

**Ashland Housing and Human
Services Commission
Regular Meeting Agenda**



November 17, 2016: 4:30 – 6:30pm
Siskiyou Room of the Community Development Building
51 Winburn Way

1. (4:30) **Approval of Minutes** (5 min)
October 27, 2016
2. (4:35) **Public Forum** (5 min)
3. (4:40) **John Tyler Presentation** (10 min)
4. (4:50) **Debrief on Council Update** (10 min)
5. (5:00) **Social Services Grant Process Discussion** (20 min)
6. (5:20) **Social Services Grant Application Discussion** (20 min)
7. (5:40) **Liaison Reports Discussion** (25 min)

 Housing Trust Fund Sub-Committee Update
 Porta Potty Sub-committee update

 Liaison Reports
 Council (Pam Marsh)
 SOU Liaison (Megan Mercier/Leo
 McCaffrey)
 Staff (Linda Reid)
 General Announcements
8. (6:05) **Upcoming Events and Meetings**
 Next Housing Commission Regular Meeting
 9:30-12:30 PM; December 11, 2016 – Housing and Human Services Retreat
9. (6:10) **December 11, 2016 Meeting Agenda Items**
 Quorum Check – Commissioners not available to attend upcoming regular meetings
 should declare their expected absence
10. (6:10) **Adjournment**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Community Development office at 541-488-5305 (TTY phone is 1-800-735-2900). Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102-35.104 ADA Title 1).



CITY OF ASHLAND

Ashland Housing and Human Services Commission Draft Minutes October 27, 2016

CALL TO ORDER

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

Commissioners Present:	Council Liaison
Gina DuQuenne	Pam Marsh
Rich Rohde	
Joshua Boettiger	SOU Liaison
Tom Gunderson	Megan Mercier, absent
Sharon Harris	
Tom Buechele	Staff Present:
Heidi Parker	Linda Reid, Housing Specialist
Michelle Linley	
Commissionrs Absent:	Carolyn Schwendener, Clerk
Sue Crader	

APPROVAL OF MINUTES

Harris/Rohde m/s to approve the minutes of the September 22, 2016 Housing and Human Services Commission meeting. Voice Vote: All Ayes, minutes were approved as presented.

PUBLIC FORUM

No one was present to speak.

DEBRIEF ON JOINT PLANNING/HOUSING AND HUMAN SERVICES MEETING

The Commissioners who attended the joint meeting gave an overview of what they took away from that meeting. Commissioner Buechele remarked the meeting was very helpful acknowledging he especially like reviewing the report from Guy Tauer, the Regional Economist from the Employment Department. Linley also said how much she learned from that report. She appreciated the breakdown of the demographics in the Rogue Valley including the income levels in Ashland. Rohde said the best thing the meeting accomplished was a good working relationship with the Planning Commission. The Planning Commission seemed very positive about the issues addressed by this Commission, i.e.; Tiny houses and Accessory Residential Units.

City staff would like the Planning and HHS Commissions to select two representatives to serve on a public participation advisory group to advise on the development and implementation of a citizen engagement plan as part of the Comprehensive Plan Element update process.

City Senior Planner, Brandon Goldman, gave a background report on the Comprehensive Plan Element Update Housing Element. Goldman explained the City is getting ready to update the Comprehensive Plan Housing element. Both the HHS Commission and the Planning Commission will have an active role in making recommendations to the City Council. Another component of that is Citizen Participation to engage everyone affected by housing to see what they think are the priority goals. An advisory group composed of both Commissions will help staff develop an engagement plan to take before the Planning Commission then start the process of the Citizen Engagement part, explained Goldman. The Planning Commission has identified two members of that group and it was encouraged that this group choose two volunteers.

Goldman went on to explain what the Comprehensive Plan is. The Comprehensive Planning is an attempt to establish guidelines for the future growth of a Community. The document is official in nature meaning that it is

designed to be adopted into law by some form of local government. The document then serves as a policy guide to decisions about community development.

Throughout the entire Comprehensive Planning process, citizen input should be obtained, stated Goldman. Some suggested ways of doing this were;

- Hold a series of open forums or meetings
- Distribute news releases explaining what is being worked on and inviting written comments.
- Public adoption process citizen input helps to determine the goals and objective of the plan.

After a discussion Commissioners Harris and Linley volunteered to be on the advisory committee.

DEVELOP A STRATEGY FOR IMPLEMENTING THE HOUSING TRUST FUND

Councilor Marsh explained that she is concerned the Council is lacking an understanding of what various funding levels for the Housing Trust Fund could produce. Marsh expressed the importance of making extremely tangible recommendations to the Council. Marsh proposed the question, What are the various levels of funding and how would we use those to produce housing? It's important to show the Council what they could actually attain. One concern is that when affordable housing is offered how can it be reassured it will remain affordable. Marijuana and potentially the excise tax are two opportunities for funding. Marsh explained this Commission's job is to give a clear blue print of what they can accomplish. It was suggested to engage some housing developers and see what would attract them to Ashland.

Commissioners Buechele, Gunderson and Rohde agreed to be part of a subcommittee to put together a menu of funding levels and projects. The subcommittee will work with Reid.

PRESENTATION BY 90 DAYS SOUTHERN OREGON

Evan Lasley, Regional organizer for the Oregon AFL-CIO and prior Housing Commission liaison spoke. Mr. Lasley shared he was here today to talk about the campaign to establish the ninety day notice for no cause evictions for rent increases. As the housing rental crisis worsens it affects everyone from workers to lower income workers, stated Lasley. Families are on the edge of homelessness due to the cost of housing which is pricing them out of their community. This is not a problem specific to Ashland but a state wide crisis, said Lasley.

It was inquired as to why landlords might give a no cause eviction to their tenants. Linley commented in her experience a history of bad behavior can often be the reason a landlord wants to evict especially if they are disrupting the peaceful enjoyment of the other residences. Parker mentioned she had been a mediator for landlord tenant disputes in the courts. She explained there is a legal mechanism that can be used. If a tenant is misbehaving for any reason a landlord can file an eviction for cause. If the tenant disputes the right of the landlord to evict them it goes to mediation. The mediator sits with the tenant and landlord and develops very specific language on how the tenant has to behave. The document is totally and legally enforceable. It is clearly written and a judge must sign it. Some of the commissioners stated that though this process is well intention, it does not always work as designed.

In conclusion Lasley would like to move the notification from thirty days to ninety days for the vast majority facing the situation when it occurs through no fault of their own. Lasley distributed an ordinance adopted by the City of Milwaukee relating to renters protection. See exhibit A at end of minutes. For working families this is the compassionate thing to do, said Lasley.

The commissioners agreed to support this as a direction and leave the development of it to those who are currently working on it.

Rohde/Buechele m/s that the Housing Commission supports the development of a ninety day notice to address the critical rental issues we have in Ashland. Voice Vote: All ayes, motion passed.

LIAISON REPORTS DISCUSSION

Porta Potty Sub-committee update – DeQuenne and Harris met with Jason from the Parks and Recreation Department and spoke with Mike Morris on the phone regarding the placement of the porta potty. They will be meeting with Mr. Morris tomorrow at 1:00 pm to discuss some possible sites. Possible locations are Ace Hardware or the railroad park at the north end of town and Bimart/Shop-N-Kart at the south end. Harris said they need to do the ground work and come up with possible sites before presenting to the Council. Funding also needs to be addressed.

Reid reminded the Commission that Mr. Morris does not have the authority to authorize the funding for the porta potties. She encouraged the Commission to seek direction from the Council before moving forward, put together proposal to bring before the council.

GENERAL ANNOUNCEMENTS SEPTEMBER 22, 2016 METTING AGENDA ITEMS

Quorum Check – Everyone should be present

UPCOMING EVENTS AND MEETINGS

Next Housing Commission Meeting – 4:30-6:30 PM; October 17, 2016 in the Siskiyou Room at the Community Development & Engineering Department located at 51 Winburn Way.

ADJOURNMENT

The meeting was adjourned at 5:55 p.m.

Respectfully submitted by Carolyn Schwendener



CITY OF MILWAUKIE
"Dogwood City of the West"

Ordinance No. 2118

AN ORDINANCE OF THE CITY OF MILWAUKIE, OREGON, RELATING TO RENTER PROTECTIONS, ESTABLISHING NEW CODE CHAPTER 5.60 AND DECLARING AN EMERGENCY

WHEREAS, the Portland metropolitan region had the lowest residential vacancy rate in the nation as of the fourth quarter of 2015, estimated at 2.4%; and

WHEREAS, the region's low vacancy rate has resulted in significant rent increases over the last several years, including a 11.3% yearly increase as of the fourth quarter of 2015; and

WHEREAS, Milwaukie's proximity to Portland has resulted in increased gentrification and displacement of residents in recent years; and

WHEREAS, the combination of high rents and low vacancy rates has resulted in heightened housing uncertainty for many Milwaukie residents; and

WHEREAS, in recognition of the impact of the low residential vacancy rates and increasing rents, the Milwaukie City Council has declared a housing emergency; and

WHEREAS, the Milwaukie City Council has authority under Ordinance No. 2117 to take legislative action to provide adequate written notice of a no cause termination; and

WHEREAS, the Residential Landlord and Tenant Act (ORS Chapter 90) allows for no-cause terminations of month-to-month rental agreements with 30 days' notice during the first year of a tenant's occupancy, and with 60 days' notice after the first year of occupancy; and

WHEREAS, the Milwaukie City Council has determined that 30 or 60 days is not adequate time for displaced tenants to find and secure new rental housing; and

WHEREAS, in order to provide tenants enough time to find and secure a new rental unit, the minimum written notice of a no cause termination of tenancy should be 90 days.

Now, Therefore, the City of Milwaukie does ordain as follows:

Section 1. A new Chapter 5.60 is adopted and added to the Municipal Code of Milwaukie which will read as follows:

5.60 Milwaukie Renter Additional Protections

5.60.010 Purpose and Intent. The purpose of this Section is to provide residential renters in the City of Milwaukie with adequate protections in the event that they are served with a no cause eviction.

5.60.020 Definitions.

Act – the Residential Landlord and Tenant Act, codified in Chapter 90 of the Oregon Revised Statutes. For the purposes of Chapter 5.60, capitalized terms have the meaning set forth in the Act.

5.60.030 Applicability. The following apply to Tenants of Dwelling Units within the boundaries of the City of Milwaukie, which are in addition to the requirements and protections set forth in the Act:

A. A Landlord may terminate a Rental Agreement without a cause specified in the Act ("no cause eviction") only by delivering a written notice of termination to the Tenant of (a) not less than 90 days before the termination designated in that notice as calculated under the Act; or (b) the time period designated in the Rental Agreement, whichever is longer. This requirement does not apply to Rental Agreements for Week-to-week tenancies or to Tenants that occupy the same Dwelling Unit as the Landlord.

B. A Landlord that fails to comply with any of the requirements set forth in this Section 5.60.030 shall be liable to the Tenant for an amount up to three months' Rent as well as actual damages, reasonable attorney fees and costs (collectively, "Damages"). Any Tenant claiming to be aggrieved by a Landlord's noncompliance with the foregoing has a cause of action in any court of competent jurisdiction for Damages and such other remedies as may be appropriate.

Section 2. The Milwaukie City Council shall reconsider the protections herein if the Portland metropolitan region's residential vacancy rate rises above 4%, or after one year, whichever occurs first.

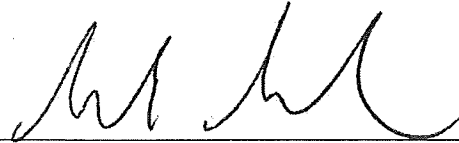
Section 3. Emergency. With increasing housing uncertainty and fear of homelessness for city residents, this Ordinance is necessary for the immediate protection of public health, safety and general welfare; therefore an emergency is declared to exist and this Ordinance shall become effective upon the date of its adoption.

Read the first time on 4/19/16, and moved to second reading by 5:0 vote of the City Council.

Read the second time and adopted by the City Council on 4/19/16.

Signed by the Mayor on 4/19/16.

APPROVED: Approved by Milwaukie City Council on 4/19/16.



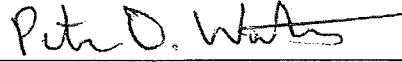
Mark Gamba, Mayor

ATTEST:

APPROVED AS TO FORM:
Jordan Ramis PC



Pat DuVal, City Recorder



City Attorney

Memo

DATE: 11/14/2016

TO: Housing and Human Services Commission

FROM: Linda Reid, Housing Program Specialist

RE: John Tyler-Homeless meal at Pioneer Hall

I am a member of a men's group at the Rogue Valley Unitarian Universalist Fellowship here in Ashland. We would like to provide food for homeless people one day a week at Pioneer Hall. I understand that we need permission from the City Council to use the Hall, and we would like the assistance of the Housing and Human Resources Commission in getting that permission.

Our proposal is as follows:

We would like to serve food at Pioneer Hall every Thursday from 10:00 a.m. until 2:00 p.m. from December through March.

We will staff the hall with at least two men, opening at 9:30 to prepare coffee and snacks, and staying until 2:30 to close up and clean.

We will offer free coffee and pastries beginning at 10:00.

We will offer a free hot meal such as a soup or chili beginning at noon.

We will clean up the space, including bleach mopping the floor.

We would like to know what the rules are about using Pioneer Hall, specifically:

1. the capacity of the space we would be using.
2. whether we can use utensils in the kitchen.
3. whether there are tables and chairs we can set up.
4. whether there are restrictions about children being in Pioneer Hall during the times we propose to serve food.

I will attend your meeting this Thursday at 4:30 in the Siskiyou Room, 52 Winburn Way to present our proposal and answer any questions.

Thank you.
John Tyler



Memo

DATE: 11/10/2016
TO: Housing and Human Services Commission
FROM: Linda Reid, Housing Program Specialist
RE: Social Services Grant Process Discussion

Below is an excerpt from the May 28, 2015 meeting minutes regarding potential changes to the social service grant process.

The Commissioners determined there were a few changes that could be made in the next grant cycle. Here is a list of some of the suggestions.

- *The application form itself could include more specific questions.*
- *Specify what financial forms need to be filled out.*
- *Presentations could be more direct. Some presentations seemed more like storytelling and need to be more focused*
- *Ask the applicant more questions either on the application or at the presentations. Example “What if you didn’t receive this funding? How would that affect your project? ““What are you going to do with the money? “ Give us a brief overview of your program.*
- *Would like to receive feedback from the applicant.*
- *Would like a little more time between the applications and the presentations. Discuss the applications as a group and then hear their presentations.*

Memo

DATE: 11/10/2016
TO: Housing and Human Services Commission
FROM: Linda Reid, Housing Program Specialist
RE: Social Services Grant Application Discussion

Attached is the social service grant application and grant timeline.

MEMO

TO: AGENCIES WISHING TO APPLY FOR FUNDING FROM CITY OF ASHLAND, CITY OF MEDFORD, AND UNITED WAY

SUBJECT: 2015-2017 FUNDING APPLICATION

DATE: JANUARY 7, 2015

DUE DATES: MONDAY, MARCH 9, 2015 UNITED WAY; THURSDAY, APRIL 23, 2015 NO LATER THAN 5 PM, CITY OF ASHLAND; CITY OF MEDFORD TBA.

The above funders have agreed on common forms and procedures for the upcoming 2 year funding cycle. They are patterned closely after several local foundations. We hope it makes this process more efficient for applicants. Enclosed are application materials and information regarding requirements. Applications are processed separately by each funder. **The City of Medford application due date will be announced later in the year.**

The application is available via email. Call or email Jan at 541-773-5339 or jan@unitedwayofjacksoncounty.org. The application can also be found at www.UnitedWayofJacksonCounty.org follow the link "Funding" on the left menu of the home page.

Funder, Contact, Copies & Due Date

City of Ashland – Provide 1 original, signed, unbound application and 1 electronic PDF copy.

DUE APRIL 23, 2015 NO LATER THAN 5 PM.

Email electronic version to Kristy Blackman, 541-552-2012, blackmank@ashland.or.us AND

Deliver hard copy to Ashland, 20 East Main St, Ashland OR 97520

Note: Ashland funding cycle is two years.

Community Development Block Grant funding is a separate application process. Please contact Kristy for more information on the CDBG.

City of Medford – Provide original (with original signatures!), and 10 unbound, hole-punched copies, with NO covers.

DUE DATE TO BE ANNOUNCED. *Application will be resent with announcement. Applications to the City of Medford will be due on that date only.*

Lynette O'Neal, 541-774-2089, Lynette.ONeal@cityofmedford.org

Note: Medford funding cycle is two years.

Community Development Block Grant funding is a separate application process. Please contact Jennifer Sparacino at 541-774-2402 for more information.

United Way – Provide one original, signed, certified, and unbound application and one electronic PDF copy.

DUE DATE MARCH 9, 2015 – electronic copy by midnight, March 9 to jan@UnitedWavofJacksonCounty.org AND hard copy mailed postmarked no later than March 9 or hand delivered by 4:30 pm on March 9 to 1457 East McAndrews, Medford Oregon 97504-6107.

Jan Sanderson Taylor, 541-773-5339, jan@unitedwayofjacksoncounty.org

Note: United Way funding cycle is two years.

Application Check List

City of Ashland

City of Medford

United Way of Jackson County

This application is for (select one): City of Ashland City of Medford United Way

Mailed applications must be postmarked by the due date to receive consideration by funders. The City of Ashland due date is April 23, 2015; the United Way due date is March 9, 2015; and the City of Medford will announce a due date later in the year – Medford applications must be received by that date only.

Contact information for each funder is detailed in the cover memo. Late and incomplete applications will be rejected. Use 11 point Times New Roman font. Do not extend narrative section responses beyond the two page space provided including questions. Electronic version submissions must use the fillable form or match this application form precisely.

See Memo page for submission requirements for each funder.

- Check List (page ii)
- Title / Certification (Submitted original *must have* original signatures of the executive director and board president.)
- Summary (pages 1 and 2)
- Three narrative questions (pages 3 and 4)
- Program Logic Models (one for each year) on provided forms (pages 5 and 6)
- General financial information (page 7)
- Organization annual budget for each year of funding cycle on provided forms (pages 8 and 9)
- Project/Program annual budgets on provided forms (pages 10 and 11)
- Most recently completed year's Client Demographic Profile on provided form (page 12).
- Agency Board Profile on provided form (page 13)
- List of officers and board members with their affiliations and phone numbers (Attachment 1)
- 1 Copy of 501(c) (3) tax exemption letter from the Internal Revenue Service. (Attachment 2)
- Audit and management letter, financial review, or 990 based on the following outline: Provide the annual audit and management letter or financial review if the Agency's budget is greater than \$250,000 or the Agency receives greater than \$10,000 in funding. If the Agency's budget is less than \$250,000 or the Agency receives less than \$10,000 in funding, a copy of the 990 must be filed with the Funder. Finally, if an Agency receives funding from another source with a higher reporting requirement, the highest level of financial reporting is then required by the funding agency (i.e., if an Agency receives funding from the State of Oregon, a copy of the audit required by the State must also be given to the funder). (Attachment 3)

Additional Grant Information

City of Ashland The City of Ashland is now accepting grant applications for Social Services funding for fiscal year 2015-16 and fiscal year 2016-17 (July through June). **Note: The funding cycle is two years.** Social Services grant money is funded through the General Fund. It is estimated that approximately \$135,000 each year will be available for distribution. Grant recipients may receive an inflationary increase on the awarded amount for the second year of the grant.

The City of Ashland Housing and Human Services Commission will review the grant requests in May and make a recommendation for grant awards to the City Council. Subsequently, the City Council will hold a public hearing in June 2015 to adopt the 2015-2017 Biennial Budget (which would include these awards) and make the final decision on grant awards.

Printed copies of grant applications and instructions are available from the Front Counter at the **City of Ashland, 20 East Main St, Ashland OR 97520**. They are also available via email or at the City's website www.ashland.or.us in the Administrative Services Department.

Applications are due **no later than 5:00pm on Thursday, April 23, 2015**. Please submit one (1) hard signed copy to the City of Ashland, 20 East Main St, Ashland OR 97520 and one (1) electronic PDF copy to kristy.blackman@ashland.or.us.

Late and/or incomplete applications will be rejected as ineligible.

In addition, an oral presentation is scheduled for **Thursday, May 28, 2015 from 4:30pm to 6:30pm at the Siskiyou Room of the Community Development Building, 51 Winburn Way, Ashland**. Because of the volume of applicants your presentations are likely to be less than five minutes.

- For questions regarding Application Status, where to send applications, due dates etc; please contact Kristy Blackman in the finance Department (541) 552-2012 or email kristy.blackman@ashland.or.us .
- To determine if your business may qualify to receive funding, and for more information regarding eligibility and requirements, please contact Linda Reid in the Housing and Human Services Department at (541) 552-2043 or email linda.reid@ashland.or.us .
- An additional source of grant application information is: <http://www.ashland.or.us/Page.asp?NavID=15304>.

United Way

Funding Cycle: two year Cycle July 1, 2015 through June 30, 2017

- Applications released on January 7, 2015.
- Applications are due March 9th 2015.
- Site Visits take place during the month of April 2015.
- Funding decisions finalized the last Thursday of May – May 28, 2015 for the first year of funding and May 26, 2016 for the second year of the cycle.
- Contracts are issued first week of June in 2015 and 2016.
- Signed Grant Agreements are due in mid-June each year of the cycle.

Definitions

Our Belief: At its core, United Way of Jackson County believes people are connected and interdependent. When we reach out a hand to one, we influence the condition of all. We all win when a child forms healthy attachments through a loving family, when they succeed in school, graduate and make a successful transition to adult responsibilities. We all win when families are financially stable, when people have good health, and when people are engaged and connected. We all win when people have transportation to pursue education, access medical services and work. Through our role as convener, facilitator and advocate, our goal is to create long lasting change by addressing the underlying causes of problems. This belief forms the foundation for our strategies for education, income, health and transportation.

Education – helping children achieve their full potential; **Income** – Increased financial stability and independence for families and individuals; **Health** – improving health; **Transportation** – removing transportation barriers preventing people from accessing education/training, medical appointments, jobs and activities in the creation of a productive life

for themselves and their families. Your application must address one or more of these strategies.

United Way Minimum Requirements:

- Be incorporated or chartered under state/federal statutes; hold current registration with the State of Oregon; and be an IRS 501(c) (3) organization or other qualified IRS tax exempt organization.
- The agency must be primarily involved in providing program(s) and services that are health, education, personal financial stability or transportation related and directly serve Jackson County residents and employers.
- Have an independent governing body.
- Maintain a nondiscrimination policy or plan that does not discriminate on the basis of race, color, creed, religion, gender, national origin, age, marital status, veteran status, sexual orientation or status as a person experiencing a disability.
- Maintain policies and practices for the protection and safety of vulnerable populations (children, people with disabilities, and seniors) served by agency.
- Provide United Way with the Agency's annual audit or financial review if the Agency's budget is greater than \$500,000 or the Agency receives greater than \$10,000 from United Way. If the Agency's budget is less than \$500,000 or the Agency receives less than \$10,000 from United Way, a copy of the 990 must be filed with United Way. If an Agency receives funding from another source with a higher reporting requirement, the highest level of financial reporting is then required by United Way.
- Demonstrate adequate understanding of community needs in Jackson County and services currently being provided.
- Demonstrate that there are adequate benefits to both the agency and the United Way from an affiliation.

Additional Information can be found on the United Way website: www.UnitedWayofJacksonCounty.org

City of Medford

Funding Cycle: two years

Definitions: Deliver essential safety net health and human services and other programs promoting education, prevention, intervention, and/or treatment, with emphasis on children, families, and seniors

Minimum Requirements: 501(c) (3) or other tax-exempt organization

Two Learning Opportunities Available this Year

Need help with your grant application? Wonder if your organization is eligible? Have questions about specific sections? Logic Model difficulty?

The Cities of Ashland and Medford and United Way are offering Q&A Open Houses:

- 3 – 4:30 pm on Wednesday, January 14th 2015 and
- 3 – 4:30 pm Wednesday, February 11

Meetings will take place at the Medford City Hall Council Chambers.

Housing and Human Services Commission Memo

TITLE: Meeting Schedule and Grant timeline
DEPT: Community Development
DATE: October 22, 2015
SUBMITTED BY: Linda Reid, Housing Program Specialist

At the last regular Housing and Human Services Commission the Commission requested that staff put together a meeting schedule that outlines the grant cycles. Below is a spreadsheet that outlines the various timelines for CDBG and Social Service Grants and how those Cycles influence the Commission's meeting agendas.



MONTH	H&HS MEETING	CDBG	SOCIAL SERVICE GRANT	SS GRANT ASSESSMENT	HOUSING TRUST FUND
January		RFP Issued-first week of January	RFP Issued-first week of January		RFP Issued-first week of January
February	Regular meeting (receive CDBG apps for review)	RFP Due-Last week of February			RFP Due-Last week of February
March	CDBG App. Review and Recommendation	Public Hearing/Recommendations			Recommendations
April		Council review and final allocation/Annual Action Plan Public Notice	Applications Due-April 23		Council review and final allocation
May	Review and Approval of the CDBG Annual Action Plan	Annual Action Plan Public Hearing/Approval	Review and Recommendation by H&HSC		Contracts/Awards
June		Program Year End-June 30 th -Sign Contracts	Review and final allocation by Council		
July		Program Year Start-July 1st			
August		CAPER Public Notice			
September	CAPER review and Approval	CAPER Public Hearing			
October		Subrecipient Monitoring			
November	No Meeting/Annual Council Update				
December	4 Hour Goal Setting Retreat				



**Agency Application and Forms
2015 - 2017**

(Revised December 2014)

Application to: City of Medford City of Ashland , or United Way

TITLE PAGE

ORGANIZATION LEGAL NAME _____ **DATE:** _____

OTHER NAMES ORGANIZATION KNOWN BY (DBA) _____

ADDRESS _____
Street City State Zip

FEDERAL EMPLOYER ID NUMBER (FEIN) _____

PROGRAM/PROJECT TITLE _____

Ashland – on which strategic priority does your program focus? _____

Medford – on which strategic goal does your program focus? _____

United Way – on which impact area does your program focus? _____

AMOUNT REQUESTED from this funder for this program/project 2015-2016 \$ _____
2016-2017 \$ _____

GRANT CONTACT (If not Executive Director listed below)

Name _____

Tel _____

E-mail _____

EXECUTIVE DIRECTOR INFORMATION

Name _____

Email _____

Tel _____ **Fax** _____

CERTIFICATION

The information contained in this application is true and correct to the best of my knowledge.

Signature of Board President

Signature of Executive Director/CEO

Type Name

Type Name

Date

Date

SUMMARY INFORMATION

1. Program is: new established/continuing a pilot

If a pilot, expected duration of program _____

2. Primary geographic location and population program funding will serve. *(For City of Medford and City of Ashland, if funding is awarded, you will be required to track the number of city residents served for reporting purposes. United Way requires tracking to include areas of Jackson County.)*

3. Total organizational annual budget **this** year: _____
Total program budget **this** year: _____

4. What will this funding enable you to do differently?

5. Number of volunteers this program will engage: _____

Number of paid program employees this program will engage: _____

6. Total number volunteers agency utilizes: _____

Total number of paid agency employees: _____

7. Describe the project/program in brief including a timeline and expected deliverables.

AGENCY AND PROGRAM/PROJECT NARRATIVE

Answer all narrative questions. Use only two pages total – with questions shown (suggest copy and paste) preceding each narrative answer; the amount of space allotted for each question is your choice. Use Times New Roman font – 11 point.

- 1. Description of organization (include inception date), mission statement, purpose(s) and how this program/project fits with your mission. What are your organization's qualifications to accomplish these outcomes? Why is your organization uniquely positioned to address the issues you have identified?**

- 2. What:**
 - a) issues(s) is the project/program designed to impact,
 - b) strategy for change will your program be based on,
 - c) evidence do you have that the project/program will be successful in the proposed setting, and
 - d) indicators will you use to measure your success?

- 3. How would the community as a whole benefit if your program receives funding? (Include a description of collaborations and integration you have with other organizations.)**

PROGRAM LOGIC MODEL

PROJECT PERIOD: July 1, 2015 to June 30, 2016

Agency Name: _____ Program Name: _____

What are the expected long term impacts or overarching goal(s) of this program?

Inputs (Resources)	Activities (Processes)	Outputs (What, how much, for whom)	Priority Outcomes (Changes/Benefits)
<i>What is needed to conduct activities ?</i>	<i>Actions needed to produce priority outcomes .</i>	<i>Direct products of actions producing progress toward outcomes.</i>	<i>Changes expected within the term of this grant (short term).</i>

PROGRAM LOGIC MODEL

PROJECT PERIOD: July 1, 2016 to June 30, 2017

Agency Name: _____ Program Name: _____

What are the expected long term impacts and/or overarching goal(s) of this program?

Inputs (Resources)	Activities (Processes)	Outputs (What, how much, for whom)	Priority Outcomes (Changes/Benefits)
<i>What is needed to conduct activities?</i>	<i>Actions needed to produce priority outcomes.</i>	<i>Direct products of actions producing progress toward outcomes.</i>	<i>Changes expected within the term of this grant (short term).</i>

General Financial Information

1. For most **recently completed** fiscal year:

a. Fiscal Year _____

b. Total organizational budget: \$ _____

c. Administration & Fundraising expense: \$ _____ %

Administration & Fundraising (expressed as percent of total budget - also known as management and general, that portion of your expenses not dedicated solely to program or services) must be calculated directly from your IRS form 990. Add part IX (Functional Expenses), line 25 columns c + d. Then divide that total by Part VIII (Statement of Revenue) line 12 Total Revenue, column a.

d. Total expenses: \$ _____

e. Total financial support (revenue): \$ _____

f. Sources of support:

Memberships/ individual contributions \$ _____ %

Raised through fundraising activities \$ _____ %

Government \$ _____ %

Foundations \$ _____ %

United Way \$ _____ %

Fees for Service \$ _____ %

Other (reimbursements, payments, bequests, etc.) \$ _____ %

g. Total program/project budget (enter NA if new program):

\$ _____

2. Briefly describe your sustainability plan for the project in the future.

ORGANIZATION BUDGET 2015 - 2016

PROJECT PERIOD July 1, 2015 to June 30, 2016

RECIPIENT AGENCY _____

AGENCY FISCAL YEAR _____

REVENUE	Pending Commitments	Secured Commitments
City of Medford Funds	\$10	\$11
City of Ashland Funds	\$10	\$11
Jackson County Funds	\$10	\$11
Other State or Federal Funds	\$10	\$11
United Way Funds	\$10	\$11
CDBG (identify)	\$10	\$11
Other Funds (identify)	\$10	\$11
SUB TOTALS	\$70	\$77
TOTAL REVENUE (Pending & Secured)		\$ 147
EXPENDITURES		
A. PERSONNEL SERVICES		
Total Salaries		\$
Total Benefits		\$
TOTAL PERSONNEL SERVICES		\$ 0
B. MATERIALS & SERVICES: (please detail other major budget categories)		
		\$
		\$
		\$
		\$
		\$
TOTAL MATERIALS & SERVICES		\$ 0
C. CAPITAL OUTLAY (must constitute part or all of funded public service activity to be eligible expense)		
Equipment		\$
Furnishings		\$
Other capital expenses /Identify:		\$
TOTAL CAPITAL OUTLAY		\$ 0
TOTAL EXPENDITURES (Sum of A, B & C)		\$ 0

ORGANIZATION BUDGET 2016 - 2017

PROJECT PERIOD July 1, 2016 to June 30, 2017

RECIPIENT AGENCY _____

AGENCY FISCAL YEAR _____

REVENUE	Pending Commitments	Secured Commitments
City of Medford Funds	\$	\$
City of Ashland Funds	\$	\$
Jackson County Funds	\$	\$
Other State or Federal Funds	\$	\$
United Way Funds	\$	\$
CDBG (identify source)	\$	\$
Other Funds (identify)	\$	\$
SUB TOTALS	\$0	\$0
TOTAL REVENUE (Pending & Secured)		\$ 0
EXPENDITURES		
A. PERSONNEL SERVICES		
Total Salaries		\$
Total Benefits		\$
TOTAL PERSONNEL SERVICES		\$ 0
B. OTHER MATERIALS & SERVICES (please detail other major budget categories)		
		\$
		\$
		\$
		\$
		\$
TOTAL OTHER MATERIALS & SERVICES		\$ 0
C. CAPITAL OUTLAY (must constitute part or all of funded public service activity to be eligible expense)		
Equipment		\$
Furnishings		\$
Other capital expenses /Identify:		\$
TOTAL CAPITAL OUTLAY		\$ 0
TOTAL EXPENDITURES (Sum of A, B & C)		\$ 0

PROJECT BUDGET 2015 - 2016

PROJECT PERIOD July 1, 2015 to June 30, 2016

RECIPIENT AGENCY _____

PROJECT NUMBER _____ PROJECT TITLE _____

AGENCY FISCAL YEAR (mm/dd/yy – mm/dd/yy) _____

REVENUE	Pending Commitments	Secured Commitments
City of Medford Funds	\$	\$
City of Ashland Funds	\$	\$
Jackson County Funds	\$	\$
Other State or Federal Funds	\$	\$
United Way Funds	\$	\$
CDBG (identify source)	\$	\$
Other Funds (identify)	\$	\$
SUB TOTALS	\$0	\$0
TOTAL REVENUE (Pending & Secured)		\$ 0
EXPENDITURES		
A. PERSONNEL SERVICES		
Total Salaries		\$
Total Benefits		\$
TOTAL PERSONNEL SERVICES		\$0
B. OTHER MATERIALS & SERVICES (please detail other major budget categories)		
		\$
		\$
		\$
		\$
		\$
		\$
TOTAL OTHER MATERIALS & SERVICES		\$ 0
C. CAPITAL OUTLAY (must constitute part or all of funded public service activity to be eligible expense)		
Equipment		\$
Furnishings		\$
Other capital expenses /Identify:		\$
TOTAL CAPITAL OUTLAY		\$0
TOTAL EXPENDITURES (Sum of A, B & C)		\$0

PROJECT BUDGET 2016 - 2017

PROJECT PERIOD July 1, 2016 to June 30, 2017

RECIPIENT AGENCY _____

PROJECT NUMBER _____ PROJECT TITLE _____

AGENCY FISCAL YEAR _____

REVENUE	Pending Commitments	Secured Commitments
City of Medford Funds	\$	\$
City of Ashland Funds	\$	\$
Jackson County Funds	\$	\$
Other State or Federal Funds	\$	\$
United Way Funds	\$	\$
CDBG (identify source)	\$	\$
Other Funds (identify)	\$	\$
SUB TOTALS	\$0	\$0
TOTAL REVENUE (Pending & Secured)		\$0
EXPENDITURES		
A. PERSONNEL SERVICES		
Total Salaries		\$
Total Benefits		\$
TOTAL PERSONNEL SERVICES		\$0
B. OTHER MATERIALS & SERVICES (please detail other major budget categories)		
		\$
		\$
		\$
		\$
		\$
		\$
TOTAL OTHER MATERIALS & SERVICES		\$0
C. CAPITAL OUTLAY (must constitute part or all of funded public service activity to be eligible expense)		
Equipment		\$
Furnishings		\$
Other capital expenses /Identify:		\$
TOTAL CAPITAL OUTLAY		\$0
TOTAL EXPENDITURES (Sum of A, B & C)		\$0

Current Clientele Demographic Profile

(City of Medford and City of Ashland enter amounts for whole program and for city applying to in respective columns. Use absolute numbers only – no percentages.)

Agency Name: _____ Program Name: _____

		Whole Program	# Medford or Ashland			
I. Gender	Female	_____	_____	III. Residence* For Whole Program	Ashland	_____
	Male	_____	_____		Central Point	_____
	Other	_____	_____		Eagle Point	_____
	Totals	0	0		Gold Hill and Rogue River	_____
II. Age*	0 to 4	_____	_____		Jacksonville, Ruch, & Applegate	_____
	5 to 10	_____	_____		Medford	_____
	11 to 14	_____	_____		Phoenix/Talent	_____
	15 to 19	_____	_____		Shady Cove, Butte Falls, Trail, Prospect & other Upper Rogue	_____
	20 to 34	_____	_____		White City	_____
	35 to 44	_____	_____		Other	_____
	45 to 54	_____	_____	Unknown	_____	
	55 to 64	_____	_____	Total	0	
	65 to 74	_____	_____			
	75+	_____	_____			
Unknown	_____	_____				
Totals	0	0				

IV. Race	Whole Program	# Medford or Ashland
African American/Black	_____	_____
Caucasian/White	_____	_____
Hispanic Ethnicity	_____	_____
Mexican, Mexican American, Chicano	_____	_____
Puerto Rican	_____	_____
Cuban	_____	_____
Other Hispanic?	_____	_____
American Indian or Alaska Native	_____	_____
Asian Indian	_____	_____
Chinese	_____	_____
Filipino	_____	_____
Japanese	_____	_____
Korean	_____	_____
Vietnamese	_____	_____
Native Hawaiian	_____	_____
Guamanian or Chamorro	_____	_____
Samoan	_____	_____
Other Pacific Islander	_____	_____
Other	_____	_____
Totals	0	0

*at point of entry for service

Agency Board Profile

(For City of Medford and City of Ashland, Board must have residents of respective city.)

Agency Name _____ Date _____

1. Number of board members required in bylaws? Minimum ____ Maximum ____
2. Number of board members currently active? # Voting ____ Vacancies ____
3. Average percentage board meeting attendance (over last completed year): ____%
4. Percent of board in attendance required for a quorum: ____%
5. List various board, advisory and ad hoc committees and the number of people on each.

Committee	Number of Members
_____	_____
_____	_____
_____	_____
_____	_____

6. **Characteristics of Board of Directors at time of application:**

Race	Male	Female	Other
African American/Black	_____	_____	_____
Caucasian/White	_____	_____	_____
Hispanic Ethnicity	_____	_____	_____
Mexican, Mexican American, Chicano	_____	_____	_____
Puerto Rican	_____	_____	_____
Cuban	_____	_____	_____
Another Hispanic?	_____	_____	_____
American Indian or Alaska Native	_____	_____	_____
Asian Indian	_____	_____	_____
Chinese	_____	_____	_____
Filipino	_____	_____	_____
Japanese	_____	_____	_____
Korean	_____	_____	_____
Vietnamese	_____	_____	_____
Native Hawaiian	_____	_____	_____
Guamanian or Chamorro	_____	_____	_____
Samoan	_____	_____	_____
Other Pacific Islander	_____	_____	_____
Other	_____	_____	_____
Total	0	0	0

Residence	Male	Female	Other
Ashland	_____	_____	_____
Central Point	_____	_____	_____
Eagle Point	_____	_____	_____
Gold Hill/Rogue River	_____	_____	_____
Jacksonville, Ruch, Applegate	_____	_____	_____
Medford	_____	_____	_____
Phoenix/Talent	_____	_____	_____
Shady Cove, Butte Falls, Trail, Prospect, Other Upper Rogue	_____	_____	_____
White City	_____	_____	_____
Other	_____	_____	_____
Total	0	0	0

