

**DHCD Required Certifications & Submissions  
Local Housing Authority Fiscal Year End 9/30/20**

<b>Certification/Submission</b>	<b>Deadline</b>	<b>Original Due Date</b>	<b>Extended Due Date</b>
Lead Based Paint Notification System Maintenance	Weekly	4/17/2020	<b>4/24/2020</b>
Vacant Unit Waiver Request	Weekly	4/17/2020	<b>4/24/2020</b>
All 2nd Quarter Vacancy Waiver Requests Submitted	30 days after quarter end	4/30/2020	<b>5/30/2020</b>
2nd Quarter Vacancy Certifications Submitted	30 days after quarter end	4/30/2020	<b>6/29/2020</b>
3rd Quarter Vacancy Certifications & All Waiver Requests Submitted	31 days after quarter end	7/31/2020	No extension at this time
Board Attendance Report & Certification	30 days after month end	4/30/2020	<b>5/30/2020</b>
Energy Reports	30 days after month end	4/30/2020	<b>6/29/2020</b>
Mod & Development Quarterly Cost Report	30 days after quarter end	4/30/2020	<b>6/29/2020</b>
2nd Quarter - Operating Statements and TAR reports	60 days after quarter end	5/30/2020	<b>7/29/2020</b>
3rd Quarter - Operating Statements and TAR reports	60 days after quarter end	8/29/2020	<b>9/30/2020</b>
4th Quarter/FYE - Operating Statements and TAR reports	60 days after quarter end	11/30/2020	No extension at this time
FYE Certification of Top 5 Salary & Compensation	60 days after quarter end	11/30/2020	No extension at this time
FYE Certification of Tenant Lead Notification	60 days after quarter end	11/30/2020	No extension at this time.
Performance Management Review (PMR) Site Visit	Exact date to fall between late January 2021 & early March 2021.	1/23/2021 - 3/10/2021	No Extension. (PMR may be conducted remotely)
PMR Report Completed & Optional LHA Response	OPTIONAL LHA Response: Electronic submission due 30 days after LHA receives PMR Report from DHCD	30 days after LHA receives PMR Report	No extension at this time
Agreed Upon Procedures (AUP) Site Visit Conducted - AUP to LHA for Response	Seven (7) months after LHA's fiscal year-end under review	4/30/2021	No extension at this time
Agreed Upon Procedures (AUP) Report Due to DHCD	Eight (8) months after LHA's fiscal year-end under review	5/31/2021	No extension at this time.

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Capital Improvement Plan (CIP) Submission	Submit with Annual Plan	See Annual Plan below	See Annual Plan below
Operating Budget Revision Deadline	First (1st) day of eleventh (11th) month of LHA's fiscal year	8/1/2020	No extension at this time
Operating Budget Submissions & Certifications	30 days before commencement of LHA's fiscal year, or per DHCD Budget Guidelines	30 days before commencement of LHA's fiscal year, or per DHCD FY21 Budget Guidelines	No extension at this time
Board Member Training	Varies	Varies	No extension. Training done remotely.
Annual Plan	Ten (10) months after the LHA's Fiscal Year End	7/31/2021	No extension at this time
FY21-25 Subsidy Agreements	4/30/2020	4/30/2020	<b>5/30/2020</b>
Voucher Submissions (Section 8 NC/SR Only)	10th day of current month for next month's voucher	5/10/2020 for June 2020 voucher	No extension at this time
Tenant Certification / Special Claims Submissions (Section 8 NC/SR Only)	Weekly / As needed	Weekly / As needed	No extension at this time