

1. Can DocuSign be used on income verification forms?

Yes, DocuSign may be used in place of wet signatures on income verification forms. However, organizational policies must be in place to clearly state how client income is verified if in-person services are not practical or occurring.

2. Can Affordable Housing Fee funds be drawn to reimburse expenses already incurred on a project?

The Affordable Housing Fee Recipient Agreement lists an effective date for the award. Typically, awardees submit reimbursement for charges incurred on or after the effective date. However, an applicant may state explicitly in their application and in their project presentation to the Affordable Housing Advisory Committee that they intend to submit receipts for reimbursement for charges incurred prior to the award of funds. Applicants may also explain why these receipts are important to the project and how you will demonstrate that it has not been reimbursed by another funding source.

However, Community Development Block Grant funds cannot be used to reimburse charges incurred before the official award of funds.

3. Are predevelopment expenses an eligible activity for Community Development Block Grant (CDBG) or Affordable Housing Fund (AHF)?

Regarding CDBG: When a CDBG funded land acquisition occurs, both legal fees and temporary costs to manage the property are eligible CDBG expenses.

Otherwise, the City of Bend cannot offer reimbursement for predevelopment expenses because the CDBG administrative funds fully support its Housing staff.

When the City of Bend has additional administrative funds from CDBG, it can offer predevelopment expense reimbursement. Eligible predevelopment expenses under 24 CFR 570.206(g) include the following: “Site and utility plans, narrative descriptions of the proposed construction, preliminary cost estimates, urban design documentation, and “sketch drawings,” but excluding architectural engineering, and other details ordinarily required for construction purposes, such as structural, electrical, plumbing, and mechanical details.”

Regarding AHF: All predevelopment expenses are eligible for reimbursement from Affordable Housing Funds.

4. Can I apply for funds for a project that is outside the goals of the 2023-2027 Consolidated Plan?

All activities funded through the City's Affordable Housing Development Program for the 2023-2027 Consolidated Plan period must be consistent with at least one of these goals:

Goal #1: Assist Homeless with Shelter - increase the number and preserve homeless shelter units while increasing the community capacity for a low-barrier emergency facility where homeless individuals with certain criminal convictions and addictions can have shelter.

Goal #2: Create and Preserve Affordable Rental Housing - produce and preserve rental affordable housing through creation of new rental units, providing land for development of rental units, rental assistance, and obtaining rental units to keep them affordable.

Goal #3: Provide Support to Necessary Public Services - Provide support and assistance to necessary and prioritized public services, including material, structural, and staff support as needed.

Goal #4: Homeownership - produce and preserve owner occupied affordable housing through creation of new homes, development of new homes, homeownership financial assistance, and obtaining homes to keep them affordable.

Goal #5: Infrastructure Improvements - focus on increasing affordable housing with public infrastructure improvements.

5. Are public infrastructure improvement projects funded with CDBG grants or CDBG loans?

City infrastructure projects approved by the City Council for CDBG funding shall receive such assistance in the form of grants.