Internet Quarters Management Information System (iQMIS) Housing Manager's Manual

U.S. Department of the Interior

Interior Business Center

Quarters Program

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TABLE OF CONTENTS

INTRODUCTION

The **Internet Quarters Management Information System** (iQMIS) is an application to help manage your housing, assign tenants, compute rental rates, and process rent payments. iQMIS is a shared federal service offered by the Department of the Interior (DOI) Interior Business Center (IBC) Quarters Program.

The IBC Quarters Program develops rental rates for federal civilian housing according to the **Office of Management and Budget (OMB)** [Circular A-45](#), **"Rental and Construction of Government Housing,"** revised 11/25/2019 (**A-45**.) A-45 requires that rents be "based on prevailing rates for comparable private housing located in the nearest established community." To determine rental rates, the IBC Quarters Program contracts to collect the private rental market rates in the communities nearest to government housing, develops rental rate formulas using statistical regression, and applies inflation measures that comply with A-45.

iQMIS enables local, regional and national agency housing managers to:

- Manage their housing inventory
- Manage their employee/tenant assignments to housing
- Compute rents that comply with A-45 (if the housing Inventory is correct)
- Print/download documents for employees/tenants, such as lease agreements, rent computations, and EPA lead-based paint disclosures
- Print/download rent payment documents for bureau/agency administrators, such as payroll deduction forms and bill for collection information
- Print/download reports of housing data, tenant data, utilization, and estimated rent revenues for your managers

You will typically use iQMIS:

- When a tenant moves into housing, to assign them to a specific rental unit, print/download the tenant's lease agreement and other documents and initiate their rent payment.
- When a tenant moves out of housing, to vacate the unit and stop their rent payment (or collect the total rent due.)
- Each year in December/January, to change each tenant's rent for inflation and market rates, per A-45. Rents are not changed automatically – iQMIS users must print/download rent change notices from iQMIS and provide them to tenants by the end of January. Rent changes take effect in the first full pay period in March, per A-45.

- Each year on November 1, exceptions granted by a Data Manager expire and *Issues* are created if iQMIS data validation rules are not met. Housing Managers are responsible for correcting their data to resolve any *Issues* during November/December. While an *Issue* exists for a specific unit, no tenants can be added, no rental rates calculated, and no documents can be printed/downloaded.

Accurate iQMIS data is crucial to produce a rent that complies with laws and regulations. Any iQMIS error may result in not charging what others pay for in the market, and provide a subsidy of the tenant's living expenses, prohibited by A-45. Reduced rental rates provide an additional benefit, which is prohibited by 5 U.S.C. 5536. Ensuring accurate iQMIS rents is also a matter of fairness between bureau/agency employees who live in government housing and those who rent or own housing in the private market. For example, failing to include electricity charges or failing to assign an actual roommate (and charging rent accordingly) is reducing the rent and providing an additional benefit.

A **Housing Manager also relies on their Tenant Manager** (if available) for inventory accuracy.

All Housing Managers should understand A-45 sufficiently to be able to explain it to their supervisors and tenants. The **"Federal Tenant Brochure"** is also a good quick reference on rental rates for new Housing Managers, your managers, and your tenants (see *Resources*.)

SYSTEM REQUIREMENTS AND AUTHENTICATION

iQMIS is a web-based application. Therefore, Internet access is required with a web browser application (such as Windows Internet Explorer®, Microsoft Edge®, Google Chrome®, Mozilla Firefox® or Apple Safari®.) Java® and Adobe Acrobat Reader® add-ons must be installed, and "session cookies" are required.

iQMIS users who are federal employees or contractors must have a HSPD-12 identification card ("PIV" or "CAC" card") and a computer with a card reader. DOI users must be logged into their network, either in the office or by VPN. iQMIS users who are not federal employees and lack a PIV/CAC card must purchase a YubiKey FIPS Series USB security key for iQMIS access ($50 at https://www.yubico.com/store/.) Do not purchase a YubiKey if you are a new employee or contractor still waiting for your PIV/CAC card.

Users must log in to iQMIS every 90 days. After 30 days of inactivity, iQMIS sends an email reminder to log in. Reminders are sent again after 35 days and 40 days. After 45 days of inactivity, the iQMIS account is locked and can be unlocked by contacting the Help Desk. After 90 days of inactivity, the iQMIS account is deactivated; a User Form is required to regain access. When a user is deactivated, the national, regional, and data managers are notified.

APPLYING FOR IQMIS ACCESS

Users must complete an "iQMIS User Access Request Form" and obtain the signature of 1) their Supervisor and 2) the designated iQMIS approving official. To apply for iQMIS access, or to change existing access, go to iQMIS Login and click "iQMIS User Form." Enter your name and email. A "token" (password) is sent to verify the email. Return to iQMIS User Access Form and enter the token.

In Part 1, enter the information requested. Users are only provided access to the housing sites ("installations") they are responsible for managing. This is called the user's **Scope**.

1. **Local** Users are responsible for one or more housing sites (housing at a School, Park, Forest, hospital, etc.)
2. **Regional** Users are responsible for all housing sites in their region.
3. **National** Users are responsible for all housing sites in their agency.

In addition, each user is authorized a **Role** in iQMIS:

1. **Housing Managers** are responsible for maintaining accurate information on each housing unit and for compliance with A-45, and therefore require the most training. Housing Managers have permission to view, change and delete <u>all housing and tenant data</u> for their installation(s). They *may* also be responsible for assigning tenants to housing, checking tenants in and providing them with keys, getting leases signed, checking tenants out, and processing payroll deduction and payment forms. If they are not assigning tenants, then a local Tenant Manager must be enrolled for assigning and processing tenants (see below.) The Housing Manager works with the Tenant Manager to ensure the accuracy of the iQMIS housing and tenant data, and to make inventory changes as needed. This "Housing Manager's Manual" is designed specifically for those with this role.

2. **Tenant Managers** are responsible for maintaining accurate information on each tenant. Tenant Managers have permission to view, change and delete <u>only the tenant data</u> for their installation, so they cannot significantly affect the rent. These individuals are local users responsible for assigning tenants to housing, checking tenants in and out, providing keys, getting leases signed, processing payroll deduction and payment forms. They can view the housing data in their installation but cannot change or delete it. Tenant Managers must work with their Housing Manager to ensure the accuracy of the iQMIS housing and tenant data and ensure that inventory changes are made as needed. Tenant Managers should refer to the "Tenant Manager's Manual" for guidance on using iQMIS.

3. **Read Only Managers** have permission to view all housing and tenant data, and print Reports for their installations, but cannot manage tenants, compute rents, or change any data. These users are typically not responsible for housing or tenants but have a responsibility or interest in property data and rent revenues.

4. **Data Managers** have elevated iQMIS system access which allows them authority to change specific fields, to monitor users and data accuracy, override existing data, and grant an exception to a data validation rule. Data Managers are typically experienced iQMIS users at the regional or national level and have greater oversight authorities than a Housing Manager. The Data Manager Role should not be assigned to Local Users. This Role must be approved by your agency's National User.

If you're unsure of your Scope or Role, contact the iQMIS Help Desk.

In Part 2, the User must specify the housing site or sites they are responsible for managing, for example, "Yellowstone National Park," or "Pike & San Isabel National Forest," or "Region 5."

Once Parts 1 and 2 are completed, click *Submit Request*. This will email the completed "iQMIS User Access Request Form" and "iQMIS Rules of Behavior" to the User. Users must read and agree to the terms of the "iQMIS Rules of Behavior." The User can then sign the Form in Adobe Acrobat® using their PIV card. To do this, in Adobe, go to **Tools – Certificates – Digitally Sign**, then draw a box on the Signature line. [DO NOT use Adobe's "Fill & Sign" function.]

Forward the Form to your Supervisor for signature. Once completed, send it to the final approver listed on the Form. The final approver will submit the Form to the iQMIS Help Desk. Once you are added, the iQMIS system will automatically email instructions.

The iQMIS Help Desk cannot change a user's Scope or Role without a revised "iQMIS User Access Request Form."

To remove user access to iQMIS, the any User can email iqmis_helpdesk@ibc.doi.gov or submit a "User Access Removal Form" (*Resources*.) The iQMIS Help Desk may also remove a user from iQMIS if they have not logged in to the system for one year, if their email address is no longer valid, or if another User reports in writing they are no longer employed or have been replaced.

IQMIS HELP DESK

The iQMIS Help Desk is in Denver, Colorado, and is typically available Monday through Friday, from 7:00 am to 3:30 pm Mountain Time (9:00 am to 5:30 pm Eastern, 6:00 am to 2:30 pm Pacific.) Email

iqmis_helpdesk@ibc.doi.gov or call 303-969-7164.

Users may also create a "Help Desk Ticket" within iQMIS by going to *Help – Help Desk – Create Help Desk Ticket*. This sends an email directly to the Help Desk Team.

The iQMIS Help Desk can assist you with technical or rent-related issues. For bureau/agency housing management, process and policy-related issues, they will direct you to the appropriate agency personnel. Also refer to the *Contacts* button on the *Main Menu* in iQMIS for information on your housing cohorts at the local, regional and national level. Your "Data Manager" is a key contact.

TRAINING

The IBC Quarters Program provides classroom training 3 or 4 times a year at various locations for Housing Managers only.   OMB Circular A-45, Rental and Construction of Government Housing (11/25/2019), this "Housing Manager's Manual" and the "Federal Tenant Brochure" are recommended reading for all Housing Managers and Data Managers.

The Quarters Program also provides periodic webinar training for Tenant Managers. The "Tenant Manager's Manual" is a recommended training resource for new Tenant Managers.

Data Managers should see the "Data Manager Job Aid."

DOI Users should also read the "FPPS Job Aid" (Federal Personnel Payroll System), the "FBMS Job Aid" (Financial Business Management System) and the "DOI Housing Management Handbook."

BIA/BIE Users should read the "Prorated Rents Job Aid" for school contract employees and the "Bill of Collection Process."

There are other training materials in iQMIS *Resources*.

LOG IN AND PASSWORD

Open your preferred web browser and go to the iQMIS web page at https://iqmis.ibc.doi.gov/iqmis. Add this site to your Favorites or Bookmark it for future reference. The iQMIS login screen is depicted below:

DOI Users: DOI employees and contractors will log in with "Single Sign On." DOI's "Active Directory Federation Services" authenticates iQMIS users from information contained on your PIV card and in your department record. You must be connected to the DOI network, either at your office or through VPN (Virtual Private Network). If you are unable to connect, please call the iQMIS Help Desk. Your email address in iQMIS must match the one in your employment record.

Non-DOI Users: Non-DOI employees and contractors will log in with their PIV/CAC card through GSA's login.gov application. On your *first* login to iQMIS, you will be directed to set up an account with https://login.gov/ and register your PIV/CAC card. Be sure to write down your login.gov account password and keep it in a secure location. Your login.gov account may also be used for authenticating other federal applications, such as USAJOBS.

Non-federal Users: iQMIS users without a .gov or .mil email address will be required to purchase and register a USB security key (YubiKey FIPS Series, https://www.yubico.com/store/, $50). Once you have the security key in hand, log in to iQMIS and you will be directed to set up an account with https://login.gov/ and register your security key. Be sure to write down your login.gov account password and keep it in a secure location.

MAIN MENU AND NAVIGATION

Once the User is logged on to iQMIS, the *Main Menu* screen appears. The Main Menu screen is the default landing page for iQMIS.

The *Main Menu* is customized for specific agencies, user roles, and activities, so your screen may be slightly different.

The area you are currently working on is depicted in green (see *Housing* button and *Main Menu* buttons above.) Other areas you may navigate to are depicted in gray (see *Password* and *Resources* buttons above.)

The *Housing* button is the location of the *Main Menu* and the default starting point when you log in.

The *Help* button provides information to contact the iQMIS *Help Desk*, the ability to create a ticket for technical or other issues, *Frequently Asked Questions*, and a *Site Index* containing a list of all fields in iQMIS and where each is located.

The *My Account* button displays your user profile. If changes are needed, go to *Help* and create a Ticket.

The *Logout* button will exit the program.

The *Installation Documents* button is only visible between December and February. It is used for annual rent adjustments effective in March, to print tenant rent change notices for all tenants at one time. Tenant rent change notices are typically distributed in December or January. **USFS Users:** The *Installation Documents* button is not visible to USFS Tenant Managers.

The *Reports* button is used to print or download various reports of housing, tenants, and rent data.

The *Resources* button provides references such as user manuals, job aids, survey reports, and other documents.

DOI Users: *FBMS Building* and *Payroll Deductions* buttons are visible to DOI users only.

The *Main Menu* also displays all housing units that you are authorized to access. In the figure above, the user manages 155 housing units.

USFS Users: Be aware that some Tenant Managers are not responsible for all units they can view in iQMIS because they manage only one specific Ranger District in a Forest. New USFS users with access to entire Forest in iQMIS should get clarification from their Housing Manager on the specific units they are responsible for. These units should be named or numbered in a way to differentiate Ranger Districts. The iQMIS Help Desk can also separate RDs into separate installations upon request.

20 housing units are displayed per screen. Use the "next" and "previous" blue links or numbered page links (1, 2) to move from one page to another. If there are less than 20 units, these links are not visible.

Search options to find specific housing units

Installation: An installation is a housing location, such as a Park, a Forest, a Ranger District, a Refuge, a Hospital, a School, etc. If you are responsible for managing more than one housing installation, you can select one specific installation from the drop-down "Installation" list (**V**) and then click the *Search* button. iQMIS will display the housing units from that one installation. The list will remain during this session or until you change the selection again. The **number of records** will indicate the units that match your selection.

To view all records again, change the Installation list to "All Installations," and click the *Search* button.

Installation Name: You can retrieve a set of records by selecting the radio button, entering just **part of the name** in the "Installation Name" box, and clicking *Search*. For example, if you enter "river" (not case sensitive), iQMIS will return all units with "river" in the Installation Name. The number of records will change to count the number of units in your selection. The records remain during this session or until you change the selection. To view all records again, delete any text you entered in the "Installation Name" box and click the *Search* button, or selecting the radio button for "Installation" and select "All Installations."

Housing Unit Number: You can retrieve a specific housing unit number by entering a number (or part of a number) in the "Housing Unit Number" box and clicking *Search*. iQMIS will return those units containing that number. The number of records will change to count the number of units in that selection. The selection will remain during this session or until you change the selection. To view all records again, delete any text you entered in the "Housing Unit Number" box and click the *Search* button.

Housing Unit Status: You can view just active units, deleted units, or all housing units by selecting the "Housing Unit Status" box. iQMIS will then limit the list to units of that status during this session or until you change the selection. The number of records will change to indicate the units that match your

selection. To view active records again, change back to "Active" and click the *Search* button. iQMIS can also search using any combination of the above, for example, "182" and inactive.

Data Managers Only: Follow Up Required: Only Data Managers have the option to select units with "Follow Up Required" Yes or No. The Data Manager marked these units for tracking and can change them to "Follow Up" No within the unit record.

Housing Unit Issues: You can view using that have "issues" due to missing data or failure to meet an iQMIS data validation rule. If a unit has an "issue," you cannot stop a tenant, add a tenant, or compute rental rates until the issue is resolved, since the ISSUES tab will obscure the DOCUMENTS tab. This is crucial during November and December, when any pending issues must be resolved in preparation for rent adjustments. Also see the iQMIS *Report* "Housing and Tenant Issues."

All the *Search* and selection options work together. So, if you enter a "Housing Unit Number" AND choose an "Installation," iQMIS will display any units that match both criteria. If you enter an "Installation" AND "Housing Unit Issues" = Yes, iQMIS will display any units that match both criteria.

Other functions on the *Main Menu* are depicted below:

The *Contacts* button lists all iQMIS users with access to the same housing you manage. This list includes other local Housing Managers and Tenant Managers, as well as regional users, Data Managers and the national bureau/agency manager. If you notice any user that is no longer responsible for iQMIS or your housing program, please email the iQMIS Help Desk to have their access removed or

notify your Data Manager.

The *Blank Inventory Form* button provides a "Government Housing Inventory Form" (DI 1875), used to perform an inventory of a <u>new housing unit</u>. Each field in iQMIS corresponds to an item on the Form. The Form is not required, but all this information must be collected so it facilitates the process. The "Government Housing Inventory Instructions" are available in the *Resources* area. These "Instructions" are essential for anyone conducting an inventory or inspection of government housing in the field.

To enter a new housing unit into iQMIS, first check the deleted units. If a unit was deleted in the past, contact the iQMIS Help Desk to reactivate it. After the "Government Housing Inventory" is completed for the new unit, click the *Add New Housing Unit* button. (DOI Users must know the ID of the FBMS Building that the new rental unit is contained in.)

The *Inventory for Installation* button will print the "Inventories" for all housing in one specific Installation. The blue "Housing Inventory" link will print the "Inventory" for that one unit.

NAVIGATION WITHIN ONE HOUSING UNIT

Users select a specific housing unit by clicking on the blue link in the "Housing Unit Number" column (i.e., unit 00001002) on the *Main Menu*. For that one specific housing unit, the following navigation tabs appear in the User Interface.
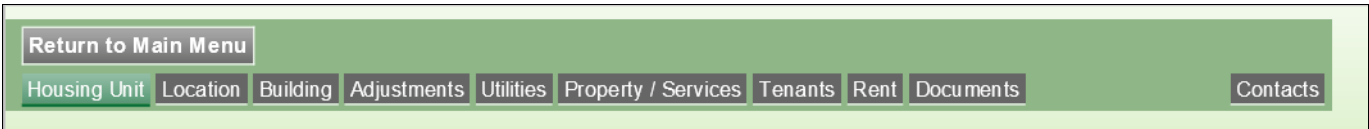
Each tab contains data on the specific housing unit selected. The information on all these tabs collectively are called the unit's "inventory." The data fields on each tab for a unit will print on the "Housing Inventory" (blue link on *Main Menu*).

The tab you are currently on is highlighted in green with a raised effect (like the *Housing Unit* tab above.) The tabs you may navigate to will be depicted in gray with a sunken effect (like the *Building* or *Tenants* tabs above.)

These buttons and tabs function as follows:

Return to Main Menu **button** – Navigates back to the *Main Menu* screen with the housing list and selection you made previously.

***Housing Unit* tab** – This is the default tab when you select a specific housing unit from the *Main Menu*. The *Housing Unit* tab for the selected housing unit contains data fields such as rent class, unit number, unit name, planned tenants, etc.

***Location* tab** – The *Location* tab contains data on the selected unit such as the housing unit's address, nearest established community, one-way miles to the NEC, etc.

***Building* tab** – The *Building* tab contains data on the selected unit such as the housing unit's square footage, bedrooms, bathrooms, interior/exterior condition, locked off space, lead-based paint, etc.

***Adjustments* tab** – The *Adjustments* tab contains data on the selected unit such as the housing unit's water quality, police service, loss of privacy, etc. Most of these adjustments provide deductions to market rent, if eligible per A-45 regulations.

***Utilities* tab** –The *Utilities* tab contains data on the selected unit such as the electricity, propane, natural gas, fuel oil, water, sewer, and trash removal services.

***Property/Services* tab** – The *Property/Services* tab contains data on the selected unit such as the government-furnished heating system, air conditioning system, range, refrigerator, microwave, washer, dryer, furniture, and lawn care.

***Tenants* tab** – The *Tenants* tab contains records of the current and former tenants assigned to the selected unit. Current tenants living in this unit appear as CURRENT=YES and display at the top of the list. Former tenants (Current = No) display in order by their arrival date. Each tenant record contains data such as their name, arrival date, departure date, occupation, and rent payment information.

***Rent* tab** – The *Rent* tab displays the current and previous rental rates for this housing unit. The most current rent appears at the top of the list, followed in descending order by effective date. Each rent record displays the iQMIS rent calculation *per unit* and *per tenant* for the "Effective Date" entered by the user. Note that the correct rent for today may not be on this list.

***Documents* tab (does not display if there are *Issues*)** – Navigates to the *Documents* tab for the selected housing unit. The *Documents* tab allows users to calculate the rent and then print/save lease documents for the tenant, such as the Assignment Agreement (Lease), the Rent Summary, the EPA Lead-based Paint Disclosure Form, and the Rent Payment Form. The *Documents* tab is used when a new tenant arrives ("Start" Rent), when a tenant departs ("Stop" Rent), and when a tenant's rent is changed ("Change" Rent).

***Contacts* tab** – Displays all iQMIS users that have access to this Housing Installation, including other Housing Managers, Tenant Managers, your Data Manager, regional housing manager (if applicable) and

national housing manager. If any individuals appear who no longer work with housing, please email iqmis_helpdesk@ibc.doi.gov or your Data Manager.

Issues **tab (displays only when applicable)** – The *Issues* tab only appears 1) if there is missing data, 2) if data does not meet an established validation rule, or 3) (DOI Only) during communication between iQMIS and FBMS. (See the "FBMS Job Aid" in *Resources* for more information.) The *Issues* tab will obscure the *Documents* tab and **users cannot print any** *Documents* **until the** *Issue* **is resolved.** Click on the *Issues* tab to identify what the specific issue is.

Click on the *Return to Main Menu* button to go back to the list of selected housing units.

Most of the tabs for a specific unit have several common features.

If you are a Housing Manager authorized to change this information, you will see the *Update* **Housing Unit** (**Location**, **Building**, etc.) screen with editable fields. If you are a Tenant Manager or Read Only Manager, you will see the *View* **Housing Unit** (**Location**, **Building**, etc.) screen and the information appears in a read only format.

Required fields are identified by a yellow star ⭐ . This information is mandatory. Some fields are required only when another related field is answered in a specific way. iQMIS will display an error when required information is missing or does not meet an established data validation rule.

Additional information about a specific field can be found in its blue question mark (**?**) *Help Tip* button. Not every field in iQMIS has a *Help Tip* button. For example, the *Help Tip* for the "Last Inspection Date" field appears as follows:

<div style="border:1px solid #888; background:#b6c9a0; padding:1em;">

Last Inspection Date   ✖

Date of last physical inspection (including an occupancy/vacancy inspection) by facilities staff, with or without tenant

</div>

Click on the X button on the right side to close the dialog box.

DATA ACCURACY: Housing Managers must understand the definitions and requirements of each field in iQMIS because most fields will affect the rental rate. Erroneous data in iQMIS may cause tenants to pay the incorrect rent. If the rent is incorrect and lower than it should be, it is considered a subsidy to an employee's living expenses, which is prohibited by 5 U.S.C. 5911 and OMB Circular A-45. Also, federal civilian employees may not receive any benefits beyond their salary, per 5 U.S.C. 5536. Housing Officers should seek iQMIS training and utilize all reference documents in order to comply with federal regulations. **It is solely the <u>Housing Manager's responsibility</u> to enter an accurate inventory in iQMIS. Tenant Managers should assist their Housing Manager and verify the accuracy of housing data.**

Users must click *Save Changes* whenever data is changed or entered on the tab. If you inadvertently click another tab or button without clicking *Save Changes*, your changes are discarded.

After saving, iQMIS checks for completeness and validates some data fields. If there is any missing or erroneous data, it displays: ">> There are errors on the page" and will not save. It also posts the specific error under the data field, as depicted below.

Correct the data and *Save Changes* again. If the error remains, you can navigate away from a page, but the record reverts to its previous values and any changes will not be saved.

Upon saving, if there are no data or validation problems, iQMIS saves and automatically advances to the next tab. For example, when you *Save Changes* on the *Housing Unit* screen, iQMIS moves to user to the *Location* screen. When you *Save Changes* on the *Utilities* screen, iQMIS moves the user to the *Property/Services* screen.

Click *Return to Main Menu* to exit the unit.

When you select a specific unit from the *Main Menu* by clicking its blue link, the *Housing Unit* tab is the default starting tab. All the tabs from *Housing Unit* through *Tenants* – are called the unit's "inventory."

Following are the data fields located on the *Housing Unit* tab.

> Most of the data in iQMIS impacts the rent. iQMIS Housing Managers should never assume that the existing iQMIS data is correct. Your predecessor may have never read the regulations, the housing policies, this Manual, or received training. It is your responsibility to ensure the accuracy of this data, and that rents comply with laws and regulations.

Agency (display only) – The federal bureau or agency that owns or leases this housing unit.

Installation (display only) – The housing site where this housing unit is located.

Data Manager Only: Unit Comments – These Comments are used by Data Managers to keep notes on exceptions, documentation received, dates, emails/phone calls, etc. about a specific unit. The "Unit Comments" field is only visible to (and editable by) other Data Managers with access to those units. Changes are not recorded in a "change history" for this field. A best practice would be to date and initial each comment. To maintain a history, add information to the existing Comments instead of replacing the existing entries.

Data Manager Only: Follow Up Required (Yes/No) – Data Managers can mark a unit for "Follow Up" if you want to monitor the situation in the future. You can identify the "Follow Up" units on the *Main Menu.* These "Follow Up" units also print on the "Data Manager Unit Management" *Report*.

DOI Only: FBMS Business Entity (display only) – The FBMS federal worksite identification number and name. The FBMS BUSINESS ENTITY is entered in FBMS for the FBMS BUILDING and cannot be changed in iQMIS.

DOI Only: FBMS Building (display only) – The FBMS identifier assigned to the DOI Building in which this rental unit exists. A FBMS Building is a real property asset under a roof. If the Building is used for housing, the iQMIS field must be marked "Yes" in FBMS to the sent to iQMIS.   A Building may contain more than one rental unit (FBMS Rental Object). For example, a Building which is a "House" will have one rental unit attached to the Building. A Building which is a "Duplex" will have two rental units attached to the Building. A Building which is an "Apartment" may have 6 or 10 or 20 rental units attached to the Building. The FBMS BUILDING is selected when a unit is added to iQMIS and cannot be changed.   See the *FBMS Building* button on the *Main Menu* for a list of all FBMS BUILDINGS at your locations (where iQMIS=Yes.) Also see the "FBMS Job Aid" in *Resources*.

Survey Region (Alaska; American Samoa; Arizona/Nevada; California; Caribbean; Colorado/Utah/Wyoming; Guam; Hawaii; Idaho/Montana; Mid-South; New Mexico; North Central; Northeast; Oregon/Washington; Plains; and Southeast) (required) – The SURVEY REGION is the Rental Survey Region <u>where the housing unit is physically located</u>, according to the boundaries defined in the "Government Housing Inventory Instructions." The actual physical location of the housing unit determines which SURVEY REGION to use – not the location of the nearest established community (NEC). Also see *Resources – Survey Reports* for a "Survey Region Map" or see each Region's current Rental Survey Report for more detailed maps of regional boundaries.

In iQMIS, the choice of SURVEY REGION will be restricted to the known location of the government housing Installation. If an installation has housing located in more than one SURVEY REGION, select the appropriate region from the drop-down choice list. There are installations with housing in two different regions, and this may be the case for your location. <u>If the correct Survey Region is not listed</u>, contact the iQMIS Help Desk.

Rent Class (House, Apartment, Cabin, Dormitory, Houseboat, Mobile Home, Plex, Trailer Pad (Tenant-owned RV), Travel Trailer (Govt-owned RV)) (required) – <u>This field can only be changed by a Data Manager or the Help Desk</u>. See *Contacts* on the MAIN MENU or on a specific Unit to identify your Data Manager. Improper determination of RENT CLASS can significantly impact the rental rate. For example, an "Apartment" uses the apartment rent formula, and a "Plex" uses the house rent formula (with a deduction for being an attached unit.) An "Apartment" has only one entrance/exit; a "Plex" has two

entrances/exits. A "Dormitory" and a "Cabin" also have specific requirements. See the "Inventory Instructions" for each RENT CLASS specification.

Rent Class Description (required for RENT CLASS "Dormitory"; optional for others; in NPS, editable only by Data Manager) – For Dormitories, describe how the unit qualifies as a Dorm, including the Bedrooms, Bathrooms, Kitchen, Usage, Gender Separation and Unusual Features designed for group living. The description must match the iQMIS data that is provided. For other RENT CLASSES, comments are optional, but should describe any unusual features.

Dormitories Only: Dorm Rate (Private/Shared) – This field can only be changed by a Data Manager. Per A-45, each "Dormitory" must be designated as "Private" or "Shared" and the "per tenant" rates differ. This classification applies to the entire Dormitory – not individual Bedrooms or individual Tenants. The Private/Shared classification is determined annually **on November 1** from actual concurrent tenants (roommates) over the past 3 years and number of BEDROOMS USED. A "persons per bedroom" calculation will classify the unit as "Private" (0 to 1.0 persons per bedroom) or "Shared" (1.01 persons per bedroom or more.)

Users should ensure they enter all tenants into iQMIS (even short-term visitors) and that BEDROOMS and BEDROOMS USED are accurate.

It is a best practice (if possible) to offer a "Private" Dorm to tenants who want the lowest rent possible and don't mind sharing a bedroom, and a "Private" Dorm to tenants who are willing to pay more for a private bedroom. Proactive management of Dormitory assignments is recommended.

Housing and Tenant Managers may request a change from their Data Manager with justification. The Private/Shared designation will be recalculated each November 1 and changed to reflect actual "persons per bedroom."

Housing Unit Number (required) – The individual iQMIS unit identification (ID) number. The UNIT NUMBER can be either numeric or alphanumeric, at the option of the agency. A maximum of eight characters may be used, and any combination of numbers or letters may be employed, for example, APT00678 or 024598-B. See also PROPERTY LOCATION ID and PROPERTY ASSET ID for other IDs used by your agency. The iQMIS UNIT NUMBER must be unique within the installation.

If a housing INSTALLATION has multiple housing areas or offices (districts or ranger districts), the HOUSING UNIT NUMBER should include a location designation. For example, EAST0001, EAST0002, WEST0001 or WEST0002. iQMIS will sort the units on the *Main Menu* by this NUMBER.

Housing Unit Name (optional) – A UNIT NAME should be meaningful and independent of the UNIT NUMBER. For example, a name such as "White River Apt A," "Men's Bunkhouse West,"

"Superintendent's House" or "123 Charles Street" would be appropriate. Do not name the housing after the current tenant, such as "Joe Smith" or "Vacant." The UNIT NAME prints on the Lease and can be used to document the address. Also see *Location* – HOUSING UNIT ADDRESS to enter the physical address for this unit.

DOI Only: Quarter ID (Legacy Rental Unit Number for FBMS) (display only) – The identification number originally assigned from FBMS. This number is used only internally and cannot be changed.

DOI Only: FBMS Rental Unit Number (display only) – The identification number assigned by FBMS to the housing unit/rental object. This number is unique within this BUSINESS ENTITY. This number is used by FBMS and cannot be changed.

Number of Planned Tenants (unrelated roommates) (required; defaults to 1) – The number of **unrelated tenants** who will live together (roommates) in the unit and split the rent and utilities. If the unit is assigned to one employee/tenant, enter **1** – do not include family members in the number of PLANNED TENANTS. iQMIS will divide the "unit rent" by the number of PLANNED TENANTS (except in a Dormitory). The PLANNED TENANTS also prints on the "Assignment Agreement" so the occupant is aware of the number of roommates. A "Trailer Pad/Space (Tenant-owned RV)" RENT CLASS can only have 1 PLANNED TENANT, since the agency cannot assign a roommate to live in a tenant's personal RV.

Shared housing arrangements require active management. Enter the number of actual roommates that will share this housing unit and the rent now or in the near future. For example, if you have a 3-bedroom House and 6 beds – but never have more than 3 roommates living there together – you must use 3 PLANNED TENANTS. At 6 PLANNED TENANTS, each tenant is paying half of the rent they should be (each pays one-sixth of the unit rent instead of one-third.)

Overestimating the number of PLANNED TENANTS will cause the rent to be too low, which is a subsidy to living expenses and is prohibited by federal laws and regulations. To assist you in determining the correct PLANNED TENANTS, iQMIS displays the **actual number of concurrent tenants that lived in the unit over the past 12 months and the past 3 years** (in green below the PLANNED TENANTS field.)

Number of Planned Tenants:
* ⭐

3

* *Maximum actual concurrent tenants over past 12 months: 2*
* *Maximum actual concurrent tenants over past 3 years: 5*

Data Validation Rule: PLANNED TENANTS cannot exceed the actual number of roommates (concurrent tenants) that have lived in the unit over the past 3 years. (This does not apply to Dormitories; a Trailer Pad/Space cannot exceed 1 PLANNED TENANT.) Housing Managers should change the PLANNED

TENANTS to reflect actual expected or historical use.

Optionally, when a new tenant arrives and is entered in iQMIS, the PLANNED TENANTS can be increased by a Housing Manager to the current number of actual roommates, and rents recalculated.

Data Validation Exception: Your Data Manager may grant an exception to increase the PLANNED TENANTS beyond actual historical use. Once granted, only the Data Manager can change the PLANNED TENANTS field. See the *Contacts* button for your Data Manager. Exceptions expire every November 1.

Housing Use (Permanent, Seasonal, Volunteer; defaults to Permanent; in NPS, editable only by Data Manager; in USFS, no Volunteer option) – Indicate if the housing is used on a year-round basis, a seasonal basis, or solely for volunteers. Enter the normal occupancy pattern for the housing.

For NPS Only: Only a NPS Data Manager can change the HOUSING USE field. In addition, the NPS designates separate rent revenue accounts in FBMS for seasonal housing and permanent housing. If the SEASONAL USE field is changed, there may also be accounting changes needed for the Building in FBMS. The SEASONAL USE field also dictates the permanent/seasonal FPPS Pay Code used for rent deductions from payroll.

Historic Status (Not Determined, Not Eligible, Eligible, On Register, Not On Register) (required) – The National Historic Preservation Act (NHPA), enacted in 1966, declared a national policy to preserve significant historic sites, districts, buildings, structures, and objects "for the inspiration and benefit of the people of the United States." (54 U.S.C. 302101.) Check with your agency's national historic preservation personnel to determine the HISTORIC STATUS of the unit. If "On Register," the CLASSIFIED STRUCTURE NUMBER is also required.

Classified Structure Number (required if HISTORIC STATUS is "On Register") – If this unit is on the Historic Register, enter its designated CLASSIFIED STRUCTURE NUMBER.

Last Inspection Date (optional) – Date of last physical inspection or occupancy/vacancy inspection by facilities or maintenance staff.

Property Location ID (required for NPS; optional for others) – The identification number assigned to the housing unit by your bureau/agency, for example, a property identifier from your property system or the Federal Real Property Profile (FRPP) LOCATION ID number. This is typically used to cross-reference the iQMIS housing unit to its record in your bureau/agency property system, so it should differ from the HOUSING UNIT NUMBER.

Property Asset ID (required for NPS; optional for others) – The secondary identification number

assigned to the housing unit by your bureau/agency, for example, a FRPP ASSET ID number or another agency property identifier.

DOI Only: FBMS Building Maximo ID (display only) – The identification number assigned by Maximo to the Building containing the housing unit. It is displayed from FBMS and cannot be changed.

Leased from Other Entity (YES/NO; defaults to NO) – Indicates whether this unit is leased from another organization or individual, such as a private owner, a private company, or another federal agency. If YES, the adjacent Lease COMMENT field is also required.

Comment (on Leased Unit) (required if LEASED is YES) – If the unit is leased, enter the name AND phone number of the entity that owns this unit, and any other known lease conditions, such as lease expiration date and lease reference number.

BIA or IHS Only: Tribally Managed and Operated (YES/NO; defaults to NO) – Indicate whether this unit is managed/operated by a tribe. This applies only when the housing is still government owned, but the housing and rents are managed by a tribe. If YES, the adjacent Tribe COMMENT field is also required. If ownership of housing is legally transferred to the tribe, the unit should be removed from iQMIS because it is not federal property.

Comment (on Tribally Managed) (required if TRIBALLY MANAGED is YES) – If the unit is tribally managed and operated, enter the name of the tribe that is managing this unit and a contact name and number. Also enter any other known management conditions.

Justification of Housing Unit is Approved (YES, NO, N/A) (required for DOI) – Indicate whether this unit was approved for use through your bureau/agency housing approval process. DOI Bureaus must complete a DI-1871 or NPS 10-373 to obtain approval for new housing. Formal approval documentation should be kept on file at the local or regional housing office. The approval Form may also be attached to this unit in the *Housing Unit* HOUSING ATTACHMENTS field.

Rent Deposit Account (For DOI/DOT/IBWC display only; optional for others) – Enter the accounting code where rent payments will be deposited, as required by your bureau/agency. The Account prints on the Payroll Deduction Form for your payroll office. "N/A" indicates the account is not required by your agency business process. For DOI, this is the 8-character BUSINESS ENTITY plus 8-character RENTAL UNIT – the 16-digit rent deposit account is entered in FBMS and cannot be changed in iQMIS.

DOI Only: FBMS Accounting (display only) – The rent deposit account information from FBMS; can only be changed in FBMS by a Property Manager.

DOI Only: FBMS Status (display only) – The status of the FBMS BUILDING that houses this the FBMS

RENTAL UNIT NUMBER (Housing Unit). This can only be changed in FBMS by a Property Manager.

Terms and Conditions (optional) – Enter any terms and conditions of occupancy that apply to tenants living in this housing unit. These Terms will print on the tenant's Assignment Agreement (Lease.) For example, "Smoking is prohibited in this unit"; or "Pets are limited to a total of two dogs or cats, less than 50 pounds each; no exotic pets"; or "See attached Tenant/Employee Rules and Regulations." Any attachments to the lease agreement that apply should be referenced here because they then become part of the lease.

Housing Attachments (optional; Description required) – Used by the iQMIS User for records retention and documentation purposes. Attach and store any housing-related documents, such as Floor Plans, Photos, latest Occupancy/Vacancy Inspection Form, etc. Do not attach tenant-specific documentation here; instead, see *Tenants* – TENANT ATTACHMENTS.

Delete Housing Unit (YES/NO; defaults to NO) – **NOTE: This field is not visible if the unit is occupied.** This field can only be changed by a Data Manager. If the unit has been sold, demolished, disposed of, or will no longer be used for housing employees or tenants, select YES. Check out any occupants before deleting. It is a best practice to also enter a CHANGE COMMENT to describe why the unit is being deleted. Please refer to and follow your agency's procedures for disposal of housing. If the unit was erroneously deleted and needs to be restored to the inventory, contact the iQMIS Help Desk.

Change Comment (for Housing Changes) (optional) –If a change was made to this *Housing Unit* data, enter additional information regarding why. For example, "Corrections due to inspection in Feb 2020" or "Unit was demolished in October 2019." This CHANGE COMMENT will be saved in the HOUSING UNIT HISTORY at the bottom of this page.

Data Manager Only: It is a best practice for Data Managers to enter a CHANGE COMMENT whenever an exception to a *Housing Unit* data validation rule is entered.   Describe why the change was made, such as "Exception granted to Planned Tenants; expect 6 fire crew around 6/1/21." Optionally, Data Managers can enter this information in the *Housing Unit* UNIT COMMENTS.

Housing Unit History (display only) – Any and all *Housing Unit* tab changes are displayed in the HOUSING UNIT HISTORY, including the date changed, the user who changed it, and the old and new values of the field changed. The most current changes are displayed at the top of the list. This is also known as an "audit trail."

Click on the *Location* tab for this unit.

Following are the data fields on the *Location* tab.

> Most of the data in iQMIS impacts the rent. iQMIS Housing Managers should never assume that the existing iQMIS data is correct. Your predecessor may have never read the regulations, the housing policies, this Manual, or received training. It is your responsibility to ensure the accuracy of this data, and that rents comply with laws and regulations.

Nearest Established Community (NEC) (required) – The community which meets the following requirements, as defined by OMB Circular A-45:

1) the *nearest* community to this housing unit (use Census County Block Maps at U.S. Census Place Maps), WITH
2) a decennial U.S. Census population of at least 1,500 (5,000 in Alaska), AND
3) a doctor and a dentist (part-time/itinerant care physicians meet this requirement), AND
4) a rental market available to the general public

Communities in other countries, communities on military bases, and communities on Native American reservation lands are not open to the public <u>may not</u> be designated as NECs. The NEC does not need to be in the same state or SURVEY REGION as the housing unit; it is simply <u>the closest community</u> that meets A-45's requirements. The "Base Rent" (market value) will be comparable to this community.

In iQMIS, the NEC choices are <u>not a list of all possible NECs</u>; they are just the NECs currently near a government housing installation. If the correct NEC is not available on the choice list, contact the Help Desk to add it.

Housing Unit Address/City/State/Zip Code (optional; for DOI, display only from FBMS) – Enter the complete physical address of this unit if known, e.g., "123 Main Street, Alamosa, CO 80437" or "499 Smith Drive #2A, Henderson, NV 89002." Do not include P.O. boxes. (See *Tenants* – TENANT MAILING ADDRESS to document the occupant's mailing address.) For DOI, this is the address of the Building from FBMS and can only be changed in FBMS.

Latitude (optional) – Enter the Latitude of this unit, if known, in decimal format (DegDec, "0.00000.") Conversions are available at [Conversion of Lat/Long from Degrees to Decimals](#).

Longitude (optional) – Enter the Longitude of this unit, if known, in decimal format (DegDec, "0.00000.") Conversions are available at [Conversion of Lat/Long from Degrees to Decimals](#).

Isolation (0 is a valid number; in NPS, editable only by Data Manager) – Enter the number of **one-way miles** between the housing unit and the business center (main street or downtown) of the NEAREST ESTABLISHED COMMUNITY via the most commonly traveled route, using the transportation categories identified below. iQMIS will round to the nearest whole mile (.01 to .50 miles are rounded down; .51 to .99 miles are rounded up.) Include one-way miles for each mode of travel required, for example, tenants may travel 1 mile by unpaved road and 14 miles by paved road from the housing to the center of the NEC.

- **Paved Road:** A paved road that is 20 ft. or more in width. Pavement may be concrete, asphalt or macadam. Curbs and gutters not required. (1 point per mile.)
- **Unpaved/Improved Road:** An unpaved road that is graded, drained and has a surface other than pavement, such as stone or gravel, of any width. Width can accommodate at least one full- size passenger vehicle. (1.5 points per mile.)
- **Unimproved Road:** An unimproved road may or may not be graded and has a dirt surface of any width. (2.0 points per mile.)
- **Water/Special:** One-way miles traveled by boat or other watercraft, all-terrain vehicle (ATV), snow machine, pack animal, or on foot if the only mode or the typical mode of travel. (2.5 points per mile plus 23 bonus points.)
- **Air:** One-way miles traveled by aircraft, if aircraft is the only mode or the typical mode of travel. (4.0 points per mile plus 22 bonus points.)

If the physical address of the housing unit is known A-45 requires that you use mapping sites/applications, such as [MapQuest](#) (Get Directions) or [Google Maps](#) (Directions), to measure the total one-way miles to the NEC. The mapping sites/applications will identify the business center of the community. A-45 also requires that documentation of the isolation be kept on file.

Isolation "points" are assigned by iQMIS for each one-way mile, per A-45. Isolation does not apply to

Dormitories. A housing unit that is 0 to 25 points from the "nearest established community" receives no isolation deduction to rent. A housing unit with 26 or more points will qualify for a deduction to rent, based on the GSA personal vehicle mileage rate in effect on September 30 of the previous year. Isolation rates are published in the "Consumer Price Index Memo" in *Resources.* A-45 compensates tenants for the distance to the NEC through an "isolation deduction" to rent. The deduction equates to one round trip each month for 26 to 35 points, two round trips each month for 36 to 45 points, three round trips each month for 46 to 55 points, and four round trips each month for 56 points or more. If there are 26 points of isolation, the maximum allowable deduction for all *Adjustments* is 60% off the CPI-adjusted base rent. If there 25 points or less of isolation, the maximum allowable deduction for all *Adjustments* is 50% off the CPI-adjusted base rent.

Change Comment (on Location) (optional) – Enter a short description of why changes were made to this *Location* data. For example, "Field review with GPS in June 2020" or "Distance to NEC driven and measured by Sue Jones in Dec 2019." This CHANGE COMMENT will be saved in the LOCATION HISTORY at the bottom of this page.

Location History (display only) – Any and all Location changes are displayed in the LOCATION HISTORY, including the date changed, the user who changed it, and the old and new values of the field(s) changed. The most current changes are displayed at the top of the list. This is also known as an "audit trail."

BUILDING TAB

Click on the *Building* tab for this unit.

Following are the data fields on the *Building* tab.

Most of the data in iQMIS impacts the rent. iQMIS Housing Managers should never assume that the existing iQMIS data is correct. Your predecessor may have never read the regulations, the housing policies, this Manual, or received training. It is your responsibility to ensure the accuracy of this data, and that rents comply with laws and regulations.

Date Built (required) – The date when the housing unit or trailer pad was constructed.

Interior Condition (Excellent, Good, Fair, Poor, Obsolete, or N/A for Trailer Pads) (required; in NPS, editable only by Data Manager) – Assessments of the INTERIOR CONDITION are subjective and measure condition for rent purposes, not maintenance purposes. See the "Government Housing Inventory Instructions" (in *Resources*) for specific examples of each condition.

NPS Only: The NPS determines the INTERIOR CONDITION using its own methodology, updated by an annual parametric file upload. The CONDITION is changeable by Housing Managers between December 1 and February 29 each year, and only to correct erroneous "Excellent" Conditions. The Data Manager can change the CONDITION at any time of year.

Exterior Condition (Excellent, Good, Fair, Poor, Obsolete, N/A for Trailer Pads) (required; in NPS, editable only by Data Manager) – Assessments of the EXTERIOR CONDITION are subjective and measure condition for rent purposes, not maintenance purposes. See the "Government Housing Inventory Instructions" (in *Resources*) for specific examples of each condition.

NPS Only: The NPS determines the EXTERIOR CONDITION using its own methodology, updated by an annual parametric file upload. The CONDITION is changeable by Housing Managers between December 1 and February 29 each year, and only to correct erroneous "Excellent" Conditions. The Data Manager can change the CONDITION at any time of year.

Finished Floor Space (required; in NPS, editable only by Data Manager) – The gross FINISHED FLOOR SPACE is the footprint of the unit's heated/cooled area within walls. It is determined by measuring the exterior dimensions to the nearest inch. For multi-family housing (duplexes, triplexes and apartments), include only the exterior measurements of the individual unit. Do not include attached garages, enclosed or unfinished porches, or covered or uncovered patios when calculating the finished area. Enter the total **square feet** of finished space in the entire housing unit – separated by finished square feet in the basement, on the first floor, and on all additional floors. See also UNFINISHED BASEMENT.

Note on FINISHED FLOOR SPACE in the "BASEMENT": Basement space does not apply to RENT CLASS "Mobile Home," "Travel Trailer" or "Trailer Pad" (if tenant-owned RV.) To be considered as finished floor space, a "finished basement" area must consist of more than painted concrete blocks and a tiled

floor. The space must have finished walls (drywall, plaster, paneling, etc.), a finished ceiling, floor coverings, comply with recognized finished space building standards/codes, have artificial lighting, and year-round mechanical ventilation equivalent to the rest of the dwelling. Part of a basement may be finished and another part unfinished (see also UNFINISHED BASEMENT.)

Note on FINISHED FLOOR SPACE in "OTHER FLOORS": Where finished floor space is located in an attic area or other atypical portion of a structure, where the roof is also a part of (or all of) the wall (as in the case of an 'A' frame), the FINISHED FLOOR SPACE includes only the square footage of floor space that has at least six feet of vertical clearance from the floor.

Official Business Use Space (0 is valid; in NPS, editable only by Data Manager) – OFFICIAL USE SPACE is finished floor space in the tenant's personal quarter that has been <u>approved for use exclusively for official government purposes and that is unavailable for family living purposes</u>. Examples include a government office, break room, or storage room located within the tenant's housing unit. Per A-45, OFFICIAL USE SPACE must not be available for personal use, so living rooms, dining rooms, kitchens, etc. may not be designated as OFFICIAL USE SPACE. Telework regulations forbid any compensation for use of personal housing or equipment for business purposes, therefore OFFICIAL USE SPACE does not apply to office space for telework. If eligible, explain the business use and the reason why government facilities are not available in the OFFICIAL USE SPACE COMMENT.

iQMIS will deduct the OFFICIAL USE SPACE from the FINISHED FLOOR SPACE for rent-setting purposes. Do not alter the FINISHED FLOOR SPACE (square feet as constructed). Garages may not be included in OFFICIAL USE SPACE, because they are not part of the FINISHED FLOOR SPACE.

A-45 regulations require that any OFFICIAL USE SPACE **be included in (or attached to) the employee's lease agreement**. The "Official Use Approval Form" in iQMIS *Resources* may be used or follow your bureau/agency housing policies on OFFICIAL USE SPACE.

DOI Only: The "Official Use Approval Form" is required to be attached to the Lease Agreement, except for Dormitories.

This deduction may be related to the current tenant's position and so it must be restored to 0 when the eligible tenant departs. (This restoration to 0 does not apply to Dormitories.)

Comment on Official Business Use Space (required if OFFICIAL USE SPACE > 0) – Describe why the tenant's personal quarters must be used for government purposes, the date approved, and any related information.

Unused Finished Space (0 is valid; in NPS, editable only by Data Manager) – This deduction may be related to the tenant's needs and must be restored to 0 when the eligible tenant departs. It is at agency

management's discretion whether UNUSED FINISHED SPACE will be allowed. Refer to your agency's housing policies for clarification.

Only finished bedrooms and bathrooms may be locked off in order to reduce the rent when a portion of the unit is excessive to the needs of the occupant and no other government housing is available. Living rooms, finished basements, finished attics, garages, and other spaces may not be locked off. At least one bedroom and bathroom must remain unlocked and used.

It is a best practice to use a control Form to document the locking, unlocking, and square feet from a facility employee, since this will impact rent and may change with each tenant.

DOI Only: The **"Unused Finished Space Certification Form"** (*Resources*) must be completed as an internal property control when bedrooms/bathrooms are locked off. This Form is provided to the Housing Manager. At least one bedroom and one bathroom must remain unlocked, available and included in the rent. Also, tenants that have requested to lock off bedrooms/bathrooms must relocate to a smaller unit when one becomes available, or they lose this deduction to rent. Bedrooms may not be locked off if an employee has bid for this specific housing unit.

Enter the square feet of the bedroom(s) or bathroom(s) that have been locked off for the basement, the first floor, and additional floors. **Also revise BEDROOMS USED and BATHROOMS USED, or full credit will not be provided in the rent calculation for locked off/unused finished space.**

iQMIS will deduct the UNUSED FINISHED SPACE from the FINISHED FLOOR SPACE for rent-setting purposes. **Do not alter FINISHED FLOOR SPACE** (square feet as constructed.)

Official use space in a basement does not apply to RENT CLASS "Mobile Home," "Travel Trailer (govt RV)" or "Trailer Pad (tenant RV)."

Unfinished Basement (0 is valid) – UNFINISHED BASEMENT space lacks finished walls (drywall, plaster, paneling, etc.), a finished ceiling, and/or floor coverings. Typically, it is also not heated or cooled. Enter the square feet of UNFINISHED BASEMENT area. If there is no UNFINISHED BASEMENT space, enter **0** (zero).

A basement may contain both finished and unfinished areas. Unfinished basement space is not included in FINISHED FLOOR SPACE, and iQMIS will not assess rent for this space.

Number of Rooms (required; in NPS, editable only by Data Manager) – Enter the total number of finished ROOMS, such as the living room, dining room, kitchen, recreation room, and bedrooms. Do not include bathrooms, hallways, stairways, alcoves, pantries, closets, utility rooms, small arctic entries, or storage closets. The NUMBER OF ROOMS does not affect rent except in a 0-bedroom, 1 room "Cabin."

Do not include Rooms in an UNFINISHED BASEMENT in the room count; only Rooms that are part of the FINISHED FLOOR SPACE are counted.

Number of Rooms Used (required) – Enter the NUMBER OF ROOMS, minus the number of bedrooms locked off to the occupant. The NUMBER OF ROOMS USED does not affect rent; it is informational only. Do not include Rooms in an UNFINISHED BASEMENT in the room count; only Rooms that are part of the FINISHED FLOOR SPACE are counted.

Number of Bedrooms (required; in NPS, editable only by Data Manager) – Enter the total NUMBER OF BEDROOMS. A room designed for use as a bedroom, and that generally meets the requirements for a bedroom, is to be inventoried as a bedroom regardless of its present use. To determine whether a specific area constitutes a bedroom for rent purposes, see the "Government Housing Inventory Instructions." There are fire safety and egress requirements for bedrooms.

Number of Bedrooms Used (required) – Bedrooms may be locked off, at the agency's discretion, to reduce the rent if additional bedrooms are excessive to the needs of the occupant(s) and no other smaller units are available. The BEDROOMS USED reflect the bedrooms unlocked and available to the tenant(s) for any purpose. At least one bedroom and bathroom must remain unlocked and used. Enter the square feet locked off in UNUSED FINISHED SPACE, or full credit is not provided in the rent calculation for locked off space.

Some agencies require a control form from a facility employee to document the locking, unlocking, and square feet. This deduction is related to the tenant's needs and must be restored to the total NUMBER OF BEDROOMS USED when vacated.

DOI Only: The **"Unused Finished Space Certification Form"** (*Resources*) must be submitted to the Housing Office as an internal property control when bedrooms/bathrooms are locked off. Also, tenants that have requested to lock off bedrooms/bathrooms must relocate to a smaller unit when one becomes available, or they lose this deduction to rent. Bedrooms may not be locked off if an employee has bid for this specific housing unit.

Data Validation Rule: In shared housing (where PLANNED TENANTS > 1), if any Bedroom is locked off, PLANNED TENANTS cannot exceed the number of BEDROOMS USED. For example, if there are 3 Bedrooms, 2 Bedrooms Used (1 locked off), and 3 Planned Tenants, iQMIS will not allow this. This indicates that 2 of the roommates are sharing a bedroom, even though another bedroom is available but locked off. This validation ensures that BEDROOMS USED and UNUSED FINISHED SPACE are correct in shared housing. The "Unused Finished Space Certification Form" (*Resources*) is a recommended internal property control for the housing office to use when bedrooms/bathrooms are locked off.

An error may indicate that: 1) Planned Tenants are accurate, but the BEDROOMS USED is incorrect, or 2) PLANNED TENANTS are incorrect, or 3) Roommates are sharing a BEDROOM, even though another bedroom is available but locked. Housing Managers should correct either the PLANNED TENANTS or BEDROOMS USED.

Data Validation Exception: Data Managers can grant an exception. (This is typically for tenants in a personal relationship.) Once granted, only the Data Manager can change the PLANNED TENANTS field. Exceptions will expire every November 1.

Number of Bathrooms (required; in NPS, editable only by Data Manager) – Enter the numeric sum of all bathrooms within in the rental unit. [NOTE: An outhouse, privy, vault toilet, or any restroom facility located outside of the rental unit is not considered a BATHROOM and is inventoried as 0.00.] The following definitions apply to quantifying bathrooms:

- 0.00 = no sink AND no toilet AND no shower is located <u>within this rental unit</u> (either tenants use facilities in another building or use outhouse/vault toilet)
- 0.25 = a room with a sink OR a toilet OR a shower
- 0.50 = a room with a sink AND a toilet (a.k.a. "powder room")
- 0.75 = a room with a sink AND a toilet AND a shower only (no bathtub)
- 1.00 = a room with a sink AND a toilet AND a bathtub (with or without shower)
- 1.00 = a room with 2 sinks AND a toilet AND a bathtub (with or without shower)
- 1.00 = a room with 2+ sinks AND 2+ toilets AND/OR 2+ showers in one bathroom (a.k.a. "communal bathroom" in Dormitories; describe the exact configuration in *Housing Unit* RENT CLASS DESCRIPTION)

A House, Plex, Apartment or Mobile Home must have a shower (0.75 BATHROOMS USED minimum.) An error will be created where BATHROOMS USED are less than 0.75 in these types of units. (Only a Cabin, Dormitory, Trailer Pad/Space (Tenant RV), or Travel Trailer (Govt RV) may lack a shower or bathroom.) If there is no shower or bathroom, the RENT CLASS should be corrected by the Data Manager, or the unit may need to be upgraded or removed from the housing program. Contact the iQMIS Help Desk with questions.

Number of Bathrooms Used (required) – This deduction is related to a tenant's request and must be restored to the total NUMBER OF BATHROOMS when the eligible tenant departs. Bathrooms may be closed off, at the agency's discretion, to reduce the rent when the bathroom space is excessive to the needs of the occupant(s), and no other smaller units exist. Bathrooms may also be closed off if they are unusable and require repairs. Bathrooms may not be locked off if an employee has bid for this specific housing unit.

The number of BATHROOMS USED reflects the bathrooms unlocked and available to the tenant(s). If there are bathrooms locked off, also enter the square footage of the locked off space in UNUSED FINISHED SPACE, or full credit is not provided in the rent calculation.

DOI Only: The **"Unused Finished Space Certification Form"** (*Resources*) must be submitted to the Housing Office as an internal property control when bedrooms/bathrooms are locked off. Also, tenants that have requested to lock off bedrooms/bathrooms must relocate to a smaller unit when one becomes available, or they lose this deduction to rent. Bathrooms may not be locked off if an employee has bid for this specific housing unit.

Data Validation Rule: In shared housing (where PLANNED TENANTS > 1), if any Bathroom is locked off, PLANNED TENANTS cannot exceed the number of BATHROOMS USED. For example, if there are 2 Bathrooms, 1 Bathroom Used (1 locked), and 2 Planned Tenants, iQMIS will not allow this. This indicates that the 2 roommates are sharing a bathroom, even though another bathroom is available but locked off. This ensures that BATHROOMS USED and UNUSED FINISHED SPACE are correct in shared housing.

Housing Managers should verify and correct either the BATHROOMS USED or PLANNED TENANTS.

Data Validation Exception: Data Managers can make an exception (typically for tenants in a personal relationship). Once granted, only the Data Manager can change the PLANNED TENANTS field. Exceptions will expire every November 1.

Dormitories Only: **Number of Beds** (optional) – The number of beds in the Dormitory unit indicating the maximum number of occupants that *could be* housed together at any one time. This may differ from the PLANNED TENANTS, which reflects the number of roommates that are typically housed (or will be housed this season) in the unit together.

Garage/Carport (None, Carport, 1-Car Garage, 1-Car Garage & Carport, 2+ Car Garage, 2+ Car Garage & Carport) (default is NONE) – Attached or detached; is considered part of this unit's property.

A tenant must pay for a garage that is part of their unit (attached or detached), even if they don't want to use it, don't have a vehicle, or their vehicle won't fit in it. Only Bedrooms and Bathrooms can be locked off in order to reduce the rent. In shared housing, rotate use of the garage between roommates.

The only way a tenant cannot be charged is if the government is using the garage for their vehicles or equipment and it is unavailable for tenant use. In this situation, leave the garage in iQMIS (as constructed,) and apply an *Adjustments* ADDITIONAL DEDUCTION to the rent, including a comment such as "The garage is locked and used for government lawn care equipment." The amount of the ADDITIONAL DEDUCTION is the stated garage charge from the "Rent Detail" (1- or 2-car garage) plus the

percentage of inflation. This figure must be updated every year in December before CPI changes are printed.

Many government sites have garages that are not part of a specific unit. These are typically several detached garages, available upon request (or assigned by waiting list or lottery.) Since the garage is not part of their housing unit, and optional, tenants should pay for its use as an ADDITIONAL CHARGE. Do not enter it as a GARAGE constructed as part of the unit. The amount of the ADDITIONAL CHARGE is the stated garage charge from the Regional Survey Rent Chart (1- or 2-car garage) plus the percentage of inflation. This figure must be updated every year in December before CPI changes are printed.

Comment (on Garage/Carport) (optional) – Additional information on the garage or carport, for example, "Garage is locked and used for storage of government furniture and appliances. Additional Deduction applied."

Related Assets (optional; required for NPS) – Enter any other facilities or FBMS Buildings (DOI) that are provided to tenants or considered part of this unit. For example, a detached garage, a workshop, a laundry room, a cafeteria/dining hall, or other assets related to this housing unit. Include Asset ID numbers.

Carbon Monoxide Detectors (optional; default is 0) – Enter the number of CARBON MONOXIDE DETECTORS in the unit. If **0**, and fossil fuels are used for heating and/or cooking, please follow up with facility personnel to ensure they are installed immediately for tenant safety reasons.

Smoke Detectors (optional; default is 0) – Enter the number of SMOKE DETECTORS in the unit. If **0**, please follow up with facility personnel to ensure they are installed immediately for tenant safety reasons.

Handicap Accessible (YES/NO; default is NO) – Indicate whether the housing unit is HANDICAP ACCESSIBLE, in whole or in part. If YES, describe the specific accessibility features in the ACCESSIBILITY COMMENT area.

Comment on Handicap Accessible (If YES, optional) – Describe the specific accessibility features in this unit. For example, describe whether the unit has a wheelchair ramp to the front door, wider doors, a wheelchair-accessible shower, lower countertops and cabinets, visible doorbell/telephone/smoke alarm signalers for hearing impaired, etc.

Fire Sprinklers (YES/NO; default is NO) – Indicate whether the housing unit is equipped with an automated fire suppression system or sprinkler system.

Lead-Based Paint (LBP) (required) – All housing constructed prior to 1978 probably has LEAD-BASED PAINT. Lead-based paint dust, particles and chips are hazardous, especially to toddlers and young children. Removing old paint by scraping or sanding can scatter lead particles throughout the home. This is one reason why tenants should not perform any maintenance or renovations on their government rental unit. Only government personnel should perform maintenance, as they will conduct paint testing and are trained on lead-based paint mitigation.

U.S. Environmental Protection Agency (EPA) regulations require that the government (Landlord) **provide lead paint hazard information to new tenants** under the "Residential Lead-Based Paint Hazard Reduction Act," effective 1996. Under certain conditions, two documents must be provided to new tenants: a LBP Disclosure Form and a LBP Brochure.

EPA disclosures/brochures are not required for:
- Housing units constructed in 1978 or after
- Housing units (pre-1978) where LBP was mitigated – not just painted over. LBP was encapsulated or removed by trained professionals and found by a certified inspector to subsequently be free of LBP (certification must be on file)
- Housing units (pre-1978) with no separate bedrooms (0-bedroom studio/efficiency unit)
- Tenants (in pre-1978 housing) with a lease of 100 days or less

iQMIS will produce the "EPA LBP Disclosure Form" (if selected to print on *Documents* by the user) and include the following LEAD-BASED PAINT disclosure fields.

Enter the choice that describes the LEAD-BASED PAINT in this housing unit. LEAD-BASED PAINT options include:
- Exempt–Built in 1978 or After (OR 0 bedroom)
- Inspected–No LBP per State Certified Inspector (OR LBP has been mitigated/encapsulated and certificate is on file)
- Inspected–LBP is Present (and inspection report is on file)
- Mitigated–No LBP per State Certified Inspector (and inspection report is on file)
- Not Inspected–No Knowledge of LBP (or no inspection report is on file)

If "Inspected–LBP is Present" or "Not Inspected–No Knowledge of LBP," you are required to provide each new tenant with the **EPA LBP Disclosure Form and LBP Brochure**. If the tenant has a 100-day lease or less, an EPA exemption applies, and users are not required to provide the LBP Form/Brochure.

If "Exempt," "Inspected–No LBP per State Certified Inspector" or "Mitigated," you are not required to provide the EPA brochure or disclosure form. LBP documents will not appear as a printing option on the *Documents* tab.

In addition, LBP rules do not apply to the RENT CLASS "Travel Trailer (govt RV)" or "Trailer Pad (tenant RV)." LBP documents will not appear as a printing option on the *Documents* tab for RVs.

LBP Disclosure (required for "Inspected–LBP is Present" and "Not Inspected–No Knowledge of LBP") – **Information on the lead paint status will print on the EPA LBP Disclosure Form**. Enter all known information pertaining to lead-based paint and/or lead-based paint hazards in this unit, for example, the date the unit was inspected for LBP, LBP levels found, and any subsequent mitigation efforts. If no information is known about lead based paint in this unit, the DISCLOSURE must also reflect that.

This field is the first and often the only statement that your tenant may read about the LEAD BASED PAINT. For example, enter "This unit has not been inspected, but due to its age, it is highly probable that lead-based paint exists. Report any peeling or chipping paint to Facilities immediately." OR "This unit was inspected on June 4, 1987, and lead based paint was discovered. No remediation has occurred. Report any peeling or chipping paint to Facilities immediately."

LBP Records (required for "Inspected–LBP is Present" or "Not Inspected–No Knowledge of LBP") – **Information on inspection and testing records**; this will print on the EPA LBP Disclosure Form. Note any records or reports pertaining to the presence of lead-based paint and/or lead-based paint hazards, and the location of such records, to be made available for tenant review. For example, enter "No reports or records pertaining to lead-based paint in this housing unit can be located as of September 2012." Or "The report of lead-based paint inspection, June 4, 1987, by James R. Murrow Engineering, is on file at Sequoia National Forest Housing Office, 123 Auburn Street, Room 400."

Change Comment (for Building Changes) (optional) – Enter a brief comment regarding why changes were made to this *Building* tab. For example, "Extensive remodel of kitchen and bath in June 2012" or "Inspection occurred in May 2019." This CHANGE COMMENT will be saved in the HISTORY at the bottom of this page.

Data Manager Only: It is a best practice for Data Managers to enter a CHANGE COMMENT whenever an exception to a *Building* data validation rule is entered. Describe why the change was made, such as "Exception granted; two tenants are married and sharing bedroom/bathroom. One seasonal, one volunteer." Optionally, Data Managers can enter this information in the *Housing Unit* UNIT COMMENTS.

Building History (display only) – Any and all *Building* tab changes are displayed in the BUILDING HISTORY, including the date changed, the user who changed it, and the old and new values of the field changed. The most current changes are displayed at the top of the list. This is also known as an "audit trail."

Click on the *Adjustments* tab for this housing unit.

NOTE: Certain amenities are usually present in the private rental market (police, fire, water services) and therefore the value of these amenities to renters is included in the market value/base rent. The lack of these amenities at the government housing site may warrant a deduction to the market rate. A-45 allows adjustments to rent only where amenities at the government housing site differ from those in the nearest established community. Housing Managers are responsible for validating that all Administrative Adjustments are following A-45, including keeping documentation of all Adjustments on file (as required by A-45). Documentation may be kept in a paper file or attached in iQMIS (*Housing Unit* HOUSING ATTACHMENTS.)

Most of the data in iQMIS impacts the rent. iQMIS Housing Managers should never assume that the existing iQMIS data is correct. Your predecessor may have never read the regulations, the housing policies, this Manual, or received training. It is your responsibility to ensure the accuracy of this data, and that rents comply with laws and regulations.

Following are the fields on the *Adjustments* tab. See A-45 or the "Government Housing Inventory Instructions" in *Resources*. Administrative adjustments to rent do not apply to Dormitory rates but should always be accurately entered into iQMIS in case the unit's RENT CLASS is changed in the future.

Adequate Water Service (YES/NO; default is YES) – The water delivery system at the housing unit should provide potable water (free of significant discoloration or odor) at adequate pressure from usual outlets. If YES, the water delivery system at the housing unit meets these conditions or is similar to the NEC. If NO, the water delivery system at the housing unit does not meet these conditions and is inferior to the NEC, therefore 3% is deducted from the CPI-adjusted base rent by iQMIS. If NO, an explanation is required in COMMENT. A "Trailer Pad (tenant RV)" RENT CLASS is not eligible for inadequate water, since RVs are self-contained, and the government is not responsible for the adequacy of the water capacity of a tenant's personal RV.

Comment on Water (required if ADEQUATE WATER is NO) – If NO, state specifically why the water service is inadequate and describe how it is inferior to the water service in the NEC. For example, "Arsenic levels are high and drinking water is provided." Or "water pressure is inadequate."

Adequate Electric Service (YES/NO; default is YES) – There should be electric service at the housing unit that equals or exceeds a 100-ampere power system and provides 24-hour service under normal conditions. When evaluating the electric service, A-45 recognizes that occasional temporary power outages are normal. If an adequate back-up generator is available, then the electric service is considered reliable and adequate, regardless of the reliability of the primary power source. If YES, the electric system at the housing unit meets these conditions or is similar to the NEC. If NO, the electric service at the housing unit does not meet these conditions and is inferior to the NEC, therefore 3% is deducted from the CPI-adjusted base rent by iQMIS. If NO, an explanation is required in COMMENT.

[NOTE: If ADEQUATE ELECTRIC is inventoried as NO, and electricity is also used for heating, cooling and cooking, then ADEQUATE FUEL FOR HEATING/COOKING should also be inventoried as NO.]

Comment on Electric (required if ADEQUATE ELECTRIC is NO) – If NO, state specifically why the electric service is inadequate and how it is inferior to the electric service in the NEC. Such as: "Frequent power outages due to avalanche zones/rock fall between power substation and Park housing." Or "Cabin has no electric generator; occupants use wood stove and oil lamps."

Adequate Fuel for Heating/Cooking (YES/NO; default is YES) – There should be enough fuel capacity to meet prevailing weather conditions and needs. If the fuel delivery/storage system does not meet routine heating, cooling and cooking needs, then 3% is deducted from the CPI-adjusted base rent. This amenity MUST relate to the fuel being used for heating and cooking. The fact that natural gas, propane, or fuel oil delivery may not be available is not relevant if those fuels are not used at the housing unit. If NO, an explanation is required in COMMENT. A "Trailer Pad (tenant RV)" RENT CLASS is not eligible for inadequate fuel, since RVs are self-contained, and the government is not responsible for the adequacy of the fuel capacity within a tenant's personal RV.

Comment on Fuel Storage (required if ADEQUATE FUEL is NO) – If NO, state specifically why the fuel storage is insufficient; prevailing monthly consumption; the consequences of inadequate fuel storage; the amount of storage that would be adequate. For example, "The cabin cook stove uses a 5 gal. propane tank and must be refilled weekly."

Adequate Police Protection (YES/NO; default is YES) – Law enforcement or police personnel, including Government employees with law enforcement authority, should be available on a 24-hour basis. A-45 defines availability as the ability of law enforcement officers to respond to emergencies at the housing site <u>as quickly as officers in the NEC</u> could respond to an emergency in the NEC.

The availability determination must be based on <u>comparative response times of officers to a home in the NEC vs. a home in the government housing site</u>. A-45 provides that gaps in availability due to temporary illness or injury, use of annual leave, temporary duties, training, or other short absences, do not render law enforcement personnel unavailable at the housing site.

If YES, law enforcement is available or the police response at the housing unit is similar to the response within the NEC. If NO, law enforcement is not available or the police response at the housing unit <u>is inferior to the NEC</u>, therefore 3% is deducted from the CPI-adjusted base rent by iQMIS. If NO, explain eligibility in COMMENT and maintain documentation, as required by A-45.

Comment on Police (required if ADEQUATE POLICE is NO; optional if YES) – If NO, state specifically what law enforcement organization responds to the housing site; what their typical response time is; and how it is inferior to the response in the NEC. For example, "The Washington County Sheriff response time averages 30 minutes to the Park; in Cody, the Cody Police response time averages 7 minutes."

Adequate Fire Protection (YES/NO; default is YES) – Adequate equipment, water or fire-retardant chemical supplies, and trained personnel should be available on a 24-hour basis to meet emergencies. This includes volunteer firefighters. A-45 provides that if there is adequate firefighting capability, no adjustment is authorized. If NO, 3% is deducted from the CPI-adjusted base rent by iQMIS. If NO, an explanation is required in COMMENT and documentation must be maintained, as required by A-45.

Comment on Fire (required if ADEQUATE FIRE is NO; optional if YES) – If NO, state specifically why the fire protection service is inadequate. For example, "The nearest firefighting equipment and fire-retardant chemicals are available at the Red River Tri-County Volunteer Fire Department, 50 miles away." A best practice is to enter a COMMENT describing the available services, even when adequate, such as "Jefferson County Volunteer Fire Department is located 100 yards away from Park entrance."

Adequate Sanitation (YES/NO; default is YES) – An adequately functioning sewage disposal system and a refuse/trash disposal system should be available. A-45 considers septic tanks, cesspool, or other waste management systems to be adequate even though they may require periodic maintenance, if they are usable during occupancy. If the sanitation service at the housing unit is unreliable or inadequate, 3% is deducted from the CPI-adjusted base rent by iQMIS. If NO, an explanation is required in COMMENT and documentation is required by A-45. Does not apply to "Trailer Pad (tenant-owned RV)" RENT CLASS, since RVs are self-contained, and the government is not responsible for the adequacy of the sanitation within a tenant's personal RV.

Comment on Sanitation (required if ADEQUATE SANITATION is NO) – If NO, state specifically why the sanitation service is inadequate or unusable; what plans are underway to improve the system, etc. For example, "Tenants must use rented portable toilet outside until the drain field is replaced in July 2020."

Adequate Noise or Odors (YES/NO; default is YES) – If YES, there are no significant noises/odors at the housing unit, or they are similar to the noises and odors present in the NEC. For example, highway and train noises are typical in many communities, so these are normal noises that do not qualify for a deduction. However, a nearby helicopter landing pad with frequent air traffic would be eligible. If NO, there are significant noises/odors at the housing unit which are different from the NEC, therefore 3% is deducted from the base rent by iQMIS. If NO, an explanation is required in COMMENT and documentation is required by A-45.

Comment on Noises/Odors (required if NO) – If there are NOISES/ODORS, state specifically the duration and intensity, and why the noises or odors do not occur at the NEC. Such as: "The Bright Angel Trail mule stables are adjacent to the tenant's unit. The odor is significant."

Sidewalks – (YES/NO; default is YES) – Are sidewalks present at the housing site?

Streetlights – (YES/NO; default is YES) – Are streetlights present at the housing site?

Paved Streets – (YES/NO; default is YES) – Are paved streets present at the housing site?

If all three of these site conditions are NO, then 1% is deducted from the CPI-adjusted base rent by iQMIS. If any of these site conditions are present, then no deduction is authorized.

Telephone Service (YES/NO; default is YES) – Access to commercial telephone services should be available on a 24-hour basis. The requirement is only that telephone lines have been installed by the government at the housing unit OR that cellular phone service is available at the housing unit. Deductions are not allowed for occasional temporary interruptions of telephone service (except as indicated below) or for the lack of a specific cellular service provider.

When evaluating the PHONE SERVICE, only the ability of the tenant to purchase a telephone service is considered. The government is not required to pay for monthly phone service itself or to provide the phone equipment or instrument. If a land line or cellular service is available, but a *tenant chooses not to pay* for phone or cellular service, then no deduction applies.

If NO telephone service is available, documentation must be kept on file, per A-45.

In shared housing located in remote areas where cellular service is not available, a land line should be installed. The government should install a phone and pay the monthly service fee. This is a matter of employee safety and the ability to call 911. If the government provides the monthly phone services, include the cost in *Adjustments* ADDITIONAL CHARGES (enter "Per Person" rate in a Dormitory; "Per Unit" rate for all other RENT CLASSES.)

Loss of Privacy (0% to 10%; 0% is default) – A-45's definition of LOSS OF PRIVACY is not the customary or traditional use of the term, such as the loss of privacy due to roommates, the presence of visitors in the neighborhood, or where the tenant's job requires interruptions during off duty hours by other employees or members of the public.

A-45 clearly specifies that a LOSS OF PRIVACY applies only where there are repeated visits (i.e. occurring several times daily) during non-duty hours at a tenant's private housing unit by members of the public. Typically, this is due to the location of the housing unit. **A-45 requires the employee to log all public visits to their private housing unit** in order to qualify for this deduction. Logs must be submitted annually in December/January to remain eligible. A-45 considers a lack of documentation to be a subsidy. The Log may be attached in iQMIS to the *Tenants* record, under TENANT ATTACHMENTS, or kept on file at the housing office.

Bureaus/Agencies should protect their employees' privacy and quality of life by installing "Private Residence" signs, privacy fences, and gates on private quarters that are subject to repeated daily intrusions by the wandering public.

A-45 also specifies that LOSS OF PRIVACY may apply if a tenant is severely "inhibited from enjoying the full range of activities normally associated with rental occupancies, such as where restrictions are imposed on activities in housing by the government." There are very few situations where tenants' activities are substantially inhibited by the government – these are rare.

Enter 0 to 10 percent to reflect the degree to which the occupant is subject to a public- or government-imposed loss of privacy. If disruptions occur only during the season, a 5 percent deduction may be warranted. If eligible, an explanation is required in COMMENT and documentation is required by A-45.

Comment on Loss of Privacy (required if LOSS OF PRIVACY > 0%) – State specifically the public- or government-imposed loss of privacy issue, including frequency of occurrence, reason for disruption, date of tenant log submission, etc. For example, "Unit is located at the trail head and, during the summer, public disruptions for information average 4 per day. A Log of the 2020 disruptions is on file."

Unit is Excessively Sized (0% is default) – EXCESSIVE SIZE should be used only when: 1) the unit is too large for the tenant's needs; AND 2) smaller housing is unavailable; AND 3) the bedrooms or bathrooms cannot be physically closed off from tenant access or the agency does not allow locking off space. <u>Do not use the EXCESSIVE SIZE deduction **in addition to** locking off bedrooms</u> (BEDROOMS USED, BATHROOMS USED, and UNUSED FINISHED SPACE.) Do not apply where the unit is appropriate for the tenant's family size, where the employee placed a bid for the unit, or where the tenant chooses to use all of the space. See your agency's guidelines for making this determination. Enter 0 to 10 percent to reflect the degree to which the housing unit is excessive in size to the needs of the tenant. If eligible, an explanation is required in COMMENT and documentation is required by A-45.

This deduction is related to a tenant's request and must be restored to 0 when the eligible tenant departs. In DOI, if a tenant is subsequently offered smaller more adequate housing, and declines to move, he/she must forfeit the EXCESSIVE SIZE deduction.

A "Trailer Pad (tenant-owned RV)" RENT CLASS is not eligible for excessive size, since RVs are self-contained, and the government is not responsible for the adequacy of the size of a tenant's personal RV. It also does not apply to the "Travel Trailer (Govt RV)" or "Dormitory" RENT CLASSES.

Comment on Excessive Size (required if EXCESSIVE SIZE > 0%) – State specifically why the bedrooms and bathrooms cannot be locked off, why the housing is too large for the tenant's needs, and when smaller housing is anticipated to be available. For example, "Single tenant does not require a 4-bedroom unit. This historical unit cannot be locked off for heating purposes."

Unit is Inadequately Sized (0% is default) – INADEQUATE SIZE should be used only when: 1) a housing unit is too small for the tenant's family AND 2) a larger more adequate unit is not available. This deduction cannot be given to tenants who choose to occupy (or bid for) a smaller unit than they really need, such as a decision made for rent purposes. Fire safety and egress must also be verified where overcrowding may occur. See your agency's guidelines for making this determination. Enter 0 to 10 percent to reflect the degree to which the housing unit is inadequate in size to the needs of the tenant. If eligible, an explanation is required in COMMENT and documentation is required by A-45.

This deduction is related to the tenant's request and family needs and must be restored to 0 when the eligible tenant departs. In DOI, if a tenant is subsequently offered larger housing and declines to

move, he/she must forfeit the INADEQUATE SIZE deduction.

A "Trailer Pad (tenant-owned RV)" RENT CLASS is not eligible for inadequate size, since RVs are self-contained, and the government is not responsible for the adequacy of the size of a tenant's personal RV. It also does not apply to the "Travel Trailer (Govt RV)" or "Dormitory" RENT CLASSES.

Comment on Inadequate Size (required if INADEQUATE SIZE is > 0%) – State specifically why the unit is too small for the tenant's needs, when larger housing is anticipated to be available, and when the tenant will be expected to relocate. For example, "Tenant has 8 children and the largest unit in the Park is 3 bedrooms."

Additional Charges (default is $0) – IF ADDITIONAL CHARGES > $0, must update annually, preferably in December/January. ADDITIONAL CHARGES are intended to accommodate items that are provided by the Government, but not otherwise included in the iQMIS inventory or *Property/Services* tab. Amounts entered in this field will be underlined added to the rent. **These charges are rare**, and therefore must be thoroughly documented in the housing file. DO NOT USE to establish payments if the tenant owes the government for back-rent or other charges – process a "Bill of Collection" instead. If applicable, an explanation is required in COMMENT.

IMPORTANT: If the unit is a RENT CLASS "Dormitory," this should be entered as a monthly "per person" charge. Otherwise, enter as a monthly "per unit" charge.

Comment on Additional Charges (required if ADDITIONAL CHARGES > $0) – State specifically what the additional charges cover AND the date the charges were last verified. For example, "Emergency Telephone Service (1-1-2021 rate.)"

Additional Deductions (default is $0) – IF ADDITIONAL DEDUCTIONS > $0, must update annually, preferably in December/January. ADDITIONAL DEDUCTIONS are intended to accommodate items that are not included in the inventory. Amounts entered in this field will be subtracted from the rent but are entered as a positive number. **These charges are rare**, and therefore must be thoroughly documented in the housing file. DO NOT USE to make payments where a tenant is due a refund from the government for rent overages or other charges – provide the refund instead. If applicable, an explanation is required in COMMENT.

IMPORTANT: If the unit is a RENT CLASS "Dormitory," this should be entered as a monthly "per person" deduction. Otherwise, enter the deduction as monthly "per unit." Does not apply to RENT CLASS "Trailer Pad (tenant RV)."

Comment on Additional Deductions (required if ADDITIONAL DEDUCTIONS > $0) – State specifically what the additional deductions cover, and the date the charges were last verified. For example,

"Dehumidifiers are operating in the basement and tenant pays the electric bill directly. $20 credit, updated on 1-1-2020."

Change Comment (for Adjustment Changes) (optional) – Enter a short comment regarding why changes were made to this Adjustments tab. For example, "Field review in Jan. 2020." This CHANGE COMMENT will be saved in the HISTORY at the bottom of this page.

Adjustments History (display only) – Any and all Adjustments changes are displayed in the HISTORY, including the date changed, the user who changed it, and the old and new values of the field changed. The most current changes are displayed at the top of the list. This is also known as an "audit trail."

UTILITIES TAB

Click on the *Utilities* tab for this housing unit.

Most of the data in iQMIS impacts the rent. iQMIS Housing Managers should never assume that the existing iQMIS data is correct. Your predecessor may have never read the regulations, this *Manual*, or received training. It is your responsibility to ensure the accuracy of this data so that rents comply with laws and regulations.

For more information on the *Utilities* tab fields, see the "Government Housing Inventory Instructions" in *Resources*.

Indicate whether the following utilities are connected to and available at the housing unit and how the tenant(s) pay for each connected utility:

- **Electricity** (default is "Billed in Rent-iQMIS Estimate"; required – if "Does Not Exist," must explain why in UTILITIES COMMENT)
- **Fuel Oil** (default is "Does Not Exist"; if an item on *Property/Services* uses Fuel Oil, the utility will indicate "required")
- **Natural Gas** (default is "Does Not Exist"; if an item on *Property/Services* uses Natural Gas, the utility will indicate "required")
- **Propane** (default is "Does Not Exist"; if an item on *Property/Services* uses Propane, the utility will indicate "required")
- **Sewer** (default is "Billed in Rent-iQMIS Estimate"; If "Does Not Exist," must explain in UTILITIES COMMENT) – Must be indicated if unit has indoor plumbing with flush toilet(s). Can be a piped sewage system, septic tank, or cesspool waste disposal method.
- **Water** (default is "Billed in Rent-iQMIS Estimate"; If "Does Not Exist," must explain in UTILITIES COMMENT) – Must be indicated if indoor plumbing with running water exists. Can be a piped water system, rain catchment system, water storage tank, or well water.
- **Garbage** (default is "Billed in Rent-iQMIS Estimate") – Must be "Billed in Rent" if residential refuse disposal is paid for by the government and provided by curbside pickup, central dumpsters, dumpsters at the work site, or any device where the tenant can dispose of trash. If "Does Not Exist," the tenant is responsible for transporting their own household refuse to the landfill or a regional drop-off center and pays all fees directly to the waste management company.

Pay Options for Each Utility: Select the one option that describes the payment of each utility. If the government is providing or paying for any utility, the tenant must pay for the utilities they receive through one of the PAY OPTIONS. Failure to charge a tenant for a utility provided by the government is considered a subsidy of their living expenses and is prohibited by A-45 and 5 U.S.C. 5536.

1. **Does Not Exist** (default for Natural Gas, Propane, Fuel Oil)**:** The utility is not connected to, not available at, or not used by this housing unit.

If <u>Electricity, Water or Sewer</u> "Does Not Exist," the user must explain why in the UTILITIES COMMENT.

Data Validation: If the unit is a House, Plex, Apartment or Mobile Home, and if <u>Electricity, Water or Sewer</u> "Does Not Exist," iQMIS will not allow this. Since these RENT CLASSES should have basic utilities, the unit's RENT CLASS may be incorrect.

If the outage is permanent, your Data Manager can change the RENT CLASS. (See the *Contacts* button on the unit or the MAIN MENU to determine your Data Manager.) If the outage is temporary, the unit may not be inhabitable.

<mark>Data Validation Exception</mark>: The Data Manager may choose to grant an exception if they determine the House/Apartment/Mobile Home RENT CLASS is accurate, but the utility does not exist. Once an exception is granted, only the Data Manager can change the PAY OPTION. Exceptions expire every November 1.

2. **Billed in Rent – iQMIS Estimate** (default for Electricity, Water, Sewer, Trash)**:** Used when the government is paying for or generating this utility AND 1) the labor costs of obtaining and analyzing utility bills/meters annually are high, for example, at installations with hundreds of housing units; OR 2) a meter does not exist; OR 3) the meter is shared by more than one unit; OR 4) the previous 12 months of utility bills/meter readings cannot be obtained by the Housing Manager.

   The government is never required to collect actual utility costs from tenants; A-45 requires they collect what anyone would pay for similar utilities in the region. iQMIS will estimate the average monthly consumption of electricity and fossil fuels using an algorithm that addresses 30-years of National Weather Service measures of typical heating/cooling requirements in the nearest established community (local climate), the FINISHED FLOOR SPACE of the unit, the energy efficiency of the RENT CLASS, the type of heating system, the type of cooling system, and other appliances that use this form of energy in the unit.

   Average monthly consumption of water and sewer are based on typical U.S. household consumption based on BEDROOMS USED.

   Required: When using "Billed in Rent – iQMIS Estimate" for electric, propane, natural gas, or fuel oil, **enter all TENANT-OWNED APPLIANCES** (*Tenants* tab) to accurately estimate the tenant's consumption. Due to failures to enter TENANT-OWNED APPLIANCES, for a "Trailer Pad (tenant-owned RV)" or "Travel Trailer (govt-owned RV)," iQMIS will use 305 kWh minimum for electricity if "Billed in Rent – iQMIS Estimate."

iQMIS charges for estimated monthly usage at regional average utility rates (per KwH, gallon or Mcf) from the private rental market survey, adjusted for inflation annually, which may differ from the actual rates paid by the government. Rates for each utility are published in the annual "Consumer Price Index Memorandum" (available in *Resources*.) The specific methodology used by iQMIS to estimate utility charges is published in each Regional Survey Report, in the "Charges for Utilities" section.

3. **Billed in Rent – Average Monthly Usage** (optional; a meter exists AND bills/meter readings can be obtained by the Housing Manager for the previous 12 months) **–** May be used when utility costs are not at a residential rate because: 1) the government is paying the provider a special contract rate, quantity discount rate, or government rate, OR 2) the government operates and maintains the utility for the installation. Enter a 12-month average or the average usage when occupied (do not include months unoccupied.) This PAY OPTION applies the average residential utility rates from the regional survey. The "monthly average usage" must be updated annually from government utility consumption records or meter readings, preferably in November/December. If the Housing Manager finds it difficult to obtain a full year's utility invoices or records, use "Billed in Rent – iQMIS Estimate." AVERAGE MONTHLY USAGE will vary by tenant and therefore is not appropriate for seasonal use housing.

   Enter the AVERAGE MONTHLY USAGE (in KwH or gallons or Mcf) from government records of the previous 12 months' utility bills/meter readings. Compute the average consumption only from occupied months. Under this method, tenants pay for actual utility consumption over the past year. Also enter the date of the **LAST UPDATE**.

   Data Validation: The AVERAGE MONTHLY USAGE cannot be less than 70% of a typical comparable unit in this community and region. Low consumption may indicate an incorrect average.

   Data Validation Exception: Data Managers can grant an exception where very low consumption is accurate and documented (the average should include only occupied months). Once granted, only the Data Manager can change the PAY OPTION or AVERAGE MONTHLY USAGE fields. Exceptions expire every November 1.

4. **Billed in Rent – Average Monthly Cost** (optional; a meter exists AND bills/meter readings can be obtained by the Housing Manager for the previous 12 months) **–** May be used when the government is paying the provider for this utility at residential rates (not a special contract rate, a government rate, a quantity discount rate, or a negotiated rate) AND a utility bill or meter readings can document each unit's costs. The "average monthly cost" must be updated annually from government utility bills, preferably in November/December. If the

Housing Manager finds it difficult to obtain a full year's utility invoices or records, use "Billed in Rent – iQMIS Estimate." AVERAGE MONTHLY COST will vary by tenant.

If the government is paying a special contract rate, a government rate, a quantity discount rate, or a negotiated rate, AVERAGE MONTHLY COST cannot be used. Instead, use the "Billed in Rent – Avg Monthly Usage" or "Billed in Rent – iQMIS Estimate" PAY OPTION.

Enter the AVERAGE MONTHLY COST (in dollars) from the previous 12 months' utility bills; only the months occupied may be included in the average. A best practice is to recalculate and update annual costs in November/December, to implement with annual inflation changes. Under this method, tenants pay the actual utility charges over the past year. Also enter the date of the **LAST UPDATE**.

Data Validation: The AVERAGE MONTHLY COST cannot be less than 70% of a typical comparable unit in this community and region. Low costs may indicate an incorrect average was entered.

Data Validation Exception: Data Managers can grant an exception where very low costs are accurate and documented b (the average should include only occupied months). Once granted, only the Data Manager can change the PAY OPTION or AVERAGE MONTHLY COST field. Exceptions expire every November 1.

5. **Tenant Pays by Bill for Collection** (optional): A meter or bill for the unit must exist. The "residential rate" must be charged. If the government is paying a special a special contract rate, a government rate, a quantity discount rate, or a negotiated rate, tenants cannot be charged for their utilities at this special rate. Tenants must be charged the residential rate, whether this is higher or lower than the government's actual cost per unit.

   This PAY OPTION is used when the government is paying for or operating the utility and chooses to send monthly "Bills for Collection" to tenants, based on meter readings or costs. The tenant subsequently pays for utilities by check, bill pay, or other method. The tenant's utility costs are not included in the rent calculation or paid through payroll deduction. This PAY OPTION is never required.

   This Pay Option is rare due to its high administrative burden. It also requires accounting efforts outside of iQMIS, which may be easily overlooked and "fall through the cracks" with staff turnover. If the tenant falls behind and does not pay, they should be disconnected from the utility for failure to pay. The "Billed in Rent – iQMIS Estimate" can also be used.

6. **Tenant Pays Provider Directly** (optional): Used if the tenant is paying the utility provider directly, and the government is <u>not</u> providing or paying for this utility. The tenant is responsible for contacting the utility directly for connection, monthly service, and disconnection of service. Typically only applies to <u>permanent tenants</u>. This is not practical in housing for seasonals and volunteers.

   "Tenant Pays Provider Directly" cannot be used for any utility in shared housing (PLANNED TENANTS > 1) or the "Dormitory" RENT CLASS. The government should <u>provide all utilities in shared housing</u> and use one of the "Billed in Rent" Pay Options. This is because one roommate should not be the "utility account holder" and held responsible for paying the utility bill while collecting monies from other roommates. Couples in a relationship should be assigned to housing with one primary leaseholder instead of 2 PLANNED TENANTS; then utilities can be paid directly.

Last Update (required only if AVERAGE MONTHLY COST or AVERAGE MONTHLY USAGE) – Date of the calculation of average. Where these Pay Options are used, utility averages must be documented and updated annually.

Utilities Comment (required if electricity, sewer or water "Does Not Exist") – Describe any unusual services or lack of services. For example, enter "Gasoline-powered electric generator is provided" or "No plumbing; containers of water are filled from the pump outside cabin" or "Well water is not potable; Tenants bring own drinking water" or "Outhouse is available on east side of cabin." These COMMENTS print on the "Utilities" *Report*.

Excessive Heating and Cooling (YES/NO) – This deduction may be allowed for housing that causes an unreasonable additional expense to the tenant for heating or cooling <u>because of poor design or the lack of all-weather construction that significantly affects energy efficiency</u> (i.e., inadequate insulation, lack of weather stripping, aged windows, etc.) Does not apply to RENT CLASS "Trailer Pad (Tenant RV)" or "Dormitory."

EXCESSIVE HEATING/COOLING is not compensation for extreme local climate conditions (e.g. arctic or desert climates) or for high local costs of electricity or fuel. It applies only where a <u>documented deficiency</u> in the housing unit, outside of the tenant's control, is causing the heating and cooling costs to significantly exceed the normal costs for a well-insulated unit <u>in the same area</u>.

This adjustment is only allowed when heating/cooling charges are metered and actual usage can be measured and documented; it does not apply where heating/cooling charges are not measurable. The other utility payment methods should be able to provide statements of consumption and cost. **The**

previous 12 months' utility bills must be provided to assess eligibility. EXCESSIVE HEATING/COOLING does not apply for the payment method "Billed in Rent – iQMIS Estimate" because the tenant does not pay actual costs – they pay a fair charge for a similar but well-insulated unit.

To determine eligibility for EXCESSIVE HEATING/COOLING, the Housing Manager must complete the steps identified in the "Excessive Heating/Cooling Deduction Procedures" in *Resources*. One of the required steps is to enter all TENANT-OWNED APPLIANCES on the *Tenants* tab. (This will not affect the tenant's rent because they pay their own utility bill but is required for the calculation.)

If eligible, Housing Managers must update EXCESSIVE HEATING/COOLING annually from the tenant's (or the agency's) utility bills, preferably in December/January. Excessive heating/cooling will also vary by tenant.

Change Comment (for Utilities Changes) (optional) – Enter a short comment regarding why changes were made to this *Utilities* tab. For example, "Updated Avg Monthly Cost of electric/propane in Jan. 2020" or "Piped water was connected by the County in May 2018." This CHANGE COMMENT will be saved in the HISTORY at the bottom of this page.

Data Manager Only: It is a best practice for Data Managers to enter a CHANGE COMMENT whenever an exception to a utility data validation rule is entered.   Describe why the change was made, such as "Exception granted; Unit used only seasonally from May to Oct." Optionally, Data Managers can enter this information in the *Utilities* UTILITIES COMMENTS or *Housing Unit* UNIT COMMENTS.

Utilities History (display only) – Any and all *Utilities* changes are displayed in the HISTORY, including the date changed, the user who changed it, and the old and new values of the field changed. The most current changes are displayed at the top of the list.

Click on the *Property/Services* tab for this unit.

Only <u>government-furnished</u> property, appliances and services are to be recorded in this section. Do not include tenant-owned appliances here (use *Tenants* – TENANT-OWNED APPLIANCES instead.)

Most of the data in iQMIS impacts the rent. iQMIS Housing Managers should never assume that the existing iQMIS data is correct. Your predecessor may have never read the regulations, the housing policies, this Manual, or received training. It is your responsibility to ensure the accuracy of this data, and that rents comply with laws and regulations.

Following are the *Property/Services* tab fields.

The "base rent" for every unit is derived from market value. "Base rent" is assumed to include a heating system, refrigerator, range and water heater. There are no additional rent charges for these four appliances, but the cost of electricity or gas to operate them is the tenant's responsibility. They should be inventoried on the *Property/Services* tab if installed in the rental unit. If a heating system, refrigerator, range or water heater are missing, Housing Managers should verify and correct as needed.

Monthly charges for a "Fireplace," a "Garage", a "Carport," "Central Air Conditioning" and "Central Evaporative Cooling" are derived from market surveys and are based on market value. The presence of any of these items increases the value of the unit to tenants and are added to the "Base Rent" ("Chart Rent" in each Survey Report).

Monthly charges for other appliances and furnishings are based on their replacement cost and useful life (such as washer and dryer.) Monthly charges for personal services are based on their typical cost ("maid service," "lawn care" and "snow removal.") Monthly charges are added to the "Base Rent" ("Chart Rent" in each Survey Report) and adjusted for inflation annually. See the "Consumer Price Index Memo" in *Resources*.

Utilities charges may apply for any appliance entered on the *Property/Services* tab, depending on the PAY OPTION selected for that utility.

Insert the **NUMBER PROVIDED** of each government-furnished appliance or service. Enter 0 if the appliance or service is not provided. Select the **FUEL** used by an existing appliance. FUEL choices vary for each Property.

Certain appliances will generate an **ELECTRIC CREDIT** in the rent calculation; displayed in the far-right column. Electric Credits are only provided if the Electric UTILITY is *__not__* "Billed in Rent – iQMIS Estimate," because in the iQMIS estimate, there is no charge for that specific *Property/Service* and no credit is required.

Base Radio – Enter the NUMBER of government Base Radios the tenant is required to operate in this housing unit. A BASE RADIO is used to communicate government-related business. The default fuel type will be electricity. An Electric Credit may be provided to compensate the tenant for its use, depending upon the electric *Utility* payment method.

Cable Television – Enter the NUMBER 1 if the government provides TV services and select the method/type of service provided   This applies only when the government pays the monthly subscription fees for TV services. The default fuel type will be electricity.

- **Cable TV Basic:** Basic Cable would typically include less than 25 channels, without premium channels such as HBO or Showtime.
- **Cable TV Premium:** Premium Cable typically includes 25 to 100 channels, with premium channels such as HBO or Showtime.
- **Satellite TV Basic:** Basic Satellite would typically include less than 25 channels, without premium channels such as HBO or Showtime.
- **Satellite TV Premium:** Premium Satellite typically includes 25 to 100 channels, with premium channels such as HBO or Showtime.

In a DORMITORY, enter the "per person" cost for Cable Television in *Adjustments* – ADDITIONAL CHARGES.

If the TV equipment will remain part of the unit, the government is responsible for all costs of the installation, even if the tenant pays for the monthly TV services.

Central Cooling (Evaporative/Swamp) – Enter the NUMBER 1 if the government provides a central evaporative (water or "swamp") cooling system. A primary cooling system generally operates on an independent and continuous basis and is controlled by a thermostat. The designed and installed system, whether the tenant chooses to use it or not, must be entered on the inventory. This system cools with water and is only utilized in dry climates. Do not include window-mounted evaporative cooling systems here (use WINDOW A/C EVAPORATIVE instead.) Also enter the FUEL used to operate the cooler.

Central Cooling (Refrigerated) – Enter the NUMBER 1 if the government provides a central refrigerated (air conditioning) cooling system. A primary cooling system generally operates on an independent and continuous basis and is controlled by a thermostat. The designed and installed system, whether the tenant chooses to use it or not, must be entered on the inventory. Do not include window-mounted air conditioners here (use WINDOW A/C REFRIGERATED instead.) Also enter the FUEL used to operate the air conditioner.

Central Heating System – Enter the NUMBER 1 if the government provides a central heating system and indicate the type of system from the options below. A primary heating system generally operates on an independent and continuous basis and is controlled by a thermostat. The designed and installed system, whether the tenant chooses to use it or not, must be entered on the inventory. If the tenant prefers and chooses to use a fireplace or a free-standing stove as the primary heating source, the central heating system must still be inventoried. Choices include:

- **Central Heating (Electric Resistance)**: Centralized electric furnace with a blower fan/forced air that uses resistance coils to convert electrical energy into heat energy. If no blower fan exists, for example, there are independent electric baseboard heaters (not interconnected units controlled by a thermostat), inventory as a "space heater" instead. The FUEL used to operate the system should be electricity.
- **Central Heating (Forced Air):** Centralized forced air furnace that burns a fossil fuel, converting fuel into heat energy. Ductwork and vents distribute the heated air via a blower fan throughout the system. Also enter the FUEL used to operate the system.
- **Central Heating (Heat Pump)**: Centralized heat pump uses an electric motor to drive a refrigeration cycle, drawing heat from the ground (geothermal) or from outside air then directing it into the space to be warmed. In the summer months the cycle can be reversed to provide air

conditioning. Not typical for cold climates. The FUEL used to operate the system should be electricity.

- **Central Heating (Hot Water/Hydronic):** Centralized boiler heats water, which is then pumped and piped to radiator units mounted along the walls of each room. Heated water is distributed from room to room through piping and a circulating pump or by gravity feed. Hydronic systems are quiet because they do not use a blower fan. Also enter the FUEL used to operate the system.
- **Central Heating (Panel):** Centralized electric ceiling- or wall-mounted radiant, oil-filled, or convection panel heater. Panel heaters are quiet because they do not use a blower fan. The FUEL used to operate the system should be electricity.

Community Dryer – Enter the NUMBER 1 if the Government provides a community dryer. A community dryer is a government-furnished clothes dryer to be shared by tenants from several units, located in a common area. Do not add this item if it is a coin-operated appliance. Do not add this item if the dryer is located inside a single housing unit to be shared by unrelated occupants (use DRYER instead). The government will pay all fuel costs.

Community Freezer – Enter the NUMBER 1 if the government provides a community freezer. A community freezer is a government-furnished freezer to be shared by tenants from several units, located in a common area. Do not add this item if the freezer is located inside a single housing unit to be shared by unrelated occupants (user FREEZER instead.) The government will pay all fuel costs.

Community Pool – Enter the NUMBER 1 if the government provides a community swimming pool, which is available without charge and without invitation to all occupants in the housing area or installation. The government will pay all maintenance costs.

Community Washer – Enter the NUMBER 1 if the Government provides a community washer. A community washer is a government-furnished clothes washer to be shared by tenants from several units, located in a common area. Do not add this item if it is a coin-operated appliance. Do not add this item if the washer is located inside a single unit to be shared by unrelated occupants (use WASHER instead). The government will pay all fuel costs.

Dishwasher – Enter the NUMBER of government-provided dishwashers in this housing unit. The fuel type is electricity.

Dryer – Enter the NUMBER of government-provided clothes dryers in this housing unit. Do not inventory if dryer is coin-operated. If dryer is not located within this housing unit, see COMMUNITY DRYER. (If the tenant is bringing their own Dryer into the unit, see *Tenants* TENANT-OWNED APPLIANCES.) Also enter the FUEL used to operate the dryer.

Engine Heater – Enter the NUMBER of government-provided vehicle engine (block) heaters for extremely cold climates. The fuel type is electricity.

Fireplace – Enter the NUMBER of working fireplaces in the housing unit, whether used by the tenant or not. Do not include fireplaces that have been closed off or that have been declared unsafe to use. The Base Rent will only include a charge for one fireplace. If the fireplace(s) constitute the only heating system in the housing unit, the tenant will not be charged for the fireplace. (iQMIS determines this based on the absence of a central heating system.) If the tenant chooses to use a fireplace, insert, or free-standing stove as their primary heating source, the CENTRAL HEATING SYSTEM must still be inventoried as the primary heating system. Also enter the FUEL used to operate the fireplace. If firewood is furnished by the government, enter the number of cords provided annually in FIREWOOD.

Fireplace Insert – A fireplace insert requires that a FIREPLACE also be inventoried, because an insert is installed within the fireplace cavity. Enter the NUMBER of working fireplace inserts in the housing unit that are installed, whether actually used or not. The term FIREPLACE INSERT does not apply to simple glass doors or a fire screen installed on the fireplace. A FIREPLACE INSERT is a cast iron or plate steel box installed within the fireplace cavity, usually with direct venting to an outside air source to increase energy efficiency. It may also have an electric blower fan to circulate heat throughout the room.

If a FIREPLACE INSERT exists, the "base rent" will not include a charge for the FIREPLACE. This is because an insert may reduce the aesthetic value of an open fireplace (although it is significantly more energy efficient.) If the FIREPLACE INSERT constitutes the only heating system in the housing unit, the tenant will not be charged for the insert. (iQMIS determines this based on the absence of a CENTRAL HEATING SYSTEM.) If the tenant chooses to use a fireplace, a fireplace insert, or a free-standing stove as the primary heating source, the CENTRAL HEATING SYSTEM must still be inventoried.

Firewood – Enter the NUMBER OF CORDS OF FIREWOOD provided by the government and burned in a typical one-year period. Reevaluate annually, preferably in November/December, as this value depends upon the tenant's annual usage. Do not include firewood purchased by the occupant or cut by the occupant on government land during non-duty time (under permit arrangements available to the general public.)

Free-Standing Stove – Enter the NUMBER of government-provided free-standing stoves with their own dedicated venting system/chimney. Free-standing stoves that are installed and vented through a fireplace cavity are inventoried as a FIREPLACE INSERT. Select the appropriate FUEL type. If the free-standing stove constitutes the only heating system in the housing unit, the tenant will not be charged for the STOVE (if a CENTRAL HEATING SYSTEM is absent.) If the tenant chooses to use a fireplace, insert, or free-standing stove as their primary heating source, the central heating system must still be inventoried. If firewood is furnished by the government, enter the number of cords provided annually

in FIREWOOD. If wood pellets are furnished by the government, enter the average monthly cost in *Adjustments* ADDITIONAL CHARGES.

Freezer – Enter the NUMBER of government-provided freezers in this housing unit. Enter the FUEL type.

Furnished Rooms – Enter the NUMBER OF ROOMS in the housing unit furnished by the government. A furnished bedroom typically includes a bed frame, mattress and box spring, chest of drawers, night table and lamp. A furnished living room typically includes a sofa, 2 armchairs, coffee table, 2 occasional tables and 2 lamps. A furnished dining room typically includes a dining table, 2 armchairs, 2 to 4 side chairs, and a buffet or sideboard with china storage. For RENT CLASS "Mobile Home" and "Travel Trailer (government RV)," include rooms with built-in furniture provided by the manufacturer and included in the purchase of the unit.

Hot Tub – Enter the NUMBER of government-provided hot tubs. A HOT TUB is typically an outdoor multiple-person tub with electrically heated water that requires monitoring, testing, and chemical treatment. Tenants are responsible for treatment and maintenance of water quality. Do not inventory jetted bathtubs installed in bathrooms. The default fuel type is electricity.

Internet – Enter the NUMBER 1 if the government provides the Internet service (Cable, DSL, Satellite, Cellular). The government provides the internet equipment and pays for the monthly service fees. The default fuel type is electricity. In a DORMITORY, also enter a "per person" Internet fee in *Adjustments* ADDITIONAL CHARGES because *Property/Services* are not included in the DORM RATE. Failure to do so provides free Internet in the Dorm, which is prohibited by A-45 and 5 U.S.C. 5536.

Lawn Care – Reevaluate and update the number each year, preferably in December/January. Enter the NUMBER OF TIMES PER YEAR the lawn at the housing unit is typically mowed, raked or fertilized by government personnel or contractors. If there is no lawn area designated for this unit, do not apply this service charge for common grounds maintenance.

Lawn Mower – Enter the NUMBER 1 if the government provides a lawn mower for the tenant to mow the lawn at the housing unit.

Maid Service – Enter the NUMBER 1 if the government is providing maid service to the housing unit on a regular basis. iQMIS will only charge for a maximum of 1 service per month. In a Dormitory, apply a "per person" maid cost to *Adjustments* ADDITIONAL CHARGES instead because *Property/Services* are not included in the DORM RATE. Failure to do so provides free cleaning services in the Dorm.

Microwave – Enter the NUMBER of government-provided microwaves in this housing unit. (If the tenant is bringing their own Microwave into the unit, see *Tenants* TENANT-OWNED APPLIANCES.) The default fuel type is electricity.

Private Pool – Enter the NUMBER 1 if the government provides a swimming pool on the premises of the individual housing unit, and if the pool is available for use only by the occupants and invited guests of that unit without charge. Do not inventory this item if the private swimming pool and facilities are available to occupants contingent upon payment of user or membership fees. See also COMMUNITY POOL.

Radon Mitigation Fan – Enter the NUMBER 1 if the housing unit is installed with a radon mitigation fan to remove excess radon gas from the ambient air in the basement or crawl space. The default fuel type is electricity. An Electric Credit may be provided to compensate the tenant for its use, depending upon the electric *Utility* PAY OPTION.

Range – Enter the NUMBER of government-provided ranges (ovens, stoves, cooktops) in the housing unit. Also enter the FUEL type. Where a range is not provided by the government, a credit occurs, because the Base Rent assumes that a range/stove is provided. (If the tenant is bringing their own Range into the unit, see *Tenants* TENANT-OWNED APPLIANCES.)

Refrigerator – Enter the NUMBER of government-provided refrigerators in the housing unit. Also enter the FUEL type. Where a refrigerator is not provided by the government, a credit occurs, because the Base Rent assumes that a refrigerator is provided. (If the tenant is bringing their own Refrigerator into the unit, see *Tenants* TENANT-OWNED APPLIANCES.)

Remote Control Relay – Enter the NUMBER of remote-control relays provided by the government and wired to the unit's electric system. A remote-control relay controls 12-volt devices with radio frequency or infrared control signals (on/off.) The default fuel type is electricity. An Electric Credit may be provided to compensate the tenant for its use, depending upon the electric *Utility* payment method.

Sewer Lift – Enter the NUMBER 1 if there is a government-provided sewer lift system. A residential sewer lift contains pumps, pipes, valves, and electrical equipment necessary to pump sewage from a low elevation to a higher elevation. A sewer lift can pump sewage uphill from a low-lying housing unit to the piped sewage drainage system for the neighborhood. The default fuel type will be electricity. An Electric Credit may be provided to compensate the tenant for its use, depending upon the electric *Utility* payment method, because the cost to operate the lift should be included in the monthly sewer service charge.

Snow Removal – Reevaluate and update the number each year, preferably in December/January. Enter the NUMBER OF TIMES PER YEAR the snow is typically removed from this housing unit by government employees or contractors each year. SNOW REMOVAL is defined as removing snow from sidewalks, driveways, doorsteps, and porches of the housing unit – areas that a tenant could normally be expected to remove snow. It should not be applied for removing snow from roadways, streets, common areas,

roof areas, etc. of the housing complex (to protect the property,) as these areas are the government's responsibility.

Solar Panels – A Solar Panel charge is optional but paying for electricity is not; see your bureau/agency policy. Enter the NUMBER 1 if there are government-provided solar panels mounted on this housing unit which provide electricity to the housing unit; iQMIS will not charge for more than 1. Do not inventory if the solar panels provide power to several units (instead use "Billed in Rent – iQMIS Estimate" for the electricity utility charge.) Tenants in a solar-powered unit should not be charged an additional electricity fee – the electric account should be paid by the government. This ensures that the government receives any financial benefits in return for their investment in the panels. (Tenants should not receive low-cost or free electricity from the government's investment.)

Space Heater – Enter the NUMBER of government-provided space heaters. A "space heater" may be wall-mounted or free-standing, with or without a blower fan, and typically heats only an individual room. A space heater is not enough to heat the entire housing unit. Also enter the FUEL type.

Storage Shed – Enter the NUMBER of government-provided storage units, including separate storage sheds, unfinished basements, and attic space accessible by a stairway and having a solid floor. An unfinished basement should not be inventoried as a storage unit if the basement is subject to periodic flooding. An attic or unfinished basement is considered storage if it has a floor area of at least 40 square feet, and at least 78 inches of vertical clearance from the floor. Garage and carport storage spaces or cabinets are not included as storage.

Sump Pump – Enter the NUMBER 1 if there is a government-provided sump pump. A SUMP PUMP is an electric <u>pump</u> installed to remove water that has accumulated in a "<u>sump</u> pit" located in the <u>basement</u> or crawl space. Water is then pumped above ground to a wastewater runoff location. A sump pump protects the structure and basement from water damage, and therefore its use protects government property. The default fuel type is electricity. An <u>Electric Credit</u> may be provided to compensate the tenant for its use, depending upon the electric *Utility* PAY OPTION.

Trash Compactor – Enter the NUMBER 1 if there is a government-furnished trash compactor. The default fuel type is electricity.

Washer – Enter the NUMBER of government-provided clothes washers in this housing unit. Do not inventory if washer is coin-operated. If washer is not located within this housing unit, see COMMUNITY WASHER. (If the tenant is bringing their own Washer into the unit, see *Tenants* TENANT-OWNED APPLIANCES.) The default fuel type is electricity.

Water Heater – Enter the NUMBER 1 if there is a government-provided water heater. Also enter the FUEL type.

Well Pump – Enter the NUMBER 1 if there is a government-provided well pump. A WELL PUMP is an electric pump installed for a water well to move water to above ground-level for residential use. The default fuel type is electricity. An Electric Credit may be provided to compensate the tenant for its use, depending upon the electric *Utility* PAY OPTION, because the costs to pump the water are already included in the monthly water service fee. If there is a well pump and running water in the unit, the water *Utility* is furnished by the government and should be "Billed in Rent–iQMIS Estimate."

Window A/C Evaporative – Enter the NUMBER of government-provided window evaporative (swamp) cooling units. A window unit typically cools only one room; it is not enough to cool an entire housing unit. Include only those units which are operable as of the time of the inventory, or which will be repaired and operable by the beginning of the next air-cooling season. The default fuel type is electricity.

Window A/C Refrigerated – Enter the NUMBER of government-provided window refrigerated air conditioning units. A window unit typically cools only one room; it is not enough to cool an entire housing unit. Include only those units which are operable as of the time of the inventory, or which will be repaired and operable by the beginning of the next air-cooling season. The default fuel type is electricity.

Comment (on *Property/Services* Changes) (optional) – Enter any comments regarding why changes were made to this *Property/Services* tab. For example, "Removed government washer/dryer on 3/1/2020, and replaced with Joe Johnson's washer/dryer." Or "New propane heating system installed in August 2019." This CHANGE COMMENT will be saved in the HISTORY at the bottom of this page.

Property/Services History (display only) – Any and all *Property/Services* changes are displayed in the HISTORY, including the date changed, the user who changed it, and the old and new values of the field changed. The most current changes are displayed at the top of the list. This is also known as an "audit trail."

IMPORTANT: The Housing Manager or Tenant Manager that enters a specific tenant is responsible for getting the lease signed, collecting their rent by payroll or other method, filing the housing records, and other agency property controls. If you have questions about your role, responsibilities, and these processes, consult your Data Manager, regional housing manager, national housing manager or the iQMIS Help Desk.

Tenant accuracy is crucial because the information is used in the following ways:

- **Rent must be collected** for every occupant, per A-45, although some tenants are not personally responsible for paying it. (See the METHOD OF PAYMENT below.) It is your responsibility to provide information to your accounting and payroll staff to collect rent according to your agency's business processes.

   DOI/DOT/IBWC Only: Rent payments for employees paying by Payroll Deduction are handled by an iQMIS interface to the IBC Federal Personnel Payroll System (FPPS.) If a tenant is not entered into iQMIS and "started", the **payroll deduction** cannot occur. If delayed, it may create a debt for your employee.

- **DOI Only:** Housing information is sent to the Financial Business Management System (FBMS) to synchronize real property data, and tenant information is sent to estimate rental revenue for each housing unit. If you do not enter all tenants, this FBMS data will show erroneous **rent revenue estimates**.

- iQMIS tenants are used to report on the total days occupied for each housing unit, and **housing utilization** reports are viewed by middle and upper managers. Some agencies use iQMIS data for Federal Real Property Profile (FRPP) utilization reports. If you do not enter all tenants, this utilization data will be incorrect, and show your housing as being under-utilized or unoccupied. This places your housing at risk for disposal as an unnecessary asset and unjustified cost to taxpayers. OMB currently requires agencies to "reduce the footprint" of their real property assets every year.

- iQMIS restricts the number of PLANNED TENANTS to actual occupancy over the last 3 years. **It is recommended that users enter all tenants into iQMIS**, even visitors that may reside in housing for only 1 night. Failing to do this will impact the allowable PLANNED TENANTS, which affects the rental rates in shared housing.

- iQMIS determines the DORM RATE as Private or Shared from actual occupancy over the last 3 years ("persons per bedroom.") **It is recommended that users <u>enter all tenants</u> into Dormitories**, even visitors that may reside in housing for only 1 night.

If tenant information is difficult to obtain from managers or other local staff, you should recruit a Tenant Manager to enter tenants directly into iQMIS. (See "Applying for iQMIS Access" section.)

Click on the *Tenants* tab for this housing unit.

All current and former tenants are listed.

CURRENT (Yes/No) (Read Only): Current tenants will have YES in the CURRENT column. More than one current tenant (roommates) may be listed in shared housing situations or Dormitories. Click on the blue Tenant Name link (on the left side) to view or update the current tenant's information.

Previous tenants will have "No" in the CURRENT column. CURRENT is changed to "NO" when a tenant has been departed from the *Documents* tab (a.k.a. to "Stop Tenant Rent.") User can view, but not update, a previous tenant's information.

TENANT SUMMARY: To print a tenant's record, click on the blue Tenant Summary link for that individual.   This "Tenant Summary" document may contain personally identifiable information (PII); if so, you are responsible for securing this information and locking it up or shredding it. Social security numbers do not print on the "Tenant Summary" but personal address, personal phone, personal email, and banking information may if entered in their record.

ADDING A NEW TENANT

HOUSING ASSIGNMENTS

Ideally, all new tenants should check in with the responsible Housing or Tenant Manager to review their housing options, sign their lease and other documents, and obtain the keys. When tenants are unable to check in with the Housing or Tenant Manager directly, any delays can cause rent debts to occur or the rent collection process to fail. Per A-45, all occupants assigned to housing must sign a Lease before occupying housing, no matter their duration of stay.

Which housing unit a specific employee/tenant is assigned to is dictated by your housing assignment policy. Rental rates are not based on a tenant's ability to pay, so it is important that Housing and Tenant Managers assign the right-sized housing to each employee/tenant. You should attempt to assign housing based on the tenant's pay grade, family needs, and financial requirements – keeping in mind that rents will change every year in March or may change if a roommate departs.

Users must **actively manage their housing assignments** to be able to offer affordable rental options to tenants. The iQMIS Report **"Current Tenant Assignments"** displays the "per tenant" rental rate for each unit and should be a resource for your housing assignment plan. Compare the number of expected seasonal personnel by pay grade to the range of available rental rates. To provide more affordable housing options, additional roommates (PLANNED TENANTS) can be assigned, and Bedrooms/Bathrooms can be locked off. This requires planning.

The larger, more expensive housing units are typically assigned to higher-grade permanent employees and employees with families. In some agencies, employees may "bid" for a specific housing unit they want.

Lower-grade seasonal employees, volunteers, interns and students are typically assigned to shared housing ("Dormitories" or where PLANNED TENANTS > 1) in order to keep their rent as low as possible.

When practical, each gender should have separate shared housing (i.e., a female unit and a male unit.) If that's not possible, then each gender in a shared unit should have a separate bathroom (i.e. a female bathroom and a male bathroom.)
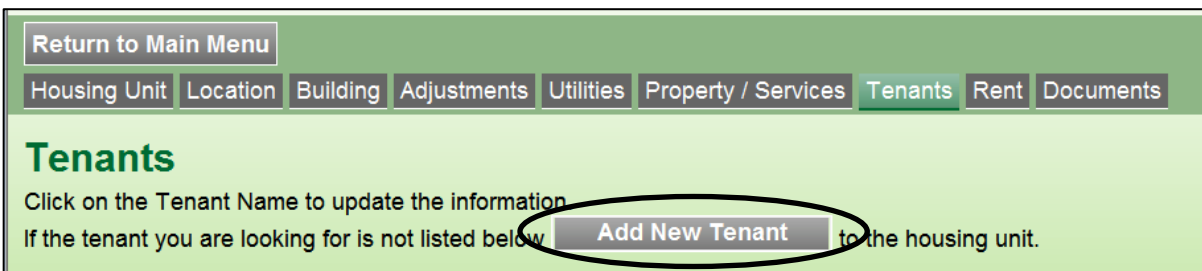
Permanent employees may not be assigned to Dormitories except under specific circumstances.

Dormitories are designated in iQMIS each November 1 as "shared" or "private," per A-45 requirements, and rental rates differ for each type. This designation depends on actual use over the last 3 years and the "persons per bedroom." Installations should offer a "shared" Dorm to those who want the lowest rent possible, and a "private" Dorm to those who are willing to pay more for a private bedroom.

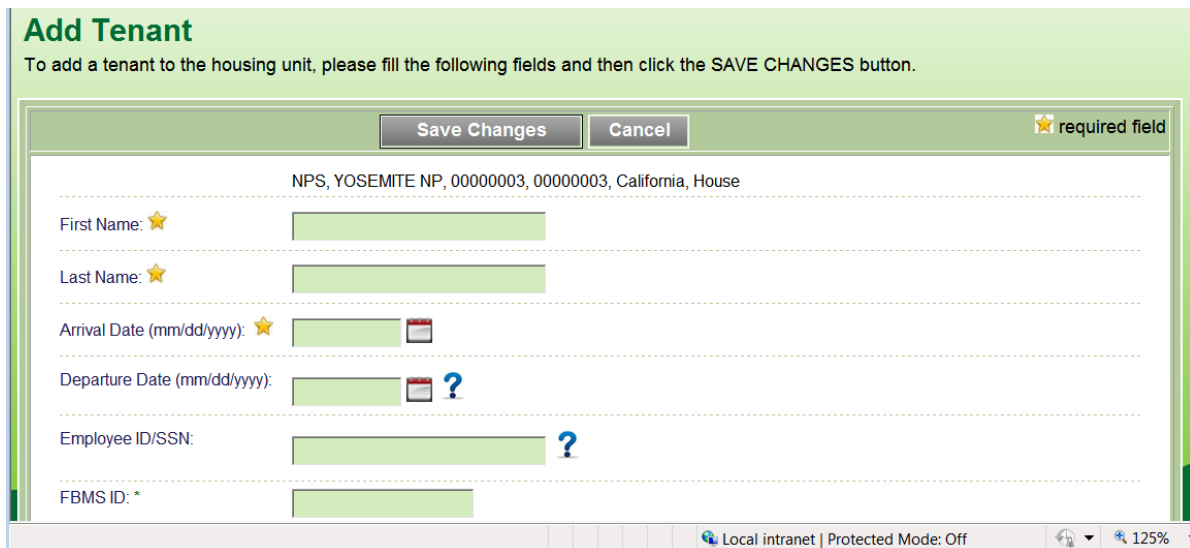**ADDING A NEW ARRIVAL TO iQMIS**

NOTE: If a new arrival has lived at this installation before, you can save time by using the blue "Copy Tenant" link from their old housing unit's *Tenants* tab. See "Copy Tenant" below.

To add a new tenant, once the unit is agreed upon, select it from the *Main Menu*. Go to the *Tenants* tab and Click on the *Add New Tenant* button to enter a new occupant of this unit.

The following "Add Tenant" screen appears:

Following are the tenant inventory fields located on the "Add Tenant" screen. All items with a yellow star are mandatory.

NOTE that iQMIS will "time out" after **15 minutes**, so be sure to complete the required fields quickly and click *Save Changes*.

First Name (required) – Enter the tenant's official first name. Verify correct spelling. Middle name or initial is not required.

Last Name (required) – Enter the tenant's official last name. Verify correct spelling. Spaces (Van Horn), commas (, Jr.), apostrophes (O'Brien) and periods (St. Vincent) are allowed.

Arrival Date (required) – Enter the date the tenant moved into housing. [For DOI/DOT/IBWC Only: For employees under "Payroll Deduction," the ARRIVAL DATE cannot be before their "Entrance on Duty" (EOD) Date. See *Resources* "FPPS Job Aid."] This date will print on the "Rent Payment Form" from the *Documents* tab as the "Effective Date of Rent."

Departure Date (optional) – You may leave the DEPARTURE DATE blank. For new and current tenants, this is the *estimated* DEPARTURE DATE. Entering a DEPARTURE DATE here in the *Tenants* tab does not remove a tenant from housing. However, if the tenant is still in iQMIS after that date, they will be flagged with "Needs Stop" in red. When the tenant departs, you will go to the *Documents* tab to "Stop Tenant Rent."

Employee ID/SSN (optional; required for DOI/DOT/IBWC "Payroll Deduction" only) – Your agency's payroll and rent collection process determines the entry to this field. Enter the tenant's social security number (SSN), last 4, Vendor ID, or other ID as required by your agency. The EMPLOYEE ID/SSN field is masked by asterisks on screen once the tenant record is saved.

The SSN (or the last 4) are personally identifiable information (PII) must be safeguarded and filed in a locked cabinet or shredded. If the employee refuses to provide this, you may obtain it from their hiring manager or an Administrative Officer. Provide them the "Privacy Notice" from *Resources*. The ID/SSN prints only on the "Rent Payment Form" from the *Documents* tab (does not print for DOI/DOT/IBWC and IHS).

DOI Only: FBMS ID (optional): If this tenant has a known FBMS Vendor ID or FBMS Customer ID, enter it here. This prints on the "Rent Payment Form" from the *Documents* tab.

Tenant Comment (optional) – Enter any additional information about this tenant. For example, "Volunteer Campground Host" or "Permanent Change of Station (PCS)" or "TDY until 11/1/20" or "Tenant requires a unit with wood floors due to allergies."

iQMIS User Conflict of Interest (YES/NO; default is NO) – Select YES if this Tenant is also an iQMIS User OR this Tenant is the spouse/partner or other relative of an iQMIS User. An iQMIS User has a CONFLICT OF INTEREST if they live in housing OR have a partner/relative who is a Tenant. As required by A-45, the

rent for this Tenant must be reviewed for accuracy and **approved in writing by a level one above the iQMIS User's Supervisor**. The approval process is specified in your Bureau/Agency housing policies. Also see the "User Conflict of Interest Rent Approval" Form in iQMIS *Resources*.

If there is a known relationship between the iQMIS User and a Tenant, change CONFLICT OF INTEREST to YES and describe their relationship in the adjacent COMMENT. For example, "Tenant is an iQMIS User" or "Husband of iQMIS User Sue Brown." **Ultimately, this is local knowledge and all iQMIS Users in the installation should disclose any relationships with Tenants,** so the *Tenants* CONFLICT OF INTEREST is correct and be monitored to comply with A-45.

To identify existing tenants with a **potential** CONFLICT OF INTEREST, see the *Report* "Current Users with Conflict of Interest." This Report includes:

1) iQMIS Users with a similar Last Name as a Tenant. These are potential conflicts. Some tenants are clearly an iQMIS User. Other tenants with the same last name could potentially be relatives. If there is a known relationship, change the *Tenant* CONFLICT OF INTEREST to YES and describe it in the adjacent **COMMENT**.

2) Tenants marked with a USER CONFLICT OF INTEREST = YES. Since it's possible that an iQMIS user has a conflict with a person with a different last name, **Housing and Tenant Managers must actively manage this *Tenants* field**. For example, an iQMIS user may be living in housing with their spouse/partner who is the leaseholder, but with a different last name. These tenants will not show on the Report.

3) iQMIS Users who marked on their "iQMIS User Access Form" that they live in government housing, and any matching Tenant last names -- or none. If an iQMIS User marked on their Form they live in housing, but are not listed in housing (right column), are they living in housing but not entered in iQMIS and not paying rent? Are they living in housing with another leaseholder with a different last name? Did they once live in housing when they first used iQMIS, but no longer do? Perhaps they just made a mistake on their "User Access Form." Housing and Tenant Managers should research the situation. Where confirmed that the User does not live in housing, the iQMIS Help Desk can change their User record to remove them from the Report.

Pays Transient Rate (YES/NO. **Does not apply to USFS or Dormitories.** YES can be applied only to Fed Other Duty Station, Fed Permanent, Fed Term, Fed Commission Corps, and Non-Fed Tribal Occupations.) (required) – Transient tenants are those who will occupy your housing for **less than 90 days (less than 30 days in DOI.**) The TRANSIENT RATE is an optional rate. You *may* charge the TRANSIENT RATE or the normal iQMIS rate for a visiting employee.

Transient employees typically do not bring their own sheets, towels, cookware and dishware. The TRANSIENT RATE assumes that these housekeeping items are provided by the government, and that maid service is provided to launder sheets, towels, wash dishes and clean for next occupant. However,

these services not required in order to charge the TRANSIENT RATE.

If YES is selected, the TRANSIENT RATE will override the regular iQMIS computed rent. The TRANSIENT RATE is not displayed on the *Rent* tab. It is indicated on the *Tenants* tab (under the Tenant's Name and payment method) and prints on the *Documents* "Rent Payment Form."

If the tenant is visiting on Travel Duty (TDY), you should select an OCCUPATION "Fed Other Duty Station" and then can bill the "Benefiting Account" for the Transient Rate in lieu of paying the lodging portion of their per diem. Check your agency's business process for collecting rent for Transient employees.

If the tenant resides in housing with the TRANSIENT RATE for more than 30 days (in DOI) or more than 90 days (other Agencies), an email is automatically sent by iQMIS to the housing managers, tenant managers and data managers. These tenants should be changed to TRANSIENT RATE=NO after 30 or 90 days and the new rent implemented.

Termination Notice (30, 45, 60 or 90 days; default is 30 days) (required) – Select the number of days the lease may be terminated by written notice from either party. This is set by your Agency policy but is **typically 30 days**. The days of TERMINATION NOTICE will print on the "Housing Assignment Agreement" (lease.)

Phone Number (optional) – Enter the tenant's PHONE NUMBER. The tenant's cell or personal phone number is personally identifiable information (PII) and must be protected. The tenant's work phone is not considered PII. You may need to call the tenant during off-duty hours in case of an emergency regarding their housing unit. If not entered into iQMIS, their Supervisor will also have access to emergency contacts. The tenant's phone number prints on the "Current Tenant Assignments" Report.

Email Address (optional) – Enter the tenant's EMAIL ADDRESS. The tenant's personal email is personally identifiable information (PII) and must be protected. The tenant's work email is not PII. You may want to email the annual rent and lease documents to the tenant, provide a notice of inspection, or provide notice of an employee housing meeting. The tenant's email prints on the "Current Tenant Assignments" Export Report

Tenant Mailing Address/City/State/Zip (optional) – Enter the tenant's MAILING ADDRESS. The tenant's home mailing address is personally identifiable information (PII) and must be protected.   The tenant's work mailing address is not PII. You may want to mail rent and lease documents to the tenant, provide a notice of an upcoming inspection, or provide a termination of lease notice. This address does not print on any iQMIS documents or Reports. If the tenant requires proof of occupancy, enter the address on the *Housing Unit* HOUSING UNIT NAME field, which prints on the Lease.

Occupation (required) – Select the tenant's OCCUPATION or position while living in housing:

- **Fed Permanent** – full time permanent federal employee of your agency and duty-stationed at your location. (Must pay rent through payroll deduction at duty station, per A-45.)
- **Fed Seasonal/Temporary** – full time seasonal federal employee of your agency and duty-stationed at your location. (Must pay rent through payroll deduction at duty station, per A-45.)
- **Fed Commission Corps** (IHS Only) – full time permanent uniformed Commission Corps employee and duty stationed at your location. (Must pay rent through payroll deduction at duty station, per A-45.)
- **Fed Term** – full time temporary, term, or contract federal employee of your agency and duty-stationed at your location. (Must pay rent through payroll deduction per A-45.) BIA/BIE Only: school employees with a contract must be "Fed Term."
- **Fed Part Time** (BIA Only) – part time employees of your bureau and duty stationed at your location. Rent may be paid through Payroll Deduction or Bill for Collection. Intermittent, Temporary or Short-Term Contract Types D, E, F, G, K, P or Q cannot be payroll deducted by FPPS. (See the "Prorated Rents Job Aid – BIA/BIE" in *Resources*.)
- **Fed Other Duty Station** – federal employee (Permanent, Seasonal or Term) of your agency but not duty-stationed at your location (visiting on TDY or Detail)
- **Fed Other Federal Govt** – federal employee (Permanent, Seasonal or Term) of another bureau/agency. For DOI, a Permit for Use of Real Property by Federal Agency, Form GSA-1583, is required and must be approved by the Regional Office.
- **Non-Fed City/County/State Govt** – a city, county or state employee living in your housing under the terms of a contract, agreement, or memo of understanding. For DOI, a Revocable License for Non-Federal Use of Real Property, GSA Form 1582 is required for non-Federal tenants who do not directly support the mission, and the iQMIS "Terms and Conditions" must state: "The attached revocable license is made a part of this agreement."
- **Non-Fed Contractor** – employee of a private firm living in your agency housing under the terms of a contract and performing work for your agency. For DOI, a Revocable License for Non-Federal Use of Real Property, GSA Form 1582 is required for non-Federal tenants who do not directly support the mission, and the iQMIS "Terms and Conditions" must state: "The attached revocable license is made a part of this agreement."
- **Non-Fed Cooperator/Concessionaire** – employee of a private firm living in your agency housing under the terms of a contract and performing work for your agency. For DOI, a Revocable License for Non-Federal Use of Real Property, GSA Form 1582 is required for non-Federal tenants who do not directly support the mission, and the iQMIS "Terms and Conditions" must state: "The attached revocable license is made a part of this agreement."
- **Non-Fed General Public** – a member of the general public living in housing under the terms of a lease. Includes former retired/separated employees. These individuals should not be living in federal housing except under **very rare** situations. Upon separation, the Lease is terminated. For DOI, a Revocable License for Non-Federal Use of Real Property, GSA Form 1582 is required for the

general public, and the iQMIS "Terms and Conditions" must state: "The attached revocable license is made a part of this agreement."

- **Non-Fed Intern** – usually learning/working under a specific program; not considered a federal employee, even where paid a stipend, due to the limited duration of their work. For DOI, rent must be paid by the Benefiting Account at the shared dorm rate, regardless of actual housing assigned. "Special BA Rate" (Special Benefiting Account Rate) is displayed on the *Tenants* tab, under their name.

- **Non-Fed Researcher** – usually providing scientific research or related services, and provided housing under the terms of a contract, memo of understanding, or a "quid pro quo" arrangement. Not a federal employee. For DOI, a Revocable License for Non-Federal Use of Real Property, GSA Form 1582 is required for non-federal tenants who do not directly support the mission, and the iQMIS "Terms and Conditions" must state: "The attached revocable license is made a part of this agreement."

- **Non-Fed Student** – usually working under a specific student/educational program and provided housing; not a federal employee. For DOI, rent must be paid by the Benefiting Account at the shared dorm rate, regardless of actual housing assigned. "Special BA Rate" (Special Benefiting Account Rate) is displayed on the *Tenants* tab, under their name.

- **Non-Fed Health** (IHS Only) – a permanent employee of a organization providing a health care service under a contract or grant funded by the federal government.

- **Non-Fed Tribal** (BIA/BIE Only) – a permanent employee of a tribe, usually providing a tribal service under a grant or contract; not a federal employee. Typically paying rent to the tribe, not the agency. In DOI, a Revocable License for Non-Federal Use of Real Property, GSA Form 1582 is required for non-Federal tenants, unless they are contractors working in support of the mission, and the iQMIS "Terms and Conditions" must state: "The attached revocable license is made a part of this agreement."

- **Non-Fed Volunteer** – usually working under a specific program and providing a service to your agency; housing is provided. In DOI, there must be a "Volunteer Service Agreement," and any volunteer living in housing more than one year must be approved by the bureau National Housing Manager. In DOI, rent is paid by the Benefiting Account at the shared dorm rate, regardless of actual housing assigned. "Special BA Rate" (Special Benefiting Account Rate) is displayed on the *Tenants* tab, under their name.

Comment (on Occupation) (optional). Displays as **Job Title** for BIA/BIE) – Enter additional information on this tenant's OCCUPATION or purpose. (See also DEPARTMENT/EMPLOYING OFFICE.) For example, "Park Superintendent" or "State of Wyoming employee" or "VIP Trail Maintenance." BIA/BIE Only: Enter their official job title in the OCCUPATION COMMENT.

BIA/BIE Only: **Prorated** (YES/NO display only) – Applies to BIA/BIE contract employees, hired for the school year (approx. 10 months). OCCUPATION must be entered as "Fed Term." Contract employees live in housing all year, and pay their summer rent in advance, "prorated" over each paycheck during the school year. At the end of the school year, their summer rent has been paid in full in advance. On the *Tenants* tab, see "Prorated Summary" for the employee's rent calculations. See *Resources* "Prorated Rents Job Aid" for more information.

Pays Federal Rent (YES/NO; required) – The FEDERAL RENT is the A-45 rental rate and includes isolation and other administrative deductions. It applies to federal employees and tribal employees/contractors/volunteers/students/interns who provide work for the government. The FEDERAL RENT does not apply to former employees (separated/retired), families of deceased employees, state/county/city employees, members of the general public, or any tenant who is not providing work for the government. If FEDERAL RENT = No, iQMIS will charge the "fair market value," which excludes isolation and other administrative deductions. OMB Circular A-25 "User Fees" requires "fair market value" be collected for non-federal/public use of federal property.

Comment (on Federal Rent) (optional) – Enter additional information on this tenant's eligible rental rate. If not a federal employee, explain under what authority you are applying the federal rate, for example, it is specified in their contract, agreement, MOU, etc.

Dormitory Only: Dorm Room Number (optional) – Enter the room number this tenant is assigned to, if applicable.

Trailer Pad/Space (Tenant-owned RV) Only: Type of Trailer on Pad (Tenant-owned Recreational Vehicle (RV); Tenant-Owned Manufactured Home) (required) – Indicate if the tenant's property is a "Recreational Vehicle (RV)" OR "Manufactured Home" (a.k.a. Mobile Home).   On a Trailer Pad/Space, the tenant is living in their own housing unit, and the rent is for parking on federal land plus government-furnished utilities.

- A "Tenant-owned Recreational Vehicle (RV)" is self-contained and includes its own water tank, sewage/graywater tank, propane tank, and batteries or electric generator. A RV can be operated "off grid" and can easily relocated by the tenant by a truck or other vehicle.

- A "Tenant-owned Manufactured Home" is not self-contained and cannot be operated "off grid." Tenant-owned Manufactured Homes may **not be installed** on DOI-owned or -leased property. USFS also prohibits tenant-owned Manufactured Homes, although some USFS tenants have "grandfather rights" until separation.

    Manufactured homes are too large to be towed by the tenant with their own truck or vehicle, and it typically costs thousands of dollars to professionally move, install, and connect to

electricity, water and sewer ("on the grid.") There are no restrictions on the size, length or width of a manufactured home; it is classified as a manufactured home if it has a red "Certification Label" posted at the tail end of each transportable section and a "Data Plate" affixed on or near the main electrical breaker box, as required by the 1976 HUD Title 6, Federal Manufactured Home Construction and Safety Standard Act.

IMPORTANT: Due to the expense of moving, installing, and uninstalling, **employees should remove their manufactured home from federal land upon separation or retirement**, and this should be made clear in the lease agreement.

If a "Manufactured Home," the "Tenant RV Floor Space," "Number of Bedrooms" (*Building* tab) and "Tenant-Owned Appliances" (*Tenants* tab) are required."

Department/Employing Office (optional) – Enter the tenant's department/office, in case you need to contact the Supervisor or the tenant during work hours.

Pay Grade (optional) – Enter the tenant's PAY GRADE, if known. This information may prove useful in assigning affordable housing.

Required Occupant/Tax Exempt (YES/NO) (required; applies only to payroll deduction) (default is NO) – Your agency and IRS rules determine the eligibility, documentation, and approval of Required Occupants. To indicate YES, the iQMIS User must **obtain documentation** of Tax-Exempt status from the employee (**SF-50, bureau/agency Required Occupant Form, or their Position Description**) and retain it in their housing file. If YES, the "tax exempt" status is printed on the "Payroll Deduction Form" or rent action. The TAX-EXEMPT status reduces the employee's taxable income, tax withholdings and income tax obligations.

The IRS requirements for tax exempt rent may be found in 26 CFR 1.119-1 ("Meals and lodging furnished for the convenience of the employer") of the Internal Revenue Tax code, or at the IRS publication, "Fringe Benefit Guide" (IRS Employment Meals & Lodging).

Payment Frequency (monthly, biweekly, daily, other) (required) – The appropriate payment frequency for the Tenant's RENT PAYMENT METHOD. Payroll deductions are usually "biweekly"; all other methods are usually "monthly." USFS uses the "Daily" rental rate although tenants may pay rent biweekly or monthly.

Rent Payment Method (required) – Indicate how the tenant or organization will pay the rent. **The methods for documenting and collecting under each option is determined by your agency's policies and rent payment business processes.** For each night the housing unit is occupied, the tenant or a specific organization must pay rent, per A-45.

A civilian employee <u>duty stationed</u> at your housing site must pay rent personally, as required by federal laws 5 U.S.C. 5536, 5 U.S.C. 5911, and federal regulation OMB Circular A-45. They must also pay by "Payroll Deduction," per A-45.

Employees who are not duty stationed at your housing site are <u>on travel duty (TDY) or on detail.</u> In these cases, the rent is covered by the organization that is paying the traveler's TDY or detail expenses, as they have another duty station and place of residence. Rent for visitors can be paid by "Benefiting Account" or a Travel "Charge Card."

The RENT PAYMENT METHOD determines how this tenant's rent will be paid. The "Rent Payment Form" that prints on the *Documents* tab differs for each PAYMENT METHOD. **The iQMIS User who adds the new tenant is responsible to ensure payment is collected and to provide iQMIS documents to the appropriate agency accounting or payroll staff**. Your agency should provide specific instructions on how to process each RENT PAYMENT METHOD below:

- **Benefiting Account within this Organization** – used when another department/branch/office/program in your agency has requested housing for this tenant to perform work that benefits them. Typically used for OCCUPATIONS Fed Other Duty Station (visiting on TDY/Detail), Non-Fed Volunteers, Students, Interns, Contractors and Researchers. Payment is processed through the accounting office according to your agency's business process. <u>The total rent due is not typically known until the tenant departs</u>, so processing of the rent due may need to wait until departure. The Housing /Tenant Manager must obtain authorization from the benefiting account, a contact name and payment account, and then coordinate with accounting personnel to collect the rent payment. Specify RENT PAYMENT INFORMATION, which prints on the rent payment form.

  USFS users should refer to the additional instructions provided in *Resources* "Benefiting Function Payment Form."

  NPS users also have specific instructions for Parks on collecting housing expenses from "Benefiting Accounts."

  DOI Bureaus may collect housing expenses commensurate with the Shared Dorm rate from the Benefiting Account for any volunteer, student or intern. This rate will override the calculated iQMIS market rate for a volunteer, student or intern (labeled the "Special BA Rate" or Special Benefiting Account Rate.)

- **Bill for Collection** – a "Bill for Collection" (or "Bill of Collection") is an invoice sent from your agency's accounting system to the tenant or responsible party. It is typically used for former employees, Fed Other Fed, Fed Other Duty Station, State/County/City Govt, Contractors, Tribal Employees, Researchers, and the General Public. The Housing/Tenant Manager must verify the responsible party's mailing address and coordinate with accounting personnel to collect the rent

payment. It may be processed as a monthly invoice (for long-term stays) or a total rent due invoice (for short-term stays.) Specify RENT PAYMENT INFORMATION, which prints on the rent payment form.

- **Charge Card/Credit Card** – a payment by charge card/credit card/debit card is processed by local housing or administrative staff, or using pay.gov, according to your agency business processes. Typically used for Fed Other Duty Station (on TDY or Detail), Fed Other Fed, Contractors or Researchers. Specify any RENT PAYMENT INFORMATION, which prints on the rent payment form. The charge card number is Personally Identifiable Information (PII) must be protected and properly filed in a locked cabinet or shredded.

  USFS users may only use "Charge Card/Credit Card" for incidental stays on TDY less than 14 days; any other POSS transactions first require a "Bill for Collection."

- **Contract with Another Organization** – a "Contract" is a written instrument with a private organization and specifies under what terms housing will be provided, whether or not housing is provided by the government, if rent is payable, how rent payments shall be made, and the responsibilities for maintenance and operation of housing. The Housing/Tenant Manager must verify the terms of the Contract and coordinate with accounting personnel to collect the rent payment according to the Contract. If the Contract indicates housing will be furnished, the "Benefiting Account" must cover the contractor's rent. Specify RENT PAYMENT INFORMATION, which prints on the rent payment form.

- **Inter-Agency Agreement with Another Organization** – an "Inter-Agency Agreement" (IAA) is a written instrument with a federal organization and specifies whether housing is provided, if rent is payable, how rent payments shall be made, and responsibilities for the maintenance and operation of the housing. It is typically used for other federal programs. The Housing/Tenant Manager must verify the terms of the IAA and coordinate with accounting personnel to collect the rent payment according to the agreement. If the IAA indicates housing will be furnished, the "Benefiting Account" must cover the tenant's rent. However, the agency may not cover federal employees' rent at their duty station, as this is prohibited by law and regulation. Any federal employee (of any agency) who is duty stationed at the housing site must pay rent personally (usually through "Bill for Collection" or "Charge Card.") Specify RENT PAYMENT INFORMATION, which prints on the rent payment form.

- **Memo of Understanding with Another Organization** – a "Memo of Understanding" (MOU) is a written instrument with another organization or agency and specifies under what terms housing will be provided, if rent is payable, how payment for rent is made, and responsibilities for the maintenance and operation of the housing. It is typically used for Non-federal OCCUPATIONS such as Local/County/State governments, non-profits or universities. The Housing/Tenant Manager must verify the terms of the MOU and coordinate with accounting personnel to collect

the rent payment according to the MOU. If the IAA indicates housing will be government furnished, the "Benefiting Account" must cover the tenant's rent. Specify RENT PAYMENT INFORMATION, which prints on the rent payment form.

- **Payroll Deduction** (required for **federal employees living at their duty station**) – Fed Permanent, Fed Seasonal, Fed Term and Fed Commission Corps employees duty stationed at the housing site must pay rent through payroll, per A-45. (Employees not duty stationed at your location are the OCCUPATION "Fed Other Duty Station," and have other payment options.) Payment is deducted from the employee's paycheck according to your agency's payroll process. The Housing/Tenant Manager verifies the tenant's SSN, if required, and coordinates with payroll personnel, the hiring manager, or an administrative officer to process payroll deductions. Refer to your agency's payroll process. RENT PAYMENT INFORMATION is not required for payroll deductions.

  DOI/DOT/IBWC: Payroll actions (start/change/stop) are transmitted electronically to the IBC Payroll system (FPPS) when a user performs an action on the *Documents* tab.

- BIA/BIE Only**: Tribal Payroll Deduction** – a tribal employee, such as 638, who pays rent to their employer through their payroll process. Rents may be forwarded to BIA or BIE by the employer if the government is responsible for maintenance and operations.

- **Personal Check/Money Order** – a check or money order is collected by local housing or administrative staff each month according to your agency business processes. Typically used for former employees, Fed Other Duty Station (TDY or Detail), Fed Other Fed, Non-Fed State/County/City, Contractors, Tribal, and the General Public. A "Bill for Collection" is preferred to establish the rent obligation in the government accounting system. The Housing/Tenant Manager must verify the responsible party's mailing address, phone number and Customer ID and coordinate with accounting personnel when the rent check or money order is collected. Specify RENT PAYMENT INFORMATION, which prints on the rent payment form.

- **Preauthorized Debit** – rent payment is automatically deducted from the tenant's bank account. Requires access to pay.gov. Typically used for Other Fed, Other Govt, Non-Fed Contractors, and the General Public. See your bureau/agency process. The Housing/Tenant Manager must verify the responsible party's mailing address, phone number and banking information, and coordinate with accounting personnel to ensure that rent is collected. Specify RENT PAYMENT INFORMATION, which prints on the rent payment form. The banking information is considered personally identifiable information (PII) and must be protected. Any printed documents containing PII must be filed in a locked cabinet or shredded.

Typical Methods of Payment by Tenant Occupation

Occupation	Payroll Ded	Benefiting Acct	Bill for Collection	Contract/ IAA/ MOU	Charge Card	Money Order	Preauth Debit	Comments
Fed Permanent	X							At Duty Station; Employees on PCS apply for rent reimbursement through their PCS Voucher
Fed Seasonal	X							
Fed Term / Fed Part Time	X		X					Includes BIA/BIE Contract Employees
Fed Other Duty Station		X	X		X			Employees in your bureau/agency but not duty stationed at this location
Fed Commission Corps (IHS)	X							
Fed Other Fed Govt			X				X	Employees of another bureau/agency; Specify Agency
Non-Fed City/ County/ State		X	X	X	X		X	
Non-Fed Contractor		X	X	X	X		X	
Non-Fed Cooperator/ Concessionaire		X	X	X	X		X	
Non-Fed Intern/ Student	N/A in DOI	X (DOI requires)	X (not in DOI)	X	X		X	
Non-Fed Volunteer		X (DOI requires)		X				Volunteer Agreement
Non-Fed Tribal / Non-Fed Health			X					Some pay their employer through Tribal Payroll deduction
Non-Fed Researcher		X	X	X				
Non-Fed General Public			X	X				Includes former employees

Rent Payment Information (required per your bureau/agency rent collection process) The following information is necessary for the "Rent Payment Form," which prints from the *Documents* tab. Although not all of these fields are required by iQMIS, the Housing/Tenant Manager should enter the specific information needed by your accounting personnel to ensure rent is collected.

Payment Organization (In DOI and USFS, required for Benefiting Account) – Indicate the Vendor, Office, Department, Branch or individual responsible for payment of rent. (Enter Vendor ID or Tax ID in PAYMENT REFERENCE.)

Payment Contact (In DOI, required for Benefiting Account) – Enter the name of the individual responsible for this tenant's rent, an informed party, or a contact at the organization responsible for rent or supervision of their work.

Payment Address/City/State/Zip – Enter the mailing address of the responsible party. Personal home address is PII and must be protected. Business/government mailing address is not PII.

Contact Email Address – Enter the email address of the responsible party. Personal email is PII and must be protected. Work/business email is not PII.

Contact Phone Number – Enter the phone number of the responsible party. Personal/home phone is PII; work/business phone is not PII.

Payment Account (In DOI and USFS, required for Benefiting Account) – Enter the internal accounting code of the responsible party.

Payment Reference – Enter the contract number, MOU number, or IAA number that has authorized the use of housing. Enter the Vendor ID or Tax ID of the responsible party.

Pet (optional; not available for ARS, CBP, FAA or USFS) – A monthly additional Pet Fee will be applied to this tenant's rent if "1 Pet" or "2 or more Pets" are selected. This is a non-refundable fee added to the rent and is common in the private rental market. If you do implement a Pet Fee, you should have a sound pet policy and apply the fees to every tenant in the installation equally. Agencies may not charge a fee for a verified service/assistance animal, per the Fair Housing Act and Section 504 of the Rehabilitation Act. Assistance animals may not be prohibited from occupying housing, including shared housing, and Pet Fees may not be charged.

Electric Vehicle Charging (optional, per your Installation or Agency policy) – A fee for government-furnished electricity will be applied to this tenant's rent. Use for a government-furnished electric vehicle charging station, whether individual or communal/shared. Documentation of employee Electric Vehicles is determined by Agency policy.

Tenant-Owned Appliances (required where *Utilities* such as electricity/propane/fuel oil are "Billed in Rent–iQMIS Estimate;" also required where *Utilities* "Excessive Heating/Cooling Deduction" is applied.) Enter all major appliances owned by the tenant and brought into the unit – NOT government-furnished appliances that already exist (usually only applies to permanent/term employees.) If Utilities are *not*

"Billed in Rent–iQMIS Estimate," any appliances entered here will not affect the rent. The government-furnished appliances are displayed for your reference, in case of duplication.

If the electricity or propane *Utilities* are "Billed in Rent–iQMIS Estimate," the failure to enter the tenant's personal appliances will underestimate utility consumption and subsidize the tenant's living expenses. Select:

- **Dishwasher** – Enter the NUMBER 1 if there is a tenant-provided dishwasher.
- **Dryer** – Enter the NUMBER 1 if there is a tenant-provided clothes dryer. Also enter FUEL type.
- **Engine (Block) Heater** – Enter the NUMBER 1 if there is a tenant-provided block (engine) heater.
- **Freezer** – Enter the NUMBER of tenant-provided freezers. Also enter FUEL type.
- **Hot Tub** – Enter the NUMBER 1 if there is a tenant-provided hot tub.
- **Microwave** – Enter the NUMBER 1 if there is a tenant-provided microwave.
- **Range** – Enter the NUMBER 1 if there is a tenant-provided range. Also enter FUEL type.
- **Refrigerator** – Enter the NUMBER of refrigerators provided by tenant. Also enter FUEL type.
- **Space Heater** – Enter the NUMBER of space heaters provided by tenant. Also enter FUEL type. (use for "Trailer Pad/Space" RENT CLASS with a tenant-owned RV.)
- **Washer** – Enter the NUMBER 1 if there is a tenant-provided clothes washer.
- **Window A/C Evaporative** – Enter the NUMBER of window-mounted evaporative units provided by the tenant.
- **Window A/C Refrigerated** – Enter the NUMBER of window-mounted air conditioning units provided by tenant (use for "Trailer Pad/Space" RENT CLASS with a tenant-owned RV.)

For a "Trailer Pad/Space" RENT CLASS with a tenant-owned Manufactured Home, include:

- **Central Cooling** – Enter the NUMBER 1 if there is a tenant-provided central cooling system.
- **Central Heating** – Enter the NUMBER 1 if there is a tenant-provided central heating system.
- **Water Heater** – Enter the NUMBER 1 if there is a tenant-provided water heater. Also enter the Fuel Type.

Tenant Attachments (optional) – (optional; Description required) – Attach and store any tenant-related documentation, such as their "Required Occupant" Certificate, signed "Lease Agreement," signed "Tenant Rent Notice," employee correspondence with the Housing Office, etc. Do not attach housing-related documentation here; instead, use *Housing Unit* – HOUSING ATTACHMENT.

Comment (on Tenant Changes) (optional) – Enter any comments regarding why changes were made to this *Tenants* information. For example, "J. Jones purchased his own washer/dryer; installed on 4/1/2020" or "T. Tony added a pet on 2/4/2018." This CHANGE COMMENT will be saved in the HISTORY at the bottom of this tenant's page.

Tenant History (display only) – Any and all Tenant changes are displayed in the HISTORY, including the date changed, the user who changed it, and the old and new values of the field changed. The most current changes are displayed at the top of the list. The most current changes are displayed at the top of the list. This is also known as an "audit trail."

Users must click *Save Changes* to store this tenant's record. If you time out of the system (15 minutes) before saving, or accidentally navigate to another page without clicking *Save Changes*, **your entry will not be saved**.

After saving, if there is an error, iQMIS keeps the user on the *Add Tenant* screen and displays "**>> There are errors on the page.**" in red, as shown below. These "errors" are typically required information or invalid data entries.

Scroll down to locate the missing data. The area of concern is identified in red.

Users must correct any errors on the *Update Tenant* screen in order to save this new tenant. If the user ignores the error message and navigates away from the *Update Tenant* screen, the new tenant's entry will be discarded.

If there are no data problems, iQMIS will always prompt you with the following screen: "...Would you like to view/print tenant documents now?" This is a normal message to remind users that another step is required.

Select *YES* to go to the *Documents* tab now to print the new tenant's lease and other documents. (See "Documents for a New Tenant" section below.) Select *No* to temporarily skip printing documents, exit the housing unit, and return to the *Main Menu*. You must return to this unit later to print the new tenant's documents, because the tenant has not yet been "Started." The TENANT NAME will display in red with "**(needs start)**" on the *Main Menu* and on the *Tenants* tab until they have been "Started." iQMIS will continue to prompt you with the above screen each time you view this specific unit.

> **IMPORTANT:** Entering a new tenant on the *Tenants* tab is only the first step in the process. The responsible Housing/Tenant Manager must **also go to the *Documents* tab** and "Start Tenant Rent" to print the required lease agreement (Housing Assignment Agreement), lead based paint disclosure, and rent payment form. The tenant is not checked in to housing until their *Documents* are printed and signed, and keys should not be provided until the Lease is signed. Printing *Documents* will compute and save the tenant's rental rate. For DOI/DOT/IBWC, printing *Documents* will send the "add rent" action to the payroll system.

If the Housing/Tenant Manager does not print the new tenant's lease or rent documents, or changes the tenant's arrival date, a "(needs start)" message will display after the tenant's name, both on the *Main Menu* and on the *Tenant* tab. See example below.

ENTER A NEW TENANT USING 'COPY TENANT'

If a tenant has lived at your installation before, you can save time by copying the tenant's previous information into their new occupancy. The tenant can be copied into any housing unit within the same installation. The "Copy Tenant" link is only available for CURRENT=NO tenants.

Tenant Name	Occupation Payment Method	Current	Arrival Date	Departure Date	Days Occupied			
Tevyn Baldwin	Fed Seas Payroll Deduction	Yes	05/26/2019	08/31/2019	FY2019: 98 Total: 98	Tenant Summary		
Katherine Haile	Fed Seas Payroll Deduction	No	05/26/2019	08/10/2019	FY2019: 77 Total: 77	Tenant Summary	Copy Tenant	Stop Payment Form
ANN HECKART	Fed Payroll Deduction	No	10/30/2017	11/05/2017	FY2018: 7 Total: 7	Tenant Summary	Copy Tenant	

If you click on the blue Copy Tenant link of a specific tenant to be copied, the following screen appears:

Return to Main Menu

Housing Unit | Location | Building | Adjustments | Utilities | Property / Services | Tenants | Rent | Documents

Copy Tenant

To update/change information, please fill the following fields and then click the SAVE CHANGES button.

| Save Changes | Cancel | ☆ required field |

FWS, WILLARD NFH, W0000005, W 5, Oregon/Washington, House

Tenant Name: AMY PULS

Copy to Housing Unit: ☆ W0000005, W 5

Arrival Date (mm/dd/yyyy): ☆

Rent Payment Method: ☆ Select Method ?

| Save Changes | Cancel | ☆ required field |

In the "Copy to Housing Unit" choice list, select their new housing unit. Then enter their new "Arrival Date" and the "Rent Payment Method" for the new occupancy. Click *Save Changes*.

iQMIS will copy the tenant's personal information to the new housing unit's *Tenants* tab. But iQMIS does not navigate to the new unit; you'll remain on the unit where you selected "Copy Tenant." Be sure to navigate to the new housing unit, then go to the *Documents* tab and "Start Tenant Rent." Until you do so, their name will display for the new occupancy as "(needs start)."

CHANGE A CURRENT TENANT

Only a CURRENT=YES tenant's information can be changed. To change a CURRENT=NO tenant, contact the iQMIS Help Desk to reactivate the former tenant and set CURRENT=YES.

Click on the blue Tenant Name link (on the left side) to view or update the current tenant's information. The tenant's information appears on an "Update Tenant" page, as below.

Not all *Tenant* fields are described below – only those that are unique about an existing tenant. (See the "Add New Tenant" section for information on each *Tenants* field.)

Arrival Date (required): ARRIVAL DATE can be changed where incorrect; remember the tenant must be "Started" again and *Documents* reprinted. DOI/DOT/IBWC employees may be locked from editing the Arrival Date, depending on the timing of the transfer to the payroll system. Call the Help Desk for assistance.

Departure Date (optional): This is the estimated Departure Date. Entering or changing the DEPARTURE DATE here does not "Stop" the tenant. Users must "Stop Tenant Rent" on the *Documents* tab to record the actual Departure Date.

If an estimated Departure Date is entered on the *Tenants* tab, once that date is reached, the TENANT'S NAME will display in red with **"(needs stop)"** on the *Tenants* tab and on the *Main Menu*. The red font is

only intended to call your attention to that tenant because the tenant should have moved out by now. If the tenant has moved out, go to the *Documents* tab and "Stop Tenant Rent."   If the tenant will remain in housing, go to the *Tenants* record and delete their DEPARTURE DATE or update it. This will **remove the "(needs stop)."**

Rent Summary (display only): iQMIS displays the tenant's current and prior biweekly rents (daily rents for USFS.) The tenant's current rent is recomputed when any documents are viewed from the *Documents* tab for this specific tenant, and therefore may be changed if the housing Inventory has changed. To avoid affecting the tenant's rent, use "Blank Tenant" on the *Documents* tab.

Tenant Rent History (display only): iQMIS displays the tenant's current and prior biweekly rents, and any "increments" from a new market survey, if eligible. DOI/DOT/IBWC: Additional detail is provided in iQMIS *Resources*, "FPPS Job Aid."

Save Changes: Upon saving changes to an existing tenant, if there are no data problems, iQMIS automatically moves the user to the next screen, the *Rent* screen. If there is an error, iQMIS keeps the user on the *Update Tenant* screen, and displays "\>> There are errors on the page" in red. These "errors" are typically required information that is missing or invalid data entries. If the user ignores the error message and navigates away from the *Tenant* screen, any changes will be discarded (and the original tenant data remains.)

CHANGE A FORMER (NON-CURRENT) TENANT

A tenant's occupancy status is changed to CURRENT=NO when a "Stop Tenant Rent" is processed on the *Documents* tab. You cannot modify information on a non-current tenant; however, you can view their data or print the Tenant Summary.

If you need to change a non-current tenant's information (such as DEPARTURE DATE), contact the iQMIS Help Desk to reactivate the former tenant and set CURRENT=YES. The Help Desk will need the housing installation, the unit number, and the tenant name.

REPRINT A NON-CURRENT TENANT'S STOP PAYMENT

If a tenant is no longer CURRENT, you can reprint their "Stop Payment" form from the *Tenants* tab. Select the blue Stop Payment link.

Tenant Name	Current	Arrival Date	Departure Date	Days Occupied				
Dave Harrison	Yes	06/08/2015		FY2015: 115 Total: 115	Tenant Summary			
Emily Prud'homme	No	06/08/2015	10/01/2015	FY2015: 115 FY2016: 1 Total: 116	Tenant Summary	Copy Tenant	Stop Payment Form	
Michael Frederick	No	07/07/2014	10/31/2014	FY2014: 86 FY2015: 31 Total: 117	Tenant Summary	Copy Tenant		

DISCARD AN ERRONEOUS TENANT

To **delete a tenant that was entered by mistake** and did not occupy this unit, use the blue Discard Tenant link. Sometimes Housing or Tenant Managers add a tenant to the wrong housing unit or enter an expected occupant who never arrived. If a tenant lived in this unit, do not "discard" them – you should "stop" them by going to the *Documents* tab of their unit and selecting "Stop Tenant Payment."

Tenant Name	Current	Arrival Date	Departure Date	Days Occupied				
Dave Harrison	Yes	06/08/2015		FY2015: 115 Total: 115	Tenant Summary			
Emily Prud'homme	No	06/08/2015	10/01/2015	FY2015: 115 FY2016: 1 Total: 116	Tenant Summary	Copy Tenant	Stop Payment Form	
Michael Frederick	No	07/07/2014	10/31/2014	FY2014: 86 FY2015: 31 Total: 117	Tenant Summary	Copy Tenant		
Dave Harrison	No	06/09/2014	09/19/2014	FY2014: 103 Total: 103	Tenant Summary	Copy Tenant		
Michael Cook	No	06/01/2014	07/01/2014	FY2014: 31 Total: 31	Tenant Summary	Copy Tenant		
Michael Frederick	No	06/09/2014	06/09/2014	FY2014: 1 Total: 1	Tenant Summary	Copy Tenant		Discard Tenant
Michael Cook	No	05/19/2014	05/19/2014	FY2014: 1 Total: 1	Tenant Summary	Copy Tenant		Discard Tenant
Michael Cook	No	05/05/2013	09/18/2013	FY2013: 137 Total: 137	Tenant Summary	Copy Tenant		
Dave Harrison	No	06/09/2013	09/16/2013	FY2013: 100 Total: 100	Tenant Summary	Copy Tenant		

The Discard Tenant link does not display for every tenant. If a tenant arrived within the last 30 days, or arrived and departed on the same day, the link is available.

If a tenant should be discarded, but was entered more than 30 days ago, go to the *Documents* tab and "Stop Payment" using a DEPARTURE DATE that is the same as their ARRIVAL DATE. Then return to the *Tenants* tab and click "Discard Tenant." To discard any other tenant when you cannot, contact the iQMIS Help Desk.

Click on the *Rent* tab to view or print the current and previous rent calculations. The rent records on this tab cannot be changed or removed by the Housing or Tenant Manager – they are "read only." The iQMIS Help Desk can delete erroneous rents from this list upon request.

Rent

Click on the appropriate link to view the Housing Rent Summary (if available) or Housing Rent Detail.

ARS, HIGH PLAINS GRASSLANDS RES STA, 0000B005, RESIDENCE #5, Colorado/Utah/Wyoming, House

Records 1 to 20 of 2[5]
previous | 1 2 | ne[xt]

Effective Date of Rent	Date Prepared	Prepared By			Fed Net Monthly Unit Rent	Fed Net Tenant Rent		
						Monthly	Biweekly	Daily
06/09/2019	04/18/2019	Lisa Baete	Housing Rent Summary	Housing Rent Detail	$998.01	$499.01	$230.29	$16.62
05/26/2019	05/23/2019	Lisa Baete	Housing Rent Summary	Housing Rent Detail	$831.56	$415.78	$191.88	$13.85
05/26/2019	04/18/2019	Lisa Baete	Housing Rent Summary	Housing Rent Detail	$998.01	$499.01	$230.29	$16.62
05/12/2019	04/18/2019	Lisa Baete	Housing Rent Summary	Housing Rent Detail	$998.01	$499.01	$230.29	$16.62
03/03/2019	01/30/2019	Lisa Baete	Housing Rent Summary	Housing Rent Detail	$998.01	$998.01	$460.58	$33.23
03/04/2018	01/23/2018	Phil Parkovich	Housing Rent Summary	Housing Rent Detail	$962.41	$962.41	$444.15	$32.05
10/30/2017	10/26/2017	Erica Jones	Housing Rent Summary	Housing Rent Detail	$899.58	$899.58	$415.16	$29.96

A "Housing Rent Summary" and "Housing Rent Detail" are automatically saved on the *Rent* tab for the "Effective Date" entered <u>when any *Documents* are viewed</u> (even if you only view a lead-based paint document.) The most recent rent calculation for the unit is on the top of the list, listed in descending order. Click on the blue Housing Rent Summary link to view or print the rent for that date. (See example below.)

On the Rent tab, iQMIS displays both the "<u>monthly unit rent</u>" and the "<u>monthly tenant rent</u>." If a tenant shares a house or apartment with roommates, their share of the unit rent is called the <u>tenant rent</u>. (The *Housing Unit* PLANNED TENANTS field determines how the unit rent is split between roommates.)

Everyone's "per tenant" rent is <u>also saved on their *Tenants* record, under RENT SUMMARY/HISTORY</u>. When any *Documents* are viewed for that specific tenant, the tenant's rent is updated.

To **compute, view/print and save <u>a new rent</u> calculation from the current inventory, go to the Documents tab**. iQMIS does not compute new rents automatically when something in the housing Inventory is changed.

81

DOCUMENTS TAB

The *Documents* tab is used by the designated Housing or Tenant Manager to print a tenant's lease and other documents for signature and rent collection. **iQMIS calculates the current rent any time a user views/prints <u>any document</u> from the *Documents* tab.**

The Housing or Tenant Manager will view, print or download tenant documents in the following situations:

1) When a new tenant arrives – to compute and save the tenant's rent, print their lease agreement, print the EPA's lead-based paint disclosure and brochure (if applicable), and print rent payment forms for processing

2) When a tenant departs – to stop the tenant's rent payment and print rent payment forms for processing

3) Annually around December/January to change the tenant's rent payment for inflation/market value effective in March (per A-45) – to compute the new rent and print each tenant's rent change notice. (The *Installation Documents* function can be used to print all tenant documents at once.)

4) As needed when the inventory has changed, e.g., when the roommate arrangements are significantly changed, when a tenant's 2 roommates have departed for the winter, when a bedroom is locked off, or when a data error is discovered (e.g., to add electricity that's provided but not included in the rent) – to compute/print the new rent and print the tenant's rent change notice.

Within a selected housing unit, click on the *Documents* tab. The *Documents* tab changes to the appropriate options for that unit and its tenants. For example, if the unit is vacant, *Documents* will not display the "Start Tenant Rent" or "Stop Tenant Rent" options. If a new tenant has not yet been "Started," then "Change Tenant Rent" or "Stop Tenant Rent" does not display.

DOCUMENTS: "START TENANT RENT" WHEN TENANT ARRIVES

After the new tenant's information is added on the *Tenants* tab, go to the *Documents* tab and select the **"Start Tenant Rent"** button. [NOTE: Users will not see the "Start" button if there are no new tenants entered. To reprint documents for a tenant who was already started, choose "Change Tenant Rent."] This function computes the tenant's rent and prints their lease agreement, lead-based paint disclosure and brochure (if applicable) and rent payment form.

Tenant (defaults to select new tenant) – If more than one tenant is listed, select the radio button for a specific tenant's name or select "**All Tenants**" (if available) to produce these documents for all new arrivals.

Arrival Date (required; defaults to *Tenants* Arrival Date) – The ARRIVAL DATE can be changed on this page on the first attempt only. The ARRIVAL DATE can also be changed on the *Tenants* tab; then return to the *Documents* tab to "Start Tenant Rent."

The ARRIVAL DATE can be 9 months prior to today's date (but not before this year's CPI effective date) and 2 months after today's date. If your new tenants' arrival information is difficult to obtain and you are experiencing delays in communication, new arrivals could be required to appear at the Housing Office to sign their lease documents, or the Housing Office should control housing assignments and keys. Delays in entering employees into iQMIS can cause rent debts to accrue.

If their Arrival Date is before this year's CPI effective date, and iQMIS will not allow the Date needed, contact the iQMIS Help Desk.

Documents (YES/NO check boxes; at least one document is required) – Check off one or more of the following documents to print for this tenant. Not all documents need to be provided to every tenant. The following table indicates which documents are typically provided to a new tenant. Follow your agency's instructions.

New Tenant – Start Rent Documents

New Tenant	Rent Payment Form	Rent Summary	Assignment Agreement (A-45 reqd)	Tenant Rent Notice	Inventory	LBP Disclosure & Brochure	Federal Tenant Brochure
Fed Permanent	Yes, for internal use	**Yes**	**Yes**	N/A	Optional	**Yes**, if applicable	Recommended, but Optional
Fed Seasonal	Yes, for internal use	**Yes**	**Yes**	N/A	Optional	**Yes**, if applicable	No
Anyone Visiting 100 days or longer	Yes, for internal use	No	**Yes**	N/A	No	**Yes**, if applicable	No
Anyone Visiting less than 100 days	Yes, for internal use	No	**Yes**	N/A	No	No	No

- **Rent Payment Form** – If checked, iQMIS creates the form for payroll or accounting purposes.

  PROCESSING: This form is not provided to the tenant. Your bureau/agency policy dictates how the form is processed for each payment method and who processes it (payroll or accounting staff.) The "Rent Payment Form" reflects the individual tenant's METHOD OF PAYMENT, and

therefore each METHOD may be processed differently. **iQMIS Users are responsible to ensure that the "Rent Payment Form" for each tenant they enter is sent to the appropriate staff to process correctly.**

DOI/DOT/IBWC PROCESSING – Payroll Deduction Only: if a specific tenant or "All Tenants" are payroll deduction, whether the "Rent Payment Form" is selected or not, iQMIS will send an "Add Rent" action to FPPS. Print this "Rent Payment Form" for confirmation. All other payment methods are processed manually, according to your agency's process.

If the ARRIVAL DATE is incorrect, you can change it on the *Documents* tab when "Start Tenant Rent." If the tenant has already been started, change the ARRIVAL DATE on the *Tenants* tab, and then "Start Tenant Rent" on *Documents*. If the RENT is incorrect, make the appropriate changes to the Inventory, then "Change Tenant Rent" on *Documents* using their ARRIVAL DATE again as the EFFECTIVE DATE OF RENT.

- **Housing Rent Summary** – If checked, iQMIS generates the rent in effect on the tenant's ARRIVAL DATE. You do not need to print the "Rent Summary" for Dormitory residents, volunteers, students, interns or TDY visitors that are paying by "Benefiting Account," or those paying the Transient Rate.

  PROCESSING: This form is printed for the tenant; it is also saved on the *Rent* tab.

- **Assignment Agreement** – If checked, iQMIS generates the "Housing Assignment Agreement" (a.k.a. Lease Agreement or IHS 6070A.) You should print an "Assignment Agreement" for every tenant in order to control and protect the government's property, and to notify the renter of their responsibilities. Some agencies have a separate, specific Agreement for volunteers, minors, or short-term visitors, but **all tenants must sign an agreement of some kind, per A-45**.

  PROCESSING: A-45 requires than their Agreement be signed <u>before</u> a new tenant receives their key or occupies housing. The tenant receives a copy and the housing office files the original signed "Agreement."

  The Housing/Tenant Manager is responsible to ensure that the "Assignment Agreement" for each tenant they enter is signed by the tenant and/or provided to the administrator. This is a federal property management control. Follow your Agency process for filing the signed Lease, as federal records retention rules apply to housing leases. Signed leases must be retained for at least 3 years after the tenant's departure date (see NARA housing records retention schedule.) Users can attach the signed agreement to the tenant's record under *Tenants* - TENANT ATTACHMENTS.

- **Inventory** (optional) – If checked, iQMIS generates the housing unit "Inventory" for the tenant. The "Inventory" is optional, because the government-provided housing, appliances,

services and furnishings included in the rent are also listed on the "Housing Rent Summary." Dormitory residents and other short-term visitors do not need a copy of the "Inventory."

PROCESSING: This is an optional document, for information only. Tenants may also discover erroneous charges on the "Rent Summary" which reflect an error in the Inventory.

- **Privacy Notice** (optional) – If checked, iQMIS prints a description of the uses of the tenant's personal information.

- **Federal Tenant Brochure** (optional) – If checked, iQMIS generates the "Federal Tenant Brochure," which explains rent-setting regulations and appeal processes. This is recommended for **permanent employees**. Dormitory residents and other short-term visitors do not need a copy of this Brochure.

- **Lead-Based Paint (LBP) Disclosure & Brochure** (required if indicated) – EPA regulations require that the Tenant Manager provide most new tenants with a copy of the "EPA Lead-Based Paint Brochure" and "Disclosure Form" for specific units. If checked, iQMIS generates these LBP documents.

If this unit is "exempt" from EPA's requirements (per the *Building* tab,) the LBP disclosure and brochure check boxes **do not appear** on the *Documents* screen.

LBP Forms are required upon arrival only, per EPA regulations**.** There are exemptions – users do not need to provide the EPA form or brochure for these housing units:

1. Housing built in 1978 or after
2. 0-bedroom units, such as studio or efficiency apartments
3. Leases of 100 days or less
4. Rental houses that have been inspected by a State certified inspector and found to be free of LBP
5. Lease renewals, if LBP previously disclosed to tenants

If this unit is not clearly exempt, iQMIS provides **details about this unit in green** to help the Housing/Tenant Manager decide if any of the 5 listed exemptions apply to this new tenant. For example, "this housing unit was built in 1958," or "this housing unit has 3 bedrooms," or "this housing unit has a LBP status of 'Not Inspected.'"   If you are unsure about who gets notified and who does not, it's safer to print and provide the LBP disclosure/brochure. Agencies have been fined by the EPA in the past for failing to provide these lead paint hazard documents.

The "Lead Based Paint Disclosure" is customized for each unit based on the information entered on the *Building* tab. You do not need to print the 8-page "LBP Brochure" directly from iQMIS. You can make copies of the brochure for future tenants or order preprinted color brochures from the EPA.

PROCESSING: The "Lead Based Paint Disclosure Form" should be signed by the new tenant. The

tenant receives a copy, and the original is kept on file as proof that EPA regulations were met. Alternately, users can attach the signed disclosure to *Tenants* - TENANT ATTACHMENTS.

The "LBP Brochure" is not signed and does not need to be filed, as it is not unique to this housing unit.

Once your new tenant document selections are made, click the *View Documents* button.

Scroll down to view subsequent pages. Print or save the documents using the Adobe toolbar.

NOTE that the "Rent Payment Form" may contain personally identifiable information (PII). PII may not be emailed unless encrypted, per federal security regulations (FIPS 140-2.) If you print and keep a copy, then you are responsible for locking it up or shredding it. PII includes (but is not limited to) an individual's social security number, last 4 of the SSN, personal mailing address, personal phone, personal email, charge card, credit card, debit card, or banking information.

DOI/DOT/IBWC Only: For payroll deductions, "Start Tenant Rent" on the *Documents* tab will send the rent to FPPS automatically.

DOI Only: "Start Tenant Rent" on the *Documents* tab will also send the tenant's ARRIVAL DATE to the FBMS property module, which opens a contract for each tenant and housing unit and records the rental rate.

Other Documents not listed in the DOCUMENTS screen may also be required, per your agency/bureau housing policy. For example,

- In DOI, a Revocable License for Non-Federal Use of Real Property, GSA Form 1582 is required for non-Federal tenants who are not performing work for the government.
- In DOI, Regional approval of a Permit for Use of Real Property by Federal Agency, Form GSA-1583, is required for other Federal bureau/agency tenants.
- If the government has authorized OFFICIAL USE space, it must be included in the Lease, per A-45. You may use the "Official Use Space Approval Form" in *Resources* and attach it to the Lease.
- Additional Agency/Bureau or Installation Tenant Rules of Behavior or Pet Policy, etc. These should be noted on the *Housing Unit* TERMS AND CONDITIONS, which print on the Lease.

Provide any other instructions or documents to the new tenant, as required by your agency or housing site. Get documents signed, make copies for the tenant, process and then file according to your agency's procedures.

Housing/Tenant Managers should help to **set expectations** and let permanent tenants know that their rent will change based on their number of roommates, every March for inflation, and every four years for rents in the private rental market.

IMPORTANT: New arrivals in December/January/February/early March must also receive a rent change notice for their CPI adjustment. These new arrivals should receive two rental rates – one in effect on their arrival, and a second rent in effect the first pay period in March. Provide the arrival documents (their first rent), plus print "Change" for their second rant and print a "Rent Payment Form," a "Rent Summary," and a "Tenant Rent Notice" for the CPI effective date.

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*DOCUMENTS***: "STOP TENANT RENT" WHEN TENANT DEPARTS**

[NOTE that you will not see a "Stop Tenant Rent" button on the *Documents* tab if the unit is vacant or if the tenant has not yet been "Started."]

Once a tenant moves out of housing, their rent payments must be "Stopped" from the *Documents* tab. "Stopping" the tenant's rent will change their status to CURRENT=NO.

There is no need to enter a DEPARTURE DATE on the *Tenants* tab. Go directly to the *Documents* tab for

the tenant's unit and select the **"Stop Tenant Rent"** button. A tenant is departed ("checked out" of iQMIS) only after their "Rent Payment Form" has been viewed or printed.

Once a tenant has been "stopped," they become CURRENT=NO and cannot be changed or reprinted. Contact the iQMIS Help Desk if the tenant was "stopped" by mistake or if other tenant changes are needed.

Tenant (YES/NO radio button; default is NO) – Select the radio button to indicate a specific tenant who has departed this unit.

Departure Date (required) – Enter the date the tenant departed from housing. This <u>date will print on the stop payroll deduction</u>, stop rent action, or rent payment form. This DEPARTURE DATE is also saved on the *Tenants* record.

Documents (YES/NO check box)

- **Rent Payment Form (or IHS 6070B)** – When checked, iQMIS generates the form for payroll or accounting purposes. The type of form differs according to the tenant's PAYMENT METHOD (Payroll Deduction, Bill for Collection, Benefiting Account, etc.)

  PROCESSING: This form is <u>not provided</u> to the tenant. It should be forwarded to payroll or accounting staff, based on your Agency/Bureau process for each payment method. **Housing or Tenant Managers are responsible to ensure that the "Rent Payment Form" for each tenant they depart is provided to the correct administrator for collection.**

NOTE: The "Rent Payment Form" <u>may contain personally identifiable information</u> (PII.) PII may not be emailed unless encrypted, per federal security regulations (FIPS 140-2.) If you keep a copy, then you are responsible for securing any PII by locking it up or shredding it.

DOI/DOT/IBWC – Processing Payroll Deduction Only: For employees on Payroll Deduction, "Stop Tenant Rent" will **send a "stop rent" action automatically to the IBC's payroll system, FPPS**. Users may print the "Stop" document for your files. If the DEPARTURE DATE is incorrect, or if you stop a tenant by mistake, call the iQMIS Help Desk for correction.

- Vacancy Inspection Form (optional) – An inspection of the housing unit for excessive wear and tear, cleaning, and damage should occur upon departure. This Form is provided as a reminder, but it is not mandatory. Follow your bureau/agency check-out inspection procedures.

Click the *View Documents* button.   A sample Stop "Rent Payment Form" is displayed:

Location	TEST INSTALLATION	Occupant	JOHN WRIGHT
Quarter No.	00000056	Occupation	Non-Fed Vol
Org Code	0008800	Arrival Date	6/18/2020
		Departure Date	7/31/2020

Payment Method
_____ Personal Check/Money Order   _____ Contract
_____ Charge Card/Credit Card   _____ Interagency Agreement
_____ Bill for Collection   _____ Memo of Understanding
__X__ Benefiting Account (Charge to Internal Account designated below) Eligibility:
          _____ Employee on Travel Duty   _____ Volunteer
          _____ Employee on Detail   _____ Student
          _____ Employee Permanent Change of Station   _____ Other (specify) _____

Payment Action
_____ Start Rent Obligation
_____ Change Rent Amount
__X__ Stop Rent Obligation

Rent Information
Effective Date	7/31/2020	Type of Payment	Quarters Rent
Monthly Rate	$265.25	Rent Deposit Account	1000247940000035
Daily Rate	$8.85	Days in Housing	44
Final/Total Rent Due	$389.40		

Print or save the Form(s) using the Adobe® toolbar. Process the "Stop Payment Form" according to the tenant's RENT PAYMENT METHOD with your payroll or accounting office. If you save a "Rent Payment Form" to your PC, and it contains PII, it must not be emailed unless encrypted, per federal security regulations (FIPS 140-2.)

The "Rent Payment Form" displays the "Total Rent Due" <u>only</u> for occupancies of 90 days or less. In USFS, "Total Rent Due" displays for occupancies of 180 days or less.

USFS Only: Bill for Collection, Benefitting Account, Internal Agreement and Charge Card PAYMENT METHODS charges rent according to "nights" in housing. The "Total Rent Due" calculation uses "nights"

if the visit is less than 90 nights. Payroll Deduction charges rent according to "days" in housing.

DOI Only: "Stopping" payment on the *Documents* tab will also send the tenant's DEPARTURE DATE to the FBMS property module, which computes the "total rent collected" for each tenant and housing unit.

TO REPRINT A STOP PAYMENT: If, for some reason, you were unable to print the "Stop Payment Form" (it doesn't display, you accidentally exit, or your printer runs out of paper), another copy can be reprinted from the TENANT tab. See the Stop Payment Form link on the TENANTS tab.

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*DOCUMENTS***: "CHANGE TENANT RENT" FOR INVENTORY CORRECTIONS OR ANNUAL CPI ADJUSTMENT**

Rents may be revised at any time to correct the iQMIS housing Inventory. For example, if electricity (*Utilities* tab) is provided by the agency but is not properly included in the rent, or if the NEAREST ESTABLISHED COMMUNITY is incorrect, or if the number of roommates (PLANNED TENANTS) are changed. The "Housing Assignment Agreement" notifies all tenants that their rent can be changed at any time if it is out of compliance with OMB *Circular A-45* or 5 U.S.C. 5536.

Since any change to the Inventory can affect the rent, Housing and Tenant Managers must communicate with each other to coordinate a change and its effect on a tenant. Housing Managers should not make Inventory changes without informing the local Tenant Manager. Per the "Assignment Agreement," the government must provide the tenant with **30 days' advance notice** of an increase to rent (but decreases can take effect immediately.)

Rents must be adjusted for all tenants during the first pay period in March for inflation or new rental market values, as required by OMB Circular A-45 regulations. Use the *Documents* tab to change rent for one or all tenants in a given housing unit. If you have numerous housing units, see the "**Installation Documents"** section for instructions on how to print all your tenants' CPI rent change notifications at one time.   These are done in December or January annually.

Note: If there are no occupants, the "Change Tenant Rent" button is not visible on the Documents tab. To change a tenant's rent, select the **"Change Tenant Rent"** button on the *Documents* tab.

The government cannot increase a tenant's rent without first providing a written notice of the new rent at least 30 days in advance. Reductions in rent can be implemented without advance notice, per the terms of the Quarter Assignment Agreement.

| View Documents | Cancel |

TEST, TEST INSTALLATION, 123OJS, 3 Bed House, Plains, House

CPI Effective Date of Rent 03/05/2017

Effective Date of Rent: * ⭐ [   ] 📅
Documents only produced for tenants where Effective Date of Rent > Tenant Arrival Date.

Tenant: ⭐ ⦿ George Joe (Bill for Collection, Arrival 02/09/2017)

Documents: ⭐ *Warning: Do not Email any form that contains PII data.*
☐ Rent Payment Form *
☐ Housing Rent Summary
☐ Housing Rent Detail (optional)
☐ Assignment Agreement * (optional)
☐ Tenant Rent Notice *
☐ Inventory (optional)
☐ Federal Tenant Brochure (optional)
☐ Lead-Based Paint Disclosure ** (optional)
☐ Lead-Based Paint Brochure ** (optional)

* Only these documents are available for tenants with a Transient Rate.
* *EPA regulations require Lead-Based Paint (LBP) Disclosure and LBP Brochure upon arrival.*

| View Documents | Cancel |

Tenant (YES/NO radio button; default is "All Tenants") – Select the radio button for a **specific tenant** whose rent is being changed. Selecting "All Tenants" will produce these documents for all current tenants at once.

Effective Date of Rent (required; defaults to March CPI date in Dec/Jan/Feb/March) – The EFFECTIVE DATE is the date the rent change begins; it prints on the Rent Payment/Payroll Deduction Form for payroll or administrative purposes. **Tenants must be given at least 30 days' advance written notice** of any increase to their rent, per the terms of the "Assignment Agreement," so this can be a future date. This notification period will determine the EFFECTIVE DATE that you enter. The EFFECTIVE DATE you can enter is limited to 9 months prior to today's date (but not prior to the last CPI date) and 2 months after today's date.

Documents (YES/NO check boxes; at least one document is required) – Check off one or more of the following documents. Not all documents need to be provided to every tenant. The following table indicates which documents are typically provided to an existing tenant for rent change notification.

Existing Tenant – Rent Change Documents

Existing Tenant	Rent Payment Form	Rent Summary	Rent Detail	Assignment Agreement	Tenant Rent Notice	Inventory	LBP Disclosure & Brochure	Federal Tenant Brochure
Fed Permanent	Yes, for internal use	**Yes**	Optional	Recommended for CPI Changes, but see your Agency Policy	**Yes**	Optional	No	Recommended, but Optional
Fed Seasonal	Yes, for internal use	**Yes**	Optional	No	**Yes**	No	No	No
Anyone Visiting 100 days or longer	Yes, for internal use	No	No	No	**Yes**	No	No	No
Anyone Visiting less than 100 days	Yes, for internal use	No	No	No	No	No	No	No

- **Rent Payment Form** (N/A for IHS) – If checked, iQMIS generates the form for payroll or accounting purposes. The form is customized to this tenant's RENT PAYMENT METHOD (Payroll Deduction, Bill for Collection, Benefiting Account, etc.)

  PROCESSING: This form is not provided to the tenant. It needs to be given to payroll or accounting staff, and your agency policy dictates how the form is processed for each payment method. The "Rent Payment Form" reflects the individual tenant's METHOD OF PAYMENT, and each METHOD may be processed differently. Print the "Rent Payment Form" to process the rent change. **iQMIS users are responsible to ensure that the "Rent Payment Form" is provided to the correct administrator for rent collection.**

  DOI/DOT/IBWC – Process Payroll Deductions Only: Whether the "Rent Payment Form" is selected or not, iQMIS will automatically send a "change rent" action to FPPS if a specific tenant or "All Tenants" is selected. Print the "Rent Payment Form" for your files.

  If the EFFECTIVE DATE is incorrect, just reprint the tenant's *Documents* using the correct DATE. If the RENT is incorrect, make the appropriate changes to the Inventory, then reprint (**Change)** the tenant's *Documents*.

  If a permanent tenant's rent increases by $100 or more per month, A-45 allows them to gradually pay the new rent over the next year in four increments. This **applies only to Fed Permanent, Fed Term, Fed Commission Corps, Non-Fed Tribal, Non-Fed Health, Fed-Other Duty Station** (if BOC) and **Fed-Other Fed** (if BOC) tenants living in housing on the effective date. If eligible, these four increments and the effective dates will print on the "Rent Payment Form"

and the "Tenant Rent Notice."

If a tenant's rent increases by $200 or more per month, for any reason, A-45 allows them to gradually pay the new rent over the next two years in eight increments, if requested by your Agency and approved by the Chair of the National Housing Council. In March, the four remaining increments are adjusted for inflation (CPI.) If eligible, these eight increments and the effective dates will print on the "Rent Payment Form" and the "Tenant Rent Notice."

- **Housing Rent Summary** – If checked, iQMIS generates the current rent description for the tenant. <u>You do not need to print the "Rent Summary" for volunteers or visitors that are paying by "Benefiting Account," those paying the Transient Rate, or Dormitory residents</u>.

  Whether the "Rent Summary" is selected or not, the rent for the "Effective Date" is calculated and saved in iQMIS on the *Rents* tab.

  PROCESSING: This form is printed for the tenant; it is also automatically saved by iQMIS on the *Rents* tab. Tenants may discover erroneous charges on the "Rent Summary" which reflect an error in the iQMIS data.

- **Housing Rent Detail** (optional) – If checked, iQMIS generates the current rent calculation. This "Rent Detail" provides the complete rent formula and is not normally provided to tenants. The "Housing Rent Summary" is preferred.

  Whether the "Rent Detail" is selected to print or not, the rent is calculated, and this document is saved on the *Rents* tab.

  PROCESSING: This form is printed for the tenant; it is also automatically saved by iQMIS on the *Rents* tab. Tenants may discover erroneous charges on the "Rent Detail" which reflect an error in the iQMIS data.

- **Assignment Agreement ("Lease")** – If checked, iQMIS generates the "Assignment Agreement." For changes to rent, a new "Assignment Agreement" is typically not required. For annual CPI/Survey changes, follow your agency's policies on lease renewals. Some agencies require the "Agreement" be signed annually, and others do not.

  IHS Only: The "Assignment and Acceptance Agreement" (6070A) is printed for all rent changes as it is also used as a rent collection form.

  PROCESSING: The Tenant Manager is responsible to ensure that the "Assignment Agreement" is signed by each tenant and/or provided to the administrator. This is a federal property

control. The tenant receives a copy and the housing office retains the original per the records retention rules.   A scanned version of the signed Lease can also be attached in the Tenants tab under TENANT ATTACHMENTS.

- **Tenant Rent Notice** – If checked, iQMIS generates the "Tenant Rent Notice." This document can serve as the "written notification" of a rent change. The "Rent Notice" provides the reason for the rent change, the tenant's previous rent, their new rent, and the amount of change. Some agencies do not use the iQMIS "Notice" and prefer to create a custom memo or email.

  Verify the Previous Rent, and if it is incorrect, contact the iQMIS Help Desk. This will occur if a rent change was calculated for a tenant on the *Documents* tab but was not actually implemented or submitted by the iQMIS User.

  If a permanent tenant's rent increases by $100 or more per month, for any reason, A-45 allows them to gradually pay the new rent over the next year in four increments.   This **applies only to Fed Permanent, Fed Term, Fed Commission Corps, Non-Fed Tribal, Non-Fed Health, Fed-Other Duty Station** (if BOC) and **Fed-Other Fed** (if BOC) tenants living in housing on the effective date. If eligible, these four increments and the effective dates will print on the "Rent Payment Form" and the "Tenant Rent Notice."

  If a tenant's rent increases by $200 or more per month, for any reason, A-45 allows them to gradually pay the new rent over the next two years in eight increments.   In March the next year, the remaining increments are adjusted for inflation (CPI.) If eligible, these eight increments and the effective dates will print on the "Rent Payment Form" and the "Tenant Rent Notice."

  PROCESSING: The "Tenant Rent Notice" should be signed by the tenant as proof that they received 30 days' advance notice of a rent change. The tenant receives a copy and the housing office files the original "Notice."

- **Inventory** – If checked, iQMIS generates the housing unit "Inventory" for the tenant. The "Inventory" is optional, but should be provided to permanent residents, so they can review the government-provided housing, appliances, services and furnishings they are paying for and ensure accuracy.

  PROCESSING: This is for the tenant's information only. Tenants may discover erroneous charges on the "Inventory" which reflect an error in the iQMIS data.

- **Lead-Based Paint (LBP) Disclosure and Brochure** – LBP documents are required for new tenants only; they are not provided for rent changes. However, they are made available under the "Change Tenant Rent" function in case the user needs to reprint them.

Once your document selections are made, click the *View Documents* button. Below is a sample "Rent Payment Form," if selected:

Warning: Do not Email any form that contains PII data.

TEST AGENCY   8/4/2015
Payroll Deduction for Rent of Employee Housing
Request and Authorization Form

Location	TEST INSTALLATION & RATON, NM	Quarter No.	123456	
Dept/Bureau		Org Code	123456	
Employee Name	G.I. JOE	Social Security		

Payroll Action	Pay Code	Effective Date	Biweekly Rate	Daily Rate	Rent Account
Change	Not Exempt	9/15/2015	$464.89	$33.54	57000

Payroll Action (Check One)
_____ Add New Payroll Deduction
__X__ Change Existing Payroll Deduction
_____ Stop Existing Payroll Deduction
Pay Code (Check One)
_____ Tax Exempt (Required Occupant)
__X__ Not Tax Exempt

Scroll down to view the subsequent pages. Print or save the documents from the Adobe toolbar.

Provide any other cover memo, instructions or documents required by your agency or housing site. Get the documents signed, make copies for the tenant, and file or process according to your agency's procedures. Signed documents can be stored with the Tenant's record in *Tenants* TENANT ATTACHMENTS.

DOCUMENTS: **"BLANK TENANT RENT"**

The "Blank Tenant Rent" function is always visible on the *Documents* tab. It is generally used to compute and print a new rent where there are no occupants, and to calculate the rent for "what if" scenarios. Rents are saved on the *Rents* tab but are not attributed to any specific tenant.

DOI/DOT/IBWC Users should use "Blank Tenant" Documents to compute and print a "what if" rent without transmitting a "Rent Change" action to FPPS for a specific employee. If you choose "Change Tenant Rent" or "Start Tenant Rent," the rent is set to FPPS for the employee's payroll deductions.

The *Installation Documents* function is only performed **once a year**, in **December or January.** This button is only visible in iQMIS during December, January and February because it is only used for annual CPI changes. Users will not use this function at other times of the year, so it is unavailable.

USFS Only: USFS Tenant Managers cannot see the *Installation Documents* button because annual CPI rent change notifications are the Housing Managers' responsibility.

All tenants living in housing the <u>first pay period in March</u> must have their rents adjusted, per OMB Circular A-45 regulations. Adjustments are made for new community rental rents (every four years,) inflation measures (Consumer Price Index, or CPI), and isolation deductions. Using the *Installation Documents* function, housing managers can **produce all tenant documents for the entire installation**. During most of the year, users will enter and depart tenants from their housing unit and produce *Documents* for individual tenants one at a time, as needed.

Housing and Tenant Managers will receive an email with instructions in early December, when the adjusted rent formulas are available in iQMIS. They are also posted in *Resources* – "Instructions for Implementing CPI Rents in iQMIS." Your agency may provide additional instructions or procedures.

Before using the *Installation Documents* function in December/January:

- resolve any housing "issues" (go to MAIN MENU, "Housing Unit Issues"=YES, then *Search*)
- the housing Inventory should be updated (e.g., utilities, planned tenants, administrative adjustments)
- all tenants should be accurate in iQMIS (started/stopped)
- review the "Current Tenants" Report to verify individual rent payment methods for accuracy, transient rates, arrival dates and estimated departure dates

When ready, click the *Installation Documents* tab from the MAIN MENU.

Installation Housing Documents

Used only for annual rent change in March.
Click on the Installation Name to produce tenant rent documents.
Installation Documents are produced for occupied units only. If your installation is not listed here, there are no occupied units.
Documents will only be created for housing units with current tenants.
Documents will not be created for new tenants (those not started yet), transients, tenants arriving after the effective date, tenants departing before the effective date, or vacant units.

To obtain rents for vacant units, go to the Main Menu, select a housing unit, go to the Documents tab, and produce blank lease documents.
For rent-setting of many vacant units, contact the Help Desk for assistance.

Please use the Agency selection and/or Installation Name field to narrow down the listing below.

Agency: Agricultural Research Service (ARS)
Installation Name: [   ] **Search**

Search Agency: ARS

Installation Name	Agency	Number of Occupied Housing Units (Non-Transient)	Housing Issues	Survey Region
BELTSVILLE AGR RES -CENTRAL	ARS	1	No	Northeast
CENTRAL PLAINS EXP RANGE	ARS	1	No	Colorado/Utah/Wyoming
CONSERVATN & PRODUCTN RES LAB	ARS	1	No	New Mexico
FT KEOGH LIVESTOCK RES LAB	ARS	4	No	Idaho/Montana

There are several assumptions and limitations of the *Installation Documents* function, as described onscreen:

- **Issues:** *Installation Documents* are produced for this location only if there are **no issues.** Check the "Housing Issues" column (Yes/No.)

- **Occupied Units:** *Installation Documents* are produced only for **occupied units**, because the purpose is to **notify existing tenants of a rent change occurring in March**. If your installation is not listed under "Installation Name," there are no occupied units, and therefore no one needs to be notified of a rent change.

- New March rents for **vacant units will be skipped**. If you have numerous vacant units, the iQMIS Help Desk can compute new rents for you, upon request. If you have only a few vacant units, you can compute new March rents one at a time from each unit's *Documents* tab.

- **Tenant Not Started:** Documents are not produced for **tenants that have not been "started."** This is because these tenants have no arrival rent computed or saved, no lease agreement, and no rent obligation yet, so their rent cannot be "changed" to a new rate. These tenants will be skipped. Around mid-January, these individuals are indicated on the *Main Menu* and the *Tenant* tab in red text with "(needs change)" after their name. Verify that all tenants have been started before printing the *Installation Documents*.

- **Tenants Paying the Transient Rate:** *Installation Documents* are not produced for **tenants paying the Transient Rate (per the *Tenant* tab.)** These tenants will be skipped. This is because these residents are expected to depart within the next 30 to 90 days and will not need to be notified of the March

rent change. Verify the accuracy of your transients on the "Tenant Occupation and Payment" Report.

- **Tenants Departing Before the Effective Date:** *Installation Documents* are not produced for **tenants that are scheduled to depart before the March CPI date** (per the *Tenants* tab.) These tenants will be skipped. An estimated "Departure Date" is optional, but if one was entered on the *Tenants* record and is before the CPI Date, they will not be living in housing when new rents apply, and do not need to be notified of a rent change.

- **Tenants Arriving After the Effective Date:** *Installation Documents* are not produced for **tenants that are in iQMIS now, but arriving after the March CPI date** (per the *Tenants* tab.) These tenants will be skipped. Since they will be arriving after the March CPI date, they do not need to be notified of a rent change because their "Start Tenant Rent" documents will have the correct CPI rate applied.

If you are responsible for managing more than one installation, you can select the blue Installation Name link from the list, or search for a specific installation by entering part of the name and clicking the *Search* button. To restore the list to all your installations, delete any text in the "Installation Name" and click *Search* again.

To get started, when you click the blue Installation Name link, the following screen appears, which is similar to the *Documents* tab for each housing unit:

Effective Date of Rent (required; iQMIS defaults to the correct CPI Effective Date) – This EFFECTIVE DATE is the first day of the first full pay period in March, per OMB Circular A-45, and therefore differs each year. This is the date that prints on the Rent Payment/Payroll Deduction Form (or rent change action for DOI/DOT/IBWC.) This is already populated to the current CPI Effective Date. This Date

should only be changed if you have missed the 30-day advance notice deadline (in January/February) required by the Lease and must begin after the CPI Date. Call the Help Desk for guidance if you miss the Date set by A-45 regulations.

Documents – Check off one or more of the following documents that need to be printed or saved for your tenants, per your agency's policy. Not all documents need to be printed or provided to every tenant. Typically, the following documents are printed for notification of the March CPI rent change:

Existing Tenant – Rent Change Documents

Existing Tenant	Rent Payment Form	Rent Summary	Rent Detail	Assignment Agreement	Tenant Rent Notice	Inventory	LBP Disclosure & Brochure	Federal Tenant Brochure
Fed Permanent	Yes, for internal use	**Yes**	Optional	Recommended, but per Agency Policy	**Yes**	Optional	No	Recommended, but Optional
Fed Seasonal	Yes, for internal use	**Yes**	Optional	Per Agency Policy	**Yes**	Optional	No	No
Anyone Visiting 100 days or longer	Yes, for internal use	No	No	Per Agency Policy	**Yes**	No	No	No
Anyone Visiting less than 100 days	Yes, for internal use	No	No	No	No	No	No	No

- **Rent Payment Form** – If checked, iQMIS generates the form for payroll or accounting purposes. The type of form is specified by this tenant's RENT PAYMENT METHOD (Payroll Deduction, Bill for Collection, Benefiting Account, etc.)

  PROCESSING: This form is <u>not provided</u> to the tenant. It needs to be given to payroll or accounting staff, and your agency policy dictates how the form is processed for each payment method and who processes it. **Housing or Tenant Managers are responsible to ensure that the "Rent Payment Form" for each tenant they enter is provided to the correct administrator in your agency, whether the lease or notice are signed by the tenant or not.**

  Also, this "Rent Payment Form" <u>may contain personally identifiable information</u> (PII). PII may not be emailed unless encrypted. If you keep a copy, then you are responsible for securing any PII by locking it up or shredding it. PII includes (but is not limited to) an individual's SSN, last 4 of the SSN, personal mailing address, personal phone, personal email, charge card, credit card, debit card, or bank routing information.

> **DOI/DOT/IBWC:** Whether a "Rent Payment Form" is selected or not, a "change rent" action is submitted automatically to FPPS for employees with the "Payroll Deduction" PAYMENT METHOD.

If the rent is incorrect, change the Inventory and compute the correct rent on the *Documents* tab for the <u>same</u> "Effective Date." It will override any previous rent actions.

- **Housing Rent Summary** – This "Rent Summary" describes what is included in the rent, and the utilities the tenant is responsible for paying to the provider. You do not need to provide a "Rent Summary" to volunteers or visitors that are paying by "Benefiting Account," those paying the Transient Rate, or Dormitory residents.

  Whether the "Rent Summary" is selected or not, the rent for the "Effective Date" is calculated and saved in iQMIS on the *Rents* tab.

  PROCESSING: This form is printed for the tenant; it is also automatically saved on the *Rents* tab.

- **Housing Rent Detail** (optional) – This "Rent Detail" provides the complete rent formula and is typically for iQMIS Housing and Tenant Managers. The "Rent Summary" is preferred and recommended to provide to tenants.

  Whether the "Rent Detail" is selected or not, the rent for the EFFECTIVE DATE is calculated and saved in iQMIS on the *Rents* tab.

  PROCESSING: This form is printed for the file; it is also automatically saved by iQMIS on the *Rents* tab.

- **Assignment Agreement** – If checked, iQMIS generates the "Assignment Agreement" (Lease Agreement or IHS 6070A.) Your agency's policy determines whether the "Agreement" is renewed every year for permanent employees/tenants during the March CPI adjustment – some agencies do not require annual lease renewals.

  PROCESSING: If required by your agency, this "Agreement" should be signed by the tenant as a renewal of their lease. If required, **Housing or Tenant Managers are responsible to ensure that the "Assignment Agreement" is signed by each tenant and provided to the administrator or filed.** This is a federal property control. The tenant receives a copy and the housing office files the original Agreement. Some agencies require signed Agreements to be forwarded to another office. Signed Agreements may also be stored in iQMIS, under *Tenants* TENANT ATTACHMENTS.

If a tenant refuses to sign the "Agreement," this is grounds for termination of their lease. If a tenant disagrees with the new March rental rate, they should follow your Agency's rent appeal process – signing the "Agreement" does not forfeit any of the employee's appeal rights. The "Agreement" must be signed in order to remain in housing.

- **Tenant Rent Notice** – If checked, iQMIS generates the "Tenant Rent Notice" for the tenant. The "Notice" provides the new rent amount and the change from the previous rent. Some agencies do not use the iQMIS "Notice"; they prefer to create a custom notification, such as a memo or email.

   PROCESSING: This "Notice" should be signed by the tenant as proof that they received 30 days' advance notice of a rent change, per the terms of the "Agreement." The tenant receives a copy and the housing office files the original "Notice."

   If there are errors in the Previous Rent, contact the iQMIS Help Desk. This can occur if a rent change was calculated for a specific tenant on the *Documents* tab but was not implemented.

   If a tenant's rent increases by $100 or more per month, A-45 allows them to gradually pay the new rent over the next year in four increments.   If eligible, these four increments and the effective dates will print on the "Rent Payment Form" and the "Tenant Rent Notice."

   If a tenant's rent increases by $200 or more per month, for any reason, A-45 allows them to gradually pay the new rent over the next two years in eight increments.   In March, any remaining increments are adjusted for inflation (CPI.) If eligible, these eight increments and the effective dates will print on the "Rent Payment Form" and the "Tenant Rent Notice."

- **Inventory** – This is an optional document. If checked, iQMIS generates the housing unit "Inventory" for the tenant. The "Inventory" may be provided to permanent employees annually, so they can review the government-provided housing, appliances, services and furnishings and ensure its accuracy. Tenants may also discover erroneous items on the "Rent Summary."

   PROCESSING: None.

Click *Submit*.

| Main Menu | Installation Documents | Reports | Export Data | Resources |

Housing Documents

Installation Housing Documents

Scroll down to view subsequent pages. Print or save this multi-page document using the Adobe®
toolbar. If you save "Rent Payment Forms" to your PC, and they contain PII, they must not be emailed
unless encrypted, per federal security regulations (FIPS 140-2.)

Once the *Installation Documents* are done, print the **"Rent Change by Tenant" Report** to:

- Compare the printed documents to this Report of all tenants, **to see if any were skipped** due to
  the Transient Rate, arriving after the CPI date, departing before the CPI date, or because they
  were not "Started." Some tenants were skipped because they don't need to be notified
  (transients, departing before March, arriving after March, etc.) Other tenants were skipped
  because they have not been started yet and will need to be notified; follow up and correct these
  situations.
- Verify the Previous Rent. **If there are errors in the Previous Rent, contact the iQMIS Help Desk.**
  This can occur if a rent change was calculated for a specific tenant on the *Documents* tab but was
  not implemented. (Avoid this by only using "Blank Tenant" *Documents* until you are ready to
  implement a rent change.)
- See the New Rent and the amount of change. Permanent tenants with a significant increase
  (+$100 or more per month) can pay the higher rent in increments over time (per A-45.) If
  eligible, these increments print on the "Rent Payment Form" and "Tenant Rent Notice."

Distribute the Rent Change Notices to your tenants according to your local or bureau/agency process.
Tenants that are visiting or are hosted by a "Benefiting Account" do not need to be notified of a rent
change, even if documents were printed for them.

If you or the tenant discovers something that is incorrect, the Housing Manager can change the
Inventory. Then compute the correct rent on the *Documents* tab for the <u>same</u> "Effective Date." It will
override any previous rental rates for that date.

Once completed, remember that new CPI rents for <u>vacant units are not computed</u> by *Installation Documents*. If you have only a few vacant units, you must compute new March rents one at a time, at each unit's *Documents* tab. If you have numerous vacant units, the iQMIS Help Desk can compute new rents for you, upon request.

IMPORTANT: Tenants who arrive after *Installation Documents* are printed but before the March CPI Date – New Arrivals in December, January and February

If a new tenant arrives after you have printed the *Installation Documents* for other tenants, their rent also must be changed for inflation, per A-45. Provide two rental rates upon their Arrival. On the *Documents* tab: 1) "Start" rent effective on their Arrival Date (as you normally do), and then also 2) "Change" their rent effective on the CPI date. So, if you print your *Installation Documents* on January 15 and deliver them to your tenants, any tenant arriving after January 15 will need two rents, their rent upon arrival and their CPI change.

EXPLAINING RENT CHANGES TO TENANTS

Housing and Tenant Managers will receive questions from tenants about rent increases. The "**Federal Tenant Brochure**" (in iQMIS *Resources*) should be provided to permanent employees to explain A-45 rent setting regulations, private rental market surveys, inflation (CPI), and the rent appeal process.

Since the private rental market of the "nearest established community" is surveyed only once <u>every four years</u>, market rates may increase. The "Tenant Rent Notice" indicates if a **new market survey** occurred. In between surveys, **inflation** is added to rents based upon Consumer Price Index (CPI) changes. Inflation is added to rent, utilities, appliances, and services. In addition, value of the "**Isolation Deduction**" is updated annually to GSA personal vehicle mileage compensation rates.

Sometimes an **Inventory change** is the cause of an increase. Perhaps the previous rent was not correct because electricity was not included, or bedrooms used were incorrect, or the actual roommates sharing rent were incorrect or changed. Rents will increase when the inventory (iQMIS data) is corrected.

<u>IMPORTANT: To discuss and explain any rent change with a tenant, print a copy of their previous "Rent Detail" (from the *Rents* tab) and a copy of their new "Rent Detail," and place them side by side</u>. Look at each row of the "Rent Detail" carefully to compare the previous and new values. Increases or decreases to each item on the "Rent Detail" will be apparent.

If a permanent tenant's net rent increases by $100 per month or more, for any reason, A-45 allows them time to gradually increase to the new rent, over four increments.

If a tenant cannot afford the new rental rate, they may: 1) request assignment to a smaller housing unit,

if available; 2) request that unused bedrooms/bathrooms be locked off; 3) request a roommate to share living expenses (they cannot sub-lease); or 4) find smaller, more affordable housing elsewhere and commute to work.

Housing/Tenant Managers should assign tenants to the housing most appropriate for their pay grade and family requirements. Since iQMIS rents are **based on market prices for similar housing – not on the employee's ability to pay** – some may be unable to afford the new rental rates.

Tenants may request a reconsideration/appeal of their rent based on facts and evidence. However, a Housing/Tenant Manager can quickly resolve an iQMIS Inventory error and recompute the tenant's rent at any time, without a written Request for Reconsideration.

Tenants **cannot refuse to sign** the "Tenant Rent Notice" or "Assignment Agreement" as a form of protest. Their signature does not eliminate their appeal rights. If they don't want to sign the Lease, they are free to find housing elsewhere. Refusal to sign a Lease renewal is grounds for lease termination, per the terms of the "Assignment Agreement."

Employees may request a reconsideration of their rent but will not be successful unless they can prove their new rents do not comply with OMB Circular A-45 and are not comparable to similar unit in the "nearest established community." If an employee desires to file a request for reconsideration of their new rental rate, they must follow your agency's process. This process is specified in the "Housing Assignment Agreement" or is attached to the Lease. Non-federal (permitted) occupants may not appeal their rental rates. **Tenants typically only have 30 days** from the date they receive the "Tenant Rent Notice" to file their Request, so it's critical that tenants receive timely and accurate information.

A housing manager may not appeal on behalf of their tenants. The tenant's Request for Reconsideration must be in writing and include proof that their rent is not compliant with A-45. Agencies can only reconsider market values in the year when a new private rental market survey has been implemented (once every four years). Tenants must collect and provide their own market data on at least 5 units like their own in the nearest established community. The tenant should use the *Resources* "Private Rental Market Housing Comparable Form" to collect their own market data.

The *Reports* area generates printed or electronic reports of specific information in iQMIS. Reports are useful for housing managers, tenant managers, property managers and administrators. Other managers in your agency's regional office and/or headquarters office also have access to this housing and tenant data and use iQMIS Reports for property management purposes.

From the *Main Menu*, click the *Reports* button. The following screen is displayed:

The number of Reports may change as new Reports are posted. The content of some Reports may change as revisions are made. Some Reports are only available to specific agencies. You should explore these Reports to find those which are most useful to you.

To view or print any Report, click on the blue View Report link. Under "View Report," the report can be printed or saved to your PC in Adobe® format. The blue Export Report link will place that information into an Excel spreadsheet (.csv format). Because printed Reports have limited space, there may be additional fields on the "Export" version than appear on the "View" version of a given Report.

The following example is the "Current Tenants" Report. The *Setup Housing Report* screen is displayed (see below.)

A *Setup Housing Report* screen is presented for each Report you select. If you manage more than one installation, or your housing is in more than one survey region or agency region, you will see drop-down choice lists, limited to your installation(s).

Report Scope (radio button; one scope is required) – Click on the radio button to select the range of data you want to Report, and then <u>select a choice from the list, if available</u>.

- **Agency** – report includes all the installations that you manage. It will not include other installations in the agency that you are not authorized to manage.
- **Installation** – report includes the one installation that you select. If you manage more than one installation, a choice list is presented. If you manage only one installation, there are no choices.
- **Survey Region** – report includes all the installations/housing units that you manage in one Survey Region. If your housing is in more than one survey region, a choice list is presented.
- **Agency Region** – report includes all the installations/housing units that you manage in one Agency Region. If your housing is in more than one agency region, a choice list is presented.

In the example above, select the "Installation" report scope, then select an installation from the choice list (if any.) Click *View Report*. The "Current Tenants" Report for that installation appears, similar to below:

As with other documents, you may print or save this report using the Adobe® toolbar. To save this data in an Excel format, return to the Reports screen and select blue Export Report link.

RESOURCES

The *Resources* area includes the sub-tabs *References, Release Notes,* and *Survey Reports*. DOI/DOT/IBWC users will also see *FPPS Payroll Schedules*.

REFERENCES TAB

The *References* tab provides regulations, policies, instructions, manuals, forms, and other references for Housing and Tenant Managers. This tab includes only iQMIS, rent setting, and general housing program information – it does not include your agency's housing policy or procedures.

References

Click on the Reference Title to view the associated Document.

Reference Title
Benefiting Function Payment Form - USFS
CDC Advice for Preventing the Spread of COVID-19 in Housing
Certificate of Required Occupancy (Form DI 1872)
Consumer Price Index Memo - March 2019
Consumer Price Index Memo - March 2020
Data Manager Job Aid
Data Manager Job Aid - effective 11/1/2020
DOI Housing Management Handbook
Excessive Heating & Cooling Deduction Procedures (Form DI 1878)
Fact Sheet - EPA and HUD Move to Protect Children From Lead-Based Paint Poisoning; Disclosure of Lead-Based Paint Hazards in Housing
FBMS Job Aid - Housing Property and Rent Income Estimates
Federal Tenant Brochure
FPPS Job Aid - Employee Payroll Deductions for Rent
Government Housing Inventory (Form DI 1875)
Government Housing Inventory Instructions

Reference documents will be updated periodically. Some key *Reference* documents include:

- Federal Tenant Brochure
- Housing Manager's Manual
- Tenant Manager's Manual
- Government Housing Inventory Instructions
- Department of the Interior's Housing Management Handbook
- EPA Lead-Based Paint Fact Sheet

SURVEY REPORTS TAB

The survey schedule, survey region map, and all current Private Rental Market Survey Reports are available on the *Survey Reports* tab.

Survey References and Reports

Click on the Survey Reference Title to view the associated Document.

Survey Reference Title
Regional Rental Survey Schedule
Survey Region Map

Click on the Survey Region Report to view the associated Survey Report.

Survey Date	Survey Region Report
May 2018	AK - Alaska Survey Report
March 2019	AN - Arizona/Nevada Survey Report
July 2019	AS - American Samoa Survey Report
March 2017	CB - Caribbean Survey Report
May 2017	CL - California Survey Report
July 2017	CU - Colorado/Utah/Wyoming Survey Report
August 2017	GU - Guam Survey Report
January 2017	HI - Hawaii Survey Report

Click on the blue link to view any Survey Report:

SURVEY REGION NAME **STATES / U.S. TERRITORIES INCLUDED**

Alaska ....Alaska

American Samoa ....American Samoa

Arizona/Nevada ....Eastern California, Arizona except Navajo Nation/Hopi Reservation, Nevada

California ....Western California

Caribbean ....Puerto Rico, U.S. Virgin Islands

Colorado/Utah/Wyoming ....Western Colorado, Utah, Wyoming

Guam...Guam (used only by U.S. Geological Survey)

Hawaii ....Hawaii

Idaho/Montana..............................Idaho, Montana

Mid-South ....Eastern Texas, Eastern Oklahoma, Arkansas, Louisiana, Mississippi, Alabama, Western Kentucky, Western Tennessee

New Mexico ....Navajo/Hopi Reservation in Arizona, New Mexico, Western Texas, Western Oklahoma

North Central ....Minnesota, Iowa, Missouri, Wisconsin, Illinois, Michigan, Indiana, Ohio

Northeast ....Maine, New Hampshire, Vermont, New York, Massachusetts, Connecticut, Rhode Island, Pennsylvania, New Jersey, Maryland, Delaware

Oregon/Washington ....Oregon, Washington

Plains ....Eastern Colorado, North Dakota, South Dakota, Nebraska, Kansas

Southeast ....Eastern Kentucky, Eastern Tennessee, West Virginia, Virginia,
North Carolina, South Carolina, Georgia, Florida

ANNUAL CYCLE FOR HOUSING/TENANT MANAGERS

Learning to use iQMIS is probably the easiest part of your job. The most difficult aspects will likely include managing tenant complaints and requests, explaining rent changes, and obtaining accurate housing Inventories. If you proactively communicate with your tenants, facility managers and local tenant managers – and set expectations and clear business processes – you will experience fewer challenges and conflicts.

The following is the calendar year cycle of the housing program and rent-setting process for most federal housing sites:

- April/May/June – Verify iQMIS Tenant Managers; Plan housing assignments; Seasonal tenants arrive in housing
    - ☐ View *Contacts* or "Current Users" *Report*; verify "Last Login" date. Recruit new Tenant Managers where there are none.
    - ☐ Export the Report "Current Tenant Assignments" to see the rent for each unit. If all rents are updated to the current year's, sort by lowest rent to highest. (If all the rents are not current, contact the Help Desk to run rents for your vacant units.) Use this list as guidance for tenant assignments this season. Discuss your expected tenants this season with management and make an assignment plan.
    - ☐ Enter tenants into iQMIS upon arrival, "Start Tenant Rent," get leases signed, and process rent payments as instructed by your agency
    - ☐ Tenant Managers communicate any inventory changes to Housing Manager
    - ☐ Revise *Housing* PLANNED TENANTS for roommate arrangements, and unlock or lock bedrooms as needed (*Building* BEDS USED, BATHS USED, UNUSED FINISHED SPACE)
    - ☐ Housing Managers should assist Tenant Managers as needed
    - ☐ Collect rent/housing expenses from "Benefiting Accounts" monthly or quarterly
- September/October – Seasonal tenants depart housing
    - ☐ "Stop Tenant Rent" upon departure, and process rent payments.
    - ☐ Collect rent/housing expenses from all "Benefiting Accounts" before fiscal year-end
    - ☐ **For tenants staying over the winter without roommates**, revise their *Housing* PLANNED TENANTS, lock off unused space (*Building* BEDS USED, UNUSED FINISHED SPACE), and change their rent accordingly on *Documents* tab
    - ☐ In vacant units, perform post-season maintenance, place work orders, safety inspection, iQMIS data validation, cleaning, winterizing, unlock any locked space, etc.

- ☐ New surveys are done. May need to provide an "advance notice" of large rent increases to specific tenants in a new survey area.
- November/December/early January – Prepare Inventory accuracy for new March rent calculations
  - ☐ Starting on November 1, Housing Managers must correct any *Issues.* All data exceptions expire. Rents cannot be printed until *Issues* are resolved.
  - ☐ Request any data corrections or exceptions from your Data Manager
  - ☐ If *Utilities* are "Billed in Rent – Avg Monthly Usage" or "Avg Monthly Cost," collect 12 months of utility bills or meter readings; recompute averages from occupied months only
  - ☐ If *Utilities* EXCESSIVE HEATING/COOLING, collect 12 months of utility bills; recompute averages
  - ☐ If *Adjustments* ADDITIONAL CHARGES/DEDUCTIONS, verify and update
  - ☐ If *Property/Services* LAWN CARE, SNOW REMOVAL, FIREWOOD, verify and update frequency
  - ☐ NPS Only: INTERIOR/EXTERIOR CONDITIONS are updated by WASO with a parametric file upload
- December – New community market survey rates and inflation adjustments are released in iQMIS and instructions are emailed to all iQMIS users.
  - ☐ If your Tenant Managers print the "Tenant Rent Notices," view *Contacts* or "Current Users" *Report* and verify "Last Login" date. If a location has no Tenant Manager, **you are responsible** for printing and distributing the "Tenant Rent Notices"
  - ☐ Coordinate responsibilities where there are multiple Housing Managers and Tenant Managers
  - ☐ Communicate with Tenant Managers and assist as needed
- December/January – Housing/Tenant Managers **print and distribute rent change notices** to tenants. All existing tenants must be notified in writing of their new CPI/Survey rent at least 30 days in advance.
  - ☐ Verify accuracy of current tenants and rent payment methods ("Current Tenant Assignments" Report) and update as needed before printing new rents
  - ☐ Print and distribute tenant rent change notices and documents
  - ☐ Print and review the "Rent Change by Tenant" Report; verify all tenant documents were printed (*Installation Documents* will skip some tenants under specific conditions)
  - ☐ Follow up with Tenant Managers as needed to meet deadline (monitor "Last Rent Date")
  - ☐ Prepare to respond to tenants' questions; understand your agency's "request for reconsideration" and "appeal" policy and process (30-day deadline)
  - ☐ Any tenant arriving after your Notices have gone out to existing tenants must receive 2 rental rates – their rent upon arrival and their rent change in March
- February/early March – Housing/Tenant Managers obtain tenant signatures on rent notices

- ☐ Get tenant signatures on documents; file or upload to iQMIS
- ☐ Process new rental rates through payroll or accounting
- ☐ 30-day deadline for tenants to file a **written request for reconsideration** of rent (30 days after receipt of their rent change notice)

SPECIALIZED FUNCTIONALITY

DOI Only: iQMIS receives and sends housing, tenant and rent data to DOI's **Financial and Business Management System (FBMS.)** The iQMIS-FBMS interface attaches housing units (rental objects) to FBMS buildings, controls the status of rental objects, and sends each tenant and estimated rent revenues to FBMS. To understand this communication, all DOI users should review the "FBMS Job Aid" located in the *Resources – References* area.

DOI/DOT/IBWC Only: iQMIS receives and sends employee data to IBC's **Federal Personnel and Payroll System (FPPS.)** FPPS is used by all DOI bureaus, DOT's Federal Aviation Administration and Maritime Administration, and the International Boundary & Water Commission.   The iQMIS-FPPS interface automates start/change/stop payroll actions and identifies HR actions that may prevent an employee's payment of rent by payroll deduction. Housing and Tenant Manager actions in iQMIS create and change employee deductions. To understand this communication, all DOI/DOT/IBWC users should review the detailed information in the "FPPS Job Aid" located in the *Resources – References* area.

BIA/BIE Only: Some BIA and BIE schools have contract employees living in housing. Contracts are renewed once every school year. Employees pay their rents for the summer break in advance, **prorated** over their school year paychecks. Employees receive an additional printed document called the "Prorated Summary" on the *TENANTS* tab. Email it to all new arrivals after their prorated amount is calculated, and after March CPI adjustments are calculated. Housing Managers with **prorated tenants** should review the "Prorated Rents Job Aid" located in the *Resources – References* area.

Data Managers Only: Each agency has a Data Manager who is responsible for monitoring iQMIS data for accuracy and compliance with OMB Circular A-45 and 5 U.S.C. 5536. Data Managers have the authority to monitor and change iQMIS data. There are specific fields that only a Data Manager can change. They may also grant an exception to an iQMIS data validation rule. Exceptions expire every year on November 1. Review the detailed information in the "Data Manager Job Aid" located in the *Resources – References* area.

Revision Date	Change Description	Pages Affected	Editor
10/1/2015	FBMS interface (DOI); FPPS interface (DOI/DOT/IBWC); Tenant "(needs rent)"; Tenant "(payment method)"; *Tenant* tab "Discard Tenant"; *Tenant* tab "Stop Payment"; *Tenant* tab "Tenant Summary"; *Main Menu* "Inventory Summary"; printing directly to Adobe format; IBC organization and URL changes; Password security questions removed (non-DOI)	All	L. Walters
1/10/2017	Housing attachments; Tenant attachments; Pet Fees; Lease changes; BIA Prorated Rent changes; FAQs	Various	L. Walters
11/15/2017	Dormitory Definition; Rent Class Description; Dorm Rooms; revisions to *Documents* tab	Various	L. Walters
8/19/2019	Data Manager role; Version 2020.1 data validation rules; Exceptions expire each Nov 1; Occupation Fed Other Duty Station; Tenant-owned RV or Manufactured Home; Section 508 compliance	Various	L. Walters
10/1/2020	Versions 2020.2 – 2020.5. Passwords no longer used for log in. PIV Card Authentication (GSA login.gov for non-DOI or Single Sign On for DOI users). A-45 regulation changes: All tenants must sign a lease; Rent must be collected for every tenant; All employees must pay by payroll at their duty station; Isolation changes; Capping changes; Dormitory Private/Shared Rates; Only Data Managers can delete a unit or change Dormitory Private/Shared Rates; Tenant Log required to claim "Loss of Privacy" adjustment; Users with a "Conflict of Interest" must have rent approved in writing; DOI	Various	L. Walters

	"Housing Management Handbook" changes: Volunteers must have a Volunteer Agreement		
11/24/2020	Versions 2021.1, 2021.2. Main Menu search option for unit with Issues; For rent changes of $100/month or more, Fed Permanent, Fed Term, Fed Commission Corps, Non-Fed Tribal tenants qualify; For Transient Rates, Fed Other Duty Station, Fed Permanent, Fed Term, Fed Commission Corps, Non-Fed Tribal tenants qualify; NPS parametric file upload annually for Interior/Exterior Condition; Special Benefiting Account (BA) Rate for volunteers/interns/students		

For assistance, contact the iQMIS Help Desk at 303-969-7164 or iqmis_helpdesk@ibc.doi.gov