

CAM *letter*

i-CAM Undergoes Beta-testing!

In September, 2000, CAM Systems Inc. installed it's newest product i-CAM, at three different property management companies for the purpose of conducting software quality-assurance testing, commonly known in the industry as "beta-testing". During the beta-testing process, new software is put through rigorous use to discover software bugs, determine possible problems and weaknesses, and provide feedback to the developer. This marks a very important milestone for our company and is the result of over 3 years of work.

i-CAM, scheduled for a 1st Quarter, 2001 commercial release, is a Windows/Internet-based property management software solution that will eventually replace CAM II, The Management System. i-CAM's initial capabilities will include administration, collections, leasing, data backup/transfer, and tax-credit compliance. Support for all other subsidized housing, maintenance, and accounts payable are tentatively scheduled for a 3rd Quarter, 2001 release.

i-CAM was developed using the most advanced, leading edge technologies available today and will provide a property management software solution to virtually any property manager – from subsidized multi-family to commercial leases to marinas! Additionally, because it's database is open-architecture, users are able to completely customize the type of data it keeps, the reports it produces, and even the operating system it runs on.

Imagine having the ability to create as many new data fields as you need, or the ability to sort your data by any field you want by just clicking a button! We have listened to you, our users, and we have developed i-CAM with you in mind.

Minimum hardware and software requirements to run i-CAM are detailed on page 3. ☞

CAM II version 2.63 Release Notes

On September 27, 2000 we released a small interim update that corrected issues with the tax credit form, unit transfer function, and MAT15 processor. For the tax credit form, we changed the form variable that represented the Full Time Student status indicator to work with the new HUD code, O. For unit transfers, we changed the pro-ration calculator to round to the nearest dollar. The MAT15 processor now allows users to create and save a MAT15 for vacant units.

By mid-November, 2000 we will be releasing another interim update that contains fixes and enhancements for, gross rate changes, PRAC certification processing, the excess income report,

and the long awaited option to NOT print the medical expense, income and asset addendum forms. For GRC's, we corrected the "Next Annual Recert. Date" problem when reprinting from A-C-D, and users can now print all GRC certifications at once (again). For PRAC, we added an error message for users who try to certify over-income tenants. The Excess Income report no longer shows the last unit twice. Finally, due to many user requests, we added a switch in the project file, line 240, which will allow users to turn the printing of 50059 addendum forms on or off.

If you need any of these new features, you can download them

from our website or you may contact our technical support department to obtain them. You must already have CAM II version 2.63 installed before installing the interim updates.

Some of our users have been asking us if it's OK to upgrade their computer's Operating System to Windows ME. While we have been informed by some clients that it is compatible, we have not tested Windows ME with CAM II to verify 100% compatibility. Because of this, we cannot recommend it to our users. However, CAM II is compatible with Windows '95/'98, NT, and 2000 Professional. ☞

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CSI Handbook

In This Issue: Baselines

Welcome to CAMletter! Many of you reading this publication have been using CAM II for several years. We sincerely thank you for your support. In the next 3 years, we will be moving our client base from the CAM II, DOS platform to the latest software technology represented in i-CAM. Stay ahead of the game by evaluating your current computer hardware and software system capabilities. If you need any help with this process, please don't hesitate to contact us.

What is a baseline?

A baseline submission is a MAT record transmission that contains all the current certification information for an entire property as of a specific voucher. For example, you may be asked to submit a baseline as of September, 2000. This means that you should create and submit a baseline record for each tenant listed on the voucher for regular assistance. In addition, you must create and submit any adjustments on that voucher that are effective up to that month.

Why is a baseline needed?

HUD has started to transfer management of their Section 8 portfolio to private **Contract Administrators** (CA's). After the transfer has been implemented, CA's will be responsible for managing your property's Section 8 contract. In order for the CA's to start off with accurate information in their own computer systems, they require a baseline submission.

Who must send baselines?

Owners and Agents that manage project-based Section 8 projects must send a baseline for each of their properties to their new Contract Administrator.

When do I have to submit my baseline/s?

It depends on your new Contract Administrator – when they take over management of your Section 8 subsidy contract, when they have properly configured their computer systems, and when they decide to request the baseline/s from you.

What if HUD is still managing my Section 8 contract?

If your Section 8 contract has not been transferred to the new CA, you do not have to create or submit a baseline. Continue submitting your MAT records through TRACS as you have been until you've been notified by HUD to stop.

How do I create a baseline? (note: You MUST have CAM II version 2.63 installed)

Four general steps must be followed to ensure a successful baseline submission:

- 1. Send any outstanding transactions to TRACS.**
 - a. From the main menu, press A-H-S to Send MAT records to HUD.
 - b. Select "Certifications"
 - c. Select any records you need to submit to HUD
 - d. Press F10 to Send MAT file, then F1
 - e. Arrow to OK and select to print the TRACS Transmittal list.
 - f. Press F1 to send by modem.
- 2. Change your TRACS and PC Sprintmail setup to send data to your CA.**
 - a. From the main menu, press A-F4, then select "HUD TRACS Setup"
 - b. Select TRACS Sprintmail and press F1
 - c. Change the information
- 3. Create the MAT records for your baseline.**
 - a. To send a complete certification record for a tenant, press A-C-D from the main menu and select the first unit you want to start with.
 - b. Using your arrow keys, highlight the certification that is in effect as of the date requested by the CA. Note – this is not necessarily the one in


effect at the time you are preparing your baseline.

- c. Press F2 to display and confirm the certification summary.
- d. Press F10 to create a MAT 10 record.
- e. Repeat this process for every unit needed.
- f. For the adjustment MAT records (Move-outs, GRC's, Transfers, and Terminations), you can re-send previously transmitted adjustment MAT's or by creating an adjustment MAT from scratch (A-H-M).

4. Submit your baseline to the new CA.

- a. From the main menu, press A-H-S, then select Certifications.
- b. You can press F1 to select each record individually, or you can press F9 to select by cutoff date.
- c. When you have selected all the records you need to send, press F10 to send and F1 to confirm.
- d. Arrow over to OK and press F1 to print the TRACS Transmittal list and then select Modem. You're done!

These instructions don't cover every single step. Can you give me some more information?

For a more detailed set of instructions, please go to our website (page 3) and click on the link at the bottom left corner of the page for CAMletter. You will be directed to our downloads page where you will see a link named "How to create a Baseline." Of course, you can always call our toll-free technical support number as well. 

i-CAM Hardware and Software Requirements

Minimum Hardware Requirements

- ◆ Pentium 166Mhz MMX
- ◆ 64MB RAM
- ◆ 1GB available on HD
- ◆ CD ROM Drive
- ◆ 800x600 video

resolution


- ◆ Modem, NIC, or other hardware for sharing of data

Minimum Software Requirements

- ◆ Windows 98 2nd Edi-

tion or newer Operating System

- ◆ Microsoft Office 2000

If you are unsure how to determine if your equipment or software meets these require- 



Coming to a property near you!

HUD TRACS and MTCS Update

This year has been a very busy one for those of us in the subsidized housing industry. HUD has made many changes in their computer systems, particularly the ones that affect property managers and contract administrators. Starting with the implementation of TRACS 2.0.1.A and ending with the implementation of MTCS 2000, we all have been working overtime to comply with the new regulations and guidelines imposed by HUD.

In September and October, HUD held several meetings in Washington, DC for software developers, contract administrators, and property managers. During these meetings, some very important information came to light that we would like to share with you.

Among the most notable items were:

The announcement that HUD's contract with PC Sprintmail is finally coming to an end, and HUD is making tentative plans to move all TRACS transmissions to the internet by August, 2001.

The original deadline for the implementation of MTCS 2000 transmissions has been delayed to January, 2001.


The TRACS system has had a problem processing move-out adjustment records since its inception. This has confounded many Section 8 property managers.

The implementation of TRACS 2.0.1.B has been postponed to 2nd Quarter, 2001.

HUD has no official policy on how far back a retroactive

GRC can go. It's almost entirely up to the field-office COM for payment approval.

HUD is currently working on a new definition for unit numbers on certification data.

Pre-RFP contract administrators may not be legally required to conform with any new HUD guidelines, particularly when it comes to the input, tracking, and transmission of tenant certification data. Software developers, including CSI, do not want to have to create different software applications for different CA's. There was some encouraging news in the last meeting, however, when a high-level HUD official declared he would find a way to make all CA's conform to the same standard. 

HUD TRACS information:


<http://www.hud.gov/fha/mfh/trx/html/trx500.html>

HUD MTCS information:

<http://www.hud.gov/pih/systems/pic/mtcs2000>

We Want to Hear From You!

All of us at CAM Systems, Inc. are committed to customer service. We deeply believe that the work of providing people with quality software and technical support is important, and we want to do just that. If you think we can help, just ask!

Your comments and suggestions help us serve you, and we truly value them. Here are some ways to get in touch. We hope we will hear from you soon! 

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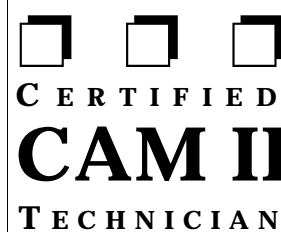
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Next training tentatively scheduled for Spring, 2001. Contact us for more information.

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Introducing your newsletter!

 **CAMletter**

A quarterly publication for our valued users of CAM II: The Management System

Inside:

- i-CAM, the Next Generation of Property Management Software
- CAM II, version 2.63 Release Notes
- CSI Handbook: Baselines
- HUD TRACS and MTCS Information
- Second Annual Users Conference
- More!

New Faces

*Please Welcome our
Newest Employees:
DaeHee Hwang
Michael Peirce
David Prudom*

Hotel Website

<http://www.embassysuitesorlando.com>

2nd Annual Users Conference Announcement!

After much deliberation, and a tally of votes cast by our users, we have chosen Orlando, FL to be the site of our next Annual Users Conference.

Scheduled for **May 21st through May 23rd, 2001**, our 2nd conference, entitled "Login to the future..." will feature the latest in software technology and our newest product for the property management industry, i-CAM.

Set at the Embassy Suites Resort at Lake Buena Vista near Disneyworld, "Login to the future..." promises to be a memorable event not only for users who want to learn more about i-CAM and hone their skills in CAM II, but also those who want to relax and enjoy themselves at the country's

most famous amusement parks. For our users who golf, on Sunday, May 20, 2001, we are having our first ever i-CAM Invitational Golf Tournament

We plan on offering several learning tracks for both CAM II and i-CAM, as well as individual sessions on TRACS, MTCS, LIHTC, MTCS, telecommunications, and networking. Stay tuned to the next issue of CAMletter, where we will be asking you to give us your input on sessions we will be offering.

One of our most popular sessions at the first conference was our roundtable discussions, where users, property owners and agents, and CAM Systems, Inc. and CAM Software and Support staff discussed issues ranging from technical support questions to

HUD industry topics. Of course, we will be offering at least 2 roundtable discussions at next year's conference.

There are 3 ways to register for "Login to the future..." - online via our website, by e-mail, or by fax. (See page 3 for contact info.) Based on the response we are already receiving, and the overwhelming success of our first annual users conference, we are expecting a much larger gathering than the one this past April, when over 125 people attended our inaugural event. If you are interested in attending, we highly recommend that you contact us as soon as possible - space and hotel accommodations are limited.

