



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

Charles D. Baker, Governor ◆ Karyn E. Polito, Lieutenant Governor ◆ Chrystal Komegay, Undersecretary

## **Public Housing Notice 2016-12**

**TO:** All Local Housing Authority Executive Directors  
**CC:** LHA Fee Accountants  
**FROM:** Sarah Glassman, Associate Director, Division of Public Housing and Rental Assistance  
**SUBJECT:** New Budget Certification and Submission via Email  
**DATE:** May 18, 2016

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In an effort to streamline and expedite the budget review and approval process, we are changing the way Local Housing Authorities (LHAs) submit the fully executed Budget Certification for each program budget (400-1, 400-9, c. 689, MRVP, and 400-A etc.). LHAs will no longer be required to submit a paper copy of the Budget Certification to DHCD via first class mail.

Effective May 16, 2016, LHAs will use the attached fillable WORD Budget Certification Form. At this point in time, we cannot use the form as an integral part of the HAFIS system. The result is that information cannot be pulled from the operating budget itself. Therefore, it must be completed by housing authority staff. The form is set up to allow you to move from each point that needs to be completed using the Tab key. Information to be completed is indicated by red text. Once you complete a field that repeats in the form, such as housing authority name, it will automatically populate where needed throughout the form.

This fillable WORD Budget Certification form must be used by any LHA submitting an original or revised state budget for FY2016 and subsequent fiscal years. The first step in being able to submit a budget is to submit a scanned/pdf copy of the fully completed and executed Budget Certification to DHCD via email to: [dhcdhafiscert@massmail.state.ma.us](mailto:dhcdhafiscert@massmail.state.ma.us). An authorized Administrator of this account will review the submission and send an email to the LHA within 7 days of receipt accepting the submission or stating that the submission is not acceptable and identifying incomplete or missing information and requesting correction and resubmission. Attached is a step-by-step process for the Budget Certification up to and including the Operating Budget submission.

LHAs cannot submit the Operating Budget prior to notification from DHCD that the Budget Certification is acceptable.

Once you receive notification of acceptance of the budget certification, the LHA will submit the Operating Budget through the DHCD on-line Housing and Financial Information System (HAFIS) application. The budget will be submitted to your assigned Housing Management Specialist. Once received, the Operating Budget will be accepted and the review process will begin.

Attachments: Process  
Budget Certification Form