



Community Development Block Grant  
Application

March 2016

## Special Needs Residential Home Solar Project

**Full Project Cost:** \$77,125

**Amount Requested from CDBG:** \$70,000

Ashland Supportive Housing and Community Outreach (ASH), a 501(c)3 private nonprofit corporation, is requesting Community Development Block Grant funds to install a solar energy system, a solar hot water system, and replace attic insulation to upgrade an existing 24 hour Residential Home for adults with intellectual and developmental disabilities (I/DD). ASH has provided residential and support services for adults with I/DD in the Ashland community since 1982. This facility is a single family residential home in an Ashland neighborhood that houses five adults. It was purchased by ASH in 2005 and is owned without encumbrances. All of the residents in the home are considered to be extremely low-income, and require support staff on a twenty-four hour basis. Several of the residents have lived with ASH since its inception in 1982. Any available openings are filled by individuals with I/DD by referral process through Jackson County Developmental Disabilities Services, who verify eligibility and income. ASH is dedicated to providing this Special Needs housing in perpetuity.

The proposed project consists of:

- Installation of a solar electric system: \$58,125
- Installation of a solar hot water system: \$11,000
- Replace and improve attic insulation: \$ 5,000
- Enclosure for water tank, permits, misc. \$ 3,000

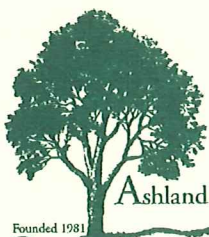
This project is necessary in order to offset the high costs of electricity at this facility. Our Special Needs residents are often medically fragile, and consume more energy than the average household. As energy costs continue to grow, revenue from State contracts do not keep pace. Programs like ASH have not had a cost of living increase since 2008. Our overall utility costs have increased by 40% since 2008. In order to continue to provide quality services and maintain professional staff at a living wage, ASH must take measures to reduce other operational costs. This project is designed to meet this need.

The ownership entity is Ashland Supportive Housing and Community Outreach. The agency contact person for this project is:

Sue Crader, Executive Director

PO Box 3536, 693B Washington Street, Ashland, Oregon 97520

Phone: (541) 488-2870 • Fax: (541) 488-2682 • email: [ashinc@ashlandoregon.org](mailto:ashinc@ashlandoregon.org)



Ashland Supportive Housing  
and Community Outreach

693B Washington Street • P.O. Box 3536, Ashland, OR 97520 Tel: 541-488-2870 • Fax: 541-488-2682



**CITY OF ASHLAND**  
**2016 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:**

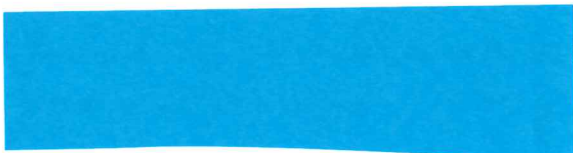
**Ashland Supportive Housing and Community Outreach**

**Executive Director's Name(s):** L. Sue Crader

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

**Applicant Mailing Address:** PO Box 3536, Ashland Oregon 97520

**Applicant Street Address:** 693B Washington St, Ashland, Oregon 97520

 oration

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

The ASH Board and Staff support persons with disabilities to live a rich, fulfilling and productive life with dignity and respect.

**Total Employees:** 36

**Total Volunteers:** 6

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

Name: Sue Crader  
Title: Executive Director  
Phone Number: 541-488-2870  
Fax Number: 541-488-2682  
E-mail Address: ashinc@ashlandoregon.org

**III. PROJECT INFORMATION SUMMARY**

Project Name or Title: Special Needs Residential Home Solar Project

Expected Completion Date: December, 2016

Requested CDBG Funds: \$ 70,000  
Organizational Match: \$ 7,125  
Funds from Other Sources: \$ 0  
Total Project Cost: \$ 77,125

## 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.

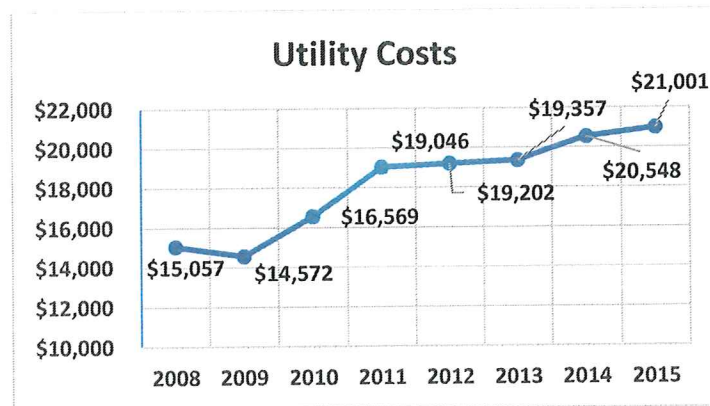
**Provide the information listed below numbered and in the order listed so that we can find the required information easily and award full credit for your responses. If the question does not apply to the proposed project write N/A.**

- 1) Complete Application Form (see page 16).  
Enclosed
- 2) A project summary including a brief description, project background and a list of project objectives

Ashland Supportive Housing (ASH) owns a residence that provides housing for five extremely-low income adults with intellectual and developmental disabilities located at 842 Michelle Avenue, Ashland, Oregon. This home was purchased in 2005 and remodeled for accessibility. In 2015 additional remodeling was done with Community Development Block Grant funds to repair cracked and crumbling concrete and expand the square footage of the communal living space. In the grant written in 2015 a request was made for a solar power installation. This portion of the request was not funded in order to allow funding for all three applications that year. For the 2016 CDBG cycle, ASH is again requesting the funds to complete the solar power installation. This application also includes installation of a solar hot water system and increased attic insulation. The solar hot water system includes panels, an exterior holding tank, and an insulated enclosure for the tank. We have not yet received the bid for the tank enclosure and so are not including its cost in this proposal.

This facility uses more water and electricity than the average household due to the needs of our disabled residents. Since completion of the remodel project in 2015, our first utility bill for December totaled more than \$600. The following chart illustrates the **40% increase** in utility costs in the past 8 years:





As energy costs continue to grow, revenue from State contracts do not keep pace. Our primary source of income is from the Department of Human Services for the care provided to our residents. We have not had a cost of living increase since 2008. We received a 6% cut in 2009, with the 6% restored in 2013. This year, we received a 4% increase, but it is mandated for staff wages and benefits and cannot be used for rising operational costs. It is up to ASH to develop a plan to curb operating costs and live within our means.

As part of the remodel project completed last year we changed the hot water heater from gas to electric and moved the location next to an exterior wall in order to allow for the future installation of solar hot water. We doubled the communal living space, adding an additional 750 sq. ft., which also increases the cost of utilities for this location.

Installation of solar energy systems will enhance the financial stability of the agency and provide the positive example of green energy use. This is the only current facility operated by Ashland supportive Housing that has the required Exposure for a solar system.

**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*)**

The house we own at 842 Michelle Ave is in the Old Helman Ranch subdivision. It was built in 1979, and was remodeled at some time before we purchased it in 2005. It has five (5) bedrooms and sits on a 9000 sq. ft. lot near the edge of the subdivision. It is on a single level, with concrete ramps to front, side, and back doors. The house had additional remodeling done in 2015 with a CDBG grant.

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

Map provided in attachments.

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

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

- k) If the project involves rehabilitation attach a description of the work to be completed.

This project proposes to install solar panels to the existing structure. The current roof was examined and determined to be in excellent condition. The electrical panel and conduit from the street are currently being upgraded. Attic insulation will need to be replaced after installation. The solar hot water system will also require roof top panels, an exterior water tank, and an insulated enclosure to house the tank.

- 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.

The target population is intellectual and developmentally disabled adults who requires support services 24 hours per day and assistance with all activities of daily living. Eligibility is determined by the State of Oregon through Jackson County Developmental Disability Services. Persons found eligible are given a Needs Assessment Survey, which determines what supports are needed and the level of ongoing funding for these supports that will be provided by the State. When there is an opening, referrals are sent to ASH from Jackson County DD Services, which are then screened for an appropriate match with current residents. The applicant then visits the home, meets the current residents, and makes the final decision to accept placement.

This property is felt to be suitable for the proposed use as it has served as a residential facility for developmentally disabled adults since 2005. It was inspected and licensed by the State of Oregon at opening, and inspected every two years. The home is single story; fenced; has a fire suppression system in place; is conveniently located in relation to city services; and, is well established in the neighborhood.

- m) Indicate how many years the property will remain affordable and the mechanism that will be used to ensure the affordability period.

Ashland Supportive Housing is licensed as a 24 Hour Residential Facility for Adults with Developmental Disabilities through the State of Oregon Department of Human Services. We have provided this service in Ashland since 1981 and we are firmly established in the community. We expect to continue operations at least 60 years as residential services will continue to be needed by this population. The house at 842 Michelle Avenue is wholly owned by Ashland Supportive Housing and all rehabilitation is being done with the expectation that the current use will continue for the full affordability period.

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



This facility is a residential home for five Special Needs adults with intellectual and developmental disabilities. Multiple support staff are present 24/7. All residents are extremely low income and need assistance for all activities of daily living. This includes help with meal preparation, laundry services, personal hygiene, medication administration, and other support services. None of the residents are able to access the community independently. The age range of current residents is from 31 to 78 years of age. Residents are invited to stay for their lifetime; the home has been remodeled to remove architectural barriers in order to allow aging in place.

- 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 Form A – Project Schedule

- 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 & Form C – Sources of Funding.

See attached project budget and detailed construction bids.

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 operating budget.

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

TrueSouth has provided the estimate for the solar installation. The Solar Collection has provided the estimate for the solar hot water system. Innovative construction has provided the estimate for the attic insulation.

- 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)*

This property has had extensive remodeling in order to extend its economic life and prevent future major repairs. This residence is considered to have as long a life, if not more so, than other similar residential properties. There will be no relocation costs. See attached budget for operating costs, which includes a line item for general maintenance and repairs. Currently, maintenance costs are covered through the ASH agency budget. Operating costs have been determined by the past ten years of utility and maintenance costs on the property, along with payroll, benefits, and other operating costs as currently incurred is all programs managed by ASH.

- 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.

ASH has been a provider of residential services for adults with developmental disabilities since 1981. Financial assumptions are based on experience during this time. The State of Oregon conducts a needs assessment survey on all individuals accepted for services. This survey determines the rate that is paid to provider organizations for the cost of care, which includes staffing, facility, and administrative costs. With known funds, ASH sets the operating budget for the agency. ASH seeks additional funds through grants and fundraising for projects and large, unusual expenses. ASH maintains a reserve fund to cover operating expenses in the case of income disruption or exceptional service needs.

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

None known at this time.

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

ASH currently has the required 10% match.

- 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)*

The property involved currently has tax exempt status which will remain in place. To determine the estimated dollar value of the continuation of the current tax exemption over the next twenty-year period we consulted with the Jackson County Assessors' Office. With a current Maximum Assessed Value of \$179,950 and adding a 3% increase per year for twenty years, the dollar value of the tax exemption over a twenty year period is \$44,723.

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 Barriers **No**
- Rehabilitation Costs **Yes**
- Development Costs **No**
- Client Services **No**
- Specification Preparation (Construction/Rehab) **Yes**
- Relocation Benefits (if required) **No**
- Appraisal (for acquisitions) **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.

Tenants are presumed to be persons of principally low

incomes per HUD guidelines as they are all diagnosed with an intellectual/developmental disability.

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

There are no financial or legal obligations made to this project.

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

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

N/A

- 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.

This project does not require an environmental assessment. This home was built after 1978, so no lead paint would have been used in construction. All codes and ordinances will be adhered to.

- g) 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 of review for the last two years prior to contract signing in order to determine agency's capability to successfully complete the project.

The ASH Board and Staff support persons with disabilities to live a rich, fulfilling, and productive life with dignity and respect. ASH has been helping people function in Ashland's community and assisting our clients to engage in work and hobbies since 1981. We provide support at home and in the community for our clients' individual needs while also encouraging independence. The agency currently has 36 employees, and 6 volunteers. ASH pays a living wage to all regular staff, which includes fully compensated medical and dental benefits.

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

As a provider of supportive services, ASH has always encouraged our residents to be independent within their capabilities. This home will continue that encouragement. It should be noted that through the needs assessment process by the State each resident or applicant for housing has been determined to require support services on a twenty four hour basis.

- 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.
- N/A
- 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.

Special Needs Adults with Intellectual and Developmental Disabilities

- 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.)

Five (5)

- Total number of individuals in target population to be served on an annual basis.

Five (5)

- Percent low and moderate income.

100%

- 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.

All Individuals admitted to 24 Hour Residential Services are intellectually and developmentally disabled and have as their primary income source Social Security and/or Supplemental Security Income. This class is by HUD standards considered to be extremely low-income.

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

N/A

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



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.

Ashland Supportive Housing has been managing homes for Special Needs Adults since 1982. Over the last 10 years ASH has purchased, remodeled, and moved our clientele into three homes in the Quiet Village neighborhood. This move and the subsequent remodeling were undertaken to provide greater accessibility and in order to allow our residents to age in place.

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

Yes. ASH has successfully operated residential homes in the Ashland community since 1982. Ongoing operating expenses are determined by 34 years of experience. ASH maintains an emergency reserve fund in order to ensure that no disruptions in service will occur.

- 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?

The property is owned free of encumbrances by Ashland Supportive Housing.

- 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.

Relocation will not be needed.

- e) Describe relocation strategy for the project.

N/A

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

No land use approvals are needed.

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

A pre-application is not necessary for this project. No land use approval is required.

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

Improvements are all in good condition. There is a fire suppression system that is inspected annually. Bathrooms and kitchen are in good condition. The communal living space was remodeled in 2014. New concrete patio, driveway and walkway were poured in 2015. The roof has been examined by TrueSouth Solar and determined to be in good condition for the solar installation. The staff inspects the house monthly for safety hazards and repair needs. We expect this facility to serve us for at least 60 years.

- i) Describe commitment of project funding from other sources

The required matching funds have been set aside 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.

There will be no negative impacts on historic or architecturally significant properties or the environment.

- 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.

Please see attached detailed estimates for the work to be completed.

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

**CITY OF ASHLAND**  
**2016 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.**

<b>A. Applicant's Background</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
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>B. Project Location and Land Use Issues</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
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 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 existing structure, was it built 1978 or earlier? If year built is known, please specify.		X 1979	
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
<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? \$0.00			X
5. What is the current use of the property? Special Needs Housing			
6. Has an appraisal on the property been conducted? If yes, what is the assessed value of the property?	X \$266,530		

**Form A-1**  
**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	N/A	
Site Acquisition	N/A	
Plan Development		02/2016
Pre-application	N/A	
Land Use Approval	N/A	
Construction Plans	02/2016	04/2016
Final Bids	02/2016	04/2016
Contractor Selection	02/2016	07/2016
Building Permits	07/2016	08/2016
<b>Grant applications</b>		
local	N/A	
state	N/A	
federal	02/2016	07/2016
Non-government	N/A	
other	N/A	
<b>Loan Applications</b>		
Construction loan	N/A	
Permanent	N/A	
<b>Construction Phase</b>		
Construction	Upon receipt of funds	12/2016
Certificate of Occupancy	N/A	12/2016

***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**

	<b>Total Cost</b>	<b>CDBG Request</b>	<b>Other Source(s)</b>
<b>Acquisition Costs</b>			
Land	N/A		
Improvements	\$77,125	\$70,000	\$7,712
Liens and other Taxes	N/A		
Closing costs	N/A		
Off-Site costs	N/A		
Other	N/A		
<b>SUBTOTAL</b>	\$77,125	\$70,000	\$7,712
<b>Development Costs</b>			
Land Use Approvals	N/A		
Building Permits/fees (Include Engineering and Community Development Fees)			\$1000.00
System Development Charges (SDCs)	N/A		
Relocation Costs	N/A		
Environmental Report / Lead Based Paint Clearance	N/A		
Soils Report	N/A		
Survey	N/A		
Marketing	N/A		
Insurance	Existing insurance		
Other	N/A		
<b>Fees</b>			
Architectural/Engineering	N/A		
Legal/Accounting	N/A		
Appraisals	N/A		
Lender fees	N/A		
Construction Loan	N/A		
Permanent Loan	N/A		
Tax Credit Fees	N/A		
Developer Fee	N/A		
Consultant Fee	N/A		
Other	N/A		
<b>TOTAL</b>	\$77,125	\$70,000	\$7,712



## 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			\$70,000	07/2016
State Grants				
Local Grants				
Non-Governmental Grants				
Donations/Gifts				
Applicant Contribution	\$7,712			02/2016
Program Income				
Loans				
Other (specify)				
Other (specify)				
<b>TOTAL</b>	\$7,712		\$70,000	

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.

Community Development Block Grant funds applied for 02/2016. Award date will be by 07/2016, with availability by 09/2016.

ASH has set aside \$7,712 for this project, and is ready to absorb any cost overruns or unexpected expenses for this project.

**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: Ashland Supportive Housing and Community Outreach

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

N/A

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

Sue Crader/Executive Director Commissioner, Housing and Human Services Commission

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 \_\_\_\_\_  
2 \_\_\_\_\_  
3 \_\_\_\_\_  
4 \_\_\_\_\_  
5 \_\_\_\_\_  
6 \_\_\_\_\_  
7 \_\_\_\_\_  
8 \_\_\_\_\_  
additional \_\_\_\_\_

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.

The Executive Director of Ashland Supportive Housing and Community Outreach, Sue Crader, serves on the Housing and Human services Commission. She has recused herself from any viewing of other applicants and the deliberation process.

## List of Attachments

1. ASH Board of Directors
2. 501 (c) 3 letter
3. ASH Current Budget
4. Profit and Loss Statement July 2015 through December 2015
5. Project Budget
6. Map of Project Neighborhood
7. TrueSouth Estimate
8. Solar Collection estimate
9. Innovative Construction estimate

Internal Revenue Service  
District Director

Department of the Treasury

Date: 29 OCT 1982

Employer Identification Number:

93-0805586

Accounting Period Ending:

June 30

Foundation Status Classification:

509(a)(1) and 170(b)(1)(A)(vi)

Advance Ruling Period Ends:

June 30, 1984

Person to Contact:

Ellen Oliver

Contact Telephone Number:

(206) 442-5106

▷ Jackson County Board of Advocates  
for Severely Handicapped Adults  
547 Clover Lane  
Ashland, OR 97520

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably be expected to be a publicly supported organization described in section 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, you will be treated as a publicly supported organization, and not as a private foundation, during an advance ruling period. This advance ruling period begins on the date of your inception and ends on the date shown above.

Within 90 days after the end of your advance ruling period, you must submit to us information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, you will be classified as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, you will be classified as a private foundation for future periods. Also, if you are classified as a private foundation, you will be treated as a private foundation from the date of your inception for purposes of sections 507(d) and 4940.

Grantors and donors may rely on the determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you submit the required information within the 90 days, grantors and donors may continue to rely on the advance determination until the Service makes a final determination of your foundation status. However, if notice that you will no longer be treated as a section 509(a)(1) organization is published in the Internal Revenue Bulletin, grantors and donors may not rely on this determination after the date of such publication. Also, a grantor or donor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act that resulted in your loss of section 509(a)(1) status, or acquired knowledge that the Internal Revenue Service had given notice that you would be removed from classification as a section 509(a)(1) organization.

P.O. Box 21224, Seattle, Washington 98111

(over)

Letter 1045(DO) (6-77)

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. Also, you should inform us of all changes in your name or address.

Generally, you are not liable for social security (FICA) taxes unless you file a waiver of exemption certificate as provided in the Federal Insurance Contributions Act. If you have paid FICA taxes without filing the waiver, you should call us. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

You are required to file Form 990, Return of Organization Exempt from Income Tax, only if your gross receipts each year are normally more than \$10,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, when a return is filed late, unless there is reasonable cause for the delay.

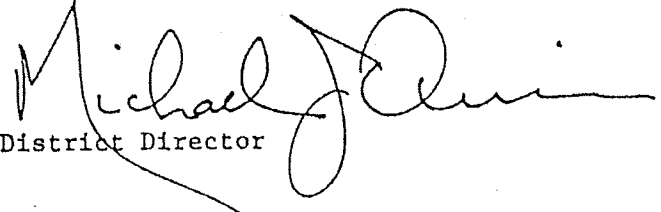
You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter, we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

  
District Director

cc: Bruce D. Smith

**ASHLAND SUPPORTIVE HOUSING & COMMUNITY OUTREACH  
BOARD OF DIRECTORS: 2016**

**Charles "Rick" Rhoades** *(Since November 2014)*  
**President (2 year term)**  
1825 Siskiyou Blvd., #3  
Ashland, OR 97520  
Retired Siskiyou Child Care Council

**(530) 925-4318 (cell)**  
[rickrhoades@yahoo.com](mailto:rickrhoades@yahoo.com)

**Laurel Biegert** *(Since February 2015)*  
**Vice President (2 year term)**  
1339 Highway 234  
Eagle Point, OR 97524

**(541) 890-3887 (cell)**  
[clbiegert@gmail.com](mailto:clbiegert@gmail.com)

**Barbara Mathieson** *(Since Oct 2013)*  
**Treasurer (2 year term)**  
4898 Highway 66  
Ashland, OR 97520  
Retired English Professor (SOU)

**(541) 488-4898 (home)**  
**(541) 261-7271 (cell)**  
[barbara.mathieson@gmail.com](mailto:barbara.mathieson@gmail.com)

**Kember Dollarhide** *(Since Sept 2015)*  
**Director**  
3003 State Street  
Medford, OR 97504  
Case Manager, JC DD Services

**(541) 301-5196**  
[onehide@aol.com](mailto:onehide@aol.com)

**Nancy Parker** *(Since Jan 2016)*  
**Director**  
456 Euclid Street  
Ashland, OR 97520  
Magazine Editor

**541-951-1129**  
[naparker@mind.net](mailto:naparker@mind.net)

**Staff Representative:**  
**Zachary Parsons**  
875 Faith Ave. #14  
Ashland, OR 97520

**541-488-3440 (work)**  
[putnam97520@gmail.com](mailto:putnam97520@gmail.com)

**Emeritus members:**

**Midge Binnewies** *(Since May 2004)*  
PO Box 2621  
Tubac, AZ 85646  
Retired Special Education Teacher

**520-075-8493 (cell)**  
[midgebinn@msn.com](mailto:midgebinn@msn.com)

**Amy Crumme Korth** *(Since Jan 1992)*  
1566 E. Nevada St  
Ashland, OR 97520  
School Cafeteria Manager (retired)

**(541) 482-1843 (home)**  
**(541) 778-2402 (cell)**  
[amycrummy@gmail.com](mailto:amycrummy@gmail.com)



**Ashland Supportive Housing Community Outreach**  
**2015-2016 Budget**

Mental Health Funding	1,262,000
Room & Board	95,760
Food Stamps	21,700
Donations	12,500
Grant Income	79,400
United Way Comm Access	2,000
Ashwood Guest Income	35,000
Community Outreach	30,000
Fundraising	1,000
Investment Income	23,600
Unrealized Gain/Loss	-15,600

<b>Total Income</b>	<b>1,547,360</b>
---------------------	------------------

Advertising	3,000
Bank & Trust Fees	7,300
Client Activities	7,000
Scholarships (Ashwood Inn)	1,000
Client Medical & Supplies	11,200
Company Vehicles	10,000
Donated Items	5,500
Dues & Subscriptions	9,000
Employee Benefits	150,000
Employee Pension	12,000
Food	56,000
Household Supplies	17,000
Insurance	20,500
Meals & Entertainment	2,500
Mileage (Travel)	8,500
Occupational Health	1,300
Office Expense	18,000
Payroll Expense	916,000
Payroll Taxes	103,000
Professional Development	6,000
Professional Fees	43,000
Rent	15,000
Repairs & Maintenance	25,000
Special Events	2,500
Telephone	8,000
Licenses & Permits	1,000
Travel	4,000
Utilities	33,500
Depreciation	54,000

<b>Total Expenses</b>	<b>1,550,800</b>
-----------------------	------------------

<b>Excess of Income over Expenses</b>	<b>-3,440</b>
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# Ashland Supportive Housing & Community Outreach

## Profit & Loss

July through December 2015

02/19/16

Accrual Basis

	Jul - Dec 15
Income	
4100 · Mental Health	611,967.53
4200 · R & B	47,880.00
4250 · Food Stamps	10,579.00
4300 · Donations	7,935.00
4320 · Grant Income	40,550.02
4500 · Ashwood Guest Income	16,650.00
4615 · Community Outreach	23,962.21
9100 · Interest Income	756.58
9110 · Dividends & Investment Income	13,710.03
9301 · Realized gain on sale of assets	3,084.66
9302 · Unrealized gain on investments	(26,077.94)
Total Income	750,997.09
Gross Profit	750,997.09
Expense	
6100 · Advertising	2,804.00
6125 · Bank Charges	441.70
6128 · Trust fees	1,129.28
6130 · Brokerage Fees	1,948.21
6205 · Client Activities	6,014.72
6210 · Client Medical & Supplies	2,532.15
6212 · Company Vehicles	3,854.98
6470 · Depreciation	27,000.00
6500 · Donated Goods	3,075.00
6600 · Dues & Subscriptions	4,846.48
6610 · Employee Benefits	59,324.11
6611 · Employee Pension	3,219.11
6650 · Food	23,307.13
6660 · Household supplies	8,863.71
6700 · Insurance	9,871.15
6710 · Interest Expense	7.63
7010 · Meals & Entertainment	3,224.49
7015 · Mileage	6,220.97
7020 · Occupational Health	169.47
7100 · Office Expense	9,155.88
7200 · Payroll Expense	438,121.68
7225 · Payroll Taxes	50,882.45
7250 · Professional Development	3,139.00
7300 · Professional Fees	24,858.98
7400 · Rent	6,525.00
7500 · Repairs & Maintenance	8,865.26
7550 · Special Events	121.70
7700 · Telephone	3,624.43
7750 · Licenses & Permits	293.00
7805 · Travel	2,905.47
7900 · Utilities	15,481.43
7950 · Cash Over and Short	5.10
Total Expense	731,833.67
Net Income	19,163.42

**Project Budget - Special Need Solar Project**  
**842 Michelle Avenue**

**Total Known Project Costs**

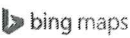
<b>Item</b>	<b>Bid</b>
Solar energy installation	\$ 58,122.00
Solar Hot Water installation	\$ 11,000.00
Attic insulation remove and replace	\$ 5,000.00
Permits and fees	\$ 1,000.00
Solar water tank enclosure	\$ 2,000.00
Total project costs	<u>\$ 77,122.00</u>

**Unknown Project Costs**

<b>Item</b>	
Any plumbing or additional electrical work needed	<b>Covered by ASH</b>

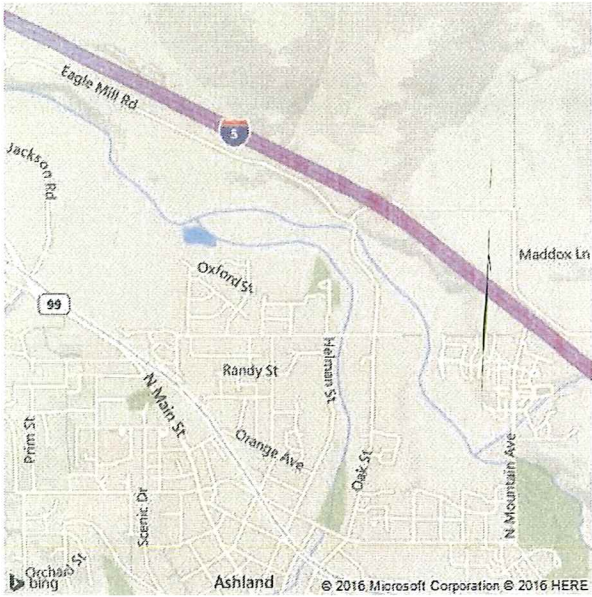
**Expense Items Paid for with Matching Funds by ASH**

<u>ASH Matching Funds</u>	<u>\$ 7,712.00</u>
<u>Total ASH Contribution</u>	<u>minimum 10%</u>



Notes

Type your notes here



# THE SOLAR COLLECTION

PO Box 295 · Talent, OR 97540

www.solarcollection.net

541-535-5364 · ccb#182151

contact@solarcollection.net

Ashland Supportive Housing  
842 Michelle Ave.  
Ashland, OR  
541-488-2870  
Sue Crader ashinc@ashlandash.org

February 10, 2016

The following is a proposal and contract to install a Solene Solar Water Heating System at the above address. The SRCC estimates the annual production rating for this system is 2630 KWH in this climate zone. The system would be an active drain back configuration and consist of the following major materials:

- 2 - 4'x8' Aurora all copper, black chromed copper glazed collectors. (64 sq.ft. total)
- 2 - Roof mounting systems.
- 1 - 80 gallon Solar storage tank with heat exchanger
- 1 - 12 gallon drain back tank.
- 1 - Goldline GL-30 Solar differential controller and sensors.
- 1 - Grundfos circulating pump
- 1 - Flowmeter, 2 thermometers, and 1 mixing valve.
- All Piping and Insulation
- All labor except potable plumbing and electrical
- Incentive Processing Included

**Warranties are:** 10 years full on panels by manufacturer.  
6 years limited on tanks by manufacturer.  
2 years full on balance of system by The Solar Collection.

**The above system to be installed in a thorough and workmanlike manner for the sum of:  
Eleven Thousand Dollars (\$11,000.00).**

Payment as work progresses, Balance due upon completion.

This proposal valid until December 30, 2016

Submitted by:



Dated: 2/10/16

Accepted by: \_\_\_\_\_ Dated: \_\_\_\_\_



2/8/16

15-037P.1

Sue Crader/Ashland Supportive Housing  
842 Michelle Ave  
Ashland,OR

Dear Sue,

With the system we are proposing, you will be reducing your electric bill by 63% . Not only are you investing in your own electricity production, you are investing in a clean, safe energy source for your family. Guaranteed for 25 yrs and designed for 40+ yrs of service, your solar electric system can be a gift you pass on to your family or an effective way to increase your property value by \$49,225 a) We want you to feel confident in your purchase and ask that you consider the following:

- \* We are Southern Oregon's most experienced and largest solar installer
- \* Solar is at an all time low cost and incentives/tax credits are slowly decreasing
- \* All of our products and craftsmanship are covered by comprehensive warranties
- \* Our systems are designed with a Secured Power Supply built in

Thank you for thinking about solar and how you make a difference in reducing your energy bill and making an impact on your global community.

Thank you for your time and consideration,

Wade Bischoff | 541.816.1402 | wade@truesouthsolar.net

"..It has been an absolute pleasure to work with the people at True South, and we would recommend them whole-heartedly to anyone..."  
Char Peterson-Medford

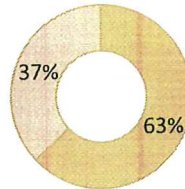


#### Customer Information

Sue Crader/Ashland Supportive  
842 Michelle Ave  
Ashland, OR  
541-973-7170  
jbeyer@ashlandash.org  
Dear Sue,  
15-037P.1

2/8/16

#### Utility Bill Reduced



#### System Details

System Size kW **14.79**  
Panel **Solar World SW-290**  
# Panels **51**  
Inverter **SMA 7000TL 208/240**  
Annual Usage kWh **29,200**  
Annual Production kWh **18,385**  
Electricity Use Reduced **63%**

#### Investment Info

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 15	Year 25
Gross System Cost	\$58,122						
Ashland Rebate	\$7,395						
Net Install Costs	\$50,727						
OR Tax Credit	FALSE	FALSE	FALSE	FALSE			
Federal Tax Credit	\$0						
Yearly Energy Savings	\$2,481	\$2,559	\$2,640	\$2,724	\$2,810	\$3,839	\$5,244
Adjusted Annual Net	(\$48,247)	(\$44,188)	(\$40,047)	(\$35,823)	(\$33,013)	\$481	\$46,233



#### System Features

- \* American Made Solar Panel
- \* Largest U.S. Panel Manufacturer
- \* 16% Efficiency
- \* 25yr Production Warranty
- \* Assembled in Hillsboro
- \* Great Entry Level Panel
- \* Meets Buy America Standard

*...You have a choice now. Would you rather rent your power from the utility, or build equity and independence by owning it?*

Proposal# 15-037P.1

Date: 2/8/16

This agreement is between:

True South Solar Inc., 258 A St. Ste 1-56, Ashland, OR 97520 | 800-947-1187

OR CCB# 189906

AND

Sue Crader/Ashland Supportive Housing

System Type: Grid Tied					
Dear Sue,					
<b>Customer Details:</b>		<b>Site Details:</b>		<b>System Details:</b>	
842 Michelle Ave		Permit: coa		Size: 14.790 kW	
Ashland, OR		Utility: coa		Modules: Solar World SW-290	
97520		TSRF: 88		# of Modules: 51	
541-973-7170		Tilt: 23		Inverter #1: SMA 7000TL 208/240	
jbeyer@ashlandash.org		Azimuth: 180/270		Inverter #2: SMA 7000TL 208/240	
		Roof Type: Comp		Inverter #3: N/A	
				<b>System Placement:</b>	
				Inverter(s): outside same	
				Mains: NE Bedroom-needs 2b	
				Meter: outside same	
				Modules: Comp	
				<b>Data Monitoring:</b> No	

Prepared By:

Wade Bischoff | 541.816.1402 | wade@truesouthsolar.net

#### Understandings:

This contract is executed to fulfill a requirement by the City of Ashland for the purpose of obtaining a reservation of incentive funding for the installation of a photovoltaic system at the job location stated above.

This contract is for the installation of a photovoltaic system at the location above. It is estimated that work will begin on the photovoltaic system within 90 days of contract signing. It is also understood that the installation must take place and be inspected within one year of funds reservation approval by the City of Ashland.

Due to the necessary delays in starting the project, components and availability may change. In the event that substitution is necessary, every effort will be made to provide goods and products that are equal or greater in value and quality to those stated in the quote. True South Solar Inc. proposes to furnish all material and perform all labor necessary to complete the following:  
Install Photovoltaic system as described in True South Solar Inc. Proposal listed above.

#### System Install Notes:

Secured Power Supply

#### Contract Notes:

All of the above work to be completed in a substantial and workmanlike manner according to the drawings, job specifications, terms and conditions agreed upon.

The entire amount of the contract to be paid within 10 days after completion and acceptance by the City of Ashland. The price quoted is for immediate acceptance only. Delay in acceptance will require a verification of prevailing labor and materials costs. This offer becomes a contract upon acceptance by True South Solar Inc. but shall be null and void if not executed within 10 days from the date above.

Subject to prior approval by the City of Ashland, you are hereby authorized to furnish all materials and labor required to complete the work according to the drawings, job specifications, terms and conditions attached to this proposal, for which we agree to pay the amount above.





## Proposal and Contract For Building Construction and Alteration

Sue Crader/Ashland Supportive Housing  
842 Michelle Ave  
Ashland, OR

Cash

Gross System Cost(credit card):	\$59,720.54
If Paid by Check or Cash Discount:	\$58,122.18
Incentive Amount:	\$7,395.00
Net Install (less ETO):	\$58,122.18
Down Payment 10%	\$5,812.22
Balance due at start of install:	\$26,154.98
Net 10 balance due after Install:	\$26,154.98
Total Install Amount:	\$58,122.18

Thank You!

Owner

Owner

Date: 2/8/16

Accepted By True South Solar Inc. \_\_\_\_\_

Referred By: \_\_\_\_\_

Address: \_\_\_\_\_

### Notes:

1. PV module prices and availability are volatile and can only be guaranteed at time of purchase. Prices quoted are valid for a month after this date:
2. The federal income tax credit (FITC) is 30% of eligible costs.
3. Oregon's renewable energy tax credit (RETC) is capped at \$6,000 and allocated at a maximum amount of \$1,500/year based off of \$1.50 per installed watt.
4. The system must be purchased (deposit paid) by December 31, 2016 and operational by March 31, 2017, to qualify for 2016 Oregon tax benefits.
5. The financial analysis is for example only, and should be verified by your tax professional for your particular tax situation.
6. The equipment itself is solid state with no moving parts and has a life expectancy of 50 years for the PV modules (70% of system cost) and 20 years for the inverter (12% of total system cost). Warranties as followed: modules—25 years; inverter(s)—10 years; installation—5 years.

\*Confidentiality Notice: This document is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure, or distribution is prohibited. If you are not the intended recipient, please contact the sender, and destroy all copies of the original document.

\*Disclaimer: We are not CPAs or lawyers and we are not providing tax advice. Please check with your tax or legal professional for qualified help.

\*Please note that this proposal is an estimate and does not guarantee actual system production or savings. The system design may change based on a detailed engineering site audit. Actual system production and savings will vary based on the final system size, design, configuration, utility rates, weather, applicable rebates, and your building's energy usage.

### Calculation Notes:

- \*Energy Trust of Oregon (ETO) rebate is calculated through the ETO incentive calculator at \$.75/W, capped at \$7500. ETO payment is made directly to contractor reducing your out-of-pocket expense.
- \*City of Ashland rebate is calculated as a \$.50/watt incentive with a maximum of \$7500 received by individual or business.
- \*Oregon's Residential Energy Tax Credit (RETC) is based on ODOE's formula for an AC W (DC at STC x 0.70) or \$1.50/DC W, up to \$6,000. \$1,500 maximum credit applied per calendar year (\$6,000 credit = \$1,500, \$1,500, \$1,500, \$1,500). RETC can be carried forward 5 years.
- \*The federal income tax credit (FITC) is 30% of eligible costs (gross system costs minus any cash incentives) and can be taken in year one, or carried forward.
- \*Energy savings is based on \$.105/kWh in the first year. As electrical energy prices increase, so does the energy savings. A 4% annual increase of electricity rates is assumed. It is also assumed that the cash saved per year includes a multiplier to accommodate a 25% tax effect from gained income with out taxes from the energy produced by your solar electric system.
- a) Based on the National Renewable Energy Laboratory formula for increased property value being \$20 for every dollar saved from solar production. A PV system's increase in property value is exempt from property tax.

Innovative Construction of Oregon, Inc.  
CCB #103412

Phone #	541-482-1767
---------	--------------

110 Clay St  
Ashland, OR 97520

**Proposal**

Date	Proposal #
<u>2/17/16</u>	<u>79</u>

Name / Address
<u>Ashland Supportive Housing</u>

Project
<u>842 Michelle Ave.</u>

subcontractor

Item	Description	Labor & Material	material or subcont...	Rate	Total
<u>17 Insulati...</u>	<u>remove loose fill attic insulation and replace with batts</u>	<u>0.00</u>	<u>5,000.00</u>	<u>0.00</u>	<u>5,000.00</u>

Authorized Signature:

an acceptance signature acknowledges the receipt of the CCB information notice, consumer protection notice, and the notice of procedure. THANK YOU

Acceptance of proposal signature: Date:

<u>Thank You</u>	<b>Total</b>	<u>\$5,000.00</u>
------------------	--------------	-------------------