

To: All OHCS Funding Recipients  
From: OHCS Homeless Services Section  
Date: August 27, 2015

## Update for: Program Manuals

Program manuals were made available on our website on June 2, 2015. A email was sent through the gatekeeper process to notify you that the manual had been finalized are were posted to our website

(<http://www.oregon.gov/ohcs/Pages/housing-assistance-providers-in-oregon.aspx>) . Four manuals governing all the Homeless Section funding programs were included: Emergency Solutions Grant (ESG) Operations Manual, Housing Stabilization Program (HSP) Operations Manual, HOME Tenant-based (HOME TBA) Operations Manual and the Homeless State Funds Program Operations Manual that includes EHA, SHAP and LIRHF. These manuals were effective upon their release and it is expected that all agencies have been using the new manuals as of June 2<sup>nd</sup>.

Since the manuals were included as part of the OAR review process, agencies had an additional opportunity to provide any comments or suggestions. A comment was received regarding clarity around the use of the term “rent arrears”. We received further clarity from HUD that helps to redefine rent arrears to include payment to a former landlord when it is verified that such payment would provide access to permanent housing. Due to this clarification, the ESG, HSP and State Funds Program Manuals have been updated to include this information. These updated version (August, 2015), are now available on the website; however, you can begin using the clarified rent arrears definition as early as June 2, 2015.

A few other edits were made in the HSP manual that aligns it with updated TANF rules and regulations. The general requirement for HSP Material and Document Review has been deleted as this is no longer a requirement. Records retention for program records has been changed to reflect six years, which is what is required for fiscal records. OAR numbering for the criminal history checks in the applicable rules and regulations section was clarified to better define its relevance.

Additionally, one word was added to all three manuals in regards to collecting and reporting DV data. The word “submit” was added to clarify that subgrantees are required to **submit** aggregate data for program reporting purposes.

If you have any questions, please feel free to contact us.