

## Program Overview

Completed by painterbusiness@gmail.com on 10/3/2024 8:25 AM

Case Id: 30295

Name: Bend Church - 2025

Address: 680 NW Bond Street, Bend, OR 97703

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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

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- 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 [communications@bendumc.org](mailto:communications@bendumc.org) on 10/22/2024 1:34 PM

Case Id: 30295

Name: Bend Church - 2025

Address: 680 NW Bond Street, Bend, OR 97703

### A. Applicant Information

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Please provide the following information.

#### ORGANIZATION INFORMATION

##### A.1. Organization Name

Bend United Methodist Church

##### A.2. Organization Address

680 NW Bond Street Bend, OR 97703

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

Jennifer Stuart

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

[leadpastor@bendchuchumc.org](mailto:leadpastor@bendchuchumc.org)

#### PROJECT INFORMATION

##### A.5. Project Name

Open Door Ministries

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

680 NW Bond Street Bend, OR 97703

#### CONTACT PERSON INFORMATION

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

Patricia Luce

##### A.8. Contact Title

Open Door Coordinator

##### A.9. Contact Address

680 NW Bond Street Bend, OR 97703

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

(541) 382-1672

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

[prlcheech@gmail.com](mailto:prlcheech@gmail.com)

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

Kristin Gonzalez

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

[gonz5bend@gmail.com](mailto:gonz5bend@gmail.com)

## B. Organization Information

Completed by [communications@bendumc.org](mailto:communications@bendumc.org) on 10/23/2024 2:52 PM

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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:

Bend United Methodist Church was established in 1906. A century later, in 2006, our congregation re-affirmed a commitment to social justice in our mission statement: "Open Doors, Open Hearts, Open Minds." For decades, we have used our Compassionate Care funds (contributions) to assist those in need, including food, gas, propane, and housing assistance (utilities, rent, etc.). In 2015, we started Back Door Café, a small breakfast program to feed the hungry. This program grew to include showers, clothing, food baskets, haircuts, and a mail room. The COVID pandemic forced us to scale back some of these services.

Post-COVID, we continue to serve a growing number of clients, particularly, individuals with substance-abuse problems, those with mental illnesses, and those who are either homeless or in danger of becoming homeless. Currently, we provide mail service to approximately 300 people who have no other address, enabling clients to apply for driver's licenses or ID cards, receive disability checks, and apply for employment. We provide immediate on-site help in the form of snack foods and fruits, some basic canned or boxed foods, bottled water, personal hygiene products, blankets and sleeping bags, and free clothing. Finally, we provide assistance with cell phone minutes, gas, propane, utilities, rent and other needs to help those without housing and those in danger of losing employment or housing.

Our commitment to helping the unsheltered is evident in our participation in Central Oregon Villages, where our pastor is a board member. Our church was a founding member of this project which currently houses 22 people on the property leased from Desert Streams Church (<https://covillages.org/about/>). In addition, our congregation purchased two pallet homes placed on our church property in downtown Bend. These are occupied by two formerly unsheltered individuals. These shelters are a first step toward permanent housing.

#### 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.

Our 2024 Church Budget is about \$555,000. The church building on Bond Street in downtown Bend has no mortgage or lien and we are financially sound. Our income is primarily from church pledges although other income is generated by organizations that use our facility (e.g., a Montessori school operates on our premises, as do a Boys & Girls Club Kindergarten and ReVillage, an affordable childcare facility). As evidenced by our long history in Bend, we are responsible stewards of the funds we administer.

As a United Methodist Church, we follow the financial policies as set forth in The Book of Discipline. (<https://www.umc.org/en/content/book-of-discipline-2584-committee-on-finance>). These policies include, among other requirements, documented internal controls of the church and an annual audit of the financial statements of

the local church and all its organizations and accounts. The financial records of the church are available for inspection.

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

Name	Job Title	Qualifications	FTE Hours
Pat Luce	Volunteer Co-Coordinator	Experience in volunteer coordination, office management	0.1
Leslie Hopper	Volunteer Co-Coordinator	Experience in volunteer coordination, office management	0.1
Thomas Larson	Retired	Former lead pastor, staff management, budgeting	0.1
Tyler Macdonald	Church Bookkeeper	Bookkeeping	0.05
			0

## C. Project Description

Completed by [communications@bendumc.org](mailto:communications@bendumc.org) on 10/22/2024 1:35 PM

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## C. Project Description

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Please provide a brief description of the following:

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

\$10,000.00

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

300

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

With the requested funding we would expand our assistance by approximately \$50 per person. The grant funding would increase our ability to provide food and water, warm clothing, and shelter items such as blankets and sleeping bags.

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

The City has made it a high priority to support entities that providing public services such as food pantries. Providing services to those in need is precisely who we are. Weekly, Bend Church provides mail services to about 300 individuals who have no other address. These and other low and no-income people request help for other items: in the summer: water; in the winter: warm clothing, sleeping bags; and year-round: hygiene items (razors, deodorant, toothpaste, etc.). As our volunteers interact with these individuals, we learn of unmet needs that are impeding their road to shelter, employment and health. Many of our clients have substance abuse or mental health problems, and most are unsheltered with no address where they can receive mail.

In addition to helping meet these basic needs, we assist in removing barriers to obtaining or keeping employment and housing. Cellphone minutes assist our clients with contacting employers or medical providers. Some lack money to pay for a tank of gas to get to work, to repair a flat tire on a vehicle, or items necessary for personal grooming. {Note: no grant funds are used for car-related services.] There are also barriers to maintaining health: lack of access to food, water, and protection against the elements. Finally, there are those who are sheltered, but sheltered very precariously. They may be behind on paying for utilities, lacking funds for the deposit on a rental, or have an unexpected expense that throws a monkey wrench in their budget.

Many of these needs are such that individuals may not have the wherewithal or willingness to seek out governmental services, or they may not qualify for specific services, or their needs may be so overwhelming (or conversely, minor) that they have no confidence in the ability of other service-providers to help them. But, having established a rapport with Bend Church, they come to us. Thus, we are an in-between, fill-the-gaps service.

**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.**

Identified need and project background: Our project addresses an identified need: services to homeless and special

needs populations with the most urgent needs, particularly individuals with substance abuse problems, individuals with severe, persistent mental illnesses, and homeless families (Public Service Goal 3). This is a population that we are already serving, but we could do more. We want to expand the quantity and type of services offered by Bend Church, in one form or another, for over 100 years. We have a track record of providing services. It is the heart of what we do.

To meet these needs, the church relies on our church budget allocation to this mission, as well as to donations directly to Open Door Ministries. However, the expanding number of people in need have outpaced our donations. We have the volunteer base to continue staffing the hours that our ministry is open to those in need, but we do not have the funds to purchase items to meet the increased needs.

**Project objectives:** Our aim is to reduce barriers for the unsheltered on their path to regaining housing, and to assist those in danger of becoming unsheltered. To that end, we are low barrier providers. Our objectives are to expand our current program assistance with warm clothing, tents, sleeping bags, water, and packaged foods.

**Services to be provided:** With the funds from this project, we could expand our assistance to the number of people served. In addition, we could include items that are relatively low-cost, but beyond the reach of some seeking better living conditions. As stated above, we will use the block grant funds to provide:

- Meet immediate needs for winter such as warm clothing (hats, gloves, jackets) and winter shelter (sleeping bags, tents, blankets)
- Meet immediate needs in hot weather for water
- Meet immediate needs for food with prepackaged items

**Population to be served:** We believe our project aligns with the national goal (Goal #2, CBCP) of being of benefit to low-and-moderate income persons. It will benefit homeless persons, including those struggling with severe mental illness and substance abuse. Our screening process will ensure that the majority of those served are low or moderate income. We expect this to be close to 100% of our clients.

**How the funds will be used:**

Church volunteers will use the funds to purchase the items listed above at the lowest cost possible. The items will be distributed to those who come to Bend Church seeking assistance. The Church does not give cash to individuals. We will spend no money on publicity or staff.

Please note that our only aim is to serve our clients by meeting their physical needs. We do no proselytize.

**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.**

Our mail service is meeting a need that (to our knowledge) is otherwise not being met for unsheltered individuals in downtown Bend. The service draws in people who might otherwise not contact service providers. The increased demand we see at our current Open Door program is evidence that the needs we plan to address are not already being met. With our current funds, we are unable to meet the expanded needs for snack foods, water, and clothing.

We are gratified that other churches and organizations also have programs to help those in need, including Bethlehem Inn, the Salvation Army, Nativity Lutheran Church, the Giving Plate, THRIVE, and more. We fill a gap – the need for immediate help in downtown Bend. In most cases, our clients do not need to wait for approvals, submit to background checks, or be inundated with paperwork. Often, we provide needed items on the spot.

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

This project will help to alleviate stresses and pressures that unsheltered and low-moderate income people experience daily. As a result, it can potentially reduce the demand for those necessary public services on city, county, state, federal and private facilities. By addressing these needs, we intend that persons who are housed can avoid becoming homeless and those who are experiencing homelessness can be assisted toward becoming housed.

It is self-evident that energy consumed in a daily fight to stay cool in summer, warm in winter, to be fed and clothed, and to maintain contact with healthcare providers via a mailing address can sap an individual's power to cope. In addition, many of our clients have substance abuse or mental health issues, and the stress of living unsheltered or poorly sheltered, hungry, and thirsty, is not conducive to their recovery. We help them with the first step toward wholeness.

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

We will determine the project benefit by tracking assistance recipients and their outcomes. In many cases, the financial assistance received will resolve the problem or need, and that resolution will determine the project benefit on the spot. In other cases, we will work with agencies and organizations within the community to track over a longer period whether the need or problem is resolved, and if so, we will document it in our records. At this juncture our sources used are those we have developed internally but we will work with city staff in establishing benchmarks to use any sources they recommend.

Each quarter we will report and evaluate the extent to which we are serving clients as follows:

- Number of clients served each week with food and/or other supplies
- Number reporting they are homeless

In addition, we will keep contemporaneous notes about unresolved needs, as well as any issues that come up.

**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.**

Bend Church is a founding member of Central Oregon Villages. Our pastor is on the board of directors and our church has provided support for this organization since the idea was first hatched. The recent open house at Oasis Village is a broadly recognized outcome of this collaboration – a visible, measurable outcome of our work.

Over the years our members and our leadership have collaborated with other agencies and churches as well. For example, we supported Family Kitchen at our neighbor church, Trinity Episcopal, which has been providing meals for 35 years on a no-questions-asked basis.

Our expected outcomes are as listed above: meeting immediate needs for small items to overcome barriers to a healthier and more productive existence for those in need.

## D. Work Program

Completed by [communications@bendumc.org](mailto:communications@bendumc.org) on 10/22/2024 1:36 PM

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**Name:** Bend Church - 2025

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### D. 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.

**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
Coordinate volunteers to staff the ministry	7/1/2025	6/30/2026
Distribute items purchased: water, food, shelter items	7/1/2025	6/30/2026
Record-keeping	7/1/2025	6/30/2026
	M/d/yyyy	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

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### 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.

300

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

< 30% AMI	31 - 50 % AMI	51 - 80 % AMI	> 81% AMI
200		\$100.00	

#### 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).

While not in a blighted area, the population that will be served is currently living unsheltered and is part of the population pitching tents on city property or living in broken-down vehicles in and around downtown Bend. Recently, Bend Church has engaged security services, costing approximately \$4500 per year, to monitor church grounds and address the problem of unsheltered individuals camping on church property. This expense has been necessary to keep good relationships with our residential and business neighbors in downtown Bend. We believe our project prevents blight.

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

Our judgment is that persons who are sheltered (moderate-income) receive mail at their residence. Those who use our mail room constitute the substantial majority of those assisted. We do not turn anyone away. It is unlikely that moderate income individuals would seek the items we distribute.

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

For each individual receiving mail at Bend Church, we keep an information sheet. When a client fails to pick up mail for four consecutive months, their mail is returned to sender. The information sheet is retained at the church. This same information sheet can be used to record the distribution of food, clothing, or other assistance.

## F. Financial Information

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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**

2025 Bend Church CBG Budget.xlsx

**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.**

The costs could be expanded, but we have estimated needs for 2025-2026 based on the numbers we currently serve through our current program, estimated growth over the next two years, and the capacity of our volunteers to serve. Our estimates of our in-kind contributions are based on current expenditures, the value of volunteer hours, and (in the case of our bookkeeper and site security) hourly wages.

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

Bend Church is committed to serving the people who come to us for assistance – those with LMI, substance abuse, mental health disorders, or other needs. We will continue to budget money for these purposes and to make special appeals to the congregation to meet these needs. We will serve them at whatever level we can. One hope would be the possibility of out-year funding beyond these CDBG funds. If so, we would expect that we would continue with the program to use CDBG funds. If not, we will seek donations from our congregation, pursue grants within the national United Methodist Church organization and grant funding from other sources that may come available.

**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.**

We already have experience in implementing and managing activities described in the proposed Project. These personnel are already trained and are administratively capable of completing the project. It is not a matter of newness; it is solely a matter of expanded scale from what we are already doing. As demonstrated by our 106-year history in Bend, and our formal programs in place since before COVID, we are a church committed to our Open Doors, Open Hearts, Open Minds ministry. Without these funds, or with a lesser amount, we will continue our activities, but will be unable to expand to the project activities listed above.

**F.5 CDBG Funds Requested:**

\$10,000.00

**F.6 CICT Funds Requested:**

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\$0.00

**F.7. Leveraged Funds:**

\$48,600.00

## G. Budget

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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	Provide food and water	\$4,000.00	\$0.00	\$0.00	\$0.00	\$1,800.00	\$5,800.00
\$0.00	Provide warm clothing	\$2,500.00	\$0.00	\$0.00	\$0.00	\$500.00	\$3,000.00
\$0.00	Provide shelter items	\$2,500.00	\$0.00	\$0.00	\$0.00	\$500.00	\$3,000.00
\$0.00	Provide pre-paid cellphone minutes	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00	\$1,200.00
\$0.00	Gasolone/car maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00
\$0.00	Propane	\$1,000.00	\$0.00	\$0.00	\$0.00	\$500.00	\$1,500.00
\$0.00	Housing assistance	\$0.00	\$0.00	\$0.00	\$0.00	\$5,200.00	\$4,800.00
\$0.00	Site security	\$0.00	\$0.00	\$0.00	\$0.00	\$4,800.00	\$0.00
<b>TOTAL</b>		\$10,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	\$19,800.00

#### 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
Bend Church	Provide food and water	\$1,800.00	Committed
Bend Church	Provide warm clothing	\$500.00	Committed
Bend Church	Provide shelter items	\$500.00	Committed
Bend Church	Provide pre-paid cellphone minutes	\$1,200.00	Committed
Bend Church	Gasoline/propane assistance	\$1,000.00	Committed
Bend Church	Housing assistance	\$5,200.00	Committed
Bend Church	Site security	\$4,800.00	Committed
<b>TOTAL</b>		\$15,000.00	

#### G.4. Funding Documentation

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

Financial support.docx

## H. Project Feasibility and Readiness

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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.**

We already have experience in implementing and managing activities proposed in this project. These personnel are already trained and are administratively capable of completing the project. It is not a matter of newness; it is solely a matter of expanded scale from what we are already doing.

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

We have good relationships with the neighbors around our church property, as we have been attentive to their concerns about our work. We also have support from other organizations with whom we have worked. Attached please find a letter of support from Donna Burklo at Central Oregon Villages.

**Letters of Support**

LOR Bend Church Outreach 2024.pdf

**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?**

We have no need to hire staff. We are ready to proceed with the Project. The key personnel are already on staff and already trained. To implement the project our staff will need to be trained on HMIS so that at the outset we are ready to go.

**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.**

We have reviewed these requirements and are familiar with them. We will work with city staff to ensure compliance.

**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 [communications@bendumc.org](mailto:communications@bendumc.org) on 10/23/2024 1:31 PM

Case Id: 30295

Name: Bend Church - 2025

Address: 680 NW Bond Street, Bend, OR 97703

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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-PubServ23(2).docx.pdf

**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

Completed by [communications@bendumc.org](mailto:communications@bendumc.org) on 10/28/2024  
11:17 AM

Case Id: 30295

Name: Bend Church - 2025

Address: 680 NW Bond Street, Bend, OR 97703

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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

Jennifer Stuart

*Electronically signed by [communications@bendumc.org](mailto:communications@bendumc.org) on 10/28/2024 11:17 AM*

Activity	CBBG funds requested	CET Funds requested	Other public funds	Private funds	Activity total
Food and water	\$ 4,000	\$ -	\$ -	\$ 1,800	\$ 5,800
Warm clothing	\$ 2,500	\$ -	\$ -	\$ 500	\$ 3,000
Shelter items	\$ 2,500	\$ -	\$ -	\$ 500	\$ 3,000
Pre-paid cell phones	\$ -			\$ 1,200	\$ 1,200
Gasoline	\$ -	\$ -	\$ -	\$ 500	\$ 500
Propane	\$ 1,000			\$ 500	\$ 1,500
Housing assistance	\$ -	\$ -	\$ -	\$ 5,200	\$ 5,200
Site security	\$ -	\$ -	\$ -	\$ 4,800	\$ 4,800
	\$ 10,000			\$ 15,000	\$ 25,000
<b>In-kind contributions</b>					
	\$ -	\$ -	\$ -		
Bookkeeper	0	0	0	\$ 1,000	\$ 1,000
Building space, utilities, insurance	0			\$ 15,600	\$ 15,600
Administrative oversight (pastor, church council president and financial officer)	0			\$ 5,000	\$ 5,000
Volunteer service providers	0			\$ 12,000	\$ 12,000
<b>TOTAL</b>	<b>\$10,000</b>	<b>0</b>	<b>0</b>	<b>\$ 48,600</b>	<b>\$ 58,600</b>

Our church provides \$12,000 each year in committed funding for our Open Door Program. In addition, we raise approximately \$2500 from

other donations and another \$2500 from donated items and cash

1 hours per week at \$20 per hour for 50 weeks

\$300 per week for 52 weeks for direct contact with clients, storage, janitorial services, utilities, telephone and insurance.

2 hours per week at \$50 per hour for 50 weeks

12 hours per week \$20 per hour for 50 weeks



**Rev. Jen Stuart**  
*Lead Pastor*

We, as Bend Church, are committed to support Open Door Ministries as described in the budget presented to the best of our ability as it is a primary focus of our mission to faithfully provide for our community.

Signed,  
Reverend Jen Stuart



October 17, 2024

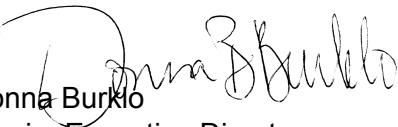
TO: City of Bend Affordable Housing Office  
710 NW Wall Street  
Bend, OR 97703

Central Oregon Villages is pleased to write in support of the grant application that the Open Door Ministry of Bend Church (HMN) is submitting for its Community Development Block Grant application.

We have continued to partner with Bend Church since our inception as a nonprofit. The Open Door program has supported our temporary outdoor shelter village on Benson Way and our Safe Parking program located at Bend Church, providing mail service for our residents and assisting with many of the other needs of our villagers, including clothing, household goods items, etc.

We believe that the Open Door program at Bend Church is well qualified to be a recipient of the public service funds and will be a good steward of these funds.

Sincerely,

  
Donna Burklo  
Interim Executive Director

680 NW Bond Street, Bend, Oregon 97703

An Oregon nonprofit & federal 501(c)(3) tax-exempt organization, EIN 87-1362046