REQUEST FOR PROPOSALS
RFP CED #26-01
CHRO Urgent & Immediate Need Response Funding

CLOSE DATE:	Friday, January 30, 2026
TIME:	11:59 PM (PT)
DESCRIPTION:	Professional services and direct service delivery - Funding for non-profit organizations that address urgent and immediate needs for individuals and households experiencing homelessness in Deschutes County.
CONTACT:	Kimberly Banner, Executive Coordinator, Central Oregon Intergovernmental Council (COIC)
PHONE:	(541) 548-8163
E-MAIL:	kbanner@coic.org
LOCATION:	The solicitation document may be reviewed online at https://www.coic.org/open-procurements/ or in person at 1250 NE Bear Creek Road, Bend, OR 97701

THIS IS A FORMAL PROCUREMENT.

SINGLE POINT OF CONTACT: There will be only one point of contact for this Request for Proposals. The contact point is the person listed above, unless otherwise stated. Any questions or issues that may arise regarding the specifications, the proposal process, and/or the award process shall be directed to the Contact listed above.

FOR MORE INFORMATION, please refer to "Instructions to Proposers" (page 2).

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INSTRUCTIONS TO PROPOSERS

A. PROPOSAL PREPARATION AND SUBMISSION:

1. GENERAL INFORMATION: Central Oregon Intergovernmental Council (COIC), on behalf of Deschutes County and the cities of Bend, La Pine, Redmond, and Sisters, Coordinated Houseless Response Office (CHRO) invites proposals for non-profit organizations that address **urgent and immediate needs** for individuals and households experiencing homelessness in **Deschutes County.**

Grant Range:	Minimum $5,000 / Maximum $45,000
Funding Source:	CHRO-administered HB 4123
Contracting Entity:	COIC on behalf of CHRO

1.1 Project Purpose & Urgency

This CHRO Urgent and Immediate Need Funding addresses critical gaps in Deschutes County's homeless response system caused by:

- Recent federal and state funding reductions
- Anticipated federal and philanthropic funding declines in 2026
- Expiration of American Rescue Plan Act (ARPA) funding in 2026

Funding is intended to:

- **Bridge critical funding gaps:** Sustain essential services impacted by a decrease in federal/state funding and the expiration of ARPA funding
- **Respond to urgent crises:** Address immediate, life-safety needs that cannot wait for traditional funding cycles
- **Provide short-term stability:** Offer temporary support (typically 3-12 months) while organizations secure other funding sources or adjust service levels
- **Prevent service disruption:** Maintain critical programs operational during major funding transitions

This is NOT intended for:

- Long-term operational funding or multi-year commitments
- New program development without demonstrated urgent need
- Capital projects or facility construction
- Services already fully funded by other sources

Rapid Deployment Requirement:

- Services must be able to deploy and start within **30 days of grant execution**

1.2 Eligible Uses & Priority Areas

Eligible activities must address **immediate service gaps** resulting from funding shortfalls or urgent community needs. While all proposals addressing urgent needs will be considered, CHRO has a strong interest in proposals that align with the following areas:

- Safe Temporary Emergency Placement Sites (STEPS)
- Outreach
- Prevention services (eviction prevention, rapid rehousing)
- Youth emergency response and youth-serving programs
- Food access / essential needs distribution
- Mental health and substance use support services

Examples of Urgent/Immediate Needs This Funding Addresses:

- Programs experiencing decrease in federal or state funding
- Essential supplies or services previously covered by ARPA
- Emergency response capacity threatened by funding transitions
- Critical staff positions at risk due to loss of federal or state funds
- Shelter operations at risk of closure due to ARPA funding expiration
- Prevention services unable to meet demand after funding reductions
- Services facing reduction or elimination due to anticipated philanthropic funding declines

Priority Populations:

- Unsheltered individuals
- Youth/Young Adults
- Tribal communities
- Rural populations
- LGBTQIA2S+ communities
- Households with high service barriers
- Households disproportionately impacted by homelessness

CHRO Strategic Priorities:

1. Engage the Whole Community
2. Establish a regional office to align and streamline regional efforts
3. Expand Services for People Experiencing Homelessness
4. Address the Crisis of Unsheltered Homelessness
5. Improve Access to Affordable Housing

1.3 Eligible Applicants

Eligible applicants include:

- Nonprofit organizations
- Tribal government entities
- Public agencies
- Qualified mission-aligned organizations

Only one proposal per organization will be accepted.

2. SOLICITATION SCHEDULE: Following is the proposed schedule for the proposal and selection process:

Activity	**Date**
RFP Issuance	Monday, December 22, 2025
Questions Deadline	Friday, January 9, 2026, at 5:00 PM (PT)
Responses to Questions Posted	Wednesday, January 14, 2026
Submission Deadline	Friday, January 30, 2026, at 11:59 PM (PT)
Scoring Team Review	February 2–13, 2026
CHRO Board Final Award Decisions	Monday, February 23, 2026 (CHRO Meeting)
10-day Protest Period Ends	Monday, March 9, 2026
Grant Execution & Service Start	Target: within 30 days of Board approval

3. PROPOSAL FORMAT: Proposals must be submitted to COIC in electronic format via email to ****kbanner@coic.org****

MANDATORY SUBJECT LINE: CHRO Emergency RFP Submission – [Your Organization Name]

Format Requirements:

- Single PDF file (8.5” x 11”)
- Maximum 7 pages; 1 page per section (excluding mandatory attachments)
- Minimum 12-point font
- Single-spaced

Inquiries must be directed to COIC by e-mail: kbanner@coic.org

Faxed submissions will NOT be accepted.

COIC is not responsible for the proper identification and handling of any proposal not submitted in a timely manner.

Submissions received after 11:59 PM PT on January 30, 2026, will not be read or accepted.

All proposals become part of the public file for the project, without obligation to COIC. COIC reserves the right to reject any or all proposals in the public interest. Proposers responding to this RFP do so solely at their expense, and COIC is not responsible for any expenses associated with the preparation of the proposal.

4. PROPOSAL CONTENT (Maximum 6 Pages):

The proposal body must address the following sections in the order listed. Page limits apply only to the narrative sections (Sections 1-6). Attachments (A-F) do not have page limits and are excluded from the 6-page count.

Section 1: Organizational Profile & Financial Identifier (1 page maximum)

- Organization name, address, contact information, and primary contact person
- Organizational metrics: number of employees and volunteers
- Federal EIN / Non-Profit or Business Registry Number / Years in business
- Relevant professional accreditations or certifications
- Brief description of the organization's mission and experience serving homeless populations

Section 2: Statement of Urgent Need (1 page maximum)

- Clearly articulate the specific, urgent, and immediate need your proposal addresses
- Describe the project, target population, and how the program provides rapid, direct benefit
- Explain who is experiencing this need and why intervention is needed now
- Demonstrate immediate risk: What happens if funding is delayed? What services are at risk?
- Include relevant data or metrics demonstrating the scope of the need

Section 3: Implementation Plan & 30-Day Start Timeline (1 page maximum)

- Provide detailed outcomes and the timeline demonstrating ability to launch and expend funds immediately
- Show target operational start within 30 days of award
- Identify staffing, partnerships, and facilities already in place
- Explain any permits, agreements, or approvals already secured
- Clearly indicate what barriers (if any) might prevent 30-day launch and how you will address them

Section 4: Relevant Experience & Organizational Capacity (1 page maximum)

- Demonstrate relevant experience serving homeless individuals or families in Deschutes County

- List key staff, their qualifications, and relevant experience
- Show capacity to manage government funds and meet reporting requirements
- Describe experience with public engagement and community partnerships
- Provide evidence of organizational financial stability and sound fiscal controls

Section 5: Equity & Culturally Responsive Service (1 page maximum)

- Explain how your service model is culturally responsive or serving individuals who are disproportionately impacted
- Include data points or examples demonstrating deep connections to communities you serve
- Describe organizational practices, policies, and staffing that reflect commitment to equity and inclusion

Section 6: Budget Narrative & Justification (1 page maximum)

Applicants must complete **Attachment A – Budget & Policy Compliance Template** and provide a narrative explaining the figures included in the budget table. The narrative should address the following:

- What is your funding gap?
- Which services are at risk and would be supported by this funding?
- For what specific purposes will you use the funding?
- Provide a timeline showing how this funding represents short-term bridge support (typically 3–12 months).
- If you do not receive the full amount requested, explain how you would scale your budget to maintain service delivery.

Policy Compliance:

Applicants must complete the **Policy Compliance Checklist** included in **Attachment A** to confirm that their organization has the required policies in place.

5. MANDATORY ATTACHMENTS (Not included in 7-page limit):

Attachments (No Page Limit):

- Attachment A – Budget & Policy Compliance Template (3 pages)
- Attachment B – Organizational Eligibility and Signature Page (1 page)
- Attachment C – Financial Documentation Checklist (1 page)
- Attachment D – Non-Duplication of Benefit Certification (1 page)
- Attachment E – Quarterly Progress Report Template (1 page)
- Attachment F – Simplified Final Report Template (1 page)

6. ELIGIBILITY REQUIREMENTS: To be considered for funding, organizations must meet ALL of the following minimum requirements:

- Serve Deschutes County residents
- Demonstrated experience serving homeless or low-income individuals/families
- Able to maintain existing service within 30 days of award
- Strong fiscal controls and confidentiality policies
- Provide two most recent fiscal-year-end financial statements
- Confirm no duplication of funding for same project/service
- Registered to conduct business in the State of Oregon
- Willing to comply with all local, state, and federal requirements
- Committed to equitable and culturally responsive approaches
- Able to meet COIC contracting and insurance requirements

7. QUESTIONS:

7.1 Request for Clarification
Any applicant requiring clarification of any provision or specification of this RFP may submit a request for clarification to the Single Point of Contact via email: **kbanner@coic.org.**

Questions must be submitted by Friday, January 9, 2026, at 5:00 PM (PT).
To be considered, requests must be in writing and submitted via email only.

7.2 Response to Requests for Clarification
COIC will make reasonable efforts to promptly respond to properly submitted written requests for clarification. Responses to all questions will be emailed to all known prospective respondents and posted at www.coic.org by **Wednesday, January 14, 2026**.

COIC is not responsible for nor required to respond to requests for clarification not submitted in time to reasonably provide a response.

7.3 Modifications to Submissions
Submitted proposals may be modified in writing before the deadline. Modifications must clearly identify what is being changed or include a replacement page with a clear notation of which prior submission section is being replaced.

Email modifications to **kbanner@coic.org** with subject line: **MODIFICATION -- CHRO Emergency RFP -- [Your Organization Name]**

Proposals cannot be modified after 11:59 PM PT on January 30, 2026.

8. CHANGES IN SOLICITATION SPECIFICATIONS, REQUIREMENTS, OR TERMS: All specific service components, requirements, and criteria are defined in this Solicitation. COIC reserves the right to change, add, or delete service components and requirements, should COIC become aware of information during the Solicitation period that would affect the intent or goals of this procurement in such a manner that changes would be in the best interest of COIC. If COIC determines that changes to any specifications, requirements, and terms of the Solicitation are in the best interest of COIC, COIC will post notice of the changes, including the complete original language of the affected section, and the new language of the affected section, on the COIC website.

9. RESERVATION OF COIC RIGHTS: COIC reserves all rights regarding this Solicitation, including, without limitation, the right to:

a) Amend or cancel this Solicitation without liability if doing so is in the best interest of COIC;
b) Reject any and all Proposals upon finding that it is in the best interest of COIC to do so;
c) Waive any minor irregularity, informality, or non-conformance with the provisions or procedures of this Solicitation, and to seek clarification from the Proposer, if required;
d) Reject any Proposal that fails to substantially comply with all prescribed Solicitation procedures and requirements;
e) Amend any grants that are a result of this Solicitation, as permitted by applicable rule;
f) Engage other service providers by selection or procurement independent of this Solicitation process and/or any contracts/agreements under it;
g) Negotiate grant terms with the successful Proposer; or,
h) Request revisions of individual Proposals after their submission and before any award, for the purpose of obtaining the best offers.
i) **Interviews and Reference Checks (If Needed)**
   COIC may conduct reference checks and/or interviews with selected top-ranked proposers at its discretion. This process may be used to:
   a. Clarify proposal details,
   b. Verify organizational capacity and past performance, or
   c. Serve as a tiebreaker when proposals receive similar evaluation scores.

   Interviews may be conducted live (virtual or in-person). Reference checks and interviews are optional tools and do not guarantee funding nor does it change the competitive nature of the procurement process.

10. PROPOSAL WITHDRAWAL: A Proposal may be withdrawn in writing on the Proposer's letterhead signed by an authorized representative and received by COIC prior to the time and date set for Solicitation closing. A Proposal may also be withdrawn in person before the time and date set for Solicitation closing upon presentation of appropriate identification.

11. INTENT TO AWARD ANNOUNCEMENT: COIC shall provide written notice of its intent to grant a contract to all Proposers who have submitted a responsive Proposal by electronic mail, and a posted notice on the COIC website. Identification of the apparent successful Proposer is procedural only and creates no right of the named Proposer to receive a grant award.

12. INSURANCE REQUIREMENTS: The apparent successful Proposers shall provide proof of required insurance within thirty (30) calendar days of notification of intent to award. Failure to present the required documents within the thirty (30) calendar-day period may result in Proposal rejection. Proposers are encouraged to consult their insurance agent(s) about the insurance requirements prior to Proposal submission.

13. COST OF PREPARING AND SUBMITTING PROPOSALS: All costs incurred in preparing and submitting a Proposal shall be the responsibility of the Proposer and will not be reimbursed by COIC.

14. USE OF RECYCLED MATERIALS: Successful proposers shall use recyclable products to the maximum extent economically feasible in the performance of the services set forth in this document.

15. COMPLIANCE AND PUBLIC RECORDS: All proposals submitted become part of the public record and subject to disclosure under Oregon Public Records Law (ORS 192.311-192.478).

Applicants must clearly mark any information claimed to be exempt from disclosure (e.g., trade secrets, proprietary financial details) and specify the applicable exemption.

16. BUSINESS INCLUSION AND DIVERSITY: **Minority-owned, women-owned, and emerging small business enterprises are strongly encouraged to apply.**

Directory information is available from the Certification Office for Business Inclusion and Diversity (COBID):

- Website: http://www.oregon4biz.com/How-We-Can-Help/COBID/
- Phone: 503-986-0078

17. ACCESSIBILITY AND LANGUAGE ACCESS: COIC will accept applications in either ****English or Spanish.****

To request this RFP in an alternate format such as Braille, large print, audio, or accessible digital formats, contact:

Kimberly Banner
Email: kbanner@coic.org
Phone: (541) 548-8163

B. PROPOSAL EVALUATION AND AWARD

1. MINIMUM REQUIREMENTS: Evaluation of proposals will be based on compliance with the terms and conditions of the Request for Proposal.

2. EXCEPTIONS: Any deviation from proposal specifications, terms, and conditions may result in proposal rejection.

3. EVALUATION CRITERIA (100-Point Scoring Rubric): A Scoring Team comprised of COIC staff and community partners will review, score, and rank all eligible applications based on the following criteria:

Category	Max Points	Scoring Levels
Alignment to Urgent & Immediate Need	5	**0** -- Unsatisfactory: No clear articulation of need or urgency. **1-2** -- Some Deficiencies: Limited explanation of need or expected impact. **3** -- Satisfactory: Adequate explanation of need with clear target population and impact. **5** -- Exceptional: Excellent evidence of urgent, life-safety need; compelling case for why intervention is needed now; strong focus on unsheltered or highly vulnerable populations.
Rapid Readiness, Feasibility, and Outcomes	5	**0 --** Unsatisfactory: No realistic implementation plan; barriers not addressed. **1-2** -- Some Deficiencies: Implementation plan lacks detail; significant barriers remain unresolved. **3** -- Satisfactory: Realistic plan with a clear timeline for 30-day launch; staffing and facilities identified. **5** -- Exceptional: Detailed, feasible implementation plan;

		all barriers mitigated; minimal operational hurdles; staffing and partnerships secured.
Organizational Capacity & Partnerships	5	**0** -- Unsatisfactory: No demonstrated experience; cannot meet compliance requirements. **1-2** -- Some Deficiencies: Limited relevant experience; compliance capacity unclear. **3** -- Satisfactory: Demonstrated experience serving target population; stable staff; able to meet government reporting and contracting requirements. **5** -- Exceptional: Strong, documented experience; excellent staff qualifications and stability; proven ability to manage federal funds and meet all compliance requirements; strong partnerships.
Budget & Cost-Effectiveness	5	**0** -- Unsatisfactory: Budget lacks justification or contains significant overhead; no cost containment shown. **1-2** -- Some Deficiencies: Limited budget justification; questionable cost-effectiveness; may indicate CHRO funds are 76%+ of total project budget. **3** -- Satisfactory: Budget appropriate and cost-effective; demonstrates financial support from other sources (CHRO funds 26-75% of total). **5** -- Exceptional: Excellent justification; demonstrates strong cost containment; leverages multiple funding

		sources (CHRO funds 25% or less of total); well-managed overhead.
Equity & Culturally Responsive Approach	5	**0** -- Unsatisfactory: No demonstration of service to disproportionately impacted communities; mainstream service model only. **1-2** -- Some Deficiencies: New to culturally responsive engagement; early in process of inclusive service model. **3** -- Satisfactory: Clear connections to one or more culturally diverse communities; culturally specific services provided; open dialogue about role in serving communities of color and vulnerable populations. **5** -- Exceptional: Strong organizational data showing deep connections to communities disproportionately impacted; culturally responsive practices embedded in all operations; services address critical needs of priority populations.
Total Possible Points	25	

4. EVALUATION PROCESS:

1. E**ligibility Screening:** CHRO staff will confirm all submissions meet minimum requirements and are complete.
2. **Scoring Team Review:** Scoring team will review, score, and rank eligible proposals.
3. **Board Recommendations:** Scoring team will present findings and recommendations to the CHRO Board.
4. **Board Decision:** CHRO Board will make final funding decisions.
5. **Notification:** All applicants will be notified of funding decisions.

6. **Contract Negotiation:** Selected organizations will enter into funding agreements with COIC.

5. CHRO RIGHTS AND RESERVATIONS: The CHRO reserves the right to:

- Reject any or all proposals, or cancel this RFP at any time without liability
- Waive minor irregularities or omissions in proposals if in the best interest of CHRO
- Request clarification from applicants
- Negotiate final terms, including award amount and scope of work, with selected applicants
- Fund multiple organizations or partial funding amounts
- Engage other service providers independent of this RFP process
- This grant opportunity may result in multiple awards. Funding is not limited to a single organization; COIC/CHRO may award several applicants whose proposals best meet the evaluation criteria, available funding, and urgent community needs.

6. INVESTIGATION OF REFERENCES: COIC reserves the right to investigate the references and the past performance of any proposer with respect to the successful performance of similar services, compliance with specifications and contractual obligations, and its lawful payment of suppliers, subcontractors, and workers. COIC may postpone the award or execution of the grant after the announcement of the apparent successful proposer in order to complete its investigation.

Interviews (If Needed) COIC reserves the right to conduct interviews with top-ranked applicants if additional information is needed to support final award decisions. Interviews may be used to:

a. Clarify proposal content;
b. Differentiate between closely scored proposals; or
c. Serve as a tiebreaker when multiple applicants receive similar evaluation scores.

If interviews are required, COIC will notify selected finalists and schedule a live interview (virtual or in-person). Participation in an interview does not guarantee funding but may help the evaluation team narrow the final pool of qualified candidates

7. NOTICE OF INTENT TO AWARD: Subject to ORS 279A, 279B, 279C, and COIC Procurement Policy, COIC will provide a Notice of Intent to Award prior to the formal proposal award by written notice emailed to all proposers. It will also be posted on the COIC website. This shall serve as a notice to all proposers of COIC's intent to make the award to the most responsive proposer.

8. PROPOSAL RESULTS: Proposers may request tabulation of awarded proposals. Each request for the proposal tabulation must be written and must indicate the proposal name and the requestor's name and mailing address. Awarded proposal files are public records and available for review at COIC. Please refer to www.coic.org/public-records-request/ for instructions on how to make a public records request.

9. GRANT AGREEMENT AND REPORTING

Reporting Requirements:
Applicants approved for funding will be required to enter a contractual agreement with COIC that outlines grant obligations and reporting requirements. Grantees must submit quarterly progress reports and a final report.

Awardees are required to submit quarterly progress reports and a final report using the templates provided in **Attachments E and F** to ensure consistency and completeness.

Quarterly Progress Reports (Attachment E): Must include organizational information, award details, spending summary, project status, and individuals served.

Final Report (Attachment F): Must summarize total expenditures, accomplishments, and total individuals served. Any unspent funds must be reported and returned.

Reporting Schedule:

Report Year	Quarter	Period Covered	Due Date
2026	Q2	April 1 – June 30	July 15, 2026
2026	Q3	July 1 – September 30	October 15, 2026
2026	Q4	October 1 – December 31	January 15, 2027
2027	Q1	January 1 – March 31	April 15, 2027

Final Report: Upon project completion or by April 15, 2027 – **due within 30 days of completion**.

10. RECORD MAINTENANCE AND COMPLIANCE

- Grantee shall maintain accurate written records, including invoices, receipts, proof of payment, and all expenditure documentation for a minimum of ****six (6) years**** following the final expenditure
- Records are subject to inspection and audit by COIC and participating CHRO Cities and Counties at any time
- If litigation, claims, or audits are ongoing before the six-year period expires, records must be retained until resolution
- All records related to this agreement are subject to disclosure under Oregon Public Records Law unless exempt

QUESTIONS?
Contact:** Kimberly Banner
Email:** kbanner@coic.org
Phone:** (541) 548-8163

Deschutes County & Cities of Bend, La Pine, Redmond, and Sisters – Coordinated Houseless Response Office (CHRO)

*Administered by COIC**

Attachment A – Budget Template

RFP CED #26-01 – CHRO Urgent & Immediate Need Response Funding

Organization Information

- Organization Name: _____
- Project Title: _____
- Total Amount Requested: $ _____
- Project Period: From _____ to _____

Instructions

Complete and submit this template as Attachment A. This is mandatory for all proposals. Requested funding must be between $5,000 and $45,000.

- Include all personnel and non-personnel costs critical to maintaining services at risk due to funding loss.
- Include other committed or pending funding if applicable.
- Complete the funding gap questions below.
- Complete the policy compliance checklist at the end of this template.

Budget Table

Category	Description / Justification (How funds will be used)	CHRO Funds Requested	% of Total Request	Other Committed Funding (Source / Amount)	Other Pending Funding (Source / Amount)	Total Project Budget
Personnel	List all staff positions critical to the project (e.g., Case Manager, Shelter Staff)	$	%	$	$	$
Non-Personnel	Essential supplies, client assistance, program costs (e.g., food access, essential needs distribution)	$	%	$	$	$
Total CHRO Request		$	100%	$	$	$

Funding Gap / Justification

1. **Funding Gap / Services at Risk:** What specific services are at risk and would be supported by this funding?

   _____

   _____

2. **Specific Uses of Funding:** For what purposes will you use the funding?

   _____

   _____

3. **Timeline / Short-Term Bridge Support:** How does this request represent short-term support (typically 3–12 months)?

   _____

   _____

4. **Scaling Plan:** If you do not receive the full amount requested, explain how you would scale your budget to maintain service delivery.

   _____

   _____

Policy Compliance Checklist

Please indicate whether your organization has each of the following policies in place. Include brief notes if needed.

#	Policy Name	Policy in Place? (Y/N)	Notes / Explanation
1	Equal Access Policy	☐ Yes ☐ No	_____
2	Privacy Notification & Release of Information Policy	☐ Yes ☐ No	_____
3	Confidentiality & Cyber Security Policy	☐ Yes ☐ No	_____
4	Domestic Violence Shelter Confidentiality Policy	☐ Yes ☐ No	_____
5	Grievance & Appeals Policy	☐ Yes ☐ No	_____
6	Limited English Proficiency (LEP) Policy	☐ Yes ☐ No	_____
7	Conflict of Interest Policy	☐ Yes ☐ No	_____
8	Fraud & Internal Controls Policy	☐ Yes ☐ No	_____
9	Fiscal Controls Policy	☐ Yes ☐ No	_____

Certification

I certify that the information provided above is accurate and complete.

- Name / Title: _____
- Signature: _____
- Date: _____

Attachment B – Organizational Eligibility & Signature Page

Organization Name: _____
Address: _____
City / State / Zip: _____

Instructions*:*
This form must be signed by an authorized official of the organization to be considered valid.

Eligibility Certification:
I certify that the organization meets all eligibility requirements for this funding opportunity.

Requirement	Yes / No	Source in Proposal (e.g., Section 2, Page 3)
Serves Deschutes County residents		
Demonstrated experience serving homeless or low-income individuals/families		
Able to launch services within 30 days of award		
Strong fiscal controls and confidentiality policies		
Submitting two most recent fiscal-year-end financial statements (Attachment C)		
Confirms no duplication of funding for the same project/service (Attachment D)		
Registered to conduct business in the State of Oregon		
Willing to comply with all local, state, and federal requirements		
Committed to equitable and culturally responsive approaches		
Able to meet COIC contracting and insurance requirements		

I, the undersigned, certify that I am an authorized representative of the Applicant Organization and that the information contained in this proposal and all attachments is true and accurate to the best of my knowledge. I understand that failure to meet the eligibility requirements or comply with the RFP specifications may result in the rejection of this proposal.

Authorized Signature: _____

Name / Title: _____

Date: _____

Attachment C – Financial Documentation Checklist

RFP CED #26-01 – CHRO Urgent & Immediate Need Response Funding

Instructions*:*
Submit all applicable documents with your application. Incomplete documentation may delay or disqualify your application.

This checklist confirms the inclusion of all required financial documentation to demonstrate the organization's financial stability and capacity to manage government funds. This documentation is **mandatory** and will **not** count towards the 10-page proposal limit.

Document Required	Included (Check Box)	Notes (e.g., date of fiscal year end)
Financial Statements or Tax Returns for the last two fiscal years	☐	
Proof of Registration to conduct business in the State of Oregon	☐	
IRS Tax-Exempt Status Documentation (e.g., 501(c) determination letter) If applicable	☐	
Organizational Chart and/or Staffing Table (Optional but Recommended)	☐	

Special Circumstances:
If your organization is newly formed (less than 2 complete fiscal years), please provide:

- ✓ Financial statements for available periods
- ✓ Pro forma financial projections for the first 2 years
- ✓ Letter explaining organizational history and financial capacity

Attachment D – Non-Duplication of Benefit Certification

Organization Name: _____

Project / Program: _____

Instructions*:* This certification must be signed by an authorized official of the organization.

This certification is required to confirm that the funds requested through this RFP will not be used for services or projects already fully funded by other sources, adhering to the requirement for no duplication of benefit.

I, the undersigned, as an authorized representative of the above-named organization, hereby certify the following:

1. **No Existing Full Funding:** The services or project proposed for CHRO Urgent & Immediate Need Response Funding are **not** currently fully funded by any other federal, state, local, or private funding source.
2. **Addressing a Funding Gap:** The funds requested from the CHRO-administered HB 4123 are intended to:
    - Address a **critical, urgent funding gap** caused by recent or anticipated funding reductions (e.g., federal cuts, state reductions, ARPA conclusion, or anticipated philanthropic declines).
    - Provide **short-term, bridge support** (typically 3-12 months) until the organization can secure sustainable funding sources or adjust service levels.
3. **Non-Duplication of Benefit:** I certify that, to the best of my knowledge, the acceptance and use of these CHRO funds for the proposed project will **not** result in a duplication of benefit with any other funding the organization has received, is receiving, or is anticipated to receive for the exact same service or project purpose.
4. **Reporting:** I understand that as a grantee, our organization will be required to submit quarterly and final reports, which must include a list of all other funding sources received or expected for this program/project (funder name, amount, purpose) to demonstrate ongoing compliance with the non-duplication of benefit requirement.

False certification of non-duplication of benefit may result in the immediate termination of the contract and the requirement to return all funds received.

Authorized Signature: _____

Name / Title: _____

Date: _____

Attachment E – Quarterly Progress Report Template

RFP CED #26-01 – CHRO Urgent & Immediate Need Response Funding

Organization Information

- Organization Name: _____
- Contact Name & Email: _____
- Quarter/Period Covered: _____

Award Information

- Award Amount: _____
- Project Title / Purpose: _____

Spending Summary

- Amount Spent This Quarter: $_____
- Brief Description of What Funds Were Used For (1–3 sentences):

_____

_____

Progress Update

- Status (check one): ☐ Not Started ☐ In Progress ☐ Completed
- Brief update on activities this quarter (2–4 sentences):

_____

_____

Individuals Served

- Number of unduplicated individuals served this quarter: _____
- Priority Populations (optional – check all that apply):
  ☐ Unsheltered ☐ Youth ☐ Tribal ☐ Rural ☐ LGBTQIA2S+ ☐ Other: _____

Challenges or Successes (Optional)

_____

_____

Certification

I certify that the information provided in this report is accurate and complete.

- Name / Title: _____
- Signature: _____
- Date: _____

Attachment F – Final Report Template

RFP CED #26-01 – CHRO Urgent & Immediate Need Response Funding

Organization Information

- Organization Name: _____
- Contact Name & Email: _____
- Quarter/Period Covered: _____

Final Expenditure Summary

- Total Award Amount: _____
- Total Spent: _____
- Unspent Funds to Return: _____

Final Summary

- Final summary of what was accomplished (3–5 sentences):

  _____

  _____

- Total individuals served: _____

Certification

I certify that the information provided in this final report is accurate and complete.

- Name / Title: _____
- Signature: _____
- Date: _____