



**City of Ashland  
Housing Program Funding request  
FY2020-2021**

General Information		
Please indicate if this activity seeks to prevent, prepare for and respond to issues created by the COVID-19 Pandemic:		
Agency Name: <b>Options for Homeless Residents of Ashland dba Options for Helping Residents of Ashland.</b>		
Agency Address: <b>PO Box 1133</b>		
City: <b>Ashland</b>	State: <b>OR</b>	Zip: <b>97520</b>
Application Contact Name: <b>Michelle Arellano, Executive Director</b>		
DUNS# <b>067939147</b>		
Email Address: <b>executivedirector@helpingashland.org</b>	Phone Number: <b>541-625-4055</b>	
Project Name: <b>OHRA Emergency Winter Shelter</b>		
Project Location: <b>1601 Siskiyou Boulevard, Ashland, OR 97520</b>		

1. Project Eligibility		
The CDBG-CV funds allocated under the CARES Act may be used for a range of eligible activities that prevent and respond to the spread of infectious diseases such as the coronavirus disease 2019 (COVID-19). The proposed activities must meet one of the three National Objectives as required by CDBG regulation:		
<ul style="list-style-type: none"> <li>• Benefit low-and moderate income persons</li> <li>• Aid in the prevention or elimination of slums or blight, and</li> <li>• Meet an urgent need</li> </ul>		
For Housing Trust Funds eligibility please refer to Section 3 of <a href="#">Resolution 2008-34</a>		
Indicate Project Type(s) that agency is applying for with an X:		
Emergency Shelter Operations	<input checked="" type="checkbox"/>	Homeless Prevention
Emergency Shelter Case Management (essential services)	<input checked="" type="checkbox"/>	Case Management (non-shelter based)
Rent/Utility Assistance	<input type="checkbox"/>	Other Public Service
Other	<input type="checkbox"/>	Please Explain:

## 2. Project Overview

Provide a short summary of the project and how the funding request will be used to support the project:

**Options for Helping Residents of Ashland (OHRA) will manage the OHRA Emergency Winter Shelter which will house up to 40 individuals per night from November 1, 2020 to March 31, 2021 in a manner that complies with all precautions and requirements necessary to minimize the risk of COVID-19 transmission. Motel rooms will be provided to guests who need to self-quarantine because of COVID-19 exposure or illness such as the flu.**

Describe what **services** will be provided by the funds being requested (e.g. meals, case management, essential services, etc.). Include a description of the range of services:

**Overnight winter housing in a safe environment that minimizes risk of COVID-19 transmission. Case management and meals will be provided through other funding sources or volunteer activity.**

Describe what **staffing** will be provided by the funds being requested:

**Two (2) Overnight Monitors seven nights per week (2.8 FTE).**

Total project budget: **\$382,711** (Include Detailed Project Cost Form-Attached)

Total City of Ashland funding request: **\$173,983**

Source of City of Ashland Funding Requested (provide amount(s))

Affordable Housing Trust Funds **\$173,983**

Community Development Block Grants **\$0**

Is the agency anticipating the submission of an application for EFSP - FEMA funds? Yes / **No**

If applying for FEMA funds please describe how the applicant intends to conduct COVID-19 Risk assessments for programs:

3. Program Design	
a. What Population will this project target and <b>primarily serve</b> ?	
Very Low Income	Special Needs
Low income	Seniors
Moderate income	Covid-19 High Risk
<b>Homeless XX</b>	Other (explain)
At Risk of Homelessness	
b. Non-congregate shelter - If the project relates to providing emergency shelter specifically to reduce risk of COVID-19 transmission please provide the following:	
b.1. Leasing costs (if any)	<b>See explanation below</b>
b.2 Number of hotel rooms to be secured (if any)	
b.2.i Period of expected occupancy per hotel room (days)	
b.2.ii Per night cost of Hotel Room (include taxes)	
b.2.iii Deep Cleaning Cost per room and cleaning interval	
<p><b><u>Explanation of Non-congregate Shelter:</u> OHRA will rent motel rooms to house guests who either have been exposed to COVID-19 but have not tested positive or those who exhibit signs of illness such as flu and need to be quarantined. Shelter guests who test positive for COVID-19 will be transferred to a county program for their care.</b></p> <p><b>The length of stay will vary depending on the severity of the person’s illness or the outcome of subsequent COVID-19 tests in the case of a person who have been exposed.</b></p> <p><b>We are projecting an average of five rooms per night at a cost of \$60/night and a cost of \$5,000 for cleaning of rooms at the end of each stay.</b></p>	
b.3 Hotel(s) partnerships Is there a rental agreement for the number of rooms requested and the price per night for specific hotels? If so provide the hotel name, location, and number of rooms to be provided:	
b.3.i Hotel #1 <b>NOT APPLICABLE</b>	
b.3.ii Hotel #2	
b.3.iii Hotel #3	

b.4.iiii Additional Comments:	
c. Meals Program - If the project relates to providing meals for homeless individuals please provide the following:	
c.1. Total Number of Meals provided	
c.2. Period of expected Meal program - Start Date / End Date	
c.3. How will Meals be distributed	
c.4. Total cost per Meal provided (single meal cost)	
e. Other-Please Explain: <b>All meals will be prepared and donated by community volunteer groups. OHRA's only cost will be the individual disposable boxes for the meals.</b>	
<b>6. Other Requirements</b>	
<b>a. Affirmatively Furthering Fair Housing:</b>	
If the project assists the homeless clients with placement in permanent affordable housing, discuss how your agency will assist the clients by expanding fair housing choice outside concentrated areas of poverty:  <b>Resource Navigators assist guests in finding permanent housing through application for HUD vouchers, Section 8 or other benefits programs. In cases where guests have income we help them find accommodations through the commercial market.</b>	
Has your agency received training in Fair Housing in the last year? <b>Yes</b> / No If Yes, please list date(s) of training and provider of training:  <b>Senior Director of Program Services attended training in 2019.</b>	

**DETAILED PROJECT COST FORM:**

Project Name: <b>OHRA Winter Shelter</b>	
Agency Name and Address: <b>Options for Homeless Residents of Ashland dba Options for Helping Residents of Ashland PO Box 1133 Ashland, OR 97520</b>	Contact Person: <b>Michelle Arellano</b>
	Contact Phone Number: <b>541-625-4055</b>
	Contact Email: <b><u>executivedirector@helpingashland.org</u></b>

	<b>Total Annual Program Costs*</b>	<b>Support from Other Funding Sources</b>	<b><u>REQUESTED FUNDING</u> from City of Ashland</b>	<b>Agency Contribution (" Match")</b>
<b>Salaries</b>			-	
Director	\$26,880	\$26,880	\$0	\$26,880
Supervisors	\$37,500	\$37,500	\$0	\$37,500
Case Managers	\$64,460	\$64,460	\$0	\$64,460
Overnight Monitors	\$37,346	\$0	\$37,346	\$0
Administrative Staff	\$11,000	\$11,000	\$0	\$11,000
<b>SUBTOTAL</b>	<b>\$177,186</b>	<b>\$139,840</b>	<b>\$37,346</b>	<b>\$139,840</b>
<b>Employee Benefits:</b>				
FICA at 7.65%	\$13,555	\$10,698	\$2,857	\$10,698
Other Fringe Benefits	\$11,664	\$10,786	\$878	\$10,786
<b>SUBTOTAL</b>	<b>\$25,219</b>	<b>\$21,484</b>	<b>\$3,735</b>	<b>\$21,484</b>
<b>Agency Expenses related to the funding request:</b>				
Rent (Winter Shelter)	\$27,500		\$27,500	
Rent (Motel Rooms)	\$45,300		\$45,300	
Utilities	\$3,745		\$3,745	
Insurance	\$1,500	\$1,500		\$1,500
Program Supplies	\$7,716		\$7,716	
Office Supplies/Equipment	\$3,000	\$3,000		\$3,000
Security	\$20,540	\$20,540		\$20,540
Repair & Maintenance (Shelter)	\$25,000		\$25,000	
Repair & Maintenance (Motel Rooms)	\$5,000		\$5,000	
Homeless Prevention Assistance	\$0			
<b>SUBTOTAL</b>	<b>\$139,301</b>	<b>\$25,040</b>	<b>\$114,261</b>	<b>\$25,040</b>
<b>Total Salaries, Benefits and Expenses</b>	\$341,706	\$186,364	\$155,342	\$186,364
<b>Overhead @ 12%</b>	\$41,005	\$22,364	\$18,641	\$22,364
<b>TOTAL BUDGET</b>	<b>\$382,711</b>	<b>\$208,728</b>	<b>\$173,983</b>	<b>\$208,728</b>

## Budget Explanation

**Overnight Monitors:** 2.8 FTE staff members to serve as overnight hosts and fire watch.

**Rent (Winter Shelter):** Rent for Calvin Hall, 5 months @ \$5,500/month (negotiated rate).

**Rent (Motel Rooms):** Rent for motel rooms, average 5 rooms per night for 151 days at \$60/night.

**Utilities:** Electricity, gas, water and garbage for Calvin Hall (per estimate by church).

**Program Supplies:** Cleaning supplies, personnel protective equipment and boxes for prepackaged meals to be supplied by volunteers (2 boxes/guest/day x 40 guests x 151 days x \$0.20 each (per research on retail costs)).

**Repair and Maintenance (Shelter):** Set up costs and cost of regular cleaning of Calvin Hall to CDC standards by a commercial cleaner.

**Repair and Maintenance (Motel Rooms):** Cost of deep cleaning as required by motel management.

To the best of my knowledge and belief, data in the proposal are true and correct, submission of the proposal has been duly authorized by the governing body, and the governing body has agreed to execute required certifications, statements of assurances and contracts if selected by City of Ashland to do so.



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Signature CEO/Chairperson/President

September 18, 2020

Date

## **Program Narrative OHRA Emergency Winter Shelter**

This proposal to the Affordable Housing Trust Fund is for funds to operate the OHRA Emergency Winter Shelter safely and in compliance with all requirements and precautions dictated by COVID-19. The pandemic requires us to move the shelter to a larger facility where we can assure social distancing including proper spacing and barriers between beds. Precautions also include cleaning every other day and providing staff and guests with personal protective equipment. A concern for safety has also led us to discontinue our volunteer program and to hire paid Overnight Monitors. Funds requested in this proposal will help us ensure that our program meets all shelter COVID-19 safety requirements and precautions.

Options for Helping Residents of Ashland (OHRA) will manage the OHRA Emergency Winter Shelter which will house up to 40 individuals per night from November 1, 2020 to March 31, 2021. Guests will be selected based on a combination of their vulnerability to COVID-19 using CDC criteria and their overall vulnerability based on the Service Prioritization Decision Assistance Tool (SPDAT). Once a person has been accepted they will have a bed guaranteed for the rest of the shelter season unless they voluntarily leave or are excluded for cause. Breakfast and dinner will be provided in prepackaged meals to be prepared by external volunteer groups.

The shelter site will be the Calvin Hall of the Ashland First Presbyterian Church, 1601 Siskiyou Boulevard. Calvin Hall is approximately 7,700 sq. ft. with approximately 7,000 sq. ft of usable square footage. The building has four restrooms, a commercial kitchen, large open areas and 5 classrooms of approximately 250 sq. ft. each. The Church is giving access to the facility without cost in the months of October and April to allow for set up, break down and cleaning. The rent has been negotiated at a rate less than the estimated commercial rate (per attached Letter of Opinion).

The hall will be arranged with beds spaced six feet apart and separated by temporary barriers. CDC guidelines will be followed in all operations to ensure minimum risk of COVID-19 transmission. The facility will be open from 6:00 pm to 9:00 am each night.

Because COVID-19 prevents us from using volunteers, the shelter will be staffed by two paid Overnight Monitors. In addition, a Resource Navigator will meet with guests in the evening and morning to help them access resources needed to stabilize their lives. The facility will be cleaned by a commercial cleaning service every other day and deep cleaned at the end of shelter season.

In addition to operating the OHRA Winter Shelter, OHRA will provide emergency motel rooms to guests who have been exposed to COVID-19 but have not been diagnosed with the disease or to guests who have another medical reason to be isolated. These guests will be housed in motels for as long as is medically necessary.

The Affordable Housing Trust Fund will fund COVID-19 related expenses including the Overnight Monitors, rent, utilities, set-up and breakdown costs, personal protective equipment and boxes for individual meals. All other operational costs will be covered through a contract with ACCESS.