



To: Gatekeepers
From: Homeless Services Section Staff
Date: 7/9/2024

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

Category: Action Required

Update For:

Reporting: Annual

Message: Hello, CAA Network, thank you for another fiscal year of programming that serves unstably housed and houseless individuals and families. We are now distributing the HSS Annual Report for your completion to help us evaluate our programs and review our joint successes and challenges.

This fiscal year's Annual Report is customized for each organization, and you will have a report that is targeted for your agency to complete. While the questions are all the same for each agency, some agencies, depending on their original IR submissions will have a few more questions than others, such as if you have no subrecipients versus having 12 subrecipients.

The Annual Report is available on our MGA Dashboard located at:
<https://app.smartsheet.com/b/publish?EQBCT=cb0bae2a80554872ad5c04e56a35b92d>, under the green-colored header titled "Annual Report". Select your agency to complete the report.

We are also providing you with some help in understanding the report and preparing to complete it. Remember, Smartsheets must be completed in a single sitting, so we have created a "Planning Document" of all the questions that agencies will be asked to complete. You can prepare your answers in advance and then submit everything in a single sitting. The Planning Document is also on the MGA Dashboard in the same location.

Additionally, we recognize how busy everyone is and how valuable your time is and rather than schedule a training or Teams meeting that not everyone can attend, we have created a video that will walk you through the report that you can watch at any time. We encourage you to watch it prior to completing the report as that may answer any questions that you have. The video is also located on the MGA Dashboard. However, if you would like to schedule a one-on-training with us, feel free to reach out to us and we will set that up at a time that is convenient for you. We want to be sure you have all the information you need to complete a robust and informative report.

This report is due by 5:00 p.m., August 30, 2024. There will be no extensions and noncompliance with this requirement may put funding at risk, but we are happy to work with you in the weeks prior to the due date to help answer any questions you have so that you can ensure you meet the due date.

Again, feel free to reach out to us if you have any questions. We are here to help!

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