

To: Gatekeepers – **IMPORTANT: PLEASE ROUTE TO THE APPROPRIATE HOUSING STABILIZATION PROGRAM (HSP) STAFF**

From: Housing Stabilization Program, Sheila Parkins

Date: 3/31/2025

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

Category: Action Required

Update For: HSP Quarterly Reporting

Message: This is just a friendly reminder that the HSP Quarterly Reporting is due by 04/20/25 for the period of January 1, 2025-March 31, 2025. You will need to submit your “23-25-HSP-Tracking-Template” to the Procorem subfolder titled “HSS Program” by 04/20/25. ***Please ensure that you are submitting to the correct subfolder in Procorem!***

Please remember that the tracking template includes 3 separate tabs that require data entry.

- **Tracking Sheet Tab** – enter all referrals received for ODHS and to enter the dollar amount of assistance to each client.
- **MOE Tab** – enter dollars expended on MOE (your match requirement – if you need to know your match amount, see the allocation workbook on the [MGA Dashboard](#)). **NOTE:** If you have not yet reported MOE, you should be doing so at least in the 3rd quarter so that we can see that our amount is on track to be met network-wide. If you do not report any MOE for the year with this submission, I will be reaching out to you directly to determine that you will meet your MOE requirement.
- **Demographic Data Tab** – enter **ONLY** those clients who received **HSP assistance**. Do not enter data on referrals as the demographic data is not needed for referrals unless they were assisted with HSP dollars. Demographic data must be included for all HH members.

Do not forget to enter at least the last 4 digits of the SSN for clients that received HSP assistance and to complete **only one** of the income columns (Receiving TANF, not receiving TANF and under 150% FPL or not receiving TANF and between 151-250% FPL).

Please be sure that as you begin this next quarter that you continue to add data on additional rows of the Tracking Template – **Do not delete rows, do not skip rows and do not sort rows. Do not duplicate any information, and do not edit anything previously reported, except if the client allocation is more or less funds than reported in a previous quarter.**

Remember, this is to be a running tally of your referrals and assistance for the entire year, so do not start a new Tracking Template for each quarter of the year but continue using the same spreadsheet started in Q1 for the remainder of the year, just keep adding as you go for the subsequent quarters. Please note that should you not submit a continued submission of the Q1 and Q2 report, OHCS will return it to you and request resubmission.

If you have any questions, please reach to me as quickly as possible. If you DID NOT assist anyone with HSP assistance in the 3rd quarter and have nothing to report for referrals or MOE, please let me know via email, otherwise a report is expected to be received by 04/20/25.

For More Information Contact: Sheila Parkins at Sheila.parkins@hcs.oregon.gov.