

# Ashland Housing and Human Services Commission

## Regular Meeting Agenda



**May 23, 2019: 4:30 – 6:30pm**

**Siskiyou Room of the Community Development Building**  
**51 Winburn Way**

1. (4:30) **Approval of Minutes** (5 min)  
April 25, 2019
2. (4:35) **Public Forum** (5 min)
3. (4:40) **New Commissioners Welcome and Introductions** (15 min)
4. (4:55) **CDBG Action Plan Review and Approval** (20 min)
5. (5:15) **SB 608 Forum Planning** (30 min)
6. (5:45) **SS Grant Process Debrief and Strategic Plan Update Next Steps** (30 min)
7. (6:15) **Liaison Reports discussion** (10 min)  
  
**Liaison Reports**  
Council (Dennis Slattery)  
SOU Liaison (vacant)  
Staff (Linda Reid)  
General Announcements
8. (6:25) **May 23, 2019 Meeting Agenda Items**  
**Quorum Check** – Commissioners not available to attend upcoming regular meetings should declare their expected absence.
9. (6:30) **Upcoming Events and Meetings**  
**Next Housing Commission Regular Meeting**  
4:30-6:30 PM; June 27, 2019 in the Siskiyou Room of the Community Development Building
10. (6:30) **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**  
**Minutes**  
**April 25, 2019**

**CALL TO ORDER:** Commission Chair Rohde 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, Oregon, 97520.

<b>Commissioners Present:</b>	<b>Council Liaison</b>
Rich Rohde	Dennis Slattery / not in attendance
Tom Gunderson	
Heidi Parker	<b>SOU Liaison</b>
Erin Crowley	None appointed at this time
Linda Reppond	
Sue Crader	<b>Staff Present:</b>
Jackie Bachman	Linda Reid, Housing Program Specialist
Gina DuQuenne	Liz Hamilton, Permit Technician
Vacant	
Vacant	
<b>Commissioners Not In Attendance:</b>	

**Approval of Minutes**

Commissioners Linda Reppond / Jackie Bachman m/s to approve the minutes of March 28, 2019 and April 4, 2019.  
Voice Vote: All Ayes. Motion passed

**Public Forum**

Stephanie Reid & Justin McCoy presented info that a unit in their HOA which is regulated by the City of Ashland Affordable Housing Program has been rented at market price. This is in violation of the planning approval with the City of Ashland. Linda Reid & Rich Rohde discussed what direction is being taken with legal Dept of Ashland. Linda Reid to update commission with decision the legal department makes.

**Social Service Grant Applicant Presentations**

Discussion about perceived conflict of interest and statements by commission members:

**Jackie Bachman** – “I am on the Board of OHRA and I believe I can make objective decisions regarding all grant applications”.

**Heidi Parker** – “I volunteer with Winter shelters and have worked with most of the applicant organizations and believe I can make objective decisions regarding all grant applications”.

**Gina DuQuenne** – “I am on the board of ARC and former Board member of Children’s Advocacy and I believe I can make objective decisions regarding all grant applications”.

**Linda Reid** – “I am on the Board for La Clinica and I have no voting status on this commission regarding the Social Service Grants”.

Rich Rohde asked if there were any objections with perceived conflict of interests and voting? There were none.

Applicants were given 5 minutes to present, applicants presented in Alphabetical order

**Addictions Recovery Center:** Diana Drew / Communication & Development director, gave a presentation regarding mobile units.

**Questions from Commissioners**

***Have you done this before?*** We have been doing this in a limited capacity for 18 months.

***How many people are in the vehicle?*** Usually 2.



**What detox/sobering center will you transfer to?** The only sobering/detox center from Ashland to Eugene is located in Medford.

**Are there other services that you would be duplicating?** On Track does something similar, but they do not currently have a detox center, clinics or housing.

**Do most of the referrals come from police?** No they also come from ER rooms or anywhere.

**CASA of Jackson County:** Wenonoa Spivak / Deputy Director, gave a presentation in regards to capacity building.

#### **Questions from Commissioners**

**Are the 19 children identified in the application new children in Ashland on the waiting list?** Yes, that is the number on the wait list for a CASA volunteer.

**Reminder of the scope of your budget and how much you are asking for?** Asking for \$7,500 each of 2 years and our budget is just over a million dollars.

**Do you partner with any other agencies in Ashland?** Yes, any agency that touches Ashland we try to work with, our main community partners are Community Works, La Clinica, and CAC.

**Center for Non Profit Legal Services:** Debra Lee / Executive Director, gave a presentation for legal aid to promote affordable and fair housing in Ashland.

#### **Questions from Commissioners**

**The application state that 9 of 45 Ashland residents where housing cases last year?** Yes

**What were the other cases in Ashland?** Collections, Expungements, Health Care, Child Custody, Immigration/Citizenship, Domestic Violence, Family Unity, Reinstate License, Guardianship, and Social Security/Disability.

**Is your organization going to be able to handle the New Rental Law?** Yes, we have already had some cases.

**Children's Advocacy Center of Jackson County:** not represented.

**Community Works:** Barbara Johnson/ Executive Director gave a presentation in regard to

**-Dunn house:** to help with housing for survivors of Domestic Violence, Sexual Assault, and or Stalking. 15% served last year were from Ashland.

#### **No Questions from Commissioners**

**- Help Line:** to help with funding a coordinator. 518 people from Ashland helped last year.

#### **Questions from Commissioners**

**Wonder about Cultural Competency in relation to the volunteers?** We have 5 staff members that are bilingual and bicultural. Also have a language line that is bonded to help us with language issues.

**Staff trained in LGBTQ?** We ask if they feel comfortable giving that information, but it is not required and our staff is trained to know that all information is privileged. The Dept of Justice does not want us to even ask callers. But yes, the staff is trained to deal with gender issues.

**Question about volume? Served far more Medford residents than Ashland, how do you explain Medford giving less money than Ashland?** I cannot answer for what Medford does, I do know we ask for more from them than from the City of Ashland.

**Do you receive funds from JC?** Yes, as well as from individual donors and the State of Oregon.

**-Sexual Assault Services:** To help provide emotional support in cases of sexual assault. This is the area with the fastest growth of resource and advocacy needs in the last 4 years. The grant also helps provide care bags for rape victims. 15 calls from ACH for sex kits last year. 37 people from Ashland identified as sexual assault survivors.

#### **Questions from Commissioners**

**What other collaboration do you participate in?** We are members of the Sexual Assault Task Force of the State of Oregon. In Southern Oregon we collaborate with our sister units in other counties and communities.

**What is in the care bags?** New clothing, hygiene items, shoes, material about healing, blanket or teddy bear.

**Community Volunteer network:** Kristin Milligan, Executive Director, presented information for:

**-Call-a-ride:** to help reimburse volunteers for their mileage and gas for their vehicles to provide medical transportation for seniors 60+ in age or people with disabilities. Volunteers use their own cars. 20% of clients are from Ashland, 25% of volunteers are from Ashland

#### **Questions from Commissioners**

**What is your Accident rate?** Low



**Do you have a cost breakdown per ride?** Does not have that information

**How do you think Uber will impact?** Not sure that it will, most clients cannot afford to pay the fee for a ride.

**-Foster Grandparent:** to supplement volunteers that are 55+ in age that are tutoring and or mentoring youth in the community

#### Questions from Commissioners

**How many volunteers in Ashland?** 3

**What are you doing to increase the numbers of volunteers in Ashland?** Putting together an outreach agenda and outlook plan. Want to partner with more churches to find low income seniors.

**On your statement of functional expenses, there is a line item for legal fees?** Unexpected legal deductible from insurance for incident with a volunteer.

**You mentioned they are mentoring at the YMCA, is this in a group setting or one on one?** always supervised setting by teacher or site supervisor.

**Food Angels:** Pamela Joy / Founder & Director, gave a presentation regarding a request for funds to help cover costs of operating. Regular recipients include Ashland Food Bank, Peace Meal, Head Start, Jackson county food committee, and various children programs.

#### Questions from Commissioners

**It looks like the total materials and services are 20K and program expenses are 8k per year is that correct? Is your fund raising and food contributions a portion of that?** We have old equipment that is needing repairs and the utilities to keep the cold storage keep going up.

**So last year was 8k and you are anticipating 20k this year then?** Yes

**Jackson County SART** – Susan Moen / Executive Director, gave a presentation regarding the request to help fund Sexual Violence Prevention Programs targeted to students. 1/3 - 1/2 of total students served are in Ashland.

#### Questions from Commissioners

**Are the ethnicity numbers in the application for Ashland or for all of Jackson County?** All the numbers listed for this grant are strictly for Ashland.

**You listed fees for services? Who pays that?** For the whole organization budget? Our organization is a fiscal sponsor for the "You Have Options" programs thru the Ashland Police Dept. mentoring program and those funds were for a contract we had with the NY Police Dept. for trainings. It's part of the organization budget, but not part of our local budget.

**In addition to prevention, you also do forensic exams?** Yes, throughout the county.

**La Clinica:** Bob Bowen / Team Lead for Mobile Health Center unit, gave a presentation regarding the request to fund a community health worker for the mobile unit. Approx. 185 people are seen once a week at the Methodist church in a half day. More than just medical treatment, also help with OHP, drug treatment, mental health, and dental health.

#### Questions from Commissioners

**Will there be changes in the location of the mobile clinic services in Ashland in the future?** No, not aware of any changes but La Clinica is always open to additional sites.

**Do you need this amount in full to show community support, or could a portion help?** Yes, we do need this money to show community support but we need the full amount to fund the health care worker as the Mobile Unit is totally supported by donations.

**Maslow Project:** Karen Phillips / Development Director, gave a presentation regarding a request to help fund efforts to assist homeless children find housing and other resources to support the goal of graduation from High School.

#### Questions from Commissioners

**Your yearend Profit & Loss statement from last year show a very healthy income, are those funds reserved for something?** We try to keep 10-12 months in reserve should we lose funding from donations of any kind.

**OHRA:** Ken Grudger, Board Chair / Michelle Arellano, New Executive Director – presented on the programs that they provide in Ashland. Provided a handout (see attachment A)

#### No Questions from Commissioners.

**Peace House:** Elizabeth Hallett, Executive Director, presented info on the request for funding to support the hot meal on Tuesday at Ashland Methodist church. 90-150 meals served every Tuesday.



### Questions from Commissioners

***Is it correct you are paying rent of \$750 a month for kitchen at the church?*** Yes

***Is it possible to lower that rent?*** They did not charge rent for 15 years, but now the building is needing repairs and the church does a lot of extra things to facilitate the Meal night and we would not feel comfortable asking for lower rent.

**RVCOG / Food & Friends:** Evelyn Kinsella, Program Manager, presented info the request for support for the “Meals on wheels” program for seniors.

### Questions from Commissioners

I know we funded Ashland Fire and Rescue some CDBG funding to support a home safety program last year, did they coordinated with you? Yes, and we also coordinate with the Police dept.

**RV Mentoring Rose Center:** Sara Kreisman, Executive Director, gave a presentation regarding support for a youth mentoring program, and for train and support to teach adults to mentor youth. RV Mentoring is looking to fund a Lead Mentor.

### Questions from Commissioners

***Looking at Program costs, they include travel and advertising costs, can you tell us what that is about?***

Working to boost volunteer base, which is a primary challenge.

**SO Jobs w/Justice:** Vanessa & Jason Houk gave a presentation on the “Peace Meal” program, which provides a free meal 5-days a week in Ashland.

### Questions from Commissioners

***With regard to the Culinary training program, with the addition of appliances will you still be able to facilitate this training at your Hersey location?*** That is our ultimate goal, yes

***I know your program is newish and growing, do you have a strategic plan for more growth?*** It is a goal, although we also operate on a day to day need as well

**St Vincent De Paul:** Paul Adalian, President of the SVDP Ashland Conference, which serves both Ashland and Talent & Vickie Weiss, Grant writer, gave a presentation of services provided in Ashland. ASSG is the program for Ashland that SVDP matches every dollar given with funding raised by SVDP through other grants.

### Questions from Commissioners

***Strategic planning: it seems you’ve had a growing program that works, are we static in that, or are we thinking down the way?*** When we work with our partners, its mostly funding and working together to solve a problem and we all work together anyway, but maybe a strategic plan between organization would be good.

***Your Diocese is decreasing funds?*** The thrift Store program has had a reduction and yes, some overall funding has been cut.

***Will that Effect the “every dollar is matched”?*** No, because we prioritize and the matching programs come first.

### Housing and Human Services Commission Social Service Grant Award Discussion and Recommendation

The Commissioner went around the room and each commissioner stated what they kept in mind with their preliminary allocation recommendations.

Heidi Parker – strategy to concentrate on goals for Ashland housing.

Rich Rohde - focus on commission goals.

Tom Gunderson – highest priority for use of money, and what is more represented in Ashland.

Gina Duquenne – I agree with small amounts to preventative services.

Sue Crader – prioritized home grown Ashland programs.

Erin Crowley – looked at it from housing and human services perspective.

The Commissioners discussed how they might allocate monies for better return on services. At 7:15 P.M. Crowley stated that she had to leave due to a conflicting meeting schedule, but stated that she trusted the rest of the commission to continue with the making a final determination on the remaining allocations. The final Social Service Grant allocation recommendations were as follows:



<b>City of Ashland Social Service Grant Requests and Recommendations</b>		
<b>Organization</b>	<b>Amount Requested</b>	<b>Housing and Human Services Commission Recommended Allocations</b>
Addictions Recovery Center	\$ 10,000	\$ 4,000
CASA of Jackson County	\$ 7,500	\$ -
Children's Advocacy Center of Jackson County	\$ 5,000	\$ -
Center for Non-Profit Legal Services	\$ 15,900	\$ 4,000
Community Works Inc. (Dunn House)	\$ 16,000	\$ 6,500
Community Works Inc. (HelpLine)	\$ 10,625	\$ 4,500
Community Works Inc. (Sexual Assault Victim Services)	\$ 3,500	\$ 1,000
Community Volunteer Network FGP	\$ 3,000	\$ -
Community Volunteer Network RSVP/Call a Ride	\$ 6,000	\$ 2,000
RVCOG-Food and Friends	\$ 12,000	\$ 8,000
Food Angels	\$ 22,100	\$ 12,000
Jackson County SART	\$ 7,500	\$ 4,500
La Clinica	\$ 5,000	\$ 5,000
Maslow	\$ 15,000	\$ 8,500
OHRA	\$ 40,800	\$ 26,500
Peace House	\$ 10,000	\$ 7,000
RV Mentoring	\$ 5,000	\$ 2,000
Southern Oregon Jobs with Justice	\$ 20,000	\$ 13,000
St. Vincent De Paul	\$ 40,000	\$ 25,500
<b>Total</b>	<b>\$ 254,925</b>	<b>\$ 134,000</b>

Round table Roll call to accept allocation recommendations of the of the Social Service Grant awards:

Rich Rohde	Yes
Tom Gunderson	Yes
Sue Crader	Yes
Jackie Bachman	Yes
Linda Reppond	Yes
Gina DuQuenne	Yes
Heidi Parker	Yes
Erin Crowley	Absent but stated she trusted the commission to make allocations

#### **Upcoming Events and Meetings**

##### **City Council Meeting-Social Service Grant Award**

7:00-10:00 PM; May 21, 2019 - Council Chambers 1175 E. Main Street, Ashland, OR

##### **Next Housing Commission Regular Meeting**

4:30-6:30 PM; May 23, 2019 in the Siskiyou Room of the Community Development Building

#### **ADJOURNMENT**

The meeting was adjourned at 7:50 p.m.

*Respectfully submitted by Liz Hamilton*

# Memo

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DATE: 04/25/2019

TO: Housing and Human Services Commission

FROM: Linda Reid, Housing Program Specialist

RE: CDBG Action Plan Review and Approval Discussion

The City of Ashland is an Entitlement Community for Community Development Block Grant Funds. The city anticipates an annual allocation of \$178,562 in Community Development Block Grant funds for Program Year 2019 (July 1, 2019-June 30, 2020) by the Department of Housing and Urban Development (HUD).

This document, the CDBG Action Plan for Program Year 2019, 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 2019 (page 3).

The City Council has identified that a total of \$44,784 in grant funds in the 2019 grant year is to be awarded to 3 projects (and for administration of the program): \$15,834 to St. Vincent de Paul-Home Visitation Program for emergency rent and security deposit assistance, \$10,950 to Maslow Project for outreach and case management for homeless youth enrolled in the Ashland School District, and \$18,000 to Ashland Food Angels to make repairs and energy efficiency upgrades to their food storage facility. The City was unable to award the entire allocation of CDBG funding in 2019 due to a lack of applicants. The remaining balance of funding will be allocated through the next RFP process beginning in January 2020 or potentially sooner.

This document, the CDBG Action Plan for Program Year 2019, 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.

Public Comment on the 2019 CDBG Action Plan can be submitted any time prior to May 21, 2019 or be presented to the Ashland Housing and Human Services Commission at a public hearing on the plan.







## Executive Summary

### AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

#### 1. Introduction

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.*

#### 2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

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Consolidated Plan. Within this document is a table summarizing the projects to be funded by CDBG dollars in Program Year 2019 (page 3).

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### **3. Evaluation of past performance**

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The City of Ashland's Five-Year Consolidated Plan for 2015-2019 includes a list of six "Goals" of the community. These goals demonstrate that the highest priority need is the provision of affordable housing. Issues of homelessness and the provision of social services to low and extremely low income households were also identified as a critical "high" priority needs and thus the City maintains a 15% set aside for such activities. Administration of the program utilizes 20% of the annual allocation. Outside of the CDBG Program the City allocates over \$100,000 per year of general funds to address social services. Ashland is a small city with limited resources, and receives a small number of applications; it is unlikely that each of the six identified goals can be addressed in any single program year, due in part to the small amount of funding, but also due to the limited capacity of service providers within the community. Furthermore, while Ashland experiences a broad range of needs similar to larger communities, the resources and services available to assist low- to moderate-income people in the Rogue Valley is limited and comparable to other rural areas. The City offers innovative incentives to promote protect and support affordable housing including System Development Charge deferrals for new units affordable to low-moderate income households thereby reducing development costs for affordable housing projects. The City of Ashland is currently the only city in Jackson County to offer this kind of incentive. The City also has a bonus density program that promotes the development of affordable units in market rate developments and a Condominium Conversion ordinance that works to slow the conversion of rental units to ownership units.

Another priority need which the City has had difficulties addressing is assisting individuals in the transition from homelessness to permanent housing situations. The Ashland City Council adopted an Emergency Shelter Resolution in an attempt to provide a resource for the City's homeless population in extreme weather and continues to work with faith based groups, community volunteers, and non-profit agencies to coordinate regular weekly shelters operating four nights each week from November to April. Most recently the City has worked with the faith based community, Options for Helping Residents

of Ashland, and community volunteers to create a single temporary shelter site that can be used for a seven night a week shelter for five months of the year. The City also directed general fund and social service grant money in support of a resource center to assist homeless and transitioning families and individuals with needed resources including housing and employment resources. The City would entertain using CDBG funds in supporting an organization that offered emergency and transitional housing. If the City is able to maintain outcomes from previous years' services, the city will be on track to meeting many of the outcomes proposed in the 2015-2019 Consolidated plan.

The City of Ashland ranked the Priority Needs of the Five-Year Consolidated Plan for 2015-2019 to help address identified needs with the limited resources available for social services and capital improvement in the Rogue Valley. Specifically, this ranking directs the majority of available CDBG funds to the highest priority need, the provision of affordable housing and services to vulnerable populations.

A detailed breakdown of program outcomes will be provided in the 2018 CAPER.

#### **4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

A Public hearing was held on March 28, 2019 to consider comments on the potential uses of the 2019 CDBG allocation. Additionally, at that meeting the Ashland Housing and Human Services 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 was provided), the Housing and Human Services Commission forwarded an award recommendation to the City Council. The City Council held a public hearing on April 16, 2019, at which time the CDBG applicants testified during the public hearing and the Council selected award recipients. No public testimony was provided at the City Council public hearing.

The Housing and Human Services Commission held a public hearing on May 23, 2019 to elicit comments on the Action Plan. The public comment period on the 2019 one-year Action Plan began on April 22, 2019 and ran through May 22, 2019.

All meetings are noticed in 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 22, 2019 and an Adobe Portable document (PDF) of the Action Plan was 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 22, 2019 in *The Ashland Daily Tidings*.

#### **5. Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

A public comment period for the 2019 Action plan began on April 22, 2019 and will run through May 22, 2019. The amendment was published in a legal notice in the Ashland Daily Tidings on April 22nd. Information about the proposed amendment was posted on the City's website on April 22, 2019. As of May 17th no comments have been received.

**6. Summary of comments or views not accepted and the reasons for not accepting them**

Not Applicable

**7. Summary**

Not Applicable

## PR-05 Lead & Responsible Agencies – 91.200(b)

### 1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role		Name	Department/Agency
CDBG Administrator			Community Development/Housing Division

Table 1 – Responsible Agencies

### Narrative (optional)

### Consolidated Plan Public Contact Information

## **AP-10 Consultation – 91.100, 91.200(b), 91.215(l)**

### **1. Introduction**

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. Currently the City's in Jackson County who signed on to the Regional Problem Solving process are working to explore and in some cases to implement strategies identified through the regional housing plans to increase the development of needed housing types in a comprehensive and coordinated manner throughout the region. 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, low-income and special needs populations, and with other municipalities and government entities to coordinate services, maximize resources, 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 and Human Services Commission.

### **Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))**

The City of Ashland established a Housing and Human Services Commission in October 2013. The Housing and Human Services Commission was established to address issues relating to housing accessibility and affordability and the resource needs of vulnerable citizens within the City. Serving in an advisory capacity to the City Council on housing and human services related issues, the Housing and Human Services 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 and Human Services Commission and works closely with that body in disseminating information regarding fair housing and the needs of the community with regard to housing and services. Similarly, staff and the 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. Housing Program staff serves as a member of the Jackson County Homeless Task Force which facilitates coordination across agencies promoting communication and regional planning. The Homeless Task Force has representation from several sectors including; private entities, non-profit agencies, government agencies, providers of mental health and addiction services, as well as providers of homeless services.

### **Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

The City of Ashland's Mayor is a member of the newly formed Continuum of Care Board. In the last year the governing structure of the Counties Continuum of Care in Jackson County has undergone a complete transformation. A new charter was created, a new board was established and a Continuum of Care Coordinator was hired. The CoC board is undertaking several activities to address the needs of homeless persons throughout Jackson County. The City is working in partnership with the CoC board to address the identified needs. Similarly, Housing Program Specialist continues to be active with 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.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

The Mayor of the City of Ashland is a member of the Jackson County Continuum of Care Board (CoC) which is the entity that oversees the continuum of care grant process. The CoC works with representatives of agencies and jurisdictions to develop performance standards and to evaluate the outcome of the projects assisted. Similarly, the CoC Board will work with the Access, the lead agency, to establish and update the policies and procedures for the operation and administration of the HMIS database. 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.

**2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities**



**Table 2 – Agencies, groups, organizations who participated**

1	<b>Agency/Group/Organization</b>	HOUSING AUTHORITY OF JACKSON COUNTY
	<b>Agency/Group/Organization Type</b>	Housing PHA Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Market Analysis
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Consulted through the CoC process as well as constant communication.

**Identify any Agency Types not consulted and provide rationale for not consulting**

Not Applicable

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

<b>Name of Plan</b>	<b>Lead Organization</b>	<b>How do the goals of your Strategic Plan overlap with the goals of each plan?</b>
Continuum of Care		The City's priorities identified in the 2015-2019 Consolidated Plan are consistent with the strategies identified in the Jackson County 10 year plan to end homelessness.

**Table 3 – Other local / regional / federal planning efforts**

**Narrative (optional)**

## **AP-12 Participation – 91.105, 91.200(c)**

### **1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting**

A Public hearing was held on March 28, 2019 to consider comments on the potential uses of the 2019 CDBG allocation. Additionally, at that meeting the Ashland Housing and Human Services 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 was provided), the Housing and Human Services Commission forwarded an award recommendation to the City Council. The City Council held a public hearing on April 16, 2019, at which time the CDBG applicants testified during the public hearing and the Council selected award recipients.

The Housing and Human Services Commission held a public hearing on May 23, 2019 to elicit comments on the Action Plan. The public comment period on the 2019 one-year Action Plan began on April 22nd and ran through May 22nd.

All meetings are noticed in 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 22, 2019 and an Adobe Portable document (PDF) of the Action Plan was 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 22, 2019 in *The Ashland Daily Tidings*.

*As of May 17, 2019 No comments have been received.*

### Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)

Table 4 – Citizen Participation Outreach

## Expected Resources

### AP-15 Expected Resources – 91.220(c)(1,2)

#### Introduction

#### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	178,562	1,687	115,883	296,132	0	

Table 5 - Expected Resources – Priority Table

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

In 2010 the City purchased a ten-acre property in conjunction with the Housing Authority of Jackson County. At that time the ten-acre parcel was divided into two parcels a four-acre parcel was purchased by the Housing Authority and six of the acres remained with the City. The City then sold off five of the acres to Parks Department retaining a .92-acre parcel for future development. The City then split off a 14,000 square foot section of that parcel to protect a 75-year-old Cottonwood tree and is sold the remainder of that property to the Housing Authority to develop additional affordable housing. No plan has been submitted at this time so details are unavailable.

**Discussion**

The City established an Affordable Housing Trust Fund (AHTF) in 2008 and over the years has dedicated a variety of revenue sources to the fund. In 2017, the City Council dedicated \$100,000 of revenues raised from the Marijuana tax to the fund. In January 2018 the City made Affordable Housing Trust Funds available through a Request for Proposals process. The AHTF RFP and the CDBG RFP were run concurrently as the AHTF was designed to complement the CDBG program and support those aspects of affordable housing development projects which could not be supported with CDBG funding. The City offered a total of \$366,000 in AHTF, one affordable housing project, a 25-unit affordable housing development proposed by Columbia Care, was awarded funding, the project is currently underway.

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
<b>1</b>	Support Services for Homelessness outreach, preven	2014	2015	Homeless		Addressing Issues of Homelessness Public Services	CDBG: \$15,834	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 15 Households Assisted
<b>2</b>	Support Economic Development activities that assis	2015	2019	Homeless Non-Homeless Special Needs		Addressing Issues of Homelessness Public Services Economic Development	CDBG: \$10,950	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 99 Persons Assisted
<b>3</b>	Support housing and services for peoples with spec	2014	2019	Non-Homeless Special Needs		Addressing Issues of Homelessness Non-Housing Community Development Economic Development	CDBG: \$18,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 1000 Persons Assisted

**Table 6 – Goals Summary**

#### Goal Descriptions

Annual Action Plan  
2019

14

<b>1</b>	<b>Goal Name</b>	Support Services for Homelessness outreach, preven
	<b>Goal Description</b>	St. Vincent De Paul Home Visitation Prgram
<b>2</b>	<b>Goal Name</b>	Support Economic Development activities that assis
	<b>Goal Description</b>	Maslow Project - Ashland School District Case Manager
<b>3</b>	<b>Goal Name</b>	Support housing and services for peoples with spec
	<b>Goal Description</b>	Ashland Food Angels Facility remodel



## Projects

### AP-35 Projects – 91.220(d)

#### Introduction

The City recieved three applications for projects serving low and moderate income populations in 2019. Two of the projects are targetted to serving homeless households and households at risk of homelessness and one is serving very low income households by providing perishable food products to the local food bank and the head start program.

#### Projects

#	Project Name
1	St. Vincent De Paul Home Visitation Program
2	Maslow Project

Table 7 - Project Information

#### Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The City has allocated funding to these projects primarily because they were eligible activities that serve an identified need within the community. The biggest obstacle to addressing underserved needs within the community are capacity of providers and the limitations on CDBG funding.

<b>1</b>	<b>Project Name</b>	St. Vincent De Paul Home Visitation Program
	<b>Target Area</b>	
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	Provision of Affordable Housing Addressing Issues of Homelessness Public Services
	<b>Funding</b>	CDBG: \$15,834
	<b>Description</b>	Emergency rent and security deposit assistance. St. Vincent De Paul-Home Visitation Program was awarded \$16,655 in public service funding to assist qualified low-income households and homeless families and individuals to maintain and/or secure affordable stable housing.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	15 homeless or at risk households
	<b>Location Description</b>	N/A
	<b>Planned Activities</b>	Security deposit, rent assistance, and utility assistance to obtain and maintain housing.
<b>2</b>	<b>Project Name</b>	Maslow Project
	<b>Target Area</b>	
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	Addressing Issues of Homelessness
	<b>Funding</b>	CDBG: \$10,950
	<b>Description</b>	Case management for homeless and at risk youth enrolled in the Ashland School District
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 99 low income and homeless individuals
	<b>Location Description</b>	N/A

	<b>Planned Activities</b>	Case management for homeless and at-risk school aged children and families.
--	---------------------------	---

## **AP-50 Geographic Distribution – 91.220(f)**

### **Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

According to the 2010 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 2019 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.

### **Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>
None	

**Table 8 - Geographic Distribution**

### **Rationale for the priorities for allocating investments geographically**

Not Applicable

### **Discussion**

Not Applicable

## Affordable Housing

### AP-55 Affordable Housing – 91.220(g)

#### Introduction

The City supported two activities that primarily serve homeless households and those at risk of homelessness, and one activity that serves households suffering from food insecurity. the total expected to be served from all three activities is 1114 which includes both households and individuals. The St. Vincent De Paul activity generally serves a greater number of people both because their CDBG outcomes are counted as households, and because St. Vincent De Paul leverages nearly ten times the CDBG funding recieved in other grants and donations through the thrift store in Medford.

One Year Goals for the Number of Households to be Supported	
Homeless	609
Non-Homeless	505
Special-Needs	0
Total	1,114

**Table 9 - One Year Goals for Affordable Housing by Support Requirement**

One Year Goals for the Number of Households Supported Through	
Rental Assistance	15
The Production of New Units	0
Rehab of Existing Units	0
Acquisition of Existing Units	0
Total	15

**Table 10 - One Year Goals for Affordable Housing by Support Type**

#### Discussion

## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

There are no Public Housing Units within the City of Ashland

### **Actions planned during the next year to address the needs to public housing**

Not Applicable

### **Actions to encourage public housing residents to become more involved in management and participate in homeownership**

Not Applicable

### **If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

Not Applicable

### **Discussion**

Not Applicable

## **AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

### **Introduction**

Oregon Housing and Community Services receives federal and state resources to be used to support services benefitting homeless populations. These funds include: Emergency Housing Account, Emergency Shelter grants, State Homeless Assistance Program, Shelter plus Care, and Supplemental Assistance for Facilities to Assist Homeless populations. 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. In CDBG program year 2012 the City of Ashland awarded \$100,000 in General Funds to support the operation of a local day center to assist residents with resources and assistance, including services to homeless and at risk populations. Two entities; ACCESS and a new non-profit established for this very purpose called Options for Homeless Residents of Ashland (OHRA), partnered to administer the funds and establish and run the day center. The day center offers a number of resources including computer access, resource referrals, shower and bathroom access, a small self-service kitchen and a space for service providers who do not currently have locations within the City to meet with clients locally. More recently the City has provided funding to the center to add an employment support component. In its first year of operation the day center served over 600 homeless and at risk individuals. City of Ashland residents can also still access available services, programs and funds through ACCESS, Inc. the regional CAP agency that serves Jackson and Josephine Counties at the day center. Similarly, many non-profit agencies 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.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including**

#### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

For Program Year 2019, 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.

#### **Addressing the emergency shelter and transitional housing needs of homeless persons**

The city continues to support regional service providers through the City of Ashland's general fund social service grant program. The City provides funding to organizations serving a variety of populations: funded organizations provide services to; homeless, at-risk, and special needs populations; as well as

minority populations, and victims of domestic violence. As mentioned previously, community volunteers and local faith based organizations organize and staff emergency shelters in churches and public buildings on a weekly basis and in times of extreme weather conditions. In the 2012 program year, the City Council authorized the use of a public building to be utilized as an overnight winter shelter on a weekly basis. In 2013, 2016 and 2017 the City authorized that same building to be utilized for an additional shelter night for homeless individuals throughout the winter months (from November-April). This brings the number of shelter nights to five each week; providing overnight shelter in Ashland on Monday, Tuesday, Wednesday, Thursday, Friday, and Sunday nights. Each shelter night organized and staffed by community volunteers, and a community volunteer was in charge of managing the shelter volunteer list and scheduling volunteers. In January of 2017 the City entered into an agreement with OHRA to provide funding to manage the emergency shelters and coordinate the shelter volunteers.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

Similarly, populations needing assistance not offered locally have the ability to access a variety of safety net services through Access, the regional provider of Community Action Programs, and a partner agency in the Ashland Community Resource Center (ACRC). The ACRC also assists in providing referrals to and meeting space for other social service providers located outside of the City. 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 administrating body, to address the needs of the homeless on a regional scale, and make referrals to the appropriate agencies when necessary.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

Each year the Jackson County Homeless Task Force conducts a one-night homeless survey, through a coordinated effort of 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, in addressing the issues of homelessness



in the region as well as to recognize changing needs of the populations and gaps in services. The city expects to attain the goals as outlined in the goal summary of the 2015-2019 Consolidated Plan for homeless and special needs populations through support of Maslow and 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, through support of the new resource center and through staff's work with the Homeless Task force and the Project Community 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.

## **Discussion**

## **AP-75 Barriers to affordable housing – 91.220(j)**

### **Introduction:**

Over the years the City has spent considerable resources identifying and working to remove or mitigate barriers to the development of affordable housing. As with the housing market, barriers to affordable housing development are an ever changing target and consequently require ongoing work to identify and remediate. The City of Ashland struggles with several barriers to addressing the need for affordable housing; some of which are related to public policies, and some of which are related to market conditions. The most prevalent issues are:

A lack of affordable rental and ownership housing units.

A small inventory of multifamily housing/multifamily zoned land.

Lack of investment in older housing stock.

Land and housing costs that drive low-income housing developers out of the market.

Limited capacity of local affordable housing developers.

### **Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

Over the years the city has explored many strategies and taken several steps to reduce the barriers identified above. Some of these actions include allowing Accessory Residential Units without a land use process, removing barriers to the placement and inclusion of Manufactured Housing within Single Family zones, and evaluating further land use incentives to promote the development of affordable single family and multi-family development. These actions are further detailed in the 2015-2019 Consolidated Plan.

Some of the barriers to affordable housing identified above, also serve as barriers to addressing impediments to fair housing choice. Primarily the lack of multi-family inventory which tends to concentrate low-income and/or minority populations in the areas of town which contain the largest supply of multi-family and rental housing, which also happens to be the census block groups near the university. In the next five years the City will be undertaking an update of the Analysis of Impediments to fair housing choice to identify issues, assess needs, and identify actions steps. The City has also contracted with the Fair Housing Council of Oregon to provide ongoing fair housing education, outreach, and training to citizens, elected and appointed officials and other populations as identified. Lastly, the City will be undertaking an assessment of housing policy that impacts all populations, including minority

and low-income populations. Specifically looking at the location and amount of the City's multi-family zoned land and how and if that zone can be expanded and distributed more evenly throughout the City, which is challenging given the City's small land area and topographic challenges.

Education and Outreach is a significant role of the Housing and Human Services 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 2019 CDBG program year the Housing and Human Services Commission is undertaking several activities, which could to address some aspects of this goal, including an affordable housing bus tour to educate the public about the affordable housing, affordable housing development process, and combat nimbyism. Outcomes from these activities will be further expounded upon in the 2019 CAPER.

**Discussion:**

## **AP-85 Other Actions – 91.220(k)**

### **Introduction:**

The City has no actions planned directed specifically toward meeting underserved needs that are not identified elsewhere in this document.

### **Actions planned to address obstacles to meeting underserved needs**

The City continues to prioritize the provision of affordable housing development, rehabilitation, and preservation as the highest priority use of CDBG funding. However, the City's allocation of funding is extremely limited; land prices and development costs far outweigh the amount of funding that the City has available (including incentives) to direct toward the development or preservation of new or existing affordable housing, consequently, very few applicants apply to utilize City of Ashland CDBG funds to further the provision of affordable housing.

### **Actions planned to foster and maintain affordable housing**

The City continues to prioritize the provision of affordable housing development, rehabilitation, and preservation as the highest priority use of CDBG funding. However, the City's allocation of funding is extremely limited; land prices and development costs far outweigh the amount of funding that the City has available (including incentives) to direct toward the development or preservation of new or existing affordable housing, consequently, very few applicants apply to utilize City of Ashland CDBG funds to further the provision of affordable housing.

### **Actions planned to reduce lead-based paint hazards**

The City of Ashland is acutely aware of the dangers posed by lead based paint poisoning. The five-year Consolidated Plan identifies actions for 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 and the newly funded Habitat for Humanity Rogue Valley Project both have 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 1979.

### **Actions planned to reduce the number of poverty-level families**

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.

The five-year consolidated plan identifies several goals aimed at 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 \$130,000 every 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. In 2013 the Housing Commission was disbanded and many of its duties were assigned to a new commission, the Housing and Human services commission, to address both housing and human services needs within

Ashland, in recognition that both housing and services are needed to address issues of poverty.

### **Actions planned to develop institutional structure**

The City has no actions planned toward further developing institutional structure during program year 2018.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

The City Continues to work toward enhancing coordination with community partners that provide housing and services. The City has limited resources, consequently the City must rely on coordination of services to meet the housing and resource needs of the citizenry. City staff continues to be an active participant in several regional groups that work to coordinate services in the face of shrinking state and federal support for low-income and special needs populations.

### **Discussion:**

## Program Specific Requirements

### AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

#### Introduction:

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

#### Community Development Block Grant Program (CDBG)

##### Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>0</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	0.00%

# Memo

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DATE: 05/25/2019

TO: Housing and Human Services Commission

FROM: Linda Reid, Housing Program Specialist

RE: SB608 Education Event

Things to do:

- What is the educational outcome desired?
- Identify Partners
- Format for the event?
- Identify Speakers/Panelist
- Brainstorm potential locations
- Potential dates: July or August
- Form Work group?

Who to invite/Who is the intended Audience:

- Media
- Realtors
- Landlords
- Tenants
- Citizens
- Council ...







# Memo

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DATE: 5/16/2019

TO: Housing and Human Services Commission

FROM: Linda Reid, Housing Program Specialist

RE: Social Service Grant Debrief and Strategic Plan Update Next Steps

Discussion on the 2019-2021 Social Service Grant process and recommended changes for next Cycle. Subcommittee's ideas for next steps and changes to the Strategic Plan. (Attachments: SS Grant Contract, SS Grant Application, SS Grant scoring sheet, SS Grant Strategic Plan).

- Updates to goals and strategies in the Strategic Plan
- Updates to grant scoring sheet
- Clarifying reporting data in the contract and application





CITY OF ASHLAND  
FINANCIAL ASSISTANCE AWARD CONTRACT

CITY: CITY OF ASHLAND 20 E Main Street Ashland OR 97520 (541) 488-5300 FAX: (541) 552-2059	GRANTEE: Options for Homeless Residents of Ashla Address: PO Box 1133 Ashland, OR 97520  Telephone: (541) 531-3472
Term of this agreement:	
Amount of grant: \$ 25,000 which will be disbursed twice: in July of each grant year (2017 and 2018)	
Housing and Human Services Commission: Social Service Grant	

Contract made the date specified above between the City of Ashland and Grantee named above.

RECITALS: City has reviewed Grantee's application for a grant and has determined that the request merits funding and the purpose for which the grant is awarded serves a public purpose. This Grant agreement (ORS 279A.010 (i) (A) (ii)) is not a public contract for purposes of ORS 279 A-C. ORS 279A.010 (x).

**City and Grantee agree:**

**1. Amount of Grant.** Subject to the terms and conditions of this contract and in reliance upon Grantee's approved application, the City agrees to provide funds in the amount specified above. Grant funds shall be utilized or contractually committed in the fiscal year for what they are awarded.

**2. Qualified Work.** Grantee has represented, and by entering into this contract now represents, that any personnel assigned to the work required under this contract are fully qualified to perform the work to which they will be assigned in a skilled and worker-like manner and, if required to be registered, licensed or bonded by the State of Oregon, are so registered, licensed and bonded. Grantee must also maintain a current City business license.

**3. Use of Grant Funds.** The use of grant funds are expressly limited to the activities in the grant application with modifications, if any, made by the commission designated above.

Grantee shall acknowledge this program is funded in part, or total, by Ashland taxpayers in printed and electronic announcements, notices and advertisements intended for public distribution (example "This program is partially funded through Ashland lodging tax revenues").

Grantee will report in writing on the use and effect of granted monies compared to the original request (as modified) per the following:

- a. Within 90 days of the mid-cycle completion March 31, 2018 (reporting period: July 1-March 31)
- a. As part of a subsequent application for grant funds from the City,
- b. Within 90 days of the completion of the final year of the two year grant Cycle (June 30, 2019)

Grant applicants awarded less than \$2,500 are encouraged to maintain documentation to this effect but are not required to submit a report unless requested by the City except under 2 b. above.

**4. Unexpended Funds.** Any grant funds held by the Grantee remaining after the purpose for which the grant is awarded or this contract is terminated shall be returned to the City within 30 days of completion or termination.

**5. Financial Records and Inspection.** Grantee shall maintain a complete set of books and records relating to the purpose for which the grant was awarded in accordance with generally accepted accounting principles.

Grantee gives the City and any authorized representative of the City access to and the right to examine all books, records, papers or documents relating to the use of grant funds.

**6. Living Wage Requirements.** If the amount of this contract is \$18,890 or more, and if the Grantee has ten or more employees, then Grantee is required to pay a living wage, as defined in Ashland Municipal Code Chapter 3.12, to all employees and subcontractors who spend 50% or more of their time within a month performing work under this contract. Grantees required to pay a living wage are also required to post the attached notice predominantly in areas where it will be seen by all employees.

**7. Termination.**

- a. Mutual Consent. This contract may be terminated at any time by mutual consent of both parties.
- b. City's Convenience. This contract may be terminated at any time by City upon 30 days' notice in writing and delivered by certified mail or in person.
- c. For Cause. City may terminate or modify this contract, in whole or in part, effective upon delivery of written notice to Grantee, or at such later date as may be established by City under any of the following conditions:
  - i. If City funding from federal, state, county or other sources is not obtained and continued at levels sufficient to allow for the grant;
  - ii. If federal or state regulations or guidelines are modified, changed, or interpreted in such a way that the grant purposes are no longer allowable or appropriate for award under this contract or are no longer eligible for the funding proposed for payments authorized by this contract; or
  - iii. If any license or certificate required by law or regulation to be held by Grantee to provide the services required by this contract is for any reason denied, revoked, suspended, or not renewed.

**8. Default.** If Grantee fails to perform or observe any of the covenants or agreements contained in this contract or fails to expend the grant funds or enter into binding legal agreements to expend the grant funds within twelve months of the date of this contract, the City, by written notice of default to the Grantee, may terminate the whole or any part of this contract and may pursue any remedies available at law or in equity. Such remedies may include, but are not limited to, termination of the contract, stop payment on or return of the grant funds, payment of interest earned on grant funds or declaration of ineligibility for the receipt of future grant awards.

In the event of termination, City may stop payment or withhold any Grant funds in City's possession from Grantee and Grantee shall immediately return all unexpended and unencumbered grant funds. In addition, City shall be entitled to recover any administrative costs, including attorney fees or collection costs if encumbered as a result of Grantee's failure to return Grant funds. In the event of termination, if Grant funds are not returned or it is found that Grant funds were misappropriated, Grantee shall be ineligible and barred from receipt of future grant funds until such matters are finally adjudicated and settled. The rights and remedies of this section are not exclusive and are in addition to any other rights and remedies available to the City under the law.

**9. Amendments.** The terms of this contract will not be waived, altered, modified, supplemented, or amended in any manner except by written instrument signed by the parties. Such written modification will be made a part of this contract and subject to all other contract provisions.

**10. Indemnity.** Grantee agrees to defend, indemnify and save City, its officers, employees and agents harmless from any and all losses, claims, actions, costs, expenses, judgments, subrogation's, or other damages resulting from injury to any person (including injury resulting in death,) or damage (including loss or destruction) to property, of whatsoever nature arising out of or incident to the performance of this agreement by Grantee (including but not limited to, Grantee's employees, agents, and others designated by Grantee to perform work or services attendant to this agreement). Grantee shall not be held responsible for damages caused by the negligence of City.

**11. Insurance.** Grantee shall, at its own expense, at all times for twelve months from the date of this agreement, maintain in force a comprehensive general liability policy including coverage for contractual

liability for obligations assumed under this Contract, blanket contractual liability, products and completed operations, and owner's and contractor's protective insurance. The liability under each policy shall be a minimum of \$1,000,000 per occurrence (combined single limit for bodily injury and property damage claims) or \$1,000,000 per occurrence for bodily injury and \$1,000,000 occurrence for property damage. Liability coverage shall be provided on an "occurrence" not "claims" basis. The City of Ashland, its officers, employees and agents shall be named as additional insured's. Certificates of insurance acceptable to the City shall be filed with the City's Risk Manager or Finance Director prior to the expenditure of any grant funds. Grantee shall at its own expense provide the following insurance: Worker's Compensation insurance in compliance with ORS 656.017, which requires subject employers to provide Oregon workers' compensation coverage for all their subject workers.

**12. Assignment and Subcontracts.** Grantee shall not assign this contract or subcontract any portion of the work without the written consent of City. Any attempted assignment or subcontract without written consent of City shall be void. Grantee shall be fully responsible for the acts or omissions of any assigns or subcontractors and of all persons employed by them, and the approval by City of any assignment or subcontract shall not create any contractual relation between the assignee or subcontractor and City.

**13. Merger.** This contract constitutes the entire agreement between the parties. There are no understandings, agreements or representations, oral or written, not specified in this contract regarding this contract. Grantee, by the signature below of its authorized representative, acknowledges that it has read this contract, understands it, and agrees to be bound by its terms and conditions.

**14. Governing Law; Jurisdiction; Venue.** This contract shall be governed and construed in accordance with the laws of the State of Oregon without resort to any jurisdiction's conflict of laws, rules or doctrines. Any claim, action, suit or proceeding (collectively, "the claim") between the City (and/or any other or department of the State of Oregon) and the Grantee that arises from or relates to this contract shall be brought and conducted solely and exclusively within the Circuit Court of Jackson County for the State of Oregon. If, however, the claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon filed in Jackson County, Oregon. Contractor, by the signature herein of its authorized representative, hereby consents to the in personam jurisdiction of said courts. In no event shall this section be construed as a waiver by City of any form of defense or immunity, based on the Eleventh Amendment to the United States Constitution, or otherwise, from any claim or from the jurisdiction.

**15. Nonappropriations Clause.** Funds Available and Authorized: City has sufficient funds currently available and authorized for expenditure to finance the costs of this contract within the City's fiscal year budget. Grantee understands and agrees that City's payment of amounts under this contract attributable to work performed after the last day of the current fiscal year is contingent on City appropriations, or other expenditure authority sufficient to allow City in the exercise of its reasonable administrative discretion, to continue to make payments under this contract. In the event City has insufficient appropriations, limitations or other expenditure authority, City may terminate this contract without penalty or liability to City, effective upon the delivery of written notice to Grantee, with no further liability to Grantee.

**16. Non-Discrimination.** Grantee shall comply with all applicable federal, state and local laws, rules, and regulations on nondiscrimination because of race, color, ancestry, national origin, religion, sex, marital status, sexual orientation, age, medical condition, or disability.

GRANTEE

CITY OF ASHLAND

By \_\_\_\_\_

By \_\_\_\_\_

Community Development Director

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

# Agency Application and Forms

## 2019 - 2021

(Revised November 2018)

**Application to: \_\_ City of Medford \_\_ City of Ashland \_\_ United Way**  
(Choose one only )

ORGANIZATION LEGAL NAME \_\_\_\_\_ DATE: \_\_\_\_\_

OTHER NAMES ORGANIZATION KNOWN BY (DBA) \_\_\_\_\_

ADDRESS \_\_\_\_\_  
Street City State Zip

FEDERAL EMPLOYER ID NUMBER (FEIN) \_\_\_\_\_

PROGRAM/PROJECT TITLE \_\_\_\_\_

See MEMO for important information on goals and priorities for Ashland, Medford and United Way.

☐ Ashland – on which strategic priority does your program focus? \_\_\_\_\_

☐ Medford – which essential safety net service is provided? \_\_\_\_\_

☐ United Way – on which impact area does your program focus? \_\_\_\_\_

AMOUNT REQUESTED from this funder for this program/project 2019-2020 \$ \_\_\_\_\_  
2020-2021 \$ \_\_\_\_\_

GRANT CONTACT (If other than Executive Director listed below)

Name \_\_\_\_\_

Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

### EXECUTIVE DIRECTOR INFORMATION

Name \_\_\_\_\_

Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

## 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

## SUMMARY INFORMATION

RECIPIENT AGENCY \_\_\_\_\_

PROGRAM/PROJECT TITLE \_\_\_\_\_

1. **Program/project is:** new \_\_\_ established/continuing \_\_\_ pilot \_\_\_  
**If pilot, expected duration** \_\_\_\_\_
2. Primary geographic location and population program funding will serve. *(If funding awarded, City of Medford and City of Ashland, will require tracking the number of city residents served for reporting purposes. United Way requires tracking for Jackson County.)*
3. What will this funding enable?
4. Number of volunteers this program/project will engage: \_\_\_\_\_  
Number of paid program employees this program/project will engage: \_\_\_\_\_
5. Total number volunteers agency utilizes: \_\_\_\_\_  
Total number of paid agency employees: \_\_\_\_\_
6. Outline key strategies of the project/program with timeline and staff structure.
7. Use this space for comments, explanations, and exceptions to questions on this application that can't be included within the question format. You may also leave it blank.



## **AGENCY AND PROGRAM/PROJECT NARRATIVE**

RECIPIENT AGENCY \_\_\_\_\_

PROGRAM/PROJECT TITLE \_\_\_\_\_

Answer all three narrative questions. Use **only the space provided** – place the question number and letter preceding each answer; the amount of space you allot for each response is your choice. Use Helvetica font – 11 point.

1. Description of organization (include inception date) and
  - a. mission statement, purpose(s) and how this program/project fits with your mission.
  - b. your organization's unique qualifications to accomplish your program outcomes?
  - c. what approach is your agency taking to serve clients and train staff on trauma informed care?
2. What:
  - a. issues(s) is the project/program intended to impact,
  - b. strategy for change your program will be based on,
  - c. evidence do you have that the project/program will be successful in the proposed setting, and
  - d. what tool(s) will you use to measure outcomes?
3. How would the community as a whole benefit if your program receives funding? (Include a description of collaborations and integration and the role program/project plays in the sector.)

## GENERAL FINANCIAL INFORMATION

RECIPIENT AGENCY \_\_\_\_\_  
PROGRAM/PROJECT TITLE \_\_\_\_\_

1. For most **recently completed** 990:

a. FISCAL YEAR (mm/yyyy – mm/yyyy): \_\_\_\_\_

b. 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), calculated directly from your IRS form 990. Part IX: Add Line 25 C (administrative cost total) and Line 25 D (fundraising cost total) and divide by Part IX, Line 25, Column A (total expenses).

c. Program expense \$ \_\_\_\_\_

d. **Total expenses:** \$ \_\_\_\_\_

e. Sources of **revenue:**

Memberships/ individual contributions \$ \_\_\_\_\_ %

Raised through fundraising activities \$ \_\_\_\_\_ %

Government \$ \_\_\_\_\_ %

Foundations \$ \_\_\_\_\_ %

United Way \$ \_\_\_\_\_ %

Fees for Service \$ \_\_\_\_\_ %

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

f. **Total revenue:** \$ \_\_\_\_\_

2. What is the highest level of financial reporting required by your funders?

3. Briefly describe your sustainability outlook for the project/program in the future.

4. a. Total organizational annual budget **current ongoing** fiscal year: \_\_\_\_\_

b. Total program/project budget current ongoing fiscal year: \_\_\_\_\_

# ORGANIZATION BUDGET 2019-20

PROJECT PERIOD July 1, 2019 to June 30, 2020

RECIPIENT AGENCY \_\_\_\_\_

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

## PROGRAM BUDGET 2019-20

PROJECT PERIOD July 1, 2019 to June 30, 2020

RECIPIENT AGENCY \_\_\_\_\_

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

# PROGRAM BUDGET 2020-21

PROJECT PERIOD July 1, 2020 to June 30, 2021

RECIPIENT AGENCY \_\_\_\_\_

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

# CURRENT MEMBER/CLIENT DEMOGRAPHIC PROFILE

(Use absolute numbers only – no percentages.)

RECIPIENT AGENCY \_\_\_\_\_

PROGRAM/PROJECT TITLE \_\_\_\_\_

City of Medford and City of Ashland applicants fill out right column only. United Way applicants fill out left column only.

	# Whole Program	# Medford or Ashland		
<b>I. Gender</b>			<b>III. Residence* For Whole Program</b>	
			<b>FOR UNITED WAY APPLICANTS ONLY</b>	
Female	_____	_____	Ashland	_____
Male	_____	_____	Central Point	_____
Other	_____	_____	Eagle Point	_____
<b>Totals</b>	_____	_____	Gold Hill and	
<b>II. Age*</b>			Rogue River	_____
0 to 5	_____	_____	Jacksonville, Ruch,	
6 to 12	_____	_____	& Applegate	_____
13 to 17	_____	_____	Medford	_____
18 to 30	_____	_____	Phoenix/Talent	_____
51 to 61	_____	_____	Shady Cove, Butte	
62 +	_____	_____	Falls, Trail, Prospect	
Unknown	_____	_____	& other Upper Rogue	_____
<b>Total</b>	_____	_____	White City	_____
			Other	_____
			Unknown	_____
			<b>Total</b>	_____

\*at point of entry for service

## IV. Race/Ethnicity

City of Medford and City of Ashland applicants fill out ethnicity and Medford/Ashland columns. United Way applicants fill out Whole Program and Ethnicity portions.

	#Whole Program	Ethnicity Hispanic/Latino*	#Medford or Ashland
White	_____	_____	_____
Black/African American	_____	_____	_____
American Indian/Alaskan Native	_____	_____	_____
Native Hawaiian/other Pacific Islander	_____	_____	_____
American Indian/Alaskan Native and White	_____	_____	_____
Black/African American and White	_____	_____	_____
American Indian/Alaskan Native and Black/African American	_____	_____	_____
Other Multi Racial	_____	_____	_____
Other	_____	_____	_____
<b>Totals</b>	_____	_____	_____

\* Fill out this column as it relates to Whole Program or Medford/Ashland columns according to the entity you are applying to. Ethnicity is a portion of each Race category listed and will likely not match the total demographic served – it would only match if 100% of your clients identify as Hispanic/Latino.

# Agency Board Profile

RECIPIENT AGENCY \_\_\_\_\_  
PROGRAM/PROJECT TITLE \_\_\_\_\_

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

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.

<i>Committee</i>	<i>Number of Members</i>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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

### Race/Ethnicity

	<i>Number Identifying</i>	<i>Ethnicity Hispanic/Latino*</i>
White	_____	_____
Black/African American	_____	_____
American Indian/Alaskan Native	_____	_____
Native Hawaiian/other Pacific Islander	_____	_____
American Indian/Alaskan Native and White	_____	_____
Black/African American and White	_____	_____
American Indian/Alaskan Native and Black/African American	_____	_____
Other Multi Racial	_____	_____
Other	_____	_____
<b>Totals</b>	_____	_____

\* Fill out this column pertaining to board Ethnicity is a portion of each Race category listed. It will very likely not match the total board category – it would only match if 100% of your board identifies as Hispanic/Latino.

### Residence

	<i>Male</i>	<i>Female</i>	<i>Other</i>
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	_____	_____	_____
<b>Total</b>	_____	_____	_____

## 2019-21 Social Service Grants Scoring Sheet

<b>Grant Applicant Name:</b>
St. Vincent De Paul
<b>Committee Member Scoring the Application:</b>

GRANT APPLICATION EVALUATION CRITERIA						
Strategic Priority	Rate on a Scale from Least applicable to Most applicable					Rating
Does this activity meet a Strategic Priority identified in the Strategic Plan?	1	2	3	4	5	
Does this activity allocate resources to activities which address an identified strategic priority?	1	2	3	4	5	
Is this proposal innovative?	1	2	3	4	5	
Does this proposal leverage community collaborations or enhance an existing local or regional partnership?	1	2	3	4	5	
Does this organization have the proven capacity to carry out their stated goal/meet proposed numerical outcomes?	1	2	3	4	5	
Is this proposal ready to proceed?	1	2	3	4	5	
If applicant has received funding in the past has applicant met anticipated outcomes in the past?	1	2	3	4	5	
Was the grant application proposal clear, concise, and complete?	1	2	3	4	5	
TOTAL NUMBER OF POINTS FOR APPLICATION						0



**City of Ashland**  
**Social Service Grant Program**  
**Strategic Plan**  
*Adopted December 16, 2014*

**Introduction-Purpose of the Plan**

The City of Ashland is committed to supporting the agencies and organizations that work to improve the lives of its most vulnerable citizens.

The Strategic Plan for the use of Social Service Grant funds is intended to provide guidance for applicants and assistance to elected and appointed officials by providing a framework for allocating resources and for tracking progress on identified goals and community priorities.

The Strategic Plan will be updated at four year intervals (every two grant cycles) to be responsive to the changing demographics of the community and to the social and human service needs of the citizenry. The updates may include shifting goals and measurable objectives to more efficiently and effectively address community wide issues.

**History/Background**

The City of Ashland established the Social Service Grant Program in 1986 due to a reduction in Federal Revenue Sharing funds which had, in prior years, provided funding to the City to support the activities of non-profit and social service agencies that provided services to vulnerable Ashland Citizens. Resolution 86-35 was adopted in recognition that: *“the funding of health care and social service needs is an important City function which contributes to the health and well-being of the citizens of Ashland.”* The Council at that time opted to maintain funding for social services with an emphasis on health care in recognition of the City’s tourism based service sector economy, and felt that it was *“appropriate for the City to address the problems created by this type of economy”*<sup>1</sup>. Since that time the City of Ashland has committed a portion of the general fund in support of activities that address the health and social service needs of the Ashland community.

**Today’s Community Snapshot**

The ability of working class individuals and families to afford housing and secure employment that offers compensation that is commensurate with the local cost of living, has far reaching impacts on the community. Reduced discretionary spending negatively impacts the local economy, the physical and mental wellbeing of families, and inhibits access to good nutrition and basic health care. Community diversity, vibrancy, and resilience are all impacted by an individual’s or families’ ability to work and reside in their community. This has been and continues to be a challenge for the Ashland community.

- **Population:** The City of Ashland has a population of just over 20,295 people.<sup>2</sup>
- **Age:** The population of Ashland has seen an increase in older individuals and a decrease in younger families with children. These findings are evident in the most recent census data; which shows that approximately 83% of the population is 18 years old or older.<sup>3</sup> The largest age group is 45-54 year olds at 13.9%<sup>4</sup>, and is echoed in the findings of various demographic reports and community assessments.

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<sup>1</sup> Philip Arnold, Former City Councilor.

<sup>2</sup> 2013 PSU Population Research Center estimate certified estimate.

<sup>3</sup> 2008-2012 ACS 5 year estimates.

<sup>4</sup> Ibid.

- **Income and Poverty:** The median income for a household in the city was \$43,305, and the median income for a family was \$58,616. About 18% of the population and 11.4% of families had incomes below the poverty level, with female headed households with children under 18 and those households with children under 5 experiencing the highest rates of poverty, at 42.2% and 43.4% respectively. 4.7% of individuals 65 years old and older are below the poverty level.<sup>5</sup>
- **Housing:** The City of Ashland has over 10,000 housing units. 53% of occupied housing units are owner occupied, and 46.1% are renter occupied<sup>6</sup>. In the 2012 National Citizen's Survey completed for the City of Ashland, the City met or exceeded most national benchmarks for citizen satisfaction for all but two categories; availability of affordable quality housing and employment opportunities. Availability of affordable quality housing and variety of housing options are comparatively lower than both national benchmarks and to other University communities with populations from 10,000 to 40,000 comparisons.<sup>7</sup> Similarly, Census data shows that 43% of homeowners with a mortgage and 54.5% of renters pay more than 35.0% of their income toward housing cost. <sup>8</sup>
- **Employment:** 2013 Ashland annual average unemployment rate was 6.7%.<sup>9</sup> Ashland School District reports that over half of the employees within Ashland live outside of the district and commute to work.<sup>10</sup>
- **Transportation:** When workers must live elsewhere and commute into or out of the community, this has a significant impact on other aspects of the community. Community diversity, vibrancy, and resilience are all impacted by an individual's or family's ability to work and reside in their community. Similarly, household transportation costs increase and traffic and air quality are impacted. This has been and continues to be a challenge for the Ashland community.
- **Health:** The social service grant program was originally established in part to address access to affordable health care, and while access to affordable health care continues to be a priority especially as the population ages, community feedback and demographic data has identified more pressing healthcare service needs. *The 2013 Community Health Assessment identified oral/dental health and mental health, especially as it relates to depression and suicide as the most urgent unmet health care needs within the community.* Further, community feedback identifies mental health disorders with co-occurring drug/alcohol addiction to be a need that is currently not adequately addressed in the Ashland community.

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<sup>5</sup> Ibid.

<sup>6</sup> 2008-2012 ACS 5 year estimates

<sup>7</sup> 2012 National Citizen's Survey. <https://ashland.or.us/Page.asp?NavID=15166>

<sup>8</sup> Ibid

<sup>9</sup> Guy Tauer, Regional Economist, State of Oregon Employment Department.

<sup>10</sup> ASD 2012 Demographer's report. <http://www.ashland.k12.or.us/Files/ASD%20Demographer%27s%20Report%202012.pdf>

## Community Strengths and Challenges

### Community Strengths

Ashland residents are civic minded, and work together to solve community issues through a strong commitment to community service.

While access to affordable health care continues to be an issue for many in the community, since the inception of the Social Service Grant Program many resources to address these concerns have been implemented.

Ashland's community groups, faith-based groups, civic groups, non-profit organizations, social service agencies, governmental agencies, and business groups have a history of successful collaboration.

Ashland's faith-based communities communicate and collaborate to problem solve and implement strategies to address community concerns.

### Community Challenges

High need individuals and those with challenging behaviors, such as those with dual diagnosis, (mental health and/or alcohol/drug addiction), physical, mental, or developmental disabilities, need more effective service options than the community currently provides.

There is a deficit of supportive services for vulnerable populations such as; peoples with developmental disabilities, people with mental health issues/frail/elderly populations, veterans, at-risk youth and homeless populations.

Working families and citizens earning below the median income for the Medford/Ashland area have a difficult time finding rental or ownership housing options in Ashland which are commensurate with their incomes.

There is a lack of transitional housing options for families and individuals who are working toward self-sufficiency.

### **Social Services Grant Program Mission Statement**

To fund support services that improve the lives of Ashland residents, assist individuals and families in the community and promote personal and community safety, health, and wellbeing.<sup>11</sup>

**Strategic Priorities:** *(These strategic priorities were identified through a process which included community outreach, grantee/stakeholder feedback, and key informant interviews. These priorities are not in any priority order.)*

- Assistance to obtain and/or maintain housing<sup>12</sup>
- Supports to increase accessibility and availability of transportation options/services<sup>13</sup>
- Services for people with mental health issues<sup>14</sup>
- Services for people with drug and alcohol addiction
- Services for at-risk youth

### **Implementation Strategies** *(which may include, but is not limited to the following)*

- Allocate resources to activities which address an identified strategic priority
- Support innovative proposals
- Support proposals that leverage community collaborations or enhance community or existing regional partnerships<sup>15</sup>
- Support proposals which have a proven capacity to carry out their stated goals/meet proposed numerical outcomes
- Support proposals which are ready to proceed
- 20% of the overall grant allocation will be made available to support small grants; small grants include any request of up to \$5000, should the City not receive enough applications to allocate the balance of funds. The City will have the discretion to allocate any remaining balances to small grants.

### **Outcome Measurement**

---

<sup>11</sup> Consistent with Council priority strategic plan goal 5: “Seek opportunities to enable all citizens to meet basic needs.”

<sup>12</sup> Consistent with Council priority strategic plan goal 5.2: Support and promote, through policy, programs that make the City affordable to live in.

<sup>13</sup> Consistent with Council priority strategic plan goal 3.4: Support RVTD in fulfilling and expanding its mission.

<sup>14</sup> Consistent with Council priority strategic plan goal 5.1: Examine means and methods by which to improve access to mental health services in Ashland for Ashland citizens who need them.

<sup>15</sup> Consistent with Council priority strategic plan goal 5.3: Leverage partnerships with non-profit and private entities to build social equity programming.

- Request the grant recipients to list their anticipated measurable activity/program outcomes
- Review and compare applicants' identified anticipated outcomes annually and at the completion of the grant year using a standardized evaluation matrix. (*Example:* Number of Ashland Residents who; received housing support, participated in life skill training, received job search assistance, etc.)
- The Commission will host stakeholder/applicant/community forum every four years to elicit feedback on grant making process and reporting requirements