



**To:** Gatekeepers  
**From:** Homeless Services Section Staff  
**Date:** 1/18/2024

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

**Category:** Action Required

**Update For:** REMINDER: Submit ESG Match Report by 1/31/24

**Message:** Agencies must file match reports for all ESG funds expended during the 2023 calendar year. If you have not yet done so, please complete this task as soon as possible but no later than January 31, 2024.

[Access Procorem Here.](#)

<https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fapp.procorem.com%2F&data=05%7C02%7CNicole.SERVIN%40hcs.oregon.gov%7C606bee0e40344e20eabf08dc18508777%7Caa3f6932fa7c47b4a0cea598cad161cf%7C0%7C0%7C638411981346194359%7CUnknown%7CTWFpbGZsb3d8eyJWljiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Iik1haWwiLCJXVCi6Mn0%3D%7C3000%7C%7C%7C&sdata=bwGIhbnXVMuAiHFtO%2FWLScBRo1swYYkwaq30LwmPhcY%3D&reserved=0>

As you complete the report(s), please keep the following in mind:

- OHCS requires CAAs to complete individual reports for every Program Year expended during the 2023 calendar year.
  - **For example:** If a CAA expended ESGP 22 FY 24 funds AND ESGP 23 funds during the 2023 calendar year, the agency would complete one report for ESGP 22 FY 24 and one additional report for ESGP 23.
- The amount of funds expended on the report must match the amount expended in OPUS.
  - If you have not invoiced for expenses through December 31, 2023, please do so immediately.
- CAAs must match 100% of ESGP funds expended per program year.
  - **Waiver Provision:** HUD allows OHCS to waive up to \$100,000 in its match requirement; however, OHCS must share this waiver across the network. If you would like to take advantage of this waiver, you must receive OHCS approval. Please contact [cody.sibley@hcs.oregon.gov](mailto:cody.sibley@hcs.oregon.gov) for more information.

Thank you for prioritizing this report. As a reminder, providing accurate and timely information is critical for receiving continued funding of this program.

For questions, please contact Cody Sibley at [cody.sibley@hcs.oregon.gov](mailto:cody.sibley@hcs.oregon.gov).