



Updated: 7/28/2023

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

Category: Funding Informational

Update For: Finalizing 21-23 biennium and beginning 23-25

Message: Following up on the message that was shared with last month and provide a critical update. In the previous message it was stated that agencies had “until 08/25/23 to submit requests for funds and 08/30/23 to submit your final FSR (Financial Status Report) in OPUS.” The clarifying point here is that agencies have until **08/30/23 to submit Request for Funds (RFFs) and to submit your Final Financial Status Report (Final FSR) in OPUS.**

Additionally, we wanted to provide a friendly reminder that Requests for Funds (RFFs) in OPUS require backup to substantiate our disbursements. Without proper backup, the RFF **may be returned to you for resubmission.**

This year, our auditors reminded us of the following:

- When providing Expended to Date amounts, information from the general ledger should be attached that supports the amount to be funded.
- Projected amounts need to provide specific information within the Comments area to support the advance that is being funded.
 - Examples of comments that are acceptable:
 - 06-6032-21-20-4060-6000 - Batch #108997
 - Payroll Batch 103667 \$9740; Vendors Batch 1015335 \$4860
 - We have approved client applications for 15 households totaling \$4,250 that are in process of being paid
 - Examples of comments that are not acceptable:
 - ‘Bills to be paid xx/xx/2023
 - Interim payment
 - Blank
 - For Direct Client Vendor payments, listing the batch numbers that the funds will support is preferred.
- When providing Expended to Date information and including a Projected amount, general ledger backup and a detailed comment must both be included.

We appreciate your ongoing assistance and patience as we conclude one biennium and start another biennium. Please do not hesitate to reach out to any of the Program Analysts within the Homeless Services Section or the Fiscal Department with any follow up comments, questions, or concerns.

To: Gatekeepers
From: Homeless Services Section Staff
Date: 6/30/2023

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

Category: Funding Informational

Update For: Finalizing 21-23 biennium and beginning 23-25

Message: This is an update to inform you of the details for rolling up this last biennium and starting with our new one. Below is a table of all the HSS grants that will or will not roll funds into the 23-25 biennium. Not every HSS grant is identified in this list; however, if you have questions about any specific grant, please let us know.

Whether you have funds in a grant that will roll or will not roll, the expenditure period of all of these funds ends 06/30/23. Please be sure that all work is performed, and all purchases are received by 06/30/23.

You have until **08/25/23** to submit requests for funds and **08/30/23** to submit your final FSR (Financial Status Report) in OPUS.

If you wish to move funds between categories prior to your final draw and the submission of your final FSR, then you must submit a budget change request by no later than 08/11/23 in order to ensure there is sufficient time to process your BCR. All final draws (RFFs) must be submitted by 08/25/23.

As we transition into the 23-25 biennium, we are currently in the final processing stages of the IRs and Budgets in Smartsheet. Communications have already been sent out to individual agencies regarding insufficiencies related to the required documents. Program documents that are unapproved will restrict OHCS' ability to approve a request for funds for that program in the coming biennium. Required policies that are unapproved will restrict OHCS' ability to approve requests for all HSS programs Please be sure to respond to those requests in a timely manner in order to meet your needs for 2023-24 funding.

(see page 2 for rollover table)

Rollover 21-23 to 23-25

Program	Will Roll?	Expenditure period extended to:
EHA GF 23	No	
EHA 23 GF MHA AO	No	
EHA 23 DISC	No	
EHA DRF 23	Yes	
EHA DRF VET 23	Yes	
ERA 23	No	
ESG-CV 1	Yes	Until 09/30/23
ESG-CV 2	Yes	Until 09/30/23
ESG 19 FY 21	Yes	Until 09/30/23
ESG 20	Yes	
ESG 20 FY 23	Yes	Until 09/30/23
ESG 21	Yes	
ESG 21 FY 22	Yes	Until 09/30/23
ESG 22	Yes	
HOME TBA 19-20	Yes	Until 12/31/23
HOME TBA 21	Yes	
HOME TBA 22	Yes	
HR-PS	No	
HR-PS SHA	No	
HSP 23	No	
HTBA 19-20 HQS	Yes	Until 12/31/23
RMR 23	No	
RMR 23 GF	No	
SHAP 23	No	
SHELTER PLUS	No	
SPIP	No	
WSI-OOTC	No	
WSI-OOTC FY 23	No	

For Questions or More Information Contact: hsd.homelesservices@hcs.oregon.gov