



Tennessee Housing Development Agency

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THDA TRACS ADVISORY NOTICE

CLARIFICATION OF October 15, 2001 Notice

To:	Owners and Management Agents
From:	Kathy Whalen, THDA Director of Section 8 Contract Administration
Subject:	Clarification of TRACSMail Implementation Schedule and Questionnaire
Date:	October 19, 2001

Earlier this week, you received a THDA Advisory Notice requesting your assistance in completing a questionnaire specific to your operating system and software readiness for the upcoming TRACSMail conversion. In our Advisory Notice, we acknowledged that we were being aggressive in our efforts to move toward the conversion to TRACSMail. It is not our intent to penalize any property. However, it is our intent to be proactive in preparing for TRACSMail. We fully understand and recognize that the December 1, 2001 implementation date is contingent upon the readiness of HUD, THDA's vendor, and your vendor. We apologize for any misunderstanding concerning the interpretation that THDA would invoke punitive action in relation to the December 2001 implementation plan.

The TRACS Mail conversion period starts on December 1, 2001 and runs through January 31, 2002. We encourage you to convert from Sprint Mail as soon as practical. The attached survey is important for our planning purposes, and we would appreciate hearing your conversion plans so we can plan our conversion more effectively. Our earlier note on this suggested that you could be penalized if you did not convert by December 1. That is not correct, you can continue to use Sprint mail through January if you wish, your payments will not be affected by which transmission method you use. Based on the results of this information, we can better determine and communicate to you a more reasonable date of targeted conversion to TRACSMail. We regret any distress that our proactive approach may have caused you, and we have apprised HUD of our clarification.

If you have any questions on this matter, please feel free to contact me at (615) 741-9682.