

**City of Ashland Social Service Grant Program
Application and Forms**



2021 - 2022

(Revised January 2021)

ORGANIZATION LEGAL NAME Center For Nonprofit Legal Services **DATE:** 7/23/2021

OTHER NAMES ORGANIZATION KNOWN BY (DBA) _____

ADDRESS 225 W MAIN ST, MEDFORD, OR 97501
Street City State Zip

FEDERAL EMPLOYER ID NUMBER (FEIN) _____

PROGRAM/PROJECT TITLE ACCESS TO HOUSING FOR LOW-INCOME ASHLAND RESIDENTS

See MEMO for important information on goals and priorities for Ashland.

Which strategic priority does your program focus? Legal aid to obtain/maintain housing

AMOUNT REQUESTED from this funder for this program/project 2021-2022 \$ 15,000
Executive Director listed below)

Name _____
Telephone _____ **E-mail** _____

EXECUTIVE DIRECTOR INFORMATION

Name Debra F. J. Lee
Telephone 541-779-7292
E-mail debrafjlee@gmail.com

CERTIFICATION

The information contained in this application is true and correct to the best of my knowledge.

Signature of Board Secretary

Lilia Caballero
Type Name

Signature of Executive Director/CEO

Debra F. J. Lee
Type Name

SUMMARY INFORMATION

RECIPIENT AGENCY Center for NonProfit Legal Services, Inc.

PROGRAM/PROJECT TITLE Access To Housing For Low-Income Ashland Residents

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 Ashland, will require tracking the number of city residents served for reporting purposes.*

The Center for NonProfit Legal Services (CNPLS) requests funding to continue providing critical life-changing civil legal representation for elder and indigent residents of the City of Ashland.

3. What will this funding enable?

This funding will allow CNPLS attorneys to help maintain fair, safe, accessible, and affordable housing for Ashland's veterans, seniors disabled, and indigent residents at risk of homelessness. CNPLS' attorneys protect tenants' legal rights through legal education, negotiation, and court representation. Our attorneys have received additional training to support FEMA appeals and other obstacles that fire survivors encounter.

4. Number of volunteers this program/project will engage: 2.0
Number of paid program employees this program/project will engage: 1.75
5. Total number volunteers agency utilizes: 25
Total number of paid agency employees: 19

6. Outline key strategies of the project/program with timeline and staff structure.

Funding this grant will support our ongoing mission to provide legal education, advocacy, and civil legal representation. Residents of the City of Ashland were devastated last year by COVID restrictions and the Alameda fire. Residents are only beginning to recover, and we anticipate increasing challenges for low-income residents now that the housing moratorium is lifted. Our proposal will protect non-discriminatory housing and help Ashland's most vulnerable citizens navigate the recovery process. We will complete this project within the year. Staff will include 0.5 FTE attorney time and .75 paralegal time.

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 Center for NonProfit Legal Services, Inc.

PROGRAM/PROJECT TITLE Access To Housing For Low-Income Ashland Residents

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.)**

1. a) The Center for NonProfit Legal Services (CNPLS) mission is: "To secure justice for and protect the rights of needy persons residing in Jackson County so that such persons shall not by reason of being in financial need be denied equal protection under the law." CNPLS has provided free civil legal assistance to low-income persons and seniors residing in Jackson County since December 27, 1972. Housing stabilization is essential to CNPLS's mission to build clients' capacity for self-sufficiency, improve Social Determinants of Health (SODH), and decrease Adverse Childhood Experiences (ACE).
1. b) CNPLS is uniquely qualified to accomplish our program outcomes as we are the only legal aid providers in Jackson County with **Oregon licensed attorneys**. Only Oregon licensed attorneys are permitted to give legal advice in Oregon legal matters, such as housing. This project is consistent with our mission and Ashland's Strategic Priorities. As we help Ashland's seniors and indigent residents' obtain/maintain affordable, safe, and secure housing, we break the cycle of poverty. Secure housing is the foundation for health and well-being, allowing citizens to be more productive and engaged with their community. Our attorneys specialize in poverty law, including housing, employment rights, public benefits, family law involving domestic violence and protective services, individual rights -Protecting our Veterans, and immigration law. Poverty law involves constantly changing laws, and our concentration allows for a high level of responsiveness and competence. Our attorneys are highly trained and experienced, with an 80% success rate.
1. c) Providing services using trauma-informed care is essential if we want to successfully work with indigent and senior members of our community, especially after the devastation of COVID and last year's wildfires. Staff receives training from online resources such as NCLER and community trainers like Jackson Care Connect. To prevent re-traumatizing clients, we have established a physically safe, respectful, and culturally competent environment. Staff seeks to be transparent and trustworthy as we teach our clients about the law, help them understand their rights, and provide legal options. The legal information we provide our clients gives them the knowledge to make informed choices in the development of their case. We require client investment in our representation, and we will not move forward until the client understands their options and authorizes the attorney to proceed. Our confidential, client-centered relationships defuse client anxiety. Access to justice empowers the most marginalized members of our community.

2. a) We propose to assist in obtaining/maintaining housing for Ashland's most vulnerable residents. Our housing attorney provides legal representation that protects affordable, safe, and fair housing. He conducts outreach at Project Community Connect and offers legal education presentations about fair housing law for our community partners, protected populations, and ACCESS' Ready to Rent program participants. Our attorneys concentrate their legal assistance on the elderly, disabled, and indigent of Ashland. Our representation holds landlords accountable to the Oregon Landlord/Tenant Act (ORLTA). Our Executive Director serves as the Continuum of Care (CoC) board president and serves on the Housing Authority Commission (HAC). We propose holding conversations with elected and appointed officials on finding solutions for the expanding housing crisis.
2. b) Our Access to Housing project will civilly enforce the state and federal Fair Housing Acts to maintain affordable, safe, and non-discriminatory housing for seniors, indigent, and protected classes of Ashland residents. The legislature removed the moratorium effective July 1, 2021; we anticipate an increased need by community members who require help negotiating with landlords and guidance maneuvering through rental assistance programs. We are creating videos on the rights and responsibilities of tenants and landlords for the court to show before first appearances in Forcible Entry and Detainer (FED) cases. These videos will help parties navigate the FED process and provide opportunities to seek legal assistance. We will also assist Ashland residents facing challenges to their housing while working with FEMA and other governmental agencies after the wildfires.
2. c) The Center for NonProfit Legal Services has served as the only source of civil legal assistance for low-income Ashland residents for close to 50 years. We provide legal education, advocacy, advice, and representation, empowering low-income households to become stable, adequately sheltered, and self-sustaining. We have a proven track record of providing successful resolutions for our clients.
2. d.) Using our case management system, Legal Server, we generate statistical reports each quarter describing the number of clients served, client demographics, level of request for services, and case disposition. This report tracks the results of our efforts within specific legal practice areas. Client satisfaction surveys and statistical reports are how we assess our success. In addition, we use this information to verify that we have met our goals for outreach and representation.
3. Access to justice enfranchises the whole community. Civil legal aid levels the playing field by educating people about their rights. It fulfills our nations' fundamental promise of justice for all-not for the few who can afford it. Our program partners with the Rogue Valley Council of Governments (RVCOG) to provide legal services to seniors experiencing problems with housing, Medicare/Medicaid, and SNAP benefits. In addition, we collaborate with Southern Oregon Rehabilitation Center and Clinics (SORCC) to help veterans who are disabled and homeless secure government benefits so they can maintain their independence. Legal Services is working with ACCESS Ready to Rent and RVCOG's Home at Last program to teach second-chance renters how to be responsible tenants.

GENERAL FINANCIAL INFORMATION

RECIPIENT AGENCY Center for NonProfit Legal Services, Inc.

PROGRAM/PROJECT TITLE Access To Housing For Low-Income Ashland Residents

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

a. FISCAL YEAR (mm/yyyy – mm/yyyy): 07/01/2019 – 06/30/2020

b. Administration & Fundraising expense: \$ 124,839 14 %

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 \$ 754,585

d. **Total expenses:** \$ 879,424

e. Sources of **revenue:**

Memberships/ individual contributions \$ _____ %

Raised through fundraising activities \$ 16,865 2 %

Government \$ 88,270 9 %

Foundations \$ 839,359 88 %

United Way \$ 9,636 1 %

Fees for Service \$ _____ %

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

f. **Total revenue:** \$ 954,130

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

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

Our Partnership for Justice Campaign is taking a proactive approach to ensure our sustainability. Our goal is to expand our capacity to provide legal assistance to Ashland residents by building community support and our endowment fund. Our long-term focus is to expand our fund development capacity, building on our endowment fund and improving the energy efficiency of our building to reduce expenses to continue our work for justice.

4. a. Total organizational annual budget **current ongoing** fiscal year: \$1,096,776

b. Total program/project budget current ongoing fiscal year: \$65,00

ORGANIZATION BUDGET 2021-22

PROJECT PERIOD July 1, 2021 to June 30, 2022

RECIPIENT AGENCY Center for NonProfit Legal Services

REVENUE	Pending Commitments	Secured Commitments
City of Medford Funds	\$ 10,000	\$
City of Ashland Funds	\$ 15,000	\$
Jackson County Funds	\$	\$ 41,610
CDBG (identify) Medford	\$ 10,000	\$
Other State or Federal Funds (RVCOG)	\$	\$ 28,660
United Way Funds	\$ 10,000	\$
Other Funds (identify)	\$ 367,309	\$ 614,197
SUB TOTALS	\$ 412,309	\$ 614,197
TOTAL REVENUE (Pending & Secured)		\$ 1,096,776
EXPENDITURES		
A.PERSONNEL SERVICES		
Total Salaries		\$ 722,073
Total Benefits		\$ 121,802
		\$ 843,875
TOTAL PERSONNEL SERVICES		
B.MATERIALS & SERVICES: (please detail other major budget categories)		
General		\$ 130,953
Technology		\$ 58,000
Supplies/Equipment		\$ 26,053
Occupancy		\$ 31,907
Professional Expenses: Insurance/Bond		\$ 5,988
		\$
TOTAL MATERIALS & SERVICES		\$ 252,901
C.CAPITAL OUTLAY (must constitute part or all of funded public service activity to be eligible expense)		
Equipment		\$
Furnishings		\$
Other capital expenses /Identify:		\$
TOTAL CAPITAL OUTLAY		\$
TOTAL EXPENDITURES (Sum of A, B & C)		\$ 1,096,776

PROGRAM BUDGET 2021-22

PROJECT PERIOD July 1, 2021 to June 30, 2023

RECIPIENT AGENCY Center for NonProfit Legal Services, Inc.

REVENUE	Pending Commitments	Secured Commitments
City of Medford Funds	\$	\$
City of Ashland Funds	\$ 15,000	\$
Jackson County Funds	\$	\$ 1,600
CDBG (identify)	\$	\$
Other State or Federal Funds	\$	\$
United Way Funds	\$	\$
Other Funds (identify)	\$ 8,400	\$ 40,000
SUB TOTALS	\$	\$
TOTAL REVENUE (Pending & Secured)		\$ 65,000
EXPENDITURES		
A.PERSONNEL SERVICES		
Total Salaries		\$ 47,000
Total Benefits		\$ 5,173
		\$ 52,173
TOTAL PERSONNEL SERVICES		
B.MATERIALS & SERVICES: (please detail other major budget categories)		
General		\$ 5,944
Technology		\$ 1,400
Supplies/Equipment		\$ 1,595
Occupancy		\$ 3,528
Professional Expenses: Insurance		\$ 360
		\$
TOTAL MATERIALS & SERVICES		\$ 12,827
C.CAPITAL OUTLAY (must constitute part or all of funded public service activity to be eligible expense)		
Equipment		\$
Furnishings		\$
Other capital expenses /Identify:		\$
TOTAL CAPITAL OUTLAY		\$
TOTAL EXPENDITURES (Sum of A, B & C)		\$ 65,000

CURRENT MEMBER/CLIENT DEMOGRAPHIC PROFILE

(Use absolute numbers only – no percentages.)

RECIPIENT AGENCY Center for NonProfit Legal Services, Inc.

PROGRAM/PROJECT TITLE Access To Housing For Low-Income Ashland Residents

I.		# Whole Program	# Ashland
	Gender		
	Age*		
	Female	174	13
	Male	9	1
	Other	1	1
II.	Total Program	265	
	Total Ashland	17	
	0 to 5		
	6 to 12	2	
	13 to 17	45	1
	18 to 30	92	7
	31 to 50	30	1
	51 to 61	96	8
	62 +		
	Unknown		
	Total Program	265	
	Total Ashland	17	

*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*	# Ashland
White	164		13
Black/African American	5		1
American Indian/Alaskan Native	6		1
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	90	83	2
Other			
Totals			

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 Center for NonProfit Legal Services, Inc.

PROGRAM/PROJECT TITLE Access To Housing For Low-Income Ashland Residents

1. **Number of board members required in bylaws?** **Minimum 9 Maximum 15**
2. **Number of board members currently active?** **# Voting 12 Vacancies 0**
3. **Average percentage board meeting attendance (over last completed year):** **75 %**
4. **Percent of board in attendance required for a quorum:** **51 %**
5. **List various board, advisory and ad hoc committees and the number of people on each.**

<i>Committee</i>	<i>Number of Members</i>
Personnel Committee	3
Executive Committee	3
Finance Committee/Audit	4
Local Campaign for Equal Justice	10
Partnership for Justice	8

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

Race/Ethnicity

	<i>Number Identifying</i>	<i>Ethnicity Hispanic/Latino*</i>
White	10	
Black/African American	1	
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	1	1
Other		
Totals	12	1

** 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.*