

## Program Overview

Completed by kim@bethleheminn.org on 10/24/2022 1:29 PM

Case Id: 30166

Name: Bethlehem Inn - 2023

Address: \*No Address Assigned

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### Program Overview

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# CITY OF BEND

CITY OF BEND  
PUBLIC SERVICE PROGRAM APPLICATION

**City of Bend**  
710 NW Wall St.  
Bend, Oregon 97703  
(541) 323-8550  
[housing@bendoregon.gov](mailto:housing@bendoregon.gov)

This section provides general information regarding the federal Community Development Block Grant (CDBG) and Commercial and Industrial Construction Fund (CET) programs and the types of activities that are eligible for funding. For more detailed information on eligible activities, please contact the City's Affordable Housing Program at [housing@bendoregon.gov](mailto:housing@bendoregon.gov), or (541) 323-8550, or P.O. Box 431, 710 NW Wall Street, Bend, OR 97709 or visit the HUD website at [www.hud.gov](http://www.hud.gov).

The Commercial and Industrial Construction Fund (CET) is authorized under Bend Code 9.45. Such funding can provide public services for community members with income at or below 30% of Area Median Income (AMI).

Community Development Block Grant (CDBG) is authorized under Title 1 of the federal Housing and Community Development Act of 1974, as amended. The primary objective of the CDBG Program is the development of viable urban communities through:

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- The provision of decent housing,
- The provision of a suitable living environment, and
- The expansion of economic opportunities.

The Community Development Block Grant Program is administered at the federal level by the Department of Housing and Urban Development (HUD).

### **National Objectives**

Federal regulations specify that all activities undertaken using CDBG funding must meet at least one of the following national objectives:

- Benefit to low-and moderate-income persons,
- Aid in the prevention or elimination of slums or blight, or
- Meet a need having a particular urgency.

HUD considers persons below 80% AMI low-income and persons at 80% AMI moderate-income. The three national objectives are summarized below:

#### **1. Benefit to Low- and Moderate-Income Persons**

Under this objective, CDBG-assisted activities must primarily benefit low- and moderate-income persons. The income thresholds for meeting the low- and moderate-income requirement are determined by HUD. Projects funded with CDBG dollars must either:

- benefit all of the residents of a particular area, where at least 51% of the residents are low- and moderate-income,
- benefit specific populations (e.g., homeless persons, elderly persons, or persons living with HIV/AIDS), as long as 51% of those served are low- or moderate-income,
- provide or improve permanent residential structures for low- and moderate-income persons, or
- create or retain permanent jobs, at least 51% of which will be made available to or held by low- and moderate-income persons.

#### **2. Elimination of Slum and Blight**

Under this objective, CDBG-assisted activities must help to prevent or eliminate slums and blighted conditions. These activities must either:

- prevent or eliminate slums or blight in a designated area in which slums or blighted or deteriorating conditions exist,
- prevent or eliminate slums or blight on a spot basis in an area not located in a slum or blighted area, in cases where a specific condition is detrimental to public health and safety, or
- be in an urban renewal area.

#### **3. Urgent Need**

The Urgent Need category is designed only for activities that alleviate emergency conditions of recent origin that pose a serious and immediate threat to the health or welfare of the community, and for which no other sources of funding are available. An example of an eligible project under this category would be a major flood that causes serious damage to buildings and infrastructure, thereby threatening the safety of occupants or nearby residents.

### **Eligible Activities**

In order to meet local needs within the national objectives, the CDBG Program provides a great deal of flexibility in the eligible uses of CDBG funds. The following is a summary of the range and types of activities that may be funded through the CDBG Program. The summary is not a complete list of eligible activities; please contact the City's Affordable Housing Program for more detailed information regarding the eligibility of specific programs or projects.

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## Basic Eligible Activities

According to federal CDBG regulations outlined in 24 CFR 570, the basic eligible activities include a variety of uses including public services.

**Ineligible Activities** In general, activities that are not specifically identified as eligible are considered by HUD to be ineligible. The following activities are specifically identified by HUD as activities that are not eligible for CDBG funding. Please contact the City's Affordable Housing Program for more information on ineligible activities.

- Acquisition, construction, or reconstruction of buildings for the general conduct of government
- General government expenses
- Political activities
- Purchase of construction equipment, fire protection equipment, furnishings and personal properties
- Operating and maintenance expenses
- Income payments
- Construction of new housing

**Please review the following documents regarding the City of Bend Public Services Program:**

[City of Bend Public Services Goals and Objectives](#)

[City of Bend Public Services Evaluation and Criteria and Funding Priorities](#)

[City of Bend Public Services Program Policy on Loans and Grants](#)

[City of Bend Public Services Program Rules and Requirements](#)

[City of Bend Public Services Selection Process](#)

[Other Information for Public Service Applicants](#)

[504 Self-Evaluation Checklist](#)

## Eligible Proposals

In general, only public or private non-profit agencies or organizations are eligible to apply for CDBG funding. However, the following two exceptions apply: (1) for-profit organizations may apply for CDBG funds to undertake certain economic development activities related to microenterprise assistance, and (2) under certain limited circumstances, for-profit organizations qualifying under HUD criteria as Community-Based Development Organizations (CBDOs) may apply for funds to carry out neighborhood revitalization, economic development, or energy conservation projects. Regulations pertaining to these exceptions can be found at 24 CFR 570.201(o) and 24 CFR 570.204.

CET applications will be accepted from property owners, private sector for-profit developers, certified Community Housing Development Organizations (CHDO's), government housing providers and qualified 501(c)(3) organizations.

Any public or private non-profit agencies or organizations currently under investigation regarding previously awarded federal, state, or local government funding are ineligible for assistance from the City of Bend's Affordable Housing Program.

## HUD Income Limits

The current income limits for City of Bend are shown below. Updated City of Bend income limits may be applicable on July 1, 2022. Recipients of CDBG funding must meet the income guidelines at the time the funds are utilized. City staff will be able to provide funding recipients with updated income limits information when available.

<b>Persons Per Household</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	
<b>Area Median Income (AMI)</b>	\$56,280	\$64,320	\$72,360	\$80,400	\$86,832	\$
<b>Moderate Income (80% AMI)</b>	\$45,050	\$51,450	\$57,900	\$64,300	\$69,450	\$
<b>(60% AMI)</b>	\$33,780	\$38,640	\$43,440	\$48,240	\$52,140	\$
<b>Low Income (50% AMI)</b>	\$28,150	\$32,200	\$36,200	\$40,200	\$43,450	\$
<b>Extremely Low Income (30% AMI)</b>	\$16,900	\$19,300	\$21,700	\$24,100	\$26,050	\$

I have downloaded and read the above documents.



## A. Applicant Information

Completed by kim@bethleheminn.org on 10/24/2022 1:31 PM

**Case Id:** 30166

**Name:** Bethlehem Inn - 2023

**Address:** \*No Address Assigned

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### A. Applicant Information

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Please provide the following information.

#### ORGANIZATION INFORMATION

**A.1. Organization Name**

Bethlehem Inn

**A.2. Address**

3705 N. Hwy 97 P.O. Box 8540 Bend, OR 97708

#### PROJECT INFORMATION

**A.3. Project Name**

Part of the Solution

**A.4. Project Location**

3705 N. Hwy 97 Bend, OR 97703

#### CONTACT PERSON INFORMATION

**A.5. First Name**

Kim

**A.6. Last Name**

Fischbach

**A.7. Address**

3705 N. Hwy 97 P.O. Box 8540 Bend, OR 97708

**A.8. Phone Number**

(541) 322-8768

**A.9. Email Address**

kim@bethleheminn.org

## B. Organization Information

Completed by kim@bethleheminn.org on 10/28/2022 9:14 AM

Case Id: 30166

Name: Bethlehem Inn - 2023

Address: \*No Address Assigned

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## B. Organization Information

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Please provide the following information.

### B.1. What is the organization's background, mission, and service history:

Bethlehem Inn's mission is to transform lives together through shelter, help and hope. The lives we change are adults and children in Central Oregon struggling with homelessness and poverty. In a region marked by fast growth, increasing housing prices, and wages lagging behind the rest of the state, Bethlehem Inn is the primary emergency shelter serving men, women and families in Central Oregon's Tri-County area (Crook, Deschutes and Jefferson counties).

Bethlehem Inn has a strong record of program impact and effective management. These strengths have carried the organization through the COVID-19 pandemic with sustained program impact and financial stability. Bethlehem Inn is considered an integral part of Central Oregon's regional response to homelessness. For over 23 years, the Inn has earned a reputation for best-practice programming, collaboration with a wide network of community partners, and strong operational and fiscal management.

Bethlehem Inn's service model is well established and aligned with recognized best practices for emergency shelters. Beyond providing temporary housing, food, safety and health, Bethlehem Inn guides residents to programs and services designed to help them emerge from situational homelessness, break the cycle of poverty and access opportunities for long-term stability and success. Since our founding, we have worked tirelessly to create strong partnership with over 70 organizations, with whom we work closely to ensure residents have access to services and resources they need in order to transition from crisis to stability.

### B.2. Provide a brief description of the organization's financial stability as it pertains to the organization's capacity to successfully complete the project, including a brief financial history and primary funding sources. The City may request copies of the organization's financial audit or review for the last two years.

The Inn has successfully exceeded its financial goals year after year, while also funding its a capacity expansion initiative in 2017-2019 through a completed a \$9 million capital campaign to fully rebuild and expand its Bend campus. Since the campus completion, we have increased the number of people served while also exceeding fundraising goals to establish strong operational reserves.

### B.3. Key Personnel Assigned to Project:

Name	Job Title	Qualifications	FTE Hours
Tara Feurtado	Program Director	11 years at Inn in supervisory role	20
Liz Clemens	Program Director	12 years at Inn; supervisory role; MSW Social Work	20
TBD	Case Mgr. Coordinator	TBD	40
Gwenn Wysling	Executive Director	13 years	8
			88

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## C. Project Description

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**Case Id:** 30166

**Name:** Bethlehem Inn - 2023

**Address:** \*No Address Assigned

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### C. Project Description

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Please provide a brief description of the following:

#### **C.1. Describe the need or problem your project will address.**

Bethlehem Inn has successfully emerged from a two-year period of limited capacity due to the pandemic. The organization is now operating at full capacity; utilizing its expanded Bend campus for the first time since 2019. Our ability to open our doors to people in crisis is desperately needed by our community as it emerges from COVID-19 and at a time when the 2022 Point-In-Time Count for Central Oregon indicates the number of people in our region, who experience literal homelessness has increased by 17% over the prior year.

During a transitional stay at Bethlehem Inn, our case management staff, in collaboration with community partner organizations, help residents access a wide array of needed services, from employment and housing resources to needed mental and physical health care for children and adults. One of the key objectives of case management is our Rent Ready Program to help residents successfully transition to housing.

As the region's largest provider of emergency shelter services, this staffing project is of critical importance to both the people we serve and to our community at large. With the pandemic in our past, Inn resident numbers are increasing significantly. This influx is requiring the Inn to increase staffing to meet the need for an increasing number of case management services.

Bethlehem Inn's thorough intake process ensures that qualified, low-income adults, who fall below the defined average median income (AMI), including those with significant barriers to housing are given access to services. Residents are carefully tracked by case management through Apricot as well as maintained in the state's HMIS (Homeless Management Information System) database. Through effective case management and day-to-day accountability, the Inn promotes the forward movement of families and single adults. The goal is to assist resident's transition to permanent housing, while ensuring the Inn's resources go solely to people in crisis.

#### **C.2. Describe how your project will address the identified need or problem, including project background, project objectives, services to be provided by the project, the populations or areas to be served, and how the funds will be used.**

Bethlehem Inn's mission conveys what we strive to achieve each day: transform lives together through shelter, help and hope for adults and children in Central Oregon struggling with homelessness and poverty.

To enable staff to continue to provide the robust level of resident services required to fulfill our mission, the Inn must increase staffing to meet increasing demand. The demand is clear both through the 2022 Point in Time Count, but also Inn resident count. The Inn served 287 residents in just the first quarter (July - Sept) of FY22/23 as compared to 433 residents total in FY 21/22. Staffing is required to adequately meet demand.

If granted, this funding will support the hiring of an additional case management coordinator in FY 23/24 to help fulfill one of our a primary objectives of ensuring an increasing number of residents receive the necessary services to

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transition from crisis to stability. This would include following priorities:

- o Housing Stability (Rent Ready)
- o Economic Stability
- o Substance Abuse
- o Access to Preventive Oral and Medical Health Care
- o Nutrition

The Inn is a private nonprofit that provides an inclusive, safe, secure, and accountable environment for adults and families through the provision of a high-barrier emergency shelter and circumstance-related programs and services. We are committed to providing an inclusive environment, using emerging best practices and evidence-based guidelines. This commitment is demonstrated both in the training provided to all staff and in the selection of community partners who provide services to Bethlehem Inn residents. Monthly staff meetings and case management meetings are conducted with quarterly in-service training. Operational staff is trained in trauma-informed service delivery and participates in CPI and staff/resident safety trainings. Case Managers work closely with residents, while being in contact with the other continuum of care providers to ensure that all the needs of the residents are being addressed and goals and action plans are being coordinated.

As a high-barrier shelter, residents must remain free from alcohol and substance; cannot be a registered sex offender; and must hold themselves accountable; working to achieve their personal goals, while participating in our program. Bethlehem Inn operates the shelter program 24-hours a day, seven days a week, and 365 days a year.

The population served by Bethlehem Inn covers a broad spectrum that includes people experiencing accidental, situational, generational and chronic homelessness. Bethlehem Inn tailors its response to each individual's needs and measures each resident's success accordingly. Unchecked, recurring homelessness can turn chronic.

Best practice case management standards and a structured feedback loop allow staff and residents to engage in continuous program evaluation and improvement. Structured feedback is essential to ensure results have an impact on both resident success and shaping future Inn program development. The impact of our shelter services is evaluated utilizing the Inn's robust outcomes-based tracking system. The system, Social Solutions, assess residents in areas of shelter, healthcare, well-being, disabilities, education, employment, along with required demographics. Goals are created with residents and case managers through action plans that help guide residents to available resources. Tracking is done to measure progress during their stay and at the time of exit to determine what goals have been achieved and determine measurable outcomes. After an average stay of five weeks, residents are measurably stronger based on key gains in stable housing, access to physical and behavioral health care, and other customized supports focused on their unique transition to stability. Through the help of over 70 partner agencies, Bethlehem Inn helps to navigate appropriate referrals and connections to other critical resources in the community.

To assist in illustrating the Inn's impact on residents: last year Inn residents participated in 4,010 case management meetings, which were individualized to meet the needs of each resident with a focus on preparing them to be "Rent Ready". These robust meetings resulted in the following: 1. 70% increase in resident self sufficiency 2. 50% increase in resident employment and 3. 44% increase in resident rent readiness. These case management services are essential in ensuring that more families and adults have access to life-transforming resources and support.

**C.3. Describe how your project will address the identified need or problem in a way or to a degree not already being achieved in the community. Please identify any other similar programs or projects and how your project will add to or improve upon existing services.**

Bethlehem Inn's unique service model is well established and aligned with recognized best practices for emergency shelter. Beyond providing temporary housing, food, safety and health, Bethlehem Inn guides residents to other programs and services designed to help them emerge from situational homelessness, break the cycle of poverty and access opportunities for long-term stability and success.

Another programmatic aspect that sets us apart from other regional services is our goal to meet SMARTIE objectives (Specific, Measurable, Attainable, Relevant, Timebound, Inclusive and Equitable). Inn case managers are responsible for the implementation of effective case management, which includes accountability through the use of a range of measurement tools. Bethlehem Inn residents are carefully tracked with Apricot, a Social Solutions software, as well as the state's HMIS (Homeless Management Information System) confidential database, ServicePoint, which is in partnership with NeighborImpact and HUD (Housing and Urban Development).

The Inn's best-practice case management program helps residents connect to the resources needed to land jobs, sign leases, tend to medical and mental health issues and give back to the community that helps them back on their feet. Clients and staff set mutually agreed upon goals that are tracked and measured for impact from entry into the program and at the time of exit. After an average 5-week stay, data shows residents are stronger based on key gains in stable housing, school placement for children, access to health care, and customized supports focused on transition to stability.

**C.4. Describe the ways in which your project will have a long-term impact on the need or problem being addressed.**

The Inn's program is designed to continue its support for homeless adults and children for generations to come. Grant funding for an additional case management coordinator will help support the Inn's goal of providing equitable access to an effective and integrated range of services for an estimated 1,200 residents annually. Effective case management ensures that all residents have access to resources such as medical and behavioral health services, which will help them maintain stable housing and a life of self-sufficiency.

The services provided by the Inn are vital in the region's response to homelessness and poverty. This investment will allow Bethlehem Inn to meet immediate needs, while maintaining stability and sustainability into the future. As a result, our region's most vulnerable community members will gain access to best practice support for making a transition out of homelessness and crisis, with the goal of achieving stable housing and stronger utilization of services such as health care, mental health, dental care and other essential supports.

Bethlehem Inn plays a key role in our community and as such is suited to maximize its benefit to the region. The Inn has made great progress in broadening awareness of poverty. It is a major community resource for education and training. Students and instructors from local K-12 schools, Central Oregon Community College and Oregon State University-Cascades Campus turn to Bethlehem Inn to research poverty and homelessness and to explore and train for careers in social service.

Ultimately, the proposed project will increase the Inn's ability to secure a permanent impact on the character of the region as a place committed to economic equality and inclusion.

**C.5. Describe your organization's plan for evaluating the progress of the project toward addressing the identified need or problem.**

Bethlehem Inn's systems for financial and programmatic reporting and monitoring have been honed over the past several years of growth. We currently report to multiple partners, as well as to our own Board of Directors, and have a strong track record demonstrating accountability both for program outcomes and effective stewardship of financial resources.

The Inn utilizes its system for reporting data on program metrics through new case management software (Social Solutions). In addition, the Homeless Management Information System (HMIS) tracks the demographic, in-take and exit data. Quality control measures are in place to ensure the data is accurate. Reporting of program data is managed by the Inn's Program Data Analyst under the supervision of two Program Directors.

Bethlehem Inn's reporting systems have been developed to align with needs of our system partners, including our CoC (NeighborImpact), Deschutes County, City of Bend and other regional jurisdictions. Tracking data is managed through HMIS and quarterly reports through Sage HMIS Reporting Repository.

## D. Work Program

Completed by kim@bethleheminn.org on 10/28/2022 10:58 AM

**Case Id:** 30166

**Name:** Bethlehem Inn - 2023

**Address:** \*No Address Assigned

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### D. Work Program

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Please provide the following information.

**D.1. Anticipated Start Date:**

06/01/2023

**D.2. Anticipated Completion Date:**

06/30/2024

**D.3. List of Task(s) Needed for Project**

Task	Start Date	End Date
Initiate recruitment of candidates for case mgr. coordinator	6/01/2023	06/30/2023
Interview candidates	07/03/2023	07/28/2023
Hire Case Mgt. Coordinator	08/03/2023	08/10/2023
Training	09/01/2023	11/30/2023
Roles/Responsibilities Begin	12/01/2023	M/d/yyyy

**NOTE:** If funded, staff will work with you to set benchmarks for your project. Failure to meet these benchmarks could mean a reduction in funding during current or future years.



## E. Project Benefit

Completed by kim@bethleheminn.org on 10/25/2022 2:10 PM

**Case Id:** 30166

**Name:** Bethlehem Inn - 2023

**Address:** \*No Address Assigned

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### E. Project Benefit

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Please provide a brief description of the following:

#### **E.1. Estimates of the total number of persons to be served by the project and the number of low- and moderate-income persons to be served by the project.**

The Inn projects serving up to 1,200 adults and children with this project. 100% are low to moderate-income persons.

#### **E.2. The population and characteristics of the slum or blighted area that will be served (if applicable).**

Bethlehem Inn serves the Tri-County region of Central Oregon. The 2022 Point In Time Count conducted in January reflects the following overview:

17% increase in homelessness over last year

1,286 people experienced literal homelessness in Central Oregon on January 24th, 2022

79% of people counted were unsheltered

65% of those counted have lived in Central Oregon for more than 3 years

60% of those counted have been homeless for more than 12 months

The total number of youth experiencing homelessness continues to climb

More specifically, the Inn provides support for highly vulnerable populations including Veterans, people with disabilities, families, communities of color, people with serious mental illness, and people experiencing chronic homelessness.

#### **E.3. How the project will ensure that moderate-income persons do not benefit to the exclusion of low-income persons.**

Bethlehem Inn's thorough intake process ensures that qualified, low-income adults including those with significant barriers to housing are given access to services.

#### **E.4. The methods used to determine the project benefit and documentation of the sources used.**

Bethlehem Inn implements an outcomes-based tracking system through Social Solutions. The organization completes an assessment on program participants in areas of shelter, healthcare, well-being, disabilities, education, employment, along with required demographics. Goals are created with program participants and action plans to help guide them to available resources within the CoC and community at large. Tracking is done to measure progress during a stay and at the time of exit to determine what goals have been achieved and determine measurable outcomes.

Additionally, residents are carefully tracked by case management through the state's HMIS (Homeless Management Information System) database. Through these two tracking tools, effective case management and day-to-day accountability, the Inn promotes the forward movement of families and single adults. The goal is to assist residents' transition to permanent housing, while ensuring the Inn's resources go solely to people in crisis.

Bethlehem Inn works closely with community partners, like NeighborImpact. Through referrals and networking, staff ensure that clients are referred to housing opportunities for which they can qualify. Case Managers work one-on-one

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with each resident to navigate and assist in identifying, accessing appropriate resources in order to establish goals and action plans. With BI's extensive network of partner agencies, we continually collaborate to help program participants connect to available resources.

## F. Financial Information

Completed by kim@bethleheminn.org on 10/28/2022 10:53 AM

Case Id: 30166

Name: Bethlehem Inn - 2023

Address: \*No Address Assigned

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### F. Financial Information

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Please also provide the following financial information:

**F.1. A detailed line-item budget describing the total project cost and operating income and expenses, including consideration of inflationary factors, maintenance costs, potential relocation costs, and increased insurance costs associated with the project.**

**Budget Form \*Required**

2023-24 Beth Inn Projected BudgetPart of Solution.pdf

**F.2. A description of the assumptions used to determine the total project cost and the operating budget, including the sources consulted and how costs were determined.**

Expenditure assumptions for the preliminary project costs for FY 23/24 was based on the Inn's historical knowledge of institutional expenditures for services directly related to the operation of the facility, which includes staffing directly related to case management services for Inn residents. Projected facility costs and personnel expenditures reflect an estimated 5% cost increase over the FY 22/23 expenses.

Income assumptions are based on revenue trends experienced by the Inn over the last 10 years. These trends reflect increasing financial support from a broad range of funders including foundations, private donors, public funders, etc. Additionally, the Inn is aware of the current economic climate; therefore, it's factored into conservative revenue projections going forward.

**F.3. A brief description of your organization's plan for funding the project after the first year, if applicable.**

The Inn plans to fund this project after the first year utilizing revenue from private foundations and individual/business donors. Based on the Bend community's ongoing and increasing level of support for our program, we are projecting an ability to fund this position after the first year.

**F.4. A statement regarding your organization's ability to proceed with the project without your requested CDBG or CET funds, or with an award less than your requested amount.**

If CDBG funding is not approved or does not match our requested level of support, the Inn may need to delay the implementation of this project.

**F.5. CDBG Funds Requested**

\$71,500.00

**F.6. CET Funds Requested**

\$0.00

**F.7. Leveraged Funds**

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\$71,500.00

## G. Budget

Case Id: 30166

Name: Bethlehem Inn - 2023

Address: \*No Address Assigned

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### G. Budget

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Please provide the following information.

#### G.1. Project Budget

Project Activities	CDBG Funds Requests	CET Funds Requested	Other Public Funds	Private Funds	Activity Total
1-FTE Case Management Coordinator	\$71,500.00	\$0.00	\$0.00	\$0.00	\$71,500.00
9-FTE Case Managers	\$0.00	\$0.00	\$0.00	\$598,000.00	\$598,000.00
1-FTE Program Director	\$0.00	\$0.00	\$0.00	\$97,500.00	\$97,500.00
1.75 FTE Program Data Analyst	\$0.00	\$0.00	\$0.00	\$58,500.00	\$58,500.00
HR/Training Manager	\$0.00	\$0.00	\$0.00	\$58,500.00	\$58,500.00
1-.20 Exec. Director	\$0.00	\$0.00	\$0.00	\$36,400.00	\$36,400.00
Facilities	\$0.00	\$0.00	\$0.00	\$136,400.00	\$136,400.00
Program	\$0.00	\$0.00	\$0.00	\$25,800.00	\$25,800.00
Administrative	\$0.00	\$0.00	\$0.00	\$14,175.00	\$14,175.00
In-Kind Resources	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00
<b>TOTAL</b>	\$71,500.00	\$0.00	\$0.00	\$1,035,275.00	\$1,106,775.00

#### G.2. Other Public Funds

Source	Use of Funds	Amount of Funding	Funding Status
<b>TOTAL</b>		\$0.00	

#### G.3. Private Funds

Source	Use of Funds	Amount of Funding	Funding Status
Foundations/Non-Profits	Program /Staffing support	\$200,000.00	Applied For
Individual Donors	Program/staffing support	\$850,000.00	Applied For
In-Kind Resources		\$10,000.00	Applied For
<b>TOTAL</b>		\$1,060,000.00	

#### G.4. Funding Documentation



Funding Documentation - Letters of funding commitment from sources

\*\*No files uploaded

## H. Project Feasibility and Readiness

**Case Id:** 30166  
**Name:** Bethlehem Inn - 2023  
**Address:** \*No Address Assigned

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### H. Project Feasibility and Readiness

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Please provide the following information regarding project feasibility and readiness:

**H.1. A description of the organization's administrative capacity to complete the project, including its experience in implementing and managing activities similar to the proposed project. If capacity is achieved through partnerships with or utilization of other organizations or agencies, describe the nature and status of these partnerships.**

The Inn's Board of Directors and leadership team is currently following the 2020-2030 Strategic Plan. This document coupled with annual Community Awareness and Fund Development Plans leads the Inn into the next 10 years of planning with a goal of successfully increasing both community awareness of our program and revenue through individual contributions, businesses and foundations. The Inn's greatest area of growth stems from individual donors and service partner agreements. Bethlehem Inn exhibits a number of strengths that help the agency grow and gain community support: Effective partnerships and collaborations, a positive relationship with Deschutes County, and community good will are fundamental components of Bethlehem Inn's reputation in Central Oregon. Using effective media relations, Bethlehem Inn continually raises awareness of the shelter's impact on the community.

Community support is also demonstrated by the incredible army of volunteers, who provide ongoing operational service at the shelter every day. Thousands of volunteers provide an estimated 22,500 hours each year to keep the shelter's meal program running. While the Inn's Volunteer Program was temporarily suspended in spring of 2020 due to COVID-19, it is expected to make a full recovery in the upcoming year. Private donors provide over 60% of the annual revenue budget to keep the shelter open. Central Oregon is a caring and generous community that has stepped up to help Bethlehem Inn.

Bethlehem Inn has strong community partnerships with United Way, Deschutes County, NeighborImpact, churches, etc.), programmatic/earned income (COVO/VA per diem for Veterans, Deschutes County Corrections).

**H.2. A description of neighborhood and/or community support for the project. Attach letters of support or other evidence of neighborhood/community support.**

The Inn has a strong relationship and Good Neighbor Policy with our surrounding neighbors including Bend International School, KTVZ, Knecht's Auto Parts and Midas Tires.

Bethlehem Inn has thrived in its current location with strong support from the community, including its immediate neighbors and key public agencies. Effective partnerships and collaborations, a positive relationship with the City of Bend, Deschutes County, and community good will are all foundational components of Bethlehem Inn's reputation in the region.

Community support is also strongly demonstrated by the incredible army of volunteers who provide ongoing operational service at the shelter every day.

## Letters of Support

*\*\*No files uploaded*

### **H.3. A description of the organization's readiness to proceed with the project. For example, is staff currently available to work on the project, or is the organization ready to proceed with hiring staff?**

As a result of extensive due diligence and over 20 years of providing emergency shelter services in Central Oregon, Bethlehem Inn has established readiness and the capacity for this project based on: 1) Financial Stability; 2) Professional Expertise; 3) Capacity to Raise Needed Funds. At the heart Bethlehem Inn's ability to succeed is the Board of Directors and executive leadership's commitment to continue fulfilling the Inn's mission for years to come.

Bethlehem Inn has a strong history of collaboration with a large network of partner organizations to help our residents connect to an array of needed services is testimony to the readiness .

NeighborImpact provides access to transitional housing resources. We also partner with the Central Oregon Intergovernmental Council (COIC) on transportation needs and access to employment. We engage Family Access Network to support children in school. We bring in health partners to address physical and mental health underlying issues. For our Veterans, we are able to coordinate with the VA and other specific services. As we work with residents who need culturally specific supports, we are able to find that support through the Homeless Leadership Coalition, Latino Community Association and other partnerships.

The Inn's staff has grown significantly over the past 5 years and has the capacity to hire and train new case management staff to assist in the delivery of essential services for residents.

### **H.4 For CDBG applicants, a description of the organization's familiarity with meeting the federal requirements listed in the [City of Bend Public Services Program Rules and Requirements](#), and/or the organization's plan for ensuring that these requirements are satisfied.**

As a CDBG funding recipient of many years, Bethlehem Inn is very familiar with meeting federal requirements as listed in the Program Rules and Requirements document. We have successfully adhered to the listed guidelines in the past and have no concerns going forward.

## I. Required Documents

Completed by kim@bethleheminn.org on 10/26/2022 2:28 PM

Case Id: 30166

Name: Bethlehem Inn - 2023

Address: \*No Address Assigned

---

### I. Required Documents

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Please provide the following information.

Please download, complete, and upload the document (s) below:

- [504 Self-Evaluation Checklist](#)

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### Documentation

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#### 504 Self-Evaluation Checklist **\*Required**

CDBG Self Eval Handicapped Accessibility Doc 2022.pdf



#### DUNS Number

Beth Inn DUNS number.pdf



#### Equity and Inclusion Policy

Bethlehem Inn DEI Policy.pdf



#### Map of Project Location

*\*\*No files uploaded*



#### Proof of Non-Profit or Governmental Status

501c3 Bethlehem Inn.pdf



 **State of Oregon Business Registry Printout**

Beth Inn Business Registry.pdf

## Submit

Completed by kim@bethleheminn.org on 10/28/2022 11:14 AM

**Case Id:** 30166

**Name:** Bethlehem Inn - 2023

**Address:** \*No Address Assigned

---

## Submit

---

Once an application is submitted, it can only be "Re-opened" by an Administrator. Also note: please check your Spam email folder if you have not received any emails from Neighborly.

The applicant certifies that all information in this application, and all information furnished in support of this application, is given for the purpose of obtaining funding under the City's Affordable Housing Development Program.

I understand that U.S.C. Title 18, Sec. 1001, provides: "Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies...or makes any false, fictitious or fraudulent statements or representation, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned not more than five years, or both."

I certify that the application information provided is true and complete to the best of my/our knowledge.

I agree to provide any documentation needed to assist in determining eligibility and are aware that all information and documents provided, except as exempted pursuant to law, are a matter of public record.

I further grant permission and authorize any bank, employer, or other public or private organization to disclose information deemed necessary to complete this application.

### Signature

Kim Fischbach

Electronically signed by kim@bethleheminn.org on 10/28/2022 11:13 AM

## Program Overview

Completed by [homeofanewdawn@gmail.com](mailto:homeofanewdawn@gmail.com) on 10/15/2022 7:20 PM

Case Id: 30158

Name: DAWNS House - 2023

Address: \*No Address Assigned

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### Program Overview

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# CITY OF BEND

CITY OF BEND  
PUBLIC SERVICE PROGRAM APPLICATION

**City of Bend**  
710 NW Wall St.  
Bend, Oregon 97703  
(541) 323-8550  
[housing@bendoregon.gov](mailto:housing@bendoregon.gov)

This section provides general information regarding the federal Community Development Block Grant (CDBG) and Commercial and Industrial Construction Fund (CET) programs and the types of activities that are eligible for funding. For more detailed information on eligible activities, please contact the City's Affordable Housing Program at [housing@bendoregon.gov](mailto:housing@bendoregon.gov), or (541) 323-8550, or P.O. Box 431, 710 NW Wall Street, Bend, OR 97709 or visit the HUD website at [www.hud.gov](http://www.hud.gov).

The Commercial and Industrial Construction Fund (CET) is authorized under Bend Code 9.45. Such funding can provide public services for community members with income at or below 30% of Area Median Income (AMI).

Community Development Block Grant (CDBG) is authorized under Title 1 of the federal Housing and Community Development Act of 1974, as amended. The primary objective of the CDBG Program is the development of viable

Printed By: Racheal Baker on 1/6/2023

1 of 19

urban communities through:

- The provision of decent housing,
- The provision of a suitable living environment, and
- The expansion of economic opportunities.

The Community Development Block Grant Program is administered at the federal level by the Department of Housing and Urban Development (HUD).

### **National Objectives**

Federal regulations specify that all activities undertaken using CDBG funding must meet at least one of the following national objectives:

- Benefit to low-and moderate-income persons,
- Aid in the prevention or elimination of slums or blight, or
- Meet a need having a particular urgency.

HUD considers persons below 80% AMI low-income and persons at 80% AMI moderate-income. The three national objectives are summarized below:

#### **1. Benefit to Low- and Moderate-Income Persons**

Under this objective, CDBG-assisted activities must primarily benefit low- and moderate-income persons. The income thresholds for meeting the low- and moderate-income requirement are determined by HUD. Projects funded with CDBG dollars must either:

- benefit all of the residents of a particular area, where at least 51% of the residents are low- and moderate-income,
- benefit specific populations (e.g., homeless persons, elderly persons, or persons living with HIV/AIDS), as long as 51% of those served are low- or moderate-income,
- provide or improve permanent residential structures for low- and moderate-income persons, or
- create or retain permanent jobs, at least 51% of which will be made available to or held by low- and moderate-income persons.

#### **2. Elimination of Slum and Blight**

Under this objective, CDBG-assisted activities must help to prevent or eliminate slums and blighted conditions. These activities must either:

- prevent or eliminate slums or blight in a designated area in which slums or blighted or deteriorating conditions exist,
- prevent or eliminate slums or blight on a spot basis in an area not located in a slum or blighted area, in cases where a specific condition is detrimental to public health and safety, or
- be in an urban renewal area.

#### **3. Urgent Need**

The Urgent Need category is designed only for activities that alleviate emergency conditions of recent origin that pose a serious and immediate threat to the health or welfare of the community, and for which no other sources of funding are available. An example of an eligible project under this category would be a major flood that causes serious damage to buildings and infrastructure, thereby threatening the safety of occupants or nearby residents.

### **Eligible Activities**

In order to meet local needs within the national objectives, the CDBG Program provides a great deal of flexibility in the eligible uses of CDBG funds. The following is a summary of the range and types of activities that may be funded through the CDBG Program. The summary is not a complete list of eligible activities; please contact the City's

*Printed By: Racheal Baker on 1/6/2023*

2 of 19

Affordable Housing Program for more detailed information regarding the eligibility of specific programs or projects.

### **Basic Eligible Activities**

According to federal CDBG regulations outlined in 24 CFR 570, the basic eligible activities include a variety of uses including public services.

**Ineligible Activities** In general, activities that are not specifically identified as eligible are considered by HUD to be ineligible. The following activities are specifically identified by HUD as activities that are not eligible for CDBG funding. Please contact the City's Affordable Housing Program for more information on ineligible activities.

- Acquisition, construction, or reconstruction of buildings for the general conduct of government
- General government expenses
- Political activities
- Purchase of construction equipment, fire protection equipment, furnishings and personal properties
- Operating and maintenance expenses
- Income payments
- Construction of new housing

**Please review the following documents regarding the City of Bend Public Services Program:**

[City of Bend Public Services Goals and Objectives](#)

[City of Bend Public Services Evaluation and Criteria and Funding Priorities](#)

[City of Bend Public Services Program Policy on Loans and Grants](#)

[City of Bend Public Services Program Rules and Requirements](#)

[City of Bend Public Services Selection Process](#)

[Other Information for Public Service Applicants](#)

[504 Self-Evaluation Checklist](#)

### **Eligible Proposals**

In general, only public or private non-profit agencies or organizations are eligible to apply for CDBG funding. However, the following two exceptions apply: (1) for-profit organizations may apply for CDBG funds to undertake certain economic development activities related to microenterprise assistance, and (2) under certain limited circumstances, for-profit organizations qualifying under HUD criteria as Community-Based Development Organizations (CBDOs) may apply for funds to carry out neighborhood revitalization, economic development, or energy conservation projects. Regulations pertaining to these exceptions can be found at 24 CFR 570.201(o) and 24 CFR 570.204.

CET applications will be accepted from property owners, private sector for-profit developers, certified Community Housing Development Organizations (CHDO's), government housing providers and qualified 501(c)(3) organizations.

Any public or private non-profit agencies or organizations currently under investigation regarding previously awarded federal, state, or local government funding are ineligible for assistance from the City of Bend's Affordable Housing Program.

### **HUD Income Limits**

The current income limits for City of Bend are shown below. Updated City of Bend income limits may be applicable on July 1, 2022. Recipients of CDBG funding must meet the income guidelines at the time the funds are utilized. City staff will be able to provide funding recipients with updated income limits information when available.

<b>Persons Per Household</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	
<b>Area Median Income (AMI)</b>	\$56,280	\$64,320	\$72,360	\$80,400	\$86,832	\$
<b>Moderate Income (80% AMI)</b>	\$45,050	\$51,450	\$57,900	\$64,300	\$69,450	\$
<b>(60% AMI)</b>	\$33,780	\$38,640	\$43,440	\$48,240	\$52,140	\$
<b>Low Income (50% AMI)</b>	\$28,150	\$32,200	\$36,200	\$40,200	\$43,450	\$
<b>Extremely Low Income (30% AMI)</b>	\$16,900	\$19,300	\$21,700	\$24,100	\$26,050	\$

I have downloaded and read the above documents.

## A. Applicant Information

Completed by [homeofanewdawn@gmail.com](mailto:homeofanewdawn@gmail.com) on 10/28/2022  
11:49 AM

**Case Id:** 30158

**Name:** DAWNS House - 2023

**Address:** \*No Address Assigned

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## A. Applicant Information

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Please provide the following information.

### ORGANIZATION INFORMATION

**A.1. Organization Name**

DAWNS House

**A.2. Address**

62024 Dean Swift Rd BEND, OR 97701-8596

### PROJECT INFORMATION

**A.3. Project Name**

Maintaining Housing and Addiction Services

**A.4. Project Location**

62024 Dean Swift Rd BEND, OR 97701-8596

### CONTACT PERSON INFORMATION

**A.5. First Name**

Dawn

**A.6. Last Name**

Holland

**A.7. Address**

20813 LIBERTY LN BEND, OR 97701-8596

**A.8. Phone Number**

(541) 410-6065

**A.9. Email Address**

homeofanewdawn@gmail.com

## B. Organization Information

Completed by [homeofanewdawn@gmail.com](mailto:homeofanewdawn@gmail.com) on 10/28/2022  
12:30 PM

Case Id: 30158

Name: DAWNS House - 2023

Address: \*No Address Assigned

---

## B. Organization Information

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Please provide the following information.

### B.1. What is the organization's background, mission, and service history:

DAWNS House was granted its 501c3 exempt status in 2014 and open our doors in May 2015 to meet the enormous need and gap in SUD (Substances Use Disorder) housing for no/low income and homeless women. DAWNS House provides support to displaced/homeless women/families who are recovering from the disease of addiction and/or alcoholism through structured, guided, sober transitional housing. DAWNS House operates three homes in Bend with 21 permanent beds an emergency bed home with 6 emergency service beds and 4 cabin units for COVID/houseless, emergency family housing named "Alternative Housing Program", for a total of 9 structures including headquarters located on our Dean Swift Campus. To date DAWNS House has housed and provided services to over 700 individuals with a success rate of 66%. The mission of DAWNS House is to provide a safe and compassionate living option for newly sober women/families seeking long-term recovery and self-sufficiency. DAWNS House helps to break the chain of addiction and recidivism, promotes personal health and community responsibility, and gives participants in the program an opportunity to live productive and fulfilling lives.

### B.2. Provide a brief description of the organization's financial stability as it pertains to the organization's capacity to successfully complete the project, including a brief financial history and primary funding sources. The City may request copies of the organization's financial audit or review for the last two years.

DAWNS House has quadrupled in size since our inception in 2015. We have accomplished this strategically by gaining like minded funding partners and by offering vital, efficient, and effective housing programs in our nonprofit. We are funded by Unitedway, Oregon Health Authority, Central Oregon Health Council, Oregon Community Foundation, The City Of Bend, The Collins Foundation, Neighbor Impact, St. Charles Foundation, US Bank and many more business and individual donors. There has never been a time that we have not completed a project we have taken on. Our financial stability is good, we can always use more funds to help keep our ever growing organization staffed and the programs running at full capacity. We make cuts when necessary and adjust our budget in accordance to the ever changing economy.

### B.3. Key Personnel Assigned to Project:

Name	Job Title	Qualifications	FTE Hours
Sarah Schuler	Bookkeeper/Human Resources	BA in Finances from University Oregon of	0.5
Virginia Schweizer	Peer Mentor/Executive Assistant	BA in Business CRM/THW/CHW	0.5
Dawn Holland	Executive Director	MBA Business/Hospitality Management/CRM/NPM/	0.5
Andrew Pinkerton	Housing Repair/Maintenance S	CCB #238989	0.5
			2





## C. Project Description

Completed by [homeofanewdawn@gmail.com](mailto:homeofanewdawn@gmail.com) on 10/28/2022 1:47 PM

Case Id: 30158

Name: DAWNS House - 2023

Address: \*No Address Assigned

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### C. Project Description

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Please provide a brief description of the following:

#### **C.1. Describe the need or problem your project will address.**

DAWNS House has quadrupled in size since our inception in 2015. The absolute need for sober, structured housing for our homeless population is enormous especially after the COVID fallout. The vast growth and sheer number of participants has made it necessary to expand our workforce/training, services, and repair/upkeep and maintenance on our 9 structures (all but our one home on liberty lane are leased properties or homes). We have grand goals of one day purchasing our Dean Swift property and capturing sustainability. In the meantime we must trudge forward in providing essential services to our communities underserved population and to do that we must grow our workforce/training.

#### **C.2. Describe how your project will address the identified need or problem, including project background, project objectives, services to be provided by the project, the populations or areas to be served, and how the funds will be used.**

This workforce capacity expansion (project) will increase our efficiency and ability to meet the demand of our demographic (homeless, addiction and poverty) with services such as housing, employment, counseling, enrollment in OHA, SNAP WIC, mental health, oral health, parenting classes and reunification, housing placement services, identification recovery, transportation, basic immediate needs fulfillment (Clothing, food, hygiene items). Each client entered into one of our homes is entered into the HMIS system, Coordinated entry System and is sat down with one of our live in certified recovery mentors to engage in a 12 question "Needs Based Assessment" and a "Self Sufficiency Matrix" (I will attach both forms). These forms serve as a launching pad for the individual needs and situation of each client and assist us to write up a recovery plan with that person. We have been running this "Resident Assistance" program for 7 years very successfully but as we have grown we are struggling to keep up with the tasks necessary to be efficient and effective in ceasing recidivism. Our need is to add wages for our current bookkeeper to take on the HR roll also, cover some cost for our repair and maintenance, increase our onsite live-in mentor/program housing managers hours and help cover cost of the Executive Directors added duties, so we can meet the needs of our expansion to house more of our vulnerable, SUD, LMI population.

#### **C.3. Describe how your project will address the identified need or problem in a way or to a degree not already being achieved in the community. Please identify any other similar programs or projects and how your project will add to or improve upon existing services.**

DAWNS House is proud to be successful at thinking outside the box. We began partnering with the City of Bend and COHC three years ago and created a pilot program that we called "Alternative Housing" (This falls under the safe parking ordinance). We leveled a lot adjacent to our campus and created 6 slots to park RVs (Trailers and 5th Wheels), ran electricity from one of our homes to create 6 pedestals with 30/50 amp plug-ins. We then purchased 6 self-sustaining RVs, (Bathrooms, kitchens, living room, bedrooms) all ran by propane and electricity. We then went out to Hunnel Road and China Hat and scooped up families with the youngest children.(Just in time for Christmas 2020). COVID was in full effect and more and more families were ending up homeless, we KNEW we needed to help. We stepped outside our mission, became extremely creative and housed 109 families in 22 months without a single complaint from surrounding

neighbors. (We run a tight ship here). After 22 months the RVs had taken such a beating the we could not keep up on repairs and knew we must revise the project. Again we stepped outside the box. To utilize the expenses it took to level the ground and run electricity we came up with a plan to purchase large sheds from Central Oregon Sheds with lofts to be wired to plug into the 50 amp pedestals. We again paired with the city, cleaned and repaired the RVs and sold then to reinvest in the sheds which we lovingly call "Cabins". (Since the cabins all plug in they are considered mobile and still under the safe parking ordinance. This program was launched in May of 2022 and is currently full serving homeless women and children, still we have not received a single complaint from any neighbors.

**C.4. Describe the ways in which your project will have a long-term impact on the need or problem being addressed.**

DAWNS House prides ourselves on not being a bandaid and merely providing a temporary solution. We go to great lengths to stabilize our clients, lead them to self-sufficiency and work with them to find permanent long term housing. We have many partners in the property management and private housing arena that will take felons and work with us on applications.

**C.5. Describe your organization's plan for evaluating the progress of the project toward addressing the identified need or problem.**

Evaluation is done through data, that includes number of clients served; gained employment, ceased recidivism in alcohol/drug relapse, recidivism in the judicial and health system, permanent housing, and may more data points. We pull reports from HMIS for all our statistics and tracking. Also I believe the increase in manpower and repairs to our structures will be obvious to the naked eye and the morale of the staff will be evident. Entirely to many duties are being put on our employees at too little pay and hours given.

## D. Work Program

Completed by rbaker@bendoregon.gov on 12/14/2022 4:15 PM

Case Id: 30158

Name: DAWNS House - 2023

Address: \*No Address Assigned

---

### D. Work Program

---

Please provide the following information.

#### D.1. Anticipated Start Date:

12/15/2022

#### D.2. Anticipated Completion Date:

12/15/2024

#### D.3. List of Task(s) Needed for Project

Task	Start Date	End Date
CDBG Case work, Wrap Services, Completed by mentors, employment search and acquisition, OHP/SNAP/WIC, home/resident management, identification recovery, family reunification, transportation, immediate basic needs, HMIS/CET/PITT. Community partner meetings, housing transition, drug testing, work with DHS, CPS, DCBH, Parole & Probation...many more tasks.	07/01/2023	06/30/2024
CET- Executive Director: grant writing, PR, fundraising, lots of admin, oversight of all operations and Residents/employees. (The ED live onsite on the Dean Swift Campus in HQ and has an open door policy for all residents/employees). Mentor work, reports, budgets, writing creating and overseeing all programs, creating growth and sustainability, many more tasks	04/01/2023	03/31/2025
CET Repair/Maintained: Cover contract services from a professional home repair service. Kitchen repair in	04/01/2023	03/31/2025

Printed By: Racheal Baker on 1/6/2023

10 of 19

<p>Liberty Lane home (water damage) cupboards and counters. Various needs in many structures from toilet repair to clothing dryer repair, installing security cameras, painting, furnace/A/C repair, small electrical work, refrigeration repair, irrigation system, gutter repair. The owner of our Dean Swift campus put a clause in our 5-year lease that we must cover repairs due to the large number of residents in the homes.</p>		
<p>CET Human Resource/Bookkeeping: Employee Handbook, Policies, Insurance, Training, Payroll, scheduling, assisting with reports and budgets.</p>	<p>04/01/2023</p>	<p>03/31/2025</p>

**NOTE:** If funded, staff will work with you to set benchmarks for your project. Failure to meet these benchmarks could mean a reduction in funding during current or future years.

## E. Project Benefit

Completed by [homeofanewdawn@gmail.com](mailto:homeofanewdawn@gmail.com) on 10/28/2022 2:36 PM

**Case Id:** 30158

**Name:** DAWNS House - 2023

**Address:** \*No Address Assigned

---

### E. Project Benefit

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Please provide a brief description of the following:

**E.1. Estimates of the total number of persons to be served by the project and the number of low- and moderate-income persons to be served by the project.**

97% (tracked data) of our 700 plus clients to date have been low or no income.

Due to our expansion we plan on serving 135 individuals per year.. We are requesting support for 2 years so roughly 270 people will be served with 260 being LMI.

**E.2. The population and characteristics of the slum or blighted area that will be served (if applicable).**

N/A

**E.3. How the project will ensure that moderate-income persons do not benefit to the exclusion of low-income persons.**

We serve the homeless population

**E.4. The methods used to determine the project benefit and documentation of the sources used.**

We are blatantly understaffed to the point it is affecting our services. Our homes are visibly in need of internal upkeep and maintenance.

## F. Financial Information

Completed by rbaker@bendoregon.gov on 12/14/2022 4:15 PM

Case Id: 30158

Name: DAWNS House - 2023

Address: \*No Address Assigned

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### F. Financial Information

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Please also provide the following financial information:

**F.1. A detailed line-item budget describing the total project cost and operating income and expenses, including consideration of inflationary factors, maintenance costs, potential relocation costs, and increased insurance costs associated with the project.**

**Budget Form \*Required**

Budget for 2022-23.xlsx

**F.2. A description of the assumptions used to determine the total project cost and the operating budget, including the sources consulted and how costs were determined.**

Staff cost in accordance with the flow of the economy, qualifications of the staff members and previous work history.

**F.3. A brief description of your organization's plan for funding the project after the first year, if applicable.**

We are seeking two years, our hope is in that time we can purchase the property our homes are on and cut our costs in half. Also DAWNS House is working hard with Pacific Source to be able to bill for our mentor services provided, this will be a huge step toward sustainability.

**F.4. A statement regarding your organization's ability to proceed with the project without your requested CDBG or CET funds, or with an award less than your requested amount.**

The programs will continue at DAWNS House serving and housing as many of our vulnerable community members that our staff capacity allows. We will continue to seek funding for our nonprofit through grants, fundraising and public donations.

**F.5. CDBG Funds Requested**

\$26,000.00

**F.6. CET Funds Requested**

\$109,000.00

**F.7. Leveraged Funds**

\$290,600.00

## G. Budget

Case Id: 30158

Name: DAWNS House - 2023

Address: \*No Address Assigned

Completed by rbaker@bendoregon.gov on 12/14/2022 4:16 PM

### G. Budget

Please provide the following information.

#### G.1. Project Budget

Project Activities	CDBG Funds Requests	CET Funds Requested	Other Public Funds	Private Funds	Activity Total
Casework	\$26,000.00	\$0.00	\$23,000.00	\$0.00	\$49,000.00
Program Management	\$0.00	\$35,000.00	\$0.00	\$34,000.00	\$69,000.00
Program Administration	\$0.00	\$24,000.00	\$32,000.00	\$0.00	\$56,000.00
Facilities Maintenance	\$0.00	\$50,000.00	\$25,500.00	\$0.00	\$75,500.00
Home Materials and Supplies	\$0.00	\$0.00	\$121,700.00	\$33,300.00	\$155,000.00
Travel/Overhead/Professional Development	\$0.00	\$0.00	\$6,100.00	\$15,000.00	\$21,100.00
<b>TOTAL</b>	<b>\$26,000.00</b>	<b>\$109,000.00</b>	<b>\$208,300.00</b>	<b>\$82,300.00</b>	<b>\$425,600.00</b>

#### G.2. Other Public Funds

Source	Use of Funds	Amount of Funding	Funding Status
COHC	Operations/Staff/Open	\$115,000.00	Secured
OCF	Open funds	\$66,000.00	Secured
Unitedway	Resident Assistance	\$25,000.00	Committed
COHC(2)	Travel/Overhead/Professional Development	\$2,300.00	Applied For
<b>TOTAL</b>		<b>\$208,300.00</b>	

#### G.3. Private Funds

Source	Use of Funds	Amount of Funding	Funding Status
Private donors	Operations/Rent/utilities	\$26,300.00	Secured
Business Donors	Staff/Operations/lease/utilities	\$41,000.00	Applied For
Private donors (2)	Travel/Overhead/Professional Development	\$15,000.00	Applied For
<b>TOTAL</b>		<b>\$82,300.00</b>	

#### G.4. Funding Documentation



Funding Documentation - Letters of funding commitment from sources

Dawns House Safe Parking Approval Letter signed.pdf

COHCletter2022.docx





## H. Project Feasibility and Readiness

Case Id: 30158  
Name: DAWNS House - 2023  
Address: \*No Address Assigned

Completed by homeofanewdawn@gmail.com on 10/28/2022 4:18 PM

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### H. Project Feasibility and Readiness

---

Please provide the following information regarding project feasibility and readiness:

**H.1. A description of the organization's administrative capacity to complete the project, including its experience in implementing and managing activities similar to the proposed project. If capacity is achieved through partnerships with or utilization of other organizations or agencies, describe the nature and status of these partnerships.**

We are applying for more workforce and added hours for our current employees to help cover any additional administrative stress.

**H.2. A description of neighborhood and/or community support for the project. Attach letters of support or other evidence of neighborhood/community support.**

DAWNS House has had no issues with neighbors or any reason to acquire support letters we have wonderful relations with our two neighbors. . Here are community partner letters of support



#### Letters of Support

Letter of support Epic Property Management.pdf  
NILetterofSupport.pdf  
OnEEletterssupport.docx  
Valenervletter.docx  
LetterOfSupportHLC.docx

**H.3. A description of the organization's readiness to proceed with the project. For example, is staff currently available to work on the project, or is the organization ready to proceed with hiring staff?**

Staff capacity grant ask.

**H.4 For CDBG applicants, a description of the organization's familiarity with meeting the federal requirements listed in the [City of Bend Public Services Program Rules and Requirements](#), and/or the organization's plan for ensuring that these requirements are satisfied.**

DAWNS House has done extensive reporting to FEMA, OHA and Neighbor Impact, all reimbursement funding. Our bookkeeper/HR employee has been successfully doing nonprofit federal and State government reporting for 3 years

## I. Required Documents

Completed by rbaker@bendoregon.gov on 11/1/2022 10:52 AM

Case Id: 30158

Name: DAWNS House - 2023

Address: \*No Address Assigned

---

### I. Required Documents

---

Please provide the following information.

Please download, complete, and upload the document (s) below:

- [504 Self-Evaluation Checklist](#)

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### Documentation

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**504 Self-Evaluation Checklist \*Required**

504 Self-Certification-PubServ23.docx

**DUNS Number**

Duns#2.docx

**Equity and Inclusion Policy**

NEW2022DEI Statement DRAFT v1.docx

**Map of Project Location**

BHRN Proposal Attachments (DAWNS House).pdf

**Proof of Non-Profit or Governmental Status**

New 501c3 (1).pdf

 **State of Oregon Business Registry Printout**

Business incorporation.PDF

SOS Business Registration.pdf

## Submit

Completed by [homeofanewdawn@gmail.com](mailto:homeofanewdawn@gmail.com) on 10/28/2022 4:52 PM

**Case Id:** 30158

**Name:** DAWNS House - 2023

**Address:** \*No Address Assigned

---

## Submit

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Once an application is submitted, it can only be "Re-opened" by an Administrator. Also note: please check your Spam email folder if you have not received any emails from Neighborly.

The applicant certifies that all information in this application, and all information furnished in support of this application, is given for the purpose of obtaining funding under the City's Affordable Housing Development Program.

I understand that U.S.C. Title 18, Sec. 1001, provides: "Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies...or makes any false, fictitious or fraudulent statements or representation, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned not more than five years, or both."

I certify that the application information provided is true and complete to the best of my/our knowledge.

I agree to provide any documentation needed to assist in determining eligibility and are aware that all information and documents provided, except as exempted pursuant to law, are a matter of public record.

I further grant permission and authorize any bank, employer, or other public or private organization to disclose information deemed necessary to complete this application.

### Signature

Dawn Holland

*Electronically signed by [homeofanewdawn@gmail.com](mailto:homeofanewdawn@gmail.com) on 10/28/2022 4:41 PM*

## Program Overview

Completed by [dbrandt@housing-works.org](mailto:dbrandt@housing-works.org) on 10/19/2022 12:50 PM

**Case Id:** 30148

**Name:** Housing Impact - 2023

**Address:** \*No Address Assigned

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### Program Overview

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# CITY OF BEND

CITY OF BEND  
PUBLIC SERVICE PROGRAM APPLICATION

**City of Bend**  
710 NW Wall St.  
Bend, Oregon 97703  
(541) 323-8550  
[housing@bendoregon.gov](mailto:housing@bendoregon.gov)

This section provides general information regarding the federal Community Development Block Grant (CDBG) and Commercial and Industrial Construction Fund (CET) programs and the types of activities that are eligible for funding. For more detailed information on eligible activities, please contact the City's Affordable Housing Program at [housing@bendoregon.gov](mailto:housing@bendoregon.gov), or (541) 323-8550, or P.O. Box 431, 710 NW Wall Street, Bend, OR 97709 or visit the HUD website at [www.hud.gov](http://www.hud.gov).

The Commercial and Industrial Construction Fund (CET) is authorized under Bend Code 9.45. Such funding can provide public services for community members with income at or below 30% of Area Median Income (AMI).

Community Development Block Grant (CDBG) is authorized under Title 1 of the federal Housing and Community Development Act of 1974, as amended. The primary objective of the CDBG Program is the development of viable

Printed By: Racheal Baker on 1/6/2023

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urban communities through:

- The provision of decent housing,
- The provision of a suitable living environment, and
- The expansion of economic opportunities.

The Community Development Block Grant Program is administered at the federal level by the Department of Housing and Urban Development (HUD).

### **National Objectives**

Federal regulations specify that all activities undertaken using CDBG funding must meet at least one of the following national objectives:

- Benefit to low-and moderate-income persons,
- Aid in the prevention or elimination of slums or blight, or
- Meet a need having a particular urgency.

HUD considers persons below 80% AMI low-income and persons at 80% AMI moderate-income. The three national objectives are summarized below:

#### **1. Benefit to Low- and Moderate-Income Persons**

Under this objective, CDBG-assisted activities must primarily benefit low- and moderate-income persons. The income thresholds for meeting the low- and moderate-income requirement are determined by HUD. Projects funded with CDBG dollars must either:

- benefit all of the residents of a particular area, where at least 51% of the residents are low- and moderate-income,
- benefit specific populations (e.g., homeless persons, elderly persons, or persons living with HIV/AIDS), as long as 51% of those served are low- or moderate-income,
- provide or improve permanent residential structures for low- and moderate-income persons, or
- create or retain permanent jobs, at least 51% of which will be made available to or held by low- and moderate-income persons.

#### **2. Elimination of Slum and Blight**

Under this objective, CDBG-assisted activities must help to prevent or eliminate slums and blighted conditions. These activities must either:

- prevent or eliminate slums or blight in a designated area in which slums or blighted or deteriorating conditions exist,
- prevent or eliminate slums or blight on a spot basis in an area not located in a slum or blighted area, in cases where a specific condition is detrimental to public health and safety, or
- be in an urban renewal area.

#### **3. Urgent Need**

The Urgent Need category is designed only for activities that alleviate emergency conditions of recent origin that pose a serious and immediate threat to the health or welfare of the community, and for which no other sources of funding are available. An example of an eligible project under this category would be a major flood that causes serious damage to buildings and infrastructure, thereby threatening the safety of occupants or nearby residents.

### **Eligible Activities**

In order to meet local needs within the national objectives, the CDBG Program provides a great deal of flexibility in the eligible uses of CDBG funds. The following is a summary of the range and types of activities that may be funded through the CDBG Program. The summary is not a complete list of eligible activities; please contact the City's

*Printed By: Racheal Baker on 1/6/2023*

2 of 20

Affordable Housing Program for more detailed information regarding the eligibility of specific programs or projects.

### **Basic Eligible Activities**

According to federal CDBG regulations outlined in 24 CFR 570, the basic eligible activities include a variety of uses including public services.

**Ineligible Activities** In general, activities that are not specifically identified as eligible are considered by HUD to be ineligible. The following activities are specifically identified by HUD as activities that are not eligible for CDBG funding. Please contact the City's Affordable Housing Program for more information on ineligible activities.

- Acquisition, construction, or reconstruction of buildings for the general conduct of government
- General government expenses
- Political activities
- Purchase of construction equipment, fire protection equipment, furnishings and personal properties
- Operating and maintenance expenses
- Income payments
- Construction of new housing

**Please review the following documents regarding the City of Bend Public Services Program:**

[City of Bend Public Services Goals and Objectives](#)

[City of Bend Public Services Evaluation and Criteria and Funding Priorities](#)

[City of Bend Public Services Program Policy on Loans and Grants](#)

[City of Bend Public Services Program Rules and Requirements](#)

[City of Bend Public Services Selection Process](#)

[Other Information for Public Service Applicants](#)

[504 Self-Evaluation Checklist](#)

### **Eligible Proposals**

In general, only public or private non-profit agencies or organizations are eligible to apply for CDBG funding. However, the following two exceptions apply: (1) for-profit organizations may apply for CDBG funds to undertake certain economic development activities related to microenterprise assistance, and (2) under certain limited circumstances, for-profit organizations qualifying under HUD criteria as Community-Based Development Organizations (CBDOs) may apply for funds to carry out neighborhood revitalization, economic development, or energy conservation projects. Regulations pertaining to these exceptions can be found at 24 CFR 570.201(o) and 24 CFR 570.204.

CET applications will be accepted from property owners, private sector for-profit developers, certified Community Housing Development Organizations (CHDO's), government housing providers and qualified 501(c)(3) organizations.

Any public or private non-profit agencies or organizations currently under investigation regarding previously awarded federal, state, or local government funding are ineligible for assistance from the City of Bend's Affordable Housing Program.

### **HUD Income Limits**

The current income limits for City of Bend are shown below. Updated City of Bend income limits may be applicable on July 1, 2022. Recipients of CDBG funding must meet the income guidelines at the time the funds are utilized. City staff will be able to provide funding recipients with updated income limits information when available.



<b>Persons Per Household</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	
<b>Area Median Income (AMI)</b>	\$56,280	\$64,320	\$72,360	\$80,400	\$86,832	\$
<b>Moderate Income (80% AMI)</b>	\$45,050	\$51,450	\$57,900	\$64,300	\$69,450	\$
<b>(60% AMI)</b>	\$33,780	\$38,640	\$43,440	\$48,240	\$52,140	\$
<b>Low Income (50% AMI)</b>	\$28,150	\$32,200	\$36,200	\$40,200	\$43,450	\$
<b>Extremely Low Income (30% AMI)</b>	\$16,900	\$19,300	\$21,700	\$24,100	\$26,050	\$

I have downloaded and read the above documents.

## A. Applicant Information

Completed by gwall@housing-works.org on 10/25/2022 12:33 PM

**Case Id:** 30148

**Name:** Housing Impact - 2023

**Address:** \*No Address Assigned

---

## A. Applicant Information

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Please provide the following information.

### ORGANIZATION INFORMATION

**A.1. Organization Name**

Housing Impact LLC

**A.2. Address**

405 SW 6th Street Redmond , OR 97756

### PROJECT INFORMATION

**A.3. Project Name**

Cleveland Commons PSH

**A.4. Project Location**

495 SE Cleveland Ave Bend, OR 97702

### CONTACT PERSON INFORMATION

**A.5. First Name**

David

**A.6. Last Name**

Brandt

**A.7. Address**

405 SW 6th St. Redmond, OR 97756

**A.8. Phone Number**

(541) 323-7405

**A.9. Email Address**

dbrandt@housing-works.org

## B. Organization Information

Completed by gwall@housing-works.org on 10/26/2022 9:21 AM

Case Id: 30148

Name: Housing Impact - 2023

Address: \*No Address Assigned

---

### B. Organization Information

---

Please provide the following information.

#### B.1. What is the organization's background, mission, and service history:

Housing Impact is a non-profit LLC which represents a partnership between Housing Works, the regional Housing Authority and Neighbor Impact the Community Action Agency for Central Oregon. Housing Works has been serving Central Oregon since 1977 by providing rental subsidies and affordable housing opportunities, while NeighborImpact has been providing housing assistance and social services since 1985. Housing Impact's mission is to develop and operate specialized affordable housing communities that are not financed with Low Income Housing Tax Credits and which are exclusively available for households earning less than 60% area median income. Housing Impact has been in existence for 8 years and has developed and owns 23 affordable housing opportunities throughout Central Oregon. Both organizations have a rich history of linking people with critical resources in times of crisis. In 2022, Housing Impact was awarded construction and partial operating subsidies from OHCS to build and operate 33 units of Permanent Supportive Housing for chronically houseless singles and couples on the the site of Neighbor Impacts' obsolete transitional housing at 459 SE Cleveland Avenue in Bend.

#### B.2. Provide a brief description of the organization's financial stability as it pertains to the organization's capacity to successfully complete the project, including a brief financial history and primary funding sources. The City may request copies of the organization's financial audit or review for the last two years.

Housing Impact has approximately \$550,000 of net assets and just under \$37,000 of net operating income (less depreciation) from its existing housing portfolio. In addition, to its own assets, Housing Impact has the support of its two parent organizations, Neighbor Impact and Housing Works which together have cash reserves of more than \$67 million in Net Assets. The Cleveland Commons development has received capital funding commitments of over \$8 million and partial operating subsidies of \$10,000 per unit per year. This request for CET funds will bridge the gap in staffing costs needed to operate the property effectively for the first two years enabling us to serve our most vulnerable citizens.

#### B.3. Key Personnel Assigned to Project:

Name	Job Title	Qualifications	FTE Hours
David Brandt	Executive Director of Housing Works	25+ years in gov't, housing and community development	5
Rodger Moore	GM of Epic Property Management	30+ years in affordable property management	5
Keith Wooden	Real Estate Director of Housing Works	20+ years in affordable housing development	5
Colleen Sinsky	Executive Director FUSE Central Oregon	12+ years in homeless outreach, direct social service and PSH	5
			20



## C. Project Description

Completed by gwall@housing-works.org on 10/25/2022 12:41 PM

Case Id: 30148

Name: Housing Impact - 2023

Address: \*No Address Assigned

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### C. Project Description

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Please provide a brief description of the following:

#### C.1. Describe the need or problem your project will address.

There are currently over 1,500 houseless persons that lack stable housing and supportive services in Deschutes County. There are currently 0 units of purpose-built Permanent Supportive Housing (PSH) existing in the County. PSH is the most successful model for transitioning chronically houseless households into stable housing. The chronically houseless (households without stable shelter for 1 year or longer + living with a disabling condition) are the most vulnerable cohort of the unhoused population. This population typically experiences multiple barriers to housing including, Significant and Permanent Mental Illness (SPMI), Substance Use Disorder (SUD), significant physical disability, and chronic medical conditions. Often, individuals experience one or more of these barriers simultaneously, which limits their ability to secure stable income, social supports, and housing. Because of these multiple housing barriers, this cohort is often referred to as the "hardest to house."

The Cleveland Commons PSH development will provide the first and only housing community in Bend and Deschutes County designed to provide permanent housing for this "hardest to house" cohort of houseless members of our community.

#### C.2. Describe how your project will address the identified need or problem, including project background, project objectives, services to be provided by the project, the populations or areas to be served, and how the funds will be used.

Cleveland Commons will provide housing along with 24/7 wrap around services to 33 houseless singles or couples in a PSH apartment community within walking distance from 3rd St. and Reed Market Road in Bend. Cleveland Commons will include daily on-site Case Management with one Case Manager for each 16 resident households. In addition, County Mental Health Services and medical services from Mosaic Medical as well as traditional residents services will be available on demand. The project currently also includes funding to provide two certified Peer Supports from 8 am to 10 pm during weekdays. The funds requested from the City of Bend will allow the project to extend Peer Supports to residents over night and on weekends because mental and social crisis's don't occur during business hours. The additional staffing during non-business hours is critical to mitigating the impact to the surrounding community and producing more successful outcomes for the residents.

#### C.3. Describe how your project will address the identified need or problem in a way or to a degree not already being achieved in the community. Please identify any other similar programs or projects and how your project will add to or improve upon existing services.

Cleveland Commons will be Central Oregon's first Permanent Supportive Housing community, with on-site supportive services, rental subsidies, and sustainable, trauma-informed design principles built into the program's foundation. Pioneering this large-scale, long-term PSH development is only possible because of innovative partnerships between local agencies, significant funding leveraged, and years of work having been dedicated to developing this complex project. The partners involved in this project are those whose work already aligns most closely with the goal of addressing chronic homelessness, and we have built new partnerships across the silos that traditionally separate

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homeless services, healthcare, and affordable housing. Cleveland Commons builds upon our combined expertise and addresses unmet housing needs that are considered to be the most urgent - and the most difficult to meet.

Specifically, Cleveland Commons will build upon Housing Works' development expertise and EPIC Property Management's established ability to support thriving communities of affordable rental apartments. The additional layer of supportive services that will be present at Cleveland is possible through partnerships with Deschutes County Behavioral Health, Mosaic Medical, and other healthcare partners. In addition to the plot of land, NeighborImpact also brings experience developing and operating several of the region's largest programs serving unhoused community members. Cleveland also leverages the relationships, lessons learned, and research support from Central Oregon FUSE, whose 8 person "scattered-site PSH" program was developed in part to serve as a training ground for operating a purpose-built PSH community. Finally, this project has the express support of our Continuum of Care and Collaborative Applicant (COIC) because it addresses a widely-acknowledged gap in the continuum of homeless services.

**C.4. Describe the ways in which your project will have a long-term impact on the need or problem being addressed.**

Cleveland Commons will improve the lives of future residents in immeasurable ways. All residents will be exiting the streets for the security of having a locked door, stable housing, and the ability to easily access behavioral health, recovery support, and physical healthcare services. In the first few years of operating, we anticipate that at least 33 individuals will have improved all of their social determinants of health, and countless more individuals will benefit from the same stability over the lifetime of the community. The project leverages outside funding to create at least seven new, living-wage jobs in Bend, including peer support positions for workers who bring lived experience expertise.

In addition to benefitting individuals, this project promotes community health and safety, by promoting preventative healthcare access and reducing the number of vulnerable individuals living without shelter in our community. Similar projects have demonstrated that PSH reduces the costs of homelessness currently borne by law enforcement, crisis services, and the hospital emergency department. Cleveland Commons will also allow Central Oregon to be more competitive in accessing HUD CoC funding for homeless services, and demonstrates our regional commitment to working collaboratively to address federal, state, and local priorities using evidence-based practices.

Cleveland Commons is being designed with replication in mind. Project partners are already considering how this first project can pave the way for future PSH developments across Central Oregon. We anticipate that the long-term impact of this initial project will be felt broadly, and that Cleveland Commons will be considered as an example of "best practice" in PSH design and operation and promote future innovation in responses to homelessness.

**C.5. Describe your organization's plan for evaluating the progress of the project toward addressing the identified need or problem.**

Program support services will involve collecting qualitative and quantitative data from residents through a "Social Determinants of Health Assessment" to evaluate the impact of stable housing on each individual. These trauma-informed assessments will be administered at entry and every 12 months to inform individualized case management plans and inform how program services evolve.

We'll also gather resident feedback about the program directly through a Tenant Advisory Committee, a box to submit anonymous feedback, a formal grievance procedure, and a broad "program suggestions" question embedded in the Social Determinants of Health Assessment. In designing the services at Cleveland Commons, we realize that the community we're serving should have an integral voice in shaping what their home environment is like and how successes are defined. We will also be gathering and reporting data to various funders on quantitative program outcomes, including the number housed and services provided.



## D. Work Program

Completed by gwall@housing-works.org on 10/25/2022 12:53 PM

**Case Id:** 30148

**Name:** Housing Impact - 2023

**Address:** \*No Address Assigned

---

### D. Work Program

---

Please provide the following information.

**D.1. Anticipated Start Date:**

01/01/2023

**D.2. Anticipated Completion Date:**

04/30/2026

**D.3. List of Task(s) Needed for Project**

Task	Start Date	End Date
Recruitment of Operator	01/01/2023	04/30/2023
Building Construction	06/01/2023	07/31/2024
Operator Staffing & Training	04/01/2024	07/31/2024
Provision of Case Mgmt & Peer Support	08/01/2024	04/30/2026

**NOTE:** If funded, staff will work with you to set benchmarks for your project. Failure to meet these benchmarks could mean a reduction in funding during current or future years.



## E. Project Benefit

Completed by gwall@housing-works.org on 10/25/2022 1:13 PM

**Case Id:** 30148

**Name:** Housing Impact - 2023

**Address:** \*No Address Assigned

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### E. Project Benefit

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Please provide a brief description of the following:

**E.1. Estimates of the total number of persons to be served by the project and the number of low- and moderate-income persons to be served by the project.**

Given the number of apartments within Cleveland Commons, the project will serve between 33 and 66 extremely low-income houseless adults who meet the definition of chronically homeless (extended history of homelessness and a disabling condition) at any point in time. However, with the affordability covenants that run with the project and other sources of financing, and the natural turnover of rental apartments over time, it is estimated that this project will serve over 400 extremely low income individuals over the life of the project.

**E.2. The population and characteristics of the slum or blighted area that will be served (if applicable).**

Not applicable.

**E.3. How the project will ensure that moderate-income persons do not benefit to the exclusion of low-income persons.**

The project will exclusively serve extremely low-income (30% AMI) chronically homeless persons

**E.4. The methods used to determine the project benefit and documentation of the sources used.**

The project will measure the number of former chronically houseless individuals that can remain stably housed (Housed for 1 year or longer). In addition, Case Management will track various client success metrics such as crisis episodes, uptake off services and health outcomes to determine the success of the residents in achieving stability.

## F. Financial Information

Completed by gwall@housing-works.org on 10/26/2022 8:54 AM

Case Id: 30148

Name: Housing Impact - 2023

Address: \*No Address Assigned

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### F. Financial Information

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Please also provide the following financial information:

**F.1. A detailed line-item budget describing the total project cost and operating income and expenses, including consideration of inflationary factors, maintenance costs, potential relocation costs, and increased insurance costs associated with the project.**

**Budget Form \*Required**

Cleveland Commons - Budget Form CET Application.xlsx

**F.2. A description of the assumptions used to determine the total project cost and the operating budget, including the sources consulted and how costs were determined.**

The budget and staffing plan for supportive services at Cleveland Commons was developed over two years by a working group made up of all major project partners; Housing Works, EPIC, NeighborImpact, Deschutes County Behavioral Health, and FUSE. This team participated in a six-month technical assistance cohort through Oregon Housing and Community Services and the Corporation for Supportive Housing in order to develop a project plan that adheres to best practices and aligns with state funding priorities. More recently, Housing Impact has conducted site visits and obtained actual staffing budgets from several established PSH projects throughout the Northwest to have concrete, realistic templates to build upon. Salaries were established through conversations with local nonprofit employers, and through comparisons with current job postings on Indeed.com to best reflect current market wages in our sector, given the impacts of COVID-19 and the rising cost of living.

**F.3. A brief description of your organization's plan for funding the project after the first year, if applicable.**

In addition to capital funding and operations, Cleveland Commons has secured \$330,000 annually from the Oregon Health Authority (through OHCS), and approximately \$35,000 annually from the HUD CoC program (through Central Oregon FUSE), for on-site supportive services. The vast majority of this project is already securely funded for the next 10 years. However, the state PSH funding leaves a gap of approximately \$5,000 per unit (\$165,000) per year to provide adequately robust support services.

We are working on diversifying and expanding funding sources, and anticipate that the new state Medicaid Waiver 1115 will be an important resource allowing our project to bill OHP for a portion of housing support services. We are also collaborating with the CoC and Central Oregon FUSE to secure additional funding from the CoC program, and will seek additional gap funding from PacificSource, COHC, and other healthcare partners.

**F.4. A statement regarding your organization's ability to proceed with the project without your requested CDBG or CET funds, or with an award less than your requested amount.**

This CET funding is critical in enabling Cleveland Commons to provide adequate supportive services, including weekend and overnight staffing coverage. Without this additional funding, Cleveland's target population will need to change to

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exclude housing those individuals with higher levels of vulnerability. We are committed to creating a safe and sustainable building both for residents and neighbors, and can only serve individuals who are most in need of supportive housing if we have secured adequate resources to do so effectively. Without this CET funding, rather than create a potentially unsafe situation, we would reduce staffing hours and adjust the target population of residents. As there is currently no other housing available for highly vulnerable, chronically homeless individuals in the region, we hope to secure funding that enables us to serve that population.

We are seeking funding sources (including this application to the City of Bend) to bridge the gap between the secured state funding and what the current labor market is demanding for wages to offer 24/7 oversight and support at the property. These additional sources are critical to mitigate the impact to the surrounding community, reduce interventions from City emergency services, and produce more successful outcomes for the residents.

**F.5. CDBG Funds Requested**

\$0.00

**F.6. CET Funds Requested**

\$330,000.00

**F.7. Leveraged Funds**

\$730,000.00

## G. Budget

Case Id: 30148

Name: Housing Impact - 2023

Address: \*No Address Assigned

Completed by gwall@housing-works.org on 10/26/2022 12:41 PM

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### G. Budget

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Please provide the following information.

#### G.1. Project Budget

Project Activities	CDBG Funds Requests	CET Funds Requested	Other Public Funds	Private Funds	Activity Total
Supportive Services Year 1	\$0.00	\$165,000.00	\$330,000.00	\$35,000.00	\$530,000.00
Supportive Services Year 2	\$0.00	\$165,000.00	\$330,000.00	\$35,000.00	\$530,000.00
<b>TOTAL</b>	\$0.00	\$330,000.00	\$660,000.00	\$70,000.00	\$1,060,000.00

#### G.2. Other Public Funds

Source	Use of Funds	Amount of Funding	Funding Status
OHCS/OHA	Supportive Services at Cleveland Commons PSH	\$660,000.00	Secured
<b>TOTAL</b>		\$660,000.00	

#### G.3. Private Funds

Source	Use of Funds	Amount of Funding	Funding Status
Continuum of Care/FUSE	Supportive Services at Cleveland Commons PSH	\$70,000.00	Committed
<b>TOTAL</b>		\$70,000.00	

#### G.4. Funding Documentation



**Funding Documentation - Letters of funding commitment from sources**

Funding Commitment - \$330k annually.pdf

Funding Commitment - \$35k annually.pdf

## H. Project Feasibility and Readiness

Case Id: 30148  
Name: Housing Impact - 2023  
Address: \*No Address Assigned

Completed by gwall@housing-works.org on 10/25/2022 2:59 PM

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### H. Project Feasibility and Readiness

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Please provide the following information regarding project feasibility and readiness:

**H.1. A description of the organization's administrative capacity to complete the project, including its experience in implementing and managing activities similar to the proposed project. If capacity is achieved through partnerships with or utilization of other organizations or agencies, describe the nature and status of these partnerships.**

The concept of Cleveland Commons is the product of a collaboration of several agencies that participated in a statewide Permanent Supportive Housing Institute in 2020-21. NeighborImpact, Housing Works, Deschutes County Behavioral Health, and Central Oregon FUSE all participated in the PSH cohort to prepare for the development of a PSH community like Cleveland Commons. Both Housing Works, the managing member for Housing Impact LLC, and NeighborImpact, the majority owner of Housing Impact, have experience operating shelter, transitional, and permanent housing for the chronically homeless. Neighbor Impact operates the turnkey shelter in the City of Bend and Housing Works operates Emma's Place and Horizon House in Bend, and Prairie House in Prineville, which are designed to serve individuals with severe and persistent mental illness (SPMI). In addition, the project has MOU's with Deschutes County Behavioral Health and Mosaic Medical for onsite and/or transportation facilitated behavioral and physical health services.

**H.2. A description of neighborhood and/or community support for the project. Attach letters of support or other evidence of neighborhood/community support.**

There is wide community support for Cleveland Commons demonstrated by Deschutes County's contribution of \$2 million towards the construction costs. The need to address homelessness within our region is at the top of the agenda for both City and County officials. In addition, the project has had its required neighborhood meeting and no one who attended spoke against the project.

**Letters of Support**

Letter of Support - Homeless Leadership Coalition.pdf

Letter of Support - Mosaic.pdf

MOU Deschutes County Health Services\_NOFA 2022-4\_Cleveland Commons.pdf

MOU Mosaic Medical\_NOFA 2022-4\_Cleveland Commons.pdf

**H.3. A description of the organization's readiness to proceed with the project. For example, is staff currently available to work on the project, or is the organization ready to proceed with hiring staff?**

Housing Impact staff is currently working towards the closing of financing for the new building and site improvements and has sufficient staff and experience to complete construction of the project on time. All of the capital resources needed are committed to fund construction. Housing Impact will need to hire qualified staff, as described in the operations plan 60-120 days prior to the opening of the new community. The requested funding will go to pay for those supportive services for the first two years of property operations.

H.4 For CDBG applicants, a description of the organization's familiarity with meeting the federal requirements listed in the [City of Bend Public Services Program Rules and Requirements](#), and/or the organization's plan for ensuring that these requirements are satisfied.

N/A

## I. Required Documents

Completed by gwall@housing-works.org on 10/27/2022 10:55 AM

Case Id: 30148

Name: Housing Impact - 2023

Address: \*No Address Assigned

---

### I. Required Documents

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Please provide the following information.

Please download, complete, and upload the document (s) below:

- [504 Self-Evaluation Checklist](#)

---

### Documentation

---



**504 Self-Evaluation Checklist \*Required**

504 Self-Certification-Cleveland Commons.docx



**DUNS Number**

*\*\*No files uploaded*



**Equity and Inclusion Policy**

AFFH Policy.pdf

Equity & Inclusion Policy.pdf



**Map of Project Location**

Map - Cleveland Commons.pdf



**Proof of Non-Profit or Governmental Status**

HW Tax Exempt Status.pdf

NI-tax exempt status.pdf

 **State of Oregon Business Registry Printout**

Business Registry Printout - Housing Impact LLC.pdf



## Submit

Completed by dbrandt@housing-works.org on 10/27/2022 12:03 PM

Case Id: 30148

Name: Housing Impact - 2023

Address: \*No Address Assigned

---

## Submit

---

Once an application is submitted, it can only be "Re-opened" by an Administrator. Also note: please check your Spam email folder if you have not received any emails from Neighborly.

The applicant certifies that all information in this application, and all information furnished in support of this application, is given for the purpose of obtaining funding under the City's Affordable Housing Development Program.

I understand that U.S.C. Title 18, Sec. 1001, provides: "Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies...or makes any false, fictitious or fraudulent statements or representation, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned not more than five years, or both."

I certify that the application information provided is true and complete to the best of my/our knowledge.

I agree to provide any documentation needed to assist in determining eligibility and are aware that all information and documents provided, except as exempted pursuant to law, are a matter of public record.

I further grant permission and authorize any bank, employer, or other public or private organization to disclose information deemed necessary to complete this application.

### Signature

David Brandt

Electronically signed by dbrandt@housing-works.org on 10/27/2022 12:03 PM

## Program Overview

Completed by deirdrek@jbarj.org on 10/26/2022 3:14 PM

**Case Id:** 30168

**Name:** J Bar J Youth Services - Grandma's House of

**Address:** \*No Address Assigned

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### Program Overview

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# CITY OF BEND

CITY OF BEND  
PUBLIC SERVICE PROGRAM APPLICATION

**City of Bend**  
710 NW Wall St.  
Bend, Oregon 97703  
(541) 323-8550  
[housing@bendoregon.gov](mailto:housing@bendoregon.gov)

This section provides general information regarding the federal Community Development Block Grant (CDBG) and Commercial and Industrial Construction Fund (CET) programs and the types of activities that are eligible for funding. For more detailed information on eligible activities, please contact the City's Affordable Housing Program at [housing@bendoregon.gov](mailto:housing@bendoregon.gov), or (541) 323-8550, or P.O. Box 431, 710 NW Wall Street, Bend, OR 97709 or visit the HUD website at [www.hud.gov](http://www.hud.gov).

The Commercial and Industrial Construction Fund (CET) is authorized under Bend Code 9.45. Such funding can provide public services for community members with income at or below 30% of Area Median Income (AMI).

Community Development Block Grant (CDBG) is authorized under Title 1 of the federal Housing and Community Development Act of 1974, as amended. The primary objective of the CDBG Program is the development of viable urban communities through:

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- The provision of decent housing,
- The provision of a suitable living environment, and
- The expansion of economic opportunities.

The Community Development Block Grant Program is administered at the federal level by the Department of Housing and Urban Development (HUD).

### **National Objectives**

Federal regulations specify that all activities undertaken using CDBG funding must meet at least one of the following national objectives:

- Benefit to low-and moderate-income persons,
- Aid in the prevention or elimination of slums or blight, or
- Meet a need having a particular urgency.

HUD considers persons below 80% AMI low-income and persons at 80% AMI moderate-income. The three national objectives are summarized below:

#### **1. Benefit to Low- and Moderate-Income Persons**

Under this objective, CDBG-assisted activities must primarily benefit low- and moderate-income persons. The income thresholds for meeting the low- and moderate-income requirement are determined by HUD. Projects funded with CDBG dollars must either:

- benefit all of the residents of a particular area, where at least 51% of the residents are low- and moderate-income,
- benefit specific populations (e.g., homeless persons, elderly persons, or persons living with HIV/AIDS), as long as 51% of those served are low- or moderate-income,
- provide or improve permanent residential structures for low- and moderate-income persons, or
- create or retain permanent jobs, at least 51% of which will be made available to or held by low- and moderate-income persons.

#### **2. Elimination of Slum and Blight**

Under this objective, CDBG-assisted activities must help to prevent or eliminate slums and blighted conditions. These activities must either:

- prevent or eliminate slums or blight in a designated area in which slums or blighted or deteriorating conditions exist,
- prevent or eliminate slums or blight on a spot basis in an area not located in a slum or blighted area, in cases where a specific condition is detrimental to public health and safety, or
- be in an urban renewal area.

#### **3. Urgent Need**

The Urgent Need category is designed only for activities that alleviate emergency conditions of recent origin that pose a serious and immediate threat to the health or welfare of the community, and for which no other sources of funding are available. An example of an eligible project under this category would be a major flood that causes serious damage to buildings and infrastructure, thereby threatening the safety of occupants or nearby residents.

### **Eligible Activities**

In order to meet local needs within the national objectives, the CDBG Program provides a great deal of flexibility in the eligible uses of CDBG funds. The following is a summary of the range and types of activities that may be funded through the CDBG Program. The summary is not a complete list of eligible activities; please contact the City's Affordable Housing Program for more detailed information regarding the eligibility of specific programs or projects.

## Basic Eligible Activities

According to federal CDBG regulations outlined in 24 CFR 570, the basic eligible activities include a variety of uses including public services.

**Ineligible Activities** In general, activities that are not specifically identified as eligible are considered by HUD to be ineligible. The following activities are specifically identified by HUD as activities that are not eligible for CDBG funding. Please contact the City's Affordable Housing Program for more information on ineligible activities.

- Acquisition, construction, or reconstruction of buildings for the general conduct of government
- General government expenses
- Political activities
- Purchase of construction equipment, fire protection equipment, furnishings and personal properties
- Operating and maintenance expenses
- Income payments
- Construction of new housing

**Please review the following documents regarding the City of Bend Public Services Program:**

[City of Bend Public Services Goals and Objectives](#)

[City of Bend Public Services Evaluation and Criteria and Funding Priorities](#)

[City of Bend Public Services Program Policy on Loans and Grants](#)

[City of Bend Public Services Program Rules and Requirements](#)

[City of Bend Public Services Selection Process](#)

[Other Information for Public Service Applicants](#)

[504 Self-Evaluation Checklist](#)

## Eligible Proposals

In general, only public or private non-profit agencies or organizations are eligible to apply for CDBG funding. However, the following two exceptions apply: (1) for-profit organizations may apply for CDBG funds to undertake certain economic development activities related to microenterprise assistance, and (2) under certain limited circumstances, for-profit organizations qualifying under HUD criteria as Community-Based Development Organizations (CBDOs) may apply for funds to carry out neighborhood revitalization, economic development, or energy conservation projects. Regulations pertaining to these exceptions can be found at 24 CFR 570.201(o) and 24 CFR 570.204.

CET applications will be accepted from property owners, private sector for-profit developers, certified Community Housing Development Organizations (CHDO's), government housing providers and qualified 501(c)(3) organizations.

Any public or private non-profit agencies or organizations currently under investigation regarding previously awarded federal, state, or local government funding are ineligible for assistance from the City of Bend's Affordable Housing Program.

## HUD Income Limits

The current income limits for City of Bend are shown below. Updated City of Bend income limits may be applicable on July 1, 2022. Recipients of CDBG funding must meet the income guidelines at the time the funds are utilized. City staff will be able to provide funding recipients with updated income limits information when available.

<b>Persons Per Household</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	
<b>Area Median Income (AMI)</b>	\$56,280	\$64,320	\$72,360	\$80,400	\$86,832	\$
<b>Moderate Income (80% AMI)</b>	\$45,050	\$51,450	\$57,900	\$64,300	\$69,450	\$
<b>(60% AMI)</b>	\$33,780	\$38,640	\$43,440	\$48,240	\$52,140	\$
<b>Low Income (50% AMI)</b>	\$28,150	\$32,200	\$36,200	\$40,200	\$43,450	\$
<b>Extremely Low Income (30% AMI)</b>	\$16,900	\$19,300	\$21,700	\$24,100	\$26,050	\$

I have downloaded and read the above documents.

## A. Applicant Information

Completed by deirdrek@jbarj.org on 10/26/2022 3:20 PM

**Case Id:** 30168

**Name:** J Bar J Youth Services - Grandma's House of

**Address:** \*No Address Assigned

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### A. Applicant Information

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Please provide the following information.

#### ORGANIZATION INFORMATION

**A.1. Organization Name**

J Bar J Youth Services

**A.2. Address**

62895 Hamby Road Bend, OR 97701-9575

#### PROJECT INFORMATION

**A.3. Project Name**

Grandma's House of Central Oregon - Maternity Group  
Home for Youth Experiencing Homelessness

**A.4. Project Location**

1600 N.E. Rungay Lane Bend, OR 97701-7287

#### CONTACT PERSON INFORMATION

**A.5. First Name**

Deirdre

**A.6. Last Name**

Kasberger

**A.7. Address**

62895 Hamby Road Bend, OR 97701-9575

**A.8. Phone Number**

(541) 419-9822

**A.9. Email Address**

deirdrek@jbarj.org

## B. Organization Information

Completed by deirdrek@jbarj.org on 10/28/2022 9:39 AM

Case Id: 30168

Name: J Bar J Youth Services - Grandma's House of

Address: \*No Address Assigned

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## B. Organization Information

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Please provide the following information.

### B.1. What is the organization's background, mission, and service history:

Background, mission and service history: This request for funding is submitted on behalf of Grandma's House of Central Oregon (GHCO), a program of J Bar J Youth Services (JBJYS), a 501 © (3) nonprofit corporation founded in 1967. The organization's mission is "to promote innovate options for children, youth and families toward self-sufficiency and personal responsibility". JBJYS is the largest regional provider of services for at-risk youth, with 8 programs and a budget of \$13.1 million. The agency employs over 150 staff and served over 2,000 youth last year through residential and community based programs in Central Oregon. The programs of JBJYS include:

- J Bar J Boys Ranch (Ranch) and J5
- The Learning Center
- The Academy at Sisters
- Kindred Connections
- Big Brothers Big Sisters of Central Oregon
- Cascade Youth & Family Center (CYFC)
- Anti-Trafficking Project (at:project)
- Grandma's House of Central Oregon (GHCO) - see below

GHCO was founded in 1992 and existed for 25 years as a stand alone non-profit. In 2017, GHCO merged with JBJYS to increase efficiencies and streamline services homeless youth in the region. The overarching goal for GHCO is to provide homeless pregnant/parenting young mothers and their babies with safe, nurturing emergency and transitional shelter in a supportive environment. GHCO promotes long-term economic independence, ensuring the well-being of young mothers and their children through stable housing, parenting support, education and employment and permanent connections. The program teaches, supports and encourages young mothers to become healthy, self-sufficient, nurturing adults so they can foster healthy nurturing relationships with their children. GHCO serves 20 youth and their children annually.

### B.2. Provide a brief description of the organization's financial stability as it pertains to the organization's capacity to successfully complete the project, including a brief financial history and primary funding sources. The City may request copies of the organization's financial audit or review for the last two years.

Financial Stability and Capacity to Complete Project: JBJYS is a well-funded organization that has the financial stability to ensure program success. Below is a breakdown of revenue sources for 2021-2022 (last completed fiscal year). (See H – Project Feasibility & Readiness and F – Financial Information)

Financial history and sources of funding – 2021-2022 Revenue Sources – All JBJYS – TOTAL: \$:12,603,428

- Direct Public Grants – Foundations and Trusts: \$188,826
- Direct Public Support – Businesses and Individuals: \$1,200,341
- Government Contracts – Federal, State and County: \$5,961,095
- Government Grants – Federal, State and County: \$1,946,130

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- Indirect Public Support – United Way and Affiliated Organizations: \$124,185
- Program Income – Residential Services and Enrollment Fees (Academy at Sisters): \$1,953,440
- Special Event Income – High Desert Classics; Comedy Benefit; Bowl for Kids’ Sake: \$1,224,852
- Other: \$4,559

Funding for GHCO is provided through the following sources: Federal grant – Department of Health and Human Services (DHHS) - Maternity Group Home; Emergency Food and Shelter Program; United Way; Emergency Solutions Grant; Foundations; Donors and Fundraising. JBJYS was awarded a Maternity Group Home Program grant through DHHS in late September. This highly competitive grant will provided \$250,000 annually for three years. JBJYS has received DHHS MGH funding since 2017.

**B.3. Key Personnel Assigned to Project:**

Name	Job Title	Qualifications	FTE Hours
Stephanie Alvstad	CEO/President	BA/Social Work; 35 years experience	1
Deirdre Kasberger	Chief Operating Officer	BS/Sociology; 29 years experience	1
Elizabeth Wilson	Program Director	20 years experience; formerly homeless youth	1
Elyan Conley	Case Manager - GHCO	BA/Psychology; 5 years experience	1
			4



## C. Project Description

Completed by deirdrek@jbarj.org on 10/28/2022 11:56 AM

**Case Id:** 30168

**Name:** J Bar J Youth Services - Grandma's House of

**Address:** \*No Address Assigned

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### C. Project Description

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Please provide a brief description of the following:

#### C.1. Describe the need or problem your project will address.

This project meets the National Objective to benefit low and moderate income persons by providing benefits to a specific population-homeless youth. All youth to be served are residents of Grandma's House of Central Oregon, an emergency shelter for pregnant and/or parenting homeless youth (PPT). (16-24 yrs.; males/females; 30% transgender)

This project meets the City of Bend's criteria for "Higher Priority", addressing needs to include:

- Support services for those that provide public services, such as food pantries, victim counseling, counseling services, assistance in finding housing, financial and legal counseling and other services. GHCO provides support services to homeless PPT youth, including a food pantry, counseling, Coordinated Entry/Rapid Rehousing, including case management while youth search for housing, and skill building related to finance.
- Create new homeless shelter units and preserve existing units to serve this population. This proposal will help ensure existing shelter units at GHCO remain fully funded and staffed.

In 2022, Central Oregon experienced a 100% increase in the number of homeless children (over 2021) and a 50% increase in the number of unaccompanied homeless youth (UHY) (over 2019). It is estimated that this yearly count misses roughly 30-40% of UHY, who are harder to count. Many runaway, homeless, pregnant/parenting and trafficked youth have multiple and complex problems relating to family conflict, drug and/or alcohol abuse/dependency, poor physical/mental health, contact with the criminal justice system, and histories of institutional care and traumatic life events. 86% of GHCO youth screened in 2021 show indicators for sexual exploitation. 44% of youth identify as LGBTQIA+. These youth are 3.7 times more likely to engage in survival sex. 46% were rejected by their family and 61% of LGBTQIA+ youth attempt suicide. It is estimated that 5,000 UHY nationally die annually. GHCO is Oregon's sole Maternity Group Home for PPT youth.

#### C.2. Describe how your project will address the identified need or problem, including project background, project objectives, services to be provided by the project, the populations or areas to be served, and how the funds will be used.

**Project Background:** The specific program for which we are seeking funding is Grandma's House of Central Oregon, a program of JBJYS. GHCO was founded in 1992 and is the only shelter dedicated to pregnant and parenting youth (PPT) in the State of Oregon. There are a total of 12 employees (8 FT; 4 PT; 9 FTE). Combined management staff experience is over 100 years.

**Services to be Provided:** Youth served include pregnant and/or parenting runaway, homeless and street youth, many who are victims of human trafficking. GHCO promotes long-term economic independence to ensure the well-being of youth, and their children, through stable housing, education and employment, permanent connections and support for their social and emotional well-being. GHCO provides emergency shelter beds, as well as longer term transitional living in a structured, life skills modeling environment. Each youth receives intensive case management services and a goal-oriented service plan designed to develop strong life and interpersonal skills. The overall goal for each client is successful

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transition into independent, self-sufficient living. The following services are provided through GHCO:

- 24-Hour Crisis Intervention
- Direct Entry Emergency Shelter
- Case Management and Advocacy
- Substance Abuse Assessment
- Mental Health Assessment
- Job Search Assistance
- Educational Engagement
- Basic Needs: food/clothing/hygiene/baby supplies
- Life Skills/Child Care Instructions
- Transportation
- Referral Navigation

GHCO believes that safe shelter is a human right and provides direct 24-hour access off the street. Once sheltered, staff begins to assess the overall needs and well-being of each youth. GHCO is the only low barrier, housing first youth shelter for PPT in Oregon.

Project Objectives:

Objectives for GHCO program include:

**Safe & Stable Living Situations - Improved Safety and Structure:** Youth will transition to safe & appropriate living situations: All clients receiving emergency or transitional shelter are tracked based on the stability of their living condition when exiting the program. 100% of youth will move on to stable living conditions within 24 months of entering the program.

**Educational Success - Improve Self Sufficiency:** Youth will demonstrate academic progress or re-engage in their education process. All clients are assessed pre and post service for academic status, re-engagement in education and/or academic progress. All youth accessing shelter will be referred to the McKinney Vento Services Homeless Youth Liaison through Project HELP in the Bend, Redmond and Sisters School Districts. 66% of youth served will demonstrate academic progress and/or re-engage in their educational process. 95% of youth referred to McKinney Vento Services will have expedited enrollment, IEP evaluation, transportation and basic school needs within a week of being placed in shelter services.

**Employment Success – Improved Self-Sufficiency:** Youth will live independently and be able to manage a budget. All clients are assessed pre and post service for employment status and ability to maintain employment and increase related skills. 75% of youth receiving employment services will successfully gain employment or be looking for work.

**Positive Relationships – Increase Permanent Connections:** Youth will have a positive relationship with a caring adult. All clients are assessed pre and post service for healthy relationships. 100% of youth served will be able to identify healthy permanent connections.

**Health - Address Trauma and Improve Well Being:** Youth will have access to services for general health, mental health, and dental health. All clients are assessed pre and post service for health (mental health and physical health) indicators. 100% of youth served will report having improved access to physical and mental health services.

**Populations to be served:** GHCO shelters the most vulnerable youth (and their children) to reduce risk and end chronic homelessness. The population served through this project includes PPT homeless youth engaged in services and living at

GHCO. The youth are 16-24 years of age. Services are available for both male and female PPT (30% transgender; 44% LGBTQIA+; 100% had indicators for sexual exploitation). All youth served meet the criteria for homeless and are therefore extremely low, low or moderate income.

Areas to be served: The service area for this project is the City of Bend. In 2021, 80% of youth served identified as being from the City of Bend. Many migrate to the city from throughout the region and state as GHCO is the only shelter in Oregon. JBJYS offers outreach and services at three locations located in Bend including:

- 19 S.W. Century Drive (LOFT Shelter and drop in services)
- 2125 N.E. Daggett Lane (shelter access, family mediation, case management services)
- 2330 N.E. Division Street (anti-trafficking services, street outreach services)

**C.3. Describe how your project will address the identified need or problem in a way or to a degree not already being achieved in the community. Please identify any other similar programs or projects and how your project will add to or improve upon existing services.**

How project addresses identified need in a way not already being achieved:

As indicated above, GHCO is the only direct entry, housing first, low barrier shelter in for PPT in Oregon. Although there are many programs offering food, clothing, referral services and advocacy, there are no other programs in the area where services are provided 24 hours a day and without restrictions related to drug and alcohol use at entry (GHCO assesses youth at entry and offers comprehensive services to address substance use). Additionally, GHCO is the only program providing emergency and transitional shelter services to PPT under the age of 18. JBJYS is the only program offering a 24-Hour crisis hotline for direct entry to services and the only program providing street based services for youth. The program provides the only comprehensive case management services for youth who are runaway, homeless, street dependent or victims of human trafficking.

Similar programs or projects:

There are no other local providers that are trained and specialize in runaway and homeless youth, with needs that are dramatically different from those of the adult homeless. There are other providers who act as referral sources for homeless youth, however JBJYS operates the only youth shelters in the region, licensed by the State of Oregon to serve youth under the age of 18 (licensing is required for shelters serving youth under 18).

How project will add to or improve upon existing services:

This project improves long term outcomes for youth by providing additional staff coverage for the GHCO. Current staffing is limited, due to limited federal, state and local funding. For youth to be successful long term, staff must engage youth individually and provide comprehensive Case Management services with a focus on education and employment. Funds through the City of Bend CDBG grant will enable GHCO to add an additional part time FTE in order to meet the required staff to youth ratios required by law.

**C.4. Describe the ways in which your project will have a long-term impact on the need or problem being addressed.**

Anticipated outcomes for this project include:

- Improved Safety and Structure - 100% of youth and their children will transition to a safe, stable and appropriate living situation.
- Improved Self Sufficiency - 75% of youth will be employed or looking for work at exit; 66% of youth will be attending school or have graduated from high school or obtained a GED at exit.
- Increased Permanent Connections; Belonging and Membership; Closeness in Interpersonal Relationships - 100% of youth will report at least one stable/healthy connection with an adult who they can go to for advice and support at exit.
- Improved Well Being - 100% of youth will receive access to mental health, dental and medical services, resulting in a

lower composite score of general health, mental health and dental health at exit.

All will impact and have a lasting effect on the youth served. GHCO's goal is to shelter the most vulnerable youth to reduce risk and end chronic homelessness. JBJYS believes that safe shelter is a human right.

**C.5. Describe your organization's plan for evaluating the progress of the project toward addressing the identified need or problem.**

A comprehensive Logic Model is in place for GHCO that describes the programs plans to operationalize the project and identifies specific activities, inputs and outputs, directly linking them to the project's outcomes, including how outcomes will be measured and reported. The Logic Model is a conceptual framework that links the program elements to the core outcomes and performance standards, while serving as a road map for planning and implementing programming. The Logic Model is reviewed quarterly during Performance and Quality Improvement meetings, where progress towards identified outcomes is reviewed. These results are measured quarterly and will be reported to the City of Bend as required by the CDBG Grant. GHCO is a current recipient of federal funds through the Department of Health and Human Services and as such reports quarterly, semi-annually and annually using the Homeless Management Information System (HIMS), as mandated by the Department of Housing and Urban Development's (HUD). In addition, GHCO has its own database where outcome based data is tracked monthly.

## D. Work Program

Completed by deirdrek@jbarj.org on 10/28/2022 9:34 AM

Case Id: 30168

Name: J Bar J Youth Services - Grandma's House of

Address: \*No Address Assigned

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### D. Work Program

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Please provide the following information.

#### D.1. Anticipated Start Date:

07/01/2023

#### D.2. Anticipated Completion Date:

06/30/2024

#### D.3. List of Task(s) Needed for Project

Task	Start Date	End Date
OUTREACH TO IMPROVE SAFETY: Outreach to pregnant/parenting youth; LGBTQIA+; street dependent; minority and trafficked youth. Shelter for 20 youth and their children annually.	07/01/2023	06/30/2024
INTAKE & ASSESSMENT TO IMPROVE WELL-BIEING: Crisis Intervention; Coordinated Entry; Assessment (D&A; mental health; life skills; human trafficking).	07/01/2023	06/30/2024
CASE MANAGEMENT & LIFE SKILLS TO IMPROVE WELL-BEING: Weekly Case Management (goal setting; interpersonal skill building; referral to over 40 community partners and services linkages); Weekly Groups (life skills; addiction/recovery; youth advisory; house meeting; recreational; community service/service learning and employment; parenting); Positive Youth Development.	07/01/2023	06/30/2024
EDUCATION TO IMPROVE SELF-SUFFICIENCY: Enrollment Assistance; Tutoring; FAFSA; Goal Setting; College/Vocational School Exploration.	07/01/2023	06/30/2024
JOB READINESS TO IMPROVE SELF-	07/01/2023	06/30/2024

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SUFFICIENCY: Resume Building; Employment Assistance; Job Search/Placement; Employment Sills; Job Coaching; Interview Skill Building.		
MEDICAL & MENTAL HEALTH - TO ADDRESS TRAUMA: Medical Van; Dental Van; Connection to Deschutes County Behavioral Health; Pre-Natal care; Well-Baby visits; Trauma Informed Care practices/policies/procedures.	07/01/2023	06/30/2024
AFTERCARE TO INCREASE PERMANENT CONNECTIONS: Ongoing coaching and mentoring (weekly and monthly); Referral Services; Basic Needs (food, clothing, hygiene, diapers, baby supplies); Drop-in services; Food Bank.	07/01/2023	06/30/2024

**NOTE:** If funded, staff will work with you to set benchmarks for your project. Failure to meet these benchmarks could mean a reduction in funding during current or future years.

## E. Project Benefit

Completed by deirdrek@jbarj.org on 10/28/2022 11:57 AM

**Case Id:** 30168

**Name:** J Bar J Youth Services - Grandma's House of

**Address:** \*No Address Assigned

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## E. Project Benefit

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Please provide a brief description of the following:

### **E.1. Estimates of the total number of persons to be served by the project and the number of low- and moderate-income persons to be served by the project.**

Total to be served: Funding from the City of Bend's Community Development Block Grant will help support a total of 20 youth and their children for 3,500 nights (based on annual occupancy).

Number of extremely low, low and moderate income persons: 100% of youth served meet the criteria for homeless and as such will be extremely low, low or moderate income. All youth participating in the program will be identified as Category 3 Homeless using the HUD definition.

### **E.2. The population and characteristics of the slum or blighted area that will be served (if applicable).**

Population served: The population to be served through this project will include homeless and unaccompanied Pregnant and/or Parenting youth, ages 16-24 who qualify as extremely low, low, or moderate income. The youth include both males and females (30% are transgender).

Characteristics of persons to be served: These youth are struggling with issues related to trauma and addiction. Many are victims of human trafficking. Data regarding GHCO participants indicates the following: 20% of youth had a known disability (cognitive); 32% were youth of color (no-white); 44% identified as LGBTQ+; and 86% of youth screened had indicators for sexual exploitation. Levels of concern across all indicators were extremely high. Indicators included: Coercion: 32%; Signs of current trauma: 72%; and Prior trauma or abuse: 96%.

### **E.3. How the project will ensure that moderate-income persons do not benefit to the exclusion of low-income persons.**

THIS BOX IS NOT WORKING - SEE ANSWER BELOW

### **E.4. The methods used to determine the project benefit and documentation of the sources used.**

Methods used to determine benefit: Project benefit is determined through the ongoing collection of outcome based data. As mentioned before, currently GHCO reports semi-annually using HIMS and has its own database where outcome based data is tracked monthly.

E.3. How project ensures extremely low, low income persons prioritized: JBJYS is committed to providing long-term stability to runaway and homeless youth in our region. The priority is focused on the most vulnerable youth, including those who are chronically homeless. The program accepts referrals from the local Coordinated Entry System, partnering agency referrals and walk-ins. All youth participating in the program will be identified as Category 3 Homeless using the HUD definition. This project will guarantee a permanent place for PPT youth to live while they work towards becoming stable and self-sufficient. All youth served through this project are extremely low, low, or moderate income. The GHCO facility is owned by JBJYS so there will be a shelter resources available for runaway and homeless PPT youth as long as the resource is needed. JBJYS guarantees this project will serve extremely low, low, or moderate income youth as long as

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options are needed. JBJYS tracks income sources for all youth in residence and keeps a tracking spreadsheet for each youth to record all sources monthly for reporting purposes.



## F. Financial Information

Completed by deirdrek@jbarj.org on 10/28/2022 12:00 PM

Case Id: 30168

Name: J Bar J Youth Services - Grandma's House of

Address: \*No Address Assigned

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### F. Financial Information

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Please also provide the following financial information:

**F.1. A detailed line-item budget describing the total project cost and operating income and expenses, including consideration of inflationary factors, maintenance costs, potential relocation costs, and increased insurance costs associated with the project.**

**Budget Form \*Required**

Budget - Grandma's House of Central Oregon - 2023-2024.pdf

**F.2. A description of the assumptions used to determine the total project cost and the operating budget, including the sources consulted and how costs were determined.**

Total project cost based on actual financials for past years. See attached budget for assumptions (detail and justification) used to determine costs.

All funding for fiscal year 2022-2023 is secured. Funding for 2023-2024 is projected as it is too soon to apply for grants. Projections are based on previous years awards.

**F.3. A brief description of your organization's plan for funding the project after the first year, if applicable.**

JBYS has a formal Sustainability Plan in place. The Sustainability Plan consists of three primary components: Community Sustainability; Financial Sustainability and Organizational Sustainability. All components of the plan work together to ensure JBYS will be around in the future to provide critical services for high risk youth and families in Central and Eastern Oregon.

Community sustainability is an indication of how well JBYS is rooted in the community. It represents how the organization will support the project if there is no future funding and is an indicator of community ownership of the project or program.

Financial stability and sustainability ensures JBYS programs have sufficient sources of funding from both internal and external sources. Additionally, financial sustainability means an organization has operational reserves sufficient to sustain programming for an extended period of time. Through fundraising efforts, JBYS has invested over \$850,000 in the past decade into services for youth in the region. Funding for future years will continue to be provided through a variety of sources including:

- Federal grants – Department of Health and Human Services
- State grants – Department of Human Services – Runaway and Homeless Youth Program
- County grants – Deschutes County
- Emergency Food and Shelter Program and United Way
- Emergency Services Grant
- Foundations

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- Donors
- Fundraising

Organizational sustainability includes understanding that results matter. JBJYS must be able to prove that activities and services provided to youth make meaningful and lasting changes. JBJYS uses data to prove outcomes and results are shared at the staff, board and community level through annual reports, media/public awareness campaigns and community partnerships. JBJYS also works each year to expand its community presence and donor resources through an improved strategic plan. Board and volunteer training and resource development are major areas of focus. JBJYS has a formal grants program in place to assist in sustaining programming by continuing to identify and develop new potential funding partners.

To improve sustainability for the future JBJYS received accreditation through the Council on Accreditation in January 2021. This process involves surveying stakeholders to ensure their feedback is heard and incorporated into future planning. JBJYS has also made recruitment and retention of staff a major focus over the past 18 months, understanding that turnover is an ongoing issue that must be addressed in order to improve outcomes for youth and improve long term sustainability. The process has emphasized improvements in: recruitment; onboarding; engagement; training and compensation. In 2020, JBJYS contracted with Cascade Employers Association to complete a salary and wage study to ensure staff compensation was fair and equitable. Although this study found JBJYS to be highly competitive (99th percentile), the decision was made to focus on increasing hourly wages for those in entry levels positions. This study will be updated annually. All of these efforts combined will ensure JBJYS is around for another 50+ years.

#### **F.4. A statement regarding your organization's ability to proceed with the project without your requested CDBG or CET funds, or with an award less than your requested amount.**

In the event CDBG funds are not awarded, or a reduced amount is awarded, GHCO would continue to operate, however capacity within the shelter may be reduced. JBJYS would continue to explore other options for funding.

The need for services in our region continues to grow. JBJYS is the only provider in the region of services targeting runaway, homeless and street youth and is the only direct entry, low barrier shelter for youth (regardless of substance abuse) in Central and Eastern Oregon. RHY services are largely funded through federal and state grants and donations. However, grant funds require that 10-25% of the project cost be provided through matching funds. CDBG funds help JBJYS to meet this match goal. If funds are not secured, JBJYS must secure an alternative, otherwise federal funding is in jeopardy. Total match currently required for existing grants is over \$225,000. Any deficit at the end of each year is made up for through JBJYS fundraising. There is a cap on the amount of federal funding JBJYS can receive for services. Each year program expenses increase. JBJYS strives to employ and retain quality staff and has been successful in doing so. The cost to retain quality, experienced staff, along with the cost for benefits and insurance increases annually. JBJYS has worked each year to increase wages, especially for entry level staff. A Salary Study has been completed annually for the past 3 years in order to ensure JBJYS remains competitive and that employees are fairly compensated. Additional revenue is needed to ensure GHCO is able to continue sheltering homeless youth. Although the organization is large – the support is needed now more than ever.

In 2019, JBJYS initiated accreditation through the Council on Accreditation (COA), to ensure compliance with the new Family First Prevention Act. The new law requires JBJYS to achieve national accreditation in order to receive federal funds and to continue current programming for youth. JBJYS received accreditation from COA in January 2021. This formal evaluation of JBJYS is an in-depth self-review of the organization and programs against currently accepted best practice standards. The process builds strong leadership, empowers employees to address problems, and regularly monitors progress. The process has increased staff to youth ratios for all programs. Personnel expenses have increased by over \$100,000 for GHCO alone. Personnel expenses have increased by over \$750,000 agency wide.

**F.5. CDBG Funds Requested**

\$25,000.00

**F.6. CET Funds Requested**

\$0.00

**F.7. Leveraged Funds**

\$437,205.00

## G. Budget

Case Id: 30168

Name: J Bar J Youth Services - Grandma's House of

Address: \*No Address Assigned

Completed by deirdrek@jbarj.org on 10/28/2022 9:34 AM

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### G. Budget

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Please provide the following information.

#### G.1. Project Budget

Project Activities	CDBG Funds Requests	CET Funds Requested	Other Public Funds	Private Funds	Activity Total
Personnel	\$25,000.00	\$0.00	\$158,211.00	\$129,205.00	\$312,416.00
Fringe Benefits & Taxes	\$0.00	\$0.00	\$68,544.00	\$0.00	\$68,544.00
Occupancy - Utilities & Phone	\$0.00	\$0.00	\$13,560.00	\$0.00	\$13,560.00
Property, Plant & Equipment	\$0.00	\$0.00	\$9,500.00	\$0.00	\$9,500.00
Operations & Youth Assistance	\$0.00	\$0.00	\$6,200.00	\$0.00	\$6,200.00
Depreciation	\$0.00	\$0.00	\$8,000.00	\$0.00	\$8,000.00
Business - Training & Travel	\$0.00	\$0.00	\$3,500.00	\$0.00	\$3,500.00
Administrative Overhead - 9.6%	\$0.00	\$0.00	\$40,485.00	\$0.00	\$40,485.00
<b>TOTAL</b>	<b>\$25,000.00</b>	<b>\$0.00</b>	<b>\$308,000.00</b>	<b>\$129,205.00</b>	<b>\$462,205.00</b>

#### G.2. Other Public Funds

Source	Use of Funds	Amount of Funding	Funding Status
DHHS - Maternity Group Home	personnel; fringe; occupancy; operations; depreciation; PPE; business; administrative overhead	\$250,000.00	Secured
Emergency Food & Shelter Program	personnel; fringe; occupancy; operations; depreciation; PPE; business; administrative overhead	\$38,000.00	
Emergency Solutions Grant	personnel; fringe; occupancy; operations; depreciation; PPE; business; administrative overhead	\$20,000.00	
<b>TOTAL</b>		<b>\$308,000.00</b>	

#### G.3. Private Funds

Source	Use of Funds	Amount of Funding	Funding Status
Grants - Corporate and Foundation	personnel; fringe; occupancy; PPE; operations; business; admin.	\$35,000.00	

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	overhead		
Donations - Contributions from Businesses and Individual Donors	personnel; fringe; occupancy; PPE; operations; business; admin. overhead	\$94,205.00	
<b>TOTAL</b>		\$129,205.00	

**G.4. Funding Documentation**



**Funding Documentation - Letters of funding commitment from sources**

MGH - Notice of Award - 2022-2025.pdf

## H. Project Feasibility and Readiness

Case Id: 30168

Name: J Bar J Youth Services - Grandma's House of

Address: \*No Address Assigned

Completed by deirdrek@jbarj.org on 10/28/2022 12:01 PM

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### H. Project Feasibility and Readiness

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Please provide the following information regarding project feasibility and readiness:

#### **H.1. A description of the organization's administrative capacity to complete the project, including its experience in implementing and managing activities similar to the proposed project. If capacity is achieved through partnerships with or utilization of other organizations or agencies, describe the nature and status of these partnerships.**

Administrative capacity: The JBJYS's Board of Directors (BOD) meets six times a year and is responsible for fiscal oversight. Policies and procedures ensure accountability and fidelity to federal regulations. The organization contributes a high level of management expertise to the project, providing: oversight; technical assistance; fiscal procedures (accounting, bookkeeping, payroll); policy direction; and fundraising. JBJYS uses the accrual basis of accounting and maintains monthly year-to-date financial reports, profit and loss balance sheets, statements of cash flow, and budget comparisons (budget vs. actual). JBJYS keeps separate accounts for each programmatic division and each grant stream and has an annual audit completed by a CPA that includes a single audit for federal grants. Accounting controls are in place to achieve five basic objectives: validation; accuracy; completeness; maintenance, and physical security. The Chief Financial Officer and BOD review financial documents. The organization is audited by the State of Oregon for programs and contracts (OYA; DHS; ODE) and has regular reviews for all federally funded programs.

Experience: Feedback from a recent review of federally funded RHY programs by the Department of Health and Human Services (DHHS) was incredibly positive (October 2021). DHHS reported that JBJYS's operates model programs for RHY and is often used as an example for others in the nation. Reviewers found staff to be dedicated, knowledgeable and highly regarded by the community. JBJYS staff often present at national trainings and are subject matter experts in the field.

Partnerships: JBJYS is an engaged community partner, participating in over 20 community wide work groups. Key partnerships that contribute to GHCO stem from a 30+ year working relationship. Capacity for this project will not be achieved through partnerships, however collaboration with over 40 community providers improves outcomes for youth.

#### **H.2. A description of neighborhood and/or community support for the project. Attach letters of support or other evidence of neighborhood/community support.**

GHCO has a long standing history (30+ years) of cooperation and collaboration with other local agencies, organizations and businesses. Additionally, GHCO receives tremendous support from the community. GHCO receives donations daily that include food, clothing, diapers, baby supplies, formula, office supplies and supplies for youth in shelter and their children. GHCO received \$120,000 in individual donations last fiscal year, ranging from \$25 to \$3,000. Attached are recent letters of support received from community partners in support of GHCO's Maternity Group Home federal funding application.



#### **Letters of Support**

Letters of Support - Grandma's House of Central Oregon.pdf

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**H.3. A description of the organization’s readiness to proceed with the project. For example, is staff currently available to work on the project, or is the organization ready to proceed with hiring staff?**

Description of readiness to proceed: GHCO has been in operation since WHAT YEAR. GHCO became a program of JBJYS in 2017. This is also the year JBJYS secured federal funding for the program. This is an ongoing program. Funds will expand services and increase staff, improving outcomes for youth. Staff are currently in place and ready to focus on this project if funded.

**H.4 For CDBG applicants, a description of the organization's familiarity with meeting the federal requirements listed in the [City of Bend Public Services Program Rules and Requirements](#), and/or the organization’s plan for ensuring that these requirements are satisfied.**

JBJYS is a previous recipient of federal CDBG Funds, to include:

- 2003 - City of Bend (funding to assist with purchasing The LOFT)
- 2016 – City of Redmond
- 2019 – City of Bend (support for The LOFT)
- 2020 - City of Bend (support for The LOFT)
- 2022 - City of Bend (support for The LOFT)

JBJYS is familiar with meeting the federal requirements listed in the rules and requirements. JBJYS is also a current recipient of other federal funding and has had no instances of irregularity or concern.

## I. Required Documents

Completed by deirdrek@jbarj.org on 10/28/2022 9:35 AM

Case Id: 30168

Name: J Bar J Youth Services - Grandma's House of

Address: \*No Address Assigned

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### I. Required Documents

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Please provide the following information.

Please download, complete, and upload the document (s) below:

- [504 Self-Evaluation Checklist](#)

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### Documentation

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**504 Self-Evaluation Checklist \*Required**

504 Self-Evaluation Checklist - GHCO.pdf

**DUNS Number**

DUNS Number - JBJYS.pdf

**Equity and Inclusion Policy**

Equity Diversity and Inclusion Policy - JBJYS.pdf

**Map of Project Location**

MGH Floor Plan.pdf

**Proof of Non-Profit or Governmental Status**

501c3 letter - JBJYS.pdf



 **State of Oregon Business Registry Printout**

Business Registry Business Name Search - J Bar J Youth Services.pdf

## Submit

Completed by deirdrek@jbarj.org on 10/28/2022 12:02 PM

**Case Id:** 30168

**Name:** J Bar J Youth Services - Grandma's House of

**Address:** \*No Address Assigned

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## Submit

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Once an application is submitted, it can only be "Re-opened" by an Administrator. Also note: please check your Spam email folder if you have not received any emails from Neighborly.

The applicant certifies that all information in this application, and all information furnished in support of this application, is given for the purpose of obtaining funding under the City's Affordable Housing Development Program.

I understand that U.S.C. Title 18, Sec. 1001, provides: "Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies...or makes any false, fictitious or fraudulent statements or representation, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned not more than five years, or both."

I certify that the application information provided is true and complete to the best of my/our knowledge.

I agree to provide any documentation needed to assist in determining eligibility and are aware that all information and documents provided, except as exempted pursuant to law, are a matter of public record.

I further grant permission and authorize any bank, employer, or other public or private organization to disclose information deemed necessary to complete this application.

### Signature

Deirdre Kasberger

Electronically signed by deirdrek@jbarj.org on 10/28/2022 12:02 PM

## Program Overview

Completed by soniac@neighborimpact.org on 10/21/2022 9:23 AM

Case Id: 30161

Name: NeighborImpact - 2023

Address: \*No Address Assigned

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### Program Overview

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# CITY OF BEND

CITY OF BEND  
PUBLIC SERVICE PROGRAM APPLICATION

**City of Bend**  
710 NW Wall St.  
Bend, Oregon 97703  
(541) 323-8550  
[housing@bendoregon.gov](mailto:housing@bendoregon.gov)

This section provides general information regarding the federal Community Development Block Grant (CDBG) and Commercial and Industrial Construction Fund (CET) programs and the types of activities that are eligible for funding. For more detailed information on eligible activities, please contact the City's Affordable Housing Program at [housing@bendoregon.gov](mailto:housing@bendoregon.gov), or (541) 323-8550, or P.O. Box 431, 710 NW Wall Street, Bend, OR 97709 or visit the HUD website at [www.hud.gov](http://www.hud.gov).

The Commercial and Industrial Construction Fund (CET) is authorized under Bend Code 9.45. Such funding can provide public services for community members with income at or below 30% of Area Median Income (AMI).

Community Development Block Grant (CDBG) is authorized under Title 1 of the federal Housing and Community Development Act of 1974, as amended. The primary objective of the CDBG Program is the development of viable urban communities through:

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- The provision of decent housing,
- The provision of a suitable living environment, and
- The expansion of economic opportunities.

The Community Development Block Grant Program is administered at the federal level by the Department of Housing and Urban Development (HUD).

### **National Objectives**

Federal regulations specify that all activities undertaken using CDBG funding must meet at least one of the following national objectives:

- Benefit to low-and moderate-income persons,
- Aid in the prevention or elimination of slums or blight, or
- Meet a need having a particular urgency.

HUD considers persons below 80% AMI low-income and persons at 80% AMI moderate-income. The three national objectives are summarized below:

#### **1. Benefit to Low- and Moderate-Income Persons**

Under this objective, CDBG-assisted activities must primarily benefit low- and moderate-income persons. The income thresholds for meeting the low- and moderate-income requirement are determined by HUD. Projects funded with CDBG dollars must either:

- benefit all of the residents of a particular area, where at least 51% of the residents are low- and moderate-income,
- benefit specific populations (e.g., homeless persons, elderly persons, or persons living with HIV/AIDS), as long as 51% of those served are low- or moderate-income,
- provide or improve permanent residential structures for low- and moderate-income persons, or
- create or retain permanent jobs, at least 51% of which will be made available to or held by low- and moderate-income persons.

#### **2. Elimination of Slum and Blight**

Under this objective, CDBG-assisted activities must help to prevent or eliminate slums and blighted conditions. These activities must either:

- prevent or eliminate slums or blight in a designated area in which slums or blighted or deteriorating conditions exist,
- prevent or eliminate slums or blight on a spot basis in an area not located in a slum or blighted area, in cases where a specific condition is detrimental to public health and safety, or
- be in an urban renewal area.

#### **3. Urgent Need**

The Urgent Need category is designed only for activities that alleviate emergency conditions of recent origin that pose a serious and immediate threat to the health or welfare of the community, and for which no other sources of funding are available. An example of an eligible project under this category would be a major flood that causes serious damage to buildings and infrastructure, thereby threatening the safety of occupants or nearby residents.

### **Eligible Activities**

In order to meet local needs within the national objectives, the CDBG Program provides a great deal of flexibility in the eligible uses of CDBG funds. The following is a summary of the range and types of activities that may be funded through the CDBG Program. The summary is not a complete list of eligible activities; please contact the City's Affordable Housing Program for more detailed information regarding the eligibility of specific programs or projects.

*Printed By: Racheal Baker on 1/6/2023*

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## Basic Eligible Activities

According to federal CDBG regulations outlined in 24 CFR 570, the basic eligible activities include a variety of uses including public services.

**Ineligible Activities** In general, activities that are not specifically identified as eligible are considered by HUD to be ineligible. The following activities are specifically identified by HUD as activities that are not eligible for CDBG funding. Please contact the City's Affordable Housing Program for more information on ineligible activities.

- Acquisition, construction, or reconstruction of buildings for the general conduct of government
- General government expenses
- Political activities
- Purchase of construction equipment, fire protection equipment, furnishings and personal properties
- Operating and maintenance expenses
- Income payments
- Construction of new housing

**Please review the following documents regarding the City of Bend Public Services Program:**

[City of Bend Public Services Goals and Objectives](#)

[City of Bend Public Services Evaluation and Criteria and Funding Priorities](#)

[City of Bend Public Services Program Policy on Loans and Grants](#)

[City of Bend Public Services Program Rules and Requirements](#)

[City of Bend Public Services Selection Process](#)

[Other Information for Public Service Applicants](#)

[504 Self-Evaluation Checklist](#)

## Eligible Proposals

In general, only public or private non-profit agencies or organizations are eligible to apply for CDBG funding. However, the following two exceptions apply: (1) for-profit organizations may apply for CDBG funds to undertake certain economic development activities related to microenterprise assistance, and (2) under certain limited circumstances, for-profit organizations qualifying under HUD criteria as Community-Based Development Organizations (CBDOs) may apply for funds to carry out neighborhood revitalization, economic development, or energy conservation projects. Regulations pertaining to these exceptions can be found at 24 CFR 570.201(o) and 24 CFR 570.204.

CET applications will be accepted from property owners, private sector for-profit developers, certified Community Housing Development Organizations (CHDO's), government housing providers and qualified 501(c)(3) organizations.

Any public or private non-profit agencies or organizations currently under investigation regarding previously awarded federal, state, or local government funding are ineligible for assistance from the City of Bend's Affordable Housing Program.

## HUD Income Limits

The current income limits for City of Bend are shown below. Updated City of Bend income limits may be applicable on July 1, 2022. Recipients of CDBG funding must meet the income guidelines at the time the funds are utilized. City staff will be able to provide funding recipients with updated income limits information when available.

<b>Persons Per Household</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	
<b>Area Median Income (AMI)</b>	\$56,280	\$64,320	\$72,360	\$80,400	\$86,832	\$
<b>Moderate Income (80% AMI)</b>	\$45,050	\$51,450	\$57,900	\$64,300	\$69,450	\$
<b>(60% AMI)</b>	\$33,780	\$38,640	\$43,440	\$48,240	\$52,140	\$
<b>Low Income (50% AMI)</b>	\$28,150	\$32,200	\$36,200	\$40,200	\$43,450	\$
<b>Extremely Low Income (30% AMI)</b>	\$16,900	\$19,300	\$21,700	\$24,100	\$26,050	\$

I have downloaded and read the above documents.

## A. Applicant Information

Completed by soniac@neighborimpact.org on 10/21/2022 9:26 AM

**Case Id:** 30161

**Name:** NeighborImpact - 2023

**Address:** \*No Address Assigned

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### A. Applicant Information

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Please provide the following information.

#### ORGANIZATION INFORMATION

**A.1. Organization Name**

NeighborImpact

**A.2. Address**

2303 SW 1st St Redmond, OR 97756

#### PROJECT INFORMATION

**A.3. Project Name**

**A.4. Project Location**

20310 Empire Ave Suite A100 Bend, OR 97703

#### CONTACT PERSON INFORMATION

**A.5. First Name**

Sonia

**A.6. Last Name**

Capece

**A.7. Address**

20310 Empire Ave Suite A 100 Bend, OR 97703

**A.8. Phone Number**

(541) 323-6580

**A.9. Email Address**

soniac@neighborimpact.org

## B. Organization Information

Completed by soniac@neighborimpact.org on 10/28/2022 11:49 AM

Case Id: 30161

Name: NeighborImpact - 2023

Address: \*No Address Assigned

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## B. Organization Information

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Please provide the following information.

### **B.1. What is the organization's background, mission, and service history:**

Since 1985, NeighborImpact has been a leader in developing solutions and bringing resources to Central Oregon to address poverty. This Community Action Agency was created to represent and serve economically disadvantaged residents of Crook, Deschutes and Jefferson counties and the Confederated Tribes of Warm Springs. Our mission is "Supporting People, Strengthening Communities." We are considered one of the largest nonprofits regionally. Our Strategic Plan focuses on reducing poverty and identifies the following goals: Expand financial opportunity; address affordable housing and reduce homelessness; improve the quality and quantity of pre-school education and childcare; reduce hunger; save energy and reduce energy costs; increase opportunity by expanding financial skills and asset development; and improve geographic equity in service delivery. Strategies relating to asset development include stabilizing renters, promoting homeownership, and fostering home retention.

To address basic needs, we confront hunger, houselessness, eviction prevention and emergency heating costs.

Beyond emergencies, we focus on factors that prevent poverty: childcare and early childhood education services; home weatherization; money management, savings, and homeownership; and low interest lending. Our 233 staff in 34 locations address short- and long-term needs through programs moving 50,000 unduplicated households a year toward stability and prosperity.

Our FY 22 results:

- HomeSource provided financial education and counseling to 723 clients, helped 66 clients stay in their homes
- Housing Stabilization assisted 6270 individuals to retain or obtain housing & distributed \$12.4M in rental assistance funds; \$7.24M in Bend
- Food Bank distributed 4.45 million meals
- Energy Assistance helped 8,685 households pay energy costs
- Head Start educated 826 children
- Weatherization program weatherized 95 homes
- Child Care Resources trained 1790 childcare providers
- Lending funded 39 loans

### **B.2. Provide a brief description of the organization's financial stability as it pertains to the organization's capacity to successfully complete the project, including a brief financial history and primary funding sources. The City may request copies of the organization's financial audit or review for the last two years.**

With a current annual budget of over \$52million, NeighborImpact is financially stable. Many funds are restricted by the funding organizations and cannot be used to provide direct client payment as proposed in this application.

NeighborImpact has a strong governance system, name familiarity and an established record of leadership in the community, a diversified funding base, a well-maintained fiscal management system and location in a desirable geographic area that has helped attract talented, skilled employees.

As a large, multi-service agency with programs serving our low-income communities, NeighborImpact is unlike other local nonprofits, offering support across the whole housing continuum.



Agency accounting practices conform to standard accounting procedures including compliance with the Uniform Grant Guidance. Internal accounting controls are designed to provide reasonable assurance regarding safeguarding assets against loss from unauthorized use of disposition and reliability of financial records for preparation of financial statements and accounting for assets. NeighborImpact has an independent audit prepared annually and notifies each of its major federal programs of the audit plan. The audit is performed in accordance with generally accepted auditing standards applicable to financial audits contained in the Government Auditing Standards, issued by the Comptroller General of the United States; Uniform Grant Guidance. An Oregon Certified CPA performs the audit. The agency's auditor's reports have expressed an unqualified opinion on the agency's financial statements and on compliance for major federal award programs.

NeighborImpact's funding sources include federal, state and private grants, individual contributions, and program income. Our housing funds originate from Housing and Urban Development, NeighborWorks America, Oregon Housing and Community Services, Business Oregon, private foundations, financial institutions, occasional donations and program income

**B.3. Key Personnel Assigned to Project:**

<b>Name</b>	<b>Job Title</b>	<b>Qualifications</b>	<b>FTE Hours</b>
Victoria Vale-Gilbert	HomeSource Homeowner Services Lead	HUD certified counselor, Foreclosure Prevention Certified Counselor (7 years of experience), Reverser Mortgage Certified (6 years of experience), 20 years of housing industry experience.	0.5
Anna Naasz	Housing Stability Specialist	Extensive customer services experience	0.5
Rebecca Vallie	HomeSource Foreclosure Counselor	10 years of homeowner services experience. Currently in process of obtaining HUD certification and foreclosure prevention certification	0.5
Glenda Ludwig	Housing Stability Specialist-bilingual	Extensive customer service experience	0.5
Griselda Franco Bernardino	HomeSource Bilingual Counselor	Translator, bicultural counselor, 5 years of experience in housing industry	0.1
Eric Pashia	HomeSource Educator Specialist	HUD certified counselor, 3 years of experience teaching financial education,	0.25
Katrina Byrne	HomeSource Navigator	15+ years of customer service experience, 4 years of housing industry experience	0.25
Mary Kay Boldajipour	HMIS Specialist	Proficient in WellsSky	0.2

		Homeless Management Information System (HMIS)	
Becky Steeley	Data Specialist and Compliance	6 years of experience in data and compliance control	0.2
Carly Congdon	Client Services Manager	5 years of experience serving vulnerable population, 1.5 years client service management	0.25
Molly Heiss	Housing Stability Director	14 years of non-profit experience including 7 in program management	0.15
Sonia Capece	HomeSource Director	13 years of non-profit management experience	0.1
			4

## C. Project Description

Completed by soniac@neighborimpact.org on 10/28/2022 1:13 PM

Case Id: 30161

Name: NeighborImpact - 2023

Address: \*No Address Assigned

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### C. Project Description

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Please provide a brief description of the following:

#### C.1. Describe the need or problem your project will address.

Two NeighborImpact departments, Housing Stabilization and HomeSource, have a long history of preserving housing options for low to moderate income participants. These include rental and mortgage assistance programs which align neatly with Goals 1 and 3 of the City of Bend's 2019-2023 Consolidated Plan.

Many households are on the margins of losing housing due to under-employment, fixed income, low rental and housing unit stock, and prohibitive costs of those units. The financial impact of the pandemic and inflation have only exacerbated existing housing insecurity.

Pandemic relief funding and eviction and foreclosure moratorium protections helped temporarily relieve exceptional housing burden. The 14.6% allowable rent increase in 2023 will price tenants out of the market. Existing homeowners continue to encounter their own challenges. According to the July 2022 Prosperity Now Scorecard, 33.7% of existing homeowners experience a housing cost burden. Without preservation of housing options, citizens will have to leave Bend or find themselves in unhoused situations; some of them fixed income seniors.

The 2022 Point-In-Time count identifies "economic reasons" as the primary cause of houselessness among Central Oregon residents. With a 17% increase in the unhoused population overall from just one year ago; 14% were experiencing houselessness for the first time, 61% of the total count identified Bend as their city of residence (Central Oregon HLC PIT count 2022 results).

Through our funding request, NeighborImpact Housing Stabilization and HomeSource departments endeavor to preserve existing owner-occupied housing, prevent the next wave of first time houselessness and help preserve housing options for low- and moderate-income families and individuals. Today, more than ever, housing stability is essential for Bend residents and NeighborImpact is well poised to deliver both rental and mortgage assistance services that promote community wide stability and housing retention

#### C.2. Describe how your project will address the identified need or problem, including project background, project objectives, services to be provided by the project, the populations or areas to be served, and how the funds will be used.

NeighborImpact proposes to provide rental and mortgage assistance through our two of our most reputable, established departments to foster housing stability. These projects directly align with the CET goals and the City of Bend 2019-2023 Consolidated Plan goals one and three.

Goal #1: Create and Preserve Affordable Rental Housing

NeighborImpact Housing Stabilization has the major provider of rental assistance in our region for the last two decades. Through well-developed systems, we efficiently distribute funds on behalf of tenants within 0-80% AMI. Solid training of staff on annualizing income ensures that eligibility is established for each household. Understanding income inclusions and exclusions in the Housing and Urban Development Income Determination, June 2020 guarantees that no household is incorrectly categorized. Most of our households served fall within the 0-30% AMI range. For the Fiscal Year 21-22, our AMI breakdown is as follows: 76% in the 0-30% range, 17% in the 31-50% range and 7% in the 51-80% range. Our expertise and processes were further refined during the pandemic and ensuing period of financial challenges for Central Oregon renters. We have efficaciously deployed \$23,753,061 since the start of the pandemic.

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Applications are prioritized based on imminent risk of eviction and potential barriers to rehousing. If applicants need to move for their personal safety, they are immediately top priority. As part of the supportive services component of rental assistance, eligible applicants are connected with additional internal supports such as financial fitness classes, energy assistance and if available, Ready to Rent tenant education. Applicants that are not also accessing non-cash benefits or other entitlements will be referred to those programs.

The Housing Stabilization department plans to use the CET funds, if awarded, as client assistance payments. Our fiscal practices ensure that payments are made to the appropriate owner, landlord or property manager, either by check or ACH. The administrative and staffing burden for delivering the program funds will be diverted to state sources and outlined as leveraged amounts complimenting the CET funding.

#### Goal #3: Homeownership

NeighborImpact's HomeSource department has been administering Mortgage Payment Assistance since the start of the 2008 recession. We propose to use a portion of the CET funds, to directly support the Mortgage Payment Assistance Program for homeowners within Bend city limits. Resulting from the financial impacts of the pandemic and continued inflation, existing homeowners continue to encounter their own challenges. According to the July 2022 Prosperity Now Scorecard, 34.7% of existing Bend homeowners experience a housing cost burden. HomeSource serves as the intake agency for State initiatives to prevent foreclosure, including loan preservation programs. Our Reverse Mortgage program has been consistently full; even with a doubling of the number of certified counselors providing service. In response to the pandemic, staff cross training was increased to assist more clients with foreclosure prevention and mortgage assistance programs. As anticipated, the end of the foreclosure moratoria put many homeowners in immediate need of assistance. Looking at national data, According to Black Knight's McDash Flash Forbearance Tracker, as of August 25, 3.9 million homeowners remain in active forbearance, representing 7.4% of all active mortgages. Foreclosure prevention is an exceptionally technical field and HomeSource's mastery of services in this arena are critical to supporting homeowners in Bend as they struggle with housing shortages and affordability.

Home Source's portion of CET funding will provide direct mortgage assistance and be utilized to hone a small portion of the cost related to the necessary processes, accounting, staffing and oversight to connect the funds to the individuals and mortgage servicers. NeighborImpact acknowledges and will confirm with financial reports that any Bend CET funding received will be utilized for internal administrative expenses and directly connected to the processing of the CET award.

We will note that as Bend becomes less affordable for low- and mid-income individuals, clients we serve are often forced to relocate to less expensive communities in the region. They still consider themselves Bend residents: they work here, they shop here, and they identify Bend as their community. This is another indicator of the need for services in Bend to help residents remain here. NeighborImpact Housing Stabilization and HomeSource departments endeavor to preserve existing owner-occupied housing, prevent the next wave of houselessness and maintain housing options for low and moderate- income households. Housing stability is essential for Bend residents and NeighborImpact is poised to provide both rental and mortgage assistance services that promote community stability and housing retention.

### **C.3. Describe how your project will address the identified need or problem in a way or to a degree not already being achieved in the community. Please identify any other similar programs or projects and how your project will add to or improve upon existing services.**

Our combined projects, offering rental and mortgage assistance, address the huge, ongoing need of many Bend residents. Tenants and homeowners alike continue to grapple with the rising costs of rental units and homeownership concurrent with inflation. Our proposal is a simple, straightforward one; to preserve housing options for our community and keep our citizenry from becoming unhoused or having to move from our area.

Both the Housing Stabilization and HomeSource departments have enduringly offered similar project types to the ones proposed in this application. With competing funding priorities at the state and federal levels, we are exploring all opportunities to bolster and continue these programs. With anticipated flat or reduced funding, it is our priority and commitment to keep foundational programs running. In our observation, it is not a time for additions, improvements or

exceptional innovation. It is time to stabilize through the provision of steadfast programs. We are no longer enjoying the prodigious funding levels that were part of the pandemic relief efforts.

Some distinctions between other similar community programs and ours are administrative capacity, single destination for multiple services and level of technical expertise, especially regarding the HomeSource services. Additionally, the inputs of funding that we have available, as the regional Community Action Agency, afford us leveraging opportunities that result in expansion of rental assistance for Bend residents.

As the primary programs across the region for a long time, we serve as a known quantity and trusted support to tenants, property owners and managers, homeowners, mortgage servicers and community partners. If there are community members in Bend seeking assistance, there is a high likelihood that a reference to NeighborImpact will enter the conversation. Investing in the Housing Stabilization and HomeSource projects is investing in the low to moderate income populations of Bend.

**C.4. Describe the ways in which your project will have a long-term impact on the need or problem being addressed.**

These projects' impact on housing and homelessness becomes apparent in the acquisition and retention of safe, secure housing options by Bend residents. Ultimately, the projects support long-term solutions for City of Bend residents, including those with special needs.

HomeSource's financial counseling has immediate and long-term impacts on clients by educating them on the following topics: management and use of credit, budget and spending plans, access to pertinent financial institutions and products that best suit their needs, understanding taxes and insurance, and mortgage lending. The education that clients will have access to promotes a healthy financial long-term outlook and offers households chances to succeed even when money is tight. Our mortgage assistance program ensures home retention while it provides skill building for participants.

Housing Stabilization's programming helps to preserve rental housing for applicants. Our focus on stability often means that tenants must explore different ways to augment their monthly budgets or access additional supports. Our team helps program participants investigate the following options: Our energy assistance and Head Start programs, applications to OHP, TANF and SNAP benefits, referrals for Ready to Rent tenant education or Legal Aid Services of OR, WorkForce Oregon, Housing Choice Voucher application and options for more affordable housing. We also conduct six-month housing retention and outcome follow-ups to accurately measure the stability after assistance.

The project has additional long-term impacts by virtue of its compatibility with the City's Consolidated Plan as stated elsewhere in this application. Particularly in relation to Goals #1 & #3.

Perhaps the best description of the long-term impact of our work comes from our clients themselves. From all of the surveys completed in FY 2021-22, 95% of program clients surveyed stated that they benefited from the services that we offer.

**C.5. Describe your organization's plan for evaluating the progress of the project toward addressing the identified need or problem.**

NeighborImpact uses a variety of program measures to evaluate program effectiveness and to hold ourselves accountable to our goals and objectives as well as to program requirements.

Every quarter, we review clients served by tracking the program and services to determine our progress toward projected grant goals. Reviewing this information on a quarterly basis gives us timely feedback on our programs' effectiveness and enables us to make changes, if necessary, to improve the service outcomes. For example, if a particular program falls short of program goals, we may develop a targeted outreach plan to help increase numbers in that program. Client satisfaction surveys also provide valuable feedback to our directors about our services. Staff give all clients surveys following their program participation. The surveys afford clients the opportunity to tell us their opinion and provide relevant feedback. We analyze these and use them to adjust program delivery.

The HomeSource Director, Data and Compliance Specialist, Housing Stabilization Director and Housing Stabilization Compliance Manager all audit client files on an ongoing basis to ensure that counselors and specialists provide appropriate services to our clients and that counseling and program delivery methods meet the needs of our clients.

All these evaluation methods provide the Directors with essential information not only to assure funding compliance but also to adjust and refine our services and service delivery to assist our clients effectively.

We have incorporated and will continue to enhance our use of equity consideration in program implementation and delivery, and we will review the outcomes we produce to ensure not only that we have a diversity of clients engaging in services but also that success is achieved across the racial and ethnic spectrum of people we impact.

## D. Work Program

Completed by soniac@neighborimpact.org on 10/28/2022 12:25 PM

Case Id: 30161

Name: NeighborImpact - 2023

Address: \*No Address Assigned

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### D. Work Program

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Please provide the following information.

#### D.1. Anticipated Start Date:

07/01/2023

#### D.2. Anticipated Completion Date:

06/30/2024

#### D.3. List of Task(s) Needed for Project

Task	Start Date	End Date
Create/update program process as necessary to meet the CET grant requirement and current DEI practices	07/01/2023	08/31/2023
Update applications, marketing materials & website to reflect these program opportunities	07/01/2023	08/31/2023
Affirmative outreach & marketing to ensure that communities historically marginalized are aware of the opportunities	07/15/2023	06/30/2024
Process applications received	08/01/2023	5/31/2024
Offer and provide educational and skill building services	07/01/2023	06/30/2024
Conduct internal quality control to ensure proper disbursement of funding, identify unintended barriers to program access and implement changes if needed	8/1/2023	6/30/2024
Provide financial assistance in the form of rental or mortgage relief	8/15/2023	06/30/2024
Complete necessary reports and provide timely submission of them to City of Bend Staff	10/1/2023	7/31/2024
Conduct client satisfaction surveys to ensure programs are running as expected or implement changes if needed	8/30/2023	6/30/2024

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Be available and responsive to requests for information, collaborate with City Staff and Affordable Housing Committee regarding this project and/or information relating to housing needs in the City of Bend.	10/1/2022	09/30/2024
We reserve the right to add or modify proposed tasks as they fit the community needs and best practices at the time of implementation, respecting the intent and the outcomes of the project as proposed	07/01/2023	06/30/2024

**NOTE:** If funded, staff will work with you to set benchmarks for your project. Failure to meet these benchmarks could mean a reduction in funding during current or future years.



## E. Project Benefit

Completed by soniac@neighborimpact.org on 10/28/2022 12:28 PM

Case Id: 30161

Name: NeighborImpact - 2023

Address: \*No Address Assigned

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### E. Project Benefit

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Please provide a brief description of the following:

#### **E.1. Estimates of the total number of persons to be served by the project and the number of low- and moderate-income persons to be served by the project.**

As this is a single funding request with dual project implementation, we have included an overarching estimate and estimates based on each project. We anticipate providing benefits to 225 individuals by working with 90 unique households.

For the mortgage assistance program, we anticipate that 25 households will be brought current on their mortgage arrearages and receive up to three months of mortgage assistance utilizing CET funds. We anticipate that the maximum benefit per HomeSource mortgage assistance client will be \$5,000. Throughout the HomeSource department's experience with mortgage assistance, they have determined that it can be exceptionally challenging to find homeowners that fall into the 0-30% AMI category. For this reason only, the proposed CET mortgage assistance project proposes to defer the service to extremely low-income households to the rental assistance program. This deferral is only so timely implementation and efficient delivery of this project are ensured. In the instance that such a household is identified, this project will absolutely engage in services with them.

Those clients seeking mortgage assistance will be screened initially for any applicable state funding eligibility. The fate of another state mortgage assistance program is extremely uncertain as of this application. The possibility that the current program – which does not currently serve most Bend residents – will still be open or fully expended is also unknown. As the state program stands currently, it is not a viable option. Beyond the initial screening, clients will be prioritized based on their risk of foreclosure and their ability to become stable with minimum assistance. The maximum benefit per household will be \$5,000 which could include coverage or arrears or up to three months of forward mortgage payment to assist with the stability component.

For the rental assistance program, we anticipate that 65 households may receive a maximum of four months of assistance with rental payments. We propose utilizing our tiered system for tenants seeking rental assistance to maximize the stabilizing impact. This ensures that higher benefits are provided to households in the lower area median income levels.

The payments are issued based on the following tiers:

- 0-30% AMI households receive up to two months of rent arrears and two months forward
- 31-50% AMI households receive up to two months of rent arrears and one month forward
- 51-80% AMI households receive up to two months of rent arrears

Due to extraordinary community rent costs, in some cases higher than mortgage payments, maximum rental assistance cap per client may need to be as high as \$10,000, to offer some semblance of stabilization.

As the recipient of multiple sources of rental assistance, NeighborImpact Housing Stabilization proposes utilizing additional sources to pay the forward months of rent outlined above. This strategy of braiding funding allows the city's

funds to support additional households thereby maximizing the impact for participants and providing additional leverage.

At least 20% of the entirety of the funding award will be utilized to provide financial benefit for participants at or below 30% AMI; historically, we have served a much higher percentage. All the clients served will be low- or moderate-income Bend residents, with household income up to 80% AMI.

**E.2. The population and characteristics of the slum or blighted area that will be served (if applicable).**

N/A

**E.3. How the project will ensure that moderate-income persons do not benefit to the exclusion of low-income persons.**

Income determinations happen across most departments at NeighborImpact. Some programs offer tiered assistance to our lower AMI households to best stabilize and support them.

**E.4. The methods used to determine the project benefit and documentation of the sources used.**

Housing Stabilization and HomeSource will determine the benefits achieved by assessing clients' overall progress towards housing stability. We also assess the degree to which the projects have met their objectives (for example, the number of persons served, amount of rent or mortgage assistance provided).

HomeSource uses one of NeighborImpact's client management databases, CounselorMax, to report and analyze data that determine project benefits. CounselorMax is fully compliant with HUD client management rules and parameters. Statistics and projections used in this proposal are derived from HomeSource's recordkeeping. Our databases allow us to track client information: program usage, income level, nationality, household characteristics, funding sources, referral tracking, class rosters, follow-up and individual client's progress over time (e.g., savings, income, debt, credit).

For the clients receiving rental assistance, Housing Stabilization utilizes WellSky Community Services HMIS software platform. All Housing Stabilization programs enter data into HMIS as do a considerable number of housing and shelter providers. This allows staff to crosscheck other resources provided to ensure no duplication of benefits occurs. This platform is used for quarterly and annual reporting to Housing and Urban Development and Oregon Housing and Community Services. HMIS program entries allow us to track client information such as program utilization, income level, race and ethnicity, household composition and characteristics, funding sources, referral tracking, housing outcome and retention follow-up and individual client's connection to health insurance, non-cash benefits and other supportive entitlements.

We also utilize external sources of information to identify needs and compare our own results with the community benchmarks in which we operate. We utilize information from Oregon Housing and Community Services, Deschutes County Clerk's Office, Beacon Report, Central Oregon Realtors Association, Oregon Homeownership Stabilization Initiative, National Low Income Housing Coalition, US Interagency Council on Homelessness, National Alliance to End Homelessness, US Census data and local media coverage.

## F. Financial Information

Completed by soniac@neighborimpact.org on 10/28/2022 12:40 PM

Case Id: 30161

Name: NeighborImpact - 2023

Address: \*No Address Assigned

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### F. Financial Information

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Please also provide the following financial information:

**F.1. A detailed line-item budget describing the total project cost and operating income and expenses, including consideration of inflationary factors, maintenance costs, potential relocation costs, and increased insurance costs associated with the project.**

**Budget Form \*Required**

CET Detail Budget.pdf

**F.2. A description of the assumptions used to determine the total project cost and the operating budget, including the sources consulted and how costs were determined.**

We determined budget costs and sources for the budget using historical agency data and current program costs. NeighborImpact stripped out costs associated with providing services for Central Oregonians that are outside of the City of Bend to determine the operating budget for this project. Bend residents seeking rental assistance account for approximately 56% of Housing Stabilization short term rental assistance clients. Bend homeowners, at risk of default, account for 10% of overall HomeSource clients. They also represent 25% of default prevention track services.

**F.3. A brief description of your organization's plan for funding the project after the first year, if applicable.**

The financial assistance portion of the services included in this application will continue to be offered dependent on funding available. We will seek state, national, local and/or private funding as every opportunity arises.

**F.4. A statement regarding your organization's ability to proceed with the project without your requested CDBG or CET funds, or with an award less than your requested amount.**

Should we receive an award below the requested amount, we can scale the projects back. However, if the award is significantly lower than requested, the mortgage portion of this application will not be able to be implemented. With full funding, we will offer the services outlined in this proposal, and we will provide quality services to address the needs described elsewhere in this application. We must stress that CET is providing the only direct client funding for mortgage assistance that is expected to exist at the time of implementation of this project. The current mortgage assistance from the state is highly likely to be depleted by Spring of 2023.

**F.5. CDBG Funds Requested**

\$0.00

**F.6. CET Funds Requested**

\$500,000.00

**F.7. Leveraged Funds**

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\$497,281.00

## G. Budget

Case Id: 30161

Name: NeighborImpact - 2023

Completed by soniac@neighborimpact.org on 10/28/2022 1:00 PM

Address: \*No Address Assigned

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### G. Budget

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Please provide the following information.

#### G.1. Project Budget

Project Activities	CDBG Funds Requests	CET Funds Requested	Other Public Funds	Private Funds	Activity Total
Rental & Mortgage Assistance	\$0.00	\$485,000.00	\$186,250.00	\$0.00	\$671,250.00
Staff (including wages & benefits)	\$0.00	\$14,000.00	\$185,447.00	\$21,722.00	\$221,169.00
Rent & Utilities	\$0.00	\$0.00	\$27,819.00	\$5,000.00	\$32,819.00
Office Supplies	\$0.00	\$0.00	\$5,196.00	\$2,500.00	\$7,696.00
Travel & Training	\$0.00	\$0.00	\$0.00	\$5,400.00	\$5,400.00
Other Expenses	\$0.00	\$0.00	\$0.00	\$2,443.00	\$2,443.00
Admin	\$0.00	\$1,000.00	\$41,669.00	\$13,835.00	\$56,504.00
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$500,000.00</b>	<b>\$446,381.00</b>	<b>\$50,900.00</b>	<b>\$997,281.00</b>

#### G.2. Other Public Funds

Source	Use of Funds	Amount of Funding	Funding Status
Oregon Housing and Community Services	Rent client payments	\$186,250.00	Applied For
Oregon Housing and Community Services	All program expenses are allowable, other than client payments	\$203,573.00	Applied For
NeighborWorks America	All default prevention expenses are eligible except direct client payments-	\$56,558.00	Committed
<b>TOTAL</b>		<b>\$446,381.00</b>	

#### G.3. Private Funds

Source	Use of Funds	Amount of Funding	Funding Status
Meyer Memorial Trust	All program expenses are eligible except direct client payment	\$37,900.00	Secured
Wells Fargo	All program expenses are eligible except direct client payment	\$13,000.00	Secured
<b>TOTAL</b>		<b>\$50,900.00</b>	

#### G.4. Funding Documentation



Funding Documentation - Letters of funding commitment from sources

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Wells Fargo Foundation.pdf  
NeighborWorks America.pdf  
MMT.pdf  
HOAP.pdf  
21-23 EHA DRF VETS.pdf  
21-23 EHA DRF.pdf  
21-23 EHA GF.pdf  
21-23 ERA.pdf  
21-23 HSP.pdf

## H. Project Feasibility and Readiness

**Case Id:** 30161  
**Name:** NeighborImpact - 2023  
**Address:** \*No Address Assigned

Completed by soniac@neighborimpact.org on 10/28/2022 1:04 PM

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### H. Project Feasibility and Readiness

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Please provide the following information regarding project feasibility and readiness:

**H.1. A description of the organization's administrative capacity to complete the project, including its experience in implementing and managing activities similar to the proposed project. If capacity is achieved through partnerships with or utilization of other organizations or agencies, describe the nature and status of these partnerships.**

NeighborImpact has both the capacity to and experience with managing state and federal grants end to end as well as City of Bend funds. Our administrative infrastructure is steadfast.

Our Housing Stabilization department has a long history of implementing and managing multiple programs such as the proposed project. Capacity for this project is completely internal. The front end of our process includes eligibility review, income calculation, document collection, landlord communication and check requests. The back-end operations include data entry and reporting, fiscal reconciliation and outcomes follow-up.

HomeSource is recognized as the tri-county region's only long-term Homeownership Center/Housing Rehabilitation loan program administrator and is designated as the Regional Housing Counseling Center.

Our departments work very closely with OHCS and their rental assistance, mortgage assistance and foreclosure prevention programs. We have established relationships with housing industry partners to support renters and homeowners. While they are not directly impactful on capacity, they are peripherally invaluable in engagement and support of our clients.

Partners include:

- Financial Institutions
- Mortgage Companies
- Community Associations
- Affordable Housing Developers
- Non-Profit Organizations
- Special Interest Groups

NeighborImpact is a federally recognized Community Action Agency governed by a board of directors comprised of members from our service area. One third of board members represent local government, one-third come from the private sector and one-third represent the low-income community or organizations that serve low-income persons. Current board members include County Commissioners, members of the low-income community, business owners, private attorneys, the faith-based community, Tribal members and Head Start parents.

**H.2. A description of neighborhood and/or community support for the project. Attach letters of support or other evidence of neighborhood/community support.**

Please see our four letters of support from diverse cross sectors of community partners. NeighborImpact is well supported by both social service agencies and professionals in the real estate, lending and development communities. Also, NeighborImpact is supported on the state level by Oregon Housing Community Services (OHCS) and at the national level by NeighborWorks and HUD. Additionally, regional funders include Northwest Area Foundation, Meyer Memorial Trust, United Way and financial institutions, among others.

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 **Letters of Support**

Community Support-Habitat.pdf

Letter of Support- loanDepot.pdf

LCA Letter of Support for NeighborImpact 10-25-22.pdf

NeighborImpact - Letter of support - Pinnacle.pdf

**H.3. A description of the organization's readiness to proceed with the project. For example, is staff currently available to work on the project, or is the organization ready to proceed with hiring staff?**

The programs and services proposed in this application are not only well established but also currently provided to the community. Program structure, processes and staffing for both proposed projects operate very proficiently. No need for additional staffing is anticipated. NeighborImpact has the experience, ability, and capability to execute these projects and, upon notification of funding, will quickly integrate the CET funds into program delivery budgets and begin distributing them to Bend residents.

**H.4 For CDBG applicants, a description of the organization's familiarity with meeting the federal requirements listed in the [City of Bend Public Services Program Rules and Requirements](#), and/or the organization's plan for ensuring that these requirements are satisfied.**

N/A



## I. Required Documents

Completed by soniac@neighborimpact.org on 10/28/2022 1:04 PM

Case Id: 30161

Name: NeighborImpact - 2023

Address: \*No Address Assigned

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### I. Required Documents

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Please provide the following information.

Please download, complete, and upload the document (s) below:

- [504 Self-Evaluation Checklist](#)

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### Documentation

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**504 Self-Evaluation Checklist \*Required**

504 Self-Certification-PubServ23.pdf

**DUNS Number**

DUNS.pdf

**Equity and Inclusion Policy**

Policy 1.12 Equity, Diversity and Inclusion.pdf

**Map of Project Location**

Map of Project Location.pdf

**Proof of Non-Profit or Governmental Status**

NeighborImpact 501(c)(3).pdf

 **State of Oregon Business Registry Printout**

Business Registry 2022.pdf

## Submit

Completed by soniac@neighborimpact.org on 10/28/2022 1:16 PM

**Case Id:** 30161

**Name:** NeighborImpact - 2023

**Address:** \*No Address Assigned

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## Submit

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Once an application is submitted, it can only be "Re-opened" by an Administrator. Also note: please check your Spam email folder if you have not received any emails from Neighborly.

The applicant certifies that all information in this application, and all information furnished in support of this application, is given for the purpose of obtaining funding under the City's Affordable Housing Development Program.

I understand that U.S.C. Title 18, Sec. 1001, provides: "Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies...or makes any false, fictitious or fraudulent statements or representation, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned not more than five years, or both."

I certify that the application information provided is true and complete to the best of my/our knowledge.

I agree to provide any documentation needed to assist in determining eligibility and are aware that all information and documents provided, except as exempted pursuant to law, are a matter of public record.

I further grant permission and authorize any bank, employer, or other public or private organization to disclose information deemed necessary to complete this application.

### Signature

Patty Wilson

Electronically signed by soniac@neighborimpact.org on 10/28/2022 1:16 PM

## Program Overview

Completed by gary.stvincentbend@gmail.com on 10/27/2022 6:16 AM

Case Id: 30155

Name: SVdP Housing Programs - 2023

Address: \*No Address Assigned

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### Program Overview

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# CITY OF BEND

CITY OF BEND  
PUBLIC SERVICE PROGRAM APPLICATION

**City of Bend**  
710 NW Wall St.  
Bend, Oregon 97703  
(541) 323-8550  
[housing@bendoregon.gov](mailto:housing@bendoregon.gov)

This section provides general information regarding the federal Community Development Block Grant (CDBG) and Commercial and Industrial Construction Fund (CET) programs and the types of activities that are eligible for funding. For more detailed information on eligible activities, please contact the City's Affordable Housing Program at [housing@bendoregon.gov](mailto:housing@bendoregon.gov), or (541) 323-8550, or P.O. Box 431, 710 NW Wall Street, Bend, OR 97709 or visit the HUD website at [www.hud.gov](http://www.hud.gov).

The Commercial and Industrial Construction Fund (CET) is authorized under Bend Code 9.45. Such funding can provide public services for community members with income at or below 30% of Area Median Income (AMI).

Community Development Block Grant (CDBG) is authorized under Title 1 of the federal Housing and Community Development Act of 1974, as amended. The primary objective of the CDBG Program is the development of viable

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urban communities through:

- The provision of decent housing,
- The provision of a suitable living environment, and
- The expansion of economic opportunities.

The Community Development Block Grant Program is administered at the federal level by the Department of Housing and Urban Development (HUD).

### **National Objectives**

Federal regulations specify that all activities undertaken using CDBG funding must meet at least one of the following national objectives:

- Benefit to low-and moderate-income persons,
- Aid in the prevention or elimination of slums or blight, or
- Meet a need having a particular urgency.

HUD considers persons below 80% AMI low-income and persons at 80% AMI moderate-income. The three national objectives are summarized below:

#### **1. Benefit to Low- and Moderate-Income Persons**

Under this objective, CDBG-assisted activities must primarily benefit low- and moderate-income persons. The income thresholds for meeting the low- and moderate-income requirement are determined by HUD. Projects funded with CDBG dollars must either:

- benefit all of the residents of a particular area, where at least 51% of the residents are low- and moderate-income,
- benefit specific populations (e.g., homeless persons, elderly persons, or persons living with HIV/AIDS), as long as 51% of those served are low- or moderate-income,
- provide or improve permanent residential structures for low- and moderate-income persons, or
- create or retain permanent jobs, at least 51% of which will be made available to or held by low- and moderate-income persons.

#### **2. Elimination of Slum and Blight**

Under this objective, CDBG-assisted activities must help to prevent or eliminate slums and blighted conditions. These activities must either:

- prevent or eliminate slums or blight in a designated area in which slums or blighted or deteriorating conditions exist,
- prevent or eliminate slums or blight on a spot basis in an area not located in a slum or blighted area, in cases where a specific condition is detrimental to public health and safety, or
- be in an urban renewal area.

#### **3. Urgent Need**

The Urgent Need category is designed only for activities that alleviate emergency conditions of recent origin that pose a serious and immediate threat to the health or welfare of the community, and for which no other sources of funding are available. An example of an eligible project under this category would be a major flood that causes serious damage to buildings and infrastructure, thereby threatening the safety of occupants or nearby residents.

### **Eligible Activities**

In order to meet local needs within the national objectives, the CDBG Program provides a great deal of flexibility in the eligible uses of CDBG funds. The following is a summary of the range and types of activities that may be funded through the CDBG Program. The summary is not a complete list of eligible activities; please contact the City's

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Affordable Housing Program for more detailed information regarding the eligibility of specific programs or projects.

### **Basic Eligible Activities**

According to federal CDBG regulations outlined in 24 CFR 570, the basic eligible activities include a variety of uses including public services.

**Ineligible Activities** In general, activities that are not specifically identified as eligible are considered by HUD to be ineligible. The following activities are specifically identified by HUD as activities that are not eligible for CDBG funding. Please contact the City's Affordable Housing Program for more information on ineligible activities.

- Acquisition, construction, or reconstruction of buildings for the general conduct of government
- General government expenses
- Political activities
- Purchase of construction equipment, fire protection equipment, furnishings and personal properties
- Operating and maintenance expenses
- Income payments
- Construction of new housing

**Please review the following documents regarding the City of Bend Public Services Program:**

[City of Bend Public Services Goals and Objectives](#)

[City of Bend Public Services Evaluation and Criteria and Funding Priorities](#)

[City of Bend Public Services Program Policy on Loans and Grants](#)

[City of Bend Public Services Program Rules and Requirements](#)

[City of Bend Public Services Selection Process](#)

[Other Information for Public Service Applicants](#)

[504 Self-Evaluation Checklist](#)

### **Eligible Proposals**

In general, only public or private non-profit agencies or organizations are eligible to apply for CDBG funding. However, the following two exceptions apply: (1) for-profit organizations may apply for CDBG funds to undertake certain economic development activities related to microenterprise assistance, and (2) under certain limited circumstances, for-profit organizations qualifying under HUD criteria as Community-Based Development Organizations (CBDOs) may apply for funds to carry out neighborhood revitalization, economic development, or energy conservation projects. Regulations pertaining to these exceptions can be found at 24 CFR 570.201(o) and 24 CFR 570.204.

CET applications will be accepted from property owners, private sector for-profit developers, certified Community Housing Development Organizations (CHDO's), government housing providers and qualified 501(c)(3) organizations.

Any public or private non-profit agencies or organizations currently under investigation regarding previously awarded federal, state, or local government funding are ineligible for assistance from the City of Bend's Affordable Housing Program.

### **HUD Income Limits**

The current income limits for City of Bend are shown below. Updated City of Bend income limits may be applicable on July 1, 2022. Recipients of CDBG funding must meet the income guidelines at the time the funds are utilized. City staff will be able to provide funding recipients with updated income limits information when available.

<b>Persons Per Household</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	
<b>Area Median Income (AMI)</b>	\$56,280	\$64,320	\$72,360	\$80,400	\$86,832	\$
<b>Moderate Income (80% AMI)</b>	\$45,050	\$51,450	\$57,900	\$64,300	\$69,450	\$
<b>(60% AMI)</b>	\$33,780	\$38,640	\$43,440	\$48,240	\$52,140	\$
<b>Low Income (50% AMI)</b>	\$28,150	\$32,200	\$36,200	\$40,200	\$43,450	\$
<b>Extremely Low Income (30% AMI)</b>	\$16,900	\$19,300	\$21,700	\$24,100	\$26,050	\$

I have downloaded and read the above documents.

## A. Applicant Information

Completed by gary.stvincentbend@gmail.com on 10/27/2022 6:22 AM

**Case Id:** 30155

**Name:** SVdP Housing Programs - 2023

**Address:** \*No Address Assigned

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## A. Applicant Information

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Please provide the following information.

### ORGANIZATION INFORMATION

#### A.1. Organization Name

St. Vincent de Paul Society Bend St. Francis Conference

#### A.2. Address

950 SE Third St Bend, OR 97702

### PROJECT INFORMATION

#### A.3. Project Name

St. Vincent de Paul Support Services for Low-Income and Homeless Community

#### A.4. Project Location

950 SE Third St Bend, OR 97702

### CONTACT PERSON INFORMATION

#### A.5. First Name

Gary

#### A.6. Last Name

Hewitt

#### A.7. Address

950 SE Third St Bend, OR 97702

#### A.8. Phone Number

(541) 389-6643

#### A.9. Email Address

stvincentbend@gmail.com



## B. Organization Information

Completed by gary.stvincentbend@gmail.com on 10/27/2022 6:48 AM

Case Id: 30155

Name: SVdP Housing Programs - 2023

Address: \*No Address Assigned

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### B. Organization Information

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Please provide the following information.

#### **B.1. What is the organization's background, mission, and service history:**

Since 1982, St. Vincent de Paul Bend (SVdP) has helped low-income people by building bridges out of poverty into self-sustainability. We provide critical resources that support individuals in their efforts to move out of the cycle of poverty and into stability. Our organization is chaired by 12 volunteer board members and staffed by three employees and 56 volunteers. We serve vulnerable populations, including those experiencing homelessness and families and individuals living near or below the poverty level. All of our clients live below 50% area median income (AMI); of these, 35% are homeless.

Our housing programs utilize a Housing First model, giving the unsheltered in our community access to a safe, stable place from which they can work on goals they set toward attaining permanent housing, employment, and counseling. We connect the unhoused to permanent housing and provide supportive services to increase housing stability by coordinating and forming referral relationships with similar organizations and other public programs.

Our affordable housing program provides 13 homes that rent for approximately \$450-\$850 per month, including utilities, and are home to 34 people. Our new micro shelter village and supportive transitional housing program, St. Vincent's Place, will accommodate up to ten people when it opens in November 2022.

Last year, SVdP provided 5,704 food boxes and 3,545 sack lunches to 6,092 unique individuals through 23,062 units of service; utility and propane assistance for 1,523 people; and medical prescription assistance for 49 people. We provided hundreds of coats, blankets, tents, and sleeping bags, and helped 87 people obtain identification cards for securing jobs, housing, and voting.

With this background of supporting low-income and homeless persons in Bend, SVdP proposes the Support Services for Low-Income and Homeless Community Project and respectfully requests a grant in the amount of \$41,861 to support its implementation.

#### **B.2. Provide a brief description of the organization's financial stability as it pertains to the organization's capacity to successfully complete the project, including a brief financial history and primary funding sources. The City may request copies of the organization's financial audit or review for the last two years.**

SVdP operates on an annual budget of approximately \$600,000 and seeks diversified revenue streams that include public and private grant sources; various fundraising campaigns throughout the year seeking support from the local community; individual and corporate donors; and program revenue in the form of monthly rent from residents of our affordable housing program. The organization is committed to sound operational and financial accounting principles to ensure that our clients are served with integrity and consistency.

The last three years of financial history show that the end-of-year actuals received from rental income, donations, and

grants have exceeded the budget resulting in a surplus of funds. The following is a record of our total revenue, total expenses, and surplus earnings for the last three fiscal years:

Year	Total Revenue	Total Expenses	Surplus/Deficit
2020-21	\$600,739	\$300,786	\$299,953
2019-20	\$402,477	\$298,945	\$103,532
2018-19	\$389,035	\$265,857	\$123,178

The surplus is used to grow our services. Please note that St. Vincent de Paul received significant donations during fiscal year 2021 in support of our Micro Village Shelter Construction Project, St. Vincent's Place. We ended the year with a much higher net income than is normal for us. This money was earmarked for construction costs that were incurred in fiscal year 2022.

**B.3. Key Personnel Assigned to Project:**

Name	Job Title	Qualifications	FTE Hours
Gary Hewitt	Executive Director	BS in Liberal Studies - Oregon State University; Gary has previous experience with World Relief in Washington as an AmeriCorps Health and Wellness Coordinator assisting refugees from all over the world with accessing health care, housing, and financial assistance; previous Coordinator for the Winter Warming Shelter in Bend; and previous Food Pantry Manager for SVdP Bend.	1
Isaac Montoya	Community Health and Resources Manager	In addition to working part-time for SVdP, Isaac works full-time for Mosaic Medical. Has worked as a Pharmacy Technician, EMT, Medical Assistant, and Community Advocate; degree in Graphic Design and Web Development along with a traditional Health Certification through the State of Oregon. He is currently employed as the Lead Community Health Worker for Mosaic Medical's	1

		Courtney Family Practice Clinic.	
Sam Nielsen	Food Pantry Manager	Sam earned a BA in Globalization, Environment, and Policy from the University of Oregon and has many years of experience in the food industry. He joined SVdP as Food Pantry Manager with a desire to work for a nonprofit and serve the community.	1
			3

## C. Project Description

Completed by rbaker@bendoregon.gov on 11/2/2022 11:22 AM

**Case Id:** 30155

**Name:** SVdP Housing Programs - 2023

**Address:** \*No Address Assigned

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### C. Project Description

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Please provide a brief description of the following:

#### C.1. Describe the need or problem your project will address.

The Central Oregon region has seen a 17% increase in homelessness over last year, totaling nearly 1,286 persons counted in the Point in Time survey (Homeless Leadership Coalition, 2022). Those involved in conducting the count say the numbers are much higher than those who could be counted at that time. At 80%, Deschutes County's rate of unsheltered homelessness is one of the highest in the country (Addressing Homelessness in Deschutes County, 2022). According to a presentation from the City of Bend, there are roughly 310 shelter beds in Bend year-round (May 2022). With 1,000 people estimated to be without shelter on any given night, this is not enough. The pandemic has stressed more households, setting them on financial cliffs. The situation has been exacerbated by the lifting of the eviction moratorium in the Summer of 2021.

An analysis of U.S. Census Bureau data (Mapping Rent Burden in Central Oregon, 2018) found that more than half of renters in Deschutes County are rent-burdened, meaning they are spending more than 30% of their income on rent and utilities. Citywide in Bend, at least 25% of residents spend more than half of their income on rent, according to the city. A 2021 Zillow report found that when a community's median rental costs exceed 30% of median income, the rate of homelessness increases rapidly. St. SVdP has seen a 37% increase in clients seeking our services since the pandemic's start. Thirty-five percent of our clients are homeless. Many are facing systemic barriers and intersectional issues including mental health, former incarcerations, lack of job skills, and no rental history. These are the most vulnerable members of our community. Many have been living in camps, hotels, or couch surfing to find a safe place to stay. This results in a lack of access to nutritional food, water, heat, rest, and stability. Without a residence, there is greater potential for sickness, exposure to cold temperatures, hunger, abuse, theft, and violence.

#### C.2. Describe how your project will address the identified need or problem, including project background, project objectives, services to be provided by the project, the populations or areas to be served, and how the funds will be used.

SVdP strives to improve the quality of life for those living with low incomes and helps them to reach their full potential. All of our clients are in very low-income households, defined as those earning equal to or less than 50% of Area Median Income (AMI; \$65,662 for 2015-2019), or in low-income households, defined as those earning equal to or less than 80% AMI. Thirty-five percent of our clients are homeless. Populations served include the disabled, homebound, immigrants, veterans, those living with mental illnesses, the LGBTQ community, previously incarcerated, those living with drug and alcohol addictions, the elderly, and the homeless. Our focus is on giving marginalized persons access to fair, decent, and affordable housing.

In response to this growing need, SVdP continues to provide access to basic needs such as food, clothing, temporary shelter (tents, sleeping bags, etc), and propane for cooking and warmth so that those displaced by the various conditions and circumstances that bring them to a place of homelessness can survive in dignity. The requested funding will be used to cover the costs associated with providing propane for warmth and cooking; tents, sleeping bags, and backpacks for those sleeping outside; warm clothing and clothing needed for job interviews and uniforms; and sack lunches to feed

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persons experiencing homelessness in our community. Additionally, funds will be used for ID assistance, medical prescriptions for the uninsured, and other miscellaneous support for low-income and homeless persons.

The Support Services for Low-Income and Homeless Community Project will provide critical services and essential items to those living on the streets in Bend so that they are sheltered, warm, and fed. From this point of relative safety, we can then go on to assist with barriers to employment such as clothing, IDs, and other needs. The objective of the Support Services for Low-Income and Homeless Community Project is to provide supportive services to 6,100 unique low-income and/or homeless individuals over the grant period, up from 5,399 unique individuals served in the previous 12 months (October 2021 - September 2022).

Services provided in support of homeless individuals and families include:

- Propane vouchers for cooking and warmth;
- ID assistance to support employment;
- Prescription costs not covered by insurance or for those who do not have insurance;
- Clothing vouchers for essential needs and appropriate attire to apply for a job or work clothes for a new job;
- Sack lunches to provide nutritious food for those living on the streets and without transportation;
- Tents, sleeping bags, backpacks, buddy heaters, warm coats, hats, and gloves to support people living on the street; and
- Miscellaneous essential needs such as a battery for a couple expecting a baby and living in a car, a walker for a homeless man, diapers and other supplies for a couple living in their car with a newborn baby, and countless other required items for living.

Our goal at SVdP is to provide a true home and community for people facing homelessness, offering a hand-up to all those in need. We seek to create an environment where neighbors are helping neighbors. Qualitatively, the measure of success for our Support Services for Low-Income and Homeless Community Project is the smiles of those we serve, their sense of dignity, and the restoration of their confidence for a bright future. Clients will know their needs are being met in an accepting, compassionate, and dignified manner.

**C.3. Describe how your project will address the identified need or problem in a way or to a degree not already being achieved in the community. Please identify any other similar programs or projects and how your project will add to or improve upon existing services.**

The Support Services for Low-Income and Homeless Community Project will serve the increased need for supportive services for homeless and low-income persons that SVdP continues to see since the COVID-19 pandemic. SVdP has seen a 37% increase in clients seeking our services since the pandemic's start. Thirty-five percent of our clients are homeless. This project will provide essential supportive services to those who are living on the street and unable to find shelter due to the lack of affordable housing options and the inadequate number of shelter beds in Bend. We are the only organization serving this population that is providing propane vouchers for cooking and warmth for those living in tents. Sack lunches, warm clothing, sleeping bags, and tents to provide temporary shelter from the cold will meet the immediate needs of this community in a potentially life-saving way.

Family Kitchen, a food pantry serving low-income persons in Bend, provides sack lunches three days per week (Monday, Wednesday, and Friday). A survey of SVdP's clients revealed that participants needed sack lunches on the other two weekdays, so we are filling that gap every Tuesday and Thursday and providing over 30 lunches per day Monday - Friday. Additionally, SVdP is the only organization in the Bend area providing assistance with obtaining IDs and prescription medications for the uninsured.

**C.4. Describe the ways in which your project will have a long-term impact on the need or problem being addressed.**

SVdP's Support Services for Low-Income and Homeless Community Project provides critical life-sustaining services to homeless persons as they struggle to survive without adequate shelter. These services are an essential part of the support we provide for residents of our Transitional Supportive Housing and Affordable Housing Programs, allowing residents to progress in removing barriers to finding and maintaining permanent housing. In the context of the Support Services for Low-Income and Homeless Community Project, these supportive services are the difference between surviving and going without essentials such as food, clothing, and shelter, even if it is outside in a tent. The long-term impact on those we assist with these basic necessities of life is often that they survive a winter to persevere in overcoming barriers and connecting to our housing services or those of our community partners in their journey toward stability.

SVdP is privileged to provide care, compassion, and assistance to those suffering from hunger, cold, homelessness, and hopelessness. We strive to provide those resources that assure our clients that there is a place where compassionate people really do care about them. People are often looking for a caring individual who will listen to their stories, hear their difficulties, and understand their experiences. People from all walks of life need to know there is someone who cares, who will not judge them in their circumstances, and who will offer a steady hand up. The board, volunteers, and staff at SVdP are these people. The people we serve are affected by social and systemic barriers such as former incarcerations, mental illness, disability, and discrimination related to gender identity and sexual orientation. They are often stuck in poverty and/or homelessness and feel discouraged and hopeless. SVdP's goal is to instill in each person a sense of hope and acceptance.

**C.5. Describe your organization's plan for evaluating the progress of the project toward addressing the identified need or problem.**

SVdP utilizes the Link2Feed database to track outputs and services provided to people in need. When a client comes in for assistance, volunteers and staff first check to see that their information is in this database, requiring only a name and contact information to initiate a record for them. This data is reviewed monthly by the Executive Director and a board member to evaluate progress toward project goals and to learn how we can better serve the needs our clients are experiencing. For the Support Services for Low-Income and Homeless Community Project, SVdP will be tracking the numbers of unique households and individuals served, the services they access, and how the project is progressing in its objective to serve more people. Thus, meeting the increased need for assistance in our community.

## D. Work Program

Case Id: 30155

Name: SVdP Housing Programs - 2023

Address: \*No Address Assigned

Completed by rbaker@bendoregon.gov on 11/2/2022 11:20 AM

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### D. Work Program

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Please provide the following information.

#### D.1. Anticipated Start Date:

07/01/2023

#### D.2. Anticipated Completion Date:

06/30/2024

#### D.3. List of Task(s) Needed for Project

Task	Start Date	End Date
Marketing, advertising, and outreach to promote supportive services in the community	07/01/2023	06/30/2024
Client intake using Link2Feed	07/01/2023	06/30/2024
Determination of need(s) with volunteer coach	07/01/2023	06/30/2024
Clients receive services available from SVdP	07/01/2023	06/30/2024
Clients are linked with community partners through referrals for services not available at SVdP	07/01/2023	06/30/2024
SVdP reviews information in database monthly, tracking project progress	07/01/2023	06/30/2024

**NOTE:** If funded, staff will work with you to set benchmarks for your project. Failure to meet these benchmarks could mean a reduction in funding during current or future years.



## E. Project Benefit

Completed by gary.stvincentbend@gmail.com on 10/27/2022 8:38 AM

Case Id: 30155

Name: SVdP Housing Programs - 2023

Address: \*No Address Assigned

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### E. Project Benefit

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Please provide a brief description of the following:

**E.1. Estimates of the total number of persons to be served by the project and the number of low- and moderate-income persons to be served by the project.**

SVdP's Support Services for Low-Income and Homeless Community Project will serve an estimated 6,100 unique low-income people over 12 months with sack lunches, propane, and tents/sleeping bags/backpacks for living outdoors, as well as other supportive services such as ID and medical prescription assistance. One hundred percent of those served will be low-income (at or below 50% AMI).

**E.2. The population and characteristics of the slum or blighted area that will be served (if applicable).**

N/A

**E.3. How the project will ensure that moderate-income persons do not benefit to the exclusion of low-income persons.**

All of the people served through outreach support services are homeless and very low-income; no moderate-income persons will be served.

**E.4. The methods used to determine the project benefit and documentation of the sources used.**

SVdP utilizes the Oregon Food Bank Link2Feed database to gather data from clients and monitor and report client information and services provided. This database is excellent for recording, collecting, and reporting essential data concerning our client population. This data is reviewed monthly by the Executive Director and a board member to evaluate progress toward project goals and to learn how we can better serve the needs our clients are experiencing. We also regularly seek feedback informally from service recipients to learn their needs and how we can improve. Client testimonials and stories of the impact these services make in their lives are gathered and shared with community stakeholders. Income verification is accomplished through public benefits verification (eg., social security, veterans, and disability benefits letters), pay stubs, and tax records.

The SVdP Executive Director and volunteer staff will be working with NeighborImpact to use the Homeless Management Information System (HMIS) to comply with the Housing and Urban Development's data collection, management, and reporting standards and utilize it to collect client-level data and data on the provision of housing and services to homeless individuals and families and persons at-risk of homelessness. Our Community Health and Resources Manager has completed training on using the HMIS and begins implementation at SVdP this week. This database will be updated with our financial and program data for monitoring and reporting purposes. SVdP will be working with NeighborImpact to install and use the Homeless Management Information System (HMIS) to comply with the HUD's data collection, management, and reporting standards and used to collect client-level data and data on the provision of housing and services to homeless individuals and families and persons at-risk of homelessness.



## F. Financial Information

Completed by rbaker@bendoregon.gov on 11/2/2022 11:24 AM

Case Id: 30155

Name: SVdP Housing Programs - 2023

Address: \*No Address Assigned

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### F. Financial Information

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Please also provide the following financial information:

**F.1. A detailed line-item budget describing the total project cost and operating income and expenses, including consideration of inflationary factors, maintenance costs, potential relocation costs, and increased insurance costs associated with the project.**

**Budget Form \*Required**

Supportive Services Budget FINAL - 10-27-22 - City of Bend CDBG - SVdP.xlsx

**F.2. A description of the assumptions used to determine the total project cost and the operating budget, including the sources consulted and how costs were determined.**

SVdP's budget development processes include a thorough review and consideration of the following sources:

- Previous fiscal year organizational and project budget-to-actual reports from our accountant;
- Invoices and receipts for items and services expensed for the organization and its programs and projects; and
- Quotes and estimates for items and services needed for operations.

The assumptions behind our budget development processes include:

- A reasonable allowance for inflation and cost increases for goods and services is made to reflect current economic conditions and supply chain issues that necessitate spending more money in expense categories such as food purchases for food boxes and sack lunches and increased salary costs to retain staff in a post-pandemic recession.
- The number of people served and units of service provided will increase by approximately 35% to meet the increased need that we are seeing for services; therefore, expenses are expected to increase.
- Utility, maintenance, and repair costs will increase over last fiscal year's levels due to the launch of the micro village and supportive transitional housing program and bringing ten single occupancy units and a community center into occupied and operational status beginning November 1, 2022.

**F.3. A brief description of your organization's plan for funding the project after the first year, if applicable.**

SVdP will sustain the Support Services for Low-Income and Homeless Community Project through diversified revenue streams including public and private grant funding, individual and corporate donors, and fundraising events and campaigns throughout the year.

**F.4. A statement regarding your organization's ability to proceed with the project without your requested CDBG or CET funds, or with an award less than your requested amount.**

SVdP is committed to proceeding with the Support Services for Low-Income and Homeless Community Project with or without the requested funds and will work with an award that is less than this amount. SVdP's revenue streams are diversified and include private grants, individual and corporate contributions, earned income from the Affordable

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Housing Program in the form of rent collected, and fundraising events and campaigns. We are committed to partnering with generous donors and collaborators to ensure that support services are consistently available to low-income and homeless persons in our community.

**F.5. CDBG Funds Requested**

\$0.00

**F.6. CET Funds Requested**

\$41,861.00

**F.7. Leveraged Funds**

\$0.00

## G. Budget

Case Id: 30155

Name: SVdP Housing Programs - 2023

Completed by rbaker@bendoregon.gov on 11/2/2022 11:26 AM

Address: \*No Address Assigned

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### G. Budget

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Please provide the following information.

#### G.1. Project Budget

Project Activities	CDBG Funds Requests	CET Funds Requested	Other Public Funds	Private Funds	Activity Total
Food Pantry Manager - sack lunches - personnel expense4609	\$0.00	\$3,670.00	\$0.00	\$3,670.00	\$7,340.00
Sack Lunches - non-personnel expense	\$0.00	\$4,608.50	\$0.00	\$4,608.50	\$9,217.00
Propane Vouchers	\$0.00	\$24,797.50	\$0.00	\$24,797.50	\$49,595.00
ID Assistance	\$0.00	\$2,372.00	\$0.00	\$2,372.00	\$4,744.00
Medcal prescription assistance	\$0.00	\$1,889.00	\$0.00	\$1,889.00	\$3,778.00
Clothing Vouchers	\$0.00	\$4,215.00	\$0.00	\$4,215.00	\$8,430.00
Miscellaneous Assistance	\$0.00	\$309.00	\$0.00	\$309.00	\$618.00
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$41,861.00</b>	<b>\$0.00</b>	<b>\$41,861.00</b>	<b>\$83,722.00</b>

#### G.2. Other Public Funds

Source	Use of Funds	Amount of Funding	Funding Status
<b>TOTAL</b>		\$0.00	

#### G.3. Private Funds

Source	Use of Funds	Amount of Funding	Funding Status
Private Foundations	project expenses	\$10,000.00	Applied For
Fundraising Campaigns - individual and corporate donors	project expenses	\$31,861.00	Applied For
<b>TOTAL</b>		<b>\$41,861.00</b>	

#### G.4. Funding Documentation



Funding Documentation - Letters of funding commitment from sources

City of Bend Letter 10-26-2022.pdf

## H. Project Feasibility and Readiness

Case Id: 30155

Name: SVdP Housing Programs - 2023

Address: \*No Address Assigned

Completed by rbaker@bendoregon.gov on 11/2/2022 11:28 AM

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### H. Project Feasibility and Readiness

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Please provide the following information regarding project feasibility and readiness:

**H.1. A description of the organization's administrative capacity to complete the project, including its experience in implementing and managing activities similar to the proposed project. If capacity is achieved through partnerships with or utilization of other organizations or agencies, describe the nature and status of these partnerships.**

SVdP has a demonstrated 40-year track record of the necessary skills and experience, community partnerships, and support from local donors to continue in our mission to serve those most vulnerable and in need with food, prescriptions, ID assistance, utilities, transitional supportive housing, and affordable housing. SVdP has numerous partnerships with nonprofits and public agencies throughout our area. Some partnerships related to the Support Services for Low-Income and Homeless Community Project include:

- City of Bend Affordable Housing: lower-income housing expansion partner to reduce homelessness through the St. Vincent's Micro Village Project
- Habitat for Humanity: construction materials and supplies at a reduced cost
- Housing Works: referrals of clients for lower-income housing and mentor for the Housing First model
- Hayden Homes: in-kind and reduced cost construction services for Micro Village Project
- NeighborImpact: SVdP's largest partner, providing food, pantry upgrades, and other essential services to those living on lower incomes
- Homeless Leadership Coalition
- Bethlehem Inn
- Shepherds House
- Central Oregon Veterans Outreach
- Latino Community Association
- Nancy's House
- Saving Grace
- Family Access Network
- THRIVE
- Grocery stores
- Churches
- Civic groups

**H.2. A description of neighborhood and/or community support for the project. Attach letters of support or other evidence of neighborhood/community support.**

SVdP's community partners include City of Bend Affordable Housing, NeighborImpact, the Homeless Leadership Coalition, Hayden Homes, local grocery stores, Bethlehem Inn, Central Oregon Veterans Outreach, Central Oregon Association of Realtors, Shepherd's House, Family Access Network, THRIVE, the Latino Community Association, area churches, the Rotary club, and the boy scouts. We have been working with these supportive partners for many years. These alliances allow us to share best practices and resources to best meet the needs of those in our community

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needing our services.

 **Letters of Support**

NeighborImpact Letter of Support 10-24-2022.docx.pdf

St Vincent Hayden Homes 10.23.2022 .pdf

**H.3. A description of the organization's readiness to proceed with the project. For example, is staff currently available to work on the project, or is the organization ready to proceed with hiring staff?**

All staff, operational space, organizational assets, and volunteers required to implement the Support Services for Low-Income and Homeless Community Project are currently in place and ready to proceed.

**H.4 For CDBG applicants, a description of the organization's familiarity with meeting the federal requirements listed in the [City of Bend Public Services Program Rules and Requirements](#), and/or the organization's plan for ensuring that these requirements are satisfied.**

SVdP has familiarity with and the capacity to meet the federal requirements listed in the City of Bend Service Program Rules and Requirements through its previous experience managing awards and contracts with the City of Bend Affordable Housing Office. Specifically, SVdP will maintain accurate records documenting that the targeted populations and/or areas are being served by the project, and provide quarterly reports to the City demonstrating that this requirement is being satisfied.

## I. Required Documents

Completed by gary.stvincentbend@gmail.com on 10/27/2022 9:55 AM

**Case Id:** 30155

**Name:** SVdP Housing Programs - 2023

**Address:** \*No Address Assigned

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## I. Required Documents

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Please provide the following information.

Please download, complete, and upload the document (s) below:

- [504 Self-Evaluation Checklist](#)

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## Documentation

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**504 Self-Evaluation Checklist \*Required**

504 Form handicap access 10-21-2022.pdf

**DUNS Number**

SVdP DUNS.pdf

**Equity and Inclusion Policy**

Non-Discrimination Policy - St Vincent De Paul.pdf

**Map of Project Location**

Site.Plan.pdf

**Proof of Non-Profit or Governmental Status**

IRS.Determination.Letter.pdf

 **State of Oregon Business Registry Printout**

Oregon Business Registry Printout.pdf

## Submit

Completed by rbaker@bendoregon.gov on 11/2/2022 8:37 AM

**Case Id:** 30155

**Name:** SVdP Housing Programs - 2023

**Address:** \*No Address Assigned

---

## Submit

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Once an application is submitted, it can only be "Re-opened" by an Administrator. Also note: please check your Spam email folder if you have not received any emails from Neighborly.

The applicant certifies that all information in this application, and all information furnished in support of this application, is given for the purpose of obtaining funding under the City's Affordable Housing Development Program.

I understand that U.S.C. Title 18, Sec. 1001, provides: "Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies...or makes any false, fictitious or fraudulent statements or representation, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned not more than five years, or both."

I certify that the application information provided is true and complete to the best of my/our knowledge.

I agree to provide any documentation needed to assist in determining eligibility and are aware that all information and documents provided, except as exempted pursuant to law, are a matter of public record.

I further grant permission and authorize any bank, employer, or other public or private organization to disclose information deemed necessary to complete this application.

### Signature

Gary Hewitt

*Electronically signed by gary.stvincentbend@gmail.com on 10/27/2022 9:56 AM*



## Program Overview

Completed by sarah@thrivecentraloregon.org on 10/21/2022 2:13 PM

Case Id: 30162

Name: Bend Services & Housing - 2023

Address: \*No Address Assigned

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### Program Overview

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# CITY OF BEND

CITY OF BEND  
PUBLIC SERVICE PROGRAM APPLICATION

**City of Bend**  
710 NW Wall St.  
Bend, Oregon 97703  
(541) 323-8550  
[housing@bendoregon.gov](mailto:housing@bendoregon.gov)

This section provides general information regarding the federal Community Development Block Grant (CDBG) and Commercial and Industrial Construction Fund (CET) programs and the types of activities that are eligible for funding. For more detailed information on eligible activities, please contact the City's Affordable Housing Program at [housing@bendoregon.gov](mailto:housing@bendoregon.gov), or (541) 323-8550, or P.O. Box 431, 710 NW Wall Street, Bend, OR 97709 or visit the HUD website at [www.hud.gov](http://www.hud.gov).

The Commercial and Industrial Construction Fund (CET) is authorized under Bend Code 9.45. Such funding can provide public services for community members with income at or below 30% of Area Median Income (AMI).

Community Development Block Grant (CDBG) is authorized under Title 1 of the federal Housing and Community Development Act of 1974, as amended. The primary objective of the CDBG Program is the development of viable

Printed By: Racheal Baker on 1/6/2023

1 of 20

urban communities through:

- The provision of decent housing,
- The provision of a suitable living environment, and
- The expansion of economic opportunities.

The Community Development Block Grant Program is administered at the federal level by the Department of Housing and Urban Development (HUD).

### **National Objectives**

Federal regulations specify that all activities undertaken using CDBG funding must meet at least one of the following national objectives:

- Benefit to low-and moderate-income persons,
- Aid in the prevention or elimination of slums or blight, or
- Meet a need having a particular urgency.

HUD considers persons below 80% AMI low-income and persons at 80% AMI moderate-income. The three national objectives are summarized below:

#### **1. Benefit to Low- and Moderate-Income Persons**

Under this objective, CDBG-assisted activities must primarily benefit low- and moderate-income persons. The income thresholds for meeting the low- and moderate-income requirement are determined by HUD. Projects funded with CDBG dollars must either:

- benefit all of the residents of a particular area, where at least 51% of the residents are low- and moderate-income,
- benefit specific populations (e.g., homeless persons, elderly persons, or persons living with HIV/AIDS), as long as 51% of those served are low- or moderate-income,
- provide or improve permanent residential structures for low- and moderate-income persons, or
- create or retain permanent jobs, at least 51% of which will be made available to or held by low- and moderate-income persons.

#### **2. Elimination of Slum and Blight**

Under this objective, CDBG-assisted activities must help to prevent or eliminate slums and blighted conditions. These activities must either:

- prevent or eliminate slums or blight in a designated area in which slums or blighted or deteriorating conditions exist,
- prevent or eliminate slums or blight on a spot basis in an area not located in a slum or blighted area, in cases where a specific condition is detrimental to public health and safety, or
- be in an urban renewal area.

#### **3. Urgent Need**

The Urgent Need category is designed only for activities that alleviate emergency conditions of recent origin that pose a serious and immediate threat to the health or welfare of the community, and for which no other sources of funding are available. An example of an eligible project under this category would be a major flood that causes serious damage to buildings and infrastructure, thereby threatening the safety of occupants or nearby residents.

### **Eligible Activities**

In order to meet local needs within the national objectives, the CDBG Program provides a great deal of flexibility in the eligible uses of CDBG funds. The following is a summary of the range and types of activities that may be funded through the CDBG Program. The summary is not a complete list of eligible activities; please contact the City's

*Printed By: Racheal Baker on 1/6/2023*

2 of 20

Affordable Housing Program for more detailed information regarding the eligibility of specific programs or projects.

### **Basic Eligible Activities**

According to federal CDBG regulations outlined in 24 CFR 570, the basic eligible activities include a variety of uses including public services.

**Ineligible Activities** In general, activities that are not specifically identified as eligible are considered by HUD to be ineligible. The following activities are specifically identified by HUD as activities that are not eligible for CDBG funding. Please contact the City's Affordable Housing Program for more information on ineligible activities.

- Acquisition, construction, or reconstruction of buildings for the general conduct of government
- General government expenses
- Political activities
- Purchase of construction equipment, fire protection equipment, furnishings and personal properties
- Operating and maintenance expenses
- Income payments
- Construction of new housing

**Please review the following documents regarding the City of Bend Public Services Program:**

[City of Bend Public Services Goals and Objectives](#)

[City of Bend Public Services Evaluation and Criteria and Funding Priorities](#)

[City of Bend Public Services Program Policy on Loans and Grants](#)

[City of Bend Public Services Program Rules and Requirements](#)

[City of Bend Public Services Selection Process](#)

[Other Information for Public Service Applicants](#)

[504 Self-Evaluation Checklist](#)

### **Eligible Proposals**

In general, only public or private non-profit agencies or organizations are eligible to apply for CDBG funding. However, the following two exceptions apply: (1) for-profit organizations may apply for CDBG funds to undertake certain economic development activities related to microenterprise assistance, and (2) under certain limited circumstances, for-profit organizations qualifying under HUD criteria as Community-Based Development Organizations (CBDOs) may apply for funds to carry out neighborhood revitalization, economic development, or energy conservation projects. Regulations pertaining to these exceptions can be found at 24 CFR 570.201(o) and 24 CFR 570.204.

CET applications will be accepted from property owners, private sector for-profit developers, certified Community Housing Development Organizations (CHDO's), government housing providers and qualified 501(c)(3) organizations.

Any public or private non-profit agencies or organizations currently under investigation regarding previously awarded federal, state, or local government funding are ineligible for assistance from the City of Bend's Affordable Housing Program.

### **HUD Income Limits**

The current income limits for City of Bend are shown below. Updated City of Bend income limits may be applicable on July 1, 2022. Recipients of CDBG funding must meet the income guidelines at the time the funds are utilized. City staff will be able to provide funding recipients with updated income limits information when available.

<b>Persons Per Household</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	
<b>Area Median Income (AMI)</b>	\$56,280	\$64,320	\$72,360	\$80,400	\$86,832	\$
<b>Moderate Income (80% AMI)</b>	\$45,050	\$51,450	\$57,900	\$64,300	\$69,450	\$
<b>(60% AMI)</b>	\$33,780	\$38,640	\$43,440	\$48,240	\$52,140	\$
<b>Low Income (50% AMI)</b>	\$28,150	\$32,200	\$36,200	\$40,200	\$43,450	\$
<b>Extremely Low Income (30% AMI)</b>	\$16,900	\$19,300	\$21,700	\$24,100	\$26,050	\$

I have downloaded and read the above documents.

## A. Applicant Information

Completed by sarah@thrivecentraloregon.org on 10/21/2022 2:28 PM

**Case Id:** 30162

**Name:** Bend Services & Housing - 2023

**Address:** \*No Address Assigned

---

## A. Applicant Information

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Please provide the following information.

### ORGANIZATION INFORMATION

#### A.1. Organization Name

Thrive Central Oregon

#### A.2. Address

405 SW 6th street Suite A Bend, OR 97703

### PROJECT INFORMATION

#### A.3. Project Name

Bend Services & Housing

#### A.4. Project Location

601 NW Wall St. Bend, OR 97703

### CONTACT PERSON INFORMATION

#### A.5. First Name

Sarah

#### A.6. Last Name

Mahnke

#### A.7. Address

PO Box 1815 Bend, OR 97709

#### A.8. Phone Number

(541) 527-9871

#### A.9. Email Address

sarah@thrivecentraloregon.org

## B. Organization Information

Completed by sarah@thrivecentraloregon.org on 10/27/2022  
11:57 AM

Case Id: 30162

Name: Bend Services & Housing - 2023

Address: \*No Address Assigned

---

## B. Organization Information

---

Please provide the following information.

### **B.1. What is the organization's background, mission, and service history:**

Thrive Central Oregon (Thrive) helps overcome housing and financial insecurity in our community through a holistic approach that connects families and individuals to the private and public resources they seek.

Individuals and families who are living in poverty are often in need of social services and support. A lack of knowledge of what the community has to offer, transportation and access barriers, and difficulty in navigating systems are primary reasons individuals and families are unable to access these community service supports.

Thrive bridges the gap for community members, providing phone support, office appointments and walk-ins to connect with individuals where they are in public spaces. Thrive has a community-based social worker to meet one-on-one, to offer assessment and hands-on assistance to link to permanent housing, health care, mental health support, employment, benefits and basic needs assistance. We have been providing this service across Central Oregon since 2014.

Thrive has grown to a staff of 14 individuals, navigating over 500 phone calls, walk-ins and in-person appointments on a monthly basis. Outreach sites are available in Bend, Redmond, Prineville, La Pine, and Madras, with current efforts to add Warm Springs by December 2022.

In 2020 Thrive applied for and received housing assistance funds. This was a first for the organization and an incredible way to leverage our case management work with the individuals we serve. In the two years since those funds started, we have dispersed close to 1.5 million dollars across Central Oregon. We have staff, processes and policies in place that have made this effort incredibly efficient, linking needed assistance to rent-burdened households across the region.

### **B.2. Provide a brief description of the organization's financial stability as it pertains to the organization's capacity to successfully complete the project, including a brief financial history and primary funding sources. The City may request copies of the organization's financial audit or review for the last two years.**

Thrive was piloted in 2014, incorporated and established a Board of Directors in 2016, and received Nonprofit status from the Internal Revenue Service in 2017.

Thrive has appreciated generous support from the cities of Bend and Redmond, Meyer Memorial Trust, Oregon Community Foundation, Oregon Health Authority, Central Oregon Health Council, Oregon Housing and Community Services, NeighborImpact, Pacific Source and United Way of Central Oregon.

Thrive holds fee-for-service contracts with Housing Works, COCC, Deschutes County District Attorney, Wishcamper Developers and Pacific Crest Affordable Housing. These contracts allow for Thrive's case management services to be

directly connected to the populations served by these programs. Thrive has certified Community Health Workers on our team and is working with Pacific Source to obtain Medicaid payment for services provided through these outreach staff.

**B.3. Key Personnel Assigned to Project:**

Name	Job Title	Qualifications	FTE Hours
Rachel Olson	Community Outreach Advocate	BA- Psychology	1
Megan Stickney	Team Lead	BA- Spanish & Sociology	0.1
			1

## C. Project Description

Completed by sarah@thrivecentraloregon.org on 10/27/2022  
12:02 PM

**Case Id:** 30162

**Name:** Bend Services & Housing - 2023

**Address:** \*No Address Assigned

---

### C. Project Description

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Please provide a brief description of the following:

#### C.1. Describe the need or problem your project will address.

Thrive services target individuals and families living in poverty. Recognizing that access to services is a primary reason individuals are unable to connect to resources, Thrive is located where people already are, utilizing meal sites and public spaces, like libraries, to come in from the outdoors. This approach not only increases access to those needing supports, but creates a program with very little overhead as most offices and community meeting spaces are provided in-kind through our partners.

The type of in-depth, knowledgeable case management services we provide are not readily available in our community. Thrive Central Oregon provides a no-strings attached service which is accessible and open to every person seeking assistance. Additionally, Thrive serves as a first responder for people in downtown Bend needing assistance as this is where our primary office is located.

#### C.2. Describe how your project will address the identified need or problem, including project background, project objectives, services to be provided by the project, the populations or areas to be served, and how the funds will be used.

Individuals who seek support from Thrive are greeted with respect and assistance in connecting them to the services they seek. Affordable and accessible housing is a primary need that is addressed as 94% of those seen by Thrive have low or extremely low income, with only 6% reporting moderate income. Of the individuals that seek Thrive's services, 33% are literally homeless, while 48% were at risk of homelessness during the service year 2021/22.

Thrive provides respectful engagement and hands-on case management services which include the following:

- Housing: permanent and affordable housing search, completing applications, filing appeals and addressing Fair Housing law
- Health: completing OHP applications, connection and coordination with physical and mental health providers, including local Health Departments for quarantine support
- Employment: unemployment support, job search, referral and connection to employment supports and resume assistance
- Social Security: submitting applications for benefits for those unable to work due to a disability
- Basic needs: connection to utility assistance, food and clothing resources

Funding from the City of Bend will secure outreach services and increase access to households in Bend. Our data reflects that 1 FTE can provide services to 500 unduplicated individuals, literally housing 10-20 families per year and keeping another 12 households from eviction.

A snapshot of the community members we work with:

Printed By: Racheal Baker on 1/6/2023

8 of 20



- 56 years is the average age
- 55% female-identifying, 45% male-identifying, <1% gender non-conforming
- 30% of who we see are families
- 54% report physical or mental health disability
- 41% are living on a fixed income
- 76% of the services we provided are directly connected to housing
- 18% are Latinx

The need is great and the efficacy of Thrive’s approach is evident in the numbers. We have current in-kind support from the Deschutes Public Library (\$11,950 committed), and secured funding through the Central Oregon Health Council for this project.

**C.3. Describe how your project will address the identified need or problem in a way or to a degree not already being achieved in the community. Please identify any other similar programs or projects and how your project will add to or improve upon existing services.**

Thrive Central Oregon is unique in the Central Oregon community. We are the only organization in Central Oregon that provides the following combination of client-focused services to vulnerable individuals and families:

- Our clients face no eligibility requirements
- We meet clients where they are, at designated sites across Central Oregon
- We provide connections to a full spectrum of social services including permanent housing and healthcare
- We provide comprehensive and professional case management to anyone seeking it

Thrive specializes in linking individuals and families to permanent housing and community resources. Our internal network of services, applications, guidelines and connection strategies are constantly under development. As such, we are able to provide a level of case management that other primary organizations in Central Oregon are not. Agencies such as NeighborImpact, Bethlehem Inn, Housing Works, and Department of Human Services provide the bulk of our referrals. It is outside of the scope of these agencies to provide the knowledgeable and intensive case management services that Thrive specializes in.

We are currently offering 11 walk-in sites across Central Oregon, assistance over the phone as well as scheduled appointments in our Bend, Redmond and Madras offices. Thrive disseminates information about our ongoing programs and support through community partners, social media, our monthly newsletter, and through posting notices around Central Oregon at grocery stores, bus stations, churches, and food box distribution locations.

**C.4. Describe the ways in which your project will have a long-term impact on the need or problem being addressed.**

Thrive Central Oregon has a long-term impact on those served, linking individuals and families to affordable and permanent housing and other resources by offering knowledgeable, client-led services. In some instances, providing timely connection to available housing and support services will prevent people from becoming houseless, which is more effective and efficient than trying to re-house individuals after they have become houseless. Thrive provides hands-on coordination to social and medical services to improve individuals’ health and well-being, providing resource assistance and directly connecting individuals to employment and basic needs support.

Thrive prioritizes working together with those we serve to educate people as to what their housing rights are, utilizing Fair Housing guidelines together, while working to assist individuals to develop advocacy skills to better understand their rights and meet their own housing needs. We find this educational component particularly important when providing housing assistance payments. We want to connect payments to households in need and work with families to create a

sustainable future. This strategy includes a focus on affordable housing, working together to house people in ways they can maintain after the assistance payments have ended.

Thrive is continuing to develop our website as an online tool for those seeking services as well as partner agencies seeking resource information for their own agency and client needs.

**C.5. Describe your organization's plan for evaluating the progress of the project toward addressing the identified need or problem.**

Thrive has proven itself as a viable model that provides critical services to a previously unrecognized and underserved population throughout Central Oregon. Utilizing the tools of HMIS (Homeless Management Information System), we track the number of people served; their gender, age, income level and housing status. We also track services sought and provided.

Thrive staff follow up with clients through phone calls, email and an online survey option to evaluate our interactions and level of assistance with individuals. To date those surveys have reflected an overwhelmingly positive response of both respectful interactions as well as connection to needed services and improved outcomes due to the support of Thrive staff.

We are pursuing the development of a Community Advisory Committee to inform Thrive's work from the inside, utilizing the lived-experience and knowledge of those we serve to better inform our process and practice.

## D. Work Program

Completed by sarah@thrivecentraloregon.org on 10/27/2022  
12:39 PM

**Case Id:** 30162

**Name:** Bend Services & Housing - 2023

**Address:** \*No Address Assigned

---

## D. Work Program

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Please provide the following information.

### D.1. Anticipated Start Date:

07/01/2023

### D.2. Anticipated Completion Date:

12/31/2025

### D.3. List of Task(s) Needed for Project

Task	Start Date	End Date
Provide walk-in, outreach and phone support services to 500 unduplicated individuals	07/01/2023	06/30/2024
Literally house 10-20 families	07/01/2023	06/30/2024
Keep 12 households per year away from eviction	07/01/2023	06/30/2024
Provide over 300 emergency rent payments to households within Bend city limits	03/01/2023	12/31/2025

**NOTE:** If funded, staff will work with you to set benchmarks for your project. Failure to meet these benchmarks could mean a reduction in funding during current or future years.

## E. Project Benefit

Completed by sarah@thrivecentraloregon.org on 10/27/2022  
12:42 PM

**Case Id:** 30162

**Name:** Bend Services & Housing - 2023

**Address:** \*No Address Assigned

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### E. Project Benefit

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Please provide a brief description of the following:

**E.1. Estimates of the total number of persons to be served by the project and the number of low- and moderate-income persons to be served by the project.**

This project is intended to benefit individuals and families who are marginalized, homeless, or at-risk of becoming homeless. With a fully funded 1 FTE, we expect to serve 500 unduplicated individuals, through 1,000 meetings. 94% of those seen by our staff report low to extremely low income.

**E.2. The population and characteristics of the slum or blighted area that will be served (if applicable).**

N/A

**E.3. How the project will ensure that moderate-income persons do not benefit to the exclusion of low-income persons.**

While Thrive services are open to all individuals that wish to access them, 94% are at or below 50% area median income.

**E.4. The methods used to determine the project benefit and documentation of the sources used.**

Utilizing the HMIS system, we track the number of people served; their gender, age, ethnicity, income level and housing status. We also track services sought and referral connections made.

Thrive staff and volunteers follow up with clients through phone calls, email and an online survey option to evaluate our interactions and level of assistance with individuals. To date those surveys have reflected an overwhelmingly positive response of both respectful interactions as well as connection to needed services and improved outcomes due to the support of Thrive staff.

We are pursuing the development of a Community Advisory Committee to inform Thrive's work from the inside, utilizing the lived-experience and knowledge of those we serve to better inform our process and practice.

This project will be considered successful if individuals' specific information needs relating to social services are met promptly with connection and referral to correct resources and assistance.

## F. Financial Information

Completed by sarah@thrivecentraloregon.org on 10/27/2022  
12:44 PM

Case Id: 30162

Name: Bend Services & Housing - 2023

Address: \*No Address Assigned

---

### F. Financial Information

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Please also provide the following financial information:

**F.1. A detailed line-item budget describing the total project cost and operating income and expenses, including consideration of inflationary factors, maintenance costs, potential relocation costs, and increased insurance costs associated with the project.**



**Budget Form \*Required**

TCO-Bend CDBG & CET 2023:24 Budget.pdf

**F.2. A description of the assumptions used to determine the total project cost and the operating budget, including the sources consulted and how costs were determined.**

Assumptions were made based on our annual budget and costs associated with it. This is a program we have run since 2016. We pulled data from payments made for rent assistance in the last 2 1/2 years, finding the average cost which informed our ask for the CET funds. We used our income data to identify that 34% of the households we currently work with fall at our below 30% AML, thus qualifying for this rent assistance.

**F.3. A brief description of your organization's plan for funding the project after the first year, if applicable.**

It is crucial that Thrive continue on its path to financial sustainability, remaining a stable long-term resource for our growing Central Oregon community.

We are actively pursuing or engaged in the following strategies to supplement requested Bend CDBG funding:

- Develop a larger donor base with a focus on major donors and business support
- Increase the number of fundraising events to increase community awareness and diversify our funding base
- Develop as many ongoing fee for service programs that fit our mission
- Maintain ongoing stable federal funding grants that provide services for people with disabilities
- Continue to apply for state and local annual grants that provide services to the population we work with
- Apply for private foundation grants that provide one to three year funds for new programs and services
- Utilize Community Health Worker certifications to bill Medicaid directly, (currently in the pilot stage with Pacific Source)

**F.4. A statement regarding your organization's ability to proceed with the project without your requested CDBG or CET funds, or with an award less than your requested amount.**

This project is scalable. If we are not able to secure the total funding required for this project from CDBG and CET, we will, as needed, adjust the number of hours, locations and services provided to the City of Bend and reduce the amount of rent relief that we are trying to offer. We have already received the needed funds from the Central Oregon Health Council to support this project.

**F.5. CDBG Funds Requested**

\$31,964.00

**F.6. CET Funds Requested**

\$500,000.00

**F.7. Leveraged Funds**

\$40,248.00

## G. Budget

Case Id: 30162

Name: Bend Services & Housing - 2023

Completed by sarah@thrivecentraloregon.org on 10/25/2022 3:26 PM

Address: \*No Address Assigned

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### G. Budget

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Please provide the following information.

#### G.1. Project Budget

Project Activities	CDBG Funds Requests	CET Funds Requested	Other Public Funds	Private Funds	Activity Total
Personnel	\$31,898.00	\$0.00	\$31,898.00	\$0.00	\$63,795.00
Non-Personnel	\$66.00	\$500,000.00	\$8,350.00	\$0.00	\$508,416.00
<b>TOTAL</b>	<b>\$31,964.00</b>	<b>\$500,000.00</b>	<b>\$40,248.00</b>	<b>\$0.00</b>	<b>\$572,211.00</b>

#### G.2. Other Public Funds

Source	Use of Funds	Amount of Funding	Funding Status
Central Oregon Health Council	Services	\$40,248.00	Secured
<b>TOTAL</b>		<b>\$40,248.00</b>	

#### G.3. Private Funds

Source	Use of Funds	Amount of Funding	Funding Status
<b>TOTAL</b>		<b>\$0.00</b>	

#### G.4. Funding Documentation



Funding Documentation - Letters of funding commitment from sources

Request Summary - Grant Lifecycle Manager.pdf

## H. Project Feasibility and Readiness

Case Id: 30162  
Name: Bend Services & Housing - 2023  
Address: \*No Address Assigned

Completed by sarah@thrivecentraloregon.org on 10/27/2022  
11:52 AM

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### H. Project Feasibility and Readiness

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Please provide the following information regarding project feasibility and readiness:

**H.1. A description of the organization's administrative capacity to complete the project, including its experience in implementing and managing activities similar to the proposed project. If capacity is achieved through partnerships with or utilization of other organizations or agencies, describe the nature and status of these partnerships.**

Thrive Central Oregon is in its seventh funded year of providing outreach services in Central Oregon. In that time, and with the support of United Way of Deschutes County, Housing Works and Deschutes Public Library, Thrive has shown itself to be responsible and effective at managing its program development and activities.

From October 2015- March 2018, Thrive Central Oregon was incubated through United Way of Deschutes County as a board was developed and non-profit status was obtained. With those developments complete, Thrive transitioned to an independent non-profit in April 2018, having hired a bookkeeper, developed an Executive Board and a Funding and Sustainability workgroup that oversee a balanced budget in coordination with the Executive Director.

Primary annual revenue sources include dramatically growing government funds and fee-for-service contracts, as well as foundation grants and a developing donor base. We are happy to provide The City of Bend with a copy of our financial audit, if requested.

**H.2. A description of neighborhood and/or community support for the project. Attach letters of support or other evidence of neighborhood/community support.**

We have strong support from the many agencies that utilize us for resource information, including but not limited to, Department of Human Services, Bethlehem Inn, NeighborImpact, Saving Grace, Family Access Network, Latino Community Association, Housing Works, Deschutes and Crook Public Libraries, St Charles, and many more.

**Letters of Support**

*\*\*No files uploaded*

**H.3. A description of the organization's readiness to proceed with the project. For example, is staff currently available to work on the project, or is the organization ready to proceed with hiring staff?**

We are ready to move forward with this project. As the number of community members seeking our services continues to increase we are regularly onboarding new staff as funding allows. We have a streamlined process in place for disseminating assistance funds across the City of Bend with a focus on equity, timelines and transparency.

**H.4 For CDBG applicants, a description of the organization's familiarity with meeting the federal requirements listed in the [City of Bend Public Services Program Rules and Requirements](#), and/or the organization's plan for ensuring that these requirements are satisfied.**

Thrive Central Oregon is familiar, will comply with, and will ensure that these federal requirements are met. We will obtain any additional information needed to satisfy these requirements. Thrive has had funding through the Bend CDBG



and has efficiently complied with the reporting guidelines.

## I. Required Documents

Completed by sarah@thrivecentraloregon.org on 10/25/2022 3:38 PM

**Case Id:** 30162

**Name:** Bend Services & Housing - 2023

**Address:** \*No Address Assigned

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## I. Required Documents

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Please provide the following information.

Please download, complete, and upload the document (s) below:

- [504 Self-Evaluation Checklist](#)

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## Documentation

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**504 Self-Evaluation Checklist \*Required**

504 Self-Certification\_Thrive FY23-24.docx.pdf

**DUNS Number**

TCO-DUNS.png

**Equity and Inclusion Policy**

TCO-Equity statement v.5.21.pdf

**Map of Project Location**

*\*\*No files uploaded*

**Proof of Non-Profit or Governmental Status**

IRS-NP approval letter copy.pdf

 **State of Oregon Business Registry Printout**

BIN registration.pdf

## Submit

Completed by sarah@thrivecentraloregon.org on 10/27/2022  
12:45 PM

**Case Id:** 30162

**Name:** Bend Services & Housing - 2023

**Address:** \*No Address Assigned

---

## Submit

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Once an application is submitted, it can only be "Re-opened" by an Administrator. Also note: please check your Spam email folder if you have not received any emails from Neighborly.

The applicant certifies that all information in this application, and all information furnished in support of this application, is given for the purpose of obtaining funding under the City's Affordable Housing Development Program.

I understand that U.S.C. Title 18, Sec. 1001, provides: "Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies...or makes any false, fictitious or fraudulent statements or representation, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned not more than five years, or both."

I certify that the application information provided is true and complete to the best of my/our knowledge.

I agree to provide any documentation needed to assist in determining eligibility and are aware that all information and documents provided, except as exempted pursuant to law, are a matter of public record.

I further grant permission and authorize any bank, employer, or other public or private organization to disclose information deemed necessary to complete this application.

### Signature

Sarah Mahnke

Electronically signed by sarah@thrivecentraloregon.org on 10/27/2022 12:45 PM

## Program Overview

Completed by grants@vim-cascades.org on 10/28/2022 11:50 AM

Case Id: 30153

Name: Volunteers In Medicine - Oct 2022 - 2023

Address: \*No Address Assigned

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### Program Overview

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# CITY OF BEND

CITY OF BEND  
PUBLIC SERVICE PROGRAM APPLICATION

**City of Bend**  
710 NW Wall St.  
Bend, Oregon 97703  
(541) 323-8550  
[housing@bendoregon.gov](mailto:housing@bendoregon.gov)

This section provides general information regarding the federal Community Development Block Grant (CDBG) and Commercial and Industrial Construction Fund (CET) programs and the types of activities that are eligible for funding. For more detailed information on eligible activities, please contact the City's Affordable Housing Program at [housing@bendoregon.gov](mailto:housing@bendoregon.gov), or (541) 323-8550, or P.O. Box 431, 710 NW Wall Street, Bend, OR 97709 or visit the HUD website at [www.hud.gov](http://www.hud.gov).

The Commercial and Industrial Construction Fund (CET) is authorized under Bend Code 9.45. Such funding can provide public services for community members with income at or below 30% of Area Median Income (AMI).

Community Development Block Grant (CDBG) is authorized under Title 1 of the federal Housing and Community Development Act of 1974, as amended. The primary objective of the CDBG Program is the development of viable urban communities through:

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- The provision of decent housing,
- The provision of a suitable living environment, and
- The expansion of economic opportunities.

The Community Development Block Grant Program is administered at the federal level by the Department of Housing and Urban Development (HUD).

### **National Objectives**

Federal regulations specify that all activities undertaken using CDBG funding must meet at least one of the following national objectives:

- Benefit to low-and moderate-income persons,
- Aid in the prevention or elimination of slums or blight, or
- Meet a need having a particular urgency.

HUD considers persons below 80% AMI low-income and persons at 80% AMI moderate-income. The three national objectives are summarized below:

#### **1. Benefit to Low- and Moderate-Income Persons**

Under this objective, CDBG-assisted activities must primarily benefit low- and moderate-income persons. The income thresholds for meeting the low- and moderate-income requirement are determined by HUD. Projects funded with CDBG dollars must either:

- benefit all of the residents of a particular area, where at least 51% of the residents are low- and moderate-income,
- benefit specific populations (e.g., homeless persons, elderly persons, or persons living with HIV/AIDS), as long as 51% of those served are low- or moderate-income,
- provide or improve permanent residential structures for low- and moderate-income persons, or
- create or retain permanent jobs, at least 51% of which will be made available to or held by low- and moderate-income persons.

#### **2. Elimination of Slum and Blight**

Under this objective, CDBG-assisted activities must help to prevent or eliminate slums and blighted conditions. These activities must either:

- prevent or eliminate slums or blight in a designated area in which slums or blighted or deteriorating conditions exist,
- prevent or eliminate slums or blight on a spot basis in an area not located in a slum or blighted area, in cases where a specific condition is detrimental to public health and safety, or
- be in an urban renewal area.

#### **3. Urgent Need**

The Urgent Need category is designed only for activities that alleviate emergency conditions of recent origin that pose a serious and immediate threat to the health or welfare of the community, and for which no other sources of funding are available. An example of an eligible project under this category would be a major flood that causes serious damage to buildings and infrastructure, thereby threatening the safety of occupants or nearby residents.

### **Eligible Activities**

In order to meet local needs within the national objectives, the CDBG Program provides a great deal of flexibility in the eligible uses of CDBG funds. The following is a summary of the range and types of activities that may be funded through the CDBG Program. The summary is not a complete list of eligible activities; please contact the City's Affordable Housing Program for more detailed information regarding the eligibility of specific programs or projects.

## Basic Eligible Activities

According to federal CDBG regulations outlined in 24 CFR 570, the basic eligible activities include a variety of uses including public services.

**Ineligible Activities** In general, activities that are not specifically identified as eligible are considered by HUD to be ineligible. The following activities are specifically identified by HUD as activities that are not eligible for CDBG funding. Please contact the City's Affordable Housing Program for more information on ineligible activities.

- Acquisition, construction, or reconstruction of buildings for the general conduct of government
- General government expenses
- Political activities
- Purchase of construction equipment, fire protection equipment, furnishings and personal properties
- Operating and maintenance expenses
- Income payments
- Construction of new housing

## Please review the following documents regarding the City of Bend Public Services Program:

[City of Bend Public Services Goals and Objectives](#)

[City of Bend Public Services Evaluation and Criteria and Funding Priorities](#)

[City of Bend Public Services Program Policy on Loans and Grants](#)

[City of Bend Public Services Program Rules and Requirements](#)

[City of Bend Public Services Selection Process](#)

[Other Information for Public Service Applicants](#)

[504 Self-Evaluation Checklist](#)

## Eligible Proposals

In general, only public or private non-profit agencies or organizations are eligible to apply for CDBG funding. However, the following two exceptions apply: (1) for-profit organizations may apply for CDBG funds to undertake certain economic development activities related to microenterprise assistance, and (2) under certain limited circumstances, for-profit organizations qualifying under HUD criteria as Community-Based Development Organizations (CBDOs) may apply for funds to carry out neighborhood revitalization, economic development, or energy conservation projects. Regulations pertaining to these exceptions can be found at 24 CFR 570.201(o) and 24 CFR 570.204.

CET applications will be accepted from property owners, private sector for-profit developers, certified Community Housing Development Organizations (CHDO's), government housing providers and qualified 501(c)(3) organizations.

Any public or private non-profit agencies or organizations currently under investigation regarding previously awarded federal, state, or local government funding are ineligible for assistance from the City of Bend's Affordable Housing Program.

## HUD Income Limits

The current income limits for City of Bend are shown below. Updated City of Bend income limits may be applicable on July 1, 2022. Recipients of CDBG funding must meet the income guidelines at the time the funds are utilized. City staff will be able to provide funding recipients with updated income limits information when available.

<b>Persons Per Household</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	
<b>Area Median Income (AMI)</b>	\$56,280	\$64,320	\$72,360	\$80,400	\$86,832	\$
<b>Moderate Income (80% AMI)</b>	\$45,050	\$51,450	\$57,900	\$64,300	\$69,450	\$
<b>(60% AMI)</b>	\$33,780	\$38,640	\$43,440	\$48,240	\$52,140	\$
<b>Low Income (50% AMI)</b>	\$28,150	\$32,200	\$36,200	\$40,200	\$43,450	\$
<b>Extremely Low Income (30% AMI)</b>	\$16,900	\$19,300	\$21,700	\$24,100	\$26,050	\$

I have downloaded and read the above documents.



## A. Applicant Information

Completed by grants@vim-cascades.org on 10/28/2022 11:51 AM

**Case Id:** 30153

**Name:** Volunteers In Medicine - Oct 2022 - 2023

**Address:** \*No Address Assigned

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### A. Applicant Information

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Please provide the following information.

#### ORGANIZATION INFORMATION

**A.1. Organization Name**

Volunteers in Medicine Clinic of the Cascades

**A.2. Address**

2300 NE Neff Rd. Bend, OR 97701

#### PROJECT INFORMATION

**A.3. Project Name**

VIM – Medical Care for Low-Income, Uninsured Adults from Working Families

**A.4. Project Location**

2300 NE Neff Rd. Bend, OR 97701

#### CONTACT PERSON INFORMATION

**A.5. First Name**

Kat

**A.6. Last Name**

Mastrangelo

**A.7. Address**

2300 NE Neff Rd. Bend, OR 97701

**A.8. Phone Number**

(541) 585-9005

**A.9. Email Address**

grants@vim-cascades.org

## B. Organization Information

Completed by grants@vim-cascades.org on 10/28/2022 11:53 AM

Case Id: 30153

Name: Volunteers In Medicine - Oct 2022 - 2023

Address: \*No Address Assigned

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### B. Organization Information

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Please provide the following information.

#### **B.1. What is the organization's background, mission, and service history:**

Volunteers in Medicine Clinic of the Cascades (VIM) is a nonprofit clinic in Bend that provides free medical care to low-income, uninsured adults from working families in Central Oregon. Our mission is "to improve the health and wellness of the medically uninsured or critically underserved through the engagement of professionals, community partners, and dedicated volunteers." Since 2004, VIM has cared for the health of more than 13,000 patients with a value to the community of more than \$146 million. All care is provided without charge.

VIM creates an important impact for healthcare access and substantially reduces the burden on Bend's healthcare systems:

\*VIM volunteers provided 9,774 patient visits and consultations last year through their donation of 12,878 service hours valued at \$794,724.

\*VIM's charitable pharmacy—the only one in Central Oregon—dispensed \$1,842,283 in prescription medications, without charge, to VIM patients last year.

\*We prevented 955 visits to the St. Charles emergency room, saving about \$1,372,335 in ER expenses, expenses that would largely be paid for by our community.

\* VIM leverages every \$1 raised into \$4.88 in healthcare services and community benefits. This means that a CDBG & CET grant of \$106,909 (when combined with VIM's cash contribution of \$61,297 for indirect expenses and \$358,071 of other funding) will have a final community impact of \$2,568,232 (based on research from the Oregon Health Policy & Research Methodology on Community Investment Report, Feb. 2010).

VIM is the only medical clinic in Central Oregon that is focused exclusively on serving the uninsured at no charge. Our patients are 96% Latinx and predominantly from working families. Most patients do not have access to other safety net services in Bend, so CDBG & CET funds will help fill an important gap for this underserved community.

#### **B.2. Provide a brief description of the organization's financial stability as it pertains to the organization's capacity to successfully complete the project, including a brief financial history and primary funding sources. The City may request copies of the organization's financial audit or review for the last two years.**

VIM owns the clinic building, has no debt, and offers a strong balance sheet. We maintain low operating expenses by leveraging a paid staff of 13.6 FTE with over 200 medical and medical support volunteers.

VIM is powered by community support, and philanthropic donations comprise 92% of our cash budget. We do not receive insurance reimbursements. We have an endowment, but we draw down 5% annually for our medical director's salary, so larger withdrawals would curtail sustainability.

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While the pandemic caused a drop in financial contributions from medical partners, such as St. Charles Health System, we secured new government support, COVID-19 response grants, and new and existing foundation funders increases. In 2021, Tykeson Family Foundation provided a new challenge grant of \$125,000/yr for three years to match medical community donations, and we expect a rise in medical provider gifts post-pandemic. This year, we secured a four-year pledge from PacificSource of \$40,000/yr for four years.

For FY2022-23, we have secured funding from sources including Central Oregon Health Council (COHC), Oregon Health Authority (OHA), Les Schwab, Oregon Community Foundation (OCF), Chambers Family Foundation, Collins Foundation, Central Oregon Health Quality Alliance (COHQA), Oregon Nurses Association, United Way of Central Oregon, Marie Lamfrom Charitable Foundation, and Coverys. We also benefit from more than \$655,000 in carry-over funds raised in the last fiscal year.

Donated services and goods are a key factor in VIM’s financial sustainability. Highly qualified medical professionals and trained support volunteers provided \$794,724 in donated, in-clinic services last year. We supply prescription medications through \$1,842,283 in donated products and Prescription Assistance Programs, maintaining a complete pharmacy for our patients. Finally, we leverage referral networks to provide millions of dollars in specialty care and surgery for our patients at no cost or at very low cost.

**B.3. Key Personnel Assigned to Project:**

Name	Job Title	Qualifications	FTE Hours
Heather Laird, ANP	Medical Director	Joined VIM in April 2022 after serving as an adult nurse practitioner at Mosaic Medical Group in Bend for the past eight years. She volunteered at VIM and Oregon Adaptive Sports in Bend for six years. Before that she was an ANP for nine years in San Francisco and a Registered Nurse at UCSF Medical Center. She is a bilingual Spanish/English speaker. Ms. Laird earned her MS in Nursing at University of California, San Francisco; MS in Environmental & Occupational Health Sciences at University of Washington; and BA in Chemistry-Environmental Studies at Whitman College.	1
Kat Mastrangelo	Executive Director	Has served as VIM’s executive director for 14	0.6

years. She joined VIM as a volunteer when the clinic originally opened in 2004, providing over 120 volunteer hours that first year. Ms. Mastrangelo serves on the board of the National Association of Free and Charitable Clinics (NAFCC) where she co-chairs the Roadmap to Health Equity Committee. She served on the board of VIM America for two years. She is a member of the Central Oregon Health Council (COHC) Operations Committee and the Central Oregon Diversity, Equity & Inclusion Committee (CODIE). Her current civic service includes work as a City of Bend Budget Committee member and as a City Club of Central Oregon board member and program committee member co-chair. She is a board chair elect of CASA of Central Oregon and a member of 100 Women Who Care of Central Oregon. Her prior work experience includes Bend Surgical Associates practice manager, Methodist Medical Center business analyst in Peoria, Illinois, and City of Peoria management analyst. Ms. Mastrangelo earned her MPA in Comparative Administration, Health Care Administration at Indiana University Bloomington, and a BS in International Relations and

		African Studies at Georgetown University.	
Jennifer Fuller, RN, BSN	Nurse Manager	Started as a volunteer at VIM in March 2004 before joining the staff in 2005 where she has served as the Nurse Manager for the past 17 years. She earned her nursing degree at the University of Washington School of Nursing in 1991 and worked as a Nursing Supervisor and Co Director of the surgical unit for 12 years at Good Samaritan Hospital in Puyallup, Washington.	1
Kimberly Rojas, RN, BSN	Diabetes RN Care Coordinator (funded through COHC)	Was previously RN care coordinator at Mosaic Medical in Bend. Before that, she was a clinical RN at La Clinica West Medford Health Center in Medford. She volunteered as a Spanish medical interpreter at VIMCC for two years and at Hospital De La Familia Foundation in Nuevo Progreso, Guatemala for one year. She earned her BS in Nursing at OHSU Ashland and her BS in Biology at Oregon State University – Cascades. Ms. Rojas is a bilingual, bicultural Spanish speaker.	1
Salome Chauncey	Care Coordinator & Lead Interpreter	Started volunteering as an interpreter at VIM in 2014 while taking the health care interpreting course at COCC. She found volunteering rewarding as she helped with the much-needed language interpreting in the clinic. In December of that year, she joined the VIM clinic	1

		serving as the Care Coordinator and Lead Interpreter for the past seven years. Ms. Chauncey is a bilingual, bicultural Spanish speaker.	
Tanner Chauncey	Spanish Interpreter / Patient Navigation Specialist		0.8
Rodrigo Gaspar-Barajas	Pharmacy Technician / Patient Navigation Specialist		1
Kim Hughes	Volunteer Coordinator		0.8
Cynthia Hunt	Operations Manager & Development Coordinator		0.4
Charles Jordan	Consulting Pharmacist		0.75
Yannely Nonato	Patient Navigation Coordinator		1
Mary Overman	Philanthropy and Community Engagement Officer		0.09
Gina Pocekay	Events and Marketing Coordinator		0.1125
			10

## C. Project Description

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### C. Project Description

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Please provide a brief description of the following:

#### C.1. Describe the need or problem your project will address.

While the Affordable Care Act (ACA) greatly expanded healthcare coverage, many Oregonians were left behind. The State of Oregon reports that more than 291,000 residents lack health insurance, and the percentage enrolled has stagnated. Over 16,000 residents of Deschutes, Crook, and Jefferson Counties do not have healthcare coverage. Moreover, Families USA estimates that 50,000 Oregon adults additionally lost their health insurance between February and May 2020.

Many of those lacking health coverage are low, very low, or extremely low-income Latinx immigrants, with very few healthcare options. VIM's patients face increased adversity due to COVID-19. Most work in industries like hospitality or housekeeping where they quickly lost their jobs. Most have multiple underlying conditions (high blood pressure, diabetes, obesity) and families to care for. They face language and cultural barriers in healthcare which VIM addresses. Oregon Health Authority (OHA) reports that in 2020 Latinos were uninsured at a rate of 18.4% as compared to 6.8% for Whites.

Without insurance, most low-income people cannot afford to seek medical attention. Consequently, they wait until they are terribly ill and then end up in the emergency room (ER). But ERs don't provide ongoing or non-urgent care. VIM does. VIM's work strengthens the physical health of low-wage earners, allowing them to stay employed, care for their families, and spend hard-earned income on basic necessities instead of healthcare expenses. All of this translates into a stronger community.

#### C.2. Describe how your project will address the identified need or problem, including project background, project objectives, services to be provided by the project, the populations or areas to be served, and how the funds will be used.

##### PROJECT DESCRIPTION

VIM respectfully requests \$106,909 to provide one year of comprehensive medical care to 125 low, very low or extremely low-income, uninsured Bend adults who are not eligible for healthcare insurance or services through ACA programs. Patients will receive primary and specialty medical care, prescription medications, mental health care, surgery, physical therapy, lab work, imaging and medical tests, and targeted patient education programs at no charge.

VIM provides care through medical and support volunteers. We manage over 200 clinic volunteers each year. Volunteer medical providers are predominantly medical doctors and doctors of osteopathic, but also include registered nurses, nurse practitioners, and physician's assistants. For patients whose primary language is not English, we provide more than 20 trained volunteer interpreters. Volunteers are managed by a staff of medical and nonprofit professionals. We offer a high level of individual attention, with care providers seeing only one to two patients per hour.

We additionally maintain referral networks to provide millions of dollars in specialty care and surgery at no cost to

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patients. Bend's specialty providers donate services including cancer treatment, urgent surgeries like appendectomies, and emergency dental. Last year, 171 providers representing 34 specialties provided no-fee visits to 603 patients outside the clinic.

VIM serves patients who are 100% low-income, 96% Latinx, ineligible for medical coverage, and over 19 years of age. Potential patients are screened for healthcare coverage eligibility and income. If a person is eligible for medical care elsewhere, we want them to have it. Thus, VIM's first priority is to enroll people into ACA programs. Everyone seeking care at VIM must complete the ACA enrollment process and apply for the Oregon Health Plan (OHP).

#### COVID-19 RESPONSE

VIM acted quickly to maintain critical medical services during the pandemic. We launched our telehealth program in March 2020, and we added free-of-charge medications mail delivery in April. In May, we began proactively calling patients with chronic conditions (e.g., hypertension, diabetes). We are also calling every patient who visits the emergency room. We secured Oregon Health Authority funding to provide COVID-19 outreach and education beginning in July 2020, and we partnered with Deschutes County to secure \$50,000 for a provider with a mobile van for COVID-19 testing beginning in September. In October of that year, we moved diabetes education and support to telehealth with a \$50,000 Eli Lilly grant. We were selected by Deschutes County to manage all volunteers for the county-wide vaccination drive to reach 138,000 residents beginning January 2021.

We resumed clinic visits in July 2020, but we are retaining optional telehealth and prescription delivery to reduce financial barriers and limit virus contacts. The telehealth program has allowed us to expand services from four to five days per week and after hours.

#### USE OF CDBG & CET FUNDS

CDBG & CET funds of \$106,909 will allow VIM to provide all primary and specialty medical care, prescription medication, mental health care, and targeted health education programs to 125 low, very-low, or extremely low-income Bend adults for one year.

CDBG & CET funding of \$855 per patient represents 20.3% of the cost of care. The remaining 79.7% will be provided through volunteer medical practitioners, donated prescription drugs, grants, and cash contributions from VIM supporters for indirect costs.

The total value of care per patient is just over \$4,210:

- \*Direct services (CDBG & CET): \$855
- \* Direct services (other funders): \$179
- \*Admin and overhead (philanthropic support): \$490
- \* In-kind medical and support services: \$828
- \* In-kind prescriptions: \$1,843
- \* In-kind Epic support: \$15

The total project value is \$526,277 (125 patients at just over \$4,210 each). CDBG & CET grant funds of \$106,909 will pay only for direct program costs.

### **C.3. Describe how your project will address the identified need or problem in a way or to a degree not already being**



**achieved in the community. Please identify any other similar programs or projects and how your project will add to or improve upon existing services.**

VIM is the only clinic in Central Oregon that cares exclusively for the uninsured without charge. We do this by providing care through medical and support volunteers. There are two other clinics in Central Oregon for the uninsured—Mosaic Medical and St. Charles Family Care. Both have paid staff, and thus charge patients on a sliding scale, writing off uncollectable amounts. Since the ACA was enacted, we've worked with both clinics to take more of their uninsured patients. The uninsured generally have high rates of chronic illness due to an inability to access care. This puts a large burden on local clinics, but especially Mosaic Medical, which lacks free or affordable specialty care for the uninsured. In contrast, this is where VIM excels.

**C.4. Describe the ways in which your project will have a long-term impact on the need or problem being addressed.**

VIM's patients are often the primary wage-earners in a family. From a financial perspective, unmanageable medical costs are the number one reason people file for personal bankruptcy. Those who are uninsured often let a small ailment go without care for so long that it becomes chronic and even life-threatening. Often this is due to the overwhelming fear of debt that can't be repaid on a low-income salary.

A large number of VIM patients have been without healthcare for years. By the time they come to us, many of them are quite sick. Most of VIM's patients have at least one chronic condition, with diabetes, hypertension, and high cholesterol being our top diagnoses. These complicated conditions take more time to diagnose and treat, but by using our integrated approach to care, VIM's patients are able to make great strides in a shorter amount of time, without incurring any debt.

When the family breadwinner is healthy and able to manage chronic conditions with regular monitoring and medication, families are stronger. Income can go toward housing and basic needs, which alleviates the strain on social services and the community as a whole.

**C.5. Describe your organization's plan for evaluating the progress of the project toward addressing the identified need or problem.**

We will measure our success by the number of patients receiving care and by the services provided to them. Specifically, over the course of one year, we will collect the following data on all 125 CDBG & CET sponsored patients:

- 1) Number of visits to the clinic
- 2) Number of medical problems per patient
- 3) Number of prescription medications per patient
- 4) Number of tests and procedures received by each patient
- 5) Number of referrals to outside, pro-bono providers for specialty care and surgery

VIM additionally undertakes continuous program improvement through four approaches: (1) Year-over-year metrics to help us evaluate program efficiency, performance, progress, and quality; (2) Patient feedback – in 2018, for example, we conducted detailed phone interviews with 150 patients on patient needs and clinic services; (3) A six-question survey in the clinic for every patient with Spanish language on one side and English on the other; and (4) A patient advisory committee for diabetic patients that provides feedback on services, evaluates bilingual educational materials, and addresses barriers to service for all VIM patients.

This year, VIM is increasing community input and engagement with a patient advocate team. The team will connect with communities served with virtual surveys, via phone or in-person by interviewing at least 150 VIM patients, family, and community members. They will survey VIM patients around community health needs, health impacts of climate change,

and strengthening social networks. We will develop structured interviews, but these will also remain informal and open-ended to best engage community members. We will hire two lead advocates and provide stipends for three volunteer advocates. With VIM staff support, the lead advocates will manage the volunteers, and all will be members of the communities we serve. All patient advocates will be Spanish/English bilingual VIM patients. This work is funded by Oregon Health Authority.

## D. Work Program

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**Case Id:** 30153

**Name:** Volunteers In Medicine - Oct 2022 - 2023

**Address:** \*No Address Assigned

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### D. Work Program

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Please provide the following information.

**D.1. Anticipated Start Date:**

07/01/2023

**D.2. Anticipated Completion Date:**

06/30/2024

**D.3. List of Task(s) Needed for Project**

Task	Start Date	End Date
Provide healthcare services for 125 patients	07/01/2023	06/30/2024

**NOTE:** If funded, staff will work with you to set benchmarks for your project. Failure to meet these benchmarks could mean a reduction in funding during current or future years.

## E. Project Benefit

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**Address:** \*No Address Assigned

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### E. Project Benefit

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Please provide a brief description of the following:

**E.1. Estimates of the total number of persons to be served by the project and the number of low- and moderate-income persons to be served by the project.**

A \$106,909 grant will provide one-year of comprehensive healthcare to 125 medically uninsured patients. All 125 patients will fall below Bend's 80% AMI limit category, meaning they will be low, very low, or extremely low on the AMI scale.

**E.2. The population and characteristics of the slum or blighted area that will be served (if applicable).**

N/A

**E.3. How the project will ensure that moderate-income persons do not benefit to the exclusion of low-income persons.**

VIM only serves households up to 250% of Federal Poverty Level (FPL).

**E.4. The methods used to determine the project benefit and documentation of the sources used.**

VIM uses the Epic electronic medical records (EMR) system to track all healthcare services delivered to our patients. This is the system used by virtually all major healthcare providers in Central Oregon and it is a standard for the best private-sector clinics nationally. Implementing Epic was a major accomplishment for VIM.

Epic immediately alerts physicians and nurses when lab work is complete or when patients visit other medical providers, receive third-party prescriptions, or visit the ER. It was only with Epic that we could implement our telehealth program in response to COVID-19; our old EMR could not support the medical professionals in volunteering from home. We are currently adding the Willow pharmacy module to integrate our pharmacy software with Epic.

We also ask all patients to complete ACA, OHP, and VIM eligibility screening each year. This data also ensures that patients continue to fall within our guidelines.

## F. Financial Information

Completed by grants@vim-cascades.org on 10/28/2022 12:49 PM

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Address: \*No Address Assigned

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## F. Financial Information

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Please also provide the following financial information:

**F.1. A detailed line-item budget describing the total project cost and operating income and expenses, including consideration of inflationary factors, maintenance costs, potential relocation costs, and increased insurance costs associated with the project.**

**Budget Form \*Required**

Budget Detail for CDBG 2023-24 Application - VIM November 2022 - B.pdf

**F.2. A description of the assumptions used to determine the total project cost and the operating budget, including the sources consulted and how costs were determined.**

We used historical records of what it costs for patient services in the clinic to determine the budget for this grant. These included our 2022-23 annual budget of \$1,524,216, along with \$2,684,531 in in-kind contributions from our in-clinic volunteers, charitable pharmacy, and Epic EMR support.

Care at VIM is provided by volunteers, but there is still a need for supervision and coordination to ensure that the care being received by patients is appropriate and necessary. Direct program funds are used for this purpose. This means that CDBG & CET funds will be used to recruit, manage and oversee the work of the medical and non-medical volunteers, provide nurse coordination and patient triage, manage patient intake, and supervise the prescription assistance and pharmacy programs. Our budget assumes that the need for care will remain constant or increase and that we will continue to train and supervise a steady stream of volunteers. If one of the patients supported by this grant moves on to private or federal healthcare programs, we will substitute another patient for the remaining grant period.

The budget also assumes that all line item costs will be allocated equally among patients. For example the cost of the diabetic registered nurse care coordinator is allocated equally across all patients, although not all patients are diabetic.

Because the RN Diabetic Care Coordinator and contracted culturally- and language-specific counselors are funded 100% by COHC, we broke these costs out separately.

CDBG & CET Funds will support 20.3% of the project cost. We will fund 63.8% of the project costs with in-kind goods and services, 11.6% with VIM general operating funds for indirect costs, and 4.24% with COCH diabetes program funding. Indirect costs are funded from VIM's general operating budget and include fundraising, general & administrative, and indirect: These include costs like bookkeeping, grant writing, occupancy, dues, and licenses, and printing and copying. In-kind contributions include volunteer services and prescription medications:

(1) Volunteer Services: Volunteer medical professionals provide the medical care in the clinic. Assisting them are trained volunteers (and support staff) who handle vital positions such as patient scheduling, medical records and eligibility screening. Finally, this includes interpreters. Last year, 23 volunteer Spanish interpreters donated 1,990 hours.

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Volunteers are valued at the standard rate for their profession (e.g. doctor, nurse, interpreter, medical front desk). This does not include the value of care provided by VIM's 100+ community medical partners, which would increase this contribution substantially. These are the providers who see patients in their own offices and facilities upon referral.

(2) Prescriptions: Our charitable pharmacy provides prescription medications to patients at no charge, thanks to Prescription Assistance Programs with pharmaceutical companies and donated medications. The value of these medications is based on the standard retail price.

**F.3. A brief description of your organization's plan for funding the project after the first year, if applicable.**

Since 2004, VIM has raised the funds needed to provide healthcare to the uninsured. The number of people we are able to serve varies each year, but we plan to continue this work until we are no longer needed.

**F.4. A statement regarding your organization's ability to proceed with the project without your requested CDBG or CET funds, or with an award less than your requested amount.**

As stated above, our mission will continue. Since we are asking for per-patient support, this is a scalable request.

**F.5. CDBG Funds Requested**

\$30,000.00

**F.6. CET Funds Requested**

\$76,909.00

**F.7. Leveraged Funds**

\$419,368.00

## G. Budget

Case Id: 30153

Name: Volunteers In Medicine - Oct 2022 - 2023

Completed by grants@vim-cascades.org on 10/28/2022 12:51 PM

Address: \*No Address Assigned

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### G. Budget

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Please provide the following information.

#### G.1. Project Budget

Project Activities	CDBG Funds Requests	CET Funds Requested	Other Public Funds	Private Funds	Activity Total
Direct medical care & oversight	\$30,000.00	\$76,909.00	\$0.00	\$22,321.00	\$129,230.00
Indirect costs	\$0.00	\$0.00	\$0.00	\$61,297.00	\$61,297.00
Volunteer care provided in the VIM clinic (in-kind)	\$0.00	\$0.00	\$0.00	\$103,500.00	\$103,500.00
Prescription medications (in-kind)	\$0.00	\$0.00	\$0.00	\$230,375.00	\$230,375.00
Medical records management	\$0.00	\$0.00	\$0.00	\$1,875.00	\$1,875.00
<b>TOTAL</b>	<b>\$30,000.00</b>	<b>\$76,909.00</b>	<b>\$0.00</b>	<b>\$419,368.00</b>	<b>\$526,277.00</b>

#### G.2. Other Public Funds

Source	Use of Funds	Amount of Funding	Funding Status
<b>TOTAL</b>		\$0.00	

#### G.3. Private Funds

Source	Use of Funds	Amount of Funding	Funding Status
VIM general operating funds	Indirect costs for 125 patients	\$61,297.00	Committed
Volunteer care provided in-clinic only	Donated patient care	\$103,500.00	Committed
Prescription medication from VIM's charitable pharmacy	Prescription medication for CDBG sponsored patients	\$230,375.00	Committed
Central Oregon Health Council	Diabetes RN Care Coordinator, Bilingual Contract Counseling	\$22,321.00	Secured
St. Charles Health System	In-kind database	\$1,875.00	Secured
<b>TOTAL</b>		<b>\$419,368.00</b>	

#### G.4. Funding Documentation



Funding Documentation - Letters of funding commitment from sources

\*\*No files uploaded

## H. Project Feasibility and Readiness

Case Id: 30153

Name: Volunteers In Medicine - Oct 2022 - 2023

Address: \*No Address Assigned

Completed by grants@vim-cascades.org on 10/28/2022 12:52 PM

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### H. Project Feasibility and Readiness

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Please provide the following information regarding project feasibility and readiness:

**H.1. A description of the organization's administrative capacity to complete the project, including its experience in implementing and managing activities similar to the proposed project. If capacity is achieved through partnerships with or utilization of other organizations or agencies, describe the nature and status of these partnerships.**

VIM has been successfully caring for the medically uninsured using volunteers since 2004. Our paid employees include 16 staff (13.6 FTE), who oversee all of the care that volunteers provide to patients, handle volunteer recruitment and scheduling, administrative duties, and fundraising. Several of our staff members were volunteers before being hired. VIM's books are reviewed annually by Jones & Roth, CPA.

VIM is governed by an ten-person Board of Directors, which includes members with expertise in medicine, insurance, hospital administration, data and analytics, banking, law, education, accounting, and non-profit and business management. All VIM board members are engaged in fundraising.

VIM was awarded CDBG grants in 12 of the last 14 years. All funds were properly administered and tracked, and all related objectives and outcomes were met.

**H.2. A description of neighborhood and/or community support for the project. Attach letters of support or other evidence of neighborhood/community support.**

Since VIM is powered by volunteers, we wouldn't exist without strong community support, as mentioned above. St. Charles Health System provides substantial support including a pharmacy allowance, direct grants, and a land lease for \$1 per year. We receive imaging and lab work support from St. Charles Hospital and other providers.



**Letters of Support**

VIMLetterofSupport10-28-22 St Charles.pdf

**H.3. A description of the organization's readiness to proceed with the project. For example, is staff currently available to work on the project, or is the organization ready to proceed with hiring staff?**

The project is already in process. VIM currently serves approximately 1,000 low-income, uninsured patients each year.

**H.4 For CDBG applicants, a description of the organization's familiarity with meeting the federal requirements listed in the [City of Bend Public Services Program Rules and Requirements](#), and/or the organization's plan for ensuring that these requirements are satisfied.**

We have been awarded multiple CDBG grants between 2009 and 2022, and we are familiar with the federal requirements, including record-keeping and reporting. We are also familiar with, and abide by, requirements of other



federal and state programs such as HIPPA (Health Information Privacy and Portability Act), Medicare, Medicaid, OSHA, ADA, and SSI Disability documentation and the other federal requirements in the City of Bend Public Services Program Rules and Requirements.

## I. Required Documents

Completed by grants@vim-cascades.org on 10/28/2022 12:53 PM

**Case Id:** 30153

**Name:** Volunteers In Medicine - Oct 2022 - 2023

**Address:** \*No Address Assigned

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### I. Required Documents

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Please provide the following information.

Please download, complete, and upload the document (s) below:

- [504 Self-Evaluation Checklist](#)

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### Documentation

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**504 Self-Evaluation Checklist \*Required**

VIMCC Self-Evaluation Checklist - 10-25-22.pdf



**DUNS Number**

DUNS Doc.pdf



**Equity and Inclusion Policy**

VIM DEI Statement and Policy (3-21-2018).pdf



**Map of Project Location**

VIM Location Map.pdf



**Proof of Non-Profit or Governmental Status**

VIM 501(c)(3) Documentation.pdf

 **State of Oregon Business Registry Printout**

VIM Oregon Business Registry Info - Oct 2022.pdf

## Submit

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**Case Id:** 30153

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**Address:** \*No Address Assigned

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## Submit

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Once an application is submitted, it can only be "Re-opened" by an Administrator. Also note: please check your Spam email folder if you have not received any emails from Neighborly.

The applicant certifies that all information in this application, and all information furnished in support of this application, is given for the purpose of obtaining funding under the City's Affordable Housing Development Program.

I understand that U.S.C. Title 18, Sec. 1001, provides: "Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies...or makes any false, fictitious or fraudulent statements or representation, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned not more than five years, or both."

I certify that the application information provided is true and complete to the best of my/our knowledge.

I agree to provide any documentation needed to assist in determining eligibility and are aware that all information and documents provided, except as exempted pursuant to law, are a matter of public record.

I further grant permission and authorize any bank, employer, or other public or private organization to disclose information deemed necessary to complete this application.

### Signature

Kat Mastrangelo

Electronically signed by grants@vim-cascades.org on 10/28/2022 12:53 PM