



To: Gatekeepers
From: Homeless Services Section Staff
Date: 1/4/2024

Please distribute to: Executive Directors Homeless Services Program Staff

Category: Action Required

Update For:

Other: Emergency Solutions Grant Program (ESGP) Match Report Now Available for Calendar Year 2023

Message:

Hello and Happy New Year,

OHCS has now made the Emergency Solutions Grant Program (ESGP) Match Report available for the 2023 calendar year in Procorem. Agencies must now submit use this report to submit their program expenditures and match information no later than January 31, 2024.

As you complete the report(s), please keep the following in mind:

- OHCS requires CAAs to complete individual reports for every Program Year expended during the 2023 calendar year.
 - **For example:** If a CAA expended ESGP 22 FY 24 funds AND ESGP 23 funds during the 2023 calendar year, the agency would complete one report for ESGP 22 FY 24 and one additional report for ESGP 23.
- The amount of funds expended on the report must match the amount expended in OPUS.
 - If you have not invoiced for expenses through December 31, 2023, please do so immediately.
- CAAs must match 100% of ESGP funds expended per program year.
 - **Waiver Provision:** HUD allows OHCS to waive up to \$100,000 in its match requirement; however, OHCS must share this waiver across the network. If you would like to take advantage of this waiver, you must receive OHCS approval. Please contact cody.sibley@hcs.oregon.gov for more information.

Thank you for prioritizing this report. As a reminder, providing accurate and timely information is critical for receiving continued funding of this program.

[Access Procorem Here.](#)

For questions, please contact Cody Sibley at cody.sibley@hcs.oregon.gov.