

OA Vouchering Workshop:

*Repayments, MORs, & other
Tasks on the Voucher.*

June 2025

CGI



The Team



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Agenda

Item	Topic
1	Repayment Agreements
2	MOR Impact on Vouchering
3	Retroactive SSN Changes
4	Full & Partial Cert Corrections or Insertions
5	Chain of Certifications Forward Rule
6	TRACS Concept of Sequencing
7	TRACS Temporary IDs
8	MAT15: Renumbering Unit Numbers



Repayment Agreements

- Brief Overview
- CA Challenges
- Voucher Fields
- Agreement Change Amount
- Reversing Agreements/Payments



Repayment Agreements

HUD Handbook 4350.3, REV-1, Chg. 4., Chapter 8

Overpaid Subsidy

Tenants are obligated to reimburse HUD if they are charged less rent than required due to underreporting or failure to report proper income.

- Incorrect/false information on any application, certification, or recertification.
- Pay back the difference in Subsidy/Rent.
- Based on changes in:
 - TTP
 - Income
 - Family Composition, etc.

Repayment Agreements

The owner is not required to reimburse HUD immediately for overpayments of assistance caused by the Tenants' failure to report accurately.

- 50059s are corrected, signed, and submitted electronically.
- Creates the Retroactive Adjustments on the Voucher.
 - Returning the overpaid subsidy back to HUD.
- Supports the total Agreement Amount.
 - Requested in the Agreements section of the Voucher.

Repayment Agreements

HUD Handbook 4350.3, REV-1, Chg. 4., Chapter 8



Notification and Meeting with the Tenant

Owners must notify and meet with the tenant to discuss the situation, and both agree to the terms of the Repayment Agreement.

The **Tenant must sign all required certifications (50059s)** and the Repayment Agreement.



Certification(s) and Voucher Processing

Transmit the signed 50059s, the Voucher, & the signed Agreement to your CCS for processing.

Prior to transmitting, **review the 52670** to ensure accuracy.

Certifications processed would generate a Retroactive Adjustment amount generally equal to the total amount owed by the tenant.



Reimbursement to HUD for Overpayment

Tenants begin to make payments. Payments less OA Costs are placed on the voucher to be returned to HUD.

To help offset some of the costs incurred, Owners may retain **the lesser of their actual cost, or 20% percent (rounded down)** of the payment amount collected.



Common

Question



**Can we process the
Repayment Agreement on the
voucher as-is and write off the
balance?**



No. Because it is the OA's record that updates TRACS, the OA must correct this on the voucher.

Origination of Data Rule

202D MAT User Guide, Chapter 7.9

Origination of Data

- Origination of data and the responsibility for the correction of errors rests with the OA.
 - It is the CAs responsibility to receive, review, and notify the OA of any errors.
 - It is the OAs responsibility to submit all requested corrections.
- CAs cannot update TRACS on the OA's behalf.

OA's Record – Updates TRACS.

- CAs only control the Approved Amount field.

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)

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:	
06/2025	ABC Apartments						CA123456789			1: Sec 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)
Ball, Crystal	102	u02much	4/15/2025	T	5995	5995	0	5995	0	5995	5995



Repayment Agreements

5. Multifamily Help Desk Hotline personnel, Field Office staff, and Contract Administrators cannot update information in TRACS. Owners must always resubmit their own data to correct errors. Field Office staff can correct incorrect project/contract numbers in the Contracts database and update funding amounts in the Automatic Renewal and Amendment Management Sub-system (ARAMS) database.

202D MAT User Guide – Chapter 7

- HUD policy is clear that certification and voucher data must originate from the property owner/agent. The data (resident or voucher transactions) must not be modified or generated by the Contract Administrator (CA) before passing it on to TRACS.



This is why it is crucial that your voucher is accurate.

Repayment Agreements

202D MAT User Guide, Chapter 6.8

Agreement ID MAT Field 6	Agreement Date MAT Field 7	Agreement Amount MAT Field 8	Agreement Type MAT Field 9	Agreement Change Amount MAT Field 10
<p>Once assigned cannot be changed or reused.</p> <p>Must be Unique within the property.</p>	<p>Date that the Agreement was prepared, or the Tenant Signed date.</p> <p>Not the Date when payments start or when misreporting began.</p>	<p>The total amount the tenant owes back to HUD.</p> <p>Supported by certifications, retroactive adjustments, and the Agreement.</p>	<p>T = Tenant Signs the 50059s and the agreement.</p> <p>N = No Agreement Tenant signs the 50059s but refuses to sign the agreement.</p>	<p>Matches the Agreement Amount.</p> <p>Changes/Corrects the Agreement Amount (previously approved).</p> <p>\$0 for Payment transactions.</p> <p>Math starts here!</p>

Repayment Agreements

202D MAT User Guide, Chapter 6.8

Total Payment MAT Field 11	Amount Retained MAT Field 12	Ending Balance MAT Field 13	Requested Amount (OA) MAT Field 14	Paid Amount (CA) MAT Field 15												
<p style="text-align: center;">✓</p> <p>Amount Collected from tenant to pay down the agreement.</p> <p>Must be a positive amount, unless it is a reversal.</p>	<p style="text-align: center;">✓</p> <p>Amount of expenses retained. Must be lesser of actual expenses incurred or 20% of the Total Payment.</p> <p>20% threshold; Always round down.</p>	<p style="text-align: center;">✓</p> <p>Remaining Balance to be paid.</p> <p>Ending Balance = Previous Balance - Total Payment + Agreement Change Amount</p> <p>Example:</p> <table style="margin-left: auto; margin-right: auto;"> <tr><td>\$0 PB</td></tr> <tr><td>- \$0 TP</td></tr> <tr><td><u>+ \$5995 ACA</u></td></tr> <tr><td>\$5995 EB</td></tr> </table>	\$0 PB	- \$0 TP	<u>+ \$5995 ACA</u>	\$5995 EB	<p style="text-align: center;">✓</p> <p>Total amount of this transaction.</p> <p>OA Requested = Agreement Change Amount - Total Payment + Amount Retained</p> <p>Example:</p> <table style="margin-left: auto; margin-right: auto;"> <tr><td>\$5995 ACA</td></tr> <tr><td>- \$0 TP</td></tr> <tr><td><u>+ \$0 AR</u></td></tr> <tr><td>\$5995 OA</td></tr> </table>	\$5995 ACA	- \$0 TP	<u>+ \$0 AR</u>	\$5995 OA	<p style="text-align: center;">✓</p> <p>Total amount of this transaction.</p> <p>CA Paid = Agreement Change Amount - Total Payment + Amount Retained</p> <p>Example:</p> <table style="margin-left: auto; margin-right: auto;"> <tr><td>\$5995 ACA</td></tr> <tr><td>- \$0 TP</td></tr> <tr><td><u>+ \$0 AR</u></td></tr> <tr><td>\$5995 OA</td></tr> </table>	\$5995 ACA	- \$0 TP	<u>+ \$0 AR</u>	\$5995 OA
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<u>+ \$0 AR</u>																
\$5995 OA																

Agreement Change Amount

202D MAT User Guide, Chapter 6.8

Definition: The amount by which the **Agreement Amount** is changing with this transaction.

New Agreements:

- Establishes new agreements
 - Initial Offsets.
 - Matches the Agreement Amount.

OR

- Corrects the Agreement Amount
 - New Agreements.
 - Initial Offset not yet matched by CA.
 - Current or Previous Vouchers.

Established Agreements:

- Changes the amount of a previously established agreement.
 - Initial Offset on a previous voucher.

SO

- New certifications are required.
 - Additional Retroactive Adjustments supporting the change.
 - New copy of the signed amended agreement.



The Main

Question



**Did the incorrect
agreement record
already go to TRACS on
a voucher?**



Let's

Discuss

Repayment Agreements

202D MAT User Guide, Chapter 6.8

Invalid Agreement Amount Voucher Not Approved

Voucher is still in process and **has not been submitted to TRACS**.

- Allows for more options to correct the invalid agreement.

Option 1: Delete the Invalid Agreement

- Resubmit your voucher with the correct Agreement Amount and Ending Balance.

Option 2: Correct using the Agreement Change Amount Field.

- Resubmit your voucher adding a second transaction with the Agreement Change Amount field filled with the difference, along with the correct Agreement Amount and Ending Balance.

Agreement ID

- Since your voucher has not been submitted to TRACS, you may reassign the Agreement ID if needed.

Repayment Agreements

202D MAT User Guide, Chapter 6.8

Invalid Agreement Amount

Voucher Approved: Sent to TRACS

Voucher was approved and is now in TRACS.

- Allows for ***only one option***.

Only Option: Correct using the Agreement Change Amount Field.

- On the next voucher, add a transaction with the Agreement Change Amount field filled with the difference, along with the correct Agreement Amount and Ending Balance.

Origination of Data Rule:

- Remember that TRACS can only be updated by the OA's record on the voucher.

Agreement ID

- Since your voucher has been submitted to TRACS, you **cannot reassign the Agreement ID**.

Repayment Agreements

202D MAT User Guide, Chapter 6.8

Invalid Payment Reversals Payments & Amount Retained

Invalid payments that were applied must be reversed, along with the Amount Retained.

Example
Timel



Option 1: Voucher **has not been submitted to TRACS**

- Make the necessary corrections on the current voucher.
- ***Remove the payment or correct the amount, then resubmit your voucher.***

Option 2: Voucher **has been approved and submitted to TRACS**

- Use the Payment and Amount Retained fields to correct the invalid payments.

Agreement ID

- Ensure that the payment reversals are associated with the correct Agreement ID.



Question TIME

MORs: Impact on Vouchering

- Resident File vs. TRACS
- Common MOR Findings
- Retroactive SSN Changes
- TRACS Concept of Sequencing



Resident File vs. TRACS

202D MAT User Guide, Chapter 7

50059s and 50059As

Owner's Certification of Compliance with HUD's Tenant Eligibility and Rent Procedures
(Full and Partial Certifications).



Resident Occupancy File

Owners must keep the signed 50059s and 50059As from move-in to move-out and for a minimum of three years thereafter.

MAT Files - Certifications

Owner's Certification of Compliance with HUD's Tenant Eligibility and Rent Procedures
(**Electronic** Full and Partial Certifications).



TRACS Submission Requirements

Owners are responsible for electronically transmitting required data to their Contract Administrator who will submit to TRACS.

MOR Findings & Vouchering

Calculation Errors

- Income/Adjusted Income
- Asset Income
- Income Limits – Eligibility/TM
- Contract Rent/UA
- Miscalculated Subsidy
- Eligible Deductions
- Eligible Expenses
- Effective Date errors
- Date of Death
- SSN Corrections (Double Subsidy)

MOR Review

Data Entry Errors

- Identifying Information
- Security Deposit
- Income Limits – Eligibility Ok
- Income & Asset Types
- Basic Record Codes
(previous housing, displacement, etc.)
- Family Record Codes
(relationship, special status, citizenship, etc.)
- Ethnicity & Race
- SSN Corrections

Myths: Debunked!

Money is not changing, so we don't have to post it on the voucher.

MOR auditors seem to require corrections that the Voucher side does not need.



Photo of Two People Gossiping by a Watercooler. Retrieved October 27, 2023, from [Work Gossip - Search Images \(bing.com\)](#)

Myths: Debunked!

202D MAT User Guide, Chapter 7

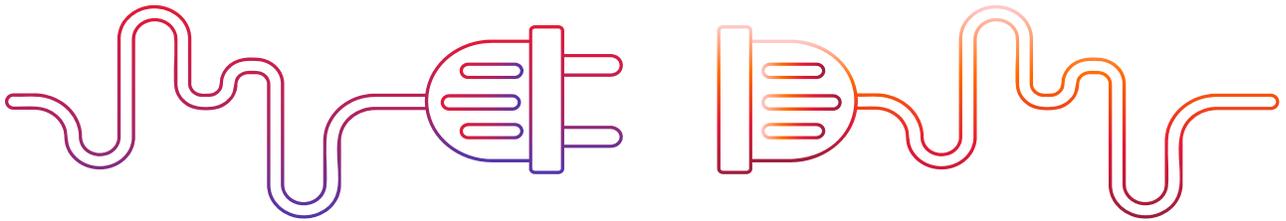
50059s and 50059As

Owner's Certification of Compliance with HUD's Tenant Eligibility and Rent Procedures
(Full and Partial Certifications).

TRACS Submission Requirements

Owners are responsible for electronically transmitting required data to their Contract Administrator who will submit to TRACS.

Remember the Required ***HUD-50059, HUD-50059-A and Subsidy Data Reporting*** Rules.



Retroactive SSN Change

During a tenant file review, it was discovered that the incorrect SSN was used since move-in.

Tenant: Phil A. Mignon

Unit: 145

Move in Date: 3/24/2005



Photo of Jigsaw Puzzle Piece with Words Corrective Action. Retrieved April 5, 2023, from [corrective.action.puzzle - Search Images \(bing.com\)](https://www.gettyimages.com/search/illustrations/corrective-action-puzzle)



Audience
POLL

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Should I correct the SSN all the way back to the MI on the 50059s and MAT Files?



Let's
Discuss

Retroactive SSN Change

202D MAT User Guide, Chapter 4.16

TRACS is not designed to handle the correction of SSNs retroactively.

Uses for the Previous HOH fields:

- 50059 - Section C - Fields 60-65
- Corrects the current HOH's SSN.
- Change the current HOH to another HOH.

Active Full Cert Effective Date:

- 50059 - Section C - Field 63
- Intended to point to the **current and active** MAT10 in TRACS—not to any earlier cert.
- Main reason why retroactive SSN changes do not work in TRACS.

Section C. Household Information

60. Previous Head Last Name		63. Active Full Cert. Effective Date	
61. Previous Head First Name		64. Previous Head ID	
62. Previous Head Middle Initial		65. Previous Head Birth Date	

Retroactive SSN Change

202D MAT User Guide, Chapter 4.16

Section C. Household Information			
60. Previous Head Last Name	MIGNON	63. Active Full Cert. Effective Date	03/01/2025
61. Previous Head First Name	PHIL	64. Previous Head ID	XXX-XX-XXXX
62. Previous Head Middle Initial	A	65. Previous Head Birth Date	01-23-4567

Head Tenant Name	Head SSN	Unit Number	Effective Date	Seq Num	Cert Type	Action Code	Action Effect Date
MIGNON, P. A.		102	03/01/2025	3	AR	UT	05/07/2025
MIGNON, P. A.		145	03/01/2025	2	AR	CT	
MIGNON, P. A.		145	03/01/2025	1	AR		
MIGNON, P. A.		145	03/01/2024	2	AR	GR	08/01/2024
MIGNON, P. A.		145	03/01/2024	1	AR		



What else is important?

Retroactive SSN Change

202D MAT User Guide, Chapter 4.16

Section C. Household Information			
60. Previous Head Last Name	MIGNON	63. Active Full Cert. Effective Date	03/01/2025
61. Previous Head First Name	PHIL	64. Previous Head ID	XXX-XX-XXXX
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Head Tenant Name	Head SSN	Unit Number	Effective Date	Seq Num	Cert Type	Action Code	Action Effect Date
MIGNON, P. A.		102	03/01/2025	3	AR	UT	05/07/2025
MIGNON, P. A.		145	03/01/2025	2	AR	CT	
MIGNON, P. A.		145	03/01/2025	1	AR		
MIGNON, P. A.		145	03/01/2024	2	AR	GR	08/01/2024
MIGNON, P. A.		145	03/01/2024	1	AR		



What else is important?



The Unit Transfer!

Full Cert Insertions or Corrections

202D MAT User Guide, Chapter 4.20

Head Tenant Name	Head SSN	Unit Number	Effective Date	Seq Num	Cert Type	Action Code	Action Effect Date
MIGNON, P. A.		102	03/01/2025	3	AR	UT	05/07/2025
MIGNON, P. A.		145	03/01/2025	2	AR	CT	
MIGNON, P. A.		145	03/01/2025	1	AR		
MIGNON, P. A.		145	03/01/2024	2	AR	GR	08/01/2024
MIGNON, P. A.		145	03/01/2024	1	AR		



Why is the transfer important?

Full Cert Insertions or Corrections

202D MAT User Guide, Chapter 4.20

Head Tenant Name	Head SSN	Unit Number	Effective Date	Seq Num	Cert Type	Action Code	Action Effect Date
MIGNON, P. A.		102	03/01/2025	3	AR	UT	05/07/2025
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MIGNON, P. A.		145	03/01/2024	2	AR	GR	08/01/2024
MIGNON, P. A.		145	03/01/2024	1	AR		



The Concept of Sequencing!

Full Cert Insertions or Corrections

202D MAT User Guide, Chapter 4.20

Chain of Certifications Forward Rule

Whenever a full certification is corrected or a full and/or partial certification is inserted, then all subsequent partial certifications that are tied to the original full cert must be resubmitted marked as corrections.

- Certifications with a greater effective date must be the more recent cert.
- TRACS deactivates tenants when full cert corrections or insertions are processed but the corrected partial certification(s) that tie to it are not.
- Impacts the TRACS Compliance Percentage
- Impacts the EIV reports

4.20 Correcting Partial Certifications After a Full Cert Insertion or Correction

Because of the design of the TRACS data model, whenever a full certification is corrected or whenever a full or partial certification is added effective prior to a full certification, any partial certifications (MO, TM, UT, GR) effective on or after the effective date of the corrected or added certs and prior to the next full certification in TRACS should be recalculated where applicable and retransmitted to TRACS as corrections.

Chain of Certifications Forward Rule

202D MAT User Guide, Chapter 4.20

Head Tenant Name	Head SSN	Unit Number	Effective Date	Seq Num	Cert Type	Action Code	Action Effect Date
MIGNON, P. A.		145	03/01/2025	4	AR	CT	
MIGNON, P. A.		102	03/01/2025	3	AR	CT	
MIGNON, P. A.		145	03/01/2025	2	AR		
MIGNON, P. A.		145	03/01/2025	1	AR		



SSN corrected successfully, but is there anything wrong here?

Chain of Certifications Forward Rule

202D MAT User Guide, Chapter 4.20

Head Tenant Name	Head SSN	Unit Number	Effective Date	Seq Num	Cert Type	Action Code	Action Effect Date
MIGNON, P. A.		145	03/01/2025	4	AR	CT	
MIGNON, P. A.		102	03/01/2025	3	AR	CT	
MIGNON, P. A.		145	03/01/2025	2	AR		
MIGNON, P. A.		145	03/01/2025	1	AR		



Oh no!
The tenant is back in the old unit.

Chain of Certifications Forward Rule

202D MAT User Guide, Chapter 4.20

Head Tenant Name	Head SSN	Unit Number	Effective Date	Seq Num	Cert Type	Action Code	Action Effect Date
MIGNON, P. A.		145	03/01/2025	4	AR	CT	
MIGNON, P. A.		102	03/01/2025	3	AR	CT	
MIGNON, P. A.		145	03/01/2025	2	AR		
MIGNON, P. A.		145	03/01/2025	1	AR		



Audience **POLL**

Chain of Certifications Forward Rule

202D MAT User Guide, Chapter 4.20

Head Tenant Name	Head SSN	Unit Number	Effective Date	Seq Num	Cert Type	Action Code	Action Effect Date
MIGNON, P. A.		145	03/01/2025	4	AR	CT	
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MIGNON, P. A.		145	03/01/2025	2	AR		
MIGNON, P. A.		145	03/01/2025	1	AR		



How do we correct this and why did this happen in the first place?

Chain of Certifications Forward Rule

202D MAT User Guide, Chapter 4.20

Head Tenant Name	Head SSN	Unit Number	Effective Date	Seq Num	Cert Type	Action Code	Action Effect Date
MIGNON, P. A.		102	03/01/2025	5	AR	UT	05/07/2025
MIGNON, P. A.		145	03/01/2025	4	AR	CT	
MIGNON, P. A.		102	03/01/2025	3	AR	CT	
MIGNON, P. A.		145	03/01/2025	2	AR		
MIGNON, P. A.		145	03/01/2025	1	AR		



A correction UT to follow the *Chain of Certifications Forward Rule* adding Sequence #5, which brings the tenant back into the proper unit.

Concept of Sequencing

202D MAT User Guide, Chapter 4.20

TRACS Concept of Sequence is also important to follow through:

- Unit Transfers
- Move Outs
- Terminations

When TRACS Sequencing is broken,

- Tenants are reestablished in the previous unit.
- Tenants are reactivated in TRACS.
- All certifications thereafter must be submitted as corrections.
- Including the UT and partials in the new unit.
- Until the next full cert which establishes a new connection.
- Fail TRACS Compliance
- Outdated EIV Data



Pay Attn to GR Changes



Myths: Debunked!

My software allowed it, so it must be right.

Since the change did not affect money, I don't have to process anything else.



Photo of Two People Gossiping by a Watercooler. Retrieved October 27, 2023, from [Work Gossip - Search Images \(bing.com\)](https://www.gettyimages.com/search/stock-photos/Two+People+Gossiping+by+a+Watercooler)

Myths: Debunked!

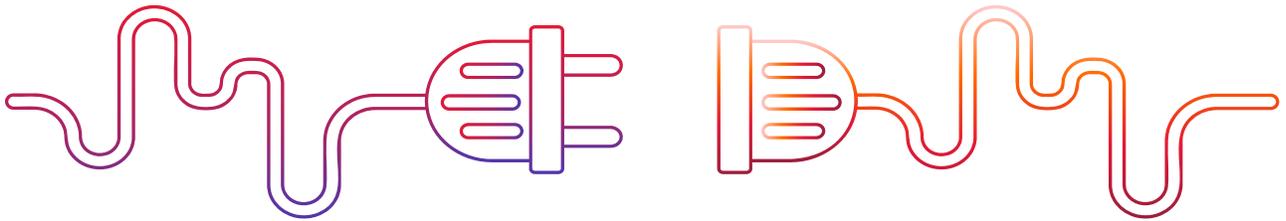
50059s and 50059As

Owner's Certification of Compliance with HUD's Tenant Eligibility and Rent Procedures
(Full and Partial Certifications).

TRACS Submission Requirements

Owners are responsible for electronically transmitting required data to their Contract Administrator who will submit to TRACS.

Remember the [Chain of Certifications Forward Rule](#) and [TRACS Concept of Sequence](#).



TRACS Identification Number (T-ID)

202D MAT User Guide, Chapter 4.16

No Valid SSN:

- Submit cert with all 999s.
- Use the proper Exception Code.
- TRACS will issue a T-ID.
- Use it on all certs... going forward.
- TRACS already has the T-ID stored.

Chain of Certifications Forward Rule

Retrieve the T-ID:

- Log into **Enterprise Income Verification**
- Access the **Identity Verification Report**
- Review the **Failed EIV Pre-Screening Report**
- T-ID will be in the Reported Error Messages.
- Contact TRACS Helpdesk

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	Pendous	Stu		H	M	X	0	10102001			123456789		E		22	
02	Pendous	Unstu		D	M	X	0	10102022			999999999	M	E		1	



Question TIME

MAT15 Address Record

- Renumbering Unit Numbers
- The Main Uses
- The Wrong Uses
- Proper Processing Order

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MAT15 Address Record

202D MAT User Guide, Chapter 5.7

MAT15 Address Record:

- Record Format in TRACS.
 - Submit & Maintain new Unit Address records.
 - Renumber Unit Address records.
 - Standalone MAT transaction.

The Main Use:

- To modify the current unit address record in the TRACS database.
 - The original unit number formatting for the unit changes.
 - i.e. Unit 304 must change to Unit 304A

The Wrong Uses:

- Change Head of Household SSN.
 - Must be changed using a MAT10 Full Certification.
 - MAT15s updates the unit number on the tenant's current certification in TRACS.
 - SSN must match.
- Replace a Unit Transfer Certification.
 - Must submit a MAT70 or a MAT10 + UT certification.
 - Must not circumvent this process.
 - i.e. Unit 304 changed to Unit 123. 



Common

Question



Why is TRACS rejecting my certs for this tenant when they did not transfer?



Let's
Discuss

MAT15 Address Record

202D MAT User Guide, Appendix E

When MAT15s are not processed correctly:

- TRACS rejects certifications going forward
- F0231 Fatal Error Code
- TRACS eventually issues HQTM
- Affects TRACS Compliance Percentage
- Affects Voucher Payments

MAT User Guide
TRACS Release 2.0.2.D

Appendix E: TRACS Fatal Error Messages and Codes

Code	Description
F0231	MAT10 not processed. <u>MAT10 unit number is different from the TRACS unit number but MAT10 unit transfer code is not equal to "Y"</u> . If the MAT unit number and the TRACS unit number appear to look the same, one might have leading space(s), which will make them different. MAT Transaction Type: AR MAT Unit Number: 347-1 ← TRACS Unit Number: 347 ← TRACS Contract Number: AB123456789



TRACS is rejecting your certs because there was a MAT15 change processed without following TRACS Concept of Sequencing.

Concept of Sequencing... Even MAT15s

TRACS Concept of Sequence is also important to follow through:

- MAT15s
- Proper processing order must be followed.
- Process MAT15 Unit Renumbering either:
 - Before or After the MO, TM, or UT.

When TRACS Sequencing is broken,

- TRACS rejects certifications.
- Outdated EIV Data.
- Double Subsidy issues.
- Tenants start to get HQTMD.
- Fail TRACS Compliance.
- TRACS rejects Voucher Payments.



Pay Attn to MOs, TMs, & UTs



MAT15 Address Record

202D MAT User Guide, Chapter 5.7

Proper Processing Steps

Before Renumbering in your Software:

1. Notify your CCS.
2. Run the **Tenant Unit Address Query** in TRACS.
 - Verify that all current (old format) unit numbers appear.
3. Add Any Missing Units:
 - Submit MAT15 marked as a U2.
 - Verify that all current (old format) unit numbers appear in the Query.
4. Now Renumber the Units
 - Submit MAT15 marked as a U3.



Queries/Reports

Voucher

- [Contract/Project Based Voucher Summary Query](#)
- [Voucher Detail/Summary Reports](#)
- [Voucher Query](#)
- [Voucher Tenant Compliance Query](#)

Tenant

- [Assistance Payment Query](#)
- [Certification Query](#)
- [Certifications with Discrepancies Query](#)
- [Late Recertification Query](#)
- [Move-In/Move-Out Query](#)
- [Multiple Occupancy Query](#)
- [Project Evaluation Query](#)
- [Tenant Unit Address Query](#)
- [Verification Query](#)

MAT15 Address Record

202D MAT User Guide, Chapter 5.7



Proper Processing Steps

Lastly, follow the **Chain of Certifications Forward Rule** → → → →

- Resubmit all current full certs and partials tied to them under the new unit number format.
- Mark them as an Administrative Corrections.
- Validates the Unit Number change in TRACS and the Tenant Unit Address Query.

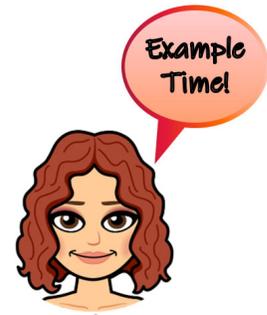
U.S. Department of Housing and Urban Development TRACS Tenant Unit Address List

Contract/Project Number:

Sorted By: Unit

[Back to Query](#)

SSN	Unit Number	Street Address	City	State	Zip	Validated	Validated Date	Address Type
XXX	347-1	347 E LAKE ST APT 1	NAPA	CA	96094-2545	N	08/04/2020	U
XXX	357-1	357 E LAKE ST APT 1	NAPA	CA	96094-2564	Y	03/03/2023	U



MAT15 Address Record

Best Practices:

- Do not change unit number formatting, unless it is required.
 - Example: LIHTC (Low Income Housing Tax Credit)
 - Generally, requires a change in unit number formatting.
- Software Changes
 - Generally, does not require a change in unit number formatting.
 - Confirm with your Software Vendor.
- Consider MOs, TMs, and UTs
 - Process MAT15s either before or after.
 - Previous Unit Number field must match TRACS.



Myths: Debunked!

I am changing my software, so I must change my unit numbers.

It doesn't matter that my software has a different unit number than TRACS.



Photo of Two People Gossiping by a Watercooler. Retrieved October 27, 2023, from [Work Gossip - Search Images \(bing.com\)](#)

Myths: Debunked!

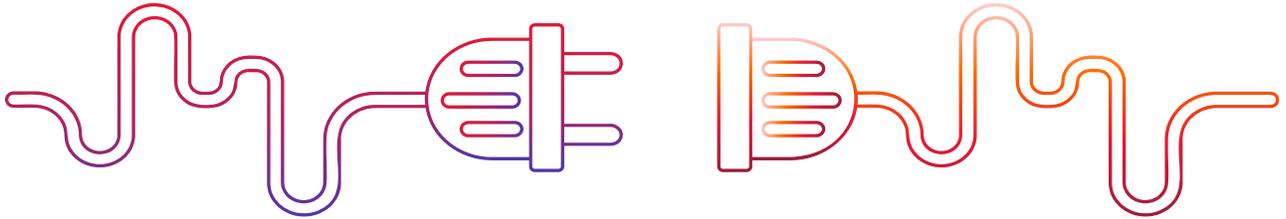
MAT15s

*Record Format in TRACS used to submit and maintain both Unit and Mailing Address Records. This is a standalone MAT transaction that are tied to current 50059s and are governed by **TRACS Submission Requirements**.*

TRACS Submission Requirements

Owners are responsible for electronically transmitting required data to their Contract Administrator who will submit to TRACS.

Remember both [TRACS Concept of Sequencing](#) and the [Certifications Forward Rule](#).



QUESTIONS
COMMENTS
CONCERNS



**THANK YOU
FOR
ATTENDING!**

