

Tennessee Housing Development Agency
Contract Administration - Project Based Section 8

TRACS Baseline File(s) Ongoing Processing

1. Processing includes monthly TRACS transmissions (move-in, move outs, interims, annual, etc.) from Section 8 Properties. They will be transmitted to THDA's TRACSMAIL address: TRACM22667.
2. THDA will sweep the mailbox nightly and bring in the TRACS files and process the files separating the error Mat 10's. The errors will be reviewed the following morning and a clean file will be built for HUD and transmitted. The errors will be returned to the Section 8 Properties Sprint mailbox for correction.
3. We will then check for Section 8 Properties error messages from TRACS and review transmit to the site mailbox for correction.
4. At cutoff date all Section 8 Properties vouchers will be processed, reconciled and transmitted to HUD.