



City of Grants Pass

Addressing Homelessness Grant Program

Issuance Date: September 5, 2025

Application Deadline: October 9, 2025, by 4:00 p.m. Pacific Time (PT)

For questions about the funding opportunity or application process, please contact:

Karen Frerk, City Recorder
kfrerk@grantspassoregon.gov

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1. Program Description

A. Background

The City of Grants Pass, Oregon ("City"), has been a focal point for the homelessness crisis in the United States. For years the City has been working through injunctions preventing the enforcement of City laws regarding the use of City property by persons experiencing homelessness. Oregon law requires that any city that "regulates the acts of sitting, lying, sleeping or keeping warm and dry outdoors on public property that is open to the public must be objectively reasonable as to time, place and manner with regards to persons experiencing homelessness." ORS § 195.530(2). In recent years, Grants Pass has seen an influx of homeless individuals and has been required by the court to provide places for them to be with limited restrictions. As a result, the City is expending significant funds to provide locations and sanitation, while experiencing adverse effects such as increased crime and an inability to address the substance use and mental health issues of the homeless population.

B. Purpose

The City is offering this grant program to explore options that will alleviate the need for the City to allow persons experiencing homelessness to remain on public property overnight.

The City is expecting proposals would be for one or more managed resting sites for homeless individuals with low barriers. Alternative proposals will be considered if they demonstrate a capacity to minimize or alleviate the burden of using public property for homeless individuals to rest. At a minimum, the City's obligation is to provide capacity for 150 individuals in a manner that is compliant with ADA requirements and all local, state, and federal laws and regulations. Proposals should describe the assistance that will be provided to move homeless individuals to transitional and/or permanent housing, for addiction recovery, mental health, and employment.

2. Key Dates

Issuance Date	September 5, 2025
Questions and Solicitation Protests	October 2, 2025 by 12:00 noon.
Application Deadline and Proposal Opening	October 9, 2025 at 4:00 p.m.
Applicant Interviews and Final Scoring	October 20, 2025*
Contract Preparation	October 27, 2025*
Intent to Award Consideration	November 5, 2025*
Expiration of Protest Period	November 12, 2025*
Execution of Final Grant Agreement	November 14, 2025*

Project Fully Operational

May 15, 2026*

** Dates are approximate and subject to change at the City's discretion*

3. Award Information & Overview

A. Minimum/Maximum Award

There is no minimum amount for this award. The City anticipates awards totaling not more than \$1,200,000.00. The City may reduce grant award amounts at its discretion in order to ensure that the City's needs are best met. The City may award funding to one or more applicants that best meet the City's needs.

B. Applicant Eligibility

Eligible applicants include non-profit organizations, community organizations, businesses, individuals, or other entities other than governmental entities. Local government entities may be a partner/collaborator, but not the applicant.

C. Proposals Open for Public Inspection

Once proposals have been opened and distributed to City Council members, the proposals will be considered open for public inspection, unless otherwise exempt from public inspection by ORS 192.345, 192.355, or other legal exemption, or as otherwise provided herein. The City will place any documentation regarding future property acquisition and visual representation of site plans in a confidential section that will not be available for public inspection until Council consideration of intent to award for a selected applicant's proposal, and until Notice of Intent to Award Contract has been issued, unless otherwise prohibited by law. Specific information relating to any property parcel size, location, or owner will be redacted from any other written records available for public inspection. The Mayor, City Council Members, and City staff will receive unredacted information and confidential materials. While efforts to keep certain information confidential will be made, given the nature of the proposals and likely discussions during interviews, the specific property may otherwise be obvious.

D. Project Requirements

Any proposed homeless shelter and services must be located inside the Grants Pass Urban Growth Boundary. Projects must be fully operational within six (6) months of execution of the Grant Agreement. Projects that can reasonably be fully operational on a shorter timeline will be scored higher.

To be considered fully operational, shelter services must be managed 24/7 with low-barrier capacity of 150, with ADA accessibility requirements met. "Low-barrier" shelter can have rules to address sanitation, conduct, and safety, but may not require criminal background checks, credit checks/income verification, program participation, sobriety, or identification to enter the shelter. Shelters that will accommodate couples, pets, or other unique situations are preferred.

Shelters must provide or facilitate the provision of optional programming, such as housing assistance, substance abuse treatment, addiction recovery, mental health services, employment services, etc.

Proposals must identify the zoning of any proposed location and demonstrate consistency with allowed uses. Applicants that do not have possession and control of the location at the time of application must include signed documentation from the landowner that the property will be transferred, including the terms of such transfer and acknowledging that the documentation will be made public as provided in Section 3.C., or as required by law. Proposals must describe clear pathway to obtaining necessary approvals, permits, and/or variances. In addition, shelter sites must take into consideration:

1. Reasonable separation from socially sensitive areas, such as public and private schools (including preschools), daycares, youth-serving organizations, playgrounds or parks primarily intended for children, the central business district, and/or residential neighborhoods.
2. Reasonable access to support services such as food access (groceries, food pantries, etc.), public transportation, medical care, mental health or recovery providers, and/or workforce development or employment centers.
3. Avoiding environmentally sensitive areas, such as flood hazard zones, protected habitats, contaminated properties, and/or other environmentally sensitive lands, without reasonable protection and/or remediation plans.

E. Disqualifying Factors

1. Risk Review

Applicants may be disqualified if there are significant concerns regarding past or current funding, audits, reporting, prior performance, and/or other risk considerations. If not disqualified, applicants designated high-risk may have additional conditions to meet for their award.

2. Unallowable Costs

Applications may be disqualified if funding is sought for unallowed costs, as described in Section 3.D. If not disqualified, applicants may have unallowed costs removed from their budget or award or additional conditions required.

3. Failure to Meet Program Requirements

Applications that do not meet program requirements identified in Section 3.D may will be disqualified.

4. Missing Application Components

Applications that do not include all required components identified in Section 4 shall be disqualified.

5. Unacceptable Location

A location where the project cannot be sited given applicable code requirements will be disqualified.

6. Missing Application Deadlines

Applications received after the **application deadline at 4:00 p.m. PT on Thursday, October 9, 2025**, shall be disqualified.

7. Improper Communication

Applicants that engage in improper communication with the decision-maker or staff shall be disqualified. Improper communication includes attempts to influence review of proposals in any way, or as otherwise described in Section 5.F, below.

F. Allowed/Unallowed Costs

1. Allowed Costs

Funding may be granted for all or a portion of relevant capital expenditure(s). Capital expenditures are acquisition, upgrade, and/or immediate maintenance of physical assets, such as real property, buildings, infrastructure, technology, and/or equipment.

2. Unallowed Costs

Funding may not be granted or used for ongoing operations or the provision of goods or services. Examples of unallowed costs include, but are not limited to:

- Personnel wages or benefits
- Food or beverages
- Utility bills
- Direct services
- Direct support
- Research
- Marketing
- Community outreach or engagement activities
- Prevention activities

G. Cost Sharing, Matching, or Leveraging

Applicants are not required to do cost sharing, mandatory matching, or leveraging. City funding may not be used to supplant existing funding sources. Applicants will be required to demonstrate capacity for ongoing provision of services and are encouraged to leverage other funding sources for operating costs, supportive services, and capital costs beyond award amount.

H. Award Distribution

The distribution method for an award will depend on the type of expenses for which funding is granted, and is at the discretion of the City. Distribution may be a one-time provision of funds or provided at intervals based on time period or milestones. Distribution of granted funds shall generally be as a reimbursement, based on documented allowed expenditures. However, the City shall have the discretion to provide granted funds in advance, under terms and conditions that ensure funding is used for the allowed purpose.

I. Program Cancellation/Delay; Proposal Rejection

The City reserves the right to cancel/suspend/delay this program and/or reject all proposals in whole or in part when it is in the City's best interest to do so, in accordance with ORS 279B.100.

8. Application Contents and Submission

A. Questions Regarding Program or Application

Questions regarding the Addressing Homelessness Grant Program or the application process, or protests of this solicitation pursuant to ORS 279B.405, can be emailed to kfrerk@grantspassoregon.gov and must be received by no later than noon on October 2, 2025. Written responses to questions will be added as Appendix F to the Program packet and posted on the City's website at <https://grantspassoregon.gov/bids.aspx> by the end of the day October 2, 2025.

Individuals that would like to receive updates as question responses are posted should notify kfrerk@grantspassoregon.gov to be added to an email distribution list.

B. Submission Process

Applications should be submitted as a single package with all required documents included. The City will not contact applicants if any documents are missing.

Applications must be submitted in hard copy or on a flash drive by mail or in person. Hard copy applications should have all application materials in a single sealed envelope.

Mailed/deliver to: City Recorder, 101 NW A Street, Grants Pass, OR 97526

Submitted application must be received no later than 4:00 p.m. PT on October 9, 2025. Applications received after that deadline shall be disqualified.

C. Formatting & Technical Requirements

All written documents submitted must comply with the following formatting requirements:

- Single-spaced text, with not more than 12-point spacing between paragraphs
- 8 ½ x 11-inch pages (portrait format)
- 1-inch margins
- Arial font, at least 12-point, except for footnotes, which may be 9-point
- Page numbers
- The Narrative should not exceed 14 pages
- Documents must be in either of the following formats: Microsoft Word (.docx), PDF (.pdf), and/or Microsoft Excel (.xlsx).

D. Applicant Cover Sheet

Applicants must submit the applicant cover sheet form found in Appendix A, to provide basic information about the applicant, point of contact information, a brief summary of the proposed project, an oath that all representations in application materials, provided to Council during an interview, or otherwise publicly made regarding the project are true and correct, and an acknowledgment that all application materials will become public upon submission except as provided in Section 3.C. The Cover Sheet is not scored but provides a summary of the proposal.

E. Narrative

Applicants must submit a proposal narrative (65 points) describing the entire project to provide services to the Grants Pass homeless population, not just the portion of the project for which grant funding would be used. The Narrative may be submitted using the form found in Appendix B, or a document meeting the Formatting & Technical Requirements above that includes the section headers and question/item text for all narrative components. The application must provide a clear link between the capital expenses for which funding is requested, services to be provided to homeless individuals, and the goals identified in the Purpose section, above. The Narrative may include activities listed as unallowable costs, and should if those are part of the project as a whole, but those costs should not be included in the budget of funds requested.

1. Project Need (5 points; maximum 2 pages)

- a. Describe the problem faced by the City of Grants Pass, including data demonstrating the size and scope of homelessness within the City. (1 point)
- b. Describe the barriers to accessing safe shelter faced by homeless individuals in Grants Pass. (2 points)
- c. Describe how the proposal will address one or more of the city's needs within the purpose of this grant opportunity. (2 points)

2. Site (30 points; maximum 6 pages)

- a. Describe the location of the proposed shelter, including its zoning and how the proposal is consistent with allowed uses. Indicate if applicant owns the property, or attach documentation from landowner indicating intent to transfer possession/control. (5 points)
- b. Describe the preliminary site plan and provide a visual representation identifying areas for housing units, communal areas, access points, amenities (showers, restrooms, laundry, kitchen, services, pet, etc.), parking, and ADA accessibility measures. The visual representation may be an attachment of up to three pages and will not count toward maximum page count for this section. (6 points)
- c. Identify and describe approvals, permits, and/or variances required, the process by which ~~and how~~ those will be obtained, and an explanation of how ~~(including demonstrating that~~ the project would satisfy all applicable codes, including, but not limited to the Development Code, Fire Code, Transitional Housing Code, etc. (6 points)
- d. Provide a timeline for implementation, including when necessary approvals can be obtained and when the project will begin accepting homeless individuals and meet all Project Requirements (Section 3.C.), if funds were available on November 14, 2025. (5 points)
- e. Describe how the shelter site takes into consideration the need for reasonable separation from socially sensitive areas and how the applicant will work with the community surrounding the project location to minimize adverse community impacts. (6 points)
- f. Describe how the shelter site will avoid or protect environmentally sensitive areas. (2 points)

3. Activities & Operations (30 points; maximum 6 pages)

- a. Describe the amenities that will be available to homeless individuals for living, sleeping, and sanitation, including total capacity, whether there will be limitations on length of stay, and how the site will be managed. (5 points)
- b. Describe support services to be provide by the applicant and/or Memorandum of Understanding (“MOU”) partner(s) and whether services will be mandatory. Identify specific MOU partner(s) that will provide specific services. (5 points)
- c. Describe any rules, policies, procedures or other criteria a homeless individual must meet in order to have a place to stay or receive services. (3 points)
- d. Describe what a typical track for an individual would be expected to look like, from initial arrival to transition from program. (2 points)

- e. Describe how the proposed project will ensure compliance with federal and state nondiscrimination laws and provide accessibility for those with disabilities. (4 points)
- f. Describe how the entire project will initially be funded (all costs, such as staffing and programming, not just the capital expenses requested with this grant application), including all sources of funding, amounts (if available), and whether funds are one-time or ongoing. (4 points)
- g. Describe the project's plan for continuation of operations for at least 5 years, including funding sources. (4 points)
- h. Describe how homeless individuals participating in the program will have reasonable access and/or transportation to support services. (3 points)

4. Outputs (5 points; maximum 2 pages)

- a. Describe how this project will differ from existing services or amenities in the community. (3 points)
- b. Describe how data will be collected to demonstrate effectiveness, including (2 points):
 - Number of homeless individuals entering site.
 - Daily count of individuals staying at site.
 - Number of homeless individuals who decline to enter site, and the reason for their decision.
 - Number of homeless individuals who voluntarily leave the site, and the reason for their decision.
 - Number of homeless individuals who are involuntarily discharged from the site, and the reason for the site's decision.
 - Length of stay of individuals at site.
 - Number of individuals who re-enter site after leaving, and number of re-entries per individual.
 - Number of homeless individuals participating in services.
 - Number of homeless individuals declining services, and the reason for their decision.
 - Number of homeless individuals transferred to transitional or stable housing.
 - Any other data that would demonstrate an effective solution.

F. Budget and Budget Narrative

Applicants must include a detailed budget and budget narrative (10 points). The budget should be limited to specific capital expenditures for which grant funding

is sought. Capital expenditures should be reasonable and necessary, based on the resources needed to implement the proposed project. The budget should not include any unallowable costs. Line items may be revised post-award, with City review and approval.

The budget must:

1. Provide the total amount of funds requested. (1 point)
2. Provide line-item descriptions for each expense for which grant funds are sought. Describe each line item requested in the budget and explain all costs included in the budget, including how costs are determined and how they link to project activities and objectives. (7 points)
3. Identify accessibility funds. Specifically identify any funding requested to address the needs of people with disabilities or who are deaf/hard of hearing. (2 points)

G. Memorandum of Understanding (MOU)

A collaborative MOU document is an agreement made among all the identified project partners and the lead applicant. The purpose of the collaborative MOU agreement is to inform all partners of each other's roles, responsibilities, and compensation (if any). If there are no project partners beyond the applicant, the applicant should substitute a letter indicating that applicant will be providing all services. Applicant's Letter of Experience and Narrative responses should demonstrate applicant's capacity to provide services on its own. The MOU is a scored component (10 points).

1. MOU Requirements

- A single document that demonstrates that all partners/collaborators are aware of each other and the proposed services each partner intends to provide. All partner names and signature lines should be listed in a single document. If necessary, the MOU can include multiple signature pages as long as each page includes the names and titles of all signatories to the MOU.
- Signed and currently dated by the Authorized Representative of each proposed partner organization during the development of the application. Currently dated is defined as a date between the Issuance Date and the Application Deadline. Electronic signatures may be utilized if all parties to the MOU agree to sign the document electronically and the system used to capture the signature keeps a record including the date the signature was captured, that can be provided upon request.
- The MOU must include responses to all questions/items outlined below.
- The completed document can be uploaded as a Word or PDF document. Applicants may use the sample MOU in Appendix C.

2. MOU Contents

1. List the name of each partnering organization and identify the key staff. (2 points)
2. Provide a brief history of the collaborative relationship among all parties to the MOU, including each partner's participation in developing the application. (2 points)
3. Describe the activities that the lead applicant and each partner will assume to ensure the success of the proposed project. (2 points)
4. Describe the lead applicant's role in managing the partnership(s), including (2 points):
 - a. Lead applicant reporting responsibilities
 - b. How the lead applicant will perform regular evaluations of the partnership to monitor participation and performance.
5. Describe the reasonably anticipated outcomes resulting from the partnership. (2 points)

H. Letter of Experience

All applications must include a Letter of Experience (LOE) (10 points). The LOE must describe the applicant's (not partner/collaborator) history of effective interventions with homeless populations, or other experience that can be viewed as analogous when determining the likelihood of success for the proposed project.

1. LOE Requirements

- Limit of three pages. Additional pages will not be reviewed.
- Written and signed by the applicant.
- Must be currently dated. Currently dated is defined as a date between the Issuance Date and the Application Deadline.
- The LOE must contain responses to all questions. Applicants may format the LOE as a numbered list with questions/items and answers. Applicants may use the sample LOE at Appendix D.

2. LOE Content

1. Describe how the applicant's primary purpose includes interventions with homeless populations. (1 point)
2. Describe the applicant's history of effective interventions with homeless populations, including the number of years the applicant has been doing so. (3 points)
3. List and describe any direct services the applicant currently provides to homeless populations. (2 points)

4. Describe the expertise of the applicant's key staff in effective interventions with homeless populations. (2 points)
5. Identify a partner/collaborator that has a history of effective work with homeless populations and describe that history, including the number of years of providing services to homeless populations. (2 points)

I. References

Applicants must identify three references that can provide information regarding the applicant's success in providing services to homeless individuals, ideally including a government entity such as a City, County, or District, and at least one partner service provider.

J. Risk Evaluation

Applicants must submit a Risk Assessment questionnaire. Applicants must provide answers to all questions in the risk assessment. The response may be submitted using the form in Appendix E, or by including each question and its answer in a Word document or PDF.

The Risk Assessment is not a scored component, but may be used to disqualify applicants or require special conditions for high-risk recipients, including, but not limited to, increased monitoring and/or prohibitions on drawing down funds until certain requirements are met.

The City considers a variety of factors in completing a risk assessment, including financial capability and/or stability of the applicant organization, quality of the organization's management and financial systems, history of past performance, and results of audits and/or reports.

Failure to provide the Risk Assessment, or to respond to follow-up questions from the City regarding this information in a timely manner, could result in the application being removed from consideration or a delay in access to funds.

9. Selection & Award

A. Process Overview

After the application deadline has passed, all submitted applications will be opened, reviewed, and scored by the City Council. Information provided by an applicant (or representative of applicant) that is not part of the initial application, interview, or otherwise explicitly requested by the City as described in Section 5.F will not be accepted, distributed, or considered and will be deemed improper communication. The scoring sheet is provided at Appendix G. The average scores for applications shall be used to rank the applications.

B. Review Criteria

Applications must include ALL of the following components to be considered for funding. The City of Grants Pass will not contact applicants for missing items.

Application Component	Points Possible
Cover Sheet	
Narrative	
1. Project Need	5
2. Site	30
3. Activities & Operations	30
4. Outputs	5
Budget/Budget Narrative	10
Memorandum of Understanding	10
Letter of Experience	10
References	
Risk Evaluation	
Property Documentation (if applicable)	
TOTAL	100

C. Proposal Opening & Proposal Review Period

At 4:00 p.m. on October 9, 2025, all proposals received shall be opened in the City Manager Conference Room at City Hall. Proposals shall be distributed to the City Council, Mayor, and relevant City staff. City staff shall review and comment regarding location and project compliance with relevant code. Staff will not guarantee a project would receive approvals, but will identify areas that may prevent approval or if project could not be approved. Staff will also contact all applicant references and provide a summary of comments received. City Council members will complete an initial score of applications during the proposal review period.

D. Applicant Interviews and Final Scoring

Applicants will be scheduled for an interview with the City Council on October 20, 2025, or as otherwise determined by the Council. Immediately following the interviews, the City Council shall discuss the proposals and update their scoring sheets with final scores. The highest average final score that meets all program requirements and has not been disqualified will move forward to the negotiation period, unless the City cancels or otherwise revises this RFP as allowed by State law.

E. Contract Preparation Period

During the contract preparation period a draft Grant Agreement will be discussed, prepared, and provided to the selected applicant for their approval or revision discussions. A sample Grant Agreement containing terms that are not specific to an individual project is provided at Appendix H. Individualized Grant Agreements will include additional project- and applicant-specific provisions and may include

revised or additional terms. Grant Agreements will include provisions that ensure protection of the City's investment. Receipt of a draft Grant Agreement does not indicate that an applicant will be awarded a grant—award determinations will be made by the Grants Pass City Council once a proposed Grant Agreement is before the Council. Failure to respond shall be deemed a withdrawal of the application.

F. Applicant Contact

Potential applicants prior to the proposal deadline and/or applicants that have submitted proposals prior to issuance of Notice of Intent to Award should not contact the Mayor, City Council members, or City staff regarding their proposal, except as follows:

- To submit questions or a protest regarding the solicitation to KFrerk@grantspassoregon.gov.
- To respond to direct communications from or engage in contract discussions with the City Attorney.

All other communications will be deemed improper and will result in disqualification of the applicant.

G. Notice of Intent to Award Contract

The proposed Grant Agreement will be presented to the City Council at a Council meeting on or after November 5, 2025. Following City Council decision to award any grant, there shall be a 7-day protest period, pursuant to ORS 279B.401 which shall terminate on or after November 12, 2025. The Grant Agreement shall be fully executed by November 14, 2025. Funding will be available following the execution of the Grant Agreement.

The City Council shall make the final decision on whether to enter into the Grant Agreement with any applicant. The City Council has sole discretion in approving or rejecting any grant agreement or application, for any reason, in the best interest of the City. The City may make awards for greater or lesser amounts than requested. The City may also negotiate mutually agreed changes to scope of work and budget with applicants before or after making an award.

The highest scoring applicant(s) is/are not guaranteed grant funding, nor is the City Council required to approve any grant agreement.

10. Post-Award Requirements and Administration

A. Civil Rights and Accessibility

Recipients must comply with applicable state and federal civil rights law and nondiscrimination provisions. Taken together, federal laws prohibit from discriminating either in employment (subject to an exemption for certain faith-based organizations) or in the delivery of services or benefits based on race, color, national origin, sex, religion, or disability, and in the delivery of services or

benefits based on age. Recipients or their partners may provide sex-segregated or sex-specific programming if doing so is necessary for the essential operation of a program and is an evidence-based best practice, so long as comparable services are provided to those who cannot be provided with the sex-segregated or sex-specific programming.

Compliance with federal civil rights laws includes taking reasonable steps to ensure that persons with limited English proficiency (LEP individuals) have meaningful access to the recipient's programs and activities and to ensure that their programs are readily accessible to people with disabilities, as well as people who are deaf or hard of hearing.

B. Reporting Requirements

Award recipients must submit performance reports and financial reports as described in the individual grant agreement. Funding recipients will be required to:

1. Submit all policies, procedures, and rules for review; and
2. Collect and report data demonstrating the effectiveness of the project; and
3. Provide any other information required by the City to evaluate compliance with the Grant Agreement.

Individual reporting requirements, including timing of reports and data to be reported, will be based on the proposal. Reports will be required to describe activities during the reporting period, including program effectiveness measures, in order to assess whether stated goals and objectives were achieved. Reports must be submitted throughout the project period and at the end of the grant period, even if no funds were spent and/or no activities were conducted in a given reporting period. Delinquent reports may affect future discretionary award decisions and may lead to suspension and/or termination of the award.

C. Remedies for Noncompliance/Termination

The City may impose conditions on any award to ensure the City's priorities are met and that the project's goals are achieved. The City Council, upon a finding that there (1) has been a substantial failure by the recipient to comply with applicable laws, regulations, and/or the terms and conditions of the award or relevant notice of funding opportunity, (2) has been failure by the recipient to make satisfactory progress toward the goals, objectives, or strategies set forth in the application, or (3) have been project changes proposed or implemented by the recipient to the extent that, if originally submitted, the application would not have been selected for funding, will terminate or suspend until the Council is satisfied that there is no longer such failure or changes all or part of the award.

Grant Agreements may include provisions that withhold, reduce, or cancel unexpended funding; require repayment of expended funding; require city rights or interest in capital acquisition for projects during the grant period, and/or other remedies if projects fail to meet standards set by the City. City Council will determine the appropriate recourse for projects that are noncompliant.

Appendix A

Applicant Cover Page

Project Title: _____

Applicant Name: _____

Point of Contact Name: _____ **Title:** _____

Mailing Address: _____

Phone Number: _____ **Fax Number:** _____

Email Address: _____

Brief Summary of Project (250 words or less):

Funding Amount Requested: \$ _____

Funding Will be Used For (100 words or less):

By signature below, I attest that all contents of this submission are true and correct the best of my knowledge, and that all future submissions and information provided by myself, the organization, or any individual or entity on behalf of the organization, regarding this proposal will be true and correct. I acknowledge that the contents of this submission will be available for public inspection following distribution to the City Council, unless expressly exempted by ORS 192.345, 192.355, or other exemption, or as otherwise provided in this RFP, and that it is my obligation to identify any additional components of my submission that I request be withheld from disclosure if possible.

Signature

Printed Name

Date

Appendix B

Narrative Template

Applicant Name:

1. PROJECT NEED (5 points; maximum 2 pages)
a. Describe the problem faced by the City of Grants Pass, including data demonstrating the size and scope of homelessness within the City. (1 point)
b. Describe the barriers to accessing safe shelter faced by homeless individuals in Grants Pass. (2 points)
c. Describe how the proposal will address one or more of the city's needs within the purpose of this grant opportunity. (2 points)
2. SITE (30 points; maximum 6 pages)
a. Describe the location of the proposed shelter, including its zoning and how the proposal is consistent with allowed uses. Indicate if applicant owns the property, or attach documentation from the landowner indicating intent to transfer possession/control. (5 points)
b. Describe the preliminary site plan and provide a visual representation identifying areas for housing units, communal areas, access points, amenities (showers, restrooms, laundry, kitchen, services, pet areas, etc.), parking, and ADA accessibility areas. The visual representation may be an

attachment of up to three pages and will not count toward maximum page count for this section. (6 points)
c. Identify and describe approvals, permits, and/or variances required, the process by which those will be obtained, and an explanation of how the project would satisfy all applicable codes, including, but not limited to, the Development Code, Fire Code, Transitional Housing Code, etc. (6 points)
d. Provide a timeline for implementation, including when necessary approvals can be obtained, when the project will begin accepting homeless individuals, and when the project will meet all Project Requirements (Section 3.D), if funds were available on November 14, 2025. (5 points)
e. Describe how the shelter site takes into consideration the need for reasonable separation from socially sensitive areas and how the applicant will work with the community surrounding the project location to minimize adverse community impacts. (6 points)
f. Describe how the shelter site will avoid or protect environmentally sensitive areas. (2 points)
3. ACTIVITIES & OPERATIONS (30 points; maximum 6 pages)

a. Describe the amenities that will be available to homeless individuals for living, sleeping, and sanitation, including total capacity, whether there will be limitations on length of stay, and how the site will be managed. (5 points)
b. Describe support services to be provide by the applicant and/or Memorandum of Understanding (“MOU”) partner(s) and whether services will be mandatory. Identify specific MOU partner(s) that will provide specific services. (5 points)
c. Describe any rules, policies, procedures or other criteria a homeless individual must meet in order to have a place to stay or receive services. 3 points)
d. Describe what a typical track for an individual would be expected to look like, from initial arrival to transition from program. (2 points)
e. Describe how the proposed project will ensure compliance with federal and state nondiscrimination laws and provide accessibility for those with disabilities. (4 points)
f. Describe how the entire project will initially be funded (all costs, such as staffing and programming, not just the capital expenses requested with this grant application), including all sources of funding, amounts (if available), and whether funds are one-time or ongoing. (4 points)

g. Describe the project's plan for continuation of operations for at least 5 years, including funding sources. (4 points)	
h. Describe how homeless individuals participating in the program will have reasonable access and/or transportation to support services. (3 points)	
4. OUTPUTS (5 points; maximum 2 pages)	
a. Describe how this project will differ from existing services or amenities in the community. (3 points)	
b. How will data be collected to demonstrate effectiveness, including: (2 points)	
Number of homeless individuals entering a site.	
Daily count of individuals staying at the site.	
Number of homeless individuals who decline to enter the site, and the reason for their decision.	
Number of homeless individuals who voluntarily leave the site, and the reason for their decision.	
Number of homeless individuals who are involuntarily discharged from the site, and the reason for the site's decision.	

Length of stay of individuals at the site.	
Number of individuals who re-enter the site after leaving, and number of re-entries per individual.	
Number of homeless individuals participating in services.	
Number of homeless individuals declining services, and the reason for their decision.	
Number of homeless individuals transferred to transitional or stable housing.	
Any other data that would demonstrate an effective solution.	

Appendix C

Memorandum of Understanding

Statement of Purpose for Partnership: [Applicant Name] and [List partner(s)] intend to collaborate on the application for the City of Grants Pass Addressing Homelessness Grant Program. The lead applicant and the partners have agreed to collaborate on this application to broaden services the lead applicant is able to offer to homeless individuals.

The application has been reviewed and approved by the partners identified in this Memorandum of Understanding (MOU).

Name of lead applicant and each partner agency, including identified key staff:

1. Lead Applicant:
 - a. Agency name:
 - b. Key Staff:
2. Partner number 1:
 - a. Agency name:
 - b. Key Staff:
3. Partner number 2:
 - a. Agency name:
 - b. Key staff:
4. [Add more here if needed]

History of Collaborative Relationship

1. Provide a brief history of the collaborative relationship among all parties to the MOU:
2. Specify each party's participation in developing the application.
 - Lead Applicant:
 - Partner 1:
 - Partner 2:
 - [Add more here if needed]

Roles and Activities

1. Describe in detail the following Lead Applicant activities
 - Lead applicant's role in managing the partnership(s):
 - Lead applicant reporting responsibilities:

- Lead applicant responsibility to ensure each partner has adequate training to work with homeless individuals:
 - How the lead applicant will perform regular evaluations of the partnership to ensure homeless individual engagement and satisfaction with the services provided:
 - Lead applicant's role in coordinating regular meetings with all identified partners to discuss the efficacy of the partnership:
 - Other:
2. Describe in detail the following partner(s) roles (remove or add roles as needed)
- **Name of Partner and key staff, Agency 1:**
 - Partner roles and activities:
 - Activities/services partner(s) will provide to homeless individuals or lead applicant:
 - How the partner intends to incorporate feedback from homeless individuals to improve services:
 - Other:
 - **Name of Partner and key staff, agency 2:**
 - Partner roles:
 - Activities/services partner(s) will provide to homeless individuals or lead applicant:
 - How the partner intends to incorporate feedback from homeless individuals to improve services:
 - Other:
 - **[Add more here if needed]**
3. For projects in which a project partner will be providing housing or support services with non-grant funds, state the partner's commitment to follow the applicable requirements listed in the Purpose and Project Requirements sections of the Grant Program.

Outcomes

1. Describe the anticipated outcomes resulting from the partnership(s)
 - a. Anticipated outcomes for Partnership 1:
 - b. Anticipated outcomes for Partnership 2:
 - c. [Add more here if needed]

Conclusion

The applicant has reviewed this agreement with the identified partner(s). The applicant and the identified partner(s) agree to the terms of this MOU agreement and agree to

implement the arrangements made in this agreement should the applicant receive grant funding under the City of Grants Pass Addressing Homelessness Grant Program.

X _____ Date: _____

Applicant **Title/Agency**

X _____ Date: _____

Partner 1: **Title/Agency**

X _____ Date: _____

Partner 2: **Title/Agency**

X _____ Date: _____

Partner 2: **Title/Agency**

Appendix D

Letter of Experience

[Date]

City of Grants Pass
101 NW A Street
Grants Pass, OR 97526

To Whom It May Concern:

This letter serves to demonstrate [Applicant]'s history of effective work in addressing the needs of homeless populations.

1. Describe how serving the homeless population is a primary purpose of the organization.
2. Describe the organization's history of providing direct services to the homeless population or coordinating such provision of services.
3. State the number of years the organization has provided or coordinated services to the homeless population.
4. List and describe the direct services the organization has provided to or coordinated for the homeless population.
5. Describe the expertise key staff assigned to the proposed project have in providing or coordinating direct services to the homeless population.

[For applicants that have only coordinated direct services or have not provided direct services themselves:]

6. Identify at least one partner that has a history of effective work with the homeless population.
7. Describe the partner's history, including the number of years, of providing services to the homeless population.

Signature: _____ Date: _____

Name: _____

Title: _____

Appendix E

RISK ASSESSMENT

The City considers a variety of factors in completing a risk assessment, including financial capability and/or stability of the applicant organization, quality of the organization's management and financial systems, history of past performance, and results of audits and/or reports.

Submission Information:

Applicants must provide answers to all of the following questions. The response may be submitted using this form, or by including each question and its answer in a Word document or PDF. This information will be used for a mandatory risk assessment.

Failure to provide this information, or to respond to follow-up questions from the City regarding this information in a timely manner, could result in the application being removed from consideration or a delay in access to funds.

Risk Assessment Questions:

1. Name of Applicant Organization: _____
2. Name and Title of Authorized Representative:

3. Year Organization was Founded/Incorporated: _____
4. Submit litigation, mediation, and arbitration history since October 1, 2020, by or against the Applicant Organization on any topic, and by or against any individual or entity associated with the Applicant Organization where the claim(s) has/have any connection to the provision of shelter or services to homeless individuals. Include any court file number, filing date, court in which the matter was filed, and case status, as well as a brief description of the litigation, mediation, or arbitration during this period specifying the claims, defenses, and resolutions of the dispute. This information will be maintained in a confidential section and not available for public inspection unless it is already a publicly available record and/or as otherwise required by law.
5. Has any government agency rendered an official written opinion concerning the adequacy of the accounting system for the collection, identification, and allocation of costs under contracts or grants? If yes, please attach a copy of the latest review and any subsequent correspondence, clearance documents, etc.
☐Yes ☐No
6. Which of the following best describes the organization's accounting system?
☐Manual ☐Automated ☐Combination
7. Is the organization's financial management performed in-house (by employed staff) or outsourced with contracted individuals?

☐In-house ☐Outsourced/Contracted ☐Combination

8. Does the organization have sufficient internal controls in place to establish proper segregation of duties? If yes, please explain the segregation of duties.

☐Yes ☐No ☐Not sure

Explanation:

9. Does the accounting/financial system include controls to prevent incurring obligations in excess of total funds available for a grant? If yes, please explain.

☐Yes ☐No ☐Not sure

Explanation:

10. Has the organization ever had a grant award suspended or terminated for non-compliance? If yes, please explain.

☐Yes ☐No ☐Not sure

Explanation:

11. Did the organization have a financial statement audit in its most recent fiscal year?

☐Yes: provide a copy, or a website if the document is publicly available.

☐No: explain why not

Explanation:

12. Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding? If yes, provide a brief description of the applicant's policies and procedures that ensure funds will be tracked appropriately.

☐Yes ☐No ☐Not sure

Explanation:

13. Does the applicant have written accounting policies and procedures? How often are these policies and procedures updated? If yes, provide a brief list of the topics covered in the applicant's policies and procedures. The City may request a copy for review during the application/award process or as part of the grant monitoring process.

☐Yes ☐No ☐Not sure

Explanation:

14. Is the applicant's financial management system able to track actual expenditures and outlays with budgeted amounts for each grant? If yes, provide a brief summary of the organization's process for tracking expenditures, including tracking budgeted versus actual amounts.

☐Yes ☐No ☐Not sure

Explanation:

15. Does the applicant have effective internal controls in place to ensure that grant funds are used solely for authorized purposes? If yes, provide a brief description of the applicant's internal controls that will provide reasonable assurance that the award funds will be managed properly.

☐Yes ☐No ☐Not sure

Explanation:

16. Does the applicant have a documented records retention policy? If yes, briefly describe the policy and confirm that the policy complies with State of Oregon regulations.

☐Yes ☐No ☐Not sure

Explanation:

17. Does the applicant or any of its employees/officers have any potential personal or organizational conflicts of interest related to the possible receipt of grant award funds from the City of Grants Pass? If yes, the applicant must provide an explanation.

☐Yes ☐No ☐Not sure

Explanation:

18. Is the applicant designated as high risk by any federal or state organization? If yes or not sure, an applicant must provide an explanation. High risk includes any status under which a federal or state awarding organization provides additional oversight due to the applicant's past performance, or other programmatic or financial concerns with the applicant entity.) If so, provide the name(s) of the federal awarding organization, the date(s) the organization notified the applicant entity of the high risk designation, contact information for the high risk point of contact at the federal organization, and the reason for the high risk status, as set out by the federal organization.

☐Yes ☐No ☐Not sure

Explanation:

19. Is there any additional information the City should have in considering the applicant's risk?

Applicant Certification

By signature below, I certify that the above information is complete and correct to the best of my knowledge. (The individual certifying this form should be familiar with the organization's management and financial systems).

_____ Date: _____

Name: _____

Title: _____

Appendix F

RESPONSES TO QUESTIONS

No questions have been received. (Date: September 5, 2025)

Appendix G

SCORING SHEET

DISQUALIFIERS

☐ **Concerning Risk Review**

☐ **Unallowed Costs**

☐ **Unacceptable location**

☐ **Improper Communication**

Failure to meet program requirements, specifically:

- ☐ Fully operational within 6 months
- ☐ 24/7 Managed Low-Barrier shelter
- ☐ 150 capacity
- ☐ ADA Accessibility
- ☐ Provide/facilitate optional programming

Missing application component(s), specifically:

- ☐ Cover sheet
- ☐ Narrative Responses
- ☐ Budget/Budget Narrative
- ☐ Memorandum of Understanding
- ☐ Letter of Experience
- ☐ References
- ☐ Risk Evaluation
- ☐ Property Documentation (if applicable)

NARRATIVE (65 Points)

1. PROJECT NEED (5 POINTS)

Prompt	Value/Rubric	Score	Notes/Comments
a. Describe the problem faced by the City of Grants Pass, including data demonstrating the size and scope of homelessness within the City.	1 Point Available 0: Applicant does not demonstrate understanding of the issue. 1: Applicant understands issue(s) faced in Grants Pass.		
b. Describe the barriers to accessing safe shelter faced by homeless individuals in Grants Pass.	2 Points Available 0: Applicant does not describe any barriers. 1: Applicant provides minimal description of barriers. 2: Applicant provides substantial description of barriers.		
c. Describe how the proposal will address one or more of the city's needs within the purpose of this grant opportunity.	2 Points Available 0: Applicant does not address City's needs. 1: Minimal description of how proposal will address the City's needs. 2: Substantial description of how proposal will address the City's needs.		

SITE (30 POINTS)

Prompt	Value/Rubric	Score	Notes/Comments
a. Describe the location of the proposed shelter, including its zoning and how the proposal is consistent with allowed uses. Indicate if applicant owns the property, or attach documentation from landowner indicating intent to transfer possession/control.	5 Points Available 0: No zoning/ownership/documentation. 1: Applicant identifies zoning and/or possession/control, but does not address uses. 2: Applicant provides some discussion of zoning use and possession/control. 3: Applicant clearly demonstrates allowable use and possession/control.		
b. Describe preliminary site plan and provide a visual representation including areas for housing units, communal areas, access points, amenities (showers, restrooms, laundry, kitchen, services, pet areas, etc.), parking, and ADA accessibility measures.	6 Points Available 0: No preliminary site plan description and visual representation. 2: Minimal site plan and/or visualization; missing important components. 4: Somewhat detailed site plan and/or visualization; addresses most aspects. 6: Detailed site plan with visualization that addresses all aspects.		
c. Identify and describe approvals, permits, and/or variances required, the process by which those will be obtained and an explanation of how the project would satisfy all applicable codes, including, but not limited to the Development Code, Fire Code, Transitional Housing Code, etc.	6 Points Available 0: Applicant does not identify approvals or code requirements. 2: Minimal description of approvals and code requirements. 4: Some description of approvals and code requirements. 6: Significant description of approvals and code requirements.		

d. Provide a timeline for implementation, including when necessary approvals can be obtained, when the project will begin accepting homeless individuals, and when the project will meet all Project Requirements (Section 3.D) if funds were available on November 14, 2025.	5 points 0: Applicant does not provide timeline or timeline exceeds 6 months. 1: Applicant's timeline does not address all components or is unrealistic 3: Applicant's timeline concerning, but addresses all components 5: Applicant's timeline well thought out and includes all components		
e. Describe how the shelter site takes into consideration the need for reasonable separation from socially sensitive areas and how the applicant will work with the community surrounding the project location to minimize adverse community impacts.	6 points 0: Applicant does not address reasonable separation or mitigation activities. 2: Reasonable separation and mitigation activities minimally addressed/supported 4: Some description to support reasonable separation and mitigation activities. 6: Reasonable separation and significant mitigation activities described.		
f. Describe how the shelter site will avoid or protect environmentally sensitive areas.	2 points 0: Applicant does not address environmentally sensitive areas. 1: Minimal description of protections for identified environmentally sensitive areas. 2: Substantial description of protections for identified environmentally sensitive areas.		

3. ACTIVITIES & OPERATIONS (25 POINTS)

Prompt	Value/Rubric	Score	Notes/Comments
a. Describe the amenities that will be available to homeless individuals for living, sleeping, and sanitation, including total capacity and whether there will be limitations on length of stay, and how the site will be managed.	5 Points Available 0: No/inadequate amenities/management described. 1: Minimal reasonably achievable amenities and/or management. 3: Some reasonably achievable amenities and/or management. 5: Significant reasonably achievable amenities and management.		
b. Describe support services to be provided by the applicant and/or Memorandum of Understanding ("MOU") partner(s) and whether services will be mandatory. Identify specific MOU partner(s) that will provide specific services.	5 Points Available 0: No/inadequate support services described. 1: Support services identified but not described or assigned to provider. 3: Adequate description of support services and provider identified. 5: Excellent description of support services and providers identified.		
c. Describe any rules, policies, procedures or other criteria a homeless individual must meet in order to have a place to stay or receive services.	3 Points Available 0: No/inadequate regulations described. 1: Minimal description of regulations. 2: Adequate description of regulations. 3: Excellent description of regulations.		
d. Describe what a typical track for an individual would be expected to look like, from initial arrival to transition from program.	2 Points Available 0: No/inadequate program track described. 1: Adequate description and/or somewhat unreasonable track. 2: Excellent description of reasonable track.		

e. Describe how the proposed project will ensure compliance with federal and state nondiscrimination laws and provide accessibility for those with disabilities.	4 Points Available 0: No/inadequate plan for nondiscrimination and/or accessibility. 1: Minimal plan for nondiscrimination and/or accessibility. 2: Adequate plan for some nondiscrimination or accessibility. 3: Adequate plan for nondiscrimination and accessibility. 4: Excellent plan for nondiscrimination and accessibility.		
f. Describe how the entire project will initially be funded (all costs, such as staffing and programming, not just the capital expenses requested with this grant application), including all sources of funding, amounts (if available), and whether funds are one-time or ongoing.	4 Points Available 0: No/inadequate plan for initial funding. 2: Minimal initial funding sources in place or in progress. 4: Ample initial funding sources in place.		
g. Describe the project's plan for continuation of operations for at least 5 years, including funding sources.	4 Points Available 0: Inadequate plan for reasonable continuation. 2: Minimal plan for reasonable continuation and/or less than 5 years. 4: Substantial plan for reasonable continuation for 5 years.		
h. Describe how homeless individuals participating in the program will have reasonable access and/or transportation to support services.	3 Points Available Transportation access plan is: 0: Inadequate or no response 1: Minimal/Lacking 2: Adequate 3: Excellent		

4. OUTPUTS (5 points)

Prompt	Value/Rubric	Score	Notes/Comments
a. How will this project differ from existing services or amenities in the community?	3 Points Available 0: No additional services/amenities. 1: Minimal provision of new/coordinated services/amenities. 2: Adequate provision of new/coordinated services/amenities. 3: Excellent provision of new/coordinated services/amenities.		
b. How will data be collected to demonstrate effectiveness, including: • Number of homeless individuals entering site. • Daily count of individuals staying at site. • Number of homeless individuals who decline to enter site, and the reason for their decision. • Number of homeless individuals who voluntarily leave the site, and the reason for their decision. • Number of homeless individuals who are involuntarily discharged from the site, and the reason for the site's decision. • Length of stay of individuals at site. • Number of individuals who re-enter site after leaving, and number of re-entries per individual. • Number of homeless individuals participating in services. • Number of homeless individuals declining services, and the reason for their decision. • Number of homeless individuals transferred to transitional or stable housing. • Any other data that would demonstrate an effective solution.	2 Points Available Data collection system is: 0: Inadequate 1: Minimal 2: Sufficient		

BUDGET/BUDGET NARRATIVE (10 points)

Prompt	Value/Rubric	Score	Notes/Comments
1. Provide the total amount of funds requested.	1 Point Available 0: Does not clearly identify the total funding requested. 1: Clearly identifies the total funding requested.		
2. Provide line-item descriptions for each expense for which grant funds are sought. Describe each line item requested in the budget and explain all costs included in the budget, including how costs are determined and how they link to program activities.	7 Points Available 0: No/inadequate description or links to project objectives. 1: Line item descriptions without links to project objectives. 3: Details and/or links to project objectives for some line items 5: Details and links to project objectives for most line items. 7: Line items for all costs include details and links to project objectives		
3. Identify accessibility funds. Specifically identify any funding requested to address the needs of people with disabilities.	2 Points Available 0: No/inadequate accessibility funding identified. 1: Some identification of accessibility funding. 2: Detailed description of accessibility funding.		

MEMORANDUM OF UNDERSTANDING (10 points)

Prompt	Value/Rubric	Score	Notes/Comments
1. List the name of each partnering organization and identify the key staff.	2 Points Available 0: No partners identified. 1: Partners identified, but no key staff. 2: Partners and key staff identified.		
2. Provide a brief history of the collaborative relationship among all parties to the MOU, including each partner's participation in developing the application.	2 Points Available 0: No/inadequate history of collaboration on the proposed project. 1: Some history of collaboration on the proposed project. 2: Excellent history of collaboration on the proposed project.		
3. Describe the activities that the lead applicant and each partner will assume to ensure the success of the proposed project.	2 Points Available 0: No/inadequate demonstration of activities. 1: Some demonstration of partner activities. 2: Excellent demonstration of partner activities.		
4. Describe the lead applicant's role in managing the partnership(s), including: a. Lead applicant reporting responsibilities b. How the lead applicant will perform regular evaluations of the partnership to monitor participation and performance.	2 Points Available 0: No/inadequate management demonstrated. 1: Some management demonstrated. 2: Excellent management demonstrated.		
5. Describe the anticipated outcomes resulting from the partnership.	2 Points Available 0: No/inadequate reasonably anticipated outcomes. 1: Minimal reasonably anticipated outcomes. 2: Excellent or adequate reasonably anticipated outcomes.		

LETTER OF EXPERIENCE (10 points)

Prompt	Value/Rubric	Score	Notes/Comments
1. Describe how the applicant's primary purpose includes interventions with homeless populations.	1 Point Available 0: Primary purpose does not include or demonstrates inadequate homeless intervention. 1: Purpose demonstrates successful interventions with homeless populations.		
2. Describe the applicant's history of effective interventions with homeless populations, including the number of years the applicant has been doing so.	3 Points Available 0: No/inadequate history of effective interventions. 1: Minimal history of effective interventions (3 years or less). 2: Adequate history of effective interventions (5 years or less) 3: Significant history of effective interventions (more than 5 years).		
3. List and describe any direct services the applicant currently provides to homeless populations.	2 Points Available 0: No/inadequate current direct services. 1: Minimal current direct services. 2: Significant current direct services.		
4. Describe the expertise of the applicant's key staff in effective interventions with homeless populations.	2 Points Available 0: No/inadequate staff expertise. 1: Key staff with minimal expertise. 2: Key staff with significant expertise.		
5. Identify a partner/collaborator that has a history of effective work with homeless populations and describe that history, including the number of years of providing services to homeless populations.	2 Points Available 0: No partner with history of services or partner with minimal history of services. 1: Partner with adequate or short-term history of services. 2: Partner with excellent or long-term history of services.		

Appendix H

Sample Grant Agreement – Standard Terms

GRANT AGREEMENT

Between
THE CITY OF GRANTS PASS
and
[GRANT RECIPIENT]

THIS GRANT AGREEMENT (hereinafter “Agreement”) is made by and between the CITY OF GRANTS PASS, an Oregon municipal corporation (hereinafter “CITY”), and [Grant Recipient], [a/an Type of Entity] (hereinafter “GRANTEE”). CITY and GRANTEE are collectively referred to as the “Parties.”

WITNESSETH:

WHEREAS, CITY recognizes the need for suitable and safe housing for homeless individuals in Grants Pass; and

WHEREAS, GRANTEE seeks to provide XXX in Grants Pass; and

WHEREAS, CITY supports GRANTEE’s mission to provide XXX in Grants Pass; and

WHEREAS, CITY and GRANTEE desire to enter into this Agreement to provide funds for GRANTEE to XXX.

NOW, THEREFORE, in consideration of the foregoing recitals which are incorporated herein by reference, and the terms and conditions set forth below, the Parties agree as follows:

1. EFFECTIVE DATE AND TERM

This Agreement shall commence upon execution by the Parties (“Commencement Date”) and remain in effect for a period of XXX, unless sooner terminated by the CITY in accordance with the terms herein. Further, GRANTEE agrees to execute any further documents required by this Agreement.

2. FUNDS TO BE DISSEMINATED TO GRANTEE

a. Amount

The total amount of funds disbursed by CITY to GRANTEE (the “Award”) shall not exceed XXX.

b. Limitations on Use of Funds

GRANTEE agrees that Award will not be used to supplant existing funding sources or for operations costs. Award may only be used for approved capital expenditures, specifically:

[This section to be completed based on the specific project and program requirements]

c. Timeline for Dissemination

[This section to be completed based on the specific project and program requirements]

3. HOMELESS SERVICES

a. Grantee shall ensure the following services are available on-site, with any service providers to require background checks for individuals providing direct services:

- i. Substance use recovery and mental health support, using licensed and/or certified service providers
- ii. [Other services described in proposal]

b. [This section to be completed with additional requirements based on the specific project and program requirements]

4. ADDITIONAL REQUIREMENTS

[This section to be completed based on the specific project and program requirements]

5. OPERATIONAL TIMELINE

[This section to be completed based on the specific project and program requirements]

6. REPORTING AND EVALUATION

[This section to be completed based on the specific project and program requirements]

7. TERMINATION

a. By Agreement

The Parties may, at any time, agree in writing, signed by both parties, that this Agreement is terminated.

b. Material Breach

Either party may declare a default immediately upon the occurrence of a material breach by the other party. A material breach is one that substantially impairs the contractual relationship of GRANTEE to provide Homeless Services in accordance with this Agreement. Material breaches include but are not limited to:

- i. Intentional acts or omissions that jeopardize the health, safety, or security of any person.
- ii. Misuse of funds.
- iii. Intentional falsification of records.
- iv. Malfeasance by either party's officers, agents, or employees.
- v. Intentional refusal to comply with the provisions of this Agreement.

- vi. Discontinuation of Homeless Services for a period of 10 consecutive days or an aggregate of 10 days within any rolling 30-day period, whether or not it is intentional.

c. Notice and Period for Cure

If one of the Parties fails to adhere to the terms of this Agreement (other than a Material Breach), and after receipt of written notice from the other party, fails to correct such failure within ten (10) days or such other period as may be required, this Agreement may be terminated for cause. Written notice will specify the nature of the breach with reasonable particularity. If the breach specified in the notice cannot be completely cured within 10 days, but curative action is undertaken with reasonable diligence and in good faith to cure the breach as soon as practicable, then such breach will not constitute a default. Notwithstanding the foregoing, GRANTEE shall not be entitled notice or for an opportunity to cure a breach if the breach is the second breach of its kind within a rolling three-year period.

d. Additional Remedies

- i. If this Agreement is terminated by the CITY other than by agreement any funds received by GRANTEE from CITY shall be immediately repaid to CITY plus 9% per annum interest.
- ii. If there is a material or immaterial breach the City may, at its discretion: reduce, withhold, or cancel unexpended payments, or require the GRANTEE to perform, at the GRANTEE's expense, additional work necessary to meet requirements.

[Additional remedies to be described based on the specific project]

8. NO EMPLOYMENT RELATIONSHIP OR PARTNERSHIP

Nothing contained herein will be deemed to create an association, a partnership, a joint venture, or a relationship of principal and agent, or employer and employee between the Parties. GRANTEE will not be, or be deemed to be, or act or purport to act, as an employee, agent, or representative of CITY for any purpose.

9. HOLD HARMLESS AND INDEMNIFICATION

GRANTEE agrees to defend, indemnify, and hold CITY, its officers, officials, employees, agents, and volunteers harmless from and against any and all claims, injuries, damages, losses or expenses, including without limitation personal injury, bodily injury, sickness, disease, or death, or damage to or destruction of property, which are alleged or proven to be caused in whole or in part by an act or omission of that GRANTEE, its officers, directors, employees, and/or agents relating to that GRANTEE's performance or failure to perform under this Agreement. This section will survive the expiration or termination of this Agreement.

10. COMPLIANCE WITH LAWS

GRANTEE will comply with all federal, state, and local laws and regulations, including, but not limited to, the Americans with Disability Act (ADA), civil rights and

non-discrimination laws, and any applicable statutory shelter or service provider regulations.

11. MAINTENANCE AND AUDIT OF RECORDS

GRANTEE will maintain records, books, documents, and other materials relevant to its performance under this Agreement. These records and the Property will be subject to inspection, review, and audit by CITY or its designees at any time.

12. NOTICE

Any notices desired or required to be given hereunder shall be in writing, and shall be deemed received three (3) days after deposit with the US Postal Service (postage fully prepaid, certified mail, return receipt requested), and addressed to the party to which it is intended at its last known address, or to such person or address as either party shall designate to the other from time to time in writing forwarded in like manner. Notices may be provided by electronic mail, if such receipt is consented to by the receiving party.

CITY OF GRANTS PASS

City of Grants Pass

Attn: Aaron Cubic, City Manager

101 NW A Street
Grants Pass, OR 97526

GRANTEE

[GRANTEE]

Attn: [Primary Contact]

[GRANTEE Street Address]
[GRANTEE City, State, Zip Code]

13. SURVIVAL

The provisions of this Agreement that by their sense and purpose should survive expiration or termination of the Agreement shall so survive. Those provisions include without limitation Indemnification and Maintenance and Audit of Records.

14. AMENDMENT

No amendment or modification to the Agreement will be effective unless it is executed in writing and signed by both Parties.

15. GOVERNING LAW; VENUE

The Agreement will be governed in all respects by the laws of the State of Oregon, both as to interpretation and performance, without regard to conflicts of law or choice of law provisions. Any action arising out of or in conjunction with the Agreement may be instituted and maintained only in a court of competent jurisdiction in Josephine County, Oregon.

16. NON-WAIVER

No failure on the part of CITY to exercise, and no delay in exercising, any right hereunder will operate as a waiver thereof, nor will any single or partial exercise by CITY of any right hereunder preclude any other or further exercise thereof or the exercise of any other right. The remedies herein provided are cumulative and not exclusive of any remedy available to CITY at law or in equity.

17. BINDING EFFECT

This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective successors.

18. ASSIGNMENT

GRANTEE will not assign or transfer any of its interests in or obligations under this Agreement without the prior written consent of CITY.

19. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between CITY and GRANTEE for the use of funds received under this Agreement and it supersedes all prior or contemporaneous communications and proposals, whether electronic, oral, or written between the Parties with respect to this Agreement.

20. NO THIRD-PARTY BENEFICIARIES

Nothing herein will or be deemed to create or confer any right, action, or benefit in, to, or on the part of any person or entity that is not a party to this Agreement.

21. SEVERABILITY

If one or more provisions of this Agreement is determined to be invalid by any court of competent jurisdiction, the remainder of the Agreement will remain in full force and effect and the invalid provisions will be deemed deleted.

22. COUNTERPARTS

This Agreement may be executed in one or more counterparts, any of which will be deemed an original, but all of which together will constitute one and the same instrument.

23. AUTHORIZATION

Each party signing below warrants to the other party, that they have the full power and authority to execute this Agreement on behalf of the party for whom they sign.

City of Grants Pass

[GRANTEE]

Aaron Cubic, City Manager

[Name], [Title]

Date: _____

Date: _____