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Project Evaluation Query

The Project Evaluation Query provides the ability to generate a report that asset managers use to review projects and/or specific households. The summary data included in this report is a valuable management tool, and is useful in helping to identify potential problem projects, and specifically, to locate problem units.

The Project Evaluation Query can be selected from the TRACS Queries Menu.

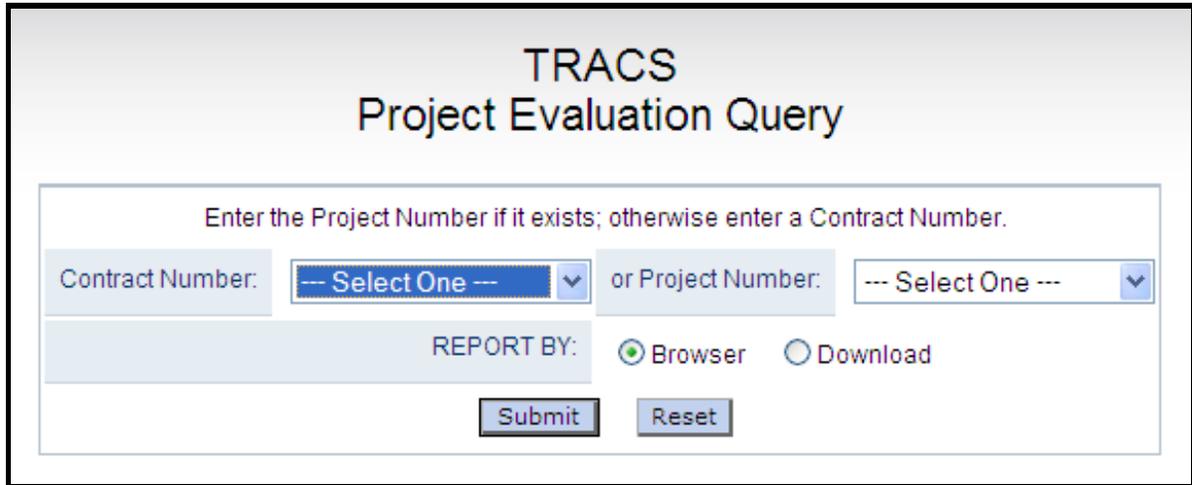
Objectives

By the end of this chapter, you will be able to:

- Identify potential problem projects
- Locate problem units
- View query data from browser
- Download and print a Project Evaluation Report

14.1 To generate a Project Evaluation Query:

1. From the TRACS Queries Menu, click on the Project Evaluation Query link, and the **TRACS Project Evaluation Query** screen (Figure 1) displays.



TRACS
Project Evaluation Query

Enter the Project Number if it exists; otherwise enter a Contract Number.

Contract Number: or Project Number:

REPORT BY: Browser Download

Figure 1- Project Evaluation Query Window

2. Select a *Contract Number* or *Project Number*.
 3. Select a *REPORT BY* radio button.
 4. Click on Submit, and the **TRACS Project Evaluation Report** displays (Figure 2).
- OR**
- Click on Reset to clear fields and enter different criteria.

U.S. Department of Housing and Urban Development TRACS Project Evaluation Report									
Contract Number: CT26M000055				Total Number of Potential Concerns: 2					
<i>Each row is the current/active certification and the X confirms a potential concern.</i>									
Project Number	Unit Number	Head Tenant Name	SSN	Assets Changed by \$500/20% (+ or -)	No Family Income	No Assets	Sect. 8 TTP <\$25	Elderly Without Medical Allowance	Totals (X)
01744134	A-1316	STEFANCIN, M.	XXXXX1767						0
01744134	A-1316	STEFANCIN, M.	XXXXX1767						0
01744134	A-1316	STEFANCIN, M.	XXXXX1767						0
01744134	A-1403	CIARELLI-ROSS, F.	XXXXX7513						0
01744134	A-1403	CIARELLI-ROSS, F.	XXXXX7513						0
01744134	A-714	DANAI, M.	XXXXX0643					X	1
01744134	A-714	DANAI, M.	XXXXX0643					X	1
01744134	A-905	TRUJILLO, M.	XXXXX7211						0
01744134	A-905	TRUJILLO, M.	XXXXX7211						0
Totals (X)				0	0	0	0	2	2

Figure 2- Project Evaluation Report

For each unit in the project, the report displays total number of potential concerns, by contract or project number specified when generating the query. The report displays columns for the following:

- Contract Number or Project Number
- Unit
- Head Tenant Name
- SSN

 *Note: The first five characters of the social security number (SSN), taxpayer identification number (TIN), and the date of birth (DOB) display in the following format to protect the privacy of the individual.*

SSN - XXXXXNNNN

TIN - XXXXXNNNN

DOB - XX/XX/NNNN

- Assets Changed (>\$500) or (>20%)
- No Family Income

- No Assets
- Sect. 8 TTP <12%
- Elderly without Medical Allowance
- Totals (X)

Xs entered are an indication of potential concerns for the project in a specific area.

The [Interpreting and Printing this page](#) link provides additional information for the Project Evaluation Report. Clicking on this link displays the following screens of information (Figure 3).

TRACS

Project Evaluation Report

Printing the Report

1. Click the File menu option at the top of your screen.
2. Click Page Setup from the drop-down menu and a dialog box is displayed. Set all four margins to 0 inches if needed. If Document Title and Document Location are displayed in the Header box, click them both off if required.
3. You may need to decrease the font size to print all the records in the report on one page. If using Netscape Communicator, select Edit from the main menu, click on Preferences. Under Appearance, click on Fonts and decrease the font size for the variable width font by one (e.g. from 12 to 11).
4. Click Print from the drop-down menu and the Print dialog box is displayed.
5. Choose Properties and set the orientation to Landscape. You may also set the Paper Size to Legal (8.5 by 14 inches) if required.
6. Click OK on the Print dialog box to print the report.

Interpreting the TRACS Project Evaluation Report

The TRACS Project Evaluation Report is generated based on the contract/project number and report type provided by the user. Only active certifications having "potential concern(s)" are selected for the report. The certification list in the report is sorted by unit number.

If an active household has one of these **potential concerns**, it is selected for the report and any one of the potential concerns found is marked and totaled for the browser report.

Potential concerns are flagged for households having:

1. assets that have increased or decreased by more than \$500 or 20%;
2. no family income;
3. no assets;
4. a TTP less than the minimum rent for a Section 8;
5. elderly in the household with no medical allowance.

If queried by Contract and a project number exists for the certification, the project number is displayed in the **Project or Contract Number** column. If queried by Project and a contract number exists, the contract number is displayed in the column.

Figure 3- Interpreting and Printing Page

5. Click on the browser's Back button to return to the **Project Evaluation Report** window.
6. Click on Back to Query to return to the **Project Evaluation Query** window.

If no Project Evaluation information was found for the project/contract number submitted, or the submitted Project/Contract number does not exist in TRACS, or no active households exist for the contract/project number submitted, the following **Error** screens (Figure 4 and Figure 5) displays.



Figure 2 - Error Window 1

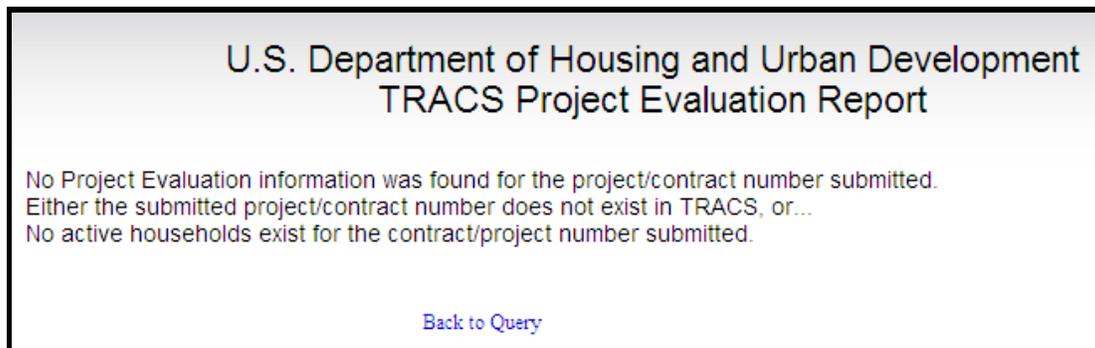


Figure 3 - Error Window 2

This tool provides the capability for users to download Project Evaluation Report information.

14.2 To download a Project Evaluation Report:

1. From the **TRACS Project Evaluation Query** screen, enter *Contract Number* or *Project Number* in the appropriate field.
2. Select *Report By: Download* option.
3. Click on **Submit**, and the **TRACS Project Evaluation Report** download screen (Figure 6) displays.

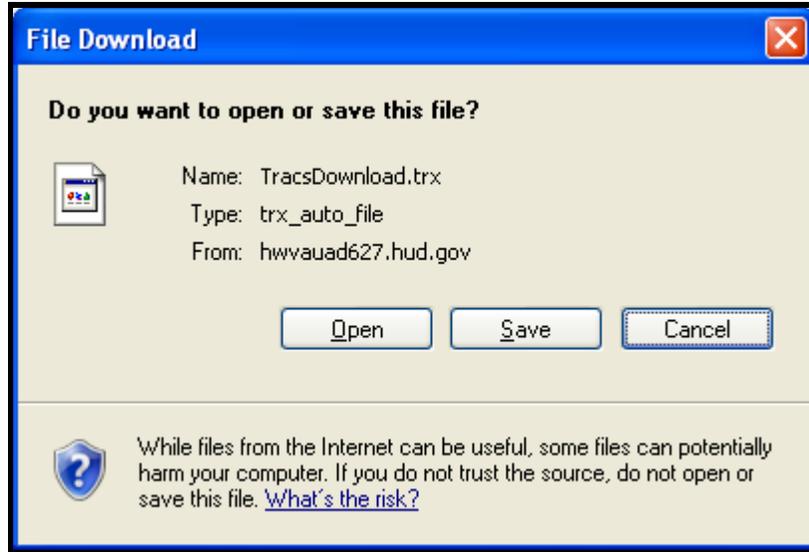


Figure 4 - Download Window

4. Click on Save to save the file to your hard drive.
5. Click on Open to open the file.

If a query is submitted using the *Report By: Download* function on the query screen, the data is reported in flat file format, which is downloaded to your PC's hard drive. The data displays in the order of the *Header Field Names* (Figure 7).

```
Contract Number; Project Number; Unit Number; Head Tenant Name; SSN;
Assets Changed by $500/20% (+ or -); No Family Income; No Assets; Sect. 8
TTP <$25; Elderly Without Medical Allowance
CT26M000055;01744134;A-1316;STEFANCIN, M. ;XXXXX1767;;;;
CT26M000055;01744134;A-1316;STEFANCIN, M. ;XXXXX1767;;;;
CT26M000055;01744134;A-1316;STEFANCIN, M. ;XXXXX1767;;;;
CT26M000055;01744134;A-1403;CIARELLI-ROSS, F. ;XXXXX7513;;;;
CT26M000055;01744134;A-1403;CIARELLI-ROSS, F. ;XXXXX7513;;;;
CT26M000055;01744134;A-714;DANAI, M. ;XXXXX0643;;;;X
CT26M000055;01744134;A-714;DANAI, M. ;XXXXX0643;;;;X
CT26M000055;01744134;A-905;TRUJILLO, M. ;XXXXX7211;;;;
CT26M000055;01744134;A-905;TRUJILLO, M. ;XXXXX7211;;;;
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Figure 5- Download Report