

CALENDAR OF DHCD PUBLIC HOUSING SUBMISSIONS

April 2022

Due Date	FYE 3/31	FYE 6/30	FYE 9/30	FYE 12/31	Description	BOHM	BHDC	Legal	Guidance	Submission Type	Submission Location	Staff Contact
January												
30	x	x	x	x	Quarterly Vacancy Certifications	x			PHN 2002-09 not online	online	DHCD Admin Housing Applications	Housing Management Specialist
30	x	x	x	x	Mod & Development Quarterly Cost Report		x			online	DHCD Admin Housing Applications	DHCD Capital Finance Staff
30	x				Capital Improvement Plan (CIP) Submission		x		https://www.mass.gov/service-details/formula-f	online	https://dhcdcms.intelligrants.com/	Project Manager
30	x	x	x	x	Board Attendance Report & Certification	x			PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications	Housing Management Specialist
30	x	x	x	x	Energy Reports	x			PHN 2020-03; PHN 2013-24; PHN 2004-12	online	DHCD Admin Housing Applications	Housing Management Specialist
31	x				Annual Plan	x			PHN 2020-06; PHN 2015-21	online	https://dhcdcms.intelligrants.com/	Housing Management Specialist
31		x			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
February												
1	x				Operating Budget Revision Deadline	x			See current FY Budget Guidelines	online	DHCD Admin Housing Applications	Housing Management Specialist
28		x			Agreed Upon Procedures (AUP) Report Due to DHCD	x			PHN 2021-12; PHN 2015-21; PHN 2014-26	online	AUP Home Page	Housing Management Specialist
March												
1				x	FYE Certification of Top 5 Salary & Compensation	x			PHN 2019-30	online	DHCD Admin Housing Applications	Housing Management Specialist
1				x	FYE Certification of Tenant Lead Notification	x			PHN 2010-14	online	DHCD Admin Housing Applications	Housing Management Specialist
1				x	FYE Operating Statements				GAAP	online	DHCD Admin Housing Applications	Housing Management Specialist
1	x	x	x		Quarterly Operating Statements	x			GAAP	online	DHCD Admin Housing Applications	Housing Management Specialist
1	x	x	x		TAR reports	x			PHN 2017-13; GAAP	online	DHCD Admin Housing Applications	Housing Management Specialist
1	x				Operating Budget Submissions & Certifications	x			See current FY Budget Guidelines	online	DHCD Admin Housing Applications	Housing Management Specialist
2	x	x	x	x	Energy Reports (January)	x			PHN 2020-03; PHN 2013-24; PHN 2004-12	online	DHCD Admin Housing Applications	Housing Management Specialist
2	x	x	x	x	Board Attendance Report & Certification (January)	x			PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications	Housing Management Specialist
30	x	x	x	x	Board Attendance Report & Certification (February)	x			PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications	Housing Management Specialist
30	x	x	x	x	Energy Reports (February)	x			PHN 2020-03; PHN 2013-24; PHN 2004-12	online	DHCD Admin Housing Applications	Housing Management Specialist
April												
30	x	x	x	x	Quarterly Vacancy Certifications	x			PHN 2002-09 not online	online	DHCD Admin Housing Applications	Housing Management Specialist
30	x	x	x	x	Mod & Development Quarterly Cost Report		x			online	DHCD Admin Housing Applications	DHCD Capital Finance Staff
30			x		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		x			Annual Plan	x			PHN 2020-06; PHN 2015-21	online	https://dhcdcms.intelligrants.com/	Housing Management Specialist
30	x	x	x	x	Board Attendance Report & Certification	x			PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications	Housing Management Specialist
30	x	x	x	x	Energy Reports	x			PHN 2020-03; PHN 2013-24; PHN 2004-12	online	DHCD Admin Housing Applications	Housing Management Specialist
May												
1		x			Operating Budget Revision Deadline	x			See current FY Budget Guidelines	online	DHCD Admin Housing Applications	Housing Management Specialist
1		x			Capital Improvement Plan (CIP) Submission		x		https://www.mass.gov/service-details/formula-f	online	https://dhcdcms.intelligrants.com/	Project Manager
30	x				FYE Certification of Top 5 Salary & Compensation	x			PHN 2019-30	online	DHCD Admin Housing Applications	Housing Management Specialist
30	x				FYE Certification of Tenant Lead Notification	x			PHN 2010-14	online	DHCD Admin Housing Applications	Housing Management Specialist
30	x				FYE Operating Statements				GAAP	online	DHCD Admin Housing Applications	Housing Management Specialist
30		x	x	x	Quarterly Operating Statements	x			GAAP	online	DHCD Admin Housing Applications	Housing Management Specialist
30		x	x	x	TAR reports	x			PHN 2017-13; GAAP	online	DHCD Admin Housing Applications	Housing Management Specialist
30	x	x	x	x	Board Attendance Report & Certification	x			PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications	Housing Management Specialist
30	x	x	x	x	Energy Reports	x			PHN 2020-03; PHN 2013-24; PHN 2004-12	online	DHCD Admin Housing Applications	Housing Management Specialist
31			x		Agreed Upon Procedures (AUP) Report Due to DHCD	x			PHN 2021-12; PHN 2015-21; PHN 2014-26	online	AUP Home Page	Housing Management Specialist
31		x			Operating Budget Submissions & Certifications	x			See current FY Budget Guidelines	online	DHCD Admin Housing Applications	Housing Management Specialist
June												
30	x	x	x	x	Board Attendance Report & Certification	x			PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications	Housing Management Specialist
30	x	x	x	x	Energy Reports	x			PHN 2020-03; PHN 2013-24; PHN 2004-12	online	DHCD Admin Housing Applications	Housing Management Specialist

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Due Date	FYE 3/31	FYE 6/30	FYE 9/30	FYE 12/31	Description	BOHM	BHDC	Legal	Guidance	Submission Type	Submission Location	Staff Contact
July												
30	x	x	x	x	Quarterly Vacancy Certifications	x			PHN 2002-09 not online	online	DHCD Admin Housing Applications	Housing Management Specialist
30	x	x	x	x	Mod & Development Quarterly Cost Report		x			online	DHCD Admin Housing Applications	DHCD Capital Finance Staff
30	x	x	x	x	Board Attendance Report & Certification	x			PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications	Housing Management Specialist
30	x	x	x	x	Energy Reports	x			PHN 2020-03; PHN 2013-24; PHN 2004-12	online	DHCD Admin Housing Applications	Housing Management Specialist
31			x		Annual Plan	x			PHN 2020-06; PHN 2015-21	online	https://dhcdcms.intelligrants.com/	Housing Management Specialist
31				x	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
August												
1			x		Operating Budget Revision Deadline	x			See current FY Budget Guidelines	online	DHCD Admin Housing Applications	Housing Management Specialist
1			x		Capital Improvement Plan (CIP) Submission		x		https://www.mass.gov/service-details/formula-f	online	https://dhcdcms.intelligrants.com/	Project Manager
29		x			FYE Certification of Top 5 Salary & Compensation	x			PHN 2019-30	online	DHCD Admin Housing Applications	Housing Management Specialist
29		x			FYE Certification of Tenant Lead Notification	x			PHN 2010-14	online	DHCD Admin Housing Applications	Housing Management Specialist
29		x			FYE Operating Statements					online	DHCD Admin Housing Applications	Housing Management Specialist
29	x		x	x	Quarterly Operating Statements	x			GAAP	online	DHCD Admin Housing Applications	Housing Management Specialist
29	x		x	x	TAR reports	x			PHN 2017-13; GAAP	online	DHCD Admin Housing Applications	Housing Management Specialist
30	x	x	x	x	Board Attendance Report & Certification	x			PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications	Housing Management Specialist
30	x	x	x	x	Energy Reports	x			PHN 2020-03; PHN 2013-24; PHN 2004-12	online	DHCD Admin Housing Applications	Housing Management Specialist
31				x	Agreed Upon Procedures (AUP) Report Due to DHCD	x			PHN 2021-12; PHN 2015-21; PHN 2014-26	online	AUP Home Page	Housing Management Specialist
31			x		Operating Budget Submissions & Certifications	x			See current FY Budget Guidelines	online	DHCD Admin Housing Applications	Housing Management Specialist
September												
30	x	x	x	x	Board Attendance Report & Certification	x			PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications	Housing Management Specialist
30	x	x	x	x	Energy Reports	x			PHN 2020-03; PHN 2013-24; PHN 2004-12	online	DHCD Admin Housing Applications	Housing Management Specialist
30	x	x	x	x	Mandatory Data Reporting			x	Annually issued PHN	email	DhcdDataCollection@mass.gov	Annually issued PHN
October												
30	x	x	x	x	Quarterly Vacancy Certifications	x			PHN 2002-09 not online	online	DHCD Admin Housing Applications	Housing Management Specialist
30	x	x	x	x	Mod & Development Quarterly Cost Report		x			online	DHCD Admin Housing Applications	DHCD Capital Finance Staff
30	x	x	x	x	Board Attendance Report & Certification	x			PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications	Housing Management Specialist
30	x	x	x	x	Energy Reports	x			PHN 2020-03; PHN 2013-24; PHN 2004-12	online	DHCD Admin Housing Applications	Housing Management Specialist
31	x				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
31				x	Annual Plan	x			PHN 2020-06; PHN 2015-21	online	https://dhcdcms.intelligrants.com/	Housing Management Specialist
November												
1				x	Operating Budget Revision Deadline	x			See current FY Budget Guidelines	online	DHCD Admin Housing Applications	Housing Management Specialist
1				x	Capital Improvement Plan (CIP) Submission		x		https://www.mass.gov/service-details/formula-f	online	https://dhcdcms.intelligrants.com/	Project Manager
29			x		FYE Certification of Top 5 Salary & Compensation	x			PHN 2019-30	online	DHCD Admin Housing Applications	Housing Management Specialist
29			x		FYE Certification of Tenant Lead Notification	x			PHN 2010-14	online	DHCD Admin Housing Applications	Housing Management Specialist
29			x		FYE Operating Statements					online	DHCD Admin Housing Applications	Housing Management Specialist
29	x	x		x	Quarterly Operating Statements	x			GAAP	online	DHCD Admin Housing Applications	Housing Management Specialist
29	x	x		x	TAR reports	x			PHN 2017-13; GAAP	online	DHCD Admin Housing Applications	Housing Management Specialist
30	x				Agreed Upon Procedures (AUP) Report Due to DHCD	x			PHN 2021-12; PHN 2015-21; PHN 2014-26	online	AUP Home Page	Housing Management Specialist
30	x	x	x	x	Board Attendance Report & Certification	x			PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications	Housing Management Specialist
30	x	x	x	x	Energy Reports	x			PHN 2020-03; PHN 2013-24; PHN 2004-12	online	DHCD Admin Housing Applications	Housing Management Specialist
December												
1				x	Operating Budget Submissions & Certifications	x			See current FY Budget Guidelines	online	DHCD Admin Housing Applications	Housing Management Specialist
30	x	x	x	x	Board Attendance Report & Certification	x			PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications	Housing Management Specialist
31	x	x	x	x	Energy Reports	x			PHN 2020-03; PHN 2013-24; PHN 2004-12	online	DHCD Admin Housing Applications	Housing Management Specialist