

April 25, 2012: 4:30 – 6:30pm
Council Chambers – 1175 East Main Street

1. (4:30) **Approval of Minutes** (5 min)
March 28, 2012
2. (4:35) **Public Forum** (5 min)
3. (4:40) **New Commissioner Introduction** (5 min)
4. (4:45) **CDBG Annual Action Plan Review and Approval** (30 min)
Linda Reid
5. (5:15) **Letter to Property Owners Discussion** (20 min)
6. (5:35) **RVTV Discussion** (25 min)
James Dills
7. (6:00) **Liaison Reports discussion** (20 min)

Liaison Reports
Council (Carol Voisin)
Staff (Linda Reid)
General Announcements
8. (6:20) **May 25th, 2012 Meeting Agenda Items** (5 min)
CDBG Action Plan Approval
Commissioner items suggested (5 min)
Quorum Check – Commissioners not available to attend upcoming regular meetings should declare their expected absence.
9. (6:25) **Upcoming Events and Meetings**
Homeless Task Force Meeting- May 15th, 2012: 10:30-12:00: Housing Authority
Conference Room 2231 Table Rock Road, Medford

Next Housing Commission Regular Meeting
4:30-6:30 PM; May 23, 2012
10. (6:30) **Adjournment**

**CITY OF
ASHLAND**
ASHLAND HOUSING COMMISSION
DRAFT MINUTES
March 28, 2012

CALL TO ORDER

Chair Regina Ayars called the meeting to order at 4:30 p.m. at the Council Chambers located at 1175 East Main St. Ashland, OR 97520.

Commissioners Present:	Council Liaison
Regina Ayars	Carol Voisin
Brett Ainsworth	
Barb Barasa	Staff Present:
Ben Scott	Linda Reid, Housing Specialist
James Dills	Carolyn Schwendener, Admin Clerk
Richard Billin	
No Commissioners Were Absent	

APPROVAL OF MINUTES

Billin/Dills m/s to approve the minutes of the February 22, 2012 regular Housing Commission meeting. Voice Vote: All Ayes minutes were approved as presented.

PUBLIC FORUM

No public comments were made.

CDBG APPLICANT PRESENTATIONS

Reid briefly went over the staff evaluation of the four applications that were received. It is the City's policy to award no more than two projects in any given year. Reid acknowledged that all of the applications were wonderful and they appreciated everyone's effort. The following are the two applications that staff is recommending.

For public services staff is recommending the funding of St. Vincent De Paul. Reid acknowledged that both the Maslow Project and St. Vincent De Paul are fabulous projects and are much needed in this valley. One reason staff is recommending St. Vincent De Paul over the Maslow Project is they serve similar populations and have similar goals but Maslow did not provide clarity on how the CDBG funding would substantially increase the services that they would be offering. St. Vincent De Paul stated they would be helping thirty additional families with the grant money; Maslow did not quantify a number.

For Capital improvement projects staff is recommending to fund \$20,000 to Living Opportunities for renovations at 747 Normal Street and that \$87,646 to be held in reserve for the Ashland Emergency Food Bank to acquire a permanent location. The Ashland Emergency Food Bank would not be prepared to acquire a site until completion of an extensive fundraising campaign and as such could not feasibly acquire the property in this program year. Staff's recommendation to reserve the money would be contingent upon successful fundraising which allows AEFB to consider the CDBG funding as leverage for further grant applications but the City would have the ability to re-allocate those funds should fundraising efforts fall short or other unforeseen circumstances necessitate a change in

plans prior to March 2013.

The applicants gave their presentations

Maslow Project – Lacy Renae, Mental Health Counselor and Art Therapist as well as the newly appointed person for overseeing program evaluation was present to represent the Maslow Project. Maslow Project is a non-profit agency providing homeless children and youth with basic needs and support services including case management and counseling support services through agency partnerships and Community resources to best meet the needs of our youth. Our biggest goal is helping kids graduate from High School despite their homelessness, said Renae.

Their school based program places case managers in Medford, Rogue River and now Ashland schools to identify youth in need of services. Renae introduced Ali LaJuenesse new Ashland case manager. She is based out of Ashland High School though she also serves Ashland Middle School as well as the elementary schools. Currently there are ninety-nine children and youth who are identified as fitting the criteria for homelessness in Ashland. Of the ninety-nine children identified as needing services LaJuenesse said fifty-three students are under grade five, twenty-three are between six grade and eighth grade and another twenty-three are between ninth grade and twelfth grade.

A question and answer period followed the presentation

What year did you get the ninety-nine student count?

The current year, 2012. Referrals come to Maslow from the school councilors and attendance administrators. The correct count is probably closer to one-hundred and twenty-five youth. LaJuenesse is helping an Ashland High Senior set up an emergency clothes closet as part of their senior project.

What would be the impact of not getting these funds?

Due to their budget LaJuenesse is serving two days at week at the Ashland Schools. The grant would allow LaJuenesses' position to expand to three or four days a week. She would be able to have more of a presence in the schools and be able to identify the additional children and youth who are under the radar.

The grant money would be used to expand your program. If you don't get the money would you continue to serve the youth of Ashland two days a week?

They are committed through June of 2012. They would need to acquire more funding to start up the program again in the fall.

Explain what you guys do different then what Community Works does in our Community.

Community Works has a street outreach worker who works in Ashland. She works with the kids who are more visible in the downtown area. LaJuenesse is in the process of contacting her to hopefully bring some of those kids into their program. Primarily the difference is in the population they serve. Maslow is the only organization that serves just the children and youth so they can provide more services for them. They do not feel they duplicate Community Works but complement each other.

St. Vincent De Paul – Rich Hanson and Charlotte Dorsey along with past recipient of the program Desirea Flowers were present to discuss the application of the Ashland Home Visitation program. Mr. Hanson thanked the Commissioners for their confidence they have placed in them by awarding them with the public service grants for the last two years. With the combination of HUD funds, their twelve volunteers and their own budget monies St. Vincent De Paul has been successful with the challenge of preventing homelessness. The CDBG funds of \$30,000 from 2010 enabled them to help eighty-seven people, thirty-six households and move three families out of homelessness. With the HUD funds St.Vincent DePaul is able to help with transition housing by providing rental deposits and several months' rent. All the funds go directly to people in need as St. Vincent De Paul is entirely run by volunteers. Hanson is optimistic that with the continued CDBG funds they can move more families out of homelessness in the coming years.

Charlotte Dorsey has volunteered with St. Vincent De Paul serving in the Ashland and Talent area for over 13 years. Dorsey addressed the issue of homelessness and what the CDBG money is used for. Presently they are working with six individual people; two woman living in their cars, one woman living in a barn, one living at the Dunn house and two senior men. St. Vincent De Paul is able to work with more individuals this year then prior years due to the CDBG funds.

Desirea Flowers introduced herself and shared what an honor it was to be here. St. Vincent De Paul volunteers Charlotte and Allison have been awesome and Flowers has developed a wonderful friendship. She was made aware of St. Vincent De Paul from Pam at the Peace Church. At one point Flowers was living in her car with her two dogs. After receiving some funds she was able to move to a trailer but needed further assistance with first and last month's rent, food, gas money etc. St. Vincent De Paul provided those things for Flowers. She is forever grateful. Flowers is currently working and hopes that some day she too can help people get off the streets.

A question and answer period followed the presentation

Sounds like you give people a fishing pole not a fish to enable them to become who they want to be. You give them the resources they need.

The nature of the mission is we cannot do it for anyone they must participate at the level they are able.

What do you do with mentally ill individuals?

Because of the personal nature of the team working together it's possible to work over an extended period of time getting to know the clients. Many who come for help don't fully understand the safety net that is available to them. St. Vincent De Paul gives the client the assistance and education they need to know the agencies that can help them. Seniors are especially unaware of what is available to them often not having been in the situation before.

If the CDBG funds are not available or more funds are needed do you use your own money for the same purposes?

St. Vincent De Paul spends from their own funds each month anywhere from \$7,000 to \$13,000 in Ashland and Talent. If we chose to use our own money for rental assistance we would run out of money, stated Hanson. When CDBG funds end they can no longer provide those specific services until it is replenished. Their current budget this year is \$120,000 of which \$30,000 comes from the City's Block Grant. From their own funds \$50,000 is used to pay utilities, \$35,000 for rent, and lesser amounts for transportation, medical etc. The block grant has enabled us to work with people who are in serious situations and need that additional help to leave homelessness.

What type of success have you had in keeping people in housing over a long period of time?

After checking back with people who have received CDBG funds the success rate appears to be 100%. Clients need an income before moving into housing in order to move forward and meet the responsibility of the expenses associated with housing. That is what we try to help them secure. The majority of people we find are not able to work and we assist by advocating for social security, veterans pension, disability etc. By receiving some income it allows the client to make housing possible.

At what point is it considered a success story and no need for follow-up?

We leave that decision up to the individual. They always have support from us as long as it takes.

Ashland Emergency Food Bank – Susan Harris, part time AEFB manager and Ward Wilson board member spoke regarding their application. Harris is the only paid position everyone else is volunteers. The Food Bank was started in 1972 from a handful of women who decided there was a need to address the hunger issues families were experiencing in the Ashland, Talent area. In any given month the AEFB serves anywhere from 425 to 450 households. Twenty percent come from Talent, five percent are homeless and 38 percent are individuals under the age of 18. The average household size is 2.5 people. This is the first time they are seeking funds in order to purchase a permanent home located at 560 Clover Lane.

Ward Wilson introduced himself. He stated they are a faith based organization and by far the largest food bank

functioning in Ashland. The Food Bank expects to deliver 380,000 pounds of food to anywhere from 5,500 to 6,000 households. Roughly twenty-five percent of all households within the City of Ashland contribute food to the food bank.

The AEFB has entered into a lease to buy agreement with People's Bank in Medford. They have two years to raise the money and purchase the building at a fixed price of \$475,000. The bank has allowed the AEFB to pay a small rent of \$600.00 a month allowing them to be successful.

A question and answer period followed the presentation

Have you at this time applied for any of the other non-governmental grants that you are expecting to receive?

No we have not applied yet. It is unknown if those funds will be received.

What would the impact be if we weren't to award the grant at this time but ask that you apply again next year?

The biggest thing is that the restricted award would give us something to say to potential donors letting them know we are on our way. We do feel we will be able to meet our goals but that first drop in the bucket is a big help with our promotion. We are also planning a campaign for direct asks of donors in town to supplement the other requests.

What type of relationship do you have with the other businesses in the area?

A very good relationship. We are located next to Brammo Manufacturing and owner Craig Bramscher is very supportive of our project. Holiday Inn Express and the Best Western have been exceptionally supportive as well. We have been very well received in our area.

Is all the space currently being used?

Yes, extensively.

Are there other additions you will need to make on the building?

No, not at this time. We don't anticipate our donated food becoming a whole lot bigger; hopefully the economy will be improving.

The bank is giving you a break on the price. Sounds like they have been a good partner.

We have been impressed with the willingness from the bank to consider the lease to buy proposition and their willingness to contribute their support to the community.

Will you be able to get the option extended?

There is no guarantee we could. Due to the changing economic atmosphere it's hard to determine what could happen in the next couple of years. Reality is if the economy improves and they receive another offer they could accept that offer and not extend our option. We do think the possibility of an extension is feasible though we don't believe we will need it; our goals are achievable.

With property taxes and upkeep what are you doing to continue ownership?

One of the advantages of being a 501C3 is they have been granted a property tax exemption. Since we are the tenant the bank doesn't have to pay taxes on this property. Our overhead runs less than 10% of the dollar value of the 380,000 pounds of food given out each year. Our rent runs \$7,200 a year and utilities along with Susan's salary run around \$65,000. Our monthly needs are not that great.

What other organizations are you collaborating with?

Private foundations, individual donors and hopefully the City of Talent.

Living Opportunities – Jim Gochenour, Development Director for Living Opportunities was present to give an overview of the application. Living Opportunities has been around since 1983. They are the largest provider of services for people with developmental disabilities in Jackson County, serving over 300 people. Their mission is "For people with developmental disabilities to work for the same employers, live in the same neighborhoods and

have the same experiences everyone aspires to in our community.”

Living Opportunities has housed the employment and leisure activities in the Ashland building located at 747 Normal. They have over 100 individuals that are employed, over 50 businesses that employ their clients and 45 staff members working in their employment office. Ashland has been very receptive of them and they have many local businesses partners. Their placement rate is 99.5% for employees with disabilities.

Living Opportunities is requesting \$20,000 in order to complete the renovation at 747 Normal Street. The first phase of the renovation was the installation of a new roof, including patching and repairing the current understructure, for \$15,000; phase two included rewiring the buildings existing electrical and overlaying the ceiling with drywall to accommodate new lighting, for \$13,581.23. Matching funds of \$20,000 are needed in order to complete the remodel project, plumbing that needs repaired, interior walls, windows and doors along with additional electrical work and a new heating system. The total amount needed to complete the project is \$40,000, \$20,000 of which they already have.

A question and answer period followed the presentation

You indicated that you had a project that was previously funded by CDBG funds, what was that.

No we have never received any funding from Ashland though we have applied in the past.

The completion cost is \$40,000 and you already have in hand \$20,000 is that correct?

Yes, we purchased the building in 1986 which had been the old Goodwill building.

Will you be able to continue to use the facility while it is being remodeled?

During the last phase we had different people in the community who volunteered to house the people while it was being completed. Darex gave us space as well as a local church. We are not planning on spending any money to house the folks while the project is being done.

Without the money what will you do?

We would not be able to go forward with the project at this time.

HOUSING COMMISSION RECOMMENDATIONS

The Commissioners deliberated and discussed the presentations in order to make a recommendation. One topic of discussion was whether the City had the ability to award more than two applicants grant money. Reid said in order to award more than two projects it would take an amendment to the consolidated plan which can be done only through the direction of the City Council. Reid stated the rule was put into place because earlier in the CDBG cycle the City would award multiple grants or split them creating an administrative burden on both the grantee and city staff. Also as the City developed a priority for housing splitting the grants would eventually make them too small to do those projects. Reid acknowledged the process would entail drafting an amendment to the consolidated plan, publishing a notice about the change in the newspaper and sending the amendment to HUD for approval.

Ainsworth/Scott m/s to ***“Recommend funding the St. Vincent De Paul Home Visitation proposal in the amount of \$14,000 and funding the Maslow Project for \$10,000 and that the Living Opportunity ACES remodel Capital Improvement proposal be fully funded in the amount of \$20,000. The Commission would also recommend that the balance of the funds \$87,646 be placed in reservation for the Ashland Emergency Food Bank pending the results of their fundraising efforts which could include a second application for the 2013 CDBG RFP and also request Council to direct Reid to draft an amendment to the consolidated plan allowing more than two awards but no more than three in any one year.”***

The Commissioners discussed the motion. The Commissioners main concern was that if in the future several projects were brought before them how many could they award? The Commissioners agreed that they needed to inform all applicants of other available funds and resources including the Housing Trust Fund.

The Commissioners asked St. Vincent De Paul if they received a reduced award, how would that effect the number

of people they could serve? On average expend approximately \$800.00 per client with the Block Grant money, making that total approximately 42. The Commissioners agreed St. Vincent De Paul has many positive attributes; an all volunteer organization, no administrative overhead, a proven record and they serve a lot of people. On the other hand we would like to encourage other agencies to come to Ashland and be part of the Ashland Community.

The Commissioners voted: The motion passed unanimously.

LIAISON REPORTS DISCUSSION

Council – Voisin reported that the Council Study Session on Monday April 16 may include a discussion regarding whether to combine the Homeless Committee with the Housing Commission. It was suggested that the Commissioners might like to attend the meeting.

General Announcements – Dills announced that a Demographer by the name of Charles Rynerson visited the Ashland School Board. Rynerson had recently reviewed the 2010 census report in comparison to the 2000 census report and discovered the dwindling enrollment in Ashland Public Schools. He determined there was a direct relationship with lack of affordable housing in the community. If we want to attract young families in our community we need to offer more affordable housing, stated Dills. Dills is working on getting the report that Rynerson completed. It may be posted on the web soon.

Dills announced that being a newly married man, a full time student and having a job is making it difficult to remain on the Commission. His term is up next month and he will not be reapplying. He intends to be at next month's meeting in order to discuss the RVTV project. The Commissioners acknowledged how much they will miss Dills and hate to see him go, but respect his decision. Dills said he had gained a lot from the Commission and will continue to volunteer in various capacities.

Reid reminded any Commissioner whose term is expiring to send an email to the City Recorder, Barbara Christianson, acknowledging their desire to reapply.

APRIL 25TH, 2012 MEETING AGENDA ITEMS

CDBG Action Plan Approval

RVTV project discussion

Preservation letter from Barasa and discussion of incentives

Quorum check; Scott will be out of town everyone else will be there.

UPCOMING EVENTS AND MEETINGS

Homeless Task Force Meeting-April 17th, 2012: 10:30-12:00 Housing Authority Conference Room 2231, Table Rock Road, Medford

Next Housing Commission Regular Meeting

April 25th, 2012 4:30-6:30 PM

ADJOURNMENT - The meeting was adjourned at **6:50** p.m.

Respectfully submitted by Carolyn Schwendener

Housing Commission Memo

Title: Letter to HUD and RD Expiring Use Property owners
Date: April 25, 2012
Submitted By: Barbara Barasa and Linda Reid, Housing Program Specialist

Dear property owner [it would be better if it were addressed to an individual, don't know if you have that information]:

I am writing you on behalf of the Ashland Housing Commission. One of the goals of the commission is preservation of the affordable housing units already available in the city. We monitor the number of units of affordable housing within the city and, when possible, help owners retain those units as affordable housing when the owner's current contractual obligation with a lender regarding affordable housing is going to expire.

Your property at XXXXXXXXXXXXXXX is one of the properties which we have identified as having a loan which is nearing the date when the affordable housing restriction will expire unless you choose to renew it.

As you know, many individuals and families are struggling to find housing they can afford, and the demand for moderate and low income housing will most likely increase during the next few years due to the recession and the high rate of foreclosures. Therefore we feel it is vitally important to do everything we can to help provide moderate income housing.

Linda Reid, Affordable Housing Specialist with the City of Ashland, and I would like to meet with you to discuss your plans for the future use of your property. There may be financial assistance available in the form of Community Development Block Grant funds or money from the Housing Trust Fund which could help you keep those units affordable for Ashland residents.

Please feel free to contact Linda Reid if you have any questions regarding available incentives. We hope you will consider setting an appointment with us to discuss your plans and how we can assist you.

Sincerely,

Regina Ayars
Ashland Housing Commission Chair





**CITY OF
ASHLAND**

**FINAL ACTION PLAN: ONE YEAR USE OF FUNDS
Program Year 2012
(July 1, 2012 – June 30, 2013)**

Prepared for:
The U.S. Department of Housing and Urban Development

By:
The City of Ashland
Department of Community Development
Planning Division
Ashland, Oregon

Mission Statement

The following mission statement is taken from the City of Ashland's current Strategic Plan.

HOUSING

The City has a responsibility to ensure that proper amounts of land are set aside to accommodate the various housing needs in the City, and that its land development ordinances are broad enough to allow for variation in housing type and density.

ECONOMY

The City seeks to provide opportunities for a variety of economic activities in the City, while continuing to reaffirm the economic goals of Ashland citizens. Economic development in Ashland should serve the purpose of maintaining and improving the local quality of life.

SOCIAL AND HUMAN SERVICES

To ensure that all people in Ashland live in a safe, strong, and caring community, the City seeks to enhance the quality of life and promote self-reliance, growth and development of people. To these ends, the City will strive to provide resources and services to meet basic human needs.

Executive Summary

The City of Ashland is an Entitlement Community. The city anticipates an annual allocation of \$164,556 in Community Development Block Grant funds for Program Year 2012 (July 1, 2012-June 30, 2013) by the Department of Housing and Urban Development (HUD).

This document, the CDBG Action Plan for Program Year 2012 describes the project(s) that the City will undertake and the manner in which the project(s) are consistent with the priorities of the Five-Year Consolidated Plan. Within this document is a table summarizing the projects to be funded by CDBG dollars in Program Year 2012 (page 3).

Following the recommendation of the Housing Commission, the City Council has identified that a total of \$44,000 in available grant funds, is to be awarded to three projects: \$14,000 to St. Vincent de Paul-Home Visitation Program for emergency rental and utility assistance, \$10,000 to Maslow Project for outreach and case management for homeless youth enrolled in the Ashland School District, and \$20,000 to Living Opportunities to remodel their ACES employment building. The balance of the funds is to be placed in reservation for the Ashland Emergency Food Bank to acquire the building which they currently lease, pending further fundraising efforts. The City Council has also approved an amendment to the 2010-2014 Consolidated Plan for the use of Community Development Block Grant funds to allow for the funding of three projects in a given year. This is a change from the previously adopted policy of funding no more than two projects in a given year.

The table provided below shows the projects awarded CDBG funds in Program Year 2010:

CDBG Funded Projects for Program Year 2012

Project ID	Recipient Organization	Activity Name	Location	CDBG Funds	# Households or Persons Assisted Annually
2012-1 (Consolidated Plan Goal 14)	City of Ashland	CDBG Administration	City Wide	\$32,911	city wide
2012-2 (Consolidated Plan Goals 6.1, 6.2 & 8.2)	St. Vincent De Paul	Home Visitation Program-Homeless prevention	City Wide	\$14,000	15 low income households
2012-3 (Consolidated Plan Goals 6.1)	Maslow Project	School Based Services for Homeless Youth	City Wide	\$10,000	Approx 35-99 homeless youth (aggregate)
2012-4 (Consolidated Plan goal 14.1)	Living Opportunities	Renovations to Ashland Community Employment Center (ACES)	City Wide	\$20,000	22 Special Needs Clients

In previous years the City has funded a variety of activities including affordable housing projects, respite care for special needs populations, and emergency assistance for households at risk for homeless. In Program Years 2008 and 2009 the City awarded funds to the Housing Authority of Jackson County (HAJC) for public facilities improvements in support of a large scale affordable housing development. The development known as Snowberry Brook was completed in Spring of 2011 and all 60 units were leased to qualified low-income households shortly thereafter. This large scale affordable housing development allowed the City to meet its most challenging goal identified in the 2005-2009 Consolidated Plan of providing 55 new units of affordable housing. In the 2011 Program year the City awarded grant funds to ACCESS, Inc to acquire a piece of property on which to develop six units of housing affordable to households making 60% of the Area Median or less. Currently this project is pending, contingent upon funding from Oregon Housing and Community Services Consolidated Funding Cycle for construction.

In 2010 the City awarded funding to Ashland Supportive Housing (ASH) to rehabilitate an existing single family housing unit to be used as a respite care center for peoples with disabilities. ASH's respite home opened in the Fall of 2011. The City has funded the St. Vincent De Paul-Home visitation program for previous three years running. This program works with the

homeless and households at risk of homelessness offering resources and assistance to stabilize the households and move them back to self sufficiency. The SVDP Home Visitation Program is administered by an all volunteer staff, so all program funds go directly to assist participants. For Program year 2012 the City as also awarded funds to the Maslow Project which seeks to provide outreach, case management, and resources to homeless youth enrolled in schools and Living Opportunities to complete renovations on their Ashland Community Employment Center that serves peoples with developmental disabilities. All of these activities as well as the Annual Project Homeless Connect event, put on by the Jackson County Homeless Task Force has allowed the City to reach its annual goals for serving homeless and special needs households. The outcomes of these programs will be reported in more detail in the 2012 CAPER.

Citizen Participation

A Public hearing was held on March 28th 2012 to consider comments on the potential uses of the 2012 CDBG allocation. Additionally at that meeting the Ashland Housing Commission reviewed the applications submitted for CDBG grant awards. After opening a hearing to solicit comments about how the City should apply the CDBG funds (no public testimony provided), the Housing Commission forwarded an award recommendation to the City Council. The City Council held a public hearing on April 17th 2012, at which time the CDBG applicants and one citizen testified during the public hearing and the Council selected award recipients.

The Housing Commission will hold a public hearing on April 25th 2012 to elicit comments on the draft Action Plan and provide recommendations for potential changes. The public comment period on the 2012 One- year Action Plan will begin on April 23rd and run through May 23rd.

All meetings are noticed in the *The Ashland Daily Tidings*, and posted on the City of Ashland website. The availability of the draft plan was also posted on the City of Ashland web page on April 23rd, 2012 and an Adobe Portable document (PDF) of the Action Plan will available for download throughout the public comment period.

A legal notice notifying the public of the availability of the draft Action Plan and the comment period was published on April 23rd 2012 in *The Ashland Daily Tidings*.

As of the date of submission no comments have been received.

Sources of Funds

There are several available private and public funding sources to assist developers of affordable housing, area non-profit service providers, and organizations that assist at risk and low-income populations. This section provides an overview of the potential funding sources for projects or services provided to the aforementioned populations. Only the programs and resources most likely to be utilized by organizations providing services to City of Ashland residents or that provide area wide benefit will be included in this narrative. The City of Ashland is an Entitlement Jurisdiction for Community Development Block Grant funds. Most other resources are provided on a competitive basis through state or federal programs.

1) Community Development Block Grant (CDBG) Program

CDBG funds are an entitlement received by the City of Ashland based on a formula allocation. The City expects to receive \$164,556 in formula grant funds for fiscal year 2012. The eligible uses of these funds permit the city to provide direct funding for community development projects such as streets, sidewalks and other public infrastructure in low-income neighborhoods. The City of Ashland also awards funds to agencies and organizations that provide housing and related services to low to moderate income and special populations through a competitive process that requires a 10% match. Similarly CDBG funds often allow the grantees to leverage substantial resources from state and federal funding sources. The City of Ashland has instituted a 15% set aside for public service projects that benefit low to moderate income populations and homeless, at-risk and special needs populations.

Total Fiscal Year 2012-2013 resources available for allocation in this program year

Community Development Block Grant Fund	\$ 164,556
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The funds identified above represent both federal and local CDBG resources available for allocation to eligible activities. The City intends that 100% of these funds will be invested in or support the delivery of activities that primarily benefit very low, low, and moderate income persons. This table does not reflect funding sources provided by federal, state, and local resources outside of the CDBG program which may be utilized in projects and services that help to meet goals identified in the City's five year Consolidated Plan. The City has not received program income from the Housing Rehabilitation Loan program since 2007. The cumulative total comprised of pay-offs received since the close of fiscal year 1997, the year that the first Home Rehabilitation Loan program was awarded a City of Ashland CDBG grant, is \$49,217. Three projects were completed in PY 2010 expending all but \$46 of the program income. For fiscal year 2012 the Housing Authority of Jackson County does not expect to receive any program income from the City of Ashland's Housing Rehabilitation Loan Program. Program income derived from Housing Rehabilitation Loan repayments are only eligible for use in further Housing Rehabilitation Loan projects

2) Home Program

The City of Ashland is not currently a participating jurisdiction for HUD's HOME funds. Some local developers of affordable housing are eligible to apply to Oregon Housing and Community Services Department which allocates funds based on a statewide Consolidated Plan.

3) Low-Income Energy Assistance and Weatherization

ACCESS, Inc. serves as the CAP agency providing service to all of Jackson and most of Josephine County. ACCESS, Inc. receives U.S. Department of Energy funds which are distributed through Oregon Housing and Community Services. These funds are used to provide low-income households with help in paying their energy bills and weatherizing their homes. Furthermore, the City of Ashland owns and operates the Electric Utility; the City is in the unique position to assist very-low income households in meeting their energy needs, specifically during the winter months when energy costs and use are highest. To this end the City targets assistance to Low-income Ashland utility customers who need help to pay their heating bills over the course of each winter. Applicants must have an active electric utility account with the City and the Applicant's household income may not exceed 125% of the Federal Poverty Guidelines. The City of Ashland also offers a Senior and Disabled Discount on electric usage charges. Last year the cumulative total the city provided out of the general fund toward this program was \$91,947.62, serving 442 households.

4) Low-income Housing Tax Credit Program

The Federal Low-Income Housing Tax Credit Program assists both for-Profit and non-profit housing developers in financing affordable housing projects for low-income families and individuals. Some local developers of affordable housing are eligible to apply to Oregon Housing and Community Services Department which allocates funds based on a statewide Consolidated Plan. The Housing Authority of Jackson County recently completed a 60 unit housing project financed with tax credits and ACCESS, inc has submitted an application for funding to construct a six unit complex on land purchased with City of Ashland CDBG funding.

5) Exemptions from Local Property Taxes

Non-profits that provide services for low and moderate income persons are often eligible for exemptions from local property taxes. ACCESS, Inc. and the Housing Authority of Jackson County are two such entities.

6) Homeless Populations

Oregon Housing and Community Services receive federal and state resources to be used to support services for homeless populations. They include: Emergency Housing Account, Emergency Shelter grants, State Homeless Assistance Program, Shelter Plus Care, and Supplemental Assistance for Facilities to Assist Homeless. Additionally, under the Federal Continuum of Care program administered by HUD, local governments and agencies can apply for federal funding for programs and services to prevent and combat homelessness. The Jackson County Continuum of Care is an annual recipient of McKinney Vento funds. The City of Ashland does not directly receive any funds to assist homeless persons or persons at risk of becoming homeless, and there is no longer a local organization that provides services to homeless populations; however City of Ashland residents can access available services, programs and funds through ACCESS, Inc. the regional CAP agency that serves Jackson and Josephine Counties. Similarly, many non-profit agency's that provide housing or support services for homeless populations are eligible to apply for funds through Oregon Housing and Community Services or through the Jackson County Continuum of Care.

7) Public Housing Assistance-Section 8 Housing Choice Voucher Program

The Housing Authority of Jackson County is the local provider of HUD funded housing programs such as the Housing Choice Voucher program and the Public Housing program. The Housing Authority also operates a Family Self sufficiency program for families receiving federal housing assistance. The family self sufficiency program offers an Individual Development Account program that provides a three to one savings match to promote self sufficiency through furthering education, providing down payment assistance for homeownership and the promotion of micro-enterprise. Currently the Housing Authority receives approximately 1390 Housing Choice Vouchers for all of Jackson County. Just over 100 of those vouchers are provided to City of Ashland residents.

8) USDA Rural Development Mutual Self Help Home Loans/SHOP

The Department of Agriculture's Rural Development offers several loan options to assist low to moderate income households attain homeownership. In recent years the City of Ashland has awarded Rogue Valley Community Development Corporation CDBG funds to help leverage funds and initiate two Self help homeownership projects that utilized funds from Rural Development programs. Rogue Valley Community Development Corporation has utilized Self Help Ownership Program (SHOP) grant funds awarded to Community Frameworks from HUD on these projects. Similarly USDA Rural Development also offers low-interest loans and grants to assist low to moderate homeowner's complete health and safety repairs on their homes.

9) City General Fund Grants

The City of Ashland offers two types of grants, Social Service Grants and Economic Development Grants. The City's Social Service Grant program allocates approximately \$118,000 annually to help fund public service agencies and organizations providing essential safety net services for City of Ashland residents. The City's Economic Development Grant program provides over \$150,000 in grants annually.

10) Land Donation/Systems Development Charge Deferrals/Fee Waivers

In recent years the City of Ashland has offered city owned land to developers of affordable housing through a competitive RFP process to assist in buying down the land costs thereby encouraging the development of affordable housing. In program year 2008 the City traded four City owned properties

valued at \$1.7 Million to assist in acquiring land for the purpose of developing an affordable housing project in conjunction with the Housing Authority of Jackson County and yet to be identified developer(s) of affordable housing. The City of Ashland also provided \$620,000 in direct contribution from the General Fund in order to assist with this acquisition. The City offers incentives to private developers and affordable housing developers by deferring Systems Development Charges and waiving Community Development Fees for providing ownership and rental units priced for low and moderate income households. These incentives result in the non-collection of funds that would otherwise contribute to the City's General Fund.

Summary of Specific Annual Objectives

The Action Plan allocates \$76,911 in new 2012-2013 CDBG funds. The funds will be used to support the following activities:

Emergency Rental and Utility Assistance- St. Vincent De Paul-Home Visitation Program was awarded \$14,000 in public service funds to provide emergency rental and utility assistance to qualified households.

Outcome Statement: *Availability/Accessibility of Decent Housing*

Case Management for Homeless Youth- Maslow Project –School Based Services for Ashland Homeless Youth was awarded \$10,000 in public service funds to provide outreach case management and resources to homeless youth in the Ashland School District.

Outcome Statement: *Availability/Accessibility of Economic Opportunities and Decent Housing*

Renovations to Employment center for peoples with Disabilities-Living Opportunities-ACES employment Center renovation was awarded \$20,000 in Capitol Improvement funds to complete renovations to their employment center that serves peoples with disabilities.

Outcome Statement: *Availability/Accessibility of Economic Opportunities*

Program Administration -\$32,911 will be used for general program administration.

**Table 3-A
Summary of Specific Annual Objectives**

Specific Obj. #	Outcome/Objective Specific Annual Objectives	Projects (CDBG Funded)	Performance Indicators	Year to be completed	Expected Number	Actual Number	Percent
DH-1 Availability/Accessibility of Decent Housing							
DH-1.1	Provide assistance to non-profit organizations that assist the homeless and those at risk of homelessness, provide transition assistance to the homeless and help prevent homelessness. HUD Matrix = 05 Q	Home Visitation Program St. Vincent De Paul	Number of households at risk of homelessness that have received services designed to improve health and safety, and counseling.	2012	15		
DH-1 Availability/Accessibility of Decent							
DH-1.1	Provide assistance to non-profit organizations that assist the homeless and those at risk of homelessness, provide transition assistance to the homeless and help prevent homelessness. HUD Matrix = 05D	School Based Services for Homeless Youth-Maslow Project	Number of homeless or at risk youth that have received services designed to improve health and safety, and counseling.	2012	35-99		
DH-1.3 Availability/Accessibility of Decent Housing							
DH-1.3	Provide assistance to non-profit organizations that provide support services for extremely low and low-income special needs populations. HUD Matrix=14E	Ashland Community Employment Center Remodel-Living Opportunities	Number of group homes or other supportive housing developed for the elderly, individuals with special needs.	2012	1		

Outcome measures

In addition to the table above, included in this submission is Table '3C' (OMB 2506-0117) for each of the activities receiving CDBG funds for the 2012 program year. Within the 3C tables the City has indicated the Objective and Outcome categories and incorporated the identification of the CPD outcome statement as an Objective number.

Allocation priorities and Geographic Distribution

The City of Ashland is a small entitlement community with limited resources to apply to CDBG funded activities. As the City of Ashland primarily uses CDBG funds to assist projects that seek to create or retain affordable housing (these priorities are noted in Housing Goals 1-3 in the City's 2010-2014 Consolidated Plan). The City aims to utilize CDBG funds to benefit the greatest number of households as opposed to a direct application of funds to a particular neighborhood as part of a revitalization strategy. With a limited number of applications received for CDBG funds the City has not had to further delineate a spending priority based on location as selection criteria in evaluation of proposals. However,

as land values are slightly lower in designated low-moderate income census block groups the City is often in the position of making awards to acquire property or rehabilitate housing in such neighborhoods. The jurisdiction has no plans to dedicate a percentage of CDBG funds to any one area.

For a number of years the City has struggled to retain existing and create new affordable rental housing units. An insufficient quantity of new affordable rental housing units have been built within the City in recent years, this has been attributed to the high cost of land, which despite the recent economic downturn continues to remain higher (decrease at a lesser rate) than that of the surrounding cities in Jackson County. The goals specified in the 2010-2014 Consolidated Plan that aimed to provide services to homeless, at-risk, and special needs populations have suffered due to the lack of support services for homeless populations within the City. The loss of the Interfaith Care Community of Ashland, who was the sole provider of homeless support services (aside from meals and the City's Emergency shelter program which only operates in extreme weather conditions), has had a severe impact on the amount of homeless, at-risk and special needs populations that the City has been able to provide assistance for. Homeless populations and those at risk of homelessness still have access to regional service providers, most of which are located in and around the City of Medford approximately 13 miles from Ashland, however, there is no system in place to track the services provided by the numerous agencies by locality or without duplication. The 2010-2014 Consolidated Plan established the goal (6) of providing support services for homeless prevention and transition. The goal further states that services that are part of a comprehensive approach to improve the living conditions of clients are a priority. The City received two proposals in 2012 which will assist the City in addressing this goal.

Annual Affordable Housing Goals

Goal 1: *To increase the supply of affordable rental housing for extremely low-, low- and moderate-income families. Where possible, give funding priority to those projects that will provide benefits to residents with the lowest incomes.*

Goal 2: *To increase the homeownership opportunities for extremely low-, low-, and moderate-income households. Where possible, give funding priority to those projects that will provide benefits to residents with the lowest incomes.*

Goal 3: *To maintain the existing affordable housing supply. Where possible, give funding priority to those projects that will provide benefits to residents with the lowest incomes. Also, give funding priority to those programs which retain the units as affordable in perpetuity, or recapture the rehabilitation costs for further use in Ashland.*

During the 2012 CDBG Program Year the City of Ashland expects one affordable housing project to be underway. Access, Inc. has purchased a parcel of land on which to develop six units of affordable housing pending funding from the State Consolidated Funding Cycle. Although this project is underway and will help the city meet some the goals proposed in the five year Consolidated plan, the project is not expected to be completed within this program year.

Needs of Public Housing

The City of Ashland does not own or operate any public housing within the City. Additionally, the Housing Authority of Jackson County which serves the Ashland area in this regard does not currently own or operate any Public Housing units located within the city. The Housing Authority has no proposed Public Housing projects within the Ashland City limits for the 2012 CDBG program Year.

Homelessness and other Special Needs Populations

Goal 6: *Support services for homelessness prevention and transition. Where possible, give funding priority to services that are part of a comprehensive approach that improves the living conditions of*

clients. Safety net services or services that meet basic needs shall only be funded with CDBG dollars if it can be demonstrated that clients receiving those benefits are part of a program that will eventually help them obtain self-sufficiency.

Goal 7: *Encourage the development of emergency and transitional housing for homeless families with children and/or individuals.*

Goal 8: *To support housing and supportive services for people with special needs. People with special needs include the elderly, the frail elderly, persons with developmental disabilities, persons with physical disabilities, persons with severe mental illness, persons with alcohol or other drug dependencies and persons with HIV/AIDS or related illness.*

In prior years the City awarded CDBG funds and provided social service grant funds through the city's general fund to Interfaith Care Community of Ashland (ICCA) to provide services to homeless individuals and improve access to transitional housing. For Program Year 2012, the City has awarded public service funds to the St. Vincent De Paul, Home Visitation program in an effort to prevent homelessness. The city has also awarded funding to Maslow Project to provide wrap around services, case management and resources to homeless youth enrolled in the Ashland School District. The city continues to support regional service providers through the City of Ashland's general fund social service grants to organizations that provide services to homeless, at-risk, and special needs populations. As mentioned previously, the community volunteers organize emergency shelters through area churches and public buildings in times of extreme weather conditions. Further, populations needing assistance not offered locally have the ability to access a variety of safety net services through ACCESS, Inc, the regional provider of Community Action Programs, as well as other social service providers located in Medford and surrounding areas. The city continues to partner with other governmental jurisdictions, agencies and organizations, in an effort to address homelessness and other special needs populations. The city continues to be an active member in the Homeless Task Force, a sub-group of the Jackson County Community Services Consortium, and Jackson County's Continuum of Care body, to address the needs of the homeless on a regional scale, and make referrals to the appropriate agencies when necessary.

Each year the Homeless Task Force conducts a one night homeless shelter survey, through a coordinated effort of the task force members, emergency shelters, social service agencies, and organizations that provide support services to homeless and special needs populations. This annual survey allows jurisdictions and agencies to track the progress, or lack of progress on addressing the issues of homelessness in the region as well as to recognize gaps in services. The city may attain a percentage of the goals as outlined in DH1.1 -1.3; assistance and support services for special needs and homeless populations, (3 group homes, 3 individuals, and 400-500 homeless individuals receiving services county wide) through support of St. Vincent de Paul's program, through the use of City of Ashland general funds in the form of Social Service grants to area organizations offering services to at-risk, homeless, and special needs populations, and through staff's work with the Homeless Task force and the City's involvement in the Project Homeless Connect event, a one day event to provide outreach, services, and resources to homeless and at-risk populations.

The City does not specifically prioritize activities that focus on serving the needs of chronically homeless populations. However, Jackson County's Ten-Year Plan to end homelessness, a document created and carried out by the Jackson County Homeless Task Force, of which the City of Ashland is an active member, does prioritize several strategies to address the needs of the chronically homeless throughout the region. The six strategies identified by the Ten Year plan provided action steps to end chronic homelessness. These action steps include; promoting the housing first model, providing coordinated and consistent case management, increase financial assistance/incomes for those who are the most vulnerable, provide life skill training, and coordinate discharge planning. Lastly, the Ten-Year plan prioritizes the development and increase of emergency and transitional shelters, and permanent supportive housing options open to those with the lowest incomes.

In 2011 the City Council adopted the goal of appointing an ad-hoc committee to make recommendations to the City Council by December 31, 2011 about how the City and partner organizations can work together in the long run to address the needs of homeless people and to reduce homelessness in the community. In the year since the inception of the Ad Hoc Committee the City has installed a porta-potty behind the downtown plaza to offer restrooms for the homeless and others after the community restrooms have closed. The City in partnership with the Chamber of Commerce has purchased donation drop-boxes, the proceeds of which will be administered by the Ashland council of the Society of St. Vincent De Paul to assist homeless populations meet their needs and work toward self-sufficiency. In April of 2012 the Ad Hoc committee received a renewal of their charge to continue their work on partnering with area non-profits around the creation of a day use center and to foster an ongoing community dialog around homelessness.

Racial/Minority Populations

According to the **2000 Census** there were no block groups where 20% or more of the population is comprised of racial or ethnic minorities. Consequently the City does not intend to direct any 2012 CDBG funds to any one block group for this purpose. The City does however intend to direct resources toward furthering fair housing and implementing the recommendations identified in the 2008 Analysis of Impediments to Fair Housing Choice. Specific actions the City is currently undertaking include; partnering with the City of Medford to bring Fair Housing Trainings to targeted groups identified in the AI, supporting the Center for Non-Profit legal services through City General Fund Social Service Grants, regional coordination of fair housing activities to better meet the needs of the citizens while utilizing regional resources more efficiently. Lastly, the City of Ashland's Housing Commission is working on implementing several of the recommendations identified in the AI, including an update of the City's Fair Housing Ordinance.

Barriers to Affordable Housing

Goal 4: *Remain aware of the barriers to affordable housing in Ashland, and where it is within the City's ability; take steps to overcome such barriers.*

Education and Outreach is a significant role of the Housing Commission and such activities often have the benefit of not just disseminating information, but collecting information as well. Such a dialogue within the City facilitates an awareness of the barriers to affordable housing and highlights mechanisms available to address such barriers. In the 2012 CDBG program year the Housing Commission will continue its ongoing efforts to produce informational material to raise awareness and understanding of issues that surround affordable housing. Specifically, the Housing Commission has selected as an annual goal education and outreach to homeowners dealing with the issues of foreclosure. The Housing Commission has created a Finance Sub-Committee to work toward identifying a permanent funding source to support the Housing Trust Fund. The Housing Trust Fund Ordinance was adopted in late 2008 in an effort to promote the development of affordable housing by assisting developers in overcoming the barriers of land and development costs when developing affordable housing.

The City of Ashland Housing Commission, Planning Commission, and City Council have initiated an examination of regulatory barriers and land use ordinance barriers to the promotion and development of affordable housing. Similarly, the Housing Commission and city staff continue to research and implement incentives to promote the development of affordable housing.

Anti-Poverty Strategy

Goal 13: *To reduce the number of people living in poverty in the City of Ashland.*

Goal 14: *Promote and support activities in the community that improve or provide access to economic opportunities for extremely low- and low-income residents of Ashland.*

The Housing and Community Development Act of 1992 requires communities to include in their Consolidated Plan a description of an anti-poverty strategy. This strategy takes into consideration factors over which the City has control. The City of Ashland has limited resources for addressing the issues involved in reducing poverty and improving the self-sufficiency of low-income residents. Affordable housing is one of the factors directly related to poverty that the City of Ashland does have some ability to influence. In addition, the City supports housing, social service, and economic development programs targeted at the continuum of care needs of the homeless.

Goals 13 and 14 of the five year consolidated plan target reducing the number of people living in poverty, to this end the City adopted a Living Wage Ordinance in 2001 that stipulated that all employees, contractors, or recipients of city grants or funds must meet minimum living wage requirements adjusted annually to the Consumer Price Index. The Living wage ordinance continues to provide the benefits of a higher wage scale for all people working to provide the City with services, or working on City funded projects. Similarly economic development grants funded through the City's General Fund provide support for non-profit organizations that create living wage employment opportunities and fund programs that provide job training for low-income, at-risk and special needs populations as well as supporting humanities and the arts. The City of Ashland completed an Economic Development study to increase the number of living wage jobs located within the city by promoting the expansion, retention and relocation of local and national businesses.

The City of Ashland provides funding to agencies that address the needs of low income and homeless residents through a Social Service Grant program. The goal of this program is to improve living conditions and self sufficiency for residents by meeting such basic needs as food, shelter, clothing, counseling and basic health care. The goal is carried out by providing funds in excess of \$100,000 every other year to various area agencies whose focus meets one or more of these targeted needs. Similarly, the City of Ashland's utilities department through the Ashland Low-Income Energy Assistance Program (ALEAP) provides reduced cost energy bills and bill payment assistance to qualifying low-income, elderly, and disabled residents in an effort to reduce cost burden. Both of these programs are paid out of the City's General Fund.

An Affordable Housing Committee was formed in 1990 and reconvened in 1994 to search for ways to provide economical housing in Ashland. In 1995 a formal Housing Commission was formed. The Housing Commission has endeavored to create policies that will allow additional housing opportunities for low- and moderate- income Ashland households.

Lead-Based Paint

Goal 12: Assure activities assisted by the City are conducted in compliance with state and federal laws that apply to lead-based paint hazards, and the information distributed about lead-based paint is in compliance with current state and federal laws.

The City of Ashland is acutely aware of the dangers posed by lead based paint poisoning. In goal 10 of the five year Consolidated Plan, the city prioritized the goal of assuring that CDBG funded activities would be in compliance with all state and federal laws regarding Lead Based Paint safe work practices in federally assisted projects in an effort to reduce the number of housing units containing Lead Based Paint Hazards and thereby reduce the number of children affected by lead based paint poisoning. The city provides information regarding lead based paint hazards in the home, and information regarding lead based paint safe work practices as requested. Lastly, The Housing Authority of Jackson County hosts periodic Lead Based Paint Safe work practices training and certification which benefits local contractors and the general public. The City of Ashland's Housing Program Specialist is certified in lead based paint safe work practices. The City sponsored housing rehabilitation program utilizing program income has the

potential to involve issues of lead based paint. The City has in the past and will continue to ensure that lead testing and clearance is completed on any federally funded project involving a structure built prior to 1978.

Monitoring

The City of Ashland employs a full time Housing Program Specialist to oversee the Community Development Block Grant program, the City of Ashland's affordable Housing Program, and to work with the City of Ashland's Housing Commission in identifying the City's housing needs, foster knowledge of those needs and promote the development of needed housing types. The Housing Program Specialist is responsible for monitoring the City's progress in meeting the stated goals and objectives set forth in the five year Consolidated Plan annually, and to ensure that CDBG awards and the yearly Action Plans are developed to meet the intended goals. Specifically, the development of housing that is affordable to low, moderate, and extremely low income households will be quantified each year. Throughout the year each new unit that is developed, through grant assistance or through the private market to meet regulatory requirements, will be deed restricted to ensure a period of affordability (typically 30 years or greater), The development of both rental and owner occupied affordable housing will be compared to the targets established in the Consolidated Plan and subsequent years CDBG awards will be targeted to those types of housing that are not keeping pace with projections.

City staff will complete an Annual Performance Evaluation Report which will quantify both housing and homeless accomplishments after the conclusion of each program year. Housing accomplishments will be broken into the income and occupancy type categories identified in the 5-year Consolidated Plan.

The success of the Ashland CDBG program, SDC deferral program, Accessory Residential Unit development, and Land Use requirements and incentives for affordable housing, will be examined and presented to the Ashland Housing Commission for evaluation. This information will inform potential modifications to existing or future programs to meet the goals outlined in the Consolidated Plan. The information contained in the Annual Performance Evaluation Report will assist in informing the CDBG award selection process undertaken in February-March of the following year.

Sub-recipient Monitoring-The City of Ashland, as the grantee for CDBG funds, will monitor the sub-recipients on a quarterly basis. The Housing Program Specialist maintains a close working relationship with the CDBG sub-recipients. One benefit of being a small entitlement community with a limited grant amount is that the City typically provides only one or two awards per program year. This enables the City Staff to closely follow the progress of CDBG projects and maintain open communication with Sub-recipients.

The City is committed to ensuring that CDBG funds are used as specified in State and Federal regulations through: public and City Council monitoring, through public hearings, staff evaluation, annual evaluation of the priorities set forth in the Consolidated Plan, periodic site visits and program evaluations, financial monitoring, record keeping, and financial and beneficiary reporting requirements.

The City requires recipients of CDBG funds to provide a project timeline with benchmarks for completion which is incorporated into the Sub-recipient Agreement for use of CDBG funds. The City remains in regular contact with each sub-recipient throughout the project's development to monitor their accomplishments to ensure they are meeting the projected benchmarks, and to provide ongoing guidance on CDBG regulations.

For currently funded projects in development, at a minimum the City CDBG administration staff will meet with each sub-recipient's designated representative to review their project's accomplishments and investigate any failures to meet anticipated benchmarks at quarterly intervals. If deemed necessary, the

City of Ashland CDBG administrative staff will conduct a formal monitoring visit to evaluate the following items as they relate to CDBG funded projects. If at any point the City CDBG administration staff determines a project is failing to move forward the sub-recipient will be required to complete a Corrective Action Plan as described below.

Financial management-The extent to which program participants account for and manage financial resources in accordance with approved financial management standards. Additionally this criterion relates to the amount of potential monetary exposure to the City, and the Department of Housing and Urban Development.

Analysis to include assessment of:

- Amount of current/total funding obligated and/or expended
- Audits and/or Investigations
- Staff experience with CDBG
- History of performance

Physical asset maintenance and operation-The extent to which HUD-funded physical assets are maintained and operated.

Analysis to include assessment of:

- History of Performance
- Condition of HUD funded physical assets
- Use of facilities or physical assets in conformance with CDBG regulations

Management-The extent which the program participant has the administrative capacity to carry out CDBG requirements.

Analysis to include assessment of:

- Experience level of Key staff particularly as it relates to CDBG funded activities
- Program History including performance indicators
- Reporting consistency

Satisfaction-Extent to which clients express satisfaction or dissatisfaction with the delivery of the program services.

Analysis to include assessment of:

- Types of program activities
- Complaints or compliments received

Services-Extent to which HUD program participants effectively and efficiently deliver services to the intended beneficiaries/clientele.

Analysis to include assessment of:

- Types of program activities
- Accomplishments
- Timeliness
- Project development including timing benchmarks

Corrective Action Plan-If the activities funded with CDBG dollars are not being accomplished in a timely manner, as set forth in the sub-recipient agreements the City of Ashland may issue a written notice requiring the submission of a corrective action plan that is subject to the approval of the City. The City shall provide the sub-recipient 14 days, or such time as City deems appropriate, to develop a corrective action plan that is acceptable to the City for correcting the problem. At a minimum, the corrective action plan must include;

- (1) A written performance measure to be implemented by the Sub-recipient that corrects the specific area(s) of noncompliance and how performance measure will be established and executed by the Sub-recipient's organization, including subcontractors and;
- (2) Designates the person with authority within the Sub-recipient's organization charged with the responsibility of accomplishing and monitoring compliance.

Acceptance of the Corrective Action Plan by the City will establish the curative period necessary to bring the project into compliance. If the Sub-recipient has not submitted a corrective action plan that is acceptable to the City within the specified time frame or does not implement or complete the corrective action plan within the specified time frame, the City shall proceed with other enforcement remedies as outlined in the Sub-recipient Agreement.

Coordination

Goal 5: To provide institutional structure and intergovernmental cooperation.

The City of Ashland's Housing Program Specialist will continue to provide institutional structure as well as examine and implement expanded opportunities for intergovernmental cooperation. City of Ashland Staff will continue to; work with providers of public, private and assisted housing in an effort to promote the development of affordable ownership and rental housing; with social service agencies to maintain, expand, or bring needed services to homeless, at-risk, and special needs populations, and with other municipalities and government entities to coordinate services to avoid duplication and serve the identified needs of low-income populations throughout the region. City staff will provide technical assistance about City programs, regulatory requirements and incentives as well as the CDBG program to area non-profits and social service providers. The staff will also continue to work closely with and offer support to the City of Ashland Housing Commission.

The Southern Oregon Housing Resource Center provides a clearing house for housing related resources within Jackson and Josephine Counties. It is a collaborative effort between county governments, Access, Inc., the Housing Authority of Jackson County, and several municipalities including the cities of Medford and Ashland. The Housing Program Specialist sits on the Board of the Southern Oregon Housing Resource Center to assist in regional coordination of their housing related efforts. Currently the SOHRC is working on capacity building and coordination around fair housing issues and activities.

Currently, the City of Ashland's Housing Program Specialist is the Chair of the Jackson County Homeless Task Force, which coordinates the efforts of city and county governments, social service agencies, federal agencies, and non-profit organizations to address affordable housing and homeless issues on a regional level. The Homeless Task force is also the Continuum of Care administrator for McKinney-Vento funding for the region.

The City of Ashland established a Housing Commission to address issues relating to housing accessibility and affordability within the City. Serving in an advisory capacity to the City Council on housing related issues, the Housing Commission is charged with the review and recommendation on all CDBG related activities undertaken by the City. The Housing Program Specialist is the staff liaison to the Housing Commission and works closely with that body in disseminating information regarding fair housing and the needs of the community with regard to housing. Similarly staff and the Housing Commissioners act as a conduit between the residents and the city government allowing for public input and participation on issues of affordable housing and the CDBG program.

City of Ashland general funds help to support coordination activities undertaken by the Housing Program Specialist and are also utilized to contribute toward CDBG program administration as well as staff support of non-profit organizations and intergovernmental cooperation.

Program Benefit and Location-Low/Mod Benefit

In the 2012 program year all CDBG funded activities, 100% of the intended beneficiaries are to be qualified as extremely-low, low or moderate-income or reside in a predominantly low to moderate income census block group. With a limited number of applications received for CDBG funds the City has not had to further delineate a spending priority based on location as selection criteria in evaluation of proposals.

However, as land values are slightly lower in designated low-moderate income census block groups the City is often in the position of making awards to acquire property or rehabilitate housing in such neighborhoods.

Impediments to Fair Housing and Fair Housing Activities

Goal 9: *To affirmatively further fair housing.*

An Analysis of Impediments (AI) is a review of impediments or barriers that affect the rights of fair housing choice. It covers public and private policies, practices, and procedures affecting housing choice.

Impediments to fair housing choice are defined as: *any actions, omissions, or decisions that restrict, or have the effect of restricting, the availability of housing choices, based on race, color, religion, sex, disability, familial status, or national origin.*

The AI serves as the basis for fair housing planning and provides essential information to the city of Ashland as well as local housing providers, lenders, and housing advocates. The City Contracted with the Fair Housing Council of Oregon to undertake an update to the AI during the 2008 CDBG program Year. In June of 2009, the draft AI was presented to the City of Ashland Housing Commission. The final Draft of the AI was completed in September of 2009. In the 2010-2014 Consolidated Plan the City has identified a plan for corrective actions the city may need to address to remove impediments or barriers that exist in the community that have an affect on the housing choices of its residents based on the recommendations asserted in the 2008 Analysis of Impediments.

The Fair Housing Council of Oregon continues to offer annual training workshops for social service agencies on fair housing issues, as well as offering a fair housing hotline for all Oregon residents to seek assistance regarding issues of fair housing. The City of Ashland partnered with the City of Medford and the Fair Housing Council of Oregon in 2007 to create four separate web casts targeting realtors, landlords and tenants, housing advocates, and architects in an effort to provide fair housing education and training to those populations. The City of Ashland provides a link to one of these fair housing web casts filmed by RVTV on its website. The City's of Ashland and Medford continue to work together to bring more advocacy and information to the Southern Oregon region and better coordinate regionally toward building capacity for an increased local fair housing presence.

The City of Ashland's Social Service Grant program offers annual support to the Center for non-profit Legal Services to advocate for tenants rights and offer advice on issues of fair housing.

Underserved Needs

The City of Ashland in its five year Consolidated Plan has identified far more needs within the community than its limited resources can meet. Consequently, the City has prioritized those needs through a ranking system which targets limited CDBG funds to those projects that offer the most benefit to those populations with the greatest need, i.e. long term affordability targeted to extremely-low, and low-income populations.

Some underserved needs are supported through programs funded out of the City of Ashland's general fund, such as Social Service and Economic Development grants to area non-profits, safety net service providers, agencies that offer support services to homeless, at-risk, and special needs populations, as well as helping to support medical services for low-income populations. Many of these providers address goals identified in the City's Consolidated Plan which could not otherwise be met with the City's limited CDBG funds.

In recent years the City has worked to create incentives and regulations designed to promote and protect affordable housing. Incentives for both non-profit developers of affordable housing as well as private developers to build affordable ownership and rental housing such as SDC deferral, community development fee waiver and density bonus programs have served to create affordable units without relying on CDBG funds. Similarly, the City has adopted regulations that promote the retention of affordable housing types (such as the condo-conversion ordinance), and further the development of needed housing types (such as the annexation and zone change ordinances). Without such programs the City could not expect to meet the goals as outlined in the five year Consolidated Plan.

Community Development

Goal 10: *To provide safe and convenient access to alternative transportation routes in extremely low-, low-, and moderate-income neighborhoods.*

Goal 11: *To make City facilities easier and safer to use for people with disabilities.*

Goal11.1: *Make accessibility improvements to city-owned facilities.*

In 2010 the City awarded the \$27,623 in CDBG fund to complete public facilities improvements in designated low to moderate income census block groups. This activity will assist the city in obtaining the community development goals identified in the five year consolidated plan. This activity will serve to provide safe and convenient access for all City of Ashland residents including those residents with special needs. Further, this project may assist in fostering alternative transportation through the improvement of bicycle and pedestrian connectivity to needed services. This project was not completed in the 2010 or 2011 program year. Staff expects this project to be completed in the 2012 program year.

Strategy Implementation

The following is a listing of the goals and strategies that will be implemented in the 2012-2013 Program Year. Each strategy is followed by the activity that will implement the goal and strategy. Where appropriate, the activity is followed by the proposed accomplishments of the activity for the year.

Goal 6: *Support services for homelessness prevention and transition. Where possible, give funding priority to services that are part of a comprehensive approach that improves the living conditions of clients. Safety net services or services that meet basic needs shall only be funded with CDBG dollars if it can be demonstrated that clients receiving those benefits are part of a program that will eventually help them obtain self-sufficiency.*

Objective 1.2-Provide assistance to non-profit organizations that assist the homeless and those at risk of homelessness, provide transition assistance to the homeless, and help prevent homelessness.

Location: Citywide/low income benefit

Sub-recipient: St. Vincent De Paul Home Visitation Program

Funding: \$14,000

Outcome: Number of homeless, or households at risk of homelessness that have received services designed to improve health and safety, and counseling.

Availability/Accessibility of Decent Housing (DH-1)

Activity Description: St. Vincent De Paul Home Visitation Program was awarded \$14,000 in CDBG grant funds to provide emergency assistance to households threatened with eviction and utility disconnection. St. Vincent volunteers will work with staff to provide resources and counseling to improve conditions.

Location: Citywide/low income/special needs benefit
Sub-recipient: Maslow Project
Funding: \$10,000
Outcome: Number Homeless and at risk youth provided with case management and resources.

Availability/Accessibility of Suitable Living Environment (SL-1)

Activity Description: Maslow Project's School Based Services for Ashland Homeless Youth was awarded \$10,000 in public service funds to provide outreach case management and resources to homeless youth in the Ashland School District.

Location: Citywide/low income/special needs benefit
Sub-recipient: Living Opportunities
Funding: \$20,000
Outcome: Number of peoples with Developmental Disabilities

Availability/Accessibility of Decent Housing (DH-1)

Activity Description: Living Opportunities was awarded \$20,000 to complete renovations to the Ashland Community Employment Center that serves peoples with disabilities.

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: City of Ashland

Priority Need

Homeless Prevention-Emergency Services

Project Title:

St. Vincent De Paul Home Visitation Program

Description:

Public Service Activity: Emergency Rental and Utility Assistance.

Objective category: Suitable Living Environment Economic Opportunity
Outcome category: Availability/Accessibility Sustainability

Location/Target Area:

City Wide

Objective Number DH-1.1	Project ID IDIS ID 2011-2
HUD Matrix Code 05Q	CDBG Citation 570.201E
Type of Recipient LMC	CDBG National Objective 570.208a -LMC
Start Date July 1, 2012	Expected Completion Date June 30, 2013
Performance Indicators #of homeless or at risk households receiving services	Annual Units 15
Local ID 2012-2	Units Upon Completion

Funding Sources:

CDBG \$14,000
 ESG
 HOME
 HOPWA
 Total Formula
 Assisted Housing
 PHA
 Other Funding - SHOP
 City of Ashland (SDC)
 RD Loans
 Total

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: City of Ashland

Priority Need:
Homeless Prevention-Emergency Services

Project Title:
Maslow Project-School Based Services for Ashland Homeless Youth

Description:
Outreach and Case management and resources to homeless youth in Ashland School District

Objective category: Suitable Living Environment Economic Opportunity
Outcome category: Availability/Accessibility Sustainability

Location/Target Area:
City Wide

Objective Number SL-1.1	Project ID IDIS ID 2011-3
HUD Matrix Code 05 Q	CDBG Citation 570.201 (e)
Type of Recipient LMC	CDBG National Objective 570.208(a) -LMC
Start Date July 1, 2012	Expected Completion Date June 30, 2013
Performance Indicators #of homeless or at risk households receiving services	Annual Units 35-99
Local ID 2012-3	Units Upon Completion

Funding Sources:

CDBG \$10,000
 ESG
 HOME
 HOPWA
 Total Formula
 Assisted Housing
 PHA
 Other Funding - SHOP
 City of Ashland (SDC)
 RD Loans
 Total

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name: City of Ashland

Priority Need

Homeless Prevention-Emergency Services

Project Title:

Living Opportunities ACES Center remodel

Description:

Ashland Community Employment Center Remodel

Objective category: Suitable Living Environment Economic Opportunity

Outcome category: Availability/Accessibility Sustainability

Location/Target Area:

City Wide

Objective Number DH-1.1	Project ID IDIS ID 2012-4
HUD Matrix Code 14E	CDBG Citation 570.201C
Type of Recipient LMC	CDBG National Objective 570.208a -LMC
Start Date July 1, 2012	Expected Completion Date June 30, 2013
Performance Indicators #of group homes or other supportive housing developed for the elderly, individuals with special needs	Annual Units 1
Local ID 2012-4	Units Upon Completion

Funding Sources:

CDBG \$20,000
 ESG
 HOME
 HOPWA
 Total Formula
 Assisted Housing
 PHA
 Other Funding - SHOP
 City of Ashland (SDC)
 RD Loans
 Total

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

ONE-YEAR ACTION PLAN EXPENDITURES

Description of Activities

Direct Grant Assistance to Capitol Improvement Projects: **\$ 20,000**

Public Service : **\$ 24,000**

Program Administration: **\$ 32,911**

Delivery of technical assistance, maintenance of program compliance, preparing and submitting reports to HUD regarding program activities, management and monitoring of grant financial and sub-recipient activities, compliance with federal and local public participation plans, planning and delivery of fair housing activities, and fostering relationships with area non-profit organizations, affordable housing developers, and social service agencies.

Program Administration Total **\$ 32,911**

Program Income

Home Repair Program **\$ 46**

Program Income Total **\$ 46**

TOTAL PROGRAM EXPENDITURES **\$ 76,957**