

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



**2021 - 2022**  
**(Revised January 2021)**

**ORGANIZATION LEGAL NAME** Options for Homeless Residents of Ashland, abn.

**DATE:** August 17, 2021

**OTHER NAMES ORGANIZATION KNOWN BY (DBA)** Options for Helping Residents of Ashland

**ADDRESS** PO Box 1133 Ashland, OR 97520

**FEDERAL EMPLOYER ID NUMBER (FEIN)**

**PROGRAM/PROJECT TITLE** Resource Navigation at the OHRA Community Resource Center

**Which strategic priority does your program focus?** Assistance to obtain and/or maintain housing

**AMOUNT REQUESTED:** \$ 40,000

**GRANT CONTACT (If other than Executive Director listed below)**

**Name** Michelle Arellano

**Telephone** 951-265-6183      **E-mail** [michellea@helpingashland.org](mailto:michellea@helpingashland.org)

**EXECUTIVE DIRECTOR INFORMATION**

**Name** Cass Sinclair

**Telephone** 541-941-6300      **E-mail** [cass@helpingashland.org](mailto:cass@helpingashland.org)

**CERTIFICATION**

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

Signature of Board President

Handwritten signature of Dan Fowler in black ink.

Dan Fowler

Signature of Executive Director/CEO

Handwritten signature of Cass K. Sinclair in black ink.

Cass K. Sinclair

## SUMMARY INFORMATION

RECIPIENT AGENCY Options for Homeless Residents of Ashland

PROGRAM/PROJECT TITLE Resource Navigation at the OHRA Community Resource Center

1. **Program/project is:** Established/Continuing
2. **Primary geographic location and population program funding will serve.**  
Unhoused and other economically challenged residents of Jackson County with emphasis on Ashland Residents.
3. **What will this funding enable?**  
Access to resources, coaching encouragement and support that enable unhoused and economically stressed residents to move from crisis to stability.
4. **Number of volunteers this program/project will engage:** 0 (See Note a in question 9).
5. **Number of paid program employees this program/project will engage:** 6
6. **Total number volunteers agency utilizes:** 0(See Note a in question 9).
7. **Total number of paid agency employees:** 30
8. **Outline key strategies of the project/program with timeline and staff structure.**  
The OHRA Resource Community Center (OCRC), offers three basic services:
  - a. Help for unhoused individuals to find housing and the resources they need to become stable and housing threatened individuals to stay in their homes by providing short-term rent or utilities assistance.
  - b. Job Match gives job search assistance to help people find employment.
  - c. Essential Services are resources that enable guests to overcome barriers to moving forward.

Underlying all three programs are OHRA's Resource Navigators, professionals who help people to find financial and other resources, coach them on how to move toward sustainability and provide ongoing support and encouragement. The Center employs four navigators who are available daily to assist people in navigating the challenges they face in moving toward stability. Center staff also include a supervisor and a receptionist. The receptionist and one of the Navigators speak fluent Spanish.
9. **Use this space for comments, explanations, and exceptions to questions on this application that can't be included within the question format.**
  - a. While OHRA has employed up to 25 volunteers to support this program in the past, we have discontinued the program during the pandemic out of concern for the volunteer's safety.
  - b. In January 2020, OHRA moved from a January-December fiscal year to a July-June fiscal year. The period January-June 2020 was a six-month fiscal year and is OHRA's most recent complete fiscal year.
  - c. Explanatory Note-Demographic Information: OHRA's Management Information system, which is mandated by HUD, does not capture ethnicity by race, therefore we cannot report % Hispanic people by race. It also does not capture city of residence. The numbers of Ashland residents in the table below are an estimation of 60% of each category based upon review of 151 guest records that contained address information.

# AGENCY AND PROGRAM/PROJECT NARRATIVE

**RECIPIENT AGENCY** Options for Helping Residents of Ashland

**PROGRAM/PROJECT TITLE** Resource Navigation at the OHRA Community Resource Center

## 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?

OHRA was formed in 2012 by concerned Ashland community members with the mission and vision of “*helping low-income people build better lives. By offering hope and access to social service resources, we encourage those in need on the path to self-sufficiency. By helping people move from crisis to stability, OHRA builds more capable individuals, stronger families and a better community*”.

Since opening the OCRC in 2014 we have continually delivered Housing Match, Job Match and Essential Services to the Ashland Community, receiving over 14,000 visits and admitting over 5,200 individuals to our programs. In that time, we have helped more than 500 unhoused families find housing and protected housing and/or utilities for more than 1,000 families.

In every interaction we operate from a trauma informed perspective. All staff receive training in Trauma Informed Care as part of their orientation with regular updates and refresher training. The presence of Adverse Childhood Experiences and on-going trauma are considered in all staff case conferencing about individual guests.

## 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?

OHRA Resource Navigation is designed to impact the housing insecurity that threatens a growing percentage of Ashland and Rogue Valley residents. This insecurity has many and varied bases. For some it may be the result of acute income shortage due to lay-off, illness or another immediate crisis. At the other extreme, are chronically unhoused people who may suffer from mental or physical disability, substance use disorder or other underlying conditions that impair their stability.

Regardless of the path that brings people to our door, in each case our strategy for change is based on recognizing that guests are unique individuals and know best what they need in order to take the next step toward stability.

Core components of our approach are:

1. **Relationship:** Our work is based on building trusting relationships with the guests so they know they can count on the Navigator. At its base that trust comes from respecting the guest's definition of what they need.
2. **No Time Limit:** We will work with a person for as long as they want to work with us. We may help a person get into housing and then continue to work with them to find employment or apply for benefits or build life skills such as budgeting and bill paying.
3. **Strengths Based Approach:** All OHRA programs start with the assumption that each guest is capable of improving their life. Our navigation process starts by asking the guest what issue they want to work on. The guest and navigator together explore resources and possible solutions on which the guest can follow-up.
4. **Barrier Reduction:** Our resource navigation includes financial assistance for things like birth certificates and ID cards or work permits, purchase of items needed for employment, emergency car repairs or other goods or services a guest needs to move toward sustainability.

5. **Trauma Informed:** As described above, most of the people we serve have had severe trauma in their lives. We understand that these experiences impact a person's ability to navigate in the world and we operate accordingly. One of the things this means is that we do not give up on a person simply because they do not succeed immediately. We also stress diversity, equity and inclusion recognizing that people of color, LGBTQ+ people or others who have experienced discrimination and exclusion have particular trauma that we must understand.

As evidence of our success, we point to the more than 1,500 families that we have helped either into housing or protected from being unhoused. In addition to those outcome measures we also track the total number of visitors to the Center; new discrete guests admitted to our programs; the number of specific services provided (including jobs, housing, and identifications provided); and number of job placements.

**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.)**

At OHRA we see our work as strengthening the community by helping those most in need to become move from crisis to stability. The Resource Navigators are the foundation of that work. However, we have always worked in collaboration with numerous community partners. From our inception we had close relationships with local faith communities receiving referrals for assistance and calling on them to help provide financial assistance to our guests. We also make referrals to numerous private and government services who can assist individual guests meet unique needs including behavioral or physical healthcare benefits assistance (e.g. SNAP, SSI/SSDI, Section 8 housing, or assistance applying for unemployment insurance). Navigators maintain professional communication with staff from these agencies and confer as needed on individual cases. In the past year OHRA was a key partner with government and private providers of emergency relief for the pandemic and the Alameda Fire including collaboration with the City to house 55 vulnerable individuals during the first three months of the pandemic. Using city funds to place people in motels our Navigators worked closely with guests to overcome barriers and successfully placed 14 previously unhoused people in permanent housing. One was a man who had been on the street for over 30 years.

Subsequently we passed through more than \$1.7 million in federal corona virus relief and other emergency funding to people affected by the pandemic. The Navigators were key in the success of this process as they helped unhoused people find housing, negotiated with landlords to protect people behind on their rent and assisted stressed families find other resources to stabilize their lives.

## GENERAL FINANCIAL INFORMATION

RECIPIENT AGENCY Options for Helping Residents of Ashland

PROGRAM/PROJECT TITLE Resource Navigation at the OHRA Community Resource Center

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

a. FISCAL YEAR 01/2020 – 06/2020 (see note b in Question #9 page 3)

b. Administration & Fundraising expense: \$47,981 11.5%

Administration & Fundraising
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c. Program expense \$ 369,639

d. **Total expenses:** \$ 417,620

e. Sources of **revenue:**

Memberships/ individual contributions	\$ 0	84.4%
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Raised through fundraising activities	\$ 0	0%
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Government	\$76,500	15.6%
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Foundations	\$ 0	0%
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United Way	\$ 0	0%
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Fees for Service	\$ 0	0%
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Other (reimbursements, payments, bequests, etc.)	\$413,067	0%
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f. **Total revenue:** \$489,567

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

Year-end statements of financial position and financial activity, however beginning with FY 2020-21 OHRA, as a federal grantee, will be subject to an A133 audit.

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

OHRA has an active fund development program led by Michelle Arellano, Director of Resource Development and Communications. The program, including grant seeking and donor solicitation, projects revenues of \$2.6 million including \$2.3 million in grants. Last year, OHRA was awarded \$8.4 million in 32 grants. While these numbers are impressive, they reflect the dramatically enhanced role OHRA has assumed in the past year. The acquisition of the Super 8 motel for the OHRA Center (with a 4.2 million grant from the state) has expanded our services and our costs dramatically. Unfortunately, much of the grant funding has been for our new shelter or for direct funding of housing and rent relief. Most of our grants do not include funding of the Center's resource navigation staff who are the foundation of our success.

4. a. Total organizational annual budget **current ongoing** fiscal year: \$2,626,111

5. b. Total program/project budget current ongoing fiscal year: \$779,805

# ORGANIZATION BUDGET 2021-22

PROJECT PERIOD July 1, 2021 to June 30, 2022

RECIPIENT AGENCY Options for Helping Residents of Ashland

REVENUE	Pending Commitments	Secured Commitments
<b>City of Medford Funds</b>		
<b>City of Ashland Funds</b>		
AHTF	\$ 50,000	
<b>CDBG (Ashland)</b>		
Winter Shelter		\$ 41,401
OHRA Center Renovations		\$ 270,170
<b>Other State or Federal Funds</b>		
CARES ESG CV 2 (State)		\$ 1,464,192
CARES ESG CV 2 (via ACCESS)		\$ 106,214
HUD (Jackson County CoC)		\$ 47,722
HUD (Home at Last)		\$ 51,396
EHA/SHAP (ACCESS)-Shelter	\$ 155,000	
Jackson County EFSP	\$ 53,000	
Federal Emergency Funding (unspecified)	\$ 60,000	
<b>United Way Funds</b>		
<b>Other Funds (identify)</b>		
Foundation and Business Grants		
AllCare	\$ 50,000	
Anna May Foundation		\$ 5,000
Carpenter Foundation		\$ 12,000
Cow Creek UI Foundation (2021-22)		\$ 12,000
Herbert Templeton Trust		\$ 15,000
Jackson Care Connect	\$50,000	
Joseph Weston Foundation		\$ 5,000
Leightman-Maxey		\$12,000
MJ Murdock Trust		\$53,000
OCF Schneider Family Fund		\$15,000
OCF Walker Family Fund		\$ 72,000
Presbytery of the Cascades		\$10,000
Sid and Karen DeBoer Foundation		\$5,000
Trinity Episcopal Church 2021-22		\$1,700
Trinity Episcopal Church Fire Relief		\$2,000
Washington Federal Foundation		\$2,000
Other Small Grants	\$35,000	\$115,000

Community and Corporate Gifts	\$ 329,553	
SUB TOTALS	\$882,553	\$ 2,317,795
<b>TOTAL REVENUE (Pending &amp; Secured)</b>		<b>\$3,200,348</b>
<b>EXPENDITURES</b>		
<b>A.PERSONNEL SERVICES</b>		
Total Salaries		\$1,294,341
Total Benefits		\$ 252,074
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 1,546,145</b>
<b>B.MATERIALS &amp; SERVICES: (please detail other major budget categories)</b>		
OCRC/OLST Costs		\$367,200
OHRA Shelter Costs		\$627,696
OHRA Agency Costs		\$ 84,700
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>\$ 1,079,696</b>
<b>C.CAPITAL OUTLAY (must constitute part or all of funded public service activity to be eligible expense)</b>		
Equipment		\$ 0
Furnishings		\$ 0
Other capital expenses /Identify:		\$ 0
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$ 0</b>
<b>TOTAL EXPENDITURES (Sum of A, B &amp; C)</b>		<b>\$ 2,626,111</b>

## PROGRAM BUDGET 2021-22

PROJECT PERIOD July 1, 2021 to June 30, 2022

RECIPIENT AGENCY Options for Helping Residents of Ashland

REVENUE	Pending Commitments	Secured Commitments
City of Medford Funds		
City of Ashland Funds		
AHTF	\$ 50,000	
CDBG (Ashland)		
Winter Shelter		
OHRA Center Renovations		
Other State or Federal Funds		
CARES ESG CV 2 (State)		
CARES ESG CV 2 (via ACCESS)		
HUD (Jackson County CoC)		
HUD (Home at Last)		
EHA/SHAP (ACCESS)-Shelter		
Jackson County EFSP		
Federal Emergency Funding (unspecified)	\$ 150,000	
United Way Funds		
Other Funds (identify)		
Foundation and Business Grants		
AllCare		
Anna May Foundation		\$ 5,000
Carpenter Foundation		\$ 12,000
Cow Creek UI Foundation (2021-22)		\$ 12,000
Herbert Templeton Trust		
Jackson Care Connect	\$ 50,000	
Joseph Weston Foundation		\$ 5,000
Leightman-Maxey		\$ 12,000
MJ Murdock Trust		
OCF Schneider Family Fund		
OCF Walker Family Fund		\$ 72,000
Presbytery of the Cascades		\$ 10,000
Sid and Karen DeBoer Foundation		\$ 5,000
Trinity Episcopal Church 2021-22		\$ 1,700
Trinity Episcopal Church Fire Relief		\$ 2,000
Washington Federal Foundation		\$ 2,000
Other Small Grants	\$ 35,000	\$ 15,000
Community and Corporate Gifts	\$ 164,777	
SUB TOTALS	\$ 449,777	\$ 153,700
<b>TOTAL REVENUE (Pending &amp; Secured)</b>		<b>\$ 603,477</b>



<b>EXPENDITURES</b>		
<b>A. PERSONNEL SERVICES</b>		
Total Salaries	\$ 343,123	
Total Benefits	\$ 69,482	
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 412,605</b>
<b>B. MATERIALS &amp; SERVICES:</b>		
Barrier Reduction (including rent and utilities assistance)		\$ 338,000
Office Expense		\$ 6,500
Facilities		\$ 9,700
Laundry Shower Trailer		\$ 7,000
Vehicle Expenses		\$ 6,000
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>\$ 367,200</b>
<b>C. CAPITAL OUTLAY</b>		
Equipment		\$ 0
Furnishings		\$ 0
Other capital expenses /Identify:		
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$ 0</b>
<b>TOTAL EXPENDITURES (Sum of A, B &amp; C)</b>		<b>\$ 779,805</b>

# CURRENT MEMBER/CLIENT DEMOGRAPHIC PROFILE

(Use absolute numbers only – no percentages.)

**RECIPIENT AGENCY** Options for Helping Residents of Ashland

**PROGRAM/PROJECT TITLE** Resource Navigation at the OHRA Community Resource Center

**SEE QUESTION 9 Explanatory Note c on Page 3**

I.		# Whole Program	# Ashland
	<b>Gender</b>		
	<b>Age*</b>		
	Female	362	217
	Male	497	298
	Other	0	0
II.	<b>Totals</b>	<b>859</b>	<b>859</b>
	0 to 5	30	18
	6 to 12	19	11
	13 to 17	20	12
	18 to 30	177	106
	31 to 40	190	114
	41 to 50	191	115
	51 to 61	163	98
	62 +	110	66
	Unknown	48	29
	<b>Total</b>	<b>948</b>	<b>569</b>

\*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	800		480
Black/African American	30		18
American Indian/Alaskan Native	27		16
Native Hawaiian/other Pacific Islander	9		5
American Indian/Alaskan Native and White			
Black/African American and White			
American Indian/Alaskan Native and Black/African American			
Other-Asian	5		3
Other-Not Given	119		71
<b>Totals</b>	<b>990</b>	<b>85</b>	<b>594</b>

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 Options for Helping Residents of Ashland

PROGRAM/PROJECT TITLE Resource Navigation at the OHRA Community Resource Center

Number of board members required in bylaws?      Minimum 3 Maximum 15

1. Number of board members currently active?      # Voting 10 Vacancies 5
2. Average percentage board meeting attendance (over last completed year): 91 %
3. Percent of board in attendance required for a quorum: 51%
4. List various board, advisory and ad hoc committees and the number of people on each.

<i>Committee</i>	<i>Number of Members</i>
Executive Committee	5
Finance Committee	7
Resource Dev/Communications Committee	9
Board Dev/Governance Committee	4
OHRA Center Remodel Committee (ad hoc)	3
Community Advisory Council	10

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

### Race/Ethnicity

	<i>Number Identifying</i>	<i>Ethnicity Hispanic/Latino*</i>
White	9	0
Black/African American	0	0
American Indian/Alaskan Native	0	0
Native Hawaiian/other Pacific Islander	0	0
American Indian/Alaskan Native and White	0	0
Black/African American and White	0	0
American Indian/Alaskan Native and Black/African American	0	0
Other Multi Racial	0	0
Other - Asian	1	0
<b>Totals</b>	<b>10</b>	<b>0</b>

\* 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.