



Community Housing Services Notice

Date: December 17th, 2012

CHSN#: 2012-15

This applicable legislation/policy/procedure directive is to be implemented effective this date by the housing provider(s) under the following programs:

Please note, if your program is **not checked**, this change is **not applicable** to your project.

- Federal Non-Profit Housing Program
- Federal Section 26/27 Housing Program
- Federal Urban Native Non-Profit Housing Program
- Private Non-Profit Housing Program
- Municipal Non-Profit Housing Program (Pre-1986)
- Local Housing Corporation
- Local Housing Corporation – Rent Supplement Programs
- Nipissing District Housing Registry

Subject: Revised Annual Information Return (AIR) Template

Reference:

- *Housing Services Act, 2011*
- *Regulations under the HSA*
- *Canada Mortgage and Housing Corporation (CMHC) Federal Operating Agreement*
- *Implementation Guide To: Ontario Social Housing Annual Information Return (AIR), Release 4*
- *Community Housing Services (CHS) Notice 2010-04*

Background:

On March 25th, 2010 the DNSSAB issued CHS Notice number 2010-04 which updated

the year-end reporting requirements as required by the Annual Information Return (AIR). At that time, the DNSSAB distributed revised copies of a Microsoft Excel spreadsheet developed by the Ministry of Municipal Affairs and Housing as well as a guide to completing the AIR.

The Ministry of Municipal Affairs and Housing has now updated both the AIR Template and the Guide to the AIR to correct the references to the Housing Service Act, 2011

In order to ensure consistency the DNSSAB has revised the Excel spreadsheet to eliminate any discrepancies between it and the Social Housing Management System. The output from the Ministry's Excel spreadsheet will match exactly to the output from the DNSSAB's SHMS. All other elements of the AIR reporting process remain unchanged from those circulated in CHS Notice #2010-04 including the specific information required for each program type.

Action: All Housing Programs must submit the REVISED Annual Information Return for their fiscal years ending on or after December 31st 2012.

Please note: An electronic copy of the "Implementation Guide To: Ontario Social Housing Annual Information Return (AIR)" and a copy of the revised AIR template named "AIR_TEMPLATE_Nov_2012.xls" will be sent via email to all Housing Providers. Please ensure that you (or your auditors) are completing the correct version. It will also be posted to the Social Housing Management System: <http://housing.dnssab.on.ca> and the DNSSAB web site: <http://www.dnssab.on.ca/housing>.

Please note that French versions of the template and the guide are still being developed by the Ministry of Municipal Affairs and Housing. As soon as they are received, they will be made available to providers.

If you have any questions or concerns regarding this or any other Community Housing Services Notice, please contact the Housing Program Administrator assigned to your portfolio.

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