

**DHCD Required Certifications & Submissions
Local Housing Authority Fiscal Year End 12/31/20**

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

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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	10/31/2021	No extension at this time
FY21-25 Subsidy Agreements	4/30/2020	4/30/2020	5/30/2020
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