



To: Shelter Operators
From: Homeless Services Section Staff
Date: 4/19/2024

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

Category: Action Required

Update For:

Other: Operational Support for Shelters - Reporting Request

Message:

Good afternoon Shelter Operations Partners,

As we have transitioned all Operational Support for Shelters (OPSS) contracts and future funding development to the Homeless Services Section, we are currently conducting a program health review to understand all components of where progress currently stands, what is coming up on the horizon, and to ensure we are able to communicate effectively as developments arise. With our review, we have identified that your grant agreements have several reporting requirements with the Quarterly Budget Report due to OHCS "within 20 days of March 31, 2024." We are extending that date and are asking that you submit your Quarterly Budget Report by May 3, 2024.

A reporting template for your agency's use in satisfying the Quarterly Budget Report obligation is located at <https://www.oregon.gov/ohcs/for-providers/Documents/form/Shelter-Ops-Expenditure-Template.xlsx>. Please ensure to complete all sections and tabs of the workbook, including operation cost types, description of expenses, expenses paid, and amount of any remaining funds that were not utilized. You will need to provide that information by month for January, February, and March, as well in total for the entire original performance period, 10-1-23 to 3-31-24. Information provided in these reports should closely align with the projected budget submitted to Agency and shown in Exhibit B of the grant agreement, and any variance thoroughly explained.

At this time, we will not be collecting expense backup documentation detail, but please retain that documentation for future requests and/or monitoring purposes. If you have any questions or concerns related to this request please reach out to Colt Sray or Jovany Lopez as soon as possible, thank you.

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