



# Tenant Rental Assistance Certification System

## New TRACS Tenant Web Reports

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TRACS Industry Meeting  
December 2003





# Tenant Rental Assistance Certification System

**Implementation Date**

**February 2004**





# Tenant Rental Assistance Certification System

## **New TRACS Web Reports**

- **Assistance Payment**
- **Late Recertifications**
- **Certifications with Discrepancies**

**All 3 reports are...**

- ★ **“Sort by Unit or Name”**
- ★ **“Browser or Download”**

# **Assistance Payment Query**

- **Contract or Project Number**
- **Date Type**
  - ◆ **Voucher Date**
    - **Not a Date Range – one month only (Mo/Yr)**
    - **The last submission for each effective date tied to that voucher date will be displayed.**
  - ◆ **Effective Date or TRACS Processed Date**
    - **Date Range (From – To)**
    - **Date Range – Not to exceed 24 months.**
    - **Displays all submissions per effective date within the date range requested.**

# **Assistance Payment Report**

- **Report Columns include:**
  - ◆ **Name, SSN, Unit #, Effect Date, Contract Rent, TTP, Utility Allow, Voucher Date, Act Code, and AP amounts..**
- **AP amounts (for each cert on the report)**
  - ◆ **TRACS Calc AP and MAT AP**
  - ◆ **AP Difference**
- **Total AP Amounts (for the entire report)**
  - ◆ **Total TRACS Calc AP & Total MAT AP**
  - ◆ **Total AP Difference**

# **Late Recertification Query**

- **Contract or Project Number**
  - **Report Type:**
    - 1. All Certifications**
    - 2. Exclude Terminations**
    - 3. HQ Terminations only \***
    - 4. Only Terminations**
- \* Note: Project rebaselines are not included.**

## **Late Recertification Criteria**

- **Report's logic will get & display certs having:**
  - ◆ **Highest effective date per household.**
  - ◆ **Next Recert Date less than/equal to Today.**
  - ◆ **No move-out.**

# **Late Recertification Report**

- **Report Columns include:**
  - ◆ **Unit #, SSN, Tenant Name, Effective Date, Next Recert Date, Number of Days Late (today-NRD), Termination Date, and Termination Reason.**
- **Heading includes:**
  - ◆ **Total Number of Late Recertifications**



# **Certifications with Discrepancies Query**

- **Contract or Project Number**
- **Date Range Type**
  - ◆ **Effective Date or TRACS Processed Date**
    - **Date Range (From – To)**
    - **Date Range – Not to exceed 12 months.**

# **Certifications with Discrepancies Criteria**

- **Report's logic will get & display certs having:**
  - ◆ **Discrepancies**
  - ◆ **An Effective Date falling within that effective date range specified OR . . .**
  - ◆ **A TRACS Processed Date falling within that processed date range specified.**
  - ◆ **The highest numerical occurrence (last submission) per effective date selected.**

# **Certifications with Discrepancies Report**

- **Report Columns include:**
  - ◆ **Unit #, Tenant Name, SSN, Effective Date, # of Days Unresolved \* , Action Code (1-4), Discrepancy Code, and Discrepancy Description.**
- \* **Note: # of Days Unresolved:  
Current Date – TRACS Processed Date**



# Tenant Rental Assistance Certification System

**New TRACS Tenant Web Reports**

**The End**





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