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Reviewer: Mellissa Kamanya

**Program Overview**

Case Id: 30387

Name: Mark-Test - 2025

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) program and the City of Bend Commercial and Industrial Construction Tax (CICT) 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).

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:

- 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 CDBG Eligible Activities**

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

### **Eligible Activities Under CICT**

According to the City of Bend Municipal Code Chapter 9.45, CICT funds can support the following eligible activities:

- At least 50 percent of the funds will be used for programs of the City related to housing
- The remaining funds will be used for support, services, and programs for people making up to 30 percent of area median income

**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
- The purchase of gift cards
- Cash payments / grants to individuals
- Car-related expenses, including gas cards, gas vouchers, car repairs

## **Eligible Proposals**

In general, only public or private non-profit agencies or organizations are eligible to apply for 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.

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 2024 - 2025 City of Bend income limits are valid from July 1, 2024 – June 30, 2025, but may be revised when limits

are updated or available. Recipients of 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.

Persons Per Household	1	2	3	4	5	6	7	8
<b>Area Median Income (AMI)</b>	\$73,290	\$83,760	\$94,230	\$104,700	113,076	\$121,452	\$119,358	\$138,2
<b>Moderate Income (80% AMI)</b>	\$58,650	\$67,000	\$75,400	\$83,750	\$90,450	\$97,150	\$103,850	\$110,5
<b>(60% AMI)</b>	\$43,980	\$50,280	\$56,520	\$62,820	\$67,860	\$72,900	\$77,940	\$82,92
<b>Low Income (50% AMI)</b>	\$36,650	\$41,900	\$47,100	\$52,350	\$56,550	\$60,750	\$64,950	\$69,10
<b>Extremely Low Income (30%)</b>	\$22,000	\$25,150	\$28,300	\$31,400	\$33,950	\$36,450	\$38,950	\$41,45

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

[City of Bend Policy- Public Services Program](#)

[City of Bend Policy- Loans and Grants](#)

[504 Self-Evaluation Checklist](#)

I have downloaded and read the above documents.

## A. Applicant Information

No data saved

Case Id: 30387

Name: Mark-Test - 2025

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**

#### CONTACT PERSON INFORMATION

**A.7. Contact Full Name**

**A.2. Organization Address**

**A.8. Contact Title**

**A.3. Executive Director Full Name**

**A.9. Contact Address**

**A.4. Executive Director Email Address**

**A.10. Contact Phone Number**

#### PROJECT INFORMATION

**A.5. Project Name**

**A.11. Contact Email Address**

**A.6. Project Location, if different than organization location**

**A.11. Board President Name**

**A.12. Board President Email Address**

## B. Organization Information

No data saved

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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:

**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.**

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

Name	Job Title	Qualifications	FTE Hours
			0

## C. Project Description

No data saved

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### C. Project Description

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Please provide a brief description of the following:

**C.1. Total Amount Requested:**

\$0.00

**C.2. Number of people to be served with requested funds:**

**C.3. In one or two sentences, describe what the requested funds will be used for.**

**C.4. Describe the need or problem your project will address.**

**C.5. 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.**

**C.6. 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.**

**C.7. Describe the ways in which your project will have a long-term impact on the need or problem being addressed.**

**C.8. Describe your organization's plan for evaluating the progress of the project toward addressing the identified need or problem.**

**C.9 Describe your organization's collaborations with other agencies, including those that serve protected classes under the Fair Housing Act. Briefly explain your organization's history with these agencies, including any measurable outcomes in the last 12 months.**

## D. Work Program

No data saved

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## D. Work Program

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The CDBG program year begins 7/1/2025 and ends 6/30/2026. The CICT program year begins approximately 4/1/2025 and ends 12/31/2026. Please provide the following information.

### D.1. Anticipated Start Date:

### D.2. Anticipated Completion Date:

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

Task	Start Date	End Date
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**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

No data saved

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## E. Project Benefit

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Please provide a brief description of the following:

**E.1. Estimate the total number of persons to be served by the project.**

**A.100 Estimate the total number of people to be served, by income level.**

< 30% AMI	31 - 50 % AMI	51 - 80 % AMI	> 81% AMI
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**E.2. Is the project in a slum or blighted area? If yes, describe the population that will be served and the characteristics of the slum or blighted area (if applicable).**

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

**E.4. Explain the methods used to determine the project benefit. How are the sources used to determine the project benefit documented and maintained?**

## F. Financial Information

No data saved

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### F. Financial Information

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Please also provide the following financial information:

**F.1. Provide 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**

*\*\*No files uploaded*

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

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

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

**F.5 CDBG Funds Requested:**

\$0.00

**F.6 CICT Funds Requested:**

\$0.00

**F.7. Leveraged Funds:**

\$0.00

## G. Budget

No data saved

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### G. Budget

Please provide the following information.

#### G.1. Project Budget

AHF funds requested	Project Activities	CDBG Funds Requests	AHF Funds Requested	CICT Funds Requested	Other Public Funds	Private Funds	Activity Total
	<b>TOTAL</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

#### 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
<b>TOTAL</b>		\$0.00	

#### G.4. Funding Documentation

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

*\*\*No files uploaded*

## H. Project Feasibility and Readiness

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No data saved

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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.**

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

**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?**

**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.**

**H.5. For CDBG applicants only, will the full amount of the funds be spent by June 30, 2026? Select from the dropdown menu.**

## I. Required Documents

No data saved

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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**

*\*\*No files uploaded*

**Equity and Inclusion Policy**

*\*\*No files uploaded*

**Map of Project Location**

*\*\*No files uploaded*

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

*\*\*No files uploaded*

**State of Oregon Business Registry Printout**

*\*\*No files uploaded*

**Unique Entity Identifier (UEI) Number**

*\*\*No files uploaded*

## Submit

No data saved

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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

\*\*Not signed