

CHAPTER 6 – COMPLETE A SUBMISSION

In addition to the six sub-indicator pages in MASS, there are three other pages related to a MASS submission. They are:

- **Adjustment** Adjustment for Physical Condition and/or Neighborhood Environment
- **Comment** PHA advisory comments to HUD
- **Submit** Used for validation and then submission of completed submissions

Of the additional pages, only the **Submit** page is required for accomplishing a MASS submission. The other two pages, **Adjustment** and **Comment**, are optional, however some PHAs may wish to complete one or both of these pages in order to provide additional information to aid in HUD/REAC's understanding of the submission data.

THE ADJUSTMENT PAGE

The Adjustment for Physical Condition and/or Neighborhood Environment page offers the PHA an opportunity to justify why points should be added to its PHAS Physical Condition score. The PHA does this by self-certifying to the physical condition of a building exterior, common area, and/or site of a project, and reflects the difficulty of managing certain individual projects. Data is not required on this page for a valid MASS submission, so you may choose to leave it blank without penalty.

Management Assessment for Public Housing Agencies

PHAS Home

Home | Unit Turnover | Capital Fund | Work Orders | Annual Inspection | Security | Eject/Relief | Adjustment | Comments | Submit

PHA Code: MD392 FYE: 12/31 Fiscal Year: 3000
 PHA Name: PLUM ORCHARD HOUSING AUTHORITY
 Submission Type: Subcontract

Adjustment For Physical Condition and/or Neighborhood Environment
 Please enter project number and click "Add" to add a project. Indicate which area the adjustment for physical condition and/or neighborhood environment applies for a project. Click "Save" before adding another project.

Project Number: Add

Project Number	Project Name	Title	Physical Condition	Neighborhood Environment
MD72P393001	PRUNE FIELDS		<input type="checkbox"/>	<input type="checkbox"/>

Save

Home | Unit Turnover | Capital Fund | Work Orders | Annual Inspection | Security | Eject/Relief | Adjustment | Comments | Submit

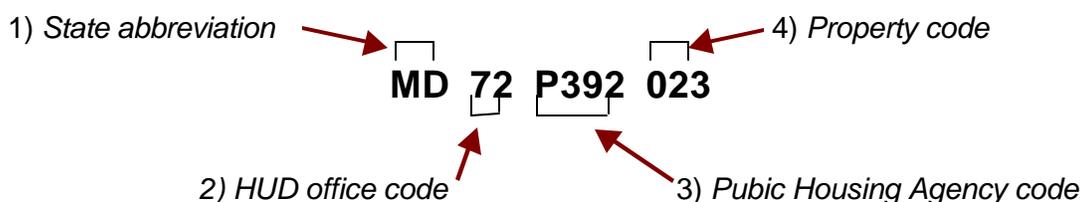
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NOTE: While the PHA requests the adjustment for physical condition and/or neighborhood environment under PHAS Management Operations Indicator 3 through MASS, the actual adjustment is made to PHAS Indicator 1 - Physical Condition.

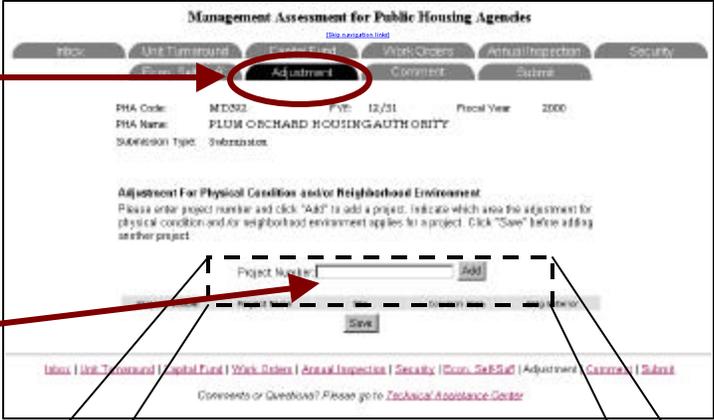
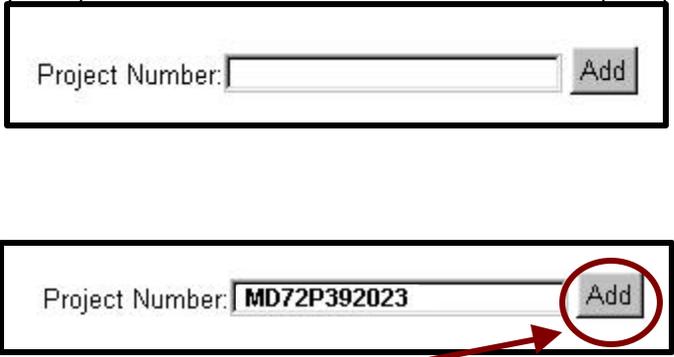
PROJECT NUMBER

Each development (or project) has its own project number, so some PHAs may have multiple project numbers, and if necessary, may request an adjustment for each. A project number (e.g., MD72P392023) identifies a particular housing development and is composed of four parts.



ADD A PROJECT FOR ADJUSTMENT

Overview: This contains the steps for adding a project to the *Adjustment* page.

Action	Example
<p>1. From any page in your submission, click on the Adjustment tab.</p> <p><i>See page 1 of "Chapter 3 – Access MASS" if you need help opening this page.</i></p>	<p>The <i>Adjustment</i> page:</p> 
<p>2. Click in the Project Number field and enter the HUD-assigned number for the desired development (e.g., MD72P392023).</p> <p><i>The Project Number is also known as the Project ID.</i></p>	
<p>3. Click on the Add button and the <i>Save Warning</i> window opens.</p>	



NOTE: If the adjustment page already contains other project numbers, the *Project Details* line for the new project number is added to the bottom of the list. Once the list becomes longer than can fit on one screen, you can view newly added *Project Details* lines by scrolling to the bottom of the list.

Action **Example**

- Click on **OK** to clear the *Save Warning* window and to generate the *Project Details* line.

You must click the **OK** button to generate a blank *Project Details* line. Clicking on **Cancel** cancels the new project from being entered in the *Adjustment* page.

The *Save Warning* window:



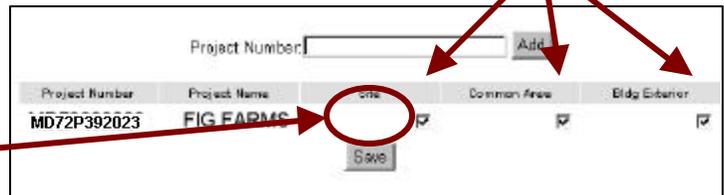
The *Save Warning* window opens even if this is the first project added. (If this is the first project added, there is no previous project to save anyway, so just click the **OK** button.)



NOTE: MASS automatically validates the Project Number you enter against those stored in the system database. If it does not recognize the Project Number, it displays an error message, which is explained on the next page. If it recognizes the number, it generates the *Project Details* line and fills in the *Project Name* for you.

- Check the appropriate item(s) applicable to this project.
- Click the **Save** button to save the changes.
- If desired, add more projects by repeating steps 2 through 6 as needed.

The *Project Details* line:



At least one of the boxes must be checked in order for the system to save the changes.



NOTE: For a complete listing of items that qualify under each of the three adjustment areas, refer to the PHAS Regulation at 24 CFR Part 902. You can also find this HUD regulation at the following Web address:

www.hud.gov/offices/reac/library/lib_mo.cfm#FEDERAL



NOTE: MASS automatically validates the Project Number you enter against those stored in the system database. If the Project ID is not recognized, the following error displays:



If you see this error, click on the **Back to Previous Page** link and check the number. DO NOT use your browser's **Back** button.



If you feel the Project Number you entered is valid, contact the Office of Public Housing at your local HUB/Program Center immediately to resolve the problem.

OTHER ADJUSTMENT PAGE CHANGES

To remove one adjustment area after it has been saved:

1. Click on the checked box you wish to remove to de-select it. (The check mark no longer appears).
2. Click on the button.

To remove an entire project from the adjustment page after it has been saved:

1. Click on all checked boxes for the project to de-select them.
2. Click on the button.

This removes the entire *Project Details* line for that project from the *Adjustment* page.

THE COMMENT PAGE

The *Comment* page gives the PHA an opportunity to make statements to REAC pertinent to its MASS submission. These could include explanations of data entered in the sub-indicator or adjustment pages, opinions about how MASS works, or the reason why your submission might be late. Comments can also be made on the usefulness of this quick reference guide, the certification instruction guidebook, or any other instructional or training material relating to MASS.

To use the *Comment* page, click in the large text box, enter your comments, and click on the **Save** button. Do not use quotes or apostrophes in the **Comments** field. If you change your mind, click on the **Reset** button to remove any unsaved comments. To remove saved comments, delete the text and click on **Save**. (This is covered in more detail on the next page.)

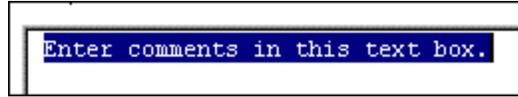


Caution: Do not use apostrophes or quotes in the **Comments** field.

If you paste text into the **Comments** field that you created in a word processor, you may get unexpected results. Check carefully to ensure that any pasted text has not been corrupted.

REMOVE SAVED COMMENTS:

1. Using your mouse, highlight the comments you wish to remove.



2. Press the **Delete** or **Backspace** key.

3. Click on the  button.

If you do not save, the deleted comments will return when you move to another page or exit the system.



NOTE: Comments entered on the *Comment* page are for informational purposes only, and may not affect the outcome of a PHA's MASS score. As a result, the *Comment* page is not a required part of the MASS submission. There is no penalty for leaving this page blank.

THE SUBMIT PAGE

The *Submit* page has two functions:

- **Validate the submission** (i.e., check the data for entry errors)
- **Send the submission to HUD/REAC**

Generally, one user will enter data in the MASS data fields and that user (or another) validates the data using the *Submit* page. Once the submission has been successfully validated, the PHA's Executive Director uses the *Submit* page to submit the MASS submission electronically to HUD/REAC.

A submission must undergo a validation process before the system allows it to be sent to HUD/REAC. In fact, the button that enables the Executive Director to submit to HUD/REAC does not appear on the *Submit* page until after validation is successfully completed.

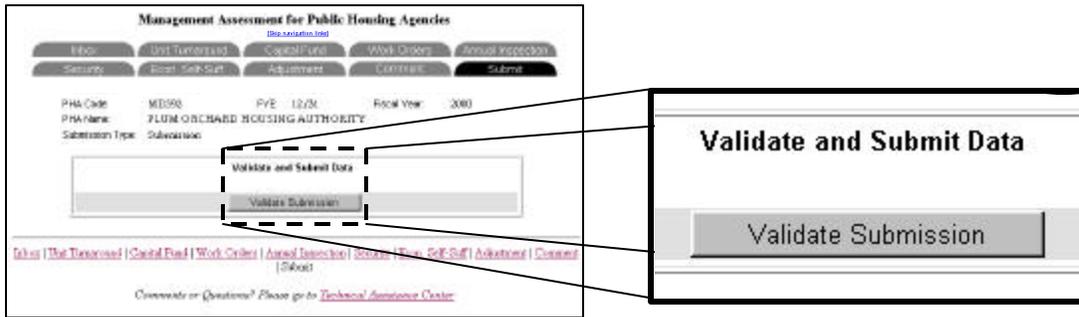


NOTE: Any user can validate a submission, however only the Executive Director can submit a validated submission to HUD/REAC. Consequently, the **Submit** button only appears on the *Submit* page when the Executive Director is logged on.

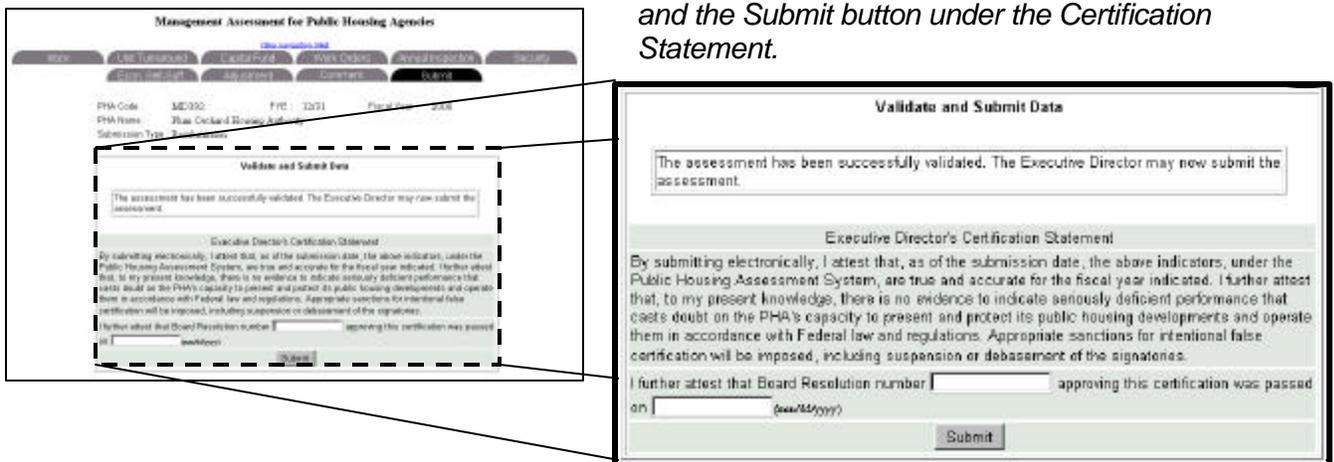
SUBMIT PAGE APPEARANCE

The appearance of the *Submit* page varies, depending on where in the submission process you are and what your user role is (i.e., MASS - PHA User or MASS – PHA Director).

The *Submit* Page Before Validation

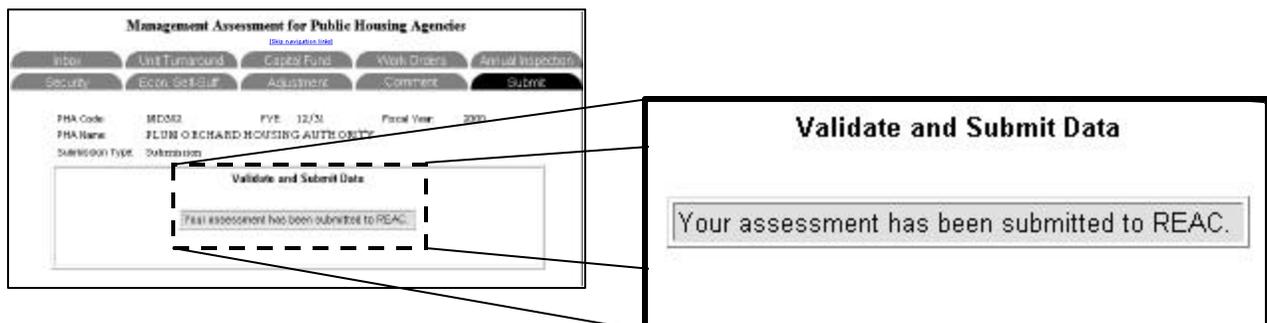


The *Submit* Page After Validation



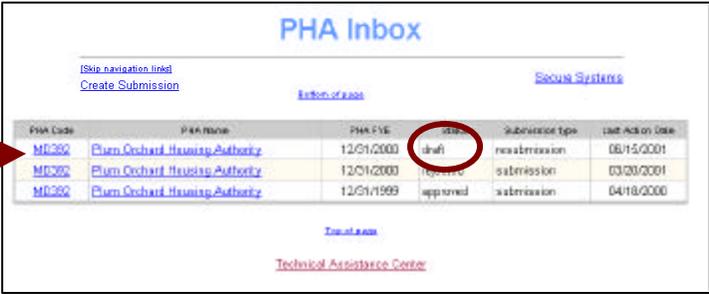
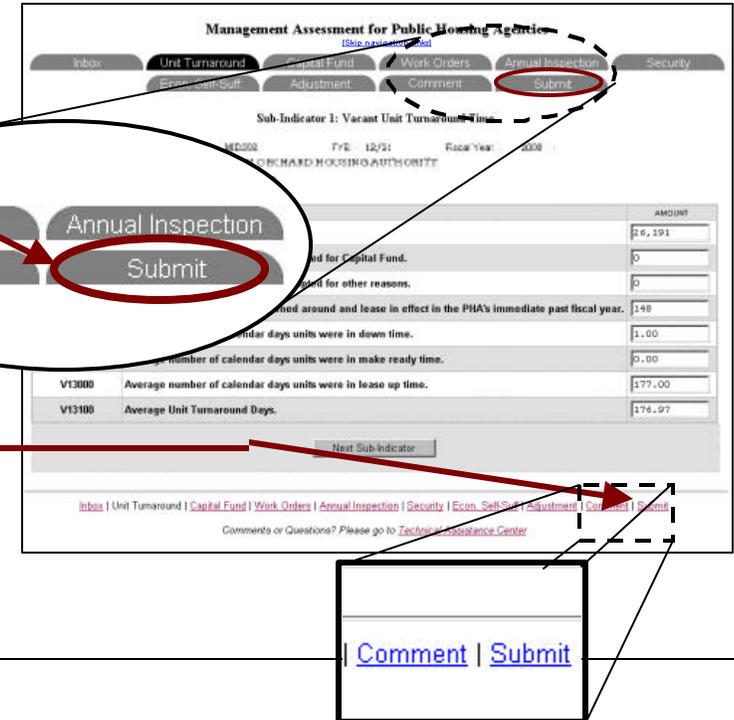
Only the Executive Director sees the active fields and the Submit button under the Certification Statement.

The *Submit* Page After Submission



VALIDATE A SUBMISSION

Overview: The validation process ensures that all required data fields contain data and that the data meets certain business rules programmed into those fields. The submission must be validated before it can be submitted to HUD/REAC. Follow the steps below to validate a submission.

Action	Example																								
<ol style="list-style-type: none"> 1. If you have not already done so, open your <i>PHA Inbox</i> page. (See page 1 of “Chapter 3 – Access MASS.”) 2. In the <i>PHA Inbox</i> table, click on the submission with a status of “draft” to open that Submission. 	<p>The <i>PHA Inbox</i> page:</p>  <table border="1"> <thead> <tr> <th>PHA Code</th> <th>PHA Name</th> <th>PHA FYE</th> <th>Status</th> <th>Submission Type</th> <th>Last Action Date</th> </tr> </thead> <tbody> <tr> <td>MD200</td> <td>Plum Orchard Housing Authority</td> <td>12/31/2000</td> <td>draft</td> <td>resubmission</td> <td>06/15/2001</td> </tr> <tr> <td>MD200</td> <td>Plum Orchard Housing Authority</td> <td>12/31/2000</td> <td>reviewed</td> <td>submission</td> <td>03/20/2001</td> </tr> <tr> <td>MD200</td> <td>Plum Orchard Housing Authority</td> <td>12/31/1999</td> <td>approved</td> <td>submission</td> <td>04/18/2000</td> </tr> </tbody> </table>	PHA Code	PHA Name	PHA FYE	Status	Submission Type	Last Action Date	MD200	Plum Orchard Housing Authority	12/31/2000	draft	resubmission	06/15/2001	MD200	Plum Orchard Housing Authority	12/31/2000	reviewed	submission	03/20/2001	MD200	Plum Orchard Housing Authority	12/31/1999	approved	submission	04/18/2000
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MD200	Plum Orchard Housing Authority	12/31/1999	approved	submission	04/18/2000																				
<p>The selected submission opens with the first sub-indicator, <i>Unit Turnaround Time</i>, displayed.</p> <ol style="list-style-type: none"> 3. Click on the Submit tab to open the <i>Submit</i> page. 	<p>The <i>MASS Submission</i> page with <i>Sub-Indicator 1 – Unit Turnaround Time</i> opens:</p>  <p>Note: Clicking on the Submit link would have the same result as clicking on the Submit tab.</p>																								

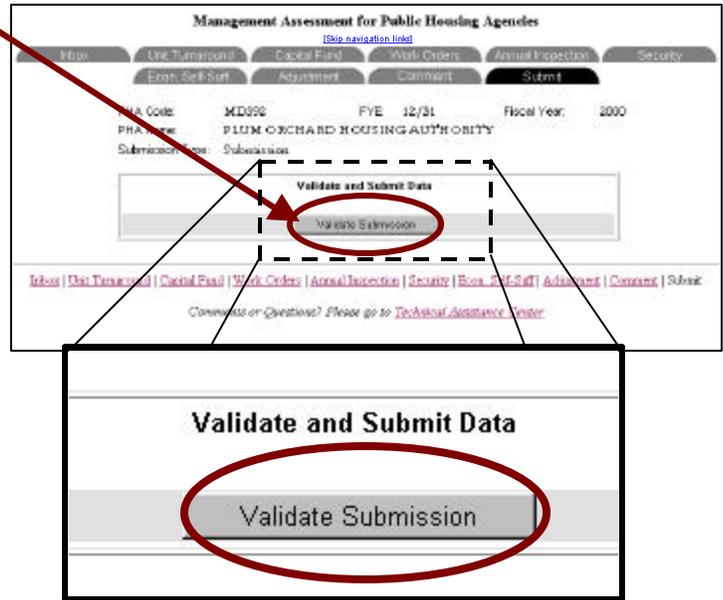
Action **Example**

- Click on the **Validate Submission** button.

The system reviews the data entered in every field of the submission and then displays an Error Messages page explaining each error found.

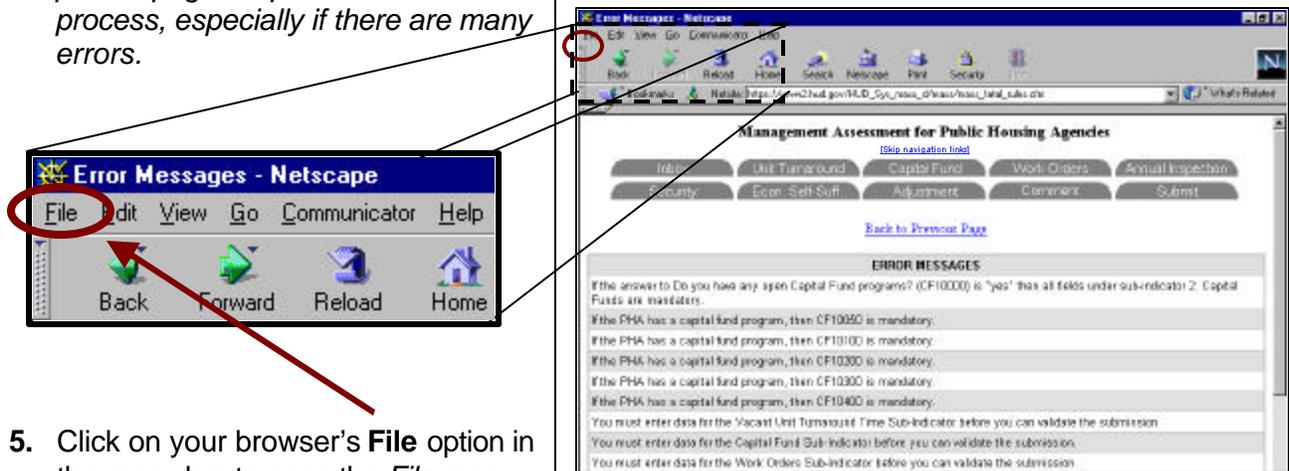
If the validation process finds no errors in your submission, you will not see the Error Messages page. Skip to step 14 to see the Successfully Validated page, which opens if your submission has no errors.

The *Submit* page opens:



It is not mandatory for you to print out the Error Messages page in order for you to correct errors, but having the printed page simplifies the correction process, especially if there are many errors.

The *Error Messages* page, including the browser window opens:



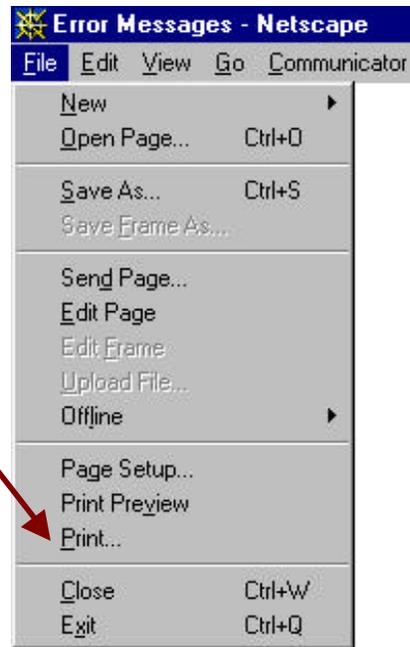
- Click on your browser's **File** option in the menu bar to open the *File* menu.

Action **Example**

- 6. Click on the **Print** option to open the *Print* window.

The browser shown here is Netscape, however Internet Explorer and most other browsers print using the same method. Consult your browser's User Manual for more information on printing.

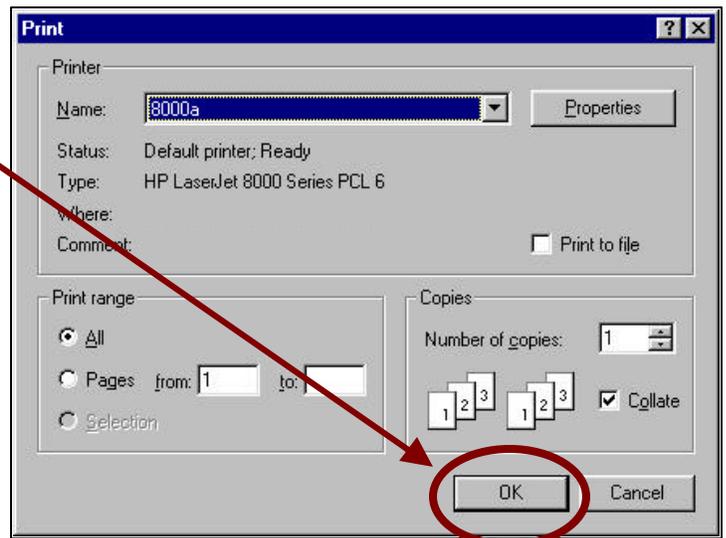
The browser *File* menu opens:



- 7. Verify that the printer settings are correct (e.g, the correct printer name is selected and the number of copies is "1"), then click on the **OK** button.

The Print window disappears, the Error Message page displays on the screen again and prints out at the printer.

The *Print* window opens:

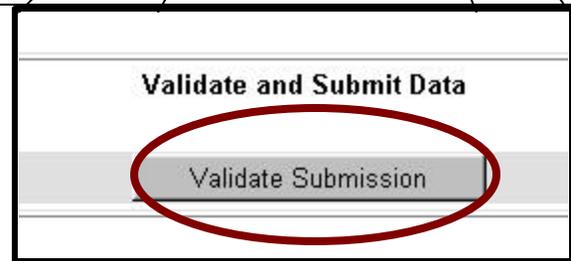
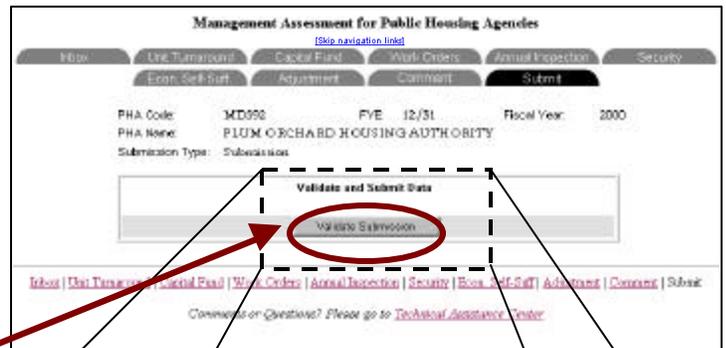


Your Printer window's contents will vary depending on your particular configuration.

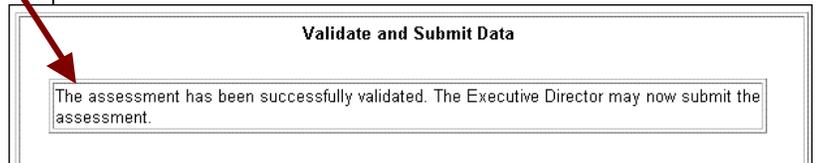
Action	Example
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8. Retrieve the printed *Error Messages* page from the printer.
9. Click on the appropriate tab or link to open the page containing the first error.
10. Correct the error noted.
11. Repeat steps 9 and 10 for each error identified on the error list until all errors have been corrected.
12. When all errors have been corrected, click on the **Submit** tab to open the *Submit* page again.
13. Click on the **Validate Submission** button again. (If another *Error Message* page opens, repeat steps 5 through 12.)
14. When the *Successfully Validated* message displays (as shown at right), click on the **Inbox** tab to open the *Inbox* page.

The *Submit* page opens:



The *Successfully Validated* message:



Action

Example

15. Note that the *Status* column shows the submission now has a status of “validated draft.”

16. Notify the Executive Director of the PHA that the submission is ready to be electronically submitted to HUD/REAC. (See “Send a Submission to HUD/REAC,” on the next page.)

The PHA Inbox page opens:

The screenshot shows the PHA Inbox page with a table of submissions. A red circle highlights the 'Status' column for the second row, which shows 'validated draft'.

PHA Code	PHA Name	PHA ID	Status	Submission Type	Last Action Date
MC001	Plum Orchard Housing Authority	12/31/2000	validated draft	submission	7/21/2001
MC002	Plum Orchard Housing Authority	12/31/2000	rejected	submission	03/20/2001
MC002	Plum Orchard Housing Authority	12/31/1999	approved	submission	04/10/1999

In this example, the PHA’s first submission for FYE 2000 was rejected. That submission continues to show a status of “rejected,” but the (new) resubmission shows as “validated.”

SEND A SUBMISSION TO HUD/REAC

When all the management data has been entered and validated, the last action required is that the PHA's Executive Director send (submit) the completed MASS submission to HUD/REAC.



Caution: The **Submit** button is displayed to the MASS – PHA Director only.

Submissions are sent from the *Submit* page, the same page from which the submission was validated. Once the submission has been validated, note how the *Submit* page has changed from its pre-validation state:

- the **Validate Submission** button is gone from the page
- the *Executive Director's Certification Statement* appears in the middle of the page and contains two empty fields
- the **Submit** button appears just underneath the certification statement

Management Assessment for Public Housing Agencies
[Skip navigation links](#)

Inbox | Unit Turnaround | Capital Fund | Work Orders | Annual Inspection | Security
Econ. Self-Suff. | Adjustment | Comment | **Submit**

PHA Code: MD392 FYE: 12/31 Fiscal Year: 2000
PHA Name: PLUM ORCHARD HOUSING AUTHORITY
Submission Type: Submission

Validate and Submit Data

The assessment has been successfully validated. The Executive Director may now submit the assessment.

Executive Director's Certification Statement

By submitting electronically, I attest that, as of the submission date, the above indicators, under the Public Housing Assessment System, are true and accurate for the fiscal year indicated. I further attest that, to my present knowledge, there is no evidence to indicate seriously deficient performance that casts doubt on the PHA's capacity to present and protect its public housing developments and operate them in accordance with Federal law and regulations. Appropriate sanctions for intentional false certification will be imposed, including suspension or debarment of the signatories.

I further attest that Board Resolution number approving this certification was passed on (mm/dd/yyyy)

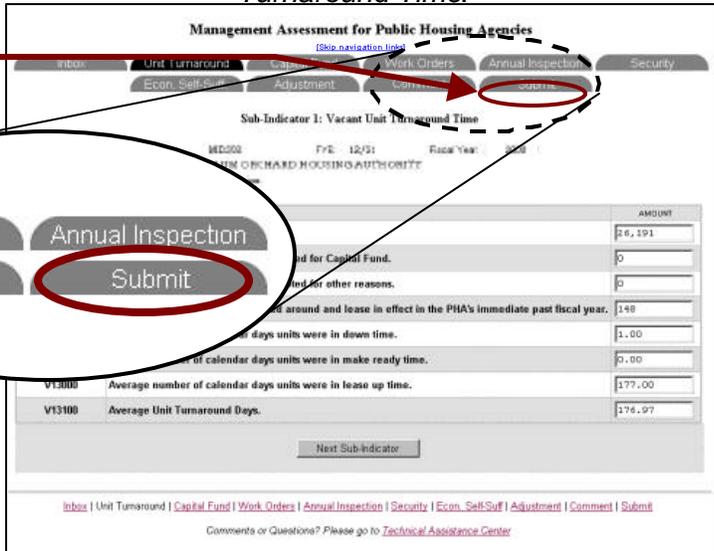
Submit

[Inbox](#) | [Unit Turnaround](#) | [Capital Fund](#) | [Work Orders](#) | [Annual Inspection](#) | [Security](#) | [Econ. Self-Suff.](#) | [Adjustment](#) | [Comment](#) | [Submit](#)

Comments or Questions? Please go to [Technical Assistance Center](#)

SEND A SUBMISSION TO HUD/REAC

Overview: The Executive Director of the PHA follows these steps to electronically submit a validated submission to HUD/REAC.

Action	Example																								
<p>1. If you have not already done so, open your <i>PHA Inbox</i> page. (See page 1 of “Chapter 3 - Access MASS.”)</p> <p>2. In the <i>PHA Inbox</i> table, click on the submission with a status of “validated draft” to open that <i>Submission</i>.</p>	<p>The <i>PHA Inbox</i> page:</p>  <table border="1"> <thead> <tr> <th>PHA Code</th> <th>PHA Name</th> <th>PHA F/Y/E</th> <th>Status</th> <th>Submission type</th> <th>Last Action Date</th> </tr> </thead> <tbody> <tr> <td>MD092</td> <td>Phon Orchard Housing Authority</td> <td>12/31/2000</td> <td>validated draft</td> <td>submission</td> <td>7/21/2001</td> </tr> <tr> <td>MD092</td> <td>Phon Orchard Housing Authority</td> <td>12/31/2000</td> <td>rejected</td> <td>submission</td> <td>03/00/2001</td> </tr> <tr> <td>MD092</td> <td>Phon Orchard Housing Authority</td> <td>12/31/1999</td> <td>approved</td> <td>submission</td> <td>04/18/1999</td> </tr> </tbody> </table>	PHA Code	PHA Name	PHA F/Y/E	Status	Submission type	Last Action Date	MD092	Phon Orchard Housing Authority	12/31/2000	validated draft	submission	7/21/2001	MD092	Phon Orchard Housing Authority	12/31/2000	rejected	submission	03/00/2001	MD092	Phon Orchard Housing Authority	12/31/1999	approved	submission	04/18/1999
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<p>The selected submission opens with the first sub-indicator, Unit Turnaround Time displayed.</p> <p>3. Click on the Submit tab to open the <i>Submit</i> page.</p>	<p>The MASS Submission page with Sub-Indicator 1 – Unit Turnaround Time:</p>  <p>Management Assessment for Public Housing Agencies</p> <p>Sub-Indicator 1: Vacant Unit Turnaround Time</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>V13000</td> <td>Average number of calendar days units were in lease up time.</td> <td>177.00</td> </tr> <tr> <td>V13100</td> <td>Average Unit Turnaround Days.</td> <td>176.97</td> </tr> </tbody> </table>	Code	Description	AMOUNT	V13000	Average number of calendar days units were in lease up time.	177.00	V13100	Average Unit Turnaround Days.	176.97															
Code	Description	AMOUNT																							
V13000	Average number of calendar days units were in lease up time.	177.00																							
V13100	Average Unit Turnaround Days.	176.97																							



NOTE: The arrangement of the tabs on your screen will vary depending on your computer’s screen resolution and the size of the browser window on your screen, but the **Submit** tab will always be the last tab in the last row .

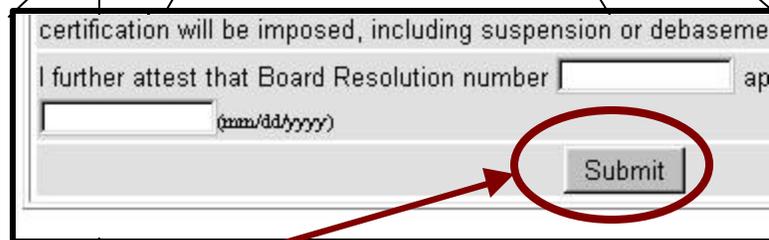
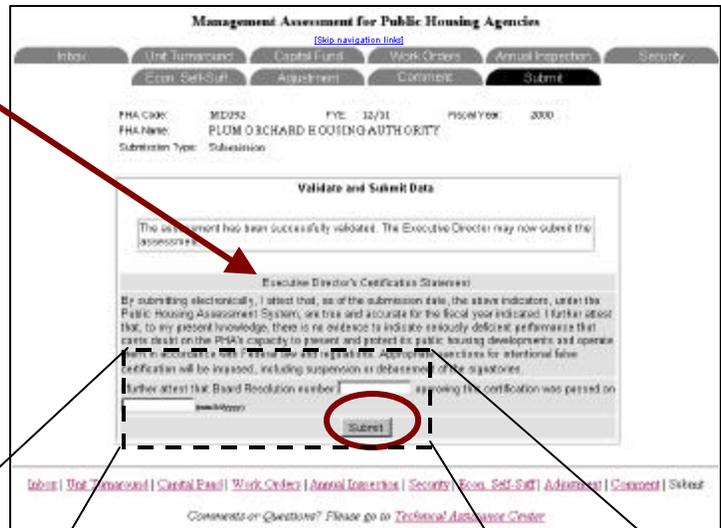
Action **Example**

4. Read the *Executive Director's Certification Statement*.
5. Click in the **Board Resolution number** field, type in the appropriate board resolution number, then press the **Tab** key to move to the **Date** field.
6. Type in the date that the board resolution was passed in mm/dd/yyyy format.

For more information on entering dates, see page 8 in "Chapter 5 – MASS Sub-Indicator pages."

7. Click on the **Submit** button to electronically submit to HUD/REAC and to display the *Confirmation* message.

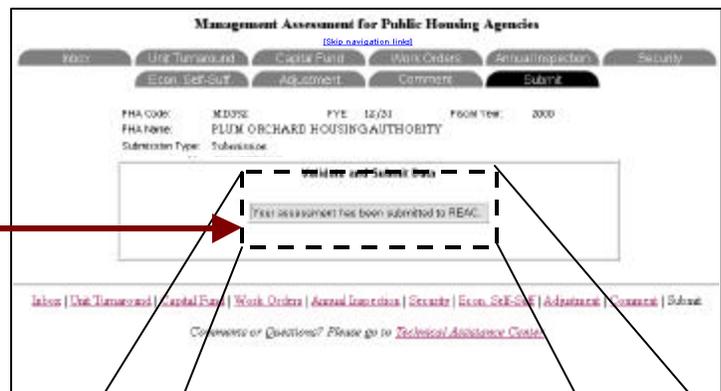
The *Submit* page before submission:



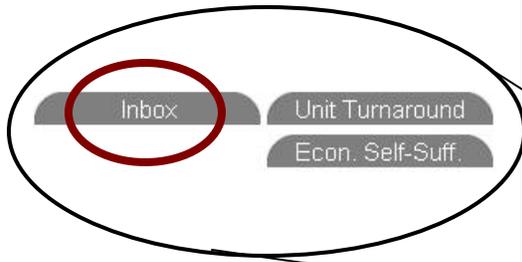
The Executive Director's Certification Statement no longer appears after a successful submission.

8. Note the message confirming the submission.

The *Submit* page after submission:

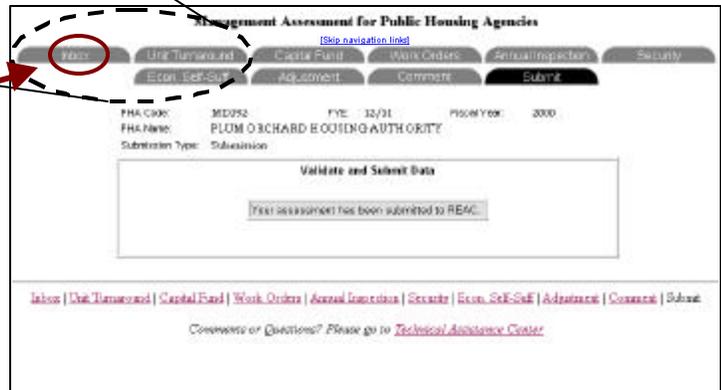


Action **Example**



9. Click on the **Inbox** tab to open the PHA Inbox page.

The *Submit* page:



The *PHA Inbox* page opens:

Note that the submission status has changed from “validated draft” to “review,” indicating that HUD/REAC is reviewing the submission.

10. Exit out of your browser to log out of MASS. (See page 7 in “Chapter 3 – Access MASS” if you’re not sure how to do this.)

