

## Program Overview

Completed by [kim@bethleheminn.org](mailto:kim@bethleheminn.org) on 10/7/2024 12:07 PM

**Case Id:** 30298  
**Name:** Bethlehem Inn - 2025  
**Address:** P.O. Box 8540, Bend, OR 97708

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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

Completed by [kim@bethleheminn.org](mailto:kim@bethleheminn.org) on 10/7/2024 12:25 PM

Case Id: 30298

Name: Bethlehem Inn - 2025

Address: P.O. Box 8540, Bend, OR 97708

### A. Applicant Information

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Please provide the following information.

#### ORGANIZATION INFORMATION

##### A.1. Organization Name

Bethlehem Inn

##### A.2. Organization Address

20363 Mervin Sampels Road Bend, OR 97703

##### A.3. Executive Director Full Name

Gwenn Wysling

##### A.4. Executive Director Email Address

[gwenn@bethleheminn.org](mailto:gwenn@bethleheminn.org)

#### PROJECT INFORMATION

##### A.5. Project Name

Building Futures Together

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

#### CONTACT PERSON INFORMATION

##### A.7. Contact Full Name

Kim Fischbach

##### A.8. Contact Title

Director of Philanthropy

##### A.9. Contact Address

P.O. Box 8540 Bend, OR 97708

##### A.10. Contact Phone Number

(541) 322-8768

##### A.11. Contact Email Address

[kim@bethleheminn.org](mailto:kim@bethleheminn.org)

##### A.11. Board President Name

Rev. Dr. Steven Koski

##### A.12. Board President Email Address

[skoski@bendfp.org](mailto:skoski@bendfp.org)

## B. Organization Information

Completed by [kim@bethleheminn.org](mailto:kim@bethleheminn.org) on 10/25/2024 12:25 PM

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### B. Organization Information

Please provide the following information.

#### B.1. What is the organization's background, mission, and service history:

Bethlehem Inn is where second chances begin. Our mission is to provide transformative shelter, help and hope for the people who find themselves at the crossroads of homelessness and uncertainty. For twenty-five years, we've provided more than a bed; we've been a cornerstone of transformation, offering emergency shelter, support services, and most importantly—hope.

Our focus goes beyond temporary shelter. We offer a comprehensive support system that aims to empower individuals by providing the tools necessary to achieve long-term stability. This system includes services to help residents address the root causes of homelessness and work toward independence. We guide individuals and families toward long-term stability through partnerships with local agencies, case management, and access to vital services such as job training, healthcare, and permanent housing solutions.

At Bethlehem Inn, we believe that everyone deserves a safe place to sleep and the chance to rebuild their lives. With an ever-growing housing crisis in Central Oregon, the demand for our services has surged, but so has our commitment to ensuring that no one is left behind.

#### 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.

The Inn has successfully exceeded its financial goals year after year, while also exceeding fundraising goals which has enabled the organization to establish strong operational reserves.

The Inn's Board of Directors plays an integral role in the fiscal oversight of the organization. Monthly financial reports are reviewed by the Board Treasurer and the Finance Committee prior to monthly board meetings.

The Inn's Financial Review for our recently completed FY 23/24 highlights a trend in our financial stability. It indicates that 85% of each dollar donated to the Inn is directed to Program Services. And further 49% of the Inn's \$3,837,936 in revenue comes from individual donors, who have been the cornerstone of our success for 25 years!

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

Name	Job Title	Qualifications	FTE Hours
Gwenn Wysling	Executive Director	15 years with the organization	4
Michael Hancock	Program and Operations	4 years with the	4

	Director	organization	
Jared Arzaga	Program Manager	2 years with the organization	40
Lindsey Clements	Program Manager	3 years with the organization	4
Jasna Wilson	Case Manager	1 year with the organization	40
			92

## C. Project Description

Completed by [kim@bethleheminn.org](mailto:kim@bethleheminn.org) on 10/25/2024 10:59 AM

Case Id: 30298

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### C. Project Description

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Please provide a brief description of the following:

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

\$82,400.00

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

1,100

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

This funding will support the continuation of the case management project, which CDBG funding helped to successfully launch in FY 23/24.

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

Our Building Futures Together project is in direct response to the escalating crisis of homelessness in our region. Bethlehem Inn provides far more than shelter. Through individualized case management that includes housing readiness and employment programs and healthcare partnerships, participants are empowered to overcome their challenges associated with homelessness and transition toward sustainable futures.

This project seeks to continue the case management service project that was successfully launched in FY 23/24 and continued with private funding into FY24/25. The funding will directly support our holistic care approach - from a warm bed and meal to access to healthcare services, from job search assistance to housing assistance. We partner with each individual, who comes to the Inn, helping them find the path to stability.

Bethlehem Inn's thorough intake process ensures that qualified, low-income adults, who fall below the defined average median income (AMI), including those with significant barriers to housing are given access to services. Participants are carefully tracked by case management through Apricot as well as maintained in the state's HMIS (Homeless Management Information System) database. Through effective case management and day-to-day accountability, the Inn promotes the forward movement of families and single adults. The goal is to assist each participant's transition to permanent housing, while ensuring the Inn's resources go solely to people in crisis.

**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.**

The Inn is a private nonprofit that provides an inclusive, safe, secure, and accountable environment for adults and families through the provision of a high-barrier emergency shelter and circumstance-related programs and services. We are committed to providing an inclusive environment, using emerging best practices and evidence-based guidelines. This commitment is demonstrated both in the training provided to all staff and in the selection of community partners who provide services to Bethlehem Inn participants. Monthly staff meetings and case management meetings are conducted with quarterly in-service training. Operational staff is trained in trauma-informed service delivery and participates in CPI

and staff/resident safety trainings. Case Managers work closely with participants, while being in contact with the other continuum of care providers to ensure that all the needs of the residents are being addressed and goals and action plans are being coordinated.

As a high-barrier shelter, participants must remain free from alcohol and substance; cannot be a registered sex offender; and must hold themselves accountable; working to achieve their personal goals, while participating in our program. Bethlehem Inn operates the shelter program 24-hours a day, seven days a week, and 365 days a year.

This project will assist us in fulfilling our primary objective of providing participants with the necessary services to transition from crisis to stability.

This would include the following priorities:

- o Help participants achieve housing stability through access to housing options
- o Help participants achieve economic stability through access to job placement partnerships and other sources of income.
- o Expand access to addiction recovery services, mental health and life skills training
- o Provide access to preventive oral and medical health care

The population served by Bethlehem Inn covers a broad spectrum that includes people experiencing accidental, situational, generational and chronic homelessness. Bethlehem Inn tailors its response to each individual's needs and measures each resident's success accordingly. Unchecked, recurring homelessness can turn chronic.

Best practice case management standards and a structured feedback loop allow staff and participants to engage in continuous program evaluation and improvement. Structured feedback is essential to ensure results have an impact on both participant success and shaping future Inn program development. The impact of our shelter services is evaluated utilizing the Inn's robust outcomes-based tracking system. The system, Social Solutions, assess participants in areas of shelter, healthcare, well-being, disabilities, education, employment, along with required demographics. Goals are created with individuals/families and case managers through action plans that help guide residents to available resources. Tracking is done to measure progress during their stay and at the time of exit to determine what goals have been achieved and determine measurable outcomes. After an average stay of five weeks, participants are measurably stronger based on key gains in stable housing, access to physical and behavioral health care, and other customized supports focused on their unique transition to stability. Through the help of over 70 partner agencies, Bethlehem Inn helps to navigate appropriate referrals and connections to other critical resources in the community.

To assist in illustrating the Inn's impact on participants: last year Inn participants participated in 3,614 case management meetings, which were individualized to meet the needs of each person or family with a focus on preparing them to be "Housing Ready". These robust meetings resulted in the following: 1. 54% of Next Steps program residents increasing their self-sufficiency 2. 77% of Families First program households improving their self-sufficiency.

**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.**

Bethlehem Inn's unique service model is well established and aligned with recognized best practices for emergency shelter. Beyond providing temporary housing, food, safety and health, Bethlehem Inn guides participants to other programs and services designed to help them emerge from situational homelessness, break the cycle of poverty and access opportunities for long-term stability and success.

Another programmatic aspect that sets us apart from other regional services is our goal to meet SMARTIE objectives (Specific, Measurable, Attainable, Relevant, Timebound, Inclusive and Equitable). Inn case managers are responsible for the implementation of effective case management, which includes accountability through the use of a range of measurement tools. Bethlehem Inn residents are carefully tracked with Apricot, a Social Solutions software, as well as the state's HMIS (Homeless Management Information System) confidential database, ServicePoint, which is in partnership with NeighborImpact and HUD (Housing and Urban Development).

The Inn's best-practice case management program helps participants connect to the resources needed to land jobs, sign leases, tend to medical and mental health issues and give back to the community that helps them back on their feet. Clients and staff set mutually agreed upon goals that are tracked and measured for impact from entry into the program and at the time of exit. After an average 5-week stay, data shows participants are stronger based on key gains in stable housing, school placement for children, access to health care, and customized supports focused on transition to stability.

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

The Inn's program is designed to continue its support for homeless adults and children for generations to come. Grant funding for the continuation of this case manager position will help support the Inn's goal of providing equitable access to an effective and integrated range of services for an estimated 1,200 residents annually. Effective case management ensures that all participants have access to resources such as medical and behavioral health services, which will help them maintain stable housing and a life of self-sufficiency.

The services provided by the Inn are vital in the region's response to homelessness and poverty. This investment will allow Bethlehem Inn to meet immediate needs, while maintaining stability and sustainability into the future. As a result, our region's most vulnerable community members will gain access to best practice support for making a transition out of homelessness and crisis, with the goal of achieving stable housing and stronger utilization of services such as health care, mental health, dental care and other essential supports.

Bethlehem Inn plays a key role in our community and as such is suited to maximize its benefit to the region. The Inn has made great progress in broadening awareness of poverty. It is a major community resource for education and training. Students and instructors from local K-12 schools, Central Oregon Community College and Oregon State University-Cascades Campus turn to Bethlehem Inn to research poverty and homelessness and to explore and train for careers in social service.

Ultimately, the proposed project will increase the Inn's ability to secure a permanent impact on the character of the region as a place committed to economic equality and inclusion.

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

Bethlehem Inn's systems for financial and programmatic reporting and monitoring have been honed over the past several years.. We currently report to multiple partners, as well as to our own Board of Directors, and have a strong track record demonstrating accountability both for program outcomes and effective stewardship of financial resources.

The Inn utilizes a case management software, Social Solutions Apricot, for reporting data on program metrics. In addition, the Homeless Management Information System (HMIS) tracks the demographic, in-take and exit data. Quality control measures are in place to ensure the data is accurate. Reporting of program data is managed by the Inn's Programs and Outcome Manager under the supervision of the Operations and Program Director.

Bethlehem Inn's reporting systems have been developed to align with needs of our system partners, including our CoC

(NeighborImpact), Deschutes County, City of Bend and other regional jurisdictions. Tracking data is managed through HMIS and quarterly reports.

**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.**

Bethlehem Inn actively collaborates with a network of agencies focused on serving individuals from protected classes under the Fair Housing Act, including Housing Works and community-based organizations specializing in disability rights and senior advocacy. This ongoing partnership is rooted in our shared commitment to ensuring equitable access to housing for all residents, with a particular focus on addressing potential discrimination based on race, disability, familial status, and other protected characteristics.

Key collaborative initiatives in the past year:

We conducted information sessions with staff to raise awareness and educate them on Fair Housing rights.

A referral process allows us to connect individuals facing potential housing discrimination with appropriate legal and advocacy services provided by our partner agencies.

We collaborate on data collection and analysis to identify housing disparities and trends across different protected classes.

## D. Work Program

Completed by [kim@bethleheminn.org](mailto:kim@bethleheminn.org) on 10/24/2024 12:06 PM

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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:**

07/01/2025

**D.2. Anticipated Completion Date:**

06/30/2026

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

Task	Start Date	End Date
Assign roles/responsibilities to designated Program Manager	06/02/2025	06/27/2025
Roles/responsibilities begin	07/01/2025	M/d/yyyy

**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

Completed by kim@bethleheminn.org on 10/25/2024 11:04 AM

Case Id: 30298

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Address: P.O. Box 8540, Bend, OR 97708

### E. Project Benefit

Please provide a brief description of the following:

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

1,100

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

< 30% AMI	31 - 50 % AMI	51 - 80 % AMI	> 81% AMI
1100	\$0.00		

#### 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).

Bethlehem Inn serves the Tri-County region of Central Oregon. The 2024 Point In Time Count conducted in January reflects the following overview:

- 9% increase in homelessness over last year
- 1,799 people experienced literal homelessness in Central Oregon on January 23, 2024
- 69% of people counted were unsheltered
- 66% of those counted have lived in Central Oregon for more than 5 years
- 68% of those counted have been homeless for more than 12 months
- 10% of chronically homeless were age 65 or older
- 35% of chronically homeless were age 55 or older
- 18% of those surveyed were under the age of 25 (21% last year)

More specifically, the Inn provides support for highly vulnerable populations including Veterans, people with disabilities, families, communities of color, people with serious mental illness, and people experiencing chronic homelessness.

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

Bethlehem Inn's thorough intake process ensures that qualified, low-income adults including those with significant barriers to housing are given access to services.

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

Bethlehem Inn implements an outcomes-based tracking system through Social Solutions. The organization completes an assessment on program participants in areas of shelter, healthcare, well-being, disabilities, education, employment, along with required demographics. Goals are created with program participants and action plans to help guide them to available resources within the CoC and community at large. Tracking is done to measure progress during a stay and at the time of exit to determine what goals and have been achieved and determine measurable outcomes.

Additionally, residents are carefully tracked by case management through the state's HMIS (Homeless Management Information System) database. Through these two tracking tools, effective case management and day-to-day accountability, the Inn promotes the forward movement of families and single adults. The goal is to assist residents' transition to permanent housing, while ensuring the Inn's resources go solely to people in crisis.

Bethlehem Inn works closely with over 70 community partners, like NeighborImpact, St. Charles, FAN, Mosaic Medical. Through referrals and networking with these partners, staff ensure that participants are referred to housing opportunities for which they can qualify. Case Managers work one-on-one with each participant to navigate and assist in identifying, accessing appropriate resources in order to establish goals and action plans. With BI's extensive network of partner agencies, we continually collaborate to help program participants connect to available resources.

## F. Financial Information

Completed by kim@bethleheminn.org on 10/24/2024 12:13 PM

Case Id: 30298

Name: Bethlehem Inn - 2025

Address: P.O. Box 8540, Bend, OR 97708

### 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**

2025-2026 Beth Inn Project Budget Projection.docx.pdf

**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.**

Expenditure assumptions for the preliminary project costs for FY 25/26 were based on the Inn's historical knowledge of institutional expenditures for services directly related to the operation of the facility, which includes staffing directly related to case management services for Inn residents. Projected facility costs and personnel expenditures reflect an estimated 3% cost increase over the FY 24/25 expenses.

Income assumptions are based on revenue trends experienced by the Inn over the last 10 years. These trends reflect increasing financial support from a broad range of funders including foundations, private donors, public funders, etc. Additionally, the Inn is aware of the current economic climate; therefore, it's factored into conservative revenue projections going forward.

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

The Inn plans to fund this project after the first year utilizing revenue from private foundations and individual/business donors. Based on the Bend community's ongoing and increasing level of support for our program, we are projecting an ability to continue funding this position.

**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.**

If CDBG funding is not approved or does not receive the requested level of financial support, the Inn may need to modify the level of support dedicated to this project.

**F.5 CDBG Funds Requested:**

\$82,400.00

**F.6 CICT Funds Requested:**

\$0.00

**F.7. Leveraged Funds:**

Printed By: Mellissa Kamanya on 12/23/2024

15 of 23

\$82,400.00

## G. Budget

Completed by kim@bethleheminn.org on 10/24/2024 12:25 PM

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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
\$0.00	1-FTE Case Mgr.	\$82,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$82,400.00
\$0.00	2-FTE Program Managers	\$0.00	\$0.00	\$0.00	\$0.00	\$163,000.00	\$163,000.00
\$0.00	9 - FTE Case Managers	\$0.00	\$0.00	\$0.00	\$0.00	\$598,000.00	\$598,000.00
\$0.00	1 - .10 FTE Operations Program Manager	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00
\$0.00	1 .75 FTE Progam and Outcomes Manager	\$0.00	\$0.00	\$0.00	\$0.00	\$65,000.00	\$65,000.00
\$0.00	1 - .10 Executive Director	\$0.00	\$0.00	\$0.00	\$0.00	\$12,400.00	\$12,400.00
\$0.00	Facilities	\$0.00	\$0.00	\$0.00	\$0.00	\$140,000.00	\$140,000.00
\$0.00	Program	\$0.00	\$0.00	\$0.00	\$0.00	\$27,000.00	\$27,000.00
\$0.00	Administrative	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00	\$15,000.00
<b>TOTAL</b>		\$82,400.00	\$0.00	\$0.00	\$0.00	\$1,030,400.00	\$1,112,800.00

#### 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
Foundations/Non-Profits	Unrestricted/Program Support	\$175,000.00	Applied For
Individual/Business	Unrestricted/Program Support	\$855,400.00	Applied For
<b>TOTAL</b>		\$1,030,400.00	

#### G.4. Funding Documentation

Printed By: Mellissa Kamanya on 12/23/2024

17 of 23

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

*\*\*No files uploaded*

## H. Project Feasibility and Readiness

Case Id: 30298  
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### **H. Project Feasibility and Readiness**

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.**

The Inn's Board of Directors and leadership team is currently following the 2020-2030 Strategic Plan. This document coupled with annual Community Awareness and Fund Development Plans leads the Inn into the upcoming years of planning with a goal of successfully increasing both community awareness of our program and revenue through individual contributions, businesses and foundations to sustain operations. The Inn's greatest area of growth stems from individual donors and service partner agreements. Bethlehem Inn exhibits a number of strengths that help the agency grow and gain community support: Effective partnerships and collaborations, a positive relationship with Deschutes County, and community good will are fundamental components of Bethlehem Inn's reputation in Central Oregon. Using effective media relations, Bethlehem Inn continually raises awareness of the shelter's impact on the community.

Community support is also demonstrated by the incredible army of volunteers, who provide ongoing operational service at the shelter every day. Thousands of volunteers provide an estimated 10,600 hours each year to keep the shelter's meal program running. The Inn's Volunteer Program was temporarily suspended in spring of 2020 due to COVID- 19, but has made a full recovery. Private donors provide over 50% of the annual revenue budget to keep the shelter operating and providing robust shelter services. Central Oregon is a caring and generous community that has stepped up to help Bethlehem Inn.

Bethlehem Inn continues to build upon its strong community partnerships with City of Bend, Deschutes County, NeighborImpact, service partners, and program fees for service i.e. Deschutes County Parole and Probation.

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

The Inn has a strong relationship and Good Neighbor Policy with our surrounding neighbors including Bend International School and KTVZ.

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The organization has thrived in its current location with strong support from the community, including its immediate neighbors and key public agencies. Effective partnerships and collaborations, a positive relationship with the City of Bend, Deschutes County, St. Charles and community good will are all foundational components of Bethlehem Inn's reputation in the region.

Community support is also strongly demonstrated by the incredible army of volunteers who provide ongoing operational service at the shelter every day.

**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?**

As a result of extensive due diligence and over 20 years of providing emergency shelter services in Central Oregon, Bethlehem Inn has established readiness and the capacity for this project based on: 1) Financial Stability; 2) Professional Expertise; 3) Capacity to Raise Needed Funds. At the heart Bethlehem Inn's ability to succeed is the Board of Directors and executive leadership's commitment to continue fulfilling the Inn's mission for years to come.

Bethlehem Inn has a strong history of collaboration with a large network of partner organizations to help our residents connect to an array of needed services is testimony to the readiness . NeighborImpact provides access to transitional housing resources. We also partner with the Central Oregon

IntergovernmentalCouncil(COIC) on transportation needs and access to employment. We engage Family Access Network to support children in school. We bring in health partners to address physical and mental health underlying issues. For our Veterans, we are able to coordinate with the VA and other specific services. As we work with residents who need culturally specific supports ,we are able to find that support through the Homeless Leadership Coalition, Latino Community Association and other partnerships.

The Inn's staff has grown significantly over the past 5 years and has the capacity to hire and train new case management staff to assist in the delivery of essential services for residents.

**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.**

The Inn has received City of Bend CDBG funding support for many years, so we are very familiar with meeting the Program Rules and Requirements. We have successfully adhered to the listed guidelines and have no concerns with meeting them in the future.

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

Yes

## I. Required Documents

Completed by [kim@bethleheminn.org](mailto:kim@bethleheminn.org) on 10/24/2024 11:29 AM

Case Id: 30298

Name: Bethlehem Inn - 2025

Address: P.O. Box 8540, Bend, OR 97708

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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**

504 Self-Certification-CDBG Beth Inn Oct 2024.docx

**Equity and Inclusion Policy**

Bethlehem Inn DEI Policy.pdf

**Map of Project Location**

Beth Inn map.pdf

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

501c3 Bethlehem Inn.pdf

**State of Oregon Business Registry Printout**

Beth Inn Business Registry.pdf

**Unique Entity Identifier (UEI) Number**

Beth Inn UEI Registration.png

## Submit

Completed by [kim@bethleheminn.org](mailto:kim@bethleheminn.org) on 10/25/2024 12:31 PM

Case Id: 30298

Name: Bethlehem Inn - 2025

Address: P.O. Box 8540, Bend, OR 97708

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## 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

Kim Fischbach

*Electronically signed by [kim@bethleheminn.org](mailto:kim@bethleheminn.org) on 10/24/2024 12:28 PM*

City of Bend

**BUDGET FORM**



**CITY OF BEND**

**PROJECT BUDGET PROJECTION: BETHLEHEM INN: BUILDING FUTURES TOGETHER (FY 25/26)**

Project Activities	CDBG Funds Requested	Other Public Funds*	Private Funds**	Project Total
1-FTE Case Manager	\$82,400			\$82,400
2 – FTE Program Managers		163,000	163,000	
8 - FTE Case Managers		598,000	598,000	
1 - .10 FTE Operations/Program Director		10,000	10,000	
1 - .75 FTE Program and Outcomes Mgr		65,000	65,000	
1 - .10 Executive Director		12,400	12,400	
Facilities		140,000	140,000	
Program		27,000	27,000	
Administrative		15,000	15,000	
<b>TOTAL</b>	<b>\$82,400</b>		<b>\$1,030,400</b>	<b>\$1,112,800</b>

**\*OTHER PUBLIC FUNDS:**

Source	Amount of Funding			Use of Funds
	Secured	Committed	Applied For	
<b>TOTAL</b>				

**\*\*PRIVATE FUNDS:**

Source	Amount of Funding			Use of Funds
	Secured	Committed	Applied For	
Foundations/Non-Profits			\$175,000	Unrestricted: Program Support
Individual/Business Donors			\$855,400	Unrestricted: Program Support
<b>TOTAL</b>			<b>\$1,030,400</b>	