

FEB 20 2015



Community Development Block Grant

Application

March 2015

Special Needs Residential Home Remodel, Narrative Summary

Full Project Cost: \$ 130,000

Amount Requested from CBBG: \$ 99,000

Ashland Supportive Housing and Community Outreach (ASH), a 501(c)3 private nonprofit corporation, is requesting Community Development Block Grant funds to rehabilitate and upgrade an existing 24 Hour Residential Home for adults with intellectual and developmental disabilities (I/DD). ASH has provided residential and support services for people with I/DD in the community since 1982. This facility is a single family residential home in an Ashland neighborhood that houses five adults. It was purchased by ASH in 2005 and is owned without encumbrances. All of the residents in the home are considered to be extremely low-income, and require staff available 24/7. Several of the residents have been provided housing with ASH since 1982; three have significant mobility issues requiring a walker and/or wheelchair. Any available openings are filled by individuals with I/DD by referral process through Jackson County Developmental Disability Services, who verifies disability and income. ASH is dedicated to providing this special needs housing for extremely low income adults in perpetuity.

The proposed project has three parts:

- 1. Replace existing cracked, concrete driveway and crumbling back patio and add new, more level walkway from the rear exit of the house to the curb.** The driveway has a significant upward slope and is currently very cracked and uneven, making navigation by residents difficult. The back patio is crumbling and is of a gravel like consistency. Residents and visitors with mobility issues are not currently able to access the back yard or sitting areas due to the instability of this surface. This part of the project would replace the deteriorating concrete driveway and patio and add an additional walkway from the rear of the house to the curb at a significantly reduced and more easily navigated slope.
- 2. Replace existing, non-permitted and nonconforming laundry room while expanding square footage of the living space.** The existing laundry room is an addition to the back of the house, existing at purchase in 2005. It is not constructed on footings, causing the walls to absorb moisture. As part of this needed repair, ASH is proposing that at the same time a section of the exterior wall be extended outward by 10 feet to create room in the communal dining and living areas. This will be an increase from 485 to 755 square feet. As residents age in place they face increasing mobility issues; some now use



walkers and need assistance to move about their home. More space is necessary to provide free access without tripping hazards. Also, as people age and as State funded day programs are cut people are home more, and present in the main living areas of the house a majority of the day.

- 3. Installation of a solar power system.** This facility uses more than the average household for electricity and water. As energy costs continue to grow, revenue from state contracts do not keep pace. This installation proposes to generate 85% of the current utility costs. The addition of solar power will enhance the financial stability of the agency and provide the positive example of green energy use.

ASH is proposing the above three pieces as one project as there will be significant cost savings in doing all three at once.

The ownership entity is Ashland Supportive Housing and Community Outreach. The agency contact person is:

Judy Beyer, Assistant Director
PO Box 3536
693B, Washington St
Ashland, Oregon 97520
Phone: 541-488-2870
Fax: 541-488-2682
Email: ashinc@ashlandoreon.org





CITY OF ASHLAND
2015 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 Supportive Housing and Community Outreach

Executive Director's Name(s): Sue Crader

Board Member Names (attach separate sheet)

Applicant Mailing Address: PO Box 3536, Ashland, Oregon 97520

Applicant Street Address: 693B Washington St., Ashland, Oregon 97520

IRS Classification: 501(c) 3 Private Nonprofit Corporation

Federal Tax ID#: XXXXXXXXXX

Mission Statement: (may be attached)

The ASH Board and Staff support persons with disabilities to live a rich, fulfilling and productive life with dignity and respect.

Total Employees: 36 Total Volunteers: 14

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

Name: **Judy Beyer**
Title: **Assistant Director**
Phone Number: **(541) 488-2870**
Fax Number: **(541) 488-2682**
E-mail Address: **ashinc@ashlandoregon.org**

III. PROJECT INFORMATION SUMMARY

Project Name or Title: **Special Needs Residential Facility Remodel**

Expected Completion Date: December, 2015

Requested CDBG Funds:	\$99,000
Organizational Match:	\$13,000
Funds from Other Sources:	\$18,000
Total Project Cost:	\$130,000

Application Contents

A complete proposal shall include a brief narrative summary on applicant letterhead, full project cost, all federal, state and local subsidies requested for the project, proposed ownership entity, phone number and mailing address of contact person for the designated non-profit or certified Community Housing Development Organization.

Provide the information listed below numbered and in the order listed so that we can find the required information easily and award full credit for your responses. If the question does not apply to the proposed project write N/A.

1) Complete Application Form (see page 16).

Enclosed

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

Ashland Supportive Housing owns a residence that provides housing for five extremely-low income adults with developmental disabilities at 842 Michelle Avenue in Ashland Oregon. When the home was purchased in 2005, the area in back of the house, which faces west, was unprotected and had drainage issues. It was muddy in winter and hot in summer. ASH remedied the issue of protecting the western face of the house with a patio deck, arbor, and planters in 2005 and added a French drain for the back yard. At this time ASH also modified the home for accessibility by adding concrete ramps to the front and side entrances and enlarging a bathroom to fit a walk-in shower and wheelchair access. The goal was to outfit the home to allow residents to age in place.

In the ten years since the house was purchased and remodeled a number of issues have arisen:

- The concrete patio in back that was added in 2005 is now breaking apart; residents with mobility issues can no longer walk on it.
- The driveway, which has a significant slope, has cracks that are worsening rapidly making it difficult to impossible for some to navigate.
- The laundry room has moisture damage in the walls and needs to be demolished, with a new room constructed on the same level as the rest of the home. It currently extends onto the back patio; this room was an addition to the main house and was built on a concrete pad, not on footings, and on a different level than the rest of the house. This resulted in a step down that is too difficult for residents to navigate and is currently not used as a safety exit.
- The home needs an exit to the backyard with a ramp that is safe for all residents to use, utilizing the side of the property that has significantly less slope.
- Additionally, when this home was purchased all residents had either work or State funded day services out of the home for five (5) hours per day. Day services have closed in the last year, and due to the Employment First mandate by the State, those residents who have worked in the past have seen their hours cut back to 2-3 hours per day. The communal living areas are now too small as most residents are present for a majority of the day.
- The cost of electricity rises every year without a concurrent cost of living increase from the State on a regular basis; this uses up more of our operating funds and leaves less for client services. Additionally as residents are in the home more hours of the day more electricity is used. ASH has determined that this increase is approximately 24% since 2010.

The remodel needs can be remedied with a single demolition of the laundry room and concrete patio and remodel of the west face to extend out a section of the wall to create more living space (drawings are included with this application).

We are requesting three major improvements:

- 1. Replace existing cracked, concrete driveway and crumbling back patio and add new, more level walkway from the rear exit of the house to the curb.** The driveway has a significant upward slope and is currently very cracked and uneven, making navigation by residents difficult. The back patio is crumbling and is of a gravel like consistency. Residents and visitors with mobility issues are not currently able to access the back yard or sitting areas due to the instability of this surface. This part of the project would replace the deteriorating concrete driveway and patio and add an additional walkway from the rear of the house to the curb at a significantly reduced and more easily navigated slope.
- 2. Replace existing, non-permitted and nonconforming laundry room while expanding square footage of the living space.** The laundry room was an addition to the back of the house, existing at purchase in 2005. It was not constructed on footings, causing the walls to absorb moisture. As part of this needed repair, ASH is proposing that at the same time a section of the exterior wall be extended outward by 10 feet to create room in the communal dining and living areas. This will be an increase from 485 to 755 square feet. As residents age in place they face increasing mobility issues; some now use walkers and need assistance to move about their home. More space is necessary to provide free access without tripping hazards. Also, as people age and as State funded day programs are cut people are home more, and present in the main living areas of the house a majority of the day.
- 3. Installation of a solar power system.** This facility uses more than the average household for electricity and water. As energy costs continue to grow, revenue from state contracts do not keep pace. This installation proposes to generate 85% of the current utility costs. The addition of solar power will enhance the financial stability of the agency and provide the positive example of green energy use.

The first two of these improvements would dramatically improve safety for our residents. The solar collection system would save ASH over \$2500 in electrical costs over the course of a current year. Savings of this nature will help move ASH and the entire community into the greening of the 21st century.

- 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 house we own at 842 Michelle Ave is in the Old Helman Ranch subdivision. It was built in 1979, and has been remodeled at some time before we purchased it in 2005. It has five (5) bedrooms and sits on a 9000 sq. ft. lot near the edge of the subdivision. It is on a single level and has concrete ramps to front and side doors. The back (west side) is not handicap accessible due to the deteriorating surface of the concrete patio. Three of the five residents have lived in the house for 10 years, and we hope that the other two will stay with us long term as well. They like the

neighborhood, especially as it is within walking distance of our other two agency group homes. It is quiet and the neighbors are friendly. The house is in good condition.

The existing house has a House Manager's office; communal living and kitchen area; five (5) bedrooms; two (2) indoor storage areas; 108 sq. ft. laundry room; and two (2) bathrooms.

The dimensions of the project area are:

- Lot size: 9000 sq. ft.
- Existing house: 1840 sq. ft.
- Proposed house: 2140 sq. ft.
- Existing living and laundry space: 485.5 sq. ft.
- Proposed living and laundry space: 755.5 sq. ft.

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

Map provided in attachments

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

N/A

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.

This project proposes to remodel an existing five bedroom home that houses five developmentally disabled adults, all of whom are extremely-low income.

The house was built in 1979. It is a single family home, single level that was remodeled sometime previous to our purchase in 2005 to create five bedrooms. We have done extensive retrofitting for our purposes. The property has also been significantly improved with a fire suppression system, an extra bathroom, concrete ramps and landscaping. It was thoroughly inspected by Don King of World Inspection Network at the time of purchase. Other than some general repairs, the problem of inadequate exterior drainage was addressed with a French drain installed at the same time that the concrete patio was laid. Ashland Supportive Housing strives to maintain all of our homes in excellent condition as far as weatherization and attractiveness. Roof and siding are in excellent condition. The residents are happy there and well established in the neighborhood. The cost of the rehabilitation we are proposing now stands at \$130,000. New construction or moving are neither affordable nor desirable at this time.

The rehabilitation includes five major areas:

1. Renovate the laundry room
2. Push the back wall of the living area out ten (10) feet.
3. Pour new concrete for the patio deck and driveway as both have failed

4. Pour a new walkway to run around the house from the back to the street
5. Install solar electrical panels on the roof to assist with utility expenses

The concrete patio and old laundry room will be demolished. The area to become a foundation for the new living area will be excavated. The existing arbor will be disassembled and saved for use later. New walls will be erected for the laundry room and living area. The total proposed area increase will be 270 sq ft. There will be a new roofline, and changes to plumbing and the fire suppression system. Egress from the back of the building will become accessible to people with mobility issues. In case of fire exit from the back of the building, people will be able to get around the building and out to the street on a firm walkway. Preliminary drawings are included in this application.

- 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.

The target population is developmentally disabled adults who require support services 24 hours per day and assistance with all activities of daily living. Eligibility is determined by the State of Oregon through Jackson County Developmental Disability Services. Persons found eligible are given a Needs Assessment Survey, which determines what supports are needed and the level of ongoing funding for these supports that will be provided by the state. When there is an opening, referrals are sent to ASH from Jackson County DD Services, which are then screened for an appropriate match with current residents. The applicant then visits the home, meets the current residents, and makes the final decision to accept placement. This property is felt to be suitable for the proposed use as it has served as a residential facility for developmentally disabled adults since 2005. It was inspected and licensed by the State of Oregon at opening, and is reinspected every two (2) years. The home is single story; fenced; has a fire suppression system in place; is conveniently located in relation to city services; and has a long and well established place in the neighborhood as a home for adults with disabilities.

- m) Indicate how many years the property will remain affordable and the mechanism that will be used to ensure the affordability period.

Ashland Supportive Housing is licensed as a 24 Hour Residential facility for Adults with Developmental Disabilities through the State of Oregon Department of Human Services. We have served in this capacity since 1981. We are firmly established in the community, and we expect to continue operations at least 60 years as residential services will continue to be needed by this population. We are the only agency providing this service in Ashland, and as such we expect to continue providing services. The house at 842 Michelle Avenue is wholly

owned by Ashland Supportive Housing and all rehabilitation is being done with the expectation that the current use will continue for the full affordability period. This use is by its very nature to supply housing to low income adults.

- 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 facility to be remodeled is a residential home with 24 hour support staff for special needs adults with intellectual and developmental disabilities. All residents are extremely low income, and need assistance with all activities of daily living, which includes help with personal hygiene, meal preparation, laundry services, administering medication, and other support services. Currently, two residents use walkers, and a third needs hands-on assistance ambulating. None are able to access the community independently. The age range of current residents is from 30 to 78 years of age. Residents are invited to stay for their lifetime; the home has been remodeled to remove architectural barriers in order to allow aging in place.

- 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 Form A – Project Schedule

- 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.

See attached project budget and detailed construction bids.

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

See attached operating budget.

- a) Describe the assumptions used to determine the total project cost. Indicate the sources consulted and how costs were determined.

We have had construction estimates from three general contractors:

1. Innovative Construction of Oregon
2. Golden Fields Construction and Design
3. Hamlett Construction Company

Additionally we have consulted with two companies that install concrete:

1. Cut 'N Break Construction
2. Josh Bong Construction

We have a current estimate from Pacific Fire Protection to add to the existing fire suppression system.

TruSouth solar has provided the estimate for solar installation.

- b) Was consideration given to remaining economic life of the property and potential cost increases such as unanticipated repair or relocation costs? Maintenance costs? Operating costs?

(Not applicable for social service applications involving direct services to qualified low- or extremely low- income persons)

The needs of this project were determined by the necessity to renovate the property in order to extend its economic life and prevent future major repairs. The residence is considered to have as long a life, if not more so, than other, similar residential properties. There will be no relocation costs. See attached budget for operating costs, which includes maintenance and repair. Currently, maintenance costs are covered through the ASH agency budget. Operating costs have been determined by the past ten (10) years of utility and maintenance costs on the property, and payroll, benefit and other operating costs as currently incurred in all programs managed by ASH.

- 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.

ASH has been a provider of residential services for adults with developmental disabilities since 1982. Financial assumptions are based on experience during this time. The State of Oregon conducts a needs assessment survey on all individuals accepted for services. This survey

determines the rate that is paid to provider organizations for the cost of care, which includes staffing, facility, and administrative costs. In addition, residents pay room and board to the provider organization at an amount that is determined by the State of Oregon. This rate is currently set at \$570.00 per month per individual. ASH uses these known funds to set the operating budget for the agency. If additional exceptional needs arise, ASH seeks funds from other sources through grants and fundraising. ASH maintains a reserve fund and insurance to in order to maintain the integrity of the residences should a catastrophic emergency arise.

- d) Discuss non-typical expenses or those outside industry standards.

None known at this time.

- e) Attach letters of funding commitment from other sources, if available.

Matching grants are in process.

- 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.

The property involved currently has tax exempt status which will remain in place. To determine the estimated dollar value of the continuation of the current tax exemption over the next twenty-year period we consulted with the Jackson County Assessors' Office. With a current Maximum Assessed Value of \$179,950 and adding a 3% increase per year for twenty years, the dollar value of the tax exemption over a twenty year period is \$44,723.

(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 No
- New Construction (non-residential) No
- Removal of Architectural Barriers Yes
- Rehabilitation Costs Yes
- Development Costs No
- Client Services No

- Specification Preparation (Construction/Rehab) Yes
- Relocation Benefits (if required) No
- Appraisal (for acquisitions) No

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.

Tenants are presumed to be persons of principally low incomes per HUD guidelines as they are all diagnosed with a developmental disability.

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

There are currently no financial or legal commitments made to the project.

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?

No

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

This rehabilitation does not require an environmental assessment. Evaluation will be done for any demolition materials that may contain asbestos by Neilson Research Laboratories. The building was built after 1978, so no lead paint would have been used in construction. All codes and ordinances will be adhered to.

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

No

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

No

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 ASH Board and Staff support persons with disabilities to live a rich, fulfilling, and productive life with dignity and respect. ASH has been helping people with developmental disabilities function in Ashland's community and assisting our clients to engage in work and hobbies since 1982. We provide support at home and in the community for our clients' individual needs while also encouraging independence. The agency currently has 26 full time employees and 10 part time or temporary staff. ASH has been able to negotiate rates with the State of Oregon and manage income in order to provide a living wage for all regular staff, which includes fully compensated medical and dental benefits.

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

As a provider of supportive services, ASH has always encouraged our residents to be independent within their capabilities. This home will continue to encourage residents to be

independent to their best of their ability, while also providing support where it is needed. It should be noted that through the needs assessment process by the State that each resident or applicant for housing has been determined to require support services on a 24 hour basis.

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

- a) For proposed projects serving a low-income area (i.e. public facility improvements, community center or other neighborhood serving facility), provide the following data, including documentation of the sources of information for the following statistics:
- Number of extremely low-, low- and moderate-income individuals served in the project area on an annual basis.
 - Total number of individuals served in project area on an annual basis.

N/A

- 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.

Developmentally disabled adults

- 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.)

5

- Total number of individuals in target population to be served on an annual basis.

5

- Percent low and moderate income.

100%

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

All individuals admitted to 24 Hour Residential services are developmentally disabled and have as their primary income source Social Security and/or Supplemental Security Income. This class by HUD definitions is considered to be extremely-low income.

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

N/A

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

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 applicants capacity and experience in providing, maintaining and managing housing, particularly low income housing similar to the proposed project.

Ashland Supportive Housing has been managing homes for developmentally disabled adults since 1982. ASH has purchased, remodeled for accessibility, and moved our clientele into three group homes in the Quiet Village area of Ashland over the last ten years. This move in operations was undertaken due to our clients growing older and developing greater needs for accessible housing in order to age in place. All three homes were remodeled for this purpose. Our fifteen residents are now housed in those three homes still under our care and supervision. We consider ourselves well qualified to provide, maintain and manage homes for the developmentally disabled.

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

Yes. ASH has successfully operated residential homes in the Ashland community since 1982. Ongoing operating expenses are determined by 33 years of experience. ASH maintains an emergency reserve fund in order to ensure that no disruptions in service will occur.

- 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?

The property is owned free of encumbrances by Ashland Supportive Housing.

- 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.

Relocation will not be needed.

- 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?

No land use approvals are needed.

- g) Has a pre-application been completed with the Ashland Planning Department?

A pre-application is not necessary for this project. No Land Use approval is required.

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

Improvements are all in good condition except for the concrete patio at the back (west side). We have a fire suppression system which is inspected annually. Bathrooms and kitchen are in good condition. Concrete ramps are ten (10) years old and in good condition. Exterior paint is

one year old. Windows were all replaced at the time of purchase ten (10) years ago. The insulation and ducting were repaired in 2006 along with sealing of all doorways. The water heater is less than ten (10) years old, but the furnace is of unknown age as it came with the house. The roof was torn off and replaced in 2008. The landscaping is irrigated and maintained with annual inspection of valves and sprinklers. The staff inspect the house monthly for safety hazards. We expect this house (and all of our houses) to serve us for a minimum of another sixty (60) years.

i) Describe commitment of project funding from other sources

Ashland Supportive Housing's proposed match has been set aside. Application for a Carpenter Foundation grant for \$18,000 is in process for a portion of the costs of the solar energy system.

- 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.

There will be no negative impacts on historic or architecturally significant properties or the environment.

- 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.

Please see attached photographs of the areas to be remodeled. Also attached are the leading, lowest bids for the work to be done.

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

CITY OF ASHLAND
2015 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.**

A. Applicant's Background	Yes	No	N/A
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. Project Location and Land Use Issues	Yes	No	N/A
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		

C. Environmental Issues	Yes	No	N/A
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?		X	
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 1979	
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
D. Labor Requirements	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		
E. Displacement and Relocation	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	
F. Property Data	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? \$0.00			X
5. What is the current use of the property? Low income special needs housing			
6. Has an appraisal on the property been conducted? If yes, what is the assessed value of the property? \$266,530	X		

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

Housing Proposals

Activity	Start Date	Completion Date
Site Planning & Development		
Option	N/A	
Site Acquisition	N/A	
Plan Development		02/2015
Pre-application	N/A	
Land Use Approval	N/A	
Construction Plans		02/2015
Final Bids		02/2015
Contractor Selection		07/2015
Building Permits		07/2015
Grant applications		
local		
state		
federal	02/2015	07/2015
Non-government	04/2015	07/2015
other		
Loan Applications		
Construction loan	N/A	
Permanent	N/A	
Construction Phase		
Construction	Upon receipt of funds	12/2015
Certificate of Occupancy	N/A	12/2015

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

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

Uses of Funding Housing Proposals

	Total Cost	CDBG Request	Other Source(s)
Acquisition Costs			
Land	N/A		
Improvements	\$127,000		
Liens and other Taxes	N/A		
Closing costs	N/A		
Off-Site costs	N/A		
Other	N/A		
SUBTOTAL	\$127,000	\$99,000	\$28,000
Development Costs			
Land Use Approvals	N/A		
Building Permits/fees (Include Engineering and Community Development Fees)	\$3,000	-0-	ASH Match
System Development Charges (SDCs)	N/A		
Relocation Costs	N/A		
Environmental Report / Lead Based Paint Clearance	N/A		
Soils Report	N/A		
Survey	N/A		
Marketing	N/A		
Insurance	Existing coverage		
Other	N/A		
Fees			
Architectural/Engineering	N/A		
Legal/Accounting	N/A		
Appraisals	N/A		
Lender fees	N/A		
Construction Loan	N/A		
Permanent Loan	N/A		
Tax Credit Fees	N/A		
Developer Fee	N/A		
Consultant Fee	N/A		
Other	N/A		
TOTAL	\$130,000	\$99,000	\$31,000

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			\$99,000	08/2015
State Grants				
Local Grants				
Non-Governmental Grants			\$18,000	07/2015
Donations/Gifts				
Applicant Contribution	\$13,000			
Program Income	N/A			
Loans	N/A			
Other (specify)	N/A			
Other (specify)	N/A			
TOTAL	\$13,000		\$112,000	

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.

Community Development block grant funds applied for 02/20/2015. Award date will be by 07/2015, with availability by September, 2015.

The application for Carpenter Foundation funds is due on April 25, 2015. These funds, if awarded, will be available July 30, 2015.

ASH has set aside \$10,000 for this project. Friends and supporters will be solicited for additional donations through our newsletter and through on-going fundraising.

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 Supportive Housing and Community Outreach**

-
- 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

- 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

Sue Crader / Executive Director Commissioner, Housing and Human Services Commission

- 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 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 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.

The Executive Director of Ashland Supportive Housing and Community Outreach, Sue Crader, serves on the Housing and Human Services Commission. She informed the Commission of this potential conflict of interest at the regular commission meeting held on January 22, 2015, and recused herself from any viewing or deliberation of applications.

List of Attachments

1. ASH Board of Directors
2. Articles of Amendment
3. 501 (c) (3)
4. ASH Financial Statement-Nov. 2014
5. Profit and Loss
6. Operation Budget
7. Project Budget
8. Map of Project Neighborhood
9. Construction Plans
10. Photos

**ASHLAND SUPPORTIVE HOUSING & COMMUNITY OUTREACH
BOARD OF DIRECTORS: 2015**

Brian Nelson-Munson *(Since Apr 2011)*

President (2 year term)

2365 Greenmeadows Way

Ashland, OR 97520

Retired Clergy person

(541) 554-2888 (cell)

bnelsonmunson@gmail.com

Mia Driscoll *(Since Mar 2003)*

Secretary (2 year term)

365 Kent Street

Ashland, OR 97520

Teacher, Helman School Ashland, OR

(541) 482-4857 (home)

Amy Crumme Korth *(Since Jan 1992)*

Treasurer (2 year term)

1566 E. Nevada St

Ashland, OR 97520

Cafeteria Manager, Helman School

(541) 482-1843 (home)

(541) 778-2402 (cell)

amycrummy@gmail.com

Barbara Mathieson *(Since Oct 2013)*

Vice President (2 year term)

4898 Highway 66

Ashland, OR 97520

Retired English Professor (SOU)

(541) 488-4898 (home)

(541) 261-7271 (cell)

barbara.mathieson@gmail.com

Charles "Rick" Rhoades *(Since November 2014)*

1825 Siskiyou Blvd., #3

Ashland, OR 97520

Retired Siskiyou Child Care Council

(530) 925-4318 (cell)

rickrhoades@yahoo.com

Laurel Biegert *(Since February 2015)*

550 Mt Ashland Road

Ashland, OR 97520

541-890-3887 (cell)

clbiegert@gmail.com

Staff Representative:

Zachary Parsons

290 W. Nevada

Ashland, OR 97520

541-488-3440 (work)

Emeritus member:

Midge Binnewies *(Since May 2004)*

Retired Special Education Teacher

(541) 690-7672 (cell)

midgebinn@msn.com



Phone: (503) 986-2200
 Fax: (503) 378-4381

Articles of Amendment—Business/Professional/Nonprofit

Secretary of State
 Corporation Division
 255 Capitol St. NE, Suite 151
 Salem, OR 97310-1327
 FilingInOregon.com

Check the appropriate box below:

- BUSINESS/PROFESSIONAL CORPORATION
 (Complete only 1, 2, 3, 4, 6, 7)
 NONPROFIT CORPORATION
 (Complete only 1, 2, 3, 5, 6, 7)

FAXED
 10-22-03

REGISTRY NUMBER: 157020-12

In keeping with Oregon Statute 192.410-192.595, the information on the application is public record.
 We must release this information to all parties upon request and it may be posted on our website.

For office use only

Please Type or Print Legibly in **Black Ink**.

- 1) **NAME OF CORPORATION PRIOR TO AMENDMENT:** Advocates for Severely Handicapped, Inc.
- 2) **STATE THE ARTICLE NUMBER(S) AND SET FORTH THE ARTICLE(S) AS IT IS AMENDED TO READ.** (Attach a separate sheet if necessary.)
Article 2, The name of this corporation is Ashland Supportive Housing and Community Outreach, Inc.
- 3) **THE AMENDMENT WAS ADOPTED ON:** 10/20/03
 (If more than one amendment was adopted, identify the date of adoption of each amendment.)

BUSINESS/PROFESSIONAL CORPORATION ONLY

4) **CHECK THE APPROPRIATE STATEMENT**

Shareholder action was required to adopt the amendment(s). The vote was as follows:

Class or series of shares	Number of shares outstanding	Number of votes entitled to be cast	Number of votes cast FOR	Number of votes cast AGAINST

Shareholder action was not required to adopt the amendment(s). The amendment(s) was adopted by the board of directors without shareholder action.

The corporation has not issued any shares of stock. Shareholder action was not required to adopt the amendment(s). The amendment(s) was adopted by the Incorporators or by the board of directors.

NONPROFIT CORPORATION ONLY

5) **CHECK THE APPROPRIATE STATEMENT**

Membership approval was not required. The amendment(s) was approved by a sufficient vote of the board of directors or incorporators.

Membership approval was required. The membership vote was as follows:

Class(es) entitled to vote	Number of members entitled to vote	Number of votes entitled to be cast	Number of votes cast FOR	Number of votes cast AGAINST

6) **EXECUTION**

Signature	Printed Name	Title
<u>[Signature]</u>	<u>L. Sue Crader</u>	<u>Executive Director</u>

7) **CONTACT NAME** (To resolve questions with this filing.)

DAYTIME PHONE NUMBER (Include area code.)

Sue Crader (541) 488-2870

FEES

Required Processing Fee \$20
 Confirmation Copy (Optional) \$5
 Processing Fees are nonrefundable.

Please make check payable to "Corporation Division."

NOTE:

Fees may be paid with VISA or MasterCard. The card number and expiration date should be submitted on a separate sheet for your protection.

Internal Revenue Service
District Director

Department of the Treasury

Date: 29 OCT 1982

Employer Identification Number:

Accounting Period Ending:

June 30

Foundation Status Classification:

509(a)(1) and 170(b)(1)(A)(vi)

Advance Ruling Period Ends:

June 30, 1984

Person to Contact:

Ellen Oliver

Contact Telephone Number:

(206) 442-5106

▷ Jackson County Board of Advocates
for Severely Handicapped Adults
547 Clover Lane
Ashland, OR 97520

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably be expected to be a publicly supported organization described in section 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, you will be treated as a publicly supported organization, and not as a private foundation, during an advance ruling period. This advance ruling period begins on the date of your inception and ends on the date shown above.

Within 90 days after the end of your advance ruling period, you must submit to us information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, you will be classified as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, you will be classified as a private foundation for future periods. Also, if you are classified as a private foundation, you will be treated as a private foundation from the date of your inception for purposes of sections 507(d) and 4940.

Grantors and donors may rely on the determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you submit the required information within the 90 days, grantors and donors may continue to rely on the advance determination until the Service makes a final determination of your foundation status. However, if notice that you will no longer be treated as a section 509(a)(1) organization is published in the Internal Revenue Bulletin, grantors and donors may not rely on this determination after the date of such publication. Also, a grantor or donor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act that resulted in your loss of section 509(a)(1) status, or acquired knowledge that the Internal Revenue Service had given notice that you would be removed from classification as a section 509(a)(1) organization.

P.O. Box 21224, Seattle, Washington 98111

(over)

Letter 1045(DO) (6-77)

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. Also, you should inform us of all changes in your name or address.

Generally, you are not liable for social security (FICA) taxes unless you file a waiver of exemption certificate as provided in the Federal Insurance Contributions Act. If you have paid FICA taxes without filing the waiver, you should call us. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

You are required to file Form 990, Return of Organization Exempt from Income Tax, only if your gross receipts each year are normally more than \$10,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, when a return is filed late, unless there is reasonable cause for the delay.

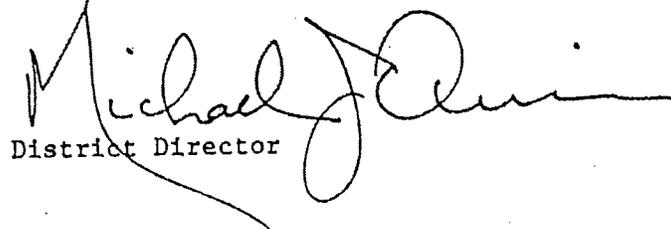
You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter, we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,


District Director

cc: Bruce D. Smith

Income and Expenses to Budget							
Ashland Supportive Housing		2014-15	Monthly	November	Month	July/Nov	Fiscal Year
November 2014		Budget	Budget	Actual	Variance	Actual	Budgeted
Mental Health Funding		1,230,000.00	102,500.00	100,979.00	(1,521.00)	507,343.94	512,500.00
Room and Board		100,900.00	8,408.33	7,854.00	(554.33)	39,887.10	42,041.67
Food Stamps		18,500.00	1,541.67	1,566.00	24.33	10,171.47	7,708.33
Donations		7,000.00	583.33	25.00	(558.33)	1,357.04	2,916.67
United Way Comm Access		1,700.00	141.67	125.00	(16.67)	651.27	708.33
Ashwood Guest Income		45,000.00	3,750.00	1,526.25	(2,223.75)	11,100.00	18,750.00
Community Outreach		25,000.00	2,083.33	1,306.77	(776.56)	9,822.69	10,416.67
Fundraising, Events Income		5,000.00	416.67	25.00	(391.67)	4,710.99	2,083.33
Total Revenue		1,433,100.00	119,425.00	113,407.02	(6,017.98)	585,044.50	597,125.00
Grant Income			0.00			1,836.00	
						586,880.50	
Advertising		2,000.00	166.67	-	166.67	362.00	833.33
Client Activities		7,000.00	583.33	100.00	483.33	7,189.66	2,916.67
Client Medical & Supplies		4,200.00	350.00	411.14	(61.14)	851.12	1,750.00
Company Vehicles		13,000.00	1,083.33	738.15	345.18	4,857.82	5,416.67
Contract Services		4,000.00	333.33	462.50	(129.17)	1,975.00	1,666.67
Dues & Subscriptions		8,000.00	666.67	837.23	(170.56)	3,883.78	3,333.33
Employee Benefits		150,000.00	12,500.00	8,573.48	3,926.52	51,851.52	62,500.00
Employee Pension		10,000.00	833.33	689.89	143.44	3,587.85	4,166.67
Food		53,000.00	4,416.67	3,361.92	1,054.75	16,130.48	22,083.33
Household supplies		13,000.00	1,083.33	861.59	221.74	6,716.69	5,416.67
Insurance		19,500.00	1,625.00	1,580.92	44.08	7,897.85	8,125.00
Meals & Entertainment		1,000.00	83.33	-	83.33	1,417.32	416.67
Mileage (Travel)		8,500.00	708.33	466.13	242.20	3,915.95	3,541.67
Occupational Health		2,000.00	166.67	69.99	96.68	641.62	833.33
Office Supplies		7,500.00	625.00	1,393.33	(768.33)	4,061.09	3,125.00
Payroll Expense		890,000.00	74,166.67	74,517.43	(350.76)	373,840.94	370,833.33
Payroll Taxes		100,000.00	8,333.33	7,669.83	663.50	38,088.75	41,666.67
Professional Development		5,000.00	416.67	-	416.67	275.00	2,083.33
Professional Fees		8,000.00	666.67	-	666.67	-	3,333.33
Rent		9,300.00	775.00	775.00	-	3,875.00	3,875.00
Repairs & Maintenance		20,000.00	1,666.67	2,092.24	(425.57)	9,326.57	8,333.33
Special Events		4,000.00	333.33	563.45	(230.12)	1,277.79	1,666.67
Telephone		8,500.00	708.33	731.51	(23.18)	3,696.99	3,541.67
Taxes & Licenses		1,000.00	83.33	-	83.33	556.00	416.67
Travel		5,500.00	458.33	-	458.33	6,774.56	2,291.67
Utilities		30,000.00	2,500.00	2,155.31	344.69	11,258.90	12,500.00
Depreciation Expense		30,000.00	2,500.00	2,500.00	-	12,500.00	12,500.00
Fundraising/In-Kind Donations		5,000.00	416.67	-	416.67	959.39	2,083.33
Total Expenses		1,419,000.00	118,250.00	110,551.04	7,698.96	577,769.64	591,250.00
Net Gain/Loss		14,100.00	1,175.00	2,855.98	1,680.98	7,274.86	5,875.00
**To calculate actual income, grants are shown on separate line.							

ASH Ashland Supportive Housing
Profit & Loss
November 2014

02/20/15
Accrual Basis

Nov 14

Ordinary Income/Expense	
Income	
4100 · Mental Health	0.00
4110 · Client Offsets	100,979.00
4100 · Mental Health - Other	-----
Total 4100 · Mental Health	100,979.00
4200 · R & B	7,854.00
4250 · Food Stamps	1,566.00
4300 · Donations	-----
4301 · Donations, General	25.00
Total 4300 · Donations	25.00
4400 · United Way Comm Access	125.00
4500 · Ashwood Guest Income	1,526.25
4615 · Outreach Services	1,306.77
Total Income	-----
	113,382.02
Gross Profit	
	113,382.02
Expense	
6125 · Bank Charges	173.17
6205 · Client Activities	100.00
6210 · Client Medical & Supplies	399.91
6212 · Company Vehicles	-----
6213 · Gas	484.24
6216 · Vehicle Repairs & Maintenance	253.91
Total 6212 · Company Vehicles	738.15
6215 · Contract Services	462.50
6600 · Dues & Subscriptions	837.23
6610 · Employee Benefits	8,573.48
6611 · Employee Pension	689.89
6650 · Food	3,361.92
6660 · Household supplies	861.59
6700 · Insurance	1,580.92
7015 · Mileage (Travel)	466.13
7020 · Occupational Health	69.99
7100 · Office Supplies	1,220.16
7200 · Payroll Expense	73,891.18
7225 · Payroll Taxes	7,669.83
7400 · Rent	775.00
7500 · Repairs & Maintenance	2,092.24
7550 · Special Events	563.45
7700 · Telephone	731.51
7900 · Utilities	-----
7902 · Electric, Water, Sewer	1,265.24
7903 · Gas/heating	231.90
7905 · Internet	269.99
7906 · Trash	245.89
7908 · TV	127.29
Total 7900 · Utilities	2,140.31
Total Expense	-----
	107,398.56
Net Ordinary Income	5,983.46
Other Income/Expense	
Other Income	-----
9120 · Miscellaneous Income	25.00
Total Other Income	-----
	25.00
Net Other Income	-----
	25.00
Net Income	-----
	6,008.46

Ashland Supportive Housing 2014-15 Budget	
Mental Health	1,230,000.00
Room & Board	100,900.00
Food Stamps	18,500.00
Donations	7,000.00
United Way Comm Access	1,700.00
Ashwood Guest Income	45,000.00
Community Outreach	25,000.00
Fundraising Income	5,000.00
Total Revenue	1,433,100.00
Advertising	2,000.00
Client Activities	7,000.00
Client Medical & Supplies	4,200.00
Company Vehicles	13,000.00
Contract Services	4,000.00
Dues & Subscriptions	8,000.00
Employee Benefits	150,000.00
Employee Pension	10,000.00
Food	53,000.00
Household supplies	13,000.00
Insurance	19,500.00
Meals & Entertainment	1,000.00
Mileage (Travel)	8,500.00
Occupational Health	2,000.00
Office Supplies	7,500.00
Payroll Expense	890,000.00
Payroll Taxes	100,000.00
Professional Development	5,000.00
Professional Fees	8,000.00
Rent	9,300.00
Repairs & Maintenance	20,000.00
Special Events	4,000.00
Telephone	8,500.00
Taxes & Licenses	1,000.00
Travel	5,500.00
Utilities	30,000.00
Depreciation	30,000.00
Fundraising	5,000.00
Expenses	1,419,000.00
Budgeted Gain/Loss	14,100.00

**Project Budget - Special Needs Residential Home Remodel
842 Michelle Avenue**

Item	Bid
Concrete driveway and patio demo and replace	\$ 14,156.00
Living Room Expansion	\$ 26,050.00
Laundry Room Construction	\$ 25,208.00
Fire Suppression System Upgrade	\$ 1,586.00
New Walkway construction	\$ 2,000.00
Solar Installation	\$ 30,000.00
<u>Total CDBG Contribution</u>	<u>\$ 99,000.00</u>

Additional Items Paid for with Matching Funds by ASH

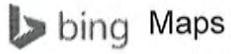
Plans and Permits	\$ 3,000.00
Solar Installation contribution	\$ 10,000.00
<u>Total ASH Contribution</u>	<u>\$ 13,000.00</u>

Items Contributed by Grants and Fundraising

Solar Installation contribution	\$ 18,000.00
<u>Total Contribution</u>	<u>\$ 18,000.00</u>

<u>Total Project Cost</u>	<u>\$ 130,000.00</u>
----------------------------------	-----------------------------

Percentage Matched by ASH **10%**

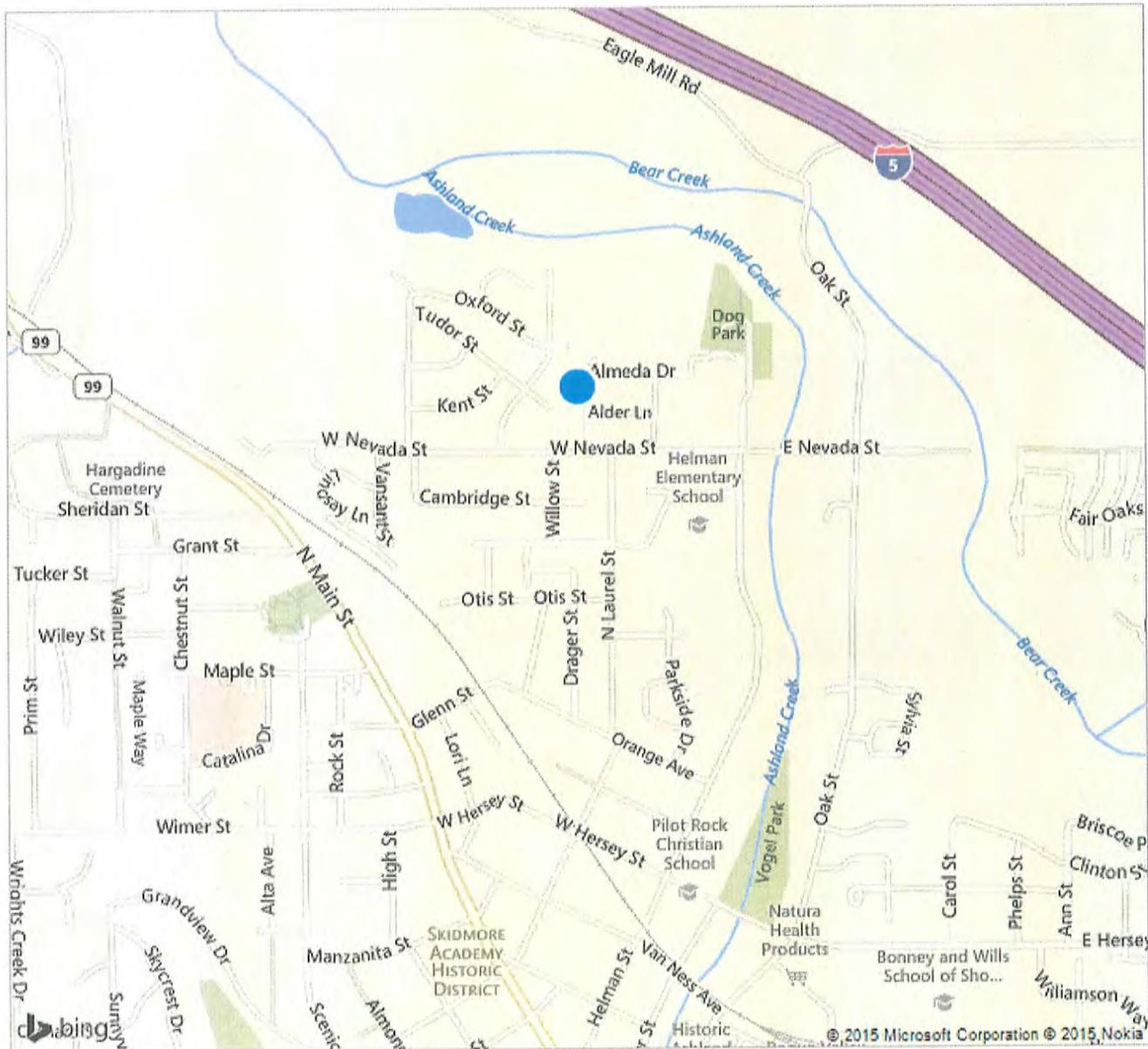
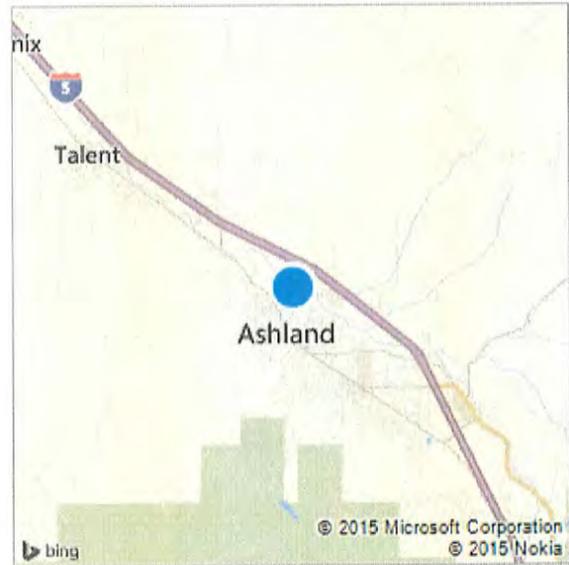


42.2116914758111, -122.71619178543

My Notes



On the go? Use **m.bing.com** to find maps, directions, businesses, and more



2/3/15

15-037p1

Sue Crader
842 Michelle Ave
Ashland, OR

Dear Ms. Crader,

With the system we are proposing, you will be 83% closer to your energy independence! Not only are you investing in your own electricity production, you are investing in a clean, safe energy source for your family. Guaranteed for 25 yrs and designed for 40+ yrs of service, your solar electric system can be a gift you pass on to your family or an effective way to increase your property value by \$48,839. We want you to feel confident in your purchase and ask that you consider the following:

- * We are Southern Oregon's most experienced and largest solar installer
- * Solar is at an all time low cost and incentives/tax credits are slowly decreasing
- * All of our products as well as our craftsmanship are covered by comprehensive warranties
- * Our systems are designed with a Secured Power Supply built in

Thank you for thinking about solar and how you can make a difference in reducing your energy bill as well as making a impact on our global community. Your system will also include a service panel upgrade as part of the solar electric system installation.

Thank you for your time and consideration,

"..It has been an absolute pleasure to work with the people at True South, and we would recommend them wholeheartedly to anyone..."
Char Peterson-Medford

Wade Bischoff | 541.816.1402 | wade@truesouthsolar.net

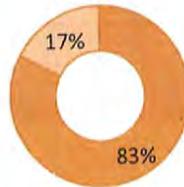
Customer Information

Sue Crader
842 Michelle Ave
Ashland, OR
541-973-7170
jbeyer@ashlandash.org

15-037p1

2/3/15

Utility Bill Reduced



System Details

System Size kW	14.56
Panel	Solar World
# Panels	52
Inverter	SMA7000TL-US
Annual Usage kWh	21,900
Annual Production kWh	18,099
Electricity Use Reduced	83%

Investment Info

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 15	Year 25
Gross System Cost	\$58,141						
Ashland Rebate	\$7,000						
Net Install Costs	\$58,141						
OR Tax Credit	\$0	\$0	\$0	\$0			
Federal Tax Credit	\$0						
Yearly Energy Savings	\$2,442	\$2,519	\$2,599	\$2,681	\$2,766	\$3,779	\$5,162
Adjusted Annual Net	(\$48,700)	(\$44,680)	(\$40,581)	(\$36,400)	(\$33,633)	(\$660)	\$44,381

System Features

- * American Made Solar Panel
- * Largest U.S. Panel Manufacturer
- * 16% Efficiency
- * 25yr Production Warranty
- * Assembled in Hillsboro
- * Great Entry Level Panel
- * Meets Buy America Standard



... You have a choice now. Would you rather rent your power from the utility, or build equity and independence by owning it?

Proposal# 15-037p1

Date: 2/3/15

This agreement is between:

True South Solar Inc., 258 A St. Ste 1-56, Ashland, OR 97520 | 800-947-1187

OR CCB# 189906

AND

Sue Crader

System Type:

Customer Details:	
842 Michelle Ave	
Ashland, OR	
97520	
541-973-7170	
jbeyer@ashlandash.org	

Site Details:	
Permit:	coa
Utility	coa
TSRF:	88
Tilt:	23
Azimuth:	180/270

System Details:	
Size:	14.560 kW
Modules:	Solar World
# of Modules	52
Inverter:	SMA7000TL-US
# of Inverters	2

System Placement:	
Inverter	By meter
Mains	NE Bedroom
Meter	Outside NE Bedroom
Modules	comp

Prepared By:

Wade Bischoff | 541.816.1402 | wade@truesouthsolar.net

Understandings:

This contract is executed to fulfill a requirement by the City of Ashland for the purpose of obtaining a reservation of incentive funding for the installation of a photovoltaic system at the job location stated above.

This contract is for the installation of a photovoltaic system at the location above. It is estimated that work will begin on the photovoltaic system within 90 days of contract signing. It is also understood that the installation must take place and be inspected within one year of funds reservation approval by the City of Ashland.

Due to the necessary delays in starting the project, components and availability may change. In the event that substitution is necessary, every effort will be made to provide goods and products that are equal or greater in value and quality to those stated in the quote.

True South Solar Inc. proposes to furnish all material and perform all labor necessary to complete the following:

Install Photovoltaic system as described in True South Solar Inc. Proposal listed above.

System Install Notes:

Mains Panel Upgrade & Secured Power Supply

Existing Solar System Present: Yes___No_*__

Contract Notes:

All of the above work to be completed in a substantial and workmanlike manner according to the drawings, job specifications, terms and conditions agreed upon.

The entire amount of the contract to be paid within 10 days after completion and acceptance by the City of Ashland. The price quoted is for immediate acceptance only. Delay in acceptance will require a verification of prevailing labor and materials costs. This offer becomes a contract upon acceptance by True South Solar Inc. but shall be null and void if not executed within 10 days from the date above.

Subject to prior approval by the City of Ashland, you are hereby authorized to furnish all materials and labor required to complete the work according to the drawings, job specifications, terms and conditions attached to this proposal, for which we agree to pay the amount above.



Proposal and Contract For Building Construction and Alteration

	Cash	Gsky Financing	SP Financing
Gross System Cost:	\$58,141.50		
Incentive Amount:	\$7,000.00		
Net Install (less ETO):	\$58,141.50		
Down Payment 10%:	\$5,814.15		
Balance due at start of install:	\$26,163.67		
Net 10 balance due after Install:	\$26,163.67		
Total Install Amount:	\$58,141.50		

Thank You!

_____ Owner

_____ Owner

Date: 2/3/15

Accepted By True South Solar Inc. _____

Referred By: _____

Address: _____

Notes:

1. PV module prices and availability are volatile and can only be guaranteed at time of purchase. Prices quoted are valid for a month after this date.
2. The federal income tax credit (FITC) is 30% of eligible costs.
3. Oregon's renewable energy tax credit (RETC) is capped at \$6,000 and allocated at a maximum amount of \$1,500/year.
4. The system must be purchased (deposit paid) by December 31, 2015 and operational by March 31, 2016, to qualify for 2015 Oregon tax benefits.
5. The financial analysis is for example only, and should be verified by your tax professional for your particular tax situation.
6. The equipment itself is solid state with no moving parts and has a life expectancy of 50 years for the PV modules (70% of system cost) and 20 years for the inverter (12% of total system cost). Warranties as followed: modules—25 years; inverter(s)—10 years; installation—5 years.

*Confidentiality Notice: This document is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure, or distribution is prohibited. If you are not the intended recipient, please contact the sender, and destroy all copies of the original document.

*Disclaimer: We are not CPAs or lawyers and we are not providing tax advice. Please check with your tax or legal professional for qualified help.

*Please note that this proposal is an estimate and does not guarantee actual system production or savings. The system design may change based on a detailed engineering site audit. Actual system production and savings will vary based on the final system size, design, configuration, utility rates, applicable rebates, and your building's energy usage.

Calculation Notes:

- a) Energy Trust of Oregon (ETO) rebate is calculated through the ETO incentive calculator at \$.70/W, capped at \$7,000. ETO payment is made directly to contractor reducing your out-of-pocket expense.
- a.1) City of Ashland rebate is calculated as a \$.50/watt incentive with a maximum of \$7500 received by individual or business.
- b) Oregon's renewable energy tax credit (RETC) is based on ODOE's formula for an ACW (DC at STC x 0.70) or \$1.90/DCW, up to \$6,000. \$1,500 maximum credit applied per calendar year (\$6,000 credit = \$1,500, \$1,500, \$1,500). RETC can be carried forward 5 years.
- c) The federal income tax credit (FITC) is 30% of eligible costs and can be taken in year one, or carried forward.
- d) Energy savings is based on \$0.10/kWh in the first year. As electrical energy prices increase, so does the energy savings. A 4% annual increase of electricity rates is assumed.

Innovative Construction of Oregon, Inc.
CCB #103412

Proposal

Phone #	541-482-1767
---------	--------------

110 Clay St
Ashland, OR 97520

Date	Proposal #
2/2/15	44

Name / Address
Ashlan Supportive Housing 693B Washington St. PO box 3536 Ashland, OR 97520

Project

subcontractor

Item	Description	Qt	Labor	materia...	Total
<u>01 Plans and Permits</u>	<u>Plans and Permits</u>		0.00	3,300.00	3,300.00
<u>01.1 Plans</u>	<u>Plans</u>		0.00	550.00	550.00
<u>02.10 Demo</u>	<u>remove existing structure, trellis and patios</u>		2,500.00	550.00	3,050.00
<u>04 Concrete</u>	<u>side walk 75'x 4'</u>		0.00	1,980.00	1,980.00
<u>04 Concrete</u>	<u>patio 8'x 8'</u>		0.00	660.00	660.00
<u>03 Excavation</u>	<u>Excavation for a 10' x 30' addition</u>		0.00	2,200.00	2,200.00
<u>04 Concrete</u>	<u>Concrete foundation and stem wall</u>		0.00	2,200.00	2,200.00
<u>2.20 Drain</u>	<u>perimeter and downspout</u>		0.00	1,650.00	1,650.00
<u>06 Floor Frame</u>	<u>Floor Framing</u>		1,800.00	1,320.00	3,120.00
<u>07 Wall Frame</u>	<u>Wall Framing</u>		1,600.00	990.00	2,590.00
<u>8.10 Trusses</u>	<u>scissors truss</u>		400.00	880.00	1,280.00
<u>9.1 roofing</u>	<u>match existing</u>		0.00	1,650.00	1,650.00
<u>13 Windows & Trim</u>	<u>Windows & Trim two white vinyl 7' x 5' sliding</u>		400.00	1,100.00	1,500.00
<u>11 Siding</u>	<u>match existing plywood</u>		1,200.00	660.00	1,860.00
<u>14 Plumbing</u>	<u>Plumbing laundry room</u>		0.00	3,850.00	3,850.00

Authorized Signature:

an acceptance signature acknowledges the receipt of the CCB information notice, consumer protection notice, and the notice of procedure. THANK YOU

Acceptance of proposal signature:

Date:

Thank You

Total

Innovative Construction of Oregon, Inc.
CCB #103412

Proposal

Phone #	541-482-1767
---------	--------------

Date	Proposal #
2/2/15	44

110 Clay St
Ashland, OR 97520

Name / Address
Ashlan Supportive Housing 693B Washington St. PO box 3536 Ashland, OR 97520

Project

subcontractor

Item	Description	Qt	Labor	materia...	Total
16 Electrical & Lighting	Electrical & Lighting laundry, living, and dining		0.00	2,750.00	2,750.00
17 Insulation	Insulation per code		0.00	1,650.00	1,650.00
18 drywall	at new work areas		0.00	2,640.00	2,640.00
12 Doors & Trim	one interior and two exterior		300.00	1,650.00	1,950.00
24 Paint	Painting interior and exterior at new work areas		0.00	3,300.00	3,300.00
23 Floor Coverings	Floor Coverings at new work areas		0.00	4,400.00	4,400.00
41 Skylight	two 2'x 4' sky lights		1,600.00	880.00	2,480.00
22 Specialty	hardware`		200.00	550.00	750.00
25 Cleanup	Cleanup & Restoration		600.00		600.00
33 Dump/ Hauling	debris		100.00	220.00	320.00
40 Covered Porch	8'x 8' for bike parking		600.00	330.00	930.00

Authorized Signature:

 an acceptance signature acknowledges the receipt of the CCB information notice, consumer protection notice, and the notice of procedure. THANK YOU

 Acceptance of proposal signature: _____ Date: _____

Thank You	Total	\$53,210.00
-----------	--------------	-------------



CCB 197933

1313 Brentwood Drive, Eagle Point, OR 97524
(541) 601-7627

TO: Ashland Supportive Housing

ATTENTION:
PROJECT: Deck/Laundry/Living Area Remodel
LOCATION: Ashland, OR

SPEC. SECTIONS:
DATE: February 9, 2015

QUOTATION AMOUNT: \$1,586.00
ALTERNATES:

ADDENDUM:

SCOPE OF WORK:

We are pleased to provide you a quote for the above project. Pacific Fire Protection will add sprinkler heads in the new laundry and living room at 842 Michelle Ave. in Ashland, OR. The new piping for the new sprinkler heads will come from the laundry room. All new piping will be CPVC. All new sprinklers will be 155 degree concealed heads with a white cover plate.

This price includes all labor, material, and permit fees.

QUALIFICATIONS:

- ADEQUATE HEAT TO PREVENT FREEZING OF WET SYSTEM.
- STRUCTURE WILL SUPPORT A SPRINKLER SYSTEM.
- INCLUDES PERMIT.
- AUTHORITY HAVING JURISDICTION.
- ALL WORK TO BE DONE DURING OUR NORMAL HOURS OF WORK MONDAY THROUGH FRIDAY.
- THIS QUOTE REMAINS IN EFFECT FOR THIRTY DAYS FROM THE ABOVE DATE.

EXCLUSIONS:

- PRIMING OR PAINTING OF SPRINKLER SYSTEM COMPONENTS.
- ELECTRICAL OR ALARM WORK OF ANY KIND.
- FIRE EXTINGUISHER AND/OR CABINETS.
- FIRE HOSE STATIONS AND/OR CABINETS.
- HOOD OR CHUTE PROTECTION.
- STORAGE RACK SPRINKLERS.
- CUTTING, PATCHING, REMOVAL AND REPLACEMENT.
- REROUTING OF EXISTING MAINS AND LINE PIPING TO ACCOMMODATE THE INSTALLATION OF ELECTRICAL, MECHANICAL AND BUILD COMPONENTS.
- FIRE PUMP AND RELATED EQUIPMENT.
- VALVE HOUSE, HEAT AND LIGHTS.
- ATTIC/CRAWL SPACE SPRINKLERS.

- CITY CONNECTION FEES.
- PREACTION OR CLEAN AGENT FIRE SUPPRESSION SYSTEMS.
- UNDERGROUND FIRE LINE.
- COST OF CAD DISCS FOR OUR DESIGN PURPOSES.
- BOND. PERMITS. TAXES.

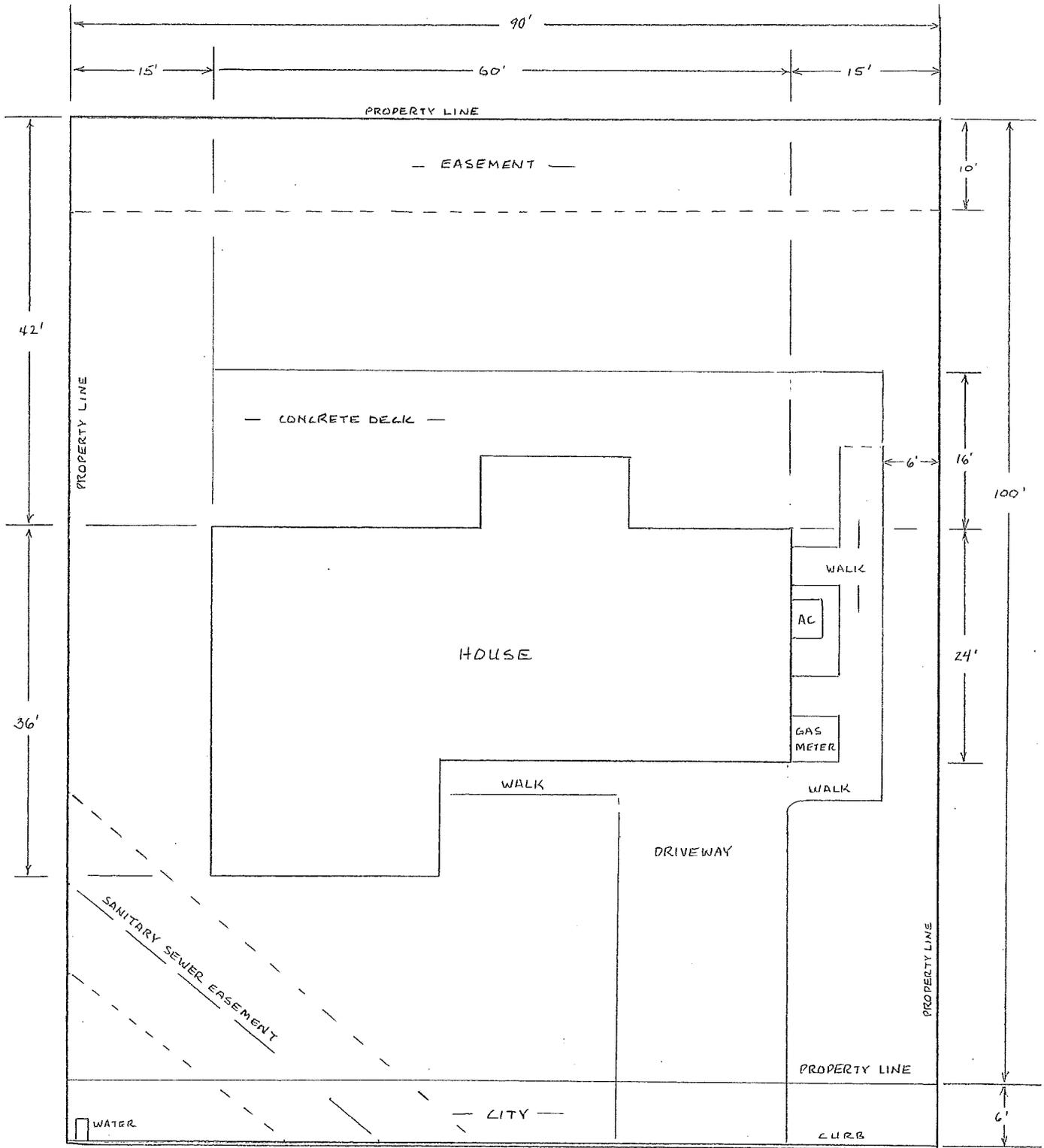
THANK YOU FOR THE OPPORTUNITY TO SUBMIT THIS PROPOSAL AND IF YOU SHOULD HAVE ANY QUESTIONS PLEASE CONTACT ME.

RESPECTFULLY SUBMITTED.

VERN ROBERTS
(541) 601-7627

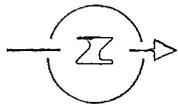
ACCEPTANCE: NAME: _____ DATE: _____

**PACIFIC FIRE PROTECTION LLC 1313 BRENTWOOD DRIVE EAGLE POINT, OR 97524
CCB 197933**



PLOT PLAN - EXISTING

SCALE 1" : 4'



**ASHLAND SUPPORTIVE HOUSING
AND COMMUNITY OUTREACH**

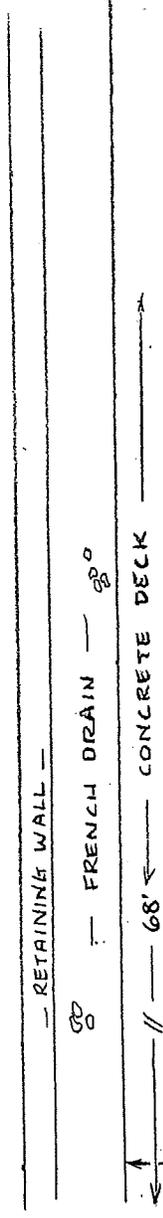
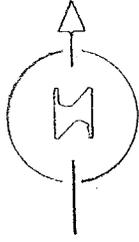
HOUSE AT 842 MICHELLE AVE. ASHLAND OR
JUDY BEYER - FEB 1, 2015 - TAX LOT 1600

- LOT : 9000 SQ. FT.
- HOUSE : 1840 SQ. FT.
- SHED. DECK. WALKS. DRIVE : 1918 SQ. FT.
- TOTAL IMPERVIOUS SURFACE: 3758 SQ. FT.

ASHLAND SUPPORTIVE HOUSING
LAUNDRY ROOM REPLACEMENT

EXISTING

SCALE 1/4" = 1'

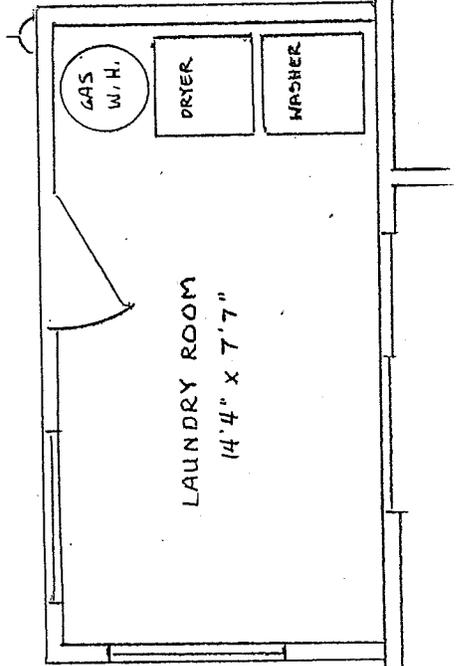


— RETAINING WALL —

68' — FRENCH DRAIN — 68'

68' — CONCRETE DECK —

16'



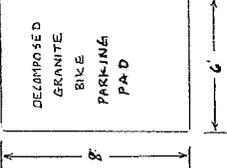
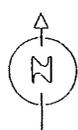
LAUNDRY ROOM
14'4" x 7'7"

GAS
W. H.

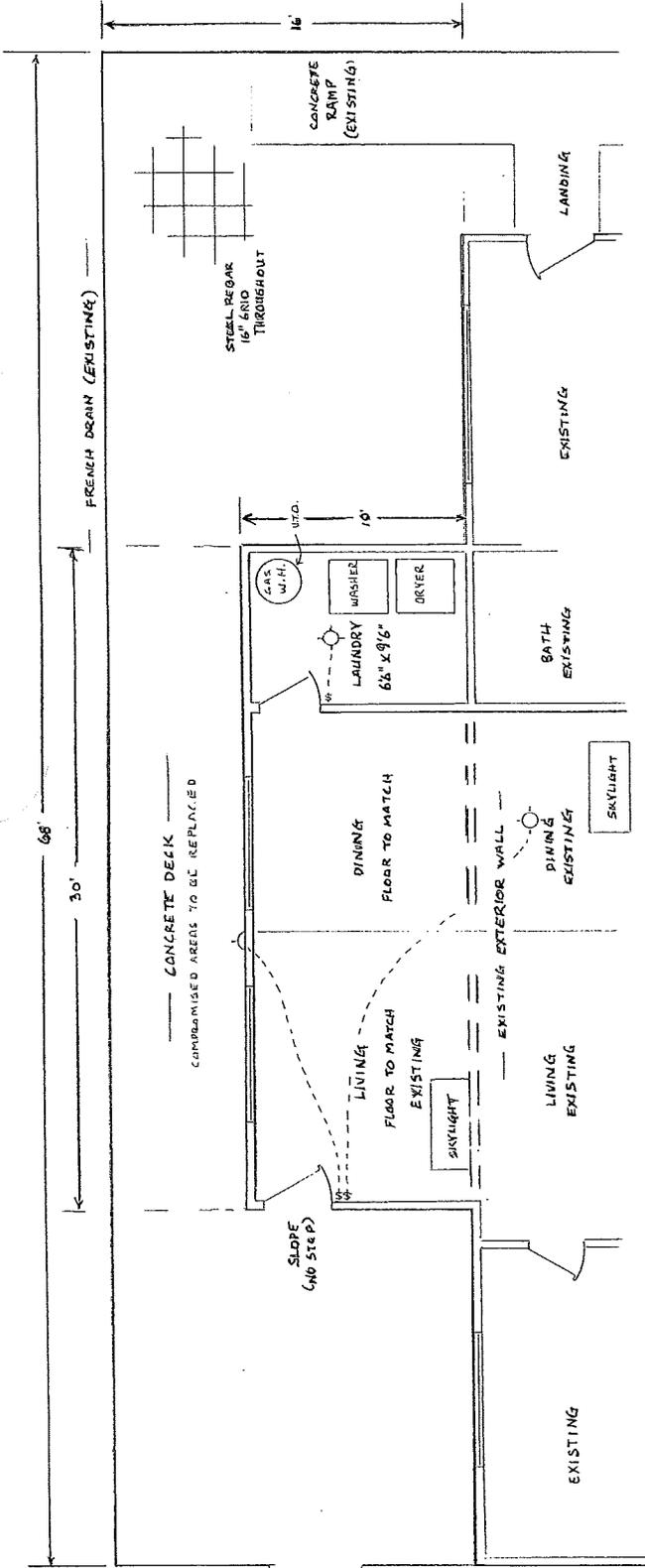
DRYER

WASHER

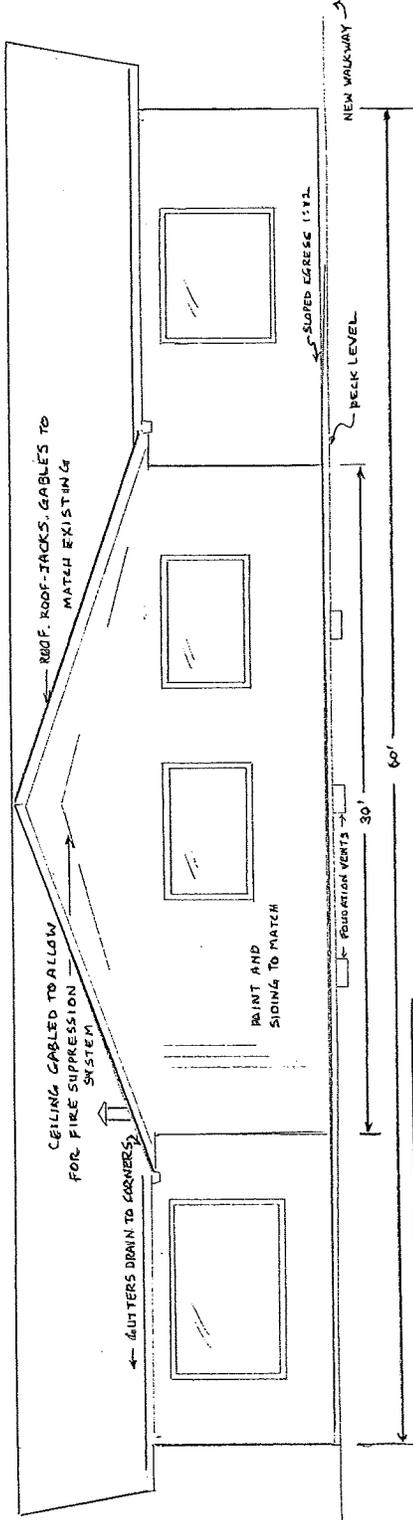
PROPOSED



SCALE 3/4"



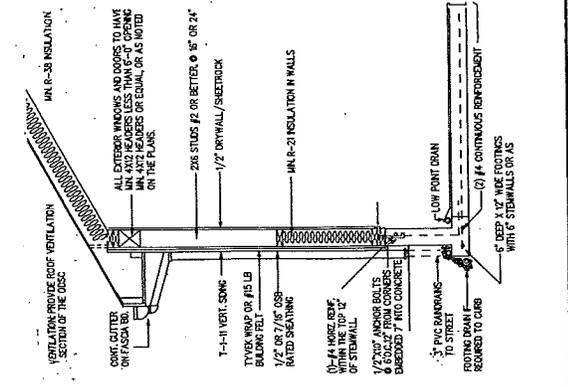
WEST ELEVATION



ASALAND SUPPORTIVE HOUSING

DECK/LAUNDRY/LIVING AREA REMODEL
 842 MICHELLE AVE. ASHLAND OR
 JUDY BEVER - FEB 11, 2015 - TAX LOT 1600
 LOT : 9000 SQ.FT.
 HOUSE : 2140 SQ.FT.
 SHED, DECK, WALKS, DECK : 1848 SQ.FT.
 TOTAL IMPERVIOUS SURFACE: 3988 SQ.FT.

NOT TO SCALE





The residence at 842 Michelle Avenue.



Crumbling concrete patio

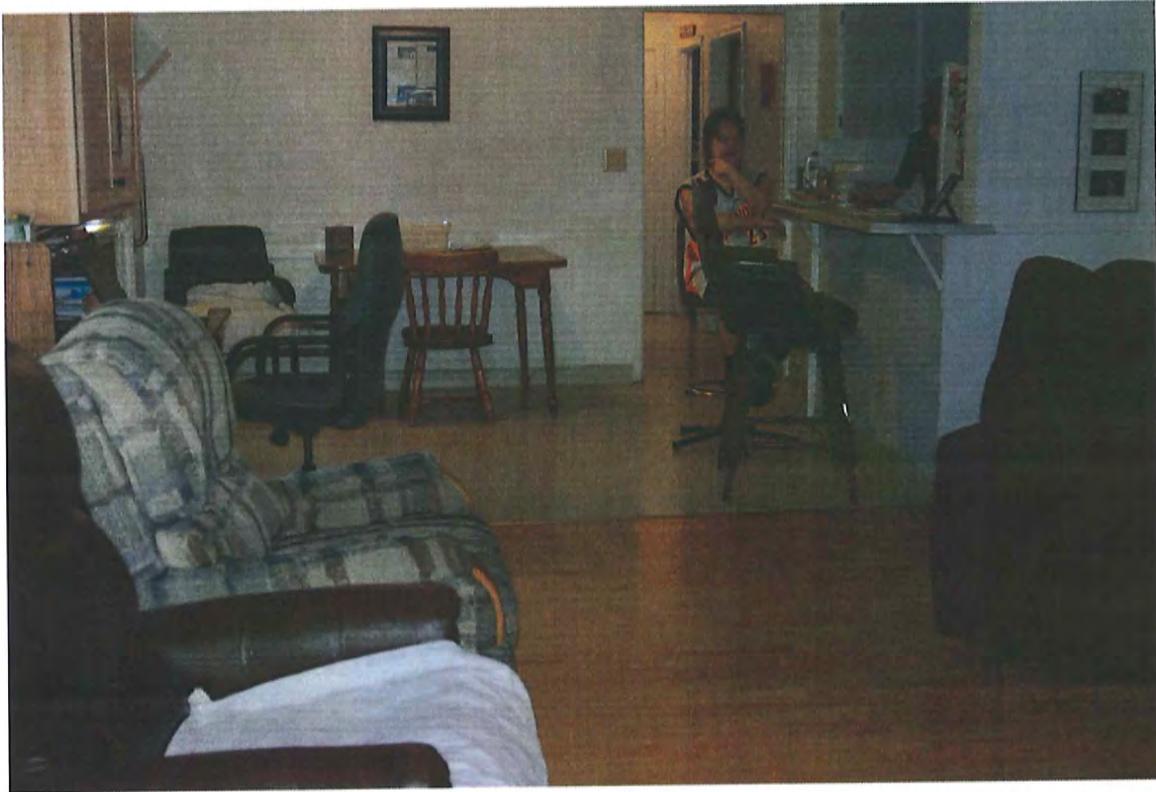


Crumbling concrete patio. Laundry room add-on to be demolished.

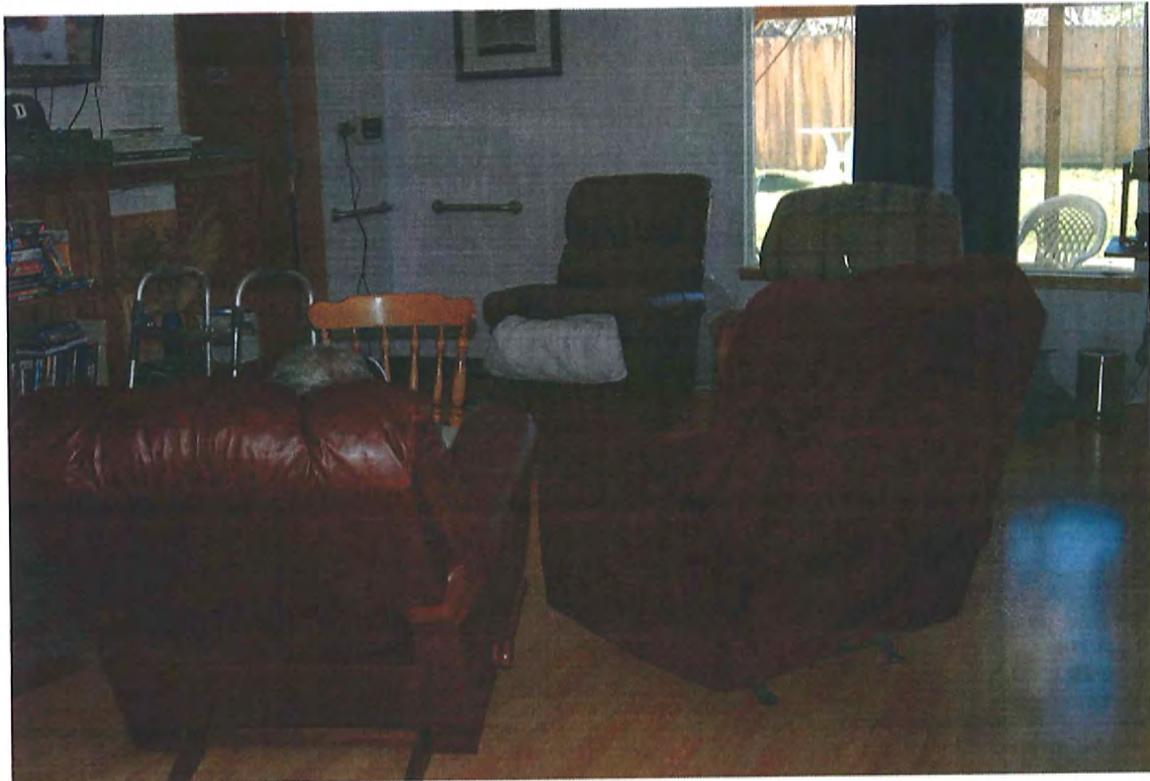


Cracking concrete driveway.





Looking into dining area from living room. Proposal is to push the wall on the left in photo out by 10 feet.



Communal living area. Proposal is to push wall in back of photo out by 10 feet.



View of communal living area. Note lights on during daytime. Proposal includes the addition of skylights.



View of laundry room to be demolished – area behind sliding glass door. This would become dining area, with the laundry room constructed to the right of the room in this photo.