Tips for Improving MASS Submissions:

- Print of a copy of the instruction guidebook and have it handy when completing the submission. The guidebook can be found by going http://www.hud.gov/reac/products/mass/mass_doc.html, then click the link for the instruction guidebook.

- Review the list of data sources needed to compile the data for your MASS submission. The data sources for all Sub-Indicators are located at the beginning of each chapter in the instruction guidebook.

- Make sure the Executive Director of your PHA has a secure connection ID number with the PHD role assigned. For the MASS certification the Executive Director must be the person certifying the data.

- Plan ahead, remember the MASS certification must have a board resolution and is due 60 days after the PHA's fiscal year end.

- Annual Inspections, remember to enter the number of ACC units the PHA actually inspected during the fiscal year being assessed and not the REAC inspections.

- Board adopted policies under the Security Sub-Indicator. With the implementation of PHAS it became mandatory for all PHAs, regardless of the number of units or age of occupants, to have board adopted policies and, the PHA has implemented procedures for tracking and reporting crime, screening of applicants, and lease enforcement.