1.0   INTRODUCTION

Office of Public and Indian Housing, Real Estate Assessment Center (PIH-REAC)
Financial Assessment Subsystem – Public Housing (FASS-PH)
Modified for the 8.2.1.0 Release

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User Guide

This user guide is an update to the FASS-PH Release 8.0.0.0 User Guide. 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 (FASS-PH) Release 8.2.1.0. 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 and basics on using the Internet.
- **Accessing FASS-PH** includes how to access and exit 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. This section was modified for the 8.2.1.0 release.
- **Submitting Financial Data** discusses the final steps in validating and electronically submitting financial data to HUD. This section was modified for the 8.2.1.0 release.
- **Deleting Financial Submissions** provides instructions on deleting draft and IPA review status submissions.
- **IPA Review Process** provides auditors with step-by step instructions for reviewing and verifying PHA data submissions.
- **Generating Reports** includes instructions for generating and printing various types of reports.
- **Appendix A: Business Rules** provides the financial data schedule and data collection form data item definitions and business rules. This section was modified for the 8.2.1.0 release.

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FASS-PH System

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 assess 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.

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 HUDWeb, 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), certified public accountants (CPA), and fee accountants.

- PIH-REAC and other HUD offices – PIH-REAC users responsible for assessing PHAs and any other HUD users

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