and publishing the property tax rates to the public. The County's tax rates are composed of:

- the General Levy (1%) and
- any applicable Debt Service Rate necessary to service voter approved indebtedness (bonds).

The tax rates are managed at a TRA level, so each parcel within a defined TRA is taxed for the services provided in that TRA.

The processes that comprise Tax Rate Calculation include:

- **Set Up and Maintain Bond Information** - Enter and maintain bond information to calculate school district debt service rates.
- **Determine the annual principal, interest, and reserve requirement to be levied.**
- **Generate Tax Rates** - Calculate and validate County school district debt services rates and import debt service rates from non-school district taxing agencies.
- **Generate the Unitary Tax Rates** – Calculate the unitary debt service rates.
- **Process County Rates** - Generate TRA tax rates and publish tax rate book. In accordance with stature, allow school districts to bill only commercial properties within their assigned TRAs (Wiseburn/Centinela School Facilities Improvement District (SFID)).

Business Objectives

- Accurately levy and publish the tax rates (ad valorem) for all Countywide taxing agencies in accordance with the California Revenue and Taxation Code (R&T Code), including general levy and debt service rates.

Unique to the County

The County maintains and calculates school district debt service rates on behalf of the schools. All other non-school debt service rates are calculated and adopted by the taxing district levying the rate and are then submitted to the County to levy. The tax rate by bond issuance is summed up on the tax bill and displayed by school category such as unified school district and community college.

The County utilizes the BOE average tax rate applicable to the fiscal years private railroad car tax assessment or the unitary debt service tax rate calculated pursuant to R&T Code Section 100(b)(2)(B), whichever is lower, pursuant to a court ruling for Burlington Northern Santa Fe (BNSF) Railroad.

Volume of Transactions*

- The County's TRA/District configuration is significant, affecting over 13,000 TRAs, 500+ Taxing Agencies and1,000+ Taxing Agency Accounts levying debt service rates.

*Approximates as of 2022

Key Expectations

- Provide a seamless and efficient process for managing and calculating the debt service and TRA tax rates, while ensuring the accuracy of the data and transparency of the process.
- Provide public portal capability for non-school Taxing Agencies to submit their debt service rates, and certified resolutions to the A-C.
- Calculate Unitary Tax Rates and have the capability to apply special tax rates by Assessee and/or TRA to comply with court rulings or legislative changes, when applicable.
- Provide automation to check and validate the rates based on historical data/trends and application of user-controlled rules and thresholds.
- Reporting capabilities, including variance analysis reports to assist with the review, approval, and certification process.

1.1.4 Direct Assessment Management

Overview

The A-C is responsible for billing, collecting, and distributing assessments on property owners for diverse services provided by the County's agencies and other taxing agencies authorized to levy Direct Assessments.

These Direct Assessments are used to levy special taxes or charges for approved services and are not part of the County, taxing agency, or school entity debt service tax rates. These services are calculated based on metrics other than value and will vary by the taxing agency or school entity debt service tax rates. The taxing agency will submit to the A-C the package consisting of the parcels and the amount of Direct Assessment to be levied for each parcel.

The A-C will process these Direct Assessments and include them on the extended tax roll to be included by the TTC on the tax bills.

The processes that comprise Direct Assessment Management include:

- **Publish Direct Assessment Submission Instructions** - Publish the instructions guide for taxing agencies to submit Direct Assessments to the A-C.
- **Process, Create and Submit Resolutions** - Accept the submitted and duly approved resolutions authorizing the assessments.
- **Process, Create and Submit Direct Assessments** – Accept the submitted Direct Assessments, validate, and submit to be included on the roll.
- **Process New Direct Assessment Account** - Account set up process for taxing agencies to request new Direct Assessment accounts.
- **Process Direct Assessment Changes** - Direct Assessment roll changes from taxing agencies.
- **Process Direct Assessment Billing** - Bill taxing agencies for the A-C's services related to managing Direct Assessments.

Business Objectives

- Process and accurately levy all approved Direct Assessments on behalf of internal and external authorities such as the Direct Assessment Agencies on the Secured Tax Roll.

Unique to the County

- The County administers the Direct Assessments for Measure B, Consolidated Fire District (CFD), and Mosquito Control and is responsible for calculating the direct assessment, managing, and applying the Direct Assessment on the tax roll.
- The County Assessor's subdivision process may result in parcels being deactivated and Direct Assessments removed from the roll. The County needs the capability to identify and report the parcel splits (old parcel number and pointers to the new parcel numbers) for taxing agency billing purposes.

Volume of Transactions*

The County processes an estimated 20M Direct Assessment transaction levying $2.2B in assessments.

*Approximates as of 2022

Key Expectations

- Provide a public self-service portal for taxing agencies and have an efficient and accurate process for managing the submission of Direct Assessments from multiple sources and ensure that all assessments are incorporated on the extended tax roll.
- Provide the ability for authorized agencies to manage the submissions of Direct Assessments on a public portal, and to incorporate validations to ensure that Direct Assessment can only be levied on parcels within their area of service.
- Provide the capability for the County's taxing agencies responsible for administering Direct Assessments, such as Measure B, CFD and Mosquito Control, to manage parcels in their service area and be able to calculate Direct Assessment amounts using multiple calculation methods.
- Provide reporting tools and dashboards to monitor submissions and key requirements and deadlines that need to be accomplished before the tax roll extension.

1.1.5 Extend Tax Roll

Overview

The A-C is responsible for extending the Secured, Supplemental, and Unsecured tax rolls. Extending the roll is the process of calculating the amount of tax to be levied on a parcel by multiplying the appropriate TRA tax rate against the taxable value of the property.

Once the rolls are extended, they are delivered to the TTC for printing and distribution of tax bills to taxpayers.

The processes that comprise Extend Tax Rolls include:

- **Extend Secured Roll** - Calculates the tax liability per parcel on the Secured Roll.
- **Extend Unsecured Roll** - Calculates the tax liability per parcel on the Unsecured Roll.
- **Extend Supplemental Roll** - Calculates the tax liability owed or overpaid per parcel on the Secured Roll due to change in ownership or completed construction into immediate effect that occurs between January 1 and May 31.
- **Calculate Secured Defaulted Roll** - Adds penalty and cost to Secured Defaulted (Redemption) assessments.

Business Objectives

- Accurately and efficiently generate the Secured, Unsecured, Secured Defaulted, and Supplemental Extended Tax Rolls to be delivered to TTC to print tax bills and deliver the tax bills to taxpayers:
    - Annual Tax Extension
    - Monthly Supplemental Tax Extension

Unique to the County

- The County requires all secured ad valorem taxes on personal property to be due on the first installment, pursuant to R&T Code §2605. However, most counties have adopted resolutions (allowed by R&T Code §2700 et seq) to require only half of taxes due on personal property in the first installment.
- The County also requires any odd cent to be due on the first installment. However, most counties have adopted resolutions (allowed by R&T Code §2512) to reject any cent not evenly divisible by two.

Volume of Transactions*

- Countywide there are 2.4M tax bills with a total secured taxes due of $23B after secured tax extension, and unsecured having 200K+ tax bills with a total tax due of approximately $724M after unsecured tax extension.

*Approximates as of 2022

Key Expectations

- The eTAX System is expected to provide a seamless and efficient process for managing and extending the tax rolls for the Secured, Supplemental, and Unsecured rolls, while also ensuring the accuracy and compliance of the data.
- Provide reports to balance/reconcile the tax roll extension, identify errors, and support the tax charge.

1.1.6 Community Redevelopment Agencies (CRA)

Overview

A Community Redevelopment Agency (CRA) is a public entity established by a local government to revitalize and redevelop specific areas within the community that have been designated as “blighted".

A CRA’s purpose is to promote and encourage private investment in designated areas using tax increment financing. This is a financing method where the increase in property tax revenues resulting from new development in a designated area is used to fund public improvements and other redevelopment activities in that same area.

As part of the 2011 Budget Act, and to protect funding for core public services at the local level, the Legislature approved the dissolution of the State's 400 plus RDAs. After a period of litigation, RDAs were officially dissolved as of February 1st, 2012.

Successor Agencies were established to manage redevelopment projects currently underway, make payments on enforceable obligations, and dispose of redevelopment assets and properties.

The processes covered in Community Redevelopment Agency include:

- **Process Redevelopment Project Change Requirements** - Manages the changes to information on individual CRA project including project information, base year values, H&S 33401 contractual Information and litigation/Successor Agency.
- **Redevelopment Base Year Values Requirements** - Maintains historical and current base year values, Frozen Base (Established CRA project Base), Contractual Base, Statutory (AB1290) Base and AB860 Base values.
- **Contractual Pass-Through Reimbursement Requirements** - The System will calculate and track tax increment amounts collected by the CRA project area and CRA pass-through payments to ATE per contractual agreements and statutory provisions (AB1290 and HSC 33676).
- **Process Successor Agency** - Maintains information on Successor Agencies, Recognized Obligation Payments Schedule (ROPS), Prior Period Adjustments (PPA) and Proof of Payment (POP), Redevelopment Property Tax Trust Fund (RPTTF) Distribution, TTC Bond Intercept, Debt Service Refunding to the City, Maintain Residual and Maintaining Asset Sales and Unencumbered Money Funds (ASUMF) from Successor Agencies.
- **Process Successor Agency Dissolution** - Maintains Successor Agency dissolution information and processes the dissolution and deactivation of Successor Agencies.
- **Process ABx1 26 Admin Fee** - Calculate and tracks ABx1 26 admin charges and fees recovery status. Maintains historical and current ABx1 26 admin charges information.

Business Objectives

Accurately calculate and distribute the share of collected tax revenues to the Successor Agencies and Affected Taxing Entities according to State statutes through the dissolution of all CRA projects.

Unique to the County

Calculates the CRA increment separately for Secured and Unsecured Rolls.

Volume of Transactions*

There are 68 Successor Agencies remaining, consisting of 300+ Community Redevelopment Agency projects.

*Approximates as of 2022

Key Expectations

- Provide an efficient and accurate capability to manage the existing CRA project to make payments on enforceable obligations, statutory and negotiated pass through payments, deferral repayments, disposal of CRA assets and properties, and Successor Agencies dissolution.
- Automate the CRA pass-through calculations.
- Automate the calculations on remaining property tax revenues that exceed the enforceable obligations (Residual) and allocate to cities, counties, special districts, and school and community college districts.
- Automate the Redevelopment Property Tax Trust Funds (RPTTF) distributions for CRA projects / Successor Agencies with full integration with the County financial system (ERP).

1.1.7 Increment Financing District (IFD)

Overview

The Increment Financing Districts (IFDs) are intended to provide a mechanism for financing public infrastructure within designated areas of the County. Currently there are three active EIFDs administered in the LA County. Though legislation has passed for the formation of the Community Revitalization and Investment Authority (CRIA), none has yet been formed. The concept is based on the principle of capturing a portion of the increased property tax revenues generated by new development(s) within the IFD, which is then used to fund approved projects and programs.

The IFDs are established through a series of steps, beginning with the identification of a specific area in need of improvement and the formation of an IFD within that area. Once the IFD is established, the County works with local stakeholders to develop a financing plan for the district, including the specific project and programs to be funded and the property tax increment to be captured.

The County, cities, and special districts may participate and agree to contribute a share of their property tax increment to the IFD. The financing plan is presented to the participating taxing agencies' governing body for approval. Property taxes within the IFD boundary are split between the IFD and the affected taxing entities, such as The County, cities, schools, and other districts. The IFD only receives the contribution portion of the Property Tax from participating taxing agencies. However, an IFD that is within an existing CRA area receives the share of the tax increment limited to the

participating entities' share of residual Redevelopment Property Tax Trust Fund (RPTTF).

The processes covered in Increment Financing Districts include:

- **Set Up Increment Financing District** - Setup the IFD and establish base values from the Assessor and BOE.
- **Maintain District Agencies** - Maintains and tracks the following information: general District information, tax increment revenue distribution information, gross tax increment calculation method, gross tax increment calculation method, cap limit, apportionment information and litigation information.
- **Maintain District Base Year Values** - Manages district frozen base year values based on Assessor values, subject to change based on specific events.
- **Process Increment Financing Districts** - Processes IFD revenue distributions.

Business Objectives

Efficiently manage the configuration of approved IFDs and accurately calculate share of collected tax revenues to the IFDs and Affected Taxing Entities according to State statutes.

Unique to the County

As SB628 came in 2015, IFDs are still new, and many counties do not have IFDs currently.

Volume of Transactions*

There are 3 EIFDs currently.

*Approximates as of 2022

Key Expectations

- Accurate and efficient management of IFD configurations, including the ability to easily set up new districts and amend existing ones.
- Robust reporting capabilities allow for the accurate calculation and distribution of collected tax revenues to the IFDs and Affected Taxing Entities as per State statutes.
- Compliance with State laws and regulations related to IFDs, including SB628 which governs the creation and operation of IFDs in California.
- Automate the EIFD distributions for EIFD projects with full integration with the County financial system (ERP).

1.1.8 Countywide Allocation Factors

Overview

Countywide Allocation Factors is comprised of the processes designed to accurately distribute the non-unitary 1% General Levy and the unitary 1% General Levy and Debt Service revenues to the appropriate taxing agencies, Community Redevelopment Agencies (CRAs), and IFDs as per State statutes.

The processes covered in Countywide Allocation Factors include:

- **Calculate AB8 Allocation Factors** - Updates the allocation factors used to distribute the non-unitary General Levy (1%) tax to the appropriate taxing agencies.
- **Calculate SBE Public Utility Unitary Allocation Factors** - Updates the allocation factors for the unitary Public Utility General Levy (1%) tax to the appropriate taxing agencies.
- **Calculate SBE Regulated Railroad Unitary Allocation Factors -** Updates the allocation factors for the unitary Regulated Railroad General Levy (1%) tax to the appropriate taxing agencies.
- **Calculate SBE Unitary Debt Service Allocation Factors** - Updates the unitary (Public Utility and Regulated Railroad) debt service taxes to the appropriate taxing agencies.
- **Supplemental Allocation Factors** - Determines the factors for apportioning the Supplemental taxes to the appropriate taxing agencies.
- **Combined Increment Revenue (Net of CRA) for Educational Revenue Augmentation Fund (ERAF) and California State Association of Counties (CSAC) Estimates** - Generates tax revenue estimates for ERAF and CSAC.

Once the factors are determined each new tax year, they are used by processes in the Tax Apportionment business function to distribute taxes.

Business Objectives

Accurately calculate according to State of California statutes the Countywide Allocation Factors that distribute the non-unitary 1% General Levy and the unitary 1% General Levy and Debt Service revenues to the appropriate taxing agencies, CRAs, and IFDs.

Unique to the County

ERAF shift is computed at the TRA level; therefore, the ATI for ERAF accrues through the normal AB8 process.

Volume of Transactions*

The County's TRA/District composition can be more than 13,000 TRAs and 2,500+ Taxing Agency Accounts.

*Approximates as of 2022

Key Expectations

- Fully automated process of generating countywide allocation factors based on current year Jurisdictional Changes, Roll Valuation and School Average Daily Attendance.
- Enhanced capability to validate factors through sampling of specific types of taxing agencies, and user defined thresholds measuring changes in ATI, assessed value and tax revenue.
- Ability for authorized users to override the calculated factors and make corrections with appropriate review and approval and audit trail.

1.1.9 Roll Maintenance

Overview

Roll Maintenance is the process of ensuring the County's property tax records are kept accurate and up to date after the point that the rolls are extended. The extended rolls are constantly changing due to several factors, typically due to changes in assessed value and/or exemption status.

The processes that comprise Roll Maintenance include:

- **Process Roll Change Request** - Manual and automated roll changes from the Assessor or AAB. This includes changes due to assessed value changes, property transfer or other re-assessable events, change in exemption status, AAB decisions on assessed value, escaped assessments which did not make it on the Equalized Roll and Assessor corrections due to their errors in prior assessment.
- **Process Court Order Roll Change** - Roll changes initiated by the judicial System because of litigation.
- **Process SBE Roll Change** - Roll changes initiated by the SBE.
- **Process Direct Assessment Roll Change** - Roll changes to direct assessments initiated by the originating Taxing Agency.
- **Transfer Assessment from Secured to Unsecured Roll** - Roll changes initiated typically by a change in ownership where the change was not initially detected and the taxpayer responsible for the tax liability no longer owns the property and therefore, it is an unsecured tax liability.
- **Perform Year-End Roll Maintenance Requirements** - Year end processing where secured and supplemental assessments “Not fully paid” are transferred to the Secured Defaulted Roll and secured and supplemental assessment “Not fully paid” where mobile homes and possessory interests are involved are transferred to the Unsecured Roll.

Once the roll change requests have been processed by the A-C, the result triggers either a billing event, such as a new bill or updated/adjusted bill, or a refund is generated if the change results in an overpayment of taxes.

Business Objectives

Accurately and efficiently process the roll changes from all sources, on all rolls with minimal manual intervention to calculate revised tax liability, any refund due, penalties, fees, and proration.

Unique to the County Property taxes are prorated between the buyer and seller for multiple transfers within the same tax year for subsequent changes in ownership resulting in refunds or billing the Secured and Unsecured rolls.

Volume of Transactions*

The annual estimated number of roll change transactions per roll are:

- Secured Tax Roll - 860,000
- Secured Defaulted Tax Roll - 7,500
- Unsecured Tax Roll - 96,000

*Approximates as of 2022

Key Expectations

- Minimize manual roll changes and automate roll changes with proper validations.
- Roll changes are submitted through an online portal.
- Provide capabilities to efficiently manage the workload of roll changes for approvers and reviewers.
- Significantly improves the refund management process by streamlining and automating many of the tasks involved by process roll change in an efficient and accurate manner, minimizing errors and delays.

1.1.10 Refund Management

Overview

The A-C process refunds for property taxes based on the following events:

- Approved Exemptions or Assessed Value Changes (Assessor)
- Assessment Appeals Board decisions (AAB)

In addition, refunds can be initiated by Court orders or a request claim for refund submitted by taxpayers.

Refund Management for the A-C involves processes to ensure accurate and efficient handling of refund requests. Once the refund amount is approved, the A-C will then process the refund by issuing a warrant request to the County's ERP System which will issue the requested funds to the taxpayer or appropriate agent.

The processes that comprise Refund Management include:

- **Process Auditor-Controller Claims for Refund** - Process refund requests submitted by the taxpayer to the A-C.
- **Process TTC and Assessor Claims for Refund** - Process refund requests submitted by the TTC or Assessor.

- **Process AAB Claim for Refund** - Process refund requests submitted by the AAB.
- **Process Litigation Claims for Refund** - Process refund requests submitted by County Counsel.
- **Manage Refunds Requirement** - Process and approve refund requests, and initiate refund disbursement via the County's ERP System.

Business Objectives

Safeguard the County's resources/funds while processing taxpayer refunds in an accurate and timely manner and adhering to the California Revenue & Taxation Code.

Unique to the County

- The A-C Refunds go to the Assessee of the record rather than just the payer for $5,000+ for all rolls.
- Refunds are automated for claims under $5,000 rather than sending a claim for refund form.

Volume of Transactions*

- Automated refunds - 63,105
- Manual refunds - 15,558
- Information is based on FY 2021-22.
- Calamity Refund Fire – 638
- DA Adjustments – 1,486
- Manual COVID Penalty – 5,800
- Manual Over the Counter COVID – 2,563
- Manual Over the Counter (Regular) – 50

*Approximates as of 2022

Key Expectations

- Ability to validate refund amounts, interest, and payees before processing.
- Improve the refund management process by streamlining and automating many of the manual tasks involved in processing refunds while minimizing errors.
- Ability for the system to process multiple subsequent ownership changes withing the same tax year.
- Provide capabilities, such as a refund portal and dashboards for management to efficiently manage the workload of refunds and staff performance indicators.
- Maintain integration with the County’s ERP to maintain current warrant status.
- Ability to process special projects, such as bulk action refunds or via an upload file.

1.1.11 Tax Apportionment

Overview

Tax Apportionment is comprised of the process required to apportion and distribute property tax revenue collected by the TTC and other revenues received by the County from other sources to the appropriate taxing agencies, CRA/Successor Agencies or IFDs.

At a high level, tax apportionment is organized into 5 categories of processes. This includes:

- **Original Charge** - Calculates the amount of property taxes anticipated to be apportioned and distributed based on the Equalized Roll and the appropriate apportionment factors and tax rates.
- **Advances** - Generates distributions of property tax revenues to agencies in advance of actual collections. These advances are netted out of future distributions.
- **Property Tax Apportionments** - These are the core apportionments for property tax collected by the TTC for all rolls.
- **Other Apportionments** - Other apportionments to distribute revenue (which may include sources other than property tax) and to recover costs or lost revenue.
- **Distribute Apportionments** - Processes which distribute the appropriate revenues to taxing agencies, CRA/Successor Agencies and IFDs.

The A-C oversees the Tax Apportionment process, which involves the distribution of property taxes collected by TTC in compliance with California Tax Laws. This includes ad valorem taxes, direct assessments, penalties, interest, cost, and other fees. The A-C is also responsible for distributing other sources of revenue and recovering revenue from the State to compensate for lost property tax revenue due to State legislation. Additionally, the A-C recovers the County's expenses related to property tax management from the Taxing Agencies for which they collected the property tax revenue.

The processes that comprise Tax Apportionment include:

Original Charge

- Calculate Original Charge

Advances

- Apportion Current Year Secured Advance
- Apportion Current Year Unsecured Advance
- Apportion State Assessed Unitary Advance

Property Tax Apportionments

- Apportion Actual Current Year Secured
- Apportion Secured Defaulted Tax Roll
- Apportion Current Year Supplemental
- Apportion Prior Year Supplemental
- Apportion Secured Defaulted Tax Roll – Supplemental
- Apportion Current Year Unsecured
- Apportion Prior Year Unsecured
- Apportion State Assessed Unitary
- Apportionment Defaulted State Assessed Unitary

Other Apportionments

- Apportion Homeowners' Exemption (HOX) Claim Reimbursement
- Apportion Racehorse Tax
- Apportion Highway Rental
- Apportion Supplemental 5% Administrative Fee
- Special Apportionment
- CRA/EIFD Special Apportionment
- Property Tax Administrative Fee (PTAF)
- Tax Equity Allocation (TEA)
- Proposition 19 (Home Protection Act)
- Apportion ERAF

Distribute Apportionments

- Distribute Tax Revenue
- Direct Deposit Payment Distribution
- Generate Journal Vouchers and Integrate with the electronic Countywide Accounting and Purchasing System (eCAPS).
- Generate eCAPS interface for Manual Journal Vouchers

Business Objectives

Accurately and efficiently apportion, allocate and distribute property tax revenues and other designated revenues from various sources, while ensuring the recovery of the County's costs associated with tax administration in accordance with California Tax Laws.

Unique to the County

- LA is a non-Teeter county - LA distributes collections as collected. The County's 1st (40%) and 2nd (10%) advance distributions for taxes to taxing agencies based on the secured original charge and Final (85%) advance is based on the secured 1st paid.
- ERAF is apportioned at a jurisdictional level.

- Apportionment of CRAs is conducted at the jurisdictional level in 10 allocations, and the calculation is performed outside the AB8 factors.
- 30 Tax Equity Allocations (TEA) Cities.
- 80% of the advanced apportionment for unsecured charges are distributed in August of each year for the following tax year.

Regular property tax revenue is distributed to taxing entities in 10 monthly distributions (November through August).

Volume of Transactions*

- Distribution of $23B+ Secured Property Tax and $700M+ Unsecured Property Tax Revenues.

- Annual Count:
  - 2,432,056 parcels from Secured Master
  - 304,607 parcels from Secured Supplemental
  - 214,493 parcels from Defaulted Master
  - 34,080 parcels from Defaulted Supplemental
  - 233,728 bills from Unsecured Current
  - 7,283 parcels from Defaulted Master PY Adjustment
  - 988 parcels from Defaulted Supplemental PY Adjustment
  - 94,333 records from Tax Automated Disbursement
  - 72,305 transactions for Special Apportionment
  - 315,659 transactions for HOX

*Approximates as of 2022

Key Expectations

- Automate all tax allocations, apportionments and distributions including CRA/EIFD tax increment apportionments to the CRA/EIFD accounts and trust funds with full integration with the County financial system (ERP).
- Provide enhanced capability to validate and ensure the accuracy of tax allocations, apportionments, and distributions.
- Provide the ability to upload manual apportionments which will be included in distributions.
- Reporting capability to provide online transparency to taxing agencies on the most current accounting of apportionments and distributions.
- Generates remittance advice notices, which summarize distributions to each taxing entity.

1.1.12 Mandatory Reporting

Overview

Mandatory reporting represents several property tax related reports or publications produced by the A-C that are required by various State agencies or are required by State Statue.

The following are the reports included in Mandatory Reporting:

- **BOE-822** – State Board of Equalization (SBE/BOE) Annual Assessment Roll Totals report.
- **LGRS** – The Local Government Reporting System (LGRS) program developed by the State Controller's Office (SCO) is used to generate the Property Taxes Annual Report for the current tax year.
- **California State Association of Counties (CSAC) Estimate Revenues** – Include actual collections from all tax rolls available up to date: Secured, Unsecured Current, Unsecured Prior, Homeowners' Exemption, Redemption Master, Refund, Secured Prior Year Refund (Escape), Highway Rentals, CRA.
- **Current Year ERAF Estimate Revenues** – Reports the current year ERAF revenue estimates.
- **Successor Agency Mandated Reports** - Current year CRA revenue distribution reports to the Successor Agencies.
- **Homeowners' Exemption Claim** - Report the Homeowners' exemption claim to the State. This is a claim to the State to be reimbursed for the tax revenue lost due to the Homeowners' exemption.
- **Taxpayer's Guide** - Comprehensive publication from the A-C on all aspects of tax information, from Tax Assessment Value, Tax Levies and Apportioned Taxes.
- **School Districts J29** – Estimated and final amounts of property collection and apportionment by the County's school districts.
- **Proposition 19** (Home Protection **for Seniors, Severely Disabled, Families, and Victims of Wildfire or Natural Disasters** Act) - Report submitted to the California Department of Tax and Fee Administration (CDTFA) every 3 years reporting on taxing agency gain or loss due to intergenerational transfers and inbound/outbound intercounty transfers.
- **Parcel Tax Reporting for AB2109** - Report to the State of all direct assessment charged to parcels.

Business Objectives

Ensuring compliance with State laws and regulations related to property tax audit and collections, while facilitating the generation and publishing of mandatory reporting and maintaining public trust and accountability through the provision of clear, accurate and reliable information on property tax audit and collections.

Key Expectations

- Significantly improves the mandatory reporting process by streamlining and automating the approval, generation, submission, or publishing of reports.
- Automate certain manual calculations for the J29 Reporting.

1.2 TREASURER AND TAX COLLECTOR

1.2.1 Billing

Overview

Billing encompasses the printing and mailing of bills to taxpayers requesting that they pay the property tax that has been levied against their property and respond to any notices requiring action on the part of the taxpayer. A tax bill is initiated when the TTC receives extended assessments (Extended Tax Roll), and roll corrections (Roll Maintenance), or when unpaid current year tax bills are transferred to defaulted (secured) or delinquent (unsecured) rolls at year end (Year End Roll Maintenance). Following the above activities, the A-C then hands the tax rolls over to the TTC for billing. The integrity of this handover is crucial to ensuring that all data is appropriately transmitted.

Notices are triggered when certain events occur such as a tax bill becoming delinquent or property entering default status and sent to the relevant parties i.e., taxpayers or Committee for Reciprocal Tax Accounting (CORTAC) agencies.

The TTC configures various bill and notice layouts, generates print files from the eTAX System, and then sends them for external vendor printing and mailing of all bills and notices. Alternatively, the TTC may choose to print them in-house and deliver them to a vendor for mailing.

The bills and notices generated in Billing include:

- Secured Annual Tax Bills
- Updated Secured Bills
- Updated Secured Supplemental
- Notice of Non – Payment
- Secured Delinquent Notices
- Secured Defaulted Tax Bills
- Updated Secured Defaulted Bills
- Transfer Bills
- Current Year Unsecured Bills
- Unsecured Supplemental Bills
- Updated Unsecured Supplemental Bills
- Current Year Notice of Enforcement
- Prior Year Notice of Enforcement

- Updated Unsecured Bills
- Updated Unsecured Prior Year Bills

Activities included in this functional area outside printing of bills and notice include:

- **CORTAC Enrollment** - Enrolling CORTAC companies as valid payers for the County and assigning taxpayer bills to the CORTAC Company.
- **Bulk Payer Enrollment** - Enrolling taxpayers with multiple properties and annual tax liabilities over a defined threshold to pay their tax bills in bulk and receive refunds batched in bulk as well.
- **EPT Enrollment** - Identifying and enrolling taxpayers with installment tax liabilities over a defined threshold to pay their tax liabilities using Electronic Funds Transfer (EFT).

Business Objectives

- Deliver tax bills and notices to the taxpayer or agent efficiently and accurately with minimal postal returns.
- Provide services which allow taxpayers to effectively manage their tax liabilities to receive their bills in a way that helps streamline payment for the taxpayer and the County.

Unique to the County

Currently the Assessor recycles unsecured ID numbers that are used for billing Unsecured properties, which presents a challenge historically for tracking tax liability to a property.

Volume of Transactions*

- Secured Annual Tax Bills – 2.4M
- Updated Secured Supplemental – 275,000
- Notice of Non-Payment – 150,000
- Secured Delinquent Notices – 170,000
- Secured Defaulted Tax Bills – 175,000
- Current year Unsecured Bills – 250,000
- Unsecured Supplemental Bills – 20,000
- Current Year Notice of Enforcement – 60,000
- Prior Year Notice of Enforcement – 55,000
- CORTAC Enrollment – 40
- Bulk Payer Enrollment - 35,000
- EFT Enrollment - 4

*Approximates

Key Expectations

- Improve the efficiency and accuracy of the process between the TTC and external print vendor to make the necessary annual changes to tax bills and notices.
- Provide the capability to effectively manage secure electronic delivery of tax bills and notices when deemed appropriate by the TTC.
- Provide the capability for taxpayers/agents to securely retrieve tax bills using online self-service.

1.2.2 Collections

Overview

Collections refer to a range of processes that concentrate on the correct application of payments received by the TTC via several payment channels such as remittance processing, paper checks, online payments, CORTAC, EFT, and in-person through cashiering, to the appropriate tax rolls of AINs or IDs against which they are paid.

The bulk of the payments received are automatically applied against the intended tax bills without exceptions. The exception processes require human intervention to resolve payments not applied due to incorrect parcel information (unapplied payments), payments erroneously applied to the wrong parcel (misapplied payments), or adjustments because of penalty cancelations or returned checks. In many cases, research is required to solve a payment application exception.

Collections also covers refunding amounts paid to the taxpayer. Refunds due to collections related activities occur due to taxpayer overpayment, inadvertent payment and due to the resolution of a payment exception such as cancelling penalties.

Collected payments are then released to the A-C for processing through Allocation and Apportionment, where the funds are disbursed to the appropriate County, Cities, Taxing Agencies, CRA Successor Agencies, and IFDs.

The processes that comprise Collections include:

- **Process and Apply Payment** - Process payments from all sources: Remittance Processing System (RPS), cashiering, Interactive Voice Response (IVR), eCommerce, EPT and CORTAC. The County intends to add additional electronic payment methods in the future. The County intends to have flexibility in configuring the parameters that may be used for efficient matching of payments to bills.
- **Process Unidentified Payments** - Process payments which are not automatically matched to a bill.
- **Process Property Tax Postponement** - Allows taxpayers who are seniors, blind or disable to defer paying current year taxes.

- **Reconcile General Ledger to Property Tax** - Reconcile collected taxes for all rolls.
- **Close Collection Requirements** - Close collections for tax rolls and deliver to the A-C for Tax Apportionment.
- **Remove Payment Due to Returned Item** - Cancel payment due to returned financial payment, such as returned check or EFT payment.
- **Remove Payment Due to Administrative Error** - Remove payment due to the County's administrative error.
- **Transfer Payment Requirements** - Transfer an applied payment from one bill to another.
- **Cancel Penalty Requirements** - Canceling penalties on a bill can be done by initiating a roll change to the A-C or through voluntary cancellation of penalties with approval.
- **Process Refund Request** - Review and approval of refunds and generation of Ten-Day Letter.
- **Release Refund** - Release refund requests after 45 day holding period and generating necessary JVs and warrant requests in the County's ERP System.

Business Objectives

- To facilitate the acceleration of accurately collecting and recording tax payments and providing taxpayers an enhanced payment experience with multiple options to pay, with a goal of driving payment volume through the sources that generate the least impact on the County's resources.
- To meet collection deadlines by ensuring that all payments collected are available for the A-C to apportion to the Taxing Agencies according to the published apportionment calendar.

Unique to the County

The County accepts partial payments against secured property tax bills.

Volume of Transactions*

Volume of Transactions for UPS payments is high ~1000s per year.

- Process and Apply Payments – 3.6 million
- CORTAC – 800,000
- Remittance – 2.5 million
- Cashiering – 70,000
- Online/IVR – 160,000
- Process Unidentified payments – 3,500
- Process Property Tax Postponements – 250
- Remove Payment Due to Returned Item – 20,000
- Remove Payment Due to Administrative Error – 300
- Transfer Payment Requirements – 4,000

- Cancel Penalty Requirements – 3,000
- Process Refund Request – 1,000
- Release Refund – 62,000

*Approximates as of 2022

Key Expectations

- Improve the overall efficiency and accuracy of applying payments to bills and improving the speed in which refunds are delivered to taxpayers.
- Reduce the occurrence of unapplied payments by enhancing payment to bill matching automation and reducing the effort requires to match payments by providing better online tools to assist TTC users in efficiently and accurately matching payments to bills.

1.2.3 Unsecured Delinquencies

Overview

Unsecured Delinquencies encompasses the processes which the TTC utilizes to enforce the collection of delinquent unsecured tax liabilities.

The processes that comprise Unsecured Delinquencies include:

- **Managing Liens** – Filing, releasing, and renewing liens against the property with the LA County Clerk and Federal Aviation Administration (FAA) for aircraft.
- **DMV Holds** – File and release California Department of Motor Vehicles (DMV) holds for personal watercrafts and boats.
- **Tax Intercepts** – File with the California Franchise Tax Board (FTB) to intercept California income tax refunds.
- **General Enforcement** - Traditional tax collections activities involving TTC collections agents contacting the taxpayer directly to arrange repayment.
- **Bank Account Seizures** - Arrange with banks to seize taxpayer bank assets.

Business Objectives

- Efficiently and accurately enforce delinquent unsecured taxes owed using all legal methods, the TTC aims to ensure the timely collection of delinquent property taxes, maintain the integrity of the tax roll, and contribute to the financial stability of the County by making funds available for necessary public services.
- By holding all property taxpayers to the same standards and obligations, the TTC aims to maintain public trust and accountability.

Unique to the County

The collection costs and fees imposed on unsecured delinquent account are not captured currently in the Legacy Systems System.

Volume of Transactions*

- Managing liens - 40,500
- DMV holds - 3,500
- Tax Intercepts - 6,000
- General Enforcement - 45,000
- Bank Account Seizures - 700

*Approximates as of 2022

Key Expectations

- Provide an efficient and accurate automated process for filing and managing the filing of liens, DMV holds and FTB tax intercepts.
- Provide an efficient and flexible capability to manage delinquent properties, assign to enforcement staff and manage workload, and track progress and performance.

1.2.4 Secured Defaulted Tax Roll

Overview

Secured Defaulted Tax Roll encompasses the process required to enforce the County's right to recover outstanding tax liabilities on defaulted secured properties. The primary objective of a Tax Sale is to recover outstanding taxes and return the properties to tax paying status through new ownership.

The goal is to maximize the number of defaulted properties that qualify for Tax Sale into each scheduled tax sale. This requires properties to be categorized and prioritized for tax sale. It is important that the TTC manage multiple tax sales simultaneously. The process requires time-consuming research to be performed to identify all parties of interest in the property.

Once the property is approved for tax sale, the sale is published to the public, proper required notification is made to the taxpayer, all parties of interest are notified, and the property is then ready to be scheduled for tax sale.

Tax sales may be conducted both in person and virtually. After the tax sale, proceeds are applied against the outstanding liability, deeds to transfer the property are filed, and any unsold properties are returned to the inventory and may be included in a future tax sale when the property qualifies again.

The processes that comprise Secured Defaulted Tax Roll include:

- **Process Power to Sell Addenda** - Identify properties that qualify for tax sale and send courtesy and intent to sell notices to taxpayers.
- **Rescind/Cancel Power to Sell** - Rescind the power to sale due to roll change or payment which fully pays outstanding liability.
- **Process Publications** – Generate publication list of the properties to be sold in tax sale.
- **Manage STPTS Property Inventory and Auction Plan** - Prioritize and identify inventory and prepare auction plan, prepare the property records for tax sale, and identify parties of interest.
- **Authorize Tax Sale** - Gain authorization of Board of Supervisors to sell the identified properties at tax sale.
- **Notify Tax Sale Parties of Interest** - Notify parties of interest regarding the tax sale.
- **Publish Notice of Auction** - Publish the notice of auction for the list of properties approved for tax sale.
- **Conduct Personal Visit** - Properties identified to be owner occupied are required to be visited in-person before tax sale.
- **Prepare IRS Mailing** - IRS notification of each property being offered at tax sale.
- **Conduct Bidder Registration** - Register and qualify bidders for the auction, including maintaining a bidders list.
- **Conduct Public Auction** - Conducting and recording the activities at the auction, including auction deposit and winning bid.
- **Conduct Sale by Agreement** - Process for removing properties from auction list that are sold and sell the property by agreement.
- **Conduct Sealed Bid Sale** - Process for selling properties through a seal bid auction.
- **Conduct Post-Sale Processing** - Post sale processing includes applying proceeds of sale to fees and taxes and generating deeds to transfer the property to the new owner.
- **Rescind Tax Sale Deed** - Process to rescind a sale and deed after the tax sale has occurred.
- **Process Excess Proceeds** - Process to distribute excess proceeds over fees and outstanding tax liabilities.

Business Objectives

Ensure that all eligible defaulted property is efficiently scheduled for tax sale following State statues to recover outstanding tax liability in a timely manner and the defaulted property is returned to a current tax-paying status.

Volume of Transactions*

- Process power to Sell Addenda – 4,300
- Rescind/Cancel Power to Sell – 600
- Process Publications – 5,000
- Manage STPTS Property Inventor and Auction Plan – 8,000
- Authorize Tax Sale – 3,000
- Notify Tax Sale parties of Interest – 21,000
- Publish Notice of Auction – 6,500
- Conduct Personal Visits – 300
- Prepare IRS Mailing – 150
- Conduct Bidder Registration – 1,500
- Conduct Public Auction – 5
- Conduct Sale by Agreement – 70
- Conduct Sealed Bid Sale – 1
- Conduct Post-Sale Processing – 1,500
- Rescind Tax Sale Deed – 5
- Process Excess Proceeds - 900

* Approximates as of 2022

Key Expectations

Provide the capability to efficiently categorize and prioritize defaulted properties for multiple tax sales simultaneously and accelerate the ability to locate parties of interest to maximize the number of properties included in each tax sale.

1.2.5 Bankruptcy Management

Overview

Bankruptcy Management encompasses processes which manage the County's interest in taxpayer bankruptcy cases filed in US District Court. The County's interest is to recover from bankruptcy proceedings, the maximum amount possible of the outstanding tax liability owed by the taxpayer.

Management of the bankruptcy from the County's perspective is to file a Proof of Claim against the taxpayer's bankruptcy case in US District Court. Creating the Proof of Claim requires researching all properties owned by the taxpayer and qualifying if the tax

liability can be included on the Proof of Claim. What is included on a Proof of Claim package differs based on the bankruptcy chapter the taxpayer is filing under.

Bankruptcy cases can take multiple years, so the cases must be monitored and based on the circumstances of the case progress and the changes in the tax liability over time, the TTC may amend the Proof of Claim or if the situation warrants, withdraw the Proof of Claim.

Payments paid as part of a Bankruptcy Payment Plan may be received by the TTC and are applied against the outstanding liability until it is fully paid or there are no more payments at which point the outstanding liability is discharged.

If the Bankruptcy case is dismissed, the status of bankruptcy is removed from the taxpayer's tax bills and the outstanding liability is subject to billing with additional penalties and interest and subject to the appropriate TTC enforcement actions.

The processes that comprise Bankruptcy Management include:

- **Process Bankruptcy Filings** - Flag properties in bankruptcy case, calculate tax liability and file initial proof of claim.
- **Process Amended/Administrative/Withdrawal of Proof of Claim** - Process to amend or withdraw proof of claim.
- **Process Bankruptcy Documents** - Monitor and react to bankruptcy process via review of court documents.
- **Process System-Identified Bankruptcy Payments** - Process payments received against bankruptcy case identified through the Collections processes.
- **Process Manual Bankruptcy Payments** - Process payments submitted to TTC outside of the normal course of Collections.
- **Process Notification of Bankruptcy Termination** - Closure process of bankruptcy case due to dismissal or discharge.

Business Objectives

Efficient management of cases where the County has a claim against taxpayers engaged in legal bankruptcy proceedings and reducing the risk and obtaining the maximum amount of property tax revenue owed.

Unique to the County

The County has a unique challenge when it comes to bankruptcy management compared to other counties due to its high Volume of Transactions. With approximately 100 bankruptcy filings per month, the County's bankruptcy management team must be able to effectively handle and process a significant number of cases.

Volume of Transactions*

- Volume of Transactions: ~100 filings a month.
- Process Bankruptcy Filings – 500
- Process Amended/Administrative/Withdrawal of Proof of Claim
- Process Bankruptcy Documents – 700
- Process Manual Bankruptcy Payments – 700
- Process Notification of Bankruptcy Termination – 60

* Approximates as of 2022

Key Expectations

- Provide an organized online capability to manage all active bankruptcy cases including alerts to indicate cases requiring attention.
- Provide the capability to efficiently research properties owned by the taxpayer filing bankruptcy and identify which tax liabilities to include on the Proof of Claim.
- Provide online capability to file, amend, and withdraw Proof of Claims with US District Court.

1.2.6 Manage Payment Plans

Overview

Manage Payment Plans provides the capability for the TTC to extend payment installment plan options to taxpayers for paying their tax liability under certain situations, which includes the 4-Pay and the 5-Pay plans.

A 4-Pay Plan is intended only for secured and unsecured escaped assessments which allows the taxpayer to pay for escaped assessment over a four-year period. An escaped assessment is a correction to a property's assessed value that was not added to any prior year property tax bill. These bills are usually the result of a taxable event that "escaped" the Assessor.

A 5-Pay Plan is eligible to open for a prior year defaulted secured tax bill and allows the taxpayer to pay the defaulted taxes over a five-year period. This option is available for vacant residential lots or nonresidential commercial property that is less than three years in default, and residential or agricultural property that is less than five years in default. This will prevent the property from being sold at a public auction.

Current year annual property taxes are not eligible for a payment plan.

The processes that comprise Manage Payment Plans include:

- **Generate Manual Payment Plan Application (Secured 4-Pay, Unsecured 4-Pay and Secured 5-Pay)** - Generates an on-demand payment plan application.

- **Process Payment Plan Enrollment (Secured 4-Pay, Unsecured 4-Pay and Secured 5-Pay)** – Review, approve the application and setup a payment plan linked to a property tax bill.
- **Manage Payment Plan (Secured 4-Pay, Unsecured 4-Pay and Secured 5-Pay)** - Manage and monitor payment plan, apply installment payments, and close plans.

Business Objectives

Provide an option, as per the R&T Code, for taxpayers with annual escaped bills or bills in defaulted status to enroll in a structured payment plan, aimed at achieving fully paid status over time.

Unique to the County

The fees required to open a Payment Plan are collected separately from the plan payments.

Volume of Transactions*

- 1000-2000 bills enrolled in 5-pay plan.
- 670 active payment plans for unsecured bills.
- 1186 bills enrolled in 4-pay plan.
- Generate Manual Payment Plan Applications – 2,000
- Process Payment Plan enrollment – 2,000
- Manage Payment Plan – 4,000

* Approximates as of 2022

Key Expectations

- Improve the ability for the TTC to manage and monitor active payment plans, including ensuring that TTC staff are aware when a payment plan is active.
- Provide an online capability for taxpayers who have bills which qualify to apply for a payment plan, be presented payment plan and terms to accept, and provide initial payment if required.

1.2.7 Miscellaneous Services

Overview

Miscellaneous Services encompasses a collection of processes which provides diverse services to taxpayers and to the County.

The processes that comprise Miscellaneous Services include:

- **Process Cancelled Warrants** - stop or cancel payment and if appropriate, reissue refund warrants that have been already issued.
- **Process Escheated Funds** - process claims for escheated funds.
- **Process Stale Dated Warrants** - re-issue warrants which have expired.
- **Process Bulk Transfer of Sale** – generate a certificate of taxes due for the bulk sale of unsecured business property.
- **Process Mobile Home Tax Clearance Certificate Requests** – generate a certificate of taxes due for the sale of a mobile home.
- **Process Tract Map Requests** - provides outstanding and future tax liability associated with tract maps surety bonds managed by the Department of Public Works.

Business Objectives

To effectively oversee the additional services provided in person and online to the taxpayer and their agents.

Volume of Transactions*

- Process Bulk Transfer of Sale – 1,500
- Process Mobile Home Tax Clearance Certificate Requests- 4,100
  Process Tract Map Requests - 400

* Approximates as of 2022

Key Expectations

- Provide the capability to conduct research and compile the information required to process these services online and track status on these requests.
- Provide an online capability for taxpayers and/or their agents to submit requests/applications for these services, track progress and status and receive official documents when appropriate.

1.3 ASSESSMENT APPEALS BOARD (Additional Services)

Overview

The AAB is the local Board of Equalization for the County with the responsibility to decide to settle a property assessment dispute between the taxpayer and Assessor's Office through the assessment appeal process. AAB interacts with many other County officials and departments including the Board of Supervisors, County Counsel, Assessor’s Office, Auditor-Controller, and Treasurer and Tax Collector.

The AAB division currently consists of six units, each with distinct responsibilities:

- **Public Interaction** - Intakes applications, answer public telephone calls, responds to public emails, assists with public inquiries, processes all correspondence, distributes & routes to appropriate sections for processing.
- **Processing** – Input application data, process applications and release applications for scheduling hearings.
- **Scheduling** - Schedules all applications, Prepares agendas, Mails hearing notices, and Processes requests for postponement, consolidation, withdrawal, etc.
- **Hearing Officer/Final Action** - Maintains order of hearings for Hearing Officer sessions, mail out Hearing Officer recommendations to hearing participants, post all motions made by the Board on appeal applications.
- **Board Support** - Maintains order of hearings for Board sessions.
- **Audit / Tax Agent Registration (TAR) / Public Education** - Mail out notices of Board motion, conduct audit and review of closed cases/applications, enforce Tax Agent Registration program rules, coordinate, and conducts public education seminars to taxpayers.

Business Objectives

- Adhering to the State R&T Code requirement of conducting hearings to decide on all cases within a two-year timeframe from their submission.
- Implementing a taxpayer-friendly engagement model that simplifies the appeals process, reduces errors, enhances transparency and accuracy, and streamlines internal operations, all while adhering to State regulations.
- Creating a centralized document repository for appeals and integrating it with the primary solution.

Unique to the County

The Board also operates a unique Hearing Officer program, where eligible, and less complex appeals can undergo for an informal and faster appeals hearing process.

Volume of Transactions

The AAB receives an annual average of 18,000 to 25,000 appeals, which is approximately 250% more appeals than other counties within California.
The AAB provides support to eight Assessment Appeals Boards and approximately twenty Hearing Officers.

Key Expectations

- **User-Friendly Platform** - A user-friendly platform with robust ad hoc reporting capabilities, including interactive data analytics and dashboards, to enhance the review process.
- **Notifications and Alerts** - A System that provides notifications and alerts for correspondence that are in the queue for processing, to ensure efficient use of resources.

- **Streamlined Scheduling** - The application of business logic and scheduling rules to automate the grouping of applications to streamline review and scheduling of appeals.
- **Enhanced Document Management** - A secured and shared document management System to digitize and manage records and correspondence, with the ability to flag or raise exception reports for document upload issues.
- **Improved Data Accessibility** - A system that improves the accessibility of data and streamlines the processing of applications with business logic and scheduling rules.
- **Automated Processes** - The implementation of automated processes to reduce manual processes, such as Board motion, continuance, and others, to minimize data entry errors and improve resource efficiency.
- **System Integration** - The integration of multiple systems of record, including Assessor's and TTC's Systems, to provide a centralized repository of hearing evidence and eliminate toggling between different systems.
- **PDF File Creation** - The ability to create PDF files for manually entered and online applications to simplify the document management process.

COUNTY OF LOS ANGELES
eTAX SOLUTION

NON-FUNCTIONAL OVERVIEW

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1.0 Introduction

Currently Internal Services Department (ISD) maintains a mainframe-based system that supports TTC and A-C's core property tax related functions. This mainframe is approximately 40 years old and over its life a variety of smaller systems have been developed to address functional needs that were not implemented within the mainframe. The mainframe is currently integrated with the Assessor's system and provides Apportionments information to 500+ taxing agencies, along with a variety of other interfaces.

The eTAX System must replace these Legacy Systems with an integrated system which supports all the functionality outlined in this Statement of Work (SOW). From a technical perspective, the eTAX System key requirements include:

- Based on an existing application –The core tax functionality of the eTAX System must be based on a product that has proven it supports California's Property Tax. The expectation is the product will need to be enhanced and County specific customizations will be built, and third-party applications may be integrated into the eTAX System to best meet the requirements outlined in this SOW.
- The eTAX System must be able to scale to support the population of the County and the associated volumes of data that will be produced.
- Must be a secure Cloud-based solution. The Proposer is accountable for both the eTAX infrastructure, application layer and security of the overall architecture.
- Must support both mobile and web-based access – One of the key objectives of the eTAX project is to improve constituent engagement and enabling self-service is critical to meeting this objective.
- Must be flexible and extensible – The County recognizes their needs and legislative changes will likely change and the eTAX System must be architected to support these changes efficiently and effectively.
- Must provide the technical capabilities expected from an enterprise application such as data management (e.g., back-up, archiving), audit tracking and interoperable functionality.
- The County shall have complete access to the eTAX data. Best Practices related to Data Privacy and Data Security controls should be fully implemented.
- The Proposer shall share the technology strategy and roadmap for their eTAX System.

The County anticipates expects the eTAX System to be architected as a system which integrates with other County systems but does not share back-end components (e.g., content management) with other applications except for County infrastructure (e.g., network, security).

In addition to meeting the specific functionality and meeting the technical requirements, the County expects the eTAX System to support certain back-end functions and behave in a certain way. These include:

- **Usability:** Ability to deliver consistent user-experience with an easy to use and intuitive design-approach that enables the user to quickly navigate the eTAX System.
- **Mobility:** Provide mobile architecture and reference model to support application mobility for County Staff. Also, the ability to capture data in the field while in offline mode and synchronize when connectivity is available.
- **Reporting and Data Analytics (Data and Data Access)**: the eTAX System must provide a suite of solutions that allows the County to access the data including, but not limited to, reporting, analytics tools, dashboards, and data extraction tools.
- **Workflow Management:** Capability to generate, assign, and track individual work items for staff processing and route work items to the required staff processors and approvers, ensuring all procedures and quality checks are performed. They are verifiable through audit logs.
- **Web Portal**: A self-service capability for public users (taxpayers, agencies) to request, submit, and maintain property tax and other information while maintaining all levels of applicable confidentiality and compliance with rules and regulations from a web-browser.
- **Solution Administration and Management**: Ability to view the resources and infrastructure allocated to the environments.

This document provides an overview of the current environment and the envisioned future environment to help inform the Proposer's as they develop their Proposal.

2.0 Current Environment

2.1 Current Legacy Systems

Currently the mainframe is the primary system that supports the in-scope TTC and A-C functionalities. It is surrounded by a variety of Legacy Systems that have been built to support functionality that could not be built within the mainframe. The tables below provide a list of Mainframe Modules and Legacy Systems.

Table 1 - Mainframe Modules

Module	Dept. Supported*	Description
Secured Tax Roll (STR)	A-C/TTC-1	Manages Secured Tax Roll
Secured Defaulted (SDTR)	A-C/TTC-2	Manages Secured Defaulted Tax Roll
Unsecured Tax Roll (UTR)	A-C/TTC-6	Manages Unsecured Tax Roll
Refund	A-C / TTC-11	Manages refund transactions
County Rates	A-C	Creates and maintains the Tax Rate Area (TRA) information, agency information, and the several types of rates.
Apportionment Factors (AF)	A-C	Establishes the Countywide AB8 & AB454 rates that will be used in various Property Tax Apportionment

Module	Dept. Supported*	Description
		Systems, to distribute Property Tax Revenues to taxing agencies in Los Angeles County.
Valuations (SV)	A-C	Assessor's Secured and Unsecured valuations utilized by the Auditor-Controller, other County Departments, and taxing agencies for apportionment, rate-setting, and budgetary purposes.
Public Utilities (SU)	A-C	Generate valid public utility parcels using valid TRA listing from the Assessor and name, address, and values from the State Board of Equalization (BOE).
Homeowners Exemption Reimbursement System (HOX)	A-C	Responsible for reporting the total value of exempted homeowners, claiming the values with the California State Controller for reimbursement, and establishing data for HOX apportionment and distribution.
Secured Apportionment System (STN)	A-C	To apportion Tax Charges and Tax Collections for active Secured Original (Master) and Supplemental assessments from the Secured Tax Roll (STR) Database to taxing agencies.
Redemption Apportionment (RA)	A-C	To apportion active Master and Supplemental parcels from the Secured Defaulted Tax Roll (SDTR) Database.
Unsecured Tax Apportionment (UA)	A-C	To apportion the current Tax Charges and distribute Tax Collections from the Tax collector to taxing agencies.
Secured Defaulted PY Adjustments (TRAP)	A-C	To apportion and distribute the un-apportioned adjustments that were made to prior year Redeemed Master and Supplemental parcels.
Automated Refund Systems (ARS)	A-C	To process manual and automated property tax and non-tax refund claims from various entities such as the Assessor, TTC, County Counsel, AAB, and A-C Property Tax Systems.
Special Apportionment	A-C	Responsible for processing monthly Refund De-Apportionment and Miscellaneous (current & prior year) Adjustment runs, that the Secured & Unsecured Apportionment Systems can not accommodate in their regular apportionment and distribution processing.
Tax Automated Disbursement System (TADS)	A-C	The Tax Automated Disbursement System (TADS) interfaces with eCAPS and creates automated journal vouchers (JV) for several types of agency tax revenues (tax categories and payment types) monthly. This system posts journal entries (debit or credit) for revenues that are accrued or expensed to different county agencies. TADS also creates automated journal vouchers for CRA Dissolution Successor Agencies twice a year (June & January) and on an 'on-demand basis.
Direct Deposit (AA)	A-C	Distributes monthly direct deposit based on the Distribution Schedule's Bank File Date.
CRA Valuations (RV)	A-C	Merges the SV13 values and CRA Increment values to calculate the net taxes and various District Totals for Accounting Division.

*Reference numbers related to the Architecture diagrams in the following sections

Table 2 - Non-Mainframe Legacy Systems

#	Application	Ref Num*	Description
1	3rd Party Notification Application	TTC-4	Designate a third party (e.g., a friend, family member, or agency) to receive a copy of any defaulted property tax bill/notice. Allow public to submit third party notification online. This is housed in the TTC website.
2	Auditor Controller Data Conversion (ACDC)	A-C	A system that replaces all AC & Assessor's manual processes for the Secured Property Tax Change Form, for the Secured Tax Roll, Secured Defaulted Tax Roll, and Unsecured systems' reporting. Infrastructure consists of .Net Web forms on 4.7 framework hosted on Windows Server 2019 and databases on SQL Server v14.
3	CMS – Case Management System	A-C/ TTC-24	Stores correspondences exchanged between public and TTC. Automates manual business workflow process.
4	Community Redevelopment Agency Accounting System (CRA/IFD)	A-C	An accounting system that was implemented in FY 2006-07 for CRA that replaced several Legacy (mainframe-based) Systems - Redevelopment Apportionment Systems (RS), Redevelopment Valuations (RV), Payment History (PHIST), and AB1290 systems. EIFD data and processing was implemented in FY 2018-19. The CRA Accounting System is comprised of multiple layers of technology. The main data layer is an Oracle DB. Processes are in PLSQL and an ETL platform called Oracle Data Integrator (ODI). The operating and file system is housed on an IBM AIX (UNIX platform). The Web layer is housed on Windows Server 2019 using .NET 4.7.
5	Direct Assessment Management (DAWeb)	A-C	A web-based application that enables agencies to submit information relating to Direct Assessments (DA), Public Utility (PU) Assessments, and any Assessments Corrections (COR) during the Roll Build-Up process, and provides an efficient, accurate, and secure medium, since the data is submitted by each agency. DAWeb was created to support the high volume of Direct Assessments (DA) during the annual property tax roll build-up process. DAWeb coding and infrastructure consists of .Net Web forms on 4.7 framework hosted on Windows Server 2019 and databases on SQL Server v14.
6	DMV Reformat App	TTC-9a	Reformat DMV boat hold and release request before sending the information to DMV.
7	eCAPS	A-C/TTC-11a	Issue refund (Paper warrant), Automated Clearing House (ACH).

#	Application	Ref Num*	Description
8	Electronic Payment Transfer (EPT)/Property Tax Postponement (PTP)	TTC-12	EPT processes taxing agencies property tax payment files and State Property Tax Postponement program payment files before updating account in MF. Property Tax Postponement - The State Controller's Property Tax Postponement Program allows some homeowners who to defer current-year property taxes on their principal residence if they meet certain criteria. For details, see https://www.sco.ca.gov/ardtax_prop_tax_postponement.html
9	eParms	TTC-17	Hold eCommerce funds until clearance.
10	FTB Reformat App.	TTC-9c	Reformat tax intercept request and release before sending to FTB.
11	Home-Banking App.	TTC-20	Process secured property tax payment via home banking application before updating account in Mainframe.
12	Lien DB/App	TTC-10	Store liens.
13	Optical Archive	A-C	The legacy archiving system that stores reports dating from years 2000 to 2009.
14	Outside Agency Billing System	TTC-19	Bill outside agency for data sales.
15	Penalty Cancellation Request Processing App	TTC-21	Allow public to submit penalty cancellation request online. This is housed in the TTC website. Penalty Cancellation web form (from the TTC web) transports data to this application for penalty cancellation processing. TTC staff process request in this application.
16	PowerBI	A-C	A Windows desktop application designed for data acquisition, modeling, reporting, collaboration, and distribution.
17	Property Tax Management System (PTMS)	TTC-15a	To allow taxpayer to pay by bulk (multiple parcels). Taxpayers access this application via the TTC website.
18	Records Management System (RMS)	A-C	The current archiving system for Property Tax reports from 2009 to present time.
19	Remittance Processing Replacement System (RPRS)	TTC-18	Process Remittance, Cashiering Module.
20	RevQ and ICB's file directory	TTC-22	eCAPS sends refund Postback file to TTC. Mainframe separate RevQ transaction to create a separate file. This file is transported to this directory. ICB business users uploads this file from this directory to RevQ.
21	Suppression App (NOL, NOE)	TTC-8	Suppress Unsecured NOE and NOL.
22	Tax Sale App.	TTC-3	Manage auction activities during auctions. Auction parcel is coming from the mainframe.
23	Telebatch	TTC-16	Transport data between applications.

#	Application	Ref Num*	Description
24	TTC eCommerce Online Payment System (TeCOPS)	TTC-15	Manage secured, defaulted, and current unsecured property tax account information from eCommerce payment processor before updating account in MF.
25	TTC Website	TTC-23	Allow public to: *submit inquiry *submit online property tax payment (by bulk or single) *submit Penalty cancellation request *submit third party notification request * Provide general property tax information
26	Unidentified Payment System (UPS)	TTC-14	Manage unidentified transaction
27	Unsecured Current Exception App	TTC-7	Manage Unsecured Current Exception transactions. Unsecured Current MF sends unsecured current exception transactions to this application.
28	Unsecured Prior (UPR)	TTC-9	Manage Unsecured prior accounts

* Reference number for the TTC architecture diagram in the following section

Additional details regarding these systems are included in the SOW Exhibit A, Attachment 9, Reference Library.

2.2 Current System Architecture

Most of the applications listed above are housed in the County's data center and are managed by ISD in collaboration with TTC or A-C, depending on the application. The eTAX System will replace many of these Legacy Systems. The graphic below highlights all the current systems and where they are hosted.

Figure 1 - TTC High Level Architecture/Ecosystem

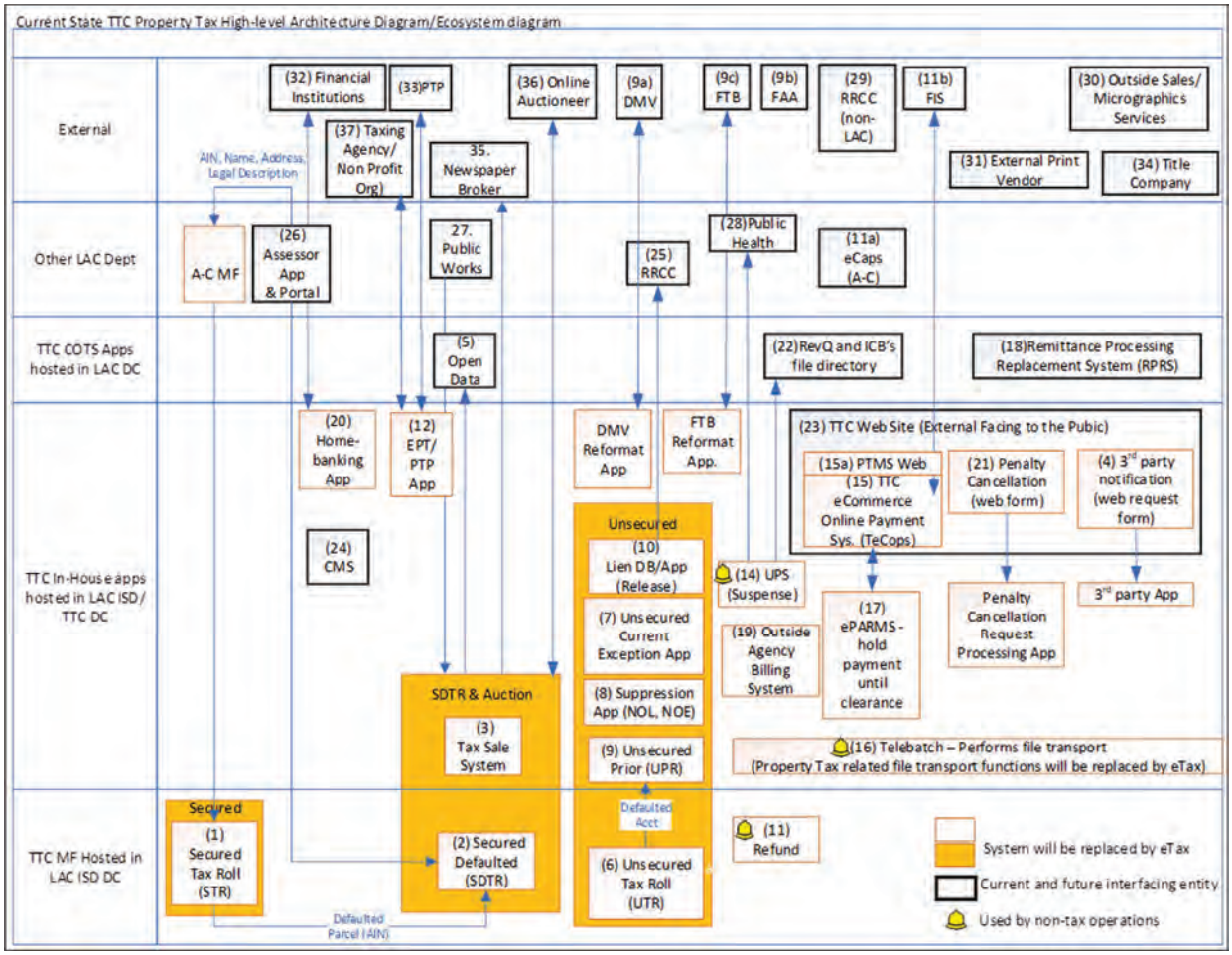
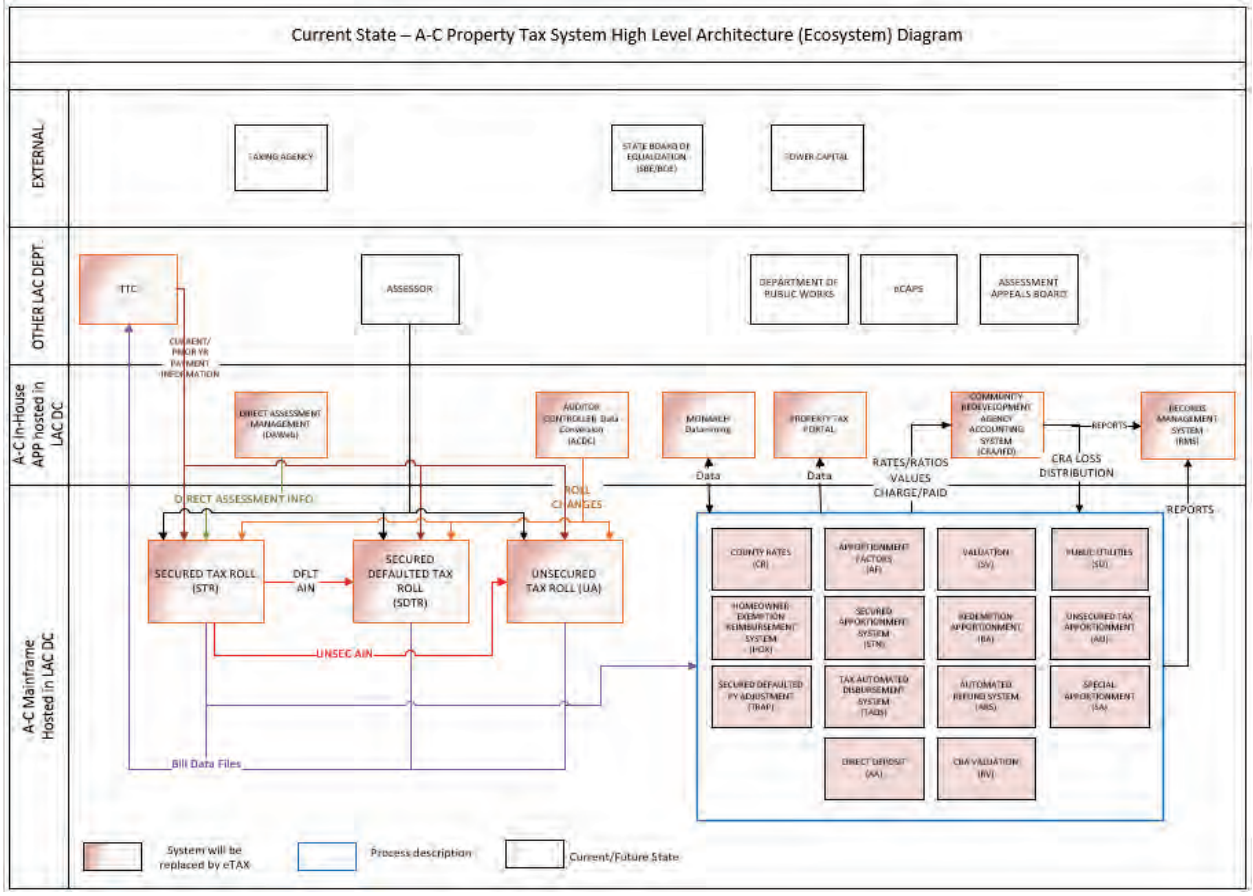


Figure 2 - A-C High Level Architecture/Ecosystem



2.3 Current Transactional Volumes

2.3.1 Business Transactions

Currently the mainframe and other Legacy Applications support a significant volume of transactions. The table below provides the annual volume of business transactions by functional area. These should be used as an input while developing the solution architecture to help ensure the eTAX System will scale to meet the County's size and scope.

Table 3 - Volumes by Business Function

Business Function	Approximate Business Transactions Volume
Jurisdictional Change & Annexation	• The County's TRA/District configuration is significant, affecting over 13,000 TRAs, 500+ Taxing Agencies, 2,500+ Taxing Agency Accounts and 2M+ parcels, and 88 cities with the last incorporation back in 1991 for the City of Calabasas. • A single Jurisdictional Change can affect as many as 800+ TRAs. • A-C can process as many as 500+ total TRA consolidations per year.

Roll Valuation	• The County has 2.4M Secured parcels, total secured valuation of $1.8T and total unsecured valuation of $61B. • The County includes 500+ Taxing Agencies, 2,500+ Taxing Agency Accounts, approximately 280 Community Redevelopment Agency Projects, and currently have 3 Enhanced Infrastructure Financing Districts (EIFDs).
Tax Rate Calculation	• The County's TRA/District configuration is significant, affecting over 13,000 TRAs, 500+ Taxing Agencies and 2,500+ Taxing Agency Accounts. • Five types of County tax rates
Direct Assessment Management	• The County processes an estimated 20 million Direct Assessment transactions levying $2.2 Billion in assessments.
Extend Tax Rolls	• The County has 2.4M Secured parcels, total secured valuation of $1.8T and total unsecured valuation of $61B. • The County includes 2,500+ Taxing Agency accounts, approximately 280 Community Redevelopment Agency Projects, and 3 Enhanced Infrastructure Financing Districts (EIFDs).
Community Redevelopment Agencies	• 66 Successor Agencies remaining consisting of approximately 280 active Community Redevelopment Agency Projects.
Increment Financing Districts	• Three Enhanced Infrastructure Financing Districts (EIFDs) currently.
Countywide Allocation Factors	• The County's TRA/District composition can be more than 13,000 TRAs and 2,500+ Taxing Agency Accounts.
Roll Maintenance	• The annual estimated number of roll change transactions per roll are: o Secured Tax Roll - 860,000 o Secured Defaulted Tax Roll - 7,500 o Unsecured Tax Roll - 96,000
Refund Management	• Automated refunds – 63,105 • Manual refunds – 15,558 • Calamity Refunds (Fire) – 638 • DA Adjustments – 1,486 • Manual COVID Penalty – 5,800 • Manual Over-the-Counter COVID – 2,563 • Manual Over-the-Counter (Regular) – 50
Tax Apportionment	• Distribution of $23B+ Secured Property Tax and $700M+ Unsecured Property Tax Revenue • Annual Count: o 2,432,056 parcels from Secured Master o 304,607 parcels from Secured Supplemental o 214,493 parcels from Defaulted Master o 34,080 parcels from Defaulted Supplemental o 233,728 bills from Unsecured Current o 7,283 parcels from Defaulted Master PY Adjustment o 988 parcels from Defaulted Supplemental PY Adjustment o 94,333 records from Tax Automated Disbursement
Mandatory Reporting	• 9+ categories of reports must be created per mandates
Billing	• Secured Annual Tax Bills – 2.4M • Updated Secured Supplemental – 275,000

	• Notice of Non-Payment – 150,000 • Secured Delinquent Notices – 170,000 • Secured Defaulted Tax Bills – 175,000 • Current year Unsecured Bills – 250,000 • Unsecured Supplemental Bills – 20,000 • Current Year Notice of Enforcement – 60,000 • Prior Year Notice of Enforcement – 55,000 • CORTAC Enrollment – 40 • Bulk Payer Enrollment - 35,000 • EFT Enrollment - 4
Collections	• Process and Apply Payments – 3.6 million o CORTAC – 800,000 o Remittance – 2.5 million o Cashiering – 70,000 o Online/IVR – 160,000 • Process Unidentified payments – 3,500 • Process Property Tax Postponements – 250 • Remove Payment Due to Returned Item – 20,000 • Remove Payment Due to Administrative Error – 300 • Transfer Payment Requirements – 4,000 • Cancel Penalty Requirements – 3,000 • Process Refund Request – 1,000 • Release Refund – 62,000
Unsecured Delinquencies	• Managing liens - 40,500 • DMV holds - 3,500 • Tax Intercepts - 6,000 • General Enforcement - 45,000 • Bank Account Seizures - 700
Secured Defaulted Tax Roll and Tax Sale	• Process power to Sell Addenda – 4,300 • Rescind/Cancel Power to Sell – 600 • Process Publications – 5,000 • Manage STPTS Property Inventor and Auction Plan – 8,000 • Authorize Tax Sale – 3,000 • Notify Tax Sale parties of Interest – 21,000 • Publish Notice of Auction – 6,500 • Conduct Personal Visits – 300 • Prepare IRS Mailing – 150 • Conduct Bidder Registration – 1,500 • Conduct Public Auction – 5 • Conduct Sale by Agreement – 70 • Conduct Sealed Bid Sale – 1 • Conduct Post-Sale Processing – 1,500 • Rescind Tax Sale Deed – 5 • Process Excess Proceeds - 900
Bankruptcy Management	• Volume of Transactions: ~100 filings a month. • Process Bankruptcy Filings – 500 • Process Amended/Administrative/Withdrawal of Proof of Claim - 200 • Process Bankruptcy Documents – 700 • Process Manual Bankruptcy Payments – 700 (~$8M)

	• Process Notification of Bankruptcy Termination – 60
Manage Payment Plans	• 1000-2000 bills enrolled in 5-pay plan. • 670 active payment plans for unsecured bills. • 1186 bills enrolled in 4-pay plan. • Generate Manual Payment Plan Applications – 2,000 • Process Payment Plan enrollment – 2,000 • Manage Payment Plan – 4,000
Miscellaneous Services	• Process Bulk Transfer of Sale – 1,500 • Process Mobile Home Tax Clearance Certificate Requests- 4,100 • Process Tract Map Requests - 400
AAB (Optional Scope)	• The AAB handles a yearly volume of 18,000 to 25,000 appeals

2.3.2 Peak Transactions

The County's business workload varies significantly throughout the year. The tables below capture the peak daily workload for TTC and A-C.

Table 4 – TTC's Peak Daily Transaction Load

Transaction	Peak Transaction Counts
Unsecured Prior	
Cashiering payments	63
Remittance system processed payments	228
Unsecured Current	
Cashiering payments	62
Online eCheck payments	1,050
Online credit card payments	368
Remittance system processed payments	6,332
Secured Defaulted Taxes	
Cashiering payments	303
Online eCheck payments	392
Online credit card payments	353
Remittance system processed payments	1,776
Secured Current Taxes	
Cashiering payments	1,815
Online eCheck payments	33,889
Online credit card payments	9,564
Electronic Payment Transaction (EPT) system payments - received from agencies	628,337
Interactive Voice Response (IVR) telephone credit card payments	685
Remittance system processed payments	43,212

Table 5 – A-C's Peak Daily Transaction Load

Tax Apportionment	COUNTYWIDE	CRA	EIFD
Secured (parcels)	2,432,054	285,215	11,078

Secured Supplemental (parcels)	304,607	27,270	380
Defaulted Master (parcels)	214,493	4,429	1
Defaulted Supplemental (parcels)	34,080	5,603	0
Unsecured Current (bills)	233,728	70,563	1,016
Defaulted Master PY Adjustment (parcels)	7,283	651	0
Defaulted Supplemental PY Adjustment (parcels)	988	57	0
Special Apportionment (transactions)	72,305	5,582	1
HOX Reimbursement (transactions)	25,438	2,784	132
Tax Automated Disbursement (transactions)	94,333		
	TRANSACTIONS		
RPTTF DISTRIBUTION (JAN 2017 PEAK)			43,801
NON-OVERLAP EIFD DISTRIBUTION (FY 2022)			43
ASUMF Distribution (Peak)	TRANSACTIONS		
Load and Distribute ASUMF Cash			275
Load and Distribute ASUMF L&M			1,223
Load and Distribute ASUMF Bond Proceeds			16
Load and Distribute ASUMF Capital Assets			116
Load and Distribute ASUMF Return of Asset Transfer			33
	COUNTYWIDE	CRA	EIFD
HOX Processing (Request to State)	36,928	1,119	12
Roll Maintenance (Batch peak)	TRANSACTIONS		
Secured Tax Roll (includes Direct Assessments)			7,536,636
Secured Defaulted Tax Roll			2,493
Unsecured Tax Roll			149,770

2.3.3 Current System Infrastructure and Data Volumes

Currently ISD hosts all Legacy Systems. The tables below provide the volumes of data and, where possible, the hardware configurations of those systems.

Table 6 – Mainframe volumes

Mainframe DB2 (IMS Mainframe Replication) - As of 06/2022:	
Tables:	105
Highest Row Count:	
IMSU_STAXLIEN	116,732,960
TRTPPAYH	52,779,173
IMSU_STAXPARH_TYP1_VIEW	33,856,938
IMSU_STAXPARH_TYP1_VIEW_VW	33856938
TRTPSDAS	20,982,219
TRTPTSUL	4,925,811
TRTPSDPH	4,902,135
TRTPPAYH_TRG	4,769,582
TRTPSDGH	3923956

TRTPSDST	3,779,465

Table 7 – Hardware configurations of non-mainframe Legacy Applications

DAWeb, ACDC, Proptax Portal, CRA Web (All Environments)	
PTAXAPPP (Production):	**PTAXAPPD (Development):**
8 CPU Core	8 CPU Core
16GB Memory	16GB Memory
160GB Storage	160GB Storage
Windows 2019	Windows 2019
PTAXSQLP (Production):	**PTAXSQLD (Development):**
10 CPU Core	10 CPU Core
16GB Memory	16GB Memory
160GB Storage	160GB Storage
Windows 2019	Windows 2019
SQL Server 2017	SQL Server 2017
ACWFN2: CRA, Proptax Portal, WebFocus (DEV)	**ACWPN2: WebFocus (PROD)**
2 CPU Core (PowerPC)	6 CPU Core (PowerPC)
46GB Memory	52GB Memory
100GB Storage (OS), 2TB (App/DB)	100GB Storage (OS), 2TB (App/DB)
IBM AIX 7.1	IBM AIX 7.1
Oracle 19c	
Storage Allocation Filesystem (CRA DEV): 65GB	
Storage Allocation Filesystem (CRA PRD): 156GB	
Storage Allocation Filesystem (PTP DEV): 60GB	
Storage Allocation Filesystem (PTP PRD): 30GB	
Storage Allocation Oracle Data Integrator (DEV): 20GB	
Storage Allocation Oracle Data Integrator (PRD): 20GB	
Storage Allocation Oracle Database Data (DEV): 1.4TB	
Storage Allocation Oracle Database Data (PRD): 400GB	

Table 8 – Volumes of non-mainframe Legacy Applications

ACDC (PROD):		**ACDC (DEV):**	
Tables:	67	Tables:	78
Stored Procs:	491	Stored Procs:	504
Views:	61	Views:	72
Disk Usage:	36.2 GB	Disk Usage:	2.7GB
Highest Row Count:		Highest Row Count:	
DocHistory	2,650,799	DocHistory	1,476,499
UnsecuredTransaction	1,359,891	UnsecuredTransaction	746,134
Documents	708,897	Documents	430,898

Secured Transaction	679,471	Secured Transaction	285,126
Description Info	425,342	Description Info	236,304
Value Info	309,027	Value Info	163,797
Amount Info	295,679	Address Info	149,903
Address Info	269,574	Amount Info	130,733
Levies Info	174,741	K00Transaction	122,707
AS400FileDoc	142,719	Levies Info	97,351
DAWEB (PROD):		**DAWEB (DEV):**	
Tables:	54	Tables:	64
Stored Procs:	318	Stored Procs:	326
Views:	13	Views:	13
Disk Usage:	164.87 GB	Disk Usage:	61.24 GB
Highest Row Count:		Highest Row Count:	
Transactions	180,536,753	History Transaction	80,316,187
History Transaction	159,743,712	Transactions	68,112,353
History Exempt Parcels	11,503,187	PCLCHGTXN	144,193
Exempt Parcels	11,503,184	ExemptParcels_BKP_1	50,000
PCLCHGTXN	135,832	History_ExemptParcelS_BKP_1	50,000
History Document	59,882	User Agency	36,391
History Agency Form	38,231	History Exempt Parcels	11,350
Agency Form	33,622	Exempt Parcels	11,350
User Agency	32,082	History Document	1,395
Document	10,574	Agency Info Sheet	1,328
CRA (Prod):		**CRA (DEV):**	
Schemas (Repositories and Replicated environments):	15	Schemas (Repositories and Replicated environments):	40
ODI Processes:	220		
PLSQL Processes/Packages:	110		
Tables/View/Ext:	933		
Highest Row Count:			
RPT_AB1290_GROSS_ATE_LOSS_TRA	45,486,588		

RPT_GROSS_ATE_LOSS_TRA	35,715,867		
AB1290_GROSS_ATE_LOSS	33,851,133		
GROSS_ATE_LOSS	32,530,235		
SECURE_HISTORY	21,678,656		
SECURE_CR_TAX_HISTORY	19,053,066		
EXC_STG060_PCL_AMTS	18,834,559		
RPT_GROSS_ATE_LOSS_AB860_TRA	9,978,184		
GROSS_ATE_LOSS_AB860	8,372,533		
ATE_LOSS_RATIO	7,026,845		
RPT_AB1290_GROSS_ATE_LOSS	6,537,482		
PROPTAX Portal (Prod):			
Schemas (Repositories and Replicated environments):	2		
ODI Processes:	18		
PLSQL Processes/Packages:	18		
Tables/View/Ext:	101		
Highest Row Count:			
IMSU_STAXPARH_TYP1_TRG	45,008,348		
IMSU_STAXPARH_TYP1_HST	38,405,359		
SECURE_TAX_DB2_OWNR	35,440,611		
IMSU_STAXPARH_TYP1	34,294,966		
SECURE_TAX_DB2	34,264,973		
PDB_SITUS_OWNR	33,683,865		
EXT_IMSU_STAXPARH_TYP1	31,687,552		
OLD_SECURE_TAX	21,289,999		
LOOK_ADDRESS_MATCH_SECURE	21,289,999		
STAXLIEN	10,900,663		
ACWFP2: WebFocus (Prod)			
CRA Reports:	382		
Proptax Portal Reports:	37		

2.4 Number of Users

Currently the primary users of Legacy Systems are the TTC and A-C internal staff. The only external users are the 500+ Taxing Agencies, plus users of the TTC website, which has enabled certain self-service capabilities.

The count of staff currently using the mainframe is in the table below:

Auditor-Controller

Table 9 - Users by Department

Worker Category	Total Workers
Full Time Employees	120 (Property Tax Apportionment - 40, Property Tax Services – 50, Accounting – 10, Systems Operations 20)
Part Time Employees	0
Contractors	0
External Users	500+ (Taxing Agencies)
Total Count	**920**

Treasurer and Tax Collector

Table 10 - Users by Department

Worker Category	Total Workers
Full Time Employees	300
Part Time Employees	0
Contractors	0
External Users	0*
Total Count	**300**

*The current systems have limited ability to track unique external users. This number is expected to be significant given the population of the County.

3.0 Future Environment Overview

3.1 Technical Overview

Exhibit A, Statement of Work, Attachment 4 – Non-Functional Requirements includes the detailed eTAX Non-Functional requirements. This section provides some context and background to aide the Proposer in developing their proposal.

From a high level, the key technical requirements the eTAX System must include:

- **Based on an existing Product**: The core tax functionality of the eTAX System must be based on a product that has proven it supports California's Property Tax. The expectation is the product will need to be enhanced and County specific customizations will be built, and third-party applications may be integrated to become the eTAX System to best meet the requirements outlined in this SOW. However, when the product must be updated to accommodate changes to California tax code the County expects these to be integrated into the Product and rolled out to all the clients using the Product.
- **Cloud-based**: The solution cannot be hosted at the County's data center – it must be hosted in the cloud; the Contractor will be accountable for both the eTAX infrastructure and the applications layer.
- **Scalable**: The eTAX System must be able to scale to support a jurisdiction the size of the County and the associated volumes of data that will be produced / converted and the number of users. This includes the projected growth in the County.
- **Flexible and Extensible**: The County recognizes their needs will likely change and the eTAX System must be architected to support these changes efficiently and effectively.
- **High Performance**: must have high performance and response time, even when managing large amounts of data. This includes fast load times, quick data export and efficient processing of large sets of data.
- **Reliable**: must be highly reliable and provide 24/7 availability. This includes built-in redundancy, disaster recovery, and failover capabilities.
- **Secure**: must have robust security measures in place to protect sensitive data. This includes data encryption, access controls, and multi-factor authentications that adhere to physical and/or computer security safeguards as identified in Contract, Exhibit I, Information Security and Privacy Requirements.
- **Interoperable**: must integrate seamlessly with the proposed solution and with other systems within the County and external to the County.

3.1.1 Future-State Systems Environment Overview

The County expects the Contractor will implement and support all the applications components and infrastructure, including the tools to maintain and operate the system efficiently, that will become the eTAX System that meets the desired functionality. The County envisions an integrated eTAX Solution with a single eTAX architecture that encompasses all of Auditor-Controller and Treasurer and Tax Collector functionality with defined interfaces for data exchanges with other County organizations, as well as external. It is critical the Proposers understand they will be accountable for ensuring a seamless data flow between TTC and A-C and the eTAX System behaves as one system.

The eTAX System must be cloud-based and will need to integrate with the County's network/infrastructure and security tools. The graphics below provide a conceptual overview of the County's infrastructure.

Figure 3 - County Infrastructure Conceptual Identity and Access Management Architecture

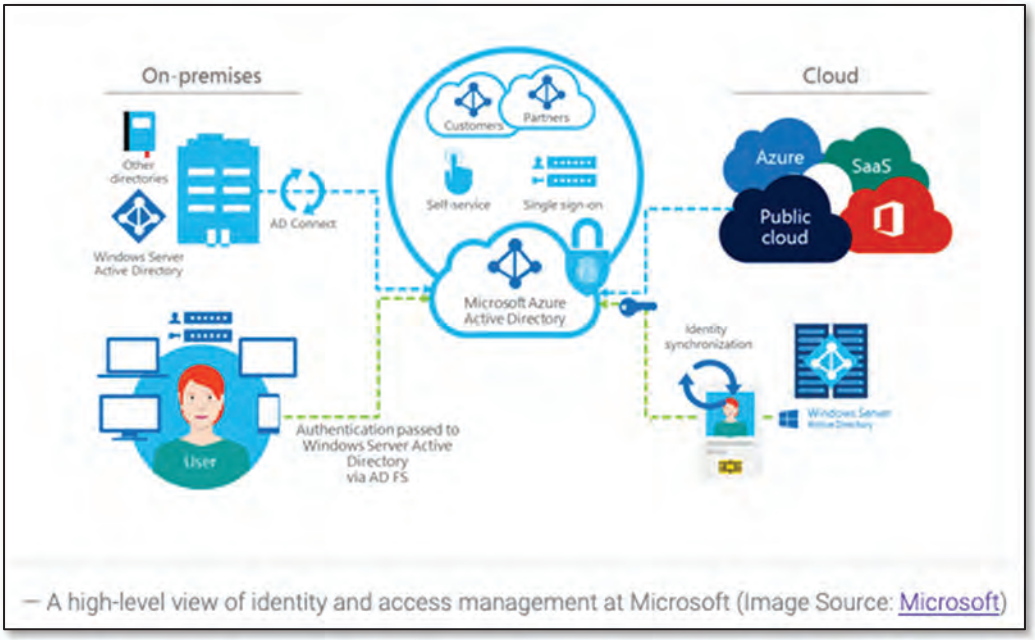


Figure 4 - County Network Architecture

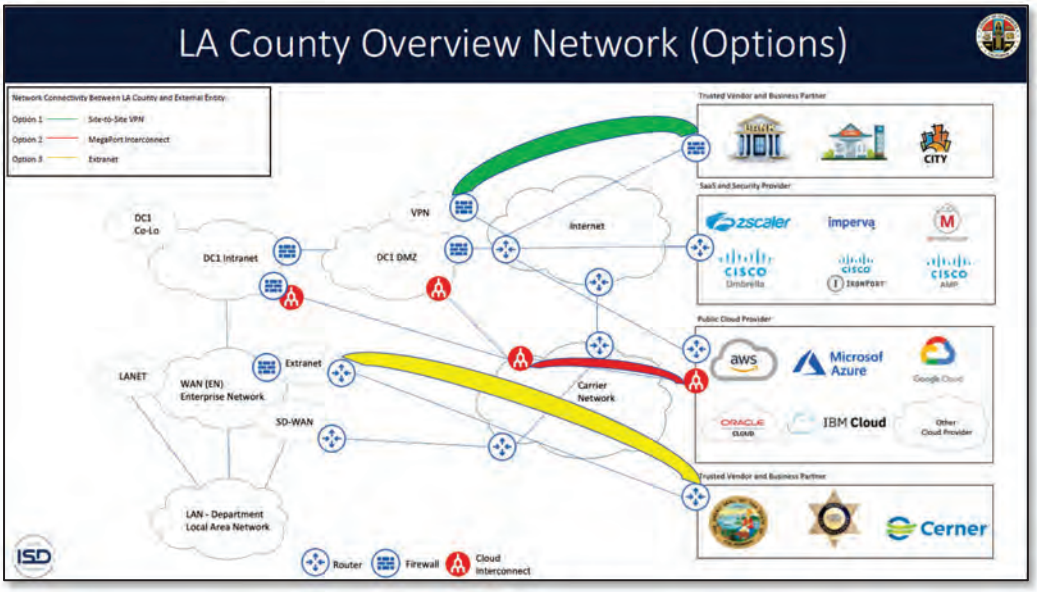
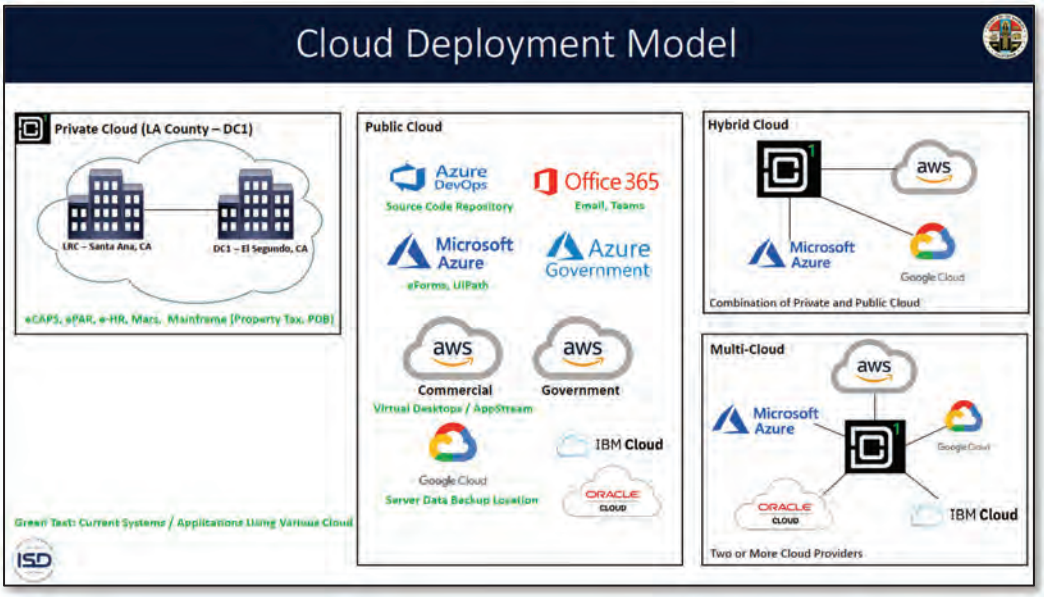


Figure 5 - County Cloud Deployment Alternatives



In addition, the County uses Microsoft Intune for Mobile Device Management.

The eTAX System must be hosted in the United States. The detailed architecture will be finalized during the design phase.

Exhibit A, Statement of Work, Attachment 4 – Non-Functional Requirements provides the detailed technical requirements, Exhibit A, Statement of Work, Attachment 2, Maintenance and Operations provides the Service Level Agreements which the County expects the eTAX Solution to meet and the Reference Library have additional technical documents.

3.1.1.1 Systems to be Retired.

In alignment with the County's objectives, the eTAX Solution will result in many of the Legacy Systems to be retired as the functionality they support will be migrated to the eTAX System. In addition to the mainframe, the expectation is the following Systems will be retired:

Table 11 - Retiring Systems

#	System Name	Description
1	3rd Party Notification App	Designate a third party (e.g., a friend, family member, or agency) to receive a copy of any defaulted property tax bill/notice
2	3rd Party Notification Web Request Form	Allow the public to submit 3rd party notifications online. This is housed on the TTC website.
3	Auditor Controller Data Conversion (ACDC)	A System that replaces all A-C & Assessor's manual processes for the Secured Property Tax Change Form, for the Secured Tax Roll, Secured Defaulted Tax Roll, and Unsecured Systems' reporting.

		ACDC converts keypunch transaction data from user entry into readable mainframe format and allows correction before the submitting to the Unsecured Update processing.
4	Community Redevelopment Agency Accounting System (CRA/IFD)	An accounting System that was implemented in FY 2006-07 for the CRAs replacing several Legacy (mainframe-based) Systems - Redevelopment Apportionment Systems (RS), Redevelopment Valuations (RV), Payment History (PHIST), and AB1290 Systems. EIFD data and processing was implemented in FY 2018-19.
5	Direct Assessment Management (DAWeb)	A web-based application that enables agencies to submit information relating to Direct Assessments (DA), Public Utility (PU) Assessments, and any Assessments Corrections (COR) during the Roll Build-Up process, and provides an efficient, accurate, and secure medium, since the data is submitted by each agency.
6	DMV Reformat App	Reformat DMV boat hold and release request before sending the information to DMV
7	Electronic Payment Transfer (EPT)/Property Tax Postponement (PTP)	EPT processes taxing agencies property tax payment files and State Property Tax Postponement program payment files before updating account in MF. Property Tax Postponement - The State Controller's Property Tax Postponement Program allows some homeowners who to defer current-year property taxes on their principal residence if they meet certain criteria. For details, see https://www.sco.ca.gov/ardtax_prop_tax_postponement.html
8	eParms	Hold eCommerce funds until clearance
9	FTB Reformat App.	Reformat tax intercept request and release before sending to FTB
10	Home-banking App.	Process secured property tax payment via home banking application before updating account in MF.
11	Lien DB/App	Store liens
12	Optical Archive	The Legacy archiving System that stores reports dating from years 2000 to 2009.
13	Outside Agency Billing System	Bill outside agency for data sales
14	Penalty Cancellation Request Processing App	Penalty Cancellation web form (from the TTC web) transports data to this application for penalty cancellation processing. TTC staff process request in this application.
15	Penalty Cancellation web form	Allow the public to submit penalty cancellation online. This is housed on the TTC website.

16	Property Tax Apportionment Dashboard (Power BI)	A Windows desktop application designed for data acquisition, modeling, reporting, collaboration, and distribution.
17	Property Tax Management System (PTMS)	To allow the taxpayer to pay in bulk (multiple parcels). Taxpayers access this application via the TTC website.
18	Records Management System (RMS)	The current archiving System for Property Tax reports from 2009 to present time.
19	Suppression App (NOL, NOE)	Suppress Unsecured NOE and NOL
20	Tax Sale App.	Manage auction activities during in person auctions. Auction parcel is coming from MF.
21	Telebatch	Transport data between applications.
22	TTC eCommerce Online Payment System (TeCops)	Manage secured, defaulted, and current unsecured property tax account information from eCommerce payment processor before updating account in MF.
23	Unidentified Payment System (UPS)	Manage unidentified transaction
24	Unsecured Current Exception App	Manage Unsecured Current Exception transactions. Unsecured Current MF sends unsecured current exception transactions to this application.
25	Unsecured Prior (UPR)	Manage Unsecured prior accounts
26	Automated Refund System	Property Tax Apportionment Dashboard (Power BI)
27	Monarch Data-mining Projects (Monarch & MS Excel): a. City Remittance b. Direct Deposit c. Data Extractions from various systems	Extracts specific data from various sources/reports for multiple tax rolls for subsequent use in MS Excel Workbooks which are embedded with macro, formula, calculations customized to specific processes.
28	Property Tax Portal (Embedded within A-C Internet site)	To generate reports with menu selection to enable inquiry and search for specific or accumulated information regarding the tax bill from different roll years.

3.1.1.1 Data to be Converted

The primary source of data that needs to be converted is the mainframe, however, other Legacy Systems are the source of truth for some data, which will need to be converted. The table below lists the Legacy Systems which include data which will need to be converted.

Table 12 - Data Conversion

#	System Name
1	3rd Party Notification App
2	Auditor Controller Data Conversion (ACDC)
3	Community Redevelopment Agency Accounting System (CRA/IFD)
4	Direct Assessment Management (DAWeb)
5	eParms
6	Lien DB/App
7	Outside Agency Billing System
8	Penalty Cancellation Request Processing App
9	PowerBI
10	Property Tax Management System (PTMS)
11	Unidentified Payment System (UPS)
12	Unsecured Current Exception App
13	Unsecured Prior (UPR)

The Proposer must meet the County's Record's Retention Policies.

The Proposer must consider this while providing a detailed plan for migrating this data, ensuring that it is easily converted into the proposed solution and in compliance with the data retention standards outlined in the technical requirements.

The volume of data currently held by the County is substantial and the Proposer must demonstrate their ability to handle this large volume of data effectively. The proposed solution must be able to accommodate the data volume, provide efficient and secure data storage, and allow for easy data retrieval when needed. The proposed solution must have robust data validation and error checking capabilities to minimize data loss and ensure that the data migrated is of high quality.

3.1.2 Performance, Scalability and Extensibility

Each business function within TTC and A-C have peak periods throughout the year. It is important the eTAX System is architected to handle the peak volumes, rather than assuming an evenly distributed workload throughout the year. Refer to Section 2.3 for current business transaction volume. The application-layer of the eTAX System must be designed and architected to meet the County's volumes.

The hosting infrastructure must be designed in conjunction with the application-layer to meet the volumes and performance metrics within this document. Additionally, to meet the availability requirements the eTAX System must be co-located. These locations must be professionally managed and must provide the resiliency required to meet the County's uptime requirements (see Uptime Institute's rating scale). Their locations

should be optimized for avoidance of, minimizing the impact from and responding to a disaster.

Attachment 2, Maintenance and Operations of Exhibit A, Statement of Work, provides the SLAs which the County expects the eTAX System to meet and Exhibit A, Statement of Work, Attachment 4, Non-Functional Requirements, provides the detailed requirements. It is important to note, the eTAX System must be architected such that it can scale to support any growth in the County and must be able to run multiple tax rolls concurrently.

3.1.3 Security

The County is expecting the Proposer to architect the eTAX System following best practices for a system of this size, scale, and importance. This includes both the application layer (product and 3rd party applications), the integrations between those applications (if required) and external applications and the infrastructure. Hence ensuring full-stack security practice.

Exhibit A, Statement of Work, Attachment 4, Non-Functional Requirements provides the detailed requirements.

3.1.4 Audit and Compliance

The eTAX System must have the ability to generate audit logs to track key events, preferably across the entire system. The administrator must be able to configure and read the audit logs in a user-friendly user interface. Exhibit A, Statement of Work, Attachment 4, Non-Functional Requirements provides the detailed requirements.

3.1.5 Interoperability / Integrations / Future State Interfaces

The County expects the eTAX System will provide modern integration capabilities to integrate with old mainframes and modern, cloud-based solutions efficiently, both in the development and the ongoing monitoring and maintenance.

Exhibit A, Statement of Work, Attachment 4, Non-Functional Requirements, includes the detailed requirements of the system.

The graphic below captures the anticipated eTAX System interfaces. Refer to the SOW Exhibit A, Attachment 9, Reference Library for detailed definitions of each interface.

Figure 6 – Future State System Interfaces

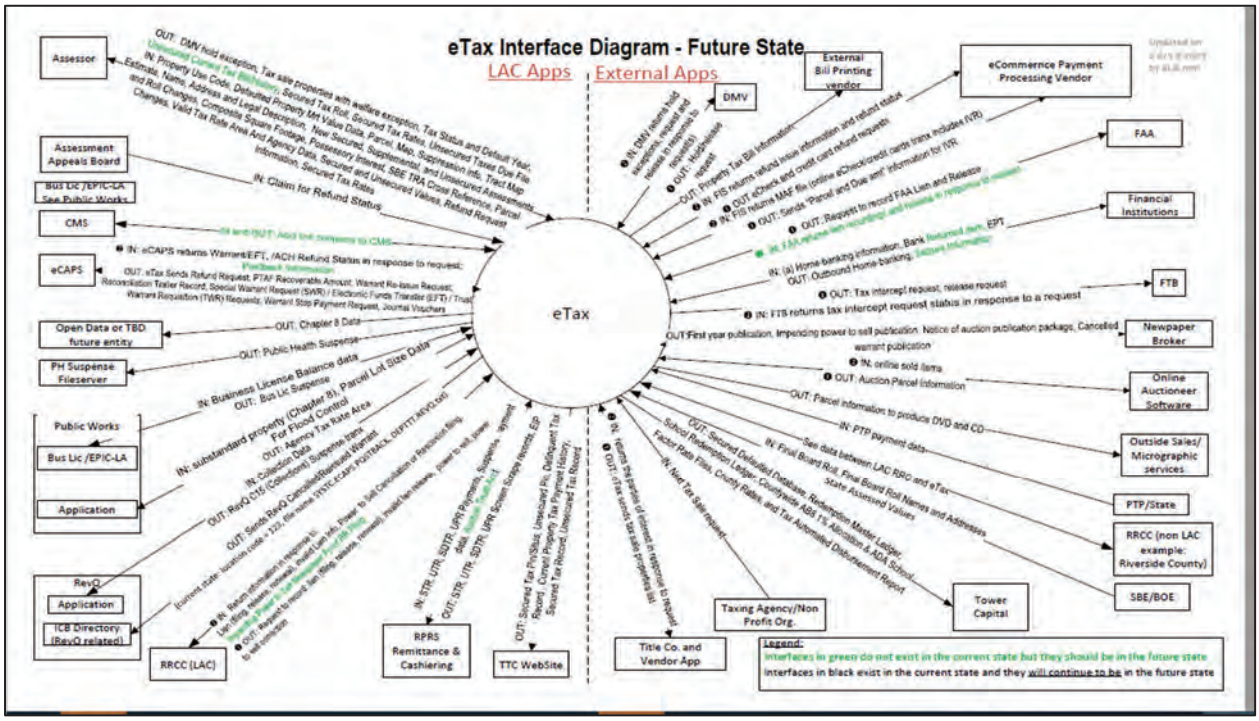


Table 13 - System Interfaces

System	Internal / External	Type	Description
Remittance Processing Replacement System (RPRS)	County	Bi-directional	Remittance Processing, Cashiering Module
Bus Lic/EPIC-LA	County	Send	Process Business License request
Public Health suspense Fileserver	County	Send	Suspense file for Public Health
RevQ – Collections	County	Send	Collections management
ICB Directory	County	Send	eCAPS sends refund Postback file to TTC. Mainframe separate RevQ transaction to create a separate file. This file is transported to this directory. ICB business users uploads this file from this directory to RevQ.
eCAPS	County	Bi-directional	The LAC financial software
Case Management System (CMS)	County	Bi-directional	Store correspondences exchanged between public and TTC. Automates manual business workflow process
TTC Website	County	Send (in the current state)	TTC website will reroute pay online request to the future eTAX web portal. Note: All web forms housed in the TTC website should be replaced by eTAX web portal. For details, see non-mainframe apps tab, item 8
Assessor Modernization Project (AMP)	County	Bi-directional	Modernized Assessor website.
LAC Registrar-Recorder/County Clerk (RRCC)	County	Bi-directional	Process NOL and power to sell request.
Open Data	County	Send	Chapter 8 listing
RRCC (non-LAC)	External	Bi-directional	Process non-LAC NOL and power to sell request.

Micrographics services / Outside Sales	External	Send	Produce Secured, Defaulted, Unsecured property tax data on media
Bill Print Proposer	External	Send	Print bills and notices
eCommerce Payment Processing Proposer	External	Bi-directional	Process eCommerce payments
Financial Institutions	External	Bi-directional	Banking service
PTP (State program)	External	Receive	State sends Property Tax Postponement program payment files for secured property tax.
Title Company	External	Bi-directional	Send Tax sales properties list and returns party of interest list
Franchise Tax Board (FTB)	External	Send	Process tax intercept request
Newspaper Broker	External	Send	Publish auction properties
Federal Aviation Administration (FAA)	External	Bi-directional	Process Aircraft liens
Department of Motor Vehicles (DMV)	External	Bi-directional	Process boat liens
Online Auctioneer	External	Bi-directional	Facilitate online auctions
Taxing Agency Non-Profit Organization	External	Receive	Provide Next Tax Sales property list
Assessment Appeals Board	County	Receive	A-C receives Claims for Refund Status
Department of Public Works	County	Bi-directional	A-C receives Parcel Lot Size Data for Flood Control and send Agency Tax Rate Area
Tower Capital	External	Send	A-C sends Secured Defaulted Database, Secured and Supplemental Redemption Ledgers, AB8 Countywide Allocation Factors and ADA School Factor Ratios, and County Rates
SBE/BOE	External	Receive	A-C receives Final Board Roll, Final Board Roll Names and Addresses

3.1.6 Data Management

The business functions which will be supported by the eTAX System produces significant volumes of data. The eTAX System must be able to manage this data, including converting current data and archiving historical data (and providing access), to providing back-up and restore capabilities. Exhibit A, Statement of Work, Attachment 4, Non-Functional Requirements, provides the County's data management requirements for the eTAX System.

3.2 Behavioral Overview

Behavioral requirements capture how the County expects the eTAX System to behave – they are not related to the business functions TTC and A-C need to perform nor are they technical in nature. The proposed solution must also provide key functionalities from a technical perspective, including but not limited to:

- **Application Usability:** Ability to deliver consistent user-experience with an easy to use and intuitive design-approach that enables the user to quickly navigate the eTAX System.
- **Mobility – Remote Computing:** Provide mobile architecture and reference model to support application mobility for County Staff. Also, the ability to capture data in the field while in offline mode and synchronize when connectivity is available.
- **Reporting and Data Analytics (Data and Data Access) ***: the eTAX System must provide a suite of solutions that allows the County to access the data including, but not limited to, reporting, analytics tools, dashboards, and data extraction tools.
- **Workflow Management:** Capability to generate, assign, and track individual work items for staff processing and route work items to the required staff processors and approvers, ensuring all procedures and quality checks are performed. They are verifiable through audit logs.
- **Web Portal**: A self-service capability for public users (taxpayers, agencies) to request, submit, and maintain property tax and other information while maintaining all levels of applicable confidentiality and compliance with rules and regulations from a web-browser.
- **Solution Administration and Management**: Ability to view the resources and infrastructure allocated to the environments.

*There is a Countywide initiative to develop a data lake. This may decrease the scope of the eTAX Solution. The Proposals must assume all reporting, analytics etc. is performed within the eTAX System. Any impacts this initiative has on the eTAX Solution scope will be addressed during negotiations.

3.2.1 Application Usability

Aligned with the departmental Desired Outcomes and Project Objectives, it is critical the eTAX System provide a user experience which results in efficient use, easy to navigate and results in satisfied users. This includes both internal users and external users accessing the eTAX System away from their PC and from outside the County's network.

Exhibit A, Statement of Work, Attachment 4, Non-Functional Requirements, provides the County's usability requirements for the eTAX System.

3.2.2 Mobility – Remote Computing

The County considers the ability to access the eTAX System from mobile devices critical to realizing the objectives of the eTAX System. As a result, the eTAX System must have the ability to provide the ability to manage access to functionality on mobile devices. This needs to integrate with the County's Mobile Device Management architecture.

Exhibit A, Statement of Work, Attachment 4, Non-Functional Requirements provide the County's mobility requirements for the eTAX System.

3.2.3 Reporting and Data Analytics (Data Access and Analytics)

Establishing and improving performance against operational KPIs and becoming a more data driven organization are two of the business objectives of the eTAX Solution. To realize these objectives the eTAX System must provide tools that present the data/information so that users can monitor, analyze, and measure the organization's performance. Although the County is not prescribing any specific tools, the type of functionality the County is looking to implement include:

- Access – the expectation is the business (not IT only) will be accessing and analyzing the data and building reports. This includes the ability to build, save and schedule views/reports and share with co-workers.
- Support multiple users with different levels of access.
- Constituent self-service – The eTAX System must be architected such that constituents have access to their information.
- Developing static reports and the ability to schedule their development.
- Advanced analytics.
- Predictive analytics/business intelligence.
- Customizable dashboards/Key Performance Indicator reporting with interactive visualizations.
- Ability to extract (e.g., FTP, FBDI, APIs) data from the eTAX 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).

- Real-time (or near real-time) access to the data and reporting from different modules within the eTAX System.
- Ability to monitor data quality and address data quality issues.

Below is a sample of the types of key metrics that are of interest to the County:

1. Tax revenue collection
2. User adoption and satisfaction
3. System performance and availability
4. Error rate and resolution time
5. Processing times for returns and payments.

*There is a Countywide initiative to develop a data lake. This may decrease the scope of the eTAX Solution. The Proposals must assume all reporting, analytics etc. is performed within the eTAX System. Any impacts this initiative has on the eTAX Solution scope will be addressed during negotiations.

3.2.4 Workflow Management

The functionality of the eTAX System includes a few key processes which need to be optimized to realize the business objectives of the eTAX System. The following are the key flows that the County requires:

1. Tax Return Processing: This workflow will cover the submission, review, and approval of tax returns by the taxpayer and the County.
2. Payment Processing: This workflow will cover the submission, processing, and receipt of payments by the taxpayer and the County.
3. Notification and Reminders: This workflow will cover the automatic generation and sending of notifications and reminders to taxpayers for deadlines, payment due dates, and other important events.
4. Exception Handling: This workflow will cover the handling of exceptional cases, such as rejected returns or payments, and the resolution process.
5. Audit Trail: Capture appropriate activity related to the process flow to enable analysis of the process effectiveness.

The County expects the following features be implemented for these flows:

1. Customizable and configurable workflows to accommodate their changing needs.
2. Integration with data sources and other systems for real-time data
3. Automated processing and notifications to minimize manual intervention.
4. Ability to track and monitor workflow progress and performance.

The County also expects these will need to be modified as they identify opportunities for process improvement. As such, the expectation is modifications/configuration changes to these will be quick, easy, and low cost, potentially, even supporting the ability for the County to make changes (i.e., self-service).

3.2.5 Web Portal

Improving constituent engagement is one of the key business outcomes of the eTAX Solution. As such, the eTAX System must have a web interface to users so they can access the information specific to them and complete the appropriate tasks. The assumption is all the eTAX functionality will not be available through external portal, rather during the process re-engineering activities the Contractor will identify user types and functionality that needs to be exposed to allow them to efficiently perform their tasks. In addition, TTC may use this portal to be the primary web interface to constituents (in other words, other applications may plug into the eTAX System's portal framework).

The proposed solution should meet all functional requirements captured in Exhibit A, Statement of Work, Attachment 3, Functional Requirements Response Template and should meet all Non-Functional requirements captured in Exhibit A, Statement of Work, Attachment 4, Non-Functional Requirement.

3.2.6 System Administration and Management

The eTAX System must include the tools for effective administration and management after it is live. This includes tools such as monitoring (for both the infrastructure and application layers), integration management and monitoring, data archiving (and apply data retention policies), data back-up and restore, environment management (set up multiple environments and update/refresh) and events management.

Exhibit A, Statement of Work, Attachment 3, Functional Requirements, provides the County's System Administration and Management Requirements for the eTAX System.

A-C Standard Reports List

Extend Tax Roll (ETR)			
Business Function	**Report Name**	**Report Description**	**Report Frequency**
ETR	Generate Delivery of Extended Roll Letter	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: • Secured Extended Roll Submission Date • Total Secured Extended Taxes Due The system will provide the ability to generate the extended roll letter attachment -- Current and Prior Year Comparison of Countywide total values and levies.	Annually
ETR	Generate Delivery of Extended Roll Letter for Unsecured (Currently the Unsecured Tax Bill)	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: • Unsecured Extended Roll Submission Date • Correct Rate File Used	Annually
ETR	Mapbook Summary Report of Tax Values Updated On The Tax Database	The system will generate a report for Regular, Cross Reference, Public Utility, and County Summary Mapbook Numbers. 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.	Annually
ETR	Invalid TRA File Report	The system will generate an Invalid TRA report for Regular, Cross Reference and Public Utility Parcels. The Invalid TRA reports show the parcels with New Tax Rate Area (TRA) Numbers, they will be validated against the Old TRAs.	Annually
ETR	Edit Secured Basic File Control Report	The system will generate a report for Regular, Cross Reference, Public Utility, and County Summary Mapbook Numbers. 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).	Annually

Jurisdictional Chge Annx (JC)			
Business Function	**Report Name**	**Report Description**	**Report Frequency**
JC	Property Tax Transfer - Annual Tax Increment (ATI) (Special District Annexation/Detachment)	The system will provide the ability to calculate the property tax transfer impact due to o special district annexation or detachment The ratio worksheet fshould include the following: • 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)	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. The revenue and ratio worksheet for city annexation should include the following: • 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	The system will provide the ability to generate the list of validated TRAs to be consolidated to the Assessor as follows: • Effective Tax Year (Tax Rate Area) • TRA Number (Tax Rate Area) to be consolidated • Parent TRA Number (Tax Rate Area)	Upon request

Roll Valuation (RV)			
Business Function	**Report Name**	**Report Description**	**Report Frequency**
RV	Schedule of Assessed Valuations	The report will display the Secured and Unsecured valuation utilizing the CRA Project Base Increment with the following breakdown: * Community Redevelopment Area * The following Secured/Unsecured value components: - Land - Improvements - Fixtures - Personal Property * Gross Total (summation of secured/unsecured value components)	Three times a year (During Valuation, Original Charge and Final paid)
RV	District Valuation Report	The system will generate the district valuation report that consists of: 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 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.	Annually
RV	Annual Valuation Reports	The system will support generation of Auditor's assessed value reports with drill down capability at the following levels or characteristics: - 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.) 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.	Annually
RV	Valid SBE TRA by LA TRA Crosswalk	The system will maintain the valid SBE TRA to LA TRA crosswalk to be updated Annually to add new TRAs created by the Assessor.	Annually

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

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 0.25¢/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
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 indicats 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
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

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
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	The report will display the cumulative CRA adjusted gross collections (net of cap overage) 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: * 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 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 updon request	Bi-annually (January and June RPTTF distribution)
CRA	RPTTF H&S 33401 Pass Through Reimbursement Report	The report will display the cumulative CRA contractual pass through (H&S 33401) for the 5-month RPTTF period with the following breakdown: * Community Redevelopment Area * Affected Taxing Entity * The following pass through components: - 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) This report will be used to reconcile the 5-month net contractual pass through during each distribution period.	Bi-annually (January and June RPTTF distribution)

CRA	Annual H&S 33401	The report will display the cumulative CRA contractual pass through (H&S 33401) at year-end with the following breakdown: * Community Redevelopment Area * Affected Taxing Entity * The following pass through components: - 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) This report will be used for publishing in Report Central	Annually

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	The report will display the cumulative IFD adjusted gross 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: * 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) This report will be used for reconciling monthly IFD allocations, and may be provided to outside agencies upon request.	Monthly

IFD	RPTTF Adjusted Gross Collections	The report will display the cumulative IFD adjusted gross 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: * 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) This report will be used for reconciling the 5-month RPTTF IFD allocations, and may be provided to outside agencies upon request.	Bi-annually (January and June RPTTF distribution
IFD	Year-end Adjusted Gross Collections	The report will display the cumulative IFD adjusted gross 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: * 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) This report will be used for reconciling annual IFD allocations, and may be provided to outside agencies upon request.	Annually
IFD	TI Revenue & Collections	The report will display the cumulative IFD 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 Miscellaneou, with the following breakdown: * 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 %) This report will be used for reconciling monthly IFD allocations for participants, and may be provided to outside agencies upon request.	By paid run

IFD	Schedule of Assessed Valuation	The report will display the Secured and Unsecured valuation utilizing the IFD Project Base Increment with the following breakdown: * Overlap and Non-overlap District accounts * The following Secured/Unsecured value components: - 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) This report will be used for reconciliation purposes, and may be provided to outside agencies upon request.	Three times a year (During Valuation, Original Charge and Final paid)
IFD	Revenue and Collections Ledger	The report will display the IFD 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: * 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 Adjustements * Year-to-date Net Collections (gross revenue/collections less other adjustments) This report will be used for reconciling monthly revenue and collections, and may be provided to outside agencies upon request.	Monthly

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 tranfer 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 tranfer file with forced tax. Due to System limtations, 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 throught the subsequent tranfer file with forced tax. Due to system limtations, the system is unale 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 reassesment 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 throught the subsquent 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 limititations, 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 tranfer 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 Shedule II of UNS Recon and the UNS Draw-off Recon).	Bi Weekly
RM	Redempion 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 Assigment 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 replinish those funds.	Annually
RM	STG035 TRANSFERS TO UNSECURED ROLL (UA11)	This report is provided by AC 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 availble 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 wthdrawn 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 I.	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 Assesesd 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 Assesesd 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	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 transcation values of the 641, 64A ,642, 64C, and 64D totals, for the Unsecured Reconciliation Schedule I.	Twice a month
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

CW Allocation Factors (CWAF)			
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 theTRA. 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 Rarios for all the agencies servicing theTRA. 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	AB860Annual Tax Increment (ATI) Ratios Report	The system will provide the ability to generate Modified AB860Annual Tax Increment (ATI) Ratios Report; which will reflect ATI Rarios for all the agencies servicing theTRA. 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 AB860ATI 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
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 dpict 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 revenure 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
CWAF	1% SBE Public Utility Unitary Factors above 102% with No ERAF	The system will allow the user to generate and view the 1% SBE Public Utility Unitary 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

CWAF	1% Unitary Revenue Distribution Report	The system will provide the ability to generate and view the 1% Unitary Revenue Distribution Report: 1. The report should depict the following: a. Account Number b. Agency Name c. Net 1% Revenue d. Net Ratios	Annually
CWAF	Prior Year Unitary Debt Service Report	The system will provide the ability to generate and view the Prior Year Unitary Debt Service Report: 1. The PY Unitary Debt Service Report should depict the following: 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 2. The PY Debt Service Exception Report should depict the following: a. Debt Service Account b. Main Account c. 1% Account d. Description	Annually
CWAF	Prior Year Unitary Debt Service Percent Factor Report	The system will provide the ability to generate and view the Prior Year Unitary Debt Service Percent Factor Report: 1. The PY Unitary Debt Service Percent Factor Report should depict the following: 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 2. The PY Percent Factor Exception Report should depict the following: a. Debt Service Account b. Main Account c. 1% Account d. Description	Annually

CWAF	Unitary Debt Service Ratios Report	The system will provide the ability to generate and view the Unitary Debt Service Ratios Report: 1. The Debt Service Unitary Ratios Report should depict the following: a. Account b. Agency Name c. Debt Service Required Amount d. Net Ratio	Annually

Refund Management (REF)			
Business Function	**Report Name**	**Report Description**	**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 TYPE8 AMT)	Weekly
REF	ACREF127 STR PEND ORIGIN "P" RPT	PENDING STATUS REFUNDS WITH NEGATIVE PERSONAL PROPERTY OR TAX TYPE8 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	NO ITEMS

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	NO ITEMS
REF	ACREF141 VALID AUTO UNS TXN RPT	VALID AUTOMATED UNSECURED TRANSACTION REPORT	Weekly
REF	ACREF141 VALID EXCEPTION RPT	VALIDATED EXCEPTION REPORT	Weekly
REF	ACREF141 VALID MANUAL TXN RPT 1	VALID MANUAL TRANSACTION REPORT	Weekly
REF	ACREF141 VALID MANUAL TXN RPT 2	VALID MANUAL TRANSACTION REPORT 2	NO ITEMS
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	NO ITEMS
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	NO ITEMS
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	NO ITEMS
REF	ACREF143 STR REDEMPTION CLAIMS RPT	STR REDEMPTION CLAIMS REPORT	Weekly
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	NO ITEMS
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
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
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

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: • 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: • 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: • 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: • 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: • 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
TA	Ad-Hoc Unitary Revenue Report	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: 1) 1% Revenue 2) Debt Service (D/S) Revenue 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 annualy to calculate their debt service tax rates.	Annually
TA	Combined Special Apportionment TADS File Report	The System will provide the ability to generate and view the "Combined Special Apportionment TADS File Report" for the various categories: • This report provides the agency tax apportioned totals.	Annually
TA	Combined Special Apportionment PAYHIST Unitary Summary Report	The System will provide the ability to generate and view the "Combined Special Apportionment PAYHIST Unitary Summary Report" for the various categories: • This report provides the agency tax totals.	Annually
TA	Special Apportionment Final Total Adjusted CRA Loss Report for Non CRA	The System will provide the ability to generate and view the "Special Apportionment Final Total Adjusted CRA Loss Report" for the various categories: • This report provides the agency tax totals.	Annually

TA	Combined HOX Special Apportionment TADSOUT File Report	The System will provide the ability to generate and view the "Combined HOX Special Apportionment TADSOUT File Report". • This report provides the agency tax totals.	Annually
TA	HOX Total Non-CRA Distribution by Agency Report	The System will provide the ability to generate and view the "HOX Total Non-CRA Distribution by Agency Report" for various Roll Years: • This report provides the agency tax totals.	Annually
TA	HOX 1% Non-CRA Revenue Distribution Report (Acct 1.00)	The System will provide the ability to generate and view the "HOX 1% Non-CRA Revenue Distribution Report" for various Roll Years: • This report provides the agency tax totals.	Annually
TA	HOX 1% and DS Distributions Report	The System will provide the ability to generate and view the "HOX 1% and DS Distributions Report" for various Roll Years: • This report provides the agency tax totals.	Annually
TA	HOX 1% and DS Apportionment Summary Report	The System will provide the ability to generate and view the "HOX 1% and DS Apportionment Summary Report" for various Roll Years: • This report provides the agency tax totals.	Annually
TA	Wildfire Adjustment Reports	The System will provide the ability to publish the following distribution details: • This report provides the school agency adjustment with basic aid and non-basic aid totals. 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: • This report provides the totals of the commercial, residential, or possessory interest property with the status as results of wildfire. The System will publish the following details of adjustment amount. • 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	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.	Annually
TA	Non-Aircraft Apportionment	The System will provide the ability to apportion Non-Aircraft (Net of DA) 1% and DS revenue.	Annually
TA	Aircraft Apportionment	The System will provide the ability to apportion Aircraft 1% and DS revenue.	Annually
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): • 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 • 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:
		• Identify 1% from the Total Tangible Property amount (*1%)
		• Identify the property categories:
		  • 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" • 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: • 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
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).: • 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: • 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: • 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: • 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: • 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

TA	Apportionment Ledger Redemption Supplemental	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: • 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	SDTR Supplemental - Administrative Costs	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.	5 times per fiscal year
TA	1% and D/S TI Revenue and Collections	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 Miscellaneou, with the following breakdown: * Non-unitary tax increment only * 1%, Debt Service and Aircraft * Community Redevelopment Area * Affected Taxing Entity This report will be used for reconciling monthly allocations for any given affected taxing entity, and may be provided to outside agencies upon request.	By paid run
TA	Tax Increment Gross Revenue and Collections	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: * 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) This report will be used for reconciling monthly allocations for any given TRA, and may be provided to outside agencies upon request.	By paid run

TA	ATE Loss Amounts Report	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: * Non-unitary tax increment only * Community Redevelopment Area * Affected Taxing Entity * 1%, Debt Service and Aircraft * Cap Overate/Negative Offset amount * Net Loss Amount This report will be used for reconcilling monthly allocations for any given ATE, and may be provided to outside agencies upon request.	Monthly
TA	Revenue and Collections Ledger	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: * 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 Adjustements * Year-to-date Net Collections This report will be used for reconciling monthly revenue and collections, and may be provided to outside agencies upon request.	Monthly
TA	Year End Adjusted Gross Collections	The report will display the cumulative CRA adjusted gross collections (net of cap overage) 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: * 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 This report will be used for publishing in Report Central	Annually

TA	Year End Adjusted Gross TI Collections	The report will display the cumulative CRA adjusted gross collections (net of cap overage) 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: * 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 This report will be used for publishing in Report Central	Annually

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

ETAX STATEMENT OF WORK
CONTRACTOR'S SUPPLEMENTAL COMMITMENTS

The parties have agreed upon the following Supplemental Commitments (the Commitments), which either provide additional detail to their obligations under the eTax Statement of Work (SOW) or provide for modifications to obligations therein. To the extent of any conflict between these Commitments and the SOW or any other Contract documents, these Commitments shall control.

1. **Dedicated TaxSys application servers**: The Contractor will provide County with a dedicated pool of TaxSys application servers (web and grid servers, the County Application Servers) in production in both data centers.
    - **a.** County Application Servers will run on separate virtual machines distinct from the other virtual machines hosting the application servers for all other TaxSys counties.
    - **b.** The EscrowExpress and DeedAuction applications will continue using a shared pool of web servers, but they will connect to the dedicated County Application Servers for any County activity.
    - **c.** The public portal and taxing entity portal will connect to the dedicated County Application Servers for any County activity.
    - **d.** In non-production, the Contractor will provide County Application Servers for County-accessible sites, which include the beta, demo, and regression testing environments. Environments internal to the Contractor, including dev and test, will continue sharing a pool of application servers as these are not accessible from the internet and are used exclusively by Contractor employees as part of the software development lifecycle.

2. **County regression testing environment:** Starting at Go-Live rehearsal, the Contractor will create an environment accessible to County to be used for County regression testing.

3. **Regression testing scripts**: Starting at Go-Live rehearsal, the Contractor will share regression test scripts quarterly.

4. **Regression testing analyst:** Starting at Go-Live rehearsal, the Contractor will provide a dedicated regression testing analyst responsible for performing County specific regression testing for each applicable TaxSys release.

5. **County generated encryption keys:** The County shall generate and own its master encryption keys for the eTAX system. The eTAX system may generate

data encryption keys to protect County data, but such keys must always be safeguarded under County-controlled master keys and may not be retained in plaintext beyond their immediate use. The County shall retain the ability to rotate, revoke, or set expiration dates for its master keys at intervals as mutually agreed by the parties.

6. **Data access:** The Contractor shall deliver a secure, available, performant, and scalable solution for incremental data replication from the TaxSys database to the County's platform (Databricks). This solution will support Change Data Capture (CDC) using appropriate technologies such as Kafka. All data will be transferred in a format compatible with Databricks, leveraging industry-standard practices to ensure secure, compliant access restricted to the County Data. The Contractor shall remain responsive to technological advancements, ensuring compatibility over the Contract Term. Specific implementation details will be mutually agreed upon by both parties. The Contractor will provide initial training on the data access framework and conduct knowledge transfer sessions as needed to respond to specific business-driven questions and needs.

7. **Business Requirements**: The County made several clarifications and adjustments to the functional business requirements during contract negotiations. These clarifications and adjustments include:
    a. **Daily Cashiering Interface:** In accordance with requirement COL-3-1-22, the Contractor shall provide two interfaces to load payments into TaxSys for RPS and eCommerce, as clarified by the County. No IVR interface is required.
    b. **Bill Print Image Files:** The Contractor is not required to produce image files for all bulk bill print files, as TaxSys can generate and store PDFs for prints on-demand. This adjustment complies with requirements BIL-1-5, BIL-1-12, and BIL-3-1-12.
    c. **Other County Liens:** The County has elected to remove the series of requirements related to Other County Liens from the project scope, as outlined in requirements USD-3-1-35 through USD-4-6.
    d. **FAA Liens Interface:** The County has removed the interface requirements for FAA liens, as per USD 3-1-28, USD 3-1-29, USD 3-1-31, and USD 3-1-33. The Contractor shall implement other non-interface requirements for FAA Liens.
    e. **Round Robin Enforcement Assignments:** The Contractor shall develop round robin assignments for enforcement, leveraging existing frameworks from bankruptcy assignments, as indicated in requirement USD-3-9-19.

f. **Tax Sale Minimum Bid Calculations:** Contractor's existing logic for minimum bid calculations is accepted by the County, removing the need for special logic related to welfare exemptions, as per requirements SDT-3-35-2 and SDT-3-35-3.
g. **In Person Bidder Validation for Tax Sales:** The requirement for in-person bidder validation (SDT-5-2) is removed from the project scope, with the option for future implementation post Go-Live if needed at no additional cost to the County. The County must provide a minimum of three months' notice for future needs.
h. **Lost Remittance Relief:** The Contractor will handle Lost Remittance Relief requests using the same logic as penalty waiver requests, as clarified by the County. This is related to requirement MIS-1-13.
i. **Reversing Roll Extension:** The Contractor is not required to add the ability to reverse the roll extension (ETR-6), as the County will rely on existing non-production testing procedures.
j. **Taxing Entity Portal Support for Districts Levying Bonds: The** Contractor is not required to implement support for bond-related submissions via the Taxing Entity Portal, as previously outlined in requirements TRC-1, TRC-2, and TRC-22.
k. **Roll Loading - Variance Analysis:** The Contractor will make minor improvements to TaxSys existing variance analysis reporting for roll loading. The Contractor will not build a new variance analysis framework for roll loading. This is related to requirements RV-11, RV-29, and ETR-17.
l. **Roll Loading - Non-Standard Tax Rates:** Contractor's existing non-standard tax rate framework satisfies the County's needs, eliminating the requirement for additional development of new non-standard tax rates.
m. **Roll Maintenance - Determining Changes of Ownership:** County's Assessor will provide explicit data representing a change in ownership, reducing the need for complex logic inferring ownership changes in TaxSys, as clarified in project discussions.
n. **Roll Maintenance - Volume of Roll Corrections:** County clarified that the volume of roll corrections is lower than originally published in the Request for Proposal, necessitating only minor improvements to the framework.
o. **Jurisdictional Changes:** The Contractor will leverage the existing jurisdictional change framework in TaxSys with minor improvements, as most changes affect single TRAs and do not involve complex tax revenue shifts.

p. **Apportionment Factors:** After additional review, the Contractor assumes the existing TaxSys functionality will meet the County's requirements with minimal additional configurations.
q. **TIFD - Passthrough Volume:** County clarified the volume of Health and Safety Code 33401, 33607.5, 33607.7 and 33676 passthroughs. The complexity of 33401 passthroughs are fewer and less complicated than originally projected. The Contractor will leverage the existing TaxSys framework assuming minor improvements.
r. **TIFD - Negotiated Passthrough Complexity:** The Contractor will make improvements and assumes that only minor changes will be required to support negotiated passthroughs within the existing structure in TaxSys, avoiding a complete overhaul, per County's feedback.
s. **TIFD - Residual Haircut:** The Contractor will implement a residual haircut methodology that caps each jurisdiction at their share of passthroughs plus residuals, as clarified by the County's provided materials.
t. **TIFD - EIFD Overlap:** The Contractor will configure existing TaxSys functionality to accommodate EIFD overlaps with RDAs.
u. **Management by Departments in TaxSys:** The Contractor will not implement additional separation of user management responsibilities between departments (Treasurer-Tax Collector and Auditor-Controller). As it relates to departmental separation, the existing role-based access control and audit log features in TaxSys meet the County's needs.
v. **User Hierarchies and Approvals:** The Contractor will not introduce user hierarchies for routing approvals directly to specific supervisors, as the County has opted to route approvals to user roles instead of specific users.
w. **Batch Processing Management:** The Contractor will not develop a centralized dashboard for managing and reordering batch processing jobs, as the existing structure of business process dependencies and automatic scheduling suffices for the County's requirements.
x. **Public Site Forms Hub:** The Contractor will not build a centralized forms hub for taxpayer submissions, as the County does not require this feature. Taxpayers will access forms through specific business-focused pages.
y. **Business Intelligence Administration Shape Files Configuration**: The Contractor will utilize the County's existing repository of shape files for mapping visualizations, reducing the need for custom configuration of geographical boundaries for property tax data visualization.

8. Key Personnel

a. The following update has been made to the Key Personnel included in Contractor's Request for Proposal response contained in Template 3 - Engagement Staffing (Proposer Key Personnel, page 38) and which is defined as Key Personnel pursuant to Subparagraph 15.3 of the SOW:

i. Business Architect: Bob Dunn will be replaced with Matt Slaughter.

b. Any subsequent changes to Key Personnel as defined in Subparagraph 15.3 of the SOW will be in accordance with Subparagraph 7.4.7, Approval of Contractor's Employees, of the Contract.

ETAX STATEMENT OF WORK
PROJECT METHODOLOGY DESCRIPTION

This Attachment sets forth the Contractor's project methodology to be applied in the implementation of the property tax system. It describes the processes and activities to be performed by the Contractor, in coordination with the County, with respect to application conversion, data conversion, testing, training, and Go-Live. The methodology is incorporated into the Statement of Work and shall serve as a reference framework for the planning, execution, and acceptance of project deliverables.

Business Process Methodology

The TaxSys Application implementation is organized into business processes (BPs) for each functional area. There are approximately 39 BPs in the Los Angeles County TaxSys implementation. The preliminary list of BPs includes:

Contractor's Business Process	Description
Cashiering	
Third Party Cashiering	Includes the interface for daily payment activities, including non-sufficient funds and other payment cancellations with RPRS.
High Speed Cashiering	This business process covers uploading high speed payment files into TaxSys and reconciling the amounts.
Special Cashiering	Covers the movement of money in trust, including using pending refunds as tenders to transfer funds and Advance Deposits.
CORTAC	This business process details the use of EscrowExpress for CORTAC payments from escrow companies and tax paying agents (TPAs).
Public Site E-Payments	Covers the interface between the public portal and FIS to accept electronic payments online.
Interactive Voice Response (IVR)	Covers the interface between the County's IVR vendor and TaxSys to recognize payments made over the phone.
Exception Processing	Details the research and resolution of exception transactions and error handling in the interfaces for RPRS, High-speed, online bill pay, and other transactions.

Contractor's Business Process	Description
Controller Division	
Roll Loading*	This business process covers the annual process of loading property tax assessment data required to create a new tax year roll in TaxSys. **Contract will only support one file format for the TaxSys interface to the Assessor System. In the event that the Assessor changes systems or needs to make substantial modifications to the file format, the Contractor will initiate Scope Management and Change Order procedures.*
Roll Maintenance*	This business process covers the changes that occur to the roll after it is certified to A-C. This includes all corrections passed via interface files (including AAB corrections, Assessor corrections, name and address updates, etc.), for which an updated bill will be sent to the taxpayer. **Contract will only support one file format for the TaxSys interface to the Assessor System. In the event that the Assessor changes systems or needs to make substantial modifications to the file format, the Contractor will initiate Scope Management and Change Order procedures.*
Non-Annual Assessments	Covers the addition of all non-annual assessments passed via interface files from the Assessor, including supplemental and escape assessments. **Contract will only support one file format for the TaxSys interface to the Assessor System. In the event that the Assessor changes systems or needs to make substantial modifications to the file format, the Contractor will initiate Scope Management and Change Order procedures.*
Manual Roll Updates	This business process covers the changes that occur to the roll after it is certified. This includes all corrections or non-annual assessments that need to be performed manually by Controller staff that could not otherwise be passed via interface files.
Jurisdiction Maintenance	Covers the management of county wide districts, voter approved bonds, direct charges, tax increment finance districts, and tax rate areas, including the processing of jurisdictional changes and LAFCO estimates.

Contractor's Business Process	Description
Taxing Entity Portal	The Taxing Entity Portal allows jurisdictions to upload their information, such as non-ad valorem charges and balances to be raised for voter-approved bonds, directly for review by Controller staff. This business process also includes the management and approval of web portal users and agencies with permission to access the portal.
Apportionment Factors	Covers the various steps needed to generate factors that will be used later for AB8, supplemental, Homeowners' Property Tax Relief (HOPTR) claim, and unitary apportionment. This also calculates various expected fees and amounts for the year, such as PTAF and subventions.
Payment in Lieu of Taxes (PILTs)	Handles the recognition, management, payment of various categories of payment in lieu of taxes (PILTs). This includes State Fish & Wildlife, Highway Rental, Open Space, Racehorse Tax, and others.
Distribution and Apportionment	Covers the distribution of advances or collections of unitary, secured, unsecured, supplemental, direct charges, voter approved bonds, and other taxes and fees.
Receivables	Details the review, reporting, and communication of taxing entity receivables at the beginning of and throughout the fiscal year.
Controller Refunds	Handles the research, review, approval, and processing of refunds managed by Controller staff, including assessment corrections and negative supplementals.
Controller Accounting*	Includes the accounting interfaces for refunds, distributions, and other Controller activity with eCAPS. **Contract will only support one file format for the TaxSys interface to the Accounting System. In the event that the Accounting system changes or requires substantial modifications to the file format, the Contractor will initiate Scope Management and Change Order procedures.*
Tax Increment Financing Districts (TIFD)	Covers the calculations and maintenance related to Tax Increment Financing Districts, including RDA successor agencies. Also includes RPTTF estimate and actual calculations and distributions, asset liquidations, and final RDA dissolution.

Contractor's Business Process	Description
Educational Revenue Augmentation Fund (ERAF)	Covers the management of allocations from the Educational Revenue Augmentation Fund (ERAF), including amounts for ERAF entitlements, negative ERAF, excess ERAF, and claims for any ERAF shortfalls. Also includes school reporting such as the J-29 and CCFS-329.
Controller Year End Reporting	Covers procedures for balancing the Controller's distribution and property tax activity at year end. This also covers state-mandated reports such as the BOE-822.
Tax Collector Division	
Bill Printing and E-Billing	Covers the review and execution of bill printing and e-billing for annual, non-annual, and corrected assessments.
Public Portal	Includes functionality for the public to search for bills, submit forms, manage accounts, and communicate with the County.
Fee and Penalty Waivers	Covers the review, approval, and application of fee and penalty waivers, including granting due date extensions if applicable.
Tax Clearance Certificates	Details the review and management of tax clearance certificate applications, as well as the subsequent issuance and payment.
Escape Payment Plans	This business process covers the review, approval, and creation of escape payment plans. It also details the rules related to payoff schedules and actions related to managing plans throughout their lifecycle.
Roll Transfer	Includes the reporting, review, and transfer of delinquent secured bills eligible to transfer to the redemption or unsecured roll.
Redemption	Covers the actions related to unpaid secured account types transferred to the redemption roll. Includes assessee notices and legal publications.
Redemption Payment Plans	This business process covers the review, approval, and creation of redemption payment plans. It also details the rules related to payoff schedules and actions related to managing plans throughout their lifecycle.

Contractor's Business Process	Description
Tax Sale	Covers preparation for and execution of the redemption tax sale. If applicable, this includes communicating with DeedAuction, the Contractor's online auction platform.
Bankruptcy	This business process covers the management of cases where taxpayers have filed for bankruptcy.
Lien Management	Covers the issuance, recording, cancellation, and release of liens for eligible delinquent unsecured taxes.
Enforcement and Collections	Includes the activities taken to collect on unsecured delinquencies such as Bank Seizures, Payment Plans and other property seizure.
Tax Collector Refunds	Handles the research, review, approval, and processing of refunds managed by Tax Collector staff, including overpayments, duplicate payments, and penalty or fee waivers.
Tax Collector Accounting*	Includes the accounting interfaces for movements of money in trust, refunds, and other Tax Collector activity with eCAPS. **Contract will only support one file format for the TaxSys interface to the Accounting System. In the event that the Accounting system changes or requires substantial modifications to the file format, the Contractor will initiate Scope Management and Change Order procedures.*
Tax Collector Monthly and Year End Reporting	Covers procedures for balancing the Tax Collector's cashiering, accounting, and property tax activity throughout the year and at year end.
TaxSys User and Security Administration	
Administering and Securing TaxSys	Outlines the responsibilities of the County system administrator with regard to TaxSys. This includes user/role/permission management and reviewing and communicating TaxSys release updates to County users.

Contractor's Business Process	Description
Business Intelligence Administration	Covers administration and use of the embedded data analytics tool, VisionPro.

These 39 BPs are divided into four Business Process 'Packages', which are groups of BPs that have the same overarching project deadlines and milestones. All application conversion work is organized into these BPs and Packages.

Each BP is assigned a Contractor owner and a County owner. These BP owners are responsible for developing a process that allows the County to perform their necessary business functions. The BP includes all documents, forms, reports, and interfaces needed to fulfill the business requirements of the functional area. The BP owners are responsible for ensuring that TaxSys is adequately configured and customized to execute the process, documenting the BP, performing unit and integration testing of the BP, and training end users on the BP.

The Contractor's application conversion team begins by performing a broad gap analysis informed by the requirements in the County Request for Proposal (RFP), with a focus on identifying major risks and large development items that should be front-loaded in the project development schedule. Contractor BP owners interview County Subject Matter Experts (SMEs) and shadow key processes. Contractor BP owners inventory all existing interfaces and gather sample files. During this period, the Contractor also refines the total list of BPs to be implemented. Additional BPs may be added, or existing BPs may be combined. At the close of this phase, the Contractor will provide a report of discoveries by functional area, an initial interface diagram, an annual events calendar, and a finalized list of Business Process Package assignments. Business Process Package assignments are informed by the gap analysis phase, complexity of the required development, manageable distribution of project work, availability of converted data, and County staff availability.

After the Gap Analysis phase concludes, the Contractor application conversion team shifts their attention to BP development and configuration. This occurs iteratively over a period of time, and each BP progresses through five key milestones:

1. Requirements Gathering
2. Interim Specification Reviews
3. Initial Business Process Walkthroughs
4. Interim Business Process Demonstrations
5. Business Process Demonstrations

Requirements Gathering

During the Requirements Gathering phase, the Contractor and County BP owners collaborate to deeply understand the requirements needed to configure and perform development such that the business process will meet county needs.

The Contractor will begin this phase by mapping RFP requirements to the relevant BP in TaxSys and will provide the resulting crosswalk to the County. The Contractor BP Owner will create an initial preliminary BP document and will perform requirements gathering meetings with the County BP owner to identify gaps and refine the list of requirements. These requirements

are translated to high-level user stories that document the business need. These user stories do not yet have detailed steps to accomplish the action in TaxSys. All requirements will be dispositioned, prioritized, and, where appropriate, added to the Baseline Scope of the BP. This phase culminates in a Requirements Review meeting where the Contractor will describe each of the requirements and their priority as discussed with the County.

After County approval of this phase, the Baseline Scope for the BP is defined and approved, and the BP document becomes the source of truth for requirements going forward. The Contractor will no longer maintain the RFP mappings for requirements. Additional requirements that are identified after the Baseline Scope is defined will be prioritized and dispositioned by the Contractor and County project leadership. They may or may not be added to the Project Scope. New requirements that are not added to the implementation Project Scope will be considered for post Go-Live development. Any changes to the Baseline Scope (adding new requirements, moving requirements from one BP to another) will trigger the decision-making process described in the Communication Plan.

Interim Specification Reviews and Initial Business Process Walkthroughs

Once County approval of requirements gathering is complete, Contractor BP owners begin the process of documenting specific user stories and writing functional specifications to describe how the software will be developed and configured to meet each requirement. User stories will now include specific proposed steps and/or reports that the County will use in TaxSys.

This phase includes creating Interface Design Specifications (IDS) for each interface. The IDS consists of the interface technology (files and/or APIs), the interface format and content, and interface frequency. County staff and the third party sending/receiving the interface will be engaged during the IDS creation process and must approve the IDS before interface development begins.

Throughout this phase, the Contractor will host iterative specification reviews targeting specific user stories to ensure the County approves of the Contractor plans and feedback is incorporated. The Contractor will provide documentation explaining the user stories that were reviewed and approved at this interim checkpoint.

This phase concludes with an Initial Business Process Walkthrough, where the to-be state is described from start to finish. County feedback will be logged in a punch list. The Contractor will provide dispositions for each item, which will include whether or not the item has been accepted into Project Scope and/or a timeline for resolution. Punch lists will be reviewed asynchronously and, at times, in meetings. After the punch list has been published for a given BP, County must provide feedback and concerns within 10 Business Days.

Interim Business Process Demonstrations and Business Process Demonstrations

The final phase for each BP involves completing the development to support the user stories required by each BP. The Contractor will provide iterative demonstrations as development progresses to gather feedback and review refinements that are necessary to the user stories.

Throughout this phase, the Contractor will host iterative business process demonstrations targeting specific user stories. County will provide feedback and ultimately approve these user stories. The Contractor will provide documentation explaining the user stories that were demonstrated at this interim checkpoint.

This phase culminates in a Business Process Demonstration in which the Contractor demonstrates each user story individually or in groups for County approval. The County BP owner is responsible for approving the BP. The Business Process Demonstration is complete when each user story has been successfully executed in TaxSys and a punch list of issues or

enhancements has been documented and prioritized. Punch lists will be reviewed asynchronously and, at times, in meetings. After the punch list has been published for a given BP, County must provide feedback and concerns within 10 Business Days.

Changes requested after a Business Process Demonstration is complete will be discussed and final disposition agreed upon by both the Contractor and County. County will provide written feedback regarding requested changes within 10 Business days after the Business Process Demonstration is complete. The Contractor will provide a disposition for those requests within 10 Business days.

After this phase is complete, the BP is ready for the Testing and Go-Live preparation phase, described below.

Cross-Business-Process Development

Certain cross-functional frameworks that affect multiple functional areas (e.g., approvals framework) may be defined as separate individual Business Processes, and user stories that are relevant to those frameworks will be incorporated in those BPs.

Those cross-functional framework BPs will be given Business Process Package Assignments during the Gap Analysis phase. User stories applicable to those frameworks will be demonstrated to the relevant stakeholders as development is complete. In other words, there may not be a single County BP owner for cross-functional BPs because the framework affects multiple departments.

Assumptions

- County SMEs will be available to spend adequate time on the TaxSys implementation project.
- County will provide reasonable and timely review, feedback, and approval when necessary.
- Decisions will be made according to the tiers defined in the Communication Plan. All decisions will be made in a timely manner to avoid negative impacts to the project schedule. The Contractor is not responsible for project delays resulting from delays in decision-making by the County.
- County will assign BP owners who are capable and empowered to make the vast majority of BP decisions.
- The engagement of the third-party sending/receiving interfaces is critical to the success of the interface. Although the Contractor expects to perform the majority of custom development for significant interfaces (e.g., to eCAPS or the Assessor system), some interfaces will require the third party to complete development work as well (e.g., to receive a different API request). All interfaces will require some time from the third party for approving the IDS and engaging in testing.
- The County Project Manager will be responsible for engaging and coordinating with these third parties. The project schedule and scope as proposed assume reasonable and timely cooperation from these parties.
- The Contractor is not responsible for the performance of any third-party systems or services.

Data Conversion Methodology

At the beginning of the project, the Contractor will work with the County to automate a raw data extract of plain text files, or some equivalent file type, from the County's existing system(s) or any other data source relevant to the conversion. The Contractor will provide guidance to the County regarding the prioritization of the files/extracts. That extract will be sent to the

Contractor's servers on a monthly basis via SFTP. The Contractor will also need a County-provided balancing report that consists of all accounts, their status (paid/unpaid) and the balance due. This extract should not include credit card data. Any other sensitive data (SSNs, Bank Account #s, etc) must be sent via FTPS or SFTP. Any file/fields with sensitive data must be explicitly labeled as such in order for the Contractor to ensure file storage meets sensitive data standards.

Following this, the bulk of the data conversion effort involves iteratively loading data from the County's current system(s) into the TaxSys Standard Format (TSF), which can then be migrated into the TaxSys production format.

The Contractor will convert:

- Property Tax (including special taxes):
    - All accounts for the most recent 12 roll years.
    - All unpaid accounts (within the last 30 years).
    - All accounts necessary to make a full set of prorated bills if any of them fall into our current retention policy.
- Bankruptcy
    - All accounts for the most recent 5 years.
    - Data related to active bankruptcy cases.
- The Contractor will also cover all ownership changes. If they are older than the rest of the data loaded, they will be converted with an associated non-billable assessment.

The Contractor will convert the following data related to distributions / apportionments:

- AB8 factors, including factors for secured, unsecured, supplemental, and unitary bills for all years that had one or more bills converted based on the property tax data retention policy above.
- Increment Financed District (IFD) frozen base amounts for all years in scope for conversion.
- Expected contribution amount / percentage for each IFD, per jurisdiction, for the current year as of Go-Live.
- Prior RPTTF asset liquidations, including the tax type code and associated general ledger account.
- Voter-approved bond data required for tax rate calculations and bond maintenance, including but not limited to:
    - Bond issuances and attachments to their levying taxing entities
    - Bond amortization tables (payment schedules)
- Additionally, for the current active roll year as of Go-Live, the Contractor will convert all figures necessary for the next year's roll setup / AB8 process, including but not limited to:
    - Gross tax levy by TRA and jurisdiction.
    - IFD base amounts.
    - Tax increment factors.
    - VLF contribution amount.

The Contractor approaches data conversion by looking at categories of data:

Category	Description
Administrative Data	This is the foundation of the historical data that will be loaded into TaxSys. It includes district information (including IFDs), tax rates, flags that will be used, tax rate area information, users that will eventually be logging in to TaxSys, and more.
Balancing Data	A County provided breakdown of all accounts and refunds, their status (paid/unpaid) and the balance due. This data is used to balance against the data loaded into TaxSys to confirm accuracy of balances and accounts.
Annual Property Tax Bills	Secured and unsecured annual bill data. This includes assessment information, addresses, notes, and everything the County needs to know about a bill outside of cashiering.
Supplemental Property Tax Bills	Secured and unsecured supplemental bill data. While this is mostly the same data collected for annual property tax bills, it will also include proration and critical data for ownership periods and history.
Escape Property Tax Bills	Secured and unsecured escape bill data. Like supplemental bills, this will be mostly the same data collected for annual property tax bills, but will include proration, payment plan dates, and escape specific assessed value penalties.
Delinquent Unsecured Property Tax Bills	Lien and enforcement data for delinquent unsecured bills.
Redemption Data	Data supporting power of sale, sale parties, and payment plan dates for delinquent secured bills.
Apportionment Data	The Contractor converts all the necessary data to be able to do apportionments in TaxSys going forward including AB8 factors, IFD contribution percentages, gross and let levy totals by jurisdiction, TRA, bond rates, etc.

Tax Increment Financing Data	All data required to support the tax increment financing module in TaxSys. This includes supporting tax increment financed district data, redevelopment property tax trust fund data, etc.
Cashiering Data	Data related to the movement of money as it relates to the above areas. This includes, but is not limited to, payments, cancellations, refunds, tenders, etc.
Bankruptcy Data	Data to support the bankruptcy and litigation functionality in TaxSys. Includes bankruptcy data elements such as cases, claims, accounts, courts, attorneys, debtors, etc.

The Contractor will provide regular reports on the percentage of accounts successfully converted, giving the County insight into the data conversion project's progress.

In order for a section of converted data to be accepted, it must first pass data verification from the County staff. This entails in-depth testing of the converted data in TaxSys by the County, confirming that all needed data elements in the current system are being properly captured in TaxSys and anything missing or inaccurate is noted as a test case failure. A section of converted data is considered to be accepted once data verification for the data section is completed and all test case failures are ticketed and prioritized.

After the data verifications and major updates, the Contractor will shift focus in Phase 3 of the project to the remaining one-off and non-critical failures.

Work will culminate with the final extract and data conversion, followed by Go-Live, at which point the County's official system of record will be TaxSys.

Assumptions:

- County is responsible for automating extracts from all necessary systems according to the project schedule. These data extracts are an iterative process using SFTP where the County sends the Contractor the necessary files for converting their existing data into TaxSys format. That set of files includes the data to be converted, the current software schema definition files, supporting documentation, and balancing reports used by the Contractor to verify the accuracy of the data conversion.
- County is responsible for providing a balancing report file in the predefined TSF format, with the most critical data elements being:
    - Bill identifiers such as bill number, bill type, and bill year
    - Amount due this month
    - Paid amount and associated dates
- County is responsible for developing a mutually agreeable set of data management controls specifying the processes, procedures, and methods that will be used by the parties for the secure transfer, access, and exchange management of County sensitive information (PII) pertinent to the Services, intended to safeguard the confidentiality and security of the sensitive information. County will train its relevant personnel on any such data management approach.
- Conversion scope will be validated and approved prior to conversion.

Testing, Go-Live Preparation, and Go-Live Methodology

Once the Business Process Demonstrations are complete, the testing and Go-Live preparation phase begins. The Contractor begins by providing initial Integration Test plans. Integration Testing involves the end-to-end testing of certain BPs to evaluate interaction points in a real-world way - for example, taking payments into the system, tracking downstream overpayments, producing accounting files, and performing apportionments. The Contractor will facilitate three (3) rounds of Integration Testing. The final round constitutes User Acceptance Testing. When the initial Integration Test plans are delivered, they will include a high-level plan for each of the Integration Tests, including the specific BPs that will be included in the test. The Contractor will review these Test Plans with the County and gather and incorporate feedback. Prior to the execution of each Integration Test, the Contractor will provide a more detailed review of the specific tests in that Integration Test as part of the Integration Test Kick Off for that round of testing.

As the Contractor and County prepare for the first round of Integration Testing, the Contractor will also provide Initial Training Plans. Training will be executed in two parts: first, the Contractor will focus on Super User training. The intent of this training is to prepare the County for Integration Testing. Thus, it is focused on key BPs with which most users interact. Second, the Contractor will provide training plans for End User training. In practice, this training occurs closer to Go-Live.

With County staff and BP owners now prepared to practice new BPs in TaxSys, the core set of BP owners will execute a set of integration tests. Each integration test includes multiple tests across BPs that simulate real-life activity. All tests are marked as passed, failed, or requiring retest. Failures are discussed and dispositioned by the Contractor and County. Go-Live blocking failures are prioritized, and a date will be defined for resolution. Non Go-Live blocking failures will be prioritized based on capacity. Not all of these items will be completed prior to Go-Live. Enhancements will be logged and will be candidates for County prioritization after Go-Live performed jointly with the Contractor. At the conclusion of each Integration Test, the Contractor will provide a recap of the test and a summary of next steps. The Contractor will facilitate at least three rounds of integration testing. The final round constitutes User Acceptance Testing. This round is similar to other Integration Tests but may include select specific scenarios the County wishes to include.

Following the successful completion of user acceptance testing, focus will turn to Go-Live planning and rehearsal. In preparation for Go-Live rehearsal, the Contractor will deliver the TaxSys support plan and the Go-Live deployment plan. The County Project Manager is responsible for coordinating with third-parties and vendors to ensure a successful Go-Live plan.

The last step when preparing for Go-Live is the Go-Live rehearsal. The Go-Live rehearsal provides County staff an opportunity to exercise the TaxSys support plan, ensures that the Go-Live deployment plan is comprehensive, and validates that County staff is sufficiently trained so that the cut-over to TaxSys is smooth and successful.

The final execution of the TaxSys Go-Live is contingent on the successful completion of the steps documented above.

Scope Management Methodology

The initial project scope is informed by the County's RFP requirements and the Contractor Response to the RFP. At the start of the project, all RFP requirements are mapped to relevant BPs. General requirements that affect multiple BPs will be documented and the Contractor will explain how TaxSys meets the requirement. In case of interpretation differences about requirements, the Contractor's response to the RFP will take precedence. Material differences

in interpretation will be discussed and resolved by the Contractor and County BP owners. If a resolution cannot be reached, those interpretation differences will be escalated and resolved via the decision-making process defined in the Communication Plan.

The Requirements Gathering phase refines the initial project scope and identifies potential new requirements via gap analysis and ongoing conversations with County BP owners. New discoveries are discussed and dispositioned. As new requirements are understood and added to the project, the resulting BP document begins to take shape. Requirements are articulated as high level user stories that document the business need. The resulting BP document (as approved by the County at the end of the Requirements Gathering phase), defines Baseline Scope for the project.

After the Baseline Scope is defined and approved, new items are tracked according to the approved Scope and Schedule Management Plan. The Contractor will work with the County to understand the priority and impact of the new item. The Contractor will estimate the item and determine if it can be added to the Go-Live Scope (which consists of the Baseline Scope plus mutually agreed upon additions). The Contractor will work collaboratively with the County to prioritize work based on new information and to design the best possible process for County users that can be developed within the project timeframe and budget. Note that this may mean incorporating new discoveries while trading out existing requirements. This approach of ongoing prioritization and mutual agreement to manage scope allows the project to be completed on-time and on-budget without change orders.

In the event the County requests BP customizations that are extensive and beyond the approved Baseline Scope, the Contractor Project Manager will first coordinate with the Contractor SMEs to estimate the effort required. With this anticipated effort in mind, the County and the Contractor Project Managers will work collaboratively to establish if the item can be completed within the project timeline and what additional changes might be required to support that (e.g., eliminating non-essential work in another area).

In the event County requests a BP customization that cannot be completed within the project timeline, or requests a change or addition to the project scope that is not part of the Baseline Scope, the Contractor will document the effects of the request on the project price, timeline, deliverables, or milestone dates, and provide a change order document to the County. The Contractor will not begin work on the requested change without the County’s written acceptance of the change order.

EXHIBIT A2

STATEMENT OF WORK
AND
CONTRACT TECHNICAL EXHIBIT

eTAX

CONTRACT DISCREPANCY REPORT

SAMPLE

CONTRACTOR RESPONSE DUE BY _____ (enter date and time)

Date: Click or tap here to enter text.		**Contractor Response Received:** Click or tap here to enter text.
Contractor: Click or tap here to enter text.	**Contract No.** Click or tap here to enter text.	**County's Project Manager:** Click or tap here to enter text.
Contact Person: Click or tap here to enter text.	**Telephone:** Click or tap here to enter text.	**County's Project Manager Signature:**
Email: Click or tap here to enter text.		**Email:** Click or tap here to enter text.

A contract discrepancy(s) is specified below. The Contractor will take corrective action and respond back to the County personnel identified above by the date required. Failure to take corrective action or respond to this Contract Discrepancy Report by the date specified may result in the deduction of damages.

No.	Contract Discrepancy	Contractor's Response*	County Use Only		
			Date Correction Due	Date Completed	Approved
1	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
2	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
3	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

***Use additional sheets if necessary**

_____ _____ Click or tap here to enter text.

Contractor's Representative Signature ***Contractor's Representative Print Name*** ***Date Signed***

Additional Comments: Click or tap here to enter text.

Pricing Schedule

Table of Contents		
ID #	**Section Title**	**Description**
1	Total Cost Summary	Worksheet which summarizes the Contractor's total proposed costs.
2	Labor Rates	Worksheet for itemizing hourly rate structures for project personnel.
3	Implementation	Worksheet for one-time, eTAX System implementation project costs.
4	Application Maintenance and Operations Support	Worksheet for to itemize eTAX System maintenance and operations costs.
5	Packaged Software	Worksheet for the Contractor to itemize all one-time and ongoing packaged software costs.
6	Hosting	Worksheet for the Contractor to provide the cost to provide hosting private cloud service.
7	Reports	Worksheet for the Contractor to provide the level of effort to develop reports for different complexity classifications.
8	AAB (Optional)	Worksheet for the Contractor to provide the cost for implementing the optional scope (AAB)
9	Impl. Payment Schedule	Worksheet for the Contractor to provide proposed payment schedule for Implementation costs.
10	M&O Payment Schedule	Worksheet for the Contractor to provide proposed payment schedule for M&O services costs.
11	Cost Assumptions	Worksheet for the Contractor to itemize all assumptions upon which its pricing is dependent.

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Pricing Schedule

Cost Summary
The costs on this worksheet will be automatically calculated using the information entered in the other worksheets. It is the Contractor's responsibility to ensure that costs on this sheet reflects the full Contract cost for the services outlined in the RFP.
Instructions: Do not edit any cells on this sheet. Prior to submission, confirm all costs reflect the Proposal cost total.

Table 1: Total Cost Summary

Description	Total Impl. Costs	Year 1	Year 2	Year 3	Year 4	Year 5	Total M&O Costs	Maximum Fixed Price
System Implementation	$199,578,360							$199,578,360
Reports	$499,015							$499,015
Maintenance and Operations		$11,200,327	$11,424,334	$11,652,821	$11,885,877	$12,123,594	$58,286,953	$58,286,953
Packaged Software Costs	$23,377,125	$4,500,000	$4,725,000	$4,961,250	$5,209,313	$5,469,778	$24,865,341	$48,242,466
Cloud Hosting Costs	$4,882,345	$1,542,612	$1,412,102	$1,482,707	$1,556,842	$1,634,684	$7,628,946	$12,511,291
GRAND TOTAL FOR CONTRACT	$227,837,830	$17,242,939	$17,561,436	$18,096,777	$18,652,032	$19,228,057	$90,781,240	$318,619,070

Cost Summary
Pursuant to Section 4.2 of the Contract

Table 2: Option to Renew - Two One-Year and/or Six Month-to-Month Extensions

Option Year 1	Option Year 2	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Maximum Fixed Price
$12,729,774	$13,366,263	$1,169,548	$1,169,548	$1,169,548	$1,169,548	$1,169,548	$1,169,548	$33,113,325
$5,743,267	$6,030,430	$527,663	$527,663	$527,663	$527,663	$527,663	$527,663	$14,939,673
$1,716,418	$1,802,239	$157,696	$157,696	$157,696	$157,696	$157,696	$157,696	$4,464,833
$20,189,460	$21,198,933	$1,854,907	$1,854,907	$1,854,907	$1,854,907	$1,854,907	$1,854,907	$52,517,832

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Labor Rates
The Tables in this worksheet shall be used to provide the Contractor's labor rates for the various classifications and grades of personnel. The labor rates must be loaded costs. Applicable purchase, delivery, tax, services, safety, license, travel, per diem, the Contractor's staff training, facilities and any other expenses associated with the delivery of the proposed items and must be included in the Contractor's costs and fixed hourly rates. Use of the Key Personnel roles is required. The Contractor may include additional roles to accurately represent the classifications it uses for describing the various classifications and grades of its personnel. The total of the Composite Weight Percentage column must equal 100%. Individual and composite hourly rates shall not increase greater than 2% per year during the five year M&O period. It is the responsibility of the Contractor to ensure spreadsheet calculations are correct. Instructions: Enter the staff roles required for the tables below.

Table 1. Implementation Hourly Rates

Staff Position	Composite Weight %	Hourly Rate	Composite Rate
Engagement Director / Executive	1%	$310	$2
Project Manager	2%	$275	$6
Business Architect - ***Functional Architect***	13%	$235	$30
Functional Lead (A-C) - ***Product Manager***	1%	$265	$3
Functional Lead (TTC) - ***Product Manager***	1%	$265	$3
Technical/ Architecture Lead	5%	$255	$14
Training Lead	1%	$195	$2
Technology Manager	0.5%	$280	$1
Operations Manager	1%	$255	$3
Operations Lead	6%	$225	$13
Product Lead	4%	$240	$10
Business Analyst	10%	$205	$20
Developer	26%	$235	$60
Data Conversion Manager	3%	$245	$6
Data Conversion Lead	1%	$225	$2
Data Conversion Analyst	11%	$205	$23
Data Conversion Developer	8%	$230	$17
Data Analyst	1%	$205	$2
ETL Developer	2%	$235	$4
Site Reliability Engineer	0.4%	$245	$1
Security Network Engineer	0.4%	$245	$1
Reporting and Compliance Analyst	3%	$205	$6
Composite Rate	100%		$230

Table 2. Reporting Services Hourly Rates

Staff Position	Composite Weight %	Hourly Rate	Composite Rate
Engagement Director / Executive	0%	$310	$0
Project Manager	0%	$275	$0
Business Architect - ***Functional Architect***	10%	$235	$24
Functional Lead (A-C) - ***Product Manager***	0%	$265	$0
Functional Lead (TTC) - ***Product Manager***	0%	$265	$0
Technical/ Architecture Lead	0%	$255	$0
Training Lead	0%	$195	$0
Business Analyst	0%	$205	$0
Developer	10%	$235	$24
Data Analyst	80%	$205	$164
Composite Rate	100%		$211

Table 3. M&O Hourly Rate (Task 1-3, Task 5-8)

Staff Position	Composite Weight %	Hourly Rate Year 1	Composite Rate Year 1	Hourly Rate Year 2	Composite Rate Year 2	Hourly Rate Year 3	Composite Rate Year 3	Hourly Rate Year 4	Composite Rate Year 4	Hourly Rate Year 5	Composite Rate Year 5
Engagement Director / Executive	0.5%	$368.90	$2	$376.28	$2	$383.80	$2	$391.48	$2	$399.31	$2
Operations Manager	0.5%	$303.45	$2	$309.52	$2	$315.71	$2	$322.02	$2	$328.46	$2
Technical Lead	2%	$303.45	$6	$309.52	$6	$315.71	$6	$322.02	$6	$328.46	$7
Product Manager	2%	$315.35	$6	$321.66	$6	$328.09	$7	$334.65	$7	$341.34	$7
Operations Lead	7%	$267.75	$19	$273.11	$19	$278.57	$19	$284.14	$20	$289.82	$20
Business Analyst	15%	$243.95	$37	$248.83	$37	$253.81	$38	$258.88	$39	$264.06	$40
Product Support Analyst	20%	$201.42	$40	$205.45	$41	$209.56	$42	$213.75	$43	$218.02	$44
Developer	10%	$279.65	$28	$285.24	$29	$290.95	$29	$296.77	$30	$302.70	$30
Production Support Developer	15%	$279.65	$42	$285.24	$43	$290.95	$44	$296.77	$45	$302.70	$45
Site Reliability Engineer (SRE)	5%	$285.60	$14	$291.31	$15	$297.14	$15	$303.08	$15	$309.14	$15
Security Network Engineer	5%	$291.55	$15	$297.38	$15	$303.33	$15	$309.40	$15	$315.58	$16
Database Administrator	5%	$291.55	$15	$297.38	$15	$303.33	$15	$309.40	$15	$315.58	$16
Reporting and Compliance Analyst	13%	$243.95	$32	$248.83	$32	$253.81	$33	$258.88	$34	$264.06	$34
Composite Rate	100%		$256		$262		$267		$272		$278

Table 5: Option to Renew Years

Hourly Rate Option Year 1	Composite Rate Option Year 1	Hourly Rate Option Year 2	Composite Rate Option Year 2	Hourly Rate Option Year 2.5	Composite Rate Option Year 2.5
$419.27	$2	$440.24	$2	$462.25	$2
$344.89	$2	$362.13	$2	$380.24	$2
$344.89	$7	$362.13	$7	$380.24	$8
$358.41	$7	$376.33	$8	$395.15	$8
$304.31	$21	$319.53	$22	$335.50	$23
$277.26	$42	$291.13	$44	$305.68	$46
$228.92	$46	$240.37	$48	$252.39	$50
$317.84	$32	$333.73	$33	$350.42	$35
$317.84	$48	$333.73	$50	$350.42	$53
$324.60	$16	$340.83	$17	$357.87	$18
$331.36	$17	$347.93	$17	$365.33	$18
$331.36	$17	$347.93	$17	$365.33	$18
$277.26	$36	$291.13	$38	$305.68	$40
	$291		$306		$321

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Pricing Schedule

Implementation Costs

All tasks associated with the implementation services proposed shall be included in the total one-time cost for that service, as outlined in the RFP and associated templates. All deliverable hours and costs must accurately reflect the level of effort required to complete that deliverable. All deliverable costs are subject to approval of the content of the deliverable. Implementation costs must be calculated based on the appropriate composite rate.

Instructions: Enter the hours required to complete the deliverables listed, including the number of deliverables where requested. Enter any additional tasks and deliverables as needed. Insert additional rows as necessary where noted.

There will be a fifteen percent (15%) withhold on all invoices/payments, which the County shall pay to the Contractor once the Project Close Out deliverable is approved.

The Contractor shall note any items subject to California sales tax by checking the box under the column labeled Sales Tax Applicable. However, the Contractor shall not include the sales tax amount for the quoted item in the "Maximum Fixed Price" amount.

It is the responsibility of the Contractor to ensure spreadsheet calculations are correct. All costs must be fully inclusive.

Solution Implementation

Deliverable Group		Description	Hours	Composite Rate	Sales Tax Applicable	Maximum Fixed Price
I.1 - Project Management	I.1.1	Project Status Report Template	120	$230	-	$27,600
	I.1.2	Project Status Reports	320	$230	-	$73,600
	I.1.3	Project Work Plan Updates	1,200	$230	-	$276,000
	I.1.4	Issue Management Log *Creation and Maintenance*	320	$230	-	$73,600
	I.1.5	Risk Management Log *Creation and Maintenance*	320	$230	-	$73,600
	I.1.6	Project Library *(Confluence) Creation and Maintenance*	400	$230	-	$92,000
	I.1.7	*Requirements Traceability Plan Creation and Maintenance*	750	$230	-	$172,500
	I.1.8	*Quality Control Plan Creation and Maintenance*	150	$230	-	$34,500
	I.1.9	*Communication Plan Creation and Maintenance*	120	$230	-	$27,600
	I.1.10	*Scope & Schedule Management Plan Creation and Maintenance*	2,400	$230	-	$552,000
	I.2.1	Data Conversion Kick Off	8,696	$230	-	$2,000,000
	I.2.2	Project Management Kick Off	2,596	$230	-	$597,080
	I.2.3	Application Conversion Kick Off	7,423	$230		$1,707,180
	I.2.4	Stakeholders Analysis	600	$230	-	$138,000

I.2 - Project Initiation	I.2.5	Project Work Plan	2,100	$230	-	$483,000
	I.2.6	Resource and Staffing Plan	1,500	$230	-	$345,000
	I.2.7	*Gap Analysis Documentation*	15,800	$230	-	$3,634,000
	I.2.8	*Interface Diagram Creation and Maintenance*	850	$230	-	$195,500
	I.2.9	*Annual Events Calendar*	122	$230	-	$28,060
	I.2.10	*Finalized List of Business Processes*	320	$230	-	$73,600
	I.2.11	*Data Research Discovery and Analysis*	3,412	$230	-	$784,800
	I.2.12	*Data Conversion Test Extracts*	14,280	$230	-	$3,284,400
	I.2.13	*Automated Data Conversion Extract and Balancing Framework*	6,700	$230		$1,541,000
I.3 - eTAX System Design	I.3.1	System Security Plan	500	$230	-	$115,000
	I.3.2	System Architecture Plan	320	$230		$73,600
	I.3.3	Business Process Improvement Report	760	$230	-	$174,800
	I.3.4	Requirements Validation Document	1,500	$230	-	$345,000
	I.3.5	Interface Design Document	18,500	$230	-	$4,255,000
	I.3.6	*Requirements Gathering - Package 1*	21,243	$230	-	$4,885,975
	I.3.7	*Requirements Gathering - Package 2*	21,243	$230	-	$4,885,975
	I.3.8	*Requirements Gathering - Package 3*	21,243	$230	-	$4,885,975
	I.3.9	*Requirements Gathering - Package 4*	21,243	$230	-	$4,885,975
	I.3.10	*Interim Specification Reviews (Package 1)*	20,686	$230		$4,757,855
	I.3.11	*Interim Specification Reviews (Package 2)*	20,686	$230		$4,757,855
	I.3.12	*Interim Specification Reviews (Package 3)*	20,686	$230		$4,757,855
	I.3.13	*Interim Specification Reviews (Package 4)*	20,686	$230		$4,757,855
	I.3.14	*Initial Business Process Walkthroughs - Package 1*	14,205	$230	-	$3,267,150
	I.3.15	*Initial Business Process Walkthroughs - Package 2*	14,205	$230	-	$3,267,150
	I.3.16	*Initial Business Process Walkthroughs - Package 3*	14,205	$230	-	$3,267,150
	I.3.17	*Initial Business Process Walkthroughs - Package 4*	14,205	$230	-	$3,267,150
I.4 - eTAX System Build and Configuration	I.4.1	Completed Environments Build	2,080	$230	-	$478,400
	I.4.2	*Interim Business Process Demonstration (Package 1)*	19,056	$230		$4,382,855
	I.4.3	*Interim Business Process Demonstration (Package 2)*	19,056	$230		$4,382,855
	I.4.4	*Interim Business Process Demonstration (Package 3)*	19,056	$230		$4,382,855
	I.4.5	*Interim Business Process Demonstration (Package 4)*	19,056	$230		$4,382,855
	I.4.6	*Business Process Demonstrations - Package 1*	36,909	$230	-	$8,489,125
	I.4.7	*Business Process Demonstrations - Package 2*	36,909	$230	-	$8,489,125
	I.4.8	*Business Process Demonstrations - Package 3*	36,909	$230	-	$8,489,125
	I.4.9	*Business Process Demonstrations - Package 4*	36,909	$230	-	$8,489,125
	I.4.10	*Administrative Data Conversion*	8,000	$230	-	$1,840,000

	I.4.11	*Annual Property Tax Data Conversion*	11,500	$230	-	$2,645,000
	I.4.12	*Escape Data Conversion*	16,500	$230	-	$3,795,000
	I.4.13	*Supplemental Data Conversion*	20,500	$230	-	$4,715,000
	I.4.14	*Delinquent (Liens and Redemption) Data Conversion*	43,500	$230	-	$10,005,000
	I.4.15	*Payment Plans (Escape and Redemption) Data Conversion*	13,800	$230	-	$3,174,000
	I.4.16	*Special Taxes Data Conversion*	4,500	$230	-	$1,035,000
	I.4.17	*Apportionment Data Conversion*	41,500	$230	-	$9,545,000
I.5 - eTAX System Testing	I.5.1	Test Plan - *Integration Test Plan*	5,000	$230	-	$1,150,000
	I.5.2	Test Plan - *Regression Testing, Load/Test/Performance, Backup and Recovery*	2,174	$230		$500,000
	I.5.3	Test Cases - *Integration Test Plan*	2,500	$230	-	$575,000
	I.5.4	Completed Integration Testing - *Rounds 1 & 2*	35,000	$230	-	$8,050,000
	I.5.5	Completed User Acceptance Testing - *Final Integration Testing*	23,087	$230	-	$5,310,000
	I.5.6	Balancing Flag Failures	19,250	$230		$4,427,500
	I.5.7	Full Data Verification (All Areas)	19,250	$230		$4,427,500
	I.5.8	Completed Requirements Traceability Matrix	900	$230	-	$207,000
I.6 - eTAX System Training and Knowledge Transfer	I.6.1	Training Plan	800	$230	-	$184,000
	I.6.2	Training Curriculum	500	$230	-	$115,000
	I.6.3	Training Materials	1,900	$230	-	$437,000
	I.6.4	Completed Trainings (End User)	848	$230	-	$195,000
	I.6.5	*Super-User Training*	900	$230	-	$207,000
I.8 - eTAX System Deployment	I.8.1	Deployment Plan	800	$230	-	$184,000
	I.8.2	Support Plan	800	$230		$184,000
	I.8.3	System Acceptance - *Go Live*	14,696	$230	-	$3,380,000
	I.8.4	Legacy Systems Decommissioned	1,600	$230	-	$368,000
	I.8.5	*Go Live Rehearsal*	22,100	$230	-	$5,083,000
	I.8.6	*Final Data Conversion and Verification*	12,000	$230	-	$2,760,000
I.9 Final Acceptance - eTax Project Closeout	I.9.1	Project Close-Out Checklist	640	$230	-	$147,200
	I.9.2	Post-Go-Live Assessment	480	$230	-	$110,400
	I.9.3	Project Close-Out Report	150	$230	-	$34,500
I.10 Warranty	I.10	Completion of all Warranty Activities Report				No Charge
				TOTAL FOR IMPLEMENTATION DELIVERABLES		$199,578,360

County of Los Angeles
eTax Solution

Pricing Schedule

Maintenance and Operations
The M&O costs must include all tasks and deliverables required for ongoing M&O of the eTAX Solution, as described in the RFP and documents contained in the Reference Library. All deliverable hours and costs must accurately reflect the level of effort required to complete the Deliverable Groups described in the Maintenance and Operations Plan. All costs will be calculated based on appropriate composite rate for that year.
The Contractor shall note any items subject to California sales tax by checking the box under the column labeled Sales Tax Applicable. However, the Contractor shall not include the sales tax amount for the quoted item in the "Maximum Fixed Price" amount.
It is the responsibility of the Contractor to ensure spreadsheet calculations are correct. All costs must be fully inclusive.

Table 1: Maintenance and Operations

Deliverable Grouping	Year 1	Year 2	Year 3	Year 4	Year 5	Sales Tax	Maximum Fixed
Composite Rate for Application Maintenance	*$256*	*$262*	*$267*	*$272*	*$278*		
Composite Rate for Application Enhancements							
Hours							
Task 1 - M&O Transition	N/A					-	N/A
Task 2 - System Operations Services	8,320	8,320	8,320	8,320	8,320	-	41,600
Task 3 - System Support Services	31,200	31,200	31,200	31,200	31,200	-	156,000
Task 4 - Enhancement and Modification Services						-	0
Task 5 - Security Management Services	4,160	4,160	4,160	4,160	4,160	-	20,800
Task 6 - Turnover Services					N/A	-	N/A
Calculated Costs							
Total Cost for Tasks 1, 2, 3, 5 and 6	$ 11,200,327	$ 11,424,334	$ 11,652,821	$ 11,885,877	$ 12,123,594		$ 58,286,953
Total Cost for Task 4							$ -
TOTAL MAINTENANCE & OPERATIONS	$ 11,200,327	$ 11,424,334	$ 11,652,821	$ 11,885,877	$ 12,123,594		$ 58,286,953

Table 2: Option to Renew - Two One-Year and/or Six Month-to-Month Extensions

Option Year 1	Option Year 2	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Sales Tax	Maximum
$291	*$306*	*$321*	*$321*	*$321*	*$321*	*$321*	*$321*		
								-	N/A
8,320	8,320	693	693	693	693	693	693	-	20,798
31,200	31,200	2,600	2,600	2,600	2,600	2,600	2,600	-	78,000
								-	0
4,160	4,160	347	347	347	347	347	347	-	10,402
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	-	N/A
$ 12,729,774	$ 13,366,263	$ 1,169,548	$ 1,169,548	$ 1,169,548	$ 1,169,548	$ 1,169,548	$ 1,169,548		$33,113,325
									$ -
$ 12,729,774	$ 13,366,263	$ 1,169,548	$ 1,169,548	$ 1,169,548	$ 1,169,548	$ 1,169,548	$ 1,169,548		$33,113,325

County of Los Angeles

eTax Solution

Pricing Schedule

Packaged Software

The Contractor must include all one time, acquisitions, anticipated maintenance costs and specifications for all Contractor or 3rd Party software which are included in the proposed eTAX System as specified in the Contractor's response in Exhibit 14, Response Template 6, Non-Funtional Narrative, of this Soliciation.

Costs shall include any licensing necessary to cover all environments as specified in the Contractor's Response in Exhibit 14, Response Template 6, Non-Funtional Narrative, Infrastructure / Hosting Architecture of this Solicitation. All costs associated with the purchase, delivery, installation, inspection, licenses and production of the software components shall be loaded into the software cost. For determining cost, refer to Exhibit 42, Subparagraph 2.4 for the number of users. The Contractor should also consider the number of public users based on the County's population.

The Contractor shall note any items subject to California sales tax by checking the box under the column labeled Sales Tax Applicable. However, the Contractor shall not include the sales tax amount for the quoted item in the "Maximum Fixed Price" amount.

The Contractor may insert additional rows as required.

It is the responsibility of the Proposer to ensure spreadsheet calculations are correct.

Packaged Software Costs

Item	Manu-	Software Item	License Type	Quantity	Impl. Period	M&O Year 1	M&O Year 2	M&O Year 3	M&O Year 4	M&O Year 5	Sales Tax	Maximum
1	Grant Street Group	TaxSys	Enterprise	1	$23,377,125	$4,500,000	$4,725,000	$4,961,250	$5,209,313	$5,469,778	-	$48,242,466
2	Grant Street Group	EscrowExpress	Enterprise	1	$0	$0	$0	$0	$0	$0	-	$0
3	Grant Street Group	DeedAuction	Enterprise	1	$0	$0	$0	$0	$0	$0	-	$0
			TOTAL PACKAGED SOFTWARE		$23,377,125	$4,500,000	$4,725,000	$4,961,250	$5,209,313	$5,469,778		$48,242,466

Packaged Software Costs: Option to Renew - Two One-Year and/or Six Month-to-Month Extensions

Option Year 1	Option Year 2	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Sales Tax	Maximum
$5,743,267	$6,030,430	$527,663	$527,663	$527,663	$527,663	$527,663	$527,663	-	$14,939,673
$0	$0	$0	$0	$0	$0	$0	$0	-	$0
$0	$0	$0	$0	$0	$0	$0	$0	-	$0
$5,743,267	$6,030,430	$527,663	$527,663	$527,663	$527,663	$527,663	$527,663		$14,939,673

County of Los Angeles

eTax Solution

Pricing Schedule

Cloud Hosting Services
This service will include all components and the services to monitior and manage the environments necessary to host the eTAX System with cloud based infrastructure. The Contractor must provide complete pricing to support the eTAX System as specified in the Contractor's response in Exhibit 14, Response Template 6, Non-Funtional Narrative, Infrastructure / Hosting Architecture of this Solicitation and with the capability to support that will exceed the level of service described in Exhibit A, Statement of Work, Attachment 2, Maintenance and Operation - Service Level Agreements, with transaction and user volumne described in Exhibit A, SOW, Attachment 9, Reference Library, Exhibit 42, eTAX Non-Functional Overview sections,1.1.3 Current Transactional Volumes, 1.1.4 Current System Infrastructure and Data Volumes, 1.1.5 Number of Users. The Contractor shall note any items subject to California sales tax by checking the box under the column labeled Sales Tax Applicable. However, the Contractor shall not include the sales tax amount for the quoted item in the "Maximum Fixed Price" amount. It is the responsibility of the Contractor to ensure spreadsheet calculations are correct.

Table 1. Ongoing Environment Costs

Environment Description	Impl. Period Costs	M&O Year 1 Costs	M&O Year 2 Costs	M&O Year 3 Costs	M&O Year 4 Costs	M&O Year 5 Costs	Sales Tax Applicable	Maximum Fixed Price
Development	$895,664	$179,133	$188,090	$197,494	$207,369	$217,737	-	$1,885,487
Test	$276,282	$55,256	$58,019	$60,920	$63,966	$67,164	-	$581,608
Training *(Demo)*	$501,709	$100,342	$105,359	$110,627	$116,158	$121,966	-	$1,056,160
Pre-Production *(Beta)*	$386,794	$77,359	$81,227	$85,288	$89,553	$94,030	-	$814,251
Production	$640,000	$767,000	$805,350	$845,618	$887,898	$932,293	-	$4,878,159
Stage	$276,282	$55,256	$58,019	$60,920	$63,966	$67,164	-	$581,608
Data	$988,766	$197,753	$0	$0	$0	$0	-	$1,186,519
Verify	$552,563	$110,513	$116,038	$121,840	$127,932	$134,329	-	$1,163,215
Demo & Beta with Mocked Up Data Set	$364,286	$0	$0	$0	$0	$0	-	$364,286
TOTAL FOR HOSTING	$4,882,345	$1,542,612	$1,412,102	$1,482,707	$1,556,842	$1,634,684	-	$12,511,291

Table 2: Option to Renew - Two One-Year and/or Six Month-to-Month Extensions

Option Year 1	Option Year 2	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Sales Tax Applicable	Maximum Fixed Price
$228,624	$240,055	$21,005	$21,005	$21,005	$21,005	$21,005	$21,005	-	$594,708
$70,523	$74,049	$6,479	$6,479	$6,479	$6,479	$6,479	$6,479	-	$183,447
$128,064	$134,468	$11,766	$11,766	$11,766	$11,766	$11,766	$11,766	-	$333,127
$98,732	$103,668	$9,071	$9,071	$9,071	$9,071	$9,071	$9,071	-	$256,826
$978,908	$1,027,853	$89,937	$89,937	$89,937	$89,937	$89,937	$89,937	-	$2,546,384
$70,523	$74,049	$6,479	$6,479	$6,479	$6,479	$6,479	$6,479	-	$183,447
$0	$0	$0	$0	$0	$0	$0	$0	-	$0
$141,045	$148,097	$12,959	$12,959	$12,959	$12,959	$12,959	$12,959	-	$366,894
$0	$0	$0	$0	$0	$0	$0	$0	-	$0
$1,716,418	$1,802,239	$157,696	$157,696	$157,696	$157,696	$157,696	$157,696		$4,464,833

County of Los Angeles

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Pricing Schedule

Reports
Included in Exhibit 13 Funcitonal Requirement Response Template of this Solicitaion are requirements for the Contractor to produce “reports” of three (3) category of complexity: 1. Low Complexity – These are reports which require single queries to the data or have been previously developed and are part of the solution to be implemented, with minimal modification. 2. Medium Complexity – These are reports that may requiring joining data from 1-3 data sources and up to 20 data tables. Operational performance and Program Management reports are often in this category. 3. High complexity – These are reports that may requiring joining data from 4 or more data sources and more than 20 data tables. These may be operational and executive dashboards or trend analysis which support drill-down. Instructions: Provide the number of hours required to complete a single instance of each report type. *The full cost of meeting the reporting requirements should be included in the implementation deliverables outlined on Tab 3.* Implementation. The Contractor shall note any items subject to California sales tax by checking the box under the column labeled Sales Tax Applicable. However, the Contractor shall not include the sales tax amount for the quoted item in the “Maximum Fixed Price” amount.

Report Level of Effort						
Report Complexity	Description	Required Hours to Produce Single Instance	Composite Rate	Required Instances	Sales Tax Applicable	Total Costs
Low	Single query or pre-existing solution report.	1	$211	780	-	$82,290
Medium	1 - 3 queries and no more than 20 joins within a single report -- such as operational performance reports.	5	$211	123	-	$129,765
High	More than 3 queries or more than 20 joins.	80	$211	17	-	$286,960
Total						$499,015

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Pricing Schedule

Assesment Appeals Board (AAB)
The County of Los Angeles is interested in potentially including the implementaiton and support for the AAB in the scope of this project. Instructions: Provide the amount costs will increase if AAB is included in the scope of the eTAX project across the identified cost drivers in the table below. The Contractor shall note any items subject to California sales tax by checking the box under the column labeled Sales Tax Applicable. However, the Contractor shall not include the sales tax amount for the quoted item in the “Maximum Fixed Price” amount.

Table 1. Ongoing Environment Costs

Environment Description	Impl. Period Costs	Year 1 Costs	Year 2 Costs	Year 3 Costs	Year 4 Costs	Year 5 Costs	Sales Tax Applicable	Maximum Fixed Price
Implementation Costs	$0							$0
Maintenance and Operations Costs		$0	$0	$0	$0	$0	-	$0
Software Costs	$0	$0	$0	$0	$0	$0	-	$0
Hosting Costs	$0	$0	$0	$0	$0	$0	-	$0
TOTAL FOR INCLUDING AAB IN THE Etax PROJECT	$0	$0	$0	$0	$0	$0		$0

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eTax Solution

Pricing Schedule

Implementation Payment Schedule

Enter the anticipated total payment; holdbacks (per the RFP) will be calculated based on the negotiated payment schedule.

Implementation Payment Schedule Guidance and Instructions
The County prefers payments are aligned to deliverables or major milestones
The timing of the delivery of the deliverables/milestones must align with the schedule included in the Proposal
The total amount captured in this payment schedule must align with the implementation total amount on the "1. Total Cost Summary" tab (Implementation and Reports rows)
1) Enter the deliverables or milestones to which the payments will be tied.
2) Enter the dollar amount associated with each month.

Implementation Payment Schedule

Payment Milestone	Deliverable Description	Due Date	Payment Amount	Holdback (15%)	Net Payment
1	Data Conversion Kickoff - On site project kick off event - Introduction to TaxSys Standard Format (TSF) - Introduction to Data Conversion Balancing - Review extract and automation plans - Initial list of data sources defined and reviewed - Data conversion site created and provisioned, reviewed with County - Data conversion surveys created, pre-populated from RFP, and delivered to County - Data conversion scaling and rearchitecture roadmap submitted to County for review	Effective Date + 30 Days	$2,000,000	$300,000	$1,700,000
2	Project Management Kickoff - On site project kick off event - Jira and Confluence training - Introduction to TaxSys implementations - Project overview and timeline review - Scope and schedule management review - Communication and escalation review - Introduction to Business Processes - Project Library (Confluence) created - Project Management Plans approved by County, including: 1. Project Status Report Template 2. Issue Management Log 3. Risk Management Log 4. Quality Control Plan 5. Communication Plan 6. Resource and Staffing Plan 7. Data Conversion Plan 8. Scope & Schedule Management Plan 9. Project Work Plan	Effective Date + 60 Days	$2,000,000	$300,000	$1,700,000
3	Data Conversion Test Extract 1 - Extract, load, and analysis of the first test extract	Effective Date + 90 Days	$1,094,800	$164,220	$930,580
3.1	Completed Environments Build - Demo, Beta, Test, Dev, Stage, Production and Verify sites created and provisioned	Effective Date + 90 Days	$478,400	$71,760	$406,640
4	Data Conversion Test Extract 2 - Extract, load, and analysis of the second test extract	Effective Date + 150 Days	$1,094,800	$164,220	$930,580
4.1	Data Research, Discovery, and Analysis - Final data conversion survey evaluation - Q&A sessions with the County - Alignment on initial data conversion scope	Effective Date + 150 Days	$784,800	$117,720	$667,080
5	Application Conversion Kickoff - TaxSys Overview - Gap Analysis Introduction - Introduction to Business Processes - Jira and Confluence Training - Requirements Traceability Plan Creation - RFP requirements mapped to Business Processes - Initial list of Business Process Packages (to be refined via Gap Analysis)	7/31/2026	$2,672,500	$400,875	$2,271,625
6	Data Conversion Test Extract 3 - Extract, load, and analysis of the third test extract	9/30/2026	$1,094,800	$164,220	$930,580
7	Requirements Gathering - Package 1 - Current state surveys and shadowing - Pain points and opportunities identified - Requirements traceability matrix updated - Requirements validation document - Business Process gap analysis - Discussions with third parties regarding interfaces and dependencies - Statutory research and/or industry best practice review - High level user stories - Prioritization, review, and approval of baseline scope *as applicable for each BP in the package	12/31/2026	$4,885,975	$732,896	$4,153,079
8	Automated Data Conversion Extract and Balancing Framework - Balancing framework coded and prepared to receive balancing data (reports provided by County) - Automated recurring data extract from existing systems is finalized - Extract automation process tested by Grant Street and County	4/30/2027	$1,541,000	$231,150	$1,309,850

8.1	Interim Specification Reviews - Package 1 - Iterative review and discussion of select user story specifications - Documented review and approval of specifications for select user stories	4/30/2027	$4,757,855	$713,678	$4,044,177
9	Delivery of Gap Analysis Documentation - Discoveries from initiation period are documented by functional area - Interface Diagram Creation and Maintenance - Annual Events Calendar - Finalized List of Business Process Packages	6/30/2027	$3,931,160	$589,674	$3,341,486
10	Initial Business Process Walkthroughs - Package 1 - Architecture and schema changes identified - Initial functional specifications complete - Initial development estimates - Initial configuration values defined - Defining fields and styling for templates - Reviewing and approving specifications with third parties to gather and incorporate feedback - Writing detailed user stories - Initial Interface Design Documents (IDS) created - Business Process Improvement Reports complete *as applicable for each BP in the package	7/31/2027	$4,512,790	$676,919	$3,835,872
10.1	Administrative Data Verification (Initial) - Data converted in preparation for verification - Creation/review of data verification test plan - On-site or remote execution of the test plan - Review and prioritization of all identified issues	7/31/2027	$920,000	$138,000	$782,000
11	Annual Property Tax Data Verification (Initial) - Data converted in preparation for verification - Creation/review of data verification test plan - On-site or remote execution of the test plan - Review and prioritization of all identified issues	10/31/2027	$1,322,500	$198,375	$1,124,125
12	Requirements Gathering - Package 2 - Current state surveys and shadowing - Pain points and opportunities identified - Requirements traceability matrix updated - Requirements validation document - Business Process gap analysis - Discussions with third parties regarding interfaces and dependencies - Statutory research and/or industry best practice review - High level user stories - Prioritization, review, and approval of baseline scope *as applicable for each BP in the package	11/30/2027	$4,885,975	$732,896	$4,153,079
13	Interim Business Process Demonstration - Package 1 - Iterative demonstration of select user stories in TaxSys - Feedback from each demonstration is documented and dispositioned on a punchlist	12/31/2027	$4,382,855	$657,428	$3,725,427
14	Escape Property Tax Data Verification (Initial) - Data converted in preparation for verification - Creation/review of data verification test plan - On-site or remote execution of the test plan - Review and prioritization of all identified issues	1/31/2028	$1,897,500	$284,625	$1,612,875
15	Interim Specification Reviews - Package 2 - Iterative review and discussion of select user story specifications - Documented review and approval of specifications for select user stories	3/31/2028	$4,757,855	$713,678	$4,044,177
15.1	Business Process Demonstrations - Package 1 - Reports finalized - Configurations finalized - Templates finalized - Role Based Access Controls (RBACs) set - Automated code tests - Functional testing complete - Interface testing complete (with third parties when possible) - Iterative County demonstrations - Business Process approval (ready for integration testing) *as applicable for each BP in the package	3/31/2028	$8,489,125	$1,273,369	$7,215,756
16	Supplemental Property Tax Data Verification (Initial) - Data converted in preparation for verification - Creation/review of data verification test plan - On-site or remote execution of the test plan - Review and prioritization of all identified issues	4/30/2028	$2,357,500	$353,625	$2,003,875
17	Requirements Gathering - Package 3 - Current state surveys and shadowing - Pain points and opportunities identified - Requirements traceability matrix updated - Requirements validation document - Business Process gap analysis - Discussions with third parties regarding interfaces and dependencies - Statutory research and/or industry best practice review - High level user stories - Prioritization, review, and approval of baseline scope *as applicable for each BP in the package	5/31/2028	$4,885,975	$732,896	$4,153,079

18	Initial Business Process Walkthroughs - Package 2 - Architecture and schema changes identified - Initial functional specifications complete - Initial development estimates - Initial configuration values defined - Defining fields and styling for templates - Reviewing and approving specifications with third parties to gather and incorporate feedback - Writing detailed user stories - Initial Interface Design Documents (IDS) created - Business Process Improvement Reports complete *as applicable for each BP in the package	6/30/2028	$4,512,790	$676,919	$3,835,872
19	Administrative Data Verification (Second) - Data converted in preparation for verification - Creation/review of data verification test plan - On-site or remote execution of the test plan - Review and prioritization of all identified issues	7/31/2028	$920,000	$138,000	$782,000
19.1	Annual Property Tax Data Verification (Second) - Data converted in preparation for verification - Creation/review of data verification test plan - On-site or remote execution of the test plan - Review and prioritization of all identified issues	7/31/2028	$1,322,500	$198,375	$1,124,125
20	Interim Specification Reviews - Package 3 - Iterative review and discussion of select user story specifications - Documented review and approval of specifications for select user stories	9/30/2028	$4,757,855	$713,678	$4,044,177
21	Defaulted Property Tax Data Verification (Lien and Redemption) (Initial) - Data converted in preparation for verification - Creation/review of data verification test plan - On-site or remote execution of the test plan - Review and prioritization of all identified issues	10/31/2028	$5,002,500	$750,375	$4,252,125
22	Requirements Gathering - Package 4 - Current state surveys and shadowing - Pain points and opportunities identified - Requirements traceability matrix updated - Requirements validation document - Business Process gap analysis - Discussions with third parties regarding interfaces and dependencies - Statutory research and/or industry best practice review - High level user stories - Prioritization, review, and approval of baseline scope *as applicable for each BP in the package	11/30/2028	$4,885,975	$732,896	$4,153,079
22.1	Interim Business Process Demonstration - Package 2 - Iterative demonstration of select user stories in TaxSys - Feedback from each demonstration is documented and dispositioned on a punchlist	11/30/2028	$4,382,855	$657,428	$3,725,427
23	Initial Business Process Walkthroughs - Package 3 - Architecture and schema changes identified - Initial functional specifications complete - Initial development estimates - Initial configuration values defined - Defining fields and styling for templates - Reviewing and approving specifications with third parties to gather and incorporate feedback - Writing detailed user stories - Initial Interface Design Documents (IDS) created - Business Process Improvement Reports complete *as applicable for each BP in the package	12/31/2028	$4,512,790	$676,919	$3,835,872
24	Payment Plans Data Verification (Initial) - Data converted in preparation for verification - Creation/review of data verification test plan - On-site or remote execution of the test plan - Review and prioritization of all identified issues	1/31/2029	$1,587,000	$238,050	$1,348,950
24.1	Special Taxes Data Verification (Initial) - Data converted in preparation for verification - Creation/review of data verification test plan - On-site or remote execution of the test plan - Review and prioritization of all identified issues	1/31/2029	$517,500	$77,625	$439,875
25	Interim Specification Reviews - Package 4 - Iterative review and discussion of select user story specifications - Documented review and approval of specifications for select user stories	3/31/2029	$4,757,855	$713,678	$4,044,177
26	Business Process Demonstrations - Package 2 - Reports finalized - Configurations finalized - Templates finalized - Role Based Access Controls (RBACs) set - Automated code tests - Functional testing complete - Interface testing complete (with third parties when possible) - Iterative County demonstrations - Business Process approval (ready for integration testing) *as applicable for each BP in the package	4/30/2029	$8,489,125	$1,273,369	$7,215,756
26.1	Apportionment and TIFD Data Verification (Initial) - Data converted in preparation for verification - Creation/review of data verification test plan - On-site or remote execution of the test plan - Review and prioritization of all identified issues	4/30/2029	$4,772,500	$715,875	$4,056,625
27	Interim Business Process Demonstration - Package 3 - Iterative demonstration of select user stories in TaxSys - Feedback from each demonstration is documented and dispositioned on a punchlist	6/30/2029	$4,382,855	$657,428	$3,725,427

28	Initial Business Process Walkthroughs - Package 4 - Architecture and schema changes identified - Initial functional specifications complete - Initial development estimates - Initial configuration values defined - Defining fields and styling for templates - Reviewing and approving specifications with third parties to gather and incorporate feedback - Writing detailed user stories - Initial Interface Design Documents (IDS) created - Business Process Improvement Reports complete *as applicable for each BP in the package	7/31/2029	$4,512,790	$676,919	$3,835,872
28.1	Escape Property Tax Data Verification (Second) - Data converted in preparation for verification - Creation/review of data verification test plan - On-site or remote execution of the test plan - Review and prioritization of all identified issues	7/31/2029	$1,897,500	$284,625	$1,612,875
28.2	Supplemental Property Tax Data Verification (Second) - Data converted in preparation for verification - Creation/review of data verification test plan - On-site or remote execution of the test plan - Review and prioritization of all identified issues	7/31/2029	$2,357,500	$353,625	$2,003,875
29	Defaulted Property Tax Data Verification (Lien and Redemption) (Second) - Data converted in preparation for verification - Creation/review of data verification test plan - On-site or remote execution of the test plan - Review and prioritization of all identified issues	10/31/2029	$5,002,500	$750,375	$4,252,125
29.1	Payment Plans Data Verification (Second) - Data converted in preparation for verification - Creation/review of data verification test plan - On-site or remote execution of the test plan - Review and prioritization of all identified issues	10/31/2029	$1,587,000	$238,050	$1,348,950
30	Business Process Demonstrations - Package 3 - Reports finalized - Configurations finalized - Templates finalized - Role Based Access Controls (RBACs) set - Automated code tests - Functional testing complete - Interface testing complete (with third parties when possible) - Iterative County demonstrations - Business Process approval (ready for integration testing) *as applicable for each BP in the package	11/30/2029	$8,489,125	$1,273,369	$7,215,756
31	Special Taxes Data Verification (Second) - Data converted in preparation for verification - Creation/review of data verification test plan - On-site or remote execution of the test plan - Review and prioritization of all identified issues	1/31/2030	$517,500	$77,625	$439,875
31.1	Apportionment and TIFD Data Verification (Second) - Data converted in preparation for verification - Creation/review of data verification test plan - On-site or remote execution of the test plan - Review and prioritization of all identified issues	1/31/2030	$4,772,500	$715,875	$4,056,625
32	Interim Business Process Demonstration - Package 4 - Iterative demonstration of select user stories in TaxSys - Feedback from each demonstration is documented and dispositioned on a punchlist	2/28/2030	$4,382,855	$657,428	$3,725,427
33	Integration Test Plans - Testing dates identified for each round of Integration Testing - Initial test plans are complete with high level business processes and user stories covered in each round - Initial test plans are reviewed with the County - County feedback is documented and dispositioned	6/30/2030	$1,725,000	$258,750	$1,466,250
34	System Architecture - Infrastructure/Hosting Design Diagram - Network and System Monitoring Architecture - Data Architecture and Data Management - Integration and API Management - Customization and Extensibility	7/31/2030	$73,600	$11,040	$62,560
34.1	System Security Plan - Security archietcture and key security features - Security protection framework - Policies for provisioning and deprovisioning users - Security risks and concerns	7/31/2030	$115,000	$17,250	$97,750
34.2	Business Process Demonstrations - Package 4 - Reports finalized - Configurations finalized - Templates finalized - Role Based Access Controls (RBACs) set - Automated code tests - Functional testing complete - Interface testing complete (with third parties when possible) - Iterative County demonstrations - Business Process approval (ready for integration testing) *as applicable for each BP in the package	7/31/2030	$8,489,125	$1,273,369	$7,215,756
35	Test Plans (Updated) - Regression Testing scripts shared with County - Load/Stress/Performance process defined and approved - Back-up and Recovery process defined and approved	9/30/2030	$500,000	$75,000	$425,000

35.1	Balancing Flag Failures - Review Balancing Flag Failure / QA Process - Current state of data metrics defined and shared - Initial target metrics for go-live set and approved	9/30/2030	$4,427,500	$664,125	$3,763,375
35.2	Full Data Verification (All Areas) - Data converted in preparation for verification - Creation/review of data verification test plan - On-site or remote execution of the test plan - Review and prioritization of all identified issues	9/30/2030	$4,427,500	$664,125	$3,763,375
36	Super User Training - Users who will participate in Integration Testing identified - Super User training plan documented and reviewed with County - Feedback regarding materials documented and dispositioned - Super User training complete	10/31/2030	$644,000	$96,600	$547,400
37	Integration Testing 1 - Test cases, assignments, data sets, and dates are defined - On site facilitation of core integration testing processes - Remote facilitation of auxillary processes where appropriate - Testing statistics reviewed in recap meeting - Punchlist of issues and enhancements have been documented and prioritized - Retesting approach approved by County	11/30/2030	$4,025,000	$603,750	$3,421,250
38	Delivery of Training Plans - Training courses, audiences, and dates documented and review with County - Feedback is documented and prioritized	2/28/2031	$299,000	$44,850	$254,150
39	Integration Testing 2 - Test cases, assignments, data sets, and dates are defined - On site facilitation of core integration testing processes - Remote facilitation of auxillary processes where appropriate - Testing statistics reviewed in recap meeting - Punchlist of issues and enhancements have been documented and prioritized - Retesting approach approved by County	3/31/2031	$4,025,000	$603,750	$3,421,250
40	Final Integration Testing (UAT) - Test cases, assignments, data sets, and dates are defined - On site facilitation of core integration testing processes - Remote facilitation of auxillary processes where appropriate - Testing statistics reviewed in recap meeting - Punchlist of issues and enhancements have been documented and prioritized - Retesting approach approved by County	5/31/2031	$5,310,000	$796,500	$4,513,500
40.1	End User Training - Training materials are published for County review - Feedback is documented and incorporated where appropriate - On site, remote, and video training is complete for identified end users	5/31/2031	$195,000	$29,250	$165,750
41	Delivery of Go-Live Deployment Plan - Go-Live Deployment plan is documented and reviewed with County - Calendar and assignments are defined for each step in the cutover - Relevant steps are reviewed and approved by external stakeholders	6/30/2031	$184,000	$27,600	$156,400
41.1	Delivery of Support Plan - Support plan document is published and reviewed with County - Issue resolution process is defined and approved - Escalation procedures are defined - Ongoing meeting cadence and purpose is defined and approved	6/30/2031	$184,000	$27,600	$156,400
41.2	Go Live Rehearsal - Go-Live Rehearsal participants are identified and schedule is defined - Final data conversion process is rehearsed in the exact order of the Deployment Plan where possible - Third parties and external stakeholders involved where applicable - Functional parallel between existing system and TaxSys is complete - Select processes are identified and tested in preparation for the weeks following go-live - Punchlist of issues has been documented and prioritized	6/30/2031	$5,083,000	$762,450	$4,320,550
42	Final Data Conversion - Converted data is ready for deployment to Production - Data is validated in Production before being available to the public - County and Grant Street mutually agree to resolution plan for remaining punchlist items	7/14/2031	$2,760,000	$414,000	$2,346,000
42.1	System Acceptance - Go Live - Go-Live Deployment Plan is successfully executed - TaxSys is the system of record - Legacy systems decommissioned	7/14/2031	$3,748,000	$562,200	$3,185,800
43	Final Acceptance - eTAX Project Close-out - Project Close-Out checklist is complete - Project Close-Out report produced and reviewed with County - Post Go-Live Assessment complete	9/30/2031	$292,100	$43,815	$248,285
-	Final Holdback Repayment (15% of total project cost)	9/30/2031	-	-	$29,936,754
TOTAL IMPLEMENTATION FEE					**$199,578,360**

County of Los Angeles

eTax Solution

Pricing Schedule

M&O Payment Schedule

Maintenance and Operations Payment Schedule Guidance/Instructions
The County has established assumptions related to the M&O payment schedule
The Contractor should enter any changes to these assumptions

Assumptions:

The Transition deliverable cost will be aligned with the cost captured on the 4. M&O tab and The County will pay once all associated deliverables are approves (Months 1-3 of M&O).
The County will pay the costs associated with Service 2 and 3 annually, net of any adjustments due to SLA performance
The County will pay for Service O.4 Enhancements and Modifications in alignment with the approved SOW for each change
If required, The County will pay for Service O.5 M&O Turn-Over services in the final month of the 5 year M&O period.

Implementation Payment Schedule

Year	Month	Milestone(s)/ Deliverable(s)	Amount
Partial	30 days after Effective Date	TaxSys Annual Subscription Fee (Implementation Year 1)	$3,230,031
Year 1	7/1/2026	TaxSys Annual Subscription Fee (Implementation Year 2)	$5,006,252
Year 2	7/1/2027	TaxSys Annual Subscription Fee (Implementation Year 3)	$4,884,672
Year 3	7/1/2028	TaxSys Annual Subscription Fee (Implementation Year 4)	$4,945,234
Year 4	7/1/2029	TaxSys Annual Subscription Fee (Implementation Year 5)	$5,005,797
Year 5	7/1/2030	TaxSys Annual Subscription Fee (Implementation Year 6)	$5,187,484
		Total Payments	$28,259,470

M&O Payment Schedule

Year	Month	Milestone(s)/ Deliverable(s)	Amount
Year 1	7/1/2031	TaxSys Annual Subscription Fee (M&O Year 1)	$17,242,939
Year 2	7/1/2032	TaxSys Annual Subscription Fee (M&O Year 2)	$17,561,436
Year 3	7/1/2033	TaxSys Annual Subscription Fee (M&O Year 3)	$18,096,777
Year 4	7/1/2034	TaxSys Annual Subscription Fee (M&O Year 4)	$18,652,032
Year 5	7/1/2035	TaxSys Annual Subscription Fee (M&O Year 5)	$19,228,057
		Total Payments	$ 90,781,240

M&O Payment Schedule - Option to Renew Years

Year	Month	Milestone(s)/ Deliverable(s)	Amount
Option Year 1	7/1/2036	TaxSys Annual Subscription Fee (Option Year 1)	$20,189,460
Option Year 2	7/1/2037	TaxSys Annual Subscription Fee (Option Year 2)	$21,198,933
Option Year 3 Mo	7/1/2038	TaxSys Annual Subscription Fee (Monthly)	$1,854,907
Option Year 3 Mo	8/1/2038	TaxSys Annual Subscription Fee (Monthly)	$1,854,907
Option Year 3 Mo	9/1/2038	TaxSys Annual Subscription Fee (Monthly)	$1,854,907
Option Year 3 Mo	10/1/2038	TaxSys Annual Subscription Fee (Monthly)	$1,854,907
Option Year 3 Mo	11/1/2038	TaxSys Annual Subscription Fee (Monthly)	$1,854,907
Option Year 3 Mo	12/1/2038	TaxSys Annual Subscription Fee (Monthly)	$1,854,907
		Total Payments	$ 52,517,832

County of Los Angeles
eTax Solution

Pricing Schedule

Cost Assumptions

The Contractor must state all assumptions upon which its pricing is being determined. Assumptions shall not conflict with the Terms and Conditions or Mandatory Requirements of this RFP, and shall not change the requested scope of the RFP as described in this solicitation. Assumptions that conflict with the requested products/services, mandatory requirements, Terms and Conditions or other language of the RFP or its supporting documents will be invalid and will be interpreted in favor of the RFP language. The County may disqualify the Proposal if, in its discretion, it determines that assumptions stated here cause the Proposal to inaccurately represent the costs for scope described in the Proposal, or meet the needs as described in this RFP. The Contractor must provide a clear understanding to The County of the cost impact to The County if any assumption is determined to be invalid; The County may use these values in consideration of the Cost Proposal.

Instructions: Complete the Table below using as many rows as needed. Clearly describe the location of references to the RFP and/or Proposal, description of the assumption, rationale for the need of the assumption, and the cost impact to The County should the assumption be invalid. Insert additional rows as needed.

Table 1. Cost Assumptions

Item #	Proposal Section,	Description	Rationale	Cost Impact If The Assumption is
1	Template 10 - Pricing Schedule, tab 7. Reports	Reports	TaxSys has a robust reporting tool that allows the County to access all TaxSys data at the finest level of granularity. The vast majority of reports should require no special coding, and we consider providing these reports to be a part of the Business Process development during the implementation. This service is also included in your annual subscription fee post go live. Note that we have included the Reporting cost in our total Implementation Fee (Tab 3). Therefore, on the Total Cost Summary tab, the Total Cost during the implementation does not include cell C12 (Reporting).	-
2	Functional Requirements, SDT-3-60-1	DeedAuction	In order to provide a seamless bidder and County user experience and to meet the bidder management and sale management requirements, DeedAuction (a value-added service that integrates with TaxSys) must be used for online tax sales. There is no fee to the County for this service. Grant Street shall assess auction registrants a $54 non-refundable payment processing fee for deposit payments, and a $54 settlement fee per parcel to the winning bidder. After the first tax defaulted sale, the processing fee and settlement fee will escalate annually at a rate of 5%.	-
3	Functional Requirements, COL-3-1 -25	EscrowExpress	EscrowExpress (a value-added service that integrates real-time with TaxSys) will be used to meet the CORTAC payment processing requirements. There is no fee to the County for this service. Grant Street will collect $0.75 per installment paid directly from entities making such escrow tax payments.	-
4	Template 10 - Pricing Schedule, tab 8. AAB (Optional Scope)	AAB	For risk mitigation purposes, we do not recommend building an AAB Portal at the same time as the TaxSys Implementation. If the County is interested in pursuing an AAB Portal after the TaxSys go-live, we would be happy to talk in more detail about your requirements and corresponding cost.	TBD, pending requirements and scoping discussions
5	Template 5 - Functional Requirements Matrix	Interface Changes	We will build one version of each interface for each Business Process (e.g. Assessor System interfaces, Accounting interfaces, etc). In the event that an external system changes during the implementation or post go-live, requiring an interface to be rebuilt or changed, the County would need to pay for the additional development required at the implementation or M&O hourly rate. We would need third-party cooperation to successfully complete the additional required development. The cost impact if an interface changes would depend on the scope and estimates for the rework.	TBD, based on scope of required rework
6	Template 10 - Pricing, all tabs	Dollar Amount Display	While filling out this template, each of the dollar amounts and rates are displayed at the nearest dollar amount for ease of reading. However, all calculations use the full numeric value, including decimal values.	-
7	Template 10 - Pricing - tab 2. Labor Rates	Hourly Rate	We project the TaxSys implementation starting in 2026, and the M&O period beginning July 2031. All hourly rates are as-of those years.	-
8	Template 10 - Pricing - tab 10. M&O Payment Schedule	TaxSys Annual Subscription Fee	Our TaxSys Annual Subscription fee is paid annually in advance. The first year Subscription Fee would be payable immediately following the TaxSys Go-Live.	-
9	Template 10 - Pricing - tab 10. M&O Payment Schedule	TaxSys Annual Subscription Fee	We have included the yearly costs for Packaged Software, Hosting, and M&O Tasks 1, 2, 3, 5, and 6. This does not include M&O Task 4, Enhancements, as we understand those payments will be made only in accordance with an approved SOW, as needed.	-
10	Template 10 - Pricing - tab 4. M&O	Turnover Services	As mentioned in the Maintenance & Operations redlines, the TaxSys support model requires that Grant Street maintain M&O services for the life of the agreement, and they cannot be transitioned in-house or to another vendor while using the TaxSys software. Therefore, we have entered 'N/A' in Cell G19 of Template 10 - Pricing - tab 4. M&O.	-
11	Template 10 - Pricing - tab 4. M&O	M&O Transition Services	The transition services from Implementation to M&O are included in the Implementation Fee and don't require additional charges. Therefore, we have entered 'N/A' in cell C14 of Template 10 - Pricing - tab 4. M&O.	-

COUNTY'S ADMINISTRATION

CONTRACT NO. Click or tap here to enter text.

COUNTY'S PROJECT DIRECTOR:

Name:	TBD
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Address:	
Telephone:	
E-mail Address:	

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COUNTY'S PROJECT MONITOR:

Name:	**TBD**
Title:	
Address:	
Telephone:	
E-mail Address:	

COUNTY'S ADMINISTRATION

CONTRACTS' SECTION – CONTRACT MONITOR:

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CONTRACT NO. _____

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EXHIBIT E

CONTRACTOR'S ADMINISTRATION

CONTRACTOR'S NAME: Grant Street Group
CONTRACT NO. Click or tap here to enter text.

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CONTRACTOR'S AUTHORIZED OFFICIAL(S)

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NOTICES TO CONTRACTOR

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E-mail Address:	dan.veres@grantstreet.com

FORMS REQUIRED AT THE TIME OF CONTRACT EXECUTION

IT CONTRACTS

F1-IT CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY, AND COPYRIGHT ASSIGNMENT REPRESENTATION AGREEMENT

CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY, AND COPYRIGHT ASSIGNMENT REPRESENTATION AGREEMENT

Contractor Name: Click or tap here to enter text. Contract No. Click or tap here to enter text.

GENERAL INFORMATION:

The Contractor referenced above has entered into a contract with the County of Los Angeles to provide certain services (the "Contract") to the County. The County requires the Contractor to sign this Contractor Acknowledgement and Confidentiality Agreement ("Contractor Acknowledgement"). To the extent of any conflict between the terms of this Contractor Acknowledgement and the terms of the Contract, the terms of the Contract shall control.

CONTRACTOR ACKNOWLEDGEMENT:

Contractor understands and agrees that the Contractor's employees, consultants, Outsourced Vendors and independent contractors ("Contractor's Staff"), who will provide services in the Contract are Contractor's sole responsibility. Contractor further acknowledges that it is responsible for the actions of Contractor's Staff in connection with the performance of the Contract. Contractor understands and agrees that Contractor's Staff must rely exclusively upon Contractor for payment of salary and any and all other benefits payable by virtue of Contractor's Staff's performance of work under the above-referenced Contract.

Contractor understands and agrees that Contractor's Staff are not employees of the County of Los Angeles for any purpose whatsoever and that Contractor's Staff do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced Contract. Contractor understands and agrees that Contractor's Staff will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

CONFIDENTIALITY AGREEMENT:

Contractor and Contractor's Staff may be involved with work pertaining to services provided by the County of Los Angeles and, if so, Contractor and Contractor's Staff may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, Contractor and Contractor's Staff may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. Contractor and Contractor's Staff understand that if they are involved in County work, the County must ensure that Contractor and Contractor's Staff will protect the confidentiality of such data and information. Consequently, Contractor must sign this Confidentiality Agreement as a condition of work to be provided by Contractor's Staff for the County.

Contractor hereby agrees that it and Contractor's Staff will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced Contract between Contractor and the County of Los Angeles. Contractor agrees to forward all requests for the release of any data or information received to County's Project Manager.

Contractor agrees that it and Contractor's Staff must keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, County proprietary information, and all other original materials produced, created, or provided to Contractor and Contractor's Staff under the above-referenced Contract. Contractor agrees that it and Contractor's Staff will protect these confidential materials against disclosure to other than Contractor or County employees, who have a need to know the information. Contractor agrees that if proprietary information supplied by other County vendors is provided to Contractor or Contractor's Staff under this Contract, Contractor and Contractor's Staff must keep such information confidential.

CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY, AND COPYRIGHT ASSIGNMENT REPRESENTATION AGREEMENT

Contractor agrees to report any and all violations of this agreement by Contractor and Contractor's Staff and/or by any other person of whom Contractor (including "Contractor's Staff") become aware.

Contractor acknowledges that violation of this agreement may subject Contractor and Contractor's Staff to civil and/or criminal action and that the County of Los Angeles may seek all possible legal redress.

COPYRIGHT ASSIGNMENT REPRESENTATION:

Contractor represents that each of Contractor's Staff have entered into agreements with their employer, whereby they have assigned to their employer all intellectual property rights in all work products, which they create in the scope of their employment.

SIGNATURE: Click or tap here to enter text. DATE: Click or tap here to enter text.

PRINTED NAME: Click or tap here to enter text.

POSITION: Click or tap here to enter text.

THERE'S A BETTER CHOICE.
SAFELY SURRENDER YOUR BABY.
Any fire station. Any hospital. Any time.
1.877.222.9723
BabySafeLA.org
No shame | No blame | No names
21
FIRE STATION
98

Some parents of newborns can find themselves in difficult circumstances. Sadly, babies are sometimes harmed or abandoned by parents who feel that they're not ready or able to raise a child. Many of these mothers or fathers are afraid and don't know where to turn for help.

This is why California has a Safely Surrendered Baby Law, which gives parents the choice to legally leave their baby at any hospital or fire station in Los Angeles County.

FIVE THINGS YOU NEED TO KNOW ABOUT BABY SAFE SURRENDER

1. Your newborn can be surrendered at any hospital or fire station in Los Angeles County up to 72 hours after birth.
2. You must leave your newborn with a fire station or hospital employee.
3. You don't have to provide your name.
4. You will only be asked to voluntarily provide a medical history.
5. You have 14 days to change your mind; a matching bracelet (parent) and anklet (baby) are provided to assist you if you change your mind.

No shame | No blame | No names

BabySafeLA.org

ABOUT THE BABY SAFE SURRENDER PROGRAM

In 2002, a task force was created under the guidance of the Children's Planning Council to address newborn abandonment and to develop a strategic plan to prevent this tragedy.

Los Angeles County has worked hard to ensure that the Safely Surrendered Baby Law prevents babies from being abandoned. We're happy to report that this law is doing exactly what it was designed to do: save the lives of innocent babies. Visit BabySafeLA.org to learn more.

No shame | No blame | No names

ANY FIRE STATION.
ANY HOSPITAL.
ANY TIME.

1.877.222.9723
BabySafeLA.org

THERE'S A BETTER CHOICE.
SAFELY SURRENDER YOUR BABY.

BabySafeLA.org

No shame | No blame | No names

FROM SURRENDER TO ADOPTION: ONE BABY'S STORY

Los Angeles County firefighter Ted and his wife Becki were already parents to two boys. But when they got the call asking if they would be willing to care for a premature baby girl who'd been safely surrendered at a local hospital, they didn't hesitate.

Baby Jenna was tiny, but Ted and Becki felt lucky to be able to take her home. "We had always wanted to adopt," Ted says, "but taking home a vulnerable safely surrendered baby was even better. She had no one, but now she had us. And, more importantly, we had her."

Baby Jenna has filled the longing Ted and Becki had for a daughter—and a sister for their boys. Because her birth parent safely surrendered her when she was born, Jenna is a thriving young girl growing up in a stable and loving family.

ANSWERS TO YOUR QUESTIONS

Who is legally allowed to surrender the baby?
Anyone with lawful custody can drop off a newborn within the first 72 hours of birth.

Do you need to call ahead before surrendering a baby?
No. A newborn can be surrendered anytime, 24 hours a day, 7 days a week, as long as the parent or guardian surrenders the child to an employee of the hospital or fire station.

What information needs to be provided?
The surrendering adult will be asked to fill out a medical history form, which is useful in caring for the child. The form can be returned later and includes a stamped return envelope. No names are required.

What happens to the baby?
After a complete medical exam, the baby will be released and placed in a safe and loving home, and the adoption process will begin.

What happens to the parent or surrendering adult?
Nothing. They may leave at any time after surrendering the baby.

How can a parent get a baby back?
Parents who change their minds can begin the process of reclaiming their baby within 14 days by calling the Los Angeles County Department of Children and Family Services at (800) 540-4000.

If you're unsure of what to do:
You can call the hotline 24 hours a day, 7 days a week and anonymously speak with a counselor about your options or have your questions answered.

1.877.222.9723 or BabySafeLA.org
English, Spanish and 140 other languages spoken.

Title 2 ADMINISTRATION
Chapter 2.206
DEFAULTED PROPERTY TAX REDUCTION PROGRAM

2.206.010 Findings and declarations.
2.206.020 Definitions.
2.206.030 Applicability.
2.206.040 Required solicitation and contract language.
2.206.050 Administration and compliance certification.
2.206.060 Exclusions/Exemptions.
2.206.070 Enforcement and remedies.
2.206.080 Severability.

2.206.010 Findings and declarations.

The Board of Supervisors finds that significant revenues are lost each year as a result of taxpayers who fail to pay their tax obligations on time. The delinquencies impose an economic burden upon the County and its taxpayers. Therefore, the Board of Supervisors establishes the goal of ensuring that individuals and businesses that benefit financially from contracts with the County fulfill their property tax obligation. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.020 Definitions.

The following definitions shall be applicable to this chapter:

A. “Contractor” shall mean any person, firm, corporation, partnership, or combination thereof, which submits a bid or proposal or enters into a contract or agreement with the County.

B. “County” shall mean the county of Los Angeles or any public entities for which the Board of Supervisors is the governing body.

C. “County Property Taxes” shall mean any property tax obligation on the County's secured or unsecured roll; except for tax obligations on the secured roll with respect to property held by a Contractor in a trust or fiduciary capacity or otherwise not beneficially owned by the Contractor.

D. “Department” shall mean the County department, entity, or organization responsible for the solicitation and/or administration of the contract.

E. “Default” shall mean any property tax obligation on the secured roll that has been deemed defaulted by operation of law pursuant to California Revenue and Taxation Code section 3436; or any property tax obligation on the unsecured roll that remains unpaid on the applicable delinquency date pursuant to California Revenue and Taxation Code section 2922; except for any property tax obligation dispute pending before the Assessment Appeals Board.

F. “Solicitation” shall mean the County’s process to obtain bids or proposals for goods and services.

G. “Treasurer-Tax Collector” shall mean the Treasurer and Tax Collector of the County of Los Angeles. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.030 Applicability.

This chapter shall apply to all solicitations issued 60 days after the effective date of the ordinance codified in this chapter. This chapter shall also apply to all new, renewed, extended, and/or amended contracts entered into 60 days after the effective date of the ordinance codified in this chapter. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.040 Required solicitation and contract language.

All solicitations and all new, renewed, extended, and/or amended contracts shall contain language which:

A. Requires any Contractor to keep County Property Taxes out of Default status at all times during the term of an awarded contract;

B. Provides that the failure of the Contractor to comply with the provisions in this chapter may prevent the Contractor from being awarded a new contract; and

C. Provides that the failure of the Contractor to comply with the provisions in this chapter may constitute a material breach of an existing contract, and failure to cure the breach within ten days of notice by the County by paying the outstanding County Property Tax or making payments in a manner agreed to and approved by the Treasurer-Tax Collector, may subject the contract to suspension and/or termination. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.050 Administration and compliance certification.

A. The Treasurer-Tax Collector shall be responsible for the administration of this chapter. The Treasurer-Tax Collector shall, with the assistance of the Chief Executive Officer, Director of Internal Services, and County Counsel, issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other departments.

B. Contractor shall be required to certify, at the time of submitting any bid or proposal to the County, or entering into any new contract, or renewal, extension or amendment of an existing contract with the County, that it is in compliance with this chapter is not in Default on any County Property Taxes or is current in payments due under any approved payment arrangement. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.060 Exclusions/Exemptions.

A. This chapter shall not apply to the following contracts:

1. Chief Executive Office delegated authority agreements under $50,000;
2. A contract where federal or state law or a condition of a federal or state program mandates the use of a particular contractor;
3. A purchase made through a state or federal contract;
4. A contract where state or federal monies are used to fund service related programs, including but not limited to voucher programs, foster care, or other social programs that provide immediate direct assistance;
5. Purchase orders under a master agreement, where the Contractor was certified at the time the master agreement was entered into and at any subsequent renewal, extension and/or amendment to the master agreement.
6. Purchase orders issued by Internal Services Department under $100,000 that is not the result of a competitive bidding process.
7. Program agreements that utilize Board of Supervisors' discretionary funds;
8. National contracts established for the purchase of equipment and supplies for and by the National Association of Counties, U.S. Communities Government Purchasing Alliance, or any similar related group purchasing organization;
9. A monopoly purchase that is exclusive and proprietary to a specific manufacturer, distributor, reseller, and must match and inter-member with existing supplies, equipment or systems maintained by the county pursuant to the Los Angeles Purchasing Policy and Procedures Manual, section P-3700 or a successor provision;
10. A revolving fund (petty cash) purchase pursuant to the Los Angeles County Fiscal Manual, section 4.6.0 or a successor provision;
11. A purchase card purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, section P-2810 or a successor provision;
12. A non-agreement purchase worth a value of less than $5,000 pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, section A-0300 or a successor provision; or
13. A bona fide emergency purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual section P-0900 or a successor provision;
14. Other contracts for mission critical goods and/or services where the Board of Supervisors determines that an exemption is justified.

B. Other laws. This chapter shall not be interpreted or applied to any Contractor in a manner inconsistent with the laws of the United States or California. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.070 Enforcement and remedies.

A. The information furnished by each Contractor certifying that it is in compliance with this chapter shall be under penalty of perjury.

B. No Contractor shall willfully and knowingly make a false statement certifying compliance with this chapter for the purpose of obtaining or retaining a County contract.

C. For Contractor's violation of any provision of this chapter, the County department head responsible for administering the contract may do one or more of the following:

1. Recommend to the Board of Supervisors the termination of the contract; and/or,

2. Pursuant to chapter 2.202, seek the debarment of the contractor; and/or

3. Recommend to the Board of Supervisors that an exemption is justified pursuant to Section 2.206.060.A.14 of this chapter or payment deferral as provided pursuant to the California Revenue and Taxation Code. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.080 Severability.

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. No. 2009-0026 § 1 (part), 2009.)

INFORMATION SECURITY AND PRIVACY REQUIREMENTS EXHIBIT

The County of Los Angeles ("County") is committed to safeguarding the Integrity of the County systems, Data, Information and protecting the privacy rights of the individuals that it serves. This Exhibit to the Contract "Information Security and Privacy Requirements Exhibit," ("Exhibit I") sets forth in detail the County and the Contractor's commitment and agreement to fulfill each of their obligations under applicable State or federal laws, rules, or regulations, as well as applicable industry standards concerning privacy, Data protections, Information Security, Confidentiality, Availability, and Integrity of such Information. The Contractor shall establish all Information Security and Privacy Requirements within ten business days prior to the Effective Date of the Contract and maintain all Information Security and Privacy Requirements throughout the entire Contract term.

These requirements and procedures contained in this "Exhibit I" are incorporated by reference into the Terms and Conditions of the Contract and constitute a minimum standard for Information Security and Privacy Requirements in conjunction with the requirements of the Contract between the County and Contractor (the "Contract"). It is the Contractor's sole obligation to: (i) implement appropriate and reasonable measures to secure and protect its systems, County systems, to the extent Contractor has access, and all County Information against internal and external Threats and Risks; and (ii) continuously review and revise all measures pertaining to any ongoing Threats and Risks. Failure to comply with the minimum Information Security and Privacy Requirements set forth in this "Exhibit I" herein incorporated by reference into the Terms and Conditions of the Contract shall constitute a material breach of Contract by the Contractor, entitling the County, in addition to the cumulative of all other remedies available to it at law, in equity, or under the Contract, to terminate the Contract as provided therein. The Terms and Conditions of the Contract shall govern and control unless stated otherwise in the Contract.

1. DEFINITIONS

Unless otherwise defined in the Contract, the definitions herein contained are specific to the uses within this exhibit.

a. **Availability:** the condition of Information being accessible and usable upon demand by an authorized entity (Workforce Member or process).

b. **Confidentiality:** the condition that Information is not disclosed to system entities (users, processes, devices) unless they have been authorized to access the Information.

c. **County Information:** all Data and Information belonging to the County.

d. **Data:** a subset of Information comprised of qualitative or quantitative values.

e. **Incident:** an actual occurrence or imminent potential occurrence that will or is reasonably likely to jeopardize the confidentiality, integrity, or availability of Information Technology or results in the misuse, compromise, or unauthorized access or acquisition of the Data or Information for any systems that process, store, or transmit, or that constitute significant violation of County policy.

f. **Information:** any communication or representation of knowledge or understanding such as facts, Data, or opinions in any medium or form, including electronic, textual, numerical, graphic, cartographic, narrative, or audiovisual.

g. **Information Security Policy:** high level statements of intention and direction of an organization used to create an organization's Information Security Program as formally expressed by its top management.

h. **Information Security Program:** formalized and implemented Information Security Policies, standards and procedures that are documented describing the program management safeguards and common controls in place or those planned for meeting the County's information security requirements.

i. **Information System:** a discrete set of information resources organized for the collection, processing, maintenance, use, sharing, dissemination, or disposition of information.

j. **Information Technology:** any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of Data or Information.

k. **Integrity:** the condition whereby Data or Information has not been improperly modified or destroyed and authenticity of the Data or Information can be ensured.

l. **Mobile Device Management (MDM):** software that allows Information Technology administrators to control, secure, and enforce policies on smartphones, tablets, and other endpoints.

m. **Privacy Policy:** high level statements of intention and direction of an organization used to create an organization's Privacy Program as formally expressed by its top management.

n. **Privacy Program:** a formal document that provides an overview of an organization's privacy program, including a description of the structure of the privacy program, the resources dedicated to the privacy program, the role of the organization's privacy official and other staff, the strategic goals and objectives of the Privacy Program, and the program management controls and common controls in place or planned for meeting applicable privacy requirements and managing privacy risks.

o. **Risk:** a measure of the extent to which the County is threatened by a potential circumstance or event, Risk is typically a function of: (i) the adverse impacts that would arise if the circumstance or event occurs; and (ii) the likelihood of occurrence.

p. **Threat:** any circumstance or event with the imminent potential that will or is reasonably likely to adversely impact County operations (including mission,

functions, image, or reputation), organizational assets, individuals, or other organizations through an Information System via unauthorized access, destruction, disclosure, modification of Information, and/or denial of service.

q. **Vulnerability:** a weakness in a system, application, network or process that is subject to exploitation or misuse.

r. **Workforce Member:** employees, volunteers, and other persons whose conduct, in the performance of work for Los Angeles County, is under the direct control of Los Angeles County, whether or not they are paid by Los Angeles County. This includes, but may not be limited to, full- and part-time elected or appointed officials, employees, affiliates, associates, students, volunteers, and staff from third-party entities who provide service to the County.

2. INFORMATION SECURITY AND PRIVACY PROGRAMS

a. **Information Security Program.** The Contractor shall at all times maintain a company-wide Information Security Program designed to evaluate and address Risks to the Confidentiality, Availability, and Integrity of the County Information and County Systems covered under this Contract.

Contractor's Information Security Program shall include the creation and maintenance of Information Security Policies, standards, and procedures. Information Security Policies, standards, and procedures shall be communicated to all Contractor employees in a relevant, accessible, and understandable form and will be regularly reviewed and evaluated to ensure operational effectiveness, compliance with all applicable laws and regulations, and addresses new and emerging Threats and Risks.

The Contractor shall exercise the same degree of care in safeguarding and protecting County Information that the Contractor exercises with respect to its own Information and Data, but in no event less than a reasonable degree of care. The Contractor will implement, maintain, and use appropriate administrative, technical, and physical security measures to preserve the Confidentiality, Integrity, and Availability of County Information.

The Contractor's Information Security Program shall:

- Protect the Confidentiality, Integrity, and Availability of County Information in the Contractor's possession or control;
- Protect against any anticipated Threats or hazards to the Confidentiality, Integrity, and Availability of County Information;
- Protect against unauthorized or unlawful access, use, disclosure, alteration, or destruction of County Information;
- Protect against accidental loss or destruction of, or damage to, County Information; and
- Safeguard County Information in compliance with any applicable laws and regulations which apply to the Contractor.

b. **Privacy Program.** The Contractor shall establish and maintain a company-wide Privacy Program designed to incorporate Privacy Policies and practices in

its business operations to provide safeguards for Information, including County Information. The Contractor's Privacy Program shall include the development of and ongoing reviews and updates to Privacy Policies, guidelines, procedures, and appropriate workforce privacy training within its organization. These Privacy Policies, guidelines, procedures, and appropriate training shall be provided to all Contractor employees, agents, and volunteers. The Contractor's Privacy Policies, guidelines, and procedures shall be continuously reviewed and updated for effectiveness and compliance with applicable laws and regulations and to appropriately respond to new and emerging Threats and Risks. The Contractor's Privacy Program shall perform ongoing monitoring and audits of operations to identify and mitigate privacy Threats.

The Contractor shall exercise the same degree of care in safeguarding the privacy of County Information that the Contractor exercises with respect to its own Information, but in no event less than a reasonable degree of care. The Contractor will implement, maintain, and use appropriate privacy practices and protocols to preserve the Confidentiality of County Information.

The Contractor's Privacy Program shall include:

- A Privacy Program framework that identifies and ensures that the Contractor complies with all applicable laws and regulations;
- External Privacy Policies and internal privacy policies, procedures, and controls to support the Privacy Program;
- Protections against unauthorized or unlawful access, use, disclosure, alteration, or destruction of County Information;
- A training program that covers Privacy Policies, protocols, and awareness;
- A response plan to address privacy Incidents and privacy breaches; and
- Ongoing privacy assessments and audits.

3. PROPERTY RIGHTS TO COUNTY INFORMATION

All Data and Information provided by or on behalf of the County and all Data, Information, and Documentation originated, created, received, or processed through the Contractor's work pursuant to the Contract is deemed property of the County, and the County shall retain exclusive rights and ownership thereto; provided that the foregoing is subject to the Contractor's rights in its own proprietary information, data and documentation as set forth in the Contract. County Information shall not be used by the Contractor for any purpose other than as required under this Contract, nor shall such or any part of such be disclosed, sold, assigned, leased, or otherwise disposed of, to third parties by the Contractor, or commercially exploited or otherwise used by, or on behalf of, the Contractor, its officers, directors, employees, or agents. The Contractor may assert no lien on or right to withhold from the County any County Information it receives from, receives addressed to, or stores on behalf of, the County. The Contractor may not aggregate, compile, or de-identify County Information to use for its own purposes. The Contractor specifically consents to the County's access to such County Information held, stored, or maintained on any and all devices Contactor owns, leases, or possesses.

4. CONTRACTOR'S USE OF COUNTY INFORMATION

The Contractor may use County Information only as necessary to carry out its obligations under this Contract. The Contractor shall collect, maintain, or use County Information only for the purposes specified in the Contract and, in all cases, in compliance with all applicable local, state, and federal laws and regulations governing the collection, maintenance, transmission, dissemination, storage, use, and destruction of County Information, including, but not limited to, (i) any applicable State and federal law governing the protection of Personal Information, (ii) any State and federal security breach notification laws, and (iii) any applicable rules, regulations, and directives of the Federal Trade Commission, as amended from time to time.

5. SHARING COUNTY INFORMATION AND DATA

The Contractor shall not share, release, disclose, disseminate, make available, transfer, or otherwise communicate orally, in writing, or by electronic or other means, County Information to a third party for monetary or other valuable consideration.

6. CONFIDENTIALITY

a. **Confidentiality of County Information.** The Contractor agrees that all County Information is Confidential and proprietary to the County regardless of whether such Information was disclosed intentionally or unintentionally, or marked as "confidential."

b. **Disclosure of County Information.** The Contractor may disclose County Information only as necessary to carry out its obligations under this Contract, or as required by law, and is prohibited from using County Information for any other purpose without the prior express written approval of the County's contract administrator in consultation with the County's Chief Information Security Officer and/or Chief Privacy Officer. If required by a court of competent jurisdiction or an administrative body to disclose County Information, the Contractor shall notify the County's contract administrator immediately and prior to any such disclosure, to provide the County an opportunity to oppose or otherwise respond to such disclosure, unless prohibited by law from doing so.

c. **Disclosure Restrictions of Non-Public Information.** While performing work under the Contract, the Contractor may encounter County Non-public Information ("NPI") in the course of performing this Contract, including, but not limited to, licensed technology, drawings, schematics, manuals, sealed court records, and other materials described and/or identified as "Internal Use," "Confidential," or "Restricted" as defined in Board of Supervisors Policy 6.104 – Information Classification Policy as NPI. The Contractor shall not disclose or publish any County NPI and material received or used in performance of this Contract. This obligation is perpetual.

d. **Individual Requests.** The Contractor shall acknowledge any requests or instructions from the County regarding the exercise of any individual's privacy

rights provided under applicable federal or State laws. The Contractor shall have in place appropriate policies and procedures to promptly respond to such requests and comply with any requests or instructions from the County within seven calendar days. If an individual makes a request directly to the Contractor involving County Information, the Contractor shall notify the County within five calendar days, and the County will coordinate an appropriate response, which may include instructing the Contractor to assist in fulfilling the request. Similarly, if the Contractor receives a privacy or security complaint from an individual regarding County Information, the Contractor shall notify the County as described in Section 13, Security and Privacy Incidents, and the County will coordinate an appropriate response.

e. **Retention of County Information.** The Contractor shall not retain any County Information for any period longer than necessary for the Contractor to fulfill its obligations under the Contract and applicable law, whichever is longest.

7. SUBCONTRACTORS AND THIRD PARTIES

The County acknowledges that in the course of performing its services, the Contractor may desire or require the use of goods, services, and/or assistance of Subcontractors or other third parties or suppliers. The terms of this Exhibit shall also apply to all Subcontractors and third parties. The Contractor or third party shall be subject to the following terms and conditions: (i) each Subcontractor and third party must agree in writing to comply with and be bound by the applicable terms and conditions of this Exhibit and the Agreement within ten business days upon receiving TTC's written approval and prior to performing any work under the Contract, both for itself and to enable the Contractor to be and remain in compliance with its obligations hereunder, including those provisions relating to Confidentiality, Integrity, Availability, disclosures, security, and such other terms and conditions as may be reasonably necessary to effectuate the Contract including this Exhibit; and (ii) the Contractor shall be and remain fully liable for the acts and omissions of each Subcontractor and third party, and be fully responsible for the due and proper performance of all Contractor obligations under this Contract.

The Contractor shall obtain advanced approval from the Treasurer and Tax Collector in conjunction with the approval of County's Chief Information Security Officer and/or Chief Privacy Officer prior to subcontracting services subject to this Exhibit.

8. STORAGE AND TRANSMISSION OF COUNTY INFORMATION

All County Information shall be rendered unusable, unreadable, or indecipherable to unauthorized individuals. Without limiting the generality of the foregoing, the Contractor will encrypt all workstations, portable devices (such as mobile, wearables, tablets,) and removable media (such as portable or removable hard disks, floppy disks, USB memory drives, CDs, DVDs, magnetic tape, and all other removable storage media) that store County Information in accordance with Federal Information Processing Standard (FIPS) 140-2 or otherwise approved by the County's Chief Information Security Officer.

The Contractor will encrypt County Information transmitted on networks outside of the Contractor's control with Transport Layer Security (TLS) or Internet Protocol Security **(**IPSec**)**, at a minimum cipher strength of 128 bit or an equivalent secure transmission protocol or method approved by the County's Chief Information Security Officer.

In addition, the Contractor shall not store County Information in the cloud or in any other online storage provider without written authorization from the County's Chief Information Security Officer. All mobile devices storing County Information shall be managed by a Mobile Device Management system. Such system must provide provisions to enforce a password/passcode on enrolled mobile devices. All workstations/Personal Computers (including laptops, 2-in-1s, and tablets) will maintain the latest operating system security patches and the latest virus definitions. Virus scans must be performed at least monthly or utilize an 'always-on' behavioral analysis capability. Requests for less frequent scanning must be approved in writing by the County's Chief Information Security Officer.

9. RETURN OR DESTRUCTION OF COUNTY INFORMATION

The Contractor shall return or destroy County Information in the manner prescribed in this section unless the Contract prescribes procedures for returning or destroying County Information, and those procedures are no less stringent than the procedures described in this section.

a. **Return or Destruction.** Upon the County's written request, or upon expiration or termination of this Contract for any reason, Contractor shall (i) promptly return or destroy, at the County's option, all originals and copies of all documents and materials it has received containing County Information; or (ii) if return or destruction is not permissible under applicable law, continue to protect such Information in accordance with the terms of this Contract; and (iii) deliver or destroy, at the County's option, all originals and copies of all summaries, records, descriptions, modifications, negatives, drawings, adoptions, and other documents or materials, whether in writing or in machine-readable form, prepared by the Contractor, prepared under its direction, or at its request, from the documents and materials referred to in Subsection (i) of this Section. For all documents or materials referred to in Subsections (i) and (ii) of this Section that the County requests be returned to the County, the Contractor shall provide a written attestation on company letterhead certifying that all documents and materials have been delivered to the County. For documents or materials referred to in Subsections (i) and (ii) of this Section that the County requests be destroyed, the Contractor shall provide an attestation on company letterhead and certified documentation from a media destruction firm consistent with subdivision b of this Section. Upon termination or expiration of the Contract or at any time upon the County's request, the Contractor shall return all hardware, if any, provided by the County to the Contractor. The hardware should be physically sealed and returned via a bonded courier, or as otherwise directed by the County.

b. **Method of Destruction.** The Contractor shall destroy all originals and copies by (i) cross-cut shredding paper, film, or other hard copy media so that the Information cannot be read or otherwise reconstructed; and (ii) purging or

destroying electronic media containing County Information consistent with NIST Special Publication 800-88, “Guidelines for Media Sanitization,” such that the County Information cannot be retrieved. The Contractor will provide an attestation on company letterhead and certified documentation from a media destruction firm, detailing the destruction method used and the County Information involved, the date of destruction, and the company or individual who performed the destruction. Such statement will be sent to the designated County contract manager within ten days of termination or expiration of the Contract or at any time upon the County’s request. On termination or expiration of this Contract, the County will return or destroy all Contractor’s Information marked as confidential (excluding items licensed to the County hereunder, or that provided to the County by the Contractor hereunder), at the County’s option.

10. PHYSICAL AND ENVIRONMENTAL SECURITY

All Contractor facilities that process County Information will be located in secure areas and protected by perimeter security, such as barrier access controls (e.g., the use of guards and entry badges) that provide a physically secure environment from unauthorized access, damage, and interference. Contractor shall ensure access to sensitive areas will be restricted to only authorized individuals who have the need based on business justification.

All Contractor facilities that process County Information will be maintained with physical and environmental controls (temperature and humidity) that meet or exceed hardware manufacturer’s specifications.

11. OPERATIONAL MANAGEMENT, BUSINESS CONTINUITY, AND DISASTER RECOVERY

The Contractor shall: (i) monitor and manage all of its Information processing facilities, including, without limitation, implementing operational procedures, change management, and Incident response procedures consistent with Section 13, Security and Privacy Incidents; (ii) deploy adequate anti-malware software and adequate back-up systems to ensure essential business Information can be promptly recovered in the event of a disaster or media failure; and (iii) ensure its operating procedures are adequately documented and designed to protect Information and computer media from theft and unauthorized access.

The Contractor must have business continuity and disaster recovery plans. These plans must include a geographically separate back-up data center and a formal framework by which an unplanned event will be managed to minimize the loss of County Information and services. The formal framework includes a defined back-up policy and associated procedures, including documented policies and procedures designed to: (i) perform back-up of data to a remote back-up data center in a scheduled and timely manner; (ii) provide effective controls to safeguard backed-up data; (iii) securely transfer County Information to and from back-up location; (iv) fully restore applications and operating systems; and (v) demonstrate periodic testing of

restoration from back-up location. If the Contractor makes back-ups to removable media (as described in Section 8, Storage and Transmission of County Information), all such back-ups shall be encrypted in compliance with the encryption requirements noted above in Section 8, Storage and Transmission of County Information.

12. ACCESS CONTROL

Subject to and without limiting the requirements under Section 8, Storage and Transmission of County Information, County Information (i) may only be made available and accessible to those parties explicitly authorized under the Contract or otherwise expressly approved by the County Contract Administrator/Project Director or Contract Manager/Project Manager in writing; and (ii) if transferred using removable media (as described in Section 8, Storage and Transmission of County Information), must be sent via a bonded courier and protected using encryption technology designated by the Contractor and approved by the County's Chief Information Security Officer in writing. The foregoing requirements shall apply to back-up media stored by the Contractor at off-site facilities.

The Contractor shall implement formal procedures to control access to County systems, services, and/or Information, including, but not limited to, user account management procedures and the following controls:

a. Network access to both internal and external networked services shall be controlled, including, but not limited to, the use of industry standard and properly configured firewalls;

b. Operating systems will be used to enforce access controls to computer resources including, but not limited to, multi-factor authentication, use of virtual private networks (VPN), authorization, and event logging;

c. The Contractor will conduct regular, no less often than semi-annually, user access reviews to ensure that unnecessary and/or unused access to County Information is removed in a timely manner;

d. Procedures governing prompt removal of access from Contractor's systems for terminated employees and Subcontractors;

e. Applications will include access control to limit user access to County Information and application system functions;

f. Controls to ensure access to external websites is logged, monitored, and can be limited from accessing non-work related or known malicious domains;

g. Wireless networks with access to corporate, production, or development environments must use industry standard authentication methods to verify and approve connections;

h. All systems will be monitored to detect deviation from access control policies and identify suspicious activity. The Contractor shall record, review, and act upon all events in accordance with Incident response policies set forth in Section 13, Security and Privacy Incidents; and

i. In the event any hardware, storage media, or removable media (as described in Section 8, Storage and Transmission of County Information) must be disposed of or sent off-site for servicing, the Contractor shall ensure all County Information has been eradicated from such hardware and/or media using industry best practices as discussed in Section 8, Storage and Transmission of County Information.

13. SECURITY AND PRIVACY INCIDENTS

In the event of a Security or Privacy Incident, the Contractor shall:

a. Promptly notify the County's Chief Information Security Officer, the Departmental Information Security Officer, and the County's Chief Privacy Officer of any Incidents involving County Information within 24 hours of detection of the Incident. All notifications shall be submitted via encrypted email and telephone to the individuals listed on Exhibit D, County's Administration.

b. Include the following Information in all notices:

    i. The date and time of discovery of the Incident,

    ii. The approximate date and time of the Incident,

    iii. A description of the type of County Information involved in the reported Incident, and

    iv. A summary of the relevant facts, including a description of measures being taken to respond to and remediate the Incident, and any planned corrective actions as they are identified.

    v. The name and contact information for the organization's official representative(s), with relevant business and technical information relating to the incident.

c. Cooperate with the County to investigate the Incident and seek to identify the specific County Information involved in the Incident upon the County's written request, without charge, unless the Incident was caused by the acts or omissions of the County. As Information about the Incident is collected or otherwise becomes available to the Contractor, and unless prohibited by law, the Contractor shall provide Information regarding the nature and consequences of the Incident that are reasonably requested by the County to allow the County to notify affected individuals, government agencies, and/or credit bureaus.

d. Immediately initiate the appropriate portions of their Business Continuity and/or Disaster Recovery plans in the event of an Incident causing an interference with Information Technology operations.

e. Assist and cooperate with forensic investigators, the County, law firms, and/or law enforcement agencies at the direction of the County to help determine the nature, extent, and source of any Incident, and reasonably assist and cooperate with the County on any additional disclosures that the County is required to make as a result of the Incident.

f. Allow the County or its third-party designee at the County's election to perform audits and tests of the Contractor's environment that may include, but are not limited to, interviews of relevant employees, review of documentation, or technical inspection of systems, as they relate to the receipt, maintenance, use, retention, and authorized destruction of County Information.

Notwithstanding any other provisions in this Contract and Exhibit, the Contractor shall be (i) liable for all fines and penalties, (ii) responsible for all corrective actions, and (iii) responsible for all notifications, where the foregoing arises from an Incident involving County Information, to the extent caused by the Contractor's breach of the Information Security Requirements of this Contract, any and all laws or regulations applicable to the Data Incident, or any failure of Contractor to act in accordance with industry standards generally accepted by Industry Standard for Leading Vendors. The County shall have the discretion of determining whether any notice must come from the County or Contractor. The content, timing, and other details of such notice shall be subject to the County's approval, in the County's sole and reasonable discretion. The Contractor shall be responsible for reimbursing the County for the costs of such notifications and fielding feedback and questions from those notified, and any other associated costs that the County may incur in connection with responding to or managing an Incident (for example, without limitation, costs of credit monitoring services, call center services and forensics services, fines imposed by regulatory agencies resulting from the Incident, and costs associated with investigating and responding to investigations and inquiries related to an Incident from federal and State agencies and others, including legal fees).

14. NON-EXCLUSIVE EQUITABLE REMEDY

The Contractor acknowledges and agrees that due to the unique nature of County Information, there can be no adequate remedy at law for any breach of its obligations hereunder, that any such breach may result in irreparable harm to the County, and therefore, that upon any such breach, the County will be entitled to appropriate equitable remedies, and may seek injunctive relief from a court of competent jurisdiction without the necessity of proving actual loss, in addition to whatever remedies are available within law or equity.

15. AUDIT AND INSPECTION

a. **Self-Audits.** The Contractor shall periodically conduct audits, assessments, testing of the system of controls, and testing of Information Security and privacy procedures, including penetration testing, intrusion detection, and firewall configuration reviews. These periodic audits will be conducted by staff certified to perform the specific audit in question at the Contractor's sole cost and expense through either (i) an internal independent audit function, (ii) a nationally recognized, external, independent auditor, or (iii) another independent auditor approved by the County, such approval not to be unreasonably withheld.

The Contractor shall have a process for correcting control deficiencies that have been identified in the periodic audit, including follow-up documentation providing evidence of such corrections. The Contractor shall provide a summary of the audit results and any corrective actions documentation to the County promptly upon its completion at the County's request. With respect to any other report, certification, or audit or test results prepared or received by the Contractor that contains any County Information, the Contractor shall promptly provide the County with copies of the same upon the County's reasonable request, including identification of any failure or exception in the Contractor's Information systems, products, and services, and the corresponding steps taken by the Contractor to mitigate such failure or exception. Any reports and related materials provided to the County pursuant to this Section shall be provided at no additional charge to the County.

b. **County Requested Audits.** Unless or until the Contractor has achieved and maintains GovRAMP Authorized status for the Solution, and if Contractor's GovRAMP Authorized status lapses, the Contractor shall retain an independent third-party auditor, at Contractor's expense, to perform an audit of Contractor's infrastructure, security and privacy practices, Data center, services and/or systems storing or processing County Information via an onsite inspection, and the Contractor must provide the County a summary report of such annual third-party audit showing the audit results and any corrective actions.

   In addition, at its own expense, the County, or an independent third-party auditor commissioned by the County, shall have the right to audit the Contractor's infrastructure, security and privacy practices, Data center, services and/or systems storing or processing County Information via an onsite inspection at least once a year, subject to reasonable confidentiality agreements. Upon the County's request, the Contractor shall complete a questionnaire regarding Contractor's Information Security and/or program. The Contractor shall have 15 business days to complete and return such questionnaire to the County. The County shall pay for the County requested audit unless the auditor finds that the Contractor has materially breached this Exhibit, in which case the Contractor shall bear all reasonable costs of the audit; and if the audit reveals material non-compliance with this Exhibit, the County may exercise its termination rights pursuant to the Contract's termination provisions.

   Such audit shall be conducted during the Contractor's normal business hours with reasonable advance notice, in a manner that does not materially disrupt or otherwise unreasonably and adversely affect the Contractor's normal business operations. The County's request for the audit will specify the scope and areas (e.g., Administrative, Physical, and Technical) that are subject to the audit and may include, but are not limited to, physical controls inspection, process reviews, policy reviews, evidence of external and internal Vulnerability scans, penetration test results, evidence of code reviews, and evidence of system configuration and audit log reviews. It is understood that the results may be filtered to remove the specific Information of other Contractor customers such as IP address, server names, etc. The Contractor shall cooperate with the County in the development of the scope and methodology for the audit, and the timing and implementation of the audit.

This right of access shall extend to any regulators with oversight of the County. The Contractor agrees to comply with all reasonable recommendations that result from such inspections, tests, and audits within reasonable timeframes.

When not prohibited by regulation, the Contractor will provide to the County a summary of: (i) the results of any security audits, security reviews, or other relevant audits, conducted by the Contractor or a third party; and (ii) corrective actions or modifications, if any, the Contractor will implement in response to such audits.

ADDENDUM A: SOFTWARE AS A SERVICE (SaaS)

a. **License:** Subject to the terms and conditions set forth in this Contract, including payment of the license fees by the County to the Contractor, the Contractor hereby grants to the County a limited, non-exclusive, non-perpetual, and non-transferable worldwide County license to use the SaaS, as well as any documentation and training materials, during the term of this Contract to enable the County to use the full benefits of the SaaS and achieve the purposes stated herein.

b. **Business Continuity:** In the event that the Contractor's infrastructure containing or processing County Information becomes lost, altered, damaged, interrupted, destroyed, or otherwise limited in functionality in a way that affects the County's use of the SaaS, the Contractor shall immediately and within 24 hours implement the Contractor's Business Continuity Plan, consistent with Section 11, Operational Management, Business Continuity, and Disaster Recovery, such that the Contractor can continue to provide full functionality of the SaaS as described in the Contract.

   The Contractor shall include in its Business Continuity Plan service offering, a means for segmenting and distributing IT infrastructure, disaster recovery and mirrored critical system, among any other measures reasonably necessary to ensure business continuity and provision of the SaaS.

   In the event that the SaaS is interrupted, the County Information may be accessed and retrieved within two hours at any point in time. To the extent the Contractor hosts County Information related to the SaaS, the Contractor shall create daily back-ups of all County Information related to the County's use of the SaaS in a segmented or off-site "hardened" environment in a manner that ensures back-ups are secure consistent with cybersecurity requirements described in this Contract and available when needed.

c. **Enhancements:** Upgrades, replacements, and new versions: The Contractor agrees to provide to the County, at no cost, prior to, and during installation and implementation of the SaaS any software/firmware enhancements, upgrades, and replacements, which the Contractor initiates or generates that are within the scope of the SaaS and that are made available at no charge to the Contractor's other customers.

   During the term of this Contract, the Contractor shall promptly notify the County of any available updates, enhancements, or newer versions of the SaaS, and within 30 days, update or provide the new version to the County. The Contractor shall provide any accompanying documentation in the form of new or revised documentation necessary to enable the County to understand and use the enhanced, updated, or replaced SaaS.

During the Contract term, the Contractor shall not delete or disable a material feature or functionality of the SaaS unless the Contractor provides 60 days advance notice, and the County provides written consent to delete or disable the feature or functionality. Should there be a replacement feature or functionality, such replacement shall be at no additional cost to the County. If the Contractor fails to abide by the obligations in this section, the County reserves the right to terminate the Contract for material breach and receive a pro-rated refund.

d. **Location of County Information:** The Contractor warrants and represents that it shall store and process County Information only in the continental United States and that at no time will County Data traverse the borders of the continental United States in an unencrypted manner.

e. **Audit and Certification:** The Contractor agrees to conduct an annual System and Organization Controls (SOC 2 type II) audit or equivalent (i.e., The International Organization for Standardization (IOS) and the International Electrotechnical Commission (IEC) 27001:2013 certification audit or Health Information Trust Alliance (HITRUST) Common Security Framework certification audit) of its internal controls for security, availability, integrity, confidentiality, and privacy. The Contractor shall have a process for correcting control deficiencies that have been identified in the audit, including follow-up documentation providing evidence of such corrections. The results of the audit and the Contractor's plan for addressing or resolving the audit findings shall be shared with the County's Chief Information Security Officer within ten business days of the Contractor's receipt of the audit results. The Contractor agrees to provide the County with the current audit certifications upon request.

f. **Services Provided by a Subcontractor:** Prior to the use of any Subcontractor for the SaaS under this Contract, the Contractor shall notify the County of the proposed subcontractor(s) and the purposes for which they may be engaged at least 30 days prior to engaging the Subcontractor and obtain written consent of the County's Contract Administrator.

g. **Information Import Requirements at Termination:** Within one week of notification of termination of this Contract, the Contractor shall provide the County with a complete, portable, and secure copy of all County Information, including all schema and transformation definitions and/or delimited text files with documented, detailed schema definitions along with attachments in a format to be determined by the County upon termination.

h. **Transition Assistance Services:** During the 90-day period prior to the expiration or termination of this Contract, in whole or in part, the Contractor agrees to provide reasonable transition assistance services in accordance with the Contract.

TaxSys® POWERED BY GRANT STREET GROUP

Integrated Property Tax (eTax) System

TTC RFP 2023-03 eTAX

Los Angeles County, CA

JANUARY 31, 2024

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Additional Attachments

Grant Street Group Audited Financial Statements (CONFIDENTIAL)

2023 PCI DSS Attestation of Compliance

2023 Type 2 SOC 1 Report

2023 Type 2 SOC 2 Report

Implementation Work Plan (CONFIDENTIAL)

Response Template 1 - Submission Summary and Background

Submission Cover Sheet

The Proposer must include the following Cover Sheet signed by an individual authorized to legally bind the Proposer.

Subject to acceptance by the County, the Proposer is submitting a formal offer to meet the requirements and intent of the Request of Proposals (RFP). Should an Agreement result from this RFP with said Proposer, the Proposer shall be contractually obligated to comply with all items in this RFP. While the Proposer is directed to list clarifications on appropriate templates, all such clarifications shall be subject to the County's acceptance and/or further negotiation. The Proposer agrees that it will not later take clarification to any item agreed to by this signature. Failure to sign the Submission Cover Sheet or signing it with a false statement shall void the submitted response and any resulting Agreements.

Original signature of individual authorized to legally bind the Company that will be signing and bound by the contract:

Name: Daniel J. Veres

Signature:

Title: Executive Vice President

Company name: Grant Street Group

Physical address: 339 Sixth Avenue, Suite 1400 Pittsburgh, PA 15222

State of Incorporation: Pennsylvania

Date: 1/29/2024

By signature hereon, the Proposer certifies that:

All statements and information prepared and submitted in response to this RFP are current, complete, and accurate.

The eTAX Solution meets all the requirements of this RFP and the stated intentions of the Project.

The Proposer will comply with all County laws, rules, and regulations that are in force currently or anytime during the term of a resulting Contract.

The company or companies represented here is/are authorized dealer(s) in good standing of the products / services included in this response.

The Proposer and its principals are eligible to participate in this transaction and have not been subjected to suspension, debarment, or similar ineligibility determined by any local governmental entity and that the Proposer follows the County of Los Angeles statutes and rules relating to this procurement.

January 30, 2024

Ms. Elena Villacrés Torres, Contract Manager
County of Los Angeles Treasurer and Tax Collector
500 West Temple Street, Room 464
Los Angeles, CA 90012

Dear Ms. Torres:

It has been almost two years since we responded to your RFI. Up to that point we had completed over 25 TaxSys® implementations in Florida, as well as San Mateo and San Francisco. Since then we have completed several more Florida implementations, we have reached the halfway point in San Bernardino, and we are nine months into the Sacramento implementation. In the interim we have learned a few things; most importantly, how to successfully implement a property tax system on the scale required by Los Angeles County.

To be successful, in absolute terms, the project requires: 1) a COTS solution proven to work for large California counties; 2) a team of professionals with deep expertise in all aspects of California tax R&T code and business processes; 3) state-of-the-art SaaS technology including security and infrastructure; 4) extensive configurability and integrability; and 5) a firm commitment to an on-time and on-budget go-live (which implies a mutual aversion to change orders).

Unlike most COTS enterprise software solutions, we do not try to cram you into a one-size-fits-all box. That does not work for California property tax software. You have your own unique requirements and business processes. In TaxSys we have a tried-and-true foundation that will serve most of your needs, but we also have the expertise, acquired over the past 20 years, to configure, build and integrate the rest of what you need for a state-of-the-art system *that works specifically for you*.

After having devoted hundreds of hours to analyzing your RFP requirements, we have supplemented our response with detailed (and confidential) tables and charts that illustrate precisely why it requires [redacted] to deliver the system you want. Every person, every task, every hour, and every dollar is accounted for in more detail than you requested.

We would welcome the opportunity to place our unique expertise in California property tax at your service.

Sincerely,

Myles C. Harrington
President

Grant Street Group, Inc. is an S corporation incorporated in the Commonwealth of Pennsylvania. Grant Street's [redacted]. Grant Street will self-perform all activities related to this contract.

Primary Contact	**Technical Contact**
[redacted]	[redacted]

Executive Summary

Instructions: Provide a summary of the key aspects of the Proposal. The Executive Summary must include an overview of the Proposer's qualifications, technology solution, approach to deliver the services described in this SOW, timeframe to deliver the services, proposed team, and advantage of this Proposal to the County. Page limit: Five pages.

Grant Street Overview and Qualifications

Founded in 1995, Grant Street Group joined the technology industry by hosting the world's first online bond auction for the City of Pittsburgh, Pennsylvania. In subsequent years, Grant Street evolved into a specialized Software as a Service (SaaS) provider of web-based government software focusing on tax collection, e-payments, and financial auctions – all designed, developed, and maintained by 460 full-time professionals, with no offshoring. As a privately-owned company, our steady and sustainable year-over-year growth testifies to our stability and commitment to innovation and customer satisfaction.

In 2006, Grant Street responded to the requests and needs of **Florida tax collectors** and introduced **TaxSys®**, a hosted, web-based tax collection and billing system. Today we provide TaxSys to 29 Florida counties, who collect over 70% of all property taxes in the state.

In our first years of TaxSys development, we began to explore the **California market**. We attended the California Association of County Treasurers and Tax Collectors (CACTTC) Conference in 2005 with the idea that if we built TaxSys, we would eventually offer it in California. Since that time, we spent over ten years studying, observing, and evaluating California's unique needs, and built a system specifically to support California property tax business processes (BPs). We now host and support TaxSys for two California counties with two additional California implementations underway. TaxSys has already proven to be an optimal solution for California counties – TaxSys can accommodate changes in California legislation or policies, and its service-oriented architecture supports scale, future innovation, and technology efficiencies.

Across our client base, TaxSys serves **over 14 million taxpayers,** contains current and historical data on approximately 8.8 million parcels, and processes **over $40 billion in annual property tax collections.** There is no other SaaS COTS solution serving more property tax payers anywhere in the United States.

Technology Solution

As a SaaS platform, TaxSys supports any computer or mobile devices with a modern web browser and internet connection. As a fully web-based solution, TaxSys requires minimal technology support from County staff, while maintaining an infinite lifespan due to its scalability and extensibility.

Security: TaxSys is built on top of Grant Street's private government cloud and maintained with tried-and-true open source software tools. Our private government cloud has layers of protection including data encryption, secure connections, firewalls, DDOS protection, geographically separate co-production environments, redundancy, and extensive system monitoring. Grant Street is a PCI-DSS Level 1 Certified Service Provider (the highest level available). We pass an annual SSAE 18 SOC 1 Type 2 audit, which includes a review of internal controls over financial reporting. Grant Street is also currently working on StateRAMP readiness and will be fully compliant in 2025.

Functionality: The workflows most essential to billing, collection, apportionment, distribution, and management of California property taxes are part of TaxSys itself. TaxSys provides details behind all calculations, including source values and output for each calculation step, along with reports to explain those values. Calculation rules can be configured in advance or after the date on which they take effect, with results reflected instantly. TaxSys includes a framework for customizable form and document printing, such as tax bills and notices, and correspondence or other documents.

Real-Time Data: Activity across TaxSys occurs in real time. Data sources are always in sync, to the second. We develop real-time interfaces with third parties (e.g., remittance processing), so there is no wait for batch jobs to process for accurate data to be reflected. Taxpayers will always see current data reflected in the public portal, minimizing confusion.

Business Intelligence and Reporting: TaxSys provides flexible, robust, real-time data reporting and a data analytics/visualization tool, VisionPro. TaxSys reporting provides data from any time period, giving all users a centralized tool to report on current/historical data, or run year-over-year comparisons without IT involvement required. Reports provide statistical, trend, and forecasting information.

Approach to Delivering Services: Service delivery has three key pillars:

1. **Comprehensive Project Management:** Serving as the bedrock of our project processes, our approach emphasizes iterative delivery of components that enable County staff to validate business outcomes holistically, rather than in isolation. Our proactive philosophy underscores the importance of anticipating potential risks and roadblocks well in advance. While our focus remains on achieving the highest level business outcomes, our reporting and monitoring extend to the minutest details, providing both Grant Street and the County team with valuable insights into progress and potential issues.
2. **Iterative Implementation of Business Processes (BPs):** Our focus extends beyond detailed specifications and technical design documents to encompass the overall BP. By prioritizing the business outcome and the integration between BPs, we ensure the development of a fully functional system, rather than isolated working components.
3. **Effective Data Conversion:** Successful conversion of historical data is crucial to the foundation of a functional system. We employ a robust suite of data conversion software, tests, and processes that enable us to iteratively convert and validate your data — both in aggregate and individually — as early in the project as possible. This approach ensures a smooth transition and sets the stage for a successful implementation.

Please see *Template 8 - Implementation Services* for a complete description of our approach.

Project Timeframe

The initial implementation of TaxSys is anticipated to occur **over a seven-year timeline**, with the bulk of the County and Grant Street team engaged during the **five year "core project" period**. We expect to start the core project in July 2026. The implementation itself consists of several phases:

The schedule was derived through comprehensive estimates and analysis, considering the total personnel and hours needed for system configuration to fulfill your needs. This was based on your RFP stipulations, our previous experiences, and benchmarking against our four existing clients in California. We project that the implementation will necessitate [redacted] at Grant Street.

Please see *Template 8 - Implementation Services, Question #10 - Implementation Work Plan* for an in-depth explanation of the project timeframe.

The Grant Street Team

Our **Implementation Project Team** consists of three layers of project support. After implementation, support shifts to the Maintenance & Operations Support Team.

1. **Grant Street Executive Team:** Monitors project progress, serves as a point of escalation beyond the core project team, and provides contract oversight.
2. **eTax Implementation Project Leadership:** Ensures completion of project requirements and that all BPs fully integrate across all County Treasurer-Tax Collector (TTC) and Auditor-Controller (A-C) teams. The Leadership Team reports to the Project Director, Lucy Werb, and members of this team communicate frequently with Grant Street's executive team, ensuring that if any major project concerns arise, they are quickly escalated, communicated to the County, and addressed.
3. **eTax Implementation Project Team:** This team covers all aspects of service delivery:
    - **Cross-Project Management:** We have an experienced team of managers and analysts who work across the project to support our team members as they perform requirements gathering, discovery, configuration, development, and testing.
    - **Data Conversion:** This team works with Project Managers, Data Conversion Developers, Business Analysts, and the County to migrate legacy data to our TaxSys software. Their key responsibilities include interpreting the data, creating mapping/transformation specifications, testing data loads, researching QA results, and reviewing the data with the client.

- **Training / Compliance**: Training staff deliver a hands-on, instructor-led program that focuses on operational workflow. We tailor courses to user roles and the County's internal training expectations. The curriculum covers basic and advanced TaxSys functions and application administration. We provide comprehensive training materials, including a detailed syllabus, narrated slides, exercise workbooks, and datasets. Staff can conduct refresher courses post-implementation, either on request or following onsite visits. Grant Street also offers ongoing courses via TalentLMS, including onboarding, advanced TaxSys, and annual events training. The knowledge transfer approach includes extensive project documentation, facilitating transitions of key project team members.
- **Auditor/Controller Functionality and Development**: The Business Analysts and Developers on this team work directly with County AC staff to gather requirements, configure TaxSys, spec, develop, and test new application features, and perform integration testing. Grant Street BP Owners for AC BPs are Business Analysts from this team.
- **Treasurer-Tax Collector Functionality and Development**: The Business Analysts and Developers on this team work directly with County TTC staff to gather requirements, configure TaxSys, develop specifications, test new application features, and perform integration testing. Grant Street BP Owners for TTC BPs are Business Analysts from this team.
- **Scaling and Infrastructure:** Responsible for managing the planning, design, and implementation, and maintenance of information systems. Additionally, they hold responsibility for developing the Technical Operations strategy in service of business objectives.
- **Relationship Management:** Responsible for managing client relationships and maintaining high client satisfaction. Your relationship manager possesses a deep understanding of the services we provide to our clients. This includes, but is not limited to, the services our clients provide to their customers, client needs, and maintaining meaningful relationships with our clients.

Maintenance and Operations Support Team: Business Analysts who participate in the implementation will continue to provide support post go-live. These analysts, along with others who join in the final months of implementation, offer expert support to County users and have specialized knowledge of County-specific interfaces, use cases, and TaxSys customizations. A dedicated team of technologists, including Software Developers, System Developers, Database Administrators, and Network Security Specialists, support the cloud infrastructure and TaxSys, providing 24x7 monitoring.

Please see *Template 3 - Engagement Staffing* for a complete description of our staffing plan for the County.

The Grant Street TaxSys Advantage

To summarize some of the benefits:

Success in California: TaxSys has been successfully implemented and rigorously tested in multiple counties across California, ensuring a smooth and reliable experience that other platform vendors may not be able to guarantee. Two of our California counties have been live for several tax cycles. Our two current simultaneous California county implementations are on schedule and on budget. Together the combined contract values of these four projects totals $180 million.

Tangible Results: We have done this 30+ times, honed over 20 years by developing a methodology that is measurable, scalable, repeatable, and predictable — but also adaptable. We deliver our projects on time and on budget. We have never subjected a client to a change order request and they have never needed to get one — not once!

Significant Expertise: One of the most advantageous aspects of our offering is the profound and comprehensive expertise of our staff. Grant Street employees that will work with the County have extensive knowledge of California Tax Code and how a system needs to perform within those parameters to succeed for the County. Our staff members will arrive on day one armed with virtually encyclopedic knowledge of tax laws, annual events, BPs, data conversion, and how to configure TaxSys to match your needs. This knowledge base lays a smooth runway for project initiation because our team already understands the specific legislation, functionality needs, and nuances required in California. This eliminates the substantial learning curve that other vendors will need to climb. It allows us to swiftly turn our focus to customizations and configurations specific to Los Angeles County.

Holistic Approach: We do not just focus on isolated requirements. We prioritize the big picture and the end-to-end integration of all the different pieces of the puzzle. This holistic approach enables us to deliver a system that works seamlessly, rather than discrete pieces that might prove awkward when put together. While we focus on the big picture, we also deliver and validate iteratively to ensure the project stays on track.

Adaptable: With us, you are not just purchasing the TaxSys of today, but investing in TaxSys for decades to come. We are committed to continuous improvement and adaptation to industry trends and legislative changes. We aim to understand your vision and work with you to streamline your operations. We are not just a service provider; we will be your partner for the life of the contract — *we do not go away.*

Operational Savings Example

The results of an internal analysis conducted by one of Grant Street's mid-sized Florida clients showed a **6% reduction in labor costs** after the first full year using TaxSys, and a **40% reduction after year two**. These cost savings are attributable to efficiencies created by using TaxSys (e.g., elimination of manual processes, streamlining annual events).

Proposer Company Information

Instructions: Complete the following information regarding the Proposer's company. The table must be completed for the contracting company, not the parent/holding company.

Proposer Company Information

Company headquarters information		
Company Name	Grant Street Group, Inc.	
Address	339 Sixth Avenue, Suite 1400 Pittsburgh, PA 15222	
Company Type (Check One)	X Private ☐ Public	
Company Size	460 (Number of Employees)	
Annual Revenue	[redacted]	
Regional or local office information		
Company Name	Not applicable	
Region Name	Not applicable	
Address	Not applicable	
# of local Employees	30 in California	
Primary contact person		
Name:	John McCarthy	Title: Executive Director, Sales
Address:	339 Sixth Avenue, Suite 1400 Pittsburgh, PA 15222	
Phone:	[redacted]	
Email:	[redacted]	

Subcontractor Company Information (if Applicable)

Instructions: Complete the following information regarding the subcontractor's company.

Proposed Subcontractor Information

Company headquarters information		
Company Name	Not applicable.	
Address		
Company Type (Check One)	☐ Private ☐ Public	
Company Size	(Number of Employees)	
Annual Revenue		
Regional or local office information		
Company Name		
Region Name		
Address		
# of local Employees		
Primary contact person		
Name:		Title:
Address:		
Phone:		
Email:		

Response Template 2 - Proposer Qualifications

1. **Proposer's Corporate Background**

Instructions: Describe an overview of the Prime Proposer's company to provide context of the organization that will be providing the products and services in this RFP. Page limit: Three pages.

History and Overview

Founded in 1995, Grant Street Group revolutionized the sale of fixed income securities by hosting the world's first online bond auction for the City of Pittsburgh, Pennsylvania. Grant Street was initially dedicated to conducting internet auctions of fixed income securities. Our exclusive focus was providing online bond, note, guaranteed investment contract, and certificate of deposit auctions. Since then, Grant Street has evolved into a specialized Software as a Service (SaaS) provider of web-based government software focusing on tax collection, e-payments, and financial auctions.

GRANT STREET GROUP

In 2004, Grant Street hosted the country's first-ever online tax certificate auctions for four Florida tax collectors using our **LienAuction**® platform and patented methodology.

TaxSys®

In 2006, Grant Street expanded its product line with the introduction of **TaxSys**®, our hosted, web-based tax collection and billing system, a solution designed precisely for **county tax collectors**. Our government clients include the largest in the state of Florida – and some of the largest in the country (e.g., Miami-Dade and Broward).

In 2009, Grant Street continued to build upon its government product suite by introducing **PaymentExpress**® – an online payment processing system. Designed specifically to meet the operational and customer service needs of government agencies, PaymentExpress seamlessly integrates with TaxSys.

To meet the needs of **California Tax Collector and Auditor-Controller offices**, Grant Street developed its TaxSys system specifically to fit California's needs. The first **TaxSys California** client, San Mateo County, went live with the system in 2019 and the second, the City and County of San Francisco, in 2020.

Across our client base, TaxSys serves over 14 million taxpayers, contains current and historical data on approximately 8.8 million parcels, and processes over $40 billion in annual property tax collections.

Headquarters and Regional Offices

Grant Street's corporate office is located in Pittsburgh, Pennsylvania; however nearly all of our employees work remotely from locations around the country. We have a strong California-based workforce with 30 employees located throughout the state. As of January 31, 2024, Grant Street employs 460 professionals.

Grant Street Leadership Team

Myles Harrington

President and Co-CEO

For the first 15 years of his professional career, Myles was an Investment Banker at both Wall Street and regional firms. He and Dan Veres, Co-CEO, founded Grant Street in 1995.

Myles received his undergraduate degree from Georgetown University and his MBA from Carnegie-Mellon University.

Dan Veres

Executive Vice President and Co-CEO

Before co-founding Grant Street Group, Dan was an Associate Vice President at Wheat First Butcher Singer (now Wells Fargo) in the Pittsburgh public finance office. Dan has over 30 years of experience working with public sector officials in matters related to budget and finance, taxes, and e-payments.

Dan received his MBA from the University of Pittsburgh's Katz Graduate School of Business, subsequent to his service as Aviator and Captain in the U.S. Army.

Ian Yorty

Chief Business Development Officer

Ian joined Grant Street in January 2008. He has participated in negotiating all of our California TaxSys contracts and ongoing client relations at the executive level. Prior to joining Grant Street, he worked for Miami-Dade County, Florida for ten years serving in various roles including Assistant County Manager and County Tax Collector.

As an Assistant County Manager, Ian oversaw a portfolio of departments including the Tax Collector's Office, Property Appraiser's Office, Office of the Chief Information Officer, the Information Technology Department, and others. Ian was one of the first Tax Collectors in Florida to conduct annual tax lien sales online using Grant Street's LienAuction website. He also acted as one of the County's lead negotiators for the development of a new Major League Baseball stadium for the Miami Marlins.

Ian served as a volunteer in the U.S. Peace Corps in Hungary. He received a degree in Political Science from the University of Missouri-Columbia and a Masters of Public Administration from Missouri State University.

Fred Burnette

Chief Operating Officer

Fred joined Grant Street in 2000, became Chief Technology Officer in 2001, Chief Product Officer in 2012 and Chief Operating Officer in 2017. Fred led Grant Street's efforts in drafting the initial functional requirements for TaxSys and subsequent design. He served as TaxSys Product Manager, managing the TaxSys team. He now manages Grant Street's suite of government tax and revenue products.

Prior to joining Grant Street, Fred served as a Consultant for Consumers Energy in Jackson, Michigan and as a Research Software Developer at Jet Propulsion Laboratory (JPL) in Pasadena, California, where he received four NASA technical achievement awards.

Fred received his undergraduate degree in Computer Science from Rensselaer Polytechnic Institute and a Master's degree in Computer Science from the University of Southern California.

Bill Haskins

Chief Financial Officer

Bill joined Grant Street Group in June 1999.

Prior to that, he held financial positions at Fisher Scientific International, was Director of Finance at Tippins Incorporated, and Manager of Financial Planning at Black Box Corporation and the Carbide/ Graphite Group. His experience includes two leveraged buyouts, a capital restructuring, and an initial public offering (IPO).

Bill received a Bachelor of Arts degree from Washington & Jefferson College and an MBA from the University of Pittsburgh's Katz Graduate School of Business. Bill is a Certified Management Accountant (CMA).

Christen Long, PhD

Executive Vice President of Operations

Christen focuses on scaling Grant Street's business organization and ensuring teams are operating optimally.

Christen joined Grant Street Group in September 2013. Prior to joining, Christen worked in the PNC Bank Healthcare Operations department, and as a Research and Teaching Assistant by the University of Georgia, working on projects focused in organizational theory and quantitative methodology.

Christen earned Doctor of Philosophy and Master of Arts degrees in Sociology from the University of Georgia, as well as a Bachelor of Arts degree from the College of William and Mary in Virginia.

Pierre Denis

Chief Technology Officer

Pierre has senior management responsibility for the software development and IT infrastructure for supporting all of Grant Street's applications. Pierre joined Grant Street in 2009 as a Software Developer on TaxSys.

Prior to that, Pierre was Senior Design and Development Manager at Barclays Global Investors in San Francisco, where he led an international team of developers. Pierre was also responsible for design and development of the market data platform – one of the most critical platforms at Barclays Global Investors, used throughout the investment process.

Other roles include Development Manager at Fotango in London (a subsidiary of Canon Europe) and Nuclear Power Plant Operator for Électricité de France (EDF). Pierre implemented his first commercial website in 1997.

Pierre has an undergraduate degree from École Catholique des Arts et Metiers (ECAM) in France (a college that specializes in mechanics and thermodynamics). In addition, he has a Master's degree in Engineering from École Nationale Supérieure d'Arts et Métiers (ENSAM) in France.

Lucy Werb

Director of TaxSys California

Lucy's primary responsibility is steering the long term strategic direction in the California market, ensuring that the product and organization serve the needs of new and existing customers as they evolve in response to changing business needs and new technologies.

Lucy joined Grant Street in May 2013 as a Business Analyst supporting TaxSys. In September 2014, she moved into the Business Analyst Team Lead role. In January 2017 she joined the California team as the Product Manager, before eventually transitioning to the Director of TaxSys California in October 2022.

Since 2017, Lucy has overseen all four TaxSys California implementations, serving as the project sponsor, first point of escalation, member of the Steering Committee, and has had overall responsibility for ensuring that the product meets the needs of our customers.

Lucy graduated from High Point University with a degree in Mathematics.

2. Understanding of California Property Tax

Instructions: Describe the Proposer's understanding of California Property Tax by highlighting the unique challenges Counties face when implementing new systems. Demonstrate familiarity with California property tax legislation and what makes California unique. Describe what California property tax expertise your project team will bring to the project, how it will scale up to meet the requirements of LA County and how the company plans to support the project team throughout the implementation. Page limit: Five pages.

Our Decision to Enter the California Market

Grant Street made a **strategic decision to enter the California market**, recognizing the unique challenges and opportunities it presented. We observed that previous failures in California were not due to software or technology inadequacies, but rather a lack of expertise and understanding of the complex business rules inherent to California property tax.

We saw counties struggling to build systems from scratch, often with vendors who lacked a fundamental understanding of the intricacies of California's property tax legal requirements and practices. We recognized that this was not a technology problem, but a knowledge gap.

In response, we took a different approach. We were determined to learn the nuances of California's property tax system on our own dime, not at the expense of our clients. Our goal was to enter the market not with a perfect product, but with a deep understanding of county-specific needs and challenges.

In 2010, we began demonstrating our existing system to California entities and soliciting feedback. We identified the most challenging areas, starting with Proposition 13, the supplemental roll, and AB8. We decided to dive headfirst into these challenges, dedicating our resources and focus to understanding and addressing them.

Our commitment to the California market was firm. We understood that to succeed, we needed an exclusive focus on California. This focus has driven our approach and continues to guide our efforts as we hone our service to our California clients.

Building Expertise

Grant Street has **a proven track record of building expertise in specialized markets**, and our approach to the California market is no exception. Before securing our first contract in California, Grant Street spent over 10 years studying, observing, and evaluating the California market. We dedicated a team of TaxSys Project Managers, Business Analysts, Data Conversion Analysts, Software Architects and Developers to spend several years:

- Studying and documenting California Revenue and Taxation code, Health and Safety Code, the Property Tax Manager's Manual, amd creating user stories, and business processes;
- Designing and building a self-funded tax system prototype for California;
- Demonstrating the prototype to 17 California county Auditor/Controller/Treasurer-Tax Collectors and soliciting their feedback;
- Building a beta version modeled on that feedback and demonstrating the beta version to many of the same 17 counties to collect additional feedback; and
- Building the Production version of TaxSys on a flexible and adaptable platform to serve California.

It was this Production version of TaxSys, tailored to serve California counties, that your colleagues in San Mateo, San Francisco, San Bernardino, and Sacramento vetted in their competitive procurement processes before selecting TaxSys. All of these projects are on time and on budget.

Our expertise in the California market has been scaled effectively, starting with a dedicated team of three individuals in 2014 and growing to hundreds today. We continue to invest in training our team of experts because we know that this lays the foundation for a successful implementation. Before one of our Business Analysts ever works on a client project, they already know how to work out the proration of bills in a single-year multiple-ownership-change scenario, or the various methods used to calculate AB8 factors. This training combined with experience with complex real-world scenarios leads to a deep understanding of the subtle complexities of California property tax, preparing our team to apply and extend their existing knowledge to the County's unique processes and needs.

In addition to our team of dedicated California property tax experts, we have substantial knowledge of and experience with California clients across our other teams, including Project Managers, Technical Leads, Administration, and Infrastructure staff. This collective expertise is critical to our success and allows us to provide a full organization of experts who can support your team and extend your knowledge base.

> "After conducting a comprehensive evaluation, the County team concluded Grant Street's TaxSys solution is substantially more comprehensive and ready for implementation with minimal changes compared to other solutions. In addition, Grant Street's reference checks were exceptional, validating our own assessment."
>
> *Rami Zakaria*
> *Chief Information Officer for Sacramento County*

Our staffing plan reflects our deep understanding of California property tax, with collective years of experience with the subject matter that is unparalleled in the industry (see *Response Template 3 - Engagement Staffing*). Our low turnover rate ensures continuity and consistency throughout the project, further enhancing our ability to deliver a successful outcome.

Our methodical and studied approach to developing software solutions requires us to intentionally manage our growth and to be very deliberate in the business we pursue. We have no intention of selling TaxSys as a one-size-fits-all solution on a national scale, nor do we think it can be done successfully. A county property tax system must be developed carefully for a given state, and thoughtfully for the nuanced requirements of a given client. **Hence, *we are laser-focused on supporting and enhancing TaxSys for California, and for Los Angeles County in particular.***

Understanding California Legislation

Grant Street has a **deep and nuanced understanding of the unique legislation governing California property tax**. Our team has dedicated significant time and resources to studying Proposition 13, AB8, and the supplemental roll, all of which play a critical role in shaping the State's property tax landscape.

Our understanding extends beyond the current legislation to include the evolution of the system over time. We recognize that the current system is the result of a complex interplay of historical, political, and economic factors, and we have made it our mission to understand these dynamics in order to better serve our clients.

For example, after the dissolution of California redevelopment agencies in 2014, we added configurations to TaxSys to accommodate newly created Enhanced Infrastructure Financing Districts (EIFDs), in which some, but not all, agencies within a TRA may contribute increment to the District. When the configuration was first added, there were no active EIFDs in the State. Understanding the historic, political and economic factors that resulted in this dissolution, as well as the political forces at play in Governor Brown's creation of the new EIFD structure, our team recognized the likely proliferation of these new increment financing districts. Today, Los Angeles County has three active EIFDs, all of which will be supported natively by the configurations added to TaxSys nearly ten years ago.

Our experience has also taught us that legislation may be interpreted differently. For example, R&T 2701 requires that when tax cannot be divided into two equal installments, the odd cent is due on the first installment. However, R&T 21.52.5 provides for county Boards of Supervisors to pass a resolution allowing the Auditor to reject the odd cent. In order to accommodate variations amongst counties, TaxSys provides a configuration that allows for either interpretation.

We also have a keen awareness of the potential for change in the California property tax system. We track and closely monitor developments such as Proposition 19 and the split roll initiative, understanding that these changes could have significant implications for our clients. Our team will adapt and respond to these changes, ensuring that our clients always remain ahead of the curve.

Here, we show an example of notes on recent ballot measures from a Grant Street Business Analyst.

California Property Tax Ballot Measures

The California ballot includes two measures to reform Proposition 13. As a reminder, Proposition 13 is an amendment to the California State constitution, passed in 1978, that permits reassessment of commercial and residential property only in the event of a change of ownership or new construction. Additionally, Proposition 13 caps the annual increase in assessed value at 2%.

Summary of Propositions

Proposition 15
(commonly referred to as the "split-roll initiative")

- Reassessment on commercial properties valued in excess of $3M every three years.
- Creates a new exemption for personal property up to $500,000.
- Effective January 1, 2022.

While Proposition 15 performed well in early polling, currently 51.7% of voters have opposed the measure, voting **"NO"**.

Proposition 19

- Seniors may carry Proposition 13 values anywhere within the state.
- Inherited homes that are *not* principal residences will be reassessed at transfer.
- Excess funds from reassessment of inherited non-principal residences are allocated to wildfire agencies and counties (and, indirectly, to the state).
- Effective April 1, 2021.

Proposition 19 currently tracks with 51.5% supporting the measure and voting "YES".

The California Association of Assessors (CAA) opposes Proposition 15. CAA believes that the initiatives, as written, will be "impossible" to implement, and the requisite cost would be untenable in light of budget constraints and hiring freezes. CAA estimates that the first three years of the initiative would cost $1.01 billion to implement across California's 58 counties. The projected cost includes investments in new technology for commercial appraisals and a material increase in appraiser staffing.

Smaller counties may even experience a net loss due to the cost of implementation and the failure of new revenue to materialize. As an example, San Luis Obispo projects a $1.8 loss. The County's projected $2.2 million cost of implementation is not adequately offset by

Focus on Collaboration and Execution

Collaboration and execution are two critical pillars that underpin the success of a project of this magnitude. Collaboration is key to ensuring we clearly understand requirements and accurately translate them into the final product. We believe that open and ongoing dialogue between experts is the best way to resolve any confusion over requirements. Our team is committed to understanding your needs from day one, and we work closely with your team to ensure that we build the right solution for the County — a solution that meets not only your documented requirements but your evolving needs in a way that satisfies **your business objectives**.

Execution is where the theoretical meets the practical. It is one thing to design a solution on paper, but the true test comes when a client goes live. Grant Street has successfully brought 31 clients live on-time and on-budget — demonstrating our ability to execute effectively and deliver on promises.

Keeping Scale in Mind

Grant Street fully acknowledges the **unique scale of Los Angeles County**, which presents its own set of challenges and opportunities. With 13,000 Tax Rate Areas (TRAs) and hundreds of taxing agencies, the County is a complex and dynamic environment that requires a sophisticated and robust approach.

We understand that managing such a vast scale will necessitate fully-featured validation and variance analysis to ensure the accuracy of data over time. Today TaxSys provides extensive reporting for many types of variance and validation, including reports highlighting year-over-year changes. During the implementation, we anticipate building out more robust features leveraging data visualizations to streamline and automate the identification of potential anomalies and errors. For example, today TaxSys provides extensive reporting for jurisdictional changes and annexations, including base revenue shifts. During the implementation, we anticipate building out more robust features leveraging data visualizations to streamline and automate the identification of potential anomalies and errors, e.g., a visualization highlighting TRAs with an annual tax increment shift above an expected threshold. Grant Street Business Analysts will collaborate closely with County subject matter experts to identify the data elements, analysis guidelines, and processes used for validation during the implementation.

Looking Ahead

Looking ahead, Grant Street is **committed to ensuring that the County experiences continuous improvement over time**. We understand that the needs of our clients evolve, and we are deeply curious and committed to meeting these changing needs through continuous innovation and improvement.

Some of the ways we facilitate continuous improvement are through our Advisory Committee meetings, User Group Meetings, and Property Tax Manager's Manual audit programs. These initiatives allow us to stay abreast of the latest developments and trends, ensuring that our services remain relevant and effective. For example, we recently reworked our processes for government acquisition of property to more accurately follow procedures established in the Property Tax Manager's Manual, specifically around how we prorate the taxes from the year of the acquisition.

As we continue to add new clients, our product continues to evolve. Each new client brings unique needs and challenges, which in turn drive the development of new features. This ongoing evolution allows us to continually refine our product, making it an increasingly standard solution for California.

Translating all of this to Los Angeles, we understand that you are unique and operate on a larger scale. However, our extensive experience with the software and our commitment to building expertise within our teams make us well-equipped to work with you.

Support for Our Project Team

Grant Street will provide **a dedicated team to the Los Angeles County project**. This team will focus solely on the Los Angeles implementation, ensuring that all resources and efforts are directed towards meeting the unique needs and challenges of this project. This team will have a defined hierarchy and clear ownership roles. Team members know which aspects of the projects they own and have clear lines for escalation and assistance when needed.

Grant Street boasts a **low employee turnover rate**, less than half of tech industry averages. This stability within our team lends itself to the retention of knowledge assets over time. Our team members build expertise and understanding that is not lost but continues to grow and deepen over the course of the project. This continuity is invaluable in ensuring a smooth and successful implementation.

Many other teams at Grant Street will support the core Los Angeles project team. A few examples:

- Our **Operations and Support Team** is responsible for training and continuing education which includes programs such as:
    - ***Bootcamp:*** all new hires undergo an eight-week cohort-based training program designed to develop a solid foundation in the core areas of responsibility.
    - ***Developer Master Class:*** led by veteran Grant Street developers covering advanced topics to make our code more resilient and maintainable
    - ***Learning Management System:*** a hub for all of the training and knowledge sharing opportunities we have built over time at Grant Street. We make those as valuable and accessible as possible for all team members.
- The **Administrative Team** provides assistance with project documentation, travel arrangements, meeting arrangements, and scheduling, helping to streamline project activities.
- The **Executive Team** meets regularly with project team leadership to assess progress, uncover roadblocks, and resolve escalations.

In addition to these specific support roles, the County's project is of great importance to each and every Grant Street employee. We are **fully committed as an organization** to the success of your implementation.

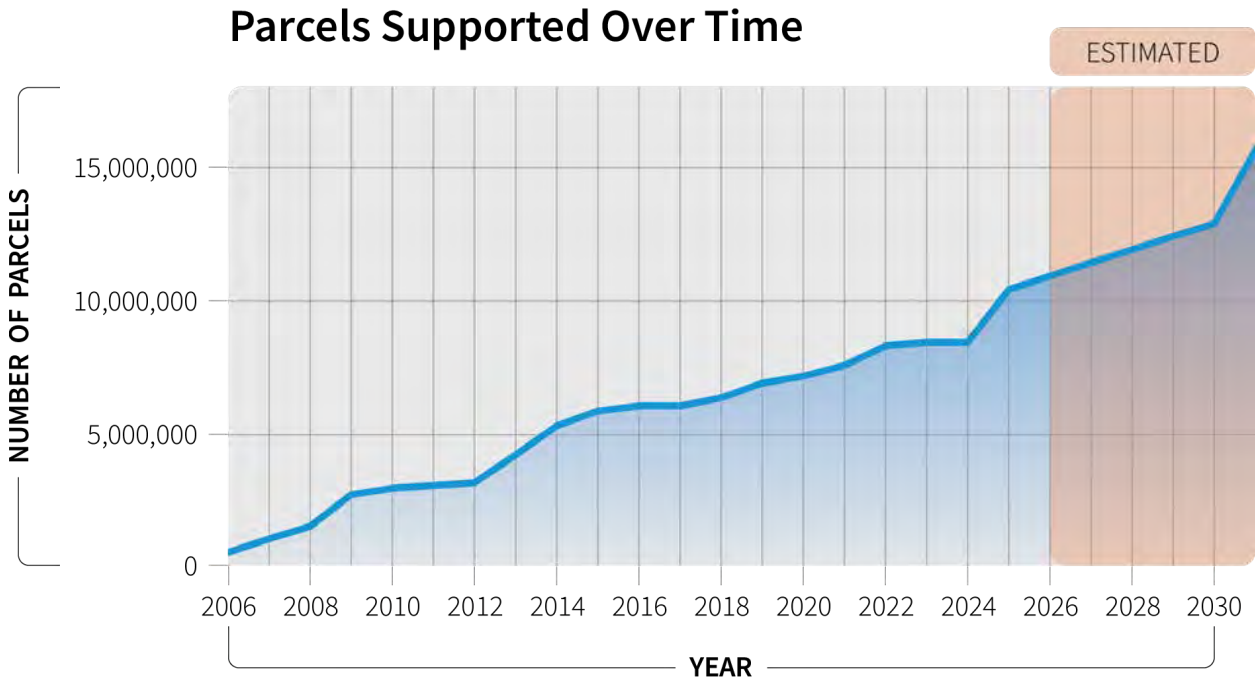
3. Large Scale Implementation Expertise

Instructions: Describe the Proposer's experience implementing large scale applications of the size of the eTAX System. Highlight your company's experience delivering projects, the size and complexity of the eTAX Project and how the approach and challenges of leading projects the size of eTAX differs from smaller projects. Describe how the company oversees and monitors projects and how your organization will scale its support to support a project the size of the eTAX System implementation and support to the eTAX team. Page limit: Five pages.

Experience with Large-Scale Implementations

Grant Street has a **proven track record in implementing large-scale applications**, a skill that will be crucial for the Los Angeles project. Scaling up is a familiar challenge for us, and a process we have successfully navigated in the past. Our work with Miami-Dade County was a significant evolutionary leap, requiring us to expand our capabilities and adapt our strategies to meet the needs of a larger client base. Similarly, while San Bernardino County has fewer parcels than Los Angeles, it represented another substantial step in our growth. Despite the differences in scale, we were able to successfully implement our services and meet the unique needs of each county.

Drawing on our past experiences and successes, we are confident in our ability to scale for Los Angeles County. We have done it before, and we stand ready to do it again.



Challenges of Large-Scale Implementations

Grant Street acknowledges that large-scale application implementations bring challenges distinct from those encountered in smaller projects. One of the most significant differences is the sheer volume of data and transactions that require management. Other concerns relate to the organizational challenges of managing a large, long-term effort in areas such as decision making and staffing.

We have formulated several methods to address this scaling concern. Some of the ways we manage large volumes of data and and transaction activities include:

- **Historic Data Verification and Validation:** Successful conversion of historic data establishes the foundation for success of your new system. Our methodology involves iterative review of your data as early in the project as possible. But, the real magic is our automated testing and balancing procedures. Over the last 18 years of performing in-house data conversion activities across a variety of home-grown and third-party vendor systems, we have developed *thousands* of automated tests that run *with every single data load* to identify incorrect information. We also balance every single bill *to the penny* with every single load. Between these two mechanisms (automated tests and balancing reports) we ensure that we have coverage over extremely large datasets — something that would be impossible to handle manually one by one.
- **Analyzing Large Data Sets:** We have processes in place to analyze large quantities of data during the implementation, but we recognize that this need does not go away post go-live. We have built specialized tools to identify anomalies for our existing clients, and we expect to expand these capabilities for large-scale data review specific to Los Angeles County needs.
- **Logic Validation:** We train our staff to look for possible inconsistencies in data that point to either missing information or misunderstandings about that information. For example, when we saw "Change in Ownership" supplemental assessments in the City and County of San Francisco without corresponding appropriate change of ownership data records we knew a piece of the puzzle was missing. We worked with the City staff to find a previously unused source of ownership data to map these ownership changes and help align the data with our understanding of the business and operational requirements.
- **Bulk Actions:** The system allows many functions to be performed in bulk and automatically. For example, daily returned payment notices can be printed in bulk overnight for each returned check processed that day. When adding features to the application, we always consider how the feature will work at scale, and incorporate bulk actions into the design.

On the organizational side, we have demonstrated experience managing these large scale projects and mitigating issues caused by scale.

- **We focus on business outcomes.** Our implementation deliverables are business processes. We do not just ensure that each piece works individually. We focus on the *solution*. That means that we prioritize the overall success of business outcomes rather than functionality in isolation to ensure that all of the system features work seamlessly together.
- **We deliver a holistic working solution.** We understand that all decisions have ripple effects. For example, a single decision may affect data conversion, how information shows up on printed bills, the public site display, and County staff support. We have an established structure to support and advance the decision making process. We organize teams across data conversion and application development based on functional area — those groups stay in constant communication. In addition, each functional area has a group of architects responsible for identifying major architectural decisions that have downstream impacts. They ensure that the a solution fits into the existing architecture of TaxSys from a technical, business, user, and client perspective.
- **We effectively capture knowledge.** We place a strong emphasis on comprehensive documentation of both current and future processes. This approach not only aids in the smooth implementation of our services but also ensures that the knowledge and understanding of the project stays intact beyond the implementation phase. Our detailed documentation serves as a valuable resource for new County or Grant Street team members joining the project, enabling them to quickly understand the processes and get up to speed. Similarly, knowledge and contributions from team members that may leave the project are never lost, but preserved within our thorough documentation.

- **We commit to an on-time, on-budget go-live.** Large software projects are typically fraught with delays and cost overruns due to frequent change orders. All of our 31 implementations were completed on-time and on-budget. To date we have **never** had to charge a client for a change order. The collaborative relationship we have with our clients, mutually dedicated to going live on-time and on-budget, facilitates this.

> "This is the kind of powerful, easy-to-use solution the public deserves, and I am proud that we delivered the project on time and on budget. Implementing a new tax system would have been a huge challenge in a normal year, but when you add the impacts of the COVID-19 pandemic, and having to complete the last five months of the project working remotely, this is truly a remarkable success. I am grateful to Grant Street and our team of dedicated City employees for their tireless work."
>
> *José Cisneros*
> *Treasurer, City & County of San Francisco*

Project Oversight and Monitoring

Grant Street's Business Process (BP) based approach to the implementation naturally lends itself to effective, efficient oversight and monitoring. Organizing work into BPs, combined with an iterative approach to requirements gathering and development, ensures that each BP meets not only the documented requirements outlined for that BP, but that the BP as a whole meets the business needs. We do not consider BP development complete until the County BP owner determines that the BP **meets the business needs of the County** for that functional area — an evaluation guided primarily by your overarching project objectives.

The project leadership team reviews reports, dashboards, and tickets to monitor project progress on a frequent basis. These monitoring tools that aggregate the JIRA tickets comprising the core work of the project enable us to monitor progress on a continuous daily basis with relatively low overhead. This allows managers to review ongoing work at multiple levels and intervene quickly if project progress is delayed or otherwise off track.

For example, the dashboard that follows shows the progress towards a particular development milestone at a high level, grouped by BP.

High-level Milestone Tracking Dashboard

The following project leadership personnel reviews reports, dashboards, and tickets to monitor project progress on an at least weekly (often daily) basis:

- **Project Manager(s)** have completed TaxSys implementation projects for California county Tax Collector/Auditor-Controller offices, and thus have significant experience in monitoring the progress of these projects and identifying areas of risk.
- The **Operations Manager** is experienced in leading TaxSys California implementation projects and monitors the overall work of the project team to ensure quality standards and deadlines are met.
- **Technical and Product Leads** are assigned to groups of BPs, and review the tickets being completed for those business processes for accuracy, quality, and timeliness. This group of leads monitors the details of the work being done closely and reports progress and any areas of concern to the Project/Operations Managers.

Project leadership team members frequently communicate with Grant Street's Executive Team, making sure that if any major project concerns arise, they are quickly escalated, communicated to the County, and addressed.

Scaling for Los Angeles

The size of the County will require us to scale up our technology and our organization. Drawing on our past experiences and successes, we are confident in our ability to scale for Los Angeles County. On the technology side, Grant Street uses load-balanced web servers for redundancy and scalability. Numerous web servers operate concurrently in Production, and in the event of a single machine failure, the remaining servers seamlessly take on its responsibilities. We plan in advance so our web server pool has more than adequate resources, and can quickly and easily add new servers to this pool. The infrastructure includes virtualization of application and database servers to allow faster, more flexible allocation of resources and more scalability. We can scale our database capacity as well by simply adding more secondary machines and configuring the application to use them. We can absorb big utilization spikes through our “grid”, a set of distributed processes that adapts to the system load.

Grant Street provides continuous monitoring, expansion, and upgrades to this environment as part of the TaxSys service. We monitor all aspects of TaxSys and the underlying infrastructure, including processing time of various business processes, database request times, locks, CPU, memory and I/O rates. We also monitor hundreds of data points to optimize performance and anticipate and remediate performance degradation.

We provision capacity generously to ensure ample "buffer" to enable peak use. Real-time alerts promptly notify us of any performance degradation, enabling us to provision additional capacity within minutes, all thanks to our virtualized infrastructure. We perform regular capacity planning and invest in our infrastructure accordingly to stay ahead of any future business needs.

Organizationally, [redacted] **during the core TaxSys project phase**, drawing primarily from our pool of hundreds of California property tax experts.

We anticipate allocating [redacted]. We anticipate Los Angeles County requiring three times that.

An [redacted], should the County elect to use them.

Committed to Your Satisfaction

For Grant Street, the most meaningful measurement of a successful implementation is our **client’s experience and satisfaction**. If the experience was meaningful and positive, and the client was satisfied, we consider the implementation a success. We have a reputation for doing whatever it takes — for as long as it takes — to satisfy our clients. For example, we have a history of not imposing project change orders on our clients. Instead, we work cooperatively and strategically with clients to manage scope and avoid change orders. While delays and cost overruns typically plague large software projects, all 31 of our completed implementations have been on-time and on-budget. We encourage you to ask ***any*** of our clients about their experience with Grant Street Group. Our organization is fully committed to working with the County in a partnership to meet your evolving business needs for years to come.

4. **Long-Term Product Viability**

Instructions: Describe the Proposer's long-term plans to ensure the Product will be supported well after the M&O period. Describe your organization's approach to updating the proposed Product and the Product roadmap and your company's policies will help the eTAX System stay current with technology advancements.

Outline the steps you are taking to ensure clients, including the County, are not adversely affected by your organization's business performance and proposed approach if your organization decides to discontinue the Product. Is the Proposer taking any steps (e.g., escrow of the code) to ease the transfer of the eTAX System, associated data, and Product ownership. Page limit: Two pages.

TaxSys is a well-established product with a history spanning 18 years, and it has undergone multiple evolutions during that time. We started with three initial counties in 2006, all of which wanted a modern tax system built on a flexible platform so as their business needs change in the future, so will their tax system. If they are impacted by an earthquake, fire, or even a pandemic, as an essential service provider they could remain operational. TaxSys has an indefinite life and these three counties still use it today. Although should you ask them if the system remains the same, they would all answer — no, it is light years better and constantly improves.

Our commitment is to support and enhance TaxSys for decades to come. To successfully do that (thus far and in the future), we must:

> "I am constantly amazed at how Grant Street will not wait for me to report a problem or request an enhancement, they are anticipating my needs and looking at what I will need in the future. Many times when I say 'I think I would like' they've already got it."
>
> *Lisa Cullen*
> *Brevard County Tax Collector*

- **Invest in the Right New Features.** We pay attention to ongoing legislation, similar industries, and feedback from clients and taxpayers to stay ahead of the curve and identify the most impactful features that will move the needle for your operations and your customer's experience. For example, in recent years we have invested in moving more customer interactions online by providing additional forms and communication workflows to allow customers to interact with your office digitally. Your online presence is an extension of your office and focusing on this area improves your customer's experience while also streamlining operations.
- **Refine What We Have Already Built.** It would be foolish to assume that we built everything perfectly from the beginning, and we pride ourselves on egolessly re-evaluating the success of our BPs on an ongoing basis. As an example, when we first built lien management functionality in TaxSys, it met the immediate needs of our implementations and worked adequately post go-live. But as we learned more, we realized we had made some assumptions that would not scale long term. We met with many counties (current clients and otherwise) and performed a deep dive into R&T Code. We have now initiated a large project to streamline lien workflows and to address systematic improvements that will allow the functionality to scale better long term.
- **Maintain a Steadfast Commitment to Modernizing Our Code.** Our strategy is not a one-time replatforming every ten years. Instead, we consider code modernization an ongoing effort critical to our long-term success. We modernize modules as we go — taking advantage of opportunities to improve our service-oriented architecture while working on major new features or addressing technical debt. In the last year, we have built an entirely new public site platform and have completely restructured our apportionment and distribution module. We intend to continue this effort indefinitely so that TaxSys code will never be obsolete.

- **Commit to Continuous Education and Technology Adoption.** We have a keen interest in global technology advancements and a long history of incorporating changes to revolutionize Grant Street and client operations. For example, many years ago data warehouses completely changed the speed and efficacy of reporting. We were early adopters of a particularly impressive technology that improved our reporting speed by a factor of 12. In 2017, we created a dedicated Data Analytics Team that initially focused on providing operational dashboards and has since grown to also include more sophisticated machine learning advancements. We have also invested in artificial intelligence research and have positioned ourselves to incorporate any new technology *that makes sense* for tax collection and billing long term. We do not chase new technologies for the sake of novelty, we always have an intentional plan to improve our product and services.

> "Technology is a critical component that enables my office to serve the public in the best possible manner. Moving to TaxSys is a strategic decision to ensure our technology advances and evolves with the needs of our office and the customers we serve."
>
> *John Drew*
> *Nassau County Tax Collector*

The TaxSys roadmap incorporates each of these goals. We base our roadmap first and foremost on client needs and priorities, and balance it with Grant Street's technical investments and commitment to build a product that will keep you happy long term. We maintain a high-level roadmap, always accessible to clients, to keep you apprised of our plans. Each project on the roadmap clearly articulates its plans, timeline, and benefits, and allows for customer feedback and suggestions.

We also regularly review our development plans with each client individually to ensure you know what we have planned, how it would impact Los Angeles County specifically, and to ensure we understand your priorities. These development reviews incorporate our high-level roadmap items that will benefit all clients, but it also includes County-specific items that would have an outsized impact to Los Angeles. We greatly appreciate the opportunity to discuss our plans in detail and gather feedback from your team.

Finally, we take advantage of our client community via User Group Meetings and Advisory Committee Meetings to gather group feedback on our plans. We do this at a high level and in detail as we work through specific development projects. For example, we have hosted numerous meetings with multiple clients in attendance focused on building our RPTTF and ERAF modules.

All of your data belongs to Los Angeles County. In the event that a transition is necessary to another product, Grant Street will support all conversion efforts required to successfully migrate off of TaxSys.

While TaxSys has a rich 18-year history, Grant Street itself has existed even longer. Over the past 25 years Grant Street has grown at an average annual rate of 20%. We have no desire to grow any faster. We believe that 20% is appropriate for an enterprise such as ours that seeks organic growth, not the faster artificial growth occasionally achieved through mergers, acquisitions, IPOs and buyouts. We recruit extremely smart and talented professionals and treat them well. We employ 460 professionals and our annual rate of employee attrition is in the single digits (the national average is over 15%). Almost all of our revenues derive from multi-year professional service agreements. No single customer accounts for more than 10% of our revenues.

TaxSys is a fundamental component of our business operations and its long-term viability is of paramount importance to us. We understand that our success is intrinsically linked to the success of our clients. **We have a steadfast commitment to TaxSys in California and we assure you of our undivided attention and dedication.**

General Assumptions

Instructions: In the table below, document the assumptions made in the preparation of this Response Template. Add rows as necessary.

Proposer Experience Assumptions

ITEM #	REFERENCE (Section, Page, Paragraph)	DESCRIPTION	RATIONALE
1.		None	
2.			
3.			

Response Template 3 - Engagement Staffing

1. **Hosting Service Staffing Environment**

Instructions: See Exhibit A, Statement of Work (SOW), Subparagraph 15.1 for guidance while preparing this response. Please provide an overview of the personnel policies, processes and procedures that are established in your proposed hosting environment. Include any relevant certifications. Capture any changes you anticipate implementing to meet the County's requirements. The County recognizes a hosting subcontractor may not provide the publicly available information that highlights the maturity of their hosting organization. Page limit: Five pages.

Our approach to security not only includes technology and infrastructure but also emphasizes the critical role of our employees in maintaining a secure environment. We recognize that security is a collective responsibility, and by establishing a specialized security team and providing comprehensive training, we aim to create a robust defense against potential threats and vulnerabilities, ensuring the County's data remains secure at all times.

Security Team

We maintain a dedicated security team responsible for overseeing all security and compliance aspects across our organization. This specialized team, which we expect to expand, comprises experienced professionals, well-versed in cybersecurity practices, who focus exclusively on managing and enhancing our infrastructure security. Their responsibilities include monitoring for potential threats, conducting regular security assessments, and implementing security measures in line with industry standards and regulatory requirements. The team also collaborates with leading third-party experts to ensure we enact comprehensive security measures. We engage [redacted] for 24x7 Security Operations Center (SOC) services, and leverage [redacted] advanced threat hunting capabilities to enhance our security posture.

[redacted]

As part of our commitment to a culture of security, we have implemented a rigorous security training program for all employees. This program encompasses awareness training, best practices, and protocols designed to educate and empower our workforce to recognize and respond effectively to security threats. We also provide ongoing training to keep our employees updated on the latest security trends, risks, and safe programming.

Security Policies

Our organization has established a set of robust policies specifically designed to manage and protect sensitive information, including Personal Identifiable Information (PII) and Protected Health Information (PHI). These policies are meticulously crafted to align with relevant regulatory requirements, including but not limited to the Health Insurance Portability and Accountability Act (HIPAA) and General Data Protection Regulation (GDPR), and cover the entire data lifecycle, from collection and storage to transmission and disposal.

To ensure the confidentiality and integrity of sensitive information, we employ encryption techniques across data in transit and at rest. This is further supplemented by encryption of sensitive fields in the database. This includes the encryption of data stored within our hosting environment, as well as data transmitted between our systems and external parties.

Hosting Environment Overview

We invest heavily in the security of our technology and environments. Our hosting environment security includes:

- **Data Center Facilities:** We utilize third-party tier 3 data centers located in Pittsburgh, Pennsylvania, and Atlanta, Georgia. We carefully selected these data centers for their geographical diversity, ensuring redundancy and disaster recovery capabilities.
- **Compliance Certifications:** Both of our data center facilities comply with the Payment Card Industry Data Security Standard (PCI-DSS), Statement on Standards for Attestation Engagements (SSAE) SOC2, and StateRAMP requirements related to physical access and environmental monitoring and control. These certifications ensure that our hosting environment meets rigorous security standards and undergoes regular assessments to maintain compliance.
- **Physical Access Control:** Access to our data center facilities is tightly controlled. We employ 24x7 monitoring and staff presence, with all personnel required to present photo IDs, which are cross-verified against approved access lists. Additionally, all entry and exit activities are meticulously recorded for audit purposes.
- **Security Measures:** Data centers have implemented badge readers and video surveillance at all entry points to further enhance security. We store our equipment in dedicated locked racks within the data centers, with access closely monitored and escorted as needed.

Anticipated Changes to Meet County Requirements

In our ongoing commitment to meeting the County's specific requirements, we are actively pursuing StateRAMP authorization for our hosting environment. This authorization process ensures that all systems within our technology stack align with StateRAMP security guidelines, controls, and processes.

As part of this endeavor, we are adopting StateRAMP policies and procedures to match the National Institute of Standards and Technology (NIST) 800.53 security controls, across various functional areas.

These policies encompass

- Access Control
- Awareness and Training
- Audit and Accountability
- Security Assessment and Authorization
- Configuration Management, Contingency Planning
- Identification and Authentication
- Incident Response, Maintenance
- Media Protection
- Physical and Environmental Protection
- Planning
- Personnel Security
- Risk Assessment
- Systems and Services Acquisition
- System and Communications Protection
- System and Information Integrity.

Third-Party Auditing

We take our commitment to security seriously and regularly subject our processes and procedures to scrutiny by independent third-party auditors. Our hosting environment undergoes rigorous audits, including PCI-DSS, SSAE18 SOC1/SOC2 Type2, and, as mentioned, the pending StateRAMP audits. These audits provide an additional layer of assurance regarding the effectiveness and compliance of our security measures.

Grant Street Group maintains a robust hosting environment, and we are proactively adapting our policies and procedures to align with StateRAMP and the County's requirements. We have an unwavering commitment to security, compliance, and transparency, and we have dedicated ourselves to safeguarding the County's data to the highest standard.

2. Engagement Staffing Plan and Team Structure

Instructions: See Exhibit A, SOW, Paragraph 14.0 Work Environment and Paragraph 15.0 Overview of Staffing while preparing response. Provide a Staffing Plan for both the implementation project and M&O phases of this Engagement, including a project organization chart. The staffing plan must include:

- **Graphical representation of the project team structure capturing reporting relationships.**
- **What staff will be focused on which activities?**
- **Identify roles on the project team and the associated responsibilities, including both Proposer and County resources.**
- **Highlight how the proposed team structure and roles and responsibilities will help ensure end-to-end integration between TTC and A-C's business processes.**
- **Highlight roles being performed by the subcontractor (if applicable).**
- **Identify roles to be performed by Key Personnel. ("Implementation Key Personnel")**
- **Estimated staffing levels both from the Proposer and the County.**
- **Approach to managing communications between sub-teams and with the County to optimize collaboration.**
- **Location of resources by implementation task (see Attachment 1 of the SOW, eTAX Implementation Plan) and maintenance and operations.**
- **Anticipated governance structure Page limit: Five pages.**

Grant Street Organization and Staffing - Implementation Project

Grant Street recognizes the pivotal role that experienced and knowledgeable staff will play in ensuring the success of the eTAX implementation project. Our projected project team includes approximately 108 Grant Street professionals during the "core project" period (see *Template 8 - Implementation Services, Question 10 - Implementation Work Plan)*, all fully dedicated to the tasks required to meet the SOW requirements. The members of our proposed implementation team, including Software Developers, reside in the United States and work exclusively for Grant Street; we do not plan to engage the services of a subcontractor for this project. With a current workforce of 460 people, including Software Developers and IS/IT professionals, Grant Street has the bench strength to assure a successful TaxSys implementation for the County.

Our team has a wealth of knowledge and experience in the California market. We have spent years learning, documenting, designing, demonstrating, and finally building a system specifically for California Auditor/Controller/Treasurer/Tax Collectors. Grant Street's Key Personnel and other proposed project team members have extensive knowledge of TaxSys and of the California Tax Code's particular complexity. As a team and as a company, we have a deep awareness of how mission-critical a successful tax system implementation is for the County.

This project team is managed by an implementation leadership team that works collaboratively across their varied roles to ensure that not only are the requirements of the project completed, but also that all BPs fully integrate across all County TTC and A-C teams. This leadership team includes the Grant Street managers that will fill the roles described in the *Key Personnel Responsibilities and Qualifications* table in section 15.3.1 of the SOW, as well as some additional personnel who own responsibilities that Grant Street believes are necessary to ensure a successful project. The implementation leadership team reports to the Project Director, and members of this team will be in frequent communication with Grant Street's Executive Team, ensuring that if any major project concerns arise, they are quickly escalated, communicated to the County, and addressed.

On TaxSys implementations, the project team is divided into sub-teams that focus on different queues of work. For the project, Grant Street will staff the following sub-teams throughout the entirety of the implementation:

- **Data Conversion Team:** works with the County to move and translate source data into TaxSys. This team ensures that data integrity is maintained through the conversion and TaxSys business and schema requirements are met.
- **Application Conversion Teams:** work with County Subject Matter Experts (SMEs) to implement Business Processes (BPs), build new functionality as needed, and configure the TaxSys software in line with County requirements.
- **Training and Compliance Team:** this team has two functions: 1) training County users on TaxSys and other project-related software throughout the implementation project, and 2) ensuring that we meet project reporting requirements in compliance with the contract.
- **Infrastructure Team:** ensures that the TaxSys software and underlying systems are scaled to support County data and transaction volume.

Each of these subteams includes embedded leads that monitor the team's daily work to ensure timely, high-quality completion of project requirements. These leads also work closely across teams to ensure seamless BP integration by facilitating shared planning and frequent communication. They act as the bridge between different teams, ensuring that all work considers any points of integration and/or dependency. This involves regular meetings, updates, and discussions to align on tasks, share updates, and address any potential issues. In doing so, they ensure alignment of all teams, and that the work flows smoothly across different project stages.

The organizational charts that follow illustrate the subteams, leadership structures, and reporting relationships for the planned Implementation project team. We have included additional information on the key implementation personnel, including experience with large TaxSys implementations for California counties, in *Question 3 - Proposer Key Personnel*.

Grant Street Project Team Roles and Responsibilities
This table found in the *Images and Supplemental Materials* section defines Grant Street roles and responsibilities necessary to successfully complete the TaxSys implementation. Grant Street Project Managers will ensure each satisfaction of these roles. We describe County roles and staffing levels *Question 9 - County Staffing Requirements*.

Project Communications

Grant Street uses an integrated suite of communication and project management tools accessible by all project stakeholders to facilitate project communications. These tools provide project information, detailed work breakdowns, and current status of all work items. Project stakeholders receive user accounts and training on how to access tools during project kickoff week. We describe these tools fully in *Template 8 Implementation Services - Question 9, Planned Tools.*

In addition, we place a high emphasis on regular meetings to ensure seamless project communication. These meetings, held both in person during site visits and via video call, serve as a platform for all stakeholders to discuss project updates, share insights, and address any potential issues. The Grant Street Project Management Team, BP Owners, and other leads will work with the County to best structure these meetings and ensure the right stakeholders attend. This will include an emphasis on communications across subteams of the project and with both Treasurer-Tax Collector (TTC) and Auditor-Controller (A-C) staff to ensure end-to-end integration between BPs.

These frequent meetings complement the digital tools by allowing Grant Street and County staff to discuss topics such as complex business requirements in real-time, helping to ensure that both teams have a deep understanding of the topic and feedback is shared immediately. This combination of digital tools and regular meetings ensures that all project stakeholders are well-informed and engaged, contributing to the overall success of the project.

Project Governance

Project governance includes a number of committees, offices, and teams with agreed upon responsibilities and decision-making rules. Project governance provides direction and defines decision-making procedures and metrics for validating project impacts. It also enables the project team to deliver on requirements and creates a forum for issue resolution to occur in a timely manner.

During project planning, a steering committee will be established that will include Grant Street and County project sponsors, project leads, and senior management. The steering committee will meet monthly or more often if needed, to receive a detailed update on project progress, issues, and changes of either scope or schedule, and confirm the project's strategic direction. The County and Grant Street's project management teams will be in constant communication and will plan, replan, monitor, and report project progress and escalate issues to the steering committee as required.

As part of the project plan, Grant Street will provide the County with an escalation plan and contacts for escalating concerns. We have provided a sample escalation plan in the *Images and Supplemental Materials* section. We will address the vast majority of concerns and make decisions as part of the general work of the implementation project, ideally between the Grant Street and County business process (BP) owners. That said, if members of an escalation level cannot reach a consensus, the discussion should be elevated on both sides for further discussion until a decision is reached.

Regardless at which level a decision is made, communication of decisions should flow both up and down through the project team. This will occasionally take the form of informational escalation emails sent to keep project team members informed.

Grant Street Organization and Staffing - Maintenance & Operations (M&O)

After go-live, members of the Grant Street implementation project team will continue supporting the County. This brings a unique — and successful — operational perspective to the project and its implementation. The M&O organizational chart illustrates the organizational structure of Grant Street's live client support teams for California TaxSys clients. In terms of team makeup , we have already deployed this support structure for our existing clients. The addition of the County to our M&O structure and operations will require us to add people and subteams, but not reimagine our support model, which currently supports 31 TaxSys clients successfully.

We anticipate [redacted]

An [redacted] should the County elect to use them.

During the M&O period, as in the implementation project, all staff supporting the County will be full-time Grant Street employees residing in the United States. Additionally, we will utilize the same communication tools described above to communicate with County users of the TaxSys system. More information on County staffing requirements during the M&O period can be found in *Question 9 - County Staffing Requirements*.

Images and Supplemental Materials

Grant Street Project Team Roles and Responsibilities

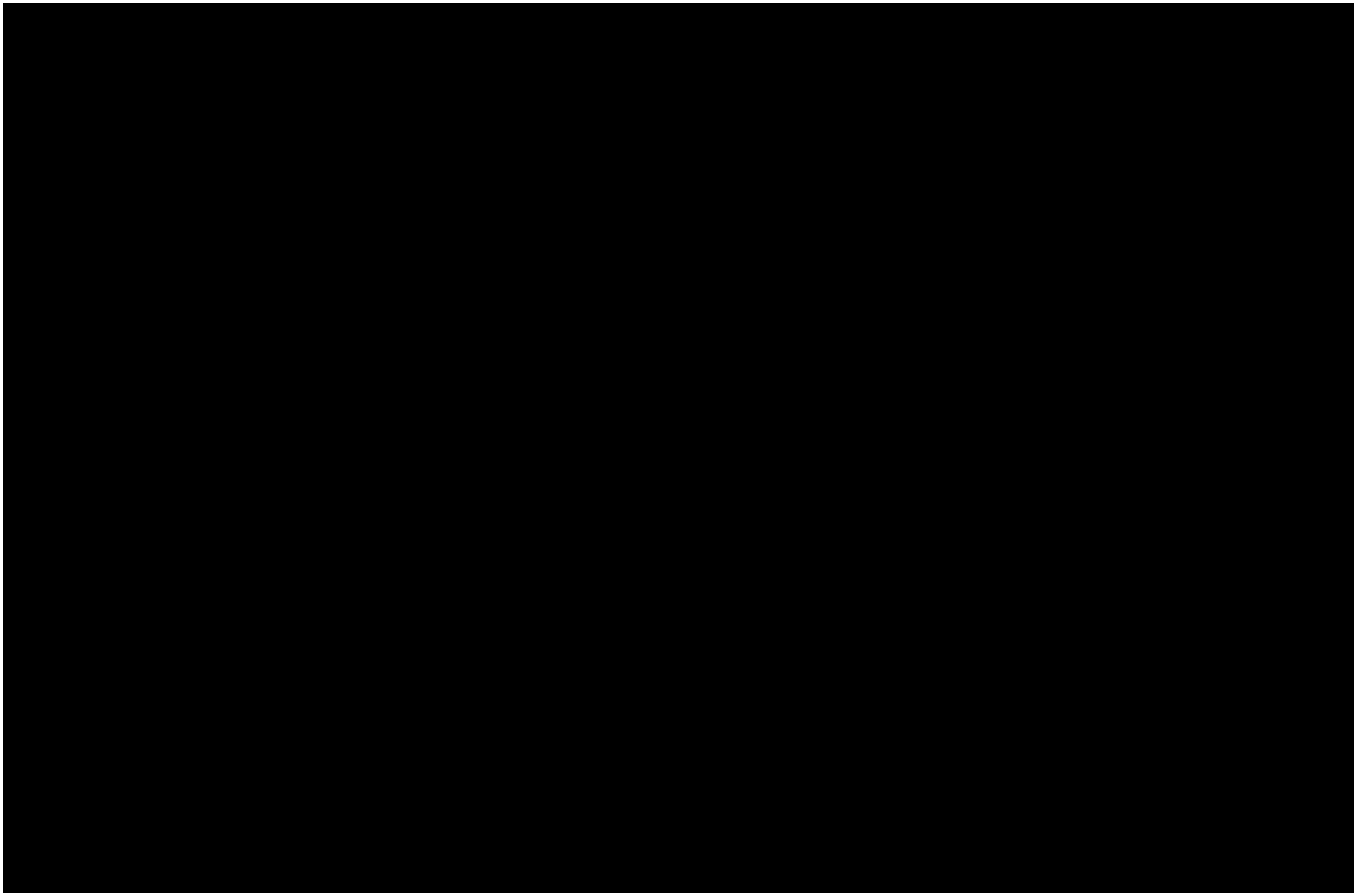
Role	Responsibilities
Grant Street Project Management Team	• Conducts the pre-kickoff and kickoff meetings • Develops the project management plan • Coordinates BP development • Coordinates integration training • Coordinates integration testing • Develops the go-live plan • Coordinates the support plan development • Directs and manages the project team • Monitors status of the project and deliverables • Facilitates problem resolution, including risk mitigation • Assumes responsibility for the execution of Grant Street's activities • Responsible for overall project quality control • Ensures project adherence to Grant Street's project management standards
Grant Street BP Owners/Business Analysts	• Develop County BPs • Coordinate development of system interfaces • Lead BP walkthroughs • Configure system per County needs • Develop training materials and delivers training to all County staff • Participate in integration testing
Grant Street Data Conversion Analysts	• Support County efforts to extract data • Merge County data extracts into TSF (*See Template 8 - Question 4, Approach to Data Conversion/Migration)* • Manage the TSF → TaxSys data conversion • Data analysis & specifications • Plan and facilitate the on-site data verification • Author the data conversion progress report • Assist with the verification of data quality
Grant Street Software Developers	• Implement BP requirements • Support integration testing
Grant Street Training and Compliance Team	• Train County users on TaxSys and other project-related software • Provide reporting and other data as required by the contract
Grant Street Implementation Leadership Team and Executive Team	• Manage the project teams and addresses any performance issues or timeline delays • Serve as a point of escalation and ensures the resolution of major project issues

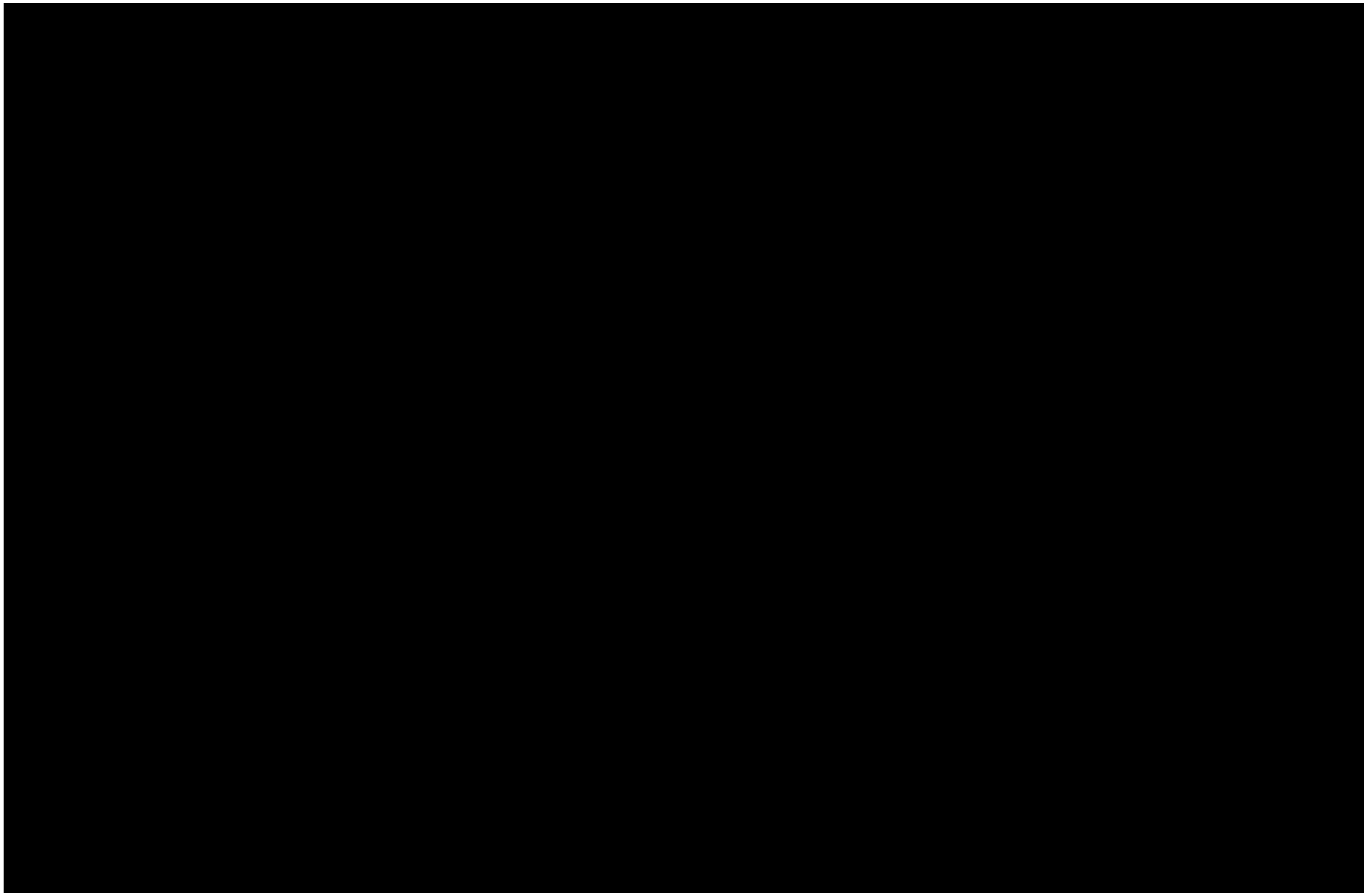
Escalation Level Descriptions

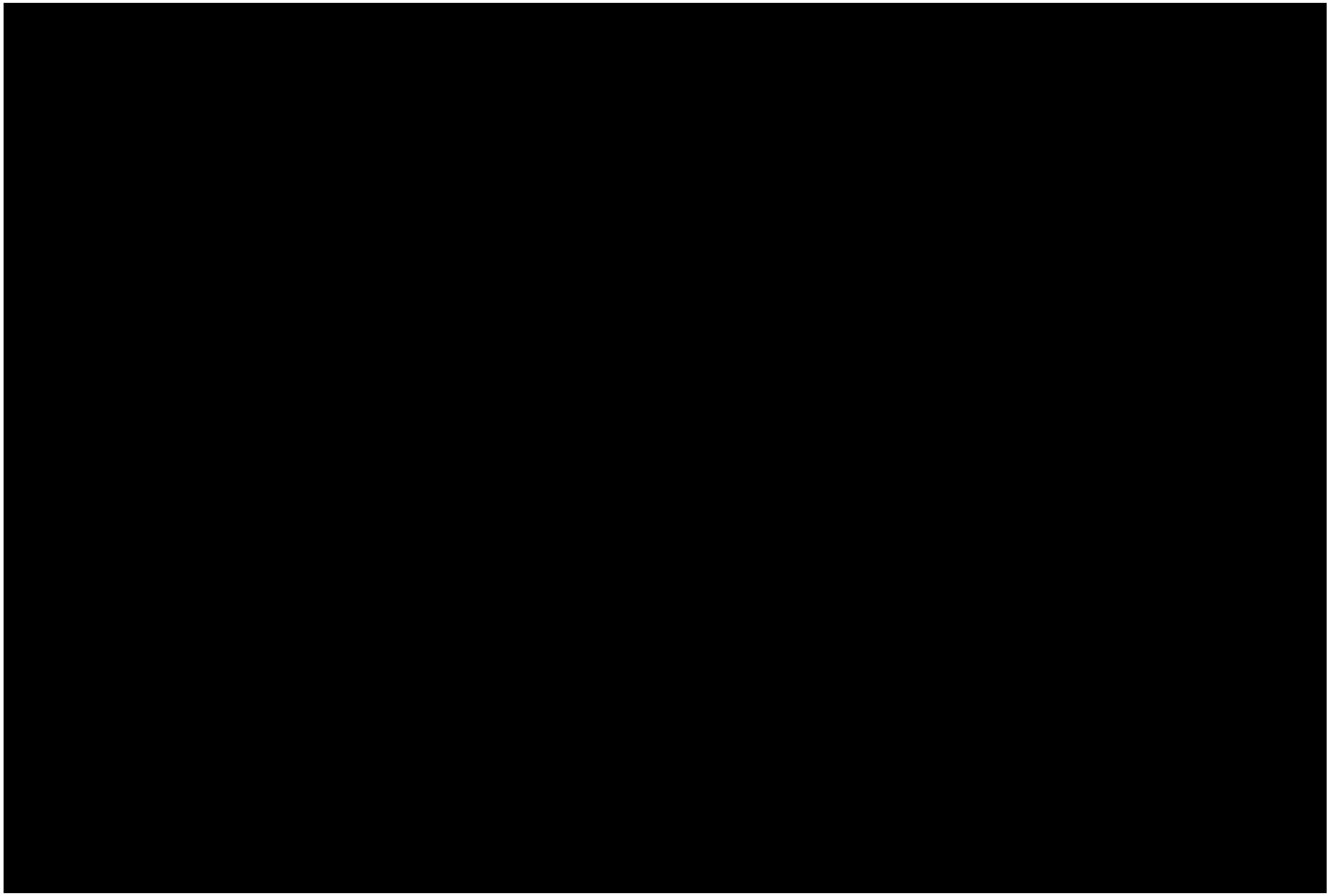
Escalation Level	Description of Level	Grant Street Contacts	County Contacts
0	Normal communication between the Grant Street BP Owner and the County BP Owner. Ideally at least **90% - 95%** of decisions should be made at this level.	Grant Street BP Owner or other project team member	County BP Owner or other project team member
1	Questions or concerns that the BP Owners cannot resolve should be escalated to this level. This should be the second most used level accounting for approximately **5% - 7%** of decisions. Some examples might be: ● Disagreements / misunderstandings of the BPs ● Adjusting requirements gathering, Initial BP walkthrough, or BP demonstration dates for particular BPs without impacting project milestone dates.	Operations Lead Product Lead	County BP Owner Individual County steering committee members that are SMEs in the area of discussion
2	Questions or concerns that impact the project as a whole should be escalated to this level. Ideally very few things will need to be escalated to this level - **less than 3%** of decisions. Some examples might be: ● Determining if something is in or out of scope for the project ● Project schedule or scope changes ● Changes to BPs ● Questions or concerns that cannot be resolved at the escalation level 1.	Project Manager Operations Manager Product Manager	County steering committee
3	Questions or concerns that cannot be resolved by escalation Levels 0 - 2 should be escalated to this level. Ideally **0%** of decisions will ever need to be discussed at this level. Some examples might be: ● Strong disagreements on project scope or timeline ● Disagreements on milestone payment	Project Director Grant Street Executives	County Directors County Executives

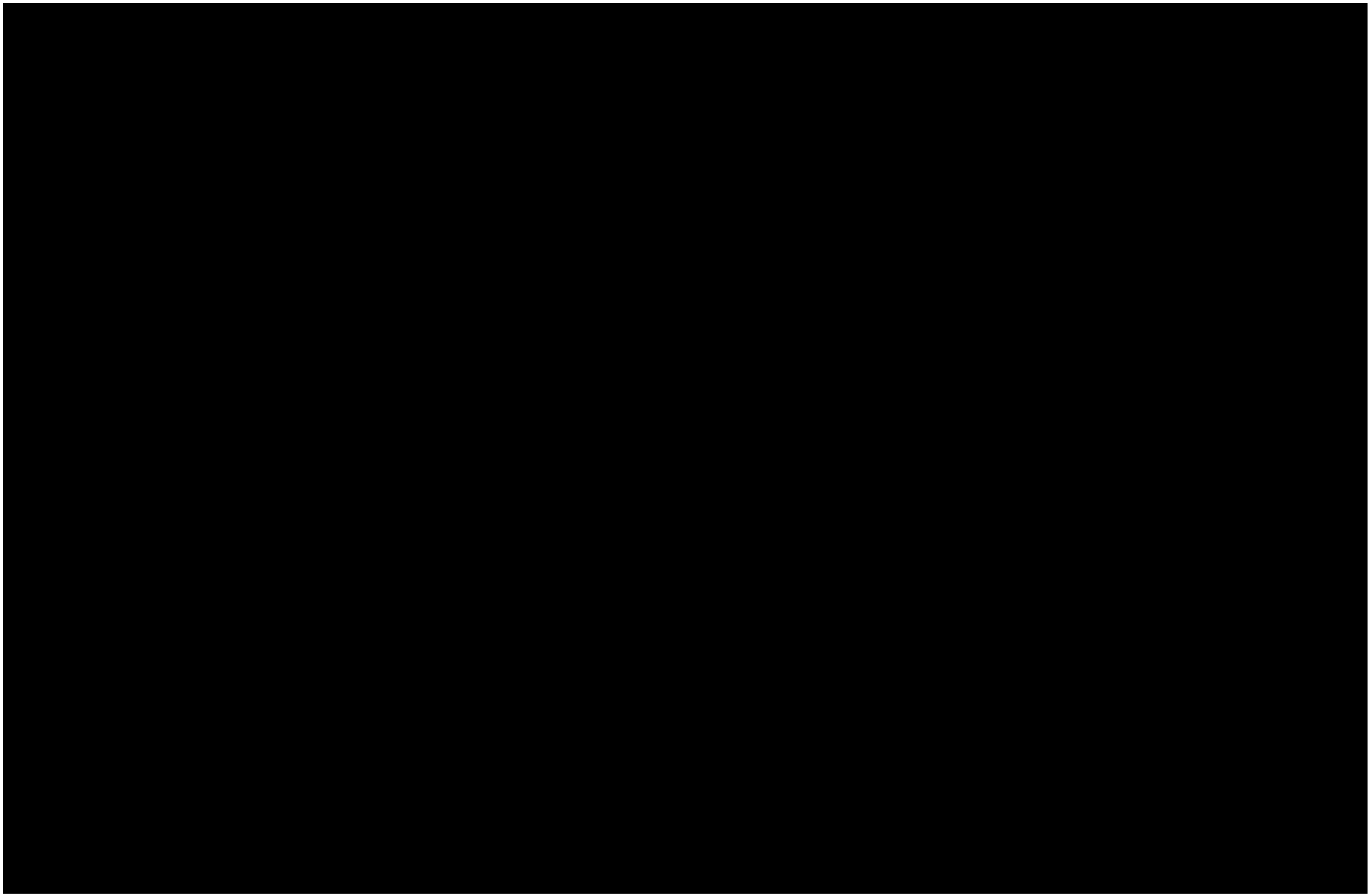
3. Proposer Key Personnel

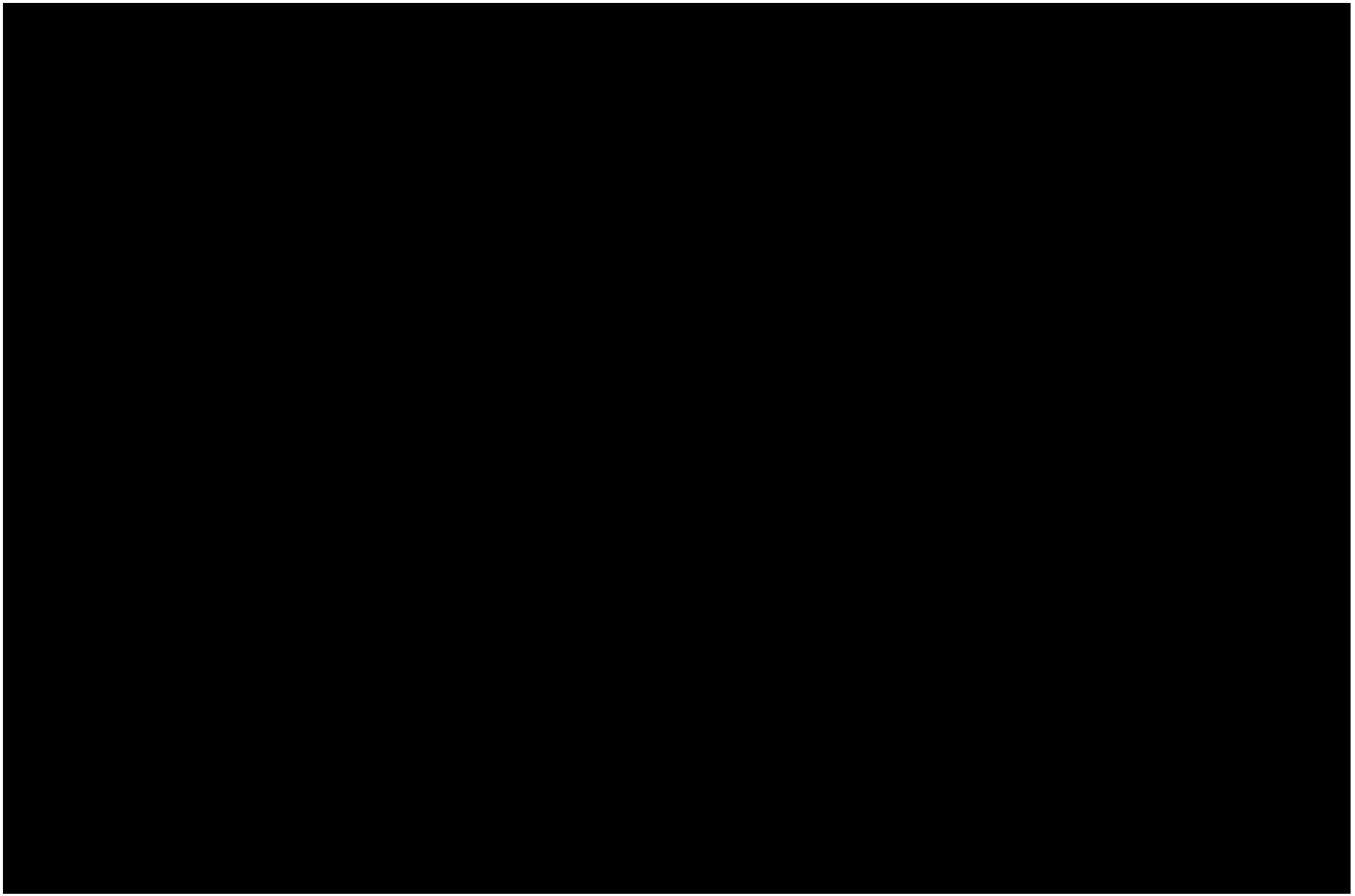
Instructions: Refer to Exhibit A, SOW, Paragraph 15.0 Overview of Staffing, for the definition and expected experience/qualifications of Key Personnel. Complete the following table detailing the Key Personnel identified for this Engagement (Implementation Project and M&O Services). Add rows as necessary. Do not change any of the existing columns. Any changes to the template could lead to the disqualification of the Proposal.

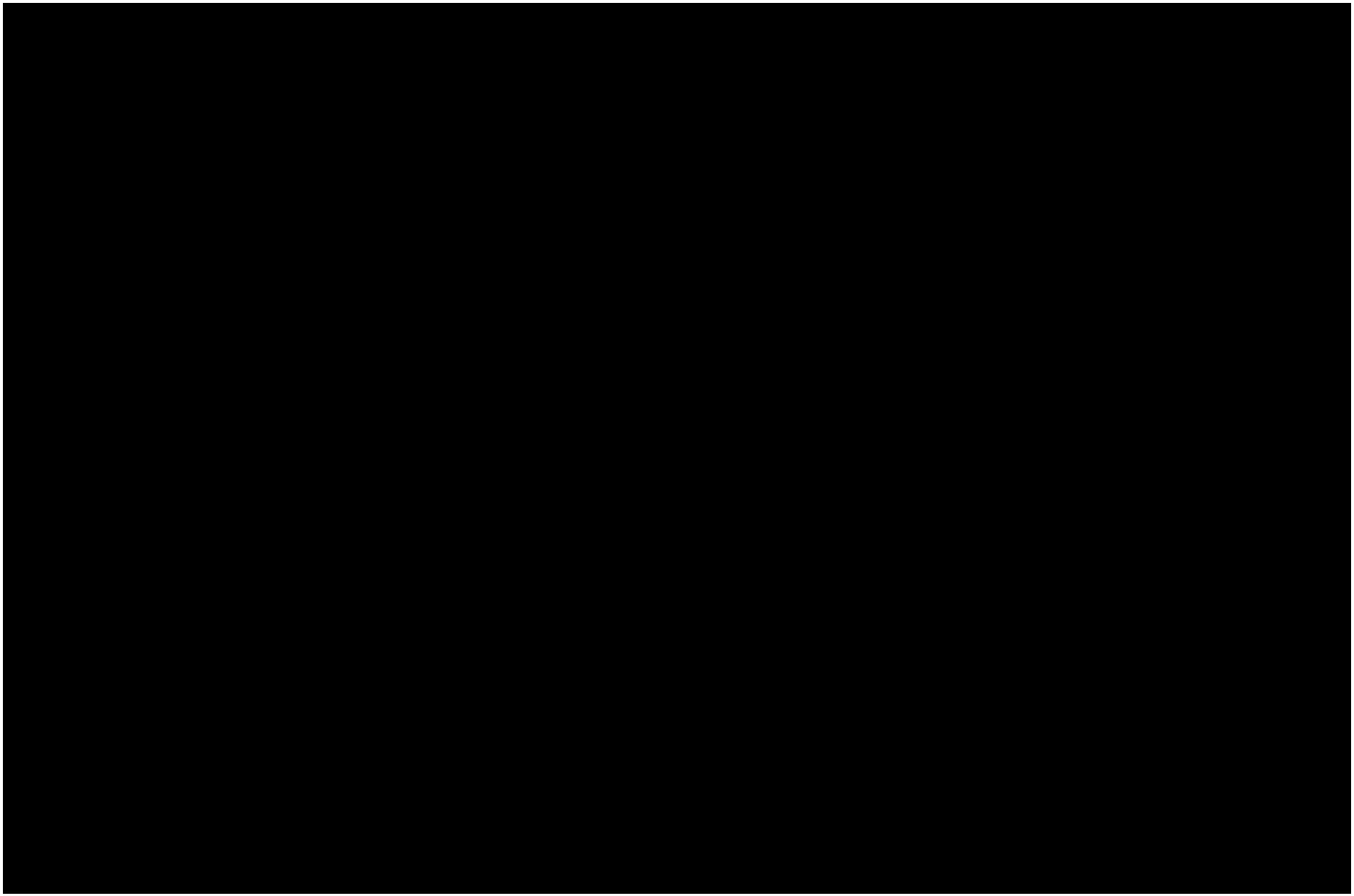


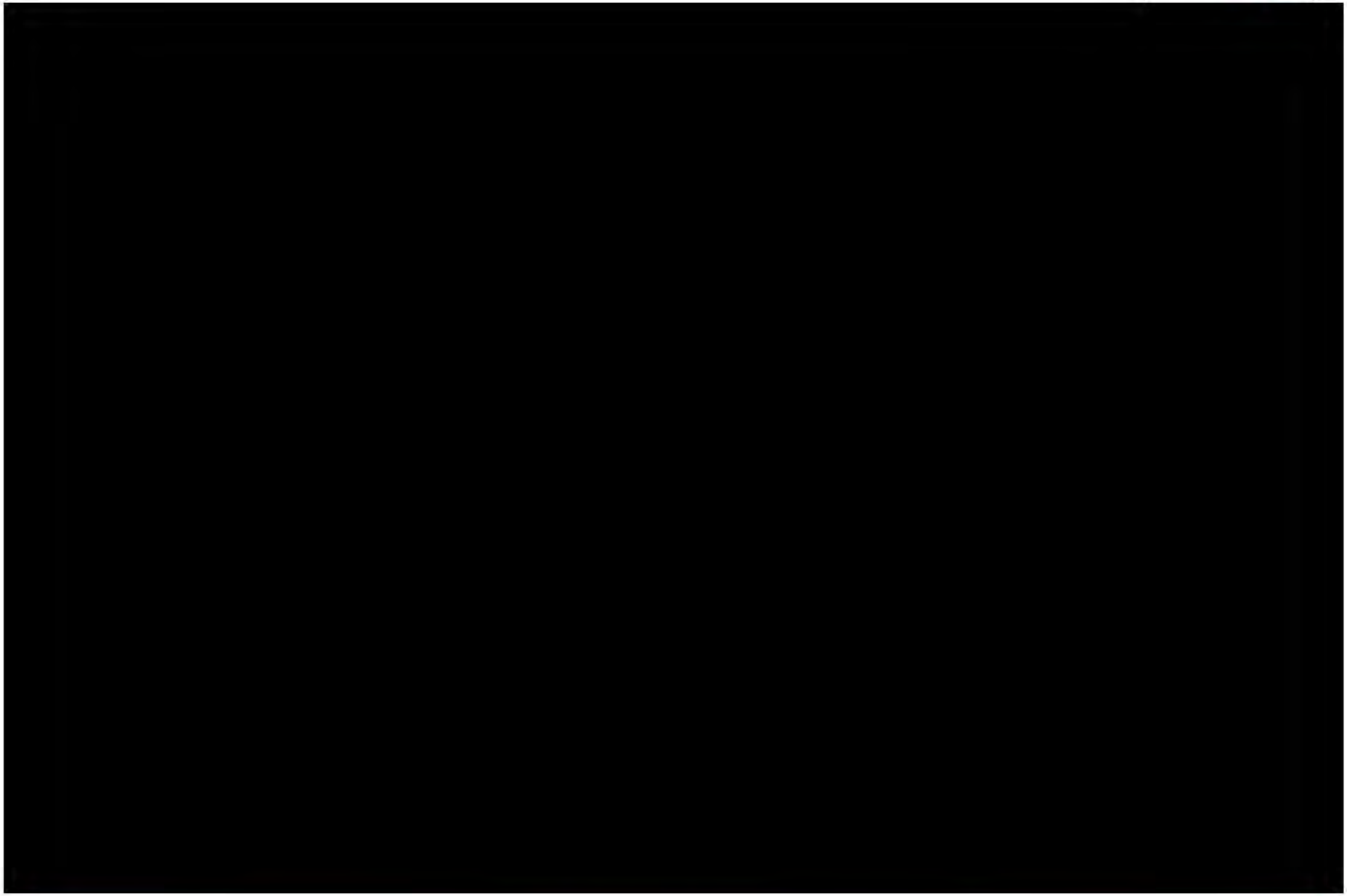


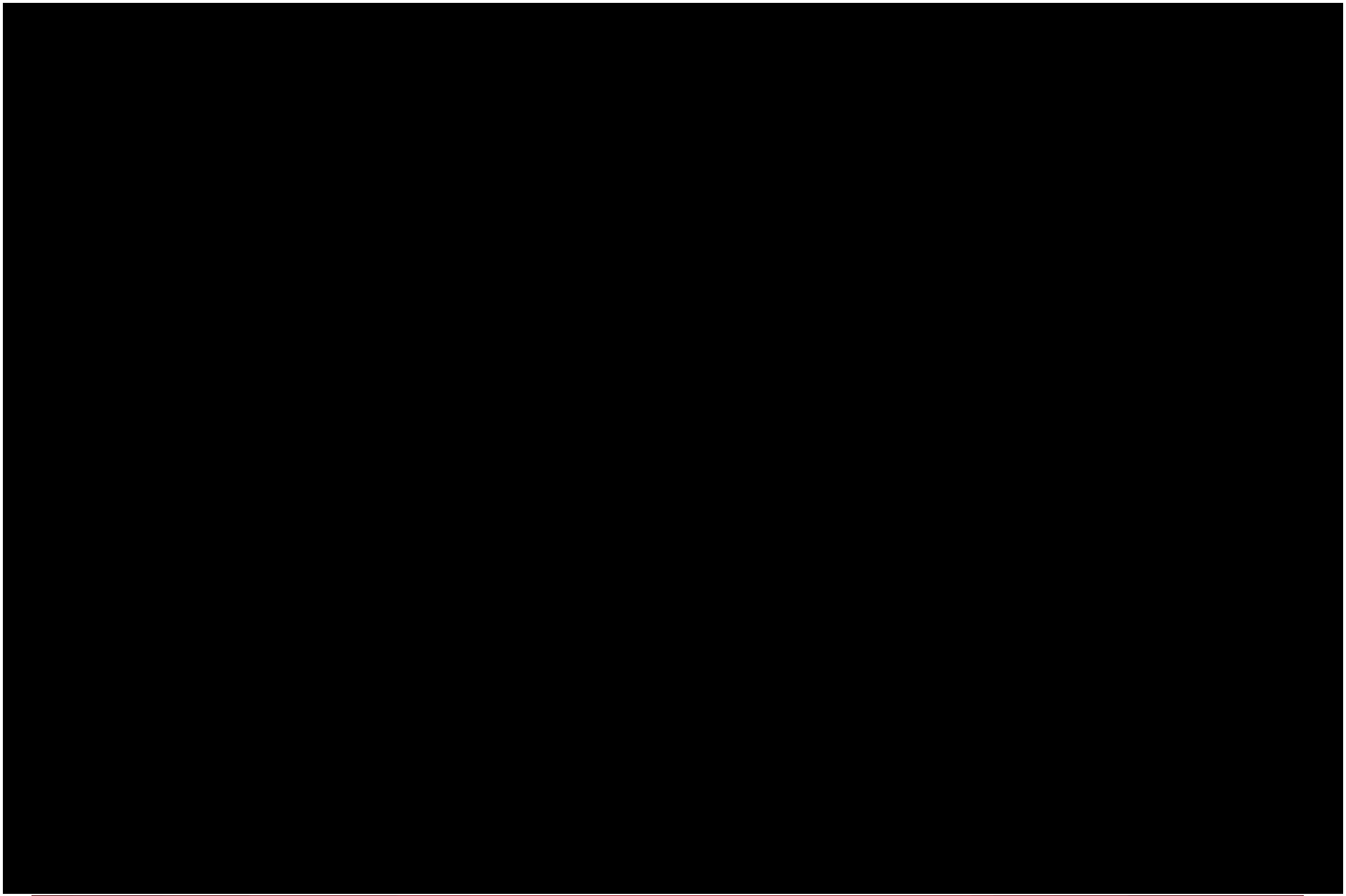


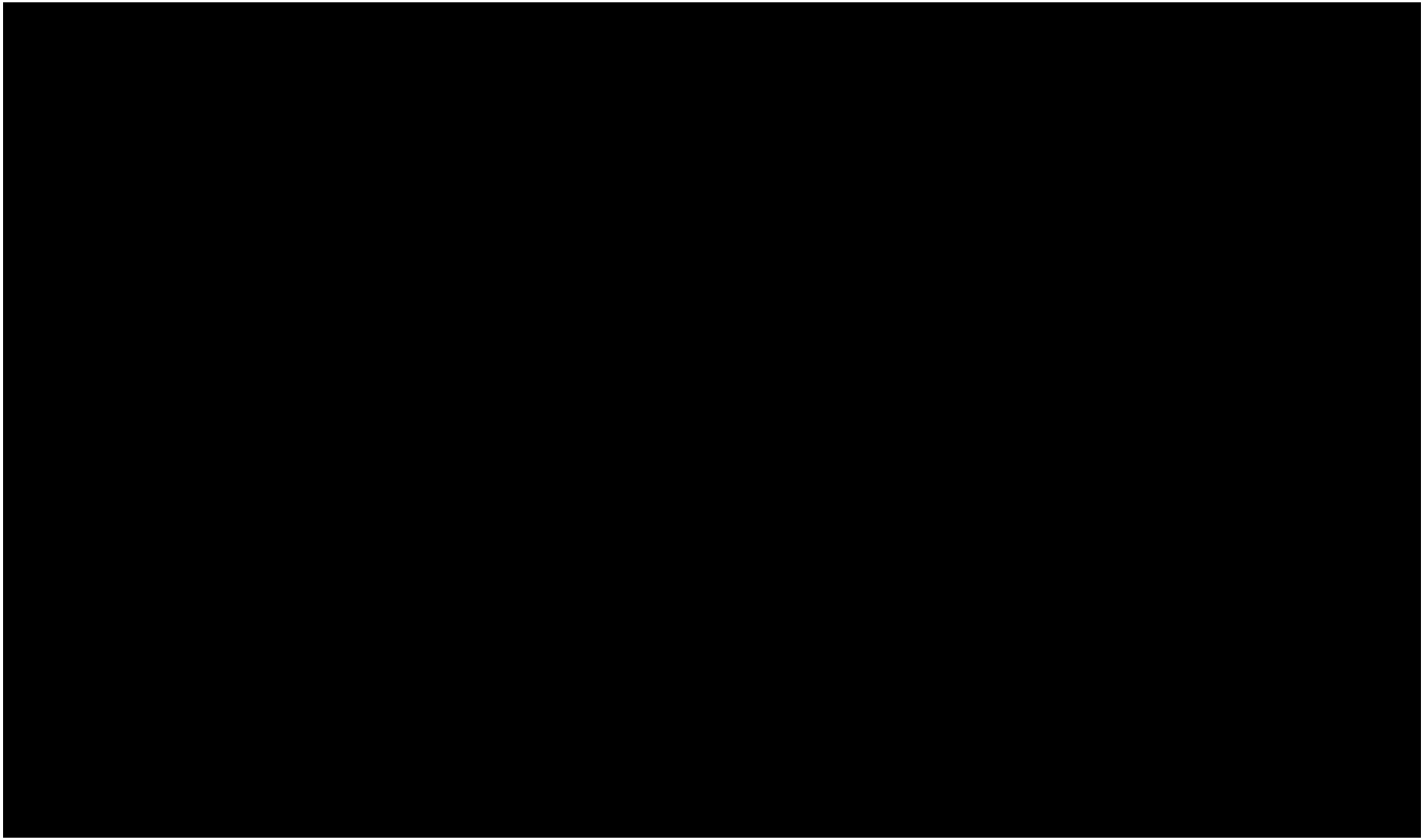


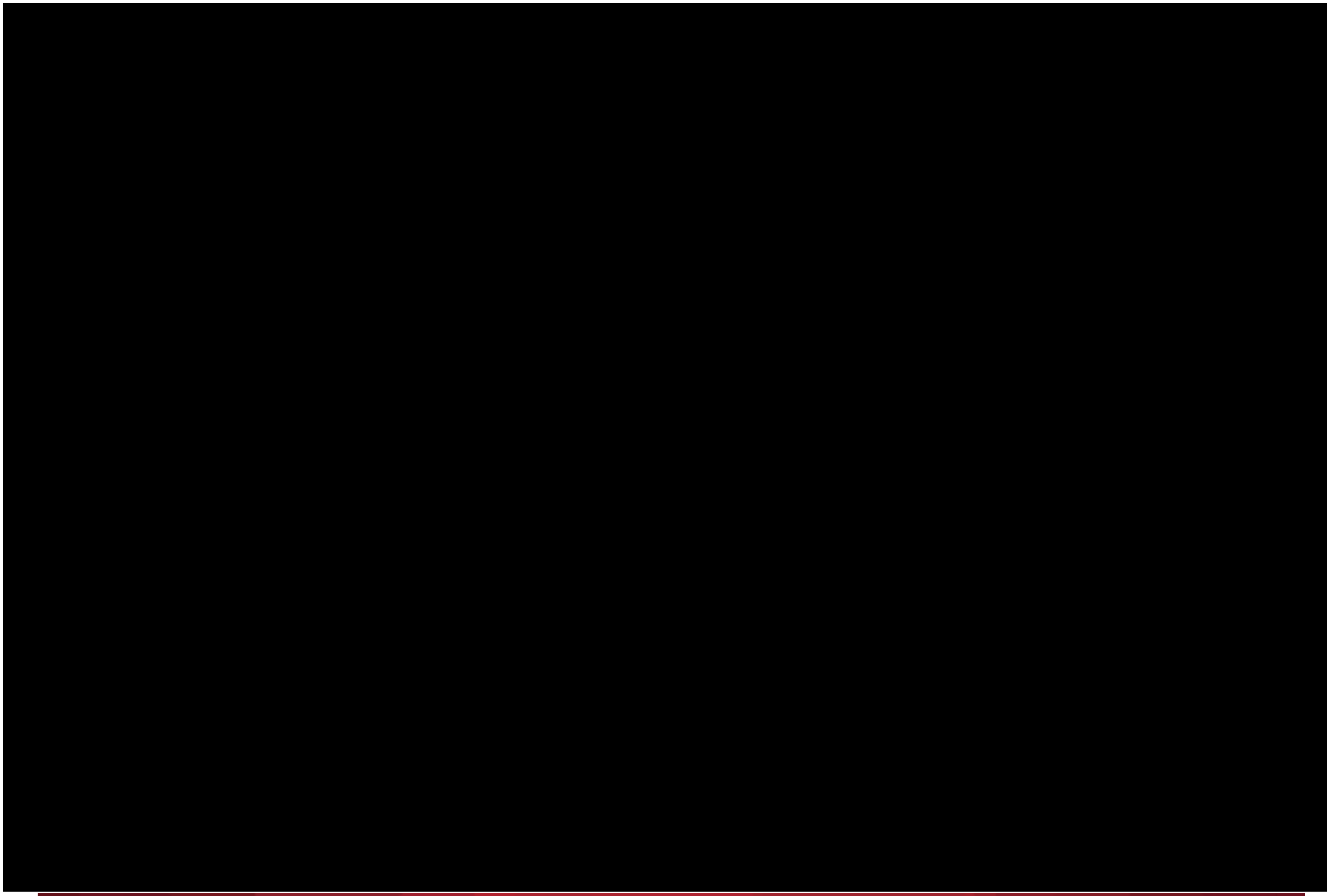


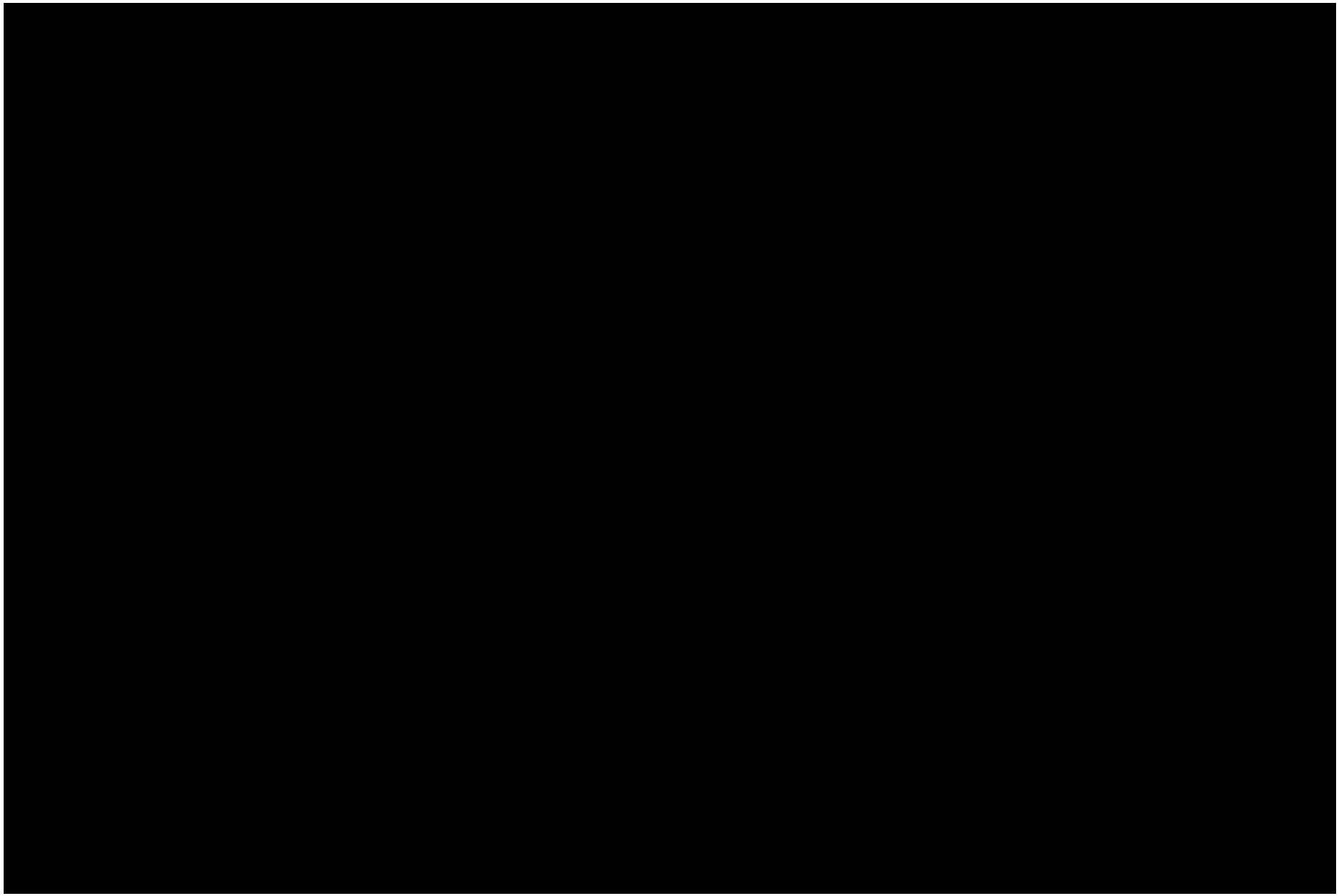


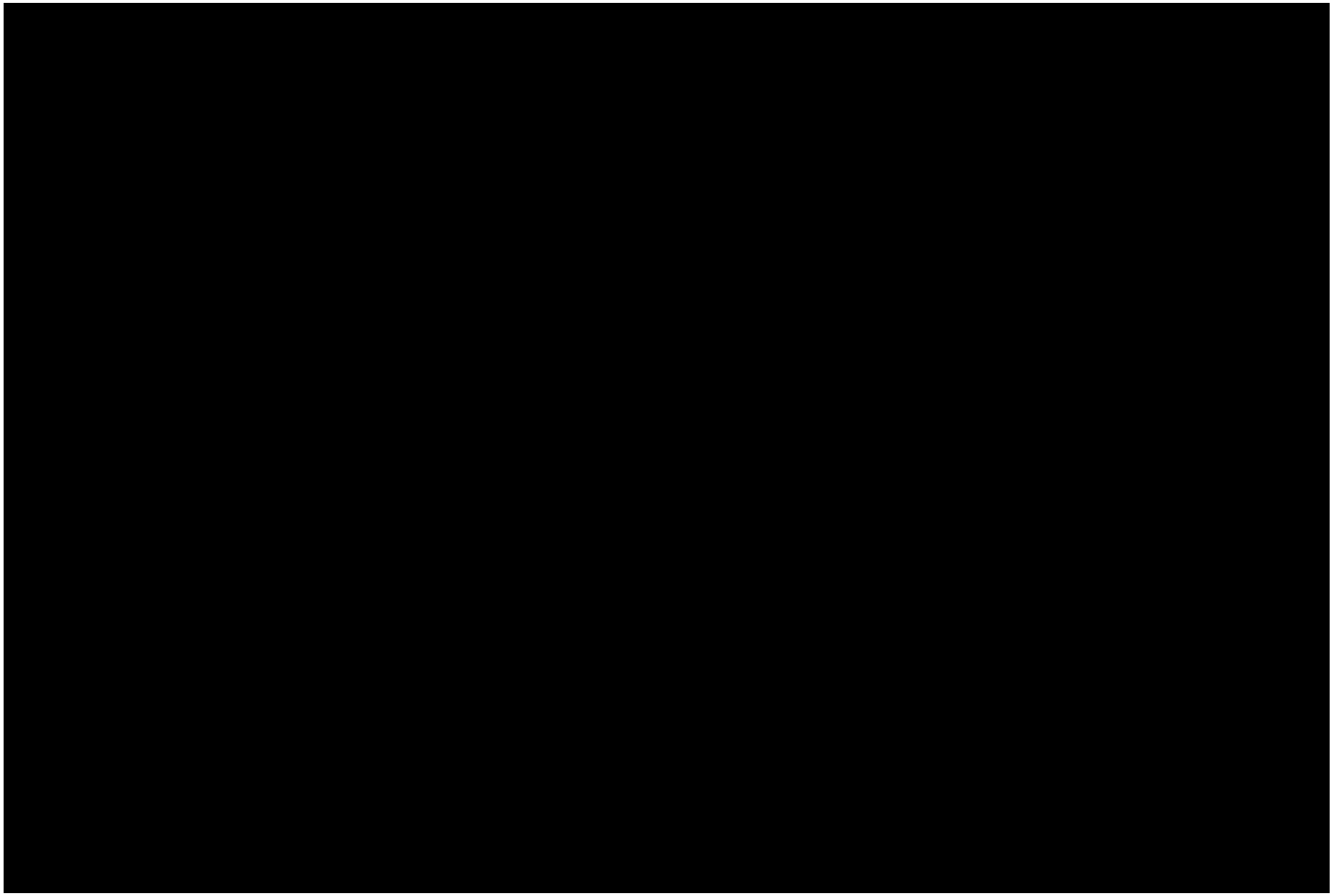












4. Team Experience Implementing Property Tax Systems

Instructions: Describe the Key Personnel's experience implementing property tax systems, if applicable, experience in California property taxes. Describe the challenges the Key Personnel encountered, and actions taken to address the challenges. Describe from a functional/business and technical perspective. Page limit: Two pages.

Our proposed team of Grant Street key staff members has a wealth of experience in both implementing the TaxSys property tax system and in California Property taxes. We have a deep bench, but here are a few highlights (Full descriptions of Key Personnel experience included in *Question 3 - Proposer Key Personnel*):

- [redacted]

Grant Street has a long record of delivering TaxSys implementation projects on time and within the budget proposed at the start of the project. Our philosophy of transparent, all-inclusive pricing, combined with a commitment to meeting client needs within the project timeline has meant that the Key Personnel assigned to this project have faced a number of challenges in the past that we have overcome without adding cost through change orders or delaying project go-lives. A few challenges we have encountered and addressed on past projects include:

Challenge	During the City and County of San Francisco implementation, we reached a technical impasse that prevented TaxSys from being able to successfully prorate supplemental and escape bills between owners. The San Francisco's assessor system did not provide the necessary ownership data alongside their supplemental enrollment files, which meant we had to look for ownership changes a different way.
Actions Taken	Our team worked with County IT staff to find a file that was being loaded nightly into a separate database, worked to acquire that file, and then mapped all of the values of that file into a custom ownership change import that we now run nightly. ● Because the file contained all ownership changes (even those where less than 100% of the ownership changed hands) we documented a detailed series of rules about when an ownership change on a property would be considered a "full ownership change" and used that knowledge to help settle proration moving forward. ● Grant Street's ability to communicate our needs and solicit all possible data sources helped identify the other system where this file existed and allowed us to satisfy an important requirement for the City and County.

Challenge	The City and County of San Francisco planned to complete an Assessor system migration in parallel with the TaxSys Controller/Tax Collector migration.
Actions Taken	The original proposal was to build a new interface between TaxSys and the new Assessor system during the TaxSys implementation period, with a new format, and target that for go-live. However, our experience in building similar interfaces led us to flag this as a risk. We wanted to balance BP improvements (via improving the interface) with risk mitigation (building to interface with a system that isn't actually in production is far more difficult). We worked with the varied stakeholders (the Tax Collector, Auditor/Controller, and Assessor offices) to jointly agree to target the existing interface format at go-live. This mitigated the risk because if TaxSys went live but the new Assessor system was delayed, we could proceed. If the Assessor system went live but TaxSys was delayed, they could proceed. All interfaces were forwards and backwards compatible. This risk mitigation proved valuable, as the Assessor system go-live was delayed, while the TaxSys go-live was not. Therefore, the existing interface format was the only workable solution.

Challenge	As part of the San Bernardino implementation, we need to build a RPTTF Distribution module, which includes all of the complexity related to the dissolution of redevelopment, including ROPS, pass-throughs, and residual calculations. For years, some of these calculations had been fluid, as statutory requirements were interpreted differently, resulting in updated guidance or legal decisions that changed the logic or process behind the calculations. We need to ensure that not only was our interpretation correct, but that we can accommodate a variety of interpretations to accommodate every California county.
Actions Taken	As was the case when we first began the process of designing TaxSys for California, we understood that in depth statutory research, frequent client feedback, and iteration would be critical to successfully building this new module. We started off by performing internal research and developing an initial set of mockups that were informed by the County's requirements, the Property Tax Manager's manual, and our interpretation of Health & Safety statutory requirements related to dissolution. Simultaneously, we built expertise on our team - and not just with our Functional Architects and Analysts. We believe it is critical for our Developers to deeply understand the business needs, and they participated in many of our requirements gathering and feedback calls. The initial mockups were intentionally high level: at this stage, we were most interested in confirming the general scope and logic and ensuring that we were on track to meet the County's needs. After incorporating feedback, the iterative development process began. We started to reach out to additional California contacts - both our existing customers and other experts across the state. We documented the logic in writing and continued to review that with San Bernardino along the way. We developed the project timeline such that we have ongoing milestones that include real-life demonstrations in our Beta environment so that we don't get too far along without confirming our approach.

5. Team Experience Implementing Large Scale Projects

Instructions: Describe the Key Personnel's experience leading implementation projects of similar size as the eTAX Project. Describe the challenges the Key Personnel encountered, and actions taken to address the challenges. Describe from a functional/business and technical perspective. Page limit: Two pages.

Grant Street has successfully converted 31 counties to TaxSys, the largest being Miami-Dade, Broward, Hillsborough, Pinellas, and Duval counties in Florida and San Mateo and San Francisco in California. Two more California counties have implementations underway: San Bernardino and Sacramento.

We garnered our most relevant lessons learned while successfully completing these implementations. These lessons can best be summarized by describing our project management methodology's most critical project success factors : measurability, scalability, repeatability, and predictability.

Measurability.

WE build checkpoints for progress toward successfully completing the project and its deliverables into our project plans. County SMEs will use TaxSys from project start and as it is being customized and configured to meet the County's BP requirements, allowing us to measure progress toward implementing a system that meets the County's business needs.

Scalability.

Our unique project methodology focuses on BPs as the key project deliverable, and provides the project team with the ability to scale the implementation. Each County has unique tax collection and billing requirements, and our methodology meets this challenge by adding new BPs and/or enhancing our baseline BPs.

Repeatability.

Our project management methodology has been developed and perfected while successfully completing 31 tax collection and billing system implementations. Therefore, Grant Street Project Managers have a great deal of experience with the project management methods required for success.

Predictability.

The project plan documents every step required to successfully complete the project. This provides the County with the ability to plan when and what resources will be required from beginning of the project through completion. This is critical since County SMEs must continue to do their "day jobs" while also dedicating time to completing the project.

Grant Street has also learned that another key to project success is to "follow the money". Very simply, this means that Grant Street's BP owners place a priority on those BPs used to collect, balance, and distribute monies and interface with County systems. Grant Street has learned that while other BPs are also important, project success will be measured primarily by the County's ability to successfully complete "follow the money" BPs starting on day one of go-live.

Even with repeatable processes and project guardrails in place, every project holds a unique set of challenges. We have provided a few examples of challenges encountered and our actions taken to clear the hurdles.

Challenge	During the City and County of San Francisco implementation, the COVID-19 pandemic resulted in both Grant Street and San Francisco teams transitioning to working fully remote for much of the project. Grant Street has over 20 years of experience with remote work and has developed technology and process solutions that allows us to work effectively with distributed teams; however, we had never before completed an implementation, including go-live activities, without a team of Grant Street staff traveling to work alongside the County on key portions of the project.

Actions Taken	When it became apparent that the project would have to be completed without an in-person element, our teams were able to quickly adapt to the new circumstances by leveraging technology and implementing effective communication strategies. • One of the key factors was the use of digital tools. Project management software, video conferencing platforms, and cloud-based services became essential for collaboration and maintaining on-time delivery. These tools allowed Grant Street and San Francisco team members to share information and track project progress regularly. • Communication was another crucial aspect. Regular check-ins and virtual meetings ensured everyone was on the same page and any issues could be addressed promptly. This open line of communication maintained cohesion across the Grant Street and San Francisco County teams.

Challenge	In San Mateo County, we provide TaxSys to the Tax Collector only, so we had to build a series of interfaces from TaxSys to the Controller system. Because the two offices were migrating from a shared system, this required: 1) a clear articulation of division of responsibility for each action, 2) complex interfaces to keep TaxSys and the Controller system in sync.
Actions Taken	During the implementation, we had a series of detailed discussions with the Tax Collector and Controller groups and paid special attention to documenting, in writing, the division of responsibility for each action and corresponding case studies and examples. As we approached go-live we continued to refine the ongoing interfaces, but we realized that we needed a different approach to get over the finish line. Grant Street went on site to host several consecutive weeks of workshopping meetings to discuss the final touches and to review sample interface files in depth. By the time we reached go live we had a working interface with minimal errors, but both sides agreed that it was an especially complex interface that may be difficult to maintain long-term. We made a commitment to simplify the interface after go-live, when we would have more insights into the interface's strengths and pain points. In 2022, we completed a year-long project to simplify the interface files, bringing them from 41 unique files to 9 files – a project we delivered at no additional cost to the County. We saw a radical reduction in the number of data discrepancies between the two systems, virtually eliminating ongoing imbalances.

Challenge	Retirements or departures of key County Subject Matter Experts (SMEs).
Actions Taken	We understand that, over the course of an implementation, it is inevitable for the County to see retirements or departures of key SMEs. When this happens, we take a few steps: 1. First, upon learning of the departure, our BP Owners immediately reprioritize their work to identify and address critical architectural questions as soon as possible, ideally before the departure of the SME. 2. Second, we change our approach for making decisions about affected BPs. We typically involve a more diverse list of County stakeholders (at the County's direction) and replan the project to allow sufficient time for considered decisions to be made. We ensure we clearly explain the context and impact of all options so that the County deeply understands not only the impact of the decision on a specific BP, but the downstream impacts in other areas as well. 3. Finally, we leverage our internal experts on our live client support teams to serve as a further extension of subject matter expertise. For example, when making a decision about how to handle a specific situation, we can share how our live clients and other implementations have chosen to proceed, and the pros and cons of each option.

6. **Organizational Governance**

Instructions: Describe the Proposer's organization's approach to governing projects, communicating with the project team, and addressing potential project staffing issues including:

- **How project leadership communicates staffing issues (e.g., performance issues, staffing gaps are identified) and how the Proposer makes staffing decisions to address those issues.**
- **Availability of qualified resources within your organization.**
- **How your Proposer's organization plans to scale up to meet the staffing demands of the eTAX implementation.**

Page limit: Three pages.

Organizational Governance

We model the organizational governance of TaxSys Implementation projects on methods used throughout the Grant Street organization. These tried-and-true leadership structures and processes ensure effective planning, execution, and monitoring of the work done by our teams. The leadership team of a TaxSys implementation project is in frequent contact with Grant Street's senior management team, as well as operations-focused managers throughout the organization. Through the methods described in this section, we ensure that any project timeline issues or other staffing concerns are quickly identified, escalated, and addressed.

The implementation team organization is governed through a combination of:

Embedded Team Leadership: A TaxSys implementation team is composed of smaller teams of Analysts and Developers focused on a shared body of work, most commonly defined by a group of BPs. Each of those teams includes a few embedded leaders that are fully dedicated to ensuring the work of the team is high quality and on time. On most teams (with a few variations for the specific needs of some areas of work), the embedded leaders include a person focused on the product/project decisions being made, ensuring that they are in line with the BPs agreed upon by the County, a technical lead focused on the technology and quality of the application being developed, and an operations lead responsible for assessing every team member's work and ensuring it is up to Grant Street and County standards.

Robust and Connected Project Leadership: The project leadership team is in constant communication with the embedded leaders as well as other Grant Street managers dedicated to the project. They also work closely with the County Project Manager to ensure all County concerns related to the project are recorded and addressed by Grant Street. Through these communications as well as the project planning and reporting processes described in *Template 8 - Implementation Services*, the Grant Street project management team can identify and address areas of concern before they become larger issues.

If the two groups outlined above cannot resolve a project issue, it will be escalated through the Escalation Plan described in *Question 2 - Engagement Staffing Plan and Team Structure*. The implementation leadership team, as well as the Project Director and other Grant Street senior managers, are ultimately responsible for the successful resolution of any concerns related to the project, whether identified by Grant Street or raised by the County.

All leaders associated with the County's TaxSys implementation will use the project reporting tools described in *Template 8 - Implementation Services, Question 9 - Planned Tools*, as well as frequent team and individual status meetings, to assess the work and progress of each member of the team. The embedded operations lead on each team holds direct responsibility for ensuring a) every team member's performance meets expectations and b) the work that the team must complete is on track to meet any applicable deadlines.

If the operations lead or any other member of the project team identifies any performance or other staffing-related problems, interventions begin immediately. For a performance issue (depending on the

severity of the issue) responses can include individualized coaching and mentorship, another team member co-working on the area of concern to ensure it meets standards, and/or removal from the project. If the County is dissatisfied with the performance of any team member, that concern should be reported to the project Operations Manager or Grant Street Project Manager immediately. The Operations Manager will investigate the reported problem and provide information on our findings, as well as any actions that will be taken, to the County Project Manager.

If we need to make project staffing changes for any reason, including the removal of a project team member or the need for additional help to complete project work on time, the Operations Manager will be responsible for developing and executing on the plan for the staffing change. Any Grant Street project staffing changes will be communicated to the County Project Manager in a timely fashion.

Grant Street Staff Availability and Team Scaling

Our management team has created staffing projections and plans to ensure we are confident in our ability to provide the County with a right-sized, knowledgeable, and competent project team.

The majority of the staffing for the proposed project team will be Grant Street team members that have experience completing TaxSys California implementations. Our proposed schedule for the initiation, planning, and core project phases of the County project has been carefully designed to accommodate the completion and transition to support of our current TaxSys implementation projects in California. This will allow experienced managers, business analysts, developers, and data conversion analysts, among other roles, to bring their expertise to the County's project.

To ensure we have a team correctly sized to meet the demands of the County's TaxSys project, Grant Street will supplement these experienced implementation professionals with additional staff from two sources: 1) current Grant Street employees and 2) external hiring.

At Grant Street, we have a team of over 100 employees dedicated to the activities necessary to support and enhance the TaxSys product for our live clients across California and Florida; these employees are experienced in the TaxSys product as well as County BPs and Grant Street technology. We expect to move a number of people from these teams to the Los Angeles County project (backfilled from other sources), bringing that base of knowledge with them. We can also transfer staff from teams that support other Grant Street products as needed to provide specific expertise in certain areas necessary for the project (for example, data analytics).

We also expect to do a limited amount of external hiring in preparation for the project. In order to ensure any direct-to-project hires will be successful, we plan to have a member of our recruitment team, the Training Lead, and the project Operations Manager work together from the very beginning of the initiation phase to hire, train, and assess this group of staff well prior to the kickoff of the core project. For anyone we would add to the project in this way, we have accounted for at least a full year of training/assessment prior to the new employee beginning project work; if a hire did not meet our expectations for knowledge/skill development at that point they would not be added to the project team and we would find a replacement from elsewhere in the organization.

If we have to make changes to project staffing at any point during the implementation, our organization has a robust workforce of approximately 460 individuals, with expected additional growth across our various product lines in the coming years. A significant portion of our team is well-versed with TaxSys and is currently engaged in supporting our clients; all Grant Street employees are knowledgeable of our software development methodology and organizational processes. This wealth of experience across various roles provides us with a substantial pool of talent to draw from, should an unexpected need arise to fill a project role.

7. Key Personnel Resumes

Instructions: Attach professional resumes of all proposed Key Personnel. Each resume must highlight the resources, overall experiences, demonstrate experience performing roles like the proposed role and highlight any Property Tax or large-scale projects and the role they performed on those projects. Page limit: Two pages per Key Personnel.

Please see the following pages. Resumes for the Implementation Leadership Team begin the list of Key Personnel, followed by all other Grant Street personnel (listed in the order they appear on the organizational chart).

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Implementation Leadership Team

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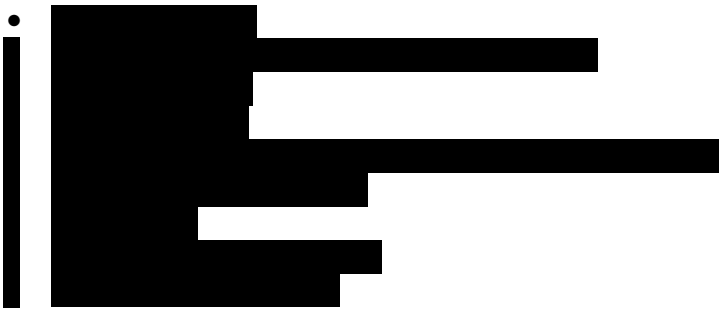

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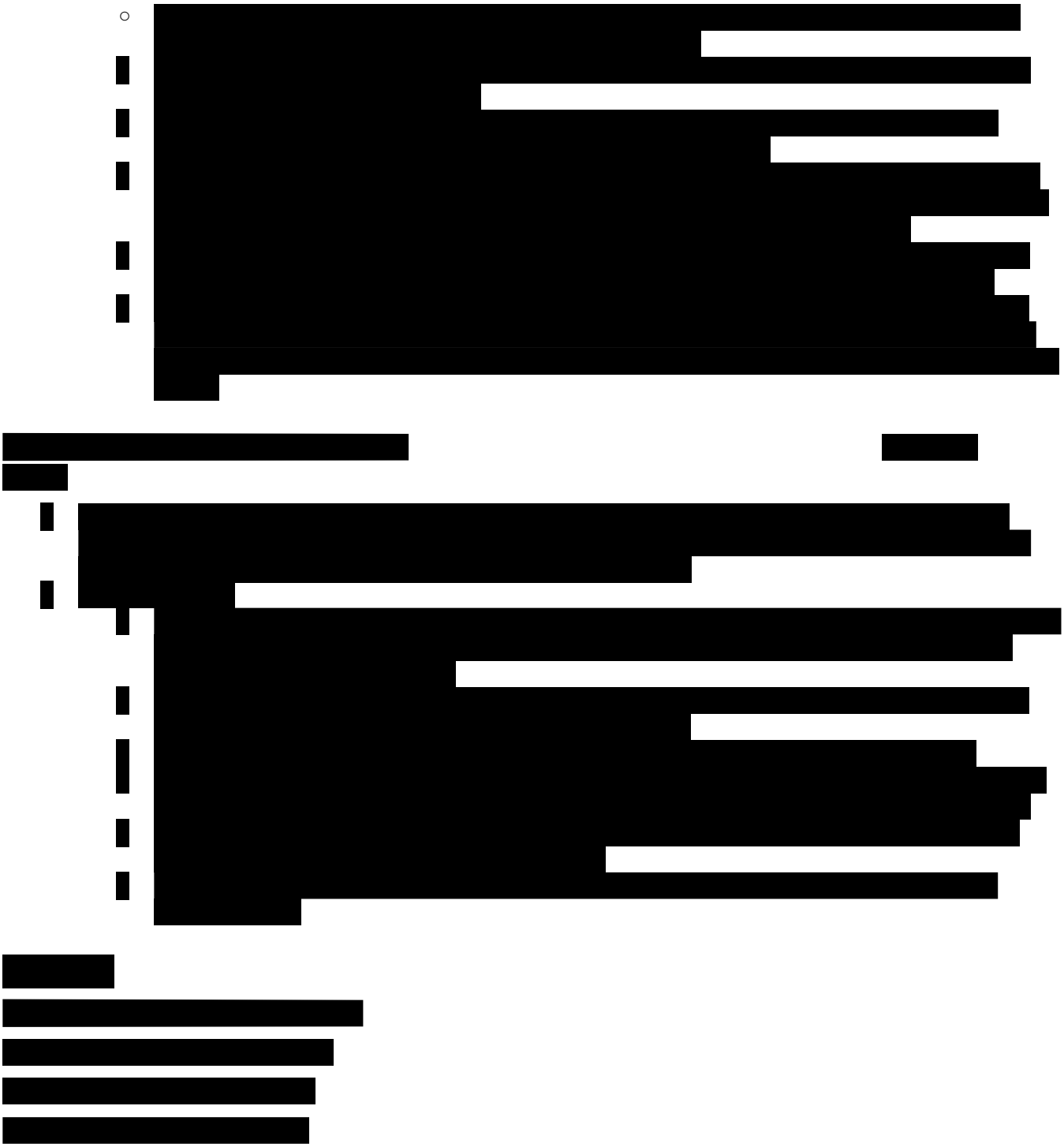

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Executive Team Bios

Fred Burnette *Chief Operating Officer*	Fred joined Grant Street in 2000, became Chief Technology Officer in 2001, Chief Product Officer in 2012, and Chief Operating Officer in 2017. Fred led Grant Street's efforts in drafting the initial functional requirements for TaxSys and subsequent design. He served as TaxSys Product Manager, managing the TaxSys team. He now manages Grant Street's suite of government tax and revenue products. Prior to joining Grant Street, he served as a Consultant for Consumers Energy in Jackson, Michigan and as a Research Software Developer at Jet Propulsion Laboratory (JPL) in Pasadena, California, where he received four NASA technical achievement awards. Fred received his undergraduate degree in Computer Science from Rensselaer Polytechnic Institute and a Master's degree in Computer Science from the University of Southern California.
Pierre Denis *Chief Technology Officer*	Pierre has senior management responsibility for the software development and IT infrastructure for supporting all of Grant Street's applications. Pierre joined Grant Street in 2009 as a Software Developer on TaxSys. Prior to that, Pierre was Senior Design and Development Manager at Barclays Global Investors in San Francisco, where he led an international team of developers. Pierre was also responsible for design and development of the market data platform – one of the most critical platforms at Barclays Global Investors, used throughout the investment process. Other roles include Development Manager at Fotango in London (a subsidiary of Canon Europe) and Nuclear Power Plant Operator for Électricité de France (EDF). Pierre implemented his first commercial website in 1997. Pierre has an undergraduate degree from École Catholique des Arts et Metiers (ECAM) in France,a college that specializes in mechanics and thermodynamics. In addition, he has a Master's degree in Engineering from École Nationale Supérieure d'Arts et Métiers (ENSAM) in France.
Myles Harrington *President and Co-CEO*	Myles is President and Co-Founder of Grant Street. For the first 15 years of his professional career, Myles was an Investment Banker at both Wall Street and regional firms. He and Dan Veres, Co-CEO, founded Grant Street in 1995. Myles received his undergraduate degree from Georgetown University and his MBA from Carnegie Mellon University.
Bill Haskins *Chief Financial Officer*	Bill joined Grant Street Group in June 1999. Prior to that, he held financial positions at Fisher Scientific International, was Director of Finance at Tippins Incorporated, and Manager of Financial Planning at Black Box Corporation and the Carbide/ Graphite Group. His experience includes two leveraged buyouts, a capital restructuring, and an initial public offering (IPO).

	Bill received a BA degree from Washington & Jefferson College and an MBA from the University of Pittsburgh's Katz Graduate School of Business. Bill is a Certified Management Accountant (CMA).
Christen Long, PhD *Executive Vice President of Operations*	Christen focuses on scaling Grant Street's business organization and ensuring teams are operating optimally. Christen joined Grant Street Group in September 2013. Prior to joining, Christen worked in the PNC Bank Healthcare Operations department, and as a Research and Teaching Assistant by the University of Georgia, working on projects focused in organizational theory and quantitative methodology. Christen earned Doctor of Philosophy and Master of Arts degrees in Sociology from the University of Georgia, as well as a Bachelor of Arts degree from the College of William and Mary in Virginia.
Dan Veres *Executive Vice President and Co-CEO*	Before co-founding Grant Street Group, Dan was an Associate Vice President at Wheat First Butcher Singer (now Wells Fargo) in the Pittsburgh public finance office. Dan has over 30 years of experience working with public sector officials in matters related to budget and finance, taxes, and e-payments. Dan received his MBA from the University of Pittsburgh's Katz Graduate School of Business, subsequent to his service as Aviator and Captain in the U.S. Army.
Ian Yorty *Chief Business Development Officer*	Ian joined Grant Street in January 2008. He has participated in negotiating all of our California TaxSys contracts and ongoing client relations at the executive level. Prior to joining Grant Street, he worked for Miami-Dade County, Florida for ten years serving in various roles including Assistant County Manager and County Tax Collector. As an Assistant County Manager, Ian oversaw a portfolio of departments, including the Tax Collector's Office, Property Appraiser's Office, Office of the Chief Information Officer, Information Technology Department, and others. Ian was one of the first Tax Collectors in Florida to conduct annual tax lien sales online using Grant Street's LienAuction website. He also acted as one of the County's lead negotiators for the development of a new Major League Baseball stadium for the Miami Marlins. Ian served as a volunteer in the U.S. Peace Corps in Hungary. He received a degree in Political Science from the University of Missouri-Columbia and a Masters of Public Administration from Missouri State University

8. Proposer Work Locations

Instructions: Refer to Exhibit A, SOW, Paragraph 14.0, Work Environment. Describe the locations where the Proposer proposes to perform the work associated with this RFP by Implementation Project task and maintenance and operations.

Specifically, identify the level of on-site time planned for the Key Personnel and other resources. Page limit: One page.

All Grant Street proposed project team members are located within the contiguous United States. Our experience implementing and supporting large County clients on TaxSys has demonstrated that a combination of remote and onsite interactions provides an effective and efficient model for both Grant Street and County teams.

We designed our staffing plan to strike the balance between onsite presence and focused remote work, ensuring optimal project delivery. Our proposed project team includes a small group of fully onsite team members (2-4 people) who would live in the greater Los Angeles County area and be consistently available to County staff in person, providing a strong foundation for seamless collaboration, communication, and immediate responsiveness.

Alongside their normal project responsibilities, the onsite team would help with any tasks as needed to ensure the implementation project progresses smoothly. This would include, for example, coordinating communications with remote team members, facilitating in person meetings in County offices, and attending and assisting with County Training sessions.

We also plan for members of our implementation team to travel to the County on a regular basis throughout the implementation project. We will work with the County to establish a schedule for the onsite visits of Grant Street project team members that takes into account County staff availability and the timing of key project milestones, meetings, and activities. On average, the County can expect a site visit from selected members of the Grant Street project team one week per month, with more frequent visits occurring during key project phases, such as kickoff, integration testing, training, and go-live related activities.

All prior TaxSys implementations (completed and in-progress) have been successfully executed with the same combination of on-site and remote work as we propose for Los Angeles (excepting the final portion of the City and County of San Francisco implementation which was completed remotely due to COVID-19).

9. County Staffing Requirements

Instructions: Refer to Exhibit A, SOW, Paragraph 4.0, Overview of the eTAX System, Attachment 1 of the SOW, eTAX Implementation Plan and Attachment 2 of the SOW, eTAX M&O Form Statement of Work in preparing your answer. Describe the roles and responsibilities County staff will be performing and the estimated County staffing levels by implementation project task and maintenance and operations. Page limit: Two pages.

County Staffing Requirements - Implementation Period

The successful completion of the eTAX implementation project will require a close partnership between Grant Street and County staff. Our suggested roles and responsibilities for the County during the eTAX Implementation project are laid out in greater detail in the table below. Each of these roles is designed to partner with Grant Street staff engaged in similar work, and Grant Street will provide a staffing plan that defines these assignments during each stage of the project. This structure of complementary roles between Grant Street and County staff helps to ensure that assignments and lines of communication are clear and transparent.

Other than a full-time County Project Manager, all County staff are expected to have periods of limited availability throughout the project. Grant Street will ensure the project schedule, including proposed site visit timing, reflects when County staff are best able to work with Grant Street on project requirements (avoiding December 10 and April 10 for Tax Collector staff, for instance). The County Project Manager will have ultimate authority to determine when County staff are unavailable and communicate this to the Grant Street Project Manager.

The roles that will require the largest time commitment, other than the County Project Manager, are the roles of County BP Owner, County Data Analyst, and County SME. Grant Street asks that each BP (see *Template 8 - Implementation Services* for more detail on BPs) is assigned a County BP Owner. These County BP owners should expect to spend approximately 30% of their time on activities related to the Implementation project (per BP to which they are assigned as a BP Owner). Therefore, we recommend that County BP Owners only be assigned as the owner of one, or at most two, BPs.

County Data Analysts will provide extracts of source data and assist Grant Street Data Analysts with mapping source data to TaxSys Standard Format (TSF) requirements, as described in *Template 8 - Implementation Services, Question 4 - Approach to Data Conversion / Migration*. We expect that during the first two years of the Implementation project, this will require a team of 4-5 people who will spend 50% of their time on data-related activities. Starting in the third year of the project, the time commitment of this team will decline to approximately 25%.

County Staffing Requirements - Implementation Period

A detailed table of estimates for County staffing during the implementation follows. We have developed these estimates for County staffing based upon our experience implementing TaxSys in other large counties, in both Florida and California. However, the amount of time each member of County staff will need to spend on the eTAX project will depend upon a variety of factors, including the number of features requested by the County that are not currently part of the TaxSys system. The Grant Street Project Manager will work with the County Project Manager to assess and adapt these requirements throughout the project and communicate any needs or changes to County managers.

County Staffing Requirements - M&O Period

During the M&Op period, we do not expect any County employees to spend 100% of their time on TaxSys-related maintenance/administration activities. However, the County will need to designate County System Administrators who will be responsible for the activities that Grant Street will define with the County in the Administering and Securing TaxSys BP. These County System Administrators will ensure that only authorized users are able to access TaxSys, that those users are properly categorized in roles, and that each role has permissions for only what they need to do in TaxSys.

County IT staff and County Developers will also need to work with Grant Street staff throughout the life of the contract to ensure that, for example, integrations between external systems and TaxSys are maintained and communicating properly, and completion of necessary ongoing firewall changes. The amount of time required for these functions from County employees depends on a number of factors, including the number of enhancements and/or new system integrations requested by the County.

For ongoing support needs, County System Administrators will designate which members of County staff will have access to Grant Street communication tools for reporting issues or requesting additional assistance. Grant Street suggests giving County managers across teams the ability to interact with Grant Street support staff directly; this allows those offices to receive timely help from the Grant Street team to keep work flowing efficiently.

Images and Supplemental Materials

County Staffing During Implementation

Role	Responsibilities	Estimated Staffing Levels and Time Commitment
County Project Management Team *Partners with: Grant Street Project Management Team*	• Participates in the pre-kickoff and kickoff meetings • Serves as the primary liaison with County management and the project team • Monitors status of the project and deliverables • Facilitates problem resolution, including risk mitigation • Assumes responsibility for the execution of County activities • Reviews and accepts project deliverables • Ensures project adherence to County security vendor and contracting standards • Coordinates with County Assessor	2-3 People 100% time
County BP Owners/Business Analysts/SMEs	• Knowledgeable of existing BPs as SMEs • Participate in Initial and final BP walkthroughs • Serve as primary point-of-contact for development of system BPs • Responsible for signing off on TaxSys BP documentation • Participate in integration testing	20 people 30% time, per BP

Partners with: Grant Street BP Owners/Business Analysts	• Attend training • Train future staff after go-live • Lead go-live rehearsals • Participate in support plan development	
County SMEs *Partners with: Grant Street BP Owners/Business Analysts*	• Knowledgeable of existing BPs as SMEs • Assist County BP Owners with tasks related to BP walkthroughs • Participate in integration testing • Attend training	30 people 20% of time, per BP
County Data Analysts *Partners with: Grant Street Data Conversion Analysts*	• Provide regular extracts of source data for updated load and verification • Assist Grant Street Data Conversion Specialists mapping source data to TSF requirements	4-5 people 50% time in Project Years 1 and 2; 25% of time in Project Years 3 and beyond
County Software Developers *Partners with: Grant Street Software Developers*	• The role and effort required of County Software Developers will depend on the decisions made during the solution design phase including but not limited to enhancements required to external systems for interfacing and communications with TaxSys.	Dependent upon project requirements
County Information Technology Services (ITS) *Partners with: Grant Street Site Reliability Engineer and Grant Street Developers*	• ITS responsibilities include but are not limited to implementing secure data exchange, firewall changes required to implement secure system communications, and the installation as applicable of required hardware (e.g., printers, scanners).	2-3 people 25% time

Engagement Staffing Assumptions

Instructions: In the table below, document the assumptions made in the preparation of this Response Template. Add rows as necessary.

Engagement Staffing Experience Assumptions

ITEM #	REFERENCE (Section, Page, Paragraph)	DESCRIPTION	RATIONALE
1.	Question 9 - County Staffing Requirements	Each Business Process (BP) has an assigned County BP Owner who is able to spend approximately 30% of their time on implementation project related activities **for each BP they own**.	Our experience on large TaxSys implementation projects has shown us that it is most effective for the County to assign an owner for each BP, and that these BP owners should expect to spend 30% of their time on project-related activities, per BP.
2.	Question 9 - County Staffing Requirements	Each County BP owner will have other County Subject Matter Experts (SMEs) available to assist with BP-related activities (the number of SMEs needed will vary by BP). These SMEs will spend approximately 20% of their time on implementation project related activities.	Our experience on large TaxSys implementation projects has shown us that it is most effective for the County to assign SMEs that assist the County BP Owners with project-related activities such as answering questions about County requested functionality and completing integration testing activities.
2.	Question 9 - County Staffing Requirements	County staffing requirements defined in Question 9 assume that there are approximately 39 BPs defined for the Implementation project.	The number of BPs required for the project will be defined in the project plan. We believe 39 is a good estimate at this time based upon what was required for previous TaxSys California implementation projects.

Response Template 4 – eTAX System Business/Functional Narrative Responses

1. Ability to Address the County's Solution Objectives
Instructions: Refer to Exhibit A, Statement of Work, Subparagraph 3.1 (Business Outcomes) and Subparagraph 3.3 (Guiding Principles), for the Objectives of the eTAX Project. 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. Page limit: Five pages.

TaxSys, which will be live in four California counties before the beginning of your implementation, is uniquely qualified to serve the business objectives of the eTAX project. Your guiding principles align closely with the principles we use to develop TaxSys.

Business Objectives

Improve Response Time for Public Inquiries. TaxSys has a single unified property tax module that accommodates supplemental, escape, annual and redemption bills in one place. Users can view the entire history of a parcel or assessment at the click of a button. Regardless of who answers the phone, everyone has access to the same information in real time — activity history, conversations, and correspondence in the notes. Integrated modules easily link to more information so you can see further details. Seamless navigation brings you from property tax to relevant cashiering and transaction information. TaxSys stores granular information and allows the finest level of drilldown, but we have also paid attention to fast customer service. We designed certain views solely for the purpose of answering taxpayer questions quickly (e.g., bill totals table that shows total tax, penalty, interest, breakdown by installment).

In addition, the public portal (see *Template 6 - Non Functional Narrative, Question 13 - Web Portal*) allows taxpayers to manage more inquiries themselves, saving County staff time.

Enable automation with efficient flow of information. TaxSys shares data across all modules and departments with no batch processing or "report hand offs" necessary. Because everything resides in a central location, you will eliminate a number of processes because you will access all the same underlying data. For example, In San Francisco, we found that a number of reports sent from Tax Collector Accounting to the Controller were simply unnecessary. The Controller could just access it in TaxSys — their shared system. TaxSys also offers efficient information flows between external systems. TaxSys automatically handles corrections from the Assessor and payments from the remittance processing system, with minimal errors and exceptions requiring manual processing by County staff.

Improve Operational Key Performance Indicators (KPIs). TaxSys provides extremely detailed, user-accessible reports, combined with VisionPro dashboards (as described in *Template 6 - Non-Functional Narrative, Question 11 - Reporting and Analytics*), which give you unparalleled access to your data. During the implementation, we will identify KPIs that best measure the productivity of your operations, ensuring your business processes not only work but work *well.* Business process optimization services continue throughout the life of the contract. As your priorities and business needs change, and as technology evolves, we will continually work to improve your TaxSys experience.

Self-Service Capabilities

For your taxpayers: We designed the public portal with user experience best practices in mind and it continually evolves. For example, some taxpayers had difficulty determining which bill was theirs on the public site, leading to erroneous payments. We introduced auto-complete searching, streamlined display of search results, and added a review page before confirming payment. These changes reduced payment cancellations due to taxpayer error from .07% to .019% of online payments, a 73% decrease. We dedicate ourselves to digitizing services and processes, enabling taxpayers to submit requests and complete forms online. In 2024, we will expand the public portal's reporting aspects, allowing you to share reports and business intelligence visualizations with your constituents to show the public the value your office provides.	***For your agencies:*** We understand that your office serves taxing agencies, just like your taxpayer customers. We designed the Taxing Entity Portal to streamline the agency experience. In designing this portal, we started with our user experience team interviewing real users to deeply understand their needs, rather than simply replicating the current portal experiences. This will lead to a dramatic improvement in their user experience, which should also decrease work for your staff. Over time, we anticipate expanding this portal to provide even more information and functionality to your taxing agencies.	***For your staff:*** TaxSys self-service reporting will dramatically change the tax system experience for your staff. They will not be limited to canned reports or forced to wait for other departments to provide the reports they need. The TaxSys reporting interface allows all types of users to access the information they need in the way they need it — whether through high-level totals, detailed underlying data, repeated runs of a saved report, or frequent ad-hoc queries. We take pride in our customer support, yet aim for your independence in daily operations. Business processes developed during implementation and maintained as living documents, serve as a step-by-step guide through each process. Refresher and new functionality training provided through our online learning system allows your staff to develop their TaxSys skills. Workflows in TaxSys guide users through complex, multi-step processes (e.g., setting AB8 factors).

Robust Controls. Each TaxSys user has their own login. County Administrator users create accounts for County users and third parties whom the County wants to grant access, such as taxing agencies. To remove user access, an Administrator deactivates the account. We never delete user accounts, ensuring a full history of activity for all user accounts is always available, even for deactivated users.

The searchable "user activity log" tracks all user activity, including the username, IP address, and other relevant information. This log tracks all activity for a user, or a specific type of activity across all users over a given time period. Actions in TaxSys that change data create "System Notes" which form an audit trail.

TaxSys employs a robust role-based access control (RBAC) system that allows an administrator to control the modules, tabs, workflows, functions and data each user or user type (e.g., clerk) is permitted to view and/or modify. Each user is assigned to a "role" according to their job function. Any number of user roles can be configured. This permissions system also allows the County to configure customized user roles for other agencies and third parties, to grant them access to limited data and functionality directly in the system, without compromising overall system security in any way.

System administrators can set up, add users, and control permissions for roles at the module, page, table, and field level directly in the TaxSys user interface. Administrators control whether a user can edit certain data fields or whether the fields are read-only. Administrators can also choose to create roles within the application that have a defined set of privileges, and assign users to these specific roles.

Administrators manage user role permissions on an administrative screen within TaxSys which shows a list of all TaxSys modules and their underlying pages, tables, actions and data fields. Every possible action and every piece of data in TaxSys appears in this detailed structure.

Data Driven Decision-Making. Self-service ad-hoc reporting allows users to gather the data they need to make decisions in real time. This will allow the County to discover operational efficiencies and act on them. For example, San Francisco used TaxSys reporting to determine that they were spending more money trying to collect small bills than they were recouping in tax monies, and changed their minimum bill threshold as a result, using TaxSys reports for the data to support their decision.

Our VisionPro offering provides insights into your data in aggregate. For instance, when combined with workflow, you can see how long specific steps in a business process are taking, and drill down into even finer detail (e.g., by department or individual) to easily identify bottlenecks and opportunities for improvement.

Connected and Integrated. TaxSys is a real-time, unified system that eliminates imbalances or discrepancies by consolidating all activities into one database. This allows the Auditor-Controller and Treasurer-Tax Collector to each access data in real time, without laborious data transfer or reporting processes.

Grant Street makes Interfaces to external systems (e.g., accounting, assessor) a particular focus. During implementation, we work closely with third parties to ensure that we deeply understand the data, structure, and business processes associated with each interface. We conduct thousands of scenario tests to ensure that each interface can handle every possible situation in isolation. Then we combine this with extensive integration testing — ensuring that the interface works well as part of the overall business process. This up-front effort allows us to design interfaces that, on a day-to-day basis, "just work."

Efficiently Manage Property Tax Revenue. TaxSys includes everything needed to bill, collect, allocate, and distribute revenue from start to finish. The system can track every penny from its original collection to its final destination (a distribution, a refund, etc.). Year-end closeout is a matter of running annual reports — where you already know what to expect from the daily/monthly work completed up to that point.

The single, shared database across all collection methods (internal site, public site, EscrowExpress) combined with real-time lookup for mailed payments minimizes errors and kick-outs, taking less staff time to manage.

Decrease Technology Risks. The high availability and redundancy of our Software as a Service (SaaS) platform and secure private government cloud means that your business is insulated from technology disruptions. We can adjust and scale our services in the background, with no interruption to your business.

Business Outcomes

Operational Excellence. TaxSys makes your operations more efficient. The centralized nature of TaxSys eliminates cumbersome processes that cross systems. The all-inclusive, self-service reporting allows you to track performance against KPIs and make real-time decisions about how to optimize your processes.

Compliance with California Legislation. TaxSys was constructed specifically as a system for collecting California property taxes. It was clear to us after our experience in Florida that bringing TaxSys to another state would require a dedicated effort to create the business rules and operate within California's complex legal framework, versus attempting to build and adapt a "generic" system that "works" in all states but truly *works* for none. The **flexibility of TaxSys has enabled the application to successfully adapt to meet legislative, regulatory, and technical changes**. One recent example is Governor Newsom's Executive Order N-61-20 which allowed for COVID-related penalty waivers through May 7, 2021. Grant Street worked with California counties on a process for TaxSys to accommodate taxpayer waivers. In addition, we are currently modifying our DeedAuction and TaxSys platforms to support a major change to Tax Sales which will require limited commercial properties that go to auction, where the winning bidder fails to pay, to be awarded to the second highest bidder (R&T 3693).

In California, we will monitor and analyze legislation that may impact counties and/or TaxSys in the same collaborative manner as we have in Florida for many years. This is all part of our ongoing support services, which includes minor changes or modifications resulting from legislative, regulatory, or technical changes at no additional charge. To date we have never had to charge a client as a result of a legislative change.

Enhance Constituent Satisfaction. The user-friendly TaxSys public portal enhances taxpayers' self-service capabilities, allowing them to easily pay bills, complete forms, and perform other tasks. If taxpayers choose to visit the office or call, staff can efficiently address their queries due to the easy access to information provided by TaxSys.

Promote Transparency and Access to Data. Public transparency is an inherent part of the TaxSys public portal. Data and account information available to the public is immediate and real-time. The same is true with DeedAuction, Grant Street's online tax defaulted sale website. Tax sale investors will see real-time information, for example if the taxes on a parcel have been redeemed, DeedAuction immediately updates in real time to make that parcel unavailable for sale and states the reason why (e.g., *redeemed, canceled*).

VisionPro brings information directly to constituents through visualizations embedded on the County website. VisionPro can provide the public near real-time information on payment activity by day, month, year-to-date, percentage of taxes collected year-to-date, location of payments, and so forth. **Public-facing visualizations can provide an effective, easy-to-digest way to increase transparency** with the public in regards to the office's major collection activity.

Mitigate Legal Risks. Grant Street's expertise in California tax law ensures that TaxSys will always be compliant with regulations. In addition, TaxSys can significantly reduce the potential for human error. TaxSys

also provides system validations that ensure data integrity, audit trails that provide transparency and accountability, and role-based access controls that prevent unauthorized access to sensitive information.

Be Future Ready. The modular SaaS-hosted design of TaxSys permits the continuous upgrade of the software and underlying hardware that enables us to keep up with current technological advances and changes in legislation. As a result, TaxSys has an indefinitely long useful life. The system's modern, technology-agnostic architecture allows it to adapt to future technology. Whether integrating with new data sources, supporting new user devices, or leveraging new technologies that arise, we designed TaxSys to evolve with the future landscape, ensuring that the County's tax administration remains efficient, effective, and up-to-date.

Guiding Principles for the eTAX solution

Best Practice Adoption. During the implementation and beyond, the County will benefit from best practices that Grant Street has learned over the course of our implementations, and continue to expand upon as we support our live clients. In Florida, the accepted "right way" of doing things is now synonymous with "the TaxSys way, and we look forward to working with you and our other California clients to achieve the same in California.

Right Sized. The TaxSys application and infrastructure are highly scalable, allowing us to right-size the product for your needs, even as they change over time. (Please see *Template 6 - Non-Functional Narrative* for additional details on application and infrastructure scalability.)

Improved Usability. As a web application, TaxSys is naturally user-friendly and easy to use for anyone familiar with basic web browser functions. Links and buttons are named intuitively. Users see only the links and buttons that pertain to their job functions and that are applicable to the situation, reducing confusion.

The design of our public-facing websites focuses on these attributes to give the public a great user experience - speed, visual appeal, clarity and readability, low friction, a mobile first design, and continuous improvement of the experience over time.

Adaptable, Flexible Solution. The flexible nature of TaxSys (e.g., self-service reports) allows you to adapt your business processes as your needs change, with the system supporting whatever those needs are. Grant Street's continuous engagement with you throughout the life of the agreement means we are always updating TaxSys to better meet your needs - you aren't stuck trying to fit your evolving needs into a static solution.

Integrated and Consistent Processes. We standardize processes across business functions to ensure consistent delivery of service to your staff and constituents. By using TaxSys across all Auditor-Controller and Treasurer-Tax Collector business functions, you will find that processes in different functional areas mirror each other, and provide all relevant data to any user of the system (with appropriate permissions). This facilitates easier cross-training of staff and clearer communication between different teams or departments.

Data-driven Strategic Decision Making. TaxSys will help drive effective decision making by establishing a single source of truth, with all data in one system, easily accessed via intuitive self-service reporting and supported by clear, intuitive business intelligence dashboards.

Configuration Over Customization. "Configuration over customization" is one of the key principles guiding the design of TaxSys since its inception. There is only one version of TaxSys, used by all clients. When a client has a business need that TaxSys cannot meet in its current form, we work to generalize that need to the extent possible, and make the new feature available to all clients, often with configurations to make it work for them.

2a. Jurisdictional Change and Annexation
Instructions: Refer to Attachment 9 of the SOW, Exhibit 41, Business Overview, for the County's Jurisdictional Change and Annexation. 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. Describe 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 Appendix B, Exhibit 13, Functional Requirements Response Template. Page limit: Two pages.

Business Objectives

TaxSys supports jurisdictional changes and annexations, including changes to the configuration of Tax Rate Areas (TRAs), exchanges of base revenue, and exchanges of Annual Tax Increment (ATI) within or between the affected TRAs and jurisdictions.

When initiating a proposed jurisdictional change, the Assessor will compile a list of affected parcels, TRAs, and their respective roll values. Controller staff will upload the Assessor data into TaxSys in a mutually agreed upon file format established in collaboration with the Assessor during implementation. TaxSys will produce a revenue estimate report based on Assessor data detailing the breakdown of the 1% tax subject to transfer. The revenue estimate will be associated with the proposed jurisdictional change and will be considered in a preliminary state, with no effect on allocation of tax revenues during the roll year. Estimates are purely information and can be used by the affected jurisdictions to negotiate the final shift for the upcoming roll year.

TaxSys stores data related to the upcoming roll year as part of the upcoming or "preliminary" roll. While the roll is in a preliminary state, the County may make adjustments to TRAs, jurisdictions, Base Revenue and ATI without affecting the current roll year. Once the jurisdictional changes have been approved by the Board of Supervisors and LAFCO, finalized with the Board of Equalization (BOE), and assigned an effective date, the jurisdictional change can be processed on the preliminary roll.

The jurisdictional change process begins by uploading the BOE Code Chart File. Uploading the chart file in TaxSys will automatically create new TRAs and districts, and custom development will be required for TaxSys to reconcile the BOE Code Chart with Assessor TRA codes in order to identify any exceptions or errors. After finalizing TRAs, County staff with the appropriate permissions can add or remove jurisdictions from TRAs, adjust ATI factors, modify the base revenue for each jurisdiction, and update the associated voter approved bonds.

TaxSys utilizes logic checks throughout the jurisdictional change process to reduce or eliminate errors. As an example, TaxSys ensures that the sum of increment factors is always 1.00 and that Base Revenue is fully allocated among all jurisdictions in a TRA.

All of these changes are allowed at any point in the year until AB8 factors are calculated for the first secured apportionment, as long as users have the correct permissions. Even from the roll deadline of July 1 through first apportionment, it is possible to apply jurisdictional changes and incorporate those changes into the new year's apportionment factors.

TaxSys preserves audit trails of any changes made to TRAs, their jurisdictions, and their respective base revenue and ATI. User actions affecting TRAs are automatically recorded in TaxSys notes as system notes that detail the change, the user initiating the change, and the date and time the change was performed. Users may

also upload supporting notes and documents related to the jurisdictional change and associate them with a specific TRA.

Items Unique to the County

Custom development will be required in order to track and reconcile Assessor TRA codes with State BOE TRA codes.

The scale of jurisdiction changes, with a single jurisdictional change affecting as many as 800 TRAs, will require the process of TRA splits, dissolutions, and creations, as well as exchanges of base revenue or ATI to be automated where possible. For instance, we anticipate storing pre-negotiated jurisdictional change formulas when possible, such as when a master agreement exists between two jurisdictions.

We understand that the unique size, scale, and complexity of Los Angeles County means that effective and efficient validation and variance analysis is critical. Today TaxSys provides extensive reporting for jurisdictional changes and annexations, including base revenue shifts. During the implementation, we anticipate building out more robust features leveraging data visualizations to streamline and automate the identification of potential anomalies and errors. For example, we could incorporate a visualization highlighting TRAs with an annual tax increment shift above an expected threshold. Grant Street Business Analysts will collaborate closely with County subject matter experts to identify the data elements, analysis guidelines, and processes used for validation during the implementation.

How Key Expectations Will Be Met

- TaxSys supports interfaces to a variety of Assessor systems and a standard interface to the State BOE. Over the course of your implementation, we will build a custom Interface to the Assessor system to collect TRA and jurisdictional information. The TRA details provided by the Assessor will be translated and vetted against the information provided by the BOE to ensure alignment between TaxSys, BOE, and Assessor.
- TaxSys includes safeguards to prevent certain errors related to jurisdictional changes from occurring. For instance, TaxSys requires ATI to sum to 1.0. TaxSys also prevents a jurisdiction from appearing more than once in a TRA and requires that TRA and jurisdictional mapping be finalized before performing additional tasks, including but not limited to District Valuation, Tax Rate Calculation and Tax Extension.
- In order to support the size, scale, and complexity of the County's jurisdictional changes, we anticipate automating the jurisdictional change process where possible to ensure that jurisdictional changes can be handled efficiently and accurately.

Images and Supplemental Materials

The TRA page includes current and historical jurisdictional information, with each jurisdiction's Base Revenue and Annual Tax Increment. Voter Approved Bonds and Tax Increment Finance Districts are also associated with the TRA and visually represented on this page.

2b. Roll Valuation

Instructions: Refer to Attachment 9 of the SOW, Exhibit 41, Business Overview, for the County's Roll Valuation. 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. Describe 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 Appendix B, Exhibit 13, Functional Requirements Response Template. Page limit: Two pages.

Business Objectives

At roll load, the Assessor and State Board of Equalization (BOE) will provide data that will serve as the basis for the tax roll. Once the data is reviewed and certified, it is frozen for the purposes of AB8, debt service, and tax increment calculations.

A new roll year is created in TaxSys by copying a "preliminary" version of the new roll data. By default, TaxSys copies over all prior year TRAs, taxing agencies (code and name), Tax Increment Finance Districts (TIFDs), exemption codes, and a preliminary copy of all accounts using the prior year's rates and assessed values. Property Tax staff then have the opportunity to create any new exemption or district codes for the year, as well as set up any new TRAs or update rates. It is also possible to load TRAs, exemptions, and other values from a file if they are provided electronically by the Assessor and BOE.

Once the new taxing agencies, TRAs, and exemptions are created, the user imports a series of files provided by the Assessor and BOE. Direct charge files are uploaded by taxing entities using the Taxing Entity Portal (TEP). TaxSys merges the files together to create a "preview" load version of the new tax year roll. The loaded roll is verified against totals provided by the Assessor, BOE, and other agencies to confirm that it was fully loaded and balances to the expected totals. A number of saved reports will then be used to balance the totals of what was loaded from each file against the expected totals provided by the Assessor and other agencies. Today, TaxSys provides summary reports by TRA code and by Assessor data, along with "year over year" comparison reports to verify the amounts loaded match the officially certified roll the Assessor expected.

As a starting point, Roll Loading and Balancing includes the following prepared reports:

- **Control Totals** for balancing to the Assessor's grand totals
- **Control Totals by TRA** for balancing to the Assessor's totals by TRA
- **Tax Amounts by District Type** for reviewing the tax totals by special district
- **Load Balancing Assessments** for comparison to prior year assessment totals
- **Load Balancing Amounts** for comparison to prior year tax amounts
- **Account Comparison Report** for year-over-year comparison between a random sample of properties

During the period when the roll files are loaded into TaxSys, it is possible to disable the automated load of normal corrections files or corrections of one or more tax types. Any normal corrections files received during this time will remain in a queue to be processed immediately after the hold on corrections concludes.

The entire process of loading these files, validating the data, and preparing to produce a bill file can be completed in as little as two business days after receipt of the final files. TaxSys support staff will work with the County to load files first in a non-Production environment to ensure data quality before loading to Production. Roll loading is an iterative process of uploading, correcting, validating, and balancing tax roll data files to

ensure accuracy of the tax roll. After completing the merge step, tax data, bill amounts, and ledger entries are created in the permanent TaxSys database. To minimize the risk of errors, the entire roll loading process, from load to activation, will first take place in a Demo environment before the final file set is loaded into Production.

Crucially, all of these loading and verification events occur while normal operations continue within the rest of TaxSys. The process does not require an interruption of service on the public or internal sites, and newly loaded data will not become available to view or act on until after verification and approval.

Items Unique to the County

TaxSys supports Geographic Information System (GIS) integration by including Assessor GIS hyperlinks on both internal and public sites.

We understand that the unique size, scale, and complexity of Los Angeles County makes effective and efficient validation and variance analysis critical. Today TaxSys provides extensive reporting for Roll Loading variance and validation, including reports highlighting year-over-year changes. During the implementation, we anticipate building out more robust features leveraging data visualizations to streamline and automate the identification of potential anomalies and errors. For example, we could add a visualization identifying the percentage of parcels that have assessed values increased by a higher-than-normal percentage and allow Controller staff to drill down to particular parcels. Grant Street Business Analysts will collaborate closely with County subject matter experts to identify the data elements, analysis guidelines, and processes used for validation during the implementation.

How Key Expectations Will Be Met

- TaxSys supports interfaces with a variety of Assessor systems. Each interface is custom but utilizes a similar framework for data structure and content based on the Controller and Tax Collector needs. Over the course of your implementation, we will design and build an Assessor system roll load interface in collaboration with the Assessor's Office.
- TaxSys uses a series of pre-existing and customized reports to ensure that the data processed at Roll Load aligns with the Assessor data. TaxSys support staff will work with County staff to ensure that balancing and reconciliation is completed to the County's satisfaction.
- TaxSys provides an extremely flexible, powerful interface for generating customized reports across all areas of the system. Users will be able to build any needed report, including reports on State-assessed property. These reports can be used for a wide range of purposes, from low-level data extraction for validation/exception analysis to high-level summary and statistical reports.
- TaxSys Reporting can display data at the detailed level or the aggregate level, sorting and totalling based on County preference. For instance, you may run a report on parcel value by TRA or a report on parcel value by a taxing entity. Reports can be configured by users and do not require any developer involvement.
- TaxSys can provide parcel-specific links on the internal and public site to the Assessor's GIS system.
- Custom development will be required to ensure that Assessor TRA assignments are aligned with State BOE TRA assignments. We anticipate additional checks for validation and variance analysis to ensure data integrity and accuracy.

Images and Supplemental Materials

This example shows the Roll Manager module where the secured and unsecured roll files are loaded. The notes table at the bottom of the page tracks all of the activity related to loading both the secured and unsecured rolls.

Included below is the Account Summary Report used during roll load balancing with the Assessor. This is one of many reports used to reconcile loaded data with Assessor data.

2c. Tax Rate Calculation

Instructions: Refer to Attachment 9 of the SOW, Exhibit 41, Business Overview for the County's Tax Rate Calculation. 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. Describe 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 Appendix B, Exhibit 13, Functional Requirements Response Template. Page limit: Two pages.

Business Objectives

TaxSys will collect information necessary to calculate tax rates and levies for the countywide tax and unitary debt service agencies. For instances where TaxSys calculates the rate, the calculation will be performed automatically after receiving the necessary data inputs (i.e., balance to be raised, delinquency rate). These calculations can be reviewed and approved by County staff, with TaxSys reporting and VisionPro visualizations supporting validation and variance analysis. Prior to the start of the fiscal year, County staff will prepare debt service agencies on the preliminary roll. This may involve adding new agencies or districts, modifying existing agencies or districts, and retiring bond districts for matured bonds.

Debt service agencies will visit the Taxing Entity Portal (TEP) to upload information about the debt service levy. Agencies may upload balance to be raised information or debt service rates, depending on whether the County is responsible for calculating the debt service rate. After upload, the balance to be raised information and agency-provided tax rates will be automatically uploaded into TaxSys for review and approval by County staff. Accepting bond rate information via the TEP will require expansion of the existing portal, which currently only services direct charge agencies, and will be custom development. If the balance to be raised is calculated by the County, it may also be manually uploaded or entered into TaxSys.

We expect to complete the development work to support TaxSys-managed amortization schedules and balance to be raised calculations in 2024 as part of our ongoing implementations. Over the course of the implementation, we will explore whether this functionality will meet the County's needs. In the interim, we propose uploading the total balance to be raised for County-calculated debt service rates.

The balance to be raised serves as the basis for calculating the debt service rate by using the TaxSys-provided current year net revenue, adjusted for homeowner's exemption, TIFD contribution, and other county values (as is the case for a district that spans multiple counties' boundaries) as applicable. All of the information necessary to calculate the debt service rate will be presented to the user for review once the balance to be raised is uploaded. Debt service rates can be calculated or re-calculated in bulk. Once calculated, users may review, modify, or finalize the debt service rate.

TaxSys will provide reports to validate the debt service rates calculated and identify year-over-year variances, ensure each district's preliminary rate does not equal the prior year rate, and ensure each district's estimated revenue exceeds the balance to be raised. Debt service rates will apply to all parcels located within a TRA unless the County elects to use an alternative rate, as might be the case with Unitary debt service rate.

County users may monitor debt service agencies over the collection period to determine how much funding they have received. This information becomes available as soon as the bills and apportionment factors have been calculated for the year, and will be updated as each distribution is processed. Depending on the desired granularity, users can include fields such as tax type, original levy vs. roll corrections, and various other components. In addition, TaxSys will create entries with each distribution that will adjust the receivable

amounts as part of the interface to the County financial system.

TaxSys provides an extremely flexible, powerful interface for generating customized reports across all areas of the system. Users will be able to build any needed report, choosing their own customized selection criteria and presentation options. These reports can be used for a wide range of purposes, from low-level data extraction for validation/exception analysis to high-level summary and statistical reports.

Using reports, County staff can view adjustments to the levies alone, or in combination with the original levy. This allows users to easily see the impact the adjustments have on the jurisdiction's receivables. The reporting tool also allows for math to be performed on report results, which could be used to calculate a delinquency factor based on the most current data available.

TaxSys maintains and updates prior-year figures so users may look at historical levies and distributions as needed. County staff can view this data summarized in many different ways, including by year, allowing them to easily compare prior years.

Items Unique to the County

The County calculates school district bond rates and collects all other rates from the levying agency. With custom development, the Taxing Entity Portal (TEP) will provide the ability to collect both calculated rates and unique debt service formulas for use in calculating the debt service rate.

The County levies based on the total district rate, rather than individual bond series rates. In TaxSys, Bond rates may be calculated at the issuance level but levied at the jurisdictional level. For instance, a school district's series of bonds may be individually calculated in TaxSys, but the total rate of all bonds can be used as the basis for levy and reflected on the taxpayer's bill.

TaxSys has the ability to charge a variable rate by parcel within a given TRA, and users may select which rate should be applied to a given parcel in the TRA. This configuration can be used when levying unitary debt service rate to accommodate the Burlington Northern Santa Fe (BNSF) Railroad ruling's requirement to use the lower of two rates.

How Key Expectations Will Be Met

- TaxSys will store or provide the amounts required to automatically calculate debt service levy, including the total balance to be raised, current year net value (adjusted for Homeowner's Exemption, Tax Increment Finance District, as applicable) and delinquent adjustments.
- The Taxing Entity Portal (TEP) will require custom development to collect direct charge levies, debt service rates, and other information. This will provide the ability to seamlessly collect rates and balance to be raised information for use in debt service rate calculation and levy.
- TaxSys provides the ability to calculate unitary debt service and to apply the established rate or an alternative rate by parcel to accommodate court rulings or legislative changes.
- We understand that the unique size, scale, and complexity of Los Angeles County means that effective and efficient validation and variance analysis is critical. Today TaxSys provides extensive reporting for tax rate variance and validation, including year-over -year comparisons. During the implementation, we anticipate building out more robust features leveraging data visualizations to streamline and automate the identification of potential anomalies and errors. Grant Street Business Analysts will collaborate closely with County subject matter experts to identify the data elements, analysis guidelines, and processes used for validation during the implementation.

Images and Supplemental Materials

This report allows users to view the total levied amount by year by jurisdiction by tax type, differentiating between original levy, positive corrections, and negative corrections. In this instance, the jurisdictions are teetered, but the same process is supported for counties like Los Angeles that do not participate in teeter.

This report compares the total tax to the amount distributed and uses built in math conditions to show the difference.

2d. Direct Assessment Management

Instructions: Refer to Attachment 9 of the SOW, Exhibit 41, Business Overview for the County's Direct Assessment Management. Describe how the Proposer's System will meet the County's business objectives, items that are unique to the County and meet the key expectations. Describe 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 Appendix B, Exhibit 13, Functional Requirements Response Template. Page limit: Two pages.

Business Objectives

TaxSys includes a self-service Taxing Entity Portal (TEP) that allows direct charge agencies to upload and manage their direct charge levy. The user-friendly site includes instructions detailing how to create, upload, and manage charge files, and it's directly integrated with TaxSys so that levies can be monitored and extended in real time. In order to make the format requirements clear, users will start with a downloadable template to use as the basis for their file upload, which will include their agency code, a parcel number, and an amount at a minimum. Uploads will only be accepted during a period designated by the County.

The TEP automatically validates agency files for file format and content upon upload. For instance, a file may be rejected if it is not in the correct format or if the parcel number does not match an existing parcel number in TaxSys. In both instances, the user will be provided with specific error codes and messages detailing the reason for the rejection. The user may correct the file format and/or content and re-upload the original file, or upload a supplementary file that only addresses the data errors.

The TEP currently includes checks to determine the validity of a parcel number, whether a parcel accepts direct charges, and whether the charge is a duplicate charge. The TEP also provides a County-configurable maximum charge amount, which can be applied by charge and adjusted annually. We anticipate additional checks will be added over time and configured to meet the County's needs.

After successfully uploading files, the user can generate a preview of their upload that includes the number of records uploaded, the total charge amount, and the total cost associated with the levy. If the user is satisfied with the preview, they may certify the charges. The certification will result in a TaxSys system note indicating the user who certified the charges and when they were certified.

The TEP will require custom development to support direct charge agencies uploading and levying based on formulas, as is the case with Measure B, CFD and Mosquito Control. We anticipate the TEP can be expanded to accommodate these use cases, with TaxSys automatically levying the direct charge based on the agency defined formula.

Throughout the process, the County can access reports that detail the status of various agencies or charges in the TEP. For instance, the County may run a report that will indicate all registered users who have not yet submitted their annual signed agreement. They may also run a report that indicates all agencies that have completed and certified their submissions. The TEP directly integrates with TaxSys; TaxSys immediately reflects all activity that occurs in the portal. The TaxSys data analytics tool, VisionPro, may also be configured as a dashboard to evaluate the status of the direct charge levies.

Items Unique to the County

TaxSys can support rate calculation for specific County-managed direct charges, such as Measure B, CFD, and Mosquito Control with custom development. In these instances, the County will provide the rate calculation formula and TaxSys would calculate the direct charge amount, applying the charge to the parcels within the service area, as identified by the County.

When a parcel split occurs as the result of the County Assessor's subdivision process, TaxSys supports the ability to remove the direct charge from the parent parcel and reflect a parcel split so that new child parcels are created. TaxSys has the ability to identify, report on, and link to old and new parcel numbers, which can also be provided to Direct Charge Districts for the purpose of levying.

We understand that the unique size, scale, and complexity of Los Angeles County means that effective and efficient validation and variance analysis is critical. During the implementation, we anticipate building out more robust features leveraging data visualizations to streamline and automate the identification of potential anomalies and errors. For example, we could add a visualization that identifies inconsistencies between direct charges and associated jurisdictions by TRA (i.e., identifying TRAs with a school district direct charge that are missing the corresponding school district). Grant Street Business Analysts will collaborate closely with County Subject Matter Experts to identify the data elements, analysis guidelines, and processes used for validation during the implementation.

How Key Expectations Will Be Met

- The Tax Entity Portal (TEP) provides a user-friendly, self-service portal for taxing entities to submit and levy direct charges and manage file or charge errors. The portal provides for a seamless exchange of data between direct charge agencies and the County.
- The TEP can enforce logic to ensure that direct charges only apply to parcels within the taxing entity's jurisdictions if the County is able to define the service area using data stored in TaxSys. For instance, if direct charges should only be applied to parcels in specific TRAs, TaxSys could, with custom development, prevent a particular direct charge from being levied outside of its designated TRAs.
- The ability to calculate a direct charge levy based on a unique formula can be supported with custom development and may require additional data inputs from the Assessor, such as parcel square footage.
- With custom development and additional data, TaxSys can provide the ability for the County to calculate and levy direct charges such as Measure B, CFD, and Mosquito Control.
- During implementation, we will set up a series of custom reports that can be used to monitor and validate direct charges. VisionPro, which can provide a dashboard detailing the status of direct charges submitted via the portal.

Images and Supplemental Materials

The following screen shows a view of the Taxing Entity Portal (TEP) after a user has uploaded their file, displaying a summary of records accepted, collections, processing costs, and rejected records.

2e. Extend Tax Rolls

Instructions: Refer to Attachment 9 of the SOW, Exhibit 41, Business Overview for the County's Extend Tax Rolls. 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. Describe 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 Appendix B, Exhibit 13, Functional Requirements Response Template. Page limit: Two pages.

Business Objectives

TaxSys receives the certified roll data from the Assessor and the State BOE. The roll data serves as the basis for tax extension for the secured, unsecured, and supplemental rolls. TaxSys calculates the extended tax amounts once the roll data is certified, using the appropriate TRA cumulative tax rate, splitting secured tax equally into installments, and applying proration factors when applicable.

TaxSys automatically enrolls secured tax assessments with two installments, unsecured tax assessments with one installment, and supplemental assessments with two installments, though these can be updated based on the County's preference. TaxSys uses the assessment details and established ownership information provided by the Assessor to establish whether a supplemental or escape assessment on real property should be enrolled as unsecured. When a bill is enrolled as unsecured, it follows the appropriate roll type rules for extension, proration, installments, and distribution.

Supplemental and escape tax bills may also be prorated between owners. TaxSys uses the assessment event date provided by the Assessor to establish ownership periods for the property. The event date along with the ownership periods will inform the proration factors used in extension. The total tax rate is extended against the net value of the assessment before being prorated either by the statutory factor for a number of months remaining in the fiscal year (as is the case for supplemental bills) and/or by a number of days of ownership between multiple owners in the fiscal year.

Supplemental assessments may be extended at the County's discretion. Assessments can be loaded for the supplemental roll at any time, but the County determines when to extend the taxes so the Tax Collector can release the bills for mailing. If it is undesirable to complete this process close to year-end, TaxSys supports adding a hold on extension during this time to avoid delinquency crossing fiscal years.

Any time corrections are received from the Assessor, they are held until the appropriate batch load job runs. This job can be disabled for any reason, for any length of time, which will result in roll adjustments or new assessment files being held in a queue.

Whenever corrections are applied, or whenever the tax roll is extended from its initial certified values, TaxSys follows a series of pre-programmed business rules to apply the correct general tax levy, debt service rates, and direct charges while accounting for all assessed values and exemptions. TaxSys also knows which delinquency date to apply to each kind of bill, and will automatically apply penalty/interest and cost/fees on the appropriate dates. It is always possible to preview any fees that will be applied by using the "View a different due date" function, which can rewind or fast forward time to show a past or future bill balance. In short, tax extension is an ongoing but automatic process that uses all of the rules established by the County to calculate accurate tax bills.

Secured roll corrections may be received at any point between roll acceptance and roll extension. These corrections can be applied after the roll is merged, but before the final tax data is certified to the Tax Collector. The County may then choose to use the original certified roll or the equalized roll for the purpose of apportionment factor calculations.

Just as corrections to the assessed values may be passed from the Assessor on a regular basis, and corrections to direct charges may be passed from the taxing agencies on a regular basis, name and address updates can be received from the Assessor as often as they are available. We will work with the County to adapt to their existing name and address format, if one exists, and establish rules around how often this file is retrieved and applied, along with what follow-on effects (such as re-printing any existing bills) may be necessary.

TaxSys provides an extremely flexible, powerful interface for generating customized reports across all areas of the system. Users will be able to build any needed report, choosing their own customized selection criteria and presentation options. These reports can be used for a wide range of purposes, from low-level data extraction for validation/exception analysis to high-level summary and statistical reports.

During the implementation, Grant Street business analysts will work with County staff to establish the saved standard reports that are needed for each business process. Adjusting standard reports or creating new saved reports can be done in the application and does not require development. Regular training and as-needed support for reporting is also part of regular Maintenance & Support operations.

Items Unique to the County

We understand that the County currently enrolls personal property on the first installment per R&T 2605. TaxSys supports splitting personal property tax equally between installments, as all of TaxSys' current clients bill and collect in equal installments per County resolution, as required in R&T 2512.

The County requires the odd cent to be added to the first installment when tax is split equally between installments, and TaxSys has a configuration that supports this.

How Key Expectations Will Be Met

- TaxSys uses a combination of Assessor or BOE provided values and cumulative tax rates to automatically calculate the levy for all tax types: secured, unsecured, and supplemental. TaxSys manages the complexity of determining the rate based on pre-configured rules including but not limited to: using current year or actual year rates based on tax year assessed, dividing a bill into one installment or two, and dropping or adding a penny on installments. The TaxSys automated rule-based calculation engine allows extension to happen efficiently and accurately.
- TaxSys reporting can provide data related to secured, unsecured, and supplemental levy in a detailed or aggregate format based on County preference. VisionPro provides data visualization that can be used to identify anomalies or errors in the data. In addition, we anticipate adding customized validation and variance checks to accommodate the size and scale of Los Angeles, and ensure data integrity and accuracy.

Images and Supplemental Materials

The screenshot below shows records associated with roll load and extension. Once the roll is loaded and validated, extension may occur.

2f. Community Redevelopment Agencies

Instructions: Refer to Attachment 9 of the SOW, Exhibit 41, Business Overview for the County's Community Redevelopment Agencies. 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. Describe 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 Appendix B, Exhibit 13, Functional Requirements Response Template. Page limit: Two pages.

Business Objectives

TaxSys supports Tax Increment Finance Districts (TIFDs), including Community Redevelopment Agencies (CRAs) and Infrastructure Financing Districts (IFDs). TaxSys provides the general infrastructure to support both CRAs and IFDs, while retaining flexibility to accommodate some of the unique attributes of each, including Redevelopment Property Tax Trust Funds (RPTTF) management, selective Affected Taxing Entity (ATE) participation, and overlapping Project Areas.

RPTTF management in TaxSys covers the calculation of estimated and actual distributions of funds deposited into the RPTTFs. This includes calculating and allocating administrative costs, pass-throughs, Recognized Obligation Payment Schedule (ROPS) amounts, and residuals. In addition, TaxSys supports the distribution of funds from asset liquidations and enables the final dissolution of the CRA Successor Agency (SA) once all obligations have been paid.

In TaxSys CRAs are associated with Project Areas, which are in turn associated with Tax Rate Areas (TRA). When viewing a TRA in TaxSys, the CRA is included without Base Revenue or Annual Tax Increment (ATI), and the CRA may be added or removed from a TRA (as would be the case if dissolution were to occur) based on County needs. The CRA has an associated frozen base value that is stored by TRA and tracked by secured, unsecured, and unitary rolls. Tracking base values by parcel would require County historical data as well as custom TaxSys development.

CRA increment is calculated based on the difference between roll value and frozen base value. Each Affected Taxing Entity (ATE) has a contribution factor, which is the amount of tax revenue due to the TIFD. At distribution the TIFD percentage is used to divert revenue to the CRA, which is then deposited into the Redevelopment Property Tax Trust Fund (RPTTF).

TaxSys includes an RPTTF management module, which tracks the amount of increment received by each SA and the aggregate amounts of enforceable obligations and cost. TaxSys calculates the amount of AB1290 and inflationary pass-throughs due to each ATE, and also accepts uploaded amounts of pass-throughs for negotiated agreements. Once the SA's enforceable obligations, cost, and pass-throughs are satisfied, TaxSys manages the distribution of residual revenue using the City of Chula Vista v. Sandoval method, wherein residual revenue is distributed by AB8 factor. TaxSys will require custom development to accommodate the alternative "haircut" method of distribution wherein the ATE pass-throughs are adjusted so that no ATE receives more than their share of AB8.

The RPTTF module is designed to be statutorily compliant, flexible, and transparent with a focus on automating calculations associated with pass-throughs and residual distribution. Distributions from the

RPTTF to the appropriate agency are fully integrated into TaxSys Distribution, with a corresponding interface file to the County's financial system eCAPS generated automatically.

All information included in the RPTTF Distribution module is available in TaxSys reporting. TaxSys provides an extremely flexible, powerful interface for generating customized reports. Users will be able to build any needed report, choosing their own customized selection criteria and presentation options. These reports can be used for a wide range of purposes, from low-level data extraction for validation/exception analysis to high-level summary and statistical reports.

Items Unique to the County

The County calculates the increment separately for secured and unsecured rolls. TaxSys natively calculates increments separately by roll. The system can identify increments by secured, unsecured, unitary, or supplemental roll.

How Key Expectations Will Be Met

- TaxSys provides a full-service RPTTF management module for tracking the aggregate amount of enforceable obligations, calculating pass-through revenue, handling residual distribution, and distributing RPTTF funds on a bi-annual basis. TaxSys supports the process of CRA dissolution by restoring the increment to the Affected Taxing Entities (ATEs).
- AB1290 and inflationary pass-throughs are calculated automatically in TaxSys based on their statutory requirements. Negotiated pass-throughs may be entered manually or uploaded and recorded in TaxSys.
- TaxSys handles the distribution of residual funds that exceed the CRA's obligations. Those funds are currently returned using the model established in *City of Chula Vista v. Sandoval*. Custom development will be required to support the County's "haircut" model of reducing the pass-through revenue to ensure no ATE receives more than their AB8 share of property tax.

Images and Supplemental Materials

This is a preview of the development we are completing for RPTTF calculation and distribution. This summary page, which acts as the homepage for each ROPS filing period, summarizes the amounts calculated per CRA Successor Agency.

The following example displays one type of passthrough calculations that TaxSys supports, AB1290.

2g. Increment Financing Districts

Instructions: Refer to Attachment 9 of the SOW, Exhibit 41, Business Overview for the County's Increment Financing Districts. 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. Describe 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 Appendix B, Exhibit 13, Functional Requirements Response Template. Page limit: Two pages.

Business Objectives

TaxSys supports Tax Increment Finance Districts (TIFDs), including Community Redevelopment Agencies (CRAs) and Infrastructure Financing Districts (IFDs). TaxSys provides the general infrastructure to support both CRAs and IFDs, while retaining flexibility to accommodate some of the unique attributes of each, including RPTTF management, selective Affected Taxing Entity (ATE) participation, and overlapping Project Areas.

All TIFDs may be associated with one or more Project Areas, which may include one or more Tax Rate Areas (TRAs). District Base Values are stored by TRA and tracked by secured, unsecured, and unitary rolls. Within the TIFD TRA, ATEs may be configured to contribute to the IFD or not, which allows for certain districts (such as schools and special districts) to retain increment in an IFD TRA. TIFD revenue is calculated as increment in excess of the TIFD TRA Base Values.

TaxSys will support IFDs that overlap CRA SA Project Areas or other TIFDs. In the event of an overlap, TaxSys records secondary base values for the TIFD and only allocates increment to the TIFD in the event the increment is in excess of the secondary base values. Any increment that is below the secondary base value but in excess of original base values will be allocated to the RDA SA or overlapping TIFD.

ATE contribution percentages by TRA are used to allocate funds from the ATE to the TIFD. TIFD ATE percentage contribution factors are subject to review, approval, and adjustments. Any adjustment to the factors or calculations are recorded in TaxSys to maintain a clear audit trail. The timing and frequency of distribution of TIFD revenue may be configured by Property Tax staff and includes statutorily required twice-annual distributions of CRA SA increment. An interface file to the County's financial system eCAPS will be generated automatically during each TIFD revenue distribution.

Items Unique to the County

We understand that Los Angeles County is one of the few counties with Infrastructure Financing Districts (IFD). Our current clients, City and County of San Francisco, County of San Bernardino, and County of Sacramento each have IFDs that are currently active and in the process of forming. Each county has instances in which an IFD overlaps an existing CRA Project Area. As such, TaxSys is equipped to handle IFDs and is actively working with our clients to ensure compliance with the requirements of SB628.

How Key Expectations Will Be Met

- TaxSys supports the ability to create and modify districts as needed, including Infrastructure Financing Districts (IFD). Affected Taxing Entities (ATEs) may be configured to contribute to the Tax Increment Finance District (TIFD) or not, depending on the structure of the TIFD.
- TaxSys calculates increment based on the project areas, based values, and TRAs associated with the TIFD. TaxSys tracks each affected taxing entity's contribution percentage to a given IFD based on the amount of increment relative to their overall revenue. TaxSys reporting framework makes it easy to access contribution information at the detailed or aggregate level. TaxSys' calculation engine, distribution module, and reporting feature are fully integrated to ensure calculation accuracy and data integrity.
- TaxSys was built with statutory requirements in mind as it relates to TIFDs. TaxSys increment calculations and distributions are aligned with all applicable statutory requirements including, but not limited to SB628. In compliance with SB628, TaxSys supports the ability for some, but not all affecting taxing entities to contribute to a newly formed IFD.
- During the implementation, Grant Street Business Analysts will work with County staff to establish the saved standard reports needed for each business process. Adjusting standard reports or creating new saved reports can be done in the application and does not require development. Regular training and as-needed support for reporting is also part of regular Maintenance & Support operations.
- Distributions of TIFD revenue are fully integrated into TaxSys Distribution, with a corresponding interface file to the County's financial system eCAPS generated automatically.

Images and Supplemental Materials

This screenshot shows a Tax Increment Finance District that has multiple project areas. TaxSys tracks base values by TRA for secured, unsecured, and State Assessed values.

2h. Countywide Allocation Factors

Instructions: Refer to Attachment 9 of the SOW, Exhibit 41, Business Overview for the County's Countywide Allocation Factors. 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. Describe 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 Appendix B, Exhibit 13, Functional Requirements Response Template. Page limit: Two pages.

Business Objectives

TaxSys can be configured to calculate distribution factors automatically by defining the series of County-specific steps during the implementation. After establishing the steps, TaxSys will automatically run the calculations and make them available for County review and approval.

Once all the jurisdictional changes are complete for the roll year, the AB8, Supplemental, Unitary, Unitary Railroad, and other factor calculations can be performed. TaxSys will start by summarizing the assessed values loaded into the system by roll and Tax Rate Area (TRA), and County staff are able to review and adjust each step of the calculations before moving onto the next.

For example, some of the steps available when calculating the apportionment factors include calculating the TIFD increments and adjustments for Tax Equity Allocation (TEA). The Annual Tax Increment (ATI) is calculated in TaxSys, then these amounts can be added to the prior year's gross revenue to arrive at the total revenue by jurisdiction. Factors for supplemental roll distribution are adjusted based on the State-provided Average Daily Attendance (ADA), which can be uploaded annually directly into TaxSys.

Each step in the apportionment factor calculations includes the ability to report on the resulting amounts. For example, when removing the Educational Revenue Augmentation Fund (ERAF) allocation for Unitary calculations, County staff can see the amounts before and after ERAF is removed. The steps shown in the apportionment factor calculations will provide support for the methodology used. We will work with the County to create saved reports that combine these steps, which can be used to audit the calculations.

TaxSys stores the factor steps, calculation methods, and historical levies per roll year, so users can access them for research and auditability. Each can be reported on year by year, or in a combined report over a period of years. These calculations, factors, and levies are available in downloadable reports. Grant Street will collaborate with the County to create saved reports that can be used for review purposes. In addition, TaxSys' Apportionment page includes a visual representation of the series of steps taken in each calculation, with each step reflecting the relationship between various data elements.

After factor steps and calculation methods are set up, Controller staff will have the ability to upload and store enabling and review documentation in Notes attached to the factor calculations. Users can then submit apportionment factors for approval to specific users, such as management, with appropriate permissions using our role-based-access-control system (RBACs).

Similar to the AB8 factor and levy calculations, the Unitary factors and levies are calculated in TaxSys, which relies on the previously loaded assessment information and prior year calculations to perform the necessary current year calculations. TaxSys is currently set up to calculate the factors for Unitary and Operating Nonunitary/Pipeline Rights-of-Way (TRA 001 and TRA 511) and Unitary Regulated Railway (TRA 002), Qualified Electric (TRA 095) and Unitary Debt Service in compliance with statutory requirements. Because TaxSys stores

the taxes for each of the Unitary type revenues separately, these specific factors can be applied when it is time to distribute funds.

Since each step is customizable, any taxing entity can be removed from one of the calculation steps to allow for only specific taxing entities to be included. For example, one of the available steps is to remove the ERAF share so that it is reallocated during Unitary factor calculations. For the Qualified Electric factor calculation, we add an available step that would more easily isolate only the specific taxing entities eligible to receive those funds.

TaxSys has the capability to differentiate between the taxes up to and in excess of 102% of the prior year. Any revenue shifts from the prior year would be captured automatically as part of the allocation of the revenues in excess of 102% that TaxSys will automatically derive from the prior year apportionment factors. The two categories can then be calculated separately, and combined after other calculation steps are completed to arrive at a final set of factors.

TaxSys includes controls that prevent most users from adjusting finalized calculations and factors. If a finalized factor or contribution percentage must be adjusted, TaxSys does support the ability for users with the appropriate permission, such as management, to unlock the year's factors. After unlocking factors, adjustments can be made, reviewed, and re-approved by the appropriate staff. TaxSys stores both the initial and corrected factor sets and stores a detailed log of each action taken over the course of the adjustment. After the new factors are approved, TaxSys can perform "rebalancing" distributions, which can assist in correcting mis-apportionments as a result of the change.

Items Unique to the County

The County calculates Educational Revenue Augmentation Fund (ERAF) at the Tax Rate Area (TRA) level. TaxSys' flexible apportionment framework provides the ability to calculate ERAF at the county wide jurisdiction level or at the TRA level. As such, the County may configure TaxSys to include ERAF at the TRA level, and allocate according to ERAF's base revenue and Annual Tax Increment (ATI).

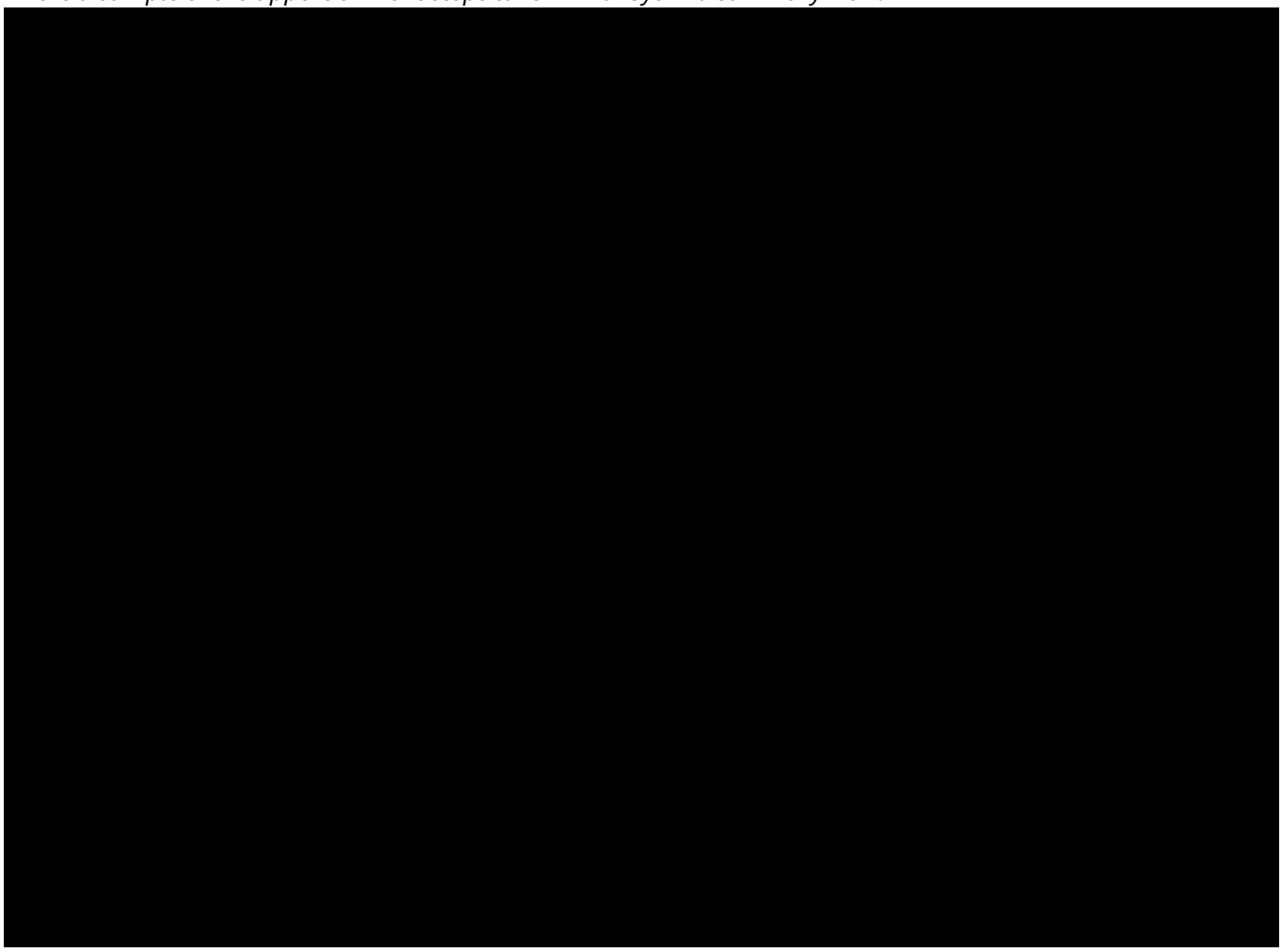
Key Expectations

- Countywide allocation factors are configured at implementation and may be run automatically each year. Equalized roll values serve as the basis of the calculations, while jurisdictional changes, once finalized, are applied in increment allocation at the TRA level. The Supplemental factors are configured to consider School Average Daily Attendance (ADA), which must be uploaded annually. Supplemental factors may also be configured to calculate automatically once the appropriate data (AB8 factors, ADA data) is available.
- TaxSys provides an extremely flexible, powerful interface for generating customized reports across all areas of the system. Users will be able to build any needed report, choosing their own customized selection criteria and presentation options. These reports can be used for a wide range of purposes, from low-level data extraction for validation/exception analysis to high-level summary and statistical reports. We anticipate adding a variety of validation checks and variance analysis to accommodate the scope and complexity of Los Angeles County.
- Users must have the appropriate permissions in order to configure, run, and modify factor calculations. Each step in factor calculations may be modified with the proper permissions. When a step is modified, the modification and user details are time-stamped and recorded in TaxSys Notes. In addition, the step is given a unique color and shape to easily identify that the data has been manually modified.

Images and Supplemental Materials

This is a sample of some of the steps that can be performed when calculating annual distribution factors. The user interface makes the dependencies between steps and the steps that still need to be performed visible in one place. These steps are flexible and allow TaxSys to be configured to meet the County's specific needs.

This is a sample of the apportionment steps taken in TaxSys in a summary view.



When expanded, TaxSys displays the full set of steps taken to arrive at the apportionment factors. Orange boxes indicate a modified data element.

This report screenshot shows the allocation of countrywide tax by TRA, including the breakdown of Revenue Base (PY Base) and Annual Tax Increment (ATI by TRA).

This report screenshot the allocation of increment by taxing entity in a TRA Base Revenue (PY Base) and Annual Tax Increment (ATI) and includes each Affected Taxing Entity (jurisdiction) contribution to a Tax Increment Finance District by frozen base and increment.

The image that follows shows a portion of the process to create the Unitary distribution factors. This image is intended to display the system's ability to separate those portions above 102% of prior year revenue from those up to 102%. This is a portion of the overall workflow as displayed in TaxSys.

Unitary Railroad Calculation Review Report

2i. Roll Maintenance

Instructions: Refer to Attachment 9 of the SOW, Exhibit 41, Business Overview for the County's Roll Maintenance. 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. Describe 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 Appendix B, Exhibit 13, Functional Requirements Response Template. Page limit: Two pages.

Business Objectives

All types of roll changes can be accepted through an automated corrections file import, using either a previously established file format or one defined as part of the implementation project. It is also possible to receive corrections through a real-time interface if the Assessor's system supports it.

If using the file import, Grant Street will set up a daily import job to receive the file and process each of the changes therein. We ask that the Assessor provide a full set of data in the "new state" for each correction, and then TaxSys will determine what has changed from the old state to the new. When corrections are processed this way, TaxSys maintains a history of each file loaded, the contents of each line within that file, and the before and after values for each correction.

In the event that certain corrections cannot be sent through the automated file import, either the Assessor or County staff (depending on permission setup) will log in to TaxSys and manually apply those changes to the assessments. Each of these manual corrections is also tracked with the before and after values, and the name and time stamp of the user who applied the change.

All corrections received from the Assessor may be held until approved by the Controller for enrollment. The Controller may opt to establish a set of rules to segregate those corrections that may be automatically applied from those requiring Controller review.

As we load and process these corrections, County staff can review each of the changes applied in two different ways: 1) the contents of each file are presented in a file uploads report, where the attempted update is displayed, and 2) the change to each affected value and each updated bill amount is presented in a corrections report. Each of the files is processed automatically. If there are any errors or issues applying the corrections in the file, they will go to an error handling queue where Controller and Assessor staff can review them. This error handling queue has its own business process and how each error is resolved generally depends on the type of error that occurred.

Whenever a correction results in a refund, because a paid bill was corrected downward or a negative supplemental assessment was extended, TaxSys automatically creates a pending refund and routes it to the Controller or Tax Collector for handling. In addition, TaxSys provides the ability to hold corrections that result in a refund that is outside of the four year statute of limitations. The Controller or Tax Collector may review these corrections to make a determination as to whether to issue the refund or not.

Similarly, new bills created as a result of the enrollment of escapes or supplementals can also be automatically routed to the Tax Collector for mailing and collection or held for Controller review. Using the assessment information within a corrections file, TaxSys first determines if the supplemental or escape values are for new bills or updates to existing bills, and then automatically processes each type of change correctly.

In all cases above, every change to the roll is controlled by our permission settings called Role Based Access

Controls (RBACs), so the County staff determines who is able to complete those changes and who can only see the results of the updated bills. In addition, every change to roll data is tracked, before and after, using our assessment history audit function.

When a tax bill is amended by correction, TaxSys automatically applies the rules configured for the County to determine the appropriate due dates. In general this means "at least 30 days to pay without penalty" after any value-changing corrections, but it may also require a longer period before the bill is due, especially around fiscal year-end. The configurations in TaxSys are based around the mailed date of the corrected bill.

Tracking Multiple Corrections to the Same Tax Bill

In addition to the corrections reports described above (which can be filtered to show the history of corrections on a single tax bill), TaxSys provides a specialized display called "Modification History" which shows the entire history of changes to a given assessment over time, with side-by-side comparisons and date/time tracking.

The list of correction codes is maintained in a reference table within TaxSys, and is provided by the Assessor at the time a correction is processed. Whenever a new code is created in the Assessor system, TaxSys will add it to the reference table automatically when a correction using the new code is processed. The list of corrections codes is fully customized for each County.

Items Unique to the County

The County prorates bills between owners in assessable events that are preceded by a change of ownership. TaxSys handles proration automatically by using the event date to determine the effective date of the assessment, and applies the proration factor per R&T code 75.54. TaxSys may then further prorate the bills based on the number of days of ownership to each owner. If the original assessment is enrolled by the Assessor as unsecured, TaxSys will bill the portion of the prior owner as an unsecured bill.

How Key Expectations Will Be Met

- TaxSys has the ability to hold roll corrections based on rules configured by the County. Once the corrections are received from the data source - whether the Assessor, Assessment Appeals Board (AAB) or State Board of Equalization (BOE) - they may be held for review by the Controller, automatically processed, or a combination of the two. For those assessments requiring review, the Controller may decide to reject or accept the correction. Once accepted, the correction is automatically applied to the appropriate bill using TaxSys calculation engine, which has the ability to recalculate tax liability and penalty automatically based on the new assessed and/or exemptions values.
- Roll corrections are received from the Assessor via interface in an agreed upon format which will be determined during implementation. Corrections may either be received in real time or batched into files for processing.
- County users will run pre-configured reports in TaxSys to review, approve, or reject held corrections. We anticipate that due to the large volumes of corrections that must be processed, we will complete custom development to add enhanced functionality to assign review responsibilities to specific users.
- When a downward correction is approved and extended in TaxSys on a paid bill, a refund is automatically created and placed in a "pending" status. The County may choose to automate approval of refunds that meet a certain criteria. For instance, the County may choose to automatically approve all refunds under

$5,000 for parcels which have not changed ownership in the last 12 months. Refunds that do not meet this criteria would require staff approval. TaxSys streamlines the approval process by making ownership information and, if applicable, claim form information easily accessible to the reviewer. For more details about refund processing please see our response to *Section 2j. Refund Management.*

Images and Supplemental Materials

This report shows the corrections import logging that TaxSys performs when a file is processed. Any errors are listed here with high priority, and all successfully processed records are shown as well.

The manual assessment corrections screen is used by County staff to apply corrections not contained in an interface file.

This screenshot displays the Account Modification History, which tracks all changes to assessment and bill information over time. It includes the user, date and time of the adjustment.

This screenshot displays roll correction codes, which are customized by the County. The Assessor uses these codes to identify the reason for an adjustment or enrollment.

This screenshot displays the extensive configuration TaxSys provides for due dates. The County may configure due dates based on the month of mailing.

2j. Refund Management

Instructions: Refer to Attachment 9 of the SOW, Exhibit 41, Business Overview for the County's Refund Management. 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. Describe 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 Appendix B, Exhibit 13, Functional Requirements Response Template. Page limit: Two pages.

Business Objectives

Whenever a downward correction is made to a paid bill, whether it is an assessment correction, removal of direct charge, or a negative supplemental bill is directly enrolled in TaxSys, a pending refund is created automatically. Typically these are handled as A-C refunds. This refund amount is determined by calculating the tax reduction from the decrease in value, taking into account any full or partial payments made, along with any penalty, interest, or fees applied to that tax. In the event that an assessment was prorated to multiple bills, a reduction in that assessment will be prorated across those bills even if they are for different owners, and only the owners who paid their share will receive a refund. If any of the refunds would generate refund interest, that interest will be calculated automatically based on the original payment date and the interest rules established in TaxSys.

Furthermore, pending refunds are also created automatically when a bill becomes "overpaid" for any reason, e.g., a check mailed in that is too large, or a waiver of penalty. Typically these are handled as TTC refunds.

When a refund is pending, the County controls whether a refund claim form is required before the refund can be processed. Those that do not require a claim form can go through approval and processing immediately, while those requiring one will remain pending for the TTC to send a notice to the taxpayer.

At all times, users can review the entire set of details for a refund. The queue of refunds and their statuses is available on multiple dashboards and reports. In all cases, documentation related to the refund can be scanned and attached to the notes for that bill, allowing users to refer back to the refund claim form or justification document at any time.

Updating the status of refunds can be done in bulk. For instance, if a group of refunds reaches its "stale date" period there will be an action in TaxSys that changes the status of all refunds that meet "stale date" qualifications. Aging actions like this will be scheduled through the workflow system following business rules established during your implementation.

The highly configurable refund workflow allows you to automate any refunds that can be automated according to your business rules. For example, A-C refunds under a certain dollar amount could be sent to process automatically without County review, while the dollar threshold could be different for TTC refunds. The default payee of the refund (the bill payer or the assessee of record) is also configurable in TaxSys, and can be updated by users with appropriate permissions.

When a refund is requested and issued, it will be processed in TaxSys and automatically added to the next outgoing eCAPS interface file set. Typically these files will be transmitted daily, but the exact frequency is determined during implementation. We will configure the TaxSys refund accounting output to match eCAPS' existing file import format by using data transformation tools, to ensure a smooth transition. Furthermore, we can also import warrant information from eCAPS back into the refund record in TaxSys. We will also ensure

that the negative apportionment is completed when the refund is created, and that this apportionment is included in the next aggregate of apportionment completed for affected jurisdictions.

All of the steps in this process will be subject to permission-control and can be reviewed and reversed by Property Tax staff as required. Specific refund approval levels will be established during implementation and written into the business processes for staff, and all appropriate reports and business intelligence dashboards will automatically update with the status of refunds in real time.

Items Unique to the County

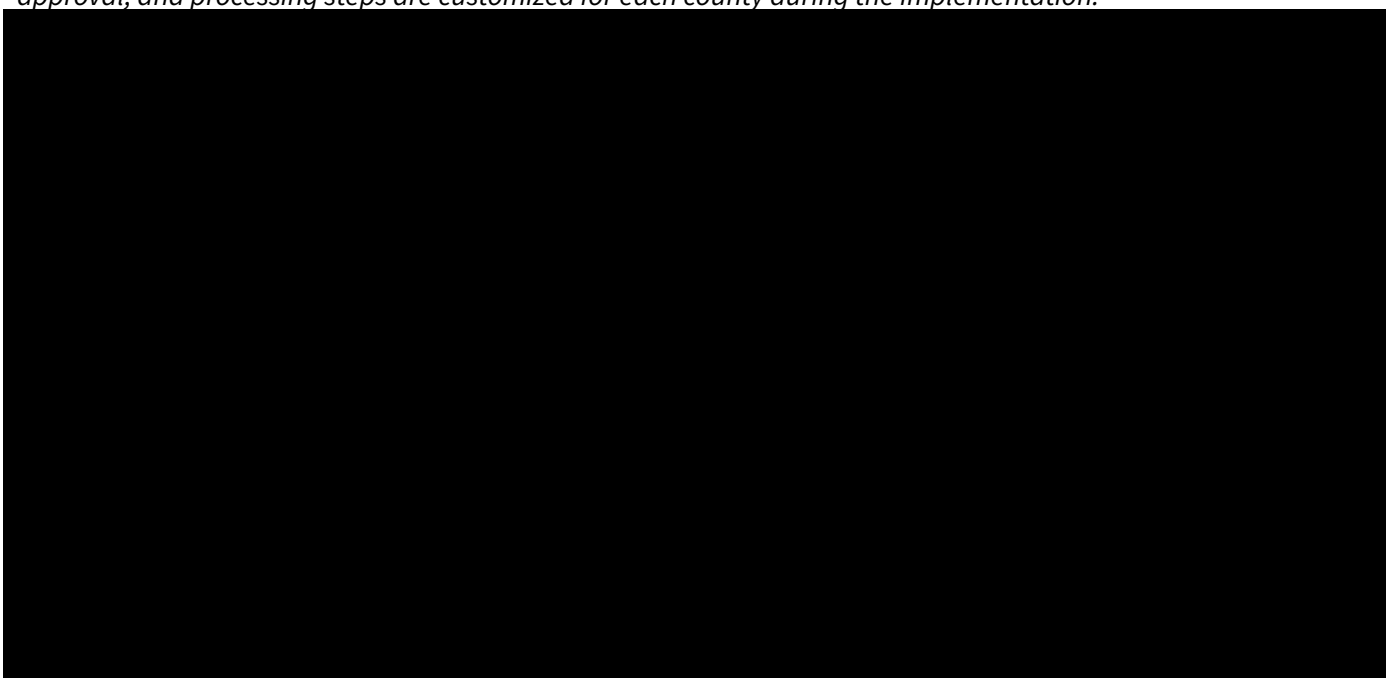
The TaxSys refund workflow is highly configurable, allowing you to automate the issuance of any refunds that qualify (e.g., those under $5,000) and also supports the configuration of the refund payee (the bill payer or the assessee of record).

How Key Expectations Will Be Met

- Refund amounts, interest, and payees can all be validated before processing. Each refund can require a configurable number of levels of approval of this data before being processed. For example, larger refunds may require more approvals than smaller refunds.
- The TaxSys refund workflow can automate as many steps of the process as possible while still requiring all the necessary approvals. The automatic creation of refunds in TaxSys when a bill is corrected or overpaid also eliminates a substantial source of manual error — all refund amounts are system-generated and cannot be changed.
- In the event that an assessment was prorated to multiple bills, a reduction in that assessment will be prorated across those bills even if they are for different owners, and only the owners who paid their share will receive a refund.
- The TaxSys refund workflow system includes a portal and dashboards for management to efficiently manage refund workload and monitor staff performance. Refund workload can be manually distributed by management, or assigned to users automatically via “round robin” or a similar algorithm.
- We will create a bidirectional interface to the County’s ERP to keep warrant status current in both systems. TaxSys will export processed refunds to the ERP, and accept an incoming interface to keep warrant status (e.g. when the check is cashed) up-to-date.
- The highly configurable nature of TaxSys refund workflows and reports will likely facilitate special refund-related projects; for example, TaxSys report bulk actions allow you to update refunds meeting specific criteria in bulk.

Images and Supplemental Materials

This is an example of a list of refunds assigned to a staff member to review and approve. The specific research, approval, and processing steps are customized for each county during the implementation.



2k. Tax Apportionment

Instructions: Refer to Attachment 9 of the SOW, Exhibit 41, Business Overview for the County's Tax Apportionment. 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. Describe 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 Appendix B, Exhibit 13, Functional Requirements Response Template. Page limit: Two pages.

Business Objectives

TaxSys distribution supports the distribution of secured, unsecured, supplemental, and unitary taxes and associated costs, fees, and penalties for current and prior years. Distribution may be done by roll type or charge type, so that the 1% countywide levy may be distributed separately from voter approved bonds and/or direct charges. Development is currently underway to support per-jurisdiction distributions, wherein a distribution or advance may even be made to a selected agency.

TaxSys supports non-teeter advances and distribution of collections. When an advance is made, TaxSys presents the user with the anticipated current year levy based on the criteria selected by the user (it may include or exclude certain charges or adjustments). County users may enter a percentage for distribution and TaxSys automatically calculates the amount to distribute based on the current levy. Prior distributions are always considered when a new one is created. For instance, if a collection distribution is made following an advance, TaxSys will adjust to account for the advance by returning the funds to the County and will only distribute funds in excess of the advance to taxing entities.

TaxSys distribution was designed for flexibility; it allows the County to configure whether their distribution includes original roll values or corrections, current or prior year, collections or an advance. Distribution may occur at whatever cadence the County chooses. Each distribution is linked to a report that is specific to that particular distribution. Within reports, County staff can view levy amounts, corrections adjustments, or the net of the two by distribution, taxing entity, or even by parcel. This allows users to easily see the impact the corrections have on the receivables.

TaxSys maintains and updates prior-year figures so users are able to look at historical levies and distributions as needed. County staff can view this data summarized in many different ways, allowing them to easily compare prior years. TaxSys uses real time data for most reporting, so report views will show the current state of the tax levies and distributions at the time of running the report.

Because all distributions in TaxSys are created in a "Pending" status, they are subject to review and approval by County staff. Staff who create distributions can attach supporting documentation used to reconcile the calculations, including a number of standard TaxSys reports that show the flow of funds. After initial review, other users with the proper permission can finalize the distribution. TaxSys will also create an interface file with each distribution that will allocate funds appropriately in the County's financial system eCAPS.

Items Unique to the County

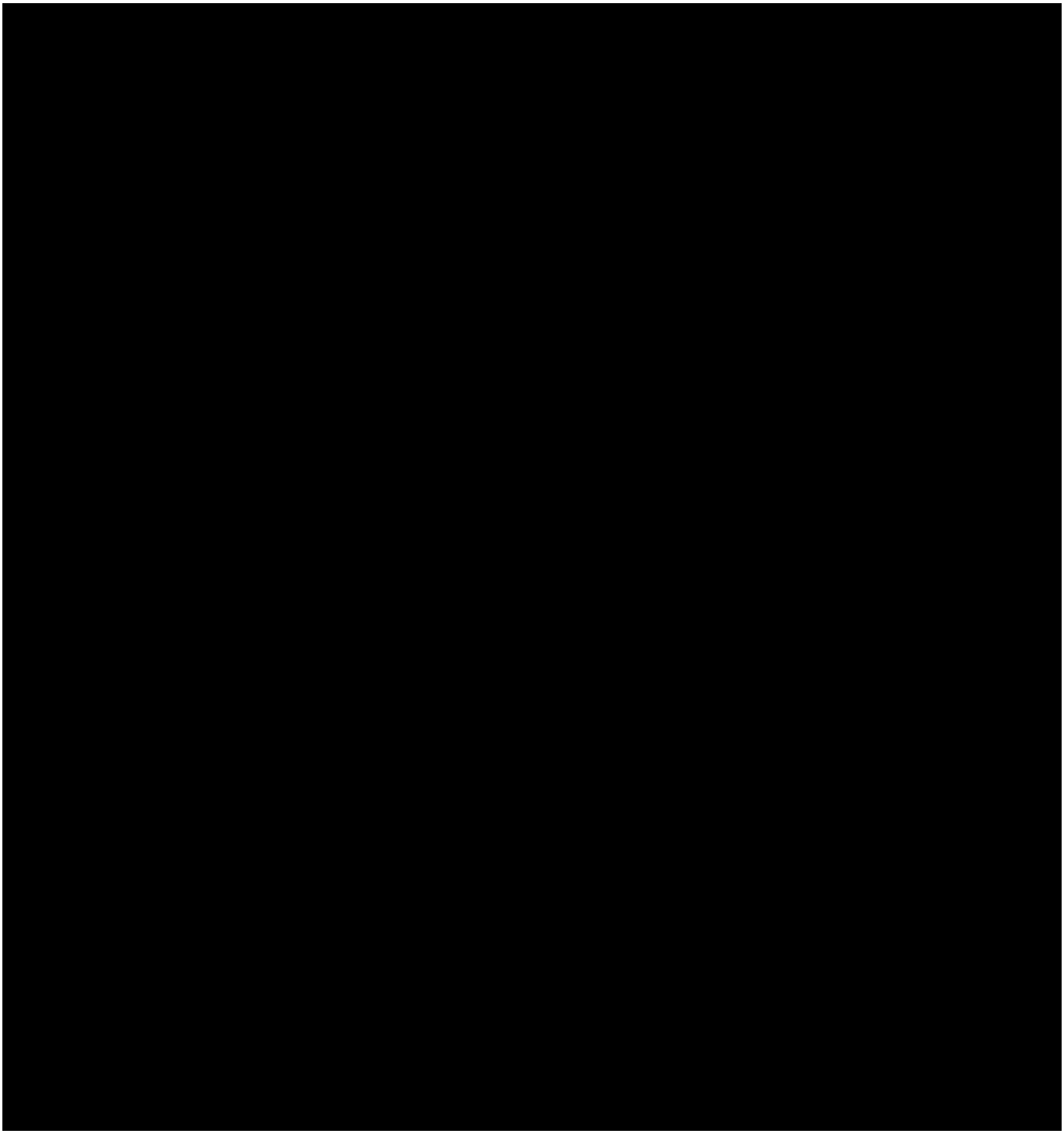
- TaxSys provides the ability to distribute by collections or by non-teeter advance, in which collections are advanced, but delinquent tax liabilities are not retained by the county. Each collection that follows an advance will true-up against the advanced amount so as not to exceed the collection amount. For example, once the first 40% charge is advanced, any subsequent collections would be returned to the County to reimburse for the advance, up to an amount equal to 40% levy. Anything in excess of the 40% levy would be distributed to the taxing entities. Should the county ever decide to participate in teeter, TaxSys supports teetering at the roll level, charge level, or parcel level. No development is needed for this change; it is simply a system configuration.
- TaxSys supports ERAF at both the jurisdictional level (where ERAF is adjusted after AB8 calculations) and at the TRA level (where ERAF is included as a pseudo taxing entity in the TRA). Both provide for a transparent transfer of funds from eligible taxing entities to ERAF.
- TaxSys supports the ability to fund CRAs at the jurisdictional level (where they are funded after AB8 calculations) or as part of AB8 (where they are assigned an AB8 factor). Distributions to the CRAs, including timing and frequency, can be made at the County's discretion.
- TaxSys will support Tax Equity Allocation (TEA) adjustments, including annual calculations related to TEA eligibility and funding. TaxSys will determine whether a City is eligible for TEA and provide the ability to transfer funds from the County to the City in order to meet the TEA 7% requirement for funding within its jurisdiction.
- TaxSys supports the ability to advance funds for all tax types, including unsecured. Advances can be based on original levy or adjusted levy, based on the County's preference. Any advances are taken into consideration once a collection distribution is made by returning the advanced funds to the County and the excess to the taxing entities.

How Key Expectations Will Be Met

- The process of apportioning depends on calculation of various factors, the correct allocation of taxes, penalties and cost collected, and a diversion of some funds to Tax Increment Finance Districts. TaxSys manages the process of collection, allocation, and diversion of funds automatically, so that every dollar brought into TaxSys is allocated correctly, according to the appropriate factors and rules. In addition, TaxSys will create entries with each distribution that will adjust the receivable amounts, property tax funds, and taxing agency accounts as part of the interface to the County financial system eCAPS.
- All of TaxSys distributions link to detailed reporting that can present the data of the apportionment at the most granular level (the allocation of a single bill or charge for instance) to the highest level (the total amount of distribution). Counties can also easily configure reports to validate totals against the factors used in apportionment. TaxSys is a "closed money" system, which means every dollar brought into the system is accounted for and distributed by the system. There is never a risk of over-distributing collections, as the collections dollars are tracked and allocated as they are recorded.
- TaxSys provides the ability to distribute funds according to specific County rules. These rules may be by pre-determined configured percentages, up to flat amounts, or simple transfer between agencies.
- TaxSys public site includes public facing reports, which can be configured based on county preference. These reports can be used to convey amounts of past or upcoming distributions to taxing entities and can include as much or as little detail as the County would like.
- In addition to reports published on the public site, TaxSys can generate remittance advice notes with a summary of each distribution directly to agencies via email.

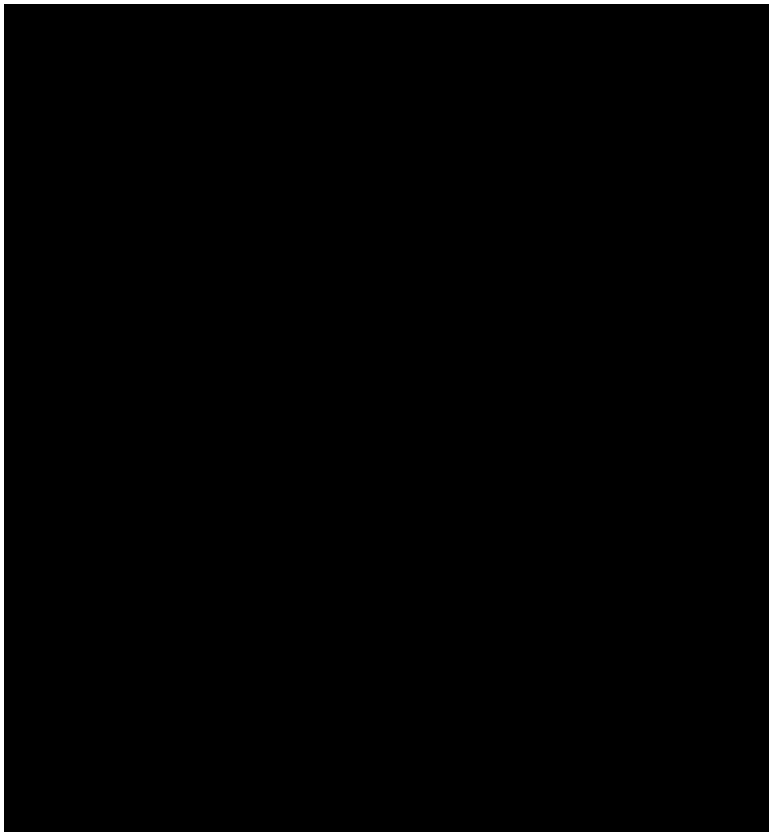
Images and Supplemental Materials

This screenshot shows a pending distribution of redemption roll collections adjustments, net of previously advanced distributions.



Each agency in the summary view is a link to a report detailing the distribution by agency. These reports are customizable based on the County's preferences.

Advances are automatically calculated based on the selection criteria. Here we see a 40% advance of original levy for the countywide 1%, general obligation bonds, and direct charges.



2l. Mandatory Reporting

Instructions: Refer to Attachment 9 of the SOW, Exhibit 41, Business Overview for the County's Mandatory Reporting. 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. Describe 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 Appendix B, Exhibit 13, Functional Requirements Response Template. Page limit: Two pages.

Business Objectives

TaxSys provides an extremely flexible, powerful interface for generating customized reports across all areas of the system. Users will be able to build any needed report, choosing their own customized selection criteria and presentation options. These reports can be used for a wide range of purposes, from low-level data extraction for validation/exception analysis to high-level summary and statistical reports.

All data in TaxSys — from any time period— is available via our reporting tool, so users only have to go to one place and learn one tool to report on current data, historical data, or run year-over-year comparisons.

In addition to its basic features, TaxSys reporting includes many advanced features for criteria entry and grouping for power users. These features include the ability to enter many criteria options in one data field at once, perform math operations (such as adding and subtracting data elements from each other) directly in reports, enter detailed logical functions for criteria, and upload lists of criteria from data files produced by the user or by other applications. Advanced options can also be used to make reports presentation-ready by allowing users to rename fields or to include fields in the report with criteria (while excluding those fields from exports).

After building a report, the report creator can share it with other users, who can run it at the click of a button. The report builder selects the user roles that should be able to see the report and a name for the report. The report then appears in the "Shared Reports" list for all of those users, who can view it by selecting it when they go to the reports page — no need to re-enter the report criteria each time.

Reports can be viewed on-screen, or downloaded in a variety of formats suitable for data archiving, importing into other applications, or presenting to high-level management or external agencies. Three download formats are available: 1) CSV (text), 2) Microsoft Excel, and 3) PDF. Each download format has a range of user-specifiable options to customize the download for the specific need at the time.

We expect that many of the County's mandatory reports can be supported by TaxSys reporting, including but not limited to the Homeowner's Exemption Claim Form, Taxpayer Guide Schedules, and Parcel Tax Reporting. The information required can be gathered by running a series of reports in TaxSys that provide data to accurately populate reports with everything from assessment roll totals, changes to homeowner's exemptions, tax levy amounts, and more.

There may be additional reports with unique structures of content such as the J29, Taxpayer's Guide Publication, or Proposition 19 Reporting Requirements that may require custom development to accommodate either the content or format. During the implementation, Grant Street business analysts will work with County staff to establish which reports are best served using TaxSys reporting, and which require custom development. For those reports that can be supported using TaxSys reporting, we will work with the

County to create the reports necessary to collect the requisite data. After implementation, these reports can be modified and updated at the County discretion with no additional development work.

How Key Expectations Will Be Met

- TaxSys reports are highly customizable. During the implementation, Grant Street business analysts will configure the reports needed to support the County's processes for publishing mandatory reports. In addition, we anticipate building out custom development to add a submission and approval framework for several of the mandatory reports.
- TaxSys includes a series of reports that include the data necessary to calculate the J29 actuals and estimates, including ERAF estimates. Grant Street business analysts will collaborate with County subject matter experts during the implementation to streamline the calculation process.

Images and Supplemental Materials

TaxSys Reporting exists in every module in TaxSys. Reporting provides the ability to manage and use existing reports, build new reports from scratch, and export reports on-the-spot or on a scheduled basis in the future.

Each report includes the option to add or remove data elements. The data may be reflected in the report in whatever order you choose.

Each module includes a series of report views which present data in different formats. For example, in the Property Tax module, an "Assessments Search" view provides access to all data fields that pertain to Assessments, and will generate one row in the results for each account that meets the report criteria.

This is a screenshot of the aggregate data for refunds. Here we only see the totals by refund type and status. Alternatively, you adjust the display of this report in real time to reflect the per-parcel details for each refund.

2m. Billing

Instructions: Refer to Attachment 9 of the SOW, Exhibit 41, Business Overview for the County's Billing. 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 Appendix B, Exhibit 13, Functional Requirements Response Template. Page limit: Two pages.

Business Objectives

TaxSys will produce tax bills and notices for your taxpayers and tax paying agents via bulk print data files, bulk print PDFs, individual bill print PDFs, and emailed e-bills. The process of generating bills throughout the tax year as enrollments and corrections are made can be automated to maximize efficiency. Postal returns are minimized through the use of an USPS address validation service.

The TaxSys public portal provides several ways for taxpayers to manage their tax liabilities, encouraging timely online payment of tax bills. CORTAC agents and other large bulk payers have their own portal, EscrowExpress.

Producing Bulk Tax Bills and Notices

After a tax roll is loaded or when there are other bulk enrollment changes (e.g. corrections, supplemental bills) TaxSys will produce a bulk bill print file in a format mutually agreeable to the TTC and their chosen bulk print vendor. This file contains all of the necessary data elements to lay out each of the bills from that roll, and will be transmitted electronically to the print vendor.

The annual tax roll loading process includes several steps designed to ensure the accuracy of the bills created by the print vendor from the TaxSys-generated bulk bill print file. For example, County users can repeatedly generate test files with samplings of bills to validate the correctness of the bills in a variety of scenarios without having to generate a complete file each time, as shown in the *Bulk Bill Printing Screen* image below.

TaxSys already includes functionality to validate user-entered addresses against the USPS standard. During your implementation, we will expand this check to run against assessor-loaded addresses as well.

Bills can be printed in any sort order including sorting by bill recipient zip code and name. This would allow printed bills for the same owner to show up next to each other when printing bills in bulk. TaxSys does not currently support adding an automated or user-selected identifier to group bills to print together, but this functionality will be added during the implementation.

It is also possible to print bills individually from within TaxSys. For that purpose, TaxSys includes a fully featured PDF template printing system. The TaxSys printing framework allows any field in the system to be used in a customized template for printing. Adding fields, removing fields, and changing the appearance of the form are all done via configuration with no system code changes required.

The templates, in PDF (for forms like tax bills) or RTF/Word (for correspondence) are uploaded directly to an administrative configuration page in TaxSys. These print templates can also be shared with the bulk bill print vendor to ensure consistency. TaxSys supports using the same bill print template for a variety of bills, or using separate templates for different bill types such as annual, supplemental, delinquent, and redemption.

E-Billing

Taxpayers can sign up for e-bills using the public portal. To be able to go paperless, the taxpayer must validate that they are the owner associated with that bill. This is managed via a private PIN request process, as shown

below in *Taxpayer PIN Request Form* and *PIN Letter to Taxpayer.* Once the taxpayer is enrolled, they can choose to un-enroll at any time. They are also automatically unenrolled when there is change of ownership on the parcel or their email is returned undeliverable.

When it is time to generate bills, Tax Collector staff will use an administrative page within TaxSys to initiate sending e-bills. The e-bills can be previewed for accuracy in style and content before sending, as shown below in *E-Bill Email Previews*. E-bills can be sent on-demand, in addition to when a new roll year is billed. If you have existing e-billing addresses that are mapped to parcels, we will load them into TaxSys during implementation, so you will have an established mailing list before any new users sign up within TaxSys.

Public Portal

The public portal for taxpayers provides a number of features to allow taxpayers to manage and pay their bills in an efficient manner, all with complete real-time integration with TaxSys. The basic online payment workflow allows taxpayers to search for bills using any criteria that you allow (e.g., bill number), add them to a shopping cart, and pay, without having to create an account or log in.

Taxpayers who choose to create an account and log in have access to a variety of additional features to help them manage their tax liabilities. For instance, they can save a list of accounts to "My Items", then add all those bills to the shopping cart at once for easy payment. Logged-in users also have access to a bulk-payment feature, where they can upload a list of bills they would like to pay. After a validation step, those bills are added to the shopping cart for ease of payment in bulk. This process is illustrated below in *Adding bills to the public portal cart via bulk upload.*

CORTAC Agents

CORTAC requests are managed through the EscrowExpress portal, which is included with TaxSys. This portal (shown in the images below) allows agents to upload lists of bills they intend to pay earlier in the tax season, followed by payment data, culminating with the ability to request refund in bulk of any overpayments.

Once a CORTAC company account is created, EscrowExpress provides a site for them to download bill data, choose which accounts they will claim to pay, and upload a claim file without having to interact with County staff at all. The instructions and standards for working with EscrowExpress are documented within that portal, and will be shared with your CORTAC companies in advance of the first new roll year after go-live.

Once a CORTAC company claims an account, that company's code will appear on the account screen and on bills printed from TaxSys, so the taxpayer knows they can expect their bill to be paid by the CORTAC agency. After the CORTAC company has completed all of their payments, they can request a refund through the EscrowExpress portal. This will initiate a refund request for the Tax Collector to process. The portal will provide the company with a detailed report explaining their refund.

Items Unique to the County

TaxSys uses separate primary keys in the database to track different bills and parcels, so even if a property has a "recycled" ID number, TaxSys will support tracking it as a separate property.

How Key Expectations Will Be Met

- The ease with which TaxSys allows the TTC to produce test files and sample bills will make the annual process of updating bills and notices with the print vendor more accurate and efficient.
- The e-billing solution included as part of the TaxSys public portal, which includes a PIN validation

process required for taxpayers to stop paper bill mailings, facilitates secure electronic delivery of tax bills and notices.

- Taxpayers and their agents can securely retrieve tax bills using the TaxSys public portal or, for CORTAC agents, the dedicated EscrowExpress portal.

Images and Supplemental Materials

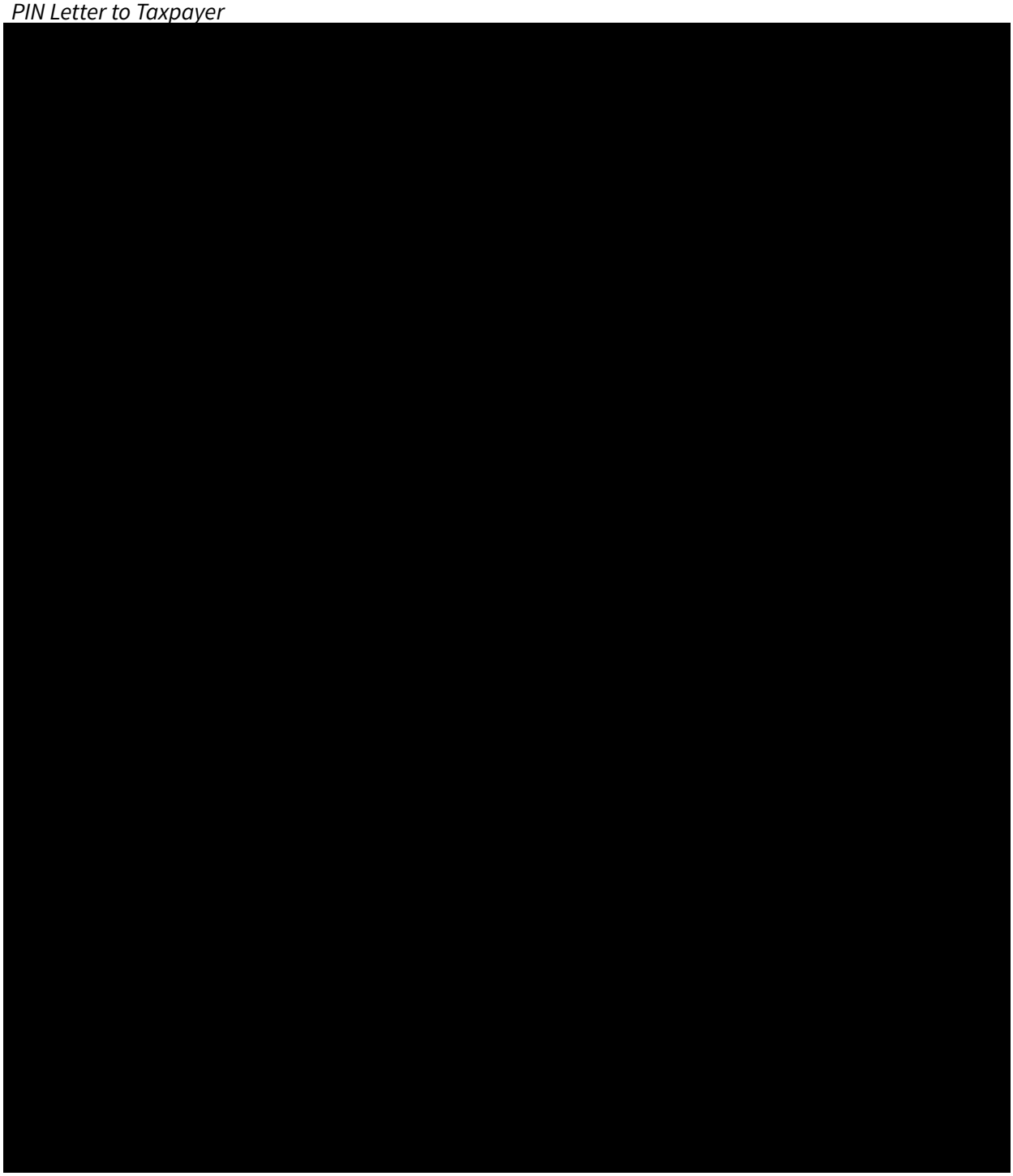
Bulk Bill Printing Screen

E-Bill Email Previews - TaxSys Screen

E-Bill Email Previews - Email

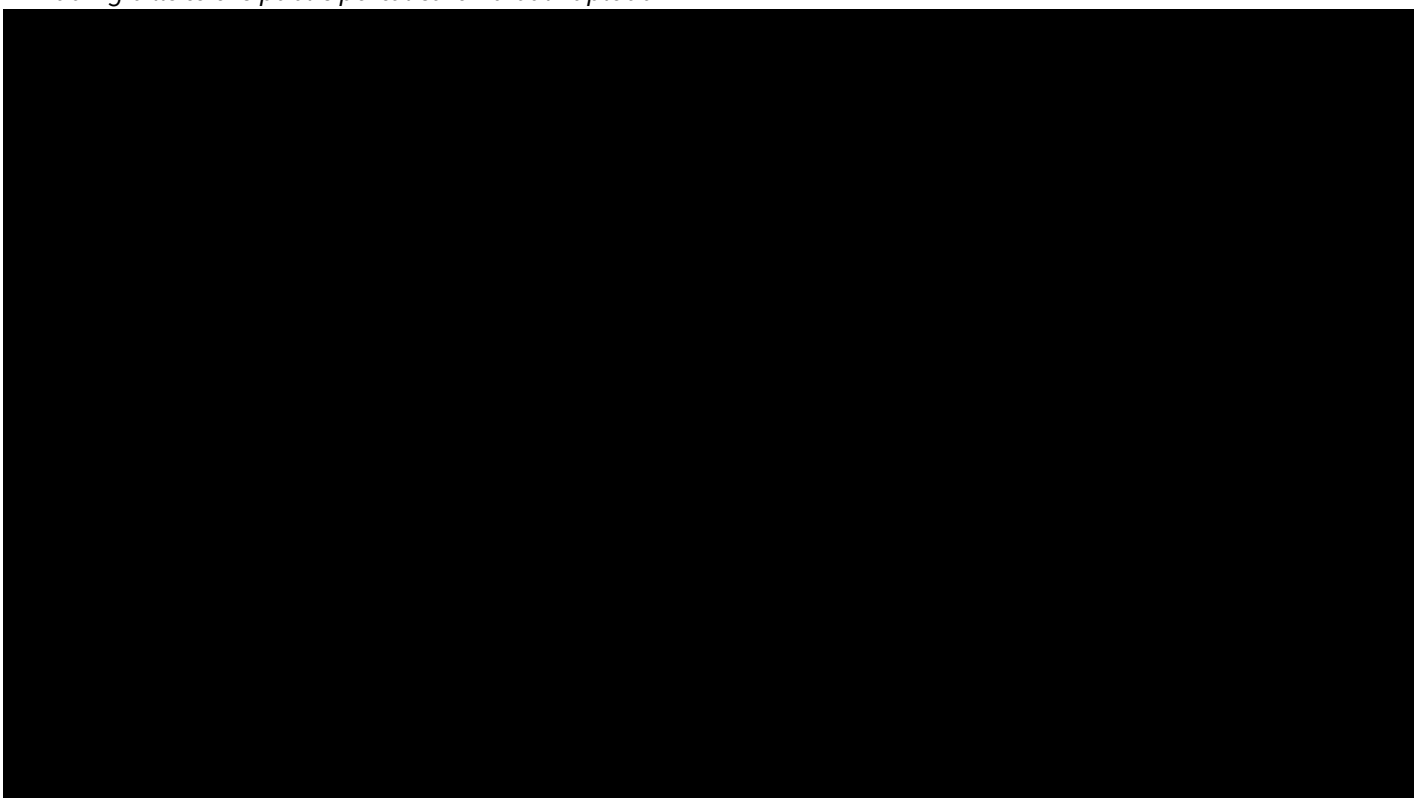
Taxpayer PIN Request Form

PIN Letter to Taxpayer



Adding bills to the public portal cart via bulk upload - 1

Adding bills to the public portal cart via bulk upload - 2



EscrowExpress Portal - Downloading Roll Data

2n. Collections

Instructions: Refer to Attachment 9 of the SOW, Exhibit 41, Business Overview for the County's Collections. 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 Appendix B, Exhibit 13, Functional Requirements Response Template. Page limit: Two pages.

Business Objectives

The collections process in TaxSys is focused on accurate and efficient collection of payments, leveraging the public portal to the greatest extent possible, and making in-office processes as efficient as possible.

Although TaxSys includes a fully-featured cashiering solution for over-the-counter payments, it is our understanding that the County will continue to collect payments through another cashiering solution, then import those payments to TaxSys. Therefore, we crafted this response from that perspective.

Public Portal Payments

To improve the accuracy and efficiency of the collections process, our primary objective is to drive as many taxpayers as possible to the public portal to make payments, requiring effectively no staff time to process.

Our user interface makes it simple for payers to complete online payments. Payment screens use responsive web design which automatically resizes and reconfigures the viewer's screen based on their device, so that the viewer sees the entire page regardless of what device they use. Taxpayers can interact with the public site in either English or Spanish. For more information about the usability of the public portal, see *Template 6 - Non-Functional Narrative, Question 13 - Web Portal.*

The public portal can support searching by parcel or bill number, and optionally by either owner name or property address, or neither (to comply with State of California information privacy requirements). After searching for a bill, the taxpayer can add it to the cart, with the option of selecting only the first or both installments depending on the time of year and whether or not the first installment is already paid.

Taxpayers can add any number of bills to the shopping cart before checking out. When the taxpayer is ready to enter payment information, we can redirect the user to an FIS site where they will enter their payment information. Alternatively, for a more seamless checkout experience, the County can elect to use Grant Street's PaymentExpress service for collecting credit card and e-check payments. PaymentExpress is described in detail in *Value-Added Services.*

Mail, OTC, Lockbox, and EBOX payments

Grant Street has extensive experience integrating with a variety of cashiering, high-speed mail processing, and lockbox vendors. To improve payment collection accuracy, we can transmit a "hotfile" of payable bills with amounts or, ideally, make use of the TaxSys Real-Time Lookup interface for bill payments.

The lookup API allows the vendor to send a query to TaxSys, and receive real-time information on the amount due and payment status of the bill and any special flags (e.g., if payment is blocked), and use this to decision the bill in real time. This makes mismatched or duplicate payments extremely rare. Business rules (e.g., cannot pay installment 2 without installment 1, must pay all bills in a redemption together) are enforced in TaxSys' responses, eliminating these types of errors. Since the County accepts partial payments, the minimum payable amount in the real-time lookup API (or hotfile) will be configured to be $0, representing that any

payment amount should be accepted. The cashiering or remittance processing system will produce a payment file representing all of the payments accepted, which can be imported into TaxSys automatically overnight, or manually on-demand. As the file is imported, transactions are posted or suspended for manual review.

As noted above, it is rare for transactions to not import cleanly due to the real-time lookup occurring shortly before posting. However, it is possible for something to change about the bill in this interval, and therefore the transaction cannot be posted as usual.

Handling Account Mismatches or Payment Rule Violations

Mismatches or business rule violations are generally fairly rare when using real-time lookup. When they do occur, you can configure which of two methods you want to use.

1. ***"Post to Advance Deposit"*** will automatically post all payments received, using an Advance Deposit as the item to be paid when the attempted bill payment is invalid in some way. This allows for batches to be closed as quickly as possible and checks sent to the bank. The workflow queue created in this way — the Error Listing — is reviewed by TC staff to determine how to apply the funds in the advance deposit.
2. ***"Suspend Advance Deposit"*** creates a suspended transaction with an Advance Deposit as the item to be paid. This allows TC staff to view the transaction (including its import errors and messages) and decide how to handle it. In some cases they may be able to add the proper bill to the cart and post the payment immediately (e.g., if there is a payment blocking flag that can be removed), while in other cases they may proceed with posting to Advance Deposit to facilitate closing the batch. These items will go into the Error Listing for later processing.

   The Error Listing workflow queue contains all payments that did not post cleanly for any reason, and allows the user to take various actions (e.g., Apply Funds to a bill, Place on Hold, Send to Manager Review). Since TaxSys maintains all bills in a single Property Tax system module, there is no need to segregate funds into multiple error listings, nor any need for a process to transfer payments from one error listing to another.

   During implementation, we plan to add functionality to "suggest" bills that the taxpayer may have been attempting to pay (e.g., identical payment amounts, similar bill numbers) to make the Apply Funds process more streamlined for County users.

   TaxSys can be configured to automatically create Pending refunds for overpaid transactions, to move such transactions into the Refunds workflow queue immediately for fastest processing, or to suspend overpaid transactions for additional review, according to the County's preferences.

Ensuring Collected Payments are Available to Apportion

TaxSys handles unapplied payments in a manner that allows all other payments in a file or batch to proceed through the apportionment process without delays, even if there are funds that could not be applied in one or more transactions within that file or batch. In cases of overpayment, pending refunds are created automatically, allowing the bill payment portion of the transaction to be apportioned immediately. Partial payments are immediately made available to apportion, even if the bill remains unpaid.

Items Unique to the County

Partial payment acceptance in TaxSys is simply a matter of configuring user permissions appropriately — any bill can be partially paid as long as the user has permission to do so. Apportionment and distribution processes will proceed as expected using the funds paid to date, even if bills are only partially paid at the time of the apportionment.

How Key Expectations Will Be Met

- Encouraging as many payments as possible on the public site will naturally improve efficiency and accuracy. Using real-time lookup where possible will greatly improve the accuracy of applying payments to bills. TaxSys' methods of applying bill payments will improve the speed at which payments get applied to bills and overpayment refunds can be processed.
- Real-time lookup will minimize unapplied payments. Improved bill matching automation will reduce the effort required by TTC users to handle those unapplied payment cases that do occur.

2o. Manage Payment Plans

Instructions: Refer to Attachment 9 of the SOW, Exhibit 41, Business Overview for the County's Manage Payment Plans. 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 Appendix B, Exhibit 13, Functional Requirements Response Template. Page limit: Two pages.

Business Objectives

TaxSys supports the creation of payment plans for defaulted property tax accounts, as long as any non-defaulted tax bills are paid, and for escape bills as long as they are not delinquent and from prior assessment years. TaxSys has these rules built in, and features a configuration to determine which current bills must be paid before any payment plan can be started.

When the taxpayer requests a payment plan, Tax Collector staff will find the bill in question and use the Create Redemption Payment Plan or Create Escape Payment Plan link. This will display a screen (shown here) with the scheduled payments required to pay off the taxes with estimated penalty applied to each payment.

After the enrollment is complete, taxpayers are expected to make the 20% down payment immediately in order to activate the plan. Additional payments are expected by April 10 of each subsequent fiscal year until the plan is paid in full. Optionally, the Tax Collector can produce a letter showing the details of the plan for the taxpayer's records. TaxSys also tracks the payment plan schedule and any payments made so far on a screen which can be printed for Taxpayer records.

When a payment plan is active, TTC staff can see this via the Bill History summary table.

Taxpayers can also request a payment plan via the public portal.

If the taxpayer does not immediately make the required 20% +fees payment, their request is automatically rejected and no payment plan is created.

Items Unique to the County

The fees required to start a payment plan are automatically added as part of creating the payment plan. If the initial 20% + fees payment is not made, no plan is created and no fees are added.

How Key Expectations Will Be Met

- It is clearly shown on all screens pertaining to a bill when a payment plan is active, as shown above.
- Taxpayers can apply for payment plans online, accept terms, and make an initial payment to establish the plan.

2p. Unsecured Delinquencies

Instructions: Refer to Attachment 9 of the SOW, Exhibit 41, Business Overview for the County's Unsecured Delinquencies. 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. Describe 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 Appendix B, Exhibit 13, Functional Requirements Response Template. Page limit: Two pages.

Business Objectives

After the unsecured delinquency date passes each year, the Tax Collector Division can report on all outstanding unpaid bills without existing liens for that year. This can also be done on a rolling basis to include unsecured non-annual bills (escapes and supplementals).

The next step is to create liens. All bills that don't have a blocking status that makes them ineligible will have pending liens created in TaxSys. We then offer several methods for exporting these liens to the Recorder's office for recording, including direct file export. When the liens are recorded, their recording numbers will be returned to the Tax Collector and imported into TaxSys. These lien numbers establish the official lien enforcement date and expiration date, and will result in the addition of a lien recording fee to the bills (if applicable).

Report Bulk Actions to Create Liens

When liens are about to expire, assuming they have not already been renewed three times, they are eligible for renewal. Tax Collector staff will generate renewals on these eligible liens as a group and export these to the Recorder as well for recording. These recorded lien numbers will also be imported back into TaxSys to continue collections. After the third renewal, the lien will expire and the lien will no longer be active (this passes the Presumptive Paid date).

If the underlying bill that the lien is based on is paid in TaxSys, the lien will automatically be released. The Tax Collector Division may also release a lien manually if it is no longer enforceable. In either case, the released liens will be sent in a separate file to the Recorder and their lien release numbers will also be returned. If necessary, a lien release fee will also be added to the bill ledger for payment.

If bills remain unpaid after the lien process, they can be managed using the TaxSys Enforcement module. This module allows users to group delinquent unsecured bills for a single owner into “Enforcements”, which they can then take actions on as a group. TaxSys supports assigning enforcements to agents as well as recording various actions (calls, visits, sending notices) within the enforcement module. The Enforcement module supports sending bank seizure letters to the largest area banks, as well as creating FTB Tax Intercepts. The County will need to determine how they will obtain the TIN of the taxpayer. Once the TIN is collected, TaxSys can build the file to FTB to place or remove the intercept. If you use CALTRECS for this instead of directly searching for TINs and interfacing with the State TaxSys also supports that interface.

Properties eligible for DMV holds will be identified based on their property class. TaxSys will automatically send an interface file to the DMV to place holds on these properties, and to remove them when the bill is paid.

As a measure of last resort, the Enforcement module allows the Tax Collector to initiate a seizure of bank deposits and property. The valuation and sale of any seized property will be completed outside TaxSys, but funds collected from either of these enforcement methods will be cashiered in TaxSys and applied to the bills as normal.

Individually Recording Enforcement Actions, Including Bank Levy/Seizure

Items Unique to the County

The collection costs and fees on unsecured delinquent accounts will be included on the relevant bills in TaxSys, and can be added to outstanding unsecured delinquencies during the data conversion process.

How Key Expectations Will Be Met

- Filing and managing liens in bulk, along with automated interfaces for DMV holds and tax intercepts, will allow these processes to be managed in an efficient manner.
- The TaxSys enforcement module supports assigning groups of delinquent properties to enforcement staff to manage workload, and tracks actions taken against those properties as well as the payment status of the underlying bills to measure effectiveness.

2q. Secured Defaulted Tax Roll

Instructions: Refer to Attachment 9 of the SOW, Exhibit 41, Business Overview for the County's Secured Defaulted Tax Roll. 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. Describe 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 Appendix B, Exhibit 13, Functional Requirements Response Template. Page limit: Two pages.

Business Objectives

When a new group of properties reaches eligibility for tax sale, after five years of tax default, the Tax Collector will begin by issuing the Power of Sale notice. This action is performed in bulk on all defaulted properties who have not already had a Power of Sale notice issued previously, who are not also excluded by other criteria (e.g. Bankruptcy). To exclude a property from the Power of Sale notice process, a custom flag can be added to the account. With the Power to Sell recorded, a recording fee and research fee will also be added. The list of eligible properties for sale will be published and delivered to the Board for approval to move the sale process forward, with any objectionable properties removed at this time.

When Power to Sell has been issued on any number of properties, the Tax Collector can then initiate title research to determine any possible interested parties. Grant Street provides an optional title search service fully integrated with TaxSys — TitleExpress — to perform these searches if the County desires it. When the search is finished, any parties of interest can be imported into TaxSys and the title report will be attached to each defaulted property for later verification. Next, each of the tax sale fees will be added in TaxSys, to ensure that when the property goes to sale, or if it is redeemed beforehand, those fees will also be included in the payoff amount (advertising fee, title search fee, sheriff's fee and others are typical). The screen for managing tax sale fees is shown below. In addition, if there are any properties eligible for sale that have property tax postponement liens, the Tax Collector staff will be able to adjust the minimum bid to include the full amount of the postponement.

When all title research is done and fees are recorded, the Tax Collector will publish a notice of public auction, which can be printed from TaxSys, and set a sale date. They will add a scheduled sale date to any eligible defaulted properties and set their status to "Offered". This will begin the process of reviewing the upcoming sale in TaxSys. Any number of auctions can be active at a single time. After that point, any adjustments made in TaxSys will automatically update the sale in real time. For example, redeemed properties will be removed from the sale, and any fees or penalty adjustments will be reflected in the updated minimum bid amount. Any interested parties will be notified of the sale, so they can file objections or claims for excess proceeds at this time.

When the sale is fully approved it will be published to DeedAuction, Grant Street Group's defaulted property sale site. Public sales are conducted on that site, along with bidder management and sale results tracking. When the sale closing date passes, DeedAuction will return the winning bid information back to TaxSys along with the funds from the sale. This winning bid amount will be recorded and cashiered into TaxSys. The difference between the minimum bid and the winning bid will be reflected as either Excess Proceeds, to be distributed later, or as a Tax Sale Deficit (under minimum bid). The amount required to redeem all outstanding taxes will be apportioned as though it was from a normal redemption. There is no need to specially transfer these funds other than cashiering them in TaxSys. If there is a Tax Sale Deficit all funds received will be applied following the statutory requirement for Tax Sale partial distribution.

Tax Collector staff will receive claims for excess proceeds throughout the sale process, and must now review the claims and determine which are valid and in what order they will be satisfied. In 2024, we will develop enhancements that will allow each excess proceeds claim to be tracked in whole or in part and actually produce checks for the approved parties. This will ensure tracking of which claims were satisfied and will provide a link to the check generated to each interested party, as shown below.

The Tax Collector has full control over this process, determining when each step should be completed. Properties can be excluded from the sale at any time or redeemed at any point in the process, which makes them ineligible for sale.

How Key Expectations Will Be Met

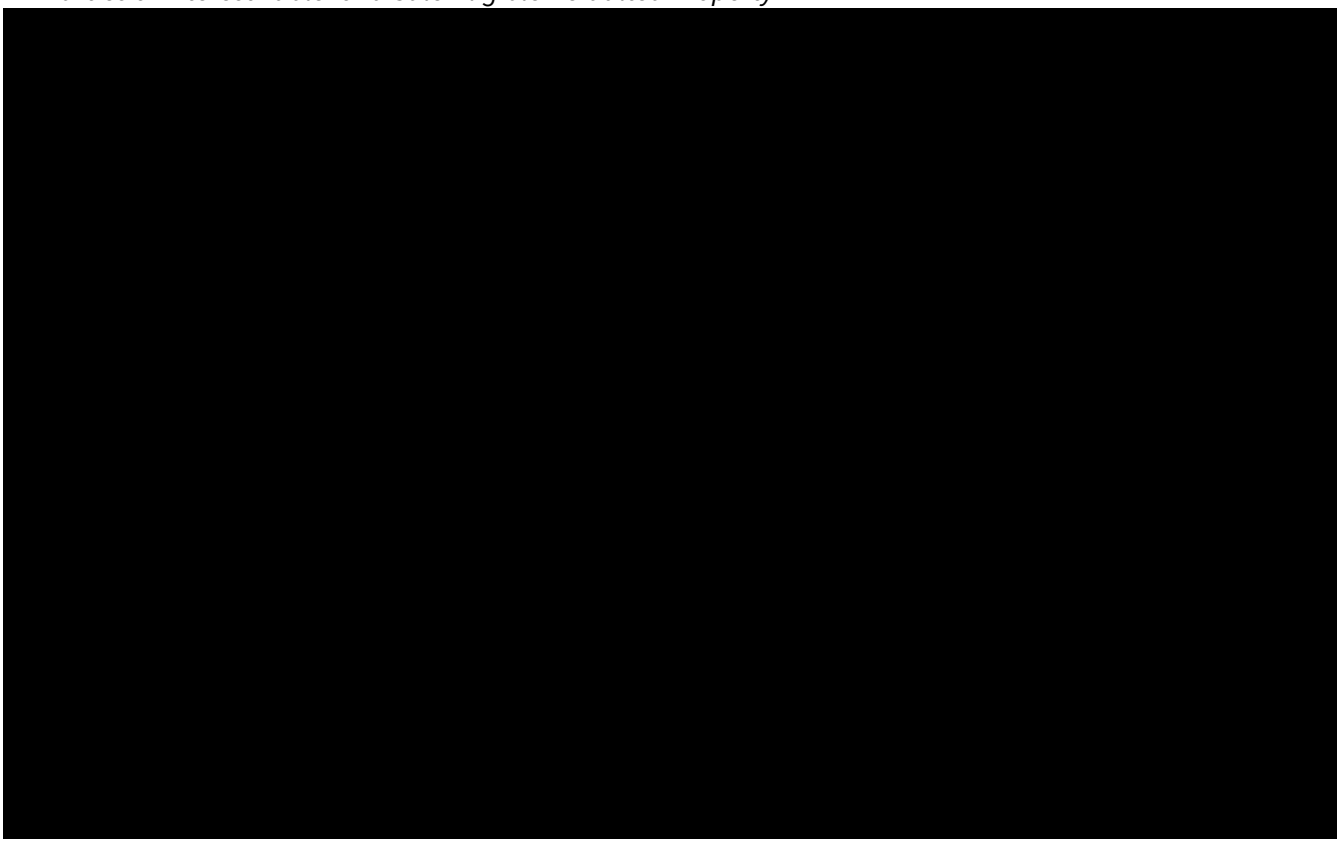
The automation that TaxSys and DeedAuction facilitate in initiating the tax sale process and tracking parties of interest facilitates getting eligible properties into a tax sale as quickly as possible.

Images and Supplemental Materials

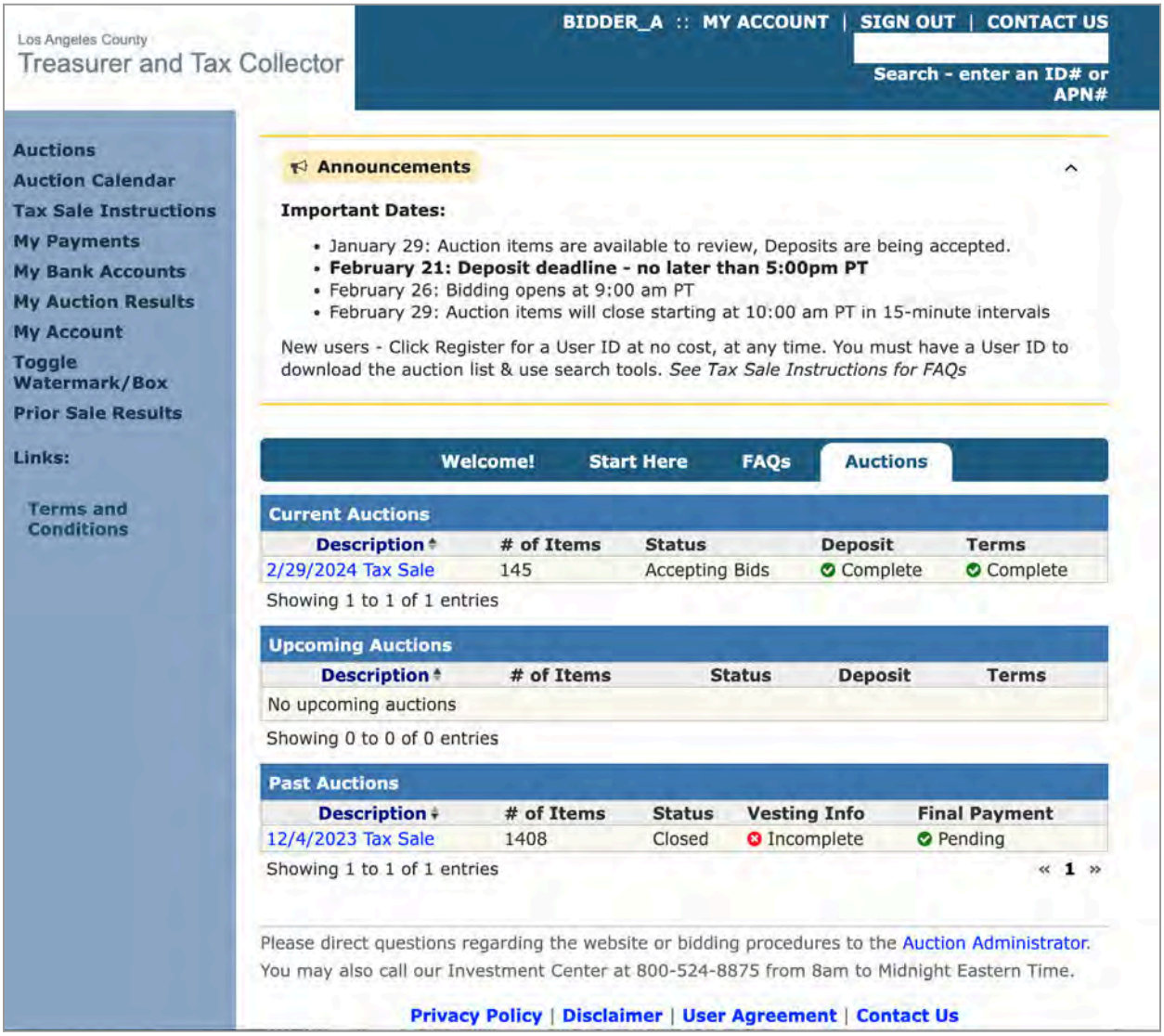
Reviewing Tax Sale Charges After Setting in Bulk for All Eligible Properties

Tax Sale Details Page

Parties of Interest Table for a Sale-Eligible Defaulted Property



DeedAuction Welcome Page for Bidders



2r. Bankruptcy Management

Instructions: Refer to Attachment 9 of the SOW, Exhibit 41, Business Overview, for the County's Bankruptcy Management. 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. Describe 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 Appendix B, Exhibit 13, Functional Requirements Response Template. Page limit: Two pages.

Business Objectives

There are two ways to begin bankruptcy tracking and handling in TaxSys. If the County is notified directly by the courts as an interested party to a case, you can manually enter the case details into TaxSys, including which Federal district it was filed in along with the debtor information and filing deadline. Alternatively, if the County has an established account in the PACER system, you can choose to regularly download bankruptcy filings from the most relevant districts (the Southern and Central districts of California, for instance) to upload into TaxSys.

Once the initial case details are recorded, staff can begin the process of filing a claim in TaxSys. Any outstanding tax bills owed by the debtor will be added to the pending claim, along with an optional estimated claim for taxes in the current calendar year that have not yet been billed, and then the claim form can be downloaded using the official template from the courts along with supporting documentation to show the detailed bills in the claim. Once the claim is filed, each of the bills is flagged as pending Bankruptcy ruling which will prevent the account from taking part in any tax sale or collections activity until the claim is resolved. TaxSys offers the option of amending claims if the filing process extends into a new year, and additional debts accrue before the final case resolution.

Case Details for an Active Case with a Claim

When your claim is accepted, claim resolution will be tracked in the Bankruptcy module and any payment plan payments can be accepted in a holding account (called an Advance Deposit) until the full balance is received. When the payment plan is complete, the balance will be transferred to the underlying unpaid bills and the claim can be closed, with the remaining balance being written off (assuming the claim was satisfied and debt was discharged). If the claim is canceled or the case is dismissed, closing the claim will return the bills to their original, collectible status.

Alternatively, since the County accepts partial payments, payments made towards a bankruptcy case can simply be applied to the bills, apportioned, and distributed immediately.

Items Unique to the County

The efficient management of bankruptcy cases via the TaxSys Bankruptcy module, combined with the PACER interface, will facilitate the County's management of a high volume of bankruptcy filings.

How Key Expectations Will Be Met

- Each bankruptcy case filing in TaxSys includes key dates, so that alerts can be configured to notify users of cases requiring attention.
- The expansive search capabilities of TaxSys make it efficient for users to find properties owned by the taxpayer and include them on the Proof of Claim.
- TaxSys will produce pre-filled templates for claims to be filed, amended, and withdrawn with the US District Court. Should an inbound interface to PACER for these documents be available, we can add the ability to file these documents online during your implementation.

2s. Miscellaneous Services

Instructions: Refer to Attachment 9 of the SOW, Exhibit 41, Business Overview for the County's Miscellaneous Services. 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. Describe 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 Appendix B, Exhibit 13, Functional Requirements Response Template. Page limit: Two pages.

Business Objectives

Refund Warrant Management

At all times, users can review the entire set of refunds managed by TaxSys. The queue of refunds and their statuses is available on multiple dashboards and reports, and documentation related to the refund can be scanned and attached to the notes for that bill, allowing County staff to refer back to the refund's history at any time. When a refund is requested and issued, it will be processed in TaxSys and automatically added to the next outgoing eCAPS interface file set to create warrant records. Furthermore, we can also import warrant information from eCAPS back into the refund record in TaxSys.

Managing canceled and stale-dated warrants are both done by updating the refund status in TaxSys, which can be done individually or in bulk. In both cases the refund status in TaxSys would be updated from "processed" to "voided" either manually by County staff or automatically by import of the eCAPS warrant information file. Additionally, there is a separate Refund Check Status field that would be updated to "canceled" or "stale dated".

When a refund is voided in TaxSys, a new refund record is automatically created if funds are still owed. The subsequent refund will retain a full history of the original voided refund and is eligible for review and re-issue based on the county's processes. If funds are no longer owed (i.e., if the original payment was canceled after the first refund was issued), no additional refund record will be created.

When a refund has gone unclaimed for the defined period of time, the County will be able to generate a list of eligible refunds for transfer to the general fund. This list can be used to present to the Board of Supervisors for approval, and upon approval County staff will update the status of the refunds from Pending to Escheated in bulk. They can also upload documentation including the reason the refund was returned or retained to Notes associated with the refunds. During implementation, we will also implement accounting configuration that will correctly process the money movement associated with the escheatment (e.g., to the County general fund in eCAPS).

All of the steps in this process will be subject to permission-control and can be reviewed and reversed by County staff as required. Specific refund approval levels will be established during implementation and written into the business processes for staff, and all appropriate reports and business intelligence dashboards will automatically update with the status of refunds in real time.

Bulk Transfer of Sale

When the owner of business personal property wishes to sell that property, they will request a "clearance certificate" either in person, by mail or through the TaxSys public portal. TaxSys will gather all of the owner's bills together into a group, including an estimate for the upcoming year's taxes if desired, and present a letter or bill for the taxpayer with a scanline on it to simplify cashiering.

Once the taxes are paid for everything in the bulk sale group, a final clearance certificate is printed from TaxSys. Any taxes paid for the current year that have not yet been billed will be held in Advance Deposit and applied only once the certified roll is extended and billed.

Mobile Home Tax Clearance Requests

Mobile home tax clearance certificates can be requested either by a prospective seller or by a title company preparing for the sale of a mobile home. TaxSys will gather all of the unpaid bills for that mobile home into a group, including an estimate for the upcoming year's taxes if desired. If the Clearance was requested by a title search company, TaxSys will then produce a Conditional Tax Clearance document that includes the amount that must be paid off during title closing. If the Clearance was requested by the property owner instead, the document printed will contain the amount due to clear the taxes.

Once the taxes are paid for everything in the tax clearance group, a final Tax Clearance Certificate will be issued from TaxSys. Any taxes paid for the current year that have not yet been billed will be held in Advance Deposit and applied only once the certified roll is extended and billed.

Tract Map Requests

When a developer is prepared to improve on a property and files a tract map, County staff will create a Tax Clearance Certificate in TaxSys with the secured properties included. This clearance certificate will list the balance due for all bills in the tract map group and allow the addition of an estimate for the upcoming year's taxes as well, if desired.

When the developer secures their bond, County staff will make a note of that with the tax clearance certificate and when the final tax bills are issued the entire tract map will be paid off together. TaxSys will track that the payments were part of the clearance and will print a final clearance document for the developer if necessary.

How Key Expectations Will Be Met

- Because TaxSys is a fully integrated system, a full history of parcel details, assessment activities, actions taken by staff members, and more are stored in TaxSys Notes. County staff will have access to all information required to research and process these requests.
- TaxSys will facilitate processing these requests online to the greatest extent possible, allowing taxpayers to submit forms and documents, track progress, and receive responses from the County.

3. Value-Added Services

Instructions: Please describe any value-added business services the Proposer is including as part of its Proposal that is not explicitly captured and/or required in this RFP. The Proposer is not required to propose value-added services, but inclusion of such services may impact the Proposer's overall evaluation. Page limit: One page.

TitleExpress provides a seamless, paperless integration of the title search process with TaxSys. Request searches directly from TaxSys. When complete, they will appear in TaxSys and automatically be electronically transmitted to your office.

TitleExpress provides a paperless integration of the title ordering and receiving process into TaxSys. All title documents are received directly through the web interface — automatically available for viewing and tied to the specific TDA. Order tracking is easy and title documentation can even be conveyed to the Clerk of Court electronically, via FTP or email.

Benefits for Tax Collectors	Advantages for Tax Collector Staff
• **Expertise:** All work is completed by in-house title examiners. We take care to produce the most thorough and accurate PIRs on the market. • **Simplified workflows:** Orders can be placed quickly, tracked easily, and paid for through the regular distribution process. • **Time saved and keying errors eliminated:** Party data transmitted to TaxSys automatically eliminates manual data entry of names and addresses.	• Orders can be placed in bulk with just a few clicks. • Accounts are automatically updated with the date the order is placed, and the date the Property Information Report (PIR) is received. • PIRs are sent to TaxSys as each is completed. Staff can be notified and review it right away, or view a list of completed PIRs when they are ready. • PIRs include detailed comments from the examiner when we encounter anything unusual. • We also provide full support when anyone with an interest in the property has a question about our work.

PaymentExpress electronic payment processing is seamlessly integrated with TaxSys. Payments at the counter (with fully integrated EMV), public portal payments, balancing reports – all of this happens right in TaxSys. From your perspective, payment processing just looks like a feature of TaxSys – which is actually how PaymentExpress got started. Like TaxSys, it was designed from day one with the specific needs of tax collectors in mind. Our comprehensive array of electronic payment services include:

- All payment types: credit/debit card, PIN debit, e-check, contactless (ApplePay, Google Pay and more), digital wallets (PayPal, Venmo, Apple Pay, Google Pay)
- Point-2-Point Encryption (P2PE) for in-person point-of-sale payments
- Support for Europay, MasterCard, and Visa (EMV) chip card payment global standard
- Integration with other systems including client's banks, existing in-house applications, and vendor applications
- PCI Level 1 Certified Service Provider (the highest possible level)

4. Lessons Learned from Past Implementation

Instructions: Please describe the lessons you have learned delivering solutions which improve Property Tax business processes. Highlight potential opportunities for the County to improve how Property Taxes are processed across functions.

Page limit: Two pages.

The most relevant lessons learned are not unique to one client, but are lessons that we have learned while **successfully completing 31 tax collection and billing system implementations**. In addition to the refinement of our TaxSys-specific project management methodology (discussed in detail in *Template 8 - Implementation Services*), Grant Street solidifies the lessons we learn from past implementations into future practice.

For example, a key to project success is to "follow the money." Very simply, this means that Grant Street's Business Process Owners and project plan place a priority on those business processes used to collect, balance, and distribute monies, and interface with the County's accounting system. Grant Street has learned that while other business processes are also important, project success will be measured primarily by the County's ability to successfully complete "follow the money" business processes starting on day one of go-live.

Interfaces are another key area of focus for efficiency and improvements. We facilitate collaborative meetings with your Assessor colleagues to discuss the current state of the interface and your business goals, before getting into the specifics of interface files themselves. In this way, we ensure that the updated interface works for the Assessor, while meeting all of your needs and as many of your "wants" as possible. We repeatedly test these interfaces throughout the implementation period, with an eye towards not only successful completion of the business process, but optimizing the process as well.

All of our TaxSys clients have experienced substantial efficiencies in their operations as a result of Grant Street's experience in business process improvement. For example, we have found many cases of reports being passed back and forth between the A-C and TTC offices. When they share a single core system (TaxSys), this is simply not necessary. A-C staff can get the reports they need themselves, even when those reports are based on TTC-produced data. We critically evaluate such processes to determine if the practice (e.g., "footing" penalties and cost from A-C to TTC) needs to persist, and if so, what is the most efficient way we can implement it. Whenever a process is eliminated or changed, project documentation, such as Key Decision Logs, tracks how and why that decision was made.

Any business process involving multiple steps completed by multiple users generally represents a potential area to look for efficiencies. For example, when **Miami-Dade County** began their TaxSys implementation, their requirements as originally defined involved taking an existing process for handling "refund batch approvals" and making it paperless. However, we took a deep-dive into how the existing process worked and found a major opportunity for improvement, by changing the notion of "batches". The new "refund approvals" process reduced their average refund processing time by several weeks.

A similar example in **San Bernardino County** allowed Grant Street to eliminate outside systems and reduce paperwork shuffling between taxpayers and County staff. The Penalty Waiver process can now be initiated through a public form request, which allows users to upload supporting documentation directly, or through an internal request

received by staff. Regardless of the source, those penalty waivers are all tracked and reviewed in the same queue, ensuring paperwork can't be lost or forgotten. When County staff approves the request, the resulting penalty waivers are automatically added to the bill, and all records of the request and approval process are maintained within TaxSys, making penalty waivers now a self-documenting and wholly contained workflow.

Another area where TaxSys has introduced great efficiency is Tax Sale. Many of our clients previously used manually exported text lists to populate their auction sites, and to maintain the sale list nightly. We recognized an opportunity to tightly integrate TaxSys with DeedAuction, our Tax Sale auction platform, and to manage all these updates automatically. Now when an item is advertised for sale that publication is a one-step action in TaxSys and electronically submitted to DeedAuction. Similarly all changes to properties during the advertising and sale period are automatically synchronized. There's no chance for a property to be sold that is not eligible thanks to a holistic view of the property's tax status. If a property is added to a bankruptcy claim, or if that property is redeemed, or for any other of a number of County-configurable reasons it should not be sold, that property is immediately removed from the eligible sale list. In doing so we protect the County's time and reduce their legal risk.

The TaxSys community of users is always growing. We currently have two implementations in progress in the state of California, with two live clients. Our Florida clients have seen their user community grow tenfold, from three to 30 counties, since TaxSys began. This community of users is another source of process improvement opportunities. For example, we may recommend a business process already used by another county (modified as needed to meet your needs), or facilitate cross-county discussions about how to best execute on common processes. We are then able to translate the results of those discussions into the actual TaxSys application, so that it works as well as possible for our community of users, even as their needs grow and change over time. The County will benefit from Grant Street's expertise and lessons learned not only during the implementation, but throughout the life of the engagement.

eTAX System Business/Functional Assumptions

Instructions: In the table below, document the assumptions made in the preparation of this Response Template. Add rows as necessary.

Functional Requirements Assumptions

ITEM #	REFERENCE (Section, Page, Paragraph)	DESCRIPTION	RATIONALE
1.	Template 5 Functional Requirements	Our comments associated with each requirement describe how we propose to meet the requirement, which may or may not correspond to the County's intent. Any differences may be resolved either by clarification or by mutual agreement.	To estimate the scope of the project, we need to make assumptions about how we are meeting each requirement.
2.	eTax Interface Requirements (Attachment 5) and eTax Bill Layouts (Attachment 8)	We expect to discuss details such as bill file layouts and interface data fields during the implementation. The references provided are useful, but are not interpreted as firm specifications.	Business process analysis will likely uncover changes to bill files and interfaces that the County would like to make to optimize the business process with TaxSys.
3.	Template 5 Functional Requirements, SDT sheet	Our response to the functional requirements assumes that you will use Grant Street's DeedAuction platform for online tax sales. If you do not want to use DeedAuction, we will not meet many of the SDT requirements to which we responded "Yes", including but not limited to requirements SDT-58 through SDT-65.	Many of the requirements as written require the use of our integrated tax sale platform, DeedAuction, to satisfy them.

Response Template 6 – Non-Functional Narrative Responses

The Proposer must refer to Attachment 9 of the SOW, Exhibit 42 Non-Functional Overview, and Appendix B, Exhibit 15, Non-Functional Requirements Response Template while preparing their responses to the questions within this Response Template.

1. System Overview and Architecture

Instructions: Provide an overview of the planned architecture for the eTAX System. The response must include a description of the infrastructure and the software (including the Application and any additional third-party software being leveraged). Describe how this architecture will:

- **Be able to scale to meet the current and future volume demands of the County.**
- **How will the product be extended to support any of LA County's unique requirements that are not currently supported by the Application, including configurations, enhancements to the product and LA County's specific customizations?**
- **Meet the County's flexibility expectations.**
- **Meet the County's performance and availability expectations.**
- **Be secure.**

Describe the Product's current configuration (e.g., hosting location) and any anticipated changes. Include the current performance metrics including update, scalability/capacity, and response time. Include any outages or failures that have occurred in the past two years, the cause of the failures, and the resolution.

Page limit: Five pages.

TaxSys is a Software as a Service (SaaS) platform delivered over the internet, and as such, supports any computing system (including mobile devices) with a modern web browser and internet connection. TaxSys leverages Grant Street's secure private government cloud, providing security and scalability through virtualization. Grant Street's cloud is composed of virtual web and database servers running on clustered hosts for fault tolerance and seamless maintenance. The database servers are connected to a Storage Area Network for fast, highly available storage. The software layer offers grid computing and in-depth introspection of performance and security events.

TaxSys databases are replicated in real-time to both on-site and remote locations, either of which can serve as the production environment. In addition to Production 1 and Production 2, we use completely separate environments for development, unit testing, regression testing, client testing, and software demonstrations. For further details on the hosting environment, see *Question 3 - Infrastructure / Hosting Architecture* below.

Our applications employ service-oriented architecture (SOA), and TaxSys is available as software-as-a-service (SaaS). Our code architecture separates concerns related to model, view, controller, and business logic. We store our software in a source code management system (BitBucket), which is integrated with our change management system (JIRA). Our development tools enforce a Code Review process before changes can be merged. Our automated unit tests run continuously to flag any recent changes that have caused a test to fail. We use automated deployment tools to ensure consistency and reliability in deployments.

Scalability

Regarding growth and change in system performance requirements (e.g., increased numbers of users, higher system load), Grant Street uses load-balanced web servers for redundancy and scalability. Numerous web servers operate concurrently in Production, and in the event of a single machine failure, the remaining servers seamlessly take on its responsibilities. We ensure that our web server pool has more than adequate resources, and can quickly and easily add new servers to this pool.

The infrastructure includes virtualization of application and database servers to allow faster, more flexible allocation of resources and more scalability.

We also provide various read-only database secondary servers (all synchronized in real time), to which we can direct many production "read-only" queries to reduce the burden on the primary database. Additionally, we provide a high-performance data warehouse (also synchronized in real time) against which we run all reports, for maximum performance.

We can scale our database capacity as well by simply adding more secondary machines and configuring the application to use them. We can absorb big utilization spikes through our "grid", a set of distributed processes that adapts to the system load.

We size the capacity increases to the infrastructure and application using key metrics such as:

- number of parcels
- taxpayers
- clerks
- total taxes collected
- other usage factors to be identified during the project

Grant Street provides continuous monitoring, expansion, and upgrades to this environment as part of the TaxSys service. We monitor all aspects of TaxSys and the underlying infrastructure, including processing time of various business processes, database request times, locks, CPU, memory and I/O rates. We also monitor hundreds of data points to ensure optimal performance and anticipate and remediate performance degradation.

We provision capacity generously to ensure ample "buffer" to enable peak use. Real-time alerts promptly notify us of any performance degradation, enabling us to provision additional capacity within minutes, all thanks to our virtualized infrastructure. We also provision additional resources well in advance of any projected capacity shortfalls.

Grant Street forecasts year-over-year changes in peak load and ensures that the hardware can handle that load with no significant degradation in system performance. In particular, in advance of peak periods, we perform load testing at a multiple of the expected new maximum load and evaluate system performance under those conditions. We perform regular capacity planning and invest in our infrastructure accordingly to stay ahead of any future business needs.

Extensibility

TaxSys is designed as a modular SaaS-hosted solution for maximum flexibility in configuration and maintenance. This permits the continuous upgrade of TaxSys software and underlying hardware that enables us to keep up with current technological advances without requiring additional hardware investment or the ongoing maintenance and installation of software patches by the County. As a result, TaxSys has an indefinitely long, useful life. There are no multiple “versions” of the software; only one production "version" exists which is consistently aligned with the latest available code.

TaxSys evolves through use and experience and is adapted to meet new regulatory or technical requirements.

Consult any of our long-standing customers, and they will attest that the TaxSys they currently use is significantly more extensive and modern than what they were using a decade or more ago. Importantly, they have never experienced the inconvenience or expense of a "version upgrade"; rather, the software has seamlessly evolved to meet their business needs over time.

We conduct regular monthly major releases of TaxSys, with interim releases for minor updates and bug fixes. None of these releases (major or minor) require system outages. Please see *Template 9 - Maintenance & Operations* for further details on the TaxSys release process.

Security

Please see *Question 4 - Security*, for a detailed description of the security components of the environment.

Current Metrics

Our current architecture has >8Thz of CPU, >100TB of RAM, > 1PB of storage, and grows at approximately 20% each year (excluding the additional capacity increases we plan to make specifically for Los Angeles County).

TaxSys processes over 50 million web requests in a typical month (spiking to over 70 million in a busy month), 99.998% of which are successful.

[redacted]

In the event of an incident, we maintain regular communication with our clients via phone and email. Additionally, we leverage [redacted] to provide updates and resolutions, allowing clients to retroactively access all communications related to an ongoing or past incident. Following the incident, we send out a comprehensive incident report that outlines the incident's cause, investigation, resolution, and actionable steps to prevent a recurrence in the future.

Our TaxSys California customers have experienced 99.997% uptime, 100% during business hours, over the last two years.

Customer Architecture

For an optimal experience, users of TaxSys need a recent Windows or Mac computer with a modern version of Firefox, Microsoft Edge, or Chrome web browsers installed.

We suggest PCs that exceed Microsoft specifications for Windows 10. For the best experience, double the minimum requirement stated at microsoft.com/en-us/windows/windows-10-specifications:

- **Processor:** 2 gigahertz (GHz) or faster with support for PAE, NX, and SSE2
- **RAM:** 2 gigabyte (GB) (32-bit) or 4 GB (64-bit)
- **Hard Disk Space:** 64 GB
- **Graphics Card:** Microsoft DirectX 9 graphics device with WDDM driver

We find that a mid-range PC less than 2-3 years old performs very well with TaxSys. Less powerful PCs may still perform adequately but will require additional benchmarking to confirm.

We also recommend the latest version of Adobe Acrobat Reader.

We recommend a minimum of 10Mbps of available internet downstream bandwidth for TaxSys, covering the main and any branch offices. The total traffic is likely to be less than 1Mbps but 10Mbps will ensure that bandwidth will not bottleneck when downloading large documents. Network latency and packet loss are important factors, too.

We also recommend a backup connection of a minimum of 3Mbps to use, should the primary connection be down.

We will provide the option to install a network-monitoring appliance called Netbeez in your office. This local appliance helps with monitoring network connectivity between the County and Grant Street's servers and measures the impact of your network performance on user experience.

2. Application Architecture

Instructions: Describe the architecture of the Product on which the Proposed eTAX System will be based. Describe its scalability, extensibility, security, performance, and availability. Specifically, describe what is required to ensure it scales to meet the County's volumes. Describe the approach to enhancing the Product to ensure it stays current with new technologies and business regulations along with a description of any third-party products the Proposer plans to incorporate into the eTAX System. This should include a section capturing the Product enhancements and County specific custom development planned to meet the County's requirements. Page limit: Three pages.

TaxSys is designed as a modular SaaS-hosted solution for maximum flexibility in configuration and maintenance. This permits the continuous upgrade of TaxSys software and underlying hardware that enables us to keep up with current technological advances, without requiring additional hardware investments or the ongoing maintenance and installation of software patches by the County. As a result, TaxSys has an indefinitely long useful life. New technologies are incorporated into TaxSys as they become available and widely adopted. These updates and upgrades are included as part of the ongoing service provided with TaxSys.

The application is configurable to meet the varying processes and interpretations of the statutes employed by the County and uses a flexible and powerful site administration module that controls functionality of the site and the way that users are given permissions to see and use the pages and fields that are relevant to their role.

TaxSys can scale on demand in a variety of ways. For example, bulk jobs are handled by the TaxSys Grid, which allows us to distribute and parallelize work across any number of servers. The Grid takes advantage of available CPU to parallelize large workloads in an optimal manner. Multiple large bulk jobs can run in parallel because the grid adapts its processing power according to demand. Users are able to see bulk job progress and are notified of job completion and results. The infrastructure underlying TaxSys is also scalable - see *Question 3 - Infrastructure / Hosting Architecture.*

As a hosted solution, changes and fixes to TaxSys can be implemented and made available in production almost instantaneously. There are no multiple "versions" of the software; only one production "version," exists which is consistently aligned with the latest available code. TaxSys evolves through use and experience and is adapted to meet new regulatory or technical requirements. Enhancements made for Los Angeles County will become part of this standard TaxSys application, usable by any TaxSys clients, just as enhancements made for any other client will also be available to Los Angeles County. For further details on how software changes are made and managed during and after the implementation, please see *Template 8 - Implementation Services* and *Template 9 - Maintenance & Operations.*

Product Enhancements and County-Specific Custom Development

Product enhancements and custom development for the County will fall into two main categories: **custom interface development** and **business process scaling**. We anticipate significant custom development to support the extensive interface requirements of the County, using both existing and new interface frameworks. Scaling the business processes will require efforts to adapt existing TaxSys-functional processes to effectively handle increased volumes. – For example, TaxSys can handle jurisdictional changes today, but requires users to input some jurisdictional change information on a per-TRA basis. Given the volumes and scope of the County's jurisdictional changes, with a single jurisdictional change affecting as many as 800 TRAs, processing TRA changes using manual entry would not be ideal. As such, TaxSys will

expand to include more automated and bulk actions associated with jurisdictional changes in order to streamline existing logic and functionality. This business process scaling work, combined with the flexibly scalable infrastructure described above, will allow TaxSys to meet the County's volume requirements.

Staying Current with New Technologies and Business Regulations

Grant Street is committed to ensuring that TaxSys will meet the County's needs for many years to come. This includes adapting to new legislation on time to meet enacted requirements. Grant Street will modify TaxSys as required to ensure the County is compliant with minor changes in Federal, State or County legislation or regulations at no additional charge. For significant legislative changes, we engage with our clients to fully understand and assess the scope and impact the change may have on TaxSys and Auditor-Controller / Tax Collector operations and services in order to formulate a mutually agreeable approach to addressing the change.

The flexibility of TaxSys has enabled the application to successfully adapt to meet legislative, regulatory and technical changes. For example, Governor Newsom issued Executive Order N-61-20 which allowed for COVID-related penalty waivers through May 7, 2021. The order required logic to accommodate a waiver period outside of typical penalty dates.

The TaxSys support team worked in collaboration with California counties to establish a process for reviewing and approving EO N-61-20 waiver requests, ensuring the appropriate penalties, fees and costs were waived through the waiver period. Ultimately, and despite modification to the original order, TaxSys was able to accommodate all taxpayer EO N-61-20 waivers.

In addition to adapting to new business regulations, TaxSys continually evolves to adopt new technologies, both in its infrastructure and in the application itself. For example, TaxSys, along with our other applications and services, have been migrated to Kubernetes for the highest level of flexibility and deployment consistency. The environment is deployed on a fully redundant, virtualized environment spread across a number of micro-availability zones in two data centers. On the application side, all of our new front-end code is based on the Vue framework, which is 8 years younger than TaxSys itself. Grant Street's experimental group, gLabs, is currently experimenting with using AI technologies to provide real-time help to users.

3. Infrastructure / Hosting Architecture

Instructions: Describe the proposed infrastructure including how it will meet the requirements outlined in the Non-Functional Requirements Response Template (Appendix B, Exhibit 15) and the volumes metrics captured in Attachment 9 of the SOW, Exhibit 42 Non-Functional Overview. This should include:

- **A description of all layers of the infrastructure (e.g., data center, servers, storage) including the location and resiliency of the data centers. The County recognizes some cloud vendors may not provide detailed architecture drawings.**
- **Level of automation.**
- **The infrastructure you are confident that can support the County's scalability and performance requirements.**
- **Include all components (e.g., monitoring tools and other ancillary items).**
- **The configuration of the proposed environments (e.g., development, test, production, disaster recovery/secondary site).**
- **A narrative on why you are confident this architecture will meet the County's needs.**

The hosting costs in the Pricing Schedule must capture all costs associated with the architecture described in this response. Page limit: Three pages.

TaxSys is built on top of Grant Street's private government cloud and maintained with tried-and-true open source software tools. The platform is based on multiple layers:

It consists of a three-tier application environment, with a top tier of web/application servers, a middle tier of distributed application processing called "GSG grid," and a bottom tier of database servers running on high-performance storage media. In front of each tier is a redundant set of firewalls. The web and GSG grid tiers are sandwiched between two layers of firewalls in a "demilitarized zone" (DMZ). This architecture is overlaid with advanced security measures such as: Web Application Firewall, intrusion detection, security information and event management (SIEM), DDoS prevention, and GeoIP filtering, and is monitored 24/7.

A simplified illustration of TaxSys architecture follows at the end of this section.

This architecture constitutes Grant Street's secure private government cloud. It allows TaxSys to tap into all of Grant Street's available computing power, scaling "horizontally" at will, as described in *Question 1* above.

Grant Street has refined this technical architecture for over 20 years to support web applications used by thousands of government entities and financial institutions to process transactions in excess of $12 trillion. The expertise we have acquired creating and hosting such web applications (i.e., providing hosted software as a service), distinguishes us from our competitors who face a steep learning curve in the

difficult transition from their traditional “thick client,” installed solutions to either hosted or installed web applications.

Grant Street operates out of two geographically separate production environments, on servers collocated at two enterprise class data centers: Expedient in Pittsburgh (Production 1A & 1B) and Evocative in Atlanta (Production 2). These data centers provide true A+B power, cooling, and redundant internet connections that are multihomed to multiple carrier networks. We run full production environments in both data centers. For some clients, Pittsburgh is their primary production environment, and for others Atlanta is the primary.

We own and manage the entire networking and server infrastructure within our racks. We use redundant firewalls configured in active/standby mode, redundant switches, and gigabit ethernet. We use enterprise-class load balancers to distribute web traffic to multiple web servers for each application. All servers have redundant power supplies.

TaxSys leverages Grant Street’s secure private government cloud, providing security and scalability through virtualization. Grant Street’s cloud is composed of virtual web and database servers running on clustered hosts for fault tolerance and seamless maintenance. The database servers are connected to a Storage Area Network for fast, highly available storage. The software layer offers grid computing and in-depth introspection of performance and security events.

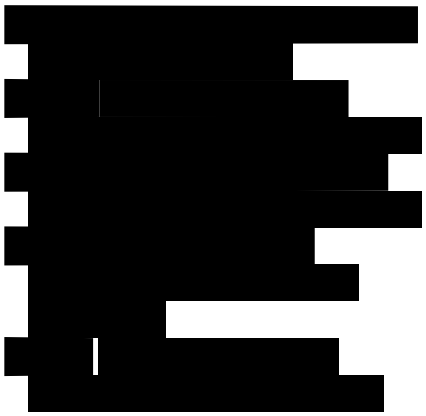
We replicate TaxSys databases in real-time to both primary and secondary datacenter locations; either of which can serve as the production environment. In addition to Production 1 and Production 2, we use completely separate environments for development, unit testing, regression testing, client testing, and software demonstrations.

All client access to Grant Street services utilizes encrypted transfer protocols (such as HTTPS or SFTP) which ensures that all data sent and received is encrypted.

Monitoring Capabilities

Since TaxSys is offered as a fully-hosted SaaS solution, all infrastructure monitoring and remediation is the sole responsibility of Grant Street. Should an expected surge of demand on our servers occur, we can add processing capacity within minutes, sometimes within seconds, as a result of our highly flexible private cloud infrastructure. We actively monitor production and test environments using a combination of industry standard and internal tools:

Infrastructure Monitoring



Application Monitoring

- *Application dashboard:* overview of the health of the application and its performance
- *Application performance dashboard:* graphing of application performance metrics
- *Database monitoring service:* graphing of database performance and analyzing of queries

Application-level Indicators

- Transaction counts
- Number of payments
- Number of bills
- Dollar amount
- User response time (min/max)
- Number of concurrent users

- *End-to-end network monitoring:* an optional appliance providing network performance metrics between client workstations and Grant Street servers
- *Site monitoring service:* an external service alerting upon performance issue
- *Seasonal Load testing service:* load testing before key business events

Important alerts are fed into a paging service with on-call rotation management providing alert escalation to our support team 24/7.

We monitor the memory usage of our application and limit the size of processes. If a process reaches the size limit, an exception is generated and reviewed by the support team. We also stress test bulk activities as part of the functional testing of any new bulk action.

Any application exception generates an alert for the support team to promptly investigate..

Our monitoring approach is to detect issues early, before they have any impact on the County. In addition to industry-standard monitoring best practices (monitoring of CPU, memory, disk I/O etc.), we also monitor early indicators of potential issues such as:

- Number of database locks per web request
- Performance of each step when processing a web request (the response time may still be within expectation but a specific step may be taking longer than usual, which will cause an alert)
- Unexpected memory growth of an application process and how much memory is used by a process for each web request.

Sample images from the monitoring tools described here appear at the end of this section.

System Environments

Grant Street hosts four TaxSys environments for Grant Street internal use: Dev, Test, Staging, and Data.

1. ***Dev*** is used as a development environment by software developers.
2. ***Test*** is used for Grant Street testing of new functionality.
3. ***Staging*** is used to run automated and manual regression tests prior to promotion to production.
4. ***Data*** is used to load, test, and validate historic converted data prior to county data verification.

There are four completely separate County-accessible TaxSys environments.

1. ***Beta*** is used to test changes to the TaxSys code before they are promoted to Production. Data is copied from production to beta monthly and on-demand.
2. ***Demo*** is a training and demonstration environment, where users can make changes to data without impacting the production environment. Demo is running the same code as production. Data is copied from production to demo frequently (typically once per week).
3. ***Verify*** is used to validate converted data during the implementation. After go-live, it is often used for annual event testing and practice.
4. ***Production*** where regular daily work takes place.

The TaxSys environments are illustrated at the end of this section.

These eight environments have allowed Grant Street to handle large, complex conversions and to support multi-year, phased implementations. All of these environments are available throughout both the

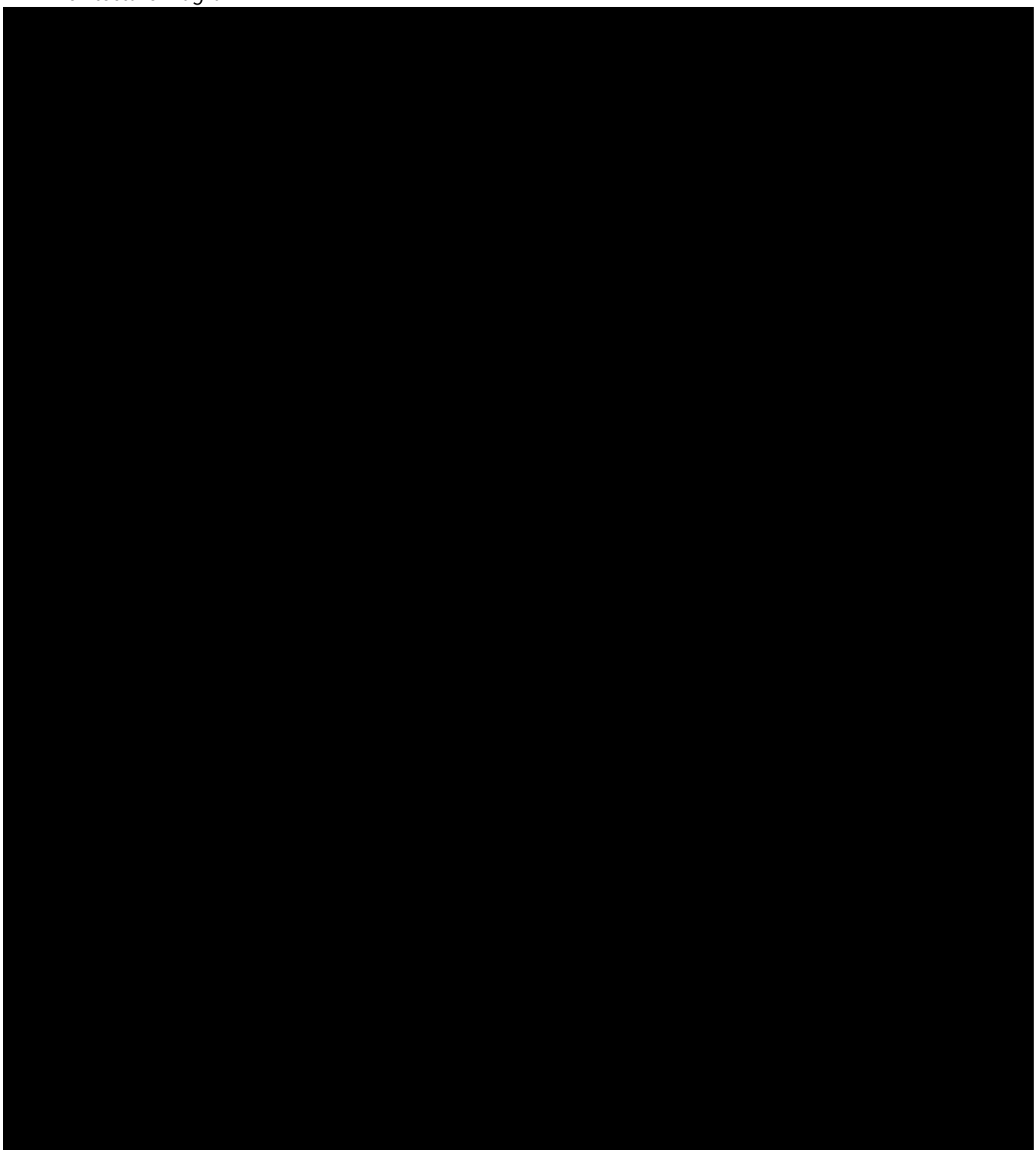
Implementation and Maintenance & Operations phases, with the exception of Production, which is not available to users until go-live (although it is prepared earlier), and Data, which is not needed after go-live.

We store our software in a source code management system (Bitbucket) integrated with our change management system (JIRA). Grant Street's production support staff promote and deploy changes through the environments using the source code management tool. The current status/environment of a change is always visible in JIRA to the County and Grant Street staff.

We use in-house developed automated tools to copy data from production to the demo and beta environments for County use for training and testing. Typically, the demo site is refreshed with production data weekly, and the beta site monthly, but data refreshes can be skipped or added on-demand.

Images and Supplemental Materials

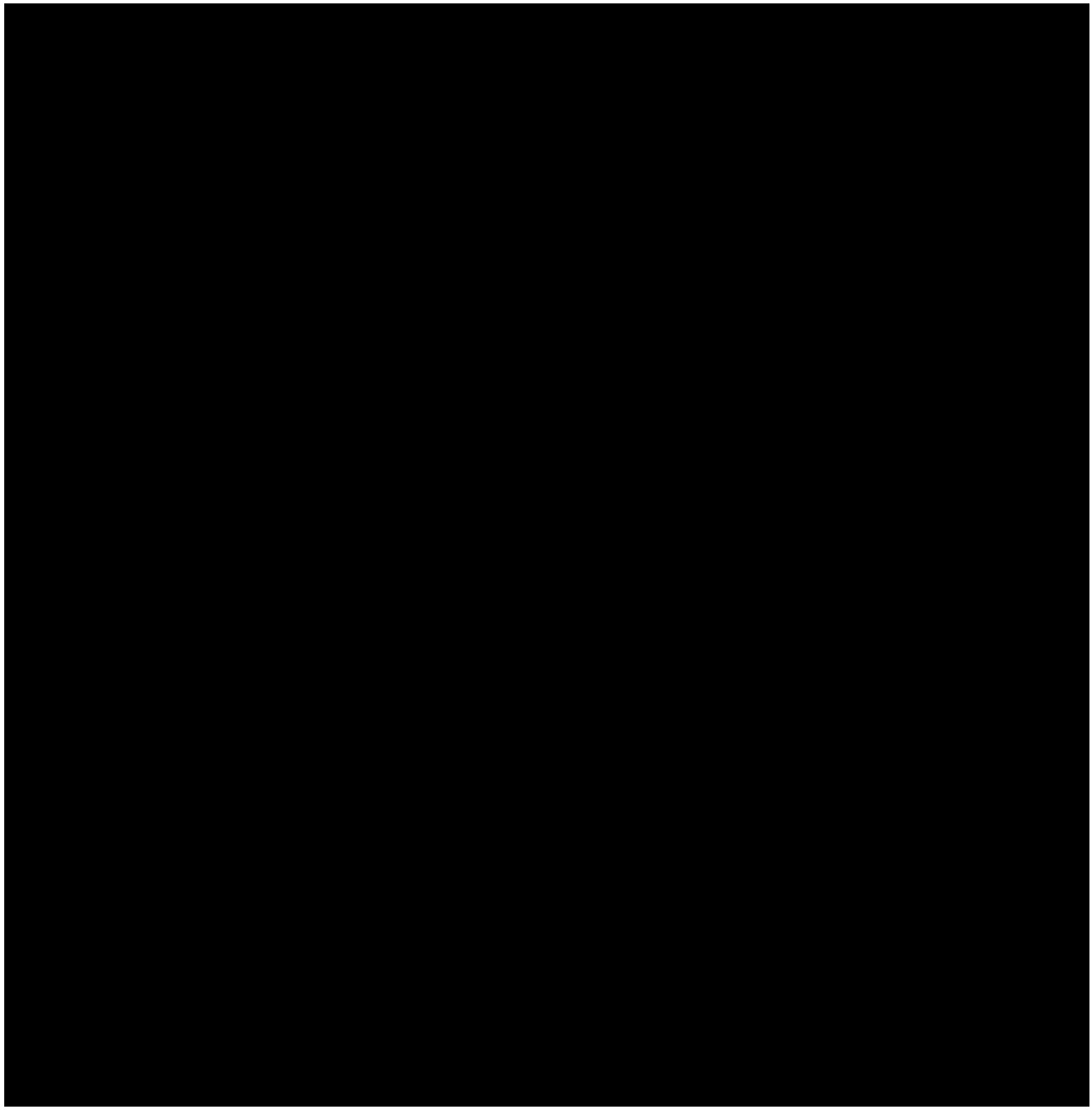
Architecture Diagram



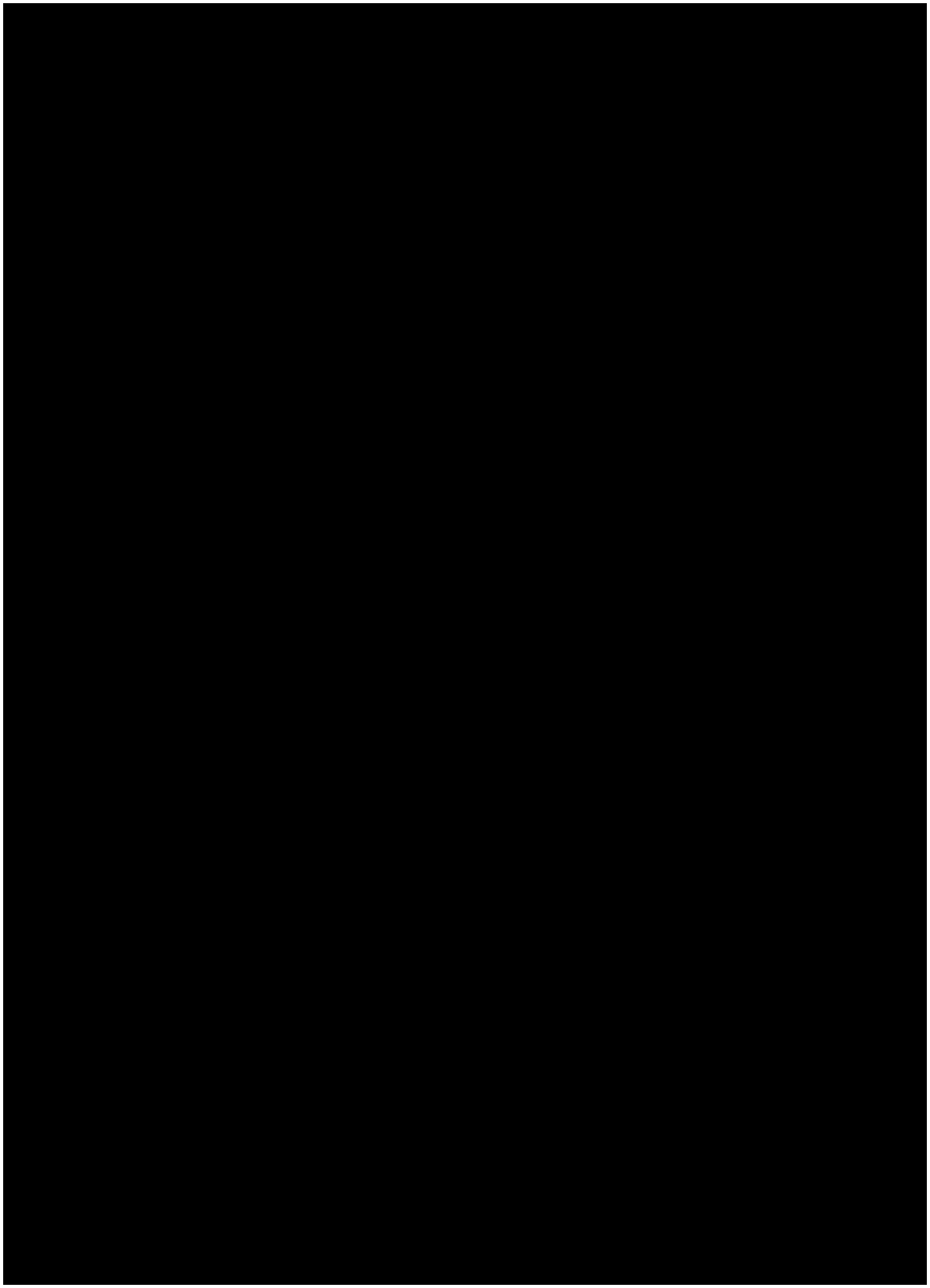
Monitoring Tools

Here, we show examples of some of the tools that our infrastructure team uses internally for site monitoring.

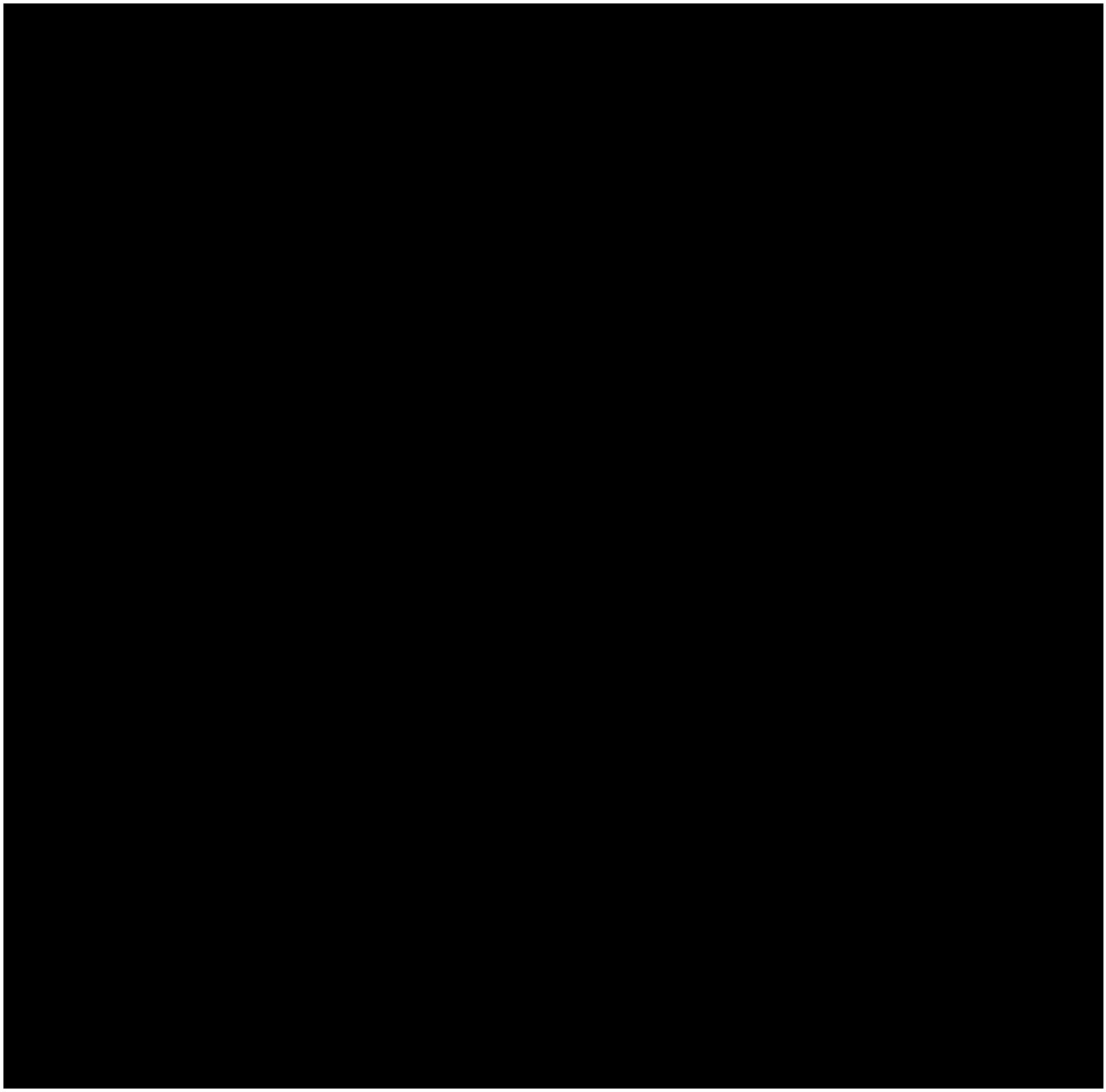
Internal Application and Database Monitoring Dashboards



Example: Real-Time Performance Metrics



Example: Infrastructure Monitoring Dashboard Graphs



TaxSys Environments

4. Security

Instructions: Refer to Attachment 9 of the SOW, Exhibit 42, Non-Functional Overview and Appendix B, Exhibit 15, Non-Functional Requirements Response Template while preparing this answer. Describe the proposed approach to security for the eTAX System. Include a description of the:

- **The security of all layers of the systems, from the data center to the user- interface.**
- **The Product's security design.**
- **Security controls.**
- **Audits performed, who performs the audits (e.g., third party) and what types of audits.**
- **Vulnerability testing/scanning polices.**
- **Industry standards (e.g., OWASP) your organization leverages.**
- **Encryption and approach to encryption key management (e.g., centrally management).**
- **Code coverage.**

Include a discussion of any Security Audit Certifications held by your organization or subcontractors. Page limit: Three pages.

Grant Street's Information Security framework incorporates industry-standard Information Security best practices, and is designed to meet or exceed the requirements of the various legal and regulatory specifications to which Grant Street is subject. Since we offer TaxSys as a fully-hosted SaaS application, security of the environment in which the application runs is Grant Street's full responsibility.

Starting with the secure web connection (https://), we use 256-bit Transport Layer Security (TLS) encryption with 2048-bit keys and an extended validation certificate. Our web servers are located in a Demilitarized Zone (DMZ) sandwiched between an externally-facing firewall and the firewall protecting the database. Sensitive data is encrypted for storage in our database using the AES-256 encryption standard. Passwords are stored as SHA-512 hashes; we have requirements for password quality and an account will lock after a few invalid attempts. We created a role-based access control system for fine-grained control over what users can and cannot be permitted to do within the system.

We build servers by installing only the minimum required software and follow a strict automated server-hardening procedure. Unneeded services are disabled, default credentials are changed, unused system accounts are removed. Systems are kept to the standard using centralized configuration tools (Puppet). We regularly scan our internal networks with vulnerability scanning software such as Rapid7, and we contract third parties to penetration test our applications and networks annually.

Grant Street operates out of two geographically separate production environments, on servers collocated at two enterprise class data centers: Expedient in Pittsburgh (Production 1A/1B) and Evocative in Atlanta (Production 2). These data centers provide true A+B power, cooling, and redundant internet connections multihomed to multiple carrier networks. We run full production environments in both of these data centers. For some clients, Pittsburgh is the primary production environment, and for others, Atlanta is the primary. We constantly evaluate capacity needs and may deploy its infrastructure to additional data centers in the future, for example, in the Western United States.

We own and manage all of the networking and server infrastructure within our racks. We use redundant firewalls configured in active/standby mode, redundant switches, and gigabit ethernet. We use enterprise-class load balancers to distribute web traffic to multiple web servers for each application. All servers have redundant power supplies.

TaxSys leverages Grant Street's secure private government cloud, providing security and scalability through virtualization. Grant Street's cloud is composed of virtual web and database servers running on

clustered hosts for fault tolerance and seamless maintenance. The database servers are connected to a Storage Area Network for fast, highly available storage. The software layer offers grid computing and in-depth introspection of performance and security events.

Access controls for TaxSys and the underlying infrastructure used to host the application are managed under the principle of least privilege, following the guidelines provided by NIST 800-53 specifications. Appropriate logging is enabled and retained to provide an effective audit trail for both the application and systems. All communications with TaxSys are performed using SSL encrypted sessions.

All developers receive formal instruction regarding secure coding practices, focusing on the OWASP Top Ten list. Code reviews are a mandatory part of the processand code needs to pass automated tests before being merged into the main branch.

Maintaining Physical and Logical Security

We store client data in databases owned and managed by Grant Street, and host each client on its own set of dedicated databases. Data is not shared among other Grant Street clients. Databases are set up with distinct users and passwords. We encrypt sensitive data in the database at the field level, ensuring protection against accidental access.

All access by the application from the web servers to the database servers must pass through a firewall layer. There is no direct user access required or allowed to the database. The application accesses the database on behalf of the user, using internal application credentials.

Security standards include, but are not limited to:

Network Security

- Geographic IP filtering protection
- DDoS mitigation layers
- Web Application Firewall
- Two layers of firewall protection: “Sandwiched DMZ” architecture
- Multiple layers of Intrusion Detection, with sensors provided by different vendors
- Web servers located behind proxying load balancers
- All servers subnetted based upon role and security level
- Security events across our entire infrastructure are collected in our Security Information and Event Management (SIEM) solution, monitored 24/7.

System Security

- Server builds utilize a minimal set of packages, and include a strict server-hardening procedure
- Formalized patch management policy ensuring systems are kept up to date
- Email anti-virus protection with phishing alerting allowing our team to investigate any coordinated phishing campaign

- Workstations are protected by automated patches, up-to-date antivirus, Advanced End Point Protection, web proxy and encryption
- Internal systems regularly checked with vulnerability scanning software such as Rapid7
- Annual third party penetration tests on a selection of applications and networks

Application Security

- 256-bit TLS with 2048-bit keys
- SHA-512 hashed passwords
- Strong session encryption
- Sensitive information stored encrypted (AES-256)
- Rigorous input validation
- Centralized security, with authentication, authorization, custom permission levels, and dispatch
- Protection against SQL injection, session hijacking, session forwarding, cross-site scripting, cross-site framing
- Ongoing phishing and social engineering training conducted by third-party firms

Physical Security

The data centers that Grant Street uses to provide TaxSys services were reviewed and assessed with a site visit by our PCI Data Security Standard (DSS) Qualified Security Assessor to be compliant with the requirements of Section 9 of the PCI DSS standard, dealing with the physical security of the systems. Graylog is used to provide SIEM, and the network is monitored 24x7 by ArcticWolf's Security Operations Center (SOC). Security standards, include, but are not limited to:

- Each datacenter has a network operations center (NOC) staffed 24/7
- Photo IDs are checked against an access list, and all entries and exits are recorded
- Badge readers and video surveillance at all points of entry
- Video surveillance in all rows on raised floor
- Equipment is located in locked racks

Key Management

Grant Street uses an industry-leading tool, [redacted] to store encryption keys. Encryption keys are centrally managed. The solution provides extensive audit capabilities, such as logging who accessed which keys and when. Grant Street follows NIST 800-53 best practices concerning the type of encryption used, how to manage encryption keys securely, and practices for the rotation of encryption keys. We use [redacted] to store not only encryption keys, but also other secrets such as passwords.

Security Audits

Grant Street is a PCI-DSS Level 1 Certified Service Provider (the highest level available). Grant Street passes an annual SSAE 18 SOC 1 Type 2 audit, which includes a review of internal controls over financial reporting. Copies of our latest PCI Attestation of Compliance and our SSAE audits are included with our proposal. In addition, Grant Street undergoes an annual third-party accounting audit of our financial statements. Grant Street is also currently working on StateRAMP readiness and will be fully compliant in 2025.

These security audits review hundreds of checkpoints related to secure data storage, encryption methodology, system and network security, and security policies and procedures.

5. Information Security and Privacy Requirements

Proposers must provide a confirming statement that it is in full compliance with the provisions of, Exhibit I (Information Security and Privacy Requirements) of Appendix A (Sample Contract).

- **Describe your firm's formalized information security program. Provide details for who is responsible (e.g., Chief Information Security Officer, Chief Compliance Officer, or Chief Privacy Officer) to lead the program and describe your firm's information security and privacy policies, standards, procedures, processes, and resources involved.**
- **Describe your firm's approach to satisfy the County's security requirements as described in Exhibit I (Information Security and Privacy Requirements) of Appendix A (Sample Contract)**
- **List and describe any Security Audit Certifications held by your organization or subcontractors.**

We are in full compliance with the Information Security and Privacy Requirements in Appendix A (Sample Contract) as written in the redlined version we provided.

Grant Street's CTO, Pierre Denis, is responsible for the information security program and acts as the Chief Compliance Officer. To ensure compliance and to reduce risk profile, Grant Street has a dedicated Risk and Compliance team headed by our IT Risk and Compliance Director. The Chief Compliance Officer delegates many of the duties and responsibilities of their role to the Risk and Compliance Team.

Grant Street has extensive risk management policies, standards, and procedures in place. These include the following policies and standards:

Policies			
Acceptable Use	CDE - Secure Application Development Life Cycle	Network Access	System Acceptance
Access Control	Change Management	Online Information Disclosure	Test Data Cleansing
Anti-Bribery/ Anti-Corruption	Collection and Preservation of Evidence	Open Source Dissemination	Vendor Access
Anti-Money Laundering (AML) Program	Credit/Risk/ Underwriting	Physical Security	Vendor Approval
Application Development Security	Encryption	Purchase	Vendor Patch Management
Business Continuity Management	HR Security	Risk Assessment	Vendor Patch Procedure
Capital Tracking	Incident Management	Security Vulnerability Risk Assessment Standard	Vulnerability Management
CDE Acceptable Use	Information Handling	Service Delivery Change	Workstation Security
CDE Change Control	Information Security	Service Delivery	

Policies			
CDE - PCI-DSS Security	Infrastructure Design and Administration	Software Change Management Procedure	
CDE - Risk Management	Internal Privacy Policy	Software Package Modification	

Standards	
CDE - Client Firewall and AV	Encryption
CDE - Data Storage	Grant Street Used IT Equipment Purchase Procedure
CDE - Encryption Design and Key Management	Open Source Dissemination
CDE - Password Policy	Out of Office Email
Email Retention	Sensitive Data
Email Signature	System Configuration Standards

In addition, every product, microservice, and system is required to have a System Security Package (SSP), a set of documents describing the security controls required for secure use of that system. Each application, microservice, or system is required to have a preliminary SSP reviewed and approved by the Risk and Compliance Team before any deployment, and a finalized SSP reviewed and approved before it can be deployed to production.

Grant Street is a PCI-DSS Level 1 Certified Service Provider. Grant Street passes an annual SSAE 18 SOC 1 Type 2 audit and SOC2 Type 2 audit, which includes a review of internal controls over financial reporting. In addition, Grant Street undergoes an annual third-party accounting audit of our financial statements. Grant Street follows NIST 800-53 best practices and is also currently working on StateRAMP readiness and will be fully compliant in 2025.

These security audits review hundreds of checkpoints related to secure data storage, encryption methodology, system and network security, and security policies and procedures.

6. Audit and Compliance

Instructions: Refer to Attachment 9 of the SOW, Exhibit 42, Non-Functional Overview and Appendix B, Exhibit 15, Non-Functional Requirements Response Template while preparing this answer. Describe the Proposed eTAX System's audit capabilities. This must include a description of the ability for the administrators to configure the auditing capabilities and the ability to review the audit logs.

Page limit: Two pages.

Our approach to audit and compliance requirements comprises multiple overlapping methods of tracking activity and alerting.

User Activity Log

The user activity log allows administrators to see each action taken by a user – e.g., what they clicked or what they typed, when they clicked or typed it, and their IP address. This includes all types of activity - viewing tax or system level objects, modifying them, importing files, changing permissions, etc.

Administrators (and other user roles if an Administrator allows it) can view User Activity Logs within TaxSys. The user activity log allows administrators to see each action taken by a user – e.g., what they clicked or what they typed, when they clicked or typed it, and their IP address. This information can be viewed directly from the Users page, shown in the *Users Page Showing Activity Log* screenshot below.

For more complex needs, administrators can choose parameters to generate a report of the desired information. For example, the *User Activity Report - Voids in the last week* report shown below shows all voids performed in the last week, with a timestamp and username.

System Notes and Reports for Account-Level and Administrative Actions

Every action taken in TaxSys (other than simply viewing the site) writes a "system note," indicating the action performed and the user that performed it. System notes form an audit trail of all actions in the system. This includes account-level actions (e.g., modifying an address, posting a payment) as well as general or administrative actions such as:

- changing user permissions (RBAC)
- creating new users, disabling user accounts
- changing configurations
- changing calculations

In addition to being viewable from accounts, system notes (and user notes) are accessible from reports. Therefore, one can search for specific activity, by specific users, in specific time frames. Administrators can create report subscriptions to receive user activity notes via email.

For example, the *"Paid By" Modifications Report* shown below shows all cases in the last month where the "paid by" of a transaction was modified after payment (a feature optionally available to users granted the appropriate permissions).

Other system reports that are not specifically audit-focused are also useful auditing tools. For instance, system administrators or auditors may wish to subscribe to a report of all refunds processed for amounts greater than $10,000, which they can do using a refunds report with criteria of processed date: "yesterday" and Amount: ">10000".

Other Audit Logs

In addition to these general features, certain areas of TaxSys have specific history tracking to present information in a more useful user interface than a list of notes. This is particularly helpful in cases containing complex information.. For instance, when a property tax account for a given roll year is modified, TaxSys generates an entry in the account's *Modification History* (shown below). This history can be viewed from the account and graphically shows changes to the account information over time and by user.

Logs for Underlying Systems

We have extensive logs of the underlying servers and subsystems, including databases, storage, and network. We receive alerts on any suspicious activity (using a SIEM tool) and perform forensic analysis. At a lower level, independent of the TaxSys software, all changes to the database are stored in binlogs. These logs track each change to the database, irrespective of source. These logs are archived in an encrypted form daily, and stored off-site (separately from the database itself).

Accessing Audit Logs/Reports

Access to audit logs/reports is available in several ways throughout the system.

- ***User Activity Logs*** allows administrators to see each action taken by a user – what they clicked or what they typed, when they clicked or typed it, and their IP address.
- ***System Notes*** are viewable from each account and accessible from reports. Staff can search for specific activity, by specific users, over specific time frames. Administrators can create report subscriptions to receive these notes via email.
- ***History Tracking*** occurs for complex information. For instance, when a property tax account for a given roll year is modified, an entry in the account's modification history is generated.
- ***Reporting*** also provides specific audit trail information. For example, County administrators may wish to view certain parameters such as "all refunds processed" for amounts over a specific amount. Administrators can set up such reports to be delivered via email at set intervals.

Generally speaking, all of the various types of audit logs described above are not configurable. All of these changes are tracked and there is no way to disable this tracking, nor is there any way to delete the tracked data. However, site administrators can configure which user roles (e.g. only themselves, themselves and managers, etc.) have access to view the various types of audit logs.

Images and Supplemental Materials

Users Page Showing Activity Log

User Activity Report - Voids in the last week

“Paid By” Modifications Report

Account Modification History

7. Interoperability / Integrations

Instructions: Describe the integration capabilities of the Proposed eTAX System and how this will support the integrations outlined in Attachment 9, Technical Overview and meet the requirements captured in Attachment 4 of the SOW,

Non-Functional Requirements Traceability Matrix. Include a description about your experience implementing integrations in a similar environment and the associated challenges. Describe interoperability capabilities (e.g., web-services) that may be required to support future functionality. Page limit: Three pages.

In our experience, successful integration with other systems requires both careful requirements analysis and documentation together with sufficient flexibility to pivot quickly in the face of changing business needs and legislative requirements.

TaxSys provides a wide array of highly flexible interface frameworks. Our approach to constructing new interfaces is to use one of the existing frameworks where possible, expanding it if necessary. If the required interface is entirely unique in nature, we develop a new base framework and use it to produce the required interface for maximum flexibility and reusability in the future.

Each TaxSys implementation includes a number of custom interfaces to various County agencies and other system vendors. We begin work on these interfaces as early as possible in the implementation process to maximize the time available for testing with the other agencies and vendors.

The specific nature of each interface depends on the County's business needs and preferences, together with any limitations imposed by the software with which the interface works. Some interfaces are operated via real-time APIs, some are via files pushed to remote servers at scheduled times, some are via manual file download and upload, and still others are via custom data entry screens directly into TaxSys, or direct links from TaxSys to and from other systems.

Integration Architecture / Communication Methods - Exports

There are a variety of ways that TaxSys exports information to third-party systems. The first, and most flexible, is through the customized export feature of the TaxSys reporting module. All data in TaxSys is available through this module. In addition to "traditional" reporting functions, it also provides a means of generating highly configurable data exports.

This diagram at the end of this section illustrates at a high level how the flow of data works when using the scheduling and exporting features of the TaxSys reporting tool to extract data for use in an external system or database. This approach can be used to create custom export file formats on custom schedules that can be modified on-demand by the County, or by Grant Street upon request from the County, with no programming required.

In addition to this robust, flexible tool, TaxSys also offers a variety of other interfaces for exporting data for specific purposes. We will describe three example interface frameworks here: Accounting System interfaces, Real-time Lookup API, and Bill Exports for Printing.

Accounting System Interfaces

TaxSys includes a robust, extensible framework that allows easy configuration of interfaces to various enterprise accounting systems. Currently, this framework is used for interfaces to fifteen different General Ledger systems.

These interfaces consist of a set of files in customized formats that can be exported from TaxSys to these accounting systems. The user interface in TaxSys allows users to choose when information will be

imported or exported, what will be included in the files, and whether files are exported automatically on a schedule or in a batch after user approval in TaxSys. Export files can be configured for specific dates or date ranges, physical work locations or specific batches of work.

Exports permit posting of cashiered transactions, adjustments for corrections and payment cancellations, and posting of distributions and refund checks all mapped to appropriate accounts in the general ledger system. Imports of files from the accounting system back to TaxSys are also supported for recording issued check numbers and check cancellation information. The accounting interface framework typically produces the following export files:

- ***Cashiered Transactions****:* Cashiering data for a day or date range can be exported to the accounting system in the required format and will produce itemized or net journal entries for all cashiered items mapped to appropriate general ledger account numbers. Cashiering data can also be exported for individual locations or tills as required.
- ***Cancels and Corrections:*** Data for all canceled payments and account corrections can be exported for a day or date range to the accounting system in the required format. The export will provide itemized or net journal entries for the accounting system and properly credit and debit appropriate general ledger accounts based on the County's configuration.
- ***Refunds:*** Approved refunds can be exported from TaxSys to the accounting system to process checks. Information for checks processed in the accounting system can then be imported to TaxSys to record actual check numbers and check printed dates for each refund.
- ***Distributions:*** Processed distributions can be exported from TaxSys to the accounting system to process funding agency checks, wires, or ACH payments. As with refunds, information for distribution checks processed in the accounting system can then also be imported to TaxSys to record actual check numbers for each distribution.

TaxSys uses an accounting interface configuration file to create detailed mappings of tenders and ledger items to the appropriate general ledger accounts. This allows components of payments such as tax due, fees, and penalties to be mapped directly to different general ledger account numbers based on the County's requirements or accounting procedures. The various tenders received, such as cash, credit cards, and advance deposits can also be mapped to different asset accounts in the general ledger. The accounting interface framework also supports multiple asset accounts in the accounting system and will debit and credit appropriate accounts based on configuration.

On the "Accounting Interface" page in TaxSys, designated users can view and manage all exported accounting files. The accounting configuration file that defines all mappings to general ledger accounts is also available from this tab. The configuration file can be modified and reloaded at any time to adjust for changes in accounting practices and does not require a software release. Typically, Grant Street would perform these modifications on behalf of the County as part of the TaxSys service.

Real-time Data Lookup

TaxSys supports real-time queries of various system data via real-time APIs. Examples include property tax bill data lookup (e.g., to support an IVR) and cashiering lookup (e.g., to support real-time decisioning for a high-speed processor or lockbox service). The majority of our clients use real-time lookup for their high-speed processors, which virtually eliminates duplicate payments. The processor sends a query to TaxSys at the moment it scans the bill to see if it is payable, and under what conditions (e.g., bill already paid or partially paid, custom flag blocking payments, balance amount change, must be paid in certified funds, etc.).

Bill Data Exports for Printing
TaxSys includes a means of exporting a bill print data file for the County's printer in a file layout mutually agreeable to Grant Street and the print/mail vendor. This data export allows the user to quickly export small test files of selected accounts for test print runs, as well as full data exports for mass bill mailings.

Integration Architecture / Communication Methods - Imports
TaxSys can receive information from other systems via the same channels described above. These imports have robust error handling and work queueing features for users to inspect the results of interface activity and address any errors.

For example, roll changes from the Assessor are accepted through an automated corrections file import, using either a previously established file format or one defined as part of the implementation project. It is also possible to receive corrections through a real-time interface if the Assessor's system supports it. A real-time interface with the Assessor system ensures that all enrollments from the Assessor are valid as soon as they are processed. In the case of a correction that cannot be processed successfully, the API call will return the error to the Assessor system. This ensures the Assessor staff are notified immediately of problem bills. This reduces the burden of error triage on the Property Tax Division, as it will be up to the Assessor to ensure that any corrections are received and processed through the interface successfully.

If using the file import, Grant Street will set up a daily import job to receive the file and process each of the changes. When corrections are processed this way, TaxSys maintains a history of each file loaded, the contents of each line within that file, and the before and after values for each correction.

As TaxSys loads and processes these corrections, County staff can review each of the changes applied in two different ways. First, the contents of each file are presented in a file uploads report, where the exact attempted update is displayed. Secondly, we have a corrections report that shows the change to each affected value and each updated bill amount.

Each of the files is processed automatically and if there are any errors or issues applying the corrections in the file, they will go to an error handling queue, where Property Tax and Assessor staff can review them. This error handling queue has its own business process and how each error is resolved generally depends on the type of error that occurred.

Custom Interface Development
We expect that the scope of the County's interface requirements will require us to implement many additional interfaces beyond those that we expect for a typical implementation. Our approach to constructing new interfaces is to use one of the existing frameworks where possible, expanding it if necessary. If the required interface is entirely unique in nature, we develop a new base framework and use it to produce the required interface for maximum flexibility and reusability in the future. For example, we expect to use our existing high-speed cashiering transaction import interface framework to develop the custom interface to RPRS, whereas the FAA Liens interface will most likely be entirely new development, as we are building support for FAA Liens into TaxSys as part of your implementation. We begin work on these interfaces as early as possible in the implementation process, to maximize the time available for testing with the other agencies and vendors.

The specific nature of each interface depends on the County's business needs and preferences, together with any limitations imposed by the software with which the interface works. Some interfaces are

operated via real-time APIs, some are via files pushed to remote servers at scheduled times, some are via manual file download and upload, and still, others are via custom data entry screens directly into TaxSys or direct links from TaxSys to and from other systems.

Images and Supplemental Materials

Data Extraction

8. **Data Management**

Instructions: Refer to Attachment 9 of the SOW, Exhibit 42, Non-Functional Overview and Appendix B, Exhibit 15, Non-Functional Requirements Response Template while preparing this answer. Describe the Proposed eTAX System's ability to manage data, including items such as:

- **Ability to archive data and access that data.**
- **Approach to data back-up and restore.**
- **Management of historical data which (will not be converted).**
- **Any applicable data management standards. Page limit: One page.**

Database Design

TaxSys stores all data – tax rolls, corrections, payments, and distributions as well as users, roles, permissions, and other administrative data – in a relational SQL database. The schema is normalized and optimized for processing transactions, with an additional real-time database used for high-performance reporting.

In general, the data schema uses relational tables for business entities such as parcels, bills, payments, cashiering tills, and so forth. Additional tables define relationships between entities: for example, that payment X was applied to bill Y for parcel Z. We follow best practices for relational databases, such as using referential integrity constraints (i.e., "foreign keys"), uniqueness constraints, null-value restrictions, and more, to ensure that the data accurately reflects business activity. In the earlier example, this means that the existence of a data record in the result set means that payment X was indeed applied to bill Y, that bill Y really was for parcel Z, that parcel Z really exists in the certified tax roll, and so on.

Data Integrity - Validation and Maintenance

Data integrity is validated in a number of ways, including an array of automated checks that run continuously to detect invalid data scenarios. In addition, we follow best practices for relational databases, such as using referential integrity constraints (i.e., "foreign keys"), uniqueness constraints, null-value restrictions, and more., to ensure that the data accurately reflects business activity. We validate data integrity of database backups with routine "restore" tests to verify that the backups perform correctly.

Data Integrity - Security

Data is not only encrypted in transport, but sensitive data is also encrypted in the database fields themselves. Additionally, the hard drives of the database servers have encryption at rest enabled. This ensures that any failure of the system does not affect the integrity of the data itself. Additional measures include:

1. Backups: local and off-site
2. Routine restore testing, which includes data integrity and consistency checks, to ensure the backup process is functioning correctly, accurately mirroring production data.
3. Firewalls are set to default deny with limited access to the databases
4. Multiple copies of the database on separate physical hardware

Data Retention and Purging

We will work with the County to establish how many years of historical data will be loaded into TaxSys. From that point on, all historical data and all data generated by TaxSys can and will be retained by TaxSys. Data not converted to TaxSys will be retained on County-owned and maintained systems. While certain categories of data can be purged today (e.g., user notes or attachments), TaxSys does not currently support mass data purges across all areas of the system. We are planning to roll out phased data retention policies over the next several years.

9. Application Usability

Instructions: Refer to Attachment 9 of the SOW, Exhibit 42, Non-Functional Overview and Appendix B, Exhibit 15, Non-Functional Requirements Response Template while preparing this answer. Describe the design approach and the characteristics of the user interface for the Proposed eTAX System including the user experience across multiple channels (e.g., browser and mobile) and support multiple user types. Discuss the user interface design and how users navigate to perform different functions and between functions. Include discussions of key functionality, such as Geographic Information Systems (GIS), which will enhance the user experience. Page limit: Three pages.

Consistent User Experience Across TaxSys

TaxSys maintains a consistent look and feel across all modules of the application. This makes it easy for users of one part of the system to learn to use others. For example, a search function appears on most TaxSys pages. It is always in the same place and functions in the same way, so a user who is already familiar with doing searches in one module will already know how to do them in another module.

The total integration between TaxSys modules means that navigation across different tax types and cashiering information is as simple as clicking links. For example, after posting a payment, the cashier can return to the account information screen by clicking the account link provided on the cashiering receipt. Once there, a link back to the cashiering receipt appears.

Mobile Users of Internal Site

The TaxSys internal site for County users does not have a dedicated mobile application. Rather, users access TaxSys from the web browser of whatever device they are using. Specific pages of TaxSys that are frequented by users of alternative devices, such as tablets, are optimized for ease of use on these smaller devices. For example, Enforcement module pages used by field agents in collection activities.

Design Philosophy

Grant Street offers TaxSys as a hosted, web-based SaaS solution. TaxSys is usable by anyone familiar with basic web browser functions. For example, navigation is done by clicking links, as in any website.

Functions in TaxSys are labeled in a straightforward way. Each link does what it says. There are no special codes or key combinations to memorize, even for rarely used functions. Additionally, functions are only available when they can actually be performed, according to business rules and role-based access control. This minimizes user error and confusion.

For example, the “Post a payment” link only appears if the bill being viewed is unpaid, AND the user has permission to post payments on that type of account.

There are many ways to perform common actions in TaxSys that fit seamlessly into the workflows of different users. For example, cashiering a payment can be done by: 1) Clicking a “Post a payment” link on an account page , 2) Hand-keying a bill number into a cashiering page, or 3) Scanning a scanline or barcode on a bill.

Methods and Tools

We use a variety of methods and tools to ensure that we create a positive user experience for new public-facing sites or features, and continually improve existing sites.

Design and Prototyping for New Features or Sites

Early prototypes of new features or sites are evaluated in a number of ways to optimize the design.

We use a robust user research platform to evaluate prototype sites. This platform allows us to assign tasks to a user (e.g., "Pay your 2023 tax bill" or "Sign up for a payment plan"). The user themselves and their screen are recorded, so we can observe user interaction and how they interface with the site. At the end of the test, they answer usability questions that are individually analyzed in aggregate to improve usability. Frequently, we will combine this user research with A/B testing, which means we give different groups of test users slightly different interfaces to see which option performs better.

We use a similar platform for design feedback before even building prototype sites. We can show users a mocked-up image of a page, and ask them, "where would you click to sign up for a payment plan?"

We also use these tools when adding new features to the internal TaxSys site for County users, albeit to a smaller extent. See the example at the end of this section regarding Address Standardization.

Testing Existing Sites

Functional and regression testing is performed continuously, particularly prior to major software releases. We use a combination of a scriptable front-end testing tool and manual tests to ensure sites are working correctly. We use the CrossBrowserTesting tool to validate that the user experience is consistent across browsers. All of our public-facing websites are fully tested for compliance with accessibility standards twice annually. This is in addition to accessibility testing included in the development of any new feature.

Continuous Improvement of Existing Sites

We collect and monitor statistics about user behavior on live sites. We use this data primarily in two ways:

1. We set specific thresholds for particular activities wherein alerts are triggered for system activity outside that range. For example, if the number of successful bill payments per hour suddenly drops, we are immediately alerted and can investigate on the spot to see if this indicated a real problem or was merely a coincidental anomaly.
2. We analyze how users interact with the site, at a point in time and as the numbers vary over time. We use this information to optimize the user experience. For example, we can tell how long users spend on a particular area of the page, where they abandoned a form they were filling out, how far they scrolled down, etc. We use this information to make improvements like eliminating excess fields that users are not interacting with, changing the style or placement of a link that users struggle to find, or rearranging a page to more closely align with user expectations of where particular features or information will be.

At times, we present users with feedback forms, and use this data to improve their experience. This feedback helps us assess which potential new features will be helpful to the most users.

We also perform A/B tests in production where we present half of users with one version, half with another, then compare data across the board to see which version had higher success rates (more checkouts, more logins, fewer people leaving the page, etc.).

UI/UX Personalization

- ***Actions:*** TaxSys personalizes user actions - no one is shown actions that they don't have permission to perform or that are invalid for the business case. Users with fewer role permissions (e.g., entry-level staff members) have a simpler UI than advanced users, because fewer options appear on the screen.
- ***Object Locations:*** TaxSys does not offer a way to personalize location of tables, links, or buttons. Doing so would make it difficult for County users to interact with each other and support staff, since the same page could be arranged differently for everyone. For example, if a user is having trouble finding information on a page, it's much easier for their colleague to say "it's on the right, just underneath the ledger," versus "it's in the table labeled X, I have that on the right under the ledger, where is it on your page?" This also makes it easier to tell if a link or button is absent because a user does not have permission for that action (as opposed to them being unable to find it).
- ***Colors:*** County users can set their color theme according to their personal preference and save a selection of color themes for easy selection in the future.
- ***Text Size:*** Users set their preferred text size using web browser zoom.
- ***User Preferences:*** TaxSys users can select from a variety of configurable preferences. For example, the user can specify a "home page" within TaxSys that they will be taken directly to after logging in, and whether they want certain tables expanded or collapsed by default.

System Events

System errors or unexpected delays will display an error message to the user, e.g.:, "There was a temporary delay processing your request." In all such instances, TaxSys notifies the Grant Street system support team of the error, to monitor and address the issue. For example, a single transient "temporary delay" would not be concerning, but if we observe several of these from a single office in a short period of time, we will begin troubleshooting system or network issues.

Our application database logs all TaxSys activity, including response time reports on user activity. This allows us to historically analyze average and maximum response times and identify any processes in need of optimization. Our developers use browser plugins to analyze performance from a user's perspective, which enables them to quickly identify any slow loading page components. Browser rendering time is also logged, which allows Grant Street to measure end-user experience. For example, if a user has a PC which has an overloaded CPU, resulting in a slow page rendering, we will be able to detect this issue and make recommendations to improve the user's experience.

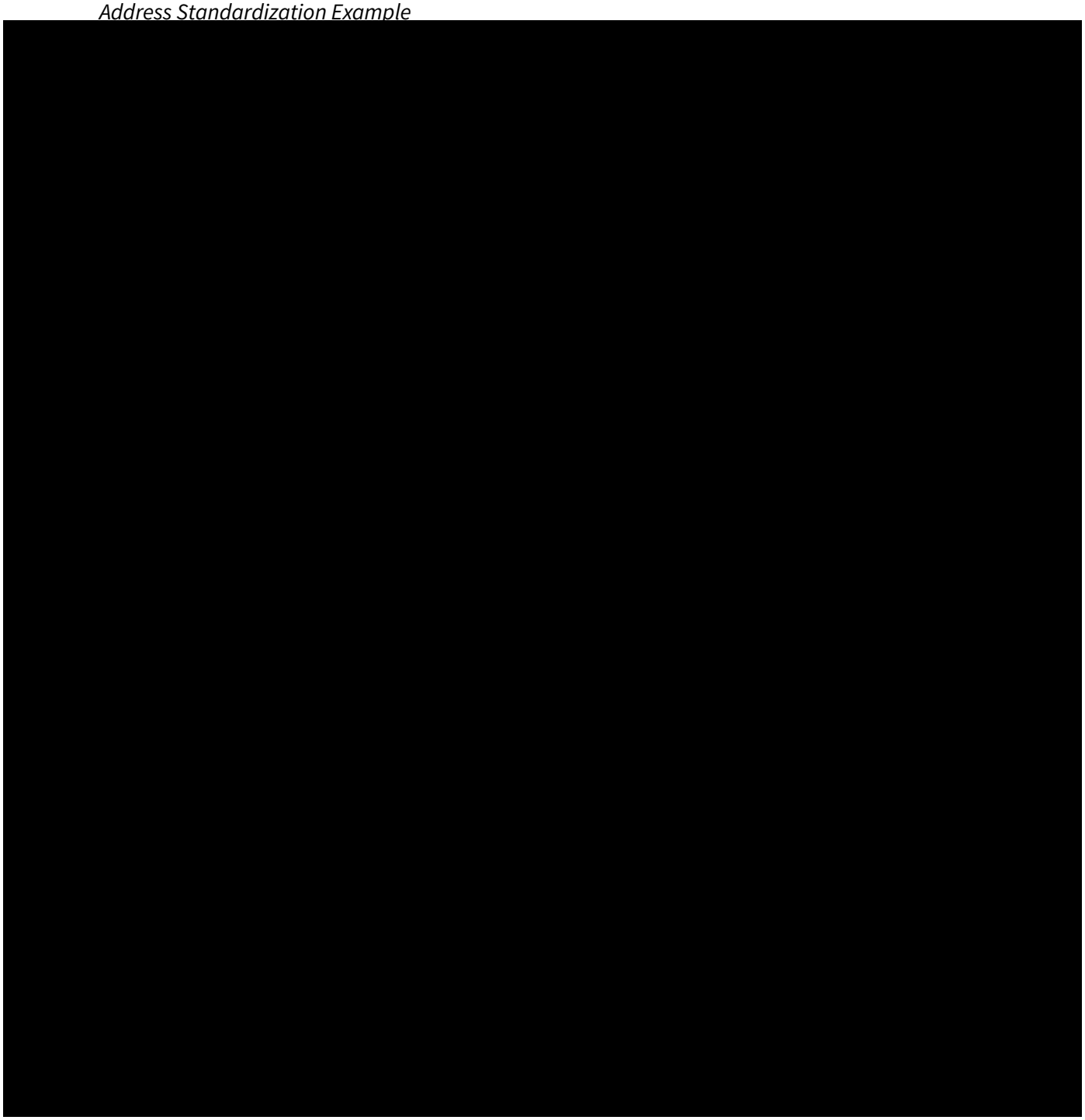
When on-screen data has been entered but not yet saved, the user typically clicks a "Save" or "Confirm" button (or uses the Enter key) to save the entered information. After they do this, they receive a confirmation or "success" message on their screen confirming that the operation has completed.

Records in TaxSys are not locked from simultaneous access by multiple users. In most scenarios, there is no conflict between simultaneous operations, and therefore users simply proceed. For example, if one user is adding a user note to a bill, another user can print a document for that bill with no conflict resolution needed.

Most actions can simply be done in sequence, and TaxSys will execute each in the order it was received, with no impact to the user's workflow. In cases where actions cannot be repeated or done in sequence, TaxSys will present an error message to the user who was second to act, informing them that their action was no longer valid. For example, if two users add the same bill to their shopping cart, and then try to check out, the first checkout will succeed. The second user will NOT actually check out, and will receive an error message informing them that the bill in their cart is no longer payable.

Images and Supplemental Materials

Address Standardization Example



10. Mobility – Remote Computing

Instructions: Refer to Attachment 9 of the SOW, Exhibit 42, Non-Functional Overview and Appendix B, Exhibit 15, Non-Functional Requirements Response Template while preparing this answer. Describe how the Proposed eTAX System will support secure mobile/remote computing. Your response should include an overview of the underlying technology and a discussion on the challenges faced on similar projects and how the proposed eTAX System addresses those challenges. Page limit: Two pages.

As a fully web-based hosted solution, TaxSys can be used in the same way from anywhere with an internet connection. Our clients regularly use this ability to staff overflow payment acceptance stations during busy periods, continue work during natural disasters, perform collection activities in the field, and in many other ways.

The TaxSys internal site for County users does not have a dedicated mobile application. Rather, users use TaxSys from the web browser of whatever device they are using. Specific pages of TaxSys that are frequented by users of alternative devices, such as tablets, are optimized for ease of use on these smaller devices. For example, Enforcement module pages used by field agents in collection activities.

We will also work with the County to optimize key workflows for mobile use as needed. For instance, one of our clients found that their enforcement staff were struggling to use TaxSys effectively on mobile devices in the field. We did a “ride along” with the collection agents in the field to learn more about how we could best optimize their experience, focusing on those areas of the application that (a) they needed to use often and (b) were not already working well on the mobile device. This allowed us to do targeted development to improve their user experience quickly, rather than a more expansive and time-consuming site-wide project.

11. Reporting and Analytics (Data Access and Analytics)

Instructions: Refer to Attachment 9 of the SOW, Exhibit 42, Non-Functional Overview and Appendix B, Exhibit 15, Non-Functional Requirements Response Template while preparing this answer. Describe the approach and technology with the Proposed eTAX System to access the data collected by the eTAX System. Include an overview of proposed tools (e.g., reporting, analytics, business intelligence, dashboards) and how they will support different user type's needs. Page limit: Four pages.

TaxSys Reporting

TaxSys provides an extremely flexible, powerful interface for generating customized reports across all areas of the system. County users will be able to build any needed report, choosing their own customized selection criteria and presentation options. These reports can be used for a wide range of purposes, from low-level data extraction to high-level statistical reports to workflow management.

All data in TaxSys – from any time period – is available via our reporting tool, so users only have to go to one place and learn one tool to report on current data, historical data, or run year-over-year comparisons.

The reporting functions in the same way across all modules, but the specific reports that can be generated depend on the module in use. Reports in the Cashiering and Administration modules can be used to report on cashiering and administration data pertaining to all functional areas.

A reports tab within each module includes this powerful, flexible, and robust reporting tool. Please see the *TaxSys Reporting Tool (1)* reference image at the end of this section.

As part of the conversion process, Grant Street will assist the County in setting up regularly-run standard reports and will provide appropriate training for creating and executing reports at all levels within the organization. The Reports page in each module includes:

- A list of previously-saved and shared reports for the user to run;
- Features for managing and using those existing reports;
- A tool for building new reports from scratch; and
- Features for exporting reports on-the-spot or on a scheduled basis in the future

Building New Reports

Users build reports by adding or removing fields from sets of all available data fields for that area. Each module has several "views" (anywhere from five to 20) to construct reports. For example, in the Property Tax module, an "Assessments Search" view provides access to all data fields that pertain to Assessments, and will generate one row in the results for each account that meets the report criteria.

Each view includes dozens – often hundreds – of data fields. To start building a report, the user selects from these data fields. Please see the *Property Tax Module Report Views (2)* and *Choosing Columns for a Report (3)* images at the end of this section for reference.

Once the user selects all the desired fields, they can enter criteria in any data field to filter their report results.

Search Capabilities and Advanced Features

In addition to basic searches on data fields, TaxSys reports include drop-down menus where appropriate. For instance, to search for an Unsecured account, the user selects “Unsecured” from a drop down menu, rather than having to key in a code, which would be prone to errors. Searches on date fields can be done using traditional date input formats such as “MM/DD/YYYY”, or with intelligent, time-sensitive keywords such as “last month” or “yesterday”. Searches on text fields, such as name or address, use intelligent partial matching with wildcard options.

Any report can be run at any level of detail, from one row on the report per data record to high-level aggregate summaries showing only grand totals. These grouping options are chosen by the user, using a drop-down menu.

For example, a report of refunds from negative supplementals could be run in “Data and Totals” mode and show every individual refund, or in “Totals Only” mode to show only the total for secured and unsecured negative supplementals. The user can choose any number of grouping and sorting options from among the columns in the report.

Please see images *Data and Totals Mode Refund Report (4)* and *Totals Only Mode Refund Report (5)* at the end of this section for reference.

Advanced Criteria Features

In addition to these basic features, TaxSys reporting includes many advanced features for criteria entry and grouping for power users. These features include the ability to enter many criteria options in one data field at once, perform math operations (such as adding and subtracting data elements from each other) directly in reports, enter detailed logical functions for criteria, and upload lists of criteria from data files produced by the user or by other applications. Advanced options can be used to make reports presentation-ready by allowing users to rename fields or to include fields in the report with criteria (while excluding those fields from exports).

Saving and Sharing Reports

After building a report, the report creator can share it with other users, who can run it at the click of a button. The report builder selects the user roles that should be able to see the report and a name for the report. The report then appears in the “Shared Reports” list for all of those users, who can view it by selecting it when they go to the reports page – no need to re-enter the report criteria each time.

All report building and sharing is controlled by role-based access control. County administrators have full control over which users can see which data, and if and how they can share their reports with other users.

Saved reports that the user has access to appear in the Reports list on the left of the page. Since this list can be overwhelmingly long, we also provide a mechanism to filter the list of reports by name, so users can quickly find the reports they seek. For example, a user looking for a specific report related to refunds will have a much easier time scanning the filtered list on the right versus the full list on the left in the reference image *Reports List / Filtered Reports List (6).*

Downloading Reports for Archiving or Presentation

Reports can be viewed on-screen, or downloaded in a variety of formats suitable for data archiving, importing into other applications, or presenting to high-level management or external agencies.

We provide three download formats: CSV (text), Microsoft Excel, and PDF. Each download format has a range of user-specifiable options to customize the download for the specific need at the time.

For example, when downloading a PDF, the user may specify whether or not they wish to include a cover page (with a custom header and logo), the page orientation and paper size, row shading, and where they would like page breaks to appear in a report, as shown in reference image *Formatting and Downloading a PDF Report (7).*

This generates a PDF in a form suitable for presentation, with logos, headers, and report criteria included, as shown in *PDF Report (8)*.

Scheduled Report Subscriptions

TaxSys can email reports to a user's inbox or deliver to a designated FTP site, on a regular schedule established by the user. Users with appropriate permissions can also subscribe other users (for example, their subordinates) to scheduled report deliveries.

Users can choose how often to receive reports, what time of day they would like to run a report, and the report format (Text, Excel, PDF), as shown in reference image *Editing Report Subscriptions (9).*

In addition to general viewing and monitoring of data, report subscriptions serve a wide array of other purposes. For example, using the "external emails" or FTP features, TaxSys can automatically deliver reports of apportioned funds to each agency receiving money in that apportionment, the day after completing the apportionment (or on any schedule of your choice).

Text/CSV exports of reports to FTP sites can even provide a form of custom interface. If you have a system that needs to receive regular inputs of data from TaxSys in "batch file" form, you can build this file using the report creation tool, and have it delivered to an FTP site for the other system to pick up on a recurring basis.

Bulk Actions from Reports

In addition to simply viewing and exporting report data in a variety of ways, TaxSys reports can also be used to perform certain functions in bulk on all (or a selected subset) of results from the report. The list of functions available depends on the report being run. In the example shown in reference image *Report Bulk Actions (10)*, you can choose to add or remove flags, add a note, create an AAB case, or print a bill for each item in the report.

Bulk actions are especially powerful when combined with the Subscription feature of reports. For example, you could set up a subscription to run each night for the "Print bills" bulk action for all accounts on a report of accounts corrected that day, and arrive each morning to a stack of corrected bills already printed and ready for mailing.

This is just a general overview and a few examples of what TaxSys reports can do – there are an infinite array of other ways to use this powerful tool.

Business Intelligence - VisionPro™

VisionPro is a full service data analytics and visualization tool that the County can use to harness the power of data to make fact-based, data driven decisions. It has the ability to access all TaxSys data, including property tax, cashiering, transient occupancy tax, and more. VisionPro can also join data from additional sources including queuing systems, accounting systems, or timecard systems to give a full picture of the County's offices and additional context about the end-to-end customer experience.

We will offer visibility of the performance of the application in the form of performance dashboards embedded in TaxSys. We also offer a "health of the platform" status, accessible via a web page and an API, through [redacted].

VisionPro can be accessed directly within TaxSys, from a mobile phone or tablet, or displayed on TVs in the County's offices, as shown in *VisionPro Displayed on a Variety of Devices (11).*

Data Analytics

VisionPro gives clients a deep understanding of their offices and constituents using reliable and easy to interpret metrics. We take care of setup and configuration including full service installation, data automation and mapping, and training. With VisionPro, the County will have access to a full community of data analytics:

- Business processes optimization/performance measurements
- Statistical, trend, and forecasting analysis
- Quality of customer experience
- Each client benefits from dashboards requested by and built for other clients
- Sharing best practices with colleagues

During the implementation, we will work with the County to set up dashboards and reports specifically focused on your KPIs, so they can easily be monitored and evaluated.

Example VisionPro dashboards are shown at the end of this section in the collection of images labeled V*isionPro Dashboards (12),* as is a table of *Competitive Advantages of VisionPro (13).*

Business Intelligence Architecture

- [redacted] Online Transactional Processing (OLTP) database is TaxSys' primary system of record.
- [redacted] Online Analytical Processing (OLAP) data warehouse is at the core of TaxSys' system of analysis

[redacted] is the ultra-high-performance, scalable, in-memory analytics database driving TaxSys' reporting and business intelligence (BI) capabilities. [redacted]

SQL-view-based data marts expose transformed OLAP data in real time to TaxSys' embedded reporting/BI functionality. This provides users with analytics based on data that is usually less than 60 seconds old.

The [redacted] data warehouse consists of multiple active-active clusters in geo-distanced data centers. The clustering technology maximizes scalability while the multiple distributed clusters maximize availability and minimize latency by allowing clients to access the nearest data center.

Please see the *Business Intelligence Architecture (14)* image at the end of this section for a visual representation of the architecture.

Images and Supplemental Materials

TaxSys Reporting Tool (1)

1. Standard Reports List
2. Report Sorting/Grouping Options
3. Report Export Options

Property Tax Module Report Views (2)

Choosing Columns for a Report (3)

Data and Totals Mode Refund Report (4)

Totals Only Mode Refund Report (5)

[redacted]

Reports List

[redacted]

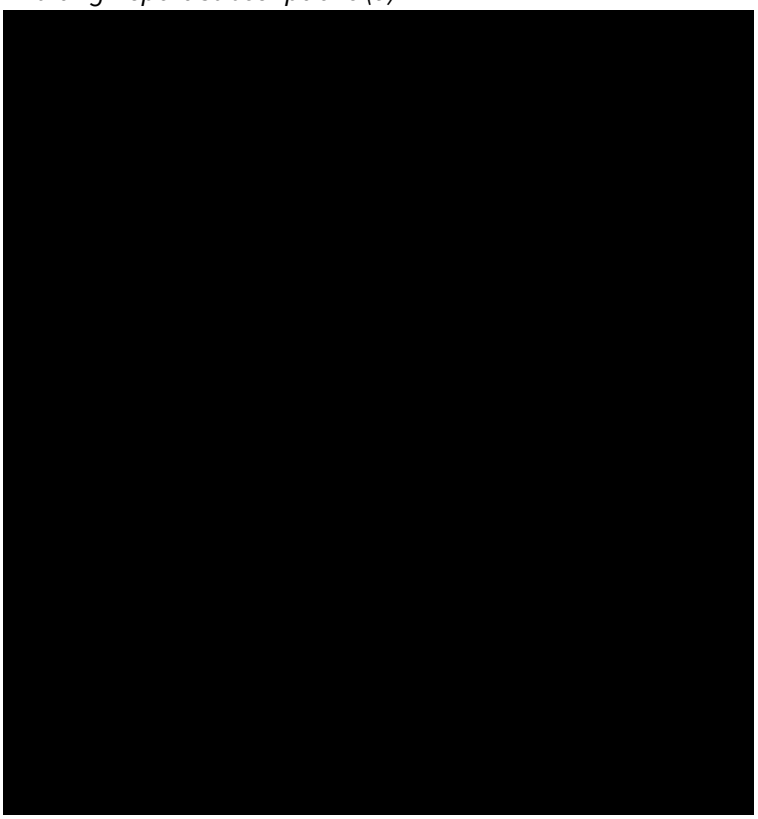
Filtered Reports List (6)

[redacted]

Formatting and Downloading a PDF Report (7)

PDF Report (8)

Editing Report Subscriptions (9)



Report Bulk Actions (10)

VisionPro Displayed on a Variety of Devices (11)

VisionPro Dashboards (12)

Employee Scatterplot - Service Time vs. Customers Served Per Employee

Service Times By Employee

Payment Tracking - Count of Secured Bills Paid

Roll Collection Statistics

Overview of Recent Roll Value Changes

Roll Loading: Account Change Tracking

Property Tax Payments by Payment Channel and Situs City

Real-Time Collection Tracking

Wait Tolerance Statistical Analysis for Phone Calls

Real-Time Phone Call Tracking

Performance: Percentage of Batches that Balance by Employee

Competitive Advantages of VisionPro (13)

Quick Real-Time Decision Making	*Data can help the County make real-time staffing decisions. For example, VisionPro includes a real-time service time information dashboard that gives the County the ability to anticipate possible customer backups and reallocate staff as needed.*
Long Term Planning for Scheduling and Training	*VisionPro can help the County determine how many people need to staff each office and on what days, or how many people need to be trained on a certain transaction type. It can help determine where the next office location should be opened.*
Interactive Data Exploration	*Provides a deeper understanding of the County's properties/parcels with information such as the distribution of PACE assessments in the county, delinquent parcel details, or the distribution of payment methods for each individual zip code.*
Tracking Strategic Objectives	*The County can track goals and objectives, e.g., serve 95% of customers in less than 15 minutes.*
Employee Growth and Development	*Objectively analyze employee performance by reviewing service time, accuracy, and customer feedback. Set goals or targets for each role and track progress against those targets. Understand employee strengths and weaknesses by drilling down to the highest level of detail to understand their performance on each type of customer interaction (transaction type, item type, tender type, etc.).*
Replacing Tedious Reporting Procedures	*Some reports are difficult to compile, requiring input from multiple data sources, across multiple different modules. VisionPro allows for one-time set up of complex reports that are automatically populated for viewing and analysis.*
Conveying Value to the Public	*Visualizations can be a great way to help the general public understand the value that the County's offices provide. VisionPro charts and graphs on the County's public website can allow taxpayers to see where their tax dollars are going and the percentage of the tax roll collected. This increased transparency with government data builds trust and keeps constituents informed.*

Business Intelligence Architecture (14)

12. Workflow Management

Instructions: Refer to Attachment 9 of the SOW, Exhibit 42, Non-Functional Overview and Appendix B, Exhibit 15, Non-Functional Requirements Response Template while preparing this answer. Describe the Proposed eTAX System's workflow and business process management capabilities. Describe the approach to implementing modifications to business processes and the available reports/analytics, process monitoring and process modeling. Page limit: Two pages.

Business Rule Setup and Validation

Business rule setup and validation is a key element of a TaxSys implementation. The core component of the implementation is "business processes." Each business process comprises the business needs, workflows, calculations, and business rules applicable to that process, together with the tools and documentation needed for users to execute that process. Business rules are incorporated into the very first stages of business process development and are refined on an ongoing basis.

Since TaxSys is a system specifically for the billing, collection, apportionment, distribution, and management of property taxes in California (instead of a more generic, general-purpose application), business rules essential to these functions are part of TaxSys itself. The key business objects of California property tax are basic elements of TaxSys. For example, there is no unique or specially-configured business rule needed to enforce that all bills in a redemption must be paid together – this is simply part of TaxSys (and can be verified any time by a variety of means, including automated reports).

Specific elements of business rules that may vary from county to county are controlled by TaxSys configurations. For example, which types of bills must be paid only with certified funds is controlled via a configuration matrix in the TaxSys Cashiering module.

Workflow Functionality

TaxSys implements the most critical business workflows out of the box. Workflows most essential to California functions are part of TaxSys itself. Unlike a generalized workflow system that requires extensive setup and maintenance to reflect the basic rules of the business, TaxSys already has these essential workflow elements built in, with specific properties of those workflows controlled by configurations.

For example, since TaxSys incorporates the fundamental business rules of apportionment, it is impossible to complete a step without completing all of its prerequisites, with no special configuration necessary. It is not possible to distribute current year secured payments by current year AB8 factors until the current year AB8 factors have been calculated and set, and each step in this process can be security restricted to different groups of users within the office.

This event-driven design is used throughout TaxSys across all business processes. Together, with the role permissions system, this means that at any given time, users can only perform operations that: 1) are valid according to the workflow and business rules of the business process they are performing and 2) they have permission to perform

In many cases, some steps of an out-of-the-box workflow require client-specific inputs. In these cases, TaxSys configurations and the role permissions system are used to add these custom elements.

Every workflow step in TaxSys is an atomic operation – meaning it's not possible to only partially complete it. The workflow step either is or is not complete, leaving no ambiguity in the workflow status of an item or any opportunity for items to "slip through the cracks" by entering an invalid workflow state. For example, in the Cashiering Reversal Workflow example that follows at the end of this section, the reversal is not performed until the user answers all the questions in the sequence and confirms. If they log out of TaxSys

or their computer crashes before they finish the task, no reversal is performed and this item will still appear on the list of "to be completed" reversals.

Specialized Workflows

Certain workflows require more customized flows and/or more granular permissions (e.g., per-user) than described previously. For these workflows, TaxSys incorporates a back-end workflow engine with a custom front-end to accommodate the complexity. We are currently building Penalty Waiver Request and Refunds workflows using these tools for an existing client and will be expanding this functionality to cover additional workflows for more clients over the next year.

This functionality will include workflow delegation per-user for the applicable workflows. This will allow managers or supervisors to assign tasks (e.g., a group of refunds to research) to a variety of individuals who each have the same permissions, or for users to assign themselves tasks via a "next item in the queue" mechanism. Refer to the *Workflow - Get Next Item* image below. Once individuals have been assigned work, they can see the status of all of their assigned tasks, across any workflow, on their "Workflows" page (see *One Individual's Workflow Page* below).

Manager and supervisor users have an overview of every workflow, on a per-workflow basis from the *Manager View*, or a view of a particular user's workload from *Manager View - Assigned to a Specific User* (see reference images). For both workflow-engine driven and built-in workflows, tasks are prioritized how the County requires. The most common ordering is "aging" (oldest first) but workflow queue items can be sorted in any order.

Workflow Monitoring and Analytics

The robust reporting and analytics features of TaxSys (see *Question 11*) facilitate monitoring processes and analyzing the results of process optimizations. For example, the *Workload by Individual* chart that follows shows the workloads for each user across all workflows. This could be further refined by workflow type, user role, or other criteria to find bottlenecks and opportunities for optimization. Dashboards like this can be enhanced to emphasize performance against the County's KPIs for each functional area.

Workflow Updates

Some updates to workflows can be completed via changing configurations in TaxSys, while others will require minor development work (e.g., to add a new component to a custom front-end to accommodate a new workflow step). In either case, the process for updating and validating the workflow is the same:

1. County determines business need for workflow change.
2. County and Grant Street establish how that change will be executed. Desired business outcome and functional approach to achieving it are documented in a shared space, to make the history of *how* the eventual change came about easily searchable in the future.
3. The change is performed in a non-production environment.
4. County and Grant Street test the change in the non-production environment. If additional changes are needed, return to step 3.
5. When non-production testing is completed to County and Grant Street satisfaction, the change is performed in production.
6. After production verification, the workflow change process is complete.

This change management process applies not only to workflows but to all other changes to the TaxSys application and business process components.

Images and Supplemental Materials

Example: Cashiering Reversal Workflow

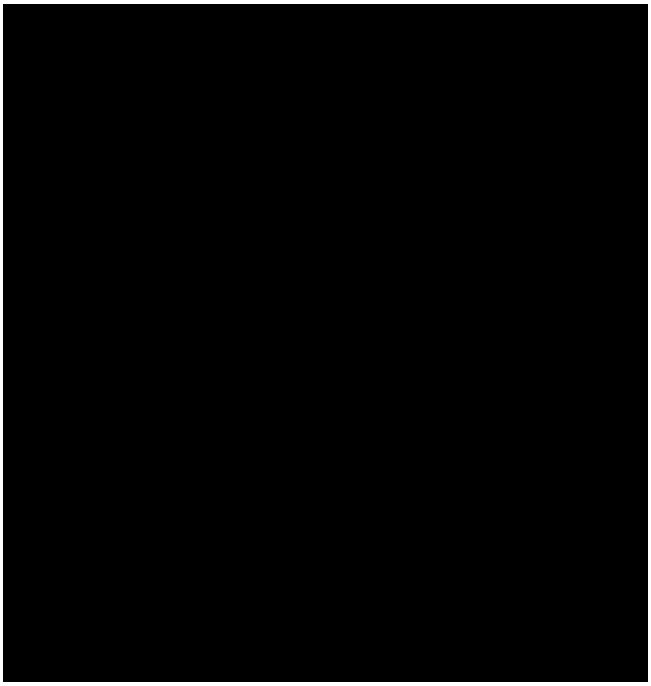
There are many types of cashiering reversals, and which ones are valid to perform depend on a variety of factors: how long ago the transaction took place, what payment method was used, whether the funds were invalid or just applied to the incorrect bill, etc. In this workflow, the user will only be presented with options that (a) are valid to perform in this specific scenario and (b) that user has permission to execute.

The user initiates the workflow with the “Start a Reversal” link.

This will show the user a screen listing the valid type of reversal that can be performed in this particular scenario: a payment made via check in a closed batch. (The options would be different in other scenarios.)

Here, the user has selected “Cancel Payment”. Once they click “Continue”, they are presented with the next screen in the workflow, where they can enter a note and select a reason for the invalidation. Whether or not the note is required, the list of reasons, and the fees associated with each reason, are all controlled by configuration options in TaxSys.

After the user has provided a note and a cancellation reason, they are presented with a “review and confirm” screen.



At any point, the user can click the “Back” button to return to an earlier step in the workflow. The reversal is completed only when they click “Submit.”

End of Cashiering Reversal Workflow

Workflow - Get Next Item

One Individual's Workflow Page

Manager View

Manager View - Assigned to a Specific User

Workload by Individual

13. Web Portal

Instructions: Refer to Attachment 9 of the SOW, Exhibit 42, Non-Functional Overview and Appendix B, Exhibit 15, Non-Functional Requirements Response Template while preparing this answer. Describe how the Proposed eTAX System will provide self-service functionality to the constituents of the County. Include both an overview of the back-end functionality and whether this could be extended to support other system's web access needs. Including the challenges faced on similar projects and how the proposed eTAX System addressed and resolved those challenges. Page limit: Two pages.

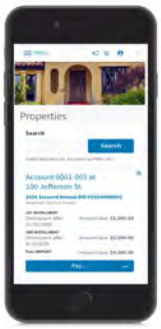
External users (e.g., taxpayers) access TaxSys in the same way as an internal user – through a web browser. The taxpayer public portal is much simpler than the internal site, but under the hood it is still TaxSys, not a separate application. This means that there is no "integration" between the public portal and internal TaxSys – the web is simply how internal users and taxpayers access TaxSys.

Public Portal Design Philosophy

We take great care with the design of our public-facing websites to ensure customers always have the best possible experience. We believe that serving our clients' constituents with a great product is an essential element of providing great service to our clients. Our design philosophy centers on six key principles:

1. **Speed**
   - Customers should never have to wait for pages to load to complete their tasks.
   - Faster site load times prevent customers from abandoning the site.
2. **Visual Appeal**
   - Customers judge the trustworthiness of a site based on its appearance – such judgment takes less than a tenth of a second.
   - Particularly for government entities, a professional appearance is essential to providing the online experience expected by their customers.
   - Overall attractiveness is also important. Customers expect a clean, modern appearance.
3. **Clarity and Readability**
   - Users should easily discern what to do next – each step should have a clear "call to action".
   - Text displayed should be highly readable. This includes clear fonts with high contrast, but also sets a standard for the text content itself – text should be present only when needed to communicate to the user, to maximize the chance they will read it. The user should never wonder what the text is trying to tell them.
4. **Low Friction**
   - Friction originates from extra text to read, extra steps in a process, extra clicks, or anything else that makes the site more effort for the user than it needs to be.
   - We keep friction low by:
     - Minimizing the number of steps in every process
     - Guiding the user on what to do next, without making them think about it
     - Minimizing text and presenting it in easy-to-comprehend portions
     - Offering only the options customers need, and making it clear how to accomplish their intended task

5. Mobile-First Design



- More people use the internet on their mobile devices than on desktop computers.
- Mobile design is part of the original design process, not an afterthought for our public-facing websites.
- We provide responsive public-facing websites, which means the site does not look the same on each platform. Instead, it is optimized to make things easier for the user depending on what type of device they are using (e.g., mobile phone, or tablet).

6. Continuous Improvement

- We add features to the public portal to facilitate tasks that our clients would like their constituents to be able to complete online.
- We continually gather information about how customers use the public portal so we can improve their experience. The tools we use to gather, analyze and act on this information are described below.

The public portal allows government agencies to offer a robust, modern online experience for their customers. Through the public portal, customers can interact with their government agencies online, without having to set foot in an office. Customers can complete tasks like:

- Fill out and submit forms and applications
- Upload documents
- Pay taxes, fees, and bills online or via text message
- Sign up for electronic billing
- Pay using standard or alternative payment methods (credit/debit cards, ACH payments, PayPal)

Customers can create a login to access personalized features, such as saving accounts and payment methods to their user profile. However, logging in is not required to view and pay bills. County users can see and analyze public portal activity using TaxSys reports, just like all other TaxSys activity.

The County has complete control over which system data, from any module, is accessible via the public portal. We customize the banner graphics, colors, and header/footer links for each client. The public portal operates completely in real time; the internal site instantaneously reflects payments made on the public portal, and vice versa.

We do not anticipate expanding the TaxSys public portal to accommodate other systems' web access needs, but would like to discuss this request. We do anticipate some shared functionality across the TaxSys public portal and other web systems you have in place; for example, if your users already have the ability to log in, we can leverage those logins on the TaxSys public portal so they do not have to log in twice. Alternatively, we can provide an API to our login service so that you can leverage TaxSys public portal logins for other functionality on your site.

In addition, some of our other TaxSys clients (e.g. ,Sacramento County), in their capacity as PaymentExpress customers, leverage a single "multi-department site", where Grant Street, via PaymentExpress, provides a single combined web portal that allows taxpayers to search and pay for bills across multiple departments at once, including property tax bills. We would be pleased to provide such a portal for Los Angeles County should the County elect to use PaymentExpress.

We continually measure public portal perforce to update and improve the user experience.. We monitor KPIs, such as the time users spend on the site, the percentage of users who check out vs. abandoning shopping carts, and so forth. For example, we found that some taxpayers struggled to determine which bill was theirs, leading to erroneous payments. We introduced auto-complete for search results, streamlined the display of search results, and added a review page before confirming payment. These changes reduced payment cancellations due to taxpayer error from .07% to .019% of online payments, a 73% decrease.

14. System Administration and Management

Instructions: Refer to Attachment 9 of the SOW, Exhibit 42, Non-Functional Overview and Appendix B, Exhibit 15, Non-Functional Requirements Response Template while preparing this answer. Describe the system administration tools that will be leveraged in supporting the Proposed eTAX System (the Application, infrastructure, and third-party applications, if applicable). Including items such as monitoring and management tools, events management, integration monitoring, audit logs and events management. Page limit: Two pages.

Monitoring Capabilities

Since TaxSys is offered as a fully-hosted SaaS solution, all infrastructure monitoring and remediation is the sole responsibility of Grant Street. Should an expected surge of demand on our servers occur, we can add processing capacity within minutes, sometimes within seconds, due to our highly flexible private cloud infrastructure.

We actively monitor production and test environments using a combination of industry standard and internal tools:

- ***Infrastructure Monitoring***
  - [redacted]
- ***Application Monitoring***
  - *Application dashboard:* overview of the health of the application and its performance
  - *Application performance dashboard:* graphing of application performance metrics
  - *Database monitoring service:* graphing of database performance and analyzing of queries
  - *Site monitoring service:* an external service alerting upon performance issue
  - *Load testing service:* daily graphs of the next version of the application performance, before release to production
- ***Application-level Indicators***
  - Transaction counts
  - Number of payments
  - Number of bills
  - Dollar amount
  - User response time (min/max)
  - Number of concurrent users

Important alerts are fed into a [redacted], a paging service with on-call rotation management providing alert escalation to our support team 24/7.

We monitor the memory usage of our application and limit the size of processes. If a process reaches the size limit, an exception is generated and reviewed by the support team. We also stress test bulk activities as part of the functional testing of any new bulk action.

Any application exception generates an alert for the support team and is promptly investigated.

In addition to standard logging and alerting, applications send events and alerts to [redacted] a third-party service expediting investigation and troubleshooting, as shown in the images below.

Our monitoring approach is to detect issues early, before they have any impact on the County. In addition to industry-standard monitoring best practices (monitoring of CPU, memory, disk I/O etc.), we also monitor early indicators of potential issues such as:

- Number of database locks per web request
- Performance of each step when processing a web request (the response time may still be within expectation but a specific step may be taking longer than usual, which will cause an alert)
- Unexpected memory growth of an application process. Furthermore, we capture how much memory is used by a process for each web request.

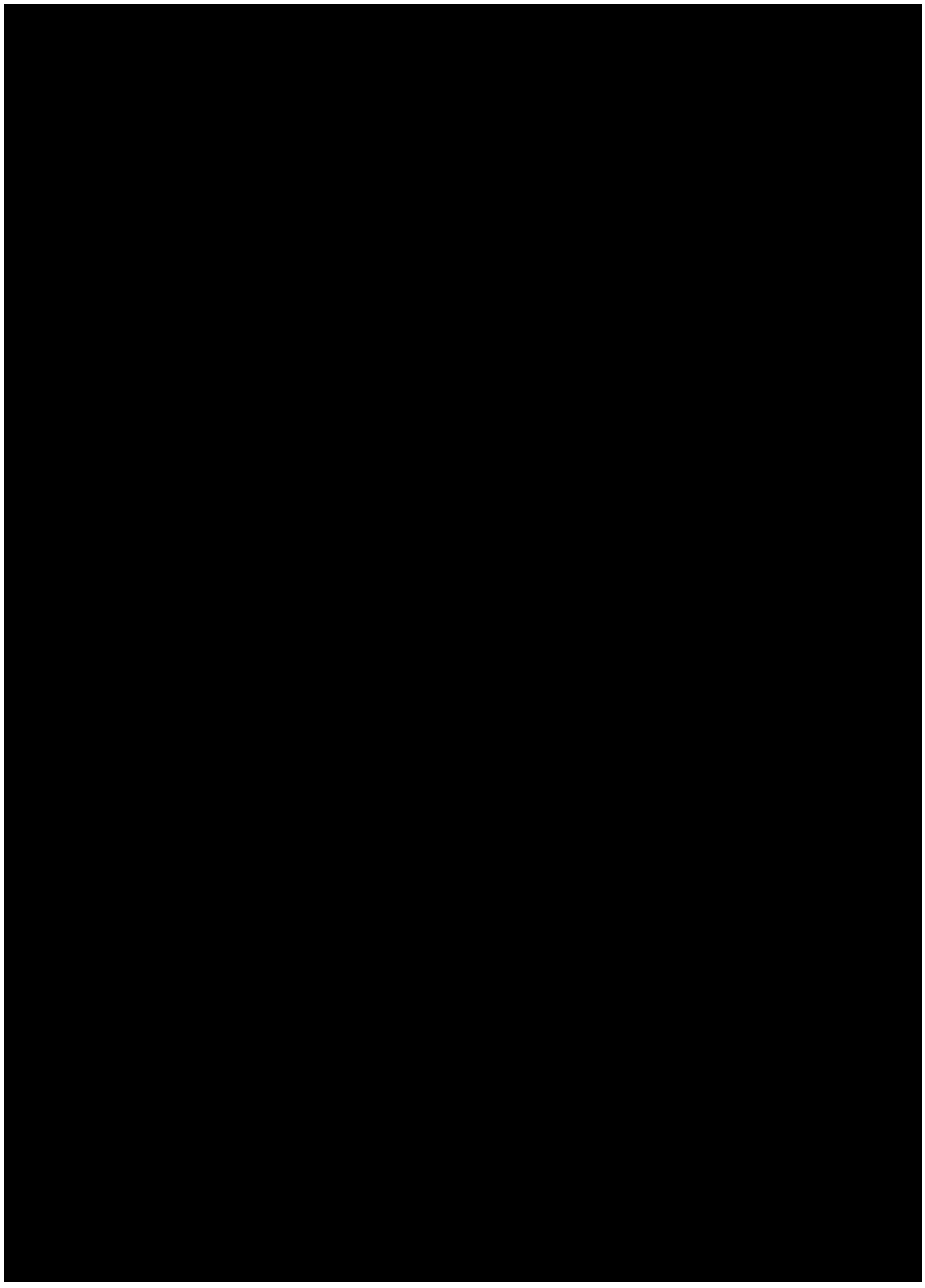
In addition to baseline system monitoring, databases are monitored with [redacted] Monitoring and Management, allowing for in-depth analytics to ensure optimal performance, as shown below.

Significant service degradation and outages will be broadcast on a portal with an API allowing the County to get realtime and historical information on the issue.

Sample images from the monitoring tools described here follow and can be found in *Question 3.*

Images and Supplemental Materials

[redacted]



[redacted] *Database Monitoring*

[redacted]

[redacted]

Non-Functional Requirements Assumptions

Instructions: In the table below, document the assumptions made in the preparation of this Response Template. Add rows as necessary.

Technical Requirement Assumptions

ITEM #	REFERENCE (Section, Page, Paragraph)	DESCRIPTION	RATIONALE
1.	Non-Functional Overview, Section 3.2 Behavioral Overview	The use of TaxSys via a web browser on a mobile device, rather than via a dedicated application, will suffice for mobile access.	TaxSys can already be used in any web browser, including on mobile devices.
2.		The County will provide an internet connection at least meeting the specifications described in the response to Question 1 above.	TaxSys is a web application and as such requires an adequate internet connection for optimal use.

Response Template 8 – Implementation Services Response

Proposers must refer to all the documents related to the Scope of Work in completing the Response Template, with a specific focus on Attachment 1 of the Statement of Work (SOW), eTAX Implementation Plan.

1. **Implementation Methodology and Approach**

Instructions: Provide an overview of the approach to delivering the eTAX Project. This must include both the software development lifecycle management and project management (the County expects Proposers will provide the approach specific to the County rather than reciting PMBOK standards). Describe how this approach helps ensure the project objectives are met, increase likelihood of delivering on schedule and budget, minimizes the risk of project failure and how the different workstreams are integrated. Page limit: Five pages.

Over the past 20 years we have fine tuned an implementation methodology custom tailored to successfully delivering property tax implementation projects. By focusing on measurable, scalable, and repeatable processes, we have delivered 31 TaxSys implementations in Florida and California, on time and on budget. Since our first implementation in 2006, we've iterated on this implementation methodology and have adapted our approach to meet the unique needs of every customer.

Three key pillars support every TaxSys implementation:

1. **Comprehensive Project Management:** Serving as the bedrock of our project processes, our approach emphasizes iterative delivery of components that enable County staff to validate business outcomes holistically, rather than in isolation. Our proactive philosophy underscores the importance of anticipating potential risks and roadblocks well in advance. While our focus remains on achieving the highest level business outcomes, our reporting and monitoring extend to the minutest details, providing both Grant Street and the County team with valuable insights into progress and potential issues.

2. **Iterative Implementation of Business Processes:** Our focus extends beyond detailed specifications and technical design documents to encompass the overall business process. By prioritizing the business outcome and the integration between business processes, we ensure the development of a fully functional system, rather than isolated working components.
3. **Effective Data Conversion:** The successful conversion of historical data is crucial to the foundation of a functional system. We employ a robust suite of data conversion software, tests, and processes that enable us to iteratively convert and validate your data — both in aggregate and individually — as early in the project as possible. This approach ensures a smooth transition and sets the stage for a successful implementation.

Project Management Approach

Grant Street has tailored the Project Management Institute's Project Management Body of Knowledge (PMBOK) processes into a customized set of best practices for managing the planning, development, and implementation of our products. We use a hybrid approach, combining elements of Agile and waterfall methodologies.

We organize the project timeline into "iterations" – characterized by small mini-projects where each iteration has a clear set of objectives producing measurable results that incrementally advance the project and its deliverables to a successful conclusion. This approach maximizes chances for project success by showing measurable incremental progress while minimizing project risk, by allowing the highest-risk project components to be fully executed early on, and repeating as necessary. The processes required to successfully complete each iteration are selected and tailored to meet the objectives of the current iteration – adding maximum value with the appropriate amount of project management effort.

Business Processes - The Grant Street Difference

The core component of the TaxSys application implementation is a Business Process (BP). We divide the bulk of project work (everything except overarching project-management activities) into "business processes" for each functional area. Each business process is assigned a Grant Street owner and a County owner. These business process owners take primary responsibility for developing a process that allows the County to perform their business functions, ensuring that TaxSys is adequately configured and customized to execute the process, producing documentation of the business process, performing unit and integration testing of the business process, and training end-users on the business process.

The configuration and customization of each business process occurs iteratively over a period of time, but includes three key milestones:

1. **Requirements Gathering:** Grant Street and County Business Process owners collaborate to deeply understand the requirements needed to configure and perform development such that the business process will meet county needs. This phase culminates in a Requirements Review meeting where Grant Street will describe each of the requirements and their priority as discussed with the County.
2. **Initial Business Process Walkthroughs:** After Requirements Gathering is complete, Grant Street BP owners begin the process of documenting user stories and writing functional specifications to describe *how* we intend to meet each requirement. This phase ends in an Initial Business Process Walkthrough, where the to-be state is described from start to finish.
3. **Business Process Demonstrations:** Grant Street BP owners demonstrate that each user story in the

BP has been successfully implemented via a series of demonstrations. The Business Process demonstration is complete when each user story has been successfully executed and a punch list of issues or enhancements has been documented and prioritized.

Organizing work into BPs, combined with an iterative approach to requirements gathering and development, ensures that each business process meets not only the documented requirements outlined for that BP, but that the BP as a whole meets the business needs. We do not consider BP development complete until the County BP owner determines that the BP meets the business needs of the County for that functional area — an evaluation guided primarily by your overarching project objectives.

Effective Data Conversion

Beginning prior to the application implementation, and continuing in parallel with it, Grant Street's data conversion team will be working to convert the County's data to TaxSys. Getting a head start on data conversion allows County users to start using TaxSys *with their own data* as soon as possible in the project. We find that County users can better assess if functionality and BPs meet their needs when they can explore and test them in an environment with familiar data, as opposed to using a "mocked up" data set. For further details on the iterative data conversion process, see *Question 4 - Approach to Data Conversion / Migration*.

Implementation / Business Process Testing Methodologies

In addition to the software testing occurring throughout the implementation as enhancements and modifications are developed (described in more detail in *Question 5 - Approach to Testing*), several additional types of testing occur during the implementation to validate that the software *together with the BP* works as expected and meets the County's needs.

Integration and User Acceptance Testing

Following completion of the business process demonstrations, training and integration testing will begin. Initially, Grant Street-led classroom training for senior staff and "super users" will be delivered on several key BPs with which a majority of users interact. The training plan will identify specific BPs targeted for classroom training, but these typically involve cashiering, back office transactional maintenance, accounting and other daily operational functions, and integration or interfaces with external systems.

With senior staff and "super users" now prepared to practice the new BPs in TaxSys, the core set of BP owners will execute an initial integration test. This includes a key subset of functions across multiple BPs to match how the processes will be used during day-to-day office operations. These tests verify that the processes can successfully be executed as documented, achieving the stated outputs. Any gaps identified during integration testing will be remedied via enhancements to BPs, data conversion, and configurations.

After successful completion of the initial integration testing, the remaining staff will receive additional training.

With all users now prepared to practice the new business processes via TaxSys, we will ask select users to participate in additional integration tests. We conduct successive rounds of integration testing to expand the number of functions included and the number of users involved. Specific details will be detailed in the integration testing plan. This integration testing serves as the best way for TaxSys users at all levels to train on the system in the way it will be used at go-live.

While each integration test is executed primarily by County subject matter experts (SMEs), the final integration test or user acceptance test (UAT) will be performed exclusively by County SMEs.

Training and integration testing concludes when the final integration test or UAT has been successfully executed, the goal of the UAT achieved, and all of the integration testing and UAT punch list items have been prioritized.

Integration Test Process

We plan and complete several integration tests using the following process with the final integration test execution satisfying UAT criteria and requirements:

1. We will hold integration testing planning meetings where the participants will identify the tests to be executed that support the integration testing goals.
2. Each integration test will be executed in 5-10 days depending on the size of the integration test.
3. The integration test will be executed according to plan. A typical integration test will be initiated on either the Friday before or the Monday of the integration testing week depending on the required prerequisites.
4. The plan will identify which production simulations will be executed on which day(s) and which SMEs will be required to participate.
5. Working backwards from the last testing day to the first, each component's prerequisites for each day of the integration test will be identified.
6. Then, we will create a schedule such that each production simulation's prerequisites are available on the date they are needed.
7. Each physical data set will be identified as far in advance as is reasonable.
8. Identified issues will be added to a punch list and their resolution prioritized.

Parallel Testing Approach

During the final stages of the TaxSys implementation, we plan and schedule a go-live rehearsal. Go-live rehearsal is 3-5 days of cashiering and select activities executed in parallel with existing user stories. Go-live rehearsal also provides both Grant Street and the County an opportunity to verify the go-live plan for the initial cutover to TaxSys. We believe that protracted parallel testing over weeks or months proves too taxing for users and provides little value, compared to well-planned shorter and more thorough parallel periods.

Meeting Project Objectives

Throughout the development of each BP, the County and Grant Street BP owners will focus on how each project objective will be met by that BP. For example, every BP includes processes for users to conduct research, drill down into records, and perform ad-hoc reporting, to ensure users are as self-sufficient as possible. We specifically direct certain BPs at project objectives; for example, the Administering and Securing TaxSys BP focuses entirely on configuring role-based access controls and approvals.

Grant Street will work in collaboration with the County to establish a baseline of key metrics to gauge solution benefits. During the implementation phase, metrics might include manual processes automated, auxiliary systems (e.g., spreadsheets, Access databases) eliminated, or increases in process auditability.

Quantifiable ongoing measures such as staff time spent on a given process, number of errors, or time spent producing reports may be used to gauge the quality of the solution once implemented.

TaxSys reports and VisionPro business intelligence provide easily accessible data which can be used to evaluate the benefits of TaxSys. The County will have access to a full suite of data analytics:

- Business processes optimization/performance measurements
- Statistical, trend, and forecasting analysis
- Quality of customer experience

Delivering On Time and On Budget

Our implementation project history demonstrates how this methodology, combined with transparent, all-inclusive pricing leads to on-time, on-budget implementations free of delays, overruns, and change orders. We consistently deliver TaxSys on time and on budget, without unexpected charges, by providing you fair and honest pricing right from the beginning.

We encourage you to speak to *any* of our clients about their implementation experience. After applying this approach to 31 successful implementations, we are confident that this methodology, applied at scale, can meet the needs of Los Angeles County.

Software Development Life Cycle (SDLC)

Please see *Template 9, Maintenance and Operations* for a full description of Grant Street's Software Development Life Cycle. We use the same tools and processes for software changes during and after the implementation.

2. Approach to Process Re-engineering and Requirements Management

Instructions: Describe your approach to process re-engineering and how it will help the County examine internal processes to find opportunities for improvement. Include how it will be leveraged throughout the project from establishing KPIs and measuring performance against business objectives, tracking of requirements through the entire implementation project. Discovery and business process analysis methodology, along with how it will help the County examine internal processes to find opportunities for improvement. Discuss the pros and cons of this approach. Page limit: Five pages.

We divide the functional areas of the County's business into BPs at the outset of the project, and assign a TaxSys Business Analyst and a County staff member to own each BP. The County BP owner is typically a subject-matter expert or other responsible party with good working knowledge of existing processes and the ability to **make decisions** regarding process changes.

The County BP owner and other key staff members will use TaxSys to execute each to-be BP throughout the project iterations. This may identify functional gaps to be remediated by system configuration or additional development. Remediation for each functional gap will be jointly prioritized by the County and Grant Street's BP owners and project managers. Based on its priority, the remedy for the functional gap will be evaluated for its impact to project scope and schedule. Following this evaluation, the BP owners and project managers will make a final decision and, if appropriate, incorporate the change into the project scope and schedule.

The business-process based approach to the implementation lends itself naturally to process re-engineering. Since TaxSys is a COTS solution, each BP starts from Grant Street's recommended most efficient BP. From there, we close gaps in functionality in the most efficient way possible to lead the County to the best possible solution that fully meets its business needs. Throughout the process, we focus on closing gaps between the *business need* and the to-be BP, not between the current and to-be BPs. This naturally facilitates examining existing County processes to find opportunities for improvement. As work begins on each BP, the County's Business Objectives relevant to that process will serve as the 'North Star" for that process, and BP success will be determined by how well it meets the business objectives.

In addition to monitoring how each BP meets the business objectives, we perform periodic project reviews to evaluate how the project as a whole meets the County's business objectives.

We have included three case studies from prior implementations, showing how TaxSys was able to facilitate a process change that improved each client's performance against their key performance indicators (KPIs) and business objectives.

Case Study 1: Roll Load and Roll Maintenance Error Reporting

The City and County of San Francisco established a manual process of loading and reconciling corrections files between the Assessor and the Controller's offices. Each day a file was sent electronically, along with an email outlining the contents of the file, to Controller staff with the County. Controller staff had to manually review each correction to ensure that the Assessor had not applied a correction out of order, or applied a correction that was outside the statute of limitations. Once approved, an email was sent to shared IT to import the contents of the file, after which IT would return any errors to the Controller for review.

When implementing TaxSys we knew from prior experience we wanted as few manual touch points on this process as possible. We implemented an SFTP secure download for the files and eliminated the daily email approvals. All of the business rules pertaining to when corrections had to be rejected and ensuring corrections

were applied in the correct order became part of TaxSys business logic. We also built an error workflow directly within TaxSys: each errored assessment is logged in a report. Those errors are then triaged and marked with the party responsible for fixing the error (Assessor, Controller). Once the error is resolved, the correction is resubmitted and can pass through to the next line of Controller review. With these changes the Controller does not have to touch the file each day unless there are problems.

After go-live we have streamlined this process further by implementing an API for corrections transmission. This eliminates the sFTP delay and allows the Assessor to transmit changes directly to TaxSys. We still have all necessary controls in place to ensure the Controller reviews the corrections before they are extended and billed, but overall this process is much smoother than before TaxSys arrived.

Case Study 2: Miami-Dade Refunds

In Miami-Dade County's legacy system and BPs, any refunds created were "batched" with other refunds of that type created that day. For example, all Controller refunds from corrections on a particular day were handled as a "batch". These batches traveled through several levels of approval of the refund amounts and payees before being processed. These approvals were tracked via signatures on stacks of paper for each batch. The County's original requirements involved making this process paperless, but retaining the refund "batch" structure. We quickly realized that the early batching of refunds was a major contributing factor in the County's slow average refund processing time — the entire batch moved at the speed of the slowest item in the batch, meaning a problem or question with a single refund could delay hundreds.

We proposed an alternative approach to the process, where in addition to digitizing refund approvals, TaxSys would handle them individually, rather than as a batch — so once a single refund was approved at Level 1, it would appear in the work queue for a Level 2 approver, rather than waiting for other members of a batch. In this way, each refund reached the end of its process as quickly as possible for that particular refund. Refunds were then "batched" at the end of processing, for transmission to the accounting system.

Although the BP change to working with individual refunds instead of batches was challenging for some County users, appropriate Change Management tools allowed them to accept the new process and practice with it in advance of go-live. This "un-batching" approach, combined with digital refund approvals, reduced Miami-Dade County's average refund processing time by several weeks.

Case Study 3: City and County of San Francisco Distributions

Prior to going live with TaxSys, the City and County of San Francisco maintained several applications and databases to manage the secured, unsecured, unsecured prior year, supplemental, supplemental prior year, and redemption rolls. Each application maintained separate levy values for Controller staff to update the taxing entities' receivable accounts, and collections data was imported into the applications daily to update the remaining outstanding roll.

After payments were recognized in the property tax systems, Tax Collector Accounting and Controller staff needed to tie together all the levy and collection information using a complicated balancing spreadsheet. Once balanced, Controller staff would then utilize another spreadsheet that included the apportionment calculation factors to determine the correct amounts to distribute out to funding agencies. They would then

utilize a County-maintained application to create a custom upload for the journal entries and vouchers to complete the distribution in their financial system.

Due to the disparate nature of the systems, the process from balancing payments to issuing distributions could take a week or more. Searching for data in these systems was a challenge; without a real-time reporting mechanism, dedicated IT staff had to run database queries to investigate any discrepancies or errors. With the move to TaxSys, San Francisco staff were able to streamline this process significantly while also reducing the risk of errors. Because TaxSys is a fully integrated system, information about all tax types, levies, and collections data is accessible in one place. While payments are imported, the corresponding levies and receivables accounts are also updated. When a distribution is created, TaxSys automatically takes into account prior distributions (including advances) to determine the correct net amount to distribute.

In the event that Controller staff has to investigate an amount set to distribute, staff can quickly access all parcels, TRAs, apportionment factors, collections, assessment data, and more through user-friendly TaxSys reports without specialized technical knowledge. TaxSys also automatically queues up journal entries and vouchers for their financial system using interface files. San Francisco Controller staff can now create, balance, approve, and export a distribution to their financial system in as little as a few hours.

Business Process Implementation

A representative list of TaxSys BPs included in the TaxSys application implementation appears on the following pages.

The development of each business process is focused primarily on how the process meets the business objectives for the process. This will include the development of KPIs for the process, and each process will include the methods for tracking its KPIs.

We trace and track requirements throughout the project, but successful BP implementation requires more than just a list of satisfied requirements — it requires that the **business objectives are met**. It is our responsibility to not merely provide software but to provide software that works in the context of your business needs. Therefore, the core deliverable of a TaxSys implementation project is the BP. The Grant Street BP owner will take responsibility for the design of the process and writing specifications for any development required to facilitate it. They will engage with the County BP owner throughout the iterative design, development, and review process for each change to ensure it meets the needs of the business process. We believe in delivering **software that works for you**, not software that matches static documents. If changes are needed to successfully execute the business process, we will continue to engage with the County BP owner until a working solution is achieved, including updated software and documentation.

Images and Supplemental Materials

TaxSys Business Processes (BPs)

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3. Approach to System Configuration, Build and Development

Instructions: Describe your proposed approach to designing and implementing the eTAX System, including developing the architecture and design through unit testing. The response must include the approach to all elements of the solution such functionality (configuration, custom development), enhancements to the Application, infrastructure, and security. Page limit: Three pages.

Cloud Infrastructure and Software Architecture

We designed TaxSys as a modular, Software as a Service (SaaS), hosted solution offering maximum flexibility in configuration and maintenance. This permits the continual upgrade of TaxSys software and underlying hardware that enables us to keep up with technological advances. As a hosted solution, changes and fixes to the system can be implemented and made available in production almost instantaneously. The terms "upgrade" and "update" are not applicable or used in our operations as there are no "versions" of the software – the Production "version" of the software is always current with the latest available code.

Because TaxSys is a SaaS platform delivered over the internet, it supports any computing system (including mobile devices) with a modern web browser and internet connection. We built and maintain TaxSys with tried-and-true open source software tools.

The platform consists of a three-tier application environment, with a top tier of web/application servers, a middle tier of distributed application processing called "GSG grid", and a bottom tier of database servers running on high-performance storage media. In front of each tier is a redundant set of firewalls. The web and GSG grid tiers are "sandwiched" between two layers of firewalls in a "demilitarized zone" (DMZ). This architecture is overlaid with advanced security measures such as: intrusion detection, security information and event management (SIEM), DDoS prevention, and GeoIP filtering, and is monitored 24/7.

A simplified illustration of TaxSys architecture can be found in the *Images and Supplemental Materials* section that follows. This architecture constitutes Grant Street's secure private government cloud. It allows TaxSys to tap into all of Grant Street's available computing power, scaling "horizontally" at will.
Grant Street has been refining this technical architecture for over 25 years to support web applications used by thousands of government entities and financial institutions to process financial transactions in excess of $12 trillion. The expertise we have acquired creating and hosting such web applications (i.e., providing hosted Software as a Service), distinguishes us from our competitors who face a steep learning curve in the difficult transition from their traditional "thick client", installed solutions to hosted applications.

Grant Street operates out of two geographically separate production environments, on servers collocated at two enterprise class data centers: Expedient in Pittsburgh (Production 1A/1B) and Evocative in Atlanta (Production 2). These data centers provide true A+B power, cooling, and redundant internet connections multihomed to multiple carrier networks. We run full production environments in both of these data centers. For some customers, Pittsburgh is their primary production environment, and for others Atlanta is the primary.

Grant Street constantly evaluates capacity needs and may deploy its infrastructure to additional data centers in the future, for example in the Western U.S.

We own and manage the entire networking and server infrastructure within our racks. We use redundant firewalls configured in active/standby mode, redundant switches, and gigabit ethernet. We use enterprise-class load balancers to distribute web traffic to multiple web servers for each application. All servers have redundant power supplies.

TaxSys leverages Grant Street's secure private government cloud, providing security and scalability through virtualization. Grant Street's cloud is composed of virtual web and database servers running on clustered hosts for fault tolerance and seamless maintenance. The database servers are connected to a Storage Area Network for fast, highly available storage. The software layer offers grid computing and in-depth introspection of performance and security events.

We replicate TaxSys databases in real-time to both primary and secondary datacenter locations, either of which can serve as the production environment. In addition to Production 1 and Production 2, we use completely separate environments for development, unit testing, regression testing, client testing, and software demonstrations.

All client access to Grant Street services utilizes encrypted transfer protocols (such as HTTPS or SFTP) which ensures that all data sent and received is encrypted. All data storage occurs within the United States.

For additional information on system infrastructure and security, please see *Template 6 - Non-Functional Narrative*.

System Configuration

As a COTS solution already in use by many counties, TaxSys includes abundant configurations. These include system settings, reports, certain interfaces, role and permissions management, and many more. Grant Street BP owners are experts in these configurations and will configure TaxSys to meet the County's needs throughout the iterative business development process. On an ongoing basis, Grant Street provides support and management of these configurations throughout the life of the contract, so changes to business needs need not result in change orders. The County will also be able to access and modify these configurations independently during the Maintenance & Operations period. For example, when a need arises to modify a fee amount, a County user can set the new fee amount with a future effective date with no Grant Street involvement, but they are welcome to consult with Grant Street at any time.

In-House Custom Development

As we iteratively establish the BPs, inevitably custom development will be required in some cases to enhance TaxSys to meet the County's specific needs. Our approach to such development is to make these enhancements part of the COTS TaxSys product, modifying and enabling new functionalities with new configuration when necessary. In practice, this means that the County will benefit from new functionalities specifically built for other counties, and other counties will benefit from new functionalities specifically built for the County.

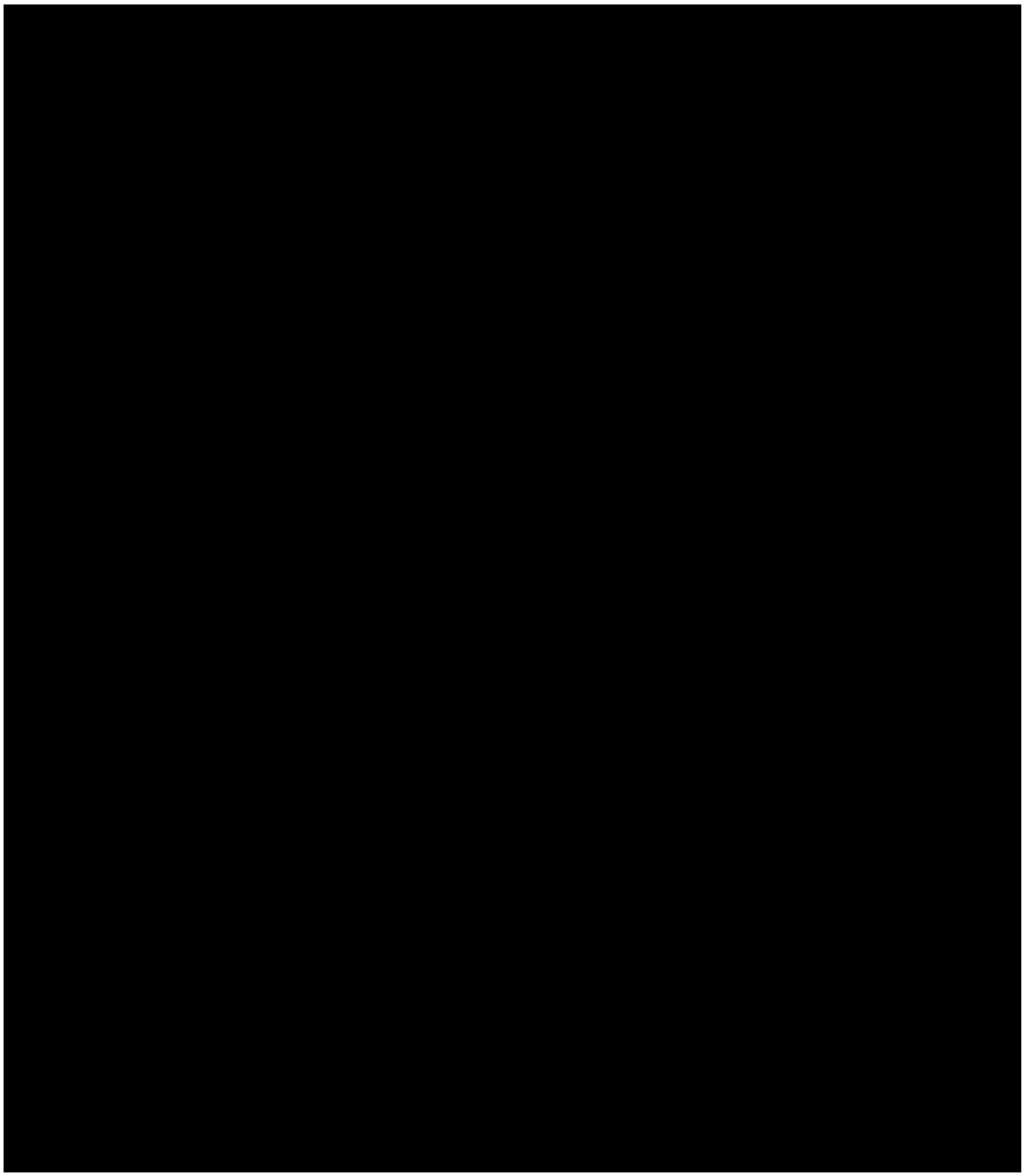
Grant Street's TaxSys software developers work closely with Grant Street BP owners and are experts in all components of the TaxSys system. Configurations and customizations required to meet County BP requirements are implemented by the same development team that supports TaxSys on a daily basis and will support the County throughout the life of the contract.

All of Grant Street's full-time software developers are U.S.-based and we do not outsource any development work. Our Developers build and maintain TaxSys with tried-and-true open source software tools. The platform is composed of the Linux operating system, Nginx / FastCGI web server, MySQL (OLTP) and Exasol (OLAP) databases, and the Perl, Go, and Javascript programming languages.

We handle software customization requests via a documented Change Management process, taking into consideration scope, risk, and overall TaxSys product quality. We prioritize change requests according to severity, and within that, according to County requests, but informed by Grant Street-provided considerations, such as the time to complete an issue, the risk of negative impact of the change, and the relationship to other in-progress or planned changes.

We handle inquiries and business requirements that require software changes in the same general manner as those that do not. We believe that **it is our responsibility to ensure TaxSys meets the business needs of the County**, not to split hairs over whether a needed change is a "configuration" vs. "bug fix" vs. "new feature".

Images and Supplemental Materials



4. Approach to Data Conversion / Migration

Instructions: Describe your proposed approach to extracting, converting, and loading the required data into the eTAX System including the pros and cons of this approach. In your response consider items such as:

- **Approach to identifying required data (and its integration with process re-engineering effort).**
- **Tools to be leveraged and rules development approach.**
- **Approach to testing converted data against the source system.**
- **Approach to improving data quality prior to System Acceptance.**
- **Archiving of non-converted data from Legacy Systems.**
- **Roles and responsibilities between the Proposer and the County. Page limit: Three pages.**

We understand the pivotal role that Data Conversion plays in the success of an implementation. Even with a flawlessly designed system, the functionality can be compromised by unreliable historical records. This can lead to inefficiencies for your staff and dissatisfaction among your taxpayers. Our Data Conversion methodology has been designed to focus on accuracy and reliability of every single bill and business object. Our track record reflects our commitment to excellence: we have **never failed in converting property tax data**, whether converting the data from a third-party system or from an in-house mainframe system. Our largest conversion, Miami-Dade County, was from an out-of-date internal custom-built mainframe IDMS. Similarly, San Francisco's data conversion was from an over 50 year old custom developed file-based mainframe system. Our data conversion services, honed over 31 conversions and included in our implementation costs, do not require our clients to assume responsibility for converting their data.

Data Conversion Methodology

At the onset of the project, our first step is to identify all the legacy data sources that require conversion into TaxSys. To facilitate this, we utilize a series of data surveys that we dispatch to the County, outlining all the high-level data sets we require. These surveys include a range of foundational questions about the data itself. We pre-populate some responses based on our preliminary research, informed by your RFP materials and our comprehensive investigation into your County systems.

The cornerstone of successful data conversion lies in iteration. By go-live, we will have processed your entire dataset hundreds of times. By continuously reloading data year-round, we identify new fees, penalties, changes in roll status, and more, ensuring an anomaly-free final conversion for go-live. Consequently, we initiate the conversion process by working with the County team to automate the extraction and loading of each of your data sources. This forms the bedrock for the rest of the implementation.

The data conversion process extracts all necessary data from the County's current system, transforms it into a standard format, and loads it into TaxSys. We complete this process via an iterative approach wherein we convert the County's data into smaller sections or deliverables (e.g., annual property tax data, delinquent property tax data, apportionment). County staff review and verify every section of the converted data prior to acceptance.

Grant Street has defined a succinct data file format, the TaxSys Standard Format (TSF), to facilitate data interchange between County IT staff and Grant Street. We have detailed documentation for the TSF, with a definition of every file, the fields it contains, the business rules that data should satisfy, and so forth. For an example, see the *Sample TSF Table - Property Tax Addresses* included at the end of this section.

Balancing reports generated from the legacy system must accompany each data extract. We use these balancing reports to measure the completeness and correctness of each data load into TSF and into TaxSys.

For an example, see the *Sample TSF Balancing Report - Property Tax Balances* included at the end of this section.

Grant Street provides extensive support for the extract process, including a hands-on workshop to introduce IT staff to the format and to the process of exchanging files with Grant Street. We schedule additional workshops as needed. We include these services as part of the base implementation cost.

Grant Street staff supports County IT staff efforts to generate text extract files that can be merged into the TSF, then performs the transform and load steps into TSF and then TaxSys itself.

With each iteration of the extract/transform/load process, Grant Street runs a suite of **over 1,000 automated tests**. These tests validate the loaded data against the balancing reports provided by the County, and automatically generate JIRA tickets for any anomalies discovered.

This iterative process leads to very high data quality — our 31 conversions to date range from 99.9% to 100% of bills converted cleanly prior to go-live.

When we discover data anomalies, our data conversion staff are uniquely qualified to investigate and provide recommendations to the County on how to resolve issues — each of our Data Conversion Analysts and Developers involved in your implementation has deep expertise in California property tax. Therefore, when anomalies arise in raw or converted data, they understand how such issues arise and know how to address them. For example, in prior conversions, we have often found that legacy systems do not store the full ownership period data that TaxSys requires. We will work with your team to close the gaps allowing for full functionality at go live. In your data conversion, we know the costs and fees on unsecured delinquent accounts will require special handling. The Data Conversion Analysts involved in converting this section of the County's data will already have extensive experience with unsecured delinquencies, and will therefore be able to understand what they witness and know how to close the gap to have the data appear accurately in TaxSys.

Grant Street successfully used the TaxSys Standard Format (TSF) for **San Mateo County** and **City and County of San Francisco's** TaxSys conversions. This process was instrumental in keeping our data conversion efforts on track as it allowed our data conversion team to develop conversion code months before ever seeing live data and to anticipate and solve problems before they occurred.

TSF's robust automated test suite automatically identifies problem accounts and trends nightly so that they can be resolved quickly. As a result, our team can focus on particularly complicated accounts and scenarios rather than spending time on straightforward cases.

Account/Bill Data Conversion

Grant Street Group will convert the following accounts and bills to TaxSys::

- Property Tax (including special taxes):
    - All accounts for the most recent 12 roll years.
    - All unpaid accounts, regardless of the roll year.
    - All accounts necessary to make a full set of prorated bills if any of them fall into our current retention policy.
- Bankruptcy
    - All accounts for the most recent 2 years.
    - Data related to active Bankruptcy cases.

Grant Street Group will also convert *all* ownership changes. If they are older than the rest of the data we load, they will be converted with an associated non-billable assessment.

Distribution / Apportionment Data Conversion

Grant Street Group will convert the following data related to distributions / apportionments:

- AB8 factors, including factors for secured, unsecured, supplemental, and unitary bills for all years that had one or more bills converted based on the Property Tax data retention policy above
- IFD frozen base amounts for all years in scope for conversion
- Expected contribution amount / percentage for each IFD, per jurisdiction, for the current year as of go-live
- Jurisdictions that receive teeter advances will be converted as fully teetered for historic years, so that their future collections will be retained by the county when apportionments are done in TaxSys (unless changes to the tax levy would dictate otherwise)
- Additionally, for the current active roll year as of go-live, we will convert all figures necessary for the next year's roll setup / AB8 process, including (but not limited to):
    - Gross tax levy by TRA and jurisdiction
    - IFD base amounts
    - Tax increment factors
    - VLF contribution amount

These data retention standards allow for a comprehensive data conversion that meets the following criteria:

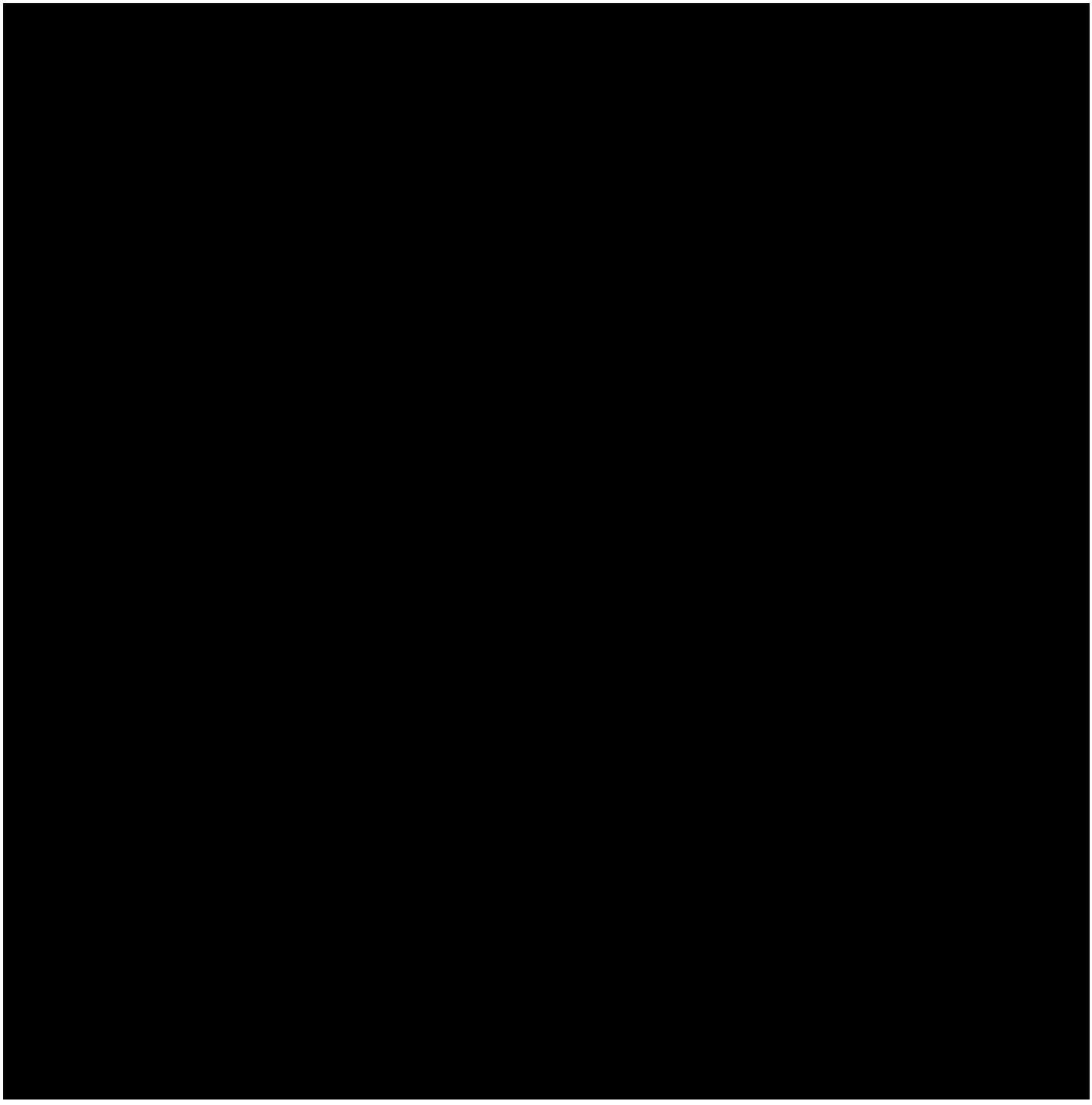
- All collectible bills will be found within TaxSys.
- Almost all types of property tax records up to 12 years old will be found within TaxSys.
- We retain all receipts associated with the most recent 12 years of property tax records in electronic form in TaxSys.
- Delinquent property tax accounts older than 12 years, that have been paid in the most recent 12 years, will not be converted to TaxSys.
- Future apportionments will calculate correctly in TaxSys for the current and prior years, using the factors converted for each year and bill type.
- Records of past distributions/apportionments completed prior to TaxSys go-live will be retained outside of TaxSys by the controller.

In advance of the final go-live, counties converting to TaxSys typically archive legacy data in a county-hosted, county-maintained location for access by their IT staff, but is not exposed to most users.

Images and Supplemental Materials

Sample TSF Table - Property Tax Addresses

Sample TSF Balancing Report - Property Tax Balances



5. Approach to Testing

Instructions: Describe your proposed approach to testing that results in a comprehensively tested eTAX System prior to going live. Your response must include functional and technical (e.g., stress and performance) testing (and tracking), testing of enhancements/upgrades to the Application. In addition, the response must include automated testing, any proposed testing tools/harness and what the eTAX Project team will provide to the M&O team to enable efficient regression testing. Page limit: Three pages.

Grant Street designed our rigorous quality assurance processes to ensure proper implementation of software development, BP functionality, systems integration, and application security. Grant Street uses a mixture of automation tools, technical experts, Business Analysts, and County SMEs to execute the testing methods described here.

Software Testing Methodologies

TaxSys software changes pass through several types of testing before release to the production environment:

- **Unit Testing:** As Developers write code, they also produce back-end "unit tests" to verify the correctness of the calculations and the functions they perform with the new code. These tests verify just the single "unit" of code that was written in isolation. They occur on the back end and do not exercise the TaxSys user interface. We run the full suite of unit tests daily against all new code submitted and Developers examine and remediate failures each day.

- **Functional Testing:** Functional testing is "typical" software testing where we examine the new functionality in a TaxSys test or beta environment. Grant Street's functional testing is done by SMEs in the BP. When examining new functionalities, not only do they test to see if they meet specification as written, they also test if it will meet the County's business needs. At this stage, we invite County staff to test in the Beta environment if the changes are of particular interest or importance to the County.

- **Performance Testing:** When adding new features and functionality, Grant Street measures the response times for the range of possible real-life scenarios. Developers will iteratively optimize and refactor the code as needed to ensure a timely user experience.

- **Regression Testing:** When all the changes scheduled for a release have completed development, we perform regression testing in a staging environment. In regression testing, rather than testing the functionality of individual issues, we validate that the BP works as expected with all of the new release code in place. This ensures that new changes do not inadvertently cause a bug elsewhere within TaxSys. Regression testing is partially automated or performed manually by our Business Analysts using TaxSys and inspecting the results.

- **Stress and Load Testing:** Prior to production deployment, Developers simulate extreme situations to verify the system behavior and identify conceivable breaking points. This includes high transaction volumes, database locks, connectivity interruptions, and third-party interface outages. Grant Street also performs load testing in advance of key annual events such as tax payment deadlines.

Testing and test failure remediation are a critical part of our SDLC. Tickets only advance through the release process if they pass unit and functional testing. Each release must pass regression testing to continue through the deployment process. During the implementation process, our standard unit and regression test suites will be expanded to cover enhancements and modifications implemented for the County.

Testing System and Application Security

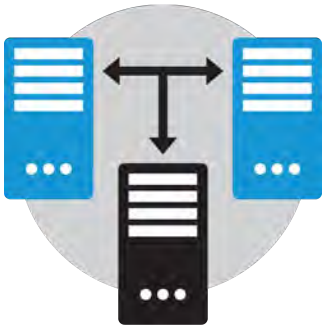
Grant Street scans the entire environment with automated tools such as [redacted]. These tools check for any package or system vulnerabilities. Any issues found are tracked automatically by the internal tracking system. We escalate any vulnerabilities that represent an imminent risk for immediate patching. We patch lower risk vulnerabilities in non-production environments for quality assurance and testing before moving to production. Grant Street also uses [redacted] for application security. This tool scans our applications for any insecure code, cross-site scripting or other application based vulnerabilities. These are triaged for risk and tracked as patches are developed and applied.

Grant Street also utilizes external third-party testing, both in an automated fashion and by focused penetration testing annually. Grant Street's internal audit program reviews and tests the application of security controls across the environment to ensure compliance and effectiveness of the controls.

Integration Testing and User Acceptance Testing

Please see the preceding *Question 1* for a description of the BP focused integration testing and user acceptance testing performed during the implementation.

Testing Third-Party Interfaces



Successfully completing third party and other interface testing is a prerequisite for initiating integration and user acceptance testing. Interface testing occurs throughout the BP development iterations.

The first step leading to the testing of third party interfaces begins with the development of an Interface Design Specification (IDS). The IDS documents all aspects of each interface including the:

- Purpose or goals of the interface
- Technology to be used (e.g., web service, batch file)
- Formats (e.g., field lengths, field validation criteria, example values), and
- Frequency (e.g., real-time, on-demand, daily batch)

Once Grant Street, the County, and the third party have approved the IDS, Grant Street and the third party will begin development.

We ensure adequate interface testing time by:

1. Putting the most critical interfaces as early as possible in the project work plan
2. Starting testing even before the third party is ready, using simulated inputs as needed. For example, we use Postman to simulate the third party's API requests so we can test TaxSys' responses independently.
3. Using TaxSys to generate test interface data if the development of the BP that initiates the interface is sufficiently complete. However, if it is not, we use testing tools or utilities to simulate the interface and allow unit testing, functional testing, and third party testing to proceed.

In this way, we can thoroughly test the interface before testing with the third party, and we provide what they need for them to do the same.

We define the test plan timing based on the criticality of the interface and the test plan's impact on other project activities. Grant Street Group's planning for interface testing goes beyond delivery or reception of

the interface and includes a thorough understanding of how the data in the interface is used and the goal of the interface. This helps ensure thorough testing and goes beyond format and data verification. The test plan will include a variety of simple and complex cases, with “typical” and “exceptional” scenarios. The County will have a key role in identifying critical test cases.

Before executing the test plan, the following prerequisites must be met:

1. Approval of the IDS and completion of development
2. Completion of Grant Street testing for our portion of the interface
3. Completion of third party testing for their portion of the interface
4. Enablement of data exchange — Firewalls or other required network security changes made to enable communications. File servers are identified and credentials defined and provided to each party for the exchange of data files.

We document test results, identify issues, and repeat testing after remediating issues. This cycle continues until verifying the interface formats and data, and achieving the goal of each interface.

6. Approach to Preparing the Organization

Instructions: Describe your proposed approach to preparing the organization for the eTAX System. This must include Organizational Change Management, Training and Knowledge Transfer approach and/or activities. Page limit: Three pages.

Organizational Change Management

Change management is integrated throughout Grant Street's entire implementation approach. As described in *Question 1 - Implementation Methodology,* we divide the functional areas of your business into BPs at the outset of the project, and assign a TaxSys Business Analyst and a County staff member to own each BP. Typically, the County BP owner is a subject-matter expert or other responsible party with good working knowledge of existing processes, and the ability to make decisions regarding process improvements.

The primary agents of change within the County organization are typically the BP owners, fully engaged in the implementation and empowered to make decisions about changes to existing processes. With support from County management, they gain commitment from other users in their functional area regarding the new process. In consultation with County BP owners, Grant Street will make recommendations for organizational and process changes, to optimize processes and realize efficiencies from the use of TaxSys. We will seek assistance from the County Project Manager and Change Manager on executing these changes and getting staff commitment. In service of these efforts, Grant Street will provide clear explanations of the benefits of the proposed changes and the risks introduced by making or not making the changes.

The Organizational Change Management Plan will include a communication plan, stakeholder analysis, an organizational change risk register, and a change monitoring process.

Training Approach

The TaxSys training curriculum consists of instructor-led, hands-on courses that emphasize operational workflow, with short demonstrations punctuated with frequent hands-on exercises. The exact duration of courses and topics covered, including train-the-trainer and end-user versions of courses, will be organized during the planning phase of the project to align with expected user roles and internal training expectations of the County.

All courses will be taught by expert project staff. Training will be conducted on-site at County offices and trainees will have computers and access to the internet. Grant Street will ensure we conduct training in an atmosphere conducive to learning and in a manner that replicates actual working conditions as closely as possible. We can offer each training class multiple times depending on the number of staff to be trained and the County's requirements.

We design courses to provide training on how to complete basic and advanced functions in TaxSys, as well as application administration. See a list of sample classes provided at the end of this section.

Follow-up Surveys

We distribute online surveys at the end of each training class, which attendees can be required to complete (at the County's request), and survey feedback is used in preparing future training classes.

Training Tools and Materials

Full training documentation will be provided which can include:

- ***A detailed syllabus:*** Outlining training structure
- ***Narrated slides:*** All training slide video presentations include detailed verbal walkthroughs of items on the syllabus. Slides include screenshots specific to all course items with callouts for specific links/buttons/fields required to complete the business process being reviewed. Each module includes a practice quiz and follow-along workbook.
- ***Exercise workbooks and accompanying datasets:*** Training workbook activities are synced with the flow of each training presentation, and include detailed, practical use cases designed to reinforce the use of functionality presented in each training session.

We post all training documents to Confluence, our tool for sharing documentation, where County users can access them at any time.

Refresher Training

Post implementation refresher courses are available on an as-needed basis by request, or based upon recommendations following on-site visits by Grant Street staff. We supply additional training to support the introduction of major new features and enhancements to site functionality. These classes may vary — from instructor-led sessions for the introduction of new modules to pre-recorded videos when individual new features are introduced.

In addition, the County can provide refresher training to new or existing users at any time using the training tools and materials described above.

Online Learning Management System

In addition to the implementation-specific training described above, Grant Street also provides ongoing courses via our online Learning Management System, TalentLMS. Any County user with access to TaxSys can log in to TalentLMS and access courses on demand.

Our current training offerings broadly include three categories of training:

1. ***Onboarding Trainings:*** Designed for new County employees, or might be applicable to employees moving to an entirely different role within the County.
2. ***Advanced TaxSys Trainings:*** Cover more advanced TaxSys topics and would be ideal for managers, team leads, and coordinators seeking to learn new skills.
3. ***Annual Events Trainings:*** Geared toward back office employees who manage Roll Loading, Tax Sales, Roll Transfer, or other annual events.

Application Administration and Technical Training

Administrators and IT staff will participate in Site Administration training. This includes all functions related to administering TaxSys (including user administration, roles and permissions, setting configurations, and so forth).

Administration relating to the technical architecture of the system is not pertinent to TaxSys as it is a fully-hosted SaaS solution. Our IT staff will work with County IT staff as needed to assist with network and workstation setup.

Knowledge Transfer Approach

It may be necessary for key project team members from the County (e.g. BP owners) to transition on or off throughout the course of the project. The extensive project documentation associated with each business process facilitates these transitions:

- The written BP itself is an always-current documentation of the proposed BP.
- We document questions and key decisions associated with each BP in well-labeled JIRA tickets throughout the project, making it easy to catch up on what decisions have already been made regarding a process.
- We also document meeting notes from recurring meetings (e.g. requirements gathering sessions, interface design working sessions) for each BP are in JIRA, so current or future BP owners can easily refer to them.

Grant Street will also provide “onboarding” training and materials to any new key project team members, tailored to their role and the point in the project at which they join the project team.

Images and Supplemental Materials

Sample TaxSys Training Courses

[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]		[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
Others as defined during the project				

7. Approach to Managing Environments

Instructions: Describe your approach to managing different environments (for example sandbox, development, testing, QA, production etc.). The response must include the requirements will be identified, what activities will be performed in each environment, how changes will be managed and how the environments will be managed. Page limit: Three pages.

Grant Street hosts four TaxSys environments for Grant Street internal use: Dev, Test, Staging, and Data.

1. ***Dev*** is used as a development environment by software developers.
2. ***Test*** is used for Grant Street testing of new functionality.
3. ***Staging*** is used to run automated and manual regression tests prior to promotion to production.
4. ***Data*** is used to load, test, and validate historic converted data prior to county data verification.

The County-can access four separate TaxSys environments.

1. ***Beta*** used to test changes to the TaxSys code before they are promoted to Production. Data is copied from production to beta monthly and on-demand.
2. ***Demo*** a training and demonstration environment, where users can make changes to data without impacting the production environment. Demo is running the same code as production. Data is copied from production to demo frequently, typically once per week.
3. ***Verify*** used to validate converted data during the implementation. After go-live, it is often used for annual event testing and practice.
4. ***Production*** where regular daily work takes place.

The following illustration outlines the TaxSys environments.

TaxSys Environments

These eight environments have allowed Grant Street to handle large, complex conversions and to support multi-year, phased implementations. All of these environments are available throughout both the Implementation and Maintenance & Operations phases, with the exception of Production which is not available to users until go-live (although it is prepared earlier), and Data, which is not needed after go-live.

Most implementation activities will take place in the Demo environment. Beta will also be used for County-visible testing of new software changes before promotion to Production. We will use the Verify environment for data verification, to facilitate frequent data updates that can be examined by Grant Street staff and by County users, without disruption of ongoing project activities (e.g., multi-day integration tests) happening in the main Demo environment.

We store our software in a source code management system (Bitbucket) integrated with our change management system (JIRA). Grant Street's production support staff promote and deploy changes through the environments using the source code management tool. The current status/environment of a change is always visible in JIRA to the County and Grant Street staff.

8. **Approach to System Acceptance, Stabilization and Project Close-out**

Instructions: The County expects the Proposer to perform multiple activities for System Acceptance and close out the project. These include:

- **Deploying the eTAX System (System Acceptance).**
- **Stabilizing the eTAX System.**
- **Managing the decommissioning/retiring of the Legacy Systems.**
- **Providing warranty support.**
- **Helping ensure Legacy Systems are inactivated/decommissioned and archiving data that wasn't converted.**
- **Migrating the management of the eTAX System to maintenance and support (see Attachment 2 of the SOW, eTAX M&O).**
- **Completing formal eTAX Project close out.**

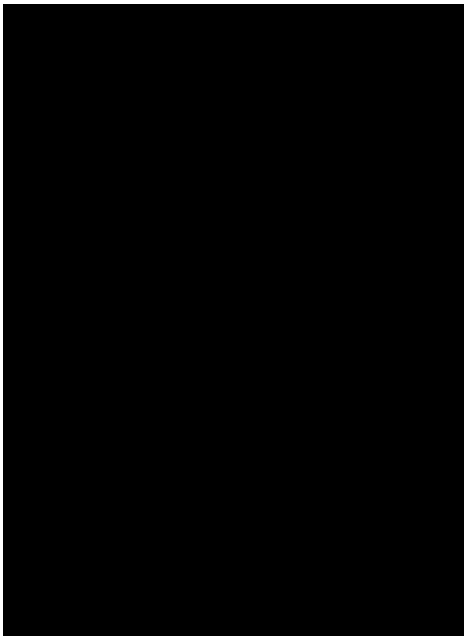
Please describe an overview of your approach to performing all activities related to going live and closing out the project. Page limit: Four pages.

Go-Live Determination

The Grant Street Project Manager will work with the County Project Manager to develop a training plan and a go-live plan. BP owners will be trained as part of integration testing, while detailed training guides and materials will be prepared for general staff training. General staff training will take place ahead of the integration testing that general staff will participate in.

Training and integration testing concludes when the final integration test or UAT has been successfully executed, the goal of the UAT achieved, and all of the integration testing and UAT punch list items have been prioritized. Only after satisfying these testing requirements will there be consideration of go-live.

The go-live plan will include schedules for the final data extract and detailed checklists for each activity necessary to maintain business continuity during the go-live period. All key stakeholders will be invited to a "go/no-go" meeting to approve the go-live plan and commit to the tasks assigned to them in the plan. Any punch list items will be either verified as addressed or have a confirmed mitigation plan before a "go" decision is made.



Go-Live Timing Based on County Schedules

Based on the California property tax calendar, the optimal time to go live is July - after fiscal year-end, before loading and mailing the new secured roll. We will work with the County during the implementation project to select a go-live date that provides an appropriate duration for the project, accommodates the tax calendar, and accommodates calendar limitations for key County project staff.

We normally conduct final conversions over the course of a weekend, running from Thursday night through business opening on Monday morning. Grant Street project team members will be on site at the County throughout the whole final conversion process.

The conversion weekend plan mirrors the go-live rehearsal plan. At the close of business on the Thursday preceding a conversion weekend, the County will balance the day's transactions and complete distribution

and refund processing. Grant Street will work with County IT staff to extract data files and generate balancing reports.

Over the course of the next day and the weekend, Grant Street will balance and verify the converted data and address any issues as they arise. The County Project Manager and other key County staff will assist in resolving data issues and complete the final acceptance testing and verification. Grant Street technical staff will complete all required tasks to make TaxSys ready to use in production at the commencement of business on Monday. The County will be required to have staff members on hand throughout this period.

From this date forward, the County will process new transactions solely in TaxSys.

Transition to M&O

A key component of Grant Street's maintenance and support approach is that it begins during implementation. Many of the Business Analysts who participate in the County's implementation will remain actively involved as part of the support team, with additional Grant Street Business Analysts becoming involved in the final months of the implementation.

All TaxSys Business Analysts provide expert support for most inquiries. Additionally, select Business Analysts, including those who were involved in the County's implementation, have training and expertise in County-specific interfaces, use cases, and customizations to TaxSys, and can provide expert support in these unique areas.

We have a dedicated team of technologists that support our cloud infrastructure and TaxSys. They provide 24x7 monitoring and support. This team includes experienced Software Developers, System Developers, Database Administrators and Network Security Specialists. All staff are Grant Street employees ; we do not outsource any support.

A support plan will be developed and then formally presented to the County near the end of the implementation. This support plan will include documentation of standard Grant Street support procedures (including the change management process), as well as any additional support processes or considerations necessary for the County's particular needs.

Decommissioning Legacy Systems

Grant Street Project Managers will work with the County Project Manager and IT staff to establish a project plan for decommissioning legacy systems.

The go-live plan includes the initial steps of decommissioning legacy systems, such as removing user access for most users and disabling interfaces. In the weeks following go live, additional decommissioning activities, such as archiving of legacy system data to County-owned and -maintained archival databases, will be completed.

Formal Project Close Out

The project closing process includes concluding iteration work, including assessing the achievement of iteration goals and documenting lessons learned. Key processes executed during iteration closing include finalizing all iteration activities across all of the process groups. A key benefit of closing is documentation of lessons learned to be applied to future project iterations.

Our implementation plan and support methodologies make the transition to the production environment a smooth process for users. The go-live plan will highlight key elements of the final transition to production, such as:

- Disabling legacy system access for most users
- Enabling TaxSys Production environment access for users
- Changing links/bookmarks on users' computer desktops to direct them to the Production environment instead of the Demo/Training environments used before go-live
- Disabling legacy system external interfaces and enabling them in TaxSys Production
- All other tasks needed for the final Production transition

The extensive training and practice on TaxSys before go-live, with a complete real-life data set and with the software configured as it will be in Production, means that for most users the transition is as simple as continuing to do what they were already doing for practice and testing in TaxSys, but doing so full-time and no longer having to also complete tasks in the legacy environment. We generally isolate transition complexities (e.g., "finalizing" the last set of interfaces to be processed from the legacy system, performing the final data extract) to a small number of IT and management staff instead of impacting all users.

Grant Street understands the critical importance of support beyond the immediate TaxSys go-live to address problems or issues that arise. We aim to ensure a smooth transition from implementation to post-go-live support.

Regularly in the days and weeks following go-live, TaxSys implementation staff will be on-site to assist the County with:

1. Supplemental training for BP owners
2. Immediate review and update of BPs as appropriate
3. Documentation of feature and enhancement requests
4. Direct reporting and resolution of bugs and data issues

This period provides an opportunity for the implementation project team and the TaxSys support team to work together with County BP owners to ensure comfort during the maintenance transition and that all functionality and processes work as expected. The same tools used during implementation (e.g., JIRA, Confluence) are used in maintenance operations. Several implementation team members will be a part of the maintenance and support organization post go-live. Therefore, the transition to maintenance and support operations is generally uneventful for County staff.

9. Planned Tools

Instructions: Describe the tools you plan to leverage to execute the eTAX Project. Tools could include items such as a document repository, code management, defect tracking, requirements management, architecture tools, Project Management tools, ETL tools, integration tools etc. Page limit: One page.

Communication and Project Management tools

Grant Street uses an integrated suite of communication and project management tools accessible by all project stakeholders to facilitate project communications. These tools provide project information, detailed work breakdowns, and current status of all work items. Project stakeholders receive user accounts and training on how to access tools during project kickoff week. These tools include:

- **SmartSheet.** A collaborative Gantt charting tool. Grant Street uses Smartsheet to show project schedule and task dependency requirements for each iteration.
- **Confluence.** A project documentation repository available to all project stakeholders which will include Project Timelines, Project Plans, Project Scope, Risk Plan, Testing plans, Training plans, Business Processes, and other project documents.
- **JIRA.** A task tracking and ticketing application used to track all project tasks, requirements, questions, defects, and milestones. Project stakeholders and team members can view and comment on any ticket and see, at a glance, all inter-task dependencies and any tasks due along with a due date. JIRA features a robust search function, easy tracking of issue status and resolution, easy commenting (in-application or via email), robust email notifications, and detailed and summary reporting options at any desired level. Grant Street uses JIRA issue-tracking software as the primary tool for project tasks, modification and enhancement requests, reporting issues and bugs, assigning coding tasks, issue tracking, and resolution reporting. You will have access to view all issues in JIRA – both those you report via JIRA and those reported by Grant Street.
- **Zoom.** A virtual meeting platform for video conferences, meetings, webinars, and online events.

Testing Tools

We use a number of third-party tools to supplement and support our internally developed testing frameworks and our manual testing. For example, we use [redacted] to test changes to the public portal across a wide range of browsers, and [redacted] to simulate external API requests. Other testing tools include [redacted] for automating regression tests and [redacted] for supporting our unit testing framework.

Development Tools

Our Developers build and maintain TaxSys with tried-and-true open source software tools. The platform is composed of the [redacted]

We store our software in a source code management system [redacted] integrated with our change management system (JIRA). Grant Street's production support staff promote and deploy changes through the environments using the source code management tool.

10. Implementation Work Plan

Instructions: The Proposer must provide, as an attachment to their Proposal, a mid-level schedule (Microsoft Project® preferred and Adobe® PDF) including major milestones and deliverables (see Attachment 1, eTAX Implementation SOW) and a timeline aligned with the proposed approach.

We expect the County's property tax implementation to be the largest, most complex property tax system implementation in the country to date. This warrants a commensurate level of thoughtful planning and execution time — which we will explain in detail. The following section contains an explanation of our timeline and schedule proposal, and we welcome the opportunity to provide more detail and answer any questions the County may have.

[redacted]

We currently have two ongoing implementations: in San Bernardino County (scheduled to go live in July 2025) and in Sacramento County (scheduled to go live in September 2025). We are committed to providing an excellent go-live experience to both counties with the full attention of our team during that time. Importantly, there are a number of Grant Street staff members currently participating in those projects who have significant expertise that would benefit the Los Angeles County implementation. We also expect to hire a small group of additional team members to participate in the

Los Angeles County implementation, and we need time to train them and ensure sufficient subject matter expertise. In order to succeed, we believe this project must be staffed with highly expert team members during a time where Los Angeles County will have their undivided attention, [redacted]

Finally, [redacted] This reflects our estimates for the work required to configure the system, convert your historical data, and meet your requirements. [redacted] is perfectly timed to allow the County to close the fiscal year in your legacy system, while printing and mailing the next round of Secured Annual Bills in TaxSys.

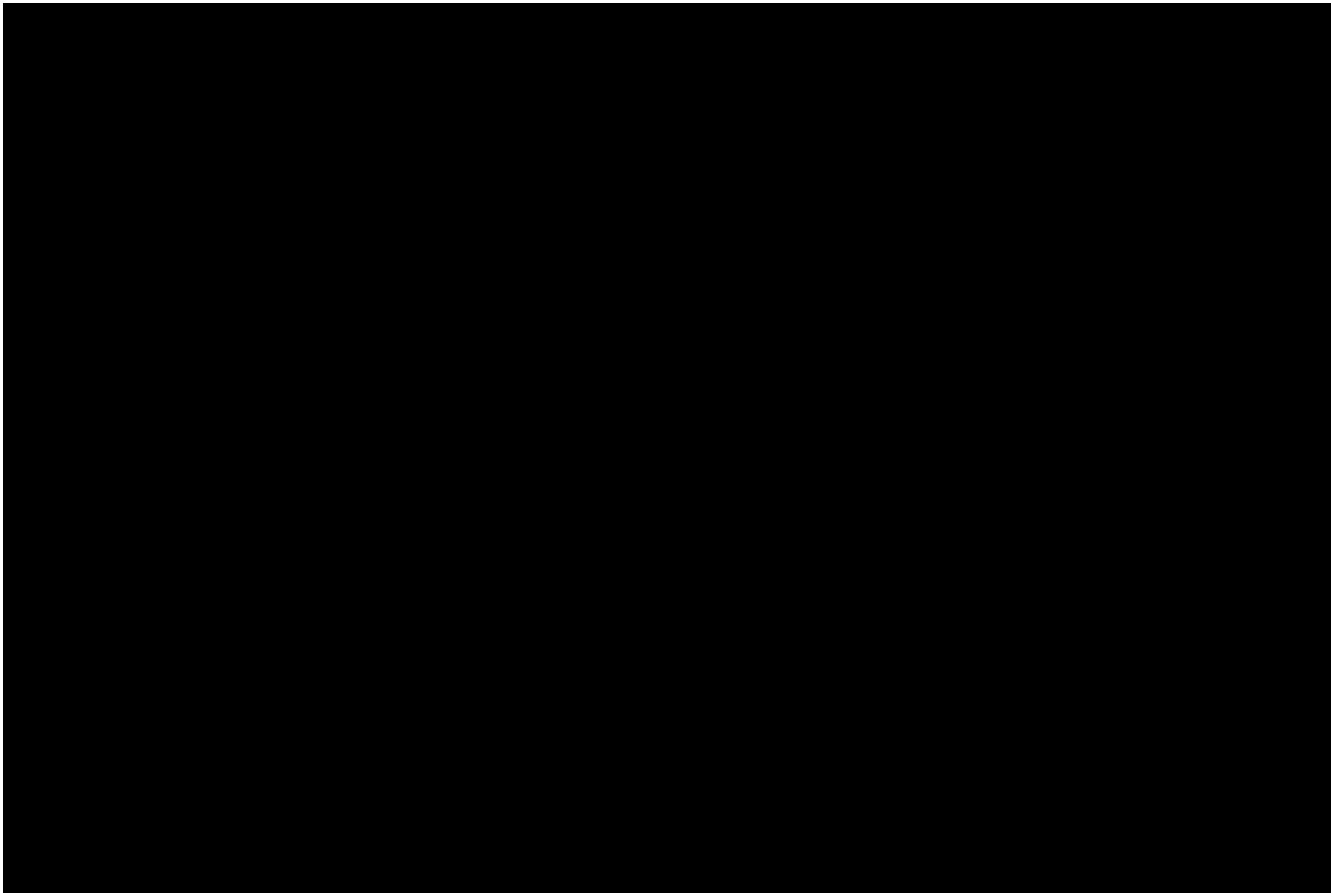
A mid-level schedule follows:

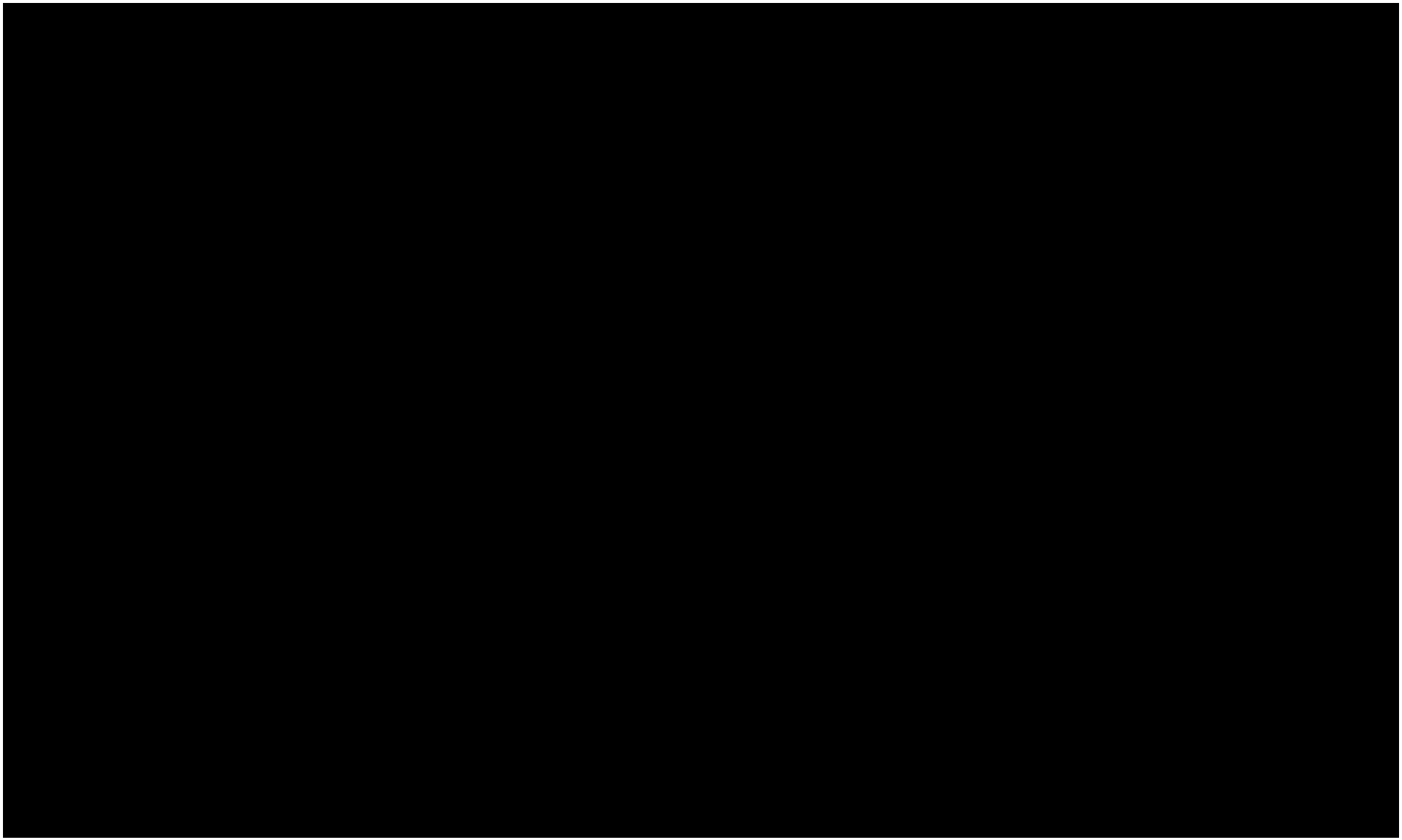
[redacted]

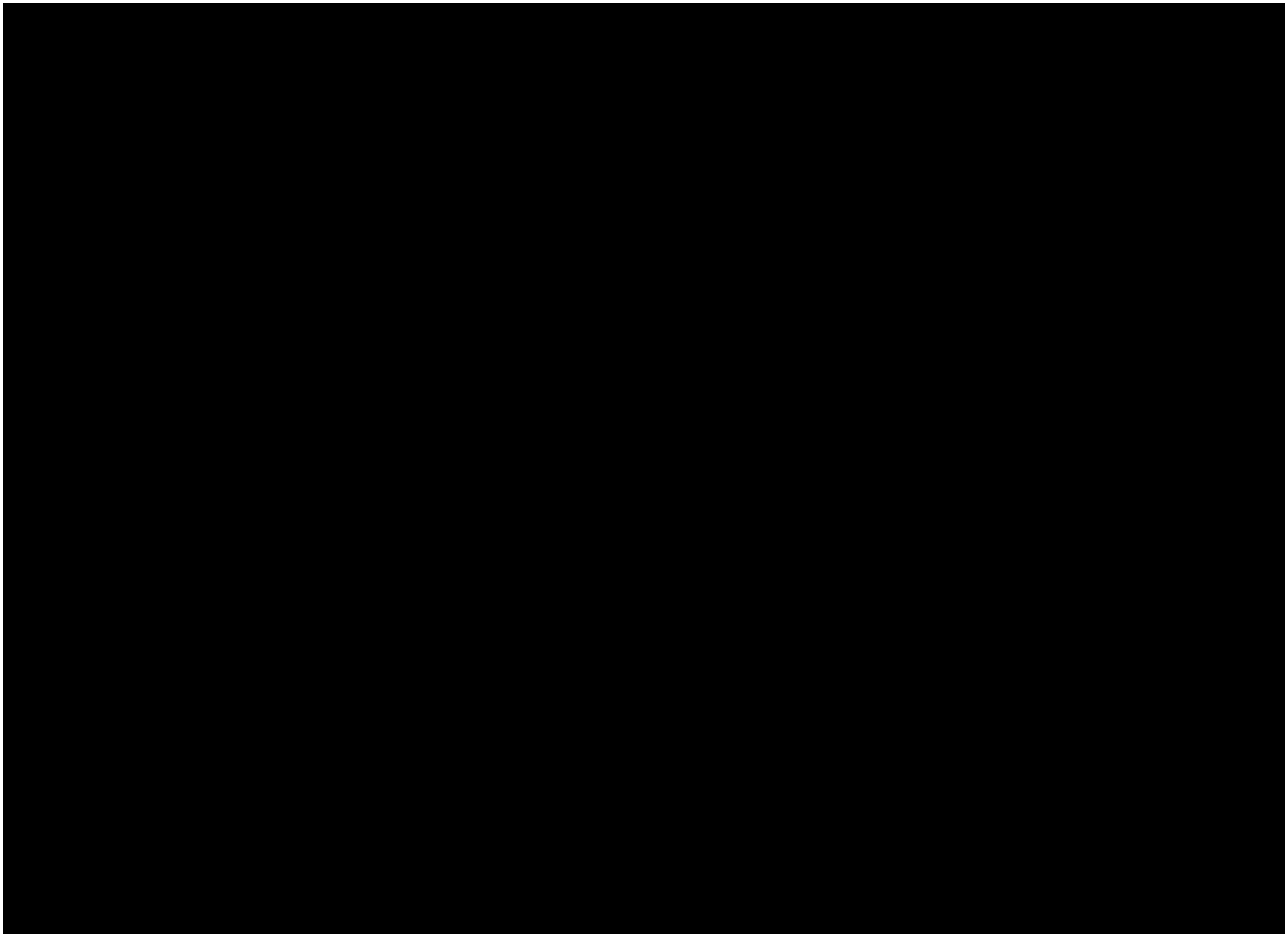
In order to arrive at this schedule, we performed in-depth analysis to determine the total number of people and hours required to configure the system and meet your requirements. This is informed by your RFP requirements, our past experience, and comparisons to our existing four California clients. We estimate that the implementation will require [redacted] The team reflected in the Gantt chart below consists of four groups:

1. **Cross-Project Management:** We have an experienced team of managers and analysts who work across the project to support our team members as they perform requirements gathering, discovery, configuration, development, and testing. This team appears in the color ***blue***.
2. **Business Process Queues:** Application Conversion (which includes requirements gathering, business process development, integration testing, and go-live preparation) is divided into four "queues" based on functional area. Each Business Process belongs to a single queue. These teams appear in the color ***green***.
3. **Data Conversion:** Data discovery, extract, load, and validation work is performed by an in-house Data Conversion team. This team appears in the color ***purple***.
4. **Scaling and Infrastructure:** Due to the significant size and scale of Los Angeles County's data and business requirements, we have a team dedicated to making cross-product infrastructure and scaling improvements that impact multiple functional areas. This team appears in the color ***yellow***.

The estimates break down as follows. We have also included these schedules as a separate attachment to our proposal.







Our **project planning and estimation process is extremely accurate** and has been refined over time as we gain additional experience implementing larger, more complex California counties. For example, given the scale of Los Angeles County, we intend to make two structural changes to the implementation approach compared to our largest California implementation to date in San Bernardino County:

1. We have incorporated several Grant Street team members exclusively dedicated to making infrastructure, performance, and scaling changes that are required to meet your functional requirements. Each queue has a developer dedicated to such work that will focus on changes required per functional area (e.g., jurisdiction and TRA storage improvements), and we also have a team that will be responsible for making larger changes that impact many functional areas (e.g., improving our approvals framework).
2. We have planned a longer testing and go-live preparation period. In the San Bernardino implementation we originally allocated six months to integration testing, training, and go-live rehearsal. We have already made the decision to start integration testing early to mitigate risk. At the County's scale with the number of parcels, transactions, potential edge cases, and sheer number of external interfaces, we need to spend more time evaluating the system's efficacy holistically. As a result, we have planned a one-year testing and go-live preparation period.

You may find it helpful to understand how the scope and scale of the Los Angeles County TaxSys Implementation project compares to other system implementations we have done in the past. Compared to our most recent engagement with Sacramento County, Los Angeles has:

- 5 times the number of secured parcels
- 10 times the number of unsecured parcels
- 6 times the number of Tax Rate Areas
- 5 times the number of projected TaxSys users

We can also compare the Sacramento implementation plan and staffing to the estimates above for Los Angeles County. The implementation project for Los Angeles will require:

- 7.2 times as many project hours to meet your requirements and deliver the system
- 2 times as many months for the core project period
- 3 times as many analysts focused on designing, testing, and configuring your business processes
- 2 times as many developers and technical leads coding your requirements
- 2 times as many data conversion analysts and developers converting historical data

We believe it is critically important not to underestimate the complexity of an implementation of this magnitude. We have spent a significant amount of time planning and analyzing what it would take to deliver TaxSys to your satisfaction. We are prepared to provide more details and we welcome the opportunity to answer any questions you may have related to the above schedules and work breakdowns.

11. Quality Control Plan

Instructions: The Propose must provide a comprehensive Quality Control Plan (QCP) to be utilized by the Proposer as a self-monitoring tool to ensure the required services are provided as specified in Exhibit A (SOW) of Appendix A (Sample Contract), and Technical Exhibit 2 (PRS Chart) of Exhibit A2 (SOW and Contract Technical Exhibits), of the Sample Contract. The successful Proposer must maintain the QCP throughout the life of the Contract.

The QCP must include, but not be limited to, the following:

- **Activities to be monitored to ensure compliance with all Contract requirements;**
- **Monitoring methods to be used;**
- **Frequency of monitoring;**
- **Samples of forms to be used in monitoring;**
- **Title/level and qualifications of personnel performing monitoring functions; and**
- **Documentation methods of all monitoring results, including any corrective action taken.**

Monitoring Project Progress

Our quality control processes ensure that TaxSys meets defined requirements. We achieve quality control through observation, requirements review, scope definition, demonstration, and testing.

We document all requirements and all activities in JIRA. We define JIRA ticket attributes used to tie sets of JIRA tickets to BPs. Continuous monitoring of BP development progress and quality is achieved using JIRA reports and dashboards.

Project managers use JIRA dashboards to monitor the progress of the project towards each milestone at a high level and at a detailed level. For example, the dashboard shown immediately below shows the progress towards a particular development milestone at a high level, grouped by business process, while the second dashboard looks at a specific business process in detail, broken down by user story.

High level Milestone Tracking Dashboard

Detailed Dashboard Showing Progress per User Story

These monitoring tools that aggregate the JIRA tickets comprising the core work of the project enable us to monitor project progress on a continuous daily basis with relatively low overhead.

The monitoring tools outlined above allow managers assigned to the project to review ongoing work at multiple levels and intervene quickly if project progress is delayed or otherwise off track. The following project leadership personnel reviews reports, dashboards, and tickets to monitor project progress on an at least weekly (often daily) basis:

- **Project Manager(s)**
  - The assigned project manager(s) have completed TaxSys implementation projects for California county Tax Collector/Controller offices, and thus have significant experience in monitoring the progress of these projects and identifying areas of issue/risk.
- **Operations Manager**
  - The Operations Manager is also experienced in leading on TaxSys California implementation projects and monitors the overall work of the project team to ensure quality standards and deadlines are met.
- **Technical/Product Leads**
  - Technical and Product Leads are assigned to groups of BPs, and review the tickets being completed for those business processes for accuracy, quality, and timeliness. This group of leads monitors the details of the work being done closely and reports progress and any areas of concern to the Project/Operations Managers.

The detailed qualifications of each of these personnel can be found in *Template 3 - Engagement Staffing*.

Each BP includes a requirements traceability matrix for all requirements pertaining to that BP. Each of these requirements is represented by one or more JIRA tickets, depending on the development and configuration

needed to meet the requirement. In addition, we group the tickets for each BP into JIRA “epics” according to the user story they are part of.

The ticket types for development, configuration, and overarching user story tickets each have different required form fields and status transitions that they go through before they can be marked as complete. Therefore, the primary form used in the Quality Control Plan (QCP) is a JIRA ticket.

A user story is deemed complete only when all of its component tickets are complete and the BP can be demonstrated in TaxSys to the satisfaction of the County BP owner.

Project Progress and Quality Reviews

Regularly throughout the course of the project, the Project Management Office (PMO) Leadership Team and Project Managers conduct Project Progress and Quality Reviews (PPQRs) to ensure adherence to standards, monitor project progress, and to identify and mitigate issues quickly. The purpose of the PPQR is twofold. First, to ensure that all project management documents are kept up to date and that project management standards are adhered to. Second, to monitor the progress of the project itself.

PPQR frequency depends on project duration and key milestones and deliverable schedules. PPQRs begin with an update on milestone statuses and specific focus areas. Each includes expected completion dates. Each focus area also includes its primary objective and a selected list of work packages.

Focus area and milestone links in the control document display a list of related work packages via JIRA ticket issues, showing the issue assignment, due date, and status of each.

PPQRs cover:

- **Completed Tasks**: Any tasks that have completed all acceptance criteria.
- **Open Tasks:** Organized by focus area with links displaying a list of related work packages via JIRA ticket issues, showing the issue assignment, due date, and status of each.
- **Overdue items:** With links to relevant JIRA tickets containing task status and information.
- **Development Work Required:** Items that require coding work to be completed as part of the statement of work.
- **Active Risks or Items of Concern**: With links to relevant JIRA tickets containing status and further information.

We associate all project deliverables with a list of acceptance criteria and a planned acceptance date. PPQRs ensure we meet all stated criteria within specified time frames.

Throughout the implementation project, and throughout ongoing Maintenance and Support operations, **County satisfaction remains our most important success metric**. Regardless of other metrics met, we will not be satisfied with our work unless you are.

Other Contract Compliance Monitoring

In addition to the standard monitoring procedures outlined above, in consideration of the County’s size and the requirements of the RFP, we will appoint a dedicated monitoring and compliance team. This team will work at the Project Manager’s direction and will be responsible for 1) supporting project management efforts, such as status reporting and tracking progress against the project work plan and 2) monitoring “non-functional” contract compliance requirements (e.g., performance against SLAs).

This team will include a trained Data Analyst with responsibility for developing dashboards and reports throughout the project to ensure that the Grant Street and County teams have access to any information required for monitoring activities.

The team will also include people responsible for activities such as creating and sharing ongoing status reports and monitoring and reporting on KPIs and improvement metrics related to BPs, under the direction of the Data Analyst.

Implementation Services Assumptions

Instructions: In the table below, document the assumptions made in the preparation of this Response Template. Add rows as necessary.

Implementation Services Assumptions

ITEM #	REFERENCE (Section, Page, Paragraph)	DESCRIPTION	RATIONALE
1.	Question 1 - Implementation Methodology and Approach	The Business Process documentation referred to extensively throughout this document will sufficiently address the requirements of the "Functional Design Document" and "Technical Design Document", and therefore no such separate documents will be produced.	These documents cover the same content and serve the same general purpose.
2.	Question 2 - Approach to Process Re-engineering and Requirements Management	The implementation will include work for only one instance of each major interface (e.g. accounting system, assessor system). In the event that the external system changes dramatically, requiring a new Interface Design Specification, Grant Street will initiate Change Order procedures.	The implementation schedule accounts for implementing each major interface once (with revisions). Duplicating this work changes the implementation scope.
3.	Question 4 - Approach to Data Conversion / Migration	In order to stay on track for the data conversion, County IT will need to produce regular automated data extracts and balancing reports. Grant Street and County IT will work together to determine a project schedule that keeps an appropriate pace to meet project milestones and deliverables.	Timely and efficient data conversion requires optimized data extracts in accordance with the project plan.
5.	Question 4 - Approach to Data Conversion / Migration	Grant Street leads on-site verification of the data in TaxSys by County Business Process owners and their representatives. It is at this stage that County end-users will compare data in TaxSys directly to the equivalent data in the legacy system.	The County Business Process owners are required to participate in the verifications to confirm and ensure accuracy of the data loaded in TaxSys.

Response Template 9 – Maintenance and Operations Response

Refer to Section 6 and 7 while developing your responses to the questions in this template.

1. **Approach to Transitioning From eTAX Project to M&O**

Instructions: Refer to SOW, Attachment 2, eTAX Maintenance and Operations, (Task 1) in preparing this answer. Describe your approach to transitioning the eTAX System from the implementation project team to the M&O team and implementing the maintenance and operations processes. It is important to provide an overview of your Production Support Plan, specifically the Disaster Recovery Planning. Page limit: Two pages.

Transitioning to Maintenance & Operations (M&O)

A key component of Grant Street's maintenance and support approach is that it begins during implementation. Many of our Business Analysts who participate in the County's implementation will remain actively involved as part of the support team after go-live, with additional Grant Street Business Analysts becoming involved in the final months of the implementation.

All TaxSys Business Analysts provide expert support for most inquiries. Additionally, select Business Analysts, including those who were involved in your implementation, have training and expertise in County-specific interfaces, use cases, and customizations to TaxSys, and can provide expert support in these unique areas.

We have a dedicated team of technologists that support our cloud infrastructure and TaxSys. They provide 24x7 monitoring and support. This team is composed of experienced software developers, system developers, database administrators and network security specialists. All staff are Grant Street employees – no support is outsourced.

We will develop a support plan and then formally present it to the County near the end of the implementation. This support plan will include documentation of standard Grant Street support procedures (including the change management process), as well as any additional support processes or considerations necessary for the County's particular needs.

The Business Process documentation developed during the implementation (see *Template 8 - Implementation Services)* continues to be the primary guide for County users in how they use TaxSys. As part of the transition to M&O, we transfer primary responsibility for maintaining this documentation to County business process owners.

We will continue to use the issue management tool relied on during the implementation (JIRA) for this purpose during the M&O phase, facilitating a seamless transition for County and Grant Street users. During parallel testing and in the weeks immediately following go-live, County users will have the opportunity to exercise regular M&O support procedures while still receiving support from the implementation team as well.

Production Environment

TaxSys has four completely separate County-accessible environments. (See *Question 2f* that follows for a detailed diagram describing all TaxSys environments.) These include:

1. ***Beta*** used to test changes to the TaxSys code before they are promoted to Production. Data is copied from production to beta monthly and on-demand.
2. ***Demo*** is a training and demonstration environment, where users can make changes to data without impacting the production environment. Demo is running the same code as production. Data is copied from production to demo frequently, typically once per week.
3. ***Verify*** used to validate converted data during the implementation. After go-live, it is often used for annual event testing and practice.
4. ***Production*** where regular daily work takes place.

We use all of these environments throughout both the implementation and the M&O period, with the exception of the Production environment, which is only used during the M&O period. Most implementation work takes place in the Demo environment. Standing up the Production environment and testing it is part of the go-live preparation procedures, but typically begins years in advance.

Production Support

Ongoing software maintenance, improvement, and support is a primary component of the TaxSys service provided by Grant Street. We handle inquiries and business requirements that require software changes in the same general manner as those that do not. We believe that **it is our responsibility to ensure TaxSys meets the business needs of the County**, not to split hairs over whether a needed change is a "configuration" vs. "bug fix" vs. "new feature".

The support agreement includes all functionality, including configurations and any interfaces we build to communicate with other systems. All infrastructure and application maintenance tasks, such as hosting, performance monitoring, infrastructure upgrades, security monitoring and testing, deployment of new versions of code, etc. are the full responsibility of Grant Street. This model also means that in addition to enhancements made specifically for the County, you will receive the full benefit of enhancements made to TaxSys for any reason (for example, performance improvements, workflow optimizations even to workflows

that the County already found acceptable, and new features which can be enabled or disabled by configuration).

We designed TaxSys as a modular, Software as a Service (SaaS), hosted solution offering maximum flexibility in configuration and maintenance. The terms “upgrade” and “update” are not applicable as there are no versions of the software – the Production version of the software is always current with the latest available code, with no “installation” process required.

Software releases and system maintenance patching typically do not require system downtime due to the redundant, high-availability architecture of the Grant Street private cloud. On the rare occasions that require scheduled downtime, it takes place exclusively outside business hours and will be scheduled to avoid high-traffic periods (e.g., payment deadlines such as December 10 in California). We provide more than 24 hours notice of any scheduled outage and include a purpose for the outage and estimated duration (typically ranging from a few minutes to one hour).

Disaster Recovery Planning

Please see *Question #6: Approach Business Continuity Plan*.

2. **Approach to Providing System Operations Services**

Instructions: Refer to SOW, Attachment 2, eTAX Maintenance and Operations, (Task 2) in preparing this answer. Describe your approach to maintaining and operating the eTAX System. Your response should include:

a. **An overview of management of the infrastructure and applications.**
b. **Overview of your service delivery model/operational process model, maturity, and the process framework you have leveraged (e.g., ITIL).**
c. **Approach to monitoring and managing systems, integrations, events, and processes.**
d. **Approach to change, release, and configuration management.**
e. **Approach to capacity planning, provisioning of services and ability to scale rapidly.**
f. **Approach to managing and updating/refreshing environments.**
g. **Disaster recovery policies and procedures and applicable industry standards**
h. **Any routine audits performed.**
i. **Approach to patching the environment, specifically the Product. Page limit: Five pages.**

Ongoing software maintenance, improvement, and support is a primary component of the TaxSys service provided by Grant Street. Our **support services cover all functionality**, including configurations and any interfaces we build to communicate with other systems. All infrastructure and application maintenance tasks, such as hosting, performance monitoring, infrastructure upgrades, security monitoring and testing, deployment of new versions of code, etc. are Grant Street's full responsibility. This model also means that, in addition to enhancements made specifically for the County, you will receive the full benefit of all general enhancements made to TaxSys as well.

We will continue to use the **task tracking and ticketing application** (JIRA) relied on during the implementation post go-live for all support requests from the County. County staff can view all tickets and ticket details and receive email alerts when changes are made – including status updates.

We **continually monitor** industry trends, regulatory, and legislative issues. We hold regular meetings with our California clients, attend industry conferences, and closely monitor government legislation to ensure we have an ear to the ground to uncover any issues that may impact Tax Collector and Auditor-Controller processes and procedures. We include minor changes to TaxSys to accommodate changes in legislation at no additional charge. To date we have never had to charge a client as a result of a legislative change.

As a tax system provider and a payment facilitator, Grant Street provides **sustainable compliance** for the County with minimal or no County resources required. On occasions where compliance with a rule or law change does require County input or changes to County business practices, Grant Street facilitates those changes, seeking input and approval from County Subject Matter Experts (SMEs) as needed. We leverage the expertise of our client community, working together as a group to establish a plan for addressing the change. Grant Street then executes the plan with all clients reaping the benefits of the change. We have successfully followed this approach for 18 years.

Environments

Grant Street hosts four TaxSys environments for Grant Street internal use: Dev, Test, Staging, and Data:

1. ***Dev*** used as a development environment by Software Developers.
2. ***Test*** used for Grant Street testing of new functionality.
3. ***Staging*** used to run automated and manual regression tests prior to promotion to production.
4. ***Data*** used to load, test, and validate historic converted data prior to county data verification.

We also provide four completely separate County-accessible TaxSys environments:

1. ***Beta*** used to test changes to the TaxSys code before they are promoted to Production. Data is copied from production to beta monthly and on-demand.
2. ***Demo*** a training and demonstration environment, where users can make changes to data without impacting the production environment. Demo is running the same code as production. Data is copied from production to demo frequently, typically once per week.
3. ***Verify*** used to validate converted data during the implementation. After go-live, it is often used for annual event testing and practice.
4. ***Production*** where regular daily work takes place.

An illustration of the TaxSys environments follows in the *Images and Supplemental Materials* section.

These eight environments have allowed Grant Street to handle large, complex conversions and to support multi-year, phased implementations. All of these environments are available throughout both the Implementation and Maintenance & Operations phases, with the exception of Production which is not available to users until go-live (although it is prepared earlier), and Data, not required after go-live.

Release Management

Grant Street makes updates to the production application according to a published release schedule. Major releases occur monthly and we complete rigorous regression testing of the application (with a suite of manual and automated tests) before implementing any update. We include these updates to software and hardware at no additional charge. We also include modifications to TaxSys, as required to enable the County to comply with minor changes in Federal, State, or County legislation or regulations, at no additional charge.

Most of these software updates, along with most routine system infrastructure patching and similar activities are done in an "**outageless**" manner — with no system downtime associated with the update. On occasion, typically 2-3 times a year, we do take a scheduled outage at off-peak hours during off-peak weeks/months for certain changes that require it.

We also perform Production releases in a "phased" manner — before deploying the new release everywhere, we spin down only some of the systems running the current release code and spin up replacements running the new release. We direct just a few counties to the systems running the new release, and have them run on the new release for two days before all counties run on the new code. This means that even if a problem occurs in a release, it affects only these "canary" counties and can be remedied before everyone runs on the new release. Our highly redundant infrastructure facilitates this process.

Software Development Life Cycle (SDLC)

To facilitate software test/revise cycles within the constraints of a live system with scheduled software releases, we generally promote substantial new functionality to production over a series of releases, with the entire new feature gated behind a configuration, so that the change is invisible in production until the configuration is enabled. Throughout this period, Grant Street and County SMEs will test the new functionality. Software changes pass through several types of testing before being released to the production environment:

- **Unit Testing:** As developers write code, they also produce back-end "unit tests" to verify the correctness of the calculations and functions they perform with the new code. These tests verify just the single "unit" of code written in isolation. They occur on the back-end and do not exercise the TaxSys user interface. We run the full suite of unit tests daily against all new code submitted, and Developers examine and remediate failures each day.

- **Functional Testing:** Functional testing is "typical" software testing where we examine the new functionality in a TaxSys Test or Veta environment. Business process SMEs perform functional testing. When examining new functionalities, not only do they test to see if they meet specification as written, they also test if the functionality will meet the County's business needs. At this stage we will invite County staff to test changes of particular interest or importance to the County in the Beta environment.

- **Performance Testing:** When adding new features and functionality, Grant Street measures the response times for the range of possible real-life scenarios. Developers will iteratively optimize and refactor the code as needed to ensure a timely user experience.

- **Regression Testing:** When all the changes scheduled for a release have completed development, we perform regression testing in a staging environment. In regression testing, rather than testing the functionality of individual issues, we validate that the business process works as expected with all of the new release code in place. This ensures that new changes do not inadvertently cause a bug elsewhere within TaxSys. Business Analysts perform both automated and manual regression testing using TaxSys and inspecting the results.

- **Stress and Load Testing:** Prior to Production deployment, Developers simulate extreme situations to verify the system behavior and identify conceivable breaking points. This includes high transaction volumes, database locks, connectivity interruptions, and third-party interface outages. Grant Street also performs load testing in advance of key annual events, such as tax payment deadlines.

We always update business process documentation to reflect any new or modified steps introduced by TaxSys enhancements. Typically, Grant Street updates documentation, with the County's approval. A County SME can also update documentation, according to preference.

As a Software as a Service (SaaS), hosted solution, the Production version of the software is always current with the latest available code, with no "installation" process required. As a result, we implement changes from a release immediately, requiring no action from the County. You will always use the most current version of TaxSys.

Change Request Process

The County will submit all change requests, such as bug fixes and minor enhancements, via JIRA. Grant Street Business Analysts will assess the feasibility and impact of the change, then engage with the County staff member who submitted the issue to seek clarifications, get updates, and discuss priority and urgency. We prioritize Critical and High priority issues for work right away. We prioritize less critical issues according to the County's requested ordering with Grant Street advising (e.g., on estimated effort for each request, relationship to other in-progress work) to ensure optimal ordering.

We will handle larger customization requests via a documented Change Management process, just as they were during the implementation, taking into consideration scope, risk, and overall TaxSys product quality. We collaboratively prioritize change requests with the County according to importance. Considerations provided by Grant Street such as the time to complete an issue, the risk of negative impact of the change, and the relationship to other in-progress or planned changes help inform prioritization. Following a discussion between the County and Grant Street about the priority and feasibility of each change request, we will approve applicable changes and begin work, tracking the change in JIRA.

At your request, we have allotted 15,000 hours annually for large and/or County-specific enhancements and customizations.Should the County elect to use these hours, such changes will follow this general process, with a formal statement of work and cost estimate provided before approving changes and beginning work.

We assign issues to Grant Street staff according to availability and knowledge of the subject area. JIRA clearly displays each issue's assignment. JIRA also facilitates reassignment of issues to other staff based on availability. In cases which require County action or information, we can assign issues to County staff.

Communicating Changes

We communicate changes for each release in the following ways:

- **Release notes** distributed in advance of each release that fully describes system enhancements and new features. We include video demonstrations of new features and functionality with the release notes as needed. Please see an image of our Release Highlights page in the Images and Supplemental Materials section that follows.
- **Advisory committees** where groups of SMEs from Grant Street provide updates about changes in their respective areas (such as property tax, tax collection, finance and accounting, etc.) to their SME counterparts at our clients' offices.
- The County can view, at any time, the list of all changes that will be included in each upcoming release in the **JIRA issue-tracking system**, whether the ticket was submitted by the County, by another TaxSys client, or by Grant Street. These JIRA tickets may also be exported in a variety of formats to produce reports.

We will coordinate release dates for significant functional changes requested by the County in advance to ensure completion of any necessary training and to avoid conflicts with any key dates.

Grant Street's Product Manager and Technology Manager maintain a development roadmap that contains plans for future enhancements and new functionalities. We allocate Developer resources to these projects with the counterpart Business Analyst staff, as appropriate. Grant Street shares our future plans with clients regularly through Confluence, JIRA ticket updates, Advisory Committee meetings, and our annual California User Group Meeting.

Capacity/Scalability

Regarding growth and change in system performance requirements (e.g., increased numbers of users, higher system load), Grant Street uses load-balanced web servers for redundancy and scalability. Numerous web servers operate concurrently in Production, and in the event of a single machine failure, the remaining servers seamlessly take on its responsibilities. We ensure that our web server pool has more than adequate resources, and can quickly and easily add new servers to this pool. The infrastructure includes virtualization of application and database servers to allow faster, more flexible allocation of resources and more scalability.

We also provide various read-only database secondary servers (all synchronized in real time), to which we can direct many Production "read-only" queries to reduce the burden on the primary database. Additionally, we provide a high-performance data warehouse (also synchronized in real time) against which we run all reports, for maximum performance.

We can scale our database capacity as well by simply adding more secondary machines and configuring the application to use them. We can absorb big utilization spikes through our “grid”, a set of distributed processes that adapts to the system load. We size the capacity increases to the infrastructure and application using key metrics such as: number of parcels, taxpayers, County users, total taxes collected, and other usage factors to be identified during the project.

Grant Street provides continuous monitoring, expansion, and upgrades to this environment as part of the TaxSys service. We monitor all aspects of TaxSys and the underlying infrastructure, including processing time of various business processes, database request times, locks, CPU, memory and I/O rates. We also monitor hundreds of data points to ensure optimal performance and anticipate performance degradation.

We provision capacity generously to ensure ample "buffer" to enable peak use. Real-time alerts promptly notify us of any performance degradation, enabling us to provision additional capacity within minutes, all thanks to our virtualized infrastructure. We also provision additional resources well in advance of any projected capacity shortfalls.

Grant Street forecasts year-over-year changes in peak load and ensures that the hardware can handle that load with no significant degradation in system performance. In particular, in advance of peak periods, we perform load testing at a multiple of the expected new maximum load and evaluate system performance under those conditions. We perform regular capacity planning and invest in our infrastructure accordingly to stay ahead of any future business needs.

For additional details on scalability and capacity planning, refer to *Template 6 - Non-Functional Narrative*.

Disaster Recovery
Please see Q*uestion #6 - Approach Business Continuity Plan*.

Routine Audits
Please see *Question #4 - Approach to Providing Security Management Services*.

Security Updates/Patches
Grant Street has a formalized patch management policy that ensures we keep systems up to date. We:

- Perform acceptance testing on updates prior to applying them in Production
- Update workstations regularly using an automated management tool
- Patch critical vulnerabilities out of cycle if needed

We automate much of Grant Street’s vulnerability scanning using [redacted] YAML files for our applications contain instructions to define parameters of scanning such as “day of week.” After completing scans, [redacted] captures any new vulnerabilities and automatically creates tickets in JIRA. New tickets generate an alert to our security operations staff.

For further details on software patches, please refer to *Template 6 - Non-Functional Narrative*.

Images and Supplemental Materials

TaxSys Environments

The TaxSys SDLC

3. Approach to Providing System Support Services

Instructions: Refer to SOW, Attachment 2, eTAX Maintenance and Operations, in preparing this answer. Describe your approach providing Level 2 and Level 3 support including how you would manage tickets and meet minimum service levels. Page limit: Two pages.

Grant Street practices a **high-touch philosophy** when it comes to client service. The County will receive support from our in-house Software Support Team, through a team of Product Support and Business Analysts and through your Relationship Manager, Janine Hyatt. We assemble this support system before implementation kick-off and it remains in place for the County for the life of the contract. We provide emergency technical support 24 hours a day, 365 days a year.

The County's support structure will include:

Software Support Team: Our in-house, bilingual (English and Spanish) Software Support Team is 100% U.S. based. Full-time Grant Street employees staff the Software Support Team; we do not outsource any customer support to third parties. We route calls and emails to the Software Support Team to individual support staff based upon expertise, so that the most knowledgeable staff member for that particular area handles customer inquiries. The Software Support Team **provides Level 1 support** if needed, and handles all support for public users.

Product Support Team: Our Product Support Team specializes in questions related to the operation of TaxSys, and members of this team will be tasked with understanding the business processes and other support needs of the County to ensure fast and accurate answers to County inquiries, **providing Level 2 support**. The Product Support Team will conduct initial investigations, and triage support requests requiring a deeper level of investigation to our Business Analyst Teams.

Business Analysts: Day-to-day Subject Matter Expert (SME)-level support (**Level 3 support**) for TaxSys is provided by a team of Business Analysts who specialize in different areas of TaxSys functionality. These Business Analysts hold primary responsibility for deeper investigations and troubleshooting, particularly related to complex interfaces. They also address defects and business process optimization post go-live. Additionally, select Business Analysts, including those who were involved in your implementation, have training and expertise in your specific interfaces, use cases, and customizations to TaxSys and can provide expert support in these unique areas.

[redacted]

Relationship Management: Relationship Managers work closely with the County through the life of your contract. [redacted] will make regular on-site visits to evaluate the County's use of the system, build relationships with staff members and conduct reviews with stakeholders to ensure satisfaction. [redacted] will serve as a point of escalation to address and resolve areas of concern with Grant Street products or services.

As the Relationship Manager for all California-based Grant Street clients, as well as a lifelong California resident, [redacted] has a unique understanding of California Auditor-Controller and Tax Collector business requirements and needs, as well as the local government and legislative landscape of the State of California.

Reporting Issues

Grant Street uses JIRA, a task tracking and ticketing application, for logging tasks, defects, questions, configuration updates, and customization requests during implementation and post go-live. Using the same tool and procedures for reporting issues during implementation and post go-live makes the transition to our ongoing customer support seamless.

Tickets entered directly into the JIRA ticketing system receive immediate attention from our Software Support Team. Grant Street will also log issues received via phone or email into JIRA. County staff have access to view JIRA ticket details and receive email alerts when changes are made to JIRA items, including description and status.

We “triage” issues immediately to determine the subject of the issue and its severity, then send it to a Grant Street SME. The SME researches the issue and contacts the County staff member who reported the issue through JIRA (which generates an email notification) or via phone with a solution, a request for further information, or, if an immediate solution is not possible, a status update and timeline.

This triage and issue tracking process enables us to meet the required service levels for issue response and resolution in an efficient manner.

Tracking Issues

The County can view and comment on any ticket and see all inter-task dependencies, any tasks due and their due dates. JIRA features a robust search function, easy tracking of issue status resolution, easy commenting (in-application or via email), robust email notifications and detailed summary reporting options at any desired level. The County will have access to view all issues in JIRA, both those they report, and those reported by Grant Street or by other TaxSys clients.

Grant Street will create a series of dashboards in JIRA that the County can use to track issues in each status eg., Research In Progress, In Development, Waiting for Client Information, and Resolved/Closed.

4. **Approach to Providing Security Management Services**

Instructions: Refer to SOW, Attachment 2, eTAX Maintenance and Operations, (Task 4) in preparing this answer. Describe your approach to providing security services and how you will ensure the eTAX System is secure. Include topics such as:

a. **Security monitoring approach (e.g., access).**
b. **Approach to vulnerability testing/scanning including third-party roles and types.**
c. **Security incidents escalation.**
d. **Audit controls. Page limit: Two pages.**

Security Monitoring

Since TaxSys is offered as a fully-hosted SaaS solution, all infrastructure monitoring and remediation is the sole responsibility of Grant Street. We actively monitor production and test environments using a combination of industry standard and internal tools. Security monitoring is implemented through a robust, multi-tiered system architecture that ensures comprehensive coverage and maximizes visibility across our network infrastructure. Within our data centers, Intrusion Detection System (IDS) appliances diligently oversee north-south traffic, generating real-time alerts. These alerts are promptly relayed to our 24x7 Security Operations Center (SOC), expertly managed by [redacted]

To further enhance our monitoring capabilities, we meticulously gather and store logs from every server, security appliance, and network device within our environment. These logs are securely centralized for efficient management and analysis. Our Security Information & Event Management (SIEM) system plays a pivotal role by automatically processing and correlating these logs into coherent security events. These events are subsequently scrutinized by the [redacted] with confirmed security incidents being escalated according to their priority and risk profile to our dedicated Incident Response team.

To maintain a proactive stance on security, we generate weekly reports that undergo rigorous review by our in-house security personnel. These reviews encompass the meticulous examination of reports for errors, completeness, and the identification of any suspicious activities.

For safeguarding servers deemed at-risk, we have implemented [redacted] endpoint protection. This solution enhances our security posture by fortifying these servers against potential threats. Furthermore, our vigilant Threat Hunting team continuously scrutinizes endpoint logs for any signs of advanced persistent threats within our environment.

In summary, our security monitoring infrastructure is designed to offer a comprehensive, multi-layered approach that ensures real-time threat detection, rapid response, and proactive threat mitigation, thereby safeguarding our organization's digital assets and preserving data integrity.

Important alerts are fed into a paging service with on-call rotation management providing alert escalation to our support team 24/7.

Security Incident Response and Escalation

Grant Street has a formal Incident Management Policy outlining the process for reporting a security violation. As part of our PCI Level 1 Certification, Grant Street has also developed a formal Incident Response Plan (IRP) for notifications if our ability to do business has been compromised. If Grant Street must implement its Disaster Recovery Plan and failover to backup servers, the County would be immediately notified and updated periodically as the situation was resolved.

We conduct a post-mortem examination of any incident to validate that policies, procedures and guidelines are up-to-date and followed.

We review and test the IRP at least annually. Our Computer Incident Response Team (CIRT) executes multiple test scenarios, examines results, and implements any modifications necessary.

Audit Controls and Vulnerability Testing

Since we offer TaxSys as a fully hosted Software as a Service (SaaS) solution, the County will receive all the benefits of the extensive security testing that Grant Street undergoes.

We regularly scan our internal networks with vulnerability scanning software such as [redacted], and we contract third parties to penetration test our applications and networks annually. We leverage [redacted] services in order to enhance Grant Street Group's cybersecurity posture. [redacted] offers a comprehensive suite of advanced threat detection, incident response, and continuous monitoring services. With a team of security experts available 24/7, [redacted] services ensure immediate response to security incidents, minimizing the time to detect and contain threats, thus reducing the potential impact of a cyberattack.

Grant Street is a PCI-DSS Level 1 Certified Service Provider (the highest level available). Grant Street passes an annual SSAE 18 SOC 1 and SOC 2 Type 2 audit, which includes a review of Grant Street's internal controls over financial reporting, privacy, and a security audit. In addition, we expect to achieve StateRAMP ready status in 2025.

These security audits review hundreds of checkpoints related to secure data storage, encryption methodology, system and network security, and security policies and procedures.

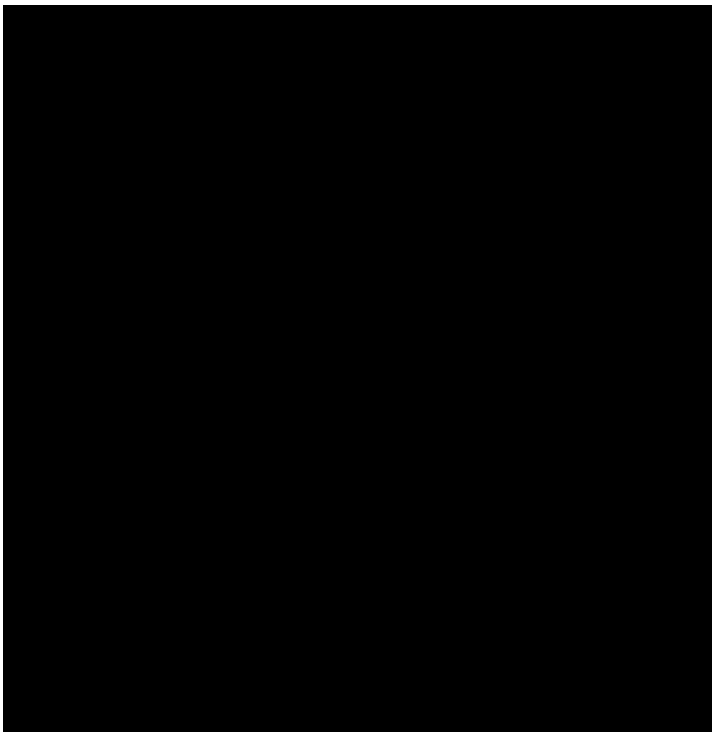
5. Approach to Monitoring Performance Against Service Level Agreements

Instructions: Refer to SOW, Attachment 2, eTAX Maintenance and Operations, in preparing this answer. Describe your approach monitoring your performance and reporting performance against the defined SLAs. Page limit: Two pages.

In addition to the typical monitoring and reporting activities that we perform for all of our clients, we will form a dedicated Reporting and Compliance Team for Los Angeles County during the implementation that will carry on through the M&O period. This team will have specific responsibility for monitoring Grant Street's performance against the defined SLAs, and reporting this performance to the County on a defined schedule (typically monthly).

This Reporting and Compliance Team will work closely with other teams throughout the Grant Street organization to leverage internal tools and County-visible monitoring tools to measure performance (see *Template 6 - Non Functional Narrative* for more information on these tools). Performance monitoring of TaxSys and other systems occurs 24 hours/day, 7 days/week. Any detected issues are sent as automated alerts to the appropriate Grant Street team so that the problem and its urgency can be quickly assessed and remediation can begin. This allows us to ensure the best possible experience for our clients, address any potential performance issues before they become urgent/critical, and provide information and reports demonstrating our performance metrics as compared to defined SLAs.

If there is a system performance issue, such as an outage of a particular piece of TaxSys functionality, we rapidly alert the affected TaxSys client(s). This information will be shared via email alerts, and Grant Street also provides a real-time status page for each of our applications (as shown). These status pages give you real-time updates on disruptions to our core services and can be accessed and/or subscribed to by members of your organization at any time.



In addition to Grant Street's extensive monitoring of our applications, our support teams have processes in place to evaluate their success meeting all internal and client SLAs for responsiveness and resolution of support issues. We document data on items such as time to respond to an urgent client request through our JIRA ticketing system and call logs, and can generate reports on this information; members of Grant Street leadership also monitor dashboards that illustrate this information in real time to quickly assess and address any support bottlenecks.

All of the monitoring information described will be accessible to and shared with our Compliance and Reporting Team to ensure that we do not miss information relevant to the County, and that we can demonstrate our compliance with County SLAs. Grant Street is committed to transparency and timeliness in the information we provide to all of our clients; we are confident that between our current performance and support monitoring practices and the development of a County-specific Reporting and Compliance Team, we will be able to meet any requirements to demonstrate our compliance against County SLAs.

6. **Approach Business Continuity Plan**

Instructions: The Proposer will provide Backup and Recovery (BCP) for the eTAX System and establish a documented plan to enable continuation of critical business processes and protection of the security of the eTAX System in the event of an emergency.

Backup and Recovery services will include the following:

- **Develop and maintain a detailed Disaster Recovery Plan that meets specific Recovery Time Objectives (RTO) and Recovery Point Objectives (RPO).**
- **Plan shall include operational details for data, backups, storage management, and contingency operations that provides for recovering the eTAX System within established recovery requirement periods after a disaster that has affected the users of the eTAX System.**
- **Establish processes to ensure Disaster Recovery and emergency management plans are kept up-to-date and reflect changes in the eTAX System due to the implementation of changes or requirements.**
- **Participate in and complete all infrastructure related disaster recovery setup and maintenance activities outlined in the Disaster Recovery Plan including:**
    - **Managing and maintaining disaster recovery environment including all required equipment (servers, storage, virtualization software and network).**
    - **Managing replication to the disaster recovery offsite and ensuring that ongoing replication continues to occur.**
- **Lead the Disaster Recovery testing including:**
    - **Plan and schedule Disaster Recovery testing.**
    - **Coordinate involvement of County personnel during Disaster Recovery testing.**
    - **Recovery of eTAX System Infrastructure in the secondary data center.**
    - **Recover data and storage according to RTO requirements.**
    - **Assist with/resolve remediation of recovery issues.**
    - **Track and report Disaster Recovery test results to the County.**
- **Develop action plans to address any issues arising from Disaster Recovery testing results and execute plan after factoring in the County's feedback.**
- **Lead (and perform) the execution of tasks outlined in the Disaster Recovery Plan in the event of an actual disaster.**
- **Description of how the Contractor will test the BCP on an annual basis and update it accordingly.**

Page limit: Two pages.

Business Continuity/Disaster Recovery
Grant Street has extensive business continuity plans in place that exceed traditional disaster recovery setup. Our disaster recovery plan has recovery time and recovery point objectives as part of our contingency planning. Components of the plan follow National Institute of Standards and Technology (NIST) Security Control standards and include:

- A secondary processing site geographically distinct from our primary processing site
- Primary and secondary telecommunications service agreements
- Backups of user-level and system-level information and system documentation
- Protection of the integrity and availability of backup information
- Transfer of system backup information to an alternate storage site
- Provision for the recovery and reconstitution of the system within defined recovery time and recovery point objectives after a disruption, compromise, or failure
- Use of failover capability for the system

Continuity Setup
The servers and network equipment that run our applications are located at world-class data centers in Pittsburgh and Atlanta. We run full Production environments in both of these data centers, and each maintains the same level of security controls. These data centers provide 24/7 staffing, physical security, dual uninterruptible power supplies, backup diesel generators, and redundant internet backbone connections among other first-class amenities.

Core infrastructure elements have redundant systems in active/active or active/standby configurations to minimize downtime in the event of hardware failure. We load balance our web servers and send read-only database queries to replica databases. We virtualize our web and database servers in order to use resources efficiently and to be able to quickly add new servers.

The secondary environment includes backup servers with up-to-date copies of software required to run applications as well as a replicated database, updated in real time, typically no more than two seconds behind the primary. Traffic passing between the production and disaster recovery environments is encrypted and passed over an Internet Protocol Security (IPSEC) Virtual Private Network (VPN) tunnel carried over redundant, dedicated, circuits between datacenters.

Grant Street actively monitors production and test environments using industry standard platforms..

Disaster Recovery Testing
Our disaster recovery testing process takes a comprehensive, systematic approach designed to ensure the continuity and integrity of our services. We test our disaster recovery procedures annually at a minimum, however, system or architecture changes can affect recovery confidence, so we opt to test procedures quarterly when possible.

1. The process begins with a quarterly meeting of the TaxSys team stakeholders, including the management team members actively engaged with the County. We plan the next disaster recovery test, discussing the timing and potential risks associated with it. Business Analysts play a crucial role in these meetings, coordinating any involvement required from the County.
2. Next, we conduct tests in a non-production environment to verify the functionality and effectiveness of the disaster recovery process. This step allows us to identify and address any potential issues before they can impact the live environment.
3. We use our JIRA ticketing system to create a checklist for each step of the disaster recovery process. This allows us to meticulously perform and track each step, ensuring we do not overlook anything and

we complete all tasks as planned.

4. A week before the test, we notify all TaxSys stakeholders and affected clients. This advance notice allows all parties to prepare accordingly and minimizes any potential disruption to their operations.
5. On the scheduled date, we perform the disaster recovery test. We have built-in safeguards to ensure the integrity of our systems and services. If we discover a major issue during the test, we have the capability to immediately reverse the test and reschedule it for a later date. This ensures that our services remain uninterrupted and that the test does not adversely affect our clients' operations.
6. We promptly address any minor issues discovered during testing. We create tickets for these issues in JIRA, which allows us to track their resolution effectively.

Backing Up and Restoring Data

We replicate application data in real time from the main database to three or more database secondary servers in each of the Production environments. We also perform daily full backups and store them both on- and off-site. We also perform a full backup before every major software release. We use a combination of technologies for backups:

- Before a major change, we create a virtual machine snapshot on a Storage Area Network (SAN)
- We perform daily database dumps and backups to dedicated backup disk-based servers
- We perform weekly backups to offsite storage

We validate data integrity of backups with routine “restore” tests to confirm backups perform correctly.

Recovery Time Objective (RTO) and Recovery Point Objective (RPO)

Grant Street has a recovery time objective of eight (8) hours — measured from the time that the TaxSys Production service becomes unavailable until it is available again, and a recovery point objective of five (5) minutes — measured from the time that the first transaction is lost until the TaxSys production service became unavailable. We minimize RTO by replicating data in real time to several databases in both data centers. This redundancy allows us to optimize RTO. We minimize RPO through high redundancy and well-documented and rehearsed failover procedures. Over the last two years, our TaxSys California clients have experienced 99.997% uptime, 100% during business hours.

Real-World Scenarios

The primary considerations in determining whether or not to “fail over” to using the secondary production environment as the primary production environment include:

- Estimated duration of outage
- Estimated time to revert to the primary production environment when the event is over
- Business considerations (in consultation with the County)

Keeping Plans Up- to-Date

Grant Street regularly reviews and updates Business Continuity plans to reflect changes in technology, personnel, and business processes. This is performed at least annually. Training staff on the plan and their roles involves regular training sessions and drills. Any updates or changes to the plan are documented and communicated to relevant parties.

Maintenance and Operations Services Assumptions

Instructions: In the table below, document the assumptions made in the preparation of this Response Template. Add rows as necessary.

M&O Services Assumptions

ITEM #	REFERENCE (Section, Page, Paragraph)	DESCRIPTION	RATIONALE
1.		None	
2.			
3.			

APPENDIX B CONTRACT REQUIRED FORMS

Exhibits

Exhibit 1 Organization Questionnaire/Affidavit

Exhibit 2 Certification of Compliance

Exhibit 3 Request for Preference Consideration

Exhibit 4 Debarment History and List of Terminated Contracts

Exhibit 5 Community Business Enterprise (CBE) Information (Excel Worksheet)

Exhibit 6 Minimum Mandatory Requirements

Exhibit 7a List of References

Exhibit 7b Proposer's List of Contracts

Exhibit 8 Declaration

Additional Information

Corporate Documents

Proposer's Financial Capability (Section B.3)

Proposer's Pending Litigation and Judgments (Section B.4)

Proof of Insurability (Section B.5)

Applicable Licenses and/or Permits (Section B.6)

REQUIRED FORMS EXHIBIT 1
ORGANIZATION QUESTIONNAIRE/AFFIDAVIT

Proposer Name: Grant Street Group	**County Webven Number:** 13993001
Address: 339 Sixth Avenue, Suite 1400 Pittsburgh, PA 15222	
Telephone Number: [redacted]	**Email:** rfps@grantstreet.com
Internal Revenue Service Employer Identification Number: 23-2900536	**California Business License Number:** Entity number: 3540861

1	Select the option that best defines your firm's business structure: ☑ Corporation ☐ Limited Liability Company (LLC) ☐ Limited Partnership ☐ Sole Proprietorship Non-Profit ☐ Franchise ☐ Other (Specify)	**If Corporation or Limited Liability Company (LLC):** Legal Name (as stated in Articles of Incorporation): Grant Street Group, Inc. State of Incorporation: Pennsylvania Year of Incorporation: 1997 **If Limited Partnership or a Sole Proprietorship:** Name of proprietor or managing partner: n/a **If other:** Specify business structure name: n/a
2	Is your firm doing business under one or more DBA's? ☐ Yes ☑ No	Name: n/a Country of Registration: n/a Year became DBA: n/a
3	Is your firm wholly/majority owned by, or a subsidiary of another firm? ☐ Yes ☑ No	If yes, indicate name of Parent Firm and State of Incorporation. Name of Parent Firm: n/a State of Incorporation or registration of parent firm: n/a.
4	Has your firm done business under other names within last five (5) years? ☐ Yes ☑ No	If yes, indicate any other names and the year of name change. Name(s): n/a Year(s) of Name Change: n/a

REQUIRED FORMS
EXHIBIT 1 ORGANIZATION QUESTIONNAIRE/AFFIDAVIT

5	List names of all joint ventures, partners, subcontractors, or others having any right or interest in this contract or the proceeds thereof. If not applicable, state "NONE".	NONE
6	Is your firm involved in any pending acquisition or mergers? ☐ Yes ☑ No	If yes, please provide additional information regarding the pending merger. n/a
7	List all names and contact information of all individuals legally authorized to commit the Proposer.	**Name:** Myles C. Harrington **Title:** President and Co-CEO [redacted] **Name:** Daniel J. Veres **Title:** Executive Vice President and Co-CEO [redacted] **Name:** William Haskins **Title:** Chief Financial Officer [redacted] **Name:** Fred Burnette **Title:** Chief Operating Officer [redacted] **Name:** Ian Yorty **Title:** Chief Business Development Officer [redacted]

REQUIRED FORMS EXHIBIT 2

CERTIFICATION OF COMPLIANCE

Proposer certifies compliance with all programs, policies, and ordinances specified in exhibits listed below.

	TITLE	REFERENCE	CERTIFICATIONS
1	Certification of No Conflict of Interest	LACC 2.180	**Certifies Compliance?** ☑ Yes ☐ No
2	Familiarity with the County Lobbyist Ordinance Certification	LACC 2.160	**Certifies Compliance?** ☑ Yes ☐ No
3	Zero Tolerance Policy on Human Trafficking Certification	Motion	**Certifies Compliance?** ☑ Yes ☐ No
4	Compliance with Fair Chance Employment Hiring Practices Certification	Board Policy 5.250	**Certifies Compliance?** ☑ Yes ☐ No
5	Charitable Contributions Certification Enter the California Registry of Charitable Trusts "CT" number and upload a copy of firm's most recent filing with the Registry of Charitable Trusts as required by Title 11 California Code of Regulations, sections 300-301 and Government Code sections 12585-12586 (if applicable) Not applicable	Board Policy 5.065	**Check the Certification below that is applicable to your company.** ☑ Proposer or Contractor has examined its activities and determined that it does not now receive or raise charitable contributions regulated under California's Supervision of Trustees and Fundraisers for Charitable Purposes Act. If Proposer engages in activities subjecting it to those laws during the term of a County contract, it will timely comply with them and provide County a copy of its initial registration with the California State Attorney General's Registry of Charitable Trusts when filed. **OR** ☐ Proposer or Contractor is registered with the California Registry of Charitable Trusts under the CT number listed in this document and is in compliance with its registration and reporting requirements under California law. Attached is a copy of its most recent filing with the Registry of Charitable Trusts.
6	Attestation of Willingness to Consider GAIN/START Participants	Board Policy 5.050	**Certifies Compliance?** ☑ Yes ☐ No **Willing to provide GAIN/START participants access to employee mentoring program?**

			☐ Yes ☐ No ☑ N/A-program not available
7	Contractor Employee Jury Service Program Certification Form & Application for Exception	LACC 2.203	**Certifies Compliance?** ☑ Yes ☐ No **If No, identify exemption:** ☐ My business does not meet the definition of "contractor," as defined in the Program. ☐ My business is a small business as defined in the Program. ☐ My business is subject to a Collective Bargaining Agreement (attach agreement) that expressly provides that it supersedes all provisions of the Program
8	Certification of Compliance with the County's Defaulted Property Tax Reduction Program	LACC 2.206	**Certifies Compliance?** ☑ Yes ☐ No **If No, identify exemption:** n/a

REQUIRED FORMS – EXHIBIT 3

REQUEST FOR PREFERENCE CONSIDERATION

INSTRUCTIONS: Proposers requesting preference consideration must complete and include this form in their proposal. Proposers may request consideration for one or more preference programs. **In order to qualify for preference, firm must be certified by the County of Los Angeles Department of Consumer and Business Affairs (DCBA). Please reference your Certification Letter issued by DCBA to determine Federal/Non-Federal preference eligibility.**

☑ PREFERENCE NOT REQUESTED

OR

☐ PREFERENCE REQUESTED (SELECT ALL THAT APPLY)		
Preference Program		**Reference**
☐	Request for Local Small Business Enterprise (LSBE) Program Preference ☐ Certification for Non-Federally Funded County Solicitations ☐ Certification for Federally Funded County Solicitations	LACC 2.204
☐	Request for Social Enterprise (SE) Program Preference ☐ Certification for Non-Federally Funded County Solicitations ☐ Certification for Federally Funded County Solicitations	LACC 2.205
☐	Request for Disabled Veterans Business Enterprise (DVBE) Program Preference	LACC 2.211

Note: In no instance should any of the listed preference programs price or scoring be combined with any other County program to exceed fifteen percent (15%) in response to any county solicitation.

REQUIRED FORMS – EXHIBIT 4

DEBARMENT HISTORY AND LIST OF TERMINATED CONTRACTS

Proposer's Name: Grant Street Group

1. DEBARMENT HISTORY (Check one)	YES	NO
Proposer is currently debarred by a public entity	☐	☑
If yes, please provide the name of the public entity:		
2. LIST OF TERMINATED CONTRACTS (Check one)	**YES**	**NO**
Proposer has contracts that have been terminated in the past three (3) years.	☐	☑

If yes, please list all contracts that have been terminated prior to expiration within the last three (3) years.

Not applicable.

Service:	n/a
Name of Entity:	n/a
Address:	n/a
Contact:	n/a
Telephone:	n/a
Email:	n/a
Termination Date:	n/a
Name/Contract No:	n/a
Reason for Termination:	n/a

REQUIRED FORMS – EXHIBIT 5
COMMUNITY BUSINESS ENTERPRISE (CBE) INFORMATION

Grant Street Group

TITLE	REFERENCE
1 FIRM/ORGANIZATION INFORMATION	The information requested below is for statistical purposes only. On final analysis and consideration of award, contractor/vendor will be selected without regard to race/ethnicity, color, religion, sex, national origin, age, sexual orientation or disability.

Total Number of Employees in California:	32
Total Number of Employees (including owners)**:**	458

Race/Ethnic Composition of Firm. Enter the make-up of Owners/Partners/Associate Partners into the following categories:

Race/Ethnic Composition	Owners/Partners/ Associate Partners		Percentage of how ownership of the firm is distributed	
	Male	Female	Male	Female
Black/African American	0	0	0%	0%
Hispanic/Latino	0	0	0%	0%
Asian or Pacific Islander	0	0	0%	0%
Native Americans	0	0	0%	0%
Subcontinent Asian	0	0	0%	0%
White	2	0	100%	0%

TITLE	REFERENCE
2 CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED, DISABLED VETERAN, AND LESBIAN, GAY, BISEXUAL, TRANSGENDER, QUEER, AND QUESTIONING-OWNED (LGBTQQ) BUSINESS ENTERPRISE	If your firm is currently certified as a minority, women, disadvantaged, disabled veteran or lesbian, gay, bisexual, transgender, queer, and questioning-owned business enterprise by a public agency, complete the following. ☑ **Check if not applicable**

Agency Name	Minority	Women	Disadvantaged	Disabled Veteran	LGBTQQ

REQUIRED FORMS – EXHIBIT 6

MINIMUM MANDATORY REQUIREMENTS

Proposer acknowledges and certifies that it meets and will comply with the Proposer's Minimum Mandatory Requirements indicated below and as stated in Paragraph 4.0, of this Request for Proposals.

No.	Minimum Mandatory Requirement(s) (M/R)	Complies with M/R	
		Yes	No
1	The Proposer must provide a **cloud-based platform** with **data centers** situated **within the continental United States**, with the Proposer **responsible for the cloud infrastructure.** **The Proposer must provide a confirming statement demonstrating that it meets this requirement.**	☑	▢
MR Number 1 Confirming Statement: **Compliant.** TaxSys is a cloud-based (Software as a Service) platform delivered over the internet. TaxSys is hosted out of three separate production environments, on servers collocated at two enterprise class data centers located in the continental United States (Pittsburgh and Atlanta). TaxSys is built on top of Grant Street's private government cloud and completely maintained by Grant Street using tried-and-true open source software tools.			
2	The Prime Proposer or its Sub-Contractor must have successfully implemented and maintained an eTAX System performing Property Tax functions as described for the Auditor-Controller and/or Treasurer and Tax Collector 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.**	☑	▢
MR Number 2 Confirming Statement: **Compliant.** Grant Street has successfully implemented and maintained eTax Systems performing Property Tax functions as described in the SOW for the City and County of San Francisco (209,647 parcels) and San Mateo County (219,397 parcels) within the last five years.			
3	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).	☑	▢

4	The Proposer must attend the virtual Mandatory Proposers' Conference.	☑	▢

REQUIRED FORMS – EXHIBIT 6

MINIMUM MANDATORY REQUIREMENTS

	Minimum Mandatory Requirement(s) (M/R)	Complies with M/R	
		Yes	Yes
5	If the Proposer's compliance with a County Contract has been reviewed by the County's 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 conduct a review of the compliance results.	☑	▢

REQUIRED FORMS – EXHIBIT 7A

LIST OF REFERENCES

Proposer's Name: Grant Street Group

The Prime Proposer and a Subcontractor (if applicable) must provide three references each for whom they have provided the same or similar scope of services. One of the references below must be from a government agency whom the Prime or Sub-Contractor has provided the same or similar scope of services. If applicable, highlight the Prime Proposer and its Subcontractor's experience implementing California property tax systems. It is the Prime Proposer's responsibility to ensure accuracy of the information provided below. Use additional pages if required.

PRIVATE/PUBLIC AGENCIES (One reference below must be from a governmental agency)
PRIME PROPOSER
SERVICE TYPE: Tax Collection and Billing System **San Mateo County, California** San Mateo selected TaxSys through a competitive bidding process to replace a 30-year old tax collection system. They were Grant Street's first California client to implement TaxSys and have since taken full advantage of what it has to offer. San Mateo has also implemented our fully integrated payment solution, PaymentExpress, for acceptance of all major debit and credit cards for payments online, over the phone, via mobile or tablet devices and in the office. Web/phone-based ACH payments can also be made online or by phone using an interactive voice response system. The Treasurer/Tax Collector's office collects over $3.2 billion in property taxes on more than 219,000 parcels each year.
CONTRACT TERM: 2017 - present
CONTRACT AMT: [redacted]
AGENCY/DEPT: Office of the Treasurer-Tax Collector
CONTACT: [redacted]
[redacted]
[redacted]

PRIME PROPOSER
SERVICE TYPE: Tax Collection and Billing System **City and County of San Francisco, California** After a competitive RFP award, the City and County of San Francisco approved a contract in November 2018 with Grant Street to implement TaxSys, replacing a mainframe system that was in use for over 50 years. In July of 2020, San Francisco Offices of the Treasurer & Tax Collector and Controller became the second California client to go-live with TaxSys and the first to use Grant Street's suite of Controller functionality. Despite social-distancing restrictions due to COVID-19, San Francisco and Grant Street employees moved all communication online and completed the last six months of the project remotely. Disruption was avoided and we still met the implementation deadline on time and on budget. The Offices of the Treasurer & Tax Collector collect $3.2 billion in property taxes on more than 209,000 parcels each year.
CONTRACT TERM: 2018 - present
CONTRACT AMT: [redacted]
AGENCY/DEPT: Offices of the Treasurer & Tax Collector and Controller
CONTACT: [redacted]
[redacted]
[redacted]

In addition to the California references provided, Grant Street currently has two current, simultaneous TaxSys California implementations worthy of note:

1. **San Bernardino County** (scheduled to go live in July 2025) and
2. **Sacramento County** (scheduled to go live in September 2025)

[redacted] Additional details can be found in *Exhibit 7B - Proposer's List of Contracts.*

PRIME PROPOSER
SERVICE TYPE: Tax Collection and Billing System **Miami-Dade County Tax Collector, Florida** In competition with Manatron (acquired by Toma Bravo, then Thomson Reuters, now Harris Aumentum Technologies), Grant Street was awarded a contract to replace Miami-Dade's internally-developed mainframe system in March of 2010. The implementation required a variety of complex interfaces, including one with FAMIS, the County-wide finance and accounting system. The County went live with TaxSys in June 2013. Grant Street performed all services related to this project, including project management, business process design and consulting, software configuration and development, data conversion and application hosting. Grant Street continues to provide ongoing hosting, maintenance and support services. Miami-Dade is the 8th largest county in the country and collects over $7.6 billion in property taxes on more than 1 million parcels each year.
CONTRACT TERM: 2010 - present
CONTRACT AMT: [redacted]
AGENCY/DEPT: Miami-Dade County, Tax Collector Department
CONTACT: [redacted]
[redacted]
[redacted]

REQUIRED FORMS – EXHIBIT 7B

PROPOSER'S LIST OF CONTRACTS

Proposer's Name: Grant Street Group

Provide a comprehensive reference list for the same or similar scope of services that were provided by the Prime Proposer or its Sub-Contractor during the previous 10 years. It is the Prime Proposer's responsibility to ensure accuracy of the information provided below. Use additional pages if required.

PRIVATE/PUBLIC AGENCIES (All contracts with other governmental agencies including the County of Los Angeles must be listed)

PRIME PROPOSER
SERVICE TYPE: Tax Collection and Billing System **Sumter County Tax Collector, Florida** **Services provided:** TaxSys, PaymentExpress (payment processing), LienHub (online tax sale, online tax deed applications)
CONTRACT TERM: 2013 - Present
CONTRACT AMT: [redacted]
AGENCY/DEPT: Tax Collector
CONTACT: [redacted]
[redacted]
[redacted]

PRIME PROPOSER
SERVICE TYPE: Tax Collection and Billing System **Hillsborough County Tax Collector, Florida** **Services provided:** TaxSys, PaymentExpress (payment processing), LienHub (online tax sale, online tax deed applications)
CONTRACT TERM: 2014 - Present
CONTRACT AMT: [redacted]
AGENCY/DEPT: Tax Collector

CONTACT: [redacted]
[redacted]
[redacted]

PRIME PROPOSER
SERVICE TYPE: Tax Collection and Billing System **Nassau County Tax Collector, Florida** **Services provided:** TaxSys, PaymentExpress (payment processing), LienHub (online tax sale, online tax deed applications)
CONTRACT TERM: 2014 - Present
CONTRACT AMT: [redacted]
AGENCY/DEPT: Tax Collector
CONTACT: [redacted]
[redacted]
[redacted]

PRIME PROPOSER
SERVICE TYPE: Tax Collection and Billing System **Brevard County Tax Collector, Florida** **Services provided:** TaxSys, PaymentExpress (payment processing), LienHub (online tax sale, online tax deed applications), TitleExpress (integrated property title searches)
CONTRACT TERM: 2014 - Present
CONTRACT AMT: [redacted]
AGENCY/DEPT: Tax Collector
CONTACT: [redacted]
[redacted]
[redacted]

PRIME PROPOSER
SERVICE TYPE: Tax Collection and Billing System **Santa Rosa County Tax Collector, Florida** **Services provided:** TaxSys, PaymentExpress (payment processing), LienHub (online tax sale, online tax deed applications)
CONTRACT TERM: 2015 - Present
CONTRACT AMT: [redacted]
AGENCY/DEPT: Tax Collector
CONTACT: [redacted]
[redacted]
[redacted]

PRIME PROPOSER
SERVICE TYPE: Tax Collection and Billing System **Pasco County Tax Collector, Florida** **Services provided:** TaxSys, PaymentExpress (payment processing), LienHub (online tax sale, online tax deed applications), TitleExpress (integrated property title searches)
CONTRACT TERM: 2015 - Present
CONTRACT AMT: [redacted]
AGENCY/DEPT: Tax Collector
CONTACT: [redacted]
[redacted]
[redacted]

PRIME PROPOSER
SERVICE TYPE: Tax Collection and Billing System **Walton County Tax Collector, Florida** **Services provided:** TaxSys, PaymentExpress (payment processing), LienHub (online tax sale, online tax deed applications)
CONTRACT TERM: 2015 - Present
CONTRACT AMT: [redacted]
AGENCY/DEPT: Tax Collector
CONTACT: [redacted]
[redacted]
[redacted]

PRIME PROPOSER
SERVICE TYPE: Tax Collection and Billing System **Escambia County Tax Collector, Florida** **Services provided:** TaxSys, PaymentExpress (payment processing), LienHub (online tax sale, online tax deed applications)
CONTRACT TERM: 2016 - Present
CONTRACT AMT: [redacted]
AGENCY/DEPT: Tax Collector
CONTACT: [redacted]
[redacted]
[redacted]

PRIME PROPOSER
SERVICE TYPE: Tax Collection and Billing System **Collier County Tax Collector, Florida** **Services provided:** TaxSys, PaymentExpress (payment processing), LienHub (online tax sale, online tax deed applications), TitleExpress (integrated property title searches)
CONTRACT TERM: 2018 - Present
CONTRACT AMT: [redacted]
AGENCY/DEPT: Tax Collector
CONTACT: [redacted]
[redacted]
[redacted]

PRIME PROPOSER
SERVICE TYPE: Tax Collection and Billing System **Flagler County Tax Collector, Florida** **Services provided:** TaxSys, PaymentExpress (payment processing), LienHub (online tax sale, online tax deed applications)
CONTRACT TERM: 2019 - Present
CONTRACT AMT: [redacted]
AGENCY/DEPT: Tax Collector
CONTACT: [redacted]
[redacted]
[redacted]

PRIME PROPOSER
SERVICE TYPE: Tax Collection and Billing System **Bay County Tax Collector, Florida** **Services provided:** TaxSys, PaymentExpress (payment processing), LienHub (online tax sale, online tax deed applications), TitleExpress (integrated property title searches)
CONTRACT TERM: 2019 - Present
CONTRACT AMT: [redacted]
AGENCY/DEPT: Tax Collector
CONTACT: [redacted]
[redacted]
[redacted]

PRIME PROPOSER
SERVICE TYPE: Tax Collection and Billing System **Martin County Tax Collector, Florida** **Services provided:** TaxSys, PaymentExpress (payment processing), LienHub (online tax sale, online tax deed applications), TitleExpress (integrated property title searches)
CONTRACT TERM: 2019 - Present
CONTRACT AMT: [redacted]
AGENCY/DEPT: Tax Collector
CONTACT: [redacted]
[redacted]
[redacted]

PRIME PROPOSER
SERVICE TYPE: Tax Collection and Billing System **San Mateo County Tax Collector, California** **Services provided:** TaxSys, PaymentExpress (payment processing), DeedAuction (online tax sale)
CONTRACT TERM: 2019 - Present
CONTRACT AMT: [redacted]
AGENCY/DEPT: Office of the Treasurer-Tax Collector
CONTACT: [redacted]
[redacted]
[redacted]

PRIME PROPOSER
SERVICE TYPE: Tax Collection and Billing System **City and County of San Francisco Treasurer & Tax Collector, California** **Services provided:** TaxSys, DeedAuction (online tax sale)
CONTRACT TERM: 2020 - Present
CONTRACT AMT: [redacted]
AGENCY/DEPT: Offices of the Treasurer & Tax Collector and Controller
CONTACT: [redacted]
[redacted]
[redacted]

PRIME PROPOSER
SERVICE TYPE: Tax Collection and Billing System **Duval County Tax Collector, Florida** **Services provided:** TaxSys, PaymentExpress (payment processing), LienHub (online tax sale, online tax deed applications), TitleExpress (integrated property title searches)
CONTRACT TERM: 2021 - Present
CONTRACT AMT: [redacted]
AGENCY/DEPT: Tax Collector
CONTACT: [redacted]
[redacted]
[redacted]

PRIME PROPOSER
SERVICE TYPE: Tax Collection and Billing System **Lee County Tax Collector, Florida** **Services provided:** TaxSys, PaymentExpress (payment processing), LienHub (online tax sale, online tax deed applications), TitleExpress (integrated property title searches)
CONTRACT TERM: 2022 - Present
CONTRACT AMT: [redacted]
AGENCY/DEPT: Tax Collector
CONTACT: [redacted]
[redacted]
[redacted]

PRIME PROPOSER
SERVICE TYPE: Tax Collection and Billing System **Clay County Tax Collector, Florida** **Services provided:** TaxSys, PaymentExpress (payment processing), LienHub (online tax sale, online tax deed applications), TitleExpress (integrated property title searches)
CONTRACT TERM: 2022 - Present
CONTRACT AMT: [redacted]
AGENCY/DEPT: Tax Collector
CONTACT: [redacted]
[redacted]
[redacted]

PRIME PROPOSER
SERVICE TYPE: Tax Collection and Billing System **Hernando County Tax Collector, Florida** **Services provided:** TaxSys, PaymentExpress (payment processing), LienHub (online tax sale, online tax deed applications), TitleExpress (integrated property title searches)
CONTRACT TERM: 2023 - Present
CONTRACT AMT: [redacted]
AGENCY/DEPT: Tax Collector
CONTACT: [redacted]
[redacted]
[redacted]

PRIME PROPOSER
SERVICE TYPE: Tax Collection and Billing System **Orange County Tax Collector, Florida** Services provided: TaxSys, PaymentExpress (payment processing), LienHub (online tax sale, online tax deed applications)
CONTRACT TERM: Currently implementing
CONTRACT AMT: [redacted]
AGENCY/DEPT: Tax Collector
CONTACT: [redacted]
[redacted]
[redacted]

PRIME PROPOSER
SERVICE TYPE: Tax Collection and Billing System **San Bernardino County Treasurer-Tax Collector, California** **Services provided:** TaxSys, PaymentExpress (payment processing), DeedAuction (online tax sale)
CONTRACT TERM: Currently implementing
CONTRACT AMT: [redacted]
AGENCY/DEPT: Tax Collector
CONTACT: [redacted]
[redacted]
[redacted]

PRIME PROPOSER
SERVICE TYPE: Tax Collection and Billing System **Sacramento County Tax Collector, California** **Services provided:** TaxSys, PaymentExpress (payment processing), DeedAuction (online tax sale)
CONTRACT TERM: Currently implementing
CONTRACT AMT: [redacted]
AGENCY/DEPT: Tax Collector
CONTACT: [redacted]
[redacted]
[redacted]

REQUIRED FORMS – EXHIBIT 8

DECLARATION

DECLARATION: I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE INFORMATION SUBMITTED IN EXHIBITS 1-8 IS TRUE AND CORRECT.

PRINT NAME:	TITLE:
Daniel J. Veres	Executive Vice President
SIGNATURE:	DATE: January 30 2024

Corporate Documents

1 Corporations or Limited Liability Company (LLC):

The Proposer must submit the following documentation with the proposal:

- **A copy of a "Certificate of Good Standing" with the state of incorporation/organization.**

Pennsylvania Department of State
Bureau of Corporations and Charitable Organizations
PO Box 8722 | Harrisburg, PA 17105-8722
T:717-787-1057
dos.pa.gov/BusinessCharities

Regarding:	GRANT STREET GROUP, INC.		
Request Type:	Subsistence Certificate	**Issuance Date:**	November 27, 2023
Request No.:	026042927	**File No.:**	0002755873
Receipt No.:	000782674		
Filing Type:	Domestic Business Corporation		
Filing Subtype:	Business		
Initial Filing Date:	May 16, 1997		
Status:	Active		

TO ALL WHOM THESE PRESENTS SHALL COME, GREETING:

I DO HEREBY CERTIFY THAT

GRANT STREET GROUP, INC.

is currently subsisting on the records of the Department of State as of the issuance date herein.

I DO FURTHER CERTIFY THAT this Subsistence Certificate shall not imply that all fees, taxes and penalties owed to the Commonwealth of Pennsylvania are paid.

COMMONWEALTH OF PENNSYLVANIA • DEPARTMENT OF STATE •

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the seal of my office to be affixed, the day and year above written

Albert Schmidt
Secretary of the Commonwealth

Verify this certificate online at www.file.dos.pa.gov

- **A conformed copy of the most recent "Statement of Information" as filed with the California Secretary of State listing corporate officers or members and managers.**

BA20221256775

B1323-9424 12/15/2022 9:40 AM Received by California Secretary of State

STATE OF CALIFORNIA
Office of the Secretary of State
STATEMENT OF INFORMATION
CORPORATION
California Secretary of State
1500 11th Street
Sacramento, California 95814
(916) 653-3516

For Office Use Only
-FILED-
File No.: BA20221256775
Date Filed: 12/15/2022

Entity Details

Corporation Name	GRANT STREET GROUP, INC.
Entity No.	3540861
Formed In	PENNSYLVANIA

Street Address of Principal Office of Corporation

Principal Address	339 SIXTH AVE. STE 1400 PITTSBURGH, PA 15222

Mailing Address of Corporation

Mailing Address	339 SIXTH AVE. STE 1400 PITTSBURGH, PA 15222
Attention	

Street Address of California Office of Corporation

Street Address of California Office	None

Officers

Officer Name	Officer Address	Position(s)
MYLES C HARRINGTON	339 SIXTH AVE. STE 1400 PITTSBURGH, PA 15222	Chief Executive Officer
Daniel J Veres	339 Sixth Ave. STE 1400 Pittsburgh, PA 15222	Secretary
William K. Haskins	339 Sixth Ave. STE 1400 Pittsburgh, PA 15222	Chief Financial Officer

Additional Officers

Officer Name	Officer Address	Position	Stated Position
None Entered			

Agent for Service of Process

California Registered Corporate Agent (1505)	COGENCY GLOBAL INC. Registered Corporate 1505 Agent

Type of Business

Type of Business	SOFTWARE DEVELOPMENT AND APPLICATION HOS

Email Notifications

Opt-in Email Notifications	No, I do NOT want to receive entity notifications via email. I prefer notifications by USPS mail.

Labor Judgment

No Officer or Director of this Corporation has an outstanding final judgment issued by the Division of Labor Standards Enforcement or a court of law, for which no appeal therefrom is pending, for the violation of any wage order or provision of the Labor Code.

Electronic Signature

☒ By signing, I affirm that the information herein is true and correct and that I am authorized by California law to sign.

William K. Haskins — Signature

12/15/2022 — Date

2 Limited Partnership:

The Proposer must submit a conformed copy of the Certificate of Limited Partnership or Application for Registration of Foreign Limited Partnership as filed with the California Secretary of State, and any amendments.

Not applicable. See *1 Corporations or Limited Liability Company (LLC*) for Grant Street's documents.

Proposer's Financial Capability (Section B.3)

The County will conduct a review of Proposer's financial capability. Proposer must provide copies of the company's most current and prior two fiscal years (2022, 2021, and 2020) financial statements. If audited financial statements are not available, the Proposer must provide a statement explaining why they were excluded from the proposal. Statements should include the company's assets, liabilities, and net worth and at a minimum should include the Balance Sheet (Statement of Financial Positions), Statement of Income (Statement of Operations), and the Retained Earnings Statement (Statement of Cash Flows). Do not submit Income Tax Returns to meet this requirement. Subject to any California Public Records Act requirements, all financial statements will be kept confidential if so, stamped on each page.

We have included the most current and prior two fiscal year audited financial statements. *Please note: Grant Street Group is a private company. All pages of our audited financial statements are CONFIDENTIAL and exempt from public records requests per California Government Code, § 6254.15.*

Proposer's Pending Litigation and Judgments (Section B.4)

The County will conduct a review of Proposer's pending litigation and judgements. Proposer must identify by name, case, and court jurisdiction any pending litigation in which Proposer is involved, enforcement actions by regulators (resulting in $1M in fines/damages sought or an injunction that might impact the Services or use of the Solution), or judgments against Proposer in the past five years. Additionally, Proposer must provide a statement describing the size and scope of any pending or threatening litigation against the Proposer or principals of the Proposer. If Proposer does not have pending litigation and has not had judgments against Proposer within the last five years, Proposer must include a statement to that effect.

Significant litigation potentially impacting contract performance or failure to disclose litigation may result in a point deduction or disqualification at the County's sole discretion.

1. Grant Street Group is the Defendant in pending litigation at Nieto v. Grant Street Group, Inc., Case No. 2024-000068-CA-01 filed on January 5, 2024 in the 11th Judicial Circuit in Miami-Dade, Florida. Plaintiff has alleged a novel theory of a violation of the Florida Consumer Collection Practices Act that is not supported by that statute. No class is certified, and damages are limited by the statute.

2. Grant Street Group is a Defendant in pending litigation at Walker v. Bank of America, Grant Street Group, Inc., et al., Case No. 1-21-CV-3589 filed in the U.S. District Court, N.D. ILL. Plaintiff (a bidder in tax certificate auctions hosted by Grant Street Group in Florida) has sued alleging that her bidding account was wrongfully deactivated after auction-related payments she made were returned for insufficient funds. Plaintiff also sued her bank, Bank of America, and is representing herself *pro se*. Motions to dismiss are pending.

Proof of Insurability (Section B.5)

Proposer must provide proof of insurability that meets all insurance requirements set forth in the Appendix A, Sample Contract, Subparagraphs 8.24 and 8.25. If a Proposer does not currently have the required coverage, a letter from a qualified insurance carrier indicating a willingness to provide the required coverage should the Proposer be selected to receive a Contract Award must be submitted with the proposal.

Please see the following pages for a copy of our Certificate of Insurance and a statement of willingness to provide required coverage upon award.

GRANSTR-26 SDUNN

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 11/28/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 60236 HUB International Three Rivers 210 Sixth Avenue 30th Floor Pittsburgh, PA 15222	CONTACT NAME: Shellie Dunn PHONE (A/C, No, Ext): (412) 992-2840 FAX (A/C, No): (412) 774-3035 E-MAIL ADDRESS: Shellie.Dunn@hubinternational.com
INSURED Grant Street Group Inc. 339 Sixth Avenue, Suite 1400 Pittsburgh, PA 15222	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A: National Fire Insurance Company of Hartford — 20478 INSURER B: Valley Forge Insurance Company — 20508 INSURER C: The Continental Insurance Company — 35289 INSURER D: ACE American Insurance Company — 22667 INSURER E: Admiral Insurance Company — 24856 INSURER F:

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR			7018708714	6/15/2023	6/15/2024	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
							MED EXP (Any one person)	$ 15,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	POLICY X PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:							$
B	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	X ANY AUTO			7018708700	6/15/2023	6/15/2024	BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
C	X UMBRELLA LIAB X OCCUR						EACH OCCURRENCE	$ 2,000,000
	EXCESS LIAB CLAIMS-MADE			7018708728	6/15/2023	6/15/2024	AGGREGATE	$ 2,000,000
	DED X RETENTION $ 10,000							$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N						X PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) N/A			7018708681	6/15/2023	6/15/2024	E.L. EACH ACCIDENT	$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
D	Tech E&O/Cyber			D95258608	6/15/2023	6/15/2024	Retention $150,000	5,000,000
E	ExcessTech E&O/Cyber			XE000000849-02	6/15/2023	6/15/2024		5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Crime Coverage Policy #8269-7339 Carrier: Federal insurance Company
Policy Period: 6-15-2023 to 6-15-2024
Limit: $5,000,000 /Retention $100,000

ADDITIONAL POLICIES EFFECTIVE JUNE 15, 2023 TO JUNE 15, 2024 FOR EXCESS TECH E&O / CYBER COVERAGE:
***Excess Tech E&O/Cyber Policy EEU1365903 through Hudson Excess Insurance Company with a limit of liability of $5,000,000 xs $10,000,000**
(UNDERLYING: Admiral Insurance Company ($5,000,000 Excess of Primary; Primary $5,000,000 with ACE American Insurance Company).
SEE ATTACHED ACORD 101

CERTIFICATE HOLDER

County of Los Angeles
Department of Treasurer and Tax Collector
Contracts Section
500 West Temple Street, Room 464
Los Angeles, CA 90012

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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AGENCY CUSTOMER ID: GRANSTR-26 SDUNN

LOC #: 0

ADDITIONAL REMARKS SCHEDULE

AGENCY	License # 60236	NAMED INSURED
HUB International Three Rivers		Grant Street Group Inc. 339 Sixth Avenue, Suite 1400 Pittsburgh, PA 15222
POLICY NUMBER		
SEE PAGE 1		
CARRIER	NAIC CODE	EFFECTIVE DATE: SEE PAGE 1
SEE PAGE 1	SEE P 1	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

Description of Operations/Locations/Vehicles:
*Excess Tech E&O/Cyber Policy 652537357 through Continental Casualty Company with a limit of liability of $5,000,000 xs $15,000,000
(UNDERLYING: Hudson Excess Insurance Company $5,000,000 Excess of Admiral Insurance Company $5,000,000 Excess of Primary; Primary $5,000,000 with ACE American Insurance Company).

Additional $5,000,000 Excess Tech E&O/Cyber can be obtained and will be secured upon contract execution.

ACORD 101 (2008/01) © 2008 ACORD CORPORATION. All rights reserved.
The ACORD name and logo are registered marks of ACORD

Applicable Licenses and/or Permits (Section B.6)

Provide copies of all applicable licenses and/or permits. When a license specifies the post office address of the activity licensed, the licensee may conduct such activity only at the address specified in the license.

We have included a copy of our California Secretary of State Business Statement of Information in this section. We will comply with any additional requirements upon award.

Software-as-a-Service (SaaS) Vendor Security and Privacy Assessment

Version 1.0

References: 6.100 – Information Technology and Security Policy
6.107 – Information Technology Risk Assessment
6.108 – Auditing and Compliance
Countywide Information Security Strategic Plan

Developed by: Countywide Application Security Engineering Team

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4.0 SaaS Vendor Security & Privacy Assessment..... 3

1.0 Purpose

This document will be used to evaluate and compare the vendors' information security and privacy postures but is not limited to assisting in the award of a contract.

2.0 Scope

This document will provide a baseline for the evaluation of a vendor hosted and maintained application and to determine the vendor's overall security and privacy posture.

3.0 Definitions

Software as a Service (SaaS) is a software distribution model in which applications are hosted by a vendor or service provider and made available to customers over the Internet.

SSAE 16, or Statement on Standards for Attestation Engagements 16, is a reporting standard for all service auditors' reports. It is a regulation created by the Auditing Standards Board (ASB) of the American Institute of Certified Public Accountants (AICPA) for redefining and updating how service companies report on compliance controls. SSAE 16 consists of SOC1, SOC2, and SOC3 reports.

4.0 SaaS Vendor Security & Privacy Assessment

No.	SaaS Security & Privacy Assessment	Vendor Response
4.1.0	**General Information**	
4.1.1	Are all services (e.g., application hosting, data repository, data backup) provided within the contiguous United States? Where?	Yes - Pittsburgh PA, Atlanta GA, and [redacted] (US East/US West)
4.1.2	Do you require criminal background checks for all personnel with access to IT resources (e.g., hardware, software, data)	Yes
4.1.3	Are you covered by Cyber Security Liability Insurance?	Yes
4.1.4	Is there one person assigned to lead, manage and be accountable for security? Is that person at least at a director level?	Pierre Denis, Chief Technology Officer
4.1.5	Does your company comply with a recognized information security management framework, for example, ISO 27000 series, NIST 800 series, etc.?	Yes - NIST 800-53 as part of StateRAMP
4.1.6	Is there a security awareness training program in place for all employees? Describe the program and frequency of recertification and/or re-education.	Yes - Annual training via third party
4.2.0	**Hosting Environment**	
4.2.1	Do you separate your environments from each other, physically and logically (e.g., development, quality assurance, user acceptance testing, staging, production, training environments)?	Yes
4.2.2	Is there a Host Intrusion Prevention (HIPS) or Detection (HIDS) system implemented on your servers?	Yes

No.	SaaS Security & Privacy Assessment	Vendor Response
4.2.3	Is there a Network Intrusion Prevention (NIPS) or Detection (NIDS) system implemented for your internal network?	Yes
4.2.4	Is there a perimeter firewall in place?	Yes
4.2.5	Is there a web application firewall (WAF) in place?	Yes
4.2.6	Is there a security event and information management (SEIM) system in place?	Yes
4.2.7	Are formalized change management procedures in place, including adequate separation of duties?	Yes
4.2.8	Are physical access controls in place to ensure appropriate access to IT resources in the hosted environment and, at the minimum, consistent with NIST Special Publication 80014?	Yes
4.3.0	**Audit and Compliance**	
4.3.1	Are you required to comply with any regulations and legislations? Which one(s)? (e.g., HIPAA/HITECH, PCI)	Yes - PCI, SSAE18 SOC1 and SOC2
4.3.2	Do you possess one or more third-party certifications/attestations, some examples are: 1) PCI 2) SSAE 16 Service Organization Control (e.g., SOC Type 2 Attestation) Please provide an executed copy.	Yes - PCI, SSAE18 SOC1 and SOC2

No.	SaaS Security & Privacy Assessment	Vendor Response
4.3.3	How often are IT security audits performed?	Annually
4.3.4	What types of audits (e.g., penetration (blind and intelligent), vulnerability, and compliance) are performed?	Penetration Tests (annually by third party), Vulnerability scans (weekly), compliance audits (annually)
4.3.5	Who performs these audits (e.g., third-party, internal, or both)?	Third party
4.4.0	**Data Access, Segregation, Encryption, and Destruction**	
4.4.1	Is AES-256 encryption or stronger used for all data in storage and consistent with NIST Special Publication 800-57?	Yes
4.4.2	Is AES-128 encryption or stronger used for all data in transit and consistent with NIST Special Publications 800-52 and 800-57?	Yes
4.4.3	Is backup media encrypted? If so, please describe how it is achieved.	Yes, encrypted locally then stored in [redacted]
4.4.4	Are encryption keys centrally managed and consistent with NIST Special Publication 800-57?	Yes
4.4.5	Is a dedicated environment available for storage of customer data?	Yes
4.4.6	If it is a shared environment, how is the customer data segregated from other shared environments?	N/A

No.	SaaS Security & Privacy Assessment	Vendor Response
4.4.7	Are role-based access controls defined for the infrastructure, hardware, software, and data?	Yes
4.4.8	Do you have a documented methodology for data backup?	Yes
4.4.9	Do you have a documented data destruction process for customer data, including storage media?	Yes
4.5.0	**Application Security**	
4.5.1	Describe your application's architecture and the different tiers.	TaxSys is a Software as a Service (SaaS) platform delivered over the internet and, as such, supports any computing system (including mobile devices) with a modern web browser and internet connection. TaxSys is built on top of Grant Street's private government cloud and maintained with tried-and-true open source software tools. The platform is based on multiple layers: It consists of a three-tier application environment, with a top tier of web/application servers, a middle tier of distributed application processing called "GSG grid," and a bottom tier of database servers running on high-performance storage media. In front of each tier is a redundant set of firewalls. The web and GSG grid tiers are sandwiched between two layers of firewalls in a "demilitarized zone" (DMZ). This architecture is overlaid with advanced security measures such as: intrusion detection, security information and event management (SIEM), DDoS prevention, and GeoIP filtering, and is monitored 24/7.

4.5.2	Describe your coding practices.	All developers receive formal instruction regarding secure coding practices, focusing on the OWASP Top Ten list. Code reviews are a mandatory part of the process, and code needs to pass automated tests before being merged into the main branch.
4.5.3	Do you incorporate best practices and recommendations provided in the OWASP Developer's Guide and OWASP Cheat Sheet Series to implement and enhance your secure software engineering?	Yes
4.5.4	Do you perform web application vulnerability testing/scanning (e.g., static, dynamic)?	Yes, internally, and by a third-party vendor.
4.5.5	If no, is it being performed by a third-party vendor?	N/A
4.5.6	Do you have documented procedures for the scanning (e.g., frequency, by whom, remediation)?	Yes

No.	SaaS Security & Privacy Assessment	Vendor Response
4.5.7	What authentication mechanisms are supported?	Any SAML-based or OIDC-based authentication system
	Are password complexity, lifetime, and history settings configurable by the customer?	Yes, in their own authentication system.
4.5.8	Can the SaaS application be integrated with an existing Identity Management system?	Yes
4.5.9	Is two-factor (i.e., multi-factor) authentication supported?	Yes
4.5.10	What Type of cookies are used (i.e., persistent or nonpersistent)?	Nonpersistent

4.5.11	Is there any confidential information stored in the cookie?	No
4.5.12	Do you have user audit trail capabilities for: • All user transactions Successful/unsuccessful user logons (e.g., date, time, IP address) Changes to user access	Yes
4.5.13	Does the application or service provide appropriate role based access?	Yes
4.5.14	Does the application or service provide adequate monitoring and escalation via dashboard alerts, email, or other auditable system of communication?	Yes

No.	SaaS Security & Privacy Assessment	Vendor Response
4.5.15	Do you offer API access?	Yes
4.5.16	Are API unit calls authenticated (OAuth) and encrypted (128-bit or greater)?	Yes
4.6.0	**Incident Response Management**	
4.6.1	Do you have a documented Incident Response Plan?	Yes
4.6.2	Do you have an established computer incident response team?	Yes
4.6.3	Is the Incident Response Plan tested? How often?	Yes - annually
4.6.4	Do the incident response team members have clearly defined roles and responsibilities?	Yes

4.6.5	Will your response team be open to enhance the Service Level Agreement in case of a potential data breach/data compromise?	Yes
4.6.6	Is there a formal process/procedure in place for notifying customers when a suspected or actual breach occurs?	Yes
4.6.7	Do you provide investigative support in case of a breach? What type?	Yes - we will work with all involved parties to provide any assistance and data we can.

No.	SaaS Security & Privacy Assessment	Vendor Response
4.6.8	Do you provide periodic updates on the application status if a breach occurs? How often?	Yes - as necessary, determined by impact and scope.
4.6.9	After the incident is resolved, is a post-mortem conducted? Are procedures updated accordingly?	Yes. Yes, procedures are updated accordingly.
4.7.0	**Business Continuity and Disaster Recovery**	
4.7.1	Are there disaster recovery and business continuity plans in place?	Yes
	1) At what level (e.g., tabletop exercises, periodic validations) are they tested?	Regular testing of data center migrations in production (twice a year) and non-production (monthly), databases restored from backup (quarterly).
	2) Are the plans available for review?	Yes
	3) Is this part of the standard services? If not, what are available non-standard services provided?	Yes
	4) Are up-time SLAs defined that include RTO and RPO?	Yes

	5) Are RTO and RPO defined by the customer/client?	Yes
4.7.2	Do you have a DR/BCP Audit Program in compliance with an industry standard (e.g., ISO, NIST)?	Yes

No.	SaaS Security & Privacy Assessment	Vendor Response
4.7.3	Is Business Impact Analysis (BIA) an integral part of your customer engagement to assist with recovery objectives?	Yes
4.7.4	How many outages or failures have you experienced in the past 12 months?	2
4.7.5	For each outage or failure in the past 12 months, provide the following:	
	1) Type of outage or failure?	[redacted]
	2) Cause of the outage or failure?	[redacted]
	3) Time of occurrence?	[redacted]
	4) Duration?	[redacted]
	5) Time to recover?	[redacted]
	6) Number of customers impacted?	[redacted]

	1) Type of outage or failure?	[redacted]
	2) Cause of the outage or failure?	[redacted]
	3) Time of occurrence?	[redacted]
	4) Duration?	[redacted]
	5) Time to recover?	[redacted]
	6) Number of customers impacted?	[redacted]
4.7.6	How many outages or failures have you experienced in the past 13 and 36 months?	[redacted]

APPLICATION SECURITY STANDARD

References: 6.100 – Information Technology and Security Policy
Developed by: Application Cybersecurity Workgroup

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3.0 Application Security Standards 3

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1.0 Purpose

The purpose of this document is to define the required application security standards Countywide. Secure code reduces the risks of introducing software defects responsible for causing vulnerabilities and improves the quality of the software. Developers can reference the checklist to ensure applications are secured.

2.0 Overview

The Open Web Application Security Project (OWASP) is a nonprofit foundation that works to improve the security of software. The OWASP community-led open source software initiatives helps define web application standards to secure applications. The OWASP Application Security Verification Standard (ASVS) Project is one such standard that provides a basis for testing web application technical security controls.

We adopted the ASVS industry standard as a foundation for defining and creating secure applications. ASVS defines three security verification levels:

- **Level 1 (simple applications/websites):** low assurance levels, and completely penetration testable.
- **Level 2 (most applications):** applications that contain sensitive data, which requires protection and recommended for most apps.
- **Level 3 (high value/assurance/safety):** the most critical applications performing high value transactions, health and safety, or failure could significantly impact the organization's operations, and even its survivability.

This document consolidates ASVS controls into a simplified list for levels 1 and 2 applications. For applications that perform critical functions (high value/assurance/safety), please refer to the latest ASVS level 3 standards at https://owasp.org/www-project-application-security-verification-standard/.

The following checklist must be implemented to ensure applications are secure.

3.0 Application Security Standards

If exemptions are requested to any of the following standards, they must be approved by the County.

	ASVS County Standards (Level 1 and 2)	Exemption Requested	Meets Requirements		If "No," Provide Justification
			Yes	No	
1	Document all application components (e.g., network architecture diagram, software dependency, data sensitivity) ASVS Reference: 1.8.1, 1.11.1		Yes		
2	Inventory all accounts used (e.g., domain, local, FTP, LDAP, database) ASVS Reference: 1.2.1, 1.2.2, 1.2.3		Yes		
3	Use Azure AD for login and authentication ASVS Reference: 1.2.1, 1.2.2, 1.2.3, 2.2.1, 2.2.2, 2.2.3, 2.1.1, 2.1.10, 2.1.11, 2.1.12, 2.1.2, 2.1.3, 2.1.4, 2.1.5, 2.1.6, 2.1.7, 2.1.8, 2.1.9, 2.3.1, 2.5.1, 2.5.2, 2.5.3, 2.5.4, 2.5.5, 2.5.6, 2.7.1, 2.7.2, 2.7.3, 2.7.4, 2.8.1, 3.1.1, 3.2.1, 3.2.2, 3.2.3, 3.2.4, 3.3.1, 3.3.2, 3.3.3, 3.3.4, 3.5.1, 3.5.3, 3.7.1, 4.3.1, 4.3.2, 4.3.3,		Yes		
4	Use API Manager to secure web services ASVS Reference: 1.2.1, 1.2.2, 1.2.3, 4.2.1, 4.2.2, 13.1.1, 13.1.2, 13.1.3, 13.1.4, 13.1.5, 13.2.1, 13.2.2, 13.2.3, 13.2.4, 13.2.6, 13.3.1, 13.3.2, 13.4.1, 14.4.2		Yes		
5	Secure Application HTTP Response (e.g., protect version info, charset, CSPv2, strict transport security, referrer-policy) ASVS Reference: 14.4.1, 14.4.3, 14.4.4, 14.4.5, 14.4.6, 14.4.7		Yes		
6	Perform server-side validations and sanitization (e.g., check for large files, zip bombs, acceptable whitelist, parameter pollution, overposting, allowed characters, length, patterns, store uploaded files outside web root and no execute permissions) ASVS Reference: 1.4.1, 4.1.1, 4.1.2, 4.1.3, 4.1.4, 4.1.5, 5.2.1, 5.2.2, 5.2.3, 5.2.4, 5.2.5, 5.2.6, 5.2.7, 5.2.8, 12.1.1, 12.1.2, 12.3.1, 12.3.2, 12.3.3, 12.3.4, 12.3.5, 12.3.6, 12.4.1, 12.4.2, 12.5.1, 12.5.2, 12.6.1, 13.1.1, 13.1.2, 13.1.3, 13.1.4, 13.1.5		Yes		
7	Secure authentication credentials (e.g., keys, passwords) by using a secrets management solution ASVS Reference: 1.6.3, 1.6.4, 2.9.1, 6.4.1		Yes		

ASVS County Standards (Level 1 and 2)		Exemption Requested	Meets Requirements		If "no," provide explanation
			Yes	No	
8	Log application activities (e.g., actionable messages, disable debug mode) and protect the log file. Do not log sensitive data (e.g., passwords, keys, PII) ASVS Requirement: 1.7.1, 1.7.2, 7.1.1, 7.1.2, 7.1.3, 7.1.4, 7.2.1, 7.2.2, 7.3.1, 7.3.2, 7.3.4, 7.4.1, 7.4.2, 8.3.1, 8.3.3, 8.3.4, 8.3.5, 8.3.7, 8.3.8, 14.3.1, 14.3.2, 14.3.3,		Yes		
9	Use secure protocols (e.g., HTTPS) everywhere and only trust known self-signed certificates ASVS Requirement: 1.9.1, 8.3.1, 8.3.3, 8.3.4, 8.3.5, 8.3.7, 8.3.8, 9.1.1, 9.1.2, 9.1.3		Yes		
10	Check source code into version control software before deployment ASVS Reference: 10.1.1		Yes		
11	Perform Dynamic Application Security Testing (DAST) and remediate issues found based on severity ASVS Requirement: 1.14.3, 1.14.6, 5.3.6, 5.3.7, 5.3.8, 5.3.9, 5.3.10, 10.1.1		Yes		
12	Perform Static Application Security Testing (SAST) and remediate issues found based on severity ASVS Requirement: 1.14.3, 1.14.6, 5.3.6, 5.3.7, 5.3.8, 5.3.9, 5.3.10, 10.1.1		Yes		
13	Use CAPTCHA for unauthenticated public facing form submissions ASVS Requirement: 2.2.1, 2.2.2, 2.2.3		Yes		
14	Verify cookie-based sessions are valid and set relevant attributes (e.g., Secure, HTTPOnly, SameSite, path) ASVS Requirement: 3.4.1, 3.4.2, 3.4.3, 3.4.4, 3.4.5		Yes		
15	Implement server-side Role/Attribute Based Access Control for all modules and restrict access to administration or management functions to authorized administrators ASVS Requirement: 1.11.2, 5.1.1, 5.1.2, 5.1.3, 5.1.4, 5.1.5, 14.5.1, 14.5.2, 14.5.3, 14.5.4,		Yes		

	ASVS County Standards (Level 1 and 2)	Exemption Requested	Meets Requirements		If "no," provide explanation
			Yes	No	
16	Use encoding to safely output content ASVS Requirement: 5.3.1, 5.3.2, 5.3.3, 13.1.1, 13.1.2, 13.1.3, 13.1.4, 13.1.5		Yes		
17	Use parameterized queries to read/write to database ASVS Requirement: 5.3.4, 5.3.5		Yes		
18	Use end-to-end encryption for sensitive data (e.g., data at rest, in transit and in use) ASVS Requirement: 6.11, 8.3.1, 8.3.3, 8.3.4, 8.3.5, 8.3.7, 8.3.8		Yes		
19	Inventory and use well known or highly rated 3rd party libraries with industry proven algorithms directly or from validated CDN's (e.g., Subresource Integrity) ASVS Requirement: 6.2.1, 6.2.2, 6.3.1, 6.3.2, 6.3.3, 10.2.1, 10.2.2, 10.2.3, 14.2.1, 14.2.2, 14.2.3, 14.2.4, 14.2.5		Yes		
20	Handle all errors and display generic message excluding system/sensitive information in production ASVS Requirement: 7.4.1		Yes		
21	Sensitive data is encrypted (e.g., at rest, in motion) and not cached on client and server components (e.g., load balancers, application caches) ASVS Requirement: 8.1.1, 8.1.2, 8.1.3, 8.2.1, 8.2.2, 8.2.3		Yes		
22	Test application using expected/unexpected use cases (e.g., DoS, data exfiltration) ASVS Requirement: 11.1.1, 11.1.2, 11.1.3, 11.1.4, 11.1.5, 11.1.6		Yes		

4.0 Notes & Resources:

A. ASVS: https://owasp.org/www-project-application-security-verification-standard/

B. ASVS Cheat Sheet: https://cheatsheetseries.owasp.org/IndexASVS.html

C. OWASP Top 10 Application Security Risk: https://www.owasp.org/index.php/Category:OWASP_Top_Ten_Project

D. For E-Commerce applications, the County has a master agreement with a third-party vendor (vendor), which provides a hosted environment. They are compliant with the Payment Card Industry (PCI) data security standard http://web.co.la.ca.us/lacounty/ecommerce/cms1_029102.pdf

E. For E-Notifications/GovDelivery applications, the County has a master agreement with a third-party vendor (vendor), which provides a hosted environment. They are compliant with the FedRAMP standard https://www.gsa.gov/technology/government-it-initiatives/fedramp

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 VIIII.

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 Exhibits19-20 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

Integrated Property Tax System (eTAX)

Operations Cluster Presentation

February 11, 2026

LA County Property Tax Workflow

LOS ANGELES COUNTY TREASURER AND TAX COLLECTOR

Auditor-Controller Los Angeles County

Assessor

- Determines property values and records ownership changes to produce the annual secured/unsecured assessment rolls.
- Provides the completed assessment roll to the Auditor-Controller, who calculates the property tax amounts before the roll is transmitted to the Treasurer and Tax Collector for billing and collection process.

Auditor-Controller

- Applies appropriate tax rates to calculate property taxes owed
- Allocates ~$28.7B in property taxes to more than 600 taxing agencies, cities, school districts, and special districts.
- Manages tax roll corrections, refunds, and revenue distributions.

Treasurer and Tax Collector

- Bills and collects real property taxes for ~2.4M parcels and ~300K unsecured properties annually.
- Processes payments and enforces collection activities
- Distributes property tax collections to A-C for allocation.

Assessment Appeals Board

- Conducts hearings and resolves disputes between taxpayers and the Assessor over assessed property values.
- Issues final determinations that may adjust assessed values.
- Transmits approved assessment changes to the Auditor-Controller and Assessor for roll correction.

Challenges and Risks of Legacy Systems

LOS ANGELES COUNTY TREASURER AND TAX COLLECTOR

Auditor-Controller Los Angeles County

Assessor

- Determines property values and record ownership changes to produce the ann secured/unsecured assessment rolls.
- Provides the completed assessment rol the Auditor-Controller, who calculates t property tax amounts before the roll is transmitted to the Treasurer and Tax Collector for billing and collection proc

Current System Challenges

· Core system is 45+ years old ·

· Dependent on 28+ independent applications ·

· Manual and fragmented processes increase risk of delays and errors ·

· Technology limits scalability, productivity, and timely service delivery ·

Treasurer and Tax Collector

ills and collects real property taxes for 2.4M parcels and ~300K unsecured roperties annually.

rocesses payments and enforces ollection activities

istributes property tax collections to A-C r allocation.

Risks of Legacy System

Risk of Failure

Inability to Scale

Limited Flexibility

Operational Inefficiency

Aging Technology

Poor User Experience

Cybersecurity

eTAX System Benefits

Taxpayer	A modern self-service portal offers real-time, mobile-friendly access to tax information, flexible payment options, and quicker updates.
Employee	User-friendly, automated workflows reduce manual effort and enable faster, more accurate service.
County	Improved revenue collection, advanced reporting, scalability, and cost savings through automation.
Tax Jurisdictions	Transparent, timely revenue distributions supported by standardized dashboards and automated reports.
Information Technology	Enhanced cybersecurity through a cloud-based system designed for seamless integration, resilience, and future-ready modernization.

Contracting Process

Request For Proposal (RFP) Release

On October 2023, the County released the RFP and received three proposals.

Mandatory Proposers' Conference

On November 15, 2023, a Mandatory Proposers' Conference was held with 16 firms attending.

Evaluation

Grant Street Group (GSG) was selected as the highest-ranked proposer.

Negotiations

Negotiations with GSG began on January 15, 2025. Upon completion, the contract received approval as to form from County Counsel, concurrence from the Chief Information Officer, and confirmation from the County's Information Security Officer that all security requirements were satisfied.

Recommendations

Approve eTAX Contract

Authorize award and execution of the Grant Street Group contract for the eTAX system, with a five-year term following final acceptance, options for two one-year extensions and six month-to-month extensions, with a maximum Contract Sum not to exceed $408.25M.

Delegate Authority to Execute Amendments to the Contract

Authority to amend the contract to adjust terms for legal or Board/CEO requirements, reallocate funds, approve assignments, and modify the Statement of Work, subject to County Counsel and CIO review.

Delegate Authority to Utilize Pool Dollars

Delegate authority to execute Change Notices or Amendments to utilize $37.1M in Pool Dollars for additional work as needed.

Approve Appropriation Adjustment

Authorize use of $24.1 million from the A-C/TTC eTAX fund balance for FY 2025–26 implementation, licensing, hosting, and Pool Dollars.

LOS ANGELES COUNTY
TREASURER AND
TAX COLLECTOR

BOARD LETTER/MEMO
CLUSTER FACT SHEET

☒ Board Letter ☐ Board Memo ☐ Other

CLUSTER AGENDA REVIEW DATE	2/11/2026
BOARD MEETING DATE	3/3/2026
SUPERVISORIAL DISTRICT AFFECTED	☒ All ☐ 1st ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th
DEPARTMENT(S)	Office of the Assessor (Assessor)
SUBJECT	Approval of Funds from the County's Information Technology Infrastructure Fund and Approve Appropriation Adjustment for Fiscal Year 2025-2026 for an Aircraft Discovery and Audit Service Subscription
PROGRAM	N/A
AUTHORIZES DELEGATED AUTHORITY TO DEPT	☐ Yes ☒ No
SOLE SOURCE CONTRACT	☐ Yes ☒ No If Yes, please explain why:
SB 1439 SUPPLEMENTAL DECLARATION FORM REVIEW COMPLETED BY EXEC OFFICE	☐ Yes ☒ No – Not Applicable **If unsure whether a matter is subject to the Levine Act, email your packet to EOLevineAct@bos.lacounty.gov to avoid delays in scheduling your Board Letter.**
DEADLINES/ TIME CONSTRAINTS	None
COST & FUNDING	Total cost: $700,000 / Funding source: FY 2025-26 - $700,000 (Information Technology Infrastructure Fund) TERMS (if applicable): Explanation: $700,000 in one-time funding for a one-year subscription for an aircraft discovery and audit service to identify unregistered aircraft that have legal situs in Los Angeles County. Funding for subsequent years, if continued, is expected to be offset by revenue generated from the service.
PURPOSE OF REQUEST	Appropriation adjustment and authorization to utilize $700,000 in one-time funding from the County's Information Technology Infrastructure Fund (ITF) for an aircraft discovery and audit service subscription to identify unregistered aircraft that have legal situs in Los Angeles County (County).
BACKGROUND (include internal/external issues that may exist including any related motions)	The Federal Aviation Administration introduced several flight-tracking privacy programs for aircraft owners making it difficult to identify aircrafts registered outside California but habitually located in the County. An aircraft discovery and audit service subscription provides Software as a Service with real-time lists of aircraft with tax liabilities in the County, defensible materials for appraisal and appeal, reduce hours spent on canvassing aircraft, and potentially increase the County's revenue. The Chief Information Office Information Technology Investment Board approved a one-time funding for Assessor's initiative to procure a subscription-based aircraft discovery and audit service to identify unregistered aircraft that have legal situs in the County but are registered elsewhere, specifically those that meet the situs criteria established under California RTC Section 404 and Property Tax Rule 205, subsection (b).
EQUITY INDEX OR LENS WAS UTILIZED	☐ Yes ☒ No If Yes, please explain how:
SUPPORTS ONE OF THE NINE BOARD PRIORITIES	☐ Yes ☒ No If Yes, please state which one(s) and explain how:
DEPARTMENTAL CONTACTS	Name, Title, Phone # & Email: • Kevin Lechner, DCIO II, 213-407-2075, KLechner@assessor.lacounty.gov

JEFFREY PRANG
ASSESSOR
COUNTY OF LOS ANGELES
500 WEST TEMPLE STREET, ROOM 320
LOS ANGELES, CALIFORNIA 90012-2770
assessor.lacounty.gov
(213) 974-3101

Valuing People and Property

March 3, 2026

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

APPROVAL OF FUNDS FROM THE COUNTY'S INFORMATION TECHNOLOGY INFRASTRUCTURE FUND AND APPROVE APPROPRIATION ADJUSTMENT FOR FISCAL YEAR 2025-2026 FOR AN AIRCRAFT DISCOVERY AND AUDIT SERVICE SUBSCRIPTION (ALL SUPERVISORIAL DISTRICTS) (4-VOTES)

CIO RECOMMENDATION: APPROVE (X)

SUBJECT:

The Office of the Assessor (Assessor) is requesting Board approval of an appropriation adjustment and authorization to utilize $700,000 in one-time funding from the County's Information Technology Infrastructure Fund (ITF) for an aircraft discovery and audit service subscription to identify unregistered aircraft that have legal situs in Los Angeles County (County). The subscription, which was approved by the County's Information Technology Investment Board (ITIB), will provide real-time lists of aircraft with tax liabilities in the County, provide defensible materials for appraisal and appeal, reduce hours spent on canvassing aircraft, and potentially increase the County's revenue.

IT IS RECOMMENDED THAT THE BOARD:

1. Approve a Fiscal Year 2025-26 appropriation adjustment to reallocate $700,000 from the ITF to the Assessor's operating budget for the Department's aircraft discovery and audit service subscription to identify unregistered aircraft that have legal situs in Los Angeles County.

DRAFT

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Information Technology Infrastructure Fund (ITF), governed by the County's Information Technology Investment Board (ITIB), was established to fund innovative and enterprise Countywide technology projects that improve the delivery of services to the public, generate operational improvements across one or more departments or programs, and enhance interdepartmental or interagency collaboration.

In recent years, the Federal Aviation Administration has introduced several flight-tracking privacy programs for aircraft owners making it difficult to identify aircrafts registered outside California but habitually located in the County.

California Revenue and Taxation Code (RTC) Section 404 specifies that all taxable property, except state-assessed property, must be assessed by the local assessing agency where the property is physically located. According to California Property Tax Rule 205, subsection (b), general aircraft, excluding those covered by specific RTC sections, are taxed where they are habitually located when not flying.

On September 25, 2025, the Chief Information Office ITIB approved a one-time funding for Assessor's initiative to procure a subscription-based aircraft discovery and audit service to identify unregistered aircraft that have legal situs in the County but are registered elsewhere, specifically those that meet the situs criteria established under California RTC Section 404 and Property Tax Rule 205, subsection (b).

This subscription provides Software as a Service with real-time lists of aircraft with tax liabilities in the County, defensible materials for appraisal and appeal, reduce hours spent on canvassing aircraft, and potentially increase the County's revenue. Critical to operations, the platform will provide correspondence templates that auto-generates print-ready inquiry letters, billing letters and property statements with the ability to ingest returned documents and verify the data against existing data for accuracy saving valuable resource time. These types of services allow the Assessor to maximize resources and ensure accurate, equitable property assessments, which are expected to potentially generate a 10-20% increase in aircraft discovery.

Approval of the recommendation will allow Assessor to accept and utilize $700,000 from the ITF to Assessor's FY 2025-26 operating budget to leverage a subscription-based service to properly discover and assess unregistered aircraft in the County.

DRAFT

Implementation of Strategic Plan Goals

The recommended action supports the County's Strategic Plan North Star 3, *Realize Tomorrow's Government Today*, through the procurement of technological business solutions to enable County departments to meet their core mission, create flexible and efficient infrastructure, and strengthen internal controls and processes.

FISCAL IMPACT/FINANCING

The ITIB approved the use of $700,000 in one-time funding from the County's ITF on September 25, 2025. The funding will be used for a one-year subscription for an aircraft discovery and audit service to identify unregistered aircraft that have legal situs in the County. Funding for subsequent years, if continued, is expected to be offset by revenue generated from the service.

Approval of the recommended appropriation adjustment (Enclosure A) will reallocate $700,000 from the ITF's Services and Supplies to Other Financing Uses, and increase the Assessor's operating budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

There are no legal requirements or prohibitions to this recommended action.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended actions will have no negative impact on current public services or projects, nor will it affect the Assessor's production of the tax roll. Approval of the recommendation will ensure the Assessor continues to produce an accurate and timely assessment roll.

Respectfully submitted,

JEFFREY PRANG
Assessor

Reviewed by:

PETER LOO
Chief Information Officer

JP:DS:kl:spt

Enclosures

c: Chief Executive Office
Chief Information Office

DRAFT

Executive Office, Board of Supervisors
County Counsel
Auditor-Controller
Internal Services Department
Treasurer and Tax Collector
Registrar-Recorder/County Clerk

DRAFT

PINK

BOARD OF SUPERVISORS
BA FORM 08182025 OFFICIAL COPY

March 03, 2026

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPARTMENT OF CHIEF EXECUTIVE OFFICER

AUDITOR-CONTROLLER:

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HER RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFORE
FY 2025-26
4 - VOTES

SOURCES		USES	
INFORMATION TECHNOLOGY INFRASTRUCTURE FUND		**INFORMATION TECHNOLOGY INFRASTRUCTURE FUND**	
B16-AO-2000-40033		B16-AO-6100-40033	
SERVICES & SUPPLIES		OTHER FINANCING USES	
DECREASE APPROPRIATION	**700,000**	**INCREASE APPROPRIATION**	**700,000**
ASSESSOR		**ASSESSOR**	
A01-AS-96-9911-10200		A01-AS-2000-10200	
OPERATING TRANSFERS IN		SERVICES & SUPPLIES	
INCREASE REVENUE	**700,000**	**INCREASE APPROPRIATION**	**700,000**
SOURCES TOTAL	**$ 1,400,000**	**USES TOTAL**	**$ 1,400,000**

JUSTIFICATION

Reflects the transfer of appropriation from the Information Technology Infrastructure Fund (ITF) to the Assessor's operating budget to fund the department's aircraft discovery and audit service subscription to identify unregistered aircraft that have legal situs in Los Angeles County.

AUTHORIZED SIGNATURE WILLIAM LEUNG, PRINCIPAL ANALYST, CEO

BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

REFERRED TO THE CHIEF EXECUTIVE OFFICER FOR---

☐ ACTION
☐ RECOMMENDATION

☐ APPROVED AS REQUESTED
☐ APPROVED AS REVISED

AUDITOR-CONTROLLER BY

B.A. NO. DATE

CHIEF EXECUTIVE OFFICER BY

DATE

BOARD LETTER/MEMO
CLUSTER FACT SHEET

☐ Board Letter ☒ Board Memo ☐ Other

CLUSTER AGENDA REVIEW DATE	2/11/2026
BOARD MEETING DATE	N/A
SUPERVISORIAL DISTRICT AFFECTED	☒ All ☐ 1st ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th
DEPARTMENT(S)	Probation Department (Probation)
SUBJECT	Intent to Negotiate Sole Source Amendment to Contract – PSAMS Expansion to Include Juvenile and Adult Operations.
PROGRAM	
AUTHORIZES DELEGATED AUTHORITY TO DEPT	☐ Yes ☒ No
SOLE SOURCE CONTRACT	☒ Yes ☐ No If Yes, please explain why: The PSAMS expansion is a sole source contract because Tyler Technologies is the proprietary owner and exclusive provider of the Enterprise Supervision (ES) software and its related modules, maintenance, support, expansions, and integrations.
SB 1439 SUPPLEMENTAL DECLARATION FORM REVIEW COMPLETED BY EXEC OFFICE	☐ Yes ☒ No – Not Applicable **If unsure whether a matter is subject to the Levine Act, email your packet to EOLevineAct@bos.lacounty.gov to avoid delays in scheduling your Board Letter.**
DEADLINES/ TIME CONSTRAINTS	Not Applicable
COST & FUNDING	Total cost: TBD | Funding source: Existing Operating Budget TERMS (if applicable): Explanation: Funding is included in Probation's existing operating budget to expand an existing Software as a Service (SaaS) to include Juvenile and Adult operations.
PURPOSE OF REQUEST	To amend the existing sole source contract with Tyler Technologies to implement a comprehensive, integrated probation case management system that can address critical juvenile, field, and adult supervision needs.
BACKGROUND (include internal/external issues that may exist including any related motions)	The Department entered a sole source contract with Tyler Technologies in June 2022 for PSAMS implementation and maintenance (max $7.16M over 11 years), justified by Tyler's uniquely proven integrated solution compatible with county systems, success in 23 other California counties, and statewide enterprise supervision. The department now seeks to expand this Tyler contract to cover comprehensive probation needs, including juvenile operations, field supervision, and adult operations, to support the Board's care-first model, alternatives to incarceration initiative, and data-driven decisions.
EQUITY INDEX OR LENS WAS UTILIZED	☐ Yes ☒ No If Yes, please explain how:
SUPPORTS ONE OF THE NINE BOARD PRIORITIES	☒ Yes ☐ No If Yes, please state which one(s) and explain how: This project supports the Board's Care First, Jail Last priority
DEPARTMENTAL CONTACTS	Name, Title, Phone # & Email: • Vijay Panati, Acting Chief Information Officer, (562) 940-2515 Vijay.Panati@probation.lacounty.gov

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT

INFORMATION SYSTEMS BUREAU

9150 EAST IMPERIAL HIGHWAY – DOWNEY, CALIFORNIA 90242

GUILLERMO VIERA ROSA
Chief Probation Officer

February 11, 2026

To: Supervisor Linsey P. Horvath, Chair
Supervisor Hilda L. Solis
Supervisor Holly J. Mitchell
Supervisor Janice Hahn
Supervisor Kathyrn Barger

From: Guillermo Viera Rosa
Chief Probation Officer

SUBJECT: **NOTIFICATION OF INTENT TO NEGOTIATE A SOLE SOURCE AMENDMENT TO CONTRACT WITH TYLER TECHNOLOGIES, INC. FOR EXPANSION OF THE PRETRIAL SERVICES ASSESSMENT AND MONITORING SYSTEM (PSAMS) TO INCLUDE JUVENILE OPERATIONS, FIELD SUPERVISION, AND ADULT OPERATIONS**

In accordance with **Board Policy No. 5.100** (Sole Source Contracts), this letter provides advance notification to your Board that the Los Angeles County Probation Department (Department) intends to negotiate a sole source amendment (Amendment) to the existing sole source Contract with Tyler Technologies, Inc. (Tyler) for the Pretrial Services Assessment and Monitoring System (PSAMS).

BACKGROUND

The Department entered into a sole source Contract with Tyler on June 14, 2022, for the implementation and maintenance of PSAMS using Tyler's Enterprise Supervision (ES) platform, with a maximum contract sum of $7,157,257 over an 11-year term ending in 2033. This Contract was approved on a sole source basis due to Tyler's unique integration capabilities with County systems, including the Los Angeles Superior Court's Odyssey system and the Sheriff's Automated Justice Information System. ES has been operational for pretrial services since February 2023 and has demonstrated success in other California counties.

The proposed Amendment would expand the scope of ES to include Juvenile Operations (e.g., rehabilitation, case tracking, and compliance in facilities like Los Padrinos Juvenile Hall), Field Supervision (e.g., real-time officer mobility, client check-ins, and risk assessments), and Adult Operations. This unified platform would replace fragmented legacy systems, ensure data continuity, reduce training needs, and enhance oversight.

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This expansion is urgent due to ongoing challenges in the juvenile justice system, including court proceedings (e.g., October 10, 2025 ruling by Judge Peter A. Hernandez), Office of Inspector General Q3 2025 reports highlighting gaps in data reliability, timely reporting, room confinement tracking, and grievance processes, and Probation Oversight Commission emphasis on standardized, auditable data. These issues limit compliance, oversight, and public safety reforms, necessitating an integrated electronic system for automated workflows, alerting, and reporting.

SOLE SOURCE JUSTIFICATION

Tyler remains the only viable source for this expansion under Board Policy 5.100, as ES is a proprietary platform with no equivalent competitors for seamless integration and functionality:

- **Compatibility and Integration**: Expansion builds on the existing PSAMS/ES infrastructure for interoperability with current components, Odyssey, and other County interfaces. Alternatives risk data silos, errors, and 18-24+ month delays. Tyler's solution natively supports adult, juvenile, and pretrial supervision, as shown in statewide deployments (e.g., Arizona Supreme Court) and implementations in 23 California counties (e.g., Alameda for adult, juvenile, and pretrial).
- **Proven Performance**: Tyler's ES has a strong track record in similar California deployments and low-risk scaling of the County's existing platform, with deep integration to Odyssey/Enterprise Justice.
- **Cost and Timeline Efficiency**: Leveraging existing infrastructure avoids redundant costs and enables phased rollout (e.g., Juvenile Detention minimum viable product (MVP) in 6-9 months). Competitive procurement would add 12-18 months, worsening current crises. Tyler previously deployed PSAMS rapidly (within 5 months).

Alternatives (e.g., new vendors, custom development, or manual processes) were evaluated but deemed infeasible due to higher costs, delays, compatibility risks, and inability to meet urgent compliance needs.

PROPOSED AMENDMENT SUMMARY

The Amendment would revise the Contract to expand services through Tyler’s Enterprise Supervision platform, increasing the maximum contract amount by approximately $65,000,000, covering expanded SaaS fees, implementation, and optional customizations. Funding would

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come from the Department's operating budget, with projected savings from legacy system retirement. The Amendment would align with the original 11-year term.

Upon completion of negotiations, the Department will return to your Board with a formal request for approval of the negotiated Amendment, including full fiscal details, CEQA determination (anticipated as not a project under CEQA Guidelines §15378(b)(5)), standard County provisions, and reviews by County Counsel, CIO, and CISO.

This advance notification allows the required review period. The Department is available to discuss this matter at the Operations Cluster or provide additional information.

CONCLUSION

Pursuant to Board policy, the Department will proceed with sole source negotiations in four weeks, unless otherwise instructed by the Board. If you have questions, please contact me or your staff may contact Vijay Panati, Acting Chief Information Officer, at vijay.panati@probation.lacounty.gov or (562) 353-4783.

Respectfully submitted,

GUILLERMO VIERA ROSA
Chief Probation Officer

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors