

To: Gatekeepers
From: Homeless Services Section Staff
Date: 5/2/2025

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

Category: Funding Informational

Update For:

☒ Fiscal Message: Spend Down related to HSS MGA Grants

Message: Good Afternoon, CAA Network,

As we near the end of the fiscal year and the biennium, we want to share some important reminders with you.

- 1) The end of the fiscal year is 06/30/25. All expenditures for open grants must be fully incurred by 06/30/25. Be sure that all purchases are received by this date and that all training or other activities that have been contracted are fully completed by this date.
- 2) The final Financial Status Report (FSR) is due by 08/30/25. Between 06/30/25 and 08/30/25, the only costs that can be incurred to open grants are administrative costs related to closing out the grant (such as payroll costs related to fiscal and reporting staff to finalize the accounting and reporting aspects of the grant).
- 3) All Request for Funds (AGR/RFF) must be submitted in OPUS prior to 08/30/25.
- 4) If you have not already done so, please begin drawing out your funds for expenditures as quickly as possible. The sooner grants are closed out, the more smooth the transition to the new biennium will be.
- 5) Any Budget Change Request MUST be submitted by 08/15/25. This will provide the next week to process the BCR and allow you sufficient time to submit an RFF prior to the deadline of 08/30/25.
- 6) There will be no exceptions to the deadlines noted above. These deadlines are necessary to ensure that OHCS can meet our obligations related to closing these grants. OHCS will begin deallocating unexpended funds (not drawn from OPUS) shortly after 08/30/25.
- 7) ESG and HTBA may grant rollover requests; however, EHAP GF, EHAP DRF, EHAP DRF VET, ERA, HSP and SHAP will not roll funds into the 25-27 biennium.
- 8) The annual report will be due by 08/30/25. This report has not yet been released; however, it will be required to be submitted through Smartsheet and more information will be forthcoming over the next month or two.



Thank you for your attention in these matters and for ensuring a smooth transition in closing the 23-25 biennium and beginning the 25-27 biennium. If you have any questions, or need more information, please contact us through the gatekeeper email below.

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