



To: Gatekeepers
From: Homeless Services Section Staff
Date: 1/10/2024

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 December

Message:

Hello and Happy New Year,

Agencies may now submit their HOME TBRA RFF Workbooks and accompanying App3s through December 2023. 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 December workbooks submitted by January 31st.
- If Program Analysts have identified your agency as needed additional HOME TBRA training, you must complete the training prior to submission.
- Agencies on an alternative submission schedule can disregard this email.

If you do not have any HOME TBRA tenants, please respond to Cody Sibley (cody.sibley@hcs.oregon.gov) by January 31st.