

A. Applicant Information

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Please provide the following information.

ORGANIZATION INFORMATION

A.1. Organization Name

A.2. Organization Address

A.3. Executive Director Full Name

A.4. Executive Director Email Address

PROJECT INFORMATION

A.5. Project Name

A.6. Project Location

CONTACT PERSON INFORMATION

A.7. Contact Full Name

A.8. Contact Title

A.9. Contact Address, if different than Organizational Address

A.10. Contact Phone Number

A.11. Contact Email Address

A.12. Board President Name

A.13. Board President Email Address

A.14. Organization website (required)

A.15. Project website (optional)

B. Organization Information

B. Organization Information

Please provide the following information about your organization:

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. For CDBG or PRO applicants, describe your organization's familiarity with meeting the federal requirements listed in the [City of Bend Affordable Housing Development Rules and Requirements](#), and/or the organizations plan for ensuring that these requirements are satisfied.

B.4. Key Personnel Assigned to Project:

Name	Job Title	Qualifications	FTE Hours
			0

C. Project Description

C. Project Description

Please provide a brief description of the following:

C.1. Total amount requested:

\$0.00

C.2. In one or two sentences, describe what the requested funds will be used for. If they are for a specific piece of a larger project, please specify both the larger project and the specific piece.

C.3. Total number of units to be developed:

C.4. Number of accessible units (complying with accessibility standards):

C.5. Number of Affordable Units:

Estimate the number of households to be served, by income level.

<30% AMI	31-50% AMI	51-80% AMI	>81% AMI
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Estimate the number of households to be served, if known.

Veterans	Female Head of Household	Persons with Disabilities	Elderly (aged 62+)
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Estimate the timeframe of affordability noted above

Loan Term	10-30 Years	>30 Years	99 Years or more
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C.6. Describe the ways in which your project will have a long-term impact on the need or problem being addressed.

C.7. Describe your organization's plan for evaluating the progress of the project toward addressing the identified need or problem.

C.8. Describe how your organization's decision-making and implementation is led by people with lived experience of navigating subsidized housing and/or who are protected under the Fair Housing Act. This may include internal leadership, collaborations with other agencies, and/or community listening events. Briefly explain your organization's history with these communities, people, and/or agencies, including any measurable outcomes in the last 12 months. What are your expected outcomes for this project?

C.8. If your project helps advance any of City Council's council goals (other than housing), explain how. Include any ancillary services provided to residents within the project that contribute to these goals.

<https://www.bendoregon.gov/government/city-council#Goals>

C.9. If your project will address accessibility needs, please describe the planned design elements for accessibility, and reference industry design standards you plan to use.

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D. Property and Project Information

D. Property and Project Information

Please provide the following information.

D.1. Describe the proposed site. Include information on any improvements (infrastructure, grading, etc.) and the existence of commercial or residential structures. If building(s) are occupied, include information on the type of occupants (including relationship to the seller or other entities) and the number of occupants. For vacant parcels, include information on any known critical habitats, wetlands, rivers/streams immediately on or adjacent to the property. For previously developed sites, include information on known historic significance (or construction 50 years or older) on OR adjacent to the property.

D.2. Site Condition (No selections made)

Vacant (NOT previously disturbed)

Vacant (previously disturbed)

Developed

D.3. Current Property Owner – Please verify whether transaction is arm's length or not. (staff will add a definition box that states "An arm's length transaction is a business deal between independent, unrelated parties who act in their own self-interest, ensuring fair market terms without undue influence, favoritism, or coercion, like strangers negotiating in the open market")

D.4. Parcel Size (Acres)

D.5. Site Control Status (No selections made)

Leased

Under Contract/Option to Purchase

Owned

If Under Contract/Option to Purchase enter expiration date:

If Leased, enter expiration date:

D.6. Site zoning

Upload supporting documentation

☐

Property Legal Description

***No files uploaded*

☐

Map of Project Location

***No files uploaded*

☐

Evidence of Site Control

***No files uploaded*

☐

Property Appraisal

***No files uploaded*

Notes – additional information

ZONING AND SITE PLAN STATUS

D.7. Is the present zoning conforming? (No selections made)

Yes

No

D.8. Is the site plan for your project approved? (No selections made)

Yes

No

I.2. Describe any land use processes (such as a zone change or a conditional use permit) the project will require and what steps, if any, have been taken to address these issues.

SERVICES TO SITE

Indicate if the following utilities and infrastructure are in place to service the project site.

D.9. Street access (No selections made)

Yes

No

D.10. Gas (No selections made)

No

Yes

D.11. Electric (No selections made)

Yes

No

D.12. Water (No selections made)

Printed By: Mellissa Kamanya on 6/20/2025

Yes

No

D.13. Sanitary sewer (No selections made)

Yes

No

D.14. Storm sewer (No selections made)

No

Yes

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E. Work Program

E. Work Program

Please provide the following information.

E.1. Anticipated Start Date of grant spend-down:

E.2. Anticipated Completion Date of grant spend-down:

E.3. Estimated date that units will be occupied.

E.4. 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.

F. Financial Information

F. Financial Information

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**

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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 Briefly describe your organization's plan for funding the remainder of the project, if applicable.

F.4 Explain your organization's ability to proceed with the project without your requested Affordable Housing Development assistance, or with an award less than your requested amount. If you indicate that your project can't proceed without the full award, you will be ineligible for incidental funds that may be leftover after other projects are funded.

F.5 For construction projects, please provide a detailed pro forma

☐ **Detailed Pro Forma**

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F.6 For homeownership projects, please provide potential or confirmed mortgage lenders that will be able to access financing for purchase of proposed housing units.

F.7 Please provide any interest rate or loan terms that vary from the City of Bend Policy on Grants and Loans and explain how the terms are necessary for the implementation of the proposal. *All loan recipients may request shorter repayment timeframes without prepayment penalty. Developments repaying within 5 years may qualify for 0% interest, with the approval of AHAC and City Council.

F.8 For CDBG applicants, will the full amount of the funds be spent by June 30, 2025? Select one option from the dropdown menu.

F.9 PRO Housing Funds Requested

\$0.00

F.10 AHF Funds Requested

\$0.00

F.11 CDBG Funds Requested

\$0.00

F.12. Leveraged Funds (staff to include definition of this)

\$0.00

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G. Budget

H. Budget

Please provide the following information.

Project Budget

Project Activities	Pro Funds Requests	AHF Funds Requested	CDBG Funds Requested	Other Public Funds (state , federal)	Private Funds	Activity Total
TOTAL	\$0.00	\$0.00	\$0.00			\$0.00

Other Public Funds

Source	Use of Funds	Amount of Funding	Funding Status
TOTAL		\$0.00	

Total funds in this table should be equal to the amount of Other Public Funds in the above table.

Private Funds

Source	Use of Funds	Amount of Funding	Funding Status
TOTAL		\$0.00	

Total funds in this table should be equal to the amount of Private in the above table.

Funding Documentation

☐ Funding Documentation - Letters of funding commitment from sources

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I. Project Feasibility and Readiness

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Please provide the following information regarding project feasibility and readiness:

I.1 Describe your organization's readiness to proceed with the project. For example, if the purchase of property is involved, is the property currently available for purchase? Is staff currently available to work on the project, or is the organization ready to hire staff?

I.2 Describe your 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.

I.3. If applicable, describe the methods and results of your neighborhood and/or community input for the project. Attach letters of support or other evidence of neighborhood/community support.

Attach Letters of Support

☐ Evidence of Neighborhood/Community Support

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I.4. Describe any land use processes (such as a zone change or a conditional use permit) the project will require and what steps, if any, have been taken to address these issues.

J. Required Documents

J. Required Documents

Please provide the following information.

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

- [504 Self-Evaluation Checklist](#)

Documentation

☐ **504 Self-Evaluation Checklist**

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☐ **Affirmatively Furthering Fair Housing Statement and Marketing Plan**

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

***No files uploaded*

☐ **Status of Oregon Business Registry Printout**

***No files uploaded*

☐ **Unique Entity Identifier (UEI) Number**

***No files uploaded*

☐ **Map of Project Location**

***No files uploaded*

☐ **Equity and Inclusion Policy**

***No files uploaded*

Submit

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.

Authorized Signature

***Not signed*

Affordable Housing Development Scoring

FUNDING COMMITMENTS	POINTS AWARDED	AVAILABLE POINTS
3 Points: Affordability at least 20 years beyond loan payback date 2 Points: Affordability at least 10 years beyond loan payback date 1 Point: Affordability ends within 10 years of loan payback date	0	3
Section Total	0	3

COMPLIANCE WITH THE GENERAL PLAN, ZONING	POINTS AWARDED	AVAILABLE POINTS
3 Points: present zoning conforming AND a site plan approved. 2 Points: present zoning conforming OR a site plan approved. 1 Point: NEITHER present zoning conforming NOR a site plan approved.	0	3
Section Total	0	3

PROJECT READINESS	POINTS AWARDED	AVAILABLE POINTS
3 Points: utilize best practices to improve site conditions, has site control, and has either all services to site complete or has an expected completion date or explanation clearly defined. 2 Points: utilize best practices to improve site conditions, has site control, and has either all services to site complete or has an expected completion date or explanation clearly defined. 1 Point: DOES NOT utilize best practices to improve site conditions, DOES NOT have site control, and DOES NOT HAVE an expected completion date or explanation clearly defined to obtain services to the site.	0	3
Section Total	0	3

TIMELINE	POINTS AWARDED	AVAILABLE POINTS
1 point awarded for each of the following elements: <ul style="list-style-type: none"> site control, financing identified/secured, and a timeline identified with work complete within 1 year 	0	3
Section Total	0	3

COMMUNITY SUPPORT	POINTS AWARDED	AVAILABLE POINTS
3 Points: Letters of support from service providers, neighborhood associates, advocacy groups, or others in support of the project AND a plan for community engagement 2 Points: Letters of support from service providers, neighborhood associations, advocacy groups, or others in support of the project OR a plan for community engagement 1 Point: NEITHER Letters of support from service providers, neighborhood associates, advocacy groups, or others in support of the project NOR a plan for community engagement	0	3
Section Total	0	3

I: DURATION OF AFFORDABILITY	POINTS AWARDED	AVAILABLE POINTS
3 Points: Affordability at least 20 years beyond loan payback date 2 Points: Affordability at least 10 years beyond loan payback date 1 Point: Affordability ends within 10 years of loan payback date	0	3
Section Total	0	3

K: FUNDING PRIORITY BONUS AWARD	POINTS AWARDED	AVAILABLE POINTS
<p>Refer to Sections C.2, C.7, and F of the application. Funding Priorities. Projects will receive one additional point for each priority. Projects may fall into only one of the following categories:</p> <ul style="list-style-type: none"> • Homeless Shelter Development • Increase the supply of affordable rental housing that is available to households at 60% Area Median Income (AMI), 50% AMI and 30% AMI. • Increase homeownership opportunities for households at 80% AMI, 50% AMI, and 30% AMI. • Infrastructure Development and Preservation in majority high-income neighborhoods. • Infrastructure Development and Preservation in Complete Communities. • Purchase and preserve existing low-income housing • Permanent Supportive Housing for Homeless • Projects providing Transitional Housing 	0	3
Section Total	0	3

REPAYMENT BONUS AWARD	POINTS AWARDED	AVAILABLE POINTS
Refer to Section G.7 of the application. Projects may receive a bonus point dependent upon their proposed repayment schedule:	0	3
<ul style="list-style-type: none"> • Projects with repayment schedule of 3 years or less: 3 Points • Projects with repayment schedule of 10 years or less: 2 Points • Projects with repayment schedule of 20 years or less: 1 Points • Projects with repayment schedule greater than 20 years: 0 points 		
Section Total	0	3

ACCESSIBILITY BONUS AWARD	POINTS AWARDED	AVAILABLE POINTS
<ul style="list-style-type: none"> • NOT SCORED. • Instead, reserve X amount of money from the pot(s) specifically to make units universal. • Input indicates additional \$30k per unit to make it universal. • How many universal units do we want to fund each year? 	0	0
Section Total	0	0

PRIORITY POPULATIONS BONUS AWARD	POINTS AWARDED	AVAILABLE POINTS
<ul style="list-style-type: none"> • NOT SCORED. • Instead, reserve X amount of money from the pot(s) specifically to house priority populations. • At least twice the percentage of the priority population that currently exists in Bend, to further equity. . 	0	0
Section Total	0	0

PREVAILING WAGE BONUS AWARD	POINTS AWARDED	AVAILABLE POINTS
<p>NOT SCORED.</p> <ul style="list-style-type: none"> • Instead, reserve X amount of money from the pot(s) specifically for developers to pay prevailing wages. <p>OR:</p> <ul style="list-style-type: none"> • Require developers to pay prevailing wages on ALL projects funded by the City 	0	0
Section Total	0	0