



Office Memorandum

Date: March 22, 2004

To: Property Owners / Management Agents

From: Minnesota Housing Finance Agency (MHFA)
Multifamily Division
HUD Portfolio – Section 8 Contract Administration
MHFA Portfolio – Section 8 Contract Administration

Subject: **ELECTRONIC DATA SUBMISSION REQUIREMENT/OUTCOME**
*****Announcement of Procedural Change*****

IF YOU ARE NOT THE PERSON IN YOUR ORGANIZATION WHO WORKS WITH THIS PROCESS, PLEASE GIVE THIS INFORMATION TO THE APPROPRIATE STAFF IMMEDIATELY.

The Department of Housing and Urban Development (HUD) has just clarified and reinforced the necessity of owners/agents electronically submitting Voucher files to MHFA via the TRACS system, in order to receive the monthly HAP subsidy payment, effective May 1, 2004. **This means that if you fail to submit TRACS files by April 10, 2004, you will not be paid the May 2004 Housing Assistance Payment (HAP).**

The basic principle is that beginning now, **if you fail to submit your electronic data by the 10th of the month, as required, your subsidy, due the first business day of the following month, will not be paid.** In the past, if no TRACS files were submitted, MHFA would pay the subsidy based on the most recent certifications we had in our system. **MHFA will no longer pay subsidy on archived voucher information.**

If you have any questions on this issue, or need assistance, please contact your TRACS Administrator

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