

1. Regarding Affordable Housing Fund compliance, what needs to be provided after the funds are utilized to show that the homes were sold as affordable to a qualified household? How often does this reporting need to be done?’

The ‘Recipient Agreement for Projects Funded with Affordable Housing Fee Loan Program Funds’ refers to compliance in the following sections:

12. Access to Records

The City, or any of their duly authorized representatives, shall have access to any books, general organizational and administrative information, documents, papers, and records of the Recipient which are directly pertinent to this Agreement, for the purposes of auditing and/or monitoring. All required records shall be maintained by the Recipient for five years after the City makes final payment and all other pending matters are closed.

13. Maintenance of Records

The Recipient shall maintain fiscal records on a current basis to support its billings to the City. The Recipient shall retain fiscal as well as all records relating to program and client eligibility for inspection, audit, and copying for five years from the date of completion or termination of this Agreement. The City or its authorized representative shall have the authority to inspect, audit, and copy on reasonable notice and from time to time any records of the Recipient regarding its billings or its work hereunder.

Notwithstanding the above, if there is litigation, claims, audits, negotiations or other actions that involve any of the records cited and that have started before the expiration of the five-year period, then such records shall be retained until completion of the actions and resolution of all issues, or the expiration of the five-year period, whichever occurs later.

14. Monitoring

The City may monitor at least once each year, that portion of the Recipient’s project funded with Affordable Housing Fee Funds. Such monitoring shall ensure that the operation of the project conforms to the provisions of this Agreement.

2. Question H.5 of the Public Service Program Application refers to whether or not funds will be fully spent down by 6/30/2024. Do you want us to say Yes, acknowledging its actually 2026, or say no?

The application has been corrected. The question now states ‘For CDBG applicants only, will the full amount of the funds be spent by June 30, 2026?’

3. Section F1 requires uploading a budget form. Is that the same budget form that is required in Section G, or is it supposed to be something different?

Typically, section G focuses on the budget for the specific activity or item(s) you are applying for (purchasing tents and sleeping bags, for example), whereas question F.1 requests the program budget for all activities of the program (the 2025-26 overall program budget).

4. Regarding the Public Services projects under the CDBG grants for this cycle, do those public services need to be HOUSING related? Or can the funds be used for other urgent services?

Yes, funds may be used for non-housing services as long as they meet the guidelines in the City of Bend's 2023-2027 Consolidated Plan, specifically Goal #3:

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.

- a. Funding will be directed toward projects that support the city's low income, homeless and special needs populations. Consideration will be given to projects that accomplish at least one of the following:
 - i. Support needed services to homeless and special needs populations with the most urgent needs, particularly individuals with substance abuse problems, individuals with severe, persistent mental illnesses, and homeless families.
 - ii. Monitor existing programs to ensure that city-funded programs utilize existing services wherever possible and do not duplicate existing services.
 - iii. Support services for permanent supportive housing developments.

Special needs in (i) may include houseless persons, elderly persons, persons with physical or developmental disabilities, mental illness, survivors of domestic or sexual violence. This list is not exhaustive.

- 5. Can someone direct me to the link to apply for the CDBG grant? The link previously provided is not working.**

<https://portal.neighborlysoftware.com/BENDOR/Participant>

- 6. We are hoping to apply for AHF for land acquisition for two different sites. Each is a single lot, with one home. Do we need two separate applications?**

Because both purchased properties would acquire two different loans for the Affordable Housing Funds, please submit two different applications. Those loans will be set up in Neighborly directly from the applications submitted, thus the need to have one application per development.

- 7. Are deferred forest property taxes an eligible cost for CDBG land acquisition?**

Deferred forest property taxes are not eligible costs for CDBG, but they are eligible costs for AHF.

- 8. Can you share with me your current draw sheet and process/procedure for requesting funds, along with what expenses are eligible to be drawn for?**

Regarding eligible and ineligible expenses for AHF, please refer to the 'Program Overview' tab of your application in Neighborly. You may also review the City of Bend policies linked in the 'Program Overview' page.

Regarding draw sheets for requesting funds, an invoice template is included with awardee Subrecipient Agreements (CDBG) and Recipient Agreements (CICT and AHF). The City's Finance Department requires documentation of expenses to be submitted with the invoice form for the draw/reimbursement requested.

Draw requests may be submitted in Neighborly at intervals determined at the time of award. This could be monthly, quarterly, one large draw, or draws as needed. Draws are a reimbursement for the receipts and documented expenses submitted with the invoice form.

- 9. Is rent or deposit assistance allowable for CICT?**

Yes, it is allowable for households at or below 30% AMI.

