

## DUE DATES FOR HAS WITH SEPTEMBER 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>
			1	2	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	24	25
26	27	28	29	30	31	

## DUE DATES FOR HAS WITH SEPTEMBER 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>
						<b>1</b>
<b>2</b>	<b>3</b> Begin preparation for PHA Plan {Reference Guide Book, pg. 15}	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b> Report obligated/expended for any open CFP	<b>8</b>
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	

## DUE DATES FOR HAS WITH SEPTEMBER 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>
						<b>1</b>
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b> Report obligated/expended for any open CFP	<b>8</b>
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>
<b>30</b>	<b>31</b>					

## DUE DATES FOR HAS WITH SEPTEMBER 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>
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>6</b>	<b>7</b> Report obligated/expended for any open CFP	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>13</b>	<b>14</b> Draft PHA Plan developed {Reference Guide Book, pg. 15}	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b> Report on Occupancy HUD Form 51234 due to Minneapolis Office	<b>19</b>
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>			

## DUE DATES FOR HAS WITH SEPTEMBER 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>
				<b>1</b> Operating Subsidy Calculations due to HUD-Board approved Operating Budget to be put in PHA's files	<b>2</b>	<b>3</b>
<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b> Report obligated/expended for any open CFP	<b>8</b>	<b>9</b>	<b>10</b>
<b>11</b>	<b>12</b> Notice of Hearing PHA Plan on file {Reference Guide Book, pg. 15}	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>

## DUE DATES FOR HAS WITH SEPTEMBER 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>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b> Report obligated/expended for any open CFP	<b>7</b>
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
<b>29</b>	<b>30</b> Audit due by electronic submission to REAC & hardcopy to Minneapolis Office					

## DUE DATES FOR HAS WITH SEPTEMBER 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>
Public Hearing for PHA Plan and Board Approval required prior to submission on the 17 <sup>th</sup> .		<b>1</b> Se8 budget & Requisition due to FMC	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>6</b>	<b>7</b> Report obligated/expended for any open CFP	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>13</b>	<b>14</b> HUD Form 2516 Contract/Subcontract Report due to Minneapolis Office	<b>15</b>	<b>16</b>	<b>17</b> Last day to submit PHA Plan electronically to allow HUD 75 day review prior to start of your next year	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>		

## DUE DATES FOR HAS WITH SEPTEMBER 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>
					<b>1</b> Maint. Wage Rate Request Due. Note: Surveys are no longer mandatory-Contact Labor Relations for Information.	<b>2</b>
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b> Report obligated/expended for any open CFP	<b>8</b>	<b>9</b>
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>
<b>31</b>						

## DUE DATES FOR HAS WITH SEPTEMBER 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 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				

## DUE DATES FOR HAS WITH SEPTEMBER 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>
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.			<b>1</b>	<b>2</b> Start collecting data to complete FASS, MASS and SEMAP Certifications	<b>3</b>	<b>4</b>
<b>5</b>	<b>6</b>	<b>7</b> Report obligated/expended for any open CFP	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	

## DUE DATES FOR HAS WITH SEPTEMBER 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>
Board Resolution required for FASS and MASS prior to submission on the 28 <sup>th</sup> .						<b>1</b>
<b>2</b>	<b>3</b> Begin electronic submissions of FASS, MASS and SEMAP to avoid last minute delays	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b> Report obligated/expended for any open CFP	<b>8</b>
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b> Utility Adjustments due to HUD (52723 & 52722-B) – S8 Year-End Financials due to FMC	<b>15</b>
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b> FASS & MASS due by electronic submission to REAC – SEMAP due by electronic submission to PIC	<b>29</b>
<b>30</b>						

## DUE DATES FOR HAS WITH SEPTEMBER 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			