



**To:** Gatekeepers  
**From:** Homeless Services Section Staff  
**Date:** 1/26/2024

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

**Category:** Action Required

**Update For:**

Other: ESG CAPER and Match Reminder

**Message:**

Good afternoon,

You should have recently received an email from SAGE, prompting you to run the HMIS ESG CAPER for your ESG Projects. As a reminder, the reports should reflect how ESG funds were used during the last calendar year (January – December 2023), regardless of the program year expended. For example, a number of agencies expended ESGP 22 and 23 funds during the 2023 calendar year. OHCS would need data on both of those program years.

**Due Date:** While the email from SAGE includes a due date of February 16, 2024, to submit the requested data, OHCS needs additional time to compile and analyze the submitted data. Therefore, we are asking subgrantees to complete their SAGE reports no later than February 8, 2024.

**Match Reminder:** As a reminder, agencies must report their expenditures and match information no later than January 31, 2024.

If you have any additional questions, please contact Cody Sibley at [cody.sibley@hcs.oregon.gov](mailto:cody.sibley@hcs.oregon.gov).