

# SECTION 811 PRA PROGRAM START-UP CHECKLIST

*For SECTION 811 PRA PROGRAM Grantees and Owners*

The PRA Program has required a number of HUD Systems “work-arounds” to ensure Grantees and Owners receive payment in a timely manner. These “work-arounds” have been addressed in a number of documents including:

- Step-by-Step Instructions for 811 PRA Grantees to Use HUD Systems
- Form to Request ARAC/RAC numbers (for grantees)
- RAC Submission Checklist (for grantees)
- HUD Systems Webinar (PPT and Prezi)
- Completing Paper Vouchers for HUD Form 52670
- Voucher Processing Procedures for Properties (Louisiana sample document) (for grantees)

Prior to requesting HUD Systems technical assistance from HUD, we ask that you complete the checklist below:

- Have you read over the Step-by-Step Instructions for HUD Systems?
- Have you obtained access to all the appropriate systems? (iMax, iREMS, EIV, LOCCS and TRACS)
- Have you submitted your executed RAC and Rent Schedule to the PRAContracts Mailbox?
- Have you obtained access to all the appropriate systems? (iMax, iREMS, EIV, LOCCS and TRACS)
- Have received your iREMS property ID?
- Have you obtained your TRACSMail ID? (this is where you will be transmitting your tenant vouchers and electronic vouchers)
- Do you have your software vendor/software in place? Is your software vendor/software ready to begin to transmit vouchers?
- Have you determined a cut-over date based on your first move-in? Has HUD approved the cutover date?

## Reminders

1. Carefully review all vouchers submitted by the Owners.
2. Do not send the vouchers to the TRACMPROD!
3. Submit your parent voucher along with the FORQ with your miscellaneous adjustment for each RAC/Child voucher.
4. Your first three vouchers must be paper vouchers submitted to [Flossie.M.Romero@hud.gov](mailto:Flossie.M.Romero@hud.gov).

## Questions?

Please contact Katina Washington at [Katina.X.Washington@HUD.gov](mailto:Katina.X.Washington@HUD.gov) or 202-402-2651.