

DUE DATES FOR HAS WITH DECEMBER YEAR ENDS

January 2003

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
Your year has ended – If you have not contracted to have an Audit done, you should do so ASAP – Try to have your Audit done within 6 months of your year-end.			1	2 Start collecting data to complete FASS, MASS and SEMAP Certification	3	4
5	6	7	8 Report obligated/expended for any open CFP	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23 Start RASS unit verification by electronic submission to REAC	24	25
26	27	28	29	30	31	

DUE DATES FOR HAS WITH DECEMBER YEAR ENDS

February 2003

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
Board Resolution required for FASS and MASS prior to submission on the 28 th .						1
2	3 Begin electronic submissions of FASS, MASS and SEMAP to avoid last minute delays	4	5	6	7 Report obligated/expended for any open CFP	8
9	10	11	12	13	14 Utility Adjustment due to HUD (52723 & 52722-B)	15 Section 8 Year-End Financials due to FMC.
16	17	18	19	20	21	22
23	24 RASS unit verification due by electronic submission to REAC – Start Implementation Plan activities by electronic submission to REAC	25	26	27	28 FASS & MASS due by electronic submission to REAC. - SEMAP due by electronic submission to PIC	

DUE DATES FOR HAS WITH DECEMBER YEAR ENDS

March 2003

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						1
2	3 Operating Subsidy Calculations due to HUD-Board approved operating budget to be put in PHA's file	4	5	6	7 Report obligated/expended for any open CFP	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

DUE DATES FOR HAS WITH DECEMBER YEAR ENDS

April 2003

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		1	2	3	4	5
6	7 Report obligated/expended for any open CFP	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24 Implementation Plan due by electronic submission to REAC	25	26
27	28	29	30			

DUE DATES FOR HAS WITH DECEMBER YEAR ENDS

May 2003

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
				1 Begin preparation for PHA Plan {Reference Guide Book, pg. 15}	2	3
4	5	6	7 Report obligated/expended for any open CFP	8	9	10
11	12	13 PHA Survey Results available on RASS	14 PHA Survey Results available on RASS – Start Follow-Up Plan	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31 Follow-Up Plan due by electronic submission to REAC

DUE DATES FOR HAS WITH DECEMBER YEAR ENDS

June 2003

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
1	2	3	4	5	6 Report obligated/expended for any open CFP	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DUE DATES FOR HAS WITH DECEMBER YEAR ENDS

July 2003

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		1	2	3	4	5
6	7 <small>Report obligated/expended for any open CFP</small>	8	9	10	11	12
13	14 <small>Draft PHA Plan developed {Reference Guide Book, pg. 15}</small>	15	16	17	18 <small>Report on Occupancy HUD Form 51234 due to Minneapolis Office</small>	19
20	21	22	23	24	25	26
27	28	29	30	31		

DUE DATES FOR HAS WITH DECEMBER YEAR ENDS

August 2003

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
					1	2
3	4	5	6	7 Report obligated/expended for any open CFP	8	9
10	11 Notice of Hearing & PHA Plan on file {Reference Guide Book, pg. 15}	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

DUE DATES FOR HAS WITH DECEMBER YEAR ENDS

September 2003

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	1	2	3	4	5 <small>Report obligated/expended for any open CFP</small>	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30 <small>Audit due by electronic submission to REAC & hardcopy to Minneapolis Office</small>				

DUE DATES FOR HAS WITH DECEMBER YEAR ENDS

October 2003

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
Public Hearing for PHA Plan and Board Approval required prior to submission on the 15 th .			1 S8 Budget & Requisition due to FMC	2	3	4
5	6	7 Report obligated/expended for any open CFP	8	9	10	11
12	13	14 HUD Form 2516 Contract/ Subcontract Report due to Minneapolis Office	15 Last day to submit PHA Plan electronically to allow HUD 75 day review prior to start of your next year	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DUE DATES FOR HAS WITH DECEMBER YEAR ENDS

November 2003

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						1 Maint. Wage Rate Request Due. Note: Surveys are no longer mandatory-Contact Labor Relations for Information.
2	3	4	5	6	7 Report obligated/expended for any open CFP	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DUE DATES FOR HAS WITH DECEMBER YEAR ENDS

December 2003

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	1	2	3	4	5 Report obligated/expended for any open CFP	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			