



External User Manual

Real Estate Assessment Center – Public Housing

**U.S. Department of Housing and Urban
Development**

December 2013

Revision Sheet

Release No.	Date	Revision Description
1.0	08/01/2008	Initial Draft document for contractual delivery
1.1	09/01/2009	Revisions for Release 9.1.0.0
1.2	09/09/2009	Revisions per user inputs for Release 9.1.0.0
1.3	09/27/2012	Revisions per user inputs for Release 9.2.5.0
1.4	07/26/2013	Revisions per user inputs for Release 9.2.8.0
1.5	12/06/2013	Revisions per user inputs for Release 9.2.9.0



External User Manual Authorization Memorandum

I have carefully assessed the External User Manual for the (FASS-PH Release 9.2.9.0 External User's Manual). This document has been completed in conjunction with the requirements of the HUD System Development Methodology.

MANAGEMENT CERTIFICATION - Please check the appropriate statement.

_____ The document is accepted.

_____ The document is accepted pending the changes noted.

_____ The document is not accepted.

We fully accept the changes as needed improvements and authorize initiation of work to proceed. Based on our authority and judgment, the continued operation of this system is authorized.

Palenta Best
FASS-PH IT Project Manager

DATE

Nicholas Miele
Business Program Manager

DATE

EXTERNAL USER'S MANUAL
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1.0 INTRODUCTION

1 INTRODUCTION

1.1 External User Guide

This user guide supports the FASS-PH Release 9.2.9.0 Asset Management implementation at HUD. It provides information to facilitate the required electronic submission of Financial Data Schedules (FDS) and supplemental Data Collection Forms (DCF) under the Financial Assessment Subsystem for Public Housing Agencies. It contains the following sections to guide the user in setting up for electronic submission, accessing the system, and electronically submitting financial data to HUD.

- **Introduction** provides the purpose, benefits, and overview of the system.
- **Getting Started** includes software and hardware requirements for using the system.
- **Accessing FASS-PH** shows how to log into and exit from the system.
- **Common System Features** discusses basic system features including page layout and links, and instructions for contacting the REAC Technical Assistance Center.
- **Creating Financial Submissions** provides step-by-step instructions and guidelines for data entry.
- **Submitting Financial Data** discusses the final steps in validating and electronically submitting financial data to HUD.
- **Deleting Financial Submissions** shows how to delete unwanted draft and IPA review status submissions.
- **IPA Review Process** provides Independent Public Accountants (IPA) and auditors with step-by step instructions for reviewing and verifying Public Housing Agency (PHA) data submissions.
- **Generating Reports** includes instructions for generating and printing various types of reports.
- **Resubmitting Rejected / Invalidated Submissions** explains how to create and submit a revised set of documents in case a submission was rejected.
- **Appendix A: Business Rules** provides the financial data schedule and data collection form data item definitions and business rules.

1.2 System Purpose

The U.S. Department of Housing and Urban Development (HUD) created the Real Estate Assessment Center (PIH-REAC) to centralize and standardize the way HUD monitors and evaluates HUD developments and programs.

PIH-REAC designed the Financial Assessment Subsystem for Public Housing (FASS-PH) to financially assess Public Housing Agencies (PHAs). FASS-PH helps measure the financial condition of PHAs and assesses their ability to provide safe and decent housing. FASS-PH also provides PIH-REAC with a complete database of the financial data of PHAs. The system provides PHAs with the ability to submit financial information to PIH-REAC via a secure Internet connection.

1.3 System Environment

FASS-PH is a secure web-based system accessible on the Internet for external users (such as PHAs and their agents) and on the HUD Web, HUD's intranet, for internal users (HUD/PIH-REAC users). FASS-PH users include the following groups:

- PHAs and their agents – Public Housing Agencies responsible for submitting financial information to PIH-REAC/HUD for analysis. This includes any employee or agent of the PHA delegated to submit financial data on behalf of the PHA, including independent public accountants (IPA), and fee accountants.
- PIH-REAC and other HUD offices – PIH-REAC users responsible for assessing PHAs and any other HUD users

1.4 System Benefits

FASS-PH is an easily accessible and efficient system for PHAs to submit financial information to HUD electronically, reducing administrative burdens for both PHAs and HUD. This system:

- Allows easy access for PHA users and their agents, and HUD users
- Protects financial data in a secure system
- Provides automated data entry formats
- Provides immediate feedback on submission acceptability
- Provides capability to print and save submitted data
- Maintains electronic records
- Allows electronic review of financial data
- Ensures software version control

2.0 GETTING STARTED

2 GETTING STARTED

2.1 Software and Hardware Requirements

The electronic submission of Financial Data Schedules and Data Collection Forms using the Financial Assessment Subsystem for PHAs (FASS-PH) requires computer resources and an Internet browser. The optimum software and hardware resources are recommended for efficiency, although users can operate with the minimum required resources.

2.1.1 Optimum Hardware Resources

Processor: Pentium 4 or higher

RAM: 2 GB or higher

Modem: DSL or Cable

Video card: 256kb or higher

Free hard drive space: 75MB

2.1.2 Optimum Software Resources

Operating System: Windows XP SP2 or higher

Standard Browser: Microsoft Internet Explorer¹ 7.0 with 128-bit encryption or higher

PDF Reader: Adobe² Acrobat Reader 10 or higher

2.1.3 Minimum Hardware Resources

Processor: Pentium II

RAM: 512 MB

Modem: 128kb

Video card: 256kb

Free hard drive space: 50MB

2.1.4 Minimum Software Resources

Operating System: Windows XP or higher

Browser: Microsoft Internet Explorer 7.0 with 128-bit encryption or higher

PDF Reader: Adobe³ Acrobat Reader 10 or higher

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4.0 Common System Features

3.0 ACCESSING FASS-PH

3 ACCESSING FASS-PH

3.1 Authorized Users

The Financial Assessment Subsystem (FASS-PH) is a secure, web-based system that contains sensitive financial and housing information. Users must register for a secure HUD user ID.

An Internet user can access FASS-PH only after registering for a user ID, receiving that user ID, and having the appropriate system rights assigned. Further restrictions apply regarding system access for PHAs. A user **must** be assigned to a PHA by the PHA's system coordinator before the system will allow data entry and submission.

There are two types of system users: Coordinators and Users. The Coordinator serves as the PHA's representative to perform system administration functions, such as controlling system access and assigning roles. The User reviews and submits data to HUD.

The Coordinator controls which Users have access to prepare, review, or submit data on behalf of the PHA. A Coordinator is also responsible for forwarding all information that is received electronically from HUD to the PHA's Executive Director.

A User also registers to do business on behalf of the PHA. The User, however, has no system access control. A User depends on the Coordinator for the necessary access to prepare, review, or submit data.

For details regarding obtaining and maintaining user IDs, please reference the WASS Secure Connection and Secure Systems User's Manual. The document is posted to the PIH-REAC website at http://www.hud.gov/offices/react/ind_usrgds.cfm

3.2 Logging On to the System

Accessing the Financial Assessment Subsystem (External PHA/IPA Reviewer)

The following steps demonstrate how to access the **Financial Assessment Subsystem**:

Step 1: Launch the Internet Explorer browser on your computer.

Step 2: Enter the following address in the **Location/Go To** field of the browser:

<http://www.hud.gov/offices/react/>



Step 3: Press the **Enter** key on your keyboard.

The following page “**Real Estate Assessment Center(REAC)**” appears:

A screenshot of the Real Estate Assessment Center (REAC) website. The page has a blue header with navigation links: HOME, PRESS ROOM, HOMEOWNER HELP, STATE INFO, PROGRAM OFFICES, TOPIC AREAS, ABOUT HUD, RESOURCES, CONTACT US. Below the header is a secondary navigation bar with links like PIH Home, About PIH, PIH One-Stop Tool, Public Housing, Operating Fund, CapFund, Choice Neighborhoods, HOPE VI, and Online Systems (circled in red). The main content area includes a breadcrumb trail: HUD > Program Offices > Public and Indian Housing > Real Estate Assessment Center (REAC). The title is "Real Estate Assessment Center (REAC)". The mission statement is: "The Real Estate Assessment Center's (REAC) mission is to provide and promote the effective use of accurate, timely and reliable information assessing the condition of HUD's portfolio; to provide information to help ensure safe, decent and affordable housing; and to restore the public trust by identifying fraud, abuse and waste of HUD resources. More...". There is an "Important Notification!" section stating that HUD recently performed a conversion of its websites to a new look from red/white to blue/white. Below that is a "System Upgrade Release Schedule" section with a list of dates: Friday, July 26, 2013 - 8pm EDT; Friday, October 25, 2013 - 8pm EST; Friday, December 20, 2013 - 8pm EST. On the right side, there are sections for "Helpful Tools" (Password Reset, Password Reset info) and "Hot Links" (REAC Strategic Plan, REAC Learning Tools, Technical Assistance Center, Unique IPA Identifier registration (UII), PIH-REAC location map, Public and Indian Housing (PIH), IMS/PIIC, Office of Housing, PHAS training, HUD's hurricane recovery resources).

Step 4: Single click on the [Online Systems](#) link located on the top right corner of the page.

The “**Online Systems**” page appears.

This page displays information on HUD REAC Systems and is the Portal to HUD REAC Systems.

PIH-REAC Online Systems

Print Friendly Version SHARE

System Upgrade Release Schedule

PIH-REAC System Upgrade Release Schedule:

- Friday, November 2, 2012 - 8pm EDT
- Friday, November 30, 2012 - 8pm EST
- Friday, January 4, 2013 - 8pm EST
- Friday, April 26, 2013 - 8pm EDT

Rules of behavior for HUD systems

PIH-REAC Online Systems

- Enterprise Income Verification System (EIV)
- Financial Management Assessment System - Federal Housing Agency (FASS-MF)
- Financial Management Assessment System - Public Housing Agency (FASS-PHA)
- Integrated Assessment Subsystem (NAAS)
- Inventory Management System (IMS)/PIH Information Center (IMS/PIC)
- Management Operations Certification (MASS)
- Physical Assessment Subsystem (PASS)
- Quality Assurance Operations (QAAS)
- Voucher Management System (VMS)

System Login

Existing users

[Login here](#) ←

Need to access HUD systems?

[Register online](#) ←

Forgot Password?

[Password Reset](#) ←

Note: Password reset will require you to provide exact information from your original registration

Helpful Tools

Step 5: To enter the FASS-PH system, if you have a user ID and password, click on the [Login here](#) link, and continue to step 7.

Otherwise, click on the [Register online](#) link and refer to the WASS User’s Manual for instructions on registering.

To reset your password, click the [Password Reset](#) link.

Step 6: After clicking the [Login here](#) link, the following **Secure Systems Single Sign On – User Login** page appears:

Step 7: Enter your user ID and password and single click .

 <p>Note</p>	<p>The user ID is six characters. The first character must be either an (upper case) “M” or an “I.” An example of a user ID is: M12345.</p>
--	--

The Financial Assessment – Secure Systems Legal Warning page is displayed.

The link selections under the *Systems* Section will vary depending on the user ID.

There will always be a [FASPHA](#) link if your User ID has FASS-PH access rights.

Step 8: Single click . The Secure Systems Main Menu page displays.

Step 9: Single click on the [Financial Assessment Subsystem – PHA \(FASPHA\)](#) Link. This will take you to the following page.

Step 10: Single click on the [CONTINUE](#) link.

This will take you to the Financial Assessment Subsystem (FASS-PH) MENU page:



Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

Public Reporting Burden for this collection of information is estimated to average 11 hours per respondent, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Public housing agencies are not required to respond to this collection of information unless a current, valid approved OMB control number is displayed on the form. Public Housing Financial Management Template, OMB No. 2535-0107, expires 11/30/2014.

You are about to enter the Financial Assessment Subsystem. Please click the link below to continue.
[CONTINUE](#)



Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

FASS-PH Main Menu

Please click on one of the two buttons below to take you to the appropriate system.

Fiscal year end on or after 06/30/2008

“Fiscal year end on or after 06/30/2008”.

Fiscal year end on or before 03/31/2008

(Click left button to access scores and status of each PHA with a fiscal year end of 03/31/2008 or before.)

Fiscal year end on or after 06/30/2008

(Click right button to access scores and status of each PHA with a fiscal year end of 06/30/2008 or after.)

This will take you to the first page of the FASS-PH system, called the **External Inbox**.



Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

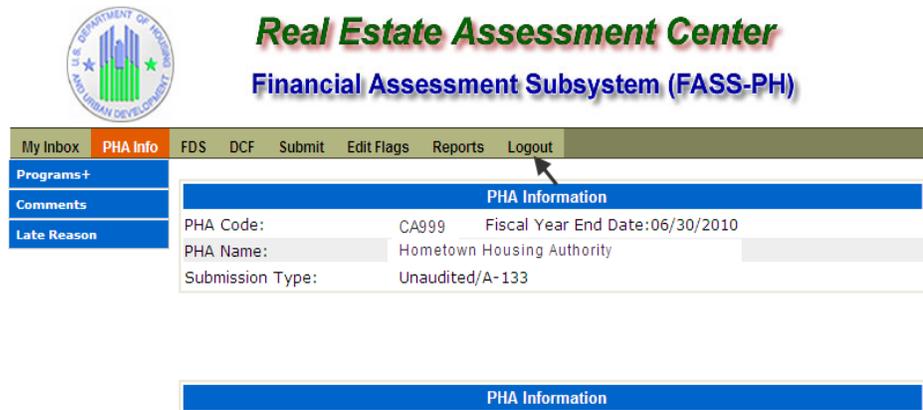
Work Items	Search
Create Submission	Submission Type: <input type="text" value="All"/> PHA Code: <input type="text" value="CA999"/>
Delete Draft Submission	Status: <input type="text" value="All"/>
Link to 3/31/2008 and prior Submissions Inbox	Fiscal End Year: <input type="text" value="09/30"/> <input type="text" value="2012"/> <input type="button" value="Search"/>
Nothing found to display.	
Resources	
User Guide and System Documentation	Technical Assistance Center
	FASS-PH website

3.3 Exiting the System

You can exit and return to FASS-PH at any time. Because FASS-PH is a secure system containing sensitive public housing information, you should exit FASS-PH when leaving the computer.

Step 1: Save any changes on the current page using . If error messages are displayed, you **must correct the data** and save the page again. The page is successfully saved when no error messages display. Do not re-click  while the system is processing.

Step 2: Most pages in the system have a top navigation bar. If this is available, the preferred method of exiting the system is to click on the [Logout](#) link on the top navigation bar of the page:



The following page will appear, confirming that you have successfully logged out of the system:



If the top navigation bar is not available, click on the browser's **CLOSE**  button in the top right corner of the page. The FASS-PH application will close and the desktop will display.

3.4 Hints For Using The FASS-PH System

- ▲ Only open one session at a time. Multiple browser sessions may cause data corruption with FASS-PH submissions.
- ▲ Do not mark any FASS-PH web pages as favorite. Access the application via the PIH-REAC Online Systems page.
- ▲ Use only recommended browsers.
- ▲ Do not use the browser Back or Forward buttons unless instructed.
- ▲ Do not re-click while the system is processing

4.0 COMMON SYSTEM FEATURES

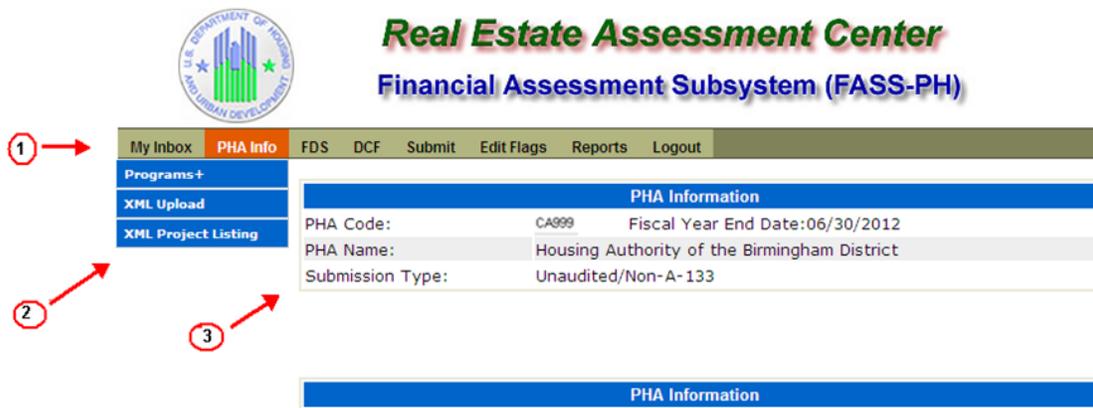
4 COMMON SYSTEM FEATURES

4.1 Standard Page Layout

The system consists of data entry pages that allow authorized PHA users to enter financial information for submission to HUD. Most of these pages follow a standard layout which contains navigation menus and information sections in the same location on each page, as shown in the example below:

On most pages you will see:

1. A gold navigation bar at the top of the page with standard links
2. A blue navigation menu at the top left of the page
3. PHA and Submission Information at the top center of the page

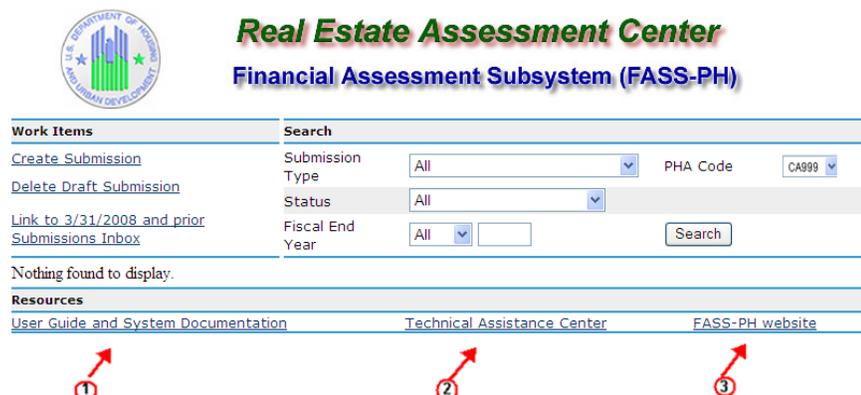


4.2 Inbox Page Layout

The **Inbox** is the Primary FASS-PH page. Its layout is slightly different from the standard layout, as shown in the example below:

This page has a navigation menu on the top left, under the title “**Work Items**”. Help and assistance links are at the bottom of the page, under the title “**Resources**”

1. [User Guide and System Documentation](#) can be accessed with a single click
2. [Technical Assistance Center](#) link
3. [FASS-PH website](#) link



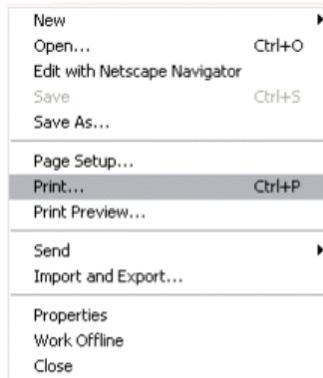
 Note	<p>Remember to save your work before leaving a page. To avoid losing work, <u>use the underlined system links to move from page to page</u> NOT the browser Back and Forward buttons (unless instructed otherwise).</p>
--	---

4.3 Printing Pages

To print pages, use the browser Print  icon at the top of the page

or

select the **File** menu and select **Print**.



4.4 Contacting the Technical Assistance Center

If you have questions about using the FASS-PH system, you can contact the PIH-REAC Technical Assistance Center by phone or by email.

4.4.1 By Phone

You can call the REAC Technical Assistance Center with system questions toll-free Monday through Friday, 7:00 a.m. to 8:30 p.m., Eastern Time at **1-888-245-4860**.

4.4.2 By Email

At the bottom of the FASS-PH page, click on the [Technical Assistance Center](#).



Real Estate Assessment Center Financial Assessment Subsystem (FASS-PH)

Work Items	Search
Create Submission	Submission Type: <input type="text" value="All"/> PHA Code: <input type="text" value="CA999"/>
Delete Draft Submission	Status: <input type="text" value="All"/>
Link to 3/31/2008 and prior Submissions Inbox	Fiscal End Year: <input type="text" value="09/30"/> <input type="text" value="2012"/> <input type="button" value="Search"/>
Nothing found to display.	
Resources	
User Guide and System Documentation	Technical Assistance Center
	FASS-PH website



4.0 Common System Features

The **PIH-REAC Technical Assistance Center (TAC)** page displays. Follow the instructions on the page.

The **Real Estate Assessment Center (REAC) Technical Assistance Center Submission** page will display.

Click in the blank fields to enter the information requested.

Click on **Submit** near the bottom of the page to send the question or comments to the REAC Technical Assistance Center.

4.0 Common System Features

5.0 CREATING FINANCIAL SUBMISSIONS

5 CREATING FINANCIAL SUBMISSIONS

The main purpose of the system is to create financial submissions in a secure and controlled manner. The information below describes how to use the system to prepare Balance Sheets, Income Statements, Data Collection forms, etc. for each program and asset management project managed by your PHA. One “submission” equals all of the required documents, Balance Sheets, Income Statements, Notes, DCF data etc. for your PHA in one fiscal reporting period.

5.1 Inbox

The log on procedures described in section 3 brought you to the **Inbox**, the first page of the FASS-PH system. From this page, the major activities of the system are launched.

The main activities initiated from this page are:

Create Submission

Delete Submission.

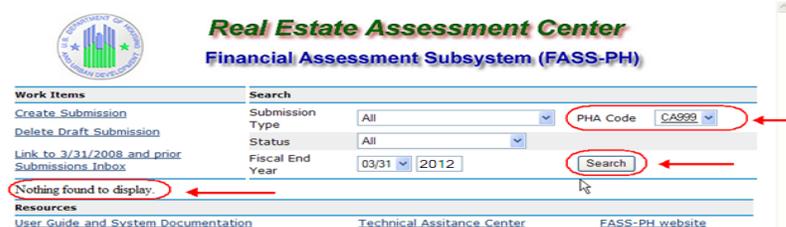
You can also **Link to the 3/31/2008 and prior Submissions Inbox**, which is an entirely separate program not covered in this manual.



Whether you **Create** a new financial submission or modify an existing one depends on whether or not there is one already created that matches your criteria.

To determine this:

- Choose your **PHA code** from the drop-down menu on the right of the page
- Enter the **Fiscal Year End** data you want (or specify “All” and leave the year blank),
- Set the **Submission Type** and **Status** to “All”
- Press .



You may see a search result of “Nothing found to display” as above . . .

. . . or you may see a list of existing submissions as shown below:



Real Estate Assessment Center

Financial Assessment Subsystem (FASS-PH)

Work Items	Search	
Create Submission	Submission Type: <input type="text" value="All"/>	PHA Code: <input type="text" value="CA999"/>
Delete Draft Submission	Status: <input type="text" value="All"/>	
Link to 3/31/2008 and prior Submissions Inbox	Fiscal End Year: <input type="text" value="03/31"/> <input type="text"/>	<input type="button" value="Search"/>

2 Submission(s) found, displaying all Submission(s).1

Status	PHA Code	PHA name	Type	Fiscal Year End	Date Received	Submitter/Reviewer
Draft	CA999	Hometown Housing Authority	Unaudited/Non-A-133	06/30/2012		M00202 ←
Draft	CA999	Hometown Housing Authority	Audited/Non-A-133	06/30/2012		M00202 ←

Resources		
User Guide and System Documentation	Technical Assistance Center	FASS-PH website

5.1.1 Creating a new Submission

If the listed submissions do not show the fiscal year end you plan to use, you know that no drafts have yet been started for your PHA for this fiscal reporting period. Make sure the **PHA Code** is correct, and then select "[Create Submission](#)" to create a new submission for this PHA.



Real Estate Assessment Center

Financial Assessment Subsystem (FASS-PH)

Work Items	Search	
Create Submission	Submission Type: <input type="text" value="All"/>	PHA Code: <input type="text" value="CA999"/>
Delete Draft Submission	Status: <input type="text" value="All"/>	
Link to 3/31/2008 and prior Submissions Inbox	Fiscal End Year: <input type="text" value="09/30"/> <input type="text" value="2012"/>	<input type="button" value="Search"/>

[Nothing found to display.](#)

Resources		
User Guide and System Documentation	Technical Assistance Center	FASS-PH website

A PHA Information data entry page will display:

5.0 Creating Financial Submissions



Real Estate Assessment Center Financial Assessment Subsystem (FASS-PH)

Complete this page, insuring that each of the fields is correct for your submission and that the **Reporting Ending Date** year is filled in (See section 5.2, below).

Once you have saved the PHA Information page successfully, you have created, at least, a skeleton version of your draft submission.

Any further visits to the system to create or add data for your submission will be done using the **Modify Submission** procedure.

PHA Information	
PHA Code	CA999
PHA Name	Hometown Housing Authority
EIN Number	N/A
Address(line1)	123 Fifth Street
Address(line2)	
City	Hometown
State	CA
Zip Code	99999
Reporting Ending Date	06/30 (Four Digit Year)
Submission Type	<input checked="" type="radio"/> Unaudited/Non-A-133 <input type="radio"/> Unaudited/No Audit <input type="radio"/> Unaudited/A-133 <input type="radio"/> Audited/Non-A-133 <input type="radio"/> Audited/A-133
Asset Management	<input checked="" type="radio"/> Asset Management without COCC/Elimination <input type="radio"/> Asset Management with Elimination Only <input type="radio"/> Asset Management with COCC/Elimination
Component Unit	<input type="checkbox"/> Component Unit (Check this box if the PHA is a component unit of the local government or local jurisdiction and will not be receiving its own separate A-133 or non A-133 audit.)
Submission Option	<input checked="" type="radio"/> Blank Submission <input type="radio"/> Download Submission
<input type="button" value="Save"/>	
<input type="button" value="Back to My Inbox"/>	

5.1.2 Modifying an existing Draft Submission

One submission includes Balance Sheets and Income Statements for all Programs and all Projects for your PHA for a given fiscal reporting period. Therefore, you will, no doubt, require a number of sessions to enter all the required data. Once the skeleton draft submission is established, you will use the **Modify Draft Submission** procedure for each subsequent session to add further information.

Before creating a new submission, you should have searched to see if any draft submissions already existed for your PHA. If your PHA already had financial data submissions associated with it, then instead of the “Nothing found to display” message, a list displaying each submission would display on the page, as in the next example.

5.0 Creating Financial Submissions

In this example, you would select one of the Draft submissions listed by clicking in the **Status** column to arrive at the **PHA Information Page** shown below.



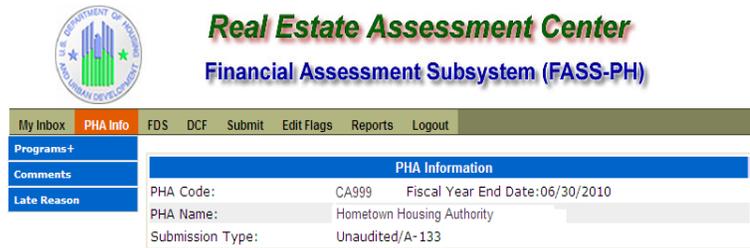
Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

Work Items | **Search**

Create Submission | Delete Draft Submission | Link to 3/31/2008 and prior Submissions Inbox

Submission: All | PHA Code: CA999 | Type: All | Status: All | Fiscal End Year: 09/30 | Search

Status	PHA Code	PHA name	Type	Fiscal Year End	Date Received	Submitter/Reviewer
Draft	CA999	Hometown Housing Authority	Unaudited/Non-A-133	09/30/2012		M00202
Draft	CA999	Hometown Housing Authority	Unaudited/A-133	09/30/2010		M00202
Draft	CA999	Hometown Housing Authority	Unaudited/A-133	09/30/2011		M00202
Draft	CA999	Hometown Housing Authority	Unaudited/A-133	09/30/2008		M00202



Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

My Inbox | **PHA Info** | FDS | DCF | Submit | Edit Flags | Reports | Logout

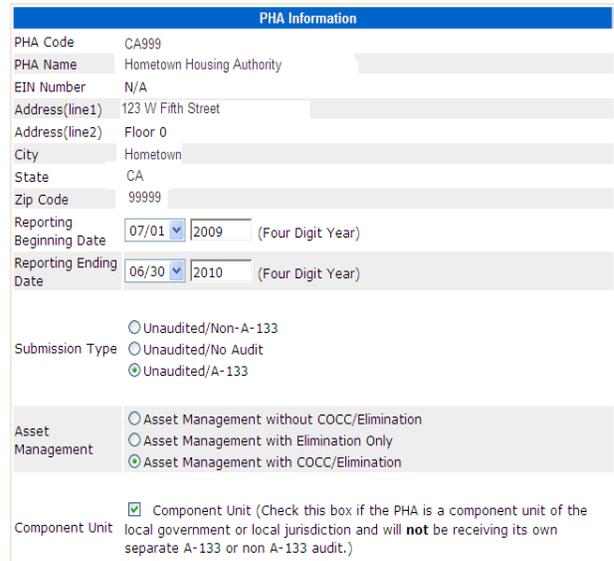
Programs+ | Comments | Late Reason

PHA Information

PHA Code: CA999 | Fiscal Year End Date: 06/30/2010
 PHA Name: Hometown Housing Authority
 Submission Type: Unaudited/A-133

Notice that the **PHA Information Page** is different from the page that displayed for the initial creation of the submission.

Because the PHA Information has been established, the **gold navigation bar** on top and the **blue navigation menu** on the left side are now present, giving you the tools to proceed with the building of your draft submission.



PHA Information

PHA Code: CA999
 PHA Name: Hometown Housing Authority
 EIN Number: N/A
 Address(line1): 123 W Fifth Street
 Address(line2): Floor 0
 City: Hometown
 State: CA
 Zip Code: 99999

Reporting Beginning Date: 07/01 | 2009 (Four Digit Year)
 Reporting Ending Date: 06/30 | 2010 (Four Digit Year)

Submission Type:
 Unaudited/Non-A-133
 Unaudited/No Audit
 Unaudited/A-133

Asset Management:
 Asset Management without COCC/Elimination
 Asset Management with Elimination Only
 Asset Management with COCC/Elimination

Component Unit: Component Unit (Check this box if the PHA is a component unit of the local government or local jurisdiction and will **not** be receiving its own separate A-133 or non A-133 audit.)

5.2 PHA Information Page

The PHA Information page allows users to verify and enter basic information about a PHA and the type of programs under which they are funded. Based on this information, the system generates the appropriate data entry pages for the user to complete and submit financial data to HUD.

The page contains basic information about the PHA, including name, PHA code, address, and fiscal year end date. To create a new submission in the system, you must insure that all the fields on the page are correct for the submission you are creating:

5.2.1 Reporting Beginning Date (month/day)

Select one of the 4 month/day options from the dropdown (01/01, 04/01, 07/01, 10/01). This dropdown is defaulted to the current fiscal year beginning quarter for the selected PHA Code.

5.2.2 Reporting Beginning Date (year)

Enter a four-digit fiscal year beginning date.
Example: Enter 2007 in the text box.

5.2.3 Reporting End Date (month/day)

Select one of the 4 month/day options from the dropdown (03/31, 06/30, 09/30, 12/31). This dropdown is defaulted to the current fiscal year end quarter for the selected PHA Code.

5.2.4 Reporting End Date (year)

Enter a four-digit fiscal year end date.
Example: Enter 2008 in the text box.

5.2.5 Submission Type

Select a radio button from one of the five submission types

- Un-audited/A-133
- Un-audited/Non A-133
- Un-audited/No Audit
- Audited/A-133
- Audited/Non A-133).

The screenshot shows the 'PHA Information' form with the following fields and values:

- PHA Code: CA999
- PHA Name: Hometown Housing Authority
- EIN Number: N/A
- Address(line1): 123 Fifth Street
- Address(line2):
- City: Hometown
- State: CA
- Zip Code: 99999
- Reporting Beginning Date: 04/01 (dropdown), 2011 (text box) (Four Digit Year)
- Reporting Ending Date: 03/31 (dropdown), 2012 (text box) (Four Digit Year)
- Submission Type: Audited/A-133
- Asset Management: Asset Management with COCC/Elimination
- Component Unit: Component Unit (Check this box if the PHA is a component unit of the local government or local jurisdiction and will **not** be receiving its own separate A-133 or non A-133 audit.)

A 'Save' button is located at the bottom right of the form.

Please remember that an Un-audited Submission must be created in the system before an Audited Submission can be created.

5.2.6 Asset Management type

Choose the appropriate Asset Management Type from the radio buttons on the page. Three or 6 choices will appear, depending on the type of PHA you represent.

For a PHA with Section 8 housing only, the following choices will be present.

- Non Asset Management with Elimination Only
- Non Asset Management with COCC/ Elimination
- Non Asset Management

For a PHA with Low Rent or Low Rent combined, with more than 400 units, the following three choices will be present.

- Asset Management with Elimination Only
- Asset management with COCC/ Elimination
- Asset Management without COCC / Elimination

For a PHA with Low Rent or Low Rent combined, with less than 400 units, all 6 choices will be present

- Non Asset Management with Elimination Only
- Non Asset Management with COCC/ Elimination
- Non Asset Management
- Asset Management with Elimination Only
- Asset management with COCC/ Elimination
- Asset Management without COCC / Elimination

PHA Information	
PHA Code	CA999
PHA Name	Housing Authority of the City of Fayette
EIN Number	N/A
Address(line1)	123 Fourth Street
Address(line2)	
City	Hometown
State	CA
Zip Code	99998
Reporting Beginning Date	10/01 2009 (Four Digit Year)
Reporting Ending Date	09/30 2010 (Four Digit Year)
Submission Type	<input type="radio"/> Unaudited/Non-A-133 <input checked="" type="radio"/> Unaudited/No Audit <input type="radio"/> Unaudited/A-133
Asset Management	<input type="radio"/> Non-Asset Management with Elimination Only <input checked="" type="radio"/> Non-Asset Management with COCC/Elimination <input type="radio"/> Non Asset Management <input type="radio"/> Asset Management without COCC/Elimination <input type="radio"/> Asset Management with Elimination Only <input type="radio"/> Asset Management with COCC/Elimination
Component Unit	<input type="checkbox"/> Component Unit (Check this box if the PHA is a component unit of the local government or local jurisdiction and will not be receiving its own separate A-133 or non A-133 audit.)
<input type="button" value="Save"/>	

 Note	<p>Be very careful to select the correct Asset Management type. This field cannot be changed later, since it determines what types of forms the program knows to expect. To change this field once you have started building the submission, you would have to delete the submission and start a new one.</p>
--	--

5.2.7 Accounting Method

If this category is present, select one of the two options.

- Full Accrual
- Modified Accrual

Accounting Method	<input checked="" type="radio"/> Full Accrual <input type="radio"/> Modified Accrual
-------------------	---

Modified Accrual will be present on the page **only for Section 8 Only PHAs.**

5.2.8 Component Unit designation

Check this box if the PHA is a component unit of the local government or local jurisdiction and will not be receiving its own separate A-133 or non A-133 audit.

PHA Information	
PHA Code	CA999
PHA Name	Housing Authority of the City of Fayette
EIN Number	N/A
Address(line1)	123 Fourth Street
Address(line2)	
City	Hometown
State	CA
Zip Code	99998
Reporting Beginning Date	10/01 2009 (Four Digit Year)
Reporting Ending Date	09/30 2010 (Four Digit Year)
Submission Type	<input type="radio"/> Unaudited/Non-A-133 <input checked="" type="radio"/> Unaudited/No Audit <input type="radio"/> Unaudited/A-133
Asset Management	<input type="radio"/> Non-Asset Management with Elimination Only <input checked="" type="radio"/> Non-Asset Management with COCC/Elimination <input type="radio"/> Non Asset Management <input type="radio"/> Asset Management without COCC/Elimination <input type="radio"/> Asset Management with Elimination Only <input type="radio"/> Asset Management with COCC/Elimination
Component Unit	<input type="checkbox"/> Component Unit (Check this box if the PHA is a component unit of the local government or local jurisdiction and will not be receiving its own separate A-133 or non A-133 audit.)
<input type="button" value="Save"/>	

5.2.9 Submission Option

Submission Option	<input checked="" type="radio"/> Blank Submission <input type="radio"/> Download Submission
-------------------	---

Select one of the two submission options.

- Blank Submission
- Download Submission (previous version)

 Note	If you attempt to use the Download Submission button to change the submission type for a rejected submission, you will receive an error message. <u>You cannot make corrections or changes to an already rejected submission.</u> To change the Submission Type , you must download the rejected submission into a draft with the same submission type then change the type <i>after creating the new submission.</i>
--	---

If a **Low Rent/Combined PHA** is resubmitting data after receiving a **Late Presumptive Failure** or if a **Section 8 Only PHA** is resubmitting data after receiving a **Failure to Submit**, the Download Last Submission Version can only be used if a prior submission with valid data exists for the same fiscal year. If the only available submission is the blank late presumptively failed submission you must select the **Blank Submission** download option. In either case, you should confirm that the Reporting Beginning Date and Reporting Ending Date are accurate prior to completing the submission.

5.2.10 Edit Check of PHA Information Page

Click on . If the application detects any errors or omissions on the form, an error message will be returned and the form will not be processed until the problem is corrected.

Example 1: Fiscal year was omitted for **Reporting Ending Date**

The submission has following error, please return to Create Submission

Invalid Reporting Ending Date. Please check the Fiscal Year End Date or enter a valid four digit year

For this error, adding the correct fiscal year and clicking on will resubmit the page for processing.

Example 2: Fiscal year 2009 was entered in **Reporting Ending Date** field in 2008 before 2008 processing was completed for this PHA.

System Response Message

Please use your Browser Back button to return to the previous screen.

The Reporting Ending Date is not a valid fiscal year end date for this PHA. Please select a valid fiscal year end date.

For this error, click on the “**Back**” browser arrow at the top left of your screen to return to the previous page, and enter the correct information.

Example 3: This error message was generated because the PHA created a second draft for the same period.

The submission has following error, please return to inbox

The system has one existing unaudited submission.

For this error, verify that the fields are correct or modify them, fill in the correct fiscal year, and click on at the bottom. The **PHA Information** page will re-appear, with the top menu items and navigation links present.

5.3 Select or Add Programs for the PHA

Once the PHA Information page is complete, there is one more step required before creating a Balance Sheet or Income Statement. You must select all the programs through which your PHA receives funding. If you attempt to select FDS from the top, gold row of options before you have identified the programs, nothing will happen. The FDS link is disabled until programs have been selected. ***(The exception to this rule is XML Upload, where programs are determined by the uploaded files.)***

Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

My Inbox **PHA Info** FDS DCF Submit Edit Flags Reports Logout

Programs+
 Comments
 Late Reason

PHA Information

PHA Code: CA999 Fiscal Year End Date:06/30/2010
 PHA Name: Hometown Housing Authority
 Submission Type: Unaudited/A-133

PHA Information

PHA Code: CA999
 PHA Name: Hometown Housing Authority
 EIN Number: N/A
 Address(line1): 123 W Fifth Street
 Address(line2): Floor 0
 City: Hometown
 State: CA
 Zip Code: 99999
 Reporting Beginning Date: 07/01 2009 (Four Digit Year)
 Reporting Ending Date: 06/30 2010 (Four Digit Year)
 Submission Type: Unaudited/Non-A-133
 Unaudited/No Audit
 Unaudited/A-133
 Asset Management: Asset Management without COCC/Elimination
 Asset Management with Elimination Only
 Asset Management with COCC/Elimination
 Component Unit: Component Unit (Check this box if the PHA is a component unit of the local government or local jurisdiction and will **not** be receiving its own separate A-133 or non A-133 audit.)

Save

5.3.1 Select Programs for the PHA

(If you are using XML Upload, do not add any programs until after the Upload is complete . Refer to XML Upload Manual)

Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

My Inbox **PHA Info** FDS DCF Submit Edit Flags Reports Logout

Programs+ Add Program
 XML Upload Program Selection
 XML Project Listing

PHA Information

PHA Code: CA999 Fiscal Year End Date:06/30/2012
 PHA Name: Hometown Housing Authority
 Submission Type: Unaudited/Non-A-133

Select the **Programs+** and **Program Selection** links at the top of the **PHA Information** page, as shown here.

5.0 Creating Financial Submissions

A list of all active Programs will be displayed with check boxes to the right to enable you to select those appropriate to your PHA.



Note

If your PHA has low rent Public Housing, two of the Programs are pre-selected for you,
Low Rent Public Housing,
 and
Public Housing Capital Fund Program.

Not all Low Rent PHAs have a Capital Fund Program. If you do not, you can un-check this program by clicking on the check-box.

Select the appropriate programs by clicking the corresponding checkboxes in the *Select* column. A checkmark appears in the box. Click the checkbox again to deselect the program. Check all the programs applicable to your PHA then click .



Note

The “**Other Federal Programs 1, 2, and 3**” can be used when a federal program does not have a CFDA number. Simply click the corresponding checkbox as you would for any other program.

Program Selection		
CDFA#	Name of Program	Select
14.182	N/C S/R Section 8 Programs	<input type="checkbox"/>
14.312	New Approach Anti-Drug Grants	<input type="checkbox"/>
14.850	Low Rent Public Housing	<input checked="" type="checkbox"/>
14.852	Public Housing_Comprehensive Improvement Assistance Program	<input type="checkbox"/>
14.853	Public Housing_Tenant Opportunities Program	<input type="checkbox"/>
14.854	Public and Indian Housing Drug Elimination Program	<input type="checkbox"/>
14.855	Section 8 Rental Voucher Program	<input type="checkbox"/>
14.856	Lower Income Housing Assistance Program_Section 8 Moderate Rehabilitat	[Details]
14.857	Section 8 Rental Certificate Program	<input type="checkbox"/>
14.858	Hope I	<input type="checkbox"/>
14.859	Public Housing_Comprehensive Grant Program	<input type="checkbox"/>
14.860	Head Start Public Housing Early Childhood/Development Demonstration	<input type="checkbox"/>
14.861	PIH - Family Investment Corporation	<input type="checkbox"/>
14.863	PIH - Youth Sports Program	<input type="checkbox"/>
14.864	Economic Development and Supportive Services Program	<input type="checkbox"/>
14.866	Revitalization of Severely Distressed Public Housing	<input type="checkbox"/>
14.868	New Approach Anti-Drug Grants	<input type="checkbox"/>
14.871	Housing Choice Vouchers	<input checked="" type="checkbox"/>
14.872	Public Housing Capital Fund Program	<input checked="" type="checkbox"/>
8	Other Federal Program 1	<input type="checkbox"/>
9	Other Federal Program 2	<input type="checkbox"/>
91	Other Federal Program 3	<input type="checkbox"/>
	General Fixed Assets Account Group	<input type="checkbox"/>
	General Long-Term Debt Account Group	<input type="checkbox"/>
	Fiduciary	<input type="checkbox"/>
	Debt Service Fund	<input type="checkbox"/>
	State/Local	<input type="checkbox"/>
	Internal Service Fund	<input type="checkbox"/>
	Business Activities	<input type="checkbox"/>

5.3.2 Add a Program

If the program you want is not on the master list of programs, you can add it to the list. Select the **Programs+** and **Add Program** links at the top of the PHA Information page, as shown.



Real Estate Assessment Center

Financial Assessment Subsystem (FASS-PH)

My Inbox PHA Info FDS DCF Submit Edit Flags Reports Logout

Programs+
XML Upload
XML Project Listing

Add Program

PHA Information

PHA Code:	CA999	Fiscal Year End Date:	06/30/2012
PHA Name:	Hometown Housing Authority		
Submission Type:	Unaudited/Non-A-133		

5.0 Creating Financial Submissions

The **Add Program** page will display:



Real Estate Assessment Center Financial Assessment Subsystem (FASS-PH)

If you know the *CFDA#* of the program you wish to add, enter it in the blank field, then click **Go**.

or

If you do not know the *CFDA#*, click on the Down Arrow button to the right of the *Federal Agency* field to view a list of federal agencies. Click on an agency to select it; then, click **Go**. All the programs associated with that agency will be listed in the *Program Name* drop-down menu. Click on the Down Arrow button for this menu, and select the program you want to add.

or

If a specific federal agency is not listed in the Federal Agency dropdown menu, select “Other Federal Programs” from this alphabetic list, and click **Go**. “Other Federal Program 1, 2 & 3” will be listed in the *Program Name* drop-down menu. Click on the Down Arrow button for this menu, and select one of these three programs.



Real Estate Assessment Center Financial Assessment Subsystem (FASS-PH)

Finally, click

Add Program

to add the program, as shown here.

You will be returned to the **Program Selection** page. The added program will appear at the bottom of the list, with a checked box next to the new program, indicating that it was automatically selected.

Finally, click **Save** to complete the program selection process.

	State/Local	<input type="checkbox"/>
	Fiduciary	<input type="checkbox"/>
	Component Units	<input type="checkbox"/>
	Internal Service Fund	<input type="checkbox"/>
93.556	Family Preservation and Support Services	<input checked="" type="checkbox"/>
14.103	Interest Reduction Payments_Rental and Cooperative Housing for Lower I	<input checked="" type="checkbox"/>
14.181	Supportive Housing for Persons with Disabilities	<input checked="" type="checkbox"/>

Save **Reset**

5.4 Navigating to the Correct FDS Balance Sheets

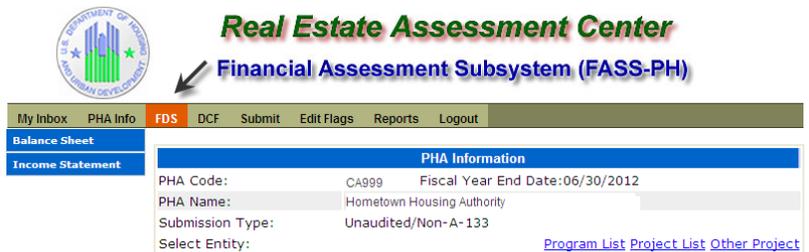
(If you are using XML Upload, do not perform these steps until after the XML upload has taken place. Refer to XML Upload Manual)

Each PHA will prepare a number of Balance Sheets and Income Statements based on how it is structured and what programs it manages. Each Program and each Asset Management Project (“Project”) within the PHA will require its own **Financial Data Schedule** consisting of these two documents. The following sections show how to navigate to the appropriate Balance Sheet and Income Statement data input forms based on the structure of your organization. The selections you made on the **PHA Information** page, especially for Asset **Management Type** and **Accounting Method** (for a Section 8 Only PHA), will have already set shortcuts for you in your navigation path.

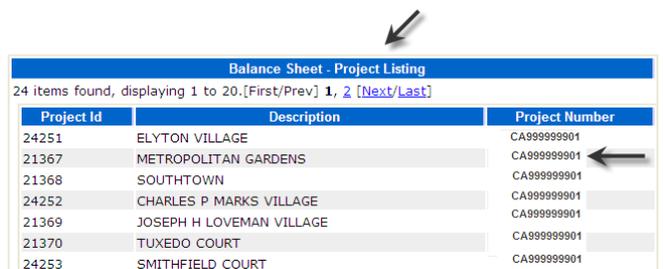
 Note	<p>In this system, for each FDS, the Balance Sheet must be completed before the Income Statement. The system will allow you to input data into the Income Statement, but until the Balance Sheet is complete, the Income Statement validation logic will not be satisfied.</p>
--	--

5.4.1 Select the Balance Sheet for an Appropriate Project

From the PHA Information page, select **FDS** on the top navigation bar. A list of the Projects specific to your PHA will display, as shown here on the **Balance Sheet Project Listing**.



Select the Project with which you plan to work by clicking on the **Project Number** in the column on the right.



Project Id	Description	Project Number
24251	ELYTON VILLAGE	CA999999901
21367	METROPOLITAN GARDENS	CA999999901
21368	SOUTHTOWN	CA999999901
24252	CHARLES P MARKS VILLAGE	CA999999901
21369	JOSEPH H LOVEMAN VILLAGE	CA999999901
21370	TUXEDO COURT	CA999999901
24253	SMITHFIELD COURT	CA999999901



Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

My Inbox PHA Info **FDS** DCF Submit Edit Flags Reports Logout

Balance Sheet
Income Statement

PHA Information

PHA Code: CA999 Fiscal Year End Date: 06/30/2012
 PHA Name: Hometown Housing Authority
 Submission Type: Unaudited/Non-A-133
 Project Name: METROPOLITAN GARDENS
 Project Status: Not Started
 Select Entity: [Program List](#) [Project List](#) [Other Project](#)

Balance Sheet

Line Item #	Description	Value	Details
Assets			
Current Assets Cash:			
111	Cash - Unrestricted	\$	-
112	Cash - Restricted - Modernization and Development	\$	-
113	Cash - Other Restricted	\$	-

The **Balance Sheet** data entry form for that Project will display

5.4.2 Select the Balance Sheet for an “Other Project”



Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

My Inbox PHA Info **FDS** DCF Submit Edit Flags Reports Logout

Balance Sheet
Income Statement

PHA Information

PHA Code: CA999
 PHA Name: Hometown Housing Authority
 Fiscal Year End Date: 03/31/2015
 Submission Type: Unaudited/Non-A-133
 Select Entity: [Program List](#) [Project List](#) [Other Project](#)

Balance Sheet - Project Listing

13 items found, displaying all items.1

Project Id	Description	Project Number
Z	Weedy Gardens	CA99900001
123	Locust Rentals	CA99900002
991234	Valley Peaks	CA99900003
991235	Vista View Panorama	CA99900004
991236	Off Post Housing	CA99900005
991237	Asphalt Jungle	CA99900006
991238	Orderinda Courts	CA99900007

If the project on which you are reporting is in the “Other Project” category, meaning that it is in a state of development and not yet subject to full editing and scoring, but must still be reported, then select the [Other Project](#) on the **Balance Sheet Project Listing** page



Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

My Inbox PHA Info **FDS** DCF Submit Edit Flags Reports Logout

Balance Sheet
Income Statement

PHA Information

PHA Code: CA999
 PHA Name: Hometown Housing Authority
 Fiscal Year End Date: 03/31/2015
 Submission Type: Unaudited/Non-A-133
 Select Entity: [Program List](#) [Project List](#) [Other Project](#)

Balance Sheet - Other Project Listing

One item found.1

Project Id	Description	Project Number
999999999	Other Project	Other Project

The **Balance Sheet – Other Project Listing** page will display.

Select **Other Project** in the **Project Number** column, as shown here.

5.0 Creating Financial Submissions



Real Estate Assessment Center Financial Assessment Subsystem (FASS-PH)

The **Balance Sheet** data entry form will display.

Balance Sheet			
Line Item #	Description	Value	Details
Assets			
Current Assets Cash:			
111	Cash - Unrestricted	\$ <input type="text"/>	-
112	Cash - Restricted - Modernization and Development	\$ <input type="text"/>	-
113	Cash - Other Restricted	\$ <input type="text"/>	-

5.4.3 Select the Elimination Balance Sheet

First select **FDS** from the top navigation bar, then, from the blue menu at the top left of the page, select **Balance Sheet**. When the pop-up menu appears, select **Elimination**.

Elimination Balance Sheet			
Line Item #	Description	Value	Details
Assets			
Current Assets Cash:			
111	Cash - Unrestricted	\$ <input type="text"/>	-
112	Cash - Restricted - Modernization and Development	\$ <input type="text"/>	-
113	Cash - Other Restricted	\$ <input type="text"/>	-
114	Cash - Tenant Security Deposits	\$ <input type="text"/>	-
115	Cash - Restricted for Payment of Current Liabilities	\$ <input type="text"/>	-
100	Total Cash	\$ <input type="text"/>	-

The **Elimination Balance Sheet** data entry form for your PHA will display.

5.4.4 Select the COCC Balance Sheet



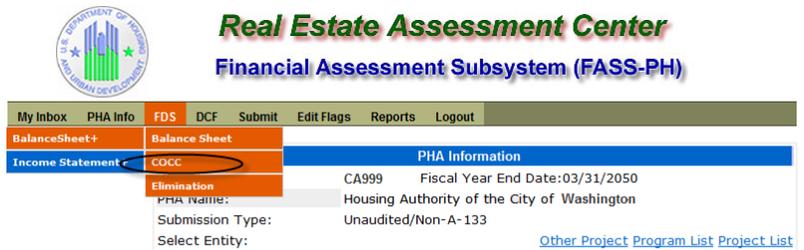
Real Estate Assessment Center Financial Assessment Subsystem (FASS-PH)

COCC			
Line Item #	Description	Value	Details
Assets			
Current Assets Cash:			
111	Cash - Unrestricted	\$ <input type="text"/>	-
112	Cash - Restricted - Modernization and Development	\$ <input type="text"/>	-
113	Cash - Other Restricted	\$ <input type="text"/>	-
114	Cash - Tenant Security Deposits	\$ <input type="text"/>	-
115	Cash - Restricted for Payment of Current Liabilities	\$ <input type="text"/>	-
100	Total Cash	\$ <input type="text"/>	-

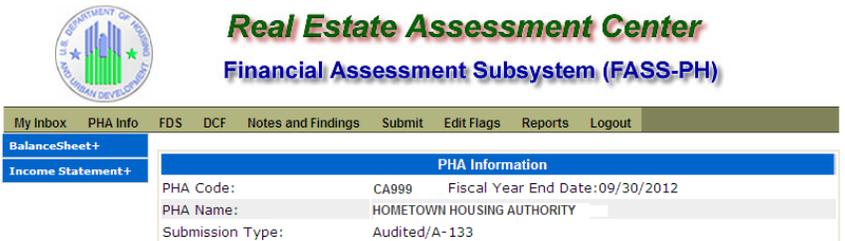
COCC			
Line Item #	Description	Value	Details
Assets			
Current Assets Cash:			
111	Cash - Unrestricted	\$ <input type="text"/>	-
112	Cash - Restricted - Modernization and Development	\$ <input type="text"/>	-
113	Cash - Other Restricted	\$ <input type="text"/>	-
114	Cash - Tenant Security Deposits	\$ <input type="text"/>	-
115	Cash - Restricted for Payment of Current Liabilities	\$ <input type="text"/>	-
100	Total Cash	\$ <input type="text"/>	-

5.0 Creating Financial Submissions

First select **FDS** from the top navigation bar, then, from the blue menu at the top left of the page, select **Balance Sheet**. When the pop-up menu appears, select **COCC**.



Balance Sheet - Project Listing

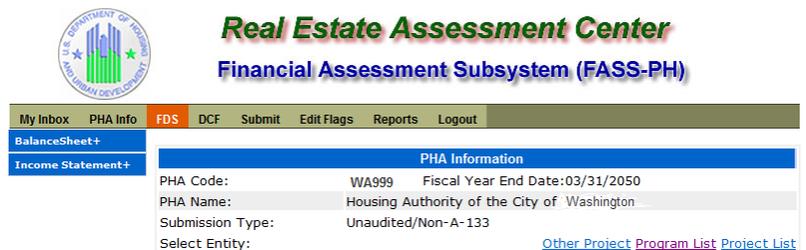


The **COCC Balance Sheet** appears.

COCC Balance Sheet			
Line Item #	Description	Value	Details
Assets			
Current Assets Cash:			
111	Cash - Unrestricted	\$	-
112	Cash - Restricted - Modernization and Development	\$	-
113	Cash - Other Restricted	\$	-
114	Cash - Tenant Security Deposits	\$	-
115	Cash - Restricted for Payment of Current Liabilities	\$	-
100	Total Cash	\$	-

5.4.5 Select the Balance Sheet for a Program within the PHA

First select **FDS** from the top navigation bar of the PHA Information Page. A list of Projects for your PHA will be displayed. Above the list in blue are several options, including **Program List**. Select the **Program List** option, as shown.



Balance Sheet - Project Listing

14 items found, displaying all items: 1

Project Id	Description	Project Number
26515	Washington Courts	0C001000001
27824	Washington Heights	0C001000002

5.0 Creating Financial Submissions

The list of **Projects** will be replaced by a list of the **Programs** you selected earlier (in Section 5.3) for your PHA.

Select a program by clicking in the Status column for that item.



Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

My Inbox PHA Info **FDS** DCF Submit Edit Flags Reports Logout

BalanceSheet+
Income Statement+

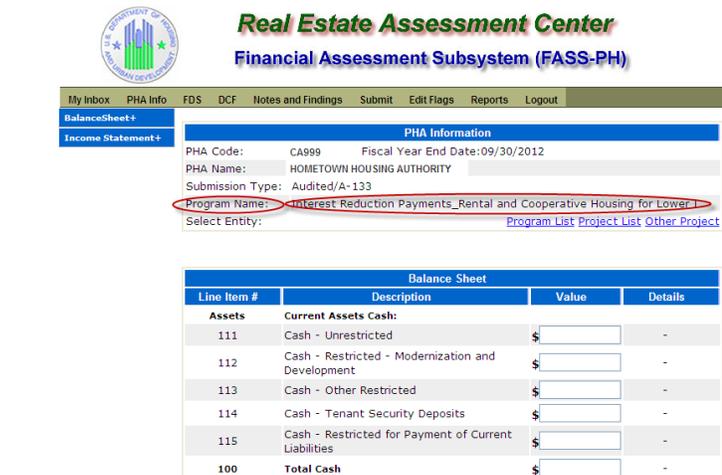
PHA Information

PHA Code: CA999 Fiscal Year End Date:09/30/2012
 PHA Name: Hometown Housing Authority
 Submission Type: Unaudited/Non-A-133
 Select Entity: [Program List](#)

Balance Sheet - Program Listing

CFDA #	Program Name	Status
Fiduciary		Not Started

The Balance Sheet data entry form for that program will display.



Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

My Inbox PHA Info FDS DCF Notes and Findings Submit Edit Flags Reports Logout

BalanceSheet+
Income Statement+

PHA Information

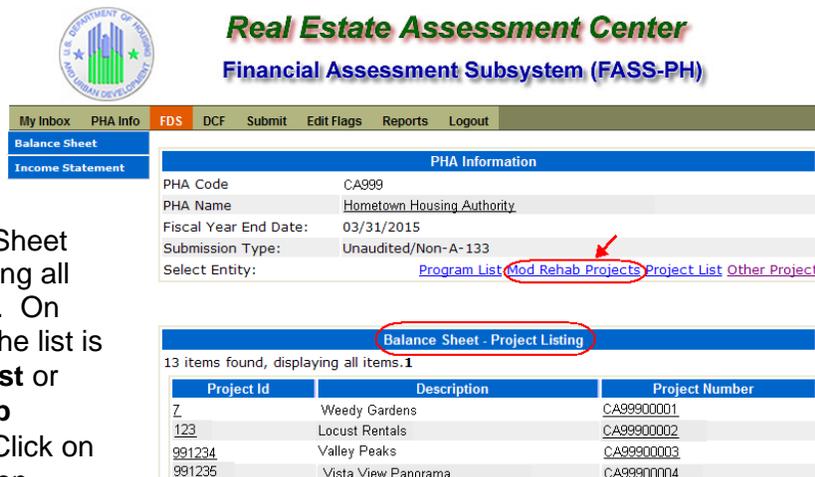
PHA Code: CA999 Fiscal Year End Date:09/30/2012
 PHA Name: HOMETOWN HOUSING AUTHORITY
 Submission Type: Audited/A-133
 Program Name: Interest Reduction Payments_Rental and Cooperative Housing for Lower
 Select Entity: [Program List](#) [Project List](#) [Other Project](#)

Balance Sheet

Line Item #	Description	Value	Details
Assets			
Current Assets Cash:			
111	Cash - Unrestricted	\$	-
112	Cash - Restricted - Modernization and Development	\$	-
113	Cash - Other Restricted	\$	-
114	Cash - Tenant Security Deposits	\$	-
115	Cash - Restricted for Payment of Current Liabilities	\$	-
100	Total Cash	\$	-

5.4.6 Select the Balance Sheet for a S8 Mod Rehab Project within the PHA

First select **FDS** from the top navigation bar. The Balance Sheet Project Listing will display, listing all (regular) Projects for the PHA. On this page, at the right, above the list is the option to select **Project List** or **Program List**, or **Mod Rehab Projects**, or **Other Project**. Click on the **Mod Rehab Projects** option.



Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

My Inbox PHA Info **FDS** DCF Submit Edit Flags Reports Logout

Balance Sheet
Income Statement

PHA Information

PHA Code: CA999
 PHA Name: Hometown Housing Authority
 Fiscal Year End Date: 03/31/2015
 Submission Type: Unaudited/Non-A-133
 Select Entity: [Program List](#) [Mod Rehab Projects](#) [Project List](#) [Other Project](#)

Balance Sheet - Project Listing

13 items found, displaying all items.1

Project Id	Description	Project Number
Z	Weedy Gardens	CA99900001
123	Locust Rentals	CA99900002
991234	Valley Peaks	CA99900003
991235	Vista View Panorama	CA99900004

5.0 Creating Financial Submissions



Real Estate Assessment Center Financial Assessment Subsystem (FASS-PH)

If your PHA has any Section 8 Moderate Rehab projects, they will be listed, as displayed here. Select a project by clicking an item in the Status column.

My Inbox	PHA Info	FDS	DCF	Notes and Findings	Submit	Reports	Logout	Help
BalanceSheet+								
Income Statement+								
PHA Information								
PHA Code		CA999						
PHA Name		Hometown Housing Authority						
Fiscal Year End Date:		09/30/2009						
Submission Type:		Unaudited/Non-A-133						

Section 8 MOD Rehab Project List		
CFDA #	Project #	Status
14.856	CA999MR0001	Not Started
14.856	CA999MR0002	Not Started

The Balance Sheet data entry form for that project will display.



Real Estate Assessment Center Financial Assessment Subsystem (FASS-PH)

My Inbox	PHA Info	FDS	DCF	Notes and Findings	Submit	Reports	Logout	Help
BalanceSheet+								
Income Statement+								
PHA Information								
PHA Code		CA999						
PHA Name		Hometown Housing Authority						
Fiscal Year End Date:		09/30/2009						
Submission Type:		Unaudited/Non-A-133						
Program Name		CA999MR002						
Select Entity:		Program List SB Projects Project List Other Project						

Balance Sheet			
Line Item #	Description	Value	Details
Assets			
Current Assets Cash:			
111	Cash - Unrestricted	\$ <input type="text"/>	-
112	Cash - Restricted - Modernization and Development	\$ <input type="text"/>	-
113	Cash - Other Restricted	\$ <input type="text"/>	-
114	Cash - Tenant Security Deposits	\$ <input type="text"/>	-
115	Cash - Restricted for Payment of Current Liabilities	\$ <input type="text"/>	-
100	Total Cash	\$ <input type="text"/>	-

5.5 Navigating to the Correct FDS Income Statements

(If you are using XML Upload, do not perform these steps until after the XML upload has taken place. Refer to XML Upload Manual)

5.5.1 Select an Income Statement for an Appropriate Project

First select **FDS** from the top navigation bar of the PHA Information page, then, from the blue menu at the top left of the page, select **Income Statement**. When the pop-up menu appears, select **Income Statement**.

My Inbox	PHA Info	FDS	DCF	Submit	Edit Flags	Reports	Logout
BalanceSheet+							
Income Statement+							
PHA Information							
CA999		Fiscal Year End Date:12/31/2012					
Hometown Housing Authority							
Unaudited/Non-A-133							
Select Entity:		Program List Project List Other Project					

5.0 Creating Financial Submissions

A list of Projects specific to your PHA will display. Select the project with which you wish to work with by clicking on the **Project Number** for that project.

Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

My Inbox PHA Info **FDS** DCF Submit Edit Flags Reports Logout

BalanceSheet+
Income Statement+

PHA Information
PHA Code: CA999 Fiscal Year End Date:12/31/2012
PHA Name: Hometown Housing Authority
Submission Type: Unaudited/Non-A-133
Select Entity: [Program List](#) [Project List](#) [Other Project](#)

Income Statement - Project Listing

One item found: 1

Project Id	Description	Project Number
26821	RIDGEWOOD VILLAGE	TN063000001

The Income Statement for a Project can be made up of up to two Programs. The Program Listing will appear, with the two Programs specific to the project you selected. Chose one of them by clicking on the status column line item for the Program.

Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

My Inbox PHA Info **FDS** DCF Submit Edit Flags Reports Logout

BalanceSheet+
Income Statement+

PHA Information
PHA Code: CA999 Fiscal Year End Date:03/31/2020
PHA Name: Housing Authority
Submission Type: Unaudited/A-133
Project Name: **Hometown Housing Auth**
Project Status: Not Started
RAD:No
Select Entity: [Program List](#) [Project List](#) [Other Project](#)

Income Statement - Project Program Listing

CFDA #	Program Name	Status
14.872	Public Housing Capital Fund Program	Not Started
14.850	Low Rent Public Housing	Not Started

The **Income Statement Data Entry** form will display.

Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

My Inbox PHA Info **FDS** DCF Submit Edit Flags Reports Logout

BalanceSheet+
Income Statement+

PHA Information
PHA Code: CA999 Fiscal Year End Date:06/30/2012
PHA Name: Hometown Housing Authority
Submission Type: Unaudited/A-133
Project Name: **TOWN CENTER MANOR**
Program Name: Low Rent Public Housing [Change Program](#)
Select Entity: [Program List](#) [Mod Rehab Projects](#) [Project List](#) [Other Project](#)

Income Statement

Line Item #	Description	Value	Details
70300	Net Tenant Rental Revenue	\$	-
70400	Tenant Revenue - Other	\$	-
70500	Total Tenant Revenue	\$	-
70600	HUD PHA Operating Grants	\$	-
70610	Capital Grants	\$	-

If you wish to navigate back to the prior page to select the other program for this project, select the [Change Program](#) indicator (see arrow, at right).

5.5.2 Select the Income Statement for an “Other Project”

5.0 Creating Financial Submissions

If the project you are reporting on is not on the list of projects, it may be in the "Other Project" category, meaning that it is in a state of development and not yet subject to full editing and scoring - but must still be reported. In this case, select the [Other Project](#) indicator from any of the Income Statement related pages.

Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

My Inbox PHA Info FDS DCF Submit Edit Flags Reports Logout

BalanceSheet+
Income Statement+

PHA Information

PHA Code: CA999 Fiscal Year End Date:06/30/2012
 PHA Name: Hometown Housing Authority
 Submission Type: Unaudited/A-133
 Project Name: TOWN CENTER MANOR
 Program Name: Low Rent Public Housing [Change Program](#)
 Select Entity: [Program List](#) [Mod Rehab Projects](#) [Project List](#) [Other Project](#)

Income Statement

Line Item #	Description	Value	Details
70300	Net Tenant Rental Revenue	\$	-
70400	Tenant Revenue - Other	\$	-
70500	Total Tenant Revenue	\$	-
70600	HUD PHA Operating Grants	\$	-
70610	Capital Grants	\$	-

The **Income Statement – Other Project Listing** page will display. Select **Other Project** in the Project Number column, as shown here.

Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

My Inbox PHA Info FDS DCF Submit Edit Flags Reports Logout

BalanceSheet+
Income Statement+

PHA Information

PHA Code: CA999 Fiscal Year End Date:06/30/2012
 PHA Name: Hometown Housing Authority
 Submission Type: Unaudited/A-133
 Select Entity: [Program List](#) [Mod Rehab Projects](#) [Project List](#) [Other Project](#)

Income Statement - Other Project Listing

One item found.1

Project Id	Description	Project Number
999999999	Other Project	Other Project ←

The **Income Statement Project Program Listing** will appear, with the two Programs specific to Projects listed. Chose a program by clicking on the Status column line item for the program.

Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

My Inbox PHA Info FDS DCF Submit Edit Flags Reports Logout

BalanceSheet+
Income Statement+

PHA Information

PHA Code: CA999 Fiscal Year End Date:06/30/2012
 PHA Name: Hometown Housing Authority
 Submission Type: Unaudited/A-133
 Project Name: [Other Project](#)
 Select Entity: [Program List](#) [Mod Rehab Projects](#) [Project List](#) [Other Project](#)

Income Statement - Project Program Listing

CFDA #	Program Name	Status
14.850	Low Rent Public Housing	Not Applicable ←

The **Other Project Income Statement** data entry form will display.

5.0 Creating Financial Submissions

If you wish to navigate back to the prior page, to select the other program for this project, select the [Change Program](#) indicator (see arrow at right).

Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

My Inbox PHA Info FDS DCF Submit Edit Flags Reports Logout

BalanceSheet+
Income Statement+

PHA Information

PHA Code: CA999 Fiscal Year End Date:06/30/2012
 PHA Name: Hometown Housing Authority
 Submission Type: Unaudited/A-133
 Project Name: **Other Project** (circled in red, arrow points to Change Program link)
 Program Name: Low Rent Public Housing [Change Program](#)
 Select Entity: [Program List](#) [Mod Rehab Projects](#) [Project List](#) [Other Project](#)

Income Statement

Line Item #	Description	Value	Details
70300	Net Tenant Rental Revenue	\$	-
70400	Tenant Revenue - Other	\$	-
70500	Total Tenant Revenue	\$	-
70600	HUD PHA Operating Grants	\$	-

5.5.3 Select the Income Statement for an S8 Mod Rehab Project

If the project on which you are reporting is an S8 Moderate Rehab Project, meaning that is funded in this separate program, then select the [S8 Mod Rehab Projects](#) indicator from any of the Income Statement related pages.

Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

My Inbox PHA Info FDS DCF Submit Edit Flags Reports Logout

BalanceSheet+
Income Statement+

PHA Information

PHA Code: CA999 Fiscal Year End Date:03/31/2020
 PHA Name: Housing Authority
 Submission Type: Unaudited/A-133
 Project Name: **Hometown Housing Auth** (circled in red, arrow points to S8 Mod Rehab Projects link)
 Project Status: Not Started
 Select Entity: [Program List](#) [Project List](#) (circled in red, arrow points to S8 Mod Rehab Projects link) [Other Project](#)

Income Statement - Project Program Listing

CFDA #	Program Name	Status
14.872	Public Housing Capital Fund Program	Not Started
14.850	Low Rent Public Housing	Not Started

If your PHA has any Section 8 Moderate Rehab projects, they will be listed, as displayed here.

Select a project by clicking an item in the Status column.

Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

My Inbox PHA Info FDS DCF Submit Edit Flags Reports Logout

BalanceSheet+
Income Statement+

PHA Information

PHA Code: CA999 Fiscal Year End Date:06/30/2012
 PHA Name: Hometown Housing Authority
 Submission Type: Unaudited/A-133
 Select Entity: [Program List](#) [Mod Rehab Projects](#) [Project List](#) [Other Project](#)

MOD Rehab Project List

CFDA #	Project #	Status
14.856	CA999MR0001	Not Started
14.856	CA999MR0002	Not Started

5.0 Creating Financial Submissions



Real Estate Assessment Center Financial Assessment Subsystem (FASS-PH)

My Inbox PHA Info FDS DCF Submit Edit Flags Reports Logout

BalanceSheet+
Income Statement+

PHA Information

PHA Code: CA999 Fiscal Year End Date:06/30/2012
 PHA Name: Hometown Housing Authority
 Submission Type: Unaudited/A-133
 Program Name: CA999MA9999
 Select Entity: [Program List](#) [Mod Rehab Projects](#) [Project List](#) [Other Project](#)

The Income Statement data entry form for that project will display.

Income Statement			
Line Item #	Description	Value	Details
70300	Net Tenant Rental Revenue	\$	-
70400	Tenant Revenue - Other	\$	-
70500	Total Tenant Revenue	\$	-
70600	HUD PHA Operating Grants	\$	-
70610	Capital Grants	\$	-

5.5.4 Select the Income Statement for a PHA Program

From the PHA Information page, top navigation bar, select **FDS**. Select **Income Statement** from the blue menu in the upper left of the page, and then select **Income Statement** from the pop-up menu that appears.



Real Estate Assessment Center Financial Assessment Subsystem (FASS-PH)

My Inbox PHA Info **FDS** DCF Submit Edit Flags Reports Logout

BalanceSheet+
Income Statement+
Income Statement
COCC
Elimination

PHA Information

CA999 Fiscal Year End Date:06/30/2012
 Hometown Housing Authority
 Unaudited/A-133
 Select Entity: [Program List](#) [Mod Rehab Projects](#) [Project List](#) [Other Project](#)



Real Estate Assessment Center Financial Assessment Subsystem (FASS-PH)

My Inbox PHA Info **FDS** DCF Submit Edit Flags Reports Logout

BalanceSheet+
Income Statement+

PHA Information

PHA Code: CA999 Fiscal Year End Date:06/30/2012
 PHA Name: Hometown Housing Authority
 Submission Type: Unaudited/A-133
 Select Entity: [Program List](#) [Mod Rehab Projects](#) [Project List](#) [Other Project](#)

A list of Projects for the PHA will display. Above the list to the right, click on **Program List** to display a list of Programs instead.

Income Statement - Project Listing

One item found.1

Project Id	Description	Project Number
24801	TOWN CENTER MANOR	CA108000001

A list of programs for the PHA will display, on the **Income Statement**

5.0 Creating Financial Submissions

Program Listing page. In this example, only one program is listed.

Select the program you want by clicking on the **status** field for that program in the Status column.

Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

My Inbox PHA Info **FDS** DCF Submit Edit Flags Reports Logout

BalanceSheet+
Income Statement+

PHA Information

PHA Code: Fiscal Year End Date:03/31/2020
 PHA Name: Housing Authority
 Submission Type: Unaudited/A-133
 Project Name: Hometown Housing Auth
 Project Status: Not Started
 RAD:No

Select Entity: [Program List](#) [Project List](#) [Other Project](#)

Income Statement - Project Program Listing

CFDA #	Program Name	Status
14.872	Public Housing Capital Fund Program	Not Started
14.850	Low Rent Public Housing	Not Started

The **Income Statement** data entry form for the program you selected will display.

Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

My Inbox PHA Info **FDS** DCF Submit Edit Flags Reports Logout

BalanceSheet+
Income Statement+

PHA Information

PHA Code: CA999 Fiscal Year End Date:06/30/2012
 PHA Name: Hometown Housing Authority
 Submission Type: Unaudited/A-133
 Project Name: TOWN CENTER MANOR
 Program Name: Low Rent Public Housing [Change Program](#)
 Select Entity: [Program List](#) [Mod Rehab Projects](#) [Project List](#) [Other Project](#)

Income Statement

Line Item #	Description	Value	Details
70300	Net Tenant Rental Revenue	\$	-
70400	Tenant Revenue - Other	\$	-
70500	Total Tenant Revenue	\$	-
70600	HUD PHA Operating Grants	\$	-

5.5.5 Select the COCC Program Income Statement

First select **FDS** from the top navigation bar of the PHA Information page. Then select **Income Statement** from the blue menu in the upper left of the page, and then select **COCC** from the pop-up menu that appears.

Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

My Inbox PHA Info **FDS** DCF Submit Edit Flags Reports Logout

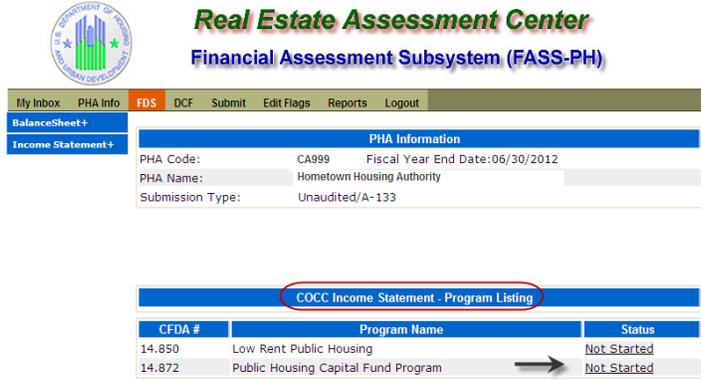
BalanceSheet+
Income Statement+
COCC
Elimination

PHA Information

CA999 Fiscal Year End Date:06/30/2012
 Hometown Housing Authority
 Unaudited/A-133
 Select Entity: [Program List](#) [Mod Rehab Projects](#) [Project List](#) [Other Project](#)

5.0 Creating Financial Submissions

A list of the 2 Programs associated with COCC will be displayed, on the **COCC Income Statement Program Listing** page. Select one of these by clicking on the status for that program in the Status column.



Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

My Inbox PHA Info **FDS** DCF Submit Edit Flags Reports Logout

BalanceSheet+
Income Statement+

PHA Information

PHA Code: CA999 Fiscal Year End Date:06/30/2012
 PHA Name: Hometown Housing Authority
 Submission Type: Unaudited/A-133

COCC Income Statement - Program Listing

CFDA #	Program Name	Status
14.850	Low Rent Public Housing	Not Started
14.872	Public Housing Capital Fund Program	Not Started

The **COCC Income Statement** data input form will display for the program you selected.



Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

My Inbox PHA Info FDS DCF Submit Edit Flags Reports Logout

BalanceSheet+
Income Statement+

PHA Information

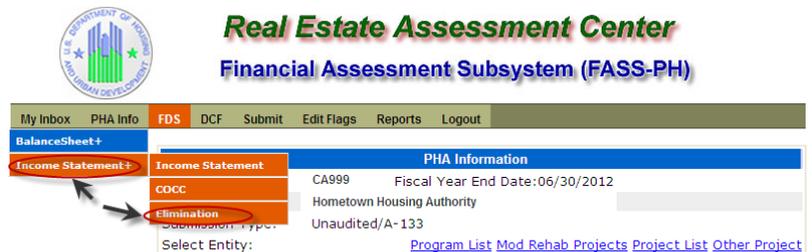
PHA Code: CA999 Fiscal Year End Date:06/30/2012
 PHA Name: Hometown Housing Authority
 Submission Type: Unaudited/A-133

COCC Income Statement

Line Item #	Description	Value	Details
70300	Net Tenant Rental Revenue	\$	-
70400	Tenant Revenue - Other	\$	-
70500	Total Tenant Revenue	\$	-
70600	HUD PHA Operating Grants	\$	-

5.5.6 Select the Elimination Income Statement

First Select **FDS** from the PHA Information page. Select **Income Statement** from the blue menu in the upper left of the PHA Information page, and then select **Elimination** from the pop-up menu that appears.



Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

My Inbox PHA Info **FDS** DCF Submit Edit Flags Reports Logout

BalanceSheet+
Income Statement+
Income Statement
COCC
Elimination

PHA Information

CA999 Fiscal Year End Date:06/30/2012
 Hometown Housing Authority
 Unaudited/A-133
 Select Entity: [Program List](#) [Mod Rehab Projects](#) [Project List](#) [Other Project](#)

The **Elimination Income Statement** data input form will display.



Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

My Inbox	PHA Info	FDS	DCF	Submit	Edit Flags	Reports	Logout
BalanceSheet+		PHA Information					
Income Statement+		PHA Code: CA999 Fiscal Year End Date:06/30/2012 PHA Name: Hometown Housing Authority Submission Type: Unaudited/A-133					

Elimination Income Statement			
Line Item #	Description	Value	Details
70300	Net Tenant Rental Revenue	\$ <input type="text"/>	-
70400	Tenant Revenue - Other	\$ <input type="text"/>	-
70500	Total Tenant Revenue	\$ <input type="text"/>	-
70600	HUD PHA Operating Grants	\$ <input type="text"/>	-

5.6 Balance Sheet

(If you are using XML Upload, do not touch the Balance Sheet until after the Upload is complete . Refer to XML Upload Manual)

Once you have navigated to the Balance Sheet data entry page (see section 5.4), you are ready to enter the specific line-item financial data for the PHA program you have selected. The line items are grouped into assets, liabilities, and equity categories.



Real Estate Assessment Center Financial Assessment Subsystem (FASS-PH)

My Inbox PHA Info FDS DCF Submit Edit Flags Reports Logout			
BalanceSheet+ Income Statement+			
PHA Information			
PHA Code:	CA999	Fiscal Year End Date:	06/30/2012
PHA Name:	Hometown Housing Authority		
Submission Type:	Unaudited/A-133		
Project Name:	TOWN CENTER MANOR		
Project Status:	Not Started		
Select Entity:	Program List Mod Rehab Projects Project List Other Project		
Balance Sheet			
Line Item #	Description	Value	Details
Assets			
Current Assets Cash:			
111	Cash - Unrestricted	\$ 2500	-
112	Cash - Restricted - Modernization and Development	\$	-
113	Cash - Other Restricted	\$ 2500	-
114	Cash - Tenant Security Deposits	\$	-
115	Cash - Restricted for Payment of Current Liabilities	\$	-
100	Total Cash	\$ 5000	-

5.6.1 Entering Amounts in Balance Sheet

Enter the value for each line item in dollars only, with no dollar signs (\$), commas (,) or decimal points (.). Round all cents to the nearest dollar. The system will automatically total the amounts for each category for you when you select **Save** as shown in the circled total amount, above. (The total lines appear in **bold**, and don't allow you to enter data in the value boxes.)

5.6.2 Purpose of the Reset Button

The **Reset** button allows you to reset all fields on the page to the point at which they were last saved.

5.6.3 Immediate Edit Check

When you press **Save** after entering the amounts in the value fields, the system will perform an immediate edit check of the information. If any missing items or unacceptable amounts are detected, you will receive an error message.



Real Estate Assessment Center Financial Assessment Subsystem (FASS-PH)

My Inbox PHA Info FDS DCF Submit Edit Flags Reports Logout			
BalanceSheet+ Income Statement+			
PHA Information			
PHA Code:	CA999	Fiscal Year End Date:	06/30/2012
PHA Name:	Hometown Housing Authority		
Submission Type:	Unaudited/A-133		
Project Name:	TOWN CENTER MANOR		
Errors (Please correct the following to complete)			
Line Item #	Error Description		
111	Invalid Number. Please enter a valid Integer Value. Reference No: 20120912114324		
512.1	The Item Name 512.1 is mandatory. Reference No: 20120912114324		
<input type="button" value="Go Back to BalanceSheet"/>			

5.6.4 Line Item Details

Some line items require the user to enter detailed information on a **Line Item Details** page, showing how the total amount was built. If you see the [\[Details\]](#) link in the Details column of the line item, this is such an item.

332	Account Payable - PHA Projects	\$		-
333	Accounts Payable - Other Government	\$		-
341	Tenant Security Deposits	\$		-
342	Deferred Revenues	\$		[Details]
343	Current Portion of Long-term Debt - Capital Projects/Mortgage Revenue Bonds	\$		[Details]

First click “Save” at the bottom of the Balance Sheet, So you won’t lose any of the line item values you have already entered.

Then click on the [Details](#) link to display the **Line Item Details** page. You will receive a warning message to save your other Balance Sheet entries.



The **Line Item Details** page provides fields for you to enter the sub amounts that build to the Line Item detail total amount. The total amount is automatically calculated by the system when you select [Save](#) on this page.

Line Item 122 Details		
Line Item #	Description	Value
122-010	Operating Subsidy	\$ 1000
122-020	Capital Fund	\$ 1750
122-030	Other	\$ 500
Total Amount		\$ 3250

Buttons: [Save](#) [Reset](#) [Back to BalanceSheet](#)

If you need to reset all the line item entries to the last saved state, press [Reset](#).

When the amounts are entered and totaled properly, press the button labeled

[Back to BalanceSheet](#)

The resulting Detail line will look like this on the Balance Sheet.

100	Total Cash	\$26200	-
Receivables:			
121	Accounts Receivable - PHA Projects	\$	-
122	Accounts Receivable - HUD Other Projects	\$3,250	[Details]
124	Accounts Receivable - Other Government	\$	-
125	Accounts Receivable - Miscellaneous	\$0	[Details]
126	Accounts Receivable - Tenants	\$	-

5.6.5 Completing the Balance Sheet



Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

My Inbox	PHA Info	Financial Data Schedule	Data Collection Form	Submit	Reports	Logout	Help
Programs+	PHA Information						
BalanceSheet+	PHA Code	CA999					
Income Statement+	PHA Name	Hometown Housing Authority					
	Fiscal Year End Date:	09/30/2008					
Late Reason	Submission Type:	Unaudited/A-133					
Comments	Project Name	Locust Apartments	Project Status:	Not Started			
	Select Entity:	Program List Project List Other Project					

When all the amounts have been entered and the Balance Sheet has passed the initial validation checks, press **Save** a final time to complete the sheet and to return to the PHA Information page.

Balance Sheet			
Line Item #	Description	Value	Details
Assets			
Current Assets Cash:			
111	Cash - Unrestricted	\$2500	-
112	Cash - Restricted - Modernization and Development	\$3500	-
113	Cash - Other Restricted	\$	-
114	Cash - Tenant Security Deposits	\$6000	-
115	Cash - Restricted for Payment of Current Liabilities	\$	-
100	Total Cash	\$12000	-
Receivables:			
121	Accounts Receivable - PHA Projects	\$70000	-
122	Accounts Receivable - HUD Other Projects	\$29,375	[Details]
124	Accounts Receivable - Other Government	\$	-
125	Accounts Receivable - Miscellaneous	\$10,712	[Details]
126	Accounts Receivable - Tenants	\$	-
126.1	Allowance for Doubtful Accounts - Tenants	\$	-
126.2	Allowance for Doubtful Accounts - Other	\$-50000	-
127	Notes, Loans, & Mortgages Receivable - Current	\$	-
128	Fraud Recovery	\$	-
128.1	Allowance for Doubtful Accounts - Fraud	\$	-
129	Accrued Interest Receivable	\$	-
120	Total Receivables, Net of allowances of Doubtful Accounts	\$60087	-
131	Investments - Unrestricted	\$	-
132	Investments - Restricted	\$	-
135	Investments - Restricted for Payment of Current Liability	\$	-
142	Prepaid Expenses and Other Assets	\$	-
143	Inventories	\$	-
143.1	Allowance for Obsolete Inventories	\$	-
144	Inter Program Due From	\$	-
145	Assets Held for Sale	\$	-
150	Total Current Assets	\$72,087	-
NonCurrent Assets			
Fixed Assets:			
161	Land	\$	-
162	Buildings	\$	-
163	Furniture, Equipment & Machinery - Dwellings	\$	-
164	Furniture, Equipment & Machinery - Administration	\$	-
165	Leasehold Improvements	\$	-
166	Accumulated Depreciation	\$	-
167	Construction in Progress	\$	-
168	Infrastructure	\$	-
160	Total Fixed Assets, Net of Accumulated Depreciation	\$0	-
171	Notes, Loans and Mortgages Receivable - Non-Current	\$62,650	[Details]
172	Notes, Loans, & Mortgages Receivable - Non Current - Past Due	\$0	[Details]
173	Grants Receivable - Non Current	\$	-
174	Other Assets	\$0	[Details]
176	Investments in Joint Ventures	\$0	[Details]
180	Total Non-Current Assets	\$62,650	-
190	Total Assets:	\$134,737	-

Liabilities and Equity			
Liabilities and Equity	Description	Value	Details
Liabilities			
Current Liabilities:			
311	Bank Overdraft	\$	-
312	Accounts Payable <= 90 Days	\$17000	-
313	Accounts Payable >90 Days Past Due	\$	-
321	Accrued Wage/Payroll Taxes Payable	\$80000	-
322	Accrued Compensated Absences - Current Portion	\$42000	-
324	Accrued Contingency Liability	\$50000	-
325	Accrued Interest Payable	\$1700	-
331	Accounts Payable - HUD PHA Programs	\$0	[Details]
332	Account Payable - PHA Projects	\$17000	-
333	Accounts Payable - Other Government	\$	-
341	Tenant Security Deposits	\$	-
342	Deferred Revenues	\$0	[Details]
343	Current Portion of Long-term Debt - Capital Projects/Mortgage Revenue Bonds	\$0	[Details]
344	Current Portion of Long-term Debt - Operating Borrowings	\$	-
345	Other Current Liabilities	\$	-
346	Accrued Liabilities - Other	\$	-
347	Inter Program - Due To	\$	-
348	Loan Liability - Current	\$0	[Details]
310	Total Current Liabilities	\$207700	-
NonCurrent Liabilities:			
351	Long-term Debt, Net of Current - Capital Projects/Mortgage Revenue	\$52,500	[Details]
352	Long-term Debt, Net of Current - Operating Borrowings	\$	-
353	Non-current Liabilities - Other	\$	-
354	Accrued Compensated Absences - Non Current	\$	-
355	Loan Liability - Non Current	\$0	[Details]
356	FASB 5 Liabilities	\$	-
357	Accrued Pension and OPEB Liability	\$	-
350	Total Non-Current Liabilities	\$52500	-
300	Total Liabilities	\$260,200	-
Equity			
508.1	Invested in Capital Assets, Net of Related Debt	\$	-
511.1	Restricted Net Assets	\$	-
512.1	Unrestricted Net Assets	\$100000	-
513	Total Equity/Net Assets	\$100000	-
600	Total Liabilities and Equity/Net Assets:	\$360,200	-

5.7 Income Statement

(If you are using XML Upload, do not touch the Income statement until after the Upload is complete. Refer to XML Upload Manual)

Once you have navigated to the Income Statement data entry page (see section 5.4), you are ready to enter the specific line-item financial data for the PHA or Project program you have selected. The line items are grouped into Revenue, Expense & Other Financing Services (Uses) categories.

 Note	The system assumes that you have completed the Balance Sheet before completing the Income Statement. The Validation button at the bottom of the Income Statement cross checks both documents.
--	---

5.7.1 Entering Amounts in the Income Statement

Enter the value for each line item in dollars only, with no dollar signs (\$), commas (,) or decimal points (.).

Round each amount to the nearest dollar. The system will automatically format the commas and will total the amounts for each category for you when you press .



Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

My Inbox PHA Info FDS DCF Submit Edit Flags Reports Logout			
BalanceSheet+ Income Statement+			
PHA Information			
PHA Code:	CA999	Fiscal Year End Date:	06/30/2012
PHA Name:	Hometown Housing Authority		
Submission Type:	Unaudited/A-133		
Project Name:	TOWN CENTER MANOR		
Program Name:	Public Housing Capital Fund Program Change Program		
Select Entity:	Program List Mod Rehab Projects Project List Other Project		
Income Statement			
Line Item #	Description	Value	Details
70300	Net Tenant Rental Revenue	\$50000	-
70400	Tenant Revenue - Other	\$50000	-
70500	Total Tenant Revenue	\$100000	-

5.7.2 Purpose of the Reset Button

The reset button at the bottom on the income statement allows you to reset all fields on the page to the point at which they were last saved.

5.7.3 Immediate Edit Check

When you press after filling in the amounts in the value fields, the system will perform an immediate edit check of the information.

If any missing items or unacceptable amounts are detected, you will receive an error message. You may press “save” as often as you like, but you may receive a “missing item” error message for amounts you have not yet entered, as shown.

System Response Message	
Please correct following Line Item Values	
92000	The Item Name 92000 is mandatory
11020	The Item Name 11020 is mandatory
11030	The Item Name 11030 is mandatory
11210	The Item Name 11210 is mandatory
11610	The Item Name 11610 is mandatory
11620	The Item Name 11620 is mandatory
11630	The Item Name 11630 is mandatory
11640	The Item Name 11640 is mandatory
11650	The Item Name 11650 is mandatory
11660	The Item Name 11660 is mandatory
13510	The Item Name 13510 is mandatory
13901	The Item Name 13901 is mandatory

5.7.4 Line Item Details

Some line items require the user to enter detailed information on a **Line Item Details** page, showing how the total amount was built. If you see the [\[Details\]](#) link in the Details column of the line item, this is such an item.

First click “Save” at the bottom of the Income Statement, so you won’t lose any of the line item values you have already entered.

Then click on the [\[Details\]](#) link, and a **Line Item Details** page will appear, for you to enter the amounts that build the total amount for the line item.

10020	Operating transfer Out	\$ <input type="text"/>	-
10030	Operating Transfers from/to Primary Government	\$0	[Details]
10040	Operating Transfers from/to Component Unit	\$ <input type="text"/>	-

The **Line Item Details** page allows you to enter the details that build this line item. The total is calculated automatically when you press .

Line Item 10030 Details		
Line Item #	Description	Value
10030-010	Not For Profit	\$ 22000 <input type="text"/>
10030-020	Partnership	\$ 15000 <input type="text"/>
10030-030	Joint Venture	\$ 0 <input type="text"/>
10030-040	Tax Credit	\$ 400 <input type="text"/>
10030-050	Other	\$ 5000 <input type="text"/>
10030-060	Other Comments	This comment describes "other" amount <input type="text"/>
Total Amount		\$42400

10020	Operating transfer Out	\$ <input type="text"/>	-
10030	Operating Transfers from/to Primary Government	\$42,400	[Details]
10040	Operating Transfers from/to Component Unit	\$ <input type="text"/>	-

When you return to the main Income Statement, the line item will have the total from the Details Page.

5.0 Creating Financial Submissions

This is an example of error messages within a Detail Line processing page.

Please correct following Line Item Values		
70600-050	The Item Name 70600-050 is mandatory	
70600-030	The Item Name 70600-030 is mandatory	

Line Item 70600 Details		
Line Item #	Description	Value
70600-010	Housing Assistance Payments	\$ 75000
70600-020	Ongoing Administrative Fees Earned	\$ 42000
70600-030	Hard to House Fee Revenue	\$
70600-040	Actual Independent Public Accountant Audit Costs	\$ 25000
70600-050	Total Preliminary Fees Earned	\$
70600-060	Interest Earned on Advances	\$ 7000
70600-070	Admin Fee Calculation Description	
Total Amount		\$149000

Buttons: Save, Reset, Back to IncomeStatement

The **Reset** and **Save** buttons work the same for Detail Line pages as they do for the main Income statement.

5.7.5 Mixed Finance Indicator

PHA's that have multiple projects and select an Asset Management Type will get its Mix Finance from PIC. The Mix Finance will be Read Only and cannot be changed.

PHA Information	
PHA Code	WA999
PHA Name	Iron County Housing Commission
EIN Number	N/A
Address(line1)	210 N 3RD Street
Address(line2)	
City	Washington
State	WA
Zip Code	12345
Reporting Ending Date	09/30 2013 (Four Digit Year)
Submission Type	<input type="radio"/> Unaudited/Non-A-133 <input type="radio"/> Unaudited/No Audit <input checked="" type="radio"/> Unaudited/A-133 <input type="radio"/> Audited/Non-A-133 <input type="radio"/> Audited/A-133
Asset Management	<input type="radio"/> Non-Asset Management with Elimination Only <input type="radio"/> Non-Asset Management with COCC/Elimination <input type="radio"/> Non Asset Management <input checked="" type="radio"/> Asset Management without COCC/Elimination <input type="radio"/> Asset Management with Elimination Only <input type="radio"/> Asset Management with COCC/Elimination
Component Unit	<input type="checkbox"/> Component Unit (Check this box if the PHA is a component unit of the local government or local jurisdiction and will not be receiving its own separate A-133 or non A-133 audit.)
Submission Option	<input checked="" type="radio"/> Blank Submission <input type="radio"/> Download Submission

Save

5.0 Creating Financial Submissions

The screenshot shows the FASS-PH system interface. At the top, there is a navigation bar with tabs: My Inbox, PHA Info, FDS, DCF, Submit, Edit Flags, Reports, and Logout. Below this, there are three main sections:

- PHA Information:**
 - PHA Code: WA999 Fiscal Year End Date: 09/30/2014
 - PHA Name: Washington Housing Authority
 - Submission Type: Unaudited/A-133
 - Select Entity: [Program List](#) [Project List](#) [Other Project](#)
- Income Statement - Project Listing:**

5 items found, displaying all items. 1

Project Id	Description	Project Number
22433	MISSOULA	MT033000001
22434	MISSOULA	MT033000002
24434	MISSOULA	MT033000003
22435	MISSOULA	MT033000004
33931	Silvertip	MT033000005

For each Project the PHA will see what the Mix Finance status is from PIC for that project.

The screenshot shows the Real Estate Assessment Center Financial Assessment Subsystem (FASS-PH) interface. At the top, there is a navigation bar with tabs: My Inbox, PHA Info, FDS, DCF, Submit, Edit Flags, Reports, and Logout. Below this, there are three main sections:

- PHA Information:**
 - PHA Code: WA999 Fiscal Year End Date: 09/30/2014
 - PHA Name: Washington Housing Authority
 - Submission Type: Unaudited/A-133
 - Project Name: MISSOULA
 - Project Status: Not Started
 - Mixed Finance: No (circled in red) RAD: No
 - Select Entity: [Program List](#) [Project List](#) [Other Project](#)
- Income Statement - Project Program Listing:**

CFDA #	Program Name	Status
14.850	Low Rent Public Housing	Not Started

5.7.6 RAD Indicator

For PHA's with multiple projects who select Asset Management Type or Non Asset Management or PHA's with one project who select Asset Management Type or Non Asset Management Type.

The screenshot shows a 'PHA Information' form. The 'Asset Management' section is highlighted with red arrows. The form includes fields for PHA Code (WA999), PHA Name (Iron County Housing Commission), EIN Number (N/A), Address (210 N 3RD Street), City (Washington), State (WA), Zip Code (12345), and Reporting Ending Date (09/30, 2013). The Submission Type is set to 'Unaudited/A-133'. The Asset Management options include 'Asset Management without COCC/Elimination', 'Asset Management with Elimination Only', and 'Asset Management with COCC/Elimination'. The Component Unit checkbox is unchecked. The Submission Option is 'Blank Submission'. A 'Save' button is at the bottom.

For each Project the RAD Indicator will be retrieved from PIC. The RAD Indicator will be Read Only and cannot be changed.



Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

My Inbox PHA Info **FDS** DCF Submit Edit Flags Reports Logout

Balance Sheet
 Income Statement

PHA Information

PHA Code: WA999 Fiscal Year End Date:09/30/2014
 PHA Name: Washington Housing Authority
 Submission Type: Unaudited/A-133
 Project Name: MISSOULA
 Project Status: Not Started

Mixed Finance: No **RAD:No**

Select Entity: [Program List](#) [Project List](#) [Other Project](#)

Income Statement - Project Program Listing

CFDA #	Program Name	Status
14.850	Low Rent Public Housing	Not Started

5.7.7 Final Validation

Once all the amount fields have been entered in the **Income Statement** and **Balance Sheet**, the **Validate** button at the bottom of the Income Statement will trigger a more thorough check of the data, cross checking the data between the two documents and within each document. The **Validate** button appears only after all pages have passed the **Save** edit checks

This is an example of error messages you may encounter from this validation.

Modify the documents to eliminate the error messages, and re-run the save and validation until no further messages appear.



Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

My Inbox	PHA Info	FDS	DCF	Submit	Edit Flags	Reports	Logout
BalanceSheet+	PHA Information						
Income Statement+	PHA Code:	CA999	Fiscal Year End Date:	06/30/2012			
	PHA Name:	Hometown Housing Authority					
	Submission Type:	Unaudited/A- 133					
	Project Name:	HOMETOWN MANOR					
	Program Name:	Public Housing Capital Fund Program					

Errors (Please correct the following to complete)	
Line Item #	Error Description
513	The item 513 in balance sheet is not equal to the sum of 10000,11030,11040 . Reference No: 20120912132555
600	The item 600 is not equal to item 190 in balance sheet . Reference No: 20120912132555

[Go Back to Income Statement](#)



Note

For Projects or COCC, where there can be two income statements and one Balance Sheet, the validation program consolidates the two income statements before checking against the Balance Sheet.

5.8 Data Collection Form (DCF) Pages

(If you are using XML Upload, do not touch the DCF documents until after the Upload is complete. Refer to XML Upload Manual)

The **Data Collection Form (DCF)** pages allow users to enter general contact information and basic information about the PHA's financial statement. These pages are customized based on the submission type. For un-audited submissions, the DCF includes only the General Information page and its detail links. For audited submissions, the DCF will also include a Financial Statements page, a Supplemental Information page, and a Federal Programs page.

To access the Data Collection Form, select **DCF** on the top navigation bar.

5.8.1 DCF General Information Page

For Unaudited submissions, only the General Information page is required. This page is displayed when you select DCF from the top navigation bar.

If an asterisk (*) precedes an element number, that field must be filled out.

For drop-down menu fields with default **None**, you must replace **None** with a valid selection.

General Information			
Element#	Description	Value	Details
*G9000-010	Fiscal Year Ending Date	06/30/2012	---
*G2000-021	Reporting Period Covered	None	---
*G2000-031	Reporting Period Covered - Months		---
*G9000-020	Employer Identification Number		---
*G2000-040	Multiple EIN Indicator	None	---
*G9000-030	Data Universal Numbering System (DUNS) Number		---

For audited submissions, the DCF selection will display navigation links to the additional DCF pages.

To access the additional pages, select the links on the left navigation menu.

General Information			
Element#	Description	Value	Details
*G9000-010	Fiscal Year Ending Date	06/30/2016	---
*G2000-010	Type of Circular A-133 Audit	None	---
*G2000-020	Audit Period Covered	None	---
*G2000-030	Audit Period Covered - Months		---
*G9000-020	Employer Identification Number		---
*G2000-040	Multiple EIN Indicator	None	---
*G9000-030	Data Universal Numbering System (DUNS) Number		---

5.0 Creating Financial Submissions

When all data has been entered And saved for each of the DCF Pages, with no error messages, The **Validate** button will appear, At the bottom of the DCF General Information page. Select this and A more extensive check of the DCF data will take place.

G2200-250	Fee Accountant Contact Title	<input type="text"/>	---
G2200-260	Fee Accountant Contact Telephone	<input type="text"/>	---
G2200-270	Fee Accountant Contact Extension	<input type="text"/>	---
G2200-280	Fee Accountant Contact Fax	<input type="text"/>	---
G2200-290	Fee Accountant Contact Email	<input type="text"/>	---

Error messages may appear. If they do, correct the problems, re-save, and re-validate

Please correct following Line Item Values	
G2200-005	Can't be None
<input type="button" value="Go Back to DCF"/>	

If no errors, you will see a DCF Validation Result statement, like the one shown.

If you change anything after Validation, you must re-save and re-validate the DCF forms.



Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

My Inbox	PHA Info	FDS	DCF	Submit	Edit Flags	Reports	Logout
General Information							
PHA Information							
PHA Code:	CA999	Fiscal Year End Date:	06/30/2012				
PHA Name:	Hometown Housing Authority						
Submission Type:	Unaudited/A-133						

DCF Validation Result ([Back to DCF General Information](#))

The Data Collection Form was successfully validated. If you make any changes to the DCF, you must validate the DCF again.

5.8.2 DCF Financial Statement Page (For Audited Submissions Only)

The **Financial Statements** page requests information concerning the actual results of the audit for the reporting period. The following table contains a brief description of some of the data elements on this page. All but Type of Audit Report are **Yes/No** indicators.

Element #	Element Name	Description
G3000-005	Financial Statements Using Basis Other Than GAAP	"Yes" means the financial statements use a basis other than GAAP.
G3000-010	Type of Audit Report	Selections are: Unqualified opinion Qualified opinion Adverse opinion Disclaimer of opinion.
G3000-200	Fund Type	Default value is "None". Major Fund or Non Major Fund must be selected.

5.0 Creating Financial Submissions

The Type of Audit Report field has a mandatory link to a [\[Details\]](#) page.

Financial Statement			
Element#	Description	Value	Details
*G3000-005	Financial Statements Using Basis Other Than GAAP	No	---
*G3000-010	Type of Audit Report	<input type="checkbox"/> Qualified Opinion <input type="checkbox"/> Unqualified Opinion <input type="checkbox"/> Adverse Opinion <input checked="" type="checkbox"/> Disclaimer of Opinion	[Details]
*G3000-020	Going Concern Indicator	No	---
*G3000-030	Significant Deficiency Indicator	Yes	[Details]
*G3000-040	Material Weakness Indicator	Yes	[Details]
*G3000-050	Material Noncompliance Indicator	Yes	[Details]
*G3000-060	Fraud	None	---
*G3000-070	Illegal Acts	N/A	---
*G3000-080	Abuse	N/A	---

All other [\[Details\]](#) links appear only if **Yes** is selected as the field's value, as shown.

Select the [\[Details\]](#) link for Type of Audit Report, to add opinion and type of fund information for each program in which the PHA participates (see example below).

This example of a Fund Opinion Details page lists all funds that the PHA participates in, both Federal and non-Federal.

For each fund, the fund type (Major or Non-Major) has been selected, and the type of Auditor's Opinion has been selected, from drop down menus.

→ Fund Opinion Details ([Back to Financial Statement](#))

CFDA#	NAME OF PROGRAM	DETAILS
14.872 Fund Type and Opinion of the Fund containing Public Housing Capital Fund Program		
*G3000-200	Fund Type	Major Fund
*G3000-210	Fund Opinion	Disclaimer of Opinion
*G3000-220	Is the Departure or qualification related to the Capital Fund Program?	Yes
14.850 Fund Type and Opinion of the Fund containing Low Rent Public Housing		
*G3000-200	Fund Type	Non Major Fund
*G3000-210	Fund Opinion	Disclaimer of Opinion
*G3000-220	Is the Departure or qualification related to the Low Rent Program?	None

5.0 Creating Financial Submissions



Real Estate Assessment Center Financial Assessment Subsystem (FASS-PH)

My Inbox	PHA Info	FDS	DCF	Notes and Findings	Submit	Edit Flags	Reports	Logout
General Information		PHA Information						
Financial Statement		PHA Code: CA999 Fiscal Year End Date:06/30/2012						
Federal Program		PHA Name: Hometown Housing Authority						
Supplemental Information		Submission Type: Audited/A-133						

Each of the optional details on the Financial Statement Page is similar to this Material Weakness Details example. If you entered **Yes** for the line item, you must fill in the information on the Details page.



Material Weakness Details ([Back to Financial Statement](#))

Element#	Description	Value	Details
*G3000-250	Does the internal control deficiency relate to the Low Rent or Capital Fund Program?	None	---
*G3000-260	Enter number of occurrences related to the Low Rent or Capital Fund program		---

Save Reset

5.8.3 DCF Federal Program Page



Real Estate Assessment Center Financial Assessment Subsystem (FASS-PH)

My Inbox	PHA Info	FDS	DCF	Notes and Findings	Submit	Edit Flags	Reports	Logout
General Information		PHA Information						
Financial Statement		PHA Code: CA999 Fiscal Year End Date:06/30/2012						
Federal Program		PHA Name: Hometown Housing Authority						
Supplemental Information		Submission Type: <u>Audited/A-133</u>						

Mandatory fields, determined by the submission type and accounting method you chose for the submission, will be marked with asterisks next to the element name on each line.

Federal Program			
Element#	Description	Value	Details
*G4000-020	Dollar Threshold Used to Distinguish Type A and Type B Programs	\$20,000	---
*G4000-030	Low-Risk Auditee Indicator	Yes	---
*G4000-040	Indicator-Any Audit Findings Disclosed that are Required to be Reported	Yes	---
*G4000-080	Was a Schedule of Prior Audit Findings prepared?	Yes	---
*G4100-040	Total Federal Awards Expended	\$20,000	[Details]

Save Reset



Real Estate Assessment Center Financial Assessment Subsystem (FASS-PH)

My Inbox	PHA Info	FDS	DCF	Notes and Findings	Submit	Edit Flags	Reports	Logout
General Information		PHA Information						
Financial Statement		PHA Code: CA999 Fiscal Year End Date:06/30/2012						
Federal Program		PHA Name: Hometown Housing Authority						
Supplemental Information		Submission Type: <u>Audited/A-133</u>						

The Federal Program page may have as few as one field, depending on the type of submission. This is for a Non-A-133 submission.

Federal Program			
Element#	Description	Value	Details
*G4000-020	Dollar Threshold Used to Distinguish Type A and Type B Programs	\$20,000	---
*G4000-030	Low-Risk Auditee Indicator	Yes	---
*G4000-040	Indicator-Any Audit Findings Disclosed that are Required to be Reported	Yes	---
*G4000-080	Was a Schedule of Prior Audit Findings prepared?	Yes	---
*G4100-040	Total Federal Awards Expended	\$20,000	[Details]

Save Reset

5.8.3.1 Total Federal Awards Expended Details Page

For Non-A-133 submission type, the Total Federal Awards Expended Details Page has just one amount field for each program, with no further detail links, as shown here.

Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

My Inbox PHA Info FDS **DCF** Notes and Findings Submit Edit Flags Reports Logout

General Information
Financial Statement
Federal Program
Supplemental Information

PHA Information
PHA Code: CA999 Fiscal Year End Date:03/31/2011
PHA Name: Hometown Housing Authority
Submission Type: Audited/Non-A-133

Total Federal Awards Expended Details ([Back to Federal Program](#))

CFDA#	NAME OF FEDERAL PROGRAM	DETAILS
14.872	Public Housing Capital Fund Program	
*G4100-030	Amount Expended	\$ <input type="text"/> ---
14.850	Low Rent Public Housing	
*G4100-030	Amount Expended	\$ <input type="text"/> ---
Add a Federal Program		
<input type="button" value="Save"/> <input type="button" value="Reset"/>		

For A-133 type submissions, the [\[Details\]](#) link will take you to this page (only one section displayed), which allows you to enter the amount expended and other information for each Federal Program in which your PHA participates.

Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

My Inbox PHA Info FDS **DCF** Notes and Findings Submit Edit Flags Reports Logout

General Information
Financial Statement
Federal Program
Supplemental Information

PHA Information
PHA Code: CA999 Fiscal Year End Date:06/30/2012
PHA Name: Hometown Housing Authority
Submission Type: Audited/A-133

Total Federal Awards Expended Details ([Back to Federal Program](#))

CFDA#	NAME OF FEDERAL PROGRAM	DETAILS
14.872	Public Housing Capital Fund Program	
*G4100-030	Amount Expended	\$ 20,000 <input type="text"/> ---
*G4200-010	Major Federal Program Indicator	<input type="text" value="None"/> ---
*G4200-050	Type of Opinion on Major Federal Program	<input type="text" value="Qualified Opinion"/> ---
*G4200-060	Number of A-133 Compliance Audit Findings	<input type="text"/> [Details]
G4200-070	Audit Finding Reference Number	<input type="text"/> ---
*G4200-090	Are Awards Received Directly from a Federal Agency?	<input type="text" value="None"/> ---
*G4200-100	Significant Deficiency Indicator	<input type="text" value="None"/> ---
*G4200-110	Material Weakness Indicator	<input type="text" value="None"/> ---
*G4200-120	Material Non-compliance Indicator	<input type="text" value="None"/> ---
*G4100-050	Total Amount of Questioned Costs	\$0 ---
14.850	Low Rent Public Housing	
*G4100-030	Amount Expended	\$ <input type="text"/> ---
*G4200-010	Major Federal Program Indicator	<input type="text" value="None"/> ---

An "Indicator" [\[Details\]](#) link only appears if **Yes** is selected for that field.

The page contains a link to [Add a Federal Program](#). This will take you back to the PHA Info add/select program pages, to add any needed programs that were not already added initially. If added, these programs must have FDS data filled in as well as DCF.

*G4200-120	Material Non-compliance Indicator	<input type="text" value="None"/> ---
*G4100-050	Total Amount of Questioned Costs	\$0 ---
Add a Federal Program <input type="button" value="Save"/> <input type="button" value="Reset"/>		

5.8.3.2 Compliance Requirement Details

The [\[Details\]](#) link for “Number of A-133 compliance Audit findings” field will bring you to a series of pages. This first page allows you to add one or more compliance requirements.

Compliance Requirement Details ([Back to Total Federal Awards Expended Details](#))

TYPE OF COMPLIANCE REQUIREMENT	AMOUNT OF QUESTIONED COST	INTERNAL CONTROL FINDINGS	DETAILS
<input type="button" value="Add"/>			

Select to open this page, where further information can be entered. Save your entered data before clicking the link to go back to the prior page.

Add A Compliance Requirement ([Back to Compliance Requirement Details](#))

Element#	Account Description	Value	Details
*G4200-020	Type of Compliance Requirement	None	---
*G4200-030	Amount of Questioned Costs	\$	---
*G4200-040	Internal Control Findings	None	---

The *Type of Compliance Requirement drop-down menu* gives you this list to choose from:

- None
- Activities Allowed or Unallowed
- Allowable Costs/Cost Principles
- Cash Management
- Davis-Bacon Act
- Equipment and Real Property Management
- Matching, Level of Effort, Earmarking
- Period of Availability of Funds
- Procurement and Suspension and Debarment
- Program Income
- Real Property Acquisition and Relocation Assistance
- Special Tests and Provisions
- Subrecipient Monitoring
- Eligibility - Requirements are not fully documented for Low Rent or Sec. 8
- Eligibility - Other
- Reporting - Unsupported Line Items reported on the PHAS Performance Report
- Reporting - Unsupported Line Items reported on the HUD - 52723
- Reporting - Other
- Eligibility - Rent Calculation
- Not Applicable

5.8.3.3 Audit Indicator Detail Pages

The *Significant Deficiency, Material Weakness, and Material Non-compliance Indicators* have [\[Details\]](#) links only if they are set to **Yes**.

*G4200-090	Are Awards Received Directly from a Federal Agency?	Yes	---
*G4200-100	Significant Deficiency Indicator	Yes	[Details]
*G4200-110	Material Weakness Indicator	Yes	[Details]
*G4200-120	Material Non-compliance Indicator	Yes	[Details]
*G4100-050	Total Amount of Questioned Costs	\$0	---

5.0 Creating Financial Submissions

Significant Deficiency Details ([Back to Total Federal Awards Expended Details](#))

Element#	Description	Value	Details
*G4200-200	Enter Number of Occurrences	<input type="text"/>	---
<input type="button" value="Save"/> <input type="button" value="Reset"/>			

Material Weakness Indicator Details ([Back to Total Federal Awards Expended Details](#))

Element#	Description	Value	Details
*G4200-210	Enter Number of Occurrences	<input type="text"/>	---
<input type="button" value="Save"/> <input type="button" value="Reset"/>			

The linked pages are identical for these indicators, except for the names of the fields being referenced.

Material Noncompliance Indicator Details ([Back to Total Federal Awards Expended Details](#))

Element#	Description	Value	Details
*G4200-220	Enter Number of Occurrences	<input type="text"/>	---
<input type="button" value="Save"/> <input type="button" value="Reset"/>			

Please refer to **Appendix B: DCF Business Rules** for a more comprehensive explanation of mandatory field requirements.

5.8.4 DCF Supplemental Information Page

My Inbox	PHA Info	FDS	DCF	Notes and Findings	Submit	Edit Flags	Reports	Logout
Programs+	PHA Information							
Comments	PHA Code: WA999 Fiscal Year End Date: 12/31/2012							
Late Reason	PHA Name: Housing Authority of the City of Washington							
Material Difference	Submission Type: <u>Audited/A-133</u>							

At the bottom of the PHA Information page, there is a “Component Unit” check box that PHA’s must check when reporting as a true component unit or a department or program of a larger government and when not receiving a separate audit.

PHA Information	
PHA Code	WA999
PHA Name	Housing Authority of the City of Washington
EIN Number	N/A
Address(line1)	904 9TH Street SW
Address(line2)	
City	Washington
State	CA
Zip Code	35954
Reporting Beginning Date	01/01 2012 (Four Digit Year)
Reporting Ending Date	12/31 2012 (Four Digit Year)
Submission Type	<input type="radio"/> Audited/Non-A-133 <input checked="" type="radio"/> <u>Audited/A-133</u>
Asset Management	<input type="radio"/> Non-Asset Management with Elimination Only <input type="radio"/> Non-Asset Management with COCC/Elimination <input checked="" type="radio"/> Non Asset Management <input type="radio"/> Asset Management without COCC/Elimination <input type="radio"/> Asset Management with Elimination Only <input type="radio"/> Asset Management with COCC/Elimination
Component Unit	<input checked="" type="checkbox"/> Component Unit (Check this box if the PHA is a component unit of the local government or local jurisdiction and will not be receiving its own separate A-133 or non A-133 audit.)

When the component unit box is checked, the question “Is MD&A omitted?” will be grayed out with N/A, and the PHA will not be able to select either “Yes” or “N””. In essence, the question should be skipped.

My Inbox	PHA Info	FDS	DCF	Notes and Findings	Submit	Edit Flags	Reports	Logout
General Information		PHA Information						
Financial Statement		PHA Code:	WA009	Fiscal Year End Date:	12/31/2012			
Federal Program		PHA Name:	Housing Authority of the City of Washington					
Supplemental Information		Submission Type:	Audited/A-133					

Supplemental Information			
ELEMENT#	DESCRIPTION	VALUE	DETAILS
*G3100-040	SAS 119 "in relation to" Opinion on the Financial Data Schedule	None	---
Required Supplemental Information			
*G3100-050	Is MD & A omitted? <i>(For PHAs reporting as a non-profit, select "No" for this element. This question should be skipped for all component unit submissions.)</i>	N/A	---
*G3100-060	Are other supplemental Information Omitted?	None	---

Save Reset

*mandatory field

5.8.4.1 Component Units

There are two types of component units (CU) to be reported by a PHA—a discreetly presented component unit (6.1) or a blended component unit (6.2). These component units can ONLY be added to 12/31/2013 and beyond submissions. The Program Selection Screen should add these two programs.

By clicking on “Add Program” from the PHA info page, you will be able to add the component units to the Program selection list.

My Inbox	PHA Info	FDS	DCF	Notes and Findings	Submit	Edit Flags	Reports	Logout
Programs+	Add Program	PHA Information						
Comments	Program Selection	PHA Code:	WA999	Fiscal Year End Date:	06/30/2012			
Late Reason		PHA Name:	Housing Authority of the County of Washington					
Material Difference		Submission Type:	Audited/A-133					

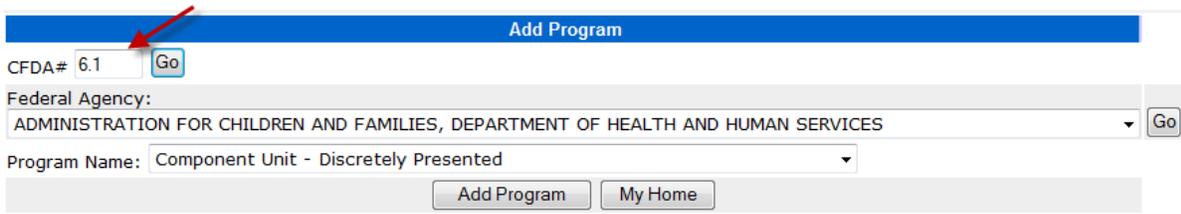
PHA Information

After clicking on “Add Programs”, you will be taken to the “Add Programs” page below.



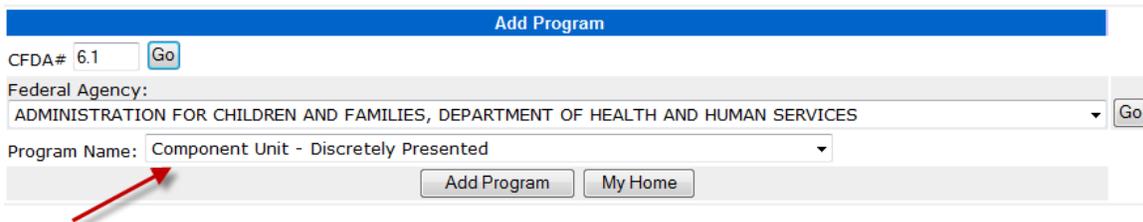
The screenshot shows the 'Add Program' form. At the top is a blue header with the text 'Add Program'. Below the header, there is a text input field for 'CFDA#' followed by a 'Go' button. A red arrow points to this 'Go' button. Below the CFDA# field is a dropdown menu for 'Federal Agency:' with the selected value 'ADMINISTRATION FOR CHILDREN AND FAMILIES, DEPARTMENT OF HEALTH AND HUMAN SERVICES' and a 'Go' button. Below that is another dropdown menu for 'Program Name:' with the selected value 'Interest Reduction Payments_Rental and Cooperative Housing for Lower I'. At the bottom of the form are two buttons: 'Add Program' and 'My Home'.

Enter the CFDA# in the CFDA field, and then click “GO”.



The screenshot shows the 'Add Program' form. The 'CFDA#' field now contains the value '6.1'. A red arrow points to the 'Go' button next to it. The 'Federal Agency:' dropdown remains the same. The 'Program Name:' dropdown now shows 'Component Unit - Discretely Presented'. The 'Add Program' and 'My Home' buttons are still at the bottom.

The search results will display the name of the Program in the “Program Name” field.



The screenshot shows the 'Add Program' form. The 'CFDA#' field contains '6.1' and the 'Go' button is highlighted. The 'Federal Agency:' dropdown is the same. The 'Program Name:' dropdown now displays 'Component Unit - Discretely Presented'. A red arrow points to this dropdown field. The 'Add Program' and 'My Home' buttons are at the bottom.

5.0 Creating Financial Submissions

An error will occur if the user attempts to add these component units to a submission prior to 12/31/2013 FYE as seen below:

Add Program

CFDA#

Federal Agency:

Program Name:

- **Program Can not be added for this submission due to FY restriction!**

If the component units are added successfully, the component unit will be listed on the Program selection screen and checked, as seen below:

Program Selection		
CFDA#	Name of Program	Select
10.test	test	<input type="checkbox"/>
14.182	N/C S/R Section 8 Programs	<input type="checkbox"/>
14.312	New Approach Anti-Drug Grants	<input type="checkbox"/>
14.850	Low Rent Public Housing	<input checked="" type="checkbox"/>
14.852	Public Housing_Comprehensive Improvement Assistance Program	<input type="checkbox"/>
14.853	Public Housing_Tenant Opportunities Program	<input type="checkbox"/>
14.854	Public and Indian Housing Drug Elimination Program	<input type="checkbox"/>
14.855	Section 8 Rental Voucher Program	<input type="checkbox"/>
14.856	Lower Income Housing Assistance Program_Section 8 Moderate Rehabilitat	[Details]
14.857	Section 8 Rental Certificate Program	<input type="checkbox"/>
14.858	Hope I	<input type="checkbox"/>
14.859	Public Housing_Comprehensive Grant Program	<input type="checkbox"/>
14.860	Head Start Public Housing Early Childhood/Development Demonstration	<input type="checkbox"/>
14.861	PIH - Family Investment Corporation	<input type="checkbox"/>
14.863	PIH - Youth Sports Program	<input type="checkbox"/>
14.864	Economic Development and Supportive Services Program	<input type="checkbox"/>
14.866	Revitalization of Severely Distressed Public Housing	<input type="checkbox"/>
14.868	New Approach Anti-Drug Grants	<input type="checkbox"/>
14.871	Housing Choice Vouchers	<input type="checkbox"/>
14.872	Public Housing Capital Fund Program	<input checked="" type="checkbox"/>
6.1	Component Unit - Discretely Presented	<input checked="" type="checkbox"/>
6.2	Component Unit - Blended	<input type="checkbox"/>
8	Other Federal Program 1	<input type="checkbox"/>
9	Other Federal Program 2	<input type="checkbox"/>
91	Other Federal Program 3	<input type="checkbox"/>
	Debt Service Fund	<input type="checkbox"/>
	Internal Service Fund	<input type="checkbox"/>
	State/Local	<input type="checkbox"/>

Once all the DCF pages are complete, return to the General Information Page.

When all data is entered in each of the 4 DCF pages, and **Save** results in no error messages, a validation button will appear at the bottom of the General Information page. When you are satisfied that all data is entered correctly, press **Validate** for final validation of the DCF.

G2200-240	Fee Accountant Contact Last Name	<input type="text"/>	---
G2200-250	Fee Accountant Contact Title	<input type="text"/>	---
G2200-260	Fee Accountant Contact Telephone	<input type="text"/>	---
G2200-270	Fee Accountant Contact Extension	<input type="text"/>	---
G2200-280	Fee Accountant Contact Fax	<input type="text"/>	---
G2200-290	Fee Accountant Contact Email	e@mail.net	---
*G4100-040	Total Federal Awards Expended	\$93,333	[Details]

Save **Reset** **Validate**

This message will inform you that the DCF form has passed final validation:



Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

My Inbox PHA Info FDS **DCF** Submit Edit Flags Reports Logout Help

General Information

PHA Information	
PHA Code	CA999
PHA Name	Hometown Housing Authority
Fiscal Year End Date:	09/30/2009
Submission Type:	Unaudited/Non-A-133

DCF Validation Result ([Back to DCF General Information](#))
The Data Collection Form was successfully validated. If you make any changes to the DCF, you must validate the DCF again.

5.9 Comments Page (For Audited and Un-audited Submissions)

The **Comments** page allows you to include comments about the submission. You may key or paste your comments into the value box in the top section. In the bottom section, you may upload a spreadsheet or text file.



Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

My Inbox PHA Info FDS DCF **Notes and Findings** Submit Edit Flags Reports Logout

Programs+
Comments
Late Reason
Material Difference

PHA Information	
PHA Code:	CA999 Fiscal Year End Date:06/30/2012
PHA Name:	Hometown Housing Authority
Submission Type:	Audited/A-133

From the PHA Information page, select **“Comments”** in the blue menu on the left of the page.

Comments		
Element#	Description	Value
G6000-030	Submission Comments	<input type="text"/>
Save		
Element#	Description	Value
G6000-040	Upload Submission Comments	<input type="text"/> Browse... <input type="text"/> Upload File(Max size is 30MB)

Key or paste comments into the Submission Comments value field, and press **Save**.

Press to locate the path of a separate file of comments, and then press the upload button to include it with this submission.

5.10 Late Reason Page

(For Audited Submissions Only)

The late reason page allows users to document a reason for the lateness of a financial submission.

The screenshot shows the Real Estate Assessment Center Financial Assessment Subsystem (FASS-PH) interface. At the top, there is a navigation bar with options: My Inbox, PHA Info (selected), FDS, DCF, Notes and Findings, Submit, Edit Flags, Reports, and Logout. Below this is a left-hand navigation menu with options: Programs+, Comments (circled in red), Late Reason (highlighted), and Material Difference. The main content area displays the PHA Information page with the following details: PHA Code: CA999, Fiscal Year End Date: 06/30/2012, PHA Name: Hometown Housing Authority, and Submission Type: Audited/A-133. Below this is the Late Reason page, which has a table with columns: Element#, Description, and Value. The table contains one row: Element# G6000-020, Description Late Reason, and Value Enter an explanation for why the audited submission is late here. There are Save and Reset buttons at the bottom of the table.

From the PHA Information page, select **Late Reason** link on the left of the page. The **Late Reason Page** will appear. Enter your reason in the value box and press .

5.11 XML Upload Page

(For UnAudited Submissions Only)

(Refer to XML Upload Manual for a more complete guide to the XML Upload process)

The XML Upload process allows a PHA to upload a submission previously created in XML file format rather than typing the data directly into the system data entry pages. The steps, from selecting programs, through the navigation flows, to filling out the Balance Sheet, Income Statements, and DCF pages, are replaced with this file upload. Data validation is undertaken in the same way for the uploaded XML data. Programs are determined by the content of the XML file being uploaded rather than by the Program Selection pages.

The screenshot shows the Real Estate Assessment Center Financial Assessment Subsystem (FASS-PH) interface. At the top, there is a navigation bar with options: My Inbox, PHA Info (selected), FDS, DCF, Submit, Edit Flags, Reports, and Logout. Below this is a left-hand navigation menu with options: Programs+, XML Upload (highlighted with a red arrow), and XML Project Listing. The main content area displays the PHA Information page with the following details: PHA Code: CA999, Fiscal Year End Date: 06/30/2013, PHA Name: Hometown Housing Authority, and Submission Type: Unaudited/A-133. Below this is the XML Upload page, which has a table with columns: Element#, Description, and Value. The table contains one row: Element# XML_LOAD, Description Upload XML Submission, and Value Upload File(Max size is 30MB). There is a Browse... button next to the Value field.

To upload the XML data, first create a submission, completing and saving the PHA Information data.

Do not select Programs. From the PHA Info page, select XML Upload from the blue navigation window.

This page will display.

Click to search for and select your XML file. The file location will be loaded into the value field. Then click to process the data for validation. If the data passes the validation test, the data from the file will be placed into individual fields in the database. If errors were found, a list of error messages will be displayed, and the data will not be moved into the database.

Once the XML data has been validated and moved into the database, you will be able to view it, modify it, and add to it just as if it were a draft submission built by using the data entry pages.

5.12 Excel Upload

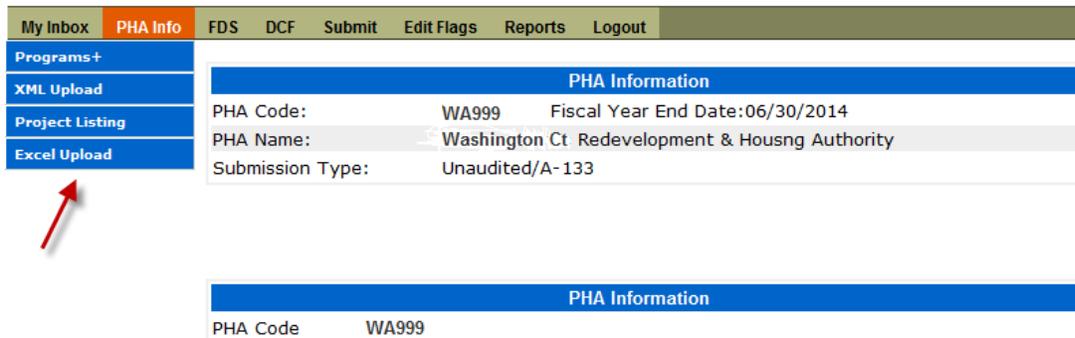
The Excel Upload process allows a PHA to upload a submission previously created in an Excel file format rather than typing the data directly into the system data entry pages. The steps, from selecting programs, through the navigation flows, to filling out the Balance Sheet, Income Statements, and DCF pages, are replaced with this file upload. Data validation is undertaken in the same way for the uploaded Excel data. Programs are determined by the content of the Excel file being uploaded rather than by the Program Selection pages.

To upload the Excel data, first create a submission, completing and saving the PHA Information data.

Do not select Programs.

From the PHA Info page, select Excel Upload from the blue navigation window.

After saving the PHA information page, you will see the Excel Upload option on the top left blue navigation menu.



5.0 Creating Financial Submissions

When you click the Excel Upload option, you will be given the option to Browse and upload the Excel file you wish to use.

The screenshot shows the 'PHA Info' page with a navigation menu on the left. The 'Excel Upload' option is highlighted with a red circle. The main content area displays 'PHA Information' with the following details:

PHA Code:	WA999	Fiscal Year End Date:	06/30/2014
PHA Name:	Washington Ct Redevelopment & Housng Authority		
Submission Type:	Unaudited/A-133		

Below this is a table with columns 'Element#', 'Description', and 'Value'. The 'EXCEL_LOAD' row has a description 'Upload EXCEL Submission' and a 'Value' column containing a 'Browse...' button and an 'Upload File(Max size is 30MB)' button. A red arrow points to the 'Browse...' button.

After uploading the file you wish to use, you will now see Excel Upload Status on the top left blue navigation menu.

The screenshot shows the 'PHA Info' page with the 'EXCEL Upload Status' option highlighted in the navigation menu. The main content area displays the same 'PHA Information' details as the previous screenshot.

Below this is a table with columns 'Element#', 'Description', and 'Value'. The 'EXCEL_LOAD' row has a description 'Upload EXCEL Submission' and a 'Value' column containing the text 'Copy of FASS-PH_FDS_Upload_Tool_FL058_3-31-2014_Test.xls' and a 'Delete' link.

5.0 Creating Financial Submissions

To check the status of the file, click the Excel Upload Status button from the top left navigation menu in blue. The status may change to “Draft State”. To check the status again, click on Excel Upload Status from the top left navigation.

My Inbox	PHA Info	FDS	DCF	Submit	Edit Flags	Reports	Logout																																
<table border="1"> <tr> <td>Programs+</td> <td colspan="7">PHA Information</td> </tr> <tr> <td>EXCEL Upload Status</td> <td>PHA Code:</td> <td>WA999</td> <td colspan="5">Fiscal Year End Date:06/30/2014</td> </tr> <tr> <td>Excel Upload</td> <td>PHA Name:</td> <td colspan="6">Washington Ct Redevelopment & Housng Authority</td> </tr> <tr> <td></td> <td>Submission Type:</td> <td colspan="6">Unaudited/A-133</td> </tr> </table>								Programs+	PHA Information							EXCEL Upload Status	PHA Code:	WA999	Fiscal Year End Date:06/30/2014					Excel Upload	PHA Name:	Washington Ct Redevelopment & Housng Authority							Submission Type:	Unaudited/A-133					
Programs+	PHA Information																																						
EXCEL Upload Status	PHA Code:	WA999	Fiscal Year End Date:06/30/2014																																				
Excel Upload	PHA Name:	Washington Ct Redevelopment & Housng Authority																																					
	Submission Type:	Unaudited/A-133																																					
<table border="1"> <tr> <th colspan="3">EXCEL Upload Status</th> </tr> <tr> <th colspan="3">Status</th> </tr> <tr> <td>EXCEL Upload Status:</td> <td>DRAFT STATE</td> <td>Copy of FASS- PH_FDS_Upload_Tool_FL058_3 -31- 2014_Test.xls View</td> </tr> </table>								EXCEL Upload Status			Status			EXCEL Upload Status:	DRAFT STATE	Copy of FASS- PH_FDS_Upload_Tool_FL058_3 -31- 2014_Test.xls View																							
EXCEL Upload Status																																							
Status																																							
EXCEL Upload Status:	DRAFT STATE	Copy of FASS- PH_FDS_Upload_Tool_FL058_3 -31- 2014_Test.xls View																																					

If the file is fails for any reason, you will see explanation in the Excel Message Center. If this happens, you must delete the file, make the necessary corrections and upload again.

EXCEL Upload Status		
Status		
EXCEL Upload Status:	DRAFT STATE	Copy of FASS- PH_FDS_Upload_Tool_FL058_3 -31- 2014_Test.xls View

EXCEL Message Center
PHA Code does not match EXCEL Submission. Correct PHA Code in the EXCEL and upload EXCEL Submission again. Reference No: 20130715145820
Fiscal Year End does not match EXCEL Submission. Correct Fiscal Year End in the EXCEL and upload EXCEL Submission again.. Reference No: 20130715145820
Asset Management Type does not match EXCEL Submission. Correct Submission Type in the EXCEL and upload EXCEL Submission again.. Reference No: 20130715145820

Once the file has been uploaded successfully, you will see a successful upload status.

My Inbox	PHA Info	FDS	DCF	Submit	Edit Flags	Reports	Logout
Programs+		PHA Information					
EXCEL Upload Status		PHA Code: WA999 Fiscal Year End Date:06/30/2014					
Excel Upload		PHA Name: Washington Ct Redevelopment & Housng Authority					
		Submission Type: Unaudited/A-133					

EXCEL Upload Status	
Status	
EXCEL Upload Status:	SUCCESSFUL
	Copy of FASS-PH_FDS_Upload_Tool_FL058_3-31-2014_Test.xls View

5.13 Notes & Findings Pages

(For Audited Submissions Only)

The Notes & Findings Pages allow the PHA to include with the Submission the results of an auditor's or Independent Public Accountant's review of the Submission. Each of the sub-pages holds a different aspect of the audit, in the form of a file which is uploaded and included with the Submission. There are 6 different aspects, each mandatory, or optional, depending on the submission type, the accounting method, and whether the PHA is reporting as a component unit. The latest version of the matrix, below can be found Appendix A of this

manual. Refer to this matrix to determine which Notes & Findings Pages / files are mandatory for your submission.

Notes & Findings Business Rules Matrix
(Current as of FASS-PH Release 9.1.0.0)

Submission Type	A-133	A-133	A-133	A-133	Non A-133	Non A-133	Non A-133	Non A-133
Component Unit	No	No	Yes	Yes	No	No	Yes	Yes
Accounting Method*	Full Accrual	Modified Accrual	Full Accrual	Modified Accrual	Full Accrual	Modified Accrual	Full Accrual	Modified Accrual
Notes	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory
Audit Information (Opinion)	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory
Audit Information (Attachment)	Mandatory	Mandatory	Not Available	Not Available	Mandatory	Mandatory	Not Available	Not Available
Audit Findings	Mandatory	Mandatory	Mandatory	Mandatory	Not Available	Not Available	Not Available	Not Available
Action Plan	Mandatory	Mandatory	Optional	Optional	Not Available	Not Available	Not Available	Not Available
MD&A	Mandatory	Mandatory	Not Available	Not Available	Mandatory	Mandatory	Not Available	Not Available
Financial Statements	Mandatory	Mandatory	Not Available	Not Available	Mandatory	Mandatory	Not Available	Not Available

5.13.1 Notes

The Notes page is the default display when you select Notes & Findings from the top navigation bar.

Press to locate the footnotes file, and then press the Upload button to include the file with your submission.



Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)



Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

Once the file is uploaded, you can view it or delete it.

5.13.2 Audit Information

Select Opinion Type from drop down menu, then press the *Save Opinion Type* menu.

Choices are:

- Fairly Stated
- Fairly Stated except for
- No Opinion
- Incomplete or Missing

Press to locate the Audit Information file, and then press the Upload button to include the file with your submission.

The screenshot shows the 'Real Estate Assessment Center Financial Assessment Subsystem (FASS-PH)' interface. The top navigation bar includes 'My Inbox', 'PHA Info', 'FDS', 'DCF', 'Notes and Findings', 'Submit', 'Edit Flags', 'Reports', and 'Logout'. A sidebar on the left contains a menu with 'Notes', 'Audit Information', 'Action Plans', 'Financial Statements', 'MD&A', and 'Audit Findings'. The main content area is titled 'PHA Information' and displays fields for 'PHA Code: CA999', 'Fiscal Year End Date: 06/30/2012', 'PHA Name: Hometown Housing Authority', and 'Submission Type: Audited/A-133'. Below this is a table for 'Audit Information' with columns 'Element', 'Description', and 'Value'. The table contains two rows: 'G5100-010' with description 'Opinion on Supplemental Information' and value 'None' (with a dropdown menu and a 'Save Opinion Type' button), and 'G5100-020' with description 'Auditor Opinions and Schedule of Expenditure of Federal Awards' and value 'Upload File(Max size is 30MB)' (with a 'Browse...' button).

5.13.3 Action Plans

Press to locate the Action Plan file, and then press the Upload button to include the file with your submission.

The screenshot shows the 'Real Estate Assessment Center Financial Assessment Subsystem (FASS-PH)' interface. The top navigation bar and sidebar are identical to the previous screenshot. The main content area is titled 'Action Plans' and displays the same 'PHA Information' fields. Below this is a table for 'Action Plans' with columns 'Element', 'Description', and 'Value'. The table contains one row: 'G5300-010' with description 'Corrective Action Plan (Current & Prior Year Findings)' and value 'Upload File(Max size is 30MB)' (with a 'Browse...' button).

5.13.4 Financial Statements

5.0 Creating Financial Submissions

Press to locate the Financial Statements file, and then press the Upload button to include the file with your submission.



Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

My Inbox PHA Info FDS DCF **Notes and Findings** Submit Edit Flags Reports Logout

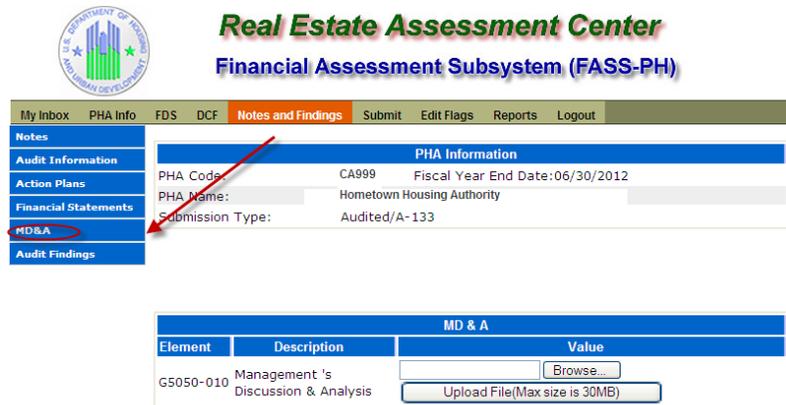
Notes
Audit Information
Action Plans
Financial Statements
MD&A
Audit Findings

PHA Information
PHA Code: CA999 Fiscal Year End Date:06/30/2012
PHA Name: Hometown Housing Authority
Submission Type: Audited/A-133

Financial Statements		
Element	Description	Value
G5150-010	Government-wide AND OR Fund Financial Statements	<input type="button" value="Browse..."/> <input type="button" value="Upload File(Max size is 30MB)"/>

5.13.5 MD&A (Management's Discussion & Analysis)

Press to locate the MD&A file, and then press the Upload button to include the file with your submission.



Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

My Inbox PHA Info FDS DCF **Notes and Findings** Submit Edit Flags Reports Logout

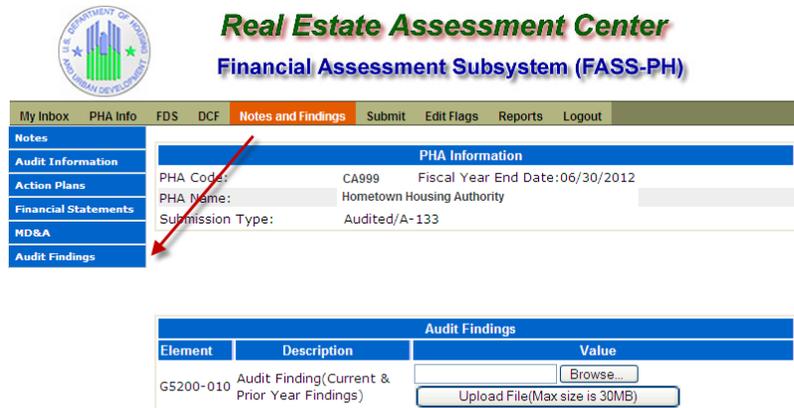
Notes
Audit Information
Action Plans
Financial Statements
MD&A
Audit Findings

PHA Information
PHA Code: CA999 Fiscal Year End Date:06/30/2012
PHA Name: Hometown Housing Authority
Submission Type: Audited/A-133

MD & A		
Element	Description	Value
G5050-010	Management's Discussion & Analysis	<input type="button" value="Browse..."/> <input type="button" value="Upload File(Max size is 30MB)"/>

5.13.6 Audit Findings

Press to locate the path to your Audit Findings file, and then press the Upload button.



Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

My Inbox PHA Info FDS DCF **Notes and Findings** Submit Edit Flags Reports Logout

Notes
Audit Information
Action Plans
Financial Statements
MD&A
Audit Findings

PHA Information
PHA Code: CA999 Fiscal Year End Date:06/30/2012
PHA Name: Hometown Housing Authority
Submission Type: Audited/A-133

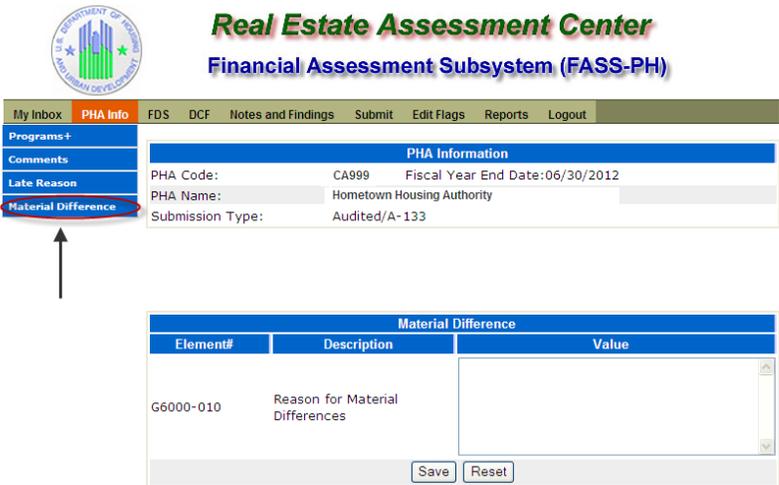
Audit Findings		
Element	Description	Value
G5200-010	Audit Finding(Current & Prior Year Findings)	<input type="button" value="Browse..."/> <input type="button" value="Upload File(Max size is 30MB)"/>

5.14 Material Difference Reason Page

(For Audited Submissions Only)

The Material Difference Reason page contains the PHA's written explanation for any significant differences between the audited and unaudited submissions. The link to this page is available only to audited submissions, only on the PHA Info page. If there are no material differences, you can ignore this feature.

5.0 Creating Financial Submissions

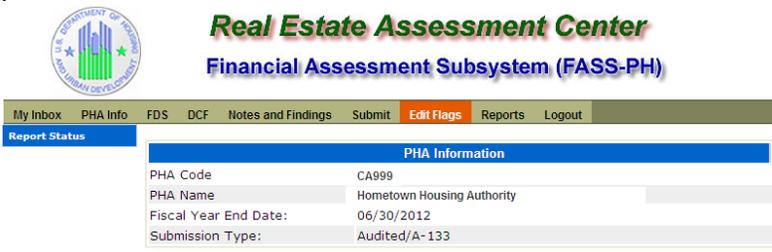


The screenshot shows the 'Real Estate Assessment Center Financial Assessment Subsystem (FASS-PH)' interface. The top navigation bar includes 'My Inbox', 'PHA Info', 'FDS', 'DCF', 'Notes and Findings', 'Submit', 'Edit Flags', 'Reports', and 'Logout'. The left sidebar has 'Programs+', 'Comments', 'Late Reason', and 'Material Difference' (highlighted with a red box and an arrow). The main content area shows 'PHA Information' with fields for PHA Code (CA999), Fiscal Year End Date (06/30/2012), PHA Name (Hometown Housing Authority), and Submission Type (Audited/A-133). Below this is a 'Material Difference' table with columns for Element#, Description, and Value. The table contains one row: Element# G6000-010, Description Reason for Material Differences, and Value (empty). At the bottom of the table are 'Save' and 'Reset' buttons.

In the value box, enter the reason the Audited Submission is materially different from the Unaudited version. Press the button.

5.15 Edit Flags Page

Edit Flags are comments to alert you to potential errors or omissions in your submission. While not outright rejections, they do identify significant issues which should be reviewed by you before going through the submission process.



The screenshot shows the 'Real Estate Assessment Center Financial Assessment Subsystem (FASS-PH)' interface. The top navigation bar includes 'My Inbox', 'PHA Info', 'FDS', 'DCF', 'Notes and Findings', 'Submit', 'Edit Flags' (highlighted with a red box), 'Reports', and 'Logout'. The left sidebar has 'Report Status' (highlighted with a blue box). The main content area shows 'PHA Information' with fields for PHA Code (CA999), PHA Name (Hometown Housing Authority), Fiscal Year End Date (06/30/2012), and Submission Type (Audited/A-133).

Once all the FDS documents and the DCF documents are complete and validated, select the **Edit Flags** link on the top navigation bar.

The **Edit Flags Action Center** page will display

Click on to generate the Edit Flags Report.



The screenshot shows the 'Edit Flag Action Center' page. It features a blue header with the text 'Edit Flag Action Center'. Below the header, there is a red arrow pointing to the text 'Click [Edit Flags](#) to generate edit flags'. At the bottom, there is a warning message: '* Your submission must be validated before running the edit flag report.'

You will receive a message to return later to view the report.

You may click on the Report Status blue link to find if the report is complete. If so, follow instructions on the page to view the report.

When the Edit Flags Report has been generated, you can view it by clicking on the link that appears on the Action Center page.

This is an example of the report layout. You may print the report or export it to a spreadsheet.

Flag #	Level	Flag Description	Project/Program
23	Project/Program	The total amount of cash and current investments (lines 111,112,113,114,115,131,132, and 135) should be equal to or greater than the value reported for deferred revenues (line 342).	(PR)-LITTLE RIVER/FOREMAN
35	Project/Program	The PHA must report amounts related to operations on line 70600 and amounts related to capitalization of assets on line 70610.	(PG)-Public Housing Capital Fund Program

4.0 Common System Features

6.0 SUBMITTING FINANCIAL DATA

6 SUBMITTING FINANCIAL DATA

This chapter will guide you through the actual submission process. Section 6.1 discusses Un-audited submissions. Section 6.2 discusses Audited submissions. Section 6.3 describes the monitoring of your submission status after submitting to REAC.

6.1 Un-audited Submission Process

Before starting the submission process for your PHA, all Balance Sheets, and Income Statements for each program and project managed by your PHA, plus the Data Collection Form, Comments, etc. must be complete. Data checks triggered by and should have been successful for each document.

After all required information is entered in FASS-PH for your PHA, and all preliminary validations have been successful, go to the **Submit Data** page to perform a submission completeness check and submit the data to REAC. If the submission is successful, a confirmation message will display. If not, you must correct the data until the submission is valid.



The **Submit Data** page also contains a Certification Statement. By submitting financial data electronically, the PHA user certifies that the data is accurate, complete and in accordance with the stated requirements.

From the **PHA Information Page**, select the **SUBMIT** link on the top bar of the page. The **Submit Data Page**, including the **Certification Statement**, will display.



Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

My Inbox	PHA Info	FDS	DCF	Submit	Edit Flags	Reports	Logout
PHA Information							
PHA Code:	CA999	Fiscal Year End Date:	06/30/2012				
PHA Name:	Hometown Housing Authority						
Submission Type:	Unaudited/Non-A-133						

Submit

Certification Statement

This is to certify that, to the best of my knowledge and belief, the information contained in this submission - including but not limited to the accompanying FDS is accurate and complete for the period described on data element lines G9000-010, G2000-021, and G2000-031.

By selecting Submit Financial Data, I declare that the foregoing is true and correct.

Submit Data



Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

My Inbox PHA Info FDS DCF **Submit** Edit Flags Reports Logout

PHA Information		
PHA Code:	CA999	Fiscal Year End Date:06/30/2012
PHA Name:	Hometown Housing Authority	
Submission Type:	Unaudited/Non-A-133	

Click on

[Submission Completeness Check](#)

to validate the combined financial data.

Submit	
Certification Statement	
This is to certify that, to the best of my knowledge and belief, the information contained in this submission - including but not limited to the accompanying FDS is accurate and complete for the period described on data element lines G9000-010, G2000-021, and G2000-031. By selecting Submit Financial Data, I declare that the foregoing is true and correct.	

Submit Data	
<input type="button" value="Submission Completeness Check"/>	

Line Item #	Description	Total
190	Total Assets	\$0
600	Total Liabilities and Equity/Net Assets	\$0
70000	Total Revenue	\$0
96900	Total Operating Expenses	\$0
97000	Excess of Operating Revenue over Operating Expenses	\$0
10000	Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	\$0

Please Click on 'My InBox' at the top to Return to your inbox.

If errors are detected, they will be listed on a page as displayed here.



Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

My Inbox PHA Info FDS DCF **Submit** Edit Flags Reports Logout

PHA Information		
PHA Code:	CA999	Fiscal Year End Date:06/30/2012
PHA Name:	Hometown Housing Authority	
Submission Type:	Unaudited/Non-A-133	

All the errors must be resolved before the Submission can proceed. You may print this error list if needed, using Windows **Print** options.

Press [Go Back to Submit FDS](#)

to return to the Submit Data Page. From there you can navigate to the pages you need to correct the errors indicated.

Please correct following Errors	
Project Completeness Check	Project - ELYTON VILLAGE Not Validated!. Reference No: 20120913093428
Project Completeness Check	Project - METROPOLITAN GARDENS Not Validated!. Reference No: 20120913093428
Project Completeness Check	Project - SOUTHTOWN Not Validated!. Reference No: 20120913093428

If there are no errors, a confirmation message displays, as shown here.

Select

[Go Back to Submit FDS](#)

It will return you to the main submit page:

At the main submit page, select

[Submit Financial Data](#)



Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

My Inbox PHA Info FDS DCF **Submit** Edit Flags Reports Logout

PHA Information	
PHA Code:	CA999 Fiscal Year End Date:06/30/2013
PHA Name:	Hometown Housing Authority
Submission Type:	Unaudited/A-133

Completeness Check - Completed Successfully
[Go Back to Submit FDS](#)

Submit Data

[Submission Completeness Check](#)

Certification Statement

This is to certify that, to the best of my knowledge and belief, the information contained in this submission - including but not limited to the accompanying FDS and entity self assessment - is accurate and complete for the period described on data element lines G9000-010, G2000-021, and G2000-031.
 By selecting Submit Financial Data, I declare that the foregoing is true and correct.

Line Item #	Description	Total
190	Total Assets	0
600	Total Liabilities and Equity/Net Assets	0
70000	Total Revenue	869
96900	Total Operating Expenses	2,651
97000	Excess of Operating Revenue over Operating Expenses	4,283
10000	Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	-4,859

[Submit Financial Data](#)

If the submission is successful, this acknowledgement screen will display:

Click on the My Inbox link on top navigation bar to return to the Inbox.



Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

My Inbox PHA Info FDS DCF **Submit** Edit Flags Reports Logout

PHA Information	
PHA Code:	CA999 Fiscal Year End Date:06/30/2012
PHA Name:	Hometown Housing Authority
Submission Type:	Unaudited/Non-A-133

Congratulations! Your submission has been successfully transmitted to FASS-PH.

Date/Time: Fri Jul 31 12:19:57 EDT 2009
 Confirmation Key: 120000000.6437.56.8.RVS

Line Item #	Description	Total
190	Total Assets	1,287
600	Total Liabilities and Equity/Net Assets	1,287
70000	Total Revenue	2,845
96900	Total Operating Expenses	3,027
97000	Excess of Operating Revenue over Operating Expenses	-182
10000	Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	-261

Please Click on 'My InBox' at the top to Return to your inbox.



Real Estate Assessment Center Financial Assessment Subsystem (FASS-PH)

Work Items	Search
Create Submission	Submission Type: All
Delete Draft Submission	Status: All
Link to 3/31/2008 and prior Submissions Inbox	Fiscal Year End: All
	PHA Code: CA999
	<input type="text"/> Search

12 Submission(s) found, displaying all Submission(s). 1

Status	PHA Code	PHA name	Type	Fiscal Year End	Date Received	Submitter/Reviewer
PHA Submitted	CA999	Hometown	Unaudited/A-133	06/30/2012	09/20/2012	M00202

Your submission's status has changed from **Draft** to **PHA Submitted**.

The submission will be processed during the nightly batch process, and the status will change from **PHA Submitted** to **Review**. After REAC completes the internal review, the status changes to **Approved** or **Rejected**.

If your submission's status is **Rejected**, you must create a new submission, correct the errors, validate, and resubmit your data to REAC. (See Section 9 for Resubmission of rejected submissions.)

Please refer to section 6.3 for information regarding monitoring your submission status.

6.2 Audited Submission Process

After the unaudited data has been prepared and submitted to HUD-REAC (Section 6.1), the final audited data is prepared and submitted. All the FDS validations, screens and linkages for submission are the same as for unaudited submissions. The DCF General Information page is different, and additional data is required:

- Additional Data Collection Form pages
- Notes & Findings pages
- Material Differences pages (if appropriate)

You have the choice of preparing the Audited Submission from scratch, or of downloading the base of information from the unaudited submission that you prepared earlier.

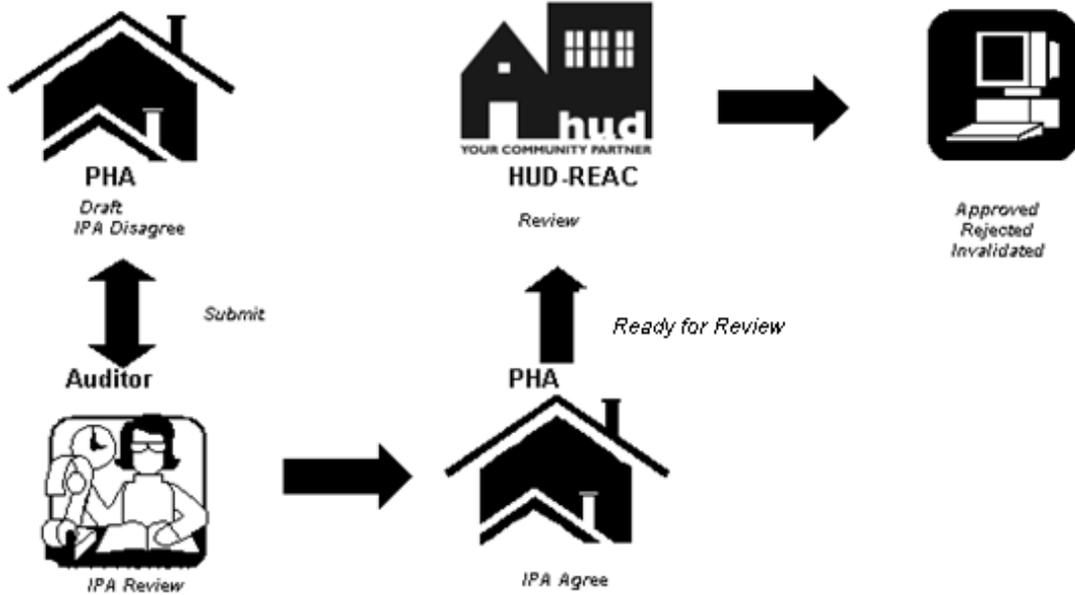
Additional steps are also required. The submission is in three stages.

The first stage submits the data for IPA verification: Once the submission is successful, the submission status changes from **Draft** to **IPA Review**.

In the second stage, the auditor or IPA verifies that the data that was entered into the system matches the actual PHA financial data and auditor review.

- If the auditor determines that the data is accurate (the submission status changes to **IPA Agree**), the PHA can submit the final data to REAC.

- If the auditor determines that the data is not accurate (the submission status changes to **IPA Disagree**), then the PHA must correct the discrepancies and resubmit the data for IPA verification (the submission status changes from **IPA Disagree** back to **IPA Review**).



6.2.1 Auditor Procedures

The purpose of the Auditor Procedures is for the Independent Public Accountant (IPA) to review the submission, and specifically the documentation of the audit that was already performed on the submission, to verify that the actual audit information was correctly entered into the system. These procedures allow a designated auditor to certify the correctness of what was entered, prior to final submission.

When an Audited submission has been prepared and is submitted by the PHA, the status changes from **Draft** to **IPA Review**.

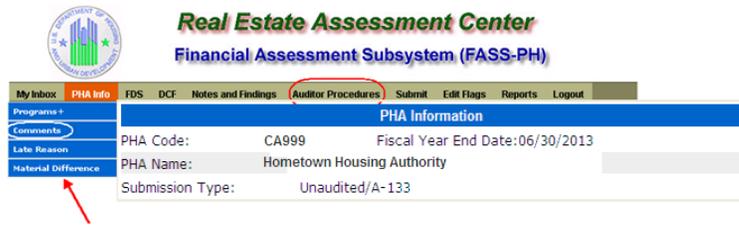
The IPA, or Auditor, logs into the system and clicks on the [IPA Review Status](#) link of the listed PHA Submission,



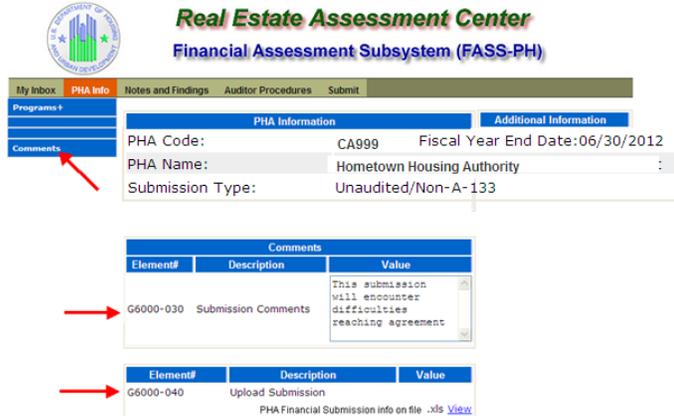
Real Estate Assessment Center Financial Assessment Subsystem (FASS-PH)

Work Items		Search				
Create Submission	Delete Draft Submission	Submission Type: <input type="text" value="All"/>	PHA Code: <input type="text" value="CA999"/>			
Link to 3/31/2008 and prior Submissions Inbox		Status: <input type="text" value="All"/>	Fiscal Year End: <input type="text" value="All"/> <input type="text" value=""/>			
<input type="button" value="Search"/>						
14 Submission(s) found, displaying all Submission(s). 1						
Status	PHA Code	PHA name	Type	Fiscal Year End	Date Received	Submitter/Reviewer
Draft	CA999	Hometown Housing Authority	Unaudited/Non-A-133	06/30/2012		M00202
IPA Review	CA999	Hometown Housing Authority	Audited/A-133	06/30/2012		M00202

A PHA Info page opens with [Auditor Procedures](#) now present in the gold navigation bar

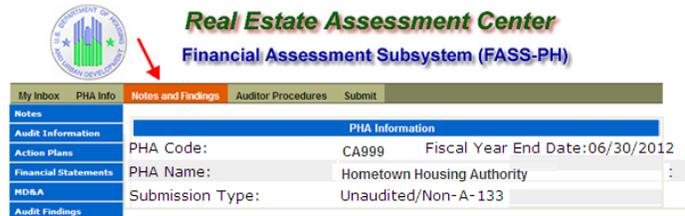


First the Auditor must review all **Comments** and **Notes and Findings** associated with the Submission. Click on the **Comments** link on the left navigation menu to open the Comments page.



From this page, review the typed comments. Click on [View](#) (listed here in the second element), to view the uploaded comments file.

The Auditor clicks on the [Notes & Findings](#) link to see the additional files associated with the submission.



The Footnotes page is displayed on the initial page:

Element	Description	Value
G5000-010	Foot Notes	File of Audit Footnotes .xls View

By clicking on each of the links on the left navigation menu, the Auditor can access each of the Notes and Findings pages.

The [Audit Information](#) link can be clicked to view the **Opinion on Supplemental Information**. From there, the [View](#) link

Audit Information		
Element	Description	Value
G5100-010	Opinion on Supplemental Information	Fairly stated
G5100-020	Auditor Opinions and Schedule of Expenditure of Federal Awards	Schedule of Expenditure of Awards .xls View

reveals the **Auditor Opinions and Schedule of Expenditure of Federal Awards** file.

The [Action Plans](#) link makes available the Corrective Action Plan File by clicking that [View](#) link.

Action Plans		
Element	Description	Value
G5300-010	Corrective Action Plan(Current & Prior Year Findings)	

Corrective Actions Plan File .xls [View](#)

The [Financial Statements](#) link makes available the Financial Statements file by clicking on the [View](#) link.

Financial Statements		
Element	Description	Value
G5150-010	Government-wide AND OR Fund Financial Statements	

File of Financial Statements .xls [View](#)

The [Audit Findings](#) link makes available the Audit Findings file by clicking that [View](#) link.

Audit Findings		
Element	Description	Value
G5200-010	Audit Finding(Current & Prior Year Findings)	

Audit Findings File .xls [View](#)

The [MD&A](#) link opens Management's Discussion & Analysis. Click the [View](#) link to see the Management Discussion file.

MD & A		
Element	Description	Value
G5050-010	Management 's Discussion & Analysis	

Management Discussion file .xls [View](#)

After the Auditor reviews all the documents associated with the PHA Submission, the next step is to click on [Auditor Procedures](#) on the top navigation bar of the **PHA Info** page.

The first time this link is clicked, the "Same Auditor Check" page appears:

Same Auditor Check ?
Is the individual person or firm performing the agreed upon procedures the same individual performing the audit? To change your response after clicking Yes or No, please click the Back button on your browser and click the Auditor Procedures tab again.
Note: This message box will not appear again after you save data on the Auditor Procedures page.
<input type="button" value="YES"/> <input type="button" value="NO"/>

The auditor responds with either or . For either response, the system will navigate to the **Independent Accountant's Report** page.

If is clicked, significant auditor identification information is required. If is clicked, less information is requested on the report. The content of the report may also vary slightly, based on several characteristics of the submission and of the PHA.

The Auditor enters the PHA name and report date fields, checks the agrees/does-not-agree radio button for each procedure category, and fills in his UII number. The name, employee ID number and the current date are generated on the report.



Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

My Inbox	PHA Info	FDS	DCF	Notes and Findings	Submit	Edit Flags	Reports	Logout
Auditor Procedures								
PHA Information								
PHA Code:	CA999	Fiscal Year End Date:	12/31/2014					
PHA Name:	Washington Homes Housing Authority							
Submission Type:	Audited/A-133							

Audited A-133 Non Component Unit(Same Auditor)
Independent Accountant's Report on Applying Agreed-Up Procedure

We have performed the procedure described in the second paragraph, which was agreed to by **CA999**¹ (the Housing Authority) and the U.S. Department of Housing and Urban Development, Real Estate Assessment Center (REAC), solely to assist them in determining whether the electronic submission of certain information agrees with related hard copy documents included within the OMB Circular A-133 reporting package. The Housing Authority is responsible for the accuracy and completeness of the electronic submission. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedure is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedure described below either for the purpose for which this report has been requested or for any other purpose.

We compared the electronic submission of the items listed in the "UFRS Rule Information" column with the corresponding printed documents listed in the "Hard Copy Documents" column. The results of the performance of our agreed-upon procedure indicate agreement or non-agreement of electronically submitted information and hard copy documents as shown in the chart below.

We were engaged to perform an audit in accordance with OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, for the Housing Authority as of and for the year ended **06/04/2013**², and have issued our reports thereon dated **06/04/2013**³. The information in the "Hard Copy Documents" column was included within the scope, or was a by-product, of that audit. Further, our opinion on the fair presentation of the Housing Authority's Financial Data Schedule (FDS) dated **06/04/2013**⁴, was expressed in relation

6	Financial statement report information (data element G3000-010 to G3000-050)	Schedule of Findings and Questioned costs, Part 1 and OMB Data Collection Form*	<input checked="" type="radio"/>	<input type="radio"/>
7	Federal program report information (data element G4000-020 to G4000-040)	Schedule of Findings and Questioned costs, Part 1 and OMB Data Collection Form*	<input checked="" type="radio"/>	<input type="radio"/>
8	Type of Compliance Requirement (G4200-020 & G4000-030)	OMB Data Collection Form*	<input checked="" type="radio"/>	<input type="radio"/>
9	Basic financial statements and auditor reports required to be submitted electronically	Basic financial statements (inclusive of auditor reports)	<input checked="" type="radio"/>	<input type="radio"/>

UII

Firm Name

Employer Identification Number

Date

- Legend**
- ¹ Enter Name of Housing Authority.
 - ² Enter Fiscal Year End (mm/dd/yyyy).
 - ³ Enter "Audit Report" Date (mm/dd/yyyy).
 - ⁴ Enter "Financial Data Schedule" Date (mm/dd/yyyy).

Pressing then pressing completes the transaction.

If the auditor has checked all of the **Agrees** radio buttons, then the PHA Submission is listed with its new status of **IPA Agree**.

2 Submission(s) found, displaying all Submission(s) 1

Status	PHA Code	PHA name	Type	Fiscal Year End	Date Received	Submitter/Reviewer
Draft	CA999	Hometown Housing Authority	Unaudited/Non-A-133	03/31/2008		M00206
IPA Agree	CA999	Hometown Housing Authority	Audited/Non-A-133	03/31/2008		M00205

If the auditor has checked any of the **Does not Agree** radio buttons, then the PHA Submission is listed with its new status, **IPA Disagree**, as shown.

Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

Work Items
[Create Submission](#)
[Delete Draft Submission](#)
[Link to 3/31/2008 and prior Submissions Inbox](#)

Search
 Submission Type: All
 PHA Code: CA999
 Status: All
 Fiscal End Year: 03/31 2009

2 Submission(s) found, displaying all Submission(s) 1

Status	PHA Code	PHA name	Type	Fiscal Year End	Date Received	Submitter/Reviewer
Draft	CA999	Hometown Housing Authority	Unaudited/Non-A-133	03/31/2009		M00206
IPA Disagree	CA999	Hometown Housing Authority	Audited/Non-A-133	03/31/2009		M00205

Resources
[User Guide and System Documentation](#) [Technical Assistance Center](#) [FASS-PH website](#)

6.2.2 PHA Procedures for Audited Submissions

Once an Audited submission has been prepared (Section 5), the initial submission procedures are identical to those for Un-Audited submissions, described in Section 6.1. The only difference is that the resulting status, instead of **PHA Submitted** or **Review**, will be **IPA Review**, indicating that an Independent Public Accountant will review the submission. That review, described in section 6.2.1, will result in a status of either **IPA Disagree** or **IPA Agree**.

6.2.2.1 IPA Disagree

If an Auditor returns an **IPA Disagree** status, the PHA must revise this submission (not try to create a new one) and submit the financial submission again for the auditors' review. When this is done, the Status will revert back to **IPA Review**, as shown:

This back and forth can happen as many times as it takes until a status of **IPA Agree** is given

Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

Work Items
[Create Submission](#)
[Delete Draft Submission](#)
[Link to 3/31/2008 and prior Submissions Inbox](#)

Search
 Submission Type: All
 PHA Code: CA999
 Status: All
 Fiscal End Year: 03/31 2009

One item found 1

Status	PHA Code	PHA name	Type	Fiscal Year End	Date Received	Submitter/Reviewer
IPA Review	CA999	Hometown Housing Authority	Audited/Non-A-133	03/31/2009		M00205

Resources
[User Guide and System Documentation](#) [Technical Assistance Center](#) [FASS-PH website](#)

6.2.2.2 IPA Agree

If the Auditor returns an **IPA Agree** status, the third stage of the submission can take place. Click the **Submit** link on the top navigation bar, and click on



Line Item #	Description	Total
190	Total Assets	\$-1
600	Total Liab., Def. Inflow of Res., and Equity - Net Assets / Position	\$-1
70000	Total Revenue	\$-1
96900	Total Operating Expenses	\$-1
97000	Excess of Operating Revenue over Operating Expenses	\$-1
10000	Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	\$-1

Please Click on 'My InBox' at the top to Return to your inbox.

At this point the submission will be changed from IPA Agree to **PHA Submitted**:

Status	PHA Code	PHA name	Type	Fiscal Year End	Date Received	Submitter/Reviewer
PHA Submitted	CA999	Hometown Housing Authority	Audited/Non-A-133	06/30/2012	07/01/2012	M00202

After overnight batch processing, the status will change from **PHA Submitted** to **Review**

Once the package is submitted, the action is in the hands of HUD/REAC staff. PHA staff will monitor the submission status.

6.3 Monitoring Submission Status (Submission Status Changes)]

When you submit your PHA's financial information to REAC, the status of the submission changes to "PHA Submitted". The Status is displayed in the first column of the Inbox page when you display the submission info line. As part of REAC processing, several possible changes in status can occur. Some status changes will differ

depending on how the type of PHA (Low Rent Only, Combined, or Section 8 Only). These are explained below:

6.3.1 Review status

The nightly batch processing will change the submission status from **PHA Submitted to Review**. Submissions with Review status are awaiting internal reviewed by REAC.

The screenshot shows the REAC interface with a submission in 'Review' status. The submission details are as follows:

Status	PHA Code	PHA name	Type	Fiscal Year End	Date Received	Submitter/Reviewer
Review	CA999	Hometown	Audited/A-133	06/30/2009		ML2554

6.3.2 Approved status

This status includes both Conditionally Accepted and Unconditionally Accepted submissions.

To determine if the submission is conditionally accepted, Click on the [Approved](#) link.

Status	PHA Code	PHA name	Type	Fiscal Year End	Date Received	Submitter/Reviewer
Approved	CA999	Hometown Housing Authority	Audited / Non-A-133	06/30/2012	06/30/2012	M00201/M00202

The Financial Data Schedule information for the PHA is displayed on the page.

The screenshot shows the REAC interface with a menu on the left and PHA information on the right. A red arrow points to the 'Conditional Acceptance Comments' link in the menu. The PHA information is as follows:

PHA Information	
PHA Code:	WA999 Fiscal Year End Date:09/30/2013
PHA Name:	Housing Authority of the City of Washington
Submission Type:	Unaudited/A-133

If the submission was **Conditionally Accepted** a [Conditional Acceptance Comments](#) link will display in the blue menu box on the left of the page.

Internal REAC personnel will record “Conditional Acceptance Comments” for submissions that are Conditionally Accepted. You can view these comments in the **Conditional Acceptance Reasons** page. Click on the [Conditional Acceptance Comments](#) link to see the comments:

Conditional Acceptance Reasons

DESCRIPTION	VALUE
Comments:	Conditional Acceptance Comments entered for user's manual.

Not all Approved submissions will have a [Conditional Acceptance Comments](#) link. Only those submissions that were “conditionally accepted” by REAC will display the Conditional Acceptance Comments link. It is possible that a conditionally accepted submission will later be invalidated. If that happens, see section 6.3.6 for submission with invalidated status.

6.3.3 Rejected status

Click on the [Rejected](#) link when your PHA submission has this status,

Status	PHA Code	PHA name	Type	Fiscal Year End	Date Received	Submitter/Reviewer
Rejected	CA999	Hometown Housing Authority	Audited / Non-A-133	06/30/2012	05/30/2012	M00201/M00202

The PHA Information page, with a **Rejection Reason Details** link in the blue selection menu, will display:

Click on the **Rejection Reason Details** link. The **Rejection Reason Details Page** will display. This page provides a description and value as to why the submission was rejected:

Description	Value
Programs Not Reported	Yes
Financial Information Not Consistent with GAAP Method Selected	Yes
Financial Information Not Properly Classified/Reported/Stated	Yes
Agency FY Different from Records	Yes
Programs Combined	No
Unexplained Indicators Affecting Indicators of Scored	No
Material Non-Compliance with GAGAS	No
Other	No

Comments

YYYYNNNN, Rejection Comments. AZ034, 6/30/2071. Unaudited. Line G3000-240 want take "0". Thus, we have to leave it blank. 2. If Business Activities is selected as a Program., no data can be entered in Line G3000-10. 3. The Total Federal Award Page list Business Activities as a federal program. Thus, the system is asking whether the program is a major federal program, and asking other questions related to federal programs. 4. For Operations, capital fund, and COCC, the memo accounts (11610-13901) should only be mandatory when there is an amount on line 70610. 5. Line 11020 should only be mandatory when there is amount on

For a Rejected submission, you must create a new submission, correct the errors, and submit for approval.

For further reference, see Chapter 9, **Resubmitting Rejected/Invalidated Submissions**.

6.3.4 Late Presumptive Failure status

This section not included in current release – will be developed later

6.3.5 Failure to Submit status

(Applicable for Section 8 Only PHA submissions)

Status	PHA Code	PHA name	Type	Fiscal Year End	Date Received	Submitter/Reviewer
Failure to Submit	CA999	Hometown Housing Authority	Audited / Non-A-133	06/30/2012	05/30/2012	M00201/M00202

The possible reasons for Failure to Submit (FTS) status are:

- PHA did not submit Un-audited and/or Audited submission.
- Submission was received after the due date.

If you need to submit after a submission is denoted FTS, please contact your Financial Analyst to have your FTS submission invalidated.

6.3.6 Invalidated status

If a previously approved submission or an LPF or an FTS submission is invalidated, you must create a new resubmission, correct the errors, and resubmit for approval. Refer to Chapter 9 for resubmission details.

Click on the [Invalidated](#) link.

Status	PHA Code	PHA name	Type	Fiscal Year End	Date Received	Submitter/Reviewer
Invalidated	CA999	Hometown Housing Authority	Audited / Non-A-133	06/30/2012	05/30/2012	M00202/M00201

The Financial Data Schedule information for the PHA is displayed on the page, with an [Invalidation Comments](#) link in the blue menu box at the top left of the page.

Click on the [Invalidation Comments](#) link to access the comments provided by Internal REAC personnel.

comments provided by
Internal REAC personnel.

7.0 DELETING DRAFT FINANCIAL SUBMISSIONS

7 DELETING DRAFT FINANCIAL SUBMISSIONS

If you wish to delete a Draft Financial submission, you must first identify the draft you want from all existing drafts. Go to the FASS-PH initial page (My Inbox), select your PHA code from the drop-down list on the right, and select “Delete Draft Submission” from the list of Work Items on the left of the page.

This will begin a search of all draft submissions for your PHA code. You may use any of the filters on the page, Submission Type, Status, or Fiscal Year End, to better focus on the draft you want.



Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

Work Items
[Create Submission](#)
[Delete Draft Submission](#)
[Link to 3/31/2008 and prior Submissions Inbox](#)

Search
 Submission Type: All
 PHA Code: CA999
 Status: All
 Fiscal Year End: All 2012
 Search

Nothing found to display.

Resources
[User Guide and System Documentation](#) [Technical Assistance Center](#) [FASS-PH website](#)

The system will search all available drafts within the parameters you have set, and will return a list of the draft submissions that fit your criteria.



Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

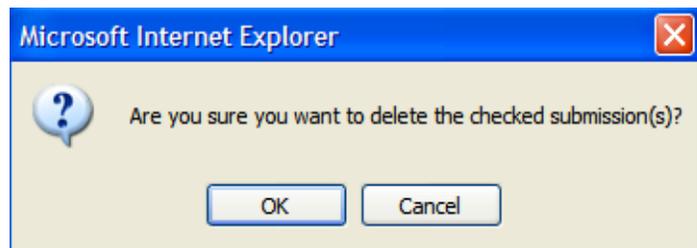
Delete Submission
51 items found, displaying 1 to 20. [First] [Prev] 1, 2, 3 [Next] [Last]

Select	Status	PHA Code	PHA Name	TYPE	Fiscal Year End	Date of Last Revision
<input type="checkbox"/>	Draft	CA999	Hometown Housing Authority	Unaudited/A-133	03/31/2012	
<input type="checkbox"/>	Draft	CA999	Hometown Housing Authority	Audited/A-133	06/30/2011	
<input checked="" type="checkbox"/>	Draft	CA999	Hometown Housing Authority	Audited/A-133	12/31/2010	

Buttons: Delete, Reset, Back to My Home

From the list that was returned, find the draft(s) you wish to delete, click on the corresponding box in the “Status” column, and press the Delete button at the bottom of the list.

You will receive a warning message asking if you’re sure you want to delete the checked (draft) submissions.



7.0 Deleting Draft Financial Submissions

Press “OK” to complete the deletion, or “Cancel” to stop without deleting the draft.

When you press “OK”, a confirmation page will appear. You can return to the Inbox page after viewing it.



Real Estate Assessment Center **Financial Assessment Subsystem (FASS-PH)**

The following submission is deleted. One item found.1

PHA Code	PHA Name	TYPE	Fiscal Year End	Date of Last Revision
CA999	Hometown Housing Authority	Audited/A-133		

[Back to My Inbox](#)

4.0 Common System Features

8.0 GENERATING REPORTS

8 GENERATING REPORTS

The **Report Selection** page allows FASS-PH users to generate reports based on the PHA's completed un-audited and audited submission data. Click the Reports link on the top navigation bar. The reports listed below are available.

- Project/Program Balance Sheet Summary
- Project/Program Revenue & Expense Summary
- Entity Wide Balance Sheet Summary
- Entity Wide Revenue & Expense Summary
- Single Project Balance Sheet Summary
- Single Project Revenue & Expense Summary

The following pages discuss the selection procedure of each type of report, and show an example of each. The common traits of all the reports are as follows:

- You can choose to display each report in either EXCEL or PDF format.

- If you choose PDF format, you can view the report on line, print the report, or save the report to a folder of your choice. You cannot change the content of the report.

- If you choose the Excel format, you will be given the option to open the file or to save it to a folder of your choice.



- If you opt to **save** the Excel file, you can manipulate the data at will and save the modified file to your folder, but you cannot save your changes back to the system file.
- If you opt to **open** the file, you can alter the data, but will not have the option to save the modified data to your folder or back to the system.

- For the reports displaying Project or Program information, the reports display up to 5 projects or programs per page. Only projects or programs where some FDS or DCF data has been entered will be included in the groups of 5. (Example: I have 30 programs but have entered data for only 15. The report will consist of three pages, each with 5 programs displayed.)
- For PHAs with a large number of Projects / Programs, a special procedure to generate the reports in the background will be activated, to use resources more efficiently. The reports will be created without tying up your on-line session, and will be stored for viewing until you specifically delete them and re-create them. For submissions in Review status, re-creation will not be allowed, since the Submission cannot change at this point. See Section 8.8, below, to see how this procedure works.

8.1 Report Selection Procedures

To access the Reports section, click on the **Reports** link at the top of the page.

The **Report Selection** page will be displayed.

Select the report you want by clicking on the [Display Reports](#) link to the right of the report name.

Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

My Inbox PHA Info FDS DCF Notes and Findings Auditor Procedures Submit Edit Flags **Reports** Logout

PHA Information

PHA Code	CA999	Fiscal Year End Date: 06/30/2012
PHA Name	Hometown Housing Authority	
Submission Type:	Audited/A-133	

Report Selection

Project Balance Sheet Summary	Display Reports
Project Revenue and Expense Summary	Display Reports
Entity Wide Balance Sheet Summary	Display Reports
Entity Wide Revenue and Expense Summary	Display Reports
Single Project Balance Sheet Summary	Display Reports
Single Project Revenue and Expense Summary	Display Reports
Program Balance Sheet Summary	Display Reports
Program Revenue and Expense Summary	Display Reports

8.2 Project Balance Sheet Summary

When you select Balance Sheet Summary, this sub-menu will display, giving you a choice of 2 report formats, one in EXCEL and one in PDF format.

Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

My Inbox PHA Info FDS DCF Notes and Findings Submit Edit Flags **Reports** Logout

PHA Information

PHA Code	CA999	Fiscal Year End Date: 06/30/2012
PHA Name	Hometown Housing Authority	
Submission Type:	Audited/A-133	
Project Name	Locust Apartments	Mixed Finance: <input type="checkbox"/> Project Status: Completed
Select Entity:	Program List Project List Other Project	

Project Balance Sheet Summary:
One item found. 1

EXCEL	PDF
View Project Report	View Project Report ←

8.0 Generating Reports

Hometown Housing Authority of Hometown (CA999)
Hometown, CA

Project Balance Sheet Summary

Submission Type: Audited/A-133

Fiscal Year End: 06/30/2012

	CA12345689	OTHER PROJ	Total
111 Cash - Unrestricted			
112 Cash - Restricted - Modernization and Development			
113 Cash - Other Restricted			
114 Cash - Tenant Security Deposits			
115 Cash - Restricted for Payment of Current Liabilities			
100 Total Cash	\$0		\$0
121 Accounts Receivable - PHA Projects			
122 Accounts Receivable - HUD Other Projects	\$300		\$300
124 Accounts Receivable - Other Government			
125 Accounts Receivable - Miscellaneous			
126 Accounts Receivable - Tenants			
126.1 Allowance for Doubtful Accounts - Tenants			
126.2 Allowance for Doubtful Accounts - Other	\$0		\$0
127 Notes, Loans, & Mortgages Receivable - Current			
128 Fraud Recovery			
128.1 Allowance for Doubtful Accounts - Fraud			
129 Accrued Interest Receivable			
120 Total Receivables, Net of Allowances for Doubtful Accounts	\$300		\$300
131 Investments - Unrestricted			
132 Investments - Restricted			
135 Investments - Restricted for Payment of Current Liability			
142 Prepaid Expenses and Other Assets			
143 Inventories			
143.1 Allowance for Obsolete Inventories			
144 Inter Program Due From			

Selecting the **View Project Report** under the **PDF** column will produce a report in the format displayed. The Total column will show rolled-up totals for all the projects in the PHA.

If you select the Excel version of the same report, you will see a similar format, but in Excel format.



A	B	C	D	E	F	G	H	I	J	K
1		Hometown Housing Authority of Hometown (CA999)								
2		HOMETOWN, CA								
3		Project Balance Sheet Summary								
4		Submission Type: Audited/A-133			Fiscal Year End: 06/30/2012					
5				CA108000001	OTHER PROJ	Total				
6		111 Cash - Unrestricted								
7		112 Cash - Restricted - Modernization and Development								
8		113 Cash - Other Restricted								
9		114 Cash - Tenant Security Deposits								
10		115 Cash - Restricted for Payment of Current Liabilities								
11		100 Total Cash			\$0			\$0		
12										
13		121 Accounts Receivable - PHA Projects								
14		122 Accounts Receivable - HUD Other Projects			\$300			\$300		
15		124 Accounts Receivable - Other Government								
16		125 Accounts Receivable - Miscellaneous								
17		126 Accounts Receivable - Tenants								
18		126.1 Allowance for Doubtful Accounts - Tenants								
19		126.2 Allowance for Doubtful Accounts - Other			\$0			\$0		
20		127 Notes, Loans, & Mortgages Receivable - Current								

8.3 Project Revenue & Expense Summary

This selection from the main **Report Selection** menu will give you the same choice of formats that you had with Balance Sheets

Project Revenue & Expense Summary

One item found.1

EXCEL	PDF
View Project Report	View Project Report

An example of the Excel version of the report is displayed here.

Hometown Housing Authority of Hometown (CA999)			
HOMETOWN , CA			
Project Revenue and Expense Summary			
Submission Type:		Audited/A-133	Fiscal Year End: 06/30/2011
		CA123456789	OTHER PROJ
			Total
70300	Net Tenant Rental Revenue	\$570,977	\$570,977
70400	Tenant Revenue - Other	\$25,397	\$25,397
70500	Total Tenant Revenue	\$596,374	\$596,374
70600	HUD PHA Operating Grants	\$400,349	\$400,349
70610	Capital Grants		
70710	Management Fee		
70720	Asset Management Fee		
70730	Book Keeping Fee		
70740	Front Line Service Fee		
70750	Other Fees		
70700	Total Fee Revenue		
70800	Other Government Grants		
71100	Investment Income - Unrestricted	\$10,597	\$10,597
71200	Mortgage Interest Income		
71300	Proceeds from Disposition of Assets Held for Sale		
71310	Cost of Sale of Assets		

An example of the PDF version of the report is displayed here.

Hometown Housing Authority of Hometown (CA999)			
HOMETOWN , CA			
Project Revenue and Expense Summary			
Submission Type:		Audited/A-133	Fiscal Year End: 06/30/2011
		CA123456789	OTHER PROJ
			Total
70300	Net Tenant Rental Revenue	\$570,977	\$570,977
70400	Tenant Revenue - Other	\$25,397	\$25,397
70500	Total Tenant Revenue	\$596,374	\$596,374
70600	HUD PHA Operating Grants	\$400,349	\$400,349
70610	Capital Grants		
70710	Management Fee		
70720	Asset Management Fee		
70730	Book Keeping Fee		
70740	Front Line Service Fee		
70750	Other Fees		
70700	Total Fee Revenue		
70800	Other Government Grants		
71100	Investment Income - Unrestricted	\$10,597	\$10,597
71200	Mortgage Interest Income		
71300	Proceeds from Disposition of Assets Held for Sale		
71310	Cost of Sale of Assets		
71400	Fraud Recovery		
71500	Other Revenue		
71600	Gain or Loss on Sale of Capital Assets		
72000	Investment Income - Restricted		
70000	Total Revenue	\$1,007,320	\$1,007,320
91100	Administrative Salaries		
91200	Auditing Fees		
91300	Management Fee		

8.4 Entity Wide Balance Sheet Summary

This choice from the Main Report Selection Menu will produce the following sub-menu.

Entity Wide Balance Sheet Summary

One item found.1



An example of the PDF version of the report is displayed here.

Hometown Housing Authority (CA999)
HOMETOWN, CA
Entity Wide Balance Sheet Summary

Submission Type: Audited/A-133 Fiscal Year End: 06/30/2011

	Project Total	14,871 Housing Choice Vouchers	8 Other Federal Program 1	1 Business Activities	14 VSH HUD-VETERANS AFFAIRS SUPPORTIVE HOUSING (HUD-VASH) PROGRAM
111 Cash - Unrestricted	\$1,087,825	\$8,521,949	\$329,025	\$2,559,388	\$599
112 Cash - Restricted - Modernization and Development		\$0		\$425,524	
113 Cash - Other Restricted		\$11,298,558		\$250,000	\$530,988
114 Cash - Tenant Security Deposits	\$34,193			\$20,867	
115 Cash - Restricted for Payment of Current Liabilities		\$0		\$0	
100 Total Cash	\$1,122,018	\$19,820,507	\$329,025	\$3,255,779	\$531,587
121 Accounts Receivable - PHA Projects		\$5,482			
122 Accounts Receivable - HUD Other Projects	\$14,317	\$270,575			
124 Accounts Receivable - Other Government	\$9,131	\$72,668		\$217,562	
125 Accounts Receivable - Miscellaneous				\$96,886	
126 Accounts Receivable - Tenants				\$377	
126.1 Allowance for Doubtful Accounts - Tenants				\$0	
126.2 Allowance for Doubtful Accounts - Other	\$0	\$0	\$0	\$0	
127 Notes, Loans, & Mortgages Receivable - Current					
128 Fraud Recovery		\$2,168,856	\$15,068	\$10,170	
128.1 Allowance for Doubtful Accounts - Fraud	\$0	\$0	\$0	\$0	
129 Accrued Interest Receivable	\$2,220	\$43,093	\$647	\$4,402	
120 Total Receivables, Net of Allowances for Doubtful Accounts	\$25,668	\$2,560,674	\$15,715	\$329,397	\$0
131 Investments - Unrestricted					
132 Investments - Restricted		\$0		\$0	
135 Investments - Restricted for Payment of Current Liability		\$0		\$0	
142 Prepaid Expenses and Other Assets				\$775	
143 Inventories					

An example of the Excel version of the report is displayed here.

8.5 Entity Wide Revenue & Expense Summary

This choice from the Main Report Selection Menu will produce the following sub-menu.

Entity Wide Revenue & Expense Summary

One item found.1



An example of the PDF version of the report is displayed here.

Hometown Housing Authority of Hometown (CA999)
HOMETOWN, CA
Entity Wide Revenue and Expense Summary

Submission Type: Audited/A-133 Fiscal Year End: 06/30/2011

	Project Total	14,871 Housing Choice Vouchers	8 Other Federal Program 1	1 Business Activities	14 VSH HUD-VETERANS AFFAIRS SUPPORTIVE HOUSING (HUD-VASH) PROGRAM
70300 Net Tenant Rental Revenue	\$570,977			\$488,932	
70400 Tenant Revenue - Other	\$25,397			\$78	
70500 Total Tenant Revenue	\$596,374	\$0	\$0	\$489,010	\$0
70600 HUD PHA Operating Grants	\$400,349	\$110,016,210	\$435,114	\$278,307	\$647,277
70610 Capital Grants					
70710 Management Fee					
70720 Asset Management Fee					
70730 Book Keeping Fee					
70740 Front Line Service Fee					
70750 Other Fees					
70700 Total Fee Revenue					
70800 Other Government Grants					
71100 Investment Income - Unrestricted	\$10,597	\$112,864	\$3,416	\$22,744	
71200 Mortgage Interest Income					
71300 Proceeds from Disposition of Assets Held for Sale					
71310 Cost of Sale of Assets					
71400 Fraud Recovery		\$180,202	\$121		
71500 Other Revenue		\$237,644	\$300	\$3,486,305	
71600 Gain or Loss on Sale of Capital Assets					
72000 Investment Income - Restricted		\$97,309			
70000 Total Revenue	\$1,007,320	\$110,644,229	\$438,951	\$4,276,366	\$647,277
91100 Administrative Salaries					

An example of the Excel version of the report is displayed here.

Hometown Housing Authority of Hometown (CA999)
HOMETOWN, CA
Entity Wide Revenue and Expense Summary

Submission Type: Audited/A-133 Fiscal Year End: 06/30/2011

	Project Total	14,871 Housing Choice Vouchers	8 Other Federal Program 1	1 Business Activities	14 VSH HUD-VETERANS AFFAIRS SUPPORTIVE HOUSING (HUD-VASH) PROGRAM
70300 Net Tenant Rental Revenue	\$570,977			\$488,932	
70400 Tenant Revenue - Other	\$25,397			\$78	
70500 Total Tenant Revenue	\$596,374	\$0	\$0	\$489,010	\$0
70600 HUD PHA Operating Grants	\$400,349	\$110,016,210	\$435,114	\$278,307	\$647,277
70610 Capital Grants					
70710 Management Fee					
70720 Asset Management Fee					
70730 Book Keeping Fee					
70740 Front Line Service Fee					
70750 Other Fees					
70700 Total Fee Revenue					
70800 Other Government Grants					
71100 Investment Income - Unrestricted	\$10,597	\$112,864	\$3,416	\$22,744	
71200 Mortgage Interest Income					

8.6 Single Project Balance Sheet Summary

When this selection is made from the Reports Selection Main Menu, a sub-menu is displayed, listing all the projects within the PHA where data has been entered in the Balance Sheet.

Single Project Balance Sheet Summary
2 items found, displaying all items 1

EXCEL	PDF
CA123456789	CA123456789
OTHER_PROJ	OTHER_PROJ

Each project is listed twice, once in the PDF column and once in the EXCEL column. Select the project from the report format column you want.

This is an example of the PDF format for this report.

Hometown Housing Authority of Hometown (CA999)
HOMETOWN , CA
Single Project Balance Sheet

Submission Type: Audited/A-133 Fiscal Year End: 06/30/2011 Project Name: CA123456789

	Total Project
111 Cash - Unrestricted	\$1,087,825
112 Cash - Restricted - Modernization and Development	
113 Cash - Other Restricted	
114 Cash - Tenant Security Deposits	\$34,193
115 Cash - Restricted for Payment of Current Liabilities	
100 Total Cash	\$1,122,018
121 Accounts Receivable - PHA Projects	
122 Accounts Receivable - HUD Other Projects	\$14,317
124 Accounts Receivable - Other Government	\$9,131
125 Accounts Receivable - Miscellaneous	
126 Accounts Receivable - Tenants	
126.1 Allowance for Doubtful Accounts - Tenants	
126.2 Allowance for Doubtful Accounts - Other	\$0
127 Notes, Loans, & Mortgages Receivable - Current	
128 Fraud Recovery	
128.1 Allowance for Doubtful Accounts - Fraud	\$0
129 Accrued Interest Receivable	\$2,220
120 Total Receivables, Net of Allowances for Doubtful Accounts	\$25,668
131 Investments - Unrestricted	
132 Investments - Restricted	
135 Investments - Restricted for Payment of Current Liability	
142 Prepaid Expenses and Other Assets	
143 Inventories	
143.1 Allowance for Obsolete Inventories	
144 Inter Program Due From	\$49,052

8.0 Generating Reports

This is an example of the Excel format for this report.

	A	B	C	D	E	F	G	H	I	J	K
1			Hometown Housing Authority of Hometown (CA999)								
2			HOMETOWN, CA								
3			Single Project Balance Sheet								
4			Submission Type:	Audited/A-133	Fiscal Year End:	06/30/2011	Project Name:	CA123456789			
5											
6							Total Project				
7			111	Cash - Unrestricted			\$1,087,825				
8			112	Cash - Restricted - Modernization and Development							
9			113	Cash - Other Restricted							
10			114	Cash - Tenant Security Deposits			\$34,193				
11			115	Cash - Restricted for Payment of Current Liabilities							
12			100	Total Cash			\$1,122,018				
13											
14			121	Accounts Receivable - PHA Projects							
15			122	Accounts Receivable - HUD Other Projects			\$14,317				
16			124	Accounts Receivable - Other Government			\$9,131				
17			125	Accounts Receivable - Miscellaneous							
18			126	Accounts Receivable - Tenants							
19			126.1	Allowance for Doubtful Accounts - Tenants							
20			126.2	Allowance for Doubtful Accounts - Other			\$0				
21			127	Notes, Loans, & Mortgages Receivable - Current							
22			128	Fraud Recovery							
23			128.1	Allowance for Doubtful Accounts - Fraud			\$0				
24			129	Accrued Interest Receivable			\$2,220				

8.7 Single Project Revenue & Expense Summary

When this selection is made from the Reports Selection Main Menu, a sub-menu is displayed, listing all the projects within the PHA where data has been entered in the Revenue & Expense page.



Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

My Inbox	PHA Info	FDS	DCF	Notes and Findings	Submit	Edit Flags	Reports	Logout
NASS Assessment								
Status Report								
LOCCS Report								
PHA Information								
PHA Code		CA999						
PHA Name		Hometown Housing Authority of Hometown						
Fiscal Year End Date:		06/30/2011						
Submission Type:		Audited/A-133						

Single Project Income Statement Summary
2 items found, displaying all items 1

EXCEL	PDF
CA108000001	CA108000001
OTHER PROJ	OTHER PROJ

Each project is listed twice, once in the PDF column and once in the EXCEL column. Select the project from the report format column you want.

8.0 Generating Reports

This is an example of the PDF format for this report.

Hometown Housing Authority of Hometown (CA999)
HOMETOWN, CA

Single Project Revenue and Expense

Submission Type: Audited/A-133 Fiscal Year End: 06/30/2011 Project Name: CA123456789

	Low Rent	Capital Fund	Total Project
70300 Net Tenant Rental Revenue	\$570,977		\$570,977
70400 Tenant Revenue - Other	\$25,397		\$25,397
70500 Total Tenant Revenue	\$596,374	\$0	\$596,374
70600 HUD PHA Operating Grants	\$292,842	\$107,507	\$400,349
70610 Capital Grants			
70710 Management Fee			
70720 Asset Management Fee			
70730 Book Keeping Fee			
70740 Front Line Service Fee			
70750 Other Fees			
70700 Total Fee Revenue			
70800 Other Government Grants			
71100 Investment Income - Unrestricted	\$10,597		\$10,597
71200 Mortgage Interest Income			
71300 Proceeds from Disposition of Assets Held for Sale			
71310 Cost of Sale of Assets			
71400 Fraud Recovery			
71500 Other Revenue			
71600 Gain or Loss on Sale of Capital Assets			
72000 Investment Income - Restricted			
70000 Total Revenue	\$899,813	\$107,507	\$1,007,320
91100 Administrative Salaries			
91200 Auditing Fees			
91300 Management Fee			

This is an example of the Excel format for this report.

Hometown Housing Authority of Hometown (CA999)						
HOMETOWN, CA						
Single Project Revenue and Expense						
Submission Type:	Audited/A-133	Fiscal Year End:	06/30/2011	Project Name:	CA123456789	
		Low Rent	Capital Fund	Total Project		
70300 Net Tenant Rental Revenue		\$570,977		\$570,977		
70400 Tenant Revenue - Other		\$25,397		\$25,397		
70500 Total Tenant Revenue		\$596,374	\$0	\$596,374		
70600 HUD PHA Operating Grants		\$292,842	\$107,507	\$400,349		
70610 Capital Grants						
70710 Management Fee						
70720 Asset Management Fee						
70730 Book Keeping Fee						
70740 Front Line Service Fee						
70750 Other Fees						
70700 Total Fee Revenue						
70800 Other Government Grants						
71100 Investment Income - Unrestricted		\$10,597		\$10,597		
71200 Mortgage Interest Income						
71300 Proceeds from Disposition of Assets Held for Sale						
71310 Cost of Sale of Assets						

8.8 Special Procedures for Large PHA Reports

If your PHA has many projects and/or programs, you will see slightly different menu pages when you select the Reports link. This is to save time and resources providing you with the reports you want. The cut-off number of projects can vary, but it is currently set at 100.

The first time you click the Reports link for a report displaying many projects, you will see this page. Click the [Generate Reports](#) link to proceed.

Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

My Inbox PHA Info FDS DCF Submit Edit Flags **Reports** Logout

NASS Assessment
Status Report
LOCCS Report

PHA Information	
PHA Code	CA999
PHA Name	Hometown Housing Authority
Fiscal Year End Date:	03/31/2999
Submission Type:	Unaudited/No Audit

Report Information

Click the link to generate a report.

[Generate Reports](#)

The process to generate your reports will be started as a background job, so that your online session will not be tied up waiting for it to finish. You will receive this message. You will be free to perform other online tasks while waiting for your reports.

Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

My Inbox PHA Info FDS DCF Submit Edit Flags **Reports** Logout

NASS Assessment
Status Report
LOCCS Report

PHA Information		Additional Information
PHA Code	CA999	Use PHAINFO page to:
PHA Name	Hometown Housing Authority	Create Submission
Fiscal Year End Date:	03/31/2999	Download Submission
Submission Type:	Unaudited/No Audit	View Submission
		Update Submission

Report Process Information

System is generating report data, please wait a few moment and click report menu to view report.

If you click the Reports link before the batch process has completed, you will receive this message.

Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

My Inbox PHA Info FDS DCF Submit Edit Flags **Reports** Logout

NASS Assessment
Status Report
LOCCS Report

PHA Information	
PHA Code	CA999
PHA Name	Hometown Housing Authority
Fiscal Year End Date:	03/31/2999
Submission Type:	Unaudited/No Audit

Report Information

Generating Report Data. If the report generating process takes more than a few hours, please stop the process and regenerate the report.

[Stop process and regenerate the report](#)

8.0 Generating Reports



Real Estate Assessment Center Financial Assessment Subsystem (FASS-PH)

My Inbox	PHA Info	FDS	DCF	Submit	Edit Flags	Reports	Logout										
<table border="1"> <thead> <tr> <th colspan="2">PHA Information</th> </tr> </thead> <tbody> <tr> <td>PHA Code</td> <td>CA999</td> </tr> <tr> <td>PHA Name</td> <td>Hometown Housing Authority</td> </tr> <tr> <td>Fiscal Year End Date:</td> <td>03/31/2999</td> </tr> <tr> <td>Submission Type:</td> <td>Unaudited/No Audit</td> </tr> </tbody> </table>								PHA Information		PHA Code	CA999	PHA Name	Hometown Housing Authority	Fiscal Year End Date:	03/31/2999	Submission Type:	Unaudited/No Audit
PHA Information																	
PHA Code	CA999																
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Fiscal Year End Date:	03/31/2999																
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Once the report is created, it will be saved for viewing any number of times, until you delete the report. This will be faster for you and will use fewer resources the next time you want to view the report. If the draft changes, you can delete and recreate the report.

Report Information
Click a link to view or delete a report.
Delete Report and Regenerate Report
View Report
Your report was generated on: 8/31/09



Real Estate Assessment Center Financial Assessment Subsystem (FASS-PH)

My Inbox	PHA Info	FDS	DCF	Submit	Edit Flags	Reports	Logout										
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When you click on the [View Report](#) link on the above page, you will be sent to this page, which is the normal sub-selection page for these reports.

Entity Wide Revenue & Expense Summary

One item found 1

EXCEL	PDF
View Entity Report	View Entity Report

Entity Wide Revenue and Expense Summary

CA999 03/31/2999 Unaudited/No Audit

	14,856	COCC	Project Total	14,854	14,855
T0300 Net Tenant Rental Revenue			403	1	3
Null					
T0300 Net Tenant Rental Revenue					
T0400 Tenant Revenue - Other			3		
Null					
T0400 Tenant Revenue - Other					
T0500 Total Tenant Revenue			406	1	3
Null					
T0500 Total Tenant Revenue					
T0600 HUD PHA Operating Grants			2		
Null					
T0600 HUD PHA Operating Grants					
T0610 Capital Grants			2		
Null					
T0610 Capital Grants					
T0710 Management Fee					
Null					
T0710 Management Fee					
T0720 Asset Management Fee					
Null					
T0720 Asset Management Fee					
T0730 Book Keeping Fee					
Null					
T0730 Book Keeping Fee					
T0740 Front Line Service Fee					
Null					
T0740 Front Line Service Fee					
T0750 Other Fees					
Null					

Here is an example of the actual report generated (PDF format), identical in layout to reports of smaller PHAs, except in size.

8.9 NASS Assessment Status Report

The NASS Assessment Status Report is different from the other reports in that you view it by selecting the link on the left side blue menu, rather than the main Reports Menu



Real Estate Assessment Center

Financial Assessment Subsystem (FASS-PH)

My Inbox	PHA Info	FDS	DCF	Notes and Findings	Auditor Procedures	Submit	Edit Flags	Reports	Logout
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NASS Assessment

Status Report

LOCCS Report

PHA Information	
PHA Code	CA999
PHA Name	Hometown Housing Authority
Fiscal Year End Date:	09/30/2015
Submission Type:	Audited/A-133



iNtegrated Assessment SubSystem

[REAC Home](#) [Systems Menu](#)

Individual Reports

Administrative

Assessment Status Report

Report Date: 09/14/2012

Assessment Status Report for Fiscal Year 2011

Fiscal Year End: 06/30

The following are the most recent actions performed by REAC on the PHA and the dates on which those actions occurred.

PHA Code:	CA999 View Status Details	PHA Name:	Hometown Housing Authority
Designation Status:	N/A	PHAS Score:	N/A

Assessment Type	Event	Date
PHAS/Integrated		
	Score of Zero (Presumptive Rating of Failure)	05/02/2012
	Score of Zero (Presumptive Rating of Failure)	04/22/2012
	Score of Zero (Presumptive Rating of Failure)	04/22/2012
Financial		
Financial-audited		
	Financial Submission is in Draft	09/13/2012

8.10 LOCCS Report

The LOCCS Report is different from the other reports in that you view it by selecting the link on the left side blue menu, rather than the main Reports Menu.

The LOCCS report compares the amount reported on FDS and disbursement amount received by PHA from LOCCS/HUDCAPS system.



Real Estate Assessment Center

Financial Assessment Subsystem (FASS-PH)

My Inbox	PHA Info	FDS	DCF	Notes and Findings	Submit	Edit Flags	Reports	Logout																																				
<table border="1"> <tr> <td>NASS Assessment</td> <td colspan="8">PHA Information</td> </tr> <tr> <td>Status Report</td> <td>PHA Code:</td> <td>CA999</td> <td>Fiscal Year End Date:</td> <td colspan="5">06/30/2011</td> </tr> <tr> <td>LOCCS Report</td> <td>PHA Name:</td> <td colspan="7">Hometown Housing Authority of Hometown</td> </tr> <tr> <td></td> <td>Submission Type:</td> <td colspan="7">Audited/A-133</td> </tr> </table>									NASS Assessment	PHA Information								Status Report	PHA Code:	CA999	Fiscal Year End Date:	06/30/2011					LOCCS Report	PHA Name:	Hometown Housing Authority of Hometown								Submission Type:	Audited/A-133						
NASS Assessment	PHA Information																																											
Status Report	PHA Code:	CA999	Fiscal Year End Date:	06/30/2011																																								
LOCCS Report	PHA Name:	Hometown Housing Authority of Hometown																																										
	Submission Type:	Audited/A-133																																										

Reconciliation Balance Sheet

for CA999 for reporting period 06/30/2011

Program Name	Amt. Per LOCCS/ HUDCAPS	Less Prior Yr. A/R	Add Current Yr. A/R	Less Deferred Rev.	Total	Amt. Per FDS	Difference	Amt. DCF
14.856--Lower Income Housing Assistance Program_Section 8 Moderate Rehabilitat	---	---	\$36,047	---	---	\$929,591	---	\$929,591
14.871--Housing Choice Vouchers	---	---	\$270,575	---	---	\$110,016,210	---	\$110,016,210

9.0 RESUBMITTING REJECTED / INVALIDATED SUBMISSIONS

9 RESUBMITTING REJECTED / INVALIDATED SUBMISSIONS

In the event that a submission is rejected or invalidated by REAC, external users must resubmit corrected submissions for reconsideration by REAC.

Rejected and Invalidated submissions cannot be edited and resubmitted for REAC review. Instead, **a new submission must be created**. However, selecting the “download last submission version” on the PHA Info page will download the data from the rejected submission into the new submission template. This will reduce the amount of time spent reentering data, and reduce the creation of new errors.

First check to see if a submission has been **Rejected or Invalidated** by REAC. In the **Inbox**, select your PHA code from the drop-down menu and press . You may specify the other Search filters:

- Submission Type
- Status
- Fiscal Year End

or set them to “All”, as was done in this example:

Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

Work Items
[Create Submission](#)
[Delete Draft Submission](#)
[Link to 3/31/2008 and prior Submissions Inbox](#)

Search
 Submission Type: All
 PHA Code: CA999
 Status: Rejected
 Fiscal Year End: All

One item found: 1

Status	PHA Code	PHA name	Type	Fiscal Year End	Date Received	Submitter/Reviewer
Rejected	CA999	Hometown Housing Authority	Unaudited/Non-A-133	06/30/2009	09/02/2009	M00202

Resources
[User Guide and System Documentation](#) [Technical Assistance Center](#) [FASS-PH website](#)

All submissions matching the search criteria will be returned, with current status displayed in the **Status** column. In the example above, the **Status** of the returned submission is **Rejected**. You can click the Status drop down arrow to see all possible status types:

- Draft
- IPA Agree
- IPA Disagree
- IPA Review
- Review
- Approved
- Rejected**
- PHA Submitted
- Invalidated
- Failure to Submit (S8 Only)
- Late Presumptive Failure
- Final Reject Extension
- All

Click on the **Rejected** link to display the **Rejection Reason Details** page, which provides you with a description and value as to why the submission was rejected. Please **CAREFULLY** review comments. Refer to Rejection Reasons Details page for making necessary corrections in the resubmission. You may want to print this page for easy reference when completing your new resubmission.

9.0 Resubmitting Rejected Submissions



Real Estate Assessment Center Financial Assessment Subsystem (FASS-PH)

To create a resubmission, make sure the PHA Code is set to your PHA, and click on the [Create Submission](#) link at the top of the Inbox page.

Work Items	Search
Create Submission	Submission Type: All
Delete Draft Submission	Status: Rejected
Link to 3/31/2008 and prior Submissions Inbox	Fiscal Year End: All
	PHA Code: CA999
	<input type="button" value="Search"/>

One item found. 1

Status	PHA Code	PHA name	Type	Fiscal Year End	Date Received	Submitter/Reviewer
Rejected	CA999	Hometown Housing Authority	Unaudited/Non-A-133	06/30/2009	09/02/2009	M00202

Resources

[User Guide and System Documentation](#) [Technical Assistance Center](#) [FASS-PH website](#)

A **PHA Information** page will display. Make sure the **Reporting End Date** is identical to the rejected submission, and the other fields are checked appropriately. At the bottom of the page, check **download Submission** in the **Submission Option** field, and click .



Real Estate Assessment Center Financial Assessment Subsystem (FASS-PH)

A new submission will be created, with all of the data from the rejected documents. You can alter and add data to complete the submission with corrected information.

PHA Information	
PHA Code	CA999
PHA Name	Hometown Housing Authority
EIN Number	N/A
Address(line1)	123 Good Luck Road
Address(line2)	
City	Hometown
State	CA
Zip Code	12345
Reporting Ending Date	06/30 2009 (Four Digit Year)
Submission Type	<input checked="" type="radio"/> Unaudited/Non-A-133 <input type="radio"/> Unaudited/No Audit <input type="radio"/> Unaudited/A-133 <input type="radio"/> Audited/Non-A-133 <input type="radio"/> Audited/A-133
Asset Management	<input type="radio"/> Non-Asset Management with Elimination Only <input type="radio"/> Non-Asset Management with COCC/Elimination <input type="radio"/> Non Asset Management <input checked="" type="radio"/> Asset Management without COCC/Elimination <input type="radio"/> Asset Management with Elimination Only <input type="radio"/> Asset Management with COCC/Elimination
Component Unit	<input checked="" type="checkbox"/> Component Unit (Check this box if the PHA is a component unit of the local government or local jurisdiction and will not be receiving its own separate A-133 or non A-133 audit.)
Submission Option	<input type="radio"/> Blank Submission <input checked="" type="radio"/> Download Submission
<input type="button" value="Save"/>	

Follow the usual process to create and submit the resubmission. Refer to Chapters 5 and 6 for details about this process.

Please remember to click the button on the Balance Sheet and the Income Statement pages for each program before clicking the Validate button.

11650	Leasehold Improvements Purchases	\$	<input type="text"/>	-
11660	Infrastructure Purchases	\$	<input type="text"/>	-
13510	CFFP Debt Service Payments	\$	<input type="text"/>	-
13901	Replacement Housing Factor Funds	\$	<input type="text"/>	-
<input type="button" value="Save"/> <input type="button" value="Reset"/> <input type="button" value="Validate"/>				

Div 1

**10.0 APPENDIX A
NOTES & FINDINGS BUSINESS RULES MATRIX (AUDITED ONLY)**

10 APPENDIX A: NOTES & FINDINGS BUSINESS RULES MATRIX (AUDITED ONLY)

Based on Submission Type, Component Unit Status, and Accounting Method, this matrix shows which Notes and Findings categories must be included with the **Audited** PHA Submission.

Submission Type	A-133	A-133	A-133	A-133	Non A-133	Non A-133	Non A-133	Non A-133
Component Unit*	No	No	Yes	Yes	No	No	Yes	Yes
Accounting Method**	Full Accrual	Modified Accrual	Full Accrual	Modified Accrual	Full Accrual	Modified Accrual	Full Accrual	Modified Accrual
Notes	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory
Audit Information (Opinion)	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory
Audit Information (Attachment)	Mandatory	Mandatory	Not Available	Not Available	Mandatory	Mandatory	Not Available	Not Available
Audit Findings	Mandatory	Mandatory	Mandatory	Mandatory	Not Available	Not Available	Not Available	Not Available
Action Plan	Mandatory	Mandatory	Optional	Optional	Not Available	Not Available	Not Available	Not Available
MD&A	Mandatory	Mandatory	Not Available	Not Available	Mandatory	Mandatory	Not Available	Not Available
Financial Statements	Mandatory	Mandatory	Not Available	Not Available	Mandatory	Mandatory	Not Available	Not Available

*The Component Unit is set to “Yes” if the checkbox is checked on the PHA Info page.

**If at least 1 FDS program is reported under the Full Accrual accounting method, use a Full Accrual column in this matrix.

11. APPENDIX B: BUSINESS RULES

11. APPENDIX B: BUSINESS RULES

10.1 (Placeholder for FDS Business Rules Section)

10.2 (Placeholder for DCF Business Rules Section)