**To:** Gatekeepers

**From:** Homeless Services Section Staff

**Date:** 1/26/2023

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

Rental Assistance Program Staff

**Category:** Action Required

**Update For:**

Training: Zoom/Webinar Registration

**Message:**It’s time again to prepare and submit your 23-25 MGA Implementation Reports for the Housing Stabiization Section programs!

You are invited to attend a series of training sessions for the rollout of the 23-25 biennium Master Grant Agreement and the seven core programs associated with the MGA – CSBG, EHA (DRF/VET), ERA, ESG, HSP, HTBA and SHAP. The sessions will be scheduled throughout the month of March and early April to align with the release of the 23-25 Implementation Reports for these programs. Individual program sessions will focus on key elements of the program and provide general program delivery information.

Once the 1st session has been aired, you may begin submitting your IRs or you can wait until after each session to subimt the IR for that specific session. **All IRs must be submitted to OHCS by 05/15/23.**

While attendance is not required, it is strongly recommended and if you happen to be unavailable for a session, we will have them recorded and available for later playback. Find the schedule and short synopses of each session below:

**Smartsheets for IR Submission** – Hosted by *Nicole Servin* – 1 hour – March 2, 2023 – 9:00 am-10:00 am.

Sign up at: <https://us02web.zoom.us/meeting/register/tZ0pduCgrzkrHNDfFi7IOac5PIduG7TTeHI7>

This session will focus on all the Smartsheet forms (except CSBG which will be covered in the CSBG session) available for each program and will cover the 23-25 HSS IR Dashboard, the mechanics of entering information and attaching documentation and will create space for questions and answers. **You will be able to begin entering and submitting your IRs after this session.**

**HMIS** – Hosted by *Desiree Perry* – 1.5 hours – March 3, 2023 – 10:00 am-11:30 am

Sign up at: <https://us02web.zoom.us/meeting/register/tZclfu2trTwvH9XerV_LqgPQ2el7Lorg1AzK>

This session will focus on Service Transactions in HMIS – OHCS requirements and various data entry methods, including Service transactions through ShelterPoint and Skanpoint. We will also include some overview on FundManager information and reports in order to show how those can be used to collect service transaction data.

**CSBG** – Hosted by *Leeann Marx* – 1 hour – March 6, 2023 1:00 pm-2:00 pm.

Sign up at: <https://us02web.zoom.us/meeting/register/tZMpce-opzksGNw0eBH9k_9w12i5bwKuG2Tu>

This session will focus on the why of the CSBG IR, provide a detailed walk-through of IR sections to highlight what is being asked, explanation of the linkages section and the separate form associated with that section, information on the NPI list, and a discussion on the budget form and the projected amounts in the allocation workbook.

**EHA (DRF/VET), ERA, SHAP** – Hosted by *Sheila Parkins* – 1.5 hours – March 9, 2023 – 1:00 pm-2:30 pm

Sign up at: <https://us02web.zoom.us/meeting/register/tZwtdOuhpjMuEt2TT787ABAiJE_uVAZ_QXLB>

This session will focus on alignment between all three programs, policy clarity and new policy requirements and what is optional, expenditure category alignment and details, new financial management sections and expectations, new/changing categories in OPUS, reporting changes and expectations. Much of this information will also inform other programs where general requirements apply within each program.

**ESG** – Hosted by *Jovanny Lopez* – 1 hour – April 3, 2023 – 9:00 am-10:00 am

Sign up at: <https://us02web.zoom.us/meeting/register/tZEpceqsqzwvGd2rxTK7K9-woTSOtKHIgpgW>

This session will focus on minor changes in the ESG manual and expectations, along with reporting needs and general program guidance.

**HSP** – Hosted by *Sheila Parkins* – 1.5 hours – March 14, 2023 – 8:00 am-9:30 am

Sign up at: <https://us02web.zoom.us/meeting/register/tZIuf-muqDMjHt0XaAKEUDoSK7-ME4rtklqT>

This session will focus on alignments with state programs, clarity on resource limitations and household compositions, with the majority of time dedicated to the quarterly reporting process, templates and ODHS collaboration plan/template and exepectations.

**HTBA Session 1** – Hosted by *Coleen Trogdon* – 1.5 hours - March 8, 2023 – 9:00 am-10:30 am

Sign up at: <https://us02web.zoom.us/meeting/register/tZYtdO2gqzstGtQqBYdX1GR2uEjhrP_cMOAP>

This session will focus on submission of App 3 and Worksheets for reimbursement of expenses and understanding which grant years to use.

**HTBA Session 2** – Hosted *Jovany Lopez* – 1 hour – April 4, 2023 – 10:00 am-11:00 am

Sign up at: <https://us02web.zoom.us/meeting/register/tZMpcOihrDwtGtFERN792EUbHqXWuDbQMqm4>

This session will focus on minor changes in the HTBA manual and expectations, along with reporting needs and general program guidance.

If you have specific questions about the IR process or any program, please reach out to either the Program Analyst for the program you have questions about, or you can send a general email to [HSD.HomelessServices@HCS.oregon.gov](mailto:HSD.HomelessServices@HCS.oregon.gov). Find Program Analyst contact information [on our dashboard](https://app.smartsheet.com/b/publish?EQBCT=8a215621578a4f76ae98113d719d5e64) and directly [at this link](https://www.oregon.gov/ohcs/for-providers/Documents/OHCS-Contact-List.pdf)!

**For More Information Contact:**

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