

## Chapter 10: Administrative Request Status Box

The **Administrative Request Status Box** provides electronic notification to owner-authorized users on the status of specific administrative requests (e.g., 30-Day Extension Requests, Resubmission Requests, Waiver Requests) via FASSUB. Initially all electronic administrative requests are assigned a status of “Pending” by the system, and are visible in the **Administrative Request Status Box**. Electronic administrative requests are reviewed by REAC analysts who provide a decision of approved or disapproved. The **Administrative Request Status Box** only displays administrative requests, and detailed status information for annual financial statements that owners are authorized to access.

### Administrative Request Status Box

The **Administrative Request Status Box** is set-up in a table format with easy to use features, including columns, links, view options, and sorting capabilities. It defaults to a view of All, displaying all requests in ascending order (oldest to newest).

<b>Status Box</b>					
<a href="#">Project</a>	Period From	<a href="#">Period To</a>	<a href="#">Date Received</a>	Type	Status

<b>Status Box</b>	
<b>Project</b>	This column displays the FHA and/or Contract number and name of the Multifamily Housing project. If the project is a combined submission, all the projects associated with that particular AFS data submission display in a drop-down list.
<b>Period From</b>	This column displays the start date of the reporting period for the annual financial statement.
<b>Period To</b>	This column displays the end date of the reporting period for the annual financial statement.
<b>Date Received</b>	This column displays the date the electronic request is received in the system.
<b>Type</b>	This column displays the nature of the request (e.g., RESUB, EXTEN, and WAIVR).

<b>Status</b>	This column displays the status of the request. The underlined status links to a detail page that provides specific information, including the decision and reason for the decision about that request (if a decision is made).
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The **View Options** indicator located at the bottom allows the user to view or filter the different types of submitted requests that are assigned to that owning entity. The **Administrative Request Status Box** separates the requests into categories, as indicated in the chart below.

View Options: [All](#) [Resubmission](#) [Extension](#) [Waiver](#)

SELECT	DISPLAYS
All (Default)	All Requests
Resubmission	Only Resubmissions
Extension	Only Extensions
Waiver	Only Waivers
Pending	Only Pending Requests

## Sorting

The Project, Date Received and Period To headings have sorting capabilities.

Sorting	
<b>Project</b>	This heading sorts the <b>Administrative Request Status Box</b> in ascending numerical order (lowest to highest number); by FHA number and/or Contract number. If a project is a combined submission, then the <b>Administrative Request Status Box</b> sorts with the lowest FHA and/or Contract number displaying.
<b>Date Received</b>	This heading sorts the <b>Administrative Request Status Box</b> by ascending received date; oldest date on top to most current date at the bottom of the list.
<b>Period To</b>	This heading sorts the <b>Administrative Request Status Box</b> by ascending end date, oldest date on top to most current date at the bottom of the list.

## Detailed Status Information

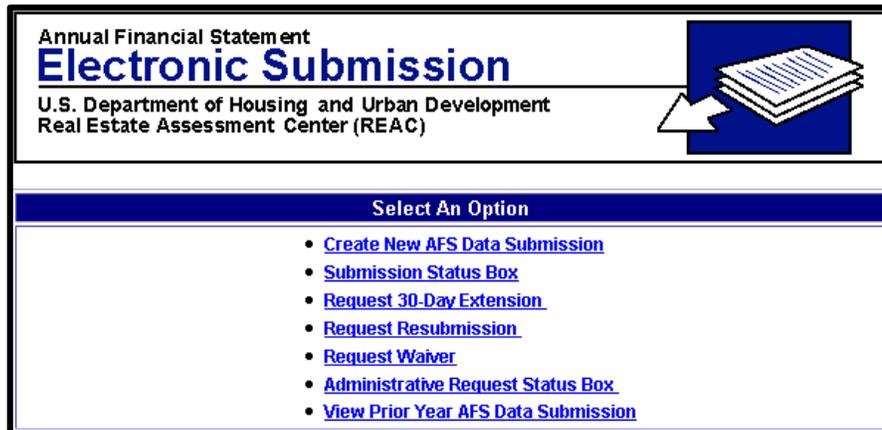
To review the details of the status of a particular administrative request, click on an underlined status link ([APPRVD](#), [DISAPPD](#), and [PENDING](#)).

- Provides the decision status of an administrative request, and the reason for that decision, once a decision is made.
- Detail information varies if the administrative request is for an audited or owner certified annual financial statement.
- Each administrative request has a status link of [APPRVD](#), [DISAPPD](#), and [PENDING](#) that provides detailed status information for each specific administrative request.
- Approved or disapproved administrative requests can be removed from the **Administrative Request Status Box** by accessing the detail status pages.
- Administrative requests with a Pending status (awaiting a decision) remain in the **Administrative Request Status Box**, and cannot be removed.
- FASS records and maintains the receipt of all administrative requests for each annual financial statement, by request type (e.g., EXTEN, RESUB, and WAIVR), and assigns a sequential number to each administrative request type (e.g., First, Second, Third, etc.).

The  button located on the detail pages returns the user to the **Administrative Request Status Box**.

## Viewing an Administrative Request

1. Go to the **Select an Option** screen



2. Click on the [Administrative Request Status Box](#) link. The **Administrative Request Status Box** screen displays (next page).

Annual Financial Statement

## Electronic Submission

U.S. Department of Housing and Urban Development  
 Real Estate Assessment Center (REAC)



### Administrative Request Status Box

Project	Date From	Date To	Date Received	Type	Status
12223309 - UNITED LAGUNA HILLS MUTUAL	01/01/1999	12/31/1999	03/21/2001	EXTEN	APPRVD
00077701 - Bayside Apartments	01/01/1999	12/31/1999	03/21/2001	EXTEN	Pending
00077701 - Bayside Apartments	01/01/1995	12/31/1995	03/21/2001	RESUB	DISAPPD

View Options: All Resubmission Extension Waiver

The **Administrative Request Status Box** displays Individual, Combined and Consolidated submissions. By selecting the drop-down arrows, all properties associated with that submission are displayed.

#### Combined Submission

12223309 - UNITED LAGUNA HILLS MUTUAL

12223309 - UNITED LAGUNA HILLS MUTUAL

12223310 - UNITED LAGUNA HILLS MUTUAL

12223317 - United Laguna Hills Mutual

Combined Statement

#### Consolidated Submission

00077701 - Bayside Apartments

00077701 - Bayside Apartments

00077702 - Oakwood Commons

Consolidated Statement

## Pending Request

1. Select the Pending link from the Status field to view the **First Extension Request** for this Tax ID and year.

Annual Financial Statement  
**Electronic Submission**  
U.S. Department of Housing and Urban Development  
Real Estate Assessment Center (REAC)



First Waiver Request

<b>Organization:</b>	United Laguna Hills Mutual	
<b>Tax ID:</b>	952984903	
<b>AFS FYE:</b>	12/31/1996	
Project Name	Date From	Date To
Combined Statement	01/01/1996	12/31/1996
12223309 - UNITED LAGUNA HILLS MUTUAL	01/01/1996	12/31/1996
12223310 - UNITED LAGUNA HILLS MUTUAL	01/01/1996	12/31/1996
12223317 - United Laguna Hills Mutual	01/01/1996	12/31/1996

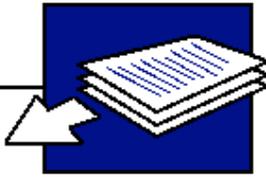
**Request Date:** 03/27/2001  
**Reason for Request:** Enter data into the fields that have a red \* next to them.

2. Click the  button when done viewing the screen.

## Approved Request

Annual Financial Statement <b>Electronic Submission</b> U.S. Department of Housing and Urban Development Real Estate Assessment Center (REAC)			
First Extension Request			
<b>Organization:</b>	Lakeland Properties		
<b>Tax ID:</b>	888888807		
<b>AFS FYE:</b>	12/31/1998		
<b>Project Name</b>		<b>Date From</b>	<b>Date To</b>
00077701 - Bayside Apartments		01/01/1998	12/31/1998
<b>Audit Firm:</b>	gdsag	<b>CPA Engagement date:</b>	12/31/1998
<b>Auditor Phone</b>	123 456-7890	<b>Date Received:</b>	03/23/2001
<b>Auditor E-mail:</b>			
<b>Request Date:</b>	03/23/2001		
<b>Reason for Request:</b>	test		
<b>Disposition</b>			
<b>Decision:</b>	Approved		
<b>Due Date:</b>	05/30/1999		
<b>Reason:</b>	Data only needs to be entered into this field when a request has been disapproved.		
<input type="button" value="Clear Status"/>		<input type="button" value="Back"/>	

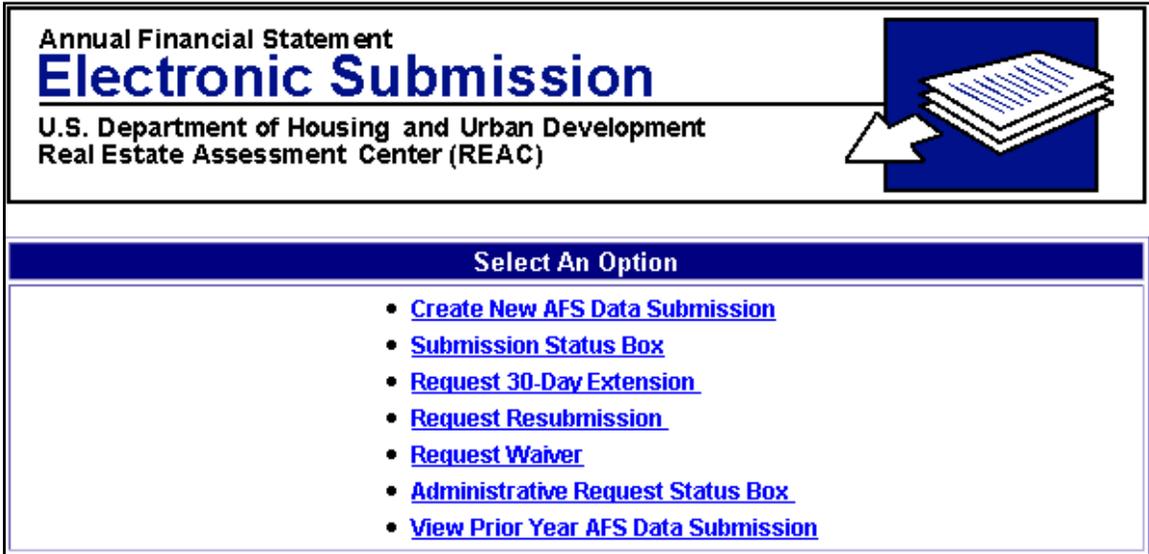
## Disapproved Request

<b>Annual Financial Statement</b> <b>Electronic Submission</b> U.S. Department of Housing and Urban Development Real Estate Assessment Center (REAC)			
<b>First Waiver Request</b>			
<b>Organization:</b>	Lakeland Properties		
<b>Tax ID:</b>	888888807		
<b>AFS FYE:</b>	12/31/1996		
<b>Project Name</b>		<b>Date From</b>	<b>Date To</b>
00077701 - Bayside Apartments		01/01/1996	12/31/1996
<b>Request Date:</b>	03/27/2001		
<b>Reason for Request:</b>	Data must be entered into the fields with a red * next to them.		
<b>Disposition</b>			
<b>Decision:</b>	Disapproved		
<b>Reason:</b>	This request has been disapproved.		
<input type="button" value="Clear Status"/>		<input type="button" value="Back"/>	

## Clearing an Administrative Request

Administrative requests with the status of **APPRVD** or **DISAPPD** can be removed from the **Administrative Request Status Box** by clicking on the  button. Administrative requests remain in the **Administrative Request Status Box**, until the Clear Status button is selected. Click on the  button to return to the **Administrative Status Request Box**.

1. Access the **Select an Option** screen



Annual Financial Statement  
**Electronic Submission**  
U.S. Department of Housing and Urban Development  
Real Estate Assessment Center (REAC)

**Select An Option**

- [Create New AFS Data Submission](#)
- [Submission Status Box](#)
- [Request 30-Day Extension](#)
- [Request Resubmission](#)
- [Request Waiver](#)
- [Administrative Request Status Box](#)
- [View Prior Year AFS Data Submission](#)

2. Click on the [Administrative Request Status Box](#) link. The **Administrative Request Status Box** screen displays (next page).

Annual Financial Statement  
**Electronic Submission**  
 U.S. Department of Housing and Urban Development  
 Real Estate Assessment Center (REAC)



Administrative Request Status Box

Project	Date From	Date To	Date Received	Type	Status
09435016 - HIGH RIDGE NORTH I	01/01/1990	12/31/1990	03/05/2001	EXTEN	DISAPPD
12223309 - UNITED LAGUNA HILLS MUTUAL	01/01/1999	12/31/1999	03/21/2001	EXTEN	APPRVD
00077701 - Bayside Apartments	01/01/1999	12/31/1999	03/21/2001	EXTEN	APPRVD
00077701 - Bayside Apartments	01/01/1998	12/31/1998	03/23/2001	EXTEN	APPRVD
00077702 - Oakwood Commons	01/01/1998	12/31/1998	03/23/2001	EXTEN	APPRVD
00077701 - Bayside Apartments	01/01/1996	12/31/1996	03/27/2001	WAIVR	DISAPPD
12223309 - UNITED LAGUNA HILLS MUTUAL	01/01/1994	12/31/1994	03/30/2001	RESUB	Pending
00077701 - Bayside Apartments	01/01/1996	12/31/1996	03/30/2001	RESUB	Pending
00077701 - Bayside Apartments	01/01/2000	12/31/2000	04/11/2001	EXTEN	Pending
12223309 - UNITED LAGUNA HILLS MUTUAL	01/01/2000	12/31/2000	04/11/2001	EXTEN	Pending
00077701 - Bayside Apartments	01/01/1999	12/31/1999	04/11/2001	EXTEN	Pending

View Options: [All](#) [Resubmission](#) [Extension](#) [Waiver](#)

Projects 1 through 13 of 13

3. Select either an [APPRVD](#) or [DISAPPD](#) link from the Status field. The Approved request displayed on the next page is used as an example.

<b>Annual Financial Statement</b> <h2 style="margin: 0;">Electronic Submission</h2>				
U.S. Department of Housing and Urban Development Real Estate Assessment Center (REAC)				
First Extension Request				
<b>Organization:</b>	Lakeland Properties			
<b>Tax ID:</b>	888888807			
<b>AFS FYE:</b>	12/31/1998			
<b>Project Name</b>	<b>Date From</b>	<b>Date To</b>		
00077702 - Oakwood Commons	01/01/1998	12/31/1998		
<b>Audit Firm:</b>	dgsag	<b>CPA Engagement date:</b> 12/31/1998		
<b>Auditor Phone</b>	123 456-7890	<b>Date Received:</b> 03/23/2001		
<b>Auditor E-mail:</b>				
<b>Request Date:</b>	03/23/2001			
<b>Reason for Request:</b>	gdsg			
<b>Disposition</b>				
<b>Decision:</b>	Approved			
<b>Due Date:</b>	05/30/1999			
<b>Reason:</b>				
<table border="1" style="margin: auto;"> <tr> <td style="padding: 5px;">Clear Status</td> <td style="padding: 5px;">Back</td> </tr> </table>			Clear Status	Back
Clear Status	Back			

- Click on the Clear Status button. The Project is then removed from the **Administrative Request Status Box**.