TRACSMAIL

TRACSMAIL is back online. HUD will continue to accept files via TRACSMAIL until 3/13/2009.

TRACSMAIL

TRACSMAIL users are experiencing problems sending and receiving message. HUD is aware of the problem and is working with the vendors to resolve it as quickly as possible. We will provide periodic updates until the problem is resolved. Thanks in advance for your patience.

<u>TRACSMAIL FINAL DAYS</u>

TRACSMAIL goes offline Sunday March 1, 2009 12am. As of Saturday February 20, 2009 HUD received TRACS files via TRACSMAIL from 469 mailboxes. Since Section 8 and 202/8 files are transmitted to Contract Administrators (CAs), HUD cannot determine how many of these contracts are still submitting to CAs using TRACSMail. Effective 3/1/2009 TRACSMAIL is no longer HUD's official system for file submissions. HUD will begin disabling TRACSMAIL services 3/11/2009.

If you have not completed the conversion from TRACSMAIL to IMAX by 2/28/2009 you can still submit files in IMAX via HUD's Secure System with the following link: https://hudapps.hud.gov/HUD_Systems/index.cfm. You must have a valid WASS/Secure Systems M-ID and password, the iMAX role must be set up and you must know the TRACSMAIL/IMAX/TRACS id and password used for the property.

      <u>WASS ID</u>   <u>TRACSMAIL/IMAX/TRACS ID</u>

EX.   M55551   TRACM99991

WASS Coordinators can look up WASS M-IDs and passwords by signing on to Secure Systems and accessing the User Maintenance option. The WASS Coordinator can enter the first and last name for users and look up the WASS ID (M-ID). If the coordinator cannot look up the WASS ID (M-ID) and you do not know your WASS ID (M-ID), you must contact the REAC TAC at 1-888-245-4860 or via email REAC_TAC@HUD.GOV. The MF Help Desk does not issue or maintain WASS IDs and passwords.

If you know your WASS ID (M-ID) but do not know your password, you can reset you password from the REAC web site at http://www.hud.gov/offices/reac/. Click on the "Password Reset" option on the upper right side of the screen and a new password will be sent to the email address established for the user.

If you have never requested a WASS ID or password, you can do so by accessing the following HUD web site at https://hudapps.hud.gov/public/wass/public/participant/partreg_page.jsp.

If you are using vendor software and do not know your TRACSMAIL/IMAX/TRACS ID please contact your software vendor for assistance. The TRACSMail ID and TRACSMail password is often maintained in your software and your vendor may be able to assist in finding that number in your software. If you do not know the password

for your TRACSMAIL/IMAX/TRACS ID please contact the MF Help Desk to have it reset.

Due to the high volume of calls that MF Help Desk, Software Vendors Help Desk and REAC TAC are receiving we ask that you be patient when calling and emailing. We also ask that you do not send multiple emails or make multiple calls to the Help Desk. HUD staff is working diligently to address your calls and emails as quickly as possible.

Posted February 12, 2009

Proposed Delay in Effective Date for Refinement of Income and Rent Determination Final Rule

A Notice of Proposed Delay in Effective Date for the Refinement of Income and Rent Determination Requirements in Public and Assisted Housing Programs final rule was published in the Federal Register on February 11, 2009. The Notice requests public comment on a 60-day delay in the March 30, 2009, effective date and the delayed September 30, 2009, effective date for the Enterprise Income Verification (EIV) system to be mandatory for multifamily housing program users. The Notice also solicits comments generally on the final rule itself.

In addition, clarification is made in the Notice that the final rule requirements on the use of social security numbers for determining program eligibility do not apply to individuals in mixed families who do not contend eligible immigration status under HUD's noncitizen regulations.

A link to the Notice may be found under What's New on the Multifamily Housing website at: http://www.hud.gov/offices/hsg/hsgmulti.cfm.

Posted February 2, 2009

TRACSMail & iMAX Back Up

All problems with iMax and TRACSMAIL have been resolved.
Please notify the Multifamily Help Desk if you experience any problems with either system.

==

TRACSMail & iMAX Server Down

There is a known issue logging into the TRACSMail server on IPlanet and iMAX.
HUD is currently investigating this issue and is working quickly to get it resolved.
An update on TRACSMAIL and iMAX will be provided when the status changes.
We apologize for the inconvenience.

Posted January 29, 2009

iMAX Temporarily Unavailable for System Maintenance

EDS will be performing system maintenance on the iMAX Database Server from 9:00 P.M. until 11:00 P.M. EST on Monday, February 2, 2009. During this time iMAX will be temporarily unavailable. We apologize for any inconvenience this may cause. Please contact the MF Help Desk at 1-800-767-7588 if you experience any problems with iMAX after 11:00 P.M., Monday, February 2nd.

Posted January 26, 2009

iMAX User Guide

The User Guide for iMAX on TRACS website under the **Documents** link has been updated (http://www.hud.gov/offices/hsg/mfh/trx/pdf/imaxuserguide.pdf).
Please report any problems with iMAX to Multifamily Helpdesk via phone (1-800-767-7588) or email (TRACS@hud.gov) with the subject line iMAX.

iMAX Access Update/Reminder

In order to access iMAX, the following are required:
- A valid WASS ID. If you do not currently have a WASS Multifamily (M) ID please use the following link to request one:
  https://hudapps.hud.gov/public/wass/public/independent/indreg_page.jsp
- Role: IME - iMAX (TRACSMail replacement) for external – can be assigned by your coordinator
- All WASS Ids must be added to the LDAP directory for web services. **Once the user has been assigned the IME role, it will take 24-48 hours before the user is added into the imaxuser group for web services. You do not need to call the Help Desk and request to be added.**
- All problems/questions/request related to iMAX must be sent to the MF Help Desk via phone (1-800-767-7588) or email (TRACS@hud.gov) with the subject line iMAX.
- If you receive Authentication failure error before contacting the Help Desk please ensure that you have the IME-IMAX role assigned and allow 48 hours before you are added to the LDAP directory for web services.

Posted January 22, 2009

TRACS Industry Meeting Rescheduled

The TRACS Industry Meeting has been tentatively rescheduled for June 15th and 16th, 2009 at the HUD Brooke-Mondale Auditorium, at 451 7th Street SW Washington D.C. 20410. Comments concerning the proposed meeting dates can be e-mailed to mf_tracs_working_group@hud.gov.

Posted January 12, 2009

TRACS Industry Meeting Postponed

The TRACS Industry Meeting planned for March 11 and 12, 2009 has been postponed. A new date for the TRACS Industry Meeting is TBD. We apologize for any inconvenience that this may have caused.

iMAX

All problems with iMax and TRACSMAIL have been resolved.
Please notify the Multifamily Help Desk if you experience any problems with either system..

iMAX

Imax application is currently down. We will provide an update when the status change.

Posted December 22, 2008

TRACS 2.0.2.C Updates

The following updated documents have been posted to the TRACS Documents page:

- **43503x9a-for HUD-52670**
  (Corrected misspelling – Item 6.A)
  (Added statement – Item 6.A.2.b)
  (Added note – Item 10)

- **Attachment 1_MAT_Chap04_202C**
  (Revised instructions – How to split a household or move a household member to another household)

- **Attachment3_MAT_Chap06_202C**
  (Incorporated updated information relative 43503x9a-for HUD-52670)

- **HUD-50059 instructional for TRACS 202C**
  (Corrected misspelling – Item 109)
  (Corrected spacing issues – Item 32 & Item 44)

- **HUD-50059 A instructional for TRACS 202C**
  (Updated instructions – Removed Note in Item 5 regarding full certification requirement for Utility Allowance changes)
  (Updated instructions – Modified Note in Item 18 regarding full certification requirement for Utility Allowance changes)

- **SpecialClaimsRounding-TRACS 202C**
(Three versions of the Property Disposition vacancy claim have been added to avoid complex date arithmetic in some of the key cells)

Posted December 18, 2008

The Integrated Multifamily Access eXchange (iMAX) went into production September 29th, 2008. Effective immediately, all problems/questions/request related to iMAX must be sent to the MF Help Desk via phone (1-800-767-7588) or email (TRACS@hud.gov) with the subject line iMAX.

Vendor Helpdesk Information for TRACS 202C and iMAX

A list containing vendor's helpdesk information relative to TRACS 202C and iMAX is now posted on the TRACS Documents Page.

TRACS

TRACSMAIL went down yesterday afternoon and services were restored last night. As of this morning users are able to connect but files are not being sent or received. We are currently working with the vendor to resolve this problem. We also experienced problems with iMAX on yesterday. As of 9am this morning all iMAX problems were resolved. If you continue to experience problems with iMAX please contact the MF Help Desk on 1-800-767-7588. An update on TRACSMAIL will be provided when the status change.

Thanks in advance for you patience.

Posted December 04, 2008

TRACSMAIL IS CURRENTLY DOWN!!! We will provide an update when the status change.

TRACS October 2008 Industry Meeting Follow-up Items

1.   **Next TRACS Industry Meeting Date:** The next TRACS Industry Meeting is tentatively scheduled for March 11-12, 2009.

2.   **Mid Month Interim Re-certifications (IR):** HUD Policy will not allow mid month IR's for dual subsidy (DS) situations. Information contained in the TRACS 202C MAT Guide and Industry Specification on the TRACS Document Page regarding mid month IR's for DS situations is incorrect. These documents will be revised to reflect Policy's decision.

3.   **TRACS 202C HUD-50059 and HUD 50059-A Instructions:** Industry best practice instructions relative to the HUD-50059 and HUD-50059-A are available on the TRACS Document Page (see 202C Industry Spec Document: HUD-50059 instructional for TRACS 202C and HUD-50059 A instructional for TRACS 202C).

4.   **TRACS 202C HUD-52670 Instructions:** Instructions relative to the HUD-52670 are available on the TRACS Document Page (see 202C Industry Spec Document: 43503x9a-for HUD-52670).

5.   **HUD Forms Approval Date:** The approval date located in the lower right corner of HUD forms will not change if the only form change involves extending the expiration date.

6.   **TRACS 202C and iMAX Implementation Dates:** TRACS 202C and iMAX Implementation dates have not changed (see schedule below). HUD TRACS will hold a conference call February 2009 to assess Industry implementations.

iMAX/202C IMPLEMENTATION Schedule

HUD/TRACS
iMAX Implementation Date: September 29, 2008
202C Implementation Date: September 29, 2008
(Note: Initial 202C install date August 8, 2008)

PBCAs/TCAs
iMAX Implementation Date: December 01, 2008
202C Implementation Date: December 01, 2008

O/As
iMAX Implementation Dates: December 01, 2008 thru February 28, 2009
202C Implementation Dates: December 01, 2008 thru March 31, 2009

TRACSMAIL Terminiation Dates
TRACSMail: March 01, 2009
202B: April 01, 2009

On October 24th Housing posted information entitled iMAX Updates on TRACS announcement page. This announcement requested all users to update their TRACSMAIL account user profile in the TRACSMAIL application. It failed to mention that you **MUST** establish a dial-up connection with TRACSMAIL in order to do this. While this may be difficult for users that utilize vendor software we encourage those who can do this to do so as soon as possible. Once TRACSMAIL will be decommissioned 2/28/2009 Housing will allow users the opportunity from 3/1/2009 – 3/31/2009 to update user profiles in iMAX. **Under no circumstances should any user that has not completely converted over to iMAX update their user profiles in iMAX.**

During the pilot and system test for iMAX Housing allowed the usage of WASS I Ids. These Ids were and are intended to allow software vendors the capability to test their software with HUD's infrastructure. Many users have asked if **I Ids** can be used to submit Monthly Activity Transmission to TRACS production environment. In order for TRACS to comply with HUD's security policy along with NIST and FISMA users with I Ids will not be allowed to submit production files to TRACS. Therefore, all users must have a valid WASS M ID and password along with a valid TRACSMAIL Id and password. There will be no exceptions to this rule.

We are aware users are having problems with obtaining a valid WASS M ID. If you have requested an M ID from WASS and still have problems with obtaining it we would like to hear from you. Please send an e-mail to MF_TRACS_TM_WRKGRP@HUD.GOV. Housing will be working with the WASS team to address these problems in an effort to expedite this process in hopes of ensuring all users who have requested an ID can obtain one in a timely manner.

Posted November 25, 2008

iMAX Temporarily Unavailable for System Maintenance

EDS will be performing system maintenance on the iMAX Database Server from 9:00 P.M. until 11:00 P.M. EST on Tuesday, November 25, 2008. During this time iMAX will be temporarily unavailable. We apologize for any inconvenience this may cause. Please contact the MF Help Desk at 1-800-767-7588 if you experience any problems with iMAX after 11:00 P.M., Tuesday, November 25th.

Posted November 13, 2008

**Office of Policy Development & Research and Office of Multifamily Housing
Seeks Participants for Low Income Housing Tax Credit Working Group**

The HUD Office of Policy Development and Research (PD&R), and Office of Multifamily Housing (MFH) are establishing a working group to determine requirements for Low Income Housing Tax Credit (LIHTC) tenant-level data collection. Section 2002 of the Housing Economic Recovery Act (HERA) of 2008 (H.R. 3221) requires HUD to collect data for LIHTC tenants. We are soliciting representatives from our Industry Partner community to participate in the LIHTC Working Group. Representatives will be expected to participate in conference calls, industry meetings, discussion forums and email correspondence.

The working group will be co-chaired by a member of the PD&R staff and a representative from the HUD Industry Partner Community.

HUD will need to: (1) Promulgate a rule to implement the data collection; (2) Clear survey through the Office of Management and Budget (OMB); and (3) design and construct data repository systems for tenant-level and project-level information.

Please go to the following link to register for the working group (under item number 7 only check Low Income Housing Tax Credit) NLT December 4, 2008:

http://www.surveymonkey.com/s.asp?u=159873210862

Questions concerning this announcement may be sent to:

MF.LIHTC.WORKING.GROUP@HUD.GOV

iMAX Update

The Integrated Access eXchange System (iMAX) was implemented on September 29, 2008. We have noticed user activity daily since implementation. IMAX and TRACSMAIL will operate concurrently until March 1, 2009. During the transition period we ask all users **NOT** to access the **USER PROFILE** link in IMAX. This link allows users to update profile information and change their password. When accessing this link user accounts are getting corrupted resulting in them not being able to use TRACSMAIL until the accounts are restored.

One of the reasons TRACSMAIL accounts is being corrupted is because both TRACSMAIL and IMAX use the same directory for user authentication. However, each system requires different indicators to operate. When a user updates user information or change their password in IMAX indicators required by TRACSMAIL are set to default values causing accounts to be corrupted.

Continue to use TRACSMAIL to maintain your account information and for password resets until you have completely transitioned over to iMAX. To assist in a smooth transition from TRACSMAIL to IMAX we request each user to verify their account information in TRACSMAIL and make any updates required. In the future, MFH Help Desk will only talk with the user name in the profile regarding TRACSMAIL and IMAX issues account problems. These ids are tied to the site and not an individual. However, the individual responsible for submitting certifications and vouchers and maintaining the account must be listed in the profile. To verify and update your profile information please use the following link http://tracsmail.hud.gov:8080/nda/login.html

REMINDER: All users must have a valid WASS ID and password to access iMAX along with a valid TRACSMAIL ID. We strongly encourage each site to have a unique TRACSMAIL ID. To obtain a WASS ID please use the following link http://www.hud.gov/offices/reac/online/online_registration.cfm

To obtain a TRACSMAIL ID contact the Multifamily Help Desk 1-800-767-7588 or download the request form from: http://www.hud.gov/offices/hsg/mfh/trx/trxsum.cfm Click on the Documents link then on the Tracsmail ID Request and Registration form.

Please Note: Cut and paste or type the above URLs into the address bar on your browser. They are not active links.

TRACS Industry Group Meeting Presentations

Presentations from the October 22-23, 2008 TRACS Industry Group Meeting are available for on line viewing at the TRACS Industry Meetings link (http://www.hud.gov/offices/hsg/mfh/trx/trxmeet.cfm).

Posted October 17, 2008

The User Guide for iMAX is now posted on TRACS website under the **Documents** link.

Many users have reported that the iMAX web services URL provided in a previous posted message was incomplete. The correct iMAX Web Services URL is:

https://www21.hud.gov/IMAX-WS/access

Please report any problems with iMAX to MFH Help Desk on 1-866-767-5758.

Please send all questions regarding iMAX to: MF_TRACS_TM_WRKGRP@Hud.gov.

We look forward to seeing you at the upcoming TRACS Industry Meeting.

TRACS INDUSTRY GROUP MEETING INFORMATION

The TRACS Industry Group Meeting will be held on October 22 and 23 at HUD Auditorium Suite C. All meeting attendees should enter the HUD building on the South Visitor's Entrance (near 7th and E Street S.W.).

If you plan to bring any equipment (LAPTOP, etc.), please email MF_TRACS_working_group@hud.gov using the subject "Property Pass" NLT October 17, 2008 to have a property pass created for you. Include the following information in the email:

First and Last Name:
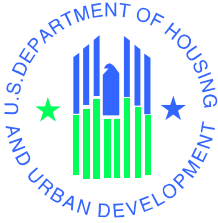Type of Equipment (LAPTOP, etc):
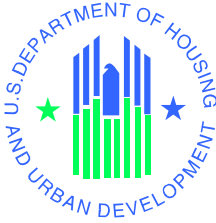Make:
Model:
Serial Number:

Posted October 10, 2008   (scroll down to see next 2 pages)

TRACS Industry Group Meeting
October 22-23, 2008
HUD Auditorium Suite C
451 7th Street S.W.
Washington DC 20410

Day 1	Wednesday	October 22, 2008
08:30 AM – 09:00 AM	Registration	
09:00 AM – 09:30 AM	Opening Remarks	Lanier Hylton
09:30 AM –10:30 AM	Low Income Housing Tax Credit	Michael Hollar Kurt Usowski
10:30 AM – 10:45 AM	Break	
10:45 AM – 11:45 AM	iMAX/202C Implementation & TRACS Maintenance Updates	Deatrie Perry Pat Machogu
11:45 AM – 12:30 PM	TRACS 202C Voucher & General Industry Transition Issues	Mary Ross Jed Graef
12:30 PM – 01:30 PM	Lunch iREMS Data Sharing Working Group Breakout Session (HUD RM-6255)	Naseem Saab Wesley McAfee
01:30 PM – 02:45 PM	TRACS 202C Certification	Mary Ross Jed Graef
02:45 PM – 03:00 PM	Break	
03:00 PM – 04:00 PM	HUD Policy Changes	Gail Williamson

Day 2	Thursday	October 23, 2008
09:00 AM – 09:30 AM	Recap Day 1 Session	Lanier Hylton
09:30 AM – 10:00 AM	iREMS – (integrated Real Estate Management System) Data Sharing	Naseem Saab Wesley McAfee
10:00 AM – 10:30 AM	EIV – Enterprise Income Verification	David Sandler Gail Williamson Ladonna Reed-Morton
10:30 AM – 10:45 AM	Break	
10:45 AM – 11:15 AM	APPS (Active Partners Performance System) 2530	William W. Hill
11:15 AM – 11:45 AM	Office of Housing Assistance Contract Administration Oversight Update	Deb Lear
11:45 AM – 12:00 PM	Closeout Activities	Lanier Hylton

Posted October 3, 2008

iMAX Performance

We are currently experiencing slow response time with iMAX web-browser and web services. The TRACS and HITS technical staffs are working diligently to identify and resolve the problem. We will keep you informed of the progress and thank you for your patience.

Posted September 30, 2008

TRACS Integrated Multifamily Access eXchange (iMAX) Implementation

iMAX became operational Monday, September 29, 2008. iMAX users will need a WASS ID and password as well as an IMAX ID and password (previously known as the TRACSMail User ID and Password). You can request an iMAX ID and Password by contacting the:

> Multifamily Housing Help Desk @ 1-800-767-7588; or
> E-Mail: TRACS@hud.gov

The Web Services URL for iMAX is **https://www21.hud.gov/IMAX-WS**

Things to Remember

- To test iMAX, use the iMAX vendor region web service link: https://www21.hud.gov/IMAX-WSPILOT/access
- To test MAT files, use the iMAX production web browser (available through WASS at https://www.hud.gov/HUD_Systems) or production web services (link: **https://www21.hud.gov/IMAX-WS** and **send files to TRACMTEST.**
- For production files, use the iMAX production web browser (available through WASS at https://www.hud.gov/HUD_Systems) or production web services (link: **https://www21.hud.gov/IMAX-WS** and **send files to TRACMPROD.**

Additional Things to Remember
- A valid WASS ID is required. If you do not currently have a WASS Multifamily (M) ID please use the following link to request one: https://hudapps.hud.gov/public/wass/public/independent/indreg_page.jsp
- If you currently have a WASS (M) ID and access to TRACS online queries you will automatically be assigned the iMAX role.
- Report all problems and/or questions related to iMAX testing to: MF_TRACS_TM_WRKGRP@hud.gov
- All new WASS Ids must be added to the LDAP directory for web services. This is handled by another department in HUD which can take up to 3 days to complete.

Performance Based Contract Administrators (PBCAs) and Traditional Contract Administrators (TCAs) must be prepared to use iMAX effective December 1, 2008.

The current TRACSMAIL system will remain up and running until 2/28/2009. TRACSMAIL will accept both 202B and 202C MAT files until 2/28/2009.

Please accept our sincere apology for the delay in disseminating this information.

TRACS Industry Meeting

The TRACS Industry Meeting will be held on Wednesday, October 22, 2008 and Thursday, October 23, 2008 at the Department of Housing and Urban Development (HUD) Auditorium on 451 Seventh Street SW, Washington, DC. All meeting attendees should enter the HUD building through the South Visitor's Entrance (near 7th and E Street SW).

To register, please go to the following link:
TRACS Registration:
https://216.151.253.69/TracsRegistration/survey/registration.asp
Registration needs to be completed by October 15, 2008.
(Not an active link you must cut and paste or type it into your browser's address bar).

Posted September 8, 2008

Help Desk Voice Mail is down

At the current time the voicemail for the Multifamily Housing Help Desk located the Washington Office Center is not working.

We can not retrieve any messages for technical assistance that may currently be awaiting retrieval. Users also can not leave a voicemail when calling the helpdesk 800 number.

A call has been placed with the telecom group and we are awaiting their response and repair of the problem. As soon as we know that the telephone system is back on-line and I will let you know.

<u>Software Vendor Testing</u>

From September 8th – 28th iMAX development team will be setting up the iMAX production environment. iMAX will be available to the user community on September 29, 2008.

The iMAX vendor region will continue to accept files through web services during the period of September 8th – 28th; however, the files will not be processed by TRACS batch cycle at this time.

Any MAT files for testing in TRACS batch cycle must be submitted via TRACSMAIL.

From September 29th:

- To test iMAX, use the iMAX vendor region web service link: https://www21.hud.gov/IMAX-WSPILOT/access.

- To test MAT files, use the iMAX production web browser (available through WASS at https://www.hud.gov/HUD_Systems) or production web services (link to be provided by 9/29/2008) and **send to TRACMTEST.**

- For production files, use the iMAX production web browser (available through WASS at https://www.hud.gov/HUD_Systems) or production web services (link to be provided by 9/29/2008) and **send to TRACMPROD.**

<u>Things to Remember</u>

- A valid WASS ID is required. If you do not currently have a WASS Multifamily (M) ID please use the following link to request one: https://hudapps.hud.gov/public/wass/public/independent/indreg_page.jsp

- If you currently have a WASS (M) ID and access to TRACS online queries you will automatically be assigned the iMAX role.

- Report all problems and/or questions related to iMAX testing to: MF_TRACS_TM_WRKGRP@hud.gov

- All new WASS Ids must be added to the LDAP directory for web services. This is handled by another department in HUD which can take up to 3 days to complete.

- The current TRACSMAIL system will remain up and running until 1/30/2009.

Posted August 21, 2008

iMAX Connection Errors

Thank you for your timely response re-testing iMAX. As a result of your testing, HUD discovered you may experience connection errors with the iMAX web services. The HUD infrastructure team is aware of the issue and is currently working to resolve this as quickly as possible. We will notify you when the issue has been resolved. This issue does not affect the iMAX web browser (via WASS) or TRACSMail submissions. Please direct your questions and/or concerns to TRACS_MF_TM_WRKGRP@Hud.gov.

Posted August 19, 2008

The second and final round for software vendor testing of iMAX commences tomorrow 8/20/2008. The new URL for web services is https://www21.hud.gov/IMAX-WSPILOT/access. For the web browser users must go through WASS. Any files sent through iMAX from 8/20/2008 through 9/5/2008 will be sent to and processed by TRACS. TRACS will run a batch cycle daily no later than 4pm. Any files sent/received during the previous iMAX test cycle are not available in the new iMAX environment. However, the data from those files previously submitted to and processed in TRACS is still in the TRACS vendor region.

We strongly encourage all software vendors to participate in this round of testing to ensure there are no negative impacts to your software based on the setup and configuration of the new and final iMAX test and production environments.

The new production date for iMAX is 9/26/2008. iMAX test environment will remain open after the implementation of iMAX.

Please direct any questions or concerns to TRACS_MF_TM_WRKGRP@Hud.gov.

The implementation of the Integrated Multifamily Access eXchange was pushed back due to circumstances beyond our control. The new date for implementation is 9/26/2008. The iMAX test region will be available for vendor testing from 8/20/2008 through 9/5/2008. We strongly encourage all software vendors to test their software during this timeframe to ensure your software communicates and function with iMAX final setup and configuration prior to implementation. We anticipate a change in the web services URL. This change along with any additional information will be provided no later than COB 8/18/2008.

Please direct all questions to MF_TRACS_TM_WRKGRP@Hud.gov

TRACS INDUSTRY MEETING NEWS

The TRACS Industry Meeting will be held on Wednesday, October 22, 2008 and Thursday, October 23, 2008 at the Department of Housing and Urban Development (HUD) Auditorium on 451 Seventh Street SW, Washington, DC.   All meeting attendees should enter the HUD building through the South Visitor's Entrance (near 7th and E Street SW). Information regarding Industry Meeting registration and a final agenda will be posted at a later date.

Meeting Times

Wednesday October 22, 2008
9:00 AM   Opening Remarks
4:00 PM   Conclude Day 1

Thursday October 23, 2008
9:00 AM   Opening
12:00 Noon   Conclude Day 2

Tentative Meeting Agenda Items

- TRACS 202C and iMAX
- HUD Policy Changes
- Funding Issues
- Electronic Signature
- iREMS Data Sharing and Auto Operation Cost Adjustment Factor (OCAF)
- Error Tracking Log
- EIV
- WASS
- APPS 2530

Posted July 10, 2008

TRACS Release 2.0.2.C Update (Correction)

The updates described below have been made and the updated documents posted to the TRACS Documents page:

- **Attachment 2_MAT_Chap05_2O2C**
  Modified the description of the MAT10, Section 3, MAT field 24, "Race – Declined to Report" to define the letter designations to be used in the Race fields on the **50059**.

ATTENTION: ENTERPRISE INCOME VERIFICATION (EIV) SYSTEM WEBCAST

SCHEDULED FOR JULY 8-9, 2008 IS CANCELLED

The webcast scheduled for July 8-9, 2009, is cancelled. We apologize for any inconvenience this has caused and will send out another listserv message as soon as the webcast is rescheduled.

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TRACS Release 2.0.2.C Update

The updates described below have been made and the updated documents posted to the TRACS Documents page:

- **Attachment 2_MAT_Chap05_2O2C**
Modified the description of the MAT10, Section 3, MAT field 24, "Race – Declined to Report" to define the letter designations to be used in the Race fields on the **50059**.

- **Calculating Tenant Rent -TRACS 2O2C**
Updated the spreadsheet to resolve and issue concerning Section 236 rent calculations and utility allowances.

Vendor Testing

Please be advised that the Vendor region has now been made available. All database enhancements have been installed to facilitate 202C specifications, as well as all tenant data has been cleared in preparation for new 202C testing. You may begin submitting 202C data to the Vendor region via TRACSMail (TRACMTEST) or iMAX, and you may also continue submitting 202B data however it will be converted to 202C format as previously stated. If you experience any problems, or have any questions, please contact the TRACS Hotline at (800) 767-7588.

Posted June 27, 2008

Software Vendors and In-house Developers Joint 202C Testing

HUD TRACS is facilitating 202C Testing amongst Software Vendors and In-House Developers. Site Vendors or Owner/Agent (OA) In-house Developers that would like to test their 202C Software with Contract Administrator (CA) Vendors or In-house CA Developers 202C Software should email the information below to MF_TRACS_Working_Group@hud.gov using the subject "Site Vendor 202C Testing". You will receive information relative to CA Vendors and In-house CA Developers participating in 202C testing that you may contact to initiate the process.

For Site Vendor/In-House OA Developer provide the following information in an email message:

> Contact Name, Email Address, Telephone Number, Company/Product Name(s) and Software Version

CA Vendors or In-house CA Developers that would like their 202C Software tested by Site Vendors or In-house OA Developers should email the information below to MF_TRACS_Working_Group@hud.gov using the subject "CA Vendor 202C Testing". Your information will be shared with Site Vendors and In-house OA Developers that will contact you to initiate the process.

For CA Vendor/In-house CA Developer provide the following information in an email message:

> Contact Name, Email Address, Telephone Number, Company/Product Name(s), Software Version, *plus*
>
> *Transmission Option(s) (i.e. TRACSMAIL/iMAX/eMail)*
> *and Available 202C Testing Dates (Ex. 9/1/08 through 9/26/08)*

Posted June 26, 2008

TRACS 202C VENDOR TESTING ***CORRECTION****

The TRACS processing address listed in #5 of the June 24, 2008 posting for "TRACS 202C VENDOR TESTING" is incorrect. The correct address is TRACMTEST@tracsmail.hud.gov.

We apologize for any inconvenience that this may have caused.

TRACS 202C VENDOR TESTING

Software Vendor Testing for TRACS Release 202C begins July 1, 2008 through July 31, 2008. The TRACS Vendor Test Region will be unavailable for Vendor testing from June 26, 2008 through June 30, 2008 to allow for 202C installs.

See the information below regarding 202C Testing Requirements:

1. Each Vendor or In-House Developer must have a Telecom Address and password. If using iMAX, a WASS ID and password is also needed.

2. If you are a site vendor, use contract numbers and project numbers associated with HUD administered properties. You can obtain the numbers from your Owner/Agent client. The contract numbers and project numbers will be loaded in the TRACS Vendor Test Region. Using HUD administered numbers eliminates the CA-ID requirement on TRACS submissions.

3. If you are a Contract Administrator (CA) Vendor, use contract numbers and project numbers that your CA client manages on behalf of HUD. You can obtain the numbers from your CA client. The contract numbers and project numbers will be loaded in the TRACS Vendor Test Region.

4. Use TRACSMAIL or iMAX for transmissions.

5. Send all 202C test submissions for TRACS processing to TRACSMTEST@tracsmail.hud.gov

6. TRACS MAT and batch cycles will be run at least once a day depending on the volume of data.

7. Report all problems with 202C TRACS Testing to MF_TRACS_Working_Group@HUD.gov using the subject "202C TRACS Testing".

Posted June 18, 2008

TRACS Release 2.0.2.C Update

The updates described below have been made and the updated documents posted to the TRACS Documents page:

- **Attachment 2_MAT_Chap05_2O2C**
  Modified the description of "DS = Double Subsidy" in the MAT65 Termination Record to allow the TM-DS to follow either an IC (market rent tenant moved to subsidy with an IC prior to MO from old property) or a MI.

- **TRACS 2O2C Discrepancies and Fatal Errors**
  Updated the "Recommended Solution" statement for fatal error F0242 to reference the date the tenant began receiving subsidy with an IC prior to the move-out from the old property.

- **SpecialClaimsRounding-TRACS 2O2C**
  Updated 52671-A and 52671-C to resolve issues.

Posted June 16, 2008

MF Helpdesk Phone Operational

The MF Helpdesk Phone is now operational. Please resume using the MF Helpdesk phone number 800-767-7588 for assistance with MF systems.

Posted June 13, 2008

MF Housing System Help Desk Phone Outage

We are currently having telephone problems at the Washington Office Center building.

Although the MF Housing System Help Desk staff can make outside telephone calls, Help Desk staff cannot receive any calls either directly or thru our 800-767-7588.

Help Desk staff have contacted the telecom group and they are currently looking into the problem.

We will post an announcement when the problem is resolved.

Welcome to Software Vendor Testing

Software Vendor testing for iMAX begins June 9, 2008 through June 30, 2008. During this period software vendors will use the current MAT 2.0.2.B format for testing with iMAX.

Beginning July 1, 2008 through July 31, 2008 Software Vendor testing for 2.0.2.C will begin. Additional information on 2.0.2.C testing is forthcoming.

Things to Know

- A valid WASS ID is required. If you do not currently have a WASS Independent (I) or Multifamily (M) ID please request an (I) ID via the following link: https://hudapps.hud.gov/public/wass/public/independent/indreg_page.jsp

- If you currently have a WASS (M) ID and access to TRACS online queries you will automatically be assigned the iMAX role.

- If you have received your WASS (I) and requested the assignment of the iMAX role your role will be assigned by 9am on Monday June 9th.

- iMAX link for web services: https://www11.hud.gov/IMAX-WS/access

- iMAX Web Browser access is through WASS: https://hudapps.hud.gov/HUD_Systems

- Send all data submission for TRACS processing to destination: TRACMTEST@Tracsmail.hud.gov

- Report all problems related to iMAX during Software Vendor testing to: MF_TM_WRKGRP@hud.gov

- If you are not ready to begin software vendor testing but still need to pre-test your software without a WASS ID iMAX web service development environment is available via the link below. Please note that files uploaded through the development link will not be available/viewable through the Vendor Testing link. TRACS responses will be available through both links: https://www11.hud.gov/IMAX-WS-T/access

- For iMAX Vendor Testing, TRACS MAT and batch cycles will be run at least once a day depending on the volume of data. More or less frequent cycles can be requested.

NOTE: If you requested a new WASS ID within the last week or two and are using iMAX Web Services you may experience an authentication failure. All WASS Ids must be loaded into the LDAP database. We are working to ensure all Ids are loaded within the next day or two. We apologize for any inconvenience and thank you in advance for your patience.

Posted June 4, 2008

TRACS INDUSTRY MEETING NEWS

The TRACS Industry Meeting will be held on Wednesday, October 22, 2008 and Thursday, October 23, 2008 at the HUD Auditorium on 451 7th Street, SW Washington, DC 20410. Information on the Industry Meeting registration and agenda will be posted at a later date.

Posted June 2, 2008

TRACS Tenant/Voucher Query Enhancement

On June 27, 2008, in an effort to comply with the Office of Inspector General in protecting the privacy of each individual, TRACS will implement an enhanced version of Tenant and Voucher queries. Social security number (SSN), taxpayer identification number (TIN), and date of birth (DOB), currently displayed in full format on both the web query page and the download file, will now be partially blocked from view through use of the display format below:

```
SSN – XXXXXNNNN
TIN – XXXXXNNNN
DOB – XX/XX/NNNN
```

Queries and associated downloads affected by the enhancement include:
- Assistance Payment Query
- Certification Query
- Certification with Discrepancies Query
- Late Recertification Query
- Move-In/Move-Out Query
- Multiple Occupancy Query
- Project Evaluation Query
- Tenant Unit Address Query
- Verification Query
- Voucher Detail/ Summary Reports

Questions concerning the enhancement may be directed to the TRACS Helpdesk at 1-800-767-7588.

Posted May 30, 2008

Industry iMAX/2O2C Implementation

Assumption:

The Office of Management and Budget (OMB) approves the TRACS 202C versions of the HUD-50059, HUD-50059-A, HUD-52670-A Part 1, Part 3, Part 4 and Part 5 on or about July 1, 2008.

Implementation Schedule:

The Site Software Vendors, Contract Administrator (CA) Software Vendors and In-house Software Developers schedule for the Integrated Multifamily Access Exchange (iMAX) and TRACS 202C implementation is listed below:

Software Development	TRACSMAIL/iMAX TRACS 2O2B/2O2C Transition
07/01/2008 – 10/10/2008	10/13/2008 – 01/31/2009

TRACS 2O2B/2O2C Concurrent Processing Requirements:

Performance Based Contract Administrators (PBCAs) and Traditional Contract Administrators (TCAs) must be ready to accept both TRACS 202B and 202C Monthly Activity Transmissions (MAT) through TRACSMAIL and iMAX commencing October 13, 2008.

PBCAs, TCAs and TRACS will discontinue accepting TRACS 202B and TRACSMAIL after January 31, 2009.

Questions concerning this announcement can be sent to mf_TRACS_working_group@hud.gov.

Posted May 23, 2008

SOFTWARE VENDOR TESTING for iMAX IS ON THE HORIZON

Requirements for vendor testing:

Software Vendor testing for TRACS iMAX will begin June 9, 2008. Vendors are required to have a valid WASS ID to participate in vendor testing.

All software vendors are required to apply for an Independent (I) WASS ID.

To apply for an (I) WASS ID please click on the following link:

http://www.hud.gov/offices/reac/online/online_registration.cfm
Select "Independent User" link for Independent user ids.

Your ID will be sent to you via email. Please be sure your email address is correct on the registration form. Once you have obtained your WASS ID please send an email to MF_TRACS_TM_WRKGRP@Hud.gov requesting the assignment of the iMAX role to your WASS ID. Please provide your name, company name, phone number and WASS ID.

From June 9, 2008 through June 30, 2008 vendors will be able to test iMAX with 2.0.2.B.
NOTE: Testing with 2.0.2.B will not be available for vendors after June 30th.

From July 1, 2008 through July 31, 2008 vendors will be able to test iMAX with 2.0.2.C.

The link to test web services in the vendor environment will be provided at a later date prior to June 9th, 2008.

The link to test web browser in the vendor environment is:
https://hudapps.hud.gov/HUD_Systems

The iMAX development environment will remain available for software vendors who are not ready or would like to continue software testing after July 31st. The iMAX team will provide a test WASS Id for the development environment.

Reporting iMAX Problems/Issues:

During vendor testing please direct all issues, problems and/or questions to MF_TRACS_TM_WRKGRP@Hud.gov. We will respond to all emails in a timely manner. There will be no direct contact to the iMAX development team during software vendor testing.

Posted May 20, 2008

TRACS Release 2.0.2.C Updates

The following new and/or updated documents have been posted to the TRACS Documents page:

- **Appendix 10. Regular Assistance Payments**
  (Revised instructions for the HUD-52670-A Part 1)

- **Appendix 10a. Adjustments**
  (Revised instructions for the HUD-52670-A Part 3)

- **Attachment 1_MAT_Chap04_202C**
  (Added paragraph – Printing Vendor Information on HUD Forms)
  (Updated paragraph – Submitting Data for Market Rent Tenants)

- **Attachment 4_MAT_App_H_202C**
  (Updates on adjustments, etc)

- **H59202C-Rev5**
  (50059 Certification form – Cleared Policy and sent to OMB)

- **H59A202C-Rev7**
  (50059- A – Cleared Policy and sent to OMB)

- **TRACS 202C Discrepancies and Fatal Errors**
  (New and updated discrepancy/fatal error messages)

Posted May 9, 2008

Attention TRACS 202C/iMAX Software Vendors and In-house Developers

A conference call is scheduled for May 15, 2008 at 2:30 PM eastern to discuss the status of iMAX, Certification Forms and Voucher Forms relative to TRACS Release 202C. See call-in information and agenda below:

Call-in Information

Chairperson/Leader Name: Lanier Hylton
Conference Topic: iMAX, 202C Certification and Voucher Forms
Conference ID: 47263961
Dial-in #: (866) 367-9821

Agenda

Background

iMAX

Certifications Forms (HUD-50059/50059-A)

Voucher Forms (HUD-52670-A part 1/part 3/part 4/part 5)

Options

Posted April 17, 2008

<div align="center">

IMPORTANT REMINDER
ECONOMIC STIMULUS PAYMENTS (TAX REBATES) EXCLUDED FROM INCOME

</div>

The Economic Stimulus payments (tax rebates) received by applicants applying for assisted housing and by tenants participating in HUD's rental assistance programs are excluded from income for the purposes of determining eligibility and rent. The Economic Stimulus Act of 2008 requires this exclusion and the payments are an income exclusion under 24 CFR 5.609(c)(17) of HUD's regulations.

<div align="center">

TREATMENT OF MEDICARE PREMIUM

</div>

When an applicant's/tenant's Medicare premium is paid by the State or some other entity, the Medicare premium is not included in annual income nor is it included as a medical expense. The Medicare premium is excluded income under 24 CFR 5.609(c)(4) of HUD's regulations. This is a change to guidance issued during the EIV training session in June 2007. Owners/agents who have processed certifications/re-certifications for elderly or disabled tenants that include the Medicare premium as income should process corrections to the certifications/re-certifications.

Posted April 4, 2008

Multifamily Housing Seeks Participants
For iREMS Data Sharing Working Group

Multifamily Housing (MFH) is establishing a working group to map out future requirements for sharing data files between the PBCA organizations and HUD's Integrated Real Estate Management System (iREMS). We are soliciting representatives from our Business Partner community to participate in the iREMS Data Sharing Working Group. Representatives will be expected to participate in conference calls, industry meetings, discussion forums and email correspondence.

The Director of the Office of Program Systems Management will select a participant to chair/lead the working group.   The Working Group Chair from Multifamily Housing Field Staff will be paired with an individual from the Business Partners for communication and logistic purposes.

Our vision is to expand on the current capability of allowing PBCA users to download data files created using the extended markup language (XML). Currently, we create an XML file with some basic property information and make this single file available for download. MFH could expand this file or create additional files to share additional business data on the contracts administered by the PBCA organization.

Additionally, MFH will expand this concept further by providing an XML template allowing organizations to create data files (via automation) and upload them into the iREMS database. This process would provide feedback to the PBCA organizations to report success or failures in the data updates.

Please go to the following link to register for the working group (under item number 7 only check iREMS Data Sharing):

http://www.surveymonkey.com/s.asp?u=159873210862

Questions concerning this announcement may be sent to:
MF.IREMS.WORKING.GROUP@HUD.GOV

Posted April 3, 2008

TRACSMAIL IS DOWN:

It has come to our attention that TRACSMail is down. Currently, HUD technical staff is working with VeriCenter/Sprint to resolve the issue as soon a possible. Further postings will be prepared as updates become available.

Posted March 31, 2008

TRACSMAIL IS NOW UP AND RUNNING:

The issue with TRACSMail has been resolved. Data files have been received, so if you are experiencing any further problems, please contact the Helpdesk immediately.

Posted March 31, 2008

TRACSMAIL IS DOWN:

It has come to our attention that TRACSMail is down. Currently, HUD technical staff is working with VeriCenter/Sprint to resolve the issue as soon a possible. Further postings will be prepared as updates become available.

Posted March 31, 2008

TRACS Release 2.0.2.C Update

TRACS 2O2C Industry Specification:
The description of field 10, Special Status Codes J, K, and C has been updated to more explicitly conform to the descriptions stated in Chapter 5 of the 202C MAT Guide.

Specifically, the special status code J <u>must</u> be paired with a K. Special status code C may or may not be paired with a K.

Posted March 21, 2008

Error Tracking Log & TRACS Industry Meeting Presentations

Presentations from the March 12-13, 2008 Error Tracking Log and TRACS Industry Meeting are available for on line viewing at the TRACS Industry Meetings link (http://www.hud.gov/offices/hsg/mfh/trx/trxmeet.cfm).

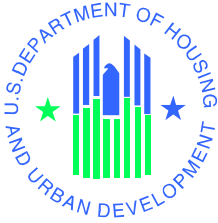**TRACS Release 2.0.2.C Update**

The Special Claims for Regular Vacancies spreadsheet has been updated. An anomaly in the formula that allowed a number to become negative has now been corrected to allow zero (0) as the minimum number.

Posted February 29, 2008   (scroll down to see next 2 pages)

Error Tracking Log & TRACS Industry Group Meeting
March 12-13, 2008
GSA Auditorium
301 7th Street S.W.
Washington DC 20407

Day 1 – March 12, 2008	Error Tracking Log/iREMS Meeting	
08:00 AM – 08:30 AM	Registration	
08:30 AM – 09:00 AM	Opening Remarks	John Garvin Lanier Hylton
09:00 AM – 09:30 AM	Error Tracking Log (ETL) Initiative & OMB Reporting of MOR Results	John Curry
09:30 AM – 09:45 AM	Open Discussion/O&A	
09:45 AM – 10:00 AM	Break	
10:00 AM – 11:00 AM	Updates to Rent and Income Determination Quality Control Monitoring Guide	Drayton, Drayton & Lamar (DDL)
11:00 AM – 11:30 AM	Open Discussion/O&A	
11:30 AM – 12:30 PM	Lunch	
12:30 PM – 01:30 PM	The ETL "To Be" Model Overview/Next Steps	DDL
01:30 PM. – 02:00 PM	Open Discussion/Q&A	
02:00 PM – 02:15 PM	Break	
02:15 PM – 03:00 PM	iREMS (integrated Real Estate Management System)	Zuleka Abdul
03:00 PM – 03:30 PM	New PBCA Working Group (establish iREMS data updates)	Lanier Hylton Wes McAfee
03:30 PM – 04:00 PM	Open Discussion/Q&A	

Error Tracking Log & TRACS Industry Group Meeting
March 12-13, 2008
GSA Auditorium
301 7th Street S.W.
Washington DC 20407

Day 2 - March 13, 2008	TRACS Industry Group Meeting	
08:00 AM – 08:30 AM	Registration	
08:30 AM – 09:45 AM	iMAX - integrated Multifamily Access eXchange (TRACSMAIL Replacement), TRACS 202C/iMAX Implementation	Deatrie Perry Yasmin Rashid
09:45 AM.- 10:00 AM	Break	
10:00 AM – 11:00 AM	TRACS 202C Revised 50059 and 52670	Jenny Dyer
11:00 AM – 12:00 PM	Status of Funding Subsidy Contracts	Eileen Walker
12:00 PM – 01:30 PM	Lunch	
01:30 PM – 02:30 PM	EIV – Enterprise Income Verification	David Sandler Gail Williamson
02:30 PM – 02:45 PM	Break	
02:45 PM – 03:30 PM	Section 8 Portfolio Review	DDL
03:30 PM – 04:00 PM	Closeout Activities	Lanier Hylton

Posted February 22, 2008

TRACS Release 2.0.2.C Updates

The updates described below have been made to the following documents:

- **Attachment2_MAT_Chap05_2O2C**
  Ethnicity (field # 17) has been corrected to begin in position <u>99</u> of the MAT10, Section 3, Family Record. Subsequent Race fields (18 – 24) have been moved one (1) position to the right to accommodate the change.

- **TRACS 2O2C Discrepancies and Fatal Errors**
  Existing discrepancies CE076, CE089, and CE223 have been updated to include the new code(s) associated with each discrepancy.

Posted February 14, 2008

Congress and HUD Act to Address Subsidy Funding Needs

Congress has completed its appropriations action for FY 2008, and HUD now has enough money available to cover all anticipated payment needs for its Project-Based rental subsidy programs through the end of FY 2008. Now that we have our full appropriations, we are dealing with the most immediate renewal and amendment needs on hand, and expect to have the backlog of unpaid vouchers funded by the end of next week. We will then address future renewal and amendment needs expected during the balance of FY 2008.   We apologize for the inconvenience caused by any missed payments and are committed to minimizing the volume of such problems is the future.

Posted February 12, 2008

TRACS Release 2.0.2.C Industry Specification Updates

Updates to the following 202C documents have been posted to the TRACS Documents page:

- Attachment1_MAT_Chap04_202C

- Attachment2_MAT_Chap05_202C

- Attachment3_MAT_Chap06_202C

- Attachment4_MAT_App_H_202C

- SpecialClaimsRounding-TRACS 202C

- TRACS 202C Industry Specification

- TRACS 202C Discrepancies and Fatal Errors

Posted February 4, 2008

ERROR TRACKING LOG AND
TRACS INDUSTRY MEETING NEWS

The Error Tracking Log and TRACS Industry Meeting will be held on Wednesday, March 12, 2008 and Thursday, March 13, 2008 at the GSA Auditorium on 301 7th Street, SW Washington, DC 20407. March 12, 2008 will focus primarily on the Error Tracking Log. March 13, 2008 will focus on the TRACS Industry Meeting. Information regarding a final agenda will be posted at a later date.

Meeting Times

Wednesday, March 12, 2008, Error Tracking Log (ETL)
      8:00 AM Eastern Registration
      4:00 PM Eastern Conclude Day 1

Thursday, March 13, 2008, TRACS Industry Meeting
      8:00 AM Eastern Registration
      4:00 PM Eastern Conclude Day 2

Tentative Meeting Agenda Items

      ETL Initiative
ETL "To-Be" Model Overview
ETL "To-Be" Model Next Steps
Updated Rent and Income Determination Quality Control Monitoring Guide
OMB Reporting on Management Occupancy Review (MOR) Results
iREMS (new Integrated Real Estate Management System)
Form New PBCA Working Group (determine iREMS data transfer requirements)
iMAX (new Integrated Multifamily Access eXchange, TRACSMail Replacement)
202C/iMAX Implementation
EIV (Enterprise Income Verification)
Revised HUD 50059 and HUD 52670
Status of Funding Subsidy Contracts

To register, please go to the following link:
TRACS Registration:
https://216.151.253.69/TracsRegistration/survey/registration.asp
Registration needs to be completed by February 25, 2008.
(Not an active link you must cut and paste or type it into your browser's address bar.)

See table below for List of Hotels:

Name of Hotel	Rate	Distance From HUD Offices
Embassy Suites Washington D.C. - Convention Center	339.00	1.52 miles
900 10th Street, NW		
Washington, District of Columbia 20001		

1-202-739-2001		
Sheraton Crystal City		
1800 Jefferson Davis Highway	314.00	2.95 miles
Arlington, Virginia 22202		
Phone (703) 486-1111 · Fax (703) 769-3970		
Holiday Inn WASHINGTON-ON THE HILL	399.00	.76 miles
415 NEW JERSEY AVE., NW		
WASHINGTON, DC 20001		
UNITED STATES		
Holiday Inn WASHINGTON-CENTRAL/WHITE HOUSE	220.99	1.72 miles
1501 RHODE ISLAND AVE NW		
WASHINGTON, DC 20005		
UNITED STATES		
Raddisson Crystal City	202.00	1.5 blocks from the metro
Radisson Hotel Reagan National Airport		2.95 miles from HUD
2020 JEFFERSON DAVIS HIGHWAY		
ARLINGTON, VA 22202		
703-920-8600		
Sheraton National Hotel	205.00	4 miles from HUD
900 South Orme Street · Arlington, Virginia 22204		close to metro
Phone (703) 521-1900 · Fax (703) 271-6626		
State Plaza Hotel	219.00	1.58 miles to HUD
2117 E Street, N.W.	Washington D.C. 20037		3 blocks from metro
202-861-8200	800-424-2859		
Virginia Suites	215.00	2.79 miles to HUD
1500 Arlington Boulevard	201 govt rate	7 minute walk to metro
Arlington, VA 22209		
866-371-1446		
Hampton Inn Washington	249.00	1.17 miles to HUD
901 6th Street, NW		
Washington, District of Columbia, USA, 20001		
1-202-842-2500		
Sheraton Suites - Alexandria	249.00	5.06 miles to HUD
801 North Saint Asaph Street · Alexandria, Virginia 22314		

Phone: (703) 836-4700 ·		
Georgetown Suites	255.00	2.44 miles to HUD
1000 29th Street		
Georgetown Suites Harbour	255.00	2.33 miles to HUD
1111 30th Street		
Washington, DC 20007		
800-348-7203		
Arlington Residence Court	283.00	3.33 miles to HUD
1200 N. Courthouse Rd. , Arlington, VA, US, 22201	329.00	2 blocks from metro
| Phone: (703) 524-4000 Fax: (703) 522-6814		
St. Gregory Hotel and Suites	289.00	3 miles from HUD
2033 M Street, NW, Washington, DC 20036-3305 ·		
(202) 530-3600 Phone ▪ (800) 829-5034 Reservations ▪ (202) 466-6770 Fax		
Doubletree Washington DC	297.00	1.78 miles from HUD
1515 Rhode Island Avenue NW, Washington, District of Columbia 20005	329.00	
Tel: 1-202-232-7000 Fax: 1-202-521-7103		
Savoy Suites	306.00	5 miles from HUD
2505 Wisconsin Avenue	259.00	
Washington, DC 20007		
202-905-0019		
Residence Inn by Marriott - Rosslyn	309.00	5 miles from HUD
1651 North Oak Street		2 blocks from metro
Arlington, Virginia 22209 USA		
Phone: 1-703-812-8400		
Fax: 1-703-812-8516		

Posted January 28, 2008

TRACS Release 2.0.2.C Industry Specification Notice

The mf_tracs_working_group@hud.gov email address may have been inoperative for external partners during the January 4th – January 18th 2008 Industry Specification and supporting documents review period. Comments sent to the above address during the review period were not received by the TRACS Team. Your comments are valuable to us. Therefore, we are extending the review period through February 1st 2008. Please send your comments to the above address. We apologize for any inconvenience that this may have caused.

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TRACSMail Replacement

The TRACSMail system replacement, Integrated Multifamily Access eXchange (iMAX), is currently being developed. The new system will be web based and will be accessed through the Web Access Secure Systems (WASS) portal at HUD. All iMAX users will require a WASS ID and password. WASS Registration information is available online at http://www.hud.gov/offices/reac/online/online_registration.cfm. In addition to the WASS ID and password, iMAX users will also require their current TRACSMail ID and password.

iMAX will be available for Vendor Testing with 202B format Monthly Activity Transmission (MAT) files from 6/9/2008 to 6/29/2008. Starting 6/30/2008, iMAX will be available for Vendor Testing with 202C format MAT files, as noted in the announcement on 1/07/2008. iMAX will be put into production on 8/8/2008 and run parallel with TRACSMail until 11/21/2008. During this time, both TRACSMail and iMAX will be available for use. After 11/21/2008, TRACSMail will be discontinued and all submissions to TRACS must be made through the iMAX system.

The iMAX Industry Specifications for software vendors are now available under the documents link. These specifications allow for software modifications to vendor software to interface with iMAX. For more information about your software changes, please contact your software vendor. More information regarding iMAX, including a User's Guide, will be made available in the coming months.

Posted January 7, 2007

TRACS Release 2.0.2.C Industry Specification Update

The updated TRACS 2.0.2.C Industry Specification and supporting documents are now posted to the TRACS Documents page. The documents, contained within a zip file, include a ReadMeFirst file that lists all associated files and an explanation of each.   Included for your review and comments are four forms proposed for use in reporting HAP voucher adjustments, claims and requests. During the two week review period, January 4th – January 18th, 2008, please email comments concerning the proposed forms or other documents to: mf_tracs_working_group@hud.gov using the subject "202C Zip File Responses".

Implementation/Transition:

TRACS 2.0.2.C will be implemented into production on August 8, 2008. During the three month transition period, August 8th - November 21st, 2008, the Industry may submit both 2.0.2.B and 2.0.2.C formats to TRACS for processing. Beginning November 22nd, 2008, 2.0.2.B/TRACSMAIL will be de-implemented and only 2.0.2.C/iMAX submissions will be accepted by TRACS.

Vendor Region:

Beginning June 30 through July 22, 2008, the Vendor region will be open for 2.0.2.C processing in preparation for the upcoming production release.

MAT Voucher System Formats:

Voucher functionality for TRACS 2.0.2.C will not require modifications to the Voucher process. However, in order to maintain consistency between the Tenant and Voucher release versions, TRACS will update the release version of the MAT Voucher System Formats to 2.0.2.C.

Posted December 19, 2007

Office Closings

The President has issued an Executive Order stating that all government offices will be closed on December 24, 2007 in observance of the Christmas Holiday. The TRACS system, however, will still be available although batch processing will begin five(5) hours earlier than the usual time. Please send any Monthly Activity Transmission (MAT) records five(5) hours earlier than normal on the 24th in order to ensure processing that day. Also in accordance with this order, the Multifamily Helpdesk will be closed on December 24 & December 25, 2007 and will reopen on December 26, 2007 at 9:00 am. During their absence you may leave a voicemail message or send an email so that they can respond to your issue upon return.

Happy Holidays!

Posted December 17, 2007

Discontinuing SSA Data Matching through TRACS

!!!!! FINAL NOTIFICATION !!!!! The SSA Data Matching process through the TRACS system will be discontinued in less than 10 business days. The process will be shut down December 31st, 2007. After that date, income verification will ONLY be available through the EIV system. If you have not done so already, you must obtain access to EIV immediately and become familiar with the system's functionality.   Contact your Helpdesk personnel immediately for assistance at (800) 767-7588 if you have not yet begun using the EIV system.

Posted December 10, 2007

Discontinuing SSA Data Matching through TRACS

!!!!! ATTENTION !!!!! The SSA Data Matching process through the TRACS system will be discontinued in less than 20 days. The process will be shut down at the end of December 2007 and after that date, income verification will ONLY be available through the EIV system. If you have not done so already, obtain an EIV user-id immediately and become familiar with the system's functionality.   Contact your Helpdesk personnel immediately for assistance at (800) 767-7588 if you have not yet begun using the EIV system.

Posted December 4, 2007

Discontinuing SSA Data Matching through TRACS

!!!!! ATTENTION !!!!! The SSA Data Matching process through the TRACS system will be discontinued in less than 30 days. The process will be shut down at the end of December 2007 and after that date, income verification will ONLY be available through the EIV system. You must obtain EIV access immediately and become familiar with its functionality.   Contact your Helpdesk personnel immediately for assistance at (800) 767-7588 if you have not yet begun using the EIV system.

Posted November 9, 2007

Continuing Resolution

Under the current Continuing Resolution, the Department of Housing and Urban Development (HUD) received funding for Section 8 Project-based Housing Assistance Payment (HAP) contracts. The Department's first priority is to fund renewal contracts that have not received payments under an active HAP contract. As an equal priority, HUD is expeditiously funding contracts with annual renewal dates in the first quarter, and owners will begin renewing October, November, and December 2007 HAP contracts within the next two weeks.

HUD anticipates funding for all First Quarter Fiscal Year 2008 renewal contracts will be in place no later than November 14, 2007.   Additionally, HAP contracts that need additional funds for an increment (in order to pay currently suspended vouchers) will be funded no later than November 14, 2007.

Please Note: The December 2007 renewal contracts may experience delayed payments because the renewal process is not completed. Timely payment of suspended vouchers for renewal contracts is contingent upon the owner's timely execution of the HAP contract document.   With the holidays upon us, please ensure someone on your staff is available with appropriate authority to execute these renewals.

Thanks to all for your assistance.

Posted November 5, 2007

TRACS SSA Data Matching is switching to EIV system

The SSA Data Matching process through the TRACS system will be discontinued at the end of calendar year 2007. After that date, income verification will ONLY be available through the EIV system. You must obtain EIV access as soon as possible to become familiar with its functionality. If you are experiencing any difficulties with the EIV system or need to obtain access to EIV, please contact your Helpdesk personnel for assistance at (800) 767-7588.

Posted November 2, 2007

TRACS 202C Draft Industry Specification

A zip file containing TRACS 202C Industry Specification draft documents has been posted to the TRACS Document Page. A ReadThisFirst file is included that list all of the files and indicates what they are. Comments concerning the draft documents should be emailed to mf_tracs_working_group@hud.gov no later than November 16, 2007 using the subject "202C Industry Spec Comments".

TRACS Industry Group Meeting
GSA Auditorium
7th and D Street
Washington, DC 20407

Day 1 – Wednesday, October 31, 2007

8:30 AM -- 9:00 AM	Registration	
9:00 AM -- 9:30 AM	Opening Remarks	Lanier M. Hylton,
9:30 AM -- 10:45 AM	TRACSMAIL Replacement Integrated Multifamily Access eXchange (iMAX)	Lanier Hylton
10:45 AM – 11:00 AM	Break	
11:00 AM – 12:00 AM	TRACS 202C Changes	Jed Graef
12:00 PM -- 1:30 PM	Lunch	
1:30 PM -- 2:30 PM	Error Tracking Log Initiative	John Curry
2:30 PM -- 3:30 PM	Section 8 Portfolio Review	Drayton, Drayton, and Lamar (Susan Kidd and staff).
3:30 PM -- 3:45 PM	Break	
3:45 PM -- 4:15 PM	Enterprise Income Verification	Joint Panel of HUD Staff David Sandler Gail Williamson Khevin Johnson
4:15 PM -- 5:00 PM	Chg 2 to Handbook 4350.3 Rev 1	Gail Williamson

Day 2 – Thursday, November 1, 2007

9:00 AM -- 10:00 AM   REMS to iREMS   Steve Martin
                                        Provide Status of the Initiative

10:00 AM -- 11:15 AM Funding Issues/   Eileen Walker
                              Contract Re-Engineering

11:15 PM -- 11:30 PM   Break

11:30 PM -- 12:30 PM   WASS Enhancements   Dallas Blair

12:30 PM -- 1:00 PM   Close-Out Activities   Lanier M. Hylton

Posted October 18, 2007

Attention Enterprise Income Verification (EIV) System Coordinators

- The first annual re-certification of an EIV Coordinator's contract(s) and/or property(ies) within EIV is due by **October 31, 2007**.

- EIV Coordinators must complete an updated Coordinator Access Authorization Form (CAAF) requesting re-certification of their contract(s) and/or property(ies) and submit it to HUD's Multifamily Help Desk according to the following schedule which is based upon when they submitted their initial CAAF for access to EIV.

  o If the initial CAAF was sent between **July 21, 2006** and **November 30, 2006**, the re-certification CAAF request must be sent **before October 31, 2007** to avoid a possible interruption in service after this date.
  o If the initial CAAF was sent between **December 1, 2006** and **December 31, 2006**, the re-certification CAAF request must be sent between **November 16, 2007** and **December 14, 2007** to avoid a possible interruption in service after December 31, 2007.

- If you are an EIV Coordinator and **are not due for recertification between these dates, please do not submit your CAAF re-certification request to the Multifamily Help Desk at this time.** If you are unsure of when to submit your recertification CAAF, you may contact the Multifamily Help Desk for that information. The telephone number is: 1-800-767-7588.

- As the initial deadline of October 31, 2007 is fast approaching, EIV Coordinators who, based upon the above schedule, must submit their re-certification CAAF request by October 31, 2007, should do so as soon as possible because if it is submitted shortly before or after **October 31, 2007**, they are likely to experience a temporary interruption in service. HUD's Multifamily Help Desk will process these and all requests as quickly as possible.

- The updated CAAF is available on Multifamily Housing's Enterprise Income Verification (EIV) System webpage at http://www.hud.gov/offices/hsg/mfh/rhiip/eiv/eivhome.cfm under Helpful Tools.

- The completed CAAF requesting recertification must be submitted to HUD's Multifamily Help Desk according to the above schedule via fax at 202/401-7984 or by email at: Mf_Eiv@hud.gov. If at all possible, EIV Coordinators should submit their recertification CAAF to the Multifamily Help Desk by email at Mf_Eiv@hud.gov because, at the present time, the fax machine is out of service. It is hoped that the fax machine will be back on line soon but, in the meantime, submitting your CAAF recertification request by email will help to ensure that it is processed more timely.

- When submitting the recertification CAAF to the Multifamily Help Desk:
  o Do **not** include a cover sheet;
  o Do **not** include the instructions; and
  o Only submit one recertification CAAF for all properties/contracts that require recertification between October 31, 2007 and December 31, 2007. If there is not enough room to list all such properties/contracts, a separate sheet may be attached.

Thank you for your cooperation in following the above instructions.

Posted October 15, 2007

SSA Data Matching to be discontinued

The SSA Data Matching process through the TRACS system will be discontinued at the end of calendar year 2007. After that date, income verification will only be available through the EIV system. You must obtain an EIV ID to gain access to this system. If you are experiencing any difficulties with the EIV system, please contact your Helpdesk personnel for assistance at (800) 767-7588.

Posted October 10, 2007

TRACS Industry Meeting Information

The TRACS Industry Meeting will be held from October 31 through November 1, 2007 at the GSA Auditorium, 301 7th Street, SW, Washington, DC 20407.

To register, please go to the following link:

TRACS Registration: https://216.151.253.69/TracsRegistration/survey/registration.asp

Registration needs to be completed by October 25, 2007.

(Not an active link you must cut and paste or type it into your browser's address bar.)

Posted October 1, 2007

TRACS NOTICE

It is advised that TRACS should only be accessed through Internet Explorer 6.0.

A number of tickets have been opened over the last few months with problems executing TRACS Web queries (Voucher Query, Certification Query, etc). Usually the issue has been that IE 7.0 was installed. The current HUD/TRACS standard is IE 6.0.

Once IE 7.0 is uninstalled, and the PC is running IE 6.0 the problem is usually resolved.

TRACS INDUSTRY MEETING NEWS

The TRACS Industry Meeting will be held on Wednesday, October 31, 2007 and Thursday, November 1, 2007 at the GSA Auditorium on 7th and D Street SW Washington, DC. Information regarding Industry Meeting registration and a final agenda will be posted shortly.

Meeting Times

Wednesday, October 31, 2007
9:00 AM Opening Remarks
5:00 PM Conclude Day 1

Thursday, November 01, 2007
9:00 AM Opening
1:00 PM Conclude Day 2

Tentative Meeting Agenda Items

REM to iREMS
Funding Issues
Error Tracking Log
Section 8 Portfolio Review
Enterprise Income Verification
Change 2 Handbook 4350.3
TRACSMAIL Replacement
TRACS 202C Changes
APPS 2530
WASS Enhancements

SSA Data Matching

The SSA Data Matching process through the TRACS system is scheduled for shut-down at the end of calendar year 2007. After that date, all income verification will only be obtained through the EIV system. You are encouraged to obtain EIV access and become comfortable with the EIV system as soon as possible. If you are experiencing any difficulties with the EIV system, please contact your Helpdesk personnel for assistance at (800) 767-7588.

TRACS Release 202B Industry Specification Update

The Final TRACS 202B Update Industry Specification for the HUDCAPS Conversion Initiative is now posted to the TRACS Documents Page. The update contains a new error message for the discontinued use of "1299" in the first positions of the Claim ID on the MAT30 Section 5 Approved Special Claim Record. Error messages relative to TRACS automation of Traditional Contract Administrator (TCA) Fee Vouchers and their submission for payment through the Letter of Credit Control System (LOCCS) are also included.

Use of "1299" will cease with the TRACS Release scheduled for October 01, 2007. Automation of TCA Fee Vouchers will commence with the TRACS Release scheduled for October 26, 2007.

New, deleted and revised Error Messages are listed below:

NEW

VSR29 TCA FEE VOUCHER REJECTED: CONTRACT IS NOT TCA ADMINISTERED IN LOCCS
VF051 CORRECTION REJECTED: TCA FEE VOUCHER CANNOT BE CORRECTED
VF052 DELETION REJECTED: TCA FEE VOUCHER CANNOT BE DELETED
VF055 CANNOT USE 1299 AS 1ST 4 DIGITS OF THE SPECIAL CLAIM ID FOR THE CONTRACT

DELETED

VF067 Contract of type – ACC must use prefix 1299 for special claims submission

REVISED RECOMMENDED ACTIONS

VST03 Voucher referred to HUD FMC. FAX signed voucher to FMC (816) 426-6174.
VST91 For TCA administered contracts, voucher referred to HUD FMC. FAX signed voucher to FMC (816) 426-6174.
VST92 For TCA administered contracts, voucher referred to HUD FMC. FAX signed voucher to FMC (816) 426-6174.
VST93 For direction, contact your HUD Financial Analyst.

De-implementation of MAT40 Move-Out Discrepancy CE242

Effective August 17, 2007 a modification to the Tenant MAT40 Move-Out module will be implemented into TRACS to clarify the reporting of unit availability following the "death of sole family member".   The modification will:

1) De-implement the discrepancy CE242, "Move out date is greater than 14 days following the Date of Death".

   Since removing the tenant's possessions and actually vacating the premise may take longer than 14 days, this will enable the Industry to submit the move-out when appropriate without regard for a timeframe.

2) Update the MAT40 Move-Out Record, field 14, Definitions and Edits to read:

   MMDDYYYY: **Required if the Move-Out code is "4" (death of the sole family member).** Based on the HUD 4350.3 Handbook, assistance must be prorated to the earlier of 14 days after the tenant's death; or the day the unit was vacated.

   Submit a move out when the unit has been vacated.

Posted August 14, 2007

TRACS SSI Discontinuation

While the implementation of Electronic Income Verification (EIV) continues, it has been decided that the SSA Data Matching process through the TRACS system will be continued through the end of calendar year 2007. All income verification now being gathered through the SSA will ultimately be obtained through the EIV system. If you are not yet set-up to utilize the EIV, or are experiencing difficulties with the EIV system, please contact your Helpdesk personnel for assistance at (800) 767-7588.

Posted July 23, 2007

Notice to Property Owners, Management Agents and Contract Administrators

RE: Section 8 Project Based Subsidy Payments

Effective July 16th, the Department began processing funding actions for subsidy contract amendments and renewals. Owners should begin to see their payments by the end of the month. The Department is in the process of assessing its funding requirements for the remainder of FY 2007. In the interim, however, for those owners needing money, the Department has provided guidance for expediting releases from their residual receipt and/or reserve for replacement accounts. Field offices have been directed to process these types of requests within one day.

The Department will continue to provide the owners with updates on the status of payments for the 4th quarter of FY 2007.

TRACS Queries Down

The TRACS Voucher and Certification Queries are currently down due to server connection problems. HUD is working to resolve the problem as soon as possible. Thank you for your patience.□□

Posted June29, 2007

NOTICE TO PROPERTY OWNERS, MANAGEMENT AGENTS AND CONTRACT ADMINISTRATORS:

RE: Anticipated Delays in Project-Based Subsidy Payment

HUD expects delayed payments for a number of Project-based Section 8 Housing Assistance Payments (HAP) contracts for the month of July 2007.

If your subsidy payment is not received on the first business day of the month-- Monday, July, 2, 2007--the status of payments can be checked via WASS Secure Systems by selecting the TRACS system, and then Voucher Query.

Posted June13, 2007

Mark Your Calendar for an Important EIV Event

On **Wednesday, June 27, 2007 and Thursday, June 28, 2007**, HUD's Office of Housing Assistance and Grant Administration will present an informational course via webcast on the 7.0 Enterprise Income Verification (EIV) system for Multifamily. The two-day presentation will be conducted each day from 11:00 to 4:00 Eastern Daylight Savings Time. The course is targeted for HUD staff, property owners, management gents, and contract administrators. Topics that will be addressed are:

- Background of RHIIP
- Role of EIV in the Overall RHIIP Initiative
- Getting Access to EIV
- EIV Security Measures
- Using the EIV System
- EIV User Administration

The webcast link for the impending course can be found on the Multifamily EIV homepage at: www.hud.gov/offices/hsg/mfh/rhiip/eiv/eivhome.cfm.

If you have any further questions, please call Kevin Garner, at 202-708-3000 x2057.

Thank you for your interest in HUD's EIV system for Multifamily Housing Programs.

Posted June 11, 2007

Volunteers Needed for TRACSMAIL Working Group

The Office of Multifamily Housing (MFH) has established a Working Group for the replacement of TRACSMAIL. MFH is seeking volunteers from our Business Partners to participate in this Working Group. We strongly encourage the participation of Information Technology professionals from our Business Partner community with experience in Infrastructure Architect, System Analysis, System Design and, System Development.

Effective December 2008 the current TRACSMAIL system will no longer be supported by the GSA FTS2000 Contract. As a result, it is paramount that MFH development and implement a new Electronic Data Interface (EDI). The objective of the TRACSMAIL Replacement Working Group is to assist HUD with establishing standards and requirements for the new EDI system. This initiative is a critical part of TRACS OMB 300 Business Case for Information Technology.

To register for the TRACSMAIL Replacement Working Group go to the following link:
http://www.surveymonkey.com/s.asp?u=159873210862

Please send all questions regarding this Working Group to
MF_TRACS_TM_WRKGRP@HUD.GOV

HUDCAPS CONVERSION WEBCAST

AWEBCAST providing information regarding the HUDCAPS to TRACS/PAS/LOCCS Conversion is now available for viewing at the following URL. When the web page appears, go to **TRACS/eLOCCS, May 17, 2007 (1 hour) WEBCAST** and view by selecting without captions or with captions.

www.hud.gov/webcasts/archives/multifamily.cfm

CA SOFTWARE VENDORS
RULES FOR HUDCAPS TO TRACS/PAS/LOCCS CONVERSION *UPDATE*

The table below summarizes the rules that will be enforced as of the June 8, 2007
TRACS Release to handle the HUDCAPS to TRACS/PAS/LOCCS conversion.

Contract Type	TCA Requirements	PBCA Requirements
TCA—No change in status. The TCA is the same as it has been in the past.	All vouchers dated 7/1/07 or later will be paid by LOCCS. The CA ID must be populated in the Header record for all Section 8 Contracts for both cert and voucher records. No ID is defined for Non-Section 8 Contracts and the field should be left blank for them. The CA fields in the MAT30, Section 2 record (34-42) must be populated for Section 8 as payment is based on these amounts--not the amounts that the owner/agent submits. For non-Section 8 contracts, if the voucher is submitted by the CA, the CA fields should be blank. The voucher is paid based on the OA amounts. If the CA amounts are filled, TRACS will issue a VF070 error. Any vouchers sent after June 8 for earlier voucher months will be held and will NOT be paid by LOCCS. The CA ID and CA fields should still be populated, however. TRACS will accept either 1299 or the CA ID in the first positions of a special claim ID through the end of September. After that, the claim ID must begin with the CA ID.	NA

PBCA—No change in status. The PBCA is the same as it has been in the past. Section 8 only.	NA	No change from existing processing standards for vouchers. The CA ID must be filled in the header record and the CA fields must be populated in the Section 2 record as usual. For certifications, there is a change. The CA ID has not been required in the header record for the past two years. Starting with this TRACS release, the CA ID is mandatory.
PBCA—Change in status. The PBCA is in the three-month acquisition process and is not yet responsible for paying the voucher. This case is for HUD Administered paid contracts moving to a PBCA.	NA	Voucher Records for vouchers effective prior to the HUD cutover date (the date the CA starts paying the vouchers): Fill the PBCA ID in the header record. The CA fields (34-42) in the Section 2 record can either be 0-filled or filled with other numbers as these fields are ignored pre-cutover. The voucher is paid based on the owner/agent values. Voucher Records for vouchers effective on a date greater than equal to the HUD cutover date: See the PBCA-No change in status case above. Cert records: Fill the CA ID in the header record.
Newly Converted to PBCA from TCA. The PBCA is in the three-month acquisition process and is responsible for paying the voucher. PBCA will be held	NA	All vouchers dated 7/1/07 or later will be paid by LOCCS. The CA ID must be populated with the PBCA CA ID in the Header record for all Section 8 Contracts for both cert and voucher records. The CA fields in the MAT30, Section 2 record (34-42) must be populated as payment is based on these amounts—not the amounts that the owner/agent submits.

harmless and not be required to certify and verify vouchers during this period. Section 8 only.		NOTE: This represents a change from past practice where the CA fields did not need to be filled on vouchers during the three-month transition process. Any vouchers sent after June 8 for earlier voucher months will be held and will NOT be paid by LOCCS. The CA ID and CA fields should still be populated, however. TRACS will accept either 1299 or the CA ID in the first positions of a special claim ID through the end of September. After that, the claim ID must begin with the CA ID.

Posted April 23, 2007

TRACS Queries Back Up

The TRACS Queries are back up. The problem was caused by a corrupted file
on the application server. We apologize for any inconvenience.☐☐☐☐

TRACS Release 202B Industry Specification Update

The Draft TRACS 202B Update Industry Specification for the HUDCAPS
Conversion initiative is now posted to the TRACS Documents Page. The
changes for this release are scheduled to be implemented on June 8, 2007.
The TRACS Vendor Region to support vendor testing will be available starting
May 14, 2007.

TRACS Queries Down☐

☐☐☐
Customers are receiving an error when accessing the TRACS Queries through
Secure Systems. A master ticket, P142981, has been opened for this issue.
HUD is working to resolve the problem as soon as possible.
Thank you for your patience.☐☐

Posted April 10, 2007

TRACS Industry Meeting

There is a change to the instructions for entering the HUD Building. All TRACS Industry Meeting participants should enter the HUD HQ Building from the **North** Visitors entrance (on 7th Street). Please make note of the change.

Posted April 9, 2007

TRACS Industry Meeting Information

The TRACS Industry Meeting will be held on April 11 and 12, 2007 at the HUD HQ. All meeting attendees should enter the HUD building on the **South** Visitor's Entrance (on 7th Street S.W.).

If you plan to bring any equipment, (laptop, etc.), please email Cherri_L._Mizelle@hud.gov or Theresa_D._Fields@hud.gov to have a property pass created for you.

Also, if you have not yet registered, please do so using the following link:

TRACS Registration: http://www.psi-it.com/TracsRegistration
(Not an active link you must cut and paste or type it into your browser's address bar.)

Posted March 22, 2007

TRACS Industry Meeting will be held on April 11 and 12, 2007.
Please go to the link below for registration.

TRACS Registration: http://www.psi-it.com/TracsRegistration/survey/registration.asp

(Not an active link you must cut and paste or type it into your browser's address bar.)

TRACS Industry Group Meeting
HUD Headquarters Events Room
7th and D Street
Washington, DC 20407

Day 1 – Wednesday, April 11, 2007

Time	Topic	Presenter
8:30 AM -- 9:00 AM	Registration	
9:00 AM -- 9:30 AM	Opening Remarks	Lanier M. Hylton, Charles H. Williams, Deputy Assistant Secretary, Multifamily Housing Programs
9:30 AM -- 9:45 AM	Introduction of New Staff	John Curry
9:45 AM -- 10:45 AM	HUDCAPS Conversion	Eileen Walker Provide status of the Initiative, establish draft outline of major milestones
10:45 AM -- 11:00 AM	Break	
11:00 AM -- 11:30 AM	Funding Issues	Eileen Walker
11:30 AM -- 12:00 PM	Electronic Signature	Lanier Hylton
12:00 PM -- 1:30 PM	Lunch	
1:30 PM -- 2:30 PM	Error Tracking Log Initiative	Introduce Drayton, Drayton, and Lamar (Susan Kidd and staff).

		Provide overview of the initiative, establish draft outline of major milestones, establish Error Tracking Working Group
2:30 PM -- 3:30 PM	Section 8 Portfolio Review	Drayton, Drayton, and Lamar (Susan Kidd and staff). Provide overview of the initiative, establish draft outline of major milestones
3:30 PM -- 3:45 PM	Break	
3:45 PM -- 4:15 PM	Enterprise Income Verification	Joint Panel of HUD Staff David Sandler Gail Williamson Khevin Johnson
4:15 PM -- 5:00 PM	4350.3 Handbook updates	Gail Williamson

Day 2 – Thursday, April 12, 2007

9:00 AM -- 9:30 AM	Limited English Proficiency	Pamela Walsh
9:30 AM -- 10:30 AM	TRACS 202C Changes	Introduce Jed Graf Recap status of the Working Group, re-establish Working Group, establish draft outline of major milestones
10:30 AM -- 10:45 AM	Break	
10:45 AM -- 12:00 PM	APPS 2530	William W. Hill
12:00 PM -- 1:30 PM	Lunch	
1:30 PM -- 2:30 PM	TRACSMail Replacement	Lanier M. Hylton
2:30 PM -- 3:00 PM	Close-Out Activities	Lanier M. Hylton

Posted March 20, 2007

SSA Data Matching Update

While the implementation of Electronic Income Verification (EIV) continues, it has been decided that the SSA Data Matching process through the TRACS system will be continued through the end of fiscal year 2007. All income verification now being gathered through the SSA will ultimately be obtained through the EIV system. If you are not yet set-up to utilize the EIV, or are experiencing difficulties with the EIV system, please contact your Helpdesk personnel for assistance at (800) 767-7588.

Posted March 12, 2007

Day 1 – Wednesday, April 11, 2007

8:30 AM -- 9:00 AMRegistration

9:00 AM -- 9:30 AM   Opening Remarks   Lanier M. Hylton,
                                                      Charles H. Williams-Deputy
                                                      Assistant Secretary,
                                                      Multifamily Housing
                                                      Programs

9:30 AM -- 9:45 AMIntroduction of New Staff   John Curry

9:45 AM -- 10:45 AM   HUDCAPS Conversion   Eileen Walker
                                                      Provide status of the
                                                      Initiative, establish draft
                                                      outline of major milestones

10:45 AM -- 11:00 AM   Break

11:00 AM -- 12:00 PM   Funding Issues   Eileen Walker

12:00 PM -- 1:30 PM   Lunch

1:30 PM -- 2:30 PM Error Tracking Log Initiative   Introduce Drayton, Drayton,
                                                      and Lamar (Susan Kidd and
                                                      staff). Provide overview of the
                                                      initiative, establish draft outline of
                                                      major milestones, establish Error
                                                      Tracking Working Group

2:30 PM -- 3:30 PM Section 8 Portfolio Review   Drayton, Drayton,and Lamar
                                                      (Susan Kidd and staff). Provide
                                                      overview of the initiative, establish
                                                      draft outline of major milestones

3:30 PM -- 3:45 PM   Break

3:45 PM --- 4:15 PM   Enterprise Income   Joint Panel of HUD Staff
                             Verification   David Sandler
                                                      Gail Williamson
                                                      Khevin Johnson
                                                      Deborah Lear

4:15 PM -- 5:00 PM   APPS 2530   William W. Hill

Day 2 – Thursday, April 12, 2007

9:00 AM -- 9:30 AM   Long Term Plan to Integrate   Lanier M. Hylton
Multifamily Systems

9:30 AM -- 10:30 AM   TRACS 202C Changes   Introduce Jed Graf
Recap status of the Working
Group, re-establish Working
Group, establish draft
outline of major milestones

10:30 AM -- 10:45 AM   Break

10:45 AM -- 11:30 AM   TRACSMail Replacement   Lanier M. Hylton

11:30 AM -- 12:00 PM   Close-Out Activities   Lanier M. Hylton

Posted March 5, 2007

SSA Data Matching Update

With the implementation of Electronic Income Verification (EIV), the SSA Data Matching process through the TRACS system will be discontinued on March 30th, 2007. All income verification now being gathered through the SSA process should be obtained through the EIV system. If you are not yet set-up to utilize the EIV, or are experiencing difficulties with the EIV system, please contact your Helpdesk personnel as soon as possible.

Posted February 27, 2007

Secure Systems URL Change

With the March 2nd 2007 release of Secure Systems, we are implementing an upgraded program for security, and have changed our URL for logging in. Please update all bookmarks to use the Secure System - Online Systems web page after 3/2/2007.

Internal Url: https://hudapps.hud.gov/ssmaster
External Url: https://hudapps.hud.gov/HUD_Systems

Posted February 23, 2007

With the implementation of Electronic Income Verification (EIV), the need to continue the SSA Data Matching process becomes obsolete. Research has already begun to discontinue SSA processing, and it is expected to be phased out on or before March 30th, 2007. After that date, incoming transmissions and outgoing messages will no longer be processed. Please take the necessary steps as soon as possible to ensure your functionality with EIV is acceptable and functioning properly.

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TRACS Industry Meeting

The TRACS Industry Meeting will be held on Wednesday, April 11, 2007 and Thursday, April 12, 2007 at the HUD Headquarters Events Room in Washington, DC. Information on the Industry Meeting registration and agenda will be posted on this Announcement page shortly.

Posted February 16,2006

Multifamily Housing Seeks Volunteers for Working Groups

Multifamily Housing (MFH) will soon be establishing working groups to address issues and concerns involving several MFH initiatives. We are asking representatives from our Business Partner community to volunteer as participants in the various working groups. Representatives may volunteer for more than one working group. Representatives will be expected to participate in conference calls, industry meetings, industry meeting breakout sessions, discussion forums and email correspondence. As working groups are formed, the Director of the Office of Housing Assistance Contract Administration and Oversight will select a member to lead each working group. Each group leader will be paired with an individual from the MFH staff for communication and logistics purposes.

The working groups are listed below:

    A. TRACS Working Group for 202C

        The objective of TRACS Working Group for 202C is to clarify and finalize requirements for inclusion in TRACS Release 202C. The TRACS Release 202C Industry Specification will be the focal point for the group. The group will ensure issues surrounding the document are addressed. A copy of the document can be obtained from the TRACS document page using the following link:
        http://www.hud.gov/offices/hsg/mfh/trx/trxdocs.cfm

    B. Electronic Record Management and Document Storage

        The Electronic Record Management and Document Storage Working Group will help develop a common policy for Performance Based Contract Administrators and Traditional Contract Administrators to maintain and store documents (vouchers, rent schedules, HAP contracts, etc.) on electronic media. The policy must comply with 36 Code of Federal Regulations (CFR) 1234 Electronic Records Management. This effort aligns with TRACS OMB Exhibit 300 Business Case to "increase efficiency, reduce storage and paper handling".

    C. Financial Operations

        The Financial Operations Working Group provides assistance in the development and modification of procedures and requirements for systems support related to the obligation of appropriations for Multifamily Housing rental assistance programs and distribution of monthly housing assistance payments under rental assistance contracts with property owners or annual contributions contracts with non-HUD contract administrators. The working group relies on the involvement of

representatives from a variety of participant groups, including HUD Headquarters and field staff, Performance Based Contract Administrators (PBCA), traditional contract administrators, project owners, property management agents, software vendors, and other interested parties. As future initiatives occur, MFH will request assistance/input from this group to help ensure successful implementations. Currently, there are no specific initiatives identified as program initiatives.

D. Error Tracking Log

In June 2001, HUD's Office of Policy Development and Research (PD&R) issued the **Quality Control for Rental Housing Assistance Subsidies Determinations** study. This study provides national estimates of the extent, severity, costs and sources of rent errors for Public Housing and Section 8 Programs. In response to the study, HUD initiated the Rental Housing Integrity Improvement Program (RHIIP) effort. This HUD-wide effort will reduce income and rent errors, and improper payments in the administration of both the Public Housing and Section 8 Programs. As part of the RHIIP corrective action effort, an Error Tracking Log initiative is being launched to establish whether and to what extent owners accurately, thoroughly and clearly determine family income in the Office of Housing Rental Subsidy Programs. The Error Tracking Log Working Group will assist Multifamily Housing in identifying best practices for detecting, tracking and reducing errors in the Office of Housing Rental Subsidy Programs.

E. Electronic Signature

The Electronic Signature Working Group objectives are to establish **standards-based** electronic signature solution/requirements/standards for occupancy software to sign certifications, vouchers, Special Claims, etc. **Signing & sealing** electronic documents will immediately **expedite** business processes, **reduce costs**, increase **security** and help organizations comply with HUD's **regulations**. The working group will be addressing electronic signatures based on **standard** PKI technology, guaranteeing signer **authenticity**, data **integrity** and the **non-repudiation** of electronic documents.

The registration process is simple and self-explanatory. Please go to the following link for working group registration: http://www.surveymonkey.com/s.asp?u=159873210862

Questions concerning this announcement may be sent to: MF_TRACS_Working_Group@hud.gov

Once registration is complete, we will be contacting volunteers with dates and times of working group activities. We look forward to working with you as we move forward with MFH initiatives.

Thanks for your participation!

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Posted February 9, 2007

**********Notice of Closure of the Special Claims Comment Box*********

This is notification that due to the diminishing number of questions and comments being received, the Special Claims Comment box will no longer be available as of **February 17, 2007.** Since the box was opened in August 2006, receipt of questions and comments have been substantial and have helped the Department make improvements to the Guide as well as prepare and release Frequently Asked Questions (FAQs).

The Special Claims Guide has been developed to assist in the reduction of errors in the administration of HUD's rental housing assistance programs. The Special Claims Guide provides detailed guidance for the processing of Special Claim requests and is intended for use by HUD staff, Contract Administrators and Owners and Management Agents of Section 8 properties. This Guide expands on the guidance provided in Chapter 9 of HUD Handbook 4350.3 REV-1, *Occupancy Requirements of Subsidized Multifamily Housing Programs.* Your input through your questions and comments has helped improve the Guide. While the FAQs can serve as a resource the Department encourages the users of the Special Claims Guide to become more familiar with it rather than rely on the FAQs alone.

Posted February 7, 2007

NOTICE!!!!!!!! NOTICE!!!!!!!!!!!!! NOTICE!!!!!!!!!

<u>TRACSMail Server Down For Emergency Maintenance</u>

Sprint Vericenter will be performing emergency maintenance on the Storage Area Network (SAN) infrastructure switches and disk arrays on Saturday February 10th from 12:00 A.M. until 4:00A.M. This maintenance procedure will require that all customer servers be shut down during the 4 hours needed to complete this maintenance update. HUD and Contractor staff will check the system Saturday morning after 10 A.M. to ensure services are back on-line and data files are being sent and received by HUD. Please contact the MF Help Desk at 1-800-767-7588 if you experience any problems with TRACSMAIL after 10:00 A.M., Saturday, February 10th.

Posted January 23, 2007

TRACSMAIL IS UP AND RUNNING!

TRACSMAIL was down from 5:30 P.M. on 1/17/2007 until 1: P.M. on 1/22/2007 due to a major file corruption on the Storage Area Network (SAN). All data received up until 5 P.M. on 1/17/2007 should have been received and processed by TRACS nightly production cycle on 1/17/2007.

Due to the file corruption on the SAN, TRACSMAIL response messages from the production cycle on 1/17/2007 were not disseminated to user mailboxes.

The TRACS team is currently looking into restoring those files and sending all messages out over the next two days.

TRACSMAIL has experienced several failures over the last few months. The replacement of TRACSMAIL is one of Housing major priorities for FY 2007.

Thank you for your patience during this time and your continued support of Housing subsidy programs.

Posted January 19, 2007

Update to TRACSMail Issue

HUD is working with Vericenter in resolving the TRACSMail issue. The problem is expected to be resolved in the next few hours. When the issue is resolved, an updated message will be posted on the TRACS Announcement page. We apologize for the inconvenience and thank you for your patience.

Posted January 18, 2007

TRACSMail Server Down

There is a known issue logging into the TRACSMail server on IPlanet. HUD is currently investigating this issue and is working quickly to get it resolved. There is a master ticket open with the Multifiamily Helpdesk regarding this issue, P101855. As soon as the issue is resolved, a message will be posted on the announcement page. We apologize for the inconvenience.