Site Management – Report Due Dates

TRAINING NOTE: All report due dates can be confirmed by reading the corresponding Policy, Procedure and Step-by-Step. All of which are available on the KPM Website.

1st day of the Month:

- Send Annual Recertification Notices to Tenants
  - Refer to KPM-PRC141 Annual Recertification Procedure
- Print EIV Income Reports (Summary, Income & Income Discrepancy)
- Print EIV Master File Reports (Multiple Subsidy, Pre-Screening, Failed Verification, Deceased Tenant & New Hires)
  - Refer to KPM-P111 Enterprise Income Verification Security/User Policy, HUD Handbook 4350.3 Chapter 9 & Refer to KPM357 EIV Reports Checklist
- Perform Monthly Posting Function
  - Refer to Monthly posting Function Step-By-Step
- Deliver Monthly Newsletter to Tenants
- Create Utility Reimbursement Checks for upcoming month.
  - Refer to Utility Reimbursement Step-By-Step

Thursdays:

- Prepare and email Vacancy Report (KPM218) to RCM by 4:00 pm
  - Refer to KPM-PRC151 Vacancy Reporting Procedure & Vacant Unit Preparation Schedule Step-By-Step

Fridays:

- **ALL** paperwork completed throughout the week is due to the RCM’s office every Friday.
- Electronic Filing System **MUST** be backed up to CD or Flash Drive
  - Refer to Electronic Filing Procedure

6th day of the Month:

- 3, 5, 10 Day Notices due to all delinquent tenants
  - Refer to KPM-PRC101 Accounts Receivable Procedure

7th day of the Month:

- Balance Summary Reports due to RCM by close of business
- Resident Ledger Adjustments (KPM143) due to RCM by close of business
- Updated Payment Agreements due to RCM by close of business
  - Refer to KPM-PRC101 Accounts Receivable Procedure & Balance Summary Reporting Step-By-Step

8th day of the Month:

- Upcoming Month Newsletter needs to be submitted to RCM for pre-approval. Software Submission Deadline is the 10th of the month.
25th day of the Month:

- All certifications scheduled for HAP submission **MUST** be turned into RCM’s office.
- Mileage and Petty Cash Reimbursement Requests must be turned into RCM’s office.
- Turn in a copy of KPM363 Outreach/Services Provided logs to RPM (Applicable to properties with Tax Credits)

28th day of the Month:

- **Updated** Payment Agreements due to Regional Software Specialist by close of business to be deducted from A/R for Incentive Program.

Daily:

- Daily Cash Receipts **MUST** be posted to Yardi and deposited in the bank **DAILY**. The completed cash receipt can be submitted electronically to RCM & Accounting on Fridays.
- Completed Work orders **MUST** be entered and closed out in Yardi **DAILY**.
- Update KPM363 Outreach/Service Provider Log in properties Management Compliance Binder.
  - Record attempts to reach out to contracted agencies to obtain applicants for vacant units with a special unit set-aside attached to it.
  - Record services provided by contracted agencies (tenant training, life skills classes, etc.)

Quarterly:

- Emphasys (UHC COL) Data Entry due by March 30, June 30, September 30, December 31
  - [https://mfcompliance.utahhousingcorp.org/col001.acu](https://mfcompliance.utahhousingcorp.org/col001.acu)
  - Refer to EmphasysCOL Program Manual for step by step instructions
- Market Survey Worksheet (Conventional Only)
- Hard Copy of Electronic Waiting Lists Due at manager’s meeting March, June, September, December

Other Due Dates:

- Move In Files: Due to RCM’s office within three (3) to five (5) days of the move-in.
- Move Out Files: Due to RCM’s office within three (3) to five (5) day of the move-out.
- Market Survey Worksheet (Section 8): Due on an as needed basis.

**Regional Compliance Managers & Regional Managers – Report Due Dates**

1st: Birthday Report due to Tracy for BRB.

RCM: Vacancy report with applicable 218’s every Friday by 10:00 am to RPM

RCM: Hap Submissions by the 1st through the 10th

RCM: Late Fees are posted at the end of the month

RCM: RADR Follow-up (Move-In and Move-Out) on every Monday
RCM: EFS Compliance review conducted once a month. Verifying that certs on HAP are showing up in EFS.

RCM: Emphasys (UHC COL) quarterly submissions due by April 30, July 31, October 31, January 31
  • https://mfcompliance.utahhousingcorp.org/col001.acu

RPM: Emphasys Owner Certification submissions due by April 30
  • https://mfcompliance.utahhousingcorp.org/col001.acu

**Training Specialist**

RADR (Move-In’s) every Friday to P, VP, COO, RPM, RCM

Incentive report due the 18th of every month for the Previous month

AR report due 4th Thursday of every month

Quarterly: EFS Compliance Review. Check to see if current scans are showing up in system, check file name format.

Monthly: EIV Binder Compliance

Annually: EIV Security Awareness Training (January)

**Collections Administration**

RADR (Move-Out’s) every Friday to P, VP, COO, RPM, RCM

Approved Vendor List every Friday to P, VP, COO RPM, RCM, MD

Outreach Letter need to be mailed January and July each year