

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

CITY OF
ASHLAND

November 16, 2017: 4:30 – 6:30pm
Siskiyou Room of the Community Development Building
51 Winburn Way

1. (4:30) **Approval of Minutes** (5 min)
October 26, 2017
2. (4:35) **Public Forum** (5 min)
3. (4:40) **Topics/Agenda for Annual Retreat Meeting** (25 min)
4. (5:05) **AHTF RFP Overview** (30 min)
5. (5:30) **Council Update review** (10 min)
6. (5:40) **Housing Program Overview** (25 min)
7. (6:05) **Liaison Reports** (20 min)

Liaison Reports

Council (Traci Darrow)
SOU Liaison (Unfilled)
Staff (Linda Reid)
General Announcements/Local Housing
Updates

8. (6:25) **December 13, 2017 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
3:30-6:30 PM; December 13, 2017
10. (6:30) **Adjournment**

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 October 26, 2017

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.

Commissioners Present:	Council Liaison
Tom Gunderson	Traci Darrow
Rich Rohde	
Heidi Parker	SOU Liaison
Michelle Linley	
Gina DuQuenne, arrived at 5:10	
Linda Reppond	Staff Present:
Sue Crader	Linda Reid, Housing Specialist
Jackie Bachman	Carolyn Schwendener, Clerk

APPROVAL OF MINUTES

Parker/Reppond m/s to approve the minutes of the September 28, 2017 regular Commission meeting. Voice Vote: All Ayes, motion passed.

PUBLIC FORUM

Susan Berryhill who spoke at last month's meeting spoke again this evening. Ms. Berryhill appreciated the way in which her thoughts were captured in last month's minutes. Since last month's meeting she and her husband tried three different options for housing but gave up. They are now camping in the living room of their house as it still has some smoke residue from the fire two years ago. Ms. Berryhill commented her in-laws live close to the recent fire in Santa Rosa California where two members of their church died in the fire. When devastation like that happens it makes us thankful just to have a roof over our head, stated Ms. Berryhill. Ms. Berryhill went on to say they recently went to a workshop on how to build a tiny house. They truly enjoyed the workshop and in November will be attending the Small House Summit in the Portland area.

NEW COMMISSIONER WELCOME

The Commissioners welcomed new member Jackie Bachman. Ms. Bachman has lived in Ashland for three years emphasizing how much they enjoy the Community. Her background is psychology and special education. For thirty-six years Ms. Bachman has worked in public education as a Teacher, a Site Administrator and a District Administrator. Service and Special Education and helping our own is a big focus for her. As a new Commissioner Ms. Bachman is coming with the goal of creating an age friendly Ashland. This means access; whether affordable housing, transportation, social needs or social programs. Looking at the moral responsibility of taking care of our own in the Community.

DEBRIEF OF THE BUS TOUR

The Commissioners discussed the Affordable Housing Bus Tour that took place on Wednesday October 11th. Approximately twenty-three people attended. Reid received positive feedback about it and suggested next time making the tour part a little longer. Another suggestion was to get off of the bus throughout the tour. Everyone thought the speakers did a really good job and enjoyed hearing from the developers about all the programs they offer.

Linley also heard positive feedback and was very glad the Commission organized the tour. It helped people realize there are actual hurdles we are aware of but have to figure out how to overcome, stated Linley. It is beneficial for people to understand the different funding mechanisms available to help make projects happen.

Rhode was disappointed that the tour didn't get coverage in the paper, missing an opportunity to educate the broader public. He is hoping there might be another opportunity in the future.

Councilor Darrow pointed out that she and Seffinger attended the tour and thought it was great. The tour made her realize how many different types of puzzle pieces there are to affordable housing and so many options. At the recent Council meeting Darrow suggested if anyone has more questions on affordable housing options or would like the information packet that Reid put together they could contact Goldman or Reid.

ANNUAL PRESENTATION TO THE COUNCIL DISCUSSION

The annual presentation is the opportunity for the Commission to share their victories as well as issues with the City Council. The Commission is scheduled to appear at the November 7, 2017 Council meeting. The Commission discussed the items in which they wanted to highlight to the Council.

- Bus Tour – different housing developments, different funding mechanism, ways in which the City contributes
- CDBG and Social Service Grants – extensive time and effort we did in reviewing grant applications, listening to presentations and making recommendations. Talk about developing jointly with the Council that process. CDBG funds accomplishment and what we are working on.
- Accomplishment of the Housing Trust Fund – thankful for the Marijuana money going into that account.
- Success of the Housing Forum that took place in August. Raised awareness in the Community.
- Check prior minutes and reflect on those who spoke during public forum. We listen throughout the year to different people regarding housing needs and those who offer suggestions.

Linley volunteered to present at the Council. All the Commissioners were encouraged to attend to show her support. Reid will write up the summary and email it to the Commissioners who can reply back to Reid with changes or suggestions.

HOLIDAY MEETING SCHEDULE

The Commissioners agreed that they would like to have meetings in both November and December. It's important to the Commission to stay on top of things and not get behind. It was decided to have the November meeting on the 16th and a retreat on Wednesday December 13th between 3:30 to 6:30.

A working group was put together to bring back categories and goal setting ideas for the retreat. The working group will consist of DuQuenne, Linley, Crader, Rhode and Reid.

HOUSING TRUST FUND RFP PRIORITY DISCUSSION

Reid distributed a hand out showing an overview of what a City of Ashland Affordable Housing Trust Fund RFP would look like. See Exhibit A at the end of the minutes. The overview showed the purpose of the program, eligible applicants, eligible uses, preferences, selection criteria, match requirements and process for the award.

Reid distributed a graph showing selection criteria and how the applicants would be graded on a numeric scale. See Exhibit B.

The HTF and the Community Development Block Grant (CDBG) could run concurrently so that a project could envision using both sources of funding. The Affordable Housing Trust Fund contribution cannot exceed more than fifty percent of the total project or program cost. The required match could be met utilizing CDBG, State or Federal Funding, direct contribution from the applicant, private donations, contribution of land as well as materials or labor to the project.

Reid distributed the 2015-2019 CDBG Consolidated Plan Priorities. See Exhibit C

Reid explained it would be too overwhelming to run an RFP for CDBG and the HTF the same time as the Social Service Grant. Reid added for CDBG and the HTF she would prepare an RFP for January 1, 2018. Applicants would have forty-five days to put together an application making the due date February 16, 2018. The applications would come to this Commission on March 22, 2018 and go to City Council in April.

Rhode suggested that at the December retreat the Commission discuss the possibility of an educational program or some kind of orientation for the applicants of the HTF. The Commission expressed their concern about working with the City Council and keeping the lines of communication open. Darrow confirmed that working hand in hand with the Council members on this process is a very important piece.

The next step is for Reid to take the Commission's recommendations back to City staff. (Bill Molnar and Brandon Goldman) Staff will draft an RFP and Reid will bring it back to the Commission.

SOCIAL SERVICE STRATEGY DISCUSSION

Reid distributed the Strategic Plan that was created when the Social Service Grants were given to this Commission. See exhibit D. Reid reviewed the list of strategic priorities and implementation strategies. What we need to decide, said Reid, is if we think these are still valid or do we need to go through another community review. It is the Commission's job to identify applicants against the criteria and then forward that on to the council. The Social Service Grants are awarded biannually and are separate from CDBG. The amount of grant money available each year is \$135,000.

It was pointed out that there has been some discussion in the Community regarding eliminating the Social Service Grant in order to fund other priorities in the Community such as another Police Officer. Reid mentioned that it's important to have outcome tracking to show where the money is going. Darrow emphasized that as we go into the next budget year every single program will have to be scrutinized so education on the use of the money and impact it has in the community is good information to provide.

LIAISON REPORTS AND GENERAL ANNOUNCEMENTS

General Announcements – Linley will be reaching out to Noah at SOU for his help in finding the Commission a SOU Liaison.

Parker handed out a flyer announcing the upcoming trainings for the shelter. This Saturday the 28th is a training at the Methodist Church sponsored by the Culture of Peace Commission. On November 16th Peter Buckley is doing a training specifically for people who work at the shelters. The topic is understanding how trauma affects the shelter guests and helping people understand where they are coming from and ways to help facilitate communication and de-escalation. The shelter training for volunteer's is November 8th. This year they have added some categories to the volunteers. Listeners who come in at the beginning of the shelter when they first open to sit down and talk with the guests as needed. There is also a need for volunteers to sign up for about an hour to an hour and a half in order to help clean up in the morning. Another category is actually spending about twelve hours sleeping there and helping serve food. The shelter training will cover all these categories.

Linley announced this Saturday is the grand opening and ribbon cutting ceremony for Hope Village in Medford. She will be attending and will report back at next month's meeting.

Liaison Reports:

Council – Darrow, Goldman and Reid met with Senator Merkley's staff. The Washington DC staff is looking at putting in a request to change the CDBG roll over rules which would benefit the City by allowing us to keep a little more.

November 16, 2017 MEETING AGENDA ITEMS

Strategic Planning, RFP from staff for the HTF

UPCOMING EVENTS AND MEETINGS

Next Housing and Human Services Regular Commission Meeting – 4:30-7:00 PM; November 16, 2017, in the Siskiyou Room at the Community Development & Engineering Department located at 51 Winburn Way.

ADJOURNMENT

The meeting was adjourned at 6:30 p.m.

Respectfully submitted by Carolyn-Schwendener

Exhibit A

City of Ashland Affordable Housing Trust Fund RFP Overview	
Program Overview	The City of Ashland Affordable Housing Trust Fund was created to keep the Ashland community diverse by facilitating the production and preservation of affordable housing throughout Ashland. The City Council understands the changing nature of the housing market and therefore has established the policies and procedures for administering the AHTF to remain flexible to respond to changing market conditions and opportunities.
Program Purpose	The purpose of the City of Ashland's Affordable Housing Trust Fund (AHTF) is to establish a dedicated source of revenue to provide ongoing funding for housing projects or programs that address the housing needs of Ashland residents. The primary purpose of the AHTF is to encourage the creation of housing for homeownership or rent, at a cost that will enable low and moderate income families to afford quality housing while paying no more than thirty per cent of gross household income on housing. To promote the rehabilitation, preservation and production of quality, well designed rental and ownership housing the AHTF will award funds to community development partners that are furthering the AHTF mission. It is expecting that the local contributions made through Ashland's Affordable Housing Trust Fund will assist in maximizing the leveraging of State and Federal funds, as well as encourage private sector investment in affordable housing. To address the disparity between the cost of housing and the means of resident households to afford housing, the Affordable Housing Trust Fund aims to provide direct financial support to projects that retain or increase the supply of needed housing for households earning less than 120% the Area Median Income as defined by HUD.
Eligible Applicants	The Affordable Housing Trust Fund is structured to ensure that many different types of organizations are eligible to receive financing. Eligible applicants include governmental subdivisions, community development corporations, local housing authorities, community action agencies, community-based or neighborhood-based non-profit housing organizations, other non-profit organizations, for-profit entities, and private employers.
Eligible Uses	Affordable Housing Trust Funds shall support the creation or preservation of housing that is affordable to households with incomes that do not exceed 120% of the area median income, as defined by HUD for the Medford-Ashland metropolitan service area. The Affordable Housing Trust Funds can be provided as either a grant or a loan depending on the project or program receiving funding. To retain a significant degree of flexibility the eligible uses have a broad application including the following: Acquisition and Construction of new affordable housing. Eligible acquisition and construction costs include reasonable costs associated with building or land purchase, including but not limited to: (Purchase price, Option costs, Financing fees, Appraisal costs, Closing costs, Interest, Inspection fees, Title insurance, Relocation costs, Architectural/engineering fees, Construction costs)

	<p>converted to residential use. Any designated new affordable housing units shall be secured as affordable through recorded Resale Restriction Covenants.</p> <p>Developments that provide new affordability. New affordability refers to existing housing where a new level of affordability is provided that does not currently exist. This could occur in rental or ownership housing where the number of affordable units is increased; where a portion of existing units will be made affordable to households at income levels substantially lower than the units previously served; or where the term of affordability on the units will be extended for a period beyond thirty (30) years.</p> <p>Developments of housing utilizing the Land Trust model to secure property and perpetual affordability.</p> <p>Developments that include joint ventures between multiple non-profit developers and or for-profit developers, working in partnership, to complete an affordable housing project</p> <p>Developments that include a joint venture between service providers and non-profit affordable housing developers to create projects that contain additional benefits to low income individuals in the development of the project, or additional services for the residents upon completion.</p> <p>Developments that incorporate the use of "green" building materials, use of energy-efficient appliances, low-water use landscaping, and incorporation of building design and operational factors that minimize energy use and resource consumption as well as avoid indoor health impacts to achieve Earth Advantage Certification.</p> <p>Developments that include affordable units for the disabled and the homeless.</p> <p>Projects that propose long term affordability.</p> <p>Projects that are sponsored by non-profit organizations.</p> <p>Projects that use private funding sources and State funding sources to leverage the least amount of Ashland's Affordable Housing Trust Funds.</p>
<p>Selection Criteria</p>	<p>The project is considered an eligible use or activity under Section 3, and benefits households earning less than 120% the Area Median Income. (threshold verification)</p> <p>If the project is related to the provision of technical assistance to affordable housing providers, the use of Ashland Housing Trust Funds functions to increase the capacity of the organization to specifically address the mission of the AHTF. (threshold verification).</p>

	<p>The proposal demonstrates that Ashland Housing Trust Funds are the most appropriate funding source, and necessary, for the project.</p> <p>Additional selection criteria may be developed and included in the annual RFP to best direct Affordable Housing Trust Funds toward an identified priority need. Numeric Rankings for each of the selection criteria shall be incorporated into the annual RFP.</p>
<p>Match Requirements</p>	<p>The Ashland Housing Trust Fund is intended to support the development of needed housing, but is not intended to provide the sole source of funding for any development project or housing program. To ensure that affordable housing providers, and organizations that assist individuals and families in obtaining needed housing, do not rely exclusively on AHTF to support their activities, it has been determined that;</p> <p>The Affordable Housing Trust Fund contribution shall not exceed more than 50% of the total project, or program, cost. Required Match can be met utilizing Community Development Block Grants, State or Federal Funding, direct contribution from the applicant, private donations, and the contribution of land, materials or labor to the project.</p> <p>In the case that land previously owned by the applicant is considered as required match, the value of the land shall be determined by a City approved certified appraisal completed by the applicant, unless otherwise directed in Oregon Revised Statute or City Municipal Code.</p> <p>The valuation of land, and available equity to be considered as matching funds, shall be verified by the City prior to the disbursement of an AHTF grant when its value is considered as required matching funds.</p> <p>Donated materials and labor which are proposed as required match through the development of a project shall have their value estimated at the time of application. The actual value of these contributions is subject to verification by the City at completion of the project.</p> <p>Award recipients shall provide verifiable accounting for donated labor and materials, when such was necessary to satisfy the AHTF match requirements.</p> <p>A recipient of an AHTF grant that fails to verify the match requirements have been satisfied at the conclusion of a project would be considered cause for the City to require full or partial repayment of any AHTF grants awarded to a project.</p>
<p>Process for Award</p>	<p>A competitive award process has been established and a set of award criteria shall be developed to evaluate proposals received through a Request for Proposals (RFP) process in terms of how they address the specific priorities outlined in the annual RFP. The steps for making the competitive grant awards or loans is outlined below.</p>

Exhibit B

AHTF Award Selection Criteria and Numeric Grading					
The project is considered an eligible use or activity under Section 3, and benefits households earning less than 120% the Area Median Income.	1	2	3	4	5
If the project is related to the provision of technical assistance to affordable housing providers, the use of Ashland Housing Trust Funds functions to increase the capacity of the organization to specifically address the mission of the AHTF.	1	2	3	4	5
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.	1	2	3	4	5
The project addresses the unmet housing needs as identified in the Ashland Housing Needs analysis or Consolidated Plan.	1	2	3	4	5
The lower the income level that is targeted for the benefiting households, the higher the ranking the project shall be given.	1	2	3	4	5
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.	1	2	3	4	5
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.	1	2	3	4	5
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.	1	2	3	4	5
The project maximizes partnerships in the community (volunteers, in-kind contributions, cash contributions, multiple organizations involved, etc.).	1	2	3	4	5
The project utilizes already existing resources in effective and innovative ways. The project shall not duplicate service provided by another organization.	1	2	3	4	5
The agency submitting the proposal has the capacity to carry out the project and has had demonstrated successes completing projects of similar scope.	1	2	3	4	5
The budget and time line are thorough and realistic.	1	2	3	4	5
The project is ready for implementation					

	1	2	3	4	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.	1	2	3	4	5
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.	1	2	3	4	5
The proposal demonstrates that Ashland Housing Trust Funds are the most appropriate funding source, and necessary, for the project.	1	2	3	4	5
Additional selection: Does this project meet a Consolidated Plan Priority that is considered High (5), Medium (3), or none (1)	1	2	3	4	5

Exhibit C

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

2015-2019 CDBG Consolidated Plan Priorities

Priority Needs Area	Priority Level	Activity Type
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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

Exhibit D

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”*¹. 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.²
- **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.³ The largest age group is 45-54 year olds at 13.9%⁴, and is echoed in the findings of various demographic reports and community assessments.

¹ Philip Arnold, Former City Councilor.

² 2013 PSU Population Research Center estimate certified estimate.

³ 2008-2012 ACS 5 year estimates.

⁴ 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.⁵
- **Housing:** The City of Ashland has over 10,000 housing units. 53% of occupied housing units are owner occupied, and 46.1% are renter occupied⁶. 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.⁷ 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.⁸
- **Employment:** 2013 Ashland annual average unemployment rate was 6.7%.⁹ Ashland School District reports that over half of the employees within Ashland live outside of the district and commute to work.¹⁰
- **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.

⁵ Ibid.

⁶ 2008-2012 ACS 5 year estimates

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

⁸ Ibid

⁹ Guy Tauer, Regional Economist, State of Oregon Employment Department.

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

Community Strengths and Challenges



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.



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.¹¹

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 housing¹²
- Supports to increase accessibility and availability of transportation options/services¹³
- Services for people with mental health issues¹⁴
- 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 partnerships¹⁵
- 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

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

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

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

¹⁴ 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.

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

Memo

DATE: 11/13/2017
TO: Housing and Human Services Commission
FROM: Linda Reid, Housing Program Specialist
RE: Retreat Meeting Agenda Discussion

Notes from planning meeting for Dec 13 Housing & HS Commission Retreat

A small group (Rich, Michelle, and Gina) met for planning the H&HS Commission Dec 13th retreat at Ashland Hills on Wed Nov 8. Here are the planning notes from that meeting:

Committee would plan for meeting in the Cosmos Room of Ashland Hills in on December 13th from 3:30 to 6:30 PM. Gina can get the room scheduled. It will be divided and have several round tables and ample room for all attendees including public if they attend. The committee will continue to look at possibility of light meal availability.

The suggested program would be divided into three sections:

1. **Educational component** to provide commissioners with education presentation about options for affordable housing projects/ programs that address housing needs. Some suggested presenters were: Andrea Miranda, HAJC, Brandon Goldman, Heidi Parker and out of area resource people from Housing Oregon, Michael Anderson from Housing Trust Fund Program from Center for Community Change.
2. **Brainstorming and listing of commissions strategic goals** for the coming year, with a possible volunteer facilitator we would list and prioritize our goals for the coming year and prioritize using the colored dots procedure. During this section we would also focus on the process for making the funding decisions especially setting a strong set of protocols for conflict of issue and transparency issues. This time would be used also to look what we know about the housing needs in Ashland and what we need for the grant cycle for CDBG & HTF grants
3. **The third section would be our regular Housing & HS Commission meeting for Dec** where we could make decisions that are needed and timely for the coming month.

We thought initially that our time would be divided equally of 1 hr. of each section. But we need to know the agenda for the meeting and how long that would take to make adjustments to the time in each section.

We are planning on meeting again at Snowberry Community Center Wed Nov 29 4:30-PM



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



Memo

DATE: 11/16/2017
TO: Housing and Human Services Commission
FROM: Linda Reid, Housing Program Specialist
RE: AHTF RFP Review Discussion

With guidance from the ordinance and resolution establishing the Affordable Housing Trust Fund, staff has drafted an RFP that reflects the requirements and priorities established for this funding source. Attached is the draft RFP for the AHFT. A list of priorities and scoring criteria are included. Staff would like the Housing and Human Services Commission members to review the draft RFP and make a recommendation regarding additional selection criteria (if any) to best direct AHTF toward a priority need that could/should be included in the RFP. The recommendation will be forwarded to the council for consideration.



CITY OF ASHLAND



Request for Proposals Housing Trust Fund

The City requests proposals from eligible applicants for the award of up to \$ _____ in City of Ashland Housing Trust Funds.

Background

The City of Ashland Affordable Housing Trust Fund was created to keep the Ashland community diverse by facilitating the production and preservation of affordable housing throughout Ashland. The City Council understands the changing nature of the housing market and therefore has established the policies and procedures for administering the AHTF to remain flexible to respond to changing market conditions and opportunities.

The primary purpose of the AHTF is to encourage the creation of housing for homeownership or rent, at a cost that will enable low and moderate income families to afford quality housing while paying no more than thirty per cent of gross household income on housing. To promote the rehabilitation, preservation and production of quality, well designed rental and ownership housing the AHTF will award funds to community development partners that are furthering the AHTF mission.

It is expecting that the local contributions made through Ashland's Affordable Housing Trust Fund will assist in maximizing the leveraging of State and Federal funds, as well as encourage private sector investment in affordable housing. To address the disparity between the cost of housing and the means of resident households to afford housing, the Affordable Housing Trust Fund aims to provide direct financial support to projects that retain or increase the supply of needed housing for households earning less than 120% the Area Median Income as defined by HUD.

Eligible Applicants

The Affordable Housing Trust Fund is structured to ensure that many different types of organizations are eligible to receive financing. Eligible applicants include governmental subdivisions, community development corporations, local housing authorities, community action agencies, community-based or neighborhood-based non-profit housing organizations, other non-profit organizations, for-profit entities, and private employers.

Eligible Uses

Affordable Housing Trust Funds shall support the creation or preservation of housing that is affordable to households with incomes that do not exceed 120% of the area median income, as defined by HUD for the Medford-Ashland metropolitan service area. To retain a significant degree of flexibility the eligible uses have a broad application including the following:

- **Acquisition and Construction of new affordable housing.** Eligible acquisition and construction costs include reasonable costs associated with building or land purchases.
- **Conservation:** through the use of “green” technologies provided that the benefits of the energy savings is passed on in the form of reduced costs to the qualified occupants of the affordable housing.
- **Land Banking:** the purchase of land to be dedicated toward the development of affordable housing in the near or long term.
- **Predevelopment activities:** Costs associated with planning, architectural services, engineering services, landscape design, legal services, surveys, appraisals, site clearance and demolition, environmental clearance, permit application fees and system development charges, in support of the development of affordable housing.
- **Bridge loans:** Bridge loans are intended to provide funding to permit housing projects to proceed in advance of the availability of permanent project funding. Bridge loan funding is available for acquisition or construction activities to assist in development of low-income housing (for rental or owner occupancy).
- **Capacity Building** Direct grant awards for non-profit affordable housing providers to fund administration of an affordable housing project or program.
- **Rehabilitation and Emergency Repairs:** Eligible rehabilitation and emergency repair costs provided as part of an established program to secure units as affordable or to provide direct benefits to existing low-moderate income households.
- **Hazardous materials abatement:** Costs associated with the abatement of hazardous materials consistent with the Federal Lead Safe Housing Regulations HUD requirements at 24 CFR §35
- **Direct benefits** to low-moderate income households through an established program including down payment assistance, rental assistance, mortgage foreclosure prevention, emergency housing vouchers, homeownership training, renter education, or other programs intended to increase housing opportunities for Ashland’s low-moderate income residents.
- **Transitional and Emergency Housing** for homeless individuals and families through an established program to move people toward self-sufficiency.

Match Requirements

The Ashland Housing Trust Fund is intended to support the development of needed housing, but is not intended to provide the sole source of funding for any development project or housing program. To ensure that affordable housing providers, and organizations that assist individuals and families in obtaining needed housing, do not rely exclusively on AHTF to support their activities, it has been determined that;

The Affordable Housing Trust Fund contribution shall not exceed more than 50% of the total project, or program, cost. Required Match can be met utilizing Community Development Block Grants, State or Federal Funding, direct contribution from the applicant, private donations, and the contribution of land, materials or labor to the project.

In the case that land previously owned by the applicant is considered as required match, the value of the land shall be determined by a City approved certified appraisal completed by the applicant, unless otherwise directed in Oregon Revised Statute or City Municipal Code.

The valuation of land, and available equity to be considered as matching funds, shall be verified by the City prior to the disbursement of an AHTF grant when its value is considered as required matching funds.

Donated materials and labor which are proposed as required match through the development of a project shall have their value estimated at the time of application. The actual value of these contributions is subject to verification by the City at completion of the project.

Award recipients shall provide verifiable accounting for donated labor and materials, when such was necessary to satisfy the AHTF match requirements.

A recipient of an AHTF grant that fails to verify the match requirements have been satisfied at the conclusion of a project would be considered cause for the City to require full or partial repayment of any AHTF grants awarded to a project.

Proposal Requirements

Proposed Projects or Activities shall address the purpose of the Ashland Housing Trust Fund Framework and as supported by the information contained in the Ashland Housing Needs Analysis and Consolidated Plan as presented in the following documents:

- Ordinance establishing the Affordable Housing Trust Funds
- Affordable Housing Trust Fund Policies and Procedures for administration
- City of Ashland Housing Needs Analysis
- City of Ashland Consolidated Plan for the use of Community Development Block Grant funds

Proposal Format

The proposals should be concise and should contain the following sections in order as shown:

1. Introduction

- Describe organization and what is unique about the firm, its goals, and objectives.

2. Project Description

- Describe the program/activity for the respondent organization is seeking funding.
- Describe the target population expected to benefit from the program/activity.
- Provide the number of individuals, or households, expected to benefit from the program/activity.
- If applicable provide the number and type of housing units to be created or made habitable.
- Provide a detailed timeline leading to the completion of the proposed program/activity.

3. Project Experience

- Describe the respondent's organizational framework, special resources, and any other information to demonstrate that the respondent can effectively and efficiently complete the proposed program/activity.
- Describe the respondent's organizational experience in completing programs or activities similar to the proposal outlined in the RFP.
- List other organizations involved with this project and their level of involvement.

4. Funding Request

- Provide the requested amount of Ashland Housing Trust Funds.
- Provide the amount of any Community Development Block Grants requested under a separate application (if applicable).
- Provide a detailed project budget that includes all other funding sources anticipated to support the program/activity.
- Provide the proposed percentage of matching funds, including the estimated value of donated land or labor, demonstrating that the

Affordable Housing Trust Fund contribution shall not exceed more than 50% of the total project, or program, cost.

Selection Criteria

The project is considered an eligible use or activity and benefits households earning less than 120% the Area Median Income.

If the project is related to the provision of technical assistance to affordable housing providers, the use of Ashland Housing Trust Funds functions to increase the capacity of the organization to specifically address the mission of the AHTF.

Scoring

- 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. (20).
- The agency submitting the proposal has the capacity to carry out the project and has had demonstrated successes completing projects of similar scope. (20).
- The project is ready for implementation (For example: 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, and has addressed any procurement requirements for use of Community Development Block Grants if applicable). (15).
- The budget and time line are thorough and realistic. (15).
- The project addresses the unmet housing needs as identified in the Ashland Housing Needs analysis or Consolidated Plan. (10).
- 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. (10).
- 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 proposal demonstrates that Ashland Housing Trust Funds are the most appropriate funding source, and necessary, for the project. (5).
- 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).
- 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 and does not duplicate service provided by another organization. (5).

- 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).

Additional selection criteria may be developed and included in the annual RFP to best direct Affordable Housing Trust Funds toward an identified priority need. Numeric Rankings for each of the selection criteria shall be incorporated into the annual RFP.

Question/Answer Period

If interested applicant organizations have questions or require clarification of various aspects of this RFP, please submit those questions or requests for clarification to Linda Reid, City of Ashland Housing Program Specialist, at or 541-552-2043 linda.reid@ashland.or.us, no later than January 30, 2018. Questions received after January 30, 2018 may not receive a formal response.

Application Schedule

Announcement of RFP	<u>January 1, 2018</u>
Question Period Closes	<u>January 30, 2018</u>
Answer Period Closes	<u>February 9, 2018</u>
Proposals Due	<u>February 16, 2006</u>
Presentations to the Housing and Human Services Commission:	<u>March 22, 2018</u>
Presentations to Council/Award determinations:	<u>April 17, 2018</u>
Grant year begins:	<u>July 1, 2018</u>

The deadline for application submittal is 5:00 p.m., February 16, 2018

Please submit one (1) electronic copy of the proposal, in PDF format, to the Housing Program Specialist at the Community Development Building, 51 Winburn Way, via email to linda.reid@ashland.or.us.

Or hand deliver the proposal to:

Linda Reid
 Housing Program Specialist
 City of Ashland
 51 Winburn Way Street
 Ashland, Oregon 97520

The respondent to the RFP is solely-responsible to verify receipt of the proposal prior to the deadline. Funds to be awarded are public funds and any information submitted or generated is subject to public disclosure requirements.

PROTEST

Any prospective developer who contends that the provisions of the RFP or any aspect of the procurement process will encourage favoritism in the award of the contract, or substantially diminish competition, must file a written protest to the RFP at least ten days prior to the date set for the opening of proposals. Failure to file a protest will be deemed a waiver of any claim by an offeror that the procurement process violates any provision of ORS Chapter 279, the City of Ashland Local Contract Review Board Rules or the City's procedures for screening and selection of persons to perform personal services.

The City reserves the right, at its sole discretion, to waive minor irregularities in submittal requirements, to request modifications of the proposal, to accept or reject any or all proposals received, to award full or partial funding of any request, and/or to cancel all or part of this RFP at any time prior to awards.

CONTRACT

Selected award recipient(s) will be expected to enter into a written contract with the City of Ashland. The City of Ashland shall prepare an agreement between the City and award recipients. The agreement shall outline the conditions of award and shall be executed prior to the disbursement of any Affordable Housing Trust Funds. Unconditional refusal to accept the contract provisions proposed by the City without offering acceptable alternatives may result in disqualification of the offeror or a less favorable evaluation of its proposal.

Memo

DATE: 11/13/2017
TO: Housing and Human Services Commission
FROM: Linda Reid, Housing Program Specialist
RE: Housing and Human Services Commission Annual Update to the City Council
2017

Mayor and City Council,

The Housing and Human Services Commission is pleased to report on the work we have undertaken this year. Furthermore, the Commission would like to provide the Council with a brief overview of the commission's areas of focus in the coming year.

Affordable Housing Trust Fund

To begin with the Housing and Human Services Commission would like to thank the Council for dedicating funding to the Affordable Housing Trust fund. As the Council is well aware, researching and recommending a permanent source for dedicated funding for the Affordable Housing Trust fund has long been a goal of the Housing and Human Services Commission and the Housing Commission for many years as well. The Commission looks-forward to reviewing applications and making award recommendations on this new source of funding to support the development of needed housing within Ashland and hopes to work closely with the council as a Request for proposals process moves forward in the coming year.

CDBG

City staff and H&HS commission completed the process of reviewing and making award recommendations regarding the City's allocation of Community Development Block Grant Funds. Funding several projects that serve vulnerable populations within the city including homeless youth, at risk families and children and families involved in the foster care system.

Homeless Goals

The Housing and Human Services Commission has identified several goals related to alleviating issues of homelessness. These goals are ongoing as addressing them is primarily a community wide effort. The commission was very happy to hear that there are now five shelter nights available thanks to the City's contribution of space. This year the Commission heard from various members of the community during public forum. Primarily those who came to speak to the commission cited rent increases, and lack of affordable housing as the biggest issues that are contributing and/or exacerbating the issues of homelessness and housing insecurity. Most notably the commission has made recommendations to community groups and organizations undertaking work to provide solutions to issues faced by homeless and low-income residents.

Education and Outreach

Last August, a subcommittee of the Commission helped to plan, organize and host a housing solutions forum to explore affordable housing solutions. This forum was well attended and helped to create solution focused discussions within the community. This year a subcommittee of the commission planned, organized and hosted an affordable housing bus tour which provided the community with education about the City's affordable housing program, and provided education about the affordable housing development process through representatives from developers of affordable housing throughout the County. The event was well attended (over 20 community members) and the tour detailed specifics about the complexities of affordable housing such as...members of the Housing and Human Services Commission worked with a subcommittee of the Planning Commission to elicit public comment regarding an update of the Housing Element goals and policies. The subcommittee of Housing and Planning Commissioners planned and hosted two events; a community open house, and forum in March. The Commission will more fully detail their work on the Housing Element Update at next year's annual Council update.

Social Service Grants

H&HS commission members completed the process of reviewing applications, hearing presentations, and making award recommendations for the City's Social Service Grant Funds. This is the Commission's second time reviewing and making recommendations on the Social Service grant funds. After the first review the commission debriefed on the process and made

several changes to make it a more efficient and effective process. The commissioners debriefed on the process again this year and had several recommendations to implement for the next cycle. For the coming year the commission would like to work more closely with council on honing the social service grant fund process and evaluating priorities for the coming cycle in an effort to gain a better sense of continuity and avoid issues from previous years.

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Memo

DATE: 11/13/2017
TO: Housing and Human Services Commission
FROM: Community Development Department
RE: Affordable Housing Program overview

At the regular Council Meeting on November 7th, Bill Molnar, The Community Development Director provided a brief overview of the City of Ashland's Housing Program and the Community Development department's actions focused on increasing opportunities to make available a broad range of housing within Ashland. The majority of the text of this memo was taken directly from the Council Communication provided by Mr. Molnar.

H&HS Commission Chair Rohde wanted the Commission to be aware of the broad range of activities being undertaken by the Community Development Department housing program to address the goal statement included in the Housing Element of Ashland's Comprehensive Plan:

Goal: Ensure a variety of dwelling types and provide housing opportunities for the total cross-section of Ashland's population, consistent with preserving the character and appearance of the City.

Staff and other financial resources are directed toward actions that further this goal. These actions generally fall into the categories of land use/zoning; grants/fee waivers/other financial incentives; and public outreach/education.

Background and Additional Information:

Addressing a community's housing needs is an integral function of most City planning departments. Depending upon the community's values and priorities, however, there can be wide variations in the approaches used by local municipalities to perform this function.

In the late 1980's, Ashland starting experiencing higher than average annual increases in property value assessments. In 1990, the Community Development Department compiled a report entitled – Affordable Housing in Ashland. The report made several recommendations and identified actions to be considered under three specific affordable housing program areas. In 1994, a new position was created within the Community Development Department to focus on housing related issues, and the Ashland Housing Commission was established shortly thereafter in 1995. Some of the strategic actions highlighted in the 1990 report included:



Affordable Housing in Ashland – May 1990 Report

1. Regulatory Programs
 - Accessory Residential Units (ARUs)
 - Increase in Residential Density for Affordable Housing (i.e. density bonus)
 - Affordable Housing Required for Annexation
 - Increased Flexibility for Manufactured Homes
 - Review of Infrastructure Requirements
2. Funded Programs
 - City Partnerships with Housing Providers
 - Rental Assistance Fund
3. Administrative Programs
 - City-based Housing Officer
 - Evaluate Outside Funding
 - Encourage Establishment of Non-Profit Organizations

After almost three decades, the City continues to take a comprehensive approach to addressing housing needs. Resources continue to be directed to each of the major areas identified in the 1990 report (regulatory, funded and administrative programs). Additionally, the Housing and Human Services Commission works with staff to create opportunities for apprising the community about the benefits derived from creating a diverse housing stock. This routinely involves sponsoring a variety of actions aimed at increasing awareness and understanding of housing issues, including housing forums, fair housing legislation, landlord/property manager workshops and mobile tours of local affordable housing success stories.

Highlighted below is a partial list of activities that the Community Development Department is currently addressing over the current biennium:

Housing Program Strategies (FY17/19) - Community Development Department

Immediate

- Cottage Housing Ordinance
- Infill Strategies – Ashland Transit Triangle
- Comprehensive Plan – Housing Element update
- Accessory Residential Units (ARUs) – Update code and approval procedure
- Development of Regional Housing Strategy – Participant

Mid-Term

- Housing Trust Fund – Develop Request for Proposals (RFP) for Council approval
- Clay Street Affordable Housing – Phase II – Housing Authority of Jackson County
- Croman Mill Plan – Potential changes for Council consideration
- Railroad Plan – Potential plan adjustments in response to future clean-up
- Fair Housing for Tenants – Training on tenant rights



Extended-Term

- Analysis of trends in housing types for projects within multi-family zones
 - Architectural Plans and Informational Handout for ARUs
 - Affordable Housing Land Acquisition Revolving Loan Program (HB 2912) – Low interest loan (1%) for land purchase
-



