

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



**March 22, 2018: 4:30 – 6:00pm**  
**Siskiyou Room of the Community Development Building**  
**51 Winburn Way**

1. (4:30) **Approval of Minutes** (5 min)  
February 22, 2018 and March 1, 2018
2. (4:35) **Public Forum** (5 min)
3. (4:40) **Conflict of Interest Statement** (5 min)
4. (4:45) **CDBG Presentations** (25 min)  
Affordable Housing Opportunities  
Maslow Project  
St. Vincent De Paul
5. (5:10) **CDBG Application Discussion and Recommendation** (15 min)
6. (5:25) **Affordable Housing Trust Fund Presentations** (40 min)  
Columbia Care  
Options for Homeless Residents of Ashland  
Rogue Valley Habitat for Humanity
7. (6:05) **AHTF Application Discussion and Recommendations** (20 min)
8. (6:25) **April 26, 2018 Meeting Agenda Items**  
**Quorum Check** – Commissioners not available to attend upcoming regular meetings should declare their expected absence.
9. (6:30) **Upcoming Events and Meetings**  
**Next Housing Commission Regular Meeting**  
4:30-6:30 PM; April 26, 2018
10. (6:30) **Adjournment**

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

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Community Development office at 541-488-5305 (TTY phone is 1-800-735-2900). Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102-35.104 ADA Title 1).



# Housing and Human Services Commission Memo

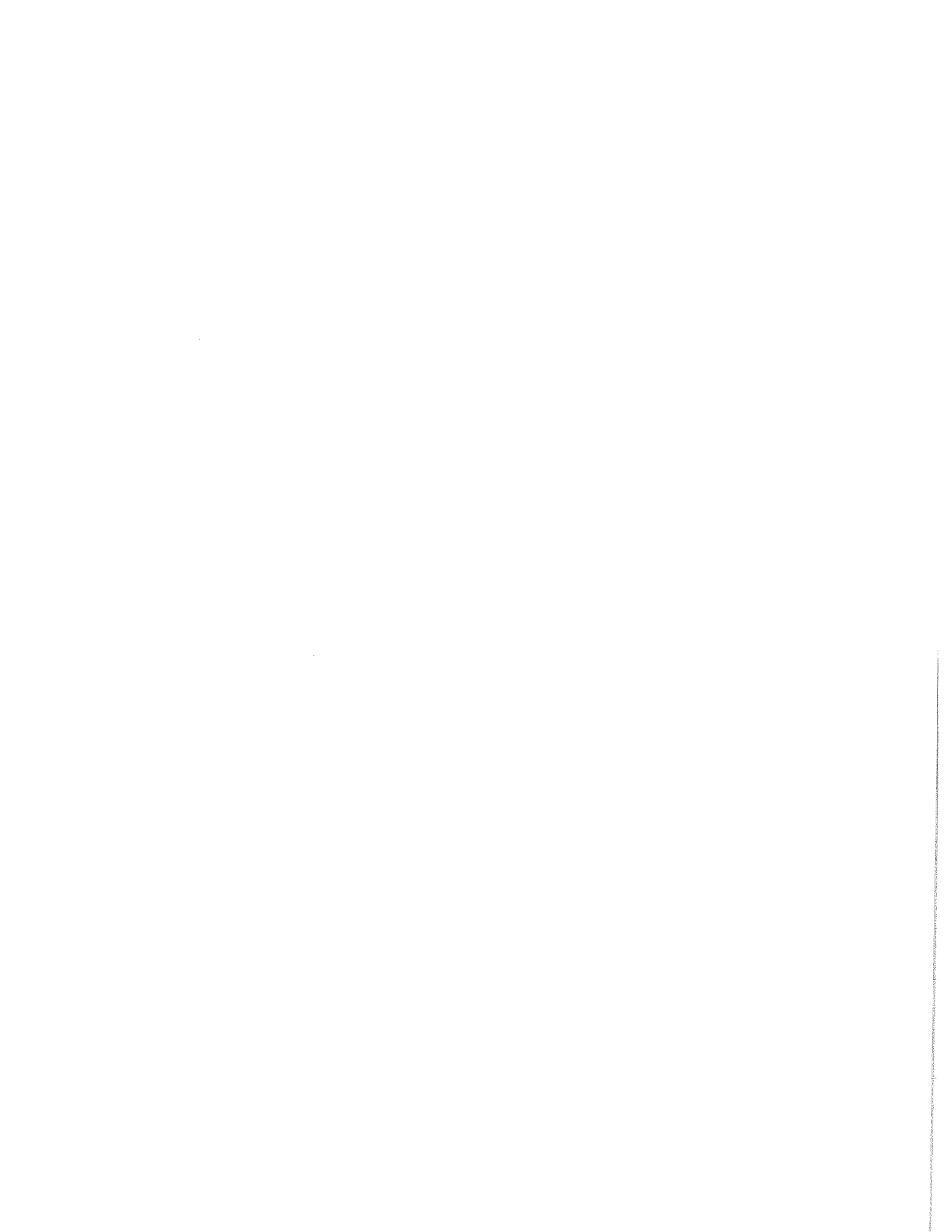
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TITLE: Minutes  
DEPT: Community Development  
DATE: March 22, 2018  
SUBMITTED BY: Linda Reid, Housing Program Specialist

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Due to a high volume of work within the Community Development Department at this time the minutes from last month's meeting were not able to be completed prior to the mailing of this packet. Consequently the minutes will either be emailed out to the Commission prior to the meeting or handed out at the meeting. Staff apologizes in advance for any inconvenience this may cause.





# Housing and Human Services Commission Memo

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TITLE: Conflict of Interest Statement  
DEPT: Community Development  
DATE: March 22, 2018  
SUBMITTED BY: Linda Reid, Housing Program Specialist

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Attached is the City's conflict of interest policy.





## CITY OF ASHLAND ETHICS RULES (AMC 3.08.020)

1. Part of purpose of City ethics code is to prevent public officials from "unwittingly entangling public and private interests"
2. Must be "independent, impartial and responsible to the people"
3. Must "discharge faithfully the duties of your office regardless of personal considerations, recognizing that the public interest must be your primary concern."
4. Cannot use public office "for personal gain"
5. Cannot "grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen, except as otherwise permitted by law or ordinance."
6. Cannot take *any action* in the course of duties as a public official the effect of which would be to the private financial gain or loss of you, relatives, or those with whom you have a close business relationship, whether paid or unpaid, *without first disclosing* such potential gain or loss.
7. Cannot *recommend*, approve, award, enter into or authorize a City transaction, contract, purchase or sale to which one of the parties is you, a relative, or a business entity in which you or a relative has a substantial or controlling interest. (Note: "Substantial or controlling interest" in an affected business entity requires recusal – not just disclosure.)
8. Cannot solicit or accept gifts, favors, services, compensation, retainers or promises of future employment from a source with a legislative or administrative interest in your duties or in anticipation of an action that may be taken your official capacity.
9. Cannot accept a retainer or compensation that is contingent on a specific action by the City
10. Cannot use confidential information or information *not readily available to the public* for personal gain or *to benefit private interests at the expense of or in conflict with the public interest.*
  - a. Information that is public may nevertheless not be readily available to the public if a special request is required to obtain the information or if special knowledge, such as that acquired as a public official, is needed to take advantage of the information.
11. Cannot disclose confidential information.
12. Cannot *appear on behalf of a client* for a fee or *pro bono* before the board or commission to which that official is appointed.

## I. FINANCIAL CONFLICT OF INTEREST ANNOUNCEMENTS

### (ACTUAL OR POTENTIAL)

**A. Background.** Under state law, a public official must publicly announce the nature of a financial conflict of interest and whether it is “actual” or only “potential.” If it is only potential, the announcement itself provides a legal shield and enables participation in deliberation and voting on the matter with respect to which a potential conflict exists. The relevant sections of ORS 244.120 are excerpted below.

#### ORS 244.120

(2) An elected public official, other than a member of the Legislative Assembly, or an appointed public official serving on a board or commission, shall:

(a) When met with a potential conflict of interest, announce publicly the nature of the potential conflict prior to taking any action thereon in the capacity of a public official; or

(b) When met with an actual conflict of interest, announce publicly the nature of the actual conflict and:

(A) Except as provided in subparagraph (B) of this paragraph, refrain from participating as a public official in any discussion or debate on the issue out of which the actual conflict arises or from voting on the issue.

(B) If any public official's vote is necessary to meet a requirement of a minimum number of votes to take official action, be eligible to vote, but not to participate as a public official in any discussion or debate on the issue out of which the actual conflict arises.

(3) Nothing in subsection (1) or (2) of this section requires any public official to announce a conflict of interest more than once on the occasion which the matter out of which the conflict arises is discussed or debated.

Of course, a public official can decline to participate in consideration of a particular matter out of concern for the appearance of a conflict of interest even if there is only a potential conflict or not even a potential one. But even in that case, the public official must announce the nature of the conflict that prompts the non-participation.

And, under Ashland's ordinances, a public official who is present and does not vote on a motion or question put to a vote by the presiding officer is counted as having cast a negative vote, except when a majority of the voting body has excused the official because of an announced potential or actual conflict of interest.



## **B. Disclosure Statements When State Ethics Code Applies**

1. An announcement of an actual or potential financial conflict of interest could begin with a statement along the following lines at the very start of consideration of the agenda item:

*I [or my family member] \_\_\_\_\_ [own? manage? work for?] the \_\_\_\_\_ [business or nonprofit entity]. I believe that any action on this agenda item [could possibly have? would have?] a positive or negative financial impact on me, my family, or \_\_\_\_\_ [business or nonprofit entity identified above] in that the following financial consequences [could possibly? would?] occur: \_\_\_\_\_.*

1.A. **POTENTIAL CONFLICT ONLY.** If the conflict is only "potential" and the public official will participate in consideration of the matter, a statement along the following lines would be appropriate:

*I openly acknowledge and disclose these private roles and interests and declare that I will strive to, and I believe I am able to, exercise independent, objective judgment on this agenda item, making the public interest my primary concern regardless of personal considerations.*

1.B. **ACTUAL CONFLICT.** If, however, the conflict is "actual," a statement along the following lines would be appropriate:

*In light of this actual conflict, I should not participate in consideration of this matter and plan step out of the room until the following agenda item is taken up. Since excusing me from voting on this matter requires approval of a majority of the voting members present, I request that a motion be made, seconded, and voted on to allow me to abstain from voting on this matter.*

## **II. DISCLOSURE STATEMENTS CONCERNING POTENTIAL INFLUENCE OF PERSONAL CONSIDERATIONS WHEN THERE ARE NO FINANCIAL IMPACTS**

### **A. Background.**

**EXCERPT FROM AMC 3.08.020E.1** (with parts relevant to non-financial interests in bold):

**Nor shall any public official, whether paid or unpaid, engage in any business or participate in any proposed or current city transaction, contract, purchase or sale which is potentially incompatible with a proper discharge of that public official's official duties or which would tend to impair independence of judgment or action in the performance of that public official's official duties without first disclosing such potential incompatibility or impairment of independent judgment or action to the proper authority. For elected officials, such disclosure shall be made in an open meeting to the elected body in which the official serves.**

B. STATEMENTS BY FIRST PUBLIC OFFICIAL

1. *There is not even a remote conjectural possibility that the outcome of this agenda item would have a positive or negative financial impact on me, my family, or any entity with which I'm associated. As a result, the type of disclosure required by state ethics law is not called for here. Under Ashland's ethics code, AMC 3.08.020E(1)(b), if my position as.....[description of position or activities related to the agenda item] would tend to impair my independence of judgment or action, I am to disclose that tendency to you but can still participate in the deliberation and voting on this matter.*

2. *[Alternative 1]: Regardless of my personal opinions and previous activities in connection with this agenda item, I believe I am able to exercise independent, objective judgment on this agenda item, making the public interest my primary concern and declare that I certainly will strive to do so. Accordingly, I plan to participate fully in deliberations on this matter and vote on it.*

2. *[Alternative 2]: To keep as much of a bright line as possible between my position on this body and my separate activities related to this agenda item, I believe I should not be participating in the deliberations or voting on this agenda item and request that a motion be made, seconded, and voted on to allow me to abstain from voting on this matter..*

ABBREVIATED STATEMENT BY OTHER OFFICIALS AT THE SAME MEETING

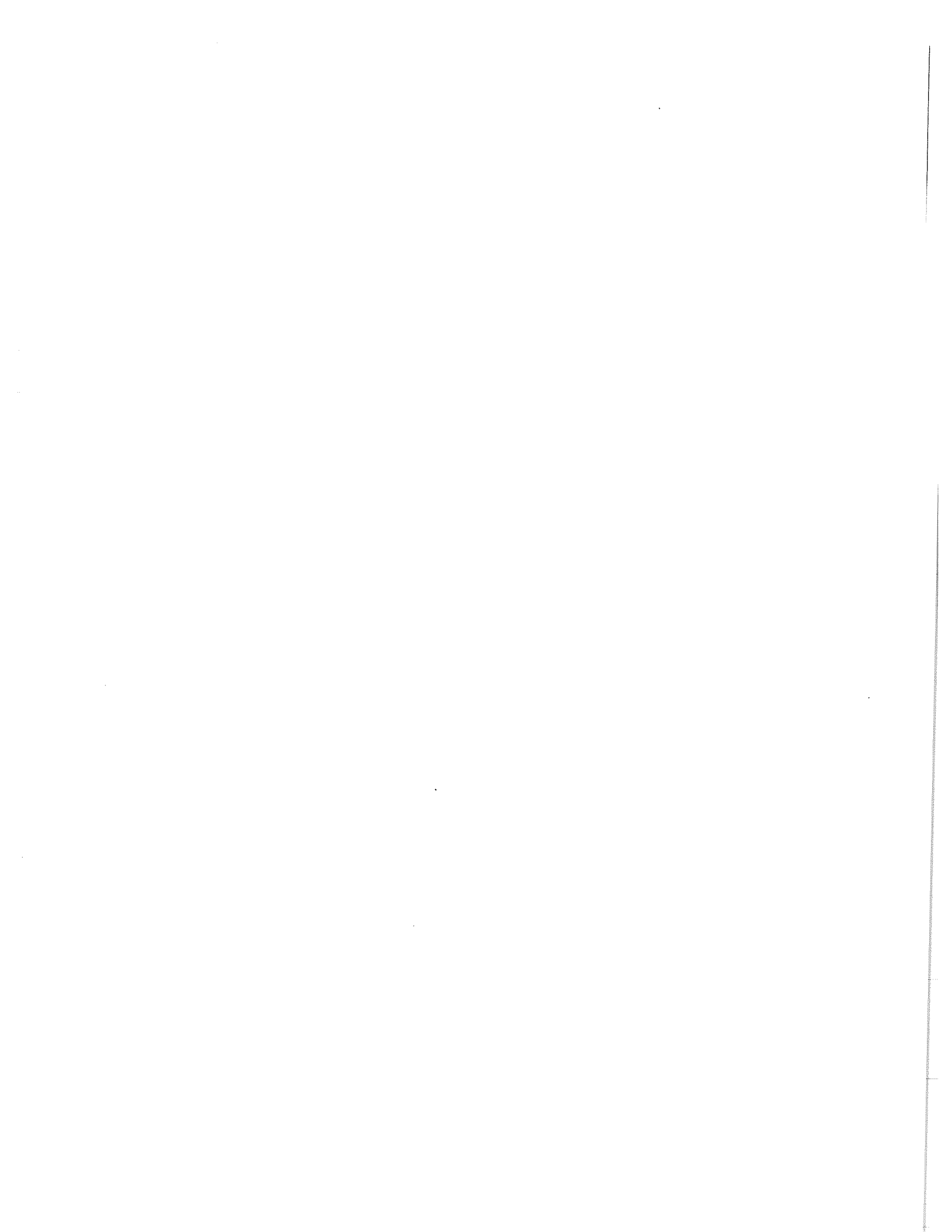
1. *I want make the same public acknowledgment, disclosure and commitment as my fellow member did. [Add description of the particular activities you participated in if they differ materially from those summarized in the prior disclosure.]*

2. *[Alternative 1]: Regardless of my personal opinions and previous voluntary activities in connection with this agenda item, I believe I am able to exercise independent, objective judgment on this agenda item, making the public interest my primary concern and declare that I certainly will strive to do so. Accordingly, I, too, plan to participate fully in deliberations on this matter and vote on it.*

2. *[Alternative 2]: To keep as much of a bright line as possible between my position on this body and my separate activities related to this agenda item, I believe I should not be participating in the deliberations or voting on this agenda item and request that a motion be made, seconded, and voted on to allow me to abstain from voting on this matter.*

## GIFTS

- Definition
  - Something of economic value
  - Given to you or household members or relatives (out to in-laws, including their spouses).
  - Given without cost or as forgiven debt
  - which is not extended to the general public
  - which exceeds \$50 in aggregate in the course of a calendar year
  - Given by a source with an economic interest (distinct from that of the general public) in any matter about which the Commission may exercise authority to commit the Commission or the City to a particular course of action. AND given by a source with the legislative or administrative interest in your official duties
- \*Gifts from relatives?
- \*Meals?
- \*Meetings as City representative?
- \*Entertainment when it is incidental to the main purpose of an event to which you are invited as a representative of the City?
- \*Entertainment when you are acting in an official capacity and representing the Commission for a ceremonial purpose?
- \*Cost of admission or food and beverage consumed by a member of your household when they are accompanying you as you represent the Commission at a reception, meal, or meeting held by an organization?
- \*Unsolicited gifts with resale value of less than \$25 and in the form of items similar to a token, plaques, trophy and desk or wall memento?
- \*Publications related to official duties?
  - Given to you or a relative or a member of your household



# CITY OF ASHLAND

## Ashland Housing and Human Services Commission Special Meeting Minutes March 1, 2018

### CALL TO ORDER

Commission 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                 | Traci Darrow, absent           |
| Rich Rohde                    |                                |
| Heidi Parker                  | <b>SOU Liaison</b>             |
| Michelle Linley, absent       |                                |
| Gina DuQuenne                 |                                |
| Jackie Bachman                | <b>Staff Present:</b>          |
| Sue Crader                    | Linda Reid, Housing Specialist |
| Linda Reppond                 | Carolyn Schwendener, Clerk     |
|                               |                                |

### APPROVAL OF MINUTES

N/A

### PUBLIC FORUM

No one spoke at public forum.

### CDBG AND AHTF CONFLICT OF INTEREST DISCUSSION

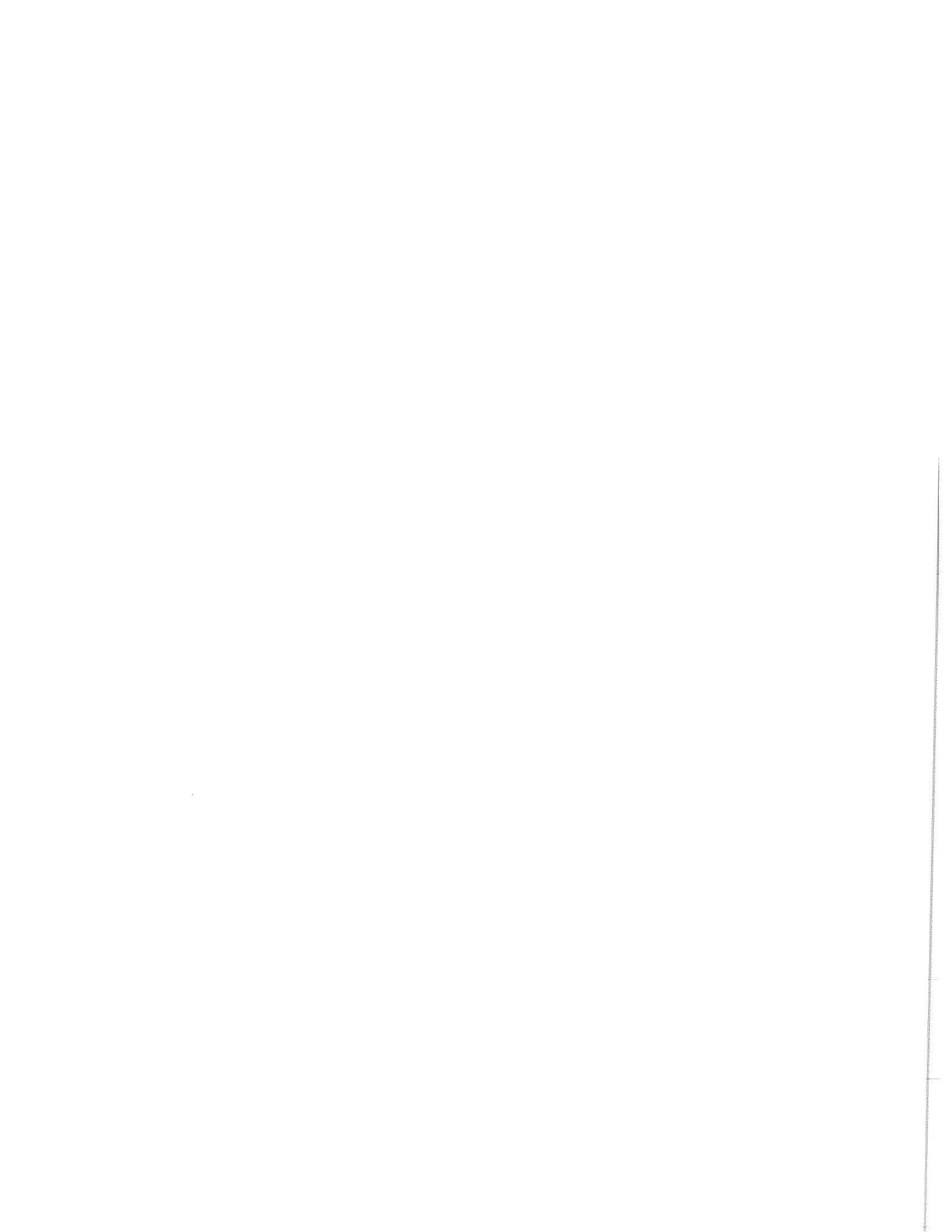
The commission reviewed and discussed the City's conflict of interest policy. The commission also reviewed the Planning Commission public hearing protocol and agreed it would be beneficial for the Housing and Human Services Commission to ask members for declarations of ex parte contacts, and statements of bias or conflicts to be stated at the start of the meeting. Prior to discussion questions that arose for the commissioners while reading the Affordable Housing Trust fund applications Commission Chair Rohde asked if anyone

### AHTF APPLICATION QUESTIONS DISCUSSION

### COST OF HOMELESSNESS PRESENTATION

### ADJOURNMENT

The meeting was adjourned at 6:10 p.m.  
*Respectfully submitted by Linda Reid*



**Ratings: High=3, Medium=2, Low=1**

|   |   | ST.<br>Vincent | Maslow | Ashland<br>Housing Op |
|---|---|----------------|--------|-----------------------|
| A | The Project provides benefit to a demographic group that has a need documented in the City of Ashland CDBG Consolidated Plan  |                |        |                       |
| B | The project assists low and moderate-income households in substantially improving their living conditions. The proposed project must have or be part of a comprehensive approach that takes clients from the beginning to the end of the process that improves their living conditions. "Safety net" services or services that meet basic needs shall only be funded if it can be demonstrated that clients receiving those benefits are part of a program that will eventually help them obtain self sufficiency. Exceptions to this requirement are projects targeted at helping people with special needs. |                |        |                       |
| C | The project is a proven effective strategy to improve conditions or solve an identified problem.  |                |        |                       |
| D | If the project is related to affordable housing, the project retains the units as affordable. The longer the period of time the units remain affordable, the higher ranking the project shall be given  |                |        |                       |
| E | If the project is related to economic development for jobs for low and moderate-income people, at least 51% of the jobs shall be held by low and moderate income people. The longer period of time the jobs are held by low and moderate-income persons, the higher the ranking the project shall be given. The larger percentage of jobs held by low and moderate-income persons the higher the ranking the project shall be given.  |                |        |                       |
| F | The project maximizes partnerships in the community   |                |        |                       |
| G | The project has at least 10% of the total project in matching funds. The larger the amount of matching funds the higher the ranking the project shall be given (10%=1, 20-50%=2, 50%+=3)  |                |        |                       |
| H | The project utilizes already existing resources in effective and innovative ways. The project shall not duplicate service provided by another organization  |                |        |                       |
| I | The agency submitting the proposal has the capacity to carry out the project  |                |        |                       |

|   |  |  |  |  |
|---|--|--|--|--|
| J | The budget and time line are well thought out and realistic  |  |  |  |
| K | The proposal demonstrates CDBG funds are the most appropriate funding source for the project               |  |  |  |
| L | The project is ready for implementation within a year of a CDBG award notification                         |  |  |  |
| M | The organization proposing the project has the experience and capacity to undertake the proposed activity. |  |  |  |



# Staff Evaluation

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**To:** Ashland Housing and Human Services Commission  
**Title:** Community Development Block Grant (CDBG) 2018 RFP  
**Date:** March 22, 2018  
**Submitted by:** Linda Reid, Housing Program Specialist

The City offered a total of \$294,413 in Community Development Block Grant (CDBG) funds for award to eligible applicants. The total amount of CDBG funds available to award to capital improvement projects in Program year 2017 is \$294,413. \$23,808, is available for award to Public Service activities (which is 15% of the anticipated 2018 Program Year allocation). The City has received three applications totaling \$81,653, one application for capital improvement totaling \$49,653 and two applications for public service funding totaling \$32,000

The anticipated CDBG allocation to the City of Ashland for the 2018 Program Year is \$158,726. Of this amount 20% is reserved for program administration (\$31,745), leaving \$126,981 in funds available for to award to eligible activities. The City also had \$167,432 in funds from prior program years unspent funding that may also be awarded to eligible projects benefiting Ashland's low-income population.

The City of Ashland Housing and Human Services Commission will hold a public hearing on March 22, 2018 to review the grant requests and make a recommendation to forward to the City Council for consideration. The Council will make the final award selections at a public hearing scheduled for April 17, 2018. Staff's eligibility assessment of each of the proposals received, and recommendations regarding the allocation of the 2018 CDBG funds are provided on the following pages.



## Proposals Received

| Organization                        | Proposed Project   | CDBG Funds Requested | Goal   | Consolidated Plan Goal and Rank*  | Council Goal  |
|-------------------------------------|--|----------------------|--|---|---|
| St. Vincent De Paul                 | Assist low income and at risk Households with emergency funding to prevent homelessness.<br><b>*Public Service</b>                   | \$20,000             | With CDBG funds provide <b>38-45</b> low income individuals with emergency rent and security deposit assistance to avoid homelessness)                                   | Support services for Homelessness outreach, prevention and Transition- <b>High</b>  | <b>3.3</b> Support non-profit and cultural entities in our community<br><b>5.2</b> Support and promote, through policy, programs that make the City affordable to live in.<br><b>5.3</b> Leverage partnerships with non-profit and private entities to build social equity programming. |
| Maslow Project                      | Encourage stability, self-sufficiency and school achievement for homeless youth.<br><b>*Public Service</b>                           | \$12,000             | Provide access to basic needs, information and referral. Provide case management to improve stability to approximately <b>85-90</b> identified homeless youth ages 0-21. | Support services for Homelessness outreach, prevention and Transition- <b>High</b>  | 3.3 Support non-profit and cultural entities in our community.<br><b>5.2</b> Support and promote, through policy, programs that make the City affordable to live in.<br><b>5.3</b> Leverage partnerships with non-profit and private entities to build social equity programming.       |
| Ashland Housing Opportunities, Inc. | Funding for roof replacement and exterior paint to insure the longevity and affordability of the project.<br><b>*Capital Project</b> | \$49,653             | Make repairs to an existing building to maintain affordable housing stock that serves 11 low-income households experiencing mental health issues.                        | Creation and Maintain Affordable Housing Units/Units Occupied by low-moderate income and/or presumed benefit populations- <b>High</b> | 3.3 Support non-profit and cultural entities in our community.<br><b>5.2</b> Support and promote, through policy, programs that make the City affordable to live in.<br><b>5.3</b> Leverage partnerships with non-profit and private entities to build social equity programming.       |



## **Funding Requested/Available**

A total of approximately \$294,413 in CDBG funds is expected to be available to distribute to eligible recipients for projects meeting the CDBG national objectives, and which are consistent with the City of Ashland 2015-2019 Consolidated Plan. The maximum allocation allowable to be used to support public services is limited to approximately \$23,808.

These funds will be available upon approval of the 2018 Action Plan, and upon the completion of any regulatory requirements including but not limited to environmental review clearance. Upon completion of the Action Plan a public hearing for review and approval will be held before the Housing and Human Services Commission to insure consistency with the awards designated by the City Council. The U.S. Department of Housing and Urban Development (HUD) must review the annual Action Plan submitted by the City to ensure the activities funded are consistent with federal requirements, and with the local Consolidated Plan. The City will reserve the right to award more or less than this estimate dependent on the final entitlement amount authorized by Congress and the Department of Housing and Urban Development.

## **Assessment Criteria**

Staff has assessed the proposals to determine whether they meet the Federal CDBG regulations and address the priorities identified within the City of Ashland 2015-2019 Consolidated Plan.

Three areas are evaluated for each proposal regarding compliance with federal regulations.

- Projects must meet the National Objective of the Community Development Block Grant Program.
- All CDBG funded projects must be an “eligible” use under the Community Development Block Grant Program.
- If a project meets all federal requirements and is selected for award, then federal regulations must be met throughout the course of the project.

Some examples of federal regulations which pertain to Community Development Block Grant funded projects are; all projects funded in whole or in part, with CDBG dollars require an environmental review in accordance with the National Environmental Policy Act (NEPA). Certain construction projects must use federal Davis-Bacon wage rates. Housing involving structures built prior to 1978 must be tested for the presence of Lead Based Paint and if found steps to mitigate Lead Based Paint must be taken. Any project involving the displacement of residents or businesses as a result of the federally funded project are entitled to assistance under the Uniform Relocation Act. Most importantly the beneficiaries from the application of CDBG funds must qualify as eligible populations under the Federal requirements for the CDBG program. Areas of concern are described for each proposal received. The Housing and Human Services Commission and the City Council can only award CDBG funds to projects that can meet all federal requirements and meets an objective as outlined in the City’s 2015-2019 Consolidated Plan.

Priorities within the City of Ashland’s 2015-2019 Consolidated Plan are given a priority ranking of High, Medium, or Low. The rankings are intended to assist in directing CDBG funds to the greatest needs. In cases where there are competing projects for limited funds, the projects(s) that are ranked the highest will be funded.



## Public Service Proposal Evaluation

### **St. Vincent De Paul-Home Visitation Program**

Staff has reviewed the St. Vincent de Paul (SVDP) program proposal to determine whether it meets the Federal CDBG regulations, and if the proposal addresses the priorities within the City of Ashland 2015-2019 Consolidated plan. St. Vincent's has requested \$20,000 to assist homeless and at-risk populations in obtaining and maintaining housing.

- This project proposal qualifies under the Low-Moderate Income (LMI) benefit national objective.
- Generally, income payments (payments to an individual or family, which are used to provide basic services such as food, shelter (including payment for rent, mortgage, and/or utilities) are ineligible public service activities when such payments are provided as a grant. However, such expenditures are eligible if; the income payments do not exceed three consecutive months; and the payments are made directly to the provider of services on behalf of an individual or family. This project meets those criteria.
- St. Vincent has a proven capacity to administer CDBG grant funding, this would be SVDP's sixth year of undertaking this activity in Ashland.
- SVDP expects to assist 38-45 individuals attain or maintain housing.
- Staff finds that SVDP's proposal would merit a priority of high on the priority ranking identified within the City of Ashland's 2015-2019 Consolidated Plan.

Staff has determined that St. Vincent's proposal is an eligible use of CDBG funds and is consistent with the City of Ashland Strategies as outlined in the 5-year Consolidated Plan. This activity assists in the prevention of homelessness for low-income and special needs households. Further this project meets and exceeds the 10% leverage requirement of the City of Ashland's CDBG program providing 10 times the requested grant funds leveraging additional funding from other sources. The St. Vincent De Paul Home Visitation Program has successfully administered Community Development Block grant funds for the past seven years.

### **Maslow Project-School Based Services for Ashland Homeless Youth**

Staff has reviewed the Maslow Project, School Based Services for Ashland Homeless Youth Proposal to determine whether it meets the Federal CDBG regulations, and if the proposal addresses the priorities within the City of Ashland 2015-2019 Consolidated Plan. Maslow Project requested \$10,000 in Public Service Grant funds to continue to support a case manager in the elementary, middle and high schools, providing outreach to high risk homeless youth and providing them with immediate needs, case management to keep youth engaged in school and promote stability and self-sufficiency for the homeless youth and their families.

- This project proposal qualifies under the Low-Moderate Income (LMI) benefit national objective; homeless populations are a presumed benefit population under the CDBG program.
- Services to homeless and at-risk populations are an eligible use of CDBG funds.
- Maslow's proposal expects to provide services to 85-90 identified homeless school children currently enrolled in the Ashland School District.
- Maslow Project has proven capacity to administer CDBG grant funds-this would be Maslow's fifth year of undertaking this activity in Ashland.
- Staff finds that Maslow Project's proposal is consistent with goals identified in the City of Ashland's 2015-2019 Consolidated Plan.



In evaluating the proposal, it is evident that the proposed project has a priority ranking of High.

Staff has determined that Maslow Project's proposal is an eligible use of CDBG funds and is consistent with the City of Ashland Strategies as outlined in the 5-year Consolidated Plan. This activity assists in the prevention of homelessness for low-income households. Maslow has successfully administered this program within the Ashland School District for the past five years. Furthermore, this project meets and exceeds the 10% leverage requirement of the City of Ashland's CDBG program and leveraging funding from other sources.

### **Capital Improvement Proposals**

#### **Ashland Housing Opportunities, Inc./Options for Southern Oregon (AHO)- Star Thistle Complex Repairs**

Staff has reviewed the Ashland Housing Opportunities (AHO) proposal to determine whether it meets the Federal CDBG regulations, and if the proposal addresses the priorities within the City of Ashland's 2015-2019 Consolidated plan. AHO has requested \$49,653 in grant funds to complete needed repairs to an existing affordable housing complex serving 11 special needs low-income qualified households.

- This project proposal qualifies under the Low-Moderate Income (LMI) and Presumed benefit national objective.
- Rehabilitation and upgrades are eligible uses of CDBG Capital Improvement funds.
- AHO has not previously administered CDBG funding within the City of Ashland.
- Staff finds that the AHO proposal is consistent with priority goals identified in the City of Ashland's 2015-2019 Consolidated Plan.

Staff sees that Family Solution's proposal is an eligible use of the CDBG funds and is consistent with the City of Ashland Strategies as outlined in the 5-year Consolidated Plan. This activity meets the 10% leverage requirement of the City of Ashland's CDBG program.

### **STAFF RECOMMENDATIONS**

Staff recommends award of the 2017-2018 CDBG funds as follows:

- \$49,653 to Ashland Housing Opportunities for the repairs to the Star Thistle Facility
- \$16,665 to St. Vincent De Paul Home Visitation Program
- \$7,143 to Maslow Project School Based Services
- The City would also like to direct the balance of prior year's unallocated CDBG funds, which is a total of \$117,779, to Habitat for Humanity for the purchase of 4 deed restricted affordable lots, pending environmental review and planning approval.

Staff's recommendations are based on evaluation of CDBG eligibility, the City's five-year Consolidated Plan Goals, agency experience and capacity, and readiness to proceed.

**Public Service Projects:** Only 15% of the overall allocation is available for public service activities, as only \$23,808 in funding is available, both projects cannot be fully funded with CDBG. Consequently,



staff is proposing a 70%/30% proportional allocation of the funding which is consistent with prior years' allocations. In examining the two applications for public service funding staff found both to be needed activities within the Ashland community that would benefit CDBG eligible populations. Both the SVDP program and the Maslow Project have successful track records of administering federal grant funds, providing counseling services, resource referrals and, in the case of the SVDP Home Visitation program, direct financial assistance to the homeless and those at risk of homelessness. The Maslow project's proposed activity would continue to benefit homeless populations as well but with an emphasis on homeless children enrolled in Ashland schools.

### **Capital Projects:**

#### **Ashland Housing Opportunities, Inc.**

The City received one capital project proposal; Ashland Housing Opportunities, Inc. The project qualifies as eligible uses of CDBG funds, the project is ready to proceed and would be able to expend the funds in a timely manner thereby allowing the City to meet its timeliness cap. While Affordable Housing Solutions has not previously administered a CDBG grant in the City of Ashland, AHS and Options have years of relevant experience administering other HUD funded programs and activities and have the administrative capacity to undertake the proposed activity which is a relatively simple and straightforward. Both the timeline for completion and the budget for the activity is well thought out and achievable. Matching funds have been identified and secured, the project serves an eligible population.

#### **Habitat for Humanity**

The City did not receive a CDBG application from Rogue Valley Habitat for Humanity for the acquisition of property to develop 4 affordable housing units in Ashland. However, Habitat for Humanity did submit an application for Affordable Housing Trust Funds. The project described in that AHTF application would be an eligible use of CDBG funds. In the event the City were to award \$117,779 in CDBG funds in support of this project, Habitat for Humanity could acquire the property described pending environmental review and planning approval. Rogue Valley Habitat for Humanity has considerable experience in housing development and in administering CDBG funded projects. These lots would be required to be affordable through the City of Ashland Land Use Code requirements for zone changes. An application for a zone change is to be reviewed by the City Council on March 20, 2018. Which, if approved, would require these units to be affordable to comply with the zone change criteria. The award would be dependent upon land use and environmental review approval. Staff is making this recommendation because the request for Affordable Housing Trust Funds exceeded the amount available for award. However, CDBG capital project funding that is remaining from prior years allocations was not requested, and would be available for award to a project that could expend the funds in an timely manner, and support the development of affordable housing such as Habitat for Humanity's AHTF proposal to acquire land.

### **Attachments**

Affordable Housing Opportunities Proposal

Maslow Project Proposal

St. Vincent De Paul Proposal

Rogue Valley Habitat for Humanity Proposal



| General   | Points possible | Total points |
|---|-----------------|--------------|
| 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  | 5               |              |
| The project maximizes partnerships in the community (volunteers, in-kind contributions, cash contributions, multiple organizations involved, etc.).   | 5               |              |
| The project utilizes already existing resources in effective and innovative ways. The project shall not duplicate service provided by another organization.   | 5               |              |
| The agency submitting the proposal has the capacity to carry out the project and has had demonstrated successes completing projects of similar scope.   | 10              |              |
| The budget and time line are thorough and realistic.  | 10              |              |
| The project is ready for implementation   | 10              |              |
| The proposal demonstrates that Ashland Housing Trust Funds are the most appropriate funding source, and necessary, for the project.   | 5               |              |
| <b>Subtotal</b>   | <b>50</b>       |              |
| <b>Housing Developments Only</b>  |                 |              |
| The project addresses the unmet housing needs as identified in the Ashland Housing Needs analysis or Consolidated Plan.   | 10              |              |
| Income Level/Number of units  |                 |              |
| 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  |                 |              |
| 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.   | 5               |              |
| 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) | 10              |              |
| 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.   | 5               |              |
| <b>Subtotal</b>   | <b>30</b>       |              |
| <b>Total points</b>   | <b>80</b>       |              |





# Staff Evaluation AHTF

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**To:** Ashland Housing and Human Services Commission  
**Title:** Affordable Housing Trust Fund (AHTF) 2018 RFP  
**Date:** March 22, 2018  
**Submitted by:** Linda Reid, Housing Program Specialist

The City of Ashland has received five applications for \$366,000 in competitively available Affordable Housing Trust Funds (AHTF). The City of Ashland Housing and Human Services Commission will hold a public hearing on March 22, 2018 to review the grant requests and make a recommendation to forward to the City Council for consideration. The Council will make the final award selections at a public hearing scheduled for April 17, 2018. Staff's assessment of each of the proposals received, and recommendations regarding the allocation of the 2018 AHTF funds are provided on the following pages.

## Proposals Received

| Organization  | Proposed Project  | AHTF Funds Requested | Resolution 2008-34 Preferences   | Consolidated Plan Goal and Rank*   | Council Goals   |
|---------------|---|----------------------|--|--|---|
| Columbia Care | Develop 24 units of Affordable Housing to serve peoples with mental illness | \$366,000            | <b>4.1a</b> -New affordable housing units<br><b>4.1e</b> -Services for Residents upon completion<br><b>4.1h</b> -Long-term affordability<br><b>4.1i</b> -Sponsored by a non-profit<br><b>4.1j</b> -project utilizing private and state funding as leverage | <b>High</b> -Provision of Affordable Housing<br><br><b>High</b> -Services to Special Needs Populations | <b>5.</b> Seek opportunities to enable all citizens to meet basic needs<br><b>5.1</b> Examine means and methods by which to improve access to mental health services for Ashland citizens who need them.<br><b>5.2</b> Support and promote, through policy, programs that make the city affordable to live in.<br><b>5.3</b> Leverage partnerships with non-profit and private entities to build social equity programming. |



|   |   |           |   |   |  |
|---|---|-----------|---|---|--|
| Options for Homeless Residents of Ashland | Short Term: A proposal to build capacity and enhance and expand existing housing programs by adding staff to assist in working with clients and landlords to find rental units. | \$86,338  | 4.1i-Sponsored by a non-profit  | <b>High-Addressing</b> issues of homelessness<br><br><b>High-Services to Special Needs Populations</b>  | 5. Seek opportunities to enable all citizens to meet basic needs<br>5.3 Leverage partnerships with non-profit and private entities to build social equity programming<br>5.4 Encourage the ongoing effectiveness of the resource center. |
| Options for Homeless Residents of Ashland | Medium Term: a proposal for Predevelopment activities that will assess the best affordable housing use for 2.39 acres of land on Washington Street.                             | \$19,000  | 4.1i-Sponsored by a non-profit  |   | 5. Seek opportunities to enable all citizens to meet basic needs<br>5.3 Leverage partnerships with non-profit and private entities to build social equity programming<br>5.4 Encourage the ongoing effectiveness of the resource center. |
| Options for Homeless Residents of Ashland | Long Term: A proposal to land bank 2.39 acres to be developed as permanent supportive housing.  | \$100,000 | 4.1a-New affordable housing units (eventually)<br>4.1e-Services for Residents upon completion<br>4.1g-Units for the disabled and homeless<br>4.1i-Sponsored by a non-profit | <b>High-Provision of Affordable Housing</b><br><br><b>High-Addressing</b> issues of homelessness<br><br><b>High-Services to Special Needs Populations</b> | 5. Seek opportunities to enable all citizens to meet basic needs<br>5.3 Leverage partnerships with non-profit and private entities to build social equity programming<br>5.4 Encourage the ongoing effectiveness of the resource center. |
| Rogue Valley Habitat for Humanity         | Funding to purchase 5 lots on which to build ownership housing for low-income households.   | \$250,000 | 4.1a-New affordable housing units<br>4.1i-Sponsored by a non-profit<br>4.1j-project utilizing private and state funding as leverage   | <b>High-Provision of Affordable Housing</b>   | 5. Seek opportunities to enable all citizens to meet basic needs<br>5.3 Leverage partnerships with non-profit and private entities to build social equity programming<br>5.4 Encourage the ongoing effectiveness of the resource center. |



## **Funding Requested/Available**

A total of approximately \$366,00 in AHTF is expected to be available to distribute to applicants for projects meeting the priorities of the AHTF policies as defined by resolution 2008-34, and which are consistent with the City of Ashland 2015-2019 Consolidated Plan priorities.

## **Assessment Criteria**

Staff has assessed the proposals to determine whether they meet the guidelines established by resolution 2008-34. Three areas are evaluated for each proposal.

- Applicants must meet the criteria outlined in Section 2; Eligible Applicants.
- Proposed activities must be eligible as detailed in Section 3; Eligible Uses and Activities.
- Is the activity a preferred activity as defined in Section 4; Preferences.

Preferences within resolution 2008-34 are not given a priority. There are ten preferences identified in Section 4. Projects that meet an identified preference are noted in the preference column.

Resolution 2008-34 also states that proposed activities should meet a priority identified within the City of Ashland's 2015-2019 Consolidated Plan. Consolidated Plan priorities are given a priority ranking of High, Medium, or Low. Those priorities are shown in the table above.



## Proposal Evaluation

**Columbia Care:** Staff has reviewed the Columbia Care proposal to determine whether it meets the eligibility criteria for uses and for applicants and if the proposal addresses the preferences within section 4 of resolution 2008-34.

- The project is providing new affordable housing.
- The agency submitting the proposal has the capacity to carry out the project and has had demonstrated success completing projects of similar scope
- The project is ready for implementation, has secured a purchase option.
- The budget and timeline are thorough and realistic.
- The project addresses unmet housing needs as identified in the Housing Needs Analysis and Consolidated Plan.
- The project retains the units as affordable.

**OHRA:** Staff has reviewed the OHRA Proposals to determine whether they meet the eligibility criteria for uses and for applicants and if the proposal addresses the preferences within section 4 of resolution 2008-34.

### Short Term

- The agency submitting the proposal has the capacity to carry out the project and has had demonstrated success completing projects of similar scope.
- The project maximizes partnerships in the community

### Medium-Term

- The agency submitting the proposal has the capacity to carry out the project and has had demonstrated success completing projects of similar scope
- The project is ready for implementation
- This project will not duplicate a service provided by another organization.
- The proposal demonstrates that AHTF are the most appropriate funding source.

### Long Term

- The project is providing new affordable housing.
- The project addresses unmet housing needs as identified in the Housing Needs Analysis and Consolidated Plan.
- This project will not duplicate a service provided by another organization.
- The proposal demonstrates that AHTF are the most appropriate funding source.

**Rogue Valley Habitat for Humanity:** Staff has reviewed the Habitat proposal to determine whether it meets the eligibility criteria for uses and for applicants and if the proposal addresses the preferences within section 4 of resolution 2008-34.

- The project is providing new affordable housing.
- The agency submitting the proposal has the capacity to carry out the project and has had demonstrated success completing projects of similar scope
- The project addresses unmet housing needs as identified in the Housing Needs Analysis and Consolidated Plan.
- The project retains the units as affordable.



## STAFF RECOMMENDATIONS

Staff's recommendations are based on evaluation of applicant and activity eligibility, program preferences and the City's five-year Consolidated Plan Goals, agency experience and capacity, and readiness to proceed with the activity.

Staff recommends award of the 2018 AHTF funds as follows:

- \$347,000 to Columbia Care
- \$19,000 to OHRA

Staff is recommending that the majority of the funding (\$347,000) be awarded to Columbia Care for the development of affordable housing as that proposal addresses the most preferences of any proposal submitted as outlined in resolution 2008-34 and it is clear that Affordable Housing Trust Funds are the most appropriate funding source for this activity.

Staff is recommending funding \$19,000 to OHRA's medium term application. Staff finds this proposal to fund predevelopment activities associated with development of OHRA land on Washington Street is an eligible use of AHTF funding. Staff would also like to recommend that OHRA work closely with planning staff on this project, specifically regarding the land use, planning, and building processes. Staff would also recommend shifting \$4,000 of AHTF funding in the proposed budget for this activity from the community needs assessment to addressing the land use and annexation assessment to determine the properties development capacity.

Staff is not recommending funding OHRA's short term proposal with the AHTF as that proposal does not meet as many preferences as the competing proposals submitted, and it is not clear that the AHTF is the most appropriate source of funding for this activity. Staff does encourage OHRA to submit this proposal for funding under the City of Ashland Social Service Grant program in January 2019. Staff is not recommending funding the OHRA long term proposal at this time, as staff feels that it would be more prudent to await the outcome of the needs assessment and land use/zoning predevelopment activities.

Staff is recommending that Habitat for Humanity utilize Community Development Block Grant funding rather than AHTF for the purchase of the lots. These lots would be required to be affordable through the City of Ashland Land Use Code requirements for zone changes. An application for a zone change is to be reviewed by the City Council on March 20, 2018. Which, if approved, would require these units to be affordable to comply with the zone change criteria. The award would be dependent upon land use and environmental review approval. The request for Affordable Housing Trust Funds exceeded the amount available for award. However, CDBG capital project funding was not requested, and would be available for award to Habitat for Humanity in support of their proposal.

### Attachments

Columbia Care Proposal

Options for Homeless Residents of Ashland Proposals

Rogue Valley Habitat for Humanity Proposal



