

To: Gatekeepers
From: Homeless Services Section Staff
Date: 3/14/2024

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

Category: Action Required

Update For:
Other HOME TBRA Workbook Now Available Through February

Message: Hello CAA Network,

Agencies may now submit their HOME TBRA RFF Workbooks and accompanying App3s through February 2024. As you do so, please keep the following in mind:

- OHCS uses Procorem for transmitting sensitive, tenant-specific information, including HOME TBRA's App3s and RFF Workbooks. Access Procorem here.
- OHCS will prioritize January workbooks submitted by March 29th.
- If Program Analysts have identified your agency as needing additional HOME TBRA training, you must complete the training prior to submission.
- Agencies on an alternative submission schedule may disregard this email.

Program Updates:

- Beginning April 15th, 2024, Coleen Trogdon will assume HOME TBRA Workbook and App3 processing.
- Uncommitted HTBA 21 FY 24 funds will not roll into the PY24 workbook (7/1/24 – 6/30/25). OHCS will deallocate all uncommitted '21 funds.
 - Agencies may keep existing tenants on HTBA 21 FY 24 funds.
 - If a tenant exits the program or is otherwise reduced out of their current contract prior to expending their '21 award, OHCS will deallocate the difference from agencies.

If you do not have any HOME TBRA tenants, please respond to Cody Sibley (cody.sibley@hcs.oregon.gov) by March 29th.