

APPENDIX I: MAT15 Address Record Specification

This Appendix contains most of the text from the TRACS 2.0.1.A Address Record Specification and a note on renumbering units from the 2.0.1.B specification. It is being reproduced primarily for the background information that it contains.

This chapter is organized into the following major sections:

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I-1 MAT15 Address Record Specification

Note: The 2.0.1.A specification refers to unit address loads and unit address changes as two separate transaction types. These two functions have been combined in 2.0.1.B and later. Refer to the current MAT Guide for the correct values to use for Transaction Type.

February 28, 2000

The HUD Real Estate Assessment Center (REAC) requires data from TRACS that TRACS does not currently collect. Initially, two REAC applications require addresses from TRACS. The Tenant Assessment SubSystem (TASS), formerly known as TEVS, includes an income verification application that requires tenant addresses for mailing income discrepancy letters directly to each tenant. This is a confidentiality requirement imposed by the Social Security Administration when disclosing W-2 data. Another REAC application, Resident Satisfaction Assessment SubSystem (RASS), conducts tenant satisfaction surveys. RASS requires unit addresses for mailing survey forms to the occupants of units selected by their sampling technique. Although similar, TASS and RASS have slightly different address requirements. TASS requires the tenant's mailing address, whereas RASS requires the unit's mailing address.

REAC required tenant addresses before October 1999. They used various sources to collect these addresses including address files the owners and management agents (OAs) have been asked to voluntarily submit to REAC. Starting with the initial TRACS address load in February 2000, TRACS will be the address repository for REAC and other entities that require unit and tenant addresses.

The OAs are to start submitting address data to TRACS no later than February 2000. An initial load procedure is being encouraged to expedite building the TRACS address database. TRACS Release 201A is currently scheduled for implementation on February 18, 2000. After May 1, 2000, (re)certifications, move-outs and unit transfers submitted to TRACS will be rejected if the units they reference have no address in the TRACS address database.

The REAC requirements call for adding a new MAT record format and modifying existing MAT records. TRACS is including the capture of some of the data elements from the Handbook 4350.3 CHG-27. Since address collection and maintenance is the primary objective of Release 201A, TRACS is focusing on implementing those functions by February 2000. The revised codes will also be implemented on February 2000. The additional data elements will be collected by TRACS and the functionality associated with those data elements will be implemented by February 2000.

The ability of an owner to combine upon renewal multiple Section 8 contracts expiring in the same fiscal year creates a disconnect between certifications submitted under the superseded contract number and the voucher submitted under the surviving contract number. A workaround has been used to keep the certifications associated with the appropriate voucher. It requires the OA to submit a termination under the superseded contract

number and an Initial Certification under the surviving contract number. Release 201A will handle this association automatically. If an OA continues to use the workaround procedure, it will be recognized by TRACS, but it will not be required by TRACS.

I-2 BACKGROUND

A. Unit Identification Problem

Consistent unit identification has been a persistent problem for TRACS and the Industry in general.

- ☐ There is no standard or universally enforceable unit numbering format.
- ☐ HUD requires a unique unit number within a project, but the definition of project is blurred.
- ☐ Section 8 HAP contracts are available to projects that have no FHA project number. Consequently, TRACS does not necessarily have a project number available to enforce the “unique unit number within a project” requirement.
- ☐ Although a building id was defined as a “future” field in the MAT formats when they were devised several years ago, the field has not been implemented in TRACS. Implementing the building id has the potential for curing some of the unit identification problems, but TRACS cannot coordinate building id with REAC’s physical inspection application, activate the building id and implement it in the time frame allotted.

TRACS works with the universe of project-based assistance programs. It includes projects:

- ☐ with Section 8 (HAP) contracts but no project number,
- ☐ with project numbers but no subsidy contract number (Section 236, BMIR, Rent Supplement and RAP),
- ☐ with both project and contract numbers (202/162 PAC, 202 PRAC, 811 PRAC, as well as insured Section 8 HAP contracts), and
- ☐ with multiple Section 8 (HAP) contracts in addition to market rent units.

Previously, TRACS and the Industry had agreed upon the concept of allowing TRACS to assign a unique unit number to each unit and returning it to the OA. This has the potential to solve the problem if it is combined with a solution to the optional nature of project numbers for HAP contracts. However, the interest, the opportunity and the resources have not yet materialized simultaneously. Consequently, unit identification will remain cumbersome as the collection of unit addresses commences.

B. Unit Number Format for Submission to TRACS

Input from the Industry has made it clear that the “Unit Number” submitted to TRACS in the MAT records is not necessarily the unit number that would be used by the U.S Postal Service (USPS) to deliver mail to that unit. The unit number currently submitted to TRACS by some OAs is a construct to satisfy the “unique unit number within a project” requirement. Consequently, TRACS is requesting that the Industry submit unit numbers in the MAT “Unit Number” fields following a consistent format adopted as the standard for the project. It could be formatted to meet whatever purpose is important to the OA, such as producing reports in unit number sequence.

Consistency in the “Unit Number” presentation to TRACS is important. TRACS will be matching (re)certification, move-out, termination, and unit transfer transaction “Unit Numbers” to the “Unit Numbers” submitted when the addresses are submitted. If the format is not consistent with the “Unit Number” submitted with the address load transaction, the (re)certification, move-out, termination, or unit transfer will be rejected by TRACS. Gross Rent Changes will not be subject to the unit number edit in Release 201A. If the OA should decide to change the format of their “Unit Number”, the addresses previously submitted to TRACS will require maintenance to reestablish the required consistency. “Format consistency” in unit number matching means that the two ten character fields must be identical.

The unit number submitted in the address line of the address load transaction should be the unit number the USPS recognizes.

C. Project Number Submission to TRACS

Address load transactions will require project numbers for the following subsidy types.

- ☐ BMIR
- ☐ Rent Supplement
- ☐ RAP
- ☐ Section 236
- ☐ 202/162 PAC
- ☐ 202 PRAC
- ☐ 811 PRAC

Project Numbers will be optional for Section 8, but whenever there is an FHA Project Number associated with the project it should be submitted.

D. Contract Numbers Submitted to TRACS

Address load transactions will require contract numbers for units assisted through HAP, PAC and PRAC contracts.

E. Section 8 Contract Numbers Combined Upon Renewal

1. Prior to and including the Initial Address Load

- ☐ The contract number used should be the contract number in effect for the unit at the time of the load.
- ☐ The OA is responsible for ensuring that the contract numbers in their active certifications in TRACS have the contract number that is in effect.

2. After the Initial Address Load

- ☐ As contracts are combined, TRACS will effect the contract number changes for the address records.
- ☐ Active certifications affected by combining contracts upon renewal will be associated with the effective contract number by TRACS.

F. Tenant Mailing Addresses

TRACS will be collecting and maintaining unit addresses. The unit address will be the default mailing address for the tenant. However, there may be legitimate occasions when the tenant's unit address is not their legal mailing address – the address to which the OA mails notices to the tenant. In those cases where the tenant's legal mailing address is not their unit address, the OA is to submit a tenant mailing address transaction to TRACS. The tenant mailing address submission is in addition to the unit address submission, but it is required only when the tenant's legal mailing address is not their unit address.

G. Tenant Address History

TRACS does not have a requirement to retain address histories for either units or tenants. TRACS will only retain current Tenant Mailing Addresses and Unit Addresses.

I-3 INITIAL ADDRESS LOAD

A. MAT15 Address Record

The MAT15 Record is a stand-alone MAT transaction. It is used to submit and maintain both unit address and mailing address records. It can also be used to delete addresses that are no longer valid.

1. MATHR Submission

The MATHR, Field 13, is activated in Release 201A. It contains the count of MAT15 Records included in this MATHR submission. Both Unit Address and Mailing Address MAT15s can be submitted in the same MATHR batch.

2. MATHR Submission Recommendation for Initial Address Load Submissions

For the initial address load, TRACS recommends that OAs submit the MAT15s in separate, exclusively MAT15, submissions. This is a precaution to avoid the possibility of having a large batch of address load transactions rejected if a transmission level error is discovered that is unrelated to the MAT15s in the transmission.

B. MAT15 Unit Address Submissions

During the Initial Unit Address Load, OAs are encouraged to submit all of the addresses that they can associate with a HUD approved project number. This has the benefit of populating the TRACS database with all unit addresses, both assisted and unassisted. Whenever, a certification or a unit transfer changes an unassisted unit to an assisted unit, the OA does not have to submit a MAT15 with the certification or unit transfer. Key fields submitted in the MAT15 for Unit Address Initial Load are:

For a unit address load, the First Address Line is required, and it should contain the unit number meeting the requirements for mail delivery by the USPS.

The suggested sequence for submitting the address is:

- ☐ Street Number
- ☐ Pre-directional
- ☐ Street Name
- ☐ Street Type
- ☐ Post-Directional
- ☐ Unit Description (Apt., Ste., Rm., or simply #)

☐ Unit Number

The USPS postal address standards are available in Publication 28 at the following World Wide Web address:

<http://pe.usps.gov/cpim/ftp/pubs/Pub28/pub28.pdf>

C. MAT 15 Tenant Mailing Address Submissions

OAs are to submit tenant mailing addresses during the Initial Address Load. Tenant mailing addresses are only submitted for those tenants whose legal mailing address is not their unit address. OAs are responsible for submitting, maintaining and deleting tenant mailing addresses.

I-4 ADDRESS MAINTENANCE

A. Unit Address Maintenance

Unit address maintenance covers:

- ☐ Loading unit addresses for (re)certifications and unit transfers as required
- ☐ Changing unit addresses
- ☐ Deleting unit addresses
- ☐ Associating and disassociating tenants with units as the result of move-ins, move-outs and unit transfers

1. The nature of unit address maintenance depends upon the presence or absence of a project number associated with the unit number.
TRACS cannot maintain a unit address that has no project number.

2. Unit Address Load

The MAT15 Unit Address Load is identical to the load transaction described in **II. Initial Address Load**. The Unit Address Load is a standalone transaction. It can be submitted to TRACS in the same transmission as the MAT10 (re)certification or MAT70 unit transfer that it supports.

3. Unit Address Change

The MAT15 unit address change is used to modify an existing unit address record in the TRACS database.

a) The attributes within the TRACS unit address database that can be modified with the Unit Address Change are:

- ☐ Unit Number (if the number assigned to the physical unit changes or the standard reporting format for the unit number changes)
- ☐ Contract Number (Note: Contract Number Changes due to contract combinations will be handled automatically by TRACS.)
- ☐ First Address Line
- ☐ Second Address Line
- ☐ Third Address Line
- ☐ City Name
- ☐ State Code
- ☐ Zip-5
- ☐ Zip-4

b) Required Fields for a Unit Address Change:

- ☐ The Required and Mandatory Fields in a Unit Address Change are the same as those in the Unit Address Load
- ☐ Unit Number is the changed unit number. Unit Number is required even it is not the unit number that is being changed.
- ☐ Previous Unit Number is required. This is the Unit Number exactly as it submitted to TRACS in the previous Load or Change for this unit.
- ☐ Address Type for Unit Address Change is “U”.
- ☐ Transaction Type for a Unit Address Change is “3”.

c) Project Number and Head of Household Id Code cannot be changed using the Unit Address Change transaction.

- ☐ Project Number changes require Delete and Load transactions. They may be in the same transmission, but a more conservative approach is to submit the delete, wait for the delete acknowledgment, then submit the load.
- ☐ Changes in Head of Household associated with a unit address are effected through MAT10, MAT 40 and MAT70 (Unit Transfer) transactions. If the wrong head of household id code was submitted with the unit during the load, it can be changed using the delete and load sequence.

4. Unit Address Delete

The Unit Address Delete transaction is used to remove unit address records from the TRACS database. OAs should exercise great care in the use of the delete transaction on unit address data. With the exception of those projects without HUD approved project numbers, OAs should attempt to maintain a current inventory of their units with unit addresses in TRACS.

a) The MAT15 Unit Address Delete Transaction has the following required and MOC fields.

- ☐ Project Number (MOC)
- ☐ Contract Number (MOC)
- ☐ Unit Number (Required)
- ☐ Address Type (Mandatory) with the value of “U”.
- ☐ Transaction Type (Mandatory) with the value of “1”.

b) TRACS will return an acknowledgment for each successful MAT15 Delete transaction via SprintMail.

5. Unit Address Maintenance Performed by TRACS Tenant Transactions (Re)certifications, move-outs and unit transfers will form associations with the unit address corresponding to the project/contract number(s) and the unit number included in the Tenant transaction. The action performed will be conditioned based upon the presence or absence of a project number in the associated Unit Address record.

a) MAT10s with Unit Transfers and MAT70 Unit Transfers for addresses without Project Numbers

- ☐ An informational message is generated if the number of the unit, into which the household is transferring, is not in the database, or a different household occupies it. After the address database is loaded and stabilized, this condition will change to a fatal error after appropriate industry notification.
- ☐ The transaction will delete the unit address of the unit being vacated.
- ☐ TRACS will notify the OA identifying the unit address deleted.

b) MAT10s without Unit Transfers Submitted for addresses without Project Numbers

A MAT 10 (re)certification will be accepted if the unit number does not have a unit address in the TRACS database, or if a different household occupies the unit number. Until the address database is loaded and stabilized, this condition generates an informational message. After the address database is loaded and stabilized, this condition will become a fatal error.

c) MAT40 Move-Outs for Addresses without Project Numbers

- ☐ The Contract Number from the certification against which the Move-Out is processed will be used in this determination by TRACS.
 - ☐ The transaction will delete the unit address of the unit being vacated.
 - ☐ TRACS will notify the OA identifying the unit address deleted.
- d) MAT65 Terminations of Assistance for Addresses without Project Numbers
- ☐ The Contract Number in the Certification against which the Termination is processed will be used by TRACS to make this determination.
 - ☐ The transaction will delete the unit address of the unit whose assistance is terminated.
 - ☐ TRACS will notify the OA identifying the unit address deleted.
- e) MAT10s with Unit Transfers and MAT70 Unit Transfers for Addresses with Project Numbers
- ☐ An informational message is generated if the number of the unit, into which the household is transferring, is not in the database, or a different household occupies it. After the address database is loaded and stabilized, this condition will change to a fatal error after appropriate Industry notification.
 - ☐ The transaction will vacate the unit address by removing the head of household id code.
 - ☐ If the subsidy type is Section 8, the contract number will be removed converting the unit address to the status of an unoccupied and unassisted unit.
- f) MAT10s without Unit Transfer Submitted for Addresses with Project Numbers
- ☐ A MAT10 (re)certification will be accepted if the unit number does not have a unit address in the TRACS database, or if a different household occupies the unit number. Until the address database is loaded and stabilized, this condition generates an informational message. After the address database is loaded and stabilized, this condition will become a fatal error.
- g) MAT40 Move-Outs for Addresses with Project Numbers
- ☐ The Project Number from the certification against which the Move-Out is processed will be used in this determination by TRACS.
 - ☐ The transaction will vacate the unit address by removing the head of household id.
 - ☐ If the subsidy type is Section 8, the contract number will be removed converting the unit address to the status of an unoccupied and unassisted unit.
- h) MAT65 Terminations of Assistance for Addresses with Project Numbers

- ☐ The Project Number in the certification against which the Termination is processed will be used by TRACS to make this determination.
- ☐ If the subsidy type is Section 8, the contract number will be removed converting the unit address to the status of an unassisted unit.

B. Tenant Mailing Address Maintenance

Tenant Mailing Address maintenance covers:

- ☐ Loading mailing addresses as required
- ☐ Changing mailing addresses
- ☐ Deleting mailing addresses
- ☐ Disassociating tenants with mailing addresses as the result of move-outs.

Mailing address maintenance is primarily the responsibility of the OA. The only time an OA submits a tenant mailing address is when the tenant's legal mailing address is other than their unit address. TRACS associates a mailing address with the tenant and not the unit that the tenant occupies.

1. Mailing Address Load

The MAT15 Mailing Address Load is identical to the load transaction described in **II. Initial Address Load**. The Mailing Address Load is a stand-alone transaction. It can be submitted to TRACS in the same transmission as other TRACS transactions.

2. Mailing Address Change

The MAT15 mailing address change is used to modify an existing tenant mailing address in the TRACS database.

a) The attributes within the TRACS mailing address database that can be modified with the Mailing Address Change are:

- ☐ Contract Number
- ☐ First Address Line
- ☐ Second Address Line
- ☐ Third Address Line
- ☐ City Name
- ☐ State Code

- ☐ Zip-5
- ☐ Zip-4

b) Required Fields for a Mailing Address Change:

- ☐ The Required and Mandatory Fields in a Mailing Address Change are the same as those in the Mailing Address Load
- ☐ A Mailing Address Change must match the head of household id code or it will be rejected by TRACS.
- ☐ A Mailing Address Change transaction replaces the mailing address of the tenant identified by the head of household id.
- ☐ Address Type for Mailing Address Change is “M”.
- ☐ Transaction Type for an Address Change is “3”.

c) Project Number and Head of Household Id Code cannot be changed using the Mailing Address Change transaction.

- ☐ Project Number changes require Delete and Load transactions. They may be in the same transmission, but a more conservative approach is to submit the delete, wait for the delete acknowledgment, then submit the load.
- ☐ Changes in Head of Household associated with a mailing address are effected through the delete and load sequence.

3. Mailing Address Delete

The Mailing Address Delete transaction is used to remove obsolete or erroneous mailing address records from the TRACS database.

a) The MAT15 Mailing Address Delete Transaction has the following required and MOC fields.

- ☐ Head of Household Id Code (Required).
- ☐ Address Type (Mandatory) with the value of “M”.
- ☐ Transaction Type (Mandatory) with the value of “1”.

b) TRACS will return an acknowledgment for each successful Delete transaction via SprintMail (now TRACSMail).

4. Mailing Address Maintenance Performed by TRACS Tenant Transactions

If the head of household identified in the MAT40 Move-out transaction has a mailing address, TRACS will delete it and advise the OA of the action taken.

From the TRACS 2.0.1.B Industry Specification

Renumbering Units

The MAT15 Address Record can be used to renumber the units in the project without submitting a full or partial certification. It cannot be used to transfer a tenant from one unit to another. When the unit number is changed for an occupied unit using a MAT15, the tenant's current certification will be modified to reflect the new unit number. Although this is not a transaction that affects assistance payments directly, it has the potential of adding confusion that could create payment delays. We recommend that all units being renumbered within a project be submitted within the same voucher month to avoid the confusion.

Caution: Remember that TRACS does not retain history on addresses. The unit addresses are the current unit addresses. TASS and RASS is interested in:

- The current address of the unit
- The current mailing address of the tenant

Retroactive certifications should not attempt to reset the current address to a former address. TRACS compares the transaction effective date of the submitted transaction to the latest update date of the unit address. If the unit address date is more recent than the submitted transaction effective date, TRACS assumes that the transaction is retroactive and does not change the unit address.