

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



USER GUIDE for FIELD OFFICES

INTEGRATED ASSESSMENT SUBSYSTEM (NASS)

RELEASE 10.1.0.0 – FALL 2015

NASS User Guide (Field Offices)

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PURPOSE OF USER GUIDE

This *User Guide* provides the information necessary for 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 HUD field office users, no matter how experienced in general, 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 users with the necessary instructions on how to use the following NASS functionalities described in this document:

- GETTING STARTED (LOGGING IN)
- REQUESTS: EXTEND DUE DATES – EXTENSIONS/WAIVERS
- REQUESTS: SUBSYSTEM WAIVERS
- INDIVIDUAL REPORTS: VIEW REQUEST STATUS
- INDIVIDUAL REPORTS: PHA SCORE REPORT
- INDIVIDUAL REPORTS: ASSESSMENT STATUS REPORT
- DECISIONS (WORKLOAD MANAGEMENT): EXTEND DUE DATES – WAIVERS
- DECISIONS (WORKLOAD MANAGEMENT): SUBSYSTEM WAIVERS
- DECISIONS (WORKLOAD MANAGEMENT): APPEALS
- DECISIONS (WORKLOAD MANAGEMENT): PETITIONS
- DECISIONS (WORKLOAD MANAGEMENT): GENERAL RESPONSE
- DECISIONS (WORKLOAD MANAGEMENT): PROJECT BASED WAIVER
- EXITING NASS (LOGGING OUT)

But, first, what follows next is a brief overview of the PIH-REAC public housing program, PHAS scoring, and NASS—an important tool for user.

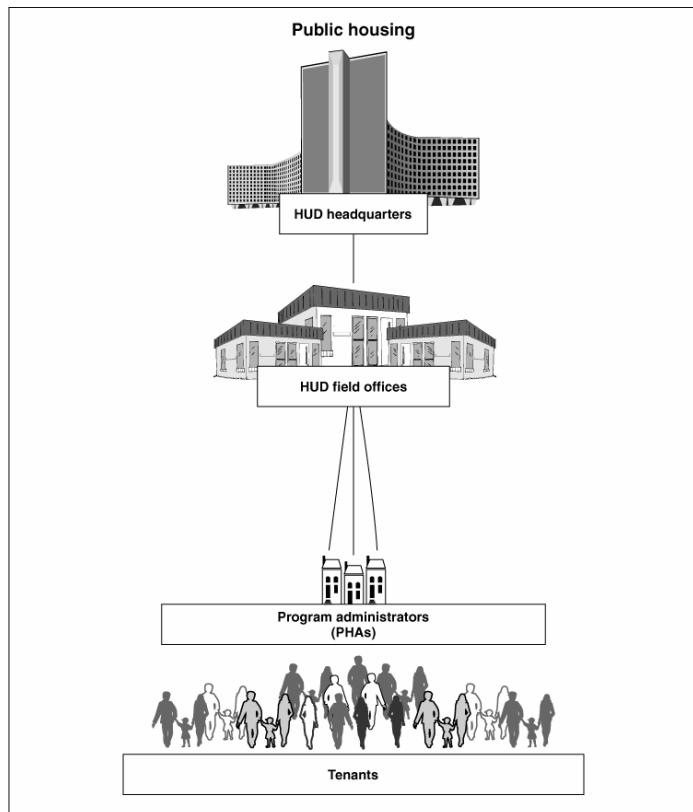
NASS OVERVIEW

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), user, 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

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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.

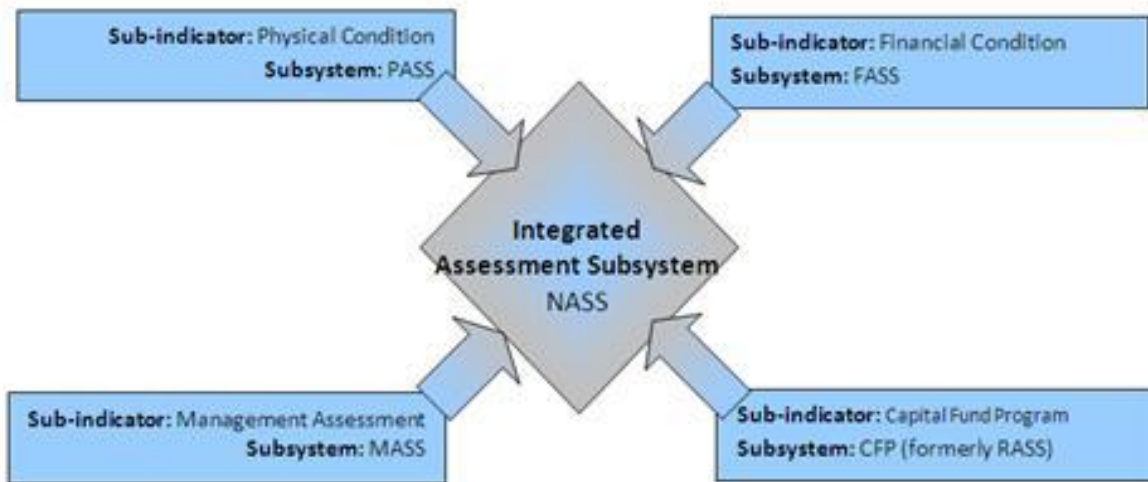


Figure 2: NASS Integration with the PHAS Indicators

A. GETTING STARTED (LOGGING IN)

1. The user will access the NASS web application by logging into HUD's Secure Systems. User must enter a **registered user ID (MID)**, **password (Windows password)**, and click **Login button**.

Secure Systems
Single Sign On

User Login

log | help | search | home

User ID

Password

Login Cancel

ATTENTION: This computer system, and all the systems associated with this system for User Authorization and Authentication, are protected by a computer security system; unauthorized access to these systems is not permitted; and usage may be monitored.
NOTE: There is an inactivity timeout of 30 minutes. Please save your work periodically to avoid being logged out. Please also note that there is a 4 hour session timeout, after which, you will need to re-authenticate. You can then resume where you left off.
Content updated March 2, 2007

U.S. Department of Housing and Urban Development
451 7th Street S.W., Washington, DC 20410
Telephone: (202) 708-1112 TTY: (202) 708-1455

Home | Privacy Statement

Figure 3: HUD Secure Systems Login Page

2. To continue, click **Accept button** on the 'Warning' page.

Secure Systems

User Login

log | help | search | home | logout

You must login at least once every 90 days to maintain an active ID. If you do not login again before 10 Jan 2013, your ID will be automatically deactivated. If your User ID is deactivated, please contact the TAC to reactivate your ID.

Legal Warning

Misuse of Federal Information through the HUD Secure Connection web site falls under the provisions of title 18, United States Code, Section 1030. This law specifies penalties for exceeding authorized access, alterations, damage, or destruction of information residing on Federal Computers.

Warning Notice

The Secure Systems security access software supports Internet Explorer 7.0 browser. Other browsers may not be compatible with this software.

Message of the Day

Welcome to Secure Systems

Accept Logout

Content updated April 27, 2012

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U.S. Department of Housing and Urban Development
451 7th Street S.W., Washington, DC 20410
Telephone: (202) 708-1112 TTY: (202) 708-1455

Figure 4: HUD Secure Systems Warning Display Page

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

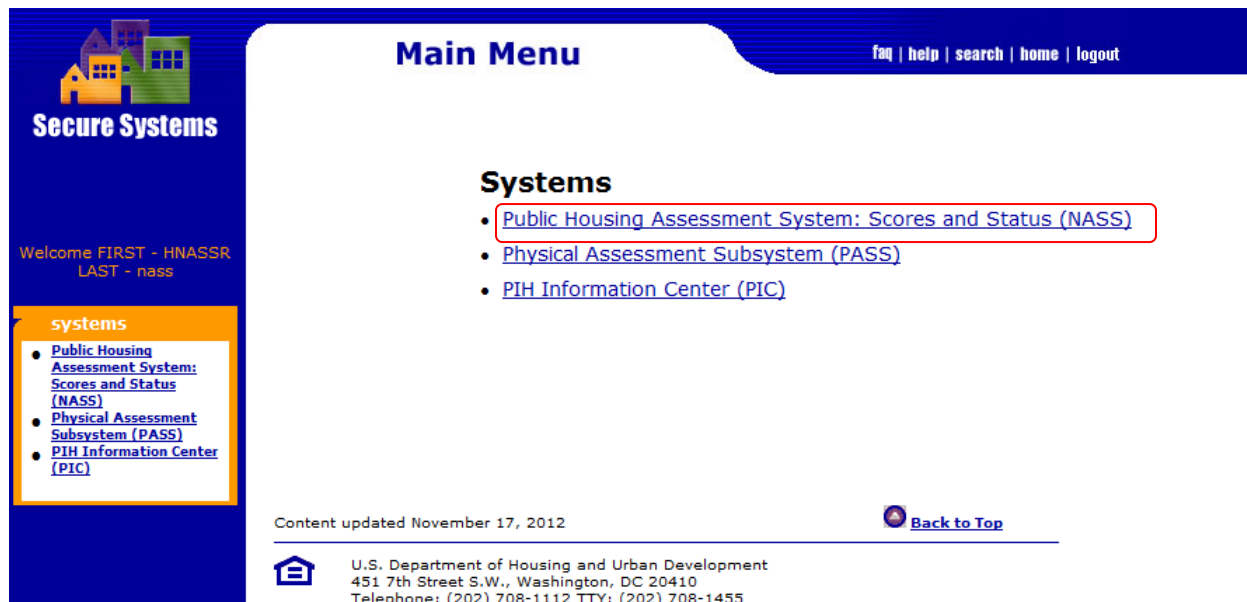


Figure 5: HUD Secure Systems Main Menu

- On the NASS Main Page, click on the **'Fiscal Year End on or after 06/30/2008'** button to access the NASS-Oracle System (newest NASS version).

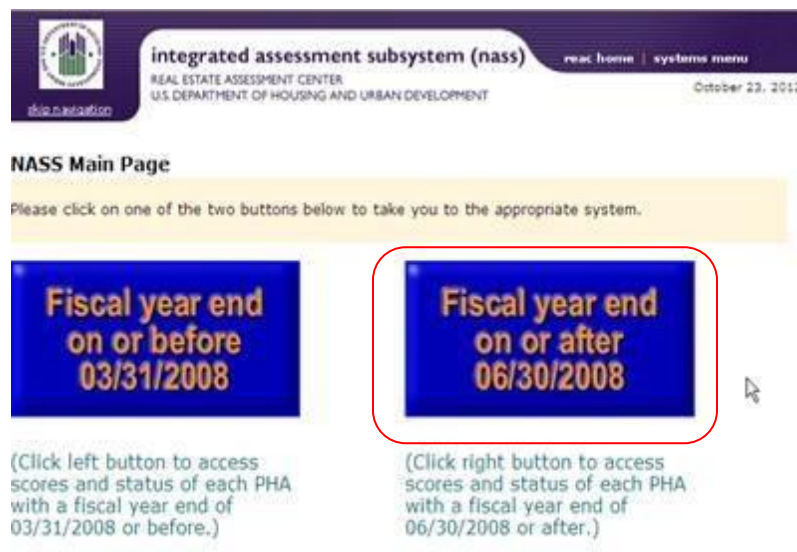


Figure 6: NASS Main Page

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5. 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 when user accesses NASS after logging to Secure System; it will not be displayed again, if the browser session is not closed and the user navigates away from NASS to other systems and then comes back to NASS. The user needs to click on the **Continue** link to access NASS system functions.

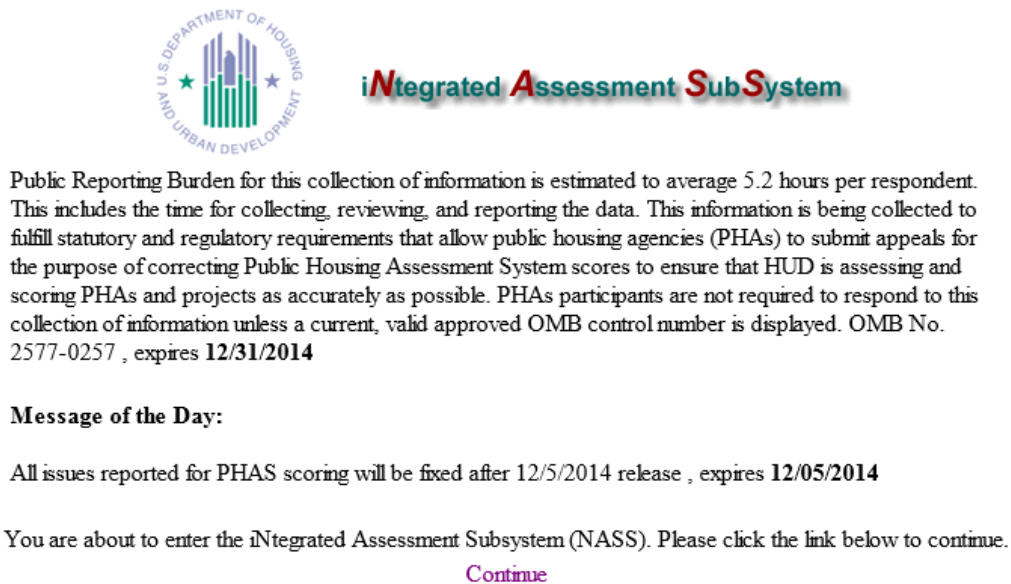


Figure 7: NASS OMB Page

6. Upon NASS opening, this is the page users will see —the **NASS default (home) page**.



Figure 8: NASS Default Page (Home Page) for Field Office Users

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B. NASS REQUESTS—for FIELD OFFICES

The Request tab (module of NASS) is intended primarily to a read-only module for the users (although they can also make requests on behalf of the PHAs they have access to). With it, they can view three (3) of the NASS-generated requests made by PHAs; specifically these are: Extension requests (Extend Due Date for FASS Unaudited submissions); Waiver requests (Extend Due Date for FASS Audited submissions); and Subsystem Waiver requests (SEE NOTE BELOW). These screens offer some alternate ways to view such things as these PHAs' PHAS scores, indicator scores, and PHAS designation status.

NOTE: Users are encouraged, actually, to use the NASS sub-module of View Request Status (under the Individual Reports menu tab – see Section C)—*instead of the Request module, described in this section*—to view Requests made by the PHAs to which they have access. Here's the reason why... In the **View Request Status sub-module** of NASS, users can view—**only for the PHAs the Field Office is assigned—six (6)** different types of NASS Requests: Extensions (Extend Due Date for FASS Unaudited); Waivers (Extend Due Date for FASS Audited); Subsystem Waivers; Appeals; Petitions; and General Response. Whereas, in the **Request sub-module** of NASS—*described in this section*—users can view (and make)—**for all PHAs—only three (3)** types of NASS requests: Extensions (Extend Due Date for FASS Unaudited); Waivers (Extend Due Date for FASS Audited); and Subsystem Waivers.

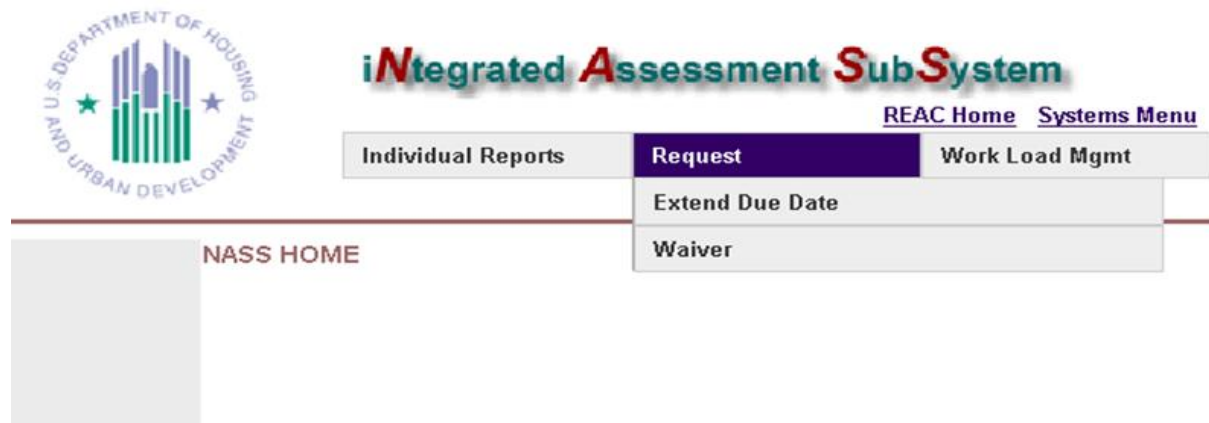


Figure 9: Request Module Menu Options for Field Office Users

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

Request Module MENU	
Menu Options	ACTION
<i>Request :Extend Due Date (Extensions and Waivers)</i>	A request to extend the due date of a PHA's Financial Unaudited submission (also known as Extension) or 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)

Table 1: Descriptions of Request Module Options for Field Office Users

B-1. REQUEST: EXTENSIONS/WAIVERS (EXTEND DUE DATE FOR FASS UNAUDITED/ AUDITED)

The Request module provides to users the ability to examine (or make on behalf of the PHAs they have access to) requests for extending due dates for Financial Unaudited (Extension) or Financial Audited (Waiver) submissions.

1. To begin... user selects the **Extend Due Date sub-module** option off of the **Request tab**.

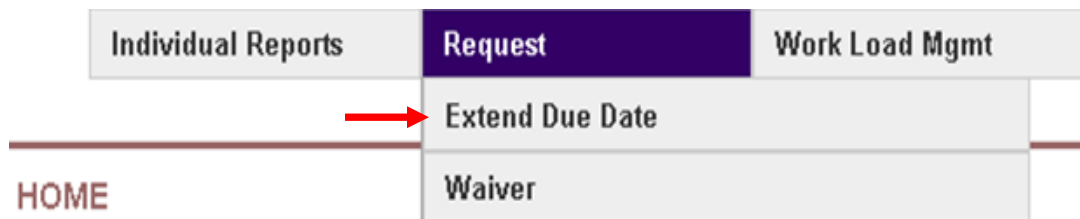


Figure 10: Selecting Extend Due Date Sub-Module from the Request Menu

2. User views the screen below after selecting “Extend Due Date” option from Request menu. User must select an assigned **PHA Code** and **Fiscal Year**, and click the **Submit button**, to proceed (to the Extend Due Date Selection Page where user can view or make a request for an extend due date—either for a FASS Unaudited submission or an “Extension” or a FASS Audited submission or a “Waiver”.

A screenshot of the 'Request: Extend Due Dates (Extension/Waiver)' start page. The page features the U.S. Department of Housing and Urban Development logo on the left and the 'iNtegrated Assessment SubSystem' logo in the center. Below the logos, there are links for 'REAC Home' and 'Systems Menu'. A navigation bar contains three tabs: 'Individual Reports', 'Request' (highlighted), and 'Work Load Mgmt'. The main content area has the title 'Request: Extend Due Dates (Extension/Waiver)' and a description: 'This user interface allows user to request Extension/Waiver for various submission Due Date'. On the left, there are two input fields: 'PHA Code:' and 'Fiscal Year:'. Below the 'PHA Code' field is a link 'Lookup PHA Code'. At the bottom left is a 'Submit' button.

Figure 11: Request Extend Due Date Start Page

3. User selects a subsystem—from the **Sub System drop down list**. User may select **FASS Unaudited** (to make/view a request for an Extension) or **FASS Audited** (to make/view a request for a Waiver); and then user clicks on the **Proceed button**, which takes user to either the Extension Details Page or the Waiver Details Page.

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

PHA Code: PA013
[Lookup PHA Code](#)

Fiscal Year: 2013

PHA Code: PA013
FYE: 03/31/2013

PHA Name: [HOUSING AUTHORITY OF THE CITY OF ERIE](#)

Sub System: FASS Audited
--Please Select Subsystem--
FASS Unaudited
FASS Audited

[Proceed](#)

[Submit](#)

Figure 12: Request Extend Due Date Subsystem Selection Page

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

Extend Due Dates – Extensions & Waivers Screens	
FIELD	ACTION
<i>Requested days</i>	Number of days requested
<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 Due date</i>	Number of days approved and Due
<i>Status</i>	Status of the Request
<i>Comments</i>	Reason for requesting the Extension or Wavier
<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>	Selects Financial Unaudited as the subsystem used to make/view a request for an Extension; or Financial Audited as the subsystem used to make/view a request for Waiver.

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Extend Due Dates – Extensions & Waivers Screens	
FIELD	ACTION
<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
On the Request (Extension/Waiver) Details Page ... Any time a FO user submits a request for an Extension (Extend Due Date – FASS Unaudited)	FO users get this message and must click Yes or No button to the right of message ... Extension Requests are due 15 days prior to FASS Unaudited Submission Due Date 05/31/2013 Do you want to continue?

Table 2: Extend Due Date- Extension/Waiver Screen Elements

- Users have the ability to view a PHA's request for an **Extend Due Date – Extension (FASS Unaudited)** or an **Extend Due Date-Waiver (FASS Audited)** including the **attached files** that have been uploaded with the request(s). User will find that they can access previously submitted Requests via the **Extend Due Dates History Table**, at the bottom of the Request (Extension/Waiver) Details Page (see **Figure 12**). FO users can also elect to make a new request—on behalf of a PHA (i.e., a PHA that is assigned to that particular Field Office)—for either an **Extend Due Date – Extension (FASS Unaudited)** or an **Extend Due Date-Waiver (FASS Audited)** by entering the required data (i.e., Requested Days and Comments concerning the number of days requested for the extended due date), uploading a file attachment, and clicking the **Submit Request button**.

The NASS system will display (see **Figure 12**) the following validation message for users each and every time they submit an **Extension** request.

Extension Request are due 15 days prior to FASS Unaudited Submission Due Date 05/31/2013 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 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: 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 (Field Offices)

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

PHA Code: PA013
Fiscal Year: 2013

PHA Code: PA013
FYE: 03/31/2013
PHA Name: HOUSING AUTHORITY OF THE CITY OF ERIE
Sub System: FASS Unaudited

Submit

Extension Request are due 15 days prior to FASS Unaudited Submission Due Date 05/31/2013 Do you want to continue? Yes No

Initial Due Date: 05/31/2013
Requested Days: 0
Approved Days: 15
Requested Due Date:
Due Date:
Status:

* Comments :

Upload Attachment View Attachment

Save Submit Request Reset

Extend Due Dates - History

Request ID	Event Date	User Name	Status	Sub System	Comments
252874	10/25/2013	HNASS3	Submitted	FASS Unaudited	Test
252874	10/25/2013	HNASS3	Granted	FASS Unaudited	Test

Figure 13: Request (Extension/Waiver) Details Page including History Table and Standard Validation Message for Extension Requests

- Users can view the files that they or other users have uploaded for a Request by clicking on the **View Attachment** link just below the Comments field on the **Request Details Page**; users will then see the **View File Attachment Pop-up Window** which has links for each file that has been uploaded. After viewing the files the user wishes to view, the user clicks the **Close** button on the pop-up window to leave that screen.

Upload Attachment View Attachment

Save Submit Request Reset

View File Attachment

File	File Description	Attachment Category	Date Uploaded	User Name
HUD LOGO - 3D.docx	Test File Attachment	Request Supporting Documentation	04/02/2013	HNASS3

Close

Figure 14: View Attachment Link Brings Up Pop-Up Window

NASS User Guide (Field Offices)

6. When the Request is in *submitted or in-progress state* (i.e., no decision has yet been finalized for the Request), then the **Request Details Page** will allow a user to modify the Request to the extent of uploading new file attachments. The user initiates a file upload by clicking on the **Upload Attachment link** just below the Comments field on the Request Details page, and the **Upload File Attachment pop-up window** will be displayed.

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

PHA Code: FL058 PHA Name: [TARPON SPRINGS HOUSING AUTHORITY](#)
FYE: 03/31/2012 Sub System: FASS Unaudited [Proceed](#)

Initial Due Date: 05/31/2012 Approved Days: 0 Due Date: 05/31/2012
Requested Days: 30 Requested Due Date: 06/30/2012 Status: SUBMITTED

* Comments : test

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

[Save](#) [Submit Request](#) [Reset](#)

Extend Due Dates - History

Request ID	Event Date	User Name	Status	Sub System	Comments
188973	04/17/2013	HNASS3	Submitted	FASS Unaudited	test

Figure 15: Request (Extension/Waiver) - Details Page (Submitted/In-Progress State)

7. Here, in the **Upload File Attachment pop-up window**, user proceeds with the file upload by browsing to and selecting the file to upload; entering the mandatory File Description (e.g., a description of the file's contents) into the **File Description field**; and clicking on the **Submit button**.

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

[Save](#) [Submit Request](#) [Reset](#)

Upload File Attachment

* Attachment Category: Request Supporting Documentation

* Attachment: C:\Documents and Settings\... [Browse...](#)

* File Description: Test File

[Submit](#) [Reset](#) [Close](#)

* Mandatory Field

Figure 16: Upload Attachment Link Brings Up Pop-Up Window

NASS User Guide (Field Offices)

- Next, user sees a **confirmation message** on successful file attachment; and user clicks the **Close button** to leave that screen.

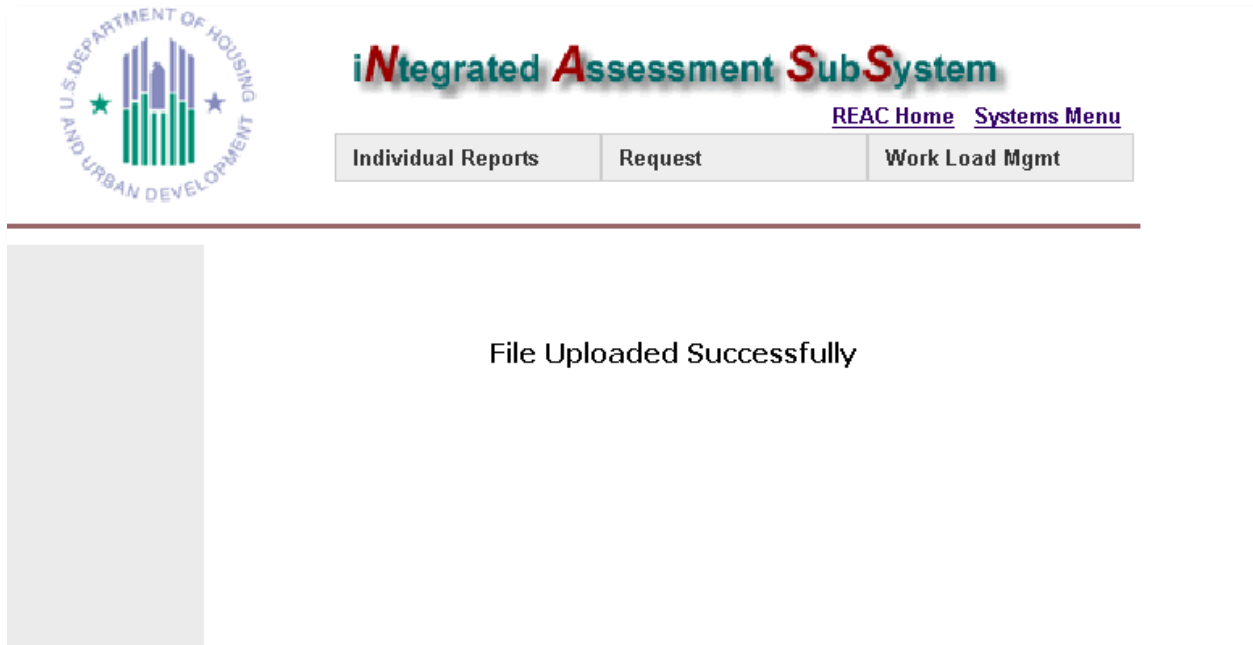


Figure 17: Upload File Attachment Confirmation Message

B-2. REQUEST: SUBSYSTEM WAIVERS

The Subsystem Waiver module allows users to examine (or make on behalf of the PHAs they have access to) A request for a waiver of a submission of a PHAS indicator (subsystem) for a particular fiscal year (requested when a PHA may not be able to submit a physical, financial, management or capital fund indicator submission for a variety of reasons). Currently, the NASS Request module allows waiver request for PASS, FASS, MOPS and Capital Fund indicators. The PHA which is approved for any type of subsystem waiver will not receive a PHAS score for that fiscal year.

- To begin... user selects the **Waiver sub-module** option off of the **Request tab**.

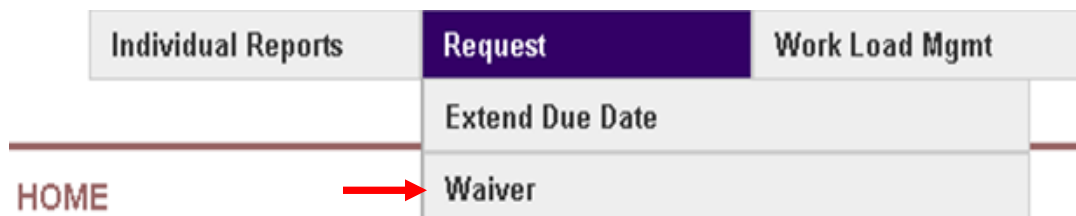


Figure 18: Selecting Subsystem Waiver from the Request Menu

NASS User Guide (Field Offices)

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

Subsystem Waiver Screens	
FIELD	ACTION
Status	Status of the Request.
Comments	Reason for requesting waiver for a subsystem submission.
Proceed	To go to next section of the screen and validate if no earlier waiver request is in-progress for selected subsystem.
PHA Code	PHA Code selected for the Request.
PHA Name link	To view PHA profile page.
Subsystem	Selection list displaying Financial Unaudited or Financial Audited is selected; user selects subsystem to request for extending due date of a submission.
View Attachment (active link on details page)	Link to view all attachments that have been uploaded for the request

Table 3: Subsystem Waiver Request Screen Elements

2. User views the screen below after selecting “Waiver” option from Request menu. User will have to select assigned **PHA Code and Fiscal Year**, and then click the **Submit button** (to proceed to the **Subsystem Selection page**, where user can view or make a request for a Subsystem Waiver).

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

iNtegrated Assessment SubSystem

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

Individual Reports Request Work Load Mgmt

Request : Waiver

PHA Code:

[Lookup PHA Code](#)

Fiscal Year:

Figure 19: Subsystem Waiver Request - Start Page

3. At the **Subsystem Selection page** user selects a choice from the **Subsystem drop-down list**, for which to view the PHA's Request for a Subsystem Waiver; and then user clicks on **Proceed** button, which takes user to the Subsystem Waiver Details Page.

NASS User Guide (Field Offices)

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

iNtegrated Assessment SubSystem

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

Individual Reports Request Work Load Mgmt

Request : Waiver

PHA Code: PA013
[Lookup PHA Code](#)

Fiscal Year: 2013

Submit

PHA Code : PA013 PHA Name : [HOUSING AUTHORITY OF THE CITY OF ERIE](#)

FYE : 03/31/2013 Sub System : --Please Select Subsystem--

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

Proceed

Figure 20: Subsystem Waiver Request - Subsystem Selection Page

- Users have the ability to view a PHA's request for a **Subsystem Waiver** including the any attached files that have been uploaded with the request. User will find that they can access previously submitted requests via the **Subsystem Waiver History table**, at the bottom of the page (not shown). FO users can also elect to make a new request—on behalf of a PHA (i.e., a PHA that is assigned to that particular Field Office)—for a **Subsystem Waiver** by entering the mandatory Comments concerning the request, uploading a file attachment, and clicking the **Submit Request button**.

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

Proceed

* Comments : Test comment

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

Save Submit Request Reset

Figure 21: Subsystem Waiver Request - Details Page

NASS User Guide (Field Offices)

- Users can view the files that they or other users have uploaded by clicking on the **View Attachment** link just below the Comments field on the **Request Details Page**; users will then see the **View File Attachment Pop-up Window** which has links for each file that has been uploaded. After viewing the files the user wishes to view, the user clicks the **Close** button on the pop-up window to leave that screen.



Figure 22: View Attachment Link Brings Up Pop-Up Window

- The **Request Details Page** will allow a user to upload new file attachments to a request. The user initiates a file upload by clicking on the **Upload Attachment** link just below the Comments field on the Request Details page, and the **Upload File Attachment pop-up window** will be displayed.

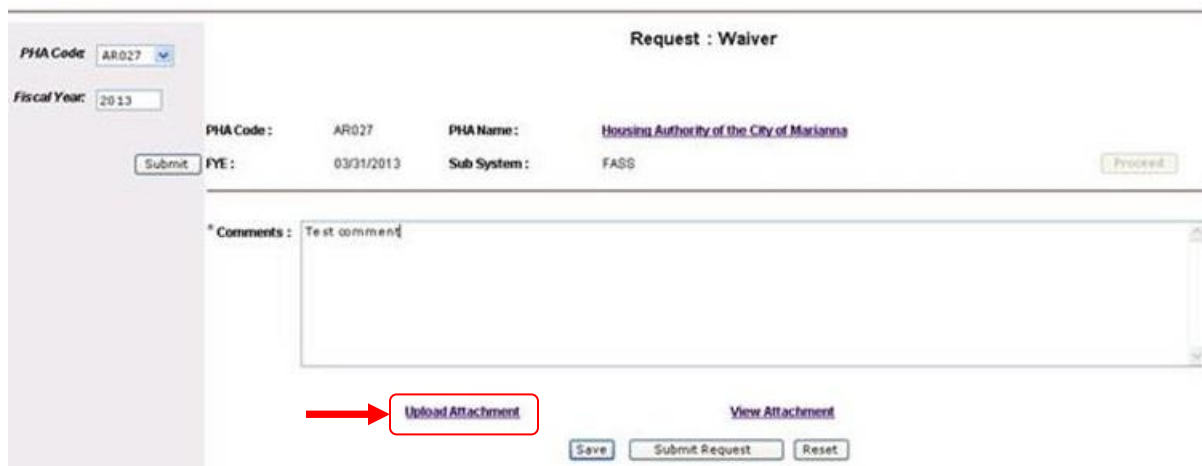


Figure 23: Request (Subsystem Waiver) - Details Page

- Here, in the **Upload File Attachment pop-up window**, user proceeds with the file upload by browsing to and selecting the file to upload; entering the mandatory File Description (e.g., a description of the file's contents) into the **File Description field**; and clicking on the **Submit button**.

NASS User Guide (Field Offices)

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

Save Submit Request Reset

Upload File Attachment

* Attachment Category: Request Supporting Documentation

* Attachment: C:\Documents and Settings\... [Browse...](#)

* File Description: Test File

Submit Reset Close

* Mandatory Field

Figure 24: Upload Attachment Link Brings Up Pop-Up Window

- Next, user sees a **confirmation message** on successful file attachment.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

iNtegrated Assessment SubSystem

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

Individual Reports Request Work Load Mgmt

File Uploaded Successfully

Figure 25: Upload File Attachment Confirmation Message

C. NASS INDIVIDUAL REPORTS—for FIELD OFFICES



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 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 NASS-generated Requests submitted by a PHA (View Request Status).

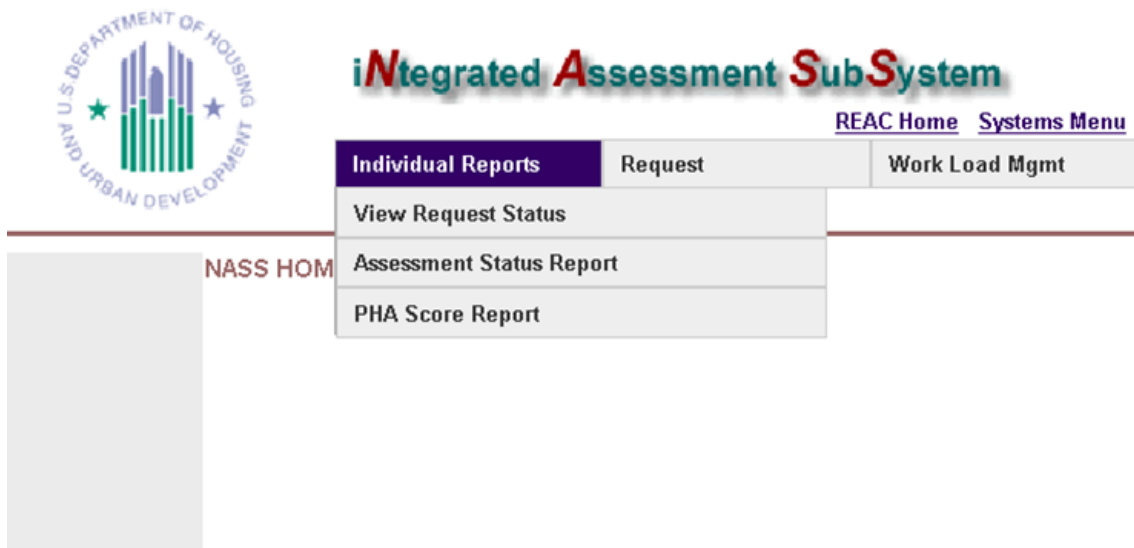


Figure 26: Individual Reports Menu

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

Individual Reports Module MENU	
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 4: Individual Reports Menu Choices

C-1. VIEW REQUEST STATUS

View Request Status is the sub-module available to the user under the Individual Reports tab in NASS, directly intended to enable the FO user to view different types of NASS Requests. 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.

NOTE: In the **View Request Status sub-module** of NASS, users can view—**only for the PHAs the Field Office is assigned**—**six (6)** different types of NASS Requests: Extensions (Extend Due Date for FASS Unaudited); Waivers (Extend Due Date for FASS Audited); Subsystem Waivers; Appeals; Petitions; and General Response.

1. To begin... user selects the **View Request Status sub-module** option off of the **Individual Reports tab**, to proceed to the Field Office Selection Page.

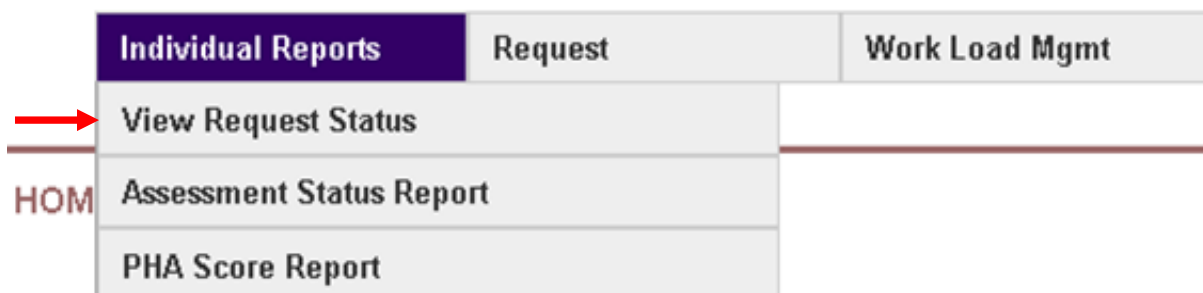
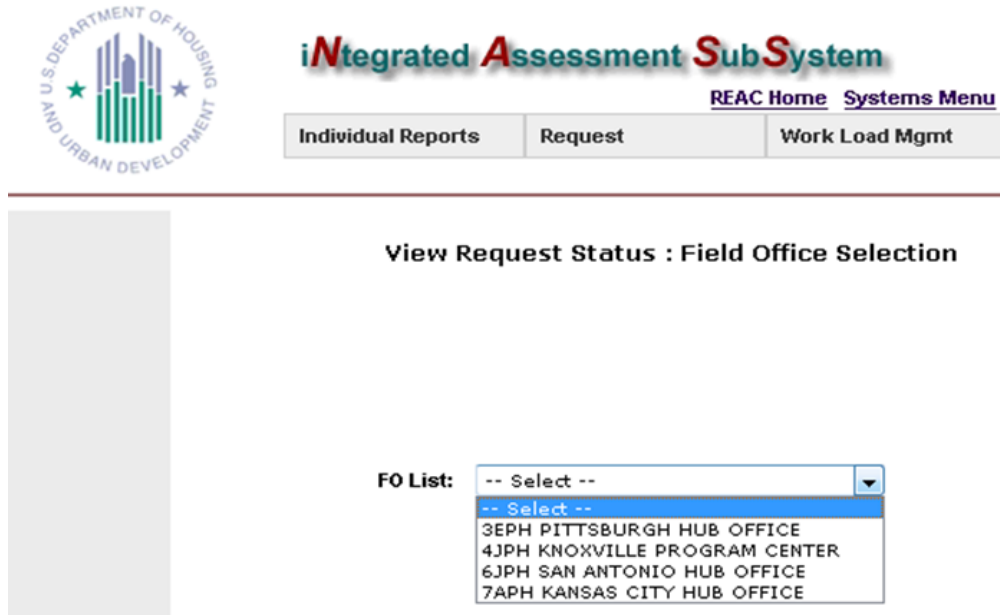


Figure 27: Selecting View Request Status from Individual Reports Menu

2. Next, at the **Field Office Selection Page**, user clicks on the **down arrow** to the right of 'FO List' – in the center of the page – and makes a selection (from the drop-down list) of one of the Field Offices that are assigned to the user's Program Office.

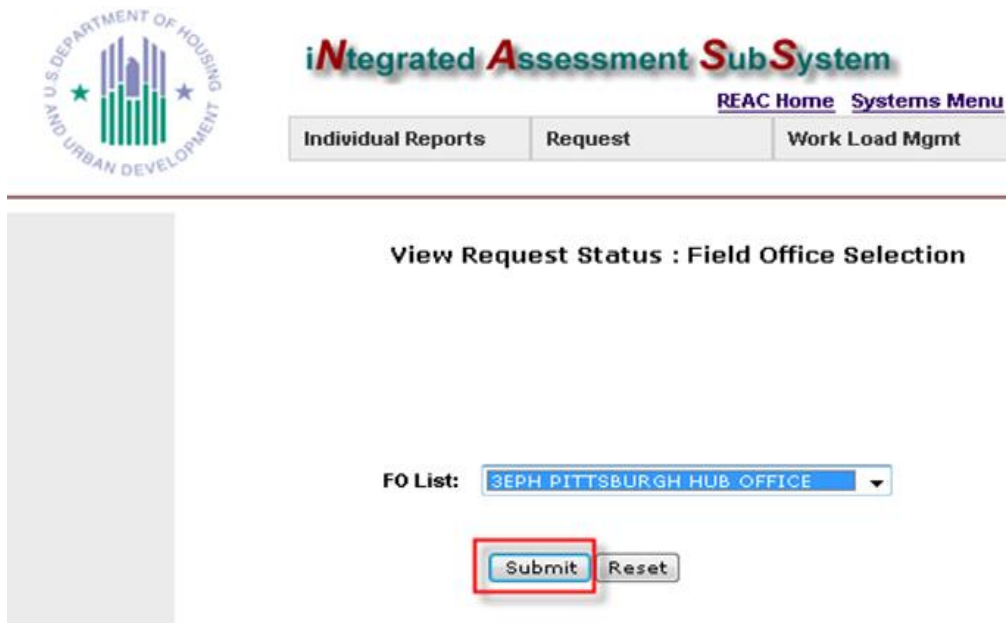
NASS User Guide (Field Offices)



The screenshot shows the NASS Integrated Assessment SubSystem interface. On the left is the U.S. Department of Housing and Urban Development logo. The header includes the system name and navigation links for REAC Home and Systems Menu. A menu bar contains buttons for Individual Reports, Request, and Work Load Mgmt. The main content area is titled "View Request Status : Field Office Selection". Below this, the "FO List:" label is followed by a dropdown menu. The dropdown is open, showing a list of field offices: 3EPH PITTSBURGH HUB OFFICE, 4JPH KNOXVILLE PROGRAM CENTER, 6JPH SAN ANTONIO HUB OFFICE, and 7APH KANSAS CITY HUB OFFICE. The top two options are preceded by "-- Select --".

Figure 28: View Request Status: Field Office Selection Page

- Once the user has selected a Field Office, the user clicks on the **Submit button** to proceed to the **View Request Status Start Page**.



This screenshot shows the same interface as Figure 28, but with the "3EPH PITTSBURGH HUB OFFICE" option selected in the "FO List:" dropdown. Below the dropdown, the "Submit" button is highlighted with a red rectangle, and a "Reset" button is visible next to it.

Figure 29: View Request Status: Field Office Selection Page continued...

NASS User Guide (Field Offices)

4. At the **View Request Status Start Page**, the user will have to select an assigned **PHA Code** and **Fiscal Year**, and click the **Submit** button to proceed to the **View Request Status – Request Type Selection Page**.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

iNtegrated Assessment SubSystem

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

Individual Reports Request Work Load Mgmt

View Request Status

PHA Code: PA013 ▼

Fiscal Year:

Submit

Figure 30: View Request Status: Start Page

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
PHA Code	PHA Code that corresponds to the one that has a request you would like to review.
Fiscal year	Fiscal year that corresponds to the one in which there may be a request you would like to review.
Fiscal year End	
Submit button	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.
Request date	The date the Request being viewed was originally submitted.
Status	The status of progress in the Request going through the recommendation and finalization (final decision) process.
Request Comments	Previous comments associated with the request that are displayed in the View Request Status Details Page.
Decision Comments	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.
File Attachments	Files previously attached to a Request at any stage of review and approval.
Upload Attachment	Active link for going to the File Upload pop-up window and attaching an

NASS User Guide (Field Offices)

View Request Status Screens	
FIELD	DESCRIPTION
	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 5: View Request Status Screen Elements

C-1.1 View Request Status – Extend Due Date (Extensions or Waivers)

AT THE VIEW REQUEST STATUS – REQUEST TYPE SELECTION PAGE, WHEN HUD FO USER WANTS TO VIEW THE STATUS OF AN EXTEND DUE DATE REQUEST (EITHER FOR A FASS UNAUDITED/EXTENSION OR A FASS AUDITED/WAIVER)...

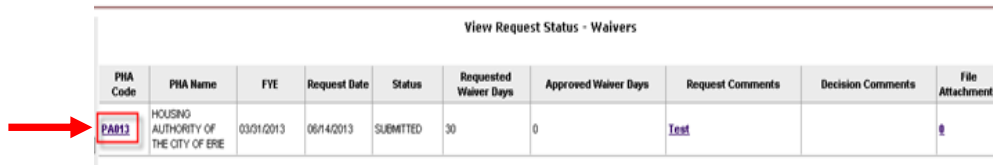
1. User clicks on either **Extend Due Dates** link (*Extension* or *Waiver*) in the menu of open request links.

The screenshot displays the NASS Integrated Assessment SubSystem interface. At the top left is the U.S. Department of Housing and Urban Development logo. To its right is the system title 'iNtegrated Assessment SubSystem' and navigation links 'REAC Home' and 'Systems Menu'. Below these are three buttons: 'Individual Reports', 'Request', and 'Work Load Mgmt'. The main content area is titled 'View Request Status'. On the left side of this area is a form with a 'PHA Code' dropdown set to 'PA013', a 'Fiscal Year' input field, and a 'Submit' button. To the right of the form is a list of request types: 'Extend Due Dates (Extension)', 'Extend Due Dates (Waiver)' (which is highlighted with a red rectangular box), 'Waivers', 'Appeals', 'Petitions', and 'General Response'.

Figure 31: Request Type Selection Page: Selecting Extension or Waiver

2. On the **View Request Status - Request List Page** which is displayed next, user sees a **list of Requests**, all of the same Request type user has chosen to view, for the selected PHA. User can immediately see the **Status** of the Request (5th column from the left), and user can open the Request Details Page for that particular Request by clicking on the PHA Code link in the far left column of the list row.

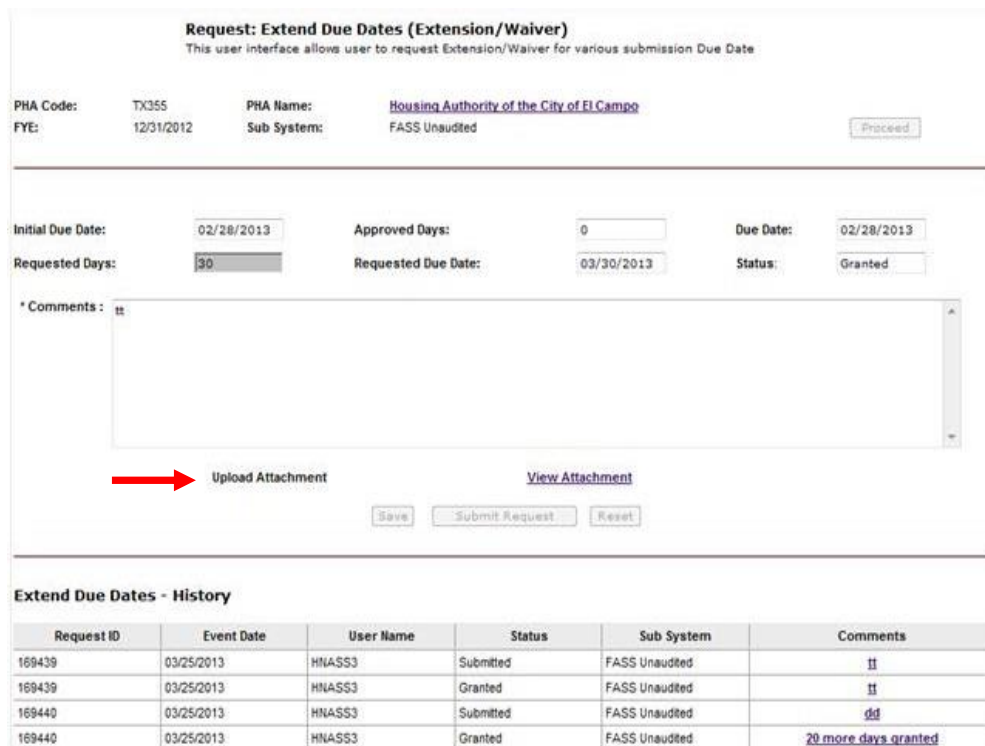
NASS User Guide (Field Offices)



PHA Code	PHA Name	FYE	Request Date	Status	Requested Waiver Days	Approved Waiver Days	Request Comments	Decision Comments	File Attachments
PAB13	HOUSING AUTHORITY OF THE CITY OF ERIE	03/01/2013	06/14/2013	SUBMITTED	30	0	Test		0

Figure 32: View Request Status - Request List Page (Extension or Waiver)

- User now happens to be viewing the **Request Details Page**—which is displayed next—for either an Extension or Waiver Request (Extend Due Date for FASS Audited) in a *read-only mode* when the Request is in *completed state* (i.e., the Request has a status of Rejected, Denied, Cancelled, Responded, or Granted). The **Upload Attachment** link is NOT active, but the **View Attachment** link is available to use.



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 [Proceed](#)

Initial Due Date: 02/28/2013 Approved Days: 0 Due Date: 02/28/2013
Requested Days: 30 Requested Due Date: 03/30/2013 Status: [Granted](#)

* Comments : [tt](#)

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

[Save](#) [Submit Request](#) [Reset](#)

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

Figure 33: Request (Extension or Waiver) - Details Page (Completed State)

NASS User Guide (Field Offices)

- Users can view the files that they or other users have uploaded by clicking on the **View Attachment link** just below the Comments field on the **Request Details Page**; users will then see the **View File Attachment Pop-up Window** which has links for each file that has been uploaded. After viewing the files the user wishes to view, the user clicks the **Close** button on the pop-up window to leave that screen.



Figure 34: View Attachment Link Brings Up Pop-Up Window

- When the Request is in *submitted or in-progress state* (i.e., no decision has yet been finalized for the Request), then the **Request Details Page** will allow a user to modify the Request to the extent of uploading new file attachments. The user initiates a file upload by clicking on the **Upload Attachment link** just below the Comments field on the Request Details page, and the **Upload File Attachment pop-up window** will be displayed.

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

PHA Code: FL058 PHA Name: [TARPON SPRINGS HOUSING AUTHORITY](#)
FYE: 03/31/2012 Sub System: FASS Unaudited [Proceed](#)

Initial Due Date: 05/31/2012 Approved Days: 0 Due Date: 05/31/2012
Requested Days: 30 Requested Due Date: 06/30/2012 Status: SUBMITTED

* Comments : test

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

Save Submit Request Reset

Extend Due Dates - History

Request ID	Event Date	User Name	Status	Sub System	Comments
188973	04/17/2013	HNASS3	Submitted	FASS Unaudited	test

Figure 35: Request (Extension or Waiver) - Details Page (Submitted/In-Progress State)

- Here, in the **Upload File Attachment pop-up window**, user proceeds with the file upload by browsing to and selecting the file to upload; entering the mandatory File Description (e.g., a description of the file's contents) into the **File Description field**; and clicking on the **Submit button**.

Upload Attachment View Attachment

Save Submit Request Reset

Upload File Attachment

* Attachment Category : Request Supporting Documentation

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

* File Description : Test File

Submit Reset Close

* Mandatory Field

Figure 36: Upload Attachment Link Brings Up Pop-Up Window

- Next, user sees a **confirmation message** on successful file attachment; and user clicks the **Close button** to leave that screen.

Upload File Attachment

Test.pdf uploaded successfully

* Attachment Category : Request Supporting Documentation

* Attachment : Browse...

* File Description :

Submit Reset Close

* Mandatory Field

Figure 37: Upload File Attachment Pop-Up Window Displays Confirmation Message

NASS User Guide (Field Offices)

C-1.2 View Request Status – Subsystem Waivers

AT THE VIEW REQUEST STATUS - REQUEST TYPE SELECTION PAGE, WHEN HUD FO USER WANTS TO VIEW THE STATUS OF A SUBSYSTEM WAIVER REQUEST...

1. User clicks on the **link for Waivers** (i.e., *Subsystem Waivers*) in the menu of open request links.

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iNtegrated Assessment SubSystem

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

Individual Reports Request Work Load Mgmt

PHA Code: PA013

Fiscal Year: 2015

Submit

View Request Status

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

Figure 38: Request Type Selection Page: Selecting Subsystem Waivers

2. On the **View Request Status - Request List Page** which is displayed next, user sees **a list of Requests**, all of the same Request type user has chosen to view, for the selected PHA. User can immediately see the **Status** of the Request (5th column from the left), and user can open the Request Details Page for that particular Request by clicking on the PHA Code link in the far left column of the list row.

PhaCode	PhaName	FYE	Request Date	Status	Subsystem	Request Comments	Decision Comments	File Attachments
PA013	HOUSING AUTHORITY OF THE CITY OF ERIE	03/01/2015	06/12/2013	In-Progress	PASS	Test	Test	2

Figure 39: View Request Status - Request List Page (Subsystem Waivers)


3. User happens to be viewing the **Request Details Page**—which is displayed next—for a Subsystem Waiver Request in a *read-only mode* when the Request is in *completed state* (i.e., the Request has a status of Rejected, Denied, Cancelled, Responded, or Granted). The **Upload Attachment link** is NOT active, but the **View Attachment link** is available to use.

NASS User Guide (Field Offices)

Request : Waiver

PHA Code : TX313 PHA Name : [Aransas Pass Housing Authority](#)
FYE : 03/31/2013 Sub System : PASS Proceed

* Comments : test

 Upload Attachment [View Attachment](#)

Save Submit Request Reset

Waivers - History

Request ID	Event Date	User Name	Status	Sub System	Comments
188967	04/17/2013	M00250	Submitted	PASS	test
188967	04/17/2013	HNASS3	Granted	PASS	test

Figure 40: Request (Subsystem Waiver) - Details Page (Completed State)

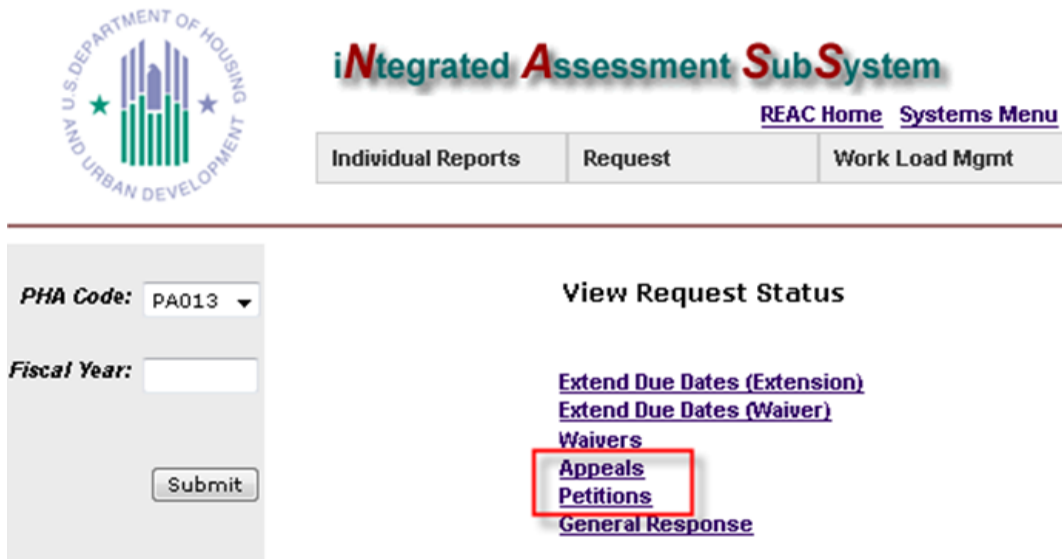
TO VIEW AND/OR UPLOAD (USER MAY UPLOAD WHEN REQUEST IS IN AN 'IN PROGRESS' STATE) FILE ATTACHMENTS AT THE REQUEST DETAILS PAGE—WHEN DOING 'VIEW REQUEST STATUS' FOR SUBSYSTEM WAIVER REQUESTS—REPEAT STEPS 4-7, IN SECTION 6.1.1 ABOVE ...

6.1.3 View Request Status – Appeals or Petitions

AT THE VIEW REQUEST STATUS - REQUEST TYPE SELECTION PAGE, WHEN HUD FO USER WANTS TO VIEW THE STATUS OF EITHER AN APPEAL OR A PETITION REQUEST...

1. User clicks on the **link for Appeals** in the menu of open request links (the procedure for View Status Request – Petitions is exactly the same).

NASS User Guide (Field Offices)



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iNtegrated Assessment SubSystem

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

Individual Reports Request Work Load Mgmt

PHA Code: PA013

Fiscal Year:

Submit

View Request Status

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

Figure 41: Request Type Selection Page: Selecting Appeals or Petitions

- On the **View Request Status - Request List Page** which is displayed next, user sees **a list of Requests**, all of the same Request type user has chosen to view, for the selected PHA. User can immediately see the **Status** of the Request (5th column from the left), and user can open the Request Details Page for that particular Request by clicking on the PHA Code link in the far left column of the list row.

View Appeal Requests

PHA Code	PHA Name	FYE	Request Date	Status	Subsystem	Request Comments	Decision Comments	File Attachments
MS102	The Housing Authority of the City of Jackson	06/30/2011	03/29/2013	Submitted	FASS	Text		1

Figure 42: View Request Status - Request List Page (Appeals or Petitions)

- User happens to be viewing the **Request Details Page**—which is displayed next—for an Appeal (or Petition) Request in a *read-only mode* when the Request is in *completed state* (i.e., the Request has a status of Rejected, Denied, Cancelled, Responded, or Granted). The **Upload Attachment** link is NOT active, but the **View Attachment** link is available to use.

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Request: Appeal

PHA Code: TX313 PHA Name: [Aransas Pass Housing Authority](#) [PHA Score Report](#)
FYE: 03/31/2011 Sub System: MASS

[Proceed](#)

* Comments :

* Mandatory Field

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

[Save](#) [Submit](#) [Reset](#)

Appeal - History

Request Id	Event Date	User Name	Status	Sub System	Comments
188966	04/17/2013	M00250	Submitted	MASS	test
188966	04/17/2013	HNASS3	Granted	MASS	Test

Figure 43: Request (Appeals or Petitions) - Details Page (Completed State)

TO VIEW AND/OR UPLOAD (USER MAY UPLOAD WHEN REQUEST IS IN AN 'IN PROGRESS' STATE) FILE ATTACHMENTS AT THE REQUEST DETAILS PAGE—WHEN DOING 'VIEW REQUEST STATUS' FOR APPEAL (OR PETITION) REQUESTS—REPEAT STEPS 4-7, IN SECTION 6.1.1 ABOVE ...

6.1.4 View Request Status – General Response

AT THE VIEW REQUEST STATUS - REQUEST TYPE SELECTION PAGE, WHEN HUD FO USER WANTS TO VIEW THE STATUS OF A GENERAL RESPONSE REQUEST...

1. User clicks on the **link for General Response** in the menu of open request links.

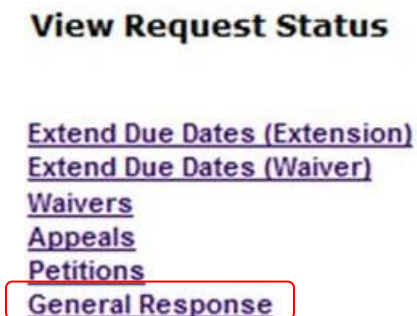


Figure 44: Request Type Selection Page: Selecting General Response

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- On the **View Request Status - Request List Page** which is displayed next, user sees a **list of Requests**, all of the same Request type user has chosen to view, for the selected PHA. User can immediately see the **Status** of the Request (5th column from the left), and user can open the Request Details Page for that particular Request by clicking on the PHA Code link in the far left column of the list row.

View General Response Requests

PhaCode	PhaName	FYE	Request Date	Status	Request Comments	Decision Comments	File Attachments
TX350	Schertz Housing Authority	12/31/2012	03/26/2013	Responded	2nd request	Testing again	1

Figure 45: View Request Status - Request List Page (General Response)

- User happens to be viewing the **Request Details Page**—which is displayed next—for a General Response Request in a *read-only mode* when the Request is in *completed state* (i.e., the Request has a status of Rejected, Denied, Cancelled, Responded, or Granted). The **Upload Attachment link** is NOT active, but the **View Attachment link** is available to use.

Request: General Response

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

* Comments : test 12/10/2012 @1447

* Mandatory Field

[Upload Attachment](#)

[View Attachment](#)

General Response Request - History

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

Figure 46: Request (General Response) - Details Page (Completed State)

TO VIEW AND/OR UPLOAD (USER MAY UPLOAD WHEN REQUEST IS IN AN 'IN PROGRESS' STATE) FILE ATTACHMENTS AT THE REQUEST DETAILS PAGE—WHEN DOING 'VIEW REQUEST STATUS' FOR GENERAL RESPONSE REQUESTS—REPEAT STEPS 4-7, IN SECTION 6.1.1 ABOVE ...

C-2. ASSESSMENT STATUS REPORT

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

NOTE: In the **Assessment Status Report sub-module** of NASS, users can view data **for ALL PHAs** (with no limitations, as in other modules, to viewing only data for PHAs to which the Field Office is assigned).



Figure 47: Selecting Assessment Status Report from Individual Reports Menu

1. Minimally, the Assessment Status Report—as shown below (Screen Sample A)—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: North Bergen Housing Authority
Designation Status:	Substandard Physical	PHAS Score: 77
View Status Details		
Assessment Type	Event	Date
PHAS/Integrated		
	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
Financial-unaudited		
	Financial Assessment Approved	10/15/2014
	Financial Submission is Ready for Scoring	10/10/2014
Management		
	MOPS Assessment Approved	10/30/2014
Capital Fund		
	Capital Fund Assessment Approved	09/03/2014
Physical		
	PASS Approved Score	08/31/2014

Screen Sample A

Figure 48: Assessment Status Report without Decisions on Requests

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2. Recently, the **Assessment Status Report Page** displays Capital Fund Program (CFP) scores that have been system-generated by the NASS system. Additionally, the **Assessment Status Report Page**—as shown below (Screen Sample B)—will also display the final decisions (any and all of the decision types—approved, rejected, cancelled, or responded), if there are any, for the following:

- A requested Appeal, using Appeal Request— also see section B. PHAS APPEALS, p.14
- A requested Extension, using Extend Due Date Request—also see section C. EXTENSIONS, p.22
- A requested Waiver using Extend Due Date Request—also see section C. EXTENSIONS, p.22
- A requested Petition using Petition Request—also see section D. PETITIONS, p.26
- A requested Waiver using SubSystem Waiver Request.

Assessment Status Report

Report Date: 10/09/2012

Assessment Status Report for Fiscal Year 2012

Fiscal Year End: 03/31

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

PHA Code:	NE016 View Status Details	PHA Name:	Benkelman Housing Authority
Designation Status:	N/A	PHAS Score:	N/A
Assessment Type	Event	Date	
PHAS/Integrated			
	Extension Request Granted	10/09/2012	
	Subsystem Waiver Request has been Cancelled	10/05/2012	
	Subsystem Waiver Request has been Received	10/05/2012	
Financial-unaudited			
	Financial Submission is in Review	06/01/2012	
	Financial Submission is Ready for Scoring	05/31/2012	
	Financial Submission is in Draft	05/31/2012	

Screen Sample B

Figure 49: Assessment Status Report with Decisions on Requests

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
PHA Code	HUD ID for the PHA, plus with a link – View Status Details – to view the PHA Status Details Page
PHA Name	Link (e.g., North Bergen Housing Authority) to PHA Profile Page
Designation Status	PHA's PHAS designation
PHAS Score	Public Housing Authority combined SubSystem Score
Assessment Type	Assessment status is listed by indicator (Link e.g., Physical Inspection Released) to Correspondence.
Event	Action or event pertaining to the indicator Requests for: <ul style="list-style-type: none"> • Extension, using Extend Due Date Request (or Global Extension)

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Assessment Status Report Screens	
Field	Description
	<ul style="list-style-type: none"> • Waiver using Extend Due Date Request (or Global Waiver) • Waiver using SubSystem Waiver Request Decisions pertaining to any of the above requests: <ul style="list-style-type: none"> • Approved • Rejected • Cancelled • Responded
Date	Date action or event occurred

Table 6: Assessment Status Report Page Screen Elements

C-2.1 Assessment Status Report - View Status Details

1. 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.
2. Recently, 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.
3. 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:

PHA Status Details

PHA Code:

Lookup PHA Code

Fiscal Year:

Status Details	
PHA Code	NE016
PHA Name	Benkelman Housing Authority
Fiscal Year End Date	03/31/2012
Extension Days	9
Waiver Days	
Actual Due Date:	
FASS Unaudited	06/18/2012
FASS Audited	12/31/2012
Late Status:	
FASS Unaudited - LPP	N/A

Figure 50: 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., North Bergen Housing Authority) to PHA Profile Page

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PHA Status Details Screens	
Field	Description
<i>Fiscal Year End Date</i>	PHA's fiscal year end date
<i>Extension Days</i>	Indicates the number of days an extension for the PHA has been approved
<i>Waiver Days</i>	Indicates the number of days a waiver the PHA has been approved
<i>Actual Due Date</i>	Lists the data submission deadlines for each indicator (subsystem)
<i>Late Status</i>	Lists the number of days data is late

Table 7: PHA Status Details Page Screen Elements

C-2.2 Assessment Status Report - PHA Profile Page

1. 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**.
2. 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**.

PHA Score Report for Fiscal Year 2011

PHA Code: MO073 **PHA Name:** Lawson Housing Authority Fiscal Year End: 03/31

PHAS Score: 98 **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
<u>Physical</u>	38	40	Explanation
<u>Financial</u>	25	25	Explanation
<u>Management Operations</u>	25	25	Explanation
Capital Fund	10	10	Explanation
PHAS Total Score	98	100	

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](#)

Figure 51: PHA Name Links to the PHA Profile Page

3. 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** are given below:

NASS User Guide (Field Offices)

PHA Profile [BACK](#)

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

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

Figure 52: 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 (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 8: PHA Profile Page Screen Elements

C-3. PHA SCORE REPORT

The **PHA Score Report Page** allows user 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)

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for a selected PHA—once the PHAS score has been released. Before the latest PHAS has been released, user 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.

NOTE: In the **PHA Score Report sub-module** of NASS, users can view data **for ALL PHAs** (with no limitations, as in other modules, to viewing only data for PHAs to which the Field Office is assigned).

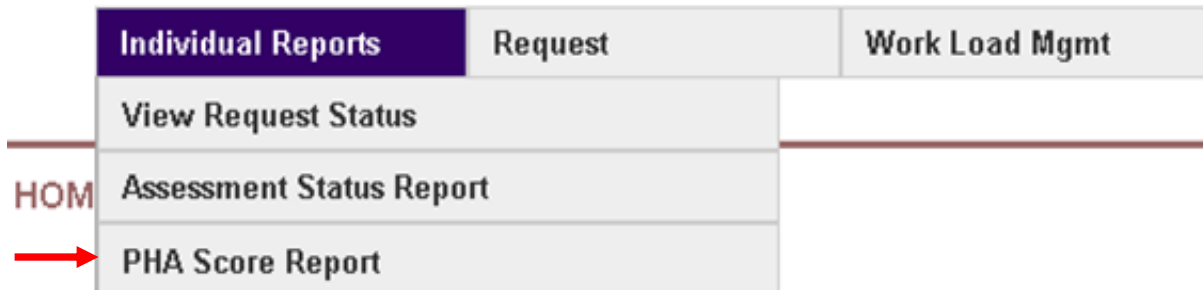


Figure 53: Selecting PHA Score Report from Individual Reports Menu

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)...
2. 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** (see *Figure 53*).
3. **The most basic of PHA Score Report** screen results when a PHA has had their PHAS Score for the current fiscal year generated and released by HUD business office, and that PHA has neither submitted any requests (including any requests for extensions, waivers, subsystem waivers, etc.) nor have any adjustments been made to its Indicator or PHAS scores for the current fiscal year (see *Figure 53*). In those cases, the PHA Score Report will display (at the top) the PHA's PHAS Score, its Designation Status, and **"Released" as the PHAS Status**. The score table below that will display only four (4) columns—PHAS Indicator, Original Score, Maximum Score, and Indicator/PHAS Explanation column (containing links to any comments made to explain the scores). In addition to the two links to PDFs, there may be an additional link (at the bottom) to the PHA's Release History (not shown in *Figure 53*).
4. Once a PHAS Score has been generated for a PHA, if that **PHA has submitted a request for a Subsystem Waiver** for any of the PHAS subsystems (indicators)—which means that the decision as to whether to grant the waiver is still in progress—the PHA Score report for that PHA will display (at the top) **"Waiver Pending" as the PHAS Status** (see *Figure 54*).
5. Once a **request by a PHA for a Subsystem Waiver has been approved (granted)**, three changes to the PHA Score Report for that PHA will automatically take effect: (a) the **PHAS Status will change to N/A**; (b) the **Designation Status will change to "Waived"**; (c) and the **score table will display a seventh column (to the far right) labeled "Waived"** with a "Yes" value appearing in the cell corresponding to the Indicator score that has indeed been waived (see *Figure 55*).

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6. When a **score adjustment has been approved** for any Indicator score—whether or not a Subsystem Waiver has been requested—the **Adjustment Column** (a new third column from the right in the score table) will appear (see **Figures 54 and 55**) and the **adjustment values in that column that are also active links**, when clicked on, will bring up the detailed data available about that particular score adjustment (see **Figure 56**).

PHA Score Report for Fiscal Year 2011

PHA Code: Fiscal Year:

PHA Information

PHA Code: OK120 PHA Name: [Housing Authority of the City of Yale](#) Fiscal Year End: 03/31

PHAS Score: **72** Designation Status: **Substandard Management** PHAS Status: **Released**

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

PHAS Indicator	Original Score	Maximum Score	Indicator/PHAS Explanation
Physical	32	40	Explanation
Financial	25	25	Explanation
Management Operations	10	25	Explanation
Capital Fund	5	10	Explanation
PHAS Total Score	72	100	

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](#)

Figure 54: Screen View of PHA Score Report Page when PHAS Score Released

PHA Score Report for Fiscal Year 2011

PHA Code: [Lookup PHA Code](#) Fiscal Year:

PHA Information

PHA Code: AL050 PHA Name: [HA AUBURN](#) Fiscal Year End: 06/30

PHAS Score: **85** Designation Status: **Substandard Management** PHAS Status: **Waiver Pending**

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

PHAS Indicator	Original Score	Adjustment	Net Score	Maximum Score	Indicator/PHAS Explanation
Physical	37	0	37	40	Explanation
Financial	25	0	25	25	Explanation
Management Operations	8	5	13	25	Explanation
Capital Fund	10	0	10	10	Explanation
PHAS Total Score	80	5	85	100	

Last Updated: 09/27/2013

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 55: Screen View of PHA Score Report Page when Waiver Pending

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PHA Score Report for Fiscal Year 2011

PHA Code:

[Lookup PHA Code](#)

Fiscal Year:

PHA Information

PHA Code:	AL050	PHA Name:	HA AUBURN	Fiscal Year End:	06/30
-----------	-------	-----------	-----------	------------------	-------

PHAS Score: **85** Designation Status: **Waived** PHAS Status: **N/A**

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

PHAS Indicator	Original Score	Adjustment	Net Score	Maximum Score	Indicator/PHAS Explanation	Waived
Physical	37	0	37	40	Explanation	YES
Financial	25	0	25	25	Explanation	NO
Management Operations	8	5	13	25	Explanation	NO
Capital Fund	10	0	10	10	Explanation	NO
PHAS Total Score	80	5	85	100		

Last Updated: 09/27/2013

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.

Figure 56: Screen View of PHA Score Report Page when Subsystem Score is Waived

Score Adjustment Details : Management Operations

Adjustment Date	Adjustment Amount	Adjustment Reason	User Name
09/27/2013	5	Appeal Board Adjustment - MASS	HNASS3

Figure 57: Screen View of Score Adjustment link for each subsystem

C-3.1 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 Equity under original column for financial indicator instead of score value for a– PHA . When PHA has no funds assigned for Capital 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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[REAC Home](#) [Systems Menu](#)

Individual Reports
Request

PHA Score Report for Fiscal Year 2016

PHA Information

PHA Code:	AR086	PHA Name:	Housing Authority of the City of Mammoth Spring	Fiscal Year End:	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
Physical	76	80	Explanation
Financial	MXF	Excluded	Explanation
Management	MXF	Excluded	Explanation
Capital Fund	20	20	Explanation
PHAS Total Score	96	100	Explanation

Last Updated: 09/17/2015

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

Individual Reports
Request

PHA Score Report for Fiscal Year 2016

PHA Information

PHA Code:	IA006	PHA Name:	Lone Tree Housing Commission	Fiscal Year End:	03/31
------------------	-------	------------------	--	-------------------------	-------

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
Physical	62	80	Explanation
Financial	RAD	Excluded	Explanation
Management	RAD	Excluded	Explanation
Capital Fund	20	20	Explanation
PHAS Total Score	82	100	Explanation

Last Updated: 09/17/2015

The scores in RED and ITALICS have been invalidated.

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

Individual Reports Request

PHA Score Report for Fiscal Year 2016

PHA Information

PHA Code:	KS023	PHA Name:	Kinsley Housing Authority	Fiscal Year End:	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
Physical	40	80	Explanation
Financial	No Equity	Excluded	Explanation
Management	No Equity	Excluded	Explanation
Capital Fund	20	20	Explanation
PHAS Total Score	60	100	Explanation

Last Updated: 09/17/2015

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

Individual Reports Request

PHA Score Report for Fiscal Year 2016

PHA Information

PHA Code:	KS026	PHA Name:	Luray Housing Authority	Fiscal Year End:	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
Physical	33	44	Explanation
Financial	28	28	Explanation
Management	27	28	Explanation
Capital Fund	Exception	Excluded	Explanation
PHAS Total Score	88	100	Explanation

Last Updated: 09/17/2015

The scores in RED and ITALICS have been invalidated.

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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 PHA Profile Page), 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>	<ol style="list-style-type: none"> 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 Assessment Status Report Page). Possible status codes, here, are Released, Waiver Pending, and N/A.
<i>PHAS Indicator (score table - regular column 1)</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 (score table - regular column 2)</i>	PHA's score prior to any adjustments
<i>Adjustment (score table - only appears 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

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PHA Score Report Screens	
Field	Description
<i>Net Score (score table - only appears when applicable)</i>	PHA's score after any adjustments
<i>Maximum Score (score table - regular column 3)</i>	Maximum number of points available for an indicator
<i>Indicator/PHAS Explanation (score table - regular column 4)</i>	Links to explanation of the indicator scoring methodology
<i>Waived (score table - only appears when applicable)</i>	A column that will <i>only</i> appear on the PHA score table—on the far right— <i>when at least one Subsystem Waiver request has been granted</i> . If multiple Subsystem Waiver requests had been submitted for the PHA, this column shows the final result (Yes or No decision) for each request.
<i>Adjustment Link (score table – in Adjustment column – see above)</i>	Active link that points to a view of the details of the score adjustment value

Table 9: PHA Score Report Page Screen Elements

C-3.1 PHA Score Report - PHA Profile Page

TO UNDERSTAND AND VIEW THE PHA PROFILE PAGE—PLEASE SEE SECTION 6.2.2 ABOVE ...THE FUNCTIONALITY IS THE SAME NO MATTER WHETHER USER ACCESS FROM ASSESSMENT STATUS REPORT OR PHA SCORE REPORT.

C-3.2 PHA Score Report - PHAS Scoring

1. 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.
2. 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.
3. 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 57**

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PHA Score Report for Fiscal Year 2010

PHA Code: TX211
Lockhart PHA Code
Fiscal Year: 2010
Submit

PHA Information
PHA Code: TX211
PHA Name: Lockhart Housing Authority
Fiscal Year End: 09/30/2010

PHAS Score: N/A
Designation Status: N/A
PHAS Status:

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

PHAS Indicator	Original Score	Maximum Score	Indicator/PHAS Explanation
Physical	28	30	Explanation
Financial	N/A	30	Explanation
Management Operations	N/A	30	Explanation
Resident	N/A	10	Explanation
PHAS Total Score	N/A	100	

Last Updated: 04/06/2011

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.

Figure 58: PHA Score Report Showing Maximum Scores per PHAS II Rule

4. 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 59**:

PHA Score Report for Fiscal Year 2011

PHA Code: OK120
Fiscal Year: 2011
Submit

PHA Information
PHA Code: OK120
PHA Name: Housing Authority of the City of Yale
Fiscal Year End: 03/31

PHAS Score: 72
Designation Status: Substandard Management
PHAS Status: Released

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

PHAS Indicator	Original Score	Maximum Score	Indicator/PHAS Explanation
Physical	32	40	Explanation
Financial	25	25	Explanation
Management Operations	10	25	Explanation
Capital Fund	5	10	Explanation
PHAS Total Score	72	100	

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](#) [PHA Score Report](#)

Figure 59: PHA Score Report Showing Maximum Scores per PHAS Interim Rule

C-3.3 PHA Score Report – PHAS Indicator Links and Pages

1. **Physical (PASS) Sub-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 PASS report, depending on which DCD (data collection device) was in use at the time of the inspection.
2. Users will see one type of report for inspections performed (with DCD 2.3) on PHAs with an FYE of 09/30 in the fiscal year 2012—or for any FYE/FY earlier than this.
3. This first type of “Physical 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 59**:

integrated assessment subsystem (nass)
REAL ESTATE ASSESSMENT CENTER
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

reac home | systems menu
July 08, 2013

PHAS Physical Report for Fiscal Year 2012

PHA Information

PHA Code:	MI005	PHA Name:	Pontiac Housing Commission	Fiscal Year End:	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	MI005000003	392363	208	WOODLAND HGTS. APTS.	61b	24.4	Rescore	2012	04/09/2013	03/31/2013	06/14/2013	Troubled
06/29/2012	MI005000002	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 60: Physical Report (PASS) – Inspections for FYE/FY 09/30/2012 or Before

4. Another type of inspection report will be displayed for inspections performed (with DCD 4.0) on PHAs with an FYE of 12/31 in the fiscal year 2012—or for any FYE/FY after that.
5. The second type of “Physical 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 60**.

NASS User Guide (Field Offices)

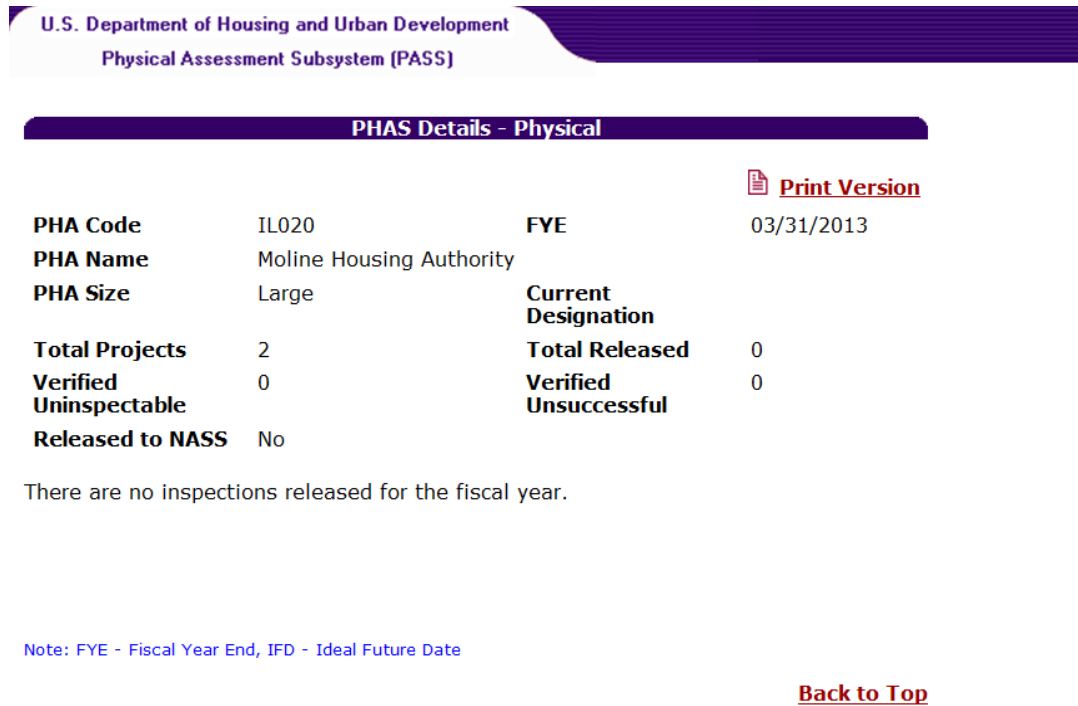



Figure 61: Physical Report (PASS) – Inspections for FYE/FY 12/31/2012 or After

6. **Financial (FASS) Sub-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.
7. Users will see one type of FASS report for a PHA has NOT received an LPF for that year. That first type of “Financial Report”— for a PHA has NOT received an LPF —will look like that shown in **Figure 61**:

NASS User Guide (Field Offices)




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:	Audited/A-133		

Review Score				
7 Items found, displaying all items.1				
Project ID	Project Score	Units	Weighted Value	Score Details
AL054000001	25.00	159	3975.0	EXPAND
AL054000002	25.00	125	3125.0	EXPAND
AL054000003	19.44	214	4160.2	EXPAND
AL054000004	25.00	149	3725.0	EXPAND
Unit Weighted Average Project Score/Financial Condition Indicator Score				23.16 EXPAND
Audit Penalties				-0.50 EXPAND
Financial Condition Indicator Score				22.66
* Note: The project score will equal zero wherever the Total Unit Count for the reporting period equals zero.				
Back to NASS				

Figure 62: Financial Report (FASS) –for a PHA with no LPF Assessed

8. But another type of FASS report will be displayed for a PHA that has received an LPF. That second type of “Financial Report”— for a PHA that does have an LPF—will look like that shown in **Figure 62**:



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 63: Financial Report (FASS) –for a PHA that has had an LPF Assessed

9. **Management (MOPS/MASS) Sub-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.

NASS User Guide (Field Offices)

10. Users will see one type of MASS report for a PHA has NOT received an LPF *for* MASS for that year. That first type of “Management Operations Report”— for a PHA has NOT received an LPF *for* MASS—will look like that shown in **Figure 63**:

The screenshot displays the 'Real Estate Assessment Center Management Operations Subsystem (MASS)' interface. At the top left is the U.S. Department of Housing and Urban Development logo. The title 'Real Estate Assessment Center Management Operations Subsystem (MASS)' is centered at the top. Below the title is a navigation bar with 'Review Submission' and 'Secure Systems' tabs. The 'Review Score' tab is selected. The main content area shows 'Public Housing Authority Information' for PHA Code AL054, Fiscal Year End Date 09/30/2012, PHA Name FLORENCE H/A, and Submission Type Audited/A-133. Below this is a 'Review Score' section with a table of 5 items found. The table has columns for Organization, Score, and Score Details. The items are AL054000001 (18.00), AL054000002 (22.00), AL054000003 (25.00), AL054000004 (25.00), and a Unit Weighted Average Project Score/MASS of 22.70. Each item has an 'EXPAND' link. A 'Back to NASS' link is at the bottom.

Organization	Score	Score Details
AL054000001	18.00	EXPAND
AL054000002	22.00	EXPAND
AL054000003	25.00	EXPAND
AL054000004	25.00	EXPAND
Unit Weighted Average Project Score/MASS	22.70	EXPAND

Figure 64: Management Operations Report (MASS) –no LPF for MASS Assessed

11. But another type of MASS report will be displayed for a PHA that has received an LPF *for* MASS. That second type of “Management Operations Report”— for a PHA that does have an LPF *for* MASS—will look like that shown in **Figure 64**:

The screenshot displays the 'Real Estate Assessment Center Management Operations Subsystem (MASS)' interface. At the top left is the U.S. Department of Housing and Urban Development logo. The title 'Real Estate Assessment Center Management Operations Subsystem (MASS)' is centered at the top. Below the title is a navigation bar with 'Review Submission' and 'Secure Systems' tabs. The 'Review Score' tab is selected. The main content area shows 'Public Housing Authority Information' for PHA Code TX170, Fiscal Year End Date 03/31/2014, PHA Name Housing Authority of Rising Star, and Submission Type Late Presumptive Failure. Below this is a 'Review Score' section with the text 'Nothing found to display.' and a 'Back to NASS' link at the bottom.

Figure 65: Management Operations Report (MASS) –LPF for MASS has been Assessed

C-3.4 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. 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.”

Integrated Assessment SubSystem
REAC Home Systems Menu

Individual Reports Administrative Request

PHA Score Report for Fiscal Year 2011

PHA Code: Fiscal Year: Submit

PHA Information
PHA Code: MO073 PHA Name: Lawson Housing Authority Fiscal Year End: 03/31

PHAS Score: 98 **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
<u>Physical</u>	38	40	Explanation
<u>Financial</u>	25	25	Explanation
<u>Management Operations</u>	25	25	Explanation
Capital Fund	10	10	Explanation
PHAS Total Score	98	100	

The scores in RED and ITALICS have been invalidated.

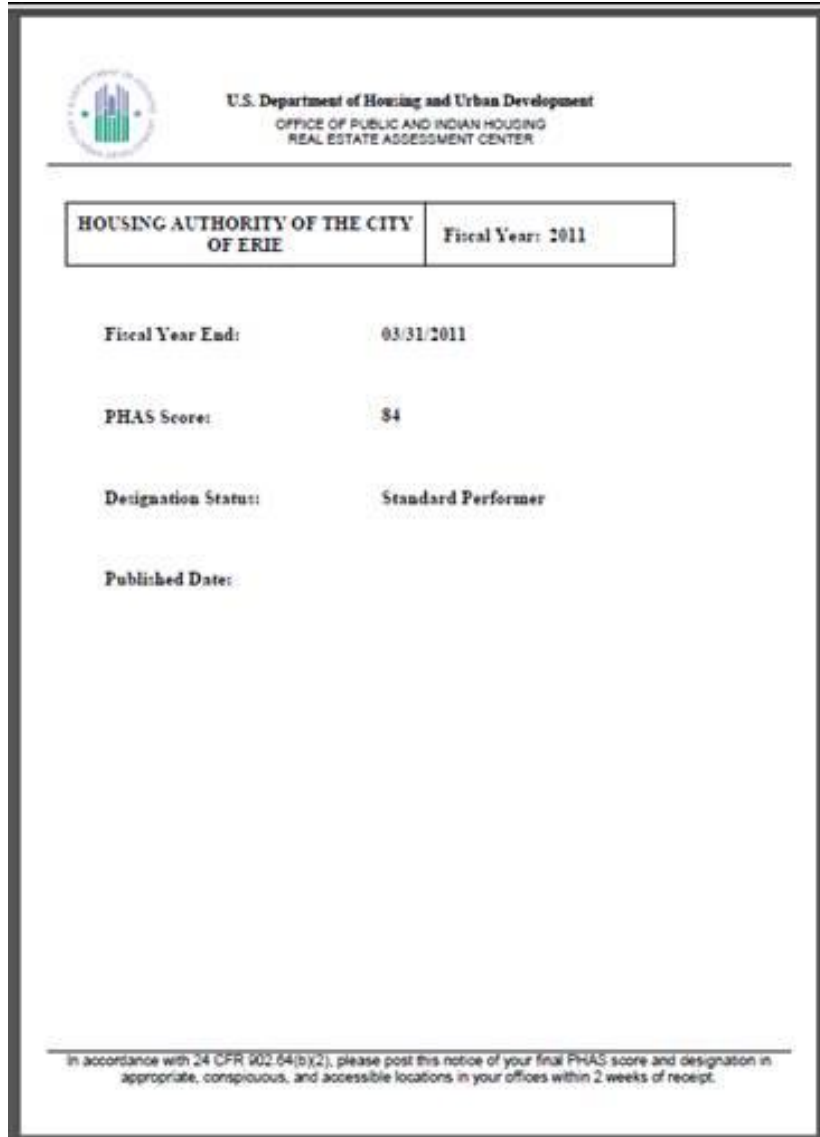
The sum of the indicators as displayed may not equal the composite PHAS score shown due to rounding.

[PHA Score Report for Posting](#) [PHAS Score Report](#)

Figure 66: PDF Reports Available on PHA Score Report Page

1. The **PHA Score Report for Posting** PDF is shown in **Figure 66**. 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 (Field Offices)



The image shows a PDF report titled 'PHA Score Report for Posting PDF'. At the top left is the U.S. Department of Housing and Urban Development logo. To its right, the text reads: 'U.S. Department of Housing and Urban Development', 'OFFICE OF PUBLIC AND INDIAN HOUSING', and 'REAL ESTATE ASSESSMENT CENTER'. Below this is a horizontal line. Under the line is a table with two columns. The first column contains 'HOUSING AUTHORITY OF THE CITY OF ERIE' and the second column contains 'Fiscal Year: 2011'. Below the table are four rows of text: 'Fiscal Year End: 03/31/2011', 'PHAS Score: 84', 'Designation Status: Standard Performer', and 'Published Date:'. At the bottom of the page, there is a small text block: 'In accordance with 24 CFR 902.54(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.'

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 902.54(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 67: The PHA Score Report for Posting PDF

2. The **PHAS Score Report PDF** is shown in **Figure 67**. 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 (Field Offices)



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:

SC001

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	
PHAS Total Score	82	100
Designation Status:	Standard Performer	
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		
Total Financial Score Unrounded (FASS Score - Audit Penalties)	23.37	25.00

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
Total Capital Fund Score (Fund Obligation + Occupancy Rate):	0	10

Notes:
1. 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.
2. Due to rounding, the sum of the PHAS Indicator scores may not equal the overall PHAS score.
3. "0" FASS Score indicates a late presumptive failure. See 902.60 and 902.92 of the Interim PHAS rule.
4. "0" Total Capital Fund Score is due to score of "0" for Timeliness of Fund Obligation. See the Capital Fund Scoring Notice.
5. PHAS Interim Rule website - <http://www.hud.gov/offices/reac/products/prodphasinterimrule.cfm>

Figure 68: PHAS Score Report PDF

C-3.5 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 68**—that when clicked on, displays a Release History page.

NASS User Guide (Field Offices)

PHA Score Report for Fiscal Year 2011

PHA Code: Fiscal Year:

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
Physical	39	40	Explanation
Financial	23	25	Explanation
Management Operations	23	25	Explanation
Capital Fund	10	10	Explanation
PHAS Total Score	95	100	

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 69: 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 69**—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
------------------	-------	------------------	------------------------------	-------------------------	-------

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

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

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

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

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

Figure 70: Release History Page accessible from the Release History Link

D. NASS DECISIONS (WORKLOAD MANAGEMENT)—for FIELD OFFICES

Now, as of July 2013, users having the security role of “FOU” in NASS and “PIC” role in PIC Inventory module shall be able to provide their recommendations (consisting of comments and/or additional uploaded file attachments) for various PHA requests submitted to REAC.

NOTE: In the **Workload Management module** of NASS, users can contribute recommendations—**only for the PHAs the Field Office is assigned—to seven (7)** different types of NASS Decisions: Extensions (Extend Due Date for FASS Unaudited); Waivers (Extend Due Date for FASS Audited); Subsystem Waivers; Appeals; Petitions; Project Based Waiver; and General Response.

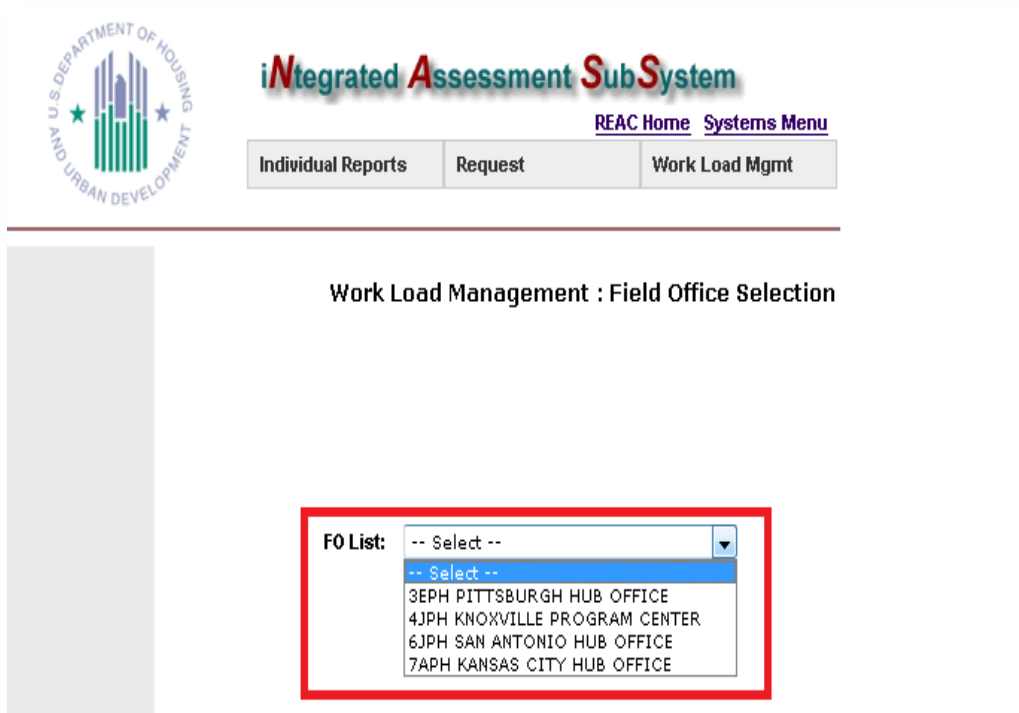
1. To begin... user selects the **Workload Management module** option off of the **NASS main menu**, to proceed to the Field Office Selection Page.



Figure 71: Selecting Workload Management from NASS Main Menu

2. Next, at the **Field Office Selection Page**, user clicks on the **down arrow** to the right of ‘FO List’ – in the center of the page – and makes a selection (from the drop-down list) of one of the Field Offices that are assigned to the user’s Program Office.

NASS User Guide (Field Offices)



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

iNtegrated Assessment SubSystem

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

Individual Reports Request Work Load Mgmt

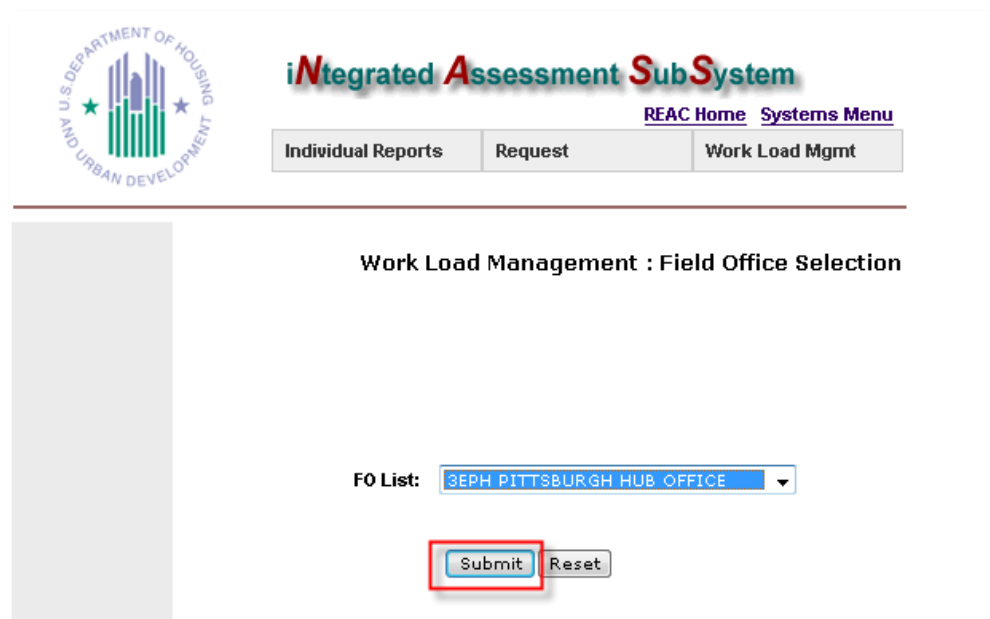
Work Load Management : Field Office Selection

FO List: -- Select --

- Select --
- 3EPH PITTSBURGH HUB OFFICE
- 4JPH KNOXVILLE PROGRAM CENTER
- 6JPH SAN ANTONIO HUB OFFICE
- 7APH KANSAS CITY HUB OFFICE

Figure 72: Workload Management: Field Office Selection Page

- Once the user has selected a Field Office, the user clicks on the **Submit button** to proceed to the **Workload Management Decision Type Selection Page**, where (INSTRUCTIONS START – NEXT PAGE) the user will be presented with a list of active links to Requests—only those that are open and pending a decision—of PHAs in the particular Field Office selected by the user.



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

iNtegrated Assessment SubSystem

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

Individual Reports Request Work Load Mgmt

Work Load Management : Field Office Selection

FO List: 3EPH PITTSBURGH HUB OFFICE

Submit Reset

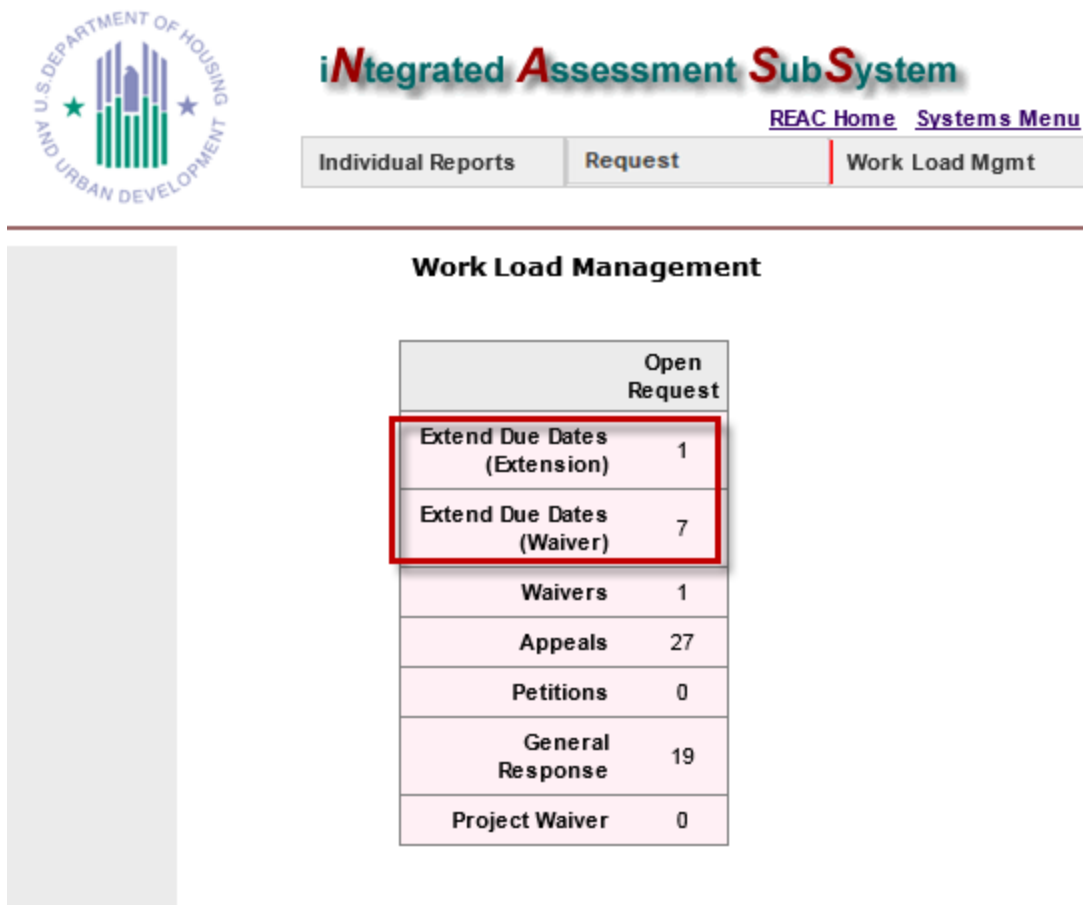
Figure 73: Workload Management: Field Office Selection Page continued...

D-1. Workload Management – Extend Due Date (Extensions or Waivers)

AT THE WORKLOAD MANAGEMENT – DECISION TYPE SELECTION PAGE, WHEN HUD FO USER WANTS TO MAKE A RECOMMENDATION TO AN EXTEND DUE DATE DECISION (FOR FASS AUDITED, OR WAIVER)...

NOTE: For all **Decisions** regarding **Extensions (Extend Due Date for FASS Unaudited)**, **Waivers (Extend Due Date for FASS Audited)**, and **Subsystem Waivers**, users ARE ENCOURAGED to perform these **FOUR (4) ACTIONS**: 1-choice from recommendation drop-down list; 2-comments date; 3-comments; and 4-upload a file attachment.

1. User clicks on the **link for Extend Due Dates (Extension or Waiver)** in the menu of open decision links.



iNtegrated Assessment SubSystem

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

Individual Reports | Request | Work Load Mgmt

Work Load Management

	Open Request
Extend Due Dates (Extension)	1
Extend Due Dates (Waiver)	7
Waivers	1
Appeals	27
Petitions	0
General Response	19
Project Waiver	0

Figure 74: Selecting Extend Due Date (Extension or Waiver)

2. On the **View Request Status - Decision List Page** which is displayed next, user sees a **list of open/pending Decisions**, all of the same Decision type user has chosen to view, for the selected PHA. By clicking on the PHA Code link in the far left column of the list row. User can open the Decision Details Page for that particular Decision.

NASS User Guide (Field Offices)

Open Extend Due Dates(Waiver) Decision							
PHA Code	PHA Name	FYE	Sub System	Request Date	Due Date	Requested Days	Status
PA013	HOUSING AUTHORITY OF THE CITY OF ERIE	03/31/2013	FASS Audited	06/14/2013	12/31/2013	30	SUBMITTED

Figure 75: Workload Management - Decision List Page (Extension or Waiver)

3. User now happens to be viewing the **Decision Details Page**—which is displayed next—for a Waiver Decision (or an Extension Decision), the page in which user can perform these FOUR (4) ACTIONS: 1- choice from recommendation drop-down list; 2-comments date; 3-comments; and 4-upload a file attachment.

Decision: Extend Due Dates (Waiver)			
PHA Code:	PA013	PHA Name:	HOUSING AUTHORITY OF THE CITY OF ERIE
FYE:	03/31/2013	Sub System:	FASS Audited
Initial Due Date :	12/31/2013	Approved Days :	0
Requested Days :	30	Requested Due Date :	01/30/2014
Due Date :	12/31/2013	Status :	SUBMITTED
Field Office Information Details			
Received By NASS :	06/14/2013	FO Recommendation Date :	06/14/2013
		FO Recommended Decision :	Approved
* FO Comments :	test		
Upload Attachment View Attachment			
<input type="button" value="Submit"/> <input type="button" value="Reset"/>			

Figure 76: Decision (Extension or Waiver) - Details Page

4. Users can view the files that they or other users have uploaded by clicking on the **View Attachment link** just below the Comments field on the **Decision Details Page**; users will then see the **View File Attachment Pop-up Window** which has links for each file that has been uploaded. After viewing the files the user wishes to view, the user clicks the **Close** button on the pop-up window to leave that screen.

NASS User Guide (Field Offices)

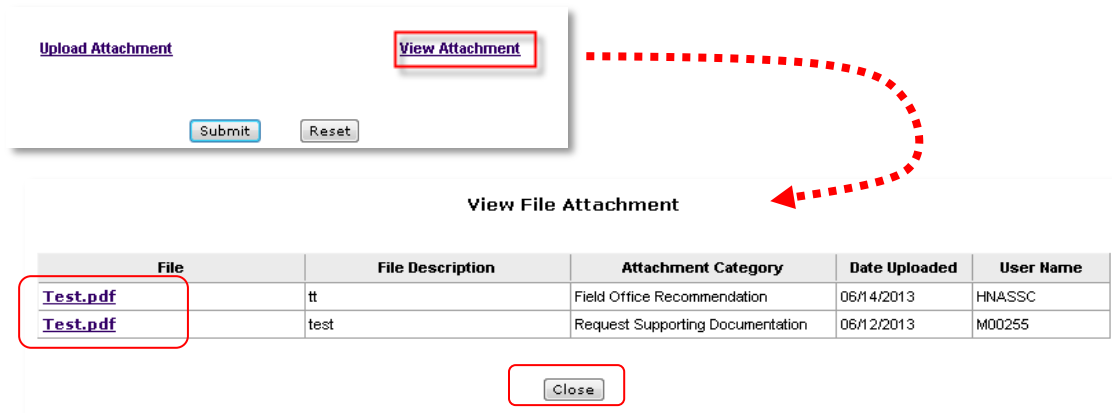


Figure 77: View Attachment Link Brings Up Pop-Up Window

5. Users can upload files by clicking on the **Upload Attachment** link just below the Comments field on the **Decision Details Page**; users will then see the **Upload File Attachment pop-up window**. user proceeds with the file upload by browsing to and selecting the file to upload; entering the mandatory File Description (e.g., a description of the file's contents) into the **File Description** field; and clicking on the **Submit** button.

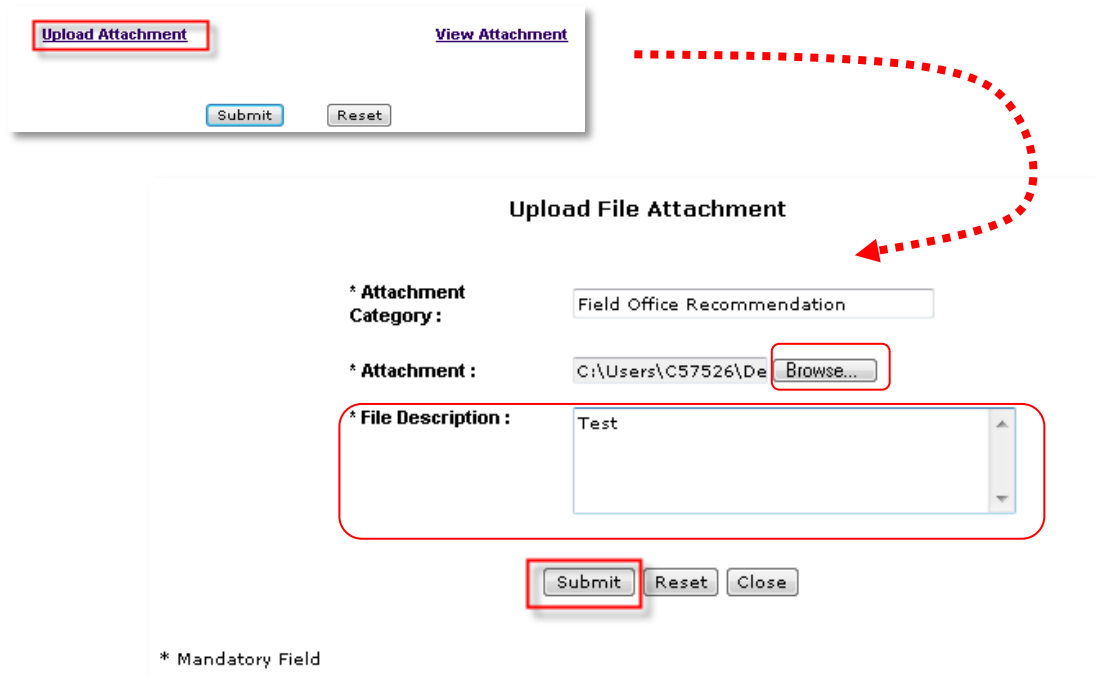
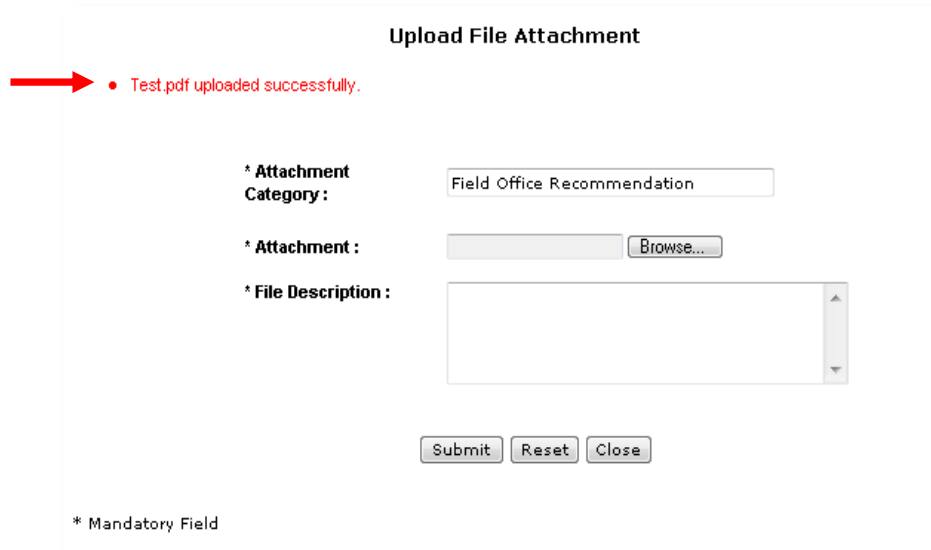


Figure 78: Upload Attachment Link Brings Up Pop-Up Window

6. Next, User sees a **confirmation message** on successful file attachment; and user clicks the **Close** button to leave that screen.

NASS User Guide (Field Offices)



Upload File Attachment

• Test.pdf uploaded successfully.

* Attachment Category: Field Office Recommendation

* Attachment: Browse...

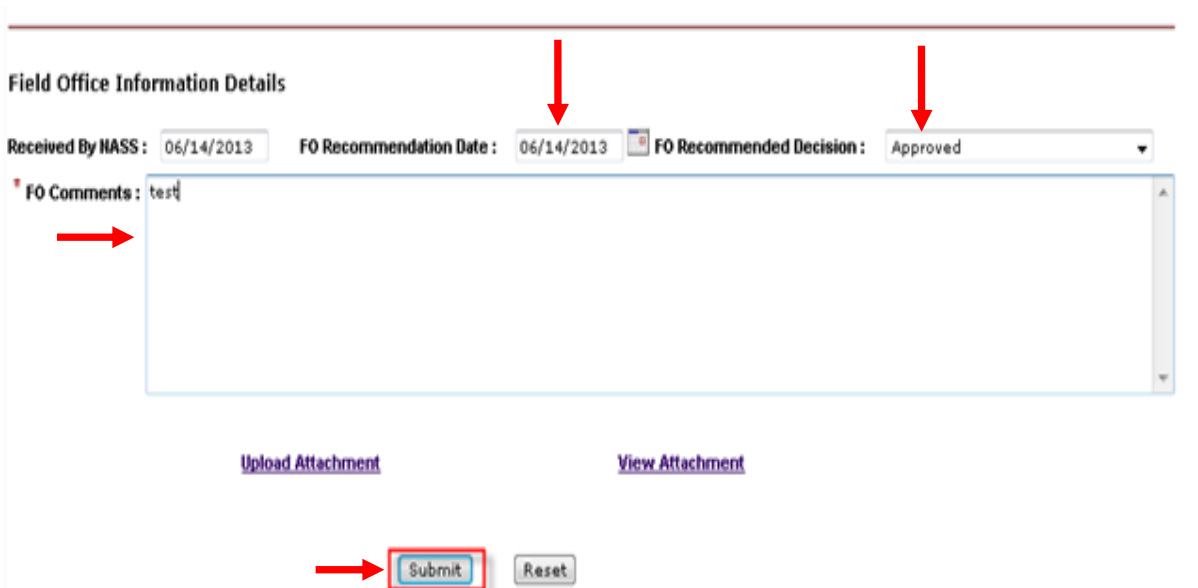
* File Description:

Submit Reset Close

* Mandatory Field

Figure 79: Upload File Attachment Pop-Up Window Displays Confirmation Message

7. User has the ability to make a selection from the **FO Recommendation Decision** drop-down list, enter comments in the **FO Comments** text field, enter the date of the recommendation/comments in the **FO Recommendation Date** field, and click on the **Submit** button.



Field Office Information Details

Received By NASS: 06/14/2013 FO Recommendation Date: 06/14/2013 FO Recommended Decision: Approved

* FO Comments: test

Upload Attachment View Attachment

Submit Reset

Figure 80: FO User Actions on Decision (Waiver) - Details Page

8. Finally, user will receive a **confirmation message** for the **FO Recommendation** just made for the Decision, which concludes the FO Recommendation process.

NASS User Guide (Field Offices)

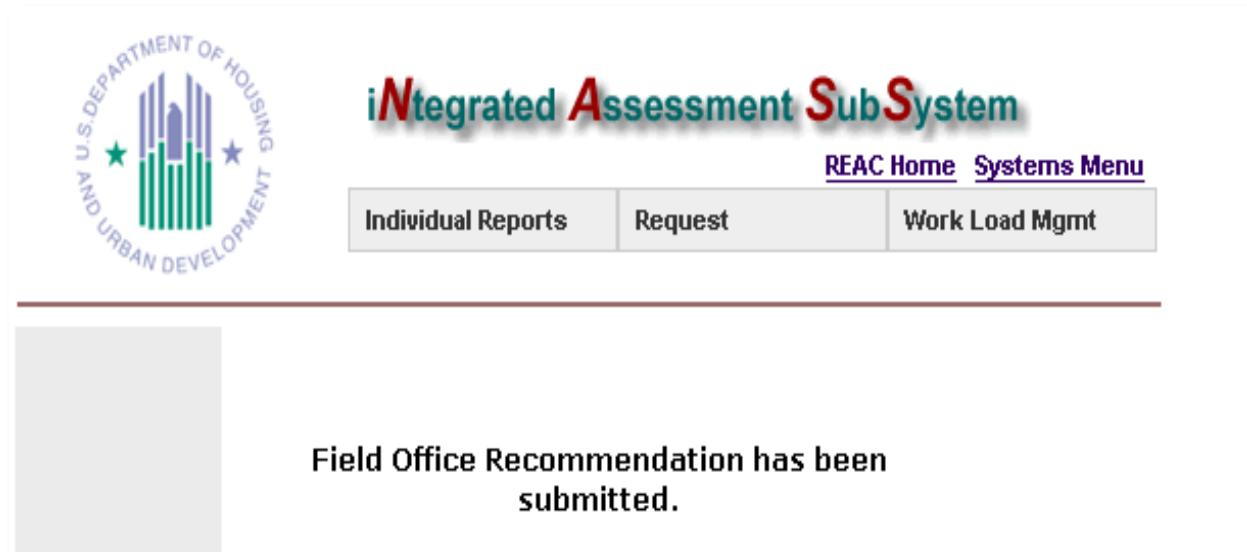


Figure 81: FO Recommendation Confirmation Message

The screen elements on the Extend Due Dates Decisions screens and the actions they perform are explained in the table below:

<i>Extend Due Date – Extension or Waiver Decisions Screens</i>	
FIELD	ACTION
<i>Work Load Management</i>	For Field Office user to make a recommendation concerning a decision for an open Request
<i>Open Extend Due date Extension</i>	Displays all Open Request for Extending Due date of Financial Unaudited submissions (Extension) requested by the PHA user or HUD user
<i>Open Extend Due Date waiver</i>	Displays all Open Request for Extending Due date of Financial Audited submissions (Waiver) requested by the PHA user or HUD user.
<i>Requested days</i>	Number of days of waiver that PHA requested
<i>Approved days</i>	Number of waiver days approved by NASS Program Manager
<i>Action</i>	Criteria of making a final decision which could be Approved, Cancelled, Responded or Rejected
<i>Comments</i>	Enter reason/details for a Field Office recommendation
<i>Submit</i>	To submit the Field Office recommendation
<i>Reset</i>	To clear the data entered by FO user
<i>FO Recommendation Date</i>	Date Field Office recommendation comments were entered by FO user
<i>FO Recommendation Decision</i>	Drop-down list box from which to select a particular FO-recommended decision
<i>Upload Attachment</i>	The user can Upload any additional documents
<i>View Attachment</i>	The User can view uploaded Document
<i>History table</i>	System displays all the history of the Appeal.

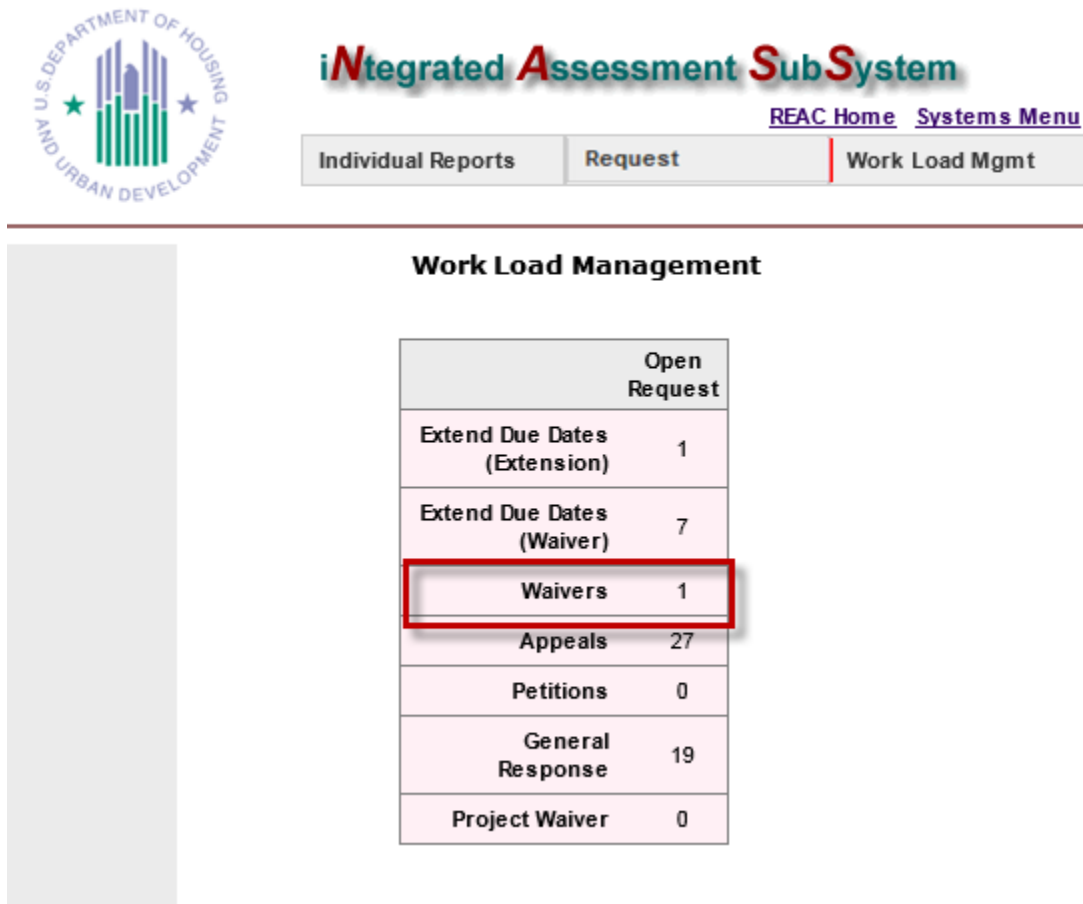
Table 10: Decision Details – Extensions/Waivers Screen Elements

D-2. Workload Management – Subsystem Waivers

AT THE WORKLOAD MANAGEMENT – DECISION TYPE SELECTION PAGE, WHEN HUD FO USER WANTS TO MAKE A RECOMMENDATION TO SUBSYSTEM WAIVER DECISION ...

NOTE: For all **Decisions** regarding **Extensions (Extend Due Date for FASS Unaudited)**, **Waivers (Extend Due Date for FASS Audited)**, and **Subsystem Waivers**, users ARE ENCOURAGED to perform these **FOUR (4) ACTIONS**: 1-choice from recommendation drop-down list; 2-comments date; 3-comments; and 4-upload a file attachment.

1. User clicks on the **link for Waivers** (i.e., *Subsystem Waivers*) in the menu of open decision links.



The screenshot displays the 'iNtegrated Assessment SubSystem' interface. On the left is the U.S. Department of Housing and Urban Development logo. The top navigation bar includes 'REAC Home' and 'Systems Menu'. Below this is a menu with 'Individual Reports', 'Request', and 'Work Load Mgmt'. The 'Work Load Management' section features a table of open requests. The 'Waivers' row is highlighted with a red border.

	Open Request
Extend Due Dates (Extension)	1
Extend Due Dates (Waiver)	7
Waivers	1
Appeals	27
Petitions	0
General Response	19
Project Waiver	0

Figure 82: Selecting Subsystem Waiver

2. On the **View Request Status - Decision List Page** which is displayed next, user sees a **list of open/pending Decisions**, all of the same Decision type user has chosen to view, for the selected PHA. By clicking on the PHA Code link in the far left column of the list row. User can open the Decision Details Page for that particular Decision

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Open Waiver Requests					
PHA Code	PHA Name	FYE	Sub System	Request Date	Status
PA013	HOUSING AUTHORITY OF THE CITY OF ERIE	03/31/2015	PASS	06/12/2013	In-Progress

Figure 83: Workload Management - Decision List Page (Subsystem Waiver)

3. User now happens to be viewing the **Decision Details Page**—which is displayed next—for a Subsystem Waiver Decision, the page in which user can perform these FOUR (4) ACTIONS: 1-choice from recommendation drop-down list; 2-comments date; 3-comments; and 4-upload a file attachment.

PHA Code : PA013 PHA Name : [HOUSING AUTHORITY OF THE CITY OF ERIE](#) Status : In-Progress
 FYE : 03/31/2015 Sub System : PASS

Field Office Information Details

Received By NASS : 06/12/2013 FO Recommendation Date : 06/12/2013 FO Recommended Decision : Approved

* FO Comments : test

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

Waivers - History

Request ID	Event Date	User Name	Status	Sub System	Comments
196951	06/12/2013	M00255	Submitted	PASS	Test

* Mandatory Field

Figure 84: Decision (Subsystem Waiver) - Details Page

TO MAKE A RECOMMENDATION TO A SUBSYSTEM WAIVER DECISION—WHICH MAY INCLUDE RECORDING COMMENTS, VIEWING AND/OR UPLOADING FILE ATTACHMENTS AT THE DECISION DETAILS PAGE—REPEAT STEPS 4-8, IN SECTION 7.1 ABOVE ...

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

Subsystem Waiver Decisions Screens	
FIELD	ACTION
Work Load Management	For Field Office user to make a recommendation concerning a decision for an open Request
Open Waiver	Displays all Open Request to Waive Subsystem submission (Subsystem

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<i>Subsystem Waiver Decisions Screens</i>	
FIELD	ACTION
	Waiver) requested by the PHA user or HUD user.
<i>Action</i>	Criteria of making a final decision which could be Approved, Cancelled, Responded or Rejected
<i>Approve date</i>	Date approved by the NASS manager
<i>Status</i>	Current Status of Open Request for Extension, Waiver, and Subsystem Waiver
<i>Comments</i>	Enter reason/details for a Field Office recommendation
<i>Submit</i>	To submit the Field Office recommendation
<i>Reset</i>	To clear the data entered by FO user
<i>FO Recommendation Date</i>	Date Field Office recommendation comments were entered by FO user
<i>FO Recommendation Decision</i>	Drop-down list box from which to select a particular FO-recommended decision
<i>Upload Attachment</i>	The user can Upload any additional documents
<i>View Attachment</i>	The User can view uploaded Document
<i>History table</i>	System displays all the history of the Appeal.

Table 11: Decision Details – Subsystem Waivers Screen Elements


D-3. Workload Management – Appeals or Petitions

AT THE WORKLOAD MANAGEMENT – DECISION TYPE SELECTION PAGE, WHEN HUD FO USER WANTS TO CONTRIBUTE TO A DECISION REGARDING AN APPEAL OR A PETITION DECISION ...

NOTE: For all **Decisions regarding Appeals and Petitions**, users ARE ALLOWED to perform these THREE (3) ACTIONS: 1-comments date; 2-comments; and 3-upload a file attachment.

1. User clicks on the **link for Appeals** (or Petitions) in the menu of open decision links.

NASS User Guide (Field Offices)



iNtegrated Assessment SubSystem

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

Individual Reports | **Request** | Work Load Mgmt

Work Load Management

	Open Request
Extend Due Dates (Extension)	1
Extend Due Dates (Waiver)	7
Waivers	1
Appeals	27
Petitions	0
General Response	19
Project Waiver	0

Figure 85: Selecting Appeals or Petitions

- On the **View Request Status - Decision List Page** which is displayed next, user sees a **list of open/pending Decisions**, all of the same Decision type user has chosen to view, for the selected PHA. By clicking on the PHA Code link in the far left column of the list row. User can open the Decision Details Page for that particular Decision

OPEN APPEAL REQUEST					
PHA Code	PHA Name	FYE	SubSystem	Request Date	Status
PA013	HOUSING AUTHORITY OF THE CITY OF ERIE	03/31/2013	MASS	06/12/2013	Reviewed

Figure 86: Workload Management - Decision List Page (Appeals or Petitions)

- User now happens to be viewing the **Decision Details Page**—which is displayed next—for an Appeal or a Petition Decision, the page in which user can perform these THREE (3) ACTIONS: 1-comments date; 2-comments; and 3-upload a file attachment.

Appeal Decision

PHA Code :	PA013	PHA Name :	HOUSING AUTHORITY OF THE CITY OF ERIE	Status :	Reviewed
FYE :	03/31/2013	Sub System :	MASS		Single PHA Report PHA Score Report

Field Office Information Details

Received By NASS :	06/12/2013	FO Recommendation Date :	06/12/2013	
---------------------------	------------	---------------------------------	------------	--

*** FO Comments :** test

[Upload Attachment](#)

[View Attachment](#)

Submit

Reset

Figure 87: Decision (Appeals or Petitions) - Details Page

TO CONTRIBUTE TO AN APPEAL OR A PETITION DECISION—WHICH MAY INCLUDE RECORDING COMMENTS, VIEWING AND/OR UPLOADING FILE ATTACHMENTS AT THE DECISION DETAILS PAGE—REPEAT STEPS 4-8, IN SECTION 7.1 ABOVE ...

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

Appeals or Petitions Decisions Screens	
FIELD	ACTION
Work Load Management	For Field Office user to make a recommendation concerning a decision for an open Request
Open Appeal/Petition	Displays all Open Request for Appeals/Petitions requested by the PHA user or HUD user.
PHA Code	PHA Code that corresponds to the PHAS Appeals decision.
Receive By NASS	Date Request was received
Action	Selection from the drop down list
Comments	Enter reason/details for a Field Office recommendation
Comments	The user can write comments in the comments text box.
Submit	To submit the Field Office recommendation
Reset	To clear the data entered by FO user
FO Recommendation Date	Date Field Office recommendation comments were entered by FO user
Upload Attachment	The user can Upload any additional documents
View Attachment	The User can view uploaded Document
History table	System displays all the history of the Appeal.

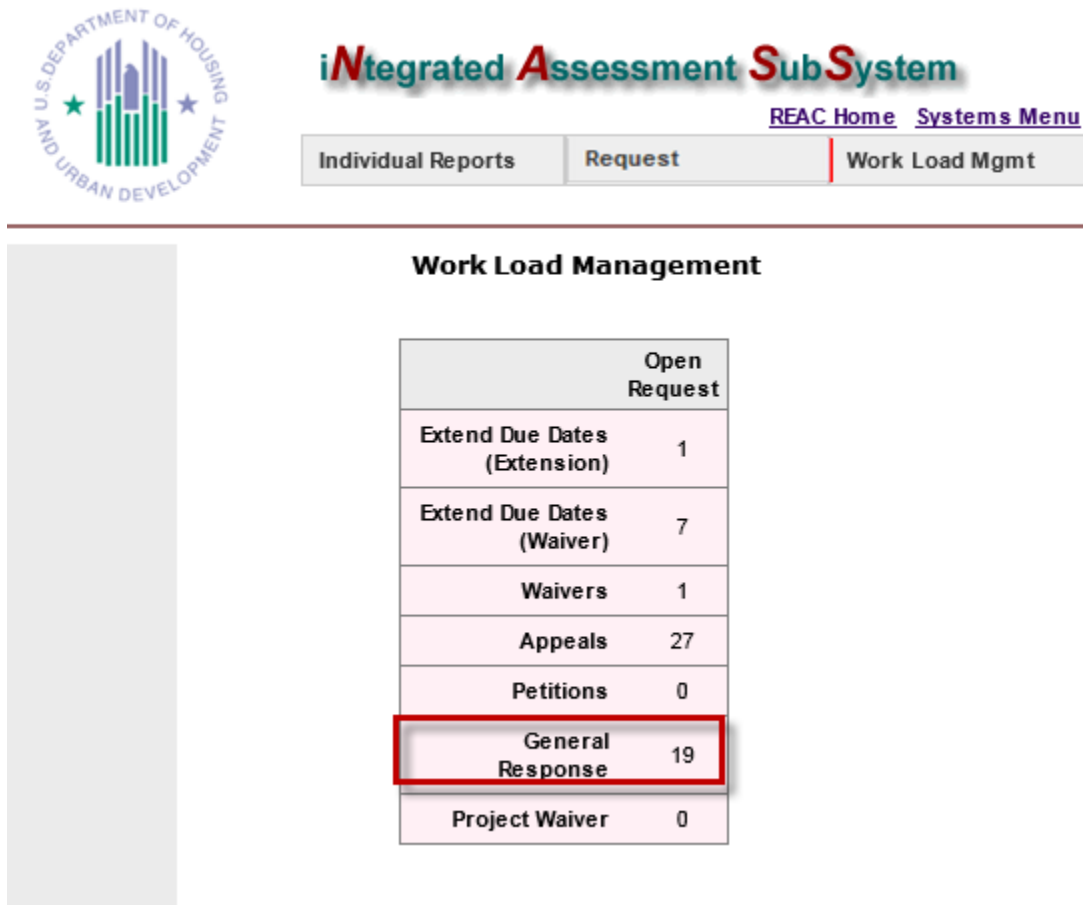
Table 12: Decision Details – Appeals/Petitions Screen Elements

D-4. Workload Management – General Response

AT THE WORKLOAD MANAGEMENT – DECISION TYPE SELECTION PAGE, WHEN HUD FO USER WANTS TO CONTRIBUTE TO A DECISION REGARDING A GENERAL RESPONSE DECISION ...

NOTE: For all **Decisions** regarding **General Responses**, users ARE ALLOWED to perform these THREE (3) ACTIONS: 1-comments date; 2-comments; and 3-upload a file attachment.

1. User clicks on the **link for General Response** in the menu of open decision links.



The screenshot displays the 'iNtegrated Assessment SubSystem' interface. On the left is the U.S. Department of Housing and Urban Development logo. The top navigation bar includes 'REAC Home' and 'Systems Menu'. Below this is a menu with 'Individual Reports', 'Request', and 'Work Load Mgmt'. The 'Work Load Management' section features a table of open requests. The 'General Response' row is highlighted with a red border.

	Open Request
Extend Due Dates (Extension)	1
Extend Due Dates (Waiver)	7
Waivers	1
Appeals	27
Petitions	0
General Response	19
Project Waiver	0

Figure 88: Selecting General Response

2. On the **View Request Status - Decision List Page** which is displayed next, user sees **a list of open/pending Decisions**, all of the same Decision type user has chosen to view, for the selected PHA. By clicking on the PHA Code link in the far left column of the list row. User can open the Decision Details Page for that particular Decision.

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OPEN GENERAL RESPONSE REQUEST			
PHA Code	PHA Name	Request Date	Status
 VT005	Barre Housing Authority	8/21/12	SUBMITTED

Figure 89: Workload Management - Decision List Page (General Response)

3. User now happens to be viewing the **Decision Details Page**—which is displayed next—for a General Response Decision, the page in which user can perform these THREE (3) ACTIONS: 1-comments date; 2-comments; and 3-upload a file attachment.

PHA Code :	PA013	PHA Name :	HOUSING AUTHORITY OF THE CITY OF ERIE	Status :	Reviewed
FYE :	03/31/2013	Sub System :	MASS		Single PHA Report
					PHA Score Report

Field Office Information Details

Received By NASS :	06/12/2013	FO Recommendation Date :	06/12/2013 
--------------------	------------	--------------------------	--

* FO Comments : test

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

Figure 90: Decision (General Response) - Details Page

TO CONTRIBUTE TO A GENERAL RESPONSE DECISION—WHICH MAY INCLUDE RECORDING COMMENTS, VIEWING AND/OR UPLOADING FILE ATTACHMENTS AT THE DECISION DETAILS PAGE—REPEAT STEPS 4-8, IN SECTION 7.1 ABOVE ...

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

General Response Decisions Screens	
FIELD	ACTION
Work Load Management	For Field Office user to make a recommendation concerning a decision for an open Request
Open General Response Requests	Displays all Open General Response requests made by the PHA user or HUD user.
PHA Code	PHA Code that corresponds to the PHAS Appeals decision.
Comments	Enter reason/details for a Field Office recommendation
Submit	To submit the Field Office recommendation
Reset	To clear the data entered by FO user

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General Response Decisions Screens	
FIELD	ACTION
FO Recommendation Date	Date Field Office recommendation comments were entered by FO user
Upload Attachment	The user can Upload any additional documents
View Attachment	The User can view uploaded Document
History table	System displays all the history of the Appeal.

Table 13: Decision Details – General Response Screen Elements

D-5. Workload Management – Project Based Waiver

AT THE WORKLOAD MANAGEMENT – DECISION TYPE SELECTION PAGE, WHEN HUD FO USER WANTS TO CONTRIBUTE TO A DECISION REGARDING AN PROJECT BASED WAIVER DECISION ...

NOTE: For all **Decisions regarding Project Based Waiver**, users ARE ALLOWED to perform these THREE (3) ACTIONS: 1-provide recommendation; 2-enter comments; and 3-upload a file attachment.

1. **FO** user having security role of “**FOU**” will have the ability to view Work Load Management Tab.

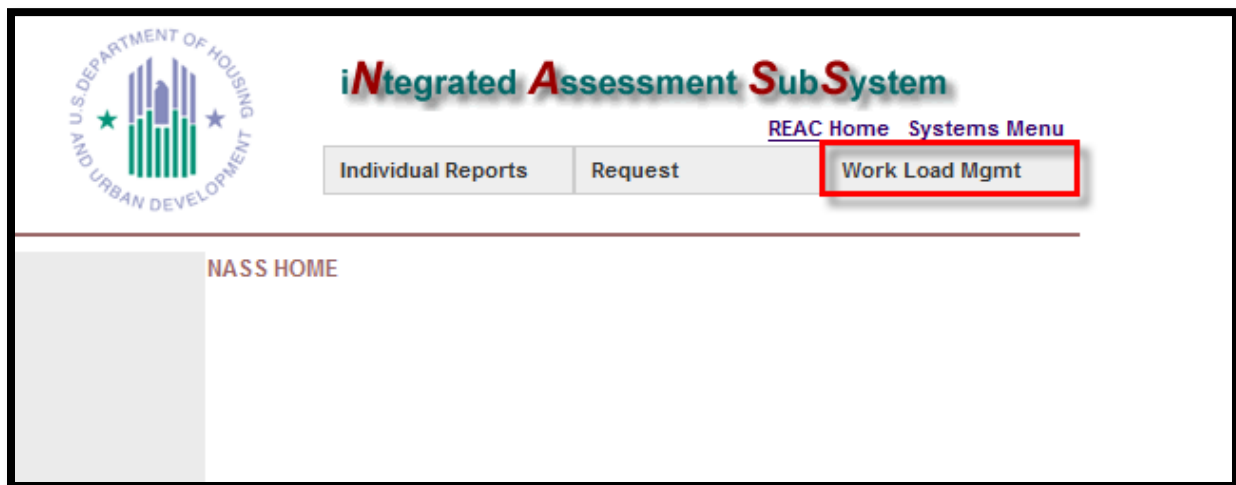


Figure 91: NASS Main Menu – Work Load Mgmt Tab

2. **Field Office Selection** will be displayed when user clicks on the Workload Management tab option. User will select the associated Field Office from the list to view project based waiver for a PHA.

NASS User Guide (Field Offices)

The screenshot shows the 'iNtegrated Assessment SubSystem' interface. At the top left is the U.S. Department of Housing and Urban Development logo. To the right of the logo is the system title 'iNtegrated Assessment SubSystem' in a stylized font. Below the title are two links: 'REAC Home' and 'Systems Menu'. A navigation bar contains three buttons: 'Individual Reports', 'Request', and 'Work Load Mgmt'. The 'Work Load Mgmt' button is selected. Below the navigation bar, the page title is 'Work Load Management : Field Office Selection'. On the left is a grey sidebar. The main content area shows a label 'FO List:' followed by a dropdown menu. The dropdown menu is open, showing the following options: '-- Select --', '4DPH MIAMI HUB OFFICE' (highlighted in blue), '4KPH MEMPHIS HUB OFFICE', and '6APH FORT WORTH HUB OFFICE'. Below the dropdown are two buttons: 'Submit' and 'Reset'.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

iNtegrated Assessment SubSystem

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

Individual Reports Request Work Load Mgmt

Work Load Management : Field Office Selection

FO List: -- Select --
4DPH MIAMI HUB OFFICE
4KPH MEMPHIS HUB OFFICE
6APH FORT WORTH HUB OFFICE

Submit Reset

Figure 92: Work Load Mgmt - FO Selection

3. User clicks on the link for Project [Based] Waiver in the menu of open decision links..

The screenshot shows the 'iNtegrated Assessment SubSystem' interface. At the top left is the U.S. Department of Housing and Urban Development logo. To the right of the logo is the system title 'iNtegrated Assessment SubSystem' in a stylized font. Below the title are two links: 'REAC Home' and 'Systems Menu'. A navigation bar contains three buttons: 'Individual Reports', 'Request', and 'Work Load Mgmt'. The 'Work Load Mgmt' button is selected. Below the navigation bar, the page title is 'Work Load Management'. On the left is a grey sidebar. The main content area shows a table with the following data:

	Open Request
Extend Due Dates (Extension)	0
Extend Due Dates (Waiver)	0
Waivers	0
Appeals	0
Petitions	0
General Response	0
Project Waiver	5

Figure 93: Work Load Mgmt - Open Project Based Waiver Link

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4. User will view all the Open Project [Based] Waiver requests for the selected Field office. Click on the **Request ID** 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. Below the logo, there are navigation links: 'REAC Home' and 'Systems Menu'. A menu bar contains 'Individual Reports', 'Request', and 'Work Load Mgmt'. The main heading is 'Open Project Waiver Decision'. Below this, it says '3 items found, displaying all items. 1'. A table lists the requests:

Request Id	PHA	PHA Name	FYE	Sub System	Request Date	Request Status	Project Count
306783	FL003	TAMPA HOUSING AUTHORITY	03/31/2014	PASS	09/10/2014	Review In-Progress	2
306718	FL003	TAMPA HOUSING AUTHORITY	03/31/2014	PASS	09/04/2014	Submitted	3
310419	FL005	MIAMI DADE PUBLIC HOUSING AND COMMUNITY DEV	09/30/2014	PASS	09/17/2014	Submitted	2

Below the table is a 'Back' button.

Figure 94: Project Based Waiver – FO Open Requests

5. User will view the Decision page for Project Based Waiver for the selected request. User will select one or more project and click on **Make Recommendation** button to provide recommendation for project based waiver request.

The screenshot shows the 'Decision : Project Based Waiver' page. It displays details for Request # 310419, No. of Projects: 2, FYE: 09/30/2014, PHA Code: FL005, PHA Name: MIAMI DADE PUBLIC HOUSING AND COMMUNITY DEV, Status: Submitted, Requested Date: 09/17/2014, and Subsystem: PASS. There is a text area for 'Requested Comments' with the word 'test' entered. A link for 'Additional Comments' is available. Below this is a 'Project List' table:

Select	Project-ID	Inspection Status	IFD	FO Recommendation	SS Recommendation	REAC Recommendation	REAC Recommendation Date	Final Decision	Final Decision Date
<input type="checkbox"/>	FL005000001	Not Ordered							
<input checked="" type="checkbox"/>	FL005000002	Not Ordered							

Below the table is a 'Make Recommendation' button.

Figure 95: Project Based Waiver – FO Select Project

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6. User will view the page that will allow them to make recommendation. Select Recommendation from **FO Recommendation selection list**, Recommendation date from **Calendar** icon and click on **OK** button

Decision : Project Based Waiver

Request # : 310419 No. of Projects : 2 FYE : 09/30/2014
PHA Code : FL005 PHA Name: [MIAMI DADE PUBLIC HOUSING AND COMMUNITY DEV](#) Status : Submitted
Requested Date : 09/17/2014 Subsystem : PASS
Requested Comments : [Additional Comments](#)

Project List								
One item found.1								
Project-ID	Inspection Status	IFD	FO Recommendation	SS Recommendation	REAC Recommendation	REAC Recommendation Date	Final Decision	Final Decision Date
FL005000002	Not Ordered							

FO Recommendation : FO Recommendation Date :

Figure 96: Project Based Waiver – FO Project List & Recommendation

7. User will enter mandatory **Comments** for making FO recommendation for the project based waiver request.

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Decision : Project Based Waiver

Request # : 310419 No. of Projects : 2 FYE : 09/30/2014
PHA Code : FL005 PHA Name : [MIAMI DADE PUBLIC HOUSING AND COMMUNITY DEV](#) Status : Review In-Progress
Requested Date : 09/17/2014 Subsystem : PASS

Requested Comments : [Additional Comments](#)

Project List									
Select	Project-ID	Inspection Status	IFD	FO Recommendation	SS Recommendation	REAC Recommendation	REAC Recommendation Date	Final Decision	Final Decision Date
<input type="checkbox"/>	FL005000001	Not Ordered							
<input type="checkbox"/>	FL005000002	Not Ordered		Granted					

* Comments :

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

Figure 97: Project Based Waiver – FO Recommendation Comments

8. User can upload supporting documents for project-based waiver request by clicking on **Upload Attachments** link

https://hwvalad1889.hud.gov/nass/displayRequestUpload.action?grpld=6618&categoryType=request - Windows L...

Upload File Attachment

* Attachment Category :

* Attachment :

* File Description :

* Mandatory Field

Figure 98: Project Based Waiver: Upload File Attachment screen-1

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9. Click on **Browse** to attach the desired file, entering the **File Description** and clicking on **SUBMIT** button to upload file attachment.

Upload File Attachment

* Attachment Category: Request Supporting Documentation

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

* File Description: Test File

Submit Reset Close

* Mandatory Field

Figure 99: Project Based Waiver: Upload File Attachment screen-2

10. User can view confirmation message on successful file attachment.

Upload File Attachment

• Test.pdf uploaded successfully.

* Attachment Category: Request Supporting Documentation

* Attachment: Browse...

* File Description:

Submit Reset Close

* Mandatory Field

Figure 100: Project Based Waiver : Upload File Attachment screen-3

11. User can view uploaded Attachments by clicking on **View Attachments** link

View File Attachment

File	File Description	Attachment Category	Date Uploaded	User Name
Test.pdf	Test File	Request Supporting Documentation	10/04/2012	M00250

Close

Figure 101: Project Based Waiver: View File Attachment

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12. User will click on **Submit** button to save FO recommendation for selected projects. System will display the Confirmation message.

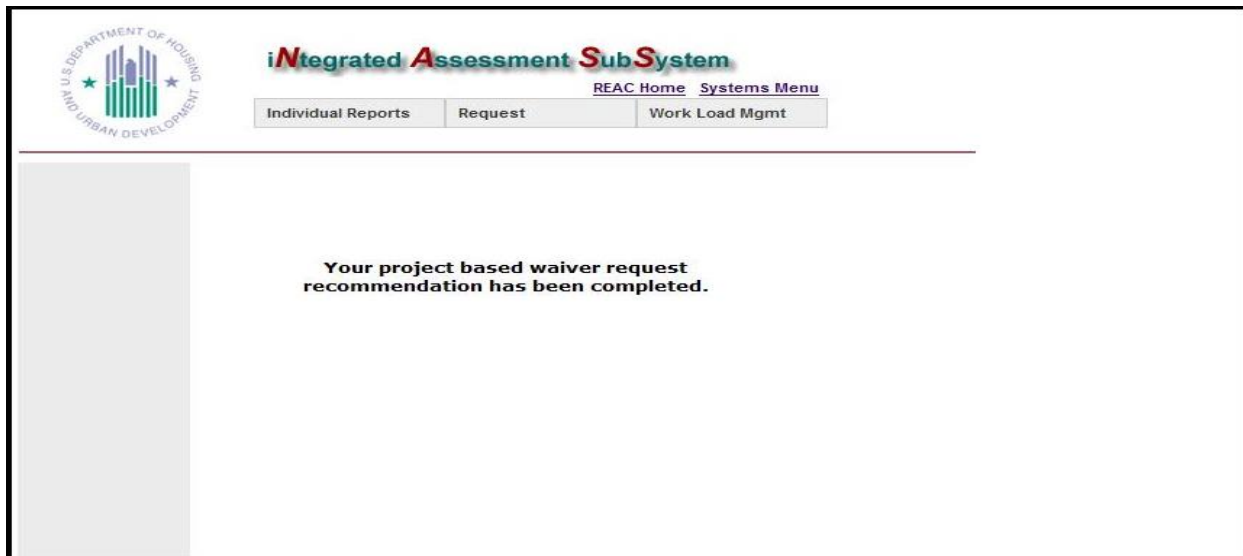


Figure 102: Project Based Waiver: FO Recommendation Confirmation

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

<i>Project Based Waiver Decisions Screens</i>	
FIELD	ACTION
<i>Work Load Management</i>	For Field Office user to make a recommendation concerning a decision for an open Request
<i>Open Appeal/Petition</i>	Displays all Open Request for Project Based Waiver requested by the PHA user or HUD user.
<i>PHA Code</i>	PHA Code that corresponds to the Project Based Waiver .
<i>Received By NASS</i>	Date Request was received
<i>Action</i>	Selection from the drop down list
<i>FO Recommendation</i>	Enter reason/details for a Field Office recommendation
<i>FO Comments</i>	The user can write comments in the comments text box.
<i>Submit</i>	To submit the Field Office recommendation
<i>Reset</i>	To clear the data entered by FO user
<i>FO Recommendation Date</i>	Date Field Office recommendation comments were entered by FO user
<i>Upload Attachment</i>	The user can Upload any additional documents
<i>View Attachment</i>	The User can view uploaded Document
<i>Request Comments</i>	The user can view the comments for the requested project based waiver

Table 14: Decision Details – Project Based Waiver Screen Elements

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E. 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.

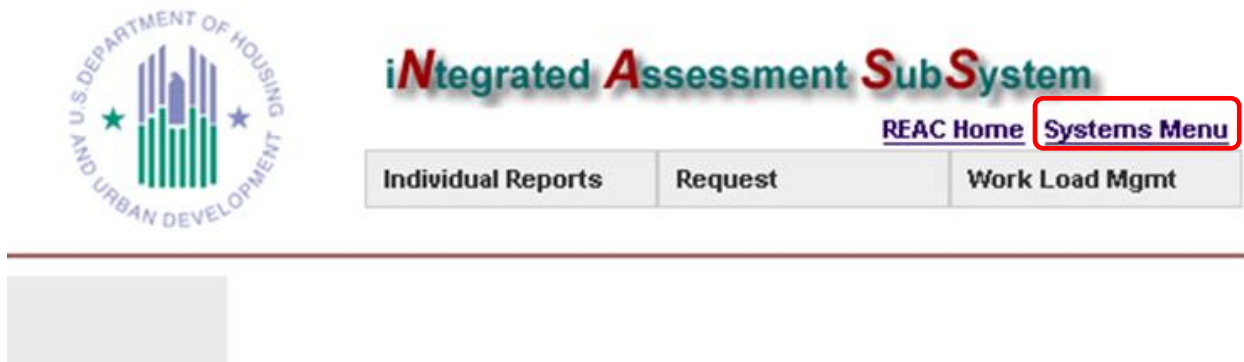


Figure 103: NASS Home Page Screen

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



Figure 104: User's Secure System Main Menu Screen

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

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Figure 105: Logging out of Secure System

4. User is brought to the "Logged Out" confirmation screen...



Figure 106: 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 107: System Returns User to Desktop after Closing Browser

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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 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.)

