

Reporting Calendar												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Monthly Reports												
Rent Rolls	X	X	X	X	X	X	X	X	X	X	X	X
Submit MINC online to USDA-Rural Department	X	X	X	X	X	X	X	X	X	X	X	X
Board Report	X	X	X	X	X	X	X	X	X	X	X	X
Quarterly Reports												
Submit LIHTC Compliance Reports				30th			31st		30th			X
Estimated Tax Credits/ Losses for Current Fiscal Year									30th			
Submit Limited Partner Quarterly Report				30th			31st		30th			
Annual Reports												
Submit draft budget to fiscal department					1st							
Submit draft budget to board					15th							
Submit final budget to funder for approval (OHCS)					1st							
Submit Year End Project Income & Expenses Report to OHCS		28th										
Submit Budget Forecast Report to OHCS		28th										
Submit Trust Fund Report to OHCS		28th										
Oregon Rural Rehab Report to OHCS		28th										
HOME Program Report to OHCS				30th								
LIHTC Certification of Continuing Program Compliance				30th								
Begin Market Analysis and Rent Increase Analysis			X									
Submit Rent Increase Requests for Approval				1st								
Send out 30-Day Rent Increase Notices to Tenants				30th								
Submit RD Annual Report						30th						
PDC Electronic Tenant Survey												
Submit Year End Financial Audit to Limited Partner												
Submit Year End Financial Audit to Funder/ Compliance Monitor												
Property Inspections												
Housing Quality Standards Inspection by Maintenance and Property Manager (Every 6-12 Months)	X						X					
NOAH Site Visit								X				
OHCS Site Visit (Every 1-3 Years)								X				
HAP HQS Unit Inspections								X				
Tenant Income Certifications and Recertifications												