



To: Gatekeepers
From: Homeless Services Section Staff
Date: 8/14/2022

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

Category: Action Required

Update For: **Final-2022-2023-Expenditure-Deadline**

Message: Good Afternoon CAA Network:

As we near the final date to submit RFFs for the 2021-2023 biennium we, at OHCS, are preparing to enter the final stages of concluding the work for the biennium. As previously communicated via email, all funds must be requested and drawn by 08/31/23 to ensure all subgrantees are reimbursed for expenditures.

In preparation for this, we have closely monitored the invoicing rates and due to the high number of grants with remaining balances, OHCS has developed an Exception Request Process. The Exception Request Process will extend the reimbursement period for **no more than 30 additional days** in which agencies can submit Requests for Funds and Final FSRs (09/30/23). All unexpended funds will be deallocated as of 10/01/23.

To be considered for an exception you must identify all the programs for which you are requesting an exception, provide justification, and complete the Smartsheet at:

<https://app.smartsheet.com/b/form/4e609cf4c6a74c7bab0fdf395e285771>

It is important to keep in mind that exceptions are rare and will be reviewed and processed on an individual basis. Please ensure to articulate the reasoning for which you are requesting the exception that outlines the challenges or barriers that delayed requesting funds in accordance with the approved Standard Spenddown or Time Bound Expenditure Plan.

If your agency is considering applying for an exception, the request must be made **no later than 08/25/23**. Exception requests will not be accepted after this date. OHCS will notify you within 48 business hours if your exception has been approved.

If you have any questions or concerns, please do not delay in reaching out to

hsd.homelessservices@hcs.oregon.gov.