



Connecticut
Department of
HOUSING

State Sponsored Housing Portfolio (SSHP),
Elderly Rental Assistance Program (ERAP) and
Resident Services Coordinator (RSC) Program
Sponsors, Owners, and Management Agents

Notice: OPRHS 2025-008

Distribution Date: April 8, 2025

SUBJECT: REPORTING DEADLINES

This Notice serves as a reminder of the deadline to provide reports in accordance with the CGS (Section 4-230 through 4-236, 7-392d, 8-68d), the Housing Manual (Section 11.2), and the Master Assistance Agreement.

Report	Congregate	Elderly	ERAP	RSC	Submit
Audited Financial Statements or State Single Audits <u>Non-profit, Municipality and Housing Authority</u>	Six months after the end of the entity's fiscal period	Six months after the end of the entity's fiscal period	Six months after the end of the entity's fiscal period	Six months after the end of the entity's fiscal period	EARS – regular section for Non-profit and Municipality EARS – Housing Authority Reports, new section for Housing Authorities.
Extension Request for Filing Financial and State Single Audits	30 days before the submission deadline	30 days before the submission deadline	30 days before the submission deadline	30 days before the submission deadline	DOH Mailbox: DOH.OFO.Audit@ct.gov
Interim Reports/ Financial Statements	Within 30 days after March 30th, June 30th, September 30th, December 31st	Within 30 days after March 30th, June 30th, September 30th, December 31st	N/A	RSC Quarterly Report due 20 days after the end of each quarter	Congregate & Elderly: DOH.OFO.Audit@ct.gov RSC: Ploynapas.Thantaha@ct.gov
Semi-Annual Financial Statement Affidavits	Attach to financial statements (interim report) for the period ending 6/30/xx and 12/31/xx	Attach to financial statements (interim report) for the period ending 6/30/xx and 12/31/xx	N/A	N/A	DOH Mailbox: DOH.OFO.Audit@ct.gov
Annual Management Plans (Budgets)	May 1st for the upcoming fiscal year	May 1st for the upcoming fiscal year	N/A	June 1st for the upcoming fiscal year	Congregate & Elderly: Tawny.Pho@ct.gov RSC: Ploynapas.Thantaha@ct.gov

Report	Congregate	Elderly	ERAP	RSC	Submit
Rent Rolls	May 1st for the upcoming fiscal year	May 1st for the upcoming fiscal year	May 1st for the upcoming fiscal year	N/A	Congregate & Elderly: Tawny.Pho@ct.gov ERAP: Ploynapas.Thantaha@ct.gov
Payment Requests	July 15th, October 15th, January 15th, April 15th	N/A	July 15th, January 15th	July 15th, October 15th, January 15th, April 15th	Congregate: Tawny.Pho@ct.gov ERAP and RSC: Ploynapas.Thantaha@ct.gov
Housing Authority Annual Report					All Housing Authorities by March 1st: Ploynapas.Thantaha@ct.gov and Penny.Fisher@CHFA.org

If you or your staff have any questions or need further assistance, don't hesitate to get in touch with the submission email address:

For audits and financial statement reports, the DOH.OFO.Audit@ct.gov mailbox is managed by Constanza Castaneda, DOH Account Examiner.

For program-related matters, please contact your DOH contact person.

For Congregate and SSHP properties administered by DOH:
Tawny Pho, tawny.pho@ct.gov or (860) 270-8091

For ERAP and RSC:
Ploynapas "Paula" Thantaha-Christensen, ploynapas.thantaha@ct.gov , (860) 270-8181

For SSHP properties administered by the Connecticut Housing Finance Authority:
Please contact your CHFA Asset Manager.