5.0 CREATING FINANCIAL SUBMISSIONS

5.0 CREATING FINANCIAL SUBMISSIONS

5.1 Inbox

The Inbox page is the first page in FASS-PH. The table on the Inbox page displays all financial data submissions assigned to the authorized user to date. The table may be blank the first time you access FASS-PH; **submissions cannot be displayed until they are created in the system.**

FINANCIAL ASSESSMENT - INBOX (ALL DATA IS FICTITIOUS TEST DATA)

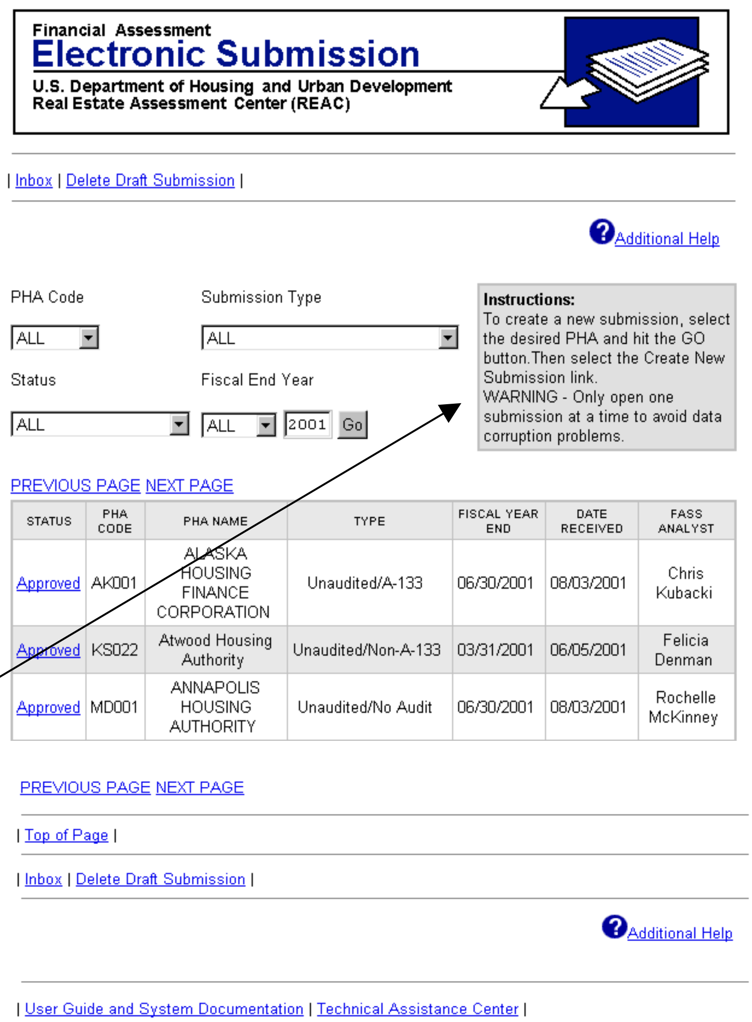
Available Links:
- Inbox
- Delete Draft Submissions
- Additional Help

Submission Criteria Dropdowns:
- PHA Code
- Submission Type
- Status
- Fiscal Year End

Submission Table:
- displays submissions in the user's inbox

Instructions

Additional Links:
- User Guide and System Documentation
- Technical Assistance Center
- Top of Page
- Previous Page
- Next Page



STATUS	PHA CODE	PHA NAME	TYPE	FISCAL YEAR END	DATE RECEIVED	FASS ANALYST
Approved	AK001	ALASKA HOUSING FINANCE CORPORATION	Unaudited/A-133	06/30/2001	08/03/2001	Chris Kubacki
Approved	KS022	Atwood Housing Authority	Unaudited/Non-A-133	03/31/2001	06/05/2001	Felicia Denman
Approved	MD001	ANNAPOLIS HOUSING AUTHORITY	Unaudited/No Audit	06/30/2001	08/03/2001	Rochelle McKinney

The submission table on the Inbox page can be filtered by*: PHA Code, Submission Type, Status, Fiscal End Year (month and date), and Fiscal End Year (year).*

In order to create a new submission, PHA users must access the Inbox and perform a query based on the desired submission. ***How to query***: Click on the down-arrow buttons adjacent to the dropdown boxes to view the selections for each field. From the dropdowns, click on the desired selections and enter the desired Fiscal End Year (year) in the text box. Then click on the Go button. When the page is refreshed, the user must click on the Create New Submission link and enter information in the PHA Info page.

The following steps to create a financial submission will be based on the following sample PHA:

PHA Code:	CA999
Submission Type:	Unaudited and Audited/ A-133
Fiscal End Year (month/date):	09/30
Fiscal End Year (year):	2002
Component Unit (No Separate Financial Statement)	

Note

A PHA can edit or save a submission only if the submission is in Draft or IPA Disagree status and if the user is assigned to the PHA.

Only one Audited and one Unaudited submission is allowed for each Reporting End Date of a specified PHA. For example, an error message will display if the user is attempting to create a second audited draft submission for the same Reporting End Date and PHA.

Creating a Financial Submission

The following steps demonstrate how to create a financial submission.

Step 1: After single clicking on the Financial Assessment Subsystem (FASPHA) Link, you will arrive in your inbox.

Perform a query on the screen by entering information for your PHA submission. For example:

- Select **CA999** from the PHA Code dropdown.
- Select **09/30** from the Fiscal End Year (month/date) dropdown.
- Enter **2002** in the Fiscal End Year (year) dropdown.
- Click on the Go button.

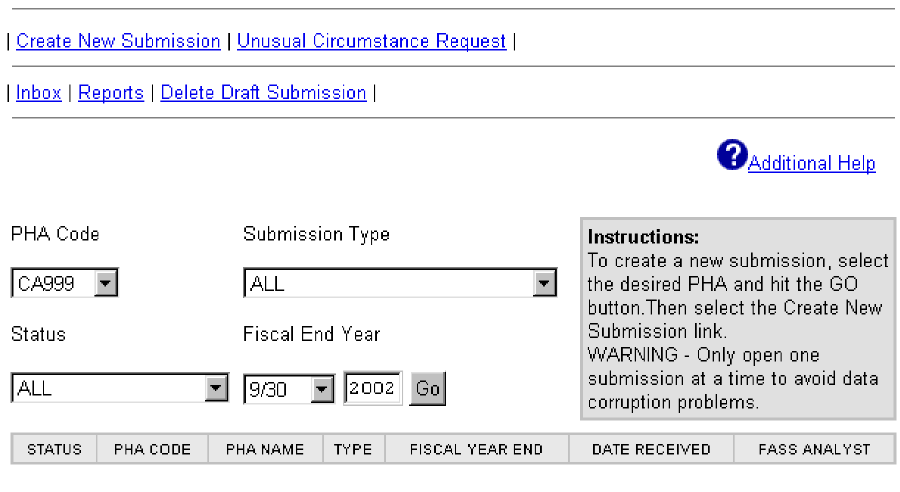
The Inbox will refresh and will display the following additional links at the top of your screen:

- Create New Submission
- Unusual Circumstance Request (not available for Section 8 only entities)
- Reports

FINANCIAL ASSESSMENT - INBOX (CREATE NEW SUBMISSION LINK)

Click on the Create New Submission link.

Select PHA Code and Fiscal End Year from the dropdowns.



Step 2: Click on the Create New Submission link to continue to the **PHA Info** page.

5.2 PHA Info Page

The PHA Info page allows users to verify and enter basic information about a PHA and the type of programs under which they are funded. Based on this information, the system generates the appropriate data entry pages for the user to complete and submit the financial data to HUD. The PHA Info page contains two tabs – ***PHA Info*** and ***Program Selection***. Users can change pages by clicking on the tab names. A page is active if the tab name appears in dark bold.

Remember to save your work before leaving a page. To avoid losing work, use the underlined system links to move from page to page, instead of the browser Back and Forward buttons.

Note

The Program Selection tab does not appear below because the new submission has not yet been created. Once the fields on the PHA Info page contain information and the information has been saved, the new submission will be created and the Program Selection tab will appear.

FINANCIAL ASSESSMENT – PHA INFO PAGE

| Inbox | Reports |

Additional Help

Instructions:
Please enter the Reporting Ending Date year, select a submission type, select a blank submission or download the last submission version and click the Save button.

Submissions prior to 09/30/2001:
Select the Program Selection tab to continue.

09/30/2001 or later submissions:
The PHA Info screen will reappear and you will need to input the Reporting Beginning Date and click the Save button. Then select the Program Selection tab to continue.

Please verify that the PHA information is correct. If there are any discrepancies with the data shown below please contact your Field Office to update the information.

PHA Info

PHA Code	CA999
PHA Name	HOMETOWN HOUSING AUTHORITY
EIN Number	
Street Address(line 1)	1234 HOMETOWN HWY
Street Address(line 2)	
City	HOMETOWN
State	CA
Zip Code	94102
Reporting Ending Date	09/30
Submission Type	(•) Unaudited/ A-133 Audit ( ) Unaudited/ Non- A-133 Audit ( ) Unaudited/ No Audit ( ) Audited/ A-133 ( ) Audited/ Non- A-133
Download Option	(•) Blank Submission ( ) Download Last Submission Version

Save

| Top of Page |

Reporting Ending Date:
Month/Day: defaulted
Year: Enter year

SubmissionType:
Select radio button.

Download Option:
Select radio button.

5.2.1 PHA Info Tab

After the PHA User clicks on the Create New Submission link on the Inbox, the PHA Info tab displays.

The PHA Info tab contains basic information about the PHA, including name, PHA code, address, and fiscal year end date. To create a new submission in the system, you must select Reporting Ending Date (month/day), enter a Reporting Ending Date (year), and select the appropriate *Submission Type* and *Download Option*.

The following steps to create a financial submission will be based on the following sample PHA:

PHA Code:	CA999
Submission Type:	Unaudited and Audited/ A-133
Fiscal End Year (month/date):	09/30
Fiscal End Year (year):	2002
Component Unit (No Separate Financial Statement)	

Step 1: **Reporting End Date (month/ day)**: Select one of the 4 month/day options from the dropdown (03/31, 06/30, 09/30, 12/31).

For this example, we will keep the defaulted date, ***09/30,*** *selected in the dropdown*.

Step 2: **Reporting End Date (year)**: Enter a four-digit fiscal year end date.

Enter ***2002*** *in the text box.*

Step 3: **Submission Type:** Select a radio button from one of the 5 submission types (Unaudited/A-133 Audit, Unaudited/ Non A-133 Audit, Unaudited/ No Audit, Audited/ A-133, and Audited/ Non A-133). An Unaudited submission must be created in the system before an Audited submission can be created.

Select the ***Unaudited/ A-133 Audit*** *radio button*.

Note

If a PHA would like to change the submission type for a submission he or she is currently working on, the PHA should go to the PHA Info screen, change the submission type, and press the Save pushbutton.

Step 4: **Download Option**: Select one of the two download options (Blank Submission or Download Last Submission Version).

Select the ***Blank Submission*** *radio button.*

Note

When selecting the Download Last Submission Version button, the user will receive an error message if downloading a rejected submission into a draft when he or she has selected a different Submission Type on the PHA Info screen for the new submission than the Submission Type that was specified for the rejected submission. When downloading rejected data into a new submission, ensure that the submissions type for the resubmission matches the submission type of the original submission.

Note

If a PHA is resubmitting data after receiving a Late Presumptive Failure, the user must select the 'Blank Submission' download option when creating the resubmission. This will allow the user to select the correct Reporting Beginning Date. The user should confirm that the Reporting Beginning Date and Reporting Ending Date are accurate prior to completing its submission.

Step 5: Click on the Save button.

For any submission dated 09/30/2001 and beyond, a pop-up message will appear reminding the PHA user to complete the Reporting Beginning Date and Component Unit fields. Skip the next paragraph and continue on to Step 6.

If a submission is dated prior to 9/30/2001, the pop-up message will not display. Instead, the information for the new submission will be saved and the Program Selection tab appear. Skip to Step 12.

Step 6: Click **OK**.

The PHA Info tab refreshes and will display a **Component Unit** check box and a **Reporting Beginning Date** dropdown box and textbox (for 09/30/2001 PHAs and beyond).

The following screen is displayed (for all submissions dated 9/30/2001 and beyond):

FINANCIAL ASSESSMENT – PHA INFO PAGE (REFRESHED)

Reporting Beginning Date:
Month/Day: defaulted
Year: defaulted

Reporting Ending Date:
Year: defaulted

SubmissionType:
Select radio button.

Component Unit:
Check box.

Download Option:
Select radio button.

PHA Info

PHA Code	CA999
PHA Name	HOMETOWN HOUSING AUTHORITY
EIN Number	
Street Address(line 1)	1234 HOMETOWN HWY
Street Address(line 2)	
City	HOMETOWN
State	CA
Zip Code	94102
Reporting Beginning Date	10/01 / 2001
Reporting Ending Date	09/30/ 2002
Submission Type	(•) Unaudited/ A-133 Audit ( ) Unaudited/ Non- A-133 Audit ( ) Unaudited/ No Audit ( ) Audited/ A-133 ( ) Audited/ Non- A-133
	[✓] Component Unit (No Separate Financial Statement)
Download Option	(•) Blank Submission ( ) Download Last Submission Version
	Save

| Top of Page |

Note

Reporting Beginning Date is a dropdown box that was implemented in FASS-PH Release 7.0.0.0. With this functionality, FASS-PH is able to handle fiscal year end changes, long reporting periods, and short reporting periods. **Please confirm the reporting period beginning and ending dates prior to entering financial data. The system does not allow overlapping submission periods.**

Step 7: **Reporting Beginning Date**: Select a Reporting Beginning Date (month/date) from the dropdown box and enter the Reporting Beginning Date year in the textbox.

Step 8: **Component Unit**: PHAs reporting as a component unit of a larger entity must check this checkbox when creating a new submission.

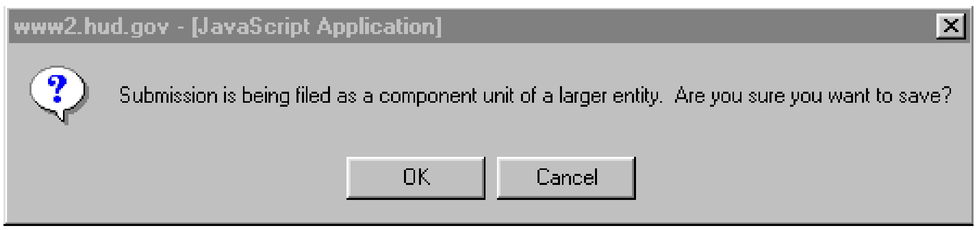
Check the Component Unit (No Separate Financial Statement) checkbox.

Step 9: Confirm the Submission Type and Download Option selected in Steps 3 and 4, respectively.

*Select the **Unaudited/ A-133 Audit** and **Blank Submission** radio buttons.*

Step 10: Click on the Save button.

A pop-up message appears on the screen to confirm whether the PHA is reporting as a component unit of a larger entity. The PHA user has an option to click OK or cancel.



Step 11: PHA Users reporting as a component unit of a larger entity must click OK to close the message and to continue to create a new submission in the system. Otherwise, click Cancel, make any desired changes to the PHA Info page, and save changes.

*Since CA999 (sample PHA) is reporting as a component unit of a larger entity, click **OK**.*

Step 12: Click on the Program Selection tab at the top of the table to continue to the **Program Selection** tab page.

5.2.2 Program Selection Tab

After the PHA User clicks on the Program Selection tab, the Program Selection screen of the PHA Info page will display.

The **Program Selection** tab includes a list of federal programs that provide funding to PHAs. Generic programs (circled below) were added to the Program Selection page in Release 6.0.0.0. The "Other Federal Programs 1, 2, and 3" do not have numbers listed in the CFDA column. These programs can be used when a federal program does not have a CFDA number. See steps 4 - 11 for instructions on adding programs. PHA Users must select the appropriate programs by clicking the corresponding checkboxes in the *Select* column.

FINANCIAL ASSESSMENT – PROGRAM SELECTION TAB

***CFDA #**:*
Corresponds to programs.

Name of Program:
List of all programs.
New programs include Other Federal Program 1, 2, and 3.

Select:
Check the box corresponding to appropriate program.

PHA Info | Program Selection

CFDA#	NAME OF PROGRAM	SELECT
14.182	N/C S/R Section 8 Programs	☐
14.238	Shelter Plus Care	☐
14.241	Housing Opportunities for Persons with AIDS	☐
14.243	Opportunities for Youth_Youthbuild Program	☐
14.850a	Low Rent Public Housing	☐
14.850b	Development	☐
14.852	Public Housing_Comprehensive Improvement Assistance Program	☐
14.853	Public Housing_Tenant Opportunities Program	☐
14.854	Public and Indian Housing Drug Elimination Program	☐
14.855	Section 8 Rental Voucher Program	☐
14.856	Lower Income Housing Assistance Program_Section 8 Moderate Rehabilitat	[Details]
14.857	Section 8 Rental Certificate Program	☐
14.858	Hope I	☐
14.859	Public Housing_Comprehensive Grant Program	☐
14.860	Head Start Public Housing Early Childhood/Development Demonstration	☐
14.861	PIH - Family Investment Corporation	☐
14.863	PIH - Youth Sports Program	☐
14.864	Economic Development and Supportive Services Program	☐
14.866	Revitalization of Severely Distressed Public Housing	☐
14.868	New Approach Anti-Drug Grants	☐
14.871	Housing Choice Vouchers	☐
14.872	Public Housing Capital Fund Program	☐
	Business Activities	☐
	State/Local	☐
	Internal Service Fund	☐
	General Fixed Assets Account Group	☐
	General Long-Term Debt Account Group	☐
	Fiduciary	☐
	Component Units	☐
	Debt Service Fund	☐
	Other Federal Program 1	☐
	Other Federal Program 2	☐
	Other Federal Program 3	☐

Save | Reset

Add a Program

The following steps to create a financial submission will be based on the following sample PHA:

PHA Code: CA999
Fiscal End Year (year): 2002
Component Unit
Program: Low Rent

Step 1: From the **Program Selection** tab on the **PHA Info** page, click the checkboxes in the *Select* column to select the program(s) under which the PHA receives funding. A checkmark ✔ appears in the box. Click the checkbox again to deselect the program. Check as many programs as are applicable.
*Select the **Low Rent Public Housing** program by clicking on the Select column checkbox.*

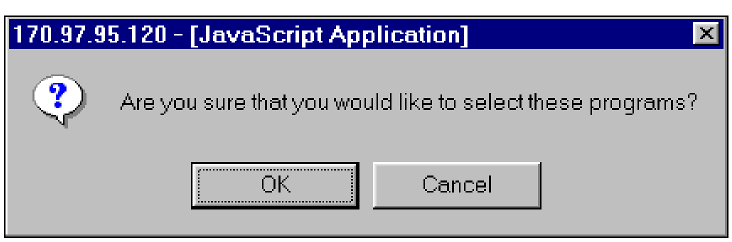
FINANCIAL ASSESSMENT – PROGRAM SELECTION TAB (TOP OF PAGE)

Low Rent Public Housing is checked. If you are reporting multiple programs, please place a checkmark by all appropriate programs on this page.

PHA Info | Program Selection

CFDA#	NAME OF PROGRAM	SELECT
14.182	N/C S/R Section 8 Programs	☐
14.238	Shelter Plus Care	☑
14.241	Housing Opportunities for Persons with AIDS	☐
14.243	Opportunities for Youth_Youthbuild Program	☑
14.850a	Low Rent Public Housing	☑
14.850b	Development	☐
14.852	Public Housing_Comprehensive Improvement Assistance Program	☐
14.853	Public Housing_Tenant Opportunities Program	☐
14.854	Public and Indian Housing Drug Elimination Program	☐
14.855	Section 8 Rental Voucher Program	☐
14.856	Lower Income Housing Assistance Program_Section 8 Moderate Rehabilitat	[Details]

Step 2: Click on the Save button to save the data in the system. A confirmation message displays.



Step 3:

Click on the OK button to save your data, or the Cancel button to cancel.

*Click on **OK** to continue with the creation of a financial submission and skip to Section 5.3 Financial Data Schedule if you do not want to select a Section 8 Moderate Rehabilitation project or add a program not listed on the program selection page.*

Note

Some programs may require users to identify a specific project(s). On the Program Selection page, click on the underlined Details link in the *Select* column for *Lower Income Housing Assistance Program Section 8 Moderate Rehabilitation*.

The **Project Selection** tab displays.

FINANCIAL ASSESSMENT – PROJECT SELECTION TAB

PHA Code: CA999
PHA Name: HOMETOWN HOUSING AUTHORITY

Section 8 MOD Rehab. Project Selection

PHA Info | Program Selection | **Project Selection**

Project #: *List of all projects for the designated PHA.*

Select: *Check the box corresponding to appropriate project.*

PROJECT #	SELECT
CA999MR0001	☐
CA999MR0002	☐
CA999MR0003	☐
CA999MR0004	☐
CA999MR0005	☐
CA999MR0007	☐

Save

| Top of Page | Back to Program Selection |

** If you are submitting information on Section 8 Moderate Rehabilitation projects:*

- Click in the checkbox to select the applicable project(s).
- Click on the Save button to save the data in the system.
- Click on the underlined Back to Program Selection link at the bottom of the page to return to the **Program Selection** tab page.

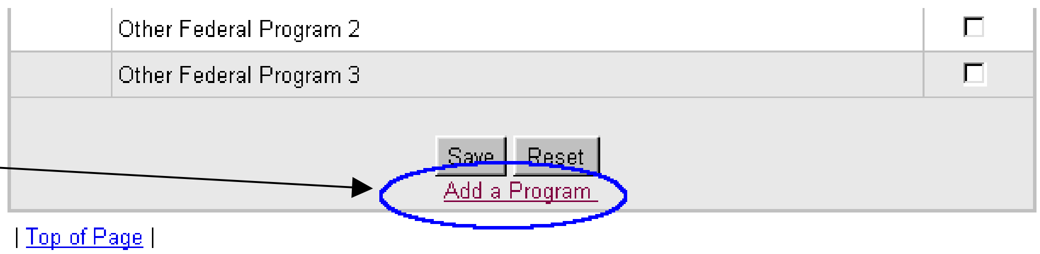
Note

Programs can be added if they do not appear on the **Program Selection** tab. Use the Add a Program link at the bottom of the page to add programs to the list.

HOW TO ADD PROGRAMS: If you would like to add a program not displayed on the Program Selection tab, proceed with steps 4 - 11. Otherwise, skip to Section 5.3 Financial Data Schedule.

FINANCIAL ASSESSMENT – PROGRAM SELECTION TAB (BOTTOM OF PAGE)

Click on the Add a Program link.



Step 4: At the bottom of the Program Selection tab of the PHA Info page, click on the Add a Program link to add program(s) not included in the list.

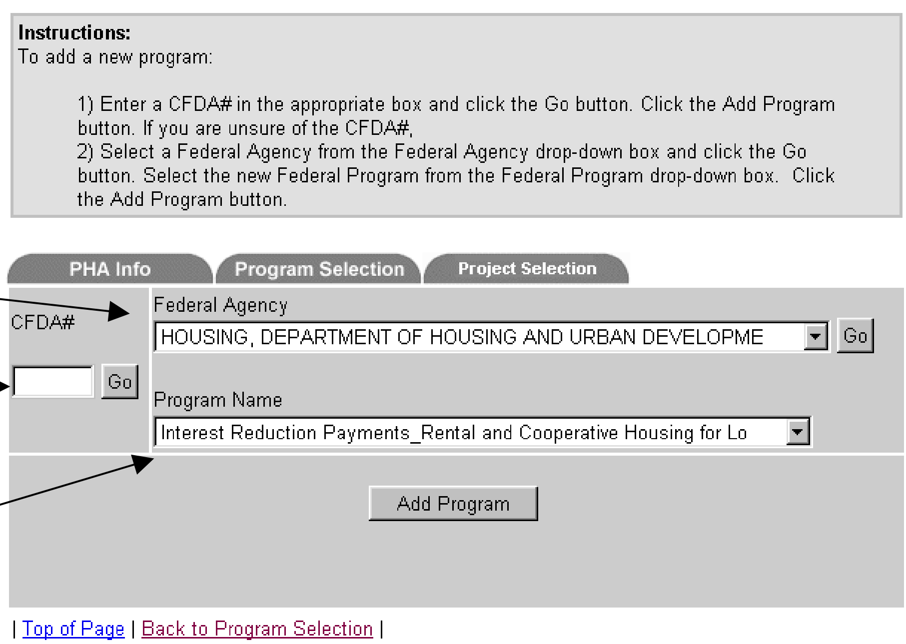
The **Add Program** page displays.

FINANCIAL ASSESSMENT – ADD PROGRAM PAGE

Federal Agency: Select a federal agency from the dropdown box.

CFDA#: Enter CFDA number.

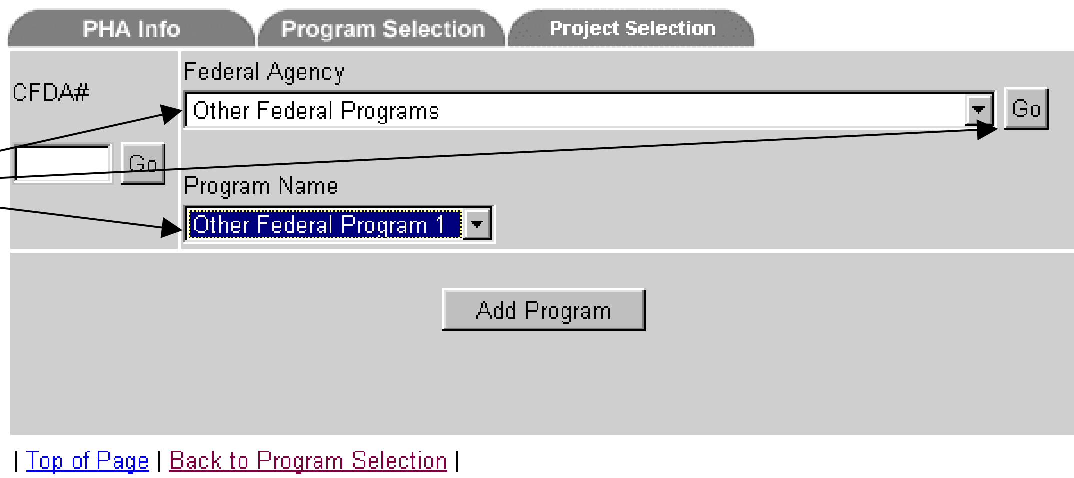
Program Name: Select a program from the dropdown box.



Step 5: If you know the *CFDA#* of the program you wish to add, enter it in the blank field, click the Go button, and skip to Step #8.

If you don't know the *CFDA#,* click on the Arrow button to the right of the *Federal Agency* field to view a list of federal agencies. If a specific federal agency is not listed in the dropdown, select Other Federal Programs, click on the Go button, and select Other Federal Program 1, 2 or 3 from the *Program Name* dropdown.

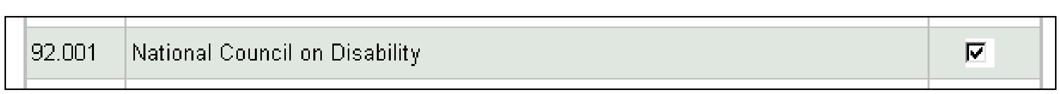
Select a Federal Agency from the dropdown and click the Go button. Then, select a Program Name from the second dropdown and click the Add Program pushbutton.



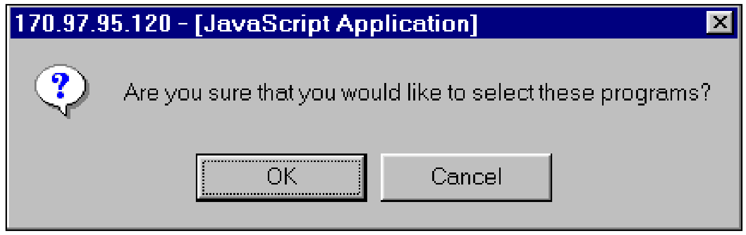
Step 6: Click on an agency to select it; then, click on the Go button. A list of programs displays in the *Program Name* field.

Step 7: Click on the drop-down menu to view a list of *Program Names*. Click on a program to select it.

Step 8: Finally, click on the Add Program button to add the program and return to the **Program Selection** tab page. A checked box displays next to the new program indicating that it was automatically selected.



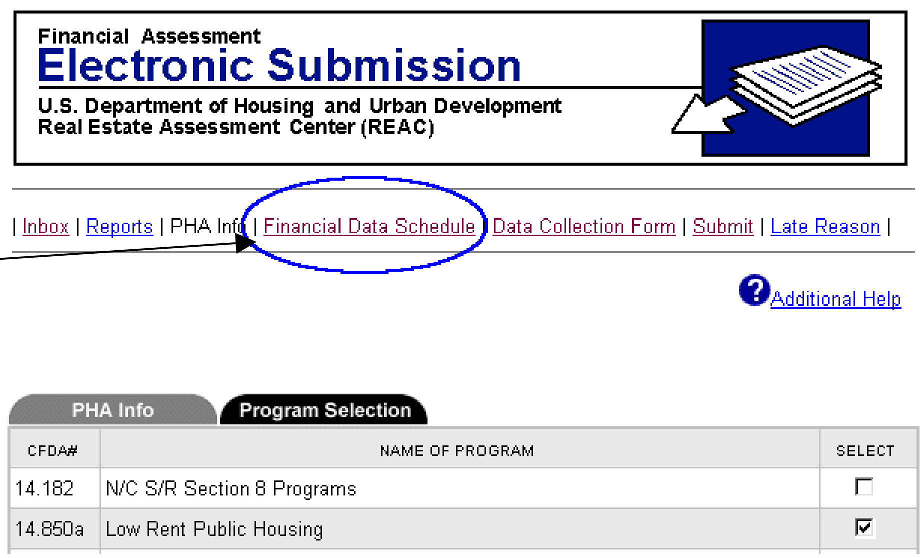
Step 9: Click on the Save button to save the data in the system. A confirmation message displays.



Step 10: Click on the  button to save your data or the  button to cancel.

Step 11: After selecting and saving all the applicable programs, click on the underlined Financial Data Schedule link at the top of the **PHA Info** page to continue to the **Financial Data Schedule** page.

Click on the Financial Data Schedule link.



5.3 Financial Data Schedule

The **Financial Data Schedule** page allows users to enter financial data for each of the programs selected on the PHA Info page. Use the scroll bar to view the entire page. The **Financial Data Schedule** page contains two tabs – the **Balance Sheet** tab and the **Revenue & Expense** tab. Users enter specific line item amounts in the fields on these two tabs.

Remember to save your entries frequently using the Save button at the bottom of the table. To change tabs, click on the tab at the top of the table, or click on the links at the bottom of the table.

FINANCIAL ASSESSMENT – FDS: BALANCE SHEET

Program: Select the program for which you will be entering data.

Accounting Method: Select the accounting method for the selected program

SELECT A PROGRAM
Low Rent Public Housing
SELECT AN ACCOUNTING METHOD
Full Accrual - Post GASB 34 GO

Instructions:
Select a Program and Accounting Method. Then press the "GO" button to refresh the page.

PHA Code: CA999
PHA Name: Hometown Housing Authority

Line Item # and Account Description: Lists all line items.
Enter value for appropriate line items.
Note: This screen print displays a truncated version of the Balance Sheet due to limited space.

Line Item #'s marked with an asterisk(s) are mandatory fields.

Balance Sheet | Revenue & Expense

LINE ITEM #	DESCRIPTION	VALUE	DETAILS
Assets	**Current Assets** **Cash:**		
111	Cash - Unrestricted	$	---
115	Cash - Restricted for Payment of Current Liabilities	$	---
112	Cash - Restricted - Modernization and Development	$	---
113	Cash - Other Restricted	$	---
114	Cash - Tenant Security Deposits	$	---
100	**Total Cash**	**$ 0**	---
	Receivables:		
121	Accounts Receivable - PHA Projects	$	---
122	Accounts Receivable - HUD Other Projects	$	---
124	Accounts Receivable - Other Government	$	---
125	Accounts Receivable - Miscellaneous	$	---
126	Accounts Receivable - Tenants - Dwelling Rents	$	---
** 126.1	Allowance for Doubtful Accounts - Dwelling Rents	$	---
** 126.2	Allowance for Doubtful Accounts - Other	$	---
127	Notes, Loans, & Mortgages Receivable - Current	$	---
128	Fraud Recovery	$	---
** 128.1	Allowance for Doubtful Accounts - Fraud	$	---

--
Entire FDS not shown.
--

* 511.1	Restricted Net Assets	$	---
512	Undesignated Fund Balance/Retained Earnings	$	---
* 512.1	Unrestricted Net Assets	$	---
513	**Total Equity/Net Assets**	**$ 0**	---
600	**Total Liabilities and Equity/Net Assets**	**$ 0**	---

Save Reset Clear

Pushbuttons:
- Save
- Reset
- Clear

Mandatory field footnotes

* mandatory field
** Allowance accounts (126.1, 126.2, 128.1, and 143.1) are mandatory fields only if data has been reported in the corresponding asset account. Leasehold improvements and accumulated depreciation (165 and 166) are mandatory fields only if other fixed assets line items are reported. Zero is an acceptable value.

| Top of Page | Balance Sheet | Revenue & Expense |

| Inbox | Reports | PHA Info | Financial Data Schedule | Data Collection Form | Notes & Findings |

| Comments | Submit | Late Reason | Material Difference Reason | LOCCS/HUDCAPS |

FASS-PH Release 7.2.0.0

FINANCIAL ASSESSMENT – FDS: REVENUE & EXPENSE

SELECT A PROGRAM
Low Rent Public Housing
SELECT AN ACCOUNTING METHOD
Full Accrual - Post GASB 34 GO

Instructions:
Select a Program and Accounting Method. Then press the "GO" button to refresh the page.

Program:
Select the program for which you will be entering data.

Accounting Method:
Select the accounting method for the selected program.

PHA Code: CA999
PHA Name: Hometown Housing Authority

Balance Sheet | Revenue & Expense

Line Item # and Account Description:
Lists all line items. Enter value for appropriate line items.

Line Items marked with an asterisk(s) are mandatory fields.

LINE ITEM #	DESCRIPTION	VALUE	DETAILS
703	Net Tenant Rental Revenue	$	---
704	Tenant Revenue - Other	$	---
705	**Total Tenant Revenue**	**$ 0**	---
706	HUD PHA Operating Grants	$	---
706.1	Capital Grants	$	---
708	Other Government Grants	$	---
** 711	Investment Income - Unrestricted	$	---
712	Mortgage Interest Income	$	---
713	Proceeds from Disposition of Assets Held for Sale	$	---
** 713.1	Cost of Sale of Assets	$	---

--
Entire FDS not shown.
--

LINE ITEM #	DESCRIPTION	VALUE	DETAILS
* 1120	Unit Months Available		[Details]
* 1121	Number of Unit Months Leased		---

Save | Reset | Clear | Validate

Save and Validate Button:
Must save and validate the FDS before submitting the data.

Mandatory field footnotes

* mandatory field
** Investment income (711 and 720) are mandatory fields only if data has been reported in the corresponding cash and investment account. Cost of sale of assets (713.1) is mandatory only if proceeds from disposition of assets held for sale is reported. Zero is an acceptable value.

| Top of Page | Balance Sheet | Revenue & Expense |

| Inbox | Reports | PHA Info | Financial Data Schedule | Data Collection Form | Notes & Findings |

| Comments | Submit | Late Reason | Material Difference Reason | LOCCS/HUDCAPS |

FASS-PH Release 7.2.0.0

5.3.1 Balance Sheet

After the PHA User clicks on the Financial Data Schedule link, the Balance Sheet of the Financial Data Schedule will display.

The **Balance Sheet** tab lists specific line items for assets, liabilities, and equity. PHA Users must enter data in the fields. Mandatory fields depend upon the selected submission type, program, and accounting method.

The following steps to create a financial submission will be based on the following sample PHA:

PHA Code:	CA999
Program:	Low Rent Public Housing
Accounting Method:	Full Accrual – Post GASB 34
Component Unit (No Separate Financial Statement)	

Note

Before PHA users enter values in the line items, they must **select a program** (if multiple programs were selected for the submission) and **select the corresponding accounting method.** The accounting method options include the following: 1) Modified Accrual – Pre GASB 34 2) Full Accrual – Pre GASB 34 and 3) Full Accrual – Post GASB 34. Once the program and accounting method have been selected, the user must **click the Go button.**

Some line items on the FDS have changed since previous releases. For more information on line items, please refer to the FDS Line Definitions and Crosswalk Guide.

Note

FASS-PH Release 7.2.0.0 implemented functionality to display mandatory fields for the FDS and the DCF screens.

When the FDS page is initially loaded, mandatory fields for the defaulted program (the first program alphabetically from the list of programs selected on the Program Selection page) and defaulted accounting method (Full Accrual-pre GASB 34 for submissions with FYEs of 06/30/00 and prior; Full Accrual-Post GASB 34 for submissions with FYEs of 09/30/00 and beyond), as well as new mandatory field footnotes are displayed.

When the FDS and DCF pages are displayed, mandatory line items are identified with an asterisk(s).

Step 1: To begin the process for completing the FDS, select the desired program and accounting method as described below:

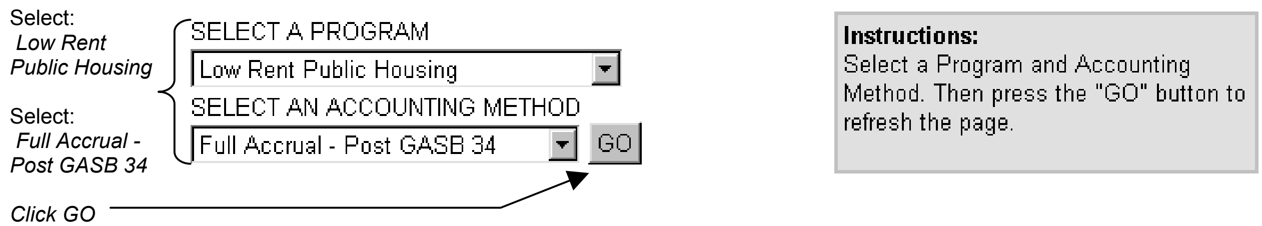
At the top of the Financial Data Schedule page, click on the Arrow button to the right of the ***Select a Program*** dropdown menu to view a list of programs. Click on the program name in the list to select it and create a data entry page for that program.

*Select **Low Rent Public Housing** from the Program dropdown.*

Step 2: Click on the arrow to the right of the **Accounting Method** dropdown menu to view list of accounting methods. Click on the method to select it.

*Select **Full Accrual - Post GASB 34** from the Accounting Method dropdown box.*

Click on the GO button.



Note

Note: Once the Program and Accounting Method have been chosen and the Go button has been clicked, the page will be displayed with the mandatory line items identified with an asterisk(s). Mandatory fields will depend on the Program and Accounting Method selected. **It is important to select the program, select the accounting method, and click the Go button before entering data on the FDS.**

Step 3: At the **Balance Sheet** tab on the Financial Data Schedule page, enter each line item amount in the blank fields in the *Amount* column. Round cents to the nearest dollar. Do not enter dollar signs ($), commas (,), or decimal points (.) in the *Amount* fields. The system will automatically format the commas upon clicking the Save pushbutton.

FINANCIAL ASSESSMENT – BALANCE SHEET (ALL DATA IS FICTITIOUS TEST DATA)

Balance Sheet | Revenue & Expense

LINE ITEM #	ACCOUNT DESCRIPTION	AMOUNT	DETAILS
Assets	**Current Assets** **Cash:**		
111	Cash - Unrestricted	$ 15,000	---
115	Cash - Restricted for Payment of Current Liabilities	$ 5,200	---
112	Cash - Restricted - Modernization and Development	$	---
113	Cash - Other Restricted	$ 6,000	---
114	Cash - Tenant Security Deposits	$	---
100	**Total Cash**	$26,200	---
	Receivables:		

Values have been entered for the balance sheet line items.

Step 4: Click on the Save button to save the data in the system. An error message displays if a required line item was left blank or entered improperly.

- Use the Reset button to reset all entries to the last save, if necessary.
- Use the Clear button to clear all the fields on the page to blank.

Step 5: Click on the **Revenue & Expense** tab at the top of the table or the Revenue & Expense link at the bottom of the table to continue to the **Revenue & Expense** tab.

5.3.2 Revenue & Expense

After the PHA user clicks on the Revenue & Expense tab or Revenue & Expense link, the Revenue & Expense page of the Financial Data Schedule will display.

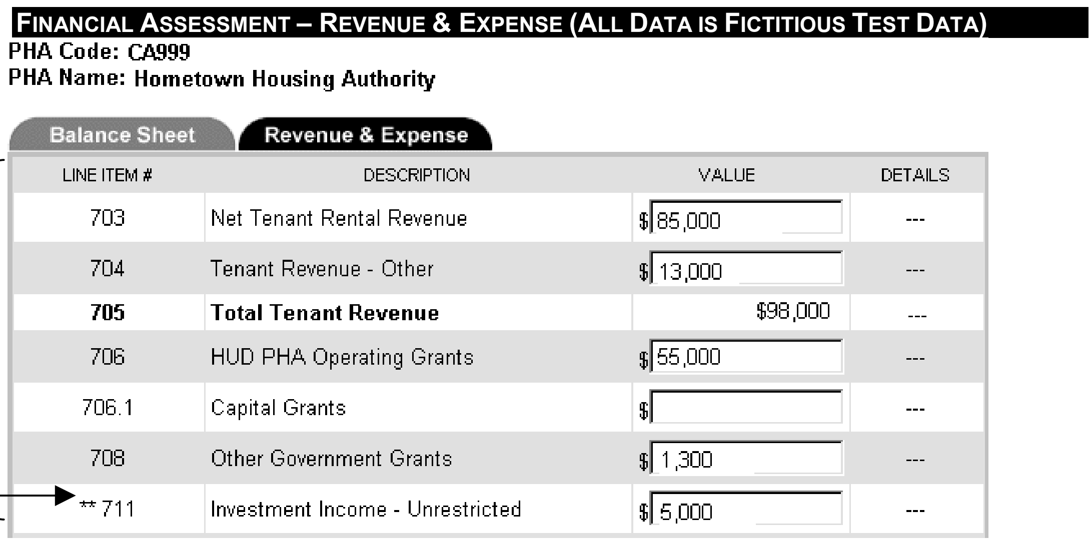
The **Revenue & Expense** tab lists specific line items for revenues and expenses. PHA users enter financial data in the blank fields. Some line items pertaining to grant programs have underlined [Details] links to additional pages requesting more information. Be advised that specific detail links vary depending on the programs selected when you created your submission. Grant programs include:

- 14.850b - Development
- 14.859 - Public Housing Comprehensive Grant Program
- 14.866 - Revitalizations of Severely Distressed Public Housing
- 14.854 - PIH Drug Elimination Program
- 14.853 - Public Housing - Tenant Opportunities Program
- 14.858 - Hope I
- 14.860 - Head Start Public Housing Early Childhood/Development Demonstration
- 14.861 - PIH - Family Investment Centers Program
- 14.863 - PIH - Youth Sports Program
- 14.864 - Economic Development and Supportive Services Program
- 14.868 - New Approach Anti- Drug Grants
- 14.872 - Public Housing Capital Fund Program

Step 1: At the **Revenue & Expense** tab on the Financial Data Schedule page, enter each line item amount in the blank fields in the *Amount* column. Round cents to the nearest dollar. Do not enter dollar signs ($), commas (,), or decimal points (.) in the *Amount* fields. The system will automatically format the commas upon clicking the Save pushbutton.

Click on the Save button to save the data in the system. An error message displays if a required line item was left blank or entered improperly.

- Use the Reset button to reset all entries to the last save, if necessary.
- Use the Clear button to clear all the fields on the page to blank.



FINANCIAL ASSESSMENT – REVENUE & EXPENSE (ALL DATA IS FICTITIOUS TEST DATA)

PHA Code: CA999
PHA Name: Hometown Housing Authority

Balance Sheet | **Revenue & Expense**

LINE ITEM #	DESCRIPTION	VALUE	DETAILS
703	Net Tenant Rental Revenue	$ 85,000	---
704	Tenant Revenue - Other	$ 13,000	---
705	**Total Tenant Revenue**	$98,000	---
706	HUD PHA Operating Grants	$ 55,000	---
706.1	Capital Grants	$	---
708	Other Government Grants	$ 1,300	---
** 711	Investment Income - Unrestricted	$ 5,000	---

Values have been entered for the revenue and expense line items.

Mandatory Field

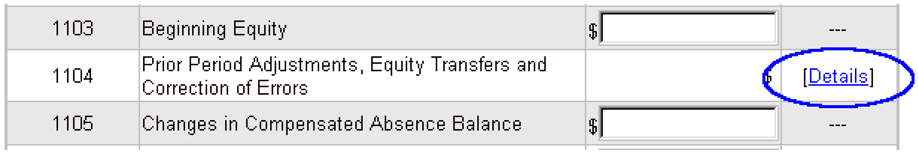
Note

Some program line items require users to provide additional account details. For example:

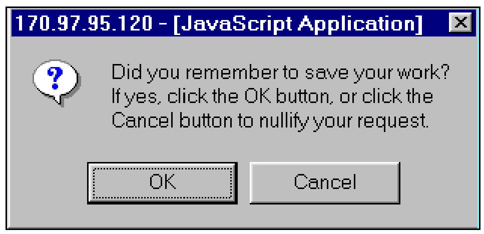
- Line item 1104 details is available for all programs.
- Line item 1120 details is required for Low Rent Public Housing program.
- Line item 706 details is required for Section 8 programs only.

Some program line items are populated with information in the REAC database. For example, line item 1103 Beginning Equity will display as read-only (non-editable field) with the ending equity of the previous year if an approved submission exists from the prior year. However, if a prior year approved submission does not exist for a PHA, line item 1103 Beginning Equity will be blank and users will have the ability to edit the field.

Click on the Details link for line 1104.



Step 2: If you would like to record prior period adjustments, equity transfers or corrections of errors, click on the **[Details]** link in the *Details* column for line item 1104 – Prior Period Adjustments, Equity Transfers and Correction of Errors. A save reminder message displays.



Step 3: Click on the OK button to continue, or click on the Cancel button to close the box and save your work before continuing. The appropriate Details page displays. In this example, the **Prior Period Adjustments, Equity Transfers and Correction of Errors Details** page displays.

Note

In FASS-PH Release 7.0.0.0, the 1104 details page was modified to include additional line items for "Equity Transfers."

FINANCIAL ASSESSMENT – PRIOR PERIOD ADJUSTMENTS DETAILS PAGE

PHA Code: CA999
PHA Name: HOMETOWN HOUSING AUTHORITY

Program#: 14.850a - Low Rent Public Housing
Line Item#: 1104 - Prior Period Adjustments, Equity Transfers and Correction of Errors

Instructions:
Enter the account descriptions and account values for the associated line items.

Account Details | Back to Revenue & Expense

LINE ITEM #	ACCOUNT DESCRIPTION	AMOUNT
Prior Period Adjustments and Correction of Errors		
1104-010		$
1104-020		$
1104-030		$
1104-040		$
1104-050		$
1104-060	All Others	$
	Total Prior Period Adjustments and Correction of Errors	$0
Equity Transfers		
1104-070		$
1104-080		$
1104-090		$
1104-100		$
1104-110		$
1104-120	All Others	$
	Total Equity Transfers	$0
	Total Prior Period Adjustments, Equity Transfers and Correction of Errors	$0

Save Reset Clear

Separate line items for Equity Transfer were part of FASS-PH Release 7.0.0.0 implementation.

Step 4: Enter any adjustment amount and description. If you enter an amount for the line items, corresponding descriptions are required. Round cents to the nearest dollar. Do not enter dollar signs ($), commas (,), or decimal points (.) in the Amount fields. The system will automatically format the commas after clicking the Save pushbutton.

Step 5: Click on the Save button to save the data in the system. An error message displays if a required line item was left blank or entered improperly.

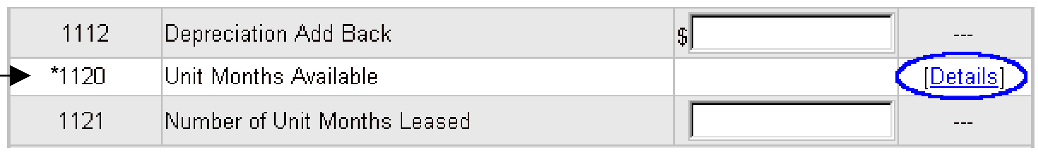
- Use the Reset button to reset all entries to the last save, if necessary.
- Use the Clear button to clear all the fields on the page.

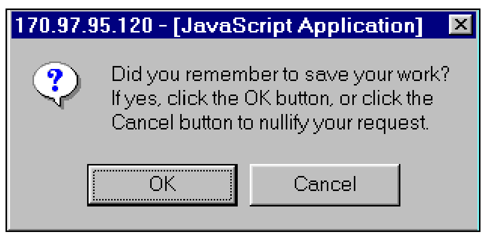
Step 6: Click on the Back to Revenue & Expense link to return to the **Revenue & Expense** tab.

Step 7: If you are reporting a Low Rent Public Housing program, line item 1120 Details is a mandatory field.

Click on the **[Details]** link in the *Details* column for line item 1120 – Unit Months Available. A save reminder message displays.

Click on the Details link for line 1120.





Step 8: Click on the OK button to continue, or click on the Cancel button to close the box and save your work before continuing. The appropriate Details page displays. In this example, the **Account Details** page displays.

FINANCIAL ASSESSMENT – ACCOUNT DETAILS PAGE

PHA Code: CA999
PHA Name: HOMETOWN HOUSING AUTHORITY

Program #: 14.850a - Low Rent Public Housing
Line Item #: 1120 - Unit Months Available

Instructions:
Please reconcile the System Reported Unit Months Available to the actual Unit Months Available for the current year. Provide detailed explanation for Other Adjustments made. For Section 8 Programs, Line 1120-010 represents all PHA Section 8 units. Please reconcile the System Reported Units for Section 8 Programs on a program by program basis. Please refer to the system guide for more detailed explanations.

Account Details | Back to Revenue & Expense

1120 Details page is required for Low Rent programs only. Enter any adjustments.

LINE ITEM #	ACCOUNT DESCRIPTION	AMOUNT
1120-010	System Reported Units per PHA Profiles (times 12)	73,380
1120-020	Preapproved Unit Months for Demolition	
1120-030	Preapproved Unit Months for Conversion	
1120-040	Vacant and Preapproved Unit Months for Modernization	
1120-050	Preapproved Non-Dwelling Unit Months	
	Other Adjustments	
1120-060		
1120-070		
1120-080		
1120-090	**Total Unit Months**	0

Save | Reset | Clear

Note

Line item 1120-010 on Account Details page is populated with the system reported units from the REAC database. This value is the sum of unit count for Low Rent projects for the designated PHA, multiplied by 12 (number of months in a year). PHAs can make upward or downward adjustments to the unit months amount by entering adjustments on this details page.

Step 9: Enter any unit month adjustment amount and description. If you enter an amount for line item 1120-060, 1120-070 or 1120-080, corresponding descriptions are required. Round cents to the nearest dollar. Do not enter dollar signs ($), commas (,), or decimal points (.) in the Amount fields.

Step 10: Click on the [Save] button to save the data in the system. An error message displays if a required line item was left blank or entered improperly.

- Use the [Reset] button to reset all entries to the last save, if necessary.
- Use the [Clear] button to clear all the fields on the page.

Step 11: Click on the Back to Revenue & Expense link to return to the **Revenue & Expense** tab.

Step 12: After completing all the fields on the page, click on the [Validate] button. A validate confirmation message displays.

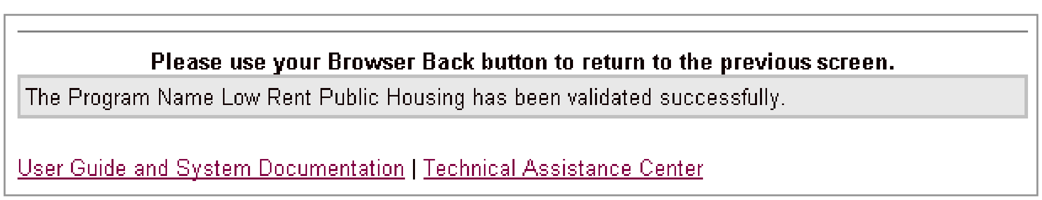
Note

Remember to save your data on both the Balance Sheet and Revenue & Expense tabs before clicking the Validate button.

Step 13: Click on the [OK] button to continue.

The system validates the data entered against the business rules and displays any errors. Correct errors prior to continuing to the next program. All programs must be successfully validated before data can be submitted. The following confirmation message appears when the validation is successful.

Congratulations message for successful validation.



Step 14: If the program has been validated successfully, select the next federal program and corresponding accounting method using the following instructions:

At the top of the Financial Data Schedule page, click on the Arrow button to the right of the ***Select a Program*** dropdown menu to view a list of programs. Click on the program name in the list to select it.

Click on the arrow to the right of the **Accounting Method** dropdown menu to view list of accounting methods. Click on the accounting method to select it.

Click on the GO button.

Repeat the process for entering financial data on the Balance Sheet and Revenue & Expenses tabs for each federal program under which the PHA receives funding.

Step 15: After completing the data entry on the Financial Data Schedule page, click on the Data Collection Form link at the top or bottom of the page to continue to the **Data Collection Form** page.

5.4 Data Collection Form

The **Data Collection Form** page allows users to enter general contact information and basic information about the PHA's financial statement. These pages are customized based on the submission type. Use the scroll bar to view the entire page. The Data Collection Form page contains three tabs: the **General Information** tab, the **Financial Statements** tab, and the **Federal Programs** tab.

Remember to save your entries frequently on each tab using the Save button at the bottom of the table. To change tabs, click on the tab at the top of the table.

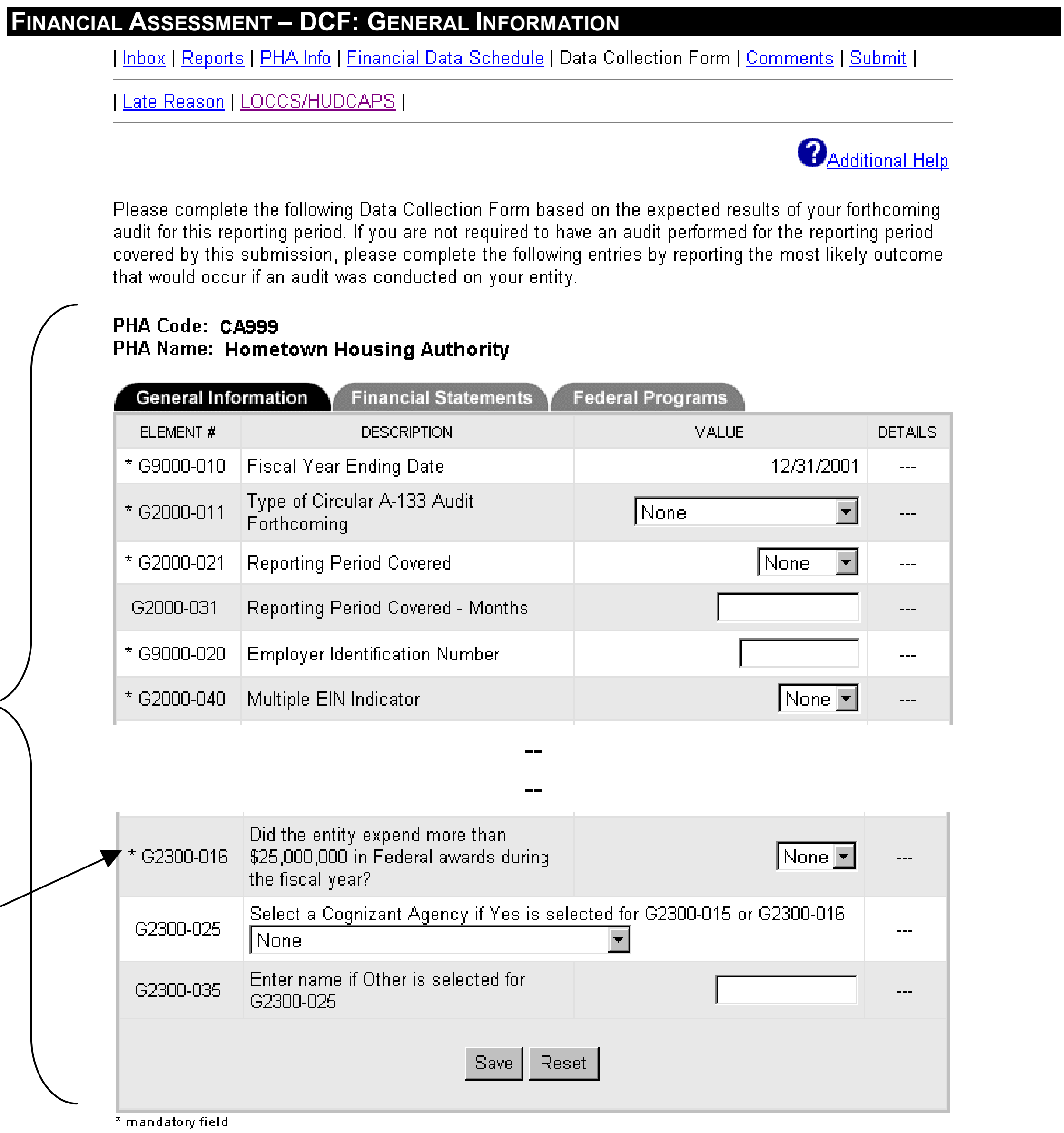
Please refer to **Appendix A: Business Rules** for mandatory requirements.

Element # and Description: List of all element numbers and corresponding descriptions. *varies for each submission type (A-133, Non A-133, or No Audit).

Value: Enter or select appropriate data for each field.

This screen print displays a truncated version of the General Information page due to limited space.

Elements marked with asterisks are mandatory.



FINANCIAL ASSESSMENT – DCF: GENERAL INFORMATION

| Inbox | Reports | PHA Info | Financial Data Schedule | Data Collection Form | Comments | Submit |

| Late Reason | LOCCS/HUDCAPS |

Additional Help

Please complete the following Data Collection Form based on the expected results of your forthcoming audit for this reporting period. If you are not required to have an audit performed for the reporting period covered by this submission, please complete the following entries by reporting the most likely outcome that would occur if an audit was conducted on your entity.

PHA Code: CA999
PHA Name: Hometown Housing Authority

General Information | Financial Statements | Federal Programs

ELEMENT #	DESCRIPTION	VALUE	DETAILS
* G9000-010	Fiscal Year Ending Date	12/31/2001	---
* G2000-011	Type of Circular A-133 Audit Forthcoming	None	---
* G2000-021	Reporting Period Covered	None	---
G2000-031	Reporting Period Covered - Months		---
* G9000-020	Employer Identification Number		---
* G2000-040	Multiple EIN Indicator	None	---

--

--

* G2300-016	Did the entity expend more than $25,000,000 in Federal awards during the fiscal year?	None	---
G2300-025	Select a Cognizant Agency if Yes is selected for G2300-015 or G2300-016 None		---
G2300-035	Enter name if Other is selected for G2300-025		---

Save Reset

* mandatory field

FINANCIAL ASSESSMENT – DCF: FINANCIAL STATEMENTS

Please complete the following Data Collection Form based on the expected results of your forthcoming audit for this reporting period. If you are not required to have an audit performed for the reporting period covered by this submission, please complete the following entries by reporting the most likely outcome that would occur if an audit was conducted on your entity.

PHA Code: CA999
PHA Name: Hometown Housing Authority

General Information | **Financial Statements** | Federal Programs

Element # and Description:
List of all element numbers and corresponding descriptions.

Value:
Enter or select appropriate data for each field.

ELEMENT #	DESCRIPTION	VALUE	DETAILS
* G3000-005	Financial Statements Using Basis Other Than GAAP	None	---
* G3000-011	Type of Audit Report to Follow	None	---
* G3000-020	"Going Concern" Indicator	None	---
* G3000-030	Reportable Condition Indicator	None	---
* G3000-040	Material Weakness Indicator	None	---
* G3000-050	Material Noncompliance Indicator	None	---

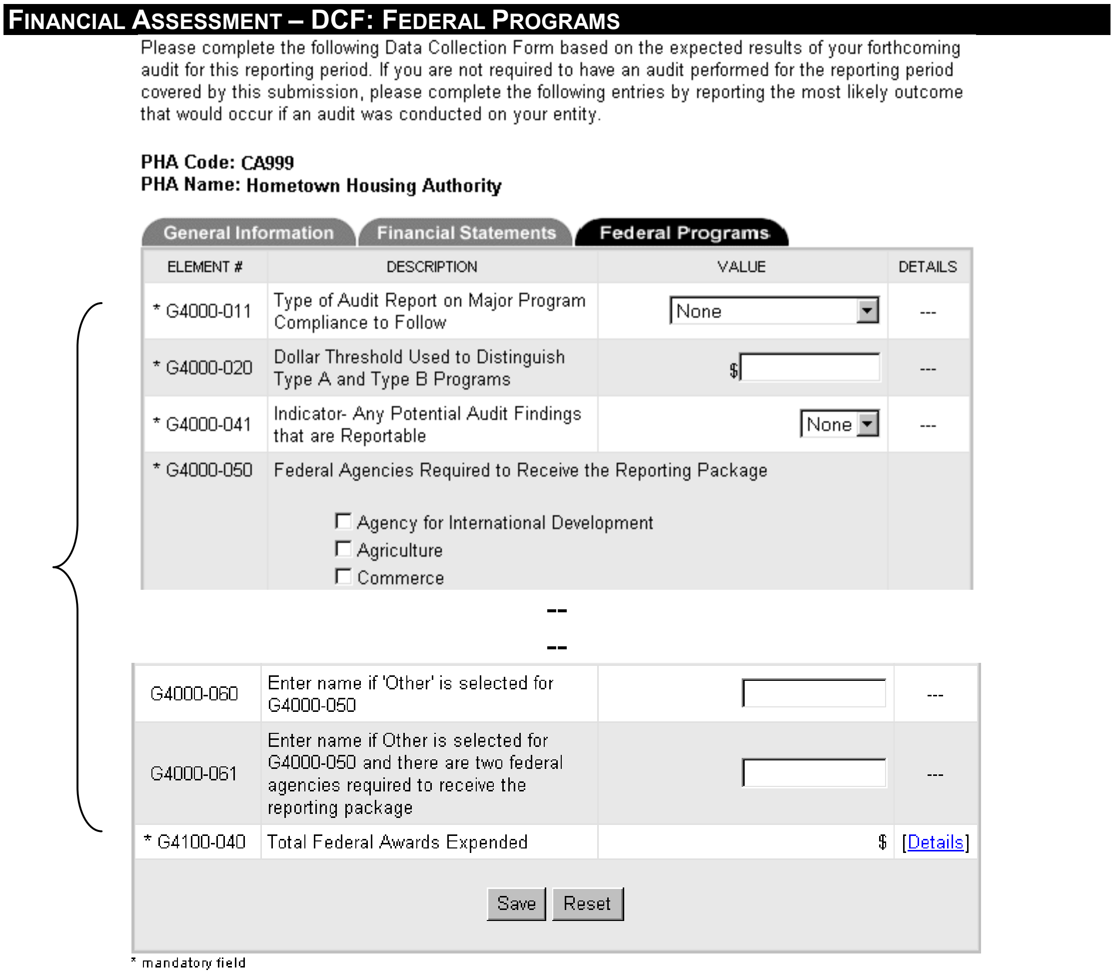
Save | Reset

* mandatory field

Element # and Description:
List of all element numbers and corresponding descriptions. *varies for each submission type (A-133, Non A-133, or No Audit).

Value:
Enter or select appropriate data for each field.

This screen print displays a truncated version of the Federal Programs page due to limited space.



FINANCIAL ASSESSMENT – DCF: FEDERAL PROGRAMS

Please complete the following Data Collection Form based on the expected results of your forthcoming audit for this reporting period. If you are not required to have an audit performed for the reporting period covered by this submission, please complete the following entries by reporting the most likely outcome that would occur if an audit was conducted on your entity.

PHA Code: CA999
PHA Name: Hometown Housing Authority

General Information | Financial Statements | Federal Programs

ELEMENT #	DESCRIPTION	VALUE	DETAILS
* G4000-011	Type of Audit Report on Major Program Compliance to Follow	None	---
* G4000-020	Dollar Threshold Used to Distinguish Type A and Type B Programs	$	---
* G4000-041	Indicator- Any Potential Audit Findings that are Reportable	None	---
* G4000-050	Federal Agencies Required to Receive the Reporting Package ☐ Agency for International Development ☐ Agriculture ☐ Commerce		
--			
G4000-060	Enter name if 'Other' is selected for G4000-050		---
G4000-061	Enter name if Other is selected for G4000-050 and there are two federal agencies required to receive the reporting package		---
* G4100-040	Total Federal Awards Expended	$	[Details]

Save | Reset

* mandatory field

5.4.1 General Information

After the PHA User clicks on the Data Collection Form link, the General Information tab of the Data Collection Form will display.

The **General Information** tab requests basic background information about the PHA, including fiscal year and audit information (if applicable). Users are required to enter/select data in the blank fields. For audited submissions, users must additionally enter their auditor's Unique IPA Identifier (UII). **If you do not know your auditor's UII, please contact your auditor.**

The following steps to create a financial submission will be based on the following sample PHA:

PHA Code: CA999
Submission Type: Unaudited and Audited/ A-133
Accounting Method: Full Accrual – Post GASB 34
Component Unit (No Separate Financial Statement)

Step 1: For the **General Information** tab on the **Data Collection Form** page, enter values for each *Element #* in the *Value* fields. Element #s with an asterisk are mandatory. Use the scroll bar to view the entire page, if necessary.

Step 2: Some *Value* fields have drop-down menus from which users select values. To select a value from a list, click on the Arrow button to the right of the *Value* field. A list of options displays. Click on an option to select it.

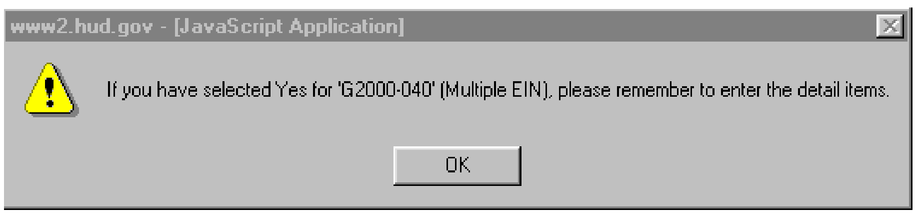
Step 3: Click on the Save button to save the data in the system. An error message displays if a required line item was left blank or entered improperly.

- Use the Reset button to reset all entries to the last save, if necessary.

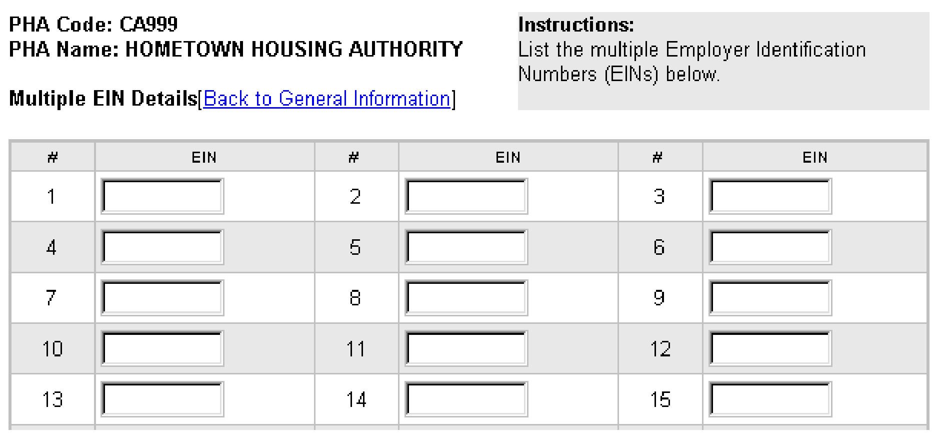
Note

If you selected 'Yes' for element #G2000-040 Multiple EIN Indicator, you will get a reminder message to enter detail items in the details page. Click OK then click on the **[Details]** link on the General information tab and provide the appropriate information.

The ability to enter multiple EIN numbers was implemented in FASS-PH Release 7.0.0.0 to comply with the latest OMB changes.



Enter appropriate EIN. You can enter up to 75 EINS.



Step 4: Once the Multiple EIN Details page has been completed, click on the Back to General Information link to return to the General Information tab.

After completing the General Information tab, click on the **Financial Statements** tab name at the top of the table to continue to the Financial Statements tab page.

5.4.2 Financial Statements

The **Financial Statements** tab requests information concerning the expected or actual results of the audit for the reporting period. For an unaudited submission, complete the page based on the expected results of the forthcoming audit. If an audit is not required, complete the page by reporting the most likely outcome that would occur if an audit were conducted of the PHA.

Step 1: At the **Financial Statements** tab on the **Data Collection Form** page, use the Arrow ▼ buttons to the right of the *Value* fields to select entries. Fields marked with an asterisk are mandatory.

Step 2: Click on the [Save] button to save the data in the system. An error message displays if a required line item was left blank or entered improperly.

- Use the [Reset] button to reset all entries to the last save, if necessary.

Step 3: The *Type of Audit Report to Follow* (Element #G3000-011) value requires additional details if *Qualified Opinion* or *Unqualified Opinion* is selected. Click on the [Details] link to continue to the **Details** page. In the following example, the **Unqualified Audit Details** page displays.

If you did not select either Qualified Opinion or Unqualified Opinion, skip to step 6.

PHA Code: CA999
PHA Name: Hometown Housing Authority

Unqualified Audit Details [Back to Financial Statements]

ELEMENT #	DESCRIPTION	# OF OCCURANCES	DETAILS
* G3100-010	Unqualified - Supplementary Information Required by GASB or FASB has been Omitted	None	---
* G3100-020	Unqualified - Other Information Included in a Document Containing Audited Financial Statements is Materially Inconsistent with Information Appearing in the Financial Statements	None	---
* G3100-030	Unqualified - No Exceptions	None	---

Save Reset

* mandatory field

Select either Yes or No from the dropdown boxes.

Step 4: Enter *# of Occurrences* for each *Element #* by selecting the arrow to the right of the dropdown box and selecting an option.

Element #'s marked with an asterisk are mandatory.

Step 5: Click on the [Save] button to store the data in the system. An error message displays if a required line item was left blank or entered improperly.

- Use the [Reset] button to reset all entries to the last save, if necessary.

Step 6: After completing the **Details** page, click the [Back to Financial Statements] link at the top or bottom of the table to return to the **Financial Statements** tab.

Step 7: After completing the Financial Statements tab, click on the Federal Programs tab name at the top of the table or the Federal Programs link at the bottom of the table to continue to the **Federal Programs** tab page.

5.4.3 Federal Programs

The **Federal Programs** tab requests identification of agencies required to receive the reporting package as well as additional information relating to federal programs. *Element #* G4100-040, Total Federal Awards Expended Details allows users to enter information on a program by program basis for federal awards expended.

NOTE: FASS-PH Release 7.0.0.0 implemented various modifications to comply with the OMB changes, including classification of reportable conditions, and the ability for users to add additional federal programs on the Total Federal Awards Expended details page.

Step 1: For the **Federal Programs** tab on the **Data Collection Form** page, use the scroll bar to view the entire page, if necessary. Enter the information requested in the blank fields in the *Value* column. Round cents to the nearest dollar. Do not enter dollar signs ($), commas (,), or decimal points (.) in the *Value* fields for dollar amounts. The system will automatically format the commas upon clicking the Save pushbutton.

Step 2: Some *Value* fields provide a drop-down menu. Click on the Arrow button to the right of the *Value* field to view the list of options. Click on an option to select it.

An example of a drop-down box from the Federal Programs page appears below:

PHA Code: CA999
PHA Name: Hometown Housing Authority

General Information | Financial Statements | Federal Programs

ELEMENT #	DESCRIPTION	VALUE	DETAILS
* G4000-011	Type of Audit Report on Major Program Compliance to Follow	No Opinion	---

Step 3: Some *Value* fields include a checklist. Use the scroll bar to view the entire list. Click in the left checkbox to select an item. A checkmark (√) displays in the box. Click the box again to deselect it. Check as many items as are applicable. If no items apply, check “None”. If an item is not listed, check “Other” and enter the agency name in the field provided. Element #’s marked with an asterisk are mandatory.

An example of some of the checklist boxes on the Federal Programs page appears below:

Step 4: Click on the Save button to save the data in the system. An error message displays if a required line item was left blank or entered improperly.

- Use the Reset button to reset all entries to the last save, if necessary.

Step 5: Elements that contain [Details] links require additional information. For example, element #G4100-040 details is required for all submissions which filed data for one or more federal programs.

Click on the [Details] link for **Total Federal Awards Expended Details**. The Total Federal Awards Expended Details page displays.

FINANCIAL ASSESSMENT – DCF: TOTAL FEDERAL AWARDS EXPENDED DETAILS

PHA Code: CA999
PHA Name: Hometown Housing Authority

Total Federal Awards Expended Details [Back to Federal Programs]

CFDA#	NAME OF FEDERAL PROGRAM		DETAILS
14.157	**Supportive Housing for the Elderly**		---
* G4100-030	Amount Expended	$ 10,000	---
* G4200-010	Major Federal Program Indicator	No	---
G4200-070	Audit Finding Reference Number	123456789	---
* G4200-080	Are Awards Part of the Research and Development Cluster?	Yes	---
* G4200-090	Are Awards Received Directly from a Federal Agency?	Yes	---
G4100-050	Total Amount of Questioned Costs	$	[Details]
14.850a	**Low Rent Public Housing**		---
* G4100-030	Amount Expended	$ 10,000	---
* G4200-010	Major Federal Program Indicator	No	---
G4200-070	Audit Finding Reference Number	11223344	---
* G4200-080	Are Awards Part of the Research and Development Cluster?	Yes	---
* G4200-090	Are Awards Received Directly from a Federal Agency?	Yes	---
G4100-050	Total Amount of Questioned Costs	$	[Details]

Add/Delete a Federal Program

Save Reset

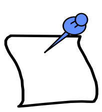
* mandatory field

Enter/ select information in each field for every program listed.

Click on the Details link for Total Amount of Questioned Costs.

New: Add/Delete a Federal Program link

Implemented in FASS-PH Release 7.2.0.0



Note

FASS-PH Release 7.2.0.0 provides the new Add/Delete a Federal Program link on the Total Federal Awards Expended Details page. This allows users to add additional federal programs and the ability to delete programs that were unintentionally added.

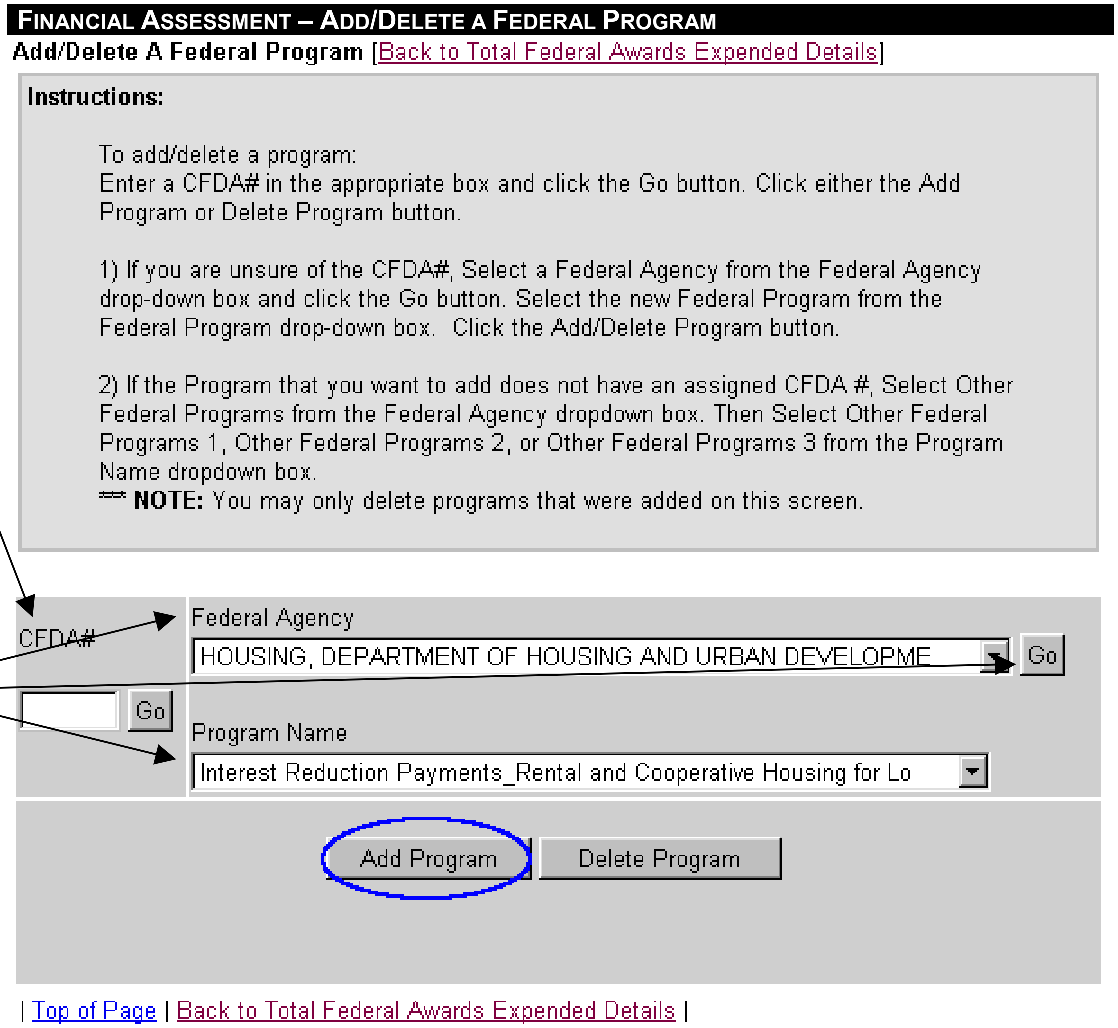
To Add/Delete a Federal Program:
Click on the Add/Delete a Federal Program link. The Add/Delete A Federal Program page is displayed.

If the CFDA# is known:

Enter the CFDA# and click GO.

If the CFDA# is not known:

Select the appropriate Federal Agency and click GO. Then, select the desired Program Name and click the Add Program pushbutton.



To Add a Federal Program:

If the CFDA# is not known:
For this example:

Select ***Library of Congress*** from the Federal Agency drop menu. Click Go.
Select ***Adjustable Rate Mortgages*** from the Program Name drop down menu.

OR

If the CFDA# is known:
For this example:

Enter ***14.175*** in the CFDA# box and click on the Go button. The Add/Delete A Federal Program page will be refreshed with the appropriate Federal Agency and Program Name preselected.

Click on the Add Program button.

Note

Note: An error message will be generated if a program being added is already on the Total Federal Awards Expended Details page.

The Total Federal Awards Expended Details page is displayed with the newly added Federal Program.

FINANCIAL ASSESSMENT – DCF: TOTAL FEDERAL AWARDS EXPENDED DETAILS

PHA Code: CA999
PHA Name: Hometown Housing Authority

Total Federal Awards Expended Details [Back to Federal Programs]

Newly added Federal Program.

CFDA#	NAME OF FEDERAL PROGRAM		DETAILS
14.157	**Supportive Housing for the Elderly**		---
* G4100-030	Amount Expended	$ 10,000	---
* G4200-010	Major Federal Program Indicator	No	---
G4200-070	Audit Finding Reference Number	123456789	---
* G4200-080	Are Awards Part of the Research and Development Cluster?	Yes	---
* G4200-090	Are Awards Received Directly from a Federal Agency?	Yes	---
G4100-050	Total Amount of Questioned Costs	$	[Details]
14.175	**Adjustable Rate Mortgages**		---
* G4100-030	Amount Expended	$	---
* G4200-010	Major Federal Program Indicator	None	---
G4200-070	Audit Finding Reference Number		---
* G4200-080	Are Awards Part of the Research and Development Cluster?	None	---
* G4200-090	Are Awards Received Directly from a Federal Agency?	None	---
G4100-050	Total Amount of Questioned Costs	$	[Details]
14.850a	**Low Rent Public Housing**		---
* G4100-030	Amount Expended	$ 10,000	---
* G4200-010	Major Federal Program Indicator	No	---
G4200-070	Audit Finding Reference Number	11223344	---
* G4200-080	Are Awards Part of the Research and Development Cluster?	Yes	---
* G4200-090	Are Awards Received Directly from a Federal Agency?	Yes	---
G4100-050	Total Amount of Questioned Costs	$333	[Details]

Add/Delete a Federal Program

Save Reset

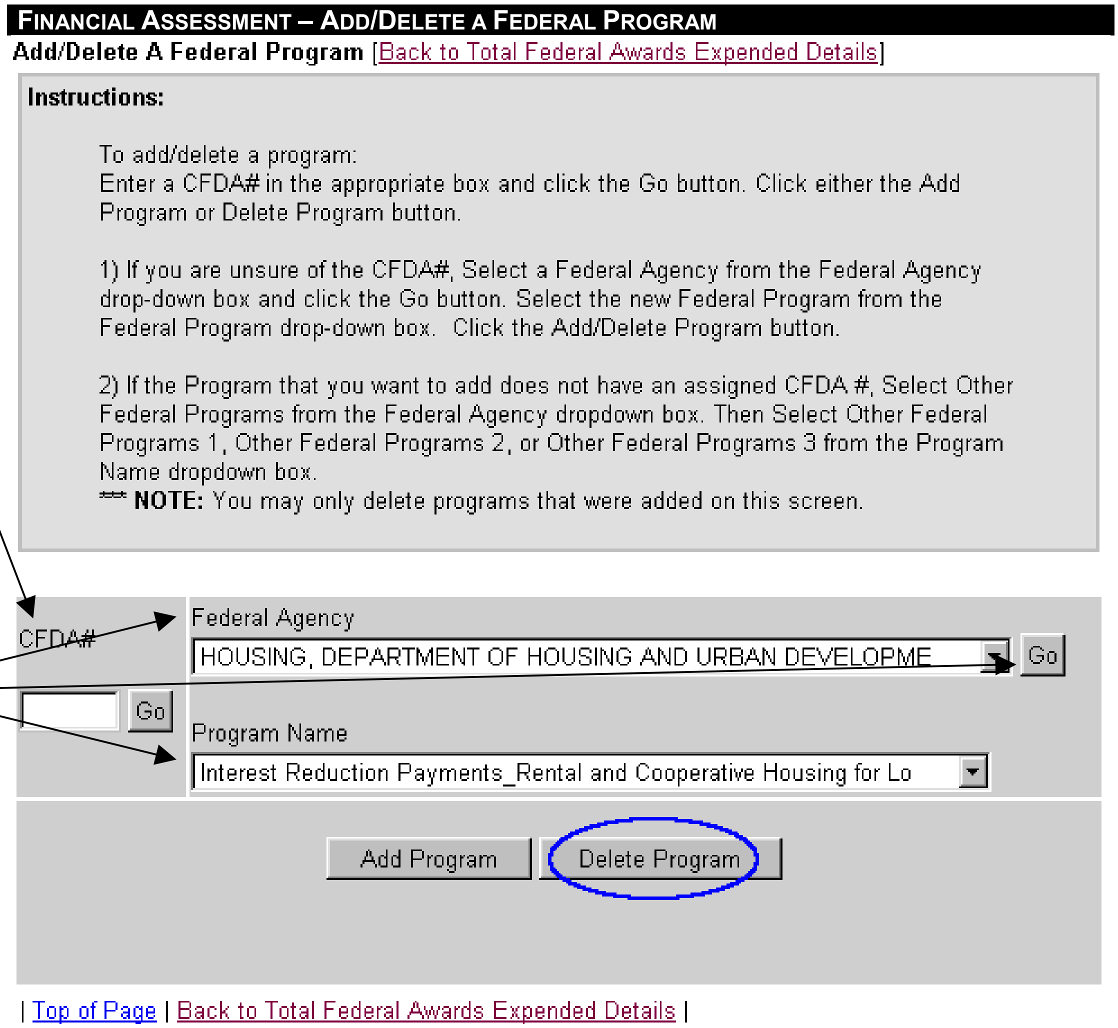
* mandatory field

If the CFDA# is known:

Enter the CFDA# and click GO.

If the CFDA# is not known:

Select the appropriate Federal Agency and click GO. Then, select the desired Program Name and click the Delete Program pushbutton.



FINANCIAL ASSESSMENT – ADD/DELETE A FEDERAL PROGRAM

Add/Delete A Federal Program [Back to Total Federal Awards Expended Details]

Instructions:

To add/delete a program:
Enter a CFDA# in the appropriate box and click the Go button. Click either the Add Program or Delete Program button.

1) If you are unsure of the CFDA#, Select a Federal Agency from the Federal Agency drop-down box and click the Go button. Select the new Federal Program from the Federal Program drop-down box. Click the Add/Delete Program button.

2) If the Program that you want to add does not have an assigned CFDA #, Select Other Federal Programs from the Federal Agency dropdown box. Then Select Other Federal Programs 1, Other Federal Programs 2, or Other Federal Programs 3 from the Program Name dropdown box.
*** **NOTE:** You may only delete programs that were added on this screen.

CFDA# Go

Federal Agency
HOUSING, DEPARTMENT OF HOUSING AND URBAN DEVELOPME Go

Program Name
Interest Reduction Payments_Rental and Cooperative Housing for Lo

Add Program Delete Program

| Top of Page | Back to Total Federal Awards Expended Details |

To Delete a Federal Program:

If the CFDA# is not known:
For this example:

Select ***Library of Congress*** from the Federal Agency drop menu. Click Go.
Select ***Adjustable Rate Mortgages*** from the Program Name drop down menu.

OR

If the CFDA# is known:
For this example:

Enter ***14.175*** in the CFDA# box and click on the Go button. The Add/Delete A Federal Program page will be refreshed with the appropriate Federal Agency and Program Name preselected.

Click on the Delete Program button. The Total Federal Awards Expended Details page is displayed.

Note

Note: A Federal Program cannot be deleted if it was not added via the Add/Delete a Federal Program page. An error message will be generated.

To delete a Federal Program not added via the Add/Delete a Federal Program Page, go to the PHA Info page and click on the Program Selection tab (refer to Section 5.2.2).

Step 6: On the **Total Federal Awards Expended Details** page, enter the information requested in the blank fields in the *Value* column. Round cents to the nearest dollar. Do not enter dollar signs ($), commas (,), or decimal points (.) in the *Value* fields for dollar amounts. The system will automatically format the commas upon clicking the Save pushbutton.

Step 7: Some *Value* fields provide a drop-down menu. Click on the right Arrow button to view the list of options. Click on an option to select it. Fields marked with an asterisk are mandatory.

Step 8: Click on the Save button to save the data in the system. An error message displays if a required line item was left blank or entered improperly.

- Use the Reset button to reset all entries to the last save, if necessary.

Step 9: Click on the [Details] links for element # G4100-050 -Total Amount of Questioned Costs.

The **Total Amount of Questioned Cost Details** page displays.

PHA Code: CA999
PHA Name: HOMETOWN HOUSING AUTHORITY
Program: 14.850a - Low Rent Public Housing

Total Amount of Questioned Cost Details[Back to Total Federal Awards Expended Details]

TYPE OF COMPLIANCE REQUIREMENT	AMOUNT OF QUESTIONED COSTS	INTERNAL CONTROL FINDINGS	DETAILS
Add A Compliance Requirement			

| Top of Page | Back to Total Federal Awards Expended Details |

Step 10: From the Total Amount of Questioned Cost table, click on the underlined Add a Compliance Requirement link to continue.

The **Compliance Requirements Details** page displays.

PHA Code: CA999
PHA Name: Hometown Housing Authority
Program: 14.850a- Low Rent Public Housing

Compliance Requirement Details [Back to Total Amount of Questioned Cost Details]

ELEMENT#	ACCOUNT DESCRIPTION	VALUE	DETAILS
* G4200-020	Type of Compliance Requirement	Activities Allowed or Unallowed	---
* G4200-030	Amount of Questioned Costs	$	---
* G4200-040	Internal Control Findings	None	---

Save Reset

* mandatory field

Note

Classification of reportable conditions was implemented in FASS-PH Release 7.0.0.0 in element # G4200-020 Type of Compliance Requirement.

Step 11: Enter the information requested in the blank fields in the *Value* column. Some of the *Value* fields have drop-down menus. Use the right Arrow ▼ buttons to select values from the list. Click on an option in the list to select it. Fields marked with an asterisk are mandatory.

When entering values in the *Value* fields, round cents to the nearest dollar. Do not enter dollar signs ($), commas (,), or decimal points (.) in the *Value* fields for dollar amounts. The system will automatically format the commas upon clicking the Save pushbutton.

Note

Once the user clicks the [Save] button, one additional pushbutton (the Delete pushbutton) will appear on the Compliance Requirements Details page. Consequently, the three pushbuttons will appear in the following order: [Save], [Delete], and [Reset].

Step 12: Click on the [Save] button to save the data in the system. An error message displays if a required line item was left blank or entered improperly.

- Use the [Reset] button to reset all entries to the last save, if necessary.
- Use the [Delete] button to delete the entries completely, if necessary.

Step 13: Click on the Back to Total Amount of Questioned Cost Details link to return to the **Total Amount of Questioned Cost Details** page. The data entered on the previous Details page now displays in the table on this Details page.

PHA Code: CA999
PHA Name: HOMETOWN HOUSING AUTHORITY
Program: 14.850a - Low Rent Public Housing

Total Amount of Questioned Cost Details[Back to Total Federal Awards Expended Details]

TYPE OF COMPLIANCE REQUIREMENT	AMOUNT OF QUESTIONED COSTS	INTERNAL CONTROL FINDINGS	DETAILS
Eligibility - Requirements are not fully documented for Low Rent or Sec. 8	$5,000	Reportable Conditions	[Details]
Add A Compliance Requirement			

| Top of Page | Back to Total Federal Awards Expended Details |

Step 14: Click on the [Back to Total Federal Awards Expended Details] link to return to the Total Federal Awards Expended Details page.

Step 15: Click on the [Back to Federal Programs] link to return to the Federal Programs tab on the Data Collection Form page.

Step 16: Your next step will vary depending upon the whether you are submitting an unaudited or an audited submission.

- For an audited submission, click on the Notes & Findings link to continue to the **Notes & Findings** page.
- For an unaudited submission, skip to ***Section 6.0 Submitting Financial Data***. Click on the *Submit* link to continue onto the **Submit** page.

5.5 Notes and Findings (for Audited Submissions only)

Audited submissions include an additional **Notes & Findings** page. The Notes & Findings page allows users to attach files containing narrative notes and audit information. This page contains up to six tabs: the **Notes** tab, the **Audit Information** tab, the **Audit Findings** tab, the **Action Plan** tab, the **MD&A** tab, and the **Financial Statements** tab. You can attach one file on each of these tabs. To change tabs, click on the tab at the top of the table.

The tabs that display and are mandatory depend on the submission type, the accounting method, and whether the PHA is reporting as a component unit. Please refer to **Appendix A: Business Rules** for mandatory requirements.

FASS-PH Release 7.2.1.0 expanded the file formats allowed for the Notes & Findings attachments. The system accepts rich text (.rtf), Microsoft Word 2000 compatible (.doc), Microsoft Excel 2000 compatible (.xls), or Adobe Acrobat Reader 5.0 compatible (.pdf) file formats. Compatible means the stated version or lower.

Note

The **attached file *must* be one of the following file formats:**

- rich text format (.rtf)
- Microsoft Word 2000 compatible (.doc)
- Microsoft Excel 2000 compatible (.xls)
- Adobe Acrobat Reader 5.0 compatible (.pdf) format

The system does not accept other file formats.

If a file is converted from a format not allowed into one of the formats above, please review the converted file for completeness before submitting your data.

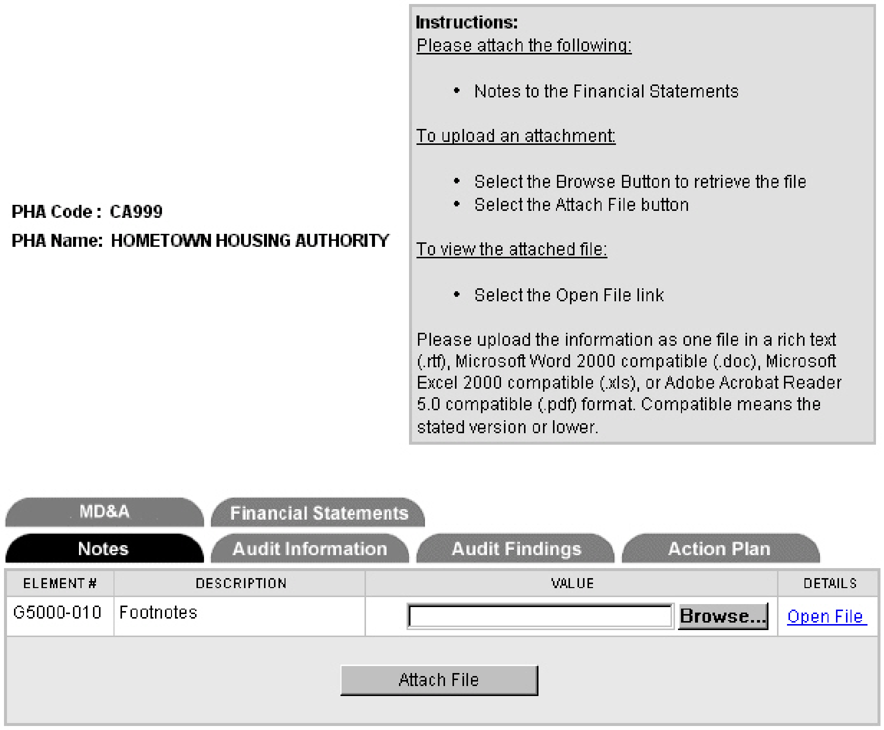
Note

Files must be attached using the Attach File pushbutton. **Each Notes & Findings tab will accept only one file.** The system does allow a user to reattach a file as needed; however, **only the last attached file is saved.**

FINANCIAL ASSESSMENT – NOTES AND FINDINGS: NOTES

Attach:
Upload and attach one file.

Note:
The tabs that display and are mandatory depend on the submission type, the accounting method, and whether the PHA is reporting as a component unit.



FINANCIAL ASSESSMENT – NOTES AND FINDINGS: AUDIT INFORMATION

Attach:
Upload and attach one file.

<u>Note:</u>
The tabs that display and are mandatory depend on the submission type, the accounting method, and whether the PHA is reporting as a component unit.

PHA Code : CA999
PHA Name: HOMETOWN HOUSING AUTHORITY

Instructions:
<u>Please select an opinion type:</u>

- Select an opinion type from the dropdown box
- Click the 'Save Opinion Type' button

<u>Please attach the following:</u>

- Independent Auditor's Report (Single Audit, Yellow Book and GAAS Audit)
- Report on Compliance and Internal Control Over Financial Reporting (Single Audit, Yellow Book)
- Report on Compliance and Internal Control Over Compliance in Accordance with OMB Circular A-133 (Single Audit only)
- Schedule of Expenditures of Federal Awards with Notes (Single Audit only)

<u>To upload an attachment:</u>

- Select the Browse Button to retrieve the file
- Select the Attach File button

<u>To view the attached file:</u>

- Select the Open File link

Please upload the information as one file in a rich text (.rtf), Microsoft Word 2000 compatible (.doc), Microsoft Excel 2000 compatible (.xls), or Adobe Acrobat Reader 5.0 compatible (.pdf) format. Compatible means the stated version or lower.

MD&A | Financial Statements
Notes | **Audit Information** | Audit Findings | Action Plan

ELEMENT #	DESCRIPTION	VALUE	DETAILS
G5100-010	Opinion on Supplemental Information	Unqualified Opinion	---
		Save Opinion Type	
G5100-020	Auditor Opinions and Schedule of Expenditure of Federal Awards	Browse...	Open File
		Attach File	

FINANCIAL ASSESSMENT – NOTES AND FINDINGS: AUDIT FINDINGS

Attach:
Upload and attach one file.

Note:
The tabs that display and are mandatory depend on the submission type, the accounting method, and whether the PHA is reporting as a component unit.

PHA Code : CA999
PHA Name: HOMETOWN HOUSING AUTHORITY

Instructions:
Please attach the following:

- Schedule of Findings and Questioned Costs
- Summary Schedule of Prior Audit Findings

To upload an attachment:

- Select the Browse Button to retrieve the file
- Select the Attach File button

To view the attached file:

- Select the Open File link

Please upload the information as one file in a rich text (.rtf), Microsoft Word 2000 compatible (.doc), Microsoft Excel 2000 compatible (.xls), or Adobe Acrobat Reader 5.0 compatible (.pdf) format. Compatible means the stated version or lower.

MD&A | Financial Statements
Notes | Audit Information | **Audit Findings** | Action Plan

ELEMENT #	DESCRIPTION	VALUE	DETAILS
G5200-010	Audit Finding(Current & Prior Year Findings)	Browse...	Open File

Attach File

FINANCIAL ASSESSMENT – NOTES AND FINDINGS: ACTION PLAN

Attach:
Upload and attach one file.

Note:
The tabs that display and are mandatory depend on the submission type, the accounting method, and whether the PHA is reporting as a component unit.

PHA Code : CA999
PHA Name: HOMETOWN HOUSING AUTHORITY

Instructions:
Please attach the following:

- Corrective Action Plan

To upload an attachment:

- Select the Browse Button to retrieve the file
- Select the Attach File button

To view the attached file:

- Select the Open File link

Please upload the information as one file in a rich text (.rtf), Microsoft Word 2000 compatible (.doc), Microsoft Excel 2000 compatible (.xls), or Adobe Acrobat Reader 5.0 compatible (.pdf) format. Compatible means the stated version or lower.

MD&A | Financial Statements
Notes | Audit Information | Audit Findings | **Action Plan**

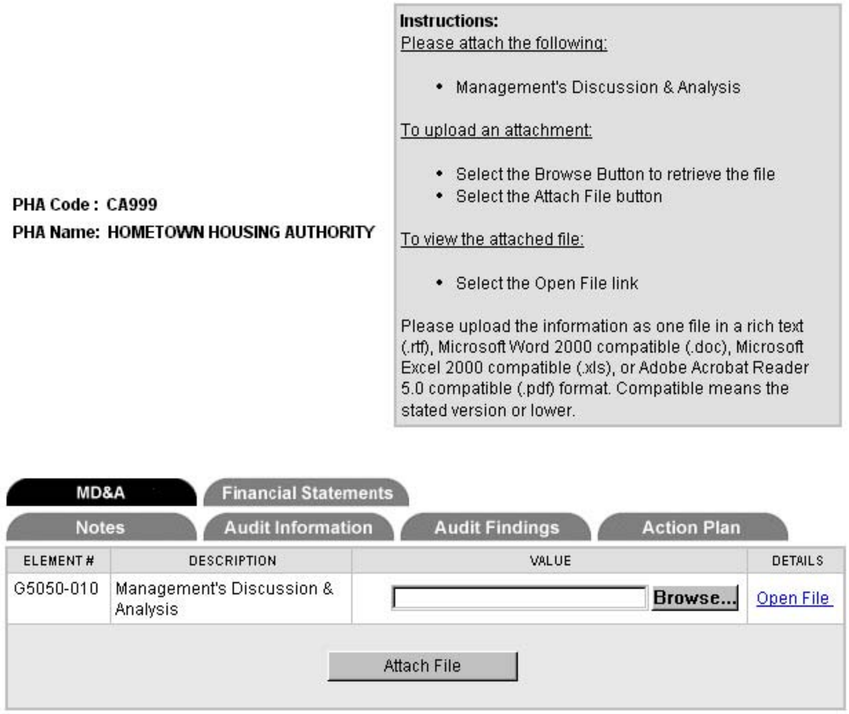
ELEMENT #	DESCRIPTION	VALUE	DETAILS
G5300-010	Corrective Action Plan(Current & Prior Year Findings)	Browse...	Open File

Attach File

FINANCIAL ASSESSMENT – NOTES AND FINDINGS: MD&A

Attach:
Upload and attach one file.

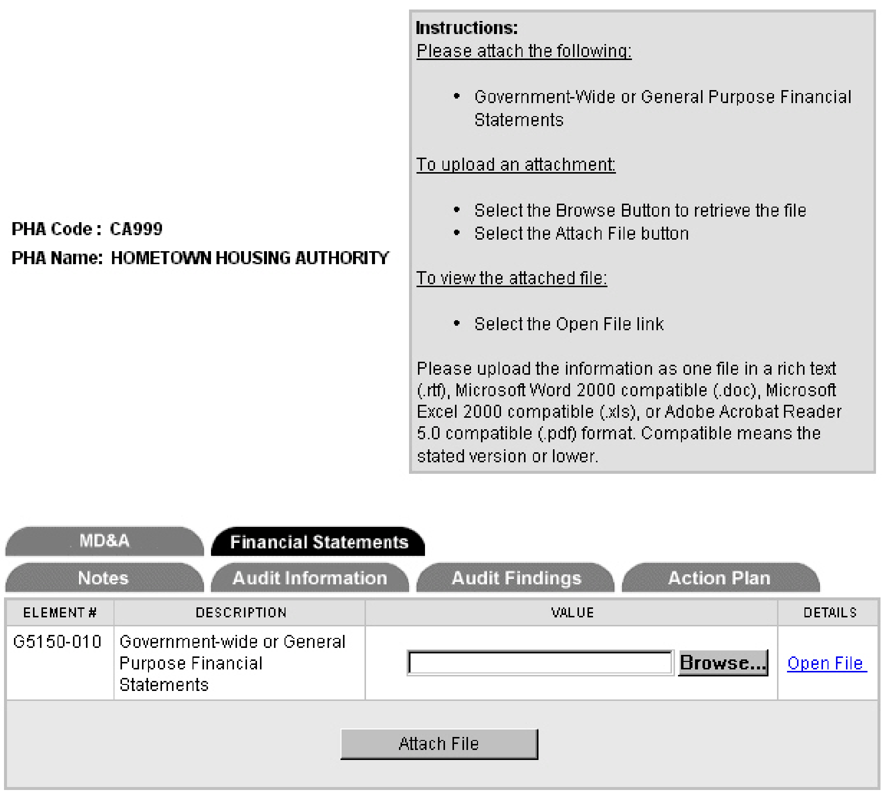
<u>Note:</u>
The tabs that display and are mandatory depend on the submission type, the accounting method, and whether the PHA is reporting as a component unit.



FINANCIAL ASSESSMENT – NOTES AND FINDINGS: FINANCIAL STATEMENTS

Attach:
Upload and attach one file.

<u>Note:</u>
The tabs that display and are mandatory depend on the submission type, the accounting method, and whether the PHA is reporting as a component unit.



5.5.1 Notes

The **Notes** tab is the first screen that displays upon clicking the Notes & Findings link. This tab contains a *Value* field that allows users to attach one file containing footnotes pertaining to the general purpose financial statements. Refer to the Section 5.5 for a list of file formats allowed.

The Notes tab is displayed and is mandatory for A-133, Non 1-33, A-133 Component Unit, and Non A-133 Component Unit submissions.

The following steps to create a financial submission will be based on the following sample PHA:

PHA Code: CA999
Submission Type: Audited/ A-133
Accounting Method: Full Accrual – Post GASB 34
Component Unit (No Separate Financial Statement)

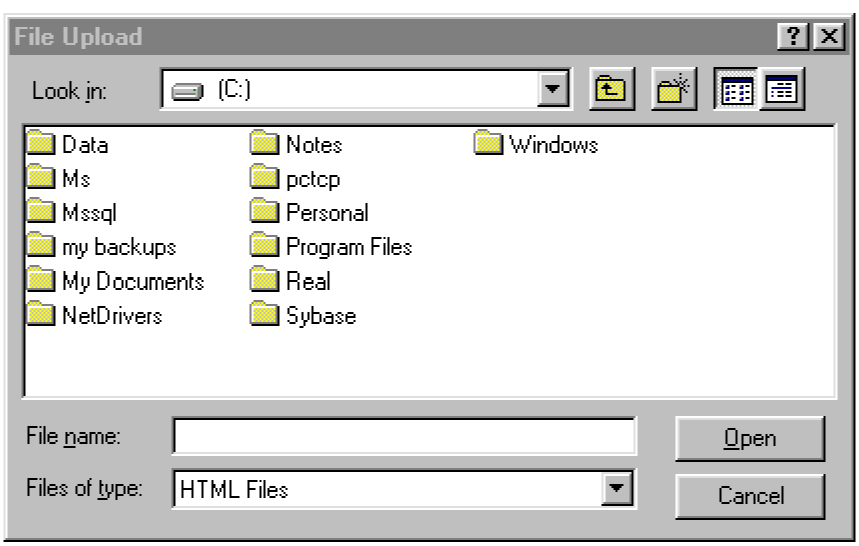
- *Since this is an A-133 Component Unit submission, the following Notes and Findings tabs are displayed: Notes, Audit Information (G5100-010 only), Audit Findings, and Action Plan.*
- *And, the following tabs are mandatory: Notes, Audit Information (G5100-010 only), and Audit Findings.*

Note

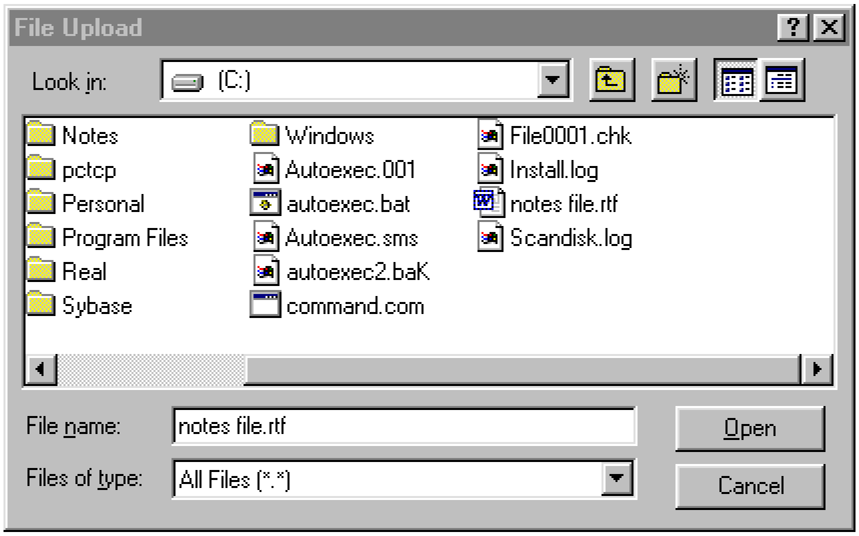
The **attached narrative notes *must* be contained in one file** and must be attached using the Attach File pushbutton. Otherwise, the PHA will be unable to attach a file on the corresponding Notes & Findings screen.

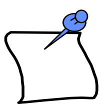
Step 1: *To attach files on the **Notes** tab:*

At the Notes tab on the Notes & Findings page, click on the Browse... button. The **File Upload** window displays. The *Files of type* will default to HTML Files; therefore, the desired file will not appear in the window until the next step.



Step 2: Change the *Files of type* from HTML Files to All Files (*.*). Then, using the *Look in* field at the top of the window, locate the file you wish to attach.




Note

How to convert a document into an .rtf file:

With the appropriate document open, select the *Save As* option in the File Menu dropdown list. Then, when the 'Save As' pop-up box appears, select the Rich Text Format (*.rtf) option at the bottom of the pop-up window in the *Save as type:* dropdown menu. Then select OK.

Step 3: Double-click on the file to select it. The name of the file displays in the *Value* field.

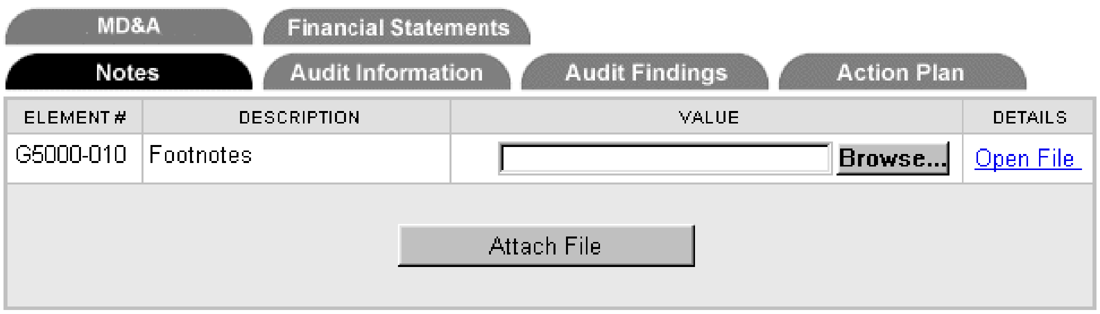
Step 4: Click on the Attach File button. A confirmation message displays.

Step 5: Click on the OK button to continue. A link to the file (e.g. Open File) now displays in the *Details* column.

Note

If an incorrect file is attached, please repeat steps 1 through 5 to attach the correct file. The correct file will overwrite the incorrect file.

Only one file can be attached to each screen. Therefore, if a PHA attaches a new file once there is already an existing file, the existing file is deleted and the new file is saved.



Step 6: Click on the **Audit Information** tab name to continue to the **Audit Information** tab page.

5.5.2 Audit Information

The **Audit Information** tab contains *Value* fields that allow users to select information and attach one file. Refer to the Section 5.5 for a list of file formats allowed. The attached file must include the following:

- Independent Auditor's Report (Single Audit, Yellow Book and GAAS Audit)
- Report on Compliance and Internal Control Over Financial Reporting (Single Audit, Yellow Book)
- Report on Compliance and Internal Control Over Compliance in Accordance with OMB Circular A-133 (Single Audit only)
- Schedule of Expenditures of Federal Awards with Notes (Single Audit only)

The Audit Information tab (both G5100-010 and G5100-020) is displayed and mandatory for A-133 and Non A-133 submissions. The Audit Information tab (G5100-010 only) is displayed and mandatory for A-133 Component Unit and Non A-133 Component Unit submissions.

Note Previously, the Audit Information tab had been used to attach both audit information and top-level financial statements. A new tab *Financial Statements* was created in FASS-PH Release 7.0.0.0 to reduce complexity for filing attachments on the Audit Information tab.

Note The **attached narrative notes *must* be in one file** and must be attached using the Attach File pushbutton. Otherwise, the PHA will be unable to attach a file on the corresponding Notes & Findings screen.

Step 1: Go to the Audit Information tab page on the Notes & Findings page.
Use the drop-down menu to select ***Opinion on Supplemental Information***.

Step 2: Click on the [Save Opinion Type] button to save your selection.

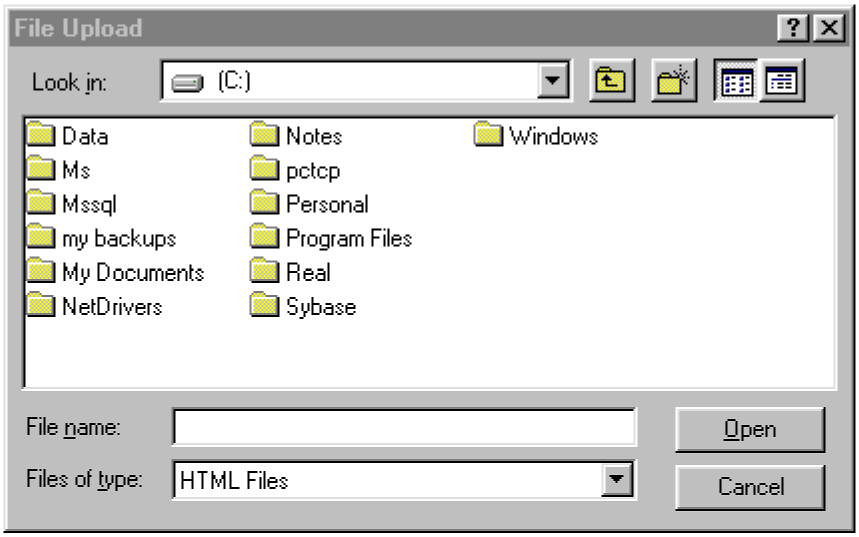
Note Modifications to the Notes and Findings page were made to comply with GASB 34 and to implement component unit options in FASS-PH Release 7.0.0.0.

If your PHA is not reporting as a component unit of a larger entity, proceed onto step 3. However, if your PHA is reporting as a component unit PHA, skip to step 9 because you are not required to enter audit information.

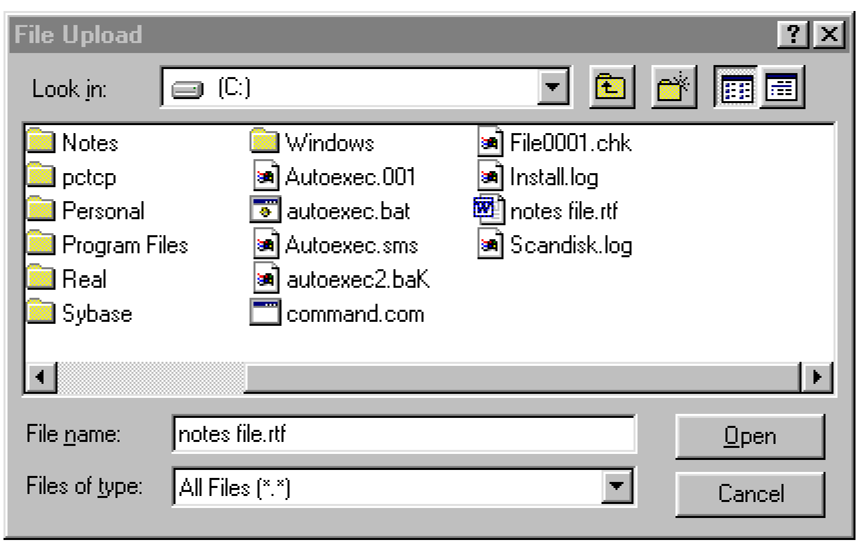
Step 3: Click on the [Browse...] button. The **File Upload** window displays.

Step 4: *To attach files on the* ***Audit Information*** *tab:*

At the Audit Information tab on the Notes & Findings page, click on the Browse... button. The **File Upload** window displays. The *Files of type* will default to HTML Files; therefore, the desired file will not appear in the window until the next step.



Step 5: Change the *Files of type* from HTML Files to All Files (*.*). Then, using the *Look in* field at the top of the window, locate the file you wish to attach.



Note

How to convert a document into an .rtf file:

With the appropriate document open, select the *Save As* option in the File Menu dropdown list. Then, when the 'Save As' pop-up box appears, select the Rich Text Format (*.rtf) option at the bottom of the pop-up window in the *Save as type:* dropdown menu. Then select OK.

Step 6: Double-click on the file to select it. The name of the file displays in the *Value* field.

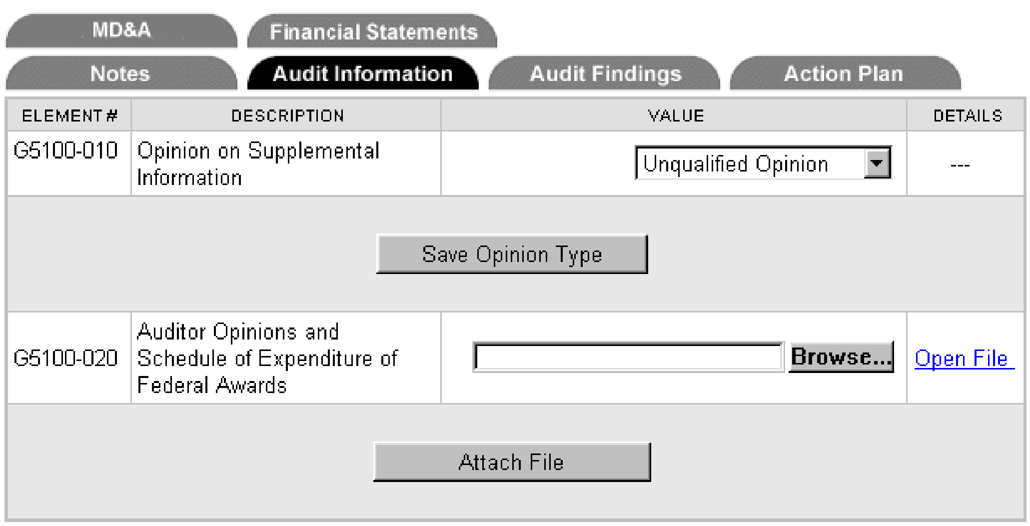
Step 7: Click on the [Attach File] button. A confirmation message displays.

Step 8: Click on the [OK] button to continue. A link to the file (e.g. Open File) now displays in the *Details* column.

Note

If an incorrect file is attached, please repeat steps 3 through 8 to attach the correct file. The correct file will overwrite the incorrect file.

Only one file can be attached to each screen. Therefore, if a PHA attaches a new file once there is already an existing file, the existing file is deleted and the new file is saved.



Step 9: Your next step will vary depending upon the submission type, accounting method, and whether your PHA is reporting as a component unit of a larger entity. Refer to **Appendix A: Business Rules** for detail on the mandatory file attachments. If you are completed with the Notes & Findings pages, skip to ***Section 6.0 Submitting Financial Data***.

5.5.3 Audit Findings

The **Audit Findings** tab contains a *Value* field that allows users to attach the following information in one file:

- Schedule of Findings and Questioned Costs
- Summary Schedule of Prior Audit Findings

Refer to the Section 5.5 for a list of file formats allowed.

The Audit Findings tab is displayed and is mandatory for A-133 and A-133 Component Unit submissions. This tab is not displayed for Non A-133 or Non A-133 Component Unit submissions.

Note

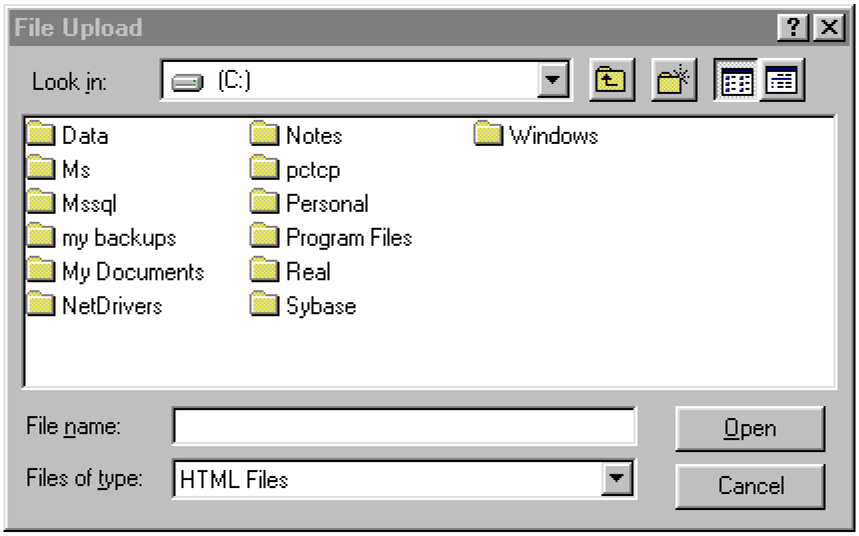
Modifications to the Notes and Findings page were made to comply with GASB 34 and to implement component unit options in FASS-PH Release 7.0.0.0. Refer to **Appendix A: Business Rules** for detail on the mandatory file attachments. If you are completed with the Notes & Findings pages, skip to ***Section 6.0 Submitting Financial Data***.

Note

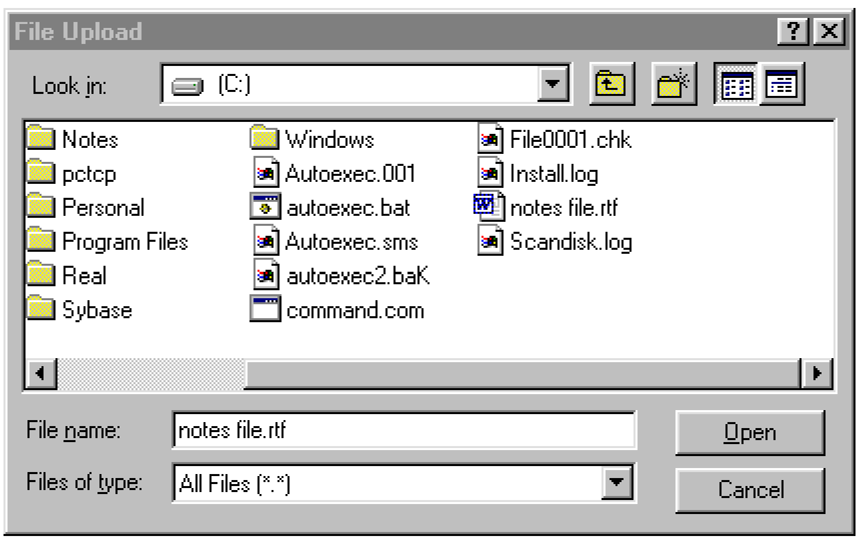
The **attached narrative notes *must* be in one file** and must be attached using the Attach File pushbutton. Otherwise, the PHA will be unable to attach a file on the corresponding Notes & Findings screen.

Step 1: *To attach files on the **Audit Findings** tab:*

At the Audit Findings tab on the Notes & Findings page, click on the Browse... button. The **File Upload** window displays. The *Files of type* will default to HTML Files; therefore, the desired file will not appear in the window until the next step.



Step 2: Change the *Files of type* from HTML Files to All Files (*.*). Then, using the *Look in* field at the top of the window, locate the file you wish to attach.



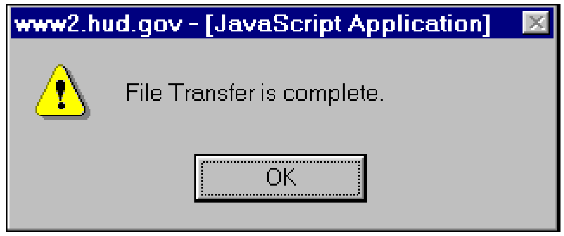
Note

How to convert a document into an .rtf file:

With the appropriate document open, select the *Save As* option in the File Menu dropdown list. Then, when the 'Save As' pop-up box appears, select the Rich Text Format (*.rtf) option at the bottom of the pop-up window in the *Save as type:* dropdown menu. Then select OK.

Step 3: Double-click on the file to select it. The name of the file displays in the *Value* field.

Step 4: Click on the [Attach File] button. A confirmation message displays.

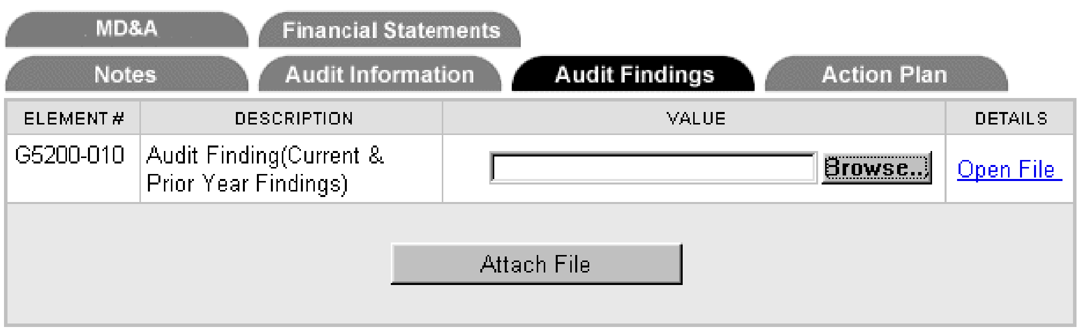


Step 5: Click on the OK button to continue. A link to the file (e.g. Open File) now displays in the *Details* column.

Note

If an incorrect file is attached, please repeat steps 1 through 5 to attach the correct file. The correct file will overwrite the incorrect file.

Only one file can be attached to each screen. Therefore, if a PHA attaches a new file once there is already an existing file, the existing file is deleted and the new file is saved.



Step 6: Your next step will vary depending upon the submission type, accounting method, and whether your PHA is reporting as a component unit of a larger entity. Refer to **Appendix A: Business Rules** for detail on the mandatory file attachments. If you are completed with the Notes & Findings pages, skip to ***Section 6.0 Submitting Financial Data***.

5.5.4 Action Plan

The **Action Plan** tab contains a *Value* field that allows users to attach the Corrective Action Plan (if applicable) in one file. Refer to Section 5.5 for a list of allowed file formats.

The Action Plan tab is displayed and is optional for A-133 and A-133 Component Unit submissions. This tab is not displayed for Non A-133 or Non A-133 Component Unit submissions.

Note

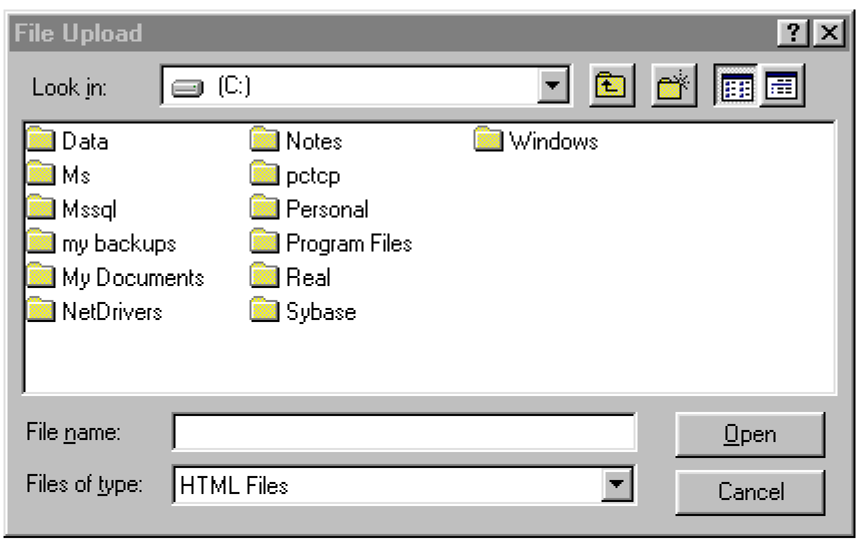
Modifications to the Notes and Findings page were made to comply with GASB 34 and to implement component unit options in FASS-PH Release 7.0.0.0. Refer to **Appendix A: Business Rules** for detail on the mandatory file attachments. If you are completed with the Notes & Findings pages, skip to ***Section 6.0 Submitting Financial Data***.

Note

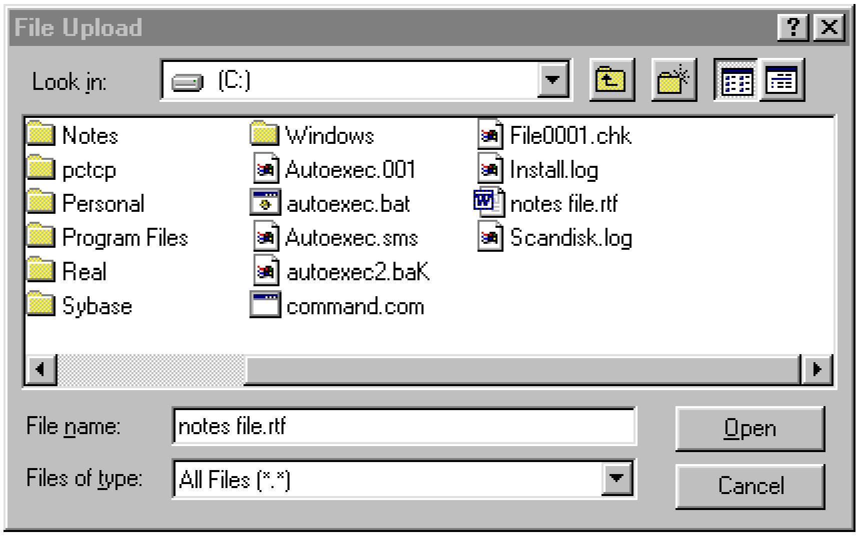
The **attached narrative notes *must* be in one file** and must be attached using the Attach File pushbutton. Otherwise, the PHA will be unable to attach a file on the corresponding Notes & Findings screen.

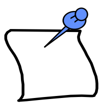
Step 1: *To attach files on the **Action Plan** tab:*

At the Action Plan tab on the Notes & Findings page, click on the Browse... button. The **File Upload** window displays. The *Files of type* will default to HTML Files; therefore, the desired file will not appear in the window until the next step.



Step 2: Change the *Files of type* from HTML Files to All Files (*.*). Then, using the *Look in* field at the top of the window, locate the file you wish to attach.



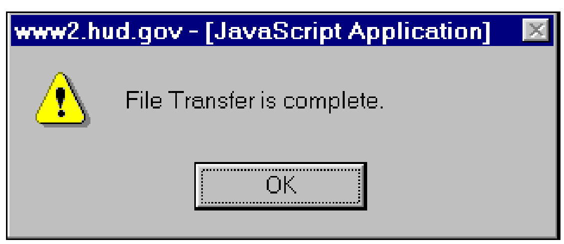

Note

How to convert a document into an .rtf file:

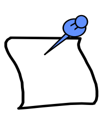
With the appropriate document open, select the *Save As* option in the File Menu dropdown list. Then, when the 'Save As' pop-up box appears, select the Rich Text Format (*.rtf) option at the bottom of the pop-up window in the *Save as type:* dropdown menu. Then select OK.

Step 3: Double-click on the file to select it. The name of the file displays in the *Value* field.

Step 4: Click on the Attach File button. A confirmation message displays.

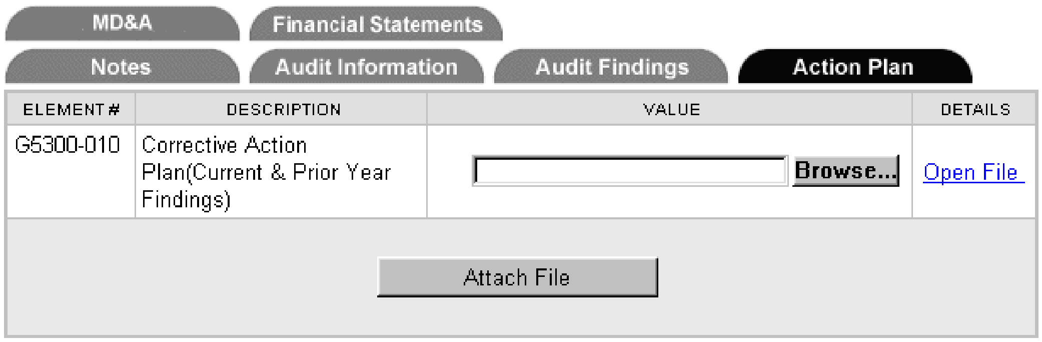


Step 5: Click on the OK button to continue. A link to the file (e.g. Open File) now displays in the *Details* column.


Note

If an incorrect file is attached, please repeat steps 1 through 5 to attach the correct file. The correct file will overwrite the incorrect file.

Only one file can be attached to each screen. Therefore, if a PHA attaches a new file once there is already an existing file, the existing file is deleted and the new file is saved.



Step 6: Your next step will vary depending upon the submission type, accounting method, and whether your PHA is reporting as a component unit of a larger entity. Refer to **Appendix A: Business Rules** for detail on the mandatory file attachments. If you are completed with the Notes & Findings pages, skip to ***Section 6.0 Submitting Financial Data***.

5.5.5 Management's Discussion & Analysis (MD&A)

The **Management's Discussion & Analysis (MD&A)** tab contains a *Value* field that allows users to attach the Management Discussion & Analysis (if applicable) in one file. Refer to Section 5.5 for a list of allowed file formats.

The MD&A tab is not displayed for Component Unit submissions or submissions filed under a pre GASB 34 accounting method. This tab is displayed and is mandatory for non-component unit PHAs reporting A-133 and Non A-133 submissions under the Full Accrual/Post GASB 34 accounting method.

Note

Modifications to the Notes and Findings page were made to comply with GASB 34 and to implement component unit options in FASS-PH Release 7.0.0.0. Refer to **Appendix A: Business Rules** for detail on the mandatory file attachments. If you are completed with the Notes & Findings pages, skip to ***Section 6.0 Submitting Financial Data***.

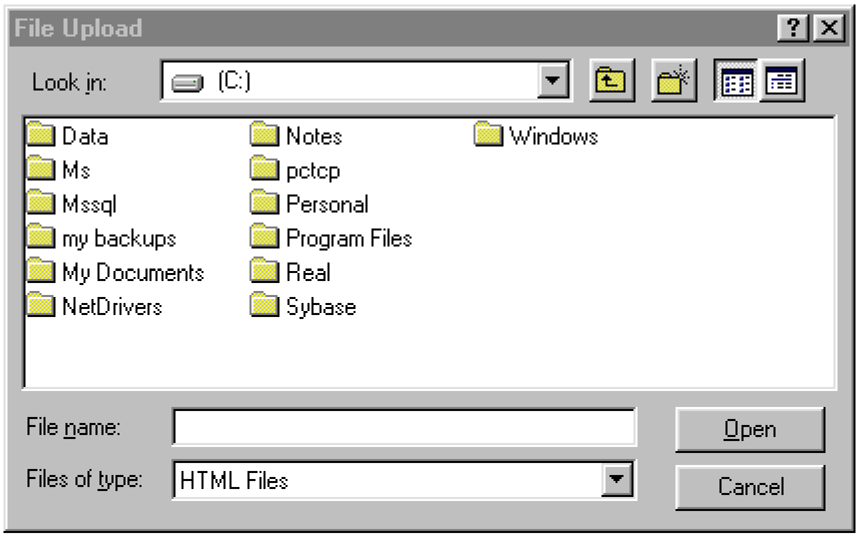
FASS-PH Release 7.2.1.0 corrected the business rule for the MD&A tab. The MD&A tab is displayed and is mandatory for non-component unit A-133 and Non A-133 submissions reported under the Full Accrual/Post GASB 34 accounting method.

Note

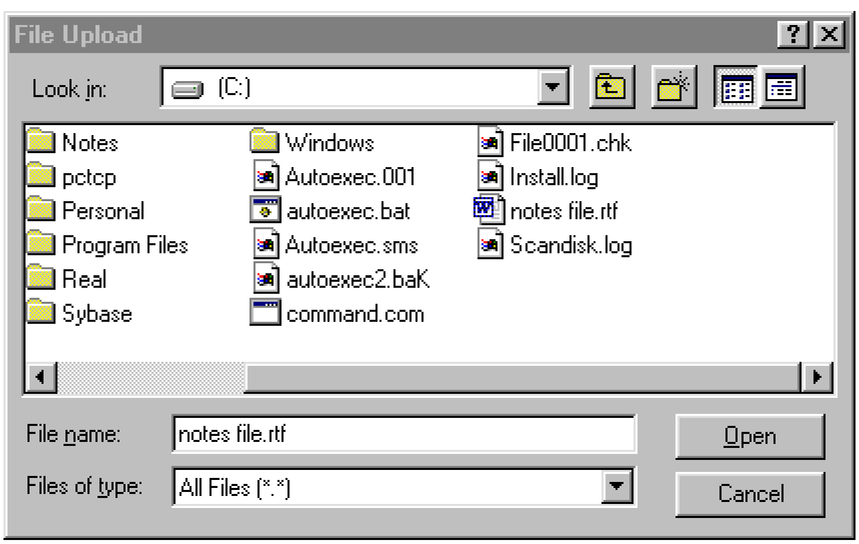
The **attached narrative notes *must* be in one file** and must be attached using the Attach File pushbutton. Otherwise, the PHA will be unable to attach a file on the corresponding Notes & Findings screen.

Step 1: *To attach files on the* ***MD&A*** *tab:*

At the MD&A tab on the Notes & Findings page, click on the Browse... button. The **File Upload** window displays. The *Files of type* will default to HTML Files; therefore, the desired file will not appear in the window until the next step.



Step 2: Change the *Files of type* from HTML Files to All Files (*.*). Then, using the *Look in* field at the top of the window, locate the file you wish to attach.



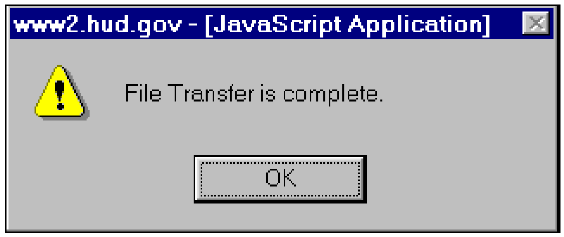
Note

How to convert a document into an .rtf file:

With the appropriate document open, select the *Save As* option in the File Menu dropdown list. Then, when the 'Save As' pop-up box appears, select the Rich Text Format (*.rtf) option at the bottom of the pop-up window in the *Save as type:* dropdown menu. Then select OK.

Step 3: Double-click on the file to select it. The name of the file displays in the *Value* field.

Step 4: Click on the Attach File button. A confirmation message displays.

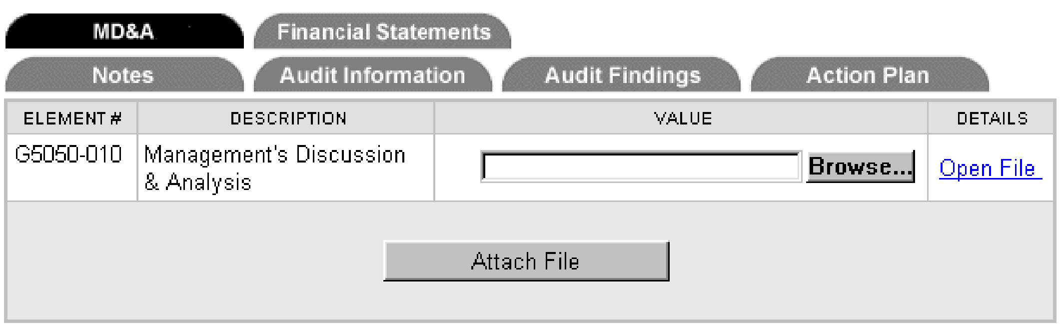


Step 5: Click on the OK button to continue. A link to the file (e.g. Open File) now displays in the *Details* column.

Note

If an incorrect file is attached, please repeat steps 1 through 5 to attach the correct file. The correct file will overwrite the incorrect file.

Only one file can be attached to each screen. Therefore, if a PHA attaches a new file once there is already an existing file, the existing file is deleted and the new file is saved.



Step 6: Your next step will vary depending upon the submission type, accounting method, and whether your PHA is reporting as a component unit of a larger entity. Refer to **Appendix A: Business Rules** for detail on the mandatory file attachments. If you are completed with the Notes & Findings pages, skip to ***Section 6.0 Submitting Financial Data***.

5.5.6 Financial Statements

The **Financial Statements** tab contains a *Value* field that allows users to attach the Government-wide or General Purpose Financial Statements (if applicable) in one file. Refer to Section 5.5 for a list of allowed file formats.

The Financial Statements tab is displayed and is mandatory for A-133 and Non A-133 submissions. This tab is not displayed for Component Unit submissions.

Note

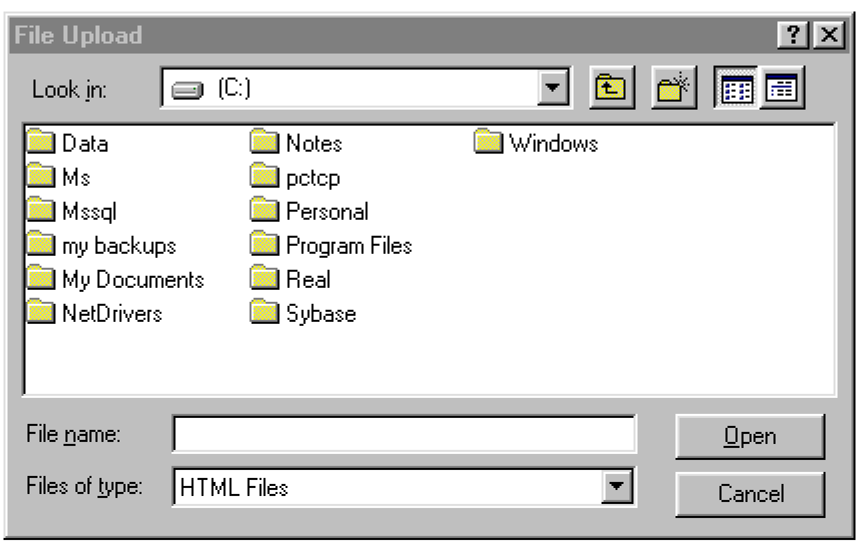
Previously, the Audit Information tab had been used to attach both audit information and top-level financial statements. A new tab *Financial Statements* was created in FASS-PH Release 7.0.0.0 to reduce complexity for filing attachments on the Audit Information tab.

Note

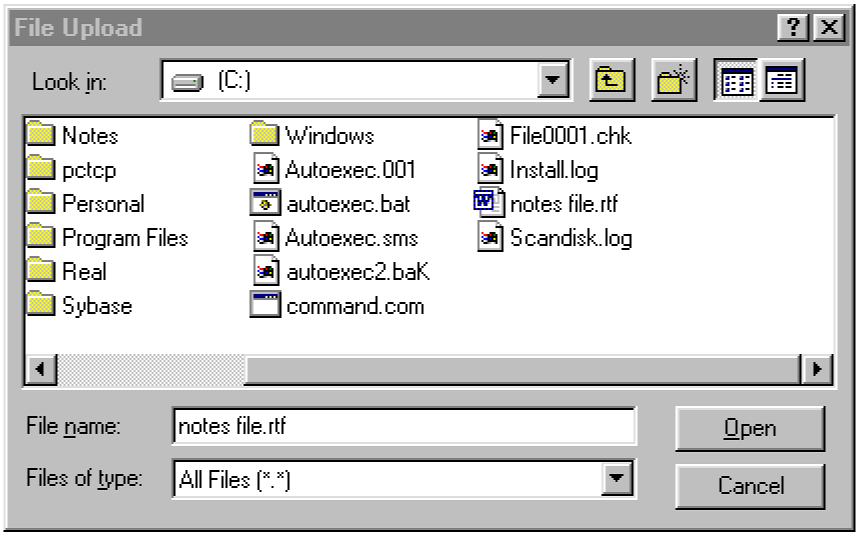
The **attached narrative notes *must* be in one file** and must be attached using the Attach File pushbutton. Otherwise, the PHA will be unable to attach a file on the corresponding Notes & Findings screen.

Step 1: *To attach files on the **Financial Statements** tab:*

At the Financial Statements tab on the Notes & Findings page, click on the Browse... button. The **File Upload** window displays. The *Files of type* will default to HTML Files; therefore, the desired file will not appear in the window until the next step.



Step 2: Change the *Files of type* from HTML Files to All Files (*.*). Then, using the *Look in* field at the top of the window, locate the file you wish to attach.



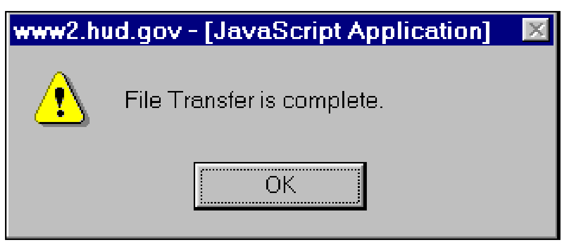
Note

How to convert a document into an .rtf file:

With the appropriate document open, select the *Save As* option in the File Menu dropdown list. Then, when the 'Save As' pop-up box appears, select the Rich Text Format (*.rtf) option at the bottom of the pop-up window in the *Save as type:* dropdown menu. Then select OK.

Step 3: Double-click on the file to select it. The name of the file displays in the *Value* field.

Step 4: Click on the Attach File button. A confirmation message displays.

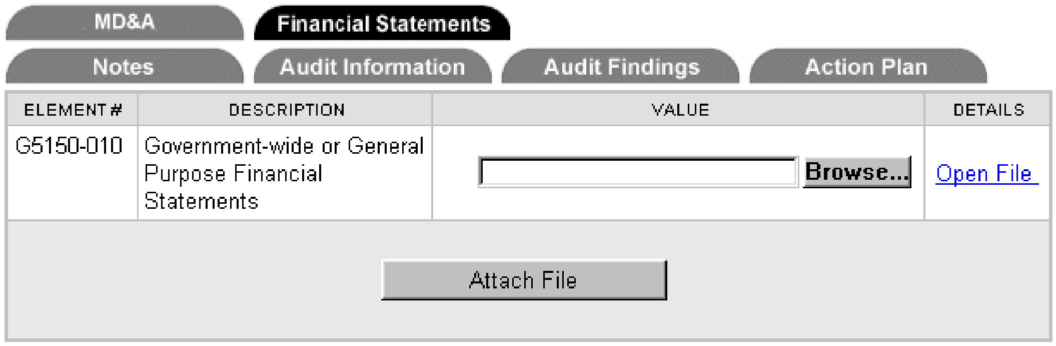


Step 5: Click on the OK button to continue. A link to the file (e.g. Open File) now displays in the *Details* column.

Note

If an incorrect file is attached, please repeat steps 1 through 5 to attach the correct file. The correct file will overwrite the incorrect file.

Only one file can be attached to each screen. Therefore, if a PHA attaches a new file once there is already an existing file, the existing file is deleted and the new file is saved.



Step 6: Click on the Submit link at the top or bottom of the table to continue to the **Submit** page.

Note

In the event that you are not able to submit your submissions on time, you can access the following two screens to either file a late reason or request an extension (unaudited submissions only).

- Late Reason Page (refer to Section 5.8).
- Unusual Circumstance Request (refer to Section 5.9).

If your unaudited submission and audited submission have a significant data discrepancy, you may access the following screen to provide a reason:

- Material Differences Reason (refer to Section 5.10).

5.6 Comments Page (both Audited and Unaudited Submissions)

The Comments Page allows users to submit additional information for clarification on their submission data. The ability for users to submit comments along with submissions will reduce confusion and time spent on clarification that may take place between PHAs and REAC personnel.

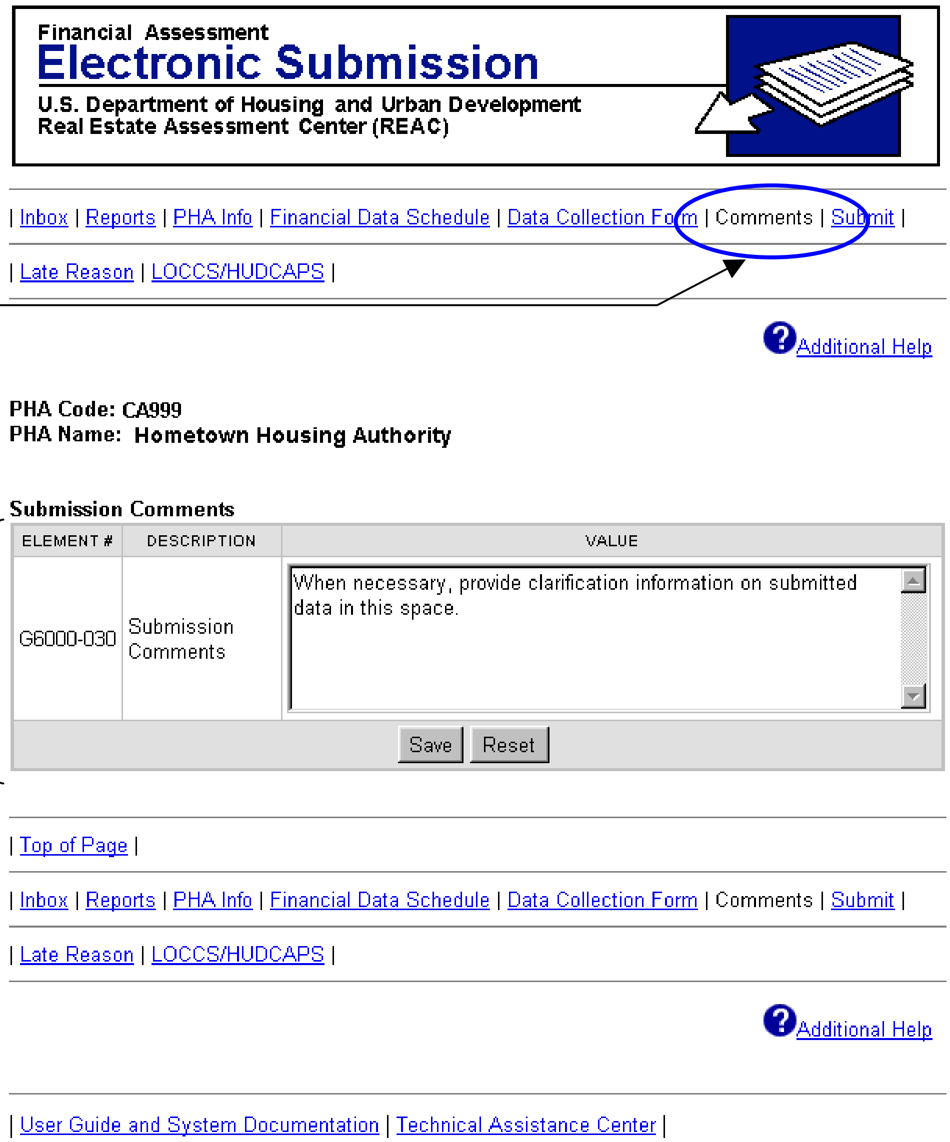
Note

FASS-PH Release 7.2.0.0 implemented functionality to display mandatory fields for the FDS and the DCF screens.

Step1: To display the **Comments** page:

Click on the Comments link at the top or bottom of the page. The **Comments** page displays.

Click on the Comments link.



Enter additional information for clarification on the submission data.

Step 2: Enter any necessary comments in the Submission Comments box. The comments will be viewable by internal REAC personnel.

Step 3: Click on the Save button to save the comments in the system.

Use the Reset button to clear all text in the Submission Comments box.

5.7 LOCCS/HUDCAPS Page (both Audited and Unaudited Submissions)

FASS-PH Release 7.2.0.0 eliminates the manual process of comparing FASS-PH submissions to Line of Credit Control System (LOCCS) and HUD Central Accounting and Program System (HUDCAPS) data to determine if discrepancies exist.

The LOCCS/HUDCAPS page will provide users with the reported disbursements from the LOCCS and HUDCAPS systems on a program-by-program basis.

Note

FASS-PH Release 7.2.0.0 implemented functionality to display disbursement data from LOCCS. HUDCAPS data will be incorporated in a future FASS-PH release.

Disbursement data may not reflect the actual cash disbursements due to timing differences.

Step 1: To view the LOCCS/HUDCAPS page:

Click on the LOCCS/HUDCAPS link at the top or bottom of the page.
The **LOCCS/HUDCAPS** Report page displays.

FINANCIAL ASSESSMENT – LOCCS/HUDCAPS PAGE

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

| Inbox | Reports | PHA Info | Financial Data Schedule | Data Collection Form | Comments | Submit |

| Late Reason | Review Score | LOCCS/HUDCAPS |

Click on the LOCCS/HUDCAPS link.

Additional Help

PHA Code: CA999
PHA Name: Hometown Housing Authority

LOCCS/HUDCAPS Report

for CA999 as of 06/30/2001

Program Name	Reported Disbursements
BOND - Bond Payments	$ 90,340
S8 - Section 8 Housing	$ 68,402
SEC8 - Section 8 Miscellaneous	$ 59,292
14.238 - Shelter Plus Care	$ 50,356
14.241 - Housing Opportunities for Persons with AIDS	$ 71,297
14.850a - Low Rent Public Housing	$ 594,348
14.859 - Public Housing_Comprehensive Grant Program	$ 125,431
14.872 - Public Housing Capital Fund Program	$ 113,108

Report Generated: 12/17/2001 09:04:13 AM

| Top of Page |

| Inbox | Reports | PHA Info | Financial Data Schedule | Data Collection Form | Comments | Submit |

| Late Reason | Review Score | LOCCS/HUDCAPS |

Additional Help

The LOCCS/HUDCAPS page displays a basic version of the LOCCS/HUDCAPS report for the selected PHA, listing all programs that have been funded for, as well as the amount received for each program.

Use this information as a reference when creating new submissions.

5.8 Late Reason Page (for Late Submissions only)

The Late Reason page allows users to document a reason for the lateness of a financial submission. The Late Reason link is available at the top and bottom of unaudited and audited submissions with a *Draft* status.

Remember to save your entries before leaving the page.

Step 1: To complete the **Late Reason** page:

Click on the Late Reason link at the top or bottom of the page, the **Late Reason** page displays.

FINANCIAL ASSESSMENT – LATE REASON PAGE

| Inbox | Reports | PHA Info | Financial Data Schedule | Data Collection Form |

| Notes & Findings | Comments | Submit | Late Reason | Material Difference Reason |

| LOCCS/HUDCAPS |

Value:
Enter a late reason for the submission.

Additional Help

PHA Code: CA999
PHA Name: HOMETOWN HOUSING AUTHORITY

ELEMENT #	DESCRIPTION	VALUE	DETAILS
G6000-020	Late Reason	(Limit: 255 Characters)	---

Save Reset

Top of Page

| Inbox | Reports | PHA Info | Financial Data Schedule | Data Collection Form |

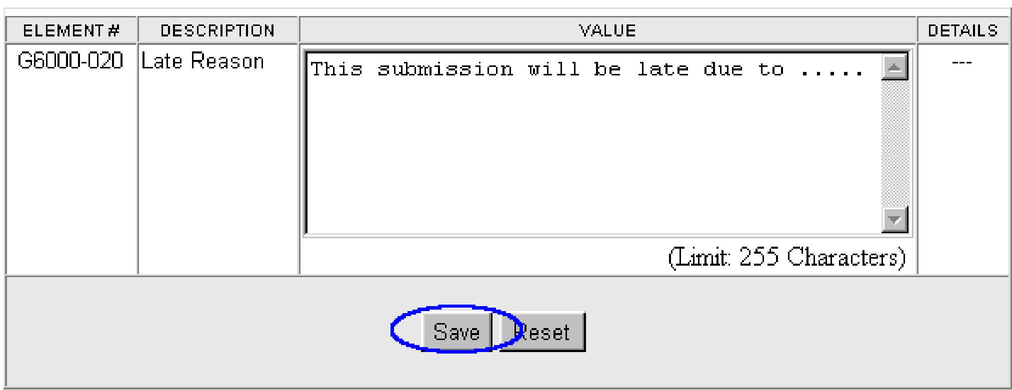
| Notes & Findings | Comments | Submit | Late Reason | Material Difference Reason |

| LOCCS/HUDCAPS |

Step 2: Click in the blank *Value* field and enter the reason(s).

Step 3: Click on the Save button to save the data in the system. An error message displays if a required line item was left blank or entered improperly.

- Use the Reset button to reset all entries to the last save, if necessary.



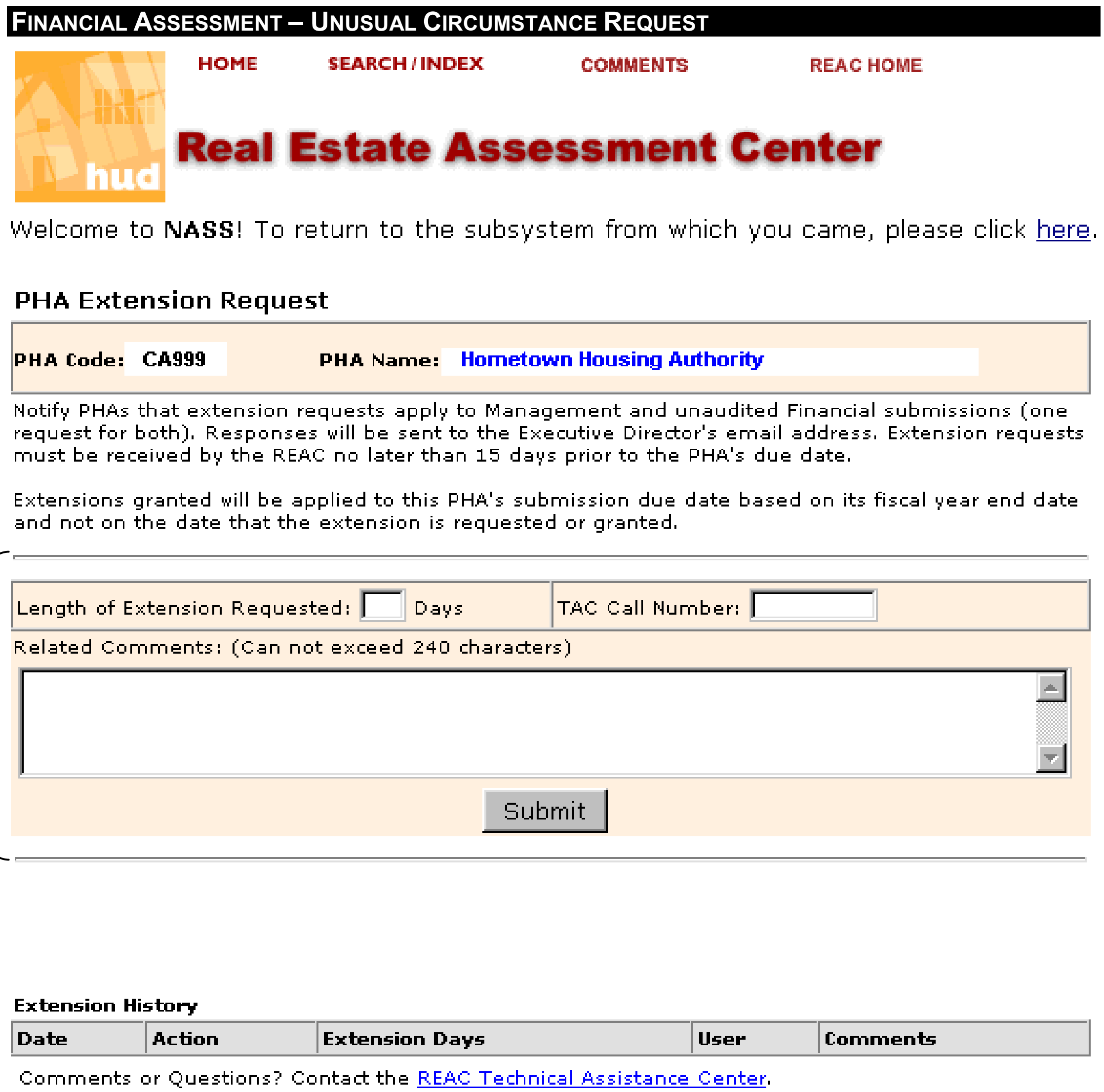
5.9 Unusual Circumstance Request (for Unaudited Submissions only)

If there are unusual circumstances preventing the timely submission of unaudited data, PHAs can request an extension via the **Unusual Circumstance Request** page. Note: This page is not available for Section 8 only entities.

Remember to save your entries before leaving the page.

Length of Extension Requested: *Enter number of days.*

Related Comments: *Enter reason for an extension request.*



FINANCIAL ASSESSMENT – UNUSUAL CIRCUMSTANCE REQUEST

HOME SEARCH / INDEX COMMENTS REAC HOME

Real Estate Assessment Center

Welcome to **NASS**! To return to the subsystem from which you came, please click here.

PHA Extension Request

PHA Code: **CA999** **PHA Name:** **Hometown Housing Authority**

Notify PHAs that extension requests apply to Management and unaudited Financial submissions (one request for both). Responses will be sent to the Executive Director's email address. Extension requests must be received by the REAC no later than 15 days prior to the PHA's due date.

Extensions granted will be applied to this PHA's submission due date based on its fiscal year end date and not on the date that the extension is requested or granted.

Length of Extension Requested: [ ] Days TAC Call Number: [ ]

Related Comments: (Can not exceed 240 characters)

Submit

Extension History

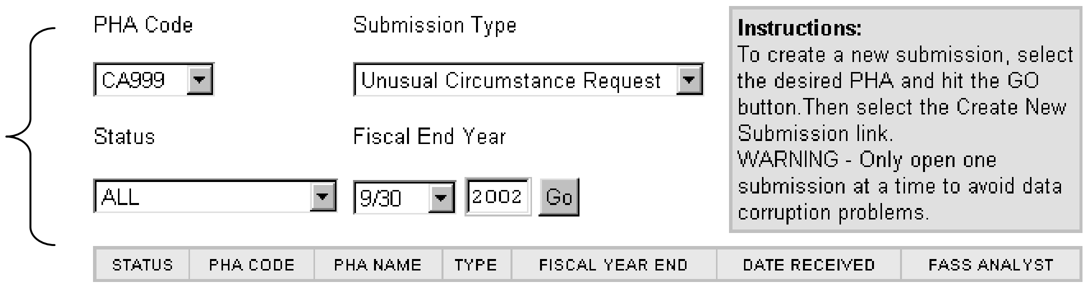
Date	Action	Extension Days	User	Comments

Comments or Questions? Contact the REAC Technical Assistance Center.

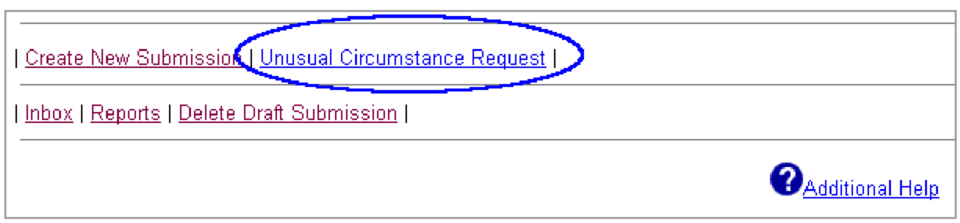
Step 1: From your **Inbox**, select/enter the following from the dropdown/ text boxes and click Go.:

PHA Code : *CA999*
Reporting End Date (month/ day): *09/30*
Reporting End Date (year): *2002*
Submission Type: *Unusual Circumstance Request*

Query for your submission.

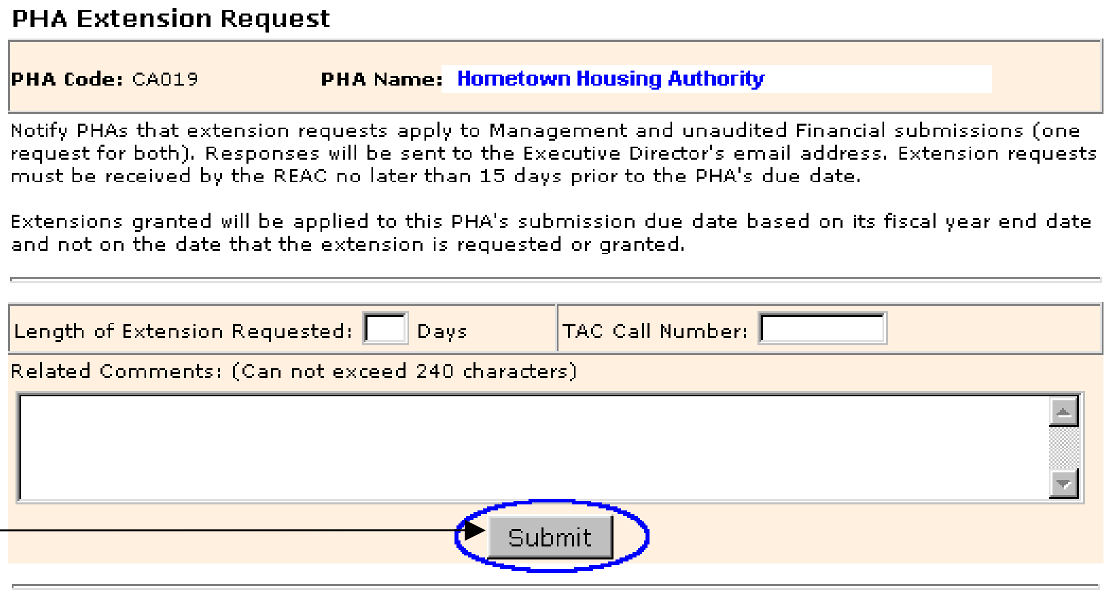


Step 2: Click on the Unusual Circumstance Request link at the top or bottom of your Inbox page.



Step 3: The NASS Unusual Circumstance Request page displays.

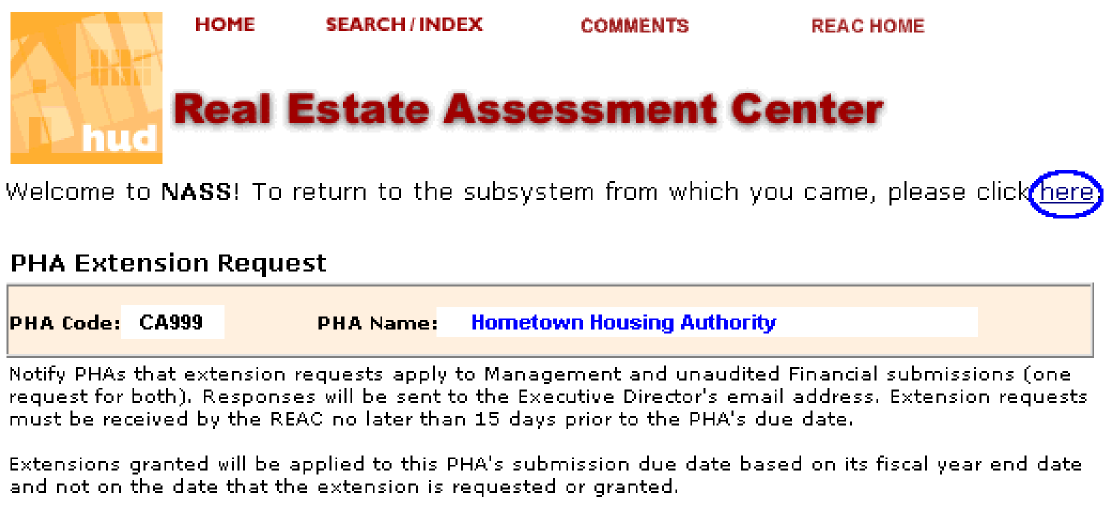
- Verify that the PHA Code is correct.
- Enter the number of days requested for the extension.
- Enter the reason for requesting an extension.
- Click on the Submit button to submit your request to HUD-REAC.



Click on the **Submit** button after entering appropriate information.

Step 4: To return to FASS, click the here button at the top of the Unusual Circumstance Request page.

The Inbox page will display.

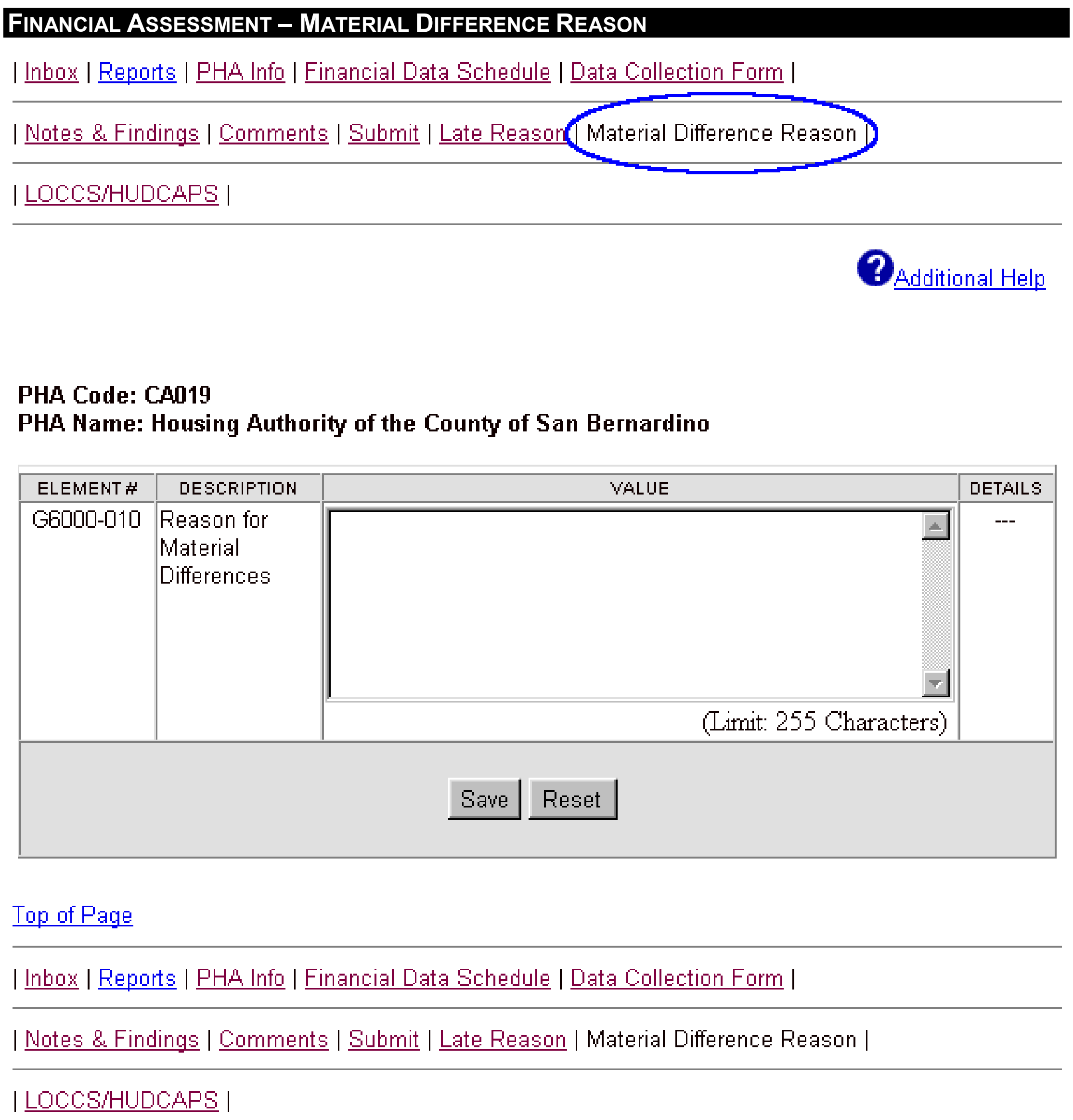


5.10 Material Difference Reason Page (for Audited Submissions only)

The **Material Difference Reason** page allows users to provide a reason for any differences in the financial data between the audited and unaudited submissions. The Material Difference Reason link to the Material Difference Reason page is only available for audited submissions.

Remember to save your entries before leaving the page.

Value: *Enter a reason for financial data discrepancy between the audited and unaudited submissions.*



Step 1: To complete the **Material Difference Reason** page:

Click on the Material Difference Reason link at the top or bottom of the page, the **Material Difference Reason** page displays.

Step 2: Click in the blank *Value* field and enter the reason(s).

Step 3: Click on the Save button to save the data in the system. An error message displays if a required line item was left blank or entered improperly.

- Use the Reset button to reset all entries to the last save, if necessary.