



## TRACS FUNDAMENTALS

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### Programs using TRACS

- ❖ Section 221(d) (3) Below Market Interest Rate (BMIR)
- ❖ Section 236 Interest Reduction and Rental Assistance Payments
- ❖ Section 202/162 Project Assistance Contract (PAC) Program
- ❖ Section 202 Project Rental Assistance Payments
- ❖ Project-Based Section 8 Programs [The Section 8 housing program is multiple rental assistance programs authorized under Section 8 of the U.S. Housing Act of 1937.]
- ❖ Section 811 Project Rental Assistance Payments
- ❖ Section 811 Project Rental Assistance (PRA)

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### Automation Rule 2004



### Information Sheet

#### HUD Multifamily Housing Automation Rule

July 2004

**1. What is the Automation Rule?**

The Automation Rule requires owners of automated multifamily programs to update their HUD Multifamily Housing Assistance Certification System (THACS) data for certification, identification, and funding needs for current and future housing units. HUD will conduct and transmit electronically to HUD for HUD compliance to the HUD THACS requirements and...

- Section 800 Supportive Housing for the Elderly and Disabled and Section 7 Housing for Limited Income
- Section 202 for Persons with Disabilities and HUD Assisted Project Assistance Contracts
- Section 202 Project Rental Assistance Payments
- Section 202 Project Rental Assistance Contracts
- Section 811 Supportive Housing for Persons with Disabilities

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## What is TRACS?

TRACS stands for **Tenant Rental Assistance Certification System**. It involves submitting 50059 and HAP information to HUD electronically.

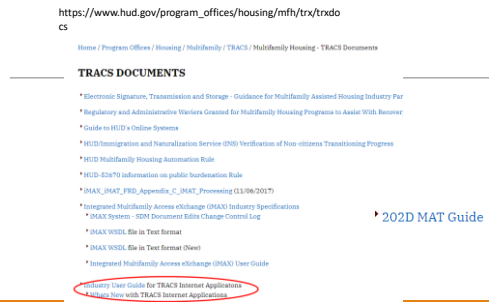
Access for TRACS is through the HUD Secure System website.

The Tenant Rental Assistance Certification System (TRACS) is designed to process:

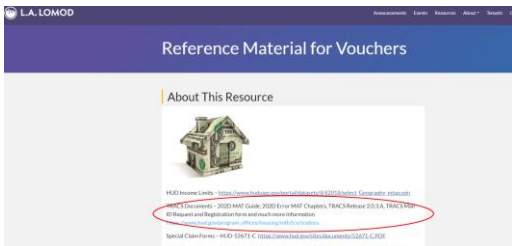
- ❖ Subsidy contracts;
- ❖ Tenant rental assistance information, and
- ❖ Owner requests for payment (vouchers).

TRACS collects tenant data and voucher data for project-based programs and authorizes payment for subsidy programs. Payments are based upon the voucher, contract, and tenant data residing in the system.

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Tenant Rental Assistance  
Certification System (TRACS)

Industry User Guide for  
Voucher-Tenant Internet Applications

October 2010

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## iMAX (formerly TRACS mail)

iMAX is a web-based communication system that provides Contract Administrators (CAs), Owners, Management Agents, and Service Bureaus who have subsidy contracts with HUD to transmit to HUD.

Files sent to HUD are logged, processed, and submitted to TRACS for payment processing by iMAX. iMAX also receives TRACS processing results and makes these results available to the external business partners of HUD.

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## Monthly Activity Transmission (MAT) Guide

MAT User Guide  
TRACS Release 2.0.2.0

Chapter 1: Introduction

### CHAPTER 1 INTRODUCTION

#### 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 (OFHO). 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.

#### 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 in implementing procedures for submitting automatic transactions data to TRACS for processing. This guide should also be used in conjunction with the HUD 4150.3 Occupancy Handbook.

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## MAT Guide

202DMATChap01 Introduction	Microsoft Word 97 - 2
202DMATChap02 Understanding the MAT	Microsoft Word 97 - 2
202DMATChap03 New Release Enhancements	Microsoft Word 97 - 2
202DMATChap04 TRACS Operating Tips	Microsoft Word 97 - 2
202DMATChap05 MAT Tenant System Record Formats and Definitions	Microsoft Word 97 - 2
202DMATChap06 MAT VoucherPayment System Record Formats and Definitions	Microsoft Word 97 - 2
202DMATChap07 Required HUD-50059, HUD-50059-A and Subsidy Reporting	Microsoft Word 97 - 2

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## MAT Guide

MAT User Guide  
TRACS Release 2.0.2.0 Chapter 4 TRACS Operating Tips

**CHAPTER 4 TRACS Operating Tips**

Chapter 4 contains practical information on resolving common errors and dealing with various situations. It includes new requirements for site and CA software vendors.

Color coding: Yellow or Aqua indicates new or changed text since 2.0.2.C.  
Note: Handbook references are to HUD 4363 Rev-1, Change 4.

CHAPTER 4 TRACS Operating Tips		1
4.1	How to Submit What Transactions to Submit for a Change in Unit	3
4.2	How to Submit a Rent Roll	4
4.3	What to Do After Receiving an HQ Move-out Message	7
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## Monthly Activity Transmission (MAT)

The Monthly Activity Transmission (MAT) is a front-end subsystem of TRACS.

It accepts data transmitted from the sites to HUD Headquarters or Contract Administrator in an electronic form and returns messages from HUD Headquarters or Contract Administrator to the sender sites.

MAT performs formatting and data-type validation on the data. MAT will return a file to the sender containing error messages when errors exist. The sender must correct the errors and resubmit the information.

All error messages are automatically returned via the sender's IMAX account, and users should review the contents of their mailbox daily.

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## Accessing TRACS

all TRACS / iMAX users must accept TRACS ROB annually which includes completing annual security training as specified in the ROB

Registration is required prior to gaining access to the Tenant Rental Assistance Certification System (TRACS) Internet applications. As these applications provide access to sensitive financial and personal information, security features have been implemented to ensure access is granted only to authorized entities/individuals.

Only after registering in HUD's Secure Systems, being added to the system, receiving a user ID, and being assigned a system role can an Internet user access TRACS Internet applications.

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## Cyber Awareness / Rules of Behavior

To maintain TRACS access, current user(s) and coordinator(s) with user IDs must

- ❖ Accept TRACS Rules of Behavior
- ❖ Complete Security Awareness Training annually.

<https://public.cyber.mil/training/cyber-awareness-challenge/>

Users accessing TRACS Internet or iMAX applications will be presented with Rules of Behavior for initial acceptance. After that, TRACS will display Rules of Behavior annually for acceptance.

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## Cyber Awareness

<https://public.cyber.mil/training/cyber-awareness-challenge/>



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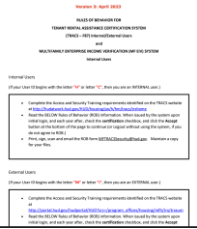
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# Rules of Behavior

www.hud.gov/sites/dfiles/Housing/documents/
/TRACS\_ROB\_v3-April\_2023.pdf



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Series of horizontal lines for handwritten notes.

# Secure Systems



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# Secure Systems



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## Voucher Query

Owners and management agents may now also access this information to determine voucher status and to resolve payment issues.

The main objective of the application is to provide a vehicle for answering status questions concerning a voucher.

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## Insufficient Funds

U.S. Department of Housing and Urban Development  
TRACS Voucher List

Contract/Project Number: CA34  
Project Name:  
Hedberg Type:  
Hedberg Contract Expiration Date: 03/31/2024  
Active Tenant Count/Units: 45/44 (102.3%)

Roll-over Date: 01-01-2024  
Roll-over Note: (If you add/edit a voucher date)

Voucher ID	Unit#	Contract	Project	Status	Change Request	Request Amount	Other Amount	Collateral	Roll-over Date	LOCES Photo	Contract	Contract	Contract	Contract	Contract
					Req #						AD	AD	AD	AD	AD
24001114	30100224	N	04700224	PO0	04700224	0000	00	00	01/01/2024		LOCCS	CASH	00		
24001138	30100224	N	03700224	P00	03700224	0000	00	00	01/01/2024		LOCCS	CASH	00		
24001144	30100224	N	03700224	P00	03700224	0000	00	00	01/01/2024		LOCCS	CASH	00		
24001148	30100224	N	03700224	P00	03700224	0000	00	00	01/01/2024		LOCCS	CASH	00		
24001152	30100224	N	12100224	P00	12100224	0000	00	00	01/01/2024		LOCCS	CASH	00		

**R26** Insufficient funds under contract to process payment. Contact your Project Manager at local HUD Field office.

**P00** The "P00" status indicates the voucher was properly processed and sent to Treasury by LOCCS for payment.

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## Expired contract

U.S. Department of Housing and Urban Development  
TRACS Voucher List

Contract/Project Number: CA34  
Project Name:  
Hedberg Type:  
Hedberg Contract Expiration Date: 03/31/2024  
Active Tenant Count/Units: 3/3 (100%)

Roll-over Date: 01-01-2024

Voucher ID	Unit#	Contract	Project	Status	Change Request	Request Amount	Other Amount	Collateral	Roll-over Date	LOCES Photo	Contract	Contract	Contract	Contract	Contract
					Req #						AD	AD	AD	AD	AD
24001101	30100224	N	04700224	P00	04700224	0000	00	00	01/01/2024		TRACS	CASH	00		
24001102	30100224	N	03700224	P00	03700224	0000	00	00	01/01/2024		TRACS	CASH	00		
24001104	30100224	N	03700224	T01	03700224	0000	00	00	01/01/2024		TRACS	CASH	00		
24001105	30100224	N	03700224	T01	03700224	0000	00	00	01/01/2024		TRACS	CASH	00		

**T41** Contract expired in TRACS. Contact your Project Manager at local HUD Field office.

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### Voucher Summary Query

U.S. Department of Housing and Urban Development  
TRACS Contracts/Project Based Voucher Summary Report

Contract Number: [redacted] Voucher Date Range: 05/01/2023 - 03/31/2023  
Project Number: [redacted]  
Project Name: [redacted]  
Subsidy Type: Section 8  
Last Date: [redacted]  
Voucher Unit Summary

Voucher Date	Total Units in Contract	Units Occupied by Lower Income Tenants	Units Occupied by Market Rate Tenants	Units Remaining in Contract	Units in Project Bidding	Units in Approval Bidding	Units Vacant Since Contract	Units Under Lease Contract
05/01/2023	270	0	0	270	250	10	0	0
06/01/2023	210	0	7	202	202	11	1	0
07/01/2023	210	0	7	202	200	17	2	0
Total	630	0	20	610	650	42	3	0

Voucher Request Summary

Voucher Date	Request	Amount	Request	Amount	Request	Amount	Request	Amount	Request	Amount	Request	Amount	Request	Amount	Request	Amount	Request	Amount
05/01/2023	15000.00	0.00	2014.00	0.00	0.00	0.00	2100.00	0.00	15000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06/01/2023	15000.00	0.00	464.00	0.00	0.00	0.00	0.00	0.00	15000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
07/01/2023	15300.00	0.00	12401.00	0.00	0.00	0.00	0.00	0.00	15300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	45300.00	0.00	14859.00	0.00	0.00	0.00	2100.00	0.00	45300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

CA Approved Amounts

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### Voucher Summary Query

CA Approved Amounts

Voucher Date	CA ID	CA Approved Request	CA Approved Amount	CA Approved Amount	CA Approved Amount	CA Approved Amount	CA Approved Amount	CA Approved Amount	CA Approved Amount	CA Approved Amount	CA Approved Amount	CA Approved Amount	CA Approved Amount	CA Approved Amount	CA Approved Amount	CA Approved Amount	CA Approved Amount	CA Approved Amount
05/01/2023	CA001	15000.00	0.00	2014.00	0.00	0.00	0.00	2100.00	0.00	15000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06/01/2023	CA001	15000.00	0.00	464.00	0.00	0.00	0.00	0.00	0.00	15000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
07/01/2023	CA001	15300.00	0.00	12401.00	0.00	0.00	0.00	0.00	0.00	15300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total		45300.00	0.00	14859.00	0.00	0.00	0.00	2100.00	0.00	45300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Voucher Payment Details

Voucher Date	Estimated Pay Date	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
05/01/2023	05/15/2023	15000.00	0.00															
06/01/2023	06/15/2023	15000.00	0.00															
07/01/2023	07/15/2023	15300.00	0.00															
Total		45300.00	0.00															

Impending and printing for page

EBSD Home TRACS Home Secure Systems

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### Special Claims

TRACS Voucher Query

Displays past 48 month's vouchers for selected Project or Contract

Enter the Contract or Project Number

Contract Number: CA [redacted] (Project Number) [redacted] Select One

Submit Query

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### Special Claims

U.S. Department of Housing and Urban Development  
TRACS Voucher List

Contract/Project Number: CA  
Project Name:  
Voucher Type:  
Rentality Account Expiration Date: 08/31/2033  
Active Tenant Count (Under 2023/2023 (200%))

Click here to go to selected voucher details.

Voucher ID	Number	Contract	Status	Type	Date	Housing Assistance		Other	Annual	Exp	Exp	Days	Type	Status	Contract	Project
						Start	End									
20030304	041-0304	N	04/03/2024	PHS	04/03/2024			04/03/2024	04/03/2024	04/03/2024	04/03/2024	04/03/2024	04/03/2024	04/03/2024	04/03/2024	04/03/2024
20030305	041-0305	N	03/20/2024	PHS	03/20/2024			03/20/2024	03/20/2024	03/20/2024	03/20/2024	03/20/2024	03/20/2024	03/20/2024	03/20/2024	03/20/2024
20030306	041-0306	N	02/23/2024	PHS	02/23/2024			02/23/2024	02/23/2024	02/23/2024	02/23/2024	02/23/2024	02/23/2024	02/23/2024	02/23/2024	02/23/2024
20030307	041-0307	N	02/23/2024	PHS	02/23/2024			02/23/2024	02/23/2024	02/23/2024	02/23/2024	02/23/2024	02/23/2024	02/23/2024	02/23/2024	02/23/2024
20030308	041-0308	N	12/20/2023	PHS	12/20/2023			12/20/2023	12/20/2023	12/20/2023	12/20/2023	12/20/2023	12/20/2023	12/20/2023	12/20/2023	12/20/2023
20030309	041-0309	N	11/14/2023	PHS	11/14/2023			11/14/2023	11/14/2023	11/14/2023	11/14/2023	11/14/2023	11/14/2023	11/14/2023	11/14/2023	11/14/2023
20030310	041-0310	N	10/12/2023	PHS	10/12/2023			10/12/2023	10/12/2023	10/12/2023	10/12/2023	10/12/2023	10/12/2023	10/12/2023	10/12/2023	10/12/2023
20030311	041-0311	N	09/14/2023	PHS	09/14/2023			09/14/2023	09/14/2023	09/14/2023	09/14/2023	09/14/2023	09/14/2023	09/14/2023	09/14/2023	09/14/2023
20030312	041-0312	N	08/09/2023	PHS	08/09/2023			08/09/2023	08/09/2023	08/09/2023	08/09/2023	08/09/2023	08/09/2023	08/09/2023	08/09/2023	08/09/2023
20030313	041-0313	N	07/20/2023	PHS	07/20/2023			07/20/2023	07/20/2023	07/20/2023	07/20/2023	07/20/2023	07/20/2023	07/20/2023	07/20/2023	07/20/2023
20030314	041-0314	N	06/15/2023	PHS	06/15/2023			06/15/2023	06/15/2023	06/15/2023	06/15/2023	06/15/2023	06/15/2023	06/15/2023	06/15/2023	06/15/2023
20030315	041-0315	N	05/10/2023	PHS	05/10/2023			05/10/2023	05/10/2023	05/10/2023	05/10/2023	05/10/2023	05/10/2023	05/10/2023	05/10/2023	05/10/2023
20030316	041-0316	N	04/03/2023	PHS	04/03/2023			04/03/2023	04/03/2023	04/03/2023	04/03/2023	04/03/2023	04/03/2023	04/03/2023	04/03/2023	04/03/2023

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### Special Claims

U.S. Department of Housing and Urban Development  
TRACS Voucher Query Detail Options

Contract/Project Number: CA  
Project Name:  
Voucher ID:  
Voucher Date: 05/01/2024

System is open for more voucher data.  
Do print HTML of query for later use paper and select language alternative.

- 1 Voucher Summary Detail
- 2 Miscellaneous Accounting Requests
- 3 **Special Claims**
- 4 Voucher Discrepancies
- 5 Requester Agreements
- 6 Assistance Payment Detail
- 7 Adjustment Payment Detail

[Back to Query](#)   [Back to Voucher List](#)

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### Special Claims

U.S. Department of Housing and Urban Development  
TRACS Voucher Special Claims

Contract/Project Number:      Project Name:  
Voucher ID: 2307813594      Voucher Date: 07/01/2023

[Back to Query](#)

Sequence Number	Claim ID	Claim Amount	Claim Type
1	CA0000000499	\$991	Regular Utility

[Back to Query](#)   [Back to Voucher Query Detail Options](#)

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# Move-In/Move-Out report

U.S. Department of Housing and Urban Development  
TRACS Move-In/Move-Out Report

Contract Number: CA  
Date Range: 05/01/2023 - 04/30/2024  
Total Number of Move-Ins: 4  
Total Number of Move-Outs: 8

Back to Overview

\*No Move-In or Move-Out occurred within this date range

Project Number	Unit Number	Move-In Date	Move-Out Date	Head Tenant Name	SSN
1101	1	1	*	10/19/2023	3
1102	1	1	*	04/04/2024	4
1105	1	1	*	03/29/2024	4
1110	1	1	*	06/01/2023	3
1110	1	1	*	06/01/2023	3
1112	1	1	*	11/29/2023	3
1113	1	1	*	08/01/2023	4
1113	1	1	*	08/01/2023	4
1114	1	1	*	03/21/2024	*
1114	1	1	*	03/04/2023	3
1217	1	1	*	06/01/2023	3
1217	1	2	*	06/02/2023	3

Back to Overview

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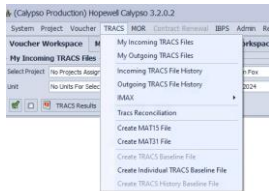
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# How LOMOD uses TRACS



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www.e3housing.com  
robin.fox@e3housing.com



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