

A. Applicant Information

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Please provide the following information.

ORGANIZATION INFORMATION

A.1. Organization Name

A.2. Organization Address

A.3. Organization Website

A.4. Executive Director Full Name

PROJECT INFORMATION

A.5. Project Name

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

CONTACT PERSON INFORMATION

A.7. Contact Full Name

A.8. Contact Title

A.9. Contact Address

A.10. Contact Phone Number

A.11. Contact Email Address

A.12. Board President Name

A.13. Board President Email Address

A.14 What is the organization's background, mission, and service history:

B. Project Description

B. Project Description

Please provide a brief description of the following:

B.1. Total Amount Requested: \$0.00

B.2 In one or two sentences, describe what the requested funds will be used for and how many people you plan to serve.

B.3. What need or problem will your project address and what specific populations will benefit?

B.4. What are the objectives of your project?

B.5 Describe your organization's plan for evaluating the progress of the project toward reaching the identified objectives.

B.6 Describe your organization's experience serving people who are members of a protected class, or your collaborations with other agencies that serve people protected by the Fair Housing Act. Briefly describe an impact you have made individually or in partnership with the identified agency for people who are members protected classes.

C. Work Program

C. Work Program

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.

C.1. List of Task(s) Needed for Project

Task	Estimated Start Date	Estimated 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.

D. Project Benefit

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Please provide a brief description of the following:

D.1 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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D.2 Describe how the project will ensure that the participation of moderate-income persons in your program does not crowd out/exclude low-income persons.

D.3. How will you ensure that service recipients are eligible based on HUD guidelines?

D.4. Explain the methods used to determine the project benefit. How will this be documented and maintained?

E. Financial Information

E. Financial Information

Please also provide the following financial information:

E.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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E.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.*

E.3. Describe the assumptions used to determine the total project cost and the operating budget, including the sources consulted and how costs were determined. Describe how each costs was determined. *If there is any deviation from what may be considered to be a standard or reasonable cost, explain why.*

E.4. Explain your organization's ability to proceed with the project without your requested Public Services 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.

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

E.6. CDBG Funds Requested:

\$0.00

E.7. CICT Funds Requested:

\$0.00

E.8. Leveraged Funds (staff to include definition of this)

\$0.00

F. Budget

No data saved

Case Id: 30318

Name: .

Address: *No Address Assigned

F. Budget

Please provide the following information. Include instructions on how to complete and match up sections.

F.1 Project Budget

	Project Activities	CDBG Funds Requests	CICT Funds Requested	Other Public Funds	Private Funds	Activity Total
	TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

F.2 Other Public Funds

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

F.3 Private Funds

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

F.4 Funding Documentation

☐ Funding Documentation – Provide evidence such as letters of funding commitment from sources, grant agreement, letter of intent

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G. Project Feasibility and Readiness

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Please provide the following information regarding project feasibility and readiness:

G.1. Describe your 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 hire staff?

G.2. Describe your organization's administrative capacity to complete the project, including its experience in implementing and managing activities similar to the proposed project.

G.3 For CDBG applicants, provide 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.

G.4. Describe community support or opposition for the project. Attach letters of support or other evidence of neighborhood/community support.

☐ Letters of Support

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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](#)

Documentation

☒ **504 Self-Evaluation Checklist** ***Required**

***No files uploaded*

☐ **Equity and Inclusion Policy**

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☐ **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

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.

Signature

***Not signed*

Public Services Scoring:

FUNDING COMMITMENTS	POINTS AWARDED	AVAILABLE POINTS
3 Points: spending within 1 year AND have successfully completed projects funded by the City in the past. 2 Points: spending within 1 year OR have successfully completed projects funded by the City in the past. 1 Point: Cannot spend within 1 year AND have not successfully completed projects funded by the City in the past.	0	3
Section Total	0	3

PROJECT EVALUATION	POINTS AWARDED	AVAILABLE POINTS
Demonstrates a clear and effectual plan for evaluating the progress of the project toward addressing the identified need or problem.	0	3
Section Total	0	3

TIMELINE	POINTS AWARDED	AVAILABLE POINTS
Demonstrates readiness for implementation in a timely manner upon receipt of funds. A score of 3 is justified when the applicant has site control, financing identified/secured, and a timeline identified with work underway within 3 months of award.	0	3
Section Total	0	3

EXPERIENCE	POINTS AWARDED	AVAILABLE POINTS
Strong community support, with sufficient evidence illustrating this support.	0	3
Section Total	0	3

K: FUNDING PRIORITY	POINTS AWARDED	AVAILABLE POINTS
Funding Priorities. Projects meeting one of the following priorities will receive additional points. Projects may fall into only one of the following categories:	0	5
<ul style="list-style-type: none"> • Support homeownership through direct homebuyer assistance, such as down payment assistance, homebuyer counseling, land acquisition, low-interest second mortgages for low- and moderate-income homebuyers and partnerships with builders/developers seeking to provide affordable homeownership. Target population is primarily low and moderate income housing for families and individuals, and assistance to veterans, seniors, survivors of domestic violence, those with special needs and other populations in need of homeownership assistance. • Homeless Assistance -- Work to tie homeless and special needs services to affordable housing development for homeless and special needs populations, particularly individuals with substance abuse problems, individuals with severe, persistent mental illnesses, homeless youth, veterans and homeless families. Provide services to fragile populations. Provide counseling and outreach to homeless populations, both sheltered and unsheltered. • Support services for shelter guests, such as food pantries, victim counseling, counseling services, financial and legal counseling and other services. • Provide Employment Training to low and moderate income individuals and provide CDBG eligible economic development assistance. • Transitional Housing -- Provision of Transitional Housing, particularly housing that provides services for individuals and families for stays between 6 and 24 months. 		
Projects meeting none of the above priorities receive 0 points		
Section Total	0	5