



What is Baseline Certification Data?

Now HUD is starting to implement the management privatization of the Section 8 contract to be performed by the new Contract Administrators, it may become necessary for some subsidized properties to send **baseline** certification data to them. This could be done to ensure that the owner or management agent (OA), the Contract Administrator (CA), and TRACS all have the same base of tenant information associated with a given contract.

The Contract Administrator may ask you to transmit certifications for a particular voucher period or the last effective certification. For example, if the baseline data is to represent the August voucher, the certifications submitted to create the baseline would be all those reflected on the August voucher. In the case of a vacant unit (which doesn't appear on the voucher), the move-out for the previous resident would be sent. CAMS has the flexibility to create the baseline transmission utilizing any of the existing certification on file. Please refer to the specific instructions by the CA to send the required information.

The certifications sent should be the *full certification* (Annual, interim, move-in) that would have been active on the voucher date. Submit any *partial certifications* (move-out, unit transfer, gross rent change, termination) affecting the units up to the voucher period the baseline is intended to represent.

NOTE: *Once a MAT submission is received for a contract from a Contract Administrator, TRACS will not accept further transmissions from the owner or management agent for that contract. Users will continue to send MAT records produced by normal processing to their Contract Administrator.*

How to create and send Baseline Certifications in CAM II

NOTE: If you *do not* have a Contract Administrator for your project, continue to send a MAT record to TRACS as usual and there is **NO** need to send a baseline. *Do not* follow these instructions!

Four steps are required to send the baseline certification for each resident to TRACS. First, you will send any remaining transactions to TRACS. Second, you must change your TRACS and Sprintmail setup to send data to your Contract Administrator. Next, you must mark the certifications that need to be sent, and finally you will send them.

1. Start with an empty outbox!

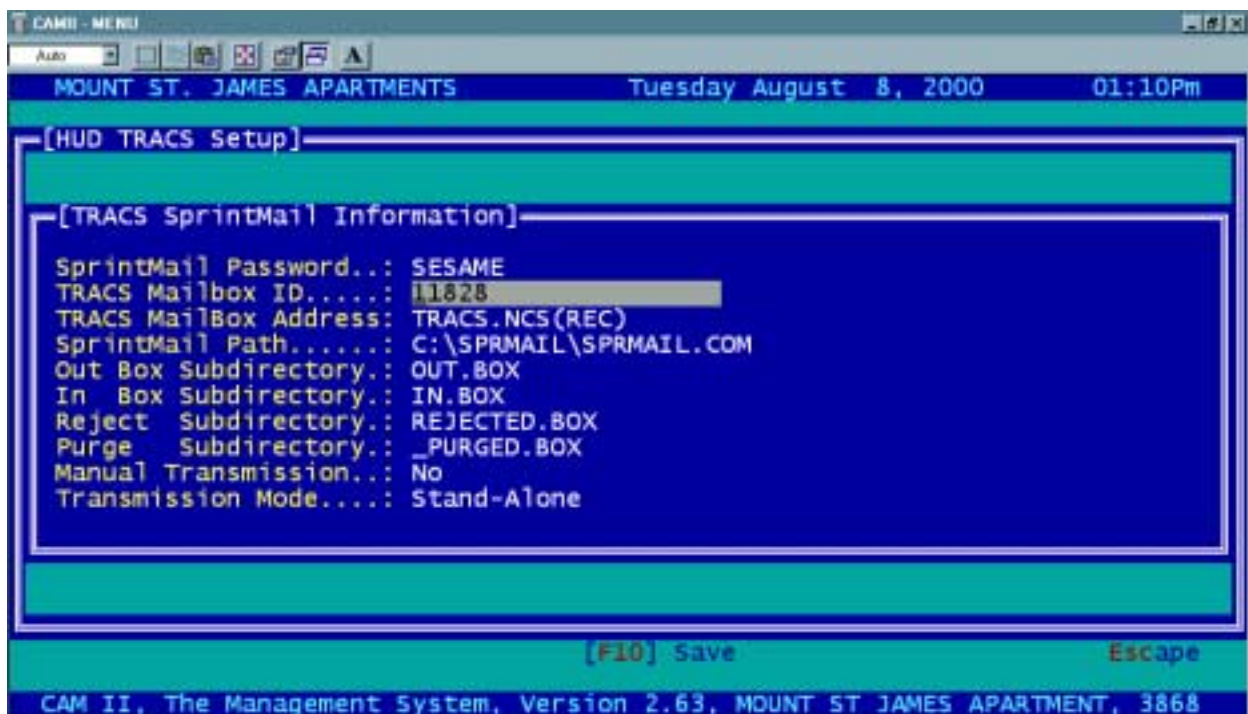
To make sure that *only* the baseline certification information is sent to the Contract Administrator, send any full or partial certifications and address records that are in your TRACS outbox to TRACS before you begin.

- A-H-S to Send MAT records to HUD.
- Highlight *Certifications* and press [F1] to select. A list of items ready to transmit to Sprintmail will appear.
- Press [F1] to mark each item you wish to send.
- Press [F10] *Send MAT File* to generate the file to be sent to Sprintmail.
- Press [F1] Send
- Arrow over to *OK* and press [F1] to print the TRACS Transmittal list (this is a printed report you can use to verify what you are sending)
- Press [F1] to send by Modem

2. Change TRACS Setup and Sprintmail Setup to Contract Administrator's info.

To change your TRACS setup in CAM II:

- A-[F4] (Assisted Housing Module Setup)
- Arrow down to HUD TRACS SETUP and press [F1]
- Arrow down to TRACS SPRINTMAIL and press [F1]



- Press [F10] to save changes.

3. Mark full certifications (move in, annual, initial, interim) to be sent to TRACS.

As directed by your Contract Administrator, you will be sending certifications for a specific period.

- A-C-D and enter the desired unit number.
- Highlight the certification you wish to send.
- Press [F2] *Show details*
- Press [F10] *Mark Ready to Send to Sprintmail*

Repeat this process for each unit in the contract.

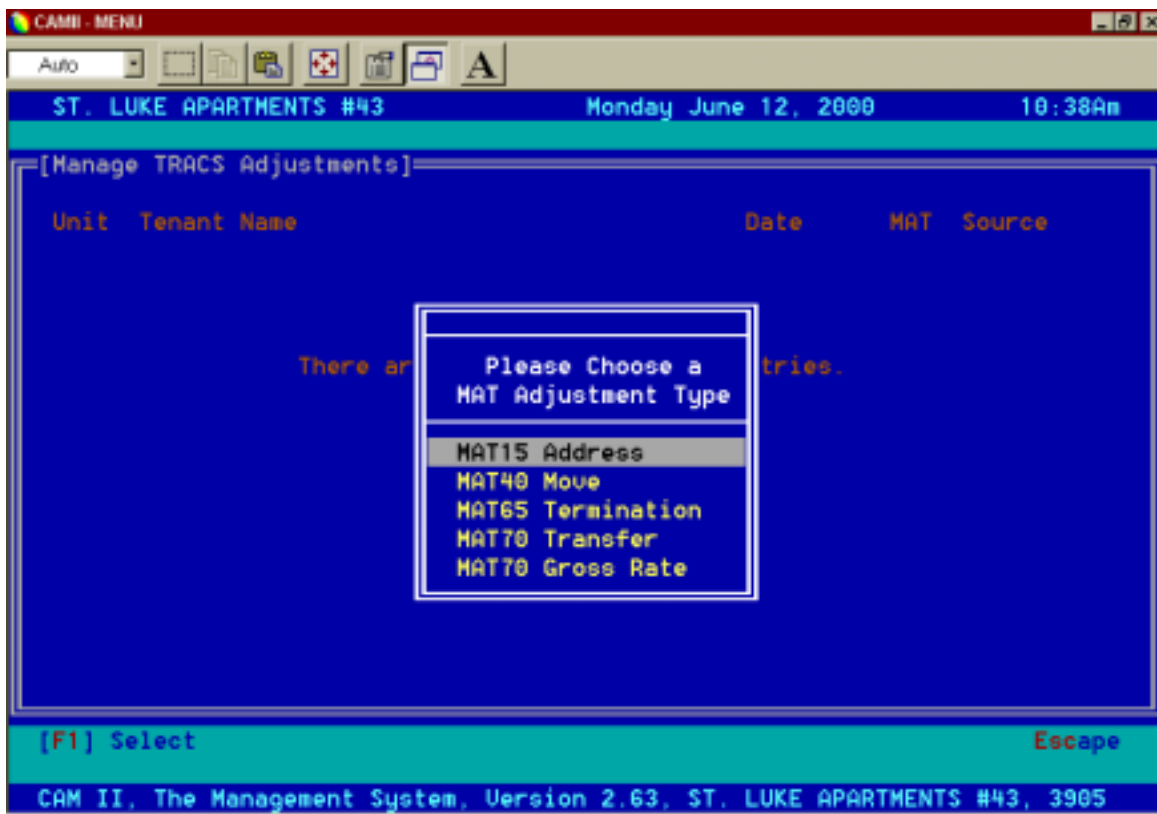
For **partial certifications** (gross rent change, move-out, termination, unit transfer), you will need to unpack MAT records already sent to TRACS:

- A-H-T to view the TRACS Information System
- Highlight *Certifications* and press [F1] to select. A list of MAT records sent to TRACS will be shown.
- Press [F1] to view the contents of the most recent MAT record transmission (the one at the top of the list).
- The unit number is listed on the far left, and the MAT Type is listed on the far right of the screen.
- Arrow down to any transaction you need to send to your Contract Administrator and press [F1] to mark it. You may mark more than one transaction. You may need to press Page Down to see all of the transactions.
- When you have marked all the desired transactions, press [F10] to unpack the marked records. Arrow over to OK and press [F1] to continue.
- If you need to unpack more records, repeat the steps above, moving down the list of MAT record transmissions to find older records.

What if I can't find a partial certification record?

If you cannot find a partial certification record, you can recreate it:

- A-H-M, Manage TRACS Adjustments.
- Press [F1] to select *certifications*.
- Press the INSERT key and a message box will be displayed.



- Choose the type of transaction you need to re-create.
- Be certain to enter information accurately! Remember:
 - For a Unit Transfer MAT 70, enter all 9s (99999) in the Contract Rent field. This indicates that this MAT 70 is a Unit Transfer, not a Gross Rent Change.

You may wish to contact CAMS Technical Support (1-800-548-6656) for assistance.

4. Send baseline certifications to Contract Administrator.

- A-H-S to Send MAT records to HUD (note – the MAT records are now not being sent to TRACS, but to your *Contract Administrator*)
- Highlight *Certifications* and press [F1] to select. A list of items ready to transmit to Sprintmail will appear.
- Press [F1] to mark each item you wish to send.
- Press [F10] *Send MAT File* to generate the file to be sent to Sprintmail.
- Press [F1] *Send*
- Arrow over to *OK* and press [F1] to print the TRACS Transmittal list (this is a printed report you can use to verify that you have marked a certification for each unit. If you missed any units, go back to step 3 and repeat until all units are shown on this list.)
- Press [F1] to send by Modem.
- You should see the normal Sprintmail transmission process.

Always remember to call our Technical Support Department if you have any doubts.