

**From:** HSD Homeless Services \* HCS <HSD.HomelessServices@HCS.oregon.gov>  
**Sent:** Wednesday, August 23, 2023 4:45 PM  
**Subject:** Reminder: Final 2022-2023 Expenditure Deadline  
**Importance:** High

Greetings Gatekeepers,  
Please distribute the reminder below to the appropriate staff.

*Good afternoon CAA Network,*

*This is a gentle reminder that we are nearing the end of the Request for Funds period with all funds needing to be requested and drawn by **08/31/23**. The last date to submit an exception request must be made **no later than 08/25/23** to be considered for extending the reimbursement period. For any questions please reach out to [HSD.HomelessServices@HCS.oregon.gov](mailto:HSD.HomelessServices@HCS.oregon.gov). Thank you!*

**From:** HSD Homeless Services \* HCS  
**Sent:** Monday, August 14, 2023 12:46 PM  
**To:**  
**Subject:** Final 2022-2023 Expenditure Deadline  
**Importance:** High

**To:** Gatekeepers  
**From:** Homeless Services Section Staff  
**Date:** 8/14/2022

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

**Category:** Action Required

**Update For: Final-2022-2023-Expenditure-Deadline**

**Message:** Good Afternoon CAA Network:

As we near the final date to submit RFFs for the 2021-2023 biennium we, at OHCS, are preparing to enter the final stages of concluding the work for the biennium. As previously communicated via email, all funds must be requested and drawn by 08/31/23 to ensure all subgrantees are reimbursed for expenditures.

In preparation for this, we have closely monitored the invoicing rates and due to the high number of grants with remaining balances, OHCS has developed an Exception Request Process. The Exception Request Process will extend the reimbursement period for **no more than 30 additional days** in which agencies can submit Requests for Funds and Final FSRs (09/30/23). All unexpended funds will be deallocated as of 10/01/23.

To be considered for an exception you must identify all the programs for which you are requesting an exception, provide justification, and complete the Smartsheet at:

<https://app.smartsheet.com/b/form/4e609cf4c6a74c7bab0fdf395e285771>

It is important to keep in mind that exceptions are rare and will be reviewed and processed on an individual basis. Please ensure to articulate the reasoning for which you are requesting the exception

that outlines the challenges or barriers that delayed requesting funds in accordance with the approved Standard Spenddown or Time Bound Expenditure Plan.

If your agency is considering applying for an exception, the request must be made **no later than 08/25/23**. Exception requests will not be accepted after this date. OHCS will notify you within 48 business hours if your exception has been approved.

If you have any questions or concerns, please do not delay in reaching out to [hsd.homelessservices@hcs.oregon.gov](mailto:hsd.homelessservices@hcs.oregon.gov).