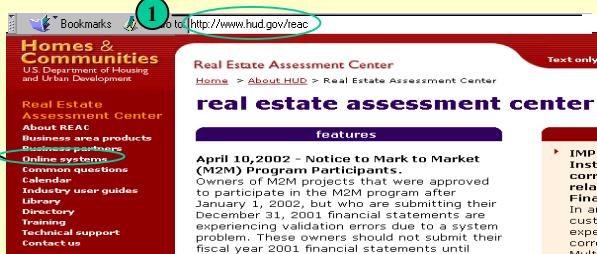


1. Accessing the FASS-PH System



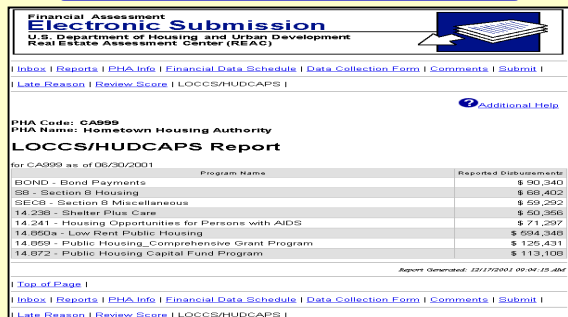
- Web Address. www.hud.gov/reac
- Online Systems. Click the Online systems link from the left side of the page.
- Logging On. Click the LOG IN button on the right side of the screen.
 - Enter. User name and password.
 - Click. OK
- Online Registration. Click the button to register.
 - Select. Click on the appropriate registration form.
 - Fill out the form.
 - Click. Send application.
- Password Reset. Click the button if you need to reset your password.
- User Name. Enter your secure systems user name.
- Secure Systems. Enter your secure systems password.
- Secure Systems Screen. Click on FASS.

4. Creating Financial Submissions



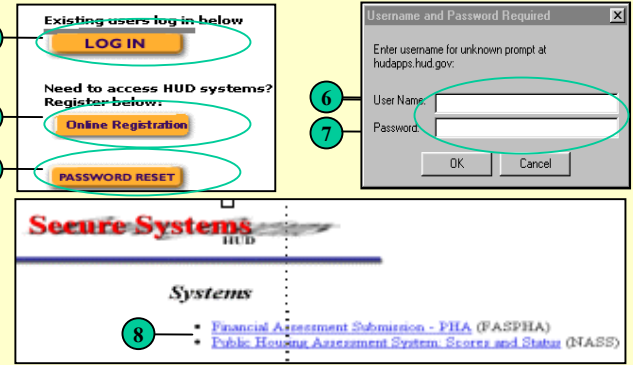
- The Inbox Page (above) is the first page in FASS-PH. The user should select the appropriate information from the drop down boxes and click the Go button then Create New Submission Link.
- The PHA Info Page will allow the user to verify/enter the PHA's basic information and its programs. Users must click on the two available tabs to view and change the information.
- Additional pages that are available for data entry include: The Financial Data Schedule, Data Collection Form, Notes and Findings, Comments, LOCCS/HUDCAPS, Late Reason and the Material Difference Reasons. Links to these pages can be found on the top of each page.

5. Submitting Financial Data



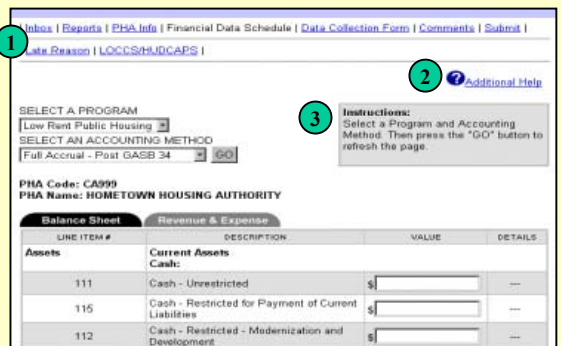
- Once the users have completed mandatory information for the PHA Info, FDS, DCF, and Notes and Findings page (audit only), click the Submit link at the top or bottom of any FASS – PH page.
- The Submit Data tab will display. The user should click on the Submission Completeness Check button then the Submit Financial Data button to complete the submission. The user will then receive a confirmation message.
- If the submission is audited and not yet reviewed by an IPA, the user must go back to the Inbox page where the submission status will show IPA Review. The designated auditor will then conduct the review. Once complete, the submission status will change to IPA Agree or IPA Disagree. If Agree, the PHA may click on the IPA Agree link and submit the data. Then click the Submit Financial Data link to certify the data is accurate. The PHA will then view a submission confirmation. If the status shows IPA Disagree, the PHA must correct the errors and follow the procedures described above.
- Once the data is submitted, the submission status will show Ready for Scoring. The nightly batch process will then change the status to show Review. Users can click on the Review link to view their raw scores.

2. How to get a Log In ID/Password



- Go to the REAC homepage and click Online Systems.
- Complete the online registration form and click the Send Application button. You will be asked to review all of the information and confirm the accuracy of the information. You will receive a confirmation if it is completed and submitted accurately.
- In approximately 2-3 weeks, HUD will send your Executive Director a letter confirming you as the user and providing your HUD User ID. You should receive your HUD User ID from your Executive Director.

3. Common System Features



- The page layout in FASS-PH is consistent throughout the system as shown in the example above.
- Links to other page are located at the top or bottom of most pages and are underlined.
 - An [Additional Help](#) link provides PHAs with on-line assistance.
 - The [Instructions](#) box contains instructions for completing the page.

6. Resubmitting Rejected/Invalidated Submissions

- Log into the FASS – PH online system. Select Rejected from the drop down status bar. Click the Go button and then click the Rejected link. This will show the user the reasons for the rejected submission.
- Rejected submissions can NOT be edited. A new submission must be created. (Select the Download Last Submission Version on the PHA Info page to populate the new submission template.
- Click Create new Submission. Verify PHA Info is correct. Click Save.
- Click through the various pages to verify and make necessary changes. Submit as described in Step 5.

7. Deleting Financial Submissions

- At the top of the Inbox page, click on the Delete Draft Submission link. This enables PHA users to delete submissions in Draft and IPA Review status.
- Click on the checkbox in the first column to delete the draft submission. Click the Delete button to delete the draft submission.



EZ-FASS

YOUR ONE STOP GUIDE TO REAC'S FINANCIAL ASSESSMENTS



8. Current FASS PHA Indicators

Current Ratio (CR)	9.0	Liquidity (current assets are greater than current liabilities)
Months Expendable Funds Balance (MEFB)	9.0	Adequacy of "funds" (ability to pay monthly expenses)
Tenant Receivables Outstanding (TRO)	4.5	Rent collection management
Occupancy Loss (OL)	4.5	Vacancy rate/ability to maximize rental income
Net Income (NI)	1.5	Profitability
Expense Management (EM)	1.5	Ability to control expenses
MAXIMUM FASS SCORE	30.0	

9. FASS Indicator Formulas and Calculations

$$CR = \frac{\text{Cash} + \text{Cash Equivalents} + \text{Current Receivables}}{\text{Current Liabilities}}$$

$$MEFB = \frac{\text{Expendable Fund Balance}}{\text{Average Monthly Operating and Other Expenses}}$$

$$TRO = \frac{\text{Tenant Accounts Receivables}}{\text{Average Daily Rental Income}}$$

$$OL = 1 - \frac{\text{Unit Months Leased}}{\text{Unit Months Available}}$$

$$NI = \frac{\text{Net Income or Loss}}{\text{Expendable Fund Balance}}$$

$$EM = \frac{\text{Sum of Weighted Expenses (Low Rent Only)}}{\text{Unit Months Leased (Low Rent Only)}}$$

10. Deadlines for Submission

Fiscal Year End	9/30, 12/31, 3/31 or 6/30
Unaudited Due Date	2 months after the fiscal year end
Unaudited Extension Request Deadline	15 days prior to the unaudited due date (Extension requests - access the FASS on-line system - click "Unusual Circumstance")
Unaudited Penalties Start	1 point every 15 days for 90 days after the due date (after 90 days PHA receives a 0)
Audited Due Dates	9 months after the fiscal year end (no extensions)

11. Performance Designation

Performance Designation	FASS Score
High	$x \geq 27$
Standard	$18 \leq x < 27$
Troubled	$x < 18$

x = FASS Score

12. Additional information

- REAC TAC: 1-888-245-4860
- GAAP Flyers
- FASS Users Guide
- Accounting Briefs
- Federal Registers, Notices, Rules and Regulations
- Guidelines on Reporting and Attestation Requirements of UFRS
- Financial Data Schedule Line Definition and Crosswalk Guide
- Financial Indicators Methodology and Analysis Guide

13. Audit Penalties

Audit Tier	Examples of Audit Penalties*	Maximum Cumulative Deduction
1	Going concern, disclaimer of opinion, adverse opinion	Lesser of 30 points or 100% of total remaining FASS score
2	Departure from GAAP, material noncompliance	Lesser of 3 points or 10% of total remaining FASS score
3	Reportable conditions-compliance or internal controls, material change in score from unaudited submission	Lesser of 1.5 points or 5% of total remaining FASS score

*HUD/REAC will review the audit report to provide another basis for score adjustments. Audit penalties such as: audit opinion, reportable conditions, and material weaknesses are derived from the audit report. Penalties are calculated during the scoring process, but are not assessed until the submission is reviewed by the Financial Analyst.

14. PHA Peer Grouping

Extra Large	$\geq 10,000$ units
Large	1,250 - 9,999 units
High Medium	500 - 1,249 units
Low Medium	250 - 499 units
Small	50 - 249 units
Very Small	≤ 49 units
Region	States
0	CT, MA, ME, NH, NJ, RI, VT
1	DE, NY, PA
2	DC, MD, NC, SC, VA, WV
3	AL, FL, GA, MS, TN, RQ, VQ
4	IN, KY, MI, OH
5	IA, MN, MT, ND, SD, WI
6	IL, KS, MO, NE
7	AR, LA, OK, TX
8	AZ, CO, ID, NM, NV, UT, WY
9	AK, CA, HI, OR, WA, GQ

RQ = Puerto Rico

VQ = Virgin Islands

GQ = Guam