

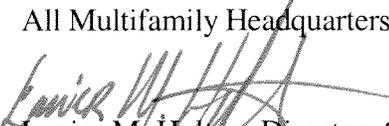


U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-8000

OFFICE OF HOUSING

OCT - 8 2008

MEMORANDUM FOR: All Multifamily Hub Directors
All Multifamily Program Center Directors
All Multifamily Operations Officers
All Multifamily Headquarters Office Directors

FROM: 
Lanier M. Hylton, Director, Office of Program Systems
Management, HTC


Willie Spearmon, Director, Office of Housing Assistance and Grant
Administration, HTH

SUBJECT: OMB Approval of TRACS 202C Forms and Related Information
Additional Clarification on HUD Model Lease Implementation

As a result of the changes to Handbook 4350.3 Rev-1, *Occupancy Requirements of Subsidized Multifamily Housing Programs*, since its republication in June 2003, a working group has been developing the required modifications to the TRACS tenant certification process through changes to certain HUD forms. The purpose of this memorandum is to inform you that on September 5, 2008, the Office of Management and Budget (OMB) provided emergency approval of the forms listed directly below that are associated with TRACS Release 202C and to provide implementation instructions regarding all of the forms that were included in the OMB emergency approval:

TRACS 202C HUD Forms

- HUD-50059 – Owner’s Certification of Compliance with HUD’s Tenant Eligibility and Rent Procedures;
- HUD-50059-A – Owner’s Certification of Compliance with HUD’s Tenant Eligibility and Rent Procedures – Partial Certification
- HUD-52670-A Part 1 – Schedule of Tenant Assistance Payments Due
- HUD-52670-A Part 3 – Adjustments to Schedule of Tenant Assistance Payments Due
- HUD-52670-A Part 4 – Miscellaneous Accounting Request for Schedule of Tenant Assistance Payments Due
- HUD-52670-A Part 5 – Approved Special Claims for Schedule of Tenant Assistance Payments Due

Other HUD Forms as Part of the OMB Emergency Approval

In addition, the following forms were part of the OMB approved paperwork package but were not changed from the current forms posted to HUDCLIPS (with the exception of the OMB expiration date, as discussed below):

- HUD-52670 Housing Owner's Certification and Application for Housing Assistance Payments
- HUD-52670-A Part 2 – Schedule of Section 8 Special Claims
- HUD-90105-A – Model Lease for Subsidized Programs;
- HUD-90105-B – Model Lease for Section 202/8 or Section 202 PAC;
- HUD-90105-C – Model Lease for Section 202 PRAC;
- HUD-90105-D – Model Lease for Section 811 PRAC;
- HUD-90106 – Sample Move-In/Move-Out Inspection Form;
- HUD-90100 – Sample Recertification Notice;
- HUD-90101 – Sample Certification of Long Term Care Insurance;
- HUD-90102 – Sample Verification of Disability (for All Programs Except Section 202/8, Section 202 PAC, Section 202 PRAC and Section 811 PRAC);
- HUD-90103 – Sample Verification of Disability (for Section 202/8, Section 202 PAC, Section 202 PRAC and Section 811 PRAC);
- HUD-90104 – Sample Exception to Limitations on Admission of Families;
- HUD-9887/9887-A – Consent for the Release of Information forms;
- HUD-27061-H – Race and Ethnic Data Reporting form;
- HUD-52671-A – Section 8 Special Claims for Unpaid Rent/Damages;
- HUD-52671-B – Section 8 Special Claims for Vacancies During Rent-up;
- HUD-52671-C – Section 8 Special Claims for Regular Vacancies; and
- HUD-52671-D – Section 8 Special Claims for Debt Service.

The following two new forms which are attached to Housing Notice H08-07, "*Implementation of the Violence Against Women and Justice Department Reauthorization Act of 2005 for the Multifamily Project-Based Section 8 Housing Assistance Payments Program*" issued on September 30, 2008, were also included in the OMB approved paperwork package:

- Form HUD-91066 (Victim of Domestic Violence, Dating Violence, or Stalking Certification Form); and
- Form HUD-91067 (Lease Addendum for Violence Against Women Act (VAWA)) were also included in the emergency approval.

Under this OMB emergency approval, for all of the forms listed above (202C and others) with the exception of the Model Leases and HUD-9887/9887A (please see NOTE below for specific information regarding the leases and the 9887/9887A), Software Vendors and In-house Developers will no longer have to display an OMB expiration date in their applications version of the forms. Instead, Software Vendors and In-house Developers must inform their users to reference HUDCLIPS (www.hud.gov/hudclips) for the official form with the OMB expiration date. However, Software Vendors and In-house Developers are STILL required to display/print the OMB

approval number which will not change. HUD suggests Software Vendors and In-house Developers include the HUDCLIPS reference in their application documentation.

NOTE: The Model Leases and HUD-9887/9887A, Consent for the Release of Information forms are not required to display the OMB expiration date **or** the OMB approval number as instructed in the September 18, 2008 memorandum from Janet Golrick, Acting Deputy Assistant Secretary for Multifamily Housing Programs, entitled “Clarification on HUD Model Leases”. Since release of the September 18, 2008 memorandum, there have been additional requests for clarification. As a result, the Department has revised the Model Lease Questions and Answers (see Attachment 1) that were posted to the Multifamily Rental Housing Integrity Improvement Project (RHIP) website; developed a grid entitled, “What Lease Do I Use?” (see Attachment 2); and prepared a “Software Vendor/In House Developer HUD Forms Requirement Matrix (see Attachment 3) describing software display requirements for HUD Forms.

HUD is in the process of posting the latest versions of the approved forms on HUDCLIPS. A RHIP LISTSERV message will be issued when the posting is completed.

Information Technology Implementation Schedules

1. TRACS Integrated Multifamily Access eXchange (iMAX) Implementation Schedule
iMAX became operational Monday, September 29, 2008. iMAX users will need a WASS ID and password as well as an iMAX ID and password (previously known as the TRACSMail User ID and Password.) You can request an iMAX ID and Password by contacting the:

Multifamily Housing Help Desk @ 1-800-767-7588; or
E-Mail: TRACS@hud.gov

The Web Services URL for iMAX is <https://www21.hud.gov/IMAX-WS>

Things to Remember

- To test iMAX, use the iMAX vendor region web service link:
<https://www21.hud.gov/IMAX-WSPILLOT/access>
- To test MAT files, use the iMAX production web browser (available through WASS at https://www.hud.gov/HUD_Systems) or production web services (link: <https://www21.hud.gov/IMAX-WS>) and **send files to TRACMTEST.**
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- For production files, use the iMAX production web browser (available through WASS at https://www.hud.gov/HUD_Systems) or production web services (link: <https://www21.hud.gov/IMAX-WS>) and **send files to TRACMPROD.**

Additional Things to Remember

- A valid WASS ID is required. If you do not currently have a WASS Multifamily (M) ID please use the following link to request one:

- https://hudapps.hud.gov/public/wass/public/independent/indreg_page.jsp
- If you currently have a WASS (M) ID and access to TRACS online queries you will automatically be assigned the iMAX role.
 - Report all problems and/or questions related to iMAX testing to:
MF_TRACS_TM_WRKGRP@hud.gov
 - All new WASS IDs must be added to the LDAP directory for web services. This is handled by another department in HUD which can take up to 3 days to complete.
2. Contract Administrator Transition Responsibilities for iMAX
Performance Based Contract Administrators (PBCAs) and Traditional Contract Administrators (TCAs) must be ready to use both iMAX and TRACSMail effective December 1, 2008.
 3. TRACSMail Termination Date
The Department will terminate support for TRACSMail effective February 28, 2009; consequently, owners, Performance Based Contract Administrators (PBCAs) and Traditional Contract Administrators (TCAs) must use iMAX to transmit tenant certification and voucher data effective March 1, 2009.
 4. TRACS Transition Responsibilities to Accept/Process TRACS Releases 202B and 202C
TRACS will accept and process both TRACS 202B and 202C Monthly Activity Transmissions (MATs) effective Monday, September 29, 2008.
 5. Contract Administrator Transition Responsibilities to Process/Transmit TRACS Releases 202B and 202C
PBCAs and TCAs must be ready to accept both TRACS 202B and 202C Monthly Activity Transmissions (MATs) commencing December 1, 2008 through March 31, 2009.
 6. TRACS Termination Date for TRACS Release 202B MAT Support
TRACS will support for TRACS 202B transmissions through March 31, 2009; consequently, effective April 1, 2009, owners, PBCAs and TCAs must use TRACS Release 202C MAT format to transmit tenant certification and voucher data. TRACS will NOT accept TRACS 202B transmissions effective April 1, 2009.

Your assistance is requested in notifying your staff and Contract Administrators of the information in this memorandum.

If you have any questions on the above requirements that are associated with 202C, please send them to: Mf_Tracs_Working_Group@hud.gov. Questions concerning OMB approval number and expiration date issues relative to the forms should be directed to Mike Sharkey at 202-402-6788.

Attachment (s)