WELCOME TO EPS, INC.'S SUCCESS WITH TRACS

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Please turn off or mute your cell phone

For your neighbor's sake, please keep side conversations to a minimum

What has changed?

Latest, latest update from HUD

- Looks like 2.0.3.A will go live 2/1/19
- Long transition time: you have till 6/30/19
- Please don't wait till the last minute
- Also you will want to be changed before your 8/1/19 voucher

March looks like a good time to transition. Maybe you will be "lucky" and everything runs smoothly.

REPAYMENT AGREEMENTS/FSS:

REPAYMENT AGREEMENTS/FSS:

- QUICK LOOK:
  - There is no limit, per OIG
  - There will be 18 fields per agreement
  - Every active tenant must be listed on a monthly basis
  - Every repay listed will have a status code
  - First 203A voucher will have a Baseline for each repay
  - FSS, Family Self-Sufficiency, escrow account are now part of the MAT 30 Section 7
  - Read Chapter 4 in the newest 203A specs

REPAYMENT AGREEMENTS/FSS:

- WHAT ARE THE 18 FIELDS, AGAIN?
- **Record Type**
- Head Last Name
- Head First Name
- Unit Number
- Agreement ID
- Agreement Date
- **Agreement End Date**
- **Transaction Type** (formerly Agreement Type)
- **Status**
- **Beginning Agreement Amount**
- Agreement Change Amount
- **Ending Agreement Amount** (formerly Agreement Amount)
- **Beginning Balance**
- Total Payment
- Ending Balance
- Amount Retained
- Amount Requested
- **Head of Household ID Code**

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R = Repayment Agreement

F = Family Self Sufficiency Escrow

Note: If the record being submitted is a baseline record for the Agreement ID, append a B to the Type above: RB or FB. A baseline transaction does not incorporate any payments or changes to the agreement/escrow and will have a requested amount of 0.

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Nothing has changed, but some quick notes:
Name/Unit based off current cert, or at time of MO
ID must be unique
Use date repay was signed or voucher date, if none. Don't change

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This is only Mandatory on Condition, so leave it blank if you are doing a Repay.

For FSS, fill in the ending date for the agreement

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Repays, no changes, you have Tenant, Owner and None (TON)

For FSS: There are four:
E - for your first time establishing the account,
D - for when you do deposits,
W - for withdrawing or giving the tenant the money from the account, and
C - for cancellation- meaning tenant did not complete the program.

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AV = Active
➢**CO** = Completed
SU = Suspended (Repay only)
➢**TE** = Terminated
➢**RV** = Reversed
IA = Inactive Agreement (Repay only)
MA = Moved-out Active (Repay only)
➢**MO** = Moved-out Inactive (Repay only)
➢**TR** = Transfer to another property (FSS only)

Records with statuses of **AV, IA, MA** and **SU** require monthly submissions while the others are sent one-time only.

REPAYMENT AGREEMENTS/FSS:

- **AV** = Active - this will be the one you see the most: they are making payments, or you are expecting payments over the next three months.
- **CO** = Completed - They have paid in full.
- **SU** = Suspended (Repay only) - income has reduced and they are no longer able to make payments
- **TE** = Terminated - when you are unable to enforce a repay, due to "outside decisions" like a court order
- **RV** = Reversed – resident should not have been subject to repay – basically, use this when you screw up.
- **IA** = Inactive Agreement (Repay only) - no payments three months in a row, would you then put on the fourth month the status of inactive
- **MA** = Moved-out Active (Repay only) - Tenant has moved out, **but is continuing to pay.**
- **MO** = Moved-out Inactive (Repay only) -when they leave and no longer make payments after 3 months with MA status. If every start making payments again, change back to MA.
- **TR** = Transfer to another property (FSS only)

Records with statuses of **AV, IA, MA** and **SU** require monthly submissions while the others are sent one-time only.

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When you do the initial offset adjustment, your beginning agreement amount will be $0

Already have a repay in 202D, going forward, the beginning agreement amount will be the Ending agreement amount from last month

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Agreement Change Amount is the same from 202D.

First time, needs to be equal to repay amount, and then you only fill it in if you actually are changing the original repayment agreement amount.

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Ending Agreement Amount = Beginning Agreement Amount + Agreement Change Amount.

Will usually stay the same throughout the agreement.

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Ending Balance from the transaction immediately prior to the current transaction.

Will be 0 for the initial transaction establishing the record type and Agreement ID.

REPAYMENT AGREEMENTS

- WHAT ARE THE 18 FIELDS, AGAIN?
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- Agreement ID
- Agreement Date
- **Agreement E**
- **Trans**
- **S**

...mount)

-
-
- A
- Amo
- **Head ... hold ID Code**

If you don't have the correct beginning balance, your whole MAT 30 will fatal

Ending Balance from the transaction immediately prior to the current transaction.

Will be 0 for the initial transaction establishing the record type and Agreement ID.

REPAYMENT AGREEMENTS/FSS:

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Enter payments as positives.

Enter $0, if no payment is received.

Remember, every active tenant will be listed on a monthly basis. If you have a total of 20 active repayment agreements and only 15 made payments, you still need to list all 20 on your voucher, only 5 will have a $0 total payment received.

For the FSS: you will be entering the deposits as NEGATIVES. $0 is also a valid amount for an active status.

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Ending Balance = Beginning Balance – Total Payment + Agreement Change Amount.

REPAYMENT AGREEMENTS/FSS:

Ending Balance = Beginning Balance – Total Payment + Agreement Change Amount.

REPAYMENT AGREEMENTS/FSS:

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Repays, you can still retain up to 20% or less of a tenant's payment for costs incurred.
For a TE termination status code (OA is unable to enforce repayment agreement terms, due to outside decisions like a court order) may need to use this field for reversals

For FSS: for amount retained only used for the status codes D = Deposit to Escrow Account, when depositing interest, and W = Withdrawal/ or doing a Disbursement to the tenant

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Amount Requested = Agreement Change Amount - Total Payment + Amount Retained

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Need to add the SSN for the HoH, so that this can now be tracked with EIV.

Please don't use all 9's!

REPAYMENT AGREEMENTS/FSS: Baseline

- First 203A voucher MUST show a baseline record for all tenants that are currently in residence and have a balance on a repay, or for any FSS escrow account
- If the tenant has Moved out, but continues to pay, they will also need to have a baseline
- The thought process is to give a new start to all of the repays and FSS in 203A, in case they were not previously reported correctly

REPAYMENT AGREEMENTS/FSS: Baseline

Please note that the baseline records reports only zero values for the following fields:

- Agreement Change Amount, Total Payment and Amount Retained.
- Amount Requested will be also be $0.
- You are just trying to establish a baseline record with TRACS, and are sending TRACS all of the pertinent information for your repays.

REPAYMENT AGREEMENTS/FSS: Baseline

- If you have 27 active repayment agreements, you will need 27 baseline files on your first 203A voucher.
  - Most software packages will automatically create a baseline file for you once you change to 203A
  - Verify that the baseline information is correct when you make the switch, so look at your MAT 30 to make sure the name, unit, agreement id and date, balances and amounts are all correct

REPAYMENT AGREEMENTS/FSS: Baseline

- Now, if all 27 tenants pay timely, you will then have an additional 27 entries for each payment
  - That first 203A voucher will show 54 entries
- If you have a new repay that coincides with that first 203A voucher, or after, you do not need to do a baseline file, since the entry is being created for the first time
- Remember Baseline files are just to establish your existing repays or FSS

REPAYMENT AGREEMENTS/FSS:

Note that Section 7 records that fail any of the Calculation Rules and Record Consistency Checks will receive fatal errors. The new fatal errors and codes will be published in MAT Guide Appendix E. (Meaning the MAT 30 will fatal):

Quick Calculation Rules:

- Ending Agreement Amount = Beginning Agreement Amount + Agreement Change Amount
- Ending Balance = Beginning Balance + Agreement Change Amount - Total Payment
- Amount Requested = Agreement Change Amount - Total Payment + Amount Retained

Record Consistency Checks:

- Prior record Ending Agreement Amount = current record Beginning Agreement Amount
- Prior record Ending Balance = current record Beginning Balance

REPAYMENT AGREEMENTS/FSS:

- Show your work, tell us the time period of your repay, and how you figured out your calculations:

ABC APTS. MI28M123456
REPAYMENT AGREEMENT FOR
UNIT 1-01579 JANE JONES
TOTAL OWED $953

Adjustment from December 2014 thru April 2016
Adjustment appeared on the May 2016 voucher

12/4/15 – 12/31/15 from $536 (17.29 a day) to $396 (12.77 a day) Prorated 28 days $484-$358 = $126

1/15 from $536 to $396 = $140 x 1 month = $140

2/15-4/31/16 from $536 to $307 = $229 x 3 months = $687

Total owed to HUD = $953

REPAYMENT AGREEMENTS/FSS:

- Questions: can I use a security deposit towards a repay?
  - The mat guide says that a security deposit can be used for failure to pay back rent
  - **Use of Security and Pet Deposits**: a tenant's **security** deposit (upon move-out or death) may be applied against the balance in a repayment agreement, after first being applied to unpaid rent, damages and other charges. However, a **pet** deposit may not be applied to a repayment agreement balance unless the tenant gives permission to do so.

REPAYMENT AGREEMENTS/FSS: References

- Located under What's New: TRACS Release 203A Final Industry Specification Documents https://www.hud.gov/program_offices/housing/mfh/trx/trxsum
  - 203ACalculationsForRepayments spreadsheet
  - 203A52670Part6BaselineExample
  - 203AHUD52670APart6
  - 203ATRACSIndustrySpecifications
- MAT guide Chapter 4, Section 4.9: Repayments and Escrows
- MAT guide Chapter 6, Section 6.8 MAT30 Section 7: Repayments and Escrows

REPAYMENT AGREEMENTS/FSS:

REPAYMENT AGREEMENTS/FSS:

Another Typical Repayment Agreement

You are a property manager at Mountain Vista Apartments, and you are working on an Annual Recertification for one of your tenants, Winnie Hugglesworth. After pulling the EIV report, you noticed this tenant also works at Vermont Teddy Bear Factory, but guess what, she never divulged that information to you.

You place a phone call to ask her about her new employment, and she tells you, “No, I don’t work there?” In which you response is, “I checked EIV, and the verification report indicates that you are employed at Vermont Teddy Bear Factory.” She replies, “Oh, that teddy bear factory; yeah, I don’t work there anymore.”

“Just for clarification, when did you start working there, and when did you stop?” you ask.

She answers, “Every Valentine’s Day, they are always hiring because really, who would not want a teddy bear on Valentine’s Day?”

“Of course,” you respond.

She continues, “I only worked there a month, and then it slowed down. Then it gets busy before Mother’s Day, so they hired me for that too because how cute is it to get a teddy bear on Mother’s Day?”

“Of course, please continue,” you again respond.

“But I only worked again for about two months because you know, there’s Father’s Day too, so one month just moves on to the next.”

You ask, “Did you work there at any other time of the year?”

“Not really, unless you count Christmas,” she replies.

“Yeah, let’s count that one too,” you respond.

At this point, you realize that you have a few Interims to do now. After getting all of the dates from Winnie, you realize that you have to do 6 IR’s throughout the last year. These IR’s create a total of $650 that she owes back to HUD.

So, you call Ms. Hugglesworth, and tell her that she needs to come in and sign all of these IR’s. She comes in and signs them, and then you ask her to sign the repayment agreement because of course, you had it all ready to go when she came in to sign the 59’s. You also explain that she can pay it back in installments, and that it will not exceed more than an additional 10% of her income.

She replies, “I am not signing this. My best friend’s cousin’s boyfriend is a lawyer, so I am not signing.” She leaves.

Okay, then, tomorrow is the 10th, and you have to get your voucher out. You enter the 6 59’s that Winnie signed, and you enter into a “None” repayment agreement reversing the $650 with your offset adjustment. You sign the repayment agreement yourself (including the contract number of your property on the top), and submit that to your CA, as well as a copy of your calculation spreadsheet on how you figured out how much she owes.

REPAYMENT AGREEMENTS/FSS:

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
(Exp. 06/30/2016)

202D

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

1. Asst. Pymts Due For (mm/yyyy):	2. Project Name:	3. FHA / EH / Non-Insured Proj. No:	4. Section 8 / PAC / PRAC Contract No:	5. Type of Subsidy:
9/18	MOUNTAIN VISTA APARTMENTS		VT123456789	1 - Section 8

6. Head of Household Name (Last, First)	7. Unit Number	8. 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)
HUGGLESWORTH, WINNIE	123	918123	9/1/18	N	650	650	0	650	0	650	

REPAYMENT AGREEMENTS/FSS:

You now call Ms. Hugglesworth, and say, "I just wanted to let you know that we are starting the eviction process, since you refused to sign the Repayment Agreement."

She replies, "yeah, about that. I spoke with my best friend's cousin's boyfriend, and he said this could happen. I was hoping he was wrong. I will come in and sign."

She agrees to pay $25 in addition to her rent for the next 26 months, and you get to keep $5 from each payment to counterbalance the expenses that were incurred, which of course you have documented to back up your claim.

You have already submitted that initial offset on the voucher that you just sent to your CA that has now been approved. No worries! When she comes in to pay, you can change the "None" agreement to a "Tenant" agreement, and send an updated copy of the repayment agreement to your CA. You just have to maintain the same Agreement ID and Agreement Date.

But wait, corporate is telling you, that you have to change to 203A before your next submission. You did the offset in 202D, and now the tenant has made their first payment of $25. The status code will be Active (AV):

REPAYMENT AGREEMENTS/FSS:

Repayment Agreements and FSS Escrows 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
(Exp. 00/00/0000)

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1. Asst. Pymts Due For (mm/yyyy):	2. Project Name:	3. Project Number:	4. Contract Number:	5. Type of Subsidy:
10/18	MOUNTAINS VISTA APARTMENTS		VT123456789	1- SECTION 8

6. Head of Household Name (Last, First) 7. Unit Number	8. Record Type 9. Agreement ID	10. Agreement Date 11. Agreement End Date	12. Trans. Type	13. Status	14. Beginning Agreement Amount	15. Agreement Change Amount	16. Ending Agreement Amount	17. Beginning Balance	18. Total Payment	19. Ending Balance	20. Amount Retained	21. Amount Requested	22. Approved (HUD/CA use only)
Hugglesworth, Winnie 123	RB 918123	9/1/18	T	AV	650	0	650	650	0	650	0	0	
Hugglesworth, Winnie 123	R 918123	9/1/18	T	AV	650	0	650	650	25	625	5	-20	

baseline file

payment entry

REPAYMENT AGREEMENTS/FSS:

You keep getting regular payments for this tenant, so you keep adding the payment monthly to your voucher.

Three months before Ms. Hugglesworth comes in to do her Annual Recertification, you stop getting any payments. You continue submitting with an Active (AV) status, as well as contacting her, as to the reason for no payment.

REPAYMENT AGREEMENTS/FSS:

Repayment Agreements and FSS Escrows for Schedule of Tenant Assistance Payments Due

U.S. Department of Housing and Urban Development
Office of Housing
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7/19	MOUNTAINS VISTA APARTMENTS		VT123456789	1- SECTION 8

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Hugglesworth, Winnie 123	R 918123	9/1/18	T	$\boxed{AV}$	650	0	650	425	0	425	0	0	

REPAYMENT AGREEMENTS/FSS:

On that fourth month with no payment, you submit a status of Inactive (IA) for that month, and a notice to the tenant that eviction will start for non-compliance.

REPAYMENT AGREEMENTS/FSS:

Repayment Agreements and FSS Escrows for Schedule of Tenant Assistance Payments Due

U.S. Department of Housing and Urban Development
Office of Housing
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Hugglesworth, Winnie 123	R 918123	9/1/18	T	IA	650	0	650	425	0	425	0	0	

REPAYMENT AGREEMENTS/FSS:

When she comes in, you ask her about her repayment status, and why she has not responded to you. She replies, "I have been talking to my best friend's cousin's boyfriend some more, and he believes that the agreement is incorrect, and to not pay anything until we go to court. Oh, by the way, you should be hearing from him soon." You then continue with an Inactive (IA) status.

Judge comes back and says that the tenant only owes $500 instead of the $650. Great! Now you have to change your monthly status to TE, and adjust the repayment agreement.

REPAYMENT AGREEMENTS/FSS:

Repayment Agreements and FSS Escrows for Schedule of Tenant Assistance Payments Due

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1. Asst. Pymts Due For (mm/yyyy):	2. Project Name:	3. Project Number:	4. Contract Number:	5. Type of Subsidy:
7/19	MOUNTAINS VISTA APARTMENTS		VT123456789	1- SECTION 8

6. Head of Household Name (Last, First) 7. Unit Number	8. Record Type 9. Agreement ID	10. Agreement Date 11. Agreement End Date	12. Trans. Type	13. Status	14. Beginning Agreement Amount	15. Agreement Change Amount	16. Ending Agreement Amount	17. Beginning Balance	18. Total Payment	19. Ending Balance	20. Amount Retained	21. Amount Requested	22. Approved (HUD/CA use only)
Hugglesworth, Winnie 123	R 918123	9/1/18	T	TE	650	-150	500	425	0	275	$\boxed{150}$	0	

Over 20%

REPAYMENT AGREEMENTS/FSS:

For some reason, while creating your first entry after the court order changed the amount, you thought you needed to change the entire repay, and did the offset again and incorrectly changed her Agreement ID. It now looks like an entirely different agreement!

REPAYMENT AGREEMENTS/FSS:

Repayment Agreements and FSS Escrows 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
(Exp. 00/00/0000)

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

1. Asst. Pymts Due For (mm/yyyy):	2. Project Name:	3. Project Number:	4. Contract Number:	5. Type of Subsidy:
9/19	MOUNTAINS VISTA APARTMENTS		VT123456789	1 - SECTION 8

6. Head of Household Name (Last, First) 7. Unit Number	8. Record Type 9. Agreement ID	10. Agreement Date 11. Agreement End Date	12. Trans. Type	13. Status	14. Beginning Agreement Amount	15. Agreement Change Amount	16. Ending Agreement Amount	17. Beginning Balance	18. Total Payment	19. Ending Balance	20. Amount Retained	21. Amount Requested	22. Approved (HUD/CA use only)
Hugglesworth, Winnie 123	R 918123-Z Notice new ID	9/1/18	T	AV	0	500	500	0	0	500	0	500	

REPAYMENT AGREEMENTS/FSS:

Following month, I need to create a reversal on the incorrect ID offset because this whole new agreement was done in error. I also need to post a payment on their "old", but correct ID:

REPAYMENT AGREEMENTS/FSS:

Repayment Agreements and FSS Escrows for Schedule of Tenant Assistance Payments Due

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1. Asst. Pymts Due For (mm/yyyy):	2. Project Name:	3. Project Number:	4. Contract Number:	5. Type of Subsidy:
10/19	MOUNTAINS VISTA APARTMENTS		VT123456789	1 - SECTION 8

6. Head of Household Name (Last, First) / 7. Unit Number	8. Record Type / 9. Agreement ID	10. Agreement Date / 11. Agreement End Date	12. Trans. Type	13. Status	14. Beginning Agreement Amount	15. Agreement Change Amount	16. Ending Agreement Amount	17. Beginning Balance	18. Total Payment	19. Ending Balance	20. Amount Retained	21. Amount Requested	22. Approved (HUD/CA use only)
Hugglesworth, Winnie 123	R 918123-Z	9/1/18	T	RV	500	-500	0	500	0	0	0	-500	
Hugglesworth, Winnie 123	R 918123	9/1/18	T	AV	500	0	500	275	25	250	5	-20	

REPAYMENT AGREEMENTS/FSS:

Ms. Hugglesworth comes in a month later, and tells you, "I had to take the day off to be in court, and then we went out to celebrate after, and I missed work the following day from over celebrating. They fired me, and now I have no income." You fill out your voucher with a Suspended (SU) status. This stays that way until you start receiving money again.

REPAYMENT AGREEMENTS/FSS:

Repayment Agreements and FSS Escrows for Schedule of Tenant Assistance Payments Due

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11/19	MOUNTAINS VISTA APARTMENTS		VT123456789	1- SECTION 8

6. Head of Household Name (Last, First) 7. Unit Number	8. Record Type 9. Agreement ID	10. Agreement Date 11. Agreement End Date	12. Trans. Type	13. Status	14. Beginning Agreement Amount	15. Agreement Change Amount	16. Ending Agreement Amount	17. Beginning Balance	18. Total Payment	19. Ending Balance	20. Amount Retained	21. Amount Requested	22. Approved (HUD/CA use only)
Hugglesworth, Winnie 123	R 918123	9/1/18	T	SU	500	0	500	250	0	250	0	0	

REPAYMENT AGREEMENTS/FSS:

Two months go by, and you walk into your office, and see a note and keys shoved under your door. Ms. Hugglesworth lets you know that she has moved out. Apparently, her best friend's cousin and her boyfriend broke up, so Winnie is moving in with the boyfriend. She did not give you a notice, and she still owes on her repayment agreement. She had a security deposit of $50 that you can apply to her agreement. Since she has moved out, and you are making a payment, use Moved-out Active (MA) as the status code:

REPAYMENT AGREEMENTS/FSS:

REPAYMENT AGREEMENTS/FSS:

Repayment Agreements and FSS Escrows for Schedule of Tenant Assistance Payments Due

U.S. Department of Housing and Urban Development
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1. Asst. Pymts Due For (mm/yyyy):	2. Project Name:	3. Project Number:	4. Contract Number:	5. Type of Subsidy:
1/20	MOUNTAINS VISTA APARTMENTS		VT123456789	1- SECTION 8

6. Head of Household Name (Last, First) / 7. Unit Number	8. Record Type / 9. Agreement ID	10. Agreement Date / 11. Agreement End Date	12. Trans. Type	13. Status	14. Beginning Agreement Amount	15. Agreement Change Amount	16. Ending Agreement Amount	17. Beginning Balance	18. Total Payment	19. Ending Balance	20. Amount Retained	21. Amount Requested	22. Approved (HUD/CA use only)
Hugglesworth, Winnie 123	R 918123	9/1/18	T	MA	500	0	500	250	50	200	10	-40	

REPAYMENT AGREEMENTS/FSS:

The following three months, you don't receive anything, so you change the status code from MA to Moved-Out (MO). You report Ms. Hugglesworth to a credit bureau, since she still owes a balance.

REPAYMENT AGREEMENTS/FSS:

Repayment Agreements and FSS Escrows for Schedule of Tenant Assistance Payments Due

U.S. Department of Housing and Urban Development
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1. Asst. Pymts Due For (mm/yyyy):	2. Project Name:	3. Project Number:	4. Contract Number:	5. Type of Subsidy:
5/20	MOUNTAINS VISTA APARTMENTS		VT123456789	1- SECTION 8

6. Head of Household Name (Last, First) 7. Unit Number	8. Record Type 9. Agreement ID	10. Agreement Date 11. Agreement End Date	12. Trans. Type	13. Status	14. Beginning Agreement Amount	15. Agreement Change Amount	16. Ending Agreement Amount	17. Beginning Balance	18. Total Payment	19. Ending Balance	20. Amount Retained	21. Amount Requested	22. Approved (HUD/CA use only)
Hugglesworth, Winnie 123	R 918123	9/1/18	T	MO	500	0	500	200	0	200	0	0	

REPAYMENT AGREEMENTS/FSS:

Ms. Hugglesworth is still with the, not so much best friend's cousin's old boyfriend, and they are buying a house. Winnie realizes that she still owes money on that old repayment agreement, since it popped up on her credit report. You get a check in the mail with a note that says that she is cleaning up her debt, and is now Mrs. Scuttlebutt. You enter in her last payment with Completed (CO) status, and a name change. There were no more costs that were incurred, so no Amount Retained on the final entry.

REPAYMENT AGREEMENTS/FSS:

Repayment Agreements and FSS Escrows for Schedule of Tenant Assistance Payments Due

U.S. Department of Housing and Urban Development
Office of Housing
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1. Asst. Pymts Due For (mm/yyyy):	2. Project Name:	3. Project Number:	4. Contract Number:	5. Type of Subsidy:
5/21	MOUNTAINS VISTA APARTMENTS		VT123456789	1- SECTION 8

6. Head of Household Name (Last, First) / 7. Unit Number	8. Record Type / 9. Agreement ID	10. Agreement Date / 11. Agreement End Date	12. Trans. Type	13. Status	14. Beginning Agreement Amount	15. Agreement Change Amount	16. Ending Agreement Amount	17. Beginning Balance	18. Total Payment	19. Ending Balance	20. Amount Retained	21. Amount Requested	22. Approved (HUD/CA use only)
Scuttlebutt Winnie 123	R 918123	9/1/18	T	CO	500	0	500	200	200	0	0	-200	

REPAYMENT AGREEMENTS EXAMPLES

Repayment Agreements and FSS Escrows 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
(Exp. 00/00/0000)

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10/19	MOUNTAINS VISTA APARTMENTS		VT123456789	1 - SECTION 8

6. Head of Household Name (Last, First) 7. Unit Number	8. Record Type 9. Agreement ID	10. Agreement Date 11. Agreement End Date	12. Trans. Type	13. Status	14. Beginning Agreement Amount	15. Agreement Change Amount	16. Ending Agreement Amount	17. Beginning Balance	18. Total Payment	19. Ending Balance	20. Amount Retained	21. Amount Requested	22. Approved (HUD/CA use only)
Hugglesworth, Winnie 123	R 918123	9/1/18	N	AV	0	650	650	0	0	650	0	650	OFFSET
Hugglesworth, Winnie 123	RB 918123	9/1/18	N	AV	650	0	650	650	0	650	0	0	BASELINE
Hugglesworth, Winnie 123	R 918123	9/1/18	T	AV	650	0	650	650	25	625	5	-20	ACTIVE $
Hugglesworth, Winnie 123	R 918123	9/1/18	T	AV	650	0	650	425	0	425	0	0	active no $
Hugglesworth, Winnie 123	R 918123	9/1/18	T	IA	650	0	650	425	0	425	0	0	INACTIVE
Hugglesworth, Winnie 123	R 918123	9/1/18	T	TE	650	-150	500	425	0	275	150	0	terminated
Hugglesworth, Winnie 123	R 918123 -Z	9/1/18	T	RV	500	-500	0	500	0	0	0	-500	reversal
Hugglesworth, Winnie 123	R 918123	9/1/18	T	SU	500	0	500	250	0	250	0	0	suspended
Hugglesworth, Winnie 123	R 918123	9/1/18	T	MA	500	0	500	250	50	200	10	-40	MO-active
Hugglesworth, Winnie 123	R 918123	9/1/18	T	MO	500	0	500	200	0	200	0	0	moved out
Scuttlebutt, Winnie 123	R 918123	9/1/18	T	CO	500	0	500	200	200	0	0	-200	completed
QUICK CALCULATION	ENDING AGREE. AMT				col 14	+ col 15	= col 16						
	ENDING BALANCE					+ col 15		col 17	- col 18	= col 19			
	AMOUNT REQUESTED					col 15			- col 18		+col 20	= col 21	
										23. Totals for this page			

Previous editions are obsolete

Page __ of __

form HUD-52670-A part 6 (09/2016)
ref. Handbook 4350.3 Rev. 1

FSS EXAMPLES:

Repayment Agreements and FSS Escrows 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
(Exp. 00/00/0000)

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1. Asst. Pymts Due For (mm/yyyy):	2. Project Name:	3. Project Number:	4. Contract Number:	5. Type of Subsidy:
5/2017	Shady Valley Apartments	999XX999	XX999999999	Section 8

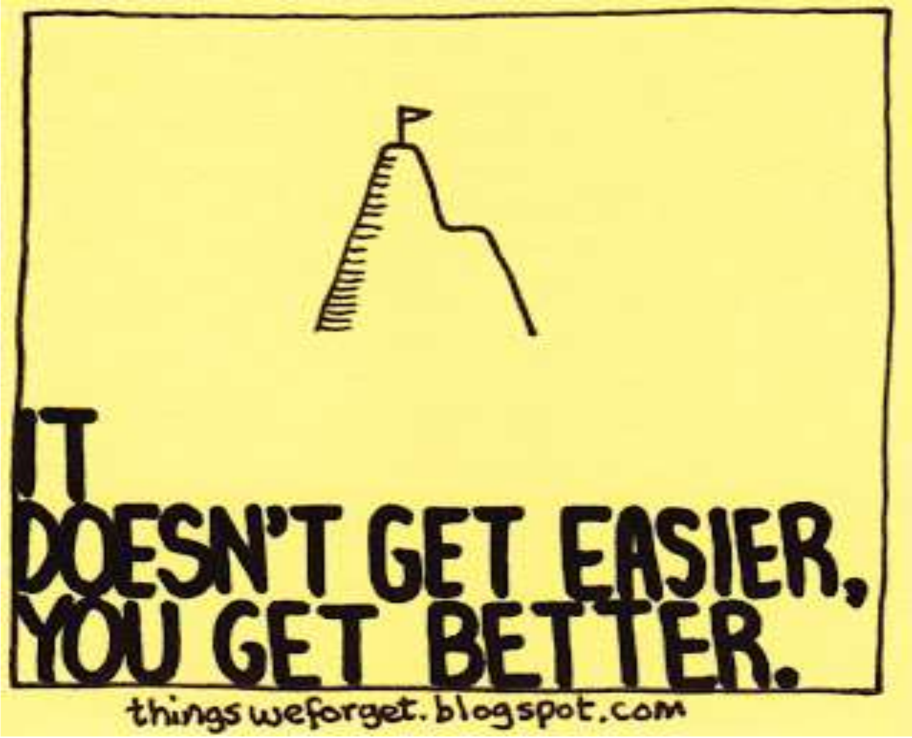
6. Head of Household Name (Last, First) / 7. Unit Number	8. Record Type / 9. Agreement ID	10. Agreement Date / 11. Agreement End Date	12. Trans. Type	13. Status	14. Beginning Agreement Amount	15. Agreement Change Amount	16. Ending Agreement Amount	17. Beginning Balance	18. Total Payment	19. Ending Balance	20. Amount Retained	21. Amount Requested	22. Approved (HUD/CA use only)
Swanson, Grant	F	1/1/2016											
103	12397	12/31/2020	D	AV				0	-50	50	0	50	
Swanson, Grant	F	1/1/2016											
103	12397	12/31/2020	D	AV				50	-50	100	0	50	
Swanson, Grant	F	1/1/2016											
103	12397	12/31/2020	C	TE				100	100	0	0	-100	
Swanson, Ron	F	2/1/2016											
222	23486	1/31/2021	D	AV				0	-50	50	0	50	
Swanson, Ron	F	2/1/2016											
222	23486	1/31/2021	D	AV				50	-50	100	0	50	
Swanson, Ron	F	2/1/2016											
222	23486	1/31/2021	W	CO				100	100	0	100	0	
Swanson, Gloria	F	3/1/2016											
508	34575	2/28/2021	E	AV				0	0	0	0	0	
Swanson, Gloria	F	3/1/2016											
508	34575	2/28/2021	D	AV				0	-50	50	0	50	
										23. Totals for this page		150	

Previous editions are obsolete

Page 1 of 1
printed by Shady Software

form HUD-52670-A part 6 (09/2016)
ref. Handbook 4350.3 Rev. 1

REPAYMENT AGREEMENTS:



REPAYMENT AGREEMENTS:

- QUESTIONS?

Additional 2.0.3.A Changes….

Expanded Race and Ethnicity fields:

- Due to a Presidential Directive, expanded Ethnicity and Race categories are being added to the MAT10, Section 3 Member record.
- Visit our website to see all of the categories

http://www.tracsexperts.com/resources/

TRACS 203A Specs for Race and Ethnicity Codes

New **Member** Status Code:

- A new code F has been added to identify members participating in the Family Self Sufficiency program. Not all household members might be participants. The Special Status Code, MAT10, Section 3 Family Record, Field 10, has been widened to 10 characters to accommodate this and possible future codes. The former future code of F for frail elderly has been dropped. Note that HUD Form 50059 is not being modified at this time to allow more space for printing codes.

- If any member in your household is participating in the FSS, they will need the new member code of "F".

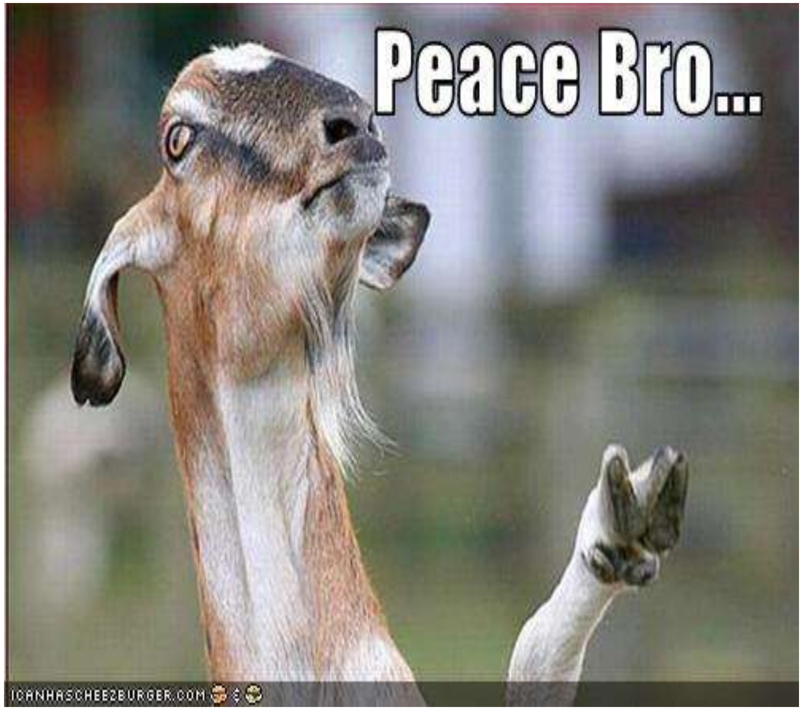
- Not to be confused with the new waiver code of "F" for fosters, or the OLD Member code for "Frail Elderly", which has now been dropped.

Removing codes in 203A…

No longer valid Move-Out codes:

- 9 = Uninhabitable unit – Abated
- 10 = Substantial Rehab or Repair – Tenant Expected to Return

- Goodbye….



Terminations/Suspensions:

Terminations/Suspensions:

- We do have this name change. The thought process is that MO does not give the tenant a right to return, but suspensions are looked at as temporary.
- TRACS will be modified to recognize suspensions and will not report a tenant move-in to another subsidized unit to EIV as double subsidy.

Terminations/Suspensions:

Codes for TERMINATIONS:

- TI = TTP Equals/Exceeds Gross Rent or moving to market rent
- TC = Did not supply citizenship/eligible alien documentation.
- TR = Did not re-certify on time. Tenant required to pay market rent.
- TF = Tenant refused to transfer as agreed or submitted false data.
- CE = Subsidy contract expired-not renewed.
- ST = Ineligible Student.
- DS = Double subsidy at move-in.
- AB = HUD abated unit.
- NS = Resident did not qualify for subsidy at MI for reason other than Double Subsidy.
- OT = Other.

Codes for SUSPENSIONS:

- ND = Natural Disaster or Uninhabitable Unit or Presidentially Declared Disaster
- RR = Substantial rehab or repair – Tenant expected to return.
- **RD** = Section 8 RAD tenant transferred to other housing during rehab.

MEMBER CODE, MO, TE/SUSPENSIONS

- QUESTIONS?

Miscellaneous Accounting Requests:

New codes added for RAD:

- RADN = Used by an OA to recover negative regular tenant assistance for a RAD tenant whose assistance is negative. The negative assistance appears on the voucher in the Assistance Payment Detail record and the OA is permitted to retain that money.
- RADZ = Used to zero-out the voucher during the first calendar year of a RAD conversion under Component 1—Public Housing.
- RADR = Used to request Rehab Assistance under a RAD conversion under Component 1—Public Housing. Each RADR request is for a single unit and month. The comment field must indicate the Unit Number and the Month and Year being billed.

- TRACS Release 2.0.3.A Final Industry Specification Documents 1/30/18: Industry Specifications - Section 2.7, MAT Guide - MAT 30 Section 6, 203A RAD Phase-In - examples

https://www.hud.gov/program_offices/housing/mfh/trx/trxsum Under What's New

Miscellaneous Accounting Requests:

- Three new fields added:
  - HoH Last Name
  - HoH First Name
  - Unit Number
- Owner/Agents are required to provide enough information in the Comment for a CA or HUD reviewer to determine the purpose of the transaction. When applicable, specify Transaction Month and the reason for the transaction.

Exception Codes:

One of these things is not like the other!

No SSN for Children under age of 6 at MI:

- Already doing this now:
  - **2.0.3.A Rule:** The OA must use 999-99-9999 as the SSN and the Exception Code M (Minor) when creating the MI or IC. TRACS will assign a TRACS ID (T-ID) and the T-ID must be used in lieu of 999-99-9999 until the valid SSN is provided. The resident is given 90 days from notification to provide a valid SSN and adequate documentation to verify the SSN. The OA may extend the deadline another 90 days under specific circumstances. If the household does not comply, the OA must pursue termination of tenancy.

No SSN for Children under age of 6 at MI:

- The OA is entitled to continue to receive subsidy while pursuing eviction unless local tenant/landlord guidance prohibits such action. When the valid SSN is provided to the OA, the OA should create an IR or AR as appropriate (not a correction to the previous cert), should replace 999-99-9999 (or the T-ID) with a valid SSN and should remove any values from the Exception Code field.

Foster Children/Adults with no SSN:

There are agencies that will not disclose a Foster SSN either to the foster family or to the OA. In those situations, the OA must request a waiver from HUD. Once the waiver has been obtained, the SSN sent to TRACS will be all 9's and the new SSN Exception code of F is used. In this situation (SSN for Foster not disclosed)

- If the Foster has not yet been admitted to the unit, the OA must apply for a HUD waiver before the member may be added to the household.
- If the foster is already in the unit, a waiver must be requested prior to the next certification.
- In both cases, until the waiver is granted, the SSN is reported as all 9's and the SSN Exception Code is submitted as F.

Foster Children/Adults with no SSN:

- Starting with the implementation of TRACS 2.0.3.A, the SSN for a foster will **NOT** be printed on the 50059. Site and CA software MUST ensure that the ID field on any printed or displayed 50059 is left blank for any member with a Relationship Code F in the Family Record. The MAT10, Section 3 Family Record **WILL** contain the SSN.
- In addition, the Birth Date field will **NOT** be printed on the 50059. Site and CA software MUST ensure that the Birth Date field on any printed or displayed 50059 is shown as "**00/00/YYYY**" for any member with a Relationship Code F in the Family Record. The actual Birth Date will be transmitted in the MAT 10 Family Record

MISC. ACCT/EXCEPTIONS CODES

- QUESTIONS?

FAST Act of 2015:

- Under the FAST Act of 2015, when at least 90% of a household's income is from a fixed source (e.g. Social Security, VA Disability, fixed pension) a new certification must be created and submitted once every three (3) years. The household may self-certify that the 90% mix still applies on the first and second anniversary of the certification. A new certification is submitted in year three (3).

FAST Act of 2015:

- Since HUD has regulations for this new requirement in clearance that are expected to be in effect soon, a new field is being added to the MAT to identify fixed income households (**MAT10, Section 2, field 20: Fixed Income Household**).
- Fill the new field with “Y” if the household qualifies as Fixed Income and leave blank if not. When the field is filled, a recertification date greater than one year from the certification date is permitted.
- The Extenuating Circumstances Code 11 is being retained in case it is needed to report the fact of a required self certification in years when a full recertification is not required.
- Begin using the new field on the date specified in the final regulations or notice.

Form Changes for 203A

- 50059 changes:
  - Item 15: Fixed Income Household
  - Item 82: Opt Out of Asset Value Limit on Eligibility
  - Item 102: Expenses Exempt from Income % Limit?
- Label change for 50059-A (add Suspension to title and Item 20 on the 59A)
- 52670 cover page field 8e will now say "Repayments/Escrows"
- 52670 part 4: adding HoH info and unit number
- 52670 part 6 has lots of changes for the Repayment Agreements and FSS Escrows
- Special Claim Forms A, B and C

FAST ACT OR FORM CHANGES

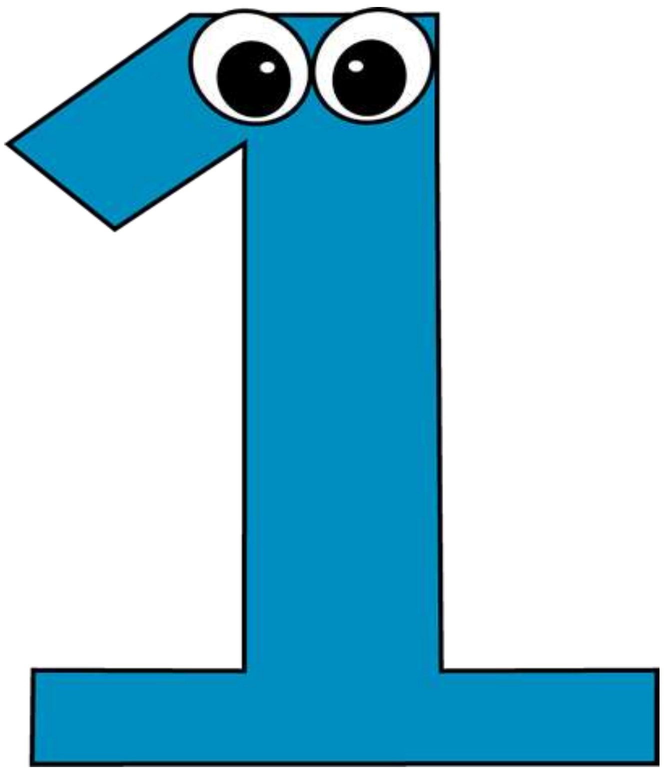
- QUESTIONS?

EPS' Most Wanted:

EPS' Top 10 Issues:

ANNUAL RECERTS:

- Are you doing them timely?
- Did the tenant come in by the first?
- What code are you using?
- Do you have blanket recerts?



EPS' Top 10 Issues:

- Remember if you use the termination code of "did not recertify on time" you are saying that the tenant did not come in by their Anniversary Date, and therefore, is not eligible to receive subsidy for a least a month, so they have to come on with an IC. For example, if AR is due on September 1st, and tenant comes in on September 9th, the earliest they can come on to subsidy is with a 10/1/18 IC. They are not eligible for subsidy in September, and must pay Market Rent. This is still an issue.

- If you have blanket recertifications every August, and a tenant moves in on July 29th, then there next AR effective date will be 8/1/18, and you will have to do an 8/1/18 AR. The bonus is that you can use all of the same information.

- Also most terminations are on the last day of the month, not the first!!

EPS' Top 10 Issues:

- VOUCHER DATES?

EPS' Top 10 Issues:

- Voucher dates. Knowing which voucher date to use and understanding how they drive adjustments.
- A considerable amount of revisions are due to the fact that incorrect voucher dates are used. An incorrect voucher date one month can have a domino effect, causing monetary differences on future vouchers.
- Before you submit your monthly information, preview your TRACS files to ensure that the voucher date corresponds with the month you are working on. If we send a request of information, and are working on the 10/18 voucher, then the certs should all have 10/18 voucher dates.

EPS' Top 10 Issues:

- Do I need a new Gross Rent Certification submitted after I send a corrected/retroactive cert?

EPS' Top 10 Issues:

- Yes! How do you remove an incorrect partial cert? Whether it is a MO, or a GR, you submit the last full cert as a correction to remove the incorrect partial. If you are submitting either a retroactive cert or correcting any full cert prior to the GR, you knock that GR out.
- Remember partials are attached to full certs. So, send a new GR with the corrections or retros. Your software should even ask you if you want to correct the partials, you should always say yes.

EPS' Top 10 Issues:

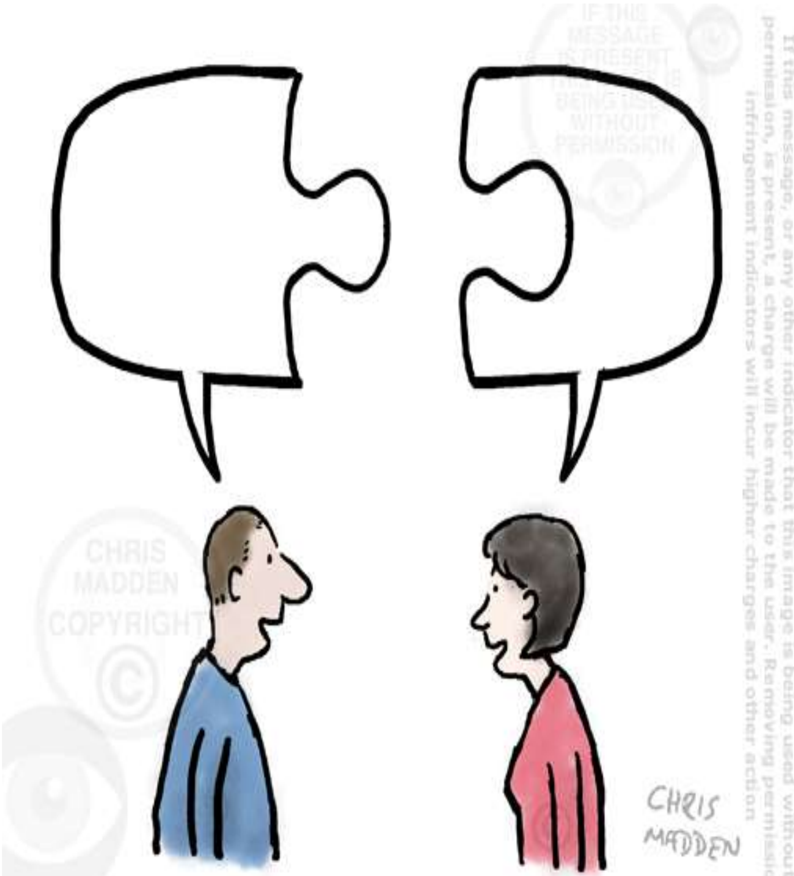
- To send or not send a MO....

EPS' Top 10 Issues:

- XReporting MOs, especially for smaller properties. Be aware that MOs are accepted at TRACS immediately, regardless of voucher date.
- Reporting MOs after your voucher is reconciled and before the MAT30 generates a VSP10 will drop the compliance percentage, and now you have to work with your analyst on bringing your property back up above 90% before you can get paid.
- I know most trainers will advise you to submit the MO as soon as it happens to prevent double subsidy; however, if you are a small property your compliance percentage will be impacted.
- It is not a perfect system, and if you are small, you simply can't do it yet. HUD and industry partners are working on alternatives, but nothing yet.

EPS' Top 10 Issues:

- Communication!



EPS' Top 10 Issues:

- Communication - Read the closeout messages, respond to e-mails, return phone calls. Realize that EPS will be happy to work with you through issues, but we do not have unlimited time to wait for a response.
- Our goal is to make sure that you are getting the correct amount on a monthly basis, so the better the communication the easier to get paid timely.
- Also send before the 10th, we can receive the certs. Actually, send before the 1st, we can receive them then too!

EPS' Top 10 Issues:

- Check your errors!
- Need to do monthly!
- Contact analyst if you have questions on the errors.

CE358	EIV Indicator included on certification with a current or future Effective Date.	EIV Indicators are used to denote certifications that are corrected or created as a result of using the EIV reports. It is not generally used for a current certification.	03
NOTES: The EIV Indicator is used for retroactive corrected certifications, ones that have already been reported on a HAP Voucher, or retroactive certifications that have been created to accurately reflect the information found on the household's EIV report. It may also be used on a certification that is current but needs to be corrected as well, based on EIV findings. No further action is required for this certification. See the current MAT Guide: Chapter 5, MAT10 Basic Record, Field 18 and the HUD-50059, Item 20			

EPS' Top 10 Issues:

- It is your responsibility to review all of your TRACS errors on a monthly basis. We are always available to assist you on these errors, but we will not be pointing them all out on our close outs. Hopefully with 203A the error definitions that EPS has been working with HUD on for years, will be updated. These changes will add clear, concise wording to the error, as well as references to MAT guide, 59 Instructional and the 4350, when relevant.
- In this example, it is a CE358 error, so in red you can see the wording, and below is the additional note. Tells you how to correct the error, that it is in the MAT guide chapter 5, mat 10 basic record field 18, and the 59 instructional item 20.

EPS' Top 10 Issues:

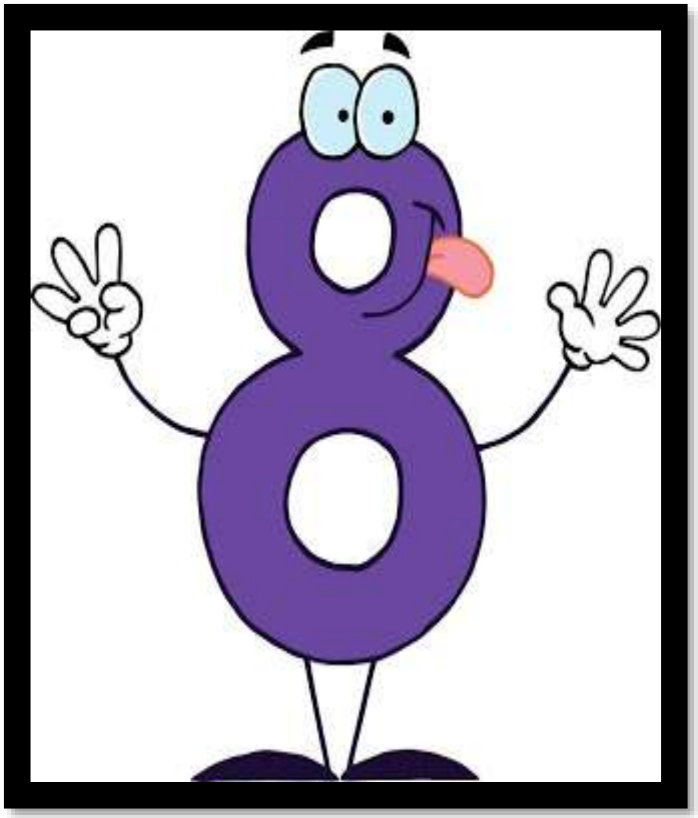
Remember above all BE PROACTIVE:

- Send necessary information at the same time you submit your electronic files
- All auxiliary documents need to have the Contract number listed on the top
- Special Claims, Repayment Agreements, Misc. Acct. requests, Service Coordinator fees. Anything that goes in any of your child records, needs to have documentation

EPS' Top 10 Issues:

- Just like legos can hurt (especially if you step on them), not submitting supporting documentation for your billing (i.e. special claims, repayment agreements, rent schedules) can cause delays in payments. Send them when you send out your tracs files. Don't forget to make sure that the contract number is displayed at the top of your documents.

EPS' Top 10 Issues:



- DUNS Number errors:
- Reference to the memorandum, if you have any questions: **RHIIP Listserv Posting #397 November 29, 2017**
- For technical support questions regarding a DUNS number, contact the SAM Federal Service Desk at 1-866-606-8220
- For other questions regarding the DUNS number memorandum, contact Annecia Durr at Annecia.Durr@hud.gov
- Unfortunately, EPS can not assist you with DUNS Number

EPS' Top 10 Issues:

- DUNS number errors: when you review your TRACS responses, you may see a discrepancy like the DN001, which is indicating that the DUNS number you are reporting is different than the number you have previously submitted. If you know your DUNS number is correct, yet you still get an error, contact HUD to make sure the number is updated at TRACS.
- You may still get the error for the next year of files, but you know that you can ignore it. Error on the side of caution because once TRACS actually compares to the SAM database to ensure the number is correct, versus the necessity of filling in that field, your MAT 30 will fatal, and payments will be delayed.

EPS' Top 10 Issues:

UNIT RENUMBERING

EPS' Top 10 Issues:

- I "wish" unit renumbering never happened, like ever. If you think you need to do one….Don't do it! Really, don't do it. This has been on the list for years because people continually get it wrong.
- Please make sure that you really have to do it first. I am not going to list the steps, I am simply going to say one thing. Call EPS. Even if you call your software support, they seem to mess it up too, and it can take numerous months and iterations to try and correct them at TRACS, so please just call us first.
- When done incorrectly can take months to fix, and a whole lot of work for both of us.

EPS' Top 10 Issues:

EPS' Top 10 Issues:

Already previously discussed, I just wanted to include it as honestly one of the top 10 items, if not the biggest issue that we see on a regular basis, and it is only going to get more challenging with 203A. If you have new Repays, send them to us, so we don't have to delay processing by asking you for them. Instead, we will have them when we begin your monthly review.

WORK TO DO:

- READ THE 203A SPECIFICATION DOCUMENTS
- CLEAN UP YOUR REPAYMENT AGREEMENTS IN YOUR SYSTEMS
- ENSURE THAT YOUR BALANCES ARE CORRECT PRIOR TO TRANSITION
- CHECK YOUR ERROR RESPONSES FROM TRACS!!
- START IMPLEMENTING ANY NECESSARY CHANGES THAT YOU MAY BE DOING FROM TOP 10
- CALL EPS WITH QUESTIONS!

So, should be great…..

ANYTHING ELSE?

- QUESTIONS?

Presenter's Information:

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- http://www.tracsexperts.com