FYE 3/31 Description	BOHN	BHDC Le	gal Guidance	Submission Type		
Begin review of Affirmative Action Goal & placement rate			-			
1/1 and enter into CHAMP	x		PHN 2021-14	online	CHAMP	CyberSense or Housing Management Specialist
1/30 Board Attendance Report & Certification	х		PHN 2021-16; PHN 2012-16	online	Housing Applications	Housing Management Specialist
1/30 Capital Improvement Plan (CIP) Submission		x	https://www.mass.gov/service-details/formula-funding-program	online	https://dhcdcims.intelligrants.com/	Project Manager
1/30 Mod & Development Quarterly Cost Report		x		online	Housing Applications	DHCD Capital Finance Staff
1/30 Quarterly Vacancy Certifications	х		PHN 2002-09 not online	online	Housing Applications	Housing Management Specialist
1/31 Annual Plan	x		PHN 2020-06; PHN 2015-21	online	https://dhcdcims.intelligrants.com/	Housing Management Specialist
1/31 Energy Reports	x		PHN 2020-03; PHN 2013-24; PHN 2004-12	online	Housing Applications	Housing Management Specialist
2/1 Operating Budget Revision Deadline	x		See current FY Budget Guidelines	online	Housing Applications	Housing Management Specialist
2/28 Energy Reports	x		PHN 2020-03; PHN 2013-24; PHN 2004-12	online	Housing Applications	Housing Management Specialist
3/1 Operating Budget Submissions & Certifications	x		See current FY Budget Guidelines	online	Housing Applications	Housing Management Specialist
3/1 Quarterly Operating Statements				online	Housing Applications	Housing Management Specialist
3/1 TAR reports	x		PHN 2017-13; GAAP	online	Housing Applications	Housing Management Specialist
3/2 Board Attendance Report & Certification (January)	×		PHN 2021-16; PHN 2012-16	online	Housing Applications	Housing Management Specialist
3/30 Board Attendance Report & Certification (February)	×		PHN 2021-16; PHN 2012-16	online	Housing Applications	Housing Management Specialist
3/31 Energy Reports	x		PHN 2020-03; PHN 2013-24; PHN 2004-12	online	Housing Applications	Housing Management Specialist
4/30 Board Attendance Report & Certification	×		PHN 2021-16; PHN 2012-16	online	Housing Applications	Housing Management Specialist
4/30 Energy Reports	×		PHN 2020-03; PHN 2013-24; PHN 2004-12	online	Housing Applications	Housing Management Specialist
4/30 Mod & Development Quarterly Cost Report	r –	v	11111 2020 03,11111 2013 24,11111 2004 12	online	Housing Applications	DHCD Capital Finance Staff
4/30 Quarterly Vacancy Certifications	l,	^	PHN 2002-09 not online	online	Housing Applications	Housing Management Specialist
5/30 Board Attendance Report & Certification	v		PHN 2021-16; PHN 2012-16	online	Housing Applications	Housing Management Specialist
FYE Executive Director/ Board Approval Regarding Wage	^		FTIN 2021-10, FTIN 2012-10	Offilitie	Tiousing Applications	Trousing Wanagement Specialist
5/30 Match	l,		PHN 2023-03; PHN 2019-16	online	Housing Applications	Finance: Michael Chow
5/30 FYE Certification of Tenant Lead Notification	<u></u>		PHN 2010-14	online	Housing Applications	Housing Management Specialist
· · · · · · · · · · · · · · · · · · ·	X			_		
5/30 FYE Certification of Top 5 Salary & Compensation 5/30 FYE Operating Statements	X		PHN 2019-30 GAAP	online	Housing Applications	Housing Management Specialist
5/31 Energy Reports	×			online	Housing Applications	Housing Management Specialist
6/30 Board Attendance Report & Certification	X		PHN 2020-03; PHN 2013-24; PHN 2004-12 PHN 2021-16; PHN 2012-16	online online	Housing Applications	Housing Management Specialist
6/30 Energy Reports	X				Housing Applications	Housing Management Specialist
7/30 Board Attendance Report & Certification	X		PHN 2020-03; PHN 2013-24; PHN 2004-12	online	Housing Applications	Housing Management Specialist
7/30 Mod & Development Quarterly Cost Report	×		PHN 2021-16; PHN 2012-16	online	Housing Applications	Housing Management Specialist
		X	21111 2002 00 1 I'	online	Housing Applications	DHCD Capital Finance Staff
7/30 Quarterly Vacancy Certifications	×		PHN 2002-09 not online	online	Housing Applications	Housing Management Specialist
7/31 Energy Reports	Х		PHN 2020-03; PHN 2013-24; PHN 2004-12	online	Housing Applications	Housing Management Specialist
8/29 Quarterly Operating Statements				online	Housing Applications	Housing Management Specialist
8/29 TAR reports	Х		PHN 2017-13; GAAP	online	Housing Applications	Housing Management Specialist
8/30 Board Attendance Report & Certification	x		PHN 2021-16; PHN 2012-16	online	Housing Applications	Housing Management Specialist
8/31 Energy Reports	Х		PHN 2020-03; PHN 2013-24; PHN 2004-12	online	Housing Applications	Housing Management Specialist
9/30 Board Attendance Report & Certification	Х		PHN 2021-16; PHN 2012-16	online	Housing Applications	Housing Management Specialist
9/30 Energy Reports	х		PHN 2020-03; PHN 2013-24; PHN 2004-12	online	Housing Applications	Housing Management Specialist
9/30 Mandatory Data Collection		х	Annually issued PHN	email	SOHA or https://hedlhaportal.azurewebsites.	Annually issued PHN
10/30 Board Attendance Report & Certification	х		PHN 2021-16; PHN 2012-16	online	Housing Applications	Housing Management Specialist
10/30 Mod & Development Quarterly Cost Report		х		online	Housing Applications	DHCD Capital Finance Staff
10/30 Quarterly Vacancy Certifications	х		PHN 2002-09 not online	online	Housing Applications	Housing Management Specialist
10/31 Agreed Upon Procedures (AUP) - AUP to LHA for Response	×		PHN 2021-12; PHN 2015-21; PHN 2014-26	online	n/a	Housing Management Specialist
10/31 Energy Reports	х		PHN 2020-03; PHN 2013-24; PHN 2004-12	online	Housing Applications	Housing Management Specialist
11/29 Quarterly Operating Statements				online	Housing Applications	Housing Management Specialist
11/29 TAR reports	х		PHN 2017-13; GAAP	online	Housing Applications	Housing Management Specialist
11/30 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
11/30 Board Attendance Report & Certification	х		PHN 2021-16; PHN 2012-16	online	Housing Applications	Housing Management Specialist
11/30 Energy Reports	х		PHN 2020-03; PHN 2013-24; PHN 2004-12	online	Housing Applications	Housing Management Specialist
12/30 Board Attendance Report & Certification	х		PHN 2021-16; PHN 2012-16	online	Housing Applications	Housing Management Specialist
12/31 Energy Reports	х		PHN 2020-03; PHN 2013-24; PHN 2004-12	online	Housing Applications	Housing Management Specialist

30 Description	BOHN BH	DC Legal Guidance	Submission Type	Submission Location	Staff Contact
1/30 Board Attendance Report & Certification	x	PHN 2021-16; PHN 2012-16	online	Housing Applications	Housing Management Specialist
1/30 Mod & Development Quarterly Cost Report	×		online	Housing Applications	DHCD Capital Finance Staff
1/30 Quarterly Vacancy Certifications	v n	PHN 2002-09 not online	online	Housing Applications	Housing Management Specialist
1/31 Energy Reports	- v	PHN 2020-03; PHN 2013-24; PHN 2004-12	online	Housing Applications	Housing Management Specialist
1/31 Energy Reports	<u> </u>	11114 2020 03,11114 2013 24,11114 2004 12	Offinite	Trousing Applications	Trousing Management Specialist
1/31 Agreed Upon Procedures (AUP) - AUP to LHA for Resp	onse 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	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	Housing Applications	Housing Management Specialist
3/1 TAR reports	v	PHN 2017-13: GAAP	online	Housing Applications	Housing Management Specialist
3/2 Board Attendance Report & Certification (January)	v v	PHN 2021-16; PHN 2012-16	online	Housing Applications	Housing Management Specialist
3/30 Board Attendance Report & Certification (February)	- L	PHN 2021-16; PHN 2012-16	online	Housing Applications	Housing Management Specialist
3/31 Energy Reports	- 	PHN 2020-03; PHN 2013-24; PHN 2004-12	online	Housing Applications	Housing Management Specialist Housing Management Specialist
Begin review of Affirmative Action Goal & placement	rata	FHIN 2020-03, FHIN 2013-24, FHIN 2004-12	Offilite	Housing Applications	Housing Management Specialist
	rate	DUN 2024 44		011111	
4/1 and enter into CHAMP	×	PHN 2021-14	online	CHAMP	CyberSense or Housing Management Special
4/30 Annual Plan	X	PHN 2020-06; PHN 2015-21	online	https://dhcdcims.intelligrants.com/	Housing Management Specialist
4/30 Board Attendance Report & Certification	x	PHN 2021-16; PHN 2012-16	online	Housing Applications	Housing Management Specialist
4/30 Energy Reports	x	PHN 2020-03; PHN 2013-24; PHN 2004-12	online	Housing Applications	Housing Management Specialist
4/30 Mod & Development Quarterly Cost Report	x		online	Housing Applications	DHCD Capital Finance Staff
4/30 Quarterly Vacancy Certifications	x	PHN 2002-09 not online	online	Housing Applications	Housing Management Specialist
5/1 Capital Improvement Plan (CIP) Submission	x	https://www.mass.gov/service-details/formula-funding-program	online	https://dhcdcims.intelligrants.com/	Project Manager
5/1 Operating Budget Revision Deadline	x	See current FY Budget Guidelines	online	Housing Applications	Housing Management Specialist
5/30 Quarterly Operating Statements			online	Housing Applications	Housing Management Specialist
5/30 TAR reports	x	PHN 2017-13; GAAP	online	Housing Applications	Housing Management Specialist
5/30 Board Attendance Report & Certification	×	PHN 2021-16; PHN 2012-16	online	Housing Applications	Housing Management Specialist
5/31 Operating Budget Submissions & Certifications	x x	See current FY Budget Guidelines	online	Housing Applications	Housing Management Specialist
5/31 Energy Reports	v	PHN 2020-03; PHN 2013-24; PHN 2004-12	online	Housing Applications	Housing Management Specialist
6/30 Board Attendance Report & Certification	- Î	PHN 2021-16; PHN 2012-16	online	Housing Applications	Housing Management Specialist Housing Management Specialist
6/30 Energy Reports	- L	PHN 2020-03; PHN 2013-24; PHN 2004-12	online	Housing Applications	Housing Management Specialist
7/30 Mod & Development Quarterly Cost Report	- ^x ,	FHIN 2020-03, FHIN 2013-24, FHIN 2004-12	online	Housing Applications Housing Applications	DHCD Capital Finance Staff
7/30 Quarterly Vacancy Certifications	X	DUN 2002 00 and making			
	X .	PHN 2002-09 not online	online	Housing Applications	Housing Management Specialist
7/30 Board Attendance Report & Certification	X	PHN 2021-16; PHN 2012-16	online	Housing Applications	Housing Management Specialist
7/31 Energy Reports	х	PHN 2020-03; PHN 2013-24; PHN 2004-12	online	Housing Applications	Housing Management Specialist
FYE Executive Director/ Board Approval Regarding Wa	age				
8/29 Match	x	PHN 2023-03; PHN 2019-16	online	Housing Applications	Finance: Michael Chow
8/29 FYE Certification of Tenant Lead Notification	x	PHN 2010-14	online	Housing Applications	Housing Management Specialist
8/29 FYE Certification of Top 5 Salary & Compensation	x	PHN 2019-30	online	Housing Applications	Housing Management Specialist
8/29 FYE Operating Statements	x	GAAP	online	Housing Applications	Housing Management Specialist
8/30 Board Attendance Report & Certification	x	PHN 2021-16; PHN 2012-16	online	Housing Applications	Housing Management Specialist
8/31 Energy Reports	x	PHN 2020-03; PHN 2013-24; PHN 2004-12	online	Housing Applications	Housing Management Specialist
9/30 Board Attendance Report & Certification	x	PHN 2021-16; PHN 2012-16	online	Housing Applications	Housing Management Specialist
9/30 Energy Reports	x	PHN 2020-03; PHN 2013-24; PHN 2004-12	online	Housing Applications	Housing Management Specialist
9/30 Mandatory Data Collection		x Annually issued PHN	email	SOHA or https://hedlhaportal.azurewebsites	
10/30 Mod & Development Quarterly Cost Report	x	,	online	Housing Applications	DHCD Capital Finance Staff
10/30 Quarterly Vacancy Certifications	x ^	PHN 2002-09 not online	online	Housing Applications	Housing Management Specialist
10/30 Board Attendance Report & Certification	ı,	PHN 2021-16; PHN 2012-16	online	Housing Applications	Housing Management Specialist
10/31 Energy Reports	1	PHN 2020-03; PHN 2013-24; PHN 2004-12	online	Housing Applications Housing Applications	Housing Management Specialist Housing Management Specialist
11/29 Quarterly Operating Statements	ıx l	FRIN 2020-03; PRIN 2013-24; PRIN 2004-12		Housing Applications Housing Applications	
	- -	DUN 2047 42, CAAD	online		Housing Management Specialist
11/29 TAR reports	x	PHN 2017-13; GAAP	online	Housing Applications	Housing Management Specialist
11/30 Board Attendance Report & Certification	x	PHN 2021-16; PHN 2012-16	online	Housing Applications	Housing Management Specialist
11/30 Energy Reports	x	PHN 2020-03; PHN 2013-24; PHN 2004-12	online	Housing Applications	Housing Management Specialist
12/30 Board Attendance Report & Certification	x	PHN 2021-16; PHN 2012-16	online	Housing Applications	Housing Management Specialist
12/31 Energy Reports	v	PHN 2020-03; PHN 2013-24; PHN 2004-12	online	Housing Applications	Housing Management Specialist

FYE 9/30 Description	воні	v BHDC	Legal Guidance	Submission Type	Submission Location	Staff Contact
1/30 Board Attendance Report & Certification	x		PHN 2021-16; PHN 2012-16	online	Housing Applications	Housing Management Specialist
1/30 Mod & Development Quarterly Cost Report		x		online	Housing Applications	DHCD Capital Finance Staff
1/30 Quarterly Vacancy Certifications	x		PHN 2002-09 not online	online	Housing Applications	Housing Management Specialist
1/31 Energy Reports	x		PHN 2020-03; PHN 2013-24; PHN 2004-12	online	Housing Applications	Housing Management Specialist
2/28 Energy Reports	x		PHN 2020-03; PHN 2013-24; PHN 2004-12	online	Housing Applications	Housing Management Specialist
3/1 Quarterly Operating Statements	-			online	Housing Applications	Housing Management Specialist
3/1 TAR reports	v		PHN 2017-13; GAAP	online	Housing Applications	Housing Management Specialist
3/2 Board Attendance Report & Certification (January)	v		PHN 2021-16; PHN 2012-16	online	Housing Applications	Housing Management Specialist
3/30 Board Attendance Report & Certification (February)	v		PHN 2021-16; PHN 2012-16	online	Housing Applications	Housing Management Specialist
3/31 Energy Reports	v		PHN 2020-03; PHN 2013-24; PHN 2004-12	online	Housing Applications	Housing Management Specialist
4/30 Board Attendance Report & Certification	v		PHN 2021-16: PHN 2012-16	online	Housing Applications	Housing Management Specialist
4/30 Energy Reports	v		PHN 2020-03; PHN 2013-24; PHN 2004-12	online	Housing Applications	Housing Management Specialist
4/30 Mod & Development Quarterly Cost Report	<u> </u>	v	F1114 2020-03, F1114 2013-24, F1114 2004-12	online	Housing Applications	DHCD Capital Finance Staff
4/30 Quarterly Vacancy Certifications		^	PHN 2002-09 not online	online	Housing Applications	Housing Management Specialist
4/30 Quarterly vacancy certifications	 ^		FTHV 2002-03 HOL OHIME	Offilitie	Tiousing Applications	Trousing Wanagement Specialist
4/30 Agreed Upon Procedures (AUP) - AUP to LHA for Respons			PHN 2021-12; PHN 2015-21; PHN 2014-26	online	n/a	Housing Management Specialist
5/30 Board Attendance Report & Certification	e x		PHN 2021-12; PHN 2015-21; PHN 2014-26 PHN 2021-16; PHN 2012-16	online	Housing Applications	Housing Management Specialist
	×		PHN 2021-16; PHN 2012-16	_		Housing Management Specialist
5/30 Quarterly Operating Statements 5/30 TAR reports	-	_	DUN 2047 42 CAAR	online	Housing Applications	Housing Management Specialist
	X		PHN 2017-13; GAAP	online	Housing Applications	Housing Management Specialist
5/31 Energy Reports	X		PHN 2020-03; PHN 2013-24; PHN 2004-12	online	Housing Applications	Housing Management Specialist
5/31 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
6/30 Board Attendance Report & Certification	х		PHN 2021-16; PHN 2012-16	online	Housing Applications	Housing Management Specialist
6/30 Energy Reports	х		PHN 2020-03; PHN 2013-24; PHN 2004-12	online	Housing Applications	Housing Management Specialist
Begin review of Affirmative Action Goal & placement rate	2					
7/1 and enter into CHAMP	х		PHN 2021-14	online	CHAMP	CyberSense or Housing Management Specialist
7/30 Board Attendance Report & Certification	х		PHN 2021-16; PHN 2012-16	online	Housing Applications	Housing Management Specialist
7/30 Mod & Development Quarterly Cost Report		х		online	Housing Applications	DHCD Capital Finance Staff
7/30 Quarterly Vacancy Certifications	х		PHN 2002-09 not online	online	Housing Applications	Housing Management Specialist
7/31 Annual Plan	х		PHN 2020-06; PHN 2015-21	online	https://dhcdcims.intelligrants.com/	Housing Management Specialist
7/31 Energy Reports	х		PHN 2020-03; PHN 2013-24; PHN 2004-12	online	Housing Applications	Housing Management Specialist
8/1 Capital Improvement Plan (CIP) Submission		х	https://www.mass.gov/service-details/formula-funding-program	online	https://dhcdcims.intelligrants.com/	Project Manager
8/1 Operating Budget Revision Deadline	х		See current FY Budget Guidelines	online	Housing Applications	Housing Management Specialist
8/29 Quarterly Operating Statements				online	Housing Applications	Housing Management Specialist
8/29 TAR reports	х		PHN 2017-13; GAAP	online	Housing Applications	Housing Management Specialist
8/30 Board Attendance Report & Certification	x		PHN 2021-16; PHN 2012-16	online	Housing Applications	Housing Management Specialist
8/31 Operating Budget Submissions & Certifications	x		See current FY Budget Guidelines	online	Housing Applications	Housing Management Specialist
8/31 Energy Reports	х		PHN 2020-03; PHN 2013-24; PHN 2004-12	online	Housing Applications	Housing Management Specialist
9/30 Board Attendance Report & Certification	х		PHN 2021-16; PHN 2012-16	online	Housing Applications	Housing Management Specialist
9/30 Energy Reports	х		PHN 2020-03; PHN 2013-24; PHN 2004-12	online	Housing Applications	Housing Management Specialist
9/30 Mandatory Data Collection			x Annually issued PHN	email	SOHA or https://hedlhaportal.azurewebsites.	Annually issued PHN
10/30 Mod & Development Quarterly Cost Report		х		online	Housing Applications	DHCD Capital Finance Staff
10/30 Quarterly Vacancy Certifications	х		PHN 2002-09 not online	online	Housing Applications	Housing Management Specialist
10/30 Board Attendance Report & Certification	х		PHN 2021-16; PHN 2012-16	online	Housing Applications	Housing Management Specialist
10/31 Energy Reports	х		PHN 2020-03; PHN 2013-24; PHN 2004-12	online	Housing Applications	Housing Management Specialist
FYE Executive Director/ Board Approval Regarding Wage	1		, , , , , , , , , , , , , , , , , , , ,	-		5 102 2 13,711
11/29 Match	x		PHN 2023-03; PHN 2019-16	online	Housing Applications	Finance: Michael Chow
11/29 FYE Certification of Tenant Lead Notification	x		PHN 2010-14	online	Housing Applications	Housing Management Specialist
11/29 FYE Certification of Top 5 Salary & Compensation	y x		PHN 2019-30	online	Housing Applications	Housing Management Specialist
11/29 FYE Operating Statements	x		GAAP	online	Housing Applications	Housing Management Specialist Housing Management Specialist
11/30 Board Attendance Report & Certification	v		PHN 2021-16; PHN 2012-16	online	Housing Applications	Housing Management Specialist Housing Management Specialist
11/30 Energy Reports	v		PHN 2020-03; PHN 2013-24; PHN 2004-12	online	Housing Applications Housing Applications	Housing Management Specialist Housing Management Specialist
12/30 Board Attendance Report & Certification	\ <u>\</u>	1	PHN 2021-16; PHN 2012-16	online	Housing Applications Housing Applications	Housing Management Specialist Housing Management Specialist
12/30 Board Attendance Report & Certification 12/31 Energy Reports	X.	1		online		
TZ/31 Eliet88 Kehortz	[X		PHN 2020-03; PHN 2013-24; PHN 2004-12	Toriline	Housing Applications	Housing Management Specialist

12/31 Description	вонм	BHDC Leg	al Guidance	Submission Type	Submission Location	Staff Contact
1/30 Board Attendance Report & Certification	х		PHN 2021-16; PHN 2012-16	online	Housing Applications	Housing Management Specialist
1/30 Mod & Development Quarterly Cost Report		х		online	Housing Applications	DHCD Capital Finance Staff
1/30 Quarterly Vacancy Certifications	х		PHN 2002-09 not online	online	Housing Applications	Housing Management Specialist
1/31 Energy Reports	х		PHN 2020-03; PHN 2013-24; PHN 2004-12	online	Housing Applications	Housing Management Specialist
2/28 Energy Reports	х		PHN 2020-03; PHN 2013-24; PHN 2004-12	online	Housing Applications	Housing Management Specialist
FYE Executive Director/ Board Approval Regarding Wage			, , , , , , , , , , , , , , , , , , , ,			
3/1 Match	x		PHN 2023-03; PHN 2019-16	online	Housing Applications	Finance: Michael Chow
3/1 FYE Certification of Tenant Lead Notification	x		PHN 2010-14	online	Housing Applications	Housing Management Specialist
3/1 FYE Certification of Top 5 Salary & Compensation	x		PHN 2019-30	online	Housing Applications	Housing Management Specialist
3/1 Quarterly Operating Statements				online	Housing Applications	Housing Management Specialist
3/1 TAR reports	x		PHN 2017-13; GAAP	online	Housing Applications	Housing Management Specialist
3/1 FYE Operating Statements	×		GAAP	online	Housing Applications	Housing Management Specialist
3/2 Board Attendance Report & Certification (January)	v		PHN 2021-16; PHN 2012-16	online	Housing Applications	Housing Management Specialist
3/30 Board Attendance Report & Certification (February)	· ·		PHN 2021-16; PHN 2012-16	online	Housing Applications	Housing Management Specialist
3/31 Energy Reports	· ·		PHN 2020-03; PHN 2013-24; PHN 2004-12	online	Housing Applications Housing Applications	Housing Management Specialist
4/30 Board Attendance Report & Certification	· ·		PHN 2021-16; PHN 2012-16	online	Housing Applications	Housing Management Specialist
4/30 Energy Reports	· ·		PHN 2020-03; PHN 2013-24; PHN 2004-12	online	Housing Applications Housing Applications	Housing Management Specialist
4/30 Mod & Development Quarterly Cost Report	^	_		online	Housing Applications Housing Applications	DHCD Capital Finance Staff
4/30 Quarterly Vacancy Certifications	l,	^	PHN 2002-09 not online	online	Housing Applications Housing Applications	Housing Management Specialist
5/30 Board Attendance Report & Certification	X		PHN 2002-09 Not offline PHN 2021-16; PHN 2012-16			Housing Management Specialist
5/30 Quarterly Operating Statements	Х		PHN 2021-16; PHN 2012-16	online	Housing Applications	
5/30 TAR reports			DUN 2047 42, CAAD	online	Housing Applications	Housing Management Specialist
5/31 Energy Reports	X		PHN 2017-13; GAAP	online	Housing Applications	Housing Management Specialist
	X		PHN 2020-03; PHN 2013-24; PHN 2004-12	online	Housing Applications	Housing Management Specialist
6/30 Board Attendance Report & Certification	х		PHN 2021-16; PHN 2012-16	online	Housing Applications	Housing Management Specialist
6/30 Energy Reports	Х		PHN 2020-03; PHN 2013-24; PHN 2004-12	online	Housing Applications	Housing Management Specialist
7/30 Board Attendance Report & Certification	Х		PHN 2021-16; PHN 2012-16	online	Housing Applications	Housing Management Specialist
7/30 Mod & Development Quarterly Cost Report		х		online	Housing Applications	DHCD Capital Finance Staff
7/30 Quarterly Vacancy Certifications	х		PHN 2002-09 not online	online	Housing Applications	Housing Management Specialist
7/31 Energy Reports	х		PHN 2020-03; PHN 2013-24; PHN 2004-12	online	Housing Applications	Housing Management Specialist
Agreed Upon Procedures (AUP) - AUP to LHA for						
7/31 Response	х		PHN 2021-12; PHN 2015-21; PHN 2014-26	online	n/a	Housing Management Specialist
8/29 TAR reports	х		PHN 2017-13; GAAP	online	Housing Applications	Housing Management Specialist
8/30 Board Attendance Report & Certification	х		PHN 2021-16; PHN 2012-16	online	Housing Applications	Housing Management Specialist
8/31 Energy Reports	х		PHN 2020-03; PHN 2013-24; PHN 2004-12	online	Housing Applications	Housing Management Specialist
8/31 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
Begin review of Affirmative Action Goal & placement rate						
9/1 and enter into CHAMP	х		PHN 2021-14	online	CHAMP	CyberSense or Housing Management Specialis
9/30 Board Attendance Report & Certification	х		PHN 2021-16; PHN 2012-16	online	Housing Applications	Housing Management Specialist
9/30 Energy Reports	х		PHN 2020-03; PHN 2013-24; PHN 2004-12	online	Housing Applications	Housing Management Specialist
9/30 Mandatory Data Collection		х	Annually issued PHN	email	SOHA or https://hedlhaportal.azurewebsite	es.r Annually issued PHN
10/30 Board Attendance Report & Certification	х		PHN 2021-16; PHN 2012-16	online	Housing Applications	Housing Management Specialist
10/30 Mod & Development Quarterly Cost Report		х		online	Housing Applications	DHCD Capital Finance Staff
10/30 Quarterly Vacancy Certifications	х		PHN 2002-09 not online	online	Housing Applications	Housing Management Specialist
10/31 Annual Plan	х		PHN 2020-06; PHN 2015-21	online	https://dhcdcims.intelligrants.com/	Housing Management Specialist
10/31 Energy Reports	х		PHN 2020-03; PHN 2013-24; PHN 2004-12	online	Housing Applications	Housing Management Specialist
11/1 Capital Improvement Plan (CIP) Submission		х	https://www.mass.gov/service-details/formula-funding-program	online	https://dhcdcims.intelligrants.com/	Project Manager
11/1 Operating Budget Revision Deadline	х		See current FY Budget Guidelines	online	Housing Applications	Housing Management Specialist
11/29 Quarterly Operating Statements				online	Housing Applications	Housing Management Specialist
11/30 Board Attendance Report & Certification	x		PHN 2021-16; PHN 2012-16	online	Housing Applications	Housing Management Specialist
11/30 Energy Reports	x		PHN 2020-03; PHN 2013-24; PHN 2004-12	online	Housing Applications	Housing Management Specialist
12/1 Operating Budget Submissions & Certifications	x		See current FY Budget Guidelines	online	Housing Applications	Housing Management Specialist
12/30 Board Attendance Report & Certification	×		PHN 2021-16; PHN 2012-16	online	Housing Applications	Housing Management Specialist
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