

QUADEL CONSULTING 

# TRACS 202D & HAP Vouchers

2015 Owner Agent Update

HUD Conference

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# Topics Today

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- TRACS 202D
- DUNS/TIN
- General Voucher Success Hints
- Resources

## 202D Conversion Timeline Reminder

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- June 30, 2014 HUD announced OMB approval of all related forms & released implementation schedule
- 6 mo. conversion 8/1/14 – 1/31/15
- January 16, 2015 HUD announced final 30-day extension
- **Monday, March 2, 2015 – only 202D files**

## What's Different – 202C vs. 202D?

Voucher Form	Description	MAT30 Record	202C	202D
52670	Cover Page	Section 2	Yes	Yes
52670-A Part 1	Regular Assistance	Section 3	No	Yes
52670-A Part 3	Adjustments	Section 4	No	Yes
52670-A Part 4	Misc. Requests	Section 6	Yes	Yes
52670-A Part 5	Special Claims	Section 5	Yes	Yes
52670-A Part 6	Repayment Agreements	Section 7	N/A	Yes

# Voucher & Process Changes – *New is Sometimes Good*

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- No paper Voucher to CA (INQ) *Remember to print & keep signed copy at property, per HUD requirement*
- Full expanded format in MAT30
  - INQ revised Reconciliation Report to match MAT30*
- GR's "old style" returns
- CA Vouchers Returned to OA, including option of "draft" MAT30

# TRACS 202D - Errors Redefined

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- Unnecessary & outdated errors eliminated
- Errors re-worded & re-categorized
- Many new additions for 202D

# Knowledge is Power

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- Monitor TRACS Online Queries for certification & voucher acceptance (via HUD's Secure Systems)
- INQ returns all TRACS responses
- Check TRACS Mailbox regularly
- Reference TRACS 202D MAT Guide for guidance and clarification

*Every property should have MAT Guide bookmarked and/or hard copy available*

# Miscellaneous Accounting Request

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## *MAT30 Section 6*

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- Extensive changes provide details and clarification
- 202C had 4 codes
- 202D has 11, plus one for PBCA use only

# Misc. Accounting Request

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## Some key additions

- UUTL = Unclaimed Utility Check
- RSPC = Recouped Special Claims Funds
- EIVP = EIV Penalty (5% reduction for EIV non-compliance)
- RESR = Residual Receipts (used to offset the voucher)

# Repayment Agreements

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# Repayment Agreements

## *MAT30 Section 7*

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### Three Types of Repayment Agreements:

1. Tenant
2. Owner
3. None
  - Status can be changed to Tenant if resident returns to repay

# Repayment Agreements

## *A Whole New Approach*

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- Must be reported on MAT30 section 7, 52670-A Part 6
- Entries reported as OARQ under Misc. Requests (MAT30 section 6, 52670-A Part 4) are denied

# Repayment Agreements Site Software

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- ALL repayment agreements must be entered in the site software
- Site software will assign repayment agreement number/id. Must be unique within property
- Software will create an entry for each monthly payment amount
- Payments will be entered in the software
- Appropriate voucher entries will be included on the monthly transmission

# Resident Repayment Agreements

## *Resources & Guidance*

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- HH 4350.3 REV-1, Change 4, paragraph 8-21
- HUD Notice 13-06

# Resident Repayment Agreements

## Multiple Offenders

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- Entering into Resident Repayment Agreement always OA choice
- Paper RA may reference multiple offenses of improper reporting, however...
- Each instance must be distinguished with unique agreement number/id
- HUD expectation: track individual instances of improper reporting/payment, balances paid, amounts outstanding



# Repayment Agreement

## *Helpful Hints*

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- Agreement Amount = total amount of assistance paid in error ***before*** any resident payment
- After the 1<sup>st</sup> month, Agreement Change Amount = 0 unless an adjustment & total assistance paid in error changes
- Ending Balance = balance remaining to be paid on agreement (*per payments **included on CA approved vouchers***)

## *Resident Refuses to Enter into Repayment Agreement?*

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Signs appropriate certifications; refuses to sign repayment agreement

- Signed certs must be transmitted to TRACS
- Site software will generate appropriate voucher adjustments returning improper subsidy to HUD
- Use Repayment Agreement type “3”, None to create appropriate reversal of adjustments (assuming full and proper OA compliance)

# DUNS & TIN

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# DUNS & TIN

## *Why and When?*

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- HUD Notice 12-06
- DUNS & TIN optional now
- May be required at any time in near future
- *Will* be mandatory for payment
- HUD will verify data accuracy against SAM (System for Award Management) *RHIIP Listserv #285*
- Monitor RHIIP Listserv and TRACS Announcements for announcement

# DUNS & TIN

## *What?*

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### **Property Owner**

- If no DUNS number; no TIN
- If DUNS number; must have TIN
- If TIN; must have DUNS number

### **Parent Company**

- Not required
- *IF present*, same guidelines as above
- BUT do not use property owner data

# DUNS & TIN

## *Where?*

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- Property Owner DUNS  
MAT30 Header Record, field 33
- Property Owner TIN  
MAT30 Header Record, field 35

### ***ONLY IF PRESENT***

- *Parent Company DUNS*  
*MAT30 Header Record, field 34*
- *Parent Company TIN*  
*MAT30 Header Record, field 36*

# General Voucher Success Hints

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# TRACS Batch Processing Order

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1. MAT30 (vouchers)
2. MAT40 (move-outs)
3. MAT65 (terminations)
4. MAT10 (all full certifications, no order)
5. MAT70 (unit transfers and gross rents)



# Certification Processing

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- Baseline files **not** typically needed; use only if instructed by CA
- Effective dates must be unique. Action steps if new cert has same effective date as previously transmitted cert...
  - Prior cert is recorded in TRACS - process/transmit cert, **marked as correction**
  - Prior cert is not recorded in TRACS – simply process/transmit new cert. Do **not** mark as correction

# Certification Processing

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## Head of Household (HOH) Changes or Corrections

202D MAT Guide, chapter 4, 4.16

- Report only on full certifications (MAT10)
- Populate all previous HOH fields using data recorded in TRACS

## Resources to Bookmark

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- HUDClips

[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/administration/hudclips](http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips)

- TRACS Home Page

*Documents, Discussion Forum, Announcements  
Industry Meeting Presentations*

[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/housing/mfh/trx/trxsum](http://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/mfh/trx/trxsum)

## Resources to Bookmark

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- RHIIP Listserv

*(Rental Housing Integrity Improvement Project)*

[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/housing/mfh/rhiip/mfhrhiip](http://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/mfh/rhiip/mfhrhiip)

Not signed up?

<http://portal.hud.gov/hudportal/HUD?src=/subscribe/maillinglist>



## How to Reach Me...

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