

## **Frequently Asked Questions (FAQs) as of 11/17/2023**

- 1) *(Two public services programs) offer the same services essentially, just in different locations. Would you recommend continuing to write two (applications) or can I do one that is comprehensive?*

Each unique program requires a separate application.

- 2) *It is my understanding from past conversations with the Affordable Housing Department that not all of the Program Rules and Requirements are applicable to down payment assistance awards. For example, they do not require an environmental review of the project. Can you please clarify which Rules and Requirements do and do not apply to down payment assistance awards?*

In the Neighborly application, please refer to the document 'City of Bend Affordable Housing Development Program Rules and Requirements'. In general, all requirements apply to Homebuyer (down payment) Assistance awards.

Projects funded with Community Development Block Grant (CDBG) do have some additional requirements, such as the Environmental Review. If awarded funds, City staff will be available to provide technical assistance in determining which regulations apply to each project and interpreting the relevant regulations.

- 3) *For this round of funding, what is the timeline for when funds are available and the deadline to draw all funds?*

CDBG funds will be available on or after July 1, 2024, and the deadline to draw all CDBG funds is June 30, 2025.

Generally, AHF funds become available after the City's Budget is adopted, typically July 1st, 2024. There is no deadline for AHF funds to be drawn, but the Evaluation Criteria will prioritize projects that "demonstrate readiness to be implemented in a timely manner once the Affordable Housing Development assistance is awarded."

- 4) *If a board member of the non-profit applicant will receive a financial benefit from a funded application, is that an actual conflict of interest and an ineligible proposal?*

Potentially. After establishing a written conflict of interest policy, the board should only approve applying for funding when:

1. It is clearly in the best interest of the non-profit,
2. The proposed financial benefit to the board member must be fair and reasonable,
3. Full disclosure of the conflict must be throughout the funding application process, and
4. The funding application and proposal must be approved by members of the non-profit board or other directors in good faith.

For more information, you may visit <https://www.doj.state.or.us/wp-content/uploads/2022/06/guide-nonprofit-board-service.pdf>

- 5) *What forms are required when applying for just AHF funds, not CDBG? Is the 504 form needed? This looks to be driven by federal funds and for a single purpose entity with no employees most of the answers will be N/A.*

The Affordable Housing Development application Section J lists required documents, and all documents are required for both CDBG and AHF applications. Answers to the 504 form may be N/A if appropriate. If an applicant is a single purpose entity with no employees, this must be clearly supported by the Organization Information in Sections A and B of the application.

- 6) *In the deliberations, can AHAC decide to award CDBG to an Affordable Housing Development project if we only applied for AHF? I imagine we might be able to use some CDBG funds by the June 30, 2025 deadline.*

This is an option AHAC may consider. Please present this concern on timing and the CDBG possibility to AHAC during your presentation.