



To: Gatekeepers
From: Homeless Services Section Staff
Date: 1/19/2024

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

Category: Action Required

Update For: Homeless Services Section Program Grants and Invoicing

Message:

We wanted to bring to everyone's attention that we are experiencing a high percentage of grants with low invoicing or an inconsistent invoicing cadence and therefore, have fallen behind in meeting their respective standard or time-bound expenditure plans (TBEP). Approximately 44% of the network has a grant that is off their individual expenditure plan by at least 10%, with approximately **33%** of the network having at least one grant that is considered high-risk. High-risk refers to a grant that is **20% or more** off from missing its respective expenditure plan.

With that, we are requesting that your agency submit Request for Funds (RFFs) in OPUS for all pending invoicing for grants under the Homeless Services Section (HSS) umbrella. We will be following up with a separate email to each CAA highlighting the program(s) in question, program award amount, each program remaining balance, and their respective expenditure plan. We are requesting that all pending RFFs for Q1 and Q2 of the current fiscal year be submitted via OPUS by **no later than Friday, 2/9**.

We appreciate your understanding and attention to this as we look forward to assisting you in meeting your goals. Please reach out to a member of the HSS team as soon as possible with any comments or questions related to this request.

For More Information Contact:

Email: HSD.HomelessServices@hcs.oregon.gov