



CITY OF
ASHLAND

DRAFT

ACTION PLAN: ONE YEAR USE OF FUNDS
Program Year 2004

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

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

Mission Statement

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

Housing

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

Economy

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

Social and Human Services

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

Strategic Plan

The City of Ashland anticipates an annual allocation of \$256,000 in Community Development Block Grant funds for Program Year 2004 by the Department of Housing and Urban Development (HUD). Additionally the City will "re-program" \$97,246 in CDBG funds not spent in prior years. On November 4th, 2003 the Ashland City Council approved of the modification of past action plans to reallocate these previously unexpended funds. The City Council awarded the Ashland Community Land Trust the competitive 2004 CDBG award and the reprogrammed past carry-over. The City will expend a total of \$874,196 in program year 2004 including the reprogrammed funds, prior activities not completed in 2003, and the anticipated 2004 CDBG allocation. This document, the CDBG Action Plan for Program Year 2004, describes the projects that the City will undertake and the manner in which the projects are consistent with the priorities of the Five-Year Consolidated Plan. In addition, the Action Plan describes the activities the City will undertake addressing homeless households, affordable housing and lead-based paint hazards. Below is a table summarizing the projects to be funded by CDBG dollars in Program Year 2004 (page 4).

The Five-Year Consolidated Plan is a planning document required by the U.S. Department of Housing and Development (HUD) for the receipt of the City's Community

Development Block Grant (CDBG) funding. The purpose of the Consolidated Plan is to outline a strategy the City will follow in using CDBG funding to achieve the goal of the CDBG program, *“to develop viable urban communities by providing decent housing and a suitable living environment and expanding economic opportunities principally for low-and moderate-income persons.”* In May 2000, the City completed the updated Five-Year Consolidated Plan. Every year thereafter, the City is required to submit an annual Action Plan that addresses the priorities of the Consolidated Plan. The priorities of the Five-Year Consolidated Plan are listed below (Goals 1-14, pgs 4-17). In March of 2002 The City of Ashland revised the 2000-2004 Consolidated Plan to limit awards to one, potentially two, affordable housing project(s) consistent with the highest priorities identified in the 2000-2004 Consolidated Plan.

The Community Development Block Grant program allows for numerous activities as eligible uses of the Federal funding. Ashland’s local Consolidated Plan focuses the available funds to activities that address the highest priority need identified, affordable housing. However, CDBG can be used to fund a variety of activities that benefit low-moderate income families and individuals.

- Acquisition of real property
- Relocation and demolition
- Rehabilitation of residential and non-residential structures
- Construction of public facilities
- Development of neighborhood centers
- Public Services
- Activities related to energy conservation
- Job Creation activities

Additionally, Federal regulations permit up to 15% of the yearly CDBG allocation to be directed to public services. Such eligible public services include health care services, substance abuse services, fair-housing counseling, architectural services, homeless prevention, and many others. Again it is important to note that although these uses are eligible nationally, our local focus on the highest priority need identified in the 2000-2004 Consolidated Plan restricts expenditures only to those projects that promote the development, or retention, of affordable housing as well as accessibility improvements to public facilities. The table provided below shows the projects awarded CDBG funds in Program Year 2004:

CDBG Funded Projects for Program Year 2004

Project ID	Recipient Organization	Activity Name	Location	CDBG Funds	# Households or Persons Assisted Annually
1	City of Ashland	CDBG Administration	city wide	\$51,200	city wide
2	Ashland Community Land Trust	ACLT Duplex purchase	Ashland city limits 264 Grant Street	\$270,000	Purchase of a duplex at 264 Grant Street.
3	Ashland Community Land Trust	ACLT Duplex rehabilitation	Ashland city limits 264 Grant Street	\$15,000	Rehabilitation/weathertization of a duplex at 264 Grant Street.
5	City of Ashland	Accessibility Improvements	Accessibility Improvements to Pioneer Hall restrooms	\$16,841	853 mobility impaired citizens

CDBG Funded Projects from prior Program Years to be completed in 2004

2001-modified in 2003	Ashland Community Land Trust	ACLT Hersey Street purchase	Ashland city limits 3 lots at Hersey and Patterson Streets	\$120,000	Purchase of three lots upon which three single family homes are to be purchased by low-income households
2002-1	Rogue Valley Community Development Corporation (RVCDC)	RVCDC Land Acquisition	Ashland city limits (2001 Siskiyou Blvd)	\$361,750 (includes the \$193,000 awarded in 2003 and the reprogramming of the \$168,750 allocated in 2002)	Creation of 8-10 affordable one two, and three-bedroom ownership units through the USDA Self Help Program
2002-2	Rogue Valley Community Development Corporation (RVCDC)	RVCDC Public Facility Improvements	Ashland city limits (2001 Siskiyou Blvd)	\$13,800	Contribute toward the public facility improvements within the Siskiyou and Faith Street rights of way (sidewalk, utilities, curb-gutter, street trees, etc).

Housing Goals

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

Rental Assistance Program

Action to meet priority and time-line: The initial costs of rental housing in Ashland, including first and last month's rent and a security deposit, are barriers preventing some low-income residents from improving their living conditions. In May 1998, the Housing Commission began the Ashland Rental Assistance Program. The purpose of the Ashland Rental Assistance Program is to provide low- to moderate-income Ashland households with the up-front cost of obtaining rental housing. Currently, ten households are participating in the program. Rental assistance is made in the form of short-term loans to qualified applicants for use toward the first or last month's rent, security deposit and other move-in fees. The maximum amount is \$750 and the loan must be repaid in full within 15 months at a rate of five percent per annum. The participant(s) must be a resident of Ashland and must have resided, or worked in Ashland for a period not less than six months prior to the date of application for assistance. The household income of the participant(s) shall not exceed 100 percent of the median income level for Jackson County, Oregon, and is required to be at a level commensurate with monthly payment obligations. The participant(s) repayment is billed through the City utility billing process.

Although this program could provide valuable assistance to households with low and moderate income in need of rental assistance, few people take advantage of the program. During 2003, no households took advantage of either the rental assistance or downpayment assistance programs. Access Inc., a local non-profit community development corporation under contract with the City of Ashland to administer the programs, increased the outreach in order to find and qualify participants. These marketing sources included initial client contact and screening, inquiries from clients for information on programs and referrals from other social agencies. Also information regarding the programs was provided to lending partners, the ABC's of Homebuying class, the Ashland Community Land Trust and the Southern Oregon Housing Resource Center (SOHRC). The SOHRC is one of four pilot programs across the state that has created a "one stop shop" for clients of Jackson and Josephine Counties. The SOHRC's "one stop shop" approach enables clients to streamline their research for opportunities available for securing rental housing, rental assistance programs, homeownership opportunities, home improvement and rehabilitation opportunities and other housing related programs and services. Flyers, program criteria and applications for both programs were developed and are readily

available at the SOHRC and both of the client entrances to ACCESS, Inc and the City of Ashland Offices. The availability of both of these programs has been advertised by Access Inc. by utilizing their existing affirmative marketing efforts for the programs that we are currently administering.

Although 54 inquiries for rental assistance in Ashland were received from prospective applicants during the 2003 calendar year, none applied for the assistance through the City of Ashland rental assistance program. Additionally none of the 21 inquiries regarding down-payment assistance programs completed applications for the City of Ashland Home Ownership Program through ACCESS, Inc. Although some of these inquirers may have ultimately selected housing in other communities within the region, the City is concerned as to why the program is not being utilized effectively.

As each program requires repayment of the original loan with interest, ACCESS believes that the repayment terms are in part why households do not apply for the available funds. To address this in 2004 Staff will examine restructuring the program to make the terms more agreeable to potential beneficiaries. Such changes could include lengthening the repayment period and elimination of interest on the loan. Additionally the City will advertise the availability of each program through the Utility newsletter which is sent to every household within the City to further increase awareness.

Program Year 2004 Projected Number of Households to be Assisted: 15-20 Households. The City contracts with Access Inc to administer the program and identify qualified applicants.

Funding sources for this project include: City of Ashland Housing Trust Fund is the sole source of funds for this program. No CDBG Funds are to be used for this program.

Funding Level: \$15,000 for rental assistance
(\$15,000 for down-payment assistance noted under Goal 2 "Home Ownership Program")

Target Date for Completion: Ongoing

Accessory Residential Units

Action to meet priority and time-line: The City of Ashland allows small second units in the single-family residential zones) to increase the supply of affordable rental units. The Conditional Use Permit Procedure was changed in 1990 to allow an accessory apartment or cottage (Accessory residential Unit – ARU within single family residential zones. This provided valuable affordable housing units without unreasonable impacts on the neighborhood. A total of 93 units have been made legal or been newly constructed since 1990. The number of

ARUs approved has increased each year since the Conditional Use Permit procedure enabled their construction.

Program Year 2003 Number of Households Assisted:

Program Year 2004- Projected number of ARU to be approved in 2004: 10

Funding sources for this project include: Federal CDBG and City of Ashland general funds utilized for staff support (see *Goal 14 for a description of CDBG funds used for Staff support*).

Probable Funding Level: N/A

Target Date for Completion: Ongoing

Ashland Community Land Trust (ACLT)

The Ashland Community Land Trust (ACLT) was awarded \$285,000 in CDBG funds to purchase a property located at 264 Grant Street and provide minor rehabilitation work. The property is .22 acres in size and currently contains a single story structure containing two residential units (880sq.ft. each). Currently the duplex is occupied by one extremely low-income household, and one household (retired couple) earning slightly more than 80% of area median income. As one unit of a duplex can be affordable and still be considered to meet the 51% low-mod benefit eligibility criteria, ACLT intends to keep the existing tenants in the duplex.

The City approved the use of CDBG funds to be applied toward acquisition of the duplex (\$270,000) with additional CDBG funds (\$15,000) available to assist in potential rehabilitation of the property including weatherization and a short term relocation of the households (less than a week) if rehabilitation efforts necessitate their temporary displacement. The City of Ashland CDBG award stipulates that current residents can remain with one unit providing affordable housing to a household earning less than 50% of area median income (AMI), with the other unit available only to the existing tenant presently above 80% AMI. It is likely that as this non-qualifying household has a fixed (retirement) income, that they will likely become qualifying in future years as the area median income increases with their income remaining fixed (*The non-qualifying 2-person household provided an annual household income estimate of \$35,000 whereas the 80% of median for a two person household is presently \$31,700*).

In the event the existing non-qualifying household voluntarily vacates the duplex, then both units shall then become available only for low or extremely-low income households earning less than 50% area median income. Rental costs, including utilities, are to be no greater than 30% the household incomes for the tenants. Therefore as the current residents are presently over-burdened in housing costs, each household will see a rent reduction. ACLT is a "land trust" that intends to

hold the property as affordable in perpetuity, and the City will require a minimum period of affordability of 60 years.

Projected Number Households to be Assisted:

Currently 1 extremely low income household in unit 1.

Upon the voluntary change of tenancy of the second unit in the duplex, both units will then be affordable to households qualifying at or below 50% of area median income for a period of 60 years.

Probable Funding Level: Total CDBG funding: \$285,000

\$276,950 toward purchase of the property

\$6688 toward rehabilitation (if necessary)

\$1362 toward temporary relocation assistance (if necessary)

Target Date for Completion: December 31, 2004. The City anticipates that subsequent to Environmental Review clearance and execution of a subrecipient agreement ACLT complete the acquisition of the property by January 31st 2004. If the rehabilitation is unnecessary or does not utilize the entire \$6688 indicated (no formal inspection determining the extent of repairs needed has been completed) these funds, and the relocation assistance or remainder, would be applied to the Pioneer Hall bathroom remodel (See Goal 8) project.

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

Rogue Valley Community Development Corporation (RVCDC)

Action to meet priority and time-line: The City will provide CDBG funding to the Rogue Valley Community Development Corporation (RVCDC) (Project 1,2). The funding will be utilized to purchase property for the subsequent construction of eight townhouse units to be owned by the households that construct them.

RVCDC has been allocated a total of \$375,550 to be used to purchase the property at 2001 Siskiyou Blvd and complete public facility improvements within the Siskiyou and Faith Street right of ways necessary for the development of the affordable housing. RVCDC is a private non-profit corporation (Community Development Corporation-CDC) with a mission to create and sustain long-term affordable housing in the Rogue Valley. In FY2002-2003 a CDBG award of \$168,750 was granted to RVCDC to acquire land for the development of 15 units. In the 2003 program year RVCDC was awarded \$193,000 to acquire the Siskiyou property for the development of rental units. RVCDC was unable to complete these projects as planned and thus through a public hearing process

the City of Ashland combined both awards toward the acquisition of 2001 Siskiyou Blvd for the development of 8 affordable ownership units through the USDA self help program. Of the Eight units three will be available to households earning less than 50% of area median income (AMI) and the remaining 5 will be directed towards households earning less than 80% of AMI. All units are to remain affordable for a minimum period of 20 years.

Funding sources for this project include: \$361,750 in CDBG will be used to purchase the 1/2 acre R-3 zoned property at the corner of Faith and Siskiyou Blvd. Additionally \$13,800 of CDBG funds is to be applied to public facility improvements within the Siskiyou and Faith Street right of ways (curb, gutter, sidewalk, utilities). The USDA Self-Help program will be utilized by RVCDC to provide low interest construction loans to household participating in the project.

Projected Number Households to be Assisted:

8-10 Households in new affordable owner occupied townhomes

Probable Funding Level: Total CDBG funding: \$375,550

\$193,000 in Program Year 2003 CDBG funds
\$168,750 in FY 2002-2003 CDBG funds (reprogrammed from land acquisition costs for the Lower Pines project which is no longer proposed)
\$13,800 in FY 2002-2003 CDBG funds (reprogrammed from predevelopment costs for the Lower Pines project which is no longer proposed)

Target Date for Completion: December 31, 2004. The City has imposed a deadline on RVCDC to complete the acquisition of the property by January 31st 2004. *If RVCDC does not complete the acquisition by this time the full award is to be rescinded and reallocated through a new RFP process to be initiated in February 2004, or the City will immediately initiate a purchase, independent of RVCDC, of the subject property, or other property, for the development of affordable housing.*

Density Bonus and Deffered SDCs for Affordable Housing

Action to meet priority and time-line: The City currently provides a density bonus to developers who construct affordable rental and ownership units. The City also defers the system development charges for affordable rental and single family homes. The deferred system development charges become a "sleeping second" mortgage and are only activated if the home is sold outside the program, or the rents exceed the maximum rent limit set by HUD. The participants can earn up to 130 percent of median income. A total of 45 households are currently participating in the program with five properties added during 2003. Three of the five properties are those located on Hersey Street Developed by RVCDC and

ACLT. ACLT intends to purchase the properties for perpetual use as affordable housing with \$120,000 in CDBG funds from the 2001 award. The program of System Development Fee deferrals and Density Bonus' for affordable housing units is ongoing.

PY 2003 Number of Households Assisted: 5 new households have been added to the program during 2003

Funding sources for this project include: The City of Ashland's general fund forgoes collecting the systems development charges (SDCs). No CDBG funds are allocated toward this program.

Projected Number Households to be Assisted in PY 2004: 14 new households (this number is based upon an annexation request that will require 6 units be affordable, and includes the RVCDC project to develop 8 affordable units (see Goal2) that will all be granted the SDC deferral.

Probable Funding Level: Approximately \$140,000 in deferred SDC collection

Target Date for Completion: Ongoing

Home Ownership Program

Action to meet priority and time-line: The down payment and/or closing costs associated with purchasing a home are barriers preventing some low-income residents from owning their homes. In May 1998, the Housing Commission began the Ashland Home Ownership program. The purpose of the Ashland Home Ownership Program is to provide qualified participants assistance with down payments, closing costs, and in some cases, renovation funds for the first time purchase of a residence in the City of Ashland. The maximum amount of assistance provided by this program is \$2,500 per household.

The assistance is made in the form of short-term loans to qualified applicants. The maximum amount is \$2,500. The loan payments are deferred for five years, then amortized over ten years at a rate of five percent per annum. The participant(s) must be a first time home buyer, and the household income can not exceed 100 percent of the median income for Jackson County, Oregon. In addition, the participating household must not have liquid assets in excess of \$5,000, excluding any such asset used toward the purchase of the home (down payment and closing costs), nor have ownership in any other real property. The participant(s) must complete a home ownership program approved by the City of Ashland. The participant(s) must be a current resident of the City of Ashland, and must have resided, or worked in Ashland for a period not less than six months prior to the date of application. The dwelling must be located within the Ashland city limits. The program is administered by ACCESS, Inc., a local non-profit organization.

This loan program can provide vital assistance to many low and moderate income households in need of first time home buyer down payment, and/or closing cost, however public awareness of the program is low and the loan repayment terms may not be favorable compared to the low interest rates now available through lending institutions. Therefore the City will examine the potential reasons that first-time homebuyers that qualify are choosing not to take advantage of the program and modify the program to make it more attractive during 2004.

Program Year 2003 Number of Households Assisted: No households were assisted during 2003.

Program Year 2004 Number of Households to be Assisted: Six households are to be assisted with loans of \$2500. The City contracts with Access to administer this program and we examine the programs terms and potentially modify the program in an effort to distribute all available funds to qualified applicants within the program year.

Funding sources for this project include: City of Ashland general funds utilized for staff support. City of Ashland Housing Trust Fund to provide loan funds. No CDBG funds are allocated toward this program.

Funding Level: \$15,000

Target Date for Completion: Ongoing

Housing Commission

Action to meet priority and time-line: The Housing Commission was established in 1995 to monitor the accomplishments of the City's housing program, to make recommendations to the City Council on housing policy, and to serve as an advocate for affordable housing in the City's political process. The Housing Commission will also oversee specific affordable housing projects undertaken by the City in partnership with private groups. Additionally, the City of Ashland's 2000-2004 Consolidated Plan has been amended to include Housing Commission review, and recommendations to the City Council, for awarding CDBG funds.

Funding sources for this project include: Federal CDBG and City of Ashland general funds utilized for staff support. (see Goal 14 for a description of CDBG funds used for Staff support).

Target Date for Completion: Ongoing

Technical Assistance

Action to meet priority and time-line: The City will provide technical assistance to nonprofit organizations whose mission includes providing affordable housing. This technical assistance will include, when necessary, providing information on zoning, educating agencies on the planning process and providing information on the City's affordable housing program including deferred systems development charges and density bonuses. The City of Ashland will provide technical assistance through the Planning Division as requested and will support applications consistent with the Consolidated Plan.

Funding sources for this project include: Federal CDBG and City of Ashland general funds utilized for staff support. (see *Goal 14 for a description of CDBG funds used for Staff support*).

Target Date for Completion: Ongoing

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

The City does not plan to use CDBG funds made available for this activity during Program year 2004 with the exception of the Ashland Community Land Trust (ACLT) activity identified under Goal 1. The duplex ACLT is currently occupied by one extremely-low income household, and one household making slightly more than 80% of area median income. Each household is currently overburdened with housing expenses even though the rents are substantially less than full market rents. The acquisition of the duplex by ACLT will make these units affordable to the existing households by making rents and utilities equal to or less than 30% of the households incomes. The units will remain occupied by the current households any change of tenancy will require that low-income households be selected for the units. ACLT has indicated the units will remain affordable under ACLTs ownership in perpetuity. The City will require a minimum period of affordability of 60 years. (see Goal 1 for project costs).

The City recently created a position of Housing Coordinator to forward recommendations to the Housing Commission and City Council regarding the funding alternatives and strategies available to further the goals of developing and maintaining affordable housing within Ashland. This position is funded out of

the City's general fund and does not utilize any CDBG funding.

Homeless Goals

Goal 4: Encourage the development of emergency and transitional housing for homeless families with children and/or individuals.

The City does not plan to use CDBG funds made available for this activity during Program year 2004. The City did provide a Social Service Grant out of the City's General Fund in the amount of \$25,000 to the Interfaith Care Community of Ashland (ICCA) for the 2003-2004 fiscal year. The City had previously awarded approximately \$10,000 per year for the continued operation of ICCA's Homeless services center at 144 N. Second Street, through the Social Service Grant program. ICCA provides emergency housing vouchers and transitional foster homes for homeless families and individuals within Ashland. ICCA provides an ongoing program to assist individuals in finding permanent housing and employment through extensive client case work.

TECHNICAL ASSISTANCE

Action to meet priority and time-line: The City will provide technical assistance to nonprofit organizations whose mission includes providing emergency housing, and support services for homeless prevention. This technical assistance will include, when necessary, providing information on zoning, and educating agencies on the planning process. The City of Ashland will provide technical assistance through the Planning Division as requested and will support applications consistent with the Consolidated Plan.

Funding sources for this project include: Federal CDBG and City of Ashland general funds utilized for general staff support. No specific CDBG award for technical assistance funds was made during program year 2004.

Target Date for Completion: Ongoing

Goal 5: Support services for homelessness prevention and transition.

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

The City does not plan to use CDBG funds made available for this activity during program year 2003. Refer to Goal #4 for information relating to City expenditures of General Fund dollars to help provide services to the homeless.

Special Populations Goals

Goal 6: To support housing and supportive services for people with special needs. People with special needs include the elderly, the frail elderly, persons with developmental disabilities, persons with physical disabilities, persons with severe mental illness, persons with alcohol or other drug dependencies and persons with HIV/AIDS or related illnesses.

The City will continue to support the development of housing and supportive services for individual with special needs. The City allocates over \$100,000 annually in "Social Service Grants" out of the City's General Fund. In Program Year 2003-2004, of the \$115,400 was awarded a number of grants specifically address supportive services for people with special needs. Most notably the Community Health Center was awarded \$30,000 to provide health care services, the Interfaith Care Community of Ashland (ICCA) was awarded \$25,000 to provide client services to homeless individuals (see goal 4), and Community Works was awarded a total \$33,000 to provide services including rape crisis counseling as well as temporary shelter for victims of domestic violence. Additionally a grant of \$2000 was provided to OnTrack Inc. to assist in the operating expenses for their drug abuse treatment programs.

2003-2004 Social Service Grants - from City General Fund

<i>Agency and Program Name</i>	<i>Amount Granted</i>
ACCESS, Inc (Housing)	\$5,000
CASA of Jackson County, Inc. (Housing)	\$2,500
Center for NonProfit Legal Services, Inc	\$5,000
Children's Dental Clinic of JC	\$1,750
Community Health Center	\$30,000
Community Works- Dunn House	\$19,000
Community Works- Help Line	\$8,000
Community Works- Parent Education	\$2,000
Community Works- Rape Crisis	\$2,700
Community Works- Personal Safety	\$1,300
ICCA (Homeless services)	\$25,000
JC Children's Advocacy Center	\$3,000
Mediation Works	\$2,400
Ontrack, Inc (Drug treatment)	\$2,000
Planned Parenthood of SW Oregon	\$1,750
RV Manor- Senior Volunteer	\$1,500
RV Manor- Foster Grandparent	\$1,000
SDS RVCOG Food & Friends	\$1,500
TOTAL GRANTED	\$115,400.00

The City does not use CDBG funds made available for these activities during Program year 2004.

Community Development Goals

Goal 7: To provide safe and convenient access to alternative transportation routes in extremely low-, low- and moderate-income neighborhoods.

Action to meet priority and time-line: The City has made a commitment to sidewalk improvements in moderate- and low-income neighborhoods and in past years had allocated ten percent of the total CDBG funding for sidewalk improvement and new construction. In an effort to utilize the limited CDBG funds more effectively to address Ashland's highest priority needs (provision of affordable housing), the 2000-2004 Consolidated plan was modified to exclude the sidewalk allocation and provide that previously committed 10% of the annual CDBG funding to the competitive award process. Thus no new actions are identified for use of CDBG funds to provide sidewalks in eligible low-income neighborhoods. However, in conjunction with an affordable housing project proposed at the intersection of Siskiyou and Faith Streets (See RVCDC Goal2) \$13,800 of CDBG funds will be contributed toward public facility improvements along the property's frontage. These public facility improvements would include sidewalks, curb and gutters, and utility extensions.

Although this use of CDBG funds is directly correlated to an affordable housing project and not considered neighborhood serving, it is important to note that a door to door income survey 1/4 mile from this intersection was conducted in 1999 which demonstrated that over 51% of the area residents qualified as low-moderate income. No such survey is planned at this time as it is the City's understanding the use of CDBG on sidewalks and other public facility improvements directly related to the affordable housing project is considered an eligible use of funds with the beneficiaries being the residents of the affordable housing project.

Funding sources for this project include: No new CDBG funding is to be allocated to sidewalk construction in a designated low-moderate income neighborhood. CDBG funds (\$13,800) will be applied to the development of a sidewalk and other required public facility improvements in conjunction with an eight unit affordable housing project at 2001 Siskiyou Blvd..

2004 Projected Number Households to be Assisted: 8 low-moderate income households at 2001 Siskiyou Blvd.

Funding Level: \$13,800 of CDBG funds for Program Year 2004

Target Date for Completion: December 31, 2004.

Goal 8: To make city facilities easier and safer to use for people with disabilities.

Action to meet priority and time-line: The City is committed to providing accessibility improvements to City-owned buildings. The City of Ashland has reached an agreement with the Department of Justice to improve access to City facilities over the next two years in compliance with the Americans with Disabilities Act.

Program Year 2004 projects include the construction of an accessible restroom in Pioneer Hall.

Funding sources for this project include: Federal CDBG funds (\$16,841) and City approximately \$9,000 of Ashland General Funds. In the event the ACLT project (Goal 1) does not utilize the anticipated \$6688 toward rehabilitation and \$1362 toward temporary relocation assistance, or in the event the purchase price of 2001 Siskiyou Blvd is less than the amount allocated, these surplus CDBG funds are to be applied to the Pioneer Hall restroom remodel.

Projected Number Households to be Assisted: 853 mobility disabled Ashland residents

Funding Level: \$16,841 in CDBG funds toward Pioneer Hall restroom remodel to make it wheelchair accessible .
Approximately \$9,000 in City General Funds toward Pioneer Hall restroom ADA remodel

Target Date for Completion: Pioneer Hall project completion date March 1, 2004. Work to be initiated in December 2003. Environmental Review has been completed and bids have been received.

Other Goals

Fair Housing

Goal 9: To affirmatively further fair housing.

Housing Services

Jackson County CASA was awarded 2003-2004 general fund grants (\$2,500) by the City to contribute to this organization's operating costs. This organization provides counseling and direct client services toward finding housing within the region. CASA of Jackson County is particularly focused on finding homes and providing housing counseling to minority households.

Legal Services

The City of Ashland provided the Center for NonProfit Legal Services a general fund grant in the amount of \$5,000 explicitly to provide legal assistance for low income Ashland households. This award will enable Ashland households facing housing discrimination to obtain legal services through the Center for NonProfit Legal Services that may not otherwise be in a position to pursue legal action.

Housing Needs Assessment

A complex set of factors affects the local housing market and individual households' ability to afford and acquire housing. Moreover, much of the data the 2000 *Consolidated Housing Plan* is based upon is from 1998 or earlier. Recent trends in the housing market suggest new dynamics may be affecting housing development, costs, and availability. To better understand these dynamics, the City of Ashland conducted a *Housing Needs Assessment* and completed an affordable housing strategy (*Affordable Housing Action Plan*) based on identified needs in 2002-2003. In response to a recommendation of the Affordable Housing Action Plan the City Council funded the creation of a Housing Coordinator position to implement the strategies outlined in the final *Affordable Housing Action Plan*.

A number of impediments to affordable housing were identified as part of the Housing Needs Assessment. Following is a summary of the implications of housing trends in Ashland:

- ***The number of affordable units in Ashland causes households to compete against each other for housing.*** This has important implications for those households in the lowest income groups. These groups are less able to afford housing and as a result, less able to compete for housing. Moreover, households with higher incomes can choose to live in housing below what is considered the maximum amount affordable to them.

- ***Land zoned for multiple family is being used for single family units.*** This is important because it reduces the amount of land available for higher density rental housing.
- ***Housing costs are forcing Ashland workers to live in other communities.*** People that live in communities other than the place they work are less likely to perceive a stake in the community. This has implications for many public services. It also increases the percentage of people that commute. Low-income households are less able to afford the transportation costs associated with commuting.
- ***Land price appears to be a decreasing factor in total housing cost.*** The ratio of permit value to land value has steadily decreased since 1990. In 1990, the ratio of permit value to land value was 1.42. This increased to 2.13 in 2001. Thus, while land is a factor in housing costs, other factors appear to have a greater influence on total housing cost than land alone. Land cost, however, is still a significant issue and is continuing to increase. The average assessed value of an existing vacant residential lot designated for single-family use in 2002 was about \$125,000, with a range between \$90,000 to \$600,000 depending on size and location.
- ***Housing costs may be contributing to reductions in School enrollment.*** While the data do not allow a direct correlation between school enrollment and housing cost, young families tend to have lower incomes than older families. The Census data underscore this trend: between 1990 and 2000, the number of persons aged 25 to 34 increased 4% and the number of persons aged 35 to 44 decreased 21%. During the same period, the number of persons between 45 and 54 increased more than 50%. In short, this implies that families are being forced to live in other communities. These demographic trends suggest school enrollments may decrease. Decreases in enrollments will lead to a corresponding decrease in school revenues since a portion of school revenues are allocated on a per student basis.
- ***Housing costs may place greater demands on transportation systems and parking (i.e. with more people commuting).*** Data from the 1990 Census indicate that one-third of Ashland residents worked in another community. While data from the 2000 Census on commute patterns are not yet available, it seems unlikely that this figure would decrease. As stated previously, the rapid increase in housing costs is making it difficult for many households to find affordable housing in Ashland.
- ***Housing costs may limit economic development.*** The location decisions businesses make are based on a variety of factors. Community characteristics such as schools and housing cost are among those factors. High housing costs may place Ashland at a competitive disadvantage to other communities in the region.

Affordable Housing Action Plan

A number of strategies for addressing key housing issues were identified in the Housing Needs Analysis report and specific actions were identified in the Affordable Housing Action Plan. During 2004 these items will be examined by the City of Ashland Housing Commission and the activities recommended in the Council Adopted Affordable Housing Action Plan will

be prioritized and implemented accordingly. In order to implement the strategies identified, the City Council created a new City Staff position, Housing Specialist. This should ensure that the actions proposed are undertaken during the calendar year of 2004. In addition to the creation of a Housing Trust Fund, the Affordable Housing Action Plan also identifies the following:

1. ***Encourage more multi-family housing.*** The data are pretty conclusive that Ashland needs more multi-family rental housing. The permit data suggest that few apartments are being built and that most of the activity in higher density housing types is in condominiums and townhomes. Not only are these higher cost multi-family types, many of these units are intended for home ownership. Potential approaches for increasing multi-family housing include:
 - *Increase the land supply.* The buildable lands data suggest that the City has capacity for about 525 multi-family dwellings. One approach to encourage apartment development is to designate more land for apartments.
 - *Consider restricting uses in certain zones to apartments.* The building permit data suggest that a lot of the high-density housing has been single-family attached types that are owner-occupied units. Designating certain lands for rental units will encourage development of apartments.
 - *Consider policies that encourage redevelopment or adaptive reuse of structures.* The location of rental units is also important. Increasing the supply of rental units near employment centers and the University will make these units more attractive.
2. ***Encourage more affordable single-family housing types.*** The average sales price of a single-family resident was nearly \$319,000 in 2003. Following are some approaches that can increase more affordable single-family housing types:
 - *Zone more land for small lot development.* The data show a strong correlation between lot size and housing value. The City could decrease minimum lot sizes in certain residential zones, or could take an approach like the City of Corvallis, which requires a certain percentage of small lots (lots between 2,500 and 3,500 square feet) with subdivisions and planned unit developments.
 - *Make more land available for manufactured housing.* The City identified a need of 3.5% of all housing for manufactured homes in subdivisions and manufactured homes in parks. Increasing land available for manufactured homes is one potential approach to allowing more affordable single-family housing.
3. ***Develop more government-assisted housing.*** The data show a need for nearly 800 dwelling units that are affordable to households with annual incomes of \$10,000 or less. The data suggest the City could develop as many as 50 units per year for the next 20 years to address this need.
4. ***Reduce development fees for low-income projects.*** The City should conduct a careful review of the components of housing cost and calculate the percentage of total unit cost that is a result of development fees.

Program Year 2003 Fair Housing Activities During program year 2003 the City of Ashland Co-sponsored a series of workshops in Ashland from June 23rd through June 27th 2003. The City worked closely with Diane Hess of the Fair Housing Council of Oregon to secure training locations, contacted local jurisdictions to invite them to the trainings, and advertised the workshops by direct mailings and on the City web-site. Additionally the City Displayed the Fair Housing Exhibit "Anywhere but Here" within the Community Development and Engineering Services building in the months of June and July, 2003. The City of Ashland recognizes the importance of promoting fair housing and as such we are very pleased to have worked with FHCO to have had these trainings in Ashland.

Attendance at these workshops was very high and as such we feel these workshops furthered the goals of educating staff, and the general citizenry about discrimination in housing.

2004 Actions to meet priority and time-line: The City is looking to work with the Fair Housing Council of Oregon to conduct trainings in Ashland during the program year. The workshops recently conducted (November 2002, and June 2003) educated a substantial number of landlords, tenants, agencies, and local jurisdictions. However we recognize that education alone is not the sole component, and ultimately the enforcement of fair housing laws is crucial toward the reduction (elimination) of discrimination. As such it is our hope that in assisting the Center for NonProfit Legal Services we can begin to address the enforcement side of Fair Housing laws.

Funding sources for these projects include: City of Ashland general funds and CDBG funds (Planning and Administration allocation) will be utilized for staff support. However no specific CDBG allocation will be used for the proposed activities.

Lead-Based Paint

Goal 10: Assure activities assisted by the City are conducted in compliance with state and federal laws that apply to lead-based paint hazards, and the information distributed about lead-based paint is in compliance with current state and federal laws.

Outside of Staff time, the City does not plan to use funds made available for this activity during FY 2002-2003.

Goal 11: To reduce the number of people living in poverty in the City of Ashland.

Outside of Staff time, and the activities listed under Goal 2 , the City does not plan to use funds made available for a specific activity for Goal 11 during FY 2002-2003.

Within the section on Anti Poverty Strategies is a synopsis of the strategies and activities undertaken by the City of Ashland to address poverty.

Goal 12: Promote and support activities in the community that improve or provide access to economic opportunities for extremely low- and low-income residents of Ashland.

Action to meet priority and time-line: Developing economic opportunities for mod- and low-income persons is a new area for the City of Ashland. During FY2001-2002 the City of Ashland enacted Living Wage Ordinance which requires that recipients of City of Ashland grants, or service contracts provide their employees, working on the City funded project, with a Living Wage (min. \$11.26 per hour- to be increased by the Consumer Price Index annually). The recently passed has been in effect and will continue 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.

Funding sources for this project include: City of Ashland general funds utilized for staff administration.

Target Date for Completion: Ongoing

Barriers to Affordable Housing

Goal 13: Remain aware of the barriers to affordable housing in Ashland, and where it is within the City's ability, take steps to overcome such barriers.

Action to meet priority and time-line: The City of Ashland Housing Commission contracted with consultants (EcoNorthwest) to conduct a Housing Needs Analysis for the City which was completed in March of 2002. The Final Affordable Housing Action Plan was completed by Sextant Consulting Inc., and Cogan Owens Cogan Consultants. The Affordable Housing Action Plan the City of Ashland commissioned recommended the creation of a Housing Coordinator Position to implement the strategies outlined in the final Affordable Housing Action Plan. This position was created in 2003, however the individual selected to fill the position left at the conclusion of a 6 month probationary period. The position is now a fully funded (General Fund) permanent position and 25 applications were received for the re-advertised position with a selection to be made in December 2003.

FY 2002-2003 Activities: Completion of a Affordable Housing Action Plan outlining implementation strategies to retain and develop affordable housing within Ashland.

2004 Activities The Housing Commission will prioritize and implement the actions outlined in the adopted Affordable Housing Action Plan

<http://www.ashland.or.us/Page.asp?NavID=1350>

Specifically the City will investigate the implementation of a Housing Trust Fund and determine funding methods to support it.

Funding sources for this project include City of Ashland general funds were utilized for the contracted consulting work completed on the Housing Needs Analysis and Affordable Housing Action Plan. No CDBG funds are to be allocated to this action.

Target Date for Completion: The newly formed staff position of Housing Specialist was filled in March of 2003, unfortunately the selected person quit in October of 2003 to return to his home in California. Therefore the City has made the position a permanent position and re-solicited applications. A total of 25 applications for this position have been received and are currently under review. The position will be filled in December 2003.

Goal 14: To provide institutional structure and intergovernmental cooperation.

Action to meet priority and time-line: City of Ashland Staff will continue to provide staff support to the City of Ashland Housing Commission (see Goal 2). As mentioned previously the City of Ashland has created a full time regular position of Housing Specialist, which will help provide institutional structure as well as examine and implement opportunities for intergovernmental cooperation. The City will also continue to be an active participant with the Jackson County Housing Coalition that addresses affordable housing issues on a regional level.

FY 2002-2003 Activities During Fiscal Year 2002-2003 Staff supported the efforts of the Ashland Housing Commission to monitor the accomplishments of the City's housing program, to make recommendations to the City Council on housing policy and to serve as an advocate for affordable housing in the City's political process. The Commission also provided coordination and continuity to programs to meet housing and community development needs.

The Housing Commission oversees specific affordable housing projects undertaken by the City in partnership with private groups. The Commission promotes cooperation between local non-profit organizations and governmental agencies for projects in Ashland to insure that the resources are used as efficiently as possible and that there are not duplication of efforts. Additionally,

the Housing Commission provided review of applicant proposals for use of CDBG funds and forwarded award recommendations to the City Council. The Housing Commission is comprised of private developers, social service agency staff, real estate professionals, and interested Ashland residents.

Funding sources for this project include: \$51,200 in Federal CDBG funds (20% of the anticipated yearly allocation) have been directed toward Administration of the CDBG Program. Administration of the CDBG program includes staff support of programs and projects that further the goals outlined in the 2000-2004 Consolidated Plan, provision of technical assistance, and the monitoring of the activities of sub-recipients. City of Ashland general funds are also utilized to contribute toward CDBG program administration as well as staff support of non-profit organizations and intergovernmental cooperation. The newly formed Housing Specialist position is funded exclusively through City General Fund and does not utilize CDBG funding.

Target Date for Completion: Ongoing

Anti-Poverty

The activities listed below are completed or ongoing activities, whereas new activities to be undertaken during Program Year 2003 are outlined as activities within the goals above.

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, and the related goals are covered in the Housing Goals section. In addition, the City supports housing and service programs targeted at the continuum of care needs of the homeless. The goals related to housing and support services are addressed in the Homeless Goals section. In another effort to address poverty within Ashland, during 2001-2002 the City of Ashland passed a Living Wage Ordinance. This ordinance requires that employees of the City, or employers receiving financial assistance or business from the City in excess of \$15,345 must pay a minimum of \$11.00 per hour (adjusted annually) to employees engaged in work related to the City project or service contract (see Goal 12).

The City of Ashland operates a variety of funding and other assistance programs which, together, strategically address the goals of reducing poverty and improving the self-sufficiency of low-income residents. The activities undertaken in conjunction with this anti-poverty strategy can be separated into two primary areas of effort: human services programs targeted at the continuum of care

needs; and affordable housing programs. The City of Ashland has limited influence on many of the factors that affect opportunities for workers to earn a living wage. For instance, the city does not directly affect wages provided by employers not engaged in business with the City, nor does the City have influence over income assistance such as Social Security or Aid to Families with Dependent Children.

The City of Ashland provides funding to agencies that address the needs of low income and homeless residents through a Social Service Grant program. The goal of this program is to improve living conditions and self sufficiency for residents by meeting such basic needs as food, shelter, clothing, counseling and basic health care. The goal is carried out by providing funds in excess of \$100,000 per program year to various area agencies whose focus meets one or more of these targeted needs.

The Social Service Grant program is funded entirely with general fund dollars from the City of Ashland budget. The award process is coordinated through the United Way of Jackson County. Local agencies and organizations providing continuum of care activities in the Rogue Valley coordinate their applications through a Community Services Consortium. The coordination of services and related funding requests through the consortium attempts to insure that the broad range of needs is met without overlap or duplication of service (See Goals 4,5,&6). .

The second element of the City's anti-poverty strategy targets the development and retention of affordable housing. The City of Ashland has made a serious effort to address the issues of housing affordability (see Goals 1, 2 & 9). An Affordable Housing Committee was formed in 1990 and reconvened in 1994 to search for ways to provide economical housing in Ashland. In 1995 a formal Housing Commission was formed. The Housing Commission has endeavored to create policies that will allow additional housing opportunities for low- and moderate-income Ashland households. The following programs/projects have been developed in an effort to create and retain affordable housing units in Ashland.

- **Ashland Community Land Trust** – The City of Ashland has recently worked to assist in the establishment of the Ashland Community Land Trust (ACLT). The purpose of the land trust is to create and sustain long-term affordable housing in the city limits of Ashland for low- and moderate-income families. The land trust acquires and holds land, while the improvements are sold to the low-income residents.

In FY 1999-2000, land trust purchased 3 vacant lots with \$90,000 of CDBG funds from the City of Ashland. The homes were subsequently built on the lots, and all of the buyers were at 60% or less of median income. . In addition, two of the three families were female-headed households.

In FY 2000-2001 ACLT was awarded \$75,000 for the acquisition of property to construct 2 units, with these funds, and other grants, ACLT was able to purchase a parcel (41 Garfield St.) upon which they are ultimately to build 6 residential units. Development of the 6 residential units is nearly complete and these units will be occupied in January or February of 2004.

In FY 2001-2002 ACLT received a CDBG award in the amount of \$120,000 to purchase property for the development of four residential units. ACLT is working with RVCDC to purchase the property under three homes along Hersey Street. The Units will be sold to qualifying low income households with the ACLT retaining ownership of the land. These units are to be occupied in January of 2004 once qualified occupants are selected.

ACLT is a non-profit organization, and is directed by a board including representatives from social service agencies, the Ashland Housing Commission, participants in the trust, City Staff, local developers and local realtors.

- **Accessory Apartments** - The Conditional Use Permit Procedure was changed in 1990 to allow an accessory apartment or cottage within single family residential zones. This provided valuable affordable housing units without unreasonable impacts on the neighborhood. A total of 93 units have been made legal or been newly constructed since 1990.
- **Incentives for Affordable Housing** - Higher densities of residential development are allowed when affordable housing is guaranteed. All density bonuses (for energy efficiency, landscaping, etc.) were limited to 60%. For every percent of units that are affordable, an equivalent percentage of density bonus shall be allowed. A maximum bonus of 35% is granted for providing affordable housing. In 1980, Ashland increased development densities in order to encourage the building of more affordable homes. What occurred, however, was that expensive homes were built on smaller lots. Modification of densities in single-family zones were reduced from that level back to the 8,000 to 10,000 square foot lot size and in multi-family zones to 13.5 or 20 dwelling units per acre.
- **Deferred System Development Charges for Homes Constructed under the Affordable Housing Program** - This provision of the affordable housing program works in conjunction with the affordable housing density bonus. To increase the affordability of newly constructed homes or rentals the City defers the system development charges which can be between \$7,000 and \$9,000 for a three bedroom two-bath unit. This fee becomes a "sleeping second" on the mortgage. This second is not awakened unless the home or rental is sold outside of the program. In the event the home or rental is sold outside the program the SDCs are paid back plus six percent interest accrued annually. If the home or rental remains affordable for 20 years the SDCs are forgiven, and if it is sold within the program the SDC credits are simply transferred to the next owner.
- **Manufactured Housing** - Manufactured housing can involve significantly lower costs than conventional housing. Ashland adopted standards and overlay zone that complied with state law and permitted manufactured homes on individual lots in areas outside the historic district.
- **Ashland Rental Assistance Program** - The initial costs of rental housing in Ashland, including first and last month's rent and a security deposit, are barriers preventing some low-income residents from improving their living conditions. In May 1998, the Housing Commission began the Ashland Rental

Assistance Program. The purpose of the Ashland Rental Assistance Program is to provide low- to moderate-income Ashland households with the up-front cost of obtaining rental housing. Currently, ten households are participating in the program.

Rental assistance is made in the form of short-term loans to qualified applicants for use toward the first or last month's rent, security deposit and other move-in fees. The maximum amount is \$750 and the loan must be repaid in full within 15 months at a rate of five percent per annum. The participant(s) must be a resident of Ashland and must have resided, or worked in Ashland for a period not less than six months prior to the date of application for assistance. The household income of the participant(s) shall not exceed 100 percent of the median income level for Jackson County, Oregon, and is required to be at a level commensurate with monthly payment obligations. The participant(s) is billed through the City utility billing process. The program is administered by ACCESS, Inc., a local non-profit organization.

- **Ashland Home Ownership Program** - The down payment and/or closing costs associated with purchasing a home are barriers preventing some low-income residents from owning their homes. In May 1998, the Housing Commission began the Ashland Home Ownership program. The purpose of the Ashland Home Ownership Program is to provide qualified participants assistance with down payments, closing costs, and in some cases, renovation funds for the first time purchase of a residence in the City of Ashland. The maximum amount of assistance provided by this program is \$2,500 per household.

The assistance is made in the form of short-term loans to qualified applicants. The maximum amount is \$2,500. The loan payments are deferred for five years, then amortized over ten years at a rate of five percent per annum. The participant(s) must be a first time home buyer, and the household income can not exceed 100 percent of the median income for Jackson County, Oregon. In addition, the participating household must not have liquid assets in excess of \$5,000, excluding any such asset used toward the purchase of the home, nor have ownership in any other real property. The participant(s) must complete a home ownership program approved by the City of Ashland. The participant(s) must be a current resident of the City of Ashland, and must have resided, or worked in Ashland for a period not less than six months prior to the date of application. The dwelling must be located within the Ashland city limits. The program is administered by ACCESS, Inc., a local non-profit organization.

Monitoring

The City of Ashland, as the grantee for CDBG grants, will monitor the subrecipients on a quarterly basis. Staff will maintain a close working relationship with the subrecipients. As mentioned previously, the City conditioned the award of CDBG funds upon the applicants providing a project timeline with benchmarks for completion. The City is committed to ensuring that CDBG funds are used as specified in State and Federal regulations through: public and City Council monitoring through public

hearings; staff evaluation; annual evaluation of the priorities set forth in the Consolidated Plan; periodic site visits and program evaluations; financial monitoring, record keeping, and reporting requirements.

The City would like to maintain its role as a supportive partner and stimulate new partnerships with nonprofit and public agencies. In the future, if the strategies are not being met in this manner, the City will consider other actions to accomplish goals.

Public Participation

A Public hearings were held on October 22nd and September 10thth, 2003 before the Ashland Housing Commission to review applications submitted for CDBG grant awards, and to obtain public input regarding use of Program Year 2004 CDBG funds. After review of the proposals the Housing Commission forwarded an award recommendation to the City Council. The City Council held a special study session on September 6th to explicitly review past CDBG program performance in relation to unexpended Carry-over. A public hearing on November 4thth was held before the City Council, at which time a recipient was selected.

All meetings were noticed in the Community Calendar and Legal Notices in *The Ashland Daily Tidings*, and posted on the City of Ashland website. At the public hearing held on September 17th the City Council awarded a total of \$285,000 including the Program Year 2004 CDBG allocation and prior years carry-over, as a grant to the Ashland Community Land Trust.

Testimony specific to the CDBG allocations was received and Minutes from the meeting are attached.

The public comment period for the draft 2004 One Year Use of Funds Action Plan for Program Year began on November 15th, 2003, and ran through December 16st, 2003. The availability of the draft plan was also posted on the City of Ashland web page on November 15thth, 2003 and an Adobe Portable document (pdf) of the Action Plan was available for download throughout the public comment period.

A Display advertisement was published on November 14th, 2003 in *The Ashland Daily Tidings* (a copy of the advertisement is attached)

The Ashland City Council held a public hearing on December 16thst, 2003 and approved the Action Plan for the one year use of CDBG funds for Program Year 2003.

Funding Tables

Table 1.1

CDBG Projects for Program Year 2004	
Estimated Program Year 2004 CDBG Allocation	\$256,000.00
Program Income received prior to start of program year	\$0.00
Program Income expected during current program year	\$0.00
Carry Over	All previously unexpended CDBG funds were reprogrammed in 2004 (\$97,246) (see Table 1.2)
2004 ALLOCATIONS	
ACLT -Duplex purchase	\$285,000
City of Ashland - Accessibility Improvements	\$16,841
City of Ashland - Administration	\$51,200.00
TOTAL ALLOCATIONS	\$353,041
TOTAL FUNDS UNPROGRAMED	\$0

Table 1.2

1995-2003 CDBG Funds		Unexpended Funds Reprogrammed for 2004	
Program Year	Project	Unspent Funds	Reprogrammed to:
95-96	Unprogrammed	\$21,000	ACLT duplex acquisition
99-00	Accessibility	\$4,041	Pioneer Hall Remodel
2000-2001	Accessibility	\$11,050	ACLT duplex acquisition
2001-2002	Accessibility	\$11,500	ACLT duplex acquisition
2002-2003	Accessibility	\$11,250	ACLT duplex acquisition
2003	administration (6 months overlap with 2002-2003 program year)	\$25,605	ACLT duplex acquisition
2003	accessibility	\$12,800	Pioneer Hall Remodel
TOTAL		\$97,246.00	
Prior Awards retained by Subrecipients that have yet to be expended			
RVCDC	2002-2003 Awards	375,550	Site aquisition and public facility improvements at 2001 Siskiyou Blvd.
ACLT	2001 Award	120,000	Site Acquisition for three homes on Hersey Street
TOTAL		\$495,000	