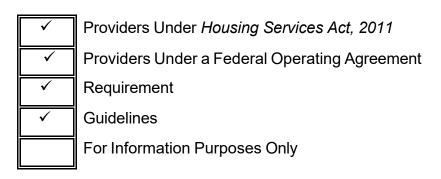


City of Hamilton Housing Services Division Healthy and Safe Communities Pilar Homerston Program Manager, Social Housing



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



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: <u>https://www.hamilton.ca/people-programs/housing-shelter/housing-services/housing-provider-information</u>

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
Fulluling			Status			status		funding	Status			Status
			Report			report for		agreements due	Report			Report for
Municipal Capital			for all			all repair		uue	for repair			all repair
Grant			repair			projects			projects			projects
Poverty Reduction			projects							4		
Fund (PRF)												
	Mar- Apr: Capital								Dec 1:			Mar- Apr: Capital
Canada- Ontario Community	Funding Call											Funding Call
Housing Initiative	for								COCHI PIFS			for
(COCHI)	Applications								& Signed			Applications
									funding			
									agreements			
									due			
									COCHI			
									Repair:			
									Borrower's			Mar 1
									Post Repair			Completion
									Occupancy			report & final
									Report			invoice for
									Report			СОСНІ
												projects
												projecto
										-		
									Dec 11:			
									CHH PRF			
									Ledger		1	

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	Vacancy
Reporting	monthly	monthly	monthly	monthly	monthly	monthly	monthly	monthly	monthly	monthly	monthly	monthly
Neporting	report	report	report	report	report	report	report	report	report	report	report	report
												SMAIR
				port and Fina			e months a	fter year end				
		Submit Ann	ual insuranc	port and Fina e documents ate filing as ap	upon renewa		e months a	fter year end				
Service		Submit Ann	ual insuranc	e documents	upon renewa		e months a	fter year end				
Agreement Reporting		Submit Ann Submit upd	ual insuranc ated corpor	e documents	upon renewa plicable hent & Capita	Il I al Plan		fter year end				
Service Agreement Reporting Every 5 years Rent	Monthly	Submit Ann Submit upd	ual insuranc ated corpor uilding Conc laterials req	documents ate filing as ap	upon renewa plicable nent & Capita port 5- year	l al Plan financial rev	view		Monthly	Monthly	Monthly	
Agreement Reporting Every 5 years	Monthly rent sup	Submit Ann Submit upd Bu Monthly	ual insurance ated corport uilding Conce laterials req Monthly	ate filing as ap lition Assessm uested to sup	upon renewa plicable nent & Capita port 5- year Monthly	al Plan financial rev Monthly	view	Monthly	Monthly rent sup	Monthly rent sup	Monthly rent sup	Monthly
Agreement Reporting Every 5 years Rent	Monthly rent sup data	Submit Ann Submit upd	ual insuranc ated corpor uilding Conc laterials req	documents ate filing as ap	upon renewa plicable nent & Capita port 5- year	l al Plan financial rev	view		Monthly rent sup data	Monthly rent sup data	Monthly rent sup data	Monthly rent sup data
Agreement Reporting Every 5 years Rent Supplement	rent sup	Submit Ann Submit upd	ual insurance ated corport uilding Conce laterials req Monthly rent sup	dition Assessm uested to sup	upon renewa plicable nent & Capita port 5- year Monthly rent sup	al Plan financial rev Monthly rent sup	view Monthly rent sup	Monthly rent sup	rent sup	rent sup	rent sup	rent sup
Agreement Reporting Every 5 years R ent Supplement Reporting	rent sup	Submit Ann Submit upd	ual insurance ated corport uilding Conce laterials req Monthly rent sup	dition Assessm uested to sup	upon renewa plicable nent & Capita port 5- year Monthly rent sup	al Plan financial rev Monthly rent sup	view Monthly rent sup	Monthly rent sup	rent sup	rent sup	rent sup	rent sup

Quarter 1			Quarter 2			Quarter 3			Quarter 4		
April	May	June	July	August	September	October	November	December	January	February	March
											Mar 31: OPHI AOF due (for previous year: Jan2 Dec31)
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)			under			Jan 15: Quarterly Attestation report for RHI projects under construction (Oct1-Dec31 expenses)		Mar 31: Annual Attestatic reports fo complete projects
											Mar 31- Annual Occupano Report
	April April Apr 15: Quarterly Attestation report for RHI projects under construction (Jan1-Mar31)	April May April May	April May June April May June	AprilMayJuneJulyAprilMayJuneJulyImage: state	AprilMayJuneJulyAugustAprilMayJuneJulyAugustAugustImage: state st	AprilMayJuneJulyAugustSeptemberAprilMayJuneJulyAugustSeptemberImage: April Stress of the second se	AprilMayJuneJulyAugustSeptemberOctoberAprilMayJuneJulyAugustSeptemberOctoberAprilJulyJulyJulyJulyJulyJulyAprilJulyJulyJulyJulyJulyAprilJulyJulyJulyJulyJulyAprilJulyJulyJulyJulyAprilJulyJulyJulyJulyAprilJulyJulyJulyJulyAprilJulyJulyJulyJulyAprilJulyJulyJulyJulyAprilJulyJulyJulyJulyAprilJulyJulyJulyJulyAprilJulyJulyJulyJulyAprilJulyJulyJulyJulyAprilJulyJulyJulyJulyAprilJulyJulyJulyJulyAprilJulyJulyJulyJulyAprilJulyJulyJulyJulyAttestationForHiJulyInderJulyJulyJulyJulyJulyJulyJulyJulyJulyAprilJuly <td>AprilMayJuneJulyAugustSeptemberOctoberNovemberAprilMayJuneJulyAugustSeptemberOctoberNovemberImage: SeptemberImage: SeptemberImage: 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