CHAPTER 4 - MASS SUBMISSIONS

This chapter looks at how to review any current and previous MASS submissions. It also covers the first steps in creating a new submission, including the important Setup PHA Information page. Further details on creating a new submission are covered in the chapters that follow.

OPEN AN EXISTING MASS SUBMISSION

Overview: This process allows you to review the submission history in your PHA’s Inbox. (If your PHA has never submitted electronically before, your list will be empty and you may wish to skip to “Create a New MASS Submission” on page 3.)

Action  Example

1. If you have not already done so, open your PHA Inbox page. (See page 1 of “Chapter 3 – Access MASS.”)

2. Click on the desired link (e.g. the MD392 link next to the draft submission for 12/31/2000) to open that submission’s first sub-indicator page.

In this example, notice that HUD rejected the first submission for FYE 2000 and the PHA has already begun a new (draft) resubmission.

NOTE: Each row shows two links in blue that correspond to the same submission record. One link is under the PHA Code column (e.g., “MD392” above) and the other link is under the PHA Name column (e.g., “Plum Orchard Housing Authority” above). Links in the same row open submissions from the same date.
**Action**

The selected Submission opens with the first sub-indicator, Unit Turnaround Time, displayed.

**Example**

The MASS Submission page with Sub-Indicator 1 – Unit Turnaround Time:

3. Click on the tab for each of the other pages (except the Inbox tab) to familiarize yourself with each.

Later in this guide you will learn other ways of accessing submission pages in addition to using the Tab method.

4. Click on the Inbox tab to return to the Inbox page.

**Sub-Indicator pages are discussed in more detail in “Chapter 5 – Sub-Indicator Pages.”**

**NOTE:** The above shows a submission from a fiscal year (FY) ending in 2000. If you open a submission for FY 1999, the tabs reflect the sub-indicators in effect in 1999. For example, a 1999 submission would show the Vacancy Rate sub-indicator and not the Unit Turnaround sub-indicator (which became effective for FY 2000).

The arrangement of the tabs on your screen varies depending on your computer’s screen resolution and the size of the browser window on your screen.
**CREATE A NEW MASS SUBMISSION**

**THE SET UP PHA INFORMATION PAGE**

The *Set Up PHA Information* page is viewed only when a particular fiscal year’s submission is first created, and does not appear in subsequent openings of an existing submission. The information appearing on the *Set Up PHA Information* page reflects information currently stored in HUD’s database for that particular PHA. If you see an error or information that requires updating, contact your HUB/Program office to update the information.

**PHA Code:**
Assigned by HUD, it consists of the state abbreviation and three digits.

**PHA Name:**
The official, legal PHA name. Long names may appear in abbreviated form.

**Street Address:**
The mailing address for the PHA’s business office.

**FY End Date:**
Fiscal year for that PHA (e.g., 1999, 2000, etc.). Generally, MASS submissions are made only once annually (re-submissions being the exception). This is the only “active” field on this page. All others are “read only.”

**Caution:** Review the PHA information for accuracy. It is attached to new MASS submissions and cannot be changed afterwards. If there are errors, DO NOT CREATE A SUBMISSION. Click on the *Inbox* link at the top of the page to return to the *Inbox* page and notify the Office of Public Housing at your local HUB/Program office to update the information before you begin a new submission.
CREATE A NEW MASS SUBMISSION

<table>
<thead>
<tr>
<th>Action</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. If you have not already done so, open your PHA Inbox page. (See “Access MASS” on page 3-1 if you need help doing this.)</td>
<td>The PHA Inbox page:</td>
</tr>
<tr>
<td>2. Click on the Create Submission link to open the Set Up PHA Information page.</td>
<td>Each PHA’s Inbox contains that PHA’s own submission history. In this example, HUD approved the 1999 submission and there is no submission for 2000 yet.</td>
</tr>
<tr>
<td>3. In the FY End Date field, enter the year for which the new submission’s fiscal year ended. (Use four digits, as in “2000”. Future dates are not accepted by the system.)</td>
<td>The Set Up PHA Information page opens:</td>
</tr>
</tbody>
</table>
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Management Assessment Subsystem (MASS)  MASS SUBMISSIONS

Action

Caution: Review the Set Up (PHA information) page for accuracy. It is attached to new MASS submissions and cannot be changed afterwards. If there are errors, DO NOT CREATE A SUBMISSION. Notify the Office of Public Housing at your local HUB/Program office to update the information before you begin a new submission. (Click on the Inbox link at the top of the page to return to the Inbox page.)

Example

4. Click on the Create Submission button to start a new submission and to open the first sub-indicator page, Unit Turnaround.

The Set Up PHA Information page opens:
NOTE: If you enter a year for a submission that already exists, the system displays the error message below.

The exception to this rule is if you enter a year for an existing submission that has a status of “Rejected” or “Invalidated”. In this case, the system does not display the above error. Instead, it creates a new submission containing all the data from the rejected or invalidated submission. This permits you to correct or update the data as needed and resubmit. See Chapter 7 – Resubmittals for more information on this subject.

The Unit Turnaround page (Sub-Indicator 1) opens:

The Unit Turnaround sub-indicator page and other submission pages are discussed in Chapter 5 – Sub-Indicator pages and Chapter 6 – Complete a Submission.