

Commonwealth of Massachusetts

DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT

Deval L. Patrick, Governor 🔷 Timothy P. Murray, Lt. Governor 🔷 Aaron Gornstein, Undersecretary

Public Housing Notice 2013-11

Memorandum

To:

All Local Housing Authority Executive Directors

From: Lizbeth Heyer, Associate Director, Division of Public Housing and Rental Assistance

Subject: LHA Schedule of Certifications and Submissions

Date:

May 15, 2013

To ensure accountability of certain Board and Executive Director functions at Local Housing Authorities (LHA), the Department of Housing and Community Development (DHCD) requires periodic programmatic and fiscal reporting. Reporting has been automated or made available online whenever possible, but in some cases hard copy submissions or original signatures are required. These submissions are critical to document both performance and compliance with statutory, regulatory and reform provisions pertinent to our system operations. A delineation of these submissions presently includes:

- Vacancy Ledger maintenance and Reports
- Monthly Energy Report
- Board Attendance Reports
- Budget and Operating Statements and Certifications
- Salary and Compensation Reporting
- Lead Based Paint Notification Certification
- Annual Report
- CIP Submission
- Modernization Cost Reports

As a reminder and organizational tool, DHCD is providing the attached schedules, one for each of the four fiscal year end periods. These charts indicate the tasks and certifications and there are also key notes to help clarify time periods. These charts are intended as an assistance tool and do not supersede any published Department guidance. Once you identify the appropriate FYE in the heading, you will have a monthly calendar for needed tasks /submissions related to key reporting throughout the year.

I hope you find this aid of some assistance, and please contact your Housing Management Specialist with any questions.



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Certifications and submission are expected around this month of the year.

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Due 30 days after month end Due 30 days after quarter end Due 45 days after the quarter end

Ongoing maintenance

Due 30 days prior to the start of the FY, unless otherwise stated in the current FY budget guidelines. Due by January 15th

The budget certification has incorporated the previously separate executive director salary and contract certification. 2nd Annual CIP is not submitted until the next FY that is at least 9 months after the approval date of the Initial CIP.

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Ongoing maintenance
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