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Contract & Project Based Voucher Summary Report

The Contract/Project Based Voucher Summary Report provides information derived from Form HUD-52670, Housing Certification and Application for Housing Assistance Payments within a specified date range. Grouped by project or contract, the report provides information on the total number of subsidized and non-subsidized units submitted on the voucher, as well as assistance payment information including total assistance payments, adjustments, and debt service.

The Contract/Project Based Voucher Summary can be selected from the TRACS Queries Menu.

Objectives

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

- Query information from Form HUD-52670
- View query data from browser
- Download and print a Voucher Summary Report

From the Contract/Project Based Voucher Summary Report window:

- Click on the 'TRACS Main' link in the blue side bar to return to the 'TRACS Main Menu'.
- Click on the 'TRACS Queries' link in the blue side bar to return to the 'TRACS Queries Menu'.
- Click on the 'HUD Home' link in the bottom of the window side to go to the 'HUD' web page.
- Click on the 'TRACS Home' link in the bottom of the window to go to the 'TRACS' web page.
- Click on the 'Contact Us' link in the bottom of the window side to go to send an email to HUD.
- Click on the 'User Guide' link in the bottom of the window to go to open the query related user guide.

3.1 To access the Contract/Project Based Voucher Summary Query Screen:

1. From the TRACS Queries Menu, click on the Contract/Project Based Voucher Summary Report link, and the following query screen (Figure 1) displays:

Figure 1- Contract/Project Based Voucher Summary 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.

3.2 To submit a Contract/Project Based Voucher Summary Query:

1. From the Contract/Project Based Voucher Summary Query Screen, select the desired contract number or project number.

 *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. To specify a date range, enter dates in From Voucher Date and To Voucher date fields.

 *Note:* Both dates have three fields: Month, Day, and Year; however, the Day field is fixed at 01 and cannot be edited. In other words, date ranges must begin and end on the first day of the month. Also, the Month field is two digits and the Year field is four digits.

3. To view the report on-line, select Browser. To download report data to a Flat File, click Download. (See next section) The default selection for report type is Browser.
4. Click on , and the Contract/Project Based Voucher Summary Report screen will be displayed.

OR

Click on to clear fields and enter different criteria.

logout

**Tenant Rental Assistance
Certification System**

HUD web

TRACS Main

TRACS Queries

U.S. Department of Housing and Urban Development
TRACS Contract/Project Based Voucher Summary Report

Contract/Project Number: CT26M000055 Voucher Date Range: 05/01/2009 - 04/01/2010

Voucher Unit Summary

| Project Number | Project Name | Subsidy Type | Voucher Date | Subsidized Units | Vacant Units | Market Units | Total Units | Totals |
|----------------|--------------------------|--------------|--------------|------------------|--------------|--------------|-------------|--------|
| 01744134 | BELLA VISTA I APARTMENTS | Section 8 | 09/01/2009 | 127 | 1 | 3 | 131 | 262 |
| Totals | | | | 127 | 1 | 3 | 131 | 262 |

Voucher Payment Summary

| Project Number | Project Name | Voucher Date | Regular Tenant Assistance | Misc Account Request | Adjustments | Unpaid Rent | Damages | Rent Up | Regular Vacancy | Debt Service | Total Subsidy Requested | Total Subsidy Approved |
|----------------|--------------------------|--------------|---------------------------|----------------------|-------------|-------------|---------|---------|-----------------|--------------|-------------------------|------------------------|
| 01744134 | BELLA VISTA I APARTMENTS | 09/01/2009 | 93170.00 | 0.00 | 7619.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 100789.00 | 100663.00 |
| Totals | | | 93170.00 | 0.00 | 7619.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 100789.00 | 100663.00 |

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Figure 2- Contract/Project Based Browser Voucher Summary Report

3.3 To download the Contract/Project Based Voucher Summary Report:

1. After making selections select *Report By: Download* option.
2. Click on , and the File Download screen (Figure 3) displays.

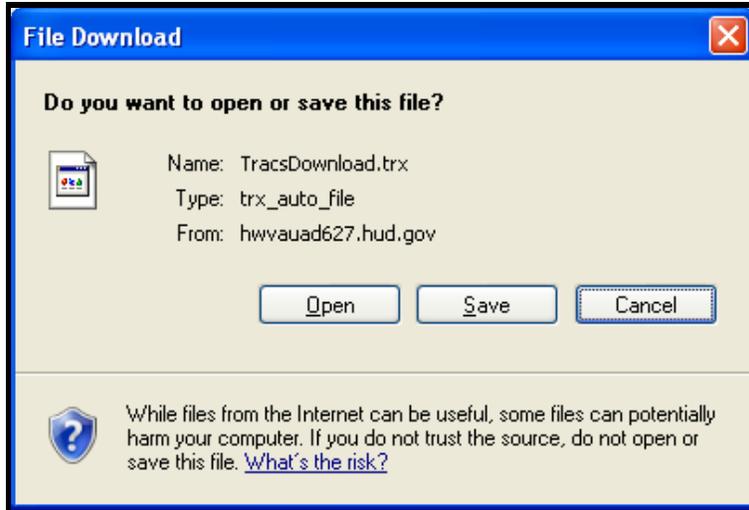


Figure 3- File Download Window

3. Click on Save to *Save it to disk* to name and 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 a Flat File format, which is downloaded to your PC's hard drive. The data displays in the order of the *Header Field Names* (Figure 4).

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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;0;89478.00;89478.00
```

Figure 4- Download Report