

# Council Business Meeting

August 7, 2018

**Title:** Ashland Fire & Rescue Housing Safety Program for Seniors and Persons with Disabilities  
**From:** Michael D'Orazi Fire Chief  
michael.dorazi@ashland.or.us

## **Summary:**

The Ashland Fire & Rescue Housing Safety Program for Seniors and Persons with Disabilities (Program), in collaboration with Ashland Community Development Department, Age Friendly Innovators, and The Home Depot, will assist eligible seniors and persons with disabilities to make safety and/or modifications related to accessibility to their residence. This program aims to help these residents improve conditions which enhance safety and mobility so they can remain safely in their homes. Funding for this program in the amount of \$50,000 will be provided from available Community Development Block Grants (CDBG).

## **Actions, Options, or Potential Motions:**

1. Move to approve the Program utilizing \$50,000 in available CDBG funds.
2. Move to deny the Program.
3. Move to modify the funding amount of the Program.

## **Staff and Commission Recommendation:**

Staff recommends the approval of the Program utilizing \$50,000 of available CDBG funds.

The Housing and Human Services Commission reviewed the grant application and heard a presentation from the applicants at the regular meeting on June 28<sup>th</sup>, 2018. The Commission made a recommendation to support the CDBG proposal for the Ashland Fire and Rescue Housing Safety Program.

## **Resource Requirements:**

The Program will utilize \$50,000 of CDBG funding in fiscal year 2018/2019. Up to \$5,000 per eligible project will be provided to complete identified safety and accommodation measures. Ashland Fire and Rescue Department staff will provide project direct administration and will oversee the day to day administration of the program. Ashland Fire and Rescue will retain 10% of the total grant amount for that purpose. Community Development Department staff will oversee the program as part of general CDBG program administration.

## **Policies, Plans and Goals Supported:**

5. *Seek opportunities to enable all citizens to meet basic needs.*
6. *Develop supports to enable citizens to age in Ashland.*
23. *Develop innovative programs that protect the community.*

## **Background and Additional Information:**

This Program seeks to achieve multiple City goals; to allow seniors and persons with disabilities to remain safely in their homes, to reduce the incidents of falls and related calls for emergency services, and to ensure that seniors and persons with disabilities have properly operating safety devices in their homes.

Projects to be funded would meet the criteria established through CDBG requirements and objectives. Residents age 62 or older and/or persons with disabilities meeting established income conditions would be eligible for project funding to a maximum of \$5,000. Properties must be either owner occupied or, if a rental, have written approval of the property owner to qualify for the program.

Modifications to properties which are not on the checklist for the HUD Housing Quality Standards include; smoke alarms, carbon monoxide detectors, raised toilet seats, stand-up showers, grab bars, interior handrails, and non-slip surfaces, widening of interior or exterior doorways, wheelchair ramps, and improvement to walkways in order to accommodate accessibility.

The Program will include a site safety inspection, fire and fall safety information, detailed scope of work to be performed, cost estimates, contract procurement, construction and project management, referral to other community resources as needed, and annual follow up visits.

The Program will be managed by the Fire Department with oversight from the Community Development Department, Housing Program Specialist, and implemented through Age Friendly Innovators. It will include advertising and outreach through multiple sources, regularly scheduled meetings to ensure evaluation, progress and sustainability, and annual program closeout.

**Attachments:**

Timeline for Implementation

2018 CDBG Application

Program Informational Flyer

June 28, 2018 Housing and Human Services Commission Regular Meeting Minutes

Age Friendly Innovators Informational Flyer

## **Potential Timeline for implementation of the Ashland Fire and Rescue Housing Safety Program**

**June 28<sup>th</sup>** - Housing and Human Services Commission Presentation (Recommendation to Council). 4:30-6:30 PM, Siskiyou Room, 51 Winburn Way

**July** - Policies and Procedures and Form Development

**August 7<sup>th</sup>**- City Council Meeting Final funding approval. 7:00 PM at the Council Chambers, 1175 E. Main Street

**August** – CDBG Action Plan Amendment-Intragovernmental agreement/Contracts executed

**Aug-Sept.**- Advertising and Outreach Campaign

**Sept.-Oct.**-Projects commencing

**May 2019** –Program evaluation/outcome reporting

**June 2019** –Program Closeout.



# CITY OF ASHLAND

## CITY OF ASHLAND 2018 Program Year Community Development Block Grant (CDBG) Application

### I. APPLICANT INFORMATION

**Applicant Organization Name:** Ashland Fire and Rescue

**Executive Director's Name(s):** Michael D'Orazi, Fire Chief

*Applicant Mailing Address: 20 E. Main Street, Ashland, OR 97520*

*Applicant Street Address: 455 Siskiyou Blvd. Ashland, OR 97520*

IRS Classification: \_\_\_\_\_

Federal Tax ID#: \_\_\_\_\_

#### Mission Statement:

Ashland Fire & Rescue is dedicated to protecting lives, property, and the environment. By delivering fire suppression, emergency medical, disaster management, fire prevention and public education services by professionally trained, dedicated personnel, we strive to achieve the highest quality of public service to our customers.

Total Employees: \_\_\_\_\_ Total Volunteers: \_\_\_\_\_

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#### ASHLAND FIRE & RESCUE

455 Siskiyou Boulevard  
Ashland, OR 97520  
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**II. CONTACT PERSON** (designate a contact person who is familiar with the project)Name: Emily MatlockTitle: Administrative AnalystPhone Number: 541-482-2770

Fax Number: \_\_\_\_\_

E-mail Address: Emily.Matlock@ashland.or.us**III. PROJECT INFORMATION SUMMARY**

Project Name or Title:

Ashland Fire & Rescue Housing Safety ProgramExpected Completion Date: June 2019Requested CDBG Funds: \$ 50,000Organizational Match: \$ TBDFunds from Other Sources: \$ TBDTotal Project Cost: \$ 50,000

## Ashland Fire & Rescue Housing Safety Program 2018 CDBG Application

**2) A project summary including a brief description, project background and a list of project objectives:**

The Ashland's Fire & Rescue Housing Safety Program in partnership with Age Friendly Innovators will assist income eligible seniors and persons with disabilities in making safety modifications to ensure a home has operable fire safety alarms, and accessibility modifications to help individuals attain greater mobility and remain safely in their home. The program focuses on the person's most immediate needs as they relate to improving safety and accessibility.

According to the Centers of Disease Control and Prevention, each year in America millions of older adults fall. One in three older adults falls each year but less than half tell their doctor—even though a single fall doubles your chance of falling again. These falls are can be serious and costly; every 13 seconds an older adult is treated in an emergency room for a fall, every 20 minutes an older adult dies from a fall. Falls are the leading cause of fatal injury and the most common cause of nonfatal trauma-related hospital admissions among older adults. A large percentage of calls received by Ashland Fire and Rescue are due to falls by older and disabled residents. Many of the callers are repeat callers who have unaddressed ADA or home modification needs.

Age-Friendly Innovators is a not-for-profit organization. Its purpose is to catalyze thinking about age-friendly living and pose creative solutions that enable older adults to live healthy and independent lives and to remain in their homes for as long as possible. Age Friendly Innovators in partnership with Ashland Fire & Rescue is proposing the Housing Safety program to achieve multiple City and community goals; to allow seniors and peoples with disabilities to remain safely in their homes, to reduce the incidence of falls and related safety issue calls to emergency services, and last but not least, to ensure that senior and disabled households have updated and properly operating fire safety equipment in their homes. Ashland Fire & Rescue will work with Age Friendly Innovators to identify households in need, assess a household's safety and mobility needs and recommend improvement measures. Housing units will be assessed for safety and mobility features that are not subject to the HUD Housing Quality Standards checklist, including smoke alarms and carbon monoxide detectors, raised toilet seats, stand-up showers, bathroom grab bars, interior handrails (replacement if unstable, or install as needed), the widening of interior and exterior doorways to accommodate accessibility, wheel chair ramps or accessibility improvements to walkways.

The Program will provide up to \$5,000 per household to complete identified safety and accommodation measures. The program will also provide fire and fall safety



information, property inspection, detailed scope of work, fire and fall safety devices/modifications, cost estimating and contractor procurement, construction and project management, referral to other community resources as needed, annual follow up visits to replace smoke and carbon monoxide detectors. Batteries may be provided upon request and as funding allows.

Ashland Fire & Rescue in collaboration with Age Friendly Innovators sees this proposed project as a unique pilot project opportunity, to promote public, private, and non-profit partnerships to help senior and disabled households remain safely in their homes. The Housing Safety Program expects to reduce the incidence of falls among the target population, which can lead to expensive and often preventable medical costs, and reduce the incidence of calls to emergency services.

Ashland Fire & Rescue has secured a materials commitment from Home Depot to provide materials to help leverage funding and reduce project costs. The leveraged amount of the materials will depend on the number and types of modifications that are needed and will be estimated and reported upon completion of the program.

*Property and Project Information relating to acquisition, rehabilitation, site clearance, and development (section not applicable for social service applications involving direct services to qualified low- or extremely low- income persons)*

*Provide a map showing the project's location. If the project will serve a specific area, proposed project boundaries should be shown.*

*Describe details regarding any property proposed for acquisition, indicating the following:*

- a) Property location relative to jobs, schools, transportation, shopping and services*
- b) Total floor area of buildings, and size of land site*
- c) Types of residential units, number of each type unit, and total number of bedrooms*
- d) Number of extremely-low, low-, and moderate-income units proposed*
- e) Number of units accessible to the disabled*
- f) Square footage of units and description of amenities such as private balconies or storage areas*
- g) Square footage of common areas such as community or laundry rooms*
- h) Square footage of commercial space, if any*
- i) Year property was built. If pre-1978, will it be occupied by children under the age of six?*

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- j) *Describe condition of any existing housing proposed for acquisition and any alterations planned. Briefly discuss the total cost of the proposal relative to new construction.*
- k) *If the project involves rehabilitation attach a description of the work to be completed.*
- l) *Describe the target population. Include the suitability of the property for the target population, the tenant selection process, brief description of any residential services and the resources identified to fund the services.*
- m) *Indicate how many years the property will remain affordable and the mechanism that will be used to ensure the affordability period.*

**4) Briefly describe the services to be provided, if any, and describe the eligible target population receiving direct benefit from these services (low-income, homeless, special needs).**

Age Friendly Innovators staff will meet with residents who are referred by the Ashland Fire & Rescue to inform them about the Housing Safety program, to complete an assessment of the home, and to identify modification recommendations. Housing units will be assessed for safety and mobility features including smoke alarms and carbon monoxide detectors, raised toilet seats, stand-up showers, bathroom grab bars, interior handrails, the widening of interior and exterior doorways to accommodate accessibility, wheel chair ramps or accessibility improvements to walkways. Income eligibility will be determined and the process for completing repairs will be detailed. Repairs will be completed and Ashland Fire and Rescue staff will request payments and provide follow-up at regular intervals with residents.

The target population will be seniors, age 62 years old and older, and peoples with disability. Participants will be screened for income eligibility using the HUD part 5 income review method. Participants must earn less than 80% of the Area Median Income as defined by HUD, or meet the HUD definition for a presumed benefit population.

**5) A work program and time line including a complete list of tasks with estimated start and completion of each task**

Timeline for implementation of the Ashland Fire and Rescue Housing Safety Program:

- June 28<sup>th</sup> - Housing and Human Services Commission Presentation
- July 2018 - Policies and Procedures and Form Development
- August 7<sup>th</sup> - City Council Meeting Final funding approval.
- Aug. 2018 - CDBG Action Plan Amendment  
Intragovernmental agreement/Contracts





	executed
<u>Aug-Sept.</u>	- Advertising and Outreach Campaign
<u>Sept.-Oct.</u>	- Projects commencing
<u>May 2019</u>	- Program evaluation/outcome reporting
<u>June 2019</u>	- Program Closeout.

- 6) **Financial Information: A budget describing total cost, cost per task, existing (secured) project funds and unfunded costs. Identify any and all source(s) of funding. This would include other Federal and State grants and loans, monetary donations, in-kind contributions, volunteer labor, donation of materials and supplies, etc.**

Ashland Fire & Rescue has received a commitment from Home Depot to provide materials for projects on an as needed basis. The in-kind costs of the materials is impossible to estimate up front, amounts will be identified as leverage upon program completion. Ashland Fire & Rescue is requesting \$50,000 in CDBG funding for the Housing Safety Program. 10% or \$5,000 will be utilized for administrative costs to the program, including the services provided by Age Friendly Innovators. Age Friendly Innovators have been completing projects which are similar in scope and nature throughout Jackson County, and estimates an average job cost of \$375 plus per household. The Housing Safety Program is allowing a maximum of \$5,000 in maximum costs per household, with the expectation that some households may need greater than average modifications.

*Provide a detailed financial description of the proposed project, including Rent Schedule, Sources/Uses of Funding and Operating Budget Income/Expense, and utility allowances*

- a) *Describe the assumptions used to determine the total project cost. Indicate the sources consulted and how costs were determined.*
- b) *Was consideration given to remaining economic life of the property and potential cost increases such as unanticipated repair or relocation costs? Maintenance costs? Operating costs? (Not applicable for social service applications involving direct services to qualified low- or extremely low- income persons)*
- c) *Describe the financial assumptions used to develop the operating budget. Include projected rent increases, other sources of income for operation and maintenance expenses, and inflationary factors. For social service award requests please include financial assumptions relating to increases in wages, materials and overhead, or other costs associated with the proposed activity.*
- d) *Discuss non-typical expenses or those outside industry standards.*
- e) *Attach letters of funding commitment from other sources, if available.*
- f) *Will a property tax exemption be requested for the project? If so, what is the estimated dollar value of the tax exemption over the twenty-year period? Please briefly detail the calculation method used to estimate the value and the process your organization would*

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*undertake to obtain the exemptions or appraised value adjustment. (Not applicable for social service applications involving direct services to qualified low- or extremely low-income persons)*

**7) Eligibility for Federal Funding: Will any of the following activities be part of the proposed project?**

- Property Acquisition
- New Construction (non-residential)
- Removal of Architectural Barriers
- Rehabilitation Costs
- Development Costs
- Client Services
- Specification Preparation (Construction/Rehab)
- Relocation Benefits (if required)
- Appraisal (for acquisitions)

**a) Is the proposed project within the Ashland City limits? If not, explain.**

Yes

**b) Specify the proposed tenant or client income level; state in terms of percentage below area median for the Medford-Ashland standard metropolitan statistical area (MSA). The current income guidelines are included on page 10 above.**

80% of Area Median Income for the Medford-Ashland MSA

**c) Describe any financial or legal commitments made to the project.**

N/A

**Housing Development, Land Acquisition, or Rehabilitation Specific Information**

d) Will permanent housing units be converted or demolished? If so, how many?

e) Is the proposed housing site located in a 100-year flood plain?

f) Has a Level 1 environmental assessment been done for the site? If yes, attach the report.

g) Is the proposed housing site located adjacent to a major arterial road or near a railroad?

h) Is the proposed site located adjacent to an aboveground flammable storage tank?

i) Will the proposed project impact historic features? If yes, explain.

**8) Briefly describe the agency's mission and service history. The City may request copies of the agency's financial audit or review for the last two years prior to contract signing in order to determine agency's capability to successfully complete the project.**

The Mission of Ashland Fire & Rescue is: Ashland Fire & Rescue is dedicated to protecting lives, property, and the environment. By delivering fire suppression, emergency medical, disaster management, fire prevention and public education services by professionally trained, dedicated personnel, we strive to achieve the highest quality of public service to our customers.

The Mission of Age Friendly Innovators is: Age-Friendly Innovators is a not-for-profit organization launched by two Certified Aging in Place Specialists (CAPS). Its purpose is to catalyze thinking about age-friendly living and pose creative solutions that enable older adults to live healthy and independent lives.

**9) Will the project promote self-sufficiency for extremely low-, low- moderate-income families, or individuals with special needs?**

The Housing Safety Program is expected to allow seniors and peoples with disabilities to remain in their current residences and maintain independence safely and for a longer duration.

**10) Please identify how your project benefits extremely low-, low- and moderate-income individuals or individuals with special needs.**

a) *For proposed projects serving a low-income area (i.e. public facility improvements, community center or other neighborhood serving facility), provide the following data, including documentation of the sources of information for the following statistics:*

- *Number of extremely low-, low- and moderate-income individuals served in the project area on an annual basis.*
- *Total number of individuals served in project area on an annual basis.*

b) **For proposed projects serving a target population (i.e. homeless families, battered women, people with AIDS, special needs populations, etc.) provide the following data, including document sources of information for statistics.**

- *Specify the target population to be served.*
- *Number of low and moderate-income individuals in target population to be served on an annual basis. (This count cannot include repeated visits or use by the same individuals.)*
- *Total number of individuals in target population to be served on an annual basis.*

- **Percent low and moderate income.**

The program is expected to serve between 9 to 40 income qualified low to moderate income households.

**11) Briefly describe how your proposal will ensure that moderate-income individuals do not benefit to the exclusion of extremely-low or low-income individuals.**

All households will be means tested for eligibility. All households will be comprised primarily of elderly or disabled residents who tend to be low or extremely-low income. It is expected that the majority of the households will be low-income rather than moderate income.

- 12) Indicate if you expect the project to cause low and moderate-income housing to be demolished or converted to another use (see attachment “Relocation Strategy Guidance”). If so, explain.**

N/A

- 13) Project Feasibility: Please describe your readiness to proceed concerning whether land use issues have been resolved and whether your organization has the administrative capacity to complete the project proposed.**

- a) Does the applicant have the experience and capacity to complete and or manage the project proposed? Briefly describe applicant’s capacity and experience in providing, maintaining and managing housing, particularly low-income housing similar to the proposed project.**

Both Ashland Fire & Rescue and Age Friendly Innovators are ready to proceed with this program. Age Friendly Innovators is already engaged in a substantially similar activity throughout the County. Ashland Fire & Rescue staff have implemented a similar program in another community. Both entities have the familiarity, experience, and capacity to undertake this program successfully.

- b) Are the ongoing operating expense and maintenance reserve estimates reasonable?**

Yes, this project has very little administrative burden or costs, the bulk of the funding (90%) will be utilized to benefit program participants directly. The majority of the funding will be used for materials and labor for modifications.

- c) Does the applicant have a purchase option on the property, letter of support from the property owner(s), or some other assurance that the property is available for acquisition?*
- d) Does the project require temporary or permanent relocation and if so have comparable units been identified and costs of relocation been accurately determined? Provide a tenant relocation strategy, cost estimate and existing tenant survey to address federal Uniform Relocation Act requirements which may impact your project.*
- e) Describe relocation strategy for the project.*
- f) Does the project require land use approvals such as Site Review, Annexation, Zone Change, Minor Land Partition, Demolition, or Conditional Use permits?*
- g) Has a pre-application been completed with the Ashland Planning Department?*

*h) What is the condition of any improvements on the property and what is the expected life of the property?*

**i) Describe commitment of project funding from other sources**

Ashland Fire & Rescue has received a material commitment from Home Depot.

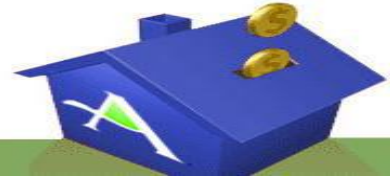
- 14) Indicate whether the project will have any negative impacts on historic or architecturally significant properties on the environment. All projects will be subjected to an Environmental Review Report and certain projects depending on scale, i.e. new construction, must undergo an Environmental Assessment.**

All projects will be subject to a site specific environmental review process.

- 15) Please attach any other statistical data, letters of support, applicable experience of the sponsor, evidence of financial support from other funding sources, or other material you believe will assist the City in its review of your proposal.**



# ASHLAND FIRE & RESCUE HOUSING SAFETY PROGRAM FOR SENIORS AND PEOPLES WITH DISABILITIES



**What is the Ashland Fire & Rescue Housing Safety Program?** The Ashland’s Fire & Rescue Housing Safety Program assists eligible seniors and persons with disabilities in making Safety/Accessibility modification to their residence to ensure a home has fire safety alarms, and helping the individual attain greater mobility and remain safely in their home. The program focuses on the person’s most immediate needs as they relate to improving safety and accessibility.

**What is the Purpose of the Program?** The Housing Safety program seeks to achieve multiple City goals; to allow seniors and peoples with disabilities to remain safely in their homes, to reduce the incidence of falls and related safety issue calls to emergency services, and last but not least, to ensure that senior and disabled households have updated and properly operating fire safety equipment in their homes.

**Who is Eligible?** Residents age 62 or older and/or persons with disabilities, and have annual household incomes of 80% of the area median income or less.

**What Properties would be Eligible?** Properties that are owner occupied and need to be modified for a person safety. Properties that need to be modified due to a person’s physical mobility impairment, or modifications requested by a physician. If the property is a rental property, would need written approval of modifications proposed by the landlord or property owner.

**What types of modifications are eligible?** Safety and mobility features that are not subject to the HUD Housing Quality Standards checklist, smoke alarms and carbon monoxide detectors, raised toilet seats, stand-up showers, bathroom grab bars, interior handrails (replacement if unstable, or install as needed), Widening of interior and exterior doorways to accommodate accessibility, wheel chair ramps or accessibility improvements to walkways.

**What incentives does the City’s Housing Safety Program offer?** Up to \$5,000 provided through the Housing Safety Program to complete identified safety and accommodation measures. The program will provide fire and fall safety information, property inspection, detailed scope of work, fire and fall safety devices and modification, cost estimating and contractor procurement, construction and project management, referral to other community resources as needed, annual follow up visits to replace smoke and carbon monoxide detector. (batteries may be provided upon request and as funding allows).

## Income Limits by Family Size: \$/year

May 2018 – May 2019 Household Size	1	2	3	4	5
80% Area Median	\$33,000	\$37,700	\$42,400	\$47,100	\$50,900



# CITY OF ASHLAND

## Ashland Housing and Human Services Commission Minutes June 28, 2018

### CALL TO ORDER

Commissioner Chair Rohde called the meeting to order at 4:30 pm in the Siskiyou Room at the Community Development and Engineering Offices located at 51 Winburn Way, Ashland OR 97520.

<b>Commissioners Present:</b>	<b>Council Liaison</b>
Tom Gunderson	Jackie Bachman
Rich Rohde	
Sue Crader	<b>SOU Liaison</b>
Erica Franks	
Heidi Parker	
Linda Reppond	<b>Staff Present:</b>
Gina DuQuenne	Linda Reid, Housing Specialist
Erin Crowley	Carolyn Schwendener

### APPROVAL OF MINUTES

Parker/Reppond m/s to approve the minutes of the May 24, 2018 regular Commission meeting. Voice Vote: All Ayes, motion passed.

### PUBLIC FORUM

No one spoke.

### CDBG PROPOSAL REVIEW AND RECOMMEDATION

Reid explained that the Ashland Fire & Rescue Housing Safety Program for Seniors and Persons with Disabilities, in collaboration with Age Friendly Innovators (AFI), Home Depot and with the Community Development Department would like to assist eligible seniors and persons with disabilities to make safety and or accessibility modifications to their residences. This program aims to help these residents improve conditions which enhance safety and mobility so they can remain safely in their homes. The group is asking for \$50,000 in CDBG money to fund this pilot program.

John Bowling, Chair of Age Friendly Innovators and Paul Westerman, Board Member of Age Friendly Innovators and Volunteer for Habitat for Humanity along with Fire Chief Michael D'Orazi were present to talk to the Commission about their program proposal.

In his previous tenure as Fire Chief, Chief D'Orazi participated in a similar program which was very successful and well received by the Community in which he lived. We often respond to victims of falls, many of those fall are senior citizens or disabled persons, stated Chief D'Orazi. These falls can be due to inaccessibility issues with their homes, i.e.; no grab bars, non-grip surfaces, bathtubs, toilets, smoke detectors, small doorways, no ramps. Helping with these things can help keep them safely in their homes and reduce the amount of emergency calls to that home. It is also a great way to reach out to these people in our community.

AFI was founded about three and half years ago by Howard and Sharon Johnson who had the passion and energy for creatively making life better for older adults, added Mr. Bowling. One of our biggest challenges in finding out who is out there and what their need is. Often it is the Fire Department who is aware of these people making them a good partner in the program. The typical cost of a call of an older person in a home is anywhere from \$32,000 to \$34,000. The typical amount of money spent on a home renovation is about \$385.00. This program would be a wonderful preventative effort.

The Commission discussed the application.

Councilor Bachman pointed out that at the Ashland Senior Center it is not unusual to have people come in and ask for help with safety issues around their house. If there is an opportunity for safety training and education for seniors

it would be very helpful.

Reid explained the process for this application. Because the City has already submitted the 2018 Action Plan to HUD and we are going back through the Public Hearing Process we will submit an amendment to HUD for them to confirm whether it meets HUD regulations, confirmed Reid.

It was brought to the attention of the Commission that several years ago the City had an application to improve homes through Habitat for Humanity to income qualified households. The program was not very successful due to a lack of applicants. The question was asked "How do we know this new program will succeed and can it be used for people in mobile homes as well?" Reid explained the difference between the programs is that Habitat was a loan program in which applicants had to pay back the money, this program is a grant and as long as the applicant qualifies there will be no pay back requirement. Reid also confirmed that the money may be used for Mobile Homes as well because it is a grant and not a loan.

It was suggested to the applicants to check with All Care. If applicants qualify they will provide grab bars and some limited home modifications. Reid will check with both All Care and Jackson Care Connect to see what services they can offer.

*Crader/Parker m/s to accept staff's recommendation. Voice Vote, all ayes, motion passed.*

This application will go before the City Council at their August 7, 2018 meeting.

The Commissioners concluded by saying this is a great program and they are very excited to see it happening.

The Commissioners asked Reid to put together a spreadsheet showing what funds are available and what funds have been appropriated for both the CDBG and the Housing Trust Fund. She will bring the spreadsheet to next month's meeting.

### **SOCIAL SERVICE GRANT PLAN UPDATE PROCESS DISCUSSION**

The Commission decided it would be helpful to hold a forum to gain feedback from former, current and potential grantees on the priorities, strategies, process and changes that they might like to see with the Social Service Grant process. The Commissioners agreed they need to hear from the entire community, not just service providers. They discussed ways to reach out beyond the internet to bring people in. It was suggested to do in person interviews at targeted places such as SOU, Senior Center and Faith Communities. A subcommittee was formed to discuss outreach ideas and survey questions targeted to both citizens and grantees. The subcommittee will be DuQuenne, Franks, Crowley and Rohde. They will give a report at next month's meeting.

An updated invitation list needs to be made and Reid will work on that. It was suggested to use the Library as the venue. The Gresham room and maybe one of the smaller rooms as well for breakout session. The first choice for dates is September 27, 2018 at 4:00 pm. Reid will check with the Library for availability.

### **LAISION REPORTS**

**Council Liaison Report** - Bachman is part of a group who is working on finding a location for a shelter. The group consists of Adam Hanks, John Wiczorek, Vanessa Hauck and Dennis Slattery. They have a list of possibilities including all City owner properties and buildings. Bachman feels very encouraged about one site in particular, a church that is for sale. Bachman explained she is a liaison to three other groups, The Culture for Peace, Forest Lands and RVTD. She reported that the Accessory Residential Unit Ordinance is moving forward.

**Staff Liaison Report** – Reid spoke with Paula Brown to get an update regarding the placement of a porta potty. With her busy schedule it has not been a priority for her at this time. Reid spoke with City Attorney, Dave Lohman about Noah Hurley becoming the Commissions SOU Liaison. Noah is an employee at SOU not a student. Mr. Lohman doesn't see a problem with it but is checking on one more thing. On July 6, 2018 will be a homeless Regional shelter discussion at 9:30 am at ACCESS. Gunderson is on the board for Rogue Retreat and reported at a recent meeting it was confirmed they have enough money for a Regional Shelter and have identified a building on West Main in Medford that has a commercial kitchen along with a small park in the back. It's also on a bus route and near markets. At the July 6<sup>th</sup> meeting they are looking to get input from people around the county as well as those who might like to partner with them.



### **CNPLS LANDLORD-TENANT TRAINING**

Joe Fichter, Staff Attorney for the Center for Non Profit gave a training addressing Landlord-Tenant Rights. Most of Mr. Fichter's work is spent on housing issues and outreach into the Community as to what tenant rights are. He has worked for The Center for Non Profit Legal Services for four years and before that as a volunteer for them. Mr. Fichter works a lot with ACCESS and their Ready to Rent Program.

He talked about how renters can get back their security deposits. I always encourage them to take notes of the condition of the property, photographs, videos and even taking a friend with them, said Mr. Fichter. Understand what your rights are with applications, if you're turned down you must receive a reason why. Understand Fair Housing and know what is discriminatory and what is not. He also encourages anyone with a complaint to put it in writing and hand deliver it, verbal is not enough. If a renter is withholding rent due to something that needs fixed just be sure and not spend that money. It's important that the judge sees the money is available to pay the rent and it wasn't spent on other things. The most important thing is to show up at the first appearance or you lose automatically. My goal, stated Mr. Fichter is to empower people to represent themselves.

Mr. Fichter acknowledged that most landlords really do want to do the right thing. Sometimes he just needs to work with them and communicate with the tenants. The State publishes a renters Rights Booklet found online at [lasoregon.org](http://lasoregon.org) and [oregonlawhelp.org](http://oregonlawhelp.org). Other information is found at [oregonlawhelp.org](http://oregonlawhelp.org). Both booklets are offered in Spanish as well.

When a tenant moves out the landlord has thirty-one days to account for the deposit money. Ideally the tenant would get everything back if they don't they have to tell the tenant what they did with the money they kept. If there is a dispute it would go to small claims court. Another concern is the application fee can be as high as \$250.00. Landlords should not be taking applications from numerous applicants just to collect the fee, that is not in good faith.

Mr. Fichter mentioned it is often difficult to prove discrimination when landlords interview and select a tenant. It is necessary to prove that there has been a long pattern of discrimination. Fair Housing Council of Oregon offers testers who can check on discrimination.

The Commissioners thanked Mr Fichter for an excellent presentation.

### **ANNOUNCEMENTS**

Reppond reported the One Site Committee is meeting and trying to find something available to use for a homeless shelter by the end of July. At this time the most promising space immediately available is at the Presbyterian Church. They are considering offering shelter four consecutive nights, Thursday through Sunday. Even with this we still need a place for three nights stressed Reppond.

The possibility of bussing people to the County Shelter was discussed. It was determined that the unhoused population in Ashland consider Ashland as their home and getting to Medford is really a challenge. It was agreed both the County Shelter as well as one in Ashland is necessary.

### **UPCOMING EVENTS AND MEETINGS**

Quorum check – Reppond and Crader will not be here for next month's meeting.

In August the Inner Faith Social Justice Coalition is sponsoring a summit at the Methodist Church brining all the faith communities in Ashland together to see how they can support the work that is going with shelter solutions.

Housing and Human Services Commission Regular Meeting – 4:30-6:30 PM; July 26, 2018, at 51 Winburn Way.

### **ADJOURNMENT**

The meeting was adjourned at 6:30 p.m.

*Respectfully submitted by Carolyn Schwendener*

**Let's change the way  
we think about  
*aging...***



**OUR MISSION**

Age-Friendly Innovators, Inc. (AFI) is a 501(c)(3) nonprofit organization launched in 2013 by two Oregon-based retirees, both National Association of Home Builders Certified Aging in Place Specialists (CAPS). AFI's purpose is to catalyze thinking about age-friendly living and pose creative solutions that enable older adults to lead healthy and independent lives in their own homes. We accomplish this mission through collaboration with national, state and local and organizations.



[www.agefriendlyinnovators.org](http://www.agefriendlyinnovators.org)

[www.facebook.com/agefriendlyinnovation](https://www.facebook.com/agefriendlyinnovation)

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## CURRENT Age-Friendly PROJECTS

- **Fall-Risk and In-Home Safety Assessment App Design and Development:** With a grant from the southern Oregon-based Chaney Family Foundation, Age-Friendly Innovators developed a Fall-Risk, In-Home Safety and Accessibility tool for evaluating homes and their older adult occupants and providing recommendations for preventing falls.
- **Grandma’s Porch Fund:** With funding from Washington Federal Foundation and the Cow Creek Umpqua Indian Foundation, AFI has launched “Grandma’s Porch,” to support the purchase and installation of needed hardware, such as bathroom grab bars or other in-home safety devices when the assessment process identifies a resident’s need and lack of financial ability to purchase and install these items themselves.
- **Educational Outreach:** Through community presentations, seminars and workshops AFI provides information that helps older adults plan for their future home and accessibility needs.
- **Fee-For Service Consultation:** AFI experts are available to consult with developers, builders and others seeking guidance on making residential development projects attractive and accessible for the older adult market.
- **Intergenerational Park:** AFI has launched the concept for a “first in Oregon” Grandparent’s Park. Fundraising for that effort is actively underway.

