

To: Gatekeepers
From: Homeless Services Section Staff
Date: 3/18/2025

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

Category: Action Required

Update For:

☒ Other: HOME TBRA Workbooks Now Available Through February

Message:

Hello CAA Network,

Agencies who have submitted FSRs may now submit their HOME TBRA RFF Workbooks and accompanying App3s through February 2025. 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. (<https://www.procorem.com/>)
- By the end of this program year, OHCS will deallocate all non-committed HOME TBRA 2022 funds.
- To ensure your workbook is fully processed in a timely manner, please submit your RFF Workbook no later than March 31, 2025.
- If OHCS program analysts have identified your agency as needed additional HOME TBRA training, you must complete the training prior to submission.
- Agencies may no longer add new tenants to the HOME TBRA 2021 program year.

General Program Updates and Reminders:

- OHCS has revised its rental subsidy calculation worksheet (known as the App3). You can find the newest version of the App3 on the HSS Section Dashboard (<https://app.smartsheet.com/b/publish?EQBCT=8a215621578a4f76ae98113d719d5e64>) under the heading "ESG and HTBA Program Information." **Please ensure you are using the latest version available.**
- The RFF Workbook now has an inspections invoice tab for agencies wanting to be reimbursed for HQS/NSPIRE inspections. Further, the cap has been increased to \$50.
- As a reminder, agencies may not commit more funding than is available on their RFF Workbooks. For example, if a prospective tenant applies to participate in the program, and the agency only has enough funding to subsidize the tenant for 6 months, the agency may place the tenant on the program for up to six months initially. Upon receiving additional funds (through allocation or reallocation), the agency may amend the tenant's contract to fund them for an additional period of time.

If you do not have any HOME TBRA tenants, please respond to Coleen Trogdon (coleen.trogdon@hcs.oregon.gov).