



**CITY OF ASHLAND**  
**2018 Program Year Community Development Block Grant (CDBG) Application**

**I. APPLICANT INFORMATION**

**Applicant Organization Name:** Ashland Fire and Rescue

**Executive Director's Name(s):** Michael D'Orazi, Fire Chief

*Applicant Mailing Address: 20 E. Main Street, Ashland, OR 97520*

*Applicant Street Address: 455 Siskiyou Blvd. Ashland, OR 97520*

IRS Classification: \_\_\_\_\_

Federal Tax ID#: \_\_\_\_\_

**Mission Statement:**

Ashland Fire & Rescue is dedicated to protecting lives, property, and the environment. By delivering fire suppression, emergency medical, disaster management, fire prevention and public education services by professionally trained, dedicated personnel, we strive to achieve the highest quality of public service to our customers.

Total Employees: \_\_\_\_\_ Total Volunteers: \_\_\_\_\_

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 Ashland, OR 97520  
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**II. CONTACT PERSON** (designate a contact person who is familiar with the project)Name: Emily MatlockTitle: Administrative AnalystPhone Number: 541-482-2770

Fax Number: \_\_\_\_\_

E-mail Address: Emily.Matlock@ashland.or.us**III. PROJECT INFORMATION SUMMARY**

Project Name or Title:

Ashland Fire & Rescue Housing Safety ProgramExpected Completion Date: June 2019Requested CDBG Funds: \$ 50,000Organizational Match: \$ TBDFunds from Other Sources: \$ TBDTotal Project Cost: \$ 50,000

## Ashland Fire & Rescue Housing Safety Program 2018 CDBG Application

**2) A project summary including a brief description, project background and a list of project objectives:**

The Ashland's Fire & Rescue Housing Safety Program in partnership with Age Friendly Innovators will assist income eligible seniors and persons with disabilities in making safety modifications to ensure a home has operable fire safety alarms, and accessibility modifications to help individuals attain greater mobility and remain safely in their home. The program focuses on the person's most immediate needs as they relate to improving safety and accessibility.

According to the Centers of Disease Control and Prevention, each year in America millions of older adults fall. One in three older adults falls each year but less than half tell their doctor—even though a single fall doubles your chance of falling again. These falls are can be serious and costly; every 13 seconds an older adult is treated in an emergency room for a fall, every 20 minutes an older adult dies from a fall. Falls are the leading cause of fatal injury and the most common cause of nonfatal trauma-related hospital admissions among older adults. A large percentage of calls received by Ashland Fire and Rescue are due to falls by older and disabled residents. Many of the callers are repeat callers who have unaddressed ADA or home modification needs.

Age-Friendly Innovators is a not-for-profit organization. Its purpose is to catalyze thinking about age-friendly living and pose creative solutions that enable older adults to live healthy and independent lives and to remain in their homes for as long as possible. Age Friendly Innovators in partnership with Ashland Fire & Rescue is proposing the Housing Safety program to achieve multiple City and community goals; to allow seniors and peoples with disabilities to remain safely in their homes, to reduce the incidence of falls and related safety issue calls to emergency services, and last but not least, to ensure that senior and disabled households have updated and properly operating fire safety equipment in their homes. Ashland Fire & Rescue will work with Age Friendly Innovators to identify households in need, assess a household's safety and mobility needs and recommend improvement measures. Housing units will be assessed for safety and mobility features that are not subject to the HUD Housing Quality Standards checklist, including smoke alarms and carbon monoxide detectors, raised toilet seats, stand-up showers, bathroom grab bars, interior handrails (replacement if unstable, or install as needed), the widening of interior and exterior doorways to accommodate accessibility, wheel chair ramps or accessibility improvements to walkways.

The Program will provide up to \$5,000 per household to complete identified safety and accommodation measures. The program will also provide fire and fall safety

information, property inspection, detailed scope of work, fire and fall safety devices/modifications, cost estimating and contractor procurement, construction and project management, referral to other community resources as needed, annual follow up visits to replace smoke and carbon monoxide detectors. Batteries may be provided upon request and as funding allows.

Ashland Fire & Rescue in collaboration with Age Friendly Innovators sees this proposed project as a unique pilot project opportunity, to promote public, private, and non-profit partnerships to help senior and disabled households remain safely in their homes. The Housing Safety Program expects to reduce the incidence of falls among the target population, which can lead to expensive and often preventable medical costs, and reduce the incidence of calls to emergency services.

Ashland Fire & Rescue has secured a materials commitment from Home Depot to provide materials to help leverage funding and reduce project costs. The leveraged amount of the materials will depend on the number and types of modifications that are needed and will be estimated and reported upon completion of the program.

*Property and Project Information relating to acquisition, rehabilitation, site clearance, and development (section not applicable for social service applications involving direct services to qualified low- or extremely low- income persons)*

*Provide a map showing the project's location. If the project will serve a specific area, proposed project boundaries should be shown.*

*Describe details regarding any property proposed for acquisition, indicating the following:*

- a) Property location relative to jobs, schools, transportation, shopping and services*
- b) Total floor area of buildings, and size of land site*
- c) Types of residential units, number of each type unit, and total number of bedrooms*
- d) Number of extremely-low, low-, and moderate-income units proposed*
- e) Number of units accessible to the disabled*
- f) Square footage of units and description of amenities such as private balconies or storage areas*
- g) Square footage of common areas such as community or laundry rooms*
- h) Square footage of commercial space, if any*
- i) Year property was built. If pre-1978, will it be occupied by children under the age of six?*

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- j) *Describe condition of any existing housing proposed for acquisition and any alterations planned. Briefly discuss the total cost of the proposal relative to new construction.*
- k) *If the project involves rehabilitation attach a description of the work to be completed.*
- l) *Describe the target population. Include the suitability of the property for the target population, the tenant selection process, brief description of any residential services and the resources identified to fund the services.*
- m) *Indicate how many years the property will remain affordable and the mechanism that will be used to ensure the affordability period.*

**4) Briefly describe the services to be provided, if any, and describe the eligible target population receiving direct benefit from these services (low-income, homeless, special needs).**

Age Friendly Innovators staff will meet with residents who are referred by the Ashland Fire & Rescue to inform them about the Housing Safety program, to complete an assessment of the home, and to identify modification recommendations. Housing units will be assessed for safety and mobility features including smoke alarms and carbon monoxide detectors, raised toilet seats, stand-up showers, bathroom grab bars, interior handrails, the widening of interior and exterior doorways to accommodate accessibility, wheel chair ramps or accessibility improvements to walkways. Income eligibility will be determined and the process for completing repairs will be detailed. Repairs will be completed and Ashland Fire and Rescue staff will request payments and provide follow-up at regular intervals with residents.

The target population will be seniors, age 62 years old and older, and peoples with disability. Participants will be screened for income eligibility using the HUD part 5 income review method. Participants must earn less than 80% of the Area Median Income as defined by HUD, or meet the HUD definition for a presumed benefit population.

**5) A work program and time line including a complete list of tasks with estimated start and completion of each task**

Timeline for implementation of the Ashland Fire and Rescue Housing Safety Program:

- June 28<sup>th</sup> - Housing and Human Services Commission Presentation
- July 2018 - Policies and Procedures and Form Development
- August 7<sup>th</sup> - City Council Meeting Final funding approval.
- Aug. 2018 - CDBG Action Plan Amendment  
Intragovernmental agreement/Contracts



	executed
<u>Aug-Sept.</u>	- Advertising and Outreach Campaign
<u>Sept.-Oct.</u>	- Projects commencing
<u>May 2019</u>	- Program evaluation/outcome reporting
<u>June 2019</u>	- Program Closeout.

- 6) **Financial Information: A budget describing total cost, cost per task, existing (secured) project funds and unfunded costs. Identify any and all source(s) of funding. This would include other Federal and State grants and loans, monetary donations, in-kind contributions, volunteer labor, donation of materials and supplies, etc.**

Ashland Fire & Rescue has received a commitment from Home Depot to provide materials for projects on an as needed basis. The in-kind costs of the materials is impossible to estimate up front, amounts will be identified as leverage upon program completion. Ashland Fire & Rescue is requesting \$50,000 in CDBG funding for the Housing Safety Program. 10% or \$5,000 will be utilized for administrative costs to the program, including the services provided by Age Friendly Innovators. Age Friendly Innovators have been completing projects which are similar in scope and nature throughout Jackson County, and estimates an average job cost of \$375 plus per household. The Housing Safety Program is allowing a maximum of \$5,000 in maximum costs per household, with the expectation that some households may need greater than average modifications.

*Provide a detailed financial description of the proposed project, including Rent Schedule, Sources/Uses of Funding and Operating Budget Income/Expense, and utility allowances*

- a) Describe the assumptions used to determine the total project cost. Indicate the sources consulted and how costs were determined.*
- b) Was consideration given to remaining economic life of the property and potential cost increases such as unanticipated repair or relocation costs? Maintenance costs? Operating costs? (Not applicable for social service applications involving direct services to qualified low- or extremely low- income persons)*
- c) Describe the financial assumptions used to develop the operating budget. Include projected rent increases, other sources of income for operation and maintenance expenses, and inflationary factors. For social service award requests please include financial assumptions relating to increases in wages, materials and overhead, or other costs associated with the proposed activity.*
- d) Discuss non-typical expenses or those outside industry standards.*
- e) Attach letters of funding commitment from other sources, if available.*
- f) Will a property tax exemption be requested for the project? If so, what is the estimated dollar value of the tax exemption over the twenty-year period? Please briefly detail the calculation method used to estimate the value and the process your organization would*

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*undertake to obtain the exemptions or appraised value adjustment. (Not applicable for social service applications involving direct services to qualified low- or extremely low-income persons)*

**7) Eligibility for Federal Funding: Will any of the following activities be part of the proposed project?**

- Property Acquisition
- New Construction (non-residential)
- Removal of Architectural Barriers
- Rehabilitation Costs
- Development Costs
- Client Services
- Specification Preparation (Construction/Rehab)
- Relocation Benefits (if required)
- Appraisal (for acquisitions)

**a) Is the proposed project within the Ashland City limits? If not, explain.**

Yes

**b) Specify the proposed tenant or client income level; state in terms of percentage below area median for the Medford-Ashland standard metropolitan statistical area (MSA). The current income guidelines are included on page 10 above.**

80% of Area Median Income for the Medford-Ashland MSA

**c) Describe any financial or legal commitments made to the project.**

N/A

**Housing Development, Land Acquisition, or Rehabilitation Specific Information**

d) Will permanent housing units be converted or demolished? If so, how many?

e) Is the proposed housing site located in a 100-year flood plain?

f) Has a Level 1 environmental assessment been done for the site? If yes, attach the report.

g) Is the proposed housing site located adjacent to a major arterial road or near a railroad?

h) Is the proposed site located adjacent to an aboveground flammable storage tank?

i) Will the proposed project impact historic features? If yes, explain.

**8) Briefly describe the agency's mission and service history. The City may request copies of the agency's financial audit or review for the last two years prior to contract signing in order to determine agency's capability to successfully complete the project.**





The Mission of Ashland Fire & Rescue is: Ashland Fire & Rescue is dedicated to protecting lives, property, and the environment. By delivering fire suppression, emergency medical, disaster management, fire prevention and public education services by professionally trained, dedicated personnel, we strive to achieve the highest quality of public service to our customers.

The Mission of Age Friendly Innovators is: Age-Friendly Innovators is a not-for-profit organization launched by two Certified Aging in Place Specialists (CAPS). Its purpose is to catalyze thinking about age-friendly living and pose creative solutions that enable older adults to live healthy and independent lives.

**9) Will the project promote self-sufficiency for extremely low-, low- moderate-income families, or individuals with special needs?**

The Housing Safety Program is expected to allow seniors and peoples with disabilities to remain in their current residences and maintain independence safely and for a longer duration.

**10) Please identify how your project benefits extremely low-, low- and moderate-income individuals or individuals with special needs.**

a) *For proposed projects serving a low-income area (i.e. public facility improvements, community center or other neighborhood serving facility), provide the following data, including documentation of the sources of information for the following statistics:*

- *Number of extremely low-, low- and moderate-income individuals served in the project area on an annual basis.*
- *Total number of individuals served in project area on an annual basis.*

b) **For proposed projects serving a target population (i.e. homeless families, battered women, people with AIDS, special needs populations, etc.) provide the following data, including document sources of information for statistics.**

- *Specify the target population to be served.*
- *Number of low and moderate-income individuals in target population to be served on an annual basis. (This count cannot include repeated visits or use by the same individuals.)*
- *Total number of individuals in target population to be served on an annual basis.*
- **Percent low and moderate income.**

The program is expected to serve between 9 to 40 income qualified low to moderate income households.

**11) Briefly describe how your proposal will ensure that moderate-income individuals do not benefit to the exclusion of extremely-low or low-income individuals.**

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All households will be means tested for eligibility. All households will be comprised primarily of elderly or disabled residents who tend to be low or extremely-low income. It is expected that the majority of the households will be low-income rather than moderate income.

- 12) Indicate if you expect the project to cause low and moderate-income housing to be demolished or converted to another use (see attachment “Relocation Strategy Guidance”). If so, explain.**

N/A

- 13) Project Feasibility: Please describe your readiness to proceed concerning whether land use issues have been resolved and whether your organization has the administrative capacity to complete the project proposed.**

- a) Does the applicant have the experience and capacity to complete and or manage the project proposed? Briefly describe applicant’s capacity and experience in providing, maintaining and managing housing, particularly low-income housing similar to the proposed project.**

Both Ashland Fire & Rescue and Age Friendly Innovators are ready to proceed with this program. Age Friendly Innovators is already engaged in a substantially similar activity throughout the County. Ashland Fire & Rescue staff have implemented a similar program in another community. Both entities have the familiarity, experience, and capacity to undertake this program successfully.

- b) Are the ongoing operating expense and maintenance reserve estimates reasonable?**

Yes, this project has very little administrative burden or costs, the bulk of the funding (90%) will be utilized to benefit program participants directly. The majority of the funding will be used for materials and labor for modifications.

- c) Does the applicant have a purchase option on the property, letter of support from the property owner(s), or some other assurance that the property is available for acquisition?*
- d) Does the project require temporary or permanent relocation and if so have comparable units been identified and costs of relocation been accurately determined? Provide a tenant relocation strategy, cost estimate and existing tenant survey to address federal Uniform Relocation Act requirements which may impact your project.*
- e) Describe relocation strategy for the project.*
- f) Does the project require land use approvals such as Site Review, Annexation, Zone Change, Minor Land Partition, Demolition, or Conditional Use permits?*
- g) Has a pre-application been completed with the Ashland Planning Department?*

*h) What is the condition of any improvements on the property and what is the expected life of the property?*

**i) Describe commitment of project funding from other sources**

Ashland Fire & Rescue has received a material commitment from Home Depot.

- 14) Indicate whether the project will have any negative impacts on historic or architecturally significant properties on the environment. All projects will be subjected to an Environmental Review Report and certain projects depending on scale, i.e. new construction, must undergo an Environmental Assessment.**

All projects will be subject to a site specific environmental review process.

- 15) Please attach any other statistical data, letters of support, applicable experience of the sponsor, evidence of financial support from other funding sources, or other material you believe will assist the City in its review of your proposal.**

