

Community Connection of Northeast Oregon, Inc.

Statewide Shelter Program (SSP)

Request for Applications

Funding Period: July 1, 2026 – June 30, 2027

BACKGROUND

Community Connection of Northeast Oregon, Inc. (CCNO) serves as the Regional Coordinator for the Oregon Housing and Community Services (OHCS) Statewide Shelter Program (SSP) in Baker, Grant, Union, and Wallowa Counties. CCNO will award SSP funds to selected Subrecipients (“SSP Providers”) to support eligible shelter operations and housing focused activities.

GENERAL INFORMATION

Who should apply: Eligible shelter providers operating within Baker, Grant, Union, and/or Wallowa Counties that will deliver SSP-eligible activities during the funding period.

Application deadline: Applications must be submitted by 5:00 pm, June 12, 2026. Late or incomplete applications may not be reviewed.

Attachments: This RFA includes:

- Attachment A – Subrecipient Application
- Attachment B – Definitions

Questions: For questions regarding this RFA, please contact:

Rebekah Martin (*Energy/Homeless Programs Manager*)

rebekah@ccno.org

(541) 963-3186

SUBMISSION INSTRUCTIONS

Email completed applications and all required attachments to Patrick Hemann (*Deputy Director*) at: patrick@ccno.org

FUNDING AVAILABILITY

This funding is provided through the State of Oregon general funds and is passed through CCNO under its agreement with Oregon Housing and Community Services (OHCS). Selected subrecipients will be required to comply with all applicable state regulations and reporting requirements associated with state-funded programs.

Total Available: Up to \$148,548 is available under this RFA. CCNO may award this funding to a single applicant or allocate it across multiple applicants, depending on regional need and each applicant’s alignment with program priorities, organizational capacity to carry out SSP-funded activities, and demonstrated history of effective shelter operations within their communities.

ELIGIBLE APPLICANTS

Applicants must possess the following minimum qualifications to be considered for any contract award resulting from this RFA:

- 1) Service Area:** Applicant provides SSP-funded services within Baker, Grant, Union, and/or Wallowa Counties.
- 2) Established Shelter Capacity:** For this funding period, only applicants that have existing, operational shelter beds or spaces will be eligible for funding under this RFA.
- 3) Program Compliance:** Applicant agrees to comply with SSP program requirements, including (as applicable) low-barrier requirements, shelter/steps standards, habitability standards, participant eligibility, confidentiality, nondiscrimination/equal access, insurance, and HMIS.
- 4) No fees:** Applicant will not charge applicants/participants any fees to access SSP-funded services.
- 5) Administrative cap:** Applicant understands SSP administrative costs are capped and must be specified in the Subaward Agreement.

SOLICITATION SCHEDULE

The following is the proposed schedule for the application and subrecipient selection process:

Request for Application Advertised Beginning	May 20, 2026
Application Submission Deadline	June 12, 2026
Estimated Notification	June 26, 2026

**Notification date subject to change depending on number of applications to review and committee availability.*

REVIEW & AWARD PROCESS

An evaluation committee shall review, score, and rank all responsive applications according to the evaluation criteria outlined in the application. CCNO may contact applicants during the review process to request additional clarification or documentation related to their RFA submission.

Attachment A
SUBRECIPIENT APPLICATION

Deadline: 5:00 pm, June 12, 2026

1. ORGANIZATION INFORMATION

Legal Name of Organization

DBA (if applicable)

Entity Type (nonprofit, local government, etc.)

Executive Director / Authorized Official

OR Business Registry #

UEI (if applicable)

Physical Address

Street

City

State

Zip Code

Mailing Address (if different from above)

Street

City

State

Zip Code

Primary Contact

Name

Title

Email Address

Phone

2. PROJECT SUMMARY

A. Counties Served (check all that apply) Baker Grant Union Wallowa

B. SSP Component(s) and Project Type(s) (check all that apply)

Shelter Operations: Congregate Shelter Non-Congregate Shelter
 Basic Overnight Shelter Housing-Focused Shelter
 Seasonal/Inclement Weather Shelter

STEPS Operations: Basic Free-Standing Structure Program Vehicular Camping

Housing-Focused Activities

Day Center

C. Primary Population(s) Served (check all that apply)

Single Adults Families with Children Youth/Young Adults Veterans
 Medically Vulnerable Survivors of Domestic Violence Other: _____

D. Capacity and Operations - (Attach additional pages if operating multiple shelters)

Site / Project Name: _____

Physical Location (city): _____

Shelter Type: _____ Low-Barrier (Yes/No): _____

Operating Schedule (days/times; seasonal?): _____

Current Bed Capacity: _____ Proposed % of Current Capacity to be SSP-Funded: _____%

3. FUNDING REQUEST

Enter the total amount requested for the 7/1/2026–6/30/2027 term and the amount proposed in each SSP budget category below. CCNO will execute Subaward Agreements with fixed award amounts; reimbursement will be based on allowable costs and documentation as defined in the Subaward Agreement. (CCNO will confirm allowability and caps during award negotiation.)

SSP Budget Category	Amount Requested	Brief description of what funds will cover
Shelter Operations	\$	
STEPS Operations	\$	
Housing-Focused Activities	\$	
Administrative Costs (10% of total award)	\$	

Total Amount Requested \$

4. HMIS / DATA SYSTEM INFORMATION

Do you enter data into the Homeless Management Information System (HMIS)? Yes No

If Yes – HMIS Project Name(s) and Project ID(s) (if known): _____

If No – What system do you currently use to track data?

5. PROGRAM COMPLIANCE SELF-ATTESTATIONS (REQUIRED)

By initialing each line below, Applicant self-attests that, if awarded, it will comply with SSP requirements and will maintain documentation sufficient for monitoring.

Requirement	Initials
<u>Equal Access</u> : Services will be provided without discrimination and in accordance with participant gender identity; no intrusive documentation will be required for gender identity.	_____
<u>Low-Barrier</u> : SSP-funded services will meet SSP Low-Barrier requirements, as applicable (e.g., no sobriety requirement; no ID/citizenship documentation required; accommodations for service animals and pets; no exclusions for criminal history, subject to SSP allowances).	_____
<u>Habitability/Standards</u> : SSP-funded shelter will meet applicable shelter standards (including habitability requirements) and SSP program standards for the shelter type funded.	_____
<u>Participant Eligibility</u> : The awardee will determine and document participant eligibility consistent with SSP requirements.	_____
<u>Privacy Notification/Release of Information</u> : Participants will receive the required privacy notification verbally or in writing, and refusals to sign releases will not be used to deny services.	_____
<u>Confidentiality & Cybersecurity</u> : Participant information and records will be maintained securely; staff will acknowledge confidentiality requirements in writing.	_____
<u>Grievance/Appeals</u> : The awardee will maintain and follow a written grievance/appeals process meeting SSP minimum requirements.	_____
<u>Conflict of Interest</u> : The awardee will maintain and follow a conflict-of-interest policy consistent with SSP requirements.	_____
<u>No Fees/Program Income</u> : The awardee will not charge applicants/participants fees to access SSP-funded services.	_____
<u>Data/Reporting Requirements</u> : The awardee will comply with all SSP data and reporting requirements, including, but not limited to, the use of HMIS (<i>or approved comparable system for Domestic Violence Shelters</i>) and participation in Coordinated Entry.	_____
<u>Insurance</u> : If awarded, Applicant will maintain insurance in the types and amounts that are appropriate for the work being performed and that are consistent with applicable industry standards.	_____

6. SCORED NARRATIVE QUESTIONS

CCNO will use a combination of eligibility screening and scored criteria to evaluate subrecipient awards. Scores will be based on the information provided in this application and required attachments.

***Please attach your answer to the questions below with your application submission.**

Scored Area	Points	What CCNO will look for (summary)
Project design & SSP alignment	30	Clear description of SSP-funded activities; alignment with allowable costs; strong low-barrier approach (where applicable); feasible operations plan.
Capacity, bed/space impact & “no net loss” support	25	Maintains and/or increases safe shelter capacity; realistic staffing and facility plan; clear current vs. proposed SSP-funded capacity.
Housing outcomes approach	20	How the project will support exits to permanent housing and reduce returns to unsheltered homelessness (housing-focused activities, partnerships, coordinated entry connection where feasible).
Readiness, fiscal systems & budget reasonableness	15	Complete, reasonable budget by category; ability to operate on reimbursement; internal controls and basic grant management capacity.
Data capacity & reporting readiness	10	HMIS project setup readiness; plan for timely, accurate data entry; staff capacity and data quality practices.
Total	100	

- 1. Project Design & SSP Alignment (30 points):** Describe the proposed SSP project(s), including services funded, hours/coverage, staffing approach, and how activities align with SSP allowable components and costs. Identify which parts of the project are Low-Barrier and how Low-Barrier requirements are met in practice.
- 2. Capacity, Bed/Space Impact & “No Net Loss” Support (25 points):** Explain how SSP funding will maintain and/or increase your current shelter/steps capacity and prevent reductions in hours, beds, or spaces during the funding period. Include key risks (e.g., staffing, facility, leases, seasonal operations) and your mitigation plan.
- 3. Housing Outcomes Approach (20 points):** Describe how your program will support participants to exit to permanent housing and reduce returns to unsheltered homelessness. Include how you will connect participants to coordinated entry and/or housing resources, and what housing-focused activities will be offered (as applicable).
- 4. Readiness, Fiscal Systems & Budget Reasonableness (15 points):** Describe your fiscal and administrative capacity to manage a reimbursement-based fixed subaward, including how you track

costs by grant, approve expenditures, and prevent fraud, waste, and abuse. Explain any anticipated cash-flow constraints and how you will manage them.

- 5. Data Capacity & Reporting Readiness (10 points):** Describe your current data/reporting system(s) and procedures for collecting and tracking participant information and shelter activities. Include who is responsible for data entry and reporting, how you ensure timely and accurate reporting, and your data quality checks.

9. REQUIRED ATTACHMENTS

- **Proof of organizational status** (e.g., IRS determination letter for nonprofits or documentation of local government status; and documentation confirming eligibility to do business in Oregon, as applicable).
- **Answers to scored narrative questions** (Section 6 of this application)

10. APPLICANT CERTIFICATION AND SIGNATURE

By signing below, Applicant certifies that the information provided in this application and attachments is true and complete to the best of Applicant’s knowledge. Applicant understands that submission of this application does not guarantee an award, and that any award will be subject to execution of a Subaward Agreement with CCNO and compliance with SSP requirements.

Authorized Representative (print name)

Signature

Title

Date

Attachment B

DEFINITIONS

The following are terms referenced in this RFA as defined in the Oregon Housing and Community Services (OHCS) Statewide Shelter Program Manual. The full manual may be found here: [Statewide Shelter Program](#). Applicants are encouraged to review this manual to verify their eligibility and ensure they have the capacity to carry out SSP-funded shelter activities.

Basic Free-Standing Structure means an alternative to traditional Shelter that may meet either Shelter criteria or STEPS criteria depending on features, standards, and amenities. These structures typically do not include a foundation and are assembled with prefabricated parts and materials. Examples include Pallet Shelters, Conestoga Huts, yurts, and other tiny home models.

Basic Overnight Shelter means a Shelter intended to keep Participants safe and out of the elements. Basic Overnight Shelters meet all Shelter standards but are not required to offer housing-focused case management and supportive services. Examples include inclement weather Shelters and other overnight only Shelters or night-by-night Shelters.

Congregate Shelter means a Shelter involving shared living spaces where multiple sleep in close proximity.

Continuum of Care or CoC means one of the HUD recognized CoCs in Oregon, which are a coordinated network of community-based programs and stakeholders that work together to prevent and end homelessness. The CoC ensures that services are client-centered, locally responsive, and aligned with broader state and federal goals to reduce homelessness.

Day Center means a facility designed to provide services to individuals and families experiencing Homelessness during specified daytime hours.

Domestic Violence Shelter means a Shelter that specifically serves victims of domestic violence.

Housing-Focused Shelter means a Shelter intended to keep Participants safe and out of the elements and to provide Housing-Focused Activities that assist Participants in exiting homelessness into stable housing destination. Housing Focused Shelters must meet all general standards as outlined in this (*SSP Manual*) manual.

Homeless Management Information System or HMIS (as defined in 24 CFR 576.2) means the information system designated by the Continuum of Care to comply with the HUD's data collection, management, and reporting standards and used to collect client-level data and data on the provision of housing and services to homeless individuals and families and persons at-risk of homelessness.

Homelessness means lacking a fixed, regular, or adequate night-time residence in accordance with the Participant Eligibility, Housing Status section of this (*SSP Manual*) manual.

Housing-Focused Activities means activities that directly connect Participants to critical resources and services that support Participants moving into permanent stable housing destinations.

Low-Barrier means policies and Shelters with minimal preconditions required to access services.

Non-Congregate Shelter means a type of Shelter that provides private sleeping spaces.

Participant means an individual who directly receives services provided by Regional Coordinators or their subgrantee SSP Providers. Participants are end beneficiaries of the SSP's funding and support.

Safe Temporary Emergency Placement Sites or STEPS means Vehicular Camping and basic-free standing structure programs that do not meet all Shelter standards but provide Participants with a place to stay either in their vehicle or in a Basic Free-Standing Structure provided when available, that is secure and free from ticketing.

Shelter means a Congregate or Non-Congregate facility designed to provide temporary living arrangements for individuals and families experiencing Homelessness.

Shelter Provider (as defined in HB3644) means any person or local government that operates or funds shelters.

SSP Provider (as defined in OAR 813-275-0020) means a Shelter provider or a Direct Service Provider that receives SSP funding to conduct eligible activities as defined in the SSP Manual.

Vehicular Camping means temporarily residing in a car, RV, camper, or trailer that the Participant provides.