

# 11

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## Late Re-Certification Report

The Late Recertification Report lists households within a contract or project that are late in recertifying. Users may specify whether the report will include all certifications, exclude terminations, list HQ terminations only, or only list terminations.

The Late Recertification Report option can be selected from the TRACS Queries Menu.

### ***Objectives***

By the end of this chapter, you will be able to:

- View late re-certifications
- View query data from browser
- Download and print a Late Certification Report

## 11.1 To access the Late Recertification Query Screen:

1. From the TRACS Queries Menu, click on the Late Recertification Query link, and the following query screen (Figure 1) displays:

**Figure 1- Late Recertification Query Window**

A *Contract Number* or *Project Number* is used to initiate the query, and displays in the form of a drop-down list. Users can only select one *Contract Number* or *Project Number* based on property assigned to the user ID.

- *Contract Number* is the eleven-character number assigned to HAP, PAC, or PRAC contracts. These are the rental assistance agreements associated with Section 8, Section 202/162, Section 202 Capital Advance, and Section 811 Capital Advance.
- *Project Number* is the eight-character project number assigned to the subsidy type.
- The *Sort By* selection defaults to the *Unit* radio button, in which the results will be listed in Unit number order. Select the *Name* radio button to have the results listed by tenant last name in alphabetical order.
- The *Report By* selection defaults to the *Browser* radio button, in which the results will display by the Web browser. Select the *Download* option to have the results downloaded into a Flat File.

## 11.2 To Submit a Late Recertification Query Screen:

1. From the Late Recertification Report Query screen, select the contract or project from the drop down list.

 *Note:* The Contract Number is an 11-character field with no blanks allowed. The Project Number is an 8-character field with no blanks allowed.

2. Select one of the following Report Types: All Certification, Exclude Terminations, HQ Terminations only, and Only Terminations.
3. Select how the query will sort data; by Unit or by Name.
4. To view the report on-line, select Browser. To download report data to a Flat File, select Download. (See next section) The default value for report type is Browser.
5. From the Report Types options when All Certification selected and clicked on Submit, the following Late Recertification Report - All Certification window will be displayed.

U.S. Department of Housing and Urban Development TRACS Late Recertification Report								
<b>Contract Number: CT26M000055</b>				<b>Report Type: All Certifications</b>				
<b>Total Number of Late Recertifications: 1</b>				<b>Sort By: Unit</b>				
Project Number	Unit	Tenant Name	Tenant SSN	Effective Date	Next Recert Date	Number of Days Late	Termination Date	Termination Reason
01744134	A-1316	STEFANCIN, M.	XXXXX1767	03/01/2009	03/01/2010	73	01/01/0001	

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**Figure 2- Late Recertification Report- All Certifications Window**

6. From the Report Types options when Exclude Termination selected and clicked on Submit, the following Late Recertification Report - Exclude Termination window will be displayed.

U.S. Department of Housing and Urban Development TRACS Late Recertification Report						
Contract Number: CT26M000055			Report Type: Exclude Terminations			
Total Number of Late Recertifications: 1			Sort By: Unit			
Project Number	Unit	Tenant Name	Tenant SSN	Effective Date	Next Recert Date	Number of Days Late
01744134	A-1316	STEFANCIN , M.	XXXXX1767	03/01/2009	03/01/2010	73

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Figure 3- Late Recertification Report- Exclude Terminations Window

7. Click on Reset to clear fields and enter different criteria.

### 11.3 To Download the Late Recertification Report Summary Report:

1. Select *Report By: Download* option.
2. Click on Submit, and the File Download window will be displayed. (Figure 4)

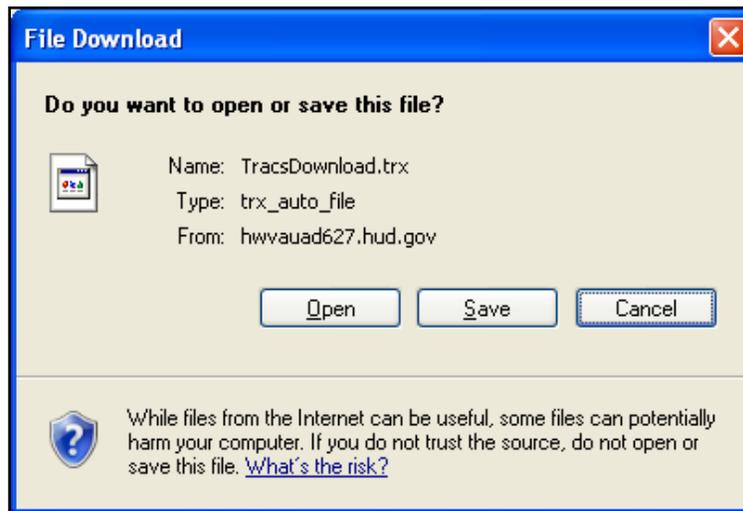


Figure 4- File Download Window

3. Click on Save to save the file to your hard drive.
4. Click on Open to open the file.

If a query is submitted using the *Report By: Download* function on the query screen, the data is reported in flat file format, which is downloaded to your PC's hard drive.

The data displays in the order of the *Header Field Names* (Figure 5).

```
Project Number; Project Name; Subsidy Type; Voucher Date; Subsidized  
Units; Vacant Units; Market Units; Total Units; Regular T/A; Misc Account  
Request; Adjustments; Unpaid Rent; Damages; Rent Up; Regular Vacancy;  
Debt Service; Total Subsidy Requested; Total Subsidy Approved  
;BELLA VISTA I  
APARTMENTS;1;09/01/09;1;3;131;93170.00;0.00;7619.00;0;0;0;0;100789.00;1  
00663.00  
;BELLA VISTA I APARTMENTS;1;01/01/10;4;2;131;91468.00;0.00;-  
1990.00;0;0;0;0;89478.00;89478.00
```

**Figure 5- Download Report**