

**To:** Gatekeepers  
**From:** Homeless Services Section Staff  
**Date:** 4/15/2024

**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 March](#)

**Message:** Hello CAA Network,

Agencies may now submit their HOME TBRA RFF Workbooks and accompanying App3s through March 2024. 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 March workbooks submitted by April 30th.
- If Program Analysts have identified your agency as needing additional HOME TBRA training, you must complete the training prior to submission.
- Agencies on an alternative submission schedule may disregard this email.

**Program Updates:**

- Beginning April 15<sup>th</sup>, 2024, Coleen Trogdon will resume HOME TBRA Workbook and App3 processing for agencies not on an alternative submission schedule.
- Uncommitted HOME TBRA 21 funds will not roll into the PY24 workbook (7/1/24 – 6/30/25), and OHCS will deallocate all uncommitted '21 funds after the end of the Program Year.

If you do not have any HOME TBRA tenants, please respond to Cody Sibley ([cody.sibley@hcs.oregon.gov](mailto:cody.sibley@hcs.oregon.gov)) and Coleen Trogdon ([Coleen.TROGDON@hcs.oregon.gov](mailto:Coleen.TROGDON@hcs.oregon.gov)) by April 30th.