



Your Key to Housing Opportunities

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MEMORANDUM

To: Owners and Agents of Section 8 projects
From: IHFA Compliance Department
Subject: TRACS submission requirements
Date: 08-27-2009

COMMENTS:

IHFA would like to remind you that the following guidance from HUD Handbook 4350.3 REV- 1 Change 3 Chapter 9 section 9-5 Figure 9-2 states:

HUD-50059s/HUD-50059-A's should be submitted throughout the month as the completed data is available. HUD-50059s/HUD-50059-A's supporting a voucher must be transmitted prior to voucher transmission.

HUD Handbook 4350.3 REV-1 Change 3 Chapter 9 section 9-6 E states:

Contract Administrators should submit to HUD throughout the month, certifications/re-certifications that the contract administrator has reviewed and approved.

Given this guidance, we would like to remind you that you should submit certifications/recertifications to TRACS as they occur. This means that if a resident were to move into your site on 09-01-09, the TRACS file should be submitted for this unit on 09-01-09. IHFA retrieves TRACS data daily. If the file does not have any error that would fatal out in TRACS, IHFA will send it on to the TRACS database. This process assists in the prevention of double subsidy payment requests, and makes the vouchering process at the first of every month easier as the TRACS data is already submitted.

In 2010, when your Management and Occupancy Review (MOR) is conducted, this will be an area that is audited. Failure to submit data to TRACS when it occurs will be a comment on your Management Review.

If you have questions regarding this process, or need further clarification, please feel free to contact your compliance auditor, the voucher specialist or any other IHFA compliance staff member and we will be happy to assist you.

