



**To:** Gatekeepers  
**From:** Homeless Services Section Staff  
**Date:** 8/17/2023

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

**Category:** Action Required

**Update For:** SPIP, HR-PS and WSI-OOTC Final Reporting

Reporting: Requirement

**Message:**

One-time funding was provided for a variety of purposes in the 21-23 biennium. Agencies must submit a report identifying specific activities in the SPIP, HR-PS and WSI-OOTC programs.

This report is due to OHCS **by September 30, 2023**. You may submit your report via Smartsheet at: <https://app.smartsheet.com/b/form/869c3521483d4ce6adb821e3a13e085d>

Every field in the form is a required field, and you must enter information into each field. If it is not applicable, you may enter N/A; however, you will not be able to submit the form until all fields have information entered into them.

This form will ask you to report on your plan for these funds, whether your plan shifted at any point in the biennium, lessons learned, specific outcomes (not outputs such as numbers served), types of activities performed, funding of specific activities in SPIP, shelter bed increases, and partnerships with culturally specific and culturally responsive organizations.

Smartsheet forms must be completed in one-sitting and cannot be saved to return to them later. You may want to review the questions in the form at the link provided prior to completing the form so that you are prepared to respond to all questions under all three programs. An extended timeline is provided to complete this report to allow sufficient time to develop thoughtful and responsive reporting.

If you have any questions, please contact us at [hsd.homelesservices@hcs.oregon.gov](mailto:hsd.homelesservices@hcs.oregon.gov).