

**March 28, 2019: 4:30 – 6:30pm**  
**Siskiyou Room of the Community Development Building**  
**51 Winburn Way**

1. (4:30) **Approval of Minutes** (5 min)  
February 28, 2019 and March 14, 2019
2. (4:35) **Public Forum** (5 min)
3. (4:40) **CDBG Applicant Presentations** (45 min)  
  
Maslow Project - Ashland School Based Outreach  
  
St. Vincent De Paul - Home Visitation Program  
  
Rogue Retreat – Downtown Clean Sweep  
  
Food Angels – Facility Repairs
4. (5:25) **Staff Evaluation of CDBG Grant Applications** (10 min)  
Housing Program Specialist, Linda Reid
5. (5:35) **Housing and Human Services Commission CDBG Award Discussion and Recommendation** (35 min)
6. (6:10) **Liaison Reports discussion** (10 min)  
  
**Liaison Reports**  
Council (Dennis Slattery)  
SOU Liaison (vacant)  
Staff (Linda Reid)  
General Announcements
7. (6:20) **April 25, 2019 Meeting Agenda Items**  
**Quorum Check** – Commissioners not available to attend upcoming regular meetings should declare their expected absence.
8. (6:25) **Upcoming Events and Meetings**  
**Joint Housing and Planning Commission special meeting**  
7:00-9:00 PM; April 23, 2019 - Council Chambers 1175 E. Main Street, Ashland, OR  
  
**Next Housing Commission Regular Meeting**  
4:30-6:30 PM; April 25, 2019 in the Siskiyou Room of the Community Development Building
9. (6:30) **Adjournment**

# CITY OF ASHLAND

## Ashland Housing and Human Services Commission Minutes February 28, 2019

### 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, Oregon, 97520.

<b>Commissioners Present:</b>	<b>Council Liaison</b>
Tom Gunderson	Dennis Slattery
Rich Rohde	
Heide Parker	<b>SOU Liaison</b>
Erin Crowley	None appointed at this time
Linda Reppond	
Sue Crader	<b>Staff Present:</b>
Jackie Bachman	Linda Reid, Housing Program Specialist
	Liz Hamilton, Permit Technician
<b>Commissioners Not In Attendance:</b>	
Gina DuQuenne	
Erica Franks	

### APPROVAL OF MINUTES

**Commissioners Heide Parker / Erin Crowley m/s to approve the minutes of January 24, 2019. Voice Vote: All Ayes. Motion passed 7-0.**

### PUBLIC FORUM

Stephanie Reed, an owner at Terrell Terrace Condominiums on Chestnut, spoke on a matter involving a letter sent to the Ashland City council regarding the removal of Deed restriction in their complex. Linda Reid gave background information on how the complex became Deed restricted to the commission. Discussion between Rich Rohde and Linda Reid regarding how many units in this complex are low income housing and where the city was in the process of this matter. Due to time restraint Rohde asked if there was a way to hear this specific case again in the future with more clarity. Rohde thanked Stephanie Reed and stated the commission will be hearing more on this subject at a later date.

### PROPOSAL FOR GRAND TERRACCE

Linda Reid introduces Amy Gunter and Robert Kendrick to talk about the proposed Grand Terrace complex a 224-unit development, with some units being low income. Amy Gunter, Rogue Planning and Development services 33 Central Ave Suite 213 Medford 97501, presented site plan. Robert Kendrick, 153 Will Dodge Way, Owner and Developer of Grand Terrace project on Hwy 99. Kendrick submitted an information sheet on himself and his back ground with past and current project information (see attachment A, 7 pages). Kendrick gave information on how the units are proposed to be built and asked for Housing Commission support on his application to City Council for deferred SDC fees. Linda Reid and Brandon Goldman both gave clarification to the Commission on what can qualify for deferred or waived fees by Building dept. and the process therein. Dennis Slattery stated it is a process that would go thru Public Work and/or Planning before City council. Brandon Goldman confirmed how the process would go and also gave info that City Council meeting on 3/5 will be talking about such subject. Linda Reppond asked about annexation for project. Amy Gunter gave information on some infrastructure for proposed project. More discussion between Rohde and Kendrick regarding how proposed units can be combined for larger units. Discussion between Gunter, Kendrick and Jackie Bachman regarding time line and procedures. Discussion between Tom Gunderson, Sue Crowder and Kendrick regarding SDC fees,

deferment payback and getting project off the ground. Discussion between Heide Parker, Erin Crowley, Kendrick about if this project will truly provide affordable housing rents. Rohde wants a commission vote to support city council proposal to provide SDC deferrals.

**Commissioners Jackie Bachman / Tom Gunderson m/s to support what the City Council has proposed for SDC waivers and deferrals. Voice Vote: All Ayes. Motion passed 7-0.**

Rohde advised Kendrick that commission cannot give definitive support for this project until more specific information is presented in regards to rent amount.

### **DEVELOPMENT PROPOSAL WITH AN AFFORDABLE HOUSING COMPONENT**

See above

### **CDBG GRANT REVIEW PROCESS DISCUSSION**

Discussion amongst commissioners in regards to conflict of interest surrounding organizations submitting Grant Applications, several commissioners have conflicts. More discussion regarding excusing selves from voting on conflicted organizations. Slattery adds that is a sensitive subject but that not truly a conflict of interest and the Housing Commission is not making the decisions, they are merely making recommendations, the city council will make the final decisions. Rohde wants all recommendations to feel valid without conflict and wants City Council Liaison to back Commission with recommendations. Slattery wants the Commission to disclose to Dave Loman with any conflict of interest to avoid an issue. Discussion involving Bachman, Parker, Rohde, Crader, Reppond, Rohde, Slattery and Reid regarding a past decision made by City Council and an issue with conflict of interest and making sure conflicts are declared and recorded in the minutes of meetings. Reppond feels if the person with conflict abstains from voting in that organizations grant and it is noted, that is sufficient and make sure it is recorded in the minutes. Bachman feels it should be noted that everyone on the Housing and Human Service Commission is involved with organizations that offers social services, and that knowledge is needed on this Commission. To some degree there will always seem a conflict of interest, yet this Commission works together to layer organizations to fit together.

**Commissioners Linda Reppond / Erin Crowley m/s pending review by City Attorney, we adopt a process where by anyone who has active board involvement with applicant, would refrain from voting on that application. Voice Vote: All Ayes. Motion passed 7-0.**

Discussion about how to evaluate applications at next meeting, what type of questions to ask, are they applying for multiple grants, what is the total funding being requested, and what are they currently receiving in grants. Linda Reid to provide information once all applications are in, on the amount of each application request. Discussion about how to go about the next meeting and making sure the Commission has time to go thru all the applications, after deliberation of dates, it was decided to have a special Work Study meeting on March 14<sup>th</sup> from 4-6 for discussion and understanding grant proposals for both SS and CDBG, no voting.

### **HOUSING STRATEGIES WORKGROUP UPDATE**

Rohde read summary from Heidi Parker (see attachment B, single page). Gunderson advised he condensed the Summary of ECONorthwest Report (see attachment C, 3 pages) Reid advises strategies will start going on the agenda in May.

### **SS STRATEGIC PLAN WORKGROUP UPDATE AND GRANT REVIEW SCHEDULE DISCUSSION**

Erin Crowley had not finished final editing of SS Strategic Plan as of this meeting, but will email final to Linda (not available at time of final minutes). Gunderson compressed awards for plan with narrative of what was awarded to use for future template of awarding monies.

## **AMENDMENT TO CDBG ACTION PLAN**

Reid presented information on HUD Timely Ratio time line, due to fact that it would be 2 years in a row not meeting time line, monies would need to be returned to HUD if not spent. Discussion about who was granted money last year and who still needs to draw down on that money. Also talked about Public Works project for audible cross walks. Commission going before City Council to present this amendment to plan for permission. Discussion with Parker, Bachman and Reid about a list of quick projects to draw from in the future if this time line issue happens again. Discussion to put Priority List on agenda in May.

Verbal Commission Expression of interest to use money to purchase audible crosswalks for Public Works, all ayes.

## **LIAISON REPORTS AND GENERAL ANNOUNCEMENTS**

**City Council** – Dennis Slattery, new council Liaison, happy to be with Commission, Focal point on council is for affordable housing. Progress has been made, want to make more. Discussion regarding what Commission and Liaison need from each other.

**Staff** – Discussion of Winter Shelter and County permit to issue permit for next season. Rohde presented handout of the Winter Shelter (attachment D, 7 pages). Discussion of Churches and Volunteers needed to help out in existing Temp Shelters. Rohde talked about Oregon Senate Bill 608 signed by Oregon Governor. Discussion with Reid, Rohde, and Bachman regarding Oregon Fair Housing Council and having a panel like this to educate landlords and tenants in May, discussed name of panel and who might be on panel. Linda Reid advised that Sub-Committee meetings now need to be noticed as a quorum, they now need to be called work groups since no decisions shall be made during those meetings. Linda Reid advised that CDBG item is going to regular council meeting on 3/5 , Housing element is going to study session of City council on 3/18. Then scheduled for public hearing and Ordinance adoption, Newer version will be posted on line. Discussion of HB2001 and what is in it.

## **UPCOMING EVENTS AND MEETINGS**

Work group meeting March 14, 2019.

Housing and Human Services Commission Regular Meeting – 4:30-6:30 PM; March 28, 2019 at 51 Winburn Way.

## **ADJOURNMENT**

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

*Respectfully submitted by Liz Hamilton*

# CITY OF ASHLAND

## Ashland Housing and Human Services Commission Minutes March 14, 2019

### **CALL TO ORDER**

Meeting to order at 4:20 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	Dennis Slattery (Absent)
Rich Rohde	
Heidi Parker	<b>SOU Liaison</b>
Erin Crowley	None appointed at this time
Jackie Bachman	
Linda Reppond	<b>Staff Present:</b>
Sue Crader	Linda Reid, Housing Specialist

### **CDBG AND SOCIAL SERVICE GRANT APPLICATION DISCUSSION AND GENERATE QUESTIONS FOR APPLICANTS**

The Commissioners discussed the CDBG applications, got clarifications about available funding amounts from Reid, and discussed potential questions to ask applicants. One question generated was "why has Maslow raised the amount of their request for the past couple of years?" Another question for all applicants was "what would you do if you do not receive all of the funding you requested."

The Commissioners also discussed the Social Service Grant applications and some issues that they had with the application form. One issue was that the application did not clearly request that applicants provide an estimated outcome for the activity. This will make it difficult for Commissioners to compare applications. Reid distributed a handout that showed reported outcomes from prior grant years. Commissioners felt that the handout was not that helpful as the previous application also did not require grantees to identify anticipated outcomes, and therefore there were not anticipated outcome numbers to compare with the actual outcome numbers. This made it difficult for Commissioners to determine whether prior grantees activities had been effective in achieving their goals. The Commissioners did not get through all of the Social Service grant applications in the allotted meeting time. The Commissioners decided to schedule an additional meeting to finish going over the applications and agreeing on questions to be asked of the applications. The meeting was scheduled for April 4<sup>th</sup> from 4-6 P.M. Reid will see if there is a room available in a City building to hold the meeting and will email the commissions to let them know where the meeting will be held.

### **ADJOURNMENT**

The meeting was adjourned at 6:00 p.m.

*Respectfully submitted by Linda Reid*

ROBERT KENDRICK  
KENDRICK ENTERPRISE LLC

Kendrick Enterprise LLC is a for-profit residential development company committed to developing housing which is affordable to its residents and has built residential communities and commercial buildings totaling nearly two million square feet in California and Oregon for over forty years.

It's founder, Robert Kendrick has partnered with and been mentored by Jim Rouse, of the Rouse Company, past chairman of the National Housing Task Force and winner of the Presidential Medal of Freedom. Jim was the founder of Enterprise, which is devoted to seeing that all low income people have the opportunity for affordable housing and to move up and out of poverty.

Kendrick also partnered with The Ratkovich Company of Los Angeles, a transformer of landmark properties, which strives to improve the quality of urban life by reinvesting profits back into communities and also with United Technologies, the Nations largest defense contractor, the US Air Force, Boeing, the Bureau of Land Management and many local governments, including Ashland.

Kendrick became a highly noted entity in the Long Beach community for his civic involvement, and for the work done in rejuvenating the economically depressed, decayed and neglected areas of Long Beach and its Downtown core with hundreds of needed apartments and residential communities.

Since 1993, in Southern Oregon, KE has been actively involved in community development projects, managing the development of several public buildings and in construction and renovation of downtown buildings which have received notable awards.

BACKGROUND

Graduate University of Long Beach California with a Bachelor of Arts in Public Administration & Political Science.

US Army, Decorated with the Distinguished Flying Cross for Heroism, The Purple Heart, 26 Air Medals, Combat Infantry Badge, Good Conduct Medal, Honorable Discharge.

PAST AND PRESENT AFFILIATIONS

Southern Oregon University Foundation Emeritus Board Member.  
Associate Member "Kendrick Enterprise" Industrial Development Research Council.  
City of Long Beach Mayor's Advisory Board.  
Campaign Committee member for the Boy Scouts of America.

## LOCAL AWARDS

### 2003 SOU PRESIDENTS' MEDAL

The University President, Elizabeth Zinser, awarded Kendrick the Presidents' Medal because of development services provided to the University and for "introducing the University to a contemporary process for controlling project cost and mitigating cost overruns in capital project developments, saving Southern Oregon University and the state valuable money and yielding maximum value for the dollar."

### DEDICATION OF THE LOWER PLAZA TO ROBERT KENDRICK AT THE CENTER VISUAL ARTS

Southern Oregon University, in gratitude of Kendrick's services, mounted a brass plaque in the Lower Plaza. The Lower Plaza was dedicated to Kendrick, "In recognition of selfless and extensive contributions to the successful completion of the Center for The Visual Arts".

### 2008 ASHLAND HISTORIC PRESERVATION AWARD

For the design and development of a new commercial and residential building at 150 Lithia Way "that was respectful of the downtown national register district, but had its own individual identity."

## GIVING BACK

### Pro Bono Projects:

#### Southern Oregon University Library Enhancement Project

Development Consultant and Manager for Southern Oregon University in the planning of the extension and rehabilitation of the existing Library.

#### Community Works, Ashland Youth and Family Resource Center "The Grove"

Project manager and Owners Representative for Community Works development of a youth center in Ashland, Oregon consisting of 8,000 square feet.

Child Advocacy Center of Medford, Project Manager for the construction of a new addition for the intake of at risk children. The project is a replicate of a historic home without the look of an institutional setting.

SOU & RCC Medford Campus, Appointed by SOU President Elizabeth Zinser to the Architect selection committee, for the design and construction of the new Southern Oregon University and Rogue Community College joint education facility in Medford. The committee consisted of SOU and RCC representatives.

#### Carnegie Library Ashland, Oregon

City of Ashland's "Owners Representative" for the construction of a 17,000 square feet addition and rehabilitation of the 7,000 square feet historic Carnegie Library. Voted City Bonded.

### University Estates

Kendrick generated profits for SOU by developing its in-kind donations of land to the University and went through the entitlement process of the lands, including site designs, engineering and building permit approvals and subsequently sold the project to local developers for university profit.

### Energy Conservation and Cost Savings to SOU

During his "pro bono" management of the construction on the Visual Arts Center, Kendrick was instrumental in the development of the one half million dollar cooling system utilizing a freezer which operated at night time using off peak cost electric and then provided cooling through the HVAC system during the day. This is a fantastic energy and cost saver to the University.

A COMPLETE LIST OF KENDRICK ENTERPRISE PROJECTS IS NOT INCLUDED HERE BECAUSE OF THE LENGTH BUT IS AVAILABLE UPON REQUEST.

### Contact Information:

Robert J Kendrick

Email: bobk213@icloud.com

Ph. 541-944-0131

ROBERT KENDRICK  
KENDRICK ENTERPRISE LLC

CURRENT PROJECTS

256 Apartments in Ashland, Oregon

Grand Terrace II is currently in the design and planning stage. This is a value added project with a value of \$48 Million.

PAST PROJECTS

90 E. Pioneer St. Ashland, Oregon Commercial Retail Rehab

Built in 1902, this five thousand square foot building was once the only funeral home in Old Ashland and was remolded to its historic condition and leased to retail tenants with a prime corner location on Pioneer and Lithia Way.

Shasta, California

Assisted the City Manager in planning a mixed-use project on 50 acres at the edge of Shasta City. The project consisted of up to 400 units.

City of Ashland Parking Lot

Kendrick Enterprise was selected by the City of Ashland through an RFP Process to develop affordable housing on a city owned parcel.

"The Old Harrison Auto Parts" 145 Main Street Ashland, Oregon

This is a three-phase project of a historic building built in 1908. Phase I was Renovation. Phase II was a mixed use commercial and residential. Phase III is the addition of four condominiums.

Mountain Meadows Retirement Community Ashland, Oregon

Development advisor for a \$22 Million, 37 Condominiums complex & Owners Representative for the construction of a \$27 Million, 45 condominium complex.

Carnegie Library Ashland, Oregon

City of Ashland's "Owners representative" for the construction of a 17,000 square feet addition and rehabilitation of the 7,000 square feet historic Carnegie Library. Voted City Bonded.

Lobbyist for North Orange County Beach Front Home-owners

Lobbied in Washington DC and passed a Bill to increase the frequency, amount and size of sand for beach replenishments by the Army Corp of Engineers along the North Orange County beach front in Southern California. This replenishment stabilizes approximately 30 miles of beachfront and Billions of Dollars of oceanfront property from Seal Beach to Newport Beach California.

260 Residential Beach Front Orange County

Creation of an Assessment Bond; obtained Underwriter and Bond Counsel, ran the successful campaign for the district to vote yes by over 99% approval, for the assessment district formation

and financial obligation bond for the development, then managed the project with the district bond money and removed all overhead Electrical, TV, Telephone lines and poles and installed new water lines, fire lines, streets, storm drainage system, and under grounding all the overhead lines, and the conversion of 260 single-family homes from overhead utilities to the new underground system, "under budget".

PUD on Two Miles of Southern Pacific Rail Road "Two Mile Ltd." Long Beach

Project manager & General Partner of a Planned Unit Development of eleven sub-districts consisting of Senior Housing, Single Family Housing, Light Industrial, Commercial Storage, City Park, Day Care Center, High Density Housing.

Pacific Ave HUD Units 30 Unit

Converted apartment building in the Long Beach downtown district to HUD Low Income rentals. Predominant studio units.

CITY BLOCK, Long Beach

KE-owner and manager in RDA zone, for a new planed 168 Units apartment building.

37 Lot Sub division "Clover Road Ltd."

KE was the Developer, Project Manager, General Partner and Builder for the development of a 37-lot subdivision in Phoenix, Oregon.

344 E 3rd Street, Long Beach

Commercial retail office rehab in downtown core of Long Beach. Eight Thousand square feet.

777 East Ocean Blvd., Long Beach

KE Owner, builder, 15,000 square feet converted older building for Bank purposes, drive up window, and basement offices, new teller installation, interior and exterior remodel for pre-leased building. Tenant Gibraltar S&L.

124 Apartments "Eastside Partners"

KE was Project Manager, General Partner and Builder for the development of 124 apartments in various locations of town consisting of 7 units, 15 units and 20 unit complexes with underground parking. Total square footage was 95,000 square feet, consisting of two and three stories over parking structures.

56 Apartment Community "Fountain Creek Residential"

KE was Project Manager, General Partner, and Builder for the development of fifty-six Apartments and Recreation Facilities consisting of 37,000 square feet of residential floor space with underground parking.

Palm Springs 25 Acre Hwy Commercial Subdivision "Ten Indian Limited"

KE was Project Manager & General Partner for creating a Twenty-five-acre commercial subdivision in Palm Springs, California with build to suites for: Bureau of Land Management and

Pilot Oil Truck Stop and Wendy's Restaurant.

325 Condominiums "METROPOLIS" Residential Apartment /Condo high rise.  
KE owner developer for planned development on the oceanfront of Long Beach.

Long Beach Pike Partners

KE was the development-managing partner with the Rouse Corporation, Copley Development, & New England Mutual Life Insurance for all Residential Condominium Units of not less than 330 units set in the project area of the Pike, a destination retail development in a residential setting. Original estimated project cost \$1Billion Dollars

51 Apartment Community "Newport 51"

KE was Project Manager, General Partner, and Builder for the development of fifty-one Apartments, 36,000 square feet of residential floor space with underground parking.

Strip Center Long Beach

Project manager, General Partner and Builder for the development of Retail Center with Seven Eleven as anchor tenants

156 Apartment Residential Community "Grand Terrace" Long Beach

Project Manager, General Partner and Builder for the development of 156 apartments, club house, and recreation facilities consisting of 107,000 square feet.

East Anaheim Office Buildings

Project Manager, GP and builder for the development of two office buildings consisting of 20,000 square feet commercial office retail space.

47 lot oceanfront subdivision

KE was development manager for a 47-lot ocean front subdivision of excess Southern Pacific Rail Road property for a private community.

16 Apartments "Newport I"

General Partner and Builder for the development of a 16-townhouse apartment building.

16 Apartments "Newport II"

General Partner and Builder for the development of a 16-townhouse apartment building.

162,000 Square Feet Office Building "Airport One"

Joint Venture owner and Builder with United Technologies for a three-story 90,000 square foot tilt up office building. Tenants consisted of Boeing & the U.S. Air Force accounting and finances team.

72,000 Square Feet Parking Structure Long Beach Airport

Builder owner of a 331 parking space 72,000 square foot three story post tension-parking structure.

Consultant--California Coastal Commission Settlement

Managed the negotiation settlement between the California Coastal Commission and 260 oceanfront homeowners along the North Orange County beachfront.

14 Condominiums "Casa Alta Mar"

General Partner and Builder for the development of fourteen condos and recreational facilities, 21,000 square feet with underground parking.

BIXBY KNOLLS CONDOMINIUM CONVERSION

KE developed the conversion of 22 apartments in a mid rise apartment building and sold the project with its retail division of KM Investments.

17,000 Square Feet Office Building "KM Investments"

Owner Builder of a commercial office/retail building, 17,000 square feet two stories with underground parking. Belmont Shore California.

60 Homes & Apartments "Kendrick Partners"

Purchased, rehabilitated and sold a mix of 60 SFR's and MFR's buildings. Long Beach California.

Hi Rich,

You asked me to email you a brief summary of what we came to in our sub-committee meeting in regards to Housing Strategies, so here goes:

We all felt positively about the Housing Elements of the Comprehensive Plan, and especially the Ashland Housing Strategies prepared by ECONorthwest. However, recognizing the unique opportunity to move forward with actually providing more affordable housing in Ashland, we felt that we needed to prioritize which elements to recommend. Therefore, we would like to propose that we take 30 min. each HHSC meeting to break down some of the strategies in a more in-depth way, so that we could select options that would truly result in more affordable housing offerings.

We also talked about meeting separately with Brandon Goldman to identify which strategies he feels are most doable in Ashland. We would also like to meet with Linda Reid to get her recommendations. We discussed meeting with others not employed by the City of Ashland, such as Michelle Glass, to make recommendations on strategies that could work in Ashland. The Commissioners on our sub-committee are frustrated by the lack of greater progress in making more affordable housing options available in Ashland, and feel some urgency to produce results.

(Please feel free to modify this as you see fit.)

-Heidi

**SUMMARY** of ECONorthwest Report

The City of Ashland conducted a substantial amount of research about Ashland's housing market and housing needs. In 2012, Ashland updated its Comprehensive Plan Housing Element, which includes a Housing Needs Analysis. Ashland has adopted numerous policies to address the City's housing needs, including encouraging more affordable single family housing types through adoption of the cottage housing ordinance to promote small units on small lots, removing barriers for manufactured housing through elimination of design standards, allowing accessory residential units as a permitted use in single family and multifamily residential zones. Ashland is in the process of developing a zoning overlay for the Ashland Transit Triangle areas to promote the development of residential units in commercial and employment zones.

Ashland is one of the communities that adopted the Regional Plan, which was developed through Regional Problem Solving (PRS). The Regional Plan requires the development of a regional housing strategy within five years of acknowledgement of the Regional Plan, by March 2018. The requirement in the Regional Plan is broad and does not specify what a housing strategy would include. The requirement is as follows: *Housing Strategies. Participating jurisdictions shall create regional strategies that strongly encourage a range of housing types throughout the region within 5 years of acknowledgement of the RSP Plan.*

Housing Strategies:

- (1) Increase efficiency of land use in residential development.
- (2) Encourage development of housing affordable to low and middle income households.

Regulatory Reforms**Policy 1. Provide a variety of housing types more affordable to middle, moderate and low income households.**

- (a) Ensure land within UGB is zoned to allow for development of moderate and higher density housing such as R-1-5 or R-1-3.5 zones.
- (b) Avoid zoning land RR or WR when annexing land into the city or rezoning residential land.
- (c) Allow manufactured home parks as a permitted use in R-1-3.5 and R-3 zones.

**Policy 2. Encourage development of new multifamily housing in areas zoned for multifamily units and in commercial areas by increasing density.**

- (a) Continue to implement zoning overlay from Transit Triangle project including changes such as parking requirements for dwellings less than 800 sq. ft., allowing 4 story buildings in E-1 and C-1 zones, and 3 story buildings in R-2 & R-3 zones, also eliminating maximum densities & requiring smaller units.
- (b) Evaluate opportunities to upzone land to the R-2 and R-3 zones to allow higher density. Focus upzoning efforts on vacant parcels at one acre in areas where moderate and higher density would be appropriate.

- (c) Develop policies that encourage development of multifamily rental housing in R-2 and R-3 zones such as requiring multiple units be retained on a single tax lot under one ownership to promote development of rental housing. And require a minimum percentage of total units to be designated as rental units in developments of multifamily structures with four or more units.
- (d) Revise zoning code to allow higher densities in R-1-3-5 zone to allow development of multifamily housing above 7.2 units per gross acre without relying on density bonus.
- (e) Revise zoning code to allow higher densities in R-2 zone to allow multifamily housing above 13.5 units per gross acre (up to 18) without relying on density bonus.
- (f) Revise zoning code to allow higher densities in the R-3 zone to allow multifamily housing above 20 units per acre outright (up to 30) without relying on a density bonus. Or establish no maximum density. (eg. Building height, setback, parking requirements and lot coverage) to limit density.
- (g) Revise zoning code to increase multifamily building height from 35 feet tall which would allow a 2.5 story building, to allow a three story building in the R-2 zone.
- (h) Revise zoning code to increase the multifamily building height from 35 feet tall which would allow a 2.5 story building, to allow a four story building in the R-3 zone.
- (i) Revise zoning code to increase maximum lot coverage ratio from 75% in R-3 to 80%.
- (j). Reduce parking requirements for multifamily housing in R-2, R-3 zones and commercial zones. Requirements could be lowered by 0.25 to 0.5 spaces per unit for multifamily rental housing or for qualified low income housing.
- (k) Evaluate impact of transit triangle project policies and implement changes in density standards in other areas (including Croman Mill District) to increase development of multifamily housing in commercial and employment zones.
- (l) Revise zoning code to change height limitations in commercial zones that allow mixed use buildings. Such as increasing height limitations to allow ground floor commercial or retail use and 5 stories of residential units.

**Policy 3. Monitor residential land development to ensure there is enough land for population growth.**

- (a) Develop a system to monitor the supply of residential land, including residential development through permits as well as development on vacant or redevelopable lands.

**Affordable Housing Strategies**

**Policy 4. Lower the development cost for affordable low and middle income housing by implementing interrelated programs described below.**

- (a) Implement a tax abatement program:  
*The multiple-unit limited tax exemption program* In this program a city that lacks housing choices or workforce housing units can, through a competitive process, select multi-unit projects to receive a property tax exemption for up to ten years on structural improvements to the property in exchange for setting aside a percentage of units in the

project as affordable. And the vertical housing tax credit program to promote the development of affordable multifamily housing.

*The vertical housing tax credit program* This program subsidizes “mixed use” projects to encourage multi-story development or redevelopment by providing a partial property tax exemption on increased property value for qualified developments. The exemption varies in accordance with the number of residential floors on a mixed use project with a maximum property tax exemption of 80 percent over 10 years.

- (b) Establish a program to finance or defer payments of systems development charges (SDCs) and other fees to support development of selected housing types for which a city wants to encourage development such as accessory dwelling units. The purpose of the policy is to defer payment of SDCs, making it easier for the development community to pay for projects by reducing upfront costs.
- (c) Evaluate the use of Oregon’s Inclusionary zoning program which allows a jurisdiction to implement an inclusionary zoning policy if it meets certain requirements. These requirements relate to the income at which the units are affordable (80%MFI or 60%MFI), the percent of the project set aside as affordable (no greater than 20% of the project), the size of the structure (only multifamily structures with at least 20 units) and a requirement for both an in-lieu fee option and incentive package. In most cases public incentives are also required. These incentives can be regulatory (reduced parking requirements or density) bonuses or financial (property tax abatements). Funds can also come from general fund, urban renewal, or other municipal sources.
- (d) Continue to identify publicly owned properties that could be used for affordable housing and partner with the Housing Authority of Jackson County, Access, and Habitat for Humanity, Neighborworks, OHRA and other affordable housing providers to continue to develop affordable housing. The city may have publicly owned properties they have identified as surplus that may be suitable for affordable housing development. These properties could contribute to the land bank for future housing development. Another potential source of properties is receivership of properties that are foreclosed on by Jackson County. The city could partner with Jackson County to identify properties to use for affordable housing and transfer ownership to the city or the appropriate partner.

**Policy 5. Develop funding sources for affordable housing.**

- (a) Establish a Construction Excise tax (CET) on new development to pay for developer incentives, such as fee and SDC waivers, tax abatements, or finance based incentives.
- (b) Establish an urban renewal district.
- (c) Identify other sources of funding to support affordable housing development such as transient lodging taxes.

# Ashland's Winter Shelter

**“A Community Partnership”**

# 12 COMMUNITY PARTNERS + You!

## SEVEN (7) FAITH-BASED INSTITUTIONS

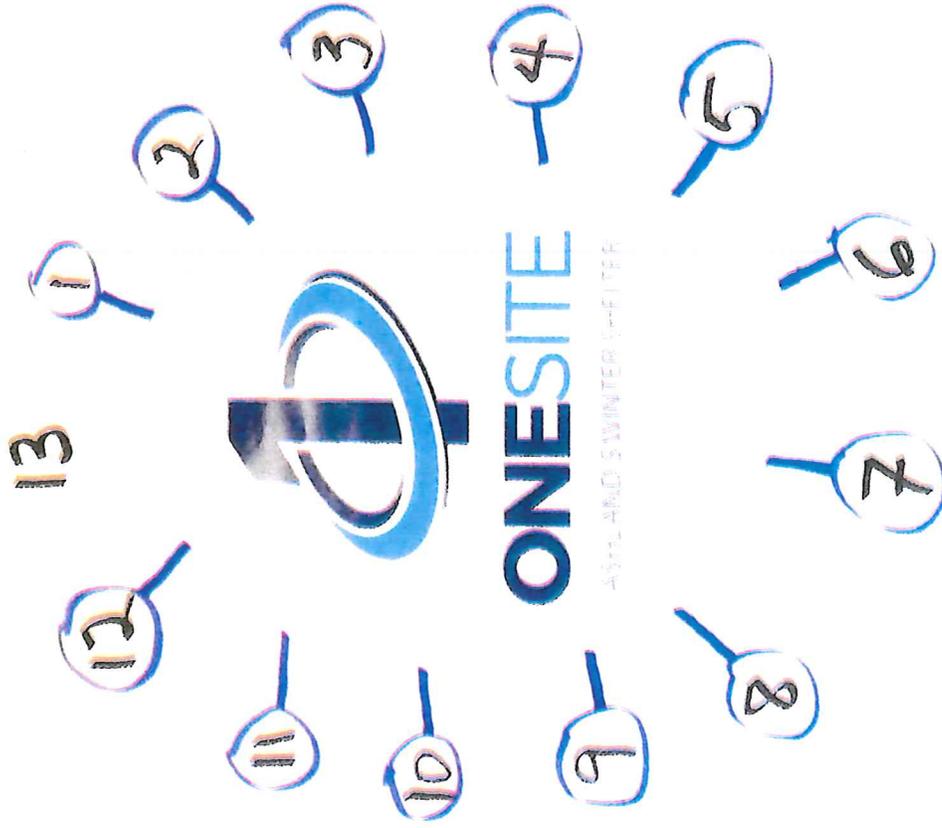
First Presbyterian Church, First United Methodist Church of Ashland, South Mountain Friends Meeting (Quakers), Temple Emek Shalom, Trinity Episcopal, Rogue Valley Unitarian Universalists Fellowship (UU), United Congregational Church of Christ (UCC)

## FOUR (4) NONPROFIT BUSINESSES

Options for Helping Residents of Ashland (OHRA), Southern Oregon Jobs With Justice (SOJWJ), Ashland Culture of Peace Commission (ACPC), ACCESS

## ONE (1) GOVERNMENT AGENCY

City of Ashland



**\$700,777 +**

**Value of 4,026 Volunteer Hours & 856 Volunteer Positions Since Nov 11**

## What's the Difference (Shelter & Warming Center)?

### SHELTER

- November 11 to April 13
- Pre-Screened Off-Site  
(No Drop In's)
- Spot for Season
- Navigation Services
- Four-Sites

### WARMING CENTER

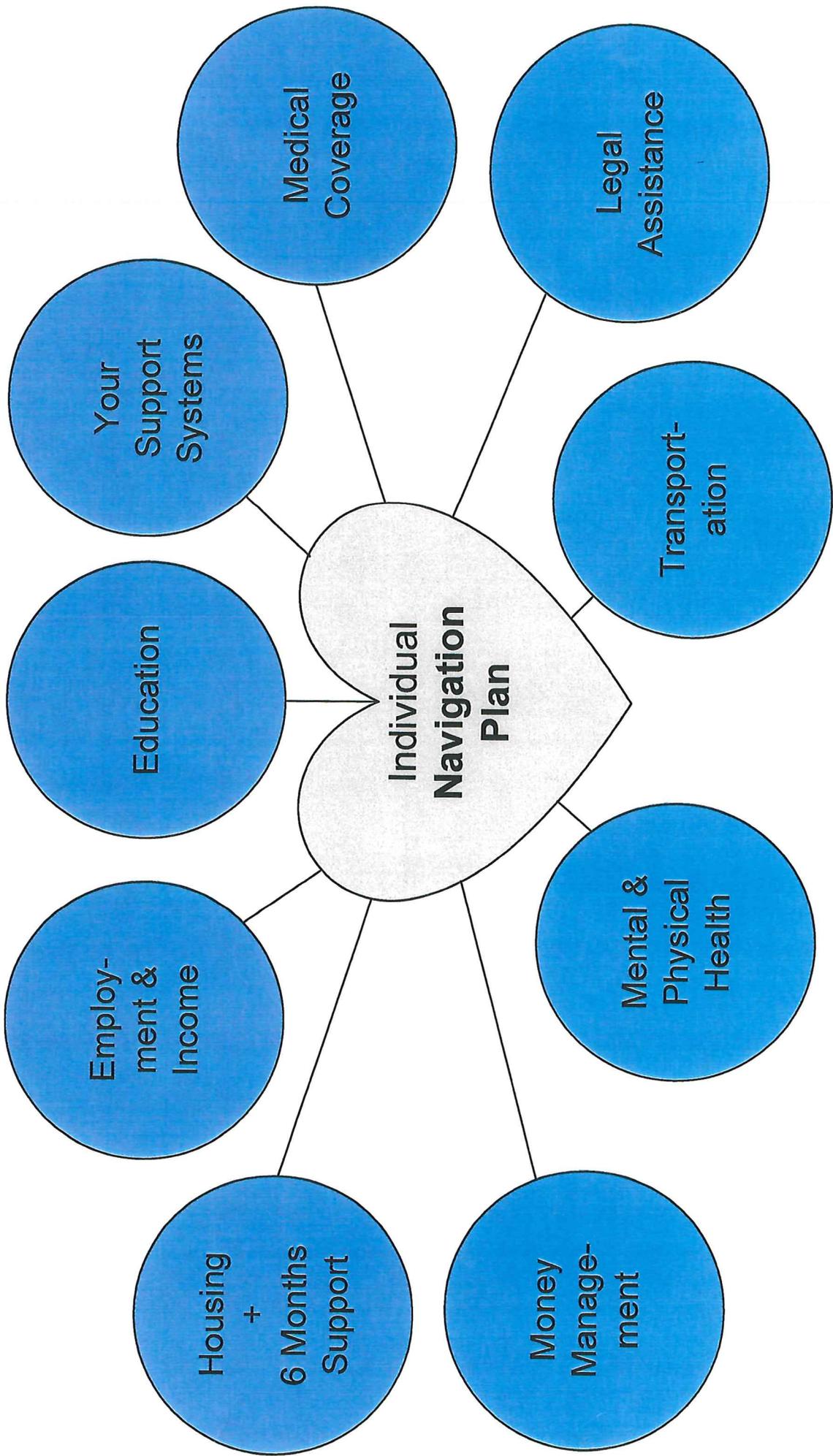
- 20 Degrees or Below  
(Extreme Weather)
- Drop In
- Spot for Night

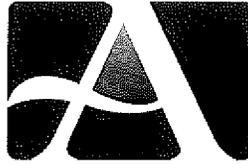
## **ESSENTIAL SERVICES (Start 1st Night of Shelter)**

1. Oregon Health Plan (OHP) - 100% Coverage
2. SNAP Food Stamps
3. Bus Passes - 100% Coverage
4. IDs (Birth Certificates, Driver's Licenses, etc.)
5. Phone
6. Mailbox

## Highlights

- 115 screened ➤ 50 sheltered guests ➤ 34 current guests
- 40% women (this year) vs 25% women (last year)
- 92% reduction in police calls
  - In 1st 82 days last season = 24 calls (1 every 4 nights)
  - In 1st 82 days this season = 2 calls (1 every 40 nights)
- All (2) were non-emergency calls
- 100% of guests have full medical coverage
- 100% of guests have transportation (200+ bus passes)
- Screening at ACRC on Mon-Tue and Tues-Fri 9am-2pm





**CITY OF ASHLAND**  
**2019 Program Year Community Development Block Grant (CDBG)**  
**Application**

These completed Sheets shall be included as the first pages on all submittals.

**I. APPLICANT INFORMATION**

**Applicant Organization Name:**

Maslow Project

**Executive Director's Name(s):** Mary Ferrell

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

**Applicant Mailing Address:**

500 Monroe Street  
Medford, OR 97501

**Applicant Street Address:**

Same

**IRS Classification:** 501 (c)(3) public charity

**Federal Tax ID#:** [REDACTED]

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

Maslow Project's mission is to offer every homeless child and youth the probability of success and the opportunity for a better life. We do this by providing resources for basic needs, removing barriers to education and employment, and fostering self-sufficiency in a collaborative and empowering environment.

**Total Employees:** 20      **Total Volunteers:** 107

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

Name: Mary Ferrell

Title: Executive Director

Phone Number: 541-608-6868

Fax Number: 541-608-6869

E-mail Address: mary@maslowproject.com

**III. PROJECT INFORMATION SUMMARY**

Project Name or Title: School-Based Prevention and Intervention Services for Ashland's Homeless Youth and Families

Expected Completion Date: June 30, 2020

Requested CDBG Funds: \$14,000

Organizational Match: \$4,490 – Individual donations

Funds from Other Sources: \$6,645 – Ashland School District Title 1A and Title X funds, \$11,473 – Ashland Social Services Grant, \$10,000 - ACCESS housing assistance funds, \$6,000 - G.S. Butler Fund, \$2,000 -Walker Responsive

Total Project Cost: \$54,608

# MASLOW PROJECT

## MASLOW PROJECT NARRATIVE SUMMARY

Maslow Project provides integrated support services for homeless Ashland youth (aged 0-24) and their parents/guardians; utilizing a variety of best practices to address the specific challenges facing our clients. Our early interventions have a strong preventive element. By addressing adverse childhood experiences as quickly as possible, we can mitigate the effects of those experiences and prevent their long-term impacts on the mental and physical health of our clients.

Our program provides the following services: Basic Needs & "Gateway" Services: Food boxes, clothing, hygiene supplies, baby supplies, emergency assistance, etc. Street/Community-Based Outreach: Contact and identify homeless youth and families, and inform them of local community resources and services. Advocacy: Our Advocate helps remove educational barriers (e.g.: transportation, enrollment, school meals, student supplies, child care), and connects families with relevant resources; keeping homeless students engaged with school and earning credit toward graduation. Case Management: Develop individualized client goal plans, assist with accessing emergency/transitional housing, track relevant academic data, assist with educational and/or post-secondary goals, and collaborate closely with other providers to ensure seamless wrap-around supports for our clients (crisis counseling, health care, employment, housing/shelter, addiction, domestic violence, scholarships).

We have over a decade of experience producing life-changing, outcome-driven results through an innovative and highly accessible service delivery model that decreases risk-factors and increases resiliency. Our work has always been trauma-informed, inclusive, and focused on equity. Key accomplishments include: 1) Recognition as a model program by the National Association for the Education of Homeless Children and Youth. Our model has become a "best-practice" in itself: integrating school-based & community-based wrap-around services to homeless youth AND families; 2) During our 2017-18 program year, 80% of our case managed high school seniors graduated on-time; a rate that is MORE THAN 3X HIGHER THAN THE NATIONAL AVERAGE; 3) We are opening an a new temporary warming shelter in Medford (also available to aour Ashland clients); filling a critical gap in services available to transition-aged youth 18-24 and are embarking on a transitional housing development in Ashland, in partnership with the Housing Authority of Jackson County.

Our organization was founded in 2007 in response to the growing critical needs of homeless youth in Medford and we received our 501(c)(3) non-profit status in 2009. In July, 2012, Maslow Project began providing basic needs, outreach, case management, and enrichment services to homeless Ashland youth (aged 0-21) and families, thanks to a \$10,000 grant award from the Ashland CDBG Program. Today, we provide services to homeless youth (ages 0-24) and

their families throughout Jackson and Josephine County, including school-based services at four school districts in Jackson County (Medford, Ashland, Phoenix/Talent and Rogue River) and two school districts in Josephine County (Grants Pass and Three Rivers) Last year, agency-wide, Maslow Project provided services to 2,696 unduplicated individuals; 1,819 of whom were aged 0-24.

We propose a continuation of our partnership with the City of Ashland to support Maslow Project's school-based Ashland program. Our Ashland Case Manager and Advocate work with students and their families who are either experiencing, or at risk of, homelessness in order to ensure stability and school achievement; supporting our mission of offering every homeless child and youth the probability of success and the opportunity for a better life. The total cost of this project is \$54,608. Maslow Project has already secured \$6,000 in funding, and have submitted applications for another \$18,645 of this amount. We project that individual donations will make up \$4,490 of the total, and will be submitting requests for the remaining \$11,473 in grant funds in early March. We respectfully request \$14,000 from the City of Ashland's CDBG program to continue support for this project.

Ashland CDBG funds are an essential source of financial support for this program. In fact, Ashland CDBG funds are the best source of funding support for this program, as it directly addresses both outcomes in the City's high priority goal: "Support Services for Homeless Outreach, Prevention, and Transition". Through this program, we are able to address the challenges and barriers facing Ashland youth and families who are currently experiencing homelessness AND our services serve to prevent those individuals from becoming chronically homeless adults in Ashland.

**Project Objective:** Promote and support stability, self-sufficiency, and academic success for youth who are experiencing, or are at risk of, homeless in Ashland. Our overarching goal is to bring enough stability into the lives of the youth we serve to decrease risk factors, increase protective factors, and promote maximum opportunity for life success.

**Project Outcomes:**

- 100% of those contacted will have increased access to basic needs, linkages to community-based services, and/or educational advocacy. (Target: 85-90 homeless Ashland youth/family members).
- Provide Case Management Services to approximately 45 youth throughout the year.
  - 60% of Case Managed clients will establish/maintain connections with 2+ permanent, positive social-emotional supports
  - 75% of enrolled, high school-aged Case Managed clients will make academic progress.
  - 70% of Case Managed clients will maintain stability/make progress on goals related to their social-emotional wellbeing, as measured by our Self-Sufficiency Scales

## 2) PROJECT SUMMARY

Please see Narrative Summary on previous page.

## 3) PROPERTY AND PROJECT INFORMATION

N/A

## 4) SERVICES TO BE PROVIDED

**Services to be Provided:** Maslow Project is partnering with the Ashland School District to place a part-time Case Manager and a part-time Advocate in Ashland schools (grades K-12); identifying homeless and at-risk youth; stabilizing and supporting them as they work toward graduation and future self-sufficiency. In addition, Maslow Project's outreach team (funded through alternate sources) has a regular street/community outreach route in Ashland.

Maslow Project utilizes a holistic, trauma-informed, strengths-based approach to improve the safety, stability, and resiliency of our clients; helping them move toward a brighter, more sustainable future. Our Ashland staff provide the following services year-round:

Basic Needs and "Gateway" Services: Food boxes, clothing, hygiene supplies, baby supplies, emergency assistance, etc. We also create Resource and Safety Plans, which proactively connect clients to other community-based programs. These services are not just a "hand out", they are inherently preventative and stabilizing; providing a safety-net, and bringing enough stability into the lives of those we serve so they can start making progress on their long-term goals.

Street and Community-Based Outreach: Contact and identify homeless youth and families, and inform them of local community resources/services. Our 4WD "Mobile Drop-In Unit" is fully stocked with a selection of clothing, food, hygiene supplies and emergency items that can be immediately provided to unsheltered youth/families: delivering resources when they aren't able to come to us. Maslow's "outreach to in-reach" strategy helps outreach workers build trust with the youth we serve & encourage further engagement in our wrap-around support services.

School-Based Advocacy: Our Advocate helps remove educational barriers (e.g.: transportation, enrollment, school meals, student supplies, child care), and connects families with relevant resources; keeping homeless students engaged with school, and earning credit toward graduation.

Case Management: Develop individualized client goal plans, assist with accessing emergency/transitional housing, track relevant academic data, assist with educational and/or post-secondary goals. Case Managers also collaborate closely with other providers to ensure seamless wrap-around supports (crisis counseling, health care, employment, housing/shelter, addiction, domestic violence, scholarships). **NOTE:** Maslow Project's Housing Assistance funds (provided through ACCESS) enable our Case Manager to streamline our program by having the ability to directly and internally provide support funding our clients with help obtaining housing (rather than relying on referrals to other agencies), further facilitating their efforts to exit homelessness.

This winter Maslow Project opened a **15-bed temporary warming shelter** in Medford for our transition-aged (18-24) clients. This shelter is available to qualifying Ashland clients at the referral of our Ashland Case Manager. In addition, in coordination with the Housing Authority of Jackson County, **Maslow Project will be able to provide 15 units for homeless families and/or transition-aged youth in a new transitional housing project HAJC will be constructing in Ashland at some point during the 2020-2021 program year.**

***The services provided through this program align with the following High Priority Goal of the City of Ashland's 2015-2019 Consolidated Plan: Support services for homeless outreach, prevention and transition.***

**Eligible Target Population:** The population served through Maslow Project's Ashland program consists of youth between the ages of 0-24 (and their families) residing in Ashland and meeting the McKinney-Vento definition of homelessness who are eligible for public school enrollment or Head Start. Homelessness is defined by the McKinney-Vento Act as "any student who lacks a fixed, regular, and adequate night time residence." Children may be unaccompanied, or homeless with their entire family. Youth participating in this program are identified in several ways: at point of enrollment in school, by school staff throughout the school year, through self-referral, by Maslow Project outreach staff, and through referrals from partnering agencies. 100% of this population are presumed by HUD to be LMI. In our experience, 100% of the homeless youth and families we serve fall within the "extremely-low income" category, and earn 30% or less of the Area Median Income.

**Maslow Project is the only organization providing comprehensive services to the full spectrum of homeless youth and families in southern Oregon:** infants & toddlers, Spanish-speaking youth/families, school-aged students, out-of-school youth, LGBTQ youth, and transition-aged youth through age 24. Our program intentionally creates a safe, welcoming atmosphere with minimal barriers to accessing our services. Maslow is generally the first place homeless youth come when they need help. In addition to the services Maslow Project provides directly, we also function as a services "hub"; connecting our clients to dozens of community partners (e.g.: medical/dental/mental health, domestic violence, treatment and recovery programs, shelter) in a coordinated effort.

## **5) WORK PROGRAM & TIMELINE**

The project outlined in this application is an ongoing program, and will be conducted from July 1, 2019 through June 30, 2020. Our Case Manager and Advocate each work in Ashland schools 16 hours/week, providing Essential/Emergency Needs, Street/Community Outreach, Wrap-Around Supportive Services and Case Management to eligible youth and families, and connecting them to community-based Harm Reduction/Enrichment opportunities as needed. Please see attached project schedule (Form A-2) for more details.

## 6) FINANCIAL INFORMATION

Payroll is based on compensation for a 0.4 FTE Case Manager and a 0.4 FTE Advocate. Payroll tax and benefits are estimated at 25% of total wages. These costs are based on actual payroll reports. Payroll costs are based on agency salary schedules. **The amount requested from the Ashland Community Development Block Grant represents 26% of the cost for Maslow Project's Ashland Program, and is an essential part of our program support.** All other program costs are being leveraged with other funds, including administration and overhead. Please refer to Forms B-2 and C for more information.

## 7) ELIGIBILITY FOR FEDERAL FUNDING

Our proposed program delivers the following Federally-eligible activities:

- Client Services
  - a. The proposed project is within the Ashland City Limits, and will take place at Ashland public schools.
  - b. Clients are classified as homeless under the McKinney-Vento Act. Homeless people are presumed by HUD to be principally persons of low and moderate incomes. As noted above, **100% of the individuals Maslow Project has worked with in Ashland since July 2012 fall into the "Extremely Low Income" category.**
  - c. Maslow Project has currently secured a total of \$6,000 in program funding. We have already requested an additional \$18,645 in grant funding, anticipate receiving \$4,490 in individual donations to support our Ashland program, and will be requesting the remaining \$11,473 in funding from the Ashland Social Services grant in March.
  - d. This is a social service application; sections "d"- "i" are not applicable.

## 8) AGENCY'S MISSION AND SERVICE HISTORY

Maslow Project's mission is to offer every homeless child and youth the probability of success and the opportunity for a better life. We do this by providing resources for basic needs, removing barriers to education and employment, and fostering self-sufficiency in a collaborative and empowering environment.

Our organization was founded in 2007 in response to the growing critical needs of homeless youth in Medford, Oregon, and received our 501(c)(3) non-profit status in 2009. In July, 2012, we began providing basic needs, outreach, case management, and enrichment services to homeless Ashland youth (aged 0-21) and families, thanks to a \$10,000 grant award from the Ashland CDBG Program. Today, Maslow Project provides services to homeless youth (ages 0-24) and their families throughout Jackson and Josephine County, including school-based services at four school districts in Jackson County (Medford, Ashland, Phoenix/Talent and Rogue River) and two school districts in Josephine County (Grants Pass and Three Rivers) Last year, agency-wide, Maslow Project provided services to 2,696 unduplicated individuals; 1,819 of whom were aged 0-24.

We have over a decade of experience producing life-changing & outcome-driven results through an innovative and highly accessible service delivery model that decreases risk-factors and increases resiliency. Our work has always been

trauma-informed, inclusive, and focused on equity. Key accomplishments include: 1) Recognition as a model program by the National Association for the Education of Homeless Children and Youth. In fact, our model has become a “best-practice” in itself: integrating school-based & community-based wrap-around services to homeless youth AND families; 2) During our 2017-18 program year, 80% of our case managed high school seniors graduated on-time; a rate that is MORE THAN 3X HIGHER THAN THE NATIONAL AVERAGE; 3) We have opened a new temporary warming shelter in Medford (available to Ashland clients); filling a critical gap in services available to transition-aged youth 18-24 and are embarking on a transitional housing development in Ashland, in partnership with the Housing Authority of Jackson County.

Core components of our work include: OUTREACH (finding disengaged, highly vulnerable youth; building trust and a life-line, supplying essential needs, crisis counseling, safety plans), ADVOCACY AND CASE MANAGEMENT through school-based and resource center programs (goal plans, individualized supports, coordination of referrals/services, aftercare) to promote educational attainment, employment, and housing stability; and POSITIVE YOUTH DEVELOPMENT (life skills, counseling, youth advisory, job readiness). The seamless integration of these services creates an individually-focused experience for our clients, dramatically increases educational outcomes, decreases youth idleness, and increases stability and self-sustainability. Our early interventions also have a strong preventive element. By addressing adverse childhood experiences as quickly as possible, we can mitigate the effects of those experiences and prevent the long-term impacts and chronic homelessness.

All of Maslow direct services staff hold a minimum of a Bachelor degree in relevant fields and receive extensive ongoing professional development in order to stay abreast of subjects directly related to the specific challenges facing our clients. **This is one of the key strengths of our organization, and a major contributing factor in our being able to effect positive, long-term changes in the lives of the homeless youth and families we serve. Our outcomes simply could not be achieved using volunteers in these roles.**

**Community Support and Engagement:** Community-based collaborations are at the heart of Maslow Project’s service delivery model; enabling us to provide effective, comprehensive wrap-around support to homeless youth & families. We coordinate with over 40 local community agencies/organizations; forming a continuum of care that addresses the full range of needs of our clients. Long-standing partnerships ensure wrap-around supports, coordinated care & multiple access points; eliminating duplication of services, expediting the provision of basic needs & referrals and increasing linkages for our clients. As the primary identifier of homeless youth/families in the region, we also participate in the Jackson County Continuum of Care & Homeless Task Force, and actively participate in local coordinated entry efforts (VI-SPDAT screening, entering data into Service Point, etc.) to ensure effective referrals & successful outcomes, continuously improve inter-agency relationships, coordinate resources & reduce duplication of services.

We also enjoy robust support from the community of Ashland. Over the past three years, **Maslow Project has received support from 19 Ashland-based organizations, 35 Ashland businesses, and 270 individual Ashland donors (both financial and in-kind)**. This strategy not only reflects a high level of community support for our program but is also extremely cost-efficient, minimizes overhead, avoids duplication of services, and ensures that our clients are supported by a web of community-based services.

Finally, over the past year (since the last Ashland CDBG grant cycle), Maslow Project has intensified our collaborative efforts with St. Vincent de Paul in Ashland. We recognize that our agencies serve slightly different populations, but we have set up “point persons” in each of our organizations to streamline referrals and coordination of resources for our clients. This collaboration helps strengthen the safety net of services for homeless youth and families in Ashland, minimizes duplication of services while maximizing program efficiency, and helps ensure “warm hand-offs” for clients between our organizations.

### **9) SELF-SUFFICIENCY**

Maslow Project's School-Based Prevention and Intervention Services for Ashland's Homeless Youth and Families Program helps our clients (100% LMI) gain stability & move toward self-sufficiency AND helps prevent adult homelessness. Safety-net services lend stability so individuals can engage in case management, set goals & focus on STAYING IN SCHOOL. Research shows high school completion is the most significant factor in preventing homeless youth from becoming chronically homeless adults, and yet nationally only 25% of homeless high school seniors graduate from high school. IN CONTRAST, LAST YEAR, 80% OF OUR CASE MANAGED SENIORS GRADUATED on time.

In specific, our services lend stability so individuals can engage in case management, set goals, and focus on staying in school. We also leverage additional resources to support this program: our CLIENT ASSISTANCE FUND provides essential and lifesaving needs, our GRADUATE FUND provides Maslow youth an opportunity to continue past increased opportunity to attend college, trade school or job training; our new HOUSING ASSISTANCE PROGRAM covers first/last & deposits; coordinating with local property managers & housing services. Collectively, this approach helps individuals progress from being in crisis to becoming self-sufficient.

### **10) BENEFITS TO EXTREMELY-LOW, LOW- AND MODERATE-INCOME INDIVIDUALS**

The population served through this project consists of youth between the ages of 0-24 (and their families) who reside in Ashland and meet the Federal Education McKinney-Vento definition of homeless, and are eligible for school enrollment. As noted above, all youth in this population are presumed by HUD to be low or moderate income. In our experience, **100% of homeless youth and families we serve fall within the “extremely low income” category, at 30% or less of the Area Median Income.**

Youth homelessness takes a heavy toll on those it impacts. According to the National Center on Family Homelessness, homeless youth **go hungry at twice the rate** of other youth, are **sick four times more often** and have **three times the rate of emotional and behavioral problems**. In addition, 47% of homeless children experience anxiety, depression and withdrawal, as compared to 18% of other school-aged children; and homeless youth are 87% more likely to drop out of school (USDE).

Maslow Project's Ashland program will serve between **85-90 unduplicated individuals** during the 2019-2020 school year – approximately 45 of whom will participate in Case Management. These extremely low-income individuals will benefit from the following services:

- Essential/Emergency Needs, Safety-Net Services, and Street and School-based Outreach, intended to ensure the safety and stability of youth
- Advocacy to ensure youth are able to enroll in school, remain in their school of origin, have transportation to school, and have access to the supports they need
- Case Management that fosters self-sufficiency and helps youth progress toward their goals
- Connection to enrichment opportunities and referrals to mental health counseling, DHS and additional community-based wrap-around support services

Our projected outcomes include:

- 60% of Case Managed clients will establish/maintain connections with 2+ permanent, positive social-emotional supports
- 75% of high school-aged Case Managed clients will make academic progress.
- 70% of Case Managed clients will maintain stability/make progress on goals related to their social-emotional wellbeing, as measured by our Self-Sufficiency Scales

#### **11) ENSURING MODERATE-INCOME INDIVIDUALS DO NOT BENEFIT TO THE EXCLUSION OF EXTREMELY-LOW OR LOW-INCOME INDIVIDUALS**

In order to participate in Maslow Project's program, youth must be identified as homeless under the McKinney-Vento definition of homelessness. Homeless people are presumed by HUD to be principally persons of low and moderate incomes. Enrolled extremely-low or low-income homeless youth qualifying for services **always have priority in our program**, and will be able to access services regardless of the number of qualifying moderate-income individuals.

#### **12) DEMOLITION OF LOW- AND MODERATE-INCOME HOUSING**

N/A

#### **13) PROJECT FEASIBILITY**

N/A

**14) IMPACT ON SIGNIFICANT PROPERTIES**

N/A

**15) OTHER MATERIAL**

Please find attached: a letter of support from Ashland High School, a letter of support from ACCESS, and Maslow Project's Board of Directors list.

**16) CDBG APPLICATION CHECKLIST & OTHER FORMS**

The CDBG Application Checklist and Forms A-2, B-2, C and D follow this narrative.

**CITY OF ASHLAND**  
**2019 Program Year**  
**CDBG APPLICATION CHECKLIST**

In order to determine compliance with all applicable HUD regulations and to help to ensure that projects will be eligible for CDBG funding, the City of Ashland will need to address all HUD requirements. The purpose of this checklist is to point out areas where potential problems could arise. Obviously, this is a comprehensive list, which must evaluate a wide array of different kinds of proposals. Therefore, not every item will be applicable to every project. **Please fill it out entirely indicating all items which are not applicable and include it as part of your proposal application.**

<b>A. Applicant's Background</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Is the applicant a legal non-profit organization or unit of government?	X		
2. Do the proposed clients or users of the project meet HUD Income Guidelines (see page 10 for guidelines)?	X		
3. Does applicant have the capability to maintain written income documentation?	X		
4. Has the applicant made a legal or financial commitment to a proposed project?	X		
5. Is the applicant primarily a religious organization?		X	
6. Has the applicant administered a CDBG project previously?	X		
7. Is your agency willing and able to provide all required reports and accountability to the City as required by HUD?	X		
<b>B. Project Location and Land Use Issues</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Has a location for the project been selected?	X		
2. Is the proposed project within the Ashland City limits?	X		
3. Does the proposed project meet local zoning and land use laws?			X
4. Are any land use permits such as a Site Review, partition, annexation or Conditional Use Permit required?			X
5. Have these approvals been obtained?			X
6. Does the project comply with current building code requirements?			X
7. Does the project meet handicapped accessibility requirements?			X
<b>C. Environmental Issues</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>

1. Is the project located in the 100-year floodplain?			X
2. Is a wetland located on the project site?			X
3. Has any environmental contamination been identified on the project site?			X
4. Has asbestos been identified on the project site?			X
5. If project involves an existing structure, was it built 1978 or earlier? If year built is known, please specify.			X
6. Is the proposed project located on a major arterial or near the railroad?			X
7. Is the proposed project located adjacent to an above ground flammable storage tank?			X
8. Does the proposed project involve a structure that is 50 years or older?			X
9. Will the applicant complete a Phase I environmental review upon receiving a CDBG award?			X
<b>D. Labor Requirements</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Does the project involve construction over \$2,000 in cost?			X
2. Will the project trigger Davis-Bacon wage requirements?			X
3. Will the project trigger BOLI wage requirements?			X
4. Does the project involve over \$18,703 in City awarded grants or contracts?			X
<b>E. Displacement and Relocation</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Will tenants be displaced by the project?			X
2. Will a business be displaced by the project?			X
3. Will housing units be demolished or converted?			X
<b>F. Property Data</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Does the applicant own the property by fee simple title?			X
2. Are taxes on the property current?			X
3. Is insurance current?			X
4. What is the current debt against the property?			X
5. What is the current use of the property?			X
6. Has an appraisal on the property been conducted? If yes, what is the assessed value of the property?			X

**Form A-2**  
**To be completed for Social Service Proposals**

**Social Services Proposals**

Activity	Start Date	Completion Date
<p><b>Summer Outreach:</b> Maslow's Case Manager will connect with students - via fieldtrips, community dinners, visiting with community partners or through street outreach efforts - to ensure we stay in contact with homeless Ashland youth during the summer break. <i>*This is part of an ongoing program, staffing is already in place</i></p>	7/1/19	8/31/19
<p><b>School Based Case Management and Advocacy:</b> Identify homeless students, provide services/referrals/basic needs, track academic data, establish client goals</p> <p><u>Target:</u> 85-90 youth identified, 45 will actively engage in Case Management services</p> <p><u>Projected Outcomes:</u> 1) 60% of case managed clients will establish/maintain connections with 2+ permanent, positive social-emotional supports, 2) 75% of high school-aged Case Managed clients will make academic progress, 3) 70% of Case Managed clients will maintain stability/make progress on goals related to their social-emotional wellbeing, as measured by our Self-Sufficiency Scales.</p>	9/1/19	6/30/20
<p><b>Collect Outcome Data:</b> Student are assessed at start of case management, mid-year, and at the end of the school year</p>	9/1/19	6/30/20

**Social service providers should list key benchmarks in the table above for their proposed projects (IE hire of personnel, application for further funding, initiation of direct client services, etc.)**

**Form B-2**  
**To be completed for Social Service Proposals**

**Social Service Proposals**

	<b>Total Cost</b>	<b>CDBG Request</b>	<b>Other Source(s)</b>
<b>Client Assistance</b>	<b>\$8,000</b>	\$0	\$8,000
Wages and benefits (of personal providing direct client services)	<b>\$33,280</b>	\$14,000	\$19,280
Materials/Supplies		\$0	
Marketing/Outreach		\$0	
Housing Assistance Funds	<b>\$10,000</b>	0	\$10,000
<b>Program Administration</b> Includes overhead and general staffing necessary to administer the program (accounting, management, grant administration) but that does not provide direct benefits to the client.	<b>\$3,328</b>	<b>CDBG Funds are not available for program administration</b>	\$3,328
<b>Total Project Cost</b>	<b>\$54,608</b>	<b>\$14,000</b>	<b>\$40,608</b>

**Form C**

**SOURCE(S) OF FUNDS FOR OPERATING EXPENSES WORKSHEET**  
 Completeness of this worksheet establishes the capacity of the organization to sustain the operations of the program(s).

<b>Sources</b>	<b>Secured</b>	<b>Conditional</b> (awarded with conditions)	<b>Tentative</b>	<b>Commitment Date</b>
Federal Grants				
State Grants			\$16,645	<b>By summer 2019</b>
Local Grants	\$6,000		\$25,473	<b>By summer 2019</b>
Non Governmental Grants			\$2,000	<b>By summer 2018</b>
Donations/Gifts			\$4,490	<b>FY2019-20</b>
Applicant Contribution				
Program Income				
Loans				
Other (specify)				
Other (specify)				
<b>TOTAL</b>	<b>\$6,000</b>		<b>\$48,608</b>	<b>\$54,608</b>

Please provide a description the timeline of loan and grant application dates as related to the proposed project. Specifically, for any tentative funding sources please provide application dates, award dates and funding availability dates.

Funds listed above include:

- Ashland School District: \$6,645 (tentative)
- Ashland Social Services: \$11,473 (tentative)
- Ashland CDBG: \$14,000 (tentative)
- ACCESS housing assistance funds - \$10,000 (tentative)
- G.S. Butler Fund - \$6,000 (secured)
- OCF-Walker Fund - \$2,000 (tentative)
- Individual donations - \$4,490 (tentative)

**Form D**

**DISCLOSURE OF INTERESTS**

To assist the City of Ashland in determining whether there may be a potential conflict of interest related to the expenditure of Community Development Block Grant funds we request the following information be provided by applicants:

ORGANIZATION NAME: Maslow Project

- Organization is:
- 1. Corporation ( )
  - 2. Non-Profit 501C3 (X)
  - 3. Partnership ( )
  - 4. Sole Owner ( )
  - 5. Association ( )
  - 6. Other ( ) \_\_\_\_\_

**DISCLOSURE QUESTIONS**

If additional space is necessary, please attach a separate sheet.

1. State the names of each "employee" of the City of Ashland having a financial or personal interest in the above mentioned "organization" or project proposed.

Name, Job Title and City Department

N/A

---

2. State the name(s) of any current or prior elected or appointed "official", of the City of Ashland having a potential "financial interest" in the organization or project.

Name/Title

N/A

---

3. Provide the names of each "board member" of the Organization seeking CDBG funding Name Board, Commission, or Committee (may be attached as a separate Sheet)

- 1 Jamie Hazlett, President - Executive/Program Committees
- 2 Royal Standley, Vice President – Executive/Development Committee
- 3 Paul Robinson, Secretary – Executive/Development Committees
- 4 Amy Zarosinski, Treasurer – Executive/Finance Committees
- 5 Sharilyn Cano – Program Committee
- 6 Eric Maxwell – Development Committee
- 7 Michelle Johannes – Development Committee
- 8 Lisa Morris - Program Committee
- 9 \_\_\_\_\_
- 10 \_\_\_\_\_
- 11 \_\_\_\_\_
- 12 \_\_\_\_\_

If the applicant has provided names in question 1 or 2, please provide details regarding any known potential conflicts of interest in an attached narrative.

# MASLOW PROJECT

## MASLOW PROJECT Board of Directors List

**Jamie L. Hazlett, Board President**

*Attorney at Law*

910 E. Main Street

Medford, OR 97504

(541) 773-3619 work

(541) 326-1097 cell

[jamiehazlettesq@gmail.com](mailto:jamiehazlettesq@gmail.com)

Joined in 2011

**Royal Standley, Vice President**

*Financial Planner, Oregon Pacific Financial  
Advisors, Inc*

131 Rogue Manor Place

Grants Pass, OR 97527

(541) 772-1116 work

(541) 531-1138 cell

[rstandley@opfa.com](mailto:rstandley@opfa.com)

Joined in 2011

**Paul Robinson**

*Retired non-profit and pastor*

11 North Keeneway Drive

Medford, OR 97504

(541) 840-5640 cell

[robinsonpaul2273@yahoo.com](mailto:robinsonpaul2273@yahoo.com)

Joined in 2010

**Eric Maxwell, member**

*Business Owner*

19 Rossanley Drive

Medford, OR 97501

(541) 840-5733 cell

[pronmain@msn.com](mailto:pronmain@msn.com)

Joined in 2013

**Amy Zarosinski, Treasurer**

*CPA, CFO Rubicon Investments*

640 Superior Ct.

Medford, OR 97504-6181

(541) 773-6633

[amy@rubicon-investments.com](mailto:amy@rubicon-investments.com)

Joined in 2014

**Sharilyn Cano, Past President**

*Director of Human Resources, Addictions  
Recovery Center*

2080 Martin Dr.

Medford, OR 97501

(541) 951-0530 cell

[SharilynC@AddictionsRecovery.org](mailto:SharilynC@AddictionsRecovery.org)

Joined in 2010

**Michelle Johannes**

*Marketing Strategist*

209 Crater Lake Ave.

Medford, OR 97504

(541) 913-3986

[michelle@mjcommunication.net](mailto:michelle@mjcommunication.net)

Joined in 2016

**Lisa Morris, Secretary**

*FNP, Providence Medical Group*

3225 Hillcrest Park Dr.

Medford, OR 97504

(541) 778-3509

[lisamorris1@gmail.com](mailto:lisamorris1@gmail.com)

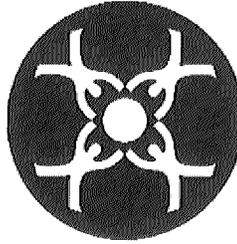
Joined in 2017

**Revised: July 12, 2018**

# ASHLAND PUBLIC SCHOOLS

JACKSON COUNTY SCHOOL DISTRICT #5

**Kelly Raymond**  
*Superintendent*



*Inspiring Learning for Life*

**BOARD OF DIRECTORS**

**DENEICE COVERT ZEVE**

**JIM WESTRICK**

**EVA SKURATOWICZ**

**ERIC STRONG**

**SABRINA PRUD'HOMME**

**JORDAN ELY**  
Business Manager

**PATTY MICHIELS**  
Director Human Resources &  
Curriculum

**SAMUEL BOGDANOVE**  
Director of Student Services

February 1, 2019

Mary Ferrell, Executive Director  
Maslow Project  
500 Monroe Street  
Medford, OR 97501

Dear Mary,

As the Director of Student Services for the Ashland School District, I see the benefit on a daily basis that Maslow Project brings to the students and families in our District. Without the support that Maslow Project provides our homeless youth, many of these students would go unidentified and not receive the wrap-around supports they need to stay in school, work toward their goals, and achieve educational success.

Maslow Project staff work hard to help Ashland schools identify these vulnerable students and bring stability into their lives; giving them the ability to attend and thrive in school, develop positive life skills, and engage in meaningful opportunities that help build confidence and resilience, and promote each student's overall wellness and self-sufficiency.

On behalf of the Ashland School District, I am happy to write this letter in support of Maslow Project's application to the City of Ashland's Community Development Block Grant. I feel that this program has improved the lives of so many families and children; not only in helping meet their immediate needs, but also providing the intensive supports that help students stay in school and navigate their way to a more successful and optimistic future.

The Ashland School District fully supports our partnership with Maslow Project, and benefits from this partnership on a daily basis.

Sincerely,

A handwritten signature in black ink, appearing to read "Samuel Bogdanove". The signature is fluid and cursive, with a long horizontal stroke at the end.

**Samuel Bogdanove**  
Director of Student Services



January 16, 2019

RE: Letter of Support

To the Department of Community Development,

As the Community Action Agency for Jackson County of ACCESS, I am writing in support of Maslow Project's application for a Community Development Block Grant to continue their Safety-Net and Case Management services for youth and families who are currently experiencing, or at high risk of, homelessness in Ashland. I am keenly aware of the need in our region for Maslow's services and the limited community resources that serve this target population of young people in particular.

ACCESS has been successfully working in partnership with Maslow Project since 2007. Maslow Project applied for food bank status through ACCESS when they opened their first Drop-In Center. The food program alone has grown over the years to provide over 6,500 meals to hungry children and families each year. This partnership helps supplement the nutritional needs of children who might have limited access to existing food pantries.

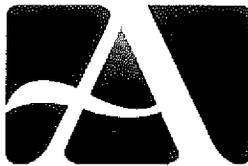
Over the years, the collaboration has grown to include support to Maslow Project's street outreach program through an Emergency Shelter Grant. They also now receive funding from ACCESS to assist their clients to obtain housing and to support a temporary shelter for transition-aged youth ages 18-24. This valuable collaboration has helped ensure services to vulnerable and hard to reach populations of youth and rather than duplicating efforts, both agencies are able to focus on their target population while achieving shared community goals. Maslow Project is an active member of the Continuum of Care and is amongst the few agencies completing the VI-SPDAT for youth and families utilizing ServicePoint. Maslow's services help prevent youth from becoming part of the adult homeless population and they are an integral part of the community response to this need.

ACCESS is pleased to support Maslow Project's work and their application.

Sincerely,

*Pamela Norr*

Pam Norr  
Executive Officer  
ACCESS



**CITY OF ASHLAND**  
**2019 Program Year Community Development Block Grant (CDBG)**  
**Application**

These completed Sheets shall be included as the first pages on all submittals.

**I. APPLICANT INFORMATION**

**Applicant Organization Name:** Ashland Home Visit Conference, Rogue Valley District Council, St. Vincent de Paul

**Executive Director's Name(s):** Kathy Begley

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

**Applicant Mailing Address:** 987 Hillview Drive  
Ashland, OR 97520

**Applicant Street Address:** Same as above

IRS Classification: 501c3

Federal Tax ID#: [REDACTED]

Mission Statement: (may be attached)

**Mission Statement:**

The Rogue Valley district Council of St. Vincent de Paul is dedicated to providing compassionate, prompt support and care to the poor and needy of Jackson County, regardless of age, race, religion, creed, sex, sexual preference, or ethnic origin. Although the Society's name is recognized around the world, each Council is locally organized, funded, and staffed. While the St. Vincent de Paul Society was founded over one hundred years ago by a group of Catholic lay men in Paris, no effort is made to preach, convert, or proselytize. In fact, most of those we help have no idea that the organization on which they call has or has ever had any religious affiliation. We receive funding and in-kind contributions from many churches in Ashland, and we have volunteers from many faiths.

Our Council was established in 1982 and has nine operating divisions or conferences, of which the Ashland/Talent Home Visit Conference is one. One of the great strengths of our efforts is the variety of services we offer. At our central Medford facility, we provide a

forty-eight-bed family shelter, hot lunches for those in need six days a week, free groceries, social services (counseling; rent, utility, and prescription drug payments; clothing; furnishings; camping equipment, etc.) We also provide school supplies, emergency dental care, health screening, hot showers, laundry facilities—even assistance in obtaining legal identification. Because we have no paid employees and rely on volunteers to deliver our services, all of the funds we obtain with grants are used to help those in need. The Ashland/Talent Home visit Conference of St. Vincent de Paul is the only all-volunteer organization working to address the needs of the poor in our community.

Total Employees: 0 Total Volunteers: 300+ overall/ 28 in Ashland

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

Name: Vicky Weiss  
Title: Volunteer Grant Writer  
Phone Number: 541-708-5173  
Fax Number: \_\_\_\_\_  
E-mail Address: vweiss590@gmail.com

**III. PROJECT INFORMATION SUMMARY**

Project Name or Title: Decreasing Homelessness in Ashland

Expected Completion Date: Project is ongoing.

Requested CDBG Funds:	\$20,000
Organizational Match:	\$92,000
Funds from Other Sources:	\$102,709
Total Project Cost:	\$214,709



## **SOCIETY OF ST. VINCENT DE PAUL**

### **ASHLAND / TALENT CONFERENCE**

987 Hillview Drive

ASHLAND, OR 97520

*St. Vincent de Paul Helpline: 541-708-5650*

### **2.) Project Summary: Housing those in need in Ashland**

(A full description of this project appears in Number 4: Project Description below.)

St. Vincent de Paul's Ashland/Talent Home Visit Conference has been providing services to those in need in our community for almost forty years. Our volunteers travel in pairs to meet with those who call on us wherever it is convenient for them. Our helpline is checked regularly, so that we can respond quickly when financial emergencies threaten families' and individuals' ability to remain in their current housing or prevent them from obtaining housing for themselves and their families. Our Housing Committee devotes its energies exclusively to locating affordable housing for those in need and maintains a connection with them to make sure they can sustain that housing (including accompanying them to Consumer Credit Counseling in Medford when their history suggests that such counseling is essential to their staying housed.) This Committee is now a year and a half old, and its efficiency and follow-through is proving especially effective in making sure that those we house remain housed in settings they can afford.

Last year, CDBG funds enabled us to serve thirty-three individuals, thirteen of them children. Of these thirty-three individuals, twenty-five (eleven of them, children) had been homeless prior to our assisting them with CDBG funds. In other words, 75% of those we assisted with CDBG funds were homeless before we used these funds, supplemented by our own funds, to house them.

### **3.) N/A**

### **4.) Project Description:**

The Ashland Home Visit Conference of St. Vincent de Paul directly addresses the objective stated in the City of Ashland's 2015-2019 Consolidated Plan: "**Support services for homelessness outreach, prevention, and transition.**" Our dedicated volunteers work tirelessly with landlords and with other agencies to locate housing for low-income families and individuals. With the tight housing market in Ashland and shelters in short supply, our volunteers find that most often we must house individuals and families in motels until we can secure for them more permanent housing they can afford. With the formation of our Housing Committee, we are proving to be more efficient than ever in moving people from transitional housing into more permanent housing. Most importantly, members of the Housing

Committee are remaining in contact with these clients to make sure that they receive the personal care, attention, and assistance they need. This attention includes financial counseling that assures they will be able to remain in the affordable housing we have located for them. In a recent two-week period, for example, we were able to move a single mother with three children into housing here in Ashland. She is afflicted with breast cancer, and now that she and her family are housed, we can help her obtain the treatment she needs. A second homeless single mother with a five-year-old child was placed into housing during this same two-week period. Her child is actually her niece whom she adopted when this woman's sister died. The woman herself now has thyroid cancer. Placing the two of them into housing was essential to the mother's being able to obtain sustained treatment. A third case during the same period involved a couple who had been homeless for a long period. We were finally able to move them into a mobile home. They were so grateful that the first thing they told our volunteer was that, though they have few resources, they are eager to find ways to give back to this community.

This snapshot of a two-week period provides a small indication of the kind of work St. Vincent de Paul's Ashland Home Visit Conference performs on a regular basis. We are most fortunate to have a group of knowledgeable and experienced volunteers familiar with the vast array of services available in our community to help those in need, whether those services be assistance to those with disabilities, job assistance, government benefits, medical assistance, or more. In our continuing efforts to be even more effective, we have been working very closely with OHRA and the people at the Ashland Community Resource Center. Our leaders have also been meeting with the leaders at the Maslow Project to make sure that we are making the most of our joint efforts to assist homeless youth and homeless families. Rather than "digging in our own silo," we find that we can assist those in need more effectively when we work efficiently with other groups in the city to provide care to those who need it.

In keeping with the objective from the City of Ashland's 2015-2019 Consolidated Plan—"Support services for homelessness outreach, prevention, and transition"—our goal is to help individuals and families in our community attain self-sufficiency. Making sure that our citizens secure adequate shelter in housing they can afford remains the primary goal of our organization. With an all-volunteer work force and virtually no overhead costs—save the maintenance of our phone "helpline"—we run a very cost-effective operation. Nearly every dime we obtain goes directly to helping those in need.

We do not offer clients direct cash assistance. Instead, our volunteers make direct contact with landlords, utility companies, doctors, care facilities, pharmacies, etc. to make payments and work out payment schedules. As noted above, working closely with other non-profits in our area is central to the work we do, and the knowledge and experience of our long-serving and dependable volunteers makes our group a most effective partnering organization. In addition to ACRC and the Maslow Project, we work closely with the Ashland Emergency Food Bank, ACCESS, the Rogue Valley Council of Governments, Oregon Department of Human Services, Consumer Credit Counseling, Jackson Care Connect, and Columbia Care. We work cooperatively with Jackson County Mental Health, and an array of local churches, including Trinity Episcopal, First Baptist, First Congregational, First Presbyterian, and Our Lady of the Mountain.

## **5.) Proven Results:**

Addressing the needs of the homeless and those in danger of losing their housing is our ongoing mission. In the last fiscal year, we were able to help 1,105 people—542, or nearly half of them, children. Our volunteers made 940 “home” visits (meeting those who call on us anywhere convenient for them). As noted above, 75% of those we helped with CDBG funds last year were homeless before we stepped in to find housing for them.

The formation of our Housing Committee was occasioned by the recognition among our volunteers that there is no greater need than locating housing for families and individuals, most importantly, housing that they can afford and are prepared to maintain for themselves in the long term. Often people who contact us are in danger of losing their current housing. In this situation, most often an immediate emergency—an expensive medication needed by a child, a \$500 car repair—from which the family is struggling to recover has occasioned their need. In these situations, the assistance of St. Vincent de Paul can enable them to get back on their feet. With others, especially those in the extremely low income category, we must work long and hard to find housing that the family or individual can afford long term. With many who have been homeless for an extended period, we must work closely and caringly to make sure they create a budget for themselves and conform to the demands of that budget. Members of our Housing Committee remain with those we assist with housing to ensure that the budgeting and housing arrangement we find for them is sustainable in the long term.

(See attached Form A—Project Schedule in the Appendices.)

## **6.) Financial Considerations:**

We are facing a challenging year financially in our conference of St. Vincent de Paul. Revenues from the Medford Council’s Thrift Store, which has traditionally provided much of the income for the Rogue Valley Council, are down such that all conferences receiving funds from the Medford Council have had their allotment reduced by 10%. In our case, that amounts to \$12,000. For this reason, our request for CDBG funds is more important than ever. Despite the reduction in our allotment from our Council, this \$20,000 request represents only 20% of the operating funds we already have in hand or firmly committed to us—this, with most of our fundraising for the year yet to occur in the second and third quarters of this year.

We are doing all we can to address this loss in revenue ourselves by increasing our fundraising efforts and looking for new donors. Already, we have received a grant from First Interstate Bank Foundation and our local branch, neither of which had ever contributed to our efforts before. Initiatives are underway to solicit funds from People’s Bank (another new donor) as well as increased efforts to solicit funds from individuals.

All of that said, these CDBG funds have long been a lynch pin in our efforts to move the homeless of our community into housing, particularly in our efforts to assist extremely low-income, very low-income, and low-income families. In addition to finding residences for the homeless, our Housing Committee works hard to locate less expensive dwellings for families when rent increases keep them from staying in their homes. Even those with HUD vouchers often find themselves unable to move into low-income housing because their vouchers do not pay for a rental deposit. Because CDBG funds are used exclusively for placing and/or keeping families and individuals in housing, these funds are essential to the work we do.

(See attached Forms B & C in the Appendices.)

### **7.) Eligibility for Federal Funding:**

All of those we serve with CDBG funds are at or below HUD's extremely-low to low income levels as defined by the federal government. Of those we served in 2017-18 (our last fiscal year), eighteen of the thirty three people we assisted with CDBG funds (55%) were in the extremely-low income category. Eleven (11) more were in the very-low income category, and four (4) were in the low-income category. With our goal of slowing or stopping the growth of homelessness in Ashland, we meet two of this program's national objectives: "Primarily benefit low and moderate income persons" and "Meet a particularly urgent community need." With our phone helpline allowing us to respond to emergency housing needs quickly, we also meet one of the City of Ashland Consolidated Plan's "High Priority" items for spending by providing "support services for homelessness outreach, prevention, and transition; rent/security deposit assistance to prevent or alleviate homelessness and outreach/direct services to homeless populations." In addition, our services respond directly to the HUD/CDBG Statute 24 CFR570.21(e), "Public Service Rent Subsidies."

St. Vincent de Paul's volunteers in Ashland work diligently to leverage city and federal dollars efficiently and effectively to relieve and prevent homelessness in our city.

### **8.) Agency's Mission and Service History:**

The Rogue Valley district Council of St. Vincent de Paul has been providing compassionate, prompt support and care to those in need in Jackson County for nearly forty years. We serve those who call of us, regardless of age, race, religion, sex, sexual orientation, or ethnic origin. The Society of St. Vincent de Paul is the only all-volunteer organization working to address the needs of the poor in our community. (See full mission statement on page one of this proposal.)

Our Council has nine operating divisions or conferences of which the Ashland/Talent Home Visit Conference is one. While the Council's central Medford facility provides a wide variety of services at its campus—a forty-eight-bed family shelter, an urban rest stop that offers showers and laundry facilities to the homeless, hot lunches six days a week, free groceries, counseling, clothing, furnishings, etc.--our Ashland/Talent Home Visit Conference has no overhead save the maintenance of our phone "helpline." We meet in pairs with those who call on us in any location convenient for them. No funds are given

directly to clients; our volunteers communicate directly with landlords and utility companies in an effort to keep in their homes those in danger of losing their housing as well as placing homeless families and individuals in housing. While CDBG funds are used solely to keep families and individuals housed, our other revenues are used to assist with prescription drug costs, auto repair, and other needs that can overwhelm families and individuals, preventing them from remaining housed or obtaining housing.

**9.) The Promotion of Self-Sufficiency:**

With the establishment of our Housing Committee a year and a half ago, we are seeing tremendous results in self-sufficiency as we work with our homeless or nearly homeless clients. Because so many of our volunteers have been with our organization for a long time, we have strong connections to apartment owners, as well as motel and boarding house owners who provide transitional housing for those in need while we work to find permanent housing for our clients. Our Housing Committee members keep abreast of new shelters when these become available, as well. As we work with families and individuals to provide housing, find less expensive housing for them, or work to keep them in their homes, meeting with clients to discuss budgeting is vital to the work we do. When appropriate, members of our Housing Committee accompany clients to meetings with counselors at Consumer Credit Counseling in Medford as part of our efforts to assist them in creating a budget that meets their needs, making sure that housing costs are met before any other expenses are incurred. Because we stay with clients on average three-to-six months (and longer if need be), budget counseling is an important part of the service we provide in transitioning clients from temporary housing to permanent housing and in helping those in danger of losing their housing or utility services to determine their priorities in order to remain housed.

**10.) a. N/A**

**b. Target Population Data:**

- Target Population: The homeless, nearly homeless, and extremely low-to-low income individuals and families.
- Number of extremely-low to low-income individuals in target population to be served on an annual basis:
  - 195 Ashland adults and 132 children served (based on annual data collected in 2017-2018)
  - 118 Ashlanders kept in housing who were in danger of being evicted during a one-year period (based on annual data collected in 2017-18)
  - 63 adults and 27 children moved from homelessness into housing (from funds other than CDBG)
  - 18 individuals living on extremely low incomes (supported by CDBG funds from the last funding cycle)
  - 11 individuals living on very low incomes (supported by CDBG funds from the last funding cycle)

- 4 individuals living on low incomes (supported by CDBG funds from the last funding cycle)

**→ Fourteen (14) adults and eleven (11) children (75%) of those assisted with CDBG funds awarded to St. Vincent de Paul in the last cycle were homeless.**

- **Percentage of extremely-low to low income people served: 100%**

**11.) Assurance that CDBG funds go to the appropriate populations:**

One of the first screens we perform with any prospective client or family is proof of income and the client family's ability to pay. If the client cannot supply verification of a sustainable income, we do not dispense CDBG funds.

12.) N/A

13.) N/A

14.) N/A

15.) See attached letters of support in Appendices.

16.) See attached Forms A-2, B-2, and C in Appendices.

**CITY OF ASHLAND**  
**2017 Program Year**  
**CDBG APPLICATION CHECKLIST**

In order to determine compliance with all applicable HUD regulations and to help to ensure that projects will be eligible for CDBG funding, the City of Ashland will need to address all HUD requirements. The purpose of this checklist is to point out areas where potential problems could arise. Obviously, this is a comprehensive list, which must evaluate a wide array of different kinds of proposals. Therefore, not every item will be applicable to every project. **Please fill it out entirely indicating all items which are not applicable and include it as part of your proposal application.**

<b>A. Applicant's Background</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Is the applicant a legal non-profit organization or unit of government?	X		
2. Do the proposed clients or users of the project meet HUD Income Guidelines (see page 10 for guidelines)?	X		
3. Does applicant have the capability to maintain written income documentation?	X		
4. Has the applicant made a legal or financial commitment to a proposed project?	X		
5. Is the applicant primarily a religious organization?		X	
6. Has the applicant administered a CDBG project previously?	X		
7. Is your agency willing and able to provide all required reports and accountability to the City as required by HUD?	X		
<b>B. Project Location and Land Use Issues</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Has a location for the project been selected?			X
2. Is the proposed project within the Ashland City limits?	X		
3. Does the proposed project meet local zoning and land use laws?			X
4. Are any land use permits such as a Site Review, partition, annexation or Conditional Use Permit required?			X
5. Have these approvals been obtained?			X
6. Does the project comply with current building code requirements?			X
7. Does the project meet handicapped accessibility requirements?			X

**Form A-2**  
**To be completed for Social Service Proposals**

**Social Services Proposals**

<b>Activity</b>	<b>Start Date</b>	<b>Completion Date</b>
Provide assistance with rent and utilities	Second or third quarter of 2019	Fourth quarter of 2019
Apply for grants from U.S. Bank, First Interstate Bank, People's Bank, Ashland Food Coop	Ongoing	Ongoing
Identify new funding sources and seek funding from them (foundations, corporations, individuals)	Ongoing	Ongoing
Recruit additional volunteers	Second/third quarter of 2019	End of third quarter 2019

**Social service providers should list key benchmarks in the table above for their proposed projects (IE hire of personnel, application for further funding, initiation of direct client services, etc)**

**Form B-2**  
**To be completed for Social Service Proposals**

**Social Service Proposals**

	<b>Total Cost</b>	<b>CDBG Request</b>	<b>Other Source(s)</b>
<b>Direct Client Services</b>	<b>\$214,709</b>	<b>\$20,000</b>	<b>\$192,518</b>
Wages (of personal providing direct client services)	0		
Materials/Supplies	\$2,191		
Marketing/Outreach	0		
Program Administration Includes overhead and general staffing necessary to administer the program (accounting, management, grant administration) but that does not provide direct benefits to the client.	0	<b>CDBG Funds are not available for program administration</b>	
<b>Total Project Cost</b>	<b>\$212,518</b>	<b>\$20,000</b>	<b>\$192,518</b>

**Form C**

**SOURCE(S) OF FUNDS FOR OPERATING EXPENSES WORKSHEET**  
 Completeness of this worksheet establishes the capacity of the organization to sustain the operations of the program(s).

<b>Sources</b>	<b>Secured</b>	<b>Conditional</b> (awarded with conditions)	<b>Tentative</b>	<b>Commitment Date</b>
Federal Grants			\$20,000	After April 16, 2019
State Grants				
Local Grants			\$40,000	Second quarter, 2019
Non Governmental Grants	\$6,000		\$19,500	
Donations/Gifts			\$37,209	Third quarter, 2019
Applicant Contribution	\$92,000			By Sept. 30, 2019
Program Income				
Loans				
Other (specify)				
Other (specify)				
<b>TOTAL</b>	<b>\$98,000</b>		<b>\$116,709</b>	

Please provide a description the timeline of loan and grant application dates as related to the proposed project. Specifically, for any tentative funding sources please provide application dates, award dates and funding availability dates.

CDBG (\$20,000) Application submitted February 2019

ASSG (\$40,000) Application to be submitted March 2019

Ashland Food Coop (\$1,500) Application to be submitted March 2019

U.S. Bank (\$10,000) Application to be submitted July 2019

People's Bank (\$3,000) Application to be submitted April 2019

First Interstate Bank (\$5,000) Application to be submitted May 2019

Donations/Gifts based on historical averages.

**Society of St. Vincent de Paul  
Rogue Valley Council Board of Directors**

Position	Name	Phone	Contact	Joined Board
President	*Kathy Begley	h 541-826-5722 c 541-951-6012	begley2001@aol.com	2012
Past President	*Socorro Holloway	h 541-776-4138 c 541-821-5953	socorro2@charter.net	2009
VP-Facilities	*Dennis Mihocko	c 541-531-3832	dennissvdp@gmail.com	2007
VP- Community Outreach	VACANT			
VP – Grants	*Rich Hansen	h 541-770-6062 c 541-261-6855	richhansen39@charter.net	2013
Treasurer	Tom Fleming	h 541-499-6466	oceans17@charter.net	2016
Secretary	*Nancy Hunt	h 541-857-4987	nanoh1@yahoo.com	2004
**Store Manager	Karen McNeilly	h 541-855-2008	patrickmcneilly@charter.net	1995
Volunteer Coordinator	Ginger Vanek	h 541-292-4848	gingervanek@gmail.com	2014

Conference	Officers	Phone	E-mail Address	Joined Board
Social Services Sacred Heart, <b>Conference 1</b>	Joe Schudawa, President Phil Horner, VP	h 541-772-8506 h 541- 879-0558	schudawa@charter.net phorner63@yahoo.com	2013 2014
Thrift Store Bl. Anna Maria, <b>Conference 2</b>	Ralph Browning, President	c 541-261-0866	browningralph @gmail.com	2015
Kitchen St. Teresa, <b>Conference 3</b>	Charlotte Martinson, Mgr Curt Swift, President Helen Smith, VP	c 541-499-8992 c 541-864-9232 c541-512-9153	cmmartinson@charter.net cswift444@gmail.com hfsmithsmallsteps@gmail.com	2015 2015
Urban Rest Stop St. Francis of Assisi, <b>Conference 4</b>	TC Myers, President Lee Myers, VP	c541-601-5273 c541-301-0025	myersmanor1942@gmail.com	2013
Office St. Anna, <b>Conference 5</b>	Nancy Fleming, President	h 541-499-6466	nldfleming@gmail.com	2016
Ashland Social Services, <b>Conference 6</b>	Paul Adalian, President	h 541-488-6868	adalianp@sou.edu	2017
Food Pantry Shepherd of the Valley, <b>Conference 7</b>	Beth Hunter, Mgr Glenn Cote	541 664-3481 541-261-8322	beth_j.hunter@q.com jcgcote@charter.net	2016
Family Shelter St. Anthony, <b>Conference 8</b>	Kathy Morgan Fisher, President	c 541-531-6113 h 541-773-5954	rkxmorgan@yahoo.com	2011
Home Visit/Med Assist St. Augustine, <b>Conference 9</b>	Don Krolak, President	c 916-225-0223	donkrolak@gmail.com	2016
**Needy Meds	Don Krolak	c 916-225-0223	donkrolak@gmail.com	
**SVDP Dental Program	Paulene Morgan	541-973-3965	pauley.faye@gmail.com	

\*Executive committee member

\*\*Not a Board member



February 11, 2019

City of Ashland  
200 E. Main  
Ashland, OR 97520

To Whom It May Concern:

United Way of Jackson County is proud to write a letter of support for St. Vincent de Paul for their Community Building Block Grant proposal to help those experiencing homelessness or near homelessness. We partner with many organizations in the Rogue Valley and in Ashland specifically needing emergency assistance for utilities, shelter, rent, car repairs and more and our most significant partner St. Vincent de Paul. The case management they provide is truly remarkable.

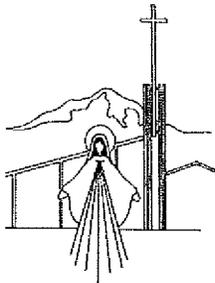
Their dedicated and committed volunteers make home visits under bridges and in shrubs. They are willing to always meet people where they are and help them to take the first or next step toward self-sufficiency. They create real change in people's lives not just solve the immediate crisis. They do this work without judgment and with genuine love in their hearts. It is remarkable to partner with them.

United Way is a proud partner with St. Vincent de Paul in creating community change. If you have any questions, please call me at 541.773.5339. Thank you!

Regards,

A handwritten signature in black ink, appearing to read "Dee Anne Everson". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Dee Anne Everson  
CEO/Executive Director



## Our Lady of the Mountain Catholic Church

987 Hillview Drive  
Ashland, OR 97520-3521  
(541) 482-1146 Fax: (541) 488-5174 Email: [olmop@mind.net](mailto:olmop@mind.net)

February 14, 2019

To whom it may concern,

The St. Vincent de Paul Conference here in Ashland is doing a great service to the people in Southern Oregon. The SVdP volunteers who selflessly give their time and treasures are truly making a difference in the lives of the poor who are in dire need of help in Ashland, Talent, and Phoenix. I am truly grateful for the work that this great organization is doing for the community. As pastor of Our Lady of the Mountain Catholic Church here in Ashland, St. Vincent de Paul has my full support and endorsement.

The great task of helping those who are poor never stops. St. Vincent de Paul is one of those few remaining strong organizations who continue to welcome the knocks of those who are in need of assistance with food, clothing, and shelter. I hope that they will continue to receive the support they need so that they can go on with their work and ministry of lightening the burden of those in poverty.

May you all be blessed.

In Christ,

  
Fr. Mario Escano  
Pastor

Our Lady of the Mountain Catholic Church  
Ashland, OR

**OHRA Board**



Ken Gudger, President  
Ron Mogel, Vice President  
Montye Male, Secretary  
John Wieczorek, Past President

Jackie Bachman,  
Community Relations  
Diane de Ryss, Fund Dev.  
Akiva DeJack, Mental Health  
Matt Endress, Washington St.  
Rev. Dan Fowler,  
Faith Community Relations  
John Nosco, Winter Shelter  
Steve Russo, Operations  
OHRA Adm. and Volunteer  
Coordinator, David Stoebel

**Ashland Community  
Resource Center (ACRC)**

Leigh Madsen, Ex. Dir.  
Tina Stevens, Lead Navigator  
Chrystal Richards,  
Shelter Navigator

**Ashland Winter  
Shelter Program (AWS)**

Phil Johncock,  
Shelter Coordinator

Public Advisory Council

Community Partners

Community Volunteers

February 12, 2019

To Whom It May Concern,

Over the past 4 years, St. Vincent De Paul has been our most reliable partner in serving the critical needs of the housed and homeless populations of Ashland and Talent. In that time, together we were able to preserve and find housing for over 400 families in our community.

St. Vincent De Paul has developed strength and respect in their long history of serving low-income populations and helping them meet their needs when crisis arises. From our beginning St. Vincent De Paul was ready and willing to pool financial resources, collaborate in case management, share personal contacts and introduce us to housing opportunities within the community. Without St. Vincent De Paul our own growth would have been significantly slower. Together we are able to provide services that are magnified beyond what would have been possible for either agency alone. We are thankful every day for their support to us as a partner organization and for the work they do in saving the lives and dignity of people in poverty.

St. Vincent De Paul has been a model and mentor, not only for our Ashland Community Resource Center (ACRC), but for all the social service providers in the communities of Ashland and Talent.

Ken Gudger, President  
Options for Homeless Residents of Ashland

Mailing Address: OHRA, P.O.Box 1133, Ashland, OR 97520  
Please visit us at [www.helpingashland.org](http://www.helpingashland.org)  
Options for Helping Residents of Ashland (OHRA) is a federally approved  
non-profit organization. Federal Tax I.D. Number 61-1693223



January 17, 2018

To whom it may concern,

Over the past several years the Ashland Emergency Food Bank has had the opportunity to work with local volunteers from St. Vincent de Paul who provide case management and intervention services for local residents in crisis. I am writing to convey my utmost respect and appreciation for this work, which is always critical, and often life-saving.

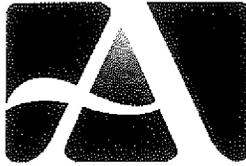
The hearty band of St. Vincent volunteers serving our community has no office or meeting place. Instead, members operate out of their homes, sharing a telephone to receive and answer calls for assistance. Some callers are desperate for tangible items, like a sleeping bag, diapers or a night in a motel, that will fill a specific, urgent need and allow the individual or family to move forward. In other cases, the dysfunction or crisis requires prolonged support, including case management, which can take days or weeks of focus.

As Executive Director of Ashland Emergency Food Bank, I frequently turn to St. Vincent de Paul volunteers to address dire situations that eclipsed the capacity of other agencies. A grant from St. Vincent's housing fund often means the difference between stability and the desperate spiral of homelessness that can easily swallow a family. Similarly, a good pair of boots purchased for a client entering the workplace can be the difference between unemployment or attaining a job. Help at the moment it is needed can change the trajectory of an individual or family.

With no salaries and no overhead, St. Vincent de Paul provides targeted, efficient, and cost effective services to our most vulnerable residents. I am extraordinarily grateful for the agency's presence in our community and endorse ongoing support for this work.

Regards,

Traci Darrow RN, Executive Director AEFB



**CITY OF ASHLAND**  
**2019 Program Year Community Development Block Grant (CDBG)**  
**Application**

These completed Sheets shall be included as the first pages on all submittals.

**I. APPLICANT INFORMATION**

**Applicant Organization Name: Rogue Retreat**

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**Executive Director's Name(s): Chad McComas**

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

**Please see the attached Board Roster.**

**Applicant Mailing Address: 711 E. Main St. #25 Medford, OR 97504**

**Applicant Street Address: Same as above**

**IRS Classification: 501 (c) 3**

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**Federal Tax ID#: [REDACTED]**

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

The mission of Rogue Retreat is to create opportunities for the homeless to have hope. Rogue Retreat is a 501(c)3 nonprofit organization that envisions a community where people who have been homeless have a place to call home and are empowered to strengthen the quality of their lives. Rogue Retreat gives hope to the homeless through life coaching, affordable housing and accountability accomplished through case management, housing inspections, and life-skills training classes.

**Total Employees: 25**      **Total Volunteers: 170**

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

Name: Matthew Vorderstrasse

Title: Development Director

Phone Number: 541-499-0880 ext. 1060

Fax Number: 541-690-1670

E-mail Address: matt@rogueretreat.com

**III. PROJECT INFORMATION SUMMARY**

Project Name or Title:

Downtown Clean Sweep Expansion

Expected Completion Date: On-going

Requested CDBG Funds: \$ 20,920.00

Organizational Match: \$ 7,155.00

Funds from Other Sources: \$ 21,925.00

Total Project Cost: \$ 50,000

## Application Contents

A complete proposal shall include a brief narrative summary on applicant letterhead, full project cost, all federal, state and local subsidies requested for the project, proposed ownership entity, phone number and mailing address of contact person for the designated non-profit or certified Community Housing Development Organization.

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

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

Downtown Clean Sweep is a group of dedicated volunteers that go out Monday through Thursday from 9 am to 12 pm to clean the downtown streets and sidewalks of Medford. The group was created partnership with the City of Medford and Rogue Retreat due to the increased amount of those experiencing homelessness as a result of the lack of affordable housing and shelter options in Jackson County. The homeless population increase had resulted in an increase in trash left in the downtown Medford corridor that local businesses have had to contend with.

The program started in September of 2018 and is still in its pilot phase. Rogue Retreat's goal is to develop Downtown Clean Sweep into an employment program that can help those experiencing homelessness develop the needed skills to obtain employment as they move towards self-sufficiency.

The goal of this proposal is to expand the program from Medford into Ashland. Rogue Retreat would work with local providers in Ashland to help train and employ the homeless community in Ashland.

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

N/A

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

The focus of the program would be in the downtown corridor of Ashland. Please see the attached map of Downtown Ashland.

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

- a) Property location relative to jobs, schools, transportation, shopping and services  
N/A This is a mobile program.
- b) Total floor area of buildings, and size of land site  
N/A
- c) Types of residential units, number of each type unit, and total number of bedrooms  
N/A
- d) Number of extremely-low, low-, and moderate-income units proposed  
N/A
- e) Number of units accessible to the disabled  
N/A
- f) Square footage of units and description of amenities such as private balconies or storage areas  
N/A
- g) Square footage of common areas such as community or laundry rooms  
N/A
- h) Square footage of commercial space, if any  
N/A
- i) Year property was built. If pre-1978, will it be occupied by children under the age of six?  
N/A
- j) Describe condition of any existing housing proposed for acquisition and any alterations planned. Briefly discuss the total cost of the proposal relative to new construction.  
N/A
- k) If the project involves rehabilitation attach a description of the work to be completed.  
N/A

- l) Describe the target population. Include the suitability of the property for the target population, the tenant selection process, brief description of any residential services and the resources identified to fund the services.

N/A

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

N/A

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

Downtown Clean Sweep offers job training to the homeless and will ultimately be job creation and retention program. Many of the homeless will come from both Rogue Retreat's and Ashland's shelter programs and over 51% of those served will have annual incomes below 30% AMI. The overall goal of this program is to help the homeless become employed and change the relationship that local businesses have with the homeless community, and to bring us all together in addressing the problem as a community.

- 5) A work program and time line including a complete list of tasks with estimated start and completion of each task (please complete attached Form A – Project Schedule).

Our goal will be to establish the program by September of 2019. The plan is to operate Downtown Clean Sweep in Ashland Monday through Thursday during the afternoon. The program will be ongoing.

- 6) **Financial Information**  
A budget describing total cost, cost per task, existing (secured) project funds and unfunded costs. Identify any and all source(s) of funding. This would include other Federal and State grants and loans, monetary donations, in-kind contributions, volunteer labor, donation of materials and supplies, etc. In addition to addressing the questions below please complete attached Form B – Uses of Funding & Form C – Sources of Funding.

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

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

The total cost of the project has been calculated through the costs of operating the program in Medford from September 2018 to current day. The costs include, wages for our Outreach Coordinator who administers the program, costs of supplies, and incentive payments (gift cards) to volunteers. The annual cost of the program is currently \$50,000.00. Half of that cost is the services provided to the City of Medford, and the other half is assumed to be the costs of providing the service to the City of Ashland. We are currently growing our business sponsorships to help support the program and one day hope to offer direct wages to the homeless.

- b) Was consideration given to remaining economic life of the property and potential cost increases such as unanticipated repair or relocation costs? Maintenance costs? Operating costs?

*(Not applicable for social service applications involving direct services to qualified low- or extremely low- income persons)*

N/A

- c) Describe the financial assumptions used to develop the operating budget. Include projected rent increases, other sources of income for operation and maintenance expenses, and inflationary factors. For social service award requests please include financial assumptions relating to increases in wages, materials and overhead, or other costs associated with the proposed activity.

As stated above the operating budget for Downtown Clean Sweep is \$50,000.00. The total cost of the project has been calculated through the costs of operating the program in Medford from September 2018 through today. The cost includes wages for our Outreach Coordinator who administers the program, costs of supplies, and incentive payments (gift cards) to volunteers. The annual cost of the program is currently \$50,000.00. Half of that cost is the services provided to the City of Medford, and the other half is assumed to be the costs of providing the service to the City of Ashland. Rogue Retreat currently has a City of Medford CDBG proposal which is pending.

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

There are no non-typical expenses that are assumed with the programs operating budget.

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

None are available at this time.

- f) Will a property tax exemption be requested for the project? If so, what is the estimated dollar value of the tax exemption over the twenty-year period? Please briefly detail the calculation method used to estimate the value and the process your organization would undertake to obtain the exemptions or appraised value adjustment.  
*(Not applicable for social service applications involving direct services to qualified low- or extremely low- income persons)*

N/A

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

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

Federal funding has certain regulatory requirements. The following information is required to determine eligibility for federal funding.

Client Services is the applicable activity. Downtown Clean Sweep will provide job training to help the homeless develop employable skills and develop current work references to help obtain independent employment.

### General Information

- a) Is the proposed project within the Ashland City limits? If not, explain.

Yes, the proposed project is within the Ashland City limits.

- b) Specify the proposed tenant or client income level; state in terms of percentage below area median for the Medford-Ashland standard metropolitan statistical area (MSA). The current income guidelines are included on page 10 above.

Over 51% of those served by Downtown Clean Sweep will fall below 30% AMI.

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

Downtown Clean Sweep has received a \$5,000.00 investment for supplies from the City of Medford and has received ongoing sponsorships from two downtown businesses in the amount of \$800.00. Many of the downtown businesses have also placed displays for Downtown Clean Sweep to collect customer donations for the program.

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

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

N/A

e) Is the proposed housing site located in a 100-year flood plain?

N/A

f) Has a Level 1 environmental assessment been done for the site? If yes, attach the report.

N/A

g) Is the proposed housing site located adjacent to a major arterial road or near a railroad?

N/A

h) Is the proposed site located adjacent to an aboveground flammable storage tank?

N/A

i) Will the proposed project impact historic features? If yes, explain.

Downtown Clean Sweep will provide downtown cleaning services and will help improve the cleaning maintenance of historic features.

**8)** Briefly describe the agency's mission and service history. The City may request copies of the agency's financial audit or review for the last two years prior to contract signing in order to determine agency's capability to successfully complete the project.

The mission of Rogue Retreat is to create opportunities for the homeless to have hope. Rogue Retreat is a 501(c)3 non-profit organization that envisions a community where people who have been homeless have a place to call home and are empowered to strengthen the quality of their lives. Rogue Retreat gives hope to the homeless through life coaching, affordable housing and accountability accomplished through case management, housing inspections, life-skills training classes and a clean and sober living environment.

Rogue Retreat was founded in 1998 and began operating a Recovery House for those suffering from addiction soon after its inception. In 2006 Rogue Retreat revised its mission to primarily address the growing homeless epidemic in Southern Oregon through providing housing and relationship based case management that helps participants overcome the barriers that keep them from obtaining housing and becoming self-sufficient. The State of Oregon granted Rogue Retreat two large grants in 2009 that provided 19 apartments and case management funding thus making Rogue Retreat a Permanent Supportive Housing Program for the homeless. In 2010 the State of Oregon partnered Rogue Retreat with the Housing Authority of Jackson County to purchase and operate 23 more apartments under Rogue Retreat's program.

Since then Rogue Retreat has expanded to overseeing 44 apartments, women's and men's recovery homes, medically assisted treatment housing, a thrift shop, a winter warming shelter (The Kelly Shelter), summer cooling shelters, and Hope Village (the first tiny house village in Southern Oregon with tiny houses). Our case management services have grown to include wrap around supportive services to help participants transition into permanent housing and self-sufficiency. Rogue Retreat believes in giving homeless a hand up on their journey from homelessness to stability.

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

Yes, the program will promote self-sufficiency for those that are extremely income, and low moderate income. Many of the homeless also have disabilities and belong to protected classes of people. In the first year operating in Ashland, Downtown Clean Sweep projects we will serve 30 homeless residents in Ashland and 75% will move onto independent employment and more permanent housing.

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

- a) For proposed projects serving a low-income area (i.e. public facility improvements, community center or other neighborhood serving facility), provide the following data, including documentation of the sources of information for the following statistics:
- Number of extremely low-, low- and moderate-income individuals served in the project area on an annual basis.
  - Total number of individuals served in project area on an annual basis.

Rogue Retreat projects that Downtown Clean Sweep will serve 30 homeless residents of Ashland in year one and all 30 will 30%AMI or

below. Income will be verified through third party verification. 75% will move onto independent employment and more permanent housing.

b) For proposed projects serving a target population (i.e. homeless families, battered women, people with AIDS, special needs populations, etc.) provide the following data, including document sources of information for statistics.

- Specify the target population to be served.
- Number of low and moderate-income individuals in target population to be served on an annual basis. (This count cannot include repeated visits or use by the same individuals.)
- Total number of individuals in target population to be served on an annual basis.
- Percent low and moderate income.

11) Briefly describe how your proposal will ensure that moderate-income individuals do not benefit to the exclusion of extremely-low or low-income individuals.

N/A

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

N/A

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

Describe the feasibility of the project:

a) Does the applicant have the experience and capacity to complete and or manage the project proposed? Briefly describe applicant's capacity and experience in providing, maintaining and managing housing, particularly low-income housing similar to the proposed project.

Rogue Retreat has both the experience and capacity to expand and operate Downtown Clean Sweep in the City of Ashland. Rogue Retreat has been providing supportive housing, supportive shelter, and outreach to the homeless

since 1998. Rogue Retreat has 25 staff and an Outreach Coordinator who is solely dedicated to overseeing and operating the Downtown Clean Sweep program established in September of 2018. We plan to expand to Ashland in September of 2019. Rogue Retreat has historically received funding from the State of Oregon, ACCESS, Housing Authority of Jackson County, Jackson Care Connect and AllCare CCO. As a result, Rogue Retreat has adapted to the reporting and data collection practices that are required to administer CDBG funds.

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

The ongoing operating expenses are both reasonable and conservative.

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

N/A Downtown Clean Sweep is a mobile program and does not require property.

- d) Does the project require temporary or permanent relocation and if so have comparable units been identified and costs of relocation been accurately determined? Provide a tenant relocation strategy, cost estimate and existing tenant survey to address federal Uniform Relocation Act requirements which may impact your project.

N/A

- e) Describe relocation strategy for the project.

N/A

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

N/A

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

N/A

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

N/A

- i) Describe commitment of project funding from other sources

Rogue Retreat is currently working with the City of Medford to obtain CDBG funds to help operate the program, and is hoping to also become a regular line item in the City's operating budget. Our hopes will be to develop a similar partnership with the City of Ashland.

- 14) Indicate whether the project will have any negative impacts on historic or architecturally significant properties on the environment. All projects will be subjected to an Environmental Review Report and certain projects depending on scale, i.e. new construction, must undergo an Environmental Assessment.

N/A

- 15) Please attach any other statistical data, letters of support, applicable experience of the sponsor, evidence of financial support from other funding sources, or other material you believe will assist the City in its review of your proposal.

Please see the attached letters of support.

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

**CITY OF ASHLAND**  
**2017 Program Year**  
**CDBG APPLICATION CHECKLIST**

In order to determine compliance with all applicable HUD regulations and to help to ensure that projects will be eligible for CDBG funding, the City of Ashland will need to address all HUD requirements. The purpose of this checklist is to point out areas where potential problems could arise. Obviously, this is a comprehensive list, which must evaluate a wide array of different kinds of proposals. Therefore, not every item will be applicable to every project. **Please fill it out entirely indicating all items which are not applicable and include it as part of your proposal application.**

<b>A. Applicant's Background</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Is the applicant a legal non-profit organization or unit of government?	X		
2. Do the proposed clients or users of the project meet HUD Income Guidelines (see page 10 for guidelines)?	X		
3. Does applicant have the capability to maintain written income documentation?	X		
4. Has the applicant made a legal or financial commitment to a proposed project?	X		
5. Is the applicant primarily a religious organization?		X	
6. Has the applicant administered a CDBG project previously?		X	
7. Is your agency willing and able to provide all required reports and accountability to the City as required by HUD?	X		
<b>B. Project Location and Land Use Issues</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Has a location for the project been selected?	X		
2. Is the proposed project within the Ashland City limits?	X		
3. Does the proposed project meet local zoning and land use laws?			X
4. Are any land use permits such as a Site Review, partition, annexation or Conditional Use Permit required?			X
5. Have these approvals been obtained?			X
6. Does the project comply with current building code requirements?			X
7. Does the project meet handicapped accessibility requirements?			X

<b>C. Environmental Issues</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Is the project located in the 100-year floodplain?			X
2. Is a wetland located on the project site?			X
3. Has any environmental contamination been identified on the project site?			X
4. Has asbestos been identified on the project site?			X
5. If project involves an existing structure, was it built 1978 or earlier? If year built is known, please specify.			X
6. Is the proposed project located on a major arterial or near the railroad?			X
7. Is the proposed project located adjacent to an above ground flammable storage tank?			X
8. Does the proposed project involve a structure that is 50 years or older?			X
9. Will the applicant complete a Phase I environmental review upon receiving a CDBG award?			X
<b>D. Labor Requirements</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Does the project involve construction over \$2,000 in cost?			X
2. Will the project trigger Davis-Bacon wage requirements?			X
3. Will the project trigger BOLI wage requirements?			X
4. Does the project involve over \$18,703 in City awarded grants or contracts?		X	
<b>E. Displacement and Relocation</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Will tenants be displaced by the project?			X
2. Will a business be displaced by the project?			X
3. Will housing units be demolished or converted?			X
<b>F. Property Data</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Does the applicant own the property by fee simple title?			X
2. Are taxes on the property current?			X
3. Is insurance current?			X
4. What is the current debt against the property?			X
5. What is the current use of the property?			X
6. Has an appraisal on the property been conducted? If yes, what is the assessed value of the property?			X

N/A

**Form A-1**  
**To be completed for Development or Rehabilitation Proposals**

**Housing Proposals**

<b>Activity</b>	<b>Start Date</b>	<b>Completion Date</b>
<b>Site Planning &amp; Development</b>		
Option		
Site Acquisition		
Plan Development		
Pre-application		
Land Use Approval		
Construction Plans		
Final Bids		
Contractor Selection		
Building Permits		
<b>Grant applications</b>		
local		
state		
federal		
Non-government		
other		
<b>Loan Applications</b>		
Construction loan		
Permanent		
<b>Construction Phase</b>		
Construction		
Certificate of Occupancy		

*Please provide your best (realistic) date estimates regarding the project schedule*

**Form A-2**  
**To be completed for Social Service Proposals**

**Social Services Proposals**

<b>Activity</b>	<b>Start Date</b>	<b>Completion Date</b>
Job creation and training	9/15/2019	Ongoing
Homeless Outreach	9/15/2019	Ongoing
Case Management	9/15/2019	Ongoing

**Social service providers should list key benchmarks in the table above for their proposed projects (IE hire of personnel, application for further funding, initiation of direct client services, etc)**

N/A

Form B-1

To be completed for Development or Rehabilitation Proposals

Uses of Funding

Housing Proposals

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

**Form B-2**  
**To be completed for Social Service Proposals**

**Social Service Proposals**

	<b>Total Cost</b>	<b>CDBG Request</b>	<b>Other Source(s)</b>
<b>Direct Client Services</b>			
Wages (of personal providing direct client services)	<b>\$31,845.00</b>	<b>\$15,420.00</b>	\$15,420.00
Materials/Supplies	<b>10,000.00</b>	<b>5,000.00</b>	\$5,000.00
Marketing/Outreach	<b>\$1,000.00</b>	<b>\$500.00</b>	\$500.00
Program Administration Includes overhead and general staffing necessary to administer the program (accounting, management, grant administration) but that does not provide direct benefits to the client.	<b>7,155.00</b>	<b>CDBG Funds are not available for program administration</b>	\$0.00
<b>Total Project Cost</b>	<b>\$50,000.00</b>	<b>\$20,920.00</b>	<b>\$20,920.00</b>

**Form C**

**SOURCE(S) OF FUNDS FOR OPERATING EXPENSES WORKSHEET**  
 Completeness of this worksheet establishes the capacity of the organization to sustain the operations of the program(s).

<b>Sources</b>	<b>Secured</b>	<b>Conditional</b> (awarded with conditions)	<b>Tentative</b>	<b>Commitment Date</b>
Federal Grants			\$41,840.00	<b>We will know by April</b>
State Grants				
Local Grants				
Non Governmental Grants				
Donations/Gifts	<b>\$800</b>			<b>1/29/2019</b>
Applicant Contribution	<b>\$2,360.00</b>			<b>1/1/2019</b>
Program Income				
Loans				
Other (specify)	<b>5,000.00</b>			<b>9/15/2018</b>
Other (specify)				
<b>TOTAL</b>	<b>\$8,160.00</b>		<b>\$41,840.00</b>	<b>We will know by April</b>

Please provide a description the timeline of loan and grant application dates as related to the proposed project. Specifically, for any tentative funding sources please provide application dates, award dates and funding availability dates.

We currently have pending CDBG applications with the City of Medford and City of Ashland.

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**Form D**  
**DISCLOSURE OF INTERESTS**

To assist the City of Ashland in determining whether there may be a potential conflict of interest related to the expenditure of Community Development Block Grant funds we request the following information be provided by applicants:

ORGANIZATION NAME: Rogue Retreat

- Organization is:
- 1. Corporation ( )
  - 2. Non-Profit 501C3 (X)
  - 3. Partnership ( )
  - 4. Sole Owner ( )
  - 5. Association ( )
  - 6. Other ( ) \_\_\_\_\_

**DISCLOSURE QUESTIONS**

If additional space is necessary, please attach a separate sheet.

1. State the names of each "employee" of the City of Ashland having a financial or personal interest in the above mentioned "organization" or project proposed.

Name, Job Title and City Department

N/A

2. State the name(s) of any current or prior elected or appointed "official", of the City of Ashland having a potential "financial interest" in the organization or project.

Name/Title

Tom Gunderson, Rogue Retreat Board Member, Member of the Ashland Housing Commission.

3. Provide the names of each "board member" of the Organization seeking CDBG funding Name Board, Commission, or Committee (may be attached as a separate Sheet)

1 Tom Gunderson, Ashland Housing Commission

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

6 \_\_\_\_\_

7 \_\_\_\_\_

8 \_\_\_\_\_

9 \_\_\_\_\_

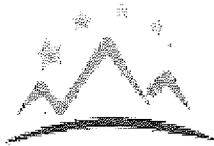
10 \_\_\_\_\_

11 \_\_\_\_\_

12 \_\_\_\_\_

additional \_\_\_\_\_

If the applicant has provided names in question 1 or 2, please provide details regarding any known potential conflicts of interest in an attached narrative.



**ROGUE  
RETREAT**  
Restoring Lives

## BOARD OF DIRECTORS 2018-03

### CHAIRMAN

**FISCHER, THOMAS**~ Board Chairman  
Member since 07/15/2010  
Chair/ Term 1: July 28, 2011-  
PO Box 67, Jacksonville, OR 97530  
(541) 944-8174  
tfischer@cbeworldwide.com  
Owner: Coldwell Banker ~ Commercial Realtor

### VICE CHAIRMAN

**BRAINERD, CHARLES**~ Interim Vice Chair  
Member since 04/15/2010  
Vice Chair / Interim term: 3/28/13-  
1075 Rustler Peak, Central Point, OR 97502  
(541) 665-6971  
crb41@hotmail.com  
Retired Public Works City Employee

### SECRETARY/TREASURER

**ROBERTSON, CURTIS**~ Treasurer  
Member since 01/27/2011  
Treasurer/ Term 1: July 28, 2011-  
3545 Dodson Dr., Medford, OR 97504  
(541) 857-7705 cell: 541-621-5340  
curtisrobertsoncpa@yahoo.com  
Owner: Certified Public Accountant

### MEMBERS AT LARGE

**ANDERSON, KELLY**  
Member since 3/24/2016  
1730 E McAndrews, Medford, OR 97504  
(541) 773-7000  
kelly@andersenlaw.com  
Personal Injury Attorney

**BRAINERD, PHYLLIS**  
Member since 04/15/2010  
1075 Rustler Peak, Central Point, OR 97502  
(541) 665-6971  
p.brainerd2014@hotmail.com  
Retired Office Manager

**DYER, CINDY**  
Member since 02/23/2017  
3587 Heathrow Way, Medford, OR 97504  
(541) 601-5136  
cdyer@columbiacare.org  
Housing Director, ColumbiaCare Services, Inc.

**GARVIN-CLAYTON, MONICA**  
Member since 12/22/2016  
300 E. Main St., Medford, OR 97501  
(541) 618-5910  
monica.clayton@awbank.net  
Community Bank Manager

**GUNDERSON, TOM**  
Member since 02/22/2018

(541) 821-2472  
nan.tom@charter.net  
SOSTC ~ Retired Executive Director

**HAMILTON, DIANA**  
Member since 04/16/15  
5004 Sardine Creek Rd., Gold Hill, OR 97525  
(541) 608-2928  
dianarfc1@aol.com  
District Attorney's office: Victim's Advocate

**JANISCH, RONDA**  
Member since 2005  
1298 Glengrove Ave., Central Point, OR 97502  
janisch5@msn.com  
(541) 665-5803  
Rogue Regional Medical Center: Occupational Therapist

**LARSEN, JIM**  
Member since 2/26/2015  
114 Autumn Ridge Dr., Talent, OR 97540  
(541) 890-3209  
jimmlarsen@gmail.com  
Retired pastor

**MARKUS, JENNY**  
Member Since 3/23/2017  
525 N. Riverside Ave. #11, Medford OR 97501  
(541) 930-4399  
Former Rogue Retreat Participant

**SEALY-GIPNER, DIANNA**  
Member since 11/30/17  
3067 Freeland Rd., Central Point, OR 97502  
(541) 479-2667  
dianna-sealygipner@leavitt.com  
Insurance Agent, Redwoods-Leavitt Insurance

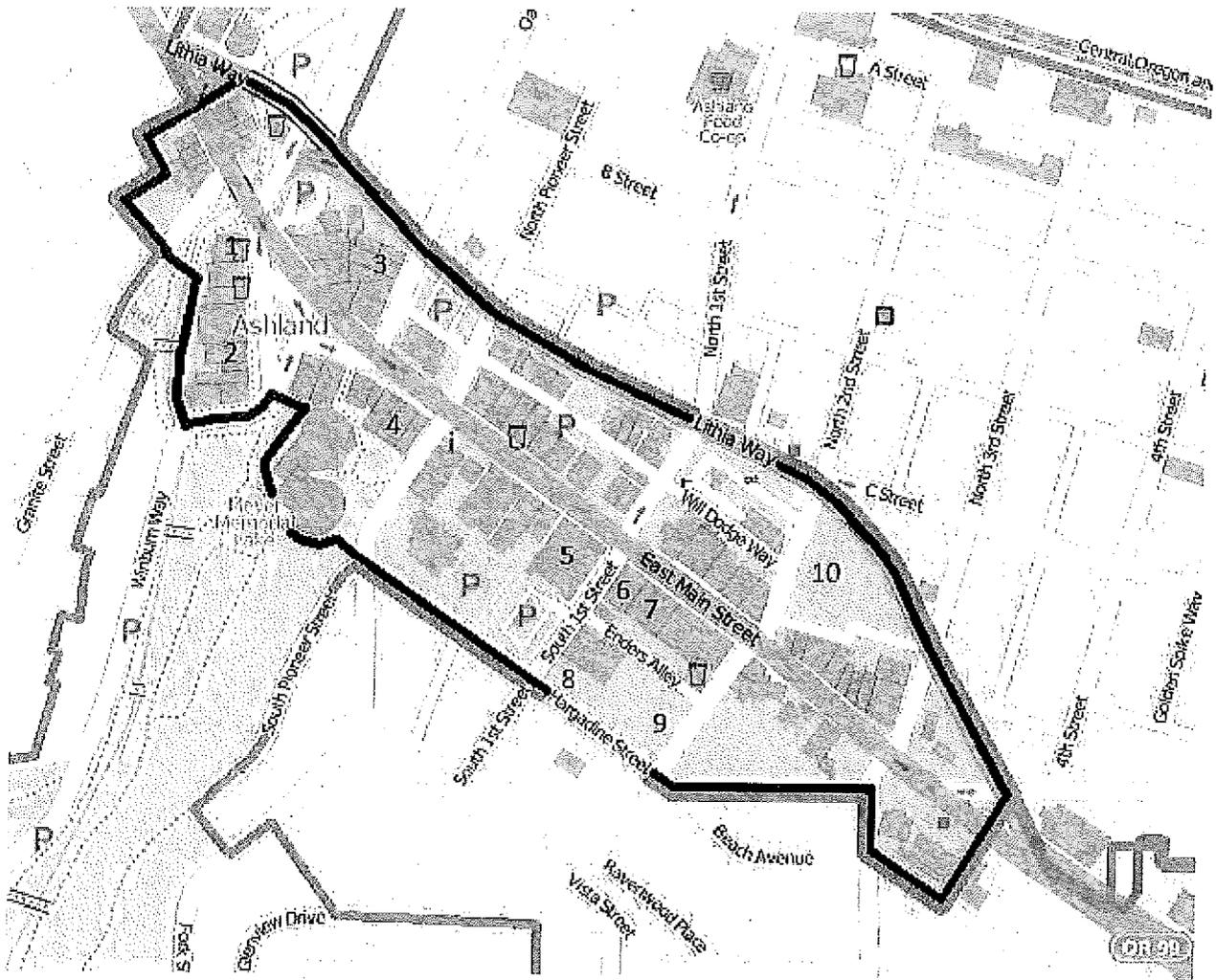
**WALDROP, MATT**  
Member since 6/30/2016  
131 E. Main St., Medford OR 97501  
(541) 261-2647  
matt.waldrop@usbank.com

# ROGUE RETREAT 2019 OPERATING BUDGET

## Clean Sweep (Amended 12/26/2018)

### Rogue Retreat - Clean Sweep 2019 Budget Full year

	MONTH	12 Months
<b>INCOME</b>		
City of Medford - Clean Sweeps Grant	\$ 313.75	\$ 3,765.00
Business Sponsorships	\$ 300.00	\$ 3,600.00
<b>TOTAL</b>	<b>\$ 613.75</b>	<b>\$ 7,365.00</b>
<b>EXPENSES</b>		
Clean Sweeps Supplies	\$ 313.75	\$ 3,765.00
Payroll - Outreach Co-ordinator (25/wk)	\$ 1,708.33	\$ 20,500.00
Payroll Tax	\$ 265.25	\$ 3,183.00
Sponsorship Profit Bonus	\$ 60.00	\$ 720.00
<b>TOTAL EXPENSES</b>	<b>\$ 2,347.33</b>	<b>\$ 28,168.00</b>
<b>NET PROFIT</b>	<b>\$ (1,733.58)</b>	<b>\$ (20,803.00)</b>



**Bill Powell, Chair**  
Red Robin

**Stephen Gambee, Secretary**  
Rogue Disposal & Recycling

**David Wright, Treasurer**  
CPM Real Estate Services

**Jessica Gomez, Vice-Chair**  
Rogue Valley Microdevices

**Bruce Hoevet, Vice-Chair**  
Rogue Regency Inn & Suites

**Travis Snyder, Vice-Chair**  
Precision Electric

**Allen Purdy, Chair Elect**  
S & B James Construction Co.

**Jay Harland, Immediate Past Chair**  
CSA Planning, LTD.

**Brad Hicks**  
President & CEO

**Gene Abell**  
The Abell Architectural Group, Inc.

**Curt Burrill**  
Burrill Real Estate

**Nick Card**  
Combined Transport

**Chad Day**  
RoxyAnn Winery

**Mike Donnelly**  
Carestream, Inc.

**Joel Frasier**  
Knife River Materials

**Dixie Hackstedde**  
John L. Scott Realty

**Jeff Kapple**  
PacificSource Health Plans

**Scott Kelly**  
Asante

**Cathy Kemper-Pelle**  
Rogue Community College

**Christina Kruger**  
Pacific Power

**Sue Kupillas**  
Allied Solutions by Kupillas

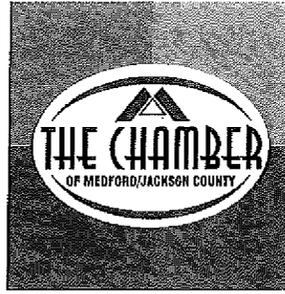
**Steven Lightman**  
Harry & David

**Chris Pizzi**  
Providence Medford Medical Center

**David Preszler**  
Bennett-Preszler Wealth Management  
at D.A. Davidson

**Jeff Rhoden**  
InfoStructure

**Jason Stranberg**  
Adroit Construction Co.



January 9, 2019

City of Ashland Housing Advisory Commission  
Attn: Linda Reid  
51 Winburn Way  
Ashland, OR 97520

Dear Housing Advisory Commission:

I am honored to extend a letter of support for Rogue Retreat and their request for funding.

Rogue Retreat is requesting CDBG funding to help support the Downtown Clean Sweep program. The Chamber of Medford/Jackson County is in full support of Rogue Retreat and their work to establish this as an employment program. It is my view that this program could help those experiencing homelessness develop the needed skills to obtain employment as they move towards self-sufficiency. This would help both, those in need as well as our members looking for new employees in a challenging labor market. The Downtown Clean Sweep program also strengthens downtown businesses by keeping the streets cleaner and, thereby, helping to improve the relationship between the homeless and downtown businesses their prospective clients, customers and visitors. This program is a win, win for the entire community.

We would like to thank Rogue Retreat for their work with the homeless and offer this letter of support for their efforts. Thanks for all your work to better our community.

Best regards,

Brad S. Hicks, CCE, IOM  
President & CEO  
The Chamber of Medford/Jackson County



February 15, 2019

City of Ashland Housing Commission  
Attn: Linda Reid  
51 Winburn Way  
Ashland, OR 97520

Housing Commission,

We are honored to be able to submit a CDBG Application to expand our Downtown Clean Sweep program to Ashland. The mission of Rogue Retreat is to create opportunities for the homeless to have hope. Rogue Retreat is a 501(c)3 non-profit organization that envisions a community where people who have been homeless have a place to call home and are empowered to strengthen the quality of their lives. Rogue Retreat gives hope to the homeless through life coaching, affordable housing and accountability accomplished through case management, housing inspections, life-skills training classes and a clean and sober living environment.

Downtown Clean Sweep is a group of dedicated volunteers that go out Monday through Thursday from 9 am to 12 pm to clean the downtown streets and sidewalks of Medford. The group was created partnership with the City of Medford and Rogue Retreat due to the increased amount of those experiencing homelessness as a result of the lack of affordable housing and shelter options in Jackson County. The homeless population increase has resulted in an increase in trash left in the downtown Medford corridor that local businesses have had to contend with. This proposal aims to expand the program into downtown Ashland.

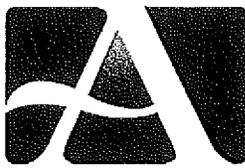
The program started in September of 2018 and is still in its pilot phase. Rogue Retreat's goal is developing Downtown Clean Sweeps into an employment program that can help those experiencing homelessness develop the needed skills to obtain employment as they move towards self-sufficiency.

Through this program Rogue Retreat is wanting to develop stronger partnerships with local downtown businesses to help grow and sustain the program. We are specifically looking for support to help recruit more volunteers and to incentivize the work that is being done through donations of gift certificates that can be awarded to the volunteers. The overall goal of this program is to change the relationship that local businesses have with the homeless community, and to bring us all together in addressing the problem as a community.

Thank you for your consideration of this request.

Many Thanks,

Chad McComas  
Executive Director  
541-499-0880 ext. 1010  
chad@rogueretreat.com



**CITY OF ASHLAND  
2019 Program Year Community Development Block Grant (CDBG) Application**

**These completed Sheets shall be included as the first pages on all submittals.**

**I. APPLICANT INFORMATION**

**Applicant Organization Name:**

**Ashland Food Angels (food project)**

**Executive Director's Name(s):** Pamala Joy

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

**Applicant Mailing Address:**

**472 Walker Avenue  
Ashland, Oregon, 97520**

**Applicant Street Address:**

**472 Walker Avenue  
Ashland, Oregon, 97520**

**IRS Classification: 501(c)(3)**

**Federal Tax ID#: [REDACTED]**

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

**Total Employees: 0**

**Total Volunteers: 20-25**

## Food Angels' Board of Directors

Pamala Joy, Director

Kathleen Abelsohn, Ashland

Andre Angermann, Ashland

Ed Hirbich, Ashland

Jeffrey Land, Talent - Secretary

Scott Reeder, Ashland

Becky Schilling, Ashland - President

Rick Schmitt, Ashland

## Mission Statement

The mission of the Ashland Food Angels is:

To support and nurture people in Ashland and some nearby areas through collecting and redistributing usable food, clothing and other items to other organizations which provide for those at risk such as the homeless and, those with food insecurity and/or low-income, at risk teens and children. Our target population includes children, those with food insecurity, the homeless, the almost homeless, low income and extremely low income families and individuals including the elderly and disabled. All of these individuals are served daily, weekly, and annually through the Food Angels work. The percentage of low income recipients is close to 100%. Food Angels donate our collection of food and goods to other organizations that distribute those products directly to those in need.

Our purpose is also to reduce the amount of waste that goes to the landfills and to build community through being an interconnecting link between a number of other organizations, including donors, recipients and other non-profits.

Service history has been very positive with continual daily operation since mid-1995, attention to the needs of various organizations, and fluidity of focus as various other organizations changed, disbanded, newly formed, or changed focus. Over the years several awards have been given to this project (list of), the work and the director.

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

Name: **Pamala Joy**

Title: **Executive Director**

Phone Number: **541.482.5330**

Fax Number: **None**

E-mail Address: [ashlandfoodangels@gmail.com](mailto:ashlandfoodangels@gmail.com)

**III. PROJECT INFORMATION SUMMARY**

Project Name or Title: **Ashland Food Angels Facilities Improvement**

Expected Completion Date: **October, 2019**

Requested CDBG Funds: **\$18,000**

Organizational Match: **\$1,800**

Funds from Other Sources: **\$N/A**

Total Project Cost: **\$19,800**

## Application Contents

1. Complete Application - See Below
2. A project summary including a brief description, project background and a list of project objectives:
  - Ashland Food Angels has been in operation continually since 1995 and currently is in operation every day of the year (except Christmas day). A fully volunteer registered non-profit organization, the Food Angels, consisting of (on average) 20 to 25 volunteers, who pick up food, clothing and other useful items from grocery stores, Farmers Markets, bakeries and other sites. They sort food and items for usability and purpose, and then Food Angels donates them to other organizations to distribute to the homeless and very low income in the community.
  - Co-ordinated by founder and executive director, Pamala Joy, and run by a Core Group of Joy and seven other volunteers, the Food Angel project has successfully connected donors with recipients to insure that tens of thousands of pounds of food and other items are kept out of the landfills yearly and are redirected to useful service. Yearly, over a quarter million pounds of food are collected and distributed and more than that amount in clothing and household goods. Unusable food is given to local livestock animals or put into compost.
  - *The current grant application is for monies to upgrade and rehab the Food Angel facility, a garage in the south end of Ashland, which has been the site of operations since the beginning.* Within the last year, the garage door got stuck and was removed, replaced with temporary doors which are inadequate and unsafe for volunteers. The garage serves as a receiving and sorting station for collected foods and other goods.
  - The project objectives for this Grant are these: rehab of garage that is essential to the functioning of this service to the poorest and neediest people in Ashland. Adding a new lockable garage door, adding one or two windows, improving the lighting, and adding an overhang on the front of the garage to help shield volunteers and products from the rain. In addition, there is a need for a new air conditioner, which will be used to cool a room where fruits and vegetables are held before being transported to organizations who distribute the food.

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

Rehabilitation of the garage serving as the Food Angels site of operation is the primary objective of these grant monies. The building is solid but older and though some renovation has already occurred, such as the building of the Cool Room, insulation and other small improvements, there is a great need for the front of the building: a new, lockable door, windows to allow more light, a new air conditioner, and an overhang to protect volunteers and food from the weather, as well as improved electric lighting.

Provide a map showing the project's location. If the project will serve a specific area, proposed project boundaries should be shown. **See Exhibit 1**

Describe details regarding any property proposed for acquisition, indicating the following: **No property is being acquired.**

- a) Property location relative to jobs, schools, transportation, shopping and services **N/A**
- b) Total floor area of buildings, and size of land site **N/A**
- c) Types of residential units, number of each type unit, and total number of bedrooms **N/A**
- d) Number of extremely-low, low-, and moderate-income units proposed **N/A**
- e) Number of units accessible to the disabled **N/A**
- f) Square footage of units and description of amenities such as private balconies or storage areas **N/A**
- g) Square footage of common areas such as community or laundry rooms **N/A**
- h) Square footage of commercial space, if any **N/A**
- i) Year property was built. If pre-1978, will it be occupied by children under the age of six? **N/A**
- j) Describe condition of any existing housing proposed for acquisition and any alterations planned. Briefly discuss the total cost of the proposal relative to new construction. **N/A**
- k) If the project involves rehabilitation attach a description of the work to be completed. **See Exhibit 2**
- l) Describe the target population. Include the suitability of the property for the target population, the tenant selection process, brief description of any residential services and the resources identified to fund the services. **N/A**
- m) Indicate how many years the property will remain affordable and the mechanism that will be used to ensure the affordability period. **N/A**

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

The Food Angels primarily provides food to the Ashland Emergency Food Bank, Head Start and six community free meals. We also donate to several smaller groups which include students and people who work to help the community, such as Jackson County Fuel Committee. The recipients of the food are, for the most part, those who are homeless, low-income or others who have food insecurity. We also donate clothing and useful household items such as blankets, pans and dishes, and backpacks/carrying bags to the same people and organizations.

5. A work program and time line including a complete list of tasks with estimated start and completion of each task (please complete attached Form A – Project Schedule). **See Exhibit 3**

6. Financial Information

A budget describing total cost, cost per task, existing (secured) project funds and unfunded costs. Identify any and all source(s) of funding. This would include other Federal and State grants and loans, monetary donations, in-kind contributions, volunteer labor, donation of materials and supplies, etc. In addition to addressing the questions below please complete attached Form B – Uses of Funding & Form C – Sources of Funding.

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

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

Costs were determined in consultation with a contractor and his bid for the project. Those costs are for the following:

- Building materials
- Air conditioner and windows
- Labor costs for project manager/contractor
- Paint costs
- Project assistant (go-for for the manager)
- Permits

- b. Was consideration given to remaining economic life of the property and potential cost increases such as unanticipated repair or relocation costs? Maintenance costs? Operating costs? **N/A**  
*(Not applicable for social service applications involving direct services to qualified low- or extremely low- income persons)*
- c. Describe the financial assumptions used to develop the operating budget. Include projected rent increases, other sources of income for operation and maintenance expenses, and inflationary factors. For social service award requests please include financial assumptions relating to increases in wages, materials and overhead, or other costs associated with the proposed activity. **(See a. above)**
- d. Discuss non-typical expenses or those outside industry standards. **N/A**
- e. Attach letters of funding commitment from other sources, if available. **N/A**
- f. Will a property tax exemption be requested for the project? If so, what is the estimated dollar value of the tax exemption over the twenty-year period? Please briefly detail the calculation method used to estimate the value and the process your organization would undertake to obtain the exemptions or appraised value adjustment. **N/A**  
*(Not applicable for social service applications involving direct services to qualified low- or extremely low- income persons)*

7. Eligibility for Federal Funding

Will any of the following activities be part of the proposed project?

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

Federal funding has certain regulatory requirements. The following information is required to determine eligibility for federal funding.

### General Information

- a. Is the proposed project within the Ashland City limits? If not, explain.  
**Yes**
- b. Specify the proposed tenant or client income level; state in terms of percentage below area median for the Medford-Ashland standard metropolitan statistical area (MSA). The current income guidelines are included on page 10 above.  
**N/A**
- c. Describe any financial or legal commitments made to the project. **No purchase of property is being made. N/A**

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

- d. Will permanent housing units be converted or demolished? If so, how many? **N/A**
  - e. Is the proposed housing site located in a 100-year flood plain? **N/A**
  - f. Has a Level 1 environmental assessment been done for the site? If yes, attach the report. **N/A**
  - g. Is the proposed housing site located adjacent to a major arterial road or near a railroad? **N/A**
  - h. Is the proposed site located adjacent to an aboveground flammable storage tank? **N/A**
  - i. Will the proposed project impact historic features? If yes, explain.  
**No**
8. Briefly describe the agency's mission and service history. The City may request copies of the agency's financial audit or review for the last two years prior to contract signing in order to determine agency's capability to successfully complete the project.

The mission of the Ashland Food Angels is:  
to support and nurture people in Ashland and some nearby areas through collecting and redistributing usable food, clothing and other items to other organizations which provide for those at risk such as the homeless, those with food insecurity and/or low-income, at risk teens and children, etc. Our purpose is also to reduce the amount of waste that goes to the landfills and to build community through

being an interconnecting link between a number of other organizations, including donors, recipients and other non-profits.

Service history has been very positive with continual daily operation since mid-1995, attention to the needs of various organizations, and fluidity of focus as various other organizations changed, disbanded, newly formed, or changed focus. Over the years several awards have been given to this project (list of), the work and the director. **See Exhibit 4**

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

The project promotes self-sufficiency for extremely low-, low-moderate-income families and individuals with special needs including the homeless. The donations of free food, clothing and household goods empower people hopefully to be able to balance living costs more easily with these donations. Their limited funds can then be used for other costs, such as utilities.

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

Our target population includes children, those with food insecurity, the homeless, the almost homeless, low income and extremely low income families and individuals including the elderly and disabled. All of these individuals are served daily, weekly, and annually through the Food Angels work. The percentage of low income recipients is close to 100%. Numbers are shown on the letters of support from our recipients, as Food Angels does not have the opportunity to track total individuals served. We donate our collection of food and goods to other organizations that distribute those products directly to those in need. Letters from those organizations demonstrate the value of our service to their organization and to the community. **Exhibit 5**

- a. For proposed projects serving a low-income area (i.e. public facility improvements, community center or other neighborhood serving facility), provide the following data, including documentation of the sources of information for the following statistics:
  - Number of extremely low-, low- and moderate-income individuals served in the project area on an annual basis.
  - Total number of individuals served in project area on an annual basis. **See Exhibit 5**
- b. For proposed projects serving a target population (i.e. homeless families, battered women, people with AIDS, special needs populations, etc.) provide the following data, including document sources of information for statistics.

- Specify the target population to be served.
- Number of low and moderate-income individuals in target population to be served on an annual basis. (This count cannot include repeated visits or use by the same individuals.)
- Total number of individuals in target population to be served on an annual basis.
- Percent low and moderate income.

See Exhibit 5 for answers to the above.

11. Briefly describe how your proposal will ensure that moderate-income individuals do not benefit to the exclusion of extremely-low or low-income individuals.

The donations that Food Angels pass on to the community generally come from moderate-income individuals and groups/businesses and definitely get directed towards low-income and extremely-low income folks. We donate to organizations that specialize in helping extremely low-, low- and moderate-income individuals including the homeless and elderly.

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

13. Project Feasibility

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

Describe the feasibility of the project:

- a. Does the applicant have the experience and capacity to complete and or manage the project proposed? Briefly describe applicant's capacity and experience in providing, maintaining and managing housing, particularly low-income housing similar to the proposed project.

Regarding experience and capacity to complete and/or manage the proposed project. Pamala Joy has directed the Ashland Food Angels for over 20 years, with strong organizational skills, ability to train new volunteers, and a strong background in communication skills. Prior to her time in Ashland, Ms. Joy founded and directed two

children's theatre companies; she helped to run a major art center in London, England; she was manager of a small restaurant, also in London; she ran a small post office in Scotland; and she started and ran an independent school in Italy. Her managerial, organizational and communication skills are clearly fine-tuned from her many experiences noted above.

For this building improvement project she will be working with a licensed and bonded contractor who has many years of experience.

- b. Are the ongoing operating expense and maintenance reserve estimates reasonable? **Yes**
- c. Does the applicant have a purchase option on the property, letter of support from the property owner(s), or some other assurance that the property is available for acquisition? **N/A**
- d. Does the project require temporary or permanent relocation and if so have comparable units been identified and costs of relocation been accurately determined? Provide a tenant relocation strategy, cost estimate and existing tenant survey to address federal Uniform Relocation Act requirements which may impact your project. **N/A**
- e. Describe relocation strategy for the project. **N/A**
- f. Does the project require land use approvals such as Site Review, Annexation, Zone Change, Minor Land Partition, Demolition, or Conditional Use permits? **N/A**
- g. Has a pre-application been completed with the Ashland Planning Department? **N/A**
- h. What is the condition of any improvements on the property and what is the expected life of the property?

The building used by the Ashland Food Angels, related to the improvements to be made with the monies from the grant requested, is a solidly built garage, about 60 to 75 years old in good condition. Improvements made include building a cool room for storage of fruits and vegetables, within the garage. This building can easily be used for the next 50 years. We are asking for improvements which will enhance and increase the life of the property.

## List of Exhibits

Exhibit 1 - Map

Exhibit 2 - Description of Rehabilitation Project (3.k.)

Exhibit 3 - Work Program and Timeline (5)

Exhibit 4 - Awards Given to the Ashland Food Angels and Its Director, Pamala Joy

Exhibit 5 - Letters of Support

Exhibit 6 - Letter of Financial Commitment (9.i.)

Exhibit 7 - Summary and Additional Data with Letters (15)  
See Exhibit 5 for Letters

- i. Describe commitment of project funding from other sources

Food Angels commits to providing 10% of the funding for the Project. **Exhibit 6**

14. Indicate whether the project will have any negative impacts on historic or architecturally significant properties on the environment. All projects will be subjected to an Environmental Review Report and certain projects depending on scale, i.e. new construction, must undergo an Environmental Assessment. **N/A**
15. Please attach any other statistical data, letters of support, applicable experience of the sponsor, evidence of financial support from other funding sources, or other material you believe will assist the City in its review of your proposal. **Exhibit 7**
16. CDBG Application Checklist (see pages 25-26). Attach Forms A, B, & C.

# EXHIBIT 1 ORGANIZATIONAL MAP

## MORNING PICK-UPS

## AFTERNOON PICK-UPS

## EVENING PICK-UP

- MARKET OF CHOICE
- SHOP N KART
- LITTLE SHOP OF BAGELS

- HOSPICE UNIQUE BOUTIQUE
- FARMERS MARKETS
- COMMUNITY MEMBERS

- ASHLAND FOOD CO-OP

ASHLAND FOOD ANGELS

◦ ASHLAND EMERGENCY FOOD BANK (DAILY)

◦ ASHLAND HEADSTART (weds.)

◦ PEACE HOUSE - UNCLE FOODS DINER  
TUESDAY COMMUNITY MEALS

◦ PEACE MEALS (WEDS, thru SATs)

◦ WALKER SCHOOL BACKPACK PROGRAM (THURS)

◦ HELMAN SCHOOL BACKPACK PROGRAM (FRIS)

◦ STUDENT PROGRAMS AT SOU and ASHLAND HIGH (monthly)

◦ JACKSON COUNTY FUEL COMMITTEE

◦ MASLOW PROJECT AT ASHLAND HIGH SCHOOL (weekly)

◦ LOCAL FARMER (ANIMALS GET FOOD SCRAPS) (DAILY)

◦ TERESA McCORMICK CENTER - non-food items (twice monthly)

◦ FAMILY NURTURING CENTER, MEDFORD (monthly)

◦ ROGUE VALLEY METAPHYSICAL LIBRARY -  
(non-food items occasionally)

◦ WINTER SHELTERS IN ASHLAND - as needed

Exhibit #1

Google Maps 472 Walker Ave

Map - Physical Location



Image capture: Nov 2015 © 2019 Google

Ashland, Oregon

Google

Street View - Nov 2015

**Exhibit 3  
Work Program and Timeline (5)**

**Begin September, 2019 ending by October, 2019**

**Orionne Randal  
541-973-5387**

**CCB license # 206583  
orionmerandal@yahoo.com**

Job Location  
Ashland Food Angels  
472 Walker St.  
Ashland OR 97520

This is a labor and materials estimate for the items listed below. All drawings and permits would be included.

Work to be performed~

1. Replacement of garage doors with adequate lock for security.	\$5000.00
2. Installation of two windows	\$3000.00
3. Building and installation of an awning for weather protection.	\$5000.00
4. Installation of improved lighting (LED).	\$2000.00
5. Replacement of air conditioner and its installation	\$2000.00
6. Replacement of door strip on Cool Room door	\$100.00
7. Required painting (water based paint)	\$900.00

Estimated Cost of Project. \$18,000.00

Thank you,  
Orionne Randal

**Exhibit 2**  
**Description of Rehabilitation Project (3.k)**

The rehabilitation of the Food Angels' garage that is a receiving station for foods and other goods that are distributed to very low income recipients includes the following.

- A. Replacement of garage doors with adequate lock for security
- B. Installation of two windows
- C. Building and installation of an awning for weather protection
- D. Installation of improved lighting (LED)
- E. Replacement of air conditioner and its installation
- F. Replacement of door strip to conserve energy
- G. Required painting (water base paint)

#### Exhibit 4

#### Awards Given to the Ashland Food Angels and Its Director, Pamala Joy

- May 21, 2003 - Co-op Angel Award to Pamala Joy  
Given in recognition of outstanding service for our Community  
from the Ashland Food Cooperative
- May, 2005 - James M. Ragland Memorial Ashland "Community Spirit" Community Service  
Award - Pamala Joy
- March 21, 2009 - Rural Award of Excellence 2009 Collaboration Award – Honorable Mention  
The Rural Development Initiative presented the award to the Ashland  
Food Angels, one of three such awards given to organizations from the  
entire state of Oregon
- April 25, 2009 - Invited Member of Ford Family Foundation Leadership program  
Certification of completion of the course which states Ms. Joy has  
demonstrated exemplary knowledge, skill and commitment to  
Community leadership
- 2009 - Southern Oregon Magazine chose Ashland Food Angels as one of the  
"Fabulous Locals" in Southern Oregon
- 2011 - Big Town Hero chose the Ashland Food Angels for "Local Hero Program"  
with their photo displayed until the restaurant closed
- September 18, 2013 - E-chievement Award to Pamala Joy and Ashland Food Angels  
Award was from E-Town that selected Food Angels out of  
forty-one contenders in the United States for the month of  
September Award celebrating those who are making a positive  
difference in their communities and beyond
- 2014 - Pamala Joy was included in Sam Wheeler's book *Legendary Locals of  
Ashland* as the founder of the Ashland Food Angels

**Exhibit 5**  
**Letters of Support**

Peace House

Regarding: Uncle Foods Community Meal  
Regarding: Empty Bowls Donation

Ashland Emergency Food Bank

Hospice Unique Boutique

Jackson County Fuel Committee

Ashland Food Coop

Head Start

Rogue Valley Metaphysical Library

*Peace House*



543 S. Mountain Ave.,  
PO Box 524, Ashland, OR  
Office: 541 482-9625  
Email: [info@peacehouse.net](mailto:info@peacehouse.net)

February 10, 2019

To Whom it May Concern

This notice is to document Peace House participation and subsidy of the Food Angels.

The Food Angels Project has been a loyal and long-time supporter of our Peace House "Uncle Food's Diner Project". They generously supply our program with gleaned vegetables on a weekly basis. Each Spring, Peace House Coordinates a project called Empty Bowls, which is designed to raise money for our food suppliers. Food Angels is a recipient of a portion of those funds each year, depending upon what we raise.

The have received funding from that event for several years. In 2018 we donated \$3000. to The Food Angels.

Sincerely,

A handwritten signature in black ink that reads "Elizabeth V. Hallett". The signature is written in a cursive, flowing style.

Elizabeth V. Hallett  
Uncle Food's Diner and  
Program Manager, Peace House



January 27, 2019

To whom it may concern:

The Ashland Food Angels (Angels) have been supplying food to the Ashland Emergency Food Bank (AEFB) for over two decades, and currently bring donations of food to us every day of the week and every week of the year except Christmas day.

The Angels primarily donate to us fresh produce, dairy products, and deli food including bread. All of these fresh products are popular with our clients. The Angels were the first organization to consistently donate these fresh fruits and vegetables to our organization. This is an incredible service to us because we don't have the resources to gather together all this food from its many sources. Without the Angels our service to our clients would suffer.

The information below will help you understand the breadth and depth of their service to our community through the AEFB. AEFB is a 501(c) [3] organization, and donations are tax-deductible to the extent allowed by law. Our Tax ID number is 93-1329669.

An average total per month of donated goods is approximately 5,000 lbs.

AEFB serves approximately 700 individual shoppers per month which translates to feeding nearly 2,000 people (families) in Ashland and Talent and the surrounding rural areas in those zip codes. About 28% of those are children under the age of 18. The shoppers from Talent represent only 14% of our clients.

We are seeing an increase in senior citizen shoppers and currently over 70 monthly shoppers are over the age of 75. We serve the local homeless which accounts for approximately 19% of our monthly shoppers. Our clients cover the full spectrum of ages and other demographics; we serve the unemployed and under-employed, housed and un-housed, seniors, students, those with disabilities and those who struggle with mental health issues.

The Ashland Food Angels provide an essential service to the Ashland community at large by assisting AEFB with fresh food. The Angels consistently enhance the quality of food that we give to our clients. We can count on them. We trust that you will support them in any way that you can. By supporting them; you can guarantee their continued good service to our community that quite frankly is invaluable.

Sincerely,

Traci Darrow  
Executive Director



February 2, 2019

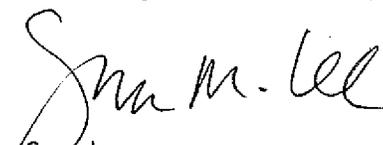
To Whom It May Concern,

I am the manager of the Hospice Unique Boutique and I am writing in support of the Ashland Food Angels. We have been working in cooperation with the Ashland Food Angels for many years and are grateful for the service they provide to us and to our community.

About five years ago, we asked the Ashland Food Angels to take our overflow merchandise in an effort to redistribute items to benefit others in the community, as well as to keep items out of the landfill. The items we pass on vary greatly in nature, including clothing and shoes, kitchen items, furniture, household goods, bedding, books, art work, knick knacks, and more.

Volunteers from the Ashland Food Angels have been picking up our overflow items several times weekly for the past five years. This provides a much needed service to our business and helps the community. They distribute these items to a variety of organizations, including the community meals, the Teresa McCormick center, Maslow Project, Head Start, the Senior Center, student groups, and others. We are grateful to the Ashland Food Angels for all of their efforts to assist us with our excess items in a manner that aligns with our organizational culture and values.

Warm regards,

  
Sara Lee  
Manager  
Hospice Unique Boutique

1618 Ashland Street Ashland, OR 97520  
info@hospiceuniqueboutique.org  
541.488.7805 www.hospiceuniqueboutique.org

# JCFC



## JACKSON COUNTY FUEL COMMITTEE

120 West Second Street, Phoenix, Oregon 97535 (541) 488-2905

### *Board of Governors*

January 28, 2019

Jackson Bangs  
Jesse Blesanz  
Jack Braun  
Rep. Peter Buckley  
L. Daniel Bulkley, Ph.D.

Pamala Joy  
Food Angels  
Ashland, Oregon

Dal Carver  
Jan Clark  
Ruben Davalos, Ph.D.  
William Epstein, M.D.

Dear Pamala,

This is to acknowledge the instrumental role that Food Angels has played in advancing the work of Jackson County Fuel Committee. Since the 1990s, Food Angels has provided food to enable us to serve daily meals for our volunteers, food that would cost JCFC hundreds of dollars a week.

Loren Fogelman  
Christy Frenzen  
Michael Friedl  
John Halverson  
Richard Holt, Ph.D.

We serve two large meals each week to our volunteer woodcutters, with 20 to 40 volunteers at each woodcut. In addition, we serve lunch and dinner daily to volunteers working in our office. We also hold community events that Food Angels provides food for.

Phil Hutchings  
Bill Jennett  
Pamala Joy

The demography of the volunteer pool who share in the food is roughly 75% white, 15% Hispanic, 5% African-American and 5% other, mostly Asian. The age range is about half and half for under- and over-30, 75% male and 25% female.

Linda Lanzhammer  
Bill Leonhart  
Jan Lilly

In the course of a year, we feed at least 1,000 different people with the food Food Angels donates. Of these, there are dozens who enjoy a meal at least a couple of times a month thanks to their program.

John Mallowney  
Stuart M. Osmus  
Presila Quinby  
Robert Robertson, Esq  
Ron Roth

We often say that Food Angels puts the FUEL in JACKSON COUNTY FUEL COMMITTEE. Their ongoing support enables us to provide renewable energy resources and stop shutoffs to thousands of low-income residents in the Rogue Valley every year.

David Severson  
Bill Shulman

Sincerely,

A handwritten signature in black ink, appearing to read 'Bill Jennett', with a long, sweeping underline.

*Labor donated*

Bill Jennett  
JCFC Operations Manager



02/11/2019

To Whom it may concern,

This letter is in reference to the Food Angels and the Ashland Food Co-op partnership. We began our relationship in the late 90's, with in-kind food offerings primarily in our produce department. This relationship has benefited community food banks, community meals and other organizations supporting low income and/or homeless community members.

The Ashland Food Angels project has provided an essential link from donors, like the Co-op, to other organizations that support the most vulnerable parts of our community. As our part of the process, the Ashland Food Co-op donates between 1,000 and 1,500 pounds of useable organic produce, monthly. Each night, a Food Angel volunteer commits to collecting this food which is distributed to our community in need, within one or two days of pick-up.

The Ashland Food Co-op has recognized the exceptional community contribution and is proud to state, we have given grants to the Ashland Food Angels since 2010. The Grant amount, by year is expressed in this document. Please feel free to contact me with any questions or concerns.

Grants Awarded from the Ashland Food Co-op:

2018 - \$1,000  
2017 - \$1,250  
2016 - \$1,000  
2015 - \$750  
2014 - \$500  
2013 - \$1,000  
2012 - \$1,000  
2011 - \$1,500  
2010 - \$1,500

Sincerely,

*Tracy Kaiser*  
Tracy Kaiser

Marketing and Education Manager

# HEAD START

1001 Beall Lane \* PO Box 3697 \* Central Point, OR 97502 \* 541-734-5150 \* fax: 541-245-9188

February 11, 2019

To Whom It May Concern:

I am writing to express our agency's support for the Ashland Food Angels.

For the past 20+ years they have provided food boxes including milk, bread, yogurt, deli items, and produce, and household items such as cups, pans, tins, and clocks.

The donations are distributed to families participating in our program at the Ashland Center most of whom are low-income and some of whom are experiencing homelessness, are children in foster care, or have other challenges.

Through their work the Ashland Food Angels are working to address food insecurity which is common in many of our families.

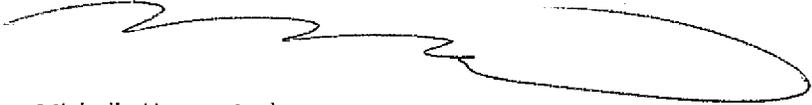
Additionally, their outreach has assisted in providing support to families who are often the furthest from opportunity, for example, about 25% of participants identify as Hispanic and 15% are identified as having a disability.

I would estimate that the Angels have reached close to 1000 families through their years of giving to our Head Start families in need.

Our families receive this support every Wednesday that the Head Start program is open, as the Food Angels work around the year with their project.

We are very grateful for the support the Angels give our families and we would like to see them supported in whatever way you can that will assist them to continue doing the needed and appreciated work they do.

Thank you for your consideration and the opportunity to express our thanks,



Michelle Homer Anderson  
Head Start Director

MHA/nh



# RVML COMMUNITY RESOURCE CENTER MEDIA EXCHANGE - EVENTS METAPHYSICAL LIBRARY

## Staff

Christina Stewart  
*Library Manager*  
Jessica Roady  
*Accounting*  
Jordan Pease  
*Executive Director*  
Nikki Clifton  
*Event Coordinator*

## Advisory Council

Jeb Barton, MA  
Kathleen Brown, MBA  
Shaktari Belew  
Donna Corso  
Jack Follert  
Maureen Hicks, PhD  
Katrina Hill  
Lucia Hodges  
Chuck Laurenson, MA  
Gerry Lehrburger, MD  
Lori Lorenz, MA  
Joseph McCormick, MA  
Hearne Moore, RN  
Rod Newton  
Adam Reed

February 7, 2019

To Whom It May Concern:

It is my pleasure to recognize Pamala Joy's numerous volunteer contributions to Rogue Valley Metaphysical library over many years.

She has been involved with several special projects with us, most recently assisting us outfitting our new building by organizing work teams and recruiting other volunteers.

In addition to her time, she has made many donations of books and other materials that help us forward our community service mission.

All of our staff are grateful for Pamala and we admire her tireless dedication to her work in the community with Ashland Food Angels which we regard as complementary to ours. She is a true mentor and inspiration to us all!

Sincerely,

A handwritten signature in black ink that reads "J. Pease". The signature is written in a cursive style with a large, sweeping initial "J".

-Jordan Pease

Director, RVML Community Resource Center

*RVML Community Resource Center is a 501(c)(3) Nonprofit Organization EIN # 56-2403599*

1757 Ashland Street, Ashland, Oregon 97520 (541) 552-9119 Fax (541) 482-2691 [www.rvml.org](http://www.rvml.org)

**Exhibit 6**  
**Letter of Financial Commitment (9.i)**

February, 2019

TO WHOM IT MAY CONCERN:

In regard to the request for someone to commit to 10% of the funding for the project proposed by the Ashland Food Angels, I am writing to say that we will be able to supply that amount, roughly \$1800 from the Ashland Food Angels emergency fund.

If we are not given this grant, our program is more vulnerable. We would not have a secure facility within which to house our donations, as currently the building is not lockable, so there is the threat of theft. The conditions for the volunteers would continue to be less than optimal, so there is the possibility that people will stop volunteering. Most importantly, without the new air conditioning unit, we will lose a great deal of produce due to heat in the spring, summer and autumn months.

Thank you for considering this application.

Pamala Joy, Director  
Ashland Food Angels

**Exhibit 7**  
**Summary and Additional Data with Letters (15)**

Ashland Food Angels has operated since 1995 as a fully volunteer community service organization helping thousands in the Rogue Valley with donations of food, clothing and other useful items. We have been a registered non-profit for about a dozen years, and gather food and other usable goods every day of the year. Recently, we give to a wide variety of other organizations, up to twenty different groups at one time. We donate primarily to the Ashland Emergency Food Bank, most of the community free meals, Head Start and Jackson County Fuel Committee. These groups and organizations distribute the goods that we provide them to the homeless and the very low income people who include the elderly and the disabled who live in Ashland. For the past several years we have donated between a quarter and a half million pounds of food annually, and likely more than that in clothing and other items. Most of this food and useful items would have ended up in a local landfill, instead they are put in the hands of our most needy.

Two dozen Angel volunteers work from four to ten hours per week, and the Director works daily, putting in 30 to 50 hours a week. The work involves collections that happen every morning and every evening for food and every afternoon for the other items. During the market season, we also pick up produce at the end of the Farmers Market weekly. Everything is brought to Pamala Joy's garage on Walker Avenue, where it is sorted and boxed, then delivered to the appropriate organization which uses or distributes it. Little goes to waste, as unfit food goes to farm animals, and great effort is made to pass non-food items on to organizations or people who can use them. Here are some annual statistics:

2016

Food Lbs: 177,212

Volunteer Hrs: 5053

2017

Food Lbs: 202,937

\*\*\*Note-The weight total for September 2017 is missing.

Volunteer Hrs: 4957

2018

Food Lbs: 411,949

Volunteer Hrs: 4332

We do so much with a minimal of person power. With this grant, we want to make our volunteer workers more safe and comfortable and their work more efficient.

The garage facility, though sturdy, is old. Last year the front door broke off. We were blessed to have someone put up a temporary door, yet this temporary fix needs to be replaced with a more appropriate safe door and windows to allow in more light. Additional lighting is also needed as

## Exhibit 7

well as an awning to protect volunteers from the rain, snow and sun. We do not have enough in our budget to cover the cost for this rehab because our very limited funds go to cover the costs of the vehicles and to help pay for utility costs.

We do get a small grant from the Coop each year, (\$500 - \$1500) and from the Empty Bowls project (\$1000-\$4000) and the rest of our funding comes from donations from individuals. We have several small donation boxes located around town, and occasional newspaper articles bring us the attention that results in larger donations. Our costs per year vary, mostly depending on the vehicle repairs needed and the costs of insurance and utilities, averaging between \$8000 and \$15,000 annually. Thus far, no one, including the Director, is paid for the many hours they contribute, which are in total about 600 to 700 hours every month.

Currently, the Ashland Food Angels is the strongest local link between food donators and those in great need of additional food security. We cannot with any accuracy state the number of people who benefit from this program, but we do know that without our help the community meal providers would be hard pressed to serve their dinners, the Ashland Emergency Food Bank would have much less to give away, the Head Start families would be without supplemental food, and the Jackson County Fuel Committee would not be able to feed their volunteers. Our neediest people are served by the Angels.

The enclosed letters are testaments from many we serve.

**CITY OF ASHLAND**  
**2017 Program Year**  
**CDBG APPLICATION CHECKLIST**

In order to determine compliance with all applicable HUD regulations and to help to ensure that projects will be eligible for CDBG funding, the City of Ashland will need to address all HUD requirements. The purpose of this checklist is to point out areas where potential problems could arise. Obviously, this is a comprehensive list, which must evaluate a wide array of different kinds of proposals. Therefore, not every item will be applicable to every project. **Please fill it out entirely indicating all items which are not applicable and include it as part of your proposal application.**

<b>A. Applicant's Background</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Is the applicant a legal non-profit organization or unit of government?	X		
2. Do the proposed clients or users of the project meet HUD Income Guidelines (see page 10 for guidelines)?	X		
3. Does applicant have the capability to maintain written income documentation?	X		
4. Has the applicant made a legal or financial commitment to a proposed project?		X	
5. Is the applicant primarily a religious organization?		X	
6. Has the applicant administered a CDBG project previously?		X	
7. Is your agency willing and able to provide all required reports and accountability to the City as required by HUD?	X		
<b>B. Project Location and Land Use Issues</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Has a location for the project been selected?	X		
2. Is the proposed project within the Ashland City limits?	X		
3. Does the proposed project meet local zoning and land use laws?	X		
4. Are any land use permits such as a Site Review, partition, annexation or Conditional Use Permit required?		X	
5. Have these approvals been obtained?			X
6. Does the project comply with current building code requirements?	X		
7. Does the project meet handicapped accessibility requirements?			X

<b>C. Environmental Issues</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Is the project located in the 100-year floodplain?		X	
2. Is a wetland located on the project site?		X	
3. Has any environmental contamination been identified on the project site?			X
4. Has asbestos been identified on the project site?		X	
5. If project involves an existing structure, was it built 1978 or earlier? If year built is known, please specify.	X 1950's		
6. Is the proposed project located on a major arterial or near the railroad?		X	
7. Is the proposed project located adjacent to an above ground flammable storage tank?		X	
8. Does the proposed project involve a structure that is 50 years or older?	X		
9. Will the applicant complete a Phase I environmental review upon receiving a CDBG award?			X
<b>D. Labor Requirements</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Does the project involve construction over \$2,000 in cost?	X		
2. Will the project trigger Davis-Bacon wage requirements?			X
3. Will the project trigger BOLI wage requirements?			X
4. Does the project involve over \$18,703 in City awarded grants or contracts?		X	
<b>E. Displacement and Relocation</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Will tenants be displaced by the project?			X
2. Will a business be displaced by the project?			X
3. Will housing units be demolished or converted?			X
<b>F. Property Data</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Does the applicant own the property by fee simple title?	X		
2. Are taxes on the property current?	X		
3. Is insurance current?	X		
4. What is the current debt against the property?			X
5. What is the current use of the property?			Food Angels project
6. Has an appraisal on the property been conducted? If yes, what is the assessed value of the property?			X

**Form A-1**  
**To be completed for Development or Rehabilitation Proposals**

**Housing Proposals**

<b>Activity</b>	<b>Start Date</b>	<b>Completion Date</b>
<b>Site Planning &amp; Development</b>		
Option	NA	
Site Acquisition	NA	
Plan Development	NA	
Pre-application	NA	
Land Use Approval	NA	
Construction Plans	SEPTEMBER 2019	OCTOBER 2019
Final Bids	NA	
Contractor Selection	ORIONNE RANDALL - Flexible times	
Building Permits	SEPTEMBER 2019	OCTOBER 2019
<b>Grant applications</b>		
local	NA	
state	NA	
federal	NA	
Non-government	NA	
other	NA	
<b>Loan Applications</b>		
Construction loan	NA	
Permanent	NA	
<b>Construction Phase</b>		
Construction	SEPTEMBER 2019	OCTOBER 2019
Certificate of Occupancy	NA	

**Please provide your best (realistic) date estimates regarding the project schedule**

~~Form A-2~~ N/A  
To be completed for Social Service Proposals

**Social Services Proposals**

Activity	Start Date	Completion Date

**Social service providers should list key benchmarks in the table above for their proposed projects (IE hire of personnel, application for further funding, initiation of direct client services, etc)**

**Form B-1**  
**To be completed for Development or Rehabilitation Proposals**

**Uses of Funding**

**Housing Proposals**

	Total Cost	CDBG Request	Other Source(s)
<b>Acquisition Costs</b>			
Land	NA		
Improvements	NA		
Liens and other Taxes	NA		
Closing costs	NA		
Off-Site costs	NA		
Other	NA		
<b>SUBTOTAL</b>	NA		
<b>Development Costs</b>			
Land Use Approvals	NA		
Building Permits/fees (Include Engineering and Community Development Fees)	\$ 300		
System Development Charges (SDCs)	NA		
Relocation Costs	NA		
Environmental Report / Lead Based Paint Clearance	NA		
Soils Report	NA		
Survey	NA		
Marketing	NA		
Insurance	NA		
Other	NA		
<b>Fees</b>			
Architectural/Engineering	\$ 500		
Legal/Accounting	NA		
Appraisals	NA		
Lender fees	NA		
Construction Loan	NA		
Permanent Loan	NA		
Tax Credit Fees	NA		
Developer Fee			
Consultant Fee			
Other LABOR & MATERIALS	\$ 18,000		
<b>TOTAL</b>	\$ 18,800		

CONTINGENCY - \$1000

N/A

**Form B-2**  
**To be completed for Social Service Proposals**

**Social Service Proposals**

	<b>Total Cost</b>	<b>CDBG Request</b>	<b>Other Source(s)</b>
<b>Direct Client Services</b>			
Wages (of personal providing direct client services)			
Materials/Supplies			
Marketing/Outreach			
<b>Program Administration</b> Includes overhead and general staffing necessary to administer the program (accounting, management, grant administration) but that does not provide direct benefits to the client.		<b>CDBG Funds are not available for program administration</b>	
<b>Total Project Cost</b>			

**Form C**

**SOURCE(S) OF FUNDS FOR OPERATING EXPENSES WORKSHEET**

Completeness of this worksheet establishes the capacity of the organization to sustain the operations of the program(s).

Sources	Secured	Conditional (awarded with conditions)	Tentative	Commitment Date
Federal Grants	NA			
State Grants	NA			
Local Grants	NA			
Non Governmental Grants	NA			
Donations/Gifts	NA			
Applicant Contribution	\$1,800			2/15/2019
Program Income	NA			
Loans	NA			
Other (specify)				
Other (specify)				
<b>TOTAL</b>	<b>\$1,800</b>			

Please provide a description the timeline of loan and grant application dates as related to the proposed project. Specifically, for any tentative funding sources please provide application dates, award dates and funding availability dates.

If ASHLAND FOOD ANGELS does not receive the CDBG Grant, we will not be able to complete the proposed improvements to our facility.

**Form D**  
**DISCLOSURE OF INTERESTS**

To assist the City of Ashland in determining whether there may be a potential conflict of interest related to the expenditure of Community Development Block Grant funds we request the following information be provided by applicants:

ORGANIZATION NAME:

ASHLAND FOOD ANGELS

- Organization is:
1. Corporation ( )
  2. Non-Profit 501C3 (X)
  3. Partnership ( )
  4. Sole Owner ( )
  5. Association ( )
  6. Other ( ) \_\_\_\_\_

**DISCLOSURE QUESTIONS**

If additional space is necessary, please attach a separate sheet.

1. State the names of each "employee" of the City of Ashland having a financial or personal interest in the above mentioned "organization" or project proposed.

Name, Job Title and City Department

NA

2. State the name(s) of any current or prior elected or appointed "official", of the City of Ashland having a potential "financial interest" in the organization or project.

Name/Title

NA

3. Provide the names of each "board member" of the Organization seeking CDBG funding Name Board, Commission, or Committee (may be attached as a separate Sheet)

1 PAMALA JOY - Program Director

2 BECKY SCHILLING - President

3 JEFFREY LAND - Secretary

4 KATHLEEN ABELSOHN

5 ANDRE ANGERMANN

6 ED HIRSCH

7 SCOTT REEDER

8 RICK SCHMITT

9 \_\_\_\_\_

10 \_\_\_\_\_

11 \_\_\_\_\_

12 \_\_\_\_\_

additional \_\_\_\_\_

If the applicant has provided names in question 1 or 2, please provide details regarding any known potential conflicts of interest in an attached narrative. NA

# Staff Evaluation

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**To:** Ashland Housing and Human Services Commission  
**Title:** Community Development Block Grant (CDBG) 2019 RFP  
**Date:** March 28, 2019  
**Submitted by:** Linda Reid, Housing Program Specialist

The City offered a total of \$276,223 in Community Development Block Grant (CDBG) funds for award to eligible applicants. The total amount of CDBG funds available to award to capital improvement projects in Program year 2017 is \$276,223. \$26,313, is available for award to Public Service activities (which is 15% of the anticipated 2019 Program Year allocation). The City has received four applications totaling \$72,920, one application for capital improvement totaling \$18,000 and three applications for public service funding totaling \$54,920

The anticipated CDBG allocation to the City of Ashland for the 2019 Program Year is \$175,425 Of this amount 20% is reserved for program administration (\$35,085), leaving \$140,340 in funds available for award to eligible activities. The City also had \$135,883 in funds from prior program years unspent funding that may also be awarded to eligible projects benefiting Ashland’s low-income population. Since issuance of the Request for Proposals, the City Council awarded \$20,000 in unspent CDBG to the Public Works Department to install audible signals in the public right of way. This reduces the previously stated unallocated funding to \$115,883.

The City of Ashland Housing and Human Services Commission will hold a public hearing on March 28, 2019 to review the grant requests and make a recommendation to forward to the City Council for consideration. The Council will make the final award selections at a public hearing scheduled for April 16, 2019. Staff’s eligibility assessment of each of the proposals received, and recommendations regarding the allocation of the 2019 CDBG funds are provided on the following pages.

## Proposals Received

Organization	Proposed Project	CDBG Funds Requested	Goal	Consolidated Plan Goal and Rank*	Council Goal
St. Vincent De Paul	Assist low income and at risk Households with emergency funding to prevent homelessness. *Public Service	\$20,000	With CDBG funds provide <b>38-45</b> low income individuals with emergency rent and security deposit assistance to avoid homelessness)	Support services for Homelessness outreach, prevention and Transition- <b>High</b>	<b>3.3</b> Support non-profit and cultural entities in our community <b>5.2</b> Support and promote, through policy, programs that make the City affordable to live in. <b>5.3</b> Leverage partnerships with non-profit and private entities to build social equity programming.



Maslow Project	Encourage stability, self-sufficiency and school achievement for homeless youth. <b>*Public Service</b>	\$14,000	Provide access to basic needs, information and referral. Provide case management to improve stability to approximately <b>85-90</b> identified homeless youth ages 0-21.	Support services for Homelessness outreach, prevention and Transition- <b>High</b>	3.3 Support non-profit and cultural entities in our community. <b>5.2</b> Support and promote, through policy, programs that make the City affordable to live in. <b>5.3</b> Leverage partnerships with non-profit and private entities to build social equity programming.
Rogue Retreat	Clean Sweep employment program for homeless populations <b>*Public Service</b>	\$20,920	Employment training and experience to homeless populations to lead to employment. Serving approximately <b>30</b> homeless individuals	Support services for Homelessness outreach, prevention and Transition- <b>High</b>	3.3 Support non-profit and cultural entities in our community. <b>5.2</b> Support and promote, through policy, programs that make the City affordable to live in. <b>5.3</b> Leverage partnerships with non-profit and private entities to build social equity programming.
Food Angels	Renovations to food storage and distribution center. <b>*Capital Improvement</b>	\$18,000	Renovations to food storage facility to prevent spoilage of perishable food items.	Support services for Homelessness outreach, prevention and Transition- <b>High</b>	3.3 Support non-profit and cultural entities in our community. <b>5.2</b> Support and promote, through policy, programs that make the City affordable to live in. <b>5.3</b> Leverage partnerships with non-profit and private entities to build social equity programming.

### Funding Requested/Available

A total of approximately \$276,223 in CDBG funds is expected to be available to distribute to eligible recipients for projects meeting the CDBG national objectives, and which are consistent with the City of Ashland 2015-2019 Consolidated Plan. The maximum allocation allowable to be used to support public services is limited to approximately \$26,313.



These funds will be available upon approval of the 2019 Action Plan, and upon the completion of any regulatory requirements including but not limited to environmental review clearance. Upon completion of the Action Plan a public hearing for review and approval will be held before the Housing and Human Services Commission to insure consistency with the awards designated by the City Council. The U.S. Department of Housing and Urban Development (HUD) must review the annual Action Plan submitted by the City to ensure the activities funded are consistent with federal requirements, and with the local Consolidated Plan. The City will reserve the right to award more or less than this estimate dependent on the final entitlement amount authorized by Congress and the Department of Housing and Urban Development.

### **Assessment Criteria**

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

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

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

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

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

### **Public Service Proposal Evaluation**

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

Staff has reviewed the Maslow Project, School Based Services for Ashland Homeless Youth Proposal to determine whether it meets the Federal CDBG regulations, and if the proposal addresses the priorities



within the City of Ashland 2015-2019 Consolidated Plan. Maslow Project requested \$14,000 in Public Service Grant funds to continue to support a case manager in the elementary, middle and high schools, providing outreach to high risk homeless youth and providing them with immediate needs, case management to keep youth engaged in school and promote stability and self-sufficiency for the homeless youth and their families.

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

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

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

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

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

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

Staff sees that St. Vincent's proposal is an eligible use of CDBG funds and is consistent with the City of Ashland Strategies as outlined in the 5-year Consolidated Plan. This activity assists in the prevention of homelessness for low-income and special needs households. Further this project meets and exceeds the



10% leverage requirement of the City of Ashland's CDBG program providing 10 times the requested grant funds leveraging additional funding from other sources. The St. Vincent De Paul Home Visitation Program has successfully administered Community Development Block grant funds for the past seven years.

### **Rogue Retreat-Clean Sweep Program**

Staff has reviewed the Rogue Retreat-Clean Sweep Program Proposal to determine whether it meets the Federal CDBG regulations, and if the proposal addresses the priorities within the City of Ashland 2015-2019 Consolidated Plan. Rogue Retreat requested \$20,920 in Public Service Grant funds to support an outreach coordinator, cover the cost of supplies, and incentive payments (gift cards) to the volunteers. The overall goal of the program is to help the homeless become employed and change the relationship that local businesses have with the homeless community.

- This project proposal qualifies under the Low-Moderate Income (LMI) benefit national objective; homeless populations are a presumed benefit population under the CDBG program.
- Services to homeless and at-risk populations are an eligible use of CDBG funds.
- Rogue Retreat's proposal expects to provide services to 30 identified homeless individuals in the Ashland shelter system.
- Rogue Retreat has not previously administered CDBG grant funds.
- Staff finds that Rogue Retreat's proposal is consistent with goals identified in the City of Ashland's 2015-2019 Consolidated Plan.

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

Staff sees that Rogue Retreat's proposal is an eligible use of CDBG funds and is consistent with the City of Ashland Strategies as outlined in the 5-year Consolidated Plan. This activity assists in the prevention of homelessness for low-income households by providing employment skills training. This project meets and exceeds the 10% leverage requirement of the City of Ashland's CDBG program and leveraging funding from other sources.

## **Capital Improvement Proposals**

### **Ashland Food Angels**

Staff has reviewed the Ashland Food Angels proposal to determine whether it meets the Federal CDBG regulations, and if the proposal addresses the priorities within the City of Ashland's 2015-2019 Consolidated plan. Food Angels have requested \$18,000 in grant funds to complete needed upgrades to an existing building serving as a food gleaning holding and processing facility.

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

Staff sees that Food Angel's proposal is an eligible use of the CDBG funds and is consistent with the City of Ashland Strategies as outlined in the 5-year Consolidated Plan. This activity meets the 10% leverage requirement of the City of Ashland's CDBG program. In order to award funds to improve the garage the City will need to confirm all proposed improvements meet building and zoning codes, the use



of the site for this activity is consistent with Home Occupation Permit standards, and that the non-profit applicant has legal use for the privately-owned building (an executed lease agreement). Any award of CDBG funding for this activity should be conditioned upon meeting these requirements.

## STAFF RECOMMENDATIONS

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

- \$18,000 to Ashland Food Angels for the repairs to their food storage and processing Facility, conditioned upon meeting the above stated requirements.
- \$15,463 to St. Vincent De Paul Home Visitation Program
- \$10,850 to Maslow Project School Based Services

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

**Public Service Projects:** Only 15% of the overall allocation is available for public service activities, as only \$26,313 in funding is available, all three projects cannot be fully funded with CDBG.

Consequently, staff is proposing a proportional allocation of the funding which is consistent with prior years' allocations (with both recommended grantees receiving approximately 77% of their request). In examining the three applications for public service funding staff found all to be needed activities within the Ashland community that would benefit CDBG eligible populations. Both the SVDP program and the Maslow Project have successful track records of administering federal grant funds, providing counseling services, resource referrals and, in the case of the SVDP Home Visitation program, direct financial assistance to the homeless and those at risk of homelessness. The Maslow project's proposed activity would continue to benefit homeless populations as well but with an emphasis on homeless children enrolled in Ashland schools. While staff would encourage Rogue Retreat to apply again in the future for either CDBG or Social Service funding, at this time the Clean Sweep program proposal does not seem ready to proceed at this point in time. The Clean sweep concept is a good one, however, there are several factors, like community/business partnerships and partnerships with local non-profit providers which will need to be established before that project can move forward. There were no support letters from OHRA and downtown businesses in the application to indicate those entities desire to participate in such an activity. In evaluating each proposal in relation to the others submitted it is clear that both Maslow and SVDP have the experience and capacity to administer CDBG grant funds as they have both done so in prior years, and both Maslow and SVDP have exceeded the matching requirements of the grant.

**Capital Projects:** The City received one capital project proposal, Food Angels-Food Storage Facility upgrade. The project qualifies as eligible uses of CDBG funds, the project is ready to proceed and would be able to expend the funds in a timely manner thereby allowing the City to maintain a timely expenditure of funds. While Food Angels has not previously administered a CDBG grant in the City of Ashland, the proposed activity is a relatively simple and straightforward activity. Both the timeline for completion and the budget for the activity is well thought out and achievable. Matching funds have been identified and secured, and the project serves an eligible population. The issues stated above would need to be resolved before the City could provide funding to this activity.

