



HAP REPORTS SYSTEM

HRS

pbcapropertycontactinformation@kyhousing.org

KENTUCKY HOUSING COPORATION

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1. About the HAP Reports System (HRS)

This system is provided by Kentucky Housing Corporation (KHC) as a way to securely share information with property owners, management agents and their authorized staff. The Housing Assistance Payments (HAP) reports contained in this system allow authorized persons to view all HAP paid to owners of Project-Based Section 8 properties.

2. Trouble Accessing HRS?

If you have trouble accessing the system or have general questions regarding HRS, please contact KHC using the following email address:

pbcapropertycontactinformation@kyhousing.org

3. Type of Reports

1. Voucher Report

These reports should be reviewed monthly as a way to reconcile what you have requested against what has been approved and paid. Comments are added to these reports in order to draw your attention to any areas where our system may not match up with what you have requested. When this happens, it often means that additional information may need to be transmitted. Please review and respond to any comments that KHC staff has provided.

Your monthly HAP report (or often referred to as a Voucher Report) is available to view and/or print by clicking on the Reports link and then selecting a Voucher Report. Vouchers can be viewed throughout the month; however, they should not be considered complete until staff have finalized, and there is a “Closed” date and “Date Sent to HUD” are shown in the top left corner of the report.

Note: If the Closed date is blank, the voucher is still being reconciled by the HAP Voucher Specialist assigned to your property. Should you have questions about the report, please contact your HAP Voucher Specialist. The person is listed at the top to the report.

When the voucher is approved and closed, a TRACS MAT30 Voucher/Payment file will be transmitted to your TRACSmial address via iMAX. You may be able to save this file into your software system. Please contact your software vendor for more information on how to view TRACS messages.

2. Entity Report

This report contains all contacts that we have been provided with by your agency. If any of this information is incorrect and needs to be updated, please send those changes to KHC at pbcapropertycontactinformatin@kyhousing.org.

3. Rent Schedule Report

This report will show all the past rent increases for the property selected.

4. Payment History Report

This report is a quick way to view total HAP that has been paid for a property and the date it was processed.

4. Signatory Authority

All properties and/or management company groups have been or will be assigned a main point of contact known as the Signatory Authority. As the Signatory Authority you are responsible for assigning staff member(s) as a Coordinator for the HRS. The Signatory Authority is also responsible for removing staff when they leave your company and/or no longer have a business need to access the system.

The Coordinators can be identified as the TRACS coordinator who will log in to the system to review the reports regularly.

Once you have been given access to the system, you must create your own password. Your password must not be shared. You will be required to access the system every 90 days or your login will be disabled and you will have to contact KHC to have your account reactivated.

Important:

- Each person must access the system using their own ID and password.
- Passwords must be changed every 90 days.
- If you change email addresses after you have created your login ID, you will be required to contact KHC to update your information.

5. How to use the HAP Reports System

1. How to request access to the HRS

To request access to the HRS system, you must either be a Property Owner or a Property Management Company acting as the Signatory Authority for the property.

1. Navigate to the following URL and click the [Request Access](#) link:

<https://wapps.kyhousing.org/HRS/>

2. Complete all required fields indicated (*).
3. Review the **Terms & Conditions**.
4. Check the **I'm not a robot** box
 - a. This is a security method to distinguish human from machine input, typically as a way of thwarting spam and automated extraction of data from websites.
5. Click the **Register** button

6. The SA will receive an email notification to confirm the registration request has been sent to KHC.

Request for Access - HAP Reports System (HRS) Inbox x

HRS_Admin@kentuckyhousing.org via kyhousinggov.onmicrosoft.com
to me ▾

HAP Reports System (HRS)

You have completed a request for access to the HRS. This system is provided by Kentucky Housing Corporation as a way to securely share information with the property owner/agent and their authorized staff. The reports contained in this system allow authorized persons to view all housing assistance payments made to owners of Project-Based Section 8 properties.

Your request has been submitted to KHC. If you are a new owner, you must submit other important documentation to KHC prior to us approving your access. We must have the following documents on file reflecting current up to date information for your property:

- Property Contact Information sheet reflecting signature authorization for appropriate staff
- W-9 form
- Direct Deposit form for any necessary changes

All the above forms should be submitted to:

pbcapropertycontactinformation@kyhousing.org

If you have already submitted these forms, you should receive an approval notification soon! We look forward to partnering with you!

Sincerely,

Kentucky Housing Corporation
Tenant Assistance Programs

7. Once KHC has reviewed and approved access, the SA will receive an email notification including the link.

Access Approved! - HAP Reports System (HRS) Inbox x

HRS_Admin@kentuckyhousing.org via kyhousinggov.onmicrosoft.com
to me ▾

HAP Reports System (HRS)

You have completed a request for access to the HRS. This system is provided by Kentucky Housing Corporation as a way to securely share information with the property owner/agent and their authorized staff. The reports contained in this system allow authorized persons to view all housing assistance payments made to owners of Project-Based Section 8 properties.

Your request has been approved!

You have been assigned the role of the Signatory Authority. As the Signatory Authority you are responsible for assigning staff member(s) as **Coordinator(s)** for HRS.

The Coordinator can be identified as your TRACS Coordinator who will log in to the system to review the reports regularly.

Your password must not be shared, and you will be required to access the system every 90 days or your access will be disabled, and you must contact KHC to have your account reactivated.

The Signatory Authority is also responsible for removing staff when they leave your company and/or no longer have a business need to access the system. Should you incur staff turnover you are required to report these changes to KHC at your earliest convenience. In order to report staffing changes please complete a new Property Contact Information sheet and forward that information to: pbcapropertycontactinformation@kyhousing.org

Thank you for applying for access to the HRS. Please click on the following link to access the system and begin reviewing reports. We look forward to partnering with you!

[Login Here](#)

Sincerely,

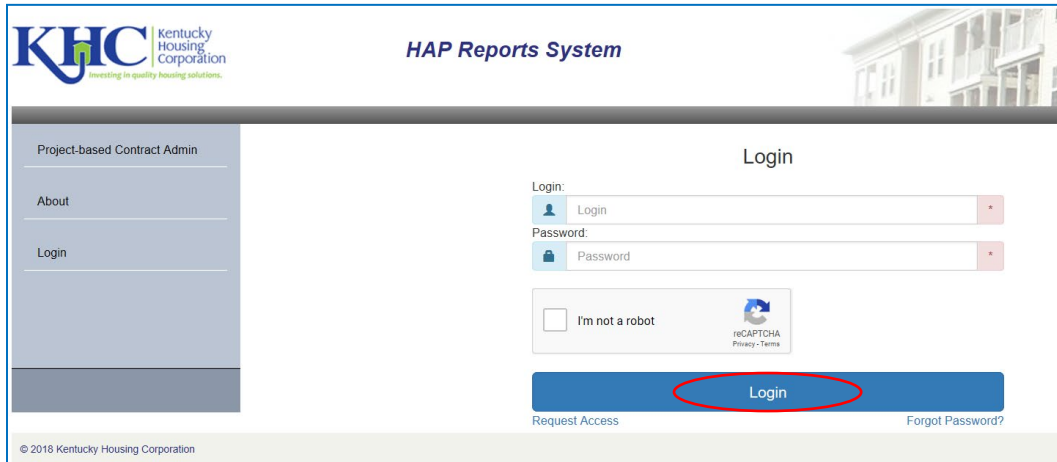
Kentucky Housing Corporation
Tenant Assistance Programs

2. How to log in to HRS

1. Navigate to the HAP Reports System Login Page
2. Populate the **Login** field with the email address on file.
3. Populate the **Password** field

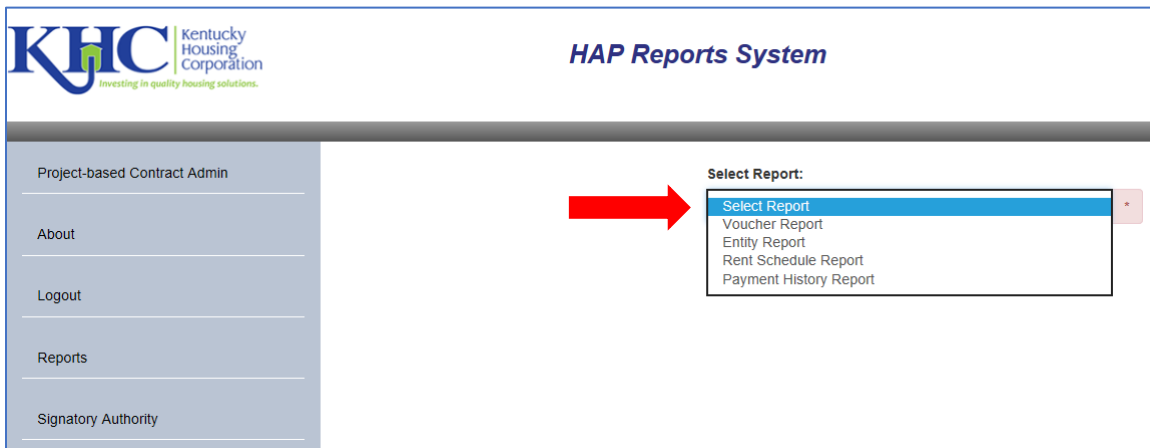
Note: Each person must access the system using their own ID and password.

4. Click the **Login** button



5. Once logged in, the SA can Select Report to run.

Note: The SA will be able to view reports for all associated properties provided by KHC.



3. Signatory Authority

As stated above, all properties and/or management company groups have been or will be assigned a main point of contact known as the Signatory Authority. As the Signatory Authority you are responsible for assigning staff member(s) as a Coordinator for the HRS. The Signatory Authority is also responsible for removing staff when they leave your company and/or no longer have a business need to access the system.

The Coordinators can be identified as the TRACS coordinator who will log in to the system to review the reports regularly.

Once you have been given access to the system, you must create your own password. Your password must not be shared. You will be required to access the system every 90 days or your login will be disabled and you will have to contact KHC to have your account reactivated.

Important:

- Each person must access the system using their own ID and password.
- Passwords must be changed every 90 days.
- If you change email addresses after you have created your login ID, you will be required to contact KHC to update your information.

Understanding the Signatory Authority Page:

1. Click the Signatory Authority link on the left navigation menu
2. The top section on the page indicates the name of the Property Group and the assigned Signatory Authority.

The screenshot displays the 'HAP Reports System' interface. On the left, a navigation menu includes 'Project-based Contract Admin', 'About', 'Logout', 'Reports', and 'Signatory Authority' (highlighted with a red arrow). The main content area is titled 'Manage Group' and features a dropdown menu for 'Name' (currently 'Sutton and Company') and a text input field for 'Signatory Authority' (currently 'Don Johnson'). Below this, there is a 'Coordinators' section with a '+ New Coordinator' button and a table listing coordinators. The table has columns for 'Select', 'Login', 'First Name', 'Last Name', 'Active?', 'Approved?', 'Approval Options', and 'Created'. The 'Approval Options' column contains red 'X' icons. Below the coordinators table is a 'Properties' section with a table listing properties, including 'GREATER CORBIN MANOR' with 'Project #' KY96H134134.

Select	Login	First Name	Last Name	Active?	Approved?	Approval Options	Created
<input type="checkbox"/>	tracscordinator600@yahoo.com	Gwen	Stafani	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11/19/2018 3:37:40 PM
<input type="checkbox"/>	tracscordinator600@gmail.com	Gwen	Stafani	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11/19/2018 3:36:12 PM
<input type="checkbox"/>	tracscordinator201@gmail.com	Ben	Johnson	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11/19/2018 12:17:32 PM
<input type="checkbox"/>	managementcompany201@gmail.com	Don	Johnson	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11/19/2018 11:50:38 AM

Select	Name	Project #	Active?
<input checked="" type="checkbox"/>	GREATER CORBIN MANOR	KY96H134134	<input checked="" type="checkbox"/>

3. The **Coordinator(s)** section will display all Coordinators created by the Signatory Authority.

Note: SA's can add as many Coordinators as needed.

The screenshot shows the 'Manage Group' interface in the HAP Reports System. The 'Signatory Authority' is set to 'Don Johnson' and the 'Name' is 'Sutton and Company'. The 'Coordinators' table is highlighted with a red border and contains the following data:

Select	Login	First Name	Last Name	Active?	Approved?	Approval Options	Created
<input checked="" type="checkbox"/>	tracscordinator600@yahoo.com	Gwen	Stafani	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	11/19/2018 3:37:40 PM
<input checked="" type="checkbox"/>	tracscordinator600@gmail.com	Gwen	Stafani	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	11/19/2018 3:36:12 PM
<input checked="" type="checkbox"/>	tracscordinator201@gmail.com	Ben	Johnson	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	11/19/2018 12:17:32 PM
<input checked="" type="checkbox"/>	managementcompany201@gmail.com	Don	Johnson	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	11/19/2018 11:50:38 AM

4. The **Properties** section will display all Properties the SA is responsible.

The screenshot shows the 'Manage Group' interface in the HAP Reports System. The 'Signatory Authority' is set to 'Don Johnson' and the 'Name' is 'Sutton and Company'. The 'Properties' table is highlighted with a red border and contains the following data:

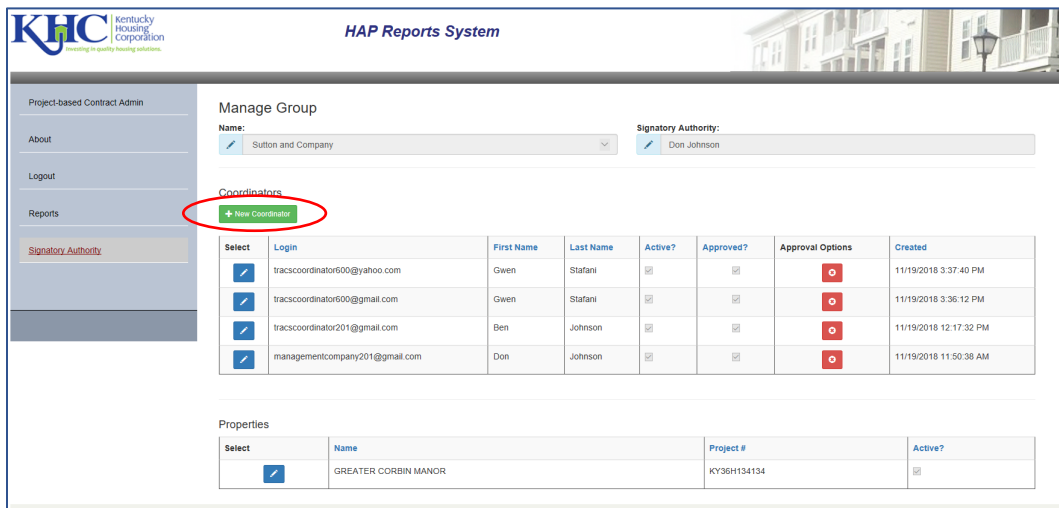
Select	Name	Project #	Active?
<input checked="" type="checkbox"/>	GREATER CORBIN MANOR	KY36H134134	<input checked="" type="checkbox"/>

4. How to add a New Coordinator

1. Once logged into the HRS system, click Signatory Authority on the left navigate menu:

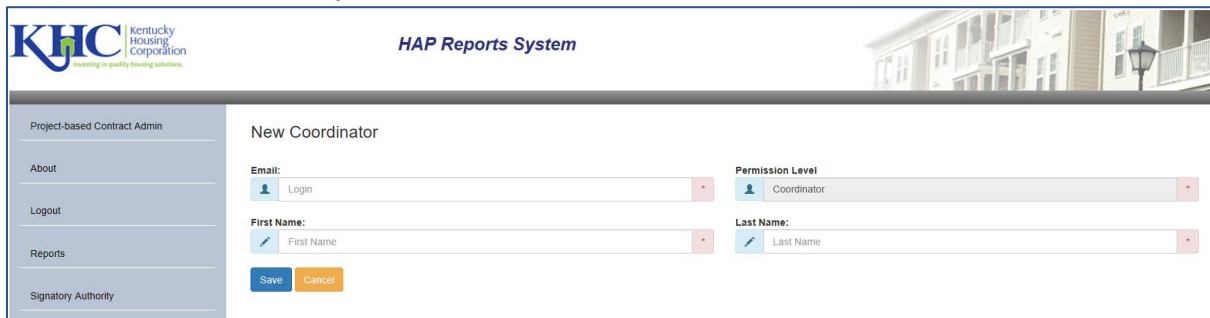


2. Click the **New Coordinator** button:



3. Complete all required fields indicated on the New Coordinator page ().

Note: The Permission Level will default to **Coordinator**.

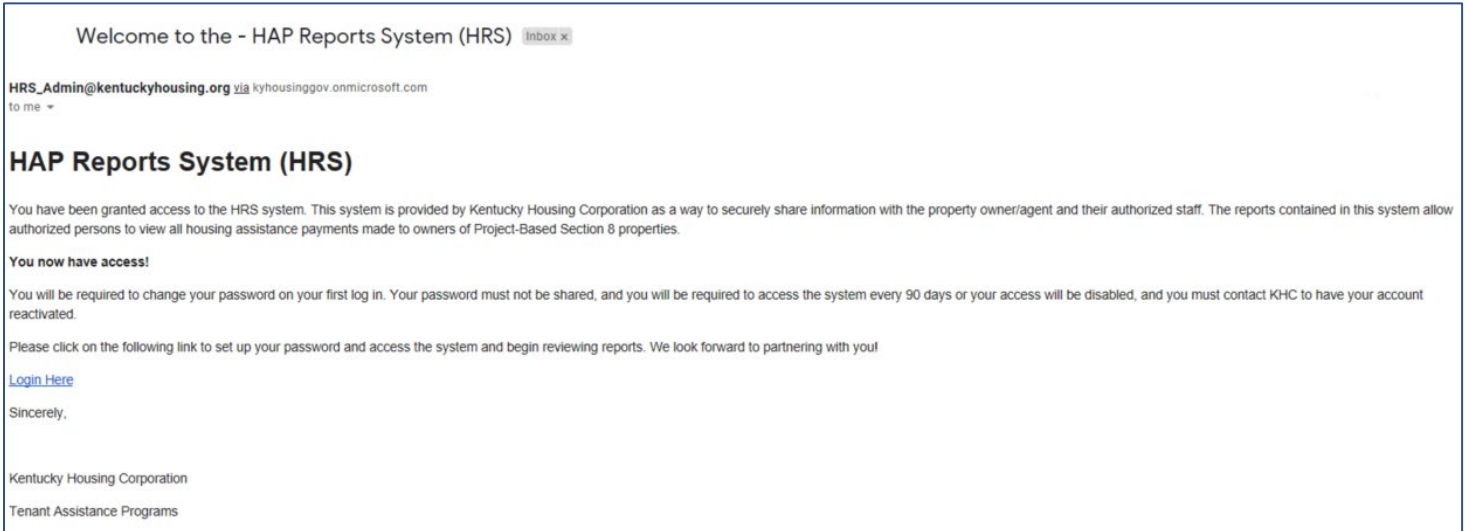


4. Click the **Save** button

The screenshot shows the 'New Coordinator' form in the HAP Reports System. The form has a left sidebar with navigation options: Project-based Contract Admin, About, Logout, Reports, and Signatory Authority. The main form area contains the following fields: Email (with a 'Login' dropdown), First Name, Last Name, and Permission Level (with a 'Coordinator' dropdown). At the bottom left of the form, there are two buttons: 'Save' (highlighted with a red circle) and 'Cancel'.

5. The newly added **Coordinator** will receive a Welcome Email including the [link](#).

Note: The Coordinator will be required to set their password when they first access the HRS



6. Once logged in, the Coordinator can view and select reports.


The screenshot shows the HAP Reports System interface. The left sidebar has navigation options: Project-based Contract Admin, About, Logout, and Reports. The main content area shows a 'Select Report:' dropdown menu that is open, displaying the following options: Select Report, Voucher Report, Entity Report, Rent Schedule Report, and Payment History Report. A red arrow points to the dropdown menu.

5. How to associate a Property to a Coordinator

The Signatory Authority will need to associate one or more properties to each Coordinator in order for them to access and view reports.

1. Once logged into the HRS system, click Signatory Authority on the left navigate menu.
2. Click the Select () button.

	tracscordinator201@gmail.com	Ben	Johnson	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		11/19/2018 12:17:32 PM
-----------------------------------------------------------------------------------	------------------------------	-----	---------	-------------------------------------	-------------------------------------	-------------------------------------------------------------------------------------	------------------------

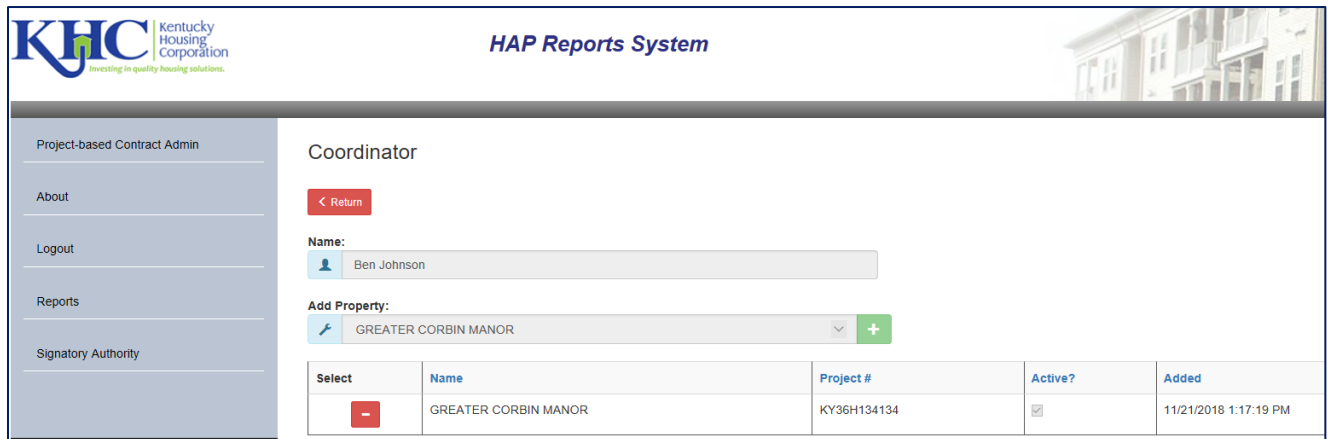
3. Select the property to add in the Add Property field and click the green add () button.




The screenshot shows the 'Coordinator' page in the HAP Reports System. The left sidebar has 'Signatory Authority' highlighted with a red arrow. The main content area shows a 'Name' field with 'Ben Johnson' and an 'Add Property' field with 'GREATER CORBIN MANOR'. A green plus button is circled in red. Below the 'Add Property' field is a 'No users yet...' message.


4. Once the property is added, it will display in a grid indicating it is now associated to the Coordinator and they can view report information for that property.

Note: A Coordinator can have more than one property associated so they can view the reports for that property.



The screenshot shows the 'Coordinator' page with a table of associated properties. The table has columns for 'Select', 'Name', 'Project #', 'Active?', and 'Added'. The first row shows 'GREATER CORBIN MANOR' with project # 'KY36H134134' and a checked 'Active?' box.

Select	Name	Project #	Active?	Added
	GREATER CORBIN MANOR	KY36H134134	<input checked="" type="checkbox"/>	11/21/2018 1:17:19 PM

5. Click the red remove () button to disassociate a property from a Coordinator.

Note:

If you have additional questions, please contact KHC by sending an email to pbccapropertycontactinformation@kyhousing.org