

Chapter 1 Introduction

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Note: In previous versions of the MAT Guide – This was Chapter 1

Note: Handbook references are to HUD Handbook (HH) 4350.3 REV-1, Change 4.

Note: References to the voucher are references to the HUD 52670 and not the PIH Housing vouchers unless explicitly indicated.

1.1 Background

The Tenant Rental Assistance Certification System (TRACS) is an integration financial management system developed by the U. S Department of Housing and Urban Development HUD to improve the fiscal control over Section 8 and other assisted housing programs.

TRACS is the sole repository of all tenant certification data, assistance contract data and crucial payment data for HUD's Office of Multifamily Housing (MFH). Based on the data stored in the system, TRACS automatically generates payments for subsidy programs where HUD is the contract administrator. TRACS currently controls payment processing for approximately 250,000 Section 8 subsidy payments annually.

The Tenant Rental Assistance Certification System (TRACS) was developed to help improve financial controls over HUD's Multifamily Housing programs.

TRACS collects and stores certified tenant data and subsidy payment vouchers from owners and management agents of Multifamily Housing projects (owner/agents) – either directly from the owners, from organizations acting as subsidy Contract Administrators for HUD, or from service providers/service bureaus who are paid by the project or Contract Administrator to collect, calculate, complete, and submit the data to TRACS on their behalf.

HUD Office staff maintain data on subsidy contracts and contract funding.

All tenant data submitted to TRACS undergo edits for accuracy and compliance with eligibility rules/rent calculation rules before they are stored in the TRACS Tenant Database.

If there are any issues, error messages are returned to the owner/agent either directly or through the Contract Administrator. Contract Administrator (CA)s are required to return all messages generated by TRACS to the owner/agent.

TRACS stores payment history for all project-based subsidy contracts for which HUD makes monthly Assistance Payments in the TRACS Voucher Database.

Much of the tenant, contract, funding, and voucher data stored in the TRACS databases is available to authorized users for on-line viewing. Report and data retrieval capabilities are also available.

1.2 Document Audience

This technical-level guide is intended to be used by the technical resource staff supporting Owners, Management Agents, State Agencies, Industry and Contract Administrators when implementing procedures for submitting automatic transactions/data to TRACS for processing. This guide should also be used in conjunction with HH 4350.3 and subsequent HUD Final Rules and HUD HSG Notices.

1.3 Document Scope

Analysts should refer to the definitions and codes defined in HH 4350.3 for MAT fields which have a HUD 50059, HUD 50059A, or HUD 52670 et.al. reference.

Definitions, codes, and edits which occur in this user's guide for these items are intended to further clarify the handbook as an aid in automation.

1.4 TRACS Resources

This paragraph summarizes some of the resources available to TRACS users. Owners should visit the TRACS website often, as announcements and documents are posted regularly.

TRACS Information Updates

HUD's TRACS web site: https://www.hud.gov/program_offices/housing/mfh/trx/trxsum

TRACS frequently posts announcements on the TRACS website. These announcements notify owners and management agents of new procedures being implemented in TRACS.

Access the page for information about implementation of industry specifications, information about TRACS Industry meetings, and for other important announcements related to TRACS.

TRACS produces documents specifically related to TRACS for use by owner/agents and Contract Administrators. All documents can be accessed via the TRACS Documents website at the following address: https://www.hud.gov/program_offices/housing/mfh/trx/trxdocs. Documents that are current as of publication of this handbook are as follows:

Integrated Multifamily Access eXchange (iMAX) User Manual (July 2018) provides guidance to Contract Administrators, Owners and Management Agents who have subsidy contracts with HUD for transmitting tenant data and voucher data files to HUD and to other Owners, Management Agents and Contract Administrators registered with iMAX: <https://www.hud.gov/sites/dfiles/Housing/documents/iMAX%20User%20Manual.pdf>.

Monthly Activity Transmission (MAT) User's Guide provides the information necessary to understand the MAT requirements for preparing and transmitting data. This guide describes the prescribed MAT record layouts, field characteristics, and procedures to respond to error messages returned by TRACS: https://www.hud.gov/program_offices/housing/mfh/trx/trxdocs

Industry User Guide for TRACS Internet Applications provides detailed information to assist industry stakeholders when accessing and using the Voucher, Certification, and Tenant Unit Address Queries. The queries are used to facilitate retrieval of voucher and certification information: https://www.hud.gov/program_offices/housing/mfh/trx/trxdocs

Apply for Access to HUD's Secure Systems – TRACS:
https://hudapps.hud.gov/public/wass/public/participant/partreg_page.jsp

TRACS External Users Access/User Recertification/Security Awareness Training Requirements. This document provides information about access to TRACS and stakeholders responsibilities for keeping TRACS data secure. This includes information about the TRACS Rules of Behavior (TRACS ROB), Security Awareness Training through the Cyber Awareness Challenge, and Annual User Certification. https://www.hud.gov/sites/dfiles/Housing/documents/TRACS_FY2023_Access_User_Recertification_Security_Awareness_Training_Requirements_v3.pdf (Note, if this link does not work, this document can be accessed from the TRACS web page).

HUD Handbook 4350.3 Change 4
https://www.hud.gov/program_offices/administration/hudclips/handbooks/hsg/4350.3

TRACS 2.0.3.A MAT User Guide
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HUDClips – HUD forms are stored on this page. This is where you can download current versions of HUD Forms 50059 and 50059A.
https://www.hud.gov/program_offices/administration/hudclips/forms/hud5

HSG Notice 2020-10 Electronic Signature, Transmission and Storage - Guidance for Multifamily Assisted Housing Industry Partners:
https://www.hud.gov/sites/dfiles/Housing/documents/HUD_Note_H_2020-10_Electronic_Signature.pdf

HUD's Forms Matrix providing owner/agents permission to remove the OMB Approval Number and OMB Expiration Date from the lease and certain TRACS forms.

https://www.hud.gov/sites/documents/DOC_20481.PDF

Unique Entity Identifier (UEI) Update Tenant Rental Assistance Certification System (TRACS): A Unique Entity Identifier (UEI) is replacing the DUNS unique number assigned to all entities (public and private companies, individuals, institutions, or organizations) who register to do business with the federal government. New UEIs will be automatically assigned to entities registered in SAM at a future date. UEI should be used in place of DUNS numbers after April 1, 2022. This guide provides detailed information supporting these changes for the 2.0.3.A update.

https://www.hud.gov/sites/dfiles/Housing/documents/TRACS_UEI_Notification.pdf

HUD's Multifamily Housing Help Desk: Owner/agents also have the option of contacting the HUD Multifamily Help Desk or their software vendor with any questions concerning MAT errors.

Owners and Contract Administrators should always contact their software vendor first to address issues concerning their software. When the problem cannot be resolved by the software vendor, owners should then call the toll-free Multifamily Help Desk (800-767-7588). Owner/agents may also email the Help Desk using the following email address tracs@hud.gov.

The HUD Multifamily Help Desk uses the MAT Guide to identify the mandatory field and format errors. The HUD Multifamily Help Desk is also authorized to respond to file transfer errors.

Note: HUD's Multifamily Help Desk is responsible for answering questions about transmissions to HUD's databases. Multifamily Help Desk personnel are not responsible for responding to questions related to occupancy or resident concerns.

1.5 HSG Notices & Final Rules Related to MFH Programs and Affecting TRACS Issued Since the Release of HH 4350.3 Rev. 1 Change 4

2014-09-H	Relocation Requirements under the Rental Assistance Demonstration (RAD) Program, Public Housing in the First Component
2014-12	Implementation of Tenant Participation Requirements in accordance with 24 CFR Part 245
2015-01	Notice of Program Eligibility for HUD Assisted and Insured Housing Programs for All People Regardless of Sexual Orientation, Gender Identity or Marital Status as Required by HUD's Equal Access Rule
2015-04	Methodology for Completing a Multifamily Housing Utility Analysis
2015-06	Program Eligibility in Multifamily Assisted and Insured Housing Programs in Accordance with HUD's Equal Access Rule
2015-10	Guidance for Public Housing Agencies (PHAs) and Owners of Federally-Assisted Housing on Excluding the Use of Arrest Records in Housing Decisions
2015-12	Amendment to the Definition of Tuition
2016-01	Passbook Savings Rate Effective February 1, 2016
2016-05	Revision of Tenant Participation Requirements in accordance with 24 CFR Part 245
2016-08	Family Self Sufficiency Program in Multifamily
2016-09	Streamlining Administrative Regulations for Multifamily Housing Programs
2016-17H	Rental Assistance Demonstration (RAD) Notice Regarding Fair Housing and Civil Rights Requirements and Relocation Requirements Applicable to RAD First Component – Public Housing Conversions
2017-03	Rental Assistance Demonstration – Final Implementation, Revision 3

2017-05	Violence Against Women Act (VAWA) Reauthorization Act of 2013 – Additional Guidance for Multifamily Owners and Management Agents
2018-05	Rental Assistance Demonstration (RAD) – Supplemental Guidance
2018-10	Guest Suites in Multifamily Housing Under the National Housing Act
2018-11	Rental Assistance Demonstration (RAD) - Supplemental Guidance 3.B
2019-03	Section 221(d)(4) and Section 220 New Construction and Substantial Rehabilitation Multifamily Projects with Low Income Housing Tax Credits (“LIHTC” or “Tax Credit”) Pilot Program
2019-06	Treatment of ABLE Accounts in HUD-Assisted Programs
2019-09	Rental Assistance Demonstration-Final Implementation Rev. 4
2020-04	Electronic Signature, Transmission and Storage - Guidance for Multifamily Assisted Housing Industry Partners (This Notice is superseded by HSG Notice 2020-10 below.
Interim Final Rule	Streamlining Administrative Regulations for Multifamily Housing Programs and Implementing Family Income Reviews Under the Fixing America’s Surface Transportation (FAST) Act .
Final Rule	Streamlining Administrative Regulations for Multifamily Housing Programs and Implementing Family Income Reviews Under the Fixing America's Surface Transportation (FAST) Act.
2020-06	Exclusion from Annual Income of Temporary Employment from the U.S. Census Bureau
2020-10	Electronic Signature, Transmission and Storage - Guidance for Multifamily Assisted Housing Industry Partners
2020-11	Continued Availability of Funds for COVID-19 Supplemental Payments for Properties Receiving Project-Based Rental Assistance under the Section 8, Section 202, or Section 811 Programs
2022-04	Reserve for Replacement Lender Delegation
2022-05	Renewal of Expiring Project Rental Assistance Contracts (PRACs) for Projects Under the Section 202 Program of Supportive Housing for the Elderly and the Section 811 Program of Supportive Housing for Persons with Disabilities
2022-06	Continued Availability of Funds for COVID-19 Supplemental Payments for Properties Receiving Project-Based Rental Assistance under the Section 8, Section 202, or Section 811 Programs
2023-01	Unique Entity Identifier Replaces Dun & Bradstreet Data Universal Numbering System for Identification of Federal Awards
Final Rule	Housing Opportunity Through Modernization Act of 2016: Implementation of Sections 102, 103, and 104; Correction

1.6 Glossary of Industry Terms

The following acronyms are used throughout this MAT Guide.

Please note that this is not a complete list of HUD acronyms used by Industry Stakeholders.

Acronym	Definition
ACC	Annual Contributions Contract – This is the CA Contract
AHAP	Agreement to Enter into a HAP Contract
AP	Assistance Payment
AR	Annual Recertification
Automation Rule	24 CFR Part 208 Electronic Transmission of Required Data for Certification and Recertification and Subsidy Billing Procedures for Multifamily Subsidized Projects. Requires owners of subsidized multifamily projects to submit accurate data for housing assistance payments through the Tenant Rental Assistance Certification System (TRACS).
CAOM	Contract Administrator Oversight Monitor
Co-HOH	Co-Head-of-Household
Contract Number	HUD assigned 12-digit rental assistance contract numbers starting with state abbrev
Coop	Cooperative

Acronym	Definition
CR	Contract Rent
CT	Correction
DAS	Deputy Assistant Secretary
DD	Developmentally Disabled
EID	Earned Income Disregard
EIN	Employer's Identification Number
EIV	HUD's Enterprise Income Verification System
ELI	Extremely Low Income
ETL	Error Tracking Log
FAQs	Frequently Asked Questions
FEMA	Federal Emergency Management Administration
FHEO	Fair Housing & Equal Opportunity
FORQ	Field Office Initiated Accounting Adjustment
FSS	Family Self-Sufficiency
FY	Fiscal Year
GR	Gross Rent (TTP + UA)
GR	Gross Rent Certification
GRC	Gross Rent Change
HACAO	<i>Housing Assistance Contract Administration Oversight (HQ Office overseeing the PBCAs; interfaces with other HQ offices for the PBCAs)</i>
HAP	Housing Assistance Payment(s)
HH 4350.3	HUD Handbook 4350.3
HOH	Head of Household
HOME	Home Investment Partnerships
HOPWA	Housing Opportunities for Persons with Aids
HOTMA	Housing Opportunity Through Modernization Act of 2016
HQ	HUD Headquarters
HSG Notice	Multifamily Housing Notice
HUD AE	HUD Account Executive
IC	Initial Certification
ICF/DD	Intermediate Care Facility/Developmentally Disabled
ICF/MR	Intermediate Care Facility/Mentally Retarded
IL	Income Limit
iMAX	Integrated Multifamily Access Exchange
IR	Interim Recertification
iREMS	Integrated Real Estate Management System
iREMS Number	HUD assigned 8-digit Integrated Real Estate Management System (iREMS) property number
ITIN	Individual Taxpayer Identification Number (A tax processing number only available for certain nonresident and resident aliens, their spouses and dependents who cannot get a Social Security Number.)
LIHTC	Low-income Housing Tax Credits
LIHTC Max Rent	The Maximum Allowable Rent under LIHTC
LMSA	Loan Management Set-Aside
LOCCS	Line of Credit Control System

Acronym	Definition
MAR	Miscellaneous Accounting Request
MAT	Monthly Activity Transmission
MAT 10	Any Full Certification (MI, IC, AR or IR or any correction to these)
MAT 15	Address Record
MAT 30	Voucher record
MAT 31	Voucher delete record
MAT 40	Move-out transaction
MAT 65	Termination/Suspension transaction
MAT 70	Gross Rent Change or Unit Transfer transaction
MFH	Multifamily Housing
MFI	Median Family Income
MI	Move-in
MO	Move-out
Mod Rehab	Section 8 Moderate Rehabilitation
MOR	Management and Occupancy Review
NC/SR	Section 8 New Construction/Substantial Rehabilitation
NCR	Noncitizen Rule
OA	Owner/Agent
OAMPO	Office of Asset Management and Portfolio Oversight
OARQ	Owner/Agent Initiated Accounting Adjustment
OGC	Office of General Counsel
OIG	Office of Inspector General (aka the 'IG')
OMB	Office of Management & Budget
PAC	Section 202/162 – Project Assistance Contract
PBCA	Performance Based Contract Administrator
PBRA	Project-based Rental Assistance
PBRA RAD	Project-based Rental Assistance Rental Assistance Demonstration
PBV	Project-based Voucher (program administered by PIH)
PBV RAD	Project-based Voucher Rental Assistance Demonstration
PH	Public Housing
PHA	Public Housing Authority
PIH	Public and Indian Housing
PII	Personally Identifiable Information
POA	Plan of Action <i>owners plan recorded in the Use Agreement</i>
PRAC	Project Rental Assistance Contract
RA	Repayment Agreement
RAD	Rental Assistance Demonstration
RAP	Rehab Assistance Payment (applies only to S8RAD C1)
RAP	Rental Assistance Payment Contract
RD	Rural Development
REAC	Real Estate Assessment Center
Repayment Agreement	Tenants enter into a repayment agreement for the overpayment of assistance with the property, whereas Owners enter into a repayment agreement for the overpayment of assistance with the MFH field office, the following policies will ensure accurate accounting measures for both the

Acronym	Definition
	property and SHCC. Chapter 8, Paragraph 8-23 of HUD Handbook 4350.3 REV-1, Change 4 provide specific guidance in regards to tenants' obligations to repay.
Rent Supp	Rent Supplement Contract (applies only to S8RAD C1)
RHIIP	Rental Housing Integrity Improvement Project
RHS	Rural Housing Service
ROB	Rules of Behavior
S8	Section 8 Contract
S8RAD C1	Section 8 PBRA RAD Component 1 PH to PBRA RAD
S8RAD C2	Section 8 PBRA RAD Component 2 Mod Rehab/Rent Supp RAP to PBRA RAD and PBRA RAD for PRAC
S8RAD C3	Section 8 PBRA RAD Component 3
SAM	System for Award Management
SAVE	Systematic Alien Verification for Entitlements
SH	Safe Harbor Income Source – Also referred to as Means-tested.
SPII	Sensitive Personally Identifiable Information
SRO	Single Room Occupancy
Student Rule	Section 8 Eligibility to occupy the subsidized property and receive housing assistance.
SSN	Social Security Number
TAC	HUD's Technical Assistance Center
TCA	Traditional Contract Administrator
TM	Termination/Suspension of Assistance
TR	Tenant Rent
TRACS	Tenant Rental Assistance Certification System (TRACS)
TTP	Total Tenant Payment
UA	Utility Allowance
UIV	Upfront Income Verification
UEI	GSA SAM Unique Entity Identifier
UR	Utility Reimbursement
UT	Unit Transfer
VAWA	Violence Against Women Act
VLI	Very Low Income
WASS	Web Access Secure System
YOC	Year of Conversion (applies only to S8RAD C1)