

CHAPTER 7 – RESUBMISSION

This chapter discusses how to correct and resubmit a submission with a status of rejected or invalidated. First, a review of the most common submission statuses is in order. All submissions must go through these first three statuses as they are processed:

SUBMISSION STATUS

Draft	The PHA is in the process of entering the required data fields of the submission.
Validated Draft	After completing the draft, the PHA has successfully completed an automated data check for invalid data. (For example, the validation process would find instances where the letter “o” was used in a numeric field in place of a zero.)
Review	The PHA’s Executive Director has sent the validated submission to HUD, and HUD is reviewing the data.

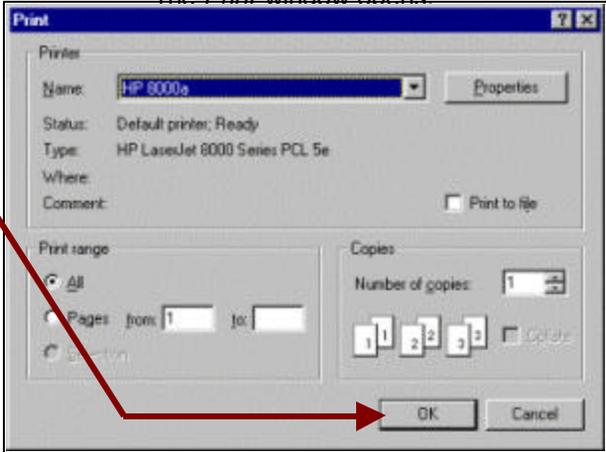
Upon review, HUD assigns submissions with a status of approved or rejected. In some rare cases, a submission with the approved status may be changed to invalidated.

Approved	HUD has completed its review, has accepted the data as entered and has approved the submission.
Rejected	During the review process, HUD identified problems with the submission and could not approve it. Specifics about the problems are noted on the Rev. Recommend tab (which appears as a new tab only on rejected or invalidated submissions).
Invalidated	Occasionally, errors are found in submissions after they have received an approved status. In such cases, the status is then changed from approved to invalidated. Invalidated submissions are similar to rejected submissions in most respects. They contain a Rev. Recommend tab and they must be resubmitted by the PHA.

VIEW REVIEWER RECOMMENDATIONS

Overview: If your submission received a rejected or invalidated status, you need to know what issue(s) caused this so it can be addressed in your resubmission. This process shows how to view and print the REAC reviewer recommendations regarding rejected or invalidated submissions.

Action	Example
<p>VIEW REVIEWER RECOMMENDATIONS:</p> <p><i>If you're not sure how to open the PHA Inbox page, see page 1 of "Chapter 3 – Access MASS."</i></p> <ol style="list-style-type: none"> Click on the link for the rejected or invalidated submission to open the <i>Review Recommendation</i> page of the MASS submission. 	<p>The <i>PHA Inbox</i> page:</p>  <p><i>In the example above, the 1999 submission was approved, however 2000's was rejected.</i></p>
<p><i>Note that rejected and invalidated submissions contain an extra tab called Rev. Recomm. (Review Recommendation).</i></p> <ol style="list-style-type: none"> Read the reviewer's comments about specific problems in the submission. <p><i>In cases where there are multiple comment boxes, the top comment is the newest comment, with older comments listed below. Newer comments often refer back to previous comments.</i></p> <p><i>Remarks usually include the commenter's initials.</i></p>	<p>The <i>Review Recommendation</i> page opens:</p> 

Action	Example
<p>PRINT REVIEWER RECOMMENDATIONS: (Optional)</p> <p>3. Click on the browser's Print button to open the <i>Print</i> window.</p>	<p>The top of the <i>Review Recommendation</i> page (including the browser window):</p> 
<p>4. Confirm that the correct printer name appears in the Name field, then click on OK to print the <i>Review Recommendation</i> page.</p>	<p>The <i>Print</i> window opens:</p> 
<p>5. Click on the Inbox tab to open the <i>PHA Inbox</i> page.</p>	<p>The <i>Review Recommendation</i> page opens:</p> 

Action **Example**

The PHA Inbox opens:

PHA Inbox

[Skip navigation link](#) [Return System](#)

[Create Submission](#) [Resubmission](#)

PHA Code	PHA Name	PHA FID	Status	Submission type	Last Action Date
MD992	Plain Orchard Housing Authority	12/31/2000	rejected	submission	08/1/2001
MD992	Plain Orchard Housing Authority	12/31/1999	approved	submission	04/16/2000

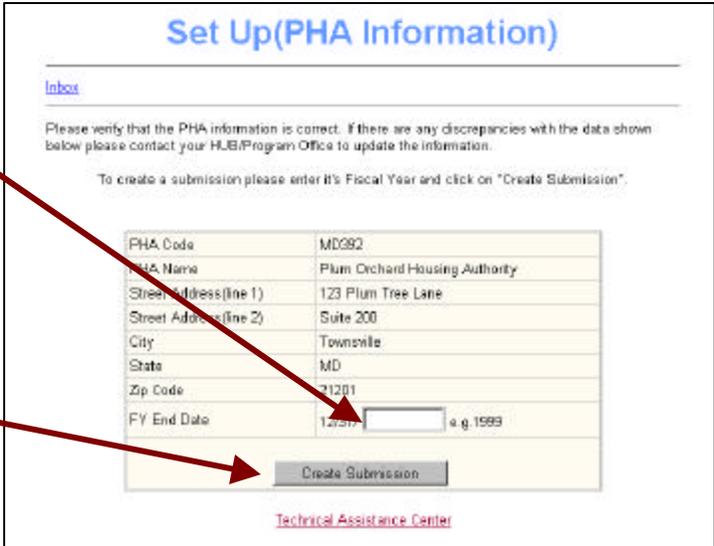
[Technical Assistance Center](#)



Caution: You cannot change data within a rejected or invalidated submission: all data is “view only.” You must create a new submission (called a “resubmission”) where you will make the necessary corrections and changes. This process is covered on the next page.

RESUBMIT

Overview: The system only permits a resubmission if the original submission has a status of rejected or invalidated. Once rejected or invalidated, the original submission contains reviewer recommendations regarding specific problems. The resubmission is automatically pre-populated with data from the original submission, so you only have to change fields as noted in the reviewer recommendations.

Action	Example
<p><i>If you're not sure how to open the PHA Inbox page, see page 1 of "Chapter 3 – Access MASS."</i></p> <ol style="list-style-type: none"> From the PHA Inbox page, click on the Create Submission link to open the <i>Set Up PHA Information</i> page. 	<p>The <i>PHA Inbox</i> page:</p>  <p>The <i>Set Up PHA Information</i> page:</p> 
<ol style="list-style-type: none"> In the FY End Date field, enter the year for the (rejected or invalidated) submission you wish to resubmit. 	
<ol style="list-style-type: none"> Click on the Create Submission button to create and open a new, pre-populated submission. 	



NOTE: Only Submissions with a status of “Rejected” or “Invalidated” can be resubmitted. If you type in a fiscal year for a submission with any other status, an error message displays stating that a submission for that year already exists.

Action **Example**

The resubmission opens with the *Unit Turnaround* tab pre-populated with the original submission's data.

4. Make the necessary changes to the appropriate sub-indicator pages as indicated in original submission's reviewer recommendations.

*Don't forget to click on the **Save** button before you go to each subsequent page.*

5. Click on the **Inbox** tab to open the *PHA Inbox* page.

The Pre-Populated Submission showing the *Unit Turnaround* tab:

INDICATOR	DESCRIPTION	AMOUNT
VI2400	Total number of tenanted days.	108,772
VI2500	Total number of vacancy days exempted for Capital Fund.	72,640
VI2600	Total number of vacancy days exempted for other reasons.	0
VI2700	Total number of vacant units turned around and lease in effect in the PHA's immediate past fiscal year.	201
VI2800	Average number of calendar days units were in down time.	0.00
VI2900	Average number of calendar days units were in make ready time.	26.47
VI3000	Average number of calendar days units were in lease up time.	14.82
VI3100	Average Unit Turnaround Days.	11.63

The *PHA Inbox* page opens:

PHA Code	PHA Name	PHA FYE	Status	Submission Type	Last Act on Date
MD392	Plum Orchard Housing Authority	12/31/2000	draft	resubmission	06/15/2001
MD392	Plum Orchard Housing Authority	12/31/2000	rejected	submission	03/27/2001
MD392	Plum Orchard Housing Authority	12/31/1999	approved	submission	04/18/2000

Note the new line containing the resubmission.

6. Complete the "Validate a Submission" process (on page 6-10).
7. Complete the "Send a Submission to HUD/REAC" process (on page 6-16).