

June 24, 2020

Racheal Baker
Affordable Housing Coordinator
City of Bend
710 NW Wall St.
Bend, OR 97701

RE: Project #32000259

Dear Racheal and Esteemed Affordable Housing Committee Members,

Last fall Bethlehem Inn requested \$35,000 via the CDBG application process. We were excited to receive the full funding, which ultimately was disbursed through the Affordable Housing Fund channel. We expect to expend 61% of that funding through the walk-in freezer project and the volunteer management program software. The freezer invoice totaling \$19,406 has been submitted for work completed to date. Given the current times we are living in, this is such an important asset as Inn residents “shelter in place.”



The unexpected arrival of COVID-19 earlier this spring has caused us to delay the purchase and implementation of the volunteer management software until later this fall.

As we pursued bids and professional expertise on the Safety Glass Project, we have been advised that this is something best done during design and construction stage rather than aftermarket. Unfortunately, because we learned that this planned window “shield” is not as effective as originally thought, it does not seem prudent to spend money on something that does not meet our expected additional safety protection goals. The bid we received stated clearly: *#4. Attaching systems are not recommended by 3M on vinyl framed windows.*

In light of this unexpected development, we write to the members of the Affordable Housing Committee to request that these funds be approved instead for alternative safety features that will assist in keeping residents and staff safe and secure. These include:

1. Adding a keycard lock from the front desk to a staff area in the event of a confrontation (estimates of door adaptation and locking mechanism is \$1,000). Current access has no locking mechanism.
2. Replace a failing external lock entering the building from our family and playground area into the secure family dining area (estimated at \$1,000 plus installation).

We hope that you understand and agree that this proposed use of funds maintains the spirit in which the original award was intended. We thank you for your service on this committee and ensuring safety in our community and helping to meet critical needs addressing safety for adults and children in Central Oregon experiencing homelessness.

Please let me know if you have any questions or need further information.

Best Regards,



Gwenn Wysling
Executive Director