

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



**May 24, 2018: 4:30 – 6:30pm**  
**Siskiyou Room of the Community Development Building**  
**51 Winburn Way**

1. (4:30) **Approval of Minutes** (5 min)  
April 26, 2018
2. (4:35) **Public Forum** (5 min)
3. (4:40) **H&HS Commission Goal Review and Discussion** (25 min)
4. (5:05) **Social Service Grant Plan Review and Discussion** (30 min)
5. (5:35) **Winter Shelter Committee Update** (20 min)  
Heidi Parker and Linda Reppend
6. (5:55) **Commission Membership Discussion** (10 min)
7. (6:05) **Liaison Reports** (15 min)  
  
**Liaison Reports**  
Council (Jackie Bachman)                      Staff (Linda Reid)  
SOU Liaison (Unfilled)                      General Announcements/Local Housing  
   Updates
8. (6:20) **June 28, 2018 Meeting Agenda Items**  
Quorum Check – Commissioners not available to attend upcoming regular meetings  
should declare their expected absence.
9. (6:25) **Upcoming Events and Meetings**  
Next Housing Commission Regular Meeting 4 :30-6:30 PM; June 28, 2018

**10. (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.	Support the development of workforce housing.  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).



# CITY OF ASHLAND

## Ashland Housing and Human Services Commission Draft Minutes April 26, 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	Jackie Bachman
Rich Rohde	
Sue Crader	<b>SOU Liaison</b>
Erica Franks	
Heidi Parker	
Linda Reppond	<b>Staff Present:</b>
	Linda Reid, Housing Specialist
<b>Absent:</b>	Carolyn Schwendener
Gina DuQuenne	

### **PUBLIC FORUM**

No one spoke

### **APPROVAL OF MINUTES**

Reppond/Franks m/s to approve the minutes of the March 22, 2018 regular Commission meeting and the March 1, 2018 special meeting with correction. Voice Vote: All Ayes, motion passed with correction.

### **CDBG AND AHTF AWARD PROCESS UPDATE AND DEBRIEF**

At the April 17, 2018 City Council meeting Rohde presented the Housing and Human Services CDBG and HTF Award report along with the Commission's recommendation highlighting the notion that between staff and the Commission a unanimous decision was made. The Commission recommended to fund two social service projects with CDBG money: \$16,655 to St. Vincent de Paul and \$7,143 to Maslow. These amounts were not the full amounts applied for and the Council asked the Commission to consider adding more funding to both projects using the Housing Trust Fund money.

The Commission discussed this possibility. They agreed the Council might have been somewhat confused as to what the requirements for each pot of money were. It was suggested in the next funding cycle to provide to the Council more information regarding how the request for proposal was issued and confirm all interested parties were notified. It would be helpful to provide a single page describing what each fund can technically be used for.

The Commissioners acknowledged having two meetings prior to the applicant's presentations was exceptionally helpful. It gave them the opportunity to look at the grants and discuss them ahead of time. They also appreciated having a City Councilor attend their meetings getting the benefit of learning the grant process.

Due to feedback on the planning application at the Council meeting, Habitat for Humanity submitted a revision to their original AHTF request, consequently staff changed their recommendation creating some confusion. Though they didn't apply for CDBG funds it was decided to fund Columbia Care with CDBG as well as with HTF money. The Commission would still like to see Columbia Care turn in an application for that money.

Did applicants who would have otherwise applied for CDBG funds apply for HTF money instead because it was so much easier to work with, less regulations, questioned Reid. It was suggested in the future to offer the two funding sources (CDBG and HTF) at different times. Reid said this is a possibility but a change would need to be made to the HTF resolution.



### **WINTER SHELTER UPDATE**

Parker reported they officially ended the 2017/2018 overnight homeless shelter season the first week of April. This was ten days earlier than usual. Parker reported this was the biggest year yet providing shelter for 122 night including three emergency shelters from mid-November till early April. The guests ranged from thirty-five to fifty people each night, limited only by the fire code occupancy rates at each site. They had ninety-six overnight volunteers with at least two volunteer hosts spending each night. An additional 246 volunteer slots were filled to provide support to those spending the nights. The volunteers help prepare and serve food, welcome and sign in guests, serve as listeners and do general set up and clean up. In all volunteers contributed 3989 hours of time at a value of \$96,306.53. We couldn't have done all of this without their generous support, stated Parker.

Some of the largest problems they encountered were related to the facilities, Pioneer Hall in particular. Fire Code limited the number of guests forcing them to turn away people. It was difficult to decide who to turn away. Bathroom facilities were not large enough to accommodate the large groups. One toilet in Pioneer Hall broke which created quite a problem. Storage was not available to utilize which meant items had to be stored in a trailer in the parking lot close to the building. That parking lot sold this last year and trailer had to be removed, emphasized Parker. Another problem for the hosts was due to the Fire code it was required of them to do a "walk around" the building every fifteen minutes to insure there was no fire. The kitchen is very old and we could not use the range. We were not allowed to leave items in the refrigerator overnight so we had to clean it out each morning.

The Fire Marshall has told us we cannot use the facility this coming Fall. The dilemma we face is, What location can we use? How much money will we need to cover our costs? What are the zoning regulations? safety regulations? Parker went on to say they would like to get some help from the City in finding a facility. A One-Site Committee has been formed to look at these issues along with several other things. If we cannot find an answer by the Fall and we have the large amount of homeless people on the streets, it will become a real problem.

Rhode remarked, It's all hands on deck! If we don't do something about this situation it would be a real tragedy.

### **LAISON REPORTS -**

**Council** - Bachman reported that she and the Mayor along with their spouses took a trip to Eugene to tour of the programs that St. Vincent de Paul established for that community. The City of Eugene has a large homeless population prompting St. Vincent de Paul to address this concern. The purpose of these programs is the help its members transition into more affordable housing. St. Vincent de Paul purchased a former bank building converting it into a site for services which became a very important part of the hub. Some of the services offered in this community gathering facility, stated Bachman, is a very clean restaurant, laundry services, dog kennels, showers and food pantry. Crisis assistance is available as well as a drug center. Areas are provided for car camping, shelters, Conestoga's, tents and tiny houses. Bachman went on to say you have to come into these camps with a transition plan and have a willingness to move toward goals if you want to stay there.

Bachman said we need an Ashland solution for our homeless population by November when the weather creates a need for it. We don't need a large piece of land; smaller parcels will work assured Bachman.

A discussion followed as to the best use of the available grant money. Reid distributed information on all funding sources that the two grantees received in prior years from the City as requested by Commissioner Crader.

One of the concerns the commissioners had was that neither Maslow nor St. Vincent de Paul applied for the HTF money but Options for Homeless Residents of Ashland (ORHA) did. The question was asked, Do we want to shift funds to two organizations that didn't apply and not fund the one which did apply?

The support of the emergency shelter was the consensus of the group. Reid confirmed the emergency shelter is an approved activity the HTF money can be used for. Reid went on to say the money was meant to be flexible. After the discussion the following motion was made.

*Rohde/Reppond m/s to not close the Housing Trust Fund immediately but potentially offer a reopening of that process with a focus on emergency shelter as a priority because that is a number one priority as a Commission. Voice Vote; All ayes, motion passed.*

Commissioner Parker made the comment though she doesn't benefit financially from this motion she does benefit emotionally and recused herself before the vote and left the room



### **ANNUAL ACTION PLAN REVIEW AND RECOMMENDATION**

Reid reviewed the CDBG process explaining all the different components. This document, the CDBG Action Plan for Program Year 2018, describes the projects the City will undertake and the manner in which the projects are consistent with the priorities of the Five-year Consolidated Plan. While reviewing the document Reid noticed she had left off the money allocated to Habitat for Humanity for the construction of five units. She will amend the proposal to include them.

After a brief discussion with a few correction and suggestions the following motion was made.

Crader/Reppond m/s to accept the Annual Action Plan 2018 as amended. Voice Vote: All Ayes, motion passed.

### **LAISON REPORTS CONTINUED**

Staff- Reid announced that the Mayor has asked that she attend the Continuum of Care Board Meetings. As a region we receive some funding from HUD to assist with various homeless services. Traditionally that funding source was overseen by the Jackson County Homeless Task Force but in the last year they have undergone some changes to create a stronger board that meets HUD requirements for that funding source. The new Board is called the Continuum of Care Board. The Mayor will also be attending.

### **ANNOUNCEMENTS**

Rohde attended the Transportation Housing Coalition meeting which brings together Jackson County stake holders that represent the Transportation groups, the health equity groups and the housing groups from around all the local cities in Jackson County. They came up with five priorities that we'll be hearing more about as they move forward, stated Rohde.

Rohde announced there was a Livability Solutions Forum in Medford put on by AARP. It was an outstanding event that looked at policy focusing on the state plan rolled out to the communities. Its important ant that we are aware of the laws that are being passed at the state level emphasized Rohde.

Reppond announced a Compassion Conference this weekend with a session on the unhoused. Also the Empty Bowl Fund Raiser is tomorrow at 4:00 pm.

Parker pointed out that her husband is a Jackson County Public Health Officer and they have encountered a rise in drug abuse deaths over the first five months of this year. Fentanyl has arrived and it is very dangerous. It gets mixed with cocaine, heroin and even marijuana. Parker said if we know of anyone who is using drugs it's important to make them aware of this dangerous problem as it can kill you.

### **UPCOMING EVENTS AND MEETINGS**

This year's goals and where we are with each of them.

Social Service grant strategic plan, review the community needs and priorities.

Review the RFP that would go out in January.

Commission membership and how to do outreach to encourage others to join.

Housing and Human Services Commission Regular Meeting – 4:30-6:30 PM; May 24, 2018, at 51 Winburn Way.

### **ADJOURNMENT**

The meeting was adjourned at 6:25 p.m.

*Respectfully submitted by Carolyn Schwendener*





# Memo

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DATE: 5/18/2018

TO: Housing and Human Services Commission

FROM: Linda Reid, Housing Program Specialist

RE: Housing and Human Services Commission goals 2018

The Housing and Human Services Commission held their annual goal setting retreat on December 13th. The Commission requested that the goals be reviewed and that action on goals be discussed at their regular meeting in May.

## **2018 Goals for Housing and Human Services Commission**

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

Action item: Establish relationship with CCO's/Options

Action item: Produce stats/ make contacts

Action item: Discover/resolve any barriers to locating services in Ashland

### **Goal: Funding for a shelter coordinator**

Action item: Survey for shelter participants/data for grants.

Action item: Identify volunteers to administer survey.

### **Goal: 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.**

Action item: Schedule a study session with Council to establish Social Service grant goals.

### **Goal: Establish single location, seven day a week shelter.**

### **Goal: Support the development of workforce housing.**

Action item: Support Transit Triangle project

### **Goal: Support Porta-Pottie project**

### **Goal: Promote alternative housing, such as multi-family housing, tiny house village, intentional communities, and focus on removing barriers to their development.**



**Goal: Seek to increase DHS child care providers and family-friendly childcare**

**Goal: Seek ways to support overnight car camping program.**

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# Housing and Human Services Commission Memo

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TITLE: Social Services Grant Community Needs and Priority Review  
DEPT: Community Development  
DATE: May 18, 2018  
SUBMITTED BY: Linda Reid, Housing Program Specialist

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The Strategic Plan for the use of Social Service Funds was developed by the Housing and Human Services Commission in 2014. The Strategic Plan goals were intended to be reviewed periodically to make sure that the funding priorities were meeting the needs of the community.

Included as attachments are the Current Strategic Plan for the use of Social Service Grant funds and the Request for Proposals that was used in the last grant cycle.





**City of Ashland**  
**Social Service Grant Program**  
**Strategic Plan**  
*Adopted December 16, 2014*

**Introduction-Purpose of the Plan**

The City of Ashland is committed to supporting the agencies and organizations that work to improve the lives of its most vulnerable citizens.

The Strategic Plan for the use of Social Service Grant funds is intended to provide guidance for applicants and assistance to elected and appointed officials by providing a framework for allocating resources and for tracking progress on identified goals and community priorities.

The Strategic Plan will be updated at four year intervals (every two grant cycles) to be responsive to the changing demographics of the community and to the social and human service needs of the citizenry. The updates may include shifting goals and measurable objectives to more efficiently and effectively address community wide issues.

**History/Background**

The City of Ashland established the Social Service Grant Program in 1986 due to a reduction in Federal Revenue Sharing funds which had, in prior years, provided funding to the City to support the activities of non-profit and social service agencies that provided services to vulnerable Ashland Citizens. Resolution 86-35 was adopted in recognition that: *“the funding of health care and social service needs is an important City function which contributes to the health and well-being of the citizens of Ashland.”* The Council at that time opted to maintain funding for social services with an emphasis on health care in recognition of the City’s tourism based service sector economy, and felt that it was *“appropriate for the City to address the problems created by this type of economy”*<sup>1</sup>. Since that time the City of Ashland has committed a portion of the general fund in support of activities that address the health and social service needs of the Ashland community.

**Today’s-Community Snapshot**

The ability of working class individuals and families to afford housing and secure employment that offers compensation that is commensurate with the local cost of living, has far reaching impacts on the community. Reduced discretionary spending negatively impacts the local economy, the physical and mental wellbeing of families, and inhibits access to good nutrition and basic health care. Community diversity, vibrancy, and resilience are all impacted by an individual’s or families’ ability to work and reside in their community. This has been and continues to be a challenge for the Ashland community.

- **Population**: The City of Ashland has a population of just over 20,295 people.<sup>2</sup>
- **Age**: The population of Ashland has seen an increase in older individuals and a decrease in younger families with children. These findings are evident in the most recent census data; which shows that approximately 83% of the population is 18 years old or older.<sup>3</sup> The largest age group is 45-54 year olds at 13.9%<sup>4</sup>, and is echoed in the findings of various demographic reports and community assessments.

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<sup>1</sup> Philip Arnold, Former City Councilor.

<sup>2</sup> 2013 PSU Population Research Center estimate certified estimate.

<sup>3</sup> 2008-2012 ACS 5 year estimates.

<sup>4</sup> Ibid.

- **Income and Poverty:** The median income for a household in the city was \$43,305, and the median income for a family was \$58,616. About 18% of the population and 11.4% of families had incomes below the poverty level, with female headed households with children under 18 and those households with children under 5 experiencing the highest rates of poverty, at 42.2% and 43.4% respectively. 4.7% of individuals 65 years old and older are below the poverty level.<sup>5</sup>
- **Housing:** The City of Ashland has over 10,000 housing units. 53% of occupied housing units are owner occupied, and 46.1% are renter occupied<sup>6</sup>. In the 2012 National Citizen's Survey completed for the City of Ashland, the City met or exceeded most national benchmarks for citizen satisfaction for all but two categories; availability of affordable quality housing and employment opportunities. Availability of affordable quality housing and variety of housing options are comparatively lower than both national benchmarks and to other University communities with populations from 10,000 to 40,000 comparisons.<sup>7</sup> Similarly, Census data shows that 43% of homeowners with a mortgage and 54.5% of renters pay more than 35.0% of their income toward housing cost.<sup>8</sup>
- **Employment:** 2013 Ashland annual average unemployment rate was 6.7%.<sup>9</sup> Ashland School District reports that over half of the employees within Ashland live outside of the district and commute to work.<sup>10</sup>
- **Transportation:** When workers must live elsewhere and commute into or out of the community, this has a significant impact on other aspects of the community. Community diversity, vibrancy, and resilience are all impacted by an individual's or family's ability to work and reside in their community. Similarly, household transportation costs increase and traffic and air quality are impacted. This has been and continues to be a challenge for the Ashland community.
- **Health:** The social service grant program was originally established in part to address access to affordable health care, and while access to affordable health care continues to be a priority especially as the population ages, community feedback and demographic data has identified more pressing healthcare service needs. *The 2013 Community Health Assessment identified oral/dental health and mental health, especially as it relates to depression and suicide as the most urgent unmet health care needs within the community.* Further, community feedback identifies mental health disorders with co-occurring drug/alcohol addiction to be a need that is currently not adequately addressed in the Ashland community.

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<sup>5</sup> Ibid.

<sup>6</sup> 2008-2012 ACS 5 year estimates

<sup>7</sup> 2012 National Citizen's Survey. <https://ashland.or.us/Page.asp?NavID=15166>

<sup>8</sup> Ibid

<sup>9</sup> Guy Tauer, Regional Economist, State of Oregon Employment Department.

<sup>10</sup> ASD 2012 Demographer's report. <http://www.ashland.k12.or.us/Files/ASD%20Demographer%27s%20Report%202012.pdf>

## Community Strengths and Challenges

### *Community Strengths*

Ashland residents are civic minded, and work together to solve community issues through a strong commitment to community service.

While access to affordable health care continues to be an issue for many in the community, since the inception of the Social Service Grant Program many resources to address these concerns have been implemented.

Ashland's community groups, faith-based groups, civic groups, non-profit organizations, social service agencies, governmental agencies, and business groups have a history of successful collaboration.

Ashland's faith-based communities communicate and collaborate to problem solve and implement strategies to address community concerns.



### *Community Challenges*

High need individuals and those with challenging behaviors, such as those with dual diagnosis, (mental health and/or alcohol/drug addiction), physical, mental, or developmental disabilities, need more effective service options than the community currently provides.

There is a deficit of supportive services for vulnerable populations such as; peoples with developmental disabilities, people with mental health issues/frail/elderly populations, veterans, at-risk youth and homeless populations.

Working families and citizens earning below the median income for the Medford/Ashland area have a difficult time finding rental or ownership housing options in Ashland which are commensurate with their incomes.

There is a lack of transitional housing options for families and individuals who are working toward self-sufficiency.

## Social Services Grant Program Mission Statement

To fund support services that improve the lives of Ashland residents, assist individuals and families in the community and promote personal and community safety, health, and wellbeing.<sup>11</sup>

**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<sup>12</sup>
- Supports to increase accessibility and availability of transportation options/services<sup>13</sup>
- Services for people with mental health issues<sup>14</sup>
- 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<sup>15</sup>
- 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

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<sup>11</sup> Consistent with Council priority strategic plan goal 5: "Seek opportunities to enable all citizens to meet basic needs."

<sup>12</sup> Consistent with Council priority strategic plan goal 5.2: Support and promote, through policy, programs that make the City affordable to live in.

<sup>13</sup> Consistent with Council priority strategic plan goal 3.4: Support RVTD in fulfilling and expanding its mission.

<sup>14</sup> Consistent with Council priority strategic plan goal 5.1: Examine means and methods by which to improve access to mental health services in Ashland for Ashland citizens who need them.

<sup>15</sup> Consistent with Council priority strategic plan goal 5.3: Leverage partnerships with non-profit and private entities to build social equity programming.



# Agency Application and Forms

## 2017 - 2019

(Revised December 2016)

Application to ☐ City of Medford ☐ City of Ashland ☐ UnitedWay  
(Choose one only )

ORGANIZATION LEGAL NAME \_\_\_\_\_ DATE: \_\_\_\_\_

OTHER NAMES ORGANIZATION KNOWN BY (DBA) \_\_\_\_\_

ADDRESS \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

FEDERAL EMPLOYER ID NUMBER (FEIN) \_\_\_\_\_

PROGRAM/PROJECT TITLE \_\_\_\_\_

See Instructions for important information on goals and priorities for Ashland, Medford and United Way.

☐ Ashland – on which strategic priority does your program focus? \_\_\_\_\_

☐ Medford – on which strategic goal does your program focus? \_\_\_\_\_

☐ United Way – on which impact area goal does your program focus? Make Selection

AMOUNT REQUESTED from this funder for this program/project 2017-2018 \$ \_\_\_\_\_  
2018-2019 \$ \_\_\_\_\_

GRANT CONTACT (If other than Executive Director listed below)

Name \_\_\_\_\_

Tel \_\_\_\_\_

E-mail \_\_\_\_\_

### EXECUTIVE DIRECTOR INFORMATION

Name \_\_\_\_\_

Email \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_

## CERTIFICATION

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

\_\_\_\_\_  
Signature of Board President

\_\_\_\_\_  
Signature of Executive Director/CEO

\_\_\_\_\_  
Type Name

\_\_\_\_\_  
Type Name

## SUMMARY INFORMATION

RECIPIENT AGENCY \_\_\_\_\_

PROGRAM/PROJECT TITLE \_\_\_\_\_

1. Program/project is: new ☐ established/continuing ☐ pilot ☐  
If pilot, expected duration \_\_\_\_\_
2. Primary geographic location and population program funding will serve. *(If funding awarded, City of Medford and City of Ashland, will require tracking the number of city residents served for reporting purposes. United Way requires tracking for Jackson County.)*
3. Total organizational annual budget **this** year: \_\_\_\_\_  
Total program/project budget **this** year: \_\_\_\_\_
4. What will this funding enable?
5. Number of volunteers this program/project will engage: \_\_\_\_\_  
Number of paid program employees this program/project will engage: \_\_\_\_\_
6. Total number volunteers agency utilizes: \_\_\_\_\_  
Total number of paid agency employees: \_\_\_\_\_
7. Describe key strategies of the project/program in brief including timeline of expected deliverables.

## **AGENCY AND PROGRAM/PROJECT NARRATIVE**

RECIPIENT AGENCY \_\_\_\_\_

PROGRAM/PROJECT TITLE \_\_\_\_\_

Answer all three narrative questions. Use only two pages total – **with question number and letter shown preceding each answer**; the amount of space you allot for each question is your choice. Use Times New Roman font – 11 point.

1. **Description of organization (include inception date) and**
  - a. mission statement,
  - b. purpose(s) and how this program/project fits with your mission.
  - c. your organization's qualifications to accomplish these outcomes?
  - d. why your organization is uniquely positioned to address the issues you have identified?
2. **What:**
  - a. issues(s) is the project/program intended to impact,
  - b. strategy for change your program will be based on,
  - c. evidence do you have that the project/program will be successful in the proposed setting, and
  - d. indicators will you use to measure your success?
3. **How would the community as a whole benefit if your program receives funding? (Include a description of collaborations and integration and the role program/project plays in the sector.)**



## General Financial Information

RECIPIENT AGENCY \_\_\_\_\_  
PROGRAM/PROJECT TITLE \_\_\_\_\_

1. For most **recently completed** fiscal year:
  - a. AGENCY FISCAL YEAR (mm/yyyy – mm/yyyy): \_\_\_\_\_
  - b. What was total organizational budget: \$ \_\_\_\_\_
  - c. Administration & Fundraising expense: \$ \_\_\_\_\_ %

Administration & Fundraising (expressed as percent of total budget - also known as management and general, that portion of your expenses not dedicated solely to program or services), calculated directly from your IRS form 990. Add part IX (Functional Expenses), line 25 columns c + d. Then divide that total by Part VIII (Statement of Revenue) line 12 Total Revenue, column a.

- d. Total expenses: \$ \_\_\_\_\_  
e. Total revenue: \$ \_\_\_\_\_  
f. Sources of support:

Memberships/ individual contributions	\$ _____	_____ %
Raised through fundraising activities	\$ _____	_____ %
Government	\$ _____	_____ %
Foundations	\$ _____	_____ %
United Way	\$ _____	_____ %
Fees for Service	\$ _____	_____ %
Other (reimbursements, payments, bequests, etc.)	\$ _____	_____ %

- g. Total program/project budget  
(enter NA if new program): \$ 0 \_\_\_\_\_

2. What is the highest level of Agency financial reporting required by your funders? Make Selection
3. Briefly describe your sustainability plan for the project in the future.

## ORGANIZATION BUDGET 2017 - 2018

PROJECT PERIOD July 1, 2017 to June 30, 2018

RECIPIENT AGENCY - \_\_\_\_\_

AGENCY FISCAL YEAR (mm/yyyy – mm/yyyy) \_\_\_\_\_

REVENUE	Pending Commitments	Secured Commitments
City of Medford Funds	\$	\$
City of Ashland Funds	\$	\$
Jackson County Funds	\$	\$
Other State or Federal Funds	\$	\$
United Way Funds	\$	\$
CDBG (identify)	\$	\$
Other Funds (identify)	\$	\$
SUB TOTALS	\$ 0	\$ 0
<b>TOTAL REVENUE (Pending &amp; Secured)</b>		<b>\$ 0</b>
<b>EXPENDITURES</b>		
<b>A. PERSONNEL SERVICES</b>		
Total Salaries		\$
Total Benefits		\$
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 0</b>
<b>B. MATERIALS &amp; SERVICES: (please detail other major budget categories)</b>		
		\$
		\$
		\$
		\$
		\$
		\$
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>\$ 0</b>
<b>C. CAPITAL OUTLAY (must constitute part or all of funded public service activity to be eligible expense)</b>		
Equipment		\$
Furnishings		\$
Other capital expenses /Identify:		\$
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$ 0</b>
<b>TOTAL EXPENDITURES (Sum of A, B &amp; C)</b>		<b>\$ 0</b>

## PROGRAM/PROJECT BUDGET 2017-18

PERIOD July 1, 2017 to June 30, 2018

RECIPIENT AGENCY \_\_\_\_\_

PROGRAM/PROJECT TITLE \_\_\_\_\_

AGENCY FISCAL YEAR (mm/yyyy – mm/yyyy) \_\_\_\_\_

REVENUE	Pending Commitments	Secured Commitments
City of Medford Funds	\$	\$
City of Ashland Funds	\$	\$
Jackson County Funds	\$	\$
Other State or Federal Funds	\$	\$
United Way Funds	\$	\$
CDBG (identify)	\$	\$
Other Funds (identify)	\$	\$
SUB TOTALS	\$ 0	\$ 0
<b>TOTAL REVENUE (Pending &amp; Secured)</b>		<b>\$ 0</b>
<b>EXPENDITURES</b>		
<b>A. PERSONNEL SERVICES</b>		
Total Salaries		\$
Total Benefits		\$
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 0</b>
<b>B. MATERIALS &amp; SERVICES (please detail other major budget categories)</b>		
		\$
		\$
		\$
		\$
		\$
		\$
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>\$ 0</b>
<b>C. CAPITAL OUTLAY (must constitute part or all of funded public service activity to be eligible expense)</b>		
Equipment		\$
Furnishings		\$
Other capital expenses /Identify:		\$
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$ 0</b>
<b>TOTAL EXPENDITURES (Sum of A, B &amp; C)</b>		<b>\$ 0</b>

## PROJECT BUDGET 2018-19

PROJECT PERIOD July 1, 2017 to June 30, 2018

RECIPIENT AGENCY \_\_\_\_\_

PROGRAM/PROJECT TITLE \_\_\_\_\_

AGENCY FISCAL YEAR (mm/yyyy – mm/yyyy): \_\_\_\_\_

REVENUE	Pending Commitments	Secured Commitments
City of Medford Funds	\$	\$
City of Ashland Funds	\$	\$
Jackson County Funds	\$	\$
Other State or Federal Funds	\$	\$
United Way Funds	\$	\$
CDBG (identify)	\$	\$
Other Funds (identify)	\$	\$
<b>SUB TOTALS</b>	\$ 0	\$
<b>TOTAL REVENUE (Pending &amp; Secured)</b>		<b>\$ 0</b>
<b>EXPENDITURES</b>		
<b>A. PERSONNEL SERVICES</b>		
Total Salaries		\$
Total Benefits		\$
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 0</b>
<b>B. MATERIALS &amp; SERVICES (please detail other major budget categories)</b>		
		\$
		\$
		\$
		\$
		\$
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>\$ 0</b>
<b>C. CAPITAL OUTLAY (must constitute part or all of funded public service activity to be eligible expense)</b>		
Equipment		\$
Furnishings		\$
Other capital expenses /Identify:		\$
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$ 0</b>
<b>TOTAL EXPENDITURES (Sum of A, B &amp; C)</b>		<b>\$ 0</b>



# Current Clientele Demographic Profile

(Use absolute numbers only – no percentages.)

RECIPIENT AGENCY \_\_\_\_\_  
PROGRAM/PROJECT TITLE \_\_\_\_\_

*City of Medford and City of Ashland applicants fill out right column only. United Way applicants fill out left column only.*

# Whole Program # Medford  
or Ashland

## I. Gender

Female	_____	_____
Male	_____	_____
Other	_____	_____
Totals	0	0

## II. Age\*

0 to 4	_____	_____
5 to 10	_____	_____
11 to 14	_____	_____
15 to 19	_____	_____
20 to 34	_____	_____
35 to 44	_____	_____
45 to 54	_____	_____
55 to 64	_____	_____
65 to 74	_____	_____
75+	_____	_____
Unknown	_____	_____
Totals	0	0

## III. Residence\* For Whole Program

Ashland	_____
Central Point	_____
Eagle Point	_____
Gold Hill and	_____
Rogue River	_____
Jacksonville, Ruch,	_____
& Applegate	_____
Medford	_____
Phoenix/Talent	_____
Shady Cove, Butte	_____
Falls, Trail, Prospect	_____
& other Upper Rogue	_____
White City	_____
Other	_____
Unknown	_____
Total	0

## IV. Race

*City of Medford and City of Ashland applicants fill out right column only. United Way applicants fill out left column only.*

#Whole Program #Medford or Ashland

African American/Black	_____	_____
Caucasian/White	_____	_____
Hispanic Ethnicity	_____	_____
Mexican, Mexican American, Chicano	_____	_____
Puerto Rican	_____	_____
Cuban	_____	_____
Other Hispanic?	_____	_____
American Indian or Alaska Native	_____	_____
Asian Indian	_____	_____
Chinese	_____	_____
Filipino	_____	_____
Japanese	_____	_____
Korean	_____	_____
Vietnamese	_____	_____
Native Hawaiian	_____	_____
Guamanian or Chamorro	_____	_____
Samoan	_____	_____
Other Pacific Islander	_____	_____
Other	_____	_____
Totals	0	0

\*at point of entry for service

## Agency Board Profile

RECIPIENT AGENCY \_\_\_\_\_  
PROGRAM/PROJECT TITLE \_\_\_\_\_

(For City of Medford and City of Ashland, Board must have residents of respective city.)

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

Committee	Number of Members
_____	_____
_____	_____
_____	_____
_____	_____

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

Race	Male	Female	Other
African American/Black	_____	_____	_____
Caucasian/White	_____	_____	_____
Hispanic Ethnicity	_____	_____	_____
Mexican, Mexican American, Chicano	_____	_____	_____
Puerto Rican	_____	_____	_____
Cuban	_____	_____	_____
Another Hispanic?	_____	_____	_____
American Indian or Alaska Native	_____	_____	_____
Asian Indian	_____	_____	_____
Chinese	_____	_____	_____
Filipino	_____	_____	_____
Japanese	_____	_____	_____
Korean	_____	_____	_____
Vietnamese	_____	_____	_____
Native Hawaiian	_____	_____	_____
Guamanian or Chamorro	_____	_____	_____
Samoan	_____	_____	_____
Other Pacific Islander	_____	_____	_____
Other	_____	_____	_____
Total	0	0	0

Residence	Male	Female	Other
Ashland	_____	_____	_____
Central Point	_____	_____	_____
Eagle Point	_____	_____	_____
Gold Hill/Rogue River	_____	_____	_____
Jacksonville, Ruch, Applegate	_____	_____	_____
Medford	_____	_____	_____
Phoenix/Talent	_____	_____	_____
Shady Cove, Butte Falls, Trail, Prospect,	_____	_____	_____
Other Upper Rogue	_____	_____	_____
White City	_____	_____	_____
Other	_____	_____	_____
Total	0	0	0

# Memo

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DATE: 5/18/2018

TO: Housing and Human Services Commission

FROM: Linda Reid, Housing Program Specialist

RE: Commission membership discussion

The Housing and Human Services Commission has one vacant seat. The Commission requested time on the May agenda to discuss strategies for filling the vacant seat.

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