**ILLINOIS HOUSING
DEVELOPMENT AUTHORITY**
WWW.IHDA.ORG

111 E. Wacker Drive
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Chicago, IL 60601
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MEMORANDUM

RE: Section 811 Post Executed RAC Compliance Task List

After the Section 811 RAC is executed for each development a RAC Submission Checklist is submitted to HUD along with all of the appropriate documents for the iREMS process. Once the development has been successfully entered into iREMS, submissions of TRACS and HAP processing will take place.

Follow-up must be made by the owner/agent of the tasks below addressing any unsuccessful item or items that have been delayed for any reason.   Incomplete items may delay processing of subsidy payments. It also delays the AMS team's Long Term Monitoring of the Section 811 Program Contract.

Post-RAC Compliance Task List:

-1. Section 811 Occupancy Software Required- As defined under the "Automation Rule" electronic transmission of required data for certification, recertification and subsidy billing amounts must be submitted to IHDA through HUD's Secure System.

-Owner/Agents **without** previous HUD involvement will need to complete the Business Partner Registration on-line at HUD before obtaining Secure System Access at https://hudapps2.hud.gov/apps/part_reg/apps040.cfm

-Owners having a business partner relationship with HUD can access Secure Systems and establish access concerning their property in the following systems:

> **-IMAX** will require the owner/agent to have a TRACM# for their property to transmit data and subsidy payments.

> Multifamily Housing TRACS-HUD Training
> External TRACS Users Training

> **-EIV & TRACS** access will require owner/agents to obtain WASS IDs for staff and establish at least 2 Coordinators to allow verification of income.
> For the EIV set-up, you will need to contact WASS & HUD at the following phone numbers or e-mail address:

> **WASS**: huduser.gov/portal/sites/default/files/pdf/WASS-Registration-Instructions.pdf

-2. On-site Staff required to have Occupancy Specialist Certification – The Section 811 Program has many important components that require trained and experienced staff to follow HUD parameters as outlined in the 4350.3 HUD Handbook regarding HUD Form 50059, TRACS, and EIV. Certifications may be obtained from the National Center for Housing Management (NCHM).

-3. Tenant Certification – Owners are required to certify residents at least annually and verify their income through the Enterprise Income Verification (EIV) system. Access to the EIV system is provided by HUD and requires a secured password. Owners should consult HUD's portal to obtain authorization to use HUD EIV system at http://portal.hud.gov/hudport/HUD?src=/program_offices/public_indian_housing/programs/ph/rhiip/uivsystem.

-4.TRACS-Tenant Rental Assistance Certification System. – is a computer system created by HUD to enable owner/agents to electronically submit their monthly tenant certifications and voucher information. Owners are required to use software that interfaces with TRACS for these submissions and ensure that all tenant and contract data is accurate and current. Fill out and send to HUD, the TRACS ID Request form that is attached to this e-mail (an example template with IHDA's information pre-filled out is for you to enter on your actual form to be sent to HUD) TRACS@hud.gov or you may call them at 1-800-767-7588 for status update of request form

-5. Entering New Move-Ins - A move in that is prior to the rental assistance contract start date will **only** be paid for as of the rental assistance contract effective date.

-6. Owner Identification-Owner Entity TIN#- All TIN# must be activated in order for the iREMS process to be complete

-7. RAC Approval Processed-Once HUD sends final RAC approval e-mail back to IHDA's Asset Management Services with final TRACS/iREMS Section 811 RAC set-up, a final e-mail will be sent to Owner/Agents with effective date, the Owner/Agents can start requesting HAP payments through the TRACS system.

-8. Contact IHDA- Contact IHDA's Senior Program Administrative Officer (Sharde') before finalizing HAP Request in TRACS   contact information shondras@ihda.org

Contact Pierre Walker, SRN/Section 811 Program Coordinator at pwalker@ihda.org or Paula M. Lewis, Manager SRN/Section 811 Programs at plewis@ihda.org if there are any questions or concerns.