The background of the slide is a dark brown color, decorated with various silhouettes of autumn leaves in a lighter brown shade. The leaves are scattered across the frame, with some appearing larger and more detailed than others, creating a seasonal aesthetic.

# Tenant Rental Assistance Certification System - TRACS

Do You Need an Explanation?

# Agenda

- Access to Secure Systems
- Secure Systems
- Certifications and the Processing Order
- Voucher Processing and Reconciliation
- Tenant Certifications and Reconciliation

# HUD Secure Systems

# WASS Access

New Multifamily System users must obtain a Web Access Secure System (WASS) ID in order to gain access to several of HUD's Multifamily Systems which are used to monitor PBRA properties, submit updates to HUD 2530, as well as obtain property specific information.

**System Coordinator:** If you already have a System User ID, you can either go into HUD Secure Systems Business Partner Maintenance and request a relationship with the Business Entity by entering their TIN or you can contact the REAC TAC team at 1-888-245-4860.

For all other Multifamily Systems inquiries contact the Multifamily Housing Helpdesk at 1-800-767-7588.

# Applying for a WASS ID



## Secure Systems Registration

### MULTIFAMILY Coordinator and User Registration

To apply for a **System Coordinator ID**, check the "Coordinator" radio button, fill out the form below, and click Send Application when you are through. Upon verification of the information below, an ID will be assigned and mailed to the CEO of the HUD-registered entity specified below. The password will not be disclosed, so make sure you remember it!!!

To apply for a regular **User ID**, check the "User" radio button, fill out the form below and click Send Application when you are through. Upon verification of the information below, a user ID will be assigned, and the System Coordinator of the HUD-registered entity specified below will retrieve the user ID. The password will not be disclosed, so make sure you remember it!!!

And remember:

***Warning!** Misuse of Federal Information at this Web site falls under the provisions of Title 18, United States Code, section 1030. This law specifies penalties for exceeding authorized access, alteration, damage or destruction of information residing on Federal Computers.*

Application Type	Coordinator <input type="radio"/>	User <input type="radio"/>
First Name:	<input type="text"/>	
Middle Initial:	<input type="text"/>	
Last Name:	<input type="text"/>	
Social Security Number:	<input type="text"/>	
Organization Information:		

[https://hudapps.hud.gov/public/wass/public/participant/partreg\\_page.jsp](https://hudapps.hud.gov/public/wass/public/participant/partreg_page.jsp)



HUD.GOV

U.S. Department of Housing and Urban Development  
Secretary Ben Carson



Información en Español

PIH HOME ABOUT PIH ▾ PIH ONE-STOP TOOL ▾ PUBLIC HOUSING ▾ OPERATING FUND ▾ CAPFUND ▾ INDIAN HOUSING ▾ MORE ▾ HUD HOME ▾

Home / REAC

## PIH-REAC Online Systems

System Upgrade Release Schedule

PIH-REAC System Upgrade Release Schedule:

- Friday, February 5, 2016 - 8pm EST
- Friday, April 29, 2016 - 8pm EST

Rules of behavior for HUD systems

### PIH-REAC Online Systems

- Enterprise Income Verification System (EIV)
- Financial Management Assessment System - Federal Housing Agency (FASS-MF)
- Financial Management Assessment System - Public Housing Agency (FASS-PHA)
- Integrated Assessment Subsystem (NASS)
- Inventory Management System (IMS)/PIH Information Center (IMS/PIC)
- Management Operations Certification (MASS)
- Physical Assessment Subsystem (PASS)
- Quality Assurance Operations (QASS)
- Voucher Management System (VMS)

### Newsletters

- Public Housing Energy Conservation Clearinghouse Newsletter
- Asset Management Newsletter
- HCV Program Newsletter
- Moving-to-Work (MTW) Program Newsletter
- The Resident - Public Housing Newsletter

### Social Media

- HUD Youtube Videos
- HUD Tweeter

### System Login

Existing users

- [Login here](#)

Need to access HUD systems?

- [Register online](#)

Forgot Password?

- [Password Reset](#)

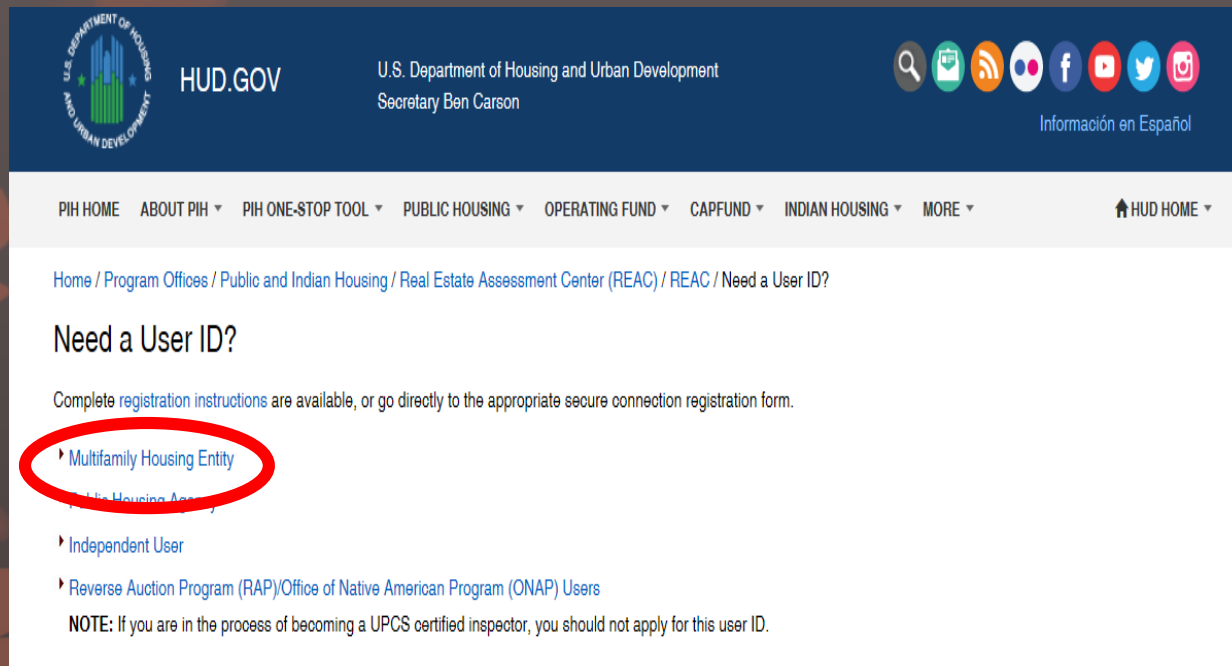
Important: Password reset will require you to provide exact information from your original registration

### Helpful Tools

- [Online Registration](#)
- [Online Systems Directory](#)
- [Quick Tips for Registration](#)
- [Technical FAQs](#)
- [Password Instructions](#)  
Secure Systems Passwords must be reset every 60 days. [More password details](#)

PIH-REAC Online Systems

[https://www.hud.gov/program\\_offices/public\\_indian\\_housing/react/online](https://www.hud.gov/program_offices/public_indian_housing/react/online)



The screenshot shows the HUD.GOV website header with the U.S. Department of Housing and Urban Development logo and Secretary Ben Carson's name. The navigation bar includes links for PIH HOME, ABOUT PIH, PIH ONE-STOP TOOL, PUBLIC HOUSING, OPERATING FUND, CAPFUND, INDIAN HOUSING, and MORE. The main content area is titled 'Need a User ID?' and provides instructions for registration. A red circle highlights the 'Multifamily Housing Entity' link in the list of options.

HUD.GOV

U.S. Department of Housing and Urban Development  
Secretary Ben Carson

Información en Español

PIH HOME ABOUT PIH PIH ONE-STOP TOOL PUBLIC HOUSING OPERATING FUND CAPFUND INDIAN HOUSING MORE HUD HOME

Home / Program Offices / Public and Indian Housing / Real Estate Assessment Center (REAC) / REAC / Need a User ID?

## Need a User ID?

Complete [registration instructions](#) are available, or go directly to the appropriate secure connection registration form.

- ▶ [Multifamily Housing Entity](#)
- ▶ [Public Housing Agency](#)
- ▶ [Independent User](#)
- ▶ [Reverse Auction Program \(RAP\)/Office of Native American Program \(ONAP\) Users](#)

**NOTE:** If you are in the process of becoming a UPCS certified inspector, you should not apply for this user ID.

You will need:

- Your social security number
- Tax Identification Number of the newly established Ownership Entity





Secure Systems

Welcome KIMBERLY LANCE

#### system administration

- [Assistance Contract Assignment Maintenance](#)
- [Business Partners Maintenance](#)
- [IPA Assignment Maintenance](#)
- [PHA Assignment Maintenance](#)
- [Participant Assignment Maintenance](#)
- [Password Change](#)
- [Property Assignment Maintenance](#)
- [RAP Organization](#)
- [Assignment Maintenance](#)
- [User Maintenance](#)

#### systems

- [Active Partners Performance System \(APPS\)](#)
- [Enterprise Income Verification \(EIV\)](#)
- [Financial Assessment Submission - PHA \(FASPHA\)](#)
- [Financial Assessment Subsystem - Multifamily Housing \(FASSUB\)](#)
- [Integrated Multifamily Access eXchange \(iMAX\)](#)
- [Line of Credit Control System \(eLOCCS\)](#)
- [Mark-to-Market \(M2M\)](#)
- [Public Housing Assessment System: Scores and Status \(NASS\)](#)
- [Physical Assessment Subsystem \(PASS\)](#)
- [Quality Assurance Subsystem \(QASS\)](#)
- [Integrated Real Estate Management System \(iREMS\)](#)
- [Tenant Rental Assistance Certification System \(TRACS\)](#)

## Main Menu

[faq](#) | [help](#) | [search](#) | [home](#) | [logout](#)

### Systems

- [Active Partners Performance System \(APPS\)](#)
- [Enterprise Income Verification \(EIV\)](#)
- [Financial Assessment Submission - PHA \(FASPHA\)](#)
- [Financial Assessment Subsystem - Multifamily Housing \(FASSUB\)](#)
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- [Tenant Rental Assistance Certification System \(TRACS\)](#)

### System Administration

- [Assistance Contract Assignment Maintenance](#)
- [Business Partners Maintenance](#)
- [IPA Assignment Maintenance](#)
- [PHA Assignment Maintenance](#)
- [Participant Assignment Maintenance](#)

Current Users:

Business Partners  
Maintenance



## Maintain User M55511

User Information	
<b>User ID</b>	M55511
<b>First Name</b>	JOHN
<b>Middle Initial</b>	J
<b>Last Name</b>	DOE
<b>User Status</b>	Active
<b>Coordinator</b>	Yes
<b>User Type</b>	Business Partner
Choose a Function	
Business Partners Maintenance	▼
Business Partners Maintenance	
Maintain User Information	
Maintain User Profile - Actions	
Maintain User Profile - Groups	
Maintain User Profile - Roles	
Property Assignment Maintenance	
Resend Letter	

## User Information

<b>User ID</b>	M55511
<b>First Name</b>	JOHN
<b>Middle Initial</b>	J
<b>Last Name</b>	DOE
<b>User Status</b>	Active
<b>Coordinator</b>	Yes
<b>User Type</b>	Business Partner
Please check/uncheck boxes to assign/unassign roles to the user	
Disabled roles cannot be unassigned until they are removed in the appropriate Assignment Maintenance screens	
<a href="#">IMAX</a>   <a href="#">LOCCS</a>   <a href="#">TRACS</a>	
<b>IMAX - Integrated Multifamily Access Exchange</b>	
<input type="checkbox"/>	IME - iMAX (TRACSMail replacement) for externa
<b>LOCCS - Line of Credit Control System</b>	
<input checked="" type="checkbox"/>	ADM - Administration
<input checked="" type="checkbox"/>	QRY - Query
<input type="checkbox"/>	REQ - Requisition
<input type="checkbox"/>	YES - Year End Settlement
<b>TRACS - Tenant Rental Assistance Certification P</b>	
<input checked="" type="checkbox"/>	TTQ - TRACS Tenant Query
<input checked="" type="checkbox"/>	TVQ - TRACS Voucher Query

# Documentation Requirements

## TRACS and EIV Access

All Documents should be available for review during your Management and Occupancy Review (MOR) and maintained in your EIV Master Binder:

- Rules of Behavior TRACS & EIV
- Cyber Awareness Challenge TRACS & EIV
- Coordinator Access Authorization Form (CAAF)
- User Access Authorization Form (UAAF)
- Owner Authorization Letter

# Cyber Awareness Challenge



# EIV ACCESS

- PHA/OAs must have access and use HUD's Enterprise Income Verification System (EIV).
- EIV is different between MFH and PIH.
- PHA/OAs of properties converting from Public Housing or Moderate Rehab must:
  1. Remove PIH EIV access effective on the HAP contract execution date by contacting the EIV Coordinator at the HUD Regional Center/Program Center
  2. Obtain access to the Multifamily EIV System within 90 days of the HAP execution
  3. Within 90 days of contract execution start full use of EIV

# DUNS & SAM

Data Universal Numbering System (DUNS) and System for Award Management (SAM)

To conduct business with the government, an entity **must** obtain a DUNS number for each physical location and a valid registration in SAMS.

January 5, 2011 HUD Notice 2011-01

- Notice requiring owners to obtain DUNS and register in the CCR.

April 25, 2012 HUD Notice 2012-6

- Notice requiring Owners with Project Based Section 8 Rental Assistance Contracts or Section 202 or 911 Project Rental Assistance Contracts to obtain Dun and Bradstreet Number System (DUNS) Numbers and to register in the Central Contractor Registration (CCR).

June 2, 2017 Memo/RHIIP Listserv #380

- DUNS Number required on all voucher submissions

# DUNS continued

Dun and Bradstreet

[www.dandb.com](http://www.dandb.com)

## DUNS Number Required on All Voucher Submissions

The attached memorandum, dated June 2, 2017, implements the requirement to include the Dun & Bradstreet's (DB) Data Numbering System (DUNS) Numbers on all vouchers submitted to Tenant Rental Assistance Certification System (TRACS). Effective December 1, 2017, approximately six months from the date of this memorandum, vouchers that do not contain an active DUNS number will generate a Tenant Rental Assistance Certification System (TRACS) fatal error and will not receive payment until corrected. For technical support questions regarding a DUNS number, contact the SAM Federal Service Desk at 1-866-606-8220. For other questions regarding this memorandum, contact Danielle Garcia at [Danielle.D.Garcia@hud.gov](mailto:Danielle.D.Garcia@hud.gov).

dun & bradstreet

[HOME](#) > [D-U-N-S NUMBER](#) > [GET A D-U-N-S NUMBER](#)

## Get a Dun & Bradstreet D-U-N-S® Number

The D-U-N-S Number is used to establish your company's D&B® file, which can help potential partners and lenders learn more about your business, and may also help them make more informed decisions about whether or not to work with you as a client, supplier, or partner.

The first step in creating a new D-U-N-S Number is searching to see whether D&B has already created one for you.

Primary Reason for  
D-U-N-S Number  
Registration

Select 



# SAMS – System for Award Management

- Register and renew annually
- Free to register
- Must have active status to be eligible to receive financial assistance.

<https://uscontractorregistration.com>

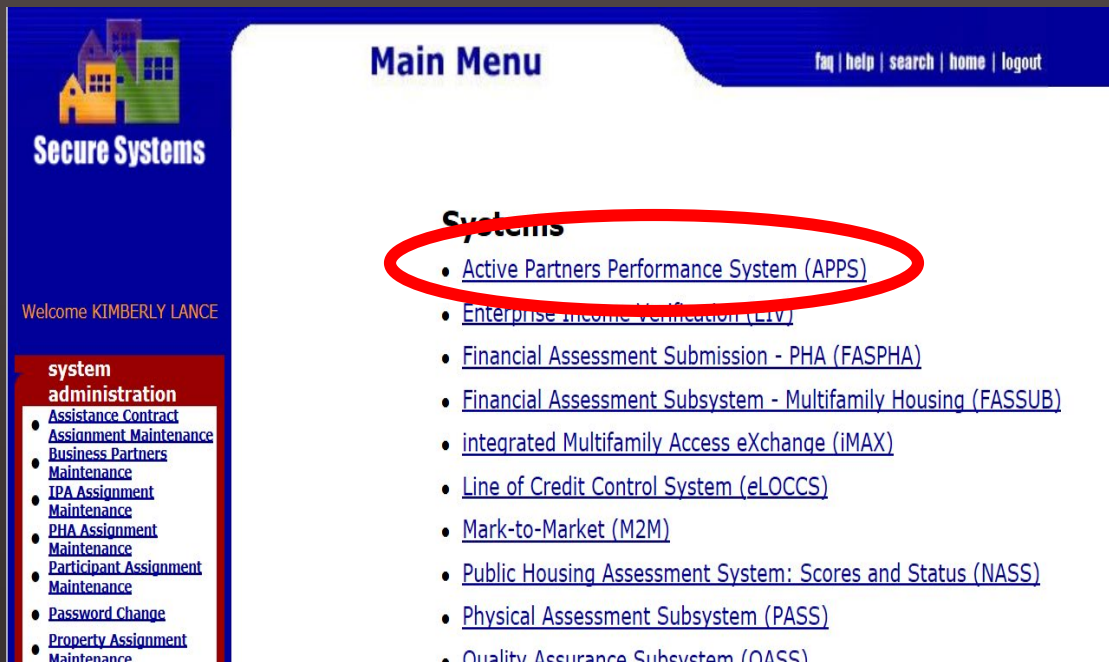




# 2530 Clearance

## Previous Participation Certification & Active Partners Performance System (APPS)

The Active Partner Performance System (APPS) allows new Management Agents and Ownership Entities to register as trusted business partners and to complete an on-line HUD 2530. All entities (management agent, ownership, etc.) involved with a Multifamily Housing Program must obtain HUD's approval.



The screenshot shows the 'Main Menu' of the 'Secure Systems' website. The header includes a logo with three houses and the text 'Secure Systems'. Below the logo, it says 'Welcome KIMBERLY LANCE'. The main content area is titled 'Main Menu' and contains a list of systems. The word 'Systems' is circled in red, and the first item, 'Active Partners Performance System (APPS)', is also circled in red. Other items in the list include 'Enterprise Income Verification (EIV)', 'Financial Assessment Submission - PHA (FASPHA)', 'Financial Assessment Subsystem - Multifamily Housing (FASSUB)', 'Integrated Multifamily Access eXchange (iMAX)', 'Line of Credit Control System (eLOCCS)', 'Mark-to-Market (M2M)', 'Public Housing Assessment System: Scores and Status (NASS)', 'Physical Assessment Subsystem (PASS)', and 'Quality Assurance Subsystem (QASS)'. A sidebar on the left lists 'system administration' tasks such as 'Assistance Contract', 'Assignment Maintenance', 'Business Partners', 'Maintenance', 'IPA Assignment', 'Maintenance', 'PHA Assignment', 'Maintenance', 'Participant Assignment', 'Maintenance', 'Password Change', 'Property Assignment', and 'Maintenance'.

**Secure Systems**

Welcome KIMBERLY LANCE

**system administration**

- [Assistance Contract](#)
- [Assignment Maintenance](#)
- [Business Partners](#)
- [Maintenance](#)
- [IPA Assignment](#)
- [Maintenance](#)
- [PHA Assignment](#)
- [Maintenance](#)
- [Participant Assignment](#)
- [Maintenance](#)
- [Password Change](#)
- [Property Assignment](#)
- [Maintenance](#)

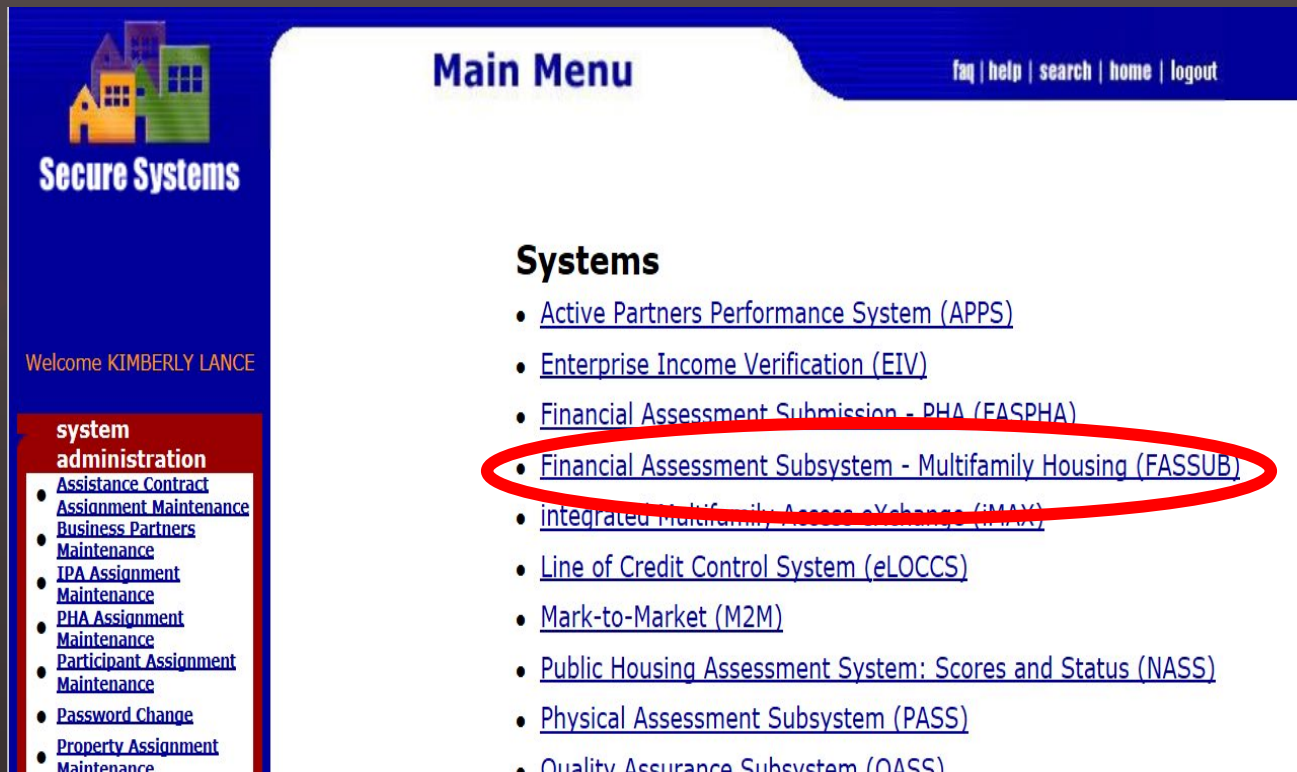
**Main Menu** [faq](#) | [help](#) | [search](#) | [home](#) | [logout](#)

**Systems**

- [Active Partners Performance System \(APPS\)](#)
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# FASS - Financial assessment subsystem

PHAs must submit separate unaudited information for each Multifamily Project



The screenshot shows the 'Main Menu' of the 'Secure Systems' web application. The header includes a logo with three houses and the text 'Secure Systems'. A navigation bar at the top right contains links for 'faq | help | search | home | logout'. The main content area is titled 'Main Menu' and lists various systems. A red circle highlights the 'Financial Assessment Subsystem - Multifamily Housing (FASSUB)' link. On the left, a sidebar menu lists 'system administration' tasks.

**Secure Systems**

Welcome KIMBERLY LANCE

**system administration**

- [Assistance Contract](#)
- [Assignment Maintenance](#)
- [Business Partners](#)
- [Maintenance](#)
- [IPA Assignment](#)
- [Maintenance](#)
- [PHA Assignment](#)
- [Maintenance](#)
- [Participant Assignment](#)
- [Maintenance](#)
- [Password Change](#)
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- [Maintenance](#)

**Main Menu**

faq | help | search | home | logout

**Systems**

- [Active Partners Performance System \(APPS\)](#)
- [Enterprise Income Verification \(EIV\)](#)
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- [Line of Credit Control System \(eLOCCS\)](#)
- [Mark-to-Market \(M2M\)](#)
- [Public Housing Assessment System: Scores and Status \(NASS\)](#)
- [Physical Assessment Subsystem \(PASS\)](#)
- [Quality Assurance Subsystem \(QASS\)](#)

# HUD Secure Systems

TRACS



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SECRETARY OF HUD

WHAT WE DO

PRESS ROOM



HUMANS OF HUD



HOUSING HOME

ABOUT US

SINGLE FAMILY

HEALTHCARE PROGRAMS

MULTIFAMILY

HOUSING COUNSELING

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## TENANT RENTAL ASSISTANCE CERTIFICATION SYSTEM (TRACS)

TRACS is a HUD computer system developed to help improve financial controls over assisted housing programs by automating manual procedures and incorporating automated controls.

- [Secure Sign-In](#)
- [Apply for user ID and Password](#)
- [Industry User Guide for TRACS Internet Applications](#)
- [Industry Quick Reference Guide for TRACS Manual](#)
- [Industry Call - \(Recording mp4\) 12/1/2017](#)
- [2017-12-01 13.00 2.0.3.A Industry Call.mp4](#)  
Voucher Submission
- [Documents](#)
- [Announcements](#)
  - [TRACS Release 2.0.3.A \(PDF\)](#)
  - [Federal Property Pass Form 7](#)
- [Registration](#)
  - [TRACS Industry Work Group Updates](#)
  - [TRACS Conference Meeting Agenda](#)
- [203A](#)

### What's New

- [TRACS January 2019 Industry Group Meeting Final](#)
- [TRACS Release 2.0.3.A implementation schedule](#)
- [TRACS External User Recertification Notification 09/12/2018](#)
- [HUD TLS v1 Upgrade Notification](#)
- [TRACS Suspension Notification \(5/9/2018\)](#)
- [TRACS 203A Final Industry Specification Documents in a Downloadable WinZip file \(New 1/30/2018\)](#)
- [DUNS-Number-and-SAM-Instructions](#)
- [DUNS-TRACS Memo](#)
- [TRACS Re-Certification User's Guide](#)
- [TRACS Voucher Compliance Determination and Payment Process](#)
- [TRACS Notification for Previous Housing Code \(3/21/2016\)](#)
- [TRACS 202D Presentation](#)

# TRACS Homepage

## Queries/Reports

### Voucher

- [Contract/Project Based Voucher Summary Query](#)
- [Voucher Detail/Summary Reports](#)
- [Voucher Query](#)
- [Voucher Tenant Compliance Query](#)

### Tenant

- [Assistance Payment Query](#)
- [Certification Query](#)
- [Certifications with Discrepancies Query](#)
- [Late Recertification Query](#)
- [Move-In/Move-Out Query](#)
- [Multiple Occupancy Query](#)
- [Project Evaluation Query](#)
- [Tenant Unit Address Query](#)
- [Verification Query](#)

# Tenant Unit Address Query

## U.S. Department of Housing and Urban Development TRACS Tenant Unit Address List

**Contract/Project Number:**

**Sorted By: Unit**

[Back to Query](#)

SSN	Unit Number	Street Address	City	State	Zip	Validated	Validated Date	Address Type
*****	017	211 L2TH STREET	COLUMBUS	GA	31901-0000	S	03/11/2005	U
	019	211 12TH ST APT 19	COLUMBUS	GA	31901-2448	Y	09/11/2018	U
	021	211 12TH ST	COLUMBUS	GA	31901-2463	Y	08/13/2005	U
	023	211 12TH ST	COLUMBUS	GA	31901-2463	Y	07/12/2005	U
	028	211 12TH ST APT 28	COLUMBUS	GA	31901-2448	Y	06/19/2018	U
	030	211 12TH STREET APT. 030	COLUMBUS	GA	31901-0000	X	08/25/2016	U
	032	211 12TH ST	COLUMBUS	GA	31901-2463	Y	03/11/2005	U
	034	211 12TH ST	COLUMBUS	GA	31901-2463	Y	04/20/2004	U
	1011	211 12TH ST APT 1011	COLUMBUS	GA	31901-2460	Y	04/20/2018	U



# Late Certification Query

## U.S. Department of Housing and Urban Development TRACS Late Recertification Report

**Contract Number:**

**Report Type: All Certifications**

**Total Number of Late Recertifications: 66**

**Sorted By: Unit**

[Back to Query](#)

Project Number	Unit	Tenant Name	Tenant SSN	Effective Date	Next Recert Date	Number of Days Late	Termination Date	Termination Reason
	017	CORCEGA, J. A		09/01/2016	09/01/2017	423	08/31/2017	HQ
	019	GOLDEN, J.		03/17/2015	03/01/2016	972		
	028	AHYOKA, G. M		04/01/2016	04/01/2017	576		
	032	DAVIS, C.		01/21/2015	01/01/2016	1032		
	1021	TORRANCE, E.		03/01/2017	03/01/2018	242	02/28/2018	TR
	1024	DELEE, R. L		07/01/2015	07/01/2016	850		
	1028	ENGLISH, J. C		12/01/2016	12/01/2017	332	11/30/2017	TR
	1030	CRUMPLER, W. R		07/01/2016	07/01/2017	485		
	130	STALLINGS, T. D		04/01/2016	04/01/2017	576	03/31/2017	TR



# Move In/Move Out Query

## U.S. Department of Housing and Urban Development TRACS Move-In/Move-Out Report

**Contract Number**

**Date Range: 08/01/2018 - 10/29/2018**

**Total Number of Move-ins: 17**

**Total Number of Move-outs: 2**

[Back to Query](#)

*\*= no move-in or move-out record within date range*

Project Number	Unit Number	Bedroom Count	Household Member Count	Move-in Date	Move-out Date	Move-out Reason	Head Tenant Name	SSN
	019	0	1	08/02/2018	*		NEVILLE, S.	
	219	0	1	*	08/31/2018	3	DUCKETT, T.	
	300	1	1	08/01/2018	*		WILSON, L.	
	304	0	1	08/01/2018	*		WASHINGTON, T.	
	419	0	1	08/01/2018	*		BROWN, A.	
	421	0	1	08/01/2018	*		WILLIAMS, L.	
	502	0	1	09/26/2018	*		LANDRUM, A.	
	503	0	1	09/14/2018	*		MCDANIEL, C.	
	601	1	1	08/02/2018	*		DAVIS, K.	
	602	0	1	08/02/2018	*		HAMPTON, T.	

# Multiple Occupancy

## *U.S. Department of Housing and Urban Development TRACS Multiple Occupancy Report*

**As of 10/20/2018**

**Report Type: Units (in a project occupied by multiple households.)**

**Requested Contract:**

**Project:**

Unit	Contract Number	Head SSN	Head Tenant	Effective Date
16B		72	MILLER, SANDRA G	08/01/2017
16B		52	HOLLAND, RACHEL J	11/15/2017

[Intrepreting and Printing this page](#)

Return to Query

# Certifications with Discrepancies Query

## U.S. Department of Housing and Urban Development TRACS Certifications with Discrepancies Report

**Contract Number:**

**Date Range:** 04/01/2018 - 10/29/2018

**Date Range Type:** Effective Date

**Sorted By:** Unit

[Back to Query](#)

Project Number	Unit Number	Tenant Name	SSN	Effective Date	# of Days Unresolved	Action Code (1-4)	Discrepancy Code	Discrepancy Description
	216	FEE, WILLIE, L		05/01/2018	167	3	CE353	RENT CALCULATION DOES NOT FOLLOW STANDARD RULE. RENT OVERRIDE CODE USED.
	216	FEE, WILLIE, L		05/01/2018	167	1	CE366	RENT OVERRIDE FIELD SET TO "Y" BUT NO VALUE IN TTP BEFORE OVERRIDE FIELD.
	328	EDWARDS, JAMES, T		04/01/2018	221	3	CE131	SECURITY DEPOSIT IS NOW BEING COLLECTED BY TRACS.
	502	LANDRUM, AMY,		09/26/2018	25	3	CE353	RENT CALCULATION DOES NOT FOLLOW STANDARD RULE. RENT OVERRIDE CODE USED.
	502	LANDRUM, AMY,		09/26/2018	25	1	CE366	RENT OVERRIDE FIELD SET TO "Y" BUT NO VALUE IN TTP BEFORE OVERRIDE FIELD.
	503	MCDANIEL, CHARLES,		09/14/2018	25	3	CE353	RENT CALCULATION DOES NOT FOLLOW STANDARD RULE. RENT OVERRIDE CODE USED.
	503	MCDANIEL, CHARLES,		09/14/2018	25	1	CE366	RENT OVERRIDE FIELD SET TO "Y" BUT NO VALUE IN TTP BEFORE OVERRIDE FIELD.
	518	LOVE, EDDIE,		05/01/2018	193	3	CE131	SECURITY DEPOSIT IS NOW BEING COLLECTED BY TRACS.
	607	RAMSEY, RICHARD,		09/28/2018	25	3	CE353	RENT CALCULATION DOES NOT FOLLOW STANDARD RULE. RENT OVERRIDE CODE USED.
	607	RAMSEY, RICHARD,		09/28/2018	25	1	CE366	RENT OVERRIDE FIELD SET TO "Y" BUT NO VALUE IN TTP BEFORE OVERRIDE FIELD.
	609	MYERS, QUINTESSA,		09/26/2018	25	3	CE353	RENT CALCULATION DOES NOT FOLLOW STANDARD RULE. RENT OVERRIDE CODE USED.
	609	MYERS, QUINTESSA,		09/26/2018	25	1	CE366	RENT OVERRIDE FIELD SET TO "Y" BUT NO VALUE IN TTP BEFORE OVERRIDE FIELD.
	613	BRADFORD, MAURICE,		04/01/2018	167	1	CE029	INTERIM EFFECTIVE DATE IS AFTER NEXT ANNUAL RECERTIFICATION DATE
	618	WILSON, CHARLIE,		09/19/2018	25	3	CE353	RENT CALCULATION DOES NOT FOLLOW STANDARD RULE. RENT OVERRIDE CODE USED.

# Certification Query

**Contract/Project Number:**

**Sorted By: Unit**

**Subsidy Contract Expiration Date: 09/30/2033**

**Active Tenant Count/Units: 180/180 (100%)**

[Back to Query](#)

Select a Tenant Name to view additional certification details. *Highlighted rows correspond to Active Tenant Count.*

Tenant Name	SSN	Unit Number	Effective Date	Cert Type	Action Code	Action Effect Date	TRACS Process Date	AP	TTP	Annual Income	Adjusted Income	Gross Rent	Assist Status Code	Project or Contract Number	Subsidy Type	Previous Contract Number	Next Recert Date	Bedroom Count	Over/Under Housed	Move In Date	DUNS Number
NEVILLE, S.		019	08/02/2018	MI	GR	10/01/2018	09/11/2018	\$629	\$25	\$0	\$0	\$654	E		1		08/01/2019	0		08/02/2018	079540870
PRUETT, G. A.		019	08/01/2017	AR	MO	04/30/2018	05/15/2018	\$617	\$25	\$600	\$200	\$642	E		1		08/01/2018	0		08/20/2014	079540870
BEERS, A. R.		021	03/01/2018	AR	GR	10/01/2018	09/11/2018	\$415	\$239	\$9951	\$9551	\$654	E		1		03/01/2019	0		03/10/2014	079540870
BELMONT, R. A.		023	02/01/2018	AR	GR	10/01/2018	09/11/2018	\$629	\$25	\$600	\$200	\$654	E		1		02/01/2019	0		02/24/2017	079540870
BRITTON, S.		028	05/03/2018	MI	GR	10/01/2018	09/11/2018	\$442	\$212	\$8880	\$8480	\$654	E		1		05/01/2019	0		05/03/2018	079540870
GRISWOULD, B. L.		030	07/01/2018	AR	GR	10/01/2018	09/11/2018	\$433	\$221	\$9240	\$8840	\$654	E		1		07/01/2019	0		03/13/2009	079540870
HARRIS, E. C.		032	08/01/2018	AR	GR	10/01/2018	09/11/2018	\$429	\$225	\$9000	\$9000	\$654	E		1		08/01/2019	0		08/01/2016	079540870
HISSOM, T. J.		034	10/01/2018	AR			09/11/2018	\$654	\$0	\$0	\$0	\$654	E		1		10/01/2019	0		10/07/2016	079540870
THOMPkins, B.		1011	03/27/2018	MI	GR	10/01/2018	09/11/2018	\$708	\$25	\$300	\$0	\$733	E		1		03/01/2019	1		03/27/2018	079540870
UPSHAW, T.		1013	02/01/2018	AR	GR	10/01/2018	09/11/2018	\$512	\$221	\$9241	\$8841	\$733	E		1		02/01/2019	1		02/03/2015	079540870
GOGGINS, C. L.		1019	09/01/2018	AR	GR	10/01/2018	09/11/2018	\$613	\$41	\$1635	\$1635	\$654	E		1		09/01/2019	0		09/09/2015	079540870
RIVERS, M. D.		1022	07/01/2018	AR	GR	10/01/2018	09/11/2018	\$654	\$0	\$0	\$0	\$654	E		1		07/01/2019	0		07/13/2015	079540870
CLEVENGER, B. K.		1024	10/01/2018	AR			09/11/2018	\$629	\$25	\$300	\$0	\$654	E		1		10/01/2019	0		10/30/2015	079540870
JONES, A. C.		1026	06/01/2018	AR	GR	10/01/2018	09/11/2018	\$629	\$25	\$300	\$0	\$654	E		1		06/01/2019	0		06/01/2012	079540870
WALKER, D. C.		1032	10/01/2018	AR			09/11/2018	\$629	\$25	\$300	\$0	\$654	E		1		10/01/2019	0		10/13/2015	079540870
WHITTON, A.		117	04/06/2018	MI	GR	10/01/2018	09/11/2018	\$495	\$159	\$6750	\$6350	\$654	E		1		04/01/2019	0		04/06/2018	079540870
BERKLITE, M. A.		119	11/01/2018	AR			10/04/2018	\$654	\$0	\$0	\$0	\$654	E		1		11/01/2019	0		11/21/2016	079540870
BERKLITE, M. A.		119	12/01/2017	IR	GR	10/01/2018	09/11/2018	\$654	\$0	\$0	\$0	\$654	E		1		11/01/2018	0		11/21/2016	079540870
BROOKS, K. T.		121	10/01/2018	AR			10/04/2018	\$629	\$25	\$300	\$0	\$654	E		1		10/01/2019	0		10/03/2012	079540870
MULLINS, J.		123	03/01/2018	AR	GR	10/01/2018	09/11/2018	\$439	\$215	\$8996	\$8596	\$654	E		1		03/01/2019	0		03/11/2010	079540870
MILES, P.		128	04/01/2018	AR	GR	10/01/2018	09/11/2018	\$654	\$0	\$0	\$0	\$654	E		1		04/01/2019	0		04/08/2014	079540870
WILLIS, T.		130	05/18/2018	MI	GR	10/01/2018	09/11/2018	\$629	\$25	\$300	\$0	\$654	E		1		05/01/2019	0		05/18/2018	079540870
WHITLOW, D.		132	05/18/2018	MI	GR	10/01/2018	09/11/2018	\$395	\$259	\$12020	\$10373	\$654	E		1		05/01/2019	0		05/18/2018	079540870
HAY, A. M.		132	09/01/2017	AR	MO	02/27/2018	03/15/2018	\$431	\$211	\$8820	\$8420	\$642	E		1		09/01/2018	0		09/18/2015	079540870

# Types of Certifications

- Move-In – MAT10
- Initial Certification – MAT10
- Annual Recertification – MAT 10
- Interim Recertification – MAT10
- Move Out – MAT40
- Unit Transfers – MAT70
- Terminations – MAT65
- Gross Rent Changes – MAT70
- Address Updates – MAT15

# TRACS Processing Order

- MAT 15 – Address Changes
- MAT 40 – Move Outs
- MAT 65 - Terminations
- MAT 10 – Full Certifications (Annual/Interim)
- MAT 70 – Unit Transfers
- MAT 70 – Gross Rents

# Anticipated Voucher Date

	April 1	April 2-30
AR	April	N/A
IR	April	June
IC	April	June
MI	May	June
MO	May	June
TM	May	June
GR	April	May
UT	May	June



# Voucher Query

## U.S. Department of Housing and Urban Development TRACS Voucher List

**Contract/Project Number:** 01000001001

**Project Name:**

**Subsidy Type: Section 8**

**Subsidy Contract Expiration Date: 09/30/2033**

**Active Tenant Count/Units: 180/180 (100%)**

[Back to Query](#)

Select a Voucher ID to view additional voucher details.

Voucher ID	Voucher Date	Correction Ind	TRACS Processed Date	Status Code	Status Date	Discrepancy Ind	Approved Voucher Amount	Offset Amount	Amount Paid	Est Pay Date	Payee TIN	LOCCS Payee Name	Action ID	Contract Administrator ID	Compliance Percent
<a href="#">1811014803</a>	11/01/2018	N	10/15/2018	P10	10/16/2018		\$101072	\$0	\$0				_LOCCS	GA800	100
<a href="#">1810014499</a>	10/01/2018	N	09/14/2018	P00	09/28/2018		\$92152	\$0	\$92152	10/01/2018	›		_LOCCS	GA800	100
<a href="#">1809011966</a>	09/01/2018	N	08/10/2018	P00	08/31/2018		\$91424	\$0	\$91424	09/04/2018	›		_LOCCS	GA800	99
<a href="#">1808018068</a>	08/01/2018	N	07/19/2018	P00	07/31/2018		\$92376	\$0	\$92376	08/01/2018	›		_LOCCS	GA800	99
<a href="#">1807018431</a>	07/01/2018	N	06/19/2018	P00	06/29/2018		\$89954	\$0	\$89954	07/02/2018	›		_LOCCS	GA800	97
<a href="#">1806014224</a>	06/01/2018	N	05/15/2018	P00	05/31/2018		\$84423	\$0	\$84423	06/01/2018	›		_LOCCS	GA800	101
<a href="#">1805021008</a>	05/01/2018	N	04/24/2018	P00	04/28/2018		\$84736	\$0	\$84736	05/01/2018	›		_LOCCS	GA800	99
<a href="#">1804020979</a>	04/01/2018	N	03/23/2018	P00	03/30/2018		\$84815	\$0	\$84815	04/02/2018	›		_LOCCS	GA800	99
<a href="#">1803018928</a>	03/01/2018	N	02/21/2018	P00	02/28/2018		\$82927	\$0	\$82927	03/01/2018	›		_LOCCS	GA800	103
<a href="#">1802014140</a>	02/01/2018	N	01/16/2018	P00	01/31/2018		\$91768	\$0	\$91768	02/01/2018	›		_LOCCS	GA800	99
<a href="#">1801014019</a>	01/01/2018	N	12/14/2017	P00	12/29/2017		\$94009	\$0	\$94009	01/02/2018	›		_LOCCS	GA800	100
<a href="#">1712010117</a>	12/01/2017	N	11/13/2017	P00	11/30/2017		\$87398	\$0	\$87398	12/01/2017	›		_LOCCS	GA800	100
<a href="#">1711012983</a>	11/01/2017	N	10/12/2017	P00	10/31/2017		\$96710	\$0	\$96710	11/01/2017	›		_LOCCS	GA800	100

# Voucher Tenant Compliance Query

## *U.S. Department of Housing and Urban Development TRACS Voucher Tenant Compliance Report*

**Sort By: Reference Number**

Active Tenant Count Date	Reference Number	Active Tenant Count	Regular Units Billed Count	Compliance Percentage	Most Recent Voucher Date	Total Units In Contract	Contract Status Code	Program Type
10/26/2018		180	180	100.00%	11/01/2018	269	ACTV	Sec 8 SR

# Compliance Percentages

Part II - Occupancy & Income Eligibility Information			
6. General Occupancy Information (contract specific):		7. Exceptions to Limitations on Admission of Low-Income Families (only for Sec. 8 contracts effective on or after 10/1/81):	
a. Total Units in Contract	24	a. Project-based exceptions in use	
b. Number of Units receiving subsidy under this contract	23	b. Project-based exceptions allocated	
c. Number of Units abated under this contract	0	c. Tenant-based exceptions in use	
d. Number of Units vacant under this contract	1	d. Total exceptions (line b + line c)	
e. Number occupied by Market Rent Tenants	0	e. Date Field Office last changed allocations for project-based exceptions (mm/dd/yy)	
Note: 6a must be equal 6b + 6c + 6d + 6e			
Part III - Breakdown of Assistance Payment Requested			
8. Type of Assistance	9. Number of Units in Billing	10. Amount Requested	
a. Regular Tenant Assistance Payments for (mo./yr.) 02/01/17	23	9,976	
b. Adjustments to Regular Tenant Assistance Payments	2	561	
c. i. Section 8 Special Claims for Unpaid Rent			
ii. Section 8 Special Claims for Tenant Damages			
iii. Section 8 Special Claims for Vacancies			
iv. Section 8 Special Claims for Debt Service			
d. Miscellaneous Accounting Requests			
e. Repayment Agreements			
f. Total Subsidy Authorized under instructions in Handbook 4350.3 Rev. 1		10,537	
Part IV - Distribution of Subsidy Earned (HUD)			

Units Billed  
Fraction

23 billed

24 units under  
contract

23/24

Compliance %  
Fraction

? Active  
certifications in  
TRACS

23 billed

xxx/23

# Voucher Query

## Queries/Reports

### Voucher

- [Contract/Project Based Voucher Summary Query](#)
- [Voucher Detail/Summary Reports](#)
- [Voucher Query](#)
- [Voucher Tenant Compliance Query](#)

### Tenant

- [Assistance Payment Query](#)
- [Certification Query](#)
- [Certifications with Discrepancies Query](#)
- [Late Recertification Query](#)
- [Move-In/Move-Out Query](#)
- [Multiple Occupancy Query](#)
- [Project Evaluation Query](#)
- [Tenant Unit Address Query](#)
- [Verification Query](#)

**Subsidy Type: Section 8**

**Subsidy Contract Expiration Date: 03/28/2018**

**Active Tenant Count/Units: 24/23 (104.3%)**

Select a Voucher ID to view additional voucher details.

Voucher ID	Voucher Date	Correction Ind	TRACS Processed Date	Status Code	Status Date	Discrepancy Ind	Approved Voucher Amount	Offset Amount	Amount Paid	Est Pay Date
<a href="#">1702010772</a>	02/01/2017	N	01/11/2017	P00	01/31/2017		\$10537	\$0	\$10537	02/01/2017
<a href="#">1701004444</a>	01/01/2017	N	12/05/2016	P00	12/30/2016		\$9071	\$0	\$9071	01/03/2017
<a href="#">1612007127</a>	12/01/2016	N	11/07/2016	P00	11/30/2016		\$10738	\$0	\$10738	12/01/2016
<a href="#">1611011667</a>	11/01/2016	N	10/12/2016	P00	10/29/2016		\$10311	\$0	\$10311	11/01/2016
<a href="#">1610002850</a>	10/01/2016	N	09/02/2016	P00	09/30/2016		\$8807	\$0	\$8807	10/03/2016
<a href="#">1609009965</a>	09/01/2016	N	08/10/2016	P00	08/31/2016		\$10299	\$0	\$10299	09/01/2016
<a href="#">1608008306</a>	08/01/2016	N	07/08/2016	P00	07/29/2016		\$11307	\$0	\$11307	08/01/2016
<a href="#">1607009945</a>	07/01/2016	N	06/09/2016	P00	06/30/2016		\$8885	\$0	\$8885	07/01/2016
<a href="#">1606003571</a>	06/01/2016	N	05/04/2016	P00	05/28/2016		\$9035	\$0	\$9035	06/01/2016

The background of the slide is a dark brown color, decorated with various silhouettes of autumn leaves in a lighter brown shade. The leaves are scattered across the slide, with some larger leaves on the left and right edges and smaller ones in the center.

# TRACS Messages

Tips & Tricks for your monthly review

# Required to monitor TRACS – Impacting your MOR

Owner/Agents are required to monitor TRACS to ensure that transmissions are recorded accurately.

As a requirement of EIV, the TRACS database directly impacts your ability to run required reports.

Enterprise Income Verification		HUD Home	MF Housing	EIV Home	Search	Email
Income Information >> <u>By Head of Household</u> >> Summary Report						
A current form 50059 record was not found for Social Security Number : 266430000						

The background is a dark brown gradient with various autumn leaves in shades of orange and brown scattered around the edges.

# Fatal Errors



# Required to address Fatal TRACS errors immediately

If you receive  
a Fatal Error  
the information  
**has not been  
recorded**  
in TRACS.

Identified with  
'F' or 'VF'

You **must**  
fix the error  
and re-send  
information in order  
for TRACS  
to have record  
of the transaction

# Fatal Error Messages

Informational : DA007

UNIT ADDRESS 01 312 DELETED BY TRACS DUE TO TERMINATION OF TENANT IN UNIT WITH NO PROJECT NUMBER.

Informational : TA001

TENANT TERMINATED FOR FAILURE TO RECERTIFY ON TIME.

CERTIFICATION EXPIRED: 000000020160501

HQ TERMINATION DATE: 000000020160430

The background of the slide is a dark brown gradient, decorated with various autumn leaves in shades of orange and brown. The leaves are scattered across the frame, with some appearing as simple silhouettes and others with more detail. They are primarily located along the left and right edges, framing the central text.

# Discrepancy Errors

# Action Code 1

**Action Code 1** indicates a certification error  
must be corrected **within next 45 days**

# Action Code 2

**Action Code 2** indicates an error, which must be corrected **with the next transmission**, meaning

- Next time an interim certification or an annual re-certification occurs for a resident or
- Next time you submit a voucher for this contract

# Action Code 3

**Action Code 3** indicates that TRACS wants you to take notice of something that you have done, which is not necessarily an error.

# Action Code 4

**Action Code 4** indicates that HUD or the CA may want to check resident information to address specific concerns

Most common is that resident may be over-housed or under-housed



# Certifications with Discrepancies Query

## U.S. Department of Housing and Urban Development TRACS Certifications with Discrepancies Report

**Contract Number:**

**Date Range:** 04/01/2018 - 10/29/2018

**Date Range Type:** Effective Date

**Sorted By:** Unit

[Back to Query](#)

Project Number	Unit Number	Tenant Name	SSN	Effective Date	# of Days Unresolved	Action Code (1-4)	Discrepancy Code	Discrepancy Description
	216	FEE, WILLIE, L		05/01/2018	167	3	CE353	RENT CALCULATION DOES NOT FOLLOW STANDARD RULE. RENT OVERRIDE CODE USED.
	216	FEE, WILLIE, L		05/01/2018	167	1	CE366	RENT OVERRIDE FIELD SET TO "Y" BUT NO VALUE IN TTP BEFORE OVERRIDE FIELD.
	328	EDWARDS, JAMES, T		04/01/2018	221	3	CE131	SECURITY DEPOSIT IS NOW BEING COLLECTED BY TRACS.
	502	LANDRUM, AMY,		09/26/2018	25	3	CE353	RENT CALCULATION DOES NOT FOLLOW STANDARD RULE. RENT OVERRIDE CODE USED.
	502	LANDRUM, AMY,		09/26/2018	25	1	CE366	RENT OVERRIDE FIELD SET TO "Y" BUT NO VALUE IN TTP BEFORE OVERRIDE FIELD.
	503	MCDANIEL, CHARLES,		09/14/2018	25	3	CE353	RENT CALCULATION DOES NOT FOLLOW STANDARD RULE. RENT OVERRIDE CODE USED.
	503	MCDANIEL, CHARLES,		09/14/2018	25	1	CE366	RENT OVERRIDE FIELD SET TO "Y" BUT NO VALUE IN TTP BEFORE OVERRIDE FIELD.
	518	LOVE, EDDIE,		05/01/2018	193	3	CE131	SECURITY DEPOSIT IS NOW BEING COLLECTED BY TRACS.
	607	RAMSEY, RICHARD,		09/28/2018	25	3	CE353	RENT CALCULATION DOES NOT FOLLOW STANDARD RULE. RENT OVERRIDE CODE USED.
	607	RAMSEY, RICHARD,		09/28/2018	25	1	CE366	RENT OVERRIDE FIELD SET TO "Y" BUT NO VALUE IN TTP BEFORE OVERRIDE FIELD.
	609	MYERS, QUINTESSA,		09/26/2018	25	3	CE353	RENT CALCULATION DOES NOT FOLLOW STANDARD RULE. RENT OVERRIDE CODE USED.
	609	MYERS, QUINTESSA,		09/26/2018	25	1	CE366	RENT OVERRIDE FIELD SET TO "Y" BUT NO VALUE IN TTP BEFORE OVERRIDE FIELD.
	613	BRADFORD, MAURICE,		04/01/2018	167	1	CE029	INTERIM EFFECTIVE DATE IS AFTER NEXT ANNUAL RECERTIFICATION DATE
	618	WILSON, CHARLIE,		09/19/2018	25	3	CE353	RENT CALCULATION DOES NOT FOLLOW STANDARD RULE. RENT OVERRIDE CODE USED.

The background of the slide is a dark, muted brown color. It is decorated with numerous autumn leaves in various shades of brown and tan. The leaves are scattered across the frame, with some appearing as simple silhouettes and others having more detail. They are concentrated more towards the left and right edges, framing the central text.

# Informational Messages

# Informational Messages

- HUD will also send informational messages.
- HUD's way of helping confirm if an action has been processed.
- HUD may send messages to inform you about potential management concerns

# Informational Messages

## Example 1

Informational : TA001

TENANT TERMINATED FOR  
FAILURE TO RECERTIFY ON TIME.

CERTIFICATION EXPIRED:  
000000020160501

HQ TERMINATION DATE:  
000000020160430

## Example 2

Informational: HQ123

FOR SUBMITTED MI, HQ INITIATED  
MOVE-OUT PROCESSED

MOVE OUT OF PROJECT  
NUMBER:071444444

MOVED OUT OF CONTRACT  
NUMBER: GA06M000000

MOVED OUT DATE: 2018-1-14

MOVED INTO PROJECT NUMBER:  
081555555

MOVED INTO CONTRACT  
NUMBER: GA06L00000

# Preparing your Voucher

# Quick Voucher Reminders

- Vouchers are due by the 10<sup>th</sup> of the month
- Please do not submit your next voucher without reconciling to the HUD approved voucher
- Reconcile the TRACS Tenant Query each month to ensure all submitted TRACS files have been recorded properly
- Review you TRACS messages

# Recommended steps when generating your voucher

1. Chose a date where you are no longer creating any certifications
2. Generate your voucher and reconcile to each tenant based on the guiding certification



# Review the 52670

## Housing Owner's Certification and Application for Housing Assistance Payments

U. S. Department of Housing  
and Urban Development  
Office of Housing  
Federal Housing Commissioner

OMB Approval No. 2502-0182  
(xx/xx/xxxx)

### Part I - Contract Information

1. Project Name: (		2. FHA/EH/Non-Insured No.	3. Sec. 8/PAC/PRAC/Contract No.	<b>HUD/CA Use Only</b> Voucher Number:
4. *	5a. Management Agent			Date Received:
5	5b. EIN			Date Paid:

### Part II - Occupancy & Income Eligibility Information

6. General Occupancy Information (contract specific):		7. Exceptions to Limitations on Admission of Low-Income Families (only for Sec. 8 contracts effective on or after 10/1/81):	
a. Total Units in Contract	24	a. Project-based exceptions in use	
b. Number of Units receiving subsidy under this contract	24	b. Project-based exceptions allocated	
c. Number of Units abated under this contract	0	c. Tenant-based exceptions in use	
d. Number of Units vacant under this contract	0	d. Total exceptions (line b + line c)	
e. Number occupied by Market Rent Tenants	0	e. Date Field Office last changed allocations for project-based exceptions (mm/dd/yy)	
Note: 6a must be equal 6b + 6c + 6d + 6e			

### Part III - Breakdown of Assistance Payment Requested

8. Type of Assistance	9. Number of Units in Billing	10. Amount Requested	<b>HUD/CA Use Only</b> 11. Amount Approved
a. Regular Tenant Assistance Payments for (mo./yr) 03/01/17	24	10,457	10,457
b. Adjustments to Regular Tenant Assistance Payments	3	936	936
c. i. Section 8 Special Claims for Unpaid Rent			
ii. Section 8 Special Claims for Tenant Damages			
iii. Section 8 Special Claims for Vacancies			
iv. Section 8 Special Claims for Debt Service			
d. Miscellaneous Accounting Requests			
e. Repayment Agreements			
f. Total Subsidy Authorized under instructions in Handbook 4350.3 Rev. 1		11,393	11,393

**Part IV - Owner's Certification** I certify that: (1) Each tenant's eligibility and assistance payment was computed in accordance with HUD's regulations, administrative procedures, and the Contract, and are payable under the Contract; (2) all required inspections have been completed; (3) the units for which assistance is billed are decent, safe, sanitary, and occupied or available for occupancy; (4) no amount included on this bill has been previously billed or paid; (5) all the facts and data on which this request for payment is based are true and correct; and (6) I have not received and will not receive any payments or other consideration from the tenant or any public or private source for the unit beyond that authorized in the assistance contract or the lease, except as permitted by HUD. Upon request by the Department of Housing and Urban Development, its duly authorized representative, or the Comptroller General of the United States, I will make available for audit all books, records and documents related to tenants' eligibility for, and the amount of, assistance payments. Warning: HUD will prosecute false claims & statements. Conviction may result in criminal and/or civil penalties (18 U.S.C. Sections 1001, 1010, 1012; 31 U.S.C. Sections 3729, 3802).

### Part IV - Distribution of Subsidy Earned (HUD/CA Use Only)

12. Applied to HUD-held mortgage	Amount Approved
13. Applied to debts owed by mortgagor	
14. Paid to Project	
15. \$ of the amount in item F, part III was released from the Residual Receipts Account.	
Printed Name, Date, Title, & Phone No. (include area code) & Signature:	

Previous editions are obsolete

Submit an Original and two copies

form HUD-52670 (5/2014)  
ref. Handbook 4350.3 Rev. 1  
Printed By: HDS version 16.0.0.0

# Review 52670 Part II

6. General Occupancy Information (contract specific):		7. Exceptions to Limitations on Admission of Low-Income Families (only for Sec. 8 contracts effective on or after 10/1/81):	
a. Total Units in Contract	24	a. Project-based exceptions in use	
b. Number of Units receiving subsidy under this contract	24	b. Project-based exceptions allocated	
c. Number of Units abated under this contract	0	c. Tenant-based exceptions in use	
d. Number of Units vacant under this contract	0	d. Total exceptions (line b + line c)	
e. Number occupied by Market Rent Tenants	0	e. Date Field Office last changed allocations for project-based exceptions (mm/dd/yy)	
Note: 6a must be equal 6b + 6c + 6d + 6e			
<b>Part III - Breakdown of Assistance Payment Requested</b>			<b>HUD/CA Use Only</b>
8. Type of Assistance	9. Number of Units in Billing	10. Amount Requested	11. Amount Approved
a. Regular Tenant Assistance Payments for (mo./yr.) 03/01/17	24	10,457	
b. Adjustments to Regular Tenant Assistance Payments	3	936	

There can be no negative numbers!

$$B + C + D + E = A$$

# 52670 Part II

Part II - Occupancy & Income Eligibility Information	
6. General Occupancy Information (contract specific):	
a. Total Units in Contract	100
b. Number of Units receiving subsidy under this contract	90
c. Number of Units abated under this contract	0
d. Number of Units vacant under this contract	7
e. Number occupied by Market Rent Tenants	3
Note: 6a must be equal 6b + 6c + 6d + 6e	

Part III - Breakdown of Assistance Payment Requested		
8. Type of Assistance	9. Number of Units in Billing	10. Amount Requested
a. Regular Tenant Assistance Payments for (mo./yr.) 02/01/17	90	73,404
b. Adjustments to Regular Tenant Assistance Payments	15	-9,398

Total Number of HAP Payments Identified  
on 52670-Part 1 = 90

# Reviewing your draft voucher

1. Are you billing for the last certification on file?
2. Do you have any NEW move-in's, move-out's?
  - a) Are those adjustments reflected on the voucher?
3. Do you have any PREVIOUS months Annuals or Interims?
  - a) Are those adjustments reflected on the voucher?
4. Do you have any current month annuals/interims?

# Review the 52670

## Housing Owner's Certification and Application for Housing Assistance Payments

U. S. Department of Housing  
and Urban Development  
Office of Housing  
Federal Housing Commissioner

OMB Approval No. 2502-0182  
(xx/xx/xxxx)

### Part I - Contract Information

1. Project Name: (		2. FHA/EH/Non-Insured No.	3. Sec. 8/PAC/PRAC/Contract No.	<b>HUD/CA Use Only</b> Voucher Number:
4. *	5a. Management Agent			Date Received:
5	5b. EIN			Date Paid:

### Part II - Occupancy & Income Eligibility Information

6. General Occupancy Information (contract specific):		7. Exceptions to Limitations on Admission of Low-Income Families (only for Sec. 8 contracts effective on or after 10/1/81):	
a. Total Units in Contract	24	a. Project-based exceptions in use	
b. Number of Units receiving subsidy under this contract	24	b. Project-based exceptions allocated	
c. Number of Units abated under this contract	0	c. Tenant-based exceptions in use	
d. Number of Units vacant under this contract	0	d. Total exceptions (line b + line c)	
e. Number occupied by Market Rent Tenants	0	e. Date Field Office last changed allocations for project-based exceptions (mm/dd/yy)	
Note: 6a must be equal 6b + 6c + 6d + 6e			

### Part III - Breakdown of Assistance Payment Requested

8. Type of Assistance	9. Number of Units in Billing	10. Amount Requested	<b>HUD/CA Use Only</b> 11. Amount Approved
a. Regular Tenant Assistance Payments for (mo./yr) 03/01/17	24	10,457	10,457
b. Adjustments to Regular Tenant Assistance Payments	3	936	936
c. i. Section 8 Special Claims for Unpaid Rent			
ii. Section 8 Special Claims for Tenant Damages			
iii. Section 8 Special Claims for Vacancies			
iv. Section 8 Special Claims for Debt Service			
d. Miscellaneous Accounting Requests			
e. Repayment Agreements			
f. Total Subsidy Authorized under instructions in Handbook 4350.3 Rev. 1		11,393	11,393

**Part IV - Owner's Certification** I certify that: (1) Each tenant's eligibility and assistance payment was computed in accordance with HUD's regulations, administrative procedures, and the Contract, and are payable under the Contract; (2) all required inspections have been completed; (3) the units for which assistance is billed are decent, safe, sanitary, and occupied or available for occupancy; (4) no amount included on this bill has been previously billed or paid; (5) all the facts and data on which this request for payment is based are true and correct; and (6) I have not received and will not receive any payments or other consideration from the tenant or any public or private source for the unit beyond that authorized in the assistance contract or the lease, except as permitted by HUD. Upon request by the Department of Housing and Urban Development, its duly authorized representative, or the Comptroller General of the United States, I will make available for audit all books, records and documents related to tenants' eligibility for, and the amount of, assistance payments. Warning: HUD will prosecute false claims & statements. Conviction may result in criminal and/or civil penalties (18 U.S.C. Sections 1001, 1010, 1012; 31 U.S.C. Sections 3729, 3802).

### Part IV - Distribution of Subsidy Earned (HUD/CA Use Only)

12. Applied to HUD-held mortgage	Amount Approved
13. Applied to debts owed by mortgagor	
14. Paid to Project	
15. \$ of the amount in item F, part III was released from the Residual Receipts Account.	
Printed Name, Date, Title, & Phone No. (include area code) & Signature:	

Previous editions are obsolete

Submit an Original and two copies

form HUD-52670 (5/2014)  
ref. Handbook 4350.3 Rev. 1  
Printed By: HDS version 16.0.0.0

# Review the 52670

Part III - Breakdown of Assistance Payments Requested				HUD/CA Use Only
8. Type of Assistance		9. Number of Units in Billing	10. Amount Requested	11. Amount Approved
a.	Regular Tenant Assistance Payments for (mo./yr.) <span style="border: 1px solid black; padding: 2px;">03/01/17</span>	24	10,457	10,457
b.	Adjustments to Regular Tenant Assistance Payments	3	936	936
c. i.	Section 8 Special Claims for Unpaid Rent			
ii.	Section 8 Special Claims for Tenant Damages			
iii.	Section 8 Special Claims for Vacancies			
iv.	Section 8 Special Claims for Debt Service			
d.	Miscellaneous Accounting Requests			
e.	Repayment Agreements			
f.	Total Subsidy Authorized under instructions in Handbook 4350.3 Rev. 1		11,393	11,393

Part IV - Distribution of Subsidy Earned (HUD/CA Use Only)



7. Unit Number	8. Unit Size	9. Contract Rent	10. Util. Allow	11. Gross Rent	12. Income Code	Turnover Data		Recertification Data		15. Change Code	Tenant Assistance Payment	
						13a. Code	13b. Mo./Day	14a. Effective Date	14b. First Reminder Notice Date		16a. Requested	16b. Approved (HUD/CA use only)
A1	1	706		706		I	10/01/2016	10/01/2017			496	496
A2	1	706		706				05/01/2017			496	496
A3	1	706		706				10/01/2017			496	496
A4	1	706		706				09/01/2017			472	472
A5	1	706		706				03/01/2017			490	490
A6	1	706		706				07/01/2017			341	341
B1	1	630						12/01/2016			427	
B1	0	630		630				12/01/2017				427
B2	1	630						10/14/2016			420	
B2	0	630		630		I	10/14/2016	10/01/2017				420
B3	1	630						07/15/2016			420	
B3	0	630		630		I	07/15/2016	07/01/2017				420
B4	1	630						12/22/2016			426	
B4	0	630		630		I	12/22/2016	12/01/2017				426
B5	1	630						02/01/2017			248	
B5	0	630		630				02/01/2018		AR		248
B6	1	630						06/01/2016			420	
B6	0	630		630		I	06/01/2016	06/01/2017		MI		420
C1	1	706		706				02/01/2018		AR	495	495
C2	1	706		706		I	01/03/2017	01/01/2018			486	486
C3	1	706		706				08/01/2017			538	538
C4	1	706		706				01/01/2018			223	223
C5	1	706		706		I	05/07/2016	05/01/2017			394	394
C6	1	706		706				05/01/2017			456	456
17. Totals for this page											7,744	7,744

See the statements on the form HUD-

form HUD-52670-A Part 1 (5/2014)



# Review the 52670

Part III - Breakdown of Assistance Payments Requested			HUD/CA Use Only	
8. Type of Assistance	9. Number of Units in Billing	10. Amount Requested	11. Amount Approved	
a. Regular Tenant Assistance Payments for (mo./yr.) <span style="border: 1px solid black; padding: 2px;">03/01/17</span>	24	10,457	10,457	
b. Adjustments to Regular Tenant Assistance Payments	3	936	936	
c. i. Section 8 Special Claims for Unpaid Rent				
ii. Section 8 Special Claims for Tenant Damages				
iii. Section 8 Special Claims for Vacancies				
iv. Section 8 Special Claims for Debt Service				
d. Miscellaneous Accounting Requests				
e. Repayment Agreements				
f. Total Subsidy Authorized under instructions in Handbook 4350.3 Rev. 1		11,393	11,393	

Part IV - Distribution of Subsidy Earned (HUD/CA Use Only)

[illegible]

If you have approved special claims, please review the Claim ID Approval number and the VALUE the claim was approved for.

6. Claim Type Code	7. Claim ID	8a. Amount Requested					8b. Approved (HUD/CA use only)
		Unpaid Rent	Damages	Rent/Up Vacancy	Regular Vacancy	Debt Service	
4	IL800201601540				1,201		1,201
4	IL800201601552				310		310

	387.68	
		310.00
17. Last day of mo. (or day before move-in if in same month)	18. Number of days vacant in first month (Line 17 minus line 16, plus one day. Not to exceed 30.)	

	(-)	

HUD/Contract Administrator Review

☒ Claim approved.

☐ Claim adjusted. Reason:

☐ Claim denied. Reason:

Official's name, signature, & date  
 Janet Stokes *Janet Stokes* 12/27/16

Claim ID: IL800201601552  
 Date: 12/27/2016

# Miscellaneous Accounting Requests

SERV = Service Coordinators

DRUG = Drug Related Expenses

FORQ = Field Office initiated accounting adjustment

**\*OARQ = Owner/Agent initiated accounting adjustment**

RGRC = Retroactive GRC that includes a UA decrease

**\*UUTL = Unclaimed Utility Check**

**RADZ = Zero out voucher (203A)**

**RADR = Rehabilitation Assistance Payments (203A)**

# Miscellaneous Accounting Requests

RSPC = Recouped Special Claims Funds

CEAD = Contract Expiration Adjustment

EIVP = EIV Penalty.

RESR = Residual Receipts.

INTA= Interest adjustment submitted by PBCA

# Repayment Agreements

## 52670-A Part 6

There are three types of repayment agreements

1. Tenant
2. Owner
3. None

6. Head of Household Name (Last, First)	7. Unit Number	8. Agreement ID	9. Agreement Date	10. Agreement Type	11. Agreement Amount	12. Agreement Change Amount	13. Total Payment	14. Ending Balance	15. Amount Retained	16a. Amount Requested	16b. Approved (HUD/CA use only)
HOLLAND, ELIZABETH	00 B1A	06292016	06/29/2016	T	838		50	638		-50	-50
JACKSON RUSH, COURTNEY	00 C3C	09062016	09/06/2016	T	1,058		47	919		-47	-47
JOHNSON, TATUM	00 A4E	01252017	01/25/2017	T	268	268		268		268	268
LOWE, SHAYLA	00 A6C	01032017	01/03/2017	T	850		65	785		-65	-65
MCCLELLAN, ARTRICE	00 A4B	10212015	10/21/2015	T	742		12	480		-12	-12
MCGOWAN, ANDREA	00 A3I	12011531	12/01/2015	T	301		30	122		-30	-30
MOSS, LINDA	00 B2A	06072016	06/07/2016	T	1,595		93	944		-93	-93
RANSON, MARKISHA	00 A5A	08172015	08/17/2015	T	2,544		22	1,872		-22	-22
RANSON, MARKISHA	00 A5A	08172015	08/17/2015	T	2,544		10	1,862		-10	-10
ROBINSON, LACHINA	00 C2C	09262016	09/26/2016	T	575		57	404		-57	-57

# Repayment Agreements continued:

# Reconcile each month

## The ending balance

When creating a repayment agreement, NHC strongly suggests including the calculations in that agreement.

The total amount due of \$ \_\_\_\_\_ is for Housing Assistance Payments received on my/our behalf from The Department of Urban Development (HUD), which I/we must now pay back.

[illegible]



The background of the slide is a dark brown color, decorated with various autumn leaves in shades of orange and brown. The leaves are scattered around the edges, with some larger leaves on the right side and smaller ones on the left.

# Reconciling your Voucher

# Voucher Query

## Queries/Reports

### Voucher

- [Contract/Project Based Voucher Summary Query](#)
- [Voucher Detail/Summary Reports](#)
- [Voucher Query](#)
- [Voucher Tenant Compliance Query](#)

### Tenant

- [Assistance Payment Query](#)
- [Certification Query](#)
- [Certifications with Discrepancies Query](#)
- [Late Recertification Query](#)
- [Move-In/Move-Out Query](#)
- [Multiple Occupancy Query](#)
- [Project Evaluation Query](#)
- [Tenant Unit Address Query](#)
- [Verification Query](#)

**Subsidy Type: Section 8**

**Subsidy Contract Expiration Date: 03/28/2018**

**Active Tenant Count/Units: 24/23 (104.3%)**

Select a Voucher ID to view additional voucher details.

Voucher ID	Voucher Date	Correction Ind	TRACS Processed Date	Status Code	Status Date	Discrepancy Ind	Approved Voucher Amount	Offset Amount	Amount Paid	Est Pay Date
<a href="#">1702010772</a>	02/01/2017	N	01/11/2016	P00	01/31/2017		\$10537	\$0	\$10537	02/01/2017
<a href="#">1701004444</a>	01/01/2017	N	12/05/2016	P00	12/30/2016		\$9071	\$0	\$9071	01/03/2017
<a href="#">1612007127</a>	12/01/2016	N	11/07/2016	P00	11/30/2016		\$10738	\$0	\$10738	12/01/2016
<a href="#">1611011667</a>	11/01/2016	N	10/12/2016	P00	11/29/2016		\$10311	\$0	\$10311	11/01/2016
<a href="#">1610002850</a>	10/01/2016	N	09/02/2016	P00	09/30/2016		\$8807	\$0	\$8807	10/03/2016
<a href="#">1609009965</a>	09/01/2016	N	08/10/2016	P00	09/31/2016		\$10299	\$0	\$10299	09/01/2016
<a href="#">1608008306</a>	08/01/2016	N	07/08/2016	P00	07/29/2016		\$11307	\$0	\$11307	08/01/2016
<a href="#">1607009945</a>	07/01/2016	N	06/09/2016	P00	06/30/2016		\$8885	\$0	\$8885	07/01/2016
<a href="#">1606003571</a>	06/01/2016	N	05/04/2016	P00	05/28/2016		\$9035	\$0	\$9035	06/01/2016

**Subsidy Contract Expiration Date: 03/28/2018**

**Active Tenant Count/Units: 24/23 (104.3%)**

[Back to Query](#)

Select a Tenant Name to view additional certification details. *Highlighted rows correspond to Active Tenant Count.*

Tenant Name	SSN	Unit Number	Effective Date	Cert Type	Action Code	Action Effect Date	TRACS Process Date	AP	TTP	Annual Income	Adjusted Income	Gross Rent	A S C
HILL, D. A.		A1	10/01/2016	MI			10/11/2016	\$496	\$210	\$8796	\$8396	\$706	
CAPE, G. A.		A2	05/01/2016	AR			05/04/2016	\$496	\$210	\$8796	\$8396	\$706	
GAY, D. M.		A3	10/01/2016	AR			11/04/2016	\$496	\$210	\$8796	\$8396	\$706	
LEWALLEN, R. V.		A4	09/01/2016	AR			09/02/2016	\$472	\$234	\$9780	\$9349	\$706	
JUSTICE, C. E.		A5	03/01/2016	AR	GR	04/01/2016	04/01/2016	\$490	\$216	\$9036	\$8636	\$706	
AYERS, M. R.		A6	07/01/2016	AR			07/08/2016	\$341	\$365	\$15612	\$14606	\$706	
VAUGHN, J. B.		B1	12/01/2016	AR			12/02/2016	\$427	\$203	\$11772	\$8131	\$630	
ROGERS, D. E.		B2	10/14/2016	MI			11/04/2016	\$420	\$210	\$8796	\$8396	\$630	
LYNCH, B. L.		B2	05/01/2016	AR	MO	08/31/2016	09/02/2016	\$420	\$210	\$8796	\$8396	\$630	
MAYS, V. M.		B3	07/15/2016	MI			08/03/2016	\$420	\$210	\$8796	\$8396	\$630	
SANDERS, B. M.		B4	12/22/2016	MI			01/09/2017	\$426	\$204	\$10536	\$8142	\$630	
ETCHINS, T. A.		B4	07/01/2016	MI	MO	10/31/2016	11/04/2016	\$420	\$210	\$8796	\$8396	\$630	
ANDREWS, M. L.		B5	02/01/2017	AR			02/03/2017	\$248	\$382	\$15792	\$15295	\$630	
OWENS, C. S.		B6	06/01/2016	MI			07/08/2016	\$420	\$210	\$8796	\$8396	\$630	
LEE, G. D.		C1	02/01/2017	AR			02/03/2017	\$495	\$211	\$8820	\$8420	\$706	
BOND, C. L.		C2	01/01/2017	AR			12/02/2016	\$486	\$220	\$9180	\$8780	\$706	
CHILDERS, J. N.		C2	12/01/2015	AR	MO	11/30/2016	12/02/2016	\$488	\$218	\$9120	\$8701	\$706	
BUFFINGTON, D. B.		C3	08/01/2016	AR			08/03/2016	\$538	\$168	\$10104	\$6707	\$706	
COILE, G. M.		C4	01/01/2017	*AR*			01/09/2017	\$223	\$483	\$19704	\$19304	\$706	
HILL, R. D.		C5	05/07/2016	MI			07/08/2016	\$394	\$312	\$12864	\$12464	\$706	
ROLLINS, D. T.		C6	05/01/2016	AR			05/04/2016	\$456	\$250	\$10404	\$10004	\$706	
PAYNE, S. A.		D1	10/01/2016	AR			11/04/2016	\$513	\$193	\$10140	\$7721	\$706	
PULLIAN, B. L.		D2	12/01/2016	AR			12/02/2016	\$444	\$262	\$10884	\$10484	\$706	
GURLEY, J. L.		D3	10/01/2016	AR			11/04/2016	\$359	\$347	\$14772	\$13862	\$706	
POWELL, J. W.		D4	10/14/2016	MI			11/04/2016	\$447	\$259	\$12132	\$10377	\$706	

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KINLEY, D. L.		D4	08/01/2016	AR	MO	09/09/2016	10/11/2016	\$475	\$231	\$10032	\$9233	\$706	
SAVAGE, J. E.		D5	04/01/2016	AR	GR	04/01/2016	04/01/2016	\$493	\$213	\$8916	\$8516	\$706	
CHEEK, A. L.		D6	09/01/2016	MI			10/11/2016	\$457	\$249	\$11928	\$9946	\$706	

[Previous](#) 1 2

WATTS, VERONICA	B3	0	630		630		I	07/13/2016	07/01/2017			426	426
SANDERS, BETTY M	B4	1	630						12/22/2016			426	
SANDERS, BETTY M	B4	0	630		630		I	12/22/2016	12/01/2017		MI		426
ANDREWS, MARGIE L	B5	1	630						04/01/2016			252	
ANDREWS, MARGIE L	B5	0	630		630				02/01/2017				252
OWENS, CONNIE S	B6	1	630						06/01/2016			420	
OWENS, CONNIE S	B6	0	630		630		I	06/01/2016	06/01/2017				420
LEE, GLORIAD	C1	1	706		706				02/01/2017			496	496
BOND, CATHYL	C2	1	706		706		O	11/30/2016	01/01/2018				
BUFFINGTON, DALE B	C3	1	706		706				08/01/2017			538	538
COILE, GWINELLE M	C4	1	706		706				01/01/2018		AR	223	223
HILL, ROGER D	C5	1	706		706		I	05/07/2016	05/01/2017			394	394
ROLLINS, DONNAT	C6	1	706		706				05/01/2017			456	456

LEE, GLORIAD	C1	1	706		706				02/01/2017				706	706
BOND, CATHYL	C2	1	706		706		O	11/30/2016	01/01/2018					

LEE, G. D.	000007772	C1	02/01/2017	AR			02/03/2017	\$495	\$211	\$8820	\$8420	\$706	
BOND, C. L.		C2	01/01/2017	AR			12/02/2016	\$486	\$220	\$9180	\$8780	\$706	
CHILDERS, J. N.		C2	12/01/2015	AR	MO	11/30/2016	12/02/2016	\$488	\$218	\$9120	\$8701	\$706	
BUFFINGTON, D. B.		C3	08/01/2016	AR			08/03/2016	\$538	\$168	\$10104	\$6707	\$706	

# You've Identified the issue....

## Now what?

You've identified that unit C2 is still active but the voucher indicates a 11/30/2016 MO. Now what?

- Review your TRACS fatal messages.
- Do any necessary corrections and resend the file to TRACS.
- If the issue continues, contact the TRACS helpdesk at [tracs@hud.gov](mailto:tracs@hud.gov).

Subsidy Contract Expiration Date: 06/30/2035

Active Tenant Count/Units: 55/56 (98.2%)

[Back to Query](#)

Select a Tenant Name to view additional certification details. **Highlighted rows** correspond to Active Tenant Count.

Tenant Name	SSN	Unit Number	Effective Date	Cert Type	Action Code	Action Effect Date	TRACS Process Date	AP	TTP	Annual Income	Adjusted Income	Gross Rent	Assist Status Code	Project or Contract Number	Subsidy Type	Previous Contract Number	Next Recert Date	Bedroom Count	Over/Under Housed	Move In Date
HUDGINS, T. R.		01 302	10/12/2016	MI	MO	12/16/2016	01/12/2017	\$158	\$400	\$17246	\$16016	\$558	E		1		10/01/2017	1		10/12/2016
LANCE, B.		01 303	08/12/2016	MI			09/22/2016	\$358	\$200	\$9024	\$8012	\$558	E		1		08/01/2017	1		08/12/2016
BLAYLOCK, W.		01 304	09/28/2016	MI			10/13/2016	\$348	\$210	\$8796	\$8396	\$558	E		1		09/01/2017	1		09/28/2016
EARP, V. W.		01 305	05/06/2016	MI	GR	07/01/2016	06/16/2016	\$146	\$412	\$17783	\$16479	\$558	E		1		05/01/2017	1		05/06/2016
HYATT, D.		01 306	05/05/2016	MI	GR	07/01/2016	06/16/2016	\$89	\$469	\$20555	\$18759	\$558	E		1		05/01/2017	1		05/05/2016
SIZEMORE, W. S.		01 307	05/06/2016	MI	GR	07/01/2016	06/16/2016	\$348	\$210	\$8796	\$8396	\$558	E		1		05/01/2017	1		05/06/2016
HAYES, B. R.		01 308	05/05/2016	MI	GR	07/01/2016	06/16/2016	\$353	\$205	\$8592	\$8192	\$558	E		1		05/01/2017	1		05/05/2016
NORTON, W.		01 309	05/16/2016	MI	GR	07/01/2016	06/16/2016	\$186	\$372	\$16058	\$14875	\$558	E		1		05/01/2017	1		05/16/2016
BLACKMON, E. M.		01 310	05/12/2016	MI	GR	07/01/2016	06/16/2016	\$338	\$220	\$9216	\$8816	\$558	E		1		05/01/2017	1		05/12/2016
EATON, I.		01 311	05/12/2016	MI	GR	07/01/2016	06/16/2016	\$342	\$216	\$9036	\$8636	\$558	E		1		05/01/2017	1		05/12/2016
SHEDD, M. L.		01 313	06/01/2016	IR	GR	07/01/2016	06/16/2016	\$400	\$158	\$8796	\$6329	\$558	E		1		05/01/2017	1		05/19/2016

6. Head of Household Name Last, First, Initial	7. Unit Number	8. Unit Size	9. Contract Rent	10. Util. Allow	11. Gross Rent	12. Income Code	Turnover Data		Recertification Data		15. Change Code	Tenant Assistance Payment	
							13a. Code	13b. Mo./Day	14a. Effective Date	14b. First Reminder Notice Date		16a. Requested	16b. Approved (HUD/CA use only)
HUNTER, AVA	01 213	1	558		558	LI	I	07/01/2016	07/01/2017			344	344
BOWERS, KATRINA	01 301	1	558		558	LI	I	09/01/2016	09/01/2017			348	348
WRIGHT, MARY L	01 302	1	558		558		O	12/16/2016	02/01/2018				
LANCE, BARBARA	01 303	1	558		558	LI	I	08/12/2016	08/01/2017			358	358
BLAYLOCK, WAYNE	01 304	1	558		558	LI	I	09/28/2016	09/01/2017			348	348
EARP, VERNON W	01 305	1	558		558	LI			05/01/2017			146	146
HYATT, DORIS	01 306	1	558		558	LI			05/01/2017			89	89
SIZEMORE, WILLIE S	01 307	1	558		558	LI			05/01/2017			348	348
HAYES, BILLY R	01 308	1	558		558	LI			05/01/2017			353	353
NORTON, WILLIAM	01 309	1	558		558				05/01/2017			186	186
BLACKMON, EULAM	01 310	1	558		558	LI			05/01/2017			342	342
EATON, IVOLENE	01 311	1	558		558	LI			05/01/2017			342	342
RANDOLPH, KENNETH	01 312	1	558		558	LI			05/01/2017			342	342
SHEDD, MICHAEL L	01 313	1	558		558	LI			05/01/2017			400	400
DAVIS, VICKIE R	01 401	1	558		558	LI			10/01/2017			342	342



# You've Identified the issue....

## Now what?

You've identified that unit 312 does not have an active certification in TRACS. What do you do?

- Review your TRACS fatal messages.
- Do any necessary corrections and resend the file to TRACS.
- If the issue continues, contact the TRACS helpdesk at [tracs@hud.gov](mailto:tracs@hud.gov).

# Questions to ask...

## Voucher Questions

- ✓ Was my voucher accepted at TRACS?
- ✓ Did I get paid the correct amount?
- ✓ What is my compliance percentage?



# Questions to ask...

## Tenant Certification Questions

- ✓ Does the household appear in TRACS?
- ✓ Is the household in the correct unit?
- ✓ Is the last MAT 10 recorded correctly?
- ✓ Is the last action recorded correctly?
- ✓ Is the resident receiving the correct assistance?
- ✓ Is the household active?
- ✓ Does the household have unexplained errors?

The background of the slide is a dark brown color, decorated with various autumn leaves in shades of orange and brown. The leaves are scattered around the edges, with some larger leaves on the left and right sides, and smaller ones in the corners.

Break Time!

Homework!



# Example #1

## *U.S. Department of Housing and Urban Development TRACS Voucher Tenant Compliance Report*

Sort By: Reference Number

Active Tenant Count Date	Reference Number	Active Tenant Count	Regular Units Billed Count	Compliance Percentage	Most Recent Voucher Date	Total Units In Contract	Contract Status Code	Program Type
10/23/2018		17	18	94.40%	11/01/2018	18	ACTV	LMSA

Return To Query

# Example #1 – Find the Error(s)

**Subsidy Contract Expiration Date: 07/31/2021**

**Active Tenant Count/Units: 17/18 (94.4%)**

[Back to Query](#)

Select a Tenant Name to view additional certification details. **Highlighted rows** correspond to Active Tenant Count.

Tenant Name	SSN	Unit Number	Effective Date	Cert Type	Action Code	Action Effect Date	TRACS Process Date	AP	TTP	Annual Income	Adjusted Income	Gross Rent	Assist Status Code	Project or Contract Number	Subsidy Type	Previous Contract Number	Next Recert Date	Bedroom Count	Over/Under Housed	Move In Date
NELMS, T.	7	104	05/01/2018	IR	GR	08/01/2018	10/10/2018	\$620	\$158	\$7764	\$6324	\$778	E	06144007	1		11/01/2018	2	U	11/17/2017
JOHNSON, C. L.	1	104	09/01/2017	AR	MO	10/03/2017	11/08/2017	\$550	\$211	\$8820	\$8420	\$761	E	06144007	1		09/01/2018	2	O	09/10/2000
CARTER, K.	7	109	04/06/2018	MI	GR	08/01/2018	07/05/2018	\$581	\$197	\$8340	\$7860	\$778	E	06144007	1		04/01/2019	2		04/06/2018
GRAVIET, R.	0	109	11/01/2017	IR	MO	01/22/2018	02/08/2018	\$519	\$242	\$10140	\$9660	\$761	E	06144007	1		02/01/2018	2		02/06/2017
BUGG, W.	7	202	07/01/2018	AR	GR	08/01/2018	07/05/2018	\$563	\$215	\$9000	\$8600	\$778	E	06144007	1		07/01/2019	2	O	07/16/2014
MONTGOMERY, L.	4	302	08/21/2018	MI			09/10/2018	\$750	\$28	\$2080	\$1120	\$778	E	06144007	1		08/01/2019	2		08/21/2018
BEASON, C.	2	302	01/01/2018	AR	MO	06/28/2018	07/05/2018	\$392	\$369	\$15174	\$14774	\$761	E	06144007	1		01/01/2019	2		01/12/2016
STALLINGS, B.	4	305	06/01/2018	AR	GR	08/01/2018	07/05/2018	\$541	\$237	\$9876	\$9476	\$778	E	06144007	1		06/01/2019	2	O	07/18/2011
PENDERGRAFT, L.	3	308	10/01/2018	AR			09/10/2018	\$534	\$244	\$10152	\$9752	\$778	E	06144007	1		10/01/2019	2		02/01/2008
WHITAKER, D.	0	404	02/01/2018	AR	GR	08/01/2018	07/05/2018	\$753	\$25	\$1200	\$800	\$778	E	06144007	1		02/01/2019	2	O	09/06/2001
WATKINS-JACKSON, B.	9	406	09/01/2018	AR			10/09/2018	\$705	\$73	\$3396	\$2916	\$778	E	06144007	1		09/01/2019	2		09/08/2017
CURRY, S.	2	407	08/01/2018	IR			08/07/2018	\$335	\$443	\$18182	\$17702	\$778	E	06144007	1		04/01/2019	2		04/13/2018
SNYDER, K.	2	408	08/01/2018	AR	CT		08/07/2018	\$151	\$627	\$28668	\$25068	\$778	E	06144007	1		08/01/2019	2		08/02/2016
WATKINS, S.	5	501	05/01/2018	MI	GR	08/01/2018	07/05/2018	\$633	\$25	\$300	\$0	\$658	E	06144007	1		05/01/2019	1		05/01/2018
GIBSON, E. N.	4	501	10/01/2017	AR	MO	04/11/2018	05/08/2018	\$411	\$233	\$9720	\$9320	\$644	E	06144007	1		10/01/2018	1		06/02/1989
LILLARD, C.	2	503	09/01/2018	AR			09/10/2018	\$443	\$215	\$9000	\$8600	\$658	E	06144007	1		09/01/2019	1		09/08/2017
WHITMAN, B.	3	505	08/01/2018	AR			08/07/2018	\$514	\$264	\$11040	\$10570	\$778	E	06144007	1		08/01/2019	2	O	08/01/2013
CHAMBERS, G.	3	508	10/01/2017	AR	GR	08/01/2018	07/05/2018	\$376	\$282	\$11676	\$11276	\$658	E	06144007	1		10/01/2018	1		10/13/2016
GASS, B.	1	603	05/01/2018	MI	GR	08/01/2018	07/05/2018	\$443	\$215	\$9000	\$8600	\$658	E	06144007	1		05/01/2019	1		05/01/2018
COKER, B. J.	0	701	01/01/2018	AR	MO	02/28/2018	03/05/2018	\$391	\$253	\$10500	\$10100	\$644	E	06144007	1		01/01/2019	1		10/01/2007
BOSHEARS, M.	3	701	10/01/2017	IR	TM	05/31/2018	09/10/2018	\$301	\$343	\$13738	\$13738	\$644	E	06144007	1		06/01/2018	1		07/24/2008
CAMERON, L. H.	0	706	07/01/2018	AR	GR	08/01/2018	07/05/2018	\$317	\$341	\$14052	\$13652	\$658	E	06144007	1		07/01/2019	1		07/18/2003
CLARK, J. E.	7	707	12/01/2017	*AR*	GR	08/01/2018	07/05/2018	\$542	\$236	\$9860	\$9460	\$778	E	06144007	1		12/01/2018	2		12/31/2015

# Schedule of Tenant Assistance Payments Due

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

OMB Approval No. 2502-0182

Office of Housing  
Federal Housing Commissioner

xx/xx/xxxx

Before completing this form, read and follow the instructions in the Monthly Activity Transmission (MAT) User's Guide. See the statements on the form HUD-52670 for information on public burden.

1. Asst. Pymts Due for (mm/yyyy): 11/01/2018	2. Project Name:	3. FHA / EH / Non-Insured Proj. No:	4. Section 8 / PAC / PRAC Contract No:	5. Type of Subsidy: Section 8
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6. Head of Household Name Last, First, Initial	7. Unit Number	8. Unit Size	9. Contract Rent	10. Util. Allow	11. Gross Rent	12. Income Code	Turnover Data		Recertification Data		15. Change Code	Tenant Assistance Payment	
							13a. Code	13b. Mo./Day	14a. Effective Date	14b. First Reminder Notice Date		16a. Requested	16b. Approved (HUD/CA use only)
Nelms, Trisha	104	2	778						08/01/2018			620	
NELMS, TRISHA	104	2	778		778				11/01/2018		GR		620
CARTER, KAREN	109	2	778		778				04/01/2019			581	581
BUGG, WANDA	202	2	778		778				07/01/2019			563	563
MONTGOMERY, LATORIA	302	2	778		778		I	08/21/2018	08/01/2019			750	750
STALLINGS, BOBBIE	305	2	778		778				06/01/2019			541	541
PENDERGRAFT, LISA	308	2	778		778				10/01/2019			534	534
WHITAKER, DONNA	404	2	778		778				02/01/2019			753	753
WATKINS-JACKSON, BRANDY	406	2	778		778				09/01/2019		AR	705	705
CURRY, STACY	407	2	778		778				04/01/2019			335	335
SNYDER, KRISTA	408	2	778		778				08/01/2019			151	151
WATKINS, SHAWN	501	1	658		658				05/01/2019			633	633
LILLARD, CHARLES	503	1	658		658				09/01/2019			443	443
WHITMAN, BERNADINE	505	2	778		778				08/01/2019			514	514
CHAMBERS, GWENDOLYN	508	1	658		658				10/01/2018			376	376
GASS, BRENDA	603	1	658		658				05/01/2019			443	443
BOSHEARS, MARTHA	701	1	658		658				06/01/2019			234	234
CAMERON, LINDA H	706	1	658		658				07/01/2019			317	317
CLARK, JANICE E	707	2	778		778				12/01/2018			541	541

17. Totals for this page

9,034

9,034

See the statements on the form HUD-52670 for information on public burden.

# Check TRACS Query Reports

## U.S. Department of Housing and Urban Development TRACS Late Recertification Report

**Contract Number:**

**Report Type: All Certifications**

**Total Number of Late Recertifications: 5**

**Sorted By: Unit**

[Back to Query](#)

Project Number	Unit	Tenant Name	Tenant SSN	Effective Date	Next Recert Date	Number of Days Late	Termination Date	Termination Reason
06144007	109	CROWDER, J.	X	11/04/2014	11/01/2015	1088		
06144007	407	DUNCAN, A.	X	08/05/2015	08/01/2016	814		
06144007	508	CHAMBERS, G.	X	10/01/2017	10/01/2018	23		
06144007	701	BOSHEARS, M.	X	10/01/2017	06/01/2018	145	05/31/2018	HQ
06144007	707	GARCIA, K. A	X	06/01/2015	06/01/2016	875		

[Interpreting and printing this page](#)

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# Check TRACS Messages










National Housing Compliance - Georgia  
 TRACS Error Report  
 Error Date Range: 04/01/2018 - 10/24/2018

Effective Date:	Error Sent	Error Type	Error Code	Action Required	Error Message
Property Name		IENTS	Contract Number: (		
Officer:					
Error Date		il			
Tenant Name: WHITMAN, BERNADINE			Unit Number: 505		
08/01/2018	Y	Informational	0	File Name: 775A1BC55BC_1BB3F	
			Informational : UA020		
			MAT10 SUBMITTED FOR AN OCCUPIED UNIT ADDRESS		
			Reported Head Id: 161388613		
			Occupying Head Id: 253702047		
Error Date: 09/11/2018 12:00:00 AM					
Tenant Name: BOSHEARS, MARTHA			Unit Number: 701		
10/01/2017	Y	Informational	TA001	0	File Name:
			Informational : TA001		
			TENANT TERMINATED FOR FAILURE TO RECERTIFY ON TIME.		
			CERTIFICATION EXPIRED: 000000020180601		
			HQ TERMINATION DATE: 000000020180531		



# Check your software

Unit 603	
	GASS, BRENDA Cert Dt 8/1/2018 (Gross Rent) HAP 443
	GASS, BRENDA Cert Dt 5/1/2018 (Move In) HAP 429
	BOSHEARS, MARTHA Cert Dt 4/1/2018 (Unit Transfer to BIN 1 Unit 701) HAP 301
	BOSHEARS, MARTHA Cert Dt 10/1/2017 (Interim) HAP 301
	BOSHEARS, MARTHA Cert Dt 8/1/2017 (Gross Rent) HAP 230
	BOSHEARS, MARTHA Cert Dt 6/1/2017 (Annual) HAP 74
	BOSHEARS, MARTHA Cert Dt 8/1/2016 (Gross Rent) HAP 168
	BOSHEARS, MARTHA Cert Dt 6/1/2016 (Annual) HAP 156
	BOSHEARS, MARTHA Cert Dt 8/1/2015 (Gross Rent) HAP 136
	BOSHEARS, MARTHA Cert Dt 6/1/2015 (Annual) HAP 127

Unit 701	
	BOSHEARS, MARTHA Cert Dt 8/1/2018 (Gross Rent) HAP 234
	BOSHEARS, MARTHA Cert Dt 6/1/2018 (Annual) HAP 220
	BOSHEARS, MARTHA Cert Dt 4/2/2018 (Unit Transfer from BIN 1 Unit 603) HAP 301
	COKER, BETTY Cert Dt 2/28/2018 (Move Out) HAP 391
	COKER, BETTY Cert Dt 1/1/2018 (Annual) HAP 391
	COKER, BETTY Cert Dt 8/1/2017 (Gross Rent) HAP 396
	COKER, BETTY Cert Dt 1/1/2017 (Annual) HAP 240
	COKER, BETTY Cert Dt 8/1/2016 (Gross Rent) HAP 241
	COKER, BETTY Cert Dt 1/1/2016 (Annual) HAP 229

# Did you find the 2<sup>nd</sup> error?

BOSHEARS, M.	701	10/01/2017	IR	TM	05/31/2018	09/10/2018	\$301	\$343	\$13738	\$13738	\$644
CAMERON, L. H.	706	07/01/2018	AR	GR	08/01/2018	07/05/2018	\$217	\$341	\$14052	\$13652	\$658
CLARK, J. E.	707	12/01/2017	*AR*	GR	08/01/2018	07/01/2018	\$542	\$238	\$9860	\$9460	\$778

CAMERON, LINDA H	706	1	658		658				07/01/2019				317	317
CLARK, JANICE E	707	2	778		778				12/01/2018				541	541

# Example #2

## *U.S. Department of Housing and Urban Development TRACS Voucher Tenant Compliance Report*

Sort By: Reference Number

Active Tenant Count Date	Reference Number	Active Tenant Count	Regular Units Billed Count	Compliance Percentage	Most Recent Voucher Date	Total Units In Contract	Contract Status Code	Program Type
10/23/2018	:	22	23	95.70%	11/01/2018	24	ACTV	202/8 NC

Return To Query

# Example #2 – Find the Error

Contract/Project Number: IL06T801032

Sorted By: Unit

Subsidy Contract Expiration Date: 03/09/2033

Active Tenant Count/Units: 22/23 (95.7%)

[Back to Query](#)

Select a Tenant Name to view additional certification details. **Highlighted rows** correspond to Active Tenant Count.

Tenant Name	SSN	Unit Number	Effective Date	Cert Type	Action Code	Action Effect Date	TRACS Process Date	AP	TTP	Annual Income	Adjusted Income	Gross Rent	Assist Status Code	Project or Contract Number	Subsidy Type	Previous Contract Number	Next Recert Date	Bedroom Count	Over/Under Housed	Move In Date
BENJAMIN, C. A.		A-02	03/01/2018	AR	GR	03/10/2018	03/08/2018	\$705	\$444	\$18147	\$17747	\$1149	E	072EH116	1		03/01/2019	1		09/01/1983
PHILLIPS, D. E.		A-04	03/01/2018	AR	GR	03/10/2018	03/08/2018	\$781	\$368	\$15107	\$14707	\$1149	E	072EH116	1		03/01/2019	1		02/01/2003
HORNER, G. R.		A-05	03/01/2018	AR	GR	03/10/2018	03/08/2018	\$822	\$327	\$13475	\$13070	\$1149	E	072EH116	1		03/01/2019	1		09/01/1988
TOMICH, J. R.		A-06	03/01/2018	AR	GR	03/10/2018	03/08/2018	\$934	\$215	\$9000	\$8600	\$1149	E	072EH116	1		03/01/2019	1		10/15/2017
JOHNSON, M.		A-07	07/01/2018	IR			07/17/2018	\$747	\$402	\$16476	\$16076	\$1149	E	072EH116	1		03/01/2019	1		11/01/1985
STONE, B. K.		A-08	03/01/2018	AR	GR	03/10/2018	03/08/2018	\$745	\$404	\$16759	\$16170	\$1149	E	072EH116	1		03/01/2019	1		03/06/1998
YOCUM, S. D.		A-09	03/01/2018	AR	GR	03/10/2018	03/08/2018	\$902	\$247	\$10278	\$9878	\$1149	E	072EH116	1		03/01/2019	1		09/10/1983
AHTEN, E. M.		A-10	03/01/2018	AR	GR	03/10/2018	03/08/2018	\$786	\$363	\$15220	\$14511	\$1149	E	072EH116	1		03/01/2019	1		04/10/1991
LORING, E. N.		A-12	09/29/2018	MI			10/17/2018	\$719	\$430	\$17592	\$17192	\$1149	E	072EH116	1		09/01/2019	1		09/29/2018
PHILLIPS, R.		A-13	07/01/2018	IR			07/17/2018	\$816	\$333	\$14605	\$13315	\$1149	E	072EH116	1		03/01/2019	1		10/01/2011
CUNNINGHAM, R. D.		B-02	04/01/2018	AR	CT		04/12/2018	\$869	\$280	\$11592	\$11192	\$1149	E	072EH116	1		04/01/2019	1		07/01/1994
HARMON, S. E.		B-03	04/01/2018	AR	CT		04/12/2018	\$654	\$495	\$22159	\$19808	\$1149	E	072EH116	1		04/01/2019	1		08/01/2014
MILLER, J. M.		B-04	09/01/2018	IR			09/18/2018	\$723	\$426	\$18996	\$17048	\$1149	E	072EH116	1		04/01/2019	1		11/01/1995
HANING, B. J.		B-05	06/01/2018	IR			05/15/2018	\$613	\$536	\$21847	\$21447	\$1149	E	072EH116	1		04/01/2019	1		11/01/2016
THOMPSON, K. M.		B-06	04/01/2018	AR	CT		04/12/2018	\$576	\$573	\$24092	\$22927	\$1149	E	072EH116	1		04/01/2019	1		11/01/2003
KLOKKENGA, J. W.		B-07	04/01/2018	AR	CT		04/12/2018	\$717	\$432	\$17695	\$17295	\$1149	E	072EH116	1		04/01/2019	1		07/15/1983
MILES, M.		B-08	04/01/2018	AR	CT		04/12/2018	\$808	\$341	\$14036	\$13636	\$1149	E	072EH116	1		04/01/2019	1		06/01/2010
BARTLEY, A. J.		B-09	04/01/2018	AR	CT		04/12/2018	\$783	\$366	\$16381	\$14632	\$1149	E	072EH116	1		04/01/2019	1		05/19/1987
RAKER, S. H.		B-10	04/01/2018	AR	CT		04/12/2018	\$781	\$368	\$16836	\$14729	\$1149	E	072EH116	1		04/01/2019	1		05/01/1998
EWEN, R. E.		B-11	04/01/2018	AR	CT		04/12/2018	\$882	\$267	\$12300	\$10683	\$1149	E	072EH116	1		04/01/2019	1		12/01/1984
HARRISON, J. D.		B-12	06/01/2018	IR			06/18/2018	\$877	\$272	\$12150	\$10898	\$1149	E	072EH116	1		04/01/2019	1		08/13/1990
SATTERFIELD, T.		B-13	06/01/2018	IR			06/18/2018	\$754	\$395	\$16599	\$15791	\$1149	E	072EH116	1		04/01/2019	1		06/01/2007

# Schedule of Tenant Assistance Payments Due

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

OMB Approval No. 2502-0182

Office of Housing  
Federal Housing Commissioner

xx/xx/xxxx

Before completing this form, read and follow the instructions in the Monthly Activity Transmission (MAT) User's Guide. See the statements on the form HUD-52670 for information on public burden.

1. Asst. Pymts Due for (mm/yyyy): 11/01/2018	2. Project Name:	3. FHA / EH / Non-Insured Proj. No:	4. Section 8 / PAC / PRAC Contract No:	5. Type of Subsidy: Section 8
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6. Head of Household Name Last, First, Initial	7. Unit Number	8. Unit Size	9. Contract Rent	10. Util. Allow	11. Gross Rent	12. Income Code	Turnover Data		Recertification Data		15. Change Code	Tenant Assistance Payment	
							13a. Code	13b. Mo./Day	14a. Effective Date	14b. First Reminder Notice Date		16a. Requested	16b. Approved (HUD/CA use only)
BENJAMIN, CAROLA	A-02	1	1,149		1,149				03/01/2019			705	705
ROBISON, CHERIL	A-03	1	1,149		1,149				03/01/2019			907	907
PHILLIPS, DOUGLASE	A-04	1	1,149		1,149				03/01/2019			781	781
HORNER, GLEN R	A-05	1	1,149		1,149				03/01/2019			822	822
TOMICH, JAMES R	A-06	1	1,149		1,149				03/01/2019			934	934
JOHNSON, MARK	A-07	1	1,149		1,149				03/01/2019			747	747
STONE, BRIAN K	A-08	1	1,149		1,149				03/01/2019			745	745
YOCUM, SUSETTE D	A-09	1	1,149		1,149				03/01/2019			902	902
AHTEN, ELAINE M	A-10	1	1,149		1,149				03/01/2019			786	786
LORING, EVAN N	A-12	1	1,149		1,149		I	09/29/2018	09/01/2019		MI	719	719
PHILLIPS, ROBERT	A-13	1	1,149		1,149				03/01/2019			816	816
CUNNINGHAM, ROBERT D	B-02	1	1,149		1,149				04/01/2019			869	869
HARMON, STEVEN E	B-03	1	1,149		1,149				04/01/2019			654	654
MILLER, JAMIE M	B-04	1	1,149		1,149				04/01/2019			723	723
HANING, BRETT J	B-05	1	1,149		1,149				04/01/2019			613	613
THOMPSON, KEVIN M	B-06	1	1,149		1,149				04/01/2019			576	576
KLOKKEGA, JEFF W	B-07	1	1,149		1,149				04/01/2019			717	717
MILES, MICHAEL	B-08	1	1,149		1,149				04/01/2019			808	808
BARTLEY, ANNETTE J	B-09	1	1,149		1,149				04/01/2019			783	783
RAKER, SEAN H	B-10	1	1,149		1,149				04/01/2019			781	781
EWEN, ROBERT E	B-11	1	1,149		1,149				04/01/2019			882	882
HARRISON, JERRY D	B-12	1	1,149		1,149				04/01/2019			877	877
SATTERFIELD, TODD	B-13	1	1,149		1,149				04/01/2019			754	754

17. Totals for this page	17,901	17,901
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Previous editions are obsolete  
Submit an Original and two copies

See the statements on the form HUD-52670 for information on public burden.

form HUD-52670-A Part 1 (5/2014)  
ref. Handbook 4350.3 Rev. 1 Chg 2

# Let's Check TRACS!

## U.S. Department of Housing and Urban Development TRACS Late Recertification Report

**Contract Number: IL06T801032**

**Report Type: All Certifications**

**Total Number of Late Recertifications: 1**

**Sorted By: Unit**

[Back to Query](#)

Project Number	Unit	Tenant Name	Effective Date	Next Recert Date	Number of Days Late	Termination Date	Termination Reason
072EH116	A-03	ROBISON, C. L	03/01/2017	03/01/2018	237	02/28/2018	HQ

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[Back to Query](#)

# Check TRACS Messages

National Housing Compliance - Illinois  
TRACS Error Report  
Error Date Range: 03/01/2018 - 07/24/2018

	Effective Date:	Error Sent	Error Type	Error Code	Action Required	Error Message	
Property Name:				Contract Number			
Officer:							
Error Date: 03/09/2018 12:00:00 AM							

Tenant Name: ROBISON, CHERI L			Unit Number: A-03		File Name:
03/01/2017	Y	Informational	TA001	0	Informational : TA001 TENANT TERMINATED FOR FAILURE TO RECERTIFY ON TIME. CERTIFICATION EXPIRED: 000000020180301 HQ TERMINATION DATE: 000000020180228



# Now check your software

Unit A-12
LORING, EVAN Cert Dt 9/29/2018 (Move In) HAP 719
ROBISON, CHERI Cert Dt 12/31/2017 (Unit Transfer to BIN 1 Unit A-03) HAP 944
ROBISON, CHERI Cert Dt 4/1/2017 (Gross Rent) HAP 944
ROBISON, CHERI Cert Dt 3/1/2017 (Annual) HAP 931
ROBISON, CHERI Cert Dt 4/1/2016 (Gross Rent) HAP 930
ROBISON, CHERI Cert Dt 3/1/2016 (Annual) HAP 902

Unit A-03
ROBISON, CHERI Cert Dt 3/10/2018 (Gross Rent) HAP 907
ROBISON, CHERI Cert Dt 3/1/2018 (Annual) HAP 888
ROBISON, CHERI Cert Dt 1/1/2018 (Unit Transfer from BIN 1 Unit A-12) HAP 944
DEKEYSER, KATHLEEN Cert Dt 12/27/2017 (Move Out) HAP 378
DEKEYSER, KATHLEEN Cert Dt 4/1/2017 (Gross Rent) HAP 378
DEKEYSER, KATHLEEN Cert Dt 3/1/2017 (Annual) HAP 365
DEKEYSER, KATHLEEN Cert Dt 4/1/2016 (Gross Rent) HAP 451
DEKEYSER, KATHLEEN Cert Dt 3/1/2016 (Annual) HAP 423
DEKEYSER, KATHLEEN Cert Dt 4/1/2015 (Gross Rent) HAP 423

# Example #3

## *U.S. Department of Housing and Urban Development TRACS Voucher Tenant Compliance Report*

Sort By: Reference Number

Active Tenant Count Date	Reference Number	Active Tenant Count	Regular Units Billed Count	Compliance Percentage	Most Recent Voucher Date	Total Units In Contract	Contract Status Code	Program Type
10/23/2018		25	23	108.70%	11/01/2018	24	ACTV	515/8 NC

Return To Query

Subsidy Contract Expiration Date: 12/31/2029

Active Tenant Count/Units: 25/23 (108.7%)

[Back to Query](#)Select a Tenant Name to view additional certification details. **Highlighted rows** correspond to Active Tenant Count.

Tenant Name	SSN	Unit Number	Effective Date	Cert Type	Action Code	Action Effect Date	TRACS Process Date	AP	TTP	Annual Income	Adjusted Income	Gross Rent	Assist Status Code	Project or Contract Number	Subsidy Type	Previous Contract Number	Next Recert Date	Bedroom Count	Over/Under Housed	Move In Date
CUTLER, P. M.		A-1	11/01/2018	AR			10/01/2018	\$545	\$241	\$10020	\$9620	\$786	E		1		11/01/2019	1		11/01/2009
CUTLER, P. M.		A-1	11/01/2017	AR	GR	01/01/2018	12/05/2017	\$550	\$236	\$9828	\$9428	\$786	E		1		11/01/2018	1		11/01/2009
LEWIS, M. E.		A-2	05/01/2018	AR			03/30/2018	\$472	\$314	\$12960	\$12560	\$786	E		1		05/01/2019	1		05/01/2017
HOWE, B. G.		B-3	11/01/2018	AR			10/01/2018	\$564	\$222	\$9276	\$8876	\$786	E		1		11/01/2019	1		11/24/2015
HOWE, B. G.		B-3	11/01/2017	AR	GR	01/01/2018	12/05/2017	\$569	\$217	\$9084	\$8684	\$786	E		1		11/01/2018	1		11/24/2015
KEYES, C. J.		B-4	09/24/2018	MI			10/01/2018	\$317	\$469	\$20160	\$18757	\$786	E		1		09/01/2019	1		09/24/2018
DENOSKY, S. K.		B-4	10/01/2017	AR	GR	01/01/2018	12/05/2017	\$545	\$241	\$10044	\$9644	\$786	E		1		10/01/2018	1		10/01/2011
SUTTLES, W. M.		B-5	10/01/2017	AR	GR	01/01/2018	12/05/2017	\$517	\$269	\$11700	\$10770	\$786	E		1		10/01/2018	1		10/01/2006
JOHANSEN, M. L.		B-6	12/01/2017	AR	GR	01/01/2018	12/05/2017	\$415	\$371	\$18153	\$14825	\$786	E		1		12/01/2018	1		12/01/2007
SHARP, A. D.		B-7	12/01/2017	AR	GR	01/01/2018	12/05/2017	\$559	\$227	\$9492	\$9092	\$786	E		1		12/01/2018	1		12/01/2009
SCHLEDER, C. J.		B-8	02/15/2018	MI			03/02/2018	\$269	\$517	\$25188	\$20689	\$786	E		1		02/01/2019	1		02/15/2018
MULLENS, J. M.		B-8	09/17/2017	MI	MO	12/07/2017	01/03/2018	\$256	\$530	\$24195	\$21189	\$786	E		1		09/01/2018	1		09/17/2017
MARSHALL, S. D.		C-10	02/01/2018	AR			01/03/2018	\$511	\$275	\$11413	\$11013	\$786	E		1		02/01/2019	1		02/01/2015
BUCHANAN, C. A.		C-11	08/01/2018	AR			07/03/2018	\$456	\$330	\$13910	\$13219	\$786	E		1		08/01/2019	1		08/01/2008
POWERS, D. L.		C-12	06/01/2018	AR			05/02/2018	\$500	\$286	\$11856	\$11456	\$786	E		1		06/01/2019	1		06/01/2007
HALL, W.		C-13	11/01/2018	AR			10/01/2018	\$460	\$326	\$13452	\$13052	\$786	E		1		11/01/2019	1		11/27/2015
HALL, W.		C-13	11/01/2017	AR	GR	01/01/2018	12/05/2017	\$466	\$320	\$13188	\$12788	\$786	E		1		11/01/2018	1		11/27/2015
KEYS, V. D.		C-14	03/16/2018	MI			03/30/2018	\$449	\$337	\$15024	\$13479	\$786	E		1		03/01/2019	1		03/16/2018
MCCALL, M. L.		C-14	12/01/2017	AR	MO	02/28/2018	03/02/2018	\$505	\$281	\$14310	\$11227	\$786	E		1		12/01/2018	1		12/05/2012
EDWARDS, V. S.		C-9	03/01/2018	AR			01/31/2018	\$390	\$396	\$16248	\$15848	\$786	E		1		03/01/2019	1		03/01/2017
BENAD, J. E.		D-15	09/01/2018	AR			07/31/2018	\$510	\$276	\$11444	\$11044	\$786	E		1		09/01/2019	1		10/15/1996
HAMRICK, B. A.		D-16	09/01/2018	IR			10/01/2018	\$274	\$512	\$22195	\$20470	\$786	E		1		08/01/2019	1	U	08/01/2008
MCDEVITT, L. L.		D-17	04/01/2018	AR			03/02/2018	\$338	\$448	\$27084	\$17921	\$786	E		1		04/01/2019	1	U	04/01/2012
VANHORN, J. M.		D-18	06/01/2018	AR			05/02/2018	\$322	\$464	\$20897	\$18574	\$786	E		1		06/01/2019	1		06/01/2017
DAVIS, E. M.		D-19	09/01/2018	AR			07/31/2018	\$565	\$221	\$9240	\$8840	\$786	E		1		09/01/2019	1		09/01/1993
LARSON, S. M.	X000000000	D-20	02/01/2018	AR			01/03/2018	\$475	\$311	\$16824	\$12439	\$786	E		1		02/01/2019	1		02/01/2014
HALL, S. A.	X000000000	E-21	05/01/2018	AR			03/30/2018	\$280	\$506	\$23447	\$20257	\$786	E		1		05/01/2019	1		05/01/2014
CHASE, L. M.	X000000000	E-22	05/01/2018	AR			03/30/2018	\$386	\$400	\$16407	\$16007	\$786	E		1		05/01/2019	1		05/05/2016
HIBBS, G. A.	X000000000	E-23	10/01/2018	AR	CT		10/01/2018	\$452	\$334	\$16708	\$13353	\$786	E		1		10/01/2019	1		10/01/2013
MOGEE, P. S.	X000000000	E-24	03/01/2018	AR			01/31/2018	\$461	\$325	\$14184	\$12987	\$786	E		1		03/01/2019	1		03/01/2014

# Schedule of Tenant Assistance Payments Due

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

OMB Approval No. 2502-0182

Office of Housing

xx/xx/xxxx

Federal Housing Commissioner

Before completing this form, read and follow the instructions in the Monthly Activity Transmission (MAT) User's Guide. See the statements on the form HUD-52670 for information on public burden.

1. Asst. Pymts Due for (mm/yyyy): 11/01/2018	2. Project Name:	3. FHA / EH / Non-Insured Proj. No:	4. Section 8 / PAC / PRAC Contract No:	5. Type of Subsidy: Section 8
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6. Head of Household Name Last, First, Initial	7. Unit Number	8. Unit Size	9. Contract Rent	10. Util. Allow	11. Gross Rent	12. Income Code	Turnover Data		Recertification Data		15. Change Code	Tenant Assistance Payment	
							13a. Code	13b. Mo./Day	14a. Effective Date	14b. First Reminder Notice Date		16a. Requested	16b. Approved (HUD/CA use only)
CUTLER, PRISCILLA M	A-1	1	707	79	786	LI			11/01/2019		AR	545	545
LEWIS, MARY E	A-2	1	707	79	786	LI			05/01/2019			472	472
HOWE, BOBBY G	B-3	1	707	79	786	LI			11/01/2019		AR	564	564
KEYES, CONNIE J	B-4	1	707	79	786		I	09/24/2018	09/01/2019		MI	317	317
SUTTLES, WILLAM	B-5	1	707	79	786	LI			10/01/2019			503	503
JOHANSEN, MARILYN L	B-6	1	707	79	786				12/01/2018			415	415
SHARP, ARLENE D	B-7	1	707	79	786	LI			12/01/2018			559	559
SCHLEDER, CAROL J	B-8	1	707	79	786		I	02/15/2018	02/01/2019			269	269
MARSHALL, SHIRLEY D	C-10	1	707	79	786	LI			02/01/2019			511	511
BUCHANAN, CAROLA	C-11	1	707	79	786	LI			08/01/2019			456	456
POWERS, DELORES L	C-12	1	707	79	786	LI			06/01/2019			500	500
HALL, WAYNE	C-13	1	707	79	786	LI			11/01/2019		AR	460	460
KEYS, VERNON D	C-14	1	707	79	786	LI	I	03/16/2018	03/01/2019			449	449
EDWARDS, VICKY S	C-9	1	707	79	786				03/01/2019			390	390
HAMRICK, BARBARA A	D-16	1	707	79	786				08/01/2019		IR	274	274
MCDEVITT, LARRY L	D-17	1	707	79	786				04/01/2019			338	338
VANHORN, JOAN M	D-18	1	707	79	786				06/01/2019			322	322
DAVIS, EILEEN M	D-19	1	707	79	786	LI			09/01/2019			565	565
LARSON, SUSAN M	D-20	1	707	79	786				02/01/2019			475	475
HALL, SUSAN A	E-21	1	707	79	786				05/01/2019			280	280
CHASE, LINDA M	E-22	1	707	79	786	LI			05/01/2019			386	386
HIBBS, GEORGIA A	E-23	1	707	79	786	LI			10/01/2019		AR	452	452
MC GEE, PAMMY S	E-24	1	707	79	786	LI			03/01/2019			461	461

17. Totals for this page 9,963 9,963

See the statements on the form HUD-52670 for information on public burden.

# Let's check TRACS and our software

Unit D-15 (Vacant)

- BENAD, JANET Cert Dt 9/1/2018 (Annual) - Inactive HAP 510
- BENAD, JANET Cert Dt 8/31/2018 (Move Out) HAP 518
- BENAD, JANET Cert Dt 1/1/2018 (Gross Rent) HAP 518
- BENAD, JANET Cert Dt 9/1/2017 (Annual) HAP 507
- BENAD, JANET Cert Dt 1/1/2017 (Gross Rent) HAP 519

Head Tenant Name: BENAD, J. E.

Head Tenant SSN: XXXXX8055

Project/Contract Number:

Sorted By: Effective Date

[Back to Query](#)

Select a Head Tenant Name to view additional certification details.

Head Tenant Name	Head SSN	Unit Number	Effective Date	Seq Num	Cert Type	Action Code	Action Effect Date	TRACS Process Date	AP	TTP	Annual Income	Adjusted Income	Gross Rent	Assist Status Code	Project/Contract Number	Subsidy Type	Previous Contract Number	Next Recert Date	Bedroom Count	Over/Under Housed	Move In Date
BENAD, J. E.	XXXXXXXX	D-15	09/01/2018	1	AR			07/31/2018	\$510	\$276	\$11444	\$11044	\$786	E		1		09/01/2019	1		10/15/1996
BENAD, J. E.		D-15	09/01/2017	2	AR	GR	01/01/2018	12/05/2017	\$518	\$268	\$11228	\$10735	\$786	E		1		09/01/2018	1		10/15/1996
BENAD, J. E.		D-15	09/01/2017	1	AR			08/01/2017	\$507	\$268	\$11228	\$10735	\$775	E		1		09/01/2018	1		10/15/1996
BENAD, J. E.		D-15	09/01/2016	2	AR	GR	01/01/2017	12/02/2016	\$519	\$256	\$11190	\$10230	\$775	E		1		09/01/2017	1		10/15/1996
BENAD, J. E.		D-15	09/01/2016	1	AR			08/03/2016	\$499	\$256	\$11190	\$10230	\$755	E		1		09/01/2017	1		10/15/1996
BENAD, J. E.		D-17	09/01/2004	2	AR			06/15/2005	\$371	\$189	\$8064	\$7551	\$560	E		1		09/01/2005	1		10/15/1996

Interpretation and:

# Let's check TRACS and our software

Unit B-4	KEYES, CONNIE Cert Dt 9/24/2018 (Move In) HAP 317
	DENOSKY, SANDRA Cert Dt 8/31/2018 (Move Out) HAP 545
	DENOSKY, SANDRA Cert Dt 1/1/2018 (Gross Rent) HAP 545
	DENOSKY, SANDRA Cert Dt 10/1/2017 (Annual) HAP 534
	DENOSKY, SANDRA Cert Dt 1/1/2017 (Gross Rent) HAP 535
	DENOSKY, SANDRA Cert Dt 10/1/2016 (Annual) HAP 515
	DENOSKY, SANDRA Cert Dt 1/1/2016 (Gross Rent) HAP 517
	DENOSKY, SANDRA Cert Dt 10/1/2015 (Annual) HAP 508

Head Tenant Name: DENOSKY, S. K.  
Head Tenant SSN: XXXXX2505

Project/Contract Number: :  
Sorted By: Effective Date

[Back to Query](#)

Select a Head Tenant Name to view additional certification details.

Head Tenant Name	Head SSN	Unit Number	Effective Date	Seq Num	Cert Type	Action Code	Action Effect Date	TRACS Process Date	AP	TTP	Annual Income	Adjusted Income	Gross Rent	Assist Status Code	Project/Contract Number	Subsidy Type	Previous Contract Number	Next Recert Date	Bedroom Count	Over/Under Housed	Move In Date
DENOSKY, S. K		B-4	10/01/2017	2	AR	GR	01/01/2018	12/05/2017	\$545	\$241	\$10044	\$9644	\$786	E		1		10/01/2018	1		10/01/2011
DENOSKY, S. K		B-4	10/01/2017	1	AR			09/06/2017	\$534	\$241	\$10044	\$9644	\$775	E		1		10/01/2018	1		10/01/2011
DENOSKY, S. K		B-4	10/01/2016	2	AR	GR	01/01/2017	12/02/2016	\$535	\$240	\$10008	\$9608	\$775	E		1		10/01/2017	1		10/01/2011
DENOSKY, S. K		B-4	10/01/2016	1	AR			09/06/2016	\$515	\$240	\$10008	\$9608	\$755	E		1		10/01/2017	1		10/01/2011
DENOSKY, S. K		B-4	10/01/2011	1	MI			10/27/2011	\$510	\$220	\$9204	\$8791	\$730	E		1		10/01/2012	1		10/01/2011

Interpreting and pricing

The background of the slide is a dark brown color, decorated with various silhouettes of autumn leaves in shades of brown and tan. The leaves are scattered across the slide, with some larger leaves on the right side and smaller ones on the left and bottom.

# Did you notice any other errors?

B3 and B5 are billing a different value than the recorded certification in TRACS.





How did you do?

The background of the slide is a dark brown color, decorated with various autumn leaves in shades of orange and brown. The leaves are scattered around the edges, with some larger leaves on the right side and smaller ones on the left.

How does this all impact RAD?

# PBV VS PBRA

When you chose to participate in the RAD program you need to select which program you are going to choose to operate under.

## PBV

PBV is part of the Housing Choice Voucher program which is operated by PHAs and overseen at HUD by the Office of Public and Indian Housing.

PHAs with an HCV program provide rental vouchers that allow residents to chose their own housing in the private market.

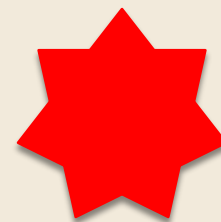
PHAs can use some of their HCV funding for contracts that tie the HCV funding to a specific building, meaning that when a resident moves out, the housing assistance stays with that unit.

*\*RAD Fact Sheet #10*

## PBRA

Project-Based Rental Assistance, PBRA, is another form of a project-based contract and is administered by HUD's Office of Multifamily Housing. In the PBRA program, like in PBV, rental assistance is tied to specific units in a property. Buildings with units assisted through PBRA are often owned and operated by private owners.

*\*RAD Fact Sheet #10*



# PBV VS PBRA PROGRAM DIFFERENCES

There are significant differences between the PBV and PBRA program. Once this choice is made, this is the first opportunity for staff training.

## PBV

- Initial Contract term is 15 years or up to 20 with PHA's approval. This must be renewed.
- Units must be occupied with income eligible residents.
- Monitored by Public & Indian Housing.
- Inspections - HQS
- PHAs set own policy as it relates to re-evaluating income.

## PBRA

- Initial Contract term is 20 years and must be renewed.
- All contracted units are eligible.
- Monitored by Multifamily Housing.
- Inspections - UPCS & REAC.
- Owners must conduct certifications for change of income greater than \$200 or more per month.

# PBV VS PBRA PROGRAM DIFFERENCES CONTINUED:

## PBV

Initial Rents may not exceed the lower of 110% of FMR or reasonable rent.


Rents re-determined annually to Rent Reasonableness

## PBRA

Initial Rents must be the lesser of RCS, or 110% of FMR less utility allowances, or 120% of FMR less utility allowances.

Rents adjusted annually by the OCAF (Operating Cost Adjustment Factor)

For both programs, SRO's use Efficiency FMR's

The background of the slide is a dark brown color, decorated with various autumn leaves in shades of orange and brown. The leaves are scattered around the edges, with some larger leaves on the right side and smaller ones on the left. A small horizontal line is visible in the top left corner.

# COMPONENT 1 VS. COMPONENT 2

# TWO COMPONENTS OF PBRA RAD

## Component 1

### **Public Housing → PBRA RAD**

- Residents' TTP must be the same as the TTP paid prior to conversion.
- Rent Phase-In Applies.
- 'Flat Rent' Residents – determine if Rent Phase-In Applies.
- Current Residents are not subject to rescreening, income eligibility, or income targeting provisions at time of conversion.

## Component 2

### **Mod Rehab/Rent Supp/RAP → PBRA RAD**

- Residents' TTP will be calculated based on Section 8 RAD Rent Calculations.
- Current Residents are considered new admissions at time of conversion and the OA may only screen residents based on the mandatory screening requirements as set forth in 24 CFR § 5.854, 5.856, and 5.857.

202 PRAC Conversion was approved with FY 18 Appropriations Act



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# Program Differences PIH vs MFH

	Public Housing	PBRA RAD
Certifications	PIC Database	TRACS Database
Security Deposit	\$50	One Month TTP or \$50 (greater)
Minimum Rent	\$50	\$25
Special Claims	Not allowed	Vacancy Loss & Unpaid Rent/Damages
Late Charges	Optional	\$1/day
Interim Certifications	Optional	HUD Rules - \$200/month change
Waiting List	Global	Site Based
EID Earned Income Disregard	Yes	No EID for New Residents
Pets	Must be allowed PHA sets deposit	Owner discretion – Existing pets accepted. Max Deposit \$300
Resident Organizations	Yes	Owner provides \$25 per occupied unit annually. (\$15 to the organization)

The background of the slide is a dark brown color, decorated with various autumn leaves in shades of orange and brown. The leaves are scattered around the edges, with some larger leaves on the right side and smaller ones on the left.

Conversion:  
50058 to 50059 initial  
certifications

# CONVERSION INITIAL CERTIFICATIONS

- OA's are not required to re-verify information included on the Conversion IC.
- Use data on the most recent recertification certification submitted:
  - PH/Mod Rehab– 50058
  - Rent Supp/RAP – 50059
- Conversion from the 50058 to 50059 will require the collection of additional data.
- If the Conversion IC date is the same as the effective date of the AR or IR, you will create the Conversion IC based on the prior data, then complete an IC Correction with the necessary AR/IR information.

# CONVERSION IC'S

- 50059 “Eligibility Check Not Required” flag should be set to ‘Yes’.
- The next recertification date should match the prior certification.  
There is no change in the resident’s individual recertification date.
- If EID was in place prior to conversion, use the net amount of income on the HUD 50059.

# FUNDING & VOUCHERING

## Rent Phase-In

### COMPONENT 1

#### Rent Phase-In Applies

If a resident's monthly rent increases by more than the greater of 10 percent or \$25 purely as a result of conversion, the rent increase will be phased in over three years, which an owner may extend to five years. Owners must develop a written policy that determines the length of the phase-in period.

### COMPONENT 2

#### No Rent Phase-In

Calculate 50059 in compliance with HUD Handbook 4350.3, Rev-1, Chapter 5

# FUNDING & VOUCHERING

## Rent Phase-In

### COMPONENT 1

For TRACS 2.0.2.D Rent Phase-In is determined at the time of the first AR/IR certification.

Once 2.0.3.A has been released, Rent Phase-In will be done during the IC Conversion.

### PERCENTAGES

#### RAD Rent Phase Ins

New Notice: H-2017-03, REV-3,  
PIH-2012-32 (HA): 1/12/2017

- Changes the rent phase-in percentages
  - 3-year from 33, 66, 100 to 33, 50, 100
  - 5-year from 20, 40, 60, 80, 100 to 20, 25, 33, 50, 100



## Attachment 2: Rent Phase-In Procedure

The below method explains the set percentage-based phase-in an owner must follow according to the phase-in period established. For purposes of this section “Calculated Multifamily Housing TTP” refers to the TTP calculated in accordance with regulations at 24 CFR 5.628 and the “most recently paid TTP” refers to the TTP recorded on the family’s most recent HUD Form 50059.

### Three Year Phase-in:

- Year 1: Any recertification (interim or annual) performed prior to the second annual recertification after conversion – 33% of difference between most recently paid Total Tenant Payments (TTP) and the calculated Multifamily Housing TTP
- Year 2: Year 2 Annual Recertification (AR) and any Interim Recertification (IR) in prior to Year 3 AR – 66% of difference between most recently paid TTP and calculated Multifamily Housing TTP
- Year 3: Year 3 AR and all subsequent recertifications – Full Multifamily Housing TTP

### Five Year Phase-in

- Year 1: Any recertification (interim or annual) performed prior to the second annual recertification after conversion – 20% of difference between most recently paid TTP and the calculated Multifamily Housing TTP
- Year 2: Year 2 AR and any IR prior to Year 3 AR – 40% of difference between most recently paid TTP and calculated Multifamily Housing TTP
- Year 3: Year 3 AR and any IR prior to Year 4 AR – 60% of difference between most recently paid TTP and calculated Multifamily Housing TTP
- Year 4: Year 4 AR and any IR prior to Year 5 AR – 80% of difference between most recently paid TTP and calculated Multifamily Housing TTP
- Year 5 AR and all subsequent recertifications – Full Multifamily Housing TTP

Please Note: In either the three-year phase-in or the five-year phase-in, once Multifamily Housing TTP is equal to or less than the previous TTP, the phase-in ends and tenants will pay full Multifamily Housing TTP from that point forward.

Quick  
Reference  
Guide –  
October 2015

Attachment 2

# CONVERSION INITIAL CERTIFICATIONS PROCESS

## Step One

### PH/Mod Rehab

Send EOP for all existing residents

### Rent Supp/RAP

Send TM for all existing residents for the old contract in TRACS.

# CONVERSION INITIAL CERTIFICATIONS PROCESS

## Step Two

PH/Mod Rehab

Rent Supp/RAP

Create Conversion IC's and submit to TRACS.

If the AR/IR is the same as the Conversion IC, create an IC Correction. Ensure the original Conversion IC was recorded in TRACS prior to submitting.

# CONVERSION INITIAL CERTIFICATIONS PROCESS

## Step Three

PH/Mod Rehab

Rent Supp/RAP

Complete all address information and submit MAT 15's  
Address Update – Change Code 2

# CONVERSION INITIAL CERTIFICATIONS PROCESS

## Step Four

PH/Mod Rehab

Rent Supp/RAP

For residents relocating for RAD Rehab, create TM using RR Termination Code effective the last day the resident was in the unit.

When the resident returns create a IC, or if transferred to a different unit, an IC/UT Combination, effective on the date of return. OA is required to conduct a review of all income and expenses only if it has been more than one year since the last review.

# CONVERSION INITIAL CERTIFICATIONS

Step Five

PH/Mod Rehab

Rent Supp/RAP

Submit all IC's to TRACS. Reconcile the Tenant Certification to ensure all IC's were received and that your compliance percentage is 100%.

The background of the slide is a dark brown color, decorated with various autumn leaves in shades of orange and brown. The leaves are scattered around the edges, with some larger leaves on the right side and smaller ones on the left.

# Year of Conversion Vouchering



# FUNDING & VOUCHERING

## COMPONENT 1

Contract Effective 7-1-2018

PIH will fund through 2018

MFH will begin funding 1-1-2019

## COMPONENT 2

MFH begins funding the day the PBRA RAD Contract is effective.

# FUNDING & VOUCHERING

## COMPONENT 1

First Year Vouchers (during the year of conversion) – the owner will submit \$0 vouchers in accordance with TRACS submission requirements. Use a miscellaneous request with a negative value.

OARQ – TRACS 2.0.2.D

RADZ – TRACS 2.0.3.A

## COMPONENT 2

First Voucher – submitted and paid through MFH in accordance with TRACS submission requirements.

# FUNDING & VOUCHERING

## RAD Rehabilitation Assistance Payments

### COMPONENT 1

OARQ – TRACS

2.0.2.D

RADR – TRACS

2.0.3.A

Positive  
Miscellaneous  
Adjustment on the  
Voucher.

(b) **RAD Rehab Assistance Payments.** Subject to paragraph 1.3.b.1, part I, for any unit that (1) is vacant during the period of initial repairs pursuant to the RCC; and (2) was receiving payment under the Public Housing Operating Fund immediately prior to the effective date of this Contract, the Owner is entitled to receive a monthly RAD Rehab Assistance Payment in the amount of subsidy that the Owner received for the unit under the Public Housing Operating Fund and the Capital Fund immediately prior to the effective date of this Contract. The amount of monthly RAD Rehab Assistance Payments shall be up to \$\_\_\_\_\_ per unit as determined by HUD and shall commence upon effective date of this Contract, so long as the Owner is in compliance with the approved repair schedule as provided in the RCC. All RAD Rehab Assistance Payments shall end, and the Owner will cease to be entitled to any such payment, (1) on \_\_\_\_\_; or (2) upon actual completion of such work, if sooner.

# Component 1 year of conversion vouchers

- The voucher must be reduced to zero for tenant certifications.
- Prior to submitting to TRACS, a paper copy must be sent to the HUD Account Executive for review.
- When the HUD AE approves the voucher, it can be submitted to TRACS.
- Reconcile TRACS to ensure the voucher was recorded and all tenant certifications are current.

# Voucher Query

Subsidy Type: Section 8

Subsidy Contract Expiration Date: 04/30/2036

Active Tenant Count/Units: 0/0 (0%)

Select a Voucher ID to view additional voucher details.

Voucher ID	Voucher Date	Correction Ind	TRACS Processed Date	Status Code	Status Date	Discrepancy Ind	Approved Voucher Amount	O	Am
1711023275	11/01/2017	N	11/20/2017	P00	11/21/2017		\$0		
1710023467	10/01/2017	N	11/20/2017	P00	11/21/2017		\$0		
1709023489	09/01/2017	N	10/19/2017	P00	12/22/2017	Y	\$3504		
1708023564	08/01/2017	N	10/19/2017	P00	11/03/2017	Y	\$3504		
1707023620	07/01/2017	N	10/19/2017	P00	11/03/2017	Y	\$3504	\$0	\$3504
1706023643	06/01/2017	N	10/19/2017	P00	12/15/2017	Y	\$3504	\$0	\$3504
1705023668	05/01/2017	N	10/19/2017	P00	10/28/2017	Y	\$3504	\$0	\$3504
1704023686	04/01/2017	N	10/19/2017	P00	10/28/2017	Y	\$3504	\$0	\$3504
1703023692	03/01/2017	N	10/19/2017	P00	10/28/2017	Y	\$3504	\$0	\$3504
1702023706	02/01/2017	N	10/19/2017	P00	10/28/2017	Y	\$3504	\$0	\$3504
1701023720	01/01/2017	N	10/19/2017	P00	10/28/2017	Y	\$3504	\$0	\$3504
1612023714	12/01/2016	N	10/19/2017	P00	10/20/2017		\$0	\$0	\$0
1611023697	11/01/2016	N	10/19/2017	P00	10/20/2017		\$0	\$0	\$0
1610023714	10/01/2016	N	10/19/2017	P00	10/20/2017		\$0	\$0	\$0

## Queries/Reports

### Voucher

- [Contract/Project Based Voucher Summary Query](#)
- [Voucher Detail/Summary Reports](#)
- [Voucher Query](#)
- [Voucher Tenant Compliance Query](#)

### Tenant

- [Assistance Payment Query](#)
- [Certification Query](#)
- [Certifications with Discrepancies Query](#)
- [Late Recertification Query](#)
- [Move-In/Move-Out Query](#)
- [Multiple Occupancy Query](#)
- [Project Evaluation Query](#)
- [Tenant Unit Address Query](#)
- [Verification Query](#)

The background of the slide is a dark brown gradient, decorated with various autumn leaves in shades of brown and tan. The leaves are scattered around the edges, with some larger leaves on the right side and smaller ones on the left.

# POST Conversion Compliance

# 2<sup>nd</sup> Year Vouchering



# Traditional Vouchering

First Voucher of Component 2

First Voucher Year 2 (January) of Component 1

- Transmit voucher to TRACS.
- Voucher will be automatically suspended (*T31 VOUCHER FAILED TRACS THRESHOLD EDIT; REQUIRES REVIEW BY HUD/FOB*) until reviewed by HUD's Voucher Processing Team which has 21 days to review. Follow your TRACS messages regarding guidance.
- Once approved, the voucher will be accepted and prepared for payment. If not, it will be rejected and you must submit a new voucher to TRACS and to HUD's Voucher Processing Team. Ensure the rejected voucher is rejected in TRACS.
- Must have 100% tenant certification compliance

[voucherprocessing@hud.gov](mailto:voucherprocessing@hud.gov)

# Traditional Vouchering

Second/Third Voucher of Component 2

First Voucher Year 2 (February/March) of Component 1

- Transmit voucher to TRACS.
- Voucher will be automatically suspended until reviewed by HUD's Voucher Processing Team which has 21 days to review. Follow your TRACS messages regarding guidance.
- Once approved, the voucher will be accepted and prepared for payment. If not, it will be rejected and you must submit a new voucher to TRACS and to HUD's Voucher Processing Team. Ensure the rejected voucher is rejected in TRACS.
- The second and third vouchers usually are suspended for threshold edits and are required to be reviewed by HUD's Voucher Processing Team.

# Annual/Interim Recertifications

HUD Handbook 4350.3, REV-1, Chapter 7

Owners are required to verify income at least annually.

Owners are required to process Interim Recertifications if a resident reports:

1. A change in family composition
2. An increase in a family's cumulative income of \$200 or more a month
3. An increase in allowances
4. A decrease in income
5. A change in citizenship or eligible immigration status of any member of the household

# Annual/Interim Recertifications

RAD Quick Reference Guide October 2015

- If a tenant reports a change in income that does not increase the household's cumulative income by \$200 or more a month, the owner should not process an interim recertification to increase the tenant's rent. If a tenant reports any other change addressed above along with an increase in income that does not increase household income by \$200 or more a month, the owner should not include the increase in income in processing the interim recertification.
- Upon receiving a tenant request for an interim recertification, owners must process a recertification of family income and composition within a reasonable time, which is only the amount of time needed to verify the information provided by the tenant. Generally, this should not exceed four weeks.

# Annual/Interim Recertifications

RAD Quick Reference Guide October 2015

- Owners may delay, but not refuse, to process an interim recertification if they have confirmation that a tenant's income will be partially or fully restored within two months. Processing may be delayed only until the new income is known.
- Owners do not have to perform interim recertifications for individual tenants who are paying market rent.

# When TTP exceeds Gross Rent

Typically, if the TTP exceeds Gross Rent, a Termination is submitted. HUD is waiving those requirements.

For the RAD program, when TTP equals or exceeds Gross Rent, the Owner must charge a Tenant Rent equal to the lesser of:

- TTP (greater of 10% of annual income or 30% adjusted income) less utility allowance
- Any applicable Maximum Rent allowable under LIHTC regulations.

When TTP equals or exceeds Gross Rent, the excess rent collected is considered Project Funds.

The household is still considered assisted and is subject to all parts of the Model Lease and all certifications requirements.

# When TTP exceeds Gross Rent

- TRACS 2.0.2.D cannot accept a zero or negative certification. HUD has approved a workaround – you will submit a termination record to TRACS.
- Once you have converted to 2.0.3.A, within one month of the conversion, you must submit a 2.0.3.A IC to reflect the proper assistance calculation.



# Repayment Agreements

- Rent Supp/RAP programs can report repayment agreements on vouchers created for RAD.
- There is no guidance for Public Housing/Mod Rehab Programs.
- If improper payments occurred during the Year of Conversion work with your HUD Account Executive.
- Calculate Repayment Agreements using HUD portion. What did HUD pay? What should HUD have paid?



# Family self sufficiency (FSS)

As it relates to the voucher:

TRACS 2.0.2.D:

If a resident has an FSS Amount of \$200 create a Miscellaneous Accounting Request

OARQ \$300 (include unit number, HOH Last name, and 'FSS Participant'.

TRACS 2.0.3.A:

All transactions will be recorded on the HUD 52670 Part 6. See the MAT Guide Section 7 for additional guidance.

The background of the slide is a dark, muted brown color. It is decorated with numerous stylized autumn leaves in a lighter, warm brown shade. These leaves are scattered across the frame, with a higher concentration along the left and right edges, creating a border-like effect. The leaves vary in shape and size, some resembling maple leaves and others more like simple ovals or teardrops.

# Unique Certification Issues

# Late Recertifications

## When to terminate?

If a certification has gone past the 12 months, HUD will continue to pay an additional 3 months to allow for additional time.

If the certification is late due to the management agent, the AR can be completed and sent and will be retroactively paid.

If the certification is late due to the negligence of the tenant, you must create a termination effective the last day of the month prior to the annual certification date.

Example:

Recert is effective 8-1

Termination is effective 7-31

# Late Recertifications

## When to Reinstate – Initial IC

c. Assistance should be reinstated if:

- (1) Assistance is available at the property;
- (2) The tenant submits the required information; and
- (3) The owner determines that the tenant qualifies for assistance.

d. The new TTP/tenant rent and assistance payment take effect the **first day of the month following the date** on which the tenant reported for the certification. The tenant must pay the market rent until this date. If the tenant fails to report for the recertification interview and fails to pay market rent, or make arrangements to pay, the owner is obligated to evict for nonpayment.

# HQ Termination for late recertification

- If after 15 months - baseline the last full AR certification.
- If within 15 months – send the AR with the correct effective date
- An initial certification is only acceptable if the tenant is non-compliant

# HOH Personal Data Changes

Last full certification in TRACS not your database.

Section C. Household Information																	
33. No.	34. Last Name	35. First Name	36. MI	37. Rel	38. Sex	39. Race	40. Eth.	41. Birth Date	42. Special Status	43. Stdnt Stat.	44. ID Code (SSN)	45. SSN Excp	46. Ctrn Code	47. Alien Reg. Number	48. Age	49. Work Codes	
01 02 03 04 05 06 07 08	JACKSON	VIVIAN	J	H	F	W	1	1/17/1945	E		*****4500		EC	000000	72	H	
50. Family has Mobility Disability?				N		53. Number of Family Members				1		57. Expected Family Addition-Adoption				0	
51. Family has Hearing Disability?				N		54. Number of Non-Family Members				0		58. Expected Family Addition-Pregnancy				0	
52. Family has Visual Disability?				N		55. Number of Dependents				0		59. Expected Family Addition-Foster Children				0	
56. Number of Eligible Members						1											
60. Previous Head Last Name			JACKSON			63. Previous Effective Date			06/01/2016								
61. Previous Head First Name			VIVIAN			64. Previous Head ID			0								
62. Previous Head Middle Initial						65. Previous Head Birth Date			01/17/1945								

Head Tenant Name: JACKSON, V. J.

Head Tenant SSN: XXXXX4500

Select a Head Tenant Name to view additional certification details.

Head Tenant Name	Head SSN	Unit Number	Effective Date	Seq Num	Cert Type	Action Code	Action Effect Date	TRACS Process Date
JACKSON, V. J.	XXXXX4500	14-D	06/01/2016	1	AR			05/05/2016
JACKSON, V. J.	XXXXX4500	14-D	06/01/2015	1	AR			05/04/2015
JACKSON, V. J.	XXXXX4500	14-D	06/01/2014	1	AR			05/12/2014
JACKSON, V. J.	XXXXX4500	14-D	06/11/2009	1	MI			07/06/2009

# Gross Rent Changes

When applying the Gross Rent:

1. Select a day to stop all other data entry.
2. Have all full certifications completed and reconciled in TRACS
3. Apply the Gross Rent to all active certifications

If the gross rent impacts a Move Out:

1. The Gross Rent file, if sent to TRACS, will reactivate the certification.
2. Work with your voucher specialist to ensure the MO certification is retransmitted once the GR file has been received.

# Layered Subsidies

**Project Based Section 8 rules prevail.**

## **Unit Transfers vs. Move In/Move Out**

### **HUD Projects with Tax Credits:**

Tax credit rules for unit transfers depend on whether the transfer is within a building or between buildings. Between building transfers may be handled differently depending on whether the two buildings are part of a tax credit multiple building project. In some cases tax credit rules require a requalification event instead of a UT. This is often implemented as a MO/MI on the tax credit side.

HUD does **NOT** want to see a MO/MI in those situations. HUD rules prevail for HUD transactions and a UT must always be implemented as a UT. From a HUD point of view, the household is not requalifying, they are just changing units. Also, keep in mind that it could happen that the tax credit MI will have income that does not have to be reported to HUD because the change is less than the \$200 per month threshold.



# Move Out Dates

- Do not create the certification until you have regained possession of the unit:
  - You've received the keys from the resident
  - You've received possession of the unit after legal proceedings (after a skip or eviction)
- If you have created and submitted an incorrect MO certification: baseline the last full cert to reactivate the household and then send the corrected MO.

# Date of Death & MO Certifications

- In the event of the death of the sole head of household, HUD will pay 14 days from the date of death.
  - Create the MO certification once you have regained possession of the unit
  - Enter MO code 4 'death of sole family member' and the date of death.
  - Review the voucher adjustments

The background is a dark brown gradient with various autumn leaves in shades of brown and tan scattered around the edges. The leaves are of different shapes and sizes, some with prominent veins.

# Special Claims

# What are special claims?

- Section 1-1 Special Claims Processing Guide:
- “As part of its commitment to provide affordable housing, HUD recognizes that owners of affordable housing have a potential financial risk because of the limitation on security deposits and the need to adhere to waiting list requirements; therefore, owners should be reimbursed for their financial loss through the special claims process.”
- Georgia 308 Contracts (25% of contracts submitted special claims)
- 2015 Processed 666 claims for \$340,000
- 2016 Processed 561 claims for \$240,000
- Illinois 578 Contracts (24% of contracts submitted special claims)
- 2015 Processed 2004 claims for \$1,801,000
- 2016 Processed 1827 claims for \$2,175,000

# Types of Special Claims?

## VACANCY CLAIM

- Section 8, 202/8, 202 PAC can claim 80% of daily contract rent for up to 60 days
- Section 202 PRAC or 811 PRAC can claim 50% of operating rent for up to 60 days.

## UNPAID RENT CLAIM & DAMAGE CLAIM

- Maximum claim cannot exceed monthly contract rent less security deposit and other amounts collected.
- LMSA/Property Disposition have different guidelines

# What units are eligible?

## Eligible

- Former resident was a subsidized household and Household was terminated for failure to comply.
- The unit is decent, safe and sanitary.
- The owner has done all feasible actions to fill the vacancy.
- The Owner has “worked” the waiting list.

## Not Eligible

- Former resident was a market household due to income increasing.
- Unit was occupied by security personnel or a police officer.

# Processing Guide – June 2016

- The Special Claims Processing Guide has not been updated since June 2006. They did provide a FAQ document 2/26/2007.
- The Special Claims Processing Guide has a chapter for each type of claim and appendices of required and suggested forms.



# TRACS Release 2.0.3.A

Implementation **tentatively** effective February 2018

With 5 month implementation period



The background of the slide is a dark brown color, decorated with various silhouettes of autumn leaves in a lighter brown shade. The leaves are scattered around the edges, with some larger, more detailed leaves in the corners and smaller, simpler shapes in between.

# The difference between TRACS 2.0.2.D and 2.0.3.A

# TRACS 2.0.2.D VS 2.0.3.A

## 2.0.2.D

- Zero out vouchers with OARQ
- Miscellaneous Requests for FSS
- OARQ for Rehab Assistance
- Manually Calculate Certifications
- Rent Phase-In at AR/IR
- AP is Zero or Negative

## 2.0.3.A

- Zero Out vouchers with RADZ
- FSS will be part of HUD 52670 Part 6
- RADR for Rehab Assistance
- Software will perform all calculations
- Rent Phase-In a Conversion IC
- Tenant will be viewed as assisted on the voucher

# Must Have's

- HUD 4350.3 Handbook
- HUD Handbook FAQ's
- RHIIP ListServ Notifications
- MAT Guide 202D & 203A
- TRACS Industry User Guide
- HUD 50059 Instructions
- Special Claims Processing Guide
- Special Claims FAQ's

## CHAPTER 4 TRACS Operating Tips

Chapter 4 contains practical information on resolving common errors and dealing with various situations. It includes new requirements for site and CA software vendors.

Color coding: Yellow or Aqua indicates new or changed text since 2.0.2.C.

Note: Handbook references are to HUD 4350.3 Rev-1, Change 4.

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## CHAPTER 5: TRACS MAT TENANT SYSTEM RECORD FORMATS AND DEFINITIONS

Note: Handbook references are to HUD 4350.3 REV-1, Change 4.

This chapter is organized into the following major sections:

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## CHAPTER 6: TRACS MAT VOUCHER/PAYMENT SYSTEM RECORD FORMATS AND DEFINITIONS

Note: Handbook references are to HUD 4350.3 Rev-1, Change 4.

This chapter is organized into the following major sections:

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# INSTRUCTIONS FOR TRACS 202D FORM HUD-50059

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Owner's Certification of Compliance with HUD's Tenant Eligibility and Rent Procedures



Courtesy of RBD



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<u><i>Status Code</i></u>	<u><i>Description</i></u>
	LOCCS processing cycle. Vouchers accepted by LOCCS for payment will not receive a confirmation until they have been selected for payment and sent to Treasury. The vouchers are staged for payment by LOCCS before month end.
P00	The "P00" status indicates the voucher was properly processed and sent to Treasury by LOCCS for payment.
P10	"P10" status is a positive response from LOCCS for a current voucher indicating that that it is in the queue to be paid at the end of the month. As with all vouchers accepted for payment by LOCCS, the acceptance is conditional. The current voucher may be accepted by LOCCS up to a month before the payment date. It is possible that something unanticipated can occur that would prevent the payment, but based upon the data available to TRACS and LOCCS the voucher, at the time the voucher is processed it, will be paid
RECVD	This is a legacy voucher processed prior to implementation of the TRACS-LOCCS interface in 1997.
R00	<p>Voucher stored as information, not sent to LOCCS. Currently all vouchers submitted by CAs, Zero Balance Vouchers, Negative Balance Vouchers, and Vouchers for periods prior to 1/01/1997 will generate a R00 status code.</p> <p>After March 1, 2001, CA submitted vouchers will be stored as information but with a CA1 status, and PB (performance based) CA submitted vouchers that are stored as information will have the CA2 status.</p> <p>After April 1, 2001, all zero balance vouchers will be sent to LOCCS. They will have the same status codes as the other vouchers sent to LOCCS.</p>



# Thank you!

Lisa M. Furbush

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993-3939