



Options for Homeless Residents  
of Ashland (OHRA)

RECEIVED  
FEB 24 2015  
City Of Ashland

*DATE: February 19, 2015*

*TO: Linda Reid, Housing Program Specialist, Dept. of Community Development*

*FROM: Options for Homeless Residents of Ashland (OHRA)*

*SUBJECT: Application in Response to the City's CDBG 2015 RFP*

*Options for Homeless Residents of Ashland (OHRA) is a 501(c)(3), non-profit organization dedicated to providing the homeless and the low-income residents of Ashland with opportunities to improve their life situations and leave poverty and homelessness behind.*

*In February of 2014 OHRA opened the Ashland Community Resource Center (ACRC), a joint partnership between OHRA and ACCESS. The City of Ashland provided \$100,000 for ACRC operations over two years (2014 and 2015) with the understanding that OHRA would develop additional funding resources by 2016.*

*During our first year of operations we've experienced a total of 3,685 client visits. 600 of these were first time clients (347 homeless and 253 with homes). In total we served 57 veterans, housed 27 families and assisted 14 people in securing employment. Many of these guests often require time intensive services: job search and resume services, housing referral services, case management, personal identity documentation services, mailing, internet access, printing and various personal services (food, clothing, restroom, backpack storage, bus tokens, cold weather gear and etc.)*

*The good news is that the ACRC has been successful beyond all original expectations. Not only are we meeting obvious personal needs, we also are beginning to witness an outpouring of community support. We have a list of 48 volunteers who, under the direction of ACRC Manager Leigh Madsen (our only paid employee), address the needs of our guests. Also OHRA charitable donations increased from \$2,904 in 2013 to \$34,918 in 2014 – a 1200% increase. In addition OHRA has been awarded over \$20,000 in private foundation grants during the last six months. These donations and grants have helped OHRA fund increased operation and services provided by the ACRC.*

*Unfortunately with this success has come the realization that ACRC's 2200 sq. ft. facility at 570 Clover Lane is woefully inadequate. Limited space does not allow the confidential continuum of care that many of our more challenging clients require. Limited private space also makes it very difficult for volunteer administrators to handle necessary confidential records. Likewise there is not enough storage space for the constant flow of in-kind donation and disbursement of clothing and cold weather gear.*

*If OHRA is going to continue to be successful in providing a pathway for financial self-sufficiency for our homeless and very low-income residents, we need to enlarge the ACRC facilities by purchasing the entire Masonic Lodge at 570 Clover Lane. This full facility could become the "one-stop shop" so obviously needed to fully serve the homeless and very low-income residents of Ashland.*

*One of the most significant advantages of this proposal is the enhancement that it would bring to the City Winter Shelter program. Currently OHRA assists with a team of City Shelter Partners<sup>1</sup> in the staffing (56 volunteers) of three winter shelter locations that are open Monday thru Thursday nights during the winter months between November 15<sup>th</sup> and April 15<sup>th</sup>. There are no regularly open shelters Friday thru Sunday nights except on an emergency basis (temperature below 20 degrees).*

*Under this proposal all Winter Shelters could be consolidation at a single, centralized, facility better suited to this purpose. With the increased efficiencies of a single location it is expected that Winter Shelter coverage could be extended to a full seven nights a week. Also, very importantly, there could be some significant integration of ACRC services to needy shelter guests.*

*In summary then this proposal would provide for the following homeless and low-income services:*

- Consolidation of three scattered winter shelters to one location*
- Increased in Ashland's winter shelter coverage to seven nights a week*
- Improved integration of ACRC services into the winter shelter population*
- Private space for in depth confidential case management*
- Confidential space for handling client records*
- Additional space to organize our flow of donated and dispersed items.*
- Space necessary for Job Development Resources and Training Project (The Leightman-Maxey Foundation and the City are funding for this project)*
- A private secure location where OHRA and ACRC financial documents could be processed and stored.*
- Two private rooms that could be used by our community partners<sup>2</sup> when they are*

---

<sup>1</sup> Along with OHRA the other City Shelter Partners are: the City of Ashland, First Presbyterian Church, Trinity Episcopal Church; RV Unitarian Universalists Fellowship, Temple Emek Shalom, and Ashland First United Methodist Church.

<sup>2</sup> As of February 2015 our list of 27 Community Partners included: Ashland Community Food Bank; Ashland First United Methodist Church; Ashland UCC Church; Consumer Credit Counseling Service of

- on site – some require frequent visits, some infrequently.*
- A commercial kitchen and adjoining meeting room that could be used by OHRA, ACCESS, or any of our Community Partners for appropriate convening functions.*
- The commercial kitchen may also be valuable in providing new innovative programs designed for homeless and low-income families with children.*

*This Building Acquisition Project would be funded as follows:*

Requested CDBG Funds:	\$260,000 (over two years)
Ashland Affordable Housing Trust	\$100,000 (planned)
Organizational Match:	\$100,000 (planned capital campaign)
Funds from Other Sources:	
<i>Ford Family Foundation</i>	\$270,000 (planned)
<i>Total Other Foundations</i>	\$120,000 (planned)
Total Project Cost:	<hr/> \$850,000

Upon completion of the Building Acquisition the title would be held by the Options for Homeless Residents of Ashland (OHRA) organization.

We look forward to your questions and comments.

*John Wieczorek  
President of OHRA Board of Directors  
541-482-8230*

---

*So. OR; Dept. of Disability Services; Easter Seals; Jackson Co. Mental Health; Jackson Co. Sexual Assault Response Team; Oregon Action; Phoenix First Presbyterian Church; RV Council of Governments; RV Unitarian Universalist Fellowship; RV Veterans and Community Services; Senior Protective Services; St. Vincent DePaul; Street Dogs; Temple Emek Shalom; The Listening Post; Permaculture Playground; Trinity Episcopal Church; Umpqua Bank; VA; VAHA; Veterans Services Office*

wiz@wave.net

Leigh Madsen

*Executive Director of the Ashland Community Resource Center*

541-482-9781

*lmadsen@accesshelps.org*



**CITY OF ASHLAND**  
**2014 Program Year Community Development Block Grant (CDBG)**  
**Application**

These completed Sheets shall be included as the first pages on all submittals.

**I. APPLICANT INFORMATION**

**Applicant Organization Name:**

*Options for Homeless Residents of Ashland (OHRA)*

**Executive Director's Name(s):**

*John Wieczorek, President of the Board of Directors of OHRA*  
*Leigh Madsen, Executive Director of Ashland Community Resource Center*

**Board Member Names (attach separate sheet)**

*John Wieczorek, Member and President*  
*Carolyn Anderson, Member and Secretary*  
*Harriet Snyder, Member and Treasurer*  
*Ken Gudger, Member*  
*Montye Male, Member*  
*Regina Ayars, Member*

**Applicant Mailing Address:**

*Options for Homeless Residents of Ashland*  
*PO Box 1033*  
*Ashland, OR 97520*

**Applicant Street Address:**

*Address of Ashland Community Resource Center*  
*572 Clover Lane*  
*Ashland, OR 97520*

**IRS Classification:**

501 C 3

**Federal Tax ID#:**



**Mission Statement:** (may be attached)

*OHRA is dedicated to providing homeless and low-income residents of Ashland with opportunities to improve their individual situations and leave poverty and homelessness behind. OHRA promotes responsibility for self care and caring for others, and seeks full inclusion of low-income residents in the life of the community.*

Total Employees: *One*

Total Volunteers: *106*

**II. CONTACT PERSON** (designate a contact person who is familiar with the project)

First Name: *John Wieczorek*

Title: *President of OHRA Board of Directors*

Phone Number: *541-482-8230*

Fax Number: *541-488-0052*

E-mail Address: *wiz@wave.net*

Second Name: *Leigh Madsen*

Title: *Executive Director of the Ashland Community Resource Center*

Phone Number: *541-482-9781*

Fax Number: *541-482-6935*

E-mail Address: *lmadsen@accesshelps.org*

**III. PROJECT INFORMATION SUMMARY**

Project Name or Title:

*OHRA Building Acquisition for the Ashland Community Resource Center and Ashland Winter Shelters*

Expected Completion Date:

*It is expected that the project will be completed upon the City's award of the second CDBG Grant.*

<i>Requested CDBG Funds:</i>	<i>\$260,000 (over two years)</i>
<i>Ashland Affordable Housing Trust</i>	<i>\$100,000 (planned)</i>
<i>Organizational Match:</i>	<i>\$100,000 (planned capital campaign)</i>
<i>Funds from Other Sources:</i>	
<i>Ford Family Foundation</i>	<i>\$270,000 (planned)</i>
<i>Total Other Foundations</i>	<i>\$120,000 (planned)</i>
<i>Total Project Cost:</i>	<hr/> <i>\$850,000</i>

## **Application Contents**

A complete proposal shall include a brief narrative summary on applicant letterhead, full project cost, all federal, state and local subsidies requested for the project, proposed ownership entity, phone number and mailing address of contact person for the designated non-profit or certified Community Housing Development Organization.

*As requested this information has been included in the cover letter to this document*

**Provide the information listed below numbered and in the order listed so that we can find the required information easily and award full credit for your responses. If the question does not apply to the proposed project write N/A.**

- 1) Complete Application Form (see page 16).  
*The Complete Application Form has been duplicated and completed beginning on page 1 of this document*
- 2) A project summary including a brief description, project background and a list of project objectives

*Brief Project Description:* *Purchase of the 8390 sq. ft. existing Masonic Lodge located on Clover Lane in Ashland, Oregon*

*Project Background:* *Since ACRC opened its doors in February of 2014 we've experienced a growing client load. Presently an average of 25 clients a day visit the Center and*

*the existing 2200 sq. ft. leased space (from the Masonic Lodge) is insufficient to handle this level of client traffic.*

*Project Objectives: Purchase and develop a space that will be able to handle the following services: 7 night a week winter homeless shelter, job search and resume services, housing referral services, case management, personal identity documentation services, mailing , internet access, printing and various personal services (food, clothing, restroom, backpack storage, bus tokens, cold weather gear and etc.). Additionally the planned space would be able to consolidate all existing Ashland homeless sheltering into one single unit capable of serving not only adult male and female guests but also families with minor children.*

- 3)** 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*)

*It is expected that rehabilitation, site clearance, and development would be minimal. Any minor partitioning or improvement of space utilization could be handled through OHRA funds.*

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

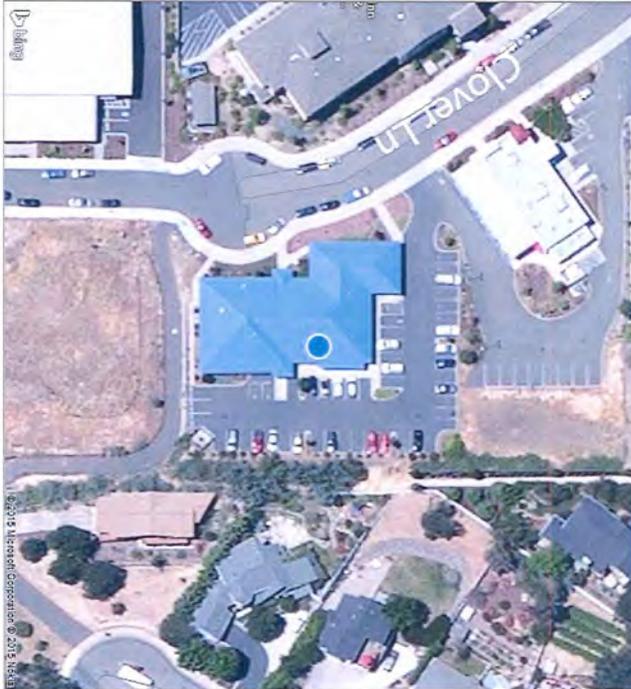
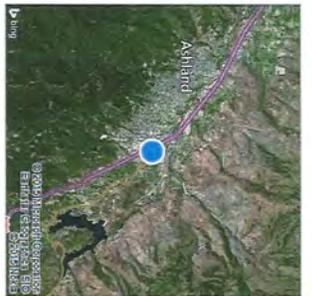
bing Maps

42.1832152929415, -122.662644083563

My Notes

Empty text box for notes.

On the go? Use m.bing.com to find maps, directions, businesses, and more.



http://www.bing.com/maps/print.aspx?mk=en-us&z=19&s=1&kcp=42.183215,-122.662644... 2/9/2015

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

- a) Property location relative to jobs, schools, transportation, shopping and services  
*Next door to Ashland Community Food Bank and within one mile of a full range of retail services. Reasonably accessible by public transportation.*
- b) Total floor area of buildings, and size of land site  
*8390 sq. ft. and 0.79 acres*
- c) Types of residential units, number of each type unit, and total number of bedrooms  
*NA*
- d) Number of extremely-low, low-, and moderate-income units proposed  
*NA*
- e) Number of units accessible to the disabled

*Existing building is accessible to the disabled. No housing units are planned*

- f) Square footage of units and description of amenities such as private balconies or storage areas  
*NA*
  - g) Square footage of common areas such as community or laundry rooms  
*NA*
  - h) Square footage of commercial space, if any  
*NA*
  - i) Year property was built. If pre-1978, will it be occupied by children under the age of six?  
*Built in 1999*
  - 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.  
*NA*
  - k) If the project involves rehabilitation attach a description of the work to be completed.  
*NA*
  - 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.  
*275 homeless*  
*2500 low-income*
  - m) Indicate how many years the property will remain affordable and the mechanism that will be used to ensure the affordability period.  
*NA*
- 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).

Services to be provided:

*7 night a week winter shelter*  
*job search services*

*resume services*  
*housing referral services*  
*case management*  
*personal identity documentation services*  
*mailing*  
*internet access*  
*printing*  
*various personal services (food, clothing, restroom, backpack storage, bus tokens, cold weather gear and etc.)*  
*Winter Homeless Shelter Program*

*Target Population:*

*Homeless population estimated to be 275*

*Very low-income population estimated to be 2,500*

- 5) A work program and time line including a complete list of tasks with estimated start and completion of each task (please complete attached Form A – Project Schedule).

*See schedule Form A*

- 6) Financial Information *see Form C*  
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. In addition to addressing the questions below please complete attached Form B – Uses of Funding & Form C – Sources of Funding.

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.

*Price per square foot analysis of recent sales of nearby commercial real estate*

- 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)*

*Building built in 1999 appears to have received good maintenance and will have a building inspection prior to purchase. We have considered the cost of maintenance and operations.*

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.  
*Initial analysis has indicated that all operating costs will be offset by the savings we achieve by no longer paying \$18,000 annually for the present ACRC lease.*

d) Discuss non-typical expenses or those outside industry standards.  
*NA*

e) Attach letters of funding commitment from other sources, if available.  
*In process*

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 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)*  
*Property is presently exempted and OHRA would apply for an extenuation.*

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

- Property Acquisition *YES*
- 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)

Federal funding has certain regulatory requirements. The following information is required to determine eligibility for federal funding.

### **General Information**

- Is the proposed project within the Ashland City limits? If not, explain. *Yes. Within Ashland City limits.*
- 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.

*The proposed client income level is Extremely Low Income and Low Income. To our experience all our clients (100%) are in this category.*

- Describe any financial or legal commitments made to the project.  
*OHRA Board of Directors has reviewed the financial requirements for this proposal and is committed to a capital fund drive and pursuing other grants as required to completed the project.*

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

- Will permanent housing units be converted or demolished? If so, how many? *No*
- Is the proposed housing site located in a 100-year flood plain? *No*
- Has a Level 1 environmental assessment been done for the site? If yes, attach the report. *Our information is that a level 1 environmental assessment is not required for an existing structure that is not being expanded.*
- Is the proposed housing site located adjacent to a major arterial road or near a railroad? *No*

- h) Is the proposed site located adjacent to an aboveground flammable storage tank? *No*
- i) Will the proposed project impact historic features? If yes, explain. *No*

- 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.

*OHRA is dedicated to providing homeless and low-income residents of Ashland with opportunities to improve their individual situations and leave poverty and homelessness behind. OHRA promotes responsibility for self care and caring for others, and seeks full inclusion of low-income residents in the life of the community.*

*OHRA filed its By Laws with the State of Oregon on June 18,2012 and received its 501(c)(3) approval on June 10,2014*

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

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

*A general comment about our response to the following questions in this section (section 10): Our initial client in-take interview at the ACRC (the "Snapshot") has been geared not to the Medford-Ashland income level, but primarily to the housing status of the perspective client (is he/she presently housed or living on the street) and secondarily is the perspective client currently employed or not. Although not a direct correlation, it does appear that those not employed and/or living on the street would appear to be "extremely-low income" individuals and those who are employed and/or living in a home are "low income and moderate income" individuals. (It is our experience that few of our clients would classify as moderate income individuals). Thus of the 600 distinct in-take individuals we served in the last 12 months 347 (or 58%)*

were extremely low income and 253 (or 42% were low-income individuals). Given the needs of this information our in-take interview could be tailored to provide more precise information in the future.

Obviously we wish to continually improve our services to both the extremely-low income, homeless and the low-income, housed individuals. In particular, however we are searching for more effective ways to reach the low-income, often marginally housed individuals. These are "America's working poor" and often just a paycheck or two away from becoming homeless. This proposal (with its commercial kitchen) will be valuable in providing new innovative programs targeted for the families with children who are often found in the low-income category.

Services to be provided:

Seven night a week winter Shelter services  
Job search services  
resume services  
housing referral services  
rent assistance / utility assistance  
case management  
case management for special needs (for example substance addiction and domestic abuse)  
personal identity documentation services  
mailing  
internet access  
printing  
various personal services (food, clothing, restroom, backpack storage, bus tokens, cold weather gear and etc.)

- 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.

*OHRA serves only homeless and low-income clients and from February 2014 to February 2015 we served 600 clients. It is fully expected that the number of clients served will increase with this proposal.*

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.  
*275 homeless and 2,500 very low-income*
- 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.) *The total population of low and extremely low-income individuals in Ashland is estimated to be 2500. In the most recent year we served 253 individuals (w/o repeat visits). It is fully expected that the number of clients served will increase with this proposal.*
- Total number of individuals in target population to be served on an annual basis. *Our target population is the extremely-low and low-income levels and we served a total of 600 individual over the last year (w/o repeat visits). It is fully expected that the number of clients served will increase with this proposal.*
- Percent low and moderate income. *Based on our experience we infrequently serve the moderate-income level. 600 individuals is approximately 22% of the target population (total population = 275 + 2500 = 2750)*

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. *Income levels are reviewed by our "client in-take process." However, it is our experience that "moderate-income" individuals do not desire or need the type of services that OHRA and ACRC provide.*

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. *No. Low and Moderate income housing will not be demolished or converted to another use.*

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.

Describe the feasibility of the project:

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

*OHRA is currently managing the operations of ACRC and OHRA Board members have experience in managing and staffing the Winter Shelters.*

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

*The operating and maintenance reserve is embedded with the savings of the \$18,000 annual lease payment now made to the Temple.*

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?

OHRA has had positive indications of interest. However, the non-profit nature of the selling organization will require a full membership meeting to be noticed and held.

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.

*N/A*

- e) Describe relocation strategy for the project.  
*NO*
  - f) Does the project require land use approvals such as Site Review, Annexation, Zone Change, Minor Land Partition, Demolition, or Conditional Use permits?  
*It is our understanding that the Winter Shelter will require a Conditional Use Permit comparable to the hotel across Clover Lane. The existing ACRC is a currently permitted use within the zone.*
  - g) Has a pre-application been completed with the Ashland Planning Department?  
*OHRA Board will schedule pre-application with Ashland Planning Department.*
  - h) What is the condition of any improvements on the property and what is the expected life of the property?  
*Building was built in 1999 and our initial inspection indicates that improvements will be minimal.*
  - i) Describe commitment of project funding from other sources  
*OHRA is in the process of obtaining additional funding.*
- 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. *NA*
- 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.
- 16)** CDBG Application Checklist (see pages 25-26). Attach Forms A, B, & C.

**CITY OF ASHLAND**  
**2014 Program Year**  
**CDBG APPLICATION CHECKLIST**

In order to determine compliance with all applicable HUD regulations and to help to ensure that projects will be eligible for CDBG funding, the City of Ashland will need to address all HUD requirements. The purpose of this checklist is to point out areas where potential problems could arise. Obviously, this is a comprehensive list, which must evaluate a wide array of different kinds of proposals. Therefore, not every item will be applicable to every project. **Please fill it out entirely indicating all items which are not applicable and include it as part of your proposal application.**

A. Applicant's Background	Yes	No	N/A
1. Is the applicant a legal non-profit organization or unit of government?	X		
2. Do the proposed clients or users of the project meet HUD Income Guidelines (see page 10 for guidelines)?	X		
3. Does applicant have the capability to maintain written income documentation?	X		
4. Has the applicant made a legal or financial commitment to a proposed project?		X	
5. Is the applicant primarily a religious organization?		X	
6. Has the applicant administered a CDBG project previously?		X	
7. Is your agency willing and able to provide all required reports and accountability to the City as required by HUD?	X		
B. Project Location and Land Use Issues	Yes	No	N/A
1. Has a location for the project been selected?	X		
2. Is the proposed project within the Ashland City limits?	X		
3. Does the proposed project meet local zoning and land use laws?	X		
4. Are any land use permits such as a Site Review, partition, annexation or Conditional Use Permit required? A conditional use permit will be require for the shelter	X		
5. Have these approvals been obtained?		X	
6. Does the project comply with current building code requirements?	X		
7. Does the project meet handicapped accessibility requirements?	X		

<b>C. Environmental Issues</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Is the project located in the 100-year floodplain?		X	
2. Is a wetland located on the project site?		X	
3. Has any environmental contamination been identified on the project site?		X	
4. Has asbestos been identified on the project site?		X	
5. If project involves an exiting structure, was it built 1978 or earlier? If year built is known, please specify.		X	
6. Is the proposed project located on a major arterial or near the railroad?	X		
7. Is the proposed project located adjacent to an above ground flammable storage tank?		X	
8. Does the proposed project involve a structure that is 50 years or older?		X	
9. Will the applicant complete a Phase I environmental review upon receiving a CDBG award?	X NA		
<b>D. Labor Requirements</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Does the project involve construction over \$2,000 in cost?		X	
2. Will the project trigger Davis-Bacon wage requirements?		X	
3. Will the project trigger BOLI wage requirements?		X	
4. Does the project involve over \$18,703 in City awarded grants or contracts?	X		
<b>E. Displacement and Relocation</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Will tenants be displaced by the project?		X	
2. Will a business be displaced by the project?		X	
3. Will housing units be demolished or converted?		X	
<b>F. Property Data</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Does the applicant own the property by fee simple title?		X	
2. Are taxes on the property current?	X		
3. Is insurance current?	X		
4. What is the current debt against the property?	None		
5. What is the current use of the property? <i>6000 Sq. Ft. currently used as a 501(c)(3) Masonic Lodge, 2200 Sq. Ft. currently leased to ACRC</i>			

6. Has an appraisal on the property been conducted? If yes, what is the assessed value of the property?		X	
--	--	---	--

**Form A-1 *Not Applicable***  
**To be completed for Development or Rehabilitation Proposals**

**Housing Proposals**

<b>Activity</b>	<b>Start Date</b>	<b>Completion Date</b>
<b>Site Planning &amp; Development</b>		
Option		
Site Acquisition		
Plan Development		
Pre-application		
Land Use Approval		
Construction Plans		
Final Bids		
Contractor Selection		
Building Permits		
<b>Grant applications</b>		
local		
state		
federal		
Non-government		
other		
<b>Loan Applications</b>		
Construction loan		
Permanent		
<b>Construction Phase</b>		
Construction		
Certificate of Occupancy		

***Please provide your best (realistic) date estimates regarding the project schedule***

**Form A-2 *Not Applicable***  
**To be completed for Social Service Proposals**

**Social Services Proposals**

Activity	Start Date	Completion Date

**Social service providers should list key benchmarks in the table above for their proposed projects (IE hire of personnel, application for further funding, initiation of direct client services, etc)**

**Form B-1 *Not Applicable***  
**To be completed for Development or Rehabilitation Proposals**

**Uses of Funding**

**Housing Proposals**

	<b>Total Cost</b>	<b>CDBG Request</b>	<b>Other Source(s)</b>
<b>Acquisition Costs</b>			
Land			
Improvements			
Liens and other Taxes			
Closing costs			
Off-Site costs			
Other			
<b>SUBTOTAL</b>			
<b>Development Costs</b>			
Land Use Approvals			
Building Permits/fees (Include Engineering and Community Development Fees)			
System Development Charges (SDCs)			
Relocation Costs			
Environmental Report / Lead Based Paint Clearance			
Soils Report			
Survey			
Marketing			
Insurance			
Other			
<b>Fees</b>			
Architectural/Engineering			
Legal/Accounting			
Appraisals			
Lender fees			
Construction Loan			
Permanent Loan			
Tax Credit Fees			
Developer Fee			
Consultant Fee			
Other			
<b>TOTAL</b>			

**Form B-2 *Not Applicable***  
**To be completed for Social Service Proposals**

**Social Service Proposals**

	<b>Total Cost</b>	<b>CDBG Request</b>	<b>Other Source(s)</b>
<b>Direct Client Services</b>			
Wages (of personal providing direct client services)			
Materials/Supplies			
Marketing/Outreach			
<b>Program Administration</b> Includes overhead and general staffing necessary to administer the program (accounting, management, grant administration) but that does not provide direct benefits to the client.		<b>CDBG Funds are not available for program administration</b>	
<b>Total Project Cost</b>			

## Form C

### SOURCE(S) OF FUNDS FOR OPERATING EXPENSES WORKSHEET

Completeness of this worksheet establishes the capacity of the organization to sustain the operations of the program(s).

Sources	Secured	Conditional <small>(awarded with conditions)</small>	Tentative	Commitment Date
Federal Grants			\$260,000	
State Grants				
Local Grants			\$100,000	
Non Governmental Grants			\$390,000	
Donations/Gifts				
Applicant Contribution			\$100,000	
Program Income				
Loans				
Other (specify)				
Other (specify)				
<b>TOTAL</b>			<b>\$850,000</b>	

Please provide a description the timeline of loan and grant application dates as related to the proposed project. Specifically, for any tentative funding sources please provide application dates, award dates and funding availability dates.

*OHRA Board has begun discussions with local and statewide Charitably Foundations. Early feedback has been very positive for this type of project in a rural area (less than 30,000 population). It is presently planned that Grant preparation and submittal will occur in the next 3 months with Grant approvals expected 3 to 6 months after that. The Board is presently considering the optimum time for initiating its planned Capital Campaign.*

**Form D**

**DISCLOSURE OF INTERESTS**

To assist the City of Ashland in determining whether there may be a potential conflict of interest related to the expenditure of Community Development Block Grant funds we request the following information be provided by applicants:

ORGANIZATION NAME:

- 
- Organization is:
- 1. Corporation ( )
  - 2. Non-Profit 501C3 (X )
  - 3. Partnership ( )
  - 4. Sole Owner ( )
  - 5. Association ( )
  - 6. Other ( ) \_\_\_\_\_

**DISCLOSURE QUESTIONS**

If additional space is necessary, please attach a separate sheet.

1. State the names of each "employee" of the City of Ashland having a financial or personal interest in the above mentioned "organization" or project proposed.

Name, Job Title and City Department

*None*

2. State the name(s) of any current or prior elected or appointed "official", of the City of Ashland having a potential "financial interest" in the organization or project.

Name/Title

*None*

3. Provide the names of each "board member" of the Organization seeking CDBG funding Name Board, Commission, or Committee (may be attached as a separate Sheet)

- 1 *John Wieczorek*
- 2 *Carolyn Anderson*
- 3 *Harriet Snyder*
- 4 *Ken Gudger*
- 5 *Montye Male*
- 6 *Regina Ayars*

If the applicant has provided names in question 1 or 2, please provide details regarding any known potential conflicts of interest in an attached narrative.

*Board member Regina Ayars is a Member of the Ashland Housing and Community Services Committee and has not provided any input or direction in the preparation of this proposal*