

To: Gatekeepers
From: CSBG Program Coordinator
Date: February 8, 2023

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

Category: Program Informational

Update For: FFY 21 CSBG Annual Report Review Memo and FFY22 CSBG Annual Report

Dear CAA Directors and Gatekeepers,

OHCS received the FFY21 Annual Report Review memo yesterday from Office of Community Services (OCS). We have corrections that need to be made on the FFY21 report and a very quick turnaround on this. I met with Norah Owings and Raynie Lindsey at CAPO and Brandy Boulos (OHCS Program/Evaluation/CSBG staff) yesterday afternoon to strategize tackling this challenge. We have formed the following plan to OCS's timeline:

The FFY21 review memo will be sent to each agency by the end of the day today to make the necessary changes and/or confirmation that information is correct. You will need to update your FFY21 Smartforms and send them in by **February 24, 2023**. We ask that you send them to the list of contacts at the end of this memo as we will be quickly gathering and entering them into the OLDC system by February 28, 2023. These corrections should help with our FFY22 submission with fewer corrections moving forward.

The FFY22 Smartforms will be extended to **March 3, 2023**, allowing some space to work on the OCS review memo request.

The FFY22 Annual Report is due to OCS by March 31, 2023, and we will be working diligently to get this turned in on time.

I know the frustration you will have with this added challenge, and we are here to help as much as we can. Please reach out to us with any questions, you can reach us at Leeann.marx@hcs.oregon.gov – CSBG Program Coordinator, brandy.boulos@hcs.oregon.gov – Program Evaluation Analyst, Norah@caporegon.org – Operation & Training Manager, and Raynie@caporegon.org – Training & Technical Assistance Coordinator.

We appreciate your patience and grace with this process.



Leeann Marx
CSBG Program Coordinator
Housing Stabilization Division
Oregon Housing & Community Services
725 Summer St NE, Suite B | Salem, OR 97301
C: 503.979.3053 leeann.marx@oregon.gov