

To: Gatekeepers
From: Homeless Services Section Staff
Date: 1/18/2024

Please distribute to: Executive Directors Fiscal Staff Homeless Services Program Staff
 Rental Assistance Program Staff

Category: Program Informational

Update For: Homeless Services Section Resources Sharing

Message: The Homeless Services Team would like to share information on what resources are available to you through our Homeless Services Section Dashboard. You may find this helpful when you have staff changes within your organization or for quick access to program guidance and other available resources. Be sure to bookmark the HSS Dashboard link (below) so that you can always find this information quickly!

- View the Virtual Tour of Resources (a video walk through) at:
<https://us02web.zoom.us/rec/share/mHR6jsqMt8pY5tBtizb5KDew9U5Hem-TQUbmQUFXpbq8Elz26-fPvV2iJCqpxRU.cWubr4g6Z4RhDXPN>
- Access available resources from the Homeless Services Section Dashboard at:
<https://app.smartsheet.com/b/publish?EQBCT=8a215621578a4f76ae98113d719d5e64>
- Send any questions to us via email at: hss.homelesservices@hcs.oregon.gov.

HSS Resources available on the HSS Dashboard Include:

- Recent Program Updates
- OHCS-specific Template Forms for a variety of program-specific forms and general forms for documenting eligibility
- Program Manuals
- HRT Dashboard (which includes links to ORE-DAP Resources, “All In” Executive Order Resources, Eviction Prevention and other Program Manuals related to the Housing Retention Team)

WHO DO I CONTACT WHEN I NEED HELP?

- Link to the OHCS Contact List

FISCAL ASSISTANCE

- Link to 2 CFR 200 – OMB
- Link to FAQ for 2 CFR 200 – OMB
- Link to OPUS Fiscal Training Zoom replay
- Link to OPUS Fiscal Training Cheat Sheet
 - *Note: an OPUS User Manual is available within OPUS (under the Help tab) inclusive of all procedures related to requesting funds, submitting fiscal reports, basic operations and notices of allocation*
- Link to DAS Oregon Accounting Manual
- Link to Request an Advance of Funds information

- Link to comparing Is It Rehab or Maintenance
- Link to Employee Bonuses & Incentive Compensation guidance
- Link to a FAQ for Is It An Allowable Cost (related only to HSS funds)
- Link to the Budget Change Request Form
- Link to Spend Down Policy Training Zoom replay

CONTRACT ASSISTANCE

- Link to a checklist for determining Should it be a Subrecipient or Contract
- Link to the IR Amendment Request form
- Links to Smartsheet forms to request approval for Acquisition/Rehab projects, Purchase/Disposition of Equipment and Vehicles
- MGA Contact Update Smartsheet form (when you need to inform OHCS of staff changes)
- Link to the MGA Dashboard
 - Links to Program Specific Training Zoom replays (including slide decks and handouts)
 - Link to HSS-Specific Policy Templates

PROGRAM ASSISTANCE

- Link to ESG-CV Resources, inclusive of Training Zoom replays slide decks
- Link to HSP 2023 Federal Poverty Guidelines
- Link to HSP Referral Form
- Link to HSP 23-25 Referral Tracking Form
- Link to HSP MOE Sources (allowable/unallowable)
- Links to Veteran Documentation resources
- Link to Community Capacity Building – What Is It?
- Link to Coordinated Entry Best Practices
- Link to Housing First Best Practices
- Link to Lives Experience Best Practices
- Link to Low-Barrier Shelter Best Practices
- Link to Emergency Shelter Low-Barrier Self-Assessment & Action Plan
- Link to Effective Case Management Best Practices
- Link to Ending Homelessness Best Practices
- Link to Fair Housing in Shelter Guide
- Link to Fair Housing Reasonable Accommodations
- Link to Self-Sufficiency Scoring Matrix
- Link to Current Office Hours Zoom replays

HMIS ASSISTANCE

- Link to Data Crosswalk for Data Requirement (what must be entered under each project type)
- Link to 2024 Data Standards training slide deck

GENERAL NONPROFIT ASSISTANCE

- Link to resources from the Nonprofit Association of Oregon (NAO) Training inclusive of Video Replays of (also available in Spanish):
 - General Requirements for Grant Compliance (documenting how the policies are implemented)
 - Payroll and Time (keeping) Sheets
 - Client Assistance Regulations and Procurement
 - Fund Accounting I
 - Fund Accounting II (Calculating Indirect Cost Rate)
 - Human Resources and Organizational Compliance
 - What You Need to Know about Preparing for a Federal Audit
- The NAO link available also includes the following sample Policies and Templates (also available in Spanish):
 - Fiscal-Related:
 - Agreements and Contracts Policy
 - Allowable Costs vs Ineligible Costs
 - Budget to Actual(Excel)
 - Company Card and Expense Reimbursement Form (Excel)
 - Consulting Agreement Template
 - Disbursement Request Form
 - Financial Documentation Retention Policy
 - Fiscal Policies and Procedures
 - Independent Contractor Agreement – Statement of Work
 - Indirect Cost Rate (Excel)
 - Time Activity Sheet (Excel)
 - Human Resources Related:
 - Anti-Harassment and Anti-Discrimination
 - Background Check Procedures
 - Board Governance Procedures
 - Conflict of Interest Policies
 - Drug Free Workplace Policy
 - Employment At Will Policy
 - Employment Contract Template
 - Employment of Minors
 - Form I-9 Policy
 - Grievance Policy – Clients
 - Grievance Policy – Staff and Volunteers
 - HR Record Keeping Procedures
 - Key Employee Compensation Procedures
 - Limited English Proficiency
 - Offboarding Procedures
 - Onboarding Procedures
 - Oregon Leave Policy
 - Pay and Timekeeping Practices
 - Reasonable Accommodations
 - Reasonable Accommodations Process

- Recruiting Procedures
- Statement of Confidentiality
- Timekeeping Procedures
- Travel Policy
- Whistleblower Policy

OTHER ADDITIONAL RESOURCES

- Match tenants with homeowners – HomeShare Oregon link
- Link to Unhoused Response & Recovery Network website
- SOAR Resources