

## CHAPTER 9 – ADMINISTRATIVE REQUEST BOX

### Overview

The **Administrative Request Box** is a workload management tool that allows financial analysts to manage extension, resubmission, and waiver requests. For FASS-FHA, the HUB selected on the **HUB Selection** page determines which administrative requests display in the **Administrative Request Box**.

<b>Administrative Request Box - Atlanta</b>						
<a href="#">Project Name</a>	<a href="#">FHA/Contract</a>	<a href="#">FYE</a>	<a href="#">Type</a>	<a href="#">Status</a>	<a href="#">Status Date</a>	<a href="#">Select a Page</a>
PATRICIAN ARMS	067EE024	06/30/2003	RESUB	<a href="#">Open</a>	12/23/2003	<a href="#">REMS Activity</a>
AMBER WOODS COOPERATIVE I	07344074 ▾	09/30/2003	WAIVR	<a href="#">Open</a>	12/31/2003	<a href="#">REMS Activity</a>
PHILLIP SIMS	MI28T841037	12/31/2002	RESUB	<a href="#">Open</a>	01/08/2004	<a href="#">REMS Activity</a>
NBGC TROTWOOD - MT GABRIEL	046EH159	12/31/2002	RESUB	<a href="#">Open</a>	01/16/2004	<a href="#">REMS Activity</a>
East Ridge Court	092EE079	09/30/2003	WAIVR	<a href="#">Open</a>	01/16/2004	<a href="#">REMS Activity</a>
Chamberlain Apartments	06155015	12/31/2003	EXTEN	<a href="#">Open</a>	03/06/2004	<a href="#">REMS Activity</a>
CEDARWOOD TOWERS	01441002	12/31/2003	EXTEN	<a href="#">Open</a>	03/10/2004	<a href="#">REMS Activity</a>
RAPP ROAD RESIDENCE	013EH048 ▾	12/31/2003	EXTEN	<a href="#">Open</a>	03/10/2004	<a href="#">REMS Activity</a>
Valley Health Services	01443145	12/31/2003	EXTEN	<a href="#">Open</a>	03/10/2004	<a href="#">REMS Activity</a>

[Manager](#) | [Analyst](#) | [Approved](#) | [Disapproved](#)

[FASS-MF Menu](#)


***Administrative Request Box***

- Allows for processing of administrative requests associated with Combined and Consolidated AFS submissions.
- Allows the financial analyst to select an action for processing administrative requests and overdue notifications for the HUBs associated with their role.
- Provides links to detail screens for comprehensive information about administrative requests and overdue notifications.
- Immediately updates status changes after recommended actions are submitted.
- Records and maintains the receipt of all administrative requests for each annual financial statement, by request type (e.g., EXTEN, RESUB, WAIVR), and assigns a sequential number to each request type (e.g., First, Second, Third).
- Removes administrative requests from the **Administrative Request Box** after the financial analyst has rendered a decision, and once industry users access their Administrative Request Status Box.

<b><i>ADMINISTRATIVE REQUEST BOX</i></b>	
<b>Features</b>	<b>Description</b>
<b><i>Site HUB</i></b>	Field immediately following the "Administrative Request Box" title that displays the name of the HUB selected from the <b>HUB Selection</b> page.
<b><i>Project Name</i></b>	Column displays the name of the Multifamily Housing project.
<b><i>FHA/Contract</i></b>	<p>Column displays the FHA or Contract number associated with the project. The drop down box indicates that the project is either a Consolidated or Combined submission.</p> <p>A Consolidated AFS data submission has more than one FHA and/or contract number.</p> <p>If one AFS submission is submitted for a cooperative or multiple properties, it is considered to be a Combined submission.</p>
<b><i>FYE</i></b>	Column displays the Fiscal Year End (FYE) of the annual financial statement.
<b><i>Type</i></b>	<p>Column displays abbreviations for the types of administrative requests and overdue notifications.</p> <p><b>Requests/Overdue Notices and Abbreviations</b></p> <ul style="list-style-type: none"> <li>• Extension Request – <b>EXTEN</b></li> <li>• Resubmission Request – <b>RESUB</b></li> <li>• Waiver Request – <b>WAIVR</b></li> </ul>

<b><i>ADMINISTRATIVE REQUEST BOX</i></b>	
<b>Features</b>	<b>Description</b>
<b><i>Status</i></b>	<p>Column displays the current status of administrative requests and overdue notifications, and provides a link to detail screens.</p> <p><b>Open</b> Status is initially assigned by the system to all administrative requests. Requires review and action by a financial analyst.</p> <p><b>Recommend Approve or Recommend Disapprove</b> The administrative request has been reviewed by a financial analyst and requires a manager's final decision.</p> <p><b>Approved or Disapproved</b> The administrative request has been reviewed and a final decision has been rendered.</p>
<b><i>Status Date</i></b>	Column displays the effective date of the current status.
<b><i>Select a Page</i></b>	Column provides links to: <b>REMS</b> – to view the REMS Ownership Page associated with this property. <b>Activity</b> – to view the Administrative Request Activity summary page associated with the owning entity.

<b><i>ADMINISTRATIVE REQUEST BOX</i></b>	
<b>Features</b>	<b>Description</b>
<b><i>Sorting</i></b>	<p>Financial analysts can change the sort order of the <b>Administrative Request Box</b> by selecting an underlined heading.</p> <p><b><u>Project Name</u></b> heading sorts the <b>Administrative Request Box</b> alphabetically ascending (lowest to highest) Project Name. A project displaying a drop-down-arrow indicates a combined submission with multiple FHA and/or contract numbers. Consolidated and Combined submissions display the lowest FHA number and/or contract number, with the remaining ascending numbers displaying in the drop-down list.</p> <p><b><u>FHA/Contract</u></b> heading sorts the <b>Administrative Request Box</b> by ascending (lowest to highest) FHA or Contract number. A project displaying a drop-down-arrow indicates a combined submission with multiple FHA and/or contract numbers. Consolidated and Combined submissions display the lowest FHA number and/or contract number, with the remaining ascending numbers displaying in the drop-down list.</p> <p><b><u>FYE</u></b> heading sorts the <b>Administrative Request Box</b> by ascending dates (oldest to latest) Fiscal Year End (FYE).</p> <p><b><u>Type</u></b> heading sorts the <b>Administrative Request Box</b> by alphabetically ascending request types.</p> <p><b><u>Status Date</u></b> heading is the automatic default sort of the <b>Administrative Request Box</b>. The <b>Administrative Request Box</b> sorts by ascending dates, oldest date on top to most current date on the bottom.</p>

<b>ADMINISTRATIVE REQUEST BOX</b>	
<b>Features</b>	<b>Description</b>
<b><i>View Options</i></b>	<p>Links located at the bottom provide a view preference of the <b>Administrative Request Box</b>.</p> <p>The default view is either <u>Manager</u> or <u>Analyst</u>, dependant upon the user's role who logged in. Once a different view option is selected, the <b>Administrative Request Box</b> remains that view option until another option is selected.</p> <p style="text-align: center;"><b>Selection and View</b></p> <ul style="list-style-type: none"> <li>• <b>Manager</b> – displays all administrative requests, notifications, etc. awaiting Manager's action.</li> <li>• <b>Analyst</b> – displays all administrative requests, notifications, etc. awaiting Analyst's action.</li> <li>• <b>Approved</b> – displays all administrative requests that have a status of "Approved".</li> <li>• <b>Disapproved</b> – displays all administrative requests that have a status of "Disapproved".</li> </ul>
<b><i>HUB Selection</i></b>	 button returns to the <b>HUB Selection</b> page.
<b>LINKS</b>	
<b><i>Admin Request Box</i></b>	Links to the <b>Administrative Request Box</b> for the last selected HUB.
<b><i>Admin Request Activity</i></b>	Links to the Activity page that displays a summary of all administrative requests for the owning entity.
<b><i>Admin Request Detail</i></b>	Links to the Administrative Request Detail page for this administrative request.
<b><i>REMS</i></b>	Links to the REMS Ownership Page for this property.
<b><i>FASS-MF Menu</i></b>	Link returns to the <b>FASS-MF Menu</b> page.
<b><i>REAC Financial Assessment for FHA/MF Housing</i></b>	Links to the <b>Real Estate Assessment Center</b> home page.
<b><i>Comments or Questions &lt;REAC Technical Assistance Center&gt;</i></b>	Links to the Real Estate Assessment Center (PIH-REAC) Technical Assistance Center (TAC) online help form.

### 30-Day Extension Request

An industry user must request a **30-Day Extension Request** of the due date of the annual financial statement requirement when there are extenuating circumstances preventing a timely submission of the required data.

- Allows industry users to request a 30-day extension from the current due date of the AFS at the time of the request. The current due date is the greatest of the following:
  - the natural due date for the statement,
  - based on a previously approved 30-day extension,
  - based on an FYE extension.
- Only one "OPEN" extension request for an AFS is accepted by the system until a decision (Approved/Disapproved) is rendered by a financial analyst.
- A Financial Analyst is authorized to make a final decision (approved, disapproved) on an extension request.

#### To review an Extension Request:

1. Click an OPEN link for a project where Type = "EXTEN" in the **Administrative Request Box**. The **Extension Request** displays.

The screenshot displays the 'Administrative Request Detail' form within the 'financial assessment subsystem - multifamily (fass-mf)' application. The form includes a header with navigation links (Data, Email, Action Center, Work, Workspaces) and a logo for the U.S. Dept of Housing and Urban Development. The main section contains a table with request details, a 'Request Reason' text area, and a 'Comments' text area. At the bottom, there is a 'Decision' dropdown menu set to 'Disapproved' and a 'Submit' button. The footer shows navigation links: 'Admin Request List', 'Admin Request Action', and 'Help'.

Administrative Request Detail		
HHA/Contract - Project Name:	Date From:	Date To:
01443145 - Valley Health Services	01/01/2003	12/31/2003
Request Type	Final Extension Request	
Status	Open	
Organization	VAL HEALTH SERVICES	
Tax ID	23216011	
FYE	12/31/2003	
Due Date	03/31/2004	
Date Received	03/12/2004	
Audit Firm		
Audit Phone		
Audit Email		
POC Name	Hui Feng	
POC Phone	135 136 7390	
CPA Engagement Date		
Request Reason	The audit firm (a legal person) assigned a new auditor due to change of corporate structure. The new auditor is requesting a extension on 3/31/2004 filing deadline.	
Comments		
Decision:	Disapproved [Submit]	

Admin Request List | Admin Request Action | Help

2. Click on Approved or Disapproved in the *Decision* drop-down box.

At this point, the user may wish to examine the summary of the Property/Participant Activity for that owning entity. Click on the [Admin Request Activity](#) link.

<b>Admin Request Activity - First Extension Request</b>				
FHA/Contract	Property ID	Project Name	Period From	Period To
01343066	800213723	VALLEY HEALTH SERVICES	01/01/1999	12/31/1999
Organization:		VALLEY HEATH SRVS		
Tax ID:		222511614		
Fiscal Year End (FYE):		12/31/1999		
Due Date:		03/30/2000		
Date Received:		03/01/2000		
POC Name:				
POC Phone:				
Decision:		Disapproved		
Decision By:				
Decision Date:		03/06/2000		
Revised Due Date:		03/30/2000		

<b>Admin Request Activity - First Extension Request</b>				
FHA/Contract	Property ID	Project Name	Period From	Period To
01443145	800213723	Valley Health Services	01/01/2003	12/31/2003
Organization:		VALLEY HEATH SRVS		
Tax ID:		222511614		
Fiscal Year End (FYE):		12/31/2003		
Due Date:		03/30/2004		
Date Received:		03/10/2004		
POC Name:		Ura Leight		
POC Phone:		123-456-7890		
Decision:		Open		
Decision By:				
Decision Date:				
Revised Due Date:				

[Admin Request Box](#) | [Admin Request Detail](#)

**NOTE:** The *Admin Request Activity* can be quite long. It may be necessary to scroll through many screens of previous requests.



3. Click the [Admin Request Detail](#) link to return to the current resubmission request.


<b>Administrative Request Detail</b>	
<b>FHA/Contract - Project Name:</b>	<b>Date From:</b>
01443145 - Valley Health Services	01/01/2003
	<b>Date To:</b>
	12/31/2003
<b>Request Type</b>	First Extension Request
<b>Status</b>	Open
<b>Organization</b>	VALLEY HEATH SRVS
<b>Tax ID</b>	222511614
<b>FYE</b>	12/31/2003
<b>Due Date</b>	03/30/2004
<b>Date Received</b>	03/10/2004
<b>Audit Firm</b>	
<b>Audit Phone</b>	
<b>Audit Email</b>	
<b>POC Name</b>	Ura Leight
<b>POC Phone</b>	123-456-7890
<b>CPA Engagement Date</b>	
<b>Request Reason</b>	
Due to staff turnover (a key staff person has resigned) as well as lost time due to damage to our computer network from Hurricane Hilda, we are requesting an extension on the 3/31/2004 filing deadline.	
<b>Comments <small>(required)</small></b>	
<div style="border: 1px solid black; height: 100px; width: 100%;"></div>	
<b>Decision:</b>	<input type="button" value="Approved"/> <input type="button" value="Submit"/>
<a href="#">Admin Request Box</a>   <a href="#">Admin Request Activity</a>   <a href="#">REMS</a>	

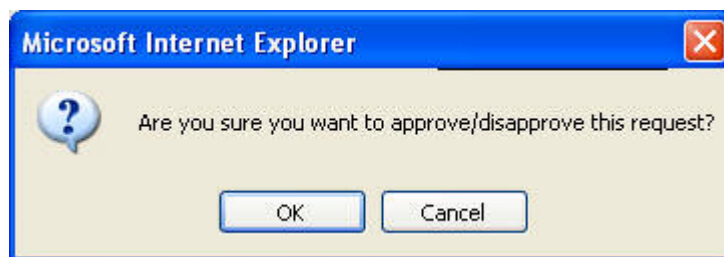
4. Enter an explanation to support the decision in the *Comments* field.

**NOTE:** If "Approved" is selected, the comments are optional. If "Disapproved" is selected, the reason for the decision is required in the comments section.

5. Verify the accuracy of all of the information. It is important to remember that once a decision is submitted, the Analyst cannot change it. Decisions can be reset via the Production Utility, which is only accessible by a Manager possessing the RUM Role in his/her profile.

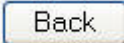


6. Click on the  button. A pop-up window asks you to confirm your decision.



7. If you selected "Disapproved" with no comments, an error page appears.



Select the  button to return to the **Administrative Request Detail** page.

8. When the decision is entered and any required comments are completed, the **Administrative Request Box** displays with the status change.

<b>Administrative Request Detail</b>		
FIWA/Contract - Project Name:		Date From:
01443143 - Valley Health Services		01/01/2003
		Date To:
		12/31/2003
...-F FASS-F Tax ID - HF-FAS		Date Rec'd: 1/1/04
Request Type	Financial Request	
Organization	VALLEY-HEALTH	
Tax ID	7025 1314	
FYE	12/31/2003	
Due Date	12/31/2004	
Revised Due Date	12/31/2004	
Date Received	12/31/2004	
Audit Firm		
Audit Phone		
Audit Email		
POC Name	Jared Sign	
POC Phone	123 456 7890	
CPA Engagement Date		
<b>Request Reason</b>		
Due to staff turnover (key staff person has resigned) as well as our new office change to our immediate network from HHS and HUD we are requesting an extension on the 2003-2004 filing deadline.		
<b>Decision Comments</b>		
No comments were entered.		
<b>Decision: Approved</b>		
<a href="#">Admin Page Main R</a> - <a href="#">Admin Page Main R</a> - by: <a href="#">DFHF</a>		

## ***Resubmission Request***

An industry user can submit a **Resubmission Request** to correct information associated with a previously submitted AFS submission. The industry user must include a reason for the request to resubmit an AFS data submission. Only RFM's (PIH-REAC Financial Managers) can make the final determination as to whether to grant a resubmission request, however, the Analyst is encouraged to submit a recommendation to the Manager.


- Allows the industry user to request an electronic resubmission for an AFS, already submitted to PIH-REAC/FASS-FHA for a given fiscal year.
- Financial analysts can view the resubmission request in the **Administrative Request Box**.
- Financial Analysts can make recommendations but a Manager/Director must approve/disapprove the request.

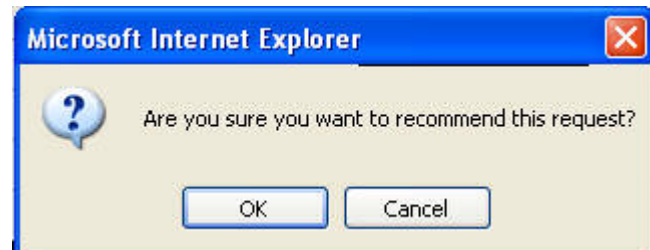
### ***To Make a Recommendation (by Analyst) on a Resubmission Request:***

1. Click on an OPEN link for a resubmission request in the **Administrative Request Box**. The **Resubmission Request** displays.

<b>Administrative Request Detail</b>	
<b>FHA/Contract - Project Name:</b>	<b>Date From:</b>
046EH159 - NBGC TROTWOOD - MT GABRIEL	01/01/2002
	<b>Date To:</b>
	12/31/2002
<b>Request Type</b>	First Resubmission Request
<b>Status</b>	Open
<b>Organization</b>	NBC USA Housing Association II Inc
<b>Tax ID</b>	311189602
<b>FYE</b>	12/31/2002
<b>Date Received</b>	01/16/2004
<b>POC Name</b>	Clifton Rogers
<b>POC Phone</b>	708-333-0634
<b>Request Reason</b>	
Requesting resubmission to add schedule of findings and questioned costs to the report.	
<b>Comments (required)</b>	
<div></div>	
<b>Recommendation:</b> <input type="button" value="Disapprove"/> <input type="button" value="Submit"/>	
<a href="#">Admin Request Box</a>   <a href="#">Admin Request Activity</a>   <a href="#">REMS</a>	


2. Click on Approved or Disapproved in the *Recommendation* drop-down box.
3. Enter your reason for the recommendation in the *Comments*. This is a required field.
4. Verify the accuracy of all of the information.

4. Click on the  button. A pop-up window asks you to confirm your decision.



5. Comments are required. If you selected OK with no comments, an error page appears.



Select the  button to return to the **Administrative Request Detail** page.

- When the decision is entered, any required comments are completed and the final OK button is clicked, the **Administrative Request Box** displays with the status change. It is important to remember that once a decision is submitted, neither the Analyst nor Manager can change it without it being reset via the Production Utility, which is only accessible by a Manager possessing the RUM Role in his/her profile.

<b>Administrative Request Detail</b>	
<b>FHA/Contract - Project Name:</b>	<b>Date From:</b>
046EH159 - NBGC TROTWOOD - MT GABRIEL	01/01/2002
<b>Date To:</b>	12/31/2002
User: FASSMF Tester - HFMFAE	Date: Mar. 11, 2004
<b>Request Type</b>	First Resubmission Request
<b>Status</b>	Recommend Approve
<b>Organization</b>	NBC USA Housing Association II Inc
<b>Tax ID</b>	311189602
<b>FYE</b>	12/31/2002
<b>Date Received</b>	01/16/2004
<b>POC Name</b>	Clifton Rogers
<b>POC Phone</b>	708-333-0634
<b>Request Reason</b>	
Requesting resubmission to add schedule of findings and questioned costs to the report.	
<b>Recommendation Comments</b>	
This resubmission request has been approved.	
<a href="#">Admin Request Box</a>   <a href="#">Admin Request Activity</a>   <a href="#">REMS</a>	

***To Approve/Disapprove (by Manager) a Resubmission Request:***

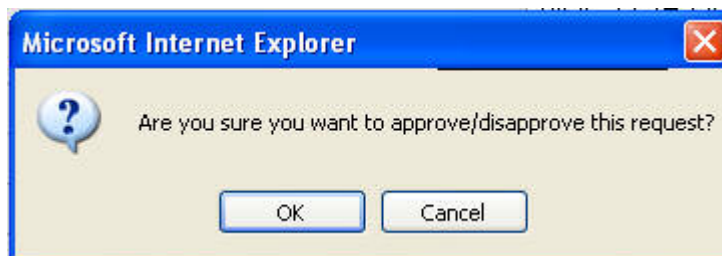
- After an Analyst has made a recommendation on a Resubmission Request, the recommendation appears in the Manager's **Administrative Request Box**.

 <a href="#">Help</a> <a href="#">E-mail</a> <a href="#">Secure Systems</a> <a href="#">HUDweb</a> <a href="#">HUD Homepage</a>						
financial assessment subsystem - multifamily (fass-mf)						
<b>Administrative Request Box - Atlanta</b>						
<a href="#">Project Name</a>	<a href="#">FHA/Contract</a>	<a href="#">FYE</a>	<a href="#">Type</a>	<a href="#">Status</a>	<a href="#">Status Date</a>	Select a Page
NBGC TROTWOOD - MT GABRIEL	046EH159	12/31/2002	RESUB	<a href="#">Recommend Approve</a>	03/11/2004	<a href="#">REMS Activity</a>
Manager   <a href="#">Analyst</a>   <a href="#">Approved</a>   <a href="#">Disapproved</a>						
<input type="button" value="HUB Selection"/>						
<a href="#">FASS-MF Menu</a>						

2. Select the Recommendation for the specific project under the Status column. In this example, you would select the [Recommend Approve](#) link. The **Administrative Request Detail** screen appears with the *Decision* defaulted to "Disapproved".

<b>Administrative Request Detail</b>	
<b>FHA/Contract - Project Name:</b>	<b>Date From:</b>
046EH159 - NBGC TROTWOOD - MT GABRIEL	01/01/2002
<b>Date To:</b>	12/31/2002
<b>User:</b> FASSMF Tester - HFMFAE	<b>Date:</b> Mar. 11, 2004
<b>Request Type</b>	First Resubmission Request
<b>Status</b>	Recommend Approve
<b>Organization</b>	NBC USA Housing Association II Inc
<b>Tax ID</b>	311189602
<b>FYE</b>	12/31/2002
<b>Date Received</b>	01/16/2004
<b>POC Name</b>	Clifton Rogers
<b>POC Phone</b>	708-333-0634
<b>Request Reason</b>	
Requesting resubmission to add schedule of findings and questioned costs to the report.	
<b>Comments</b> <small>(required only for Disapproved)</small>	
<div style="border: 1px solid black; padding: 5px;"> This resubmission request has been approved. </div>	
<b>Decision:</b>	Disapproved <input type="button" value="Submit"/>
<a href="#">Admin Request Box</a>   <a href="#">Admin Request Activity</a>   <a href="#">REMS</a>	

3. Review the Resubmission Request and select your Decision. Comments must also be entered to support your decision. For the Manager, comments are optional.
4. Select the  button. A pop-up window asks you to confirm your decision.



5. When the decision is entered, any required comments are completed and the final OK button is clicked, the **Administrative Request Box** displays with the status change.



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and Urban Development

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financial assessment subsystem - multifamily (fass-mf)

**Administrative Request Detail**

<b>FHA/Contract - Project Name:</b>	<b>Date From:</b>	<b>Date To:</b>
046EH159 - NBGC TROTWOOD - MT GABRIEL	01/01/2002	12/31/2002
User: FASSMF Tester - HFMFAB		Date: Mar. 11, 2004

<b>Request Type</b>	First Resubmission Request
<b>Organization</b>	NBC USA Housing Association II Inc
<b>Tax ID</b>	311189602
<b>FYE</b>	12/31/2002
<b>Date Received</b>	01/16/2004
<b>POC Name</b>	Clifton Rogers
<b>POC Phone</b>	708-333-0634

**Request Reason**

Requesting resubmission to add schedule of findings and questioned costs to the report.

**Decision Comments**

This resubmission request has been approved. Agree. mgr

**Decision: Approved**

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[\[REAC Financial Assessment for FHA/MF Housing\]](#)

[Comments or Questions <REAC Technical Assistance Center>](#)



## ***Waiver Request***

Industry users can submit a **Waiver Request** to relieve all, or a portion of, the AFS submission requirements. Waiver requests must include a description of the circumstances believed to warrant a waiver of the requirements. Based on specific requirements, industry users must submit the request for a waiver electronically.

A waiver can be requested for up to a 90-day stub period. For example, if a submission was submitted on 12/15/2000 and the reporting period ends on 12/31/2000, a waiver request may be filed. If the waiver request is approved, then the submission could be filed on 12/31/2001.

Financial Analysts can make recommendations but a Manager/Director must approve/disapprove the request.

The chart below illustrates the types of waiver requests that can be submitted by industry users for review by PIH-REAC.

WAIVER TYPES	WAIVER REQUEST	USER REQUIREMENT
<b>2</b>	<b><i>Waiver of audited AFS</i></b>	Submit electronic Owner-Certified (OC) AFS
<b>4</b>	<b><i>Waiver of AFS</i></b>	Will not submit an AFS
<b>5</b>	<b><i>Deferral of Partial Year Stub Submission</i></b>	Submit electronic partial year AFS.



***To Make a Recommendation (by Analyst) on a Waiver Request:***

1. Click on an OPEN link for a WAIVR (waiver) request in the **Administrative Request Box**. The **Waiver Request** displays.

<b>Administrative Request Detail</b>		
<b>FHA/Contract - Project Name:</b>	<b>Date From:</b>	<b>Date To:</b>
07344074 - AMBER WOODS COOPERATIVE I	10/01/2002	09/30/2003
07344155 - AMBER WOODS COOPERATIVE II	10/01/2002	09/30/2003
07344156 - AMBER WOODS COOPERATIVE III	10/01/2002	09/30/2003
07344212 - AMBER WOODS COOPERATIVE IV	10/01/2002	09/30/2003
07344213 - AMBER WOODS COOPERATIVE V	10/01/2002	09/30/2003
07344214 - AMBER WOODS COOPERATIVE VI	10/01/2002	09/30/2003
07344244 - AMBER WOODS COOPERATIVE VII	10/01/2002	09/30/2003
<b>Request Type</b>	First Waiver Request	
<b>Status</b>	Open	
<b>Organization</b>	PARC CHATEAU EAST COOPERATIVE, INC.	
<b>Tax ID</b>	237091772	
<b>FYE</b>	09/30/2003	
<b>Date Received</b>	12/31/2003	
<b>POC Name</b>	Mary Thompson	
<b>POC Phone</b>	317-848-5700	
<b>Request Reason</b>		
The project incurred in excess of \$3 million worth of damage due to a tornado on September 20, 2002, as disclosed in the prior year audit report. Since there are several different sources of activity involved in the repair, additional time is needed to properly capture and account for all the repair activities.		
<b>Waiver Types</b> (select one for Approvals; submitting Disapprovals will ignore selection)		
<input type="radio"/> WAVR2: Waiver of audited statement submission requirement - submit owner certified statement.		
<input type="radio"/> WAVR4: Waiver of AFS - no submission required.		
<input type="radio"/> WAVR5: Deferral of partial year/stub period submission.		
<b>Comments</b> (required)		
<div style="border: 1px solid black; height: 100px; width: 100%;"></div>		
<b>Recommendation:</b> <span>Disapprove ▼</span> <span>Submit</span>		
<a href="#">Admin Request Box</a>   <a href="#">Admin Request Activity</a>   <a href="#">REMS</a>		

2. Click on Approve or Disapprove in the *Recommendation* drop-down list.



3. Click on one of the radio buttons to select the appropriate waiver from the available *Waiver Types* list, if Approve is selected.

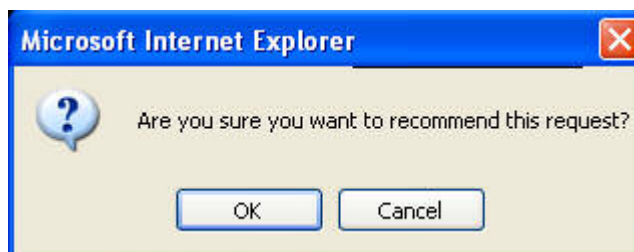
**Waiver Types** (select one for Approvals; submitting Disapprovals will ignore selection)

<input type="radio"/> WAVR2: Waiver of audited statement submission requirement - submit owner certified statement.
<input type="radio"/> WAVR4: Waiver of AFS - no submission required.
<input type="radio"/> WAVR5: Deferral of partial year/stub period submission.

**NOTE:** If a decision of Disapproved is selected, then the *Waiver Type* should be left unselected.

4. Review the Waiver Request and enter your Comments to support your recommendation. For the Manager, comments are optional.

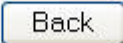
5. Select the  button. A pop-up window asks you to confirm your recommendation.

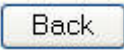


6. If you didn't select a Waiver Type and you recommended Approve, an error page appears.

**Error**

You must select a waiver type.



Select the  button to return to the **Administrative Request Detail** page.

7. Comments are required. If you selected OK with no comments, an error page appears.

**Error**

You must enter a reason for this action.

Select the  button to return to the **Administrative Request Detail** page.

8. When all requirements are met and the  button has been clicked, the **Administrative Request Detail** screen is displayed.

**Administrative Request Detail**

<b>FHA/Contract - Project Name:</b>	<b>Date From:</b>	<b>Date To:</b>
07344074 - AMBER WOODS COOPERATIVE I	10/01/2002	09/30/2003
07344155 - AMBER WOODS COOPERATIVE II	10/01/2002	09/30/2003
07344156 - AMBER WOODS COOPERATIVE III	10/01/2002	09/30/2003
07344212 - AMBER WOODS COOPERATIVE IV	10/01/2002	09/30/2003
07344213 - AMBER WOODS COOPERATIVE V	10/01/2002	09/30/2003
07344214 - AMBER WOODS COOPERATIVE VI	10/01/2002	09/30/2003
07344244 - AMBER WOODS COOPERATIVE VII	10/01/2002	09/30/2003

User: FASSMF Tester - HFMFAE
Date: Mar. 11, 2004

<b>Request Type</b>	First Waiver Request
<b>Status</b>	Recommend Disapprove
<b>Organization</b>	PARC CHATEAU EAST COOPERATIVE, INC.
<b>Tax ID</b>	237091772
<b>FYE</b>	09/30/2003
<b>Date Received</b>	12/31/2003
<b>POC Name</b>	Mary Thompson
<b>POC Phone</b>	317-848-5700

**Request Reason**

The project incurred in excess of \$3 million worth of damage due to a tornado on September 20, 2002, as disclosed in the prior year audit report. Since there are several different sources of activity involved in the repair, additional time is needed to properly capture and account for all the repair activities.


**Recommendation Comments**

Recommend this request be disapproved.

[Admin Request Box](#) | [Admin Request Activity](#) | [REMS](#)

***To Approve/Disapprove (by Manager) a Waiver Request:***

1. After an Analyst has made a recommendation on a Waiver Request, the recommendation appears in the Manager's **Administrative Request Box**.



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financial assessment subsystem - multifamily (fass-mf)

**Administrative Request Box - Atlanta**

Project Name	FHA/Contract	EYE	Type	Status	Status Date	Select a Page
AMBER WOODS COOPERATIVE I	07344074 <span style="font-size: small;">▼</span>	09/30/2003	WAIVR	<a href="#">Recommend</a> <a href="#">Disapprove</a>	03/11/2004	<a href="#">REMS Activity</a>

Manager | [Analyst](#) | [Approved](#) | [Disapproved](#)

HUB Selection

[FASS-MF Menu](#)

[\[REAC Financial Assessment for FHA/MF Housing\]](#)

Comments or Questions: [<REAC Technical Assistance Center>](#)

2. Select the Recommendation for the specific project under the Status column. In this example, you would select the [Recommend Disapprove](#) link. The **Administrative Request Detail** screen appears with the *Decision* defaulted to "Disapproved".

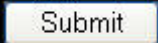
<b>Administrative Request Detail</b>		
<b>FHA/Contract - Project Name:</b>	<b>Date From:</b>	<b>Date To:</b>
07344074 - AMBER WOODS COOPERATIVE I	10/01/2002	09/30/2003
07344155 - AMBER WOODS COOPERATIVE II	10/01/2002	09/30/2003
07344156 - AMBER WOODS COOPERATIVE III	10/01/2002	09/30/2003
07344212 - AMBER WOODS COOPERATIVE IV	10/01/2002	09/30/2003
07344213 - AMBER WOODS COOPERATIVE V	10/01/2002	09/30/2003
07344214 - AMBER WOODS COOPERATIVE VI	10/01/2002	09/30/2003
07344244 - AMBER WOODS COOPERATIVE VII	10/01/2002	09/30/2003
User: FASSMF Tester - HFMAFE      Date: Mar. 11, 2004		
<b>Request Type</b>	First Waiver Request	
<b>Status</b>	Recommend Disapprove	
<b>Organization</b>	PARC CHATEAU EAST COOPERATIVE, INC.	
<b>Tax ID</b>	237091772	
<b>FYE</b>	09/30/2003	
<b>Date Received</b>	12/31/2003	
<b>POC Name</b>	Mary Thompson	
<b>POC Phone</b>	317-848-5700	
<b>Request Reason</b>		
The project incurred in excess of \$3 million worth of damage due to a tornado on September 20, 2002, as disclosed in the prior year audit report. Since there are several different sources of activity involved in the repair, additional time is needed to properly capture and account for all the repair activities.		
<b>Waiver Types</b> <small>(select one for Approvals; submitting Disapprovals will ignore selection)</small>		
<input type="radio"/> WAVR2: Waiver of audited statement submission requirement - submit owner certified statement.		
<input type="radio"/> WAVR4: Waiver of AFS - no submission required.		
<input type="radio"/> WAVR5: Deferral of partial year/stub period submission.		
<b>Comments</b> <small>(required only for Disapproved)</small>		
<div> Recommend this request be disapproved. </div>		
<b>Decision:</b> <span>Disapproved</span> <span>Submit</span>		
<a href="#">Admin Request Box</a>   <a href="#">Admin Request Activity</a>   <a href="#">REMS</a>		

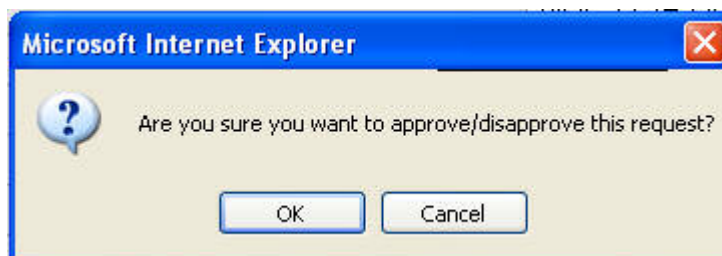


- Review the Waiver Request and select your Decision. Manager's comments are optional, but should be entered for historical purposes, especially if the decision differs from the recommendation.


<b>Administrative Request Detail</b>		
<b>FHA/Contract - Project Name:</b>	<b>Date From:</b>	<b>Date To:</b>
07344074 - AMBER WOODS COOPERATIVE I	10/01/2002	09/30/2003
07344155 - AMBER WOODS COOPERATIVE II	10/01/2002	09/30/2003
07344156 - AMBER WOODS COOPERATIVE III	10/01/2002	09/30/2003
07344212 - AMBER WOODS COOPERATIVE IV	10/01/2002	09/30/2003
07344213 - AMBER WOODS COOPERATIVE V	10/01/2002	09/30/2003
07344214 - AMBER WOODS COOPERATIVE VI	10/01/2002	09/30/2003
07344244 - AMBER WOODS COOPERATIVE VII	10/01/2002	09/30/2003
User: FASSMF Tester - HFMFAE		Date: Mar. 11, 2004
<b>Request Type</b>	First Waiver Request	
<b>Status</b>	Recommend Disapprove	
<b>Organization</b>	PARC CHATEAU EAST COOPERATIVE, INC.	
<b>Tax ID</b>	237091772	
<b>FYE</b>	09/30/2003	
<b>Date Received</b>	12/31/2003	
<b>POC Name</b>	Mary Thompson	
<b>POC Phone</b>	317-848-5700	
<b>Request Reason</b>		
The project incurred in excess of \$3 million worth of damage due to a tornado on September 20, 2002, as disclosed in the prior year audit report. Since there are several different sources of activity involved in the repair, additional time is needed to properly capture and account for all the repair activities.		
<b>Waiver Types</b> (select one for Approvals; submitting Disapprovals will ignore selection)		
<input type="radio"/> WAVR2: Waiver of audited statement submission requirement - submit owner certified statement.		
<input type="radio"/> WAVR4: Waiver of AFS - no submission required.		
<input checked="" type="radio"/> WAVR5: Deferral of partial year/stub period submission.		
<b>Comments</b> (required only for Disapproved)		
<div> <div>Recommend this request be disapproved.</div> <div>           Approving the waiver for a partial year submission only. mgr         </div> </div>		
<b>Decision:</b>	<input type="button" value="Approved"/> <input type="button" value="Submit"/>	

[Admin Request Box](#) | 
 [Admin Request Activity](#) | 
 [REMS](#)

4. Select the  button. A pop-up window asks you to confirm your decision.



5. When the decision is entered, any required comments are completed and the final OK button is clicked, the **Administrative Request Box** displays with the status change.



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**financial assessment subsystem - multifamily (fass-mf)**

### Administrative Request Detail

FHA/Contract - Project Name:	Date From:	Date To:
07344074 - AMBER WOODS COOPERATIVE I	10/01/2002	09/30/2003
07344155 - AMBER WOODS COOPERATIVE II	10/01/2002	09/30/2003
07344156 - AMBER WOODS COOPERATIVE III	10/01/2002	09/30/2003
07344212 - AMBER WOODS COOPERATIVE IV	10/01/2002	09/30/2003
07344213 - AMBER WOODS COOPERATIVE V	10/01/2002	09/30/2003
07344214 - AMBER WOODS COOPERATIVE VI	10/01/2002	09/30/2003
07344244 - AMBER WOODS COOPERATIVE VII	10/01/2002	09/30/2003

User: FASSMF Tester - HFMFAB
Date: Mar. 11, 2004

Request Type	First Waiver Request
Waiver Type	WAVR5
Organization	PARC CHATEAU EAST COOPERATIVE, INC.
Tax ID	237091772
FYE	09/30/2003
Date Received	12/31/2003
POC Name	Mary Thompson
POC Phone	317-848-5700

**Request Reason**

The project incurred in excess of \$3 million worth of damage due to a tornado on September 20, 2002, as disclosed in the prior year audit report. Since there are several different sources of activity involved in the repair, additional time is needed to properly capture and account for all the repair activities.

**Decision Comments**

Recommend this request be disapproved. Approving the waiver for a partial year submission only. mgr

**Decision: Approved**

[Admin Request Box](#) | [Admin Request Activity](#) | [REMS](#)