

## CITY OF ASHLAND CDBG Application

February 14, 2020

### OHRA BOARD

Diane de Ryss, President  
Rev. Dan Fowler, VP  
Ron Mogel, Secretary  
Sarah Walcher, Treasurer  
Ken Gudger, Past President  
Jackie Bachman  
Julie Benezet  
Akiva DeJack  
Matt Endress  
Montye Male  
Steve Russo  
John Wiczorek

### OHRA STAFF

#### Administration

Michelle Arellano, Executive Director

Pam Lott, Administrator  
David Stobel, Grants & Volunteer Coordinator

#### Resource Center & Laundry Shower Trailer

Tova DeJack, Director

Tina Stevens, Lead Navigator/Jobs Specialist  
Jason Brown, Navigator/ LST Coordinator

#### Winter Shelter

Cass Sinclair, Director  
Lisa Smith, Lead Navigator

### COMMUNITY PARTNERS

350+ Volunteers  
55+ Businesses, Faith-Based, Community, & Governmental Partners

Options for Homeless Residents of Ashland is a 501(c)(3) Oregon Non-Profit DBA Options for Helping Residents of Ashland

Federal Tax I.D. 61-1693223

### APPLICANT INFORMATION

**Applicant Organization Name:** Options for Homeless Residents of Ashland dba Options for Helping Residents of Ashland

**Executive Director's Name:** Michelle Arellano

**Board Member Names:** (attached)

**Applicant Mailing Address:** PO Box 1133, Ashland, OR 97520

**Applicant Street Address:** 611 Siskiyou Boulevard, Ashland, OR 97520

**IRS Classification:** 501 c3 **Federal Tax ID#:** \_\_\_\_\_

**Mission Statement:** "OHRA helps low income people build better lives. By offering hope and access to social service resources, we encourage those in need on the path to self-sufficiency."

**Total Employees:** 8 **Total Volunteers:** 251

### CONTACT PERSON

**Name:** Michelle Arellano **Title:** Executive Director **Phone:** 541-625-4055

**Fax:** (541) 482-2291 **E-mail:** [executivedirector@helpingashland.org](mailto:executivedirector@helpingashland.org)

### PROJECT INFORMATION

**Project Title:** Ashland Housing Match Program

**Expected Completion Date:** June 30, 2021

**Requested CDBG Funds:** \$25,000 **Organizational Match:** \$29,796

**Funds from Other Sources:** \$154,394 **Total Project Cost:** \$209,190

### NARRATIVE SUMMARY

This program assists unhoused Ashland residents move into permanent housing and helps housed residents facing eviction because of short term financial difficulty stay housed. OHRA's role includes paying move-in costs in the former case and one-time rental assistance in the second. The program also includes, limited financial assistance to purchase items critical for stability (e.g. birth certificate or Oregon identification - required to find employment, specialized clothing required for work, other items on a case by case basis). In all instances, payment is made directly to the vendor. In most cases, OHRA's financial contribution is supplemented by funds from partner agencies and faith communities.

OHRA staff play a key role in seeking matching funds and providing on-going case management to assist guests in maintaining their sustainability and moving toward self-sufficiency.

*"By helping people move from crisis to stability, OHRA builds more capable individuals, stronger families and a better community."*

**CITY OF ASHLAND 2019 Program Year  
Community Development Block Grant (CDBG) Application  
OHRA Housing Match Program**

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

The OHRA Housing Match Program directly addresses **one of the two High Priority goals** in the City of Ashland’s 2015-2019 Consolidated Plan: “**Support services for homelessness outreach, prevention, and transition.**” The program does this by assisting unhoused residents to move into permanent housing and housed residents to avoid eviction because of short-term financial difficulty. OHRA's role includes paying rent and/or security deposit assistance to families threatened with eviction due to an acute inability to pay rent or to assist unhoused families move into permanent housing. The program also includes, limited emergency grant payments for utility bills or to purchase items critical for stability (e.g. birth certificate or Oregon identification - required to find employment, specialized clothing required for work, other items on a case by case basis). In all instances, **payment is made directly the landlord or vendor, never to the guest (OHRA’S term for client).** Payments for individual families are usually only once per year and never over more than three consecutive months. In most cases, OHRA’s financial contribution is supplemented by funds from partner agencies and/or faith communities.

As described below in Section 4, OHRA’s professional Resource Navigators play a key role in seeking matching funds and providing on-going case management to assist guests in maintaining their sustainability and moving toward self-sufficiency.

The Housing Match Program operates through the OHRA Resource Center (ORC) located at 611 Siskiyou Boulevard #4 in Ashland which provides a single physical location where unhoused and other low-income residents can come for comprehensive assistance. Since it opened in 2014, the ORC has received more than 27,000 visits and, working with our partner organizations, the Housing Match Program has placed 207 unhoused families in permanent housing and protected the housing of 629 families.

The 2020 goals for this project are:

- a) Place **30** currently unhoused families in permanent housing ensuring that they have a plan and the resources they need to remain housed.
- b) Protect the housing and/or access to utilities of at least **200** currently housed families who are threatened with eviction/shut-off due to acute financial stress.

3. **Property and Project Information** relating to acquisition, rehabilitation, site clearance, and development.

**NOT APPLICABLE**

#### 4. **Services to be provided/eligible target population.**

The target population for this program is low and extremely-low income Ashland residents who are either unhoused or at immediate risk of losing their housing or access to basic utilities. The services OHRA provides are:

Emergency Grant Payments: Financial assistance for move-in costs (unhoused residents); housing maintenance (for guests threatened with eviction); utilities fees; or, other minimal needs necessary for the guest to become or remain self-sufficient. As described above, payment is always made directly the landlord or other vendor, never to the guest. Payments for individual families are usually once per year and never for more than three consecutive months. In most cases, OHRA's financial contribution is supplemented by funds from partner agencies and faith communities. Last year these organizations contributed supplementary funds that matched OHRA's direct investment more than three-fold.

Resource Navigation: The Navigators' role includes raising funds from partner organizations to help pay move-in costs or emergency rent/utilities assistance; finding willing landlords to take unhoused people; helping eligible guests apply for housing benefits (e.g. Section 8); and, other problem solving. Beyond their role in housing, Navigators provide financial counseling and help guests to create budgets; help with benefits applications (e.g. Supplemental Security Income); and/or give general assistance for guests to overcome other barriers to sustainability. The Navigators are full-time professional social workers, who are consistently available; have extensive knowledge of community resources and the skills to help guests work through their many psycho-social and logistic issues as they move toward sustainability.

Job Match Program: Beyond these two core elements, Job Match provides comprehensive employment assistance including job-readiness (e.g. resume preparation), job search and employment coaching to help unemployed or under employed guests achieve sustainable incomes.

In 2019, OHRA placed 29 unhoused families (19 men, 14 women and 14 children) in permanent housing, protected the housing of 180 families (108 men, 117 women and 154 children). Our Job Match Program served an average of 31 people per month, placing 20 people in temporary jobs and 25 in permanent employment.

#### 5. **A work program and timeline**

See Form A – Project Schedule.

#### 6. **Financial Information**

See Form B – Uses of Funding and Form C – Sources of Funding

- a) Assumptions used to determine the total project cost.

Emergency Grant Payments: Estimates are based on previous year's actual expenses.

Office Expense: Based on previous year's actual expenses.

Volunteer Expense: (training/recognition): Based on previous year's actual expenses.

Taxes and Licenses: Based on previous years' actual expenses.

Facilities: Based on existing rental agreement for office at 611 Siskiyou Blvd #4 and previous year's utilities expenses

Wages (direct client services): Based on existing employment contracts.

Program Administration: Based on existing employment contracts, and budgeted costs for overhead and fund development.

- b) Remaining economic life of the property

**NOT APPLICABLE**

- c) Describe the financial assumptions used to develop the operating budget.

**See a) above**

- d) Non-typical expenses

**NOT APPLICABLE**

- e) Letters of funding commitment

**NOT APPLICABLE**

- f) Property tax exemption

**NOT APPLICABLE**

## **7. Eligibility for Federal Funding**

- a) Will any of the following activities be part of the proposed project?

**NOT APPLICABLE**

### General Information

- b) Is the proposed project within the Ashland City limits? If not, explain.

Yes, by OHRA policy, all individuals to be served must be residents of Ashland. All rent payments or associated costs must be for property located in Ashland.

- c) 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.

All (100%) of guests to be served by this project will have incomes below the area median for the Medford-Ashland MSA

- d) Housing Development, Land Acquisition, or Rehabilitation Specific Information

**NOT APPLICABLE**

## **8. Agency's mission and service history.**

OHRA was formed in June 2012 to serve residents who are homeless or have been pushed to the verge of homelessness. OHRA's mission statement is: OHRA helps low income people build better lives. By offering hope and access to social service resources, we encourage those in need on the path to self-sufficiency. To accomplish its mission, OHRA has 3 core programs:

- a) On a daily basis, the OHRA Resource Center (ORC) staff and volunteers help un-housed families move into permanent housing; provide emergency funding to housed families facing eviction; offer job search, resume building and employment assistance; help homeless individuals acquire birth certificates and ID cards so they can seek employment; and/or provide numerous other kinds of help to people in desperate economic circumstances.
- b) The OHRA Laundry and Shower Trailer (OLST) gives un-housed people their only opportunity in the community to bathe and wash their clothes.
- c) The OHRA Winter Shelter (OWS) which OHRA began to coordinate in fall 2018 is open seven night per week. This facility is a place where the community's most vulnerable un-housed people can sleep out of the elements and have access to a Resource Navigator and other services designed to help them move into permanent housing and begin a path toward sustainable self-sufficiency.

Above all, we provide a place in this community where all people are treated with respect and compassion, a rare experience for many who spend their days hunched down in doorways and nights camping in the open.

From 2016 to 2019 the ORC was visited more than 27,000 times and provided over 12,000 services including helping 207 families into housing and protecting housing of 629 families. In the same time period, the OLST provided over 6,900 showers and over 1,950 loads of laundry. In 2019, OWS sheltered 78 people, helped 27 apply for subsidized housing, 40 secure OHP, 10 apply for an Oregon ID and 49 obtain SNAP benefits.

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

Promoting self-sufficiency is embedded in OHRA's mission (see above). The process begins with our intake interview. Any guest seeking assistance is asked about their current financial situation so that the Resource Navigator has the information necessary to help the guest resolve their acute needs (e.g. paying the current month's rent) and then make a plan to become sustainable. With the plan in place the Navigator and guest begin finding the resources to implement the plan. Doing this may involve the Navigator helping eligible people apply for Section 8 Housing, Social Security or other benefits. Another important service is the OHRA Job Match program which helps unemployed guests find work.

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

- a) Projects serving a low-income area.

**NOT APPLICABLE**

b) Projects serving a target population.

This project serves homeless and other very low-income people. Guests who come to the ORC seeking housing assistance are interviewed to obtain specific information about their income. All guests receiving services have incomes that fall below the specified Federal guidelines for low and moderate income. Following are 2019 results obtained from OHRA's information management system and projected results for 2020.

- Number of low and moderate-income individuals in target population to be served on an annual basis: In 2019, OHRA provided 648 discreet individuals with services of all kinds including 426 who received housing assistance (47 moved from unhoused to housed and 379 housing protected).
- Total number of individuals in target population to be served on an annual basis. Based on our 2020 targets of 30 unhoused families moved into housing and 200 housing threatened families protected and historical average family size (1.6 persons in unhoused families and 2.1 persons in housing threatened families) we estimate that this project will serve at minimum 468 people in 2020.
- Percent low and moderate income. All guests to be served will be of low or moderate income.

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.

As described above, all guests are interviewed at intake about their income. Our experience has been that almost all fall into the low or very low-income levels. To ensure that moderate income individuals do not benefit to the exclusion of extremely-low or low-income individuals staff will monitor income guest income levels and, if necessary prioritize these use of these funds for guests at the lowest income levels.

12. Low and moderate income housing to be demolished or converted.

**NOT APPLICABLE**

13. Project Feasibility

- a) Does the applicant have the experience and capacity to complete and or manage the project proposed.

As described above, the proposed project continues a program that has been ongoing since OHRA began operations in 2014. Between 2016 and 2019, the OHRA Resource Center has received over 27,000 visits and the Housing Match Program found homes for 207 families or individuals and protected the housing for 629 families or individuals.

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

As described above in Section 6a, project operating expenses are based on historical expenses used to create the agency 2020 budget.

c) Does the applicant have a purchase option on the property.

**NOT APPLICABLE**

c) Does the project require temporary or permanent relocation?

**NOT APPLICABLE**

e) Relocation strategy for the project.

**NOT APPLICABLE**

f) Land use approvals

**NOT APPLICABLE**

g) Pre-application

**NOT APPLICABLE**

h) Improvements on the property and what is the expected life of the property?

**NOT APPLICABLE**

i) Commitment of project funding from other sources

As shown in Form C and documented by attached letters of commitment matching funds of this project are available from the Jackson County Continuum of Care, the City of Ashland Social services fund and the Carpenter Foundation. The pending grant applications listed in the same form are all with existing OHRA funders.

#### 14. Negative impacts

**NOT APPLICABLE**

#### 15. Attachments

##### 1. Required Attachments

- a) CDBG Application Checklist
- b) Form A-2 Key Benchmarks
- c) Form B-2 Project Operating Expenses
- d) Form C Sources of Funds for Operating Expenses
- e) Form D Disclosure of Interests

##### 2. Funding Award Letters

- a) Carpenter Foundation
- b) Jackson County Continuum of Care (official Award Letter not received at time of this submission).

##### 3. Letters of Support

- a) St Vincent de Paul Society of Ashland
- b) ACCESS

##### 4. Other

- a) OHRA Board of Directors

**CITY OF ASHLAND  
2020 Program Year C  
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?   | X          |           |            |
| 2. Do the proposed clients or users of the project meet HUD Income Guidelines (see page 10 for guidelines)?                      | X          |           |            |
| 3. Does applicant have the capability to maintain written income documentation?  | X          |           |            |
| 4. Has the applicant made a legal or financial commitment to a proposed project?   | X          |           |            |
| 5. Is the applicant primarily a religious organization?  |            | X         |            |
| 6. Has the applicant administered a CDBG project previously?   |            | X         |            |
| 7. Is your agency willing and able to provide all required reports and accountability to the City as required by HUD?            | X          |           |            |
| <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?   |            |           | X          |
| 2. Is the proposed project within the Ashland City limits?   |            |           | X          |
| 3. Does the proposed project meet local zoning and land use laws?  |            |           | X          |
| 4. Are any land use permits such as a Site Review, partition, annexation or Conditional Use Permit required?                     |            |           | X          |
| 5. Have these approvals been obtained?   |            |           | X          |
| 6. Does the project comply with current building code requirements?  |            |           | X          |
| 7. Does the project meet handicapped accessibility requirements?   |            |           | X          |
| <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?  |            |           | X          |
| 2. Is a wetland located on the project site?   |            |           | X          |
| 3. Has any environmental contamination been identified on the project site? 4. Has asbestos been identified on the project site? |            |           | X          |

|   |            |           |            |
|---|------------|-----------|------------|
| 5. If project involves an existing structure, was it built 1978 or earlier? If year built is known, please specify. |            |           | X          |
| 6. Is the proposed project located on a major arterial or near the railroad?  |            |           | X          |
| 7. Is the proposed project located adjacent to an above ground flammable storage tank?                              |            |           | X          |
| 8. Does the proposed project involve a structure that is 50 years or older?   |            |           | X          |
| 9. Will the applicant complete a Phase I environmental review upon receiving a CDBG award?                          |            |           | X          |
| <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?  |            | X         |            |
| 2. Will the project trigger Davis-Bacon wage requirements?  |            | X         |            |
| 3. Will the project trigger BOLI wage requirements?   |            | X         |            |
| 4. Does the project involve over \$18,703 in City awarded grants or contracts?                                      | X          |           |            |
| <b>E. Displacement and Relocation</b>   | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| 1. Will tenants be displaced by the project?  |            | X         |            |
| 2. Will a business be displaced by the project?   |            | X         |            |
| 3. Will housing units be demolished or converted?   |            | X         |            |
| <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?   |            |           | X          |
| 2. Are taxes on the property current?   |            |           | X          |
| 3. Is insurance current?  |            |           | X          |
| 4. What is the current debt against the property?   |            |           | X          |
| 5. What is the current use of the property?   |            |           | X          |
| 6. Has an appraisal on the property been conducted? If yes, what is the assessed value of the property?             |            |           | X          |

**Ashland CDBG Application  
February 14, 2020  
Form A-2**

| <b>Activity</b>   | <b>Completion Date</b>                | <b>Start Date</b> |
|---|---------------------------------------|-------------------|
| Grant Seeking: Apply for funding from Carrico Foundation, Cow Creek Umpqua Indian Foundation and Trinity Church | 5/1/2020                              | 2/15/2020         |
| Put in place recording/reporting systems for data required by City  | 5/15/2020                             | 4/21/2020         |
| Initiate guest (client) services  | 5/31/2021 or when funds are exhausted | 6/1/2020          |
| Seek additional matching funds from sources TBA   | Ongoing                               |                   |
|   |                                       |                   |
|   |                                       |                   |

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

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

|                                | <b>Total Cost</b> | <b>CDBG Request</b> | <b>Other Sources</b> |
|--------------------------------|-------------------|---------------------|----------------------|
| Emergency Grant Payments       | \$35,502          | \$15,000            | \$20,000             |
| Office Expense                 | \$5,068           |                     | \$5,068              |
| Volunteer Expense              | \$1,867           |                     | \$1,867              |
| Taxes and Licenses             | \$133             |                     | \$133                |
| Facilities                     | \$16,670          |                     | \$16,670             |
| Wages (direct client services) | \$91,392          | \$10,000            | \$81,392             |
| Program Administration         | \$58,558          |                     | \$58,558             |
| <b>Total Project Cost</b>      | <b>\$209,190</b>  | <b>\$25,000</b>     | <b>\$184,190</b>     |
|                                |                   |                     |                      |

**CITY OF ASHLAND  
2020 Program Year C  
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?  | X          |           |            |
| 2. Do the proposed clients or users of the project meet HUD Income Guidelines (see page 10 for guidelines)?                         | X          |           |            |
| 3. Does applicant have the capability to maintain written income documentation?   | X          |           |            |
| 4. Has the applicant made a legal or financial commitment to a proposed project?  | X          |           |            |
| 5. Is the applicant primarily a religious organization?   |            | X         |            |
| 6. Has the applicant administered a CDBG project previously?  |            | X         |            |
| 7. Is your agency willing and able to provide all required reports and accountability to the City as required by HUD?               | X          |           |            |
| <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?  |            |           | X          |
| 2. Is the proposed project within the Ashland City limits?  |            |           | X          |
| 3. Does the proposed project meet local zoning and land use laws?   |            |           | X          |
| 4. Are any land use permits such as a Site Review, partition, annexation or Conditional Use Permit required?                        |            |           | X          |
| 5. Have these approvals been obtained?  |            |           | X          |
| 6. Does the project comply with current building code requirements?   |            |           | X          |
| 7. Does the project meet handicapped accessibility requirements?  |            |           | X          |
| <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?   |            |           | X          |
| 2. Is a wetland located on the project site?  |            |           | X          |
| 3. Has any environmental contamination been identified on the project site?<br>4. Has asbestos been identified on the project site? |            |           | X          |

|   |     |    |     |
|---|-----|----|-----|
| 5. If project involves an existing structure, was it built 1978 or earlier? If year built is known, please specify. |     |    | X   |
| 6. Is the proposed project located on a major arterial or near the railroad?  |     |    | X   |
| 7. Is the proposed project located adjacent to an above ground flammable storage tank?                              |     |    | X   |
| 8. Does the proposed project involve a structure that is 50 years or older?   |     |    | X   |
| 9. Will the applicant complete a Phase I environmental review upon receiving a CDBG award?                          |     |    | X   |
| <b>D. Labor Requirements</b>  | Yes | No | N/A |
| 1. Does the project involve construction over \$2,000 in cost?  |     | X  |     |
| 2. Will the project trigger Davis-Bacon wage requirements?  |     | X  |     |
| 3. Will the project trigger BOLI wage requirements?   |     | X  |     |
| 4. Does the project involve over \$18,703 in City awarded grants or contracts?                                      | X   |    |     |
| <b>E. Displacement and Relocation</b>   | Yes | No | N/A |
| 1. Will tenants be displaced by the project?  |     | X  |     |
| 2. Will a business be displaced by the project?   |     | X  |     |
| 3. Will housing units be demolished or converted?   |     | X  |     |
| <b>F. Property Data</b>   | Yes | No | N/A |
| 1. Does the applicant own the property by fee simple title?   |     |    | X   |
| 2. Are taxes on the property current?   |     |    | X   |
| 3. Is insurance current?  |     |    | X   |
| 4. What is the current debt against the property?   |     |    | X   |
| 5. What is the current use of the property?   |     |    | X   |
| 6. Has an appraisal on the property been conducted? If yes, what is the assessed value of the property?             |     |    | X   |

## 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:** Options for Homeless Residents of Ashland dba Options for Helping Residents of Ashland

**Organization is:** Non-Profit 501C3

**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.

NOT APPLICABLE

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.

Jackie Bachman: Member City of Ashland Housing and Human Services Commission.  
This commission will review all applications prior to decision by the city council;

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)

SEE ATTACHED

## OHRA Board Members 2020

| Name                                    | Affiliation(s)   |
|---|--|
| 1. Diane de Ryss, <b>President</b>      | <u>Affiliation:</u> Gates Foundation Alumni Member.  |
| 2. Dan Fowler,<br><b>Vice President</b> | <u>Affiliation:</u> Pastor, Ashland First Presbyterian Church, Ashland faith community, Lithia Springs Rotary Club.                    |
| 3. Ron Mogel, <b>Secretary</b>          | <u>Affiliation:</u> Retired Executive Director, Marin County (CA) Human Services.  |
| 4. Sarah Walcher, <b>Treasurer</b>      | <u>Affiliation:</u> Reed Hannah and Co. accounting firm, Southern Oregon University, Lithia Springs Rotary.                            |
| 5. Jackie Bachman                       | <u>Affiliation:</u> Ashland Chamber Greeters, Ashland Senior Services Program, Ashland Housing and Human Services Commission (Member). |
| 6. Julie Benezet                        | <u>Affiliation:</u> Self-employed consultant, business coach, attorney author, public speaker.   |
| 7. Akiva DeJack                         | <u>Affiliation:</u> Psychotherapist in private practice.   |
| 8. Matt Endress                         | <u>Affiliation:</u> Manager, Get in Gear outdoor equipment store in Ashland, member of Ashland business community.                     |
| 9. Ken Gudger                           | <u>Affiliation:</u> Retired CEO and Chair of Board Global Energy Partners, Ashland First United Methodist Church.                      |
| 10. Montye Male                         | <u>Affiliation:</u> Retired VP of Communications, Weyerhaeuser Corp, Ashland First United Methodist Church.                            |
| 11. Steve Russo                         | <u>Affiliation:</u> Retired school counselor, Phoenix, (OR) High School. Ashland Emergency Food Bank, Ashland Food Project.            |
| 12. John Wieczorek                      | <u>Affiliation:</u> Real estate broker, Gateway Realty, Rogue Valley Unitarian Universalist Fellowship.                                |

## 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

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**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.

NOT APPLICABLE

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.

Jackie Bachman: Member City of Ashland Housing and Human Services Commission.  
This commission will review all applications prior to decision by the city council;

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)

SEE ATTACHED



Jan. 7, 2020  
Oregon Community Foundation  
Portland, Oregon

To whom it may concern:

It is my pleasure to write a letter in support of the grant application being submitted by Options for Helping Residents of Ashland (OHRA). As Jackson County's Community Action Agency, ACCESS has worked closely with OHRA since 2013 when our two organizations responded to a Request for Proposal from the City of Ashland to create a Homeless Resource Center in Ashland. Together we were awarded funding with ACCESS designated to handle administration and fund management and OHRA to provide direct services.

After over two years of operation under our guidance, it became clear that OHRA had the experience necessary to operate independently. In June of 2016, we agreed to financially separate. ACCESS continues to work closely with OHRA and considers them to be a valuable partner in helping low income, homeless and at-risk individuals get back on their feet.

In the past three+ years, OHRA has grown into a significant human services provider in Ashland by offering multiple programs to help struggling and homeless Ashland residents. Programs include help with housing, jobs, shelter and other essential services. In addition, they operate a shower trailer with laundry facilities that is available for use every Tuesday and Saturday. What began as an extreme weather emergency shelter at a local church in 2007 has now grown into OHRA'S 24/7 emergency homeless shelter operating November through March. With their emergency shelter, 86 people living on the streets will have a warm, safe place to sleep during the winter months along with needed support to help them get off the streets.

Much work remains to be done. The need among Ashland's vulnerable residents remains high and Options for Helping Residents of Ashland plans to build its capacity to increase their ability to serve Ashland residents. The requested funds will help support the newly created position of Administrator which supports all staff members and is a key component in the organization's efforts to build infrastructure that will enhance their service delivery.

We respectfully request that OCF agree to help support OHRA in their efforts by awarding the requested funding. Should you have any questions or wish to discuss the organization further, please don't hesitate to contact me. I can be reached at 541-774-4338 or [pnorr@accesshelps.org](mailto:pnorr@accesshelps.org). Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Pamela Norr", is written over a red horizontal line.

Pamela Norr  
Executive Officer



Rogue Valley Council  
Our Lady of the Mountain Conference  
P.O. Box 215  
Ashland, OR 97520

January 2, 2020

To Whom It May Concern

Our St. Vincent de Paul Conference has partnered with OHRA since their inception, on a regular basis. We serve many of the same clients, and they are in a position to provide some services we cannot. This relationship has worked well for both of us, to the advantage of our mutual clients. We are happy to support them, as our mission coincides with theirs in many ways. We look forward to continuing our work with them.

Sincerely,

John Engelhardt  
President, SVdP-OLM Conference



# THE CARPENTER FOUNDATION

January 10, 2020

Michelle Arellano, Executive Director  
Options for Homeless Residents of Ashland  
PO Box 1133  
Ashland, OR 97520

Dear Michelle Arellano,

At the Quarterly Meeting on January 9th, the Trustees agreed to make a grant of \$10,000 to Options for Homeless Residents of Ashland in support of a program providing rental assistance to help residents find permanent housing or to remain in their homes. The conditions of this grant are as follows:

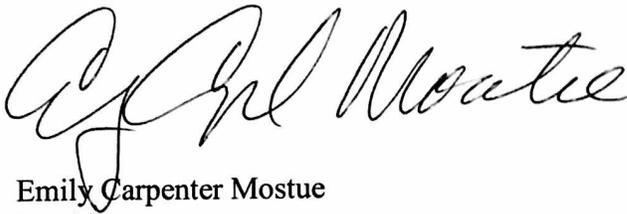
1. The grant may be used only for the purposes and in accord with the conditions specified in your application and in this letter.
2. You agree to notify the Carpenter Foundation's staff if you have significant problems with the implementation of the grant, or if you would like to propose a change in the activities under the grant;
3. You agree to inform Foundation staff promptly if there are changes in the key personnel in your agency, in the project, or in your legal or tax status, including with the IRS;
4. You agree to provide a final report no later than December 31, 2020. The final report should describe the use of the grant funds, the progress made toward the goals of the project, and any problems encountered in implementation. The report should provide an evaluation of the results of the project. The final report must also include a financial statement that includes the project's original budget, including all proposed revenues and expenses, compared to the actual financials, including all revenues and the actual expenditures made;
5. Any portion of the grant funds not used in accordance with the application and this letter should be returned to the Foundation promptly;
6. The Foundation reserves the right to seek return of the funds in the event the funds are not used in accord with the conditions of the grant, or otherwise inappropriately, if you breach this agreement, or if the grant is

made or used in violation of legal restrictions on foundations and charitable organizations;

7. You agree to not use grant funds to influence legislation or to participate in any political campaign or to take any other action inconsistent with Internal Revenue Code 501 (c)(3);
8. The Foundation takes seriously its obligation, and the obligation of its grantees, to comply with all applicable laws, including, in particular, laws applicable to charitable organizations.

If you have any questions about these grant conditions, the Foundation staff would be happy to discuss them with you. If this letter correctly sets forth your understanding of the purposes of the grant and if you accept the grant conditions as set forth above, please sign below and return a signed copy of this letter to the Foundation. A check will then be sent to you.

Sincerely,



Emily Carpenter Mostue  
President

Dated: \_\_\_\_\_

\_\_\_\_\_  
Options for Homeless Residents of Ashland

\_\_\_\_\_  
Print Name

**NOTE:** The following is an informal notification of Grant Award. The official notification has not been received at the time of this grant submission.

**From:** Connie Wilkerson <[cwilkerson@accesshelps.org](mailto:cwilkerson@accesshelps.org)>

**Date:** January 15, 2020 at 9:29:27 AM PST

**To:** "Executive Director, Michelle Arellano" <[ExecutiveDirector@HelpingAshland.org](mailto:ExecutiveDirector@HelpingAshland.org)>

**Cc:** Jackie Agee <[jackieagee@accesshelps.org](mailto:jackieagee@accesshelps.org)>

**Subject:** Congratulations on CoC/HUD award

Dear Michelle,

Congratulations! HUD just announced its awards for the CoC Collaborative Grant, and OHRA received \$45,394. We will follow up soon with any necessary paperwork.

All the best,

Connie

**Constance S. Wilkerson**

*Continuum of Care Manager*

P: (541) 494-1209

F: (541) 779-8886

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

