Chapter 16: Assistance Contracts

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Assistance Contracts

The **Assistance Contract** section contains subsidy status information for a specific property. There are several tabs that provide access to additional data including a list of assistance contracts, contract status, detailed contract information and Contract Administrators information. The contract number(s) links also gives the user access to the Assistance Contract Status page, which provides contract status and stage information. The Assistance Contract Detail page displays subsidy information from the Tenant Rental Assistance Certification System (TRACS) and payee information from the Line of Credit Control System (LOCCS).

Objectives:

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

- Access assistance contract information
- View current status of the contract
- Enter current Contract Administrator's information
- View Contract Administrator history

16.1 Assistance Contract List

The **Assistance Contract List** page is the default page when you select a property from the **Subsidy Administration Portfolio Dashboard** page. The **Assistance Contract List** page displays a list of all contracts associated with the property selected. The **Assistance Contract List** table displays *Contract #, Current Contract Status, TRACS Contract Status, Program, Doc Type, Expiration Date, Staged, EPC Enrollment, Contract Authority and Budget Authority.* In addition, there are several narrative fields. All users assigned to the contract can view and/or enter comments. The contract numbers listed are links to detailed information.

Accessing the Assistance Contracts Page:

To access the **Assistance Contracts** page you must first select a specific property from the **Subsidy Administration Portfolio/Dashboard** page. Once you have selected a property, the **Assistance Contract List** page displays. From the **Assistance Contract** page you can select any link from the ***iREMS*** sidebar.

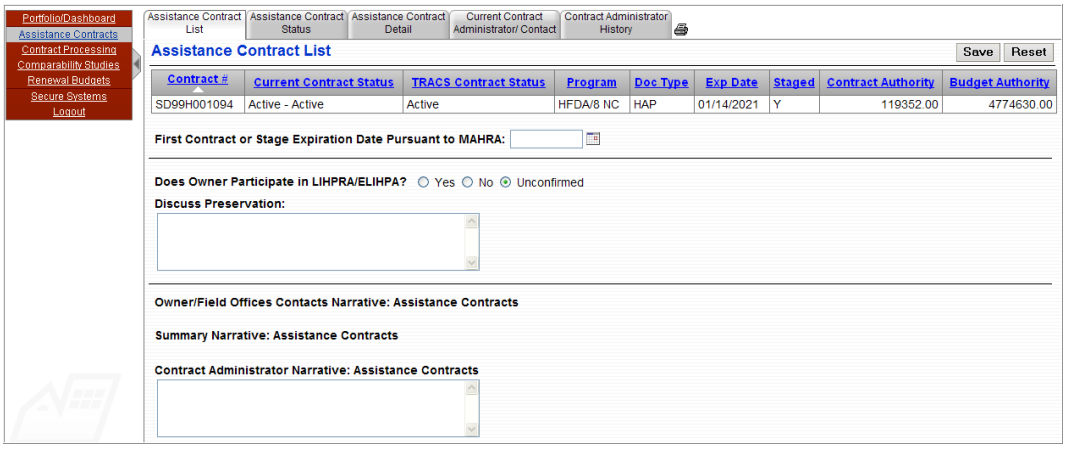


Figure 16-1. Assistance Contract List page

> ***Note:*** *The "DUNS Number" is displayed only on the* ***Assistance Contract Detail*** *page.*

To enter information on the Assistance Contract List page:

1. From the **Subsidy Administration Portfolio/Dashboard** page, select a property and the **Assistance Contract List** page displays.

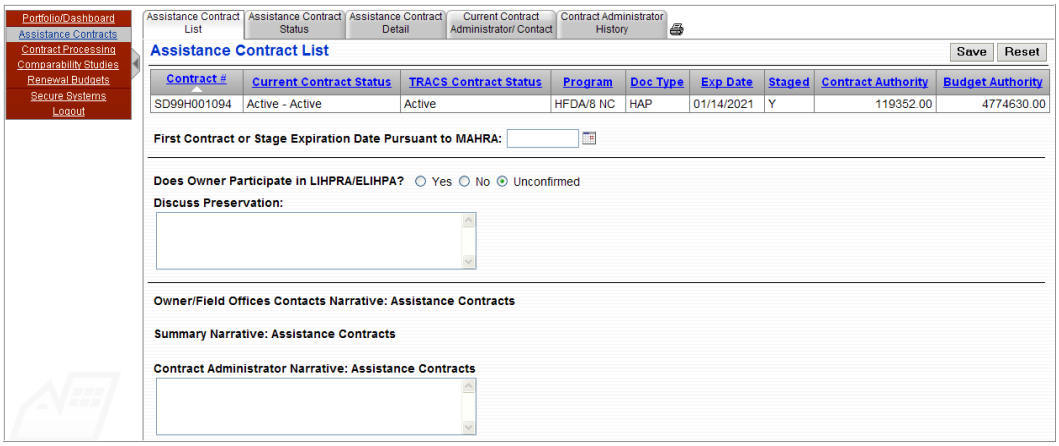


Figure 16-2. Assistance Contract List page

2. Enter the date in the *First Contract or Stage Expiration Date Pursuant to MAHRA* field.

> ✍ *Note: The First Contract or Stage Expiration Date Pursuant to MAHRA field will only be editable if there is an assistance contract associated with the property that fits this category.*

3. Select the *Does Owner Participant in LIHPRA/ELIHPA* radio button.
4. Enter information as appropriate in the following narrative fields:
    - Discuss Preservation:
    - Contract Administrator Narrative: Assistance Contracts field.
5. Click on Save and the save was successful message displays.

16.2 Assistance Contract Status

The **Assistance Contract Status** page is accessed from the contract link on the **Assistance Contract List** page. The **Assistance Contract Status** page, displays the *Contract Number, TRACS Contract Status, Program Type,* the *Current Contract Status and who administers the contract*. These fields are view only. However, if the user is assigned to the property with the appropriate security rights and the *Manual Status* update has been selected, then the *Current Contract Status* drop-down will display.

Although the contract status is originally designated in TRACS, the system will allow you to manually update the contract status.

The following table lists the detail status and the status definition.

Detail Status	Status Definition
Active-Active	Contract is active and fully executed in TRACS.
Suspended-Active	Contract has been suspended due to administrative action (enforcement action).
Pre-Demo-Active	Contract under consideration for Pre-Demo Program.
Pending-Active	Contract has not been fully executed.
Canceled-Inactive	Contract has been canceled due to administrative action (enforcement action).
Opted-Out-Inactive	Owner has opted-out of contract (decided not to renew).
Terminated-Inactive	Contract has been terminated due to administrative action (enforcement action).
Expired-Active	Contract term has expired.
Unknown-Inactive	Status of contract is unknown.
Initial Contract - Pending-Inactive	Initial contract not fully executed (pipeline).
Extension Pending-Active	Contract extension not fully executed.
Executed-Active	Contract executed (i.e. Active) but waiting on LOCCS input.
Expired - Extension Planned-Active	Contract has expired. Contract extension is anticipated.
Expired - No Extension Planned-Inactive	Contract has expired. Contract extension is not expected.
Replaced-Inactive	Contract replaced with alternative assistance (i.e. voucher/certificate).
Staged-Active	Contract funds reserved based on construction date.
Abated-Active	Funding on the unit(s) has been stopped due to potential HQS violation(s).
Converted to Certificate/Voucher-Inactive	Contract replaced with alternative assistance (i.e. voucher/certificate).
Remaining Regulatory Use Restrictions-Active	Units subject to Use Agreement restrictions.

To view the Assistance Contract Status page:

1. From the **Assistance Contract List** page, click on a contract number and the **Assistance Contract Status** page displays.

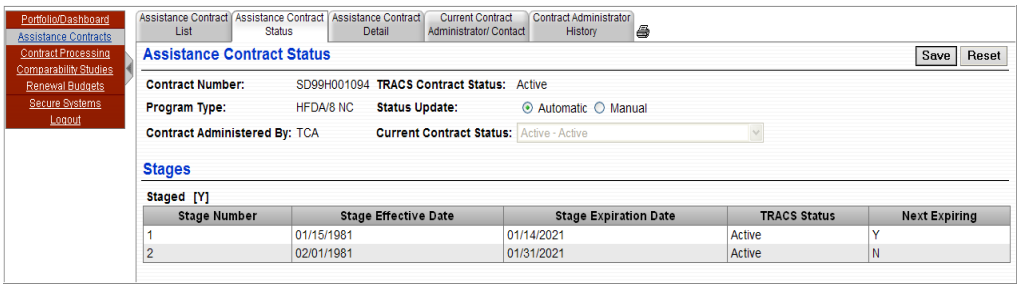


Figure 16-3. Assistance Contract Status page

✍ *Note: If the user is assigned to the property with the appropriate security rights, and the Manual Status has been selected, the Current Contract Status drop-down will display.*

2. View the data on the Assistance Contract Status page.

✍ *Note: The current contract status is initially set to automatic update for all instances where the current status detail matches the TRACS status. If there is a difference, the field will be set to manual which will require you to update the current status detail manually or to select automatic status update to capture any future updates from TRACS.*

✍ *Note: If several stages have the same expiration date, the **iREMS** logic sets all of effective stages as "Next Expiring". Stages with "Cancelled" TRACS status will never be set to "Next Expiring".*

To update the current contract status:

1. From the **Assistance Contract List** page, click on a contract number and the **Assistance Contract Status** page displays.

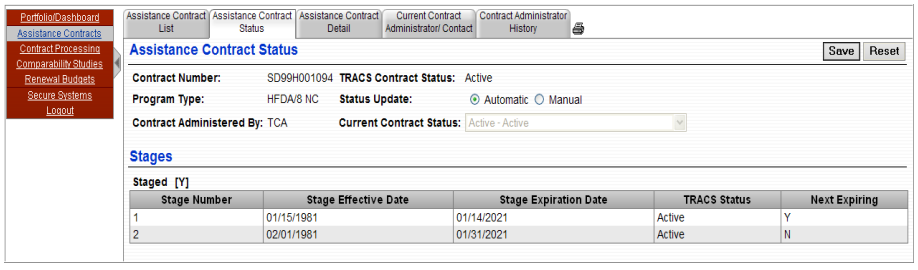


Figure 16-4. Assistance Contract Status

2. Click on the *Manual* radio button and the *Current Contract Status* field is active.
3. Click on the drop down menu for the Current Contract Status and select one of the following:
    - *Active – Active*
    - *Suspended – Active*
    - *Pre-Demo-Active*
    - *Pending – Active*
    - *Cancelled – Inactive*
    - *Opted-Out – Inactive*
    - *Terminated – Inactive*
    - *Expired – Active*
    - *Unknown –Inactive*
    - *Initial Contract – Pending – Inactive*
    - *Extension Pending – Active*
    - *Executed – Active*
    - *Expired – Extension Planned – Active*
    - *Expired – No Extension Planned – Inactive*
    - *Replaced – Inactive*
    - *Staged – Active*
    - *Abated – Active*
    - *Converted to Certificate/Voucher – Inactive*
    - *Enforcement Termination – Inactive*
    - *Tenant Protection Vouchers Requested – Active*
    - *Foreclosure Termination - Inactive*

4. Click on Save and the save was successful message displays.

Alternative Option

Click on Reset to reset the fields.

16.3 Assistance Contract Detail

The **Assistance Contract Detail** page provides details from TRACS for the assistance contract number(s) displayed on the **Assistance Contract List** page. A separate **Assistance Contract Detail** page exists for each contract associated with a property.

To view the Assistance Contract Detail page:

1. From the **Assistance Contract Detail** page, click on the *Assistance Contract Detail* tab and the **Assistance Contract Detail** page displays.

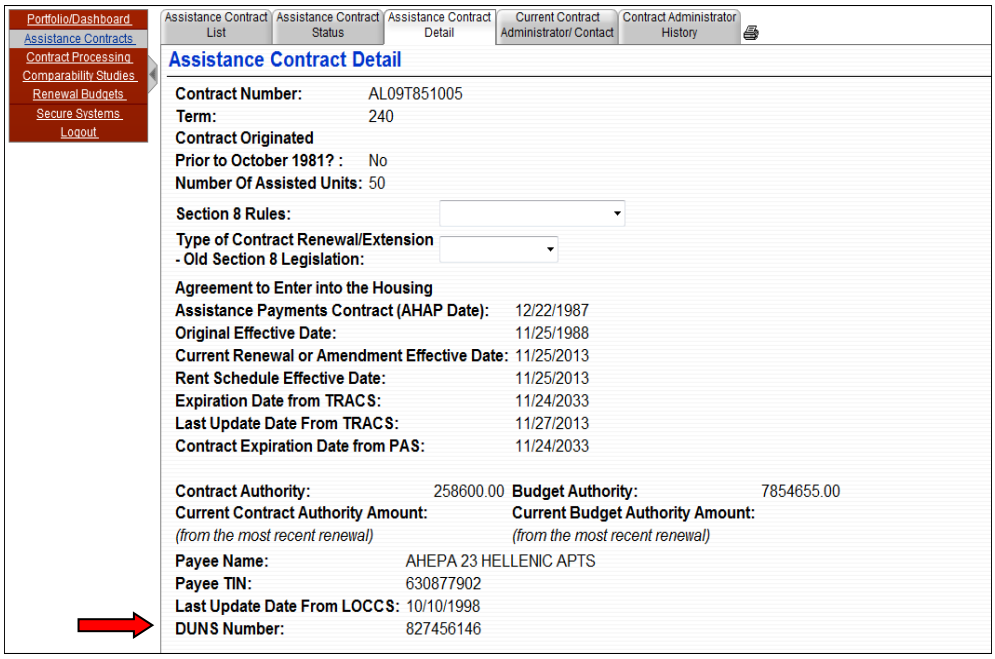


Figure 16-5. Assistance Contract Detail page

2. View the information.
3. Click on another tab or sidebar option to exit this page.

To Update the Assistance Contract Detail page

1. From the **Assistance Contract Detail** page, click on the *Assistance Contract Detail* tab and the **Assistance Contract Detail** page displays.
2. Click on the S*ection 8 Rules* drop-down and the drop down list displays. Select the appropriate section 8 rule.
    - *Old Section 8 Rules*
    - *Revised Section 8 Rules*
3. Click on the *Type of Contract Renewal/Extension – Old Section 8 Legislation* drop-down and the drop down list displays. Select the appropriate option.
    - *405 A*
    - *405 C*
    - *211B*
    - *Vouchered out*

- *None*
- *Other*

4. Click on Save and the save was successful message displays.

Alternative Option

Click on Reset to reset the fields

16.4 Current Contract Administrator/Contact

The original source for basic contract information is TRACS. Most contracts have contract administrators therefore will have contract administrator information. Headquarters is the source of information for both Traditional CA's and PBCA's. Only Multifamily Housing HQ users with the ACU action code can update Contract Administrator information. For all other users these fields will be view only. When a new PBCA is assigned to a contract as a future participant, neither the PBCA nor any associated data will be displayed in **iREMS** until the PBCA contract effective date.

> ✍ *Note: Only Multifamily Housing HQ users with the ACU action code can update Contract Administrator information.*

To view the Current Contract Administrator/Contact page:

1. From the **Assistance Contract Detail** page, click on the *Current Contract Administrator/Contract* tab and the **Current Contract Administrator** page displays.



Figure 16-6. Current Contract Administrator page

2. View the Current Contract Administrator and Current Contract Administrator Contact information.
3. Click on the *Assistance Contract List* tab to return to the **Assistance Contract List** page.

16.5 Contract Administrator History

The **Contract Administrator Assignment History** page displays the contract administrator assignment history for the selected contract. The information displayed includes the names of all contract administrators associated with the contract number, addresses Tax ID, the administration type, CA ID, Effective Date and Expiration Date. When a new PBCA is assigned to a contract as a future participant, neither the PBCA nor any associated data will be displayed in **iREMS** until the PBCA contract effective date.

To view the Contract Administrator History page:

1. Select a contract from the Assistance Contract List page, click on the *Contract Administrator History* tab and the **Contract Administrator Assignment History** page displays.

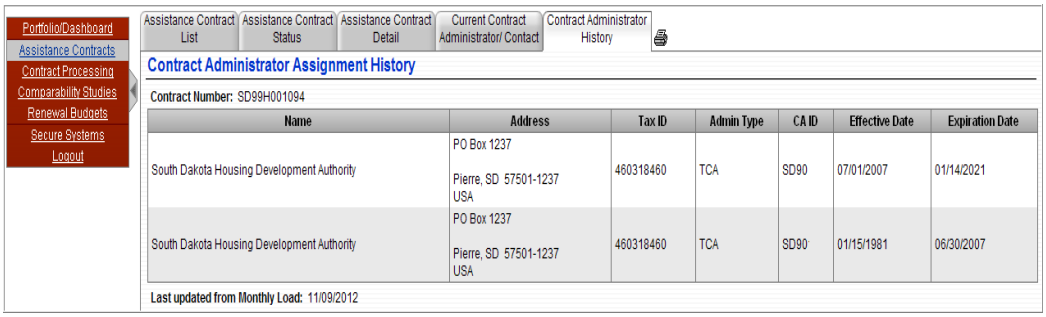


Figure 16-7. Contract Administrator Assignement History page

2. View contract administrator assignment history data.
3. Click on another sidebar option to leave the Assistance Contracts option.