



# DETAIL-LEVEL FUNCTIONAL REQUIREMENTS DOCUMENT

*HUD Integrated Financial Management Improvement  
Project*

**U. S. Department of Housing and Urban Development**

August 9, 2005



*The MIL Corporation*

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## Revision Sheet

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Rev. 0	06/27/2005	Draft Detail-level Functional Requirements Document submitted
Rev. 1	07/26/2005	Incorporated comments from Deliverable Acceptance Report dated July 12, 2005
Rev. 2	08/09/2005	Incorporated additional HUD comments from Deliverable Acceptance Report dated August 4, 2005

U. S. Department of Housing and Urban Development

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Comments:

Program Area Representative: Mary Kohlmeier Date: \_\_\_\_\_

GTM: Jenny A. Shaker Date: \_\_\_\_\_

GTR: Kenneth Traylor Date: \_\_\_\_\_

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# FUNCTIONAL REQUIREMENTS DOCUMENT

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## **1.0 GENERAL INFORMATION**

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The Department of Housing and Urban Development (HUD) is in the process of modernizing its financial management systems in accordance with a vision of financial management consistent with modern business practices, customer service, legislation and technology. The overall initiative to implement the financial management vision is the HUD Integrated Financial Management Improvement Project (HIFMIP). Within HIFMIP, several implementation phases have been defined to provide a manageable method of moving from the current state to the desired financial management environment. The Preliminary Roadmap document, dated June 6, 2005, provides an overview of these phases and describes in more detail the implementation of core financials phase (Phase II).

Phase I is organizational preparation for the upcoming financial systems implementation. Phase II is the implementation of a new HUD-wide financial management system. The new Integrated Core Financial System (ICFS) will provide the first building block to enable later integration with other desired management improvements such as integrated financial performance management. HUD describes the end result as the Integrated Financial Management Solution (IFMS), of which ICFS is one key component. HUD is currently preparing to select and implement the ICFS using a Center of Excellence (COE) approach as described in the document developed by HUD, HIFMIP Plan to Implement an Integrated Financial Management System at HUD – January 1, 2005 (revised April 6, 2005).

### **1.1 Purpose**

The purpose of this Detail-level Functional Requirements Document (FRD) is to identify specific system and user requirements within the scope of HIFMIP for the proposed ICFS. This detail-level document contains the results of The MIL Corporation's analysis of the systems and business processes within the scope of the HIFMIP project. The systems analyzed here are: HUDCAPS, LOCCS, PAS, Hyperion, the Financial Data Mart, MACOLA, FHA Subsidiary Ledger, OFHEO's Financial Information and Management System and the internal and external interfaces to/from these systems.

The HUD Vision is to implement an integrated financial management system that will include all HUD organizations, including FHA, Ginnie Mae and OFHEO. The transition from the "as is" to the "to be" will require a comprehensive multi-year project plan and strategy that will be completed in phases. The initial stage will support four separate financial system modernization efforts; however, representatives from each of the four CFO organizations will work to standardize their systems, processes and procedures to support eventual migration to a single system. The decision whether to finally transition to a single system will be based on the level of consolidation and integration required to meet the financial information requirements for all HUD stakeholders, and also will consider the software, hardware and support available to HUD. The final decision whether to maintain more than one core financial system will be based on the alternative that is most cost effective and efficient for HUD.

ICFS involves the full implementation of an end to end integrated financial system that includes core financial and other functions such as general ledger, accounts payable, accounts receivable, budget execution (funds control), asset management, cost management, reporting, obligation processing, expenditure tracking, acquisition, cash management, cost accounting, financial reporting, workflow automation and federal financial assistance reporting including grants, subsidies and loans. The interfaces will include eTravel, Treasury, payroll, bankcard, and program systems, e.g. IDIS, TRACS.

Temporary interfaces until transition to an integrated financial system include FHA Subsidiary Ledger, Ginnie Mae subsidiary general ledger, and OFHEO's Financial Information and Management System (FIMS). The end state broad requirement for HIFMIP is to replace HUDCAPS, PAS, and LOCCS with a modern, compliant, integrated core financial system that will summarize financial data, control funds, prepare annual financial statements, and meet all internal and external reporting requirements across the agency.

The objectives of this effort are to analyze HUD's current financial systems and to describe their functionality in such a manner that a commercial off-the-shelf (COTS) software package compliant with the Joint Financial Management Improvement Program (JFMIP) can be evaluated and acquired. Publication JFMIP-SR-02-01 Core Financial System Requirements states:

“The CFO Act of 1990 and financial management systems policy described in OMB Circular No. A-127 *Financial Management Systems* require that each agency establish and maintain a single, integrated financial management system. The basic requirements for a single, integrated financial management system are outlined in OMB Circular A-127. Having a single, integrated financial management system does not necessarily mean that each agency must have only one software application covering all financial management system needs. Rather, a single, integrated financial management system is a *unified* set of financial systems and the financial portions of *mixed systems*<sup>1</sup> encompassing the software, hardware, personnel, processes (manual and automated), procedures, controls, and data necessary to carry out financial management functions, manage financial operations of the agency, and report on the agency's financial status to central agencies, Congress, and the public. However, it does not mean that all information is physically located in the same database.”

The requirements defined in this FRD as well as the requirements that will be identified in the other HIFMIP requirements deliverables will be used to assist HUD in ensuring that the package selected meets all of HUD's requirements. While most of the current processes have been verified by HUD, as of this draft, MIL is still awaiting validation of FHA business processes. Any comments received from FHA will be incorporated into the Final Detail-level Functional Requirements Document.

## 1.2 Scope

This Detail-level FRD defines the current system environment and the proposed system environment for the new ICFS to include methods, procedures, performance, functions, equipment, and security. As mentioned previously, the systems analyzed here are: HUDCAPS, LOCCS, PAS, Hyperion, the Financial Data Mart, MACOLA, FHA Subsidiary Ledger, OFHEO's Financial Information and Management System and the internal and external interfaces to/from these systems. The High-level FRD and this document will serve as the primary reference for the proposed integrated core financial system (ICFS). This document further defines the functional requirements that the new, integrated system must fulfill and supports the activities associated with the initial phase of the ICFS. The initial phase will have OCFO select and implement a new COTS certified financial system that will be the single core financial system for the Department.

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<sup>1</sup> A *mixed* system is an information system that supports both financial and non-financial functions of the Federal Government or components thereof. See OMB Circular No. A-127.

## 1.3 Project References

In the preparation of this FRD, many references were utilized as specified below. They include documentation developed during the Initiate phase of the HUD Integrated Financial Management Improvement Project (HIFMIP), external resources, and several documents from HUD's Software Development Methodology (SDM).

**Table 1-1 HIFMIP Detail-level FRD Reference Material**

<b>HIFMIP Initiate Phase Documentation</b>
HUD Financial Management Vision
HUD Financial Systems Flow Chart Discussion Paper
Financial Event Information Flow Diagrams and Discussion Paper
HIFMIP Interview Notes Highlights
HIFMIP Plan to Implement an Integrated Financial Management System at HUD
<b>HUD Standards Documentation</b>
The Budget and Accounting Handbook Policies and Procedures (available on <a href="http://www.hudclips.org">www.hudclips.org</a> )
Department of Housing and Urban Development: Status of Efforts to Implement an Integrated Financial Management System (GAO-03-447R)
Draft HUD CFO BPR Reconciliation of Subsidiary Ledger to General Ledger
Ginnie Mae 2003 Annual Report
FHA FY 2004 Congressional Budget Justification
HUD's Performance and Accountability Report 2004
The 2005 Proposed Budget for HUD submitted to Congress
HUD Intranet, <a href="http://hudweb.hud.gov">http://hudweb.hud.gov</a>
HUD Internet website, <a href="http://www.hud.gov">http://www.hud.gov</a>
Inventory of Automated Systems
OFHEO FY2003 Annual Report to Congress
Memorandum on OFHEO Financial System Requirements
OFHEO Integrated Financial and Administrative System presentation
OFHEO Financial Information and Management System presentation
<b>External Resources Documentation</b>
GAO Core Financial System Requirements Checklist for Reviewing Systems under the FMIA

Joint Financial Management Improvement Program, Core Financial System Requirements
Joint Financial Management Improvement Program, Grant Financial System Requirements
Joint Financial Management Improvement Program, Guaranteed Loan System Requirements
Office of Management and Budget Circular A-127, Financial Management Systems – revised December 2004.

## 1.4 Acronyms and Abbreviations

A list of acronyms and abbreviations used in this document and the meaning of each is provided below in Table 1-2 Detail-level FRD Acronyms:

**Table 1-2 Detail-level FRD Acronyms**

<b>Acronym/Abbreviation</b>	<b>Definition</b>
<b>ACFO</b>	Assistant Chief Financial Officer
<b>ACH</b>	Automated Clearing House
<b>APO</b>	Accountable Property Officers
<b>BONDMAPPER</b>	Bond Payment
<b>BOSS</b>	Section 8 Budget Outlay Support System
<b>CCARS</b>	Cash Control Accounting and Reporting System
<b>CFOAC</b>	Chief Financial Officer Accounting Center
<b>CLAIMS</b>	Single Family Insurance Claims Subsystem
<b>CMB</b>	Cash Management Branch
<b>COE</b>	Center of Excellence
<b>CPD</b>	Community Planning and Development
<b>DARTS</b>	Departmental Accounts Receivable Tracking/Collection System
<b>DCAMS</b>	Title I Notes Servicing
<b>DGMS</b>	Departmental Grants Management System
<b>DMS</b>	Default Management System
<b>ECS</b>	Electronic Certification System
<b>EFT</b>	Electronic Funds Transfer
<b>EZB</b>	EZBudget Formulation System
<b>FAADS</b>	Federal Assistance Award Data System

<b>Acronym/Abbreviation</b>	<b>Definition</b>
<b>FAR</b>	Federal Acquisition Regulations
<b>FEDWIRE</b>	Treasury, FEDWIRE Deposit System
<b>FEMIS</b>	Furniture and Equipment Management Information System
<b>FFB</b>	Federal Financing Bank
<b>FRB - Richmond</b>	Federal Reserve Bank - Richmond
<b>FIMS</b>	Financial Information and Management System
<b>FHA</b>	Federal Housing Administration
<b>FHA-SL</b>	FHA Subsidiary Ledger
<b>FHEO</b>	Fair Housing and Equal Opportunity
<b>Financial-DM</b>	Financial Data Mart
<b>FRD</b>	Functional Requirements Document
<b>FSMD</b>	Financial Systems Maintenance and Development
<b>GAO</b>	Government Accountability Office
<b>GFITS</b>	Government Financial Information Tracking System
<b>Ginnie Mae</b>	Government National Mortgage Association
<b>GOALS</b>	Government On-line Accounting Link System
<b>GSA</b>	General Services Administration
<b>GTM</b>	Government Technical Manager
<b>GTR</b>	Government Technical Representative
<b>HCSS</b>	HUD's Consolidated Financial Statement System (Hyperion)
<b>HECM</b>	Home Equity Conversion Mortgages
<b>HHLHC</b>	Healthy Homes and Lead Hazard Control
<b>HIFMIP</b>	HUD Integrated Financial Management Improvement Project
<b>HPS</b>	HUD Procurement System
<b>HPS/SPS</b>	HPS-Small Purchase System
<b>HTMS</b>	HUD Travel Management System
<b>HUDCAPS</b>	HUD's Central Accounting and Program System
<b>ICFS</b>	Integrated Core Financial System
<b>IDIS</b>	Integrated Disbursement & Information System
<b>IG</b>	Inspector General
<b>IPAC</b>	Intra-governmental Payment and Collection System
<b>JFMIP</b>	Joint Financial Management Improvement Project
<b>LAS</b>	Loan Accounting System

<b>Acronym/Abbreviation</b>	<b>Definition</b>
<b>LOCCS</b>	Line of Credit Control System
<b>MASS</b>	Macola Accounting Software System
<b>MDDR</b>	Multifamily Default and Delinquency Reporting
<b>MFIC</b>	Multifamily Insurance and Claims System
<b>MFIS</b>	Multifamily Insurance
<b>MFPMS</b>	Multifamily Payment Management System
<b>MIP</b>	Mortgage Insurance Premium
<b>NFC</b>	National Finance Center
<b>OCFO</b>	Office of the Chief Financial Officer
<b>OCIO</b>	Office of the Chief Information Officer
<b>OFFM</b>	Office of Federal Financial Management (formerly Joint Financial Management Improvement Project (JFMIP))
<b>OFHEO</b>	Office of Federal Housing and Enterprise Oversight
<b>OH</b>	Office of Housing
<b>OIG</b>	Office of Inspector General
<b>OMB</b>	Office of Management and Budget
<b>OPAC</b>	On-Line Payment and Collection System
<b>PAS</b>	Program Accounting System
<b>PC-TARE</b>	Personnel Computer Time & Attendance Remote Entry System
<b>PD&amp;R</b>	Policy, Development and Research
<b>PIH</b>	Public and Indian Housing
<b>PMS</b>	Property Management System
<b>PSCRS</b>	Personal Service Cost Report Subsystem
<b>RC/EZ/EC PERMS</b>	Renewal Community/Empowerment Zones/Enterprise Communities Performance Measurement System
<b>REMS</b>	Real Estate Management System
<b>SAMS</b>	Single Family Acquired Asset Management System
<b>SATO</b>	Scheduled Airline Traffic Office
<b>SAVE</b>	Section 235 Automated Validation and Editing
<b>SDED</b>	System Development and Evaluation Division
<b>SDM</b>	System Development Methodology
<b>SFIS</b>	Single Family Insurance System
<b>SFMNS/IFS</b>	Single Family Mortgage Notes Servicing

Acronym/Abbreviation	Definition
<b>SFPCS-P</b>	Single Family Premium Collection System-Periodic
<b>SFPCS</b>	Single Family Upfront Premium Collection System
<b>SME</b>	Subject Matter Expert
<b>TFCS</b>	Treasury Financial Communication System
<b>TIIS</b>	Title I Insurance and Claims
<b>TRACS</b>	Tenant Rental Assistance Certification System
<b>US SGL</b>	United States Standard General Ledger
<b>UPB</b>	Unpaid Principal Balance
<b>VRS</b>	Voice Response System
<b>WCF</b>	Working Capital Fund

## 1.5 Points of Contact

Government and contractual contacts for the HIFMIP project are listed below.

### 1.5.1 Information

Table 1-3 HIFMIP HUD Points of Contact below lists the points of organizational contact (POCs) that may be needed by the document user for informational and troubleshooting purposes for the HIFMIP Project. The table further identifies the type of contact, contact name, department, telephone number, and e-mail address.

Table 1-3 HIFMIP HUD Points of Contact

Type of Contact	Name	Dept.	Telephone	Email
Government Technical Representative	Kenneth Traylor	OCFO	(202) 708-1757 x6241	Kenneth_J._Traylor@hud.gov
Government Technical Monitor	Virginia Shaker	OCFO	(202) 708-1136 x3805	Virginia_A._Shaker@hud.gov
Project Manager	Mary Kohlmeier	OCFO	(202) 708-0614 x3853	Mary_L._Kohlmeier@hud.gov
Business Subject Matter Expert – OCFO Systems	Gail Dise	OCFO	(202) 708-1757 x3749	Gail_B._Dise@hud.gov
Business Subject Matter Expert – Ginnie Mae	Michael Najjum	Ginnie Mae - OCFO	(202) 708-1020 x2344	Michael_J._Najjum@hud.gov
Business Subject Matter Expert – FHA	Ronald Crupi	Housing-Office of Financial Analysis & Reporting	(202) 401-0450 x3371	Ronald_E._Crupi@hud.gov
Macola Project Manager	Wesley Jones	Ginnie Mae Comptroller's Division	(202) 708-4100 x3908	Wesley_E._Jones@hud.gov
FHA-SL Project Manager	William Fuentesvilla	Housing-FHA Comptroller's Office	(202) 708-1020 x2344	William_F._Fuentesvilla@hud.gov
Business Subject Matter Expert	Barbara Dorf	Grants Policy	(202) 708-0667 x4637	Barbara_Dorf@hud.gov

Type of Contact	Name	Dept.	Telephone	Email
Business Subject Matter Expert - CPD	Laura Marin	Director, Office of Technical Assistance and Management	(202) 708-4604 x4432	Laura_M._Marin@hud.gov
Business Subject Matter Expert - OH	Ronald Spraker	Director, Office of Budget and Field Resources (OH)	(202) 708-8975 x6851	Ronald_Y._Spraker@hud.gov
Business Subject Matter Expert – PIH	Paul Scott	Director, Budget Office (PIH)	(202) 708-0920 x2354	Paul_A._Scott@hud.gov
Business Subject Matter Expert – PD&R	Patrick Tewey	Director, Budget Office (PD&R)	(202) 708-1796 x4098	Patrick_J._Tewey@hud.gov
Business Subject Matter Expert – HHLHC	Michael Hill	Deputy Director (HHLHC)	(202) 708-0310	Michael_F._Hill@hud.gov
Business Subject Matter Expert – FHEO	Paul Christian	Director, Office of Management and Planning (FHEO)	(202) 708-1009	Paul_T._Christian@hud.gov
Advisory	Hanh Do	IG	(202) 708-0344 x8147	Hanh_T._Do@hud.gov

The MIL Corporation points of contact are contained below in Table 1-4 The MIL Corporation Points of Contact:

**Table 1-4 The MIL Corporation Points of Contact**

Type of Contact	Name	Telephone	Email
Operational Vice President	Linda Glasco	(202) 708-1136	lglasco@milcorp.com

		x3814	
Project Manager	Karen McGee	(202) 708-1136 x3727	kmcgee@milcorp.com
Quality Assurance Manager	Mary Ellen Firor	(202) 708-1136 x3835	mfiror@milcorp.com
Institutional SME	Mary Ellen Firor	(202) 708-1136 x3835	mfiror@milcorp.com
Institutional SME	David Margolies	(202) 708-1136 x3834	dmargolies@milcorp.com

### 1.5.2 Coordination

The MIL Corporation team coordinated and participated in Information Exchange Meetings with the following organizations for the development of the High-level and Detail-level Functional Requirements Documents. Table 1-5 Information Exchange Meeting Participants appears below:

**Table 1-5 Information Exchange Meeting Participants**

Name	Corr Code	Office
Allen, Dot	LA	OHHLHC: Budget and Admin Services Division
Allen, Ennis	PD	PIH: Office of Budget/CFO
Allen, Pamela	PG	PIH: Grants Management Center
Allison, Sandra	HW	Housing: Deputy Assistant Secretary for Finance and Budget
Angradi, Doug	DOTB	CPD: ODAS/O, OTAM, Budget Division
Avery, Stephanie	PX	PIH: Departmental Real Estate Center
Bacon, Cuttie	FOA	CFO Budget
Breuer, Robert	DOTD	CPD: ODAS/O, OTAM, System Development Evaluation Division
Brown, Carolyn	FYM	CFO: Accounting Monitoring Analysis Division
Bullard, Kathy	6AF	CFO: Accounting Center

Name	Corr Code	Office
Byrd, Yolanda	EGPB	FHEO: ODAS/OM, OAS, Budget Division
Callahan, Rufus	FBD	CFO: Accounting Monitoring Analysis Division
Chapman, Rebecca	FBD	CFO: Accounting Monitoring Analysis Division
Christian, Paul	EGP	FHEO, ODAS/OM, Office of Management and Planning
Crupi, Ronald	HWAA	Housing: Office of Financial Analysis and Reporting
Cullom, Alice	FYM	CFO: OACFO/OS, Financial Systems Maintenance and Development Division
Davies, Chris	FYM	CFO: OACFO/OS, Financial Systems Maintenance and Development Division
Der, Virginia	RB	PD&R: Budget, Contract and Program Control Division
Donzell, Keith	FBI	CFO: OACFO/OA, Financial Reporting Division
Fuentevilla, William	HWA	Housing: FHA Comptroller
Garner, Wally	FBD	CFO: Accounting Monitoring Analysis Division
Gayton, Carl	FYM	CFO:OACFO/OS, Financial Systems Maintenance and Development Division
Greene, Bryan	EC	FHEO: Office of Policy, Legislative Initiatives and Outreach
Hall, Michelle	LA	OHHLHC: Budget and Admin Services Division
Harris, Virgie	PG	PIH: Grants Management Center
Holmes, Deborah	TNI	Ginnie Mae OMO, Information Management Division
Hutchinson, Iredia	PG	PIH: Grants Management Center
Hylton, Lanier	HTC	Housing: Office of Housing Assistance Contract Admin Oversight
Jackson, Sandy	PDA	PIH: OB/CFO, Budget Administration Division
James, Haven	FBD	CFO: Accounting Monitoring Analysis Division
Jones, Otis	6AF	CFO: Accounting Center
Jones, Wesley	TFC	Ginnie Mae: Comptroller's Division
Kahn, Barry	FBT	CFO Travel
Lincoln, Vince	FOB	CFO Budget
Linn, Larry	Contractor	Contractor: Delta Solutions
Mancuso, Tricia	FYM	CFO: OACFO/OS, Financial Systems Maintenance and Development Division

Name	Corr Code	Office
Marin, Laura	DOT	CPD: ODAS/O, Office of Technical Assistance and Management
McGill, Regina	PI	PIH: Office of Public Housing Investments
McGinnis, Alvin	FBDA	CFO: Monitoring and Analysis Branch
McKinney, Rudy	FBD	CFO: Accounting Monitoring Analysis Division
Najjum, Michael	TF	Ginnie Mae: Office of Finance
Naylor, Gregory	ACCP	CPO: Policy and Field Operations Division
Newry, Myron	EDPF	FHEO:FHIP/FHAP Division
Owens, Cheryl	TN	Ginnie Mae: Office of Management Operations
Parker, Sheron	AYK	ADMIN: OCIO
Patton, Debra	6AF	CFO: Accounting Center
Press, Rhonda	FYM	CFO: OACFO/OS, Financial Systems Maintenance and Development Division
Redder, Rita	FYM	CFO: OACFO/OS, Financial Systems Maintenance and Development Division
Reid, Garland	FOB	CFO: OB, Budget Management and Systems Division
Roberts, June	FBOW	CFO: WCF Accounting
Sarkis, Bill	FBI	CFO: OACFO/OA, Financial Reporting Division
Scott, Paul	PD	PIH: Office of Budget/CFO
Simmons, Michael	FYM	CFO: OACFO/OS, Financial Systems Maintenance and Development Division
Spraker, Ronald	HWR	Housing: Office of Budget and Field Resources
Stutzman, Kevin	AYK	ADMIN: OCIO
Tewey, Patrick	RB	PD&R: Budget, Contract and Program Control Division
Toately, Eric	HWRF	Housing: Funding Control Division
Trapani, Joseph	FYM	CFO: OACFO/OS, Financial Systems Maintenance and Development Division
Treadwell, Angela	FBD	CFO: Accounting Monitoring Analysis Division
Uebe, Will	FYM	CFO: OACFO/OS, Financial Systems Maintenance and Development Division
Wang, Pauline	FBD	CFO: Accounting Monitoring Analysis Division

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Name	Corr Code	Office
Webster, Paul	DGBF	CPD: Financial Management Division
Wenstrup, Karen	FYMS	CFO: OACFO/OS, Financial Systems Maintenance and Development Division
Williams, Emily E.	LH	OHHLHC: Healthy Homes Division
Williams, Jackie	DED	CPD: ODAS/ED
Zahner, Keith	FYM	CFO: OACFO/OS, Financial Systems Maintenance and Development Division