

## 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><i>Project</i></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><i>Period From</i></b>	This column displays the start date of the reporting period for the annual financial statement.
<b><i>Period To</i></b>	This column displays the end date of the reporting period for the annual financial statement.
<b><i>Date Received</i></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).

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](#)).

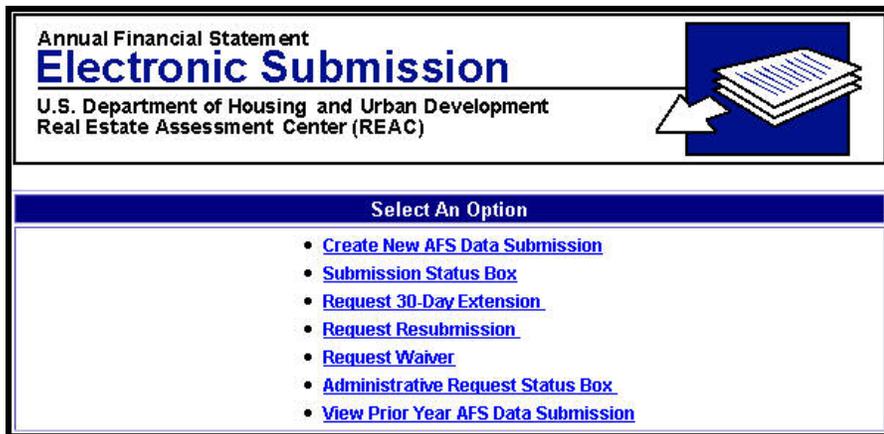
- Provides the decision status of an administrative request, and the reason for that decision, once a decision is made.
- Detail information varies if the administrative request is for an audited or owner certified annual financial statement.
- Each administrative request has a status link of [APPRVD](#), [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.).

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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



Annual Financial Statement  
**Electronic Submission**  
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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](#)

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

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**Administrative Request Status Box**

Project	Date From	Date To	Date Received	Type	Status
010TC111 - HARDEN APARTMENTS (1) ▾	01/01/1995	12/31/1995	08/14/2003	EXTEN	APPRVD
050TC551 - THE VILLAGE (1)	01/01/2003	12/31/2003	09/16/2003	EXTEN	DISAPPD
020TC221 - DAVID BARKER TOWNHOUSES COOPERATIVE (1) ▾	01/01/2003	12/31/2003	09/16/2003	EXTEN	DISAPPD
070TC772 - ACRES HOMES (2) ▾	01/01/2003	12/31/2003	09/16/2003	EXTEN	DISAPPD
050TC551 - THE VILLAGE (1)	01/01/2003	12/31/2003	09/16/2003	WAIVR	Pending
020TC221 - DAVID BARKER TOWNHOUSES COOPERATIVE (1) ▾	01/01/2003	12/31/2003	09/16/2003	WAIVR	Pending
010TC111 - HARDEN APARTMENTS (1) ▾	01/01/1996	12/31/1996	09/17/2003	EXTEN	Pending

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

Projects 1 through 7 of 7

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

020TC221 - DAVID BARKER TOWNHOUSES COOPERATIVE (1) ▾

020TC221 - DAVID BARKER TOWNHOUSES COOPERATIVE (1)  
 020TC222 - DAVID BARKER TOWNHOUSES COOPERATIVE (2)  
 020TC223 - DAVID BARKER TOWNHOUSES COOPERATIVE (3)  
 020TC224 - DAVID BARKER TOWNHOUSES COOPERATIVE (4)  
 020TC225 - DAVID BARKER TOWNHOUSES COOPERATIVE (5)  
 Combined Statement

### Consolidated Submission

010TC111 - HARDEN APARTMENTS (1) ▾

010TC111 - HARDEN APARTMENTS (1)  
 010TC112 - WEAVER APARTMENTS (2)  
 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.

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[First Extension Request](#)

<b>Organization:</b>	HARDEN & WEAVER, A PARTHERSHIP		
<b>Tax ID:</b>	888888881		
<b>AFS FYE:</b>	12/31/1995		
<b>Project Name</b>			
<b>Date From</b>			
<b>Date To</b>			
Consolidated Statement			
01/01/1995			
12/31/1995			
010TC111 - HARDEN APARTMENTS (1)			
01/01/1995			
12/31/1995			
010TC112 - WEAVER APARTMENTS (2)			
01/01/1995			
12/31/1995			

<b>Audit Firm:</b>	First M. Last, CPA	<b>CPA Engagement date:</b>	12/31/1994
<b>Auditor Phone</b>	123-456-7891	<b>Date Received:</b>	09/17/2003
<b>Auditor E-mail:</b>	CPA@email.com		

**Request Date:** 09/17/2003

**Reason for Request:** Enter data into the fields that have a red \* next to them.

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2. Click the  button when done viewing the screen.

**Approved Request**

<p>Annual Financial Statement  <b>Electronic Submission</b>                  U.S. Department of Housing and Urban Development                  Real Estate Assessment Center (REAC)</p>	
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**First Extension Request**

<b>Organization:</b>	HARDEN & WEAVER, A PARTHERSHIP
<b>Tax ID:</b>	888888881
<b>AFS FYE:</b>	12/31/1995

Project Name	Date From	Date To
Consolidated Statement	01/01/1995	12/31/1995
010TC111 - HARDEN APARTMENTS (1)	01/01/1995	12/31/1995
010TC112 - WEAVER APARTMENTS (2)	01/01/1995	12/31/1995

<b>Audit Firm:</b>	First M. Last, CPA	<b>CPA Engagement date:</b>	12/31/1994
<b>Auditor Phone</b>	123-456-7891	<b>Date Received:</b>	08/17/2003
<b>Auditor E-mail:</b>	CPA@email.com		

**Request Date:** 09/14/2003

**Reason for Request:** Enter data into the fields that have a red \* next to them.

**Disposition**

**Decision:** Approved  
**Due Date:** 03/31/1996  
**Reason:** This request was approved. A reason is not required on approvals, only required when a request has been disapproved.

[FASSUB Main Menu](#)

[<REAC Financial Assessment for FHA/MF Housing>](#)

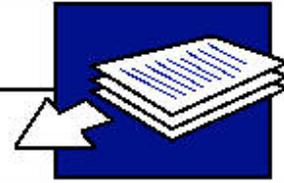
*Comments or Questions* [<REAC Technical Assistance Center>](#)

## Disapproved Request

Annual Financial Statement

# Electronic Submission

U.S. Department of Housing and Urban Development  
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### First Extension Request

<b>Organization:</b>	HARDEN & WEAVER, A PARTHERSHIP	
<b>Tax ID:</b>	888888881	
<b>AFS FYE:</b>	12/31/1995	
<b>Project Name</b>		
Consolidated Statement		
010TC111 - HARDEN APARTMENTS (1)		
010TC112 - WEAVER APARTMENTS (2)		
<b>Date From</b>	<b>Date To</b>	
01/01/1995	12/31/1995	
01/01/1995	12/31/1995	
01/01/1995	12/31/1995	

**Audit Firm:** First M. Last, CPA      **CPA Engagement date:** 12/31/1994  
**Auditor Phone:** 123-456-7891      **Date Received:** 09/17/2003  
**Auditor E-mail:** CPA@email.com

**Request Date:** 09/17/2003  
**Reason for Request:** Enter data into the fields that have a red \* next to them.

### Disposition

**Decision:** Disapproved  
**Due Date:** 03/31/1996  
**Reason:** The reason for disapproval is found here.

Clear Status

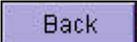
Back

[FASSUB Main Menu](#)

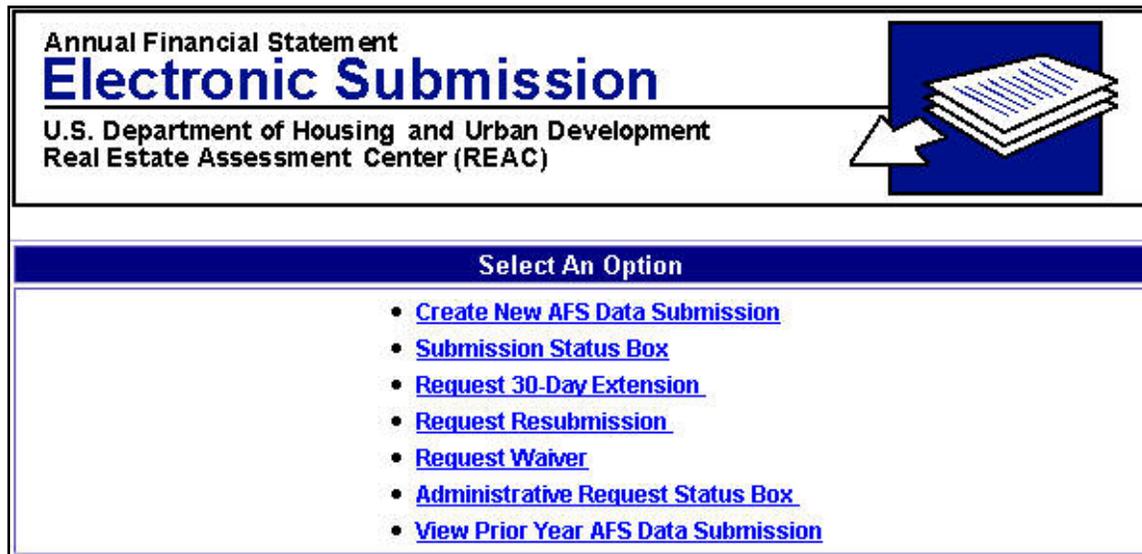
[<REAC Financial Assessment for FHA/MF Housing>](#)

Comments or Questions [<REAC Technical Assistance Center>](#)

## *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



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**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](#)

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

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**Electronic Submission**  
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**Administrative Request Status Box**

<a href="#">Project</a>	Date From	<a href="#">Date To</a>	<a href="#">Date Received</a>	Type	Status
010TC111 - HARDEN APARTMENTS (1) ▾	01/01/1995	12/31/1995	08/14/2003	EXTEN	APPRVD
050TC551 - THE VILLAGE (1)	01/01/2003	12/31/2003	09/16/2003	EXTEN	DISAPPD
020TC221 - DAVID BARKER TOWNHOUSES COOPERATIVE (1) ▾	01/01/2003	12/31/2003	09/16/2003	EXTEN	DISAPPD
070TC772 - ACRES HOMES (2) ▾	01/01/2003	12/31/2003	09/16/2003	EXTEN	DISAPPD
050TC551 - THE VILLAGE (1)	01/01/2003	12/31/2003	09/16/2003	WAIVR	Pending
020TC221 - DAVID BARKER TOWNHOUSES COOPERATIVE (1) ▾	01/01/2003	12/31/2003	09/16/2003	WAIVR	Pending
010TC111 - HARDEN APARTMENTS (1) ▾	01/01/1996	12/31/1996	09/17/2003	EXTEN	Pending

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

Projects 1 through 7 of 7

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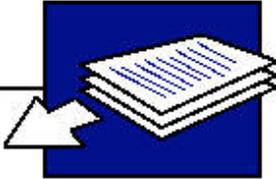
[<REAC Financial Assessment for FHA/MF Housing>](#)

*Comments or Questions <[REAC Technical Assistance Center](#)>*

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

**Annual Financial Statement**  
**Electronic Submission**

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



First Extension Request

<b>Organization:</b>	HARDEN & WEAVER, A PARTHERSHIP		
<b>Tax ID:</b>	888888881		
<b>AFS FYE:</b>	12/31/1995		
	<b>Project Name</b>	<b>Date From</b>	<b>Date To</b>
	Consolidated Statement	01/01/1995	12/31/1995
	010TC111 - HARDEN APARTMENTS (1)	01/01/1995	12/31/1995
	010TC112 - WEAVER APARTMENTS (2)	01/01/1995	12/31/1995

<b>Audit Firm:</b>	First M. Last, CPA	<b>CPA Engagement date:</b>	12/31/1994
<b>Auditor Phone</b>	123-456-7891	<b>Date Received:</b>	08/17/2003
<b>Auditor E-mail:</b>	CPA@email.com		

**Request Date:** 09/14/2003

**Reason for Request:** Enter data into the fields that have a red \* next to them.

**Disposition**

**Decision:** Approved

**Due Date:** 03/31/1996

**Reason:** This request was approved. A reason is not required on approvals, only required when a request has been disapproved.

Clear Status
Back

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