

TRACS Today

NAHMA 2009 Summer Meeting

Park Hyatt Hotel

June 30, 2009



Brought to You By

Lanier Hylton

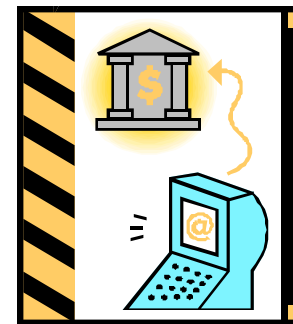
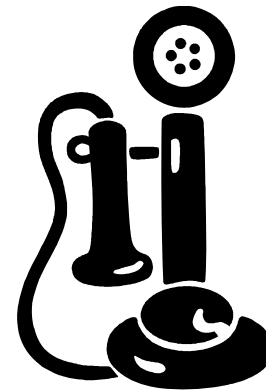
Director, Office of Program Systems Management

Department of Housing & Urban Development

TRACSMail

To

iMAX



iMAX

- ❖ Embrace Change
- ❖ iMAX Changes how we submit TRACS files
 - ❖ **To HUD**
 - ❖ **To CAs**



- ❖ 2-step Process
 - ❖ **1 – Set up iMAX**
 - ❖ **2 – Update software**

TRACSMail Becomes iMAX



- ❖ New term...iMAX
 - ❖ **Integrated multifamily access exchange system**
- ❖ Designing and building a replacement for TRACSMail

- ❖ Performance of TRACSMail system was
 - ❖ **Unreliable and**
 - ❖ **Does not take advantage of newer, faster, and more secure technologies**

Implementation Period

- ❖ Began the transition **December 1, 2008**
- ❖ HUD/CAs accepted both TRACSMail and iMAX transmissions until **February 28, 2009**
- ❖ Extended to **March 10, 2009**
- ❖ iMAX Documentation available on HUD web site at <http://www.hud.gov/offices/hsg/mfh/trx/trxdocs.cfm>

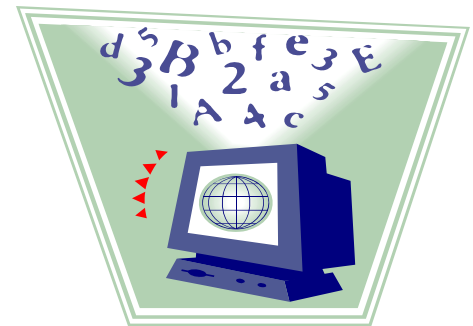


How Information is Transmitted Using iMAX



❖ System to System Interface

❖ Web Interface



System to System Interface

- ❖ Bostonpost

- ❖ Classic

- ❖ Cornerstone

- ❖ HUDControl

- ❖ iCAM

- ❖ Management Plus

- ❖ OneSite, and

- ❖ Voyager 6008x



- ❖ Access The TRACS Option In The Software

- ❖ Create TRACS Files

- ❖ Send The TRACS Files

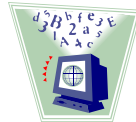
- ❖ Enter M-ID

Web Interface

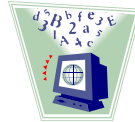
- ❖ CAM II



- ❖ HUDManager 2000



- ❖ Voyager versions prior to 6008



- ❖ Access the TRACS option in your software to create TRACS files.
- ❖ Log in to Secure Systems with your MID and password
 - ❖ **Click on the iMAX link**
 - ❖ **Provide the property's TRACSMail ID and TRACSMail password (this is NOT your MID and password)**
 - ❖ **Begin the process to send files to HUD or to your Contract Administrator**
- ❖ Available from your software vendor
- ❖ iMAX User Guide at <http://www.hud.gov/offices/hsg/mfh/trx/pdf/imaxuserguide.pdf>



KEY POINTS - IMAX

Support for the Transition from TRACSMail to iMAX

- ❖ What caused the backup at the multi-family help desk?
 - ❖ **A majority of OAs did not know their property's**
 - ❖ **TRACSMail Address**
 - ❖ **Password**
- ❖ What has been done to prevent this from happening again?
 - ❖ **Anyone with an updated Profile in iMAX can re-set the password online**





THE TRACS 2.0.2.C UPDATE

TRACS 202C



HUD

released

TRACS 2.0.2.C Update

on

December 1, 2008

Implementation completed March 31, 2009

202C Specification

- ❖ A copy of the 202C Specification document can be found on the HUD web site at

<http://www.hud.gov/offices/hsg/mfh/trx/trxdocs.cfm>

- ❖ Strongly recommend review of this document

- ❖ Specifically

- ❖ **Instructions for 50059**
- ❖ **Instructions for 50059-A**
- ❖ **Appendix H which explains rounding**
- ❖ **Chapters 4 & 5**
 - ❖ **Policy Changes not incorporated in the Handbook yet (Change 3)**

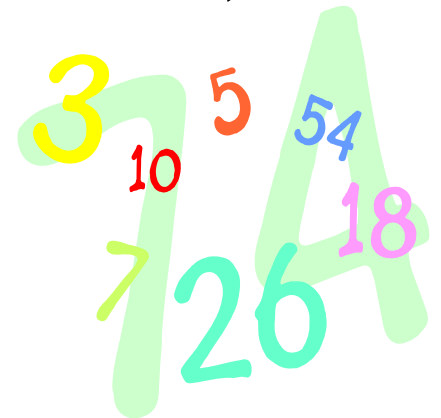


202C Changes

- ❖ Changes driven by regulatory requirements
 - ❖ **Rounding**
 - ❖ **Children in Joint custody arrangements**
- ❖ Some changes improve CA/HUD/OA relationship
 - ❖ **MO for market residents (Special Claims)**
 - ❖ **TM = MO for CA purposes**
- ❖ Added new forms (50059, 50059-A, 52670)
- ❖ Updated submission requirements
 - ❖ **Race & Ethnicity**
 - ❖ **Move outs**
 - ❖ **Terminations**

Financial Calculations

- ❖ All financial calculations involving multiplication or division must be done as follows:
 1. Calculate the result to 6 or more decimal places (5.003399)
 2. Round the value to the nearest penny (5.003399 becomes 5.00)
 3. If applicable, round the result to the nearest dollar, rounding up at .50
- ❖
 - 5.00 becomes 5
 - 5.50 becomes 6
 - 5.49 becomes 5



New Forms

50059 and 50059-A
52670



Changes to the 50059

- ❖ Full certification

 - ❖ Move in

 - ❖ Annual

 - ❖ Initial

 - ❖ Interim

- ❖ Only used when submitting one of these transactions

50059-A

❖ One-page form for partial certs:

- ❖ Move Outs,
- ❖ Terminations,
- ❖ Gross Rent Changes and
- ❖ Unit Transfers

Acknowledgements				
Read this before you complete and sign this form HUD-50059 A				
<p>Public Reporting Burden. The reporting burden for this collection of information is estimated to average 55 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (2502-0204), Washington, DC 20503. The information is being collected by HUD to determine an applicant's eligibility, the recommended unit size, and the amount the tenant(s) must pay toward rent and utilities. HUD uses this information to assist in managing certain HUD properties, to protect the Government's financial interest, and to verify the accuracy of the information furnished. HUD or a Public Housing Authority (PHA) may conduct a computer match to verify the information you provide. This information may be released to appropriate Federal, State, and local agencies, when relevant, and to civil, criminal, or regulatory investigators and prosecutors. However, the information will not be otherwise disclosed or released outside of HUD, except as permitted or required by law. You must provide all of the information requested, including the Social Security Numbers (SSNs) you, and all other household family members age six (6) years and older, have and use. Giving the SSNs of all family members age six (6) years and older is mandatory; not providing the SSNs will affect your eligibility. Failure to provide any information may result in a delay or rejection of your eligibility approval.</p> <p>Privacy Act Statement. The Department of Housing and Urban Development (HUD) is authorized to collect this information by the U.S. Housing Act of 1937, as amended (42 U.S.C. 1437 et. seq.); the Housing and Urban-Rural Recovery Act of 1983 (P.L. 98-181); the Housing and Community Development Technical Amendments of 1984 (P.L. 98-479); and by the Housing and Community Development Act of 1987 (42 U.S.C. 3543).</p> <p>Owner's Certification - I certify that this Tenant's eligibility, rent and assistance payments have been computed in accordance with HUD's regulations and administrative procedures and that all required verifications were obtained.</p> <p>Warning to Owners and Tenants. By signing this form, you are indicating that you have read the above Privacy Act Statement and are agreeing with the applicable Certification.</p> <p>False Claim Statement. Warning: U.S. Code, Title 31, Section 3729, False Claims, provides a civil penalty of not less than \$5,000 and not more than \$10,000, plus 3 times the amount of damages for any person who knowingly presents, or causes to be presented, a false or fraudulent claim; or who knowingly makes, or causes to be used, a false record or statement; or conspires to defraud the Government by getting a false or fraudulent claim allowed or paid.</p>				
Partial Certification				
Name of Project	Project Number	Subsidy Type	Contract Number	Transaction Type
Head of Household (Last, First, Initial)		Unit Number	No. of Bedrooms	Effective Date
Head ID Code (SSN)	Head Birth Date	Building ID	Anticipated Voucher Date	
Move Outs		Gross Rent Changes and Unit Transfers		
Move Out Code Date of Death of Sole Member		Prev. Unit No. (UT's only)		
		Contract Rent Utility Allowance Gross Rent		
Terminations		Total Tenant Payment Tenant Rent Utility Reimbursement Assistance Payment		
Termination Code Description		Security Deposit		
Signatures				
Head of Household	Date	Owner/Agent	Date	

50059 v 50059-A

- ❖ The 50059-A is used when a partial certification is sent alone
- ❖ If partial certification has the same effective date as a full certification, OA will use 50059

Changes to the Voucher Forms

- ❖ **Revised** HUD-52670-A Part 1 (Regular Assistance)
- ❖ **New** HUD-52670-A Part 3 (Adjustments)
- ❖ **New** HUD-52670-A Part 4 (Miscellaneous Accounting Requests)
- ❖ **New** HUD-52670-A Part 5 (Approved Special Claims)
- ❖ No Change to the HUD-52670 (Cover Page) or the HUD-52670-A Part 2 (Schedule of Special Claims)

Changes to the Voucher Reported On Date

Change to the “voucher reported on date” process.

Voucher Reported on Date

- ❖ In 202B, certifications included the language “voucher reported on date”.
- ❖ Certifications were not transmitted to HUD until the transaction was recorded on a voucher.
- ❖ This practice creates 3 problems:

Problem #1

- ❖ Not compliant with HUD Handbook 4350.3
Paragraph 9-5, Figure 9-2

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Figure 9-2: Deadlines for TRACS Submissions

.....Other language is included but has been eliminated for purposes of this lesson.

HUD-50059s should be submitted throughout the month as the completed data is available. HUD-50059s supporting a voucher must be transmitted prior to voucher transmission.

Problem #2

- ❖ Delay from the time a transaction is complete until that transaction is recorded in TRACS
- ❖ Causes problems with other systems Contract Administrator TRACS systems and EIV

Example

Example – Impact of Delay of Transmission – Section 8

- ❖ *Resident Ben Dover has hip replacement surgery and is in rehab in a nursing home for 90 days. During his stay in the nursing home, Ben moves out of The Villa on 9/13/08. His family puts his belongings in storage until Ben recovers.*
- ❖ *The manager at The Villa only submits transactions once a month. She has no plan to submit Ben's move out transaction until 10/10/08.*
- ❖ *Ben tries to move in to the Hills on 10/1/08*
- ❖ *Because there is no MO transaction in TRACS, EIV and TRACS report that Ben is still receiving subsidy at The Villa.*
- ❖ *The Contract Administrator will not allow the MI transaction for The Hills to be transmitted to TRACS until the MO from The Villa is transmitted.*

Problem #3

- ❖ Some property managers delay sending vouchers until the 10th of the month in order to capture all transactions possible

Solution



- ❖ HUD implemented a new timing rule

No transaction that is effective after the first of the month that the voucher is created and sent can be reported on that voucher

- ❖ Detailed explanation posted on HUD's web site at <http://www.hud.gov/offices/hsg/mfh/trx/pdf/202cimplement.pdf>

Special Consideration for GRC

- ❖ The biggest change is to Gross Rent Change Process
- ❖ Best practices dictates that Gross Rent Changes should not be entered in TRACS software before their effective date
- ❖ 202C will control when the information is reflected on the voucher regardless of when it is entered
- ❖ This is the hardest change for TRACS professionals to grasp

90 Day Post Transition

- ❖ New Version
- ❖ Some issues have been identified
- ❖ Creating fixes to address issues
- ❖ Invalid errors
 - ❖ **Exception code required – no elderly**
 - ❖ **Occurs even when there is an elderly resident**
 - ❖ **Security Deposit required for AR/IR**
 - ❖ **Should only be checked at MI**

Secretary Donovan

The submission of the fiscal year 2010 Budget occurs at a time when the Department of Housing and Urban Development (HUD) is more important than at any time since its founding. Then, in 1965, there was an urban crisis. Now there are a series of national economic, social, and energy challenges that require a firm and expansive housing and community development role. After years of neglect, HUD has become an indispensable agency.



Project Based Section 8



- FY 2009 Appropriations: \$7.1 Billion
- FY 2009 ARRA Appropriations: \$2.0 Billion
- FY 2010 President Budget: \$8.1 Billion

Section 202 Housing for Elderly

- FY 2010 President Budget: \$765 Million
- Construction and initial subsidy: \$522 Million
- Renew/amend PRAC contracts: \$153 Million
- Fund Service Coordinators: \$ 90 Million

Section 811 Housing for Persons with Disabilities

- FY 2010 President Budget: \$250 Million
- Construction and initial subsidy: \$114 Million
- Renew/amend PRAC contracts: \$ 49 Million
- Renew/amend Tenant Vouchers: \$ 87 Million

Transformation Initiative



- 1% of HUD's total FY 2010 budget for agency-wide transformation initiative
- \$433.6 Million
 - Research to evaluate programs
 - Demonstration programs
 - Technology initiatives for program improvement
 - Technical assistance

Fiscal Year 2010 Initiatives

- ❖ Mandatory SSN Reporting
- ❖ Error Tracking Log
 - ❖ Design Analysis
- ❖ iREMS Executive Reporting for MFH Senior Managers (Dash Board)
 - ❖ Design Analysis
- ❖ Contract Re-engineering Phase II (November 2010)
 - ❖ Contract Renewal On-Line
 - ❖ E-Signature

Fiscal Year 2010 Initiatives (continued)

- ❖ State Agencies Submit Tenant Data for Low Income Housing Tax Credit Program to HUD
- ❖ iMAX Phase II
- ❖ iREMS Data Exchange (established working group)
 - ❖ Two Way Data Sharing With Trusted Business Partners
 - ❖ Use XML
 - ❖ Provide Standards for Transmitting iREMS data to MFH
 - ❖ Provide feedback on transaction errors
 - ❖ Reduce dual input to local system and iREMS system