

To: Gatekeepers
From: CSBG Program Coordinator
Date: 2/12/2024

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

Category: Action Required

Greetings All,

The CSBG Annual Report Modules 2 and 4 are due **February 12, 2024**, and Module 3 (optional) is due **February 28, 2024**.

If an extension is needed, please email the request with a description of why the extension is being requested along with a date of when your agency will be submitting.

I am in the process of completing Module 1 for the CSBG annual report and I am looking for your assistance with the following required examples during the reporting period (Oct 1, 2022 to Sept 30, 2023), please send this in as soon as possible:

- **An example of ways your agency has addressed a cause or condition of poverty in the community with an innovative or creative approach.**
- **An example of notable management accomplishments your agency achieved during this reporting period.**
- **An example of changes made by your agency to improve service delivery and enhance impact for individuals, families, and communities with low incomes based on the analysis of performance data.**

Send your completed Smartforms M2-M4, extension request (if applicable), and your agency's examples to Leeann Marx @ Leeann.marx@hcs.oregon.gov

I truly appreciate the time and effort that is put into this report. Let's make it a great reporting year!

Sincerely,

Leeann Marx

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