



CITY OF ASHLAND

2021 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 abn Options for Helping Residents of Ashland

Executive Director's Name(s): Cass Sinclair

Board Member Names: Attachment

Applicant Mailing Address: PO Box 1133, Ashland, OR 97520

Applicant Street Address: 2350 Ashland Street, Ashland, OR 97520

IRS Classification:



Federal Tax ID#:

Mission Statement: OHRA helps 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.

Total Employees: 32

Total Volunteers: 350 (program is suspended due to COVID)

II. CONTACT PERSON

Name: Cass Sinclair

Title: Executive Director

Phone Number: 541-941-6300

Fax Number: 541 482-2291

E-mail Address: Cass@helpingashland.org

III. PROJECT INFORMATION SUMMARY

Project Name or Title: OHRA Center Elevator for ADA Compliance

Expected Completion Date: August 1, 2023

Requested CDBG Funds: \$ 162,419

Organizational Match: \$ 87,918

Funds from Other Sources: \$ 0

Total Project Cost: \$ 250,337

Application Contents

- 2. A project summary including a brief description, project background and a list of project objectives.**

OHRA acquired the OHRA Center in 2021 using a state Project Turnkey grant. The facility is operating at limited capacity as renovations proceed. This request is for funding to install an elevator thereby making the facility ADA compliant. To date, OHRA has used a private donation to create the elevator shaft and make it ready for purchase and installation of the elevator. Funds requested here will allow OHRA to install the elevator and complete the project.

- 3. Property and Project Information relating to acquisition, rehabilitation, site clearance, and development.**

Provide a map showing the project's location.

See Attached

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

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).**

The OHRA Center houses the OHRA Emergency Shelter (OES) and the OHRA Community Resource Center (OCRC). The OES provides unhoused residents of Jackson County up to 6 months emergency shelter housing and case management designed to move our guests into permanent housing. The OCRC is open to any member of the public seeking service and focuses on housing unhoused people and preserving housing for housing threatened people. The Center also offers employment counseling and other essential services designed to help people move from crisis to stability. The target population served is low or very low-income people.

- 5. A work program and timeline including a complete list of tasks with estimated start and completion of each task (please complete attached**

Form A – Project Schedule (see below)

- 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. In addition to addressing the questions below please complete attached

Form B – Uses of Funding (see below)

Form C – Sources of Funding (see below)

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

See Attached Project Budget

a) Describe the assumptions used to determine the total project cost. Indicate the sources consulted and how costs were determined.

Projected costs are based on an accepted bids from Golden-Fields Construction. See Attached.

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?

Yes. Documentation is in an inspection report that can be provided upon request.

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.

Project costs are based on accepted bids by the contractor. OHRA's match are actual costs already incurred for preparing the elevator shaft for the elevator's installation.

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

There are no non-typical expenses.

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

NA

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.

Yes, as a tax-exempt organization, OHRA will seek a property tax exemption. The value of the tax exemption for the property as well as for the increased value resulting from the improvements are shown below.

- Current real property taxes on the property are \$49,233.
- Estimated improvements will increase the value by approximately 15%.
- $\$49,233 \times 15\% = \$7,385$ (Increase in tax after renovations)
- $\$49,233 + \$7,385 = \$56,618$ (Total tax after renovations)
- $\$7,385 \times 20 \text{ yrs.} = \$147,700$ (Tax on increased value due to renovations)
- $\$56,618 \times 20 \text{ yr.} = \$1,113,236$ (Total Tax over 20 years)

7. Eligibility for Federal Funding

Will any of the following activities be part of the proposed project?

Property Acquisition	NO
New Construction (non-residential)	NO
Removal of Architectural	NO
Rehabilitation Costs	YES
Development Costs	NO
Client Services	NO
Specification Preparation	NO
Relocation Benefits	NO
Appraisal	NO

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

General Information

- 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.**

All people served at the shelter and resource center will be unhoused and/or, extremely low-income people.

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

NA

Housing Development, Land Acquisition, or Rehabilitation Specific Information

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

NO

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

NO

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

Yes, an environmental assessment has been done for the site. The assessment report is 420 pages long. It can be accessed at the following:

https://drive.google.com/file/d/1HbEmY88KJ6X6wE5jnhw59Q28YmP1i9rH/view?usp=drive_web

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

Yes, Ashland Street

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.

Mission Statement: OHRA helps 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.

OHRA has operated since 2014 and currently offers three core programs:

The OHRA Resource Community Center (OCRC), our keystone program, offers three basic services:

Housing Match helps unhoused individuals find housing and resources to remain housed and housing threatened individuals to stay in their homes by providing short-term rent or utilities assistance and other resources.

Job Match gives job search assistance to help people find employment.

Essential Services are resources that enable guests to overcome barriers to moving forward, including but not limited to: financial assistance to purchase critical items such as a birth certificate or Oregon identification; assistance applying for benefits and navigating systems including OHP, SNAP, Social Security and VA, and access to internet, telephone and U.S. mail.

The OHRA Emergency Shelter (OES) is a year-round, non-congregate facility providing Emergency housing and meals to unhoused individuals who are selected based on their vulnerability score on the Service Prioritization Decision Assistance Tool (SPDAT).

The OHRA Laundry and Shower Trailer (OLST) is the only place in Ashland where unhoused people can access these basic hygiene services twice per week.

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

Yes, OHRA's mission is to help people move from crisis to stability. Through our resource navigation process, we accept unhoused and other economically stressed people as they are and help them to identify goals for moving toward self-sufficiency and to make plans for achieving those goals. All people accessing the OHRA center will be served by that process.

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.

Although OHRA determines income at the time of service it does not maintain statistics on income levels of people we serve. Given the nature of our services we are confident that most of those we serve are people of extremely low and low income.

In 2021, the Resource Center served 1,237 unique individuals and our Winter Shelter and the OHA Emergency Shelter housed 157 unique individuals.

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 target population for this program is unhoused and economically stressed individuals of all demographic groups.

Given the impact of COVID and the Alameda Fire combined with Jackson County's tight housing market we anticipate serving 200 individuals per year at the shelter and at least 1,200 people total at the OHRA Resource Center and the OHRA Laundry and Shower Trailer.

We anticipate that at least 90% of these people will be extremely low or low income.

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.

The services to be provided at the site, temporary emergency shelter, case management to move from crisis to stability and employment counseling are services required by low and extremely low-income people. Moderate-income people are not likely to seek our assistance to any significant degree.

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.

NA

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.

See Attached City of Ashland Zoning Compatibility Letter

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 applicant's capacity and experience in providing, maintaining and managing housing, particularly low-income housing similar to the proposed project.**

OHRA has operated the OHRA Community Resource Center since 2014 and, has offered temporary emergency shelter since 2018. The OHRA Center opened on April 1, 2021 offering non-congregate shelter. The Resource Center moved to the site in September of 2021 and both have operated continuously since those dates.

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

Yes, the OHRA Center operating budget is based on past experience operating the OCRC (7 years), our Winter Emergency Shelter (3 years) and the current OES (6 months). Maintenance and other facility costs are informed by input from the previous owners of the Super 8 motel.

- 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?**

NA

- 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.**

NA

- e) Describe relocation strategy for the project.**

NA

- f) Does the project require land use approvals such as Site Review, Annexation, Zone Change, Minor Land Partition, Demolition, or Conditional Use permits?**

No. See Attached City of Ashland Zoning Compatibility Letter.

- g) Has a pre-application been completed with the Ashland Planning Department?**

Yes

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

Property is in good shape, see Attachment 04 Inspection Report. Property has 25+ years of expected life.

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

When OHRA purchased the property in 2021, the seller placed funds in an escrow account for OHRA to use to install an elevator. That donation by the seller is being used as the match for this project.

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.

The structure was built in 1986 and does not hold any significant architectural value. This project work will be performed within the building envelope and therefore will not be subjected to an environmental review.

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.

Letters of support can be provided upon request.

16) CDBG Application Checklist (see pages 25-26). Attach Forms A, B, & C.

CITY OF ASHLAND
2021 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			
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?	X		
5. Have these approvals been obtained?	X		
6. Does the project comply with current building code	X		

A. Applicant's Background	Yes	No	N/A
requirements?			
7. Does the project meet handicapped accessibility requirements? *The property met ADA requirements at time of construction, however it does not meet today's standards. This project is one of the improvements to bring the property up to current handicapped accessibility standards.	X*		

C. Environmental Issues	Yes	No	N/A
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 existing structure, was it built 1979 or earlier? If year built is known, please specify.		X	
6. Is the proposed project located on a major arterial or near the railroad? *Ashland St	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? Completed 1/2021	X*		
D. Labor Requirements	Yes	No	N/A
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		
E. Displacement and Relocation	Yes	No	N/A
1. Will tenants be displaced by the project?		X	

C. Environmental Issues	Yes	No	N/A
2. Will a business be displaced by the project?		X	
3. Will housing units be demolished or converted?		X	
F. Property Data	Yes	No	N/A
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?			X
5. What is the current use of the property? (See note below)	X		
6. Has an appraisal on the property been conducted? If yes, what is the assessed value of the property? (See note below)	X		

Notes on Checklist :

1. Assessed Value: \$4,200,000. Appraisal report can be provided upon request.

Form A-1
To be completed for Development or Rehabilitation Proposals
Housing Proposals

Activity	Start Date	Completion Date
Site Planning & Development		
Option	NA	NA
Site Acquisition	NA	NA
Plan Development	1/1/2021	2/1/2021
Pre-application	12/15/2020	12/29/2020
Land Use Approval	NA	NA
Construction Plans	1/1/21	2/1/2021
Final Bids	1/1//21	2/1/2021
Contractor Selection	1/1/21	2/1/2021
Building Permits	4/1/21	5/1/2021
Grant applications		
Local	NA	NA
State	NA	NA
Federal	NA	NA
Non-government	NA	NA
Other	NA	NA
Loan Applications		
Construction loan	NA	NA
Permanent	NA	NA
Construction Phase		
Construction	5/1/2022	8/1/22
Certificate of Occupancy	NA	NA

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

Form B-1
To be completed for Development or Rehabilitation Proposals
Uses of Funding Housing Proposals

	Total Cost	CDBG Request	Other Source(s)
Acquisition Costs			
Land	\$0	\$0	
Improvements	\$250,337	\$162,419	\$87,918
Liens and other Taxes	\$0	\$0	
Closing costs	\$0	\$0	
Off-Site costs	\$0	\$0	
Other	\$0	\$0	
SUBTOTAL	\$250,337	\$162,419	\$87,918
Development Costs			
Land Use Approvals	\$0		
Building Permits/fees	\$0	\$0	\$0
System Development Charges (SDCs)	\$0		
Relocation Costs	\$0		
Environmental Report / Lead Based Paint Clearance	\$0		
Soils Report	\$0		
Survey	\$0		
Marketing	\$0		
Insurance	\$0		
Other: Construction Costs			
Fees (see note below)	\$0	\$0	\$0
Architectural/Engineering			
Legal/Accounting	\$0	\$0	
Appraisals	\$0	\$0	
Lender fees	\$0	\$0	
Construction Loan	\$0	\$0	
Permanent Loan	\$0	\$0	
Tax Credit Fees	\$0	\$0	
Developer Fee	\$0	\$0	
Consultant Fee	\$0	\$0	
Other	\$0	\$0	
TOTAL	\$250,337	\$162,419	\$87,918

Note: All fees were paid and permits obtained for this project in 2021 as part of the overall renovations project that has been in progress since July 2021.

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 (awarded with conditions)	Tentative	Commitment Date
Federal Grants	\$300,000	\$50,000		
State Grants		\$250,000	\$360,000	7/1/2022
Local Grants	\$105,000		\$81,347	7/1/2022
Non-Governmental Grants	\$87,000		\$324,960	6/1/2022
Donations/Gifts	\$495,015			
Applicant Contribution				
Program Income				
Loans				
Other				
Other				
	\$987,015	\$300,000	\$766,307	

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.

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: **Options for Homeless Residents of Ashland and Options for Helping Residents of Ashland**

Organization is:

2. Non-Profit 501C3 (X)

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.

NOT APPLICABLE

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.

NOT APPLICABLE

3. Provide the names of each "board member" of the Organization seeking CDBG funding.

Dan Fowler	President
Diane deRyss	Past President
Julie Benezet	Vice President
Cathy Gerbracht	Secretary
Dennis Slattery, CPA (ret)	Treasurer
Jackie Bachman	Member
Ken Gudger	Member
Bob Kaplan	Member
Montye Male	Member
Sabre Patton	Fee Member
Jodi Rasor	Member
Meiwen Richards	Member

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.

NOT APPLICABLE