

City of Hamilton Housing Services Division Healthy and Safe Communities Pilar Homerston Program Manager, Social Housing

Communiqué

Issue 2025-005 Date: February 14, 2025

The Requirements, Recommendations and Guidelines in this Communiqué are applicable to the social housing providers administered by the City of Hamilton.

✓	Providers Under Housing Services Act, 2011
✓	Providers Under a Federal Operating Agreement
✓	Requirement
√	Guidelines
	For Information Purposes Only

SUBJECT: Housing Provider Reporting Calendar

Hello Providers,

Please see the attached 2025 Housing Provider Reporting Calendar detailing Housing Provider reporting requirements to the City of Hamilton and their time frames.

This communiqué will be posted shortly on the City of Hamilton's *Housing Provider Information* webpage: https://www.hamilton.ca/people-programs/housing-shelter/housing-services/housing-provider-information

If you have any questions, please connect with your Housing Administration Officer.

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City of Hamilton – Social Housing Division

Required Housing Provider Reporting, 2025

Programs		Quarter 1			Quarter 2			Quarter 3			Quarter	4
_	April	May	June	July	August	September	October	November	December	January	February	March
Capital										-		
Repair			June 30:			Sep 30:		Nov 1: All	Dec:			Mar:
Funding			Quarterly			Quarterly		signed	Quarterly			Quarterly
rananig			Status			status		funding	Status			Status
			Report			report for		agreements due	Report			Report for
Municipal Capital Grant			for all			all repair		duc	for repair			all repair
Grant			repair			projects			projects			projects
Poverty Reduction			projects	_			_			-		
Fund (PRF)	Mar- Apr:											Mar- Apr:
, ,	Capital											Capital
Canada- Ontario	Funding Call								Dec 1:			Funding Call
Community	for								COCHI PIFS			for
Housing Initiative	Applications								& Signed			Applications
(COCHI)									funding			
									agreements			
									due			
									COCHI			
									Repair:			
									Borrower's			Mar 1
									Post Repair			Completion
									Occupancy			report & final
									Report			invoice for
									переге			СОСНІ
												projects
1												
									Dec 11:	1		
									CHH PRF			
									Ledger			

Programs	Quarter 1			Quarter 2				Quarter 3		Quarter 4		
	April	May	June	July	August	September	October	November	December	January	February	March
Service &												
Rent-Subsidy	RGI &	RGI &	RGI &	RGI &	RGI &	RGI &	RGI &	RGI &	RGI &	RGI &	RGI &	RGI &
Agreement	Vacancy	Vacancy	Vacancy	Vacancy	Vacancy	Vacancy	Vacancy	Vacancy	Vacancy	Vacancy	Vacancy	Vacanc
Reporting	monthly	monthly	monthly	monthly	monthly	monthly	monthly	monthly	monthly	monthly	monthly	monthly
Keporting	report	report	report	report	report	report	report	report	report	report	report	report
												SMAIR
				eport and Fina			e months a	fter year end				
		Submit Ann	nual insuranc	eport and Fina ce documents ate filing as ap	upon renewa		e months a	fter year end				
Service		Submit Ann	nual insuranc	e documents	upon renewa		e months a	fter year end				
Service Agrooment		Submit Ann Submit upd	nual insuranc lated corpora	te documents ate filing as ap	upon renewa plicable	al	e months a	fter year end				
Service Agreement Reporting Every 5 years		Submit Ann Submit upd	ual insurance lated corpora	e documents	upon renewa plicable hent & Capit	al al Plan		fter year end				
Agreement Reporting		Submit Ann Submit upd	ual insurance lated corpore uilding Conce laterials req	dition Assessn	upon renewa plicable nent & Capit pport 5- year	al Plan financial rev	view	,				
Agreement Reporting Every 5 years Rent	Monthly	Submit Ann Submit upd	ual insurance lated corpora uilding Conce laterials req	dition Assessnuested to sup	nent & Capit oport 5- year	al Plan financial rev	view	Monthly	Monthly	Monthly	Monthly	
Agreement Reporting Every 5 years Rent Supplement	rent sup	Submit Ann Submit upd	uilding Condaterials req	dition Assessnuested to sup	ment & Capit oport 5- year Monthly rent sup	al Plan financial rev Monthly rent sup	view Monthly rent sup	Monthly rent sup	Monthly rent sup	rent sup	rent sup	Monthly rent su
Agreement Reporting Every 5 years Rent		Submit Ann Submit upd	ual insurance lated corpora uilding Conce laterials req	dition Assessnuested to sup	nent & Capit oport 5- year	al Plan financial rev	view	Monthly	Monthly			

Programs	Quarter 1				Quarter 2			Quarter 3		Quarter 4		
	April	May	June	July	August	September	October	November	December	January	February	March
Ontario Priorities Housing Initiative (OHPI)												Mar 31: OPHI AORS due (for previous year: Jan1- Dec31)
Rapid Housing Initiative (RHI) Funding	Apr 15: Quarterly Attestation report for RHI projects under construction (Jan1-Mar31 expenses)			July 15: Quarterly Attestation report for RHI projects under construction (Apr1-Jun30 expenses)			Oct 15: Quarterly Attestation report for RHI projects under construction (Jul1-Sep30 expenses)			Jan 15: Quarterly Attestation report for RHI projects under construction (Oct1-Dec31 expenses)		Mar 31: Annual Attestation reports for completed projects
												Mar 31- Annual Occupance Report