

Application Instructions

2024-2025



About Us:

The Homeless Response Office was created through an intergovernmental agreement between Coos County and the Cities of Coos Bay and North Bend. This pilot program sponsored by Oregon State House Bill 4123 has a goal to support a coordinated response to homelessness. The pilot program includes funding and resources to support and grow existing homelessness response operations.

Our vision is a community where everyone has the opportunity to live in decent, safe, and affordable housing regardless of zip code, race, and family income.

The goal of this office is to collaborate with local service providers to establish a framework for cross-sector operational coordination, to support county wide efforts and support cities and service providers with the ultimate goal to sustain housing in every community. In order to best use scarce resources the Community must understand the scope of the problem, evaluate the outcomes of our investment, evaluate progress and demonstrate accountability.

Homeless Response Office Funding:

One way that we work to fulfill our vision is by investing dollars we receive through Oregon Housing and Community Services, as well as state and federal grants. We support collaborative and innovative local projects designed to fill gaps in services, reduce barriers and inequities, and improve the housing system to create better outcomes for individuals and families.

To be eligible for funding, applications must impact those experiencing homelessness or housing insecurity in Coos County. Applications are stronger if they serve priority populations.

HB5019 Funds

Funding for HB5019 dollars are allocated through subcontracts with community partners. The agency responsible for signing the contract and ensuring the contracting requirements are met is called the "Sub-Recipient". Costs and expenses are paid through a reimbursement process. To receive reimbursement, the Sub-Recipient must complete a program progress report and a reimbursement request with supporting documentation on a monthly or quarterly basis.

Areas of focus for HB5019 Funds are:

- Increase Shelter Bed Capacity
- Rapid Rehousing for those experiencing homelessness or are precariously housed

Application Instructions 2024-2025

How to Apply:

To apply for HB5019 Funds, please complete the attached Application for Funds. Completed applications should be submitted to HomelessResponseinfo@co.coos.or.us Only electronic, typed applications will be accepted. Please let us know if you require other accommodations. Applications will be reviewed by a team including community partners and staff. The Homeless Response Office Advisory Board is responsible for the final approval of all funding which is awarded through this office.

HB5019 Funds are allocated from multiple funding streams, all of which have different eligibility requirements (further details on requirements are available upon request). We may ask for additional information or request that applicants make adjustments to their scope of work in order to meet the requirements of the available funds.

Budget Detail

Expenditure Category Definitions:

Personnel - Salary: Salary/Wages of employees for this project

Personnel - Fringe: Cost of benefits paid by employer for employees providing program (insurance, SSI, taxes, etc.) Salary and Fringe may be combined into a single budget category.

Professional Development: Costs associated with professional development activities for program staff. (Conference registration, trainer fees, etc.)

Landlord Engagement: Cost of materials, activities, or events specifically focused on engaging landlords in the community to educate them about rapid rehousing programs in the area and what it can mean to their tenants. This can include expenses such as outreach, food, child care, transportation, and/or translation.

Supplies and Materials: Cost of supplies and materials in support of program staff and activities (including training curriculum, training supplies, etc.)

Sub-Contracts: Cost of contracts issued to service providers for programs delivered to families and children.

Travel: Cost of in-state travel for employees. Includes mileage reimbursement, airfare, hotels, etc.)

Application Instructions 2024-25

Insurance Requirements:

Before commencing the performance of contracted services, Subrecipient shall procure at its own expense and always maintain in force for the duration of the contract, plus at least three years following the date of final payment, the following insurances:

Workers Comp	As Defined by ORS 656.027
Commercial General Liability	\$1,000,000 (Per Occurrence) \$2,000,000 (Annual Aggregate)
Automobile Liability	Non Transporting 1,000,000 Combined Single Limit <input type="checkbox"/> Commercial Insurance with Non-owned Auto Additional Insured Required <input type="checkbox"/> Personal Insurance with Business Endorsement with Non-owned Auto on General Liability with Additional Insured Requirement Waived Transporting 1-9 Children 2,000,000 Combined Single Limit Transporting 10 + Children 5,000,000 Combined Single Limit
Professional Liability (Required if subcontractor has licensed professionals as employees)	\$1,000,000 (Per Occurrence) \$2,000,000 (Annual Aggregate)
Physical Abuse & Sexual Molestation (Required if subcontractor has any kind of custodial care over children)	*\$1,000,000 (Per Occurrence) \$2,000,000 (Annual Aggregate)

No later than fifteen (15) days after signing the Subcontract, Subrecipient shall provide the Homeless Response Office appropriate certificates, endorsements, and copies of its policies to demonstrate that the above insurance is in force.