

Fillable WORD Budget Certification Form Process and Operating Budget Submission Process

- LHAs need to complete this process for each operating budget (i.e. 400-1; MRVP; 689, etc.)
- Open HAFIS
- Complete budget
- At time of completion of budget on the page entitled “**Amount Verification**” click on the button at the bottom that reads **Download Budget Certification**
 - The Budget Certification Form will open
 - Save the Budget Certification Form as a Word document to your computer
 - LHA can save a copy on their computer for future use. By doing this you always have a new fillable copy to work with.

The screenshot shows a web interface titled "Amount Verification" for the Wellfleet Housing Authority, Program 400-1, Fiscal Year Ending 9/30/2015. It features a table with the following data:

Classification	Budget Request (\$)	Sum of Detail (\$)	Difference (\$)	Supporting Page
Administrative Salaries				
Administrative Other	800	800		
Maintenance Labor	0	0		
Contract Costs	2050	2050		
Insurance				
Employee Benefits				
Water & Sewer	0			
Electricity	0			
Gas	0			
Fuel	0			
Energy Conservation	0			
Other	0			
Extraordinary Maintenance				
Equipment Purchases (Non capitalized)				
Replacements of Equipment (Capitalized)				
Betterments & Additions (Capitalized)				
Other Revenue-Operating Reserves				

Below the table is a "Download Certification Form" button and a "BACK" button. An Internet Explorer dialog box is overlaid on the table, asking "What do you want to do with HAFIS CertificationForm.docx?" and offering "Open", "Save", and "Save as" options.

- To complete the Budget Certification Form (three pages) fill in all spaces with **RED TEXT** and move throughout the document with the Tab Key.
 - Remember once you enter information that repeats in the Form the information will automatically fill in (i.e. housing authority name).
- Once completed to be part of the current budget submission save the Form as the FYE xx-xx-xx Program xxx-x Budget Certification. Complete the Budget Certification Form you have saved in all areas except the information regarding who is present, absent, others in attendance and the motion information. This cannot be completed until after the Board meeting.
- Print the partially completed Budget Certification Form and the Budget to present to the Board of Commissioners. Remember the LHA needs to complete, present, execute, and submit a Budget Certification Form for each individual budget (i.e. 400-1; MRVP; 689-C).

- Upon Board of Commissioner approval of the Budget have **all board members** sign the Budget Certification for **each individual budget** (i.e. 400-1; MRVP; 689-C). If a board member(s) is absent, **you must obtain** their signature(s).
- Complete the board attendance section and motion section of the Budget Certification Form that you previously saved. Note that the signature page is a standalone page, therefore, it can be attached to the top two pages of the Budget Certification Form once board attendance and motions are entered.
- Print the fully completed Budget Certification Form, have the Executive Director sign the two places that require his/her signature and attach the signature page that all **board members** signed.
- Scan the completed and fully executed Budget Certification Form and attach it to an email addressed to dhcdhafiscert@massmail.state.ma.us
This email is simply a mailbox for DHCD receipt of budget certifications. DHCD will not communicate with you using this email.
If your board members are interested in receiving the fully executed form, you can copy them on this email.
- Affix the LHA seal to the fully executed Budget Certification and place on file for review by DHCD or an Auditor.
- DHCD will notify your LHA within 7 working days of receipt whether or not the Budget Certification is acceptable:
 - If acceptable, you will receive an email from the designated administrator informing you of this and asking you to submit the operating budget(s).
 - LHA will then log back in to HAFIS system, click on Submit Budget button on Individual Budget Pages screen. LHA will see the Budget Submission Checklist as seen below. The DHCD accepted Budget Certification box will be checked. The LHA must verify and click in the top two boxes to place a check mark in each box, then the grayed out Submit Budget button at bottom will be turned on. Click that button and the Operating Budget will be electronically submitted to your assigned Housing Management Specialist.

Lha Name : Welfleet Housing Authority Program : 400-1 Fiscal Year Ending : 9/30/2015 Rev No. : 0 (Original)

Board has signed Budget Certification.
 Budget Certification has been e-mailed to DHCD.
 DHCD accepted Budget Certification.

Message to the Housing Management Specialist

- If DHCD determines the Budget Certification unacceptable, you will receive an email, within 7 days of receipt, from the designated administrator identifying the areas needing additional information or correction instructing you to resubmit the Budget Certification once corrected.
- Remember, an operating budget(s) cannot be submitted prior to DHCD acceptance of the Budget Certification.