6.0 SUBMITTING FINANCIAL DATA
6.0 SUBMITTING FINANCIAL DATA

This chapter will guide you through the actual submission process. To submit Unaudited submissions please refer to section 6.1 and to submit Audited submissions please refer to section 6.2. Section 6.3 describes the monitoring of your submission status after submitting to REAC.

6.1 Unaudited Submission Process

The Submit Data page allows PHA users to submit data. After all required information is entered in FASS-PH for the PHA’s submission, the user must access the Submit Data page to perform a submission completeness check and submit the data to REAC. If the submission is successful, a confirmation message displays; otherwise, the user must correct the data until the submission is valid. In the event that a PHA user is unable to submit his/her unaudited data due to unusual circumstances, the PHA user can request an extension request via the Unusual Circumstances Request page.

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

Proceed to step 1 if you would like to submit your unaudited submission to REAC.

Unaudited Submission Process: PHAs submit final unaudited financial data directly to HUD-REAC. The initial financial indicator score is calculated and posted. If follow-up audited data (see Audited Submission Process section 6.2) is not required, the initial financial indicator score is considered final.
6.0 Submitting Financial Data

FINANCIAL ASSESSMENT – SUBMIT DATA

PHA Code: CA988
PHA Name: HOMETOWN HOUSING AUTHORITY
Fiscal Year End Date: 03/31/2005
Submission Type: Unaudited/A-133

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 G30000.010, G20000.02, and G20000.031.

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

<table>
<thead>
<tr>
<th>LINE ITEM</th>
<th>ACCOUNT DESCRIPTION</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>Total Assets</td>
<td>$10,477,690</td>
</tr>
<tr>
<td>500</td>
<td>Total Liabilities and Equity</td>
<td>$10,477,690</td>
</tr>
<tr>
<td>700</td>
<td>Total Revenue</td>
<td>$1,461,155</td>
</tr>
<tr>
<td>969</td>
<td>Total Operating Expenses</td>
<td>$1,580,754</td>
</tr>
<tr>
<td>970</td>
<td>Excess (Deficiency) of Operating Revenue Over (Under) Operating Expenses</td>
<td>$-79,599</td>
</tr>
<tr>
<td>990</td>
<td>Total Expenses</td>
<td>$1,291,265</td>
</tr>
<tr>
<td>1000</td>
<td>Excess (Deficiency) of Operating Revenue Over (Under) Expenses</td>
<td>$-500,130</td>
</tr>
</tbody>
</table>

Submit Financial Data
6.0 Submitting Financial Data

Step 1: To validate and submit financial data:

After you have completed mandatory information for the PHA Info, FDS and DCF, click on the Submit link at the top or bottom of any FASS-PH page. The Submit Data tab of the Submit page displays. (If starting on the Inbox page, select a submission from the table and click on the Draft link in the Status column. The Financial Data Schedule page for the selected submission displays. Click on the Submit link to access the Submit page.

Remember to verify all data for accuracy prior to submitting the final data to HUD. Data cannot be edited after it is submitted.

Step 2: Click on the button to validate the financial data.

The submission completeness check process performs two actions:

- It validates the submission data against system business rules and ensures that all FDS programs have been successfully validated.
- It validates the entity-wide submission data against pre-programmed ‘edit flags.’

It is important to distinguish these two actions. All identified business rule errors must be corrected prior to continuing to the next program; however, any identified edit flags do not need to be corrected. Business rules errors are mandatory, and edit flags are optional. If you need to record a comment regarding one or more identified edit flags, click the Comments link at the top or bottom of the Revenue & Expense page.

One of the following types of messages will appear when clicking the button.
### FINANCIAL ASSESSMENT – SUBMISSION COMPLETENESS CHECK WITH ERRORS AND WITH EDIT FLAGS

**PHA Code:** CA999  
**PHA Name:** HOMETOWN HOUSING AUTHORITY  
**Fiscal Year End Date:** 03/31/2005  
**Submission Type:** Unaudited/A-133

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

Please correct the errors listed in the table below. These errors must be corrected prior to submission.

<table>
<thead>
<tr>
<th>ACCOUNT NUMBER</th>
<th>ERROR MESSAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>G4100-033</td>
<td>14,103 This field is mandatory. Please enter a valid value for the Amount Expended (element # G4100-033).</td>
</tr>
</tbody>
</table>

The edit flags below were triggered based upon the submission data for this program. Please review these edit flags and adjust any data, if necessary. Use the submission’s Comments page to record a comment relating to any of the edit flags. Correction of these edit flags is not required. This information is provided for review only.

<table>
<thead>
<tr>
<th>ACCOUNT NUMBER</th>
<th>EDIT FLAG DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1001 and 1002</td>
<td>The amounts on lines 1001 and 1002 do not equal (entity-wide total). The PHA should verify the amounts reported on lines 1001 and 1002 for all programs. The PHA should verify whether it is a component unit of another reporting entity.</td>
</tr>
<tr>
<td>A-133 Threshold</td>
<td>An A-133 submission type has been selected and the Total Federal Awards Expended (line G4100-040) is less than the OMB Circular A-133 threshold of $500,000. Please verify that the selected submission type is correct.</td>
</tr>
<tr>
<td>TFAE Compare</td>
<td>For Development: The Financial Data Schedule’s federal expenditures (lesser of lines 706 + 706.1 + 708 or line 900 - 574 + 1002) does not reconcile to the federal expenditures identified on the Data Collection Form. The variance is over 10% of the reported revenue (lines 706 + 706.1 + 708).</td>
</tr>
<tr>
<td>TFAE Compare</td>
<td>For Section 8 Rental Voucher Program: The Financial Data Schedule’s federal expenditures (lesser of lines 706 + 706.1 + 708 or line 900 - 574 + 1002) does not reconcile to the federal expenditures identified on the Data Collection Form. The variance is over 10% of the reported revenue (lines 706 + 706.1 + 708).</td>
</tr>
</tbody>
</table>
6.0 Submitting Financial Data

**FINANCIAL ASSESSMENT – SUBMISSION COMPLETENESS CHECK WITHOUT ERRORS AND WITH EDIT FLAGS**

**PHA Code:** CA999  
**PHA Name:** HOMETOWN HOUSING AUTHORITY  
**Fiscal Year End Date:** 03/31/2005  
**Submission Type:** Unaudited/A.133

---

**Step 3:** If there are no errors, a confirmation message displays indicating the submission is complete and in accordance with the business rules. All programs must be validated to successfully pass the submission completeness check.

---

**No edit flags were identified for the program.**

No additional edit flags were generated for this submission.

---

The edit flags below were triggered based upon the submission data for this program. Please review these edit flags and adjust any data, if necessary. Use the submission's Comments page to record a comment relating to any of the edit flags. Correction of these edit flags is not required. This information is provided for review only.

<table>
<thead>
<tr>
<th>ACCOUNT NUMBER</th>
<th>EDIT FLAG DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1001 and 1002</td>
<td>The amounts on lines 1001 and 1002 do not equal (entity-wide total). The PHA should verify the amounts reported on lines 1001 and 1002 for all programs. The PHA should verify whether it is a component unit of another reporting entity.</td>
</tr>
<tr>
<td>A.133 Threshold</td>
<td>An A.133 submission type has been selected and the Total Federal Awards Expended (line G4100-040) is less than the OMB Circular A.133 threshold of $500,000. Please verify that the selected submission type is correct.</td>
</tr>
<tr>
<td>TFAE Compare</td>
<td>For Development: The Financial Data Schedule’s federal expenditures (lesser of lines 706 + 706.1 + 708 or line 900 - 974 + 1002) does not reconcile to the federal expenditures identified on the Data Collection Form. The variance is over 10% of the reported revenue (lines 706 + 706.1 + 708).</td>
</tr>
<tr>
<td>TFAE Compare</td>
<td>For Section 8 Rental Voucher Program: The Financial Data Schedule’s federal expenditures (lesser of lines 706 + 706.1 + 708 or line 900 - 974 + 1002) does not reconcile to the federal expenditures identified on the Data Collection Form. The variance is over 10% of the reported revenue (lines 706 + 706.1 + 708).</td>
</tr>
</tbody>
</table>
6.0 Submitting Financial Data

Note

A PHA only needs to resolve the identified business rule errors. Any identified edit flags do not need to be resolved prior to submission. Edit flags are intended to identify potential review issues that could possibly lead to a Rejection or Conditional Acceptance. It is recommended that you provide comments for each identified edit flag to assist the HUD during the review process. If you need to record a comment regarding one or more identified edit flags, click the Comments link at the top or bottom of the Revenue & Expense page.

Step 4: Click on the browser Back button to return to the Submit Data page.

Step 5: Read the Certification Statement on the Submit Data tab page.

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.

Step 6: Click on the Submit Financial Data button at the bottom of the table to submit the financial data. A confirmation message displays indicating that the submission is now ready for the next stage. Please print this confirmation page for your records.

The confirmation message will vary depending on whether the submission is unaudited (transmitted to REAC) or audited (ready for IPA Review).
6.0 Submitting Financial Data

MESSAGE FOR: UNAUDITED SUBMISSION TRANSMITTED TO REAC

Congratulations, your submission has been successfully transmitted to FASS-PH Team. Your submission will be placed in "Review" status once the overnight processing is completed. Upon review by the FASS-PH Team, the submission status will change to either "Approved" or "Rejected". After transmission, please check the submission status regularly to determine if your submission was either approved or rejected.

PHA Code: CA999
PHA Name: Hometown Housing Authority
Fiscal Year End: 09/30/2007
Submission Type: Unaudited/Non-A-133
Date/Time: Sep 27 2006 6:39PM
Confirmation Key: 141000000-22955459-56-6-RVS

Unaudited Submission:
If you are submitting an unaudited submission, click on the browser Back button to return to the Submit Data tab page. Then, click the Inbox link to return to the Inbox. Your submission's status has changed from Draft to Ready for Scoring. The submission will be scored during the nightly batch process. After REAC completes the internal review and the status changes to Approved, you may begin your audited submission process. However, if your submission's status is Rejected, you must create a new submission, correct the errors, validate, and resubmit your data to REAC.

Section 8 Submitted & PHA Submitted:
With any Section 8 Only PHA's submission with a fiscal year end date less than March 31, 2006, if you are submitting a Section 8 Submitted submission, click on the browser Back button to return to the Submit Data tab page. Then, click the Inbox link to return to the Inbox. Your submission's status has changed from Draft to Section 8 Submitted. The submission will not be scored, and you may begin your audited submission process after submitting your unaudited submission.

With any Section 8 Only PHA's submission with a fiscal year end date equal to or greater than March 31, 2006, your submission's status has changed from Draft to PHA Submitted. The submission will not be scored, but will be reviewed to FASS-PH.
Please refer to section 6.3 for monitoring your submission status.
6.2 Audited Submission Process

**Audited Submission Process:** For **audited submissions**, unaudited data is submitted to HUD-REAC first and an initial score is calculated (see Unaudited Submission Process section 6.1). Then after the audited submission process is completed, the initial financial indicator score is adjusted as necessary to produce the final score. Final audited data is submitted in two stages – first, the data is submitted for IPA verification (and the submission status changes from *Draft* to *IPA Review*). The auditor verifies the data for accuracy. Then, if the auditor determines that the data is accurate (a submission with *IPA Agree* status), the PHA can submit the final data to REAC. If the auditor determines that the data is not accurate (a submission with *IPA Disagree* status), then the PHA must correct the discrepancies and resubmit the data for IPA verification (the submission status will change from IPA Disagree to IPA Review).
6.0 Submitting Financial Data

**FINANCIAL ASSESSMENT – SUBMIT DATA**

PHA Code: C4994
PHA Name: HOMETOWN HOUSING AUTHORITY
Fiscal Year End Date: 03/31/2005
Submission Type: Audited/Non-A-133

---

**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, G2000.020, and G2000.030.

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

<table>
<thead>
<tr>
<th>LINE ITEM</th>
<th>ACCOUNT DESCRIPTION</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>Total Assets</td>
<td>$4,728,358</td>
</tr>
<tr>
<td>200</td>
<td>Total Liabilities and Equity</td>
<td>$4,728,358</td>
</tr>
<tr>
<td>300</td>
<td>Total Revenue</td>
<td>$529,501</td>
</tr>
<tr>
<td>829</td>
<td>Total Operating Expenses</td>
<td>$603,005</td>
</tr>
<tr>
<td>970</td>
<td>Excess (Deficiency) of Operating Revenue Over (Under)</td>
<td>$-74,304</td>
</tr>
<tr>
<td>900</td>
<td>Total Expenses</td>
<td>$839,521</td>
</tr>
<tr>
<td>1000</td>
<td>Excess (Deficiency) of Operating Revenue Over (Under)</td>
<td>$-290,020</td>
</tr>
</tbody>
</table>
6.0 Submitting Financial Data

Step 1:  
To validate and submit financial data:

After you have completed mandatory information for the PHA Info, FDS, DCF and Notes and Finding page (audits only), click on the Submit link at the top or bottom of any FASS-PH page. The Submit Data tab of the Submit page displays. (If starting on the Inbox page, select a submission from the table and click on the Draft link in the Status column. The Financial Data Schedule page for the selected submission displays. Click on the Submit link to access the Submit page.)

Remember to verify all data for accuracy prior to submitting the final data to HUD. **Data cannot be edited after it is submitted.**

![Click on the Submit link.](image)

Step 2:  
Click on the **Submission Completeness Check** button to validate the financial data.

The submission completeness check process performs two actions:

- It validates the submission data against system business rules and ensures that all FDS programs have been successfully validated.
- It validates the entity-wide submission data against pre-programmed ‘edit flags.’

It is important to distinguish these two actions. All identified business rule errors must be corrected prior to continuing to the next program; however, any identified edit flags do not need to be corrected. **Business rules errors are mandatory, and edit flags are optional.** If you need to record a comment regarding one or more identified edit flags, click the Comments link at the top or bottom of the Revenue & Expense page.

One of the following types of messages will appear when clicking the **Submission Completeness Check** button.
6.0 Submitting Financial Data

**FINANCIAL ASSESSMENT – SUBMISSION COMPLETENESS CHECK WITH ERRORS AND WITH EDIT FLAGS**

PHA Code: CA999
PHA Name: HOMETOWN HOUSING AUTHORITY
Fiscal Year End Date: 03/31/2005
Submission Type: Audited/Non A-133

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

Please correct the errors listed in the table below. These errors must be corrected prior to submission.

<table>
<thead>
<tr>
<th>ACCOUNT NUMBER</th>
<th>EDIT FLAG DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>144 and 347</td>
<td>The amounts on lines 144 and 347 do not equal (entity-wide total). The PHA should verify the amounts reported on lines 144 and 347 for all programs. The PHA should verify whether it is a component unit of another reporting entity.</td>
</tr>
<tr>
<td>DCF Financial Statements</td>
<td>The PHA selected ‘Y’ on one or more of the following lines: G3000-005, G3000-020, G3000-030, G3000-040, and G3000-060. This will result in an automatic reduction of points. The PHA should verify that the selection is correct. These lines exist on the Financial Statements tab of the Data Collection Form.</td>
</tr>
</tbody>
</table>

Business rule errors are identified. These must be corrected before submitting your data.

Edit flags were identified for the program. These do not need to be resolved before submitting your data.
6.0 Submitting Financial Data

FINANCIAL ASSESSMENT – SUBMISSION COMPLETENESS CHECK WITHOUT ERRORS AND WITH EDIT FLAGS

PHA Code: CA999
PHA Name: HOMETOWN HOUSING AUTHORITY
Fiscal Year End Date: 03/31/2005
Submission Type: Audited/Non A.133

Your submission completeness check is complete.
Please use your Browser Back button to return to the previous screen.

The edit flags below were triggered based upon the submission data for this program. Please review these edit flags and adjust any data, if necessary. Use the submission’s Comments page to record a comment relating to any of the edit flags. Correction of these edit flags is not required. This information is provided for review only.

<table>
<thead>
<tr>
<th>ACCOUNT NUMBER</th>
<th>EDIT FLAG DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>144 and 347</td>
<td>The amounts on lines 144 and 347 do not equal (entity-wide total). The PHA should verify the amounts reported on lines 144 and 347 for all programs. The PHA should verify whether it is a component unit of another reporting entity.</td>
</tr>
<tr>
<td>DCF Financial Statements</td>
<td>The PHA selected Yes on one or more of the following lines: G3000-005, G3000-020, G3000-030, G3000-040, and G3000-050. This will result in an automatic reduction of points. The PHA should verify that the selection is correct. These lines exist on the Financial Statements tab of the Data Collection Form.</td>
</tr>
</tbody>
</table>

FINANCIAL ASSESSMENT – SUBMISSION COMPLETENESS CHECK WITHOUT ERRORS AND WITH EDIT FLAGS

PHA Code: CA999
PHA Name: HOMETOWN HOUSING AUTHORITY
Fiscal Year End Date: 03/31/2005
Submission Type: Audited/Non A.133

Your submission completeness check is complete.
Please use your Browser Back button to return to the previous screen.

No additional edit flags were generated for this submission.

Step 3: If there are no errors, a confirmation message displays indicating the submission is complete and in accordance with the business rules. All programs must be validated to successfully pass the submission completeness check.
6.0 Submitting Financial Data

A PHA only needs to resolve the identified business rule errors. Any identified edit flags do not need to be resolved prior to submission. Edit flags are intended to identify potential review issues that could possibly lead to a Rejection or Conditional Acceptance. It is recommended that you provide comments for each identified edit flag to assist the HUD during the review process. If you need to record a comment regarding one or more identified edit flags, click the Comments link at the top of bottom of the Revenue & Expense page.

**Step 4:** Click on the browser Back button to return to the Submit Data page.

**Step 5:** Read the Certification Statement on the Submit Data tab page.

**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.

**Step 6:** Click on the Submit Financial Data button at the bottom of the table to submit the financial data. A confirmation message displays indicating that the submission is now ready for the next stage. Please print this confirmation page for your records.

**Step 7:** **Audited Submission:**

If you are submitting an audited submission (not yet reviewed by an IPA), click on the browser Back button to return to the Submit Data tab page. Then, click the Inbox link to return to the Inbox. Your submission’s status has changed from Draft to IPA Review. The designated auditor will conduct a review and the submission’s status will change from IPA Review to either IPA Agree or IPA Disagree. If your submission’s status is IPA Agree, you may then submit your auditor-verified data to REAC to be scored. However, if your submission’s status is IPA Disagree, you must correct the errors, validate, and resubmit your data to your IPA. You may access the Auditor Procedure page via the Submit link to view the procedures your IPA reviewer disagreed with.
6.0 Submitting Financial Data

MESSAGE FOR: AUDITED SUBMISSION READY FOR IPA REVIEW

Please make sure your Independent Public Accountant completes the second step of the audited submission process. If you have any questions regarding this process, please contact your REAC analyst.

PHA Code: CA999
PHA Name: HOMETOWN HOUSING AUTHORITY
Fiscal Year End: 03/31/2006
Submission Type: Audited/Non-A-133
Date/Time: Apr 12 2004 4:18PM
Confirmation Key: 7033000000-15617409-57-5-IPR

Step 8: Submitting Auditor-Verified Data to REAC:

From the Inbox page, query for your audited submission and click on the IPA Agree link in the Status column. The Financial Data Schedule page for the selected submission displays.

Instructions:
To create a new submission, select the desired PHA and hit the GO button. Then select the Create New Submission link. WARNING: Only open one submission at a time to avoid data corruption problems.

Note: If your submission's status is IPA Disagree, you must correct the errors and resubmit your data to your IPA. Repeat this process until your submission has a status of IPA Agree. You may access the Auditor Procedure page via the Submit link to view the procedures your IPA reviewer disagreed with.

Step 9: On Financial Data Schedule page, click on the Submit link at the top or bottom of the page, the Submit page displays.
6.0 Submitting Financial Data

Step 10:

The Submit Data screen will appear. The Submit Data tab will be black (and inactive) to indicate that it is currently being viewed. The second tab, the Auditor Procedures tab, will be only lightly shaded to indicate that it is active and can be selected if the user chooses to view the Auditor Procedures page.

Click on the Submit link.

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, G2000-020, and G2000-030.

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

<table>
<thead>
<tr>
<th>LINE ITEM</th>
<th>ACCOUNT DESCRIPTION</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>Total Assets</td>
<td>$4,728,998</td>
</tr>
<tr>
<td>600</td>
<td>Total Liabilities and Equity</td>
<td>$4,728,998</td>
</tr>
<tr>
<td>700</td>
<td>Total Revenue</td>
<td>$529,501</td>
</tr>
<tr>
<td>898</td>
<td>Total Operating Expenses</td>
<td>$803,005</td>
</tr>
<tr>
<td>970</td>
<td>Excess (Deficiency) of Operating Revenue Over (Under) Operating Expenses</td>
<td>$4,74,504</td>
</tr>
<tr>
<td>990</td>
<td>Total Expenses</td>
<td>$836,521</td>
</tr>
<tr>
<td>1000</td>
<td>Excess (Deficiency) of Operating Revenue Over (Under) Expenses</td>
<td>$289,020</td>
</tr>
</tbody>
</table>

[Submit Financial Data]
6.0 Submitting Financial Data

Step 11: Click on the button at the bottom of the table to submit the financial and audit data to REAC. Remember – once the data is submitted to REAC, users cannot edit the data.

A confirmation message displays.

MESSAGE FOR: AUDITED SUBMISSION TRANSMITTED TO REAC

Congratulations, your submission has been successfully transmitted to FASS-PH Team. Your submission will be placed in “Review” status once the overnight processing is completed. Upon review by the FASS-PH Team, the submission status will change to either “Approved” or “Rejected”. After transmission, please check the submission status regularly to determine if your submission was either approved or rejected.

| PHA Code:      | CA999         |
| PHA Name:      | Hometown Housing Authority |
| Fiscal Year End: | 09/30/2007    |
| Submission Type: | Audited/Non-A-133 |
| Date/Time:     | Sep 27 2006 6:39PM |
| Confirmation Key: | 141000000-22955459-56-6-RVS |

Step 12: Click on the browser Back button to return to the Submit Data tab page.

Section 8 Submitted:
If you are submitting a Section 8 Submitted submission, click on the browser Back button to return to the Submit Data tab page. Then, click the Inbox link to return to the Inbox. Your submission’s status has changed from Draft to Section 8 Submitted. The submission will not be scored, and you may begin your audited submission process after submitting your unaudited submission.

Please refer to section 6.3 for monitoring your submission status.
6.0 Submitting Financial Data

6.3 Monitoring Submission Status

Submission Status Changes

After PHAs submit their financial information to REAC, several changes in status can occur. Some status changes will differ depending on the type of PHA (Low Rent Only/Combined or Section 8 Only). Please review the following for both Unaudited and Audited submissions:

6.3.1 **PHA Submitted status** (applicable for Low Rent/Combined PHAs and Section 8 Only PHAs with a submission date equal to or greater than March 31, 2006.)

The nightly batch process will process the submissions at which point the status will change from *PHA Submitted to Review*.

<table>
<thead>
<tr>
<th>STATUS</th>
<th>PHA CODE</th>
<th>PHA NAME</th>
<th>TYPE</th>
<th>FISCAL YEAR END</th>
<th>DATE RECEIVED</th>
<th>SUBMITTER/ANALYST</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHA Submitted</td>
<td>NJ218</td>
<td>Gloucester City Housing Authority</td>
<td>Audited/A-133</td>
<td>06/30/2005</td>
<td>04/06/2006</td>
<td>First - MOO304 Last - FASPHA</td>
</tr>
</tbody>
</table>

6.3.2 **Review status** (applicable for Low Rent/Combined PHAs and Section 8 Only PHAs with a submission date equal to or greater than March 31, 2006.)

Submissions with Review status will be internally reviewed by REAC.

<table>
<thead>
<tr>
<th>STATUS</th>
<th>PHA CODE</th>
<th>PHA NAME</th>
<th>TYPE</th>
<th>FISCAL YEAR END</th>
<th>DATE RECEIVED</th>
<th>FASS ANALYST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review</td>
<td>CA999</td>
<td>HOMETOWN HOUSING AUTHORITY</td>
<td>Audited/Non-A-133</td>
<td>03/31/2005</td>
<td>04/12/2004</td>
<td>Tester - HFPHAL FASPHA</td>
</tr>
</tbody>
</table>
6.0 Submitting Financial Data

Note: For only Low Rent/Combined PHAs, users have the ability to view their scores immediately after they have been scored rather than having to wait for the PHAS scores to be released. The Review Score page is accessible via the Review Score link.

After clicking on the Review Score link, the user will be brought to the Review Score page:

<table>
<thead>
<tr>
<th>INDICATORS &amp; AUDIT FLAG PENALTIES</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Ratio</td>
<td>9.00*</td>
</tr>
<tr>
<td>Number of Months: Expendable Fund Balance</td>
<td>9.00*</td>
</tr>
<tr>
<td>Tenant Receivable Outstanding</td>
<td>3.93</td>
</tr>
<tr>
<td>Occupancy Loss</td>
<td>0.00*</td>
</tr>
<tr>
<td>Net Income or Loss Divided by the Expendable Fund Balance</td>
<td>1.50</td>
</tr>
<tr>
<td>Expense Management</td>
<td>1.50</td>
</tr>
</tbody>
</table>

**RAW SCORE**

24930

Note: An asterisk next to the score indicates an outlier.

Note: This submission was filed as a component unit of a larger entity.

6.3.3: **Approved status** (applicable for Low Rent/Combined PHAs and Section 8 Only PHAs with a submission date equal to or greater than March 31, 2006.)

To access a submission that has been Approved:
For this example, select the following values for each field.

- **PHA Code:** CA999
- **Submission Type:** Unaudited/A-133 Audit
- **Status:** Approved
- **Fiscal End Year:** 3/31, 2005
6.0 Submitting Financial Data

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

Click on the **Submit Financial Data** button. If there is a submission that has been approved by REAC, the Inbox will display one or more submissions with a status of **Approved**.

<table>
<thead>
<tr>
<th>PHA Code</th>
<th>Submission Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA999</td>
<td>Audited</td>
</tr>
</tbody>
</table>

Status: **Approved**
Fiscal End Year: 3/31 2005

Click on the **Approved** link.

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

If the submission was Conditionally Accepted, a **Conditional Acceptance Reasons** link will display.
6.0 Submitting Financial Data

Internal REAC personnel will record “Conditional Acceptance Comments” for submissions that are Conditionally Accepted. External users can then view these comments in the Conditional Acceptance Reasons page.

Click on the Conditional Acceptance Reasons link to access the comments provided by Internal REAC personnel.

The Conditional Acceptance Reasons page will be displayed with the conditional acceptance comments provided by REAC for further review.
6.0 Submitting Financial Data

Note: Not all Approved submissions will have a conditional acceptance reasons link. Only those submissions that were “conditionally accepted” by REAC will display the Conditional Acceptance Reasons link.

You have successfully completed your submissions. However, there is a possibility that your submission will later be invalidated.

Please refer to section 6.3.7 for submission with invalidated status.
6.3.4 **Rejected status Added to the Review Status Section 8 Only PHAs with a fiscal year end date equal to or greater than 03/31/06.**

*To access a submission that has been rejected:*

For this example, select the following values for each field.

- **PHA Code:** CA999
- **Submission Type:** Unaudited/A-133 Audit
- **Status:** Rejected
- **Fiscal End Year:** 3/31, 2005

Click on the **Submit** button. If there is a submission that has been rejected by REAC the Inbox will display one or more submissions with a status of "Rejected."

<table>
<thead>
<tr>
<th>Status</th>
<th>PHA Code</th>
<th>PHA Name</th>
<th>Type</th>
<th>Fiscal Year End</th>
<th>Date Received</th>
<th>FASS Analyst</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Rejected</strong></td>
<td>CA999</td>
<td>HOMETOWN HOUSING AUTHORITY</td>
<td>Audited/Non-A-133</td>
<td>03/31/2005</td>
<td>04/13/2004</td>
<td>Tester HFFHA FASPH</td>
</tr>
</tbody>
</table>

Click on the **Rejected** link.

The **Rejection Reason Details** page displays, which provides the PHA with a description and value for each reason the submission is rejected.
6.0 Submitting Financial Data

FINANCIAL ASSESSMENT – REJECTION REASON DETAILS

The Rejection Reason Details page provides PHA users with a description for a submission being rejected. The PHA receives advance notice in its Inbox prior to receipt of the rejection letter from the Real Estate Assessment Center. The status of a submission displays as “Rejected” and a link allows the PHA to access the Rejection Reason Details page.

You must create a new resubmission, correct the errors, and resubmit for approval. You can access the Rejection Reason Details page to view comments by the internal reviewers at REAC.

Refer to Chapter 10 Resubmitting Rejected/Invalidated Submissions for information regarding the aforementioned page and to for resubmission details.
6.0 Submitting Financial Data

6.3.5 **Section 8 Submitted status** (applicable for Section 8 Only PHAs submission with a fiscal year end date less than March 31, 2006.)

Submissions from Section 8 Only PHAs have different statuses. Their final

<table>
<thead>
<tr>
<th>STATUS</th>
<th>PHA CODE</th>
<th>PHA NAME</th>
<th>TYPE</th>
<th>FISCAL YEAR END</th>
<th>DATE RECEIVED</th>
<th>FASS ANALYST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 8 Submitted</td>
<td>CA995</td>
<td>HOMETOWN HOUSING AUTHORITY</td>
<td>Audited/Non-A-133</td>
<td>03/31/2005</td>
<td>04/12/2004</td>
<td>Tester - M FASPH</td>
</tr>
</tbody>
</table>

6.3.6 **Late Presumptive Failure status** (applicable for Low Rent/Combined PHAs)

Submissions that are Late Presumptively Failed display in the inbox as Late Presumptive Failure.

<table>
<thead>
<tr>
<th>STATUS</th>
<th>PHA CODE</th>
<th>PHA NAME</th>
<th>TYPE</th>
<th>FISCAL YEAR END</th>
<th>DATE RECEIVED</th>
<th>FASS ANALYST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late Presumptive Failure</td>
<td>CA999</td>
<td>HOMETOWN HOUSING AUTHORITY</td>
<td>Audited/Non-A-133</td>
<td>03/31/2005</td>
<td>04/12/2004</td>
<td></td>
</tr>
</tbody>
</table>

The possible reasons for submissions that are Late Presumptively Failed (LPF) are:

- PHA did not submit Unaudited and/or Audited submission.
- Submission was received after the due date.
- Unaudited submission was LPF’d, therefore, Audited submission was also LPF’d.

6.3.7 **Failure to Submit status** (applicable for Section 8 Only PHAs submission with a fiscal year end date equal to or greater than March 31, 2006.)

Submissions that are Failure to Submit display in the inbox as Failure to Submit.

<table>
<thead>
<tr>
<th>STATUS</th>
<th>PHA CODE</th>
<th>PHA NAME</th>
<th>TYPE</th>
<th>FISCAL YEAR END</th>
<th>DATE RECEIVED</th>
<th>SUBMITTER/ANALYST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Failure to Submit</td>
<td>DC777</td>
<td>DC Projects, Inc.</td>
<td>Audited/Non-A-133</td>
<td>06/30/2006</td>
<td>02/01/2006</td>
<td>First - John Last - Smith</td>
</tr>
</tbody>
</table>
6.0 Submitting Financial Data

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

- PHA did not submit Unaudited and/or Audited submission.
- Submission was received after the due date.
- Unaudited submission was FTS'd, therefore, Audited submission was also FTS'd.

If you need to resubmit after an LPF or FTS, please contact your Financial Analyst. Have your submission invalidated.

6.3.7 Invalidated status

Low Rent/Combined PHA

If a previously approved submission or a submission that was LPF’d is invalidated, you must create a new resubmission, correct the errors, and resubmit for approval. Refer to Chapter 10 for resubmission details.

Section 8 Only PHAs Submission with a Fiscal Year End Date equal to or Greater than March 31, 2006.

If a previously approved submission or a submission that was FTS’d is invalidated, you must create a new resubmission, correct the errors, and resubmit for approval. Refer to Chapter 10 for resubmission details.

<table>
<thead>
<tr>
<th>STATUS</th>
<th>FHA CODE</th>
<th>PHA NAME</th>
<th>TYPE</th>
<th>FISCAL YEAR END</th>
<th>DATE RECEIVED</th>
<th>FAS ANAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invalidated</td>
<td>CA999</td>
<td>HOMETOWN HOUSING AUTHORITY</td>
<td>Audited/Non-A-133</td>
<td>03/31/2006</td>
<td>04/13/2004</td>
<td></td>
</tr>
</tbody>
</table>

Click on the Invalidated link.

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

An Invalidation Comments link will display at the top of screen.
6.0 Submitting Financial Data

Internal REAC personnel will record “Invalidation Comments” for submissions that are Invalidated. External users can then view these comments on the Invalidation Comments page.

Click on the Invalidation Comments link to access the comments provided by Internal REAC personnel.
6.0 Submitting Financial Data

PHA Code: CA999
PHA Name: HOMETOWN HOUSING AUTHORITY
Fiscal Year End Date: 03/31/2005
Submission Type: Audited/Non A-133

Invalidation Comments

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comments:</td>
<td>This submission was invalidated because...</td>
</tr>
</tbody>
</table>

Top of Page