

**U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing - Real Estate Assessment Center**



**USER GUIDE for PHAs**

**iNtegrated Assessment SubSystem (NASS)**

RELEASE 10.1.0.0 – FALL 2015

# NASS User Guide (PHA)

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## PURPOSE OF USER GUIDE

This *User Guide* provides the information necessary for PHA users to be able to easily and effectively use the system known as the ***iNtegrated Assessment SubSystem (NASS)***. The guide describes, from a business function perspective, how a user operates the solution and includes sufficient detail and plain language so that all levels of PHA users can easily understand how to use the solution. It includes a description of the solution functions and capabilities, contingencies and alternate modes of operation, and step-by-step procedures for how to access and use the solution.

The more specific purpose of this user manual is to provide PHA users with the necessary instructions on how to use the following NASS functionalities described in this document:

- GETTING STARTED (LOGGING IN)
- REQUEST: PHAS APPEALS
- REQUEST: PETITIONS
- REQUEST: EXTEND DUE DATES – EXTENSIONS & WAIVERS
- REQUEST: SUBSYSTEM WAIVERS
- REQUEST: GENERAL RESPONSE
- INDIVIDUAL REPORTS: VIEW REQUEST STATUS
- INDIVIDUAL REPORTS: PHA SCORE REPORT
- INDIVIDUAL REPORTS: ASSESSMENT STATUS REPORT
- EXITING NASS (LOGGING OUT)

But, first, what follows next is a brief overview of the PIH-REAC public housing program, PHAS scoring, and NASS as an important tool of the HUD-PHA relationship.

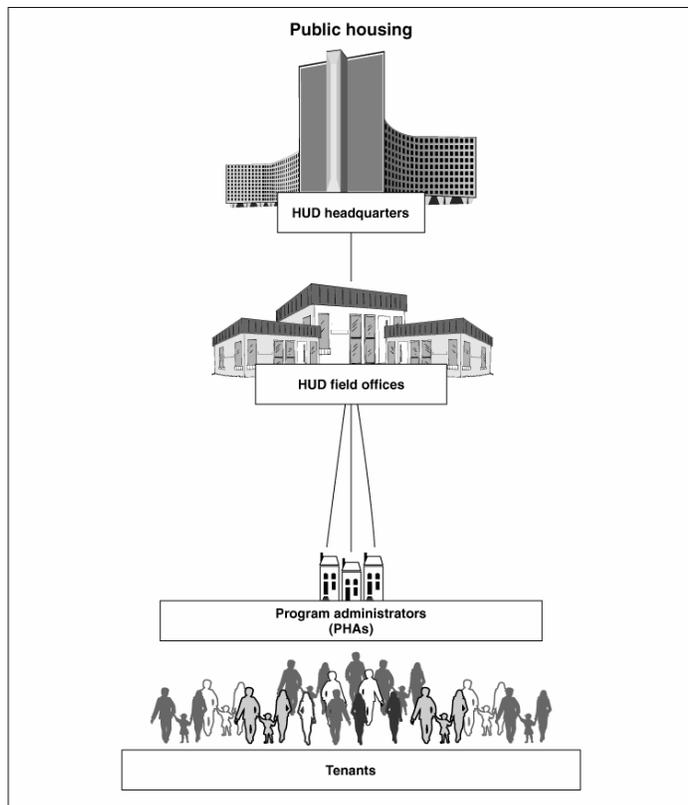
## NASS OVERVIEW

Under the Public Housing Program (first authorized in 1937), the Department of Housing and Urban Development (HUD) and local public housing agencies (PHAs) provide housing for low-income residents at rents they can afford. Traditionally, HUD has provided the funding, guidance, and oversight that enable the PHAs to collectively manage the public housing system as well as to revitalize severely distressed public housing. PHAs are responsible for managing public housing in accordance with HUD regulations and requirements. Today, over 3,000 PHAs manage a portfolio of approximately 30,000 assisted properties that constitute approximately 1.2 million public housing units throughout the nation. The structure through which HUD exercises its oversight role in administering the public housing program in conjunction with the PHAs is pictured at a high level in Figure 1.

The Public Housing Assessment System (PHAS – pronounced “fahz”) is the framework used by HUD’s Real Estate Assessment Center (REAC) to evaluate PHAs. HUD first instituted the PHAS approach for evaluating PHAs’ performance in 1997, as a part of its 2020 Management Reform Plan. The approach includes the “scoring” of several categories of PHA performance.

The purpose of the PHAS is to improve the delivery of services in public housing and enhance trust in the public housing system among PHAs, public housing residents, and the general public. It does this by (1) providing a management tool for effectively and fairly measuring the performance of a PHA in essential housing operations for its projects, on both a program-wide basis and an individual project basis; and (2) issuing rewards for high performers and remedial requirements for poor performers.

The iNtegrated Assessment Sub-System (NASS) is the web-based application used by HUD to generate the PHAS scores for PHAs. NASS compiles data from various PHAS-specific subsystems and generates an overall PHAS score and status report for each PHA. In addition, NASS generates reports reflecting analysis and trends of the PHAS scores. NASS also facilitates all PHA-related appeal and waiver processes as well as the generation and management of correspondence among all sets of stakeholders—e.g., the HUD business staff (Washington, DC), HUD field offices, and the staffs of the various PHAs.



Sources: GAO (analysis); Art Explosion (images).

**Figure 1: HUD’s Oversight Structure for the Public Housing Program**

## OVERVIEW OF PHAS SCORING

PHAs are assessed in compliance with the PHAS “Rule” that is in place at any given time. The PHAS Interim Rule was published in the Federal Register on February 23, 2011 (Federal Register Notice, Vol. 76, No. 36) titled 24 CFR Parts 901, 902, and 907 Public Housing Evaluation and Oversight: Changes to the Public Housing Assessment System (PHAS) and Determining and Remediating Substantial Default; Interim Rule. This Interim Rule regulation pertaining to the Public Housing Program defines a set of four performance indicators (each of which corresponds to a specific PIH-REAC subsystem which generates an assessment or score for that area of performance), the scores for which are combined to form the PHAS score—i.e., the total assessment of a PHA’s performance. Here we provide a brief description of each of the four PHAS performance indicators.

### ***Physical Condition Indicator***

The overall Physical Condition indicator (corresponding to the Physical Assessment SubSystem or PASS) score for a PHA is the weighted average of the PHA’s individual Property Physical Inspection Scores divided by the total number of ACC units in all inspected properties of the PHA. Each Public Housing project owned by the PHA is physically inspected; the results of all of these inspections are then used to create an assessment of the physical condition of the PHA as a whole; and the frequency of the inspections depends on the last score for the entire PHA.

### ***Financial Condition Indicator***

The Financial Condition indicator (corresponding to the Financial Assessment SubSystem or FASS) assessment for a PHA, as an entity, is conducted through the submission of annual financial statements. PHAs are scored on the financial condition of each project. Continued Public Housing funding for this PHA is contingent on having this indicator assessed or scored, and the assessment is based solely on programs in which the PHA participates. PHAs continue to submit an annual Financial Data Schedule (FDS) and individual development scores are rolled up to an overall PHA entity-wide score.

### ***Management Operations Indicator***

The Management Operations indicator (corresponding to the Management Assessment SubSystem or MASS) score for a PHA is generated based on three components of the PHA’s submitted Financial Data Schedule—occupancy, tenant accounts receivable, and accounts payable. The PHA is scored at the project level, and the individual project scores are rolled up to an overall MASS score for that PHA.

### ***Capital Fund Program Indicator***

The Capital Fund Program indicator (handled directly by NASS) examines the period of time it takes for a PHA to obligate funds from the Capital Fund Program. Under the Capital Fund, a PHA may borrow private capital to make improvements. The Capital Fund Program Indicator score provides an assessment of a PHA’s ability to obligate and expend Capital Fund Program funds in a timely manner. The computation of the score under this PHAS sub-indicator utilizes data obtained through analysis of obligated and expended amounts in HUD’s e-LOCCS for all Capital Fund Program grants that were open during the assessed fiscal year.

### ***The PHAS Score***

The data supplied by these subsystems is then compiled and computed, which results in PHAS scores that provide each PHA with a numerical scorecard assessment showing how well their PHA is

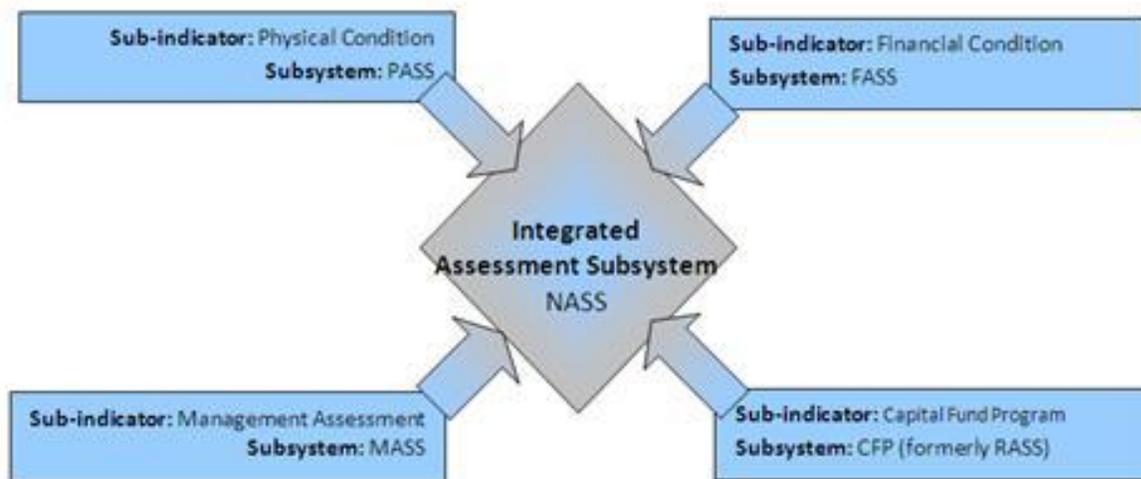
## NASS User Guide (PHA)

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performing. In recent years, PIH moved to a new asset management model for overseeing their portfolio. As a result of this move, the component scores that make up the PHAS score were apportioned differently. This new methodology for generating the PHAS score is a key part of the newer PHAS Interim Rule.

### ***The Role of NASS***

As depicted in Figure 2, it is NASS that provides all of the PHAS score-related information, described above, to users through a web portal and generates reports for PHA Executive Directors (EDs) and their staffs; MFH owners and agents; and PIH and MFH asset management staff. NASS provides analyses and evaluations relevant to the PHAS sub-indicator scores and the PHAS scores. NASS monitors release dates of PHAS scores and designations to ensure that an overall PHAS score will be issued by REAC one month after submission by the PHA of its financial data and certifications. The NASS business staff of PIH-REAC also conducts ongoing research of existing assessment processes using NASS.



***Figure 2: NASS Integration with the PHAS Indicators***

## A. GETTING STARTED (LOGGING IN)

1. The user will access NASS Web by logging into Secure Systems



*Figure 3: Secure Systems Login Page*

2. Secure Systems requires your MID and windows password
3. To continue, click 'Accept' on the warning page



*Figure 4: Warning Display Page*

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4. Click on the link labeled 'Public Housing Assessment System: Scores and Status (NASS)'.



Figure 5: Main Menu (HUD Secure Systems)

5. On the NASS Main Page, click on the Fiscal Year End on or after 06/30/2008 button to access the NASS-Oracle System.

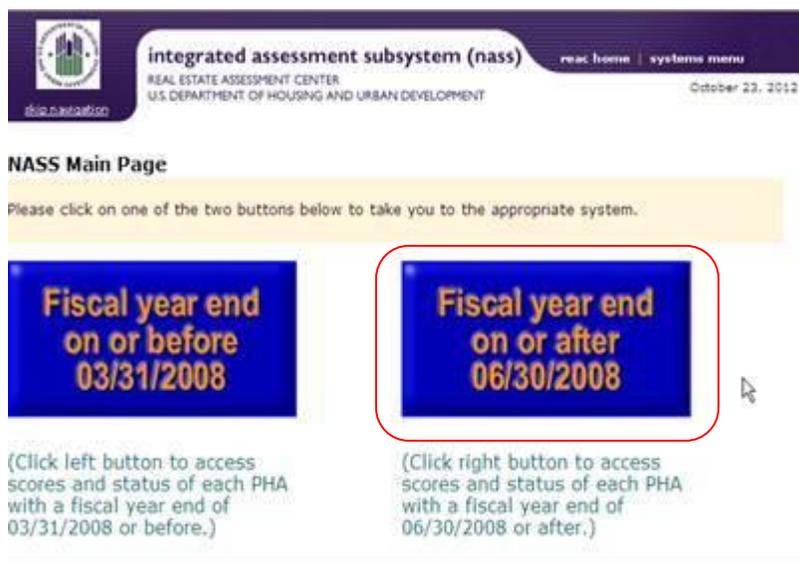


Figure 6: NASS Main Page

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- This is the NASS landing page that will display OMB-related notices and any messages that NASS Business wants to convey to NASS users. This page will be displayed only once per browser session when user accesses NASS; it will not be displayed again, if the user navigates away from NASS to other systems and then comes back to NASS while the browser is not closed. The user needs to click on the **Continue** link to access NASS system functions.



## iNtegrated Assessment SubSystem

Public Reporting Burden for this collection of information is estimated to average 5.2 hours per respondent. This includes the time for collecting, reviewing, and reporting the data. This information is being collected to fulfill statutory and regulatory requirements that allow public housing agencies (PHAs) to submit appeals for the purpose of correcting Public Housing Assessment System scores to ensure that HUD is assessing and scoring PHAs and projects as accurately as possible. PHAs participants are not required to respond to this collection of information unless a current, valid approved OMB control number is displayed. OMB No. 2577-0257 , expires 12/31/2014

### Message of the Day:

All issues reported for PHAS scoring will be fixed after 12/5/2014 release , expires 12/05/2014

You are about to enter the iNtegrated Assessment Subsystem (NASS). Please click the link below to continue.

[Continue](#)

*Figure 7: NASS Landing Page/OMB Important Message Page*

- This is the NASS default (home) page available to all PHA users

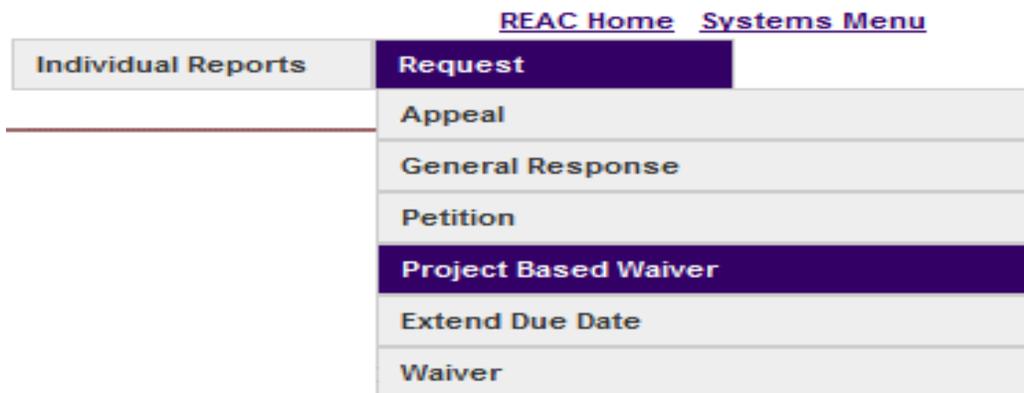


*Figure 8: NASS Home Page*

## B. NASS REQUESTS

The Request tab (module of NASS) gives the Public Housing Agency (PHA) Executive Directors and HUD Field Office users the ability to request a variety of actions with regards to their PHAS scores, their indicator scores, and their PHAS designation statuses. These types of requests are broken down as follows and menu options for them are found under the Request menu, as shown in Figure 9.

- Appeal
- Petition
- Extension or Waiver for Financial Submissions
  - Extension: Extending Due Dates for Financial Unaudited Submission
  - Wavier: Extending Due Dates for Financial Audited Submission
- Subsystem Waiver
- General Response
- Project Based Waiver



**Figure 9: Request Module Menu Options**

The menu options under the Request module menu and the actions they perform are explained in the table below:

Request Module MENU	
Menu Options	ACTION
<i>Request: Appeal</i>	A request in the form of an appeal to reconsider or change one or more of a PHA's scores—the PHAS score itself or one of the indicator scores: PASS/physical, FASS/financial, MASS/management operations, or Capital Fund—AFTER a PHA's PHAS score has been released for any given fiscal year.
<i>Request: Petition</i>	A request to change a PHA's PHAS designation status, after the PHA's PHAS score has been released.

# NASS User Guide (PHA)

Request Module MENU	
Menu Options	ACTION
<i>Request :Extend Due Date (Extension, Waiver)</i>	A request to extend the due date of either a PHA’s Financial Unaudited Submission (also known as an Extension) or to extend the due date of a PHA’s Financial Audited Submission (also known as a Waiver)
<i>Request: Waiver (Subsystem Waiver)</i>	A request for a waiver of the submission of a subsystem score (also known as Subsystem Waiver)
<i>Request: General Response</i>	A PHA’s request in the form of posing an inquiry to the NASS business organization at HUD about a PHAS-related issue.
<i>Request: Project Based Waiver (Subsystem Waiver)</i>	A request to waive the conducting of an inspection for a project for a particular fiscal year.

**Table 1: Descriptions of Request Module Options**

## ***B-1. REQUEST: APPEALS***

The Appeals function is used to request an appeal to a PHAS score **once it is released**. Appeal could be made for the PHAS Score or one of the sub-indicator scores such as PASS, FASS, MASS and Capital Fund for a particular Fiscal Year. This request is added by PHA, Field Office, and PIH-REAC users.



**Figure 10: Selecting Appeal from the Request Menu**

The screen elements on the Appeals screens and the actions they perform are explained in the table below:

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Appeal Screens	
Field	Description
<i>PHA Code</i>	PHA Code that corresponds to the PHAS Appeals request.
<i>PHA Lookup</i>	Link for Internal users to look up a PHA code that corresponds to the PHAS Appeals request.
<i>Fiscal Year</i>	Fiscal Year for the PHA Code that corresponds to the PHAS Appeals request.
<i>Comments</i>	Alpha-numeric field used by the requestor to enter up to 4,000 characters. This field should be used to pose an inquiry or subject for NASS Business to respond.
<i>Upload Attachment</i>	Link to upload supporting documents for the request (Document types: Microsoft Word, Microsoft Excel, Microsoft Outlook, and Adobe PDF.) Documents uploaded will automatically be assigned the Attachment Category: 'Request Supporting Documentation'
<i>View Attachments</i>	Link to view all attachments that have been uploaded for the request.
<i>Save</i>	Saves the PHAS Appeals request as DRAFT. The draft version has not been sent to NASS Business.
<i>Submit</i>	Submits the PHAS Appeals request to NASS Business. Submits uploaded documents after the General response has been submitted to NASS Business.
<i>Reset</i>	Clears all data entered in the Comments field and all uploaded documents prior to Saving the PHAS Appeals as DRAFT. Clears all edits to the draft version of PHAS Appeals. Draft version will return to latest saved version.
<i>History</i>	Displays the history of the inquiries/subjects sent to NASS Business and the response from NASS Business to each inquiry/subject
<i>PHA Name (display and active link on details page)</i>	The name of the PHA selected for the Request; also a link with which to view the PHA Profile Page of that same PHA

**Table 2: PHAS Appeals Screen Elements**

1. PHA user views the screen below and adds PHA Code and Fiscal Year to begin to request an Appeal:

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U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

## iNtegrated Assessment SubSystem

[REAC Home](#) [Systems Menu](#)

Individual Reports Request

### Request Appeal

PHA Code: AR027

Fiscal Year: 2011

Submit

Figure 11: Request Appeal

2. PHA user selects a subsystem to Request an Appeal

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

## iNtegrated Assessment SubSystem

[REAC Home](#) [Systems Menu](#)

Individual Reports Request

### Request Appeal

PHA Code: AR027

Fiscal Year: 2011

Submit

PHA Code: AR027 PHA Name: [Housing Authority of the City of Marianna](#) PHA Score Report

FYE: 03/31/2011 Sub System: --Please Select Subsystem--

- Please Select Subsystem--
- PHAS
- FASS
- MASS
- PASS
- Capital Fund

Proceed

Figure 12: Request Appeal – Subsystem

3. PHA selects a subsystem and clicks on PROCEED button

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The screenshot shows the 'Request Appeal' page in the iNtegrated Assessment SubSystem. At the top left is the U.S. Department of Housing and Urban Development logo. The page title is 'iNtegrated Assessment SubSystem'. Below the title are links for 'REAC Home' and 'Systems Menu'. A navigation bar contains 'Individual Reports' and 'Request'. The main content area is titled 'Request Appeal'. It features a form with the following fields: 'PHA Code' (dropdown menu showing AR027), 'Fiscal Year' (input field showing 2011), 'PHA Code' (input field showing AR027), 'PHA Name' (input field showing Housing Authority of the City of Marianna), 'FYE' (input field showing 03/31/2011), and 'Sub System' (dropdown menu showing PHAS). There is a 'Submit' button on the left and a 'Proceed' button on the right. A link for 'PHA Score Report' is also present.

Figure 13: Request Appeal – Subsystem Selection

4. PHA User enters the mandatory comments field

The screenshot shows the 'Request Appeal' page with the 'Comments' field highlighted. The form fields are the same as in Figure 13. The 'Comments' field is a large text area with a red border. Below the field is a note '\* Mandatory Field'. At the bottom of the page are links for 'Upload Attachment' and 'View Attachment', and buttons for 'Save', 'Submit', and 'Reset'.

Figure 14: Request Appeal – Comments

5. PHA User can Upload Attachments by attaching the desired file, entering the mandatory File Description, and clicking on the SUBMIT button

The screenshot shows a web form titled "Upload File Attachment". It contains three mandatory fields, each marked with an asterisk (\*):

- \* Attachment Category :** A dropdown menu with "Request Supporting Documentation" selected.
- \* Attachment :** A text input field containing "C:\Documents and ..." and a "Browse..." button.
- \* File Description :** A text area containing "Test File". This field is highlighted with a red rectangular box.

Below the fields are three buttons: "Submit", "Reset", and "Close". The "Submit" button is also highlighted with a red rectangular box. At the bottom left, there is a legend: "\* Mandatory Field".

**Figure 15: Request Appeal - Upload Attachments**

6. PHA User views confirmation message on successful file attachment

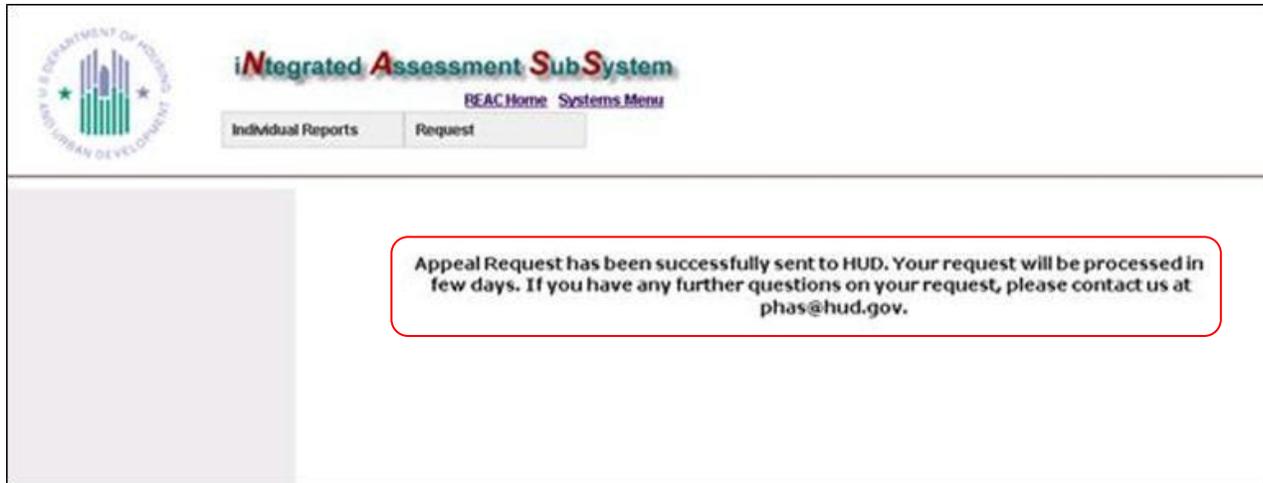
The screenshot shows the same "Upload File Attachment" form as in Figure 15. At the top left, a red-bordered box contains a confirmation message: "• Test.pdf uploaded successfully.". The form fields below are now empty:

- \* Attachment Category :** A dropdown menu with "Request Supporting Documentation" selected.
- \* Attachment :** An empty text input field and a "Browse..." button.
- \* File Description :** An empty text area.

The "Submit", "Reset", and "Close" buttons are still present at the bottom. The legend "\* Mandatory Field" is also visible at the bottom left.

**Figure 16: Request Appeal - Upload Attachments/Confirmation**

7. PHA user submits an Appeal by Clicking on SUBMIT button, after which the PHA user shall receive a confirmation message



*Figure 17: Request Appeal – Submit*

## B-1.1 Using Assessment Status Report to Confirm Requests (Appeal)

8. PHA user can go to another area of NASS—the Assessment Status Report, under the Individual Reports tab—to view another type of confirmation of their submitted Appeal request.



*Figure 18: Getting to Assessment Status Report*

9. Assessment Status Report (below) displays the Request for Appeal using Appeal Request and also displays a link to the correspondence sent out for this action.

# NASS User Guide (PHA)

**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**  
**iNtegrated Assessment Sub System**  
REAC Home Systems Menu

Individual Reports Request

**Assessment Status Report**

PHA Code: AR027  
Fiscal Year: 2011  
Submit

Report Date: 01/14/2013  
Fiscal Year End: 03/31

Assessment Status Report for Fiscal Year 2011  
The following are the most recent actions performed by REAC on the PHA and the dates on which those actions occurred.

PHA Code:	AR027	View Status Details	PHA Name:	Housing Authority of the City of Marianna
Designation Status:	N/A		PHAS Score:	N/A
Assessment Type	Event	Date		
<b>PHAS/Integrated</b>				
<a href="#">Appeal Request has been Received</a>		01/14/2013		
Appeal Request has been Received		01/02/2013		
Appeal Request has been Received		01/02/2013		
<a href="#">Appeal Request has been Cancelled</a>		01/02/2013		
<a href="#">Appeal Request has been Rejected</a>		01/02/2013		
Appeal Request has been Received		01/02/2013		
Appeal Request has been Received		01/02/2013		
<a href="#">Appeal Request has been Rejected</a>		01/02/2013		
<a href="#">Appeal Request has been Granted</a>		11/21/2012		
<a href="#">Appeal Request has been Received</a>		11/05/2012		
<a href="#">Appeal Request has been Received</a>		11/05/2012		
<a href="#">Appeal Request has been Received</a>		11/05/2012		
<a href="#">Appeal Request has been Received</a>		11/05/2012		
Release PHAS Score to PHA		11/05/2012		
PHAS SCORES CREATED (RE-SCORED)		10/31/2012		
PHAS SCORES CREATED (RE-SCORED)		10/31/2012		
<a href="#">Appeal Request has been Granted</a>		10/31/2012		

Figure 19: Assessment Status Report – Appeal Request

10. Clicking on “Appeal Request has been Received” link opens up the Correspondence detail

**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**  
**iNtegrated Assessment Sub System**  
REAC Home Systems Menu

Individual Reports Request

**Real Estate Assessment Center**

U.S. Department of Housing and Urban Development  
550 12th Street, SW  
Suite 120  
Washington, D.C. 20410

Dear Executive Director:

The Real Estate Assessment Center (REAC) has received the Public Housing Assessment System (PHAS) appeal request from the Housing Authority of the City of Marianna.

The Housing Authority is appealing the subsystem (PHAS) indicator score for the fiscal year end (09/30/2011). Once REAC has completed its review, it will provide a response to the Housing Authority.

If you need any assistance regarding this matter, please send an email to [EMAR@hmd.usdoj.gov](mailto:EMAR@hmd.usdoj.gov), or contact the REAC Technical Assistance Center (TAC) at 1-800-843-8111.

Sincerely,

JONAS ARRASQUA  
PROGRAM MANAGER, INTEGRATED ASSESSMENT SYSTEM

Figure 20: Appeal Request Correspondence

## ***B-2. REQUEST: PETITIONS***

The Petition function is used to request a change in a PHAS Designation once the PHAS Score is released to the PHA. A petition could be made for a PHAS Designation Status or for indicators such as PHAS, PASS, FASS, MASS and Capital Fund for a particular Fiscal Year. This request is added by a PHA, Field Office and PIH-REAC users.

1. PHA user having security role of “PHR – PHA Requester” will have the ability to request a Petition for a PHA



***Figure 21: Selecting Petition from the Request Menu***

The screen elements on the Petitions screens and the actions they perform are explained in the table below:

Petition Screens	
FIELD	DESCRIPTION
<i>PHA Code</i>	PHA Code that corresponds to the Petition request.
<i>Lookup PHA Code</i>	Link for Internal users to look up a PHA code that corresponds to the Petition request.
<i>PHA Name (display and active link on details page)</i>	The name of the PHA selected for the Request; also a link with which to view the PHA Profile Page of that same PHA
<i>Fiscal Year</i>	Fiscal Year for the PHA Code that corresponds to the Petition request.
<i>Comments</i>	Alpha-numeric field used by the requestor to enter up to 4,000 characters. This field should be used to pose an inquiry or subject for NASS Business to respond.
<i>Upload Attachment</i>	Link to upload supporting documents for the request (Document types: Microsoft Word, Microsoft Excel, Microsoft Outlook, and Adobe PDF.)  Documents uploaded will automatically be assigned the Attachment Category: 'Request Supporting Documentation.'

# NASS User Guide (PHA)

Petition Screens	
FIELD	DESCRIPTION
<i>View Attachments</i>	Link to view all attachments that have been uploaded for the request.
<i>Save</i>	Saves the Petition request as DRAFT. The draft version has not been sent to NASS Business.
<i>Submit</i>	Submits the Petition request to NASS Business. Submits uploaded documents after the Petition has been submitted to NASS Business.
<i>Reset</i>	Clears all data entered in the Comments field and all uploaded documents prior to Saving the Petition as DRAFT. Clears all edits to the draft version of Petition. Draft version will return to latest saved version.
<i>History</i>	Displays the history of the inquiries/subjects sent to NASS Business and the response from NASS Business to each inquiry/subject.

**Table 3: Petition Request Screen Elements**

- PHA user selects a subsystem for which to Request a Petition and clicks on PROCEED

**Figure 22: Petition Subsystem Selection**

# NASS User Guide (PHA)

- PHA user shall select the reason and enter comments into mandatory comments field

The screenshot shows the 'iNtegrated Assessment SubSystem' interface. At the top, there is a logo for the 'DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT' and the system name. Below the logo are links for 'REAC Home' and 'Systems Menu'. The main header indicates 'Request: Petition'. On the left, there are dropdowns for 'PHA Code' (MN072) and 'Fiscal Year' (2011), along with a 'Submit' button. The main form area displays 'PHA Code: MN072', 'PHA Name: BRECKENRIDGE HRA OF BRECKENRIDGE, Minnesota', and 'Sub System: PHAS'. A 'PHA Score Report' button with a 'Proceed' sub-button is on the right. The 'Reason' dropdown is set to 'Removal of PHAS Designation - Troubled'. The 'Comments' text area contains the text 'Test'. A red box highlights the 'Reason' and 'Comments' fields. Below the text area, there is a '\* Mandatory Field' label. At the bottom, there are links for 'Upload Attachment' and 'View Attachment', and buttons for 'Save', 'Submit', and 'Reset'.

**Figure 23: Petition Request – Comments**

- PHA user can upload attachments by attaching the desired file, entering the mandatory File Description, and clicking on the SUBMIT button

The screenshot shows the 'Upload File Attachment' form. It has a title 'Upload File Attachment'. Below the title, there are three fields: '\* Attachment Category:' with a dropdown menu set to 'Request Supporting Documentation', '\* Attachment:' with a text box containing 'C:\Documents and Settings\...' and a 'Browse...' button, and '\* File Description:' with a text area containing 'Test File'. A red box highlights the 'File Description' field. Below the text area, there is a '\* Mandatory Field' label. At the bottom, there are three buttons: 'Submit', 'Reset', and 'Close'. The 'Submit' button is highlighted with a red box.

**Figure 24: Petition Request – Upload Attachment**

# NASS User Guide (PHA)

- PHA user submits a Petition by clicking on SUBMIT button

The screenshot displays the 'Integrated Assessment SubSystem' interface. At the top left is the HUD logo. The title 'Integrated Assessment SubSystem' is centered, with 'REAC Home' and 'Systems Menu' links below it. A navigation bar contains 'Individual Reports' and 'Request' tabs. The main content area is titled 'Request: Petition'. On the left, there are dropdown menus for 'PHA Code' (MN072) and 'Fiscal Year' (2011), and a 'Submit' button. The main form fields include: 'PHA Code: MN072', 'PHA Name: BRECKENRIDGE HRA OF BRECKENRIDGE, Minnesota', 'FYE: 03/31/2011', and 'Sub System: PHAS'. A 'PHA Score Report' link with a 'Proceed' button is on the right. The 'Reason' dropdown is set to 'Removal of PHAS Designation - Troubled'. The 'Comments' text area contains 'Test'. At the bottom, there are 'Upload Attachment' and 'View Attachment' links, and 'Save', 'Submit', and 'Reset' buttons. The 'Submit' button is highlighted with a red box.

**Figure 25: Petition Request - Submission**

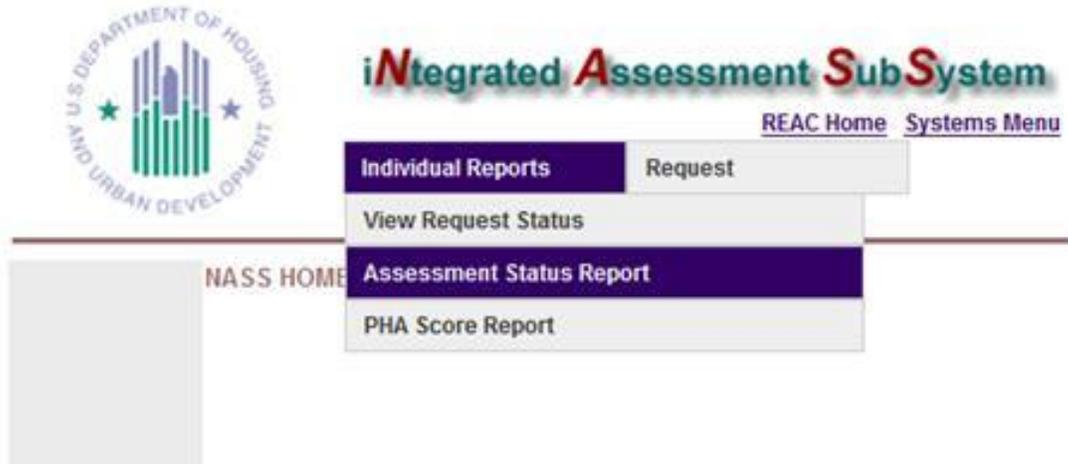
- PHA user views the confirmation message

The screenshot shows the same 'Integrated Assessment SubSystem' interface. The main content area is mostly blank, with a confirmation message box on the right. The message, enclosed in a red rounded rectangle, reads: 'Petition Request has been successfully sent to HUD. Your request will be processed in few days. If you have any further questions on your request, please contact us at phas@hud.gov.'

**Figure 26: Petition Request - Confirmation**

## B-2.1 Using Assessment Status Report to Confirm Requests (Petition)

- PHA user can go to another portion of NASS—the Assessment Status Report, under the Individual Reports tab—to view another type of confirmation of their submitted Petition request



**Figure 27: Getting to Assessment Status Report**

- Assessment Status Report displays the Request for Petition and Final decision using “Petition Request Received” and “Petition Request has been Granted;” and it displays a link to the correspondence sent out for this action

Assessment Type	Event	Date
PHAS/Integrated	Petition Request has been Granted	10/05/2012
	Petition Request has been Received	10/05/2012
	Extension Request Granted	10/05/2012
	Waiver Request has been Granted	10/05/2012
	Waiver Request has been Received	10/05/2012
	Extension Request Granted	10/05/2012
	Extension Request Received	10/05/2012
	Petition Request has been Granted	10/04/2012
	Petition Request has been Received	10/04/2012
	Appeal Request has been Granted	10/04/2012
	Appeal Request has been Received	10/04/2012
	Release PHAS Score to PHA	10/04/2012

**Figure 28: Assessment Status Report – Petition Received and Granted**

# NASS User Guide (PHA)

9. Clicking on “Petition Request has been Received” link opens up the Correspondence detail



**Figure 29: Petition Received Correspondence**

10. Clicking on “Petition Request has been Granted” link opens up the Correspondence detail.



**Figure 30: Petition Granted Correspondence**

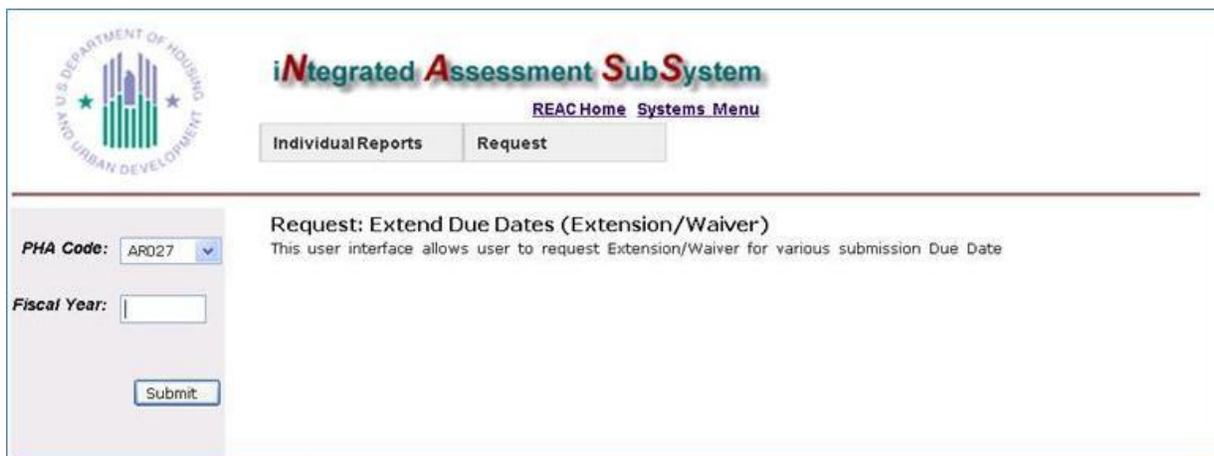
## B-3. REQUEST: EXTEND DUE DATES – EXTENSIONS & WAIVERS

The Request module provides to NASS users (specifically PHA users, Field Office users, and PIH-REAC staff users) the ability to request extending due dates for Financial Unaudited and Financial Audited submissions as well as to request to waivers for subsystem submissions for a fiscal year. PHA users having the security role of “PHR – PHA Requester” will have the ability to view the “Extend Due Date” option under Request tab, which allows a PHA user to request extending the due date for submitting an Unaudited FASS (Financial) submission or *Extension* or an Audited FASS (Financial) Submission or *Waiver*.



**Figure 31: Selecting Extend Due Date (Extensions/Waivers) from the Request Menu**

1. PHA user views the screen below when selecting “Extend Due Date” option from Request menu. PHA user will have to select assigned PHA Code and Fiscal Year to proceed to make a request for extension.



**Figure 32: Extend Due Date Screen**

# NASS User Guide (PHA)

- PHA user selects a subsystem to Request Extend Due Dates

The screenshot shows the 'iNtegrated Assessment SubSystem' interface. At the top, there is a logo for the U.S. Department of Housing and Urban Development and the title 'iNtegrated Assessment SubSystem'. Below the title are links for 'REACHome' and 'Systems Menu'. There are two tabs: 'Individual Reports' and 'Request'. The main heading is 'Request: Extend Due Dates (Extension/Waiver)'. Below this, a description states: 'This user interface allows user to request Extension/Waiver for various submission Due Date'. The form includes several fields: 'PHA Code' (AR027), 'Fiscal Year' (2014), 'PHA Code' (AR027), 'FYE' (03/31/2014), 'PHA Name' (Housing Authority of the City of Marianna), and 'Sub System' (a dropdown menu with '--Please Select Subsystem--' selected). A 'Submit' button is on the left, and a 'Proceed' button is on the right. The 'Sub System' dropdown is highlighted with a red box.

Figure 33: Extend Due Date Subsystem Selection

## B-3.1 Extend Due Date for Financial UNAUDITED (Extensions)

- PHA user selects FASS Unaudited for the request for *Extension* and clicks on the PROCEED button

This screenshot is similar to Figure 33, showing the same 'Request: Extend Due Dates (Extension/Waiver)' form. The 'Sub System' dropdown menu is now highlighted with a red box and shows 'FASS Unaudited' selected. The 'Proceed' button is also highlighted with a red box. All other fields and text are identical to the previous screenshot.

Figure 34: Extend Due Date FASS Unaudited Request

The screen elements on the Extensions screens and the actions they perform are explained in the table below:

Extend Due Dates – Extensions Screens	
FIELD	ACTION
<i>Requested days</i>	Number of days requested
<i>Initial date</i>	Date when the request is submitted

## NASS User Guide (PHA)

Extend Due Dates – Extensions Screens	
FIELD	ACTION
<i>Approve days</i>	Number of days is approved
<i>Due date</i>	The date when the submission is due
<i>Requested Due date</i>	Number of days approved and Due
<i>Status</i>	Status of the Request
<i>Comments</i>	Reason for requesting Extension
<i>Save</i>	To save the request
<i>Submit</i>	To submit the request to HUD
<i>Reset</i>	To clear the data entered by user
<i>Proceed</i>	To go to next section of the screen and validate if no earlier extend due date request is in-progress for subsystem selected
PHA Code (text field on selection page and display on details pages)	PHA Code selected for the Request
<i>PHA Name link</i>	To view PHA profile page
<i>Subsystem</i>	Selection list displaying Financial Unaudited or Financial Audited is selected; user selects subsystem to request for extending due date of a submission
<i>Upload Attachment (active link on details page)</i>	Link to upload supporting documents for the request (Document types: Microsoft Word, Microsoft Excel, Microsoft Outlook, and Adobe PDF.)  Documents uploaded will automatically be assigned the Attachment Category: 'Request Supporting Documentation'
<i>View Attachment (active link on details page)</i>	Link to view all attachments that have been uploaded for the request
The following user-friendly messages (from system validation of user selections)	
Cause or Validation of Message	Message Wording
<i>On the <b>Request (Extension/Waiver) Details Page ...</b> Any time a PHA user submits a request for an Extension (Extend Due Date – FASS Unaudited)</i>	<b>PHA users get this message</b> and must click Yes or No button to the right of message ...  <b>Extension Requests are due 15 days prior to FASS Unaudited Submission Due Date 02/28/2015 Do you want to continue?</b>

**Table 4: Extend Due Date – Extensions Screen Elements**

# NASS User Guide (PHA)

- On the Details Page for the Extend Due Date FASS Unaudited (Extension) Request, PHA User enters Requested Days and Comments for # of days to extend due date for FASS Unaudited submission. Then, a PHA User can begin the process of uploading attachments by first clicking on “Upload Attachments” link.

The screenshot shows the 'Integrated Assessment SubSystem' interface. At the top, there is a logo for the U.S. Department of Housing and Urban Development and the text 'iNtegrated Assessment SubSystem'. Below this is a navigation bar with 'Individual Reports' and 'Request' tabs. The main content area is titled 'Request: Extend Due Dates (Extension/Waiver)'. It includes a 'PHA Code' dropdown set to 'AR027', a 'Fiscal Year' dropdown set to '2012', and a 'Submit' button. Below this, there are fields for 'PHA Code: AR027', 'FYE: 03/31/2012', 'PHA Name: Housing Authority of the City of Marionette', and 'Sub System: FASS Unaudited'. A 'Requested Days' field is set to '20'. There are also date fields for 'Initial Due Date: 05/31/2012', 'Requested Due Date: 06/20/2012', and 'Due Date: 05/31/2012'. A 'Comments' text area contains the word 'test'. At the bottom, there are buttons for 'Upload Attachment', 'View Attachment', 'Save', 'Submit Request', and 'Reset'.

Figure 35: Extend Due Date FASS Unaudited- Request Days/Comments

- The “Upload File Attachment” pop-up window will appear on the screen.

The screenshot shows the 'Upload File Attachment' pop-up window. It has a title bar that says 'Upload File Attachment'. Below the title bar, there are three mandatory fields: '\* Attachment Category:' with a dropdown menu set to 'Request Supporting Documentation', '\* Attachment:' with a text input field and a 'Browse...' button, and '\* File Description:' with a large text area. At the bottom of the window, there are three buttons: 'Submit', 'Reset', and 'Close'. A legend at the bottom left indicates that an asterisk (\*) denotes a 'Mandatory Field'.

Figure 36: Upload File Attachment Pop-up Window

## NASS User Guide (PHA)

- A PHA User can Upload Attachments by attaching the desired file and entering the mandatory File Description and clicking on the SUBMIT button

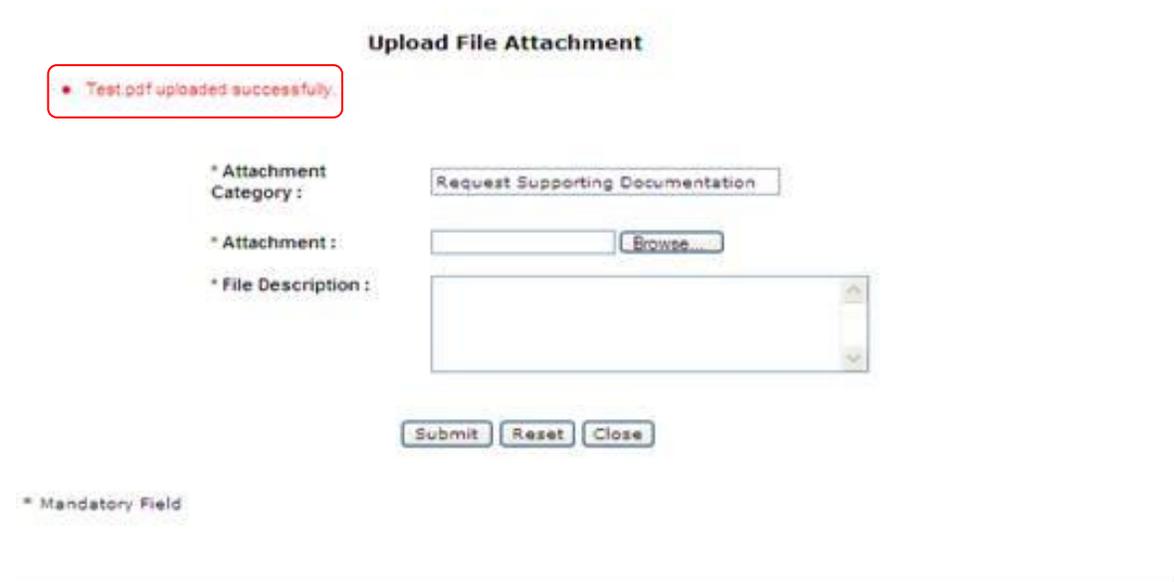


The screenshot shows a web form titled "Upload File Attachment". It contains the following fields and controls:

- \* Attachment Category :** A dropdown menu with "Request Supporting Documentation" selected.
- \* Attachment :** A text input field containing "C:\Documents and ..." followed by a "Browse..." button.
- \* File Description :** A text area containing "Test File". This field is highlighted with a red rectangular box.
- At the bottom, there are three buttons: "Submit", "Reset", and "Close". The "Submit" button is also highlighted with a red rectangular box.
- A legend at the bottom left indicates that the asterisk (\*) denotes a "Mandatory Field".

**Figure 37: Extend Due Date Submission**

- A PHA User views confirmation message on successful file attachment



The screenshot shows the same "Upload File Attachment" form as in Figure 37, but with a confirmation message displayed at the top left:

- Test.pdf uploaded successfully.** This message is enclosed in a red rectangular box.
- The form fields below (Attachment Category, Attachment, File Description) and the buttons (Submit, Reset, Close) are now empty or disabled.
- The "Mandatory Field" legend remains at the bottom left.

**Figure 38: Extend Due Date Submission Confirmation**

## NASS User Guide (PHA)

- A PHA User can view uploaded Attachments by clicking on view Attachments link



*Figure 39: Extend Due Date – Attachment View*

- A PHA User submits the Extend Due Date (Extension) Request by Clicking the SUBMIT REQUEST button.

The NASS system will display (see **Figure 39**) the following validation message for PHA users each and every time they submit an **Extension** request.

**Extension Request are due 15 days prior to FASS Unaudited Submission Due Date 02/28/2015 Do you want to continue?**

**NOTE:** This validation message occurs only in the case of requests for Extensions (or Extend Due Date-FASS Unaudited); it does NOT appear on the screen when requests are made for Waivers.

This validation message acts as a simple reminder/warning message to PHA users about the standard lead-time threshold of 15 days (before the originally scheduled submission date) for each Extension request. This message prompts the user to click either the YES or NO button to the right of the message. After choosing one of those options, users may proceed with making an Extension request.

**NOTE:** PHA Users may choose either option (Yes or No), regardless of the date of the request submission; NASS will accept the submission; and once it is received, the FASS-PH reviewer will make a decision as to whether to approve or reject the Extension request.

# NASS User Guide (PHA)

The screenshot shows the 'Request: Extend Due Dates (Extension/Waiver)' page. At the top left is the U.S. Department of Housing and Urban Development logo. The page title is 'iNtegrated Assessment SubSystem' with links for 'REAC Home' and 'Systems Menu'. Below the title are two tabs: 'Individual Reports' and 'Request'. The main content area is titled 'Request: Extend Due Dates (Extension/Waiver)' and includes a sub-header: 'This user interface allows user to request Extension/Waiver for various submission Due Date'. On the left, there is a sidebar with 'PHA Code: AL086' and 'Fiscal Year: 2014', and a 'Submit' button. The main form area contains the following fields: 'PHA Code: AL086', 'PHA Name: Jefferson County Housing Authority', 'FYE: 12/31/2014', and 'Sub System: FASS Unaudited'. A red box highlights a warning message: 'Extension Request are due 15 days prior to FASS Unaudited Submission Due Date 02/28/2014. Do you want to continue?'. Below this are fields for 'Initial Due Date: 02/28/2015', 'Approved Days: 0', 'Requested Days: 0', 'Requested Due Date:', and 'Due Date:'. There is also a 'Comments:' text area. At the bottom, there are buttons for 'Upload Attachment', 'View Attachment', 'Save', 'Submit Request', and 'Reset'.

Figure 40: Extend Due Date FASS Unaudited – Final Submission

10. PHA User views the confirmation message

The screenshot shows the confirmation message page. At the top left is the U.S. Department of Housing and Urban Development logo. The page title is 'iNtegrated Assessment SubSystem' with links for 'REAC Home' and 'Systems Menu'. Below the title are two tabs: 'Individual Reports' and 'Request'. The main content area is a large grey box with a red-bordered message: 'Extend Due Date Request has been successfully sent to HUD. Your request will be processed in few days. If you have any further questions on your request, please contact us at phas@hud.gov.'

Figure 41: Extend Due Date – Confirmation

## B-3.2 Extend Due Date for Financial AUDITED (Waivers)

11. PHA user selects FASS Audited for the request for *Waiver* and clicks on the PROCEED button

The screenshot shows the 'iNtegrated Assessment SubSystem' interface. At the top, there is a logo for the U.S. Department of Housing and Urban Development and the text 'iNtegrated Assessment SubSystem'. Below this is a navigation menu with 'Individual Reports' and 'Request'. The main heading is 'Request: Extend Due Dates (Extension/Waiver)'. The form contains the following fields: 'PHA Code' (AR027), 'Fiscal Year' (2011), 'PHA Code' (AR027), 'FYE' (03/31/2011), 'PHA Name' (Housing Authority of the City of Marianna), and 'Sub System' (FASS Audited). A red box highlights the 'Sub System' dropdown menu. There are 'Submit' and 'Proceed' buttons.

**Figure 42: Extend Due Date FASS Audited Request**

The screen elements on the Waivers screens and the actions they perform are explained in the table below:

Extend Due Dates – Waivers Screens	
FIELD	ACTION
<i>Initial date</i>	Date when the request is submitted
<i>Approve days</i>	Number of days is approved
<i>Due date</i>	The date when the submission is due
<i>Requested Days</i>	Number of days requested
<i>Requested Due date</i>	Number of days approved and Due
<i>Status</i>	Status of the Request
<i>Comments</i>	Reason for requesting additional days for submission.
<i>Proceed</i>	To go to next section of the screen and validate if no earlier extend due date request is in-progress for subsystem selected
<i>PHA Code</i>	PHA Code selected for the Request
<i>PHA Name link</i>	To view PHA profile page

# NASS User Guide (PHA)

Extend Due Dates – Waivers Screens	
FIELD	ACTION
<i>Subsystem</i>	Selection list displaying Financial Unaudited or Financial Audited is selected; user selects subsystem to request for extending due date of a submission
<i>Override Max Requested Days</i>	This option is available for Internal HUD users to remove restriction of maximum number of requested days for extend due date request
<i>Save button</i>	To save the request
<i>Submit Request</i>	To submit the request to HUD
<i>Reset</i>	To clear the data
<i>Upload Attachment (active link on details page)</i>	Link to upload supporting documents for the request (Document types: Microsoft Word, Microsoft Excel, Microsoft Outlook, and Adobe PDF.)  Documents uploaded will automatically be assigned the Attachment Category: 'Request Supporting Documentation'
<i>View Attachment (active link on details page)</i>	Link to view all attachments that have been uploaded for the request

**Table 5: Extend Due Date – Waivers Screen Elements**

- PHA User enters Requested Days and Comments for # of days to extend due date for FASS Audited submission

The screenshot displays the 'iNtegrated Assessment SubSystem' interface. At the top, there is a navigation menu with 'Individual Reports' and 'Request'. The main heading is 'Request: Extend Due Dates (Extension/Waiver)'. Below this, there is a sub-heading: 'This user interface allows user to request Extension/Waiver for various submission Due Date'. The form contains several input fields and buttons:

- PHA Code:** AR027
- Fiscal Year:** 2012
- PHA Name:** Housing Authority of the City of Marianna
- Sub System:** FASS Audited
- Initial Due Date:** 12/31/2012
- Requested Days:** 20
- Approved Days:** 0
- Requested Due Date:** (empty)
- Due Date:** 12/31/2012
- Status:** (empty)
- Comments:** test

Buttons include 'Submit', 'Proceed', 'Upload Attachment', 'View Attachment', 'Save', 'Submit Request', and 'Reset'. The 'Requested Days' field and the 'Upload Attachment' button are highlighted with red boxes in the original image.

**Figure 43: Extend Due Date FASS Audited – Request Days/Comments**

# NASS User Guide (PHA)

13. PHA User can upload attachments by clicking on “Upload Attachments”

**Upload File Attachment**

\* Attachment Category : Request Supporting Documentation

\* Attachment :  Browse...

\* File Description :

Submit Reset Close

\* Mandatory Field

*Figure 44: Extend Due Date - Upload Attachments*

14. PHA User can Upload Attachments by attaching the desired file and entering the mandatory File Description and clicking on the SUBMIT button

**Upload File Attachment**

\* Attachment Category : Request Supporting Documentation

\* Attachment : C:\Documents and Settings\... Browse...

\* File Description : Test File

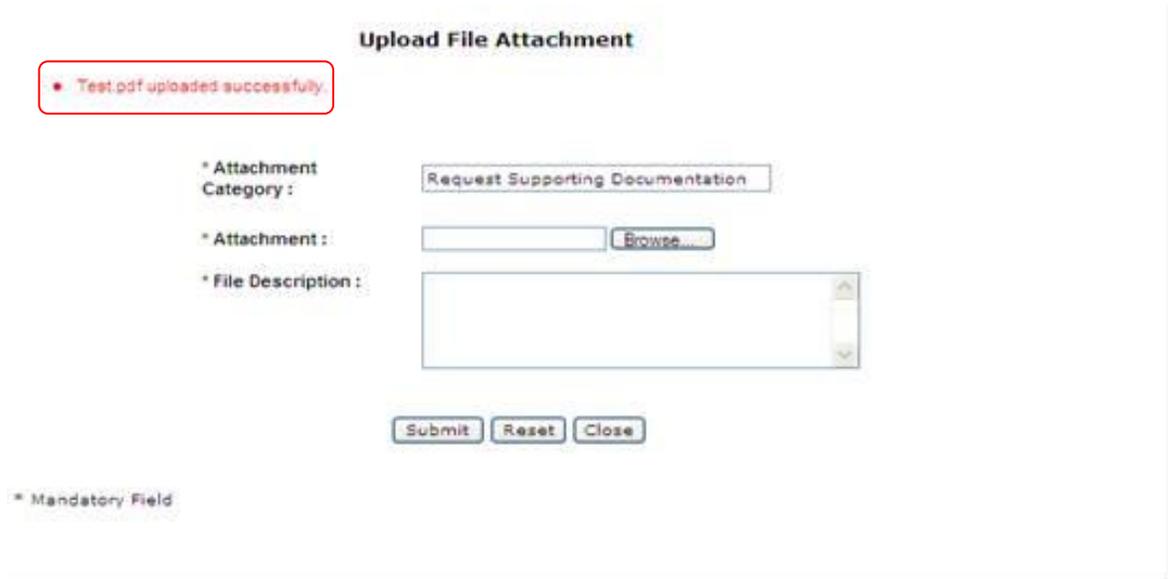
Submit Reset Close

\* Mandatory Field

*Figure 45: Extend Due Date Submission*

# NASS User Guide (PHA)

15. PHA User views confirmation message on successful file attachment



The screenshot shows a web form titled "Upload File Attachment". At the top left, a red-bordered box contains a success message: "• Test.pdf uploaded successfully". Below this, the form has three mandatory fields: "Attachment Category" with a dropdown menu showing "Request Supporting Documentation", "Attachment" with a text input field and a "Browse..." button, and "File Description" with a large text area. At the bottom of the form are three buttons: "Submit", "Reset", and "Close". A legend at the bottom left indicates that an asterisk (\*) denotes a mandatory field.

*Figure 46: Extend Due Date Submission Confirmation*

16. PHA User can view uploaded Attachments by clicking on view Attachments link



The screenshot shows a dialog box titled "View File Attachment". It contains a table with the following data:

File	File Description	Attachment Category	Date Uploaded	User Name
<a href="#">Test.pdf</a>	Test File	Request Supporting Documentation	10/04/2012	M00250

Below the table is a "Close" button.

*Figure 47: Extend Due Date – Attachment View*

# NASS User Guide (PHA)

17. PHA User submits the Extend Due Date Request by Clicking on SUBMIT REQUEST button

The screenshot shows the 'iNtegrated Assessment SubSystem' interface. At the top left is the HUD logo. The title 'iNtegrated Assessment SubSystem' is in the center, with 'REAC Home Systems Menu' below it. There are two tabs: 'Individual Reports' and 'Request'. The main heading is 'Request: Extend Due Dates (Extension/Waiver)'. Below this is a sub-heading: 'This user interface allows user to request Extension/Waiver for various submission Due Date'. The form contains several fields: 'PHA Code' (AR027), 'Fiscal Year' (2012), 'PHA Code' (AR027), 'FYE' (03/31/2012), 'PHA Name' (Housing Authority of the City of Marianna), and 'Sub System' (FASS Audited). There are also fields for 'Initial Due Date' (12/31/2012), 'Approved Days' (0), 'Due Date' (12/31/2012), 'Requested Days' (20), 'Requested Due Date', and 'Status'. A 'Comments' field contains the text 'requesting Waiver for 20 days'. At the bottom, there are buttons for 'Upload Attachment', 'View Attachment', 'Save', 'Submit Request' (highlighted with a red box), and 'Reset'.

**Figure 48: Extend Due Date FASS Audited – Final Submission**

18. PHA User views the confirmation message

The screenshot shows the 'iNtegrated Assessment SubSystem' interface. At the top left is the HUD logo. The title 'iNtegrated Assessment SubSystem' is in the center, with 'REAC Home Systems Menu' below it. There are two tabs: 'Individual Reports' and 'Request'. The main content area is a large grey rectangle. In the center of this rectangle is a red-bordered box containing the following text: 'Extend Due Date Request has been successfully sent to HUD. Your request will be processed in few days. If you have any further questions on your request, please contact us at phas@hud.gov.'

**Figure 49: Extend Due Date – Confirmation**

# NASS User Guide (PHA)

## B-3.3 Using Assessment Status Report to Confirm Requests (Extend Due Date)

- 19. PHA user can go to another portion of NASS—the Assessment Status Report, under the Individual Reports tab—to view another type of confirmation of their submitted Extension request

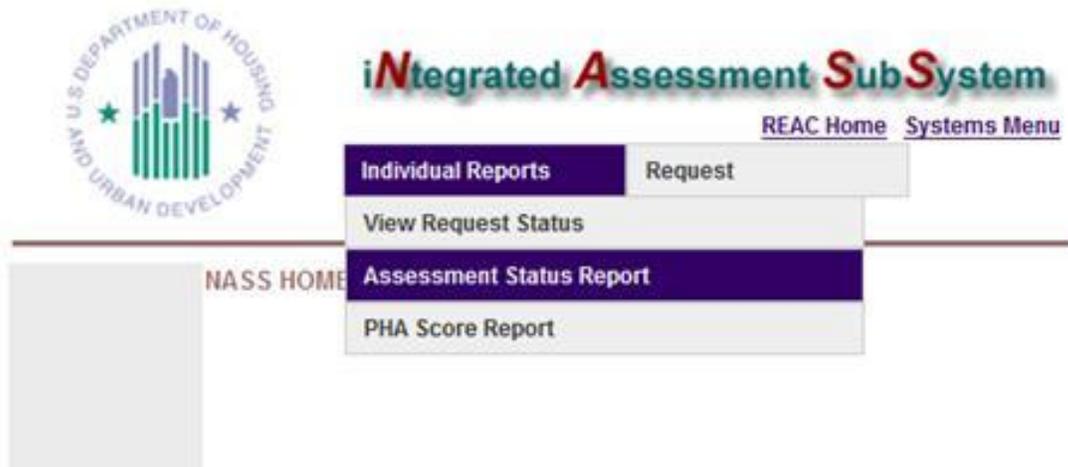


Figure 50: Getting to Assessment Status Report

- 20. Assessment Status Report also displays the Request action and Final decision for Extension and displays a link to the correspondence sent out for this action

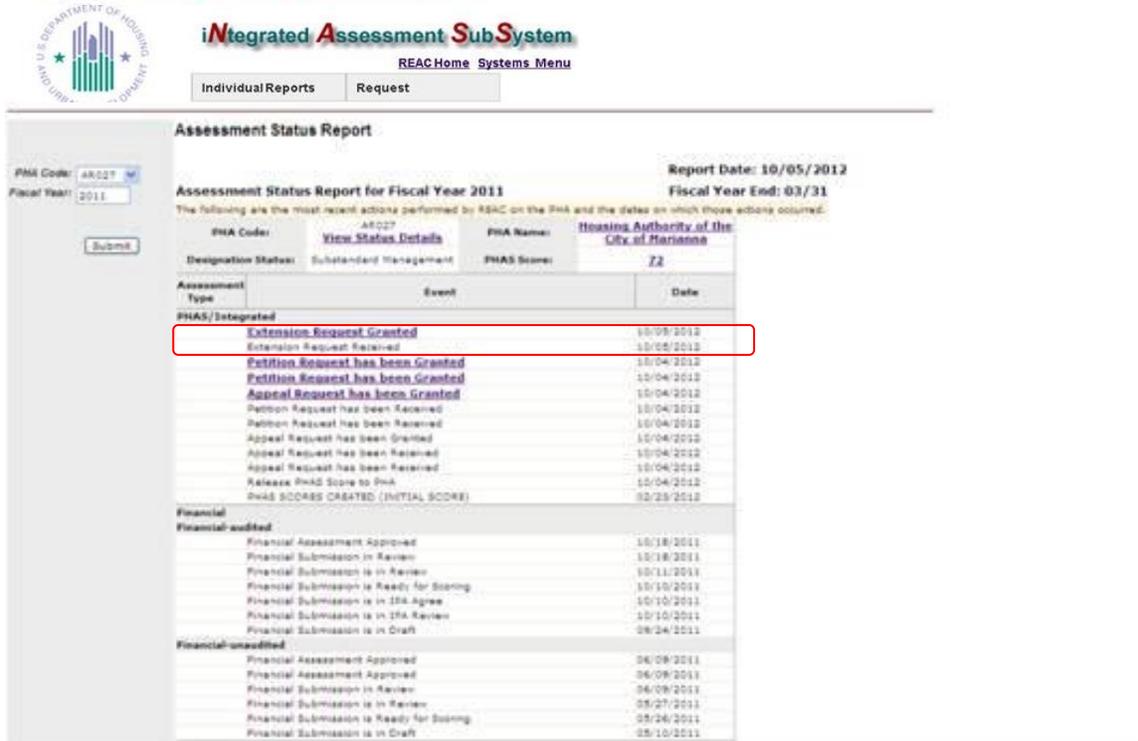


Figure 51: Assessment Report – Extend Due Date

# NASS User Guide (PHA)

21. From the Assessment Status page, when you click on the “Extension Request Granted” link, and it opens up the Correspondence detail

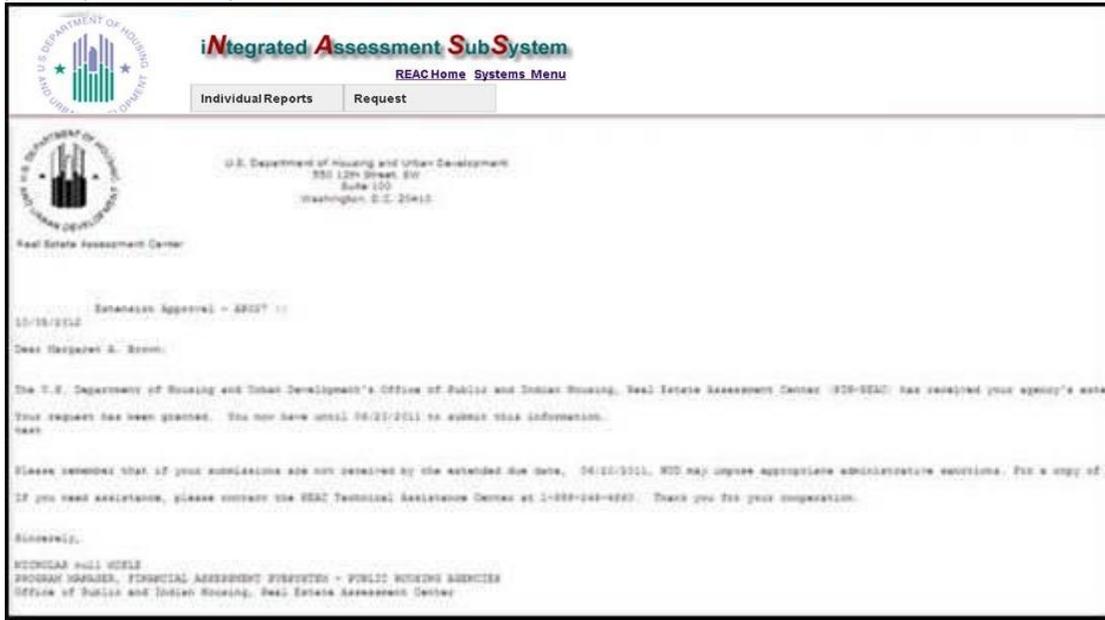


Figure 52: Assessment page – Extension Request Granted

## B-4. REQUEST: SUBSYSTEM WAIVERS

The Subsystem Waiver module allows users to add a waiver request for a subsystem when PHA may not be able to submit a physical, financial, management or capital fund indicator submission. Currently, this module allows waiver request for PASS, FASS, MOPS and Capital Fund indicators.

This function is used by a user to request a waiver that will be approved for a PHA to waive the submission of a particular PHAS sub-indicator score (i.e., PASS, FASS, MASS, and Capital Fund) for a particular Fiscal Year. The PHA which is approved for a waiver for any subsystem will not receive a PHAS score for that fiscal year.

1. PHA user having security role of “PHR – PHA Requester” will have the ability to request a Subsystem Waiver for a PHA

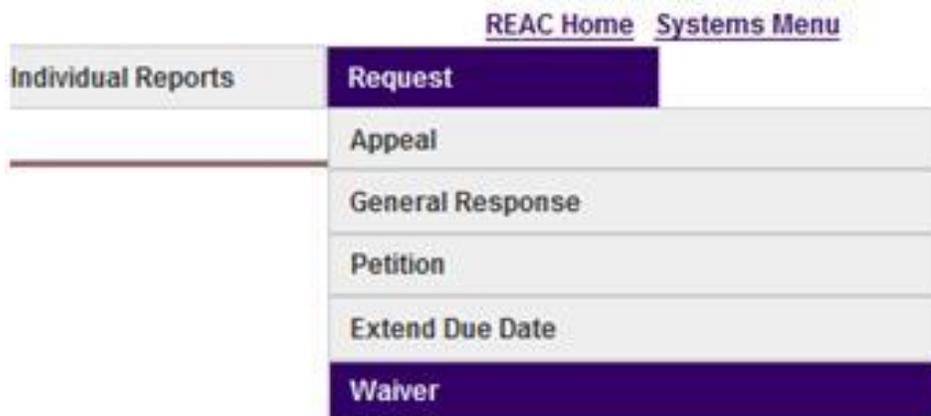


Figure 53: Selecting Subsystem Waiver from the Request Menu

## NASS User Guide (PHA)

The screen elements on the Subsystem Waiver screens and the actions they perform are explained in the table below:

Subsystem Waiver Screens	
FIELD	ACTION
<i>Status</i>	Status of the Request.
<i>Comments</i>	Reason for requesting waiver for a subsystem submission.
<i>Proceed</i>	To go to next section of the screen and validate if no earlier waiver request is in-progress for selected subsystem.
<i>PHA Code</i>	PHA Code selected for the Request.
<i>PHA Name link</i>	To view PHA profile page.
<i>Subsystem</i>	Selection list displaying Financial Unaudited or Financial Audited is selected; user selects subsystem to request for extending due date of a submission.
<i>Save button</i>	To save the request.
<i>Submit Request</i>	To submit the request to HUD.
<i>Reset</i>	To clear the data.
<i>Upload Attachment (active link on details page)</i>	Link to upload supporting documents for the request (Document types: Microsoft Word, Microsoft Excel, Microsoft Outlook, and Adobe PDF.)  Documents uploaded will automatically be assigned the Attachment Category: 'Request Supporting Documentation'
<i>View Attachment (active link on details page)</i>	Link to view all attachments that have been uploaded for the request

**Table 6: Subsystem Waiver Request Screen Elements**

# NASS User Guide (PHA)

2. PHA user selects a subsystem for which to Request a Subsystem Waiver and clicks on PROCEED

The screenshot shows the 'iNtegrated Assessment SubSystem' interface. At the top left is the U.S. Department of Housing and Urban Development logo. The title 'iNtegrated Assessment SubSystem' is displayed in a stylized font. Below the title are links for 'REACHome' and 'Systems Menu'. There are two tabs: 'Individual Reports' and 'Request'. The main heading is 'Request : Waiver'. On the left, there are input fields for 'PHA Code:' (AR027), 'Fiscal Year:' (2011), and a 'Submit' button. In the center, there are labels for 'PHA Code:', 'PHA Name:', and 'FYE:'. The 'PHA Code:' is AR027, 'PHA Name:' is 'Housing Authority of the City of Marianna', and 'FYE:' is 03/31/2011. To the right of the 'FYE:' is a 'Sub System:' dropdown menu with the text '--Please Select Subsystem--' and a red box around it. Further right is a 'Proceed' button with a red box around it.

**Figure 54: Subsystem Waiver Request – Subsystem Selection**

3. PHA user shall enter comments into mandatory comments field

The screenshot shows the 'iNtegrated Assessment SubSystem' interface. At the top left is the U.S. Department of Housing and Urban Development logo. The title 'iNtegrated Assessment SubSystem' is displayed in a stylized font. Below the title are links for 'REACHome' and 'Systems Menu'. There are two tabs: 'Individual Reports' and 'Request'. The main heading is 'Request : Waiver'. On the left, there are input fields for 'PHA Code:' (AR027), 'Fiscal Year:' (2013), and a 'Submit' button. In the center, there are labels for 'PHA Code:', 'PHA Name:', and 'FYE:'. The 'PHA Code:' is AR027, 'PHA Name:' is 'Housing Authority of the City of Marianna', and 'FYE:' is 03/31/2013. To the right of the 'FYE:' is a 'Sub System:' dropdown menu with the text 'FASS' and a red box around it. Further right is a 'Proceed' button with a red box around it. Below the 'Proceed' button is a large text area for 'Comments:' with a red box around it. At the bottom, there are buttons for 'Upload Attachment', 'View Attachment', 'Save', 'Submit Request', and 'Reset'.

**Figure 55: Subsystem Waiver Request – Comments**

# NASS User Guide (PHA)

4. PHA user can upload attachments by attaching the desired file, entering the mandatory File Description, and clicking on the SUBMIT button

**Upload File Attachment**

\* Attachment Category : Request Supporting Documentation

\* Attachment : C:\Documents and ; Browse...

\* File Description : Test File

Submit Reset Close

\* Mandatory Field

*Figure 56: Subsystem Waiver Request - Upload Attachment*

5. PHA user submits a Subsystem Waiver by clicking on SUBMIT REQUEST button

**iNtegrated Assessment SubSystem**

BEAC Home Systems Menu

Individual Reports Request

**Request : Waiver**

PHA Code: AR027

Fiscal Year: 2013

Submit

PHA Code: AR027 PHA Name: Housing Authority of the City of Marianna

FYE: 03/31/2013 Sub System: FASS Process

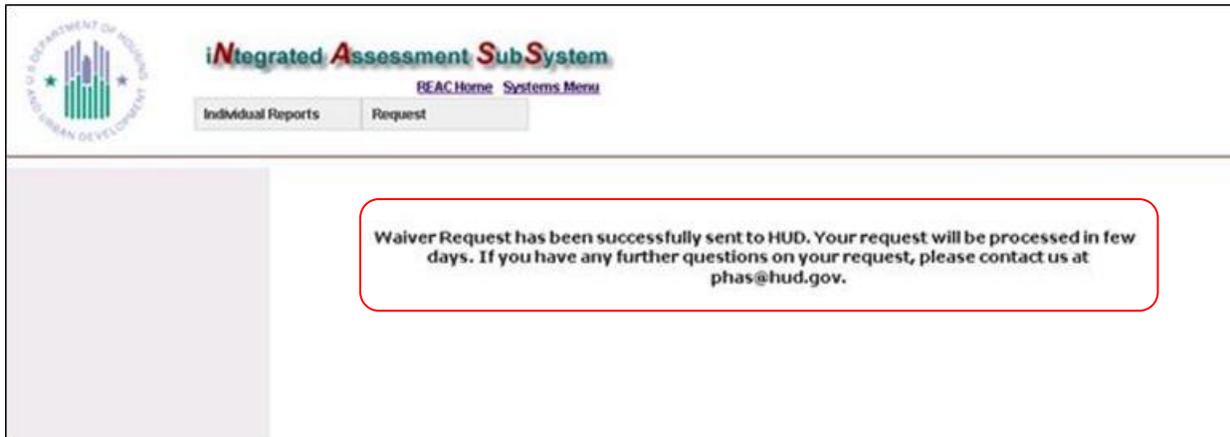
\* Comments: Test comment

Upload Attachment View Attachment

Save Submit Request Reset

*Figure 57: Subsystem Waiver Request - Submission*

6. PHA user views the confirmation message



*Figure 58: Subsystem Waiver Request – Confirmation*

## B-4.1 Using Assessment Status Report to Confirm Requests (Subsystem Waiver)

7. PHA user can go to another portion of NASS—the Assessment Status Report, under the Individual Reports tab—to view another type of confirmation of their submitted Petition request



*Figure 59: Getting to Assessment Status Report*

# NASS User Guide (PHA)

- Assessment Status Report (below) displays the Request for Waiver using Subsystem Waiver Request and also displays a link to the correspondence sent out for this action.

**Integrated Assessment Sub System**  
 REAC Home Systems Menu  
 Individual Reports Request

**Assessment Status Report**

PHA Code: AR027  
 Fiscal Year: 2011  
 Report Date: 10/05/2012  
 Fiscal Year End: 03/31

Assessment Status Report for Fiscal Year 2011  
 The following are the most recent actions performed by REAC on the PHA and the dates on which those actions occurred.

PHA Code	View Status Details	PHA Name	PHAS Score
AR027		Housing Authority of the City of Marianna	22
Designation Status:	Substandard Management	PHAS Score:	22

Assessment Type	Event	Date
PHAS/Integrated	<a href="#">Petition Request has been Granted</a>	10/05/2012
	<a href="#">Petition Request has been Received</a>	10/05/2012
	<a href="#">Extension Request Granted</a>	10/05/2012
	<a href="#">Waiver Request has been Granted</a>	10/05/2012
	<a href="#">Waiver Request has been Received</a>	10/05/2012
	<a href="#">Extension Request Granted</a>	10/05/2012
	<a href="#">Extension Request Received</a>	10/05/2012
	<a href="#">Petition Request has been Granted</a>	10/04/2012
	<a href="#">Petition Request has been Received</a>	10/04/2012
	<a href="#">Appeal Request has been Granted</a>	10/04/2012
	<a href="#">Petition Request has been Received</a>	10/04/2012
	<a href="#">Petition Request has been Received</a>	10/04/2012
	<a href="#">Appeal Request has been Granted</a>	10/04/2012
	<a href="#">Appeal Request has been Received</a>	10/04/2012
	<a href="#">Appeal Request has been Received</a>	10/04/2012
	<a href="#">Release PHAS Score to PHA</a>	10/04/2012

**Figure 60: Assessment Status Report – Subsystem Waiver Request**

- Clicking on “Waiver Request has been Received” link opens up the Correspondence detail

**Integrated Assessment Sub System**  
 REAC Home Systems Menu  
 Individual Reports Request

U.S. Department of Housing and Urban Development  
 550 12th Street, SW  
 Suite 1200  
 Washington, D.C. 20410

Real Estate Assessment Center

Dear Executive Director:

The Real Estate Assessment Center (REAC) has received the Public Housing Assessment System (PHAS) appeal request from the Housing Authority of the City of Marianna. The Housing Authority is appealing the subsystem (PHAS) indicator score for the fiscal year end (03/31/2011). Once REAC has completed its review, it will provide a final score to the Housing Authority.

Should you need any assistance regarding this matter, please send an email to [PHAS@reac.gov](mailto:PHAS@reac.gov), or contact the REAC Technical Assistance Center (TAC) at 1-800-847-8000.

Sincerely,  
 JOHNSON ABRUJAN  
 BROOKMAN YOUNG, INTEGRATED ASSESSMENT SYSTEM

**Figure 61: Subsystem Waiver Request Correspondence**

# NASS User Guide (PHA)

## B-5. REQUEST: GENERAL RESPONSE

The General Response request sub- module is used by a NASS user to pose an inquiry or issue to the NASS business organization at HUD about a PHAS-related issue. The inquiry or issue will be reviewed by NASS business, who will respond in a timely fashion to the inquiry or issue. The requestor may only submit one General Response request at a time per any given PHA Code/FY combination. The requestor must wait until NASS Business responds to the request concerning any given PHA Code/FY, before submitting a new General Response request for that same PHA Code/FY.

1. PHA user having security role of “PHR – PHA Requester” will have the ability to request a General Response from NASS Business concerning their particular PHA’s PHAS scores, designation status, etc.



**Figure 62: Selecting General Response from the Request Menu**

The screen elements on the General Response screens and the actions they perform are explained in the table below:

General Response Selection Screen	
FIELD	FIELD
<i>Comments (text field on details page)</i>	Text field for entering (mandatory) comments to explain and support your request; there is always a 4,000 character limit
<i>Upload Attachment (active link on details page)</i>	Link to upload supporting documents for the request (Document types: Microsoft Word, Microsoft Excel, Microsoft Outlook, and Adobe PDF.) Documents uploaded will automatically be assigned the Attachment Category: 'Request Supporting Documentation'
<i>View Attachment (active link on details page)</i>	Link to view all attachments that have been uploaded for the request
<i>Submit (button on landing page)</i>	To submit the selected PHA Code and Fiscal Year for the Request (and thereby proceed to the selection and detail pages for the Request)
<i>Submit (button on details page)</i>	To submit the request to HUD (NASS Business Office)
<i>Reset (button on details page)</i>	To completely clear whatever data you may have entered or selected (with text fields or drop-down list boxes) on this page

# NASS User Guide (PHA)

General Response Selection Screen	
FIELD	FIELD
PHA Code (text field on selection page and display on details pages)	PHA Code selected for the Request
PHA Name (display and active link on details page)	The name of the PHA selected for the Request; also a link with which to view the PHA Profile Page of that same PHA
Save (button on details page)	To save the Request before completing it later (request is stored as a “Draft” and not submitted)
Status (display on details page)	Status of the Request –will display as either “New” (when Request is begun by user; or “Draft” (when Request is saved rather than submitted right away)

**Table 7: General Response Request Screen Elements**

- PHA user simply fills-out the mandatory Comments text field to explain and support your request for a General Response. (Note: there is a 4,000 character limit on the Comments field.)

**Request: General Response**

PHA Code : CT025    FYE : 09/30/2012    PHA Name : [Winchester Housing Authority](#)    Status : New

---

Comments :

\* Mandatory Field

[Upload Attachment](#)    [View Attachment](#)  
       

**Figure 63: General Response Request – Comments**

## NASS User Guide (PHA)

- PHA user can upload attachments by attaching the desired file, entering the mandatory File Description, and clicking on the SUBMIT button

**Upload File Attachment**

\* Attachment Category :

\* Attachment :

\* File Description :

\* Mandatory Field

**Figure 64: General Response Request - Upload Attachment**

- PHA user submits a General Response Request by clicking on SUBMIT REQUEST button

**Request: General Response**

PHA Code : CT025    FYE : 08/30/2012    PHA Name : [Winchester Housing Authority](#)    Status : Draft

---

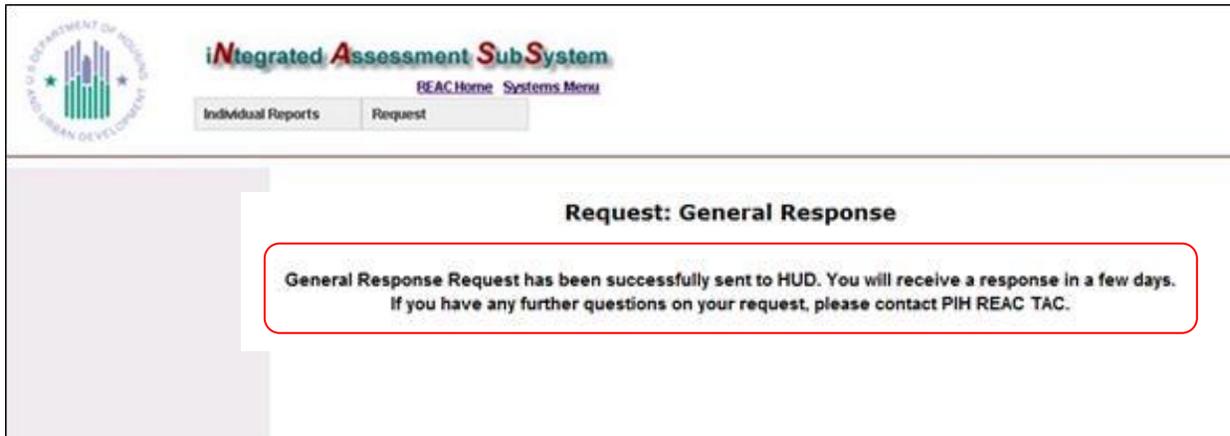
Comments :

\* Mandatory Field

[Upload Attachment](#)    [View Attachment](#)

**Figure 65: General Response Request - Submission**

5. PHA user views the confirmation message



*Figure 66: General Response Request – Confirmation*

## B-5.1 Using Assessment Status Report to Confirm Requests (General Response)

6. PHA user can go to another portion of NASS—the Assessment Status Report, under the Individual Reports tab—to view another type of confirmation of their submitted General Response Request.



*Figure 67: Getting to Assessment Status Report*

# NASS User Guide (PHA)

- Assessment Status Report (below) displays the General Response Request and also displays a link to the correspondence sent out for this action.

**Assessment Status Report**

PHA Code:  Report Date: 04/16/2013  
 Fiscal Year:  Fiscal Year End: 09/30

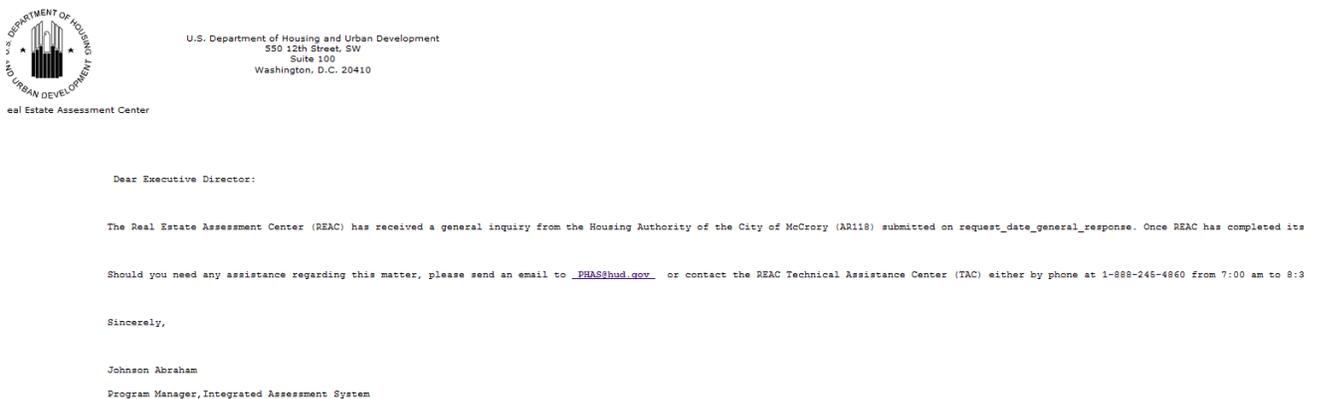
**Assessment Status Report for Fiscal Year 2013**

The following are the most recent actions performed by REAC on the PHA and the dates on which those actions occurred.

PHA Code:	AR118	PHA Name:	<a href="#">Housing Authority of the City of McCrory</a>
Designation Status:	N/A	PHAS Score:	<a href="#">N/A</a>
<b>Assessment Type</b>	<b>Event</b>	<b>Date</b>	
<b>PHAS/Integrated</b>			
	<a href="#">General Response Request Responded/Letter</a>	04/16/2013	
	<a href="#">General Response Request has been Received</a>	04/16/2013	
	<a href="#">Extension Request Granted</a>	03/28/2013	
<b>Financial-unaudited</b>			
	Financial Submission is in Draft	03/26/2013	
<b>Capital Fund</b>			
	Capital Fund Assessment Approved	04/03/2013	

**Figure 68: Assessment Status Report – General Response Request**

- Clicking on the “General Response Request... Received” link, for example, opens up the Correspondence detail



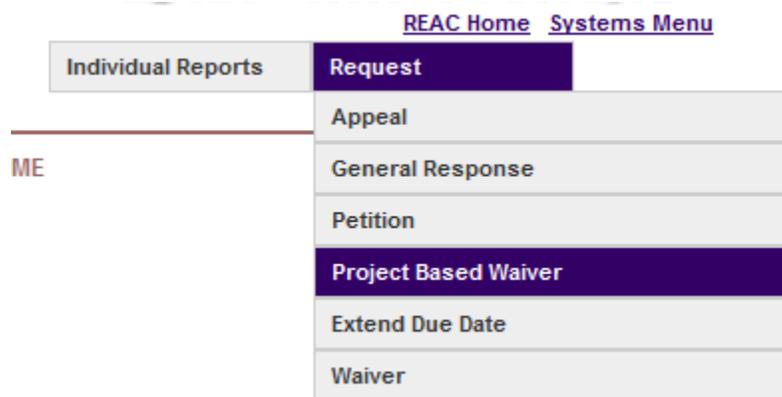
**Figure 69: General Response Request Correspondence**

## ***B-6. REQUEST: PROJECT BASED WAIVER***

The Project Based Waiver module allows users to submit a waiver request for a property (A.K.A. project or development or AMP) when such project cannot be inspected for a particular fiscal year and such projects will not be ordered for conducting inspection. The project based waiver could be granted in case of natural calamities or any other reason mandated by HUD not to perform inspection for a property. Currently, this module allows Project Based waiver request for PASS.

This function is used by a user to request a Project based waiver that will be reviewed and approved for a PHA to waive the inspection of a particular project to exclude such projects from ordering or be part of generation of score for a PHA’s overall weighted average score for PASS indicator.

1. PHA user having security role of “PHR – PHA Requester” will have the ability to request a Project Based Waiver for a PHA



***Figure 70: Selecting Project Based Waiver from the Request Menu***

The screen elements on the Project Based Waiver screens and the actions they perform are explained in the table below:

Project Based Waiver Screens	
FIELD	ACTION
<i>Status</i>	Status of the Request.
<i>Comments</i>	Reason for requesting waiver for a subsystem submission.
<i>Submit</i>	To go to next section of the screen and validate if no earlier waiver request is in-progress for selected subsystem.
<i>PHA Code</i>	PHA Code selected for the Request.
<i>PHA Name link</i>	To view PHA profile page.

## NASS User Guide (PHA)

<b>Project Based Waiver Screens</b>	
<b>FIELD</b>	<b>ACTION</b>
<i>Subsystem</i>	Selection list displaying Financial Unaudited or Financial Audited is selected; user selects subsystem to request for extending due date of a submission.
<i>View button</i>	To view total number of projects available to PHA to request or cannot be requested for project based waiver
<i>Select project</i>	To select list of all projects from available projects that can be requested for a waiver
<i>Submit Request</i>	To submit the request to HUD.
<i>Reset</i>	To clear the data.
<i>Upload Attachment (active link on details page)</i>	Link to upload supporting documents for the request (Document types: Microsoft Word, Microsoft Excel, Microsoft Outlook, and Adobe PDF.)  Documents uploaded will automatically be assigned the Attachment Category: 'Request Supporting Documentation'
<i>View Attachment (active link on details page)</i>	Link to view all attachments that have been uploaded for the request

**Table 8: Project Based Waiver Request Screen Elements**

# NASS User Guide (PHA)

- PHA user selects a project for which to Request a Project Based Waiver

**Request : Project Based Waiver**

PHA Code:  Fiscal Year:

PHA Code : AR117    PHA Name: [Polk County Housing Authority](#)   

FYE : 09/30/2014    Subsystem : PASS

Project based information for the selected fiscal 2014			
The total number of projects	1	<input type="button" value="View"/>	
The number of projects excluded because they are not due to be inspected for the selected fiscal year	0	<input type="button" value="View"/>	
The number of projects excluded because of existing or pending waivers	0	<input type="button" value="View"/>	
The total number of projects available to initiate a new project based waiver	1	<input type="button" value="Select Project"/>	

\* Comments :

[Upload Attachment](#)    [View Attachment](#)  
   

**Figure 71: Project Based Waiver Request – Project Selection**

- PHA user shall click the check box field to select a Project and clicks on **Add Project** button

**Project Based Waiver : Available Project List To Initiate New Request**

PHA Code : AR117    PHA Name: [Polk County Housing Authority](#)

FYE : 09/30/2014    Subsystem : PASS

One item found. 1

Select	Project-ID	Project-Name	Total Units	Total ACC Units	RAD Status	Inspection Status
<input checked="" type="checkbox"/>	AR117000017	POLK COUNTY/WICKES/COVE/HATFI	180	180	N	Release To NASS

**Figure 72: Project Based Waiver Request – Select a Project**

# NASS User Guide (PHA)

- PHA user can upload attachments by attaching the desired file, entering the mandatory File Description, and clicking on the **SUBMIT** button

**Upload File Attachment**

\* Attachment Category :

\* Attachment :

\* File Description :

\* Mandatory Field

**Figure 73: Project Based Waiver Request – Upload Attachment**

- PHA user submits a Project Based Waiver after entering mandatory comments and clicking on **SUBMIT REQUEST** button

**Request : Project Based Waiver**

PHA Code : AR117      PHA Name: [Polk County Housing Authority](#)

FYE : 09/30/2014      Subsystem : PASS     

Project based information for the selected fiscal 2014			
The total number of projects	1		<input type="button" value="View"/>
The number of projects excluded because they are not due to be inspected for the selected fiscal year	0		<input type="button" value="View"/>
The number of projects excluded because of existing or pending waivers	0		<input type="button" value="View"/>
The total number of projects available to initiate a new project based waiver	0		<input type="button" value="Select Project"/>

Selected Project List						
One item found: 1						
Project-ID	Project-Name	Total Units	Total ACC Units	RAD Status	Inspection Status	
AR117000017	POLK COUNTY/WICKES/COVE/HATFI	180	180	N	Release To NASS	<input type="button" value="Remove"/>

\* Comments :

[Upload Attachment](#)      [View Attachment](#)  
     

**Figure 74: Project Based Waiver Request – Submission**

6. The user will view the confirmation message.

**Project Based Waiver Request has been successfully sent to HUD. Your request will be processed in few days. If you have any further questions on your request, please contact us at [phas@hud.gov](mailto:phas@hud.gov).**

*Figure 75: Project Based Waiver Request - Confirmation*

## C. NASS INDIVIDUAL REPORTS



**NOTE:** Your screen may look different from examples shown. Various selection menus display only for users assigned a role to access and/or perform actions from those menus.

The Individual Reports tab (module) of NASS provides the Public Housing Agency (PHA) Executive Director and HUD Field Office users a means to review PHAS/Subsystem scores and related actions/profile information for a PHA’s assessment for each fiscal year via the Internet. Users can view—by navigating through the Individual Reports module—individual score reports for PHAs (PHA Score Report), individual status reports for PHAs (Assessment Status Report), and reports which show the status of the various requests submitted by a PHA (View Request Status).



**Figure 76: Individual Reports Menu**

The menu options under the Individual Reports module menu and the actions they perform are explained in the table below:

INDIVIDUAL REPORTS SELECTION PAGE	
REPORT	ACTION
<i>View Request Status</i>	View the status of request for extension, waiver, subsystem waiver, appeals, petition, and general response
<i>Assessment Status Report</i>	View the status of HUD-REAC assessment actions on a PHA
<i>PHA Score Report</i>	View a PHA’s overall PHAS score and designation status, and access individual indicator score reports

**Table 9: Individual Reports Menu Choices**

## C-1. VIEW REQUEST STATUS

View Request Status is a new option (sub-module) available to the user under the Individual Reports tab in NASS. This option enables PHA and HUD users to view Requests that have been submitted for Extensions, Waivers, Subsystem Waivers, Appeals, Petitions, and General Response. The pages of View Status Request provide request details such as the Status, Comments, and the file attachments. If the Status of the Request is in an in-progress state such as Submitted or Reviewed, then a user can modify the request to the extent of adding more comments and uploading new file attachments. If the Status of the Request is in a completed state such as Rejected, Denied, Cancelled, Responded, or Granted, then a user can see the request but merely in Read-Only mode and the file attachment functionality is disabled also.



*Figure 77: Selecting View Request Status from Individual Reports Menu*

### C-1.1 WHEN YOU WANT TO VIEW STATUS OF EXTENSION OR WAIVER...

User clicks on the links for either one of the Extend Due Date requests – Extension or Waiver on the View Request Status Landing Page.

#### View Request Status

- [Extend Due Dates \(Extension\)](#)
- [Extend Due Dates \(Waiver\)](#)
- [Waivers](#)
- [Appeals](#)
- [Petitions](#)
- [General Response](#)

*Figure 78: View Request Status Landing Page*

# NASS User Guide (PHA)

1. The system brings up a View Request Status Selection Page – Extension or Waiver – screen that displays the entire list of Extensions or Waivers that meet your criteria. The screen views for Extensions versus Waivers differ slightly (see immediately below).
2. NOTE: the View Request Selection Page – Extension/Waiver will look the same whether you are searching for a request by PHA code and/or fiscal year.

PHA Code	PHA Name	FYE	Request Date	Status	Requested Extension Days	Approved Extension Days	Request Comments	Decision Comments	File Attachments
<a href="#">TX355</a>	Housing Authority of the City of El Campo	12/31/2012	03/25/2013	Granted	30	30	ff	ff	1
<a href="#">TX355</a>	Housing Authority of the City of El Campo	12/31/2012	03/25/2013	Granted	30	50	dd	20 more days or	1

PHA Code	PHA Name	FYE	Request Date	Status	Requested Waiver Days	Approved Waiver Days	Request Comments	Decision Comments	File Attachments
<a href="#">AK001</a>	Alaska Housing Finance Corporation	06/30/2013	04/16/2013	SUBMITTED	30	0	Test		0

Figure 79: View Request Status – Extension (top) and Waiver (bottom) Selection Pages

3. On the View Request Status Selection Page – for Extensions or Waivers, user must click on the PHA Code link (at the far left of the tabular list) to proceed to the View Request Status Details Page – for Extensions or Waivers.

PHA Code	PHA Name	FYE	Request Date	Status	Requested Extension Days	Approved Extension Days
<a href="#">TX355</a>	Housing Authority of the City of El Campo	12/31/2012	03/25/2013	Granted	30	30
<a href="#">TX355</a>	Housing Authority of the City of El Campo	12/31/2012	03/25/2013	Granted	30	50

PHA Code	PHA Name	FYE	Request Date	Status	Requested Waiver Days	Approved Waiver Days
<a href="#">AK001</a>	Alaska Housing Finance Corporation	06/30/2013	04/16/2013	SUBMITTED	30	0

Figure 80: View Request Status – Extension (top) and Waiver (bottom) PHA Code link

# NASS User Guide (PHA)

4. The View Request Status Details Pages – for both Extensions and Waivers, shown here, are where you view the details of a particular (Extension or Waiver) request.

**Request: Extend Due Dates (Extension/Waiver)**  
This user interface allows user to request Extension/Waiver for various submission Due Date

---

PHA Code: TX355      PHA Name: [Housing Authority of the City of El Campo](#)  
 FYE: 12/31/2012      Sub System: [FASS Unaudited](#)     

---

Initial Due Date:       Approved Days:       Due Date:   
 Requested Days:       Requested Due Date:       Status:

\* Comments :

     [View Attachment](#)  
           

---

**Extend Due Dates - History**

Request ID	Event Date	User Name	Status	Sub System	Comments
169439	03/25/2013	HNASS3	Submitted	FASS Unaudited	tt
169439	03/25/2013	HNASS3	Granted	FASS Unaudited	tt
169440	03/25/2013	HNASS3	Submitted	FASS Unaudited	dd
169440	03/25/2013	HNASS3	Granted	FASS Unaudited	20 more days granted

---

**Request: Extend Due Dates (Extension/Waiver)**  
This user interface allows user to request Extension/Waiver for various submission Due Date

---

PHA Code: AK001      PHA Name: [Alaska Housing Finance Corporation](#)  
 FYE: 06/30/2013      Sub System: [FASS Audited](#)     

---

Initial Due Date:       Approved Days:       Due Date:   
 Requested Days:       Requested Due Date:       Status:

\* Comments :

     [View Attachment](#)  
           

---

**Extend Due Dates - History**

Request ID	Event Date	User Name	Status	Sub System	Comments
173964	04/16/2013	hnass3	Submitted	FASS Audited	Test

**Figure 81: View Request Status – Extension (top) and Waiver (bottom) Details Page**

## NASS User Guide (PHA)

5. The sample View Request Status Details Page – for a Waiver shown below is in a Read-Only mode (the kind obtained when the Request is in a *completed state* with a status of Rejected, Denied, Cancelled, Responded, or Granted. **However for an Extension, the Request Status can only be seen in Read-Only mode when the status is Approved, Rejected or Cancelled.**
6. If the status of the Waiver Request is in an *in-progress state* such as Submitted or Reviewed, then the View Request Status Details Page will allow a user to modify the Request to the extent of adding more comments and uploading new file attachments. **However, for an Extension, the Request can only be modified when the *in-progress state* is a Submitted status; it will not be viewed if it has a status of “Reviewed.”**

Initial Due Date: 02/28/2013      Approved Days: 0  
Requested Days: 30      Requested Due Date: 03/30/2013

\* Comments :

Upload Attachment      [View Attachment](#)

Save      Submit Request      Reset

*Figure 82: View Request Status – Extension/Waiver Details Page (Read-Only Mode)*

### C-1.2 WHEN YOU WANT TO VIEW STATUS OF SUBSYSTEM WAIVER...

1. User clicks on the links for either one of the Extend Due Date requests – Subsystem Waiver on the View Request Status Landing Page.

#### View Request Status

[Extend Due Dates \(Extension\)](#)

[Extend Due Dates \(Waiver\)](#)

[Waivers](#)

[Appeals](#)

[Petitions](#)

[General Response](#)

*Figure 83: View Request Status Landing Page*

## NASS User Guide (PHA)

2. The system brings up a View Request Status Selection Page – Subsystem Waiver – screen that displays the entire list of Subsystem Waivers that meet your criteria.

NOTE: the View Request Selection Page – Subsystem Waiver will look the same whether you are searching for a request by PHA code only, fiscal year only, or PHA code and fiscal year.

[View Waiver Requests](#)

PhaCode	PhaName	FYE	Request Date	Status	Subsystem	Request Comments	Decision Comments	File Attachments
<a href="#">TX449</a>	Roma Housing Authority	12/31/2012	01/15/2013	Reviewed	Capital Fund	<a href="#">Test</a>	<a href="#">02/07/2013</a>	0
<a href="#">TX449</a>	Roma Housing Authority	12/31/2012	01/15/2013	In-Progress	FASS	<a href="#">Test</a>	<a href="#">test</a>	2

**Figure 84: View Request Status – Subsystem Waiver Selection Page**

3. On the View Request Status Selection Page – Subsystem Waiver, user must click on the PHA Code link (at the far left of the tabular list) to proceed to the View Request Status Details Page – Subsystem Waiver.

**View Waiver Requests**

PhaCode	PhaName	FYE	Request Date	Status	Subsystem
<a href="#">TX449</a>	Roma Housing Authority	12/31/2012	01/15/2013	Reviewed	Capital Fund
<a href="#">TX449</a>	Roma Housing Authority	12/31/2012	01/15/2013	In-Progress	FASS

**Figure 85: View Request Status – Subsystem Waiver PHA Code link**

4. The View Request Status Details Page, shown here, is where you view the details of that particular (Subsystem Waiver) request

**Request : Waiver**

PHA Code : TX449      PHA Name : [Roma Housing Authority](#)  
 FYE : 12/31/2012      Sub System : Capital Fund     

---

\* Comments :

[Upload Attachment](#)      [View Attachment](#)  
       

**Waivers - History**

Request ID	Event Date	User Name	Status	Sub System	Comments
159315	01/15/2013	HNASS3	Submitted	Capital Fund	<a href="#">Test</a>
159314	01/15/2013	HNASS3	Submitted	FASS	<a href="#">Test</a>

**Figure 86: View Request Status – Subsystem Waiver Details Page**

5. The sample View Request Status Details Page – Subsystem Waiver shown here is in a modifiable mode (the kind obtained when the Request is in an *in-progress state* with a status such as Submitted or Reviewed).
6. If the status of the Subsystem Waiver Request is in a *completed state* with a status of Rejected, Denied, Cancelled, Responded, or Granted, the View Request Status Details Page – Subsystem Waiver will be in a Read-Only mode and will not allow changes.



**Figure 87: View Request Status – Subsystem Waiver Details Page (Modifiable Mode)**

## C-1.3 WHEN YOU WANT TO VIEW STATUS OF APPEAL OR PETITION...

1. User clicks on the links for either one of the Extend Due Date requests – Appeal/Petition on the View Request Status Landing Page.

### View Request Status

[Extend Due Dates \(Extension\)](#)

[Extend Due Dates \(Waiver\)](#)

[Waivers](#)

[Appeals](#)

[Petitions](#)

[General Response](#)

**Figure 88: View Request Status Landing Page**

2. The system brings up a View Request Status Selection Page – Appeal/Petition – screen that displays the entire list of Appeals/Petitions that meet your criteria.
3. NOTE: the View Request Selection Page – Appeal/Petition will look the same whether you are searching for a request by PHA code only, fiscal year only, or PHA code and fiscal year.

# NASS User Guide (PHA)

## View Appeal Requests

PHA Code	PHA Name	FYE	Request Date	Status	Subsystem	Request Comments	Decision Comments	File Attachments
<a href="#">MS103</a>	The Housing Authority of the City of Jackson	06/30/2011	03/29/2013	Submitted	FASS	<a href="#">Test1</a>		1
<a href="#">KY042</a>	Housing Authority of Cadiz	03/31/2011	03/29/2013	Reviewed	FASS	<a href="#">Please Appeal F</a>	<a href="#">Appeal is appro</a>	0
<a href="#">AL047</a>	The Housing Authority of the City of Huntsville	03/31/2011	03/29/2013	Reviewed	FASS	<a href="#">test</a>	<a href="#">approved</a>	0
<a href="#">CA076</a>	Housing Authority of the City of Santa Barbara	03/31/2011	03/29/2013	Granted	FASS	<a href="#">fass</a>	<a href="#">approved</a>	1
<a href="#">CA076</a>	Housing Authority of the City of Santa	03/31/2011	03/29/2013	Reviewed	FASS	<a href="#">requesting for</a>	<a href="#">approved</a>	1

**Figure 89: View Request Status – Appeal/Petition Selection Page**

- On the View Request Status Selection Page – Appeal/Petition, user must click on the PHA Code link (at the far left of the tabular list) to proceed to the View Request Status Details Page – Appeal/Petition.

## View Appeal Requests

PHA Code	PHA Name	FYE	Request Date	Status	Subsystem
<a href="#">MS103</a>	The Housing Authority of the City of Jackson	06/30/2011	03/29/2013	Submitted	FASS
<a href="#">KY042</a>	Housing Authority of Cadiz	03/31/2011	03/29/2013	Reviewed	FASS
<a href="#">AL047</a>	The Housing Authority of the City of Huntsville	03/31/2011	03/29/2013	Reviewed	FASS
<a href="#">CA076</a>	Housing Authority of the City of Santa	03/31/2011	03/29/2013	Granted	FASS

**Figure 90: View Request Status – Appeal/Petition PHA Code link**

- The View Request Status Details Page, shown here, is where you view the details of that particular (Appeal/Petition) request

**Request: Appeal**

PHA Code: KY042      PHA Name: [Housing Authority of Cadiz](#)      [PHA Score Report](#)  
 FYE: 03/31/2011      Sub System: FASS

---

\* Comments:

\* Mandatory Field

---

**Appeal - History**

Request Id	Event Date	User Name	Status	Sub System	Comments
172703	03/29/2013	HNASS3	Submitted	FASS	<a href="#">Please Appeal FASS for te</a>

**Figure 91: View Request Status – Appeal/Petition Details Page**

6. The sample View Request Status Details Page – Appeal/Petition shown here is in a modifiable mode (the kind obtained when the Request is in an *in-progress state* with a status such as Submitted or Reviewed).
7. If the status of the Appeal/Petition Request is in a *completed state* with a status of Rejected, Denied, Cancelled, Responded, or Granted, the View Request Status Details Page – Appeal/Petition will be in a Read-Only mode and will not allow changes.



**Figure 92: View Request Status – Appeal/Petition Details Page (Modifiable Mode)**

## C-1.4 WHEN YOU WANT TO VIEW STATUS OF GENERAL RESPONSE REQUEST...

1. User clicks on the links for either one of the Extend Due Date requests – General Response on the View Request Status Landing Page.

### View Request Status

[Extend Due Dates \(Extension\)](#)  
[Extend Due Dates \(Waiver\)](#)  
[Waivers](#)  
[Appeals](#)  
[Petitions](#)  
[General Response](#)

**Figure 93: View Request Status Landing Page**

2. The system brings up a View Request Status Selection Page – General Response – screen that displays the entire list of General Response that meet your criteria.
3. NOTE: the View Request Selection Page – General Response will look the same whether you are searching for a request by PHA code only, fiscal year only, or PHA code and fiscal year.

# NASS User Guide (PHA)

## View General Response Requests

PhaCode	PhaName	FYE	Request Date	Status	Request Comments	Decision Comments	File Attachments
<a href="#">TX350</a>	Schertz Housing Authority	12/31/2012	03/26/2013	Responded	<a href="#">2nd request</a>	<a href="#">Testing again</a>	1
<a href="#">TX350</a>	Schertz Housing Authority	12/31/2012	03/26/2013	Responded	<a href="#">Testing qneral</a>	<a href="#">Testing respons</a>	0
<a href="#">PA013</a>	HOUSING AUTHORITY OF THE CITY OF ERIE	03/31/2012	03/25/2013	Responded	<a href="#">test</a>	<a href="#">test dec</a>	0
<a href="#">PA013</a>	HOUSING AUTHORITY OF THE CITY OF ERIE	03/31/2012	01/24/2013	Responded	<a href="#">testing</a>	<a href="#">finalized</a>	0

Figure 94: View Request Status – General Response Selection Page

- On the View Request Status Selection Page – General Response, user must click on the PHA Code link (at the far left of the tabular list) to proceed to the View Request Status Details Page – General Response.

## View General Response Requests

PhaCode	Phaname	FYE	Request Date	Status	Request Comments
<a href="#">TX350</a>	Schertz Housing Authority	12/31/2012	03/26/2013	Responded	<a href="#">2nd request</a>
<a href="#">TX350</a>	Schertz Housing Authority	12/31/2012	03/26/2013	Responded	<a href="#">Testing qneral</a>
<a href="#">PA013</a>	HOUSING AUTHORITY OF THE CITY OF ERIE	03/31/2012	03/25/2013	Responded	<a href="#">test</a>

Figure 95: View Request Status – General Response PHA Code link

- The View Request Status Details Page, shown here, is where you view the details of that particular (General Response) request

**Request: General Response**

PHA Code : [NY005](#)    FYE : 12/31/2012    PHA Name : [New York City Housing Authority](#)    Status : Responded

---

\* Comments :

\* Mandatory Field

---

**General Response Request - History**

Request Id	Event Date	User Name	Status	Request Comments	Responded Comments
158142	12/30/2012	HNASS3	Responded	<a href="#">test 12/10/2012 @1447</a>	<a href="#">gr1</a>
157260	11/02/2012	HNASS3	Responded	<a href="#">GRR#3</a>	<a href="#">grr3</a>
149595	10/18/2012	HNASS3	Responded	<a href="#">GRR#2</a>	
149593	10/18/2012	HNASS3	Responded	<a href="#">GR#1 (take #2)</a>	

Figure 96: View Request Status – General Response Details Page

# NASS User Guide (PHA)

- The sample View Request Status Details Page – General Response shown here is in a Read-Only mode (the kind obtained when the Request is in a *completed state* with a status of Rejected, Denied, Cancelled, Responded, or Granted).
- If the status of the General Response Request is in an *in-progress state* such as Submitted or Reviewed, then the View Request Status Details Page will allow a user to modify the Request to the extent of adding more comments and uploading new file attachments.



**Figure 97: View Request Status- General Response Details Page (Read-Only Mode)**

The screen elements on the View Request Status screens and the actions they perform are explained in the table below:

View Request Status Screens	
FIELD	DESCRIPTION
<i>PHA Code</i>	PHA Code that corresponds to the one that has a request you would like to review.
<i>Fiscal year</i>	Fiscal year that corresponds to the one in which there may be a request you would like to review.
<i>Fiscal year End</i>	
<i>Submit button</i>	There is only one (1) type of Submit button in this sub-module – the one that submits your search selection for PHA code and/or fiscal year – on the View Request Status Landing Page.
<i>Request date</i>	The date the Request being viewed was originally submitted.
<i>Status</i>	The status of progress in the Request going through the recommendation and finalization (final decision) process.
<i>Request Comments</i>	Previous comments associated with the request that are displayed in the View Request Status Details Page.
<i>Decision Comments</i>	Comments made by NASS Business at either the Recommendation or Final Decision stages of the Decision process for the request. These are displayed in the View Request Status Details Page.
<i>File Attachments</i>	Files previously attached to a Request at any stage of review and approval.

## NASS User Guide (PHA)

View Request Status Screens	
FIELD	DESCRIPTION
<i>Upload Attachment</i>	Active link for going to the File Upload pop-up window and attaching an additional file with the Request.
<i>View Attachment</i>	Active link for going to the View Attachment pop-up window.
<i>Request ID</i>	A discrete number – system generated by NASS – given to each new Request.
<i>Event Date</i>	Date the Request was originally submitted.
<i>User Name</i>	User name of the person who originally submitted the Request.
<i>Subsystem</i>	Displayed name of the PHAS-related system that the Request concerns.

**Table 10: View Request Status Screen Elements**

### ***C-2. PHA SCORE REPORT***

The **PHA Score Report Page** allows PHA users to view the PHAS score; the designation status; the individual financial, management, physical, and capital fund indicator scores; and the PHAS status (the PHA’s progress through the new fiscal year scoring process including review and analysis by HUD’s NASS team) for a selected PHA—once the PHAS score has been released. Before the latest PHAS has been released, PHA users will see N/A for all scores and the designation status. If a score displays in red, it has been invalidated in the system. Links on this page enable the user to access additional pages providing information that is more detailed for Physical, Financial, Management, and Capital Fund scores. Use the scroll bar to view the entire page.



**Figure 98: Selecting PHA Score Report from Individual Reports Menu**

1. Once the system displays a **PHA Score Report Page** for a valid PHA/fiscal year (after the user has submitted a PHA code and fiscal year on the initial menu selection screen), then the user may click on the links—for Physical, Financial, Management, and Capital Fund PHAS indicators—on the **PHA Score Report Page** in order to access additional pages which provide more detailed scoring information.

# NASS User Guide (PHA)

**PHA Score Report for Fiscal Year 2011**

PHA Code: AL054  
 Fiscal Year: 2011  
 Submit

**PHA Information**  
 PHA Code: AL054    PHA Name: FLORENCE H/A    Fiscal Year End: 09/30

**PHAS Score: 95**    Designation Status: *High Performer*    PHAS Status: *Released*

Select a PHAS indicator to view details relating to the composite score.

PHAS Indicator	Original Score	Maximum Score	Indicator/PHAS Explanation
<i>Physical</i>	39	40	<a href="#">Explanation</a>
<i>Financial</i>	23	25	<a href="#">Explanation</a>
<i>Management Operations</i>	23	25	<a href="#">Explanation</a>
Capital Fund	10	10	<a href="#">Explanation</a>
<b>PHAS Total Score</b>	<b>95</b>	<b>100</b>	

The scores in RED and ITALICS have been invalidated.

The sum of the indicators as displayed may not equal the composite PHAS score shown due to rounding.

[PHA Score Report for Posting](#)    [PHAS Score Report](#)    [Release History \(1\)](#)

**Figure 99: Screen View of the PHA Score Report Page**

The screen elements on the PHA Score Report screens and the actions they perform are explained in the table below:

PHA Score Report Screens	
Field	Description
<i>PHA Information</i>	PHA code, PHA name (links to <b>PHA Profile Page</b> ), and fiscal year end for the PHA that is displayed
<i>PHAS Score</i>	PHA’s overall score in NASS based on all four indicators
<i>PHA Score PDF Reports</i>	1. PHA Score Report for Posting PDF → This PDF report will provide PHA’s PHAS Designation for each Fiscal Year and intended to be posted in PHA’s office 2. PHAS Score Report Page PDF → This report—also in PDF format—will provide complete information on PHAS Score and Indicator Scores
<i>Designation Status</i>	A PHA’s PHAS designation is based on its overall score
<i>PHAS Status</i>	Status of PHA’s progress through latest scoring process (links to <b>Assessment Status Report Page</b> )
<i>PHAS Indicator</i>	The four components to PHAS scoring (each one links to corresponding score reports for the four indicators—Physical Condition, Financial Condition, Management Operations, Capital Fund Program)
<i>Original Score</i>	PHA’s score prior to any adjustments

# NASS User Guide (PHA)

PHA Score Report Screens	
Field	Description
<i>Adjustment (when applicable)</i>	Any adjustments to PHAS score or Indicator score(s) displayed are linked to pages explaining the number of points added to or deducted from the PHA's score
<i>Net Score (when applicable)</i>	PHA's score after any adjustments
<i>Maximum Score</i>	Maximum number of points available for an indicator
<i>Indicator/PHAS Explanation</i>	Links to explanation of the indicator scoring methodology

**Table 11: PHA Score Report Page Screen Elements**

## C-2.1 PHA Score Report - PHA Profile Page

- When the user clicks on the link in the **PHA Name** data field (in the PHA information area) at the top of the PHA Score Report, the user is brought to the **PHA Profile Page**.

The screenshot shows the 'PHA Score Report for Fiscal Year 2011' interface. At the top, there are navigation links for 'REAC Home' and 'Systems Menu', and buttons for 'Individual Reports' and 'Request'. The main content area includes a sidebar with 'PHA Code: AL054' and 'Fiscal Year: 2011'. The 'PHA Information' section displays 'PHA Code: AL054', 'PHA Name: FLORENCE H/A' (highlighted in red), and 'Fiscal Year End: 09/30'. Below this, it shows 'PHAS Score: 95', 'Designation Status: High Performer', and 'PHAS Status: Released'. A table lists various PHAS indicators with their original and maximum scores. A note states: 'The scores in RED and ITALICS have been invalidated.' At the bottom, there are links for 'PHA Score Report for Posting', 'PHAS Score Report', and 'Release History (1)'.

PHAS Indicator	Original Score	Maximum Score	Indicator/PHAS Explanation
<b>Physical</b>	39	40	<b>Explanation</b>
<b>Financial</b>	23	25	<b>Explanation</b>
<b>Management Operations</b>	23	25	<b>Explanation</b>
Capital Fund	10	10	<b>Explanation</b>
<b>PHAS Total Score</b>	<b>95</b>	<b>100</b>	

**Figure 100: PHA Name Links to the PHA Profile Page**

The **PHA Profile Page** displays basic information about the PHA including address; phone number; fax number; executive director's name and address; number of low rent/section-8 units; and AMP related information. A screen image as well as a table of screen element descriptions for the **PHA Profile Page** is given below:

# NASS User Guide (PHA)

**PHA Profile** [BACK](#)

<b>PHA Code:</b>	IL020	<b>PHA Name:</b>	Moline Housing Authority
<b>Phone:</b>	(309)764-1819	<b>Fax:</b>	(309)764-2120
<b>Address:</b>	4141 - 11th Avenue A Moline, IL 61265- 0000		
<b>Fiscal Year End:</b>	03/31	<b>Program Center:</b>	CHICAGO HUB OFFICE
<b>Executive Director:</b>	John Afoun	<b>E-Mail:</b>	<a href="mailto:User01_PIH-NASS@huddev.gov">User01_PIH-NASS@huddev.gov</a>
<b>Date FYE Last Changed:</b>		N/A	

<b>Low Rent:</b>	486	<b>Section 8 Only:</b>	234	<b>Total:</b>	720
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Development Name	Low Rent Count	Unit
Spring Brook/Spring Valley		366
Hillside Heights		120
<b>Total</b>		486

**Figure 101: PHA Profile Page**

The screen elements on the PHA Profile screens and the actions they perform are explained in the table below:

PHA Profile Screens	
FIELD	DESCRIPTION
<i>PHA Information</i>	PHA code, PHA name, PHA phone number, PHA Fax number (if available), PHA physical address, PHA's Fiscal Year End (FYE), Program Center (HUD field office with jurisdiction), PHA's executive director's name, PHA's executive director's email address.
<i>Date FYE Last Changed</i>	The last date when fiscal year end was updated
<i>Low Rent Count</i>	Total low rent unit count for a PHA
<i>Section 8 Only</i>	Total Section 8 unit count for a PHA
<i>Total</i>	Total units within a PHA
<i>Table of PHA's Projects</i>	Includes the project (development) name and the low rent count and Unit count for each project.
<i>Total (bottom row of table)</i>	The total number of units (only low rent units) for that PHA.

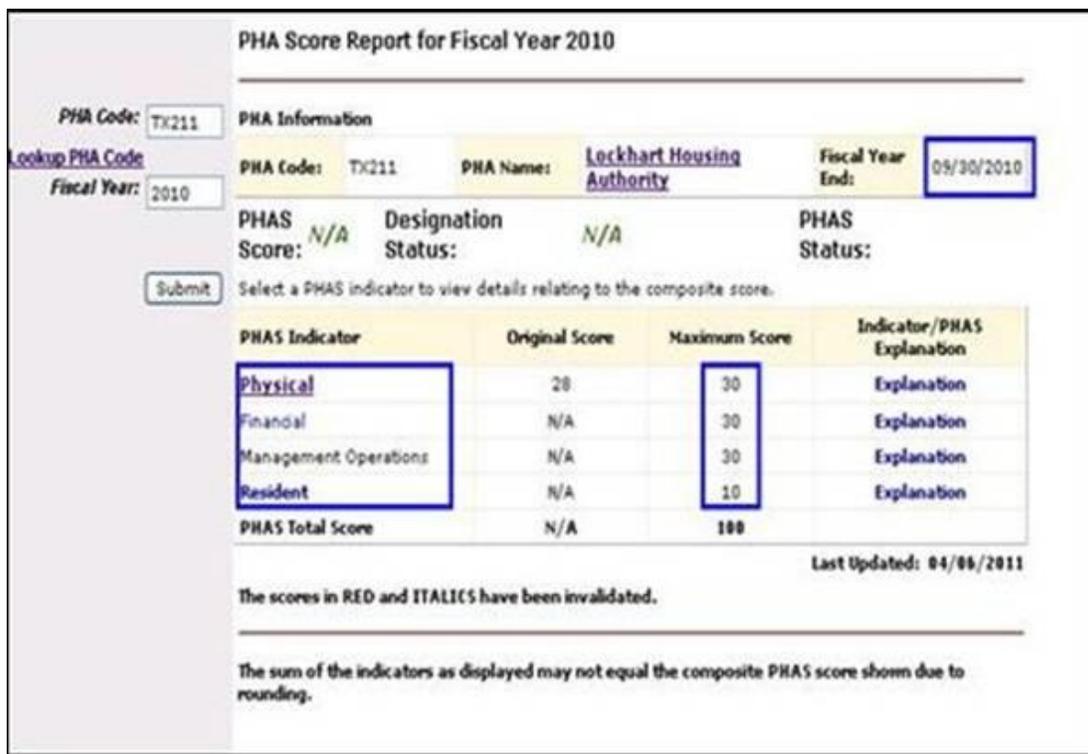
**Table 12: PHA Profile Page Screen Elements**

## C-2.2 PHA Score Report - PHAS Scoring

- When the user clicks on the links in the **PHAS Indicator** column (Physical, Financial, Management Operations, Capital Fund) on the **PHA Score Report Page**, the user is brought to the Indicator Score Reports for each of those respective individual PHAS indicators – see Section C-2.3, below.

The PHAS indicator scores—components of the overall PHAS score and apportioned per the PHAS Rule in effect at any given time—are displayed in two different ways by NASS, corresponding to the two different scoring formulas dictated by the two most recent PHAS Rules: 1) the PHAS II Rule, effective for PHAs whose FYE is 12/31/2010 and earlier; and (2) the PHAS Interim Rule, effective for PHAs whose FYE is 3/31/2011 and later.

The **PHA Score Report Page** will display the PHAS indicators and their respective maximum scores for all PHAs whose **FYE is 12/31/2010 and earlier**, in the way shown in Figure 95:



**Figure 102: PHA Score Report Showing Maximum Scores per PHAS II Rule**

The **PHA Score Report Page** will display the PHAS indicators and their respective maximum scores for all PHAs whose **FYE is 3/31/2011 and later**, in the way shown in Figure 96:

### C-2.2.1 PHA Score Report - Redistribution

- When NASS receives exceptions from FASS system instead of a score due to situation such as Mixed-Finance, RAD or NO – Equity, PHA Score Report page will display the MXF, RAD and No

# NASS User Guide (PHA)

Equity under original column for financial indicator instead of score value for a- PHA . When PHA has no funds assigned for Captital fund, NASS will assign Capital Fund exception, and HA score Report will display "Exception" under original column for Capital Fund Indicator.

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### PHA Score Report for Fiscal Year 2016

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**PHA Information**

<b>PHA Code:</b>	AR086	<b>PHA Name:</b>	<a href="#">Housing Authority of the City of Mammoth Spring</a>	<b>Fiscal Year End:</b>	03/31
------------------	-------	------------------	---	-------------------------	-------

**PHAS Score:** 96     **Designation Status:** High Performer     **PHAS Status:** Released

Select a PHAS indicator to view details relating to the composite score.

PHAS Indicator	Original Score	Maximum Score	Indicator/PHAS Explanation
<a href="#">Physical</a>	76	80	<a href="#">Explanation</a>
Financial	MXF	Excluded	<a href="#">Explanation</a>
Management	MXF	Excluded	<a href="#">Explanation</a>
<a href="#">Capital Fund</a>	20	20	<a href="#">Explanation</a>
<b>PHAS Total Score</b>	<b>96</b>	<b>100</b>	<a href="#">Explanation</a>

Last Updated: 09/17/2015

# NASS User Guide (PHA)

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## PHA Score Report for Fiscal Year 2016

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**PHA Information**

<b>PHA Code:</b>	IA006	<b>PHA Name:</b>	<a href="#">Lone Tree Housing Commission</a>	<b>Fiscal Year End:</b>	0
------------------	-------	------------------	--	-------------------------	---

**PHAS Score:** 82     **Designation Status:** Standard Performer     **PHAS Status:** Released

Select a PHAS indicator to view details relating to the composite score.

PHAS Indicator	Original Score	Maximum Score	Indicator/PHAS Explanation
<a href="#">Physical</a>	62	80	<a href="#">Explanation</a>
Financial	RAD	Excluded	<a href="#">Explanation</a>
Management	RAD	Excluded	<a href="#">Explanation</a>
<a href="#">Capital Fund</a>	20	20	<a href="#">Explanation</a>
<b>PHAS Total Score</b>	<b>82</b>	<b>100</b>	<a href="#">Explanation</a>

**Last Updated: 09/17**

**The scores in RED and ITALICS have been invalidated.**

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## PHA Score Report for Fiscal Year 2016

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**PHA Information**

<b>PHA Code:</b>	KS023	<b>PHA Name:</b>	<a href="#">Kinsley Housing Authority</a>	<b>Fiscal Year End:</b>	03/31
------------------	-------	------------------	---	-------------------------	-------

**PHAS Score:** 60     **Designation Status:** Substandard     **PHAS Status:** Released

Select a PHAS indicator to view details relating to the composite score.

PHAS Indicator	Original Score	Maximum Score	Indicator/PHAS Explanation
<a href="#">Physical</a>	40	80	<a href="#">Explanation</a>
Financial	No Equity	Excluded	<a href="#">Explanation</a>
Management	No Equity	Excluded	<a href="#">Explanation</a>
<a href="#">Capital Fund</a>	20	20	<a href="#">Explanation</a>
<b>PHAS Total Score</b>	<b>60</b>	<b>100</b>	<a href="#">Explanation</a>

**Last Updated: 09/17/2015**

# NASS User Guide (PHA)

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## PHA Score Report for Fiscal Year 2016

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**PHA Information**

<b>PHA Code:</b>	KS026	<b>PHA Name:</b>	<a href="#">Luray Housing Authority</a>	<b>Fiscal Year End:</b>	03/31
------------------	-------	------------------	---	-------------------------	-------

**PHAS Score:** **88**     
**Designation Status:**     
*Standard Performer*     
**PHAS Status:**     
[Released](#)

Select a PHAS indicator to view details relating to the composite score.

PHAS Indicator	Original Score	Maximum Score	Indicator/PHAS Explanation
<a href="#">Physical</a>	33	44	<a href="#">Explanation</a>
Financial	28	28	<a href="#">Explanation</a>
<a href="#">Management</a>	27	28	<a href="#">Explanation</a>
Capital Fund	Exception	Excluded	<a href="#">Explanation</a>
<b>PHAS Total Score</b>	<b>88</b>	<b>100</b>	<a href="#">Explanation</a>

Last Updated: 09/17/2015

The scores in RED and ITALICS have been invalidated.

# NASS User Guide (PHA)

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**iNtegrated Assessment SubSystem**

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---

**PHA Score Report for Fiscal Year 2011**

PHA Code: AL054  
 Fiscal Year: 2011

Submit

**PHA Information**

PHA Code: AL054    PHA Name: FLORENCE H/A    Fiscal Year End: 09/30

**PHAS Score: 95**    Designation Status: *High Performer*    PHAS Status: *Released*

Select a PHAS indicator to view details relating to the composite score.

PHAS Indicator	Original Score	Maximum Score	Indicator/PHAS Explanation
<a href="#">Physical</a>	39	40	<a href="#">Explanation</a>
<a href="#">Financial</a>	23	25	<a href="#">Explanation</a>
<a href="#">Management Operations</a>	23	25	<a href="#">Explanation</a>
<a href="#">Capital Fund</a>	10	10	<a href="#">Explanation</a>
<b>PHAS Total Score</b>	<b>95</b>	<b>100</b>	

The scores in RED and ITALICS have been invalidated.

The sum of the indicators as displayed may not equal the composite PHAS score shown due to rounding.

[PHA Score Report for Posting](#)    [PHAS Score Report](#)    [Release History \(1\)](#)

Figure 103: PHA Score Report Showing Maximum Scores per PHAS Interim Rule

## C-2.3 PHA Score Report – PHAS Indicator Links and Pages

**PHAS - Physical Indicator hyperlink**—When the user clicks on the “Physical” link (under the PHAS Indicator) for a PHA, the system will display one of two versions of the “PHAS - Physical Indicator Report”, depending on which DCD (data collection device) was in use at the time of the inspection. Users will see one type of report for inspections performed (with DCD 2.3) on PHAs with a FYE of 09/30 in the fiscal year 2012—or for any FYE/FY earlier than this; then another type of inspection report will be displayed for inspections performed (with DCD 4.0) on PHAs with a FYE of 12/31 in the fiscal year 2012—or for any FYE/FY after that.

The first type of “PHAS - Physical Indicator Report”—for a DCD 2.3-based inspection performed on a PHA with the FYE/FY of 09/30/2012 or earlier—will look like that shown in Figure 97:

# NASS User Guide (PHA)

**integrated assessment subsystem (nass)** [reac home](#) | [systems menu](#)  
 REAL ESTATE ASSESSMENT CENTER  
 U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT July 08, 2013

[skip navigation](#)

**PHAS Physical Report for Fiscal Year 2012**

**PHA Information**

<b>PHA Code:</b>	MI005	<b>PHA Name:</b>	<a href="#">Pontiac Housing Commission</a>	<b>Fiscal Year End:</b>	03/31
------------------	-------	------------------	--	-------------------------	-------

**Physical Score (rounded):** *N/A*      **Number of Projects:** 2      **Systemic Deficiencies:**

Inspection Complete Date	Project ID	Inspection Number	Unit Count	Property (Development)	Overall Score		Inspection Reason	Original Fiscal Year	Original Date of Inspection	Ideal Future Date(IFD)	IFD Update Date	IFD Comments
					100 - Point Basis	40 - Point Basis						
06/14/2013	<a href="#">MI005000003</a>	392363	208	WOODLAND HGTS. APTS.	61b	24.4	Rescore	2012	04/09/2013	03/31/2013	06/14/2013	Troubled
06/29/2012	<a href="#">MI005000002</a>	377412	234	CARRIAGE CIRCLE APTS	56b	22.4	Initial	2012	06/25/2012	03/31/2013	05/16/2013	Troubled

\* Smoke detector violation.  
 The letter "a" is given if no health and safety deficiencies were observed other than for smoke detectors.  
 The letter "b" is given if one or more non-life threatening H&S deficiencies, but no life threatening H&S deficiencies were observed other than for smoke detectors.  
 The letter "c" is given if there were one or more life threatening H&S deficiencies observed.

Comments or Questions? Contact the [REAC Technical Assistance Center](#).

**Figure 104: PHAS-Physical Indicator Report (PASS) – FYE/FY 09/30/2012 or Before**

The second type of “PHAS - Physical Indicator Report”— for a DCD 4.0-based inspection performed on a PHA with the FYE/FY of 12/31/2012 or later —will look like that shown in Figure 98:

**U.S. Department of Housing and Urban Development**  
**Physical Assessment Subsystem (PASS)**

**PHAS Details - Physical**

[Print Version](#)

<b>PHA Code</b>	IL020	<b>FYE</b>	03/31/2013
<b>PHA Name</b>	Moline Housing Authority		
<b>PHA Size</b>	Large	<b>Current Designation</b>	
<b>Total Projects</b>	2	<b>Total Released</b>	0
<b>Verified Uninspectable</b>	0	<b>Verified Unsuccessful</b>	0
<b>Released to NASS</b>	No		

There are no inspections released for the fiscal year.

Note: FYE - Fiscal Year End, IFD - Ideal Future Date

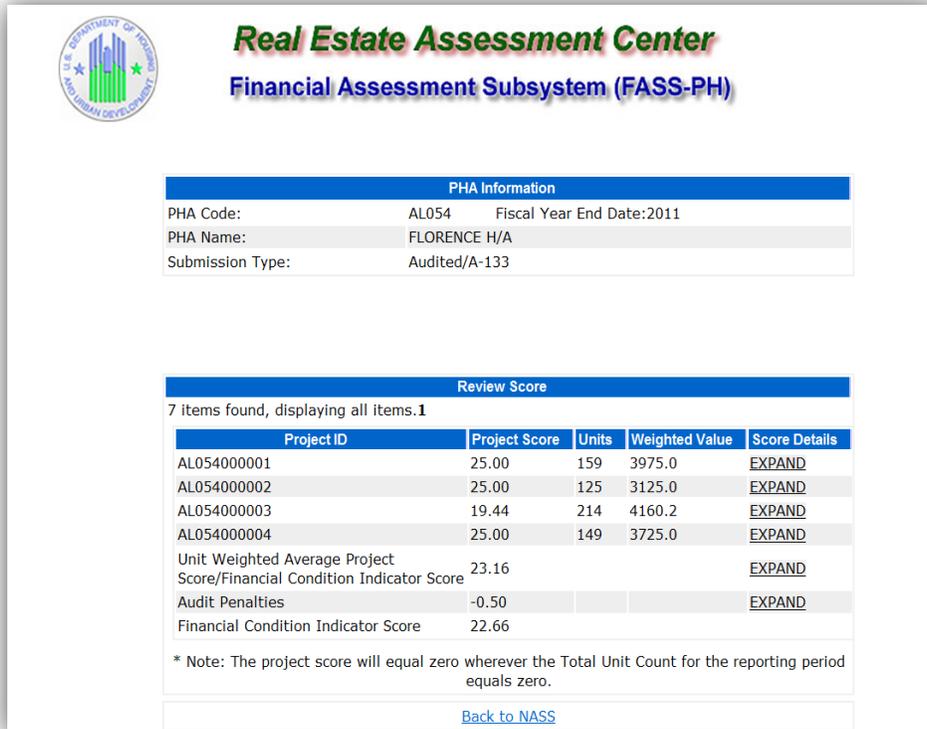
[Back to Top](#)

**Figure 105: “PHAS - Physical Indicator Report” (PASS) – FYE/FY 12/31/2012 or After**

# NASS User Guide (PHA)

**PHAS - Financial Indicator hyperlink**—When the user clicks on the “Financial” link (under the PHAS Indicator) for a PHA, the system will display one of two versions of the FASS report, depending on whether or not the PHA has received an LPF for that particular FY. Users will see one type of FASS report for a PHA has NOT received an LPF for that year; but another type of FASS report will be displayed for a PHA that has received an LPF.

The first type of “PHAS - Financial Indicator Report” — for a PHA has NOT received an LPF — will look like that shown in Figure 99:



**Figure 106: PHAS - Financial Indicator Report (FASS) -for a PHA with no LPF Assessed**

The second type of “PHAS - Financial Indicator Report” — for a PHA that does have an LPF—will look like that shown in Figure 100:

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

PHA Information		
PHA Code:	AL054	Fiscal Year End Date:2011
PHA Name:	FLORENCE H/A	
Submission Type:	LPF	

**System Error**

System is experiencing some issues. Please contact the PIH-REAC Technical Assistance Center at 1-888-245-4860 with the screen shot and the Reference Number Provided below.

**Reasons:**

ReviewScoreAction	ReviewScoreLink Failed: Financial Submission Not Found!. Reference No: 20130708110100
-------------------	---

**Figure 107: PHAS - Financial Indicator Report (FASS) –for a PHA that has had an LPF Assessed**

**PHAS - Management Operations Indicator hyperlink**—When the user clicks on the “Management Operations” link (under the PHAS Indicator) for a PHA, the system will display one of two versions of the MASS report, depending on whether or not the PHA has received an LPF *for MASS* for that particular FY. Users will see one type of MASS report for a PHA has NOT received an LPF *for MASS* for that year; but another type of MASS report will be displayed for a PHA that has received an LPF *for MASS*.

The first type of “PHAS - Management Operations Indicator Report” — for a PHA that has NOT received an LPF *for MASS* —will look like that shown in Figure 101:

**Real Estate Assessment Center**  
**Management Operations Subsystem (MASS)**

Review Submission    Secure Systems

**Review Score**

Public Housing Authority Information		
PHA Code:	AL054	Fiscal Year End Date:09/30/2012
PHA Name:	FLORENCE H/A	
Submission Type:	Audited/A-133	

**Review Score**

5 items found, displaying all items. 1

Organization	Score	Score Details
AL054000001	18.00	<a href="#">EXPAND</a>
AL054000002	22.00	<a href="#">EXPAND</a>
AL054000003	25.00	<a href="#">EXPAND</a>
AL054000004	25.00	<a href="#">EXPAND</a>
Unit Weighted Average Project Score/MASS	22.70	<a href="#">EXPAND</a>

[Back to NASS](#)

**Figure 108: PHAS - Management Operations Indicator Report (MASS) – without LPF - MASS**

# NASS User Guide (PHA)

The second type of “PHAS - Management Operations Indicator Report” — for a PHA that does have an LPF for MASS — will look like that shown in Figure 102:

The screenshot displays the 'Real Estate Assessment Center Management Operations Subsystem (MASS)' interface. At the top left is the logo for the U.S. Department of Housing and Urban Development. The main title is 'Real Estate Assessment Center Management Operations Subsystem (MASS)'. Below the title is a navigation bar with 'Review Submission' and 'Secure Systems' tabs. The 'Review Submission' tab is active, showing a 'Review Score' section. This section contains a table titled 'Public Housing Authority Information' with the following data:

Public Housing Authority Information	
PHA Code:	TX170 Fiscal Year End Date:03/31/2014
PHA Name:	Housing Authority of Rising Star
Submission Type:	Late Presumptive Failure

Below the table is another 'Review Score' section with the text 'Nothing found to display.' and a 'Back to NASS' link.

**Figure 109: PHAS - Management Operations Indicator Report (MASS) - with LPF - MASS**

## C-2.4 PHA Score Report - PDFs

There are two printable PDF files available from the **PHA Score Report Page**—the *PHA Score Report for Posting* PDF and the *PHAS Score Report* PDF. They have recently been updated (October 2012 Release) in terms of formatting and new information. Now one of them, the *PHAS Score Report* PDF, displays full scoring details for the Financial and Capital Fund indicator scores. PHA users are able to view both of these hyperlinks for the PDFs and download/save/print them as soon as the PHAS Status for the PHA has been changed to “Released.”

**PHAS Score Report for Fiscal Year 2011**

PHA Code: AL054  
Fiscal Year: 2011

**PHAS Score: 95**    **Designation Status: High Performer**    **PHAS Status: Released**

Select a PHAS indicator to view details relating to the composite score.

PHAS Indicator	Original Score	Maximum Score	Indicator/PHAS Explanation
<a href="#">Physical</a>	39	40	<a href="#">Explanation</a>
<a href="#">Financial</a>	23	25	<a href="#">Explanation</a>
<a href="#">Management Operations</a>	23	25	<a href="#">Explanation</a>
Capital Fund	10	10	<a href="#">Explanation</a>
<b>PHAS Total Score</b>	<b>95</b>	<b>100</b>	

The scores in RED and ITALICS have been invalidated.

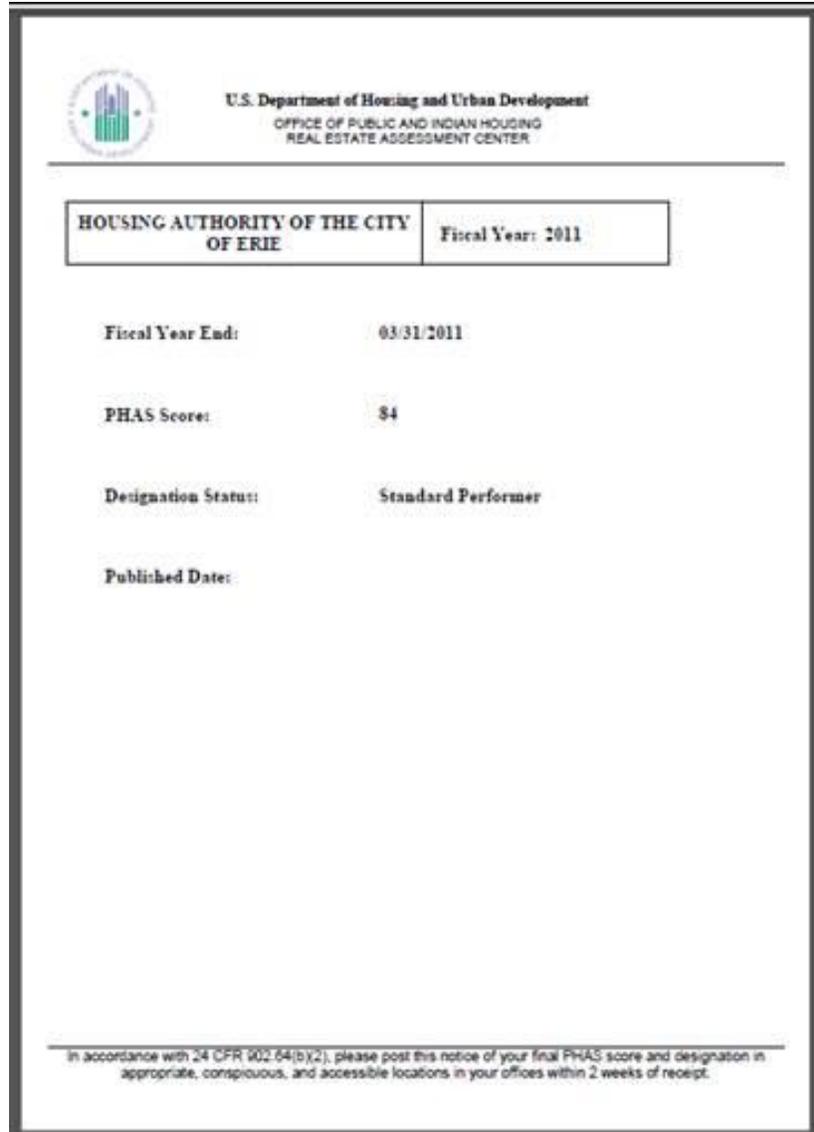
The sum of the indicators as displayed may not equal the composite PHAS score shown due to rounding.

[PHA Score Report for Posting](#)    [PHAS Score Report](#)    [Release History \(1\)](#)

**Figure 110: PDF Reports Available on PHA Score Report Page**

- The **PHA Score Report for Posting PDF** is shown below. It is the simpler of the two PDFs available for download and saving. It contains the following:
  - PHA Name and Fiscal Year for the score
  - The PHA’s PHAS Score
  - The PHA’s Designation Status
  - The Published Date (available as soon as the PHAS Score has been released)
  - Instructions (bottom of sheet) for posting report.

## NASS User Guide (PHA)



U.S. Department of Housing and Urban Development  
OFFICE OF PUBLIC AND INDIAN HOUSING  
REAL ESTATE ASSESSMENT CENTER

HOUSING AUTHORITY OF THE CITY OF ERIE	Fiscal Year: 2011
--	-------------------

Fiscal Year End: 03/31/2011

PHAS Score: 84

Designation Status: Standard Performer

Published Date:

In accordance with 24 CFR 902.64(b)(2), please post this notice of your final PHAS score and designation in appropriate, conspicuous, and accessible locations in your offices within 2 weeks of receipt.

**Figure 111: The PHA Score Report for Posting PDF**

6. The **PHAS Score Report PDF** is shown below. It is the more detailed of the two PDFs available for download and saving. It contains the following:
  - PHA identifying information (PHA code, name, FYE)
  - Complete breakdown of the PHA's PHAS score (including all sub-indicator scores and designation status)
  - Financial Score details
  - Capital Fund Score details
  - Expanded explanatory notes (please note the updated information here).

# NASS User Guide (PHA)



**U.S. Department of Housing and Urban Development**  
OFFICE OF PUBLIC AND INDIAN HOUSING  
REAL ESTATE ASSESSMENT CENTER

**Public Housing Assessment System (PHAS) Score Report for Interim Rule**

Report Date: 10/05/2012

PHA Code:	0C001
PHA Name:	HOUSING AUTHORITY OF THE CITY OF CHARLESTON
Fiscal Year End:	09/30/2011

PHAS Indicators	Score	Maximum Score
Physical	31	40
Financial	23	25
Management	18	25
Capital Fund	10	10
Late Penalty Points	0	
<b>PHAS Total Score</b>	<b>82</b>	<b>100</b>
Designation Status:	<b>Standard Performer</b>	

Published Date: 10/04/2012      Initial published date: 10/04/2012

Financial Score Details	Score	Maximum Score
1. FASS Score before deductions	23.37	25.00
2. Audit Penalties		
<b>Total Financial Score Unrounded (FASS Score - Audit Penalties)</b>	<b>23.37</b>	<b>25.00</b>

Capital Fund Score Details	Score	Maximum Score
Timeliness of Fund Obligation:		
1. Timeliness of Fund Obligation %	N/A	
2. Timeliness of Fund Obligation Points		5
Occupancy Rate:		
3. Occupancy Rate %		
4. Occupancy Rate Points		5
<b>Total Capital Fund Score (Fund Obligation + Occupancy Rate):</b>	<b>0</b>	<b>10</b>

**Notes:**

- The scores in this Report are the official PHAS scores of record for your PHA. PHAS scores in other systems are not to be relied upon and are not being used by the Department.
- Due to rounding, the sum of the PHAS Indicator scores may not equal the overall PHAS score.
- "0" FASS Score indicates a late presumptive failure. See 902.60 and 902.92 of the Interim PHAS rule.
- "0" Total Capital Fund Score is due to score of "0" for Timeliness of Fund Obligation. See the Capital Fund Scoring Notice.
- PHAS Interim Rule website - <http://www.hud.gov/offices/reac/products/prodphasinterimrule.cfm>

*Figure 112: PHAS Score Report PDF*

## C-2.5 PHA Score Report - Release History

**Release History Link**—the PHA Score Report page displays the number of releases of the PHAS score for any given PHA. When a PHAS score has been released more than once, the Release History number will be an active hyperlink on the PHA score report page—as shown in Figure 106—that when clicked on, displays a Release History page.

# NASS User Guide (PHA)

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

**iNtegrated Assessment SubSystem**

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**PHA Score Report for Fiscal Year 2011**

PHA Code: AL054  
Fiscal Year: 2011

**PHA Information**

PHA Code:	AL054	PHA Name:	FLORENCE H/A	Fiscal Year End:	09/30
-----------	-------	-----------	--------------	------------------	-------

**PHAS Score:** 95    **Designation Status:** *High Performer*    **PHAS Status:** Released

Select a PHAS indicator to view details relating to the composite score.

PHAS Indicator	Original Score	Maximum Score	Indicator/PHAS Explanation
<a href="#">Physical</a>	39	40	<a href="#">Explanation</a>
<a href="#">Financial</a>	23	25	<a href="#">Explanation</a>
<a href="#">Management Operations</a>	23	25	<a href="#">Explanation</a>
Capital Fund	10	10	<a href="#">Explanation</a>
<b>PHAS Total Score</b>	<b>95</b>	<b>100</b>	

The scores in RED and ITALICS have been invalidated.

The sum of the indicators as displayed may not equal the composite PHAS score shown due to rounding.

[PHA Score Report for Posting](#)    [PHAS Score Report](#)    [Release History \(1\)](#)

*Figure 113: Release History Link on the PHA Score Report Page*

**Release History Page**—when the user clicks the Release History link on the PHA Score report page, a Release History page is displayed on the screen—as shown in Figure 107—showing information about all of the releases for the same PHA code.

PHA Code:	AL054	PHA Name:	FLORENCE H/A	Fiscal Year End:	09/30
-----------	-------	-----------	--------------	------------------	-------

<b>Release Number:</b>	2	<b>PHAS Score:</b>	95	<b>Designation Status:</b>	High Performer
<b>Release Date:</b>	07/08/2013	<b>PHAS Score Date:</b>	07/15/2012		

PHAS Indicator	Original Score	Maximum Score
Physical	39	40
Financial	23	25
Management Operations	23	25
Capital Fund	10	10
<b>PHAS Total Score</b>	<b>95</b>	<b>100</b>

<b>Release Number:</b>	1	<b>PHAS Score:</b>	95	<b>Designation Status:</b>	High Performer
<b>Release Date:</b>	08/19/2012	<b>PHAS Score Date:</b>	07/15/2012		

PHAS Indicator	Original Score	Maximum Score
Physical	39	40
Financial	23	25
Management Operations	23	25
Capital Fund	10	10
<b>PHAS Total Score</b>	<b>95</b>	<b>100</b>

The sum of the indicators as displayed may not equal the composite PHAS score shown due to rounding.

*Figure 114: Release History Page accessible from the Release History Link*

## C-3. ASSESSMENT STATUS REPORT

The **Assessment Status Report Page** allows the PHA user to view the status of HUD-REAC assessment actions on a PHA—basically, the progress of the PHA’s PHAS-related assessments.



**Figure 115: Selecting Assessment Status Report from the Individual Reports Menu**

1. Minimally, the Assessment Status Report—as shown below (Screen Sample A – in Figure 109)—lists the most recent actions performed by HUD-REAC on the PHA and the dates on which those actions occurred. Actions are listed by PHAS Indicator. Use the scroll bar to view the entire page, if necessary.

Assessment Status Report		
		Report Date: 07/27/2010
Assessment Status Report for Fiscal Year 2014		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:	N3004	PHA Name: <a href="#">North Bergen Housing Authority</a>
Designation Status:	Substandard Physical	PHAS Score: <b>ZZ</b>
Assessment Type	Event	Date
<b>PHAS/Integrated</b>		
	PHAS SCORES CREATED (INITIAL SCORE)	07/26/2010
	Rounding Adjustment	07/26/2010
	PHAS SCORES CREATED (RE-SCORED)	07/26/2010
	Appeal Board Adjustment - NASS	07/26/2010
	PHAS SCORES CREATED (RE-SCORED)	07/26/2010
	Late Penalties	07/26/2010
<b>Financial-unaudited</b>		
	Financial Assessment Approved	10/15/2014
	Financial Submission is Ready for Scoring	10/10/2014
<b>Management</b>		
	MOPS Assessment Approved	10/30/2014
<b>Capital Fund</b>		
	Capital Fund Assessment Approved	09/03/2014
<b>Physical</b>		
	PASS Approved Score	08/31/2014

Screen Sample A

**Figure 116: Assessment Status Report without Decisions on Requests**

# NASS User Guide (PHA)

2. The **Assessment Status Report Page** not only now displays Capital Fund Program (CFP) scores that have been system-generated by the NASS system, but additionally, it potentially reflects/records *a multitude of decisions* (including any and all of the decision types—approved, rejected, cancelled, or responded), *actions, and events regarding a PHA*, as seen below (Screen Sample B – in Figure 110) and which include the following:

- A requested Appeal, using Appeal Request— also see section B. PHAS APPEALS
- A requested Extension, using Extend Due Date Request—also see section C. EXTENSIONS
- A requested Waiver using Extend Due Date Request—also see section C. EXTENSIONS
- A requested Petition using Petition Request—also see section D. PETITIONS
- A requested Waiver using SubSystem Waiver Request
- The adding or removing of a Small PHA Deregulation (SPD) designation status
- Late Presumptive Failure (LPF) actions or events—including the adding or removing of FASS LPF, MASS LPF; and the adding or removing of an Override of a FASS Unaudited LPF.

## Assessment Status Report

Report Date: 07/03/2013			
Fiscal Year End: 09/30			
Assessment Status Report for Fiscal Year 2013			
The following are the most recent actions performed by REAC on the PHA and the dates on which those actions occurred.			
PHA Code:	AR118 <a href="#">View Status Details</a>	PHA Name:	<a href="#">Housing Authority of the City of McCrory</a>
Designation Status:	N/A	PHAS Score:	<a href="#">N/A</a>
Assessment Type	Event	Date	
<b>PHAS/Integrated</b>			
	Override FASS Unaudited Late Presumptive Failure	07/03/2013	
	Small PHA Designation Removal	07/03/2013	
→	<a href="#">Small PHA Deregulation</a>	07/03/2013	
	MASS LPF Remove for Audited or Unaudited	07/02/2013	
	MASS Unaudited Score of Zero (Presumptive Rating of Failure)	06/03/2013	
	<a href="#">Subsystem Waiver Request has been Received - FASS</a>	05/28/2013	

Screen Sample B

**Figure 117: Assessment Status Report with Various Decisions, Actions, and Events**

The screen elements on the Assessment Status Report screens and the actions they perform are explained in the table below:

Assessment Status Report Screens	
Field	Description
<i>PHA Code</i>	HUD ID for the PHA, plus with a link – <a href="#">View Status Details</a> – to view the <i>PHA Status Details Page</i>
<i>PHA Name</i>	Link (e.g., <a href="#">North Bergen Housing Authority</a> ) to <i>PHA Profile Page</i>

## NASS User Guide (PHA)

Assessment Status Report Screens	
Field	Description
<i>Designation Status</i>	PHA's PHAS designation
<i>PHAS Score</i>	Public Housing Authority combined SubSystem Score
<i>Assessment Type</i>	Assessment status is listed by indicator (Link e.g., <b>Physical Inspection Released</b> ) to Correspondence.
<i>Event</i>	Action or event pertaining to the indicator  <b>Requests for:</b> <ul style="list-style-type: none"> <li>• Extension, using Extend Due Date Request (or Global Extension)</li> <li>• Waiver using Extend Due Date Request (or Global Waiver)</li> <li>• Waiver using SubSystem Waiver Request</li> </ul> <b>Decisions pertaining to any of the above requests:</b> <ul style="list-style-type: none"> <li>• Approved</li> <li>• Rejected</li> <li>• Cancelled</li> <li>• Responded</li> </ul>
<i>Date</i>	Date action or event occurred

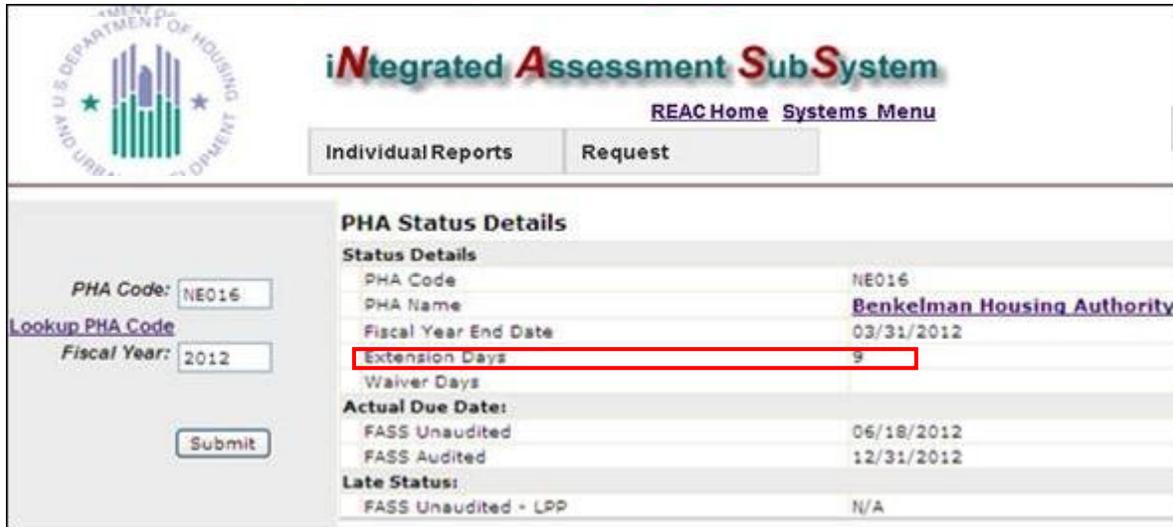
**Table 13: Assessment Status Report Page Screen Elements**

### C-3.1 View Status Details

When the user clicks on link labeled “View Status Details,” at the top of the **Assessment Status Report Page**, the user is brought to the **PHA Status Details Page**. This page provides further details about the status of the actions performed by HUD-REAC on the PHA.

- Recently (October 2012 release), updates to NASS were made so that the **PHA Status Details Page** displays the total approved extension days (when an extension request has been approved) and recalculates the Financial Unaudited Due Date. Also, the **PHA Status Details Page** displays the total approved waiver days (when a waiver request has been approved) and recalculates the Financial Audited Due Date. A sample of the latest version of the **PHA Status Details Page** now displaying total approved days for the extensions and/or waivers is shown in the following screen snapshot:

# NASS User Guide (PHA)



**Figure 118: PHAS Status Details Page**

The screen elements on the PHA Status Details screens and the actions they perform are explained in the table below:

PHA Status Details Screens	
Field	Description
PHA Code	HUD ID number for the PHA
PHA Name	Link (e.g., <a href="#">North Bergen Housing Authority</a> ) to <i>PHA Profile Page</i>
Fiscal Year End Date	PHA’s fiscal year end date
Extension Days	Indicates the number of days an extension for the PHA has been approved
Waiver Days	Indicates the number of days a waiver the PHA has been approved
Actual Due Date	Lists the data submission deadlines for each indicator (subsystem)
Late Status	Lists the number of days data is late

**Table 14: PHA Status Details Page Screen Elements**

## C-3.2 PHA Profile Page

- When the user clicks on the link associated with the PHA Name data field---either at the top of the **Assessment Status Report Page** or on the **PHA Status Details Page**, the user is brought to the **PHA Profile Page**.

Note: Please refer to Section C-2.1, above, which gives information regarding the **PHA Profile Page** functionality, which is the same as that available from the **PHA Status Report Page**.

## D. EXITING NASS (LOGGING OUT)

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

1. Click on the SYSTEMS MENU link in the top right portion of the NASS home page screen, above the menu bar.



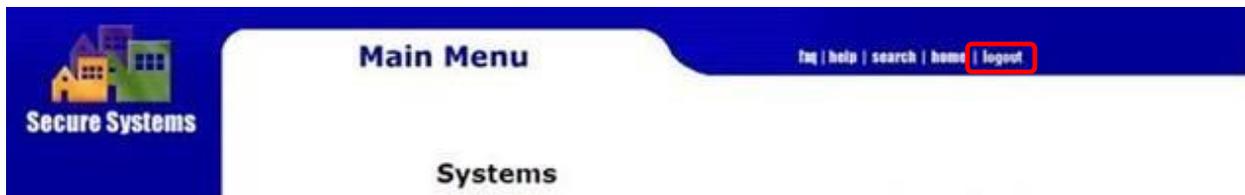
*Figure 119: NASS Home Page Screen*

2. The NASS application closes and the user is brought back to the Secure Systems Main Menu screen (see next page).



*Figure 120: User's Secure System Main Menu Screen*

3. User clicks "logout" at the top right of the Secure Systems Main Menu screen.



*Figure 121: Logging out of Secure System*

## NASS User Guide (PHA)

4. User is brought to the “Logged Out” confirmation screen...



*Figure 122: Last Screen Before System Closes Browser*

- 5.

User clicks on the link in the center of the screen – “Click to Close Window!” – and user’s browser closes, bringing user back to the desktop.



*Figure 123: System Returns User to Desktop after Closing Browser*

## GETTING HELP

The PIH-REAC Technical Assistance Center (TAC) is available during extended business hours (Monday through Friday, 7:00am - 8:30pm EST) to answer your questions or comments about using NASS as well as to assist with any common problems that PHA users may encounter. If a TAC helpdesk analyst cannot resolve the issue, then they will contact the NASS Business team for further assistance.

The TAC can be contacted several different ways. Via phone, TAC can be reached at **1-888-245-4860**. TAC may also be reached through email at **REAC\_TAC@hud.gov**, or by using the PIH-REAC Technical Assistance Center link, at the bottom of every page in NASS. Users will receive responses to their email contacts by either return email or telephone.

(NOTE: HUD security protocol PROHIBITS sending sensitive information, such as, Social Security Numbers, passwords, and other individual personal data through web, fax or email.)

