

EXHIBIT 4

LRRP MIS SYSTEM

REQUIREMENTS SPECIFICATION

A. Organization

This section is organized as follows:

Subsection B Introduction: Identifies the purpose, scope, document format, and applicable standards for this specification

Subsection C Work Requirements

Subsection D Design Requirements

Subsection E Database Capacity

Subsection F Use of the State's Communication Network

Subsection G System Reliability Requirements

B. Introduction

This System Requirements Specification Section defines the State's requirements for the technical specifications for a system for the State of New Jersey Department of Community Affairs Landlord Rental Repair Program (LRRP).

1. Scope

The requirements identified in this section apply to primary functions, major supporting functions, processes and operations.

2. Applicable References

The following sources were used to compile the requirements contained in this specification

Insert any NJOIT and DCA IT relevant policies and other standards (e.g., ISO, etc.)

- Draw Request Form (NJ Form 11)
- eGrants®/HP-CMIS Data specification
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C. Work Requirements

[Mandatory] Bidder shall furnish all equipment, software, material, services, and maintain a system in accordance with the requirements of the RFP.

D. Design Requirements

1. General Design Requirements

- a. The proposed system should be hosted by the vendor in a secure cloud based hosting facility
- b. The system must be operational by September 15, 2013.
- c. Wherever possible, Commercial-Off-The-Shelf (COTS) products should be incorporated into the design of the system.
- d. The proposed system must enable workflow management of construction and compliance activities to rehabilitate or reconstruct multi-tenant residential structures. System users will include:
 - i. Construction management staff from one (1) or more entities
 - ii. Compliance and Monitoring staff from one (1) or more State entities. Compliance & Monitoring staff include program/project managers, financial staff, audit and compliance monitors
- e. [Mandatory] The Application ID from the eGrants[®]/HP-CMIS system must be tracked and searchable for every equivalent record in the proposed system.
- f. [Mandatory] The proposed system must exchange information electronically with several state and state contracted entities and their systems.
 - i. Superstorm Sandy Housing Intake Program (SSHIP) – eGrantsPlus[®] grants management application, also known as HP-CMIS, used for creation and recordation of program applications.
 - ii. New Jersey Department of Environmental Protection (DEP) case management and permitting systems
 - iii. DCA's Sandy Integrated Recovery Operations and Management System (SIROMS)
- g. The proposed system must have a web-based or web-enabled graphical user interface (GUI) to allow users to connect via the Internet. Bidder's should describe their proposed design for access and authorization.
- h. [Mandatory] The proposed system must be able to store and present scanned (or photographed) paper based documentation, as well as electronic original attachments.
- i. [Mandatory] The proposed system must be able to update transaction online via the user interface.
- j. [Mandatory] The proposed system must contain a simple and advanced search to present a list of matched results for applications and/or projects based on the data fields for the record. This must include a search by the eGrants[®]/HP-CMIS system Application ID.
- k. [Mandatory] The proposed system must perform data validation checks at the character, field, and transaction levels.

- l. [Mandatory] The proposed system must provide the ability to trace all transactions from the point of inception, through intermediate processing stages, to final disposition. In addition, the processing history of all transactions must be tracked.
- m. [Mandatory] The proposed system must provide file backup and recovery capabilities to restore damaged files.
- n. [Mandatory] The proposed system must maintain transaction logs to assist in recovery of data files.
- o. [Mandatory] The proposed system must ensure that all data elements of each applicant and project record are properly linked. The Bidder's Proposal must include a description of the method to be used to ensure data synchronization. There is a one-to-one (1-1) relationship between an application and a project. An applicant may have multiple active and approved applications within the system.
- p. [Mandatory (all paragraphs)] Data Collection Requirements:
 - i. Applicant Record – extract from SSHIP Data Specification which may include additional documentation provided by an applicant or third parties, such as existing contract documents, title reports, etc. Data types can include CHAR, VARCHAR2, NUMBER, TEXT, Binary Large Object (BLOB) and Character Large Object (CLOB).
 - ii. Property Record Data – a data record which will be compiled from multiple systems including HP-CMIS and may be appended in the proposed system. The property record will include Property Identification Number (PIN), tax record information, Geo-Spatial Information System (GIS) data, including latitude and longitude.
 - iii. Environmental Review and Clearance Data – data about the scope and status of any environmental reviews requested from, and conducted by, the New Jersey Department of Environmental Protection.
 - iv. Financial Management Data – data about the funds obligated and drawn down for rehabilitation or reconstruction work required to repair or replace storm-damaged items and to bring the remainder of the structure/site to compliance with HUD's Housing Quality Standards (HQS). Financial data shall be tracked at a level of granularity sufficient to produce a high-level cost estimate for obvious repairs. The Estimated Cost of Repairs (ECR) will identify quantities and scopes of work. Supplemental funding for project work may be in the form of escrow or supplemental funds. Discrete financial data will include, but is not limited to: (i) itemized repairs; (ii) total project costs, (iii) amount of the eligible Program award, and (iv) amount of Landlord supplemental funds required to complete the Scope of Work.
- q. Reporting
 - i. For the purposes of expediting reporting, the proposed system design should allow the capability of executing parameter driven searches.
 - ii. [Mandatory] The proposed system must make available all data to State employees in the form of export files and/or to State data warehouses for use in State-defined reports. Details of the data tracked and the associated design of the reports will be defined and approved by the State.

E. Database Capacity

The proposed system must be designed to accommodate twice the following database record capacity:

Year 1	2,000
Year 2	4,000
Year 3	6,000
Year 4	8,000
Year 5	10,000

F. System Reliability

1. Availability

The system should strive for 99.99% uptime, with the exception of scheduled maintenance windows agreed to by the State. Any scheduled downtime will require at least 2 week’s notice.

G. Use of the State’s Communication Network

The proposed system shall be configured to exchange data with systems maintained by State entities or entities contracting to the State connected by TCP/IP networks.