

## 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

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.

#### Example

The *PHA Inbox* page:



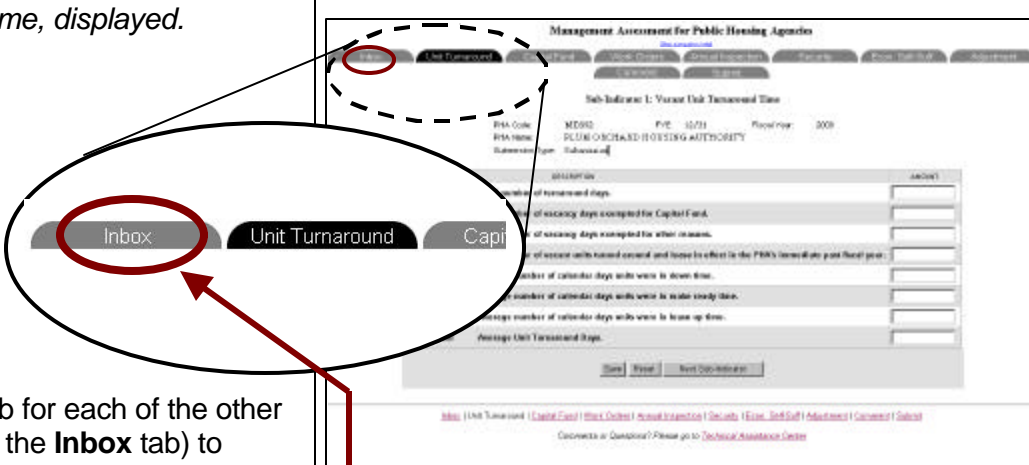
The screenshot shows the 'PHA Inbox' page with a table of submissions. The table has columns: PHA Code, PHA Name, PHA FYE, Status, Submission type, and Last Action Date. There are three rows of data. The first row is highlighted in yellow and shows a 'draft' status. A red arrow points to the 'MD392' link in the first row.

PHA Code	PHA Name	PHA FYE	Status	Submission type	Last Action Date
<a href="#">MD392</a>	<a href="#">Plum Orchard Housing Authority</a>	12/31/2000	draft	resubmission	06/15/2001
<a href="#">MD392</a>	<a href="#">Plum Orchard Housing Authority</a>	12/31/2000	rejected	submission	03/20/2001
<a href="#">MD392</a>	<a href="#">Plum Orchard Housing Authority</a>	12/31/1999	approved	submission	04/18/2000

*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	Example
<p>The selected Submission opens with the first sub-indicator, Unit Turnaround Time, displayed.</p>	<p>The MASS Submission page with Sub-Indicator 1 – Unit Turnaround Time:</p> 
<p>3. Click on the tab for each of the other pages (except the <b>Inbox</b> tab) to familiarize yourself with each.</p> <p>Later in this guide you will learn other ways of accessing submission pages in addition to using the Tab method.</p>	
<p>4. Click on the <b>Inbox</b> tab to return to the Inbox page.</p>	<p>Sub-Indicator pages are discussed in more detail in “Chapter 5 – Sub-Indicator Pages.”</p>



**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."

**Set Up(PHA Information)**

[Inbox](#)

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

To create a submission please enter it's Fiscal Year and click on "Create Submission".

PHA Code	MD392
PHA Name	Plum Orchard Housing Authority
Street Address(line 1)	123 Plumtree Lane
Street Address(line 2)	Suite 100
City	Townsville
State	MD
Zip Code	21201
FY End Date	09/30/ <input type="text"/> e.g. 1999

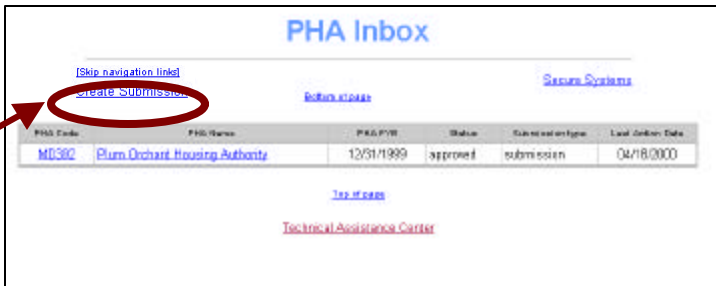
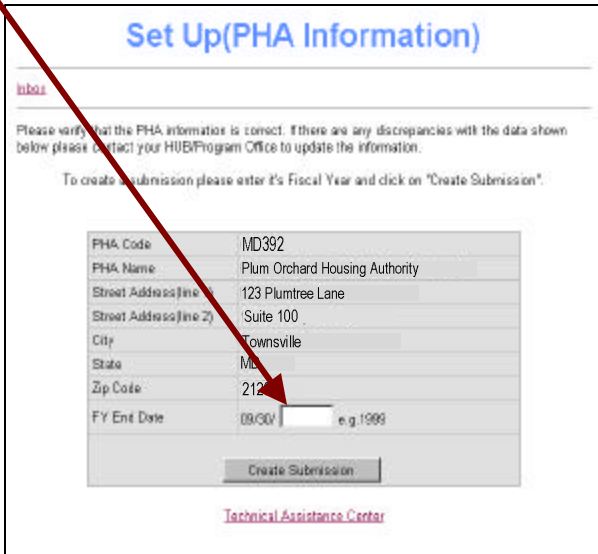
Create Submission

[Technical Assistance Center](#)



**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

Action	Example
<ol style="list-style-type: none"> <li>1. If you have not already done so, open your <i>PHA Inbox</i> page. (See “Access MASS” on page 3-1 if you need help doing this.)</li> <li>2. Click on the <b>Create Submission</b> link to open the <i>Set Up PHA Information</i> page.</li> </ol>	<p>The <i>PHA Inbox</i> page:</p>  <p>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.</p>
<ol style="list-style-type: none"> <li>3. In the <b>FY End Date</b> 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.)</li> </ol>	<p>The <i>Set Up PHA Information</i> page opens:</p> 

**Action**

**Example**



**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.)

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:

The screenshot shows the 'Set Up(PHA Information)' page. At the top, there is a blue header with the title 'Set Up(PHA Information)'. Below the header, there is a link for 'Inbox'. A paragraph of text states: 'Please verify that the PHA information is correct. If there are any discrepancies with the data shown below please contact your HUB/Program Office to update the information. To create a submission please enter it's Fiscal Year and click on "Create Submission".' Below this text is a form with the following fields: PHA Code (MD392), PHA Name (Plum Orchard Housing Authority), Street Address(line 1) (123 Plumtree Lane), Street Address(line 2) (Suite 100), City (Townsville), State (MD), Zip Code (21201), and FY End Date (03/31/2000 e.g. 1999). A red circle highlights the 'Create Submission' button at the bottom of the form. A red arrow points from the 'Create Submission' button in the screenshot to the 'Create Submission' button in the callout box. The callout box shows a close-up of the 'FY End Date' field and the 'Create Submission' button, with the text 'Technical Assistance Center' below it.

PHA Code	MD392
PHA Name	Plum Orchard Housing Authority
Street Address(line 1)	123 Plumtree Lane
Street Address(line 2)	Suite 100
City	Townsville
State	MD
Zip Code	21201
FY End Date	03/31/2000 e.g. 1999

**Create Submission**

Technical Assistance Center

## Action

## Example



**NOTE:** If you enter a year for a submission that already exists, the system displays the error message below.

A submission already exists for the year entered. You need to resubmit.

The exception to this rule is if you have a submission with a status of "Rejected" or "Invalid". In this case, the system will not display the above error. In this case, you can update the data as needed and resubmit. See Chapter 7 – Resubmittals for more information on this subject.

Management Assessment for Public Housing Agencies

Unit Turnaround Capital Fund Rent Orders Annual Inspection Security

Unit Turnaround Adjustment Complaint Submit

Sub-Indicator 1: Vacant Unit Turnaround Time

PHA Code: MD360 FYE: 12/31 Fiscal Year: 2000

PHA Name: PLUM ORCHARD HOUSING AUTHORITY

Submission Type: Submissions

CLIENT	DESCRIPTION	AMOUNT
V12000	Total number of turnaround days.	
V02000	Total number of vacancy days exempted for Capital Fund.	
V03000	Total number of vacancy days exempted for other reasons.	
V02700	Total number of vacant units turned around and lease in effect in the PHA's immediate past fiscal year.	
V12000	Average number of calendar days units were in down time.	
V12000	Average number of calendar days units were in make ready time.	
V10000	Average number of calendar days units were in lease up time.	
V11000	Average Unit Turnaround Days.	

Save Print Unit Submitter

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

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