

Section 8 Baseline Submission

For the first three months beginning January 1, 2016, your contract will be in a baseline status with PHFA. During this time, you will continue to submit your monthly voucher to HUD for payment and you will continue to receive your payments directly from HUD.

The first voucher payment made by PHFA will be your April 2016 voucher payment. Before PHFA can make that payment, you are required to submit a baseline file to PHFA. The baseline will allow PHFA to build your property and establish resident data required to accurately review and approve your monthly HAP requests.

After submitting your February 2016 voucher and tenant data files to TRACS, you will need to submit a February 1, 2016 baseline file and MAT30 to PHFA. To do this, you must temporarily change your TRACS transmission destination setting from TRACMPROD to TRACM00722. After submitting the February 1, 2016 baseline, you will need to change your TRACS transmission destination setting back to TRACMPROD so that you will be able to submit your March 2016 voucher submission to HUD for payment. After submitting your March 2016 voucher submission to HUD, you will need to permanently change your TRACS transmission destination setting to TRACM00722 and submit a copy of your March 2016 MAT30 and tenant data files to PHFA for reconciliation to your baseline submission. Please note, the March records do not need to be flagged as baseline files unless you've been instructed by someone at PHFA to do so.

Contact your software vendor for assistance if you are unsure how to create a baseline or change the TRACSMail setting. Feel free to contact Peggy Snyder by phone at 717.780.3984 or by email at psnyder@phfa.org with any other questions or concerns you may have.

In addition to your baseline, the Agency will need the following documentation from you:

- A hard copy of the February 2016 Voucher, for reconciliation purposes
- A signed copy of the most recent Rent Schedule Low Rent Housing HUD-92458
- A list of vacant units with bedroom size
- A copy of the Rent Roll the February 2016 voucher
- A copy of the Owner's DUNS Certification

When all of your information is received and processed you will be notified that the baseline process is complete and the Agency is ready to process your monthly vouchers for housing assistance payments.

Thereafter, in order to receive your monthly housing assistance payments in a timely matter, you will need to submit the following information to PHFA by the 10th of the preceding month for the subsequent month's voucher:

- Electronic voucher (MAT30) - via TRACS
- Electronic tenant changes (MAT10 - MI, AR, IR; MAT15 – Address, UT; MAT40 – MO; MAT65 Terminations; and MAT70 – UT or GRC) which occurred since the last voucher was processed - via TRACS
- If you choose to do so, a hard copy of the voucher transmitted - via email to cavouchersubmission@phfa.org

The Voucher Analyst assigned to your property will process your data and submit your voucher information to HUD so that your payment can be disbursed.