

**UN-AUDITED FINANCIAL SUBMISSION PROCEDURE FOR PUBLIC HOUSING AGENCIES WITH FISCAL YEAR ENDS OF JUNE 30, 2008 THROUGH MARCH 31, 2009.**

Public housing agencies (PHAs) with fiscal years ending 6/30/08, 9/30/08, 12/31/08, and 3/31/09, including Section 8 only PHAs, will utilize the un-audited Financial Data Schedule (FDS) Tool in lieu of inputting financial data directly into the Financial Assessment Subsystem (FASS) on-line system. PHAs may submit the FDS Tool beginning January 12, 2009 for un-audited financial submissions, using the FASS on-line system as an entryway as follows:

- **Revised FDS Tool.** The FDS tool was initially posted on Thursday, January 8, 2008. However, a formula error was found; accordingly, the FDS tool download was disabled. The FDS tool has now been revised. The revised FDS tool is now available on the links below. Please avoid using the prior tool. PHAs that have already submitted using the prior FDS tool are not required to resubmit their financial information. Refer to the Frequently Asked Questions below for addition information.
- **Download.** To download the FDS Tool to your hard drive, click the appropriate FDS Tool hyperlink below (pertaining to the accounting basis of the PHA) and save (click the “Save” button) the FDS Tool using standardized naming conventions detailed in the bullet below. **Do not click the “Open” button.** Clicking the “Open” button will result in a slow or unsuccessful download. If you do not receive the “File Download” pop-up window, simply right click and “save target as.” The Modified Accrual FDS Tool pertains to certain Section 8 only PHAs. The FDS Tool is limited to a specific number of columns; accordingly, PHAs with more than eighty projects, such as New York City (NY005) and Puerto Rico (RQ005), will require a separate FDS Tool. If your PHA has more than eighty projects, please send an e-mail to Nicholas Miele, Director FASS-PH, at the following e-mail address: [Nicholas.x.miele@hud.gov](mailto:Nicholas.x.miele@hud.gov) to request a customized FDS Tool.

**FDS Tool - Full Accrual**

**FDS Tool - Modified Accrual**

**FDS Tool User Manual**

**Frequently Asked Questions (FAQs)**

- **Standard Naming Conventions.** Name the FDS Tool using the PHA code and fiscal year end of the submission being completed. For Example: PHA DC111 with a fiscal year end of June 30, 2008 would be named “DC111\_06-30-2008.xls.”
- **Complete and Submit.** PHAs will complete the un-audited FDS Tool and then submit it to HUD using the “Comments Link” contained in the FASS on-line system. The Excel version of the FDS will replace the on-line system input for PHAs, including Section 8 only PHAs, with fiscal years ending 6/30/08, 9/30/08, 12/31/08, and 3/31/09.
- **Submission Dates.** PHAs with fiscal years ending 6/30/08, 9/30/08, and 12/31/08 will have until April 13, 2009 to complete their submissions. PHAs with fiscal year ending 3/31/2009 will have until June 30, 2009 to complete their submissions.

- **FDS Line Definition Guide.** The FDS Line Definition Guide is located on the FASS-PH webpage at <http://www.hud.gov/offices/reac/products/prodpha.cfm>.