



# Statewide Shelter Program (SSP) Request for Applications

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

## **Background:**

UCAN serves as the Regional Coordinator for the Oregon Housing and Community Services (OHCS) Statewide Shelter Program (SSP) in Josephine and Douglas Counties. UCAN 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 Josephine and Douglas Counties

## **Application deadline:**

Applications must be submitted by 5:00 pm, June 30, 2026. Late or incomplete applications may not be reviewed unless given approval.

## **Application Sections**

- Application
- Narrative Questions
- Budget
- Scoring
- Supporting Documents

## **Questions: For questions regarding this RFA, please contact:**

Allison Spohn (UCAN Data and Reporting Manager)

Allison.spohn@ucanap.org

(541) 956-4060

## **Submission Instructions:**

Email completed applications and all required attachments to Allison Spohn @  
allison.spohn@ucanap.org

## **Funding Availability**

This funding is provided through the State of Oregon general funds and is passed through UCAN 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.

Funding is available for Shelter Operations and Housing Focused Activities under this RFA. UCAN 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 Josephine and Douglas 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

### **Solicitation Schedule:**

*\*Please note that this is subject to change \**

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

Application Submission Deadline **June 30, 2026**

Application Review and Risk Scoring Period **June 30 – July 15, 2026**

Funding Recommendations Finalized – **July 17, 2026**

Award Notifications Issued – **July 27, 2026**

Appeals Period: **July 27–31, 2026**

Contract Negotiation and Execution **July 27 - July 31, 2026**

Contract Start / Funding Begins (July 1, 2026, if needed) **August 1, 2026**

### **Review and Award Process:**

An evaluation of applications submitted will be completed and then scored and ranked and given a risk assessment to determine who fit the criteria for the funds. Some of the applications according to the evaluation criteria outlined in the application. UCAN may contact applicants during the review process to request additional clarification or documentation related to their RFA



**Subrecipient SSP Application**  
**Due: June 30, 2026 @ 5:00pm**

**Organization Information**

[Redacted]

Legal Name of Organization

[Redacted]

DBA (if applicable)

[Redacted]

Entity Type (nonprofit, local government, etc.)

[Redacted]

Executive Director / Authorized Official

[Redacted]

UEID (if applicable)

[Redacted]

Physical Address

[Redacted]

City

[Redacted]

State

[Redacted]

Zip Code

[Redacted]

Mailing Address (if different from above)

[Redacted]

City

[Redacted]

State

[Redacted]

Zip Code

[Redacted]

Primary Contact

[Redacted]

Title

[Redacted]

Email Address

[Redacted]

Phone

**Prior Award Experience**

Does the organization have prior experience working with UCAN? If yes, since when?

[Redacted]

Does the organization have prior experience working with state funding? If yes, please list state funding received in the last three (3) years

[Redacted]

Does the organization have prior experience working with federal funding? If yes, please list federal funding received in the last three (3) years

[Redacted]

Did your organization spend more than \$1,000,000 in federal grant funds last fiscal year? If yes, was an audit performed in accordance with 2 CFR 200, Subpart F – Audit Requirements?\*

[Redacted]

Is your organization currently undergoing any open governmental inquiries, investigations, or enforcement actions? Please identify the entity and type of inquiry, investigation, or enforcement that is currently open?

[Redacted]

## Financial and Accounting Systems

[Redacted]

CFO (or other financial/ accounting lead)

[Redacted]

When did this person assume their role?

Does the organization maintain procedures to ensure the physical security of equipment, inventories, cash, and other assets? [Redacted]

Does the organization have a written retention and destruction policy? [Redacted]

Does your organization maintain audited financial statements? [Redacted]

If yes, when was the last financial statement audit conducted? [Redacted]

If no, are unaudited financial statements prepared in accordance with Generally Accepted Accounting Principles? [Redacted]

Does the organization have dedicated finance and accounting personnel?

- Options:
- Yes = we have dedicated internal staff
  - No = we outsource our accounting to a third party or contractor
  - No = we do not have anyone dedicated to this task

Does the organization have employees trained in Uniform Grant Guidance or Generally Accepted Accounting Principles(GAAP) If yes, please list the name and job title of the person(s) and date of the training(s). [Redacted]

What financial and/or accounting system does your organization use for recordkeeping?

[Redacted]

When was the current accounting system implemented?

Does the accounting system track expenses by cost category?

Does the accounting system track expenses by location?

Does the system use a cash-based or an accrual-based method of accounting?

**Documentation of Personal Expenses:**

Does the organization maintain payroll records?

Does the organization maintain an updated employee roster with names and job titles?

Does the organization maintain a time and effort recordkeeping system?

**Recordkeeping for Non-recurring Expenses**

Do you maintain receipts for non-recurring expenses?

Does your accounting system assign non-recurring expenses to a cost category?

Does your organization have a policy of authorization procedure for non-recurring expenses?

Does your organization use company credit cards? If yes, does your organization have a credit card policy?

Does your organization issue gift cards? If yes, does your organization have a gift card policy?

Does your organization file 990 or 990 EZ?

Has your organization completed an audit or financial review in the past three years?

Have you had any government agencies (Inspector General, State or local government auditors, etc.) perform any audits, examinations, or monitoring of your organization in the past two years?

**Culture, Belonging, Outreach and Engagement Policies and Procedures:**

Does your organization currently have policies in place to promote culture and belonging during the hiring process?

Do employees of your organization participate in trainings regarding non-discrimination and/or culture, belonging outreach, and engagement?

Does your organization currently serve diverse populations and/or make efforts to ensure all populations have equal access to services?

**Project Summary**

County Served [redacted] Douglas [redacted] Josephine [redacted]

**SSP Project Type(s)**

**Shelter Operations:**

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

**STEPS Operations:**

- Basic Free-Standing Structure Program
- Vehicular Camping

**Housing-Focused Activities**

**Street Outreach**

**Capacity and Operations**

Site / Project Name: [redacted]

Physical Location (city): [redacted] Shelter Type: [redacted]

Low-Barrier (Yes/No): [redacted] Current Bed Capacity [redacted]

Proposed % of Current Capacity to be SSP-Funded: [redacted]

Operating Schedule (days/times; seasonal): [redacted]

Do you have a priority for a specific population? [redacted]

## Scored Narrative Questions

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

### Narrative Questions

#### **Project Design & SSP Alignment (30 points):**

Describe the proposed 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.

#### **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.

#### **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).

#### **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.

#### **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.

## 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. UCAN will execute Subaward Agreements with fixed award amounts; reimbursement will be based on allowable costs and documentation as defined in the Subaward Agreement. *(UCAN will confirm allowability and caps during award negotiation.)*

SSP Budget Categories	Amount Requested	Brief description of what funds will cover
Shelter Operations		
STEPS Operations		
Housing-Focused Activities		
Administrative Costs (10% of total award)		
<b>Total Amount Requested</b>		

## Scoring and Evaluation

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

Scored Area	Points	What UCAN will look for (summary)
<b>Project Design &amp; SSP Alignment</b>	20	Clear description of SSP-funded activities; alignment with allowable costs; strong low-barrier approach (where applicable); feasible operations plan.
<b>Capacity, Bed/space Impact &amp; “no net loss” support</b>	20	Maintains and/or increases safe shelter capacity; realistic staffing and facility plan; clear current vs. proposed SSP-funded capacity.
<b>Housing Outcomes Approach</b>	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).
<b>Readiness, Fiscal Systems &amp; Budget Reasonableness</b>	20	Complete, reasonable budget by category; ability to operate on reimbursement; internal controls and basic grant management capacity.
<b>Data Capacity &amp; Reporting</b>	10	HMIS project setup readiness; plan for timely, accurate data entry; staff capacity and data quality practices.
<b>Risk Assessment</b>	10	UCAN will score your risk with a RISK Assessment

**Total** **100**

**Documents Needed:**

- Completed IRS Form W-9, Must be the most current revision from the IRS (March 2024) and be dated for the current calendar year.
- Copy of the most recent internally prepared financial statements. *End date of statements should be no older than most recent quarter.*
- Copy of current year budget. Budget must be applicable to new funding you are applying for. *Unapproved/draft copies are acceptable if board approval is still pending at time of application.*
- Copies of the prior three years' Forms 990 or 990 EZ including all supporting schedules and attachments (also Form 990-T if applicable); Returning applicants should provide most recent year(s) not previously provided. If N/A, explain:
- Copies of the prior three years' audit reports and management letters received from an independent auditor (including all reports associated with audits performed in accordance with 2 CFR Part 200.500-521, if applicable); Returning applicants should provide most recent year(s) not previously provided. If N/A, explain:
- Copies of reports of government agencies (Inspector General, State or local government auditors, etc.) resulting from audits, examinations, or monitoring procedures performed in the last three years, if applicable. *If N/A, explain*
- Articles of Incorporation
- Bylaws or governing documents and Board Makeup

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 Contract with UCAN and compliance with SSP requirements.

  
**Authorized Representative** (print name)

  
**Signature**

  
**Title**

  
**Date**

*Thank You for taking the time to fill out this application*