



To: Gatekeepers
From: Homeless Services Section Staff
Date: 1/17/2024

Please distribute to: Executive Directors Homeless Services Program Staff

Category: Program Informational

Update For: Reporting Requirements related to Acquisition, Rehabilitation, Renovation or Conversion of Property.

Message: OHCS has modified the reporting requirements for any acquisition, rehabilitation, renovation or conversion of property, in order to streamline the process and make the reporting less burdensome. Below are the highlights to the changes and will be reflected in the next manual release, but are effective as of today, January 17, 2024.

The forms will now be entered into Smartsheets rather than being a Word document that you must complete and submit via email. Find the new forms on our HSS Dashboard and directly at the following links:

1. Notification Form: <https://app.smartsheet.com/b/form/33ab4f86297c4a4c86e64a4bd2bb28e1>
2. Semi-Annual Progress Report:
<https://app.smartsheet.com/b/form/0d7bac6d6f13488197ce3f40d46ba4c1>
3. Placed Into Service Report:
<https://app.smartsheet.com/b/form/a74d3e51a52f424189c93a4a724ec423>
4. Certificate of Compliance:
<https://app.smartsheet.com/b/form/e79b1bed0dbe4f13afed152df22033e6>

The following changes have occurred:

- 1) All projects will be required to complete a Notification form prior to the expenditure of any OHCS funds for acquisition, rehabilitation, renovation or conversion of property.
- 2) The Quarterly Progress Report has now been shifted to a Semi-Annual Progress Report and will be due each July 20th and January 20th following the start date of the project and until the project is complete, and a Placed Into Service Report has been submitted to OHCS.
- 3) The First Year Report has now been shifted to a Placed Into Service Report and is due at the time the OHCS-funded project is complete. Once the Placed Into Service Report is submitted, no further Semi-Annual Progress reports are required.
- 4) The Certificate of Compliance form is required annually. "Annually" is defined as each year, in the same month in which the OHCS-funded project was Placed Into Service. For example, if your project was complete in the month of April, the Certificate of Compliance will be required to be submitted every April following the date the project was placed into service

It is important to recognize that reporting is required. Failure to submit reports in a timely manner may result in a monitoring finding and may place your agency at-risk in future funding opportunities.

If you have any questions regarding reporting on acquisition, rehabilitation, renovation or conversion of property, please contact OHCS at hss.acq.rehab@hcs.oregon.gov.