

**To:** Gatekeepers  
**From:** Homeless Services Section Staff  
**Date:** 4/4/2022

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

**Category:** Action Required

**Message:** The HSS MGA 23-25 IRs are fully operational and can be completed to ensure that your grant funds are delivered to you by the beginning of the next biennium. All program and operational trainings have been completed and are available for replay, along with other supportive information, such as the powerpoint slide decks presented at the trainings. Trainings were held for the following:

- General IR Submission Training
- HMIS Training
- CSBG IR Training
- EHA/ERA/SHAP Program Training
- HSP Program Training
- ESG Program Training
- HTBA App3/RFF Training (Session 1)
- HTBA Program Training (Session 2)

You can navigate to the IR Dashboard at this link:

<https://app.smartsheet.com/b/publish?EQBCT=cb0bae2a80554872ad5c04e56a35b92d>

You will also find on this dashboard, links to a master IR Word document that will allow you to plan for entering information into the IRs, policy templates, and 2023 manuals.

**NEXT STEPS MUST BE COMPLETED BY 05-15-23:**

- 1) Submit your agency's contact information for your Executive Director, Fiscal Director, Gatekeeper and Program Directors. This is the information that will be used when we communicate to you through the gatekeeper process. Use the heading (shown below) on the IR dashboard to click the form link and submit your information.

**23-25 Contact Information**

23-25 MGA Contact Update Form

- 2) Submit an IR module for each funding source you wish to receive. Use the program headings on the IR dashboard to click the program form and submit your information (example shown below):

**(CSBG) Community Services Block Grant**

Community Services Block Grant (CSBG) 23-25 MGA IR

Community Services Block Grant (CSBG) 23-25 MGA Linkages and Referrals Form

- 3) Submit the Subrecipient Information module for all subrecipients. Use the heading (shown below) on the IR dashboard to click the form link and submit your information:

### Subrecipient Information

📄 Subrecipient Information 23-25 MGA IR

- 4) Submit the Required Documentation module and include all the documents as attachments. You can only submit 10 attachments, so you may need to combine several attachments together. These attachments must be stand-alone policies and must not include other information. Use the Required Documentation heading on the IR dashboard (shown below) to submit your information in the correct form: You can also find templates of all policies in the Policy Templates heading of the IR dashboard as shown below:

### Required Documentation

📄 Required Documentation 23-25 MGA IR

### Policy Templates

🔗 Policy Templates 2023-2025

- 5) **REMINDER 1:** Use the right-click and open in a separate tab function when clicking any links within an IR to ensure that you save your place in the current IR you are completing.
- 6) **REMINDER 2:** Please note that each entry field within the IRs has a 4000 character limit.
- 7) **REMINDER 3:** You must keep the approved IRs that you receive via email for your records as they will not be distributed to you separately.
- 8) **REMINDER 4:** Funds will not be distributed prior to an executed grant agreement, which includes approved IRs and funds will not be distributed prior to July 1, 2023.

If you have any questions on the functionality of any of these IRs, please contact Nicole Servin at [nicole.servin@hcs.oregon.gov](mailto:nicole.servin@hcs.oregon.gov)

If you have any questions regarding specific programs, you can reach out to the program team individually or at [hsd.homelesservices@hcs.oregon.gov](mailto:hsd.homelesservices@hcs.oregon.gov).