

Council Business Meeting

April 7, 2020

Agenda Item	Options for Helping Residents of Ashland Meal Delivery Program	
From	Linda Reid	Linda Reid
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SUMMARY

Options for Helping Residents of Ashland (OHRA) is proposing a meal delivery program to provide premade sack lunch meals to homeless populations in designated locations that will meet social distancing requirements while serving that population's basic needs. Funding for this program in the amount of \$8,983 will be provided from available Community Development Block Grant (CDBG) capital funds.

The Housing and Human Services Commission reviewed the CDBG applications at its regular meeting on March 26. Both the staff and the Housing and Human Services Commission recommendations are provided in the recommendations section below.

POLICIES, PLANS & GOALS SUPPORTED

5. *Seek opportunities to enable all citizens to meet basic needs.*
23. *Develop innovative programs that protect the community.*

PREVIOUS COUNCIL ACTION

N/A

BACKGROUND AND ADDITIONAL INFORMATION

This Program can utilize unallocated CDBG capital funding from program year 2019. This activity is an eligible use of CDBG capital funding as assistance to businesses, including special economic development assistance (in this case assistance to microenterprises), under a provision of CDGB eligible activities to support infectious disease response.

FISCAL IMPACTS

The Program will utilize \$8,983 of unallocated CDBG funding from fiscal year 2019. Any Community Development Block Grants that are not awarded at this time would remain available for distribution through future award cycles or may be used to support eligible activities as directed by the City Council over the coming year.

STAFF AND COMMISSION RECOMMENDATION

Staff recommends the approval of the program utilizing \$8,983 of available CDBG funds. The Housing and Human Services Commission reviewed the grant proposal and heard a presentation from the applicants at the regular meeting on March 26. The Commission made a recommendation to support the CDBG proposal for the OHRA Meal Delivery Program

ACTIONS, OPTIONS & POTENTIAL MOTIONS

Move to approve the award of CDBG funding to the Meal Delivery Program utilizing \$8,983 in available CDBG funds.

Move to amend the funding in the following way(s) . . .

REFERENCES & ATTACHMENTS

Attachment 1: OHRA Meal Delivery Program Proposal

[March 26, 2020 Housing and Human Services Commission Regular Meeting Minutes](#)

Options for Helping Residents of Ashland
Proposal to City of Ashland for Meal Delivery Service
 Revised 3/31/2020

Program Summary: OHRA will employ a driver and assistant to deliver prepackaged meals to be prepared by other volunteer organizations. Meals will be delivered to 7 or 8 separate locations in Ashland. The program will use OHRA's existing van.

Cost Summary: The budget below presumes that the program will operate seven days per week for 60 days.

1. Salary for van driver and helper to assist in distributing food are calculated at the City of Ashland Living Wage (\$15.39/hour).
2. Fringe benefits are payroll taxes and workers compensation insurance estimated at 10% of salary.
3. Vehicle operating cost presumes the van will travel drive 30 miles per day to be compensated at the federal mileage rate of \$0.57/mile.
4. Vehicle repair cost is for necessary repairs to the OHRA van's exhaust system and transmission.

Item	Total
Salary for driver and helper 2 staff x 3hr/day x \$15.39/hr. x 60 days	\$5,540
Fringe @ 10% of Salary	\$554
Operating costs @30 miles/day x \$0.57/mile x 60 days	\$1,026
Vehicle repair (exhaust system and transmission)	\$691
Administrative fee - 15% of total cost	\$1,172
TOTAL PROJECT COST	\$8,983