

FYE 3/31	Description	BOHM	BHDC	Legal	Guidance	Submission Type	
1/30	Board Attendance Report & Certification	x			PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications Housing Management Specialist
1/30	Capital Improvement Plan (CIP) Submission		x		https://www.mass.gov/service-details/formula-funding-program	online	https://dhcdcms.intelligrants.com/ Project Manager
1/31	Annual Plan	x			PHN 2020-06; PHN 2015-21	online	https://dhcdcms.intelligrants.com/ Housing Management Specialist
1/31	Energy Reports	x			PHN 2020-03; PHN 2013-24; PHN 2004-12	online	DHCD Admin Housing Applications Housing Management Specialist
2/1	Operating Budget Revision Deadline	x			See current FY Budget Guidelines	online	DHCD Admin Housing Applications Housing Management Specialist
2/28	Energy Reports	x			PHN 2020-03; PHN 2013-24; PHN 2004-12	online	DHCD Admin Housing Applications Housing Management Specialist
3/1	Operating Budget Submissions & Certifications	x			See current FY Budget Guidelines	online	DHCD Admin Housing Applications Housing Management Specialist
3/1	Quarterly Operating Statements					online	DHCD Admin Housing Applications Housing Management Specialist
3/1	TAR reports	x			PHN 2017-13; GAAP	online	DHCD Admin Housing Applications Housing Management Specialist
3/2	Board Attendance Report & Certification (January)	x			PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications Housing Management Specialist
3/30	Board Attendance Report & Certification (February)	x			PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications Housing Management Specialist
3/31	Energy Reports	x			PHN 2020-03; PHN 2013-24; PHN 2004-12	online	DHCD Admin Housing Applications Housing Management Specialist
4/30	Board Attendance Report & Certification	x			PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications Housing Management Specialist
4/30	Energy Reports	x			PHN 2020-03; PHN 2013-24; PHN 2004-12	online	DHCD Admin Housing Applications Housing Management Specialist
4/30	Mod & Development Quarterly Cost Report		x			online	DHCD Admin Housing Applications DHCD Capital Finance Staff
4/30	Quarterly Vacancy Certifications	x			PHN 2002-09 not online	online	DHCD Admin Housing Applications Housing Management Specialist
5/30	Board Attendance Report & Certification	x			PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications Housing Management Specialist
5/30	FYE Executive Director/ Board Approval Regarding Wage Match	x			PHN 2023-03; PHN 2019-16	online	DHCD Admin Housing Applications Finance: Michael Chow
5/30	FYE Certification of Tenant Lead Notification	x			PHN 2010-14	online	DHCD Admin Housing Applications Housing Management Specialist
5/30	FYE Certification of Top 5 Salary & Compensation	x			PHN 2019-30	online	DHCD Admin Housing Applications Housing Management Specialist
5/30	FYE Operating Statements	x			GAAP	online	DHCD Admin Housing Applications Housing Management Specialist
5/31	Energy Reports	x			PHN 2020-03; PHN 2013-24; PHN 2004-12	online	DHCD Admin Housing Applications Housing Management Specialist
6/30	Board Attendance Report & Certification	x			PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications Housing Management Specialist
6/30	Energy Reports	x			PHN 2020-03; PHN 2013-24; PHN 2004-12	online	DHCD Admin Housing Applications Housing Management Specialist
7/30	Board Attendance Report & Certification	x			PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications Housing Management Specialist
7/30	Mod & Development Quarterly Cost Report		x			online	DHCD Admin Housing Applications DHCD Capital Finance Staff
7/30	Quarterly Vacancy Certifications	x			PHN 2002-09 not online	online	DHCD Admin Housing Applications Housing Management Specialist
7/31	Energy Reports	x			PHN 2020-03; PHN 2013-24; PHN 2004-12	online	DHCD Admin Housing Applications Housing Management Specialist
8/29	Quarterly Operating Statements					online	DHCD Admin Housing Applications Housing Management Specialist
8/29	TAR reports	x			PHN 2017-13; GAAP	online	DHCD Admin Housing Applications Housing Management Specialist
8/30	Board Attendance Report & Certification	x			PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications Housing Management Specialist
8/31	Energy Reports	x			PHN 2020-03; PHN 2013-24; PHN 2004-12	online	DHCD Admin Housing Applications Housing Management Specialist
9/30	Board Attendance Report & Certification	x			PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications Housing Management Specialist
9/30	Energy Reports	x			PHN 2020-03; PHN 2013-24; PHN 2004-12	online	DHCD Admin Housing Applications Housing Management Specialist
9/30	Mandatory Data Collection			x	Annually issued PHN	email	DhcdDataCollection@mass.gov Annually issued PHN
10/30	Board Attendance Report & Certification	x			PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications Housing Management Specialist
10/30	Mod & Development Quarterly Cost Report		x			online	DHCD Admin Housing Applications DHCD Capital Finance Staff
10/30	Quarterly Vacancy Certifications	x			PHN 2002-09 not online	online	DHCD Admin Housing Applications Housing Management Specialist
10/31	Agreed Upon Procedures (AUP) - AUP to LHA for Response	x			PHN 2021-12; PHN 2015-21; PHN 2014-26	online	n/a Housing Management Specialist
10/31	Energy Reports	x			PHN 2020-03; PHN 2013-24; PHN 2004-12	online	DHCD Admin Housing Applications Housing Management Specialist
11/29	Quarterly Operating Statements					online	DHCD Admin Housing Applications Housing Management Specialist
11/29	TAR reports	x			PHN 2017-13; GAAP	online	DHCD Admin Housing Applications Housing Management Specialist
11/30	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
11/30	Board Attendance Report & Certification	x			PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications Housing Management Specialist
11/30	Energy Reports	x			PHN 2020-03; PHN 2013-24; PHN 2004-12	online	DHCD Admin Housing Applications Housing Management Specialist
12/30	Board Attendance Report & Certification	x			PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications Housing Management Specialist
12/31	Energy Reports	x			PHN 2020-03; PHN 2013-24; PHN 2004-12	online	DHCD Admin Housing Applications Housing Management Specialist
1/30	Mod & Development Quarterly Cost Report		x			online	DHCD Admin Housing Applications DHCD Capital Finance Staff
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1/30	Board Attendance Report & Certification	x			PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications	Housing Management Specialist
1/31	Energy Reports	x			PHN 2020-03; PHN 2013-24; PHN 2004-12	online	DHCD Admin Housing Applications	Housing Management Specialist
1/31	Agreed Upon Procedures (AUP) - AUP to LHA for Response	x			PHN 2021-12; PHN 2015-21; PHN 2014-26	online	n/a	Housing Management Specialist
2/28	Energy Reports	x			PHN 2020-03; PHN 2013-24; PHN 2004-12	online	DHCD Admin Housing Applications	Housing Management Specialist
2/28	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
3/1	Quarterly Operating Statements					online	DHCD Admin Housing Applications	Housing Management Specialist
3/1	TAR reports	x			PHN 2017-13; GAAP	online	DHCD Admin Housing Applications	Housing Management Specialist
3/2	Board Attendance Report & Certification (January)	x			PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications	Housing Management Specialist
3/30	Board Attendance Report & Certification (February)	x			PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications	Housing Management Specialist
3/31	Energy Reports	x			PHN 2020-03; PHN 2013-24; PHN 2004-12	online	DHCD Admin Housing Applications	Housing Management Specialist
4/30	Annual Plan	x			PHN 2020-06; PHN 2015-21	online	https://dhcdcms.intelligrants.com/	Housing Management Specialist
4/30	Board Attendance Report & Certification	x			PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications	Housing Management Specialist
4/30	Energy Reports	x			PHN 2020-03; PHN 2013-24; PHN 2004-12	online	DHCD Admin Housing Applications	Housing Management Specialist
4/30	Mod & Development Quarterly Cost Report		x			online	DHCD Admin Housing Applications	DHCD Capital Finance Staff
4/30	Quarterly Vacancy Certifications	x			PHN 2002-09 not online	online	DHCD Admin Housing Applications	Housing Management Specialist
5/1	Capital Improvement Plan (CIP) Submission		x		https://www.mass.gov/service-details/formula-funding-program	online	https://dhcdcms.intelligrants.com/	Project Manager
5/1	Operating Budget Revision Deadline	x			See current FY Budget Guidelines	online	DHCD Admin Housing Applications	Housing Management Specialist
5/30	Quarterly Operating Statements					online	DHCD Admin Housing Applications	Housing Management Specialist
5/30	TAR reports	x			PHN 2017-13; GAAP	online	DHCD Admin Housing Applications	Housing Management Specialist
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8/29	FYE Executive Director/ Board Approval Regarding Wage Match	x			PHN 2023-03; PHN 2019-16	online	DHCD Admin Housing Applications	Finance: Michael Chow
8/29	FYE Certification of Tenant Lead Notification	x			PHN 2010-14	online	DHCD Admin Housing Applications	Housing Management Specialist
8/29	FYE Certification of Top 5 Salary & Compensation	x			PHN 2019-30	online	DHCD Admin Housing Applications	Housing Management Specialist
8/29	FYE Operating Statements	x			GAAP	online	DHCD Admin Housing Applications	Housing Management Specialist
8/30	Board Attendance Report & Certification	x			PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications	Housing Management Specialist
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10/30	Board Attendance Report & Certification	x			PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications	Housing Management Specialist
10/31	Energy Reports	x			PHN 2020-03; PHN 2013-24; PHN 2004-12	online	DHCD Admin Housing Applications	Housing Management Specialist
11/29	Quarterly Operating Statements					online	DHCD Admin Housing Applications	Housing Management Specialist
11/29	TAR reports	x			PHN 2017-13; GAAP	online	DHCD Admin Housing Applications	Housing Management Specialist
11/30	Board Attendance Report & Certification	x			PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications	Housing Management Specialist
11/30	Energy Reports	x			PHN 2020-03; PHN 2013-24; PHN 2004-12	online	DHCD Admin Housing Applications	Housing Management Specialist
12/30	Board Attendance Report & Certification	x			PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications	Housing Management Specialist
12/31	Energy Reports	x			PHN 2020-03; PHN 2013-24; PHN 2004-12	online	DHCD Admin Housing Applications	Housing Management Specialist
1/30	Mod & Development Quarterly Cost Report		x			online	DHCD Admin Housing Applications	DHCD Capital Finance Staff
1/30	Quarterly Vacancy Certifications	x			PHN 2002-09 not online	online	DHCD Admin Housing Applications	Housing Management Specialist

FYE 9/30	Description	BOHV	BHDC	Legal	Guidance	Submission Type	Submission Location	Staff Contact
1/30	Board Attendance Report & Certification	x			PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications	Housing Management Specialist
1/31	Energy Reports	x			PHN 2020-03; PHN 2013-24; PHN 2004-12	online	DHCD Admin Housing Applications	Housing Management Specialist
2/28	Energy Reports	x			PHN 2020-03; PHN 2013-24; PHN 2004-12	online	DHCD Admin Housing Applications	Housing Management Specialist
3/1	Quarterly Operating Statements					online	DHCD Admin Housing Applications	Housing Management Specialist
3/1	TAR reports	x			PHN 2017-13; GAAP	online	DHCD Admin Housing Applications	Housing Management Specialist
3/2	Board Attendance Report & Certification (January)	x			PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications	Housing Management Specialist
3/30	Board Attendance Report & Certification (February)	x			PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications	Housing Management Specialist
3/31	Energy Reports	x			PHN 2020-03; PHN 2013-24; PHN 2004-12	online	DHCD Admin Housing Applications	Housing Management Specialist
4/30	Board Attendance Report & Certification	x			PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications	Housing Management Specialist
4/30	Energy Reports	x			PHN 2020-03; PHN 2013-24; PHN 2004-12	online	DHCD Admin Housing Applications	Housing Management Specialist
4/30	Mod & Development Quarterly Cost Report		x			online	DHCD Admin Housing Applications	DHCD Capital Finance Staff
4/30	Quarterly Vacancy Certifications	x			PHN 2002-09 not online	online	DHCD Admin Housing Applications	Housing Management Specialist
4/30	Agreed Upon Procedures (AUP) - AUP to LHA for Response	x			PHN 2021-12; PHN 2015-21; PHN 2014-26	online	n/a	Housing Management Specialist
5/30	Board Attendance Report & Certification	x			PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications	Housing Management Specialist
5/30	Quarterly Operating Statements					online	DHCD Admin Housing Applications	Housing Management Specialist
5/30	TAR reports	x			PHN 2017-13; GAAP	online	DHCD Admin Housing Applications	Housing Management Specialist
5/31	Energy Reports	x			PHN 2020-03; PHN 2013-24; PHN 2004-12	online	DHCD Admin Housing Applications	Housing Management Specialist
5/31	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
6/30	Board Attendance Report & Certification	x			PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications	Housing Management Specialist
6/30	Energy Reports	x			PHN 2020-03; PHN 2013-24; PHN 2004-12	online	DHCD Admin Housing Applications	Housing Management Specialist
7/30	Board Attendance Report & Certification	x			PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications	Housing Management Specialist
7/30	Mod & Development Quarterly Cost Report		x			online	DHCD Admin Housing Applications	DHCD Capital Finance Staff
7/30	Quarterly Vacancy Certifications	x			PHN 2002-09 not online	online	DHCD Admin Housing Applications	Housing Management Specialist
7/31	Annual Plan	x			PHN 2020-06; PHN 2015-21	online	https://dhcdcms.inteligigrants.com/	Housing Management Specialist
7/31	Energy Reports	x			PHN 2020-03; PHN 2013-24; PHN 2004-12	online	DHCD Admin Housing Applications	Housing Management Specialist
8/1	Capital Improvement Plan (CIP) Submission		x		https://www.mass.gov/service-details/formula-funding-program	online	https://dhcdcms.inteligigrants.com/	Project Manager
8/1	Operating Budget Revision Deadline	x			See current FY Budget Guidelines	online	DHCD Admin Housing Applications	Housing Management Specialist
8/29	Quarterly Operating Statements					online	DHCD Admin Housing Applications	Housing Management Specialist
8/29	TAR reports	x			PHN 2017-13; GAAP	online	DHCD Admin Housing Applications	Housing Management Specialist
8/30	Board Attendance Report & Certification	x			PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications	Housing Management Specialist
8/31	Operating Budget Submissions & Certifications	x			See current FY Budget Guidelines	online	DHCD Admin Housing Applications	Housing Management Specialist
8/31	Energy Reports	x			PHN 2020-03; PHN 2013-24; PHN 2004-12	online	DHCD Admin Housing Applications	Housing Management Specialist
9/30	Board Attendance Report & Certification	x			PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications	Housing Management Specialist
9/30	Energy Reports	x			PHN 2020-03; PHN 2013-24; PHN 2004-12	online	DHCD Admin Housing Applications	Housing Management Specialist
9/30	Mandatory Data Collection			x	Annually issued PHN	email	dhcdDataCollection@mass.gov	Annually issued PHN
10/30	Mod & Development Quarterly Cost Report		x			online	DHCD Admin Housing Applications	DHCD Capital Finance Staff
10/30	Quarterly Vacancy Certifications	x			PHN 2002-09 not online	online	DHCD Admin Housing Applications	Housing Management Specialist
10/30	Board Attendance Report & Certification	x			PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications	Housing Management Specialist
10/31	Energy Reports	x			PHN 2020-03; PHN 2013-24; PHN 2004-12	online	DHCD Admin Housing Applications	Housing Management Specialist
11/29	FYE Executive Director/ Board Approval Regarding Wage Match	x			PHN 2023-03; PHN 2019-16	online	DHCD Admin Housing Applications	Finance: Michael Chow
11/29	FYE Certification of Tenant Lead Notification	x			PHN 2010-14	online	DHCD Admin Housing Applications	Housing Management Specialist
11/29	FYE Certification of Top 5 Salary & Compensation	x			PHN 2019-30	online	DHCD Admin Housing Applications	Housing Management Specialist
11/29	FYE Operating Statements	x			GAAP	online	DHCD Admin Housing Applications	Housing Management Specialist
11/30	Board Attendance Report & Certification	x			PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications	Housing Management Specialist
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12/31	Energy Reports	x			PHN 2020-03; PHN 2013-24; PHN 2004-12	online	DHCD Admin Housing Applications	Housing Management Specialist
1/30	Mod & Development Quarterly Cost Report		x			online	DHCD Admin Housing Applications	DHCD Capital Finance Staff
1/30	Quarterly Vacancy Certifications	x			PHN 2002-09 not online	online	DHCD Admin Housing Applications	Housing Management Specialist

FYE 12/31	Description	BOHM	BHDC	Legal	Guidance	Submission Type	Submission Location	Staff Contact
1/30	Board Attendance Report & Certification	x			PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications	Housing Management Specialist
1/31	Energy Reports	x			PHN 2020-03; PHN 2013-24; PHN 2004-12	online	DHCD Admin Housing Applications	Housing Management Specialist
2/28	Energy Reports	x			PHN 2020-03; PHN 2013-24; PHN 2004-12	online	DHCD Admin Housing Applications	Housing Management Specialist
3/1	Quarterly Operating Statements					online	DHCD Admin Housing Applications	Housing Management Specialist
3/1	TAR reports	x			PHN 2017-13; GAAP	online	DHCD Admin Housing Applications	Housing Management Specialist
3/1	FYE Operating Statements	x			GAAP	online	DHCD Admin Housing Applications	Housing Management Specialist
3/2	Board Attendance Report & Certification (January)	x			PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications	Housing Management Specialist
3/30	Board Attendance Report & Certification (February)	x			PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications	Housing Management Specialist
3/31	Energy Reports	x			PHN 2020-03; PHN 2013-24; PHN 2004-12	online	DHCD Admin Housing Applications	Housing Management Specialist
4/30	Board Attendance Report & Certification	x			PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications	Housing Management Specialist
4/30	Energy Reports	x			PHN 2020-03; PHN 2013-24; PHN 2004-12	online	DHCD Admin Housing Applications	Housing Management Specialist
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5/30	Board Attendance Report & Certification	x			PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications	Housing Management Specialist
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7/31	Agreed Upon Procedures (AUP) - AUP to LHA for Response	x			PHN 2021-12; PHN 2015-21; PHN 2014-26	online	n/a	Housing Management Specialist
8/29	TAR reports	x			PHN 2017-13; GAAP	online	DHCD Admin Housing Applications	Housing Management Specialist
8/30	Board Attendance Report & Certification	x			PHN 2021-16; PHN 2012-16	online	DHCD Admin Housing Applications	Housing Management Specialist
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