

CITY OF ASHLAND  
2020 Program Year Community Development Block Grant {CDBG} Application

These completed Sheets shall be included as the first pages on all submittals.

I. APPLICANT INFORMATION

Applicant Organization Name:

Ashland Food Angels {food project}

Executive Director's Name(s): Pamala Joy

Board Member Names (attach separate sheet) See attached sheet

Applicant Mailing Address:

472 Walker Avenue  
Ashland, Oregon, 97520

Applicant Street Address:

472 Walker Avenue  
Ashland, Oregon, 97520

IRS Classification: 501(c)(3)

Federal Tax ID#:

46.1264359

Mission Statement: (may be attached) See attached sheet

Total Employees: 0

Total Volunteers: 20-25

## Food Angels' Board of Directors

Pamala Joy, Director

Kathleen Abelsohn, Ashland

Andre Angermann, Ashland

Ed Hiroch, Ashland

Jeffrey Land, Talent - Secretary

Scott Reeder, Ashland

Becky Schilling, Ashland - President

Rick Schmitt, Ashland

## **Mission Statement**

The mission of the Ashland Food Angels is:

To support and nurture people in Ashland and some nearby areas through collecting and redistributing usable food, clothing and other items to other organizations which provide for those at risk such as the homeless and, those with food insecurity and/or low-income, at risk teens and children. Our target population includes children, those with food insecurity, the homeless, the almost homeless, low income and extremely low income families and individuals including the elderly and disabled. All of these individuals are served daily, weekly, and annually through the Food Angels work. The percentage of low income recipients is close to 100%. Food Angels donate our collection of food and goods to other organizations that distribute those products directly to those in need.

Our purpose is also to reduce the amount of waste that goes to the landfills and to build community through being an interconnecting link between a number of other organizations, including donors, recipients and other non-profits.

Service history has been very positive with continual daily operation since mid-1995, attention to the needs of various organizations, and fluidity of focus as various other organizations changed, disbanded, newly formed, or changed focus. Over the years several awards have been given to this project (list of), the work and the director.

**II. CONTACT PERSON** (designate a contact person who is familiar with the project)

Name: **Pamala Joy**

Title: **Executive Director**

Phone Number: 541.482.5330

Fax Number: None

E-mail Address: ashlandfoodangels@gmail.com

**III. PROJECT INFORMATION SUMMARY**

.Project Name or Title: **Ashland Food Angels Facilities Improvement**

Expected Completion Date: November, 2020

Requested CDBG Funds: \$10,305

Organizational Match: \$1,000

Funds from Other Sources: \$1,000

Total Project Cost: \$10,305

## Application Contents

1. Complete Application - See Below
2. A project summary including a brief description, project background and a list of project objectives:
  - Ashland Food Angels has been in operation continually since 1995 and currently is in operation every day of the year (except Christmas day). A fully volunteer registered non-profit organization, the Food Angels, consisting of (on average) 20 to 25 volunteers, who pick up food, clothing and other useful items from grocery stores, Farmers Markets, bakeries and other sites. They sort food and items for usability and purpose, and then Food Angels donates them to other organizations to distribute to the homeless and very low income in the community.
  - Co-ordinated by founder and executive director, Pamala Joy, and run by a Core Group of Joy and seven other volunteers, the Food Angel project has successfully connected donors with recipients to insure that tens of thousands of pounds of food and other items are kept out of the landfills yearly and are redirected to useful service. Yearly, over a quarter million pounds of food are collected and distributed and more than that amount in clothing and household goods. Usable food is given to local livestock animals or put into compost.
  - The current grant application is for monies to continue to upgrade the Food Angel facility, a garage, and storage sheds. The garage serves as a receiving and sorting station for collected food and other goods. Storage sheds are needed for items on hold, for usable boxes and packing materials, and items waiting to be sorted. Two small side garage windows from the original structure need replacing, as does the garage roof. One of the storage sheds leaks badly and the whole shed needs replacing.
  - The project objectives for the grant are these: upgrade of Food Angel facilities to enable the project to continue providing service to the poorest and neediest people in Ashland and surrounding areas. Two very old single pane windows need to be replaced with double pane windows which are up to code. The garage is in need of new roofing material. A storage shed needs to be rebuilt, with an improved roof, floor and steps. The compost bin needs replacing and improvement made on the sink area. All of these improvements will help facilitate volunteers doing their job more effectively and efficiently.

- 6
3. 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)

The primary objective of the grant monies is the rehabilitation of the Food Angel work areas serving as the project's site of operations. Although improvements have been made which have helped immensely, the additional work will help protect both the volunteers and the food and materials they work with from the worst of weather conditions. The double pane windows will help keep the inside of the garage warmer in the winter and cooler in the summer. The new roofing has been needed for several years, and the storage shed with new stairs and compost bin have deteriorated over time and need rebuilding.

Provide a map showing the project's location. If the project will serve a specific area, proposed project boundaries should be shown. **See Exhibit 1**

Describe details regarding any property proposed for acquisition, indicating the following: **No property is being acquired.**

- a) Property location relative to jobs, schools, transportation, shopping and services **N/A**
- b) Total floor area of buildings, and size of land site **N/A**
- c) Types of residential units, number of each type unit, and total number of bedrooms **N/A**
- d) Number of extremely-low, low-, and moderate-income units proposed **N/A**
- e) Number of units accessible to the disabled **N/A**
- f) Square footage of units and description of amenities such as private balconies or storage areas **N/A**
- g) Square footage of common areas such as community or laundry rooms **N/A**
- h) Square footage of commercial space, if any **N/A**
- i) Year property was built. If pre-1978, will it be occupied by children under the age of six? **N/A**
- 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. **N/A**
- k) If the project involves rehabilitation attach a description of the work to be completed. **See Exhibit 2**
- 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. **N/A**
- m) Indicate how many years the property will remain affordable and the mechanism that will be used to ensure the affordability period. **N/A**

- 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).

The Food Angels primarily provides food to the Ashland Emergency Food Bank, Head Start and six community free meals. We also donate to several smaller groups which include students and people who work to help the community, such as Jackson County Fuel Committee. The recipients of the food are, for the most part, those who are homeless, low-income or others who have food insecurity. We also donate clothing and useful household items such as blankets, pans and dishes, and backpacks/carrying bags to the same people and organizations.

- 5. A work program and time line including a complete list of tasks with estimated start and completion of each task (please complete attached Form A – Project Schedule). **See Exhibit 3**

- 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. In addition to addressing the questions below please complete attached Form B – Uses of Funding & Form C – Sources of Funding.

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.

Costs were determined in consultation with a contractor and his bid for the project. Those costs are for the following:

- Building materials
- Replacement of roof, storage shed, and shed stairs
- Replacement of compost bin
- Upgrade sink/washing area and add shelving
- Replace two windows on the garage
- Project assistant (go-for for the manager)
- Permits

- 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? **N/A**  
*(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. **(See a. above)**
- d. Discuss non-typical expenses or those outside industry standards.  
**N/A**
- e. Attach letters of funding commitment from other sources, if available. **N/A**
- 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 undertake to obtain the exemptions or appraised value adjustment.  
**N/A**  
*(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 **N/A**
- New Construction (non-residential) **N/A**
- Removal of Architectural Barriers **N/A**
- Rehabilitation Costs **Yes**
- Development Costs **N/A**
- Client Services **N/A**
- Specification Preparation (Construction/Rehab) **Yes**
- Relocation Benefits (if required) **N/A**
- Appraisal (for acquisitions) **N/A**

Federal funding has certain regulatory requirements. The following information is required to determine eligibility for federal funding.

General Information

- 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.  
N/A
- c. Describe any financial or legal commitments made to the project. No purchase of property is being made. N/A

Housing Development, Land Acquisition, or Rehabilitation Specific Information

- d. Will permanent housing units be converted or demolished? If so, how many? N/A
- e. Is the proposed housing site located in a 100-year flood plain? N/A
- f. Has a Level 1 environmental assessment been done for the site? If yes, attach the report. N/A
- g. Is the proposed housing site located adjacent to a major arterial road or near a railroad? N/A
- h. Is the proposed site located adjacent to an aboveground flammable storage tank? N/A
- i. Will the proposed project impact historic features? If yes, explain.  
No

- 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 the Ashland Food Angels is:  
to support and nurture people in Ashland and some nearby areas through collecting and redistributing usable food, clothing and other items to other organizations which provide for those at risk such as the homeless, those with food insecurity and/or low-income, at risk teens and children, etc. Our purpose is also to reduce the amount of waste that goes to the landfills and to build community through

being an interconnecting link between a number of other organizations, including donors, recipients and other non-profits.

Service history has been very positive with continual daily operation since mid-1995, attention to the needs of various organizations, and fluidity of focus as various other organizations changed, disbanded, newly formed, or changed focus. Over the years several awards have been given to this project (list of), the work and the director. **See Exhibit 4**

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

The project promotes self-sufficiency for extremely low-, low-moderate-income families and individuals with special needs including the homeless. The donations of free food, clothing and household goods empower people hopefully to be able to balance living costs more easily with these donations. Their limited funds can then be used for other costs, such as utilities.

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

Our target population includes children, those with food insecurity, the homeless, the almost homeless, low income and extremely low income families and individuals including the elderly and disabled. All of these individuals are served daily, weekly, and annually through the Food Angels work. The percentage of low income recipients is close to 100%. Numbers are shown on the letters of support from our recipients, as Food Angels does not have the opportunity to track total individuals served. We donate our collection of food and goods to other organizations that distribute those products directly to those in need. Letters from those organizations demonstrate the value of our service to their organization and to the community. **Exhibit 5**

- 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. **See Exhibit 5**
- 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.

See **Exhibit 5** for answers to the above.

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.

The donations that Food Angels pass on to the community generally come from moderate-income individuals and groups/businesses and definitely get directed towards low-income and extremely-low income folks. We donate to organizations that specialize in helping extremely low-, low- and moderate-income individuals including the homeless and elderly.

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.

Describe the feasibility of the project:

- 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.

Regarding experience and capacity to complete and/or manage the proposed project. Pamala Joy has directed the Ashland Food Angels for over 20 years, with strong organizational skills, ability to train new volunteers, and a strong background in communication skills. Prior to her time in Ashland, Ms. Joy founded and directed two

children's theatre companies; she helped to run a major art center in London, England; she was manager of a small restaurant, also in London; she ran a small post office in Scotland; and she started and ran an independent school in Italy. Her managerial, organizational and communication skills are clearly fine-tuned from her many experiences noted above.

For this building improvement project she will be working with a licensed and bonded contractor who has many years of experience.

- b. Are the ongoing operating expense and maintenance reserve estimates reasonable? Yes
- 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? N/A
- 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. N/A
- e. Describe relocation strategy for the project. N/A
- f. Does the project require land use approvals such as Site Review, Annexation, Zone Change, Minor Land Partition, Demolition, or Conditional Use permits? N/A
- g. Has a pre-application been completed with the Ashland Planning Department? N/A
- h. What is the condition of any improvements on the property and what is the expected life of the property?

The building used by the Ashland Food Angels, related to the improvements to be made with the monies from the grant requested, is a solidly built garage, about 60 to 75 years old in good condition. The improvements made thus far provide more security, better visibility, and warmer working conditions for volunteers. Additional improvements requested are: new roofing, replacement of old side wall windows, and rebuild of a usable but rundown shed. These additional improvements will enhance both the property and the conditions for the work of the volunteers.

- i. Describe commitment of project funding from other sources

Food Angels commits to providing 10% of the funding for the Project. **Exhibit 6**

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. **N/A**

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. **Exhibit 7**

16. CDBG Application Checklist (see pages 25-26). Attach Forms A, B, & C.

## List of Exhibits

Exhibit 1 - Map

Exhibit 2 - Description of Rehabilitation Project (3.k.)

Exhibit 3 - Work Program and Timeline (S)

Exhibit 4 - Awards Given to the Ashland Food Angels and the Director, Pamala Joy

Exhibit 5 - Letters of Support

Exhibit 6 - Letter of Financial Commitment (9.i.)

Exhibit 7 - Summary and Additional Data with Letters (15)  
See Exhibit 5 for Letters



# Exhibit #1

<https://www.google.com/maps/place/472+Walker+>

...

Google Maps 472 Walker Ave

Map - Physical Location

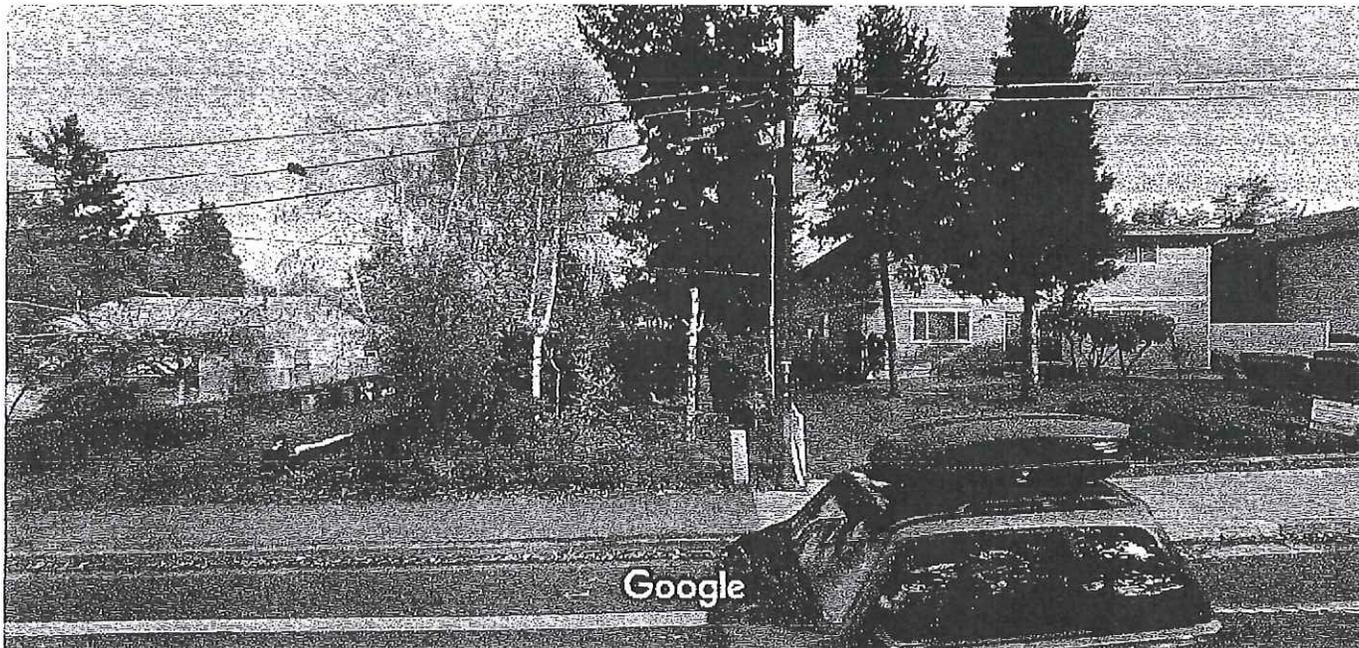


Image capture: Nov 2015 © 2019 Google

Ashland, Oregon

Google

Street View - Nov 2015

**Exhibit 2**  
**Description of Rehabilitation Project (3.k)**

The rehabilitation of the Food Angels' garage that is a receiving station for foods and other goods that are distributed to very low income recipients includes the following.

- A. Replace roof of garage
- B. Replace two small side windows
- C. Rebuild and replace storage shed and stairs
- D. Replace compost bin
- E. Upgrade sink/washing area
- F. Install shelving

Saxon Housewright, LLC

SaxonHousewrightLLC@gmail.com

Exhibit 3 1092 18



ADDRESS  
Food Angels

**Estimate 1051**

**DATE 01/28/2020**

ACTIVITY	QTY	RATE	AMOUNT
<b>Material</b> window and trim (interior and exterior)	2	150.00	300.00
<b>Labor</b> Window Installation and disposal	2	200.00	400.00
<b>Labor &amp; Material</b> Shed replacement 8 foot wide 8 foot deep 8 foot tall shed with 6 foot wide doors and a 5 foot wide window above doors. Wood construction with metal roof slooped with 1 pitch	1	3,500.00	3,500.00
<b>Labor</b> Corrigated poly roof repair	8	50.00	400.00
<b>Material</b> corrigated poly roof sheeting and screws	1	150.00	150.00
<b>Material</b> Shelving Metal industrail kitchen grade	3	160.00	480.00
<b>Labor</b> shelving pick up and assembly	1	200.00	200.00
<b>Labor</b> New compost bins	8	50.00	400.00
<b>Material</b> Western red cedar 2x10x 18' and 4x4 x 16'	1	200.00	200.00
<b>Material</b> Labor to build stairs for food house	1	400.00	400.00
<b>Labor</b> building materials for staircase	1	150.00	150.00

**TOTAL \$6,580.00**



Licensed General Contractor \* Bonded and Insured

CCB#209931 \* TIN#47-3770429

5718 Old Stage Road, Central Point, Oregon 97502

PHONE (541)890-1234 \* FAX (541)665-6997

THE BITTERNESS OF POOR QUALITY IS REMEMBERED FAR LONGER THAN THE SWEETNESS OF A CHEAP PRICE

Date 1/27/2020

Name / Address

Estimate # 1964

PAMELA JOY  
472 WALKER AVE  
ASHLAND, OR 97520  
514-482-5330

JOB LOCATION

SAME

Description	Total
REMOVE EXISTING ROOFING AND DISPOSE OF DEBRIS: ONE LAYER OF COMP ROOFING. ESTIMATE IS FOR GARAGE ROOF ONLY.	
APEX WILL REMOVE & REPLACE ANY DRY ROTTED WOOD AT TIME AND MATERIALS. MATERIALS WILL BE BILLED AT COST AND TIME AT \$60.00 DOLLARS PER MAN HOUR.	
INSTALL WATERBLOCK 15 SYNTHETIC UNDERLAYMENT.	
INSTALL METAL DRIP EDGE FLASHINGS. COLORED TO COMPLIMENT ROOF.	
REMOVE AND REPLACE SHINGLE RIDGE CAP.	
INSTALL 26GA ASC 16" STANDING SEAM LOCK SEAM METAL ROOFING.	3,725.00
CONTRACTOR TO SUPPLY MANUFACTURER'S LIFETIME MATERIAL WARRANTY CARD.	
CONTRACTOR TO SUPPLY TEN YEAR WORKMANSHIP WARRANTY.	
1) CONSUMER PROTECTION 2) NOTICE OF PROCEDURE 3) CONSTRUCTION LIENS NOTICE HAVE BEEN SUPPLIED BY APEX ROOFING. INTL _____	
WHEN ACCEPTED PLEASE SIGN & RETURN FOR SCHEDULING	
<b>Total</b>	<b>\$3,725.00</b>

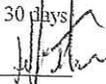
All material is guaranteed to be as specified. All work to be completed in a substantial workmanship manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon weather, strikes, accidents or delays beyond our control. Owner to carry and have in effect all necessary property insurance. Our workers are fully covered by Worker's Compensation Insurance.

PAYMENT UPON COMPLETION BY CASH\*CHECK\*MONEY ORDER\*VISA\*MASTERCARD (VISA/MASTERCARD SUBJECT TO 3.75% PROCESSING FEE.)

ACCEPTANCE OF PROPOSAL\* The above prices, specifications and conditions are satisfactory and are hereby accepted. APEX ROOFING is authorized to do the work as specified. Payment will be made as circled above. Account is due upon receipt of Invoice subject to a FINANCE CHARGE for late payment, computed at an Annual Percentage Rate of 18% on the total past due balance.

Price may be withdrawn if not accepted within 30 days

\*Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorized by: 

**Exhibit 4**  
**Awards Given to the Ashland Food Angels and Its Director, Pamala Joy**

- May 21, 2003 Co-op Angel Award to Pamala Joy  
Given in recognition of outstanding service for our Community  
from the Ashland Food Cooperative
- May, 2005 James M. Ragland Memorial Ashland "Community Spirit" Community Service  
Award - Pamala Joy
- March 21, 2009 Rural Award of Excellence 2009 Collaboration Award – Honorable Mention  
The Rural Development Initiative presented the award to the Ashland  
Food Angels, one of three such awards given to organizations from the  
entire state of Oregon
- April 25, 2009 Invited Member of Ford Family Foundation Leadership program  
Certification of completion of the course which states Ms. Joy has  
demonstrated exemplary knowledge, skill and commitment to  
Community leadership
- 2009 Southern Oregon Magazine chose Ashland Food Angels as one of the  
"Fabulous Locals" in Southern Oregon
- 2011 Big Town Hero chose the Ashland Food Angels for "Local Hero Program"  
with their photo displayed until the restaurant closed
- Sept. 18, 2013 E-chievement Award to Pamala Joy and Ashland Food Angels  
Award was from E-Town that selected Food Angels out of  
forty-one contenders in the United States for the month of  
September Award celebrating those who are making a positive  
difference in their communities and beyond
- 2014 Pamala Joy was included in Sam Wheeler's book *Legendary Locals of  
Ashland* as the founder of the Ashland Food Angels
- Fall, 2019 Pamala Joy for the Ashland Food Angels received a flag flown over the  
the United States Capitol. The flag was presented by Senator  
Jeff Merkley.

**Exhibit 5**  
**Letters of Support**

Peace House

Regarding: Uncle Foods Community Meal  
Regarding: Empty Bowls Donation

Ashland Emergency Food Bank

Hospice Unique Boutique

Jackson County Fuel Committee

Head Start



January 27, 2020

To Whom it May Concern

This notice is to document the support given by Food Angels and Pamela Joy to the Peace House / Uncle Food's Diner Tuesday hot meal and one-site services program. The Food Angels Project has been a loyal and long-time supporter of our Peace House "Uncle Food's Diner Project". They generously supply our program with gleaned vegetables, dairy, deli items, salads and anything from the Food Bank such as bulk food, juices, lunch meats and even dish towels.

Our Peace House and Uncle Food's Diner Project has been going now for twenty-seven years. For much of the time, Food Angels has been a primary, centralized supplier of food that is gleaned from various sources in the community. Our Project Coordinator and Chef picks up what is available on Mondays for our Tuesday meal. This is likely to include the whole range of items.

The community we serve is low-income and often homeless, with people living in cars, or buses or camping out. There are also seniors who no longer can cook for themselves, or who do not have great facilities for cooking and young families who are trying to make ends meet. The average number of meals per week can vary between 100 and 150, including food that goes out the door for a second meal as leftovers are always made available to all.

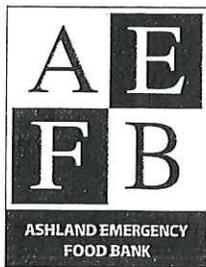
When pans of food in quantity are left over, they are taken to the shelter or to Vanessa and Jason Hauck to distribute for their Thursday mea, or during the summer, they may go to another meal in the park. This means we may be feeding another set of portions numbering 25 per pan, as available.

We are enthusiastic supporters of the Food Angels, and a portion of our annual fundraiser, Empty Bowls, is always donated to their organization in appreciation and by way of support for the costs they incur. Others we donate to include the Ashland Food Bank and Access. We recommend that you support this wonderful cause.

Sincerely,

A handwritten signature in cursive script that reads "Elizabeth V. Hallett".

Elizabeth V. Hallett, Executive Director, Peace House



January 15, 2020

To Whom it May Concern:

The Ashland Food Angels (Angels) have been supplying food to the Ashland Emergency Food Bank (AEFB) for over two decades, and currently bring donations of food to us every day of the week and every week of the year except Christmas day.

The Angels primarily donate to us fresh produce, dairy products, and deli food including bread. All of these fresh products are popular with our clients. The Angels were the first organization to consistently donate these fresh fruits and vegetables to our organization. This is an incredible service to us because we don't have the resources to gather together all this food from its many sources. Without the Angels our service to our clients would suffer.

The information below will help you understand the breadth and depth of their service to our community through the AEFB. AEFB is a 501(c) [3] organization, and donations are tax-deductible to the extent allowed by law. Our Tax ID number is 93-1329669.

An average total per month of donated goods is approximately 5,000 lbs.

AEFB serves over 700 individual shoppers per month which translates to feeding nearly 2,000 people (families) in Ashland and Talent and the surrounding rural areas in those zip codes. About 28% of those are children under the age of 18. The shoppers from Talent represent only 14% of our clients.

We are seeing an increase in senior citizen shoppers and currently over 70 monthly shoppers are over the age of 75. We serve the local homeless which accounts for approximately 19% of our monthly shoppers. Our clients cover the full spectrum of ages and other demographics; we serve the unemployed and under-employed, housed and un-housed, seniors, students, those with disabilities and those who struggle with mental health issues.

The Ashland Food Angels provide an essential service to the Ashland community at large by assisting AEFB with fresh food. The Angels consistently enhance the quality of food that we give to our clients. We can count on them. We trust that you will support them in any way that you can. By supporting them, you can guarantee their continued good service to our community that quite frankly is invaluable.

Sincerely,

Cathy Crocker  
Executive Director



1618 Ashland Street Ashland, OR 97520  
P: 541.488.7805 E: thehub@opendoor.com

To Whom It May Concern,

January 28, 2020

It is with great pleasure, and honor, that we write this letter in support of Pamala Joy, her mission, good works and tireless endeavors.

We at The HUB (Hospice Unique Boutique), an upscale resale store benefitting Southern Oregon Friends of Hospice, have partnered and worked with Pamala Joy for over 10 years in an effort to help others, reduce, repurpose, reuse, redistribute and recycle.

The HUB receives many donations of clothing, hard and soft goods, art and household items which are sold within our store. Within these donations there are items that we cannot use or sell, and this is where Pamala comes to our rescue.

Pamala stops by The HUB multiple times a week to go through the items we've received, but just can't use or sell. She takes these items to donate to others within the community, many who are low income, homeless, or underserved. She also puts out items on her free table or redistributed among her large network of groups and organizations. Whether its frames and art supplies for college students, books and printed material for the local libraries or clothing for someone who's cold, Pamala is always thinking of others.

In what feels like a throwaway society, Pamala's endless work and dedication to sustainability and the underserved is an example and inspiration. Pamala has been a consistent and integral partner helping us reduce our landfill footprint, all the while, helping those in our community.

Sincerely,

A handwritten signature in black ink that reads 'Lisa Keogh'.

Lisa Keogh  
Manager

A handwritten signature in black ink that reads 'Patrice Dean'.

Patrice Dean  
Manager

# JCFC



## JACKSON COUNTY FUEL COMMITTEE

120 West Second Street, Phoenix, Oregon 97535 (541) 488-2905

### Board of Governors

- Jackson Bangs
- Jesse Biesanz
- Jack Braun
- Rep. Peter Buckley
- Dal Carver
- Ruben Davalos, Ph.D.
- William Epstein, M.D.
- Loren Fogelman
- Christy Frenzen
- Michael Friedl
- John Halverson
- Richard Holt, Ph.D.
- Phil Hutchings
- Bill Jennett
- Pamala Joy
- Linda Lanzhammer
- Bil Leonhart
- Jan Lilly
- John Mallowney
- Stuart M. Osmus
- Presila Quinby
- Robert Robertson, Esq
- Ron Roth
- David Severson
- Bill Shulman

- Pamala Joy
- Food Angels
- Ashland, Oregon

January 27, 2020

Dear Pamala

This letter is to acknowledge the instrumental role that Food Angels has played in advancing the work of the Jackson County Fuel Committee. Since the 1990's, Food Angels has provided food to enable us to serve daily meals for our volunteers, food that would cost JCFC hundreds of dollars a week.

We serve two large meals each week to our volunteer woodcutters, with 20 to 40 members at each woodcut. In addition, we serve lunch and dinner daily to volunteers working in our office. We also hold community events that Food Angels provides food for.

The demography of the volunteer pool who share in the food is roughly 75% white, 25% Hispanic, 5% African American, 5% other which includes Indigenous and Asian people. The age range is about half and half for under and over 40 years of age, 65% male and 35% female.

In the course of a year, we feed at least 1,000 different people with food the Food Angels donates. Of these, there are dozens who enjoy a meal at least a couple of times a month thanks to your program.

We often say that Food Angels puts the FUEL in JACKSON COUNTY FUEL COMMITTEE. Your ongoing support enables us to provide renewable energy resources and prevent shutoffs for thousands of low-income residents in the Rogue Valley every year.

For that, we thank you!

Sincerely,

*Noelle A. O'Dell*  
 Noelle O'Dell

JCFC Operations Manager

Labor donated



# Southern Oregon Child and Family Council Inc.

1001 Beall Lane · P.O. Box 3697 · Central Point, OR 97502 · (541) 734-5150 · Fax (541) 734-2279  
Josephine County Office: 939 SE 8th Street · Grants Pass, OR 97526 · (541) 472-4851 · Fax (541) 472-4855

January 21, 2020

To Whom It May Concern:

I am writing to express our agency's support for the Ashland Food Angels.

For the past 20+ years they have provided food boxes including milk, bread, yogurt, deli items, and produce, and household items such as cups, pans, tins, and clocks.

The donations are distributed to families participating in our program at the Ashland Center most of whom are low-income and some of whom are experiencing homelessness, are children in foster care, or have other challenges. I would estimate that the Angels have reached close to 1000 families through their years of giving to our Head Start families in need.

Through their work the Ashland Food Angels are working to address food insecurity which is common in many of our families.

Our families receive this support every Wednesday that the Head Start program is open, as the Food Angels work around the year with their project.

We are very grateful for the support the Angels give our families and we would like to see them supported in whatever way you can that will assist them to continue doing the needed and appreciated work they do.

Thank you for your consideration and the opportunity to express our thanks,

Lisa Farlin  
Head Start Director

LF/nh



**Exhibit 6  
Letter of Financial Commitment (9.i.)**

February, 2019

TO WHOM IT MAY CONCERN:

In regard to the request for someone to commit to 10% of the funding for the project proposed by the Ashland Food Angels, I am writing to say that we will be able to supply that amount, roughly \$1800 from the Ashland Food Angels emergency fund.

If we are not given this grant, our program is more vulnerable. We would not have a secure facility within which to house our donations, as currently the building is not lockable, so there is the threat of theft. The conditions for the volunteers would continue to be less than optimal, so there is the possibility that people will stop volunteering. We are also including the set of stairs for the storage shed for the safety of volunteers.

Thank you for considering this application.

Pamala Joy, Director  
Ashland Food Angels

**Exhibit 7**  
**Summary and Additional Data**  
**with Letters (15)**

Ashland Food Angels has operated since 1995 as a fully volunteer community service organization helping tens of thousands in the Rogue Valley with donations of food, clothing and other useful items over the past years. We have been a registered non-profit for about a dozen years, and gather food and other usable goods every day of the year. In the past we have given to a wide variety of other organizations, up to twenty different groups at one time. Currently, we donate primarily to the Ashland Emergency Food Bank, most of the community free meals, Head Start and Jackson County Fuel Committee, as well as a number of programs that help children and teens.

We provide these groups and organizations with food and useable items which they distribute to the unhoused and very low income people. For the past several years we have donated between a quarter and a half million pounds of food annually, and likely more than that in clothing and other items. Most of what we have collected would have ended up in a local landfill; instead they are put in the hands of our most needy to be used.

Two dozen Food Angel volunteers work from four to six hours per week each, and the Director works daily, putting in 20 to 40 hours a week. The work involves food collections that happen every morning and evening and afternoon collections for the other items. During the Farmers Market season, we also pick up produce at the end of two of the markets weekly. Everything is brought to the Food Angel work site on Walker Avenue, where it is sorted and boxed, then delivered to the appropriate organization for distribution. Little goes to waste, as unfit food goes to farm animals, and great effort is made to pass non-food items on to organizations or people who can use them.

Here are some annual statistics:

2016

Food Pounds: 177,212

Volunteer Hours: 5053

2017

Food Pounds: 202,937

\*\*\*Note-The weight total for September 2017 is missing.

Volunteer Hours: 4957

2018

Food Pounds: 411,949

Volunteer Hours: 4332

2019

Food Pounds: 254,920

Volunteer Hours: 5270

Volunteer Hours:

We do much with a minimum of people power. With this grant, we want to increase the safety and comfort of the space used by the volunteers, increase our storage capacity and improve the facility.

The garage building in use, though sturdy, is old. The improvements we were able to make last year have allowed for more light and warmth, through increased insulation and a much better doorway. We are also now able to lock our facility. The monies from the current grant would allow more light through the replacement of two very old windows, increased weather protection with a new roof, additional storage with the storage shed upgrade, and the ability to continue the composting part of the project.

We do get a small grant from the Coop each year, (\$500 - \$1500) and from the Empty Bowls project (\$1000-\$4000) and the rest of our funding comes from donations from individuals. We have several small donation boxes located around town, and occasional newspaper articles bring us the attention that results in other donations. Our costs per year vary, mostly depending on the vehicle repairs needed and the costs of insurance and utilities. On average our budget is between \$8000 and \$15,000 annually. We generally have one fundraising activity each year, which can bring from \$400 to \$1000.

Thus far, no one, including the Director, is paid for the many hours they contribute, which total to between 400 and 500 hours every month. Currently, the Ashland Food Angels is the strongest local link between food donators and those in great need of additional food security. We cannot with any accuracy state the number of people who benefit from this program, but we do know that without our help the community meal providers would be hard pressed to serve their dinners, the Ashland Emergency Food Bank would have much less to give away, the Head Start families would be without supplemental food, and the Jackson County Fuel Committee would not be able to feed their volunteers. Our neediest people are served by the Food Angel's program.

The enclosed letters are testaments from many we serve.

**CITY OF ASHLAND**  
**2020 Program Year**  
**CDBG APPLICATION CHECKLIST**

In order to determine compliance with all applicable HUD regulations and to help to ensure that projects will be eligible for CDBG funding, the City of Ashland will need to address all HUD requirements. The purpose of this checklist is to point out areas where potential problems could arise. Obviously, this is a comprehensive list, which must evaluate a wide array of different kinds of proposals. Therefore, not every item will be applicable to every project. **Please fill it out entirely indicating all items which are not applicable and include it as part of your proposal application.**

<b>A. Applicant's Background</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Is the applicant a legal non-profit organization or unit of government?	✓		
2. Do the proposed clients or users of the project meet HUD Income Guidelines (see page 10 for guidelines)?	✓		
3. Does applicant have the capability to maintain written income documentation?	✓		
4. Has the applicant made a legal or financial commitment to a proposed project?	✓		
5. Is the applicant primarily a religious organization?		✓	
6. Has the applicant administered a CDBG project previously?	✓		
7. Is your agency willing and able to provide all required reports and accountability to the City as required by HUD?	✓		
<b>B. Project Location and Land Use Issues</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Has a location for the project been selected?	✓		
2. Is the proposed project within the Ashland City limits?	✓		
3. Does the proposed project meet local zoning and land use laws?	✓		
4. Are any land use permits such as a Site Review, partition, annexation or Conditional Use Permit required?	✓		
5. Have these approvals been obtained?	✓		
6. Does the project comply with current building code requirements?	✓		
7. Does the project meet handicapped accessibility requirements?	✓		

<b>C. Environmental Issues</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Is the project located in the 100-year floodplain?		✓	
2. Is a wetland located on the project site?		✓	
3. Has any environmental contamination been identified on the project site?		✓	
4. Has asbestos been identified on the project site?		✓	
5. If project involves an exiting structure, was it built 1979 or earlier? If year built is known, please specify.	✓	1950	
6. Is the proposed project located on a major arterial or near the railroad?		✓	
7. Is the proposed project located adjacent to an above ground flammable storage tank?		✓	
8. Does the proposed project involve a structure that is 50 years or older?	✓		
9. Will the applicant complete a Phase I environmental review upon receiving a CDBG award?			✓
<b>D. Labor Requirements</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Does the project involve construction over \$2,000 in cost?	✓		
2. Will the project trigger Davis-Bacon wage requirements?		✓	
3. Will the project trigger BOLI wage requirements?		✓	
4. Does the project involve over \$18,703 in City awarded grants or contracts?		✓	
<b>E. Displacement and Relocation</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Will tenants be displaced by the project?		✓	
2. Will a business be displaced by the project?		✓	
3. Will housing units be demolished or converted?		✓	
<b>F. Property Data</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Does the applicant own the property by fee simple title?	✓		
2. Are taxes on the property current?	✓		
3. Is insurance current?	✓		
4. What is the current debt against the property?		✓	
5. What is the current use of the property?	✓		
6. Has an appraisal on the property been conducted? If yes, what is the assessed value of the property?		✓	

**Form A-1**  
**To be completed for Development or Rehabilitation Proposals**

**Housing Proposals**

Activity	Start Date	Completion Date
<b>Site Planning &amp; Development</b>		
Option		
Site Acquisition		
Plan Development		
Pre-application		NA
Land Use Approval		
Construction Plans		
Final Bids		
Contractor Selection		
Building Permits		
<b>Grant applications</b>		
local	CDBG grant	2021
state		
federal		
Non-government		NA
other		
<b>Loan Applications</b>		
Construction loan		
Permanent		NA
<b>Construction Phase</b>		
Construction	Begins summer 2020	end of 2021
Certificate of Occupancy		

*Please provide your best (realistic) date estimates regarding the project schedule*

**Form A-2**  
**To be completed for Social Service Proposals**

**Social Services Proposals**

Activity	Start Date	Completion Date
	NA	

**Social service providers should list key benchmarks in the table above for their proposed projects (IE hire of personnel, application for further funding, initiation of direct client services, etc)**

**Form B-1**  
**To be completed for Development or Rehabilitation Proposals**

**Uses of Funding**

**Housing Proposals**

	<b>Total Cost</b>	<b>CDBG Request</b>	<b>Other Source(s)</b>
<b>Acquisition Costs</b>			
Land			
Improvements		NA	
Liens and other Taxes			
Closing costs			
Off-Site costs			
Other			
<b>SUBTOTAL</b>			
<b>Development Costs</b>			
Land Use Approvals			
Building Permits/fees (Include Engineering and Community Development Fees)		NA	
System Development Charges (SDCs)			
Relocation Costs			
Environmental Report / Lead Based Paint Clearance			
Soils Report			
Survey			
Marketing			
Insurance			
Other			
<b>Fees</b>			
Architectural/Engineering			
Legal/Accounting			
Appraisals			
Lender fees			
Construction Loan			
Permanent Loan			
Tax Credit Fees			
Developer Fee	\$10,305		
Consultant Fee			
Other			
<b>TOTAL</b>			

**Form B-2**  
**To be completed for Social Service Proposals**

**Social Service Proposals**

	<b>Total Cost</b>	<b>CDBG Request</b>	<b>Other Source(s)</b>
<b>Direct Client Services</b>			
Wages (of personal providing direct client services)		NA	
Materials/Supplies			
Marketing/Outreach			
<b>Program Administration</b> Includes overhead and general staffing necessary to administer the program (accounting, management, grant administration) but that does not provide direct benefits to the client.		<b>CDBG Funds are not available for program administration</b>	
<b>Total Project Cost</b>			

**Form C**

**SOURCE(S) OF FUNDS FOR OPERATING EXPENSES WORKSHEET**  
 Completeness of this worksheet establishes the capacity of the organization to sustain the operations of the program(s).

Sources	Secured	Conditional (awarded with conditions)	Tentative	Commitment Date
Federal Grants				
State Grants				
Local Grants				
Non Governmental Grants				
Donations/Gifts			NA	
Applicant Contribution				
Program Income				
Loans				
Other (specify)				
Other (specify)				
<b>TOTAL</b>				

Please provide a description the timeline of loan and grant application dates as related to the proposed project. Specifically, for any tentative funding sources please provide application dates, award dates and funding availability dates.

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**Form D  
DISCLOSURE OF INTERESTS**

To assist the City of Ashland in determining whether there may be a potential conflict of interest related to the expenditure of Community Development Block Grant funds we request the following information be provided by applicants:

ORGANIZATION NAME:

ASHLAND FOOD ANGELS

- Organization is:
- 1. Corporation ( )
  - 2. Non-Profit 501C3 (X)
  - 3. Partnership ( )
  - 4. Sole Owner ( )
  - 5. Association ( )
  - 6. Other ( ) \_\_\_\_\_

**DISCLOSURE QUESTIONS**

If additional space is necessary, please attach a separate sheet.

1. State the names of each "employee" of the City of Ashland having a financial or personal interest in the above mentioned "organization" or project proposed.  
Name, Job Title and City Department

NA

2. State the name(s) of any current or prior elected or appointed "official", of the City of Ashland having a potential "financial interest" in the organization or project.  
Name/Title

NA

3. Provide the names of each "board member" of the Organization seeking CDBG funding Name Board, Commission, or Committee (may be attached as a separate Sheet)

- 1 PAMALA JOY
- 2 BECKY SCHILLING
- 3 RICK SCHMITT
- 4 SCOTT REEDER
- 5 ANDRE ANGERMANN
- 6 \_\_\_\_\_
- 7 \_\_\_\_\_
- 8 \_\_\_\_\_
- 9 \_\_\_\_\_
- 10 \_\_\_\_\_
- 11 \_\_\_\_\_
- 12 \_\_\_\_\_

additional \_\_\_\_\_

If the applicant has provided names in question 1 or 2, please provide details regarding any known potential conflicts of interest in an attached narrative.

