

# **DIRECTIVE # 2002 - 09**

**Date: May 13, 2002**

*The policies, procedures and Service Manager Requirements in this Directive are to be implemented by all federal housing providers in the Region of Durham who were formerly administered by Canada Mortgage and Housing Corporation (CMHC).*

*Please note: If your housing corporation was not formerly administered by CMHC, this Directive is for information purposes only.*

---

## **SUBJECT**

**Ontario Community Housing Assistance Program (OCHAP) and  
Community Sponsored Housing Program (CSHP)  
Annual Financial Reporting and Subsidy Request**

## **BACKGROUND**

The Region of Durham assumed responsibility for the administration of the Ontario Community Housing Assistance Program (OCHAP) and the Community Sponsored Housing Program (CSHP) effective February 1, 2002. All federal housing providers with units subsidized under either of these programs must implement the requirements of the *Social Housing Reform Act* and its associated Regulations for these units.

Federal housing providers with OCHAP or CSHP units are now required to submit their Annual Subsidy Reconciliation Submission (Forms A and B) and audited financial statements to the Region of Durham.

## **ACTION REQUIRED**

Federal housing providers with rent-geared-to-income (RGI) units funded under OCHAP or CSHP will now send their Annual Subsidy Reconciliation Submission and audited financial statements to:

Region of Durham, Finance Department  
60 Bond Street West  
Oshawa, Ontario  
L1H 8B6  
Attention: Director of Financial Planning

Fax: 905-571-7315

The year-end reconciliation will be completed in two stages.

### **Stage I**

Federal housing providers with OCHAP or CSHP units are required to submit their Annual Subsidy Reconciliation Submission no later than one month following their fiscal year-end.

The Annual Subsidy Reconciliation Submission consists of the following forms:

- Form A - Annual Housing Supplement and Administration Fee Request
- Form B - Annual Reporting Actual Unit and Occupant Data

Please ensure that you complete **all columns** on both Forms A and B of the Annual Subsidy Reconciliation Submission and that the forms are **dated and signed** by the appropriate staff member.<sup>1</sup>

Finance Department staff will review the Annual Subsidy Reconciliation Submission and will:

- notify the provider in writing of any adjustments for the prior year
- provide the subsidy estimate for the current fiscal year.

### **Stage II**

Federal housing providers with OCHAP or CSHP units must submit their annual financial reports to the Finance Department of the Region of Durham no later than four months following their fiscal year-end. The following documents are required:

- signed, audited financial statements
- Annual Project Data Report

---

<sup>1</sup> For detailed instructions on how to prepare the Annual Subsidy Reconciliation Submission, see Appendix to Directive 2002-09.

- management letter from auditors (if issued)

Year-end financial statements will reflect the reconciliation completed in Stage I.

Finance Department staff will complete the review and notify the provider in writing of any findings and settlements.

The Region of Durham, Finance Department will issue a reminder letter to federal providers with OCHAP or CSHP units one month prior to their fiscal year end. Incomplete submissions will be returned to housing providers to correct any missing or inaccurate data.

If you have any questions please contact your Housing Co-ordinator.

Mary Simpson  
Director of Financial Planning

Shirley Van Steen  
Director of Housing Services

## **CROSS REFERENCE**

### **Directive #2002-08**

Annual Information Returns (AIR) – Federal Providers  
(formerly Annual Project Data Report)