



State of Connecticut
Department of Economic and
Community Development

Compliance Office and Planning/Program Support

All Sponsors – Section 8 Program

Notice: COPS 07-13

Distribution Date: April 2, 2007

Effective: Immediately

SUBJECT: MANDATORY TRACS TRAINING

In a continuing effort to establish consistent processes and procedures across the country, the Department of Housing and Urban Development (HUD) is planning to convert the voucher payment system so that it is consistent with the voucher payment process used by all Contract Administrators across the country. This will take place beginning July 2007.

The Department of Economic and Community Development's (DECD) current payment process involves paying the sponsor directly with our funds and then getting reimbursed by HUD. HUD's goal is to standardize all voucher payments through the Line of Credit Control System (LOCCS). This standardization is part of the Rental Housing Integrity Improvement Project's (RHIP) goal to streamline processes and reduce errors. We will now receive the exact amount of the approved voucher that is submitted by your development each month.

This will not change the way you receive payments. It will, however, affect the level of monitoring that HUD performs on the TRACS data. Vouchers will be monitored on a monthly basis and voucher funds will not be released to any property with a tenant compliance percentage below 90%. DECD will not control the receipt of funds. Payments will be retained by HUD until the optimum compliance level is met.

There will be a full-day training session sponsored by Connecticut Housing Finance Authority and Ross Business Development on April 24, 2007 at the Sheraton Hartford Hotel. The cost is \$199, which includes lunch sponsored by Real Page, Inc.

We are mandating that all sponsors send at least one employee to the training session. Via fax to DECD please indicate who from your organization will be attending.

If you have any questions, please contact Michael Santoro at (860) 270-8171 or Ron Poulin at (860) 270-8197, fax (860) 270-8200.

Attachments

TRACS Today

Sponsored by Connecticut Housing Finance Authority

Do You REALLY Understand TRACS???

In one day, our trainer will provide you with an introduction to the TRACS process and review how submissions are recorded in the TRACS database. We will reveal the secret of how to make transmissions work in TRACS. Topics include:

- ✓ TRACS Submission & Verification
- ✓ Error Messages
- ✓ Optimum Tenant Compliance 90%
- ✓ Top 10 TRACS Questions
- ✓ Secure Systems (TRACS/EIV)

The class incorporates interactive group exercises that help students understand how TRACS works, **what errors mean**, how to **prioritize** them and how to **respond** to errors based on their priority. The training includes a review of the most common questions asked about the TRACS system.

Finally, we wrap up with an overview of **HUD's Secure Systems** including an introduction to the information available for site staff, regional and home office staff, and Contract Administrators. Included in this section is a preview of how Social Security verification has changed now that **TASS** has been replaced by **EIV**.

Agenda

8:00 - 8:30	Course Registration - Continental Breakfast
8:30 - 8:45	Introduction and Review of Learning Objectives
8:45 - 10:00	TRACS Processing & Updates
10:00 - 10:15	Break
10:15 - 11:45	Optimum Tenant Compliance 90%
11:45 - 12:45	Lunch
1:00 - 2:30	Error Messages
2:30 - 2:45	Break
2:45 - 3:30	TRACS FAQs
3:30 - 4:30	HUD's Online Systems (TRACS, EIV)

Class Location:

Sheraton Hartford Hotel
100 East River Drive, East Hartford, CT 06108
Phone: 860-528-9703

Class Registration Form

Name: _____

Co. Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Hartford, CT TRACS Today April 24, 2007

RealPage, Inc. will be hosting lunch.

Please indicate if you will be joining CHFA, DECD, RealPage and RBD for lunch.

Yes No

Student Names: _____

Thanks to CHFA sponsorship, the class fee has been reduced to \$199 per attendee.

You will receive a faxed invoice upon receipt of registration form.

Fees must be paid before the class date unless other arrangements have been made.

Cancellations must be made 10 or more days before the class date.

Substitutions are allowed. "No-shows" will owe the full registration fee.

For additional information, please contact Larue Marin at 770-426-0577 or email her at larue.marin@rbdnow.com

Fax registration form to 770-426-9159 or 770-424-5412 or register on-line at www.rbdnow.com/chfaregistration.htm