



Commonwealth of Massachusetts  
**DEPARTMENT OF HOUSING &  
COMMUNITY DEVELOPMENT**

Maura T. Healey, Governor ◆ Kimberley Driscoll, Lieutenant Governor ◆ Jennifer D. Maddox, Undersecretary

**Public Housing Notice 2022-06**

TO: All Local Housing Authorities  
FROM: Ben Stone, Director, Division of Public Housing  
RE: Calendar of Submissions and Certifications  
DATE: March 30, 2022, updated May 1, 2023

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The Department of Housing and Community Development (DHCD) requires periodic reporting to ensure accountability of fiscal and programmatic functions at Local Housing Authorities (LHA). Reporting has been automated or made available online whenever possible. Submissions and signed certifications document both performance and compliance with statutory and regulatory provisions for operations as well as inform future policy-making.

The list of submission and certification presently includes:

Monthly Submissions

- Energy Report
- Board Attendance Reports

Quarterly Submissions

- Vacancy Reports
- Operating Statements
- Tenant Accounts Receivable (TAR)
- Modernization Cost Reports

Annual Submissions

- Agreed Upon Procedures
- Annual Plan, which includes the CIP Submission
- Lead Based Paint Notification Certification
- Budget and Budget Certifications
- FYE Operating Statements, including TAR, and Certifications
- Top 5 Salary and Compensation Reporting
- FYE Executive Director/ Board Approval Regarding Wage Match

To help housing authorities prepare submissions on time, DHCD sends reminders throughout the year through Constant Contact. If you have not been receiving these, please use this [webform](https://tinyurl.com/2x8rnboh) (https://tinyurl.com/2x8rnboh) to sign yourself up.

Additionally, we are providing the attached schedules, one for each of the four fiscal year end periods. This PHN with attached schedules replaces PHN 2013-11. These schedules indicate the items to be submitted throughout the year with the due date and guidance about how and where to submit. Once you find the FYE in the heading that corresponds with your LHA, you will have a calendar for submissions throughout the year. You can also find a Calendar of Submissions on the DHCD webpage, [Useful Links for Local Housing Authorities](#). These schedules are intended as an assistance tool. If DHCD changes, removes, or adds any required reporting dates, we will notify LHAs through an addendum to this PHN and update the posted reporting calendars.

We hope you find this reminder and the attached schedules useful. Please contact your Housing Management Specialist with any questions.