



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

Deval L. Patrick, Governor ♦ Timothy P. Murray, Lt. Governor ♦ Aaron Gomstein, Undersecretary

Public Housing Notice 2013-11

Memorandum

To: All Local Housing Authority Executive Directors
From: Lizbeth Heyer, Associate Director, Division of Public Housing and Rental Assistance
Subject: LHA Schedule of Certifications and Submissions
Date: May 15, 2013

To ensure accountability of certain Board and Executive Director functions at Local Housing Authorities (LHA), the Department of Housing and Community Development (DHCD) requires periodic programmatic and fiscal reporting. Reporting has been automated or made available online whenever possible, but in some cases hard copy submissions or original signatures are required. These submissions are critical to document both performance and compliance with statutory, regulatory and reform provisions pertinent to our system operations. A delineation of these submissions presently includes:

- Vacancy Ledger maintenance and Reports
- Monthly Energy Report
- Board Attendance Reports
- Budget and Operating Statements and Certifications
- Salary and Compensation Reporting
- Lead Based Paint Notification Certification
- Annual Report
- CIP Submission
- Modernization Cost Reports

As a reminder and organizational tool, DHCD is providing the attached schedules, one for each of the four fiscal year end periods. These charts indicate the tasks and certifications and there are also key notes to help clarify time periods. These charts are intended as an assistance tool and do not supersede any published Department guidance. Once you identify the appropriate FYE in the heading, you will have a monthly calendar for needed tasks /submissions related to key reporting throughout the year.

I hope you find this aid of some assistance, and please contact your Housing Management Specialist with any questions.

FYE 12/31 - LHA Schedule of Certifications and Submissions

Certifications and submission are expected around this month of the year.
This is tool and does not supersede any published Department guidance.

Submission Prepared &/or certified by	Online		Online		Online		Online		Hard copy mailed		Hard copy mailed		Hard copy mailed		Hard copy mailed		Online/Hard Copy		Hard Copy		Online		Hard Copy	
	n/a	n/a	n/a	Executive Director	Executive Director	Executive Director	Executive Director	Executive Director	Executive Director	Executive Director	Executive Director	Executive Director	Executive Director	Executive Director	Executive Director	Executive Director	Executive Director	Executive Director	Executive Director	Executive Director	Executive Director	Executive Director	Executive Director	Executive Director
January	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
February	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
March	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
April	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
May	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
June	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
July	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
August	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
September	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
October	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
November	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
December	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

- KEY
- (a) Due 30 days after month end
 - (b) Due 30 days after quarter end
 - (c) Due 45 days after the quarter end
 - (d) Ongoing maintenance
 - (e) Due 30 days prior to the start of the FY, unless otherwise stated in the current FY budget guidelines
 - (f) Due by January 15th

* The budget certification has incorporated the previously separate executive director salary and contract certification.
2nd Annual CIP is not submitted until the next FY that is at least 9 months after the approval date of the Initial CIP.

**

FYE 3/31 - LHA Schedule of Certifications and Submissions

Certifications and submission are expected around this month of the year.
This is tool and does not supersede any published Department guidance.

Submission Prepared &/or certified by	Online		Online		Online		Online		Hard copy mailed		Hard copy mailed		Hard copy mailed		Online		Hard Copy		Online		Hard Copy		
	Vacancy Ledger Entries (d)	Lead Based Paint Notification System Maintenance (d)	Energy Report (a)	Board Attendance Report & Certification (a)	Operating Statements (c)	Vacancy Reports (b)	Certification regarding vacancy waivers (b)	Certification of Salary and Compensation "Top 5" (c)	FYE Operating Statements (c)	FYE Certification of Tenant Lead Notification (c)	Budget Submission & Certifications (e)*	LHA Annual Report	CIP Submission (f)**	Mod & Dev Quarterly Cost Report (b)									
January	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
February	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
March	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
April	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
May	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
June	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
July	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
August	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
September	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
October	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
November	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
December	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

- KEY
- (a) Due 30 days after month end
 - (b) Due 30 days after quarter end
 - (c) Due 45 days after the quarter end
 - (d) Ongoing maintenance
 - (e) Due 30 days prior to the start of the FY, unless otherwise stated in the current FY budget guidelines
 - (f) Due by April 15th

* The budget certification has incorporated the previously separate executive director salary and contract certification.
 ** 2nd Annual CIP is not submitted until the next FY that is at least 9 months after the approval date of the Initial CIP.

FYE 6/30 - LHA Schedule of Certifications and Submissions

Certifications and submission are expected around this month of the year.
This is tool and does not supersede any published Department guidance.

Submission &/or certified by	Online		Online		Online		Online		Online		Online		Online		Online		Online		Online		Online	
	Vacancy Ledger Entries (d)	Lead Based Paint Notification System Maintenance (d)	Energy Report (a)	Board Attendance Report & Certification (a)	Operating Statements (c)	Vacancy Reports (b)	Certification regarding vacancy waivers (b)	Certification of Salary and Compensation "Top 5" (c)	FYE Operating Statements (c)	FYE Certification of Tenant Lead Notification (c)	Budget Submission & Certifications (e)*	LHA Annual Report	CIP Submission (f)**	Mod & Dev Quarterly Cost Report (b)	Executive Director	Executive Director	Executive Director	Executive Director	Executive Director	Executive Director	Executive Director	Executive Director
January	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
February	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
March	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
April	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
May	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
June	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
July	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
August	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
September	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
October	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
November	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
December	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

- KEY
- (a) Due 30 days after month end
 - (b) Due 30 days after quarter end
 - (c) Due 45 days after the quarter end
 - (d) Ongoing maintenance
 - (e) Due 30 days prior to the start of the FY, unless otherwise stated in the current FY budget guidelines
 - (f) Due by July 15th

* The budget certification has incorporated the previously separate executive director salary and contract certification.
** 2nd Annual CIP is not submitted until the next FY that is at least 9 months after the approval date of the Initial CIP.

FYE 9/30 -LHA Schedule of Certifications and Submissions

Certifications and submission are expected around this month of the year.
This is tool and does not supersede any published Department guidance.

Submission Prepared &/or certified by	Online		Online		Online		Online		Online		Hard copy mailed		Hard copy mailed		Hard copy mailed		Hard copy mailed		Online		Online	
	1/31	2/28	3/31	4/30	5/31	6/30	7/31	8/31	9/30	10/31	11/30	12/31	1/31	2/28	3/31	4/30	5/31	6/30	7/31	8/31	9/30	10/31
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

- KEY
- (a) Due 30 days after month end
 - (b) Due 30 days after quarter end
 - (c) Due 45 days after the quarter end
 - (d) Ongoing maintenance
 - (e) Due 30 days prior to the start of the FY, unless otherwise stated in the current FY budget guidelines
 - (f) Due by October 15th

* The budget certification has incorporated the previously separate executive director salary and contract certification.
** 2nd Annual CIP is not submitted until the next FY that is at least 9 months after the approval date of the Initial CIP.