

To: Gatekeepers
From: Homeless Services Section Staff
Date: 4/8/2025

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

Category: Action Required

Update For: 25-27 MGA HSS Materials Released

☒ MGA Related: IR Template

Message: The 25-27 MGA HSS materials are now available for completion. You will need to submit your 25-27 Smartsheets and receive approval to fully execute your MGA for HSS Programs. **You must submit all your Smartsheets by May 20, 2025.** Budgets will be released near the end of May or early June.

It is highly recommended that you minimally watch 3 training videos on the general funding applications and how to submit your requirements to ensure more complete submission and to reduce revision requests. You can find these training on the MGA dashboard or directly from this notice:

- How to Submit Smartsheets Training (30 min): <https://www.youtube.com/watch?v=-xTRyk-Jwbo>
- Required Documents & Program Standards Training (45 min): <https://www.youtube.com/watch?v=dPh1JByCdrg>
- General Questions & Subrecipient Training (25 min): <https://www.youtube.com/watch?v=9-nBpr3n6jk>

ACTION STEPS: Please follow the instructions below to complete the required submissions for the 25-27 MGA Process. Find the MGA Dashboard at this link:
<https://app.smartsheet.com/b/publish?EQBCT=89d36b9bcc96413886cc3687affaaae0>

STEP 1: Submit the 25-27 MGA Contact Update Form. This includes contact information for your ED, Fiscal Director, Gatekeeper and Program Directors. This is the information that we will use to connect with you throughout the biennium.

STEP 2: Submit the Required Documents Funding Application - include all the attachments for your required policies. You can only submit 10 attachments, so you may need to combine several attachments together. These policies must be "stand alone" policies and must not include other information. Find Policy Templates to assist you on the MGA Dashboard.

STEP 3: Submit the General Questions & Subrecipient Information Funding Application. Answer all questions and identify all subrecipients (those receiving HSS funds). If you have more than 12

subrecipients, use the additional document to add more subrecipients and attach it to your form. The additional subrecipient document is available on the MGA Dashboard.

STEP 4: Submit the Funding Application and/or Implementation Report for each funding source that you will receive.

NOTE: There are many resources available on the MGA Dashboard, including:

- An IR, Funding App and Budget Master document (planning document) to help you with planning the completion of your Smartsheets
- Template forms for additional attachments that must be submitted with ESG and HSP
- Link to the manuals website (new manuals for 25-27 were released 03/24/25).
- Additional Training Videos:
 - Program training for review at any time in the biennium as a refresher or to train new staff
 - CSBG will either be providing a training video soon or an office hours to discuss the completion of the IR/Funding Application. Stay tuned for more information!

Please use all these materials to help you complete your Smartsheets and for training opportunities.

For More Information Contact:

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