



**THE CITY OF WINNIPEG**

# **REQUEST FOR PROPOSAL**

**RFP NO. 243-2008**

**PROVISION OF WINNIPEG HOUSING AND HOMELESSNESS INITIATIVE  
SOFTWARE IMPLEMENTATION**

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## **PART B - BIDDING PROCEDURES**

### **B1. CONTRACT TITLE**

B1.1 PROVISION OF WINNIPEG HOUSING AND HOMELESSNESS INITIATIVE SOFTWARE IMPLEMENTATION

### **B2. SUBMISSION DEADLINE**

B2.1 The Submission Deadline is 4:00 p.m. Winnipeg time, April 22, 2008.

B2.2 Proposals determined by the Manager of Materials to have been received later than the Submission Deadline will not be accepted and will be returned upon request.

B2.3 The Contract Administrator or the Manager of Materials may extend the Submission Deadline by issuing an addendum at any time prior to the time and date specified in B2.1.

### **B3. ENQUIRIES**

B3.1 All enquiries shall be directed to the Contract Administrator identified in D6.1.

B3.2 If the Bidder finds errors, discrepancies or omissions in the proposal, or is unsure of the meaning or intent of any provision therein, the Bidder shall promptly notify the Contract Administrator of the error, discrepancy or omission at least five (5) Business Days prior to the Submission Deadline.

B3.3 If the Bidder is unsure of the meaning or intent of any provision therein, the Bidder should request clarification as to the meaning or intent prior to the Submission Deadline.

B3.4 Responses to enquiries which, in the sole judgment of the Contract Administrator, require a correction to or a clarification of the Request for Proposal will be provided by the Contract Administrator to all Bidders by issuing an addendum.

B3.5 Responses to enquiries which, in the sole judgment of the Contract Administrator, do not require a correction to or a clarification of the Request for Proposal will be provided by the Contract Administrator only to the Bidder who made the enquiry.

B3.6 The Bidder shall not be entitled to rely on any response or interpretation received pursuant to B3 unless that response or interpretation is provided by the Contract Administrator in writing.

### **B4. CONFIDENTIALITY**

B4.1 Information provided to a Bidder by the City or acquired by a Bidder by way of further enquiries or through investigation is confidential. Such information shall not be used or disclosed in any way without the prior written authorization of the Contract Administrator.

B4.2 The Bidder shall not make any statement of fact or opinion regarding any aspect of the Request for Proposals to the media or any member of the public without the prior written authorization of the Contract Administrator.

B4.3 The Contractor shall not make any statement of fact or opinion regarding any aspect of the Contract to the media or any member of the public without the prior written authorization of the Contract Administrator.

### **B5. ADDENDA**

B5.1 The Contract Administrator may, at any time prior to the Submission Deadline, issue addenda correcting errors, discrepancies or omissions in the Request for Proposal, or clarifying the meaning or intent of any provision therein.

- B5.2 The Contract Administrator will issue each addendum at least two (2) Business Days prior to the Submission Deadline, or provide at least two (2) Business Days by extending the Submission Deadline.
- B5.2.1 Addenda will be available on the Bid Opportunities page at The City of Winnipeg, Corporate Finance, Materials Management Branch internet site at <http://www.winnipeg.ca/matmgt>.
- B5.2.2 The Bidder is responsible for ensuring that he has received all addenda and is advised to check the Materials Management Branch internet site for addenda regularly and shortly before the Submission Deadline, as may be amended by addendum.
- B5.3 The Bidder shall acknowledge receipt of each addendum in Paragraph 9 of Form A: Proposal. Failure to acknowledge receipt of an addendum may render a Proposal non-responsive.

## **B6. SUBSTITUTES**

- B6.1 The Work is based on the Plant, Materials and methods specified in the Request for Proposal.
- B6.2 Substitutions shall not be allowed unless application has been made to and prior approval has been granted by the Contract Administrator in writing.
- B6.3 Requests for approval of a substitute will not be considered unless received in writing by the Contract Administrator at least five (5) Business Days prior to the Submission Deadline.
- B6.4 The Bidder shall ensure that any and all requests for approval of a substitute:
- (a) provide sufficient information and details to enable the Contract Administrator to determine the acceptability of the Plant, Material or method as either an approved equal or alternative;
  - (b) identify any and all changes required in the applicable Work, and all changes to any other Work, which would become necessary to accommodate the substitute;
  - (c) identify any anticipated cost or time savings that may be associated with the substitute;
  - (d) certify that, in the case of a request for approval as an approved equal, the substitute will fully perform the functions called for by the general design, be of equal or superior substance to that specified, is suited to the same use and capable of performing the same function as that specified and can be incorporated into the Work, strictly in accordance with the proposed work schedule and the dates specified in the Supplemental Conditions for Substantial Performance and Total Performance;
  - (e) certify that, in the case of a request for approval as an approved alternative, the substitute will adequately perform the functions called for by the general design, be similar in substance to that specified, is suited to the same use and capable of performing the same function as that specified and can be incorporated into the Work, strictly in accordance with the proposed work schedule and the dates specified in the Supplemental Conditions for Substantial Performance and Total Performance.
- B6.5 The Contract Administrator, after assessing the request for approval of a substitute, may in his sole discretion grant approval for the use of a substitute as an “approved equal” or as an “approved alternative”, or may refuse to grant approval of the substitute.
- B6.6 The Contract Administrator will provide a response in writing, at least two (2) Business Days prior to the Submission Deadline, only to the Bidder who requested approval of the substitute.
- B6.6.1 The Bidder requesting and obtaining the approval of a substitute shall be entirely responsible for disseminating information regarding the approval to any person or persons he wishes to inform.
- B6.7 If the Contract Administrator approves a substitute as an “approved equal”, any Bidder may use the approved equal in place of the specified item.

B6.8 If the Contract Administrator approves a substitute as an “approved alternative”, any Bidder bidding that approved alternative may base his Total Bid Price upon the specified item but may also indicate an alternative price based upon the approved alternative. Such alternatives will be evaluated in accordance with B16.

B6.9 No later claim by the Contractor for an addition to the Total Bid Price because of any other changes in the Work necessitated by the use of an approved equal or an approved alternative will be considered.

## **B7. PROPOSAL SUBMISSION**

B7.1 The Proposal shall consist of the following components:

- (a) Form A: Proposal;
- (b) Form B: Prices;
- (c) Schedule of events; and
- (d) Information required to be provided demonstrate ability to implement software solution as described in the Specifications E2 to E15.

B7.2 Further to B7.1, the Bidder should include the written correspondence from the Contract Administrator approving a substitute in accordance with B6.

B7.3 All components of the Proposal shall be fully completed or provided, and submitted by the Bidder no later than the Submission Deadline, with all required entries made clearly and completely, to constitute a responsive Proposal.

B7.4 Bidders are advised not to include any information/literature except as requested in accordance with B7.1.

B7.5 Bidders are advised that inclusion of terms and conditions inconsistent with the proposal document, including the General Conditions, may result in the Bid being determined to be non-responsive.

B7.6 The Proposal shall be submitted enclosed and sealed in an envelope clearly marked with the RFP number and the Bidder's name and address.

B7.6.1 Samples or other components of the Proposal which cannot reasonably be enclosed in the envelope may be packaged separately, but shall be clearly marked with the RFP number, the Bidder's name and address, and an indication that the contents are part of the Bidder's Proposal Submission.

B7.7 Proposals submitted by facsimile transmission (fax) or internet electronic mail (e-mail) will not be accepted.

B7.8 Proposals shall be submitted to:

The City of Winnipeg  
Corporate Finance Department  
Materials Management Branch  
185 King Street, Main Floor  
Winnipeg MB R3B 1J1

## **B8. PROPOSAL**

B8.1 The Bidder shall complete Form A: Proposal, making all required entries.

B8.2 Paragraph 2 of Form A: Proposal shall be completed in accordance with the following requirements:

- (a) if the Bidder is a sole proprietor carrying on business in his own name, his name shall be inserted;

- (b) if the Bidder is a partnership, the full name of the partnership shall be inserted;
- (c) if the Bidder is a corporation, the full name of the corporation shall be inserted;
- (d) if the Bidder is carrying on business under a name other than his own, the business name and the name of every partner or corporation who is the owner of such business name shall be inserted.

B8.2.1 If a Proposal is submitted jointly by two or more persons, each and all such persons shall identify themselves in accordance with B8.2.

B8.3 In Paragraph 3 of Form A: Proposal, the Bidder shall identify a contact person who is authorized to represent the Bidder for purposes of the Proposal.

B8.4 Paragraph 11 of Form A: Proposal shall be signed in accordance with the following requirements:

- (a) if the Bidder is a sole proprietor carrying on business in his own name, it shall be signed by the Bidder;
- (b) if the Bidder is a partnership, it shall be signed by the partner or partners who have authority to sign for the partnership;
- (c) if the Bidder is a corporation, it shall be signed by its duly authorized officer or officers and the corporate seal, if the corporation has one, should be affixed;
- (d) if the Bidder is carrying on business under a name other than his own, it shall be signed by the registered owner of the business name, or by the registered owner's authorized officials if the owner is a partnership or a corporation.

B8.4.1 The name and official capacity of all individuals signing Form A: Proposal shall be printed below such signatures.

B8.4.2 All signatures should be witnessed, except where a corporate seal has been affixed.

B8.5 If a Proposal is submitted jointly by two or more persons, the word "Bidder" shall mean each and all such persons, and the undertakings, covenants and obligations of such joint Bidders in the Proposal and the Contract, when awarded, shall be both joint and several.

## **B9. PRICES**

B9.1 The Bidder shall state a price in Canadian funds for each item of the Work identified on Form B: Prices.

B9.1.1 Notwithstanding C11.1.1, prices on Form B: Prices shall not include the Goods and Services Tax (GST) or Manitoba Retail Sales Tax (MRST, also known as PST), which shall be extra where applicable.

B9.2 The quantities listed on Form B: Prices are to be considered approximate only. The City will use said quantities for the purpose of comparing Proposals.

B9.3 The quantities for which payment will be made to the Contractor are to be determined by the Work actually performed and completed by the Contractor, to be measured as specified in the applicable Specifications.

B9.1 The Bidder shall state the lump sum price in Canadian funds for the Work on Form B: Prices.

B9.1.1 Notwithstanding C11.1.2, the price on Form B: Prices shall not include the Goods and Services Tax (GST) or Manitoba Retail Sales Tax (MRST, also known as PST), which shall be extra where applicable.

## **B10. QUALIFICATION**

B10.1 The Bidder shall:

- (a) undertake to be in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba, or if the Bidder does not carry on business in Manitoba, in the jurisdiction where the Bidder does carry on business; and
- (b) be financially capable of carrying out the terms of the Contract; and
- (c) have all the necessary experience, capital, organization, and equipment to perform the Work in strict accordance with the terms and provisions of the Contract.

B10.2 The Bidder and any proposed Subcontractor (for the portion of the Work proposed to be subcontracted to them) shall:

- (a) be responsible and not be suspended, debarred or in default of any obligations to the City a list of suspended or debarred individuals and companies is available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Branch internet site at <http://www.winnipeg.ca/matmgt>.

B10.3 The Bidder and/or any proposed Subcontractor (for the portion of the Work proposed to be subcontracted to them) shall:

- (a) have successfully carried out work similar in nature, scope and value to the Work; and
- (b) be fully capable of performing the Work required to be in strict accordance with the terms and provisions of the Contract; and
- (c) have a written workplace safety and health program, if required, pursuant to The Workplace Safety and Health Act (Manitoba);

B10.4 The Bidder shall submit, within three (3) Business Days of a request by the Contract Administrator, proof satisfactory to the Contract Administrator of the qualifications of the Bidder and of any proposed Subcontractor.

B10.5 The Bidder shall provide, on the request of the Contract Administrator, full access to any of the Bidder's equipment and facilities to confirm, to the Contract Administrator's satisfaction, that the Bidder's equipment and facilities are adequate to perform the Work.

## **B11. SCHEDULE OF EVENTS**

B11.1 The Bidder shall provide a Schedule of events demonstrating their proposed timeline for implementation in a Gantt chart or similar.

## **B12. EXPERIENCE & CAPABILITIES**

### **Team Experience**

B12.1 Describe the experience of your employees. Provide resumes of the members of the proposed project team. Resumes should include the following information:

- (a) Name
- (b) Skills
- (c) Work Experience
- (d) Company
- (e) Position (defined) / Role
- (f) Length of Employment
- (g) Length of time with Bidder
- (h) Education History
- (i) Date(s) attended



- (j) Name of Institution
- (k) Degree / Diploma / Course completed

B12.2 Where a consortium and/or subcontractor arrangement is proposed, equivalent information must be provided for the group as a whole, and the source (consortium/subcontractor member or individual) of the experience/skills being provided must be identified.

### **Application Development Experience**

B12.3 The Bidder shall provide:

- (a) evidence of successful design, development, testing and documentation of highly responsive and user friendly customization of a database using .net software;
- (b) evidence of having integrated diverse technologies in projects of similar scope and nature
- (c) evidence of having used innovative but proven technologies to install the solution with robust fault-tolerance and security features.

B12.4 Bidder should provide three reference (minimum one), including the following information:

- (a) Client name
- (b) Client site
- (c) Date installed
- (d) A contact person (and current contact details) for each referenced client.
- (e) Of the sites listed above indicate one as available for a site visit by City representatives.

### **Project Management Experience**

B12.5 The Bidder shall:

- (a) provide evidence of successful completion of senior level project management responsibilities for projects of equivalent size and complexity (need not be e-PCR related). Include details such as – project approach, the number of parties involved & organizational structure, time and budget constraints, challenges encountered & resolved, and any other information that the Bidder deems to be relevant;
- (b) three (3) client references.

### **Electronic Data Collection / Reporting Experience**

B12.6 The Bidder shall provide:

- (a) evidence of the following experiences which should be related in size and scope to the City's requirements, and provide a range of services similar to those described in this document;
- (b) evidence of past relevant experiences in electronic data collection.
- (c) evidence of past relevant experiences in electronic data manipulation.
- (d) evidence of past relevant experiences in electronic data reporting.

## **B13. OPENING OF PROPOSALS AND RELEASE OF INFORMATION**

B13.1 Proposals will not be opened publicly.

B13.2 After award of Contract, the name(s) of the successful Bidder(s) and the Contract Amount(s) will be available on the Closed Bid Opportunities (or Public/Posted Opening & Award Results) page at The City of Winnipeg, Corporate Finance, Materials Management Branch internet site at <http://www.winnipeg.ca/matmgt>.

B13.3 To the extent permitted, the City shall treat all Proposal Submissions as confidential, however the Bidder is advised that any information contained in any Proposal may be released if required by City policy or procedures, by The Freedom of Information and Protection of Privacy Act (Manitoba), by other authorities having jurisdiction, or by law.

B13.4 Following the award of Contract, a Bidder will be provided with information related to the evaluation of his submission upon written request to the Contract Administrator.

#### **B14. IRREVOCABLE OFFER**

B14.1 The Proposal(s) submitted by the Bidder shall be irrevocable for the time period specified in Paragraph 10 of Form A: Proposal.

B14.2 The acceptance by the City of any Proposal shall not release the Proposals of the other responsive Bidders and these Bidders shall be bound by their offers on such Work until a Contract for the Work has been duly executed and the performance security furnished as herein provided, but any offer shall be deemed to have lapsed unless accepted within the time period specified in Paragraph 10 of Form A: Proposal.

#### **B15. WITHDRAWAL OF OFFERS**

B15.1 A Bidder may withdraw his Proposal without penalty by giving written notice to the Manager of Materials at any time prior to the Submission Deadline.

B15.1.1 Notwithstanding C22.5, the time and date of receipt of any notice withdrawing a Proposal shall be the time and date of receipt as determined by the Manager of Materials.

B15.1.2 The City will assume that any one of the contact persons named in Paragraph 3 of Form A: Proposal or the Bidder's authorized representatives named in Paragraph 11 of Form A: Proposal, and only such person, has authority to give notice of withdrawal.

B15.1.3 If a Bidder gives notice of withdrawal prior to the Submission Deadline, the Manager of Materials will:

- (a) retain the Proposal until after the Submission Deadline has elapsed;
- (b) open the Proposal to identify the contact person named in Paragraph 3 of Form A: Proposal and the Bidder's authorized representatives named in Paragraph 11 of Form A: Proposal; and
- (c) if the notice has been given by any one of the persons specified in B15.1.3(b), declare the Proposal withdrawn.

B15.2 A Bidder who withdraws his Proposal after the Submission Deadline but before his offer has been released or has lapsed as provided for in B14.2 shall be liable for such damages as are imposed upon the Bidder by law and subject to such sanctions as the Chief Administrative Officer considers appropriate in the circumstances. The City, in such event, shall be entitled to all rights and remedies available to it at law, including the right to retain the Bidder's bid security.

#### **B16. INTERVIEWS**

B16.1 The Contract Administrator may, in his sole discretion, interview Bidders during the evaluation process.

#### **B17. NEGOTIATIONS**

B17.1 The City reserves the right to negotiate details of the Contract with Bidders.

B17.2 Negotiations, if any, are intended to address administrative and technical details of the Contract. The Bidder is advised to present his best offer, not a starting position for negotiations, in his Proposal; the City will not necessarily pursue negotiations with any Bidder.

B17.3 If, in the course of negotiations pursuant to B17.2 or otherwise, the Bidder amends or modifies a Proposal after the Submission Deadline, the City may consider any amended Proposal as an alternative to the Proposal as originally submitted without releasing the Bidder from the Proposal as originally submitted.

## **B18. EVALUATION OF PROPOSALS**

B18.1 Award of the Contract shall be based on the following evaluation criteria:

- (a) compliance by the Bidder with the requirements of the Request for Proposal:
  - (i) mandatory requirements (pass/fail);
- (b) qualifications of the Bidder and the Subcontractors, if any, pursuant to B10:
  - (i) mandatory qualifications (pass/fail);
- (c) Experience / Capabilities; 25%
- (d) Schedule of events – Work of Contract; 25%
- (e) Total Bid Price; 50%
- (f) economic analysis of any approved alternative pursuant to B6.

B18.2 Further to B18.1(a), the Award Authority may reject a Proposal as being non-responsive if the Proposal Submission is incomplete, obscure or conditional, or contains additions, deletions, alterations or other irregularities. The Award Authority may reject all or any part of any Proposal, or waive technical requirements or minor informalities or irregularities if the interests of the City so require.

B18.3 Further to B18.1(b), the Award Authority shall reject any Proposal submitted by a Bidder who does not demonstrate, in his Proposal or in other information required to be submitted, that he is responsible and qualified.

B18.4 Further to B18.1(c), Experience and Capabilities shall be evaluated considering the information required to be submitted.

- (a) Detailed reference checks may be conducted.

B18.5 Further to B18.1(d) Schedule of Events – Work of Contract shall be evaluated considering the information required to be submitted proving technical suitability and will be evaluated on the basis of the recommended solution's 'fit' with the requirements and technical environment and the degree to which the requirements outlined in Specifications.

B18.4 Further to B18.1(e); the Total Bid Price shall be the lump sum price shown on Form B: Prices.

B18.4.1 If there is any discrepancy between the lump sum price written in figures and the lump sum price written in words, the price written in words shall take precedence.

B18.5 This Contract will be awarded as a whole.

## **B19. AWARD OF CONTRACT**

B19.1 The City will give notice of the award of the Contract, or will give notice that no award will be made.

B19.2 The City will have no obligation to award a Contract to a Bidder, even though one or all of the Bidders are determined to be responsible and qualified, and the Proposals are determined to be responsive.

B19.2.1 Without limiting the generality of B19.2, the City will have no obligation to award a Contract where:

- (a) the prices exceed the available City funds for the Work;
- (b) the prices are materially in excess of the prices received for similar work in the past;

- (c) the prices are materially in excess of the City's cost to perform the Work, or a significant portion thereof, with its own forces;
- (d) only one Proposal is received; or
- (e) in the judgment of the Award Authority, the interests of the City would best be served by not awarding a Contract.

B19.3 Where an award of Contract is made by the City, the award shall be made to the responsible and qualified Bidder submitting the most advantageous offer.

B19.3.1 Following the award of contract, a Bidder will be provided with information related to the evaluation of his Proposal upon written request to the Contract Administrator.

## **PART C - GENERAL CONDITIONS**

### **C0. GENERAL CONDITIONS**

- C0.1 The *General Conditions for Supply of Services* (Revision 2007 04 12) are applicable to the Work of the Contract.
- C0.1.1 The *General Conditions for Supply of Services* are available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Branch internet site at <http://www.winnipeg.ca/matmgt>.
- C0.2 A reference in the proposal to a section, clause or subclause with the prefix “**C**” designates a section, clause or subclause in the *General Conditions for Supply of Services*.

## **PART D - SUPPLEMENTAL CONDITIONS**

### **GENERAL**

#### **D1. GENERAL CONDITIONS**

D1.1 In addition to the *General Conditions for Supply of Services*, these Supplemental Conditions are applicable to the Work of the Contract.

D1.1 In addition to the *General Conditions*, these Supplemental Conditions are applicable to the Work of the Contract.

#### **D2. SCOPE OF WORK**

D2.1 The Work to be done under the Contract shall consist of the Implementation of Software in accordance with the Specifications listed.

#### **D3. BACKGROUND**

D3.1 The Winnipeg Housing and Homelessness Initiative (WHHI) is a tripartite partnership established by the Government of Canada, Province of Manitoba and the City of Winnipeg to address declining housing stock, homelessness and the revitalization of Winnipeg's older neighbourhoods. All three levels of government have renewed funding and programs over the next three-five years.

D3.2 The Governments of Canada, Manitoba and the City of Winnipeg are committed to revitalizing inner-city neighbourhoods, providing affordable housing for low to moderate-income citizens and helping those at risk of becoming homeless.

D3.3 To achieve these objectives, the three levels of government jointly signed a Memorandum of Understanding (MOU) in 2000 and established the Winnipeg Housing and Homelessness Initiative (WHHI).

D3.4 The WHHI staff for each partner maintains and updates their respective project related data on Excel spreadsheets or a proprietary software solution that gets incorporated into the Excel spreadsheets. The project and program related information is collected separately and reports cannot easily be provided to summarize and answer ministerial inquires, briefing notes, advisory notes, and media inquires or general public inquires.

#### **D4. PURPOSE OF THE PROJECT**

D4.1 As the operations on the WHHI continue to grow, information is continuing to be inaccurate and too much of staff's time is being spent on manually updating the Excel spreadsheets and preparing summaries for urgent requests or reports. There were 12 trackers used in the design of this system. The time required to update the current shared tracker only is an estimated 3 days each month.

D4.2 An online system will replace the current manual process of using separate Excel spreadsheets to track project related information and provides the following benefits:

- (a) A shared system that would be used by all WHHI partners to maintain project and program related information. This shared system can be used as an example and shared with other provinces;
- (b) Effectively track the performance and impact programs and services are making in the community by all partners;
- (c) Produce timely and accurate reports based on projects and related program information;
- (d) Provide projections and anticipate citizen's needs based on statistical information;
- (e) Reduce time and coordinating effort in maintaining individual trackers.

## **D5. ISSUES AND ASSUMPTIONS**

- D5.1 The prototype screens must be approved by all levels of governments and stakeholders.
- D5.2 The screen prototypes developed in conjunction with this document will be approved by the City of Winnipeg, Province of Manitoba, Service Canada, RRAP and CMHC in a timely manner.
- D5.3 The requirements specification document and estimates are based on the approval of the screen prototypes.
- D5.4 Any changes to the screens during development will delay the release of the WHHI system.
- D5.5 Fobs are needed for all users that are not in the Manitoba managed environment (City, RRAP and Service Canada)
- D5.6 There are approximately 15 users that will need a fob If an increased number of users that are not in the managed environment need to use the application, more fobs need to be requested.
- D5.7 This requires a formal request and a 2 weeks period to process the request, if approved.
- D5.8 The current manual process of managing project and program related information will change when the online system is available.
- D5.9 The business will develop a transition plan to move off the current manual process and on to the new online system.
- D5.10 The business will develop the training material and train the users on the transition plan and new online system.
- D5.11 With no transition plan and training in place, more time will be required to adjust to the new online system.
- D5.12 This will have an impact on its acceptance.
- D5.13 The WHHI system must be tested and approved by the business before it's implemented in the Production environment.
- D5.14 The users will perform their User Acceptance Testing.
- D5.15 They will build scripts from the requirements outlined in the Detailed Functional Requirements Document and their experience on the business processes.
- D5.16 They will document these scripts on a predetermined template and describe the expected results. This will be used for the execution of the UAT once the development is complete.
- D5.17 If a complete User Acceptance Testing is not done, problems may be encountered after the system has been moved to production.

## **D6. DEFINITIONS**

- D6.1 When used in this Request for Proposal:
- (a) " **AHI**" means Affordable Housing Initiative;
  - (b) " **CMHC**" means Canada Mortgage and Housing Corporation;
  - (c) " **CSG**" means Citrix Secure Gateway;
  - (d) " **HW**" means Homeworks.
  - (e) " **MOU**" means Memorandum of Understanding.
  - (f) " **NA**" means Neighbourhoods Alive.
  - (g) " **NHA**" means Neighbourhood Housing Assistance.

- (h) " **RRAP**" means Rental Residential Rehabilitation Assistance Program.
- (i) " **SSL**" means Secure Socket Layer.
- (j) " **WHHI**" means Winnipeg Housing and Homelessness Initiative.

#### **D7. CONTRACT ADMINISTRATOR**

D7.1 The Contract Administrator is:

Davis Stansen  
Manager of Housing Development  
361 Hargrave

Telephone No. (204) 986-2376

Facsimile No. (204) 986-5983

D7.2 At the pre-commencement meeting, the Contract Administrator will identify additional personnel representing the Contract Administrator and their respective roles and responsibilities for the Work.

#### **D8. CONTRACTOR'S SUPERVISOR**

D8.1 Further to C6.19, the Contractor shall employ and keep on the Work, at all times during the performance of the Work, a competent supervisor and assistants, if necessary, acceptable to the Contract Administrator. The supervisor shall represent the Contractor on the Site. The supervisor shall not be replaced without the prior consent of the Contract Administrator unless the supervisor proves to be unsatisfactory to the Contractor and ceases to be in his employ.

D8.2 Before commencement of Work, the Contractor shall identify his designated supervisor and any additional personnel representing the Contractor and their respective roles and responsibilities for the Work.

D8.2.1 Further to C5.5 Contract Administrator may give instructions or orders to the Contractor's supervisor and such instructions or orders shall be deemed to have been given to the Contractor.

#### **D9. CONFIDENTIALITY AND OWNERSHIP OF INFORMATION**

D9.1 Information provided to the Contractor by the City or acquired by the Contractor during the course of the Work is confidential. Such information shall not be used or disclosed in any way without the prior written authorization of the Contract Administrator.

D9.2 The Contract, all deliverables produced or developed, and information provided to or acquired by the Contractor are the property of the City. The Contractor shall not disclose or appropriate to its own use, or to the use of any third party, all or any part thereof without the prior written consent of the Contract Administrator.

D9.3 The Contractor shall not make any statement of fact or opinion regarding any aspect of the Contract to the media or any member of the public without the prior written authorization of the Contract Administrator.

#### **SUBMISSIONS**

#### **D10. AUTHORITY TO CARRY ON BUSINESS**

D10.1 The Contractor shall be in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba, or if the Contractor does not carry on business in Manitoba, in the jurisdiction where the Contractor does carry on business, throughout the term of the Contract, and shall provide the Contract Administrator with evidence thereof upon request.



## **D11. INSURANCE**

D11.1 The Contractor shall provide and maintain the following insurance coverage:

- (a) commercial general liability insurance, in the amount of at least two million dollars (\$2,000,000.00) inclusive, with The City of Winnipeg added as an additional insured; such liability policy to also contain a cross-liability clause, non-owned automobile liability and products and completed operations cover, to remain in place at all times during the performance of the Work;
- (b) if required, automobile liability insurance for owned automobiles used for or in connection with the Work in the amount of at least two million dollars (\$2,000,000.00), to remain in place at all times during the performance of the Work;

D11.2 Deductibles shall be borne by the Contractor.

D11.3 The Contractor shall provide the Contract Administrator with a certificate(s) of insurance, in a form satisfactory to the City Solicitor, at least two (2) Business Days prior to the commencement of any Work on the Site but in no event later than the date specified in C4.1 for the return of the executed Contract.

D11.4 The Contractor shall not cancel, materially alter, or cause the policy to lapse without providing at least fifteen (15) Calendar Days prior written notice to the Contract Administrator.

D11.5 The City shall have the right to alter the limits and/or coverages as reasonably required from time to time during the continuance of this agreement.

## **D12. SECURITY CLEARANCE**

D12.1 Each individual proposed to perform Work under the Contract shall, at the request of the Contract Administrator, be required to obtain a Criminal Record Search Certificate from the police service having jurisdiction at his place of residence.

D12.2 The Criminal Record Search shall include a Vulnerable Sector Search. This can be obtained by completing and providing the following in person to the Winnipeg Police Service Division 30 Clerk at Main Floor, 151 Princess Street:

- (a) Form P-612 Check the following boxes: Employment – Sensitive Position of Trust; and Other by inputting the proposal Number in the space provided. This form can be found on the website at:  
[www.winnipeg.ca/police/BPR/forms/Criminal\\_Record\\_Check\\_P612.doc](http://www.winnipeg.ca/police/BPR/forms/Criminal_Record_Check_P612.doc)
- (b) Form P-249 (Form 1 – Consent) can be found on the website at:  
[http://www.winnipeg.ca/police/BPR/forms/P-249\\_ConsentCrimRecordCheck.pdf](http://www.winnipeg.ca/police/BPR/forms/P-249_ConsentCrimRecordCheck.pdf)
- (c) Two (2) pieces of identification as stated in Bureau of Police Records on the website at:  
[www.winnipeg.ca/police/BPR/id.stm](http://www.winnipeg.ca/police/BPR/id.stm)
- (d) Fee for each individual applying for a Criminal Record Search. Fee schedule can be found on the website at:  
[www.winnipeg.ca/police/BPR/fees.stm](http://www.winnipeg.ca/police/BPR/fees.stm)

D12.2.1 The original Criminal Record Search Certificate (Form P-253) will be provided by the Winnipeg Police Service to the individual applicant. The original has a validation sticker from the Winnipeg Police Service in the top right hand corner. The applicant shall:

- (a) Provide the original Criminal Record Search Certificate (Form P-253) to the Contract Administrator.

D12.3 Prior to the commencement of any Work, and during the term of the Contract if additional or replacement individuals are proposed to perform Work, the Contractor shall supply the Contract Administrator with a Criminal Record Search Certificate obtained not earlier than one (1) year prior to the Submission Deadline, or a certified true copy thereof, for each individual proposed to perform the Work.

- D12.4 Any individual for whom a Criminal Record Search Certificate is not provided, or for whom a Criminal Record Search Certificate indicates any convictions or pending charges related to property offences or crimes against another person, will not be permitted to perform any Work.
- D12.5 Any Criminal Record Search Certificate obtained thereby will be deemed valid for the duration of the Contract subject to a repeated records search as hereinafter specified.
- D12.6 Notwithstanding the foregoing, at any time during the term of the Contract, the City may, at its sole discretion and acting reasonably, require an updated criminal records search. Any individual who fails to provide a satisfactory Criminal Record Search Certificate as a result of a repeated criminal records search will not be permitted to continue to perform any Work.

## **SCHEDULE OF WORK**

### **D13. COMMENCEMENT**

- D13.1 The Contractor shall not commence any Work until he is in receipt of a notice of award from the City authorizing the commencement of the Work.
- D13.2 The Contractor shall not commence any Work on the Site until:
- (a) the Contract Administrator has confirmed receipt and approval of:
    - (i) evidence of authority to carry on business specified in D10;
    - (ii) evidence of the workers compensation coverage specified in C6.14;
    - (iii) evidence of the insurance specified in D11;
    - (iv) the security clearances specified in D12.
  - (b) the Contractor has attended a meeting with the Contract Administrator, or the Contract Administrator has waived the requirement for a meeting.
- D13.2.1 Further to D13.2(a)(iv), subject to all other requirements being met, the Contractor may commence Work ^ prior to submitting the security clearances.
- D13.3 The Contractor shall commence the Work on the Site within seven (7) Working Days of receipt of the notice of award.

### **D14. CRITICAL STAGES**

- D14.1 The Contractor shall achieve critical stages of the Work in accordance with the following requirements:
- (a) ^
  - (b)
  - (c)

## **CONTROL OF WORK**

### **D15. JOB MEETINGS**

- D15.1 Regular weekly job meetings will be held at the Site. These meetings shall be attended by a minimum of one representative of the Contract Administrator, one representative of the City and one representative of the Contractor. Each representative shall be a responsible person capable of expressing the position of the Contract Administrator, the City and the Contractor respectively on any matter discussed at the meeting including the Work schedule and the need to make any revisions to the Work schedule. The progress of the Work will be reviewed at each of these meetings.
- D15.2 The Contract Administrator reserves the right to cancel any job meeting or call additional job meetings whenever he deems it necessary.

**D16. PRIME CONTRACTOR – THE WORKPLACE SAFETY AND HEALTH ACT (MANITOBA)**

D16.1 Further to C6.23, the Contractor shall be the Prime Contractor and shall serve as, and have the duties of the Prime Contractor in accordance with The Workplace Safety and Health Act (Manitoba).

**D17. INSPECTION**

D17.1 Before beginning or resuming operations upon any portion of the Work, the Contractor shall notify the Contract Administrator so as to enable him to arrange for inspection. If the Contractor fails to notify the Contract Administrator, the Contractor shall, if and when required by the Contract Administrator, forthwith take down or expose and redo that portion of the Work required to facilitate inspection. The cost of such taking down or exposure, and redoing, if any, shall be borne by the Contractor.

D17.2 If and when required by the Contract Administrator, the Contractor shall take down or expose forthwith any portion of the Work where the Contract Administrator determines that the Work is not in accordance with the Contract. The cost of such taking down or exposure, and redoing, if any, shall fall upon the City if the taking down or exposure indicates that the portion exposed was properly performed, but if otherwise the cost shall be borne by the Contractor.

**D18. DEFICIENCIES**

D18.1 Further to C10.5, the Contract Administrator may order the Contractor to alter or improve his methods, to increase or improve his Plant, to furnish additional or more suitable Material, or to employ additional or more qualified labour if, at any time, the Contract Administrator determines that:

- (a) the Work is not being, or will likely not be, performed satisfactorily; or
- (b) progress is not being, or will likely not be, maintained in accordance with the work schedule.

D18.2 If the Work or any part thereof is taken out of the Contractor's control pursuant to C18.7, all Plant and Material, and the interest of the Contractor in all licences, powers and privileges acquired, used or provided by the Contractor under the Contract shall be assigned by the Contractor to the City without compensation to the Contractor.

D18.3 The City shall have the right to take possession of and use any of the Contractor's material and property of every kind provided by the Contractor for the purpose of the Work, and to procure other Plant or Material for the completion thereof.

D18.4 When the Contract Administrator certifies that any Plant, Material or any interest of the Contractor referred to in D18.2, is no longer required for the purposes of the Work, or that it is not in the best interest of the City to retain that Plant, Material or interest, it shall revert to the Contractor.

**MEASUREMENT AND PAYMENT**

**D19. PAYMENT**

D19.1 Further to C11, effective January 1, 2007 the City may at its option pay the Contractor by direct deposit to the Contractor's banking institution.

**D20. PAYMENT SCHEDULE**

D20.1 Further to C11, Bidders may submit their proposed payment schedule however, payment shall be as a minimum, in accordance with the following payment schedule:

- (a) Completion of a Beta version 50%;

- |                                  |      |
|----------------------------------|------|
| (b) Complete working version     | 25%; |
| (c) Completion of implementation | 25%. |

## **WARRANTY**

### **D21. WARRANTY**

D21.1 Warranty is as stated in C12.

## PART E - SPECIFICATIONS

### GENERAL

#### E1. APPLICABLE SPECIFICATIONS AND DRAWINGS

E1.1 These Specifications shall apply to the Work.

E1.2 Bidders are reminded that requests for approval of substitutes as an approved equal or an approved alternative shall be made in accordance with B6.

#### E2. SCREEN SUMMARY

E2.1 The WHHI system screens can be grouped as shown in the diagrams below:

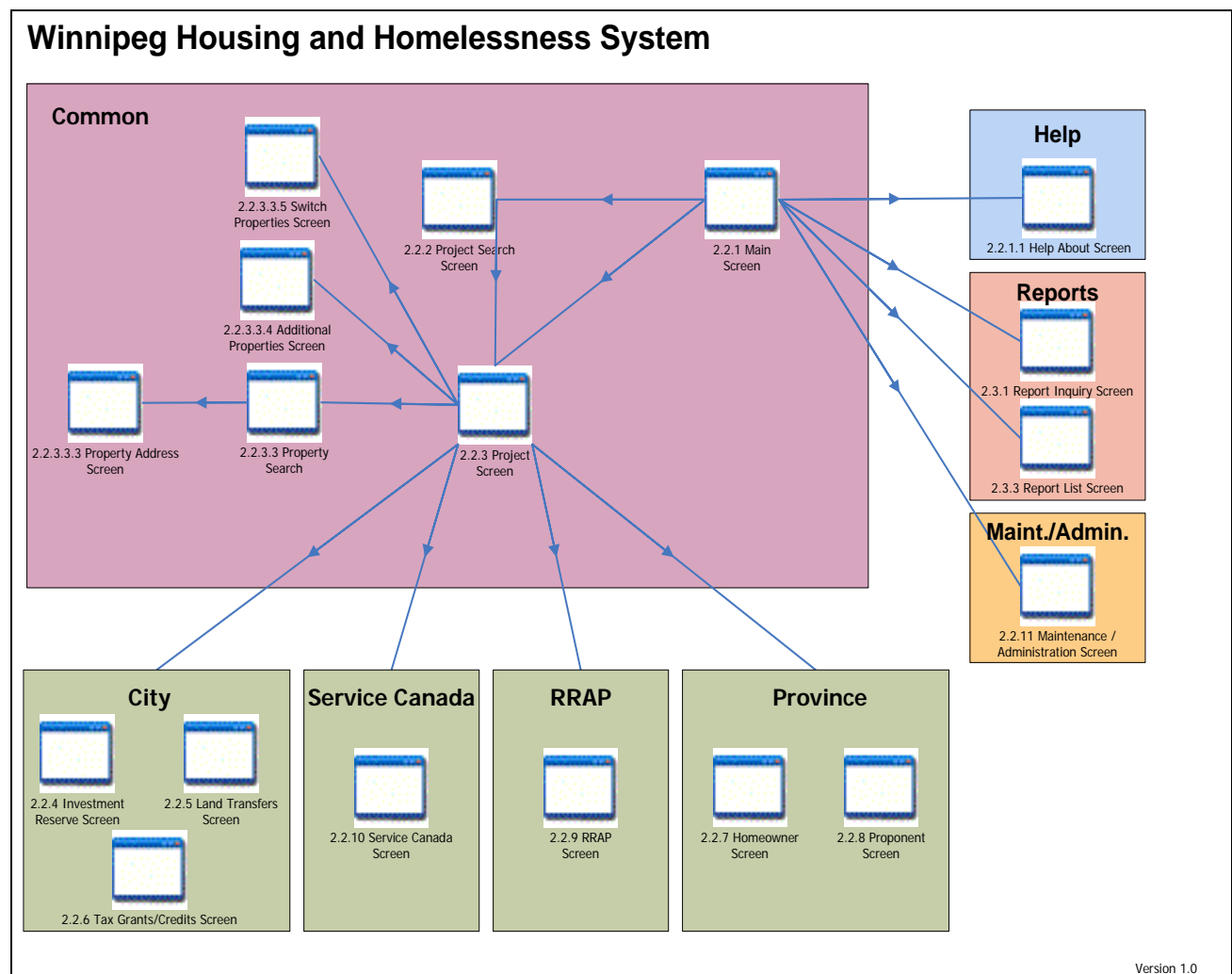
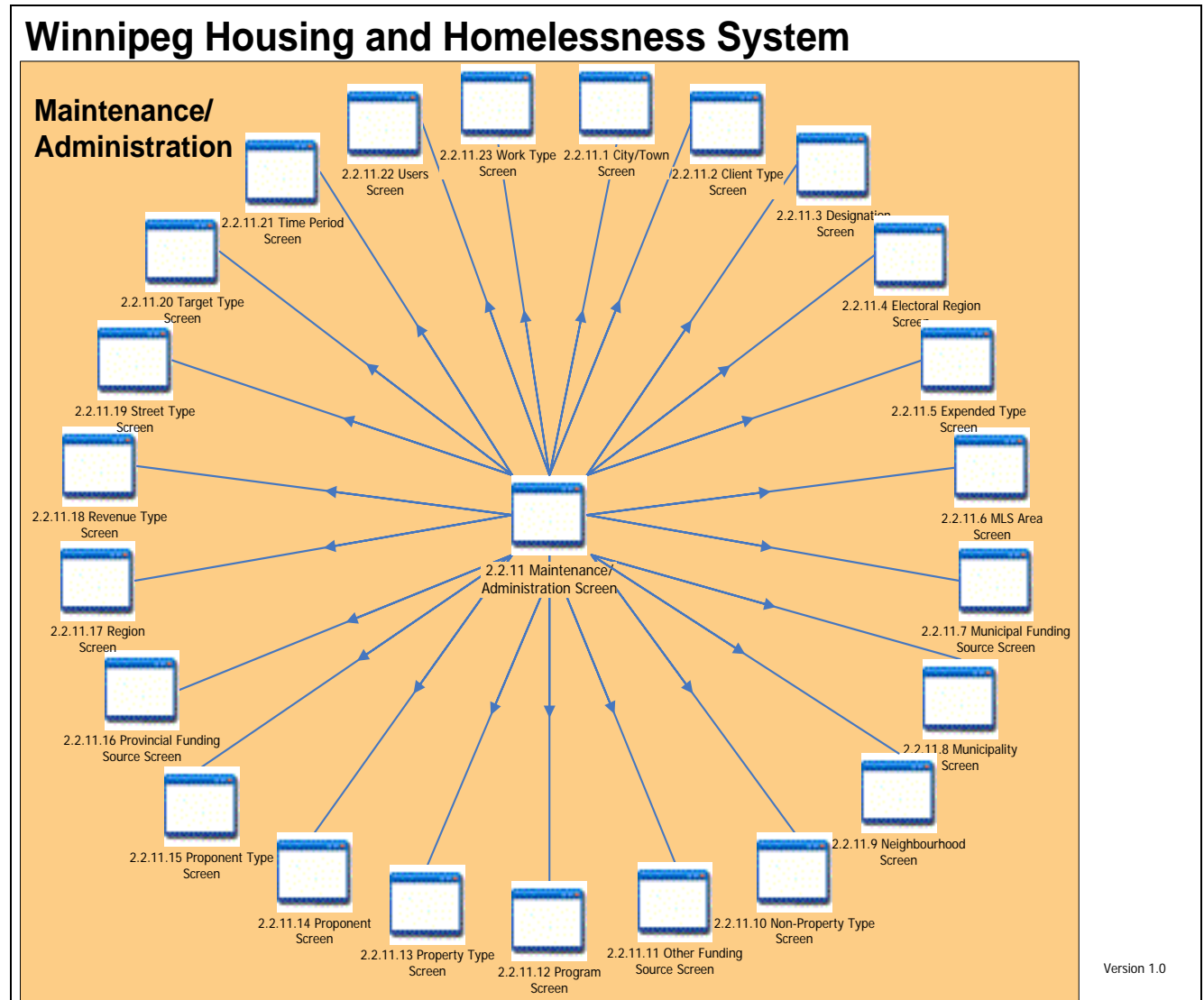


Figure 1 – Screen Summary



**Figure 2 – Screen Summary – Maintenance/Administration**

### **E3. COMMON SCREENS**

E3.1 Common screens shall be available to all users.

#### **Common Screens – Main Screen**

- (a) The main screen shall contain all other screens, and provide a menu bar for navigation within the system and a status bar with system details.

#### **Common Screens – Project Screen**

E3.2 The project screen shall allow for creating and maintaining WHHI projects by all partners. The project screen shall display a summary of all partner funding with funding amounts and status.

#### **Common Screens – Property Search**

E3.3 The property search screen shall provide all users with the capability to search for funded properties that exist in the system.

### **Common Screens – Property Address**

- E3.4 The property address screen shall allow all users to manage the data associated with a funded property in the system. The property data collected shall not be specific to a project, but shall remain the same across potentially multiple projects, such as the street address or neighbourhood.

### **Common Screens – Property Address Additional**

- E3.5 The property address additional screen shall collect the data for a property that is specific to the current project. The additional property data collected shall not be relevant to potential future projects, such as rental revenues or property sale details.

### **E4. CITY OF WINNIPEG FUNDING SCREENS**

- E4.1 The City of Winnipeg funding screens shall be available to city users only.

#### **City of Winnipeg – Investment Reserve Funding**

- E4.2 The City of Winnipeg investment reserve funding screen shall allow city users to enter and maintain funding data for investment reserve programs.

#### **City of Winnipeg – Land Transfers**

- (a) The City of Winnipeg land transfers screen shall allow city users to enter and maintain funding data for city land transfers.

#### **City of Winnipeg – Tax Grants/Credits**

- E4.3 The City of Winnipeg tax grants and credits screen shall allow city users to enter and maintain funding data for tax grants and credits.

### **E5. PROVINCE OF MANITOBA FUNDING SCREENS**

- E5.1 The Province of Manitoba funding screens shall be available to province users only.

#### **Province of Manitoba – Homeowner Funding**

- E5.2 The Province of Manitoba homeowner funding screen shall allow province users to enter and maintain funding data for homeowner programs.

#### **Province of Manitoba – Proponent Funding**

- E5.3 The Province of Manitoba proponent funding screen shall allow province users to enter and maintain funding data for proponent programs.

### **E6. SERVICE CANADA FUNDING SCREENS**

- E6.1 The Service Canada screen shall be available to federal users only.

## **Service Canada – Funding**

- E6.2 The Service Canada funding screen shall allow federal users to enter and maintain funding data for all Service Canada programs.

## **E7. RRAP FUNDING SCREEN**

- E7.1 The RRAP funding screen shall be available to RRAP users only.

## **RRAP – Funding**

- E7.2 The RRAP funding screen shall allow RRAP users to enter and maintain funding data for all RRAP programs.

## **E8. MAINTENANCE AND ADMINISTRATION SCREENS**

- E8.1 The maintenance and administration screens shall be available to administrator users only.

### **Maintenance/Administration – City/Town**

- E8.2 The city/town screen shall allow an administrator user to add and edit the options that shall be available to users for city/town controls.

- E8.3 The city/town shall be used as part of the property address.

### **Maintenance/Administration – Client Type**

- E8.4 The client type screen shall allow an administrator user to add and edit the options that shall be available to users for client type controls.

- E8.5 The client type shall be used to specify a type for a unit or bed and shall be restricted to one type per unit or bed. The client type shall be used in addition to the target types, and target types shall be counted as one or many per unit or bed.

### **Maintenance/Administration – Designation**

- E8.6 The designation screen shall allow an administrator user to add and edit the options that shall be available to users for designation controls.

- E8.7 The designation shall be used to classify the neighbourhoods.

### **Maintenance/Administration – Electoral Region**

- E8.8 The electoral region screen shall allow an administrator user to add and edit the options that shall be available to users for electoral region controls.

- E8.9 The electoral region shall be used for property addresses.

### **Maintenance/Administration – Expended Type**



E8.10 The expended type screen shall allow an administrator user to add and edit the options that shall be available to users for expended type controls.

E8.11 The expended type shall be used in conjunction with the expended/disbursed amount for a funded property or non-property activity, and shall indicate the type of expenditure/disbursement (such as acquisition, building construction, landscaping, or taxes).

#### **Maintenance/Administration – MLS Area**

E8.12 The MLS area screen shall allow an administrator user to add and edit the options that shall be available to users for MLS area controls.

E8.13 The MLS area shall be used for property addresses.

#### **Maintenance/Administration – Municipal Funding Source**

E8.14 The municipal funding source screen shall allow an administrator user to add and edit the options that shall be available to users for municipal funding source controls.

E8.15 The municipal funding shall be used to capture non-WHHI municipal funding by property per project.

#### **Maintenance/Administration – Municipality**

E8.16 The municipality screen shall allow an administrator user to add and edit the options that shall be available to users for municipality controls.

E8.17 The municipality shall be used for the property address.

#### **Maintenance/Administration – Neighbourhood**

E8.18 The neighbourhood screen shall allow an administrator user to add and edit the options that shall be available to users for neighbourhood controls.

E8.19 A neighbourhood shall be associated with each property in the system, and used for grouping the data on reports.

#### **Maintenance/Administration – Non-Property Type**

E8.20 The non-property type screen shall allow an administrator user to add and edit the options that shall be available to users for non-property type controls.

E8.21 A non-property type shall be associated with each non-property activity being funded.

#### **Maintenance/Administration – Other Funding Source**

E8.22 The other funding source screen shall allow an administrator user to add and edit the options that shall be available to users for other funding source controls.

E8.23 The other funding source shall be used to describe the source of non-WHHI funding for a project.

#### **Maintenance/Administration – Program**

E8.24 The program screen shall allow an administrator user to edit the options that shall be available to users for program controls.

E8.25 The program shall track if the funds shall be used for capital and non-capital funding, and which funding screens shall have the program available.

#### **Maintenance/Administration – Property Type**

E8.26 The property type screen shall allow an administrator user to add and edit the options that shall be available to users for property type controls.

E8.27 The property type shall be associated with a property and shall indicate the type of the property, such as apartment, single family home, or vacant lot.

#### **Maintenance/Administration – Proponent**

E8.28 The proponent screen shall allow an administrator user to add and edit the options that shall be available to users for proponent controls.

E8.29 The proponent shall be associated with a project.

E8.30 The proponent screen shall also track the proponent types (such as aboriginal, charity, and private entrepreneur) for reporting purposes.

#### **Maintenance/Administration – Proponent Type**

E8.31 The proponent type screen shall allow an administrator user to add and edit the options that shall be available to users for proponent type controls.

E8.32 Proponent types shall be associated with proponents.

#### **Maintenance/Administration – Provincial Funding Source**

E8.33 The provincial funding source screen shall allow an administrator user to add and edit the options that shall be available to users for provincial funding source controls.

E8.34 The provincial funding shall be used to capture non-WHHI provincial funding by property per project.

#### **Maintenance/Administration – Region**

E8.35 The region screen shall allow an administrator user to add and edit the options that shall be available to users for region controls.

E8.36 A region shall be associated with a property address.

#### **Maintenance/Administration – Revenue Type**

E8.37 The revenue type screen shall allow an administrator user to add and edit the options that shall be available to users for revenue type controls.

E8.38 A revenue type shall be associated with the operating revenue for a property address.

### **Maintenance/Administration – Street Type**

E8.39 The street type screen shall allow an administrator user to add and edit the options that shall be available to users for street type controls.

E8.40 The street type shall be used for a property address.

### **Maintenance/Administration – Target Type**

E8.41 The target type screen shall allow an administrator user to add and edit the options that shall be available to users for target type controls.

E8.42 The target type shall be used to specify one or more types for a unit or bed. The target type shall be used in addition to the client type, and client type shall be restricted to one per unit or bed.

### **Maintenance/Administration – Time Period**

E8.43 The time period screen shall allow an administrator user to add and edit the options that shall be available to users for time period controls.

E8.44 The time period shall be used to define fiscal and calendar years for funding.

### **Maintenance/Administration – Users**

E8.45 The users screen shall allow an administrator user to add and edit the users that can log in to the system, as well as the system permissions for the users.

### **Maintenance/Administration – Work Type**

E8.46 The work type screen shall allow an administrator user to add and edit the options that shall be available to users for work type controls.

E8.47 The work type shall be associated with a property and shall indicate the type of work being funded for the property.

## **E9. HELP SCREEN**

E9.1 The help screen shall be available to all users. The help screen shall be available from the main menu for all screens.

### **Help Screens – Help About Screen**

E9.2 The help about screen shall display information about the system, such as version number and environment.

## **E10. REPORTS SCREENS**

E10.1 The reports screens shall be available to all users. The reports themselves shall each have their own security permissions based on the report contents.

# Functional Requirements

## E11. PROCESS REQUIREMENTS

### E11.1 Anticipated Workplace Environment

- (a) The WHHI database will be backed up nightly. The WHHI database will have a full database backup performed every night. Incremental backups during the day will not be performed.
- (b) The WHHI system will be installed and configured to run on the Provincial Citrix server farm. The WHHI system will be hosted in a facility that is fire walled and all traffic flowing between the client workstation, the Citrix Secure Gateway, the Citrix server and the database will be monitored and controlled. This meets the Information Protection Center (IPC) standards.
- (c) The non-province users will require a FOB to login to the WHHI system. A provincial user account will be created to allow non-provincial users to connect to the Manitoba managed environment. The users will be provided with a FOB to login to the WHHI system by the province.
- (d) The non-province users will require the Citrix web-client installed. The Citrix web-client will be installed on all non-provincial user workstations that will be using the WHHI system. The web-client uses the Citrix Secure Gateway (CSG) to allow remote access from the internet. The CSG allows multiple users to access the Citrix servers over the internet using Secure Socket Layer (SSL) encryption.
- (e) The province users will have a Citrix Icon placed on the workstation. Double-clicking the icon will launch the WHHI system.
- (f) A development, user acceptance testing and production environment will be setup as part of the development and implementation phase. Each environment will contain a separate WHHI system and database. Changes to one environment will not impact the others.

### E11.2 Implementation Environment

- (a) Service Canada users will continue to use their existing proprietary software solution system and enter minimal information into the WHHI system.
- (b) RRAP users will continue to use their existing proprietary software solution and enter minimal information into the WHHI system.

### E11.3 System Environment

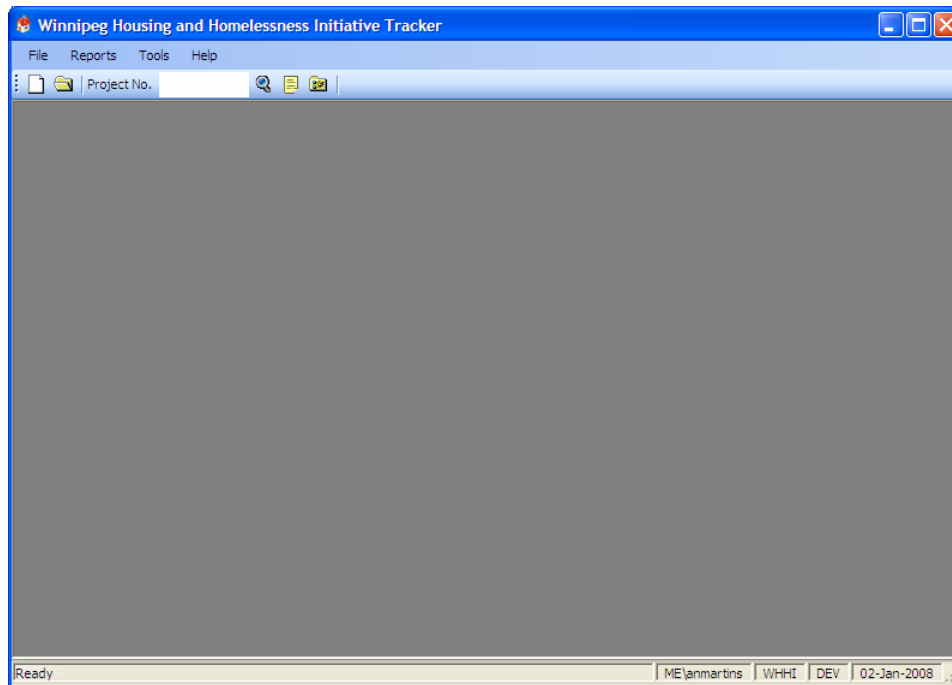
- (a) The delete functionality shall require the user to confirm the action. When a user selects to delete an item in the WHHI system, the system shall prompt for confirmation before the item is deleted.
- (b) The edit functionality shall require the user to select an existing item. When a user selects to edit an existing item, an item must be selected before the details are displayed in its specific edit screen.
- (c) The add functionality shall create a new item when the screen details are saved. When a user selects to create a new item, the specific create screen shall be prepared to save the new item. Once all the required values are entered and the user selects to save, the details will be saved.
- (d) The cancel functionality shall close the screen if no changes were made. When the user selects to cancel their changes and no changes were made to the screen, the screen shall close without prompting the user to save their changes.

- (e) The cancel functionality shall prompt the user to save changes if changes were made. When the user selects to cancel their changes and changes have been made, the screen shall prompt the user to save the changes and close the screen, to not save the changes and close the screen or cancel the screen close and return to the screen.
- (f) The save and close functionality shall save and close the screen. When the user selects to save and close the screen, the changes made will be saved and the screen will close.
- (g) The save and continue functionality shall save and continue allowing the user to make changes in the screen. When the user selects to save and continue, the screen changes shall be saved and the screen will remain open for the user to continue making changes.

#### E11.4 Screen Functional Requirements

##### **Main Screen**

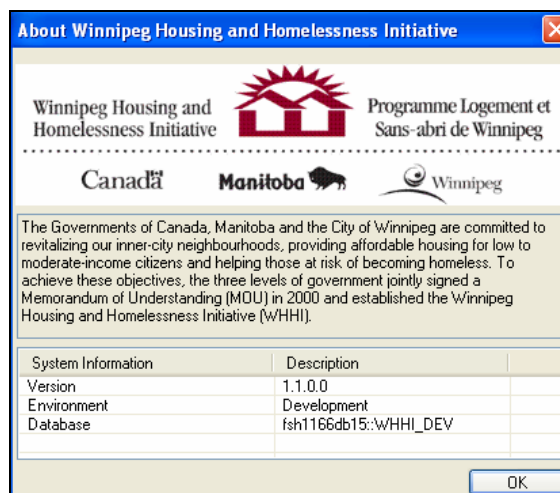
- (a) The main screen shall be the initial screen displayed. When a user launches the WHHI system and after a successful login the main screen shall be displayed.
- (b) The main screen shall be available to all users. The City, Provincial, Federal, RRAP and CMHC users shall all be able to access and use the main screen.
- (c) The main screen shall display information about the environment for which it's configured. As the WHHI system shall run in Citrix, the main screen shall display the logged in user, the partner the user belongs to (City, Province, Service Canada, RRAP or CMHC), the environment the WHHI is configured for (Development, UAT, Production) and the Citrix server date.
- (d) The system shall search by the WHHI project number, file reference number, PA number or loan number. The user shall be able to enter a WHHI project number that is auto-generated when a new project is created, or a City, Province, or Federal file number the user enters to when adding details to their specific funding screens. Only provincial users shall search by PA number or loan number.
- (e) The user shall create new projects from the main screen. The City, Provincial, Federal, RRAP and CMHC users shall be able to create a new project from the main screen.
- (f) The user shall open existing projects from the main screen. The City, Provincial, Federal, RRAP and CMHC users shall open the 'Project Search' screen from the main screen. After a project is selected the project shall be displayed in the main screen.
- (g) The user shall open the report inquiry screen from the main screen. The City, Provincial, Federal, RRAP and CMHC user shall open the Inquiry Screen from the main screen.
- (h) The user shall open the reports screen from the main screen. The City, Provincial, Federal, RRAP and CMHC user shall open the reports screen from the main screen.
- (i) A user with administrative privileges shall open the configuration screen from the main screen. A City, Provincial, Federal, RRAP or CMHC user setup as a system administrator shall be able to open the configuration screen to configure additional options.
- (j) The user shall open the Property Address screen from the main screen. The City, Provincial, Federal, RRAP and CMHC user shall open the Property Address screen from the main screen.
- (k) The user shall open the Help About screen from the main screen. The City, Provincial, Federal, RRAP and CMHC user shall open the Help About screen from the main screen.



**Figure 3 - Main Screen**

### Help About Screen

- (l) The system shall display this screen when the user views the about screen. When a user selects to view the about screen the figure below shall be displayed.
- (m) The about screen shall be available to all users. The City, Provincial, Federal, RRAP and CMHC users shall all be able to access the about screen.
- (n) The about screen shall display project and environment specific information. The help about screen shall contain a description of the WHHI system, the version number of the software, the environment the software is configured for and the database being accessed.



**Figure 4 - Help About Screen**

### E11.5 Project Search Screen

- (a) The project search screen shall allow all users to search for an existing project in the system. The user shall be able to search by any of project number, proponent,

neighbourhood, funding status, property address, funding description, program, and funding approval date range.

- (b) The user shall optionally enter all or part of a project number as free-text. The search results shall include only projects that contain the specified project number in the project number, partner funding file number, Federal agreement number, Provincial PA number, or Provincial loan number.
- (c) The user shall optionally select a proponent. The proponent control shall be preloaded with all proponents marked as active in the system. The search results shall include only projects with the specified proponent.
- (d) The user shall optionally select a neighbourhood. The neighbourhood control shall be preloaded with all neighbourhoods marked as active in the system. The search results shall include only projects that include at least one property in the specified neighbourhood.
- (e) The user shall optionally select a funding status. The funding status shall be preloaded with all statuses marked as active in the system. The search results shall include only projects where there is a least one partner with funding in the selected status.
- (f) The user shall optionally select a single property address. The property address shall be select by searching the existing property addresses in the system. The search results shall include only projects that include the specified property.
- (g) The user shall optionally enter a few words from a funding description as free-text. The search results shall include only projects that have a funding description that includes the exact description word or phrase entered.
- (h) The user shall optionally select a program. The program control shall be preloaded with all programs marked as active in the system that match the user's partner type. (For example, only Federal users shall be able to search by Federal programs.) The search results shall include only projects where there funding from the selected program.
- (i) The user shall optionally select the approval date range. The search results shall include only projects with at least one partner funding approval date greater than or equal to the first date and less than or equal to the last date. Selecting only the first date shall return results greater than or equal to the first date. Selecting only the last date shall return results less than or equal to the last date.
- (j) The user shall click the 'Search' button to retrieve the search results.
- (k) The user shall click the 'Clear' button to reset to default values of the controls for project number, proponent, neighbourhood, status, property address, description, program, and approval date range.
- (l) The search results shall be listed in the results list. The list shall display for each project the proponent, funding description, and project number.
- (m) The user shall click the 'New' button to open the project screen to create a new project.
- (n) The user shall select a single search result from the list and click the 'Edit' button to open an existing project.
- (o) The user shall click the 'Close' button to close the project search screen.





- (j) The total approved shall be generated from all funding sources. The total approved shall include both capital and non-capital funding. The system shall generate a total approved from all funding sources in the total approved control.
- (k) The total expended shall be generated from all funding sources. The total expended shall include both capital and non-capital funding. The system shall generate a total expended from all funding sources in the total expended control.
- (l) The user shall select an announcement date. The user shall have the ability to select a date for the project being announced to the public.
- (m) The user shall select an announcement initiator. The announcement initiator control shall be preloaded with all the initiators identified as active in the system.

**Figure 6 - Project Screen**

**E11.7 Project Screen – WHHI Funding**

- (a) The user shall select a funding source. The funding source control shall be preloaded with all the funding sources identified as active and specific to the user's profile for the user to select.
- (b) For example: the City shall see the specific City funding sources screens. The Province, Service Canada and RRAP screens shall not be available to City users.
- (c) The user shall edit the funding sources associated with their profile. As multiple partners may provide funding for a specific project, the user shall only be allowed to edit the funding sources associated with their profile.
- (d) For example: if the City has provided funding through their specific funding sources screens, the Province, Service Canada and RRAP screens shall not be able to edit or view the specific details of the City funding. The capital/non-capital approved and expended amounts shall be displayed to all users.
- (e) The system shall update the totals on the project screen after a new funding source is added or an existing funding source is modified. When the user adds or modifies a funding source, the system shall update the funding source list, the total approved amounts, the total expended amounts, the approval dates, the completion dates, and the status.

Funding Source	CAP Appr	CAP Exp	NCAP Appr	NCAP Exp	Approval	Completion	Status
	0.00	0.00	0.00	0.00			

**Figure 7 - Project Screen - WHHI Funding Screen**

E11.8 Project Screen – Property

- (a) The user shall select a property. The user shall have the ability to search for single or multiple properties. The properties selected in the property search screen shall be added to the property address list.
- (b) The user shall have the ability to edit property details. The user shall be able to edit the details of a property. The changes to the property shall apply to all projects (past and present) that reference the property.
- (c) The user shall have the ability to remove a property. The user shall be able to remove a property and all additional property details from the property list. If the property is being referenced by any partner funding, the property shall not be removed from the project.

**NOTE: Removing a property removes the property from the project only. The property shall still be available in the system to be used in other projects.**

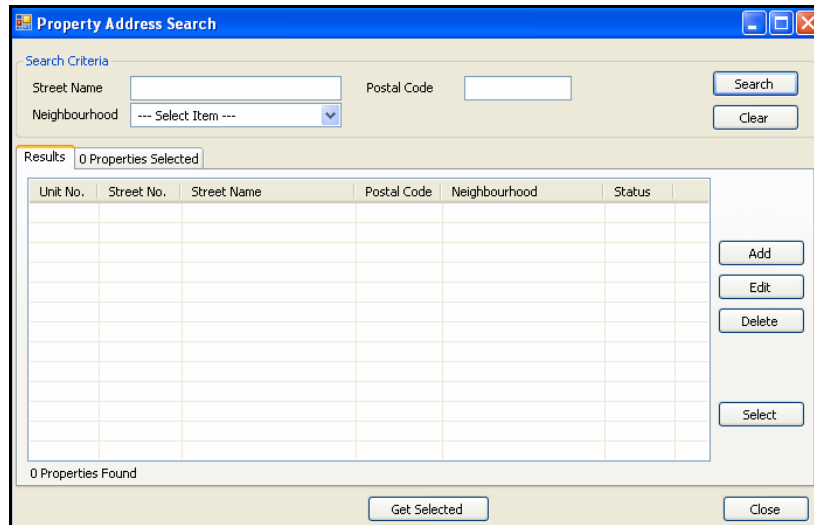
- (d) The user shall have the ability to add additional property details to a specific property. The user shall be able to add details to a property that are saved with the current project and not the property.
- (e) A property shall only be selected once. The system shall prevent a user from adding the same property more than once to the property list.
- (f) The user shall be able to switch selected properties. If a temporary property is added to the project because the proponent did not provide the actual address, a temporary address shall be used. When the actual address is provided, the user shall switch the temporary address with the actual address. All references of the temporary address shall be changed to use the actual address.

**Figure 8 - Project Screen - Property**

#### E11.9 Project Screen – Property Address Search

##### **Project Screen – Property Address Search – Results**

- (a) The system shall display the property search screen when the user selects to search for a property. When the user clicks the Search button, this screen shall be displayed for the user to select existing properties and/or add new properties. If the property search results are entered in the project screen, the information shall be passed to the property search screen and a search automatically performed.
- (b) The search screen shall be available to all users. The City, Provincial, Federal, RRAP and CMHC users shall all be able to access the property search screen.
- (c) The user shall optionally enter all or part of a street name. Search results shall contain only properties that match the street name.
- (d) The user shall optionally select a neighbourhood. The neighbourhood control shall be preloaded with all the neighbourhoods identified as active. Search results shall contain only properties that match the selected neighbourhood.
- (e) The user shall optionally enter all or part of a postal code. Search results shall contain only properties that match the postal code.
- (f) The user shall have the ability to select multiple properties. After the property search is complete, the user shall have the ability to select multiple properties to be included in the project and displayed in the selected properties screen.
- (g) The user shall add/modify an existing property. The user shall have the ability to add a new property or modify an existing property.



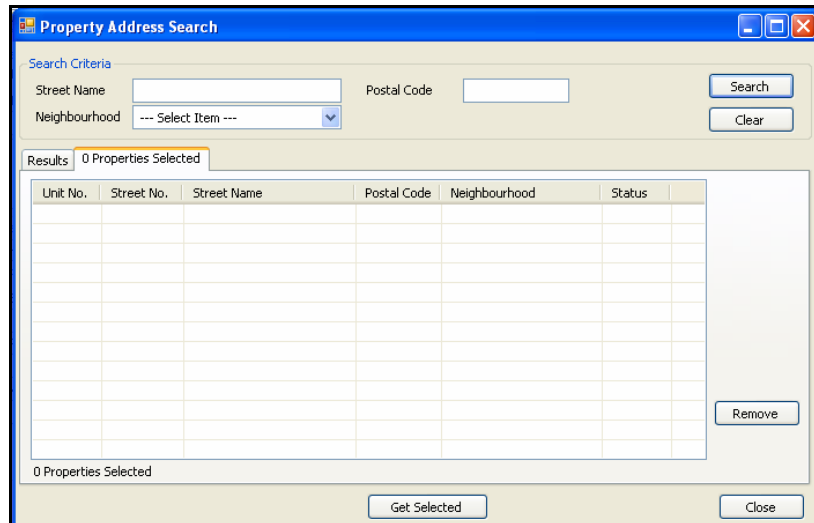
**Figure 9 - Property Address Search - Results**

### Project Screen – Property Address Search – Properties Selected

- (h) The user shall remove selected properties. The user shall have the ability to remove selected properties from the selected properties screen.

**NOTE: The properties that are removed shall not be deleted from the WHHI system.**

- (i) The selected properties shall be returned to the project screen. The user shall have the ability to return the selected properties to the project screen.



**Figure 10 - Property Address Search - Properties Selected**

### E11.10 Project Screen – Property Address

- (a) The system shall provide a screen to add new and edit existing properties. This screen shall be available from the property address search screen.

### E11.11 Project Screen – Property Address – General

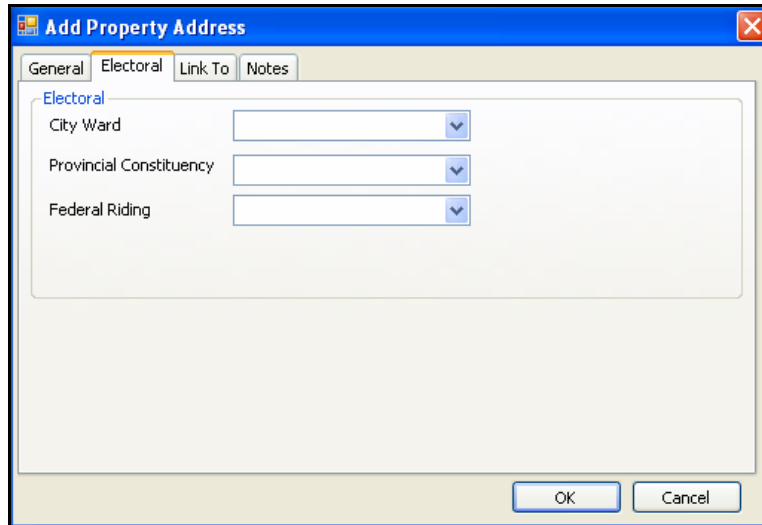
- (a) The user shall enter a street number for the property address. The street number shall be required before saving the property address.
- (b) The user shall enter a unit number for the property address.
- (c) The user shall enter a street name for the property address. The street name shall be required before saving the property address.
- (d) The user shall select a street type. The street type control shall be preloaded with all street types marked as active in the system.
- (e) The user shall select a street direction. The street direction control shall be preloaded with the options: 'N', 'NE', 'NW', 'S', 'SE', 'SW', 'E', 'W'.
- (f) The user shall select a city. The city control shall be preloaded with the cities marked as active in the system. The city shall be required before saving the property address.
- (g) The user shall select a province. The province control shall default to 'MB'. The province control shall be preloaded with options: 'AB', 'BC', 'MB', 'NB', 'NL', 'NS', 'NT', 'NU', 'ON', 'PE', 'QC', 'SK', 'YT'. The province shall be required before saving the property address.
- (h) The postal code shall be entered by the user. The postal code control shall be restricted to postal code input. The postal code shall be required before saving the property address.
- (i) The user shall select the provincial region. The provincial region control shall be preloaded with all the provincial regions marked as active in the system.
- (j) The user shall select the municipality. The municipality control shall be preloaded with all the municipalities marked as active in the system.
- (k) The user shall enter the legal address.
- (l) The user shall select the MLS area. The MLS area control shall be preloaded with all the MLS areas marked as active in the system.
- (m) The user shall select the neighbourhood. The neighbourhood control shall be preloaded with all the neighbourhoods marked as active in the system. The neighbourhood shall be required before saving the property address.
- (n) The user shall select the status for the property address. The status control shall be preloaded with statuses to indicate if the property address is active in the system. The status shall be required before saving the property address.

The screenshot shows a software dialog box titled "Add Property Address" with a close button in the top right corner. It has four tabs: "General", "Electoral", "Link To", and "Notes", with "General" selected. The dialog is split into two main sections: "Address" on the left and "Legal Address" on the right. The "Address" section contains the following fields: "Street No." (text input), "Unit" (text input), "Street Name" (text input), "Street Type" (dropdown menu), "Street Direction" (dropdown menu), "City/Town" (dropdown menu), "Prov" (dropdown menu), "Postal Code" (text input), "Prov. Region" (dropdown menu), and "Municipality" (dropdown menu). The "Legal Address" section contains: "Lot" (text input), "Block" (text input), "Plan" (text input), "MLS Area" (dropdown menu), "Neighbourhood" (dropdown menu), and "Status" (dropdown menu). All input fields are highlighted in light blue. At the bottom right, there are "OK" and "Cancel" buttons.

**Figure 11 – Project Screen – Property Address – General**

#### E11.12 Project Screen – Property Address – Electoral

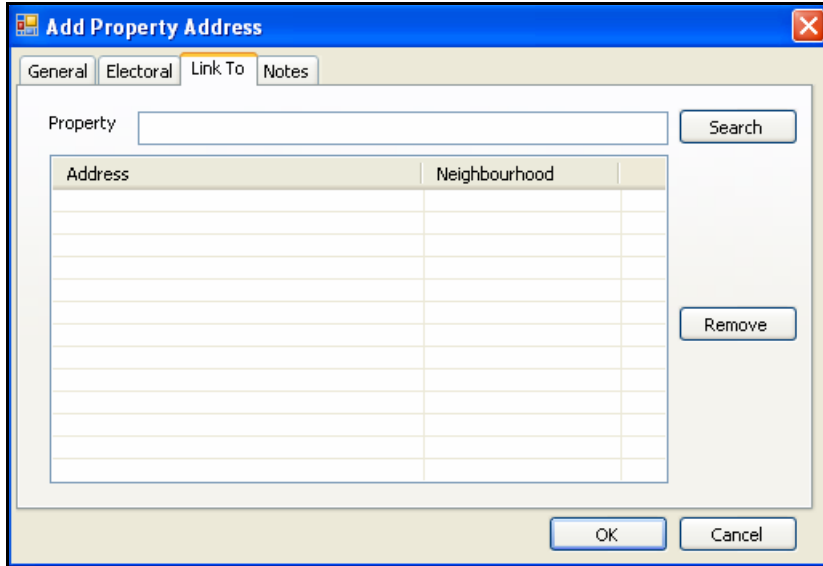
- (a) The user shall select the city ward. The city ward control shall be populated with all the city wards marked as active in the system.
- (b) The user shall select the provincial constituency. The provincial constituency control shall be populated with all the provincial constituencies marked as active in the system.
- (c) The user shall select the federal riding. The federal riding control shall be populated with all the federal ridings marked as active in the system.

The image shows a software dialog box titled "Add Property Address". It has a blue title bar with a close button (X) in the top right corner. Below the title bar are four tabs: "General", "Electoral", "Link To", and "Notes". The "Electoral" tab is currently selected and highlighted. Inside the dialog, under the "Electoral" section, there are three dropdown menus: "City Ward", "Provincial Constituency", and "Federal Riding". Each dropdown menu has a small downward-pointing arrow on its right side. At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

**Figure 12 - Project Screen – Property Address – Electoral**

#### E11.13 Project Screen – Property Address – Link To

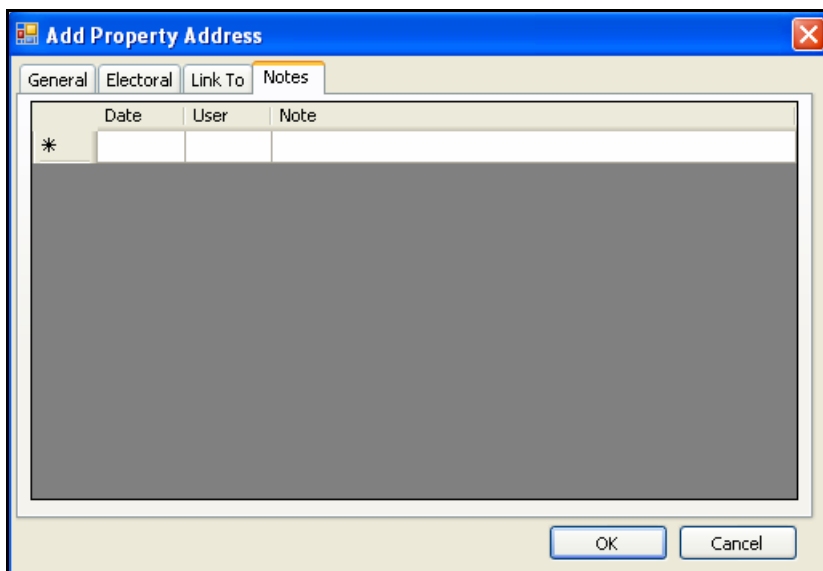
- (a) The Link To tab shall allow a user to link properties together in the system, such as when an address is renumbered.
- (b) The user shall search for the existing property address that shall be linked to the current property address. When existing property addresses are linked to the current property address, all the linked property addresses shall become inactive in the system. When property addresses are linked in the system, only one shall be allowed to be active.



**Figure 13 – Project Screen – Property Address – Link To**

E11.14 Project Screen – Property Address – Notes

- (a) The notes tab shall allow a user to add a note to the property address. The note shall remain with the property in all associated projects. The note shall be property specific but not project specific.
- (b) The note shall display the date the note was created or last modified. The date shall be generated by the system.
- (c) The note shall display the user name of the last user to create or modify the note. The user name shall be generated by the system as the log in name of the user creating or modifying the note.
- (d) The user shall enter a note. The note shall accept free-text input.



**Figure 14 – Project Screen – Property Address – Notes**

E11.15 Project Screen – Property – Property Address Additional

- (a) The system shall display this screen when the user selects to edit/add property details. When the user clicks Property Details, additional property address details shall be entered and saved with the project. These additional property address details shall not be available to any other project.
- (b) The additional property details screen shall be available to all users. The City, Provincial, Federal, RRAP and CMHC users shall all be able to access the additional property details screen.
- (c) When additional property address details have been entered, the property address additional screen shall be displayed with the specific additional property details. When additional property details have not yet been entered, the property address additional screen shall be displayed with the default values displayed.

#### E11.16 Property Address Additional – Property Additional

- (a) The Property – Additional tab shall be used to capture property data that shall be related to the current project only.
- (b) The user shall select a property type. The property type control shall be preloaded with all the property types identified as active in the system. A property type must be entered before the additional property details can be saved.
- (c) The user shall enter the land title. The land title control shall accept free-text input.
- (d) The user shall enter the square footage. The square footage control shall accept integer input
- (e) The user shall check the new construction check box if the property is new construction in this project.
- (f) The user shall check the rental property check box if the property is a rental in this project.

#### E11.17 Unit/Bed Count

- (a) The user shall enter the number of units and beds for total rental, eligible rental, total owned, and eligible owned. The unit and bed controls for total rental, eligible rental, total owned and eligible owned shall accept only numeric input with no decimal places. Unit and bed counts must be entered before the additional property details can be saved.

#### E11.18 Estimated Cost

- (a) The user shall enter the property acquisition cost, construction cost, and GST. The controls for property acquisition cost, construction cost, and GST shall accept only money amount input.
- (b) The total estimated cost shall be calculated by the system as the sum of the property acquisition cost, construction cost, and GST.



The screenshot shows a software dialog box titled "Property Address Additional Properties". It has several tabs: "Additional", "Target Types", "Municipal Funding", "Provincial Funding", "Other Funding", "Operating Revenue", "Sale/Rental Details", and "Notes". The "Additional" tab is active. The form contains the following fields and sections:

- Property Type: A dropdown menu showing "--- Select Item ---".
- Land Title: A text box containing "987654321".
- Square Footage: A text box containing "13,245".
- Checkboxes: "New Construction" and "Rental Property", both currently unchecked.
- Unit/Bed Count** section:

	Units	Beds
Total Rental	0	0
Eligible Rental	0	0
Total Owned	0	0
Eligible Owned	0	0
- Estimated Cost** section:

Property Acquisition	200,000.00
Construction	50,000.00
GST	6,000.00
Total Estimated Cost	256,000.00

At the bottom right, there are "OK" and "Cancel" buttons.

**Figure 15 – Property Address Additional – Property Additional**

#### E11.19 Property Address Additional – Target Types

- (a) The Target Types tab shall be used to capture data to track the targeted groups for the units and beds created within a project.
- (b) The user shall select a client type. The client type control shall be preloaded with all client types marked as active in the system.
- (c) The user shall select one or more target types for the client type.
- (d) The user shall enter the number of units for the selected client type and target types.
- (e) The user shall enter the number of beds for the selected client type and target types.
- (f) The user shall click the Add New button to add the entered target type information to the project. The client type, units, beds, and at least one target type are required before clicking Add New.
- (g) The user shall click the 'Cancel Add' button to reset the controls for client type, target types, units and beds.
- (h) The list shall display all the target types added to the property for the current project, including the client type, all selected target types, the units and beds.
- (i) The user shall click on a single list item and then click the 'Edit Selected' button to edit the selected target type details. The details shall be edited in the same controls as where they were added, and the 'Add New' button shall change to 'Save Edit'.
- (j) The user shall click on a single list item and then click the 'Delete Selected' button to delete the selected target type details.

**Figure 16 – Property Address Additional – Property Additional**

E11.20 Property Address Additional – Municipal Funding

- (a) The Municipal Funding tab shall be used to capture data to track the non-WHHI municipal funding for the property.
- (b) The user shall select a municipal funding source. The source control shall be preloaded with all the municipal funding sources identified as active for the user to select.
- (c) The user shall enter a description of the funding source. The description control shall allow for free-text input.
- (d) The user shall enter a funding amount. The amount control shall accept only money amount input.
- (e) The user shall select a status for the funding. The status control shall be preloaded with the options: 'pending' and 'confirmed'.
- (f) The user shall check the CMHC Eligible check box for funding that is CMHC eligible.
- (g) The user shall click the 'Add New' button to add the entered municipal funding information to the project. The municipal funding source, description, funding amount, and status shall be required before clicking 'Add New'.
- (h) The user shall click the 'Cancel Add' button to reset the controls for source, description, amount, status and CMHC eligible.
- (i) The list shall display all the municipal funding added to the property for the current project, including the funding source, the description, the amount, the status and CMHC eligible.
- (j) The user shall click on a single list item and then click the 'Edit Selected' button to edit the selected municipal funding details. The details shall be edited in the same controls as where they were added, and the 'Add New' button shall change to 'Save Edit'.
- (k) The user shall click on a single list item and then click the 'Delete Selected' button to delete the selected municipal funding details.





**Property Address Additional Properties**

Additional Target Types Municipal Funding Provincial Funding **Other Funding** Operating Revenue Sale/Rental Details Notes

**Other Funding Sources**

Source: [Dropdown] Amount: [Text Box]  CMHC Eligible [Add New] [Cancel Add]

Description: [Text Box] Status: [Dropdown]

Funding Source	Description	Amount	Status	CMHCEligible
Mortgage	RBC	100,000.00	Pending	No
Private Donation	Private	99,999.98	Confirmed	No
Lender	ABC Loan Company	50,000.00	Confirmed	No
Equity		16,543.21	Confirmed	Yes

[Edit Selected] [Delete Selected] [OK] [Cancel]

**Figure 19 - Property Address Additional – Other Funding**

**E11.23 Property Address Additional – Operating Revenue**

- (a) The Operating Revenue tab shall be used to capture data to estimate the revenue generated from operation of the property, when applicable.

**Average Monthly Rent**

- (b) The user shall enter the average amount of rent for each unit type.
- (c) The user shall enter the count of each unit type.
- (d) The system shall calculate the average rent per year as the average rent per month multiplied by 12 months and multiplied by the unit type count.

**Other Revenue**

- (e) The user shall select the revenue type. The revenue type control shall be preloaded with all revenue types marked as active in the system.
- (f) The user shall enter the amount per year that the above revenue type generates. The amount per year control shall accept only money amount input.
- (g) The user shall click the 'Add New' button to add the entered other revenue information to the project. The other revenue source and amount per year shall be required before clicking 'Add New'.
- (h) The user shall click the 'Cancel Add' button to reset the controls for revenue type and amount per year.

**List**

- (i) The list shall display all the other revenue sources added to the property for the current project, and their amount per year.
- (j) The user shall click on a single list item and then click the 'Edit Selected' button to edit the selected other revenue source details. The details shall be edited in the same controls as where they were added, and the 'Add New' button shall change to 'Save Edit'.
- (k) The user shall click on a single list item and then click the 'Delete Selected' button to delete the selected other revenue source details.



- (l) The user shall select the mortgage registration date. The registration date control shall be a checkbox to indicate use, and a calendar to select a date.

### **Rental Details**

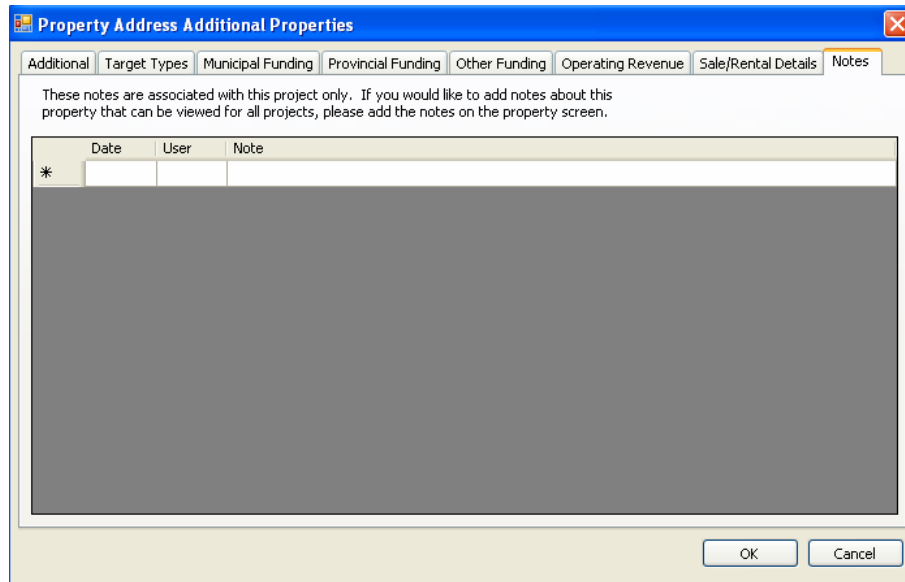
- (m) The rental details controls shall only be enabled if the Rental Property check box is checked on the Additional tab.
- (n) The user shall enter the average household income. The average household income control shall accept only money amount input.
- (o) The user shall enter the original purchase price. The original purchase price shall accept only money amount input.

The screenshot shows a software window titled "Property Address Additional Properties" with a tabbed interface. The "Sale/Rental Details" tab is selected. It contains two main panels: "Sale Details" and "Mortgage". The "Sale Details" panel includes fields for "Household Income", "Original Purchase Price", "Sold For Price", "Purchaser Name(s)", and a date selector for "Possession Date". The "Mortgage" panel includes fields for "Registration Amount", "Registration Number", and a date selector for "Registration Date". The "Rental Details" panel on the right includes fields for "Average Household Income" and "Original Purchase Price". At the bottom right, there are "OK" and "Cancel" buttons.

**Figure 21 - Property Address Additional – Sale/Rental Details**

#### E11.25 Property Address Additional – Notes

- (a) The user shall have the ability to enter/modify notes. The notes entered by the user shall be available for City, Province, Federal, RRAP and CMHC users to read. A user shall be able to modify a note that has been entered.
- (b) The note shall display the date that the note was created or last modified. The date shall be generated by the system.
- (c) The note shall display the user name. The user name shall be entered by the system as the log in name of the user that is creating or modifying the note.
- (d) The user shall enter the text for the note. The note shall allow for free-text input and line breaks.



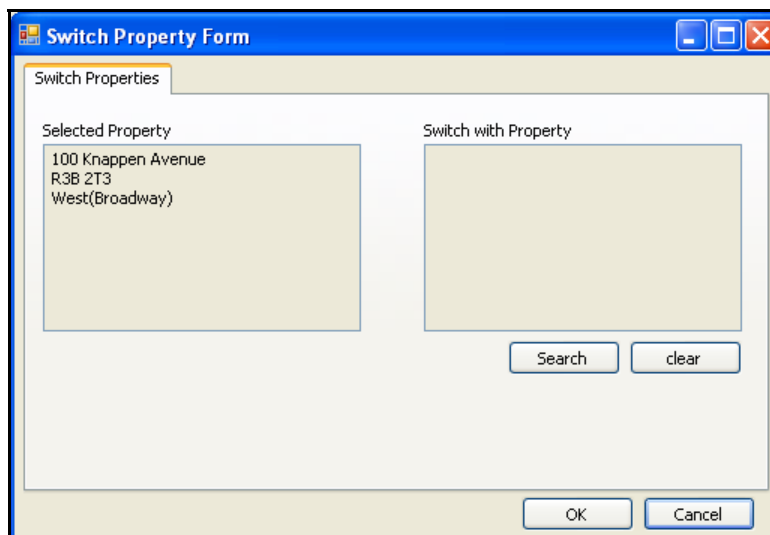
**Figure 22 - Property Address Additional – Notes**

E11.26 Project Screen – Switch Property

- (a) The system shall display this screen when the user selects to switch properties. When the user clicks Switch Properties, they shall be allowed to switch one property with another.

**NOTE: All references to the selected property shall be switched to the new property including the additional property details and any partner funding.**

- (b) The system shall display the selected property in the selected property control. The property selected by the user in the project screen shall be displayed in the selected property control.
- (c) The user shall select the switch to property when search is selected. The property search wizard shall be displayed to allow the user to select the switch to property.



**Figure 23 - Switch Property**



### E11.27 Project Screen – Non-Property

- (a) The Non-Property tab shall allow users to add, edit, and delete non-property activities in the current project.
- (b) The user shall select a non-property activity type. The non-property activity type control shall be preloaded with all non-property activity types marked as active in the system.
- (c) The user shall enter a description for the non-property activity. The description control shall accept free-text input.
- (d) The user shall select a neighbourhood to be associated with the non-property activity. The neighbourhood control shall be preloaded with all neighbourhoods marked as active on the system.
- (e) The user shall click the 'Add New' button to add the entered non-property activity to the list. The non-property activity, description, and neighbourhood shall be required before clicking 'Add New'.
- (f) The user shall click the 'Cancel Add' button to reset the non-property type, description and neighbourhood controls.
- (g) The list shall display all non-property activity types and descriptions added to the project, along with their associated neighbourhood.
- (h) The user shall click on a single list item and then click the 'Edit Selected' button to edit the selected non-property activity. The details shall be edited in the same controls as where they were added, and the 'Add New' button shall change to 'Save Edit'.
- (i) The user shall click on a single list item and then click the 'Delete Selected' button to delete the selected non-property activity. A non-property activity shall not be deleted if there is any related funding in the project.

Winnipeg Housing and Homelessness Initiative [Project Form]

File Reports Tools Help

Project No.

Project

WHHI Project Number Proponent Est. Project Cost 0.00

WHHI Project Name and Description Funding Request 0.00

Total Approved 0.00

Total Expended 0.00

Announce. Date --- Select Date --

Announce. Initiator --- Select Item ---

Project Funds

WHHI Funding Property Non-Property Notes

Non-Property

Non-Property Activity Type --- Select Item ---

Description

Neighbourhood --- Select Item ---

Add New Cancel Add

Non-Property Activity Type	Description	Neighbourhood
----------------------------	-------------	---------------

0 Non Properties Found

Edit Selected Delete Selected

Save and Continue Save and Close Cancel

Ready Kristine Ballantine (kballantin) Province of Manitoba Development 12-Mar-2008

**Figure 24 – Project Screen – Non-Property**

### E11.28 Project Screen – Notes

- (a) The user shall have the ability to enter/modify notes. The notes shall be identified by where they were initially created (funding source screen). A note readable by 'All' shall be readable by City, Province, Federal, RRAP and CMHC users. A note specific to City, Province, Federal, RRAP or CMHC shall only be readable by those users.

**For example: if a City user created a note and it was identified as readable by City users only, Provincial, Federal, RRAP or CMHC would be unaware the note exists (unless it was changed to readable by all).**

- (b) A note marked as an alert shall be displayed when a project is displayed. If a note is marked as an alert, a message shall be displayed to the user displaying the alert (or alerts) when the project is viewed.
- (c) Notes created by the system to track the changes to partner funding shall be readable by that partner only. For example, a system note added to track a funding status change for provincial funding shall only be visible to provincial users only.

Date	Note From	User	Readable By	Alert	Note
*				<input type="checkbox"/>	

**Figure 25 - Project Screen - Notes**

### E11.29 City of Winnipeg – Investment Reserve Funding

- (a) The city investment reserve funding screen shall allow for city users to enter data on city funding for projects that are paid from the city's investment reserve.
- (b) The read-only WHHI project description shall be displayed, as entered on the WHHI project screen.
- (c) The user shall enter a funding description. The funding description shall allow for free-text input and line breaks. The funding description box shall provide a vertical scroll bar if the text exceeds the height of the box.
- (d) The user shall select a funding status. The funding status shall indicate the current state of the city investment reserve funding. The funding status control shall be preloaded with all

the statuses identified as active in the system. The funding status shall be required before saving the city funding.

- (e) The user shall select the date for the proposal being received. This date shall indicate when the proponent's project proposal was received by the city. The proposal received control shall be a checkbox to indicate use, and a calendar to select a date.
- (f)
- (g) The user shall select the date for the approval. The approval date shall indicate when the funding was finalized by the city. The approval control shall be a checkbox to indicate use, and a calendar to select a date.
- (h) The user shall select the project end date. The project end date shall indicate the expected date of completion. The project end date control shall be a checkbox to indicate use, and a calendar to select a date.
- (i) The user shall enter the committed amount. The committed amount shall indicate the total amount of investment reserve funding for the current project. The amount shall accept only money amount input.
- (j) The user shall enter a city file number. The city file number shall accept free-text input. The city file number shall be for the city's reference only.

**Figure 26 – City of Winnipeg – Investment Reserve Funding**

**E11.30 City of Winnipeg – Investment Reserve Funding - Property**

- (a) The property tab shall allow city users to add, edit, and delete the properties being funded, and their funding details.
- (b) The user shall select one or more properties that are to be funded by the city. The property control shall be preloaded with all the properties added to the current WHHI project. (If more than one property is selected then each property shall be added to the list with the same units, beds, and work type as entered in the fields below the property control.)

- (c) The user shall enter the number of city funded units for the selected property. The value entered shall be numeric only.
- (d) The user shall enter the number of city funded beds for the selected property. The value entered shall be numeric only.
- (e) The user shall select the work type. The work type control shall be preloaded with work types identified as active in the system.
- (f) The user shall click the 'Add New' button to add the entered property and funding information to the project. The property and funding information shall not be added if there already exists in the list an entry with the same property address. At least one property, along with the units, beds, and work type shall be required before clicking 'Add New'.
- (g) The user shall click the 'Cancel Add' button to reset the controls for property, units, beds, and work type.
- (h) The list shall display all city funded properties added to the project, along with the units, beds, work type, committed amount and expended amount. The committed amount and expended amount shall be calculated from the entries on the committed and expended tabs.
- (i) The user shall click on a single list item and then click the 'Edit Selected' button to edit the selected property details. The details shall be edited in the same controls as where they were added, and the 'Add New' button shall change to 'Save Edit'.
- (j) The user shall click on a single list item and then click the 'Delete Selected' button to delete the selected property and funding details. A property shall not be deleted if there is a related entry on the committed tab and/or the expended tab.

City of Winnipeg - Investment Reserve Funding

WHHI Project Description  
WB Spring Neighbourhood Improvement  
And this is a short description of the project  
And this is a short description of the project  
And this is a short description of the project  
And this is a short description of the project  
And this is a short description of the project  
And this is a short description of the project

Funding Description  
Development of 2 single-family homes, 2 duplexes, and 1 emergency shelter

Proposal Received  Fri 01-Feb-2008  
Approval Date  Fri 08-Feb-2008  
Project End Date  Mon 17-Mar-2008  
Committed 21,815.44  
City File No. 10-9999

Funding Status Approved

Funding Details

Property Non-Property Committed Expended Notes

Property

Property	Units	Beds	Work Type	Committed	Expended
200 Maryland Street	1	0	Infill	500.00	250.00
100 Knappen Avenue	1	0	Rehab.	2,000.00	0.00
300 Picardy Place	0	6	Rehab.	4,000.00	1,000.00
500 Honeyman Avenue	2	0	New Constr.	2,000.01	23.46
1-600 Walnut Street	1	0	Repair	1,500.00	750.00
2-600 Walnut Street	1	0	Repair	1,500.00	755.23
200 Alloway Avenue	0	0	Cancelled	0.00	0.00

No. Units 1 No. Beds 0  
Work Type Acquisition

Add New Cancel Add Edit Selected Delete Selected

Save and Continue Save and Close Cancel

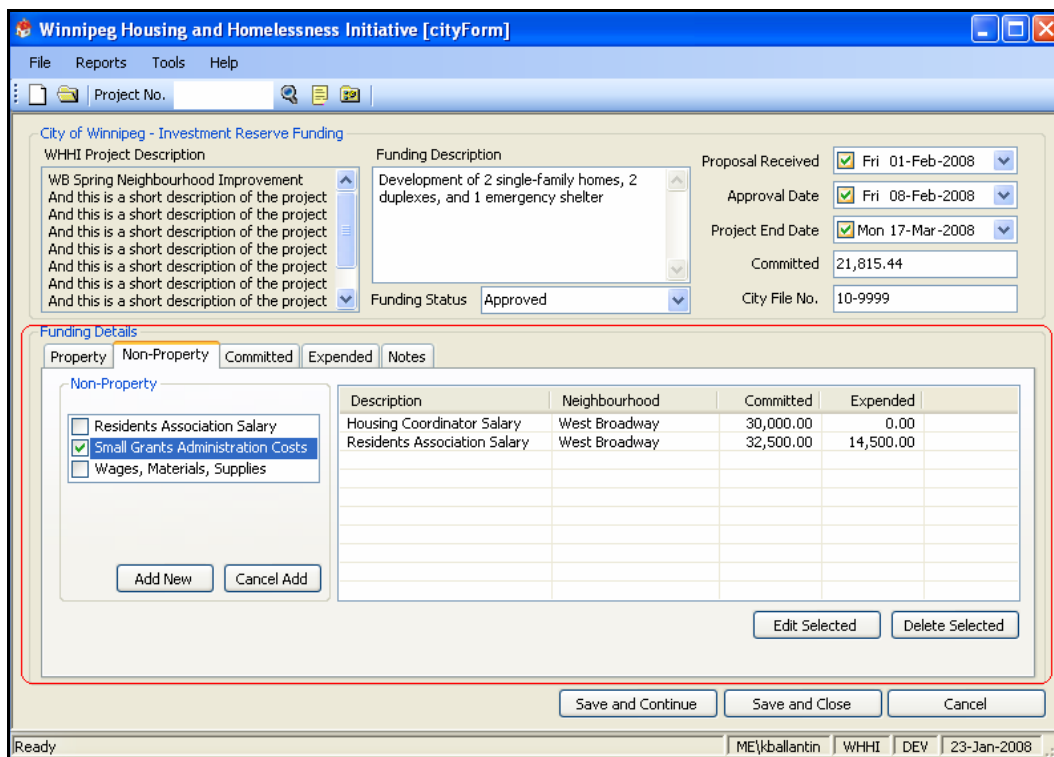
Ready ME\kballantin WHHI DEV 21-Jan-2008

**Figure 27 – City of Winnipeg - Investment Reserve Funding - Property**

E11.31 City of Winnipeg – Investment Reserve Funding – Non-Property

- (a) The non-property tab shall allow city users to add, edit, and delete the non-property funding for the current project.
- (b)

- (c) The user shall select one or more non-property activities that are to be funded by the city. The non-property control shall be preloaded with all the non-property activities added to the current WHHI project. (If more than one non-property activity is selected then each non-property activity shall be added to the list.)
- (d)
- (e) The user shall click the 'Add New' button to add the entered non-property activity to the project. At least one non-property activity shall be required before clicking 'Add New'.
- (f)
- (g) The user shall click the 'Cancel Add' button to reset the control for non-property activity.
- (h)
- (i) The list shall display all city funded non-property activities added to the project, along with the neighbourhood, committed amount, and expended amount. The neighbourhood shall be taken from the non-property activity entry on WHHI project screen. The committed amount and expended amount shall be calculated from the entries on the committed and expended tabs.
- (j)
- (k) The user shall click on a single list item and then click the 'Edit Selected' button to edit the selected non-property activity. The details shall be edited in the same controls as where they were added, and the 'Add New' button shall change to 'Save Edit'.
- (l)
- (m) The user shall click on a single list item and then click the 'Delete Selected' button to delete the selected non-property activity. A non-property activity shall not be deleted if there is a related entry on the committed tab and/or the expended tab.
- (n)



**Figure 28 – City of Winnipeg - Investment Reserve Funding - Non-Property**

- (a) The committed tab shall allow city users to enter the committed amounts for each city funded property and non-property activity for the current project.
- (b) The user shall select one or more detail options to enter funding committed. The detail control shall be preloaded with all the properties added on the property tab and non-property activities added on the non-property tab. (If more than one detail is selected then each detail shall be added to the list with the same type, amount, program, and date values as entered in the fields below the detail control.)
- (c) The user shall select a commitment type. The commitment type control shall be preloaded with options 'initial' and 'amended'.
- (d) The user shall enter the committed amount. The committed amount control shall be restricted to money amount input.
- (e) The user shall select the program that the funds are committed from. The program control shall be preloaded with programs marked as active for this screen in the system.
- (f) The user shall select the commitment date. The commitment date control shall be a checkbox to indicate use, and a calendar to select a date.
- (g) The user shall click the 'Add New' button to add the entered commitment information to the project. The commitment information shall not be added if there already exists in the list an entry with the same detail and program where the commitment type is 'initial'. At least one detail, along with the type, amount, program, and date are required before clicking 'Add New'.
- (h) The user shall click the 'Cancel Add' button to reset the controls for detail, type, amount, program, and date.
- (i) The list shall display all commitments added to the project, along with the type, amount, program, date, and the user name. The user name shall be taken from the system as the user's login name. The user name displayed shall be the last person to modify the commitment.
- (j) The user shall click on a single list item and then click the 'Edit' button to edit the selected commitment details. The details shall be edited in the same controls as where they were added, and the 'Add New' button shall change to 'Save Edit'.
- (k) The user shall click on a single list item and then click the 'Delete' button to delete the selected commitment details.
- (l) The fields for current committed, current expended, balance, project committed, and unassigned shall be read-only and shall contain amounts as calculated from the current investment reserve funding data entered for this project.

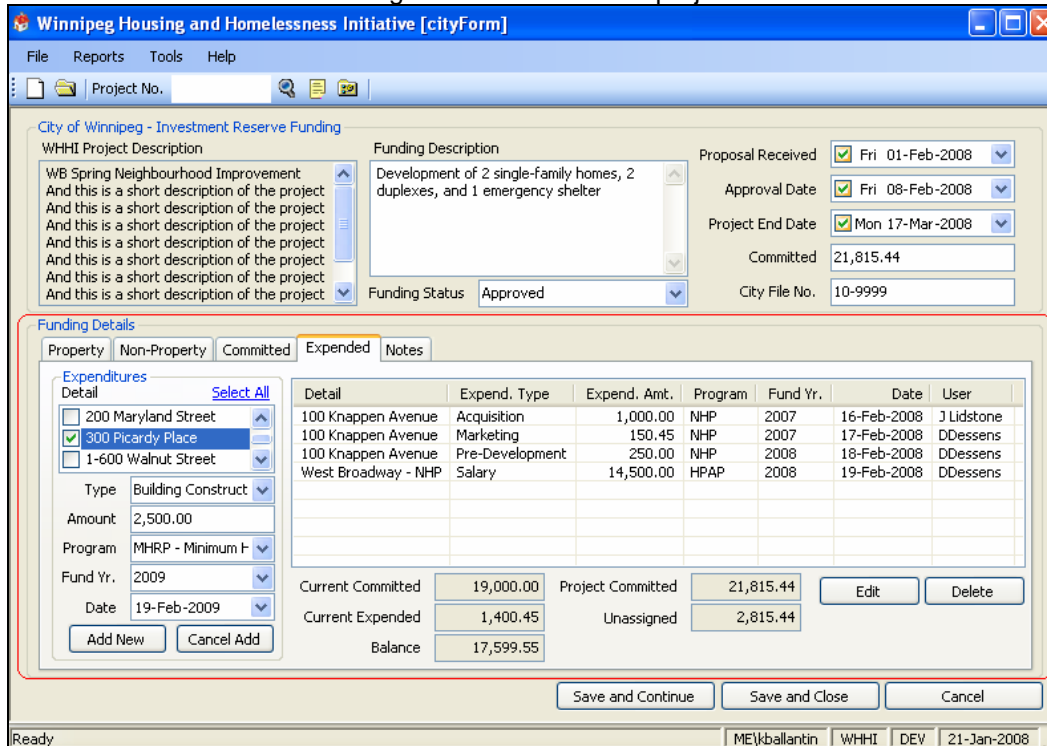
**Figure 29 – City of Winnipeg - Investment Reserve Funding - Committed**

**E11.33 City of Winnipeg – Investment Reserve Funding – Expended**

- (a) The expended tab shall allow city users to enter the expended amounts for each city funded property and non-property activity for the current project.
- (b) The user shall select one or more detail options to enter funding expended. The detail control shall be preloaded with all the properties added on the property tab and non-property activities added on the non-property tab. (If more than one detail is selected then each detail shall be added to the list with the same type, amount, program, fund year, and date values as entered in the fields below the detail control.)
- (c) The user shall select an expenditure type. The expenditure type control shall be preloaded with expenditure types marked as active in the system.
- (d) The user shall enter the expended amount. The expended amount control shall be restricted to money amount input.
- (e) The user shall select the program that the funds are expended from. The program control shall be preloaded with programs marked as active for this screen in the system.
- (f) The user shall select the fund year. The fund year shall be preloaded with all calendar years marked as active in the system.
- (g) The user shall select the expenditure date. The expenditure date control shall be a checkbox to indicate use, and a calendar to select a date.
- (h) The user shall click the 'Add New' button to add the entered expenditure information to the project. At least one detail, along with the type, amount, program, fund year, and date are required before clicking 'Add New'.
- (i) The user shall click the 'Cancel Add' button to reset the controls for detail, type, amount, program, fund year, and date.
- (j) The list shall display all expenditures added to the project, including property or non-property activity, type, amount, program, fund year, date, and the user name. The user

name shall be taken from the system as the user's login name. The user name displayed shall be the last person to modify the expenditure.

- (k) The user shall click on a single list item and then click the 'Edit' button to edit the selected expenditure details. The details shall be edited in the same controls as where they were added, and the 'Add New' button shall change to 'Save Edit'.
- (l) The user shall click on a single list item and then click the 'Delete' button to delete the selected expenditure details.
- (m) The fields for current committed, current expended, balance, project committed, and unassigned shall be read-only and shall contain amounts as calculated from the current investment reserve funding data entered for this project.



**Figure 30 – City of Winnipeg - Investment Reserve Funding - Expended**

E11.34 City of Winnipeg – Investment Reserve Funding – Notes

- (a) The Notes tab shall allow city users to add and edit notes associated with the current project.
- (b) The notes shall include the date the note was created.
- (c) The notes shall include the name of the screen on which they were created.
- (d) The notes shall include the name of the user who created the note. In the case of a note created by the system itself, the user name shall say 'System'.
- (e) The notes shall include the readable permission level. The choices for a city user shall be 'city' (only city users viewing the current project) or 'all' (any user that is viewing the current project).
- (f) The notes shall include an alert check box. A note marked as an alert shall be displayed when a project is displayed. If a note is marked as an alert, the note shall be displayed to the permitted users the when the project is opened.
- (g) The notes shall include a free-text area with line breaks. The user shall be able to modify existing note text only if the user is the same department as the note creator. For example, only city users can edit city notes. No one can edit system notes.



- (h) System notes shall be added to track changes to some of the data during the course of a project. The city investment reserve screen shall have system notes added for changes to: funding status, approval date, and project end date.

**Figure 31 – City of Winnipeg - Investment Reserve Funding - Notes**

E11.35 City of Winnipeg – Land Transfers

- (a) The city land transfers screen shall allow for city users to enter data on city land transfers.
- (b) The read-only WHHI project description shall be displayed, as entered on the WHHI project screen.
- (c) The user shall enter a funding description. The funding description shall allow for free-text input and line breaks. The funding description box shall provide a vertical scroll bar if the text exceeds the height of the box.
- (d) The user shall select a funding status. The funding status shall indicate the current state of the land transfers for the current project. The funding status control shall be preloaded with all the statuses identified as active in the system. The funding status shall be required before saving the city land transfer.
- (e) The user shall select the date for the proposal being received. This date shall indicate when the proponent's project proposal was received by the city. The proposal received control shall be a checkbox to indicate use, and a calendar to select a date.
- (f) The user shall select the date for the approval. The approval date shall indicate when the land transfer was finalized by the city. The approval control shall be a checkbox to indicate use, and a calendar to select a date.
- (g) The user shall select the project end date. The project end date shall indicate the expected date of completion. The project end date control shall be a checkbox to indicate use, and a calendar to select a date.
- (h) The user shall enter a city file number. The city file number shall allow free-text input. The city file number is for the city's reference only.

**Figure 32 – City of Winnipeg – Land Transfers**

E11.36 City of Winnipeg – Land Transfers - Property

- (a) The property tab shall allow city users to add, edit, and delete the properties being transferred, and their transfer details.
- (b) The user shall select one or more properties that are to be transferred by the city. The property control shall be preloaded with all the properties added to the current WHHI project. (If more than one property is selected then each property shall be added to the list with the type and value as entered in the fields below the property control.)
- (c) The user shall select the property type. The property type control shall be preloaded with all property types marked as active in the system. The property type selected for a land transfer shall be the original type of property at time of transfer and shall be saved separately from the property type selected for the same property on the property address additional screen (which shall indicate the property type for the project).
- (d) The user shall enter the value of the property. The value control shall be restricted to money amount input.
- (e) The user shall click the 'Add New' button to add the entered land transfer information to the project. The land transfer information shall not be added if there already exists in the list an entry with the same property address. At least one property, along with the type and value shall be required before clicking 'Add New'.
- (f) The user shall click the 'Cancel Add' button to reset the controls for property, type, and value.
- (g) The list shall display all city land transfers added to the project, along with property type and land value.
- (h) The user shall click on a single list item and then click the 'Edit Selected' button to edit the selected land transfer. The land transfer shall be edited in the same controls as where they were added, and the 'Add New' button shall change to 'Save Edit'.
- (i) The user shall click on a single list item and then click the 'Delete Selected' button to delete the selected land transfer.

- (j) The fields for current total value and total properties shall be read-only and shall contain amounts as calculated from the current land transfer data entered for this project.

**City of Winnipeg - Land Transfers**

WHHI Project Description: WB Spring Land Transfers  
 Funding Description: Sale of 4 lots of land for neighbourhood re-development  
 Proposal Received: Fri 01-Feb-2008  
 Approval Date: Fri 08-Feb-2008  
 Project End Date: Mon 17-Mar-2008  
 City File No.: 10-9999  
 Funding Status: Approved

**Land Transfer Details**

Property: 300 Chestnut Place (selected)  
 Type: Vacant Lot  
 Value: 2,344.32

Property	Property Type	Land Value
200 Ethelbert Street	Vacant Lot	2,000.00
100 Canora Avenue	Derelict Bldg	5,419.52
300 Chestnut Place	City Demolished Bldg	3,333.33
500 Westminster Avenue	Vacant Lot	4,400.00

Total Value: 15,152.85  
 Total Properties: 4

**Figure 33 – City of Winnipeg - Land Transfers - Property**

**E11.37 City of Winnipeg – Land Transfers - Notes**

- The Notes tab shall allow city users to add and edit notes associated with the current project.
- The notes shall include the date the note was created.
- The notes shall include the name of the screen on which they were created.
- The notes shall include the name of the user who created the note. In the case of a note created by the system itself, the user name shall say 'System'.
- The notes shall include the readable permission level. The choices for a city user shall be 'city' (only city users viewing the current project) or 'all' (any user that is viewing the current project).
- The notes shall include an alert check box. A note marked as an alert shall be displayed when a project is displayed. If a note is marked as an alert, the note shall be displayed to the permitted users the when the project is opened.
- The notes shall include a free-text area with line breaks. The user shall be able to modify existing note text only if the user is the same department as the note creator. For example, only city users can edit city notes. No one can edit system notes.
- System notes shall be added to track changes to some of the data during the course of a project. The city land transfers screen shall have system notes added for changes to: funding status, approval date, and project end date.

**City of Winnipeg - Land Transfers**

WHHI Project Description  
WB Spring Land Transfers  
And this is a short description of the project  
And this is a short description of the project  
And this is a short description of the project  
And this is a short description of the project  
And this is a short description of the project  
And this is a short description of the project

Funding Description  
Sale of 4 lots of land for neighbourhood re-development

Proposal Received  Fri 01-Feb-2008  
Approval Date  Fri 08-Feb-2008  
Project End Date  Mon 17-Mar-2008  
City File No. 10-9999  
Funding Status Approved

**Land Transfer Details**

Date	Note From	User	Readable By	Alert	Note
12-Feb-2008	Land Transfers	DDessens	City	<input type="checkbox"/>	This is a note added by a user. These notes can be seen by CITY system users only.
02-Feb-2008	Land Transfers	JLidstone	City	<input type="checkbox"/>	This is an earlier note.
30-Jan-2008	Land Transfers	System	City	<input type="checkbox"/>	Automatic notes will track status changes and important date changes for the city land transfers. These notes are not editable.
28-Jan-2008	Land Transfers	JLidstone	All	<input type="checkbox"/>	This is the earliest note. This is also the longest note. ABCDEFGHIJKLMNOPQRSTUVWXYZ ABCDEFGHIJKLMNOPQRSTUVWXYZ ABCDEFGHIJKLMNOPQRSTUVWXYZ
*				<input type="checkbox"/>	

Reminder: Notes with Readable By [All] can be read by any user.

Save and Continue Save and Close Cancel

Ready ME\kballantin | WHHI | DEV | 21-Jan-2008

**Figure 34 – City of Winnipeg - Land Transfers - Notes**

**E11.38 City of Winnipeg – Tax Grants/Credits**

- (a) The city tax grants/credits screen shall allow for city users to enter data on city tax grants and credits.
- (b) The read-only WHHI project description shall be displayed, as entered on the WHHI project screen.
- (c) The user shall enter a funding description. The funding description shall allow for free-text input and line breaks. The funding description box shall provide a vertical scroll bar if the text exceeds the height of the box.
- (d) The user shall select a funding status. The funding status shall indicate the current state of the city tax grant or credit. The funding status control shall be preloaded with all the statuses identified as active in the system. The funding status shall be required before saving the city funding.
- (e) The user shall select the date for the proposal being received. This date shall indicate when the proponent's project proposal was received by the city. The proposal received control shall be a checkbox to indicate use, and a calendar to select a date.
- (f) The user shall select the date for the approval. The approval date shall indicate when the funding was finalized by the city. The approval control shall be a checkbox to indicate use, and a calendar to select a date.
- (g) The user shall select the project end date. The project end date shall indicate the expected date of completion. The project end date control shall be a checkbox to indicate use, and a calendar to select a date.
- (h) The user shall enter a city file number. The city file number shall accept free-text input. The city file number is for the city's reference only.

**Figure 35 – City of Winnipeg – Tax Grants/Credits**

**E11.39 City of Winnipeg – Tax Grants/Credits - Property**

- (a) The property tab shall allow city users to add, edit, and delete the properties being funded, and their funding details.
- (b) The user shall select one or more properties that are to be funded by the city. The property control shall be preloaded with all the properties added to the current WHHI project. (If more than one property is selected then each property shall be added to the list with the same program type as entered in the field below the property control.)
- (c) The user shall select the program. The program control shall be preloaded with programs identified as active for this screen in the system.
- (d) The user shall click the 'Add New' button to add the entered property and funding information to the project. The property and funding information shall not be added if there already exists in the list an entry with the same property address and program. At least one property, along with the program shall be required before clicking 'Add New'.
- (e) The user shall click the 'Cancel Add' button to reset the controls for property and program.
- (f) The list shall display all city funded properties added to the project, and their program. The committed amount and expended amount shall be calculated from the entries on the committed and expended tabs.
- (g) The user shall click on a single list item and then click the 'Edit Selected' button to edit the selected property details. The details shall be edited in the same controls as where they were added, and the 'Add New' button shall change to 'Save Edit'.
- (h) The user shall click on a single list item and then click the 'Delete Selected' button to delete the selected property and funding details. A property shall not be deleted if there is a related entry on the committed tab and/or the expended tab.

**Figure 36 – City of Winnipeg - Tax Grants/Credits - Property**

E11.40 City of Winnipeg – Tax Grants/Credits – Non-Property

- (a) The non-property tab shall allow city users to add, edit, and delete the non-property activity funding for the current project.
- (b) The user shall select one or more non-property activities that are to be funded by the city. The non-property control shall be preloaded with all the non-property activities added to the current WHHI project. (If more than one non-property activity is selected then each non-property activity shall be added to the list.)
- (c) The user shall click the 'Add New' button to add the entered non-property activity to the project. At least one non-property activity shall be required before clicking 'Add New'.
- (d) The user shall click the 'Cancel Add' button to reset the control for non-property activity.
- (e) The list shall display all city funded non-property activities added to the project, along with the neighbourhood, committed amount, and expended amount. The neighbourhood shall be taken from the non-property activity entry on WHHI project screen. The committed amount and expended amount shall be calculated from the entries on the committed and expended tabs.
- (f) The user shall click on a single list item and then click the 'Edit Selected' button to edit the selected non-property activity. The details shall be edited in the same controls as where they were added, and the 'Add New' button shall change to 'Save Edit'.
- (g) The user shall click on a single list item and then click the 'Delete Selected' button to delete the selected non-property activity. A non-property activity shall not be deleted if there is a related entry on the committed tab and/or the expended tab.

**Winnipeg Housing and Homelessness Initiative [city]TCForm**

File Reports Tools Help

Project No. [ ]

City of Winnipeg - Tax Grants/Credits

WHHI Project Description

WB Spring Neighbourhood Grants  
And this is a short description of the project  
And this is a short description of the project  
And this is a short description of the project  
And this is a short description of the project  
And this is a short description of the project  
And this is a short description of the project

Funding Description

Grants for multiple family dwellings in West Broadway

Proposal Received  Fri 01-Feb-2008

Approval Date  Fri 08-Feb-2008

Project End Date  Mon 17-Mar-2008

City File No. 10-9999

Funding Status Approved

**Tax Grant/Credit Details**

Property Non-Property Committed Expended Notes

Non-Property

Residents Association Salary  
 Small Grants Administration Costs  
 Wages, Materials, Supplies

Add New Cancel Add

Description	Neighbourhood	Committed	Expended
Small Grants Administration	West Broadway	5,000.00	5,000.00

Edit Selected Delete Selected

Save and Continue Save and Close Cancel

Ready ME\kballantin WHHI DEV 23-Jan-2008

**Figure 37 – City of Winnipeg – Tax Grants/Credits – Non-Property**

**E11.41 City of Winnipeg – Tax Grants/Credits – Committed**

- (a) The committed tab shall allow city users to enter the committed amounts for each city funded property and non-property activity for the current project.
- (b) The user shall select one or more detail options to enter funding committed. The detail control shall be preloaded with all the properties added on the property tab and non-property activities added on the non-property tab. (If more than one detail is selected then each detail shall be added to the list with the same type, amount, program, and date values as entered in the fields below the detail control.)
- (c) The user shall select a commitment type. The commitment type control shall be preloaded with options 'initial' and 'amended'.
- (d)
- (e) The user shall enter the committed amount. The committed amount control shall be restricted to money amount input.
- (f) The user shall select the program that the funds are committed from. The program control shall be preloaded with programs marked as active for this screen in the system.
- (g) The user shall select the commitment date. The commitment date control shall be a checkbox to indicate use, and a calendar to select a date.
- (h) The user shall click the 'Add New' button to add the entered commitment information to the project. The commitment information shall not be added if there already exists in the list an entry with the same detail and program where the commitment type is 'initial'. At least one detail, along with the type, amount, program, and date shall be required before clicking 'Add New'.
- (i) The user shall click the 'Cancel Add' button to reset the controls for detail, type, amount, program, and date.
- (j) The list shall display all commitments added to the project, along with the type, amount, program, date, and the user name. The user name shall be taken from the system as the user's login name. The user name displayed shall be the last person to modify the commitment.

- (k) The user shall click on a single list item and then click the 'Edit' button to edit the selected commitment details. The details shall be edited in the same controls as where they were added, and the 'Add New' button shall change to 'Save Edit'.
- (l) The user shall click on a single list item and then click the 'Delete' button to delete the selected commitment details.
- (m) The fields for grants/credits committed and grants/credits expended shall be read-only and shall contain amounts as calculated from the current tax grants/credits data entered for this project.

**Figure 38 – City of Winnipeg – Tax Grants/Credits – Committed**

E11.42 City of Winnipeg – Tax Grants/Credits – Expended

- (a) The expended tab shall allow city users to enter the expended amounts for each city funded property and non-property activity for the current project.
- (b) The user shall select one or more detail options to enter funding expended. The detail control shall be preloaded with all the properties added on the property tab and non-property activities added on the non-property tab. (If more than one detail is selected then each detail shall be added to the list with the same type, amount, program, fund year, and date values as entered in the fields below the detail control.)
- (c) The user shall select an expenditure type. The expenditure type control shall be preloaded with expenditure types marked as active in the system.
- (d) The user shall enter the expended amount. The expended amount control shall be restricted to money amount input
- (e) The user shall select the program that the funds are expended from. The program control shall be preloaded with programs marked as active for this screen in the system.
- (f) The user shall select the fund year. The fund year shall be preloaded with all calendar years marked as active in the system.
- (g) The user shall select the expenditure date. The expenditure date control shall be a checkbox to indicate use, and a calendar to select a date.



- (h) The user shall click the 'Add New' button to add the entered expenditure information to the project. At least one detail, along with the type, amount, program, fund year, and date shall be required before clicking 'Add New'.
- (i) The user shall click the 'Cancel Add' button to reset the controls for detail, type, amount, program, fund year, and date.
- (j) The list shall display all expenditures added to the project, including property or non-property activity, type, amount, program, fund year, date, and the user name. The user name shall be taken from the system as the user's login name. The user name displayed shall be the last person to modify the expenditure.
- (k) The user shall click on a single list item and then click the 'Edit' button to edit the selected expenditure details. The details shall be edited in the same controls as where they were added, and the 'Add New' button shall change to 'Save Edit'.
- (l) The user shall click on a single list item and then click the 'Delete' button to delete the selected expenditure details.
- (m) The fields for grants/credits committed and grants/credits expended shall be read-only and shall contain amounts as calculated from the current tax grants/credits data entered for this project.

Detail	Expend. Type	Expend. Amt.	Program	Fund Yr.	Date	User
200 Ethelbert Street	Tax Grant	1,500.00	MFDG	2007	16-Feb-2008	JLidstone
300 Chestnut Place	Tax Grant	0.00	MFDG	2007	18-Feb-2008	DDessens
500 Westminster Avenue	Tax Grant	0.00	MFDG	2007	19-Feb-2008	DDessens
Small Grants Administr...	Administration	5,000.00	MFDG	2008	20-Feb-2008	JLidstone

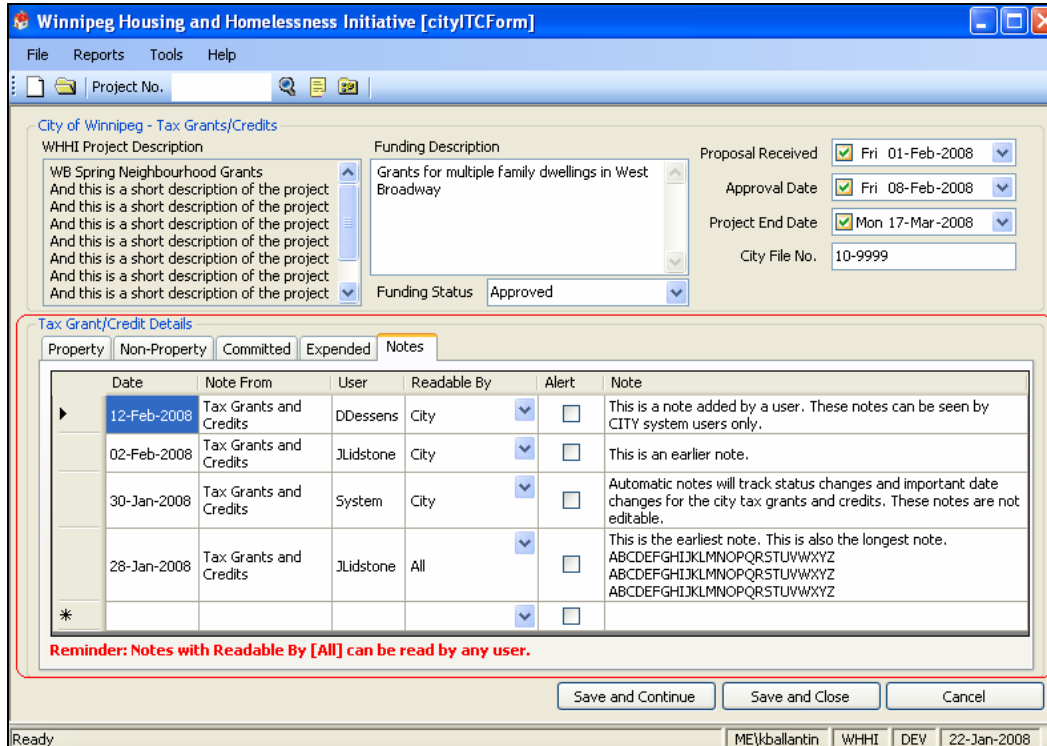
Grants/Credits Committed: 9,500.00  
Grants/Credits Expended: 6,500.00

**Figure 39 – City of Winnipeg – Tax Grants/Credits – Expended**

E11.43 City of Winnipeg – Tax Grants/Credits – Notes

- (a) The Notes tab shall allow city users to add and edit notes associated with the current project.
- (b) The notes shall include the date the note was created.
- (c) The notes shall include the name of the screen on which they were created.
- (d) The notes shall include the name of the user who created the note. In the case of a note created by the system itself, the user name shall say 'System'.
- (e) The notes shall include the readable permission level. The choices for a city user shall be 'city' (only city users viewing the current project) or 'all' (any user that is viewing the current project).

- (f) The notes shall include an alert check box. A note marked as an alert shall be displayed when a project is displayed. If a note is marked as an alert, the note shall be displayed to the permitted users the when the project is opened.
- (g) The notes shall include a free-text area with line breaks. The user shall be able to modify existing note text only if the user is the same department as the note creator. For example, only city users can edit city notes. No one can edit system notes.
- (h) System notes shall be added to track changes to some of the data during the course of a project. The city investment reserve screen shall have system notes added for changes to: funding status, approval date, and project end date.



**Figure 40 – City of Winnipeg - Tax Grants/Credits - Notes**

## E12. PROVINCE OF MANITOBA – HOMEOWNER FUNDING

- (a) The provincial homeowner funding screen shall allow for provincial users to enter provincial funding data for projects that involve homeowners.
- (b) The read-only WHHI project description shall be displayed, as entered on the WHHI project screen.
- (c) The user shall enter a funding description. The funding description shall allow for free-text input and line breaks. The funding description box shall provide a vertical scroll bar if the text exceeds the height of the box.
- (d) The user shall enter a provincial file number. The provincial file number shall accept free-text input. The provincial file number is for the province's reference only.
- (e) The user shall select a funding status. The funding status shall indicate the current state of the provincial homeowner funding. The funding status control shall be preloaded with all the statuses identified as active in the system. The funding status shall be required before saving the provincial homeowner funding.
- (f) The user shall select the date for the proposal being received. This date shall indicate when the proponent's project proposal was received by the province. The proposal received control shall be a checkbox to indicate use, and a calendar to select a date.

- (g) The user shall select the date for the conditional approval. The conditional approval date shall indicate when the funding was conditionally approved by the province. The conditional approval control shall be a checkbox to indicate use, and a calendar to select a date.
- (h) The user shall select the date for the final approval. The final approval date shall indicate when the funding was finalized by the province. The final approval control shall be a checkbox to indicate use, and a calendar to select a date.
- (i) The user shall select the date for the work being completed. The work complete date shall indicate the expected date of completion. The work complete control shall be a checkbox to indicate use, and a calendar to select a date.
- (j) The user shall select the project officer. The project officer shall be the provincial officer assigned to this project's funding. The project officer control shall be preloaded with all the provincial project officers identified as active in the system.
- (k) The user shall enter the approved amount. The approved amount shall indicate the total amount of homeowner funding for the current project. The amount shall accept money amount input. The user shall enter the funding program's maximum amount when entering the conditional approval date, and shall update the approved amount to the actual amount when entering the final approval date.

**Figure 41 –Province of Manitoba – Homeowner Funding**

**E12.2 Province of Manitoba – Homeowner Funding – Property**

- (a) The property tab shall allow provincial users to add, edit, and delete the properties being funded, and their funding details.
- (b) The user shall select one or more properties that are to be funded by the province. The property control shall be preloaded with all the properties added to the current WHHI project. (If more than one property is selected then each property shall be added to the list with the same units, beds, program, fiscal year, approved, and disbursed values as entered in the fields below the property control.)
- (c) The user shall enter the number of provincially funded units for the selected property. The value entered shall be numeric only.

- (d) The user shall enter the number of provincially funded beds for the selected property. The value entered shall be numeric only.
- (e) The user shall select the program to fund the selected property. The program control shall be preloaded with all the provincial programs identified as active in the system for the current screen.
- (f) The user shall select the fiscal year that the funds shall be coming from for the selected program. The fiscal year control shall be preloaded with fiscal years identified as active in the system.
- (g) The user shall enter the total approved amount for the selected property, program, and fiscal year.
- (h) The user shall enter the total amount disbursed to date for the selected property, program, and fiscal year.
- (i) The user shall click the 'Add New' button to add the entered property and funding information to the project. The property and funding information shall not be added if there already exists in the list an entry with the same property address, program, and fiscal year.
- (j) The user shall click the 'Cancel Add' button to reset the controls for property, units, beds, program, fiscal year, approved, and disbursed.
- (k) The list shall display all provincially funded properties added to the project, along with the program, fiscal year, approved amount, and disbursed to date amount.
- (l) The user shall check the Map Pinned checkbox when they have physically placed a pin at all the provincially funded addresses for this project on the wall map at the WHHI offices.
- (m) The user shall click on a single list item and then click the 'Edit Selected' button to edit the selected property and funding details. The details shall be edited in the same controls as where they were added, and the 'Add New' button shall change to 'Save Edit'.
- (n) The user shall click on a single list item and then click the 'Delete Selected' button to delete the selected property and funding details. A property shall not be deleted if there is a related loan number entry on the Loan No. tab.

The screenshot displays the 'Winnipeg Housing and Homelessness Initiative [provincialHomeOwnersForm]' window. The main area is titled 'Province of Manitoba - Homeowner Funding' and contains several input fields and dropdown menus. A 'Funding Details' section is highlighted with a red box, showing a table with columns for Property, Program, Fiscal Year, Approved, and Disbursed. Below the table are buttons for 'Add New', 'Cancel Add', 'Map Pinned', 'Edit Selected', and 'Delete Selected'. At the bottom of the window are 'Save and Continue', 'Save and Close', and 'Cancel' buttons.

**Figure 42 - Province of Manitoba - Homeowner Funding, Property**

### E12.3 Province of Manitoba – Homeowner Funding – Non-Property

- (a) The non-property tab shall allow provincial users to add, edit, and delete the non-property funding. (Note that the current provincial homeowner programs do not require this, but it is available for future program changes and follows the funding screen standard.)
- (b) The user shall select one or more non-property activities that are to be funded by the province. The non-property control shall be preloaded with all the non-property activities added to the current WHHI project. (If more than one non-property activity is selected then each non-property activity, along with the program, fiscal year, approved amount, and disbursed amount in the controls below shall be added to the list.)
- (c) The user shall select the program that shall be funding the non-property activity. The program control shall be preloaded with all the provincial programs identified as active in the system for the current screen.
- (d) The user shall select the fiscal year that the funds shall be coming from for the selected program. The fiscal year control shall be preloaded with fiscal years identified as active in the system.
- (e) The user shall enter the total approved amount for the non-property activity, program, and fiscal year.
- (f) The user shall enter the total amount disbursed to date for the non-property activity, program, and fiscal year.
- (g) The user shall click the 'Add New' button to add the entered non-property funding information to the project. At least one non-property activity, along with the program, fiscal year, approved, and disbursed are required before clicking the 'Add New' button.
- (h) The user shall click the 'Cancel Add' button to reset the controls for non-property activity, program, fiscal year, approved, and disbursed.
- (i) The list shall display all provincially funded non-property activities added to the project, along with the neighbourhood, program, fiscal year, approved amount, and disbursed to date amount. The neighbourhood shall be taken from the non-property activity entry on WHHI project screen.
- (j) The user shall click on a single list item and then click the 'Edit Selected' button to edit the selected non-property funding. The details shall be edited in the same controls as where they were added, and the 'Add New' button shall change to 'Save Edit'.
- (k) The user shall click on a single list item and then click the 'Delete Selected' button to delete the selected non-property funding. A non-property activity shall not be deleted if there is a related loan number entry on the Loan No. tab.

**Figure 43 –Province of Manitoba – Homeowner Funding, Non-Property**

E12.4 Province of Manitoba – Homeowner Funding – Loan No.

- (a) The Loan No. tab shall allow provincial users to add, edit, and delete the loan system numbers associated with the provincial funding for the current project.
- (b) The user shall enter the loan no. as it was assigned in the external provincial loans system.
- (c) The user shall select the detail (property or non-property activity) associated with the loan number. The detail control shall be preloaded with all the properties and non-property activities (as added on the property and non-property tabs), plus the option '<current project>'.  
'
- (d) The user shall select the program associated with the loan number. The program control shall be preloaded with provincial programs identified as active in the system.
- (e) The user shall click the 'Add New' button to add the entered loan number information to the project. The loan number, detail and program shall be required before clicking 'Add New'.
- (f) The user shall click the 'Cancel Add' button to reset the controls for loan number, detail, and program.
- (g) The list shall display all loan numbers added to this provincially funded project, with the detail and program.
- (h) The user shall click on a single list item and then click the 'Edit Selected' button to edit the selected loan number information. The details shall be edited in the same controls as where they were added, and the 'Add New' button shall change to 'Save Edit'.
- (i) The user shall click on a single list item and then click the 'Delete Selected' button to delete the selected loan number information.

**Figure 44 – Province of Manitoba - Homeowner Funding, Loan No.**

**E12.5 Province of Manitoba – Homeowner Funding – Notes**

- (a) The Notes tab shall allow provincial users to add and edit notes associated with the current project.
- (b) The notes shall include the date the note was created.
- (c) The notes shall include the name of the screen on which they were created.
- (d) The notes shall include the name of the user who created the note. In the case of a note created by the system itself, the user name shall say 'System'.
- (e) The notes shall include the readable permission level. The choices for a provincial user shall be 'province' (only provincial users viewing the current project) or 'all' (any user that is viewing the current project).
- (f) The notes shall include an alert check box. A note marked as an alert shall be displayed when a project is displayed. If a note is marked as an alert, the note shall be displayed to the permitted users the when the project is opened.
- (g) The notes shall include a free-text area with line breaks. The user shall be able to modify existing note text only if the user is the same department as the note creator. For example, only provincial users can edit provincial notes. No one can edit system notes.
- (h) System notes shall be added to track changes to some of the data during the course of a project. The provincial homeowner funding screen shall have system notes added for changes to: funding status, conditional approval date, final approval date, and work complete date.

**Figure 45 – Province of Manitoba - Homeowner Funding, Notes**

E12.6 Province of Manitoba – Proponent Funding

- (a) The provincial proponent funding screen shall allow for provincial users to enter data on provincial funding for projects that involve proponents.
- (b) The read-only WHHI project description shall be displayed, as entered on the WHHI project screen.
- (c) The user shall enter a funding description. The funding description shall allow for free-text input and line breaks. The funding description box shall provide a vertical scroll bar if the text exceeds the height of the box.
- (d) The user shall enter a provincial file number. The provincial file number shall accept free-text input. The provincial file number is for the province’s reference only.
- (e) The user shall select a funding status. The funding status shall indicate the current state of the provincial proponent funding. The funding status control shall be preloaded with all the statuses identified as active in the system. The funding status shall be required before saving the provincial proponent funding.
- (f) The user shall select the date for the proposal being received. This date shall indicate when the proponent’s project proposal was received by the province. The proposal received control shall be a checkbox to indicate use, and a calendar to select a date.
- (g) The user shall select the pending date. The pending date shall indicate the date the project was set to pending by the province. The pending control shall be a checkbox to indicate use, and a calendar to select a date.
- (h) The user shall enter a pending amount. The pending amount shall accept money amount input.
- (i) The user shall select the complete date. The complete date shall indicate the expected work complete date. The complete control shall be a checkbox to indicate use, and a calendar to select a date.



- (j) The user shall enter the project hold back amount. This amount shall indicate how much of the funding was held back on a project level, and not associated with an individual property or non-property activity.
- (k) The user shall select the project officer. The project officer shall be the provincial officer assigned to this project's funding. The project officer control shall be preloaded with all the provincial project officers identified as active in the system.

**Province of Manitoba - Proponent Funding**

WHHI Project Description: WB Spring Neighbourhood Improvement  
 Funding Description: Proponent with various properties  
 Proposal Received: --- Select Date ---  
 Pending: --- Select Date ---  
 Pending Amount: 100,000.00  
 Complete: --- Select Date ---  
 Project Hold Back: 1,000.00  
 Project Officer: [Dropdown]

Prov. File No.: 5-01-17  
 Funding Status: [Dropdown]

**Funding Details**

Property: 200 Alloway Avenue, 500 Honeyman Avenue, 100 Knappen Avenue, 300 Maryland Street  
 Units: 0  
 Beds: 0  
 Project Type: [Dropdown]  
 Program: [Dropdown]  
 Fiscal Yr.: [Dropdown]  
 Approved: [Input]  
 Disbursed: [Input]  
 Hold Back: [Input]

Property	Proj. Type	Program	Fiscal Yr.	Approved	Disbursed	Hold Back	Units	Beds
200 Alloway Avenue	Infill	AHI-NHA	2007/08	250.00	0.00	1,000.00	1	0
200 Alloway Avenue	New Constr.	AHI-HDPA	2007/08	1,000.00	0.00	500.00	1	0
500 Honeyman Avenue	Rehab.	HW-NRS	2008/09	2,000.00	0.00	1,000.00	1	0
200 Maryland Street	Rehab.	HW-RCP	2007/08	1,600.00	0.00	1,000.00	1	0
100 Knappen Avenue	Rehab.	AHI-NRS	2008/09	2,300.99	0.00	1,000.00	1	0

**Figure 46– Province of Manitoba – Proponent Funding**

**E12.7 Province of Manitoba – Proponent Funding - Property**

- (a) The property tab shall allow provincial users to add, edit, and delete the properties being funded, and their funding details.
- (b) The user shall select one or more properties that are to be funded by the province. The property control shall be preloaded with all the properties added to the current WHHI project. (If more than one property is selected then each property shall be added to the list with the same units, beds, project type, program, fiscal year, approved, disbursed, and hold back values as entered in the fields beside the property control.)
- (c) The user shall enter the number of provincially funded units for the selected property. The value entered shall be numeric only.
- (d) The user shall enter the number of provincially funded beds for the selected property. The value entered shall be numeric only.
- (e) The user shall select the project type for the selected property. The project type control shall be preloaded with all the project types identified as active in the system.
- (f) The user shall select the program to fund the selected property. The program control shall be preloaded with all the provincial programs identified as active in the system for the current screen.
- (g) The user shall select the fiscal year that the funds shall be coming from for the selected program. The fiscal year control shall be preloaded with fiscal years identified as active in the system.
- (h) The user shall enter the total approved amount for the selected property, program, and fiscal year.

- (i) The user shall enter the total amount disbursed to date for the selected property, program, and fiscal year.
- (j) The use shall enter the total amount of hold back for the selected property.
- (k) The user shall click the 'Add New' button to add the entered property and funding information to the project. The property and funding information shall not be added if there already exists in the list an entry with the same property address, program, and fiscal year. At least one property, and the units, beds, project type, program, fiscal year, approved, disbursed, and holdback are required before clicking 'Add New'.
- (l) The user shall click the 'Cancel Add' button to reset the controls for property, units, beds, project type, program, fiscal year, approved, disbursed, and hold back.
- (m) The list shall display all provincially funded properties added to the project, along with the project type, program, fiscal year, approved amount, disbursed to date amount, hold back amount, units and beds.
- (n) The user shall check the Map Pinned checkbox when they have physically placed a pin at all the provincially funded addresses for this project on the wall map at the WHHI offices.
- (o) The user shall click on a single list item and then click the 'Edit Selected' button to edit the selected property and funding details. The details shall be edited in the same controls as where they were added, and the 'Add New' button shall change to 'Save Edit'.
- (p) The user shall click on a single list item and then click the 'Delete Selected' button to delete the selected property and funding details. A property shall not be deleted if there is a related loan number entry on the Loan No. tab.

**Province of Manitoba - Proponent Funding**

WHHI Project Description: WB Spring Neighbourhood Improvement. And this is a short description of the project. And this is a short description of the project. And this is a short description of the project. And this is a short description of the project. And this is a short description of the project.

Funding Description: Proponent with various properties

Prov. File No.: 5-01-17

Funding Status: [Dropdown]

Proposal Received: [Date Picker]

Pending: [Date Picker]

Pending Amount: 100,000.00

Complete: [Date Picker]

Project Hold Back: 1,000.00

Project Officer: [Dropdown]

---

**Funding Details**

Property: [List Box]

Units: 0

Beds: 0

Project Type: [Dropdown]

Program: [Dropdown]

Fiscal Yr.: [Dropdown]

Approved: [Text Box]

Disbursed: [Text Box]

Hold Back: [Text Box]

Property	Proj. Type	Program	Fiscal Yr.	Approved	Disbursed	Hold Back	Units	Beds
200 Alloway Avenue	Infill	AHI-NHA	2007/08	250.00	0.00	1,000.00	1	0
200 Alloway Avenue	New Constr.	AHI-HDPA	2007/08	1,000.00	0.00	500.00	1	0
500 Honeyman Avenue	Rehab.	HW-NRS	2008/09	2,000.00	0.00	1,000.00	1	0
200 Maryland Street	Rehab.	HW-RCP	2007/08	1,600.00	0.00	1,000.00	1	0
100 Knappen Avenue	Rehab.	AHI-NRS	2008/09	2,300.99	0.00	1,000.00	1	0

Buttons: Add New, Cancel Add, Edit Selected, Delete Selected, Map Pinned, Save and Continue, Save and Close, Cancel

**Figure 47– Province of Manitoba - Proponent Funding, Property**

**E12.8 Province of Manitoba – Proponent Funding – Non-Property**

- (a) The non-property tab shall allow provincial users to add, edit, and delete the non-property funding. (Note that the current provincial proponent programs do not require this, but it is available for future program changes and follows the funding screen standard.)
- (b) The user shall select one or more non-property activities that are to be funded by the province. The non-property control shall be preloaded with all the non-property activities added to the current WHHI project. (If more than one non-property activity is selected then

- each non-property activity, along with the program, fiscal year, approved amount, disbursed amount and holdback amount in the controls below shall be added to the list.)
- (c) The user shall select the program that shall be funding the non-property activity. The program control shall be preloaded with all the provincial programs identified as active in the system for the current screen.
  - (d) The user shall select the fiscal year that the funds shall be coming from for the selected program. The fiscal year control shall be preloaded with fiscal years identified as active in the system.
  - (e) The user shall enter the total approved amount for the non-property activity, program, and fiscal year.
  - (f) The user shall enter the total amount disbursed to date for the non-property activity, program, and fiscal year.
  - (g) The user shall enter the total amount of holdback for the selected non-property activity.
  - (h) The user shall click the 'Add New' button to add the entered non-property funding information to the project. At least one non-property, along with the program, fiscal year, approved amount, disbursed amount and holdback amount are required before clicking 'Add New'.
  - (i) The user shall click the 'Cancel Add' button to reset the controls for non-property activity, program, fiscal year, approved, disbursed and holdback.
  - (j) The list shall display all provincially funded non-property activities added to the project, along with the neighbourhood, program, fiscal year, approved amount, disbursed to date amount and holdback amount. The neighbourhood shall be taken from the non-property activity entry on WHHI project screen.
  - (k) The user shall click on a single list item and then click the 'Edit Selected' button to edit the selected non-property funding. The details shall be edited in the same controls as where they were added, and the 'Add New' button shall change to 'Save Edit'.
  - (l) The user shall click on a single list item and then click the 'Delete Selected' button to delete the selected non-property funding. A non-property activity shall not be deleted if there is a related loan number entry on the Loan No. tab.

**Province of Manitoba - Proponent Funding**

WHHI Project Description: WB Spring Neighbourhood Improvement  
 And this is a short description of the project  
 And this is a short description of the project  
 And this is a short description of the project  
 And this is a short description of the project  
 And this is a short description of the project

Funding Description: Proponent with various properties

Prov. File No.: 5-01-17  
 Funding Status: [Dropdown]

Proposal Received: [Dropdown]  
 Pending: [Dropdown]  
 Pending Amount: 100,000.00  
 Complete: [Dropdown]  
 Project Hold Back: 1,000.00  
 Project Officer: [Dropdown]

**Funding Details**

Property | **Non-Property** | PA No. | Loan No. | Cash Flow | PCA Terms & Conditions | Notes

**Non-Property**

Residents Association Salary  
 Small Grants Administration Cost.  
 Wages, Materials, Supplies

Program: [Dropdown]  
 Fiscal Year: [Dropdown]  
 Approved: [Text]  
 Disbursed: [Text]  
 Hold Back: [Text]

Description	Neighbourhood	Program	Fiscal Yr.	Approved	Disbursed	Hold Back
Small Grants Administration	West Broadway	HW-NRS	2007/08	5,000.00	5,000.00	500.00

Buttons: Add New, Cancel Add, Edit Selected, Delete Selected, Save and Continue, Save and Close, Cancel

**Figure 48– Province of Manitoba – Proponent Funding, Non-Property**

E12.9 Province of Manitoba – Proponent Funding – PA No.

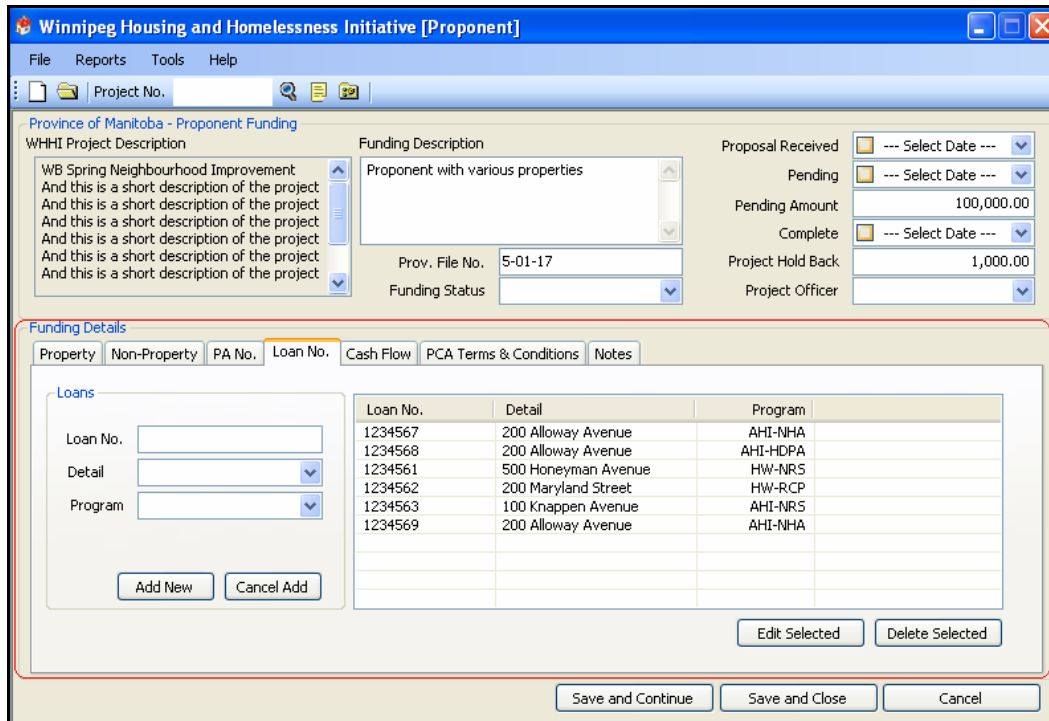
- (a) The PA No. tab shall allow provincial users to add, edit, and delete the PA (Project Authorization) numbers associated with the provincial funding for the current project.
- (b) The user shall enter the PA No. The description shall accept free-text input.
- (c) The user shall select a type for the PA, either 'initial' or 'amended'.
- (d) The user shall select the fiscal year that the PA applies to. The fiscal year control shall be preloaded with fiscal years identified as active in the system.
- (e) The user shall select the PA Signed date. The PA Signed control shall be a checkbox to indicate use, and a calendar to select a date. This date shall be used as the approved date for the funding.
- (f) The user shall enter the PA amount. The PA amount shall accept only money amount input. The PA amount shall be used as the approved amount.
- (g) The user shall select the PCA Signed date. The PCA Signed control shall be a checkbox to indicate use, and a calendar to select a date. The PCA signed date shall be used as the committed date.
- (h) The user shall enter the PCA amount. The PCA amount shall accept only money amount input. The PCA amount shall be used as the committed amount.
- (i) The user shall click the 'Add New' button to add the entered PA information to the project. The PA number, type, PA signed date, PA amount, and fiscal year shall be required before clicking 'Add New'.
- (j) The user shall click the 'Cancel Add' button to reset the controls for PA number, type, PA signed, PA amount, PCA signed, PCA amount, and fiscal year.
- (k) The list shall display all PA numbers added to this provincially funded project, with the type, PA signed date, PA amount, PCA signed date, PCA amount, and fiscal year.
- (l) The user shall click on a single list item and then click the 'Edit Selected' button to edit the selected PA information. The details shall be edited in the same controls as where they were added, and the 'Add New' button shall change to 'Save Edit'.
- (m) The user shall click on a single list item and then click the 'Delete Selected' button to delete the selected PA information.

**Figure 49 – Province of Manitoba - Proponent Funding - Project Auth. No.**

E12.10 Province of Manitoba – Proponent Funding – Loan No.

- (a) The Loan No. tab shall allow provincial users to add, edit, and delete the loan system numbers associated with the provincial funding for the current project.
- (b)
- (c) The user shall enter the loan number as it was assigned in the external provincial loans system.
- (d)
- (e) The user shall select the detail (property or non-property activity) associated with the loan number. The detail control shall be preloaded with all the properties and non-property activities (as added on the property and non-property tabs), plus the option '<current project>'.
  - (f)
  - (g) The user shall select the program associated with the loan number. The program control shall be preloaded with provincial programs identified as active in the system.
  - (h)
  - (i) The user shall click the 'Add New' button to add the entered loan number information to the project. The loan number, detail, and program shall be required before clicking 'Add New'.
  - (j)
  - (k) The user shall click the 'Cancel Add' button to reset the controls for loan number, detail, and program.
  - (l)
  - (m) The list shall display all loan numbers added to this provincially funded project, with the detail and program.

- (n) The user shall click on a single list item and then click the 'Edit Selected' button to edit the selected loan number information. The details shall be edited in the same controls as where they were added, and the 'Add New' button shall change to 'Save Edit'.
- (o)
- (p) The user shall click on a single list item and then click the 'Delete Selected' button to delete the selected loan number information.

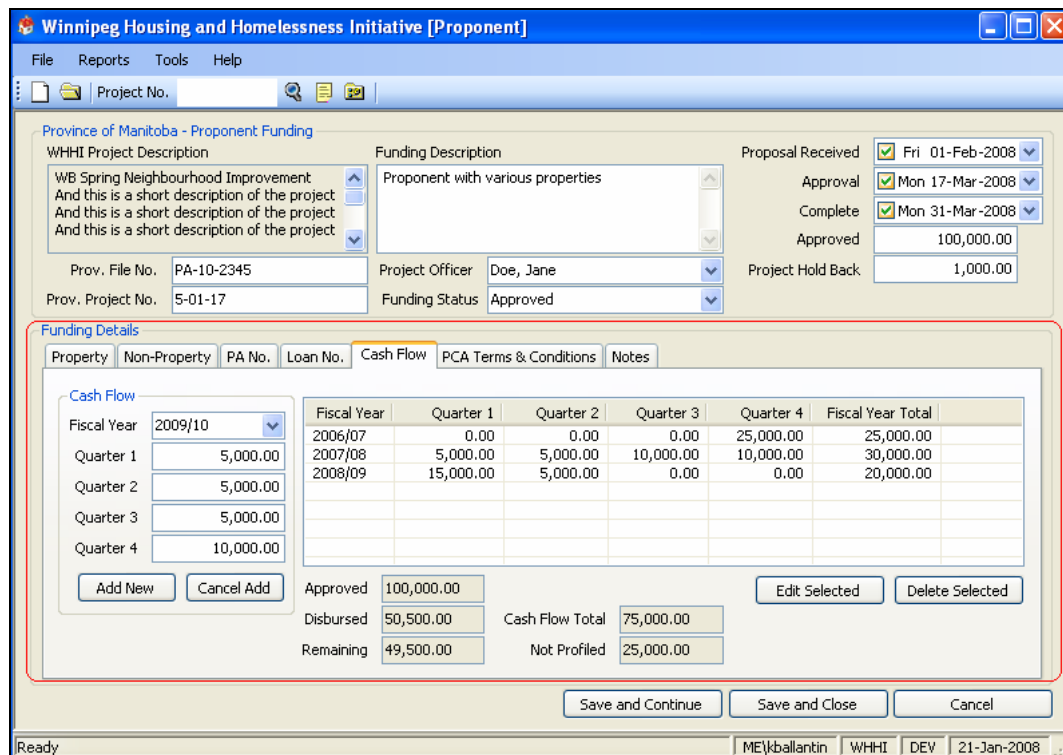


**Figure 50 – Province of Manitoba - Proponent Funding - Loan No.**

E12.11 Province of Manitoba – Proponent Funding – Cash Flow

- (a) The Cash Flow tab shall allow a provincial user to add, edit, and delete the cash flow projections for the current project funding. The cash flow information shall be user for provincial treasury reporting.
- (b)
- (c) The user shall select the fiscal year. The fiscal year control shall be preloaded with fiscal years identified as active in the system.
- (d)
- (e) The user shall enter the amounts for Quarter 1, 2, 3, and 4 of the selected fiscal year. The controls for Quarter 1, 2, 3, and 4 shall be restricted to money amount input.
- (f)
- (g) The user shall click the 'Add New' button to add the entered cash flow information to the project. The fiscal year and quarters 1, 2, 3, 4, shall be required before clicking 'Add New'.
- (h)
- (i) The user shall click the 'Cancel Add' button to reset the controls for fiscal year and quarters 1, 2, 3, and 4.
- (j)

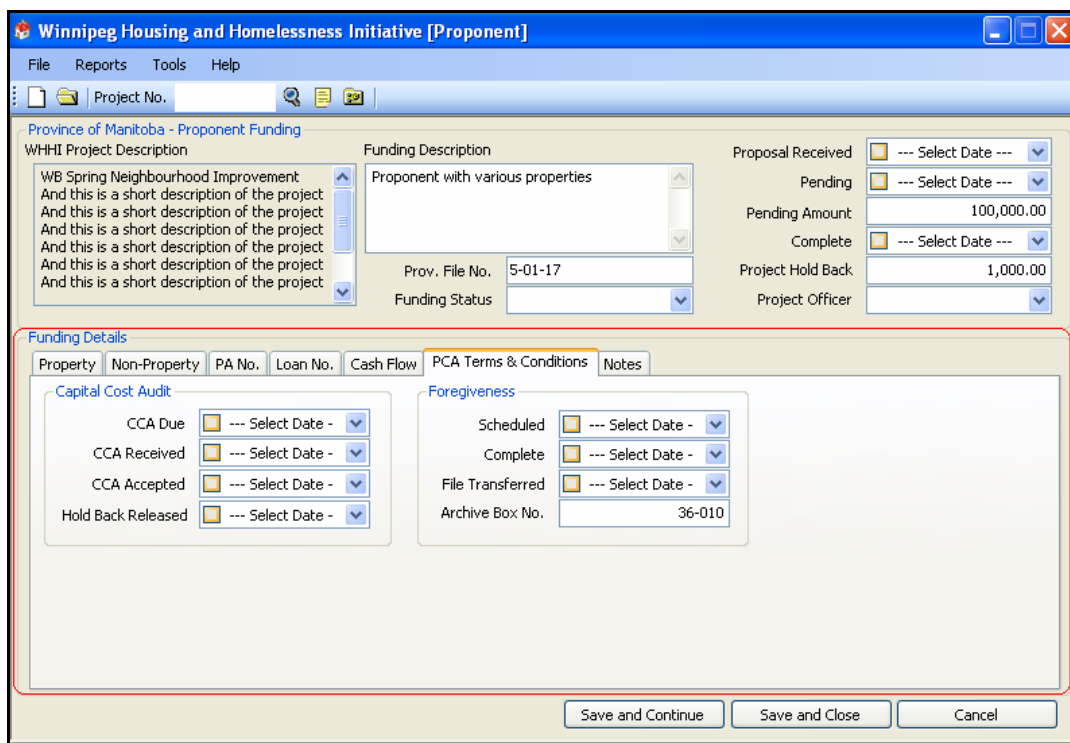
- (k) The list shall display all cash flow information added to this provincially funded project, including fiscal year and amounts for quarters 1, 2, 3, and 4. The fiscal year total shall be calculated by the system as the sum of quarters 1, 2, 3, 4.
- (l)
- (m) The user shall click on a single list item and then click the 'Edit Selected' button to edit the selected cash flow information. The details shall be edited in the same controls as where they were added, and the 'Add New' button shall change to 'Save Edit'.
- (n)
- (o) The user shall click on a single list item and then click the 'Delete Selected' button to delete the selected cash flow information.
- (p)
- (q) The fields for approved, disbursed, remaining, cash flow total, and not profiled shall be read-only and shall contain amounts as calculated from the current proponent funding data entered for this project.



**Figure 51 – Province of Manitoba – Proponent Funding, Cash Flow**

- E12.12 Province of Manitoba – Proponent Funding – PCA Terms & Conditions
- (a) The PCA Terms & Conditions tab shall allow a provincial user to enter information for tracking the PCA (Project Contribution Agreement) details.
  - (b)
  - (c) The user shall select a CCA (Capital Cost Audit) due date. The CCA due control shall be a checkbox to indicate use, and a calendar to select a date.
  - (d)
  - (e) The user shall select a CCA received date. The CCA received control shall be a checkbox to indicate use, and a calendar to select a date.
  - (f)

- (g) The user shall select a CCA accepted date. The CCA accepted control shall be a checkbox to indicate use, and a calendar to select a date.
- (h)
- (i) The user shall select a hold back released date. The hold back released control shall be a checkbox to indicate use, and a calendar to select a date.
- (j)
- (k) The user shall select a forgiveness scheduled date. The forgiveness scheduled control shall be a checkbox to indicate use, and a calendar to select a date.
- (l)
- (m) The user shall select a forgiveness complete date. The forgiveness complete control shall be a checkbox to indicate use, and a calendar to select a date.
- (n)
- (o) The user shall select a file transferred date. The file transferred control shall be a checkbox to indicate use, and a calendar to select a date.
- (p)
- (q) The user shall enter an archive box number. The archive box number control shall accept free-text input.



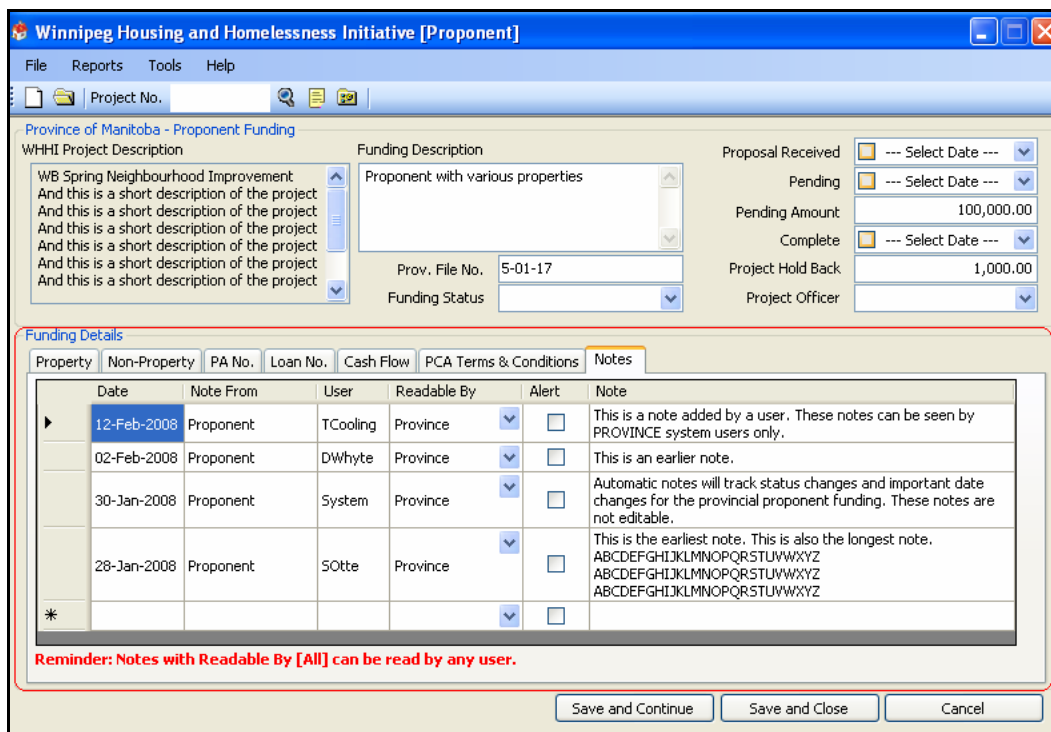
**Figure 52 – Province of Manitoba – Proponent Funding , PCA Terms & Conditions**

E12.13 Province of Manitoba – Proponent Funding – Notes

- (a)
- (b) The Notes tab shall allow provincial users to add and edit notes associated with the current project.
- (c)
- (d) The notes shall include the date the note was created.
- (e)



- (f) The notes shall include the name of the screen on which they were created.
- (g)
- (h) The notes shall include the name of the user who created the note. In the case of a note created by the system itself, the user name shall say 'System'.
- (i)
- (j) The notes shall include the readable permission level. The choices for a provincial user shall be 'province' (only provincial users viewing the current project) or 'all' (any user that is viewing the current project).
- (k)
- (l) The notes shall include an alert check box. A note marked as an alert shall be displayed when a project is displayed. If a note is marked as an alert, the note shall be displayed to the permitted users the when the project is opened.
- (m)
- (n) The notes shall include a free-text area with line breaks. The user shall be able to modify existing note text only if the user is the same department as the note creator. For example, only provincial users can edit provincial notes. No one can edit system notes.
- (o)
- (p) System notes shall be added to track changes to some of the data during the course of a project. The provincial proponent funding screen shall have system notes added for changes to: funding status, pending date and complete date.



**Figure 53 – Province of Manitoba - Proponent Funding - Notes**

**E13. RRAP FUNDING**

- (a) The system shall display this screen when the user creates a new RRAP funding or selects an existing RRAP funding. When the user creates a new RRAP funding, the RRAP screen shall be displayed with the default values displayed in the controls. When the user selects

an existing RRAP funding, the RRAP screen shall be displayed with the specific RRAP funding details.

- (b) The WHHI project description shall be displayed in the RRAP screen. The description entered by the user in the project screen shall be displayed in the RRAP screen. The user shall not be able to modify the project description.
- (c) The user shall enter/modify a funding description. The user shall have the ability to enter or modify the information in the funding description control.
- (d) The user shall select a funding status. The funding status control shall be preloaded with all the funding statuses identified as active for the user to select. The funding status shall be required for the funding to be saved.
- (e) The user shall enter/modify a RRAP file number. The user shall have the ability to enter or modify the information in the RRAP file number control.
- (f) The user shall select the approval date. The approval date control shall be a checkbox to indicate use, and a calendar to select a date.
- (g) The user shall enter the average amount. The average amount control shall accept only money amount input.
- (h) The user shall enter the estimated amount of the funding. The estimated control shall accept only money amount input.
- (i) The user shall enter the actual amount of the funding. The actual control shall accept only money amount input.

**Figure 54 – RRAP Funding**

### E13.2 RRAP Funding – Property

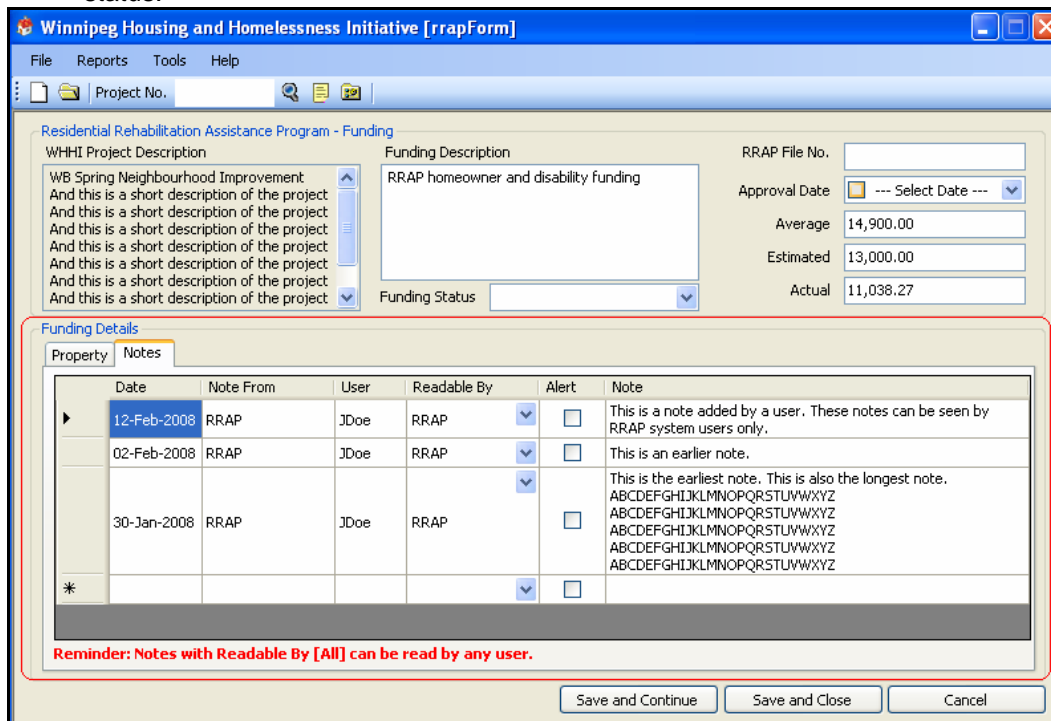
- (a) The user shall select one or more properties that are to be funded by RRAP. The property control shall be preloaded with all the properties added to the current WHHI project. (If more than one property is selected then each property shall be added to the list with the same units, beds, program, fiscal year, committed amount, and expended amount as entered in the fields below the property control.)

- (b) A property, program, and fiscal year combination shall only be selected once. A property may be listed more than once in the properties list but shall receive funding only once per program and fiscal year. A property may be listed more than once if the program and fiscal year are different.
- (c) The user shall enter the number of funded units. The units control shall accept only numeric input.
- (d) The user shall enter the number of funded beds. The beds control shall accept only numeric input.
- (e) The user shall select a program. The program control shall be preloaded with all the programs identified as active for the user to select.
- (f) The user shall select a fiscal year. The fiscal year control shall be preloaded with all the fiscal years identified as active for the user to select.
- (g) The user shall enter the committed amount. The committed control shall accept only money amount input.
- (h) The user shall enter the expended amount. The expended control shall accept only money amount input.
- (i) The user shall click the 'Add New' button to add the entered property and funding information to the project. The property and funding information shall not be added if there already exists in the list an entry with the same property address, program, and fiscal year. At least one property and units, beds, program, fiscal year, committed, and expended shall be required before clicking 'Add New'.
- (j) The user shall click the 'Cancel Add' button to reset the controls for property, units, beds, program, fiscal year, committed, and expended.
- (k) The list shall display all RRAP funded properties added to the project, along with the units, beds, program, fiscal year, committed amount and expended amount.
- (l) The user shall click on a single list item and then click the 'Edit Selected' button to edit the selected property details. The details shall be edited in the same controls as where they were added, and the 'Add New' button shall change to 'Save Edit'.
- (m) The user shall click on a single list item and then click the 'Delete Selected' button to delete the selected property and funding details.

**Figure 55 - RRAP Funding - Property**

**E13.3 RRAP Funding - Notes**

- (a) The user shall have the ability to enter/modify notes. The notes shall be identified by where they were initially created (funding source screen). A note readable by 'All' shall be readable by City, Province, Federal, RRAP and CMHC users. A note specific to City, Province, Federal, RRAP or CMHC shall only be readable by those users.
- (b) For example: if a city user created a note and it was identified as readable by city users only, provincial, federal, RRAP or CMHC would be unaware the note exists unless it was changed to readable by all.
- (c) A note marked as an alert shall be displayed when a project is displayed. If a note is marked as an alert, a message shall be displayed to the user displaying the alert (or alerts) when the project is viewed.
- (d) System notes shall be added to track changes to some of the data during the course of a project. The RRAP funding screen shall have system notes added for changes to: funding status.

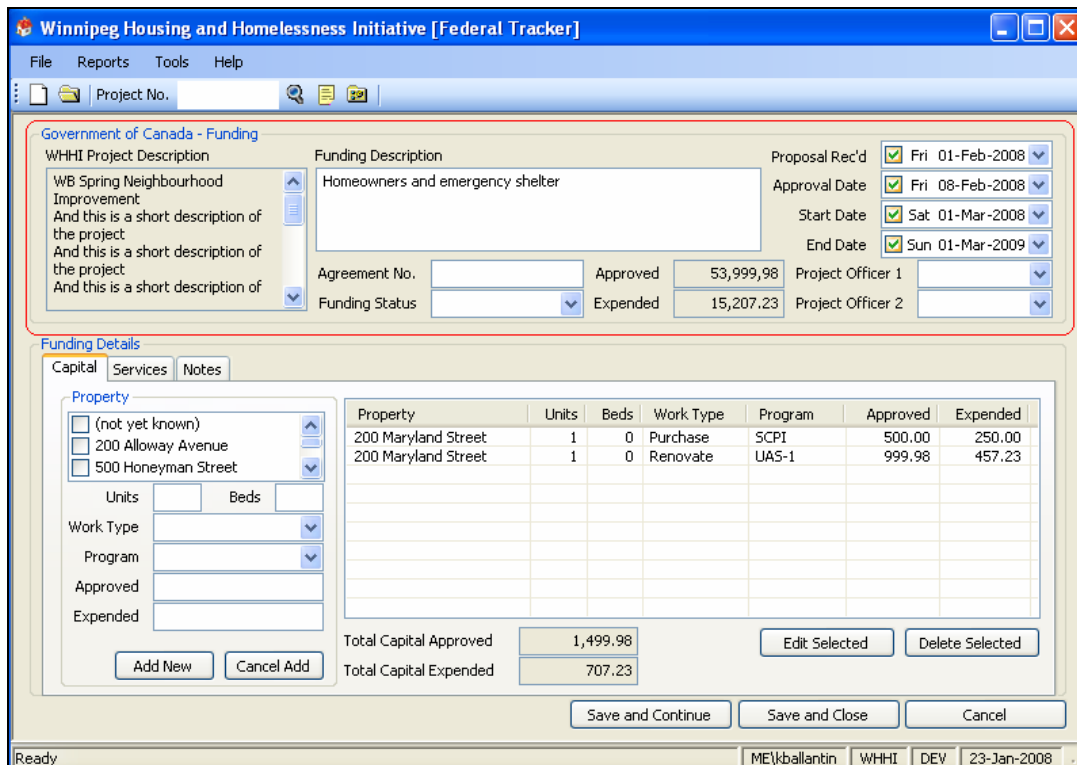


**Figure 56 - Province RRAP Funding - Notes**

**E14. SERVICE CANADA**

- (a) The system shall display this screen when the user creates a new Service Canada funding or selects an existing Service Canada funding. When the user creates a new Service Canada funding, the Service Canada screen shall be displayed with the default values displayed in the controls. When the user selects an existing Service Canada funding, the Service Canada screen shall be displayed with the specific Service Canada funding details.

- (b) The WHHI project description shall be displayed in the Service Canada screen. The description entered by the user in the project screen shall be displayed in the Service Canada screen. The user shall not be able to modify the project description.
- (c) The user shall enter/modify a funding description. The user shall have the ability to enter or modify the information in the funding description control.
- (d) The user shall enter/modify an agreement number. The user shall have the ability to enter or modify the information in the agreement number control.
- (e) The user shall select a funding status. The funding status control shall be preloaded with all the funding statuses identified as active for the user to select.
- (f) The system shall calculate the approved amount. The system shall calculate the approved amount by totalling all the capital and services approved amounts. The user shall not be able to change the approved amount.
- (g) The system shall calculate the expended amount. The system shall calculate the expended amount by totalling all the capital and services expended amounts. The user shall not be able to change the expended amount.
- (h) The user shall select a proposal received date. The user shall select a date a proposal was received from the proponent.
- (i) The user shall select an approved date. The user shall select a date a funding was approved.
- (j) The user shall select a start date. The user shall select a date the proponent started to receive funding.
- (k) The user shall select an end date. The user shall select the date the project is completed.
- (l) The user shall select a project officer 1. The user shall select a program officer that shall be performing the project negotiations.
- (m) The user shall select a project officer 2. The user shall select a program officer that shall be managing the project.



**Figure 57 – Service Canada - Funding**

## E14.2 Service Canada – Capital

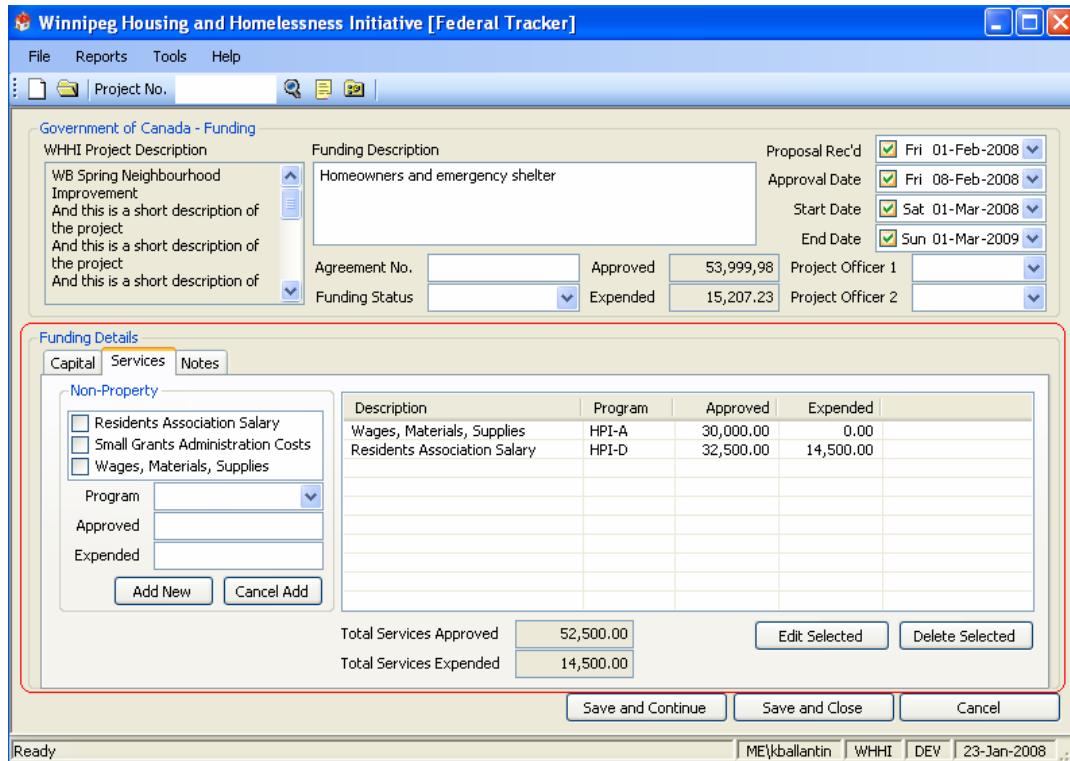
- (a) The system shall display the properties selected in the project screen. The properties selected by the user in the project screen shall be displayed in the properties list.
- (b) A property and program shall only be selected once. A property may be listed more than once in the properties list but shall only receive funding from one program. A property may be listed more than once if the programs are different.
- (c) The user shall enter the number of funded units. The units control shall accept only numeric input.
- (d) The user shall enter the number of funded beds. The beds control shall accept only numeric input.
- (e) The user shall select a work type. The work type control shall be preloaded with all the types identified as active for the user to select.
- (f) The user shall select a program. The program control shall be preloaded with all the programs identified as active for the current screen in the system.
- (g) The user shall enter the approved amount. The approved control shall accept only money amount input.
- (h) The user shall enter the expended amount. The expended control shall accept only money amount input.
- (i) The user shall click the 'Add New' button to add the entered capital funding information to the project. The capital funding information shall not be added if there already exists in the list an entry with the same property, program, and work type.
- (j) The user shall click the 'Cancel Add' button to reset the controls for property, units, beds, work type, program, approved, and expended.
- (k) The list shall display all capital funding added to the project, including the property, units, beds, work type, program, approved amount, and expended amount.
- (l) The user shall click on a single list item and then click the 'Edit' button to edit the selected capital funding details. The details shall be edited in the same controls as where they were added, and the 'Add New' button shall change to 'Save Edit'.
- (m) The user shall click on a single list item and then click the 'Delete' button to delete the selected capital funding details.
- (n) The fields for total capital approved and total capital expended shall be read-only and shall contain amounts as calculated from the current capital funding data entered for this project.

**Figure 58 - Service Canada - Capital**

E14.3 Service Canada – Services

- (a) The services tab shall allow a federal user to add services funding to the current project.
- (b) The user shall select one or more non-property services that are to be funded by the federal government. The non-property control shall be preloaded with all the non-property services added to the current WHHI project. (If more than one non-property service is selected then each non-property service shall be added to the list with the same program, approved amount, and expended amount as entered in the fields below the non-property control.)
- (c) The user shall select a program. The program control shall be preloaded with all the programs identified as active for this screen in the system.
- (d) The user shall enter the approved amount. The approved control shall accept only money amount input.
- (e) The user shall enter the expended amount. The expended control shall accept only money amount input.
- (f) The user shall click the 'Add New' button to add the entered services funding information to the project. There shall be at least one non-property service selected, and the program, approved amount, and expended amount entered before clicking 'Add New'. The services funding information shall not be added if there already exists in the list an entry with the same non-property service and program.
- (g) The user shall click the 'Cancel Add' button to reset the controls for non-property, program, approved, and expended.
- (h) The list shall display all services funding added to the project, including the non-property service description, program, approved amount, and expended amount.
- (i) The user shall click on a single list item and then click the 'Edit' button to edit the selected services funding details. The details shall be edited in the same controls as where they were added, and the 'Add New' button shall change to 'Save Edit'.

- (j) The user shall click on a single list item and then click the 'Delete' button to delete the selected services funding details.
- (k) The fields for total services approved and total services expended shall be read-only and shall contain amounts as calculated from the current services funding data entered for this project.

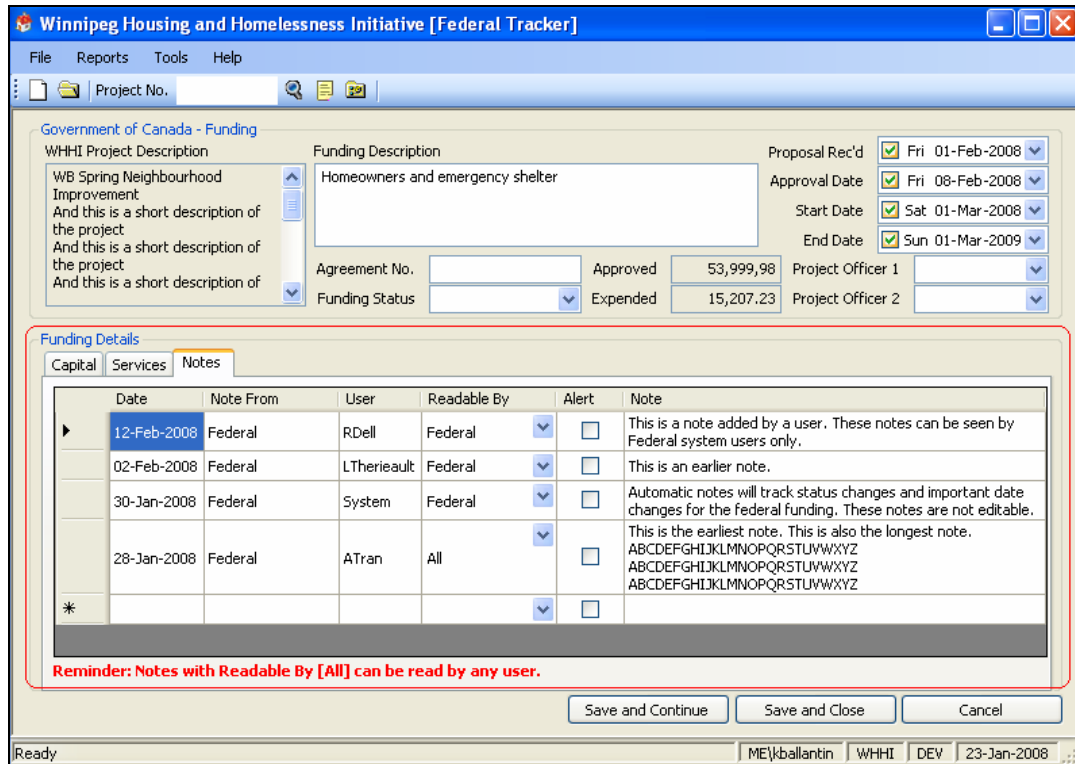


**Figure 59 - Service Canada - Services**

#### E14.4 Service Canada – Notes

- (a) The user shall have the ability to enter/modify notes. The notes shall be identified by where they were initially created (funding source screen). A note readable by 'All' shall be readable by City, Province, Federal, RRAP and CMHC users. A note specific to City, Province, Federal, RRAP or CMHC shall only be readable by those users.
- (b) For example: if a city user created a note and it was identified as readable by city users only, provincial, federal, RRAP or CMHC would be unaware the note exists unless it was changed to readable by all.
- (c) A note marked as an alert shall be displayed when a project is displayed. If a note is marked as an alert, a message shall be displayed to the user displaying the alert (or alerts) when the project is viewed.
- (d) System notes shall be added to track changes to some of the data during the course of a project. The Service Canada funding screen shall have system notes added for changes to: funding status, approval date, start date, end date, project officer, and approved amount. (Note for tracking approved amount, only the date that the user made the change shall be captured. The user shall manually enter a note with the new project approval date, if desired.)

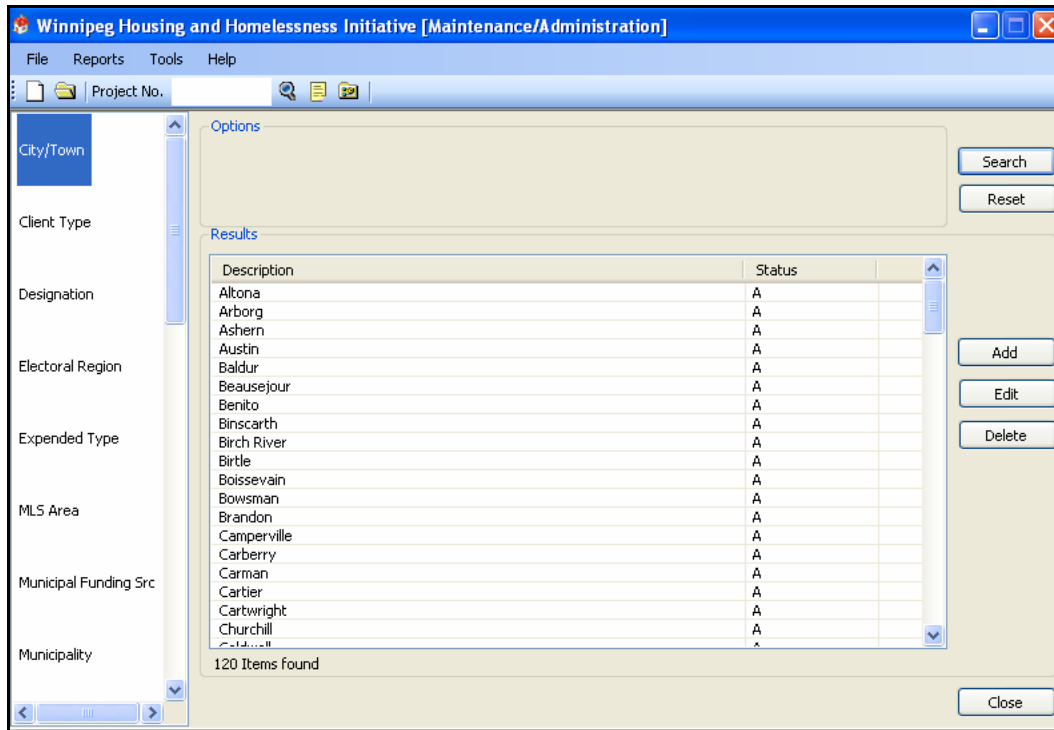




**Figure 60 - Service Canada - Notes**

**E14.5 Maintenance/Administration**

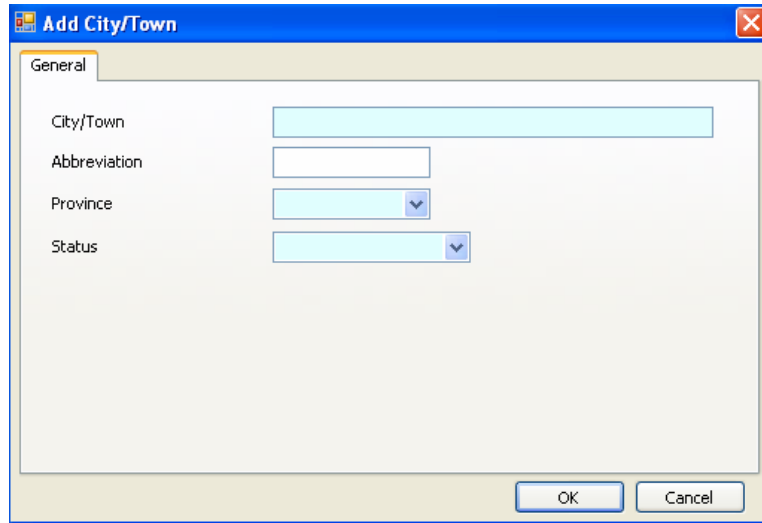
- (a) The system shall display this screen when the user opens the maintenance/administration screen.
- (b) Only administrators shall be able to view this screen. Users with the administrator option selected shall be able to view this screen.
- (c) Administrators shall select a maintenance option from the list at the left. Each selection shall display the full list of results, with no options for searching or filtering.
- (d) From this page Administrators shall be able to add new maintenance entries, edit existing maintenance entries, and deleted unreferenced maintenance entries.



**Figure 61 – Configuration Screen**

**E14.6 City/Town**

- (a) The system shall display this screen when the user creates a new city/town or selects to edit an existing city/town.
- (b) The user shall enter a name for the city/town. The city/town must be entered before the maintenance screen can be saved.
- (c) The user shall optionally enter an abbreviation for the city/town.
- (d) The user shall select a province for the city/town. A province must be selected before the city/town is saved.
- (e) The user shall select the status. The status control shall be preloaded with status identified as active in the system. The status must be selected before the maintenance screen can be saved.



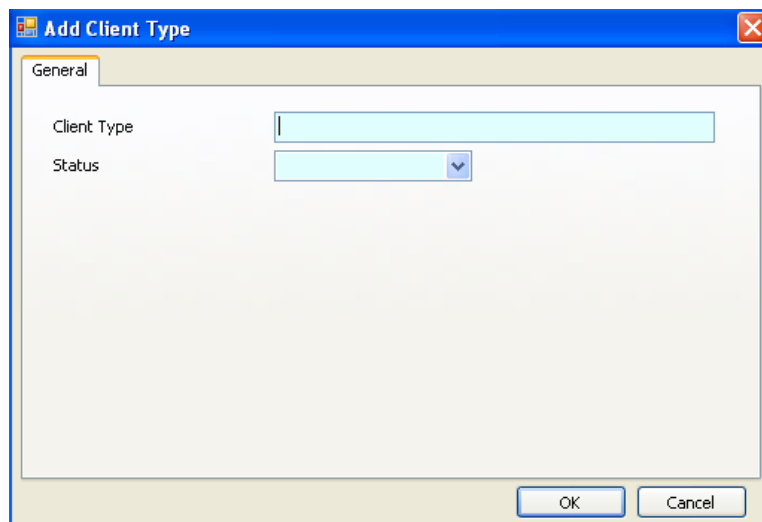
**Figure 62 – City/Town Screen**

The following values shall be preloaded into the WHHI system:

Value	Description
All known	Too many to list

#### E14.7 Client Type

- (a) The system shall display this screen when the user creates a new client type or selects to edit an existing client type.
- (b) The user shall enter a description for the client type. The client type must be entered before the maintenance screen can be saved.
- (c) The user shall select the status. The status control shall be preloaded with status identified as active in the system. The status must be selected before the maintenance screen can be saved.



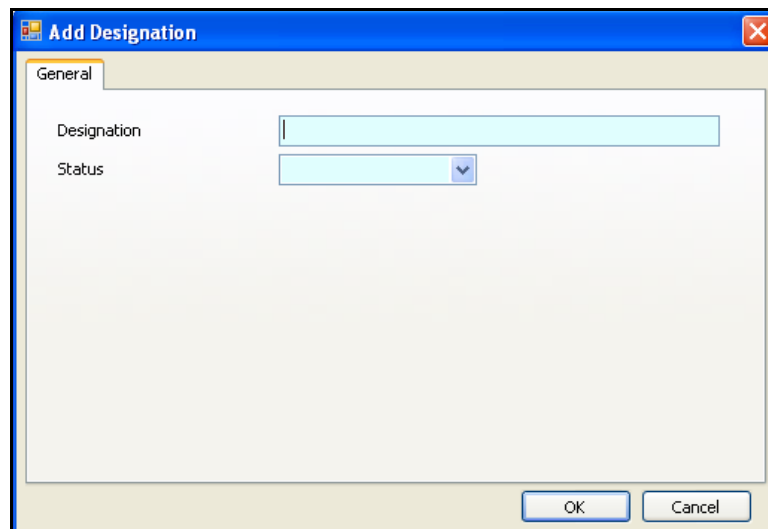
**Figure 63 - Client Type Screen**

The following values shall be preloaded into the WHHI system:

Value	Description
Multi-Family	
Single-Family	

E14.8 Designation

- (a) The system shall display this screen when the user creates a designation selects to edit an existing designation.
- (b) The user shall enter a description for the designation. The designation must be entered before the maintenance screen can be saved.
- (c) The user shall select the status. The status control shall be preloaded with status identified as active in the system. The status must be selected before the maintenance screen can be saved.



**Figure 64 - Designation Screen**

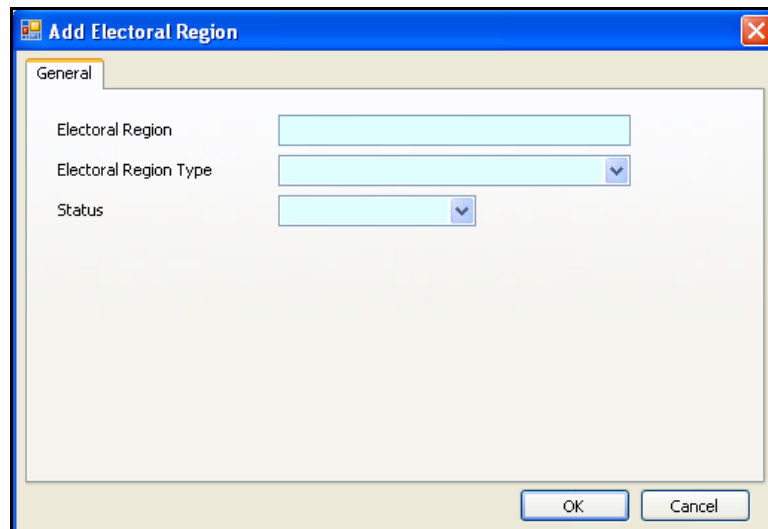
The following values shall be preloaded into the WHHI system:

Value	Description
Major Improvement Area	
Rehabilitation Area	
Conservation Area	
Emerging Area	

E14.9 Electoral Region

- (a) The system shall display this screen when the user creates a new electoral region or selects to edit an existing electoral region.

- (b) The user shall enter an electoral region name. The electoral region must be entered before the maintenance screen can be saved.
- (c) The user shall select an electoral region type. The electoral region type shall be preloaded with 'City Ward', 'Provincial Constituency', and 'Federal Riding'. The electoral region type shall be required before the electoral region is saved.
- (d) The user shall select the status. The status control shall be preloaded with status identified as active in the system. The status must be selected before the maintenance screen can be saved.
- (e)



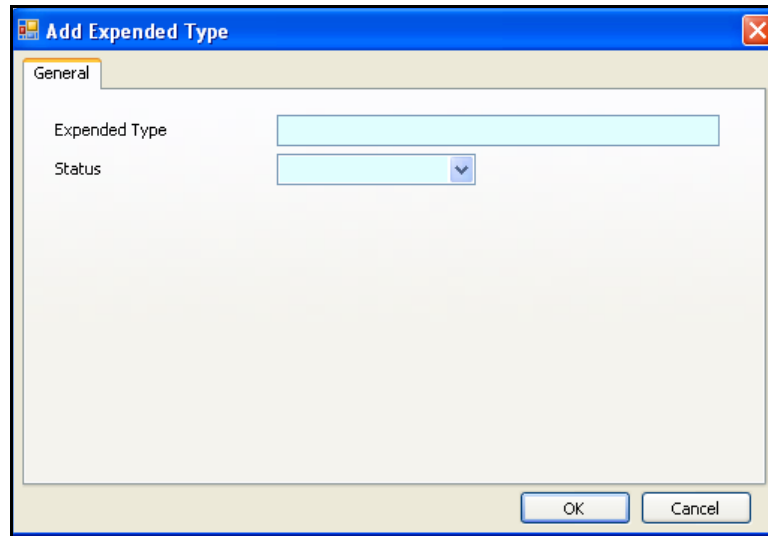
**Figure 65 – Electoral Region Screen**

The following values shall be preloaded into the WHHI system:

<b>Value</b>	<b>Description</b>
All known	Too many to list

#### E14.10 Expended Type

- (a) The system shall display this screen when the user creates a new expended type or selects to edit an existing expended type.
- (b) The user shall enter a description for the expended type. The expended type must be entered before the maintenance screen can be saved.
- (c) The user shall select the status. The status control shall be preloaded with status identified as active in the system. The status must be selected before the maintenance screen can be saved.



**Figure 66 - Expended Type Screen**

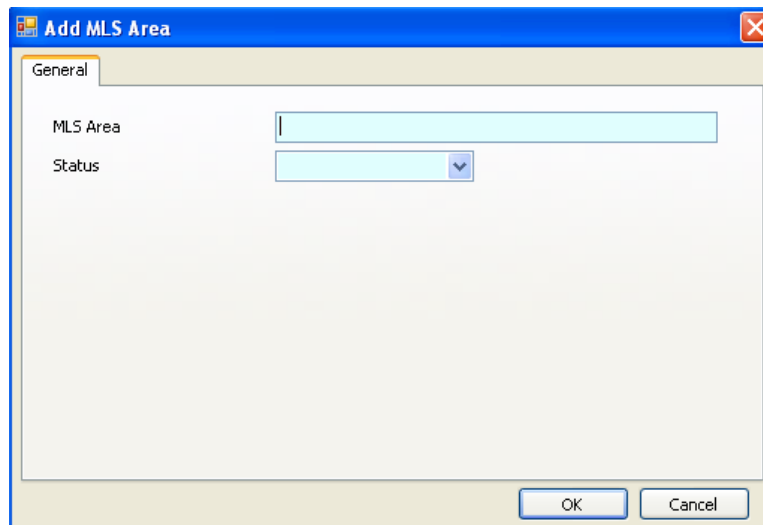
The following values shall be preloaded into the WHHI system:

Value	Description
Acquisition	City (Investment Reserve)
Building	City (Investment Reserve)
Construction	City (Investment Reserve)
Insurance	City (Investment Reserve)
Landscaping	City (Investment Reserve)
Legal	City (Investment Reserve)
Marketing	City (Investment Reserve)
Pre-Development	City (Investment Reserve)
Property Purchase	City (Investment Reserve)
Salary	City (Investment Reserve)
Taxes	City (Investment Reserve)
Utilities	City (Investment Reserve)
Administration	City (Grants/Credits)
Tax Credit	City (Grants/Credits)
Tax Grant	City (Grants/Credits)

**E14.11 MLS Area**

- (a) The system shall display this screen when the user creates a new MLS area or selects to edit an existing MLS area.
- (b) The user shall enter a description for the MLS area. The MLS area must be entered before the maintenance screen can be saved.

- (c) The user shall select the status. The status control shall be preloaded with status identified as active in the system. The status must be selected before the maintenance screen can be saved.



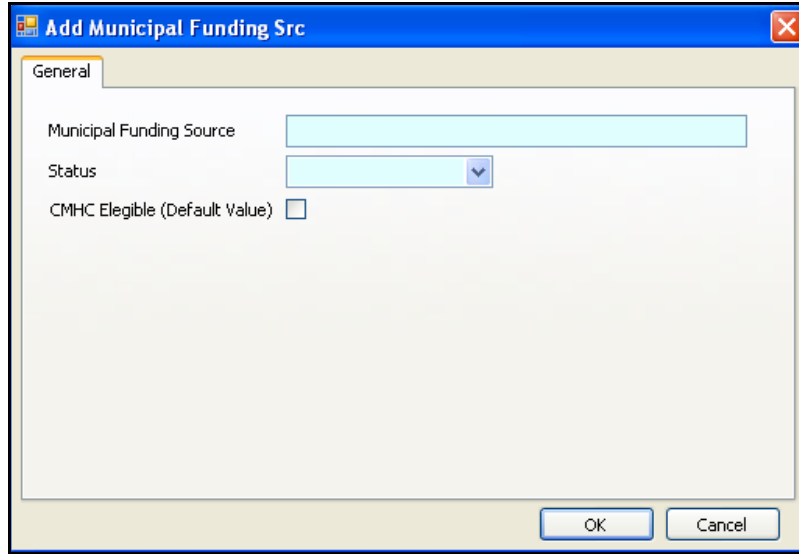
**Figure 67 – MLS Area Screen**

The following values shall be preloaded into the WHHI system:

<b>Value</b>	<b>Description</b>
All known	Too many to list

#### E14.12 Municipal Funding Source

- (a) The system shall display this screen when the user creates a new municipal funding source or selects to edit an existing municipal funding source.
- (b) The municipal funding source shall be used to record municipal funding outside of the WHHI.
- (c) The user shall enter a description for the municipal funding source. The municipal funding source must be entered before the maintenance screen can be saved.
- (d) The user shall select the status. The status control shall be preloaded with status identified as active in the system. The status must be selected before the maintenance screen can be saved.
- (e) The user shall check the CMHC Eligible checkbox if this type of funding should be CMHC eligible by default.



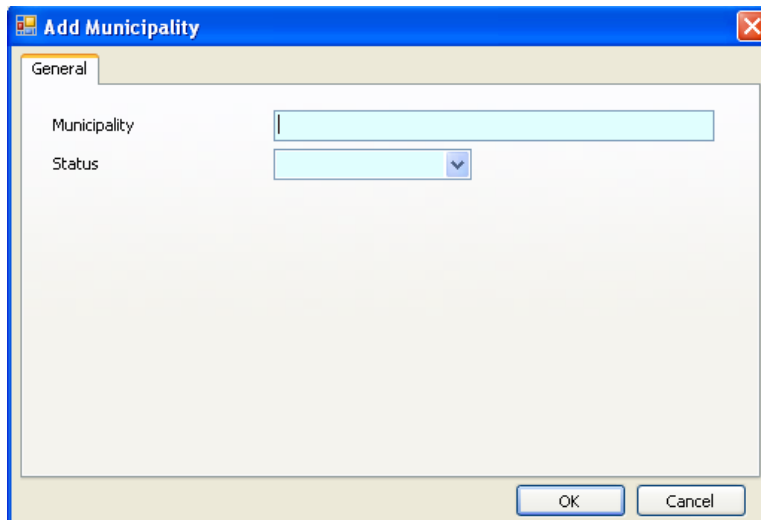
**Figure 68 – Municipal Funding Source Screen**

The following values shall be preloaded into the WHHI system:

Value	Description
To be determined	

**E14.13 Municipality**

- (a) The system shall display this screen when the user creates a new municipality or selects to edit an existing municipality.
- (b) The user shall enter a description for the municipality. The municipality must be entered before the maintenance screen can be saved.
- (c) The user shall select the status. The status control shall be preloaded with status identified as active in the system. The status must be selected before the maintenance screen can be saved.



**Figure 69 – Municipality Screen**

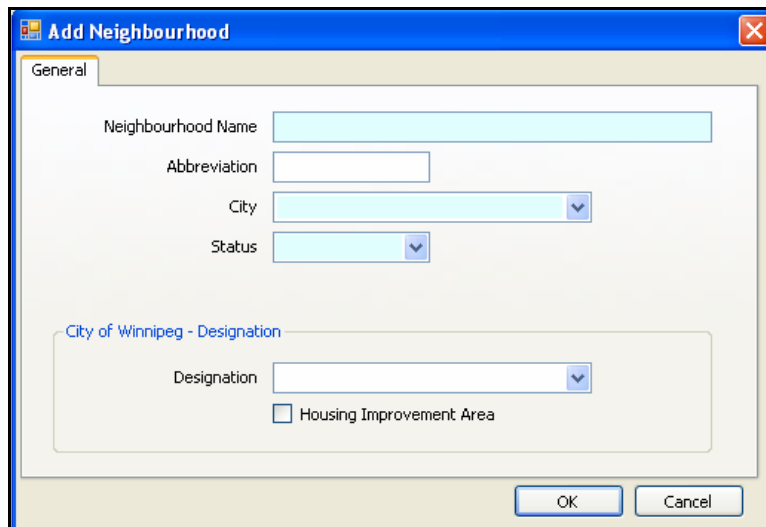


The following values shall be preloaded into the WHHI system:

Value	Description
All known	Too many to list

E14.14 Neighbourhood

- (a) The system shall display this screen when the user creates a new neighbourhood or selects to edit an existing neighbourhood.
- (b) The user shall enter a description for the neighbourhood. The neighbourhood shall be entered before the maintenance screen can be saved.
- (c) The user shall optionally enter a neighbourhood abbreviation.
- (d) The user shall select a city. The city control shall be preloaded with all city/towns marked as active in the system. The city shall be selected before the neighbourhood can be saved.
- (e) The user shall select the status. The status control shall be preloaded with status identified as active in the system. The status shall be selected before the maintenance screen can be saved.
- (f) The user shall select the designation. The designation control shall be preloaded with designations identified as active in the system. A designation must be selected before the maintenance screen can be saved.
- (g) The user shall select the housing improvement area. If the neighbourhood is designated as a housing improvement area the checkbox control shall be checked.



**Figure 70 - Neighbourhood Screen**

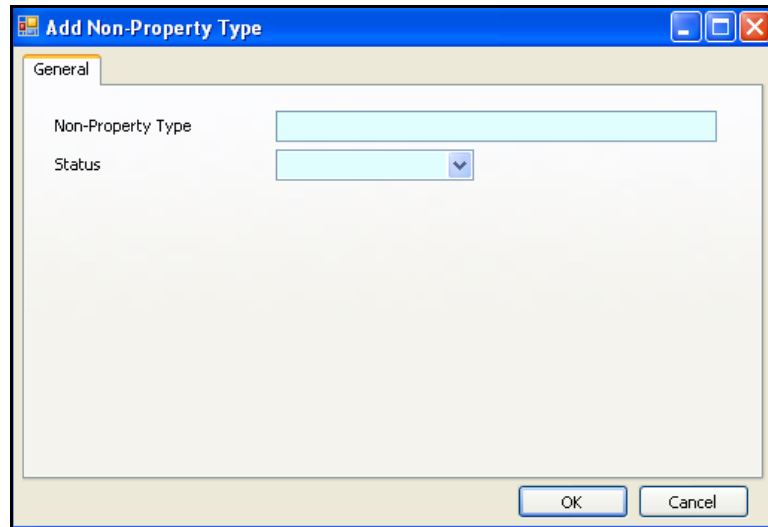
The following values shall be preloaded into the WHHI system:

Value	Description
All known	Too many to list

E14.15 Non-Property Type

- (a) The system shall display this screen when the user creates a new non-property type or selects to edit an existing non-property type.

- (b) The user shall enter a description for the non-property type. The non-property type must be entered before the maintenance screen can be saved.
- (c) The user shall select the status. The status control shall be preloaded with status identified as active in the system. The status must be selected before the maintenance screen can be saved.



**Figure 71 – Non-Property Type Screen**

The following values shall be preloaded into the WHHI system:

Value	Description
Staff Wages	
Professional Fees	
Travel	
Audit Costs	
Other Activity Related Project Costs	
Other Direct Project Costs	
Organizational Infrastructure Costs	

**E14.16 Other Funding Source**

- (a) The system shall display this screen when the user creates an 'other funding' source or selects to edit an existing other funding source.
- (b) The user shall enter a description for the 'other funding' source. The 'other funding' source must be entered before the maintenance screen can be saved.
- (c) The user shall select the status. The status control shall be preloaded with status identified as active in the system. The status must be selected before the maintenance screen can be saved.
- (d) The user shall check the CMHC Eligible checkbox if this type of funding should be CMHC eligible by default.

**Figure 72 - Other Funding Source Screen**

The following values shall be preloaded into the WHHI system:

Value	Description
Equity	
Lender	
Mortgage	
Private Donor	

**E14.17 Program**

- (a) The system shall display this screen when the user selects to edit an existing program. The user shall not be able to add a new program due to reporting constraints.
- (b) The user shall not be able to modify the program name.
- (c) The user shall not be able to modify the abbreviation.
- (d) The user shall not be able to modify the report group.
- (e) The user shall be able to modify the status. The status control shall be preloaded with statuses identified as active in the system. The status must be selected before the maintenance screen can be saved.
- (f) The user shall be able to modify the funding type. The funding type of capital, non-capital or both shall be selected. A funding type must be selected before the maintenance screen can be saved.
- (g) The user shall be able to modify the screens. The screens shall indicate on which system screens the program shall be available to be selected.

**Figure 73 - Program Screen**

The following values shall be preloaded into the WHHI system:

Value	Description
All Known	Too many to list

**E14.18 Property Type**

- (a) The system shall display this screen when the user creates a new property type or selects to edit an existing property type.
- (b) The user shall enter a description for the property type. The property type must be entered before the maintenance screen can be saved.
- (c) The user shall select the status. The status control shall be preloaded with status identified as active in the system. The status must be selected before the maintenance screen can be saved.

**Figure 74 - Property Type Screen**

The following values shall be preloaded into the WHHI system:

Value	Description
-------	-------------

City Demolished Bldg.	City
Derelict Bldg.	City
Vacant Lot	City
Condominium Unit	
Duplex Unit	
Emergency Shelter	
Multi-Family	
Single Family	

E14.19 Proponent

- (a) The system shall display this screen when the user creates a new proponent or selects to edit an existing proponent.
- (b) The user shall enter a description for the proponent name. The proponent name must be entered before the maintenance screen can be saved.
- (c) The user shall enter a description for the abbreviation. The abbreviation shall accept free-text input.
- (d) The user shall enter the street number. The street number shall accept free-text input.
- (e) The user shall enter the unit number. The unit number shall accept free-text input.
- (f) The user shall enter the street name. The street name shall accept free-text input.
- (g) The user shall select the street type for the proponent address. The street type control shall be preloaded with all street types marked as active in the system.
- (h) The user shall select a street direction. The street direction control shall be preloaded with 'N', 'S', 'E', 'W', 'NE', 'NW', 'SE', 'SW'.
- (i) The user shall select a city. The city control shall be preloaded with all city/towns in the system marked as active. The proponent shall not be saved without a city selected.
- (j) The user shall select a province. The province control shall be preloaded with 'AB', 'BC', 'MB', 'NB', 'NL', 'NS', 'NT', 'NU', 'ON', 'PE', 'QC', 'SK', 'YT'. The proponent shall not be saved without a province selected.
- (k) The user shall enter a postal code. The postal code control shall be restricted to postal code input.
- (l) The user shall enter a phone number. The phone number control shall accept free-text input.
- (m) The user shall enter a fax number. The fax number control shall accept free-text input.
- (n) The user shall enter a description for the provincial id number. The provincial id number shall accept integer input only.
- (o) The user shall select the status. The status control shall be preloaded with status identified as active in the system. The status must be selected before the maintenance screen can be saved.
- (p)

The screenshot shows a Windows-style dialog box titled "Add Proponent". It has four tabs: "General", "Proponent Type", "Contact Info", and "Notes". The "General" tab is selected. The form contains the following fields:

- Proponent Name: Text input field.
- Abbreviation: Text input field.
- Street No.: Text input field, followed by "Unit" and another text input field.
- Street Name: Text input field.
- Street Type: Dropdown menu.
- Street Direction: Dropdown menu.
- City/Town: Dropdown menu.
- Prov: Dropdown menu.
- Postal Code: Text input field.
- Phone: Text input field.
- Fax: Text input field.
- Prov. Id. No.: Text input field with "0" pre-filled.
- Status: Dropdown menu.

At the bottom right, there are "OK" and "Cancel" buttons.

**Figure 75 – Proponent, General Screen**

- (q) The user shall select a proponent type. One or more proponent types shall be selected define type of proponent. One or more proponent types must be selected before the maintenance screen can be saved.

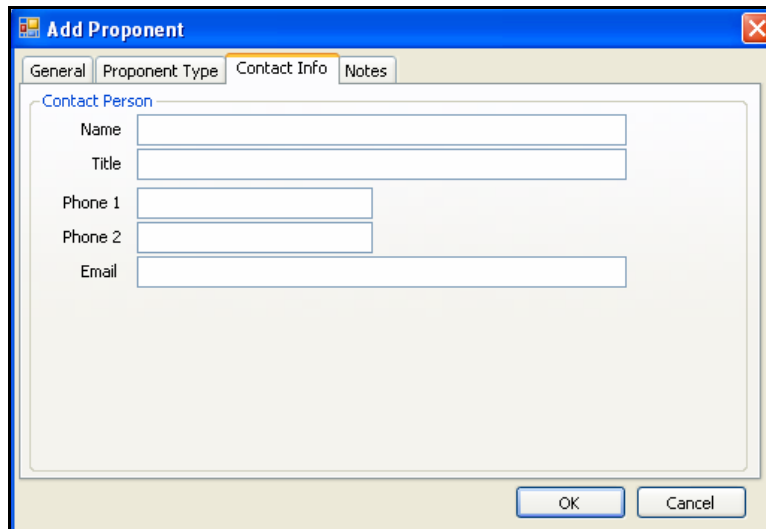
The screenshot shows the same "Add Proponent" dialog box, but with the "Proponent Type" tab selected. The "General" tab is now disabled. The main area is titled "Proponent Type" and contains a table with a "Description" column and an empty second column. The table has five rows, each with a checkbox:

Description	
<input type="checkbox"/> Aboriginal	
<input type="checkbox"/> Charity	
<input type="checkbox"/> Co-operative	
<input type="checkbox"/> Non-Profit Corporation	
<input type="checkbox"/> Private Entrepreneur	

At the bottom right, there are "OK" and "Cancel" buttons.

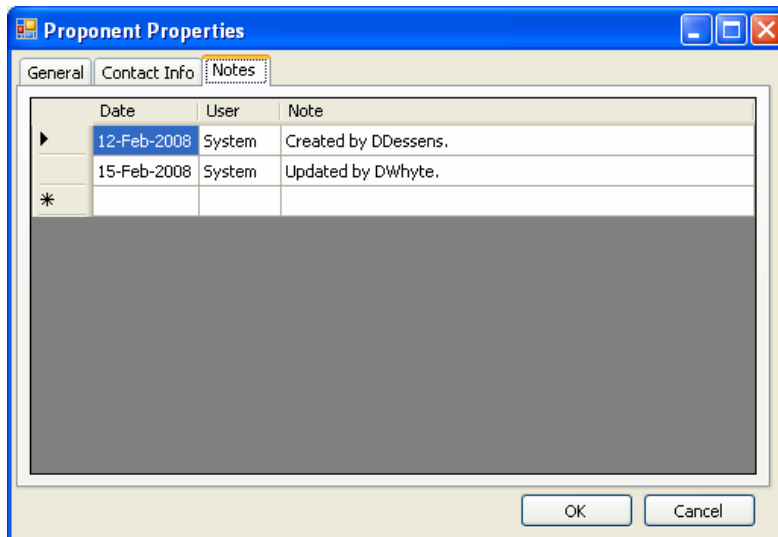
**Figure 76 – Proponent, Proponent Type Screen**

- (r) The user shall enter contact information for the proponent.
- (s) The user shall enter a name. The name control shall accept free-text input.
- (t) The user shall enter a title for the proponent contact. The title control shall accept free-text input.
- (u) The user shall enter a phone number for phone 1. Phone 1 shall accept free-text input.
- (v) The user shall enter a second phone number. Phone 2 shall accept free-text input.
- (w) The user shall enter the email address. The email control shall accept only a valid email format.



**Figure 77 – Proponent, Contact Info Screen**

- (x) The user shall enter notes associated with a proponent. The user shall have the ability to add/edit or modify notes associated with a proponent



**Figure 78 - Proponent Notes**

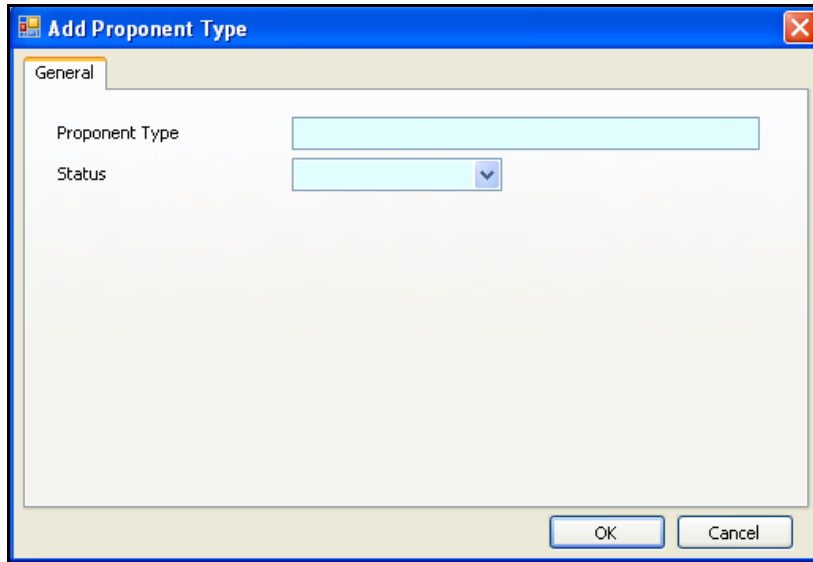
The following values shall be preloaded into the WHHI system:

Value	Description
All Known	Too many to list

**E14.20 Proponent Type**

- (a) The system shall display this screen when the user creates a new proponent type or selects to edit an existing proponent type.
- (b) The user shall enter a description for the proponent type. The proponent type must be entered before the maintenance screen can be saved.

- (c) The user shall select the status. The status control shall be preloaded with status identified as active in the system. The status must be selected before the maintenance screen can be saved.
- (d)



**Figure 79 – Proponent Type Screen**

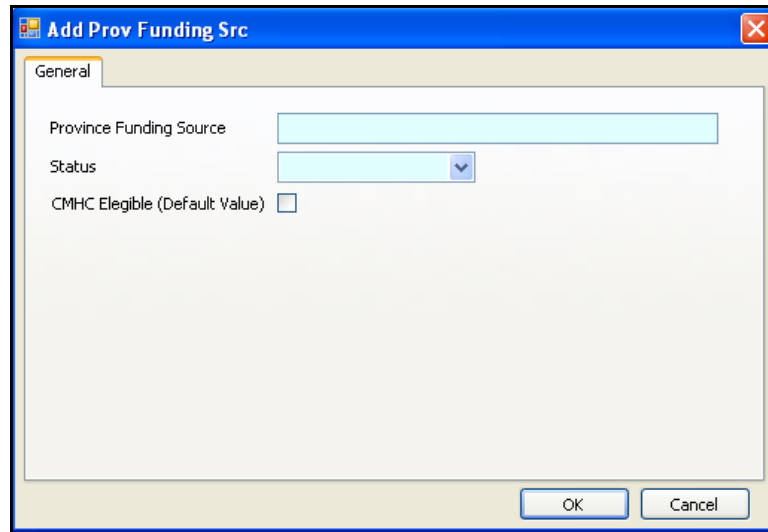
The following values shall be preloaded into the WHHI system:

Value	Description
Aboriginal	
Charity	
Co-operative	
Non-Profit Corporation	
Private Entrepreneur	

**E14.21 Provincial Funding Source**

- (a) The system shall display this screen when the user creates a new provincial funding source or selects to edit an existing provincial funding source.
- (b) The provincial funding source shall be used to record provincial family services and health funding outside of the WHHI.
- (c) The user shall enter a description for the provincial funding source. The provincial funding source must be entered before the maintenance screen can be saved.
- (d) The user shall select the status. The status control shall be preloaded with status identified as active in the system. The status must be selected before the maintenance screen can be saved.
- (e) The user shall check the CMHC Eligible checkbox if this type of funding should be CMHC eligible by default.





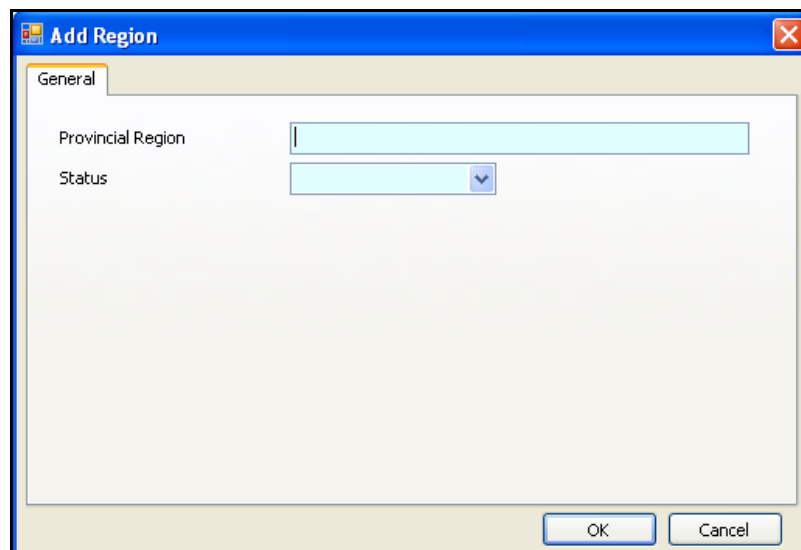
**Figure 80 – Provincial Funding Source Screen**

The following values shall be preloaded into the WHHI system:

Value	Description
To be determined	

E14.22 Region (Provincial Region)

- (a) The system shall display this screen when the user creates a new region or selects to edit an existing region.
- (b) The user shall enter a description for the provincial region. The provincial region must be entered before the maintenance screen can be saved.
- (c) The user shall select the status. The status control shall be preloaded with status identified as active in the system. The status must be selected before the maintenance screen can be saved.



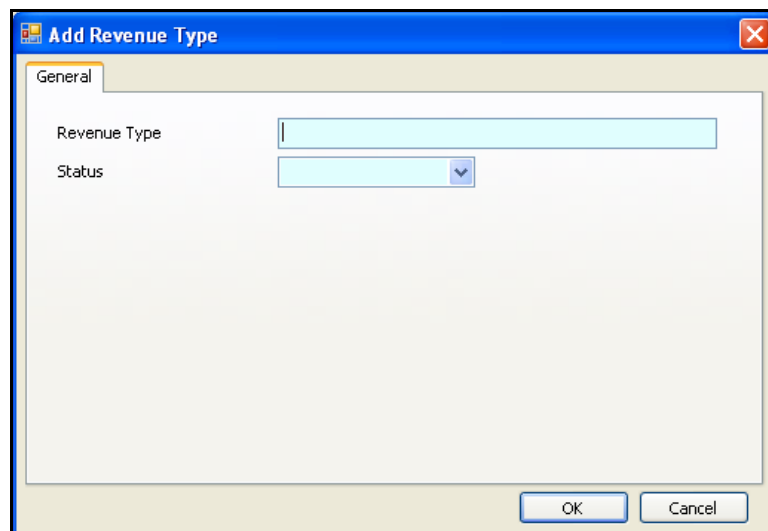
**Figure 81 – Provincial Region Screen**

The following values shall be preloaded into the WHHI system:

Value	Description
Brandon	
Remote Urban Northern	
Rural Remote Northern	
Rural South	
Winnipeg	

E14.23 Revenue Type

- (a) The system shall display this screen when the user creates a new revenue type or selects to edit an existing revenue type.
- (b) The user shall enter a description for the revenue type. The revenue type must be entered before the maintenance screen can be saved.
- (c) The user shall select the status. The status control shall be preloaded with status identified as active in the system. The status must be selected before the maintenance screen can be saved.



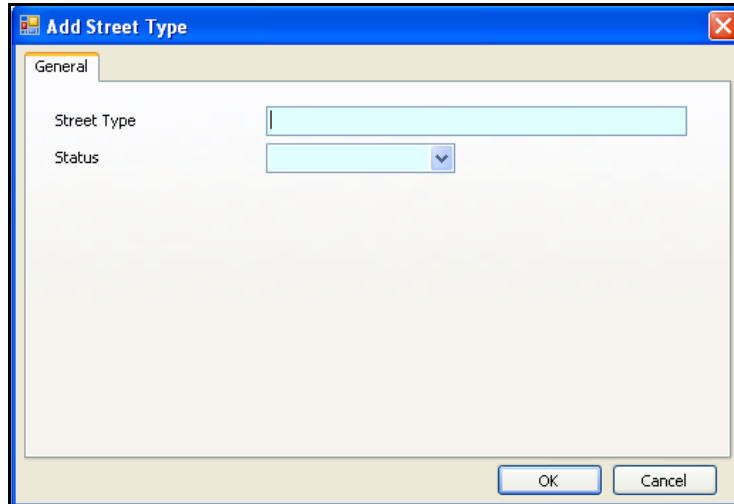
**Figure 82 - Revenue Type Screen**

The following values shall be preloaded into the WHHI system:

Value	Description
Lease	
Vacancy	
Parking	
Laundry	
Other	

E14.24 Street Type

- (a) The system shall display this screen when the user creates a new street type or selects to edit an existing street type.
- (b) The user shall enter a description for the street type. The street type must be entered before the maintenance screen can be saved.
- (c) The user shall select the status. The status control shall be preloaded with status identified as active in the system. The status must be selected before the maintenance screen can be saved.
- (d)



**Figure 83 - Street Type Screen**

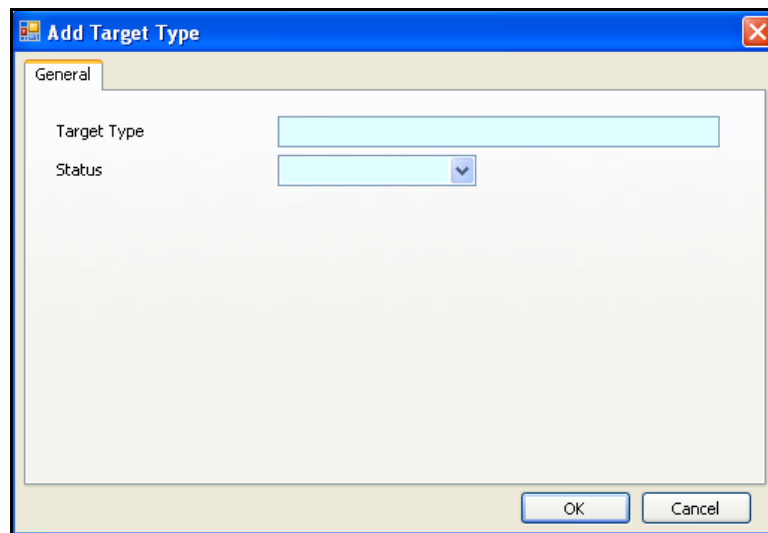
The following values shall be preloaded into the WHHI system:

Value	Description
Avenue	
Bay	
Blvd	
Close	
Cove	
Crescent	
Court	
Drive	
Hwy	
Lane	
Place	
Road	
Rue	
Street	

Walk	
Way	

E14.25 Target Type

- (a) The system shall display this screen when the user creates a new target type or selects to edit an existing target type.
- (b) The user shall enter a description for the target type. The target type must be entered before the maintenance screen can be saved.
- (c) The user shall select the status. The status control shall be preloaded with status identified as active in the system. The status must be selected before the maintenance screen can be saved.
- (d)



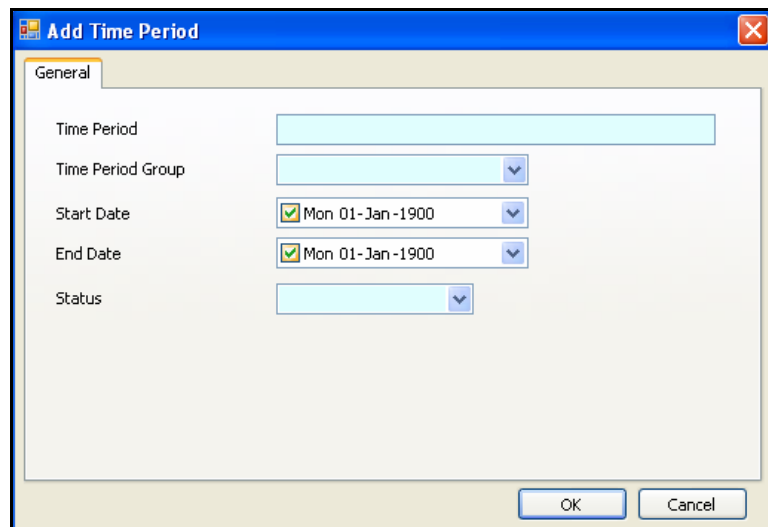
**Figure 84 - Target Type Screen**

The following values shall be preloaded into the WHHI system:

Value	Description
Aboriginal	
Disability Targeted	
Mobility	
New Canadian	
Rent Supplement	
Seniors	
Visitable	

E14.26 Time Period

- (a) The system shall display this screen when the user creates a time period or selects to edit an existing time period.
- (b) The user shall enter a description for the time period. The time period must be entered before the maintenance screen can be saved.
- (c) The user shall select a time period group. The time period group control shall be preloaded with 'calendar' and 'fiscal'. A time period group shall be selected before the time period is saved.
- (d) The user shall select the start date for the time period. The start date shall indicate when the time period starts. The start date control shall be a checkbox to indicate use, and a calendar to select a date. A start date must be entered before the maintenance screen can be saved.
- (e) The user shall select the end date for the time period. The end date shall indicate when the time period ends. The end date control shall be a checkbox to indicate use, and a calendar to select a date. An end date must be entered before the maintenance screen can be saved.
- (f) The user shall select the status. The status control shall be preloaded with status identified as active in the system. The status must be selected before the maintenance screen can be saved.



**Figure 85 – Time Period Screen**

The following values shall be preloaded into the WHHI system:

Value	Description
2000	Date Range: January 1, 2000 to December 31, 2000
2001	Date Range: January 1, 2001 to December 31, 2001
2002	Date Range: January 1, 2002 to December 31, 2002
2003	Date Range: January 1, 2003 to December 31, 2003
2004	Date Range: January 1, 2004 to December 31, 2004
2005	Date Range: January 1, 2005 to December 31, 2005
2006	Date Range: January 1, 2006 to December 31, 2006
2007	Date Range: January 1, 2007 to December 31, 2007
2008	Date Range: January 1, 2008 to December 31, 2008

2009	Date Range: January 1, 2009 to December 31, 2009
2000/2001	Date Range: April 1, 2000 to March 31, 2001
2001/2002	Date Range: April 1, 2001 to March 31, 2002
2002/2003	Date Range: April 1, 2002 to March 31, 2003
2003/2004	Date Range: April 1, 2003 to March 31, 2004
2004/2005	Date Range: April 1, 2004 to March 31, 2005
2005/2006	Date Range: April 1, 2005 to March 31, 2006
2006/2007	Date Range: April 1, 2006 to March 31, 2007
2007/2008	Date Range: April 1, 2007 to March 31, 2008
2008/2009	Date Range: April 1, 2008 to March 31, 2009

#### E14.27 Users

- (a) The system shall display this screen when the user creates a new user or selects to edit an existing user.
- (b) The user shall enter a first name. The first name control shall accept free-text input. The first name is required before saving the user information.
- (c) The user shall enter a last name. The last name control shall accept free-text input. The last name is required before saving the user information.
- (d) The user shall enter the provincial login name. The login control shall accept free-text input. The login name must be unique and not already exist in the system. The login is required before saving the user information.
- (e) The user shall select the partner. The partner control shall be preloaded with all partners marked as active in the system. The partner is required before saving the user information.
- (f) The user shall select a status to indicate active in the system. The status is required before saving the user information.
- (g) The user shall check the administrator checkbox if the user will be a system administrator.
- (h) The user shall check the project officer if the user will be a project officer for the selected partner.
- (i)

**Figure 86 - Users Screen**

The following values shall be preloaded into the WHHI system:

Value	Description
All known	Too many to list

**E14.28 Work Type**

- (a) The system shall display this screen when the user creates a new work type or selects to edit an existing work type.
- (b) The user shall enter a description for the work type. The work type must be entered before the maintenance screen can be saved.
- (c) The user shall select the status. The status control shall be preloaded with status identified as active in the system. The status must be selected before the maintenance screen can be saved.
- (d)

**Figure 87 - Work Type Screen**

The following values shall be preloaded into the WHHI system:

Value	Description
Acquisition	
Cancelled	
Conversion	
Create	
Emergency Shelter	
Furniture Warehouse/Food Bank/Clothing Depot	
General Shelters/Services/Programming	
Housing Rehabilitation	
Infill	
New Construction	
Purchase	
Rehab	
Renovate	
Repair	
Research and Planning Support	
Transitional Supportive Housing	
Units Created	
Youth Shelters/Services/Programming	

## E15. REPORT SCREENS

### E15.1 Report – Inquiry Screen

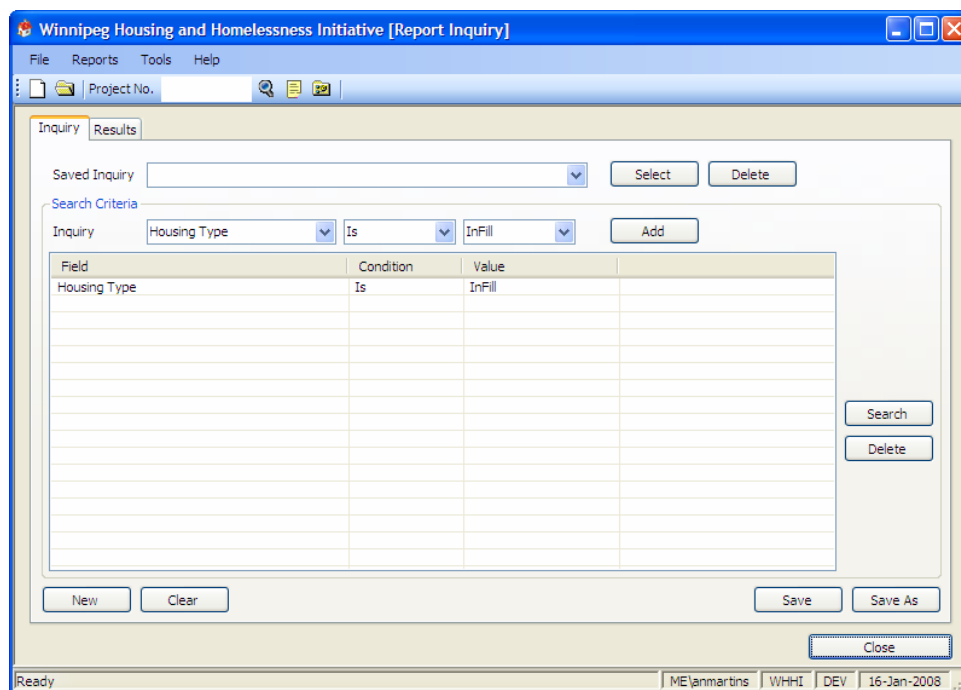
- (a) The system shall display this screen when the user views the reports inquiry screen. When a user selects to view the reports inquiry screen the figure below shall be displayed.
- (b) The reports inquiry screen shall be available to all users. The City, Provincial, Federal, RRAP and CMHC users shall all be able to access and use the report inquiry screen.
- (c) The user shall be able to load a saved inquiry or create a new inquiry. The saved inquiry control shall be preloaded with all saved inquiry. When the user creates a new inquiry, the inquiry screen shall be displayed with the default values displayed in the controls. When the user selects an existing inquiry, the inquiry screen shall be displayed with the specific inquiry details.
- (d) The inquiry search criteria shall be predefined. The system shall display a list of predefined fields that user shall select. The field selected shall preload the value control with information that is associated with the field.

*Examples of inquiries the inquiry should be able to gather the following information:*

- *How many infills - single family homes, were built in X neighbourhood in*



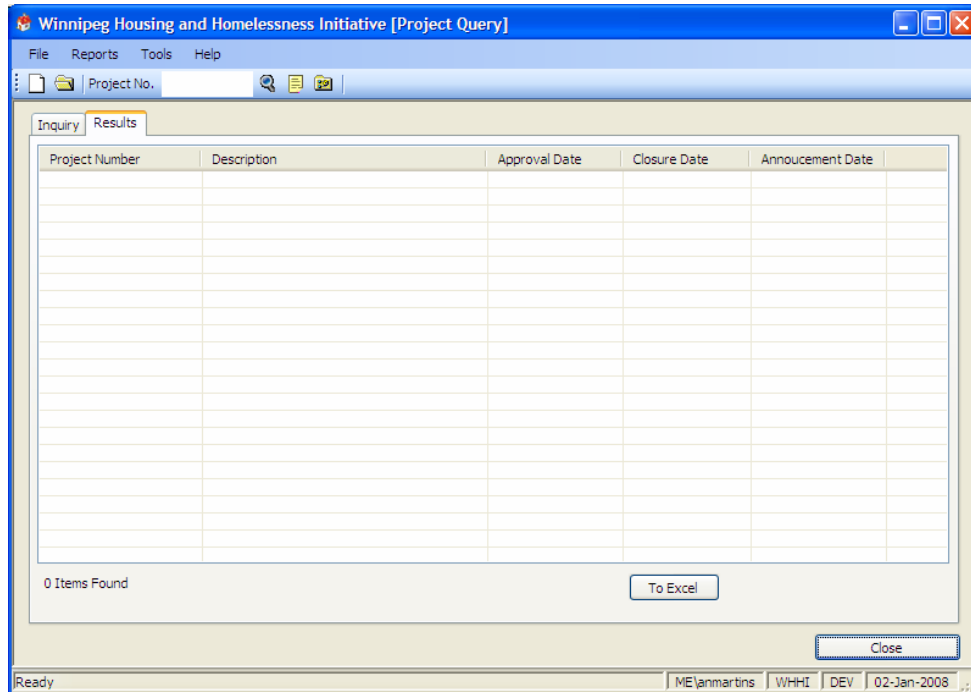
- 2005 or from 2000-2007.
- How many infills - single family homes were built by x proponent in 2005 or from 2000-2007
  - In 2005 how many single family homes were rehabilitated in X neighbourhood
  - IN 2005 how many single family homes were rehabilitated by X proponent?
  - How much new Rental Supply funding was provided to X neighbourhood
  - How much New Homeownership Funding was provided to X proponent
  - How many homeowners in the North end received New Homeownership Supply funding?
  - In total how much funding did proponent X receive from feds, province and City of Winnipeg?
  - What were the number of units created in X neighbourhood
  - How many units were provided funding in 2005? 2006? And from 2000-2007?
  - How many beds were provided funding in 2005? 2006? And from 2000-2007?
  - How many housing units on X street in the X neighbourhood were provided with funding and from what programs?
  - How many accessible units were provided funding
  - How many seniors units were provided funding and in what neighbourhoods?
  - How many aboriginal housing groups were provided funding?
  - What was the total amount of funding in X neighbourhood
  - What was the total amount of funding provided to X proponent to date?
  - How many projects are receiving provincial funding where a map is not pinned?



**Figure 88 - Report - Inquiry Screen**

### E15.2 Report – Results Screen

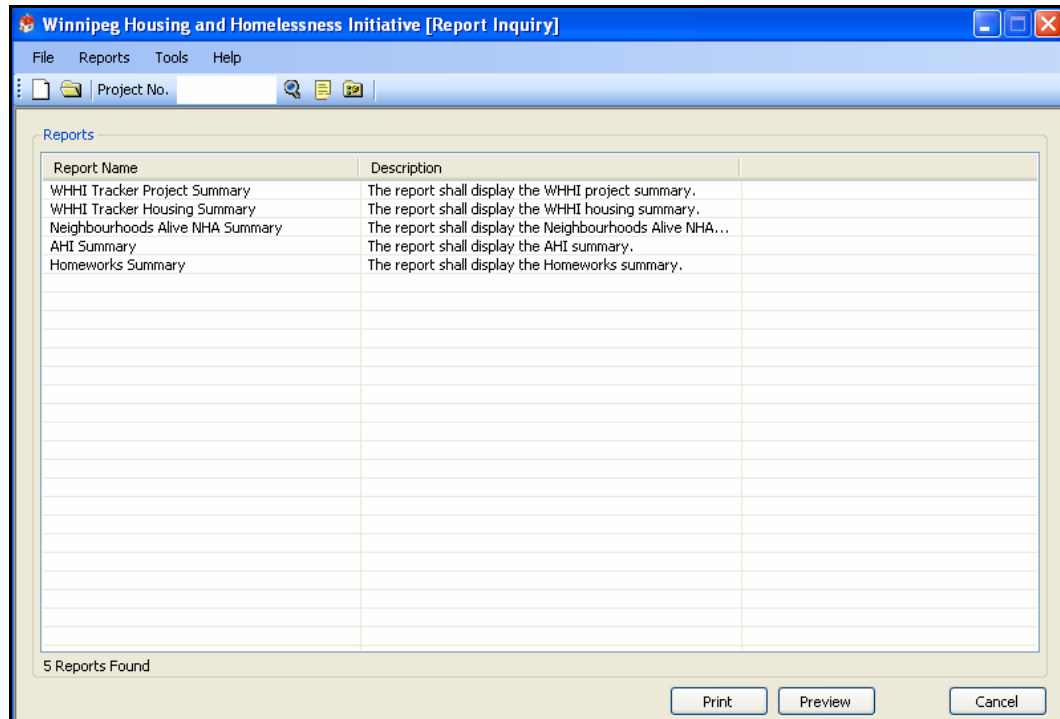
- (a) The results shall be loaded with project details matching the inquiry. The criteria selected by the user shall be used to search existing projects. Projects that match the criteria shall be loaded in the results list.
- (b) The results shall be exported to Microsoft Excel. The system shall create a file that can be imported and into Microsoft Excel.
- (c)



**Figure 89 - Report - Results Screen**

### E15.3 Report List Screen

- (a) The system shall display this screen when the user views the report list screen. When a user selects to view the report list screen the figure below shall be displayed.
- (b) The report list screen shall be available to all users. The City, Provincial, Federal, RRAP and CMHC users shall all be able to access and use the report list screen.
- (c) The report list screen shall not automatically display a report. The user shall initiate the process of viewing a report.
- (d)



(e)

**Figure 90 - Reports List Screen**

#### E15.4 Reports

##### **WHHI Project Tracker Summary Report**

- (a) This report shall be available to all users. The users from Federal Government, Provincial Government, City of Winnipeg, and CMHC shall all be able to view this report.
- (b) The report shall display the project tracker summary report. The project summary shall include both approved capital and approved non-capital funding.
- (c) The report shall be available to be exported as a CSV (comma separated value) file that can be opened in MS Excel for further formatting.
- (d) The report shall include only funding for within Winnipeg neighbourhoods, and all Winnipeg neighbourhoods shall be included on the report.
- (e) The report shall display the following information:
  - Report Header
    - Report Print Date
    - Report Title
    - WHHI Logo
    - Selected Date Range for Report
  - Report Body
    - Neighbourhood
      - shall display details for each selected Winnipeg neighbourhood and group all other Winnipeg neighbourhoods under 'Other'
      - neighbourhoods shall be listed in alphabetical order on the report
    - Number of Units
      - shall take the distinct sum of eligible rental and owned units at the project level
      - units shall only be counted if they are associated with partner funding that is in an approved status

- Number of Beds
  - shall take the distinct sum of eligible rental and owned beds at the project level
  - beds shall only be counted if they are associated with partner funding that is in an approved status
- RRAP Funding
- NHA Funding
- Other FS&H Funding
  - shall include all provincial non-WHHI funding as entered at the property level
  - shall include only funding for properties that are associated with partner funding that is in an approved status
- AHI Funding
- HW Funding
- City Funding
  - shall include all funding with the exception of City Land Transfers
- NA Funding
- Federal Funding
  - shall display all approved Federal capital and non-capital funding by divided into three groups, HRSDC Phase I (includes SCPI-1, UAH-1, YAR), HRSDC Phase II (includes SCPI-2, UAH-2, NRP), HRSDP HPS (includes HKDP, HPI-A, HPI-D)
- Totals
  - shall be sum of all funding by neighbourhood, sum of all funding by program/program grouping, sum of all eligible units, sum of all eligible beds
- Report Footer
  - Legend
    - shall contain all reported programs with abbreviation and full description
  - Note (optional)
    - shall display a note entered by the user when running the report

The report shall be filtered to reduce the amount of information displayed by allowing the user to specify the following items:

- Select Date Range for Report
  - start and end dates shall be inclusive
  - dates shall filter on the funding approval date (for all Federal, RRAP, City, and Provincial funding screens the 'Approval Date' shall be used, with the exception of the Provincial Homeowner screen which shall use the 'Conditional Approval' date)
- Select Neighbourhoods
  - the filter screen shall have the following neighbourhoods pre-selected for the user: Centennial, Daniel McIntyre, Dufferin, Lord Selkirk Park, North Portage, Point Douglas, St. Johns, St. Matthews, Spence, West Alexander, West Broadway, William Whyte
  - the pre-selected neighbourhoods can be unselected, and other unselected neighbourhoods can be selected
  - all Winnipeg neighbourhoods not selected in the filter shall be grouped together under the heading 'Other'
- Add Note
  - note shall be optional
  - maximum 150 characters

## **WHHI Housing Tracker Summary Report**

This report shall be available to all users. The users from Federal Government,

Provincial Government, City of Winnipeg, and CMHC shall all be able to view this report.

The report shall display the housing tracker summary. The housing summary shall include only approved capital funding.

The report shall be available to be exported as a CSV (comma separated value) file that can be opened in MS Excel for further formatting.

The report shall include only funding for within Winnipeg neighbourhoods, and all Winnipeg neighbourhoods shall be included on the report.

The report shall display the following information:

- Report Header
  - Report Print Date
  - Report Title
  - WHHI Logo
  - Selected Date Range for Report
- Report Body
  - Neighbourhood
    - shall display details for each selected Winnipeg neighbourhood and group all other Winnipeg neighbourhoods under 'Other'
    - neighbourhoods shall be listed in alphabetical order on the report
  - Number of Units
    - shall take the distinct sum of eligible rental and owned units at the project level
    - units shall only be counted if they are associated with partner funding that is in an approved status
  - Number of Beds
    - shall take the distinct sum of eligible rental and owned beds at the project level
    - beds shall only be counted if they are associated with partner funding that is in an approved status
  - RRAP Funding
    - shall include capital funding only
  - NHA Funding
    - shall include capital funding only
  - AHI Funding
    - shall include capital funding only
  - HW Funding
    - shall include capital funding only
  - Other FS&H Funding and NA
    - shall include all provincial non-WHHI capital funding as entered at the property level, and all NA capital funding
    - shall include only capital funding for properties that are associated with partner funding that is in an approved status
  - City Funding
    - shall include all capital funding with the exception of City Land Transfers
  - Federal Funding
    - shall display all approved Federal capital funding
  - Totals
    - shall be sum of all funding by neighbourhood, sum of all funding by program/program grouping, sum of all eligible units, sum of all eligible beds
- Report Footer
  - Footnote
    - shall have footnote:

- *“Does not include funding for neighbourhood plans, feasibility studies, etc.”*
- Legend
  - shall contain all reported programs with abbreviation and full description
- Note (optional)
  - shall display a note entered by the user when running the report

The report shall be filtered to reduce the amount of information displayed by allowing the user to specify the following items:

- Select Date Range for Report
  - start and end dates shall be inclusive
  - dates shall filter on the funding approval date (for all Federal, RRAP, City, and Provincial funding screens the 'Approval Date' shall be used, with the exception of the Provincial Homeowner screen which shall use the 'Conditional Approval' date)
- Select Neighbourhoods
  - the filter screen shall have the following neighbourhoods pre-selected for the user: Centennial, Daniel McIntyre, Dufferin, Lord Selkirk Park, North Portage, Point Douglas, St. Johns, St. Matthews, Spence, West Alexander, West Broadway, William Whyte
  - the pre-selected neighbourhoods can be unselected, and other unselected neighbourhoods can be selected
  - all Winnipeg neighbourhoods not selected in the filter shall be grouped together under the heading 'Other'
- Add Note
  - note shall be optional
  - maximum 150 characters

### **Neighbourhoods Alive NHA Summary Report**

This report shall be available to provincial users. The users from Provincial Government only shall all be able to view this report.

The report shall display only approved capital funding for the selected neighbourhoods in Winnipeg and selected communities (city/town) outside of Winnipeg. Any unselected Winnipeg neighbourhoods shall have their funding grouped under 'Other Projects'. Any unselected communities outside of Winnipeg shall not have their funding included in the report.

The user shall have the option of including City of Winnipeg land transfer values in the report.

The report shall be available to be exported as a CSV (comma separated value) file that can be opened in MS Excel for further formatting.

The report shall display the following information:

- Report Header
  - Report Print Date
  - Report Title
  - WHHI Logo
  - Selected Date Range for Report
  - Indicate if City of Winnipeg Land Transfers are included
- Report Body – Section 1, City of Winnipeg
  - Neighbourhood
    - shall display details for each selected Winnipeg neighbourhood and group all other Winnipeg neighbourhoods under 'Other'
    - neighbourhoods shall be listed in alphabetical order on the report
  - NHA Funding

- RRAP Funding
- AHI/HW Funding
- City/Municipal Funding
  - shall display all approved City of Winnipeg funding, grouped by selected neighbourhood or under 'Other Projects'
  - City of Winnipeg Land Transfers shall be included if selected on report filter
- Federal Funding
  - shall display all approved Federal capital funding grouped
- Number of Units
  - shall take the sum of eligible rental and owned units at the project level
- Number of Beds
  - shall take the sum of eligible rental and owned beds at the project level
- Totals
  - shall be sum of all funding by program/program grouping, sum of all funding by neighbourhood, sum of eligible units, sum of eligible beds
- Report Body – Section 2, Outside of Winnipeg
  - Community
    - shall display details for each selected community outside of Winnipeg
    - communities shall be listed in alphabetical order on the report
  - NHA Funding
  - RRAP Funding
  - AHI/HW Funding
  - City/Municipal Funding
    - shall display all approved community funding, grouped by community
  - Federal Funding
    - shall display all approved Federal capital funding grouped
  - Number of Units
    - shall take the sum of eligible rental and owned units at the project level
  - Number of Beds
    - shall take the sum of eligible rental and owned beds at the project level
  - Totals
    - shall be sum of all funding by program/program grouping, sum of all funding by community, sum of eligible units, sum of eligible beds
- Report Footer
  - Footnote
    - The report shall have footnotes:
      - *"The program funding totals do not include program administration fees."*
      - *"This is total RRAP funding, which is cost shared 75 percent Federal and 25 percent Provincial."*

The report shall be filtered to reduce the amount of information displayed by allowing the user to specify the following items:

- Select Date Range for Report
  - start and end dates shall be inclusive
  - dates shall filter on the funding approval date (for all Federal, RRAP, City, and Provincial funding screens the 'Approval Date' shall be used, with the exception of the Provincial Homeowner screen which shall use the 'Conditional Approval' date)
- Select Neighbourhoods
  - the filter screen shall have the following neighbourhoods pre-selected for the user: Centennial, Daniel McIntyre, Dufferin, Lord Selkirk Park, North Portage, Point Douglas, St. Johns, St. Matthews, Spence, West Alexander, West Broadway, William Whyte
  - all Winnipeg neighbourhoods not selected in the filter shall be grouped together under the heading 'Other'
- Select Communities (outside of Winnipeg)
  - the filter screen shall have the following communities pre-selected for the user:

- Brandon, Dauphin, Flin Flon, Portage la Prairie, Selkirk, The Pas, Thompson
- all communities not selected in the filter shall not be included in the report
- Include City of Winnipeg Land Transfers
  - shall be check box and shall default to not checked

### **AHI Summary Report**

This report shall be available to provincial users. The users from Provincial Government only shall all be able to view this report.

The report shall display committed, approved, and pending funding for projects that are funded by the AHI program.

The report shall be available to be exported as a CSV (comma separated value) file that can be opened in MS Excel for further formatting.

The report shall display the following information:

- Report Header
  - Report Print Date
  - Report Title
  - WHHI Logo
  - Selected RRAP Approval Date Range for Report
- Report Body – Section 1, Budget
  - Total AHI budget amount, as entered by user in report filter screen
  - Total sum of committed, approved, and pending AHI funding
  - Total AHI administrative costs, as entered by user in report filter screen
  - Total sum of committed, approved, and pending AHI funding, and AHI administrative costs
  - Difference of total AHI budget minus total sum of committed, approved, and pending AHI funding, and AHI administrative costs
- Report Body – Section 2, Summary Totals for Province
  - Statuses for reporting shall be committed, pending, approved
  - RRAP funding by status, including only RRAP funding that appears on the same project as AHI funding. RRAP funding that is not in conjunction with AHI funding shall not be included.
  - NHA funding by status, including only NHA funding that appears on the same project as AHI funding. NHA funding that is not in conjunction with AHI funding shall not be included.
  - All AHI funding, by program (AHI-RCP, AHI-NRS, AHI-NHS, AHI-HDPA, AHI-RS), and by status
  - Total AHI by status, including all AHI and NHA funding, not including RRAP funding
  - Total multi-family units by status for projects with AHI funding
  - Total single-family units by status for projects with AHI funding
  - Total sum of multi-family and single-family units by status for projects with AHI funding
  - Total units by type (rent supplement, visitable, seniors, aboriginal, new Canadians, mobility) and by status for projects with AHI funding
  - Summary totals for above, as sums of status totals
- Report Body – Section 3, Summary by Region (Winnipeg, Brandon, Urban North, Rural South, Rural-Remote North)
  - RRAP funding by region and status (committed, pending, approved), including only RRAP funding that appears on the same project as either AHI funding. RRAP funding that is not in conjunction with AHI funding shall not be included.
  - NHA funding by status (committed, pending, approved)
  - All AHI funding, by program (AHI-RCP, AHI-NRS, AHI-NHS, AHI-HDPA, AHI-RS), and by status (committed, pending, approved)
  - Total AHI by status (committed, pending, approved), including all AHI and NHA funding, not including RRAP funding



- Total multi-family units by status (committed, pending, approved)
- Total single-family units by status (committed, pending, approved)
- Total sum of multi-family and single-family units by status (committed, pending, approved)
- Total units by type (rent supplement, visitable, seniors, aboriginal, new Canadians, mobility) and by status (committed, pending, approved)
- Summary totals for above, sum of status totals for committed, pending, approved

The report shall be filtered to accurately capture the RRAP funding from projects with AHF funding:

- Select Approval Date Range for RRAP
  - start and end dates shall be inclusive
  - RRAP funding shall be filtered on its approval date
  - leaving the start date blank shall return all RRAP funding from the earliest in the system
  - leaving the end date blank shall return all RRAP funding up to the latest in the system

### Homeworks Summary Report

This report shall be available to provincial users. The users from Provincial Government only shall all be able to view this report.

The report shall display committed, approved, and pending funding for projects that are funded by the Homeworks program.

The report shall be available to be exported as a CSV (comma separated value) file that can be opened in MS Excel for further formatting.

The report shall display the following information:

- Report Header
  - Report Print Date
  - Report Title
  - WHHI Logo
  - Selected RRAP Approval Date Range for Report
- Report Body – Section 1, Budget
  - Total Homeworks budget amount, as entered by user in report filter screen
  - Total sum of committed, approved, and pending Homeworks funding
  - Total Homeworks administrative costs, as entered by user in report filter screen
  - Total sum of committed, approved, and pending Homeworks funding, and Homeworks administrative costs
  - Difference of total Homeworks budget minus total sum of committed, approved, and pending Homeworks funding, and Homeworks administrative costs
- Report Body – Section 2, Summary Totals for Province
  - Statuses for reporting shall be committed, pending, approved
  - RRAP funding by status, including only RRAP funding that appears on the same project as Homeworks funding. RRAP funding that is not in conjunction with Homeworks funding shall not be included.
  - NHA funding by status, including only NHA funding that appears on the same project as Homeworks funding. NHA funding that is not in conjunction with Homeworks funding shall not be included.
  - All Homeworks funding, by program (HW-RCHP, HW-HP, HW-NRR, HW-RHP), and by status
  - Total Homeworks by status, including all Homeworks and NHA funding, not including RRAP funding
  - Total multi-family units by status for projects with Homeworks funding

- Total single-family units by status for projects with Homeworks funding
- Total sum of multi-family and single-family units by status for projects with Homeworks funding
- Total units by type (rent supplement, visitable, seniors, aboriginal, new Canadians, mobility) and by status for projects with Homeworks funding
- Summary totals for above, as sums of status totals
- Report Body – Section 3, Summary by Region (Winnipeg, Brandon, Urban North, Rural South, Rural-Remote North)
  - RRAP funding by region and status (committed, pending, approved), including only RRAP funding that appears on the same project as either Homeworks funding. RRAP funding that is not in conjunction with Homeworks funding shall not be included.
  - NHA funding by status (committed, pending, approved)
  - All Homeworks funding, by program (HW-RCHP, HW-HP, HW-NRR, HW-RHP), and by status (committed, pending, approved)
  - Total Homeworks by status (committed, pending, approved), including all Homeworks and NHA funding, not including RRAP funding
  - Total multi-family units by status (committed, pending, approved)
  - Total single-family units by status (committed, pending, approved)
  - Total sum of multi-family and single-family units by status (committed, pending, approved)
  - Total units by type (rent supplement, visitable, seniors, aboriginal, new Canadians, mobility) and by status (committed, pending, approved)
  - Summary totals for above, sum of status totals for committed, pending, approved

The report shall be filtered to accurately capture the RRAP funding from projects with Homeworks funding:

- Select Approval Date Range for RRAP
  - start and end dates shall be inclusive
  - RRAP funding shall be filtered on its approval date
  - leaving the start date blank shall return all RRAP funding from the earliest in the system
  - leaving the end date blank shall return all RRAP funding up to the latest in the system

## Requirements Testing Criteria

The requirements testing criteria methods may include:

- Demonstration:** The operation of the software item, or a part of the software item, that relies on observable functional operation not requiring the use of instrumentation, special test equipment, or subsequent analysis.
- Test:** The operation of the software item, or a part of the software item, using instrumentation or other special test equipment to collect data for later analysis.
- Analysis:** The processing of accumulated data obtained from other qualification methods. Examples are reduction, interpretation, or extrapolation of test results.
- Inspection:** The visual examination of software item code, documentation, etc.
- Special qualification methods:** Any special qualification methods for the software item, such as special tools, techniques, procedures, facilities, and acceptance limits.

Functional Requirement	Testing Requirement
The system shall be user friendly	Demonstration
Main Screen	Demonstration
Project Screen	Demonstration
Project Search Screen	Demonstration
Property Address Search Screen	Demonstration
Property Address Screen	Demonstration
Property Address Additional Screen	Demonstration
Switch Properties Screen	Demonstration
City – Investment Reserve Funding	Demonstration
City – Land Transfers	Demonstration
City – Tax/Grants	Demonstration
Province – Homeowner Funding	Demonstration
Province – Proponent Funding	Demonstration
RRAP Funding	Demonstration
Service Canada Funding	Demonstration
Maintenance/Administration	Demonstration

Report Inquiry Screen	Demonstration
Report List Screen	Demonstration
Reports	Demonstration / Analysis

## Glossary of Selected Terms

Term	Definition
AHI	Joint venture of the federal and provincial governments, developed to increase the supply of affordable rental units and new housing available in Manitoba. This will be achieved by supporting the development of new rental and homeowner units, offering a repair/conversion option, homebuyer down payment assistance and rent supplements.
Text Control, Date Control, Combo Box Control	Are generally used for editing text or selecting dates/reference information as part of data entry.
FOB	A hardware device synchronized with a specific user account that randomly generates a 6-digit number that is used with a 4-digit PIN selected by the user to log into the Provincial managed environment.
Homeworks	<p>Three-year fund targeting affordable homes for low-income Manitobans with the following five priorities:</p> <ul style="list-style-type: none"> <li>• Inner-city revitalization including a focus on refugees and immigrants</li> <li>• Older Manitobans</li> <li>• Urban Aboriginals</li> <li>• Northern Manitobans</li> <li>• Homeless Manitobans</li> </ul>
NHA	Provides community organizations in designated neighbourhoods with the support they need to rebuild these neighbourhoods. Neighbourhoods Alive recognizes that often the best ideas for neighbourhood revitalization come from the community itself. The aim of Neighbourhoods Alive is to support these ideas and goals with funding and planning assistance.
Non-Provincial Users	<p>The non-provincial users are:</p> <ul style="list-style-type: none"> <li>• City</li> <li>• Service Canada</li> <li>• RRAP</li> <li>• CMHC</li> </ul>
RRAP	<p>The Residential Rehabilitation Assistance Program – RRAP for Homeowners provides funding to low-income persons who own and occupy substandard housing so that they can repair the housing to ensure that it meets the minimum federal health and safety standards.</p> <p>The Residential Rehabilitation Assistance Program - RRAP for Persons with Disabilities provides funding to homeowners and landlords of dwellings for low-income persons with disabilities so that they can carry out renovations to improve accessibility.</p> <p>The Rooming House RRAP offers repair assistance to owners of rooming houses who offer affordable rents to low-income individuals.</p> <p>The RRAP — Conversion provides assistance to convert non-residential</p>

	<p>properties into affordable self-contained rental housing units or bed-units. This program is available in all areas.</p> <p>The Rental Residential Rehabilitation Program (Rental RRAP) offers financial assistance to landlords of affordable housing to pay for mandatory repairs to self-contained units occupied by low-income tenants. Mandatory repairs are those required to bring properties up to minimum levels of health and safety.</p>
WHHI	<p>The Winnipeg Housing and Homelessness Initiative (WHHI) is a tripartite partnership established by the Government of Canada, Manitoba and the City of Winnipeg to address declining housing stock, homelessness and the revitalization of Winnipeg's older neighbourhoods.</p>

## Appendix A. Authority Profile

The following table describes who shall be able to access the screens and reports in the WHHI system:

Screen	User Access
Main Screen	All
Project Screen	All
City – Investment Reserve Funding Screen	City Only
City – Land Transfers Screen	City Only
City – Tax Grants/Credits Screen	City Only
Province – Homeowner Funding Screen	Province Only
Province –Proponent Funding Screen	Province Only
RRAP Funding Screen	RRAP Only
Service Canada Funding Screen	Service Canada Only
Maintenance/Administration Screens	WHHI Administration (users not defined)
Reports Screen	All

The following table describes who shall be able to access the screens and reports in the WHHI system:

Reports	User Access
WHHI Project Tracker Summary Report	All
WHHI Housing Tracker Summary Report	All
Neighbourhoods Alive NHA Summary Report	Province
AHI Summary Report	Province
Homeworks Summary Report	Province

## Appendix B. On-Screen Data Formatting

Unless otherwise specified above, on-screen data shall be formatted as follows:

Data Type	Format
Integer	Any on-screen controls that accept a whole, positive number shall accept only numeric input and the system shall format the number with no decimal places. The thousands separator shall be a comma.
Money	Any on-screen controls that accept a money amount shall accept only numeric input and the system shall format the number with two decimal places. The thousands separator shall be a comma. There shall be no dollar sign.
Postal Code	Any on-screen controls that accept a Canadian postal code shall accept only input in the order <letter>, <number>, <letter>, <number>, <letter>, <number>. The input shall be accepted either with or without a space or hyphen in the middle. The input shall be formatted by the system as all upper case and with a hyphen in the middle.
Telephone Number	Any on-screen controls that accept a phone number shall be free-text. This shall allow for entering any desired format, with or without area code, and with any extra information such as extension number.
Email Address	Any on-screen control that accepts an email address shall accept only input that matches a valid internet email address.
Free-Text	Any on-screen control that accepts free-text input shall allow for entering any characters in any order, up to the maximum field size.