

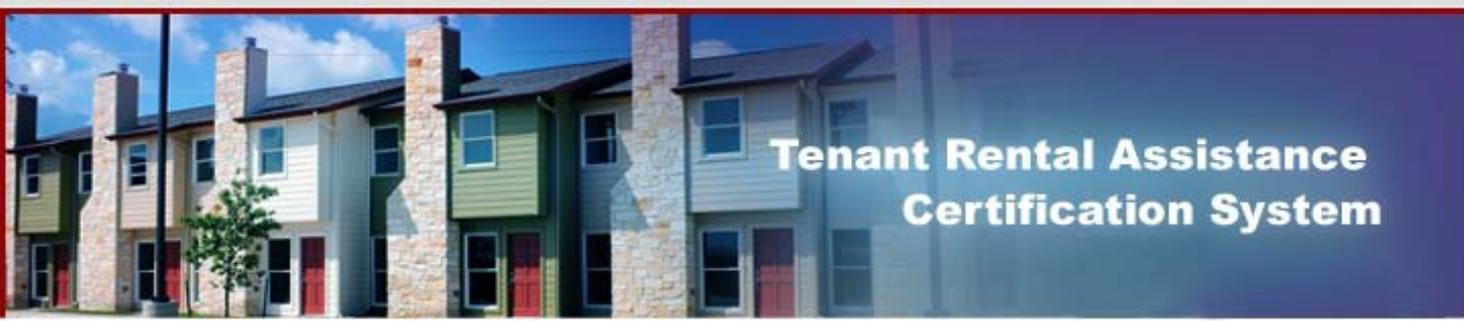


**Tenant Rental Assistance
Certification System**



TRACS Industry Group Meeting March 17-18, 2010

Future Changes/Enhancements



**Tenant Rental Assistance
Certification System**



TOPICS

Overview System Updates
Implementation Dates
Future Enhancements to TRACS
Open Industry Issues
Questions/Answers



**Tenant Rental Assistance
Certification System**

Overview of System Updates

- Integrated Multifamily Access Exchange (iMAX)
- Integrated Monthly Activity Transmission (iMAT)
- Other TRACS Sub-systems Updates



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Integrated Multifamily Access Exchange (iMAX)

1. Automated Rules of Behavior
 - Security Awareness Training
 - Privacy Awareness Training
2. Updates to iMAX User Profile Screen



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Rules of Behavior

- Outstanding Audit Finding
- Federal Information Security Management Act (FISMA)
- Office of Management and Budget (OMB) Circular A-130



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Rules of Behavior

Anyone that uses, operates, or manages a federal computer system, **MUST** take security awareness training and accept the Rules of Behavior **Annually**.



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Rules of Behavior

- iMAX User Interface (4/30/2010)
- TRACS Menu Page (Access to Queries – 7/2/2010)

Rules of Behavior - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Mail Print Mailbox People

Address <http://localhost:8080/IROB-Web/?ticketId=28963072198919636452832211458348806287&userId=C64847&system=iMAX&acc> Go Links

IMAX Welcome C64847

RULES OF BEHAVIOR FOR TENANT RENTAL ASSISTANCE CERTIFICATION SYSTEM (TRACS – F87) Internal/External Users and MULTIFAMILY ENTERPRISE INCOME VERIFICATION (MF EIV) SYSTEM Internal Users

*Instructions for **Internal** HUD TRACS Users*

Complete the Security Training requirements identified on the TRACS website at:
<http://hudatwork.hud.gov/pol/h/hm/tracs/trxhome.cfm>
Read the following Rules of Behavior (ROB), check the certification checkbox, and click the Accept button at the bottom of the page or Logout. Then print, sign and scan the ROB to a PDF and email to MF.TRACS.RECERT@hud.gov or FAX to 202-708-3177

*Instructions for **External** HUD TRACS Users*

Complete the Security Training requirements identified on the TRACS website at:
<http://www.hud.gov/offices/hsg/mfh/trx/trxsum.cfm>
Read the following Rules of Behavior (ROB), check the certification checkbox, and click the Accept button at the bottom of the page or Logout. Then print, sign and file the ROB.

RULES OF BEHAVIOR

Internal/External HUD Users:

The Office of Multifamily Housing (MF) may grant system access to internal users (HUD employees, contractors) and external users (owners of multifamily property, management agents, contract administrators, service bureaus and clients/customers) who have a need to utilize the TRACS –F87 system or internal users who have a need to utilize the MF EIV system for **official HUD business only**. Access is based on specific job function, and only information to which you are authorized will be accessible.

The system user identification (User ID/password) issued to you are to be used solely in connection with the performance of your responsibilities in support of the HUD mission and may not be used for personal or private gain. As a condition of receiving access, you agree to be responsible for the confidentiality of the assigned information (i.e., will not provide to anyone), accountable for all activity with your user identification, and that you will notify the MF TRACS Security Office (MFTRACSSECURITY@hud.gov, include User ID) in writing upon leaving your place of employment or transfer to another position/office.

Additional rules of the system follow:

- Log off or lock the system when leaving the system/workstation area.
- Refrain from leaving written passwords in the workstation area.
- Passwords must be changed every 30 days (iMAX and TRACS Web). Avoid creating passwords that can be easily associated you.
- Your User ID will be suspended after 90 days of inactivity and you will have to request re-activation of access (iMAX, TRACS Web-based Applications including MF EIV).
- Avoid posting printouts of sensitive output data on bulletin boards.
- Control input documents by returning them to files or forwarding them to the appropriate contact person in your office.
- Avoid violation of the Privacy Act, which requires confidentiality of personal data contained in government and contractor data files. Penalties apply to the misuse of data.
- Protect all electronic /optical media and hardcopy documentation containing sensitive information and properly

Local intranet



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iMAX User Profile Screen

The address field will be broken into the following:

- Address 1
- Address 2
- City
- State
- Zip
- Foreign Territory

Broadcasts

Transmissions

Profile

Change Password | Profile Management

Edit User TRACMTC001

First Name	<input type="text" value="Test"/>
* Last Name	<input type="text" value="Center"/>
Description	<input type="text"/>
Title	<input type="text"/>
Organization	<input type="text"/>
Street 1	<input type="text"/> ←
Street 2	<input type="text"/> ←
City	<input type="text"/> ←
U.S. State or Territory	<input type="text"/> ↓ ←
U.S. Zip Code	<input type="text"/> - <input type="text"/> ←
Country	<input type="text"/> ↓ ←
Foreign State or Territory	<input type="text"/> ↓ ←
Foreign Postal Code	<input type="text"/> ←
Telephone	<input type="text"/>
Fax	<input type="text"/>
Email	<input type="text"/>



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Integrated Monthly Activity Transmission (iMAT)

- Monthly Activity Transmission (MAT) re-host from IBM mainframe to J2EE/ORACLE
- Integrated with iMAX
- Error Messages Reformatted



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Integrated Monthly Activity Transmission (iMAT)

- New MAT error code (401)
- Errors in a single line
- New error files formatted for easier readability (shorter for tenant and voucher)

The following is an example of a TENER:

Posted: Wed, 16 Dec 2009 20:01:12 -0500 (EST)
From: TRACMPROD
To: TRACM00000
Subj: TRACS Response Messages and/or Errors

TRACM02528

HUD CFS TRACS DATA 000000 000000

@*@ TRACM00000TRACM00000

Record ID: TENER

Release/Version: 2.0.2.C

Record Number: 00001

Original Date: 12162009

Original Time: 051114

Tenant Number:

Record Type Error: TENHR

Record Section Error:

Record in Error: 09999

Field Number in Err: 0026

Field Content in Err:

Type Field Error: A3

Type Mandatory Err:

Trans Rec Cnt Err:

Site Rptd Count:

MAT Calculated Count:

Error Message: TRANSMISSION REJECTED: Project Number
Required

The following is an example of a TENTR record without errors (new):

@*@ TRACM00000TRACM00000

Record ID: TENTR

Release/Version: 2.0.2.C

Record Number:00001

Original Date: 12162009

Original Time: 051117

Error Date: 12162009

Error Time: 180518

Response Message: NO ERRORS DETECTED IN THIS MAT SUBMISSION



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Other TRACS Systems Updates

- New edits on Social Security Number
- TRACS Online Facelift



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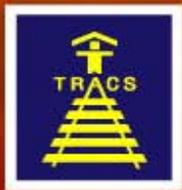
HUD web



TRACS Subsystems

- [Maintain TRACS Field Office Security](#)
- [Integrated Contracts System \(iCon\)](#)
- [Automated Renewal and Amendment System \(ARAMS\)](#)
- [Voucher/Tenant Reporting/Updates](#)

Documentation/TRACS Page



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Implementation Dates

- April 2010 Release
 - TRACS Automated Rules of Behavior (UI)
- July 2010 Release
 - TRACS Menu Page (Access to Queries)
- September 2010 Release
 - TRACS Automated Rules of Behavior (web services)
 - Integrated Monthly Activity Transmission
 - TRACS Online Facelift
 - New edits on Social Security Number



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TRACS Future Enhancements

- Implementation of Benefits Claim SSN
- Usage of the Transaction Identification Number (TIN) in the MAT submission
- Standardizing the iMAX ID numbers
- Returning all TRACS response files to sender and owner agents
- Linking the WASS ID and iMAX ID



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TRACS Future Enhancements (Cont'd)

- TRACS edit check confirming rent and utility allowance on tenant certification matches TRACS approved rent and utility allowance.



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TRACS Open Issues

- Contract Administrators appear to be changing certification data or processing certifications late?
- Foster children – TRACS MAT Guide and Handbook 4350.3 treat this issue differently. Count them as members yes or no?
- TRACS still allows all 9's in the SSN field even though this is causing issues with EIV?



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TRACS Open Issues

- Future changes to iMAX envision HUD will send error messages to original sender and the property. Industry questioned whether CA's will be required to change the format of the error messages and/or pass the error on to the owner/agent?
- We are getting a lot of questions regarding submission of retroactive certifications due to undisclosed income. HUD offices, the Help Desk, CAs software vendors and consultants are all giving owner/agents different instruction.



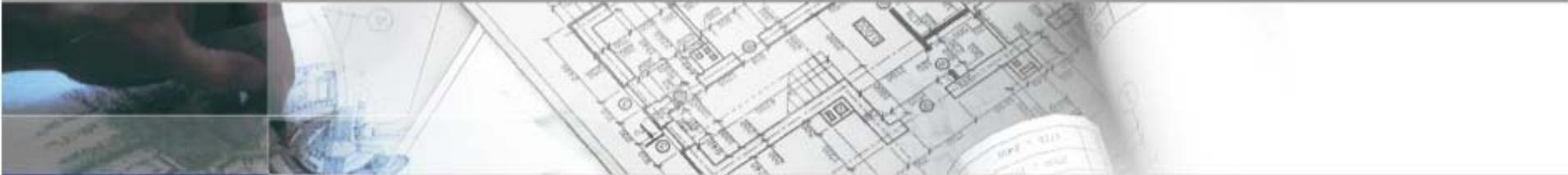
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TRACS Open Issues

- How to handle transitioning of TRACS data when there is a change in Contract Administrators?



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Questions?