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i-CAM 202D Change Guide

During the first few months of the HUD transition period, select i-CAM properties have been transmitting certification and voucher files in the new TRACS 202D format. With the October release of i-CAM 3.1.5, i-CAM will now allow properties to convert to the new TRACS 202D format at will. Keep in mind that all submissions must be made in the TRACS 202D format starting February 1st, 2015. Any errors or issues encountered with HUD or Contract Administrators must be reported to support for immediate attention.

This document outlines the changes to the HUD forms for TRACS 202D and identifies changes to i-CAM to adhere to the new regulations. Please review this document in its entirety before switching to the new TRACS 202D specifications.

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New TRACS Information

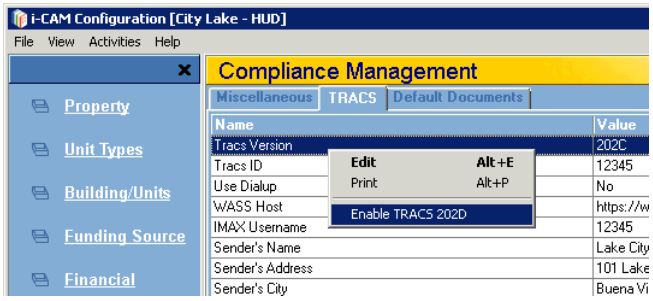
202D Checklist

The change from 202C to 202D is a **non-reversible** change. Once a property is on 202D, the only way to return to 202C is to restore the property to a backup that was run prior to the 202D change. The below check list will help you make sure that you are prepared to make this change.

	BEFORE Switching to TRACS 202D
☐	Check with your CA to confirm that they are ready to receive TRACS 202D files
☐	Plan your switch * *Consider switching to TRACS 202D at the end of the month or on the 1st of the month (property date)* * *Train your staff on both software changes and policy changes*
☐	Send all pending TRACS files and verify that they have been accepted
☐	Run a backup
	AFTER Switching to TRACS 202D
☐	Enter the DUNS & TINS values for your property if you have not already.

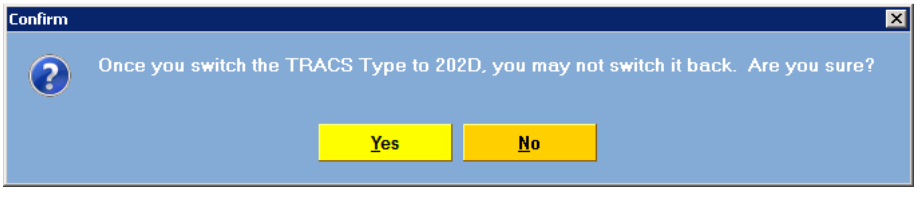
Turning on 202D

You can make the change to 202D by changing the TRACS Version in the Enterprise Console Manager (ECM). It is recommended that you process a backup prior to switching to 202D in case you need to restore to 202C.



1. Go to **Compliance > TRACS**.
2. Right-click in the TRACS grid and choose **Enable TRACS 202D**.

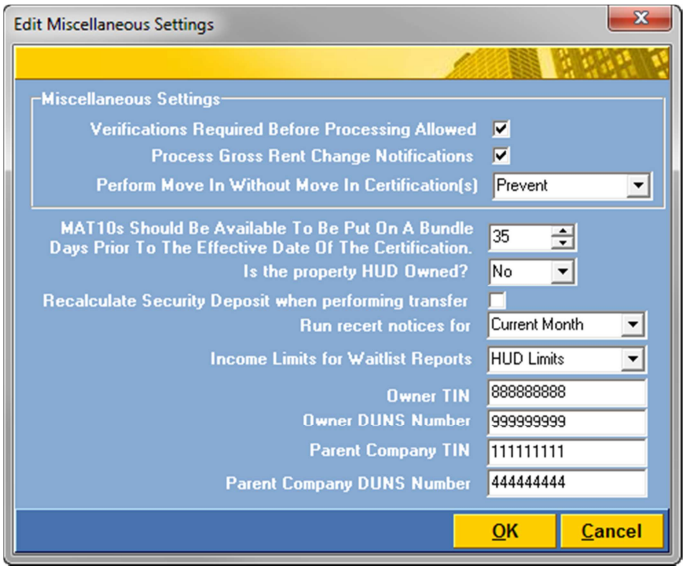
You will be asked to confirm that you would like to switch to 202D.



3. Click **Yes** to switch to 202D or click **No** to cancel.

Parent Company and Owner DUNS and TIN numbers

Section 8, Rent Supplement, RAP, 202 and 811 PRAC properties are required to submit their Owner and Parent Company's DUNS (Data Universal Numbering System) and TIN (Taxpayer Identification Number) when submitting their HAP Request MAT files starting with 202D.

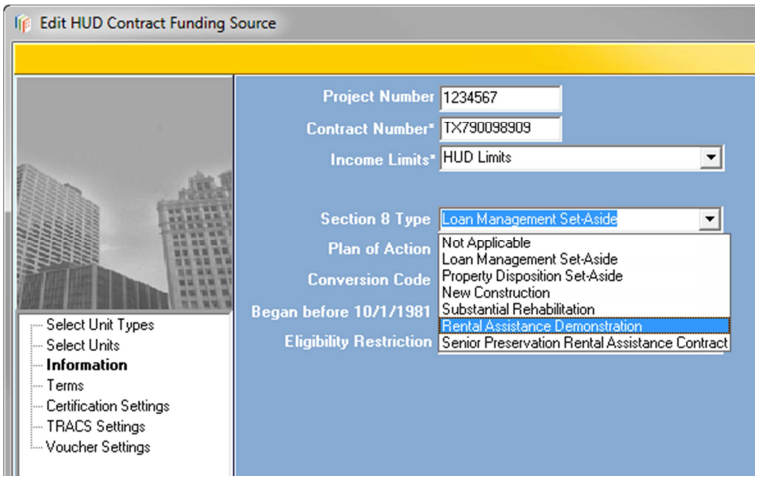


These 9 digit numbers can be entered in the Enterprise Console Manger. Configure your property and go to **Compliance > click Edit**.

The Owner DUNS and TIN numbers must be entered before a valid HAP request can be submitted in the 202D format for Section 8, Rent Supplement, RAP, 202 and 811 PRAC properties. If your property has a Parent Company, the Parent Company's DUNS and TINS numbers will also be required.

New Section 8 Sub Types

TRACS 202D adds two additional Section 8 sub-types:



1. Rental Assistance Demonstration (RAD)
2. Senior Preservation Rental Assistance Contract (SPRAC)

When editing through a Section 8 Funding Source in the Enterprise Console Manager. The new Section 8 sub-types can be seen on the Information page listed in the **Section 8 Type** dropdown menu.

Form Review - Full Certification (HUD 50059)

With TRACS 202D, changes were made to HUD form 50059. Below will show you the changes to the form as well as what settings in i-CAM will effect these fields.

50059 Page 1:

Certification Summary from Page 2			
Name of Project Lake City - HUD	Effective Date 10/1/2010	Certification Type Interim Recertification	Anticipated Voucher Date 10/1/2010
Head of Household Valdez, Roberta	Total Tenant Payment $260.00	Assistance Payment $430.00	Tenant Rent $220.00
Unit Number 01	Extenuating Circumstances Code 1		

Tenant Signatures			
Head of Household	Date	Other Adult	Date
Spouse / Co-Head	Date	Other Adult	Date
Other Adult	Date	Other Adult	Date
Other Adult	Date	Other Adult	Date
Other Adult	Date	Other Adult	Date
Other Adult	Date	Other Adult	Date
Other Adult	Date	Other Adult	Date

Owner/Agent Signature	
Owner/Agent	Date

New fields added to the Certification Summary Section:

Anticipated Voucher Date: This field will report the same value as page 2

Extenuating Circumstance Code: This field will report the same value as page 2

50059 Page 2:

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Section B. Summary Information

1. Project Name	Lake City - HUD	12. Effective Date	10/1/2010	21. Unit Number	01
2. Subsidy Type	Section 8	13. Anticipated Voucher Date	10/1/2010	22. No. of Bedrooms	1
3. Secondary Subsidy Type	S	14. Next Recertification Date	1/1/2011	23. Building ID	
4. Property ID				24. Unit Transfer Code	No
5. Project Number	1234567	15. Project Move-In Date	1/1/2000	25. Previous Unit No.	
6. Contract Number	TX790098909	16. Certification Type	IR	26. Security Deposit	$98.00
7. Project iMAX ID	TRACM12345	17. Action Processed		27. 236 Basic/BMIR Rent	$650.00
8. Plan of Action Code		18. Correction Type		28. Market Rent	$875.00
9. HUD-Owned Project?		19. EIV Indicator	Y	29. Contract Rent	$650.00
10. Previous Housing Code		20. Prev. Subsidy Type	N/A	30. Utility Allowance	$40.00
11. Displacement Status Code				31. Gross Rent	$690.00
				32. TTP at RAD Conversion	$0.00

Section C. Household Information

33. No.	34. Last Name	35. First Name	36. MI	37. Rel.	38. Sex	39. Race	40. Eth.	41. Birth Date	42. Special Status	43. Stdnt Stat.	44. ID Code (SSN)	45. SSN Excp	46. Ctzn Code	47. Alien Reg. Number	48. Age	49. Work Codes
01	Valdez	Roberta		H	F	W	1	6/18/1947	E		999-99-9999	E	EC		63	
02	Valdocs	John		S	M	W	1	12/12/1957	M		958-68-4768		EC		52	
03	Valdocs	Robert		D	M	W	1	4/16/1998			098-78-9876		EC		12	
04																
05																
06																
07																
08																

50. Family has Mobility Disability?	No	53. Number of Family Members	3	57. Expected Family Addition - Adoption	0
51. Family has Hearing Disability?	No	54. Number of Non-Family Members	0	58. Expected Family Addition - Pregnancy	0
52. Family has Visually Disability?	No	55. Number of Dependents	1	59. Expected Family Addition - Foster Children	0
		56. Number of Eligible Members	3		

60. Previous Head Last Name	Valdez	63. Active Full Cert. Effective Date	1/1/2010
61. Previous Head First Name	Roberta	64. Previous Head ID	123-12-1234
62. Previous Head Middle Initial		65. Previous Head Birth Date	06/18/1961

Section D. Income Information

66. Mbr. No.	67. Income Type Code	68. Amount	69. SSN Benefits Claim No.
01	W-Non-Federal Wage	$9,090.00	
01	SS-Social Security	$2,580.00	

70. Total Employment Income	$9,090.00	
71. Total Pension Income	$2,580.00	
72. Total Public Assistance Income	$0.00	
73. Total Other Income	$0.00	
74. Total Non-Asset Income	$11,670.00	

Section E. Asset Information

75. Mbr. No.	76. Description	77. Status	78. Cash Value	79. Actual Yearly Income	80. Date Divested
01	Checking	C	$500.00	$0.00	
01	Savings	C	$200.00	$10.00	

81. Total Cash Value of Assets	$700.00		
82. Actual Income from Assets	$10.00		
83. HUD Passbook Rate			
84. Imputed Income from Assets	$0.00		
85. Asset Income	$10.00		

Section F. Allowances & Rent Calculations

86. Total Annual Income	$11,680.00	97. Deduction for Dependents	$480.00	108. Total Tenant Payment	$260.00
87. Lower Income Limit	$53,150.00	98. Child Care Expense (work)	$0.00	109. TTP Before Override	$0.00
88. Very Low Income Limit	$33,250.00	99. Child Care Expense (school)	$0.00	110. Tenant Rent	$220.00
89. Extremely Low Income Limit	$19,950.00	100. 3% of Income	$350.00	111. Utility Reimbursement	$0.00
90. Current Income Status	3	101. Disability Expense	$0.00	112. Assistance Payment	$430.00
91. Eligibility Universe Code	1	102. Disability Deduction	$0.00	113. Welfare Rent	$0.00
92. Sec. 8 Assist. 1984 Indicator	Neither	103. Medical Expense	$748.00	114. Rent Override	
93. Income Exception Code	No Exceptions	104. Medical Deduction	$398.00	115. Hardship Exemption	
94. Police / Security Tenant?	No	105. Elderly Family Deduction	$400.00	116. Waiver Type Code	
95. Survivor of Qualifier?	No	106. Total Deductions	$1,278.00	117. Eligibility Check Not Required	
96. Household Citizenship Eligibility	E	107. Adjusted Annual Income	$10,402.00	118. Extenuating Circumstances Code	1

New Fields Added	Field #
EIV Indicator	19
TTP at RAD Conversion	32
SSN Exception	45
TTP Before Override	109
Rent Override	114
Eligibility Check Not Required	117
Extenuating Circumstance Code	118

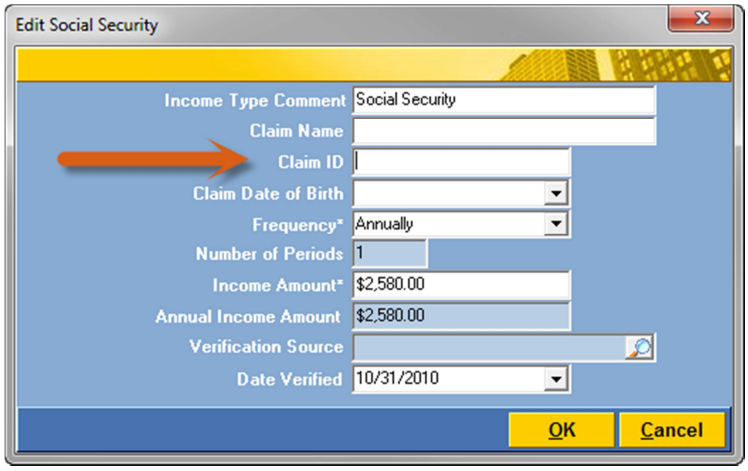
Existing Fields that were removed	Field #
FIPS County Code	10
Unit Move-In Date	17
Certification Correction Date	21

Revisions to existing fields			
Existing name	**Old Field #**	**New name**	**New Field #**
Telecom Address	7	Project iMAX ID	7
Basic Rent	29	236 Basic / BMIR rent	27
Student Status	44	Stdnt Stat.	43
Elig. Code	46	Ctzn Code	46
Age at Cert.	48	Age	48
Family is Mobility Impaired?	50	Family has Mobility Disability?	50
Family is Hearing Impaired?	51	Family has Hearing Disability?	51
Family is Visually Impaired?	52	Family has Visual Disability?	52
Previous Effective Date	63	Active Full Cert. Effective Date	63
Cash Value of Assets	81	Total Cash Value of Assets	81
Household Assistance Status	96	Household Citizenship Eligibility	96

Existing Field - SSN Benefits Claim Number

The SSN benefits claim number field has been fully activated in TRACS 202D. Previously, this field was a future field. This field is now Mandatory on Condition (MOC) with the implementation of TRACS 202D.

The purpose of this field is to capture the social security claim number under which a family member receives income benefits only if it is different from that member's own number.



The SSN Benefits Claim Number can be entered in the Claim ID field when adding or editing a Social Security or Supplement Security Income (SSI).

** field 69 of the 50059 will show the SS benefits claim number.

New Field - SSN Exception

The field, SSN Excep., has been added to the 59 to capture cases where there is a valid reason for a member not having a social security number.

The exceptions are:

Member does not contend eligible immigration status

** field 45 of the 50059 will show an C.

Age 62+ as of 1/31/10 and eligibility previously determined

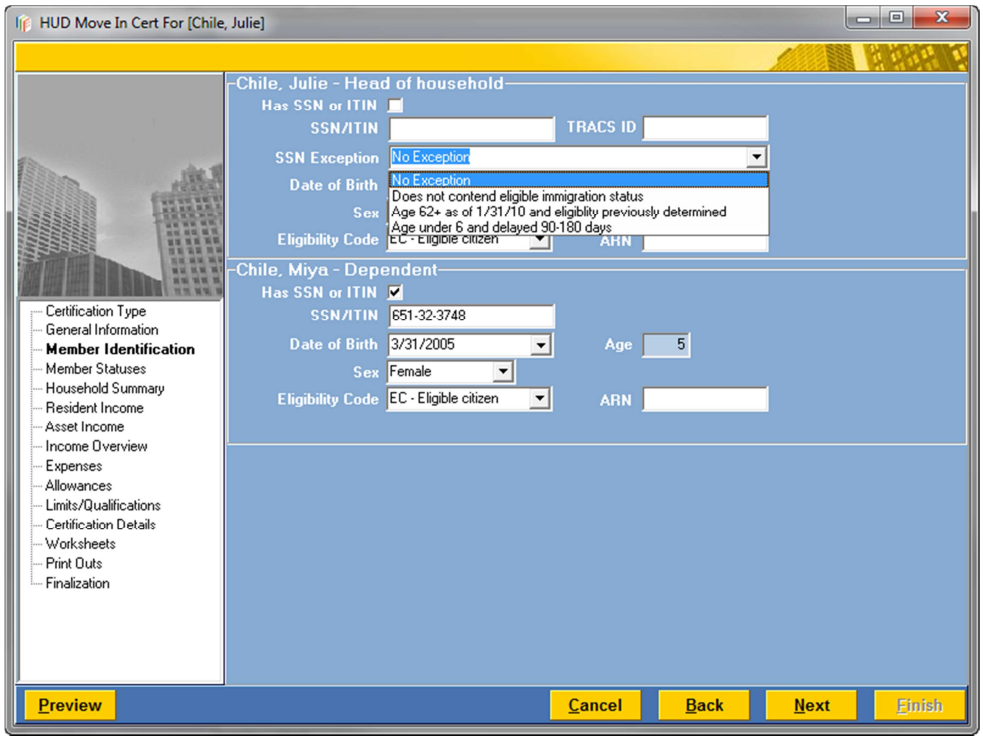
This exception applies to household members whose initial determination of eligibility in either a Multifamily or Public and Indian Housing program was begun prior to January 31, 2010 (a break in assistance does not void the exemption)

** field 45 of the 50059 will show an E.

Age under 6 and delayed 90-187 days

This exception applies to household members under the age of 6 where disclosure of SSN is delayed for 90 - 180 days. This code may not be used on a MI or IC transaction.

** field 45 of the 50059 will show an M.



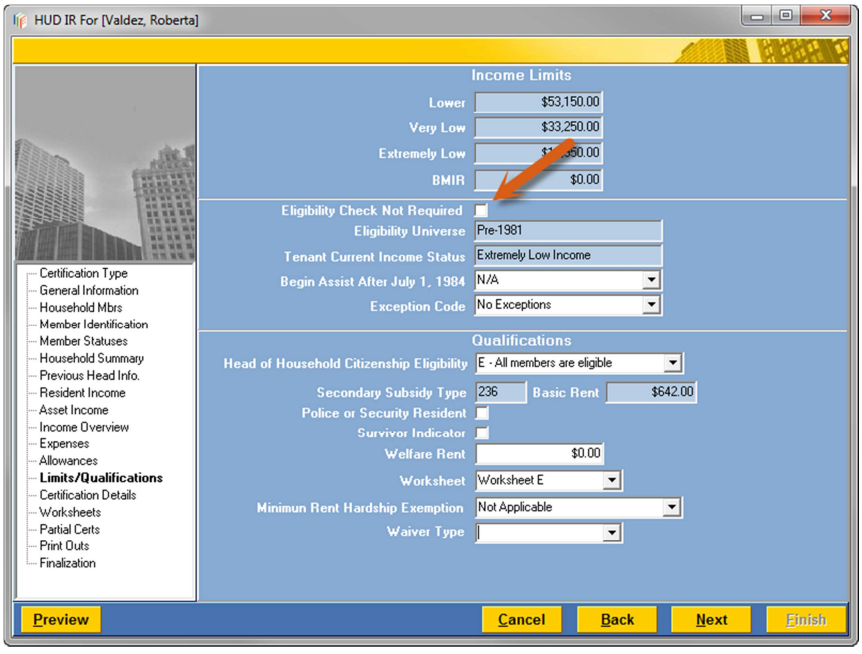
On the Member Identification page of the Certification Wizard:

1. Uncheck **Has SSN or ITIN**
2. The **SSN Exception** selection will be available.

New Field - Eligibility Check Not Required

There are a number of examples described in the 4350.3 where an eligibility check is not required when processing a Move In or Initial certification. Current examples are:

- If a tenant is transferred to a unit in a comparable project as a reasonable accommodation (Handbook 2-32.C.1.a) eligibility is not checked on the Move-in certification or in response to VAWA
- For a contract combination, the tenant is first terminated from the old contract and an Initial Certification is done for the new contract. Eligibility is not checked on the Initial Certification.
- Under Handbook paragraph 7-12.B.3, a tenant who fails to respond to a notice to provide information about changes in composition or income must be terminated. When the tenant submits the information, their rent must be reduced (IC). Eligibility is not checked on this Initial Certification.
- For 100% Section 8 properties. If the project is 100% subsidized, in the case where an in-place tenant's assistance was terminated due to an increase in income and whose income decreases to where they are again eligible for assistance, the tenant should be recertified and receive the assistance. The tenant's income eligibility was determined at Move-in and does not have to be determined again.
- PDD - Presidentially Declared Disaster
- Other



On the Limits/Qualifications page of the Certification Wizard:

1. Check **Eligibility Check Not Required**.

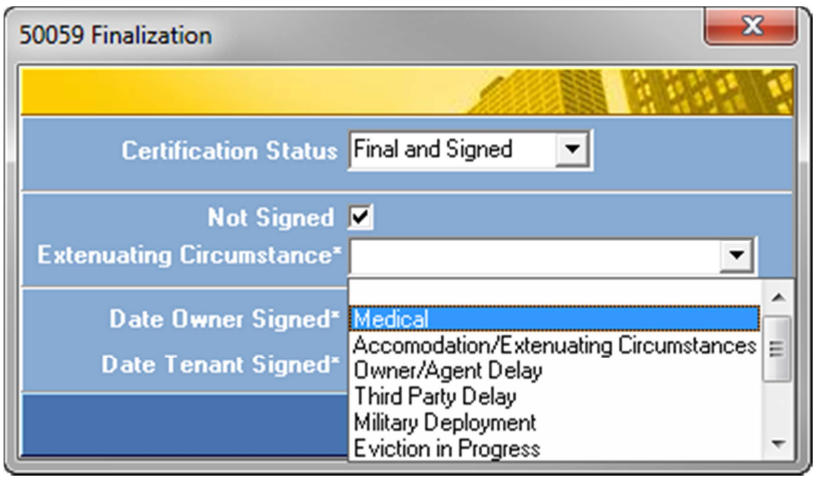
With **Eligibility Check Not Required selected, field 117 of the 50059 will show a Y.

New Field - Extenuating Circumstance Code

TRACS 202D will be tracking the reasons why residents are unable to sign a certification. The old Tenant Unable to Sign Indicator field has been renamed to better indicate its use.

The following codes are permitted:

- **Medical**
  - ** Field 118 and Page 1 of the 50059 will show a 1.
- **Late annual certification due to accommodation or extenuating circumstances**.
  - ** Field 118 and Page 1 of the 50059 will show a 2.
- **Late annual certification due to owner/agent delay**
  - ** Field 118 and Page 1 of the 50059 will show a 3.
- **Late annual certification due to third party delay (Guardian)**
  - ** Field 118 and Page 1 of the 50059 will show a 4.
- **Military Deployment**
  - ** Field 118 and Page 1 of the 50059 will show a 5.
- **Eviction**
  - ** Field 118 and Page 1 of the 50059 will show a 6.
- **Court order**
  - ** Field 118 and Page 1 of the 50059 will show a 7.
- **No Signature Required** (Retroactive GR done after a MO- no requirement for a tenant signature)
  - ** Field 118 and Page 1 of the 50059 will show a 8.
- **No signature required for 60 days** (based on anticipated voucher reported on date)
  - ** Field 118 and Page 1 of the 50059 will show a 9.
- **Other**
  - ** Field 118 and Page 1 of the 50059 will show a 10.



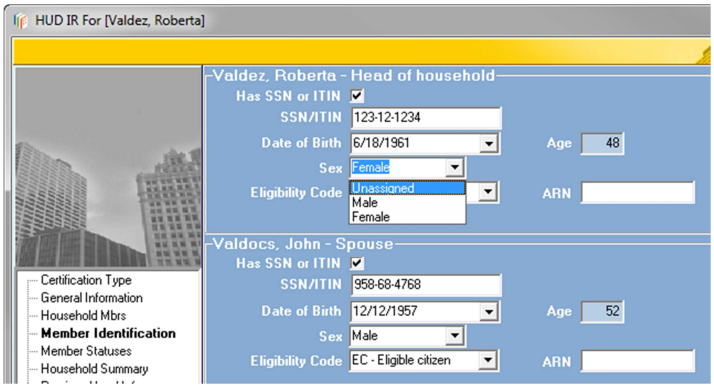
When marking a certification as Final and Signed:

1. Check **Not Signed**.
2. The Extenuating Circumstance field will become available.

Expanded Field - Gender

The Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity--see 24 CFR 5.105(a)(2)(ii), a household member's gender can be either, Male, Female, or blank when reporting to HUD. Other funding programs such as USDA or tax credits currently require that the sex code field on their forms be filled with either an M or F. When reporting sex to HUD on a HUD 50059 or in a MAT file, the HUD rule must be followed even if another funding program requires something different.

On the Member Identification page of the Certification Wizard:



The following options are now available for the Sex of a household member:

Unassigned

** Field 38 of the 50059 will show blank.

Male

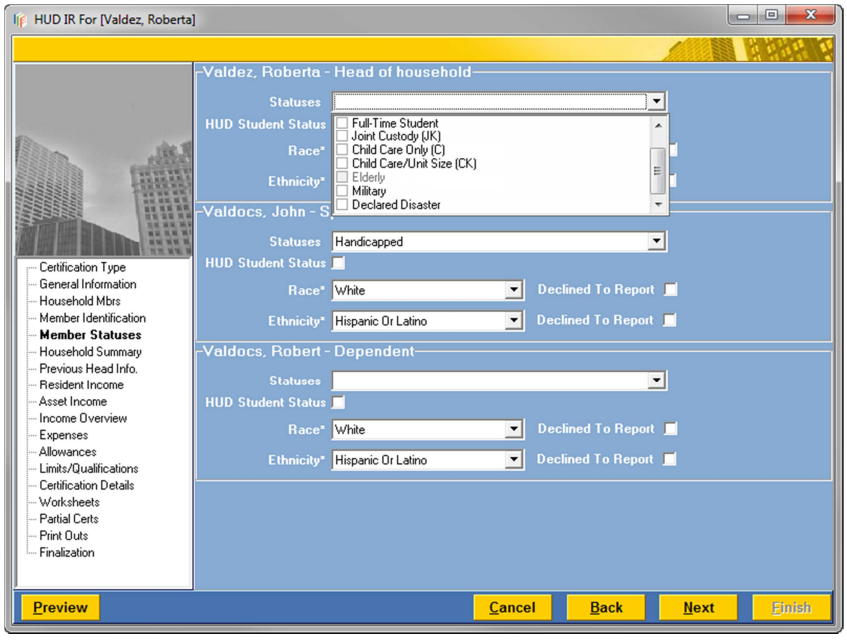
** Field 38 of the 50059 will show an M.

Female

** Field 38 of the 50059 will show an F.

Expanded Field - Special Status Codes

Two new special status codes have been added. These new statuses are US military veteran and people living in the unit temporarily as a result of a presidentially declared disaster (PDD). No allowance is given for these statuses.



On the Member Statuses page of the Certification Wizard, the new codes can be seen in the **Statuses** selection:

Military

** Field 42 of the 50059 will show a M.

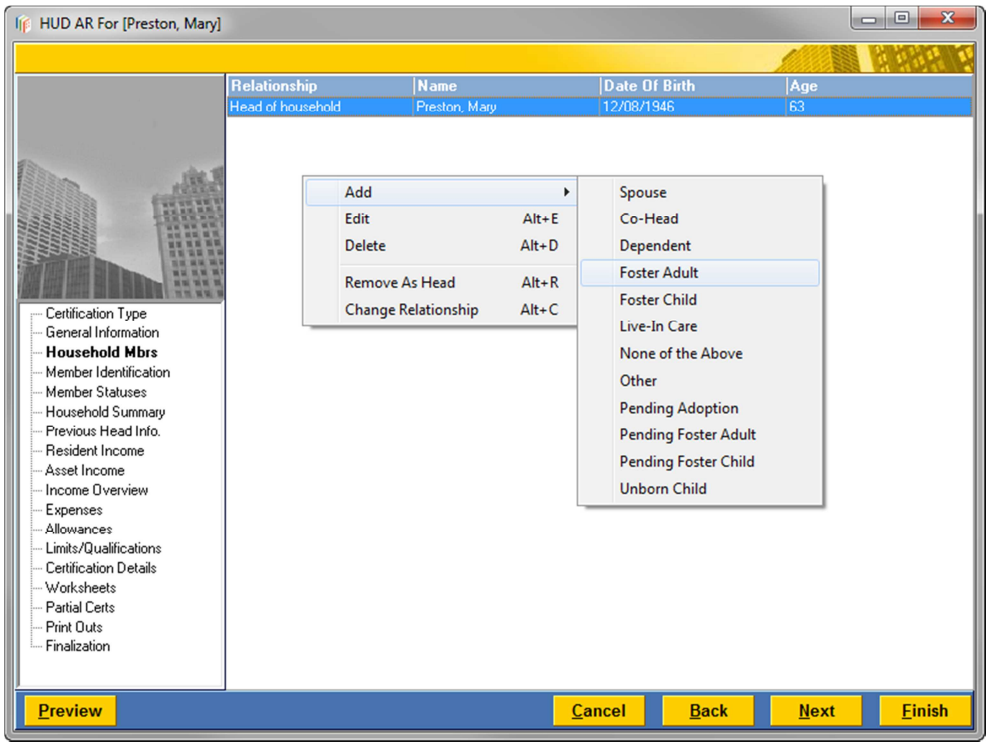
Declared Disaster

** Field 42 of the 50059 will show a P.

Expanded Field - Member Relationships

For TRACS 202D, the L code which was defined as “Others Living in the Unit Who are not Members of the Tenant Family” is being split into three separate member relationship codes:

- L - Live-in Aide
- F - Foster Children and Foster Adults
- N - None of the above



On the Household Mbrs page of the Certification Wizard, right-click > **Add** > Select a household member to add**.**

New member types are**:**

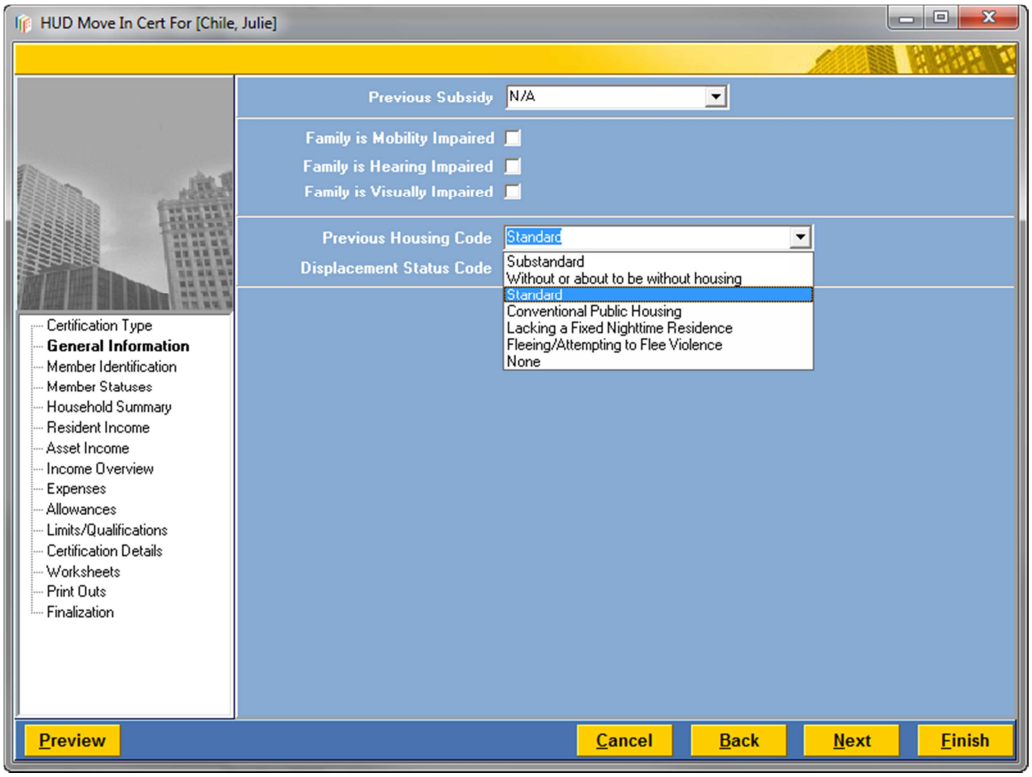
- **Foster Adult**
  - ** Field 37 of the 50059 will show a F
- **Foster Child**
  - ** Field 37 of the 50059 will show a F
- **Live-in Care**
  - ** Field 37 of the 50059 will show a L
- **None of the Above**
  - ** Field 37 of the 50059 will show a N

Expanded Field - Previous Housing Codes

HUD wants to capture data on whether or not a family was homeless prior to admission to a multifamily property. In order to do this, new previous housing codes have been added:

- Lacking a Fixed Nighttime Residence
- Fleeing/Attempting to Flee Violence

Also, prior code Without or Soon to Be Without Housing has been redefined to be applicable only to records transmitted in TRACS 202C or to corrections to MI certifications originally transmitted in TRACS 202C.

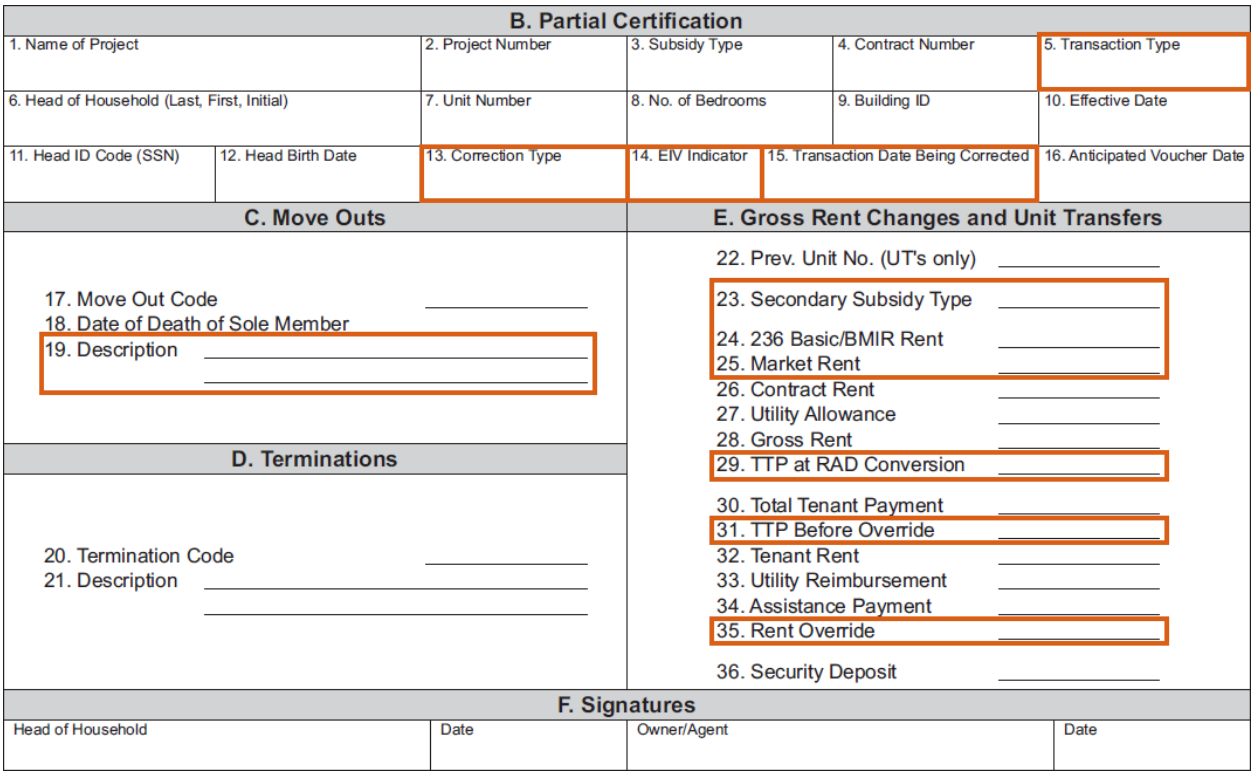


On the General Information page of the Certification Wizard for Move Ins:

1. The new codes can be seen in the Previous Housing Code Selection:
   - **Lacking a Fixed Nighttime Residence**
     - ** Field 10 of the 50059 will show a 5
   - **Fleeing/Attempting to Flee Violence**
     - ** Field 10 of the 50059 will show a 6

Form Review - Partial Certification (HUD 50059 A)

With TRACS 202D, changes have been made to the form HUD 50059 A. Below will show you the changes to the form as well as what settings in i-CAM will effect these fields.



B. Partial Certification

1. Name of Project	2. Project Number	3. Subsidy Type	4. Contract Number	5. Transaction Type
6. Head of Household (Last, First, Initial)	7. Unit Number	8. No. of Bedrooms	9. Building ID	10. Effective Date
11. Head ID Code (SSN) / 12. Head Birth Date	13. Correction Type	14. EIV Indicator	15. Transaction Date Being Corrected	16. Anticipated Voucher Date

C. Move Outs

17. Move Out Code
18. Date of Death of Sole Member
19. Description

D. Terminations

20. Termination Code
21. Description

E. Gross Rent Changes and Unit Transfers

22. Prev. Unit No. (UT's only)
23. Secondary Subsidy Type
24. 236 Basic/BMIR Rent
25. Market Rent
26. Contract Rent
27. Utility Allowance
28. Gross Rent
29. TTP at RAD Conversion
30. Total Tenant Payment
31. TTP Before Override
32. Tenant Rent
33. Utility Reimbursement
34. Assistance Payment
35. Rent Override
36. Security Deposit

F. Signatures

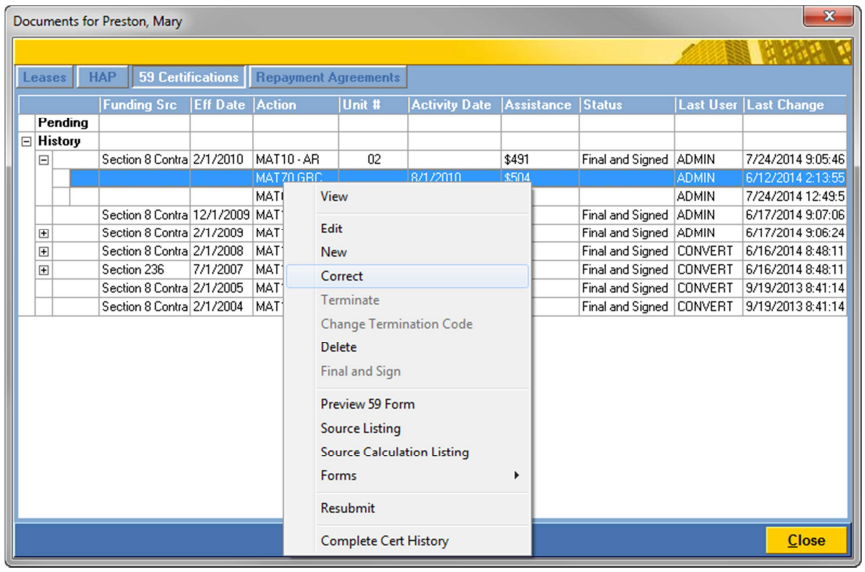
Head of Household	Date	Owner/Agent	Date

New Fields Added	Field #
Correction Type	13
EIV Indicator	32
Transaction Date Being Corrected	15
Description	19
Secondary Subsidy Type	23
Market Rent	25
TTP at RAD Conversion	29
TTP Before Override	31
Rent Override	35

Revisions to existing fields		
Existing name	**Old Field #**	**New Field #**
Building ID	12	9
Anticipated Voucher Date	13	16
Move Out Code	14	17
Date of Death of Sole Member	15	18
Termination Code	16	20
Description	17	21
Prev. Unit No.	18	22
Contract Rent	19	26
Utility Allowance	20	27
Gross Rent	21	28
Total Tenant Payment	22	30
Tenant Rent	23	32
Utility Reimbursement	24	33
Assistance Payment	25	34
Security Deposit	26	36

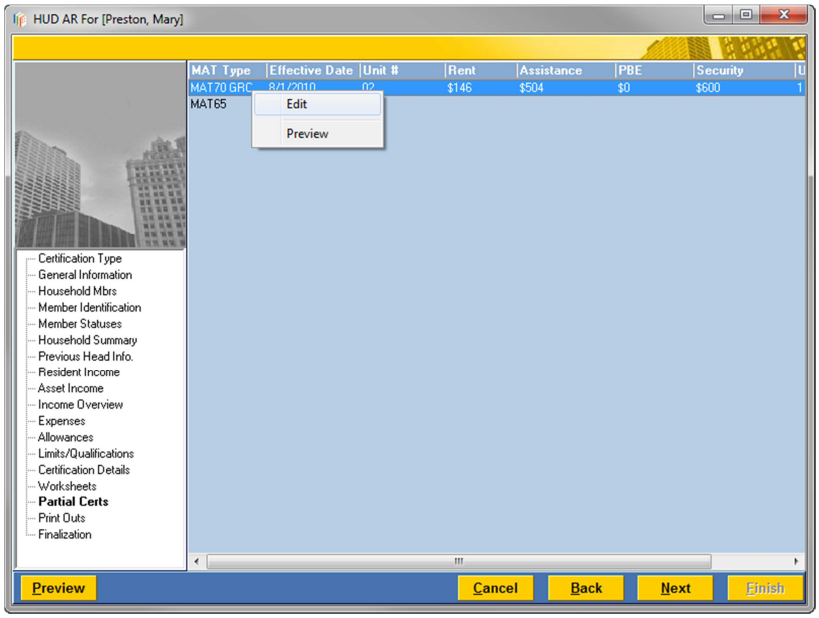
New Field - Correct Partial Certifications

A new correction code has been added for correcting partial certifications, in addition to allowing the move out reason to be corrected for a prior Move-out certification.

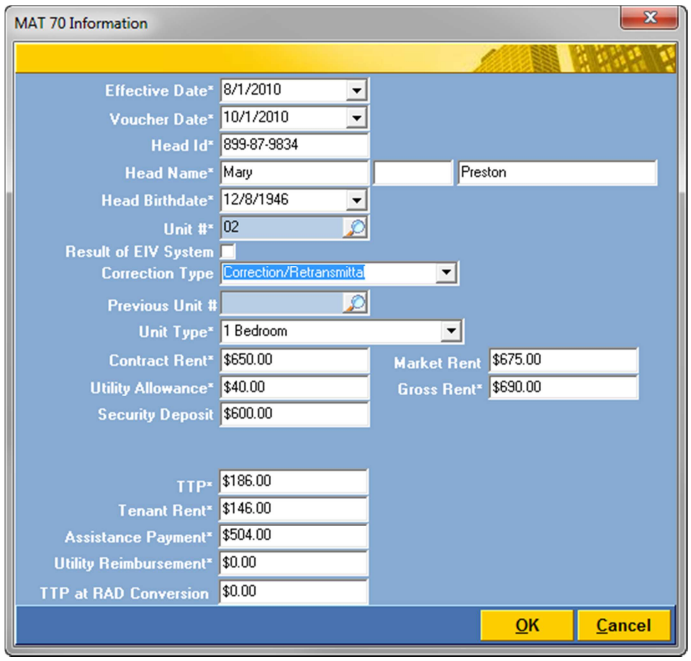


From the 59 Certifications tab:

1. Process a correction as you normally would. Keep in mind that when you correct a partial certification, you are also correcting the full certification before it.



2. On the Partial Certs page of the Certification wizard, right-click on the certification you would like to mark as a correction and choose **Edit**.



3. The Correction Type - **Correction/Retransmitted** will be available.

** Field 5 of the 50059 A will show an R

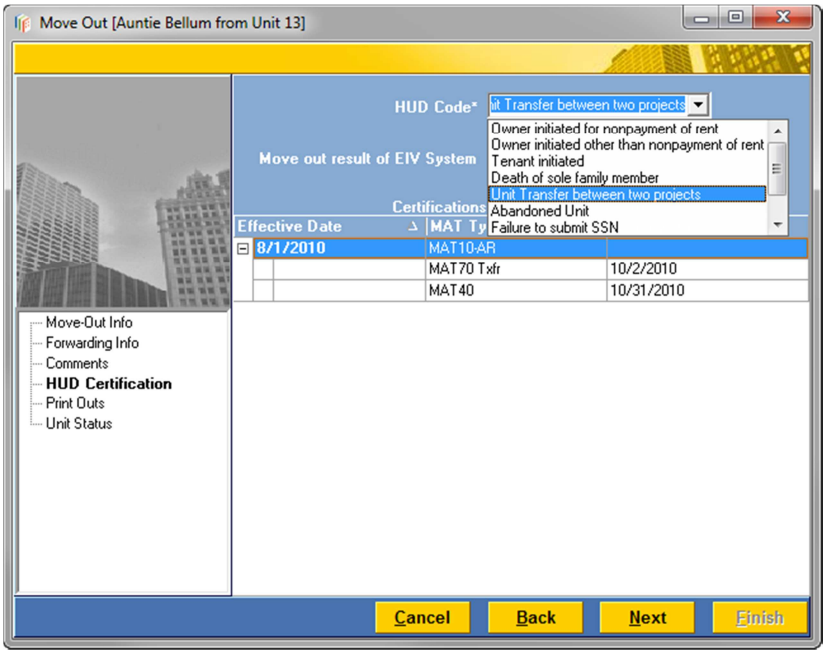
New Field - Move Out Reasons

Six new move out reasons have been added:

- **Unit Transfer between two projects**.
  - ** Field 17 of the 50059 A will show a 5
  - ** Field 19 of the 50059 A will show Unit Transfer between two projects.
- **Abandoned Unit**
  - ** Field 17 of the 50059 A will show a 7
  - ** Field 19 of the 50059 A will show Abandoned Unit.
- **Failure to submit SSN**
  - ** Field 17 of the 50059 A will show a 8
  - ** Field 19 of the 50059 A will show Failure to submit SSN.
- **Uninhabitable unit - Abated**
  - ** Field 17 of the 50059 A will show a 9
  - ** Field 19 of the 50059 A will show Uninhabitable unit - Abated.
- **Substantial Rehab or Repair - Tenant Expected to Return**
  - ** Field 17 of the 50059 A will show a 10

- ** Field 19 of the 50059 A will show Substantial Rehab or Repair - Tenant expected to return.

- **RAD to Housing Choice Voucher - Choice Mobility Option Exercised**
  - ** Field 17 of the 50059 A will show a 11
  - ** Field 19 of the 50059 A will show RAD to Housing Choice Voucher - Choice mobility option Exercised.
  - Only available on RAD properties.



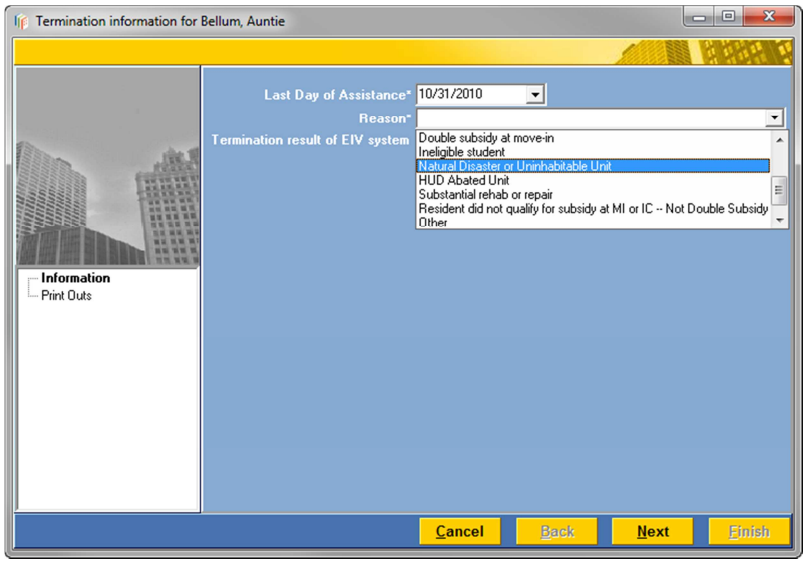
On the HUD Certification page of the Move Out wizard:

1. You will see the additional move out reasons listed in the **HUD Code** selection.

Expanded Field - Termination Codes

Five new termination reasons have been added:

- **Natural Disaster or Uninhabitable Unit or Presidentially Declared Disaster**
  - ** Field 20 of the 50059 A will show ND
  - ** Field 21 of the 50059 A will show Natural Disaster or Uninhabitable Unit.
- **HUD abated unit**.
  - ** Field 20 of the 50059 A will show AB
  - ** Field 21 of the 50059 A will show HUD Abated Unit.
- **Substantial rehab or repair - Tenant expected to return**.
  - ** Field 20 of the 50059 A will show RR
  - ** Field 21 of the 50059 A will show Substantial Rehab or Repair - Tenant expected to return.
- **Resident did not qualify for subsidy at MI or IC for a reason other than Double Subsidy**.
  - Typically, this would be a situation where income at MI or IC is being corrected as a result of an EIV or other investigation and it is found that the tenant was not eligible. Just like the DS code, a TM/NS gives back subsidy for the TM date.
  - ** Field 20 of the 50059 A will show a NS
  - ** Field 21 of the 50059 A will show Resident did not qualify for subsidy at MI or IC -- Not Double Subsidy.
- **Other. A reason not covered by any of the other codes**.
  - ** Field 20 of the 50059 A will show a OT
  - ** Field 21 of the 50059 A will show Other. A reason not covered by any of the other codes.



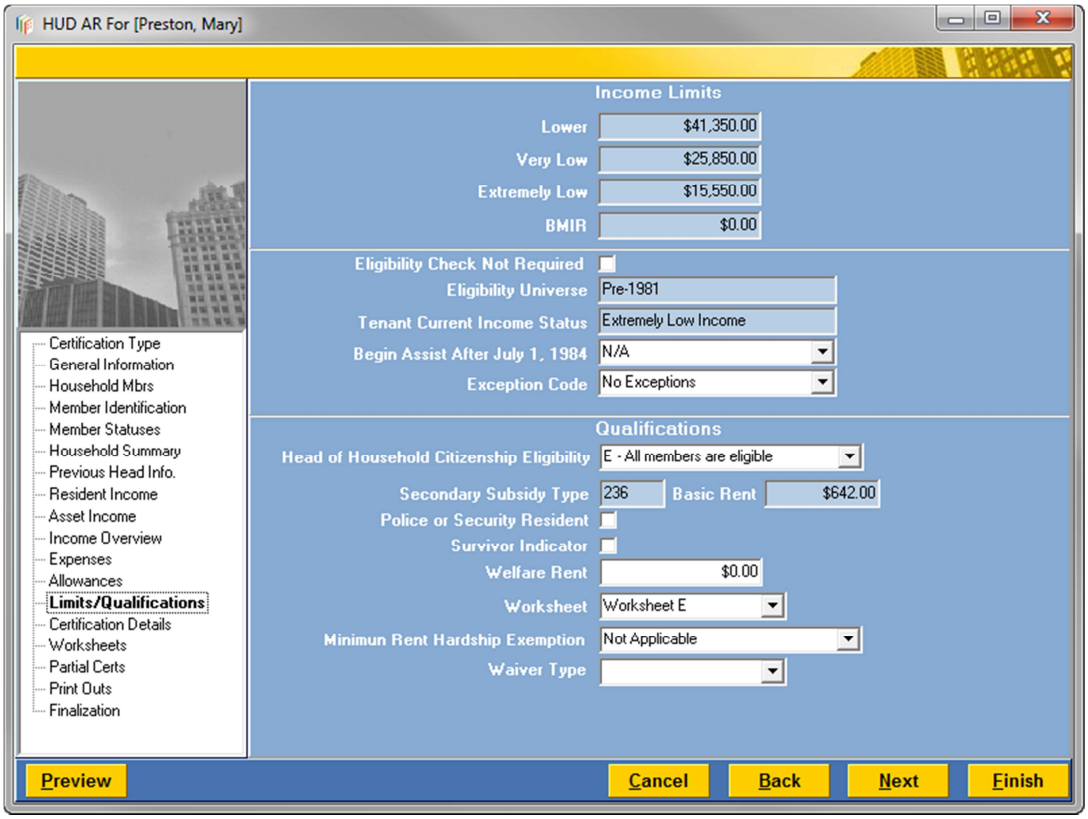
On the Information page when processing a termination:

1. You will see the additional termination reasons listed in the **Reasons** selection.

Changes that Affect Both the 50059 and 50059 A

Secondary Subsidy Type Changes

The Secondary Subsidy Type and Basic Rent fields have been expanded to indicate cases where a Section 8, Rent Supplement, or RAP contract is in a Section 236 or BMIR property.



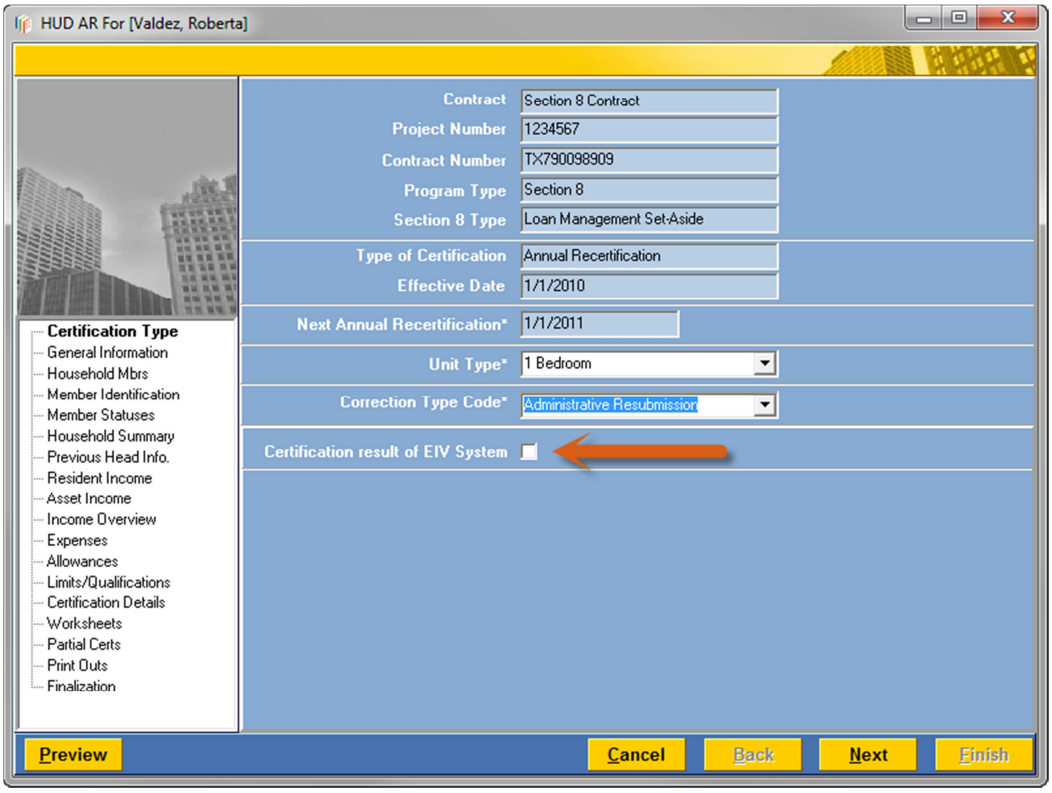
Secondary subsidy type is automatically determined if the property has a Section 236 or BMIR program active. The Basic Rent or BMIR rent will be determined by the rent schedule for the unit type.

If the property is a 236 property:	If the property is a BMIR property:
** Field 3 of the 50059 will show an S. ** Field 27 of the 50059 will show the 236 Basic Rent. ** Field 23 of the 50059 A will show an S. ** Field 24 of the 50059 A will show the 236 Basic Rent.	** Field 3 of the 50059 will show a B. ** Field 27 of the 50059 will show the BMIR Rent. ** Field 23 of the 50059 A will show an S. ** Field 24 of the 50059 A will show the 236 Basic Rent.

New Field - EIV Indicator

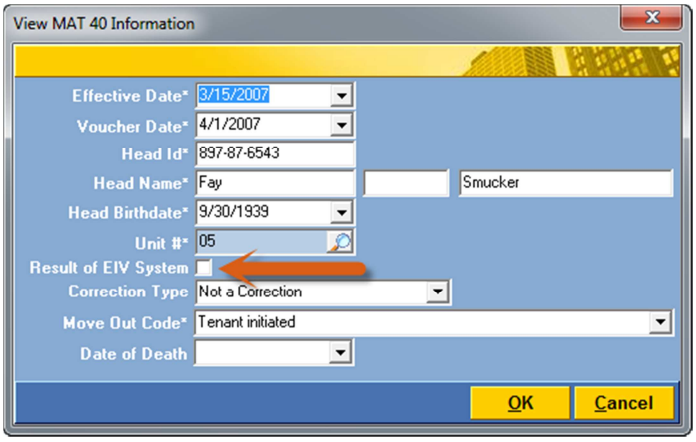
HUD is looking to track certifications that are processed or corrected due to an EIV finding. Due to this, the EIV Indicator has been added to all eligible certifications and corrections. This field will indicate that the certification was caused by an EIV finding and will report as such on the 50059/50059 A.

When generating an Interim certification or full certification correction:



With **Certification result of EIV System selected, field 19 of the 50059 will show a Y.

When generating a move-out, unit transfer, termination, or partial certification correction:



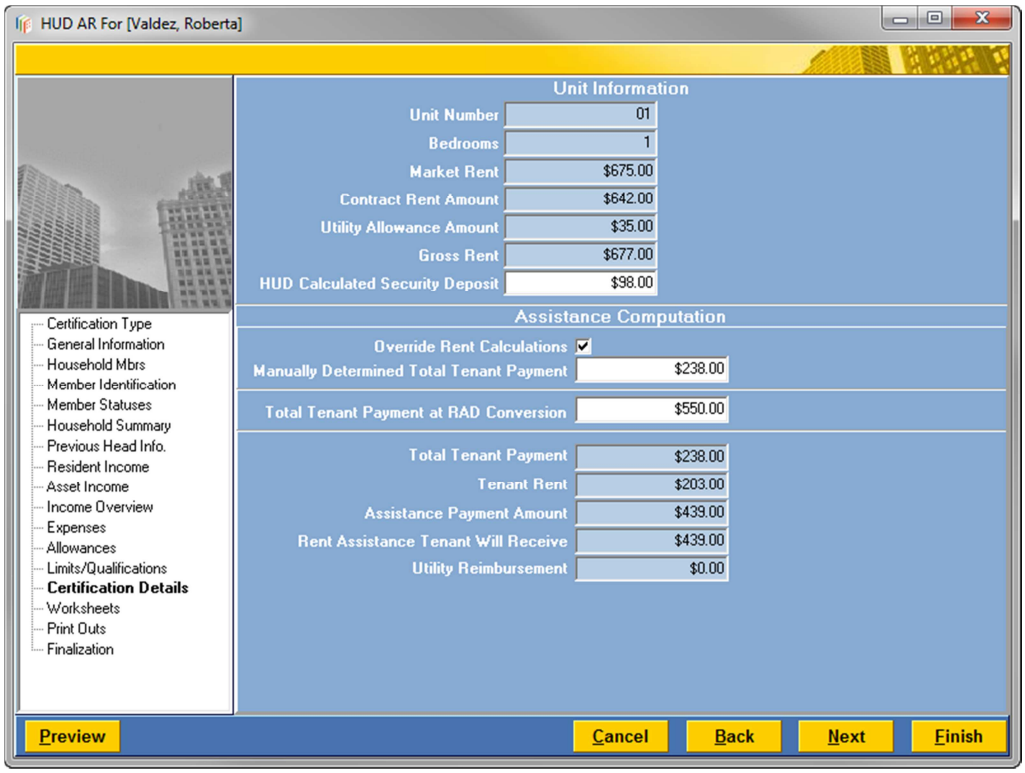
With **Certification result of EIV System selected, field 14 and of the 50059 A will show a Y

New Field - Rent Override

On HUD properties there are situations where the tenant rent is calculated by another source and the may differ / be lower than the HUD calculated tenant rent. The general rule is that the tenant should be charged the lower of the two rents. To accommodate this, in TRACS 202D, a new rent override flag is being added to the certification to indicate situations when HUD calculations are being overridden.

HUD calculated rent can be overridden in the following situations:

- For Plan of Action (POA) properties, the POA override will now be considered a “rent override” and will enable the rent override indicator.
- For Section 8/RAD properties, when converting an in-place resident to a RAD program and / or placing then on the RAD phase-in, this is also considered a rent override.
- When a tenant fails to recertify on a PRAC property, the rent can be overridden to raise the tenant rent to meet the contract rent.



The Override Rent Calculations field is available on the Certifications Details page of the Certification Wizard.

How fields on the 50059 will report when overriding rent:

- ** field 108 of the 50059 will show the new total tenant payment.

- ** field 109 of the 50059 will show the original total tenant payment before override.
- ** field 110 of the 50059 will show the new tenant rent.
- ** field 111 of the 50059 will show the new Utility Reimbursement if applicable.
- ** field 112 of the 50059 will show the new Assistance Payment if applicable.
- ** field 114 of the 50059 will show a Y.

How fields on the 50059 A will report when overriding rent:

- ** field 30 of the 50059 A will show the new total tenant payment
- ** field 31 of the 50059 A will show the original total tenant payment before override.
- ** field 32 of the 50059 A will show the new tenant rent.
- ** field 33 of the 50059 A will show the new Utility Reimbursement if applicable
- ** field 34 of the 50059 A will show the new Assistance Payment if applicable.
- ** field 35 of the 50059 A will show a Y.

Form Review - Voucher (HUD 52670, 52670A part 2,3 and 6)

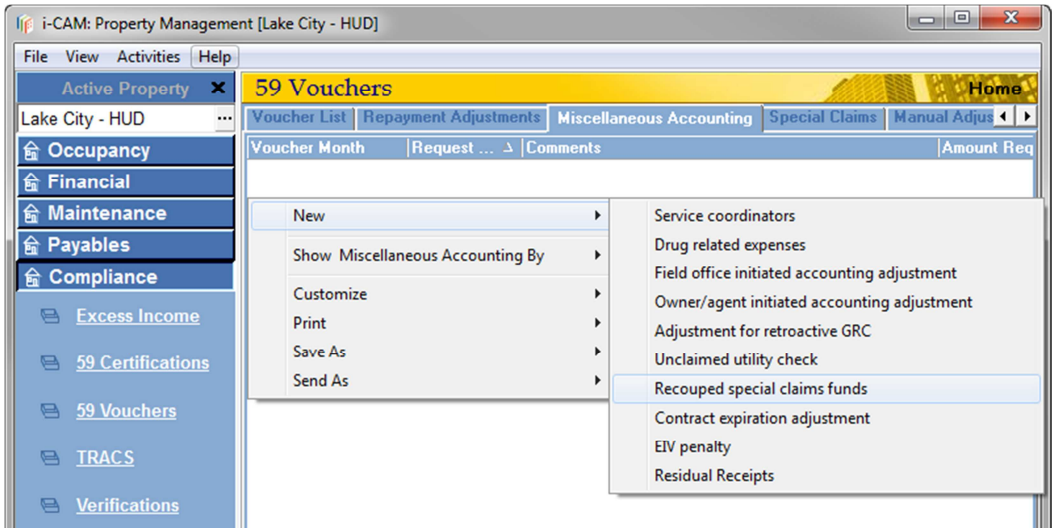
Expanded Field - New Miscellaneous Accounting Requests types

Six new Miscellaneous request codes have been added:

- **Adjustment for a Retroactive GRC (RGRC)**
  - Adjustment for a retroactive Gross Rent that includes a UA decrease that drives a requirement to provide a 30-day notice to affected residents. This code can only be used for 75 days from the approval date of the schedule
  - ** Field 6 of the 52670 A - Part 4 will show Adjustment for retro
- **Unclaimed Utility Check (UUTL)**
  - This type is used to indicate an adjustment to an unclaimed tenant utility reimbursement check.
  - ** Field 6 and of the 52670 A - Part 4 will show Unclaimed utility ch
- **Recouped Special Claims Funds (RSPC)**
  - This type is used to indicate an adjustment to claim special claims funds.
  - ** Field 6 and of the 52670 A - Part 4 will show Recouped special cla
- **Contract Expiration Adjustment (CEAD)**
  - This type is used to indicate an adjustment based on the expiration of a subsidized contract.

- ** Field 6 and of the 52670 A - Part 4 will show Contract expiration

- **EIV penalty (EIVP)**
  - Used to reduce the voucher by the 5% amount used to penalize an OA for failure to comply with EIV requirements.
  - ** Field 6 and of the 52670 A - Part 4 will show EIV penalty
- **Residual Receipts (RESR)**
  - Used to offset the voucher billing by the amount to be paid from the residual receipts account. Only applies to specific HUD Section 8 contracts. Instructions from HUD are forthcoming.
  - ** Field 6 and of the 52670 A - Part 4 will show Residual Receipts



On the Miscellaneous Accounting tab of Compliance - 59 Vouchers:

1. You will see the new Misc. Accounting options when you right-click and choose **New**.

REALPAGE®

Updated Form - Special Claims - Unpaid Rent and Damages

The form HUD 52671 - A has changed. The Form is now a single column.

- The **New Tenant's move-in date** field has been removed.
- The **Enter the security deposit amount required** field has been added.
- The descriptions for many of the fields have been updated.
- Calculation and total fields have been added and/or updated.

Section 8 Special Claims for Unpaid Rent/Damages

U.S Department of Housing and Urban Development
Office of Housing
Federal Housing Commissioner

OMB Approval No. 2502-0182

Instructions: Follow guidelines In HUD Handbook 4350.3, Rev.1 Chapter 9	Project Name : Lake City - HUD	FHA Project No. 1234567	Section 8/PAC/PRAC Contract No. TX790098909
	Vacated Tenant Name Bellum, Auntie	Unit No 08	Tenant vacant date 10/31/2010

Total amount collected from tenant	1.Enter the security deposit amount required.	$190.00
	2.Enter the security deposit amount collected.	$190.00
	3.Enter the greater of lines 1 and 2.	$190.00
	4. Enter the interest earned on the security deposit	
	5. Enter the money collected for unpaid rents & damages (from tenant, insurance, etc.)	
	6. Total amounts collected. Add lines 3 through 5	$190.00
HUD's maximum liability:	7. Enter the monthly contract rent at move-out for Section 8 or PAC units, or the monthly operating rent for Section 202/811 PRAC	$900.00
	8. Subtract line 6 from line 7 (equals maximum HUD liability):**If this amount is 0 or negative, stop!** This exceeds HUD's maximum and no claim is allowed.	$710.00
Unpaid rent claim:	9. Enter the rent and any other allowable charges due under the lease that were charged but unpaid at move-out.	$228.00
	10. Subtract line 6 from line 9 (not less than 0)	$38.00
	11. Enter the lesser of lines 8 & 10 : Round to the whole dollar. Also enter in column 3 on HUD 52670-A, Part 2.	$38.00
HUD's remaining liability applicable to damages	12. Subtract line 11 from line 8**If this amount is 0 or negative, stop!** This exceeds HUD's maximum and no claim for damages is allowed.	$672.00
	13. Enter cost to repair damage	$50.00
	14. Enter the remaining amount of the security deposit (line 6 minus line 9). This cannot be less than 0	
	15. Amount of damages exceeding the remaining security deposit (line 13 minus line 14). This cannot be less than 0	$50.00
	16. Enter the lesser of lines 12 and 15. Round to the whole dollar. Also, enter in column 4 on HUD 52670-A Part 2.	$50.00

I certify: (a) I billed tenants for unpaid rent or damages and took all reasonable steps to collect the debt. (b) I determined the damage claim was due to the tenant's negligence or abuse. (c) All documentation will be retained in the project's file for 3 years.

Owner's printed name, signature, date :

HUD Contract Administration Review
☐ Claim approved
☐ Claim adjusted Reason:
☐ Claim denied Reason:
Official's name, signature, date :

The new form can be seen when generating a Special claim for Unpaid Rent or Damages

HUD 52670 - Changes to the Cover Page

The voucher cover page has 2 minor changes:

Part I - Contract Information

1. Project Name:	2. FHA/EH/Non-Insured No.	3. Section 8 Contract #:	HUD Use Only
Lake City - HUD	1234567	TX790098909	Voucher Number: 9999999999
4. Type of Subsidy Section 8	**5a Manager Agent's Name:** Lakeside Management		Date Received:
	5b. EIN		Date Paid:

Part II - Occupancy & Income Eligibility Information

6. General Occupancy Information (contract specific)

a. Total Units in contract	11
b. Number of Units receiving subsidy under this contract	10
c. Number of Units abated under this contract	0
d. Number of Units vacant under this contract	1
e. Number occupied by Market Rent tenants	0

Note 6a must equal 6b + 6c + 6d+ 6e

7. Exceptions to Limitations on Admission of Lower-Income Families (only for Sec. 8 contracts effective on or after 10/1/81):

a. Project-based exceptions in use	0
b. Project-based exceptions allocated	0
c. Tenant-based exceptions in use	0
d. Total exceptions (line b + line c)	0
e. Date Field Office last changed allocations for project-based exceptions	

Part III - Breakdown of Assistance Payment Requested — HUD Use Only

8. Type of Assistance	9. Number of Units in Billing	10. Amount Requested	11. Amount Approved
a. Regular Tenant Assistance Payments for (mo./yr.) **10/2010**	10	$5,268	$0
b. Adjustments to Regular Tenant Assistance Payments	22	$170	$0
c. i. Section 8 Special Claims for Unpaid Rent	0	$0	$0
Section 8 Special Claims for Tenant Damages	0	$0	$0
ii. Section 8 Special Claims for Vacancies	0	$0	$0
iv. Section 8 Special Claims for Debt Service		$0	$0
d. Miscellaneous Accounting Adjustments			$0
e. Repayment Agreements		($20)	$0
f. Total Subsidy Authorized under instructions in Handbook 4350.3 Rev. 1		$5,418	

- **Field 4. Type of Subsidy** - The checkboxes were removed, and the program type will now be displayed in the field, allowing for new programs to be added without a need to update the form.
- **Field 8.e Repayment Agreements** – a line item was added for the total of repayment agreements included in the Voucher under Part III, Breakdown of Assistance Payment Requested. This field will total the repayment agreement amounts on part 6 of the voucher.

HUD 52670 A - Part 2 - Schedule of Special Claims

Special Claims Schedule

U.S. Department of Housing and Urban Development
Office of Housing
Federal Housing Commissioner

OMB Approval No. xxxx-xxxx
(xx/xx/xxxx)

Instructions Follow guidelines inHUD Handbook 4350.3,Rev. 1 Chapter 9	Project Name Lakeview Terrace - 3368165	FHA Project No.	Section 8/PAC/PRAC Contract No.

		Type and Amount of Claim ($)				
Head of Household Name Last, First, Initial	Unit Number	Unpaid Rent from HUD 52671-A	Tenant Damages from HUD 52671-A	Rent-Up Vacancies from HUD 52671-B	Regular Vacancies from HUD 52671-C	Debt Service from HUD 52671-D
(1)	(2)	(3)	(4)	(5)	(6)	(7)
GREEN, ISIAH	2 - 2002		419.00			

Column 1: The first column on the form will now display the Head of household's full name (Last, First, Initial) only. The social security number and date of birth of the member will no longer be included.

HUD 52670 A - Part 3 - Changes to the Regular Adjustments

Adjustments to Schedule of Tenant Assistance Payments Due

U.S Department of Housing and Urban Development
Office of Housing
Federal Housing Commissioner

OMB Approval No. 2502-0182

Prepared for review

Before completing this form, read and folow the instructions in the Monthly Activity Transmision (MAT) User's Guide. See the statements on the form HUD-52670 for information on the public burden.

1. Asst. Payments Due For (mm/yyyy) 09/2012		2. Project Name City Lake - HUD					3. FHA/EH/Non-Insured Proj. No: 1234567		4. Section 8/PAC/PRAC Contract No: TX790098909					5. Type of Subsidy Section 8	
6 Head of Household Last, First, Initial	7. Unit Number	8. Adjusting Certification					9. Adjustment Period		10. Calculation Detail					11a. Requested	11b. Approved (HUD/CA use only)
		Prior or New Billing?	New Cert?	Cert Type	Effective Date	Asst. Pmt.	Beginning Date	Ending Date	Beginning Partial Month No. of Days	Beginning Partial Month Daily Rate	Full Months No. of Months	Full Months Monthly Rate	Ending Partial Month No. of Days	Ending Partial Month Daily Rate	Amount		
Matthews, Sally	12	Prior		AR	12/01/08	$848	12/01/08	09/30/09			10	$848			($8,480)		
Matthews, Sally	12	Prior		GR	10/01/09	$880	10/01/09	11/30/09			2	$880			($1,760)		
Matthews, Sally	12	Prior		AR	12/01/10	$898	12/01/10	11/30/11			12	$898			($10,776)		
Matthews, Sally	12	Prior		AR	12/01/11	$898	07/01/12	08/31/12			2	$898			($1,796)		
Matthews, Sally	12	New	Y	AR*	12/01/08	$847	12/01/08	09/30/09			10	$847			$8,470		
Matthews, Sally	12	New	Y	GR	10/01/09	$879	10/01/09	11/30/09			2	$879			$1,758		
Matthews, Sally	12	New	Y	AR*	12/01/10	$907	12/01/10	11/30/11			12	$907			$10,884		
Matthews, Sally	12	New	Y	IR	07/01/12	$882	07/01/12	08/31/12			2	$882			$1,764	$64	

Column 9. Adjustment period: this column has been broken out into two sub-columns – Beginning Date & Ending Date.
Column 10. Calculation Detail: a new sub-column for Amount has been added within the Calculation Detail section. This column will display the adjustment amount for each individual entry.
Column 11a. Requested: This column will now be a "net total" column for each adjustment block, each set of transactions for a specific unit.

Important notes:

- The total requested (11a.) will be displayed on the last row of each block (group of transactions pertaining to a specific member).

HUD 52670 A - Part 6 - New Repayment Agreement Section

A new form, HUD 52670A, Part 6 form has been added to the voucher specifically for reporting Repayment Agreement activity.

This report and the subsequent MAT record (MAT 30, Section 7) allows for the transmission of improper payment scenarios. (An improper payment is defined as “tenant signs the 50059 but refuses to sign the Repayment Agreement”).

This form includes:

- Head of Household Name (Last, First)
- Agreement ID
- Agreement Date
- Agreement Type
- Agreement Amount
- Agreement Change Amount
- Total Payment
- Unit Number
- Ending Balance
- Amount Retained
- Amount Requested

Repayment Agreements for Schedule of Tenant Assistance Payments Due

U.S Department of Housing and Urban Development

Office of Housing
Federal Housing Commissioner

OMB Approval No. 2502-0182

Prepared for review

Before completing this form, read and follow the instructions in the Monthly ActivityTransmission (MAT) User's Guide. See the statements on the form HUD-52670 for information on public burden

1. Asst. Payments Due For (mm/yyyy) 09/2012	2. Project Name City Lake - HUD			3. FHA/EH/Non-Insured Project No: 1234567			4. Section 8/PAC/PRAC Contract No: TX790098909			5. Type of Subsidy Section 8	
6. Head of Household Name (Last, First)	7. Unit Number	8a. Agreement ID	9. Agreement Date	10. Agreement Type	11. Agreement Amount	12. Agreement Change Amount	13. Total Payment	14. Ending Balance	15. Amount Retained	16a. Amount Requested	16b. Approved (HUD/CA use only)
Valdez,Roberta	01	3001	5/1/2012	T	$744	$744	$0	$744	$0	$744.00	$0
Valdez,Roberta	01	3001	5/1/2012	T	$744	$0	$25	$719	$0	($25.00)	$0

Going forward, Repayment Agreement adjustments will be reported on Part 6 instead of being submitted as a manual adjustment.

Other 202D Changes

Security Deposit Recalculation

With TRACS 202D, anytime a Move In or Initial certification (that originally set the households current deposit amount) is corrected, then the deposit amount also needs to be recalculated and reset. If the correction is due to changes in financial or member information, this may impact TTP (total tenant payment), which is used to determine the household's security deposit amount.

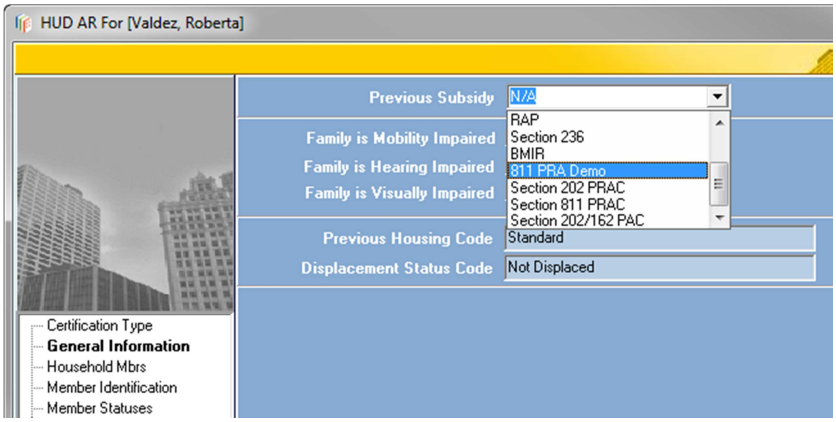
Gross Rent Change Reporting Dates

Due to industry demand, TRACS 202D will revert back to the pre-TRACS 202C reporting rules for gross rent changes.

TRACS 2.0.2.D This chart shows the first month that a given cert may appear on a voucher				
Certification	Certification Effective			
	RAP / Rent Sup		Other Subsidies	
	Aug First	Aug 2-31	Aug First	Aug 2-31
First Possible Voucher Month				
Gross Rent (GR)	Aug	Sept	Aug	Sept

Previous Subsidy Type

The 811 PRA Demo type in now available as a previous subsidy type.

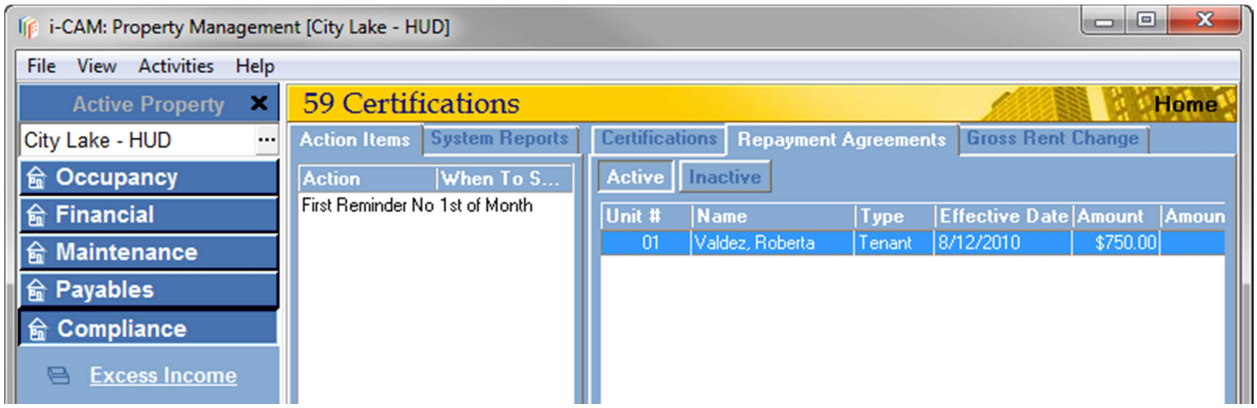


On the **General Information** page of the Certification wizard, 811 PRA Demo is available in the **Previous Subsidy** selection.

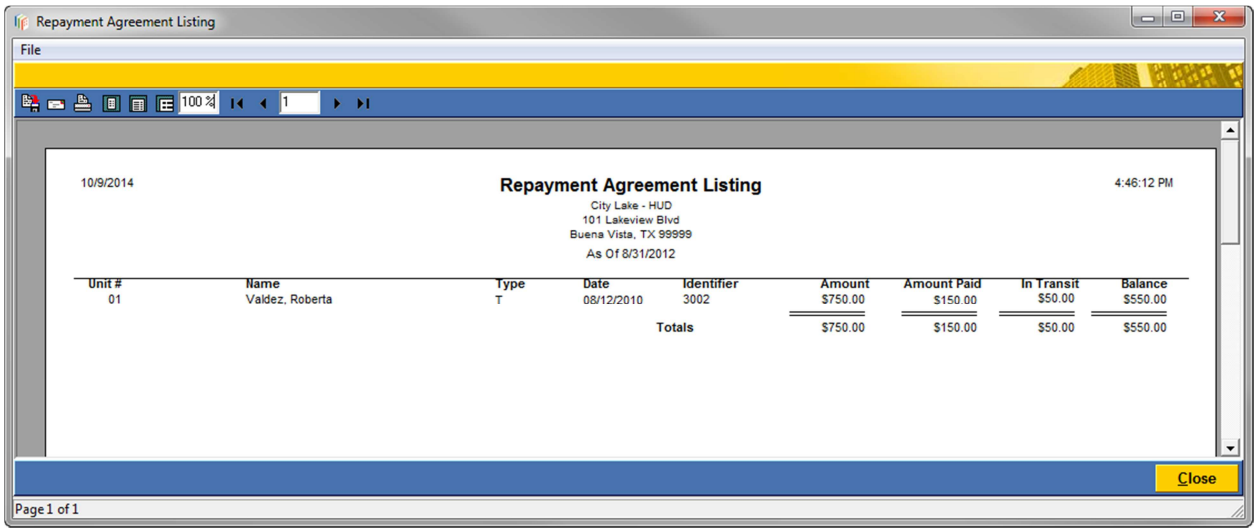
Repayment Agreements

To accommodate the tracking of Repayment Agreements, Subsidy Paybacks have been updated to Repayment Agreements. Existing subsidy paybacks will need to be converted to the new Repayment

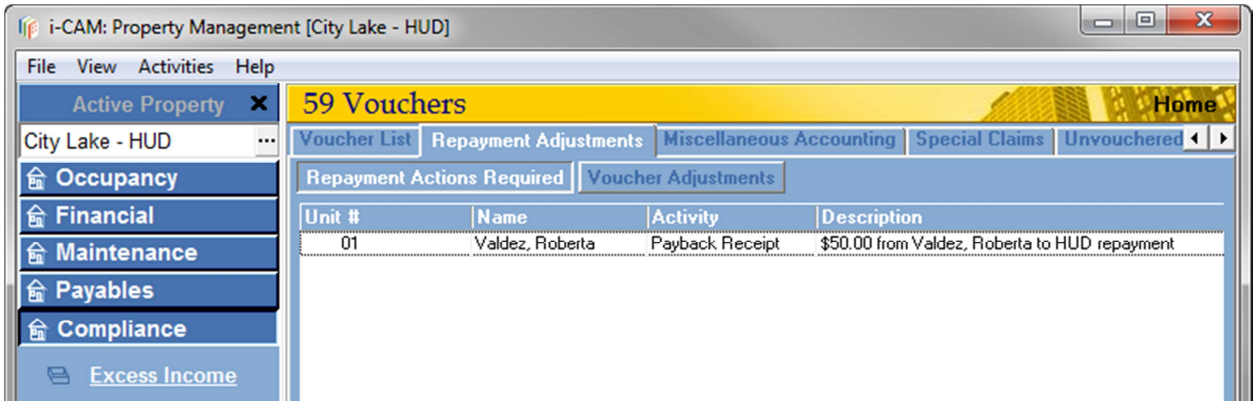
Agreement format. For instructions on converting the paybacks, please see the **Convert Existing Subsidy Payback** guide.



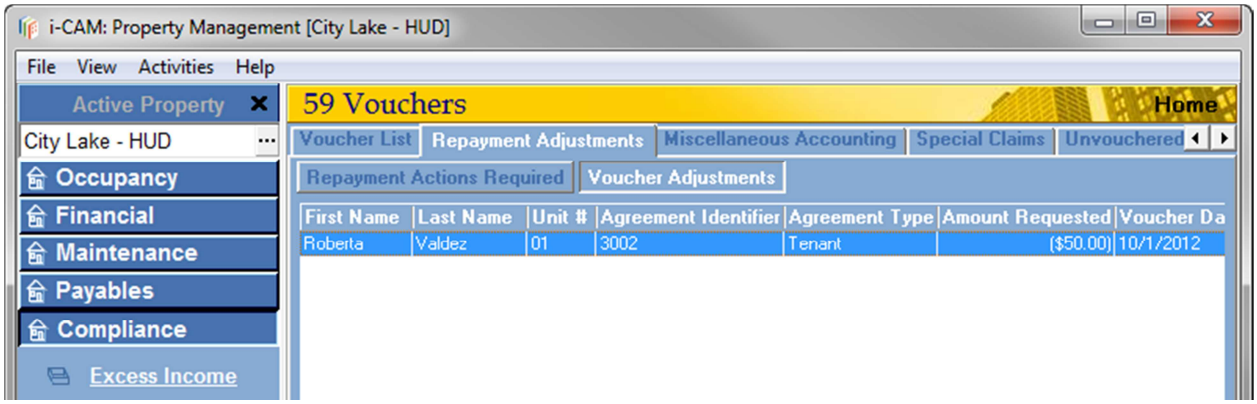
Repayment Agreements will be tracked under **Compliance - 59 Certification > Repayment Agreements** tab. This is where Repayment Agreements can be viewed and printed.



The Subsidy Payback Status Report has been replaced with the Repayment Agreement Listing report.



Actions that affect repayment agreements will now show a notification on the Compliance - 59 Vouchers > Repayment Adjustments - Repayment Actions Required tab. These actions include, new payments, debit/credit memos, NSFs, changes made to the Repayment Agreement, etc. that can cause adjustments on a voucher. These notifications can then be turned into adjustments, agreements, or deleted if no action is required.



Repayment adjustments will no longer have a 2 voucher period delay, adjustments can now be reported on the first available voucher after they are created or pushed to a later voucher.

For instructions on creating Repayment Agreements please see the **Creating Repayment Agreements** guide.

For instructions on taking payments and creating Repayment Adjustments please see the **Payments for Agreements and Repayment Adjustments** guide.