

**Ashland Housing and Human  
Services Commission  
Regular Meeting Agenda**

**CITY OF  
ASHLAND**

**June 28, 2018: 4:30 – 6:30pm**  
Siskiyou Room of the Community Development Building  
51 Winburn Way

1. (4:30) **Approval of Minutes** (5 min)  
May 24, 2018
2. (4:35) **Public Forum** (5 min)
3. (4:40) **CDBG Proposal Review and Recommendation** (30 min)
4. (5:10) **Social Service Grant Plan Update Process Discussion** (35 min)
5. (5:45) **CNPLS Landlord-Tenant Training** (30 min)
6. (6:15) **Liaison Reports** (10 min)

**Liaison Reports**  
Council (Jackie Bachman)  
SOU Liaison (Unfilled)

Staff (Linda Reid)  
General Announcements/Local Housing  
Updates

7. (6:25) **July 26, 2018 Meeting Agenda Items**  
Quorum Check – Commissioners not available to attend upcoming regular meetings should declare their expected absence.

8. (6:25) **Upcoming Events and Meetings**  
Next Housing Commission Regular Meeting 4 :30-6:30 PM; July 26, 2018
9. (6:30) **Adjournment**

Bring Mental Health services to Ashland Seek ways to support overnight car camping program.	Work with City Council to identify programmatic priorities to offer for Social Service applicants. Restructure grant process to be data driven and based on needs. Establish single location, seven day a week shelter.	Support the development of workforce housing.  Land Bank  Support Porta-Pottie project	Promote alternative housing, such as multi-family housing, tiny house village, intentional communities, and focus on removing barriers to their development.  Seek to increase DHS child care providers and family-friendly childcare
Funding for a shelter coordinator			





# CITY OF ASHLAND

## Ashland Housing and Human Services Commission Draft Minutes May 24, 2018

### CALL TO ORDER

Commissioner Chair Rohde called the meeting to order at 4:30 pm in the Siskiyou Room at the Community Development and Engineering Offices located at 51 Winburn Way, Ashland OR 97520.

<b>Commissioners Present:</b>	<b>Council Liaison</b>
Tom Gunderson	Jackie Bachman
Rich Rohde	
Sue Crader	<b>SOU Liaison</b>
Erica Franks	
Heidi Parker	
Linda Reppond	<b>Staff Present:</b>
Gina DuQuenne	Linda Reid, Housing Specialist
	Carolyn Schwendener

The Commissioners introduced themselves to potential new Commissioner, Erin Crowley. Ms. Crowley has recently moved here from Portland. She is a Pastor with plans to plant a new Church this coming year. Ms. Crowley has been involved in affordable housing in both San Diego and Portland. She has a deep desire to help support others flourish in life with justice and equality.

### PUBLIC FORUM

Audience member Rachel introduced herself. Rachel was attending this meeting because she is taking a US Government class at Rogue Community College and one of her assignments was to observe a Community meeting.

### APPROVAL OF MINUTES

Reppond/Crader m/s to approve the minutes of the April 26, 2018 regular Commission meeting with one minor correction. Voice Vote: All Ayes, motion passed with correction.

### H&HS COMMISSION GOAL REVIEW AND DISCUSSION

The Commissioners reviewed the goals that were set at their annual goal setting retreat on December 13<sup>th</sup> of last year.

#### **Goal: Bring Mental Health services to Ashland**

Reid commented she was interested to hear that Options is having a mental health provider come to the Ashland Community Resource Center on a regular basis. Its only for a short amount of time, three hours a week, but it's a start and perhaps those hours will increase over time.

#### **Goal: Funding for a Shelter Coordinator**

Parker explained there is Emergency Shelter Grant money earmarked from HUD to fund a shelter coordinator but it has not happened yet. A new development has occurred requiring the inputting of new information on each guest into a software program called Homeless Management Information System (HMIS). Parker is hopeful they can start this summer to get the people who will need the shelter in the winter months pre-registered.

The Car Camping Program is still moving forward. Rhode stated that the Quakers have expressed their support behind the program but do not have a space available at this time. Rhode acknowledged there is community groups out there looking for other congregations that could be supportive as well.

Gunderson reported that Rogue Retreat is gearing up to have a county wide shelter. The Executive Director of Rogue Retreat, Chad McComas, has identified a property located in the County owned by Jackson

County. There have been concerns expressed that it might be difficult for Medford to accommodate even more homeless people. In January of 2017 Rogue Retreat opened the Kelly Shelter providing winter shelter for the homeless. Parker commented that once the Kelly Shelter opened the Ashland Shelter saw an increase in guests, due to the Kelly Shelter being full.

Reid has been attending the Continuum of Care meetings. She pointed out that the County has the possibility of losing funding because we have not met the criteria HUD has placed on the funds. New criteria states that housing has to be along the Housing First Model, no one is turned away for any reason and all participants in the Continuum of Care must adopt that policy, stated Reid. Everyone must also use the HMIS system.

Parker read an article in both the local papers today that implied the reason Ashland and Medford have so many homeless is due to the services they provide. Commissioners felt that this article was misleading. Both Eagle Point and Central Point conveyed homelessness is not an issue for their communities. Reid called attention to the Jackson County Homelessness Task Force preliminary results in which the Point in Time count found 732 homeless people identified the night the count took place. This is an increase of 99 people, a 15.6% increase from last year, making it the highest count in seven years.

**Goal: Support Porta-Potty project**

Reid will speak with Public Works Director, Paula Brown to see if they have made any headway with this and report back at next month's meeting. Parker spoke about a conversation she had with a local businessman who is not happy with the way in which the porta potty is set up. He has noticed the porta potty is often locked so people can't get in them and he frequently has to clean up around it. He inquired as to why the City of Ashland hasn't invested in some nice public restrooms for the people downtown? The Commissioners would like to see that happen and Parker pointed out there are new designs in public bathrooms which could help with issues raised in the past. The City of Portland has bathrooms where the bottom is open allowing the ability to see people's feet keeping them from camping in them. Parker would like to see this Commission pursue and bring to the Council a report that shows what different options cost including ideas of what other communities are doing. Bachman brought to the attention of the group there are really nice bathrooms at Ashland Creek Community Gardens located on Hersey Street. Unfortunately, homeless people have started moving into those restrooms so they are now being locked at a certain time. Commissioner DuQuenne volunteered to do research on porta potties and report back.

**Goal: Land Bank**

Rohde announced that the City of Talent is having a public forum on housing solutions tonight. They list a number of policy options, two of which are land banking and land trusts. A group called Grounded Solutions is doing a two-part webinar on land banks and land trusts.

Parker commented the City has done so little for affordable housing and without the land not much progress will happen. The City is currently purchasing two pieces of property, Oak Street and Briscoe School. No one has talked about setting that land aside and actively build on it, commented Parker.

Parker discussed the need for workforce housing and affordable housing in our Community. If we made it a goal to identify one piece of land and if we were able to build one affordable housing unit it would be awesome, stated Parker. The entities that own large pieces of buildable lands in Ashland is Southern Oregon University, The Ashland School District and the City of Ashland. If some of that land could be used to build affordable and workforce housing it would really make a difference to our Community. It was suggested to put together a packet of information to share with all the players involved or bring them together and have a presentation given by Rob Justus, the developer who spoke at the Housing Forum a couple of years ago. Put on next month's agenda.

**Goal: Increase DHS child care providers and family-friendly childcare**

Franks inquired where would be a good place to start and whom could she speak with regarding this goal. Reid suggested starting with the Childcare Resource Network. They train childcare providers getting them through the licensing so they can get rural development food financing to be able to provide food for the children. They can take DHS payments. Franks emphasized there are child care providers established but they don't have a facility to operate out of. It was suggested that churches are an ideal place to start as well. They often have the space and appreciate a little extra income. Franks will do some research on this and get back with the Commission.

**Goal: Mental Health Services**

Gunderson asked the question, what is the population we are talking about serving? We have plenty of mental health therapist in private practice but we are not talking about the people they serve, remarked Gunderson. Reid is on the La Clinica board and she said the subcommittee brought up the possibility of utilizing the services of the medical van. They offer mental health counselling in the van. The problem with the use of the Van is that they never know who is going to show up and what their needs will be. Another issue is though the clients might have Oregon Health Plan coverage they don't necessarily fill out the paperwork in order to allow La Clinica to get reimbursed.

**WINTER SHELTER COMMITTEE UPDATE**

Reppond updated the Commissioners regarding finding a location for the emergency shelter. There is a fairly broad based group of people who are working on different fronts, explained Reppond. The groups are looking at all options, existing properties, tent structures, yurts, domes, warehouses, everything is on the table. A subcommittee is working on identifying the criteria of what they need the shelter to have. (being on a bus line, having adequate bathrooms, etc). A subcommittee is looking at the car camping possibility and working with faith based groups to develop more car camping options. A group is working on asking the Governor to create a State of Emergency state wide for housing which could open up some options. Also is a funding sub-committee and a food sub-committee. Reppond confirmed that in order to have the shelter open in November a location will need to be identified by July. The next Committee meeting will take place on June 6, 2018 at 7:00 pm at the Library. See exhibit A at the end of the minutes with the Sub-Committee information.

**SOCIAL SERVICE GRANT PLAN REVIEW AND DISCUSSION**

Reid informed the Commissioners that the Social Service Grant process will take place again in January 2019. The Strategic Plan goals were intended to be reviewed periodically to make sure that the funding priorities were meeting the needs of the community. Reid received feedback from grant applicants, St. Vincent DePaul and Maslow, saying that the process is really difficult for small nonprofits to be asked to keep coming back for such small grants. Reid invited them to come to the next month's meeting to provide the Commissioners some input from their point of view. Crader felt this is one of the easiest grant processes to apply for requiring very little reporting. If the process is to bothersome or too little funding don't bother to apply, commented Crader.

The Commissioners reviewed the Strategic Plan to determine if the key priorities were still what needs to be funded. The Commissioners agreed with all the priorities but it was suggested as a Commission to choose a couple priorities and communicate that to providers.

At the next meeting Reid will provide a calendar showing the timeline of what needs to happen between now and January. The Commission would like to hold a forum in late September or October to discuss the community needs and what the providers are seeing. An invite list needs to be generated and inviting the councilors is crucial.

**LAISON REPORTS--**

**Council** – Bachman emphasized the importance of connecting with the Council on the Social Service grant process. She asked the Commissioners for their ideas on how to do that. Bachman is able to have input to the other Councilors with individual meetings. She explained that in order for a topic to get on the Agenda it must first be on the "look Ahead" and can take three or four months before getting on the actual agenda.

The Commission had the idea of putting together a questionnaire for the Councilors and each Commission member would meet with a Councilor and interview them. This would also give the Commissioners an opportunity to educate the Council on CDBG and the Housing Trust Fund. The information would then be brought back to the Commission for discussion. Reid will generate a list of all three programs with the priorities and let the Councilors prioritize them based on that list.

**Staff** – Reid, Rohde and others have been working on bringing a conference on manufactured housing to Southern Oregon. The conference will be held on Thursday October 4<sup>th</sup> at Ashland Hills Hotel. 8am-9am will be registration and breakfast, 9am to 4pm will be the program followed by a reception from 4pm to 6pm. Rhode added the conference is focusing on preserving our mobile homes for affordable housing and how to stabilize them and make them sustainable and discuss the option of residence owned parks.

Reid announced Project Community Connect will be held next Friday June 1<sup>st</sup> at the Medford Armory from 9:00 am to 4:00 pm. PCC is a one-day fair for homeless and at risk individuals and households. It includes entertainment, raffles, lunch, tons of service providers, health care, veterinarians, clothing, judges and amnesty courts, just to name a few. In the past the event has had up to 600 people attend. Reid encouraged everyone to attend as this is an awesome event.

#### **ANNOUNCEMENTS**

Parker shared at the Jackson County homelessness taskforce meeting Mary Ann Baker, who works with the State, brought together land owners and developers to discuss the difficulty in constructing affordable housing. Parker shared with them information on our Housing Trust Fund. It appeared they were not aware of it. Many of them would like to do affordable housing but cannot financially afford to.

Gunderson reported that Karen Logan, himself and a couple of others met with Interim City Administrator Adam Hanks, the Mayor. The City Attorney and a City Planner to talk about tiny houses in Ashland. Adam is scheduling a couple of dates for interested parties, Councilors, the mayor, City staff to visit Hope Village in Medford. Getting people in and seeing how a well-run program will be beneficial to the efforts to do tiny houses in Ashland. Gunderson encouraged everyone on this commission to take a tour of Hope Village and see what they are doing.

#### **UPCOMING EVENTS AND MEETINGS**

Quorum check - Everyone should be here at the next meeting.  
Housing and Human Services Commission Regular Meeting – 4:30-6:30 PM; June 28, 2018, at 51 Winburn Way.

#### **ADJOURNMENT**

The meeting was adjourned at 6:30 p.m.  
*Respectfully submitted by Carolyn Schwendener*

Exhibit A

Sub-Committee Name	Chair	Members
Alternatives	Phil J.	Avram
Budget, Fundraising & Sustainability	Peter McB	Peter, Linda R., John W., Joan, Mori, Ann, Cathy, Heidi
Car Parking Options	John W.	John, Linda, Heidi
Criteria for 1-Site	Phil J.	Kathy, Helga
Food & Meals	Vanessa	Cathy
Governor Emergency Declaration	Vanessa	Vanessa, Mori, Joan
Government Planning	Linda R.	Linda, Phil, Heidi, Mori, Ron, Tom, Rich
Listening	Bob M.	Cathy

Phil Johncock: ph#: 702-518-8756; CEO@PhilJohncockNetwork.com  
 Peter McBennett: ph#: 541-951-0007; email: [petermcb@jeffnet.org](mailto:petermcb@jeffnet.org)  
 John Wiczorek: ph#: 541-482-8230; email: [wiz@mind.net](mailto:wiz@mind.net)  
 Linda Reppond: ph#: 206-409-2440; email: [lindareppond@gmail.com](mailto:lindareppond@gmail.com)  
 Vanessa Houk: ph#: 541-6902807; email: [sunriver@gmail.com](mailto:sunriver@gmail.com)  
 Bob Morse: email: [morse@mind.net](mailto:morse@mind.net)  
 Heidi Parker: email: [parkershames@gmail.com](mailto:parkershames@gmail.com)



# Memo

DATE: 06/28/2018  
TO: Housing and Human Services Commission  
FROM: Linda Reid, Housing Program Specialist  
RE: CDBG Funding Proposal Review and Recommendation

**Summary:**

The Ashland Fire & Rescue Housing Safety Program for Seniors and Persons with Disabilities (Program), in collaboration with Age Friendly Innovators, Home Depot and with the Community Development Department, will assist eligible seniors and persons with disabilities to make safety and/or accessibility modifications to their residence. This program aims to help these residents improve conditions which enhance safety and mobility so they can remain safely in their homes. Funding for this program in the amount of \$50,000 will be provided from available Community Development Block Grant (CDBG) funds.

**Actions, Options, or Potential Motions:**

1. Move to approve the Program utilizing \$50,000 in available CDBG funds.
2. Move to approve ??? in CDBG funding to support this proposal
3. Move to deny the Program.
4. Move to delay the Program to a future date for additional consideration.

**Staff Recommendation:**

Staff recommends the approval of the Program utilizing \$50,000 of available CDBG funds.

**Resource Requirements:**

The Program will utilize \$50,000 of CDBG funding in fiscal year 2018/2019. Up to \$5,000 per eligible project will be provided to complete identified safety and accommodation measures.

**Policies, Plans and Goals Supported:**

5. *Seek opportunities to enable all citizens to meet basic needs.*
6. *Develop supports to enable citizens to age in Ashland.*
23. *Develop innovative programs that protect the community.*

**Background and Additional Information:**

This Program seeks to achieve multiple City goals; allows seniors and persons with disabilities to remain safely in their homes, to reduce the incidents of falls and related calls for emergency services,



and to ensure that seniors and persons with disabilities have properly operating safety devices in their homes.

Projects to be funded would meet the criteria established through CDBG requirements and objectives. Residents age 62 or older and/or persons with disabilities meeting established income conditions would be eligible for project funding to a maximum of \$5,000. Properties must be either owner occupied or, if a rental, have written approval of the property owner to qualify for the program.

Modifications to properties which are not on the checklist for the HUD Housing Quality Standards include; smoke alarms, carbon monoxide detectors, raised toilet seats, stand-up showers, grab bars, interior handrails, and non-slip surfaces, widening of interior or exterior doorways, wheelchair ramps, and improvement to walkways in order to accommodate accessibility.

The Program will include a site safety inspection, fire and fall safety information, detailed scope of work to be performed, cost estimates, contract procurement, construction and project management, referral to other community resources as needed, and annual follow up visits.

The Program will be implemented by Age Friendly Innovators, managed by the Fire Department with oversight from the Community Development Department. It will include advertising and outreach through multiple sources, regularly scheduled meetings to ensure evaluation, progress and sustainability, and annual program closeout.

**Attachments:**

CDBG Application

Housing Safety Program Handout

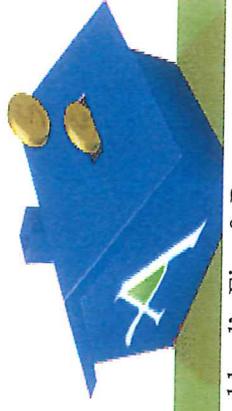
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DEPT. OF COMMUNITY DEVELOPMENT

20 E. Main Street  
Ashland, Oregon 97520  
www.ashland.or.us

Tel: 541-488-5305  
Fax: 541-488-6006  
TTY: 800-735-2900





**What is the Ashland Fire & Rescue Housing Safety Program?** The Ashland's Fire & Rescue

Housing Safety Program assists eligible seniors and persons with disabilities in making Safety/Accessibility modification to their residence to ensure a home has fire safety alarms, and helping the individual attain greater mobility and remain safely in their home. The program focuses on the person's most immediate needs as they relate to improving safety and accessibility.

**What is the Purpose of the Program?** The Housing Safety program seeks to achieve multiple City

goals; to allow seniors and peoples with disabilities to remain safely in their homes, to reduce the incidence of falls and related safety issue calls to emergency services, and last but not least, to ensure that senior and disabled households have updated and properly operating fire safety equipment in their homes.

**Who is Eligible?** Residents age 62 or older and/or persons with disabilities, and have annual household incomes of 80% of the area median income or less.

**What Properties would be Eligible?** Properties that are owner occupied and need to be modified for a person safety. Properties that need to be modified due to a person's physical mobility impairment, or modifications requested by a physician. If the property is a rental property, would need written approval of modifications proposed by the landlord or property owner.

**What types of modifications are eligible?** Safety and mobility features that are not subject to the HUD Housing Quality Standards checklist, smoke alarms and carbon monoxide detectors, raised toilet seats, stand-up showers, bathroom grab bars, interior handrails (replacement if unstable, or install as needed), Widening of interior and exterior doorways to accommodate accessibility, wheel chair ramps or accessibility improvements to walkways.

**What incentives does the City's Housing Safety Program offer?** Up to \$5,000 provided through the Housing Safety Program to complete identified safety and accommodation measures. The program will provide fire and fall safety information, property inspection, detailed scope of work, fire and fall safety devices and modification, cost estimating and contractor procurement, construction and project management, referral to other community resources as needed, annual follow up visits to replace smoke and carbon monoxide detector. (batteries may be provided upon request and as funding allows).

**Income Limits by Family Size: \$/year  
May 2018 – May 2019**

Household Size	1	2	3	4	5
80% Area Median	\$33,000	\$37,700	\$42,400	\$47,100	\$50,900

Ashland Fire Department  
20 E. Main Street  
Ashland, Oregon 97520  
[www.ashland.or.us](http://www.ashland.or.us)

Tel: 541-488-5305

Fax: 541-552-2050

TTY: 800-735-2900

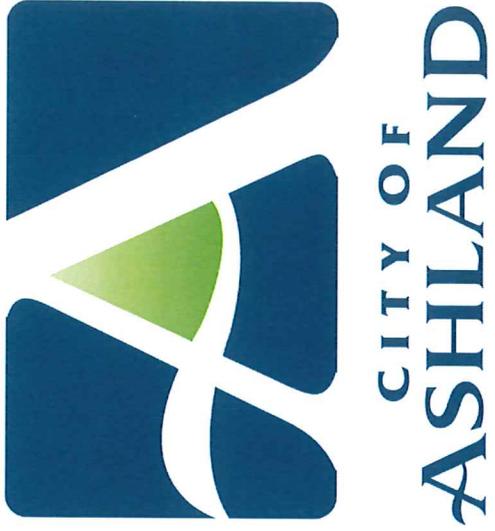


**ASHLAND FIRE & RESCUE HOUSING SAFETY PROGRAM FOR SENIORS AND PEOPLES  
WITH DISABILITIES**

Ashland Fire Department  
20 E. Main Street  
Ashland, Oregon 97520  
[www.ashland.or.us](http://www.ashland.or.us)

Tel: 541-488-5305  
Fax: 541-552-2050  
TTY: 800-735-2900





**CITY OF ASHLAND**  
 2018 Program Year Community Development Block Grant (CDBG) Application

**I. APPLICANT INFORMATION**

**Applicant Organization Name:** Ashland Fire and Rescue

**Executive Director's Name(s):** Michael D'Orazi, Fire Chief

*Applicant Mailing Address: 20 E. Main Street, Ashland, OR 97520*

*Applicant Street Address: 455 Siskiyou Blvd. Ashland, OR 97520*

IRS Classification: \_\_\_\_\_

Federal Tax ID#: \_\_\_\_\_

**Mission Statement:**

Ashland Fire & Rescue is dedicated to protecting lives, property, and the environment. By delivering fire suppression, emergency medical, disaster management, fire prevention and public education services by professionally trained, dedicated personnel, we strive to achieve the highest quality of public service to our customers.

Total Employees: \_\_\_\_\_ Total Volunteers: \_\_\_\_\_

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**ASHLAND FIRE & RESCUE**

455 Siskiyou Boulevard  
 Ashland, OR 97520  
 (541) 482-2770 • Fax (541) 488-5318



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

Name: Emily Matlock  
Title: Administrative Analyst  
Phone Number: 541-482-2770  
Fax Number: \_\_\_\_\_  
E-mail Address: Emily.Matlock@ashland.or.us

**III. PROJECT INFORMATION SUMMARY**

Project Name or Title:  
Ashland Fire & Rescue Housing Safety Program

Expected Completion Date: June 2019

Requested CDBG Funds: \$ 50,000

Organizational Match: \$ TBD

Funds from Other Sources: \$ TBD

Total Project Cost: \$ 50,000



## Ashland Fire & Rescue Housing Safety Program 2018 CDBG Application

2) **A project summary including a brief description, project background and a list of project objectives:**

The Ashland's Fire & Rescue Housing Safety Program in partnership with Age Friendly Innovators will assist income eligible seniors and persons with disabilities in making safety modifications to ensure a home has operable fire safety alarms, and accessibility modifications to help individuals attain greater mobility and remain safely in their home. The program focuses on the person's most immediate needs as they relate to improving safety and accessibility.

According to the Centers of Disease Control and Prevention, each year in America millions of older adults fall. One in three older adults falls each year but less than half tell their doctor—even though a single fall doubles your chance of falling again. These falls are can be serious and costly; every 13 seconds an older adult is treated in an emergency room for a fall, every 20 minutes an older adult dies from a fall. Falls are the leading cause of fatal injury and the most common cause of nonfatal trauma-related hospital admissions among older adults. A large percentage of calls received by Ashland Fire and Rescue are due to falls by older and disabled residents. Many of the callers are repeat callers who have unaddressed ADA or home modification needs.

Age-Friendly Innovators is a not-for-profit organization. Its purpose is to catalyze thinking about age-friendly living and pose creative solutions that enable older adults to live healthy and independent lives and to remain in their homes for as long as possible. Age Friendly Innovators in partnership with Ashland Fire & Rescue is proposing the Housing Safety program to achieve multiple City and community goals; to allow seniors and peoples with disabilities to remain safely in their homes, to reduce the incidence of falls and related safety issue calls to emergency services, and last but not least, to ensure that senior and disabled households have updated and properly operating fire safety equipment in their homes. Ashland Fire & Rescue will work with Age Friendly Innovators to identify households in need, assess a household's safety and mobility needs and recommend improvement measures. Housing units will be assessed for safety and mobility features that are not subject to the HUD Housing Quality Standards checklist, including smoke alarms and carbon monoxide detectors, raised toilet seats, stand-up showers, bathroom grab bars, interior handrails (replacement if unstable, or install as needed), the widening of interior and exterior doorways to accommodate accessibility, wheel chair ramps or accessibility improvements to walkways.

The Program will provide up to \$5,000 per household to complete identified safety and accommodation measures. The program will also provide fire and fall safety

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### **ASHLAND FIRE & RESCUE**

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information, property inspection, detailed scope of work, fire and fall safety devices/modifications, cost estimating and contractor procurement, construction and project management, referral to other community resources as needed, annual follow up visits to replace smoke and carbon monoxide detectors. Batteries may be provided upon request and as funding allows.

Ashtand Fire & Rescue in collaboration with Age Friendly Innovators sees this proposed project as a unique pilot project opportunity, to promote public, private, and non-profit partnerships to help senior and disabled households remain safely in their homes. The Housing Safety Program expects to reduce the incidence of falls among the target population, which can lead to expensive and often preventable medical costs, and reduce the incidence of calls to emergency services.

Ashtand Fire & Rescue has secured a materials commitment from Home Depot to provide materials to help leverage funding and reduce project costs. The leveraged amount of the materials will depend on the number and types of modifications that are needed and will be estimated and reported upon completion of the program.

*Property and Project information relating to acquisition, renovation, site clearance, and development (section not applicable for social service applications involving direct services to qualified low- or extremely low-income persons)*

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

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

- a) Property location relative to jobs, schools, transportation, shopping and services
- b) Total foot area of buildings, and size of land site
- c) Types of residential units, number of each type unit, and total number of bedrooms
- d) Number of entrance/door, low-, and middle rise-income units proposed
- e) Number of units accessible to the disabled
- f) Current storage of units and description of amenities such as outdoor balconies or storage areas
- g) Square footage of common areas such as community or family rooms
- h) Current storage of construction waste, if any
- i) How the property was built. If pre-1978, will the structure be classified under the ASHRAE 90.1?



- 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.*
- k) If the project involves rehabilitation, attach a description of the work to be completed.*
- 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.*
- m) Indicate how many years the property will remain affordable and the mechanism that will be used to ensure the 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).**

Age Friendly Innovators staff will meet with residents who are referred by the Ashland Fire & Rescue to inform them about the Housing Safety program, to complete an assessment of the home, and to identify modification recommendations. Housing units will be assessed for safety and mobility features including smoke alarms and carbon monoxide detectors, raised toilet seats, stand-up showers, bathroom grab bars, interior handrails, the widening of interior and exterior doorways to accommodate accessibility, wheel chair ramps or accessibility improvements to walkways. Income eligibility will be determined and the process for completing repairs will be detailed. Repairs will be completed and Ashland Fire and Rescue staff will request payments and provide follow-up at regular intervals with residents.

The target population will be seniors, age 62 years old and older, and peoples with disability. Participants will be screened for income eligibility using the HUD part 5 income review method. Participants must earn less than 80% of the Area Median Income as defined by HUD, or meet the HUD definition for a presumed benefit population.

**5) A work program and time line including a complete list of tasks with estimated start and completion of each task**

Timeline for implementation of the Ashland Fire and Rescue Housing Safety Program:

- June 28<sup>th</sup> - Housing and Human Services Commission Presentation
- July 2018 - Policies and Procedures and Form Development
- August 7<sup>th</sup> - City Council Meeting Final funding approval.
- Aug. 2018 - CDBG Action Plan Amendment  
Intragovernmental agreement/Contracts

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**ASHLAND FIRE & RESCUE**

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- executed
- Aug-Sept. - Advertising and Outreach Campaign
- Sept.-Oct. - Projects commencing
- May 2019 - Program evaluation/outcome reporting
- June 2019 - Program Closeout.

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.**

Ashland Fire & Rescue has received a commitment from Home Depot to provide materials for projects on an as needed basis. The in-kind costs of the materials is impossible to estimate up front, amounts will be identified as leverage upon program completion. Ashland Fire & Rescue is requesting \$50,000 in CDBG funding for the Housing Safety Program. 10% or \$5,000 will be utilized for administrative costs to the program, including the services provided by Age Friendly Innovators. Age Friendly Innovators have been completing projects which are similar in scope and nature throughout Jackson County, and estimates an average job cost of \$3,000 plus per household. The Housing Safety Program is allowing a maximum of \$5,000 in costs per household, with the expectation that some households may need greater than average modifications.

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

- a) Describe the assumptions used to determine the total project cost. Indicate the sources consulted and how costs were determined.
- b) Was consideration given to remaining economic life of the property and potential cost increases such as unanticipated repair or relocation costs? Maintenance costs?
- c) Operating costs? (Not applicable for social service applications involving direct services to over 60 individuals, especially low-income persons)
- d) Describe the financial assumptions used to develop the operating budget. Include projected net increases, other sources of income for operation and maintenance expenses and inflation factors. For social service and requests please include financial assumptions relating to increases in wages, materials and overhead, or other costs associated with the proposed activity.
- e) Describe non-fiscal expenses or those outside industry standards.
- f) Are there any other funding commitments from other sources? If available, please provide details.
- g) How a property tax exemption be requested for the project? If so, what is the estimated duration of the tax exemption over the twenty-year period? Please email: ashland@ashlandfireandrescue.org or call the program manager at 541-482-2770 to assist with the process. Long-term relief would be



*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)*

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

- Property Acquisition
- New Construction (non-residential)
- Removal of Architectural Barriers
- Rehabilitation Costs
- Development Costs
- Client Services
- Specification Preparation (Construction/Rehab)
- Relocation Benefits (if required)
- Appraisal (for acquisitions)

**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.**  
80% of Area Median Income for the Medford-Ashland MSA

**c) Describe any financial or legal commitments made to the project.**  
N/A

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

- d) Will permanent housing units be converted or demolished? If so, how many?
- e) Is the proposed housing site located in a 100-year flood plain?
- f) Has a Level II environmental assessment been done for the site? If yes, attach the report.
- g) Is the proposed housing site located adjacent to a major arterial road or near a railroad?
- h) Is the proposed site located adjacent to an aboveground flammable storage tank?
- i) Will the proposed project impact historic features? If yes, explain.

**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.**

**ASHLAND FIRE & RESCUE**

455 Siskiyou Boulevard  
Ashland, OR 97520  
(541) 482-2770 • Fax (541) 488-5318



The Mission of Ashland Fire & Rescue is: Ashland Fire & Rescue is dedicated to protecting lives, property, and the environment. By delivering fire suppression, emergency medical, disaster management, fire prevention and public education services by professionally trained, dedicated personnel, we strive to achieve the highest quality of public service to our customers.

The Mission of Age Friendly Innovators is: Age-Friendly Innovators is a not-for-profit organization launched by two Certified Aging in Place Specialists (CAPS). Its purpose is to catalyze thinking about age-friendly living and pose creative solutions that enable older adults to live healthy and independent lives.

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

The Housing Safety Program is expected to allow seniors and peoples with disabilities to remain in their current residences and maintain independence safely and for a longer duration.

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

*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:*

**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 must include repeated visits or use of the same resources.)*

*Total number of individuals in target population to be served on an annual basis:*

- **Percent low and moderate income.**  
The program is expected to serve between 9 to 15 income qualified low to moderate income households.

**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 households will be means tested for eligibility. All households will be comprised primarily of elderly or disabled residents who tend to be low or extremely-low income. It is expected that the majority of the households will be low-income rather than moderate 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.**

- 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.**

Both Ashland Fire & Rescue and Age Friendly Innovators are ready to proceed with this program. Age Friendly Innovators is already engaged in a substantially similar activity throughout the County. Ashland Fire & Rescue staff have implemented a similar program in another community. Both entities have the familiarity, experience, and capacity to undertake this program successfully.

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

Yes, this project has very little administrative burden or costs, the bulk of the funding (90%) will be utilized to benefit program participants directly. The majority of the funding will be used for materials and labor for modifications.

*c) Does the applicant have a purchase option on the property letter of support from the property owners), or some other assurance that the property is available for acquisition?*

*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 estimates and evicng tenant survey to address Federal Uniform Relocation Act requirements which may impact your project.*

*e) Describe relocation strategy for the project.*

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

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

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## **ASHLAND FIRE & RESCUE**

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Ashland, OR 97520  
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*ky) What is the condition of any improvements on the property and what is the expected life of the property?*

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

Ashland Fire & Rescue has received a material commitment from Home Depot.

- 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.**

All projects will be subject to a site specific environmental review process.

- 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.**



# Memo

DATE: 6/25/2018  
TO: Housing and Human Services Commission  
FROM: Linda Reid, Housing Program Specialist  
RE: 2019 SSGP Grantee Forum Planning and Schedule

In preparation for the issuance of the 2019 Social Service Grant RFP, the Commission will be holding a forum to gain feedback from former, current, and potential grantees on the priorities, strategies, process, and changes that they might like to see.

June 2018	Planning: Identify date and potential locations
July 2018	Finalize Invitation list and outreach materials
August 2018	Finalize format for event/identify logistical needs
Sept/Oct 2018	Forum
November 2018	Review proposed changes Commission Approval

Questions that were brought up at the May meeting:

*How will we generate our invitation list?  
What do we want to get out of this event?  
Community Needs/What are the providers seeing?  
Review of materials from the last provider forum event for SSGP*

Attachments:

Grantee Questionnaire  
Round Table Discussion Questions  
Grantee Recipient History (Original)

DEPT. OF COMMUNITY DEVELOPMENT  
20 E. Main Street  
Ashland, Oregon 97520  
www.ashland.or.us

Tel: 541-488-5305  
Fax: 541-488-6006  
TTY: 800-735-2900







6.) Does the award process seem fair to you?

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7.) Do you have any suggestions about how to improve the application and award process?

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**C. Potential Grantee Questions**

- 1.) Have you/your organization ever applied for a Social Service Grant from the City of Ashland?  
\_\_\_\_ Yes    \_\_\_\_ No
- 2.) If you have not applied for a Social Service Grant, why not?

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**D. Community Needs -Please rank the following needs in your community.**

1=Very Low Need, 2=Low Need, 3=Moderate Need, 4=High Need, 5=Critical Need

Low-Cost/affordable Housing in general	1	2	3	4	5
Services for Homeless populations	1	2	3	4	5
Services for Persons with Alcohol/drug addiction	1	2	3	4	5
Services for Persons with Developmental Disabilities	1	2	3	4	5
Services for Persons with Mental Illness	1	2	3	4	5
Services for seniors	1	2	3	4	5
Services for youth	1	2	3	4	5
Access to affordable health care	1	2	3	4	5
Legal assistance/advocacy	1	2	3	4	5
Life Skills Training	1	2	3	4	5
Other: _____	1	2	3	4	5

**E. Unmet Needs**

Please provide us with a list of your opinions on unmet service needs or gaps in your community.

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**F. Additional Comments, Concerns or Suggestions**

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**G. Organization/Agency Contact Information (Optional)**

Name of Organization/Agency: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_ Website: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Forum Evaluation (Optional)**

*Your feedback will assist the Ashland Planning Department improve the quality and relevance of future public involvement efforts*

Please check the box for your response to each statement.	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Not Applicable
The forum covered what I expected it to cover						
The forum's objective were clearly stated						
The forum's discussion questions were interesting						
The level of interactivity was appropriate for this topic						
The forum's format allowed for participant input						
The duration of the forum was right for me						
The pace of the form was right for me						



## Round Table Discussion Questions

- How is the Ashland community benefitting from the grant awards?
  - Are there efficiencies to be gained by awarding fewer organizations larger grants or are the smaller grants beneficial to organizations?
  - What areas of service are adequately being met? Are there any areas of service which are lacking? Are there any areas which the funding should be targeted to? Should the criteria for award target particular community needs?
  - If the City added a reporting requirement to determine how the funding is meeting priority needs and goals, what might that look like? Could this also help determine future priority needs over time?
  - Should there be funding restrictions?
-



Agency Name	Contact Name	Email	Phone	RSVP/Planning to attend	Contacted
Access, Inc	David Mulig-Support Services Director	<a href="mailto:dmulig@accesshelps.org">dmulig@accesshelps.org</a>	541-779-6691 ext. 313		
Access, Inc	Donna Lea Brooks	<a href="mailto:dbrooks@accesshelps.org">dbrooks@accesshelps.org</a>			
CASA of Jackson County, Inc. (court appointed special advocates)	Jennifer Mylenek-E.D.	<a href="mailto:jmylenek@jacksoncountycasa.org">jmylenek@jacksoncountycasa.org</a>	541-734-2272		
Center for Non-Profit Legal Ser	Debra Lee-E.D.	<a href="mailto:debralee@cnpls.net">debralee@cnpls.net</a>	541-779-7000		
Children's Dental Clinic of JC	Deb Silva, Clinical Director	<a href="mailto:dsilva@asante.org">dsilva@asante.org</a>	541-245-6851		
Community Health Center	Peg Crowley-Director		541-482-9741		
Community Works-Street Outre	Matt Brody-Manager	<a href="mailto:mbrody@community-works.org">mbrody@community-works.org</a>	541-779-4356		
Community Works-Dunn House	Barbara Johnson-Director of Victim Services	<a href="mailto:bjohnson@community-works.org">bjohnson@community-works.org</a>			
JC Children's Advocacy Center	Michelle Wilson-Development Director	<a href="mailto:mwilson@cacjc.org">mwilson@cacjc.org</a>	541-734-5437		
Mediation Works	Delta Ferguson-E.D.		541-770-2468		
Ontrack, Inc (Drug Treatment)	Rita Sullivan		541-772-1777		
RV Manor-Senior Volunteer/fo	Becky Snyder-E.D.		541-857-7780		
SDS RVCOG Food & Friends	Evelyn Kinsella	<a href="mailto:ekinsella@rvcog.org">ekinsella@rvcog.org</a>	541-734-9505 x3	Yes	
Help Now! (Low Income Legal	Diana Drews/Larry Kahn	<a href="mailto:info@helpnowadvocacy.org">info@helpnowadvocacy.org</a>	541-732-1911		
WinterSpring Center for Living	Julie Lockhard-E.D./Paul Gibson		541-552-0621		
Family Solutions Trinity Respite Care	Leslie Kurlan-Clinical Director		541-776-0497		
Jackson County Sexual Assault	Judith Rosen	<a href="mailto:judithannerosen@hotmail.com">judithannerosen@hotmail.com</a>	541-840-8063		
Pathway Enterprises, Inc.	????	<a href="mailto:info@pathway-inc.org">info@pathway-inc.org</a>	541-973-2728		
Planned Parenthood	Stacy Kostenbauer-Regional Health Center Mgr.		541-773-8285		
KAIROS	May Lynne DeRocher		541-956-5463		
Southern Orgon Drug Awareness	????		541-789-4028		
St. Vincent De Paul	Geraldine Cutting-President	<a href="mailto:k5c@charter.net">k5c@charter.net</a>	541-708-5650		
Ashland Supportive Housing-Rc	Sue Crader	<a href="mailto:sue.crader@gmail.com">sue.crader@gmail.com</a>	541-488-2870		
Maslow Project	Mary Ferrell-E.D.	<a href="mailto:mary@maslowproject.com">mary@maslowproject.com</a>	541-608-6868		
Ashland Community Resource C	Leigh Madsen - Manager	<a href="mailto:info@homelessoptions.org">info@homelessoptions.org</a>	541-631-2235		
Uncle Foods-Peace House	???-Have an email out	<a href="mailto:info@peacehouse.net">info@peacehouse.net</a>	541-482-9625		
Living Opportunities	Jim Gochenour	<a href="mailto:jjmg@livingoppps.org">jjmg@livingoppps.org</a>	541-772-1503		
H.O.P.E. Equestrian Center	Angie Ballard, E.D.	<a href="mailto:glittercwgrl@aol.com">glittercwgrl@aol.com</a>	541-890-8156		
The Rose Circle	Ellen Crane	<a href="mailto:ellencraine@therosecircle.org">ellencraine@therosecircle.org</a>	541-488-2361		

Pat Murphy???	541-779-1282		
Addictions Recovery Center			
United Way	541-773-5339	office@unitedwayofjacksoncounty.org	
Asland Senior Center	541-488-5342	dodsonc@ashland.or.us	Yes
Salvation Army	541-773-6965	jacquelyn.agee@usw.salvationarmy.org	
Oregon Action	541-772-4029		
Unete	541-245-1625	unete@nu-world.com	
The Job Council	541-842-2515	jimf@jobcouncil.org	
Kids Unlimited	541-774-3900	shey@kuoregon.org	
Lotus Rising	714-329-9651	lrp@lotusrisingproject.org	
Lotus Rising	541-897-0362	spalding@earthlink.net	
Head Start-Main Office	541-734-5150		
Head Start-Asland	541-482-5931		
Farm to School	541-488-7884	tracy@rvfarm2school.org	
Rogue Retreat	541-499-0880	info@rogueretreat.com	
Creative Supports	541-864-1673 x 102	bhendrick@creativesupports.org	
Girl Scouts	541-773-8423		
Asland Emergency Food Bank	541-488-9544	info@ashlandemergencyfoodbank.org	

# Housing and Human Services Commission Memo

TITLE: Social Services Grant, CDBG, and AHTF Priorities Review  
 DEPT: Community Development  
 DATE: June 28, 2018  
 SUBMITTED BY: Linda Reid, Housing Program Specialist

The priorities for the CDBG program, the Social Service Grant Program and the Affordable Housing Trust Funds are detailed below.

## 2015-2019 CDBG Consolidated Plan Priorities

Priority Needs Area	Priority Level	Activity Type
Provision of Affordable Housing	High	Rental Assistance Production of new units Rehabilitation of existing units Acquisition of existing units Accessible/affordable housing(rehab for accessibility/aging in place)
Addressing issues of homelessness	High	Outreach Emergency Shelter and transitional housing Rapid Re-housing Prevention
Non-housing Community Development	Medium	Public Facilities Public Improvements and Infrastructure Sidewalk improvements/ADA improvements Transportation for eligible populations
Public Services	High	Services to: mentally ill, D&A addiction, peoples with disabilities, Homeless and at-risk and homeless youth, frail and elderly
Economic Development	Medium	Micro-enterprise/job creation Skills training and education

**Social Services Grant Program Strategic Priorities:** *(These strategic priorities were identified through a process which included community outreach, grantee/stakeholder feedback, and key informant interviews. These priorities are not in any priority order.)*

- Assistance to obtain and/or maintain housing
- Supports to increase accessibility and availability of transportation options/services
- Services for people with mental health issues
- Services for people with drug and alcohol addiction
- Services for at-risk youth

**Implementation Strategies** *(which may include, but is not limited to the following)*

- Allocate resources to activities which address an identified strategic priority



- Support innovative proposals
  - Support proposals that leverage community collaborations or enhance community or existing regional partnerships
  - Support proposals which have a proven capacity to carry out their stated goals/meet proposed numerical outcomes
  - Support proposals which are ready to proceed
  - 20% of the overall grant allocation will be made available to support small grants; small grants include any request of up to \$5000, should the City not receive enough applications to allocate the balance of funds. The City will have the discretion to allocate any remaining balances to small grants.
- Outcome Measurement**
- Request the grant recipients to list their anticipated measurable activity/program outcomes
  - Review and compare applicants' identified anticipated outcomes annually and at the completion of the grant year using a standardized evaluation matrix. (*Example:* Number of Ashland Residents who; received housing support, participated in life skill training; received job search assistance, etc.)
  - The Commission will host stakeholder/applicant/community forum every four years to elicit feedback on grant making process and reporting requirements

**Affordable Housing Trust Fund Preferences**

- The project provides new affordable housing, or new affordability, through retention or rehabilitation of existing housing, within the City. The greater the number of units provided, the higher the ranking the project shall be given.
- The agency submitting the proposal has the capacity to carry out the project and has had demonstrated successes completing projects of similar scope.
- The project is ready for implementation (If the project includes the acquisition of property, the identified property is currently available for acquisition and the applicant has secured either a purchase option or letter of interest from the seller. If the applicant is also applying for federal funding (Community Development Block Grants or HOME) they should carefully review procurement requirements and limitations before obtaining a purchase option.
- The budget and time line are thorough and realistic.
- The project addresses the unmet housing needs as identified in the Ashland Housing Needs analysis or Consolidated Plan.
- The project retains the affordable housing units as affordable. The longer period of time the units remain affordable, the higher ranking the project shall be given.
- Affordable Housing Trust funds shall be limited to the minimum amount necessary to complete the project. The lower the percentage of AHTF funds requested, relative to the full project costs, the higher ranking the project shall be given.
- The project addresses energy conservation through the integration of green building technologies in new construction, or achieves greater energy efficiency through rehabilitation of existing housing.
- The project maximizes partnerships in the community (volunteers, in-kind contributions, cash contributions, multiple organizations involved, etc.).



- That relocation of existing residents will be minimized, and when necessary the applicant has included accurate relocation assistance costs as part of the project pro forma.
- The proposal demonstrates that Ashland Housing Trust Funds are the most appropriate funding source, and necessary, for the project.



