April 2022

	FYE F 3/31 6				Description	вонм	BHDC Legal	Guidance	Submission Type	Submission Location	Staff Contact
nuary											
30		()	`	х	Quarterly Vacancy Certifications	х		PHN 2002-09 not online	online	DHCD Admin Housing Applications	Housing Management Specialist
30	х х	()	`	х	Mod & Development Quarterly Cost Report		х		online	DHCD Admin Housing Applications	DHCD Capital Finance Staff
30	х				Capital Improvement Plan (CIP) Submission		х	https://www.mass.gov/service-details/formula-	fonline	https://dhcdcims.intelligrants.com/	Project Manager
30	х х	()	<	х	Board Attendance Report & Certification	х		PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications	Housing Management Specialist
30	x x	()	Υ .	х	Energy Reports	х		PHN 2020-03; PHN 2013-24; PHN 2004-12	online	DHCD Admin Housing Applications	Housing Management Specialist
31	х				Annual Plan	х		PHN 2020-06; PHN 2015-21	online	https://dhcdcims.intelligrants.com/	Housing Management Specialist
31	х	(Agreed Upon Procedures (AUP) - AUP to LHA for Response	х		PHN 2021-12; PHN 2015-21; PHN 2014-26	n/a	n/a	Housing Management Specialist
ruary											
1	х				Operating Budget Revision Deadline	х		See current FY Budget Guidelines	online	DHCD Admin Housing Applications	Housing Management Specialist
28	×				Agreed Upon Procedures (AUP) Report Due to DHCD	х		PHN 2021-12; PHN 2015-21; PHN 2014-26	online	AUP Home Page	Housing Management Specialist
rch											
1				х	FYE Certification of Top 5 Salary & Compensation	x		PHN 2019-30	online	DHCD Admin Housing Applications	Housing Management Specialist
1				х	FYE Certification of Tenant Lead Notification	х		PHN 2010-14	online	DHCD Admin Housing Applications	Housing Management Specialist
1				х	FYE Operating Statements			GAAP	online	DHCD Admin Housing Applications	Housing Management Specialist
1	х х	()	·		Quarterly Operating Statements	x		GAAP	online	DHCD Admin Housing Applications	Housing Management Specialist
1	x x	()	(TAR reports	х		PHN 2017-13; GAAP	online	DHCD Admin Housing Applications	Housing Management Specialist
1	х				Operating Budget Submissions & Certifications	x		See current FY Budget Guidelines	online	DHCD Admin Housing Applications	Housing Management Specialist
2	х х	()	ζ .	х	Energy Reports (January)	x		PHN 2020-03; PHN 2013-24; PHN 2004-12	online	DHCD Admin Housing Applications	Housing Management Specialist
2	х х	,	ζ		Board Attendance Report & Certification (January)	- x		PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications	Housing Management Specialist
30		,	κ		Board Attendance Report & Certification (February)	x		PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications	Housing Management Specialist
30		,	ζ .		Energy Reports (February)	- x		PHN 2020-03; PHN 2013-24; PHN 2004-12	online	DHCD Admin Housing Applications	Housing Management Specialist
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30	x x	,	<u> </u>	x	Quarterly Vacancy Certifications	×		PHN 2002-09 not online	online	DHCD Admin Housing Applications	Housing Management Specialist
30		,	<u> </u>	x	Mod & Development Quarterly Cost Report		x		online	DHCD Admin Housing Applications	DHCD Capital Finance Staff
30		,	΄ ΄		Agreed Upon Procedures (AUP) - AUP to LHA for Response	x		PHN 2021-12; PHN 2015-21; PHN 2014-26	n/a	n/a	Housing Management Specialist
30	×	. 			Annual Plan	x		PHN 2020-06; PHN 2015-21	online	https://dhcdcims.intelligrants.com/	Housing Management Specialist
30	x x	()	·		Board Attendance Report & Certification	x	1	PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications	Housing Management Specialist
30		()	ζ.	x	Energy Reports	x	1	PHN 2020-03; PHN 2013-24; PHN 2004-12	online	DHCD Admin Housing Applications	Housing Management Specialist
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1	×				Operating Budget Revision Deadline	x		See current FY Budget Guidelines	online	DHCD Admin Housing Applications	Housing Management Specialist
1	×	,			Capital Improvement Plan (CIP) Submission		x	https://www.mass.gov/service-details/formula-		https://dhcdcims.intelligrants.com/	Project Manager
30	x				FYE Certification of Top 5 Salary & Compensation	×	 	PHN 2019-30	online	DHCD Admin Housing Applications	Housing Management Specialist
30		$\overline{}$			FYE Certification of Tenant Lead Notification	x		PHN 2010-14	online	DHCD Admin Housing Applications	Housing Management Specialist
30					FYE Operating Statements	<u> </u>		GAAP	online	DHCD Admin Housing Applications	Housing Management Specialist
30	- lx	,	<u>, </u>	x	Quarterly Operating Statements	- x	1	GAAP	online	DHCD Admin Housing Applications	Housing Management Specialist
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30	x x	, ,	. 		Board Attendance Report & Certification	- x		PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications	Housing Management Specialist
30		. ,	· -		Energy Reports	- x		PHN 2020-03; PHN 2013-24; PHN 2004-12	online	DHCD Admin Housing Applications	Housing Management Specialist
31	^ ^	`	<u>, </u>	^	Agreed Upon Procedures (AUP) Report Due to DHCD	- l^		PHN 2021-12; PHN 2015-21; PHN 2014-26	online	AUP Home Page	Housing Management Specialist
31		, 	`		Operating Budget Submissions & Certifications		1	See current FY Budget Guidelines	online	DHCD Admin Housing Applications	Housing Management Specialist
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30	<u>, </u>	, .	,	v	Board Attendance Report & Certification	v		PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications	Housing Management Specialist
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April 2022

Due Date	FYE F 3/31 6				Description	вонм	BHDC Legal	Guidance	Submission Type	Submission Location	Staff Contact
July											
30	х х	×	:	х	Quarterly Vacancy Certifications	х		PHN 2002-09 not online	online	DHCD Admin Housing Applications	Housing Management Specialist
30	x x	Х		Х	Mod & Development Quarterly Cost Report		x		online	DHCD Admin Housing Applications	DHCD Capital Finance Staff
30	x x	х		х	Board Attendance Report & Certification	х		PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications	Housing Management Specialist
30	x x	×		х	Energy Reports	х		PHN 2020-03; PHN 2013-24; PHN 2004-12	online	DHCD Admin Housing Applications	Housing Management Specialist
31		×			Annual Plan	х		PHN 2020-06; PHN 2015-21	online	https://dhcdcims.intelligrants.com/	Housing Management Specialist
31				х	Agreed Upon Procedures (AUP) - AUP to LHA for Response	х		PHN 2021-12; PHN 2015-21; PHN 2014-26	n/a	n/a	Housing Management Specialist
August											
1		×			Operating Budget Revision Deadline	х		See current FY Budget Guidelines	online	DHCD Admin Housing Applications	Housing Management Specialist
1		×			Capital Improvement Plan (CIP) Submission		x	https://www.mass.gov/service-details/formula-f	online	https://dhcdcims.intelligrants.com/	Project Manager
29	х				FYE Certification of Top 5 Salary & Compensation	х		PHN 2019-30	online	DHCD Admin Housing Applications	Housing Management Specialist
29					FYE Certification of Tenant Lead Notification	х		PHN 2010-14	online	DHCD Admin Housing Applications	Housing Management Specialist
29					FYE Operating Statements				online	DHCD Admin Housing Applications	Housing Management Specialist
29		Х		х	Quarterly Operating Statements	х		GAAP	online	DHCD Admin Housing Applications	Housing Management Specialist
29	х	Х		х	TAR reports	х		PHN 2017-13; GAAP	online	DHCD Admin Housing Applications	Housing Management Specialist
30	х х	Х		х	Board Attendance Report & Certification	х		PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications	Housing Management Specialist
30	x x	Х		х	Energy Reports	х		PHN 2020-03; PHN 2013-24; PHN 2004-12	online	DHCD Admin Housing Applications	Housing Management Specialist
31				х	Agreed Upon Procedures (AUP) Report Due to DHCD	х		PHN 2021-12; PHN 2015-21; PHN 2014-26	online	AUP Home Page	Housing Management Specialist
31		×			Operating Budget Submissions & Certifications	х		See current FY Budget Guidelines	online	DHCD Admin Housing Applications	Housing Management Specialist
September											
30	x x	х		х	Board Attendance Report & Certification	х		PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications	Housing Management Specialist
30	x x	×		х	Energy Reports	х		PHN 2020-03; PHN 2013-24; PHN 2004-12	online	DHCD Admin Housing Applications	Housing Management Specialist
30	x x	×		х	Mandatory Data Reporting		x	Annually issued PHN	email	DhcdDataCollection@mass.gov	Annually issued PHN
October											
30	x x	×		х	Quarterly Vacancy Certifications	х		PHN 2002-09 not online	online	DHCD Admin Housing Applications	Housing Management Specialist
30	x x	х		х	Mod & Development Quarterly Cost Report		x		online	DHCD Admin Housing Applications	DHCD Capital Finance Staff
30	x x	×		х	Board Attendance Report & Certification	х		PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications	Housing Management Specialist
30	x x	×		х	Energy Reports	х		PHN 2020-03; PHN 2013-24; PHN 2004-12	online	DHCD Admin Housing Applications	Housing Management Specialist
31	х				Agreed Upon Procedures (AUP) - AUP to LHA for Response	х		PHN 2021-12; PHN 2015-21; PHN 2014-26	n/a	n/a	Housing Management Specialist
31				х	Annual Plan	х		PHN 2020-06; PHN 2015-21	online	https://dhcdcims.intelligrants.com/	Housing Management Specialist
November											
1				х	Operating Budget Revision Deadline	х		See current FY Budget Guidelines	online	DHCD Admin Housing Applications	Housing Management Specialist
1				Х	Capital Improvement Plan (CIP) Submission		x	https://www.mass.gov/service-details/formula-f	online	https://dhcdcims.intelligrants.com/	Project Manager
29		Х	:		FYE Certification of Top 5 Salary & Compensation	х		PHN 2019-30	online	DHCD Admin Housing Applications	Housing Management Specialist
29		Х			FYE Certification of Tenant Lead Notification	х		PHN 2010-14	online	DHCD Admin Housing Applications	Housing Management Specialist
29		Х			FYE Operating Statements				online	DHCD Admin Housing Applications	Housing Management Specialist
29	х х			х	Quarterly Operating Statements	х		GAAP	online	DHCD Admin Housing Applications	Housing Management Specialist
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30	x				Agreed Upon Procedures (AUP) Report Due to DHCD	х		PHN 2021-12; PHN 2015-21; PHN 2014-26	online	AUP Home Page	Housing Management Specialist
30	х х	Х		х	Board Attendance Report & Certification	х		PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications	Housing Management Specialist
30	х х	×		х	Energy Reports	х		PHN 2020-03; PHN 2013-24; PHN 2004-12	online	DHCD Admin Housing Applications	Housing Management Specialist
December											
1				х	Operating Budget Submissions & Certifications	х		See current FY Budget Guidelines	online	DHCD Admin Housing Applications	Housing Management Specialist
30	х х	×		х	Board Attendance Report & Certification	x		PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications	Housing Management Specialist
31				х	Energy Reports	l _x		PHN 2020-03; PHN 2013-24; PHN 2004-12	online	DHCD Admin Housing Applications	Housing Management Specialist