Council Business Meeting Agenda

ASHLAND CITY COUNCIL MEETING AGENDA
April 16, 2024
Council Chambers, 1175 E Main Street
(In-Person or Zoom Meeting Access)

Live stream via **rvtv.sou.edu** select RVTV Prime
Recorded meetings are available on our website.

Public testimony will be accepted for both public forum items and agenda items.
If you would like to submit **written testimony** or if you wish to **speak electronically** during the meeting, please complete the **Public Testimony Form** no later than **10 a.m.** the day of the meeting.

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6 p.m. Regular Business Meeting*

I. **CALL TO ORDER**
   1. Land Acknowledgement**

II. **PLEDGE OF ALLEGIANCE**

III. **ROLL CALL**

IV. **MAYOR'S/CHAIR OF THE COUNCIL ANNOUNCEMENTS/PROCLAMATIONS**

V. **APPROVAL OF MINUTES *****
   1. Minutes of the April 1, 2024 – Study Session Meeting
   2. Minutes of April 2, 2024 - Business Meeting

VI. **SPECIAL PRESENTATIONS**

VII. **CITY MANAGER REPORT**

VIII. **PUBLIC FORUM (15 minutes – Public input or comment on City business not included on the agenda)**

IX. **CONSENT AGENDA**
   1. Resolution 2024-11 Annual Renewal of City's Franchise Agreement with Recology Ashland
   2. Resolution 2024-09 A Resolution of the City Council of the City of Ashland, Oregon Declaring the Month of April- Distracted Driver Awareness Month
   3. Approval of a Sewer Service Connection Use Outside of City Limits, 1348 Ashland Mine Road
   4. Liquor License Approval for AJ's Smoke and Grocery Store at 258 A St. Ste. 2.
   5. Liquor License Approval for The Columbia Hotel at 262 E Main St.

X. **PUBLIC HEARINGS AND ORDINANCES**
   1. CDBG Awards and Action Plan Development

Council Business Meeting Agenda

XI. **UNFINISHED BUSINESS**

1. Contract for 2024 Briscoe Floor Replacement & Grant Budget Review

XII. **NEW BUSINESS**

1. "If I Were Mayor" Student Contest Winners
2. 2023-25 BN Supplement Budget & Resolution-Revenue Recognition & Budget Appropriations for Fire Department
3. Agreement between City of Ashland & Ashland Police Association July 1, 2023- June 30, 2026
4. Affordable Housing Trust Fund Awards
5. Social Service Grant Awards

XIII. **RESOLUTIONS AND CONTRACTS**

1. Resolution 2024-12 Approving a Jackson County Order to Initiate Formation of Jackson County Animal Control Service District

XIV. **OTHER BUSINESS FROM COUNCIL MEMBERS/REPORTS FROM COUNCIL LIAISONS**

XV. **ADJOURNMENT OF BUSINESS MEETING**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Manager's office at 541.488.6002 (TTY phone number 1.800.735.2900). Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102-35.104 ADA Title I).

* Items on the Agenda not considered due to time constraints are automatically continued to the next regularly scheduled Council meeting [AMC 2.04.030.(D)(3)]

** **LAND ACKNOWLEDGEMENT**

We acknowledge and honor the aboriginal people on whose ancestral homelands we work—the Ikirakutsum Band of the Shasta Nation, as well as the diverse and vibrant Native communities who make their home here today. We honor the first stewards in the Rogue Valley and the lands we love and depend on: Tribes with ancestral lands in and surrounding the geography of the Ashland Watershed include the original past, present and future indigenous inhabitants of the Shasta, Takelma, and Athabaskan people. We also recognize and acknowledge the Shasta village of K'wakhakha - "Where the Crow Lights" - that is now the Ashland City Plaza.

***Agendas and minutes for City of Ashland Council, Commission and Committee meetings may be found at the City website, ashland.or.us/Agendas.asp.

ASHLAND CITY COUNCIL
STUDY SESSION MINUTES
Monday, April 1, 2024

Mayor Graham called the meeting to order at 5:33 p.m.

Mayor Graham, Councilors Hyatt, Bloom, Dahle, Hansen, Bloom, DuQuenne and Kaplan were present. Ashland Parks and Recreation Commissions Justin Adams, Jim Bachman, Jim Lewis, and Stephani Seffinger were also in attendance.

1. **Public Input (15 minutes – Public input or comment on City business not included on the agenda)**

Debbie Neisewander/Ashland – Spoke about ongoing issues with the Night Lawn and a recent arrest and confiscation. Asked for clarification regarding police rules. Felt that the City was actively working against the Night Lawn as well as the unhoused in general.
Scott Butler/Ashland – Voiced concerns that the Police were unfairly targeting the unhoused on the Night Lawn.
Nathan Yunnetta/Ashland – Spoke about his recent arrest and mistreatment by APD. Mentioned how APD had threatened him and his service animals. Felt that the City of Ashland and its residents were actively working against the unhoused.
Karen Greenwood/Ashland – Spoke about her experience with APD on the night lawn. Felt that she was being targeted explicitly by APD for being unhoused. Felt that the City of Ashland and its residents were actively working against the unhoused.
Yukon Smithe/Ashland -Spoke about his experience on the Night Lawn and recent encounters with APD. Felt that the citizens of Ashland did not care about the unhoused. Spoke about the challenges of having to move every day per the law while still getting tickets from APD.

2. **DEI Assessment and Strategic Plan**

City Manager Sabrinna Cotta and Paradigm Public Affairs CEO Tanya Settles presented the results from the DEI and Organizational Culture Assessment (see attached). Settles explained the reasoning behind Paradigm's involvement, how data was gathered, and what the findings of the investigation were. She highlighted the strengths of the City's employees regarding dedication, pride, and open-mindedness. She also highlighted areas of improvements in the fields of understanding sex/gender identity and disability She added that there was a lack of trust between staff and high-level leadership because of the amount of turnover and vacancies. She presented a vision for what future relations between staff could look like as well as the steps needed to achieve that vision.
Cotta presented (see attached) suggestions and steps to move forward to incorporate the findings of the DEI study. The main goals and topics included:

trends and cross training. Cotta says the turnover rate has stabilized at about six to seven percent with many of the recent departures related to retirements. She also spoke about the benefits of cross-training regarding increased productivity as well as covering for people if they are absent. Bloom asked about the reporting system for the City and if the they had looked into an online reporting system. Cotta responded that staff could directly reach out to HR, the City manager, as well as legal. She noted that there was also an ability for staff to submit an anonymous complaint via phone or email, all of which are taken seriously. Hansen was surprised by the lack of racial diversity. He asked what the DEIA goals should be for the City regarding racial equity. Settles noted that the findings around racial diversity for the City reflected the demographics of both the City and within the State of Oregon as a whole. She noted that the City had received reports regarding racial micro-aggressions at work, but she was unable to investigate further within the report because of confidentiality issues. Hasen asked about goals that the City could set to increase racial diversity within staff. Settles responded that there already was a goal set for racial parity within City while noting that incremental change would be the best way to move forward. She also recommended the City cast a broad net when it comes to City employment. Hansen asked about succession planning and if those would fall under the umbrella of DEIA goals. Cotta responded that this is a universal issue with government across the board. She noted that there were five different generations currently in the workforce, each with different values and needs. Seffinger added that many City employees do not live within city limits because of the lack of affordable housing. She noted that the lack of housing could push away potential younger employees. Graham asked Settles how she defined diversity within the study. Settles responded that diversity is seen as everything that makes people both alike and different from each other, including veteran status, political ideology, and people living within multi-generational households. Graham stressed that she wanted Council to do the work regarding DEIA training and protocol to match what City staff were doing.

3. SB 1537 – UGB Expansion

Planning Commission Chair Brandon Goldman provided a presentation (see attached) and background on SB 1537 and how it hopes to streamline housing development and to allow for more affordable housing. Goldman stressed that guides for implementation were not yet fully fleshed out as the bill had only recently been passed by the State government.
Topics discussed included:

- Introduction to Senate Bill 1537
- Housing Accountability and Production Office
- Housing Infrastructure Support Fund
- Housing Revolving Loan Fund
- Legal
- Goal Post Rule
- Land Use Adjustment
- Urban Growth Boundary Expansions

resources to meet the challenges would be difficult. DuQuenne praised the subcommittee for their work and for providing data to inform Council on their course of action.

5. Adjournment of Study Session

The meeting was adjourned at 7:46 p.m.

City Recorder Alissa Kolodzinski

Attest:

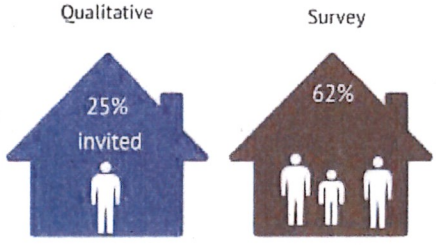
Mayor Tonya Graham

WHAT WE DID

CITY OF ASHLAND
Better Together

DEIA and CULTURE ASSESSMENT OVERVIEW

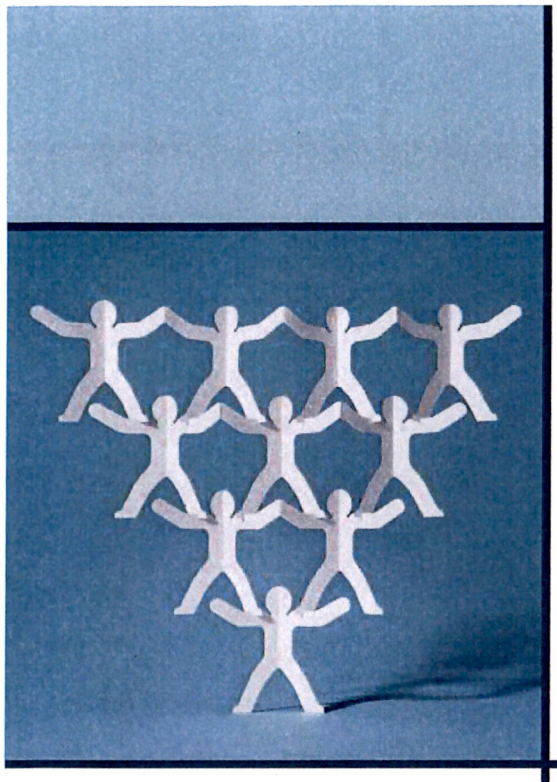
STAFF PARTICIPATION



11 Findings
25 Recommendations
3 Broad Goals

What We Found: Strengths

- **Pride in City and Work**
- **Dedication to Service**
- **DEIA Makes Ashland a Better Place to Work**
- **High Value of Internal and External Accountability**
- **High Capacity for Learning**



What We Found: Low Levels of Trust with Leadership

About 1/3 of survey participants reported that they do not trust high level City leadership

WHY:

Turnover or vacancies in leadership positions

Relationship between City and previous Council contributed to feelings of distrust

Staff Vision for Organizational Transformation

The City of Ashland is a place where…

- All staff experience organizational trust internally and externally with elected officials
- We engage in service to the community without barriers or impediments to inclusion and belonging.
- We support and practices diversity, equity, inclusion, and access in many forms and expressions

Organizational Strengths

Pride in City and Work
Dedication to Service
DEIA Makes Ashland a Better Place to Work
High Desire for Internal and External Accountability
High Capacity for Learning

Organizational Opportunities

Strengthen Trust Between Staff and Leaders
Resolve Organizational Barriers by Strengthening HR
Alleviate Microaggressions and Manage Implicit Bias

- Embrace Creativity and Innovation
- City Leadership Should Hold Themselves Accountable
- Reprioritize DEIA
- Manage Micro-aggressions
- Strengthen Conflict Management Skills
- Build Trust Through Better Communication
- Focus on Incremental and Measured Change
- Inclusive Leadership
- Develop a Psychologically Safe Environment for All
- Eliminate Barriers to Welcomeness
- Leverage Staff Trust in Supervisors

Goal 1

Support the HR Department to build organizational capacity and cooperate with reasonable autonomy

- AMC update
- Increased HR FTEs this BN
- Handbook update Lexipol
- Annual HR survey
- Annual Trainings for all staff
  - Anti-harassement
  - Pending: Supervisor trainings
  - Implicit bias training

Goal 1

Focus on DEIA as part of organizational culture

- Annual performance reviews city-wide
  - More than annual check-ins
- Blind application review
- Succession planning
- Micro-aggression training

Goal 2

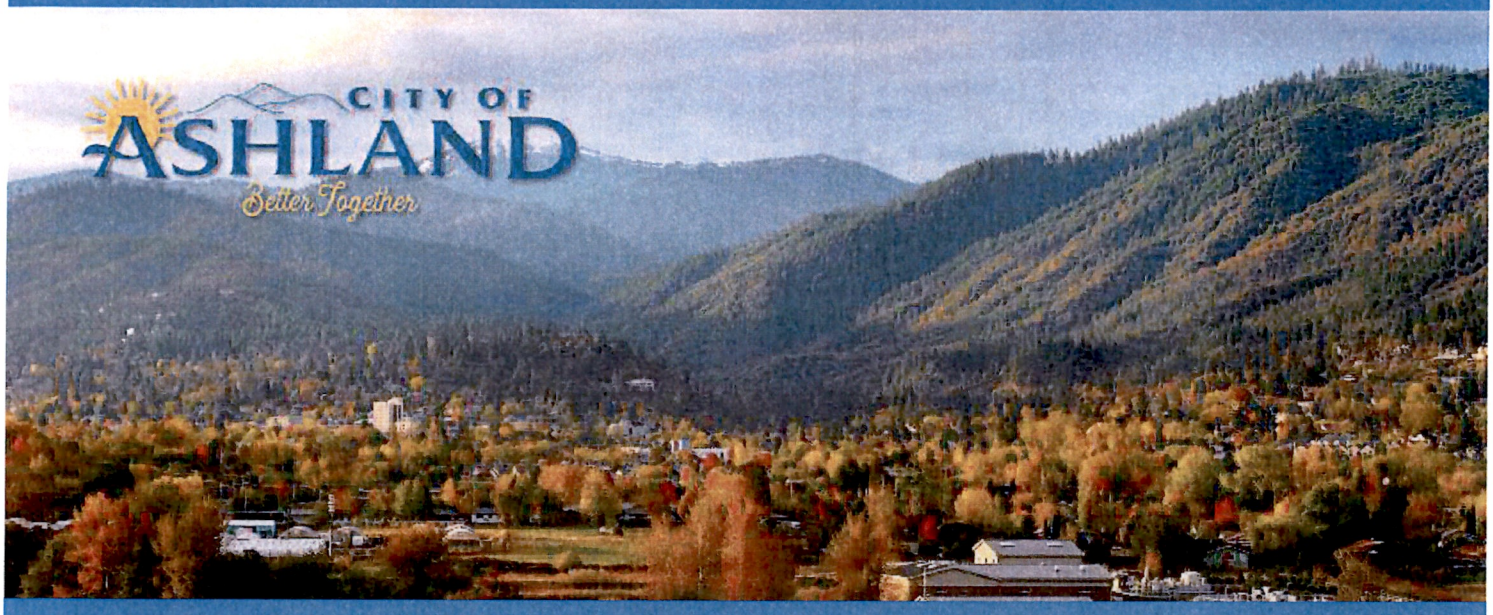
Continue to Enhance Relationships between leadership & staff/ leadership skills

- Supervisor training & employee training
- Professional development opportunities
- Goal: Employer of choice
- Comp & class study

Goal 2

Build trust between City staff & electeds

- Staff recognition at Council meetings
- Council members participation in employee appreciation events
- Town Hall
- Coffee & Conversations
- Elected official training



DEI Assessment Next Steps

Goal 1

Support the HR Department to build organizational capacity and cooperate with reasonable autonomy

- AMC update
- Increased HR FTEs this BN
- Handbook update Lexipol
- Annual HR survey
- Annual Trainings for all staff
  - Anti-harassement
  - Pending: Supervisor trainings
  - Implicit bias training

Goal 2

Improve Communication

- Annual survey
- Friday update emails from CM
- All user emails
- Distribution of CM report & newsletter
- CM Listening session
- HR Roadshow

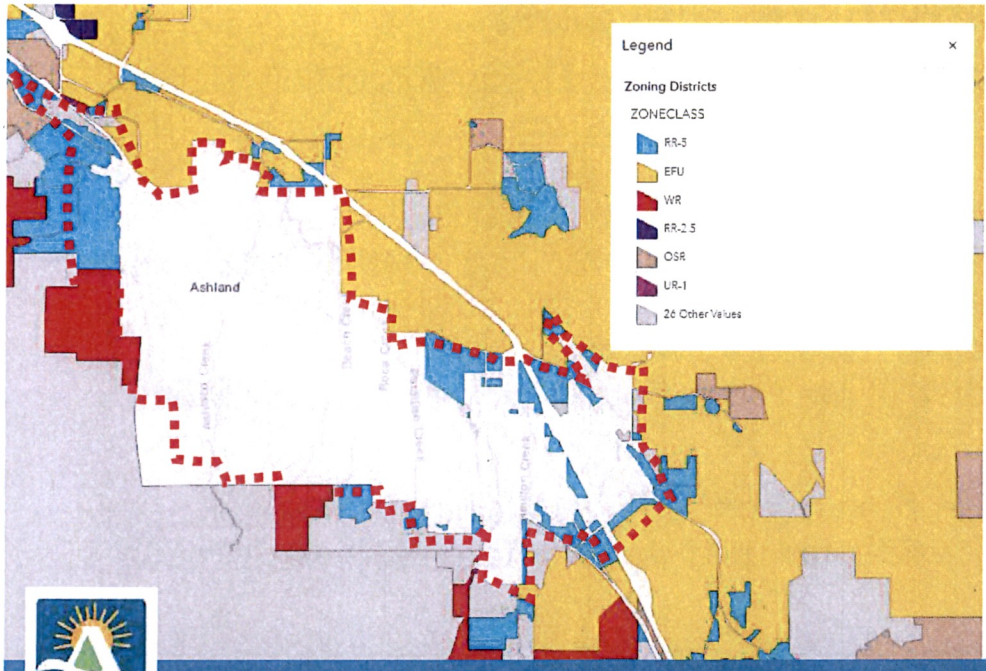
Goal 2

Continue to Enhance Relationships between leadership & staff/ leadership skills

- Supervisor training & employee training
- Professional development opportunities
- Goal: Employer of choice
- Comp & class study

QUESTIONS?

Urban Growth Boundary Expansions



Under Senate Bill 1537, cities can expand their UGBs if the area is in an **urban reserve areas** (URA), or upon **non-resource lands**.

The City of Ashland faces unique challenges in pursuing urban growth boundary (UGB) expansions due to its lack of designated URAs and adjacent county zoning as Resource Lands (EFU and FR).

	EXPAND UGB <50 acres	ADD URA <50 acres	EXPAND UGB >50 acres	ADD URA >50 acres
City of Ashland	Minor Amendment to Regional Plan	**Minor Amendment to Regional Plan**	Major Amendment to Regional Plan	Major Amendment to Regional Plan
	Need to apply to Jackson County	**Need to apply to Jackson County**	Need to apply to Jackson County	Need to apply to Jackson County
	Local & State Process equivalent to a Comprehensive Plan Amendment.	**Local & State Process equivalent to a Comprehensive Plan Amendment.**	Local & State Process equivalent to a Comprehensive Plan Amendment. Would require a supermajority vote of Technical (staff) & Policy (elected) Advisory Committees of six participating jurisdictions in a favorable recommendation to Board of Commissioners.	Local & State Process equivalent to a Comprehensive Plan Amendment. Would require a supermajority vote of Technical (staff) & Policy (elected) Advisory Committees of six participating jurisdictions in a favorable recommendation to Board of Commissioners.
	Would need to demonstrate land need, existing built density targets met in the city, analyze soil types, develop transportation plan, etc.	**Would need to complete analyze soil types and agricultural assessment, develop transportation plan, etc**	Would need to demonstrate land need & existing built density targets met in the city, analyze soil types, develop transportation plan, etc.	Would need to complete soil analysis, prepare transportation system plan, etc.
	Would require new Urban Growth Boundary Management Agreement with County	**Would require new Urban Reserve Management Agreement with County**	Would require new Urban Growth Boundary Management Agreement with County	Would require Urban Reserve Management Agreement with County



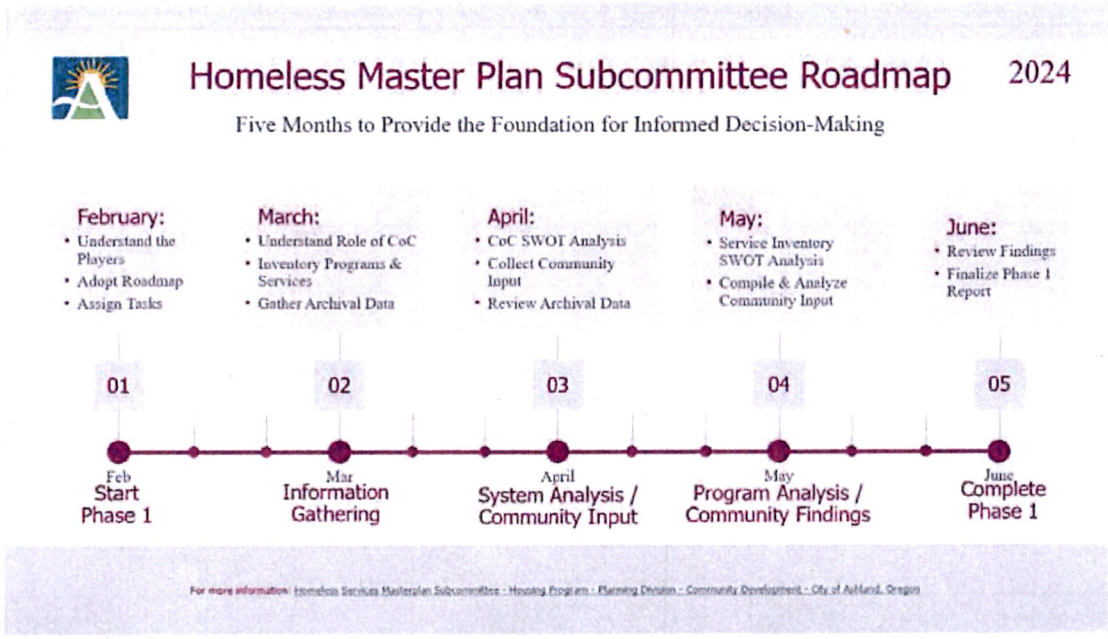
Homeless Services Masterplan Subcommittee Interim Report

April 1, 2024

Who We Are

The City received 15 applications from community members interested in engaging in this work. The Housing and Human Services Advisory Committee appointed 8 of those applicants to the subcommittee. The Subcommittee also includes three HHSAC members, one representative from APD, a Parks Commission member, and two Council liaisons.
Subcommittee members represent many different sectors of the community, who all bring unique, skills, experience, and perspectives to the process. The City is fortunate to have an amazing and talented group of people devoting their time, energy, and expertise to this work. Members include:

- Former SOU professors,
- Social service professionals,
- Parents,
- Individuals with law enforcement and criminal justice backgrounds,
- People with lived experience of homelessness,
- A health care provider,
- South Ashland residents,
- A law school student,
- A private consultant, and
- A small business owner.



Accomplishments thus far...

- Developed a collective understanding – or at least familiarity – with the players on the local, regional, state, and national level working to address homelessness.
- Commitments to inventory more than 80 local programs, ranging from small volunteer-run services to permanent supportive housing. The list could have been much longer, but it is focused on programs whose primary purpose is to serve people experiencing homelessness.
- The Subcommittee developed its plans to gather community input on the effects of homelessness in the community through the following:
    - Surveys and interviews with business owners and employees.
    - Outreach interviews with people experiencing homelessness.
    - Online surveying of front-line staff serving people experiencing homelessness.
    - Online surveying of school employees, and
    - Community outreach and online surveying of the general public.

ASHLAND CITY COUNCIL
MEETING MINUTES
Tuesday April 2, 2024

6 p.m. Regular Business Meeting*

I. **CALL TO ORDER**

Mayor Tonya Graham called the meeting to order at 6:00 pm.

1. Land Acknowledgement**

Councilor Hansen read the land acknowledgement.

II. **PLEDGE OF ALLEGIANC**

Mayor Graham led the pledge of allegiance.

III. **ROLL CALL**

Mayor Graham, Councilors Hyatt, Bloom, Dahle, Kaplan, DuQuenne and Hansen were present.

IV. **MAYOR'S/CHAIR OF THE COUNCIL ANNOUNCEMENTS/PROCLAMATIONS**

1. Arbor Day Proclamation

Mayor Graham read the proclamation into the record.

V. **APPROVAL OF MINUTES *****

1. Minutes of the March 18, 2024 – Study Session Meeting
2. Minutes of the March 19, 2024 - Business Meeting

Councilor Hyatt made a small correction to the March 19, 2024, minutes on page 10. The change was a value from $99,000 to $990,000.

Councilor Hyatt/Bloom m/s to approve the minutes with the change as presented.
Roll Call Vote: Councilors Hyatt, Bloom, Kaplan, DuQuenne, Dahle and Hansen, YES. Motion passed.

VI. **SPECIAL PRESENTATIONS**

VII. **CITY MANAGER REPORT**

Interim City Manager Sabrina Cotta provided an update to Council (see attached). She mentioned how Public Works and Finance were working on putting accurate information about the water treatment plant on the City's website. Work will soon begin on replacing the awnings around City Hall. The April 2024 newsletter had been released with the new City of Ashland website set to be unveiled at the end of May. She added that the City of Ashland has created accounts on Instagram and NextDoor to help with outreach. DuQuenne noted that manufactured part zoning was beginning to move forward.

VIII. **PUBLIC FORUM (15 minutes – Public input or comment on City business <u>not</u> included on the agenda)**

Roll Call Councilors Hyatt, Bloom, Kaplan, DuQuenne, Dahle, and Hansen, YES. Motion passed.

X. PUBLIC HEARINGS AND ORDINANCES

1. Second Reading - 3234 Ordinance & Resolution Telecommunications Updates for Small Wireless Facilities (5G)

Acting City Attorney Doug McGeary presented the sole change to the ordinance since the first reading. At 16.12.080 Section B Part 3 (A), it now states that "A copy of the mailing list will be sent to the City and to properties within 300 feet of the proposed facility."

Public Comment

Ivy Ross – Felt the Ordinance needed to be revised around the issue of fire safety. Wanted Council to use Andrew Campanelli's ordinance.

Kristi Chipowsky – Spoke to alleged health issues caused my EMF exposure. Wanted Ashland to be a safe haven from "dangerous and unnatural technology."

Daniel Helgerman – Urged the City to return to the "culture of care" and to respect the wishes of the people speaking.

Meredith Lowry - Wanted the City to utilize AFN as opposed to 5G ordinance.

Paul Mozina – Spoke against comments made by Councilor Dahle at the previous council meeting. Urged Council to use the ordinance provided by Andrew Campanelli.

Andre Branford – Spoke to the potential dangers of EMF radiation as well as the "smart city agenda."

Russell Witte – Appeared via Zoom – Spoke to his experience working with microwave radiation for over 20 years. He mentioned how thousands upon thousands of scientific, peer reviewed studies had been conducted all over the world that showed that 4G and 5G EMF bandwidth had generated zero health problems.

Rola Masri – Appeared via Zoom – Spoke about a ruling against the FCC about the harms of environmental radiation. Mentioned how the FCC had failed to follow up on that lawsuit. Suggested Ashland consider looking into liability issues around health effects of 5G.

Shady Rose- Voiced her disapproval of the 5G ordinance. Felt that the City was ignoring the people of Ashland. Sent a cease-and-desist notice to the City.

Sonia Nouick – Sent notice demanding a cease-and-desist notice against the City.

Larry Graves – Was concerned that the ordinance was being rushed through.

Derek Franklin – Demanded the City to do the right thing. Wanted a complete ban on 5G.

Vicki Simpson – Raised concerns about the potential number of 5G small cell facilities. Worried that 5G would affect pollinators.

Alan Rathsam – Wanted the City to hold another study session about the ordinance.

Rivers Brown -Suggested the City check its liability policies if it passes the ordinance. Implied he was willing to sue the City if the ordinance passes.

unexpectedly on property with no prior opportunity for the property owner to raise objections or describe adverse effects on the property.

Werner responded that it is true that there is no public notice for administrative review, although there is one present for discretionary review. She noted that there was a limited amount of time for the City to decide on applications and that the administrative review process was geared towards areas where a small cell installation would not be near someone's home. She also noted that those specific small cell installations would have an additional set of design guidelines that they must comply with. If a small cell facility was placed near a property owner, there would be a notice to surrounding properties under the blanket of discretionary review. She also noted that the City could not put a moratorium on small cell deployments and would open up the potential of a lawsuit. McGeary added that the City had created a process in order to give notice for meetings regarding discretionary review.

3. The inclusion of sidewalks and utility easements in the public right of way definitions is an issue because these features are found on or near most homes and dwellings. It's obvious that a wireless facility installation near a sidewalk is often near a home. Utility easements traditionally for electric/sewer/water lines present a more serious situation. A site developer also claims to be a public utility with authority to place a small wireless facility close to a home.

Warner responded that the reason for including sidewalks and public utility easements was because of pre-existing authority. If the City did not include those parts, it would mean that the design requirements would not be included within public utility easements, meaning an applicant could place small wireless facilities with very little oversight.

4. "Where as" statements in the draft ordinance are worded well to express the intent of the ordinance. An especially important additional statement needed to address the rollout of numerous small cell and 5g wireless facilities would be "intent of the City to limit of the number of these facilities by requiring strategic wireless facility placement and preventing redundant infrastructure."

Warner noted that the preamble really isn't part of the enforceable section of the ordinance. As such, it wasn't necessary to put language in there. She also highlighted how Federal law states that each provider has the opportunity to deploy facilities as needed. The City can't dictate the placement due to Federal laws. She noted that the least intrusive means and gap test was created for large towers and does not apply to small cell facilities.

5. The City's draft ordinance does not yet include provisions for Ashland Fire Safety. Legal ordinance text has been offered to Ashland by a lawyer named Susan Foster. The text is taken from what Carmel-By-The-Sea, CA has used and approved with their ordinance. Specifies professional engineering certifications to ensure small wireless facilities for fire safety. Cities have no legal restrictions on the extent of ordinance provisions to minimize fire risks from small wireless facilities, especially in a high-risk environment for fire.

Warner noted that all applicants must be able to demonstrate that their devices are safe. She also pointed out that the City's fire chief can hire consultants to review applications for fire safety at the applicant's cost. It also has the provisions that the applicant must maintain the

ordinance, but the importance was how the City reacts to this new form of telecommunication. She stated that she would not be supporting the ordinance because of the issues raised by the community. Kaplan thanked those who submitted public comments and acknowledged that the new ordinance is a major improvement over the current one. He saw no reason to stop forward progress. Hyatt recognized that 5G was a complex item and that she had been discussing this issue for almost four years. She appreciated the information sent in by the community. She saw the new ordinance as a way to offer a degree of protection for the City and its residents, as opposed to having no protection under the old ordinance.

Roll Call: Hansen, Dahle, Bloom, Kaplan, and Hyatt. YES. DuQuenne NO. Motion passed.

Graham voiced her disapproval of the FCC's delay in responding to Federal court rulings and that she would be in contact with the State's congressional delegation to find out the reason for the delay.

Councilor Dahle/Bloom m/s to approve RESOLUTUION NO. 2024-07: A RESOLUTION TO ESTABLISH DESIGN STANDARDS FOR SMALL WIRELESS FACILITIES IN THE RIGHTS-OF-WAY IN THE CITY OF ASHLAND

Discussion: No Discussion.

Roll Call: Hyatt, Bloom, Kaplan, Hansen, and Dahle YES. DuQuenne, NO. Motion passed.

Council took a recess from 8:24 to 8:30

1. Second Reading- Ordinance 3236 Establishing Human Resources Department

McGeary mentioned that there were no changes between the first and second reading of the ordinance.

Councilor Bloom/Hansen m/s to adopt ordinance #3236 Creating a Human Resources Department for the City of Ashland.

Discussion: Hansen said that establishing a human resource department was critical for an organization the size of the City. He wanted to ensure that the City would be a good employer of choice. Hyatt asked to verify the ordinance number, which McGeary responded was #3236.

Roll Call: Hansen, Hyatt, Bloom, Kaplan, DuQuenne, and Dahle YES. Motion passed.

2. Second Reading - 3233 Ordinance Amend Fire Prevention Code

Fire Marshall Mark Shay said that there were no changes between readings of the ordinance. Hansen asked if Shay could foresee how these changes would affect Ashland business owners? Shay responded that it would initially affect owners by way of time commitments for inspections as well as potential fees for code violations. He noted that the process would be both financially stable and maintain safety. Dahle noted that the City was open to risk and liability if the changes are not approved.

asked about the5-to-10 tons per acre and if it considers microclimates. Chambers responded that the 5-to-10 acre number was a broad number and that the microclimates had already been accounted for via Lomakatsi's tree marking endeavor. He also noted that any trees that would be left would mostly be small, although certain large trees would remain within marked areas in order to help maintain soil health. Graham asked if it was possible to mark the trees differently with the focus on coarse wood. Chambers responded that it would be extremely difficult, expensive, and time-consuming. He added that the City had a large amount of coarse wood that would be present over the next few years because of predicted tree die-off. Graham asked if water quality issues via runoff after logging would be monitored. Chambers responded that there would be no change since all the logging would happen below the Reeder Reservoir. Chambers also noted that most of the soil concerns raised by Navickas happened during mass events such as landslides, while surface erosion only happened around roads and road cuts. He specified that there had not been any issues of surface erosion that had been detected on any of the previous forestry operations.

Councilor Hanse/Bloom m/s that the City Council, approve an additional $340,616.12 expenditure toward the Ashland Forestland Climate Adaptation Project, of which $188,260 will be allocated from existing City funds.

Discussion: Hansen spoke about how the removal of dead and decaying trees was a high priority for fire management. He also wanted the people to respect trail closures to ensure safe working conditions for those involved. Bloom appreciated the work Chambers, Berry and Council had put in and was happy to see the results of their work. Kaplan felt it was a tough issue because of the risks. He wanted the City to have more time to discuss things but understood that it was an issue that needed to be resolved immediately.

Roll Call: DuQuenne, Hansen, Dahle, Bloom, Kaplan, and Hyatt. YES. Motion passed.

XII. RESOLUTIONS AND CONTRACTS

1. Parking Management Contract

Council moved the item up due to time constraints. Cotta provided a short recap on the process for which the City selected its parking management company. Public Works director Scott Fleury provided a more detailed review on the parking RFP process, noted that Laz Parking already had a local presence and that the contract would be up to five years. Hyatt wanted to make sure that there was a set fee for the contract and there were no quotas or incentives for issuance of tickets. Fleury responded that the contract is solely to manage parking per the municipal code. Dahle spoke about revenue trends and asked why there had been a jump in revenue from parking enforcement. Fleury responded that during the early parts of the pandemic, enforcement was minimal. As things changed, their enforcement returned to normal levels, causing an uptick.

Councilor Hyatt/ Kaplan m/s the local contracting board to find that the proper contracting procedure was followed in the procurement of this contract, and further move that the City enter into a goods and services contract with LAZ Parking Services.

XIV. **ADJOURNMENT OF BUSINESS MEETING**

Meeting adjourned at 9:35 pm.

Respectfully Submitted by:

City Recorder Alissa Kolodzinski

Attest:

Mayor Tonya Graham

City Manager's Report

HUMAN RESOURCES:

- HR will be at the **Southern Oregon University Career Fair on April 10, 2024**, along with the Fire Department.
- HR and multiple City departments will be at the **Careers in Gear 2024** fair in Central Point. Careers in Gear is hosted by Rogue Workforce Partnership and will be happening on **April 25** at the Jackson County Expo. This is a one-of-a-kind annual career expo and job fair for youth in the Rogue Valley with over 150 employers represented and over 2,000 high school students attending this year. We are highlighting some of our exciting careers with participation from GIS, Finance, Building, Public Works, Police and Fire!

PARKS & RECREATION:

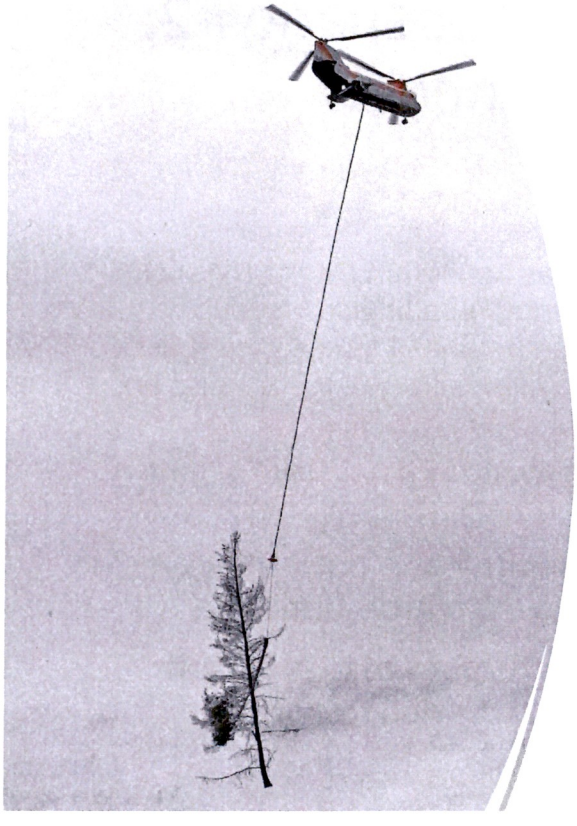
- Oak Knoll Golf Course had a $10,000+ weekend this March. Staff has received consistent positive feedback on the state of the greens.
- APRC is applying for two Oregon Parks and Recreation Department Grants, each for $1M. One is to rehabilitate the eight tennis courts at Hunter Park. The other is to build Phase One of the East Main Park, including the Pump Track and Skills Park. Both projects have received an outpouring of community support.
- APRC has hired five new staff members in the last six months, including Parks Superintendent, Executive Assistant, Senior Administrative Analyst, Parks Tech I (two positions), and is currently interviewing for an Office Assistant II position to support the Recreation Division.
- Express Employment Professionals have posted announcements for Lifeguard, Swim Instructor and Customer Service Specialist positions to staff the Daniel Meyer Memorial Pool.
- The Ashland Rotary Centennial Ice Rink is officially closed for the 2023-2024 season.

WHAT'S COMING UP? Free classes in March through Ashland Parks and Recreation – more at ashland.or.us/Register

- **Arbor Day Tree Planting** on Friday, April 26, 10 a.m. at N MT Park
- **Rogue Valley Bike Swap** on Saturday, April 27 from 12 to 2:30 p.m. at The Grove – **RTVT.org/bikeswap**
- **Japanese Garden Tour... a guided walk for seniors and friends** on Monday, April 29, 1 to 3 p.m. Register by calling 541.488.5342.

“Pile and Burn” Budget Explanation Scenario #1: Helicopter Tree Removal Sequence

1. A tree cutter cuts a marked tree along a trail. One cut is made and he moves on. One tree, one person, one “touch”.
2. The tree is blocking the trail. The helicopter removes the entire tree to the landing where it’s processed by machine, called whole tree yarding. Limbs and tops are dealt with by machine and either burned or chipped centrally.
3. This cost is all included in the helicopter pricing package.
4. In this scenario, nearly half the cost is recouped by selling the merchantable portion of each tree.
5. Minimal piling and burning of broken branches in the forest is covered by Lomakatsi grant.



Whole tree yarding removes trunk, branches and top to a centralized landing.



More Option #3 trade-offs

- Concentrated slash burning at the landing allows for efficient use of machinery and one efficient burn pile that will minimize smoke. It also leaves the option of chipping material if possible and affordable.
- Distributed burn piles in the forest (over 1000 piles, Option #3) are small and inefficient, producing much more smoke with no option to chip any of it.
- Larger machines handling large volumes of wood via Options #1 and #2 is more efficient than hundreds of chainsaw two-cycle engine hours.
- More burn piles in the forest over the summer (Option #3) equals more fire risk to the community vs. removing the fuels and dealing with it before fire season this year (Options #1 and #2). Burn piles could stay for up to two years, depending on burn windows.
- Smaller green trees still need to be thinned in Option #3 even if no helicopter was used in the project.
- Trails are closed for a longer period in Option #3

Council Business Meeting

April 16, 2024

Agenda Item	Resolution No 2024-11 Annual renewal of the City's Franchise Agreement with Recology Ashland dated 2013, and the 2024 Recology Ashland Solid Waste and Recycling Service Rate Adjustment and to repeal Resolution No. 2023-04.	
From	Douglas McGeary / Carmel S. Zahran	Ashland Legal Department
Contact	carmel.zahran@ashland.or.us	
Item Type	Requested by Council ☐ Update ☒ Request for Direction ☐ Presentation ☐	

SUMMARY

This year, there are two key considerations regarding the Franchise Agreement with Recology Ashland. Firstly, in accordance with the existing Agreement granted in 2013, which outlines a ten-year term with automatic annual renewal for seven years unless terminated by either party, the proposed Resolution aims to extend this arrangement for another seven years, subject to the terms of the Agreement. Secondly, as stipulated in the Franchise Agreement, adjustments to solid waste management service rates are made annually by City Council resolution, based on the Consumer Price Index (CPI). Recology Ashland has requested a rate increase of 3.8% based on the CPI for 2023. If approved, this increase would take effect on April 1, 2024, affecting all customer categories. For the average residential customer, this adjustment translates to a monthly increase of $0.91 (ninety-one cents).

BACKGROUND AND ADDITIONAL INFORMATION

Section 5.3 Franchise Term of the Agreement provides:

> "A franchise to provide solid waste management and collection services shall be granted for a period of ten (I 0) years, beginning December 1, 2013 with subsequent seven year terms renewing annually, unless prior notice of request to terminate is submitted by either the City or the Franchisee a minimum of 90 days prior to the renewal date."

Neither the City nor Franchisee, Recology Ashland, has provided notice of request to terminate the Agreement by December 1, 2023, nor has there been any expectation of doing so given the parties' satisfaction with the performance of this Agreement.

A component of the current Franchise Agreement with Recology Ashland is a rate adjustment methodology intended to provide Recology with an annual operating margin range of between eight percent (8%) and twelve percent (12%). Pursuant to the Franchise Agreement, the mandated rate adjustment is to be equal to "the percentage change in the January to January Consumer Price Index for All Urban Consumers (CPI-U) but not to exceed the twelve percent operating margin cap." (See page Section 5.8 on page 15 of the attached Franchise Agreement.)

FISCAL IMPACTS

This has no direct fiscal impacts to the City. The adjustment amounts to an increase of $0.91 (ninety-one cents) per month for the typical residential customer. Rate adjustments are allowable under the current franchise agreement and A.M.C code.

STAFF RECOMMENDATION

Staff recommends approval of Resolution No. 2024-11 related to the renewal of the Franchise Agreement according to the terms of the Agreement. Furthermore, the Staff recommends approval of the Resolution with respect to the 2024 Recology Ashland Solid Waste and Recycling Service Rate Adjustment. This rate adjustment is consistent with the process and calculation prescribed in the Franchise Agreement.

ACTIONS AND POTENTIAL MOTIONS

I move to approve Resolution No. 2024-11 relating to the annual renewal of the City's Franchise Agreement with Recology Ashland dated 2013, and the 2024 Recology Ashland Solid Waste and Recycling Service Rate Adjustment and to repeal Resolution No. 2023-04.

REFERENCES AND ATTACHMENTS

Attachment No. 1: Resolution No. 2024-11
Attachment No. 2: Recology Rate Adjustment Request Letter
Attachment No. 3: Franchise Agreement with Recology (Ordinance No. 3090)
Attachment No. 4: CPI Rate

RESOLUTION NO. 2024-11

A RESOLUTION RELATING TO SOLID WASTE MANAGEMENT SERVICE RATES AND REPEALING RESOLUTION NO. 2023-04

RECITALS:

A. The Franchise Agreement for Solid Waste Management and Collection Services was adopted by the City Council as Ordinance No. 3090 in 2013 and the associated Administrative Operations Standards and Rules most recently adopted by Resolution No. 2014-23 (the "Agreement");

B. Section 5.3 Franchise Term of the Agreement provides:

> "A franchise to provide solid waste management and collection services shall be granted for a period of ten (l 0) years, beginning December 1, 2013 with subsequent seven year terms renewing annually, unless prior notice of request to terminate is submitted by either the City or the Franchisee a minimum of 90 days prior to the renewal date;"

C. Neither the City nor Franchisee, Recology Ashland, has provided notice of request to terminate the Agreement by December 1, 2023;

D. The Agreement provides a methodology for annual service rates and fees adjustments for solid waste management and collection; and

E. The City concurs with the documentation provided by Recology Ashland (Franchisee) that the service rates modification provisions of Ordinance No. 3090 and Resolution No. 2014-23 mandate the approval of a service rate increase of 3.8% based on the Consumer Price Index for All Urban Consumers, as determined by the U.S. Bureau of Labor Statistics.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ASHLAND, OREGON, RESOLVES AS FOLLOWS:

SECTION 1. Having not been terminated, the Franchise Agreement term continues as of December 1, 2023, and the Agreement is to remain in effect for an additional seven-year term to be renewed annually, unless prior notice of request to terminate is submitted by either the City or the Franchisee a minimum of 90 days prior to the renewal date.

SECTION 2. Solid Waste Management Service rates and fees are hereby increased by 3.8% as detailed in the rate table attached hereto as "Exhibit A" and incorporated herein by this reference.

SECTION 2: Resolution No 2023-04 is hereby repealed in its entirety.

SECTION 3. This Resolution, 2024-11, is effective April 1, 2024.

Adopted by the City Council this _____ day of _____, 2024.

ATTEST:

_____
Alissa Kolodzinski, City Recorder

SIGNED and APPROVED this _____ day of _____, 2024.

_____
Tonya Graham, Mayor

Reviewed as to form:

_____
Carmel Zahran, Assistant City Attorney

Recology
Ashland
WASTE ZERO

Sabrina Cotta, Interim/Deputy City Manager
City of Ashland
20 East Main Street
Ashland, OR 97520

March 13, 2024

Dear Sabrina:

Pursuant to Ashland Municipal Code 9.50.050, Section H.2, we are formally submitting our annual request for a CPI based rate increase of 3.8%, to be applied equally across all rate structures. This adjustment is based on the Consumer Price Index—All Urban Consumers—All Items—Pacific Division, West Region (CPI-U), published in January. A copy of the index, along with our accompanying financial statement and projections for 2024, is enclosed with this letter.

The CPI increase has an effective date April 1, 2024. This adjustment amounts to an increase of $0.91 (ninety-one cents) per month for the typical residential customer. The following haven't been adjusted and remain the same, consistent with prior years: Restart Fee, Cart re-delivery fee, Go Back fee and Recycle Center Surcharge

Please let me know if you have any questions and we look forward to April 15 presenting an update to the city council.

Sincerely,

Gary Blake

Gary Blake, General Manager

Exhibit A

Recology Ashland
City of Ashland Rates
Effective April 1, 2024 [CPI = 3.8%]

Residential Rates	April 1, 2024
32 Gallon Cart	$ 24.90
Add'l 32 Gallon Trash Cart	$ 28.38
32 Gallon Bear Cart	$ 31.36
64 Gallon Cart	$ 51.98
64 Gallon Bear Cart	$ 58.44
96 Gallon Cart	$ 79.05
32 Gallon Trash On-Call per Setout	$ 11.32
96 Gallon Green Waste Cart	$ 9.56
Additional Green Waste Cart	$ 2.72
32 Gallon Recycle Only Cart	$ 6.82
64 Gallon Recycle Only Cart	$ 6.82
96 Gallon Recycle Only Cart	$ 8.17
Recycling On-Call per Setout	$ 5.41
Additional Recycling Cart	$ 2.72
Not on Service 1st Can	$ 18.47
Additional No-Service Can	$ 8.21
Extra - 1 Can/Large Bag Each	$ 8.21
Extra - 1 Small Bag Each	$ 4.10
Extra Service - Green Waste Cart	$ 6.00

Go-in Rates	
Off curb up to 40 Yards	$ 8.17
40 yards to 1/2 mile	$ 21.97
1/2 Mile to 1 Mile	$ 43.92
Beyond 1 Mile	$ 73.12

Commercial Cart Rates	April 1, 2024
32 Gallon 1 x Week	$ 24.90
32 Gallon 2 x Week	$ 51.98
32 Gallon 3 x Week	$ 79.05
32 Gallon 4 x Week	$ 106.16
32 Gallon 5 x Week	$ 133.23
32 Gallon 6 x Week	$ 160.30
64 Gallon 1 x Week	$ 51.98
64 Gallon 2 x Week	$ 106.16
64 Gallon 3 x Week	$ 160.30
64 Gallon 4 x Week	$ 214.45
64 Gallon 5 x Week	$ 268.62
64 Gallon 6 x Week	$ 322.77
96 Gallon 1 x Week	$ 79.05
96 Gallon 2 x Week	$ 160.30
96 Gallon 3 x Week	$ 241.53
96 Gallon 4 x Week	$ 322.77
96 Gallon 5 x Week	$ 404.00
96 Gallon 6 x Week	$ 485.23
32 Gallon Commerical Organics Cart	$ 9.56
96 Gallon Green Waste Cart	$ 9.56
32 Gallon Recycle Only Cart 1 x Week	$ 6.82
32 Gallon Recycle Only Cart 2 x Week	$ 13.64
32 Gallon Recycle Only Cart 3 x Week	$ 20.46
64 Gallon Recycle Only Cart 1 x Week	$ 6.82
64 Gallon Recycle Only Cart 2 x Week	$ 13.64
64 Gallon Recycle Only Cart 3 x Week	$ 20.46
96 Gallon Recycle Only Cart 1 x Week	$ 8.17
96 Gallon Recycle Only Cart 2 x Week	$ 16.37
96 Gallon Recycle Only Cart 3 x Week	$ 24.55

Container Rates	April 1, 2024
1 Yard 1 x Week	$ 136.24
1 Yard 2 x Week	$ 238.80
1 Yard 3 x Week	$ 342.20
1 Yard 4 x Week	$ 444.35
1 Yard 5 x Week	$ 546.28
1 Yard 6 x Week	$ 647.40
1.5 Yard 1 x Week	$ 177.80
1.5 Yard 2 x Week	$ 309.16
1.5 Yard 3 x Week	$ 441.55
1.5 Yard 4 x Week	$ 576.10
1.5 Yard 5 x Week	$ 702.98
1.5 Yard 6 x Week	$ 832.53
2 Yard 1 x Week	$ 222.05
2 Yard 2 x Week	$ 387.92
2 Yard 3 x Week	$ 574.93
2 Yard 4 x Week	$ 709.19
2 Yard 5 x Week	$ 870.35
2 Yard 6 x Week	$ 1,030.13
3 Yard 1 x Week	$ 303.32
3 Yard 2 x Week	$ 565.07
3 Yard 3 x Week	$ 741.90
3 Yard 4 x Week	$ 959.51
3 Yard 5 x Week	$ 1,176.70
3 Yard 6 x Week	$ 1,392.20
4 Yard 1 x Week	$ 386.66
4 Yard 2 x Week	$ 662.95
4 Yard 3 x Week	$ 941.35
4 Yard 4 x Week	$ 1,216.61
4 Yard 5 x Week	$ 1,491.33
4 Yard 6 x Week	$ 1,763.95
5 Yard 1 x Week	$ 472.60
5 Yard 2 x Week	$ 808.70
5 Yard 3 x Week	$ 1,147.42
5 Yard 4 x Week	$ 1,482.20
5 Yard 5 x Week	$ 1,816.31
5 Yard 6 x Week	$ 2,147.80
6 Yard 1 x Week	$ 561.80
6 Yard 2 x Week	$ 960.12
6 Yard 3 x Week	$ 1,361.71
6 Yard 4 x Week	$ 1,758.38
6 Yard 5 x Week	$ 2,154.24
6 Yard 6 x Week	$ 2,546.83

Extra Service 1 Yard Container	$ 45.49
Extra Service 1.5 Yard Container	$ 49.89
Extra Service 2 Yard Container	$ 62.95
Extra Service 3 Yard Container	$ 119.31
Extra Service 4 Yard Container	$ 159.08
Extra Service 5 Yard Container	$ 198.85
Extra Service 6 Yard Container	$ 238.34

2 - 96 Gallon Carts Equal to 1 Yard Container	$ 136.24
3 - 96 Gallon Carts Equal to 1.5 Yard Container	$ 177.80
4 - 96 Gallon Carts Equal to 2 Yard Container	$ 222.05

Debris Box Rates	April 1, 2024
7 Yard per Load	$ 224.12
10 Yard per Load	$ 278.46
25 Yard per Load	$ 466.72
40 Yard per Load	$ 746.63
DB Haul Fee 10yd (non-trash)*	$ 153.99
DB Haul Fee 25yd (non-trash)*	$ 283.30
*fee may be reduced depending on value of commodity	
Daily Rent <1 Year	$ 19.13
Monthly Rent 10yd box (> 1 year)	$ 106.74
Monthly Rent 25yd box (> 1 year)	$ 142.32
DB Direct Haul to landfill - haul fee only. Disposal extra	$ 308.29

Compactor per Pickup Rates	April 1, 2024
1 Yard per Load	$ 44.16
2 Yard per Load	$ 88.29
3 Yard per Load	$ 132.43
4 Yard per Load	$ 176.57
8 Yard per Load	$ 353.13
15 Yard per Load	$ 529.13
20 Yard per Load	$ 653.90
25 Yard per Load	$ 778.70
30 Yard per Load	$ 903.53

Medical Waste Rates	April 1, 2024
1 Gallon Medical Waste	$ 31.37
2 Gallon Medical Waste	$ 38.19
15 Gallon Medical Waste	$ 40.92
34 Gallon Medical Waste	$ 75.04

Fees & Other Charges	April 1, 2024
Restart Fee (after suspend)	$ 15.00
Cart re-delivery fee	$ 20.00
Go Back Fee	$ 20.00
Bulky Item pickup first two items each (plus disposal)	$ 19.14
Bulky Item pickup greater than two items each (plus disp.)	$ 9.56
Standing Time Fee per minute	$ 3.08
Recycle Center Surcharge	$ 1.60

ORDINANCE NO. 3090

AN ORDINANCE CREATING A FRANCHISE AGREEMENT FOR SOLID WASTE MANAGEMENT & COLLECTION WITHIN THE CITY OF ASHLAND AND REPEALING ORDINANCES 2829and 2582 RELATING TO PREVIOUS SOLID WASTE FRANCHISE AGREEMENTS AND TERMS

WHEREAS, Oregon Revised Statutes Chapter 459 grants the City the authority to regulate solid waste collection and mandates the development of a recycling program; and

WHEREAS, the City desires to insure efficient and comprehensive materials waste management and collection services are available to all residents, businesses and organizations in the City

THE PEOPLE OF THE CITY OF ASHLAND DO ORDAIN AS FOLLOWS:

SECTION 1: Title. This ordinance shall be titled and referred to as the "Solid Waste Management Franchise Ordinance".

SECTION 2: Purpose. It is the policy and purpose of the City of Ashland to protect the health, safety and welfare of the citizens and physical environment of Ashland through the regulation of solid waste management. This regulation will:

a) Insure safe, economical, efficient and comprehensive solid waste management services (SWMS) as further defined in this Ordinance;

b) Assist the community in reaching and surpassing recycling and waste diversion rates of the Jackson County waste shed;

c) Insure fair and equitable service rates and charges across all customer classes to achieve safe and efficient collection, transportation and recover of solid waste, recyclables and compostable materials;

d) Meet or exceed all applicable Oregon Revised Statutes (ORS) 459 regulations relating to Solid Waste Management prescribed to local jurisdictions and their authorized franchisee; and

e) Insure consistent and responsive service and communication with citizens regarding solid waste management operations, education and requirements including waste prevention, product life cycle impacts, waste diversion opportunities, recycling best practices and standards and general waste shed stewardship.

SECTION 3: Scope. Services defined, regulated and authorized in this ordinance are applicable only within the city limits of the City of Ashland and all future urban growth boundary annexations occurring during the term of this ordinance.

SECTION 4: Definitions. Except where the context clearly indicates a different meaning, or where a term is defined below, definitions contained within ORS 459.005 at the time of adoption or as further amended in the future, and regulations promulgated under state law are applicable to this ordinance.

Administrative Operations Standards and Rules

All standards and rules approved by resolution of Council defining specific operating rules and procedures that support and insure compliance with this Ordinance.

Affiliated Company

Any company which shares expenses and/or revenues with the Franchisee with respect to the services under this Franchise and is: 1) the parent company (corporation, partnership or limited liability company) of Franchisee; or, 2) any subsidiary of such parent company; or, 3) any company of which thirty percent (30%) or more of the common stock or control is owned or controlled by Franchisee; or Franchisee's share holders; Examples of such shared costs include, but are not limited to: labor, equipment, vehicles, insurance, or administrative costs.

Allowable Expenses

Those expenses incurred by Franchisee in the performance of this Franchise that are allowed by the City as reimbursable by the ratepayer as enumerated below. Allowable Expenses are allowable only to the extent that such expenses are known and measurable, calculated according to Generally Accepted Accounting Principles (GAAP) on an accrual basis, and comply with the cost allocation methodology contained within this ordinance to the Franchisee's operations within the City, do not exceed the fair market value of comparable goods or services, and are commercially reasonable and prudently incurred by the Franchisee solely in the course of performing its obligations under the Franchise. Allowable expenses shall include but not be limited to the following:

a. The costs of complying with all laws, regulations or orders applicable to the obligations Franchisees under federal, state or local law, including this ordinance, as well as costs for financial reporting, accounting and regulatory processes associated with or required by this franchise or under law; as now or hereafter amended;
b. Disposal costs;
c. Labor costs, including operational and supervisory labor, payroll taxes, workers' compensation, and benefits, as well as third party transportation costs;
d. Vehicle and equipment expenses, including vehicle registration fees, motor fuel, oil, tires, rental charges and/or operating lease payments and repairs and maintenance;
e. Expenses of maintaining other capital assets, including rental charges and/or operating lease payments and repair and maintenance, to include container maintenance and repair costs;
f. Performance bonds and insurance in at least the amounts and coverage's required by the City;

g. All administrative and management costs and expenses reasonably allocated for the services required under this Franchise, including, but not limited to compensation, management fees, and benefits for officers and employees, payroll taxes, data processing, billing, equipment or facility rental or lease costs, supplies, finance and accounting, administration, human resource and labor management, rate analysis, and regulatory compliance;
h. Utilities;
i. Training, worker safety and employee development expenses;
j. Promotion and public education costs;
k. Depreciation and amortization of capital assets, including any necessary stand-by or back-up equipment used on a regular and ongoing basis in the provision of services under this Franchise over standardized economic useful lives of the various assets;
l. Outside professional fees and costs, limited to two percentage points of revenue, unless an extraordinary circumstance exists;
m. Interest expense, other than interest paid with respect to route or Franchise acquisition, that is not in excess of market rates ordinarily charged for the various types of financing required for purchases or leases;
n. All surcharges, taxes or fees, other than state or federal income taxes or franchise fees, which are imposed upon the Franchisee or levied by federal, state or local government in connection with Franchisee's provision of collection services under this Franchise;
o. Direct write-off charges for bad debts; and
p. Franchise fees assessed by the City.

Allowable expenses as defined above shall be reasonable if they are comparable with the expenses incurred by similarly situated solid waste and recycling collection companies on the West Coast of the United States.

Automated Collection System

A type of collection system that utilizes standardized roll carts and mechanically assisted collection equipment designed to minimize direct human handling of customer waste set out for collection.

Bulky Wastes

Large items of solid waste such as appliances, furniture large auto parts, trees, branches greater than four inches in diameter and 36 inches in length, stumps and other oversized wastes whose large size precludes or complicates their handling by normal collection, processing or disposal methods.

City

The existing city limits and future annexations of the City of Ashland, OR.

City Council or Council

The City Council of the City of Ashland.

Commercial

Stores; offices, including manufacturing and industrial offices; restaurants; warehouses; schools; colleges, universities; hospitals; and other non-manufacturing entities; manufacturing entities, but not including multifamily or residential condominium complexes.

Container

A receptacle used to store solid waste or recyclable materials that is designed for on-site unloading into a closed-bodied collection vehicle in which the contents of the receptacle are mixed with the contents of other similar receptacles.

Construction and demolition debris

Used or discarded construction materials removed from a premise during construction, demolition or renovation of a structure.

Cost Allocation

The following allocation methodology shall be used to determine expenses attributable to services rendered for City of Ashland solid waste management services franchise operations.

1) Residential and commercial labor hours
   The Franchisee will perform two annual surveys to estimate the time spent in each jurisdiction by residential and commercial route. Total annual hours will be estimated by jurisdiction for residential and commercial routes based on the two annual surveys. The annual total hours will be used to allocate labor and benefits, fuel, oil, maintenance, vehicle and container leases, vehicle licenses, and route costs by jurisdiction for residential and commercial services.

2) Debris box labor hours
   The Franchisee will estimate the average time spent per load by jurisdiction. This average will be applied to the actual annual load count by jurisdiction to calculate an annual total for each jurisdiction. The annual total hours will be used to allocate labor and benefits, fuel, oil, maintenance, vehicle and debris box leases, vehicle licenses, and route costs by jurisdiction for debris box.

3) Yardage
   Yardage by jurisdiction will be estimated by subscribed volumes for residential and commercial services and by box size for debris box service. This yardage will be used to allocate disposal costs by jurisdiction.

4) Residential and commercial weekly lifts
   The Franchisee will use two surveys to estimate the number of weekly services by jurisdiction. This measure will be used to allocate all other costs by jurisdiction.

5) Direct cost
   Franchise fees and other costs directly related to a specific jurisdiction will be applied to the appropriate jurisdiction.

Curbside/Roadside

A location within three (3) feet of public right-of-way. This does not allow the garbage or recycling receptacle to be placed on the inside of a fence or enclosure even if the receptacle is within three (3) feet of said road or roads. For residences on "Flag Lots", private roads or driveways, "Curbside/Roadside" shall be the point where the private road or driveway intersects a City Road, Public Access Road, State Road or Federal Road.

Customer

Individuals, groups, businesses, corporations or other recognized entity receiving solid waste management services from the franchisee within the City of Ashland.

Customer Classification

List and definition of the different groupings utilized for rate making; i.e. residential, commercial, municipal, etc.

Depot

A facility for transferring containerized solid waste, recyclable materials or yard debris from one mode of transportation to another. The term also refers to a place for receiving source-separated recyclable materials.

Disabled Customer

A subscription customer in which all adult household members possess a DMV issued handicapped parking sticker/placard.

Disposal Site

Land and facilities used for the disposal, handling or transfer of, or resource recovery from solid wastes, including but not limited to dumps, landfills, sludge lagoons, sludge treatment facilities, disposal sites for septic tank pumping or cesspool cleaning service, transfer stations, resource recovery facilities, incinerators for solid waste delivered by the public or by a solid waste collection service, composting plants and land and facilities previously used for solid waste disposal at a land disposal site; Disposal site does not include the following: a facility authorized by a permit issued under ORS 466.005 to 466.385 to store, treat or dispose of both hazardous waste and solid waste; a facility subject to permit requirements of ORS 468B.050 or 468B.053; a landfill site which is used by the owner or person in control of the premises to dispose of soil, rock, concrete or other similar non decomposable material, unless the site is used by the public either directly or through a solid waste collection service; or a site operated by a wrecker issued a certificate under ORS 822.110.

Drop Box

A single receptacle used to store solid waste or recyclable materials that is designed to be removed from the generator's site on the back of a roll-off truck for unloading at a disposal site, material recovery facility, or other storage or processing facility. The contents of the receptacle are not mixed with the contents of other similar receptacles until delivery to a Disposal Site.

Force majeure

Acts of god, fire, landslides, lightening, storms, floods, freezing, earthquakes, epidemics, volcanic eruptions, public riots, civil disturbances, acts of the public enemy, wars, blockades, embargoes, or acts of civil or military authority, breakage, explosions or accident to machines or other materials, pipelines or materials, governmental restraint, unavailability of a disposal site and any other event which could not with reasonable diligence be controlled or prevented by the party affected by the event.

Franchise

A contract with the City allowing the use of public right-of-way to collect and transport solid waste.

Franchisee

A person, persons, business or corporation who has been granted a franchise to operate within the City of Ashland pursuant to this Ordinance.

Generator

A person, who by virtue of ownership, management or control, is responsible for causing or allowing to be caused the creation of Solid Waste or Recyclable Materials..

Gross Revenue

"Gross Revenue" for any period shall mean:

1) Gross accrual-based billings by the Franchisee to customers for services provided under this Franchise;
2) The allocated gain on the sale of fixed assets, the depreciation or amortization from which, was an Allowable Expense under the terms of this Ordinance, and refunds, sales proceeds or other reimbursements for any other expense that was an Allowable Expense under this Ordinance, and
3) The accrual-based proceeds from the sales of recycled material collected within the Franchise.

Hazardous Waste

Solid Waste or Waste that may, by itself or in combination with other waste, be explosive, poisonous, caustic or toxic, or otherwise dangerous or injurious to human, plant or animal life, as defined by ORS 466.005.

Household Hazardous Waste

Any discarded useless or unwanted chemical, material, substance, or product that is or may be hazardous or toxic to the public or the environment and is commonly used in or around households. Household hazardous waste includes, but is not limited to, some cleaners, solvents, pesticides, and automotive and paint products.

Infectious Waste

Infectious waste mean biological waste, cultures and stocks, pathological waste, and sharps, as defined in ORS 459.386

Multifamily

Any multi-dwelling building or group of buildings that (a) contain(s) five (5) or more dwelling units on a single lot, such as apartments, condominiums, and mobile home parks and (b) receives services on a per lot or per building basis, as opposed to a per unit basis. Multifamily complex also includes certified or licensed residential care housing, such as adult foster care homes, and group homes. Multifamily accounts are determined to be a residential waste stream.

Material Recovery

Any process of obtaining from solid waste, by pre-segregation or otherwise, materials that still have useful physical or chemical properties and can be reused or recycled for some purpose.

Material Recovery Facility

A solid waste management facility that separates or stores materials for the purposes of recycling from incoming, non-putrescible solid waste by using manual and/or mechanical methods. It also means a facility that primarily accepts previously separated recyclables.

Operating Margin

Gross revenues minus allowable expenses within a given period.

Organic Waste

Materials that can be biologically synthesized by plants or animals from simpler substances, are no longer suited for their intended purpose, and are readily broken down by biological processes into soil constituents. Examples include, but are not limited to, food waste, yard debris, contaminated paper, and putrescible materials that are generally a source of food for bacteria.

Putrescible Waste

Solid waste containing organic material that can be rapidly decomposed by microorganisms, and which may give rise to foul smelling, offensive products during such decomposition or which is capable of attracting or providing food for birds and potential disease vectors such as rodents and flies.

Receptacle

A can, cart, container, drop box, compactor or recycling bin or any other means of containment of Solid Waste or Waste or Recyclable Materials.

Recyclable Material, Recyclable, Recyclables

Material that has or retains useful physical, chemical, or biological properties after serving its original purpose(s) or function(s), and is separated from solid waste by the generator or at a material recovery facility.

Recycling

Any process by which waste materials are transformed into new products in such a manner that the original products may lose their identity.

Residence, Residential

Any dwelling unit where at least 50 percent of the use of the entire building is for home use.

Self-Haul

Collection and transportation of solid waste from a commercial, multifamily, or residential entity by the generator, owner or occupant of the property, rather than by a third party hired to perform this function.

Senior Discount Rate

A discounted collection rate provided to customers that meet the discounted utility rate provision of resolution 92-22 or future related amendments.

Solid Waste or Waste

The terms "solid waste" and "waste" are interchangeable. Solid waste shall include all putrescible and non-putrescible waste, including but not limited to, garbage; compost; organic waste; yard debris; brush and branches; land clearing debris; sewer sludge; residential, commercial and industrial building demolition or construction waste; discarded residential, commercial and industrial appliances, equipment and furniture; discarded, inoperable or abandoned vehicles or vehicle parts and vehicle tires; manure; feces; vegetable or animal solid and semi-solid waste and dead animals; and infectious waste. Waste shall mean useless, unwanted or discarded materials. The fact that materials, which would otherwise come within the definition of Solid Waste, may, from time to time, have value and thus be utilized shall not remove them from the definition. The terms Solid Waste or Waste do not include:

1) Recyclable materials or yard debris separated from solid waste and properly prepared for collection;
2) Hazardous wastes as defined in ORS 466.005;
3) Materials used for fertilizer or for other productive purposes on land in agricultural operations in the growing and harvesting of crops or the raising of fowl or animals;
4) Septic tank and cesspool pumping or chemical toilet waste;
5) Source separated, principal recyclable materials as defined in ORS 459A and the Rules promulgated there under and under this Ordinance, which have been purchased or exchanged for fair market value, unless the City declares a site of uncollected principal recyclable materials to be public nuisance;
6) Applications of industrial sludge or industrial waste by-products authorized through a Land Use Compatibility Statement or Management Plan approval and that have been applied to agricultural lands according to accepted agronomic practices or accepted method approved by the Land Use Compatibility Statement or Management Plan, but not to exceed 100 dry tons per acre annually; and
7) Stabilized municipal sewage sludge applied for accepted beneficial uses on land in agricultural, non-agricultural, or silvicultural operations. Sludge-derived products applied for beneficial uses on land in landscaping projects.

Solid Waste Management and Collection Services

Prevention, reduction, management of the storage, collection, transportation, treatment, utilization, processing and final disposal of solid waste; or recycling, reuse and material recovery from solid waste; and facilities necessary or convenient to such activities.

Source Separated Materials

Recyclable materials that have been separated by type of recyclable material and removed from the solid waste stream by the person who last used the recyclable materials.

Transfer Station

A fixed or mobile facility, other than a transportation vehicle, where solid waste is deposited temporarily after being removed from the site of generation but before being transported to a final disposal location.

Unallowable Expenses

Shall include the following:

1) All charitable and political contributions;
2) Fines and penalties, including without limitation judgments for violation of applicable laws, incurred by a licensee;
3) Payments for services provided by individuals related by blood or marriage or by affiliated companies to a licensee to the extent that such payments exceed the reasonable cost that would be charged by an independent third party to provide the substantially equivalent service;
4) Accruals for future unknown regulatory changes;
5) Costs associated with purchase of other companies including, but not limited to, employee stock ownership plan payments, goodwill, amortization of goodwill and premiums on key-person life insurance policies;
6) Principal or interest payments on the acquisition of solid waste, recyclable materials and yard debris collection routes; the purchase of equipment and/or facilities to the extent that the price includes goodwill or a premium in excess of fair market value at the time of acquisition; State and federal income taxes;
7) Fees paid to a Franchisee's Board of Directors;
8) Attorney's fees and related expenses resulting from:
    a. Any judicial proceeding in which the city and a Franchisee are adverse parties, unless the Franchisee is the prevailing party;
    b. Any judicial proceeding in which a Franchisee is ruled to be liable due to willful misconduct or gross negligence or in violation of law or regulation, excluding judicial proceedings involving traffic accidents;
9) Operation of community access recycling depot not physically located or operated in conjunction with the Franchisee's transfer station
10) Recycling operations expenses already calculated and incorporated into Franchisee's tipping fees
11) Any other expenses defined as "unallowable" and approved by mutual consent of the Franchisee and the council.

Utilization

The terms utilize, utilization, or utilization of Solid Waste or Waste shall mean productive use through recycling, reuse, salvage, resource recovery, energy recovery, or land filling for reclamation, habitation, or rehabilitation of land.

Waste Evaluation

An evaluation completed by the City or a Franchisee of a commercial entity's waste management practices, for the purpose of providing guidance to a multi-family or commercial customer on effective means to reduce waste, increase recycling, and purchase recycled products.

Yard Debris

Grass clippings, leaves, tree and shrub pruning of no greater than four (4) inches in diameter or similar yard and garden vegetation. Yard debris does not include such items as: dirt, sod, stumps, logs, tree and shrub pruning greater than four (4) inches in diameter, rocks, plastic, animal waste or manure, cat litter, potting soil, prepared food wastes or nonputrescible material.

SECTION 5: Franchise Agreement.

5.1 Franchise Award

No person shall do business in the collection and transport of solid waste generated within the City without a current, valid City franchise. A Franchise to provide solid waste management and collection services, including recyclable materials and yard debris in the service area of the City shall be granted only after a determination of need for the service.

The determination of need is the responsibility of the City Council, which will seek the best balance of the following objectives:

1) To insure safe, efficient, economical, equitable and comprehensive solid waste service;
2) To avoid duplication of service that will cause inefficiency, excessive use of fuel, increased traffic, and greater wear on streets;
3) To provide service in areas of marginal return;
4) To promote and encourage recycling and resource recovery;
5) To improve the likelihood of the Franchise holder making a reasonable profit and thereby encourage investment in modern equipment;
6) To cooperate with other governmental bodies by recognizing their service arrangements; and
7) To otherwise provide for the service in a manner appropriate to the public interest.

5.2 Renewal of Franchises

In granting a franchise renewal, the Council may, in addition to the above, consider the following:

1) Volumes of solid waste collection and disposal;

2) (2) Volumes of recyclable materials and rate of participation in recycling;
3) Customer satisfaction, including but not limited to customer complaints;
4) Analysis of solid waste collection and recycling programs in other cities as compared to those of the City, including but not limited to program costs, funding mechanisms and overall rates of participation in recycling;
5) Franchisee performance of its obligations under the franchise, including a Franchisee's technical and financial capabilities;
6) Franchisee ability to provide evidence of required insurance; and
7) Franchisee responsiveness to customer or City complaints.

Franchises granted by the City shall be non-exclusive, however it is understood that during the term of franchises granted under this Ordinance, the City shall not grant any other person a franchise for Solid Waste Management Services unless there is a showing by the applicant of the need for such additional service in the proposed service area. As to such application(s) the existing Franchisee shall have first right of refusal to provide such services.

In evaluating whether a need exists for additional service, the City Council may consider, among any other criteria deemed relevant by the City Council, the following items:

1) An increase in the population of the City;
2) An extension of the boundaries of the City;
3) Intensive residential, commercial or industrial development within the boundaries of the City;
4) Changes in solid waste technology and/or recycling collection technology that could substantially improve collection service or reduce collection costs to residents of the City;
5) The effect that an additional franchise would have on each existing Franchisee's ability to meet the City's service standards and maintain a fair return on its investment;
6) Changes in federal or state laws, rules or regulations that substantially affect solid waste or recycling collection requirements.
7) The Franchisee cannot or will not perform or subcontract the proposed service.

This ordinance does not prohibit any person from self-hauling solid waste and/or recyclables. A generator may self-haul his or her own material, and a generator's contractor may haul materials that are generated as a direct result of the service-provider's activity. For example, landscapers, roofers, and remodelers may self-haul materials, but may not contract with third parties other than Franchisees for collection and transport.

5.3 Franchise Terms

A franchise to provide solid waste management and collection services shall be granted for a period of ten (10) years, beginning December 1, 2013 with subsequent seven year terms renewing annually, unless prior notice of request to terminate is submitted by either the City or the Franchisee a minimum of 90 days prior to the renewal date.

5.4 Franchise Fee

1) Annual Fee. In consideration of the rights and benefits of the terms of this franchise, Franchisee shall pay to the City each year during the life of this franchise beginning February 1, 2014 an annual fee derived from revenue received by that franchisee from Solid Waste Management and Collection Service boundaries of the City. The franchise fee shall be five percent (5%) of gross revenues.

2) Quarterly Payments. The franchise fee required in 7(a) above shall be paid quarterly, and shall be due and payable within thirty (30) days of the end of the calendar quarter. Accompanying the payments described above, Franchisee shall file with the City Administrator or designee, a statement showing the amount of the gross revenues received by that company within the City for the calendar quarter immediately preceding the calendar quarter in which such statement is filed. There will be a reconciliation of final gross revenues on the quarterly report ending September 30th of each year for the prior fiscal period, which is October 1st through September 30th.

3) Review of Records; Annual Audit. Franchisee shall make available for inspection, copying and review by the City Administrator or designee at any time during normal work hours all records in the Franchisees' possession that the City Administrator or designee deems relevant to verifying the accuracy of fees paid to the City, to regulating rates or to carrying out any responsibility that the Franchisees or the City has under this Ordinance.

   No more often than once during any twelve (12) month period, City may request an audit of the books, records and accounts of Franchisee by a certified public accountant or such other professional chosen by the City to verify accuracy of fees paid to the City, subject to the approval of the audited Franchisee; provided, however, that such approval shall not be unreasonably withheld. Franchisee agrees to have their books, records and accounts audited and further agree to pay for such auditing services. The report of the certified public accountant or other professional shall be conclusive and final. In the event such audit report discloses any difference of payment due either to the City or Franchisee through error or otherwise, such payment shall be due and payable within thirty (30) days of discovery or determination of the error. If payment is owed by the City to Franchisee, the City shall reimburse the Franchisee for payment for the portion of the services attributable to the audit of the Franchisee receiving such payment from the City.

   If payment is owed by Franchisee to the City, and the difference of payment due is more than the greater of five hundred dollars ($500) or two and one-half percent (2½ %) of the Franchisee franchise fee, or if the Franchisee is found to have violated any other term or condition of the franchise then, notwithstanding any other provision of this Section or the franchise, the City may request an additional audit during the next twelve (12) month period with all expenses of such additional audit paid by such Franchisee.

4) Late Payments; Interest. Should Franchisee fail or neglect, for thirty (30) days after any quarterly payment shall become due and payable, to make the quarterly payment, the City shall provide written notice of failure of payment to Franchisee. Upon notification of failure to pay, Franchisee will have thirty (30) days to remit payment to the City. If

Franchisee fails to pay within said thirty (30) day period, the City may charge interest retroactive to the due date, at a rate of nine percent (9%) per annum, and may at its option either continue the franchise in force and proceed by suit or action to collect the payment, or declare a forfeiture of the franchise because of the failure to make payment, but without waiving its right to collect earned franchise payments and interest.

5.5 Franchise Administrative Operations Standards and Rules

The Solid waste management and collections franchisee will operate within operations standards set by resolution of Council. Standards and rules will be developed across all customer classifications including, but not limited to, the following:

Service Rates and Fees

a. Rate and fee schedule for all collection services, programs by customer classification

Collections

a. Regular, holiday and hazardous weather schedules
b. Procedures for missed, bulky waste, vacation hold, etc collections
c. Collection receptacle standards and requirements
d. Receptacle location requirements for pick-up
e. Private property access rights and limitations
f. Responsibilities of the customer
g. Vehicle minimum equipment, maintenance standards, identification/signage and standards

Customer Service & Communications

a. Billing standards and frequency
b. Billing/collection procedures for past due/non-pay accounts
c. Descriptions, objectives and targets for all services provided across all customer classifications
d. Solid waste related programs, education and event promotion
e. Complaint/dispute resolution procedures
f. Community Communications and outreach plan coordination with City outlining roles and responsibilities of City and Franchisee.

Reporting (in addition to Ordinance required reporting)

a. Efficiency analysis reports for routes, billing/collections, etc
b. Revenue and subscription volume reports by solid waste category (trash, recycle, yard waste) for various customer classifications (residential, and commercial,). Debris box volumes will be measured by dump and return and/or pull activities.
c. Customer counts and trends over time for residential and commercial customer classifications. Debris box load counts will be reported in lieu of debris box customer counts.

5.6 Subcontracting Services

A Franchisee may contract with another person to provide specific components of solid waste management and collection services within the Franchisee's service area with the written

approval of the City Administrator or designee, provided that the subcontract does not amount to a transfer of the collection franchise and the subcontracting party agrees to:

1) Abide by the conditions of this ordinance and associated resolutions; and
2) In written application to the City, show how they will meet the criteria applying to the current franchise

5.7 Transfer of Franchise

A proposed assignment or transfer of a Franchise must be requested by the Franchisee if the following occur, but shall not be limited to:

1) A sale, exchange or other transfer of 50% or more of Franchisee's assets dedicated to service in the City;
2) A sale, exchange, or other transfer of fifty percent (50%) or more of the outstanding common stock of a Franchisee;
3) Any reorganization, consolidation, merger, recapitalization, voting trust, pooling agreement, escrow arrangement, liquidation or other transaction to which Franchisee or any of its shareholders is a party which results in a change of ownership or control of fifty (50%) or more of the value or voting rights in the stock of the Franchisee; and
4) Any combination of the foregoing that has the effect of a transfer or change of ownership and control.

The Franchisee shall provide no less than 90 days' advance written notice to the City of any proposed transfer or assignment. Except as specifically authorized by the City, the Franchisee shall not assign any of its rights or delegate or otherwise transfer any of its obligations to any other person without the prior consent of the City Council. Any such assignment without the consent of City Council shall be void and any such attempted assignment shall constitute default and grounds for termination of the Franchise.

If a Franchisee requests the City's consent to transfer the Franchise, the City shall act on such request within sixty (60) days of the receipt of the Franchisee's written request together with all information, as set forth below, required for the City's action on the request. The City and Franchisee may consent in writing to additional time for the City to review and approve the consent to transfer the Franchise. The City shall not unreasonably refuse to consent to an assignment of the Franchise to a proposed assignee that has sufficient knowledge, experience, and financial resources so as to be able to meet, to the satisfaction of the City Council, in its sole discretion, all obligations of the Franchisee hereunder. An application to the City to consider a sale or other transfer of a Franchise shall include the following:

1) A nonrefundable application fee of two thousand dollars ($2,000) payable at the time of application to the City in advance to defray the City's anticipated expenses and costs resulting from the Franchisee's request;
2) Financial statements audited or reviewed by a Certified Public Accountant of the Proposed Assignee's operations for the three immediately preceding operating years together with any additional evidence of financial ability to perform its Franchise obligations; and

3) A showing that the proposed Assignee meets all City criteria for the grant of a Franchise as enumerated in this Ordinance.

5.8 Establishment and Modification of Service Rates and Fees

Except as set forth herein, the City Council may review and set rates on an annual basis by Council resolution that considers the following goals:

1) Rates shall be established to the greatest extent practicable on a cost of service basis based on the ordinance established cost allocation methodology.
2) Rates shall be adjusted annually by Council resolution equal to the percentage change in the January to January Consumer Price Index for All Urban Consumers (CPI-U) but not to exceed the twelve percent operating margin cap. The City Administrator or designee shall certify the CPI-U rate in writing to Franchisee by March 1 of each year to initiate the rate resolution.
3) Rates shall be adequate to provide an Operating Margin equal to ten percent (10%) of Franchise-wide Gross Revenues; however, the City shall not be required to change rates if the expected Operating Margin in the next future year falls between eight and twelve percent of Gross Revenues. The ten percent target return on Gross Revenues is considered sufficient to reflect the level of business risk assumed by the Franchisee, to allow investment in equipment, and to ensure quality collection service.

Accordingly, the City shall have the authority to commission audits, reviews, or analysis of Franchisee Annual Reports to validate submissions. The expected Operating Margin in a future year would incorporate expected inflation factors, and the effect of known or expected increases or decreases in expenses or revenues.

The rates charged by Franchisees shall conform to the most current Council resolution. Prior to implementation, the Council must approve any interim rate for services not included in the current resolution.

If the Franchisee notifies the City in writing that they believe a material change outside the Franchisees' control has occurred, and the change will have an adverse effect on operating margins, such that the next future year operating margins will be less than eight percent, a material change will be deemed to have occurred. At that time, the City may undertake any type of review it finds necessary to validate the existence of the material change and estimate its effect on the operating margin. If the results of the review are such that no rate adjustment is warranted, persons requesting the review shall reimburse the City for reasonable costs incurred during the investigation at the time the next payment of franchise fees is due.

If the City believes that a material change has occurred that will result in next future year operating margins falling under eight percent or over twelve percent, the City may undertake an abbreviated rate review at its own expense.

SECTION 6: Franchise Reporting Requirements.

6.1 Informational Reports

Each Franchisee shall provide the City Administrator or designee by the last day of each quarter for the previous quarter:

1) A quarterly report listing the quantities of solid waste, yard waste and recyclable materials by customer classification collected within the City during the previous calendar quarter, the locations to which these materials were delivered, the number of customer accounts, and other information requested by the City Administrator or designee and mutually agreed upon with Franchisee.
2) A quarterly report listing the names and addresses of multi-family and commercial customers that received waste evaluations during the reported quarter.
3) A summary of communication, marketing and educational outreach conducted by Franchisee during the reported quarter.

6.2 Quarterly Franchise Fee Reports

Franchisee shall complete and remit to the City a Quarterly Franchise Fee report not later than the last day of the month immediately following the end of the quarter.

At the time of payment of the quarterly Franchise Fees, the Franchisee shall file with the City Administrator or designee, a verified statement of quarterly gross revenues for the period covered by the tendered fee. Such statements shall be public records. Franchisee shall maintain books and records disclosing the gross receipts derived from business conducted within the City, which shall be open at reasonable times for audit by the City Administrator or designee.

Misrepresentation of gross revenue shall be deemed material and a breach of the Franchise contract and shall be cause to initiate the process to terminate the franchise.

6.3 Annual Franchise Reports

Franchisees shall report revenues and expenses (allowable and unallowable), in an income statement format, and provide a variety of information about customer counts, service levels, disposal volumes, and recycling activities for all customer classifications and for all programs identified in the Administrative Operations Standards and Rules resolution adopted by Council.

Franchisees shall report totals for all operations necessary to adequately verify compliance with the cost allocation methodology as defined in this for expenses that share significant operational, management, and administrative expenses with the City of Ashland Franchise. Resources allocated from regional or corporate offices or affiliates shall be distributed to appropriate expense line items, and shall also be disclosed in a schedule describing total allocations and their distribution to individual expense line items. All allocations from Affiliated Companies must be described and must be equal to or less than the fair market value of similar goods and services purchased from a non-affiliated company.

The report will also include a synopsis of the operating year, a description of the measures each franchisee has taken in the preceding year to make its operation more efficient, a listing of the efficiency measures which each Franchisee proposes to take in the next year, a composite table

showing the type and number of customer service complaints and a description of the measures that the Franchisee has taken or is planning to take to correct the cause of commonly reported complaints, and such other information as requested by the City Administrator or designee. The report shall also describe and quantify communication, outreach and educational activities as described in the Administrative Operations Standards and Rules resolution.

Franchisees may identify specific information submitted to the City in the Annual Report as confidential. The City shall treat any information marked "Confidential" as such, and shall not subject the confidential information to public disclosure except as required by law. If the City receives a request for disclosure of confidential information, the City Administrator or designee shall notify the Franchisee within a reasonable time after receiving the request so as to allow the Franchisee a reasonable opportunity to defend against the requested disclosure through appropriate legal process.

SECTION 7: Franchise Responsibilities and Requirements.

7.1 Access for Inspections and Delivery of Notices

Franchisees shall make all company premises, facilities and records related to their solid waste, recyclable materials and yard debris collection services (including, but not limited to: offices, storage areas, financial records, non-financial records, records pertaining to the origin of any solid waste collected by the Franchisee, receipts for sale or delivery of collected recyclable materials, customer lists, and all records related to vehicle maintenance and safety which are required under ODOT motor carrier requirements and regulations and ORS 767) available for inspection by the City Administrator or designee within 24 hours of notice by registered mail. Such inspections are only for purposes of enforcing this ordinance, and are restricted to normal business hours. During normal business hours, the Franchisee shall make all company premises and facility accessible to City employees for delivery of any written notices.

Collection vehicles must be accessible for inspection during the normal operating hours for collection, in addition to normal business hours. Where receptacles are stored in the public right-of-way or when the City is inspecting a situation where the Franchisee is allegedly commingling Recyclable Materials or Yard Debris with Solid Waste, the need for 24-hour notice does not apply to inspection of receptacles or vehicles.

7.2 Indemnification, Bond, and Insurance

A Franchisee shall pay, save harmless and indemnify the City from any loss, damage, penalty or claim against the City on account of or in connection with any activity of the Franchisee in the operation of the Franchisee's solid waste collection business including activity by any approved subcontractor providing solid waste management collections and services. If such suit shall be filed against the City either independently or jointly with the Franchisee or its subcontractor to recover for any claim or damages, the Franchisee upon notice to it by the City shall defend the City against the action, and in the event of a final judgment being obtained against the City, either independently or jointly with the Franchisee or its subcontractor, the Franchisee will pay said judgment and all costs and hold the City harmless there from.

Franchisee shall furnish a performance bond, in a form approved by the City Attorney, by an acceptable surety company in the amount of twenty-five thousand dollars ($25,000.00), but may,

in lieu of a bond, furnish an irrevocable letter of credit or assign a savings account or deposit in any federally insured financial institution in the amount of twenty-five thousand dollars ($25,000.00) on a form approved by the City Attorney. The Security shall guarantee faithful performance of all the obligations contained herein with the premium for such bond or cost of such assignment to be paid by the Franchisee furnishing the bond, letter of credit or making the assignment.

A Franchisee shall maintain commercial general liability insurance on an occurrence basis in such forms and with such companies as shall be approved by the City Attorney, which will cover the Franchisee's business operation, including each vehicle operated by it. The insurance coverage shall include not less than $1,000,000.00 for one person, nor less than $5, 000,000.00 for bodily injury due to each occurrence, and not less than $1,000,000.00 for damage to property due to each occurrence and coverage of at least $5, 000,000 in the aggregate per occurrence. All such insurance coverage shall provide a 30-day notice to the City Administrator or designee in the event of material alteration or cancellation of any coverage afforded in the policies prior to the date the material alteration or cancellation shall become effective. Copies of all policies required hereunder shall be furnished to and filed with the City Administrator or designee prior to the commencement of operations or the expiration of prior policies, as the case may be. The Franchisee shall furnish proof annually to the City Administrator or designee that the insurance remains in effect.

The provisions of this section, any bonds accepted by the City pursuant thereto, and any damage recovered by the City hereunder shall not be construed to excuse unfaithful performance by the Franchisee or limit the liability of the Franchisee under this ordinance or the Franchisee for damages, either to the full amount of the bond, or otherwise.

SECTION 8: Enforcement, Suspension, or Termination of Franchise.

8.1 Responsibility of City

Franchisees are subject to the exercise of the police power of the City and to such regulations as the City may provide by resolution, ordinance, rule or regulation.

8.2 Enforcement of Standards

The City Administrator or designee shall administer and enforce this ordinance and pursue remedies for non-compliance as laid out within this ordinance. The City Administrator or designee shall also administer and enforce Administrative Operations Standards and Rules as adopted by Council. These standards and rules shall be enforceable with penalties allowed in section 1.08 of the Ashland Municipal Code. Upon recommendation by the City Administrator or designee, the Council may declare a Franchisee who fails to abide by the rules to be in default.

8.3 Initiation of Enforcement Actions

In addition to enforcement under State law, the City may prosecute any infraction as defined in this Ordinance or the Rules issued hereunder, based on any information coming to the City, in Ashland Municipal Court. The burden of proof is on the City to prove an infraction by a preponderance of the evidence.

8.4 Penalties for Infractions

Each Franchise provision, including rules adopted hereunder, is subject to penalties as described in section 1.08 of the Ashland Municipal Code for each day from the initial citation of the offense that the offense continues to violate the terms of this ordinance or associated resolutions.

8.5 Termination of Franchise for Default

In addition to default for accrued penalties, upon recommendation by the City Administrator or designee, the City Council may terminate a Franchise for the Franchise holder's default in performing any material term or condition of the Franchise. An event of default also shall include, but not be limited to entry of a judgment against the Franchise holder for material misrepresentation or deceit committed against the City or a customer or entry of a judgment of conviction (including conviction on a plea of no contest) against the Franchise holder or any principal of same for a crime involving dishonesty.

Notice to a Franchisee of default shall be delivered to the Franchisee by certified mail requiring the Franchisee to show cause in a public hearing before the City Council at a place and time to be stated in the notice, but no earlier than 14 days from the date the notice is mailed, why the Franchise should not be terminated.

At the hearing the Franchisee shall demonstrate the measures it has taken or commenced to cure the default.

8.6 Service Interruption

Except for the right to refuse service for nonpayment or if Customer has attempted to improperly dispose of Hazardous Waste in violation of the City's Standards and Rules as set forth in this ordinance,, Franchisees shall not interrupt service unless:

1) Access, roads, streets and highways necessary for collection operations are unusable or unsafe and there are no alternative routes. Franchisees shall resume service within 24 hours after access is restored.
2) A Force Majeure event occurs.

Upon the occurrence of a Force Majeure event that prevents or impairs a Franchisee's ability to perform any of its Franchise obligations, the Franchisee shall:

1) Provide immediate notice, either verbal or written to the City Administrator or designee of the nature of the event and extent and anticipated duration of Franchisee's inability to perform any obligation under this Franchise. If verbal notice is given, then written notice must be delivered to the City within 24 hours of verbal notice;
2) Commence immediately to develop, in communication and cooperation with the City, an interim plan for the restoration of full performance; and
3) Take all such other reasonable actions requested by the City to assist the City in protecting the public health and safety and to restore service as soon as practicable.

Labor unrest, including, but not limited to, strike, work stoppage or slowdown, sick-out, picketing, or other concerted job action conducted by Franchisee employees or directed at the

Franchisee is not an event of Force Majeure, and the Franchisee shall be obligated to continue to provide service notwithstanding the occurrence of any or all of events.

8.7 City's Right to Perform Service

Except as provided under Section 8.6, in the event that a Franchisee, for any reason whatsoever, fails, refuses or is unable to collect or transport any or all solid waste for a period of more than forty eight (48) hours, and if, as a result thereof, solid waste or recyclable materials should accumulate in the City to such an extent that the City finds that such accumulation endangers the public health, safety, or welfare, then the City shall have the right, but not the obligation, upon twenty-four (24) hour prior written notice to the Franchisee, to perform or cause to be performed collection services with its own or other personnel at the Franchisee's expense. This right shall be in addition to and not in lieu of any other remedy available to the City. If necessary, the City may take temporary possession of, and a Franchisee shall peacefully surrender, any or all the Franchisee's land, equipment, and other property used or useful in the collection of Solid Waste or Recyclable Materials until such time as the emergency is resolved. If such possession occurs, the City assumes all responsibility and liability for the equipment and land used to perform such temporary collection services.

8.8 Dispute Resolution with Customers

Upon receipt of any notice of dispute from a customer about any bill, charge, or service, the Franchisee shall thoroughly investigate the matter and promptly report the results of its investigation to the customer. Except in the event a Customer has attempted to improperly dispose of Hazardous Waste in violation of the City's Standards and Rules, a Franchisee shall not refuse service to any customer during a time of dispute.

If the Franchisee is not able to resolve a dispute with the customer, the customer may contact the City Administrator or designee who will act as an informal arbitrator in an attempt to resolve the matter. Should the dispute remain unresolved, the Franchisee or customer may then pursue the matter in any Court with jurisdiction.

8.9 Dispute Resolution with City

During all disputes arising under this Franchise, the City and Franchisee shall continue performance of their respective obligations under this Franchise unless and until the Franchisee is terminated for default, in which case the Franchisee's obligation to pay a franchise fee based on cash receipts generated from services provided under the Franchise during said dispute shall survive such termination.

In addition to and without waiving any rights and remedies under civil or common law, in the event of a dispute under this Franchise, the parties shall mutually agree to arbitration. Within fifteen (15) days after agreement to Arbitration has been reached, each party shall submit the name of its own arbitrator, selected from the American Arbitration Association, and the two arbitrators shall select a third arbitrator selected from such panel within 15 days, or in case of a disagreement concerning the appointment of the third arbitrator, the third arbitrator shall be appointed from such panel by the presiding judge for the Circuit Court of the State of Oregon for Jackson County. During such time that the arbitrators are being selected or appointed, the parties shall continue to negotiate in good faith to resolve their dispute in a cooperative manner.

The decision of the arbitrators in the matter shall be final and binding on the parties, and any judgment upon the award rendered pursuant to such arbitration may be entered in any court having jurisdiction thereof.

SECTION 9. Severability. The sections, subsections, paragraphs and clauses of this ordinance are severable. The invalidity of one section, subsection, paragraph, or clause shall not affect the validity of the remaining sections, subsections, paragraphs and clauses.

SECTION 10. Repeal of Ordinances. Upon approval of this Ordinance, Ordinances 2582 and 2829 are hereby repealed in their entirety

SECTION 11. Codification. Provisions of this Ordinance shall be incorporated in the City Code and the word "ordinance" may be changed to "code", "article", "section", "chapter" or another word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that any Whereas clauses and boilerplate provisions (i.e. Sections 1-3) need not be codified and the City Recorder is authorized to correct any cross-references and any typographical errors.

The foregoing ordinance was first read by title only in accordance with Article X, Section 2(C) of the City Charter on the 17 day of September, 2013, and duly PASSED and ADOPTED this 1 day of October, 2013.

Barbara M Christensen

Barbara M. Christensen, City Recorder

SIGNED and APPROVED this 3 day of October, 2013.

Mike Morris, Council Chair

Reviewed as to form:

David H. Lohman, City Attorney

CONSUMER PRICE INDEXES PACIFIC CITIES AND U. S. CITY AVERAGE

December 2023

(All items indexes. 1982-84=100 unless otherwise noted. Not seasonally adjusted.)

MONTHLY DATA	All Urban Consumers (CPI-U)						Urban Wage Earners and Clerica			
	Indexes			Percent Change			Indexes			P
				Year ending		1 Month ending				e
	Dec 2022	Nov 2023	Dec 2023	Nov 2023	Dec 2023	Dec 2023	Dec 2022	Nov 2023	Dec 2023	Nov 2023
U. S. City Average	296.797	307.051	306.746	3.1	3.4	-0.1	291.051	301.224	300.728	3
West	314.599	326.299	325.932	3.3	3.6	-0.1	306.762	318.299	317.689	3
West – Size Class A[1]	323.322	335.522	335.308	3.4	3.7	-0.1	312.793	324.235	323.863	3
West – Size Class B/C[2]	183.686	190.409	190.095	3.1	3.5	-0.2	184.829	191.999	191.462	3
Mountain[3]	125.349	129.252	129.156	2.9	3.0	-0.1	126.516	130.765	130.406	2
Pacific[3]	121.105	125.904	125.743	3.5	3.8	-0.1	122.023	126.781	126.574	3
Los Angeles-Long Beach-Anaheim, CA	312.601	323.341	323.456	2.8	3.5	0.0	302.271	311.684	311.427	2
BI-MONTHLY DATA (Published for odd months)	Indexes			Percent Change			Indexes			P
				Year ending		2 Months ending				e
	Nov 2022	Sep 2023	Nov 2023	Sep 2023	Nov 2023	Nov 2023	Nov 2022	Sep 2023	Nov 2023	Sep 2023
Riverside-San Bernardino-Ontario, CA[3]	125.983	131.372	131.372	4.9	4.3	0.0	126.453	131.946	131.963	4
San Diego-Carlsbad, CA	348.145	367.185	366.343	4.7	5.2	-0.2	331.524	349.402	347.878	4
Urban Hawaii	319.971	328.905	331.428	2.2	3.6	0.8	318.464	327.946	330.577	2
BI-MONTHLY DATA (Published for even months)	Indexes			Percent Change			Indexes			P
				Year ending		2 Months ending				e
	Dec 2022	Oct 2023	Dec 2023	Oct 2023	Dec 2023	Dec 2023	Dec 2022	Oct 2023	Dec 2023	Oct 2023
Phoenix-Mesa-Scottsdale, AZ[4]	175.019	181.391	179.733	2.9	2.7	-0.9	174.903	181.521	179.593	2
San Francisco-Oakland-Hayward, CA	331.222	341.219	339.915	2.8	2.6	-0.4	326.465	337.698	335.597	2
Seattle-Tacoma-Bellevue, WA	330.489	345.992	344.982	4.8	4.4	-0.3	324.906	340.263	338.852	4
Urban Alaska	256.634	263.984	261.178	1.1	1.8	-1.1	255.001	261.285	258.598	0

Council Business Meeting

April 16, 2024

Agenda Item	Resolution 2024-09 Declaring April Distracted Driving Awareness Month	
From	Scott Fleury PE Linda Peterson-Adams	Public Works Director Chair of the Transportation Advisory Committee
Contact	Scott.fleury@ashland.or.us	
Item Type	Requested by Council ☐ Update ☐ Request for Direction ☒ Presentation ☐	

SUMMARY

Before the Council is a request to approve the Transportation Advisory Committee recommended distracted driving resolution. Distracted driving has been statistically proven to be a major factor in the significant amount of vehicular crashes nationwide.

POLICIES, PLANS & GOALS SUPPORTED

City Council Goals, Visions and Values:

- Public Safety

Current Transportation System Plan:

- Create a green template for other communities in the state and nation to follow
- Make safety a priority for all modes
- Maintain small-town character, support economic prosperity and accommodate future growth.
- Create a system-wide balance for serving and facilitating pedestrian, bicycle, rail, air, transit, and
  vehicular traffic in terms of mobility and access within and through the City of Ashland.

PREVIOUS COUNCIL ACTION

The Council previously passed a resolution supporting the Vision Zero Program at the March 5, 2024 Business Meeting (Staff Report).

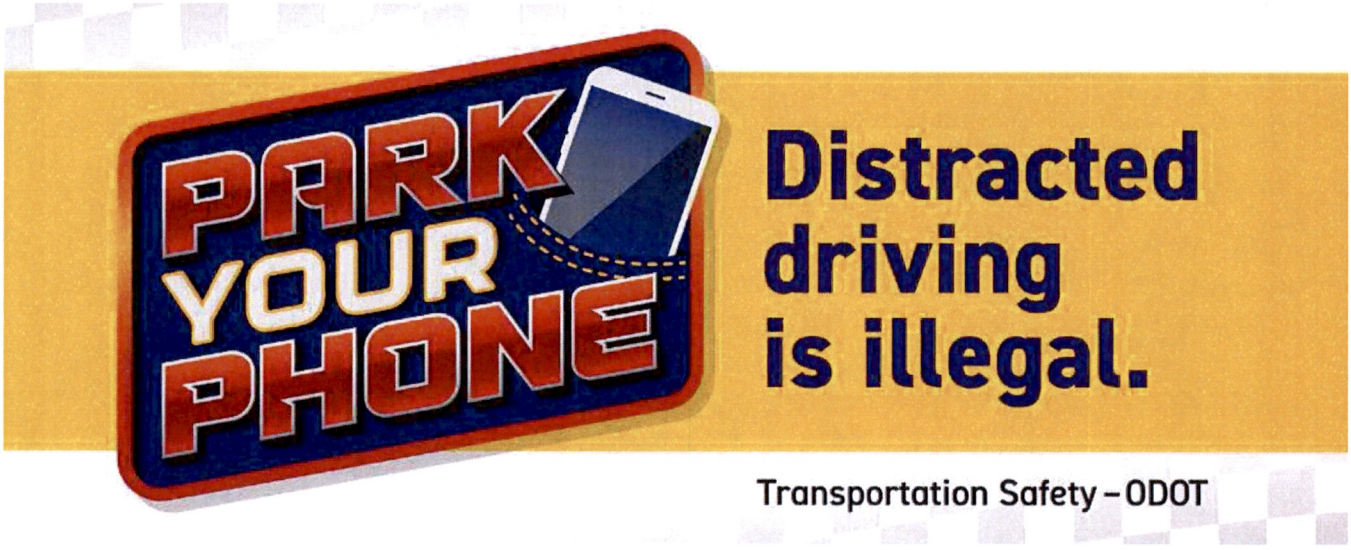
BACKGROUND AND ADDITIONAL INFORMATION

Distracted driving is any activity that diverts attention from driving, including talking or texting on your phone, eating and drinking, talking to people in your vehicle, fiddling with the stereo, entertainment or navigation system — anything that takes your attention away from the task of safe driving.

Texting is the most alarming distraction. Sending or reading a text takes your eyes off the road for 5 seconds. At 55 mph, that's like driving the length of an entire football field with your eyes closed.

You cannot drive safely unless the task of driving has your full attention. Any non-driving activity you engage in is a potential distraction and increases your risk of crashing.

April 2024 is Distracted Driving Month and the Transportation Advisory Committee discussed support of a distracted driving resolution at the March 21, 2024 monthly meeting, reference attachment #1.



The City of Ashland Transportation Advisory Committee Mission:

> "Ashland has a vision - to retain our small-town character even while we grow. To achieve this vision, we must proactively plan for a transportation system that is integrated into the community and enhances Ashland's livability, character and natural environment. The focus must be on people being able to move easily through the City in all modes of travel. Modal equity then is more than just a phase. It is a planning concept that does not necessarily imply equal financial commitment or equal percentage use of each mode, but rather ensures that we will have the opportunity to conveniently and safely use the transportation mode of our choice, and allow us to move toward a less auto-dependent community."

The resolution as discussed and updated based on conversation at the March 21st TAC meeting was fully supported by the TAC to move forward for Council consideration.

FISCAL IMPACTS

The only fiscal impacts as part of authorizing this resolution are the staff time spent working with the TAC to bring this forward.

STAFF RECOMMENDATION

The Transportation Advisory Committee and Public Works staff recommend approval of the Distracted Driving Resolution.

ACTIONS, OPTIONS & POTENTIAL MOTIONS

1. I move to approve a resolution titled "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ASHLAND, OREGON DECLARING THE MONTH OF APRIL – DISTRACTED DRIVER AWARENESS MONTH".
2. I move to take no action.

REFERENCES & ATTACHMENTS

Attachment #1: Distracted Driving Resolution 2024-09

RESOLUTION NO. 2024 - 09

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ASHLAND, OREGON DECLARING THE MONTH OF APRIL – DISTRACTED DRIVER AWARENESS MONTH

RECITALS:

A. The Council adopted Resolution 2024-05 supporting Vision Zero.

B. The safety of the city's streets and the safety of residents and visitors to Ashland are among the City Council's top priorities.

C. According to a study released by the National Highway Traffic Safety Administration (NHTSA) and the Virginia Tech Transportation Institute (VTTI), 80 percent of collisions and 65 percent of near collisions involve some form of driver distraction.

D. Local collisions statistics show that approximately 80 percent of local street crashes involve a vehicle driver colliding with a fixed object (a parked vehicle, curb, tree, light post, etc); likely attributable to distracted driving.

E. The NHTSA defines "distracted driving" as any non-driving activity a person engages in while operating a motor vehicle. Such distractions endanger drivers, passengers, people walking or riding a bicycle, using a wheelchair or other mobility device; and

F. Engaging in activities such as talking on a phone, texting, checking social media or email, selecting music, or other uses of portable devices while driving increase the risk of a crash by three times; and

G. Text messaging, which requires visual, manual, and cognitive attention from the driver, is by far the riskiest and alarming of distractions; and

H. Distracted driving is a serious, life-threatening practice that is preventable; and

I. Distracted driving has been shown to lead to death and life-altering injuries for those involved in crash caused by distracted driving, and

J. In order to reduce the number of crashes as well as improve driver safety, all motorists should dedicate themselves to adopting and maintaining safe behavior while behind the wheel.

THE CITY OF ASHLAND RESOLVES AS FOLLOWS:

SECTION 1.
The Ashland City Council does hereby proclaim APRIL 2024 as DISTRACTED DRIVING AWARENESS MONTH and calls this observance to the attention of all residents and encourages increased awareness of the dangers of distracted driving.

SECTION 2.
The Council asks residents and visitors to refrain from the following behaviors while driving:

- Eyes off the road (visual).
- Mind off the road (cognitive).
- Hands off the steering wheel (manual)

SECTION 3.
The Council asks residents and visitors regardless of their mode of travel to dedicate their full attention while using the City's transportation network.

SECTION 4. This Resolution takes effect upon signing by the Mayor. This resolution was duly PASSED and ADOPTED this_____day of April, 16 2024.

_____
Alissa Kolodzinski, City Recorder

SIGNED and APPROVED this_____day of April, 16 2024.

_____
Tonya Graham, Mayor

Reviewed as to form:

_____
Douglas McGeary,
City Attorney

Council Business Meeting

April 16, 2024

Agenda Item	Approval of a Sewer Service Connection Use Outside of City Limits, 1348 Ashland Mine Road	
From	Scott Fleury PE	Public Works Director
Contact	Scott.fleury@ashland.or.us	
Item Type	Requested by Council ☐ Update ☐ Request for Direction ☒ Presentation ☐	

SUMMARY

The Council is being asked to approve a sewer service connection for the property located at 1348 Ashland Mine Road. The property is outside city limits and within Urban Growth Boundary (UGB) with an existing 6" sewer main running through the property via a public utility easement. The owners are currently working through the Jackson County Development services process to build a single family residence onsite.

There is no septic system on the premise and per OAR 340 Division 71, the Department of Environmental Quality will not issue a permit for a repair or **new system** if the property is within 300 feet of a sewer mainline and service can be provide by the local municipality. The owners of the property are formally requesting approval of a new service connection.

Ashland Municipal Code (AMC) Section 14.08.030 lists the conditions and requirements for sewer service connections of properties located outside the City limits and the UGB. The current request for connection currently meets or will meet all conditions of the code for connection to the City sewer system.

POLICIES, PLANS & GOALS SUPPORTED

Department Goals:

- Maintain existing infrastructure to meet regulatory requirements and minimize life-cycle costs
- Deliver timely life cycle capital improvement projects
- Maintain and improve infrastructure that enhances the economic vitality of the community
- Evaluate all city infrastructure regarding planning management and financial resources

PREVIOUS COUNCIL ACTION

The Council has previously approved sanitary sewer service connections outside City limits and within the UGB.

BACKGROUND AND ADDITIONAL INFORMATION

Public Works staff was contacted by the property owner at 1348 Ashland Mine Road who is currently working through the Land Development process with Jackson County for construction of a single family residence, regarding a sanitary sewer connection. The property owner was informed by the Department of Environmental Quality (DEQ), who regulates septic systems that DEQ couldn't not issue a septic permit for the property because of OAR 340-071-0160 (4)(i).

> (4) Permit denial. The agent must deny a permit if any of the following occurs:
>
> (i) For a single family dwelling or other establishment with a maximum projected daily sewage flow not exceeding 899 gallons, the nearest sewerage connection point from the property to be served is within 300 feet.

Public Works informed the property owner of a path forward for connection to the City's sewer main following Ashland Municipal Code (AMC) 14.08.030, which establishes the process for a sewer service connection outside of the City Limits and within the Urban Growth Boundary. The property owner has or will complete all requirements and upon Council approval will record the required documents and pay the appropriate fees. The conditions which must be satisfied include:

Ashland Municipal Code 14.08.030:

> An occupied dwelling or building located outside the City of Ashland and inside the urban growth boundary may be connected to the sewer system when such connection is determined by the Ashland City Council to be in the best interest of the City of Ashland and to not be detrimental to the City's sewerage facilities. Such connection shall be made only upon the following conditions:
>
> A. The applicant for sewer service pays the sewer connection fee and the systems development charges established by the City Council.
>
> **This condition will be satisfied upon approval.**
>
> B. The applicant pays the full cost of extending the City of Ashland sewer main or line to the property for which sewer service is being requested.
>
> **This condition will be satisfied upon approval.**
>
> C. The applicant secures, in writing, statements from the appropriate regulatory authority that the existing sewage system has failed and that the provision of sewer by the City of Ashland does not conflict with the state and local laws, rules and regulations.
>
> **Reference OAR 340-071-0160 (4)(i).**

D. The applicant furnishes to the City a consent to the annexation of the land, signed by the owners of record and notarized so that it may be recorded by the City and binding on future owners of the land.

This condition will be satisfied upon approval.

E. The applicant provides payment to the City, at the time of annexation, an amount equal to the current assessment for liabilities and indebtedness previously contracted by a public service district, such as Jackson County Fire District No. 5, multiplied by the number of years remaining on such indebtedness, so that the land may be withdrawn from such public service districts in accord with ORS 222.520 and at no present or future expense to the City.

This condition will be satisfied when required.

F. The owner executes a deed restriction preventing the partitioning or subdivision of the land prior to annexation to the City.

This condition will be satisfied upon approval.

G. The land is within the Urban Growth Boundary.

This condition is satisfied.

H. In the event of connecting a replacement dwelling or building to the sewer system, the connection does not increase use of the sewer system as determined by the Director of Public Works.

This condition will be satisfied when required.

FISCAL IMPACTS

The only resource is staff time expended to bring forth the request to the City Council. The property owner will be required to pay the recording fees associated with the deed restrictions, pay the appropriate system development charge (SDC) and the monthly sewer bill charges. Per Resolution 2019-11; sewer rates outside City limits shall be two times the sewer charge for inside City limits. The quantity charge for unmetered accounts will be calculated on an overage winter time usage of 700 cubic feet per month.

The SDC fee for residential is calculated on a square foot basis for livable space ($2.3316/square foot). The SFR square footage for 1348 Ashland Mine Road is 3829 sq-ft, generating a SDC of $8,927.70.

STAFF RECOMMENDATION

Staff recommends approval of the sewer service water service connection for 1348 Ashland Mine Road as the property owner has or will meet all conditions specified in AMC 14.08.030.

ACTIONS, OPTIONS & POTENTIAL MOTIONS

I Move to approve a sanitary sewer service connection for 1348 Ashland Mine Road.

REFERENCES & ATTACHMENTS

None.

Council Business Meeting

April 16, 2024

Agenda Item	Approval of Liquor License for AJ's Smoke and Grocery Store	
From	Alissa Kolodzinski	City Recorder
Contact	recorder@ashland.or.us	
Item Type	Requested by Council ☐ Update ☐ Request for Direction ☐ Presentation ☐ Consent ☐ Public Hearing ☐ New Business ☐ Unfinished Business ☐	

SUMMARY

This is a request for approval of a liquor license application for the for AJ's Smoke and Grocery Store at 258 A St. Ste. 2.

POLICIES, PLANS & GOALS SUPPORTED

AMC Chapter 6.32 Liquor License Review

BACKGROUND AND ADDITIONAL INFORMATION

This is an application for a New Outlet- Off Premises.

FINANCIAL CONSIDERATIONS

N/A

SUGGESTED ACTIONS, MOTIONS and/or OPTIONS

I move to approve the liquor license for AJs Smoke and Grocery Store

REFERENCES & ATTACHMENTS

Attachment 1: Application

OREGON LIQUOR & CANNABIS COMMISSION

LIQUOR LICENSE APPLICATION

Instructions

1. **Complete and sign** this application.
2. Prior to submitting this application to the OLCC, send the completed application to **the local government for the premises address** to obtain a recommendation.
   - If the premises street address is within a city's limits, the local government is the city.
   - If the premises street address is not within a city's limits, the local government is the county.
3. You can submit the application to the OLCC if:
   1. You have WRITTEN documentation showing the date the local government received the application or;
   2. The local government has provided you their recommendation.

ALL forms and documents must be a **PDF** attachment

4. **Email the PDF application that contains the local government recommendation or proof of submission** to: OLCC.LiquorLicenseApplication@oregon.gov.
5. **Do not** include any license fees with your application packet (fees will be collected at a later time).
   When it's time to pay the license fee you must pay the full yearly fee for the current license year (the license fee will not be prorated). If you pay in the last quarter of your license year you must also pay the yearly fee for the next license year.

License Request Options - *Please see the general definitions of the license request options below:*

- **New Outlet:** The licensing of a business that does not currently hold an active liquor license.
- **Change of Ownership:** The request to completely change the licensee of record at a licensed business.
- **Greater Privilege:** The request to change from an Off-Premises to a Limited or Full On-Premises Sales license **OR** from a Limited to Full On-Premises Sales license.
- **Additional Privilege:** The licensee currently holds an active liquor license at the premises and that same licensee would like to request to add an **additional** different liquor license type at that same premises location.

Additional Information

Applicant Identification: Please review OAR 845-006-0301 for the definitions of "applicant" and "licensee" and OAR 845-005-0311 to confirm that all individuals or entities with an ownership interest (other than a waivable ownership interest, per OAR 845-005-0311[6]) in the business have been identified as license applicants on this document. If you have a question about whether an individual or entity needs to be listed as an applicant for the license, discuss this with the OLCC staff person assigned to your application.

Premises Address: This is the physical location of the business and where the liquor license will be posted.

Applicant Signature(s): Each individual listed in the applicant information box on page 2 (entity or individuals applying for the license) must sign the application.
If an applicant listed in the applicant information box on page 2 is an entity (such as a corporation or limited liability company), at least one member or officer of the entity must sign the application.

Applicant/Licensee Representative(s): In order to make changes to a license or application or to receive information about a license or application by someone other than the applicant/licensee you must:
- Complete the Authorized Representative Form designating a person/entity to act on your behalf and submit with the application.

For help with this application or any related documents or processes, email olcc.alcohollicensing@oregon.gov.

LIQUOR LICENSE APPLICATION

Check the appropriate license request option:

☒ New Outlet | ☐ Change of Ownership | ☐ Greater Privilege | ☐ Additional Privilege

Select the license type you are applying for.

More information about all license types is available online.

Full On-Premises

- ☐ Commercial
- ☐ Caterer
- ☐ Public Passenger Carrier
- ☐ Other Public Location
- ☐ For Profit Private Club
- ☐ Nonprofit Private Club

Winery

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th

Brewery

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

Brewery-Public House

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

Grower Sales Privilege

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

Distillery

- ☐ Primary location

Additional tasting locations: (Use the DISTT form **HERE**)

☐ **Limited On-Premises**

☒ **Off Premises**

☐ **Warehouse**

☐ **Wholesale Malt Beverage and Wine**

LOCAL GOVERNMENT USE ONLY

LOCAL GOVERNMENT
After providing your recommendation, return this form to the applicant **WITH** the recommendation marked below

Name of City OR County (not both)

Please make sure the name of the Local Government is printed legibly or stamped below

Date application received:

Optional: Date Stamp Received Below

☐ Recommend this license be granted

☐ Recommend this license be denied

☐ No Recommendation/Neutral

Printed Name

Date

Signature

AJ SMOKE & GROCERY STORE

Trade Name

LIQUOR LICENSE APPLICATION

APPLICANT INFORMATION

Identify the applicants applying for the license. This is the entity (example: corporation or LLC) or individual(s) applying for the license. Please add an additional page if more space is needed.

Name of entity or individual applicant #1:	Name of entity or individual applicant #2:
AJ SMOKE & GROCERY STORE	
Name of entity or individual applicant #3:	Name of entity or individual applicant #4:

BUSINESS INFORMATION

Trade Name of the Business (name customers will see):

AJ SMOKE & GROCERY STORE

Premises street address (The physical location of the business and where the liquor license will be posted):

258 A ST STE 2

City:	Zip Code:	County:
ASHLAND	97520-1947	Jackson

Business phone number:	Business email:
925-393-9669	Singhjiwan477@gmail.com

Business mailing address (where we will send any items by mail as described in OAR 845-004-0065[1].):

258 A ST STE 2

City:	State:	Zip Code:
ASHLAND	OR	97520-1947

Does the business address currently have an OLCC liquor license? ☐ Yes ☒ No	Does the business address currently have an OLCC marijuana license? ☐ Yes ☒ No

APPLICATION CONTACT INFORMATON – Provide the point of contact for this application. If this individual is not an applicant or licensee, the Authorized Representative Form must be completed and submitted with this application.

Application Contact Name:

Nathan Lockwood

Phone number:	Email:
[redacted]	[redacted]

P[redacted] note: liquor license applications are public records.

LIQUOR LICENSE APPLICATION

TERMS

- "Real property" means the real estate (land) and generally whatever is erected or affixed to the land (for example, the building) at the business address.
- "Common area" is a privately owned area where two or more parties (property tenants) have permission to use the area in common. Examples include the walking areas between stores at a shopping center, lobbies, hallways, patios, parking lots, etc. An area's designation as a "common area" is typically identified in the lease or rental agreement.

ATTESTATION – OWNERSHIP AND CONTROL OF THE BUSINESS AND PREMISES

- Each applicant listed in the "Application Information" section of this form has read and understands OAR 845-005-0311 and attests that:

1. At least one applicant listed in the "Application Information" section of this form has the legal right to occupy and control the real property proposed to be licensed as shown by a property deed, lease, rental agreement, or similar document.

2. No person not listed as an applicant in the "Application Information" section of this form has an ownership interest in the business proposed to be licensed, unless the person qualifies to have that ownership interest waived under OAR 845-005-0311.

3. The licensed premises at the premises street address proposed to be licensed either:
   a. Does not include any common areas; or
   b. Does include one or more common areas; however, only the applicant(s) have the exclusive right to engage in alcohol sales and service in the area to be included as part of the licensed premises.
      - In this circumstance, the applicant(s) acknowledges responsibility for ensuring compliance with liquor laws within and in the immediate vicinity of the licensed premises, including in portions of the premises that are situated in "common areas" and that this requirement applies at all times, even when the business is closed.

4. The licensed premises at the premises street address either:
   a. Has no area on property controlled by a public entity (like a city, county, or state); or
   b. Has one or more areas on property controlled by a public entity (like a city, county, or state) and the public entity has given at least one of the applicant(s) permission to exercise the privileges of the license in the area.

LIQUOR LICENSE APPLICATION

AJ SMOKE & GROCERY STORE

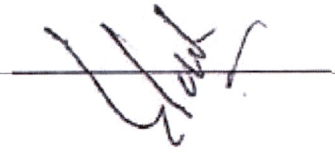
Applicant Signature(s): Each individual listed in the applicant information box on page 2 (entity or individuals applying for the license) must sign the application.

If an applicant listed in the applicant information box on page 2 is an entity (such as a corporation or limited liability company), at least one member or officer of the entity must sign the application.

- Each applicant listed in the "Application Information" section of this form has read and understands OAR 845-006-0362 and attests that:

1. Upon licensure, each licensee is responsible for the conduct of others on the licensed premises, including in outdoor areas.
2. The licensed premises will be controlled to promote public safety and prevent problems and violations, with particular emphasis on preventing minors from obtaining or consuming alcoholic beverages, preventing over-service of alcoholic beverages, preventing open containers of alcoholic beverages from leaving the licensed premises unless allowed by OLCC rules, and preventing noisy, disorderly, and unlawful activity on the licensed premises.

I attest that all answers on all forms and documents, and all information provided to the OLCC as a part of this application, are true and complete.

Applicant name	Signature	Date
Jiwan Singh		03/27/2024

Applicant/Licensee Representative(s): If you would like to designate a person/entity to act on your behalf you must complete the Authorized Representative Form. You may submit the form with the application or anytime thereafter. The form must be received by the OLCC before the representative can receive or submit information for the applicant.

Please note that applicants/licensees are responsible for all information provided, even if an authorized representative submits additional forms on behalf of the applicant.

Council Business Meeting

April 16, 2024

Agenda Item	Approval of Liquor License for the Columbia Hotel	
From	Alissa Kolodzinski	City Recorder
Contact	recorder@ashland.or.us	
Item Type	Requested by Council ☐ Update ☐ Request for Direction ☐ Presentation ☐ Consent ☐ Public Hearing ☐ New Business ☐ Unfinished Business ☐	

SUMMARY

This is a request for approval of a liquor license application for the for The Columbia Hotel (DBA Thisledome Hospitality Corp) at 262 E Main St.

POLICIES, PLANS & GOALS SUPPORTED

AMC Chapter 6.32 Liquor License Review

BACKGROUND AND ADDITIONAL INFORMATION

This is an application for a New Outlet- Limited On-Premises.

FINANCIAL CONSIDERATIONS

N/A

SUGGESTED ACTIONS, MOTIONS and/or OPTIONS

I move to approve the liquor license for The Columbia Hotel

REFERENCES & ATTACHMENTS

Attachment 1: Application

OREGON LIQUOR & CANNABIS COMMISSION

LIQUOR LICENSE APPLICATION

Instructions

1. **Complete and sign** this application.
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   - If the premises street address is within a city's limits, the local government is the city.
   - If the premises street address is not within a city's limits, the local government is the county.
3. You can submit the application to the OLCC if:
   1. You have WRITTEN documentation showing the date the local government received the application or;
   2. The local government has provided you their recommendation.

   ALL forms and documents must be a **PDF** attachment
4. **Email the PDF application that contains the local government recommendation or proof of submission** to: OLCC.LiquorLicenseApplication@oregon.gov.
5. **Do not** include any license fees with your application packet (fees will be collected at a later time). *When it's time to pay the license fee you must pay the full yearly fee for the current license year (the license fee will not be prorated). If you pay in the last quarter of your license year you must also pay the yearly fee for the next license year.*

License Request Options - *Please see the general definitions of the license request options below:*

- **New Outlet:** The licensing of a business that does not currently hold an active liquor license.
- **Change of Ownership:** The request to completely change the licensee of record at a licensed business.
- **Greater Privilege:** The request to change from an Off-Premises to a Limited or Full On-Premises Sales license **OR** from a Limited to Full On-Premises Sales license.
- **Additional Privilege:** The licensee currently holds an active liquor license at the premises and that same licensee would like to request to add an **additional** different liquor license type at that same premises location.

Additional Information

Applicant Identification: Please review OAR 845-006-0301 for the definitions of "applicant" and "licensee" and OAR 845-005-0311 to confirm that all individuals or entities with an ownership interest (other than a waivable ownership interest per OAR 845-005-0311[6]) in the business have been identified as license applicants on this document. If you have a question about whether an individual or entity needs to be listed as an applicant for the license discuss this with the OLCC staff person assigned to your application.

Premises Address: This is the physical location of the business and where the liquor license will be posted.

Applicant Signature(s): Each individual listed in the applicant information box on page 2 (entity or individuals applying for the license) must sign the application.
If an applicant listed in the applicant information box on page 2 is an entity (such as a corporation or limited liability company) at least one member or officer of the entity must sign the application.

Applicant/Licensee Representative(s): In order to make changes to a license or application or to receive information about a license application by someone other than the applicant/licensee you must:
- Complete the Authorized Representative ... and submit with the application.

LIQUOR LICENSE APPLICATION

Check the appropriate license request option:

☒ New Outlet | ☐ Change of Ownership | ☐ Greater Privilege | ☐ Additional Privilege

Select the license type you are applying for.

More information about all license types is available online.

Full On-Premises

- ☐ Commercial
- ☐ Caterer
- ☐ Public Passenger Carrier
- ☐ Other Public Location
- ☐ For Profit Private Club
- ☐ Nonprofit Private Club

Winery

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th

Brewery

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

Brewery-Public House

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

Grower Sales Privilege

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

Distillery

- ☐ Primary location

Additional tasting locations: (Use the DISTT form HERE)

☒ **Limited On-Premises**

☐ **Off Premises**

☐ **Warehouse**

☐ **Wholesale Malt Beverage and Wine**

LOCAL GOVERNMENT USE ONLY

LOCAL GOVERNMENT
After providing your recommendation, return this form to the applicant **WITH** the recommendation marked below

Name of City OR County (not both)

Please make sure the name of the Local Government is printed legibly or stamped below

Date application received:

Optional: Date Stamp Received Below

☐ Recommend this license be granted

☐ Recommend this license be denied

☐ No Recommendation/Neutral

_____ _____

Printed Name Date

_____

Signature

The Columbia Hotel

Trade Name

LIQUOR LICENSE APPLICATION

APPLICANT INFORMATION

Identify the applicants applying for the license. This is the entity (example: corporation or LLC) or individual(s) applying for the license. Please add an additional page if more space is needed.

Name of entity or individual applicant #1:	Name of entity or individual applicant #2:
Thisledome Hospitality Corp	
Name of entity or individual applicant #3:	Name of entity or individual applicant #4:

BUSINESS INFORMATION

Trade Name of the Business (name customers will see):
The Columbia Hotel

Premises street address (The physical location of the business and where the liquor license will be posted):
262 E Main Street

City:	Zip Code:	County:
Ashland	97520	Jackson

Business phone number:	Business email:
541-601-2087	stay@columbiahotelashland.com

Business mailing address (where we will send any items by mail as described in OAR 845-004-0065[1].):
262 E Main Street

City:	State:	Zip Code:
Ashland	OR	97520

Does the business address currently have an OLCC liquor license?	Does the business address currently have an OLCC marijuana license?
☐ Yes ☒ No	☐ Yes ☒ No

APPLICATION CONTACT INFORMATON – Provide the point of contact for this application. If this individual is not an applicant or licensee, the Authorized Representative Form must be completed and submitted with this application.

Application Contact Name:
Jehanne Bowen

Phone number:	Email:
[redacted]	[redacted]

LIQUOR LICENSE APPLICATION

TERMS

- "Real property" means the real estate (land) and generally whatever is erected or affixed to the land (for example, the building) at the business address.
- "Common area" is a privately owned area where two or more parties (property tenants) have permission to use the area in common. Examples include the walking areas between stores at a shopping center, lobbies, hallways, patios, parking lots, etc. An area's designation as a "common area" is typically identified in the lease or rental agreement.

ATTESTATION – OWNERSHIP AND CONTROL OF THE BUSINESS AND PREMISES

- Each applicant listed in the "Application Information" section of this form has read and understands OAR 845-005-0311 and attests that:

1. At least one applicant listed in the "Application Information" section of this form has the legal right to occupy and control the real property proposed to be licensed as shown by a property deed, lease, rental agreement, or similar document.

2. No person not listed as an applicant in the "Application Information" section of this form has an ownership interest in the business proposed to be licensed, unless the person qualifies to have that ownership interest waived under OAR 845-005-0311.

3. The licensed premises at the premises street address proposed to be licensed either:
   a. Does not include any common areas; or
   b. Does include one or more common areas; however, only the applicant(s) have the exclusive right to engage in alcohol sales and service in the area to be included as part of the licensed premises.
      - In this circumstance, the applicant(s) acknowledges responsibility for ensuring compliance with liquor laws within and in the immediate vicinity of the licensed premises, including in portions of the premises that are situated in "common areas" and that this requirement applies at all times, even when the business is closed.

4. The licensed premises at the premises street address either:
   a. Has no area on property controlled by a public entity (like a city, county, or state); or
   b. Has one or more areas on property controlled by a public entity (like a city, county, or state) and the public entity has given at least one of the applicant(s) permission to exercise the privileges of the license in the area.

LIQUOR LICENSE APPLICATION

The Columbia Hotel

Applicant Signature(s): Each individual listed in the applicant information box on page 2 (entity or individuals applying for the license) must sign the application.

If an applicant listed in the applicant information box on page 2 is an entity (such as a corporation or limited liability company), at least one member or officer of the entity must sign the application.

- Each applicant listed in the "Application Information" section of this form has read and understands OAR 845-006-0362 and attests that:

1. Upon licensure, each licensee is responsible for the conduct of others on the licensed premises, including in outdoor areas.
2. The licensed premises will be controlled to promote public safety and prevent problems and violations, with particular emphasis on preventing minors from obtaining or consuming alcoholic beverages, preventing over-service of alcoholic beverages, preventing open containers of alcoholic beverages from leaving the licensed premises unless allowed by OLCC rules, and preventing noisy, disorderly, and unlawful activity on the licensed premises.

I attest that all answers on all forms and documents, and all information provided to the OLCC as a part of this application, are true and complete.

Applicant name	Signature	Date
Jehanne Bowen		3/22/24

Applicant/Licensee Representative(s): If you would like to designate a person/entity to act on your behalf you must complete the Authorized Representative Form. You may submit the form with the application or anytime thereafter. The form must be received by the OLCC before the representative can receive or submit information for the applicant.

Please note that applicants/licensees are responsible for all information provided, even if an authorized representative submits additional forms on behalf of the applicant.

Council Business Meeting

April 16, 2024

Agenda Item	Public Arts and Climate and Environment Policy Advisory Committee Appointments	
From	Alissa Kolodzinski	City Recorder
Contact	recorder@ashland.or.us	
Item Type	Requested by Council ☐ Update ☐ Request for Direction ☐ Presentation ☐	

SUMMARY

Approval of Mayor Graham's recommendation for the appointment of Liz Adkison as the SOU Liaison to the Public Arts Advisory Committee with a term ending April 30, 2027 and Eric Ahnmark as the Recology ex-officio member on Climate and Environment Policy Advisory Committee.

BACKGROUND AND ADDITIONAL INFORMATION

N/A

FISCAL IMPACTS

N/A

ACTIONS, OPTIONS & POTENTIAL MOTIONS

I move to approve the appointment of Liz Adkison as the SOU Liaison to the Public Arts Advisory Committee with a term ending April 30, 2027 and Eric Ahnmark as the Recology ex-officio member on Climate and Environment Policy Advisory Committee.

REFERENCES & ATTACHMENTS

Attachment 1: Application – Liz Adkinson

Better Together

From: City of Ashland, Oregon
To: Dorinda Cottle; City Recorder
Subject: Application for Committee or Commission Submitted
Date: Friday, March 01, 2024 12:24:54 PM

[EXTERNAL SENDER]

*** FORM FIELD DATA***
Name: **Elizabeth Adkisson**
Committee or Commission intersted in: **Student Representative**
Address: [redacted]
Phone: [redacted]
Email: [redacted]
Occupation : **Sustainability Collective Community Organizer**
Educational background: **Southern Oregon University- Sustainability Major and Native American Studies.**
Related Experience: **Starting and running the Sustainability Collective since the fall of 2021. This organization works to foster hope through conversation and bringing art, music, food, and fun into the mix. We call it "craftivism"! We started an art magazine that was part of the Fringe Festival last year called SOUPS (Southern Oregon University People's Sustainability) and have started proposals for a Collective Creators Commons at an SOU owned abandoned lot where we will be holding an art festival in April. I have helped organize Arbor Day, Earth Day, and the Climate Justice Conference at SOU so I have a lot of experience in planning community events. I feel that there is always more to learn so I would definitely be interested in attending seminars and conferences that could aid my career goals around social justice and environmental sustainability through art.**
Interests: **I am interested in getting more involved in community art projects, learning more skills around working with groups to push projects forward, and helping the Committee find more connections with the university. I also really enjoyed the group dynamics and the encouraging atmosphere when I attended the last meeting.**
Availability: **I will be largely available in evenings and can attend regularly scheduled meetings and potentially special meetings. I am in full time classes right now but will be more freed up in March and much more available when I graduate in June.**
Additional Information : **I have lived here for 3 years and am highly involved in the community and at SOU. I have attended many city council meetings and have relationships with council members, I have worked closely with the houseless population and have held potlucks to foster connections between different socio-cultural and economic groups, I have gone to CEPAC meetings, worked with Rogue Climate, Ashland Climate Collaborative, and have worked as a Sustainability Coordinator and Events and Outreach Coordinator for the Sustainability Team at SOU for 2 years. I am an artist myself and really enjoy crafting events that bring artists and musicians together- especially to foster cultural education!**
Signature: **Elizabeth Adkisson**

*** USER INFORMATION ***
SubscriberID: **-1**
SubscriberUserName:
SubscriberEmail:
RemoteAddress: **66.241.70.76**

Council Business Meeting

April 16, 2024

Agenda Item	Public Hearing CDBG Award and Action Plan Development	
From	Linda Reid	Housing Program Manager
Contact	Linda.reid@ashland.or.us 541-552-2043	
Item Type	Requested by Council ☐ Update ☐ Request for Direction ☐ Presentation ☐ Consent ☐ Public Hearing ☒ New Business ☒ Old Business ☐	

SUMMARY

The City of Ashland is expecting a total of **$179,575** in Community Development Block Grants (CDBG) for the 2024 Program Year. The City of Ashland will not receive final notification of the annual CDBG award amount from the Department of Housing and Urban Development until after awards have been made. The estimate is included to provide guidance to applicants regarding the expected amount of available funds. The City reserves the right to award more or less than this estimate depending on the final entitlement amount authorized by Congress and the Department of Housing and Urban Development.

CDBG regulatory limits establish that 20% of the $179,575 annual allocation may be earmarked for administrative costs, totaling **$35,915**. After setting aside this amount for administration of the program, the remainder, which amounts to **$143,660**, is available for competitive award to eligible capital projects. Additionally, a portion of this remainder, up to 15% of the total annual award or **$26,936**, may be allocated toward public service projects.

POLICIES, PLANS & GOALS SUPPORTED

- 2020-2024 Consolidated Plan 5-year strategic plan for the use of community development block grant (cdbg) funds
  - https://www.ashland.or.us/Files/Con_Plan_Final_Adopted_Version.pdf

BACKGROUND AND ADDITIONAL INFORMATION

The City of Ashland has received one application for capital funding (the entire amount of funding less administrative costs are eligible for capital projects). The city received one application for public service funding (which can be 15% of the total allocation).

Organization	Proposed Project	CDBG Funds Requested	Goal	Consolidated Plan Goal
Maslow Project	Encourage stability, self-sufficiency, and school	$18,000	Homeless Goals: Provide access to basic needs, information, and	Public service activities other than Low/Moderate Income Housing Benefit:

Better Together

	achievement for homeless youth. ***Public Service**		referral. Provide case management and housing to improve stability to approximately **100** identified homeless youth ages 0-24.	100 Persons Assisted Public service activities for Low/Moderate Income Housing Benefit: 50 Households Assisted
Sunstone Housing Collaborative	Affordable Housing Development intended for district staff and low to moderate income families with children. ***Capital Project**	$143,660	Access to housing units that are affordable and suitable to low-, and moderate-income and special needs households. Approx. 92 units of housing anticipated to be created.	Rental Units Constructed: 15 Household Housing Units Homeowner Housing Rehabilitated: 15 Household Housing Units.

A total of **$143,660** in regular CDBG funding is available to distribute to eligible recipients for projects meeting the CDBG national objectives, and which are consistent with the City of Ashland 5-year Consolidated Plan.

CDBG funds will be available upon approval of the 2024 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 Advisory Committee to ensure 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.

ADVISORY COMMITTEE AND STAFF RECOMMENDATIONS

The Housing and Human Services Advisory Committee reviewed the applications and made a funding recommendation at their regular meeting on March 28th. The Housing and Human Services Advisory Commission Recommendation is as follows:

- Award $20,000 in CDBG funding to Maslow Project as a public service project and the remaining balance of funds, $123,660, in a provisional award to Sunstone Housing Collaborative for a capital project.

Staff reviewed the applications submitted and made a recommendation to award $18,000 to Maslow Project, and the remaining balance of $125,660 as a provisional award to Sunstone Housing Collaborative.

The recommendation for a "provisional award" to Sunstone Housing Collaborative anticipates that the organization will have until February 1, 2025, to identify a suitable capital project for the utilization of CDBG funding within the program year. Should Sunstone Housing Collaborative fail to designate an eligible use for the CDBG funding on their project within this timeframe, the funds will be subject to reallocation through the competitive award process in the 2025 CDBG program year. This provisional award arrangement allows Sunstone Housing Collaborative to advance their project design with the confidence of secured funding. Nevertheless, due to the necessity for the City to allocate CDBG funds in a timely manner, this stipulated period ensures that if the project does not progress expediently, the opportunity to re-award the funds is preserved, thereby optimizing the effective use of resources.

FISCAL IMPACTS

The funding awarded to Community Development Block Grant (CDBG) projects is sourced from allocations provided by the federal government, specifically the Department of Housing and Urban Development (HUD) and is incorporated into the annual budget. As the City undertakes the administration of the program, the awards are reimbursed by the Department of Housing and Urban Development. Consequently, this arrangement ensures there is no fiscal impact on the City, as all expenditures related to CDBG projects are fully covered through federal reimbursements.

SUGGESTED ACTIONS, MOTIONS and/or OPTIONS

I move to award the competitively available 2024 Community Development Block Grant funds as follows:

$_____ to the Maslow Project Public Service Project; and

$_____ in a provisional award to Sunstone Housing Collaborative.

Should the Council decide not to award all or part of the funding, the remainder would be incorporated into the next budget allocation process.

REFERENCES & ATTACHMENTS

Attachment 1: 2024 CDBG Applications All

Attachment 2: Staff Evaluation

CITY OF ASHLAND

2024 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)

Applicant Mailing Address: PO BOX 999 Medford, OR. 97504

Applicant Street Address: 500 Monroe Street, Medford, OR. 97504

IRS Classification: 501c3

Federal Tax ID#: 27-0734969

Mission Statement: (may be attached)

We empower homeless youth and families to engage and thrive independently in all aspects of life by providing supports that stabilize and strengthen resiliency.

Total Employees: 14 Total Volunteers: 45

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:

Wrap Around Services for Unhoused Youth and Families

Expected Completion Date: June 30, 2025

Requested CDBG Funds: $ 18,000

Organizational Match: $ 14,209

Funds from Other Sources: $ 178,000

Total Project Cost: $ 210,209

MASLOW PROJECT

stabilize • engage • thrive

2) Maslow Project Summary

Maslow Project provides wrap-around, multi-lane services to meet clients where they are to provide the necessary services for their specific challenges. We have over twenty years of providing services to youth and families experiencing homelessness in Jackson County. **The needs for CDBG funds are great. Maslow was not a recipient of emergency order funding and heavily relies on CDBG funding to deliver services in the Ashland community.**

Multi-lane, wrap-around services include: **1) Stabilization**: offered throughout all our programs (centralized at our Resource Center and deliveries) provides food, hygiene, & essential needs, active navigation & facilitated referrals; promote safety and stabilization so people can focus on higher level life goals. **2) Case Management** offered to those most vulnerable - is the anchor to all our goal-based programming, offering intensive QMHA level services in support of individualized goals (education, wellness, employment, housing, etc. **3) Advocacy**: advocates remove educational barriers & connect families with resources; keeping homeless students engaged with school & earning credit toward graduation. **4) Outreach**: 4WD "Mobile Drop-In Unit" is stocked with clothing, food, hygiene supplies & emergency items provided to unsheltered youth/families street & rural outreach; delivery & mobile supports**. 5**) **School Based Services**: Provide school supplies, help with transportation, & enrollment. **6) Permanent Supportive Housing:** housing navigation, life skills, and ongoing case management and support to ensure success once housed. **7) Transitional Housing**- emergency hotel stays.

We work to stabilize youth and families by providing resources for basic needs and services. Once stabilized, we can begin to start working on a client driven goal plan for education, employment, and housing. These services are stabilizing, provide a safety-net, and form the foundation of our relationship with our youth and families. Case Managers are the anchor to all of the services and supports. We proactively connect those we serve to other community-based programs, our work is client centered and is collaborative in design to accomplish their goal plan.

Case Managers work with clients on navigating community resources and supports that can otherwise be overwhelming and cumbersome. This individualized support addresses their specific needs to stabilize and move forward in their goals related to housing, education, and employment for the best possible outcome for the client. We are often the communication link between and among providers to ensure efficiency and avoidance of duplication of services, to stretch every dollar as far as possible.

Our work is rooted in trauma informed practices and with our staff having extensive training along with being QMHA certified. Our program is holistic in nature; providing a true client-centered approach that meeting them literally and figuratively – "where they are". Our Navigation/Resource One-Stop Center (commonly called our Drop-In Center) provides a

centralized point of access to case management, advocacy, and resource distribution.

Our work is through the federal McKinney Vento law, lacking a fixed, regular, adequate nighttime residence. Most of our clients are school-aged. That means that families with children are living in tents, sleeping in vehicles, living in trailers that lack plumbing and electricity, or doubled up with friends or family. A significant percentage are families without transportation who live in the most rural areas of our region.

Every child should have opportunities to go to school, have nutritious food, and an adequate place to live. Inflation has caused many families on an elevated level of crisis over the past several years. With funding from CDBG we will be able to provide resource and support for those facing the most barriers to get help and support, but are often left off homeless counts. As a homeless youth and family service provider, Maslow Project responded immediately to the crisis. Most of our clients do not qualify for the funding through the state that addresses homelessness because they do not meet the HUD federal definition of homelessness. This leaves a huge gap in services for families with children. If we do not respond they are at risk for ending up in the street.

Depression, isolation, and hunger are up–leading to growing safety concerns. Our programs, weave together community resources with a hands-on approach to referrals and navigation – leveraging & maximizing community partnerships & resources, especially for populations with language or access barriers, and using our resources to address gaps and barriers. Maslow continues collaborations to effectively respond quickly in our community, schools, social service providers, health/mental health providers, law enforcement to facilitate safe camping & emergency shelter, & more housing opportunities with local Housing Authority, to name a few. Additionally, we have added bi-lingual/bi-cultural staff to respond to the growing need of Spanish speaking clients.

During the 22-23 program year we assisted 260 individuals find permanent housing through financial assistance, which is 85 families that had are now housed. Additionally, 127 people were sheltered in a hotel. 42 families are in our permanent supportive housing program. During Fall 2019 we began our partnership with the Housing Authority of Jackson County. We are currently providing Permanent Supportive Housing in Section 8 Project-based vouchers in Medford with 12 units, 8 in Central Point, and 15 units recently with Snowberry II in Ashland, and an additional 6 in White City this past fall. This new partnership helps our clients jump through a 3-4 year Section 8 HUD waiting list and will provide them with ongoing case management post housing to work toward skill and income building.

We propose a continuation of our partnership with the City of Ashland to add on to our comprehensive services for Unhoused Youth and Families. A new position to the Ashland based programming is a Permanent Supportive Housing Case Manager. She will work in coordination with our Ashland Case Manager and Family Advocate to work with students and families who are experiencing homelessness or at risk of homelessness to navigate the rental market, address existing barriers to attaining housing, the application process, and for those in our HAJC

units, ongoing case management working toward self-sufficiency. There is complex trauma associated with homelessness. Maslow is helping mitigate the effects of adverse childhood experiences (ACE's) and preventing long-term impact of chronic homelessness, as a result, our program provides both a high return on investment and long-term positive impact on the community.

Maslow Project's Wrap-Around Services to Unhoused Youth and Families addresses the high priority goals within the City of Ashland's Consolidated Plan of support services for homeless outreach, prevention services and transition. We will provide rent/security deposit assistance to prevent or alleviate homelessness and provide outreach/ direct service to homelessness populations. Additionally, we collaborate with over 40 agencies and the Executive Director sits on the Board of the Continuum of Care which addresses the goals and priorities set forth by HUD; aligning with the City of Ashland's priorities.

We are a direct service provider and also functions as a service "hub"; connecting our clients to community partners (e.g.: medical/dental/mental health, domestic violence, treatment/recovery programs, shelter) in a coordinated effort. Our school-based programs operate from a drop-in center inside Ashland High School allowing us to get upstream and help stabilize youth and ensure educational attainment – thus decreasing the number of youth who become chronically homeless adults. Further, our Street Outreach Team is a source of information and resources to homeless youth and families living on the street. They coordinate with other agencies for referrals and administer TAYSPDAT's for coordinated entry.

Project Objective: Provide stability to homeless youth and families experiencing or at risk of homelessness in the city of Ashland.

- **Objective 1**: Improved safety, health, problem solving skills, and resiliency. 100% of those contacted will have increased access to basic needs, linkages to community-based services, and a safety plan. Target: 100 individuals (youth & families)
- **Objective 2:** 50 clients will receive intensive case management service, service & resource navigation.
- **Objective 3**: 80% of the 50 clients in case management will develop two or more Positive, healthy and supports connections, & increased linkages
- **Objective 4**: 70% of the 50 clients in case management will make measurable growth on their self-sufficiency score
- **Objective 5**: 100% of the 15 families (45 -55 individuals) remain permanently housed in PSH housing

Total project for wrap-around case management and safety-net services, housing deposit/move in assistance, and readiness to rent through our Permanent Supported Housing is estimated at $210,209.

3) Property and Project Information

N/A

4) Services to be Provided

Eligible Target Population: The population served through Maslow Project's Ashland program consists of youth between the ages of 0-21 (and their families) residing in Ashland and meeting the McKinney-Vento definition of homelessness - defined by the McKinney-Vento Act as "any student who lacks a fixed, regular, and adequate nighttime 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. 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.

Services:
In addition to the comprehensive services listed above: 1) Stabilization 2) Case Management 3) Advocacy 4) Outreach 5) School Based Services 6) Permanent Supportive Housing Program 7) Transitional Housing we will do the following:

- Case Management and Basic Needs: food boxes, clothing, hygiene supplies, baby supplies, emergency assistance, etc. These services are inherently preventative and stabilizing, Case Managers also collaborate closely with other providers to ensure seamless wrap-around supports (crisis counseling, health care, employment, addiction, domestic violence, scholarships)
- Rural/Street Outreach: Our 4WD "Mobile Resource Center" 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;
- Advocacy: Remove barriers & connect families with resources; Develop individualized client goal plans, assist with accessing emergency/transitional housing, track relevant academic data, assist with educational and/or post-secondary goals;

School Based Services: Provide school supplies, help with transportation, enrollment, and connect families to relevant resources.

5) Work Program and Timeline

The program outlined in this application is ongoing; the activities will be conducted for the Wrap-Around Services funds from the Ashland CDBG during the time period of July 1, 2024 to June 30, 2025. Please see attached project schedule (Form A-2) for more details.

6) Financial Information

Project Expenses: Payroll is based on compensation for a 1) 1 FTE Case Manager (this is an increase in time from prior years), $49,920; 2) 1 FTE Permanent Supportive Housing Case Manager $49,920 3); 0.5 FTE Advocate, $20,080, 5) Payroll tax and benefits are estimated at 26% of total wages, $31,179.20. These costs are based on actual payroll reports. Payroll costs are based on agency salary schedules and in alignment with market rates. Barrier removal, safety-net needs, emergency hotels stays, deposit/security assistance funds: $40,000. Indirect/admin rate of 10% of personnel costs estimated at $19,110 and covered entirely by other non-CDBG sources. **Total cost of this project is $210,209.** The amount requested from the Ashland Community Development Block Grant represents 16% of our Ashland program budget, 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; in public community gathering spots; and at our Resource Center as COVID allows.
    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. This is a social service application; sections "d"-"i" are not applicable.

8) Maslow Project's Mission and Service History

Maslow Project empowers youth to thrive independently through supports that stabilize and engage in all aspects of their life. We do this by providing resources for basic needs, removing barriers to education & employment, and fostering self-sufficiency in a collaborative & empowering environment. Our services include: 1) Stabilization; 2) Case Management; 3) Advocacy; 4) Outreach; 5) School Based Programs; 6) Permanent Supportive Housing; and 7) Temporary Emergency/Transitional Housing.

Maslow Project has almost two decades of experience providing evidence-based programs: grounded in best practices and producing life changing, outcome-driven results. Our work has always been trauma-informed, inclusive, and focused on equity. Maslow's program model is intentionally youth-centered (a best practice). Other best practices we utilize include Trauma-Informed Care, Positive Youth Development - strength-based approaches that foster resiliency. These practices are woven throughout all our programs (low barrier, safe/calming spaces, client

rights and responsibilities, milieu style rapport-building and gold-standard client-care), and are designed to address the specific challenges facing our youth and their families. We also actively utilize evidence-informed approaches, including: Wrap-Around (holistic & integrated), co-case management with other providers, warm referrals, Harm Reduction and meeting youth "where they are at"; eliminating barriers to program access by offering services where youth already congregate (school-based programs, street outreach, drop-in centers). We currently coordinate with over 40 community-based organizations to promote optimal outcomes and stability of our clients - both on-site at our Resource Center and throughout Jackson County.

Executive Director Mary Ferrell founded Maslow Project in 2000 and oversees all programs at the highest level. She represents our clients' needs on numerous local initiatives and participates in federal efforts that inform and address trends and best-practices for homeless youth-serving agencies across the nation.

9) Self-Sufficiency

Maslow Project's Wrap Around Services for Unhoused Youth and Families program helps our clients (100% LMI) gain stability & move toward self-sufficiency and helps prevent adult homelessness. Our integrated, wrap-around services stabilize youth and families. Once stabilized clients can engage with case managers and begin the process of working on client driven goals to self-sufficiency related to education, employment, and housing. We coordinate with local agencies to ensure a comprehensive, unduplicated approach to providing services to our clients. Our services are preventive in nature and help to engage clients by using a strengths-based approach when working with individual client goal plans.

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 once they have graduated and provide an opportunity to attend college, trade school or job training. Collectively, this approach helps individuals progress from being in crisis to becoming self-sufficient.

The population served through this project consists of youth between the ages of 0-21 (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**.

10) Benefits to Extremely Low, Low, and Moderate Income Individuals

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 **100-145 unduplicated individuals** during the 2024-2025 year – approximately 50 of whom will participate in intensive Case Management and 15 Families in PSH services. These extremely low-income individuals will benefit from the following services:

Project Objective: Provide stability to homeless youth and families experiencing or at risk of homelessness in the city of Ashland.

- **Objective 1**: Improved safety, health, problem solving skills, and resiliency. 100% of those contacted will have increased access to basic needs, linkages to community-based services, and a safety plan. Target: 100 individuals (youth & families)
- **Objective 2:** 50 clients will receive intensive case management service, service & resource navigation.
- **Objective 3**: 80% of the 50 clients in case management will develop two or more Positive, healthy and supports connections, & increased linkages
- **Objective 4**: 70% of the 50 clients in case management will make measurable growth on their self-sufficiency score
- **Objective 5**: 100% of the 15 families (45 -55 individuals) remain permanently housed in PSH housing

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

14) Impact on Significant Properties

15) Other Materials

Please see attached letters of support from Housing authority of Jackson County and the Maslow Project's Board of Director's List

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

16) CDBG Application Checklist

CITY OF ASHLAND

2024 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.**

A. Applicant's Background	**Yes**	**No**	**N/A**
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. Project Location and Land Use Issues	**Yes**	**No**	**N/A**
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
C. Environmental Issues	**Yes**	**No**	**N/A**
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
D. Labor Requirements	**Yes**	**No**	**N/A**
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
E. Displacement and Relocation	**Yes**	**No**	**N/A**
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
F. Property Data	**Yes**	**No**	**N/A**
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
Case Management and Advocacy: Identify homeless students, provide services/referrals/ basic needs, track academic data, establish client goals. Case Manager and Advocate will work with homeless youth and families on client driven goal plans related to employment, health, education, and housing to improve self-sufficiency. • 100% of those contacted will have increased access to basic needs, linkages to community-based services, and/or educational advocacy. (Target: 100-150 homeless Ashland youth/family members). • 45 individuals that are most at need for services will receive resource and service navigation, linkage and warm-referrals to other organizations for the best possible outcome of the client • 15 families (45-55 individuals) will receive PSH case management services	7/1/24	6/30/25
Collect Outcome Data: Individuals & Families are assessed at start of case management with an intake appointment (improved employment and/or education) through on-going advocacy & case management: • 80% of the 45 clients in case management will develop two or more Positive, healthy and supports connections, & increased linkages • 70% of the 45 clients in case management will make measurable growth on their self-sufficiency score • 100% of the 15 families will remain permanently housed in PSH We have extensive intake, tracking, and documentation procedures in place. ClientTrack is our database for documenting assessments, demographics, tracking client services and program enrollments, and monitoring client progress.	7/1/24	6/30/25

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

	Total Cost	CDBG Request	Other Source(s)
Client Assistance / & Barrier Removal Funds / Deposits	**$40,000**	$0	$40,000
Wages and benefits (of personnel providing direct client services) Case Manager, PSH Case Manager, & Advocate	**$151,099**	$18,000	$133,099
Materials/Supplies	**$0**	$0	$0
Marketing/Outreach	**$0**	$0	$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.	**$19,110**	**CDBG Funds are not available for program administration**	$19,110
Total Project Cost	**$210,209**	**$18,000**	**$192,209**

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	$15,000 SOP	$0	$0	$15,000 9/1/22'
State Grants	YEHP $20,000 $20,000 YDC	$0		$20,000 YDC & YEHP 7/1/23
Local Grants	$20,000 ACCESS $5,000 Butler	$0	$18,000 Ash. CDBG $15,000 Carpenter Oregon Community: $17,000	$20,000 ACCESS Secured 12/23 $5,000 Su -23' $15,000 10/23 CDBG- Spring 24' OCF- $17,000 8/24
Non-Governmental Grants	$25,000 Ford Family Found. (3 year grant) Miller Foundation $15,000 (2 year grant)		$10,000 Providence Mental Health	$25,000 TFF Secured 8/21 $15,000 2/23 secured $10,000 Providence 4/24

Donations/Gifts	**$0**	**$0**	**$14,209**	**FY 2024-2025**
Applicant Contribution	**$0**	**$0**	**$0**	**N/A**
Program Income	**$0**	**$0**	**$0**	**N/A**
Loans	**$0**	**$0**	**$0**	**N/A**
Other (specify)	**$6,000 Ashland School District**	**$0**	**$0**	**$6,000 Secured 7/2023**
Other (specify)	**$0**	**$0**	**$0**	**N/A**
TOTAL	**$106,000**	**$0**	**$104,209**	**$210,209**

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: $6,000 secured; Ford Family Foundation: $25,000 secured; Miller Foundation: $15,000 Secured; Oregon YEH: $20,000 Secured;: Secured $10,000; Carpenter: $15,000 Secured, Federal SOP: $15,000 secured; ACCESS SHAP rental deposits: $20,000 – secured 12/23. Tentative: Ashland CDBG: $18,000-applied; GS Butler Fund: $5,000 (renewed annually); Providence Partners in Health: $20,000,000 – applied; OCF Community: $17,000 will apply; Individual Donations: $14,209 to be raised in fiscal year.

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

____ _____

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 Scott Clauson, Board Chair – Executive/Development Committee
2 Jamie Hazlett, Past Chair - Executive/Program Committees
3 Lisa Morris, Vice Chair – Executive/Development Committee
4 Sharilyn Cano, Secretary – Executive/Development Committees
5 Amy Zarosinski, Treasurer – Executive/Finance Committees
6 Eric Maxwell- Program Committee
7_____
8_____

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.

HOUSING AUTHORITY OF JACKSON COUNTY

2251 TABLE ROCK ROAD MEDFORD OR 97501

PH/TDD (541) 779-5785 **FAX (541) 857-1118**

January 22, 2024

The Housing Authority of Jackson County is pleased to support this application from Maslow Project in support of their work with homeless youth and families in the Rogue Valley. Maslow helps this population overcome the numerous barriers to become stabilized and securing permanent housing. The work they do meets a critical and growing need in our community to help families address those barriers, navigate the steps and process for finding and securing housing, and often supporting the costs associated with application fees, deposits, and emergency hotels as a bridge resource to permanent housing.

The case management and navigation services Maslow Project offers to individuals both prior and post housing, help ensure skills are developed to promote better outcomes for both tenants and landlords. The Housing Authority of Jackson County currently partners with Maslow Project on 40 project based units in Jackson County and we look forward to supporting their work and growing our partnership to serve even more low income and homeless families.

Should you have any questions please contact me.

Sincerely,
Cara Carter

Cara Carter
Director of Housing Programs
Ext. 1002
cara@hajc.net

CITY OF ASHLAND

2024 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:

Sunstone Housing Collaborative

Executive Director's Name(s): Krista Palmer

Board Member Names (attach separate sheet)

Jill Franko , Dan Ruby

Applicant Mailing Address:

919 Bellview Ave #1
Ashland, OR
97520

Applicant Street Address:

919 Bellview Ave #1
Ashland, OR
97520

IRS Classification: Public Charity Status 170(b)(1)(A)(vi)

Federal Tax ID#: 93-4638323

Mission Statement: (may be attached)

Sunstone Housing Collaborative was established in December 2023 to support the educational mission of Ashland School District and the associated Housing Production Strategy of Ashland by utilizing district owned land to develop affordable housing intended for district staff and low to moderate income families with children in order to increase long term sustained enrollment and retain staff members.

Total Employees: N/A Total Volunteers: 3

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

Name: Krista Palmer

Title: Executive Director

Phone Number: 949-278-7665

Fax Number:

E-mail Address: kristapalmer80@gmail.com

III. PROJECT INFORMATION SUMMARY

Project Name or Title:

Affordable Housing Development at E. Main and S. Mountain Ave in Ashland, OR_

Expected Completion Date: Phase 1: January 2026

Requested CDBG Funds: $ 143,660.

Organizational Match: $

Funds from Other Sources: $ 177,500.00 from Allcare

Total Project Cost: $ initial estimated expenses for land acquisition $700,000

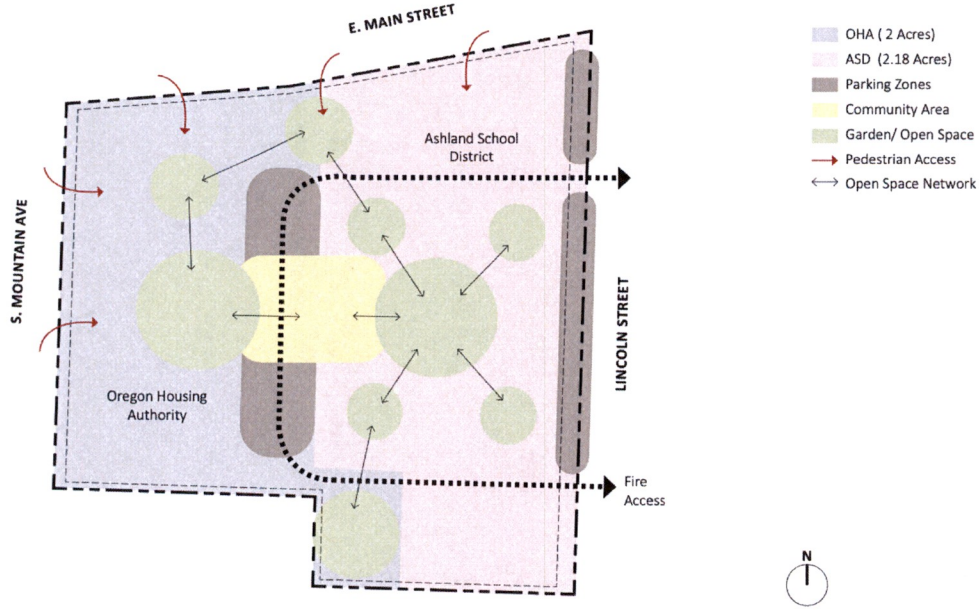
Provide the information listed below numbered and, in the order, listed so that we can find the required information easily and award full credit for your responses. If the question does not apply to the proposed project write N/A.

1) Complete Application Form (included).

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

Sunstone Housing Collaborative was established in December 2023 to support the educational mission of Ashland School District and the associated Housing Production Strategy of Ashland by utilizing district owned land to develop affordable housing intended for district staff and low to moderate income families with children in order to increase long term sustained enrollment and retain staff members. To achieve this goal, Ashland School District has identified a parcel of land within city limits and approved that land to be sold to one or more nonprofit low income housing developers. A working agreement will be made with ASD for Sunstone Housing to facilitate the sale of the land with the expectation that market value will be received by the district upon transfer. It is highly likely that a nonprofit housing developer will seek to purchase the land BELOW market value, therefore it is imperative that Sunstone Housing Collaborative seeks funding through the CDBG grant to offset a lower sale price and ensure that Ashland School District receives expected revenue for the land.

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



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

a) Property location relative to jobs, schools, transportation, shopping and services

The property lies central to the city of Ashland with the following resources within close proximity:
-RVTD Route 10 bus stop is within .5 miles which provides direct service from southern ashland to the Rogue Valley Transit Center in Medford
-Three public elementary schools within 1.5 miles, Two middle schools within 1 mile and high school less than .5 miles
-Hospital and medical services are within 2 miles and in proximity to bus routes
-Grocery shops are within .5 to 2 miles
-Being that the property is within the center of the city, access to employment is readily available

b) Total floor area of buildings, and size of land site

Size of land site is 4.18 acres

c) Types of residential units, number of each type of unit, and total number of bedrooms

Estimates of potential HAJC Apartments: (total 50 units with +- 97 bedrooms)
Studio/ 1bed 1 bath: 14
2bed/1 bath: 14
2/3 bed / 2 bath: 22

Estimates of other nonprofit partnered affordable housing: (total 42 units with +- 83 bedrooms)
Apartments:
1b/1bath: 8
2/ 3 bed / 2 bath: 15

Townhouses, 2 /3 bed / 2 bath: 12

Modular Housing, studio, 1bed/1bath: 7

d) Number of extremely low, low-, and moderate-income units proposed.

50 units proposed to be available to extremely low and low income, with 42 units available for low to moderate income

e) Number of units accessible to the disabled

In compliance with the following regulation, a minimum of 5 units will be fully accessible to the disabled. (All Federally assisted new construction housing developments with 5 or more units must design and construct 5 percent of the dwelling units, or at least one unit, whichever is greater, to be accessible for persons with mobility disabilities. HUD.gov)

f) Square footage of units and description of amenities such as private balconies or storage areas

TBD through RFP process

g) Square footage of common areas such as community or laundry rooms
TBD

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 Property is currently vacant land without improvements

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 Property is currently without existing housing

k) If the project involves rehabilitation attach a description of the work to be completed.
Historically, there was a pond on site which was questionably filled to construct the field (possible environmental concern pending review)

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.
The target population for this property and subsequent improvements are individuals and families with children who meet income requirements of 30% AMI (extremely low income), 50% AMI (low income), 80% AMI (moderate income) with some targeting 100% AMI (medium income).

m) Indicate how many years the property will remain affordable and the mechanism that will be used to ensure the affordability period.
It is in the interest of the school district and the city of Ashland that the property and subsequent improvements remain affordable indefinitely. To ensure this status remains, when the sale of the land occurs, there will be stipulations within RFP for any builder to be singularly focused on the development of affordable housing units as defined by HUD.

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).
Community space will be available to local service providers for the opportunity to partner in supporting the residents through onsite assistance as needs are identified.

5) A work program and timeline including a complete list of tasks with estimated start and completion of each task (please complete attached Form A – Project Schedule).
Rfp disbursement
Acquire property
Select developer
Begin construction
Projected completion

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.

Land acquisition, RFP disbursement, development costs for 100 units, resources from Jackson county

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)

Maintenance and operating costs tbd by future developer

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.

Tbd per rfp/developer

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

Potential costs for energy conservation, modified construction, e-car charging, universal design

Through the RFP process, Sunstone Housing Collaborative will communicate the imperative of designing and developing housing that exceeds best practices regarding energy efficiency, sustainable construction methods and particular attention paid to utilizing universal design methods in order for the housing to be accessible to the widest population possible.

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

Included letter of funding from Allcare

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)

This will be determined by the developer

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

- **Property Acquisition** YES
- **New Construction (non-residential)** Yes, if included in this category are community resource buildings and resident storage
- **Removal of Architectural Barriers** NO
- **Rehabilitation Costs** NO
- **Development Costs** YES
- **Client Services** NO
- **Specification Preparation (Construction/Rehab)** YES, there will be demolition of current non-residential structures and preparation of city-required infrastructure
- **Relocation Benefits (if required) N/A**
- **Appraisal (for acquisitions)** NO, estimate of value obtained through ASD

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 target population for this property and subsequent improvements are individuals and families with children who meet income requirements of 30% AMI (extremely low income), 50% AMI (low income), 80% MFI (moderate income) with some targeting 100% MFI (medium income).

c) Describe any financial or legal commitments made to the project. Housing Development, Land Acquisition, or Rehabilitation Specific Information
There have been no financial or legal commitments made with regard to this project.

d) Will permanent housing units be converted or demolished? If so, how many?
N/A as the site for proposed acquisition is currently undeveloped

e) Is the proposed housing site located in a 100-year flood plain?
This information will be determined upon completion of environmental assessment

f) Has a Level 1 environmental assessment been done for the site? If yes, attach the report.
No

g) Is the proposed housing site located adjacent to a major arterial road or near a railroad?
The proposed property is located approximately .3 miles from a railroad and .5 miles from the nearest arterial road (Siskiyu Blvd).

h) Is the proposed site located adjacent to an aboveground flammable storage tank?
No

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.
Sunstone Housing Collaborative was established in December 2023 to support the educational mission of Ashland School District and the associated Housing Production Strategy of Ashland by utilizing district owned land to develop affordable housing intended for district staff and low to moderate income families with children in order to increase long term sustained enrollment and retain staff members.

Sunstone Housing Collaborative has built a partnership with the Ashland School District to secure an initial build site on the property currently owned by the district at E. Main and S. Mountain Ave in Ashland. This location ensures the opportunity for future residents to benefit from living in housing that is affordable, in proximity to public transportation, schools, and local employment; all factors that promote a thriving community.

As a long term focus, Sunstone Housing Collaborative exists to partner with landowners to facilitate the development of affordable housing in order to meet the growing gaps in housing available in Ashland and greater Jackson County.

9) Will the project promote self-sufficiency for extremely low- ,low- moderate-income families, or individuals with special needs?
The development of new affordable housing promotes self-sufficiency of low-moderate income families by removing two of the primary barriers to obtaining and retaining a safe and reliable place to live: cost and availability. Secure and affordable housing enables people to focus on growing and thriving in the communities where they live. Self sufficiency for people with disabilities may be promoted with ground level ADA accessible housing units that foster inclusion in the greater community.

10) Please identify how your project benefits extremely low-, low- and moderate-income individuals or individuals with special needs.
The development of new affordable housing in the center of Ashland can help mitigate the consequences of financial instability that low and moderate income individuals face, particularly when a majority of their income is spent on a place to live. Reducing the amount of money required to obtain housing enables low and moderate income individuals to gain physical and financial security that might otherwise be impossible, creating potential for greater involvement in community life through education, commerce and public service.

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: N/A

• **Number of extremely low-, low- and moderate- income individuals served in the project area on an annual basis.** 100% of project will meet this need

• **Total number of individuals served in project area on an annual basis.**
Tbd based on developer. Minimum goal of 100 households to be specified in RFP.

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. NO
• **Specify the target population to be served.**
Low and moderate income individuals and families
• **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.)**
TBD based on occupancy
• **Total number of individuals in target population to be served on an annual basis.**
TBD based on occupancy
• **Percent low and moderate income.**
100%

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 housing will be available exclusively to low and moderate income individuals that meet income eligibility requirements

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.
This will be answered by the skills and specialties of individuals who comprise the board.
SHC is acting in capacity as liaison and project manager with the developer, on behalf of the school district. Developer to be selected through RFP requiring that applicants have the experience and capacity to acquire funding and develop affordable housing needs as outlined.

b) Are the ongoing operating expense and maintenance reserve estimates reasonable?
Yes. Land values estimate has been determined by recorded market values.

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?
The applicant (Sunstone Housing Collaborative) will have a master service agreement with the Ashland School District to ensure the transfer of land to the applicant for its sale and subsequent development.

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?
No

g) Has a pre-application been completed with the Ashland Planning Department?
No

h) What is the condition of any improvements on the property and what is the expected life of the property?
Existing improvements upon the property include a baseball field, dugouts, restroom building, maintenance shed all of which will be demolished for the development of housing.

i) Describe commitment of project funding from other sources
Sunstone Housing Collaborative has received $177,500 from AllCare Health that will contribute to administrative and legal fees for the initial phase of the project which includes compiling and releasing an RFP for development of at least half of the land. Additional funding has been requested through Jackson Care Connect and the City of Ashland Social Services Grant.

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.
The current state of the land and its improvements do not indicate a significance that prohibits their demolition for the purpose of developing housing.

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.

16) CDBG Application Checklist (included)

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

Housing Proposals

Activity	Start Date	Completion Date
Site Planning & Development	TBD per RFP Respondant	
Option		
Site Acquisition		
Plan Development		
Pre-application		
Land Use Approval		
Construction Plans		
Final Bids		
Contractor Selection		
Building Permits		
Grant applications		
local	City of Ashland SS Grant 1/24	
state		
federal		
Non-government		Allcare received 2/2024
other		
Loan Applications		
Construction loan	N/A	N/A
Permanent	N/A	N/A
Construction Phase		
Construction	12/2024	5/2025
Certificate of Occupancy	5/2025	12/2025

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

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

Uses of Funding

Housing Proposals

	Total Cost	CDBG Request	Other Source(s)
Acquisition Costs			
Land	700,000.00	143,660.00	$177,500 from Allcare
Improvements	n/a		
Liens and other Taxes	tbd		
Closing costs	tbd		
Off-Site costs	tbd		
Other			Pending City of Ashland SS Grant
SUBTOTAL			
Development Costs	All development costs tbd based on selected respondent to RFP. Will provide report upon receipt		
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			
Fees	All additional fees tbd based on selected respondent to RFP. Will provide report upon receipt.		
Architectural/Engineering			
Legal/Accounting			
Appraisals			
Lender fees			
Construction Loan			
Permanent Loan			
Tax Credit Fees			
Developer Fee			
Consultant Fee			
Other			
TOTAL	est. $100,000,000	143,660.00	est. $177,500.00

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				
State Grants			LIFT program funding	
Local Grants			City of Ashland SS Grant	
Non-Governmental Grants	Allcare $177.500			2/2025
Donations/Gifts				
Applicant Contribution				
Program Income				
Loans				
Other (specify)			OCF Reed & Carolee Walker Grant	
Other (specify)			US Bank Community Funding Grant	
TOTAL				

Please provide a description of 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.

City of Ashland SS Grant: Application submitted 1/26/2024

Allcare grant awarded 1/2024, funding availabilty 3/2024

OCF Reed and Carolee Walker Grant application due Feb 12, awarded 5/2024

US Bank Community Funding Grant application due 7/2024, awarded 12/2024

Oregon LIFT funding proposal due 9/2024

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:

Sunstone Housing Collaborative

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 Jill Franko
2 Dan Ruby
3
4
5
6
7
8
9
10
11
12
additional

Having recently received approval for nonprofit status from the IRS on 1/19, Sunstone Housing Collaborative is in the development stage of assembling a board of directors.

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.

CITY OF ASHLAND
2024 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.**

A. Applicant's Background	**Yes**	**No**	**N/A**
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. Project Location and Land Use Issues	**Yes**	**No**	**N/A**
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		

C. Environmental Issues	Yes	No	N/A
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 exiting structure, was it built 1979 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		
D. Labor Requirements	**Yes**	**No**	**N/A**
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
E. Displacement and Relocation	**Yes**	**No**	**N/A**
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	
F. Property Data	**Yes**	**No**	**N/A**
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	

allcare health™

allcare cco

December 20, 2023

Jill Franko
955 Bellview Ave.
Ashland, Oregon 97520

Dear Jill,

Thank you for your funding application to the AllCare Health SHARE Fund for **"Teacher, Staff, Student Housing Ashland School District"**. The Community Health Integration Team is very pleased to award **Ashland School District** with **$177,500.00** towards the implementation, success, and expansion of the work that you do. This funding is awarded toward the purposes detailed in your application documents. The sideboards include: SIDEBOARDS NOTED HERE (BOLD SIDEBOARD).

We appreciate the opportunity to support your work and are eager to learn more about the impact **"Teacher, Staff, Student Housing Ashland School District"** has in the community. We are particularly interested in vignettes demonstrating effectiveness and in measurable outcomes related to providing your program. These would include projected outcomes listed in your application: **provide a minimum of 60-100 units of affordable housing to families and teachers, and increase our student enrollment by 150-200 new students.**

Please reference this reporting schedule for your convenience:
Progress Report: **07/15/24 and 01/15/25**
Final Project Outcomes Report: **01/15/26**
Report Link: https://app.smartsheet.com/b/form/702964464683482986d067ce05df325e

In addition to regular reporting, please update our team with relevant news stories, events, and media coverage related to **"Teacher, Staff, Student Housing Ashland School District"**. These stories help us to better understand the human and community aspects of your work. Your application indicated that you will be providing the following recognition for this grant: **AllCare logo on agency banner or signage**. Please contact our Branding Department at branding@allcarehealth.com for logos and templates and to notify us of any planned recognition so we may share on our Facebook page, https://www.facebook.com/AllCareHealthOR.

If you foresee any obstacle in using donated funds as described or meeting reporting deadlines, please contact Jennifer Gustafson at Jennifer.Gustafson@allcarehealth.com for assistance, extension, or to arrange the return of the funds.

We appreciate the work that you and your colleagues do to improve lives in Southern Oregon and statewide and we look forward to working together.

Sincerely,

Doug Flow, PhD
Chief Executive Officer

Jill Franko/Date

1701 NE 7th St.
Grants Pass, OR 97526
Phone (541) 471-4106
Fax (541) 471-3784
Toll free (888) 460-0185
TTY (800) 735-2900
AllCareHealth.com/Medicaid

Certified B Corporation
AllCare CCO, Inc., An Oregon Benefit Company

DATE: March 28, 2024
TO: Housing and Human Services Advisory Committee
FROM: Linda Reid, Housing Program Manager
DEPT: Planning
RE: CDBG Application Staff Evaluation

The City of Ashland is expecting a total of **$179,575** in Community Development Block Grants (CDBG) for the 2024 Program Year. The City of Ashland may not receive final notification of the annual CDBG award amount from the Department of Housing and Urban Development until after awards have been made. The estimate is included to provide guidance to applicants regarding the expected amount of available funds. The City will reserve the right to award more or less than this estimate depending on the final entitlement amount authorized by Congress and the Department of Housing and Urban Development.

Under CDBG regulatory limits only 15% of the anticipated 2024 allocation is available for social services and thus such awards are limited to approximately **$26,936**. The City also utilizes 20% of the annual allocation for administrative costs. The amount of funding available for award to capital improvement projects is approximately **$143,660.**

The City of Ashland Housing and Human Services Advisory Committee will review the grant requests and make a recommendation for grant awards to the City Council. Subsequently, the City Council will hold a public hearing and make a final decision on the grant award(s) at their regular meeting held on April, 19, 2024.

The City of Ashland has received one application for capital funding (the entire amount of funding less administrative costs are eligible for capital projects). The city received one application for public service funding (which can be 15% of the total allocation).

Staff's eligibility assessment of each of the proposals received, and recommendations regarding the allocation of the 2024 CDBG funds are provided on the following pages.

Proposals Received

Organization	Proposed Project	CDBG Funds Requested	Goal	Consolidated Plan Goal
Maslow Project	Encourage stability, self-sufficiency, and school achievement for homeless youth. ***Public Service**	$18,000	Homeless Goals: Provide access to basic needs, information, and referral. Provide case management and housing to improve stability to approximately **100** identified homeless youth ages 0-24.	Public service activities other than Low/Moderate Income Housing Benefit: 100 Persons Assisted Public service activities for Low/Moderate Income Housing Benefit: 50 Households Assisted
Sunstone Housing Collaborative	Affordable Housing Development intended for district staff and low to moderate income families with children. ***Capital Project**	$143,660	Access to housing units that are affordable and suitable to low-, and moderate-income and special needs households. Approx. 92 units of housing anticipated to be created.	Rental Units Constructed: 15 Household Housing Units Homeowner Housing Rehabilitated: 15 Household Housing Units.

Funding Requested/Available

A total of **$143,660** in regular CDBG funding is available to distribute to eligible recipients for projects meeting the CDBG national objectives, and which are consistent with the City of Ashland 5-year Consolidated Plan.

CDBG funds will be available upon approval of the 2024 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 Advisory Committee to ensure 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 5-year 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 Advisory Committee 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 5-year Consolidated Plan.

Priorities within the City of Ashland's 5-year 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 2020-2024 Consolidated Plan. Maslow Project requested $18,000 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, and to provide temporary housing to homeless youth and families engaged in services.

- 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 and housing to 100 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 ninth 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 5-year Consolidated Plan.

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 several years. Furthermore, this project meets and exceeds the 10% leverage requirement of the City of Ashland's CDBG program and leveraging funding from other sources.

Capital Improvement Proposals

Sunstone Housing Collaborative

Staff has reviewed the Sunstone Housing Collaborative Proposal to determine whether it meets the Federal CDBG regulations, and if the proposal addresses the priorities within the City of Ashland 2020-2024 Consolidated Plan. SHC requested $143,660 in Capital Grant funds to buy down the cost of land to offer to and affordable housing provider through a Request for Proposals process.

- This project proposal qualifies under the Low-Moderate Income (LMI) benefit national objective.
- Acquisition of land on which to develop housing for low-moderate income populations is an eligible use of CDBG funds.
- SHC's proposal is expected to support the development of approximately 92 housing units.
- SHC has not previously administered CDBG funding, this would be their first CDBG funded project.
- Staff finds that SHC's proposal is consistent with goals identified in the City of Ashland's 2020-2025 Consolidated Plan.
- While the acquisition of land for affordable housing development could be disaggregated from the Environmental Review process with justification, in this particular instance, the RFP would need to state that the selected developer would be required to complete an Environmental Review prior to the start of any development. The City could complete an the Authority it Use Grant Funds form, that clarifies that no work can happen on the site until another ER is completed that includes the housing construction portion of the project. If the site is disturbed before that ER is complete, then it is considered by HUD as a Choice-Limiting Action and the city would be subject to possible repayment of the CDBG funds.
- The Applicant would need to complete an Arm's length agreement with the school district prior to the award of funds.

- While the timeline provided for the activity is reasonable and relatively short, the timing of the completion of the development is important because land banking is not an eligible activity with CDBG funding, as beneficiary data must be provided to show eligibility for low-,mod-income benefit.

Staff sees that SHC'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 is expected to provide a needed housing type identified in the City's Housing Capacity Analysis and represents a level of commitment to the provision of affordable housing from the Ashland School District, which has not been seen before. This project is expected to create both workforce housing as well as providing affordable housing, both of which are very needed. This activity is expected to leverage several sources of funding that will meet and exceed the 10% leverage requirement of the City of Ashland's CDBG program.

STAFF RECOMMENDATIONS

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: The City received one public service project proposal. Maslow Project has a successful track record of providing resource referrals and, case management to homeless populations and those at risk of homelessness. Maslow Project's proposed activity would continue to provide needed services to alleviate and prevent homelessness. Maslow Project staff have the proven experience and capacity to administer CDBG grant funds and have exceeded the matching requirements of the grant. Staff understands that this project is a proven and effective strategy for addressing and preventing homelessness and provides a needed and valuable service to the community. Staff is supportive of fully funding this activity.

Capital Projects: The City received one capital project proposal, SHC's land acquisition project. The project qualifies as eligible uses of CDBG funds, the project, has some environmental and beneficiary outcome issues in the short

term, which will be addressed further into the implementation timeline (at identification and contract with an affordable housing provider). Consequently, City staff would recommend providing a provisional funding award of the remaining funding to the project contingent upon a couple of specific items:

- The identification of the Affordable Housing developer and the completion of an agreement that the developer will meet the environmental review conditions required by the grant.
- A timeline from the affordable housing developer identifying the expected completion date for the project in order to meet the eligibility criteria required by HUD.

Council Business Meeting

April 16, 2024

Agenda Item	Contract for 2024 Briscoe Floor Replacement & Grant Budget Review	
From	Michael Jay Scott Fleury PE	Senior Project Manager Public Works Director
Contact	Michael.jay@ashland.or.us Scott.fleury@ashland.or.us	
Item Type	Requested by Council ☐ Update ☐ Request for Direction ☒ Presentation ☐	

SUMMARY

Before the Council acting as the local contract review board, is a request for review and approval of a public improvement contract with Vitus Construction to abate existing asbestos containing floor tile and install new vinyl composite and carpet tiles at Briscoe Elementary School. The local contract review board is meant to ensure the proper procedures were used in the solicitation and contracting process.

The City of Ashland received one complete bid from Vitus Construction providing a low bid of $180,990. The project budget is approved and comes from a $1.3 million dollar State of Oregon Grant for facility improvements (HB5203).

POLICIES, PLANS & GOALS SUPPORTED

City Council Goals, Visions and Values:

- Community affordability, including available housing and childcare
- Public Safety
- Quality infrastructure and facilities through timely maintenance and community investment

Department Goals:

- Maintain existing infrastructure to meet regulatory requirements and minimize life cycle costs.
- Deliver timely life cycle capital improvement projects.
- Maintain and improve infrastructure that enhances the economic vitality of the community.

PREVIOUS COUNCIL ACTION

The Council has taken numerous actions regarding improvements to Briscoe School including acceptance of a $1.3 million dollar grant for improvements and most recently approval of a roof replacement construction contract (Staff Report).

BACKGROUND AND ADDITIONAL INFORMATION

The Briscoe school was built circa 1950 with materials and equipment typical of that time, which included the use of asbestos containing material and a central boiler fed heating system with no cooling. The school was operated by the Ashland School District until the early 2000's when it was leased to the Oregon Childhood Development Coalition (OCDC). In 2018 the City of Ashland purchased the school from the Ashland School District and assumed ownership of the lease. The City most recently extended OCDCs lease in August of 2022 to June 30, 2025 with one three (3) year extension available if requested.

The City of Ashland received a grant of $1.3 million from the State of Oregon in 2022 to support facility improvements to Briscoe School. The facility improvements were meant to make the structure safer for OCDC use and allow OCDC to fundraise and finance additional improvements for their operations.

The grant was developed to support the following (reference fact sheet, attachment #5)

1. Roof Replacement
    a. Contract awarded by Council
2. Floor Replacement
    a. Under consideration by Council
3. Asbestos mitigation
    a. Part of floor and roof construction contracts
4. Heating, ventilation and air conditioning improvements (preliminary engineering analysis complete, pending next steps)
    a. Next steps for HVAC system updates would be to engage an engineering firm to develop the plans/specifications/estimates for the construction phase along with coordinating with the Electrical Department for estimating electrical infrastructure improvements within the right of way to accommodate the additional electrical loading required for the HVAC system upgrades.

With Council previously approving the roof replacement contract, staff moved next to the flooring replacement phase and developed an Invitation to Bid (ITB). Staff also engaged an engineering firm to review the existing HVAC systems for the facility and provide general recommendations for improvements.

Briscoe Flooring ITB Procedure:

The ITB for the Briscoe Flooring Replacement Project was posted on OregonBuys, Oregon's procurement network on January 19, 2024. Notice was given in the Daily Journal of Commerce and placed on the City's website the following day. Bids were received on February 13, 2024, with

one contractor submitting a complete bid. The bid was deemed responsive and contained the required bonds, documentation and acknowledgements. Bidding information is shown in the attached bid (Attachment #1).

Public and non-profit private schools have distinct regulatory requirements to protect school children and school employees from asbestos exposure.

The Asbestos Hazard Emergency Response Act (AHERA) and its regulations require public school districts and non-profit schools including charter schools and schools affiliated with religious institutions to:

- *Inspect their schools for asbestos-containing building materials.*
- *Prepare management plans and to take action to prevent or reduce asbestos hazards*

Project Description:

Remove and properly dispose of asbestos containing floor material by an asbestos abatement contractor licensed in the State of Oregon. Following existing floor removal, install new vinyl composite & carpet tile per drawings. . The original intent of the project was to remove and replace all flooring at the school. However it became clear that the entire scope of work could not be accomplished in the summer time window during which OCDC could accommodate the work. This resulted in the project being split into two phases as shown on Attachment #2 - Drawings.

Staff has already begun coordination between the contractor and OCDC to minimize the impact to OCDCs operation for the flooring replacement project. There is limited downtime in OCDCs operations and the draft schedule reflects OCDCs ability to perform work required of them in order to facilitate the construction phase of the project, see below.

Flooring Work Draft Schedule:

Schedule	Responsible Party	Activity
July 1st - July 10th	OCDC	Move Classrooms, office space, library, miscellaneous rooms
July 1st - July 10th	Contractor	Move kitchen, remove bathroom partitions/toilets
July 11th - August 5th	Abatement Contractor	Remove all phase 1 flooring
August 6th - September 4th	Flooring Contractor	Install all phase 1 flooring
September 5th - 13th	OCDC	Move back in
September 5th - 13th	Contractor	Move kitchen and restrooms back

FISCAL IMPACTS

The City was awarded a $1.3 million dollar grant to cover costs associated with roof replacement, flooring replacement, asbestos mitigation and potential heating, ventilation and air conditioning improvements.

The current budget of expenditures and encumbrances is shown below in table 1.

Table 1:

Contractors(Activities)	Briscoe Expenditures and Encumbrances
Hoag Roofing (Roof Replacement)	$560,089
Coleman Creek Consulting (Asbestos Analysis)	$3,944
Vitus Construction (Flooring/Asbestos)	$180,990*
Marques (HVAC Analysis)	$10,950
Tru North Construction (Temporary Roof Repairs)	$52,011
Solicitation Advertisements	$666
City Building Permit	$3,515
Budget	$1,300,000
Remaining Budget	$ 487,835

Cost Estimates - HVAC Improvements (pending next steps) $

*Note under consideration for award

The current expenditures and encumbrances leave approximately $487k for phase 2 of the flooring project and potential HVAC improvements. Staff estimates that the phase 2 flooring cost will be similar to phase 1 as there is less square footage area to mitigate/replace, but more furniture/systems to remove and put back after construction.

DISCUSSION QUESTIONS

- Does the Council have any questions about the Briscoe Flooring Replacement?
- Does the Council have any questions about future Briscoe improvements or grant expenditures?
- Does the Council wish to direct staff to do any additional work associated with Briscoe improvements?

SUGGESTED NEXT STEPS

Next steps include issuing a notice to proceed after award of contract and coordinating the schedule of work activities with Vitus Construction.

Staff will continue to work with the City's Communication Officer about posting appropriate information on the City's website and coordinating construction impacts with OCDC.

ACTIONS, OPTIONS & POTENTIAL MOTIONS

- I move to award a public improvement contract to Vitus Construction for Project No. 2019-27 Briscoe Flooring Replacement in the amount of $180,990.00.
- I move to direct staff to perform a new solicitation.
- I move to take no action.

REFERENCES & ATTACHMENTS

Attachment #1 – Vitus Construction Bid
Attachment #2 – Drawings
Attachment #3 – Colman Creek Asbestos Analysis
Attachment #4 –HB5203 Fact Sheet
Attachment #5 - OCDC Letter of Support
Attachment #6 – Marques Assessment Report (HVAC Upgrades)

CITY OF ASHLAND

BID AND BID SCHEDULE

NAME OF BIDDER Vitus Construction, Inc

CONTACT Corey Vitus

ADDRESS PO Box 1097

CITY Gold Hill **STATE** Oregon **ZIP** 97525

TELEPHONE NO. 541-855-7177

FAX NO. 541-855-7520

EMAIL ADDRESS corey@vitusconstruction.com

To the Honorable Mayor and City Council
City Hall
City of Ashland
20 East Main Street
Ashland, Oregon 97520

In response to the City of Ashland's Invitation to Bid, this Bid is submitted as an offer by the undersigned to enter into a contract with the City of Ashland for furnishing all permits, labor, tools, machinery, materials, transportation, equipment and services of all kinds required for, necessary for, or reasonable incidental to, the completion of all the work in connection with the Briscoe School Floor Replacement Project No 2019-27b (hereinafter "Project") for the City of Ashland, Oregon, as described in the contract documents, including the general conditions, all applicable special conditions, plans, specifications or any supplemental documents. This offer is subject to the following declarations as to the acts, intentions and understandings of the undersigned and the agreement of the City of Ashland to the terms and prices herein submitted.

1. The undersigned has familiarized itself with the nature and extent of the Contract Documents, the project work, the site, the locality, the general nature of work to be performed by the City or others at the site that relates to the project work required by the Contract Documents, local conditions, and federal, state, and local Laws and Regulations that in any manner may affect cost, progress, performance, or furnishing of the project work.

2. The undersigned has obtained and carefully studied (or assumes responsibility for obtaining and carefully studying) examinations, investigation, exploration, tests, and studies which pertain to the conditions (subsurface or physical) at or contiguous to the site (including without limitation utility interference) or otherwise and which may affect the cost, progress, performance, or furnishing of the project work as Contractor deems necessary for the performance and furnishing of the project work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract Documents; and no additional or supplementary examinations, investigations, explorations, tests, reports, or similar information or data are or will be required by Contractor for such purposes.

FIRST-TIER SUBCONTRACTOR DISCLOSURE FORM

INSTRUCTIONS

Instructions for Submitting Form

Submit the First-Tier Subcontractor Disclosure form in any of the following manners:

- Not later than two working hours after the time set for opening Bids. (For example, before 11:00 a.m. after a 9:00 a.m. Bid Opening.) Submit according to one of the following methods:
- Print the form from the Bid Booklet, fill it in, and:
    - Deliver to the following address where it can be time and date stamped

      City of Ashland
      c/o Michael Jay
      Community Development and Engineering Services Building
      51 Winburn Way
      Ashland, OR 97520, or

Instructions for First-Tier Subcontractor Disclosure

The City estimates that this project will exceed $100,000. As such, Bidders are required to disclose information about first-tier subcontractors that will furnish labor or labor and materials (See ORS 279C.370) if the contract amount of a first-tier subcontractor is greater than or equal to: 1) 5% of the total bid or $15,000, whichever is greater or 2) $350,000, regardless of the percentage of the total project Bid.

- The name of the subcontractor
- The category of work that the subcontractor will be performing
- The dollar amount of the subcontract

If the Bidder will not be using any first-tier subcontractors as defined above, the Bidder is still required to submit the form, with the appropriate box checked or enter "NONE" on the first line.

THE AGENCY MUST REJECT BIDS if the Bidder fails to submit the disclosure form with this information by the stated deadline.

3. The undersigned has notified the City of any conflicts, errors, ambiguities or discrepancies discovered in the Contract Documents.

4. A mandatory pre-bid meeting will be held. The meeting will take place at 10:00 am on January 25th, 2024 at the Briscoe School. All statements made by the Contracting Agency's representatives shall be non-binding upon the Contracting Agency unless confirmed by written addendum.

5. It is understood that the City shall investigate and determine the qualifications of the apparent low responsive bidder prior to awarding the contract. The City shall reject any bid by a nonqualified or disqualified bidder. The City of Ashland reserves the right to reject for any good cause any or all bids, waive formalities, or to accept any bid which appears to serve the best interests of the City. The City reserves the right to reject any bid not in compliance with all prescribed public bidding procedures and requirements and may reject all bids for good cause upon a finding that it is in the public interest to do so. Evaluation of bids will be based on minimum requirements established by the specifications and compliance with conditions of the Notice to Contractors and Invitation to Bid, and compliance with City public contracting rules. Additional evaluation criteria are as follows: Demonstrated previous experience with a similar scope of work on three different projects. The list of past work experience shall be included with the bid submittal.

6. No additional pre-qualification is required. Please see requirements contained within paragraph 5 above.

7. The deadline to file a written protest or request, pursuant to the Instructions to Bidders to change contract terms, conditions or specifications is not less than ten (10) calendar days prior to bid opening. Bid closing may be extended by the City to consider a protest or request.

8. All of the contract documents, including all plans, specifications, and drawings have been examined and an examination of the site of the proposed work, together with such investigations as are necessary to determine the conditions to be encountered have been made by the undersigned and the terms and conditions of the contract and solicitation documents are hereby accepted, and that if this Offer is accepted, the undersigned will contract with the City of Ashland, Oregon, in a form substantially similar to the attached Agreement and agree to be bound to the terms and conditions of said contract and solicitation documents.

9. It is understood that the contract drawings may be supplemented by additional drawings and specifications in explanation and elaboration thereof and, if they are not in conflict with those referred to in paragraph 1 above, they shall have the same force and effect as though they were attached, and they shall be accepted as part of the contract when issued.

10. The undersigned agrees that upon written acceptance of this bid s/he will, within ten working days, of receipt of such notice, execute a formal contract agreement with the City. The undersigned further agrees that s/he will provide the following in order to execute the contract:

    Performance Bond and Corporate Surety Payment Bond, both in the amount equal to 100% of the awarded contract;

    Certificates of Insurance for Liability and property damage coverage;

    Certificates of Coverage for Workman Compensation and unemployment insurance;

    All other bonds, permits, licenses, information, etc. as required in the contract documents.

11. It is understood that all the work will be performed under a lump sum or unit price basis and that for the lump sum or unit price all services, materials, labor, equipment, and all work necessary to complete the project in accordance with the plans and specifications shall be furnished for the said lump sum or unit price named. It is understood that the quantities stated in connection with the price schedule for the

contract are approximate only and payment shall be made at the unit prices named for the actual quantities incorporated in the completed work. If there shall be an increase in the amount of work covered by the lump sum price, it shall be computed on a basis of "extra work" for which an increase in payment will have been earned and if there be a decrease in the lump sum payment, it shall be made only as a result of negotiation between the undersigned and the Owner. Furthermore, it is understood that any estimate with respect to time, materials, equipment, or service which may appear on the plans or in the specifications is for the sole purpose of assisting the undersigned in checking the undersigned's own independent calculations and that at no time shall the undersigned attempt to hold the Owner, the Engineer, or any other person, firm or corporation responsible for any errors or omissions that may appear in any estimate.

12. The undersigned submits the unit prices as those at which s/he will perform the work involved. The extensions of the column headed "ITEM TOTAL" are made for the sole purpose of facilitating bid comparisons and if there are any discrepancies between the unit prices and the total amount shown, the unit prices shall govern.

13. The undersigned agrees to furnish labor, tools, machinery, materials, transportations, equipment and services of all kinds required for, necessary for, or reasonably incidental to, construction of this Project with all appurtenant work as required by the plans and specifications of this Offer for the unit or lump sum prices in the "BID SCHEDULE".

14. In stating prices, it is understood that the prices include all materials and work required to complete the project in accordance with the Contract Documents, the plans and the specifications. If any material, item, or service required by the plans and specifications has not been mentioned specifically in the "BID SCHEDULE," the same shall be furnished and placed with the understanding that the full cost to the City has been merged with the several prices stated in the "BID SCHEDULE."

15. The City reserves the right to cancel this solicitation or to reject any and all bids in whole or in part when the cancellation or rejection is in the best interests of the City as determined by the City in accordance with ORS 279B.100

16. The foregoing prices shall include all labor, materials, equipment, overhead, profit, insurance, and all other incidental expenses to cover the finished work of the several kinds called for.

17. If the proposed bid price will exceed $50,000.00 the undersigned, as bidder, acknowledges that provisions of ORS 279C.800 to 279C.870 relating to workers on public works to be paid not less than prevailing rate of wage shall be included in the contract, or in the alternative, if the project is to be funded with federal funds and is subject to the Davis-Bacon Act (40 U.S.C. §276a) bidder agrees to comply with the Davis-Bacon Act requirements. "Prevailing Wage Rates for Public Works Contracts in Oregon," which are incorporated herein by reference, and can be accessed at: https://www.oregon.gov/boli/WHD/PWR/Pages/pwr_state.aspx . The undersigned Contractor agrees to be bound by and will comply with the provisions of ORS 279C.838, 279C.840 or 40 U.S.C. 3141 to 3148. [OAR 137-049-0200(1)(a)(J)]. Bidder shall include the cost of all filing fees within the bid, a separate payment will not be made.

18. The undersigned shall furnish bonds required by the specifications and comply with the laws of the Federal Government, State of Oregon and the City of Ashland which are pertinent to construction contracts of this nature even though such laws may not have been quoted or referred to in the specifications.

19. Accompanying this Offer is a certified check, cashier's check or a bid bond, for the sum of $18,099.00, payable to the City of Ashland, Oregon, this being an amount for ten percent (10%) of the total bid based upon the estimate of quantities at the above price according to the conditions

of the advertisement. If this Offer is accepted by the City and the undersigned fails to execute a satisfactory contract and bonds as stated in the Advertisement within ten (10) working days from the date of notification, then the City may, at its option, determine that the undersigned has abandoned the contract and there upon this Offer shall be considered null and void, and the bid security accompanying this Offer shall be forfeited to and become the property of the City of Ashland. If the bid is not accepted, the bid security accompanying this Offer shall be returned to the undersigned.

20. The undersigned certifies that the undersigned Contractor is not ineligible to receive a contract for a public work pursuant to ORS 279C.860 as well as the disqualification provisions of ORS 279C.440 and OAR 137-049-0370. Bidder further agrees, if awarded a contract, that every subcontractor will be eligible to receive a contract for a public work pursuant to ORS 279C.860.

21. The undersigned certifies that the undersigned Contractor has not discriminated against minority, women or emerging small businesses enterprises in obtaining any required subcontracts. The bidder understands and acknowledges that it may be disqualified from bidding on this public improvement project as set forth in OAR 137-049-0370, including but not limited to City discovery a misrepresentation or sham regarding a subcontract or that the Bidder has violated any requirement of ORS 279A.110 or the administrative rules implementing the Statute.

22. The undersigned agrees that the time of completion shall be defined in the special provisions, and further, the undersigned agrees to initiate and complete this Project by the date stated below.

    - The work shall commence in a timely fashion to meet project completion dates once the Notice to Proceed is issued.
    - The work shall be completed in all respects by September 13th 2024.
    - The undersigned agrees that the "Time of Completion" shall be as defined in the special provisions and that the bidder will complete the work by the date stated for each schedule after "Notice to Proceed" has been issued by the Owner. Bidder furthermore agrees to pay as liquidated damages, for each calendar day thereafter, the amounts shown in the Special Provisions, for each day the project remains incomplete.

23. The undersigned bidder is registered with the Oregon Construction Contractors Board (CCB), the registration is current and valid, and the bidder's registration number is stated below. [OAR 137-049-0230(1)] Bidder understands that failure to have a current CCB license shall result in rejection of this bid.

24. The undersigned bidder is licensed by the State Landscape Contractors Board, *if applicable*, the license is current and valid, and the bidder's registration number is stated below. [OAR 137-049-0200(1)(a)(K)] Bidder understands that failure to have a current LCB license shall result in rejection of this bid.

25. The undersigned is aware that no person may engage in any business within the City without first obtaining a City Business License and paying the fee prescribed pursuant to City of Ashland ordinance. The Contractor and their subcontractors shall obtain a City of Ashland Business License prior to beginning any work within the City of Ashland.

26. In determining the lowest responsible bidder, City shall, for the purpose of awarding the contract, add a percent increase on the bid of a non-resident bidder equal to the percent, if any, of the preference given to that bidder in the state in which the bidder resides. "Resident bidder" of Oregon means a bidder that has paid unemployment taxes or income taxes in this state during the 12 calendar months immediately preceding submission of the bid, has a business address in this state and has stated in the bid that the bidder is a "resident bidder" of the State of Oregon. The undersigned represents him/her self in this bid to be either a Resident or a Nonresident bidder by completing the appropriate blank below.

- The Bidder is ✓ or is not _____ a Resident Bidder as defined in ORS 279A.120.

27. The undersigned hereby represents that no Councilor, Commissioner, officer, agency or employee of the City of Ashland is personally interested directly or indirectly in this Contract or the compensation to be paid hereunder and that no representation, statement or statements, oral or in writing, of the City, its Councilors, Commissioners, officers, agents or employees had induced him/her to enter into this Contract, and the papers made a part of its terms;

28. The undersigned has not directly or indirectly induced or solicited any person to submit a false or sham bid or refrain from bidding. The undersigned certifies that this bid has been arrived at independently and submitted without connection with any person, firm or corporation making a bid for the same material and is, in all respects, fair and without collusion or fraud.

29. The undersigned confirms that this firm has a Qualified Drug Testing Program for employees in place and will demonstrate this prior to award of contract. [OAR 137-049-0200(1)(c)(B)]

30. The undersigned confirms that if this contract involves asbestos abatement or removal, the bidder is licensed under ORS 468A.710 for asbestos removal.

31. The City of Ashland may waive minor informalities, reject any bid not in compliance with all prescribed public bidding procedures and requirements, and may reject for good cause any or all bids upon a finding that it is in the public interest to do so.

32. The undersigned confirms that this offer is not contingent upon City's acceptance of any terms and conditions other than those contained in this Solicitation and the Contract Documents.

33. The undersigned, by the act of submitting a bid, affirms that the undersigned has investigated and is satisfied as to the site subsurface condition to be encountered, as to the character, quality and quantities of work to be performed and materials to be furnished, and as to the requirements of the Contract.

34. The bidder understands that the City reserves the right to make changes to the Notice to Contractors / Invitation to Bid and the resulting contract by written addenda up to 5 days prior to the closing time and date. Addenda will be posted to the OregonBuys website for download. The bidder must check the OregonBuys website frequently until closing.

    The bidder acknowledges that the Addendum(s) listed below have been reviewed online or a copy obtained and considered as part of the submittal of this Offer and Bid Schedule.

    ADDENDUM NUMBER 1 THROUGH 1 HAVE BEEN REVIEWED

35. The bidder understands that the City will be awarding the contract to the Responsible Bidder with the lowest Responsive Bid per OAR 137-049-0200(1)(b)(C). Whether a bidder is responsible will be determined by ORS 279C.375 and the City's completion of the attached Bidder Responsibility Determination Form (Exhibit K).

36. Bidder understands that the price provided by Bidder shall be based on the presumption that Contractor will provide material as described in the Special Provisions. Assumptions regarding the possibility of post-bid approvals of "or-equal" substitutions are made at Bidders sole risk.

37. Instructions for First-Tier Subcontractors Disclosure.
    Bidders are required to disclose information about certain first-tier subcontractors (those subcontractors contracting directly with the bidder) when the contract price exceeds $100,000 (see ORS 279C.370).

Specifically, when the contract amount of a first-tier subcontractor is greater than or equal to: (i) 5% of the project bid, but at least $15,000, or (ii) $350,000 regardless of the percentage, bidder must disclose the following information about that subcontract within two working hours of bid closing:

- The subcontractor's name and address;
- The subcontractor's Construction Contractor Board registration number, if one is required, and;
- The subcontract dollar value.

If you will not be using any subcontractors that are subject to the above disclosure requirements, you are required to indicate "NONE" on the form.

THE CITY WILL REJECT A BID IF THE BIDDER FAILS TO SUBMIT A PROPERLY COMPLETED DISCLOSURE FORM WITHIN TWO HOURS OF BID CLOSING.

THIS DOCUMENT SHALL NOT BE FAXED. IT IS THE RESPONSIBILITY OF BIDDERS TO SUBMIT THIS DISCLOSURE FORM AND ANY ADDITIONAL SHEETS BY THE DEADLINE.

The disclosure should be submitted on the First-Tier Subcontractor Disclosure Form attached to this Invitation to Bid.

38. Bidder Information and Signature

Vitus Construction, Inc
Firm Name of Bidder

Signature of Bidder

Corey E. Vitus
Printed Name of Bidder

President
Official Title

Oregon
State of Incorporation

63643
CCB Number

Dated this 13 day of February 2024.

Name of Bidder Vitus Construction, Inc

Address PO Box 1097, Gold Hill, Oregon 97525

Telephone No. 541-855-7177

BID SCHEDULE

No.	Description	Bid Unit	Qty	Unit Price $/Unit	Line Total $
1	Removal and disposal of existing flooring systems by a licensed asbestos abatement contractor (to include coving)	Sq Ft	10000	$5.87	$58,700.00
2	Repair of subfloor as required to support new flooring	Sq Ft	100	$37.24	$3,724.00
3	Installation of vinyl composition tile (VCT)	Sq Ft	6000	$6.31	$37,860.00
4	Installation of sheet vinyl	Sq Ft	900	$17.14	$15,426.00
5	Installation of carpet	Sq Ft	4000	$16.32	$65,280.00

BID TOTAL $180,990.00

Corey E. Vitus — *Name of Authorized Representative*

One hundred eighty thousand nine hundred ninety and 00/100 dollars. — *Total Written in Dollars*

Authorized Representative Signature

2/13/2024 — *Date*



FLOOR PLAN
1/16"=1'-0"

N

Briscoe Elementary School
265 North Main Street
Ashland, Oregon 97520

Date 2/24/08
Scale 1/16"=1'-0"
Drawn K. Bobby
Job
Sheet 1
of 1 Sheets

REVISIONS
1

Coleman Creek Consulting, Inc.

BRISCOE ELEMENTARY SCHOOL

ASBESTOS CONTAINING MATERIAL SUMMARY SHEET

GREEN 9" FLOOR TILE & BLACK MASTIC





BULK SAMPLE ANALYSIS RESULTS Sample # - Sample Location - % Asbestos / Type
Sample # 08-260A.3 – Health Room Office – <1% Chrysotile (Tile) 4% Chrysotile (Mastic) Sample # 08-260A.33 – Main Hall, Perimeter – 3% Chrysotile (Tile) 3% Chrysotile (Mastic) Sample # 08-260A.53 – SE Hall at Room 1 – 2% Chrysotile (Tile)

MATERIAL DESCRIPTION	HOMOGENEOUS SAMPLING AREA	FUNCTIONAL SPACE	MATERIAL LOCATIONS	AHERA CATEGORY
Green 9" Floor Tile & Black Mastic	HSA-1	FS-2	Throughout the school in halls classrooms, offices, and restrooms. Majority of areas in the SE portion are under carpet	X

AHERA Assessment Category:

1 = Damaged or significantly damaged TSI ACBM
2 = Damaged friable surfacing ACBM
3 = Significantly damaged friable surfacing ACBM
4 = Damaged or significantly damaged friable miscellaneous ACBM
5 = ACBM with potential for damage
6 = ACBM with potential for significant damage
7 = Any remaining friable ACBM or friable suspect ACBM
X = Non-friable surfacing or miscellaneous material

P.O. Box 1926, Phoenix, Oregon 97535 541-535-7108 Phone 541-535-8795 Fax

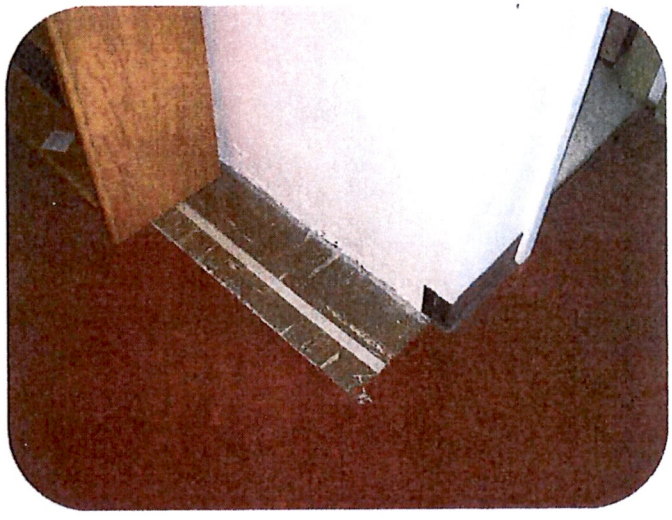
Coleman Creek Consulting, Inc.

BRISCOE ELEMENTARY SCHOOL

ASBESTOS CONTAINING MATERIAL SUMMARY SHEET

BROWN 9" FLOOR TILE & BLACK MASTIC





BULK SAMPLE ANALYSIS RESULTS Sample # - Sample Location - % Asbestos / Type
Sample # 08-260A.9 – Room 7 – <1% Chrysotile (Tile) 4% Chrysotile (Mastic)

MATERIAL DESCRIPTION	HOMOGENEOUS SAMPLING AREA	FUNCTIONAL SPACE	MATERIAL LOCATIONS	AHERA CATEGORY
Brown 9" Floor Tile & Black Mastic	HSA-1	FS-2	Main office	X

AHERA Assessment Category:

1 = Damaged or significantly damaged TSI ACBM
2 = Damaged friable surfacing ACBM
3 = Significantly damaged friable surfacing ACBM
4 = Damaged or significantly damaged friable miscellaneous ACBM
5 = ACBM with potential for damage
6 = ACBM with potential for significant damage
7 = Any remaining friable ACBM or friable suspect ACBM
X = Non-friable surfacing or miscellaneous material

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BRISCOE ELEMENTARY SCHOOL

ASBESTOS CONTAINING MATERIAL SUMMARY SHEET

ORANGE VINYL FLOORING





BULK SAMPLE ANALYSIS RESULTS Sample # - Sample Location - % Asbestos / Type
Sample # 08-260A.17 – Staff Break Room – 30% Chrysotile

MATERIAL DESCRIPTION	HOMOGENEOUS SAMPLING AREA	FUNCTIONAL SPACE	MATERIAL LOCATIONS	AHERA CATEGORY
Orange Vinyl Flooring	HSA-1	FS-2	Staff Break Room	5

AHERA Assessment Category:

1 = Damaged or significantly damaged TSI ACBM
2 = Damaged friable surfacing ACBM
3 = Significantly damaged friable surfacing ACBM
4 = Damaged or significantly damaged friable miscellaneous ACBM
5 = ACBM with potential for damage
6 = ACBM with potential for significant damage
7 = Any remaining friable ACBM or friable suspect ACBM
X = Non-friable surfacing or miscellaneous material

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BRISCOE ELEMENTARY SCHOOL

ASBESTOS CONTAINING MATERIAL SUMMARY SHEET

WHITE VINYL FLOORING



BULK SAMPLE ANALYSIS RESULTS Sample # - Sample Location - % Asbestos / Type
Sample # 08-260A.18 – Girl's Restroom – 30% Chrysotile

MATERIAL DESCRIPTION	HOMOGENEOUS SAMPLING AREA	FUNCTIONAL SPACE	MATERIAL LOCATIONS	AHERA CATEGORY
White Vinyl Flooring	HSA-1	FS-2	Boy's & Girl's Restroom in Main Hall	5

AHERA Assessment Category:

1 = Damaged or significantly damaged TSI ACBM
2 = Damaged friable surfacing ACBM
3 = Significantly damaged friable surfacing ACBM
4 = Damaged or significantly damaged friable miscellaneous ACBM
5 = ACBM with potential for damage
6 = ACBM with potential for significant damage
7 = Any remaining friable ACBM or friable suspect ACBM
X = Non-friable surfacing or miscellaneous material

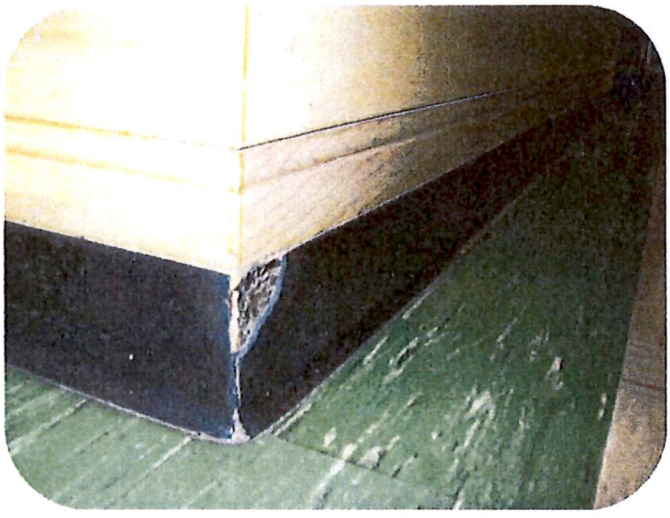
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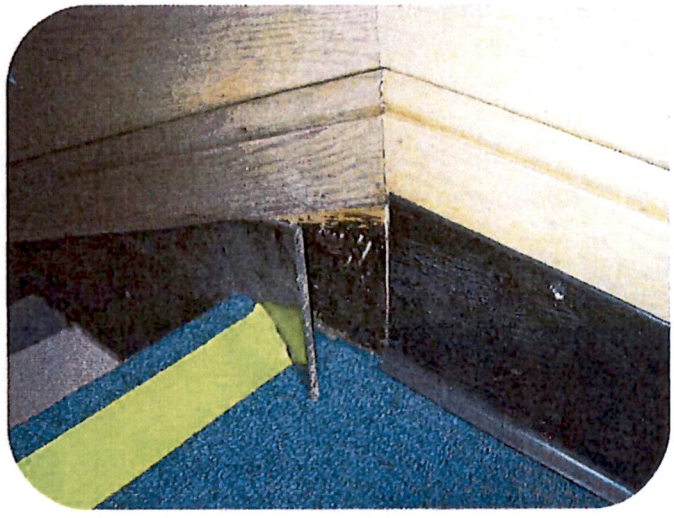
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BRISCOE ELEMENTARY SCHOOL

ASBESTOS CONTAINING MATERIAL SUMMARY SHEET

BROWN COVE BASE MASTIC





BULK SAMPLE ANALYSIS RESULTS Sample # - Sample Location - % Asbestos / Type
Sample # 08-260A.19 – Main Hall at Boy's Restroom – 2% Chrysotile

MATERIAL DESCRIPTION	HOMOGENEOUS SAMPLING AREA	FUNCTIONAL SPACE	MATERIAL LOCATIONS	AHERA CATEGORY
Brown Cove Base Mastic	HSA-1	FS-2	Throughout Building	5

AHERA Assessment Category:

1 = Damaged or significantly damaged TSI ACBM
2 = Damaged friable surfacing ACBM
3 = Significantly damaged friable surfacing ACBM
4 = Damaged or significantly damaged friable miscellaneous ACBM
5 = ACBM with potential for damage
6 = ACBM with potential for significant damage
7 = Any remaining friable ACBM or friable suspect ACBM
X = Non-friable surfacing or miscellaneous material

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BRISCOE SCHOOL REHABILITATION PROJECT

Built in 1948 and located within a National Register of Historic Places district, Briscoe School in Ashland was in continuous operation as a public elementary school until 2004. Since 2003, the school building has been leased to the non-profit Oregon Child Development Coalition (OCDC). The City of Ashland purchased the property in 2018 from Ashland Public Schools and continues to lease the building to OCDC.

The City is now considering selling the 36,000 square-foot building and the 3.79-acre property upon which it is located to OCDC, while retaining the playground area as a public park.



OCDC is a nonprofit established in 1971. Migrant farmworker children's needs for care during the day become incredibly difficult during Oregon's peak agricultural months. Originally incorporated under the name The Migrant Indian Coalition, the mission of the organization was to ensure access to early childhood care and education opportunities for Oregon's migrant farm workers. OCDC has evolved into one of the largest early childhood care and education service providers in Oregon and is the state's sixth largest nonprofit. Each year the OCDC serves over 4,000 children and families in need in 12 Oregon counties.

Briscoe School would continue to be used for its current purpose by OCDC. Currently serving 266 children, programs offered at the Briscoe School include:

- **Migrant and Seasonal Head Start -** Comprehensive child development services to economically disadvantage children of families that work in agriculture.
- **Pre-Kindergarten -** Serves 3–5-year-old children from low-income families helping prepare young children for school.
- **Oregon Pre-Kindergarten Prenatal to Three -** Serves newborn to three-year-old children from low-income families develop skills they need to be successful in school.

Repairs & upgrades are necessary for OCDC to obtain financing and complete the purchase. Estimated funding for repair includes:

Roof Replacement	$350,000
Floor Replacement	$250,000
Asbestos abatement	$200,000
Replace HVAC system	$250,000 (*under review)

TOTAL FUNDING NEEDED:
$1,050,000- $1,300,000

For information: Representative Pam Marsh - Rep.PamMarsh@oregonlegislature.gov
or Ashland City Manager Pro Tem Gary Milliman – gary.milliman@ashland.or.us.

Coleman Creek Consulting, Inc.

BRISCOE ELEMENTARY SCHOOL

ASBESTOS CONTAINING MATERIAL SUMMARY SHEET

RED & GRAY 9" FLOOR TILE & BLACK MASTIC



BULK SAMPLE ANALYSIS RESULTS Sample # - Sample Location - % Asbestos / Type
Sample # 08-260A.23 – Classroom 8 (Under Carpet) – <1% Chrysotile (Tile) Sample # 08-260A.24 – Classroom 8 (Under Carpet) – 3% Chrysotile (Mastic) Sample # 08-260A.42 – Kitchen Storage Room – <1% Chrysotile (Tile) & 3% Chrysotile (Mastic)

MATERIAL DESCRIPTION	HOMOGENEOUS SAMPLING AREA	FUNCTIONAL SPACE	MATERIAL LOCATIONS	AHERA CATEGORY
Red & Gray 9" Floor Tile & Black Mastic	HSA-1	FS-2	Classroom 8 & Kitchen Storage Room	X

AHERA Assessment Category:

1 = Damaged or significantly damaged TSI ACBM
2 = Damaged friable surfacing ACBM
3 = Significantly damaged friable surfacing ACBM
4 = Damaged or significantly damaged friable miscellaneous ACBM
5 = ACBM with potential for damage
6 = ACBM with potential for significant damage
7 = Any remaining friable ACBM or friable suspect ACBM
X = Non-friable surfacing or miscellaneous material

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Coleman Creek Consulting, Inc.

BRISCOE ELEMENTARY SCHOOL

ASBESTOS CONTAINING MATERIAL SUMMARY SHEET

TAN 9" FLOOR TILE & BLACK MASTIC





BULK SAMPLE ANALYSIS RESULTS Sample # - Sample Location - % Asbestos / Type
Sample # 08-260A.34 – Kitchen Storage Room – <1% Chrysotile (Tile) & 3% Chrysotile (Mastic) Sample # 08-260A.52 – Kitchen Storage Room – 2% Chrysotile (Tile)

MATERIAL DESCRIPTION	HOMOGENEOUS SAMPLING AREA	FUNCTIONAL SPACE	MATERIAL LOCATIONS	AHERA CATEGORY
Tan 9" Floor Tile & Black Mastic	HSA-1	FS-2	Main Halls, Supply Room & Break Room	X

AHERA Assessment Category:

1 = Damaged or significantly damaged TSI ACBM
2 = Damaged friable surfacing ACBM
3 = Significantly damaged friable surfacing ACBM
4 = Damaged or significantly damaged friable miscellaneous ACBM
5 = ACBM with potential for damage
6 = ACBM with potential for significant damage
7 = Any remaining friable ACBM or friable suspect ACBM
X = Non-friable surfacing or miscellaneous material

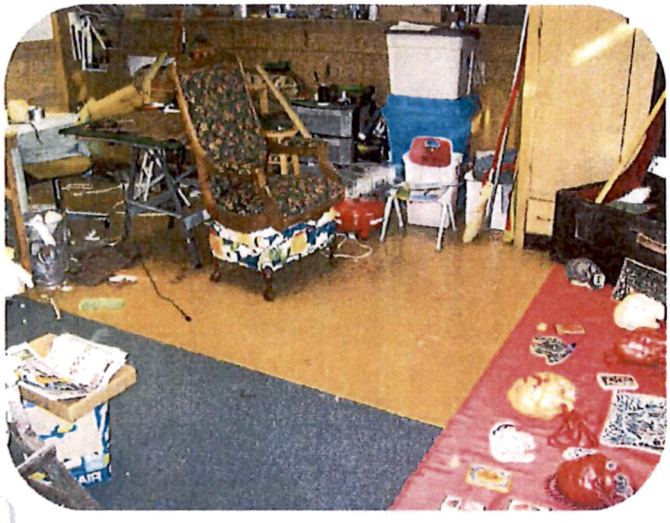
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BRISCOE ELEMENTARY SCHOOL

ASBESTOS CONTAINING MATERIAL SUMMARY SHEET

BROWN 12" FLOOR TILE





BULK SAMPLE ANALYSIS RESULTS Sample # - Sample Location - % Asbestos / Type
Sample # 08-260A.44 – Classroom 6 at Sink – <1% Chrysotile

MATERIAL DESCRIPTION	HOMOGENEOUS SAMPLING AREA	FUNCTIONAL SPACE	MATERIAL LOCATIONS	AHERA CATEGORY
Brown 12" Floor Tile	HSA-1	FS-2	Classroom 2, 5, 6 & Restrooms	X

AHERA Assessment Category:

1 = Damaged or significantly damaged TSI ACBM
2 = Damaged friable surfacing ACBM
3 = Significantly damaged friable surfacing ACBM
4 = Damaged or significantly damaged friable miscellaneous ACBM
5 = ACBM with potential for damage
6 = ACBM with potential for significant damage
7 = Any remaining friable ACBM or friable suspect ACBM
X = Non-friable surfacing or miscellaneous material

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Coleman Creek Consulting, Inc.

BRISCOE ELEMENTARY SCHOOL

ASBESTOS CONTAINING MATERIAL SUMMARY SHEET

GREEN 12" FLOOR TILE



BULK SAMPLE ANALYSIS RESULTS Sample # - Sample Location - % Asbestos / Type
Sample # 08-260A.48 – Classroom 4 at Sink – 2% Chrysotile

MATERIAL DESCRIPTION	HOMOGENEOUS SAMPLING AREA	FUNCTIONAL SPACE	MATERIAL LOCATIONS	AHERA CATEGORY
Green 12" Floor Tile	HSA-1	FS-2	Classroom 4	X

AHERA Assessment Category:

1 = Damaged or significantly damaged TSI ACBM
2 = Damaged friable surfacing ACBM
3 = Significantly damaged friable surfacing ACBM
4 = Damaged or significantly damaged friable miscellaneous ACBM
5 = ACBM with potential for damage
6 = ACBM with potential for significant damage
7 = Any remaining friable ACBM or friable suspect ACBM
X = Non-friable surfacing or miscellaneous material

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Oregon Child Development Coalition
Cultivating our children's future

Administrative Central Office
9140 SW Pioneer Court, Suite E
P.O. Box 2780, Wilsonville, OR 97070
Tel: 503-570-1110 – Fax: 503-682-9426 www.ocdc.net

February 26, 2024

Mr. Michael Jay, Sr. Engineering Project Manager
City of Ashland, Public Works
51 Winburn Way
Ashland, OR 97520

Dear Mr. Jay:

Please accept this letter as OCDC's response to your email dated February 14, 2024 and as requested, OCDC's confirmation that your prioritized list of 2024 City Landlord Improvements and Repairs to the Briscoe School Facility property is appropriate operationally to the needs of OCDC as stated below in your email:

1. *Roof Replacement.*
2. *Flooring Abatement & Replacement.*
3. *Boiler/HVAC.*

Please let the City Manager and City Council know that OCDC who as tenant has been leasing the School Facility and operating its comprehensive child education and care program there for many years sincerely appreciates the City's efforts to finally and completely repair these three most important and serious hazardous/environmental/health and long deferred maintenance issues that potentially threaten the health and safety of its children and staff, which issues predate the City's ownership of the Facility.

Furthermore, even though we are hereby confirming the above list of repairs please let the City Council know that, as previously agreed, all three listed repairs are vital to the continued health and safety of the children and the community we serve as well as our dedicated staff.

To that end, please recommend and request that the City Council fully budget for and fund all three repairs for completion in 2024 in the above order of priority.

On behalf of children and the community, OCDC sincerely thanks you and the City Manager and City Council for completing these three repairs in 2024.

Best Regards,

Donalda Dodson

Donalda Dodson, MPH, RN
Executive Director
Oregon Child Development Coalition

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LOWER WING AND GYM MECHANICAL SYSTEM ASSESMENT OF THE

ASHLAND GEORGE A. BRISCOE SCHOOL



Table of Contents

1 Project Introduction 2
2 Lower Wing and GYM Mechanical System Evaluation.....3
3 Mechanical System Conclusion.....6
4 Mechanical System Upgrade Recommendations.....9

REGISTERED PROFESSIONAL ENGINEER
94,392
OREGON
JUL 11, 2019
JUAN MOREIRA
RENEWS: DECEMBER 31, 2024

1 Project Introduction

The City of Ashland (COA) Public Works Department is centrally located in Ashland, OR in Jackson County. Briscoe Elementary School is located at 265 N Main Street in Ashland, OR. The COA has retained Marquess and Associates, Inc. to perform a mechanical system evaluation of Briscoe Elementary Schools lower wing and GYM. The purpose of this evaluation is to provide the COA with an objective, comprehensive analysis of the condition of the existing mechanical systems in the lower wing and GYM.

The Public Works Department is responsible for numerous facilities located in Ashland, OR in Jackson County. COA purchased the George A. Briscoe School in 2018. The facility is currently used by Oregon Child Development Coalition to house a preschool program. The purpose of the assessment is to determine the adequacy of the existing HVAC systems to provide conditioning and fresh air ventilation to the indoor occupied spaces. This evaluation was performed in accordance with the 2022 Oregon Mechanical Specialty Code (OSSC) and the latest Oregon Energy Specialty Code.

Scope of Work

The following scope of work was developed to meet the objectives outlined above.

Mechanical Systems Scope of Work Includes:

- Review original building construction drawings to determine existing mechanical systems and equipment.
- Perform walk through and gather information for each conditioning system serving the indoor space by space. The evaluation will include the heating and cooling capability, filtration ability, and check for compliance with current fresh air requirements, and make up air requirements.
- Investigate the gym air conditioning system and provide recommendations for replacement systems (to include ability to cool and filter air)
- Provide final engineering report outlining conditions of existing systems and make recommendations for effective steps to upgrade aging portions of system (window units would be an example) with a goal to most cost effectively heat and cool, provide filtration and reduce natural gas consumption (in that order).

2. Lower Wing and Gym Mechanical System Evaluation

The building's interior spaces are comprised of classrooms, restrooms, offices, and a gym. They are currently cooled and heated using a combination of small residential style window packaged units and separate hot water plate-fin heat exchanger, see ***Figure 1*** for room layout and equipment locations. There are QTY. (13) packaged cooling only window units, QTY. (17) floor mounted radiant heaters, QTY. (1) ceiling mounted radiant heater, and QTY. (1) heating only air handler fan coil. The equipment is primarily serving rooms with exterior exposures and access to fresh air. The indoor coordinators office does not have any means of heating, ventilating, or cooling the space. The lower wing also contains the mechanical room where the campus boiler is located. This boiler is large and serves the lower wing and the gyms heating needs. The upper wings mechanical systems have been updated with new ventilation, heating, and cooling equipment. This previous upgrade reduced the heating demand on the boiler, making it oversized for the current demand load.

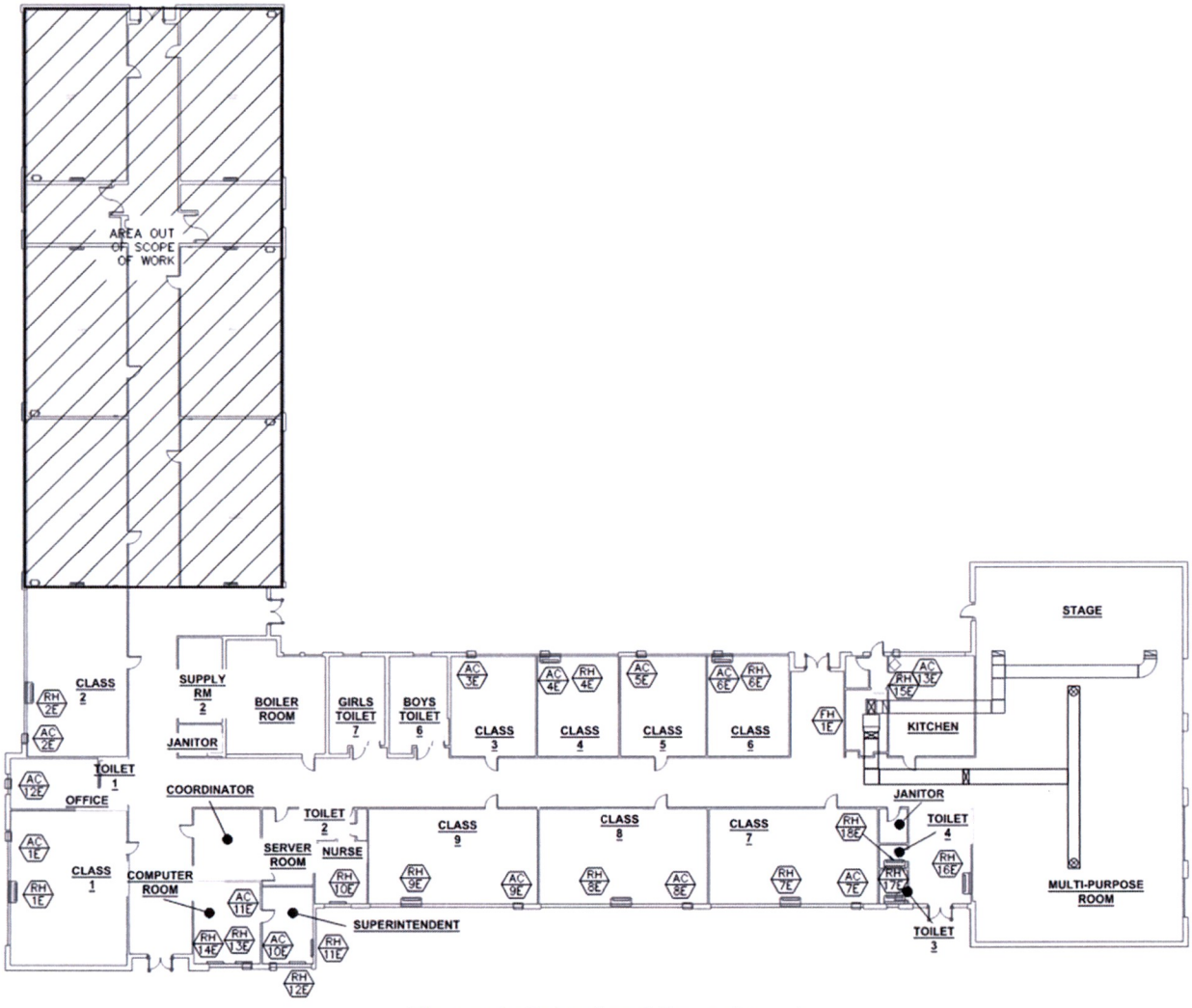


***Figure 1**: School and Room layout*

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To determine the conditions of the existing equipment, a site visit was arranged to perform a visual inspection of the equipment and collect data for each piece of equipment. During the inspection it was determined that the air conditioning equipment is inadequate for the current cooling demand within the rooms. The cooling capacity of the packaged unit's range in size from 0.75 tons to 1 ton. The classrooms and offices have cooling demands that range between 2.0 tons to 4.0 tons see ***Table 1***, below.

Zone Name / Space Name	Mult.	Cooling Sensible (MBH)	Heating Load (MBH)	Floor Area (ft^2)
Zone 1				
SUPERINTENDENT	1	6.6	4.4	221.0
COORDINATOR	1	8.3	5.5	276.0
GYMNASIUM	1	94.5	59.1	2953.0
KITCHEN	1	48.6	15.9	497.0
LW CLASS 1	1	46.6	20.7	1036.0
LW CLASS 2	1	43.7	19.4	971.0
LW CLASS 3	1	22.2	9.9	493.0
LW CLASS 4	1	21.3	9.4	472.0
LW CLASS 5	1	22.2	9.9	493.0
LW CLASS 6	1	21.3	9.5	473.0
LW CLASS 7	1	36.8	18.4	920.0
LW CLASS 8	1	36.8	18.4	920.0
LW CLASS 9	1	36.8	18.4	920.0
NURSE	1	10.5	5.2	262.0
OFFICE	1	11.9	5.9	297.0
STAGE	1	35.6	15.8	790.0
COMPUTER ROOM	1	14.0	1.8	311.0

***Table 1**: Lower Wing Building Heating and Cooling Loads*

From ***Table 1***, we see that the classrooms have much more cooling demand than the currently installed equipment can support. This leads to having warmer classrooms during the spring and summer months. The gymnasium and stage space has a total cooling demand of approximately 10 tons, but there is no cooling in this space. There is much room for improvement when it comes to the heating and cooling system upgrades in the lower wing and gymnasium.

Furthermore, the cooling and heating units for the indoor spaces do not provide sufficient ventilation air to meet the latest mechanical code requirements. The outside air that these size units provide is 25% of the total airflow of the unit. The cooling and heating units can only provide 60-80 CFM of fresh air to the indoor space. This amount of fresh air falls short of the code required amount of fresh air needed. The fresh air ventilation requirements for the classrooms range

between 172 CFM to 414 CFM. The following calculations were prepared using the latest 2022 Oregon Mechanical Specialty Code, see ***Table 2*** below for the calculations and fresh air requirements for each space.

OUTDOOR AIR VENTILATION AND EXHAUST REQUIREMENTS PER OMSC 2022

		OUTSIDE AIR REQUIREMENTS							EXHAUST REQUIREMENTS				
SPACE DESCRIPTION	Room	Area (SQ.FT.)	Number of Rooms	Occupents per Room	CFM per Occupent	CFM per SQ. FT.	Required OSA CFM	Total Required OSA CFM	Number of Stalls	Exhaust Airflow Rate CFM/ft2	Exhaust Airflow Rate Per Stall	Room Exhaust CFM	Design Exhaust Total CFM
GYMNASIUM	1	2953	1	20	20.0	0.18	1242	1242					
STAGE	2	790	1	6	20.0	0.18	350	350					
LOWER WING CLASS	1	1036	1	18	10.0	0.12	406	406					
LOWER WING CLASS	2	971	1	17	10.0	0.12	382	382					
LOWER WING CLASS	3	493	1	12	10.0	0.12	239	239					
LOWER WING CLASS	4	472	1	8	10.0	0.12	182	182					
LOWER WING CLASS	5	493	1	7	10.0	0.12	172	172					
LOWER WING CLASS	6	473	1	8	10.0	0.12	182	182					
LOWER WING CLASS	7	920	1	18	10.0	0.12	387	387					
LOWER WING CLASS	8	920	1	20	10.0	0.12	414	414					
LOWER WING CLASS	9	920	1	20	10.0	0.12	414	414					
OFFICE		287	1	1	5.0	0.06	30	30					
NURSE		262	1	2	5.0	0.06	34	34					
SUPERINTENDENT		221	1	1	5.0	0.06	24	24					
COMPUTER ROOM		311	1	6	5.0	0.06	65	65					
COORDINATOR		276	1	2	5.0	0.06	35	35					
KITCHEN		497	1	10	7.5	0.12	180	180					

(1) VENTILATION REQUIREMENTS PER OMSC 2022 SECTION 403.
(2) EXHAUST PER OMSC 2022 SECTION 403 AND TABLE 403 REQUIREMENTS.

***Table 2**: Outside Air Ventilation Calculation per OMSC 2022*

The gymnasium is served by a heating only fan coil unit that provides fresh air and space heating to the gym. The conditioned air is routed through insulated sheet metal ducts through the attic and into the occupied space. The hot water coil located with-in the equipment is supplied by the existing boiler in the mechanical room. The space does not have any alternative options for cooling the during the warmer months of the year. This unit is also located in the attic above the storage room in the kitchen and would be difficult to replace if needed to be upgraded.

The filtration capability of all the equipment was inspected to determine the air filtration efficiency of the existing units. During the inspection, it was determined that the heating units have MERV-8 box filter and the window packaged air conditioning units have washable MERV-8 filters. The MERV-8 filters provide the standard minimum efficiency for a classroom setting. There is no additional filtration capability or protection for smoke during wildfire season.

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3. Mechanical System Conclusions

Most of the equipment located in the lower wing and gym is old and at the end of its life. All water heating units are 30+ years old and would require significant modification to get them to provide more ventilation air. Currently, they would not meet the latest ventilation requirements in the OMSC. In addition, the heating units require the use of the 40+ year existing boiler that has become inefficient compared to present day standards.

With regards to the physical conditions of the equipment, there were several signs of aging and some wear to the casings, condenser fins, and heat exchangers on each piece of equipment, see ***Images* 1** through **10** below. The heating unit seem to be well maintained and cleaned for continued operation. The packaged cooling units all looked to be operational, but this could not be verified since the inspection occurred during the winter months. As previously mentioned in the report, the cooling unit are undersized for the cooling demand in each room. Additionally, both the heating units and cooling unit do not provide adequate ventilation to meet the present-day Oregon Mechanical Specialty Code standard outside air ventilation requirements for classrooms.

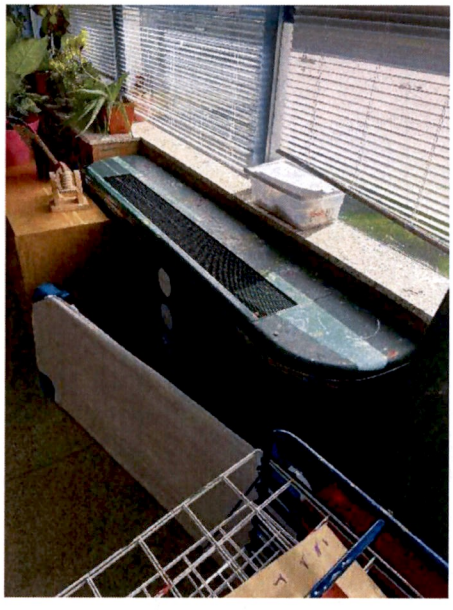


***Image 1**: Example of Radiant Heater*



***Image 2**: Example of Packaged AC unit*

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***Image 3**: Exterior of Packaged AC unit*



***Image 4**: Interior Packaged AC unit*



***Image 5**: Interior packaged AC unit*



***Image 6**: Radiant heater in classroom*

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***Image 7**: Ceiling mounted radiant heater*



***Image 8**: Packaged AC unit*



***Image 9**: Radiant heater and Packaged AC*

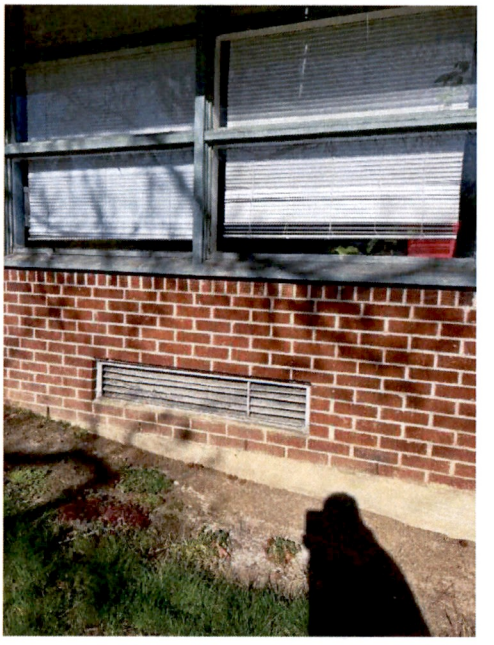


***Image 10**: Exterior fresh air louver*

4. Mechanical System Upgrade Recommendations

To bring the mechanical systems up to meet the latest ventilation, cooling, and heating requirements for the school, it is recommended that a full replacement of the mechanical system in the lower wing and gymnasium be upgraded to meet the latest code. This work would require the decommissioning of the heating units, cooling units, fan coil, and boiler that serve the heating needs of the lower wing and gym indoor spaces. The demolition work would involve removing equipment, cutting pipe, and caping off any unused components. Once this work is complete, the equipment would be replaced with new more efficient equipment that meet the ventilation requirements and conditioning needs of each space. Some options for system are presented below.

There are several options for conditioning indoor spaces, but for this project we are focusing on one option for the classrooms and offices. For the classrooms and offices, we recommend equipping the rooms with new variable refrigerant flow (VRF) heat pumps to tackle the heating and cooling needs of the room, see ***Figure 2*** below.



Figure 2*: VRF Heat Pump Outdoor Unit and Indoor Fan Coil*

These units can handle the cooling and heating demands of each space without the use of natural gas as the source of heat. The outdoor unit would be located on the roof and mounted on curbs to raise them up above any snow that may accumulate during the winter months. The indoor unit would be located within the indoor occupied space on a wall. The two pieces of equipment are connected using a line set that would be routed through the wall to minimize disturbing the ceiling tiles in the room. The smaller series of heat pumps provided by manufacturers, range in cooling and heating capacities of 0.75 ton to 6 tons. These VRF heat pump system do not offer any ventilation capacity on their own. Typically, these units must be paired with an energy recovery ventilator (ERV) that would provide fresh air to the indoor space, see ***Figures 3 and 4*** below.



***Figure 3**: ERV fresh air ventilator*

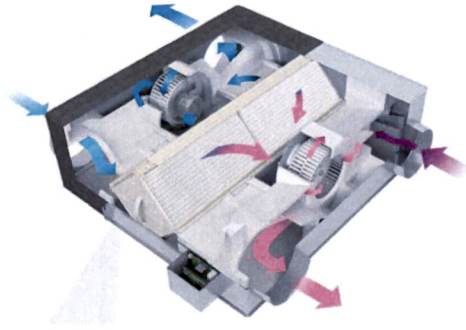


***Figure 4**: ERV fresh air ventilator diagram*

The room code ventilation requirements would be handled using new energy recovery ventilators (ERV). These would be good options for the classrooms and offices in the lower wing. Depending on the ventilation requirement for each room, these may be combined and ducted to provide ventilation air to multiple spaces if needed.

Our recommendations for the gymnasium and stage would be the use of a heat pump packaged air conditioning unit that would handle the cooling and heating needs of the indoor space, see ***Figure 5*** below.

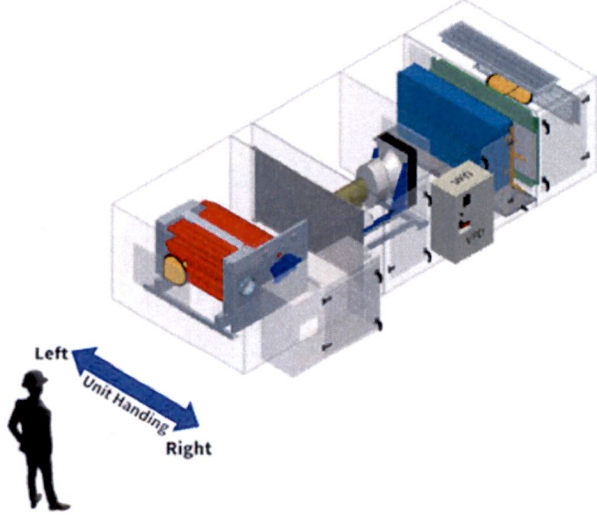


***Figure 5**: Heat Pump Air Handling Unit*

This packaged unit would also handle the ventilation requirements of the gymnasium and stage area. Due to the size and weight of the equipment it is recommended that this unit be placed on the ground near the gym. The conditioned air would then have to be transported using sheet metal

ductwork that would be routed up the exterior of the building and into the occupied space. The unit would offer additional filtration options for the smoke season.

To conclude this report, Marquess & Associates Inc. was contracted to evaluate the existing mechanical systems at the Briscoe Elementary School. Our investigation required a couple site visits and review of the existing building plans to determine the over all conditions of the equipment. The results of this evaluation determined that there is a need to upgrade the heating and cooling equipment in the lower wing offices, classrooms, and gymnasium. The current equipment that serves these spaces do not have the cooling capacity to condition the rooms for the increased occupant loads and indoor heat loads in the room. Furthermore, these unit do not provide sufficient fresh air ventilation to the spaces as required in the latest Oregon Mechanical Specialty Code for schools.

These inefficiency in the equipment can only be mitigated by upgrading the existing mechanical equipment that serves each of the space. The owner of the building should consider complete replacement of the window AC units, radiant heaters, and air handling fan coil. The replacement of equipment can be completed in phases or all at once depending on the budget available for the upgrade. Taking these steps would reduce the consumption of natural gas and ensure that the appropriate cooling, heating, filtration, and fresh air ventilation air is being provided to the occupants that use the building daily.

Council Business Meeting

April 16, 2024

Agenda Item	2024-10 BN Supplement Budget & Resolution – Revenue Recognition & Budget Appropriations for Fire Department	
From	Mariane Berry	Finance Director
Contact	Mariane.Berry@ashland.or.us (541) 552-2015	
Item Type	Requested by Council ☒ Update ☐ Request for Direction ☐ Presentation ☐	

SUMMARY

During the course of the Biennium there are times that budget adjustments are necessary. The proposed budget amendments do not increase appropriations by more than ten percent.

POLICIES, PLANS & GOALS SUPPORTED

N/A

BACKGROUND AND ADDITIONAL INFORMATION

Oregon budget law (ORS 294.471) provides for a mid-cycle amendment to the budget through the supplemental budget process.

This supplement budget will recognize and appropriate unbudgeted revenue. These changes consist of additional appropriations of less than ten percent of the budgeted fund, Oregon budget law allows adoption by Council Resolution with no public hearing required.

Oregon State/Environmental Protection Agency Pass-Thru Grant

The City has been awarded a $284,001 grant from Oregon State University passed through from the Environmental Protection Agency. The grant will be used to assist with community smoke and wildfire planning, particularly in schools, preschools, and childcare centers, which will receive air quality monitoring, technical assistance, training and smoke preparedness intervention over the next four years. The following reflects recognition of the grant revenue and the related increase in appropriation to the Fire Department during the 2023/2025 biennium. The remaining grant revenues and appropriations will be included in the 2025/2027 biennial budget.

Increase In resource:		
General Fund	Fire and Rescue Grants	174,306
	Total Increased Resource	**$ 174,306**
Increase In appropriation:		
General Fund	Forest Interface - Supplies	12,500
General Fund	Forest Interface - Temporary Personnel	77,778
General Fund	Facilities - Construction	65,000
General Fund	Facilities - Small Tools and Equipment	10,000
General Fund	Forest Interface - Other	9,028
	Total Increased Appropriation	**$ 174,306**

Investment Revenue and Ashland Forestlands Climate Adaption Project

Changes to the City's investment program have significantly increased the amount of interest income, surpassing budgeted amounts. This request is to recognize the increase in investment income in the General Fund and to

Better Together

appropriate the amount for use on the Ashland Forestlands Climate Adaption Project as presented to Council at the March 19, 2024, and April 2, 2024, Council Meetings.

Increase In resource:		
General Fund	Interest on Investments	500,000
	Total Increased Resource	**$ 500,000**
Increase In appropriation:		
General Fund	Forest Interface - Forestry	500,000
	Total Increased Appropriation	**$ 500,000**

The details of each change can be found on the attached Staff Supplemental Budget Request forms.

FISCAL IMPACTS

This Supplemental Budget adjustment increases revenue and appropriations within the budget.

DISCUSSION QUESTIONS

N/A

SUGGESTED NEXT STEPS

Council adopts the attached resolution to authorize proposed changes as defined within this report for a 2023-25 BN supplemental budget.

ACTIONS, OPTIONS & POTENTIAL MOTIONS

I move to adopt Resolution 2024-10 authorizing a 2023-25 BN supplemental budget.

REFERENCES & ATTACHMENTS

Attachment 1: Resolution Adopting the Supplemental Budget
Attachment 2: Staff Supplemental Budget Requests

RESOLUTION NO. 2024-10

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ASHLAND, OREGON ADOPTING A SUPPLMENTAL BUDGET FOR CHANGES TO THE 2023-25 BIENNIUM BUDGET

RECITALS:

A. The City of Ashland 2023-25 Biennium Budget was adopted on June 6, 2023, for the period of July 1, 2023, through June 30, 2025.

B. The City of Ashland (City) is authorized by ORS 294.471 to approve a supplemental budget for one or more of the following reasons:

1. An occurrence or condition which had not been ascertained at the time of the preparation of a budget for the current year which requires a change in financial planning.
2. A pressing necessity which was not foreseen at the time of the preparation of the budget for the current year which requires prompt action.
3. Funds were made available by another unit of federal, state or local government and the availability of such funds could not have been ascertained at the time of the preparation of the budget for the current year.

THE CITY OF ASHLAND HEREBY RESOLVES AS FOLLOWS:

SECTION 1. In accordance with provisions stated above, the Mayor and City Council of the City of Ashland determine that it is necessary to adopt a supplemental budget, establishing the following amendments:

	Additional appropriations:	
	Appropriation	Resource
General Fund		
Fire- Forest Interface Division	674,306	
Interest on Investments		500,000
Intergovernmental		174,306
	$ 674,306	**$ 674,306**

SECTION 2. This resolution is effective upon adoption. This resolution was duly PASSED and ADOPTED this 16th day of April 16, 2024, and takes effect upon signing by the Mayor.

_____

Alissa Kolodzinski, City Recorder

SIGNED and APPROVED this 16th day of April 2024.

_____

Tonya Graham, Mayor

Reviewed as to form:

_____

Douglas M. McGeary, Acting City Attorney

Budget Supplemental Request

Date: 04/04/2024

Department: Fire

Explanation of Request

This grant will support the Ashland Fire & Rescue capacity staff for assisting in community smoke and wildfire planning and adapt with the EPA Wildfire Smoke Preparedness in Community Buildings grant funding. Schools, preschools and childcare centers will receive air quality monitoring, technical assistance , training and interventions for better smoke preparedness.

New Revenue

Account Number	Line-Item Name	Amount
0110.430123	Fire and Rescue Grants	$ 174,306.00
	Total Revenue	$ 174,306.00

Additional Appropriations (Expense)

Account Number	Line-Item Name	Amount
072900.604106	Supplies	$ 12,500.00
072900.510200	Temporary Personnel	$ 77,778.00
088400.704200	OCDC Construction	$ 65,000.00
088400.601200	Small Tools & Supplies	$ 10,000.00
072900.604160	Other	$ 9,028.00
	Total Expense	$ 174,306.00

Requested By: Sara Jones, Ashland Forest Resiliency Community Engagement Coordinator

Approved By: Ralph E Sartain II Digitally signed by Ralph E Sartain II Date: 2024.04.09 07:15:13 -07'00'

Department Head

DocuSign Envelope ID: EC12016A-0CEA-4A59-8E74-1D4B325E8B51

Oregon State University

Office for Sponsored Research and Award Administration

New Subaward Request Form

Please complete and submit this form by email to sponsored.programs@oregonstate.edu or Docusign for preparation of a subagreement under an Oregon State University prime award. Call OSRAA (7-4933) or send an email to osraa@oregonstate.edu if you have any questions.

OSU Principal Investigator: Molly Kile	
Preparer Name: Dixie Jackson	
OSU Prime Award:	
Sponsor: EPA - Environmental Protection Agency	
Sponsor Award #: 84075001	OSU Banner Index #: E02040

Subagreement To:	
Subrecipient Institution Name: City of Ashland	
Subrecipient Principal Investigator	
Name: Sara Jones	Email: sara.jones@ashland.or.us

Subrecipient Contact for Contractual Matters / Authorized Representative (If Known)		
Name: Mark Shay		
Email: mark.shay@ashland.or.us		
Phone: (541) 552-2217		
Amount of Subagreement		
Year 1: $ 284,001.00	Cost Share required: $ 0.00	
Total: $ 284,001.00	Total Cost Share required: $ 0.00	
Intial Budget Period for Subrecipient	Start Date: 3/1/2024	End Date: 3/1/2027
Total Project Period	Start Date: 3/1/2024	End Date: 3/1/2027
Include all anticipated budget periods. Continued funding is contingent on Subrecipient's satisfactory progress and additional support from the prime sponsor to OSU. Request continued Subrecipient funding on the "Subaward Amendment Request Form" form.		
★ ✔ **Dept/Business Center - Initiate budget JV for subaward funds before submitting to OSRAA**		

If not in Cayuse

Please submit/attach a comprehensive STATEMENT OF WORK (SOW) for the Subrecipient with this form.

Please submit/attach the Subrecipient's detailed BUDGET with this form—note that a reduction in the official award to OSU can have an impact on the Subrecipient amount.)

SPECIAL INFORMATION: Please provide subrecipient reporting requirements and due dates, with any other special instructions to be included in the Subagreement, such as incremental funding information

DocuSigned by:
Molly Kile
DF49990A9E29490...
OSU Principal Investigator

3/25/2024 | 14:57:27 PDT
Date

312 Kerr Administration Building. Corvallis, OR 97331
Tel: (541) 737-4933 | Fax: (541) 747-3093 | Email: osraa@oregonstate.edu

Budget Table

Line Item & Itemized Cost	EPA Funding	Mandatory Cost Share
TOTAL CONTRACTUAL	**$284,001**	**$30,000**
Personnel: Subaward Principal Investigator, $62.222 Base Salary x 75% effort = $46,667 per year x 3 years The Subaward Principal Investigator will contribute to planning with local schools and pre-schools to facilitate smoke planning at organizations serving children, implementation of interventions and for organizing culturally appropriate classes for second language learning families attending the Oregon Child Development Coalition's preschool. 2) In addition to OCDC, previously established sites for monitoring air quality and implementation of interventions at ScienceWorks, Ashland Public Library, Ashland School District and Children's World Montessori will be supported for smoke planning and interventions. 3) Regular communication will be shared in the community for implementation of the Ashland Community Response Plan for Smoke (CRP).	$140,001	
Fringe Benefits: 75% of Salary and Wages @ 25% x Total Personnel - Retirement, Health Benefits, FICA, SUI	$35,001	
Construction: Oregon Child Development Coalition (OCDC) and City of Ashland will install HVAC upgrades and make building envelope improvement for one wing of the OCDC school building budgeted at $75,000 in Year 2.	$75,000	
Supplies: The City of Ashland will procure residential air purification units and collaborate with Smokewise Ashland to provide student families attending OCDC in Ashland $150/unit X 100 units = $15,000 in Year 1 Each unit will be sized for cleaning air in one clean room with an approved HEPA filter for 350 square feet of area covered.	$15,000	
Indirect Charges: The City of Ashland is requesting indirect costs (F&A) at 10% of modified total direct costs per the federal per diem indirect costs rate. HVAC upgrades and building improvement construction have been excluded from the F&A base.	$18,999	
Cost Share Match: Staff in the Wildfire Division (Fire Chief and Emergency Management Coordinator) will provide a 10% match labor of $30,000 to the project. Costs are estimated at $88,890 base salary x 9% effort combined=$8,000 personnel costs and 25% of requested salary for fringe benefits $2,000 (Retirement, Health Benefits, FICA, SUI). Cost share effort and tracking will be properly accounted for and managed by the City of Ashland.		$30,000 ($12,180 Voluntary $17,820 Mandatory)

Budget Supplemental Request

Date: 04/04/2024

Department: Finance/Fire

Explanation of Request

Changes to City's investment program have significantly increased the amount of interest income, surpassing budgeted amounts. This request is to recognize the additional General Fund income and to appropriate the amount to the Ashland Forestlands Climate Adaption Project that was presented to Council at the March 19, 2024 and April 2, 2024 Council meetings.

New Revenue

Account Number	Line-Item Name	Amount
General Fund: 0110-470010	Interest on Investments	$ 500,000.00
	Total Revenue	$ 500,000.00

Additional Appropriations (Expense)

Account Number	Line-Item Name	Amount
General Fund: 072900.604160	Forest Interface: Other	$ 500,000.00
	Total Expense	$ 500,000.00

Requested By: Chris Chambers, Forestry Division Chief

Approved By: Mariane Berry Digitally signed by Mariane Berry Date: 2024.04.04 16:27:41 -07'00'

Department Head

G/L ACCOUNT - MASTER INQUIRY

Org code: 0110 General Fund Balance Type: R
Object code: 470010 Int on Pooled Investments Status: A
Project code: Budgetary: Y

Fund	0110	General Fund
Function	00	Undefined
Department	00	Undefined
Division	00	Undefined
Program	00	Undefined
		UNKNOWN
		UNKNOWN

Full description: Int on Pooled Investments Short desc: IntPoolinv
Reference Acct:

CURRENT YEAR MONTHLY AMOUNTS

PER	ACTUAL	ENCUMBRANCE	BUD TRANSFER	BUDGET
00	.00	.00	.00	.00
01	-51,209.10	.00	.00	-300,000.00
02	-48,822.52	.00	.00	.00
03	-43,684.17	.00	.00	.00
04	-42,373.41	.00	.00	.00
05	-47,827.82	.00	.00	.00
06	-78,389.91	.00	.00	.00
07	-417,650.09	.00	.00	.00
08	-71,608.63	.00	.00	.00
09	.00	.00	.00	.00
10	.00	.00	.00	.00
11	.00	.00	.00	.00
12	.00	.00	.00	.00
13	.00	.00	.00	.00
Tot:	-801,565.65	.00	.00	-300,000.00

CURRENT YEAR TOTAL AMOUNTS

Actual (Memo)	-801,565.65	Original Budget	-300,000.00
Encumbrances	.00	Budget Tranfr In	.00
Requisitions	.00	Budget Tranfr Out	.00
Total	-801,565.65	Carry Fwd Budget	.00
Available Budget	501,565.65	Carry Fwd Bud Tfr	.00
Percent Used	267.19	Revised Budget	-300,000.00
Inceptn to SOY	.00	Inceptn Orig Bud	.00
		Inceptn Revsd Bud	.00
Encumb-Last Yr	.00	Depart	.00
Actual-Last Yr	.00	BudgetOffc	.00
Estim-Actual	-300,000.00	Approve	.00
	.00	Adopted	-300,000.00
			.00

Council Business Meeting

March 19th, 2024

Agenda Item	Special Procurement Contract Approval for Timberline Logging Enterprises, LLC	
From	Chris Chambers	Forestry Officer
Contact	Chris. Chambers@ashland.or.us	
Item Type	Requested by Council ☐ Update ☐ Request for Direction ☐ Presentation ☐ Consent ☐ Public Hearing ☐ New Business ☒ Unfinished Business ☐	

SUMMARY

The next step in the Ashland Forestland Climate Change Adaptation Project, this Special Procurement award authorizes the City to contract with Timberline Logging Enterprises, LLC to remove recently dead, dying, and overcrowded trees from City and APRC forestlands. This continues previous Council actions including the adoption of the 2023 City Forestlands Climate Change Addendum to the Ashland Forest Plan and recent contract with Lomakatsi Restoration Project to mark trees for helicopter removal. This work is extremely time-sensitive to address escalating fire danger before summer fire season and to recoup by-product wood value that will be lost if work isn't completed this spring.

POLICIES, PLANS & GOALS SUPPORTED

City Council Goal: Address Climate Change

City Council Goal: Reduce Wildfire and Smoke Risk

City Plans: Ashland Natural Hazard Mitigation Plan, Community Wildfire Protection Plan, 2016 Ashland Forest Plan and 2023 Forest Plan Climate Change Addendum.

Citizen Budget Goals: Wildfire Safety was the highest budget priority from resident in-person and online polling in spring 2023.

BACKGROUND AND ADDITIONAL INFORMATION

Recent drought and extreme heat have created what researchers call a "decline spiral" in Douglas-fir trees, a species that has proliferated on lower elevation City and APRC lands due to past logging and cessation of indigenous burning practices. In response to a significant uptick in dead and dying trees, the City commissioned a drone-based survey of impacted municipal forestlands. We found just over 20% of Douglas-fire were dead or visibly dying. Further data from local U.S. Forest Service researchers has since shown at least an additional 25% (range of 20% to 60%) of trees that appeared green during summer of 2023 were already infested with bark beetles and will likely die this coming spring. Climate change projections for coming years show that Douglas-fir will continue to die, making it imperative that the City

respond quickly to prevent the build-up of fuels shown to cause significant ecological and private property damage during fires.

Following guidance in the 2016 Ashland Forest Plan and 2023 Climate Change Addendum, staff and the Ashland Forestlands Management Advisory Committee proposed Phase One of a Climate Change Adaptation Project to quickly address increased fire danger from dead/dying trees and begin the critical work of helping our forests adapt to changing conditions. Public meetings and tours were offered to help inform the planning effort. In November, Council approved a contract with Lomakatsi Restoration Project to assist the City with marking dead, dying, and overcrowded forests for a future helicopter-based thinning project, part of Phase One implementation. This proposed contract with Timberline Logging Enterprises, LLC represents a significant investment in the safety of our community and the sustainability and long-term survival of our local forests that are a cornerstone of Ashland's local culture and economy.

The project addresses safety concerns along trails and roads where hundreds of dead trees need to be removed for public safety. Importantly, the project also reduces risk to critical infrastructure at the City's Water Treatment Plant and along the course of Ashland Creek where dead trees falling into the flood zone threaten the City's water supply pipelines, road crossings, culverts, and downstream to the plaza itself.

Forests across the west are under significant stress from climate change, resulting in permanent loss of forest cover in the southwest and the southern Sierra Nevada, and a shifting of climate zones resulting in "zombie forests" all the way into Northern California and likely Southern Oregon as well. Proactively addressing these issues is the most fiscal, ecological, and protective course of action for the community's interest and safety.

FISCAL IMPACTS

The current budget dedicated to wildfire and forest management is insufficient to pay for this unexpected cost. City Administration and Finance have identified additional funding to cover the added cost of this work. Project partner Lomakatsi Restoration Project recently pledged $100,000 of federal funding and future in-kind labor to assist with prescribed burning, invasive species management, and replanting. Revenue from log sales as a by-product of this work will also offset a significant portion of the costs. The final bid results (due March 15th) will be presented at the Council Study Session meeting with several courses of action with varying

costs. Given current market trends, projected costs, and the Timberline pricing proposal for this project, staff predicts a net need of between $500,000 and $715,000 this biennium to make this project "fly" between now and the end of the fiscal year.

SUGGESTED ACTIONS, MOTIONS and/or OPTIONS

"I move that the City Council, acting as local contract review board, approve this special procurement award to Timberline Logging Enterprises, LLC in the amount not to exceed $1,400,000 through June 30, 2024 for forestry work critical to our watershed and community wildfire safety."

REFERENCES & ATTACHMENTS

Contract for Goods and Services
Ashland Forestland Adaptation Project Specifications
Form for Special Procurement, Request for Approval

GOODS AND SERVICES AGREEMENT (GREATER THAN $35,000)

CITY OF ASHLAND 20 East Main Street Ashland, Oregon 97520 Telephone: 541/488-5587 Fax: 541/488-6006	CONTRACTOR: Timberline Logging Enterprises, LLC CONTACT: Brian Jorgenson ADDRESS: 1926 INDUSTRIAL DR SANDPOINT, ID 83864 PHONE: (208) 263-5987 EMAIL: brian@timberlinehelicopters.com

This Goods and Services Agreement (hereinafter "Agreement") is entered into by and between the City of Ashland, an Oregon municipal corporation (hereinafter "City") and Timberline Logging Enterprises LLC, (a domestic/foreign business corporation) (hereinafter "Contractor"), for (tree cutting, helicopter logging, and log shipping)

1. CONTRACTOR'S OBLIGATIONS

1.1 Provide helicopter logging service including the cutting of trees designated by the City, helicopter removal of merchantable portions of trees per City's specifications, delivery to a designated scaling and milling site, and associated tasks and specifications as set forth in the "SUPPORTING DOCUMENTS" attached hereto and, by this reference, incorporated herein. Contractor expressly acknowledges that time is of the essence of any completion date set forth in the SUPPORTING DOCUMENTS, and that no waiver or extension of such deadline may be authorized except in the same manner as herein provided for authority to exceed the maximum compensation. The goods and services defined and described in the "SUPPORTING DOCUMENTS" shall hereinafter be collectively referred to as "Work."

1.2 Insurance carried by Contractor under this Contract shall be the primary coverage and non-contributory with any other insurance and self-insurance, and the Owner's insurance is excess and solely for damages or losses for which the Owner is responsible. The coverages indicated are minimums unless otherwise specified in the Contract Documents.

1.2.1 Contractor shall obtain and maintain during the term of this Agreement and until City's final acceptance of all Work received hereunder, a policy or policies of liability insurance including commercial general liability insurance with a combined single limit, or the equivalent, of not less than $2,000,000 (two million dollars) per occurrence for Bodily Injury and Property Damage from commencement of the Contract term to completion: $2,000,000. Per Occurrence Limit for multiple claimants from commencement of the Contract term to completion: $5,000,000. Property Damage: Per Occurrence Limit for any single claimant from commencement of the Contract term to completion: $2,000,000. Per Occurrence Limit for multiple claimants from commencement of the Contract term to completion: $5,000,000.

1.2.2 Workers' Compensation: All employers, including Contractor, that employ subject workers who work under this contract in the State of Oregon shall comply with ORS 656.017 and provide the required Workers' Compensation coverage, unless such employers are exempt under ORS 656.126. This shall include Employer's Liability Insurance with coverage limits of not less than $500,000 for each accident. Contractors who perform the Work without the assistance or labor of any employee need not obtain such coverage if the Contractor certifies so in writing. Contractor shall ensure that each of its Subcontractors complies with these requirements. The

Contractor shall require proof of such Workers' Compensation by receiving and keeping on file a certificate of insurance from each Subcontractor or anyone else directly employed by either the Contractor or its Subcontractors.

1.2.3 Logging and Lumbering Endorsement (Logger's Broad-Form): During the termof this Contract, Contractor shall obtain at Contractor's expense and keep in effect, Logging and Lumbering Endorsement (Logger's Broad-Form B) in the amount of $1,000,000.

1.2.4 Automobile Liability: Contractor shall obtain, at Contractor's expense, and keep in effect during the term of this Contract, Automobile Liability Insurance covering owned, non- owned and/or hired vehicles, as applicable. The coverage may be written in combination with the Commercial General Liability Insurance. Contractor shall provide proof of insurance of not less than the amounts listed in the following schedules: Bodily Injury/Death Per Occurrence Limit for any single claimant From commencement of the Contract term to completion: $1,600,000. Per Occurrence Limit for multiple claimants from commencement of the Contract term to completion: $5,000,000. Property Damage: Per Occurrence Limit for any single claimant from commencement of the Contract term to completion: $1,000,000. Per Occurrence Limit for multiple claimants from commencement of the Contract term to completion: $500,000.

1.2.5 Aircraft Liability Aviation Coverage: During the term of this Contract, Contractor shall obtain at Contractor's expense and keep in effect, Aircraft Liability Aviation insurance on an all-risk form and with coverages including crew and passengers shall not be less than $10,000,000.

1.2.6 Each policy of such insurance shall be on an "occurrence" and not a "claims made" form, and shall:

- Name as additional insured "the City of Ashland, Oregon, its officers, agents and employees" with respect to claims arising out of the provision of Work under this Agreement;
- Apply to each named and additional named insured as though a separate policy had been issued to each, provided that the policy limits shall not be increased thereby;
- Apply as primary coverage for each additional named insured except to the extent that two or more such policies are intended to "layer" coverage and, taken together, they provide total coverage from the first dollar of liability;
- Contractor shall immediately notify the City of any change in insurance coverage.
- Contractor shall supply an endorsement naming the City, its officers, employees and agents as additional insureds by the Effective Date of this Agreement; and
- Be evidenced by a certificate or certificates of such insurance approved by the City.

1.3 Contractor agrees that no person shall, on the grounds of race, color, religion, creed, sex, marital status, familial status or domestic partnership, national origin, age, mental or physical disability, sexual orientation, gender identity or source of income, suffer discrimination in the performance of this Agreement when employed by Contractor. Contractor agrees to comply with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations. Further, Contractor agrees not to discriminate against a disadvantaged business enterprise, minority-owned business, woman-owned business, a business that a service-disabled veteran owns or an emerging small business enterprise certified under ORS 200.055, in awarding subcontracts as required by ORS 279A.110.

1.4 In all solicitations either by competitive bidding or negotiation made by Contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Contractors of the Contractor's obligations under this Agreement and Title VI of the Civil Rights Act of 1964 and other federal nondiscrimination laws.

1.5 **Living Wage Requirements:** If the amount of this Agreement is $25,335.05 or more, Contractor is required to comply with Chapter 3.12 of the Ashland Municipal Code by paying a living wage, as defined in that chapter, to all employees performing Work under this Agreement and to any Subcontractor who performs 50% or more of the Work under this Agreement. Contractor is also required to post the notice attached hereto as "Exhibit A" predominantly in areas where it will be seen by all employees.

2. CITY'S OBLIGATIONS

2.1 City shall pay Contractor the sum of up to $1,400,000 (one million four hundred thousand dollars) as provided herein as full compensation for the Work as specified in the SUPPORTING DOCUMENTS.

2.2 In no event shall Contractor's total of all compensation and reimbursement under this Agreement exceed the sum of $1,400,000 without express, written approval from the City official whose signature appears below, or such official's successor in office. Contractor expressly acknowledges that no other person has authority to order or authorize additional Work which would cause this maximum sum to be exceeded and that any authorization from the responsible official must be in writing. Contractor further acknowledges that any Work delivered or expenses incurred without authorization as provided herein is done at Contractor's own risk and as a volunteer without expectation of compensation or reimbursement.

3. GENERAL PROVISIONS

3.1 This is a non-exclusive Agreement. City is not obligated to procure any specific amount of Work from Contractor and is free to procure similar types of goods and services from other Contractors in its sole discretion.

3.2 Contractor is an independent contractor and not an employee or agent of the City for any purpose.

3.3 Contractor is not entitled to, and expressly waives all claims to City benefits such as health and disability insurance, paid leave, and retirement.

3.4 Contractor shall not assign this Agreement or subcontract any portion of the Work to be provided hereunder without the prior written consent of the City. Any attempted assignment or subcontract without written consent of the City shall be void. Contractor shall be fully responsible for the acts or omissions of any assigns or subcontractors and of all persons employed by them, and the approval by the City of any assignment or subcontract shall not create any contractual relation between the assignee or subcontractor and the City.

3.5 This Agreement embodies the full and complete understanding of the parties respecting the subject matter hereof. It supersedes all prior agreements, negotiations, and representations between the parties, whether written or oral.

3.6 This Agreement may be amended only by written instrument executed with the same formalities as this Agreement.

3.7 The following laws of the State of Oregon are hereby incorporated by reference into this Agreement: ORS 279B.220, 279B.230 and 279B.235.

3.8 This Agreement shall be governed by the laws of the State of Oregon without regard to conflict of laws principles. Exclusive venue for litigation of any action arising under this Agreement shall be in the Circuit Court of the State of Oregon for Jackson County unless exclusive jurisdiction is in federal court, in which case exclusive venue shall be in the federal district court for the district of Oregon. Each party expressly waives any and all rights to maintain an action under this Agreement in any other venue, and expressly consents that, upon motion of the other party, any case may be dismissed or its venue transferred, as appropriate, so as to effectuate this choice of venue.

3.9 Contractor shall defend, save, hold harmless and indemnify the City and its officers, employees and agents from and against any and all claims, suits, actions, losses, damages, liabilities, costs, and expenses of any nature resulting from, arising out of, or relating to the activities of Contractor or its officers, employees, contractors, or agents under this Agreement.

3.10 Neither party to this Agreement shall hold the other responsible for damages or delay in performance caused by acts of God, strikes, lockouts, accidents, or other events beyond the control of the other or the other's officers, employees or agents.

3.11 If any provision of this Agreement is found by a court of competent jurisdiction to be unenforceable, such provision shall not affect the other provisions, but such unenforceable provision shall be deemed modified to the extent necessary to render it enforceable, preserving to the fullest extent permitted the intent of Contractor and the City set forth in this Agreement.

3.12 Deliveries will be F.O.B destination. Contractor shall pay all transportation and handling charges for the Goods. Contractor is responsible and liable for loss or damage until final inspection and acceptance of the Goods by the City. Contractor remains liable for latent defects, fraud, and warranties.

3.13 The City may inspect and test the Goods. The City may reject non-conforming Goods and require Contractor to correct them without charge or deliver them at a reduced price, as negotiated. If Contractor does not cure any defects within a reasonable time, the City may reject the Goods and cancel this Agreement in whole or in part. This paragraph does not affect or limit the City's rights, including its rights under the Uniform Commercial Code, ORS Chapter 72 (UCC).

3.14 Contractor represents and warrants that the Goods are new, current, and fully warranted by the manufacturer. Delivered Goods will comply with SUPPORTING DOCUMENTS and be free from defects in labor, material and manufacture. Contractor shall transfer all warranties to the City.

4. SUPPORTING DOCUMENTS

4.1 The following documents are, by this reference, expressly incorporated in this Agreement, and are collectively referred to in this Agreement as the "SUPPORTING DOCUMENTS:"

- CITY OF ASHLAND 2024 ADAPTATION PROJECT SPECIFICATIONS
- Project Area Map
- The Contractor's complete written Proposal and Bid dated March 2, 2024

4.2 This Agreement and the SUPPORTING DOCUMENTS shall be construed to be mutually complimentary and supplementary wherever possible. In the event of a conflict which cannot be so resolved, the provisions of this Agreement itself shall control over any conflicting provisions in any of the SUPPORTING DOCUMENTS. In the event of conflict between provisions of two of the

SUPPORTING DOCUMENTS, the several supporting documents shall be given precedence in the order listed in Article 4.1.

5. REMEDIES

5.1 In the event Contractor is in default of this Agreement, City may, at its option, pursue any or all of the remedies available to it under this Agreement and at law or in equity, including, but not limited to:

5.1.1 Termination of this Agreement;

5.1.2 Withholding all monies due for the Work that Contractor has failed to deliver within any scheduled completion dates or any Work that have been delivered inadequately or defectively;

5.1.3 Initiation of an action or proceeding for damages, specific performance, or declaratory or injunctive relief;

5.1.4 These remedies are cumulative to the extent the remedies are not inconsistent, and City may pursue any remedy or remedies singly, collectively, successively or in any order whatsoever.

5.2 In no event shall City be liable to Contractor for any expenses related to termination of this Agreement or for anticipated profits. If previous amounts paid to Contractor exceed the amount due, Contractor shall pay immediately any excess to City upon written demand provided.

6. TERM AND TERMINATION

6.1 Term

This Agreement shall be effective from the date of execution on behalf of the City as set forth below (the "Effective Date"), and shall continue in full force and effect until June 30th, 2024, unless sooner terminated as provided in Subsection 6.2.

6.2 Termination

6.2.1 The City and Contractor may terminate this Agreement by mutual agreement at any time.

6.2.2 The City may, upon not less than thirty (30) days' prior written notice, terminate this Agreement for any reason deemed appropriate in its sole discretion.

6.2.3 Either party may terminate this Agreement, with cause, by not less than fourteen (14) days' prior written notice if the cause is not cured within that fourteen (14) day period after written notice. Such termination is in addition to and not in lieu of any other remedy at law or equity.

7. NOTICE

Whenever notice is required or permitted to be given under this Agreement, such notice shall be given in writing to the other party by personal delivery, by sending via a reputable commercial overnight courier, or by mailing using registered or certified United States mail, return receipt requested, postage prepaid, to the address set forth below:

If to the City:
City of Ashland – Fire and Rescue Department
Attn: Chris Chambers
455 Siskiyou Boulevard
Ashland, Oregon 97520
Phone: (541) 482-2770

With a copy to:
City of Ashland – Legal Department
20 E. Main Street

Ashland, Oregon 97520
Phone: (541) 488-5350

If to Contractor:
Brian Jorgenson
1926 INDUSTRIAL DR SANDPOINT, ID 83864
(208) 263-5987
brian@timberlinehelicopters.com

8. WAIVER OF BREACH

One or more waivers or failures to object by either party to the other's breach of any provision, term, condition, or covenant contained in this Agreement shall not be construed as a waiver of any subsequent breach, whether or not of the same nature.

9. CONTRACTOR'S COMPLIANCE WITH TAX LAWS

9.1 Contractor represents and warrants to the City that:

9.1.1 Contractor shall, throughout the term of this Agreement, including any extensions hereof, comply with:

(i) All tax laws of the State of Oregon, including but not limited to ORS 305.620 and ORS chapters 316, 317, and 318;

(ii) Any tax provisions imposed by a political subdivision of the State of Oregon applicable to Contractor; and

(iii) Any rules, regulations, charter provisions, or ordinances that implement or enforce any of the foregoing tax laws or provisions.

9.1.2 Contractor further certifies that contractor is not in violation of any Oregon tax laws referenced in ORS 305.380(4).

9.2 Contractor's failure to comply with the tax laws of the State of Oregon and all applicable tax laws of any political subdivision of the State of Oregon shall constitute a material breach of this Agreement. Further, any violation of Contractor's warranty, as set forth in this Article 9, shall constitute a material breach of this Agreement. Any material breach of this Agreement shall entitle the City to terminate this Agreement and to seek damages and any other relief available under this Agreement, at law, or in equity.

IN WITNESS WHEREOF the parties have caused this Agreement to be signed in their respective names by their duly authorized representatives as of the dates set forth below.

CITY OF ASHLAND:

By: _____
Sabrina Cotta, Interim City Manager

_____
Printed Name

_____
Date

Timberline Logging Enterprises, LLC (CONTRACTOR)

By: _____
Signature

_____
Printed Name

_____
Title

_____
Date

Purchase Order No. _____

(**W-9** is to be submitted with this signed Agreement)

APPROVED AS TO FORM:

_____
City Attorney

_____
Date

EXHIBIT A

CITY OF ASHLAND, OREGON

City of Ashland LIVING WAGE

ALL employers described below must comply with City of Ashland laws regulating payment of a living wage.

$18.12 per hour, effective June 30, 2023.

The Living Wage is adjusted annually every June 30 by the Consumer Price Index.

Employees must be paid a living wage:

- For all hours worked under a service contract between their employer and the City of Ashland if the contract exceeds **$25,335.05** or more.
- For all hours worked in a month, if the employee spends 50% or more of the employee's time in that month working on a project or portion of the business of their employer, if the employer has ten or more employees, and has received financial assistance for the project or business from the City of Ashland over **$25,335.05**;
- If their employer is the City of Ashland, including the Parks and Recreation Department.
- In calculating the living wage, employers may add the value of health care, retirement, 401K, and IRS eligible cafeteria plans (including childcare) benefits to the employee's amount of wages.
- **Note**: For temporary and part-time employees, the Living Wage does **not** apply to the first 1040 hours worked in any calendar year. For more details, please see Ashland Municipal Code Section 3.12.020.

For additional information:

Call the Ashland City Manager's office at 541-488-6002 or write to the City Manager, City Hall, 20 East Main Street, Ashland, OR 97520, or visit the City's website at www.ashland.or.us.

Notice to Employers: This notice must be posted in areas where it can be seen by all employees.

CITY OF ASHLAND

CITY OF
ASHLAND

Memo

DATE: March 13, 2024

TO: City Council

FROM: Chris Chambers, Forestry Officer/Ashland Fire & Rescue

RE: Timberline Logging Enterprises, LLC Special Procurement

The Ashland Municipal Code requires additional justification for any Special Procurement over $350,000. Per ORS 279B.036, *Determination of feasibility of procurement*, which in first part states that "a contracting agency may proceed with a procurement if the contracting agency reasonably determines in writing that using the contracting agency's own personnel or resources to perform the services that the contracting agency intends to procure is not feasible."

A cost analysis is unnecessary if the contracting agency finds it "lacks the specialized capabilities, experience or technical or other expertise necessary to perform the services." ORS 279B.036 (1)(a). Ashland Fire & Rescue (AF&R) must still "compare [AF&R's] capability, experience or expertise in the field most closely involved in performing the services with a potential contractor's capability, experience or expertise in the same or a similar field." *Id.*

Staff analysis: Neither Ashland Fire & Rescue nor the City of Ashland has the equipment (helicopter, specialized logging machinery), expertise (pilots, logging machine operators) or experience in helicopter logging to accomplish the needed work and objectives that have been outlined for the Ashland Forestland Climate Adaptation Phase 1 project. Contracting to an appropriate private entity is the only option for the City to field this critical project in the interest of public safety.

Ashland Fire & Rescue
455 Siskiyou Boulevard
Ashland, Oregon 97520
www.ashland.or.us

Tel: 541-482-2770
Fax: 541-488-5318
TTY: 800-735-2900

TIMBERLINE HELICOPTERS
208.263.5987 | 1926 INDUSTRIAL DRIVE, SANDPOINT, ID 83864
WWW.TIMBERLINEHELICOPTERS.COM

HELICOPTER QUOTE

CUSTOMER
City of Ashland
Attn: Chris Chambers
(541)890-8816
chris.chambers@ashland.or.us

DATE	3/2/2024

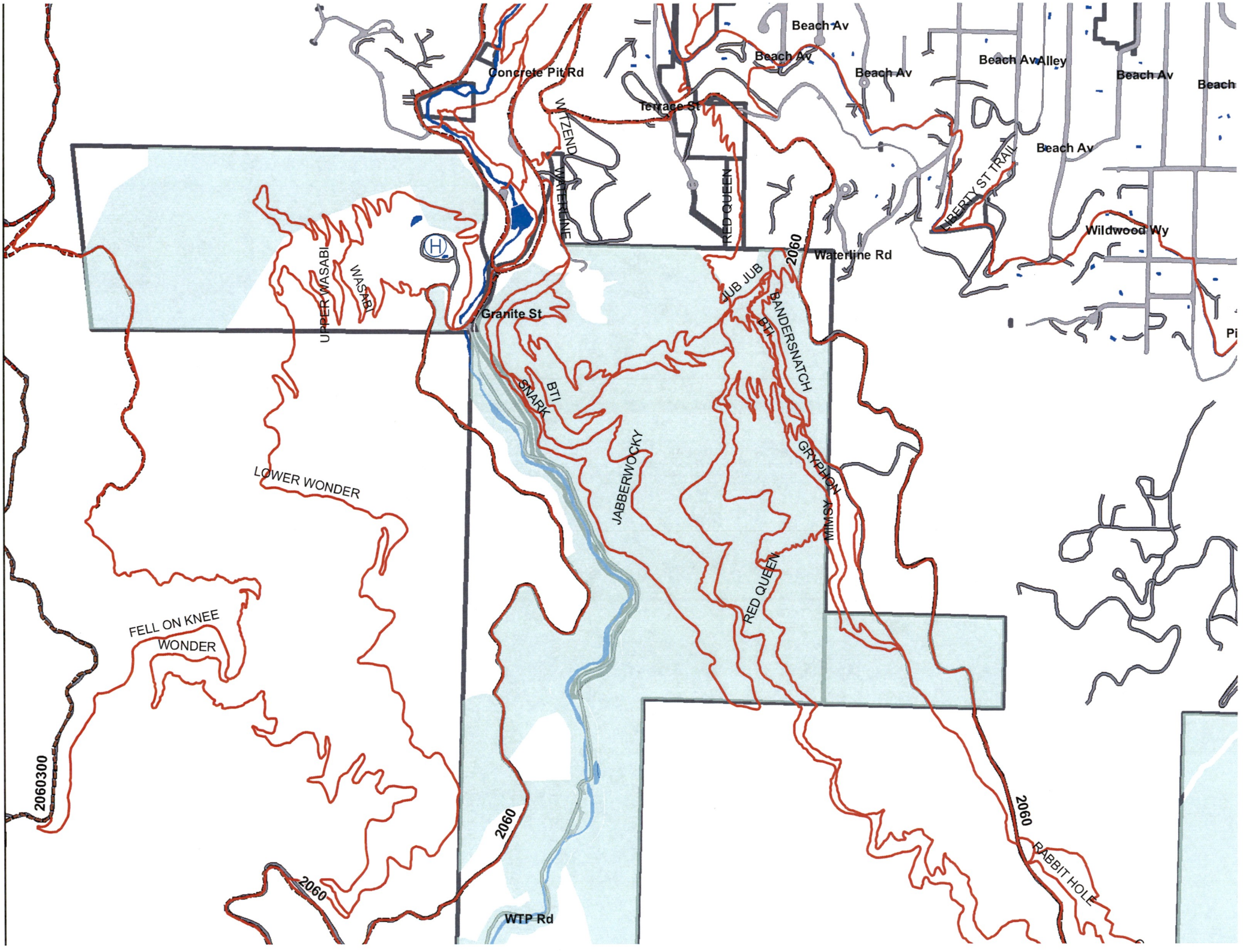
JOB NAME	QUOTE #	VALID UNTIL	PAYMENT TERMS
Ashland Watershed Project	24-1006	6/30/23	Net 30

DESCRIPTION	PRICE
Kaman K-Max Helicopter – Per Flight Hour	$4,800
Timber Faller – Price Per Hour Each	$175
Trucking – Price Per Hour	$165

ADDITIONAL TERMS AND CONDITIONS
Estimated 120 truck loads to cut and fly. Estimate of 180-200 flight hours $864,000-$960,000 Estimate of 200-240 man hours to cut $35,000-$42,000 Trucking cost estimate cannot be given until mill destination is in place. Note: This project may require flying over powerlines. Timberline will not be responsible for any damage that may occur during operations.

Customer Signature_____ Date_____

If you have any questions or concerns, please contact.
Brian Jorgenson, (208)-691-3123, brian@timberlinehelicopters.com,
Damon Petracci, (503)-991-6641, damon@timberlinehelicopters.com, or
Tami Hutchison, (208)-597-2203, tami@timberlinehelicopters.com
Thank you for considering Timberline Helicopters for your helicopter lift needs!


Beach Av
Beach Av
Beach Av
Beach Av Alley
Beach Av
Beach
Concrete Pit Rd
Terrace St
WITZEND
WATERLINE
RED QUEEN
Beach Av
LIBERTY ST TRAIL
Wildwood Wy
2060
Waterline Rd
JUB JUB
BANDERSNATCH
BTI
Granite St
UPPER WASABI
WASABI
BTI
SNARK
JABBERWOCKY
GRYPHON
SWAY
RED QUEEN
LOWER WONDER
FELL ON KNEE
WONDER
2060300
2060
2060
2060
RABBIT HOLE
WTP Rd

FORM #9

CITY OF ASHLAND

SPECIAL PROCUREMENT
REQUEST FOR APPROVAL

To: City Council, Local Contract Review Board

From: Chris Chambers, Fire Department

Date: March 12, 2024

Subject: REQUEST FOR APPROVAL OF A SPECIAL PROCUREMENT

In accordance with ORS279B.085, this request for approval of a Special Procurement is being presented to the City Council for approval. This written request for approval describes the proposed contracting procedure and the goods or services or the class of goods or services to be acquired through the special procurement and the circumstances that justify the use of a special procurement under the standards set forth ORS 279B.085(4).

1. **Requesting Department Name:** Ashland Fire & Rescue

2. **Department Contact Name:** Chris Chambers, Forestry Officer

3. **Type of Request:** _____ Class Special Procurement X Contract-specific Special Procurement

4. **Time Period Requested:** From 03/19/24 To: 6/30/2024

5. **Total Estimated Cost:** Not to exceed $1,400,000

6. **Short title of the Procurement:** Ashland Forestlands Climate Adaptation Project

Supplies and/or Services or class of Supplies and/or Services to be acquired:
The services will include tree cutting, helicopter yarding, log processing, and delivery to a local mill.

Background and Proposed Contracting Procedure:
In June and July of 2023, over 5,000 trees died on municipal forestland in the span of two months in what scientists have called a decline spiral. An ariel survey in July confirmed the extent and severity of the dead and dying trees on City-owned forests. Local experts in entomology predict this trend will continue. This unforeseen and ongoing mortality event poses a threat to the community in the rapid escalation of fire danger to the community and infrastructure, hazards posed by dead trees along trails and roads, and risk to firefighters in the event of a wildfire.

Without fast action, the community and municipal watershed will experience undue risk of a damaging wildfire to critical infrastructure such as the water treatment plant, homes, and the ecosystem. Prompt execution of this contract is needed to reduce the escalating risk of wildfire loss posed by ongoing tree mortality, avoid the loss of tree value such that a future project of this scale would not be financially viable, and avoid the loss of a currently available contractor when the City has an urgent need.

Timberline Logging Enterprises, LLC has agreed, via written proposal, to provide the City with needed helicopter-based forestry services using a model of helicopter (Kamann K-Max) that was used previously on City forestlands in 2004 and in the Ashland Forest Resiliency Project from 2015 to 2017.

A Special Procurement award is proposed to take advantage of Timberline's availability during a short timeline when standard contracting procedures would not have been achievable, unique capabilities, and Timberline's past experience working in the Ashland Watershed.

Background:

8. **Justification for use of Special Procurement:** Describe the circumstances that justify the use of a Special Procurement. Attach relevant documentation.

Due to the extremely sensitive nature of this current project, Timberline Logging Enterprises is uniquely suited to fill the City's need with equipment appropriate for working on this project. The Kamann K-Max helicopter has both the required lift capacity for this job and more importantly, an acceptably low noise signature that will allow it to work adjacent to neighborhoods. Timberline is the only company in the regional market with this type of aircraft, much less the availability to do this work on a short timeline. Timberline was also a trusted contractor during implementation of the Ashland Forest Resiliency Stewardship Project, working with the City and partners to accomplish ecological objectives while minimizing damage to soils and residual trees.

9. **Findings to Satisfy the Required Standards:** This proposed special procurement:

___X___ (a) will be unlikely to encourage favoritism in the awarding of public contracts or to substantially diminish competition for public contracts because:

Regionally, there are no like contractors with the type of machinery needed for working in proximity to homes, and importantly, not in the timeframe required by the City to achieve this project by the beginning of the 2024 summer fire season.

(Please provide specific information that demonstrates how the proposed Special Procurement meets this requirement.); **and**

___X___ (b)(i) will result in substantial cost savings to the contracting agency or to the public because:

1. A catastrophic wildfire would cost the City and community tens of millions of dollars in suppression, property loss, and infrastructure damage, and time is of the essence to remove thousands of dead and dying trees before summer fire season begins.
2. Compared to similar fuels reduction project costs, this project on a per-acre basis will cost less in the short and long-term than other options.
3. Timberline can work with the City under a short timeline that takes advantage of existing log value that will significantly underwrite the City's project. If not executed now, the log value will degrade and be lost to insect and rot damage, costing the City an estimated $400,000 more to do the same project in the fall.

(Please provide the total estimate cost savings to be gained and the rationale for determining the cost savings); **or**

__X___ (b)(ii) will otherwise substantially promote the public interest in a manner that could not practicably be realized by complying with the requirements of ORS 279B.055, 279B.060, 279B.065, or 279B.070, or any rules adopted there under because:

Timberline has specific experience with the City of Ashland and our local forests along with specific equipment uniquely suited to perform a complicated, sensitive project on the edge of our community. Further, their availability is critical to the timing of Ashland's need given the ongoing die-off of trees. Timberline, based in northern Idaho, is working in the adjacent Applegate Watershed and can move to Ashland quickly and with low move-in costs.

(Please provide specific information that demonstrates how the proposed Special Procurement meets this requirement.)

Public Notice:

Pursuant to ORS 279B.085(5) and OAR 137-047-0285(2), a Contracting Agency shall give public notice of the Contract Review Authority's approval of a Special Procurement in the same manner as a public notice of competitive sealed Bids under ORS 279B.055(4) and OAR 137-047-0300. The public notice shall describe the Goods or Services or class of Goods or Services to be acquired through the Special Procurement and shall give such public notice of the approval of a Special Procurement at least seven (7) Days before Award of the Contract.

After the Special Procurement has been approved by the City Council, the following public notice will be posted on the City's website to allow for the seven (7) day protest period.

Date Public Notice first appeared on www.ashland.or.us –*March 19th, 2024*

PUBLIC NOTICE
Approval of a Special Procurement

First date of publication: *March 19th, 2024*

A request for approval of a Special Procurement was presented to and approved by the City Council, acting as the Local Contract Review Board, on *March 19th, 2024.*

This Special Procurement is a "Contract- specific Special Procurement". The proposed contracting procedure is direct award to Timberline Logging Enterprises, LLC for site specific forestry work on land owned by the citizens of Ashland. Timberline has direct experience in the Ashland Watershed and has availability to fulfill the City's urgent need to reduce fire danger through tree cutting, yarding, and hauling that will result in cost savings.

It has been determined based on written findings that the Special Procurement will be unlikely to encourage favoritism in the awarding of public contracts or to substantially diminish competition for public contracts, and result in substantial cost savings or substantially promote the public interest in a manner that could not be realized by complying with the requirements that are applicable in ORS 279B.055, 279B.060, 279B.065, or 279B.070.

An affected person may protest the request for approval of a Special Procurement in accordance with ORS 279B.400 and OAR 137-047-0300. A written protest shall be delivered to the following address: City of Ashland, Kari Olson, Purchasing Representative, 90 N. Mountain, Ashland, OR 97520. The seven (7) day protest period will expire at 10:00pm on *March 25th, 2024.*

This public notice is being published on the City's Internet World Wide Web site at least seven days prior to the award of a public contract resulting from this request for approval of a Special Procurement.

Council Business Meeting

April 2, 2024

Agenda Item	Ashland Forestlands Climate Adaptation Project Funding	
From	Chris Chambers	Forestry Officer
Contact	Chris. Chambers@ashland.or.us	
Item Type	Requested by Council ☐ Update ☐ Request for Direction ☐ Presentation ☐ Consent ☐ Public Hearing ☐ New Business ☐ Unfinished Business ☒	

SUMMARY

At its March 19th business meeting, the City Council approved an initial budget for the Ashland Forestlands Climate Adaptation Project (Option #2) but ran out of time to consider the full scope of the project proposal (Option#1). Council and Mayor also requested further clarification on "pile and burn" expenses listed in all options. The options are presented in a condensed table in the accompanying presentation with further expense explanation along with further explanation of the pile and burn expense difference between options.

POLICIES, PLANS & GOALS SUPPORTED

City Council Goal: Address Climate Change
City Council Goal: Reduce Wildfire and Smoke Risk
City Plans: Ashland Natural Hazard Mitigation Plan, Community Wildfire Protection Plan, 2016 Ashland Forest Plan and 2023 Forest Plan Climate Change Addendum.
Citizen Budget Goals: Wildfire Safety was the highest budget priority from resident in-person and online polling in spring 2023.

BACKGROUND AND ADDITIONAL INFORMATION

Recent drought and extreme heat have created what researchers call a "decline spiral" in Douglas-fir trees, a species that has proliferated on lower elevation City and APRC lands due to past logging and cessation of indigenous burning practices. In response to a significant uptick in dead and dying trees, the City commissioned a drone-based survey of impacted municipal forestlands. We found just over 20% of Douglas-fire were dead or visibly dying. Further data from local U.S. Forest Service researchers has since shown at least an additional 25% (range of 20% to 60%) of trees that appeared green during summer of 2023 were already infested with bark beetles and will likely die this coming spring. Climate change projections for coming years show that Douglas-fir will continue to die, making it imperative that the City respond quickly to prevent the build-up of fuels shown to cause significant ecological and private property damage during fires.

Following guidance in the 2016 Ashland Forest Plan and 2023 Climate Change Addendum, staff and the Ashland Forestlands Management Advisory Committee proposed Phase One of a Climate Change Adaptation Project to quickly address increased fire danger from dead/dying trees and begin the critical work of helping our forests adapt to changing conditions. Public meetings and tours were offered to help inform the planning effort. In November, Council approved a contract with Lomakatsi Restoration Project to assist the City with marking dead, dying, and overcrowded forests for a future helicopter-based thinning project, part of Phase One implementation. This proposed contract with Timberline Logging Enterprises, LLC represents a significant

investment in the safety of our community and the sustainability and long-term survival of our local forests that are a cornerstone of Ashland's local culture and economy.

The project addresses safety concerns along trails and roads where hundreds of dead trees need to be removed for public safety. Importantly, the project also reduces risk to critical infrastructure at the City's Water Treatment Plant and along the course of Ashland Creek where dead trees falling into the flood zone threaten the City's water supply pipelines, road crossings, culverts, and downstream to the plaza itself.

Forests across the west are under significant stress from climate change, resulting in permanent loss of forest cover in the southwest and the southern Sierra Nevada, and a shifting of climate zones resulting in "zombie forests" all the way into Northern California and likely Southern Oregon as well. Proactively addressing these issues is the most fiscal, ecological, and protective course of action for the community's interest and safety.

FISCAL IMPACTS

The current budget dedicated to wildfire and forest management is insufficient to pay for this unexpected cost. City Administration, Finance, and Fire Department have identified revenue to cover the added cost of this work. Project partner Lomakatsi Restoration Project recently pledged $150,000 of federal funding and future in-kind labor to assist with pile and burn expenses, invasive species management, and replanting. Revenue from log sales as a by-product of this work will also offset a significant portion of the costs.

The previous Council decision allocated needed funding for Option 2. Council can choose to adopt Option 1, which would maximize the project outcome and footprint. By adopting Option #1, a gross increase in expense of $340,616.12 with a projected offset through log value of $161,320.40. This leaves $188,260 that will be identified through department budgets.

A separate Budget Supplement will be brought to Council to recognize the unplanned expense and offsetting log value revenue.

SUGGESTED ACTIONS, MOTIONS and/or OPTIONS

"I move that the City Council, approve an additional $340,616.12 expenditure toward the Ashland Forestland Climate Adaptation Project, of which $188,260 will be allocated from existing City funds."

REFERENCES & ATTACHMENTS

Presentation Slides With Budget and Refined Expenses

Direct project cost comparison without fixed costs

Per acre summary of direct project expenses

	Option 1	Option 2	Option 3	
Helicopter and Cutting	$ 1,295,946.00	$ 1,000,069.50	$ -	
Trucking	$ 190,080.00	$ 146,520.00	$ -	
Pile and Burn Expenses	$ 150,000.00	$ 150,000.00	$ 990,000.00	**
Timber Tax (2024)	$ 5,147.45	$ 3,967.83	$ -	
Lomakatsi Contracted Help	$ 75,000.00	$ 75,000.00	$ 50,000.00	
Monitoring	$ 20,000.00	$ 20,000.00	$ 20,000.00	
TOTAL EXPENSE	**$ 1,736,173.45**	**$ 1,395,557.33**	**$ 1,060,000.00**	
BN Budget	$ 406,374.00	$ 406,374.00	$ 406,374.00	
Lomakatsi Grant	$ 150,000.00	$ 150,000.00	$ 150,000.00	
Log Value Return	$ 686,127.00	$ 524,806.60	$ -	
TOTAL REVENUE	**$ 1,242,501.00**	**$ 1,081,180.60**	**$ 556,374.00**	
***NET EXPENSE**	**$ 518,356.08**	**$ 330,095.57**	**$ 503,626.00**	
Cost Per Acre	**$ 1,047.18**	**$ 807.08**	**$ 1,017.43**	

*With 5% contingency

**Includes all tree falling, log cutting, trail clearing, limbing, piling, and burning



“Pile and Burn” Budget Explanation Scenario #1: Helicopter Tree Removal Sequence

1. A tree cutter cuts a marked tree along a trail. One cut is made and he moves on. One tree, one person, one “touch”.
2. The tree is blocking the trail. The helicopter removes the entire tree to the landing where it’s processed by machine, called whole tree yarding. Limbs and tops are dealt with by machine and either burned or chipped centrally.
3. This cost is all included in the helicopter pricing package.
4. In this scenario, nearly half the cost is recouped by selling the merchantable portion of each tree.
5. Minimal piling and burning of broken branches in the forest is covered by Lomakatsi grant.



Whole tree yarding removes trunk, branches and top to a centralized landing.



“Pile and Burn” Budget Explanation Scenario #2: No Helicopter Tree Removal Sequence

- A tree cutter cuts a marked tree along a trail.
- Tree is blocking the trail...
  - Cutter has to cut the tree off the trail which is time and gas consuming. If the log is big enough, it would require two people to move it safely without it rolling downhill.
  - Same worker has to cut a dozen or more limbs off the tree as well as the top, for fuel reduction. Many limbs require two cuts each. Second person collects all the limbs and top and puts them into a burn pile, or multiple piles.
  - This takes two people, significant time, dozens of touch points by hand...a lot of time and cost.
- Another crew returns the next fall/winter/spring to burn each burn pile, monitor the piles and patrol the area for at least two days after burning.
- In this scenario, there is no financial return and the number of logs on the ground becomes a wildfire and logistical liability for decades to come, adding more real and hidden cost.



More Option #3 trade-offs

- Concentrated slash burning at the landing allows for efficient use of machinery and one efficient burn pile that will minimize smoke. It also leaves the option of chipping material if possible and affordable.
- Distributed burn piles in the forest (over 1000 piles, Option #3) are small and inefficient, producing much more smoke with no option to chip any of it.
- Larger machines handling large volumes of wood via Options #1 and #2 is more efficient than hundreds of chainsaw two-cycle engine hours.
- More burn piles in the forest over the summer (Option #3) equals more fire risk to the community vs. removing the fuels and dealing with it before fire season this year (Options #1 and #2). Burn piles could stay for up to two years, depending on burn windows.
- Smaller green trees still need to be thinned in Option #3 even if no helicopter was used in the project.
- Trails are closed for a longer period in Option #3

Council Business Meeting

April, 16, 2024

Agenda Item	Agreement City of Ashland & Ashland Police Association July 1, 2023- June 30, 2026	
From	Molly Taylor Tighe O'meara Dan Moulin Sabrina Cotta	Human Resources Director Chief of Police Deputy Police Chief Interim City Manager
Contact	Molly.taylor@ashland.or.us. Tighe.omeara@ashland.or.us, Dan.moulin@ashland.or.us, Sabrina.cotta@ashland.or.us	
Item Type	Requested by Council ☐ Update ☐ Request for Direction ☐ Presentation ☐ Consent ☐ Public Hearing ☐ New Business ☒ Unfinished Business ☐	

SUMMARY

The current labor agreement between the City of Ashland and the Ashland Police Association Expired June 30, 2023. Bargaining teams worked diligently on reaching agreement on terms for the successor contract. Multiple sessions have been held to come to an agreement on a three-year contract term. The majority of items agreed upon early in negotiations were no-cost corrections to language and updates to process and current statute. An agreement has been reached on wages and benefits.

POLICIES, PLANS & GOALS SUPPORTED

Excellence in governance and City services.

Respect for the citizens we serve, for each other, and for the work we do.

BACKGROUND AND ADDITIONAL INFORMATION

This is a three-year collective bargaining agreement with the Ashland Police Association. The previous contract expired June 30, 2023; members of the Association have been working under the terms of that agreement, with no adjustments since that time. The pay adjustments proposed in the new contract would be retroactive to July 1, 2023.

FISCAL IMPACTS

The new agreement calls for the following wage adjustments:

- Year 1: Effective July 1, 2023, a 4.5% percent increase for all positions in the bargaining unit with an estimated impact on the general fund of $72,352
- Year 2: Effective July 1, 2024 a 4% percent increase for all positions in the bargaining unit with an estimated impact on the general fund of $68,668
- Year 3: Effective July 1, 2025 a 4% percent increase for all positions in the bargaining with an estimated impact on the general fund of $71,415

SUGGESTED ACTIONS, MOTIONS and/or OPTIONS

I move to approve the three-year contract, ratifying the tentative agreements reached in negotiations with the Ashland Police Association, and authorize the Interim City Manager and Mayor to sign the three-year contract.

REFERENCES & ATTACHMENTS

Attachment 1: Final Draft Three-Year Contract with the Ashland Police Association

Better Together

AGREEMENT

CITY OF ASHLAND

And

ASHLAND POLICE ASSOCIATION

July 1, 2023 – June 30, 2026

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AGREEMENT

Between

THE CITY OF ASHLAND

And

ASHLAND POLICE ASSOCIATION

PREAMBLE

This Agreement is entered into by the City of Ashland, Oregon, hereinafter referred to as the "City," and the Ashland Police Association, hereinafter called the "Association". Unless indicated otherwise, reference to the "City" herein shall include the Mayor, City Manager, and City Council or their designee(s) as the officials directly responsible for the operation of the department covered by this Agreement. The purpose of this Agreement is to set forth the full and complete Agreement between the parties on matters pertaining to rates of pay, hours of work and other conditions of employment.

SCOPE OF AGREEMENT

This Agreement shall apply to all bargaining unit employees of the Police Department, Ashland, Oregon as set forth in "Appendix A." The Agreement specifically excludes the members listed as "excluded" as set forth in Appendix A.

Where the term "employee" is used, it shall mean employees within the bargaining unit, as defined in Article XIII and Appendix A.

The parties agree as follows:

ARTICLE I RECOGNITION

1.1 The City recognizes the Association as the sole and exclusive bargaining agent for the purposes of establishing rates of pay hours of work and other conditions of employment for all employees within the bargaining unit described immediately above.

1.2 When any position not listed on the pay schedule is established, the City shall designate a job classification and pay rate for the position. The Association shall be notified and the pay rate established by the City shall be considered tentative until the Association has been afforded the opportunity to meet and confer on the matter. If the Association does not agree that the classification or pay rate is proper, the Association may pursue its bargaining rights in accordance with PECBA.

ARTICLE II ASSOCIATION SECURITY

2.1 Check-off. Any employee who is a member of the Association or who has applied for membership shall sign and deliver to the Association, who shall forward to the City, an original assignment authorizing deductions of membership dues in the Association. Such authorization shall continue in effect from year to year unless revoked or changed in writing. Pursuant to each authorization the City shall deduct such dues from the first and second salary check, which will salary-be direct deposited in the APA's savings account. The Association shall be the sole custodian of authorization forms.

It is agreed there shall be no discrimination in favor of or against, any employee of the City on account of membership in the Association or failure or refusal to join the Association. Nor shall the City interfere in any way with the decision of any employee to join or not to join the Association.

2.2 Dues Cancellation. Employees may cancel their membership in the Association at any time subject to the employee completing the dues cancellation form. Any employee who elects not to pay dues will not be a member of the Association.

2.3 Hold Harmless. The Association agrees to hold the City harmless against any and all claims, orders or judgments brought or issued against the City as a result of any action taken or not taken by the City under the provisions of this article. Upon written notification by the Association of a checkoff error, the City will make adjustments within thirty (30) days of receipt of such notification.

2.4 New Hires. The City will notify the Association of all new hires in the unit within two (2) weeks after their having been employed and will furnish the Association with the name, social security number, mailing address and position for which they were hired.

2.5 Bulletin Boards. The City agrees to allow suitable wall space in the Police Station, not to exceed 3'x 3' for bulletin boards to be used by the Association for the posting of notices and bulletins relating to the Association.

The Association shall limit its posting of Association notices and bulletins to such bulletin board, which shall be used only for the following Association notices and bulletins:

A. Recreation and social affairs of the Association
B. Association meetings
C. Association elections
D. Reports of Association committees
E. Communications from the Association to the bargaining unit
G. Current events regarding Association activity

2.6 Association Representatives. Employees selected by the Association to act as representatives shall be certified in writing to the City by the Association. Duties required by the Association representatives, except attendance at meetings with supervisory personnel and aggrieved employees arising out of a grievance already initiated by an employee under Article XII, shall not interfere with their or other employees' regular work assignments as employees of the City. Contacts between Association

representatives and employees or the Association may be made during working hours so long as the contact does not disrupt regular Department operations. A maximum of two (2) employees shall be permitted to attend negotiation and mediation sessions during regular working hours without loss of pay. Additional team members, as well as employees who participate in negotiations or mediation during off duty hours, will not be paid for such attendance.

2.7 Solicitation. The Association agrees that its members will not solicit membership in the Association or otherwise carry on Association activities during working hours, except as specifically provided in this Agreement.

2.8 Visits by Association Representatives. The City agrees that accredited representatives of the Association, upon reasonable and proper introduction, may have reasonable access to the premises of the City at any time during working hours for the purpose of assisting in the administration of this Agreement, if they first obtain permission to do so from the Police Chief or their designated representative. In no case will such access be unreasonably denied.

2.9 E-Mail Usage. The Association and Association representatives shall be allowed to use City e-mail to communicate with Association members for the purposes set forth in Section 2.6 above. Employee use of e-mails and internet access is governed by the City's Electronic Media and Services Use Policy, as it currently exists or is subsequently modified.

2.10 Disciplinary Notices. The city will provide the Association President or representative if the Association President is not available, copies of all disciplinary notices within 24 hours of the issuance of such notice to an employee within the bargaining unit. This notice shall be in writing and be delivered in person unless both the Association President and the management representative handling the discipline mutually agree upon another form of service. As long as good faith efforts are made to satisfy the notice requirements of this section unintentional failure to comply will not invalidate the discipline or discharge.

ARTICLE III MANAGEMENT RIGHTS

3.1 The City shall retain the exclusive right to exercise the customary functions of management including, but not limited to, directing the activities of the Department; determining the levels of service and methods of operation including contracting and subcontracting, and the introduction of new equipment; the right to hire, layoff, transfer, and promote; to discipline or discharge for cause as defined in Article XI; to determine the content, duties and responsibilities of job classifications; to make, revise and discontinue rules, consistent with the terms of this Agreement; to determine work schedules and assign work; and any other such rights not specifically referred to in this Agreement. The failure by the City to exercise its rights under this Article or to exercise its rights under this Article in a particular way shall not be taken as a waiver of such rights.

ARTICLE IV STRIKE PROHIBITION

4.1 The Association and its members, as individuals or as a group, will not initiate, cause, permit or participate or join in any authorized strike, work stoppage, or slowdown, picketing, or any other restriction of work at any location in the City. Employees in the bargaining unit, when acting in the course of their employment, shall not honor any picket line established in the City by the Association or by any other labor organization when called upon to cross a picket line in the line of duty. Disciplinary action, including discharge may be taken by the City against any employee or employees engaged in a violation of this Article. Such disciplinary action may be undertaken selectively at the option of the City and shall not preclude or restrict recourse to any other remedies, including an action for damages, which may be available to the City.

4.2 In the event of an unauthorized strike, work stoppage, slowdown, picketing, observance of a picket line, or other restriction of work in any form, either on the basis of individual choice or collective employee conduct, the Association will immediately upon notification, attempt to secure an immediate and orderly return to work of its members. This obligation and the obligations set forth in Section 1 above shall not be affected or limited by the subject matter involved in the dispute giving rise to the stoppage or by whether such subject matter is or is not subject to the grievance and arbitration provision of this Agreement.

4.3 The City agrees that there will be no lockout of employees of the bargaining unit as a consequence of any dispute with the Association arising during the term of this Agreement.

ARTICLE V HOLIDAYS

5.1 Recognized Holidays. In recognition that police work is a constant endeavor, and in recognition that police personnel very often after work holidays, COA will establish a holiday leave bank for each member in the amount of 110 hours (10 hours for each holiday). This holiday leave bank may be used by the employee to take time off through-out the year if operational needs are met. If any time remains in this bank at the end of November, the remainder will be paid out at the employee's present rate of pay and will be included in the first paycheck in December. On the first business day of the following pay period, or as soon as possible, COA will recharge the holiday bank back to 110 hours for the following 12 months. In the event any other bargaining units within the City are given additional time off, or the State or Federal governments declare a day off, that time will be added to our holiday bank.

The following shall be recognized as holidays:

New Year's Day (January 1)
Martin Luther King Day (3rd Monday in January)
Washington's Birthday (3rd Monday in February)
Memorial Day (last Monday in May)
Juneteenth (June 19)
Independence Day (4th of July)
Labor Day (1st Monday in September)
Veteran's Day (November 11)
Thanksgiving Day (4th Thursday in November)
Day after Thanksgiving (4th Friday in November)
Christmas Day (December 25th)

At the time of hire, a new officer will be provided with a holiday which will include 10 hours for any holidays that have not yet occurred during that calendar year. Any officer leaving employment who has used their holiday hours may be responsible for repaying 10 hours for each holiday taken as time off that has not occurred during the calendar year.

ARTICLE VI VACATIONS

6.1 Eligibility. An employee shall be eligible to take accrued vacation leave with pay after one (1) full year of service with the City. Regular full-time employees shall accrue vacation leave on a monthly basis for 24 pay periods in accordance with the following schedule:

A. Employees with less than four (4) full years of continuous service shall accrue five (5) hours per pay period.

B. Employees with more than four (4), but less than nine (9) full years of continuous service, shall accrue six (6) hours per pay period.

C. Employees with more than nine (9), but less than fourteen (14) full years of continuous service, shall accrue seven (7) hours per pay period.

D. Employees with more than fourteen (14), but less than nineteen (19) full years of continuous service, shall accrue eight (8) hours per pay period.

E. Employees with more than nineteen (19), but less than twenty-four (24) full years of continuous service shall accrue ten (10) hours per pay period.

F. Employees with more than twenty-four (24) full years of continuous service shall accrue twelve (12) hours per pay period.

Regular part-time employees covered by the Agreement shall receive prorated vacation benefits in accordance with the above schedule.

6.2 Continuous Service. Continuous service, for the purpose of accumulating vacation leave credit, shall continue unless one of the events listed in Section 13.4 occurs.

6.3 Accrual Limitations. Vacation leave taken shall not be in excess of the amount actually accrued at the time it is taken. An employee may accumulate up to two years of vacation at the applicable accrual rate for their length of continuous service. The City shall notify an employee thirty (30) days in advance of pending loss of accrued vacation time. The City will post every employee's maximum accrual limitations on the Department bulletin board and will periodically update accrual postings. An employee who is about to lose vacation credit because of accrual limitations, may notify their immediate supervisor fifteen (15) days in advance of their need to be absent to prevent such loss. Such action taken by the employee shall not constitute a basis for disciplinary action or loss of pay. If an employee does not take their accrued vacation time after being notified by the City, such vacation credit shall be deemed forfeited,

unless failure to take vacation is caused by the City's insistence that the employee be at work. In the event that the City insists that the employee be at work, the employee will be allowed to accumulate vacation leave in excess of the maximum or be paid for such leave, at the City's discretion.

6.4 Scheduling. Vacation time off may be taken in as little as 15-minute increments.

A. Bid. Employees shall be permitted to request vacation on the basis of classification seniority annually. All days of the year shall be available for the annual seniority bid. The vacation schedule shall be posted as of December 1st and will be closed as of January 1st. Subsequent changes to the bid may be made only by mutual consent of the parties. Employees may submit a request for three blocks of time off during each annual bid. Based upon classification seniority and subject to reasonable operation needs of the Department, employees shall be awarded three bids. Each employee will be allowed to exercise their first bid choice before any employee is granted a second bid choice. Each employee will then be allowed to exercise their third bid choice after the completion of the second bid choice. Junior members of the bargaining unit may not be awarded three bids, if they are outbid by more senior members.

B. Other Requested Time Off. After the annual bid has concluded, employees may request additional time off on a first come first serve basis. Such requests shall not be denied because of supervisory time off, unless such supervisory time off was approved and posted prior to an employee's submission through the current electronic scheduler. Vacation time shall be granted if no overtime is incurred, consistent with operational needs. Nothing in this subsection prohibits the City from allowing a vacation request even if the request requires the payment of overtime.

C. Cancellation for Emergencies Only. Once an employee has been approved to take time off work, that time cannot be canceled by the city except in the case of an emergency. If an employee has approved time off, he or she cannot be ordered to work their regular days off directly prior to, or after the time off, or days which fall within the approved time off, except in the case of an emergency.

6.5 Payment on Termination. In the event of termination or other severance of employment of an employee during the initial twelve (12) months of employment, no vacation is considered earned and no payment in lieu of vacation shall be made. In the event of death of an employee during the initial twelve (12) months of employment, all vacation earned shall be paid out to the survivors. In the event of death, termination, or other severance of employment after an employee has served for twelve (12) continuous months, and is otherwise eligible for vacation credits, the employee shall be entitled to payment for accrued vacation leave at the wage rate applicable on the date of severance of employment. In the event of death, earned but unused vacation leave shall be paid in the same manner as salary due the deceased employee is paid.

ARTICLE VII HOURS OF WORK

This article is intended to be construed only as a basis for recognizing overtime and shall not be construed as a guarantee of hours of work per day or per week. Any flex-time arrangements must be through the current electronic scheduler and mutually agreed between the City and the Association.

7.1 Work Hours. The regular hours of a regular full-time employee shall be five (5) consecutive eight (8) hour days followed by two (2) consecutive days off or four (4) ten (10) hour days followed by three (3) consecutive days off, or twelve (12) hours shift as mutually agreed upon by the Association and as determined by the City consistent with operational needs.

7.2 Workday. The workday shall consist of an eight (8) or ten (10) hour or twelve (12) hours within a twenty four (24) hour period, including rest periods (i.e. the 24 hour period will begin at the start of the employee's work day and end 24 hours later). This section shall not apply to scheduled training days, so long as the employee has eight (8) hours off work between the end of the training session and beginning of their normally scheduled shift. If less than eight (8) hours is allowed, overtime shall apply for all hours worked on the employee's normally scheduled shift with less than eight (8) hours off work. If, for any reason training is canceled the City may return the affected employees to their regular work schedules without incurring overtime.

If an officer is needed for official duty during their usual off-time and was not able to get enough rest to safely report for duty at the scheduled start time, the officer is entitled to eight (8) hours off in order to rest between the end of the officer's official duty and the start of the officer's regular shift. If this eight (8) hours rest period overlaps with the officer's scheduled shift hours, the officer will be paid as though they had reported for work at their usual start time. This will not be charged against any leave bank. If staffing allows the officer may take the entire shift off using accumulated leave time, however, the officers leave bank will not be charged for that time that contributes to the 8 hour break.

7.3 Workweek. The workweek shall consist of a seven (7) day work schedule with five (5) consecutive eight (8) hour days, followed by two (2) consecutive days off or four (4) consecutive ten (10) hour days, followed by three (3) consecutive days off or a 12 hour work schedule agreed upon by both the City and the association. If the employees are scheduled to work a twelve hour schedule they will receive overtime pay for any time worked over their assigned work scheduled time.

An employee may, upon approval of their supervisor, work a scheduled day off in exchange for another day off during their regular workweek. However, the following conditions must be met to allow for a modification in the employee's scheduled workweek:

A. The modification cannot cause the City to incur overtime obligations. Employees requesting such modifications waive their right to receive overtime under Section 7.4 for working outside their regular work schedule for the period of the modification. Additionally, the request will be denied if the modification would cause the City to incur overtime obligations to another employee.

B. Any requests for a change in an employee's workweek must be submitted in the electronic scheduler.

C. Denial should not be unreasonable and the denial of an employee's request for a

modification in the employee's regularly scheduled workweek shall not be grievable. Unreasonable is defined as an action which is inconsistent with practice or not based upon a sound business reason; an action that is not anticipatory but based on facts.

7.4 Work Schedule All employees shall be scheduled to work on a regular shifts and each shift shall have regular starting and ending times. Work schedules showing the employee's shift, workdays and hours shall be posted (30) days prior to their effective date, except for emergency situations and for the duration of the emergency, and except for scheduled training for which ten (10) days' notice is required. Employees will normally be given seven (7) calendar days advance notice of any change in their work schedule, which is required by the City. Employees whose work schedules are changed by the City without seven (7) calendar days advance notice will be paid at overtime rates for time worked outside their regular work schedule, except under the following circumstances:

A. When the scheduling changes are made in response to an emergency (Act of God, natural disaster, civil unrest, or governmental declaration of emergency) and only for the duration of the emergency;

B. When scheduling changes are made to accommodate non-mandatory training, for the employee requesting and attending the training only;

C. Upon mutual agreement between the City, APA and the employee.

D. The Association retains the right to perform an upgrade to the shift assignments according its rules assuming doing so would not cause operational hardships on the department.

7.5 Shift Rotation. Employees shall rotate work-shifts by bidding for 3-month work cycles each calendar year. Bidding shall be conducted annually, commencing on November 1st and ending on December 1st.

Employees on a 12 hour shift shall select their short days by total time served with the Ashland Police Department, regardless of rank. Employees will be awarded shifts within the classification they are assigned, based on classification seniority. Prior to or during the bidding process, no shift with days off can be reserved for probationary or new hires. Prior to or during the bidding process, notation must be made to leave a specified number of shifts with days off vacant for probationary or new hires.

In the event of a vacancy/vacancies on a shift with eight (8) or more weeks remaining in a shift rotation, the Association may elect the right to upgrade the shift rotations for the remainder of that three (3) month work cycle. All upgrades must be completed by the Executive Board during regular working hours and must be confirmed by the Association in writing, within one week of the date the employee leaves the City's employment.

All employees who exercise upgrading rights waive the right to seven (7) days advance notice of shift changes under Section 7.4.

Any officer who at a shift rotation is rotating from one shift to another, and who, because of this rotation, would be compelled to work two shifts in a row, without a break, is entitled to an 8 hour rest period between the shifts, at regular rate of pay. This will not be charged against any leave bank.

Notwithstanding the above, employees who are assigned to light-duty position to recover from on or off-the-job injuries or illnesses may be assigned to shifts to accommodate their light-duty position without regard to seniority.

7.6 Rest Periods . A rest period of fifteen (15) minutes shall be permitted for all employees during each half shift, which shall be scheduled by the City in accordance with its determination as to the operating requirements and each employee's duties.

7.7 Meal Period . To the extent consistent with operating requirements of the department, meal periods shall be scheduled by the employee at the time of their choosing. Employees will attempt not to schedule their meal period during the first or last hour of their assigned shift. The meal period shall be thirty (30) minutes and shall be considered on duty time.

7.8 Overtime. The City has the right to assign overtime work as required in a manner most advantageous to the City and consistent with the requirements of municipal service and the public interest. Except as otherwise provided in this Agreement, employees shall be compensated at the rate of one-and-one half (1 1/2) times their regular rate for overtime work by the City under the following conditions:

A. All assigned work in excess of eight (8) hours on any scheduled workday for employees who are scheduled to work an eight (8) hour workday and all assigned work in excess of ten (10) hours on any scheduled workday for employees who are scheduled to work a ten (10) hour workday and all assigned work in excess of twelve (12) hours on any scheduled workday for employees who are scheduled to work a twelve (12) hour workday.

B. All assigned work in excess of forty (40) hours in the workweek. The City shall not be liable for the payment of overtime when more than forty (40) hours are worked in a seven (7) day period as the result of a scheduled seniority shift rotation for sworn personnel. To this end the City may work an employee (80) hours in a 2-week period before incurring any overtime liability.

C. All work assigned outside an employee's work schedule, except in accordance with Section 7.4 of this Article.

In no event shall such compensation be received twice for the same hours. Overtime work will be equitably distributed to other employees within the same classification whenever possible

Association members will not be compelled to work overtime hours for special events unless the event is a sanctioned City or school event, or unless there is a compelling reason for the department's participation. In all situations the City will endeavor to find volunteers before compelling officers to work overtime for special events.

D. Overtime Accumulation while at DPSST–Compensation while attending the Basic Police Academy. Employees assigned to training at the basic police academy are expected to do what is needed to ensure successful completion of the academy. Employees who are required to work more than 80 hours per pay period because the academy staff require it shall earn comp time for

time worked at the rate of equal comp time earned for time worked. Examples of this include but are not limited to: attending color guard ceremonies, participating in class wide exercise, attending evening RADAR/LIDAR or similar classes. Employees assigned to training at the academy are not compensated for lunch breaks.

Employees who choose to engage in after hours studying, exercising, practicing, project development or similar activities that are not directly mandated by the academy staff shall not be compensated for time spent engaging in these activities.

Employees assigned to training at the academy are required to accurately record and report their time worked.

7.9 Callback Time. Employees called back to work shall receive overtime pay with a guaranteed minimum of four (4) hours at the overtime rate for the work for which they are called back. Employees called back to work on a regularly scheduled day off shall receive overtime pay with a guaranteed minimum of four (4) hours at the overtime rate for the work for which they are called back. Employees who are called back to work for court appearances shall receive one callback payment if those appearances occur within four (4) hours of the initial callback. When an employee is on call-back, once the employee has completed the specific task (for example to appear at a legal proceeding or attend a meeting) for which the employee was called back, then they are free to leave. This section applies only when call-back results in hours worked which are not annexed consecutively to or that overlaps one end or the other of the working day or working shift. This section does not apply to scheduled overtime, callback times annexed to the beginning of the work shift, holdover times annexed to the end of the work shift or workday or to brief routine phone calls. For purposes of this section, a regularly scheduled day(s) off shall commence at the conclusion of the last scheduled workday of the work week and end at the beginning of the next scheduled work week.

7.10 Compensatory Time. Overtime work shall be compensated by compensatory time at the rate of one-and -one-half times the hours worked to a maximum accrual of eighty (80) hours or by cash payment at the rate of one-and-one-half times the regular hourly rate at the option of the employee. Employees are encouraged to provide as much notice as possible of requested time off. Compensatory time shall be taken at such times in such blocks as are mutually agreed upon between the employee and their supervisor, subject to the following:

A. Employees must provide a minimum of forty-eight (48) hours advance notice of the requested compensatory time off. This forty-eight (48) hour notice will, subject to "B" below, be considered reasonable notice under FLSA. The department may waive the forty-eight (48) hour advance notice requirement.

B. Minimum staffing shall be determined by the City, however the APA must be notified prior to implementation of the change. If the employee cannot secure a volunteer to cover for the employee requesting compensatory time off and thereby assure minimum staffing levels, compensatory time will be denied. If staffing is met with less than 48 hours, the request will not be unreasonably denied.

7.11 Shift Trades. Qualifying employees may trade rotations as per Department policy. For the trade,

the employees will indemnify and hold the City harmless for any overtime provisions which would otherwise be applicable.

7.12 CSO Work Schedule. While the department employs a cadet, the CSO will be allowed to choose their workdays for the work week, per rotation, and the CSO will be allowed to choose to work either five (5) eight (8) hour shifts or four (4) ten (10) hour shifts as described in Section 7.1, so long as department business needs are met.

ARTICLE VIII SICK LEAVE

8.1 Accumulation. Sick leave shall be earned by each eligible full-time employee at the rate of twelve-(12) hours for each full calendar month of service, irrespective of the employee's work schedule. Sick leave shall not accrue during periods of unpaid leave or layoff. Employees who return to work from unpaid leave or recall from layoff shall, however, be credited with any unused sick leave they had accrued prior to unpaid leave or layoff. Sick leave may be accumulated to a total of 1200 hours and must be taken for the purposes specified in Section 8.2 below, as a condition precedent to any sick leave payment. Sick leave shall not continue to accrue if an employee is on unpaid leave due to illness or injury.

8.2 Utilization for Illness or Injury. Employees may utilize their accrued sick leave when unable to perform their work duties by reason of illness or injury or for the illness or injury of a qualifying family member under applicable state or federal family medical leave laws. In such event, the employee shall notify the Police Chief or other supervisor of absence due to illness or injury, the nature and expected length thereof, as soon as possible prior to the beginning of their scheduled regular work shift, unless unable to do so because of the nature of injury or illness. Employees are encouraged to schedule routine medical and dental appointments outside their regularly scheduled working hours, whenever possible. In the event such appointments must be scheduled during an employee's scheduled shift, every effort must be made by that employee to give the Department at least twenty-four (24) hours advance notice. The City may require an employee to submit certification by a physician or health care professional or other acceptable verification of the reason for utilization of sick leave as a precondition to payment of sick leave whenever the employee's absence exceeds three (3) consecutive workdays or whenever the City can articulate a good faith concern (e.g. questionable patterns of usage, etc.) regarding the employee's eligibility to receive sick leave. For the purpose of this section and the following sections of this Article, pregnancy shall be treated as any other illness or disability.

An employee may be granted up to twelve (12) weeks, per calendar year, paid sick leave for the employee to care for an ill or injured family member and for other OFLA qualifying purposes in accordance with OFLA. For the purpose of this Section family member includes: spouse, children (including step-children and foster children), parent, parent-in-law, grandchildren, grandparents, "domestic partner" as defined in Section 16.1 and the children, grandchildren and grandparents of such domestic partners.

8.3 Integration with Workers' Compensation. When an employee suffers a work-related injury or illness, the City's obligation to pay under this sick leave Article is limited to the difference between any payment received under Worker's Compensation laws and the employee's regular pay, minus state and federal deductions. In such instances, no charges will be made against accrued sick for the time an employee is absent from work to receive medical treatment on the date a work-related injury or illness

occurs and leave for the first three (3) days following the injury or illness. Thereafter prorated charges will be made against accrued sick leave, unless an employee is absent from work for a work related injury or illness that exceeds ninety (90) calendar days. In situations where and employee's work-related injury or illness exceeds ninety (90) calendar days, the City will credit sick leave benefits paid to the employee during that period back to their sick leave bank.

8.4 Sick Leave Without Pay. Upon application by the employee, sick leave without pay may be granted by the City for the remaining period of disability after accrued sick leave and other paid leave banks have been exhausted. The City may require that the employee submit a certificate from a physician periodically during the period of such disability and before returning to work.

8.5 Termination. Sick leave is provided by the City in the nature of insurance against loss of income due to illness or injury. No compensation for accrued sick leave shall be provided for any employee upon their death or termination of employment, except as provided for in Section 16.2.

8.6 Pay for Unused Sick Leave. All employees may elect to receive up to forty (40) hours of their unused annual sick leave accrual (maximum of 144 hours) as cash on their first paycheck in December provided at least forty (40) hours of accrued sick leave remains after the aforesaid payout. If cash payment is not elected, the unused portion of sick leave will be added to cumulative sick leave balance or converted to accrued vacation at the option of the employee.

8.7 Sick leave payout upon retirement. Upon retirement, employees covered by this agreement shall receive a percentage of the unused sick leave balance credited to the employee's individual HRA/VEBA. Credit will be provided at the employee's wage rate at retirement in accordance with the following schedule:

UNUSED SICK LEAVE HOURS	PERCENTAGE OF CREDIT
1-399	30%
400-599	40%
600-1200	50%

Employees must provide to the City four weeks advance written notice of retirement unless extenuating circumstances prevent this notice.

No compensation for unused accrued sick leave shall be provided if employment with the City ends for any reason other than retirement pursuant to ORS 238.280.

8.8 Uses for Family Illness. The City will grant leave for OFLA/FMLA qualifying reasons consistent with state and federal law.

8.9 Purposes of Sick Leave. Employees are entitled to use the City's sick leave benefit for the following purposes. Reference to "family members" means an employee's spouse or "partner" in a "domestic partnership" as such terms are defined in ORS 106. 310, biological adopted or foster parent or child, parent-in-law, grandparent, grandchild or a person with whom the employees was or is in a

relationship of in loco parentis, any other relationship identified in the City's Employee Handbook as a "family member" for the purpose of using sick leave.

A. For an employee's or family member's mental or physical illness, injury or health condition or need for medical diagnosis of these conditions or need for preventative medical care.
B. To care for an infant or newly adopted child under 18, or for a newly placed foster child under 18, or for a child over 18 if the child is incapable of self-care because of mental or physical disability.
C. To care for a family member with a serious health condition.
D. To recover from or seek treatment for a serious health condition that renders the employee unable to perform at least one of the essential functions of the employee's job.
E. To care for a child of the employee who is suffering from a non-serious illness, injury, or condition.
F. To deal with the death of a family member by attending the funeral or alternative, making arrangements necessitated by the death of a family member, or grieving the death of a family member.
G. To seek medical treatment, legal or law enforcement assistance, remedies to ensure health and safety, or to obtain other services related to domestic violence, sexual assault, harassment or stalking incidents to the employee or employee's minor child or dependent.
H. To donate sick time to another employee for qualifying purposes if the employer has a policy allowing such donations.
I. For certain public health emergencies including closure by public official of the employee's place of business, school or place of care of the employee's child, or a determination by a public health authority or health care provider that the presence of the employee or a family member presents a health risk to others.

ARTICLE IX OTHER LEAVES OF ABSENCE

9.1 Criteria and Procedure. Leaves of absence without pay not to exceed ninety (90) days may be granted upon establishment of reasonable justification and where it is determined that the operation of the department and/or division will not be negatively impacted by the temporary absence of the employee. Requests for such leaves must be in writing and submitted to the Police Chief thirty (30) days prior to the requested leave date, unless otherwise waived.

9.2 Jury Duty. Employees shall be granted leave with pay for service upon a jury provided, however, that the regular pay of such an employee for the period of absence shall be reduced by the amount of money received for such jury service, and upon being excused from jury service for any day employee shall immediately contact their supervisor for assignment for the remainder of their regular workday.

9.3 Appearances. Leave with pay shall be granted for an appearance before a court, legislative committee, judicial or quasi-judicial body as a witness in response to a subpoena or other direction by proper authority provided, however, that the regular pay of such employee shall be reduced by an amount

equal to any compensation they may receive as witness fees.

9.4 Required Court Appearances. Leave of absence with pay shall be granted for attendance in court in connection with an employee's officially assigned duties, including the time required for travel to the court and return to the employee's headquarters.

9.5 Association Business. Employees elected to any Association office or selected by the Association to do work which takes them from their employment with the City may, upon written request of the Association and the employee, be recommended by the Police Chief for a leave of absence, of up to thirty (30) days without pay. Employees selected by the Association to attend collective bargaining sessions between the Association and the City shall not suffer a loss of pay or benefits as a result of attendance at such meetings. However, all efforts shall be made to schedule such meetings so as not to adversely affect the staffing or operation of the department.

9.6 Educational Leave. After the completion of probation, an employee, upon written request, may be granted a leave of absence without pay by the City for the purpose of upgrading their professional ability through enrollment in educational courses directly related to employment at an accredited school or course of study. The period of such leave of absence shall not exceed one (1) year, but may be renewed or extended upon request of the employee and approval by the Police Chief. One year leaves of absence, with requested extensions for educational purposes may not be provided more than once in any three (3) year period. Their replacement shall be considered a temporary employee. Employees shall also be granted time off with pay for educational purposes, for reasonable lengths of time, to attend conferences, seminars, briefing sessions, training programs and other programs of a similar nature that are intended to improve or upgrade the employee's skill and professional ability, when ordered by the employee's Police Chief.

9.7 Military Leave. Military leave shall be granted as required by Oregon Revised Statutes and federal law. Employees may use accrued vacation and holiday time for official military leave in excess of the employer-paid time provided by statute.

9.8 Bereavement Leave. In addition to regular sick leave, an employee may be granted five (5) days bereavement leave with regular pay in the event of death of a family member of the employee. For the purpose of this benefit, the term "family member" shall include the employee's spouse or "partner" in a "domestic partnership" as such terms are defined in ORS 106.310, biological, adopted, step or foster parent or child, sibling, parent-in-law, sibling-in-law, grandparent and grandparent-in-law. The employee will be paid their regular hourly rate for any such days of excused absence which occur only during their assigned work week. The City will grant additional paid or unpaid bereavement leave consistent with state and federal laws. (E.g., OFLA/FMLA or Oregon Sick Leave). The City may, at its discretion, grant other compassionate leave under exceptional circumstances.

9.9 Failure to Return from Leave. Any employee who is granted a leave of absence and who, for any reason, fails to return to work at the expiration of said leave of absence, shall be considered as having resigned their position with the City, and their position shall be declared vacated; except and unless the employee, prior to the expiration of their leave of absence, has furnished evidence that they are unable to work by reason of sickness, physical disability or other legitimate reason beyond their control.

ARTICLE X COMPENSATION

10.1 Pay Schedule. Employees shall be compensated in accordance with the pay schedule attached to this Agreement and marked "Appendix B."

This pay schedule shall incorporate the following wage increases:

A. Effective July 1, 2023, all bargaining unit base wages will be increased 4.5%.
Effective July 1, 2024, all bargaining unit base wages will be increased by 4%
Effective July 1, 2025, all bargaining unit base wages will be increased by 4%

B. At the conclusion of the City contracted compensation and classification study Article X Section A will be reopened at the request of the City if salary adjustments need to be made to include both salary increases and salary freezes.

C. The City shall establish and maintain an HRA/VEBA for each bargaining unit member, and deposit an amount equal to 3% of the employee's regular rate of pay into the account at the beginning of each pay period.

10.2 Pay Periods. Employees shall be paid every other Friday. Pay periods shall be for 14 days beginning at 12:01 A.M. on Saturday and ending on the 14th day (Friday) at 11:59 P.M. Pay days shall be on the Friday following the close of each pay period.

10.3 Overtime Compensation. Authorized overtime shall be paid in the form of pay or compensatory time off pursuant to Section 7.10. All overtime shall be recorded by the employee and must be approved by the Police Chief or designated supervisor.

10.4 Standby Pay. An employee assigned to standby status to handle emergencies (i.e. Act of God, natural disaster, civil unrest, or governmental declaration of emergency) during their off-duty hours and who is required to respond upon a phone call from a supervisor, shall be paid at twenty (20) percent of their regular rate for all predetermined hours of such period. In addition, he/she shall be compensated at overtime rates for actual time worked to the nearest one-half hours and shall not be eligible for callback time as set forth in Section 7.9.

10.5 Incentive Pay

10.51 DPSST Certification.
An employee classified as a Police Officer shall, upon receiving an intermediate or advanced certificate from the Department of Public Safety, Standards and Training, be eligible for a monthly allowance of 7% for intermediate DPSST certification, or 12% for advanced DPSST certification.

10.52 Educational Incentive.

Employees in the bargaining unit who obtain a degree or advanced degree from a regionally accredited college or university shall be eligible to receive additional compensation in the form of an educational incentive as described below.

A. 2% for having/attaining an Associate's degree
B. 3% for having/attaining a Bachelor's degree
C. 5% for having/attaining a Master's degree

The educational incentive may be combined with DPSST certification and/or additional compensation for special assignments described in section 10.6, but employees must choose between educational incentive and longevity pay. Education incentive will begin once proof of degree is provided.

10.53 Longevity Pay (formerly senior police officer pay).
Employees in the job classification of Police Officer achieving ten consecutive years of service as a police officer shall be designated as Senior Police Officer, and will receive longevity pay based on the following schedule:

A. 3% after attaining 10 years continuous service as a police officer
B. 6% after attaining 15 years continuous service as a police officer
C. 9% after attaining 20 or more years of continuous service as a police officer
D. 12% after attaining 25 or more years of continuous service as a police officer

Longevity pay is not applicable if the employee is already receiving the equivalent or greater education incentive.

Note: Officers may choose the combination of DPSST certification pay + Educational Incentive **or** DPSST certification pay + longevity pay based on which combination is most beneficial. In no case will an officer be eligible for more than two incentives under section 10.5. Officers are responsible for notifying a supervisor within 60 days of their anniversary date for an intermediate or advanced certificate. Officers are responsible for providing proof of any certifications prior to receiving incentive pay. The city will make every effort to compensate the officer for incentive pay on their anniversary date if proof of certification is provided by their anniversary date. If proof of any certification is not provided by the employee's anniversary date compensation will begin once the proof of certification is provided.

10.54 Fitness Incentive Reimbursement. The City will reimburse employees up to ten dollars ($10.00) per month toward membership in a recognized fitness club, weight management program, or City of Ashland Recreation health/fitness program in which they are actively participating.

10.55 Fitness Incentive. All Department employees shall participate in the Department's fitness program. Employees may receive a fitness incentive payment upon completion of the run twice a year. The incentive will apply for successful testing at the approved Cooper Standard levels of performance based upon the following schedule:

Completion within 60th percentile	$700
Completion within 50th percentile	$500
Completion within 40th percentile	$400

Officers will continue to receive (2 hours) compensatory time for participation (4 hours) compensatory time for meeting the "Fair" standard, (6 hours) compensatory time for meeting the "Good" standard, and (8 hours) compensatory time for meeting the "Excellent/Superior" standard.

The fitness test will be conducted two (spring and fall) times per year. In order to receive the fitness incentive, employees must successfully complete the test per the Cooper Standards two times during the fiscal year. If an employee has previously demonstrated and achieved a fitness goal prior to being placed on Workers Compensation or FMLA/OFLA, then the employee will be paid for the same level as last achieved during the testing period.

10.6 Special Assignment Pay. Employees assigned to the following special temporary assignments shall be compensated as follows:

A. **Detective**. Any member of the bargaining unit who is assigned to detective status shall be compensated an additional five percent (5%) over the monthly rate for Police Officer set forth in "Appendix B" of this Agreement until relieved of such assignment. Employees assigned to the detective division shall be compensated for overtime in the same manner as patrol officers assuming the overage has been approved by the detective supervisor.

B. **Officer in Charge**. Any employee on active duty designated by the City as acting in capacity in a higher-level position other than their regular job classification shall receive 10% additional pay above their current base salary for the length of the assignment. This rate applies to hours worked only and when combined with other special assignment pay then the combined total shall not exceed 10% (e.g. DARE Officer 5% plus Officer in Charge 5%).

C. **Other Special Assignments**. Special Assignments, including Motorcycle Officer, School Resource Officer, Survival Skills Instructor during the time they are actually involved in instructing other officers, and CAP Officer, shall be compensated an additional five percent (5%) over their normal monthly rate, until relieved of such assignment. Employees assigned to Police Training Officer shall receive an additional five percent (5%) for the period of the assignment. Employees assigned for SWAT callouts shall receive an additional five percent (5%) for the period of the callout.

D. **Clothing Allowance Advance for Detectives.** Detectives will receive $100 clothing allowance per month.

10.7 Detective On-call Compensation. Employees assigned to the detective division who are required to be "on-call" for a period of one week will be paid ten (10) hours of regular pay as compensation for remaining in the area and available for after-hours emergency call outs.

ARTICLE XI DISCIPLINE

11.1 No regular employee as defined in Article XIII may be disciplined or discharged, except for just cause. Disciplinary action, including discharge, may be imposed upon any employee for failing to fulfill their responsibilities as an employee. Conduct reflecting discredit upon the City or Department, or which is a direct hindrance to the effective performance of City functions, shall be considered good cause for disciplinary action. Such cause also includes, but is not limited to: misconduct, inefficiency, unsatisfactory work performance, incompetence, insubordination, violation of Department rules, unauthorized or excessive tardiness or absenteeism, dishonesty, engaging in political activities forbidden by State law, or other violations of Departmental standards of conduct. The employee, upon request, has the right to have Association representation at any meeting during which disciplinary matters are discussed.

11.2 Discipline for just cause may include the following:

A. Written reprimand, which will be placed in Guardian Tracker
B. Demotion
C. Suspension
D. Discharge

11.3 An employee may be placed on paid administrative leave while charges against the employee are investigated.

11.4 Any disciplinary action imposed upon an employee, if protested, shall be protested only as a grievance through the regular grievance procedure. If a Police Chief or other supervisor has reason to discipline an employee, he/she shall make reasonable efforts to impose such discipline in a manner that will not embarrass or humiliate the employee before other employees or the public. Oral reprimands shall not be protested through the grievance procedure. Written reprimands, upon request of the employee, shall be removed from the personnel file at the end of three years from the time the reprimand was dated, provided there are no related subsequent written reprimands or disciplinary action taken during the intervening period of time. It is understood and agreed disciplinary action that has been removed from an employee's personnel file cannot be used for the purpose of progressive discipline. However, in the event an employee grieves subsequent disciplinary action, including discharge, at an arbitration hearing and the Association introduces evidence regarding the employee's past work record, the City reserves the right to introduce removed disciplinary action for the purpose of enabling the arbitration to evaluate the City's action.

Additionally, in the event an employee grieves or otherwise challenges disciplinary action in a legal proceeding and raises the claim that (s)he was discriminated against or treated inconsistently, the City reserves the right to introduce disciplinary action removed from the personnel files of other employees for the limited purpose of addressing such claims of discrimination or inconsistency.

11.5 Upon removal of documents, pursuant to 11.4, the City shall store all removed documents outside the Department until the mandated state archive period is complete. The Department documents shall not be released or used for any purpose after being removed from employee personnel files, except as set forth in Section 11.4 above.

The City shall store all completed internal affairs investigations, which result in an unfounded or exonerated finding outside the Department. These documents will be disposed of in accordance with the state archive laws and shall not serve as the basis for further discipline.

11.6 The just cause protections set forth in the Article shall not apply to any employee who is discharged during probation, as defined in Article XIII.

11.7 When an employee is under investigation, which could lead to disciplinary action:

A. The City shall notify the employee under investigation for a matter involving an Internal Affairs Investigation, as defined in the department's policy manual, in writing, at least forty-eight (48) hours prior to any interview of the nature of the investigation and the specific allegations levied against him or her. The employee will, upon request, be provided with a copy of any complaint submitted in writing at the time of this notification.

B. The employee shall be entitled to Association representation and shall be provided a reasonable amount of time prior to the interview to consult with an Association representative, irrespective of whether the matter involves an Internal Affairs Investigation or Informational Report being placed in Guarding Tracker, which are non-disciplinary in nature and are intended to document commendations and incidents that do not warrant discipline. Informational Reports may, however, be referenced in employee evaluations and used to identify training and professional needs.

C. The City shall strive to hold the interview of an employee during normal business hours, which shall be defined as 8:00 a.m. to 5:00 p.m., Monday through Friday. This does not preclude management from scheduling an interview outside of normal business hours, provided a member of the Association's Executive Board (excluding a member who is a material witness or has a direct personal interest in the outcome of the investigation) is available to accompany the employee to the interview. In the event that the Association desires to have its legal counsel present at the interview, the Department will schedule the interview at a mutually agreeable time during normal business hours, provided the interview is not delayed more than three (3) business days.

   The interview shall be for a reasonable period, taking into consideration the gravity and complexity of the issue(s) being investigated. If the interview is of extended duration (i.e. beyond 2 hours in length), reasonable breaks will be afforded to the employee being interviewed, upon request. Nothing in this Article is intended to prohibit the Department from conducting follow-up interviews with the employee, subject to the same conditions.

   Either the Department or the employee may request that a recording be made of the interview. Neither party will record the interview without informing the other that recording is taking place. If a recording is made by either party, the other party will provide a true copy of the recording upon request, but no more than five (5) business days after the request is made. Under no circumstances will the recording be shared with material witnesses during the period the investigation is pending.

   The City shall limit investigations to complaints, which have been reduced to writing by

the complainant or Department. No employee will be required to appear or participate in an interview with the complaining party.

D. The Department will strive to complete investigations within thirty (30) days from the date the complaint or conduct giving rise to the investigation became known to management. In the even additional time is needed to complete the investigation, the employee and the Association's Executive Board will be notified of any extension and the reason(s) for the extension. The employee and the Association will further be advised of the outcome of the investigation.

E. No employee will be required to submit to a polygraph examination.

F. No member of the Association will be required to participate in any type of Citizen Review Board in any form or by any title or name pertaining to the use of force or police practices/conduct issues.

11.8 Whenever there is a use of force incident involving an employee discharging a firearm or there is a serious physical injury or death to any person, a Departmental supervisor will promptly notify an Executive Board member.

ARTICLE XII SETTLEMENT OF DISPUTES

12.1 **Grievance and Arbitration Procedure**. Any grievance or dispute which may arise between the parties concerning the application and/or the Association, and/or employee with regard to interpretation issues, meaning or interpretation of this Agreement shall be settled in the following manner:

Step I The affected employee and, with regard to interpretation issues the Association and/or the employee, shall take up the grievance or dispute with the Police Chief, or their designee, within ten (10) days of when the employee knew or should have known of the violation. The written notice shall include details of the grievance, the section of this Agreement allegedly violated and the specific remedy requested. The Police Chief, or their designee, shall respond to the Association representative in writing within ten (10) days after receipt thereof.

Step II If the grievance remains unadjusted, it may be presented by the Association to the City Manager of the City or their designee(s), within ten (10) days after the response specified in Step I is due or received. The City Manager, or their designee(s), shall respond in writing to the Association within ten (10) days.

Step III For matters other than misconduct as defined in ORS 243.706 et seq., If the grievance is still unsettled, either party may within ten (10) days of the decision of the City Manager or their designee(s) under Step III have the right to have the matter arbitrated by a third party jointly agreed upon by the City and the Association. If the parties are unable to agree upon an arbitrator, the

Employment Relations Board shall be requested to submit a list of five names of Oregon and Washington arbitrators. Both the City and the Association shall have the right to strike two names from the list. The party requesting arbitration shall strike the first name and the other party shall then strike one name. The process shall be repeated, and the remaining person shall be the arbitrator. The arbitrator's decision shall be final and binding on the parties and the employee. The arbitrator shall have no right to amend, modify, nullify, ignore or add provisions to the Agreement, but shall be limited to consideration of the particular issue(s) presented. Their decision shall be based solely upon their interpretation of the meaning and express language of the agreement. Expenses for the arbitrator shall be borne by the losing party as designated by the arbitrator. However, each party shall be responsible for compensating its own representatives and witnesses.

The City will adjust schedules, as necessary, to enable the grievant and one Association representative the opportunity to attend the arbitration hearing. Time spent at the arbitration hearing will be paid at straight-time rates.

If either party desires a verbatim recording of the proceedings, it may cause such a record to be made, provided it pays for the record. If the other party desires a copy, both parties shall jointly share the cost of the transcript and all copies.

If any grievance is not presented or forwarded by the employee or Association within the time limits specified above, such grievance shall be deemed waived. All days and hours specified shall be calendar days. If the City fails to respond in a timely fashion, the grievance may be appealed to the next step. A grievance may not change once it has been filed in writing.

For arbitration proceedings involving alleged deputy misconduct, the hearing will be conducted and the parties will select arbitrators pursuant to ORS .706

ARTICLE XIII SENIORITY

13.1 Definition of Seniority. Only regular employees shall have seniority. Two types of seniority will be recognized for various purposes as set forth in this Agreement: bargaining unit seniority and classification seniority. Bargaining unit seniority shall be defined as an employee's length of service within the bargaining unit without termination of seniority, dating from their first day of compensable work within the bargaining unit. Classification seniority shall be defined as an employee's length of service within a job classification listed in Appendix "A" without a termination of seniority. Employees who move to different classifications within the bargaining unit will retain the classification seniority they had in their previous job classification.

13.2 Layoff and Recall. In the event of layoff, the selection of employees to be laid off shall be as follows: First, probationary employee(s) in the positions affected shall be laid off. If there are no such probationary employees, the employee in the position affected who has the least classification seniority in that position will be the first laid off and layoffs shall continue in that order. An employee who has classification seniority in a lower job classification may exercise their seniority to bump into that lower

job classification, provided he or she is qualified to perform the work. When displacing another employee, the "bumping" employee's salary or wage shall be at the step that most closely approximates, but does not exceed, their salary range in the previous classification on the effective date of layoff. In order to be entitled to bumping rights, an employee must notify the Chief of Police of their intent to bump within seven (7) calendar days of receipt of layoff notice. Recall from layoff shall be in reverse order of seniority, provided the senior employee is capable of performing the work.

13.3 Suspension of Seniority. Bargaining unit and classification seniority shall be retained but shall not continue to accrue during layoffs and authorized leaves in excess of ninety (90) calendar days.

Also, employees who are promoted to positions within the Department that are outside the bargaining unit but are returned to a bargaining unit position by the City within the six (6) month promotional probationary period set forth in Article 14.2, will return with the bargaining unit and classification seniority they had accrued at the time of their promotion restored. The time an employee spends in such a position will not however be applied toward their seniority.

13.4 Termination of Seniority. Bargaining unit and classification seniority and the employment relationship shall be terminated if an employee:

A. Quits;

B. Is discharged for just cause;

C. Is absent from work for three (3) consecutive working days without notification to the City, unless the City determines, in its discretion that mitigating circumstances existed to justify the failure to notify;

D. Is laid off and fails to report to work within three days after receipt of notice of recall by certified mail or five days after delivery of such notice of recall;

E. Is laid off from work for any reason for 24 months, or for a period of time equal to their seniority, whichever is shorter;

F. Fails to report for work at the expiration of a leave of absence or in the case of an absence due to an on or off-the-job injury or illness, fails to report for work within seven (7) days of receipt of a full or limited medical release to return to work;

G. If while on leave of absence for personal health reasons accepts other employment without permission; or

H. Is retired.

I. If the employee is absent from work due to an on-the-job injury or illness for a period in excess of three years from their original date of injury/illness or another event occurs to extinguish reinstatement rights in accordance with ORS 659A.043 and ORS 659A.046. (It is however understood and agreed that the seniority of an employee who is continuously absent due to an

on-the-job injury or illness will be frozen after one year.)

13.5 Probationary Period. The probationary period is an integral part of the employee selection process and provides the City with the opportunity to upgrade and improve the Department by observing a new employee's work, training, aiding new employees in adjustment to their positions, and by providing an opportunity to reject any employee whose work performance fails to meet required work standards. For new employees hired, the probationary period for entry-level employees shall be eighteen (18) full months of employment. The probationary period for lateral employees shall be twelve (12) full months of employment. Probationary periods will commence on the first day of an employee's compensable work in a job classification and may be extended up to an additional six (6) months by written mutual approval between the City and the Association. The Association recognizes the right of the City to terminate probationary employees for any reason and to exercise all rights not specifically modified by this Agreement with respect to such employees, including, but not limited to, the shifting of work schedules and job classifications, the assignment of on the job training, cross training in other classifications, the assignment of on-the-job training, cross-training in other classifications and the assignment to educational courses and training programs. Termination of a probationary employee shall not be subject to the grievance procedure under Article XII.

13.6 Notice of Recall from Layoff Status. Recall from layoff exceeding five (5) workdays shall be by certified letter sent to the employee at their last known address furnished to the City by the employee. The City may also use any other means to return an employee sooner.

ARTICLE XIV PROMOTIONS

14.1 Postings. Promotional opportunities to job classifications listed in Appendix "A" (not assignments), as well as supervisory/management positions in the Department shall be posted for at least three (3) weeks prior to the closing of accepting applications for the position. Whenever a promotional examination is given the notice announcing such examination shall state the passing score on all parts of the examination and the relative weight of each part of the examination.

14.2 Promotional Probationary Period. Regular employees promoted into a higher classification within the Department shall serve a promotional probationary period of six (6) continuous months. The Association also recognizes the right of the City to demote an employee on promotional probationary status to their previous position. Demotion of an employee on promotional probationary status, as well as demotion of employee who was filling the employee's position within the promotional probationary period, shall not be subject to the grievance procedure under Article XII and such demotion shall not be considered a disciplinary action.

ARTICLE XV GENERAL PROVISIONS

15.1 No Discrimination. The provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination as to race, creed, color, age, sex, national origin or other protected status in accordance with applicable law. The Association shall share equally with the City the

responsibility for applying the provisions of this Section. All references to employees in this Agreement designate both sexes, and whenever the male gender is used, it shall be construed to include the male and female employees. Employees shall have the right to form, join, and participate in the activities of the Association or any other labor organization, or to refrain from any or all such activities, and there shall be no discrimination by either the City or the Association by reason of the exercise of such right except as specifically provided herein. Nothing in this Agreement shall be construed as precluding or limiting the right of an individual employee to represent him/herself in individual personal matters.

15.2 Professional Standards and Safety Committee. In order that the City may be informed and/or take appropriate action on professional standards of safety and protective equipment, a committee shall be formed composed of the Police Chief and/or their designated representatives not to exceed two, and representatives of the Association not to exceed three. This committee shall meet as mutually agreed upon, consider surveys and factual studies, and make recommendations for improvements to the City Manager.

15.3 Rules. It is jointly recognized that the City must retain broad authority to fulfill and implement its responsibilities and may do so by work rule, oral or written, existing or future. It is agreed, however, that no work rule will be promulgated or implemented which is inconsistent with a specific provision of this Agreement. All work rules which have been reduced to writing will be furnished to the Association and to affected employees upon request.

15.4 Other Employment. Prior to accepting outside employment, an employee shall first discuss the matter with the Police Chief. Acceptance or continuance of regular outside employment by an employee shall be subject to the following criteria:

A. The need for mentally alert and physically able public safety employees.
B. Insulating employees from potential conflict of interest situations.
C. Maintaining efficiency unimpaired by other employment, recognizing the nature of the job requiring police officers to be available for emergency duty twenty four (24) hours a day.

15.5 Uniforms, Protective Clothing and Devices. If an employee is required to wear a uniform, protective clothing or use any type of protective device, such article shall be provided by the City. Replacements shall be provided by the City upon surrender of the article, at no cost to the employee, reasonable wear excepted. Lost articles or damage to articles due to negligence shall be reimbursed to the City by the employee. Failure of any employee to wear such required uniform, protective clothing, or use such protective device as prescribed by the City shall be cause for disciplinary action as set forth in Article XI.

15.5 A. Equipment/Clothing Allowance. Association members will receive a stipend of $300 per year, to be paid on the first pay period in July for equipment and clothing significantly used while the employee is performing the employee's day-to-day duties. New hires will be provided with the stipend at the time of hire for the year in which they begin working for the City. They would be eligible for additional stipends each July during this contract.

15.6 Educational Allowance. After an employee's completion of probation, the Police Chief may

authorize reimbursement to the employee for costs directly related to upgrading their professional ability through enrollment in an educational course of study or class at a state accredited educational institution. The amount of such reimbursement shall be at the sole discretion of the Police Chief, based on the availability of departmental resources for such expenditures and upon the relative benefit to be realized by the department from the employee's participation in the class or coursework. Funds may be advanced to an employee to pay initial costs; however, final reimbursement shall require the employee to provide evidence of their successful completion of the class or coursework. In no event shall the Department be responsible for reimbursing educational costs incurred by an employee outside of an advance mutual agreement with the Police Chief.

15.7 Position Descriptions. The general classifications of labor which shall be recognized throughout this Agreement shall be those set forth in Appendix A.

15.8 Personnel File.

A. **Inspection.** Each bargaining unit member shall have the right to review and obtain at their expense, copies of the contents of their personnel file, exclusive of materials received prior to the date of their employment with the City. The official personnel files shall be maintained in the City Manager's office.

B. **Employee Signature.** Each employee shall be offered the opportunity to read and sign any written material that is placed in their official personnel file. The employee may:

1. Sign such material indicating agreement.

2. Sign such material, indicating disagreement, in which case the employee may place in their file a signed response to such material.

3. Refuse to sign such material in which case an employee of management shall place in that person's file a signed statement indicating that the material was offered to the employee for reading and signing and the employee refused.

15.9 Training. The City shall provide outside training opportunities to employees in the bargaining unit as follows:

A. The City shall provide outside training opportunities to employees in the bargaining unit on an equitable basis. All training must be approved by the Chief or their designee and is subject to the Department's evaluation of operational needs and budgeting constraints.

B. The City shall provide twenty four (24) hours of outside training per year to Survival Skills instructors, and shall provide any additional training hours DPSST requires, such instructors to have maintain DPSST teaching credentials.

15.10 Travel Time for Training and Other Off-Site Activities. The city's Travel & Expense Reimbursement Policy as written and published at the time of signing will apply to travel time for training and other off-site activities. A copy of the published Travel and Expense policy will be attached and

marked as Appendix "D."

15.11 Fitness for Duty. The City reserves the right to require employees to provide verification of medical ability to perform the essential functions of their positions, as well as confirmation of any limitations on an employee's ability to perform such essential functions, so long as such verification is consistent with applicable law. Verification may be required if the City can articulate a reasonable, good faith basis for the need for verification.

The verification will be limited to the determination of whether the employee can perform their essential job duties without a direct threat to their safety or the safety of others. All medical information released pursuant to a fitness-for-duty test will be maintained in the employee's confidential medical file and released only on a need-to-know basis.

The City will place any employee who is required to submit to a fitness-for-duty test on paid administrative leave until the verification is obtained. The City will also pay for the cost of evaluation, as well as the time spent by the employee undergoing the required evaluation and traveling to/from the evaluation.

ARTICLE XVI HEALTH, WELFARE & RETIREMENT

16.1 The Employee Health Benefits Advisory Committee shall be repurposed as a Labor Management Committee and shall include (1) representative of the Ashland Police Association. The Committee shall meet at least once per year for the purpose of discussing City wide issues including health insurance benefits along with other items.

Health benefits and other insurance will be provided to the APA represented employees under the same conditions and restrictions as provided to all other city employees. Adjustments to the health benefits plan may be made by the City upon annual benefit renewal within budgetary constraints.

In the event an employee chooses not to use the City provided insurance with proof of other coverage, the City shall pay the employee $100 per month.

16.2 Retirement. The City agrees to maintain its existing Retirement Plan, subject to the terms and provisions thereof, as it applies to regular employees in the bargaining unit. The City will report to PERS the total accumulated sick time. The City will also assume or pay the employee contributions required by ORS 238A.355 for all employees included under this agreement at a uniform rate of six (6) percent.

16.3 Deferred Compensation. The City shall contribute $50.00 per month in matching funds per member enrolled in a City deferred compensation program. This program is at the option of the member and contingent upon a minimum $15.00 per month contribution paid by the member.

16.5 **Reemployment of Retired Employees.**

A. The City may at its discretion rehire retired Association members for up to 1039 hours each year following their retirement date.

B. At the retiring Association member's option, the City shall only use rehired retired employees to fill a vacant Association member position on a temporary basis and for not more than 90 days following the retirement date of the rehired retired employee. Re-employment of retired employees will not cause the layoff of any other bargaining unit member and the rehired retired member will remain a member of the Association while re-employed with the exception of Article 5, 6, 8, 10.1A and 16.

ARTICLE XVII - WORKER'S COMPENSATION

All employees will be insured under the provisions of the Oregon State Worker's Compensation Act for injuries received while at work for the City. Compensation paid by the City for a period of sick leave also covered by Worker's Compensation shall be equal to the difference between the Workers Compensation pay for lost time and the employee's regular pay rate.

ARTICLE XVIII LIABILITY INSURANCE AND INDEMNIFICATION

18.1 The City shall purchase liability insurance in the maximum amounts set forth in O.R.S. for the protection of all employees covered by this Agreement against claims against them incurred in or arising out of the performance of their official duties. The premiums for such insurance shall be paid by the City.

18.2 The City shall indemnify and defend employees in the bargaining unit against any tort claim arising out of an alleged act or omission occurring in the performance of duty as required by ORS 30.285 and 30.287 (1977 replacement part.)

The City agrees to reimburse the bargaining unit member for all reasonable, usual and customary legal fees charged by an attorney to represent the employee as a direct result of criminal charges or a criminal investigation arising out of the employee's performance of his/her duties as an employee. The reimbursement shall not be made if:

A. The employee undergoes diversion, is convicted by verdict or plea, or pleads no contest to criminal charges arising from the incident; or

B. The Department gives grievable discipline to the employee based upon the employee's actions that form the basis for the possible or actual criminal liability and the Department sustains the discipline through the grievance arbitration process or the employee does not appeal the discipline.

18.3 Any reimbursement from the City shall be made only at the conclusion of all criminal and disciplinary proceedings against the Association member arising out of the incident and are subject to the following maximum requirements:

A. Legal fees relating to a grand jury and/or appearance: $5,000

B. Legal fees relating to post-grand jury indictment or other charging instrument: $10,000

Before becoming obligated under this Article, the City shall be presented with a sworn affidavit by the attorney listing an hourly breakdown of time spent and describing briefly the purpose of such time. The City may submit the bill to the Oregon State Bar Association for review for compliance with reasonable, usual and customary fees charged for such matters. The Oregon State Bar Association's determination shall be final and binding for the City's obligation under this Article.

ARTICLE XIX SAVINGS CLAUSE AND FUNDING

19.1 Savings Clause. Should any provision of this Agreement be subsequently declared by the proper legislative or judicial authority to be unlawful, unenforceable, or not in accordance with applicable statutes or ordinances, all other provisions of this Agreement shall remain in full force and effect for the duration of the Agreement. Upon such declaration, the parties agree to immediately meet and confer on a substitute, if possible, for the invalidated portion thereof.

19.2 Funding. The parties recognize that revenue needed to fund the wages and benefits provided by the Agreement must be approved annually by established budgetary procedures and in certain circumstances by vote of the citizens of the City. The City shall not reduce the wages and benefits specified in the Agreement because of budgetary limitations but cannot and does not guarantee any level of employment in the bargaining unit covered by this Agreement. The City agrees to include in its annual budget request amounts sufficient to fund the wages and benefits provided by this Agreement but makes no guarantee as to passage of such budget requests or voter approval thereof.

ARTICLE XX TERMINATION AND REOPENING

This Agreement concludes all collective bargaining between the parties during the term of this Agreement effective July 1, 2023, and shall remain in full force and effect until June 30, 2026.

This Agreement shall automatically be renewed from year to year thereafter unless either party notifies the other in writing not later than ninety (90) days prior to the expiration date of this Agreement of their intent to modify or terminate the Agreement. If such notice is not given, this Agreement may be subsequently reopened for modification upon sixty (60) days written notice; however, the Agreement shall remain in full force and effect during the period of negotiations.

ASHLAND POLICE ASSOCIATION	**CITY OF ASHLAND, OREGON**
By: _____	By: _____
Date: _____	Date: _____

By: _____

Date: _____

APPENDIX "A"

CLASSIFICATIONS WITHIN BARGAINING UNIT

Police Officer
Community Services Officer
Evidence Property Technician

CLASSIFICATIONS EXCLUDED FROM BARGAINING UNIT

Sergeant and above in rank
Administrative Services Manager
Confidential Employees

Irregular parttime employees who
do not work a set schedule or who
work less than an average of 20
hours per week

Seasonal and temporary employees
who are hired to work on a temporary
basis for an undefined period of time

Appendix B – Wage Schedule (Attached Separately)

APPENDIX "C"
HEALTH AND WELFARE BENEFITS

Section 1. Health and Welfare The City agrees to pay ninety percent (90%) of the premium for employee and/or family coverage through the term of this agreement for the following health and welfare plans. The employee agrees to pay ten percent (10%) of the premium, to be deducted from the employee's check through regular payroll deductions. The parties recognize this agreement is to provide the insurance plans. Plan benefits are subject to annual adjustments. Nothing in this agreement shall be deemed a limitation on the annual plan benefit adjustments. Medical benefits, including vision and dental, will continue within the current plan equivalent for the 3 years of the contract, July 1, 2023, through June 30, 2026.

Retired employees shall be allowed to participate in the existing insurance plan at their own expense to the extent required by state of federal law. The City shall also make available to employees an optional choice to participate in a Flexible Spending Account Program (pre-tax health premium and health and dependent care expense reimbursement).

(1) Health Insurance – employee and family coverage. $500 deductible, Copay F.
(2) Dental Insurance – employee and family coverage. (CIS Incentive Dental Plan III with Ortho or Willamette Dental Option with Ortho).
(3) Vision Insurance - employee and family coverage. (CIS Vision)
(4) City paid reimbursement for programs contained in the City's Wellness Program.
(5) Other benefit levels and maximum premium payments by the City shall be as follows:

State mandated Life Insurance	$12,500 in life coverage (duty connected only)
Standard Life Insurance	$2,000 in coverage
Standard Dependent Life Insurance	$1,000/dependent
Salary Continuation Plan (LTD)	66.67%, Up to $2,000/month

(6) Physical Fitness Reimbursement: 50% of membership cost up to a maximum of $120 per year. Note: The dollar value of this benefit is taxable; it is reported on Form W-2.
(7) The City will contribute an amount equivalent to 3% of earnings into an HRA-VEBA account for the employee and eligible dependents to use for eligible healthcare expenses.

The City agrees to continue providing the additional fringe benefits:

- Life Insurance- employe ($20,000 with AD&D) and dependent coverage ($1,000).
- Long Term Disability Insurance- employee only

Section 4: Medical Coverage for Retirees- Any employee hired prior to July 1, 2005, and retiring during the term of this contract with twenty (20) or more years of full-time service with the City, shall be eligible for a one-time contribution into their HRA/VEBA account in the amount of $3,612.00 ($60.20/month for 5 years) to assist with healthcare costs in retirement.

APPENDIX "D"
TRAVEL AND EXPENSE POLICY

The current policy and reimbursement forms are located on the City Network X: PERSONNEL INFORMATION\ADMINISTRATIVE POLICIES\Travel_Reimbursement Policy

Council Business Meeting

April 16, 2024

Agenda Item	Affordable Housing Trust Fund Award	
From	Linda Reid	Housing Program Manager
Contact	Linda.reid@ashland.or.us 541-552-2043	
Item Type	Requested by Council ☐ Update ☐ Request for Direction ☐ Presentation ☐ Consent ☐ Public Hearing ☐ New Business ☒ Old Business ☐	

SUMMARY

The City of Ashland is offering up to $350,000 in Affordable Housing Trust Funds. The City of Ashland has received four applications totaling $440,000 in competitively available Affordable Housing Trust Funds (AHTF). On March 25, 2024, the City of Ashland's Housing and Human Services Advisory Committee conducted a public hearing to evaluate grant requests for the 2024 AHTF funds, recommending allocations for City Council consideration. Staff assessments and allocation recommendations are detailed in the subsequent pages.

POLICIES, PLANS & GOALS SUPPORTED

- Resolution 2008-034 – A resolution establishing policies and procedures for administration of the affordable housing trust fund.

BACKGROUND AND ADDITIONAL INFORMATION

The purpose of the Affordable Housing Trust Fund (AHTF) is to support and finance projects that address critical housing needs within the community. It aims to facilitate the development of housing options that are accessible and affordable, thereby helping individuals and families transition into permanent, stable living situations. By allocating funds to projects that either directly provide needed housing or assist in moving people into permanent housing, the AHTF plays a pivotal role in mitigating housing insecurity and enhancing the quality of life for residents. Through these efforts, the AHTF contributes to the broader goal of building inclusive, sustainable communities where every individual has the opportunity to thrive in a safe and affordable home.

A total of approximately $350,000 in Affordable Housing Trust Funds is available to distribute to applicants for projects meeting the priorities of the AHTF policies as defined by resolution 2008-34, and which are consistent with the City of Ashland 5-Year Consolidated Plan priorities. The applications received are included in as attachments to this Council Communication.

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

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

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

Resolution 2008-34 also states that proposed activities should meet a priority identified within the City of Ashland's 5-Year Consolidated Plan. Consolidated Plan priorities are given a priority ranking of High, Medium, or Low. Those priorities are shown in the table.

Ashland Community Land Trust Organizing Committee (ACLTOC): Staff has reviewed the Ashland Community Land Trust Organizing Committee proposal to determine whether it meets the eligibility criteria for uses and for applicants and if the proposal addresses the preferences within section 4 of resolution 2008-34.

- The project is aimed at the long-range development of new housing units.
- The entity submitting the proposal has the capacity to carry out the project as the project is limited in scope.
- The project is easily implemented and is ready to proceed.
- The budget and timeline are thorough and realistic.
- The project addresses unmet housing needs as identified in the Housing Capacity Analysis.
- The project would eventually restrict property to develop and retain housing units as affordable to a population with a documented need.

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

- The project is providing new housing units.
- The developer submitting the proposal has the capacity to carry out the project and has had demonstrated success completing projects of similar scope.
- The project is ready for implementation, has secured planning approval.
- The budget and timeline are thorough and realistic.
- The project addresses unmet housing needs as identified in the Housing Capacity Analysis.
- The project retains a unit as affordable to a population with a documented need.

Opportunities for Housing Resources & Assistance (OHRA): Staff has reviewed the OHRA Proposals to determine whether they meet the eligibility criteria for uses and for applicants and if the proposal addresses the preferences within section 4 of resolution 2008-34.

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

Sunstone Housing Collective (SHC): Staff has reviewed the Sunstone Housing Collective proposal to determine whether it meets the eligibility criteria for uses and for applicants and if the proposal addresses the preferences within section 4 of resolution 2008-34.

- The project is aimed at providing new housing units.
- The project addresses unmet housing needs as identified in the Housing Capacity Analysis.
- The project retains a unit as affordable to a population with a documented need.

Organization	Proposed Project	AHTF Funds Requested	Resolution 2008-34 Preferences	Consolidated Plan Goal and Rank*	City Council Vision and Values
Ashland Community Land Trust Organizing Committee	Consulting and other progressional services to establish a Community Land Trust to develop housing for households earning less than 120% of the AMI.	$40,000	**4.1a**-New affordable housing units	**High**-Provision of Affordable Housing	Community affordability, including available housing and childcare. Belonging through mutual respect and openness, inclusion and equity Quality of life that underpins the City's economic vibrancy
Habitat for Humanity Rogue Valley	Land Acquisition for the development of four affordable homeownership units targeted to households earning between 40-80% AMI.	$100,000	**4.1a**-New affordable housing units	**High**-Provision of Affordable Housing	Community affordability, including available housing and childcare Belonging through mutual respect and openness, inclusion, and equity Quality of life that underpins the City's economic vibrancy
Options for Homeless Residents of Ashland	Funding to support Resource Navigation services to homeless and at-risk households.	$200,000	**4.1i**-Sponsored by a non-profit	**High**-Addressing issues of homelessness	Regional cooperation, including in support for public safety and homelessness.
Sunstone Housing Collaborative	Funding to purchase a four-acre property from the Ashland School District to sell to a developer to develop affordable housing targeted to households earning less than 120% AMI	$100,000	**4.1a**-New affordable housing units	**High**-Provision of Affordable Housing	Community affordability, including in available housing and childcare Belonging through mutual respect and openness, inclusion and equity Quality of life that underpins the City's economic vibrancy

ADVISORY COMMITTEE AND STAFF RECOMMENDATIONS

The Housing and Human Services Advisory Committee reviewed the applications and made a funding recommendation at their regular meeting on March 28th. The Housing and Human Services Advisory Commission Recommendations is consistent with the Staff's recommendation.

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

Staff recommends award of the 2024 AHTF funds as follows:

- $40,000 to Ashland Community Land Trust Organizing Committee
- $100,000 to Habitat Housing Proposal
- $155,000 to OHRA
- $55,000 to Sunstone Housing Collective

FINANCIAL CONSIDERATIONS

The allocation of Affordable Housing Trust Fund (AHTF) grants by the City of Ashland is pre-budgeted and designed specifically for affordable housing projects. Thus, the distribution of these funds, as per the recommendations made for the 2024 AHTF awards, incurs no additional fiscal impact on the city. The grants are distributed within the confines of an already established budget, ensuring the city's commitment to affordable housing is fulfilled without exceeding planned expenditures.

SUGGESTED ACTIONS, MOTIONS and/or OPTIONS

Should the Council wish to follow the recommendation from the Housing and Human Services Advisory Committee and Staff, the following motion is presented:

I move to award the 2024 Affordable Housing Trust funds as follows:

- $40,000 to Ashland Community Land Trust Organizing Committee
- $100,000 to Habitat Housing Proposal
- $155,000 to OHRA
- $55,000 to Sunstone Housing Collective

Should the Council decide not to award all or part of the funding, the remainder would be incorporated into the next budget allocation process.

REFERENCES & ATTACHMENTS

Attachment 1: 2024 AHTF Applications All

Ashland Community Land Trust Organizing Committee

MISSION: To create a land trust that expands permanent affordable, accessible and workforce housing options for residents of Ashland

VISION: Ashland Community Land Trust develops sufficient housing to assure sustainable ongoing operations

Proposal for Ashland Housing Trust Fund

1. **Introduction:**

The Ashland Community Land Trust Organizing Committee (ACLTOC) meets the requirement of furthering the Ashland Housing Trust Fund mission to encourage the creation of housing for homeownership or rentals at a cost that will enable low and moderate-income(<120% AMI) families to afford quality housing in perpetuity.

For the past seven months, ACLTOC has researched viable pathways for efforts to form a nonprofit Community Land Trust in accordance with Ashland's Housing Production Strategy. We are ready to transition into a formal Community Land Trust(CLT) with sufficient capacity to serve Ashland. We are working with a fiscal sponsor and are seeking grant funding from the City of Ashland, local financial institutions and other sources. Our mission is unique in creating a Community Land Trust as a part of the City of Ashland's Housing Production Strategy.

2. **Project Description:**

Our committee is seeking funding for the ability to formalize its legal status and put organizational structures in place. This proposal is for capacity building in consultation with RootedHomes of Bend, Oregon under the guidance of CEO Jackie Keough.

The CLT will provide stable home ownership and rentals as well as asset building opportunities for lower income households that would otherwise be locked out of market rate home ownership.

The target population would be the number of Ashland households that would qualify as low or moderate income as defined in the Housing Production Strategy.

By the end of 2024 we will have completed:

+Board Structure, organization and matrix
+Business Plan
+Housing production and development strategies
+Partnership with the City of Ashland around inclusive zoning and land acquisition

3. **Project Experience**

Our organizational framework is as an Organizing Committee developing a permanent non-profit Community Land Trust. Our special resources include:

+Close coordination with Ashland housing goals
+ Member a current occupant of housing in a CLT
+ Member experience with CLT groups in Ashland and Bend
+ Member experience as former Executive Director of OHRA
+Member experience with City of Ashland Advisory Committees and Staff

ACLTOC has contracted with RootedHomes, a non-profit affordable homeownership developer that provides environmentally sustainable and permanently affordable homeownership opportunities for those who contribute to the fabric of the Central Oregon economy and community.

We have the stated support of Ashland organizations and individuals including:

+ Ashland United Church of Christ that provided an initial grant of $7500
+ United Way who has agreed to be our Fiscal Sponsor until we form a 501(c)3
+ The Ashland School District and Southern Oregon University
+ Options for Housing, Resources and Assistance(OHRA)
+ State Senator Jeff Golden
+ Kathryn and Barry Thalden

4. **Funding Request:**

We are requesting a matching grant of $40,000 as a part of an $80,000 project budget to develop a sustainable Community Land Trust. Funds will be used for consulting and other professional services including legal, community outreach and administrative costs. (Budget attached)

We have received $7,500 in seed money as an initial matching fund. We will be applying for additional matching funds from the Ford Family Foundation, other local, state and federal agencies and are in contact with local financial institutions.

Thank you for your consideration of our proposal.

Ashland Community Land Trust Organizing Committee

Linda (Peterson) Adams (Proposal Contact) (541)554-1544

Christopher Barrett (Member)

Michael Duffy (Spokesperson)

Barbara Featherstone (Finance)

Leigh Madsen (Convener)

Rich Rohde (Member)

Jim Stumbo (Member)

	City of Ashland	Ford Family Foundations	U.C.C. of Ashland	Future Funding	Total
Consultants	36800	0	7000	21200	65000
Administration	3200	400	0	2240	5840
Legal	0	2600	0	0	2600
Outreach	0	2000	0	4560	6560
Development	0	0	0	0	0
	40000	5000	7000	28000	80000

Sunstone Housing Collaborative

February 23, 2024

Affordable Housing Trust Fund
City of Ashland

To Whom it May Concern:

Ashland is not alone in its need to find solutions to the housing crisis, yet we are the first to establish a state mandated Housing Production Strategy which outlines pathways to provide for affordable, accessible and workforce housing. The development of these pathways will involve the cooperation and coordination of a multitude of organizations to break down the barriers to homeownership and affordable rent for a diverse spectrum of incomes and family sizes.

Sunstone Housing Collaborative fully supports the Ashland Community Land Trust Organizing Committee in their request for funding the creation of a community land trust which will hold land in perpetuity and sell or lease the housing on the land at below-market rate prices.

Sincerely,

Sunstone Housing Collaborative
Krista Palmer, President
Daniel Ruby, Incorporator
Jill Franko, Incorporator

1390 SE 122nd Avenue | Portland, Oregon 97233 | (503) 287-4117 | www.uniteoregon.org

February 23, 2024

Subject: Letter of Support for Stable and Affordable Housing

Dear Ashland Housing and Human Services Advisory Committee,

I am writing on behalf of Unite Oregon Rogue Valley Chapter, led by people of color, immigrants, refugees, rural communities, and low-income Oregonians. We address racial and economic disparities to improve quality of life in our state. A committed advocate and longtime supporter for stable and affordable housing for all.

Unite Oregon Rogue Valley supports the Ashland Community Land Trust Organizing Committee Housing Trust Fund application for starting a permanent Community Land Trust in Ashland that will provide stable and affordable housing for all who are left out of the market rate housing.

Unite Oregon believes that providing stable and affordable housing is essential for fostering strong communities and improving overall well-being.

Thank you for your dedication to affordable housing initiatives. Together, we can create a stronger, more inclusive community where everyone has access to stable and affordable housing.

If you require any additional information or have questions, please feel free to reach out.

Virginia Camberos
Rogue Valley Regional Director

Phone: (541) 772-4029
Email: virginia@uniteoregon.org
Pronouns: (She, Her, Ella)
Languages: English, Spanish
www.uniteoregon.org

Kathryn & Barry Thalden

February 21, 2021

Leigh Madsen
Ashland Community Land Trust Organizing Committee
lmc@ccountry.net

Re: **Community Land Trusts**

Dear Leigh,

Kathryn and I are the developers of New Spirit Village, a new community of 87 homes in Medford, using a Land Trust model. By utilizing the Land Trust, homeowners will own their own home, but not the land under it, which is held in perpetuity. The Land Trust contract allows homeowners to keep their home for as long as they like, and pass it on to their children, but they cannot rent it to others. If they choose to sell, it must be re-sold at a formulated affordable price. The Land Trust model allows working families to achieve the "American Dream" of home ownership while maintaining home affordability for future generations.

In New Spirit Village, we are partnered with Proud Ground, a not-for-profit corporation that will manage the Land Trust permanently.

We support this model for developing affordable housing as a way to create a permanently affordable new home community.

Good luck in your endeavors to build affordable housing in Ashland.

Sincerely,

Barry Thalden

550 Ashland Loop Road Ashland, Oregon 97520
(702) 860-5000 bthalden@thalden.com

OHRA

www.helpingashland.org
HOPE/STABILITY/SELF-RELIANCE

PO Box 1133 Ashland OR 97520
Tel 541-631-2235 Fax 541-482-2291

OHRA BOARD
President
Dennis Slattery
Vice President
Cathy Gerbracht
Secretary
Jodi Rasor
Treasurer
Eileen Piker
Board Members
Jackie Bachman
Ben Bellinson
Sachta Card
Diane de Ryss
Libby Gill
Catherine Greenspan
Jordan Pease
Meiwen Richards
Diego Rojas
Rev. Brett Strobel
Jeffrey Tatum
Deneice Zeve

OHRA LEADERSHIP
Executive Director
Cass Sinclair
Director of Administration
Julie Carr
Development Director
Jackie Agee
Director of Program Services
Lisa Smith
Grants Specialist
David Stoebel
Assistant Development Director
Zoë Templeton
OHRA Center Supervisor
Katie Blomgren
Facilities Supervisor
Peter McBennett

February 20, 2024

Affordable Housing Trust Fund

To Whom It May Concern:

Opportunities for Housing, Resources and Assistance (OHRA) is an organization based in Ashland that works with people throughout our Southern Oregon Region to assist them in finding suitable affordable housing. We operate a shelter with 52 rooms and a Resource Center that helps people with a wide range of services, including eviction prevention. We are very successful in helping people from crisis to stability, from unhoused to being housed. We work from a housing first process, working alongside our guests to move from the shelter to permanent housing. The need is great, supply is challenged. Our success has a high dependency on available housing. When there is not an adequate supply of affordable housing our efforts are severely limited. It has been projected on a state level and at a local level that the need for housing will only continue to increase over the next decade.

It is primarily for these reasons we, the Board of Directors of OHRA, are in full support of the Ashland Community Land Trust Organizing Committee request for funding. Housing, in general, in our community, as in many communities, has reached the crisis point and needs urgent and definitive solutions. We request your strong consideration and approval of the Ashland Community Land Trust Organizing Committee's request for funding. We believe this to be a solid investment in our community. We would encourage the Ashland Community Land Trust Organizing Committee to include low income and poverty provisions in their strategic planning. We also want to disclose that we have requested support from the same funding pool in the past and will again in the future. However, we believe in supporting our community partners in the effort of improving housing.

We would be happy to discuss our support further. Thank you for the work you do for our community. It is vitally important.

Sincerely,

Dennis Slattery
President

Cass Sinclair
Executive Director

"By helping people move from crisis to stability, OHRA builds more capable individuals, stronger families and a better community."

ROGUE VALLEY HABITAT FOR HUMANITY
P.O. BOX 688 • MEDFORD, OREGON 97501 • (541) 779-1983 • WWW.ROGUEVALLEYHABITAT.ORG
CCB# 154965

Linda Reid
Housing Program Specialist
City of Ashland
51 Windburn Way St.
Ashland, OR 97501

February 7, 2024

Dear Linda:

Attached please find the proposal to the City of Ashland in request for funds from the City of Ashland's Affordable Housing Trust Fund from the Rogue Valley affiliate of Habitat for Humanity. The request is in the amount of $100,000 which will be used to purchase land located at 452 Williamson Way in Ashland. Habitat has the ability to convert the zoning from commercial and employment use to affordable housing, based on recent legislature changes encouraging affordable housing. The land has an estimated value of over $500,000 and has been significantly discounted by owner, Alan DeBoer for the specific use of building affordable housing.

Four homes will be built on the property, and the city planning department has provided preliminary approval of the site plan to accommodate the four-house project. The property will be developed for zero lot lines, and two groups of two attached homes will be built. A purchase agreement has been developed although a closing date has not been determined which is dependent on funding opportunities. Mr. DeBoer is comfortable with a verbal agreement. Habitat will rely on the Ashland's Affordable Housing program for the deed restriction of a 30-year period as well as monitoring and administration of future sales throughout that restricted period.

The project will have perfect timing for community volunteerism as the Beach Creek project of two homes should be complete. In addition, a national partnership with Thrivent Financial has been facilitating traveling groups of volunteers to assist Habitat with house building projects. Groups from around the nation will visit Ashland, participate in cultural activities and recreation while in the area.

Thank you for all your support, and please reach out to me if I can add information or answer questions.

Sincerely,

Denise James
Denise James
Executive Director

Introduction

Habitat for Humanity/Rogue Valley is a non-profit volunteer organization dedicated to building affordable homes in partnership with those in need serving all of Jackson County. The organization is an independent affiliate of the parent company, Habitat for Humanity International located in Atlanta, Georgia. The primary activities include the construction of new homes built to a simple and decent standard and then sold to low-income people in need of housing. Community volunteers provide the necessary labor for each project, and when complete the home is sold to a qualified selected applicant with an affordable mortgage. Habitat carries the note for each project and the monthly repayment income is used for future projects. Since inception in 1987 the affiliate has completed and sold 80 homes providing an affordable and stable to over 400 people. Additionally, a small repair program helps low-income homeowners with a variety of repair needs, with and focus on seniors, veterans and more recently, fire survivors. Over 100 projects have been completed including ramps, porch repair as well as more critical issues.

The qualifications for the Habitat program include several requirements such as an income level between 40-70% of the federal median income, a substantial need for housing and applicants must be willing to commit to and complete a minimum of 500 hours of sweat equity towards the completion of their home. A variety of volunteers participate in the construction of each program and are the backbone of the organization. Volunteers participate as a group within their faith community and church, business, and social service agencies as well as women eager to learn valuable skills. Students from local high schools and vocational programs participate in Habitat projects as an opportunity for skills building and career training. Over 50 students have participated annually in various ways with the Habitat for Humanity program.

Habitat for Humanity/Rogue Valley's overall project goals and objectives are: 1) to move families out of substandard housing and assist them in becoming new homeowners in the Rogue Valley; 2) to form relationships with individuals and groups who will be committed to providing labor to achieve our goals; and 3) to increase awareness of the housing needs of low-income people in our community, and ways the community can support the mission.

Project Description

The need for affordable housing in Ashland is critical, including the very low-income population as well as workforce housing. The organization continually seeks opportunities of partnership within the community to provide affordable housing. To build homes, land is either purchased at market value, or at times donated or discounted. Funds necessary for the purchase of building material for each project must be secured. Funds are received from individuals, businesses, churches, foundations, and various fundraising activities.

The project is the purchase of land on which four homes will be built located on Williamson Way in Ashland. The property is currently zoned for commercial use and employment and is within a residential neighborhood. Due to a state housing affordability ruling, zoning for the land can easily be converted to use for affordable housing. Four homes will be constructed and sold to qualifying households with incomes between 40-80% of the median income. The homes will be built with a zero-lot line, allowing each homeowner to own the land under the house, and constructed in two groups of two townhouse style homes. The project will also comply with the city of Ashland's affordable housing program, maintaining affordability for a restricted 30-year period.

The land is currently privately owned with an agreement to purchase at a significant discount. The house design and plans have been developed with site approval from the Ashland planning department. Infrastructure required for the project includes an alley for entry, streetlights, and sidewalks.

The application period will open in May 2024 seeking interested and qualified applicants. Construction is expected to begin in the fall of 2024 and be completed by summer of 2025. An estimated twenty people will receive direct benefit from the housing project becoming homeowners, including those living in the households. There is a ripple effect of benefit as the project moves forward. Habitat for Humanity will hire additional construction staff to oversee the construction work. Material for the project will be purchased locally as much as possible, as well as subcontractor work. Children within the homes will go to school in Ashland, increasing the diversity and stability of low-income

residents. All four homes will be built to exceedingly high energy efficiency standards, allowing for a reduced carbon footprint as well as substantial cash savings for the homeowner.

Project Experience

Habitat for Humanity/Rogue Valley (HfH/RV) has completed the construction and sold 80 homes since 1986, providing affordable housing to over 400 people. Applicants are qualified through a rigorous application process facilitated by an all-volunteer committee. Applicants must qualify by their income level, willingness to "partner" as well as show a strong need for housing. Houses are built using volunteer labor, and donated materials and services as available and sold for the cost of construction with a no-interest 30-year mortgage. In addition, Habitat facilitates a program for low-income people in need of ramps, fencing, and other home improvement repairs. Over 100 repairs have been completed for people in need of a variety of services. This has included several in Ashland in the past utilizing the CDBG program.

Currently the HfHRV organization is building two homes within the Beach Creek Subdivision in partnership with KDA homes and the city of Ashland. Following Ashland policy of inclusionary zoning, two homes within the subdivision will comply with the Ashland affordable housing program, providing safe, decent housing to qualified households. House construction within the Beach Creek project is estimated to be complete by fall of 2024 allowing for an easy transition to another location in Ashland.

The HfHRV organization developed a strategic plan with the intent to grow capacity serving more households in need each year. Growth of the organization includes building and selling more homes, a commitment to complete more critical home repairs, serve more veterans and others in need, as well as increase the number of ramps for accessibility. Often after a hospital stay people aren't able to return to their homes without adequate access; a ramp is an easy and inexpensive method of assistance. Specific funding awarded for home repair in Ashland has led to a continued effort of seeking applicants for small projects. Within the service area of Jackson County, over twenty-five small home improvement projects have been completed in the last year.

The Habitat affiliate is currently building homes in Ashland, completing two in Rogue River and in the process of developing a subdivision in Medford. Three staff members oversee the construction of homes, repair, and renovation projects. Each member of the team of construction staff has over 30 years of experience in construction and are all licensed contractors as well. Over one thousand individuals volunteer their time each year assisting the organization with construction projects as well as administrative support, fundraising, program administration as well as time spent helping in the ReStore. There is significant tenure with Habitat staff, all department managers have been with the organization between five and twenty years.

Applicants are selected through an application process which is compliance with all federal and state mortgage laws. Sweat equity is a requirement of each selected applicant and includes house construction and a pre-homeowner education program. This prepares homeowners for the unexpected and the bond developed throughout the process is beneficial after the home is sold if the homeowner needs assistance or can provide support to future applicants. Homeowners learn to take care of their homes, inside and outdoors, as well as learning how to be a good neighbor, the nuances of homeowners insurance as well as budgeting and are directed to other community resources if needed.

Funding Request

Funds are requested in the amount of $100,000 which will be used for the purchase of the property located at 452 Williamson Way. Based on the Jackson County tax assessment, the property is valued at $506,700. The opportunity to buy land in Ashland to build affordable housing is extremely difficult and rare. A verbal agreement with Ashland resident, Alan DeBoer to sell the land to Habitat has been established. A purchase agreement is in process, waiting for the appropriate timeline to complete the sale.

Each home within the project will cost approximately $120,000 to build, utilizing minimal labor costs due to volunteerism, and with donated and discounted products and services. Funds to build each home will be developed and pledged from a variety of resources. The homes will all be sold to qualified applicants with an affordable monthly mortgage payment; the note is held by HfHRV and repayment income is used to build future projects.

Project Budget

452 Williamson Way, Ashland Oregon

Land	506,700	Land Donation	406,700
Development Costs	25,000	Architect/Developer Fees	15,000
Infrastructure	80,000	Ashland Housing Trust	100,000
House Construction		Foundations:	
120,000 x four	480,000	Oregon Community Foundati	20,000
		Community Based	45,000
		Government Grant Programs	100,000
		Gift in Kind:	
		Various Corporations	80,000
		Individuals	50,000
		Church/Faith Collaborations	75,000
		Corporate Support	100,000
		Special Event	50,000
		Mortgage Repayment	25,000
		ReStore	25,000
Total Costs	1,091,700		1,091,700

Account Sequence | Map TL Sequence | Assessment Year 2023 | Print Window | Close Window

Assessment Info for Account 1-092910-8 Map 391E04DC Taxlot 3630

Report For Assessment Purposes Only Created February 08, 2024

Account Info

Account	1-092910-8
Map Taxlot	391E04DC 3630
Owner	REBAL FAMILY TRUST
	DEBOER ALAN W TRUSTEE
	DEBOER REBECCA S TRUSTEE
Situs Address	
452 WILLIAMSON WAY ASHLAND R	
Mailing Address	DEBOER ALAN W TRUSTEE ET AL 2260 MORADA LN ASHLAND OR, 975203639
Appraiser	83

Tax Year 2023 Info

Pay Taxes Online

Tax Report	Details
Tax Statement	Details
Tax History	Details
Tax Details	Details
Tax Rates	Details

Land Info

Tax Code	5-01
Acreage	0.30
Zoning	
Land Class	
UNK 0.30 Ac	
Property Class	100
Stat Class	000
Unit ID	195796-1
Maintenance Area	2
Neighborhood	000
Study Area	02
Account Status	ACTIVE
Tax Status	Assessable
Sub Type	NORMAL

Sales Data (ORCATS)

Last Sale (consideration > 0)	Sale Date	Instrument Number	Sales History
$ 175,000	Jul 21, 2005	2005-43772	Details

⊞Value Summary Detail (For Assessment Year 2023)

⊟Market Value Summary (For Assessment Year 2023)

Code Area	Type	Acreage	RMV	M5	MAV	AV
5-01	LAND	0.30	$ 506,700	$ 506,700	$ 202,000	$ 202,000
Value History Details	Total:		$ 506,700	$ 506,700	$ 202,000	$ 202,000

Photos and Scanned Documents

SCANNED ASSESSOR DOCUMENTS | (See new portal) | (See new portal) | Portal

Appraisal Maintenance

2004 - R.T. (A-SINGLE FAMILY DWELLING)

⊟Account Comments

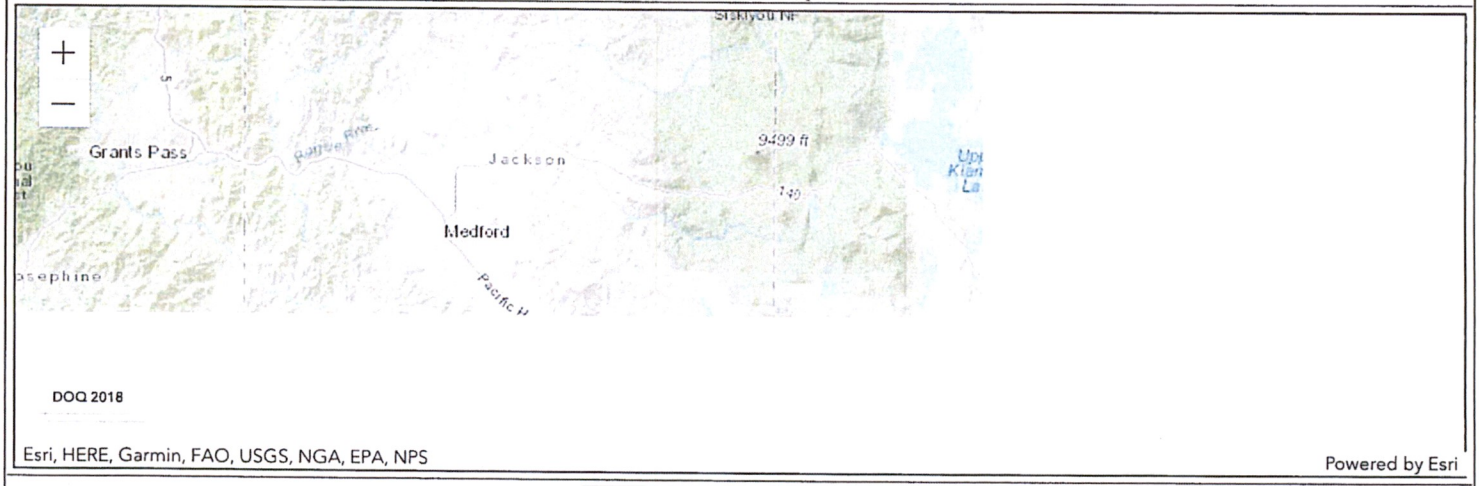
11/10/99: POTENTIAL FOR TWO HOUSES OR COM'L SITE ?
11/10/99: PARK RIDGE SUBDIVISION #1 JV 00-343A-M, 00-344A-M, 00-345A-E
01/06/00: RT 2001 CHECK FOR NEW CONSTRUCTION, PER #69
01/29/01: RT-02 CHECK FOR NEW CONSTRUCTION PER #69 >>>>>
02/18/04: NO CHANGE, REMOVE RED TAG PER #83

⊟Exemptions / Special Assessments / Notations / Potential Liability

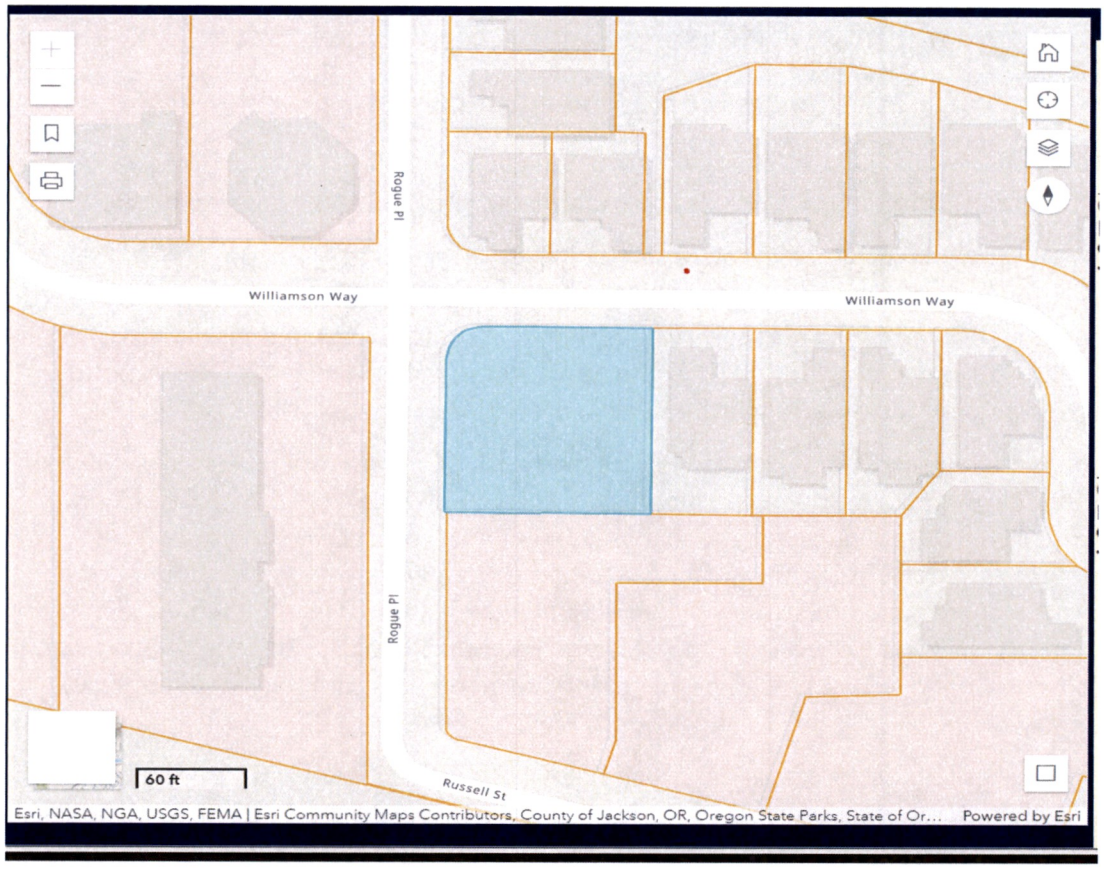
Notations

Description	Tax Amount	Year Added	Value Amount
RECALCULATION		2008	

⊟Location Map



Close Window | Print Window


Rogue Pl
Williamson Way
Williamson Way
Rogue Pl
Russell St
60 ft
Esri, NASA, NGA, USGS, FEMA | Esri Community Maps Contributors, County of Jackson, OR, Oregon State Parks, State of Or...
Powered by Esri

Opportunities for Housing, Resources and Assistance

Ashland AHTF 23-34 Application

1. Introduction

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

Opportunities for Housing, Resources and Assistance (OHRA) is an Ashland organization with the mission of "helping low-income people build better lives. By offering hope and access to social service resources, we encourage those in need on the path to self-sufficiency. By helping people move from crisis to stability, OHRA builds more capable individuals, stronger families and a better community".

To accomplish this mission OHRA operates the OHRA Center, a social services hub that houses the only walk-in resource center in Jackson County co-located with a 52-room low barrier non-congregate shelter and a laundry/shower trailer that serves our community. These facilities are staffed by resource navigators who work with unhoused, housing threatened and other economically challenged people assisting them to identify and surmount barriers to stability. The OHRA Center also houses a Federally Qualified Health Center operated by La Clinca and space where other community partners serve our guests.

Given its history and its services described below, OHRA is ideally situated to help homeless families and individuals transition toward stability.

OHRA has 3 programs:

a. **The OHRA Community Resource Center**, the only drop-in resource center in Jackson County where unhoused and other economically stressed people can meet acute needs and/or find resources for long-term sustainability. At the Resource Center, guests can receive immediate assistance including but not limited to access to bathrooms, telephones or computers; laundry vouchers; or referrals to community resources. The Center also receives mail for people without an address. For more complex issues including but not limited to assistance finding housing, financial assistance to avoid eviction or utilities shutoff, or help obtaining birth certificates, IDs or other important documents, guests can meet with resource navigators.

b. **The OHRA Shelter**, is a low-barrier, 52 room non-congregate facility open 24 hours per day, 365 days per year with resource navigation designed to promote stability. Guests are admitted based upon their vulnerability and can stay up to 6 months. While staying at the shelter, they receive a hot evening meal and, if needed, help obtaining SNAP benefits which they can use to prepare other meals using an in-room microwave and refrigerator.

   Shelter staff are on-site around the clock and resource navigators are present during the day. The navigators and other staff help guests plan for permanent housing after they leave the shelter, including finding the resources to be sustainable. Many guests use the opportunity provided by free, stable housing to become employed and build their savings.

As a low-barrier facility, the OHRA Shelter accepts any adult regardless of current or past substance use or justice system involvement. The shelter provides a safe, substance-free, weapons free environment for both men and women. Since opening on April 1, 2021, it has housed over 540 individuals with more than 100 of these moving from the shelter directly into permanent housing.

c. **The OHRA Shower Trailer**, where unhoused people can access basic hygiene service. The trailer is deployed in the community and currently operates 4 days per week. In addition to volunteers who manage the shower program, the trailer is staffed by an Outreach Navigator who can help guests obtain other services.

In addition to these core OHRA programs, in 2023-24, the City of Ashland has contracted with OHRA to staff the city's winter shelter and severe weather shelter.

2. **Project Description**
Describe the program/activity for which the respondent organization is seeking funding.

OHRA is requesting funds for its resource navigation service that supports homeless individuals and families move toward self-sufficiency. Resource navigators are trauma-informed professionals who work with guests to identify and resolve barriers to stability so that guests can move forward. Navigators work by building a trusting relationship with the guest and helping the guest identify the most pressing problems the guest needs to work on. With that relationship as a basis, the guest and navigator make a plan for the guest to move forward. The service is available to anyone for as long as they wish to use it.

The core components of our approach are:

a. Relationship: Our work is based on building trusting relationships with the guests so they know they can count on the navigator. At its base that trust comes from respecting the guest's definition of what they need. We also build relationships with landlords, other organizations that serve our guests. In a tight housing market having a personal connection with a landlord allows navigators to find housing opportunities that may not be available through a computer search. Relationships with other service providers allow our navigators to advocate for each guest and collaborate on providing the best service.

b. No Time Limit: We will work with a person for as long as they want to work with us. We may help a person get into housing and then continue to work with them to build life skills such as budgeting and bill paying so they can stay housed. We also do not require a person to maintain a continuous relationship with us. A person might come in to request a voucher to buy a pair of shoes and a year later for help with housing.

c. Trauma Informed: Most of the people we serve have had severe trauma in their lives: Family violence/substance abuse/mental illness; their own substance abuse or mental illness; severe injury; long-term poverty. We understand that these experiences impact a person's ability to navigate in the world and operate accordingly. One of the things this means is that we do not give up on a person simply because they do not succeed immediately. We also stress diversity equity and inclusion recognizing that

people of color, LGBTQ+ people or others who have experienced discrimination and exclusion have particular trauma that we must understand.

d. Strengths Based Approach**:** All OHRA programs start with the assumption that each guest is capable of improving their life. Our navigation process starts by asking the guest what issue they want to work on. The guest and navigator together explore resources and possible solutions on which the guest can follow-up.

e. Barrier Reduction: Our resource navigation includes financial assistance for things like birth certificates and ID cards or work permits, purchase of items needed for employment, emergency car repairs or other goods or services a guest needs to move toward sustainability.

Describe the target population expected to benefit from the program/activity.

The target populations for this program are unhoused and housing threatened community members who need assistance overcoming their barriers to stability. Each guest comes to OHRA with a unique history and set of circumstances. Some may have been living comfortably when an acute situation such as illness, injury or loss of a job undermined their stability. At the other extreme are people who have been living unhoused for years. In all cases, our guests are under stress but a common finding among chronically unhoused people is a history of trauma, particularly in childhood. While "bad things" happen to many people, multiple studies have shown that up to 85% of women and 77% of men experiencing homelessness have a history of at least one of these adverse childhood events (ACEs) compared to 50% of the general population.

Provide the number of individuals, or households, expected to benefit from the program/activity.

Based on our experience in FY 2022-23 we anticipate that at least 1,600 people will use the OHRA Resource Center and at least 190 individuals will be housed in the OHRA Shelter during the project period.

If applicable provide the number and type of housing units to be created or made habitable.

Not applicable

Provide a detailed timeline leading to the completion of the proposed program/activity.

OHRA's programs are ongoing. All staff are hired and trained. Services will begin as soon as funds are awarded. The project will last for one year.

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

See Attached

3. Project Experience

Describe the respondent's organizational framework, special resources, and any other information to demonstrate that the respondent can effectively and efficiently complete the proposed program/activity.

As described in the introduction, OHRA has three programs that directly serve unhoused people. All three are staffed by Resource Navigators. Having these multiple means of contacting unhoused people, combined with our extensive history and established processes for helping people move from crisis to stability make OHRA uniquely qualified to perform this work.

From OHRA's founding in 2014 through July of 2023 OHRA navigators helped 692 unhoused families move into housing and prevented 1,186 families from being evicted. During that time, they saved more than 600 children from homelessness. Between July 1 and October 1 of 2023, navigators, using funds from the Governor's Homeless Emergency Order, OHRA Navigators prevented 288 individuals from being evicted and moved 175 unhoused individuals into housing. Children accounted for 204 of those served.

Describe the respondent's organizational experience in completing programs or activities similar to the proposal outlined in the RFP.

OHRA has operated continuously since 2014 providing navigation and other services to unhoused, housing threatened and other economically challenged community members. In 2020, the COVID pandemic created unprecedented demand for OHRA's services. In response, we dramatically expanded our staff which now include 9 resource navigators serving guests in the Resource Center, Emergency Shelter, Laundry/Shower Trailer, and beginning this year, the City of Ashland Winter Shelter and Severe Weather Shelter.

In its 10-year history the Resource Center has received more than 75,000 visits and served more than 8,000 unique individuals.

List other organizations involved with this project and their level of involvement.

OHRA recognizes that each guest has a unique set of barriers that have made them homeless. Our job is to help guests identify and overcome those barriers. Our staff have some of the necessary skills but often need to work with others to help our guests stabilize their lives. To do that we collaborate with more than 60 partners. We make referrals to others and, where possible, invite partners to serve guests at our site so that guests do not need to travel to obtain assistance (a list of our primary service delivery partners is attached). One of our main partners is La Clinica Health Center which provides medical and behavioral health services to all OHRA guests at our on-site clinic.

4. Funding Request

Provide the requested amount of Ashland Housing Trust Funds.

$200,000

Provide the amount of any Community Development Block Grants requested under a separate application (if applicable).

Not Applicable

Provide a detailed project budget that includes all other funding sources anticipated to support the program/activity.

See Attached

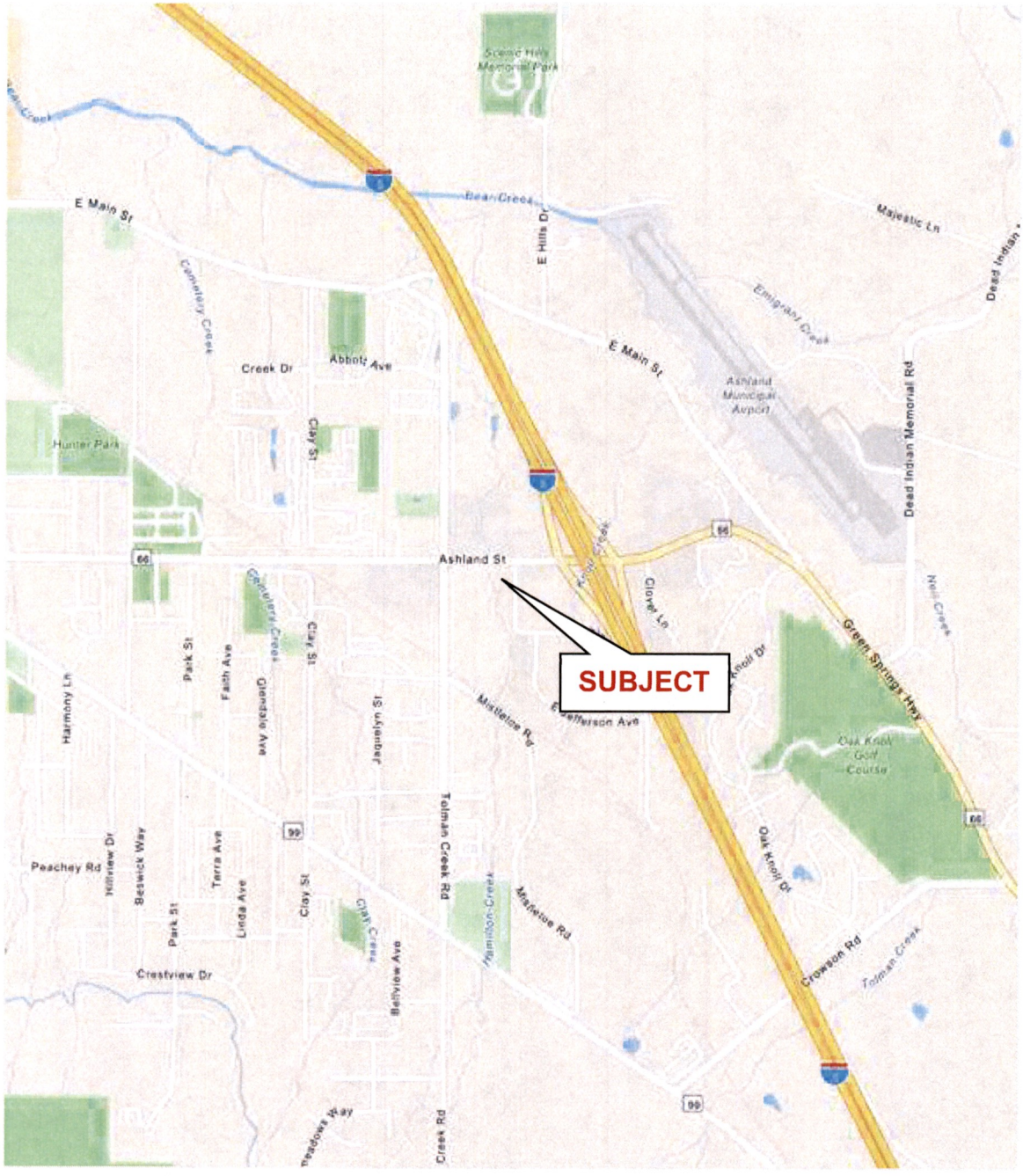
Provide the proposed percentage of matching funds, including the estimated value of donated land or labor, demonstrating that the Affordable Housing Trust Fund contribution shall not exceed more than 50% of the total project, or program, cost.

The total projected cost of resource navigation in the attached budget is $642,400. This grant, if fully funded, will provide 31.1% of that amount. Thus, **the match for this grant will provide 68.9% of the total project.**

Provide a detailed budget including but not limited to: land acquisition costs, materials, building permit costs, predevelopment costs, professional services, and any other administrative costs.

Not Applicable

NEIGHBORHOOD MAP



AERIAL MAP OF SUBJECT NEIGHBORHOOD



OHRA Resource Navigation Budget

FY 24-25

INCOME

	Pending	Secured
City of Medford Funds	$51,964	$0
City of Ashland Funds	$200,000	$34,333
State Funds	$0	$46,190
Foundation Funds	$122,500	$87,900
Federal Funds	$0	$0
Community/Corporate Funds	$0	$171,190
Private Donations	$98,323	$30,000
Total Pending and Secured Income	**$472,787**	**$369,613**

EXPENSES

Resource Center	
Resource Center Operations	$72,647
Resource Center Personnel	
Resource Navigators	$400,100
Office Staff	$64,231
Supervision	$123,638
Total Resource Center Personnel	$587,969
Total Resource Center Cost	**$660,616**
Shelter	
Shelter Operations	$315,132
Shelter Personnel	
Resource Navigators	$242,300
Shelter Staff	$624,394
Housekeeping	$96,014
Supervision	$39,367
Total Shelter Personnel	$1,002,075
Total Shelter Cost	**$1,317,207**
Total Resource Center+Shelter Cost	**$1,977,823**

NOTES:

This project budget presents the cost of resource navigation in the context of the total cost of the Resource Center and the OHRA Shelter.

Numbers presented are estimates based on FY 23-24 budget with cost of living adjustments. They have not been vetted through OHRA's budget development process.

Costs of Laundry Shower/Trailer are included in Resource Center budget.

OHRA Service Delivery Partners

2023-24

Partner	Service	Role	Onsite/Remote
1. Columbia Care	Behavioral healthcare	Reciprocal referrals. Meet clients on site.	Currently onsite
2. Jackson County Public Health	HIV and HCV testing, vaccinations and harm reduction services	Referrals	Currently onsite
3. La Clinica Health Center	Primary and behavioral healthcare	Mobile clinic 2 days/wk. Will begin 5 day per/week in September 2023.	Currently onsite
4. Max's Mission	Naloxone and harm reduction services	Provide service on site and in community	Currently onsite
5. OHSU School of Nursing	Foot clinic and street medical and mental health outreach, telehealth	Reciprocal referrals.	Currently onsite
6. Options for Southern Oregon	Dual diagnosis treatment	Meet with clients on site.	Currently onsite
7. Oregon Department of Human Services	OHP/SNAP, domestic violence services, childcare, other services.	Enroll guests, reciprocal referrals	Currently onsite
8. Oregon Senior and Disability Services	Aging and disability resources	Referrals	Currently onsite
9. Southern Oregon Disability Consulting	Help applying for SSI/SSDI	Reciprocal referrals	Currently onsite
10. US Veterans Administration	Housing, healthcare substance use disorder treatment	Enroll veterans in services. Meet with vets about housing.	Currently onsite
11. Addictions Recovery Center	Substance abuse disorder care	Reciprocal referrals.	Negotiating to bring on site.
12. OnTrack	Addiction and behavioral health treatment/recovery services.	Reciprocal referrals.	Remote
13. Recovery Café	Addiction recovery planning and long-term support	Reciprocal referrals	Remote

Partner	Service	Role	Onsite/Remote
14. ACCESS (Community Action Agency)	Housing and utilities assistance. Emergency food	Reciprocal Referrals	Remote
15. Ashland and Medford Asante Hospitals	Discharge planning	Collaboration on discharge planning for OHRA guests.	Remote
16. Ashland Emergency Food Bank	Emergency food. Funding for OHRA Shelter nutrition program	Reciprocal referrals	Remote
17. Ashland Goodwill	Business selling used clothing, shoes and other items.	Provide vouchers for OHRA to distribute to guests	Remote
18. Ashland Police Department	Gas cards for people passing through Ashland. Refer to OHRA for services.	Reciprocal referrals	Remote
19. Ashland Senior Center	Tax services, food services, bus passes for seniors	Reciprocal	Remote
20. Center for Non-profit Legal Services	Legal aid	Reciprocal referrals	Remote
21. City of Ashland	Utility assistance	Referrals	Remote
22. Commercial Property Management	Collaborate to find housing for OHRA guests	Reciprocal referrals and collaboration	Remote
23. Community Works	Crisis support, safe housing and other services to people affected by domestic violence	Reciprocal Referrals	Remote
24. Crickit Wireless	Free cell phones for low-income people	Referrals	Remote
25. Department of Motor Vehicles	Provide drivers licenses and state ID cards.	Referrals	Remote
26. Earth Friendly Kids	Clothing for children in need	Referral	Remote
27. Easter Seals	Housing and employment services	Referrals	Remote

Partner	Service	Role	Onsite/Remote
28. Get N Gear	Business selling used clothing, shoes and outdoor gear.	Low-cost supply of items to OHRA guests.	Remote
29. Golden Rule Reentry	Help people involved in CCJS reenter society	Reciprocal referrals	Remote
30. Hearts With A Mission	Homeless shelter and services for youth	Referrals	Remote
31. Henry's Laundromat	Accept vouchers for guests to wash clothes	Referrals	Remote
32. Help Now Legal Services	Legal aid	Referrals	Remote
33. Housing Authority of Jackson County	Subsidized housing, Section 8, emergency housing vouchers.	Reciprocal referrals	Remote
34. Jackson County Library Services	Mobile computers. Social worker services	Reciprocal referrals	Remote
35. Jackson County Fuel Committee	Assistance with utility bills, firewood	Reciprocal referrals	Remote
36. Jackson County Mental Health	Mental health crisis line	Referral	Remote
37. Jackson County Sexual Assault Response Team	Immediate and long-term care for sexual assault survivors.	Reciprocal referrals	Remote
38. Lions Sight and Hearing	Eye glasses	Referrals	Remote
39. Maslow Project	Comprehensive support for unhoused children and families with children.	Reciprocal referrals	Remote
40. Medford Gospel Mission	Emergency Housing (men, women and children)	Referrals	Remote
41. Medford Livability Team	Outreach to unhoused people. Bring to shelter.	Referrals	Remote
42. Pacific Properties	Collaborate to find housing for OHRA guests	Reciprocal referrals and collaboration	Remote

Partner	Service	Role	Onsite/Remote
43. Parker House	Supportive housing for women and children	Reciprocal referrals	Remote
44. Providence Hospital	Discharge planning	Collaboration on discharge planning for OHRA guests.	Remote
45. Rogue Community Health	Primary healthcare	Reciprocal referrals.	Remote
46. Rogue Retreat	Emergency shelter and transitional housing	Reciprocal referrals	Remote
47. Rogue Valley Consumer Credit Counseling	Consumer Credit Counseling	Referrals	Remote
48. Rogue Valley Veteran Services	Supportive services to veterans and their families	Reciprocal Referrals	Remote
49. Salvation Army Hope House	Emergency and transitional housing for families	Referrals	Remote
50. Service Corps of Retired Executives (SCORE)	Small business owner mentoring	Referrals	Remote
51. Senior Health Insurance Benefits Assistance (SHIBA)	Help applying for prescription assistance. Assistance with all aspects of Medicare	Referrals	Remote
52. Street Dogs	Food, veterinary care and other services for pets of unhoused people.	Reciprocal referrals	Remote
53. United Way of Jackson County	Emergency funding for guests	Reciprocal referrals	Remote
54. WorkSource Oregon	Employment Services	Reciprocal	Remote

Ashland Housing Trust Fund Application

Sunstone Housing Collaborative

1. Introduction: Describe organization and what is unique about the firm, its goals, and objectives.
Sunstone Housing Collaborative was established in December 2023 to support the educational mission of Ashland School District and the associated Housing Production Strategy of Ashland by facilitating the transfer and sale of district owned land to develop affordable housing intended for district staff and low to moderate income families with children in order to increase long term sustained enrollment and retain staff members. To achieve this goal, Ashland School District has identified a parcel of land within city limits and approved that land to be sold to one or more nonprofit low income housing developers. A working agreement will be made with ASD for Sunstone Housing to facilitate the sale of the land with the expectation that market value will be received by the district upon transfer. It is highly likely that a nonprofit housing developer will seek to purchase the land BELOW market value, therefore it is the focus of this application that Sunstone Housing Collaborative seeks funding through the Ashland Housing Trust Fund to offset a lower sale price and ensure that Ashland School District receives expected revenue for the land.

2. Project Description
- **Describe the program/activity for the respondent organization is seeking funding.**

This initial project of Sunstone Housing Collaborative is focused on partnering with Ashland School District in facilitating the sale and development of district owned land in order to build affordable multifamily housing. This project serves ASD in creating accessible housing for families to live in as their children attend Ashland public schools and it also meets the needs for affordable housing stated in the City of Ashland's Housing Production Strategy. As the number of households with children declines, the need for creative solutions to ensure Ashland remains a community of all ages, becomes more imperative.

- **Describe the target population expected to benefit from the program/activity.**

Families with children, and individuals earning between 50-120% AMI

- **Provide the number of individuals, or households, expected to benefit from the program/activity.**

An estimated 100 households will benefit from the development of housing on the determined 4 acres of land.

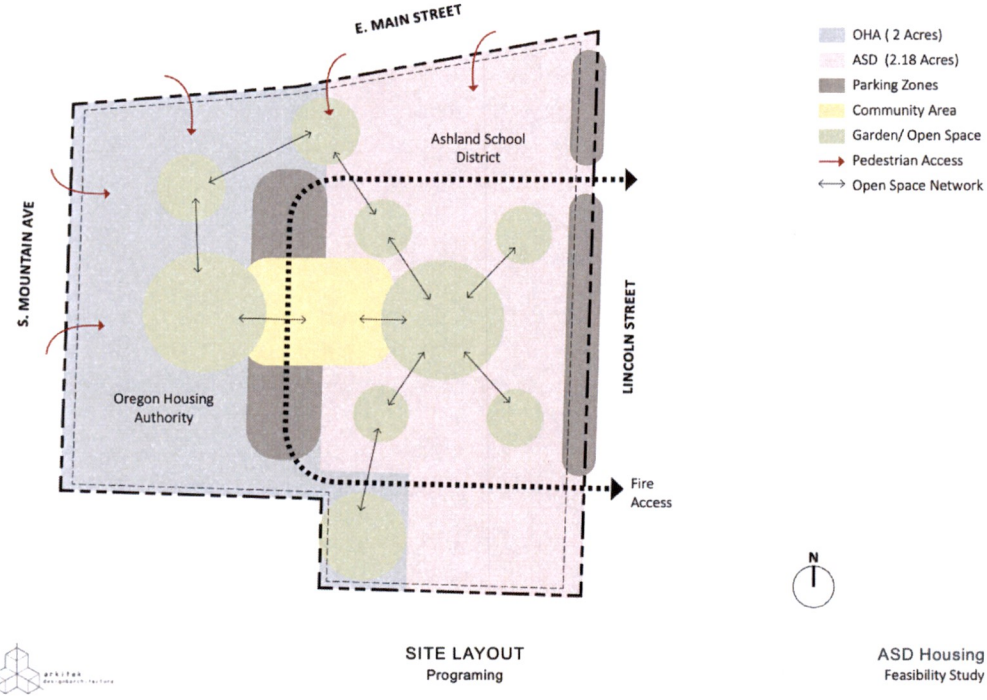
- **If applicable provide the number and type of housing units to be created or made habitable.**

Exact data to be provided in response to RFP, however we will require that the RFP respondents include approximately 100 units of housing that may include a combination of apartments, townhomes, manufactured homes or cottages.

Provide a detailed timeline leading to the completion of the proposed program/activity.
March 2024: RFP Release with 60 day response window
May-June 2024: Evaluate and choose developer

July-August 2024: Community engagement initiatives
September-December 2024: Break ground

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



3. Project Experience

• Describe the respondent's organizational framework, special resources, and any other information to demonstrate that the City of Ashland Ashland Housing Trust Fund RFP 2024 respondent can effectively and efficiently complete the proposed program/activity.

Sunstone Housing Collaborative has built a partnership with the Ashland School District to secure an initial build site on the property currently owned by the district at E. Main and S. Mountain Ave in Ashland. This location ensures the opportunity for future residents to benefit from living in housing that is affordable, in proximity to public transportation, schools, and local employment; all factors that promote a thriving community.

While the advisory board for Sunstone Housing Collaborative is currently in process of being assembled, there remains oversight by the Ashland School District board of directors in order that their interests are being met throughout this process.

The executive director is an individual with experience in community organization working with churches and city government to streamline services for people experiencing homelessness, is trained as an Occupational Therapy practitioner, as well as having a passion to pursue partnerships which establish and

nurture housing justice.

• Describe the respondent's organizational experience in completing programs or activities similar to the proposal outlined in the RFP.
The sale and development of this initial 4 acres of ASD land will be the inaugural project for Sunstone Housing. We will integrate and apply the experience and expertise from the consultancy and collaboration with other well established organizations who have completed similar projects with success.

• List other organizations involved with this project and their level of involvement.
Ashland school board is fully supportive of the sale and development of the land at E. Main and Mountain, as it supports the goal of potentially increasing enrollment as well as providing reliable affordable housing for ASD staff.

4. Funding Request
• Provide the requested amount of Ashland Housing Trust Funds.
$100,000.00
• Provide the amount of any Community Development Block Grants requested under a separate application (if applicable).
Applied for but not yet approved for $143,660 CDBG

• Provide a detailed project budget that includes all other funding sources anticipated to support the program/activity.
Estimated market value of 4 acres of land at E. Main and Mountain: $3million
Minimum estimated purchase price by developer/ RFP respondent: $2million
Estimated difference in revenue to be raised by grants, including CDBG, Ashland SS Grant, Allcare grant, Wells Fargo community development grant, Ford Foundation Grant and Ashland Housing Trust Fund: $1million

• Provide the proposed percentage of matching funds, including the estimated value of donated land or labor, demonstrating that the Affordable Housing Trust Fund contribution shall not exceed more than 50% of the total project, or program, cost.
Given other sources of grant monies received and applied for, as well as volunteer/donated time to facilitate the coordination of this project, the Affordable Housing Trust Fund contribution will at most contribute 10% total required cost.

• Provide a detailed budget including but not limited to: land acquisition costs, materials, building permit costs, predevelopment costs, professional services, and any other administrative costs.
Please see attached

Sunstone Housing Collaborative

Grants

ANNUAL TOTALS:	STATUS	Year 1- 2024 $2,077,500	Year 2- 2025 $2,000,000	Year 3- 2026 $600,000
AllCare	APPROVED	$177,500	$250,000	$250,000
State of Oregon	NOT YET APPLIED	$400,000	$300,000	$0
City of Ashland	APPLIED	$100,000	$100,000	$100,000
Community Bank Grants	NOT YET APPLIED	$100,000	$100,000	$100,000
Private Donors/Gifts	NOT YET APPLIED	$200,000	$150,000	$50,000
Community Grants Other	APPLIED	$100,000	$100,000	$100,000
Sale of property to builder	PENDING RFP	$1,000,000	$1,000,000	$0

Estimated Expenses

ANNUAL TOTALS:	Year 1- 2024 $2,032,500	Year 2- 2025 $2,022,500	Year 3- 2026 $522,500
Real Estate FMV Purchase from ASD to ASD housing nonprofit	**$1,500,000**	**$1,500,000**	$0
Staffing	**$225,000**	**$225,000**	**$225,000**
-Executive Director	$120,000	$120,000	$120,000
-Executive Assistant	$70,000	$70,000	$70,000
-Operation Manager	$35,000	$35,000	$35,000
Technology - Incl: software, subscriptions, wifi, quickbooks	**$7,000**	**$7,000**	**$7,000**
Medical Benefits	**$10,000**	**$10,000**	**$10,000**
Attorney Fees	**$20,000**	**$10,000**	**$10,000**
Marketing/Fundraising	**$35,000**	**$35,000**	**$35,000**
Printing, Office Supplies, Etc.	**$5,000**	**$5,000**	**$5,000**
Professional Services, Misc. Consulting fees	**$25,000**	**$25,000**	**$25,000**
Insurance	**$500**	**$500**	**$500**
Travel	**$5,000**	**$5,000**	**$5,000**
Contingency Fund	**$200,000**	**$200,000**	**$200,000**

Total

Annual totals:	$45,000	-$22,500	$77,500
Balance Carry Over From Previous Year	N/A	$45,000.00	$22,500.00
Total combined with prior year balance carry		**$22,500.00**	**$100,000.00**

Council Business Meeting

April 16, 2024

Agenda Item	Social Service Grant Award	
From	Linda Reid	Housing Program Manager
Contact	Linda.reid@ashland.or.us 541-552-2043	
Item Type	Requested by Council ☐ Update ☐ Request for Direction ☐ Presentation ☐ Consent ☐ Public Hearing ☐ New Business ☒ Old Business ☐	

SUMMARY

The City advertised the availability of a total of $134,000 for Social Services funding for the fiscal 2024-25 biennium. The City is making available 67k per year, or $134,000 across two fiscal years (FY 24 and FY25). Social Services grant money is funded through the General Fund. The City received twelve applications totaling over $300,000 in response to the request for proposals.

POLICIES, PLANS & GOALS SUPPORTED

- The Strategic Plan for the Use of Social Service Grant funds
- Council Values:
  - Community affordability, including in available housing and childcare
  - Regional cooperation, including in support for public safety and homelessness

BACKGROUND AND ADDITIONAL INFORMATION

In December of 2014, the Council adopted the Strategic Plan for the use of Social Service Grant funds which altered the recommendation process for the City's Social Service Grant Program to include a review and recommendation by the Housing and Human Services Commission. The Strategic Plan for the use of Social Service Grant funds is intended to provide guidance for applicants and assistance to elected and appointed officials by providing a framework for allocating resources and for tracking progress on identified goals and community priorities. The Strategic Plan for the Use of Social Service Grant funds identified five priorities and six strategies to guide funding decisions. The review of grant applications in consideration of the strategic priorities allows these funds to best support proposals that leverage community collaboration and promote community safety, health and wellbeing. The Housing and Human Services Commission utilized the priorities and strategies identified in the strategic plan as a framework for their allocation decisions.

ADVISORY COMMITTEE RECOMMENDATIONS

The Housing and Human Services Advisory Committee reviewed the applications and made a funding recommendation at their regular meeting on February 22nd, 2024. The Housing and Human Services Advisory Commission Recommendations for awards totaling the $134,000 available are as follows:

- Ashland Emergency Food Bank $4,333
- Ashland Food Angels $10,667

Better Together

- Community Works Inc. (Dunn House) $8,000
- RVCOC- Food and Friends $6,333
- Jackson County SART $6,667
- La Clinica $13,333
- OHRA $34,333
- Peace House $12,500
- Southern Oregon Jobs with Justice $11,667
- Sunstone Housing Collaborative $7,500
- St. Vincent De Paul $13,333
- United Way $5,333

FINANCIAL CONSIDERATIONS

The biennium budget process has earmarked allocations for the Social Service Grant funding in the sum of $134,000. This allocation means there is no additional financial impact on the City arising from this designated funding.

SUGGESTED ACTIONS, MOTIONS and/or OPTIONS

I move to accept the Housing and Human Services Advisory Committee's award recommendations. Allocating the social service grant funds as follows.

- Ashland Emergency Food Bank $4,333
- Ashland Food Angels $10,667
- Community Works Inc. (Dunn House) $8,000
- RVCOC- Food and Friends $6,333
- Jackson County SART $6,667
- La Clinica $13,333
- OHRA $34,333
- Peace House $12,500
- Southern Oregon Jobs with Justice $11,667
- Sunstone Housing Collaborative $7,500
- St. Vincent De Paul $13,333
- United Way $5,333

Should the Council decide not to award the funds, they would remain unspent. The 2024-25 biennium budget process has already allocated these funds, and if not disbursed, they could either stay unallocated throughout the remainder of the biennium or be redirected via a supplemental budget process.

REFERENCES & ATTACHMENTS

Attachment 1: 2024 Social Service Grant Applications All

City of Ashland Social Service Grant Program

Application and Forms

2024 - 2025

ORGANIZATION LEGAL NAME: Ashland Emergency Food Bank **DATE:** 1/30/24

OTHER NAMES ORGANIZATION KNOWN BY (DBA) Ashland Community Food Bank

ADDRESS 560 Clover Lane Ashland, OR 97520
Street City State Zip

FEDERAL EMPLOYER ID NUMBER (FEIN) 93-1329669

PROGRAM/PROJECT TITLE: Funding for expanded Saturday Service

See MEMO for important information on goals and priorities for Ashland.

Which strategic priority does your program focus? Our service addresses all targets through foundational financial security to our residents

AMOUNT REQUESTED from this funder for this program/project 2024-2025 $ $5000
GRANT CONTACT (If other than Executive Director listed below)
Name _____
Telephone _____ **E-mail** _____

EXECUTIVE DIRECTOR INFORMATION
Name Amey Broeker
Telephone 541.488.9544 **E-mail** director@ashlandcfb.org

CERTIFICATION

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

Signature of Board President

Stef Seffinger
Type Name

Signature of Executive Director/CEO

Amey Broeker
Type Name

SUMMARY INFORMATION

RECIPIENT AGENCY Ashland Community Food Bank

PROGRAM/PROJECT TITLE Funding for expanded Saturday Service

1. **Program/project is:** new **established/continuing X** pilot ___ If pilot, expected duration

2. Primary geographic location and population program funding will serve. (*If funding awarded City of Ashland, will require tracking the number of city residents served for reporting purposes.*

90% of those served live in Ashland, with 10% of our service being Talent residents. In 2023, we served 1663 unique households, and nearly 3400 unique residents. We expect Saturday service to reach specifically working residents who would go unserved otherwise.

3. What will this funding enable?

This funding will support the expansion of services to Saturday, 1-2/month, making food accessible to those who work or are unable to get to the food bank M-F 9:30a-12:30p. Expanding service to Saturday requires additional staff and volunteer hours and more food as we will reach those who can't access services otherwise.

4. Number of volunteers this program/project will engage: 10/ each Saturday

Number of paid program employees this program/project will engage: 2/each Saturday

5. Total number volunteer's agency utilizes: In 2023: 287 volunteers, 11,500 hrs

Total number of paid agency employees In 2023: 2.5 FTE, 4 PT employees

6. Outline key strategies of the project/program with timeline and staff structure.

In 2023, we experienced, without any effort to do so, a 145% increase in demand for our services. The increase in food insecurity in the community skyrocketed. We know not everyone can make our standard service hours. Many of our clients are working, and without our support couldn't pay rent, childcare, put fuel into their cars and/or afford healthcare. Providing food cost relief allows folks to address other expenses more securely.

Our goal with Saturday hours is to provide our proven model used Monday through Friday, simply expanding to Saturday to reach populations that cannot access us otherwise. We are starting with one Saturday/month, hoping to expand to two/month, giving this population closer to equal access to services.

Each Saturday requires 2 staff persons and 10 volunteers. To be open one Saturday per month for a year will cost us an additional $3000 in staffing and almost $10,000 in food costs. We started a one Saturday/month in November 2023, with the commitment to continue through 2024. We would like to offer Saturday service twice/month the start of 2025 or sooner. The frequency of Saturdays will be dependent on funding.

7. Use this space for comments, explanations, and exceptions to questions on this application that can't be included within the question format. You may also leave it blank.

Because we are an intentionally a low-barrier organization, and many who come to our door have had traumatic experiences with institutions, we choose to minimize our questions. We only ask for photo ID, proof of residency (i.e.: current lease/rental agreement, utility bill), and names and date of birth of household members. We collect no other demographic information.

The budget information provided is for our 2024 fiscal year, 1/1/24-12/30/24. Project Budget is intended to span your designated period, from July 2024-June 2025, open 1 Saturday in 2024, hopes of expanding to 2 in 2025.

AGENCY AND PROGRAM/PROJECT NARRATIVE

RECIPIENT AGENCY Ashland Community Food Bank

PROGRAM/PROJECT TITLE Funding for expanded Saturday Service

*Answer all three narrative questions. Use **only the space provided – place the question number and letter preceding each answer;** the amount of space you allot for each response is your choice.*

Description of organization (include inception date) and

a. mission statement, purpose(s) and how this program/project fits with your mission.

In solidarity with our community, the Ashland Community Food Bank (ACFB) sustainably provides food at no cost to all those in need living in Ashland and Talent, while increasing awareness of food insecurity. We serve all people with dignity. This project will further our reach of all points of our mission, by ensuring access to our services to more residents.

b. your organization's unique qualifications to accomplish your program outcomes?

Celebrating our 51st year, ACFB is the low-barrier nutritional lifeline for anyone struggling with food insecurity in greater Ashland and Talent. The Food Bank provides free, quality groceries to residents weekdays, 9:30a – 12:30p, and, since November '23, one Saturday a month. We serve all residents, housed or unhoused, with no income eligibility requirements.

c. what approach is your agency taking to serve clients and train staff on trauma informed care?

The vast majority of those seeking our services have experienced some degree of trauma, many with compound trauma. Our staff and volunteers received trauma informed care training from Ashland Police Department in 2023 and will receive additional training through an online multi-session workshop in 2024. Our goal is to treat all with dignity, and to do this requires an understanding of and tools for working with those who have experienced trauma.

2. What:

a. issues(s) is the project/program intended to impact,

We have long been aware that we are not reaching a significant number of potential households due to our days of operation. Retail, agricultural, forestry, child-care and other low-wage employees are working long hours during the regular work week and unable to get time off to shop with us.

b. strategy for change your program will be based on,

We started one Saturday per month November 2023, with a strong positive response. Before COVID, we offered Saturday hours which historically served a high percentage of LatinX clients and other working families. We will be conducting grassroots community outreach using service postcards, flyers, distributed through our schools, sister organizations and social media posting. We anticipate utilization will continue to rise as public awareness increases.

c. evidence that the project/program will be successful in the proposed setting, and

We have a model and location with a strong history of success, this is simply an expansion of access to services. Given our history, we are keenly aware of the resources needed to provide meaningful services to those in need.

d. what tool(s) will you use to measure outcomes?

Success will be measured by the increase in the number of shoppers who come to us on Saturdays.

3. How would the community as a whole benefit if your program receives funding? (Include a description of collaborations and integration and the role program/project plays in the sector.)

Ashland Community Food Bank (ACFB) is the primary resource in Ashland for those experiencing food scarcity. We know that many in Ashland are below the poverty line, and over 44% live in the ALICE threshold…those who work and do not have the earning potential to meet basic cost of living. These residents who work, yet still cannot make ends meet, often cannot access us during our hours of operation due to a work conflict. We want to make ourselves accessible to this group, those striving to make a life in our community. ACFB is a resource that residents can use as a budgeting tool to ensure they: remain housed; can pay for childcare; can afford medication/health care; get a bus pass or fuel for their car; and maybe even further their education for a higher earning potential. Food as a foundational need affects mental health, physical wellbeing, housing security, ability to be and/or remain employed, and provides nutrition for our next generation. Creating security amongst our most vulnerable weaves strength into the fiber of our community. We not only provide food at our doors, but we also feed the need for kindness, hope, respect and security, sending the message that our community is here for them.

GENERAL FINANCIAL INFORMATION

RECIPIENT AGENCY Ashland Community Food Bank
PROGRAM/PROJECT TITLE Funding for expanded Saturday Service

1. For most **recently completed** 990:

   a. FISCAL YEAR (mm/yyyy – mm/yyyy): 1/1/2022-12/30/2022 b.
   Administration & Fundraising expense: $ 54,788 13.7 %

> Administration & Fundraising (expressed as percent of total budget - also known as management and general, that portion of your expenses not dedicated solely to program or services), calculated directly from your IRS form 990. Part IX: Add Line 25 C (administrative cost total) and Line 25 D (fundraising cost total) and divide by Part IX, Line 25, Column A (total expenses).

   c. Program expense $ 343,774

   d. **Total expenses**: **$ 398,562**

   e. Sources of **revenue**:

Memberships/ individual contributions	$ 339,787	%
Raised through fundraising activities	$ 0	%
Government	$ 0	%
Foundations	$ 149,953	%
United Way	$ 0	%
Fees for Service	$ 0	%
Other (reimbursements, payments, bequests, etc.)	$	%

   f. **Total revenue**: **$ 489,740**

2. What is the highest level of financial reporting required by your funders?
   Some grantors/funders require reporting to prove funds are used in way requested. We report on this per their requirements. Highest funds granted requiring reporting in 2023 were $20,000.

3. Briefly describe your sustainability outlook for the project/program in the future.

   Our goal is to increase our revenue and food donations to continue to support extended Saturday service.

4. a. Total organizational annual budget **current ongoing** fiscal year: $454,461

   b. Total program/project budget current ongoing fiscal year: $19,500

ORGANIZATION BUDGET 2023-24*

PROJECT PERIOD July 1, **2023** to June 30, **2024**(*If Applicable)

RECIPIENT AGENCY _Ashland Community Food Bank

REVENUE	Pending Commitments	Secured Commitments
City of Medford Funds	$0	$
City of Ashland Funds	$5000	$
Jackson County Funds	$0	$
CDBG (identify)	$0	$
Other State or Federal Funds	$0	$
United Way Funds	$0	$
Other Funds (identify) **These are miscellaneous grants, foundation funds and private donors**	$430, 200	$
SUB TOTALS	$	$
TOTAL REVENUE (Pending & Secured)		**$ 435,200**
EXPENDITURES		
A.PERSONNEL SERVICES		
Total Salaries		$171,400
Total Benefits		$4761
TOTAL PERSONNEL SERVICES		**$176,161**
B.MATERIALS & SERVICES: (please detail other major budget categories)		
Food costs		$ 197,200
Insurance		$12,000
Utilities		$18,000
Professional Services		$10,000
Office/facility supplies		$ 8000
Other (depreciation, marketing, vehicle, volunteer/staff appreciation, etc)		$33,100
TOTAL MATERIALS & SERVICES		**$278,300**
C.CAPITAL OUTLAY *(must constitute part or all of funded public service activity to be eligible expense)*		
Equipment		$
Furnishings		$
Other capital expenses /Identify:		$
TOTAL CAPITAL OUTLAY		**$ 0**
TOTAL EXPENDITURES (Sum of A, B & C)		**$ 454,461**

PROGRAM BUDGET 2024-25*

PROJECT PERIOD July 1, **2024** to June 30, **2025 (*If Applicable)**

RECIPIENT AGENCY Ashland Community Food Bank_____

REVENUE	Pending Commitments	Secured Commitments
City of Medford Funds	$	$
City of Ashland Funds	$ 5000	$
Jackson County Funds	$	$
CDBG (identify)	$	$
Other State or Federal Funds	$	$
United Way Funds	$	$
Other Funds (identify) **private donors**	$14,500	$
SUB TOTALS	$	$
TOTAL REVENUE (Pending & Secured)		**$ 19,500**
EXPENDITURES		
A.PERSONNEL SERVICES		
Total Salaries		$4370
Total Benefits		$130
TOTAL PERSONNEL SERVICES		**$ 4500**
B.MATERIALS & SERVICES: (please detail other major budget categories)		
Food Inventory		$ 15,000
		$
		$
		$
		$
		$
TOTAL MATERIALS & SERVICES		**$ 15,000**
C.CAPITAL OUTLAY (must constitute part or all of funded public service activity to be eligible expense)		
Equipment		$
Furnishings		$
Other capital expenses /Identify:		$
TOTAL CAPITAL OUTLAY		**$ 0**
TOTAL EXPENDITURES (Sum of A, B & C)		**$19,500**

6

CURRENT MEMBER/CLIENT DEMOGRAPHIC PROFILE

(Use absolute numbers only – no percentages.)

RECIPIENT AGENCY Ashland Community Food Bank

PROGRAM/PROJECT TITLE Funding for expanded Saturday Service

Please note my explanation in "SUMMARY Q#7" about demographics. Here are demographics we track:

CHILDREN account for **22.3%** of those served.
SENIORS account for **15.6%** of those served.
Service to **HOUSED** accounts for **85%** of visits, and **91%** of food distributed.
Service to **UNHOUSED Residents and Travelers** accounts for **15%** of visits*, and **9%** of food distributed.
*Unhoused residents and Travelers may visit more frequently, receiving less food due to their carrying and storage capacity. Over the course of a month, Unhoused are eligible for same food amount as housed residents. Travelers receive a small amount of food per visit. Travelers, if they remain in the area, transition to Unhoused services.

I.			*# Whole Program*	*# Ashland*
	Gender			
	Age*	Female		
		Male		
II.		Other		
		Totals		
		0 to 5		
		6 to 12		
		13 to 17		
		18 to 30		
		31 to 40		
		41 to 50		
		51 to 61		
		62 +		
		Unknown		
		Total		

*at point of entry for service

IV. Race/Ethnicity

	#Whole Program	*Ethnicity Hispanic/Latino**	*# Ashland*
White			
Black/African American	-		
American Indian/Alaskan Native	-		
Native Hawaiian/other Pacific Islander	-		
American Indian/Alaskan Native and White	-		
Black/African American and White American	-		
Indian/Alaskan Native and Black/African American	-		
Other Multi Racial	-		
Other	-		
Totals	-		

Ethnicity is a portion of each Race category listed and will likely not match the total demographic served – it would only match if 100% of your clients identify as Hispanic/Latino.

Agency Board Profile

RECIPIENT AGENCY Ashland Community Food Bank
PROGRAM/PROJECT TITLE Funding for expanded Saturday Service

1. **Number of board members required in bylaws?** **Minimum 9 ___ Maximum 18___**
2. **Number of board members currently active?** **# Voting 1 0 Vacancies ____**
3. **Average percentage board meeting attendance (over last completed year): 9 0 %**
4. **Percent of board in attendance required for a quorum: >50 %**
5. **List various board, advisory and ad hoc committees and the number of people on each.**

Committee	*Number of Members*
Executive Committee	4
Facilities Committee	4

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

Race/Ethnicity

	Number Identifying	*Ethnicity Hispanic/Latino**
White	10	0
Black/African American		
American Indian/Alaskan Native		
Native Hawaiian/other Pacific Islander		
American Indian/Alaskan Native and White		
Black/African American and White		
American Indian/Alaskan Native and Black/African American		
Other Multi Racial		
Other		
Totals		

** Fill out this column pertaining to board Ethnicity is a portion of each Race category listed. It will very likely not match the total board category – it would only match if 100% of your board identifies as Hispanic/Latino.*

8

Ashland Emergency Food Bank
Profit & Loss
January through December 2023

		Jan - Dec 23
Ordinary Income/Expense		
Income		
Grant & Fund Income		
Ashland Co-op Grant Income	2,000.00	
Ashland Community Health Income	20,000.00	
Ashland Food Project Grant Inco	30,000.00	
OCF Evans Grant Income	3,000.00	
OCF Grant Income	26,000.00	
OCF Walker Grant Income	15,000.00	
Trinity Episcopal	2,070.00	
Unrestricted Grant Income	35,781.24	
Total Grant & Fund Income		133,851.24
Individual Donations & Grants		
Ashland Food Co-op Donations	3,744.24	
Business Donation	11,105.00	
Individual Donations	278,988.63	
Shop N Kart Coupon Donations	5,550.00	
Total Individual Donations & Grants		299,387.87
Interest Income		1,093.76
Organization Donations		4,488.00
Total Income		438,820.87
Expense		
*Food Purchases		
Food Purchase Non Allocated	129,047.93	
Grant Allocated Food Purchase		
Ashland Co-op Grant Expense	2,000.00	
Ashland Com Health-Outreach Exp	6,500.00	
Backpack Program Purchases	288.35	
DeBoer Grant Expenses	5,000.00	
Evans Grant Expense	3,000.00	
OCF Food Grant Expense	26,000.00	
Total Grant Allocated Food Purchase	42,788.35	
Shop N Kart Coupon Food		
Shop N Kart Credit Purchases	4,090.15	
Shop N Kart Coupon Food - Other	48,607.12	
Total Shop N Kart Coupon Food	52,697.27	
Total *Food Purchases		224,533.55
Depreciation Expense		8,000.04
Insurance Expense		
Liability Insurance	7,836.00	
Workers Comp Expense	4,120.14	
Total Insurance Expense		11,956.14
Licenses & Permits		100.00
Office Expenses		
Bank Service Charges	921.36	
Office Supplies & Expense	2,941.01	
Postage	951.78	
Printing Expense	1,060.68	
Technology/Computer related	2,384.42	
Total Office Expenses		8,259.25
Other Expenses		
Advertising/Marketing		
50th Celebration	9,475.66	
Marketing Expense	670.09	
Rebranding	2,238.83	
Advertising/Marketing - Other	2,766.63	
Total Advertising/Marketing	15,151.21	

Ashland Emergency Food Bank
Profit & Loss
January through December 2023

	Jan - Dec 23
Building R&M	12,559.70
Cleaning & Janitorial	6,252.89
Corporation Fees & Taxes	399.00
Dues & Subscriptions	1,460.02
Garden Expense	641.10
General Repair & Maintenance	5,336.21
Security	2,660.35
Telephone	72.99
Total Other Expenses	44,533.47
Payroll Expenses	
Benefits	1,983.99
Employer Payroll Tax Expenses	
Federal Unemployment Exp.	0.00
OR WBF Tax	50.24
Oregon Unemployement Company	760.18
Social Security & Medicare Exp.	9,547.35
Employer Payroll Tax Expenses - Other	38.30
Total Employer Payroll Tax Expenses	10,396.07
Grant Wages/Salary	6,612.00
Wages/Salary	118,189.95
Total Payroll Expenses	137,182.01
Professional Services	8,730.60
Utilities	17,386.86
Vehicle Expense	
Fuel	1,291.89
Total Vehicle Expense	1,291.89
Total Expense	461,973.81
Net Ordinary Income	-23,152.94
Net Income	**-23,152.94**

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: MAR 07 2006

Employer Identification Number:
93-1329669
DLN:
17053028754046
Contact Person:
EDWINA O PERKINS ID# 31229
Contact Telephone Number:
(877) 829-5500
Public Charity Status:
509(a)(2)

ASHLAND EMERGENCY FOOD BANK
1135 VILLAGE GREEN DR
ASHLAND, OR 97520-0000

Dear Applicant:

Our letter dated March 2002, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading.

Please keep this letter in your permanent records.

Sincerely yours,

Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Letter 1050 (DO/CG)

Ashland Emergency Food Bank

DBA: Ashland Community Food Bank

Tax ID 93-1329669

2024 Board of Directors

Name	Address	Phone	Email	Occupation
Stef Seffinger **President**	[redacted]	[redacted]	[redacted]	Ashland Parks and Recreation Commissioner; Former Ashland City Council
Andy Card **Vice President**	[redacted]	[redacted]	[redacted]	Small Business Owner
Ward Wilson **Treasurer**	[redacted]	[redacted]	[redacted]	Retired Banker & Business Executive
Richard Spencer **Secretary**	[redacted]	[redacted]	[redacted]	Retired - Marketing/Communication
Dan Zinder	[redacted]	[redacted]	[redacted]	Physician
Denise Deneaux	[redacted]	[redacted]	[redacted]	Retired Teacher and Executive Assistant
John Wallar	[redacted]	[redacted]	[redacted]	Business owner; facilities management
Juli DiChiro	[redacted]	[redacted]	[redacted]	Retired public school Educator/Administrator
Tim Robitz	[redacted]	[redacted]	[redacted]	SOU
Wanda Stroud	[redacted]	[redacted]	[redacted]	Retired, Administrative Lead Worker, Port of Entry

City of Ashland Social Service Grant Program

Application and Forms

2024 - 2025

ORGANIZATION LEGAL NAME: Ashland Food Angels
DATE: 10 January 2024
OTHER NAMES ORGANIZATION KNOWN BY (DBA) (n/a)
ADDRESS
472 Walker Avenue, Ashland,Oregon 97520
Street City State Zip
FEDERAL EMPLOYER ID NUMBER (FEIN) 46-1264359
PROGRAM/PROJECT TITLE: Ashland Food Angels

See MEMO for important information on goals and priorities for Ashland.
On which strategic priority does your program focus?
Help for unhoused and those with food insecurities

AMOUNT REQUESTED from this funder for this program/project
2024-2025 - **$20,000**
GRANT CONTACT (If other than Executive Director listed below)
EXECUTIVE DIRECTOR INFORMATION
Name Pamala Joy
Telephone 541-482-5330
E-mail ashlandfoodangels@gmail.com

CERTIFICATION

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

Signature of Board President _____
Type Name Becky (Rebecca) Schilling

Signature of Executive Director/CEO Pamala Joy
Type Name Pamala Joy

1

SUMMARY INFORMATION

RECIPIENT AGENCY Ashland Food Angels
PROGRAM/PROJECT TITLE Ashland Food Angels
1. Program/project is: new __ established/continuing _x_ pilot __ If pilot, expected duration _____
2. Primary geographic location and population program funding will serve. (If funding awarded City of Ashland, will require tracking the number of city residents served for reporting purposes.

*Serving people in Ashland and Talent, Jackson County

3. What will this funding enable?
Funding will allow us to continue our program for another year, paying for costs of operating our vehicles, for space costs (rent, utilities, garbage), office costs (phone, internet, etc.) and insurance costs.

4. Number of volunteers this program/project will engage: 20
Number of paid program employees this program/project will engage: 0

5. Total number volunteer's agency utilizes: 20
Total number of paid agency employees: 0

6. Outline key strategies of the project/program with timeline and staff structure.

Volunteers collect food each morning from Shop N Kart and each evening from the Ashland Food Coop, and four days a week from Market of Choice. Food is sorted and boxed and delivered primarily to the Ashland Food Bank daily and to the Uncle Food's Meal program once a week. Small amounts go to the library (a satellite food distribution site) and to a children's group which meets at Science Works. This program operates every day, only closing on Christmas day. During the Farmers Market season, we collect food from Farmers at the end of the market.

STAFF: There are no paid staff members. The director works daily coordinating the work of other volunteers who work between two and eight hours per week. A Core Group of working volunteers meets monthly to plan strategies, problem solve and oversee the operation.

7. Use this space for comments, explanations, and exceptions to questions on this application that can't be included within the question format. You may also leave it blank.

Food Angels has been doing this work since 1995. Our general process has remained the same, in that we collect from stores, bakeries, markets and farmers and redistribute the food to those in need. Over the years the recipients have changed, due programs closing and the effect of COVID. Currently, it is most appropriate to donate to the Food Bank and the free meals program.

Food Angels also collects and gives away non-food items, such as warm clothing, bedding, housewares, etc. Distribution is through a variety of other organizations, including OHRA, Gospel Mission, the Boys and Girls club and other non-profits which support people in need.

AGENCY AND PROGRAM/PROJECT NARRATIVE

RECIPIENT AGENCY Ashland Food Angels

PROGRAM/PROJECT TITLE Ashland Food Angels

Answer all three narrative questions. Use only the space provided – place the question number and letter preceding each answer; the amount of space you allot for each response is your choice.

a. Description of organization (include inception date) and a mission statement, purpose(s) and how this program/project fits with your mission.

Our MISSION: to serve as a distribution channel for food and other resources to individuals and families in need in our community, specifically those with food insecurity because of low income or homelessness, and to reduce waste. We successfully accomplish our Mission by daily collection and redistribution of usable food, primarily fresh produce and perishable items, through the Ashland Food Bank and free food programs; by distributing needed clothing and useful items through local organizations that help those at-risk; by reducing both waste and the impact on local landfills as we annually gather and give away over a quarter million pounds of food, etc., keeping it from the waste system; and by helping build community as we connect donors and recipients, and facilitate communication between service organizations.

b. your organization's unique qualifications to accomplish your program outcomes?

Our 29 year history of doing this work qualifies us to be successful. In addition, a number of the volunteers, including the director, have faced homelessness and food insecurity in their past and some are in direct contact with people in the unhoused community.

c. What approach is your agency taking to serve clients and train staff on trauma informed care?

Although we have no specific training in trauma informed care, Food Angel volunteers are highly compassionate, dedicated and caring, many of them

working on this project for five years or more, several volunteering in other organizations that support low income or unhoused people. We stay in communication with leaders of the food bank and Uncle Food's to determine how best to serve them.

2. What: a. issues(s) is the project/program intended to impact,

The primary issue we address is food insecurity, while also reducing the amount of waste from food stores, and helping those in need find useful clothing, bedding and houseware.

b. strategy for change your program will be based on,

Our program is based on the motto: "May all be fed." We are striving to be part of a change toward sustainability which stops the waste of food and other useful things and allows these to be put in the hands of people who need them.

c. evidence that the project/program will be successful in the proposed setting

Our success over the past nearly three decades, as well as the dedication of our volunteers and the continual support of our community, all give evidence that our project will continue being successful.

d. what tool(s) will you use to measure outcomes?

Primarily we rely on verbal feedback from the organizations who receive the food we collect.

3. How would the community as a whole benefit if your program receives funding? (Include a description of collaborations and integration and the role program/project plays in the sector.)

There have been many positive responses from the community over the years, appreciating the work we do. Ashland benefits through our help in keeping food on the shelves of the Food Bank, which helps those individuals and families who are facing food insecurity. We supply most of the food for the community meal, Uncle Food's Diner, which is sponsored by Peace House. With funding, we will be able to continue our program without having to divert our time toward other fundraising. With food available to more people, the community as a whole is healthier, especially as much of the food we collect is nutritious produce.

GENERAL FINANCIAL INFORMATION

RECIPIENT AGENCY Ashland Food Angels
PROGRAM/PROJECT TITLE Ashland Food Angels
1. For most recently completed 990:
a. FISCAL YEAR July 1, 2022-June 30, 2023
b. Administration; 0
Fundraising expense: $ 0%
Administration; Fundraising (expressed as percent of total budget - also known as management and general, that portion of your expenses not dedicated solely to program or services), calculated directly from your IRS form 990. Part IX: Add Line 25 C (administrative cost total) and Line 25 D (fundraising cost total) and divide by Part IX, Line 25, Column A (total expenses).
c. Program expense $18,856.00
d. Total expenses:$18,856.00
e. Sources of revenue: Grants and donations

$ 0_____
$ 0_____

Memberships/ individual contributions $0%
Raised through fundraising activities $12,889.00 ?%
Government $0 0%

Foundations $7600.00 ?%
United Way $0__0%
Fees for Service $0__0%
Other (reimbursements, payments,
bequests, etc.)

$_____ _____%

f. Total revenue: $ 20,489.00
2. What is the highest level of financial reporting required by your funders?
Not required.
3. Briefly describe your sustainability outlook for the project/program in the future.
We see no reason that the Food Angels cannot continue, provided that we receive grants to sustain us. Stores now donating intend to continue, and most of the volunteers are committed to the program ongoingly.
4. a. Total organizational annual budget current ongoing fiscal year: $22,000
b. Total program/project budget current ongoing fiscal year: $22,000

5

ORGANIZATION BUDGET 2023-24*
PROJECT PERIOD July 1, 2023 to June 30, 2024(*If Applicable)
RECIPIENT AGENCY - Ashland Food Angels
REVENUE Pending

Commitments

Secured
Commitments

City of Medford Funds $ $. 0
City of Ashland Funds $ $ 20,000 (Pending)
Jackson County Funds $ $ 0

CDBG (identify) $ $ 0
Other State or Federal Funds $ $ 0
United Way Funds $ $ 0
Other Funds (identify) $ $ 2000.00
SUB TOTALS $ $ 22,000
TOTAL REVENUE (Pending; Secured) $ 22,000 (Pending)
EXPENDITURES
A. PERSONNEL SERVICES
Total Salaries $ 0
Total Benefits $ 0
TOTAL PERSONNEL SERVICES $0

B. MATERIALS; SERVICES: (please detail other major budget categories)
$7950.00 - rent
$1400.00 - utilities
$ 980.00 - office costs (phone, internet, registration costs, misc.
$ 2100.00 - insurance (vehicular, umbrella)
$ 9000,00 - transportation (gas, repairs, registration, etc.)
$ 500.00 - miscellaneous (grant writer, unexpected expenses, etc.)
TOTAL MATERIALS and SERVICES $ 21,930.00
C. CAPITAL OUTLAY (must constitute part or all of funded public service activity to be eligible expense)
Equipment $ 0
Furnishings $ 0
Other capital expenses /Identify: $ 0
TOTAL CAPITAL OUTLAY $ 0
TOTAL EXPENDITURES (Sum of A, B & C) $ 21,930.00
PROGRAM BUDGET 2024-25*
PROJECT PERIOD July 1, 2024 to June 30, 2025 (*If Applicable)

6
RECIPIENT AGENCY Ashland Food Angels
REVENUE Pending

Commitments and Secured Commitments

City of Medford Funds $ 0
City of Ashland Funds $ 20,000.00 (pending)
Jackson County Funds $ 0
CDBG (identify) $ 0
Other State or Federal Funds $ 0
United Way Funds $ 0
Other Funds (identify) $ 2000.00 (donations - pending)
SUB TOTALS $ 22,000.00
TOTAL REVENUE (Pending; Secured) $ 22,000.00

EXPENDITURES
A. PERSONNEL SERVICES
Total Salaries $ 0
Total Benefits $ 0
TOTAL PERSONNEL SERVICES $0
B. MATERIALS & SERVICES: (please detail other major budget categories)
$ 7950.00 - rent
$1400.00 - utilities
$ 980.00 - office (phone, internet, registration costs, etc.)
$ 2100.00 - insurance (vehicular, umbrella)
$ 9000.00 - transportation (gas, repairs, registration, new parts, etc.)
$ 500.00 - miscellaneous (grant writer, unexpected expenses, etc.)
TOTAL MATERIALS and SERVICES $21,930.00

C. CAPITAL OUTLAY (must constitute part or all of funded public service activity to be eligible expense)
Equipment $ 0
Furnishings $ 0
Other capital expenses /Identify: $ 0
TOTAL CAPITAL OUTLAY $ 0
TOTAL EXPENDITURES (Sum of A, B and; C) $ 21,930.00

CURRENT MEMBER/CLIENT DEMOGRAPHIC PROFILE
(Use absolute numbers only – no percentages.)

RECIPIENT AGENCY Ashland Food Angels
PROGRAM/PROJECT TITLE Ashland Food Angels

I.

II.

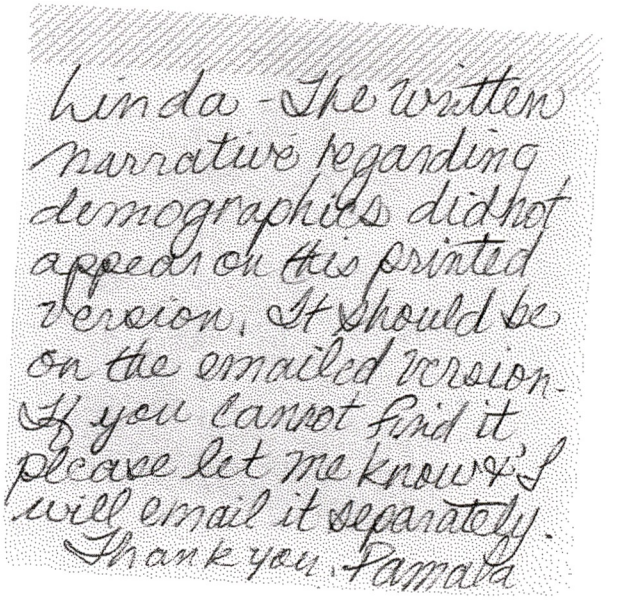
Whole Program # Ashland Gender

_____ _____
_____ _____
_____ _____

_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____

Age*
Female
Male
Other

Totals
0 to 5
6 to 12
13 to 17
18 to 30
31 to 40
41 to 50
51 to 61
62 +
Unknown
Total



*at point of entry for service

IV. Race/Ethnicity

#Whole Program Ethnicity
#Hispanic/Latino* Ashland
White _____ _____ _____
Black/African American _____ _____ _____
American Indian/Alaskan Native _____ _____ _____
Native Hawaiian/other Pacific Islander _____ _____
American Indian/Alaskan Native and White _____ _____
Black/African American and White American
Indian/Alaskan Native and Black/African American _____
Other Multi Racial _____ _____ _____
Other _____ _____ _____
Totals _____ _____ _____
Ethnicity is a portion of each Race category listed and will likely not match the total demographic served – it would only match if
100% of your clients identify as Hispanic/Latino.
8

Agency Board Profile
RECIPIENT AGENCY Ashland Food Angels

PROGRAM/PROJECT TITLE Ashland Food Angels

1. Number of board members required in bylaws?

Minimum 3 Maximum 20

2. Number of board members currently active?

Voting 5

Vacancies 0

3. Average percentage board meeting attendance (over last completed year): 90%

4. Percent of board in attendance required for a quorum: 75%

5. List various board, advisory and ad hoc committees and the number of people on each.

Committee Number of Members

We have no committees

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

Race/Ethnicity

Number	Ethnicity
	Identifying Hispanic/Latino*
	White 5
	Black/African American 0
	American Indian/Alaskan Native 0
	Native Hawaiian/other Pacific Islander 0
	American Indian/Alaskan Native and White 0
	Black/African American and White 0
	American Indian/Alaskan Native and Black/African American 0
	Other Multi Racial 0
	Other 0
	Totals 5

* Fill out this column pertaining to board Ethnicity is a portion of each Race category listed. It will verylikely not match the total board category – it would only match if 100% of your board identifies asHispanic/Latino.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUL 03 2014

ASHLAND FOOD ANGELS
C/O PAMALA JOY
472 WALKER AVE
ASHLAND, OR 97520

Employer Identification Number:
46-1264359
DLN:
17053091314003
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
September 17,2012
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Tamera Ripperda

Director, Exempt Organizations

Letter 947

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUL 03 2014

ASHLAND FOOD ANGELS
C/O PAMALA JOY
472 WALKER AVE
ASHLAND, OR 97520

Employer Identification Number:
46-1264359
DLN:
17053091314003
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
September 17,2012
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

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Sincerely,

Tamera Ripperda

Director, Exempt Organizations

Letter 947

ASHLAND FOOD ANGELS BOARD MEMBERS - JANUARY 2024

PAMALA JOY, DIRECTOR

[redacted]

Affiliations: N/A

BECKY SCHILLING, PRESIDENT

[redacted]

Affiliations: N/A

ANDRE ANGERMANN, SECRETARY

[redacted]

Affiliations: N/A

ANCIENT ALEXIS HATFIELD, BOARD MEMBER

[redacted]

Affiliations: N/A

SCOTT REEDER, BOARD MEMBER

[redacted]

[redacted]

Affiliations: N/A

COMMUNITY WORKS

Domestic Violence · Sexual Abuse · Sex Trafficking
RESOURCE CENTER

2594 E. Barnett Road Suite C Medford, OR 97504

January 30, 2024

Linda Reid
City of Ashland
20 East Main Street
Ashland, OR 97520

Dear Linda:

Community Works Advocacy Services is seeking $20,000 in financial assistance from the City of Ashland, Social Services funding, for a portion of the budget for the Dunn House Shelter.

Attached in in this application is the following:

- Agency Application
- Agency Board Roster
- Copy of 501 (c)(3) IRS Tax Exemption Letter
- Agency Financial Statement

Thank you and the City of Ashland for your consideration of our request.

Sincerely,

Barbara Johnson
Executive Director

Community Works is here to bring
HOPE, SUPPORT, and EMPOWERMENT
to those impacted by violence.

City of Ashland Social Service Grant Program

Application and Forms

CITY OF ASHLAND

2024 - 2025

ORGANIZATION LEGAL NAME: Community Works, Inc. **DATE:** 1/19/24

OTHER NAMES ORGANIZATION KNOWN BY (DBA) _____

ADDRESS 2594 E. Barnett Rd., St. C Medford, OR 97504
Street City State Zip

FEDERAL EMPLOYER ID NUMBER (FEIN) 93-0633804

PROGRAM/PROJECT TITLE: Dunn House Shelter

See MEMO for important information on goals and priorities for Ashland.

Which strategic priority does your program focus? Assistance to obtain and/or maintain housing

AMOUNT REQUESTED from this funder for this program/project 2024-2025 $ $20,000.00

GRANT CONTACT (If other than Executive Director listed below)

Name _____

Telephone _____ **E-mail** _____

EXECUTIVE DIRECTOR INFORMATION

Name Barbara Johnson

Telephone 541-779-2393 x202 **E-mail** bjohnson@community-works.org

CERTIFICATION

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

Signature of Board President

Kevin Sanders
Type Name

Signature of Executive Director/CEO

Barbara Johnson
Type Name

SUMMARY INFORMATION

RECIPIENT AGENCY Community Works
PROGRAM/PROJECT TITLE Dunn House Shelter

1. **Program/project is: new ___ established/continuing X pilot ___ If pilot, expected duration _____**

2. Primary geographic location and population program funding will serve. (*If funding awarded City of Ashland, will require tracking the number of city residents served for reporting purposes.*

The primary geographic location served by the Dunn House Shelter is Jackson County, Oregon. The population served is victims/survivors who are homeless or near homeless due to domestic violence, sexual assault, stalking, and/or human trafficking. The Dunn House Shelter is the only shelter for those fleeing violence in Jackson County, Oregon. Both individuals and those with children are served.

3. What will this funding enable?

Dunn House Shelter is the only emergency shelter for those fleeing violence in Jackson County. It is staffed 24/7 by Community Works staff, all of whom are Certified Advocates with expertise in providing trauma-informed supportive services for this population. Certified Advocates provide support in moving victims/survivors from shelter housing and crisis to long-term housing, so they do not have to choose between abuse and homelessness. This funding will allow victims/survivors to be safe and access long-term housing, so they are not homeless or abused.

4. Number of volunteers this program/project will engage: 15

   Number of paid program employees this program/project will engage: 10

5. Total number volunteer's agency utilizes: 50

   Total number of paid agency employees: 40

6. Outline key strategies of the project/program with timeline and staff structure.

The Dunn House Shelter is a 30-day residential shelter for victims/survivors fleeing domestic violence, sexual assault, stalking, and/or trafficking. We provide supportive services, as well as advocacy, to get people into long-term, safe, sustainable housing. To provide supportive services, our strategies include trauma-informed crisis intervention, providing basic needs, empathic listening, dynamic safety planning, goal setting, and action planning. To provide support in moving into housing our strategies include emergency shelter housing, each resident meeting with a housing advocate, completing a housing assessment, working with the advocate to reduce barriers, providing financial assistance as needed for move-in costs, life skills, and providing basic needs for their home. Once housed, the housing advocate continues to meet with their client and provide life skills and support so they can stay housed.
Twenty percent of our staff are bilingual-bicultural, and services are provided in the language the survivor speaks.

7. Use this space for comments, explanations, and exceptions to questions on this application that can't be included within the question format. You may also leave it blank.

The Dunn House Shelter is more than a temporary shelter. It is the first step in housing, and it provides the immediate respite and support someone needs so they can then work towards long-term housing.

In addition to our Dunn House Shelter and emergency crisis line, our agency has staff embedded and stationed full-time in DHS, the courthouse, law enforcement, Community Justice, and Rogue Community College. This allows us to provide wraparound, supportive services, and help survivors navigate systems that can help them gain income and stay safe. We also have our own transitional housing and are building more so survivors have dedicated housing for them coupled with the expert supportive services needed to secure and maintain long-term housing. These pieces work together so we can provide comprehensive, wraparound services for the people we serve. Each year we serve 2,000 people in person and 7,000 people on our 24/7 crisis line.

AGENCY AND PROGRAM/PROJECT NARRATIVE

RECIPIENT AGENCY Community Works

PROGRAM/PROJECT TITLE Dunn House Shelter

*Answer all three narrative questions. Use **only the space provided – place the question number and letter preceding each answer;** the amount of space you allot for each response is your choice.*

Description of organization (include inception date) and

a. **mission statement, purpose(s) and how this program/project fits with your mission.**
b. **your organization's unique qualifications to accomplish your program outcomes?**
c. **what approach is your agency taking to serve clients and train staff on trauma informed care?**

2. **What:**
   a. **issues(s) is the project/program intended to impact,**
   b. **strategy for change your program will be based on,**
   c. **evidence that the project/program will be successful in the proposed setting, and**
   d. **what tool(s) will you use to measure outcomes?**

3. **How would the community as a whole benefit if your program receives funding? (Include a description of collaborations and integration and the role program/project plays in the sector.)**

ı. Community Works was formed in 1996 as a merger among three different social service agencies that had been providing support i
ır community since the 1970's. Our mission is to "provide hope, support, and empowerment to those impacted by violence." Our
ırpose is to provide shelter, housing, and supportive services to anyone homeless or near homeless due to domestic violence, sexual
sault, stalking, and/or human trafficking. This program, Dunn House Shelter, provides immediate housing for victims of violence.
Community Works is the only agency in Jackson County supporting people who are homeless or near homeless due to domestic or
xual violence, stalking, and human trafficking. Our essential 24/7 services have been in this community for over 5 decades. Dunn
ouse Shelter is staffed with Certified Advocates 24/7 with expertise and certification to serve this population and provide on-site safet
anning and housing advocacy. We have been certified by the DOJ and designated by the Oregon Coalition Against Domestic and
xual Violence, DHS, the D.A.'s office, and law enforcement to be the provider in our community doing this work.
All Community Works staff must become Certified Advocates through a prescribed training by the Oregon Coalition Against
omestic and Sexual Violence and DHS. This includes trauma-informed care, anti-oppression, and cultural responsiveness.
dvocates provide expertise to the complex trauma victims have experienced, comprehensive safety planning, and action planning.

ı. 1 in 3 Oregon women have experienced intimate partner violence; half have been sexually assaulted, some of the highest rates in the
ıtion. Up to 57% of homeless women report domestic violence was the immediate cause of their homelessness. 38% of all domestic
olence victims become homeless at some point in their lives. Since 2011, Oregon affordable rental units have decreased by 45%.
regon has the second highest rate of unsheltered houseless people. Prior to the 2020 fires, there was a shortage of 5,380 affordable
ɔusing units to meet the need of the community. Victims of domestic violence experience economic abuse 94-99% of the time. 50% c
xual assault victims lose their jobs. 80% of stalking victims lose income. For sex trafficking victims, the money acquired when they
e forced to sell their bodies is never their own.
Low barrier, affordable, safe housing combined with supportive advocacy services is the key to ensuring victims will become and sta
ɔused. Dunn House Shelter is low barrier and ensures victims fleeing are rapidly rehoused so they can be safe. There are no
ɔcumentation or income requirements, residents do not have to be free of drugs and alcohol, and all genders are welcome. Our Shelter
ın be accessed 24/7 through our HelpLine crisis line. While at Shelter, residents meet with Certified Advocates from our Housing
ervices team. This team is dedicated to ensuring all victims can be housed long-term. They meet with victims to learn their
dividualized needs, goals, and barriers. Then, they support victims in navigating the affordable housing market.
To maintain housing, supportive services are key. The United States Interagency Council on Homelessness and The
orporation for Supportive Housing describes that ongoing, supportive, wraparound supports help people stay housed. The
w Executive Order housing dollars are helping victims move from homelessness to stable housing. Our agency is exceeding
ɔals and timeline of the Executive Order, moving an additional 25% of people from Shelter to stable housing in last 6 months.
Dunn House Shelter maintains a 100% occupancy. To measure success, we consider the number of meals served, nights stayed,
ımber of support and education groups, safety plans, and percent moved into housing. We track all services we provide to residents.
lients' satisfaction and their feelings of safety are assessed through client feedback forms which is important to improve services.

The community will benefit because domestic and sexual violence is very costly for health care, law enforcement, and employers.
ırvivors need ongoing navigation through complex systems and education of resources and services, which can feel overwhelming
ter leaving a crisis and when someone is in trauma. We focus on the whole person and work with community partners such as law
ıforcement, health care, DHS, OHRA, and Continuum of Care. These collaborations allow our partners to center on their specific

GENERAL FINANCIAL INFORMATION

RECIPIENT AGENCY Community Works
PROGRAM/PROJECT TITLE Dunn House Shelter

1. For most **recently completed** 990:

a. FISCAL YEAR (mm/yyyy – mm/yyyy): 07/2021-06/2022 b. Administration & Fundraising expense: $ 267,609 10 %

Administration & Fundraising (expressed as percent of total budget - also known as management and general, that portion of your expenses not dedicated solely to program or services), calculated directly from your IRS form 990. Part IX: Add Line 25 C (administrative cost total) and Line 25 D (fundraising cost total) and divide by Part IX, Line 25, Column A (total expenses).

c. Program expense $ 2,320,605

d. **Total expenses**: **$** 2,588,214

e. Sources of **revenue**:

Memberships/ individual contributions	$ 515,160	12 %
Raised through fundraising activities	$ 275,000	6 %
Government	$ 1,878,633	47 %
Foundations	$ 1,277,163	32 %
United Way	$ 13,160	3 %
Fees for Service	$ 0	0 %
Other (reimbursements, payments, bequests, etc.)	$ 0	0 %

f. **Total revenue**: **$** 3,959,116

2. What is the highest level of financial reporting required by your funders?

Community Works is required to have a single audit, due to the federal funding amount received.

3. Briefly describe your sustainability outlook for the project/program in the future.

Community Works' Dunn House Shelter's outlook for sustainability is excellent. Non-competitive state and federal dollars are designated by the Department of Justice for our sheltering services every year.

We are building a transitional living facility on Dunn House property, and we have raised 100% of the funding. This apartment complex – Mary's Haven - will be complete Spring 2024 for victims and will be coupled with on-site advocacy. This $2.1 million capital campaign demonstrates our community is committed to supporting victims/survivors at the Dunn House Shelter. Because of the success of this first campaign, we have already begun raising funds for the second facility, and we have secured the land.

4. a. Total organizational annual budget **current ongoing** fiscal year: $3,949,523

b. Total program/project budget current ongoing fiscal year: $1,173,435

ORGANIZATION BUDGET 2023-24*

PROJECT PERIOD July 1, **2023** to June 30, **2024**(*If Applicable)

RECIPIENT AGENCY Community Works

REVENUE	Pending Commitments	Secured Commitments
City of Medford Funds	$	$ 70,000
City of Ashland Funds	$	$ 0
Jackson County Funds	$	$ 126,059
CDBG (identify)	$	$ 0
Other State or Federal Funds	$	$ 2,721,846
United Way Funds	$	$ 13,160
Other Funds (identify) Foundation, Donors	$	$ 1,297,641
SUB TOTALS		$ 4,228,706
TOTAL REVENUE (Pending & Secured)		**$ 4,228,706**

EXPENDITURES	
A.PERSONNEL SERVICES	
Total Salaries	$ 2,080,550
Total Benefits	$ 309,344
TOTAL PERSONNEL SERVICES	**$ 2,389,894**
B.MATERIALS & SERVICES: (please detail other major budget categories)	
Travel & Training	$ 35,499
Groceries, Supplies, and Client	$ 534,949
Contractual, Insurance, Professional	$ 194,500
Facilities	$ 241,199
Other Expenses	$ 34,009
Administrative Allocation	$ 458,473
TOTAL MATERIALS & SERVICES	**$ 1,498,629**
C.CAPITAL OUTLAY (must constitute part or all of funded public service activity to be eligible expense)	
Equipment	$
Furnishings	$
Other capital expenses /Identify:	$ 61,000
TOTAL CAPITAL OUTLAY	**$ 61,000**
TOTAL EXPENDITURES (Sum of A, B & C)	**$ 3,949,523**

PROGRAM BUDGET 2024-25*

PROJECT PERIOD July 1, **2024** to June 30, **2025 (*If Applicable)**

RECIPIENT AGENCY Community Works

REVENUE	Pending Commitments	Secured Commitments
City of Medford Funds	$ 20,000	$
City of Ashland Funds	$ 20,000	$
Jackson County Funds	$10.,000	$
CDBG (identify)	$	$
Other State or Federal Funds	$	$ 862,882
United Way Funds	$ 13,160	$
Other Funds (identify)Foundation & Donor Contribution	$	$ 282,545
SUB TOTALS	$63,160	$1,145,427
TOTAL REVENUE (Pending & Secured)		**$1,208,587**
EXPENDITURES		
A.PERSONNEL SERVICES		
Total Salaries		$ 724,066
Total Benefits		$ 125,571
TOTAL PERSONNEL SERVICES		**$849,637**
B.MATERIALS & SERVICES: (please detail other major budget categories)		
Travel & Training		$ 11,330
Groceries, Supplies, and Client Assistance		$ 45,134
Contractual, Insurance, and Professional Services		$ 31,106
Facilities		$ 78,515
Other Expenses		$ 19,416
Administrative Allocation		$ 173,449
TOTAL MATERIALS & SERVICES		**$ 358,950**
C.CAPITAL OUTLAY (must constitute part or all of funded public service activity to be eligible expense)		
Equipment		$
Furnishings		$
Other capital expenses /Identify:		$
TOTAL CAPITAL OUTLAY		**$** 0
TOTAL EXPENDITURES (Sum of A, B & C)		**$ 1,208,587**

CURRENT MEMBER/CLIENT DEMOGRAPHIC PROFILE

(Use absolute numbers only – no percentages.)

RECIPIENT AGENCY Community Works

PROGRAM/PROJECT TITLE Dunn House Shelter

I.

II.

		# Whole Program	*# Ashland*
Gender			
Age*	Female	118	12
	Male	28	4
	Other		6
	Totals	146	16
	0 to 5	21	8
	6 to 12	23	2
	13 to 17	2	1
	18 to 30	30	3
	31 to 40	36	3
	41 to 50	19	
	51 to 61	11	
	62 +	4	
	Unknown		
	Total	146	16

*at point of entry for service

IV. Race/Ethnicity

	#Whole Program	*Ethnicity Hispanic/Latino**	*# Ashland*
White	109	33	9
Black/African American	3		
American Indian/Alaskan Native	9		
Native Hawaiian/other Pacific Islander	1		
American Indian/Alaskan Native and White			
Black/African American and White American Indian/Alaskan Native and Black/African American			
Other Multi Racial	16		2
Other	8		5
Totals	146		**16**

Ethnicity is a portion of each Race category listed and will likely not match the total demographic served – it would only match if 100% of your clients identify as Hispanic/Latino.

Agency Board Profile

RECIPIENT AGENCY Community Works

PROGRAM/PROJECT TITLE Dunn House Shelter

1. **Number of board members required in bylaws?** **Minimum** 9 **Maximum** 17
2. **Number of board members currently active?** **# Voting** 13 **Vacancies** 0
3. **Average percentage board meeting attendance (over last completed year):** 90 **%**
4. **Percent of board in attendance required for a quorum:** 50 **%**
5. **List various board, advisory and ad hoc committees and the number of people on each.**

Committee	*Number of Members*
Executive Committee	5
Business Committee	5
Development Committee	11

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

Race/Ethnicity

	Number Identifying	*Ethnicity Hispanic/Latino**
White	11	
Black/African American		
American Indian/Alaskan Native		
Native Hawaiian/other Pacific Islander		
American Indian/Alaskan Native and White		
Black/African American and White		
American Indian/Alaskan Native and Black/African American		
Other Multi Racial		
Other	2	1
Totals	**13**	**1**

* *Fill out this column pertaining to board Ethnicity is a portion of each Race category listed. It will very likely not match the total board category – it would only match if 100% of your board identifies as Hispanic/Latino.*

COMMUNITY WORKS
Domestic Violence · Sexual Abuse · Sex Trafficking
RESOURCE CENTER

2594 E. Barnett Rd - C
Medford, OR 97504
(541) 779-2393
(541) 779-3317 FAX

Barbara Johnson
541-821-8582

ROSTER
Board of Directors
FY 2023-2024

MEMBER NAME	ADDRESS/PHONE	TERM/COMMITTEE(S)
Kevin Sanders (Terry) **BOARD CHAIR** Operations Manager Corey Robbins Painting Company	[redacted]	**1st Term:** 5/25/2016-06/30/2019 **2nd Term:** 7/1/19-06/30/22 **Bylaw Extension:** 7/1/22-06/3025 **Committees:** Development, Executive **Skills:** Building and painting
Debbie McQueen (Bob) **BOARD VICE CHAIR &** **DEVLOPMENT CHAIR** **Retired Health Care**	[redacted]	**1st Term:** 07/01/19-06/30/22 **2nd Term:** 07/01/22-06/30/25 **Committees:** Development, Executive **Skills:** Healthcare profession
Jeff Welder (Alicia) **TREASURER** Ophthalmologist	[redacted]	**1st Term:**7/01/19-6/30/22 **2nd Term:** 07/01/22-06/30/25 **Committees:** Development, Business **Skills:** Business Management
Cathy Fultineer (Rod McLeod) Consulting Chief Marketing Officer **SECRETARY**	[redacted]	**1st Term:** 07/01/20-06/30/23 **2nd Term:** 07/01/23-06/30/26 **Committees:** Development, Executive **Skills:** Business, marketing
Keyan Botsford Orthodontist/Business Owner Botsford Family Orthodontics	[redacted]	**1st Term:** 2/01/23-6/30/26 **2nd Term:** **Committees:** Development **Skills:** Networking, community connections
Jacquelyn Bunick Attorney Jarvis, Dryer, Gilatte, & Larsen, LLP	[redacted]	**1st Term:**1/08/20-6/30/23 **2nd Term:** 07/01/23-6/30/26 **Committees:** Development **Skills:** Legal
Jessica Cleeton (David) Commercial Account Manager	[redacted]	**1st Term:** 9/01/19-06/30/22 **2nd Term:** 07/01/22-06/30/25 **Committees:** Development, Executive **Skills:** Business, fundraising
Doug Diehl (Patti) Doctor & Medical Administrator Retired	[redacted]	**1st Term**: 11/4/2020 – 06/30/2023 **2nd Term:** 07/01/23-06/30/26 **Committees:** Business **Skills:** Healthcare professional

Vanessa Espino Victim Advocate District Attorney Office	[redacted]	**1st Term**: 10/01/22 – 06/30/2024 **2nd Term:** **Committees:** Business **Skills:** Advocacy, Customer Service
Brent Hackwell (Danielle) Chief Operating Officer KOGAP	[redacted]	**1st Term:** 02/01/21-06/30/24 **2nd Term:** **Committees:** Development **Skills:** Business and Construction
Holly Nickerson (Joel) VP of Quality and Patient Safety Asante	[redacted]	**1st Term:** 09/01/22-06/30/25 **2nd Term:** **Committees:** **Skills:** Healthcare, fundraising organization process improvement
Leslie Rogers (Dan) Clinical Operations Manager, Intensive Care & Respiratory Therapy Providence	[redacted]	**1st Term:** 09/01/22-06/30/25 **2nd Term:** **Committees:** **Skills:** Healthcare and fundraising
Sara Shaw (Daniel)	[redacted]	**1st Term:** 06/01/23-06/30/26 **2nd Term:** **Committees:** Development **Skills:** Development and fundraising

Internal Revenue Service

District
Director

Department of the Treasury

300 N. Los Angeles Street, MS 7043
Los Angeles, CA 90012

COMMUNITY WORKS, INC.
900 E MAIN STREET
MEDFORD, OR 97504-7136

Person to Contact:
L BARRAGAN
Telephone Number:
(213) 894-2336
Refer Reply to:
EO(0407)98
Date:
APRIL 15, 1998
EIN: 93-0633804

Dear Taxpayer:

This letter is in response to your request for a copy of the determination letter for the above named organization.

Our records indicate this organization was recognized to be exempt from Federal Income Tax in FEBRUARY 1982 as described in Internal Revenue Code Section 501(c)(3). It is further classified as an organization that is not a private foundation as defined in Section 509(a) of the Code, because it is an organization described in Section 170(b)(1)(A)(vi).

The exempt status for the determination letter issued in FEBRUARY 1982 continues to be in effect.

If you need further assistance, please contact our office at the above address or telephone number.

Sincerely,

L. Barragan

Disclosure Assistant

Community Works
Balance Sheet
Community Works - 2022/2023

	Jun-23	May-23	Jun-22
Assets			
Current Assets			
Cash	1,827,150	1,945,196	1,640,435
Investments	1,197,699	1,172,059	907,273
Accounts Receivables	259,455	207,948	295,507
Promises to Give - Beneficial Interest in Estate	0	0	291,413
Other Current Assets	12,203	8,641	26,080
Total Current Assets	3,296,507	3,333,844	3,160,708
Fixed Assets			
Land	53,208	53,208	53,208
Buildings	523,813	523,813	514,920
Equipment	64,670	64,670	64,670
Furniture & Fixtures	30,121	30,121	30,121
Construction in Progress	615,675	594,504	44,721
Accumulated Depreciation	(458,854)	(456,796)	(434,153)
Total Fixed Assets	828,633	809,520	273,488
Other Long Term Assets			
Endowment Fund Held in Perpetuity	5,000	5,000	5,000
ROU Assets - Operating Leases	294,857	0	0
Total Other Long Term Assets	299,857	5,000	5,000
Total Assets	4,424,998	4,148,364	3,439,195
Liabilities & Fund Balance			
Current Liabilities			
Accounts Payable	79,775	130,977	23,910
Payroll Liabilities	101,031	115,506	100,894
Deferred Revenues	652,312	668,957	312,752
ROU Current Liabilities - Operating Leases	65,699	0	0
Other Current Liabilities	0	(1,191)	0
Total Current Liabilities	898,817	914,248	437,556
Long Term Liabilities			
ROU Long-Term Liabilities - Operating Leases	232,293	0	0
Straight Line Rent	0	853	853
Total Long Term Liabilities	232,293	853	853
Fund Balance			
Fund Balance	3,293,888	3,233,263	3,000,787
Total Fund Balance	3,293,888	3,233,263	3,000,787
Total Liabilities & Fund Balance	4,424,998	4,148,364	3,439,195

Community Works
Income Statement
Community Works - 2022/2023

	Agency Jul 22 - Jun 23	2022/2023 Budget	% of Budget	FYE 2021/2022
Revenue				
Government Revenue	2,333,087	2,258,025	103%	1,878,633
Foundation Revenue	219,059	215,733	102%	1,290,323
Development Revenue	575,375	437,000	132%	790,162
Misc. Revenue	1,753			11,120
Total Revenue	3,129,274	2,910,758	108%	3,970,238
Expenses				
Personnel	1,720,546	1,638,109	105%	1,515,576
Fringe Benefits	268,032	291,577	92%	245,823
Travel & Training	26,531	30,507	87%	21,394
Equipment	14,667	16,018	92%	15,492
Supplies	39,190	25,844	152%	22,017
Groceries	9,645	9,600	100%	10,618
Contractual	9,265	13,509	69%	9,299
Client Assistance	279,546	266,383	105%	270,878
Facilities	142,355	131,381	108%	124,647
Facilities - ROU Operating Lease Adjustments	(3,135)			
Insurance	24,163	19,836	122%	20,184
Professional Services	218,246	185,000	118%	196,287
Other Expenses	95,547	71,000	135%	102,019
Admin Allocation		597		237
Total Expenses	2,850,868	2,699,362	106%	2,554,471
Net Operating Income	278,405	211,396	132%	1,415,767
Other Income and Expenses				
Depreciation Expense	(24,701)	(20,600)	120%	(32,975)
Investment Revenue	(44,568)			19,914
Bank & Investment Fees	(17,302)	(8,300)	208%	(14,345)
Other Income & Expenses	7,649			
Total Other Income and Expenses	10,213	(28,900)	(35)%	(67,234)
NET SURPLUS/(DEFICIT)	**288,619**	**182,496**	**158%**	**1,348,533**

Community Works
Balance Sheet
CWSO - 2022/2023

	Jun-23	May-23	Jun-22
Assets			
Current Assets			
Cash	2,186	820	1,068
Total Current Assets	2,186	820	1,068
Fixed Assets			
Buildings	580,903	580,903	573,903
Accumulated Depreciation	(76,202)	(74,917)	(58,862)
Total Fixed Assets	504,701	505,986	515,042
Total Assets	506,887	506,806	516,109
Liabilities & Fund Balance			
Current Liabilities			
Accounts Payable	0	1,200	0
Current Portion of LTD	10,533	10,043	0
Other Current Liabilities	0	2,465	0
Total Current Liabilities	10,533	13,708	0
Long Term Liabilities			
Long Term Debt	333,829	335,147	354,408
Total Long Term Liabilities	333,829	335,147	354,408
Fund Balance			
Fund Balance	162,525	157,951	161,701
Total Fund Balance	162,525	157,951	161,701
Total Liabilities & Fund Balance	506,887	506,806	516,109

Community Works
Income Statement
CWSO Inc - 2022/2023

	Jun-22	Jul 22 - Jun 23	FYE 2021/2022
Revenue			
Misc. Revenue	$2,465	$29,583	$29,461.32
Total Revenue	$2,465	$29,583	$29,461.32
Expenses			
Professional Services	$0	$2,319	$0.00
Other Expenses	$0	$4,381	$1,036.20
Total Expenses	$0	$6,700	$1,036.20
Net Operating Income	$2,465	$22,882	$28,425.12
Other Income and Expenses			
Interest Expense	($1,537)	($18,336)	($20,358.92)
Depreciation Expense	($1,285)	($15,415)	($7,357.40)
Total Other Income and Expenses	($2,821)	($33,752)	($27,716.32)
NET SURPLUS/(DEFICIT)	**($356)**	**($10,869)**	**$708.80**

Community Works
Balance Sheet
10th Street Apartments - 2022/2023

	Jun-23	May-23	Jun-22
Assets			
Current Assets			
Cash	131,793	119,941	90,126
Accounts Receivables	0	0	0
Other Current Assets	(150)	2,465	0
Total Current Assets	131,643	122,406	90,126
Fixed Assets			
Buildings	0	0	15,893
Accumulated Depreciation	175	175	(1,750)
Total Fixed Assets	175	175	14,143
Total Assets	131,818	122,581	104,268
Liabilities & Fund Balance			
Current Liabilities			
Accounts Payable	0	4,930	(720)
Other Current Liabilities	7,400	7,400	7,400
Total Current Liabilities	7,400	12,330	6,680
Fund Balance			
Fund Balance	124,418	110,250	97,588
Total Fund Balance	124,418	110,250	97,588
Total Liabilities & Fund Balance	131,818	122,581	104,268

Community Works
Income Statement
10th Street Apartments - 2022/2023

	Jun-23	Jul 22 - Jun 23	FYE 2021/2022
Revenue			
Client Assistance Rental Income	$8,410	$84,968	$78,368.00
Total Revenue	$8,410	$84,968	$78,368.00
Expenses			
Equipment	$0	$0	$909.74
Client Assistance	$70	$778	$712.00
Facilities	($6,731)	$38,810	$39,827.36
Insurance	$0	$1,800	$1,772.88
Professional Services	$0	$0	$200.00
Other Expenses	$0	$720	$0.00
Total Expenses	($6,661)	$42,108	$43,421.98
Net Operating Income	$15,071	$42,860	$34,946.02
Other Income and Expenses			
Depreciation Expense	$0	$0	($700.00)
Bank & Investment Fees	$0	$146	$0.00
Total Other Income and Expenses	$0	$146	($700.00)
NET SURPLUS/(DEFICIT)	**$15,071**	**$43,006**	**$34,246.02**

Community Works
Income Statement
Capital Campaign & Fundraising - 2022/2023

	Jun-23	Jul 22 - Jun 23	FYE 2021/2022
Revenue			
Foundation Revenue	$0	$20,000	$714,250.00
Development Revenue	$28,010	$318,265	$372,085.00
Total Revenue	$28,010	$338,265	$1,086,335.00
Expenses			
Travel & Training	$11	$141	$0.00
Equipment	$0	$96	$0.00
Supplies	$0	$1,294	$3,385.92
Professional Services	$1,050	$2,620	$0.00
Other Expenses	$0	$59,228	$56,098.24
Total Expenses	$1,061	$63,380	$59,484.16
Net Operating Income	$26,949	$274,885	$1,026,850.84
Other Income and Expenses			
Bank & Investment Fees	$0	$0	($10.00)
Total Other Income and Expenses	$0	$0	($10.00)
NET SURPLUS/(DEFICIT)	**$26,949**	**$274,885**	**$1,026,840.84**

City of Ashland Social Service Grant Program

Application and Forms

CITY OF ASHLAND

2024 - 2025

ORGANIZATION LEGAL NAME: Rogue Valley Council of Governments (RVCOG) **DATE:** 1/12/202

OTHER NAMES ORGANIZATION KNOWN BY (DBA) Food & Friends Senior Meals Program

ADDRESS 155 N 1st Street Central Point OR 97502

Street City State Zip

FEDERAL EMPLOYER ID NUMBER (FEIN) 93-0611406

PROGRAM/PROJECT TITLE: Food & Friends Senior Meals Program

See MEMO for important information on goals and priorities for Ashland.

Which strategic priority does your program focus? Assistance to obtain and/or maintain housing.

AMOUNT REQUESTED from this funder for this program/project 2024-2025 $ 12,000

GRANT CONTACT (If other than Executive Director listed below)

Name Jon Pfefferle

Telephone 541-734-9505 ext 4 **E-mail** jpfefferle@rvcog.org

EXECUTIVE DIRECTOR INFORMATION

Name Ann Marie Alfrey

Telephone 541-423-1334 **E-mail** amalfrey@rvcog.org

CERTIFICATION

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

Jody Hathaway Digitally signed by Jody Hathaway Date: 2024.01.25 14:27:58 -08'00'

Signature of Board President

Jody Hathaway, Board President

Type Name

Ann Marie Alfrey Digitally signed by Ann Marie Alfrey Date: 2024.01.25 14:15:50 -08'00'

Signature of Executive Director/CEO

Ann Marie Alfrey, Executive Director

Type Name

SUMMARY INFORMATION

RECIPIENT AGENCY Rogue Valley Council of Governments (RVCOG)
PROGRAM/PROJECT TITLE Food & Friends Senior Meals Program

1. **Program/project is: new** __ **established/continuing** X __ **pilot** __
   If pilot, expected duration _____

2. Primary geographic location and population program funding will serve. (*If funding awarded City of Ashland, will require tracking the number of city residents served for reporting purposes.*

   Our program provides nutritious meals to older adults 60+ living within the City of Ashland who might otherwise go hungry without the provision of our nutrition services. Our service population is considered high risk and vulnerable to malnutrition, loneliness, isolation, and depression.

3. What will this funding enable?

   City of Ashland grant funds will help support the Meals on Wheels (MOW) component of our program. Food & Friends lessens feelings of food insecurity by enabling older adults to receive home delivered meals on a donation basis. By providing meals to older adults living on low, fixed incomes we can help them avoid decisions to afford rent for housing over the cost of food. Meal services are accompanied with social connection, referrals to additional services, nutrition education, and an invaluable safety check, allowing older adults to remain independent in their own homes. Local support is critical as it help us leverage other funding and meet Federal funding match requirements.

4. Number of volunteers this program/project will engage: 454
   Number of paid program employees this program/project will engage: 9.925
5. Total number volunteer's agency utilizes: 479
   Total number of paid agency employees: 43.99 FTE
6. Outline key strategies of the project/program with timeline and staff structure.

   Food & Friends provides nutritious meals to older adults 60+ in Ashland, Mon-Fri, with frozen weekend meals available, if needed. We expect to serve approximately 14,000 home delivered meals in Ashland during FY 24-25, with homebound participants reporting improved nutritional health, increased safety, and decreased isolation. In-home assessments are completed with every new participant with reassessments every 6 months, allowing outreach staff to determine client needs and make appropriate referrals. Food & Friends program staff providing support for this project: Program Director, Analyst, Outreach Coordinator, Home Delivery Coordinator, Volunteer Coordinator, Office Specialist, Part-Time Meal Site Coordinator, and program volunteers (meal site help and home delivery drivers).

7. Use this space for comments, explanations, and exceptions to questions on this application that can't be included within the question format. You may also leave it blank.

   Our MOW program serves eligible homebound older adults on 4 delivery routes in Ashland (44 in Jackson County {JaCo}) who are unable to prepare meals due to illness, injury or disability and are at increased risk of malnutrition, isolation, and loneliness. In addition to hand delivering meals and providing social connection, our volunteers are a vital safety net between participants and other services. Volunteers report health/safety concerns to our office so assistance calls to family members or emergency services can be made, as appropriate. We also provide social dining opportunities at our dining locations throughout JaCo (6 total, including Ashland).

AGENCY AND PROGRAM/PROJECT NARRATIVE

RECIPIENT AGENCY Rogue Valley Council of Governments (RVCOG)

PROGRAM/PROJECT TITLE Food & Friends Senior Meals Program

*Answer all three narrative questions. Use **only the space provided – place the question number and letter preceding each answer;** the amount of space you allot for each response is your choice.*

Description of organization (include inception date) and

a. **mission statement, purpose(s) and how this program/project fits with your mission.**
b. **your organization's unique qualifications to accomplish your program outcomes?**
c. **what approach is your agency taking to serve clients and train staff on trauma informed care?**

2. **What:**
   a. **issues(s) is the project/program intended to impact,**
   b. **strategy for change your program will be based on,**
   c. **evidence that the project/program will be successful in the proposed setting, and**
   d. **what tool(s) will you use to measure outcomes?**

3. **How would the community as a whole benefit if your program receives funding? (Include a description of collaborations and integration and the role program/project plays in the sector.)**

1a. Together, we strive to cultivate an equitable approach to improving the health, wellbeing and independence of older adults and adults with disabilities through nutrition services, meaningful social connections, and opportunities for education. Food & Friends is key in efforts towards keeping older adults living safely and with dignity in their own homes. Often the meals, social contact, and vital safety check we provide are all that stand between an older adult and the need for costly institutional care.

1b. RVCOG is the federally designated Area Agency on Aging (AAA) and administrator of long-term care services for older adults and adults with disabilities in JaCo and Josephine County (JoCo). Since 2001, Food & Friends remains the only MOW program delivering meals with an accompanying safety check directly to homebound older adults in the region.

1c. RVCOG's AAA has adopted programs and integrated trauma-informed supports in our departments, both in direct services and structure. The AAA developed and set in motion a Service Equity Plan (2022) to address needs for advancement in service delivery and create policies and strategies to improve outcomes with program participants and staff. SAGECare training was completed in 2023 to gain cultural competency to better serve LGBTQ+ older adults in our communities.

2a. Issues: Food insecurity, malnutrition, isolation and loneliness in older adults and their impacts on physical and mental health; safety issues in the home; avoid/minimize costly hospitalization or institutional care; reduction in federal tax dollars spent on care. Ensuring the provision of meals, socialization and safety is often all it takes to afford older adults the ability to remain healthy and independent in their own homes.

2b. We promote the ability for older adults and adults with disabilities to live independently in their community by providing nutritionally balanced meals, social interactions to lessen the effects of isolation and loneliness, essential safety net checks and connections to additional services. Meal sites are available to those older adults who are able to attend, providing lunch in a socially interactive environment. Food & Friends operates the dining room in the Ashland Senior Center, and it is a hub for our MOW operation in Ashland.

Answers continue on next page.

2c. Good nutrition is basic to health and wellbeing. However, our program's daily interaction with hundreds of older adults illustrates that many are unable to provide this fundamental necessity alone. In FY22-23 we served 240,218 meals (14,489 in Ashland). Results from our 2023 annual survey of MOW participants indicates the following: 92% reported feeling less isolated due to the volunteers' visits; 89% felt safer knowing a volunteer would deliver to their home; 87% reported improved nutritional health; 85% reported that participating in the program improved their quality of life; 85% reported that participating in the program allowed them to remain independent; and 54% reported that our volunteers are often the only people they see in a given day.

2d. Number of meals/individuals served comes from database reports. We conduct annual surveys on participant satisfaction, improved nutritional health, decreases in isolation, and increases in overall safety. We provided pertinent health, safety and nutrition education articles, referrals to additional services and maintain a list of resources on our website in both English and Spanish.

3. In addition to supporting the ability for older adults to remain independent in their own homes, our program is more cost effective for the community when older adults can avoid institutional settings. The average cost of 1 day in the hospital is $3,724 and a day in a nursing home is $365. The average cost of 1 home delivered meal in Oregon is $13.06 ($9.39 for Food & Friends in 22/23). Too many of our aging neighbors suffer from poor nutrition, mobility loss and feelings of isolation. The effects of loneliness caused by isolation harm both individual health and the health of our communities. Our services increase positive physical and mental health outcomes in the older adults we serve while providing hundreds of volunteer opportunities for individuals (48 volunteers in Ashland donated 3,138 hours FY22-23), both of which contribute to the overall wellbeing of our communities. We have strong partnerships and collaborations with the Ashland Senior Center, ACCESS, Senior Services Office, Aging & People with Disabilities and Disability Services Office case management services, Adult Protective Services, hospitals, clinics, service organizations, retailers, and churches. Together with your support, we can create positive impacts that benefit the health and wellbeing of older adults and adults with disabilities while building connected communities.

GENERAL FINANCIAL INFORMATION

RECIPIENT AGENCY Rogue Valley Council of Governments (RVCOG)
PROGRAM/PROJECT TITLE Food & Friends Senior Meals Program

1. For most **recently completed** 990:

   a. FISCAL YEAR (mm/yyyy – mm/yyyy): 07/2022 - 06/2023 b. Administration & Fundraising expense: $ 317,544 14.0 %

Administration & Fundraising (expressed as percent of total budget - also known as management and general, that portion of your expenses not dedicated solely to program or services), calculated directly from your IRS form 990. Part IX: Add Line 25 C (administrative cost total) and Line 25 D (fundraising cost total) and divide by Part IX, Line 25, Column A (total expenses).

c. Program expense $ 1,950,627

d. **Total expenses**: **$** 2,268,171

e. Sources of **revenue**:

Memberships/ individual contributions	$ 0	0.00 %
Raised through fundraising activities	$ 5,855	0.26 %
Government	$ 1,382,941	60.96 %
Foundations	$ 2,100	0.09 %
United Way	$ 13,535	0.60 %
Fees for Service	$ 863,507	38.07 %
Other (reimbursements, payments, bequests, etc.)	$ 449	0.02 %

f. **Total revenue**: **$** 2,268,387

2. What is the highest level of financial reporting required by your funders?

   Federally mandated Single Audit as required by Title 2 US Code of Federal Regulations Part 200.

3. Briefly describe your sustainability outlook for the project/program in the future.

   We fundraise a year in advance to prevent crises from putting immediate hardship on our participants. The majority of our budgeted funding is Federal, which is as secure as Federal funding can be. Years of successful direct-mail fundraising has resulted in many dedicated donors and our ability to slowly and steadily build an emergency fund. We rely on the emergency fund to help close the funding gap in lean years. By utilizing a large volunteer base, our program is cost-effective.

4. a. Total organizational annual budget **current ongoing** fiscal year: 12,736,443

   b. Total program/project budget current ongoing fiscal year: 2,328,264

ORGANIZATION BUDGET 2024-25*

PROJECT PERIOD July 1, **2024** to June 30, **2025**(*If Applicable)

RECIPIENT AGENCY Rogue Valley Council of Governments (RVCOG)

REVENUE	Pending Commitments	Secured Commitments
City of Medford Funds	$ 10,000	$ 62,918
City of Ashland Funds	$ 8,000	$ 21,277
Jackson County Funds	$	$ 119.679
CDBG (identify)	$	$ 0
Other State or Federal Funds	$	$ 8,552,283
United Way Funds	$	$ 12,000
Other Funds (identify)	$	$ 3,533,419
SUB TOTALS	$ 18,000	$ 12,301,576
TOTAL REVENUE (Pending & Secured)		**$ 12,319,576**
EXPENDITURES		
A.PERSONNEL SERVICES		
Total Salaries		$ 2,672,801
Total Benefits		$ 1,984,686
TOTAL PERSONNEL SERVICES		**$ 4,657,487**
B.MATERIALS & SERVICES: (please detail other major budget categories)		
Materials & Services		$ 240,577
Purchased Services		$ 5,057,978
Indirect Services		$ 441,654
Internal Services		$ 1,074,323
Operating Contingency (MRMPO & RVMPO)		$ 641,444
Depreciation & Other Expenses		$ 106,113
TOTAL MATERIALS & SERVICES		**$ 7,562,089**
C.CAPITAL OUTLAY (must constitute part or all of funded public service activity to be eligible expense)		
Equipment		$ 0
Furnishings		$ 0
Other capital expenses /Identify: Vehicles		$ 100,000
TOTAL CAPITAL OUTLAY		**$ 100,000**
TOTAL EXPENDITURES (Sum of A, B & C)		**$ 12,319,576**

PROGRAM BUDGET 2024-25*

PROJECT PERIOD July 1, **2024** to June 30, **2025 (*If Applicable)**

RECIPIENT AGENCY Rogue Valley Council of Governments (RVCOG)

REVENUE	Pending Commitments	Secured Commitments
City of Medford Funds	$ 10,000	$ 0
City of Ashland Funds	$ 8,000	$ 0
Jackson County Funds	$	$ 20,770
CDBG (identify)	$	$ 0
Other State or Federal Funds	$	$ 2,520,088
United Way Funds	$	$ 12,000
Other Funds (identify)	$	$ 373,192
SUB TOTALS	$ 18,000	$ 2,926,050
TOTAL REVENUE (Pending & Secured)		**$ 2,944,050**
EXPENDITURES		
A.PERSONNEL SERVICES		
Total Salaries		$ 384,037
Total Benefits		$ 287,326
TOTAL PERSONNEL SERVICES		**$ 672,363**
B.MATERIALS & SERVICES: (please detail other major budget categories)		
Indirect & Interfund Services		$ 249,612
Transportation, Fleet & Mileage		$ 78,179
Material & Supplies		$ 17,812
Contracted Meal Services		$ 1,336,405
Other - Purchased Services		$ 375,151
Rents - Kitchen & Meal Sites		$ 115,528
TOTAL MATERIALS & SERVICES		**$ 2,172,687**
C.CAPITAL OUTLAY (must constitute part or all of funded public service activity to be eligible expense)		
Equipment		$ 0
Furnishings		$ 0
Other capital expenses /Identify: Vehicles		$ 100,000
TOTAL CAPITAL OUTLAY		**$ 100,000**
TOTAL EXPENDITURES (Sum of A, B & C)		**$2,944,050**

CURRENT MEMBER/CLIENT DEMOGRAPHIC PROFILE

(Use absolute numbers only – no percentages.)

RECIPIENT AGENCY Rogue Valley Council of Governments (RVCOG)

PROGRAM/PROJECT TITLE Food & Friends Senior Meals Program

I.

II.

		# Whole Program	*# Ashland*
Gender			
	Female	1,114	137
	Male	841	107
	Other	46	12
Totals		2,001	256

Age*		
0 to 5	0	0
6 to 12	0	0
13 to 17	0	0
18 to 30	0	0
31 to 40	5	0
41 to 50	21	6
51 to 61	93	2
62 +	1,853	233
Unknown	29	15
Total	2,001	256

***at point of entry for service**

IV. Race/Ethnicity

	#Whole Program	*Ethnicity Hispanic/Latino**	*# Ashland*
White	1,458		195
Black/African American	10		1
American Indian/Alaskan Native	45		4
Native Hawaiian/other Pacific Islander	8		1
American Indian/Alaskan Native and White			
Black/African American and White American			
Indian/Alaskan Native and Black/African American			
Other Multi Racial		45	4
Other	480		51
Totals	2,001	45	256

Ethnicity is a portion of each Race category listed and will likely not match the total demographic served – it would only match if 100% of your clients identify as Hispanic/Latino.

Agency Board Profile

RECIPIENT AGENCY Rogue Valley Council of Governments (RVCOG)
PROGRAM/PROJECT TITLE Food & Friends Senior Meals Program

1. **Number of board members required in bylaws?** **Minimum** 0 **Maximum** 0
2. **Number of board members currently active?** **# Voting** 24 **Vacancies** 0
3. **Average percentage board meeting attendance (over last completed year):** 68 **%**
4. **Percent of board in attendance required for a quorum:** 51 **%**
5. **List various board, advisory and ad hoc committees and the number of people on each.**

Committee	*Number of Members*
RVCOG Board	24
Executive Committee of RVCOG Board	6
Senior Advisory Council	9

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

Race/Ethnicity

	Number Identifying	*Ethnicity Hispanic/Latino**
White	Unknown	Unknown
Black/African American	Unknown	Unknown
American Indian/Alaskan Native	Unknown	Unknown
Native Hawaiian/other Pacific Islander	Unknown	Unknown
American Indian/Alaskan Native and White	Unknown	Unknown
Black/African American and White	Unknown	Unknown
American Indian/Alaskan Native and Black/African American	Unknown	Unknown
Other Multi Racial	Unknown	Unknown
Other	Unknown	Unknown
Totals	Unknown	Unknown

** Fill out this column pertaining to board Ethnicity is a portion of each Race category listed. It will very likely not match the total board category – it would only match if 100% of your board identifies as Hispanic/Latino.*

RVCOG does not collect data on the character statistics of the board members. The board members are assigned by the 24 member agencies. RVCOG does not have any sway in the diversity of the members assigned to the board.

IRS Department of the Treasury
Internal Revenue Service
P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248230137
June 07, 2011 LTR 4076C EO
93-0611406 000000 00
00016815
BODC: TE

ROGUE VALLEY COUNCIL OF GOVERNMENTS
PO BOX 3275
CENTRAL POINT OR 97502-0011

58622

Federal Identification Number: 93-0611406
Person to Contact: Ms. Edwards
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This responds to your request for information about your federal tax status. Our records do not specify your federal tax status. However, the following general information about the tax treatment of state and local governments and affiliated organizations may be of interest to you.

GOVERNMENTAL UNITS
Governmental units, such as States and their political subdivisions, are not generally subject to federal income tax. Political subdivisions of a State are entities with one or more of the sovereign powers of the State such as the power to tax. Typically they include counties or municipalities and their agencies or departments. Charitable contributions to governmental units are tax-deductible under section 170(c)(1) of the Internal Revenue Code if made for a public purpose.

ENTITIES MEETING THE REQUIREMENTS OF SECTION 115(1)
An entity that is not a governmental unit but that performs an essential government function may not be subject to federal income tax, pursuant to Code section 115(1). The income of such entities is excluded from the definition of gross income as long as the income (1) is derived from a public utility or the exercise of an essential government function, and (2) accrues to a State, a political subdivision of a State, or the District of Columbia. Contributions made to entities whose income is excluded income under section 115 may not be tax deductible to contributors.

TAX-EXEMPT CHARITABLE ORGANIZATIONS
An organization affiliated with a State, county, or municipal government may qualify for exemption from federal income tax under section 501(c)(3) of the Code, if (1) it is not an integral part of the government, and (2) it does not have governmental powers inconsistent with exemption (such as the power to tax or to exercise enforcement or regulatory powers). Note that entities may meet the requirements of both sections 501(c)(3) and 115 under certain circumstances. See Revenue Procedure 2003-12, 2003-1 C.B. 316.

0248230137
June 07, 2011 LTR 4076C EO
93-0611406 000000 00
00016816

ROGUE VALLEY COUNCIL OF GOVERNMENTS
PO BOX 3275
CENTRAL POINT OR 97502-0011

Most entities must file a Form 1023, Application for Recognition of Exemption Under Section 501(c))(3) of the Internal Revenue Code, to request a determination that the organization is exempt from federal income tax under 501(c)(3) of the Code and that charitable contributions are tax deductible to contributors under section 170(c)(2). In addition, private foundations and other persons sometimes want assurance that their grants or contributions are made to a governmental unit or a public charity. Generally, grantors and contributors may rely on the status of governmental units based on State or local law. Form 1023 and Publication 4220, Applying for 501(c)(3) Tax-Exempt Status, are available online at www.irs.gov/eo.

We hope this general information will be of assistance to you. This letter, however, does not determine that you have any particular tax status. If you are unsure of your status as a governmental unit or state institution whose income is excluded under section 115(1) you may seek a private letter ruling by following the procedures specified in Revenue Procedure 2007-1, 2007-1 I.R.B. 1 (updated annually).

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

S. A. Martin, Operations Manager
Accounts Management Operations

ISLER Medford LLC

Certified Public Accountants
And Business Advisors

February 27, 2018

To Rogue Valley Council of Government Donors:

Rogue Valley Council of Governments (RVCOG) is established pursuant to Oregon Revised Statutes 190.003 through 190.110. Oregon Revised Statutes (ORS) 190.010 provides that units of local government may enter into an intergovernmental agreement with other units of local government for the performance of any function or activity authorized to be performed by the parties of the agreement. Also ORS 190.007 states that for furthering economy and efficiency in local government, intergovernmental cooperation is declared a matter of statewide concern.

In our opinion, RVCOG is an instrumentality of political subdivisions of the State of Oregon. Therefore, contributions to RVCOG, made for exclusively public purposes, are deductible under section 170(c)(1) as charitable contributions "for the use of" political subdivisions.

You should consult with appropriate tax counsel regarding any limitations which may apply.

Sincerely,

Carolyn M Ryder, CPA, CGMA

Carolyn M. Ryder, CPA, CGMA
Isler Medford, LLC

CMR

Rogue Valley Council of Governments

Statement of Activities

For the Year Ended June 30, 2023

Functions/Programs	Expenses	Program Revenues: Charges for Services	Program Revenues: Operating Grants and Contributions	Net (Expense) Revenue and Changes in Net Assets: Primary Government Governmental Activities
Primary Government:				
Governmental Activities:				
General government	$ 1,642,245	$ 31,589	$ 226,028	$ (1,384,628)
Health and welfare	4,103,922	10,885	5,206,086	1,113,049
Natural resources and conservation	287,219		379,757	92,538
Planning	1,718,381		2,124,530	406,149
Interest on long-term debt				-
Total governmental activities	$ 7,751,767	$ 42,474	$ 7,936,401	$ 227,108
Total primary government	$ 7,751,767	$ 42,474	$ 7,936,401	$ 227,108
General revenues:				
Interest earned				20,215
Other revenues				-
Total general revenues				$ 20,215
Change in net position				$ 247,323
Net position - beginning				3,737,681
Net position - ending				$ 3,985,004

The notes to the financial statements are an integral part of this statement.

Rogue Valley Council of Governments
Statement of Net Position
June 30, 2023

		Primary Government Governmental Activities
ASSETS		
Current Assets		
Cash and cash equivalents	$	1,375,639
Investments		429,875
Receivables		1,555,541
Prepaids		82,597
Total Current Assets		3,443,652
Capital Assets (net of accumulated depreciation):		
Land		556,750
Buildings		2,007,230
Machinery and equipment		175,212
Total Capital Assets		2,739,192
TOTAL ASSETS	**$**	**6,182,844**
LIABILITIES		
Current Liabilities		
Accounts payable	$	447,945
Payroll payable		223,837
Other current liabilities		706,180
Total Current Liabilities		1,377,962
Non-current Liabilities		
Due within one year		529,430
Due in more than one year		290,448
Total Non-current Liabilities		819,878
TOTAL LIABILITIES	**$**	**2,197,840**
NET POSITION		
Investment in capital assets (net of related debt)	$	2,739,192
Restricted		-
Unrestricted		1,245,812
TOTAL NET POSITION	**$**	**3,985,004**

The notes to the financial statements are an integral part of this statement.

ISLER Medford LLC

Certified Public Accountants
And Business Advisors

INDEPENDENT AUDITORS' REPORT

To the Board of Directors
Rogue Valley Council of Governments

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Rogue Valley Council of Governments, as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise Rogue Valley Council of Governments' basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of Rogue Valley Council of Governments, as of June 30, 2023, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Rogue Valley Council of Governments and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Rogue Valley Council of Governments' ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

839 ALDER CREEK DRIVE ● MEDFORD, OREGON 97504 ● PHONE (541) 779-7641 ● FAX (541) 773-8001
Member of Isler Association of Accounting Firms

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Rogue Valley Council of Governments' internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Rogue Valley Council of Governments' ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information as listed in the table of contents be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Rogue Valley Council of Governments' basic financial statements. The accompanying schedule of expenditures by department, the capital asset schedules, the combining and individual nonmajor fund financial statements and schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual nonmajor fund financial statements and the schedule of expenditures of federal awards are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the introductory and statistical sections but does not include the basic financial statements and our auditors' report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 14, 2023, on our consideration of Rogue Valley Council of Governments' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Rogue Valley Council of Governments' internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Rogue Valley Council of Governments' internal control over financial reporting and compliance.

In accordance with Minimum Standards for Audits of Oregon Municipal Corporations, we have issued our report dated December 14, 2023, on our consideration of compliance with certain provisions of laws and regulations, including the provision of Oregon Revised Statutes as specified in Oregon Administrative Rules. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing ad not to provide an opinion on compliance.

Isler Medford, LLC

Isler Medford, LLC

Medford, Oregon
December 14, 2023

By: CPA, CGMA
Carolyn M. Ryder, CPA, CGMA

RVCOG Board of Directors

Executive Committee

Jody Hathaway (Board President), HR/Finance Manager
Emergency Communications of Southern Oregon
541-774-5062 / jody.hathaway@ecso911.org

John Quinn (1st Vice President), Board Member
Rogue Valley Sewer Services
541-664-6300 / ctappert@rvss.us

Colleen Padilla (2nd Vice President), Exec. Director
Southern Oregon Regional Economic Development, Inc
541-773-8964 / colleen@soredi.org

Board Members

Colleen Roberts, Commissioner
Jackson County
541-774-6117 / robertcl@jacksoncounty.org

Jon Ball, Mayor
City of Shady Cove
541-878-2225 / jball@shadycove.org

Jill Smedstad, Executive Director
Jackson Soil & Water Conservation District
541-423-6159 / jill.smedstad@jswcd.org

John West, Commissioner
Josephine County
541-474-5221 / johnw@josephinecounty.gov

Eric Stark, Councilor
City of Medford
541-774-2000 / council@cityofmedford.org

Bob Kaplan, Councilor
City of Ashland
541-488-6002 / bob@council.ashland.or.us

Jonah Liden, Comm., and Gov. Relations Coordinator
Rogue Community College
541-613-8616 / JLiden@roguecc.edu

Darby Ayers-Flood, Mayor
City of Talent
541-535-1566 / mayor@cityoftalent.org

Trish Callahan, Mayor
Town of Butte Falls
541-865-3262 / bfcityhall@gmail.com

Bill Mansfield, Board Member
Rogue Valley Transportation District
541-779-2521 / No email

Kelley Johnson, Councilor
City of Central Point
541-821-0147 / kelley.johnson@centralpointoregon.gov

Pam VanArsdale, Mayor
City of Rogue River
541-582-4401 / mayor@cityofrogueriver.gov

Valerie Lovelace, Councilor
City of Grants Pass
541-479-0952 / vlovelace@grantspassoregon.gov

Meadow Martell, Mayor
City of Cave Junction
541-287-0044 / cjmayor@cavenet.com

Terry Baker, Mayor
City of Phoenix
541-535-1955 / jim.snyder@phoenixoregon.gov

Kathy Sell, Mayor
City of Eagle Point
541-826-4212 / kathysell@cityofeaglepoint.org

Jeanne Stallman, General Counsel
Southern Oregon University
541-552-7070 / stallman@sou.edu

Bill Rigney, Councilor
City of Gold Hill
541-855-1525 / bill.rigney@cityofgoldhill.com

Mike Hussey, Fire Chief
Jackson County Fire District 3
541-826-7100 / mikeh@jcfd3.com

City of Ashland Social Service Grant Program

Application and Forms

2024 - 2025

ORGANIZATION LEGAL NAME: Jackson County SART **DATE:** 01/29/2024

OTHER NAMES ORGANIZATION KNOWN BY (DBA) _____

ADDRESS 2305 Ashland Street #104-418 Ashland OR 97520
Street City State Zip

FEDERAL EMPLOYER ID NUMBER (FEIN) 81-0650183

PROGRAM/PROJECT TITLE: Survivor Care Program

See MEMO for important information on goals and priorities for Ashland.

Which strategic priority does your program focus? Mental health care for high-need individuals, help obtaining housing and social safety net services

AMOUNT REQUESTED from this funder for this program/project 2024-2025 $ 11,000
GRANT CONTACT (If other than Executive Director listed below)
Name Judith Rosen
Telephone (541) 840-8063 **E-mail** judithannerosen@hotmail.com

EXECUTIVE DIRECTOR INFORMATION
Name Susan Moen
Telephone (541) 840-0904 **E-mail** jcsart@charter.net

CERTIFICATION

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

Signature of Board President

Maylee Oddo
Type Name

Susan Moen
Signature of Executive Director/CEO

Susan Moen
Type Name

SUMMARY INFORMATION

RECIPIENT AGENCY ___Jackson County SART_____

PROGRAM/PROJECT TITLE __Survivor Care Program_____

1. **Program/project is: new ___ established/continuing _X_ pilot ___ If pilot, expected duration _____**

2. **Primary geographic location and population program funding will serve. (*If funding awarded City of Ashland, will require tracking the number of city residents served for reporting purposes*.**

   Adult and adolescent survivors of sexual assault and/or domestic violence in Ashland.

   What will this funding enable? Funding will help sustain our core services for sexual assault survivors, which include free 24/7 emergency medical care, crisis intervention and forensic evidence collection, plus follow-up advocacy and aid accessing needed services like affordable housing and mental health care. Funds will also support the expansion of our emergency response to survivors of domestic violence, filling a gap in current DV care.

3. **Number of volunteers this program/project will engage:** ___1____

   Number of paid program employees this program/project will engage: ____16____

4. **Total number of volunteers agency utilizes:** ____5_____

   Total number of paid agency employees: ___22____

5. **Outline key strategies of the project/program with timeline and staff structure.**

Our survivor care program is designed to interrupt the destructive mental, physical and financial after-effects of gender violence. It offers immediate, specialized care and resources to stabilize survivors' initial trauma and meet their immediate needs as well as help obtaining aftercare services to enable long-term healing. Extensive collaborations with partner agencies make effective use of existing resources. And ongoing trainings keep us abreast of current best practices so all can understand and meet survivors' specific/ culturally-specific medical and social service needs.

Our program is fully-developed and fully-staffed. Our expansion of immediate care to domestic violence survivors is in final protocol review at Jackson and Josephine County hospitals; we expect its rollout this spring. Our Program Manager supervises our staff of 15 on-call nurses and oversees their training and continuing education. Our Executive Director provides program oversight and volunteers as a dedicated follow-up advocate. And our Resource Specialist maintains an extensive network of partnerships with social service agencies and service providers to maximize the aid and options available to survivors.

7. **Use this space for comments, explanations, and exceptions to questions on this application that can't be included within the question format.**

AGENCY AND PROGRAM/PROJECT NARRATIVE

RECIPIENT AGENCY Jackson County SART

PROGRAM/PROJECT TITLE Survivor Care Program

Answer all three narrative questions. Use ***only the space provided –place the question number and letter preceding each answer;*** *the amount of space you allot for each response is your choice.*

1. **Description of organization (include inception date) and**
   a. **mission statement, purpose(s) and how this program/project fits with your mission.**
   b. **your organization's unique qualifications to accomplish your program outcomes?**
   c. **what approach is your agency taking to serve clients and train staff on trauma informed care?**

2. **What:**
   a. **issues(s) is the project/program intended to impact,**
   b. **strategy for change your program will be based on,**
   c. **evidence that the project/program will be successful in the proposed setting, and**
   d. **what tool(s) will you use to measure outcomes?**

3. **How would the community as a whole benefit if your program receives funding? (Include a description of collaborations and integration and the role program/project plays in the sector.)**

1a. Founded in 2004, Jackson County SART works to ensure effective, compassionate and collaborative services that prioritize survivors' needs and promote their healing – and to prevent gender-based violence through community engagement and change. Our care program is central to our mission of survivor empowerment and healing.

1b. United Way's Executive Director calls ours "the most respected sexual assault response team in our state," and several counties model their program on ours. The acute-care forensic nurses who staff our program are state-trained and certified in responding to the physical and psychological effects of both sexual assault and domestic violence and in caring for vulnerable and underserved populations. Our Resource Specialist is an experienced advocate with extensive knowledge of housing, crime victims' compensation and medical/addiction treatment systems. The navigator position she has created to ensure survivors' meaningful access to resources has been flagged by the Department of Justice as an emerging best practice.

1c. We train our staff yearly on the neurobiology of trauma and trauma-informed care, including recognizing and responding to the historical traumas experienced by oppressed communities. We have long led efforts to understand trauma's mental and physical impacts and to promote trauma-informed practices in our state, so that those serving survivors share a common ground of trauma-informed understanding and approach. In introducing her bill mandating trauma-informed practices training for Oregon law enforcement (HB 2575), Representative Pam Marsh noted that it "was inspired by the Jackson County Sexual Assault Response Team, which has been at the forefront of this work." We partnered with The Jackson County Sherrif's Office to offer a Trauma-Informed Response Training for county law enforcement and social service providers last fall.

2a. Sexual violence impacts half of all women and 1 in 3 men; for domestic violence it's 1 in 3 women and 1 in 4 men (Center for Disease Control). The aftereffects can be devastating. Survivors suffer PTSD at higher rates than combat veterans. They also experience alarming levels of resulting homelessness, job loss, chronic illness, drug/alcohol abuse and suicide attempts. Furthermore, as offenders generally prey on the vulnerable, many survivors we care for have already-existing trauma and complex needs that must be addressed before they can heal. About 80% of our acute-care patients are low-income. 40% are unhoused or housing unstable. 16% have coexisting, often previously undiagnosed mental health issues, and 35% have a drug/alcohol dependency. Few have the resources to cope with recovery on their own.

2b. Studies show that survivors who receive a compassionate, trauma-informed first response are significantly less likely to suffer long-term psychological and physical harm. Survivors tell us repeatedly that our nurses lessened their sense of isolation and shame, helped them understand the trauma they were experiencing and ways to address it, and informed them of their rights and options regarding their cases and their care. Many state that our response restored a sense of trust and control, increasing their willingness to seek crucial after-services like follow-up care. For domestic violence survivors who may not feel ready or able to leave their abuser, a knowledge of options and resources and a sense of understanding can offer a crucial future lifeline.

Staff train to recognize barriers that can prevent or delay survivors' progress towards healing. We know that resource availability is not the same as access; traumatized survivors seldom have the mental and emotional bandwidth to navigate complex bureaucracies and systems to find the help they need. Therefore we have designed our first response as an on-ramp, not an end-point; our nurses connect survivors to advocacy and medical follow-up and to our Resource Specialist for needs like mental health care and stable housing.

2c. Our survivor care program is both effective and resilient. We have provided free, 24/7 gold-standard care for almost two decades to all sexual assault survivors requesting it, even during the pandemic. Over the past two years, 100% of survivors surveyed said our care helped them make informed choices about their situation and their path forward, and 100% said our Resource Specialist was able to get them the follow-up care and services they needed. Expanding the specialized, trauma-informed forensic care we are experienced and skilled in to domestic violence survivors is just starting in Oregon but is showing strong benefits in programs like Colorado Springs' and Washington DC's.

2d. Survivors who give permission for contact are surveyed once they have stabilized and again if they work with our Resource Specialist. We regularly document service outcomes as part of our federal grant requirements. Our Program Manager also debriefs each case with the responding nurse, and she and our Resource Specialist review select cases with partner agencies to keep collaborations running smoothly and help track survivors' ongoing needs and recovery together. Our Executive Director and Program Manager evaluate the program and its staff annually and our independent Medical Consultant reviews program policies, procedures and case response.

3. Our program returns substantial benefits to the community. Given the cascade of social and personal ills that sexual assault exacerbates or gives rise to, it is America's most costly crime (US Dept of Justice). Reducing its impact is a financial imperative as well as a moral and medical one. (Needless to say, the benefits to survivors' wellbeing and the wellbeing of their families are incalculable.) The benefits will only increase as the program expands to domestic violence survivors.

Our program also serves the community by integrating our services with others' to help extend partner agencies' strengths and increase survivor access to resources and support. For example, Community Works provides advocates for our hospital care; our Resource Specialist's focus on time-consuming social services navigation lets their advocates concentrate on crucial emotional support. We share case management and resources with health clinics like La Clinica, drug and alcohol service agencies and agencies working with LGBTQIA+ youth. Finding housing for low-income survivors is a particular challenge, and our partnerships here are invaluable. Agencies like ACCESS and Maslow Project often split housing costs with us for shared clients and our Resource Specialist takes on time-intensive housing searches. As a result of her work, our program helps secure safe, permanent housing for 20+ low-income Ashland survivors a year.

Our program also benefits civic institutions and community engagement with them. Our expert forensic evidence collection offers invaluable tools to law enforcement and the DA, and our Executive Director serves as a dedicated volunteer survivor advocate with APD. The quality of our first response and our collaborative work to strengthen survivor-centered, trauma-informed law enforcement response has greatly increased survivors' trust; we have more than doubled survivor's reporting rate, to around 85%, since our program began.

GENERAL FINANCIAL INFORMATION

RECIPIENT AGENCY Jackson County SART

PROGRAM/PROJECT TITLE Survivor Care Program

1. For most **recently completed** 990:

   a. FISCAL YEAR (mm/yyyy –mm/yyyy): 01/01/2022 – 12/31/2022

   b. Administration & Fundraising expense: $ 125,479 21.56 %

Administration & Fundraising (expressed as percent of total budget - also known as management and general, that portion of your expenses not dedicated solely to program or services), calculated directly from your IRS form 990. Part IX: Add Line 25 C (administrative cost total) and Line 25 D (fundraising cost total) and divide by Part IX, Line 25, Column A (total expenses).

   c. Program expense $ 456,444

   d. **Total expenses**: **$** 581,923

   e. Sources of **revenue**:

Memberships/ individual contributions	$ 92,359	18 %
Raised through fundraising activities	$	%
Government	$ 230,760	45 %
Foundations	$ 115,037	23 %
United Way	$ 8,750	1 %
Fees for Service	$ 64,676	13 %
Other (reimbursements, payments,	$	%

   f. **Total revenue**: **$ 511,582**

2. **What is the highest level of financial reporting required by your funders?**
   Financial statement plus 990.

3. **Briefly describe your sustainability outlook for the project/program in the future.**

   We have successfully sustained our program over the past two decades, pandemic years included, with a combination of foundation and government funding as well as hospital payments for a portion of our services. The year ahead presents some challenges, as the federal government has ended a Victim of Crime Act grant program that funded us for many years and may slash upcoming awards for another. We are seeking out alternatives. Needless to say, your support for our services to some of Ashland's most vulnerable members will have significant impact this year.

4. **a. Total organizational annual budget current ongoing fiscal year:** $722,831

   b. Total program/project budget current ongoing fiscal year: $347,612

ORGANIZATION BUDGET 2024-25*

PROJECT PERIOD July 1, **2024** to June 30, **2025** (*If Applicable)

RECIPIENT AGENCY _Jackson County SART_

REVENUE	**Pending Commitments**	**Secured Commitments**
City of Medford Funds	$ 20,000	$
City of Ashland Funds	$ 11,000	$
Jackson County Funds	$ 12,000	$
CDBG (identify)	$	$
Other State or Federal Funds	$	$ 118,043
United Way Funds	$ 18,000	$
Other Funds (identify):Foundations, donations, program income	$ 260,000	$
SUB TOTALS	$ 321,000	$ 118,043
TOTAL REVENUE (Pending & Secured)		**$ 439,043**
EXPENDITURES		
A.PERSONNEL SERVICES		
Total Salaries		$ 527,560
Total Benefits		$101,197
TOTAL PERSONNEL SERVICES		**$628,757**
B.MATERIALS & SERVICES: (please detail other major budget categories)		
Accounting, insurance, fees		$ 23,158
Continuing ed/training, Medical Director		$ 14,038
Communication/IT, 24/7 answering service		$ 13,914
Office rent, utilities, supplies		$ 19,100
PO box, printing, postage, outreach, translation, etc		$ 6,891
Client assistance		$ 16,539
TOTAL MATERIALS & SERVICES		**$ 93,640**
C.CAPITAL OUTLAY (must constitute part or all of funded public service activity to be eligible expense)		
Equipment		$
Furnishings		$ 1,600
Other capital expenses /Identify:		$
TOTAL CAPITAL OUTLAY		**$ 1,600**
TOTAL EXPENDITURES (Sum of A, B & C)		**$723,997**

PROGRAM BUDGET 2024-25*

PROJECT PERIOD July 1, **2024** to June 30, **2025 (*If Applicable)**

RECIPIENT AGENCY __Jackson County SART_____

REVENUE	**Pending Commitments**	**Secured Commitments**
City of Medford Funds	$ 20,000	$
City of Ashland Funds	$ 11,000	$
Jackson County Funds	$ 12,000	$
CDBG (identify)	$	$
Other State or Federal Funds	$	$ 98,271
United Way Funds	$ 18,000	$
Other Funds (identify) Foundations, prog inc	$ 93,000	$
SUB TOTALS	$154,000	$ 98,271
TOTAL REVENUE (Pending & Secured)		**$252,271**
EXPENDITURES		
A.PERSONNEL SERVICES		
Total Salaries		$265,408
Total Benefits		$ 42,167
TOTAL PERSONNEL SERVICES		**$307,575**
B.MATERIALS & SERVICES: (please detail other major budget categories)		
Continuing ed/training, Medical Director, fees		$ 8,398
Malpractice insurance, 24/7 answering service		$ 3,280
Medical supplies		$ 500
Office rent, utilities, office supplies, software		$ 8,460
Staff cell phones, mileage		$ 1,860
Client assistance		$ 16,539
TOTAL MATERIALS & SERVICES		**$39,037**
C.CAPITAL OUTLAY (must constitute part or all of funded public service activity to be eligible expense)		
Equipment		$ 1,000
Furnishings		$
Other capital expenses /Identify:		$
TOTAL CAPITAL OUTLAY		**$ 1,000**
TOTAL EXPENDITURES (Sum of A, B & C)		**$347,612**

CURRENT MEMBER/CLIENT DEMOGRAPHIC PROFILE

(Use absolute numbers only –no percentages.)

RECIPIENT AGENCY Jackson County SART

PROGRAM/PROJECT TITLE Survivor Care Program

I.

Gender	*# Whole Program*	*# Ashland*
Female	317	47
Male	17	4
Other	5	
Totals	339	51

II. Age

0 to 5		
6 to 12	3	1
13 to 17	47	7
18 to 30	117	22
31 to 40	68	10
41 to 50	57	7
51 to 61	37	3
62 +	9	1
Unknown	1	
Total	**339**	**51**

***at point of entry for service**

IV. Race/Ethnicity

	#Whole Program	*Ethnicity Hispanic/Latino**	*# Ashland*
White	245	20/7	47
Black/African American	6		1
American Indian/Alaskan Native			
Native Hawaiian/other Pacific Islander	4		1
American Indian/Alaskan Native and White			
Black/African American and White American			
Indian/Alaskan Native and Black/African American			
Other Multi Racial (Asian Am)	7		2
Other (not reported)	77		
Totals	**339**		**51**

Ethnicity is a portion of each Race category listed and will likely not match the total demographic served –it would only match if 100% of your clients identify as Hispanic/Latino.

Agency Board Profile

RECIPIENT AGENCY Jackson County SART

PROGRAM/PROJECT TITLE Survivor Care Program

1. **Number of board members required in bylaws?** **Minimum** 5 **Maximum** 11
2. **Number of board members currently active?** **# Voting** 5 **Vacancies** 0

3. **Average percentage board meeting attendance (over last completed year):** 80 **%**

4. **Percent of board in attendance required for a quorum:** 60 **%**

5. **List various board, advisory and ad hoc committees and the number of people on each.**

Committee	*Number of Members*
Executive	2
Financial	3
Development	2

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

Race/Ethnicity

	Number Identifying	*Ethnicity Hispanic/Latino**
White	4	
Black/African American		
American Indian/Alaskan Native		
Native Hawaiian/other Pacific Islander		
American Indian/Alaskan Native and White		
Black/African American and White		
American Indian/Alaskan Native and Black/African American		
Other Multi Racial		
Other	1	
Totals	5	

** Fill out this column pertaining to board Ethnicity is a portion of each Race category listed. It will very likely not match the total board category –it would only match if 100% of your board identifies as Hispanic/Latino.*

JACKSON COUNTY
SART
SEXUAL ASSAULT RESPONSE TEAM
2305 Ashland Street, #104-418 – Ashland, OR 97520 – jcsart@charter.net

Board of Directors

Maylee Oddo – Board President
Ashland: (800) 523-6961
Joined: 2012
Maylee Oddo is CEO for Hycomb LLC and served as Board President for Ashland Independent Film Festival.

Alan Binette
Medford: (541) 773-3018, abinettemd@hikerdoc.com
Joined: 2017
Alan Binette is a noted OB/GYN, recently retired, with a longstanding interest in nonprofit work.

Stefanie L. Burke
Medford: (541) 779-8900; SLB@roguelaw.com
Joined: 2020
Stefanie Burke, an attorney with Hornecker Cowling LLP, specializes in Family Law Mediation.

Michael Klein
Talent: (503)-416-4771, kleinm@careoregon.org
Joined: 2021
Michael Klein (M.S.W.) is a Community Engagement Specialist with Jackson Care Connect CCO.

Kristen Roy
Ashland: (541) 789-4100, kristen.roy@asante.org
Joined: 2019
Kristen Roy, JD, is Vice President, Legal Officer and General Counsel at Asante and also serves on the board of Planned Parenthood.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUL 29 2004

JACKSON COUNTY SART
C/O SUSAN MOEN
43 MORNINGLIGHT DR
ASHLAND, OR 97520

Employer Identification Number: tax ID #
81-0650183
DLN: Doc. locator # for IRS
17053175020024
Contact Person:
EVELYN D GRIFFITHS ID# 31432
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
May 24, 2004
Contribution Deductibility:
Yes
Advance Ruling Ending Date:
December 31, 2008

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Information for Exempt Organizations Under Section 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

Letter 1045 (DO/CG)

R18135 TE3 810650183 140627 158

Department of the Treasury
Internal Revenue Service
EO Rulings and Agreements
P O BOX 2508
CINCINNATI OH 45201

Date of this notice: November 10, 2008
Notice Number: CP-158
Taxpayer Identification Number:
81-0650183

005804.507087.0028.001 1 AT 0.346 705

Advance Ruling Period Ending Date:
December 31, 2008

JACKSON COUNTY SART
% SUSAN MOEN
43 MORNINGLIGHT DR
ASHLAND OR 97520-3614436

For assistance, call:
1-877-829-5500

5804

Our records indicate that you were issued an advance ruling letter that treated you as a public charity, rather than a private foundation, during an advance ruling period that ends on the date indicated above. That letter required you to file IRS Form 8734 at the end of your advance ruling period to establish that you qualify as a public charity.

New IRS regulations changed the procedures governing your public charity status. You are no longer required to file Form 8734 at the end of the ruling period. The regulations also provide that donors can rely on your advance ruling letter with respect to your public charity status unless the IRS changes that status, based on the organization no longer meeting an applicable public support test, and publishes notice of the change.

If you have received Form 8734 from the IRS, please do not file it. Please keep your advance ruling letter along with this letter for your permanent records.

The regulations also changed the rules for computing public support, consistent with the redesigned Form 990, Return of Organization Exempt from Income Tax. For more information regarding those rules and the redesigned Form 990, please see the IRS website at www.irs.gov/eo.

Jackson County SART
Balance Sheet
As of December 31, 2023

	Dec 31, 23
ASSETS	
Current Assets	
Checking/Savings	
Bank of America Checking	461,822.05
Total Checking/Savings	461,822.05
Accounts Receivable	
Accounts receivable	-2,220.64
Total Accounts Receivable	-2,220.64
Other Current Assets	
Contributions	-12.85
Undeposited Funds	9,998.41
Total Other Current Assets	9,985.56
Total Current Assets	469,586.97
Fixed Assets	
Equipment	11,402.75
Total Fixed Assets	11,402.75
Other Assets	
Accum. Depreciation	-10,045.00
Total Other Assets	-10,045.00
TOTAL ASSETS	**470,944.72**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	
Federal Withholding	13.98
Garnishment	1,810.98
Oregon Withholding	-1,416.00
State Unemployment	26,120.00
Workers Benefit Fund	1,657.27
Payroll Liabilities - Other	11,438.89
Total Payroll Liabilities	39,625.12
Payroll Taxes Payable	5,239.35
Total Other Current Liabilities	44,864.47
Total Current Liabilities	44,864.47
Total Liabilities	44,864.47
Equity	
Unrestrict (retained earnings)	332,711.00
Net Income	93,369.25
Total Equity	426,080.25
TOTAL LIABILITIES & EQUITY	**470,944.72**

Jackson County SART
Profit & Loss
January through December 2023

	Jan - Dec 23	
Ordinary Income/Expense		
Income		
Contribution		163,733.48
Fee for Service		67,230.00
Fundraising Event		410.63
Grants		566,390.88
Total Income		797,764.99
Gross Profit		797,764.99
Expense		
Accounting		5,726.40
Advertising		462.00
Answering Service		1,599.20
Bank Service Charges		528.18
Client Assistance		
Counseling	635.99	
emergency housing	2,387.69	
Housing	7,688.00	
Legal	446.62	
WISP	350.00	
Client Assistance - Other	11,249.09	
Total Client Assistance		22,757.39
Consultant		975.00
Fees & Dues		1,545.00
Fundraising		
Printing	514.99	
Stamps	70.00	
Total Fundraising		584.99
Insurance		
Board	2,388.00	
Health insurance	29,930.92	
Liability	7,292.12	
Malpractice	1,054.00	
Worker's Comp Ins	4,285.32	
Total Insurance		44,950.36
Meeting expenses		282.58
Mileage		1,855.29
Office Equipment		1,545.00
Office Rent		15,750.00
Office Utilities		7,430.98
Outreach/Awareness		
Tabling supplies	604.26	
Outreach/Awareness - Other	1,751.53	
Total Outreach/Awareness		2,355.79
Payroll Expenses		
Gross Wages		
Community Coordinator	31,540.00	
Continuing Education	13,542.00	
Dev/Ed Director	63,030.50	
Exam Fees	66,190.00	
Executive Director	41,988.01	
Preceptor	1,800.00	

Jackson County SART
Profit & Loss
January through December 2023

	Jan - Dec 23
Prevention Coordinator	
OregonSaves	4,144.50
Prevention Coordinator - Other	52,955.80
Total Prevention Coordinator	57,100.30
Prevention Educator	37,525.00
RS	65,876.00
SANE On Call	46,496.14
SANE Program Manager	75,996.60
SASH facilitator	
intake	452.75
SASH A	1,700.00
SASH facilitator - Other	5,267.25
Total SASH facilitator	7,420.00
SASH SOU LGBTQ+	2,638.00
Teen group/advocate	1,280.00
Trial Fee	1,794.00
Total Gross Wages	514,216.55
Health insurance	13,570.00
Payroll Tax Expense	
OR STatewide Transit Tax	248.41
Oregon Paid Leave	963.88
Payroll Tax Expense - Other	39,830.04
Total Payroll Tax Expense	41,042.33
State Unemployment	4,717.70
Workers Benefit Fund	179.42
Payroll Expenses - Other	409.30
Total Payroll Expenses	574,135.30
Personnel appreciation	40.38
Personnel expenses	1,011.20
Postage	438.00
Prevention	
School program	-6,875.25
Total Prevention	-6,875.25
Printing	293.97
SANE equipment	5,581.84
SASH support group	87.54
Supplies	
Office	1,436.65
SANE supplies	150.27
Supplies - Other	1,041.01
Total Supplies	2,627.93
Telephone	5,072.07

Jackson County SART
Profit & Loss
January through December 2023

	Jan - Dec 23
Training Fees	
Continuing Ed-travel	2,256.18
Continuing Ed - meals	161.00
Continuing Education	7,229.00
SANE certification fee	100.00
SANE Recertification Fee	75.00
SANE Training - meals	115.50
SANE training - registration	1,025.00
SANE training - travel	525.72
Total Training Fees	11,487.40
Unassigned	0.00
Website	2,232.50
Total Expense	704,481.04
Net Ordinary Income	93,283.95
Other Income/Expense	
Other Income	
Rebate/coupon	85.30
Total Other Income	85.30
Net Other Income	85.30
Net Income	**93,369.25**

City of Ashland Social Service Grant Program

Application and Forms

CITY OF ASHLAND

2024 - 2025

ORGANIZATION LEGAL NAME: La Clinica del Valle Family Health Care Center **DATE:** 1/31/2024

OTHER NAMES ORGANIZATION KNOWN BY (DBA) La Clinica

ADDRESS 931 Chevy Way (Street) Medford (City) OR (State) 97504 (Zip)

FEDERAL EMPLOYER ID NUMBER (FEIN) 94-3096772

PROGRAM/PROJECT TITLE: La Clinica Health Center at OHRA

See MEMO for important information on goals and priorities for Ashland.

Which strategic priority does your program focus? Provide essential social services (healthcare) to homeless individuals and to low and extremely low income residents

AMOUNT REQUESTED from this funder for this program/project 2024-2025: $25,000

GRANT CONTACT (If other than Executive Director listed below)

Name Michael Schweighardt

Telephone 541-494-3868 **E-mail** mschweighardt@laclinicahealth.org

EXECUTIVE DIRECTOR INFORMATION

Name Brenda Johnson, CEO

Telephone 541-512-3151 **E-mail** bjohnson@laclinicahealth.org

CERTIFICATION

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

Monica Morales
Signature of Board President

Monica Morales
Type Name

Brenda Johnson
Signature of Executive Director/CEO

Brenda Johnson, CEO

SUMMARY INFORMATION

RECIPIENT AGENCY La Clinica

PROGRAM/PROJECT TITLE La Clinica Health Center at OHRA

1. **Program/project is: new X established/continuing __ pilot __ If pilot, expected duration ____**

2. **Primary geographic location and population program funding will serve.** ***(If funding awarded City of Ashland, will require tracking the number of city residents served for reporting purposes.)***
This project will serve the guests and clients of OHRA. In addition to serving houseless individuals staying in Ashland and Southern Jackson County, nearly half of those seeking OHRA assistance are housed but face serious economic stressors that put them at risk of becoming houseless.

3. **What will this funding enable?**
This funding will help La Clinica launch its new health center at OHRA, and enable the development of a primary care model that integrates mental health and substance use disorder services at this site.

4. **Number of volunteers this program/project will engage:** 0
Due to HIPPA confidentiality concerns, we cannot use volunteers to provide medical services
Number of paid program employees this program/project will engage: 8

5. **Total number volunteers agency utilizes:** 40
Total number of paid agency employees: 465

2. **Outline key strategies of the project/program with timeline and staff structure.**
La Clinica opened a new health center in December at the OHRA Community Resource Center. We are beginning to provide services at this location, which include medical, behavioral health, Oregon Health Plan enrollment, and resource support. For residents without a health care provider, the OHRA Health Center will be an entry point to establishing care in La Clinica's comprehensive healthcare system designed for lower income and vulnerable residents. We will develop a primary care model that integrates mental health and substance use disorder services at this site. The site will be staffed with a nurse practitioner, behavioral health clinician, behavioral health support specialist, medical assistant, patient services representative, and community resource specialist. Specialty staff, including a physician with expertise in medication assisted treatment for opioid use disorder, and a psychiatric nurse practitioner will lend their expertise to this project.

The correlation between being houseless and poor health is clear. Untreated physical, mental health, or substance use disorder increases the risk of becoming houseless, especially for low-income families. Similarly, housing instability can deteriorate health and exacerbate chronic or acute illnesses. This project aims to improve health care access and link vulnerable individuals to a healthcare home that can provide ongoing medical, mental health, and substance use services. This is an essential component in breaking the cycle of homelessness.

See project timeline below:

- Board approves project: Feb 2023
- Construction of health center completed: May 2023
- Service agreement in place between La Clinica and OHRA: 6/2023
- Health center opens for telehealth services: 11/2/23
- Health center staffing and workflows finalized: 12/4/23
- Health center opens for in-person visits: 12/5/23
- Provide health services to an estimated 300 individuals per year: Jan to Dec 2024

7. **Use this space for comments, explanations, and exceptions to questions on this application that can't be included within the question format.** We include our most recent audited financial statements from fiscal year 2021-22. Audited 2022-23 statement and management letter will be available in February 2024.

AGENCY AND PROGRAM/PROJECT NARRATIVE

RECIPIENT AGENCY La Clinica

PROGRAM/PROJECT TITLE La Clinica Health Center at OHRA

*Answer all three narrative questions. Use **only the space provided – place the question number and letter preceding each answer;** the amount of space you allot for each response is your choice.*

1. Description of organization (include inception date)

a. **Mission statement, purpose(s) and how this program/project fits with our mission**
La Clinica has provided health care services to Southern Oregon residents who experience health inequities since 1988. Our mission is to serve the people who need us most through exceptional, affordable, and compassionate care, inspiring all those we touch to lead full and healthy lives. We have opened a new health center at OHRA, which fits our mission to provide exceptional health services to those who need these services most.

b. **Our organization's unique qualifications to accomplish program outcomes**
We provide comprehensive medical, dental, behavioral health, wellness, and wrap around services at 29 service sites: 6 neighborhood health centers, 19 school-based health centers, an acute care clinic, a 34-chair dental clinic, a training and education site, and the new OHRA site. La Clinica has the experience, capacity, and community trust to care for the most underserved members of our community.

c. **Approach our agency takes to serve clients and train staff on trauma informed care**
Our guiding principle is to turn no one away based on ability to pay. We place a high priority on providing trauma-informed care to our patients. Staff members receive ongoing training in trauma-informed care, motivational interviewing, and adverse childhood experiences (ACES). All outreach staff complete a community health worker certification, which includes 90 hours of training, and focuses on community health, social justice, and equity. La Clinica hires staff who reflect the communities we serve, including outreach workers who share ethnicity, language, socioeconomic status, and life experiences with those we serve.

2. Program Summary

a. **Issues(s) the project/program intends to impact**
Health and homelessness are inextricably linked. Health problems can cause a person's homelessness as well as be exacerbated by the experience. Access to health care services is essential for addressing and preventing homelessness. Similarly, housing instability can deteriorate health and exacerbate chronic or acute illnesses.

b. **Strategy for change our program will be based on**
La Clinica uses the integrated behavioral health model, which integrates mental health and substance use services with primary care.

c. **Evidence that the project/program will be successful in the proposed setting**
La Clinica has provided temporary services at the OHRA site since August 2021. During this tenure, we learned from patients, as well as OHRA case managers and leadership, about the lack of accessible medical, behavioral health, and support services in the community. To meet this need, OHRA invited La Clinica to operate the health center on site. Our team assisted in the design and OHRA covered the construction costs.

d. **Tool(s) we will use to measure outcomes**
Comprehensive monthly and year-to-date reporting will track OHRA patient care data, including demographics, type of care received, number of visits, care coordination, and health and wellness metrics.

3. How would the community as a whole benefit if your program receives funding? (Include a description of collaborations and integration and the role program/project plays in the sector.)
The project collaborates closely with OHRA and aims to break the cycle of homelessness by improving health care access. La Clinica's integrated primary care model addresses mental health and substance use. Receiving funding for this program would benefit the community by improving health care access, working to break the cycle of homelessness, and fostering collaboration for comprehensive and compassionate care.

GENERAL FINANCIAL INFORMATION

RECIPIENT AGENCY: La Clinica
PROGRAM/PROJECT TITLE : La Clinica Health Center at OHRA

1. For most **recently completed** 990:

   a. FISCAL YEAR (mm/yyyy – mm/yyyy): 6/1/2021 - 5/31/2022
   b. Administration & Fundraising expense: $ 7,900,792 20 %

Administration & Fundraising (expressed as percent of total budget - also known as management and general, that portion of your expenses not dedicated solely to program or services), calculated directly from your IRS form 990. Part IX: Add Line 25 C (administrative cost total) and Line 25 D (fundraising cost total) and divide by Part IX, Line 25, Column A (total expenses).

c. Program expense	$ 31,921,870	
d. **Total expenses**:	**$ 39,822,662**	
e. Sources of **revenue**:		
Memberships/ individual contributions	$ 152,151	0.3%
Raised through fundraising activities	$ 0	0%
Government	$ 12,949,393	27.0%
Foundations	$ 722,000	1.5%
United Way	$ 0	0%
Fees for Service	$ 33,719,054	70.4%
Other (reimbursements, payments, bequests, etc.)	$ 358,209	0.7%
f. **Total revenue**:	**$ 47,900,757**	

2. What is the highest level of financial reporting required by your funders?
   Single Audit

3. Briefly describe your sustainability outlook for the project/program in the future.
   After the initial investment in launching this new site, the operations of the OHRA Health Center will be sustained through insurance billing and federal funding.

4. a. Total organizational annual budget **current ongoing** fiscal year: $ 54,039,625

   b. Total program/project budget current ongoing fiscal year: $ 440,775

ORGANIZATION BUDGET 2023-24*

PROJECT PERIOD July 1, **2023** to June 30, **2024**(*If Applicable)

RECIPIENT AGENCY La Clinica

REVENUE	Pending Commitments	Secured Commitments
City of Medford Funds	$	$
City of Ashland Funds	$	$
Jackson County Funds	$	$
CDBG (identify)	$	$
Other State or Federal Funds	$	$ 12,893,941
Other Funds (see below for detail)	$ 39,533,935	$ 1,611,748
(Program/service income, Pharmacy, Interest, Giving	$	$
SUB TOTALS	$ 39,533,935	$ 14,505,689
TOTAL REVENUE (Pending & Secured)		**$ 54,039,625**
EXPENDITURES		
A.PERSONNEL SERVICES		
Total Salaries		$ 32,380,245
Total Benefits		$ 7,589,076
TOTAL PERSONNEL SERVICES		**$ 39,969,321**
B.MATERIALS & SERVICES: (please detail other major budget categories)		
Training, travel and other payroll		$ 946,848
Contractual and professional fees		$ 4,074,826
Supplies and Equipment		$ 4,636,018
Occupancy		$ 1,593,286
Other operating expense		$ 1,360,299
		$
TOTAL MATERIALS & SERVICES		**$ 12,611,277**
C.CAPITAL OUTLAY (must constitute part or all of funded public service activity to be eligible expense)		
Equipment		$
Furnishings		$
Other capital expenses /Identify: funded depreciation, capital investment:		$ 1,459,027
TOTAL CAPITAL OUTLAY		**$ 1,459,027**
TOTAL EXPENDITURES (Sum of A, B & C)		**$ 54,039,625**

PROGRAM BUDGET 2023-24*

PROJECT PERIOD July 1, **2023** to June 30, **2024**

RECIPIENT AGENCY La Clinica

REVENUE	Pending Commitments	Secured Commitments
City of Medford Funds	$	$
City of Ashland Funds	$ 25,000	$
Jackson County Funds	$	$
CDBG (identify)	$	$
Other State or Federal Funds	$	$
Other Funds (see below for detail)	$ 131,871	$ 283,884
Insurance Billing, La Clinica innovation Funds, Community Giving	$	$
SUB TOTALS	$ 156,871	$ 283,884
TOTAL REVENUE (Pending & Secured)		**$ 440,755**
EXPENDITURES		
A.PERSONNEL SERVICES		
Total Salaries		$ 257,056
Total Benefits		$ 69,404
TOTAL PERSONNEL SERVICES		**$ 326,460**
B.MATERIALS & SERVICES: (please detail other major budget categories)		
Training, travel		$ 5,100
Contractual and professional fees		$ 49,918
Supplies and Equipment		$ 50,850
Other operating expense		$ 8,427
		$
		$
TOTAL MATERIALS & SERVICES		**$ 114,295**
C.CAPITAL OUTLAY (must constitute part or all of funded public service activity to be eligible expense)		
Equipment		$
Furnishings		$
Other capital expenses /Identify: funded depreciation, capital investment		$
TOTAL CAPITAL OUTLAY		**$**
TOTAL EXPENDITURES (Sum of A, B & C)		**$ 440,755**

CURRENT MEMBER/CLIENT DEMOGRAPHIC PROFILE

(Use absolute numbers only – no percentages.)

RECIPIENT AGENCY La Clinica

PROGRAM/PROJECT TITLE La Clinica Health Center at OHRA

I.			*# Whole Program*	*# Ashland*
	Gender			
	Age*	Female	14,550	1,022
		Male	10,550	789
		Other	5	
II.		**Totals**	**25,105**	**1,811**
		0 to 5	925	48
		6 to 12	3,030	89
		13 to 17	1,973	189
		18 to 30	3,932	255
		31 to 40	4,135	287
		41 to 50	3,525	264
		51 to 61	3,628	271
		62 +	4,252	408
		Unknown	5	
		Total	**25,105**	**1,811**

*at point of entry for service

IV. Race/Ethnicity

	#Whole Program	*Ethnicity Hispanic/Latino**	*# Ashland*
White	18,464	4,827	1,395
Black/African American	316	48	20
American Indian/Alaskan Native	402	155	35
Native Hawaiian/other Pacific Islander	164	32	11
Asian	358	20	40
Other Multi Racial	1,127	259	76
Unknown	4,274	2,730	241
Totals	**25,105**	**8,071**	**1,811**

Ethnicity is a portion of each Race category listed and will likely not match the total demographic served – it would only match if 100% of your clients identify as Hispanic/Latino.

Agency Board Profile

RECIPIENT AGENCY La Clinica
PROGRAM/PROJECT TITLE La Clinica Health Center at OHRA

1. **Number of board members required in bylaws?** **Minimum** 9 **Maximum** 15
2. **Number of board members currently active?** **# Voting** 15 **Vacancies** 0
3. **Average percentage board meeting attendance (over last completed year):** 80 **%**
4. **Percent of board in attendance required for a quorum:** 51 **%**
5. **List various board, advisory and ad hoc committees and the number of people on each.**

Workforce	5
Board Development	3
Executive	4
Finance	4
Governance	4
Quality and Community Health	5

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

Race/Ethnicity

	Number Identifying	*Ethnicity Hispanic/Latino**
White	10	2
Black/African American	2	
American Indian/Alaskan Native	1	
Native Hawaiian/other Pacific Islander		
American Indian/Alaskan Native and White		
Black/African American and White		
American Indian/Alaskan Native and Black/African American		
Other Multi Racial	1	
Other	1	
Totals	**15**	**2**

** Fill out this column pertaining to board Ethnicity is a portion of each Race category listed. It will very likely not match the total board category – it would only match if 100% of your board identifies as Hispanic/Latino.*

MOSSADAMS

Report of Independent Auditors

The Board of Directors
La Clinica Del Valle Family Health Center, Inc.

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of La Clinica Del Valle Family Health Center, Inc. (La Clinica), which comprise the statements of financial position as of May 31, 2022 and 2021, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of La Clinica as of May 31, 2022 and 2021, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards (Government Auditing Standards)*, issued by the Comptroller General of the United States Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of La Clinica and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about La Clinica's ability to continue as a going concern for one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of La Clinica's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about La Clinica's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings and certain internal control–related matters that we identified during the audit.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The schedule of expenditures of federal awards as required by Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated February 27, 2023 on our consideration of La Clinica's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of La Clinica's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering La Clinica's internal control over financial reporting and compliance.

Moss Adams LLP

Medford, Oregon
February 27, 2023

La Clinica Del Valle Family Health Care Center, Inc.
Statements of Financial Position

ASSETS

	May 31, 2022	May 31, 2021
CURRENT ASSETS		
Cash and cash equivalents	$ 25,909,306	$ 17,610,140
Investments	939,204	-
Patient accounts receivable, net	566,100	671,035
Medicaid wraparound receivable	2,930,985	3,324,641
Grants and contract receivables	374,742	790,563
Incentive receivable	308,004	425,426
Pharmacy receivables	156,202	142,692
Other receivables	23,448	61,322
Prepaid expenses	300,500	311,767
Inventory	835,644	149,282
Total current assets	32,344,135	23,486,868
NON-CURRENT ASSETS		
Beneficial interest in assets held by Oregon Community Foundation	1,382,438	1,221,057
Restricted Investments (deferred compensation)	479,814	541,895
Property and equipment, net	20,757,193	21,095,263
Intangibles, net	71,863	84,367
Total assets	$ 55,035,443	$ 46,429,450

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES		
Accounts payable and accrued liabilities	$ 761,810	$ 788,743
Accrued vacation payable	918,676	903,667
Current portion of accrued payroll payable	1,660,350	1,514,798
Deferred revenue	854,010	35,975
Current portion of notes payable	283,002	140,193
Total current liabilities	4,477,848	3,383,376
Long-term liabilities		
Deferred compensation	479,814	541,895
Accrued payroll payable, net	-	254,800
Notes payable, net	3,704,245	4,040,970
Total long-term liabilities	4,184,059	4,837,665
Total liabilities	8,661,907	8,221,041
Net assets		
Without donor restriction	44,991,098	36,987,352
With donor restriction	1,382,438	1,221,057
Total net assets	46,373,536	38,208,409
Total liabilities and net assets	$ 55,035,443	$ 46,429,450

See accompanying notes.

La Clinica Del Valle Family Health Care Center, Inc.
Statement of Activities
Year Ended May 31, 2022

	Without Donor Restrictions	With Donor Restrictions	Total
REVENUES AND SUPPORT			
Patient service revenue, net	$ 17,481,672	$ -	$ 17,481,672
Federal grant revenue	10,960,900	-	10,960,900
Premium revenue	12,396,764	-	12,396,764
Incentive revenue	522,332	-	522,332
Pharmacy revenue	3,318,286	-	3,318,286
Other grant revenue	1,552,684	-	1,552,684
State funding	954,952	-	954,952
Contributions	152,151	-	152,151
In-kind contributions	202,807		202,807
Interest revenue	41,317	-	41,317
Other revenue	247,719	-	247,719
Total revenue and support before net assets released from restrictions	47,831,584	-	47,831,584
Net assets released from restrictions	-	-	-
Total revenue and support	47,831,584	-	47,831,584
Expenses			
Program services			
Medical	11,923,569	-	11,923,569
Dental	6,095,818	-	6,095,818
Pharmacy	2,967,964	-	2,967,964
Schools based health	3,825,157	-	3,825,157
Patient support	4,235,333	-	4,235,333
Learning well	632,196	-	632,196
Field and partnership	698,908	-	698,908
Behavioral health	1,542,925	-	1,542,925
Total program services	31,921,870	-	31,921,870
Supporting services			
Management and general	7,353,146		7,353,146
Fundraising	547,646		547,646
Total supporting services	7,900,792	-	7,900,792
Total expenses	39,822,662	-	39,822,662
Operating income	8,008,922	-	8,008,922
Nonoperating income (loss)			
Change in value of assets held by Oregon Community Foundation	-	161,381	161,381
Loss on investments	(5,176)	-	(5,176)
Total nonoperating income	(5,176)	161,381	156,205
Change in net assets	8,003,746	161,381	8,165,127
Net assets at beginning of year	36,987,352	1,221,057	38,208,409
Net assets at ending of year	$ 44,991,098	$ 1,382,438	$ 46,373,536

See accompanying notes.

La Clinica Del Valle Family Health Care Center, Inc.
Statement of Functional Expenses
Year Ended May 31, 2022

	Program Services									Supporting Services		
	Medical	Dental	Pharmacy	School Based Health	Patient Support	Learning Well	Field and Partnership	Behavioral Health	Total Program Services	Management and General	Fundraising	2022 Total
Salaries	$ 7,977,633	$ 3,865,802	$ 232,693	$ 2,828,776	$ 2,452,269	$ 419,127	$ 491,699	$ 1,184,847	$ 19,452,846	$ 3,454,179	$ 396,833	$ 23,303,858
Employee benefits	2,202,530	1,188,847	48,410	724,406	810,090	114,629	130,832	345,153	5,564,897	324,105	129,292	6,018,294
Supplies	768,518	355,386	1,430,058	98,851	9,238	5,571	30,665	856	2,699,143	194,426	730	2,894,299
Contractual	448,940	389,674	551,524	71,446	786,621	5,262	5,072	-	2,258,539	517,176	10,293	2,786,008
Depreciation and amortization	99,126	24,902	-	16,266	582	12,504	9,889	-	163,269	947,687	-	1,110,956
Occupancy	9,973	15,560	3,399	20,899	31,000	-	5,632	-	86,463	737,360	1,224	825,047
Marketing, dues, and postage	49,202	15,720	561,335	17,949	7,173	24,734	945	1,301	678,359	121,787	2,777	802,923
Professional fees	58,437	2,416	99,055	231	61,998	37,825	-	7,457	267,419	279,955	2,454	549,828
Equipment (repairs and service)	21,779	39,798	36,523	4,979	12,492	139	6,175	-	121,885	186,902	331	309,118
Miscellaneous	59,777	23,856	4,967	10,240	20,349	10,631	1,734	282	131,836	170,221	1,971	304,028
Travel and training	96,542	43,714	-	13,319	1,978	1,221	8,135	2,698	167,607	65,280	896	233,783
Telephone	24,796	4,849	-	8,214	41,543	553	6,389	331	86,675	128,304	845	215,824
In-kind	90,307	112,500	-	-	-	-	-	-	202,807	-	-	202,807
Insurance	16,009	12,794	-	9,581	-	-	1,741	-	40,125	128,491	-	168,616
Interest	-	-	-	-	-	-	-	-	-	97,273	-	97,273
Total	$ 11,923,569	$ 6,095,818	$ 2,967,964	$ 3,825,157	$ 4,235,333	$ 632,196	$ 698,908	$ 1,542,925	$ 31,921,870	$ 7,353,146	$ 547,646	$ 39,822,662

In 2022, Wellness Outrach and Prevention was broken out into two programs: Learning Well and Field and Partnership

See accompanying notes.

La Clinica Del Valle Family Health Care Center, Inc.
Statements of Cash Flows

	Years Ended May 31, 2022	2021
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	$ 8,165,127	$ 11,028,484
Adjustments to reconcile change in net assets to net cash from operating activities		
Change in value of assets held by Oregon Community Foundation	(161,381)	(320,723)
Contribution/debt forgiveness	-	(113,002)
Gain on forgiveness of Paycheck Protection Program loan	-	(4,842,147)
Loss on disposal of assets	175,454	13,690
Realized gains/losses on investments	(156,205)	-
Depreciation	1,098,452	1,007,827
Amortization	12,504	17,333
Changes in		
Patient accounts receivable	104,935	114,040
Medicaid wraparound receivable	393,656	1,769,637
Grants and contracts receivable	415,821	(532,993)
Incentive receivable	117,422	(264,197)
Pharmacy receivable	(13,510)	319,694
Other receivable	37,874	(4,959)
Prepaid	11,267	(158,875)
Inventory	(686,362)	(31,067)
Accounts payable	(26,933)	(384,684)
Deferred revenue	818,035	23,698
Accrued payroll payable	(109,248)	903,219
Vacation payable	15,009	(62,546)
Net cash provided by operating activities	10,211,917	8,482,429
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of property and equipment	(935,836)	(1,660,203)
Purchases of investment	(782,999)	-
Net cash used in investing activities	(1,718,835)	(1,660,203)
CASH FLOWS FROM FINANCING ACTIVITIES		
Principal payments on long-term debt	(193,916)	(134,074)
Net cash used in financing activities	(193,916)	(134,074)
NET CHANGE IN CASH AND CASH EQUIVALENTS	8,299,166	6,688,152
CASH AND CASH EQUIVALENTS, beginning of year	17,610,140	10,921,988
CASH AND CASH EQUIVALENTS, end of year	$ 25,909,306	$ 17,610,140
SUPPLEMENTAL DISCLOSURES OF CASH FLOW INFORMATION		
Cash paid during the year for interest	$ 97,273	$ 158,985

See accompanying notes.

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
2 CUPANIA CIRCLE
MONTEREY PARK, CA 91755-7406

DEPARTMENT OF THE TREASURY

Date: APR 04 1994

LA CLINICA DEL VALLE FAMILY HEALTH
CARE CENTER INC
95 HOUSTON RD
PHOENIX, OR 97535-9791

Employer Identification Number:
94-3096772
Case Number:
954004034
Contact Person:
HUGH RAMIREZ
Contact Telephone Number:
(213) 725-7002
Our Letter Dated:
August 14, 1989
Addendum Applies:
No

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of $100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

You are required to file Form 990 only if your gross receipts each year are normally more than $25,000. For guidance in determining whether your gross receipts are "normally" more than $25,000, see the instructions for Form 990. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of $10 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed $5,000 or 5 percent of your gross receipts for the year, whichever is less. This penalty may also be charged if a return is not complete, so please be sure your return is complete before you file it.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Letter 1050 (DO/CG)

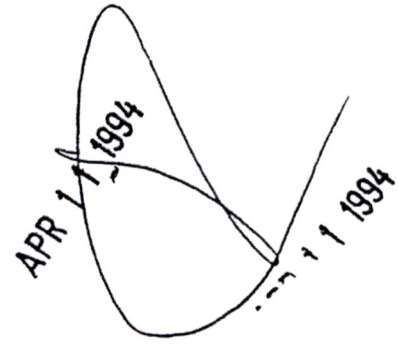
LA CLINICA DEL VALLE FAMILY HEALTH

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,

Richard R. Orosco
District Director



Letter 1050 (DO/CG)

LA CLINICA
AFFORDABLE HEALTH CARE EXCELLENCE FOR ALL

EFFECTIVE JANUARY 1, 2024

Board of Directors 2023-2024

Officers

1. Linda Reid, President Housing Program Spec., City of Ashland 2774 Laurelwood Dr Medford, OR 97501 541-821-3763 541-552-2043 wk. lreidmsw@gmail.com	**6. Victoria Bencomo** Migrant Education, Counselor, Southern Oregon ESD 870 Perozzi St Ashland, OR 97520 541-601-5755 lunalyz@hotmail.com	**11. Lisa Parks** Dean of Workforce Development Rogue Community College 1454 Foxwood Dr. Medford, OR. 97504 541-621-3013 lparks@roguecc.edu lisadparks@outlook.com
2. Monica Morales, Vice President CFO, Medical Eye Center 4117 Hemlock Dr Medford, OR 97504 541-227-8628 Monicam@medicaleyecenter.com	**7. Sara Collins** Attorney 100 Littrell Dr Medford, OR 97504 541- 285-4223 scollins@collinsrowan.com	**12. Jeanne Pickens** COO, Rogue Credit Union 1283 Gardner Way Medford, OR 97504 Work: 541-622-7118 Cell: 541-840-9017 jpickens@roguecu.org
3. Lynne Lowe, Secretary Retired admin 124 Oak Grove Road Apt. #8 Medford, OR 97501 541-778-8306 javaturtle@gmail.com	**8. Larry Gibbs** Associate Professor, SOU 2257 Bromley Street, #3 Medford, OR, 97501 419-378-2263 larrygibbs_1@yahoo.com	**13. Brad Russell** Chief Executive Officer/ Rogue Valley Family YMCA 522 W Sixth St Medford, OR 97501 541-772-6295 x121 brussell@rvymca.org *Hm: 1136 Boulder Ridge Street Central Point, OR 97502
4. Lindsey Trautman, Treasurer CFO, People's Bank 993 Old Stage Rd Central Point, OR 97502 lindsey.trautman@peoplesbank.bank	9. **Scott Lewis** Realtor/John L. Scott 4120 Barbara Jean Way Medford, OR 97504 541-821-8284 scott@888heyscott.com	**14. Karin Trujillo** Self-employed Certified Life Coach 719 W 11th Street Medford, OR 97501 760-420-9253 karint1999@yahoo.com
5. Joanne Noone Director of the Master's Nursing Education 977 Walker Avenue Ashland, OR 97520 541-326-6786 noonej@ohsu.edu	**10. Paul Rostykus** Physician (retired) 436 Grandview Dr Ashland, OR 97520 541-601-9709 prostykus@gmail.com	**15. Christie Van Aken** Retired 721 Juanita Dr Jacksonville, OR 97530 541-944-2072 cvanaken02@gmail.com

1/25/2024

City of Ashland Social Service Grant Program Application and Forms

2024 – 2025

Due: January 31, 2024

ORGANIZATION LEGAL NAME: Opportunities for Housing, Resources and Assistance

DATE: 1/15/24

OTHER NAMES ORGANIZATION KNOWN BY (DBA), OHRA

ADDRESS PO Box 1133, Ashland, OR 97520

FEDERAL EMPLOYER ID NUMBER (FEIN) 61-1693223

PROGRAM/PROJECT TITLE: **Resource Navigation for Low and Very Low-income Ashland Residents**

Which strategic priority does your program focus?

- Assistance to obtain and/or maintain housing (Primarily)
- Services for people with mental health issues and Services for people with drug and alcohol addiction (Secondarily in that many people we serve are affected by these issues).

AMOUNT REQUESTED from this funder for this program/project 2024-2025 $100,000

GRANT CONTACT (If other than Executive Director listed below)

Name **David Stoebel**

Telephone **415-858-3334** **E-mail** **daves@ohrahelps.org**

EXECUTIVE DIRECTOR INFORMATION

Name Cass Sinclair

Telephone 541-941-6300 **E-mail** cass@ohrahelps.org

CERTIFICATION

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

Signature of Board President
Dennis Slattery

Signature of Executive Director/CEO
Cass Sinclair

SUMMARY INFORMATION

RECIPIENT AGENCY Opportunities for Housing, Resources and Assistance

PROGRAM/PROJECT TITLE Resource Navigation for Low and Very Low-income Ashland Residents

1. **Program/project is: Established/Continuing** X

2. **Primary geographic location and population program funding will serve.**

   This project will serve low and very low-income residents of Ashland.

3. **What will this funding enable?**

   The project will enable low and very low-income Ashland residents to have resource navigation services that help them identify and overcome barriers to stability. The service includes assistance finding resources to get unhoused families housed and keep housing threatened families housed; assistance finding income sources; and referrals to medical care, behavioral health/substance use disorder care and other human services through OHRA's network of more than 50 partner agencies including some that provide services at the OHRA Center. As a result, low and very low-income Ashland residents will have critical resources to stabilize their lives and move forward.

4. **Number of volunteers** this program/project will engage: 4

   Number of paid program employees this program/project will engage: 9

5. **Total number volunteer's** agency utilizes: 40

   Total number of paid agency employees: 47

6. **Outline key strategies of the project/program with timeline and staff structure.**

   This project helps OHRA to continue its highly successful resource navigation program that matches unhoused and housing threatened Ashland residents with trauma-informed professionals who have extensive knowledge of community resources and the skills to help guests work through their many psycho-social and logistic barriers as they move toward sustainability. This program is ongoing and requires no start up time. Currently OHRA has 9 navigators working at our resource center, shelter and laundry shower trailer; in the City of Ashland Emergency Shelter; and, in community settings.

7. **Use this space for comments, explanations, and exceptions to questions on this application that can't be included within the question format. You may also leave it blank.**

   1. OHRA records its guests' race using a HUD mandated Homeless Management Information System that does not capture the multi-race categories requested in this application. The system also captures ethnicity separate from race. As directed by Linda Reid, we have modified the demographics table to conform with the statistics available to us.
   2. As a federal grantee that received more than $750,000 in federal funding in 2021 and 2022, OHRA is required to undergo a federal single audit. The audits for 2021 and 2022 are ongoing at this time and we cannot file a form 990 until they are complete. The most recent Form 990 we have is for 2020.
   3. Revenue reported in the FY 20-21 Form 990 includes a $4.2 million capital grant from the state.
   4. The OHRA budget for FY 2024-25 has not been developed. All figures in the attached agency and program budgets are estimates.

AGENCY AND PROGRAM/PROJECT NARRATIVE

RECIPIENT AGENCY Opportunities for Housing, Resources and Assistance

PROGRAM/PROJECT TITLE Resource Navigation for Low and Very Low-income Ashland Residents

*Answer all three narrative questions. Use **only the space provided – place the question number and letter preceding each answer;** the amount of space you allot for each response is your choice.*

1. **Description of organization (include inception date) and**
   - **a.** Mission statement/purpose(s) and how this program/project fits with your mission.
   - **b.** Your organization's unique qualifications to accomplish your program outcomes?
   - **c.** What approach is your agency taking to serve clients and train staff on trauma informed care?
2. **What:**
   - **a.** Issues(s) is the project/program intended to impact,
   - **b.** Strategy for change your program will be based on,
   - **c.** Evidence that the project/program will be successful in the proposed setting, and
   - **d.** What tool(s) will you use to measure outcomes?
3. **How would the community as a whole benefit if your program receives funding?** (Include a description of collaborations and integration and the role program/project plays in the sector.)

1a. Mission/Purpose: OHRA's mission is to help low-income people build better lives. By offering hope and access to social service resources, we encourage those in need on the path to self-sufficiency. By helping people move from crisis to stability, OHRA builds more capable individuals, stronger families and a better community. Resource navigation gives people we serve assistance to define and surmount their barriers to stability.

1b. Unique Qualifications: OHRA has assisted unhoused and housing threatened people find or preserve housing since we opened in 2014. Initially our community partners provided funds for rent while our navigators found willing landlords and assisted guests to overcome bureaucratic, logistic and other barriers to sustainability. Since 2020 we have had state and federal emergency funds that expanded the amount of rental assistance we could provide and we have expanded our program to Medford and the rest of Jackson County. Since July of this year, using funds from the Governor's Emergency Order 23-24, we housed 81 unhoused families and helped 104 housing threatened families stay housed.

1c. Approach: Resource Navigators work with guests to identify and resolve barriers to stability so the guest can move forward. While we view having a reliable and safe place to live as a key to stability, we also recognize that this may not be the guest's top priority. We honor their choices and seek to assist each guest in identifying the goals that they want to work on in the order they choose. The core components of our approach are:

a. Relationship: Our work is based on building trusting relationships with the guests so they know they can count on the Navigator. At its base that trust comes from respecting the guest's definition of what they need. We also build relationships with landlords, other service providers and community groups that help raise funds for assistance. In a tight housing market having a personal connection to a landlord allows navigators to find housing opportunities that may not be available through a computer search. Relationships with other service providers allow our navigators to advocate for each guest and collaborate on providing the best service. Our personal relationships with churches, synagogues and community organizations allow us to find the funds we need to help people become or stay housed and/or to purchase essential items they need.

b. No Time Limit: We work with a person for as long as they want to work with us. We may help a person get into housing and then continue to work with them to build life

skills such as budgeting and bill paying so they can stay housed. Perhaps we help them get an entry level job and a year later assist them in moving to a more advanced position.

c. Trauma Informed: Most of the people we serve have had severe trauma in their lives e.g. family violence/substance abuse/mental illness; their own substance abuse or mental illness; severe injury; and/or, long-term poverty. We understand that these experiences impact a person's ability to navigate in the world and operate accordingly. One of the things this means is that we do not give up on a person simply because they do not succeed immediately. We also stress diversity, equity and inclusion recognizing that people of color, LGBTQ+ people or others who have experienced discrimination and exclusion have particular trauma that we must understand.

d. Strengths Based Approach: All OHRA programs start with the assumption that each guest is capable of improving their life. Our navigation process starts by asking the guest what issue they want to work on. The guest and navigator together explore resources and possible solutions on which the guest can follow-up.

e. Barrier Reduction: Our resource navigation includes financial assistance for things like birth certificates and ID cards or work permits, purchase of items needed for employment, emergency car repairs or other goods or services a guest needs to move toward sustainability.

2a. Issue: The project addresses poverty with a focus on housing insecurity and homelessness.

2b. Strategy for Change: Our strategy is to work with each guest as a unique individual helping them to identify their barriers to stability and to identify the resources they need to overcome the barrier. With this accomplished, navigators then assist the guest to access those resources and provide ongoing support to make the changes they need to make to become more stable. The process may take years and our support may include financial, logistical and moral support. The key is that we never give up on anyone as long as they want to work with us.

2c Evidence of Success: From OHRA's founding in 2014 through July of 2023 OHRA navigators helped 692 unhoused families move into housing and prevented 1,186 families from being evicted. During that time they saved more than 600 children from homelessness. Between July 1 and October 1 of 2023, navigators, using funds from the Governor's Homeless Emergency Order, prevented 288 individuals from being evicted and moved 175 unhoused individuals into housing. Children accounted for 204 of those served.

2d Assessment Tool: OHRA uses the Jackson County Homeless Management Information System (HMIS) to track all encounters with guests. This database gives us real time reports on number of people served. The city of residence at time of admission allows us to identify Ashland residents we serve.

3 Community Benefit: "By helping people move from crisis to stability, OHRA builds more capable individuals, stronger families and a better community" (OHRA vision statement). OHRA's whole person approach gives people in crisis the opportunity to work in a compassionate environment with caring people who will honor their choices and perceived needs and, in collaboration with more than 50 partner agencies and community groups, connect people with the resources they need to move forward.

GENERAL FINANCIAL INFORMATION

RECIPIENT AGENCY Opportunities for Housing, Resources and Assistance
PROGRAM/PROJECT TITLE Resource Navigation for Low and Very Low-income Ashland Residents

1. For most **recently completed** 990:

   a. Fiscal Year: 07/2020 – 06/2021
   b. Administration & Fundraising expense: $209,247 7.8 %

Administration & Fundraising (expressed as percent of total budget - also known as management and general, that portion of your expenses not dedicated solely to program or services), calculated directly from your IRS form 990. Part IX: Add Line 25 C (administrative cost total) and Line 25 D (fundraising cost total) and divide by Part IX, Line 25, Column A (total expenses).

Program expense	$ 2,438,586	
Total expenses:	**$** 2,643,883	
Sources of **revenue**:		
Memberships/ individual contributions	$ 0	0 %
Raised through fundraising activities	$ 0	0 %
Government	$ 73,300	1.1 %
Foundations	$$ 0	0 %
United Way	$ 0	0 %
Fees for Service	$ 0	0 %
Other (reimbursements, payments, bequests, etc.)	$ 6,529,146	98.9 %
f. **Total revenue**:	**$** 6,602,446[1]	

[1] Includes a $4.2 million capitol grant from the state's Project Turnkey.

2. **What is the highest level of financial reporting required by your funders?**

   As a recipient of more than $750,000 in federal funds, each year OHRA is required to undergo an outside federal single audit of our financial reports, our financial processes and our internal controls. This is the most rigorous level of financial reporting to which an organization of our size is subjected.

3. **Briefly describe your sustainability outlook for the project/program in the future.**

   OHRA has funding from the Governor's Homeless Emergency Order (EO), Measure 110, Project Turnkey and Jackson Care Connect. We have a history of support from regional foundations and our donor base is growing. However, as is the case with any not-for-profit business, our funding is subject to unpredictable shifts in the economic and political environment.

4. a. Total organizational annual budget current ongoing fiscal year: $4,073,208

   b. Total program/project budget current ongoing fiscal year: $ 642,400

ORGANIZATION BUDGET 2024-25*

PROJECT PERIOD July 1, **2024** to June 30, **2025**

RECIPIENT AGENCY: Opportunities for Housing, Resources and Assistance

REVENUE	Pending Commitments	Secured Commitments
City of Medford Funds	$101,964	$0
City of Ashland Funds	$100,000	$0
State Funds	$1,200,000	$538,000
Foundation Funds	$448,000	$126,450
Federal Funds	$28,000	$28,000
Community/Corporate Funds	$540,000	173,900
Private Donations	$200,000	$200,000
SUB TOTALS	$2,617,964	$1,066,350
TOTAL REVENUE (Pending & Secured)		**$3,684,806**
EXPENDITURES		
A.PERSONNEL SERVICES		
Total Salaries		$1,442,332
Total Benefits		$201,474
TOTAL PERSONNEL SERVICES		$1,643,806
B. MATERIALS & SERVICES: (please detail other major budget categories)		
Barrier Reduction (Direct pass through funding for rental assistance)		$1,400,000
Resource Center Operations		$72,400
Administration Operations		$147,600
Development Operations		$30,000
Shelter Operations		$315,000
TOTAL MATERIALS & SERVICES		$1,965,000
C. CAPITAL OUTLAY		
Equipment		$ 0
Furnishings		$ 0
Other capital expenses /Identify:		$ 0
TOTAL CAPITAL OUTLAY		**$ 0**
TOTAL EXPENDITURES (Sum of A, B & C)		**3,608,806**

Note: The OHRA budget for FY 2024-25 has not been developed. All figures in this budget are estimates.

PROGRAM BUDGET 2024-25*

PROJECT PERIOD July 1, **2024** to June 30, **2025 (*If Applicable)**

RECIPIENT AGENCY Opportunities for Housing, Resources and Assistance

REVENUE	**Pending Commitments**	**Secured Commitments**
City of Medford Funds	$ 51,964	$0
City of Ashland Funds	$100,000	$0
State Funds	$0	$46,190
Foundation Funds	$122,500	87,900
Federal Funds	$0	$0
Community/Corporate Funds	$0	171,190
Private Donations	32,656	30,000
SUB TOTALS	$ 307,120	$ 335,280
TOTAL REVENUE (Pending & Secured)		**$ 642,400**
EXPENDITURES		
A.PERSONNEL SERVICES		
Total Salaries		$ 584,000
Total Benefits		$ 58,400
TOTAL PERSONNEL SERVICES		**$ 642,400**
B.MATERIALS & SERVICES: (please detail other major budget categories)		
		$
		$
TOTAL MATERIALS & SERVICES		**$ 0**
C.CAPITAL OUTLAY (must constitute part or all of funded public service activity to be eligible expense)		
Equipment		$ 0
Furnishings		$ 0
Other capital expenses /Identify:		$ 0
TOTAL CAPITAL OUTLAY		**$ 0**
TOTAL EXPENDITURES (Sum of A, B & C)		**$ 642,400**

CURRENT MEMBER/CLIENT DEMOGRAPHIC PROFILE

RECIPIENT AGENCY Opportunities for Housing, Resources and Assistance

PROGRAM/PROJECT TITLE Resource Navigation for Low and Very Low-income Ashland Residents

OHRA GUEST DEMOGRAPHICS FY 2022-23				
I	**Gender**		**# Whole Program**	**# Ashland**
		Female	700	314
		Male	765	419
		Other	94	25
		Total	**1,559**	**758**
II	**Age**	0 to 5	78	32
		6 to 12	99	45
		13 to 17	80	26
		18 to 30	248	136
		31 to 40	312	150
		41 to 50	269	134
		51 to 61	269	125
		62 +	204	108
		Unknown	0	34
		Total	**1559**	**758**
III	**Race**	White	1,288	634
		Black/African American	71	36
		American Indian/Alaskan Native	21	21
		Native Hawaiian/other Pacific Islander	13	2
		Asian/Asian American	10	8
		Unknown	156	57
		Total	**1,559**	**758**
IV	**Ethnicity**			
		Hispanic/Latinx	257	66
		Non-Hispanic/Latinx	1,158	616
		Unknown	144	76
		Total	**1,559**	**758**

AGENCY BOARD PROFILE

RECIPIENT AGENCY Opportunities for Housing, Resources and Assistance

PROGRAM/PROJECT TITLE Resource Navigation for Low and Very Low-income Ashland Residents

1. **Number of board members required in bylaws? Minimum 3 Maximum 17**
2. **Number of board members currently active? # Voting 15 Vacancies 2**
3. **Average percentage board meeting attendance (over last completed year): 82.5 %**
4. **Percent of board in attendance required for a quorum: 51%**
5. **List various board, advisory and ad hoc committees and the number of people on each.**

Committee	#
Executive	6
Finance	5
Resource Development and Communications	6
Board Development and Governance	4
Diversity Equity and Inclusion	5

6.	Characteristics of Board of Directors at time of application		
	Race/Ethnicity	***Number Identifying***	***Ethnicity Hispanic/Latino***
	White	13	1
	Black/African American	0	0
	American Indian/Alaskan Native	0	0
	Asian	2	0
	Total	**15**	**1**

Attachments

01 OHRA Board 2023-34
02 OHRA 501c3 Determination Letter
03 OHRA Financial Statements

Options for Helping Residents of Ashland			
Board of Directors 2022-23 (12/31/2023)			
First Name	**Last Name**	**Phone**	**Affiliation/Skills and Experience**
Dennis	Slattery MBA, CPA (retired)	541-552-6491	Affiliation: Retired Accounting professor, Southern Oregon University, Former Ashland City Counselor.
Cathy	Gerbracht	541-973-2964	Affiliation: Retired Account Management Executive, Anthem Blue Cross and Cigna.
Eileen	Piker	914-391-5192	Affiliation: Retired Senior Vice President - JPMorgan Chase Commercial Bank. .
Dan	Fowler M.Div.	541-482-3536	Affiliation: Pastor, Ashland First Presbyterian Church, Ashland faith community, Lithia Springs Rotary Club.
Jackie	Bachman	760-889-5122	Affiliation: Ashland Chamber Greeters, Ashland Senior Services Program, Ashland Housing and Human Services Commission (Member).
Sachta	Card	541-864-9093	Affiliation: Ashland business community, Vice Chair of the Oregon Shakespeare Festival (OSF) Board.
Ben	Bellinson	541-301-7334	Affiliation: Ashland business community, Board chair of The Heart.
Diane	deRyss	541-488-6792	Affiliation: Gates Foundation Alumni Member.
Libby	Gill	310-779-4177	Affiliation: Libby Gill & Company
Jordan	Pease	541-708-0741	Affiliation: Executive Director Rogue Valley Metaphysical Library
Jodi	Rasor	541-331-1527	Affiliation: Director, Automotive Retail Holman Corporation.
Meiwen	Richards	541-261-6727	Affiliation: Retired Branch Manager US Bank, Ashland OR.
Diego	Rojas	856-220-1063	Affiliation: VP Lithia Motors.
Jeffery	Tatum	541-531-0477	Affiliation: Branch Manager, US Bank, Ashland. OR
Deneice	Zeve JD	541-621-7193	Affiliation: Ashland School Board , ScienceWorks Board of Directors, Former Senior Antitrust Attorney in Pennsylvania Attorney General's office.

Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
PO Box 2508
Cincinnati, OH 45201

Date:
August 14, 2023
Employer ID number:
61-1693223
Form 990 required:
Yes
Person to contact:
Name: Mr. Steele
ID number: 0197739

OPPORTUNITIES FOR HOUSING RESOURCES AND
ASSISTANCE INC
PO BOX 1133
ASHLAND, OR 97520

Dear Sir or Madam:

We're responding to your request dated July 11, 2023, about your tax-exempt status.

We issued you a determination letter in June 2014, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

We also show you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax-deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading, we indicated whether you must file an annual information return. If you're required to file a return, you must file one of the following by the 15th day of the 5th month after the end of your annual accounting period.

- Form 990, Return of Organization Exempt From Income Tax
- Form 990-EZ, Short Form Return of Organization Exempt From Income Tax
- Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990EZ
- Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation

According to IRC Section 6033(j), if you don't file a required annual information return or notice for 3 consecutive years, we'll revoke your tax-exempt status on the due date of the 3rd required return or notice.

You can get IRS forms or publications you need from our website at www.irs.gov/forms-pubs or by calling 800-TAX-FORM (800-829-3676).

If you have questions, call 877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific time).

Thank you for your cooperation.

Sincerely,

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

OHRA

Statement of Activity

July 2022 - June 2023

UNAUDITED

	TOTAL
Revenue	
21000 Unrestricted Donations	
21010 Unrestricted Individual Donations	225,656.30
21020 Unrestricted Organizational Donations	46,806.17
21021 Allocation of revenues	0.00
21040 Unrestricted Campaign General Donations	146,366.60
Total 21000 Unrestricted Donations	**418,829.07**
21100 Restricted Donations	
21120 Restricted Organizational Donations	26,471.74
21130 Restricted Campaign General Donations	10,000.00
Total 21100 Restricted Donations	**36,471.74**
21200 Grants	
21210 City/County/State Grants	747,198.46
21220 Business, Church & Foundation	569,381.85
21230 Federal Government	338,543.40
Total 21200 Grants	**1,655,123.71**
21300 CONTRACTS	
21350 Shelter	675,322.61
Total 21300 CONTRACTS	**675,322.61**
Total Revenue	**$2,785,747.13**
GROSS PROFIT	**$2,785,747.13**
Expenditures	
40000 Resource Center	
40100 BarrierReduction	136.50
40110 Essential Services	11,266.94
40120 Rapid Rehousing	51,155.29
40130 Housing Protection	70,501.42
Total 40100 BarrierReduction	**133,060.15**
40200 Office Expense	
40210 Office Supplies	12,102.50
40220 Computer and Hardware	6,269.19
40230 Web & Internet	189.13
40240 Printing and Copying	154.02
40250 Postage and Mailing	214.84
40265 RC Mileage	10.00
40270 Software/Subscriptions	17,148.03
40280 Repair & Maintenance	1,494.40
Total 40200 Office Expense	**37,582.11**
40400 Volunteer Expenses	
40420 Recognition	164.43
40430 Meeting Costs	15.48
Total 40400 Volunteer Expenses	**179.91**
40500 Taxes and Licenses	150.00

OHRA

Statement of Activity

July 2022 - June 2023

	TOTAL
40510 Security	1,288.34
40600 Facilities	
40630 Telephone (NuWave)	893.37
40640 Electric & Water	5,044.67
40650 Utilities Natural Gas	616.90
40660 Sanitation and Disposal	893.73
40680 Supplies	45.98
Total 40600 Facilities	**7,494.65**
40700 Shower Trailer and Auto	
40710 Fuel (propane)	906.12
40720 Operations and Supplies	14,130.67
40730 Repair and Maintenance	1,345.79
40760 Shower/Trailer Wages	0.00
Total 40700 Shower Trailer and Auto	**16,382.58**
66000 Payroll Expenses	
66100 Resource Center Wages	323,059.94
66200 Resource Center Payroll Taxes	30,440.42
66300 Resource Center Health Insurance	8,477.52
Total 66000 Payroll Expenses	**361,977.88**
Total 40000 Resource Center	**558,115.62**
41000 OHRA Admin	
41099 Other Business Expenses	150.00
41100 Accounting Expenses	
41120 Bookkeeping	2,158.75
41130 Accounting	56,328.75
41140 Tax Preparation	581.00
41145 Audit	32,500.00
41150 Computer Hardware	0.00
41160 Banking Expense	1,196.67
Total 41100 Accounting Expenses	**92,765.17**
41200 Office Expenses	
41210 Office Supplies	6,067.00
41220 Printing and Copying	41.99
41230 Postage and Mailing	530.06
41240 Computers/Hardware	12,244.53
41250 Software/Subscriptions	19,606.39
41260 Telephone (NuWave)	149.27
41265 Admin Mileage	266.82
41270 Web & Internet	137.58
41275 Electric & Water	3,679.43
41280 Sanitation & Disposal	675.81
41285 Repair & Maintenance	551.07
41290 Security	82.56

OHRA

Statement of Activity

July 2022 - June 2023

	TOTAL
Total 41200 Office Expenses	**44,032.51**
41300 Insurance	
41330 "Non Profit Pack"	88,748.50
41340 "Workman's comp"	12,879.58
Total 41300 Insurance	**101,628.08**
41500 OHRA Board Expenses	
41510 Board Training	8,104.99
41520 Board Meeting Expenses	1,492.80
Total 41500 OHRA Board Expenses	**9,597.79**
41600 OHRA Payroll Expenses	741.00
41610 Admin Wages	292,469.59
41620 Admin Payroll Taxes	22,920.43
41630 Health Insurance	39,354.64
Total 41600 OHRA Payroll Expenses	**355,485.66**
Total 41000 OHRA Admin	**603,659.21**
41400 Development	
41410 Public Outreach	46.94
41430 Newsletter & Mailings	7,496.23
41440 RD Consultant	32,250.00
41465 General Resource Development Events	4,180.63
41470 Capital Campaign expenses	7,454.05
41475 Software/Subscriptions	3,308.82
41480 RD Mileage	561.94
Total 41400 Development	**55,298.61**
43000 EXTREME WEATHER SHELTER	
43020 EXTREME WEATHER SHELTER Payroll Expense	
43021 EXTREME WEATHER SHELTER Wages	0.00
43022 EXTREME WEATHER SHELTER Payroll Taxes	0.00
Total 43020 EXTREME WEATHER SHELTER Payroll Expense	**0.00**
Total 43000 EXTREME WEATHER SHELTER	**0.00**
45000 Shelter Expenditures	
45025 Shelter supplies	24,624.19
45026 Shelter Office/Administrative Expenses	8,947.68
45029 Repair & Maintenance	19,026.88
45030 Printing and Copying	6.00
45032 Nutrition	166,442.52
45033 Utilities Natural Gas	4,991.52
45034 Web & Internet	1,392.87
45035 Computer & Hardware	999.99
45036 Postage and Mailing	121.28
45037 Telephone (NuWave)	2,779.82
45038 Electric & Water	37,010.94
45039 Sanitation & Disposal	7,819.14

OHRA

Statement of Activity

July 2022 - June 2023

	TOTAL
45040 Shelter Mileage	129.65
45041 Shelter Security	836.10
45042 Storage rental	4,344.00
45043 Subscriptions/Software	12,933.24
45050 Shelter Operations	830.00
45600 Shelter Payroll Expenses	8,605.40
45610 Shelter Staff Wages	670,369.62
45620 Shelter Staff Payroll Taxes	58,664.82
45630 Shelter Health Insurance	9,890.44
Total 45600 Shelter Payroll Expenses	**747,530.28**
Total 45000 Shelter Expenditures	**1,040,766.10**
62800 Facilities and Equipment	467.88
62810 Depr and Amort - Allowable	74,589.96
Total 62800 Facilities and Equipment	**75,057.84**
Bank Charges	10.00
Cell Phone Stipend	6,650.00
Payroll Expenses	1,143.50
Taxes	769.34
Wages	3,932.49
Total Payroll Expenses	**5,845.33**
Square Fees	7.30
Total Expenditures	**$2,345,410.01**
NET OPERATING REVENUE	**$440,337.12**
Other Revenue	
48300 Interest Income	2,691.26
Total Other Revenue	**$2,691.26**
Other Expenditures	
80300 Additions to Reserves	-0.58
Total Other Expenditures	**$ -0.58**
NET OTHER REVENUE	**$2,691.84**
NET REVENUE	**$443,028.96**

OHRA

Statement of Financial Position

As of June 30, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10150 Rogue Ownership *1087	0.01
10160 Rogue Savings *1000	30,785.21
10170 Money Maker *7558	515,435.78
10180 Rogue Checking OHRA 0486	84,756.95
10190 Rogue Checking Resource Center 3918	493.00
10200 PayPal	1,018.46
10210 Elevator	0.00
10220 Real Property	0.00
10230 PayPal Bank**New	3,250.27
10300 Morgan Stanley	259,666.69
10400 Petty Cash	0.00
10401 OHRA Petty Cash	427.58
Shelter Petty Cash	350.52
Total 10400 Petty Cash	**778.10**
10700 Square Income	0.00
Total Bank Accounts	**$896,184.47**
Accounts Receivable	
11100 Accounts Receivable (A/R)	36,838.53
Total Accounts Receivable	**$36,838.53**
Other Current Assets	
11140 Accrued Unbilled Revenue	22,996.31
11500 Promissory Grants Pending	624,532.74
11600 Miscellaneous Asset	45.00
12000 Undeposited Funds	0.00
13000 Prepaid Expenses	13,891.84
Payroll Refunds	0.00
Repayment	
Payroll Draw	0.00
Total Repayment	**0.00**
Total Other Current Assets	**$661,465.89**
Total Current Assets	**$1,594,488.89**
Fixed Assets	
15000 Furniture and Equipment	0.00
15100 Buildings - Operating	
15901 Shelter Elevator	0.00
Total 15100 Buildings - Operating	**0.00**
15800 OHRA Shelter	
15801 Planning & Pre Development	95,666.03
15802 Shelter Building	2,497,320.00
15803 Shelter Land	1,530,616.00

OHRA

Statement of Financial Position

As of June 30, 2023

	TOTAL
Total 15800 OHRA Shelter	**4,123,602.03**
16400 Vehicles	0.00
16410 Laundry Shower Trailer	45,990.00
16411 Capital Improvements	14,746.00
Total 16410 Laundry Shower Trailer	**60,736.00**
Total 16400 Vehicles	**60,736.00**
17100 Accum Depr - Furn and Equip	0.00
17200 Accum Depr - Building	-147,849.48
17300 Accum Depr - Leasehold Imps	-2,949.24
17400 Accum Depr - Vehicles	-57,810.09
Construction in process	1,116,614.12
Total Fixed Assets	**$5,092,343.34**
Other Assets	
18700 Security Deposits Asset	0.00
19000 Uncategorized Assets	0.00
Total Other Assets	**$0.00**
TOTAL ASSETS	**$6,686,832.23**
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20100 Accounts Payable	12,414.55
Total Accounts Payable	**$12,414.55**
Credit Cards	
Rogue Card *0900 - Peter	609.84
Rogue Card *1532 - Lisa	-1,742.04
Rogue Card *2211 - Zoe	64.64
Rogue Card *6582 - Katie	96.98
Rogue Card *8061 - Cass	294.10
Rogue Card *8357 - Julie	14.99
Total Credit Cards	**$ -661.49**
Other Current Liabilities	
24000 Payroll Liabilities	
21CV38385	-317.44
24010 Federal Taxes (941/944)	208.45
24020 OR Employment Taxes	3,519.63
24030 OR Income Tax	496.92
24040 OR Transit Tax	17.01
24050 Regence	-639.73
CA PIT / SDI	0.00
Case No 121285L3	0.00
Child Support	220.84
FL Unemployment Tax	13.50

OHRA

Statement of Financial Position

As of June 30, 2023

	TOTAL
General Credit Service	0.00
NJ Income Tax	0.00
OR Paid Family and Medical Leave	3,430.21
OR Statewide Transit Taxes	333.47
Order ID 09-D-311-5	-155.00
ORESAV	1,324.05
Total 24000 Payroll Liabilities	**8,451.91**
24100 Accrued Leave and Payroll	33,932.54
24200 Accrued Expenses	15,991.10
25800 Unearned or Deferred Revenue	-139,650.00
Direct Deposit Payable	0.00
Misc Payable	0.00
Payroll Corrections	-10.61
Total Other Current Liabilities	**$ -81,285.06**
Total Current Liabilities	**$ -69,532.00**
Long-Term Liabilities	
27100 Notes, Mortgages, and Leases	0.00
Total Long-Term Liabilities	**$0.00**
Total Liabilities	**$ -69,532.00**
Equity	
30000 Opening Balance Equity	0.00
32000 Net Assets	5,737,975.32
33000 Restricted Assets	580,359.95
33100 Executive Director	0.00
33600 Mental Health Grant	-5,000.00
33800 Access Winter Shelter Grant	0.00
City of Ashland	0.00
Total 33000 Restricted Assets	**575,359.95**
Net Revenue	443,028.96
Total Equity	**$6,756,364.23**
TOTAL LIABILITIES AND EQUITY	**$6,686,832.23**

City of Ashland Social Service Grant Program

Application and Forms

2024 - 2025

ORGANIZATION LEGAL NAME: Peace House **DATE:** 1/31/2024

OTHER NAMES ORGANIZATION KNOWN BY (DBA) _____

ADDRESS Ashland OR 97520

Street City State Zip

FEDERAL EMPLOYER ID NUMBER (FEIN) 93-0821939

PROGRAM/PROJECT TITLE: Uncle Foods Diner community meal program

See MEMO for important information on goals and priorities for Ashland.

Which strategic priority does your program focus? Food insecurity for Ashland citizens - housed & unhoused

AMOUNT REQUESTED from this funder for this program/project 2024-2025 $ $20,000

GRANT CONTACT (If other than Executive Director listed below)

Name _____

Telephone _____ **E-mail** _____

EXECUTIVE DIRECTOR INFORMATION

Name Elizabeth Hallett

Telephone 541-292-2106 **E-mail** info@peacehouse.net

CERTIFICATION

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

Connie Saldana
Signature of Board President

Elizabeth Hallett
Signature of Executive Director/CEO

Connie Saldana for Jim Philips
Type Name

Elizabeth Hallett
Type Name

SUMMARY INFORMATION

RECIPIENT AGENCY Peace House
PROGRAM/PROJECT TITLE Uncle Foods Diner

1. **Program/project is: new __ established/continuing X pilot __ If pilot, expected duration _____**

2. Primary geographic location and population program funding will serve. (*If funding awarded City of Ashland, will require tracking the number of city residents served for reporting purposes.*

3. What will this funding enable? Ashland, Oregon
This funding will enable the continuation of a model meal distribution program in Ashland that has been able to survive for thirty-one years, thanks, in part to the supportive City of Ashland CDBG funding other years. Uncle Food's Diner feeds those in our community experiencing hunger whether housed or unhoused. The Ashland Emergency Food Bank is seeing double the numbers form last year at this time. Food scarcity is on the rise. There are whole families and there are SOU students living in cars or camping; unhoused people with mental health issues; veterans and seniors who are housed or unhoused and unable to cook for themselves or running shorth on funds to cover prescriptions and rent at the same time; and more. (Please see #7 for more details.)

4. Number of volunteers this program/project will engage: 26

Number of paid program employees this program/project will engage: 3

5. Total number volunteer's agency utilizes: 0

Total number of paid agency employees: 0

6. Outline key strategies of the project/program with timeline and staff structure.

We will continue in our established format of one meal per week for approximately 145 people, the current figure of the number served. Paid staff (all part-time): one Chef-coordinator; One pick-up driver; one dishwasher. There is weekly Volunteer Coordination to ensure the production level of food; serving and clean-up for the number of diners; There are Monthly team meetings to evaluate flow and collaboration with food providers. We depend upon gleaned food from The Food Angels; The Ashland Emergency Food bank; Rogue Food Unites and Market of Choice. We supplement what we glean with food purchased either wholesale or retail.

7. Use this space for comments, explanations, and exceptions to questions on this application that can't be included within the question format. You may also leave it blank.

- The name Uncle Food's Diner was coined by some homeless teens when the Diner first began. We are thankful to the Ashland First Methodist Church for renting their kitchen to us, and allowing the space for our industrial refrigerator as well as some storage space for dry goods.

- Directly, the funding will enable the continuation of the Uncle Food's Diner Hot Meal Program served on Tuesdays by Peace House for the last 30 years. We serve between 125 and 147 people a week for an average of 6500 meals per year. This number does not include left-over food that is always available for those who wish to take it to go. It also does not include food available to volunteers who would like to eat or take food home. For some there is a trade between their assistance and their ability to get a meal.

- If our numbers are off or incomplete, please note that we tried to call for clarification, but could not get an answer back by our last office day prior to the grant application due date pages 5 and 6 were confusing, especially given the split-year budgeting.

AGENCY AND PROGRAM/PROJECT NARRATIVE

RECIPIENT AGENCY Peace House

PROGRAM/PROJECT TITLE Uncle Foods Diner

*Answer all three narrative questions. Use **only the space provided – place the question number and letter preceding each answer;** the amount of space you allot for each response is your choice.*

1. **Description of organization (include inception date) and**
   a. **mission statement, purpose(s) and how this program/project fits with your mission.**
   b. **your organization's unique qualifications to accomplish your program outcomes?**
   c. **what approach is your agency taking to serve clients and train staff on trauma informed care?**
2. **What:**
   a. **issues(s) is the project/program intended to impact,**
   b. **strategy for change your program will be based on,**
   c. **evidence that the project/program will be successful in the proposed setting, and**
   d. **what tool(s) will you use to measure outcomes?**
3. **How would the community as a whole benefit if your program receives funding? (Include a description of collaborations and integration and the role program/project plays in the sector.)**

1(a) Peace House promotes nonviolent conflict resolution and community-building regarding social and economic justice, the inherent dignity of all people, avoiding war and protecting natural resources. Providing food is one way we address basic needs such as food, encouraging sustainability as food and resource insecure people move through hard times. Uncle Food's Diner is dedicated to feeding hungry people in Ashland who are houseless or low-income experiencing food insecurity.

1(b) Over the last 30 years we have developed a long-standing relationship with various entities and individuals in the community that are all enthusiastic about keeping Uncle Food's Diner open. In addition, our unique qualities include:

- access to a sanitary, Health Department approved, fully equipped commercial kitchen.
- commercial equipment, including large refrigerator to avoid spoilage, dry storage, compost service and trash.
- Highly experienced lead cook/coordinator, more than 15 weekly volunteers including three in leadership
- large community base of support as seen through our popular Empty Bowls event and private donor base.

The 31-year project is run by a set of dedicated volunteers who consider this their form of community service. The kitchen, serving and clean-up teams each have pride in their participation and loyalty to each other as teams. They are the key to our organizational success. The number of individual and foundation grants or contributions to the program have been a testament to the kindness and concern that is evidenced in Southern Oregon for those we serve.

1(c): All of our coordinators have been trained in trauma informed care practices. We also provide physically and psychologically safe environment for staff, volunteers, and diners in food preparation and distribution.

2(a) Very simply, Uncle Food's Diner is dedicated to nurturing a community meal for people in need of food and support.

2(b): By helping address food insecurity in our community, we offer tangible sustenance for people without access to food, elevate the issue of hungerand maintain important partnerships between businesses, farmers, and food groups.

2(c): We have maintained the program for nearly 31 years,. Uncle Food's Diner distributed meals four days per week during COVID shut downs and survived, despite many obstacles including no indoor location to serve the meal.

2(d): We count the number of meals distributed, including those who attend the meals; the meals that get delivered and meals for volunteers in need.

3: The Diner provides a weekly nutritious meal to many individuals and families in Ashland who would otherwise not have access to a hot meal. We serve a diversity of people including housed people who cannot cook for themselves; un-housed people; people with mental health challenges; families with children; students, and people with physical disabilities. At least half of our clients are estimated to be over 60 years old.

We collaborate and share food with: SOU and AHS student groups, OHRA shelters, Rogue Food Unites, Ashland Community Food Bank; Food Angels; Jobs with Justice, Market of Choice, First United Methodist Church, BIPOC Community Sanctuary, Union Gospel Mission, several local farms, and Ashland's Presbyterian Church food pantry

GENERAL FINANCIAL INFORMATION

RECIPIENT AGENCY Peace House
PROGRAM/PROJECT TITLE Uncle Foods Diner

1. For most **recently completed** 990:

a. FISCAL YEAR (mm/yyyy – mm/yyyy): 01/2022-12/2022 b. Administration & Fundraising expense: $ 217,630 69 %

Administration & Fundraising (expressed as percent of total budget - also known as management and general, that portion of your expenses not dedicated solely to program or services), calculated directly from your IRS form 990. Part IX: Add Line 25 C (administrative cost total) and Line 25 D (fundraising cost total) and divide by Part IX, Line 25, Column A (total expenses).

c. Program expense $ 97,187

d. **Total expenses**: **$** 314,817

e. Sources of **revenue**:

Memberships/ individual contributions	$ 8,173	2.5 %
Raised through fundraising activities	$ 7,733	2.5 %
Government	$ 183,933	60 %
Foundations	$	%
United Way	$	%
Fees for Service	$	%
Other (reimbursements, payments, bequests, etc.)	$ 106,367*	35 %

*Money received for Fiscal sponsorship programs

f. **Total revenue**: **$** 306,206

2. What is the highest level of financial reporting required by your funders?

Profit & Loss reports

3. Briefly describe your sustainability outlook for the project/program in the future.

Like we have for the past three decades, Uncle Food's will continue to run a lean program within our financial means. We anticipate sustaining our program through a reliable fundraising strategy that includes a combination of grants, individual donations, and in-kind donations from local businesses.

4. a. Total organizational annual budget **current ongoing** fiscal year: 188,473

b. Total program/project budget current ongoing fiscal year: 75,984

ORGANIZATION BUDGET 2023-24*

2024 Calendar Year

PROJECT PERIOD July 1, **2023** to June 30, **2024**(*If Applicable)

RECIPIENT AGENCY Peace House

REVENUE	Pending Commitments	Secured Commitments
City of Medford Funds	$ 0	$ 0
City of Ashland Funds	$ 0	$ 0
Jackson County Funds	$ 0	$ 0
CDBG (identify)	$ 0	$ 0
Other State or Federal Funds	$ 0	$ 0
United Way Funds	$ 0	$ 0
Other Funds (identify) Grants & Contributions received June-Dec '23	$ 0	$ 17,480
SUB TOTALS	$ 0	$ 17,480
TOTAL REVENUE (Pending & Secured)		**$** 0
EXPENDITURES		
A.PERSONNEL SERVICES		
Total Salaries		$ 104,712
Total Benefits		$ 858
TOTAL PERSONNEL SERVICES		**$** 105,570
B.MATERIALS & SERVICES: (please detail other major budget categories)		
Administrative Expenses		$ 20,536
Event & Fundraising Expenses		$ 4,075
Program Expenses		$ 57,792
		$
		$
		$
TOTAL MATERIALS & SERVICES		**$** 82,403
C.CAPITAL OUTLAY (must constitute part or all of funded public service activity to be eligible expense)		
Equipment		$ 500
Furnishings		$
Other capital expenses /Identify:		$
TOTAL CAPITAL OUTLAY		**$** 500
TOTAL EXPENDITURES (Sum of A, B & C)		**$** 188,473

PROGRAM BUDGET 2024-25*

PROJECT PERIOD July 1, **2024** to June 30, **2025 (*If Applicable)** 2024 Calendar Year

RECIPIENT AGENCY Peace House for Uncle Foods Diner

REVENUE	Pending Commitments	Secured Commitments
City of Medford Funds	$	$
City of Ashland Funds	$	$
Jackson County Funds	$	$
CDBG (identify)	$	$
Other State or Federal Funds	$	$
United Way Funds	$	$
Other Funds (identify)	$	$ 17,480
SUB TOTALS	$ 0	$ 17,480
TOTAL REVENUE (Pending & Secured)		**$** 0
EXPENDITURES		
A.PERSONNEL SERVICES		
Total Salaries		$ 37,512
Total Benefits		$ 858
TOTAL PERSONNEL SERVICES		**$** 38,370
B.MATERIALS & SERVICES: (please detail other major budget categories)		
Food & Supplies		$ 23,682
Kitchen Rent		$ 9,000
Payroll Taxes		$ 2,784
Vehicle Expense		$ 1,648
		$
		$
TOTAL MATERIALS & SERVICES		**$** 37,114
C.CAPITAL OUTLAY (must constitute part or all of funded public service activity to be eligible expense)		
Equipment		$ 500
Furnishings		$
Other capital expenses /Identify:		$
TOTAL CAPITAL OUTLAY		**$** 500
TOTAL EXPENDITURES (Sum of A, B & C)		**$** 75,984

CURRENT MEMBER/CLIENT DEMOGRAPHIC PROFILE

(Use absolute numbers only – no percentages.)

RECIPIENT AGENCY Peace House

PROGRAM/PROJECT TITLE Uncle Foods Diner

I.

II.

		# Whole Program	*# Ashland*
Gender			
Age*	Female		
	Male	_____	2600
	Other	_____	3575
	Totals	_____	325
			6500

We do not ask people their ages or race/ethnicity

0 to 5	_____	_____
6 to 12	_____	_____
13 to 17	_____	_____
18 to 30	_____	_____
31 to 40	_____	_____
41 to 50	_____	_____
51 to 61	_____	_____
62 +	_____	_____
Unknown	_____	_____
Total	_____	_____

***at point of entry for service**

IV. Race/Ethnicity

	#Whole Program	*Ethnicity Hispanic/Latino**	*# Ashland*
White	_____	_____	_____
Black/African American	_____	_____	_____
American Indian/Alaskan Native	_____	_____	_____
Native Hawaiian/other Pacific Islander	_____	_____	_____
American Indian/Alaskan Native and White	_____	_____	_____
Black/African American and White American	_____	_____	_____
Indian/Alaskan Native and Black/African American	_____	_____	_____
Other Multi Racial	_____	_____	_____
Other	_____	_____	_____
Totals	_____	_____	_____

Ethnicity is a portion of each Race category listed and will likely not match the total demographic served – it would only match if 100% of your clients identify as Hispanic/Latino.

Agency Board Profile

RECIPIENT AGENCY Peace House

PROGRAM/PROJECT TITLE Uncle Foods Diner

1. **Number of board members required in bylaws?** **Minimum** 5 **Maximum** _____
2. **Number of board members currently active?** **# Voting** 5 **Vacancies** _____
3. **Average percentage board meeting attendance (over last completed year):** 95 **%**
4. **Percent of board in attendance required for a quorum:** 80 **%**
5. **List various board, advisory and ad hoc committees and the number of people on each.**

Committee	*Number of Members*
N/A	

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

Race/Ethnicity

	Number Identifying	*Ethnicity Hispanic/Latino**
White	3	
Black/African American		
American Indian/Alaskan Native		
Native Hawaiian/other Pacific Islander		
American Indian/Alaskan Native and White	1	
Black/African American and White		
American Indian/Alaskan Native and Black/African American		
Other Multi Racial	1	
Other		
Totals		

** Fill out this column pertaining to board Ethnicity is a portion of each Race category listed. It will very likely not match the total board category – it would only match if 100% of your board identifies as Hispanic/Latino.*

City of Ashland Social Service Grant Program

Application and Forms

2024 - 2025

ORGANIZATION LEGAL NAME: Southern Oregon Jobs with Justice **DATE:** 1/30/24

OTHER NAMES ORGANIZATION KNOWN BY (DBA) _____

ADDRESS 258 A Street #1-220 Ashland Oregon 97520
Street City State Zip

FEDERAL EMPLOYER ID NUMBER (FEIN) 711005588

PROGRAM/PROJECT TITLE: Ashland Community Peace Meal

See MEMO for important information on goals and priorities for Ashland.

Which strategic priority does your program focus? Services for people with mental health issues, drug and alcohol addiction and at-risk youth

AMOUNT REQUESTED from this funder for this program/project 2024-2025 $ $30,000

GRANT CONTACT (If other than Executive Director listed below)
Name Vanessa Houk
Telephone 541-930-2170 **E-mail** sunriver@gmail.com

EXECUTIVE DIRECTOR INFORMATION
Name Jason Houk
Telephone 541-841-8341 **E-mail** jason@sojwj.org

CERTIFICATION

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

Signature of Board President

Vanessa Houk
Type Name

Signature of Executive Director/CEO

Jason Houk
Type Name

SUMMARY INFORMATION

RECIPIENT AGENCY Southern Oregon Jobs wtih Justice
PROGRAM/PROJECT TITLE Ashland Community Peace Meal

1. **Program/project is: new** __ **established/continuing** X **pilot** __ **If pilot, expected duration** _____

2. Primary geographic location and population program funding will serve. (*If funding awarded City of Ashland, will require tracking the number of city residents served for reporting purposes.*
   We primary serve vulnerable indivduals in Ashland Oregon with particular attention on the homeless population, those suffering food insecurity, disabled, mentally ill and working poor.
3. What will this funding enable?

   Funding will enable us to support our community meal programs and direct aid services. Funding will cover costs for meal preperations, labor costs, food and resources. Funding will also support our mobile community kitchen.

4. Number of volunteers this program/project will engage: 85

   Number of paid program employees this program/project will engage: One

5. Total number volunteer's agency utilizes: 125

   Total number of paid agency employees: One

6. Outline key strategies of the project/program with timeline and staff structure.
   The community meals are primarily volunteer-powered with one part-time staff member to manage volunteers and coordinate a minimum of two meals every week. We anticipate these meals will continue and expand through 2024-2025. Work continues on a purchased RV that was converted into a mobile kitchen. We anticipate this vehicle will be certified and in operation by spring 2024. Staff structure will continue with Jason Houk as executive director and one paid position to facilitate the meals and coordinate volunteers and resources. Most day-to-day work will be organized by volunteers and additional roles will be created to organize and facilitate targeted goals

7. Use this space for comments, explanations, and exceptions to questions on this application that can't be included within the question format. You may also leave it blank.

AGENCY AND PROGRAM/PROJECT NARRATIVE

RECIPIENT AGENCY Southern Oregon Jobs wtih Justice

PROGRAM/PROJECT TITLE Ashland Community Peace Meal

Answer all three narrative questions. Use ***only the space provided – place the question number and letter preceding each answer;*** *the amount of space you allot for each response is your choice.*

Description of organization (include inception date) and

a. **mission statement, purpose(s) and how this program/project fits with your mission.**
b. **your organization's unique qualifications to accomplish your program outcomes?**
c. **what approach is your agency taking to serve clients and train staff on trauma informed care?**

2. **What:**
   a. **issues(s) is the project/program intended to impact,**
   b. **strategy for change your program will be based on,**
   c. **evidence that the project/program will be successful in the proposed setting, and**
   d. **what tool(s) will you use to measure outcomes?**

3. **How would the community as a whole benefit if your program receives funding? (Include a description of collaborations and integration and the role program/project plays in the sector.)**

1(a,b,c) Southern Oregon Jobs with Justice is a project of Southern Oregon Jobs with Justice. (SOJwJ). SOJwJ is a coalition that brings together labor unions, religious congregations, student groups and community organizations to work on issues of economic justice, immigration rights and to improve working people's standard of living, job security and their right to organize. SOJwJ was chartered in 2007 and since then has increased their member organizations and signed over 750 individual members. Over the years our coalition has focused on issues such as sweatshop-free purchasing policies, being instrumental in organizing the state-wide movement Heath Care for All Oregon, and educating the community on the impact of the affordable housing crisis. For over 8 years now, SOJwJ has sponsored the Ashland Peace Meals that help ensure that our most vulnerable neighbors have access to meals and community. Our volunteers and staff of the Peace Meals are in a unique position to reach our most vulnerable citizens and provide services to folks who may be hard to connect with through traditional outreach. We meet people where they are. We help connect them to resources through meals and direct services. Over the years, our organizers have built relationships and trust between the homeless community, social services, governments and volunteers. Regarding trauma informed care, we train people in the trenches. In 2019 Vanessa Houk, program organizer helped to train shelter staff in Grants Pass about how to provide services with trauma informed care. For some of the most traumatized people in our community, those struggling with mental illenss and those who have lived through physical, sexual and verbal abuse - the Community Peace Meals are their safe place. We have created a program where trust can begin to take root in phenomenal ways.

2a. Food insecurity continues to impact many Ashland residents, and the Ashland Community Peace Meal provides nutritious meals, while building a sense of community among folks who are often marginalized. This is our eighth year of operation and the peace meal often satisfies more than hunger on both sides of the table. Many of our volunteers are working their way through huge losses, such as the loss of a spouse, dealing with a serious medical diagnosis, and catastrophic experiences and what we've learned is that serving others can be a crucial piece of healing. Relationships are built, trust grows. SOJwJ isn't in the business of poverty, we are in the business of healing.

(B, D). At the Peace Meals, we meet people where they are at. Often they don't have to travel very far to reach us since we offer meals in the middle of Lithia Park every Thursday and Friday afternoon. We are different from many nonprofits in Ashland because we're out there doing street outreach when the larger nonprofits are closed. So oftentimes we'll have someone arrive at the meal at 5 pm on Friday and they've just lost their housing, are scared and they don't know where to go or what to do. We begin the process of meeting some of their most basic needs (food, clothing, bus passes, survival gear), and then helping them identify what to do from there. Our main strategy is building trust by offering consistent places where our neighbors know that someone else cares about them. Volunteers take leftovers over to the camping area behind the police station for people who would otherwise struggle to reach us. C) What evidence do we have that this works? For one thing, we have many people who have come back to us to express their gratitude, and often they've become volunteers. We know that APD often checks in with us when they find people who need help, especially after hours. We know that hunger lives in the moment, so every time that a line forms across the sidewalk in the park, and our hungry neighbors are handed a plate full of food, that is a mark of success.

2. (b,c,d) One of the strengths of the Peace Meals is that it empowers the people we serve to be part of the solution. What started as a grassroots effort has grown to a year round, twice a week program that serves an average of 60+ people each day. For years the meals have been an all volunteer effort and we've counted on the folks we serve to be part of the solution. They help with daily tasks including set up, food prep, cooking and clean up.

Watching the pride that develops within marginalized people is at the heart of what we do. We call it "love in action", and it fuels us all. The outreach arm of the meals looks like a wide variety of things. Some days it's finding boots for someone who is living outside and wearing flip-flops in November. It might be ensuring that a new mom has emotional support and basic needs are met for her. Sometimes it's helping replace a backpack after a zipper breaks, or ensuring that every single unhoused person in our community has basic winter survival gear. Outreach is a key part of our strategy, because it allows us to build bridges between people who are disenfranchised and other agencies that can help them. We are often the first responders in the homeless crisis.

3. Supporting the Community Peace Meal benefits the Ashland community by providing basic services for our vulnerable community. Support allows our volunteers to continue to provide wrap around services and to continue partnerships with other organizations that foster continued success. Our community partners include Max's Mission who tables next to us every Thursday. The OHSU Street Nursing Team has tabled next to the Peace Meals in the past, but once Pioneer Hall closed, they had to change their tactics a bit. They remain on call to anyone in need. Street Dogs used to table with us, but they too were unable to table outside during the coldest months of the year, so they continue to remain on call during the times when folks gather for Peace Meals. The Ashland Emergency Food Bank,Peace House, SOU Catering, Ashland Lions Club are several other community partners who we work closely with. During periods of extreme weather, the Peace Meals have provided support for the city's emergency shelter.

We serve housed and unhoused people, and we continue to see an increase in seniors and disabled people, and families. One thing that we have been able to identify is that there is a growing population of people who reside in Ashland and are living in substandard conditions. Often we meet people who are housed, but lack access to cooking facilities. We often notice a larger surge of people seeking services at the end of the month when their food stamps have run out.

Our program not only improves the quality of people's lives, but the social aspect of it has made a big difference in helping people recover from the deep loneliness the pandemic brought. Often we hear, "Thursday and Fridays are my favorite days. I look forward to this more than you'll ever know." We are having a very positive impact, and we hope that the city of Ashland will continue to support us.

GENERAL FINANCIAL INFORMATION

RECIPIENT AGENCY Southern Oregon Jobs wtih Justice
PROGRAM/PROJECT TITLE Ashland Community Peace Meal

1. For most **recently completed** 990:

   a. FISCAL YEAR (mm/yyyy – mm/yyyy): 01/2022 - 12/2022 b. Administration & Fundraising expense: $ 12,000 23 %

Administration & Fundraising (expressed as percent of total budget - also known as management and general, that portion of your expenses not dedicated solely to program or services), calculated directly from your IRS form 990. Part IX: Add Line 25 C (administrative cost total) and Line 25 D (fundraising cost total) and divide by Part IX, Line 25, Column A (total expenses).

   c. Program expense $ 29,526

   d. **Total expenses**: **$** 51,490

   e. Sources of **revenue**:

Memberships/ individual contributions	$ 7,987	16 %
Raised through fundraising activities	$ 17,478	35 %
Government	$	%
Foundations	$ 25,000	49 %
United Way	$	%
Fees for Service	$	%
Other (reimbursements, payments, bequests, etc.)	$	%

   f. **Total revenue**: **$** 50,465

2. What is the highest level of financial reporting required by your funders? Financial Statement

3. Briefly describe your sustainability outlook for the project/program in the future.
   SOJWJ general funding comes primarily from grants and membership fees.
   We collect donations for specifric projects and needs. We are also writing grants to support expansion and specific projects including the purchase and maintanence of a food truck. We intend to do more to solicit organizational membership donations and individual donations using our networks, social media and email management.

4. a. Total organizational annual budget **current ongoing** fiscal year: $72,100

   b. Total program/project budget current ongoing fiscal year: $64,200

ORGANIZATION BUDGET 2023-24*

PROJECT PERIOD July 1, **2023** to June 30, **2024**(*If Applicable)

RECIPIENT AGENCY Southern Oregon Jobs with Justice

REVENUE	Pending Commitments	Secured Commitments
City of Medford Funds	$	$
City of Ashland Funds	$ 30,000	$
Jackson County Funds	$	$
CDBG (identify)	$	$
Other State or Federal Funds	$	$
United Way Funds	$	$
Other Funds (identify) Grants, donations, memberships	$ 22,000	$ 44,000
SUB TOTALS	$ 42,000	$ 44,000
TOTAL REVENUE (Pending & Secured)		**$** 86,000
EXPENDITURES		
A.PERSONNEL SERVICES		
Total Salaries		$ 14,400
Total Benefits		$
TOTAL PERSONNEL SERVICES		**$** 14,400
B.MATERIALS & SERVICES: (please detail other major budget categories)		
Peace Meal Food and Supplies		$ 36,000
Street Outreach Supplies and Support		$ 6,000
Fuel/Vehicle		$ 1,200
Office / Supplies / Mail /Website		$ 2,500
Legal / Fees /Insurance		$ 2,200
		$
TOTAL MATERIALS & SERVICES		**$** 47,900
C.CAPITAL OUTLAY (must constitute part or all of funded public service activity to be eligible expense)		
Equipment Food truck equipment, supplies and certification		$ 14,500
Furnishings Solar charger, food warming trays etc.		$ 9,000
Other capital expenses /Identify:		$
TOTAL CAPITAL OUTLAY		**$** 23,500
TOTAL EXPENDITURES (Sum of A, B & C)		**$** 85,800

PROGRAM BUDGET 2024-25*

PROJECT PERIOD July 1, **2024** to June 30, **2025 (*If Applicable)**

RECIPIENT AGENCY Southern Oregon Jobs with Justice

REVENUE	Pending Commitments	Secured Commitments
City of Medford Funds	$	$
City of Ashland Funds	$	$
Jackson County Funds	$	$
CDBG (identify)	$	$
Other State or Federal Funds	$	$
United Way Funds	$	$
Other Funds (identify)Grants, donations, memberships	$ 62,000	$
SUB TOTALS	$ 62,000	$
TOTAL REVENUE (Pending & Secured)		**$** 62,000
EXPENDITURES		
A.PERSONNEL SERVICES		
Total Salaries		$ 14,400
Total Benefits		$
TOTAL PERSONNEL SERVICES		**$** 14,400
B.MATERIALS & SERVICES: (please detail other major budget categories)		
Peace Meal Food and Supplies		$ 30,000
Food Truck Support and Maintenance		$ 6,000
Street Outreach Supplies and Support		$ 5,000
Holiday Events		$ 1,200
Office / Supplies / Mail /Website		$ 2,500
Legal / Fees /Insurance		$ 2,200
TOTAL MATERIALS & SERVICES		**$** 46,900
C.CAPITAL OUTLAY (must constitute part or all of funded public service activity to be eligible expense)		
Equipment		$
Furnishings		$
Other capital expenses /Identify:		$
TOTAL CAPITAL OUTLAY		**$**
TOTAL EXPENDITURES (Sum of A, B & C)		**$** 61,300

CURRENT MEMBER/CLIENT DEMOGRAPHIC PROFILE

(Use absolute numbers only – no percentages.)

RECIPIENT AGENCY Southern Oregon Jobs wtih Justice

PROGRAM/PROJECT TITLE Ashland Community Peace Meal

I.

II.

		# Whole Program	*# Ashland*
Gender			
Age*	Female		420
	Male		650
	Other		
	Totals		1070
	0 to 5		
	6 to 12		
	13 to 17		
	18 to 30		
	31 to 40		
	41 to 50		
	51 to 61		
	62 +		
	Unknown		1070
	Total		1070

*at point of entry for service

IV. Race/Ethnicity

	#Whole Program	*Ethnicity Hispanic/Latino**	*# Ashland*
White			900
Black/African American			15
American Indian/Alaskan Native			2
Native Hawaiian/other Pacific Islander			1
American Indian/Alaskan Native and White			2
Black/African American and White American			
Indian/Alaskan Native and Black/African American			
Other Multi Racial			
Other			150
Totals			1070

Ethnicity is a portion of each Race category listed and will likely not match the total demographic served – it would only match if 100% of your clients identify as Hispanic/Latino.

Agency Board Profile

RECIPIENT AGENCY Southern Oregon Jobs wtih Justice

PROGRAM/PROJECT TITLE Ashland Community Peace Meal

1. **Number of board members required in bylaws?** **Minimum** 4 **Maximum** 12
2. **Number of board members currently active?** **# Voting** 6 **Vacancies** 1
3. **Average percentage board meeting attendance (over last completed year):** 85 **%**
4. **Percent of board in attendance required for a quorum:** 51 **%**
5. **List various board, advisory and ad hoc committees and the number of people on each.**

Committee	*Number of Members*
Health care for all Oregon	5
Peace Meal / Street Outreach	4
Labor Organizing	3
Wobbly Walk Memorial	3

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

Race/Ethnicity

	Number Identifying	*Ethnicity Hispanic/Latino**
White	5	
Black/African American		
American Indian/Alaskan Native		
Native Hawaiian/other Pacific Islander		
American Indian/Alaskan Native and White		
Black/African American and White		
American Indian/Alaskan Native and Black/African American		
Other Multi Racial		
Other	1	
Totals	6	

** Fill out this column pertaining to board Ethnicity is a portion of each Race category listed. It will very likely not match the total board category – it would only match if 100% of your board identifies as Hispanic/Latino.*

Southern Oregon Jobs with Justice Board of Directors - January 2024

Vanessa Houk, BOARD CHAIR, 1 Corral Lane, Ashland 541-930-2170, sunriver@gmail.com, Former LaClinica Board Member, past President of Multicultural Association of Southern Oregon. Vanessa is currently on the board of the Jackson County Community Long Term Recovery Group. She is a freelance writer and author. Vanessa facilitates the Friday Peace Meal, a free meal program in Ashland.. Expiration of term: August 2025

Kathleen Gamer, BOARD VICE CHAIR,900 Wilson Road, Ashland -541-621-3299, gamerk@sou.edu, Kathleen is an organizer with the Southern Oregon University United Nations club and International Students association. Expiration of term: August 2025

Catherine McKiblin, BOARD SECRETARY 1145 Tolman Creek Rd.,Ashland – 843-445-7097, mckiblin@yahoo.com, Catherine is a retired music teacher who facilitates the Monday meal deliveries and volunteers regularly with Friday Peace Meal. Expiration of term: August 2025

Jason Houk, BOARD TREASURER, 1 Corral Lane, Ashland, 541-841-8341, jason@sojwj.org, KSKQ and Rogue Valley Community Press. Jason is an independent media producer and on the management committee of KSKQ Community Radio. Expiration of term: August 2026

Ralph Browning, PO Box 1265, Medford – 541-261-0866, browningralph@gmail.com, AFSCME. Ralph is a former City of Medford employee and President of AFSCME Local 2621. He is a very active volunteer with many civic and service clubs. Expiration of term: August 2026

Ivend Holen, 1301 Siskiyou Blvd. Medford OR 97504 – 541-779-5392, idholen@ccountry.net, Ivend is a social justice activist, retired shop steward of IBEW local 659, member/supporter of Amnesty International, Oregon Center for Public Policy, Oregon Action, Editorial and Medford Citizens for Peace and Justice. Expiration of term: August 2026

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUL 11 2014

SOUTHERN OREGON JOBS WITH JUSTICE
298 GARFIELD ST
ASHLAND, OR 97520

Employer Identification Number:
71-1005588
DLN:
17053014505043
Contact Person:
ROGER W VANCE ID# 31173
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
August 8, 2006
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Sincerely,

Tamera Ripperda

Director, Exempt Organizations

Enclosure: Publication 4221-PC

Letter 947

Southern Oregon Jobs with Justice
2023 Profit and Loss Statement
January 2023 – December 2023

Income	
Foundation Grants	$ 64,400
Memberships	$ 1,600
General Donations	$ 7,778
Dedicated Donations	$ 34,302
Total income	**$ 108,080**
General Expenses	
Memberships /Underwriting	$ 2,310
Fuel/Vehicle	$ 399
Pioneer Hall Space Rental	$ 1,111
Trash / Site Maintenance	$ 929
Website / Email hosting	$ 1,224
Office / Supplies / Mail	$ 908
Legal / Fees	$ 982
Insurance	$ 2,784
Program Expenses	
Food Truck Purchase	$ 17,500
Transmission and Tuneup	$ 1,117
Propane, water, generator	$ 2,373
Emergency Weather Shelter	$ 2,787
Peace Meal – Food and Supplies	$ 24,098
Peace Meal – Labor (15 hours week @ $20/hour)	$ 14,400
Peace Meal – Clothing and Gear	$ 4,275
Housing Assistance	$ 212
Holiday Parties	$ 1,450
Education / Training / Workshops	$ 2,500
Total expenses:	**$ 81,359**

Statement of Financial Position - Assets as of December 31, 2023

Assets, vehicles and equipment	$22,000
Cash, savings and investments	$36,682
Liabilities	
Current Liabilities	0

City of Ashland Social Service Grant Program

Application and Forms

2024 - 2025

ORGANIZATION LEGAL NAME: Sunstone Housing Collaborative **DATE:** 1/26/2024

OTHER NAMES ORGANIZATION KNOWN BY (DBA) _____

ADDRESS 919 Bellview Ave #1 Ashland, OR 97520
Street City State Zip

FEDERAL EMPLOYER ID NUMBER (FEIN) 93-4638323

PROGRAM/PROJECT TITLE: Affordable Housing Development at E. Main and S. Mountain Ave in Ashland, OR

See MEMO for important information on goals and priorities for Ashland.

Which strategic priority does your program focus? Creating affordable housing, specifically targeting households that may contain school aged children

AMOUNT REQUESTED from this funder for this program/project 2024-2025 $ 20,000.00

GRANT CONTACT (If other than Executive Director listed below)

Name Jill Franko

Telephone (707) 495-0896 **E-mail** jillyac@gmail.com

EXECUTIVE DIRECTOR INFORMATION

Name Krista Palmer

Telephone (949) 278-7665 **E-mail** sunstonehousingcollaborative@gmail.com kristapalmer80@gmail.com

CERTIFICATION

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

Signature of Board President

Jill Franko ASD Vice chair
Type Name

Signature of Executive Director/CEO

Krista Palmer
Type Name

SUMMARY INFORMATION

RECIPIENT AGENCY Sunstone Housing Collaborative
PROGRAM/PROJECT TITLE Affordable Housing Development at E. Main and S. Mountain Ave in Ashland, OR

1. **Program/project is: new** x **established/continuing** __ **pilot** __ **If pilot, expected duration** _____

2. Primary geographic location and population program funding will serve. (*If funding awarded City of Ashland, will require tracking the number of city residents served for reporting purposes.*

New and existing residents of Ashland with income at or below 140%- 60% AMI will benefit from the development of new housing built on the corner of E. Main and S. Mountain Ave.

3. What will this funding enable?

This funding will enable Sunstone Housing Collaborative to cover the cost of initial operating expenses such as consulting fees for RFP, retaining legal counsel for acquisition and service agreements, and professional consulting fees required for land preparation according t city and county requirements.

4. Number of volunteers this program/project will engage: TBD

Number of paid program employees this program/project will engage: TBD

5. Total number volunteer's agency utilizes: TBD

Total number of paid agency employees: TBD

6. Outline key strategies of the project/program with timeline and staff structure.

The first step for Sunstone Housing Collaborative will be to retain legal counsel which specializes in nonprofit housing law to produce bylaws for SHC and draw up a master service agreement between SHC and Ashland School District that will cover the transfer and sale of land.

The next step will be to put out a Request for Proposal to nonprofit housing developers who want to partner in building affordable housing on the land. A portion of SS Grant funds may be used toward covering legal fees required for this process..

Following the acceptance of a RFP, the ED for Sunstone Housing Collaborative will manage the partnership between SHC and the Developer for the sale of land, transfer of funds to ASD and oversee administrative requirements for the duration of the initial build on site at E. Main and S. Mountain Ave in Ashland.

7. Use this space for comments, explanations, and exceptions to questions on this application that can't be included within the question format. You may also leave it blank.

AGENCY AND PROGRAM/PROJECT NARRATIVE

RECIPIENT AGENCY Sunstone Housing Collaborative

PROGRAM/PROJECT TITLE Affordable Housing Development at E. Main and S. Mountain Ave in Ashland, OR

*Answer all three narrative questions. Use **only the space provided – place the question number and letter preceding each answer;** the amount of space you allot for each response is your choice.*

Description of organization (include inception date) and

a. **mission statement, purpose(s) and how this program/project fits with your mission.**
b. **your organization's unique qualifications to accomplish your program outcomes?**
c. **what approach is your agency taking to serve clients and train staff on trauma informed care?**

2. **What:**
   a. **issues(s) is the project/program intended to impact,**
   b. **strategy for change your program will be based on,**
   c. **evidence that the project/program will be successful in the proposed setting, and**
   d. **what tool(s) will you use to measure outcomes?**

3. **How would the community as a whole benefit if your program receives funding? (Include a description of collaborations and integration and the role program/project plays in the sector.)**

RECIPIENT AGENCY *Sunstone Housing Collaborative*
PROGRAM/PROJECT TITLE *Affordable Housing Development at E. Main and S. Mountain Ave in Ashland, OR*

Ashland SS Grant Application: Agency and Program/Project Narrative

1. Description of organization (include inception date)

Sunstone Housing Collaborative was established in December 2023 to support the educational mission of Ashland School District and the associated Housing Production Strategy of Ashland by utilizing district owned land to develop affordable housing intended for district staff and low to moderate income families with children in order to increase long term sustained enrollment and retain staff members

a. Mission statement, purpose(s) and how this program/project fits with your mission.

Sunstone Housing Collaborative exists to facilitate the development of affordable housing in order to meet the growing gaps in housing available in Ashland and greater Jackson County.

Lack of or availability of affordable housing has become a primary driver in where people choose to live, particularly families with school aged children. Here lies a confluence of the conclusions drawn from Ashland's Housing Production Strategy, which asserts a definite need for affordable housing, and for Ashland School District's need to attract more families and enroll their children.

b. Your organization's unique qualifications to accomplish your program outcomes?

Sunstone Housing Collaborative has built a partnership with the Ashland School District to secure an initial build site on the property currently owned by the district at E. Main and S. Mountain Ave in Ashland. This location ensures the opportunity for future residents to benefit from living in housing that is affordable, in proximity to public transportation, schools, and local employment; all factors that promote a thriving community.

While the advisory board for Sunstone Housing Collaborative is currently in process of being assembled, there remains oversight by the Ashland School District board of directors in order that their interests are being met throughout this process.

The executive director is an individual with experience in community organization working with churches and city government to streamline services for people experiencing homelessness, is trained as an Occupational Therapy practitioner, as well as having a passion to pursue partnerships which establish and nurture housing justice.

C. What approach is your agency taking to serve clients and train staff on trauma informed care?

The ED is an Occupational Therapy practitioner, which includes trauma-informed training to recognize and respond to social, environmental and personal factors that may impede or limit the thriving of an individual or community. This framework will serve to support a working environment that is trauma

sensitive as well as an awareness of the importance of building housing that is based on universal design and/or accessible for those with disabilities, and to work with community leaders and agencies to ensure necessary support services are available for the housing to be successful. This may also include community education programs around affordable housing and homelessness.

In addition, Ashland School District maintains a commitment to trauma informed care and remains a resource in the event there is a need.

2. What

a. **Issue is your project/program intended to impact?**
The purpose of Sunstone Housing Collaborative is to seek funding and build partnerships that serve to build affordable housing in Ashland and greater Jackson County, impacting residents facing housing insecurity due to financial constraints.
b. **Strategy for change your program will be based on**
Ashland school district has developed a plan for increasing enrollment which includes supporting the building of affordable housing for families and district staff. Also considered is the city of Ashland's Housing Production Strategy which states the goal of developing an equitable housing plan that includes encouraging the development of income-restricted affordable housing
c. **Evidence that the project will be successful in the proposed setting**
Providing affordable housing that is safe and stable enables families to securely participate in ASD educational offerings and the greater community
d. **What tools will you use to measure outcomes**
Funding sought from the SS Grant will be directed toward retaining legal counsel to ensure post-award reporting and compliance. In addition, Sunstone has produced a mission to This may include detailed financial reports updated as the project progresses as well as tracking residency data once the housing is built. A specific measure might be tracking any related increase in ASD enrollment upon completion of the housing.

3. How will the community as a whole benefit if your program receives funding? (include a description of collaborations and integration and the role the program/project plays in the sector)
This initial project of Sunstone Housing Collaborative is focused on partnering with Ashland School District in facilitating the sale and development of district owned land in order to build affordable multifamily housing. This project serves ASD in creating accessible housing for families to live in as their children attend Ashland public schools and it also meets the needs for affordable housing stated in the City of Ashland's Housing Production Strategy. As the number of households with children declines, the need for creative solutions to ensure Ashland remains a community of all ages, becomes more imperative

GENERAL FINANCIAL INFORMATION

RECIPIENT AGENCY Sunstone Housing Collaborative

PROGRAM/PROJECT TITLE Affordable Housing Development at E. Main and S. Mountain Ave in Ashland, OR

1. For most **recently completed** 990: Ashland School District, acting fiscal sponsor for SHC does not utilize form 990. Listed here are approximate values for proposed admin and fundraising expenses by SHC

   a. FISCAL YEAR (mm/yyyy – mm/yyyy): _____ b. Administration & Fundraising expense: $ 5,000.00 _____ %

Administration & Fundraising (expressed as percent of total budget - also known as management and general, that portion of your expenses not dedicated solely to program or services), calculated directly from your IRS form 990. Part IX. Add Line 25 C (administrative cost total) and Line 25 D (fundraising cost total) and divide by Part IX, Line 25, Column A (total expenses).

c. Program expense $ 20,000.00 Estimated attorney fees:

d. **Total expenses**: **$** 25,000.00

e. Sources of **revenue**:

Memberships/ individual contributions	$_____	_____%
Raised through fundraising activities	$_____	_____%
Government	$_____	_____%
Foundations	$_____	_____%
United Way	$_____	_____%
Fees for Service	$_____	_____%
Other (reimbursements, payments, bequests, etc.)	$ 177,500 from Allcare:	_____%

f. **Total revenue**: **$** 177,500

2. What is the highest level of financial reporting required by your funders?
   Allcare requires 2 progress reports and one final report on awarded funding.
3. Briefly describe your sustainability outlook for the project/program in the future.

Sunstone Housing Collaborative intents to continue to apply for relevant affordable housing grants through city, state and federal opportunities as well as seek private contributions through foundations seeking to support the development of affordable housing.

4. a. Total organizational annual budget **current ongoing** fiscal year: anticipated budget of $2,000,000 for SHC current fiscal year

   b. Total program/project budget current ongoing fiscal year: anticipated program legal fees 20,000.00

ORGANIZATION BUDGET 2023-24*

PROJECT PERIOD July 1, **2023** to June 30, **2024**(*If Applicable)

RECIPIENT AGENCY Sunstone Housing Collaborative

REVENUE	Pending Commitments	Secured Commitments
City of Medford Funds	$	$
City of Ashland Funds	$	$
Jackson County Funds	$	$
CDBG (identify)	$ submitting for $40k	$
Other State or Federal Funds	$	$
United Way Funds	$	$
Other Funds (identify) Allcare	$	$ 177,500.00
SUB TOTALS	$	$
TOTAL REVENUE (Pending & Secured)		**$ 217,500.00**
EXPENDITURES		
A.PERSONNEL SERVICES		
Total Salaries		$ 225,000.00
Total Benefits		$ 10,000.00
TOTAL PERSONNEL SERVICES		**$ 235,000.00**
B.MATERIALS & SERVICES: (please detail other major budget categories)		
Ashland School District is functioning in capacity of fiscal sponsor to receive		$ 20,000.00
funds acquired from this grant which will fund attorney fees for a MOU to be		$
drafted in order for the transfer of land from ASD to SHC to allow for the		$
subsequent sale of the land and development of affordable housing		$
		$
		$
TOTAL MATERIALS & SERVICES		**$ 20,000.00**
C.CAPITAL OUTLAY (must constitute part or all of funded public service activity to be eligible expense)		
Equipment		$ N/A
Furnishings		$ N/A
Other capital expenses /Identify:		$ N/A
TOTAL CAPITAL OUTLAY		**$ N/A**
TOTAL EXPENDITURES (Sum of A, B & C)		**$ 255,000.00**

CURRENT MEMBER/CLIENT DEMOGRAPHIC PROFILE

(Use absolute numbers only – no percentages.)

RECIPIENT AGENCY Sunstone Housing Collaborative

PROGRAM/PROJECT TITLE Affordable Housing Development at E. Main and S. Mountain Ave in Ashland, OR

PLEASE SEE NARRATIVE RESPONSE BELOW

			# Whole Program	*# Ashland*
I.	**Gender**	Female		
		Male		
		Other		
II.		**Totals**		
	Age*	0 to 5		
		6 to 12		
		13 to 17		
		18 to 30		
		31 to 40		
		41 to 50		
		51 to 61		
		62 +		
		Unknown		
		Total		

*at point of entry for service

IV. Race/Ethnicity

	#Whole Program	*Ethnicity Hispanic/Latino**	*# Ashland*
White			
Black/African American			
American Indian/Alaskan Native			
Native Hawaiian/other Pacific Islander			
American Indian/Alaskan Native and White			
Black/African American and White American			
Indian/Alaskan Native and Black/African American			
Other Multi Racial			
Other			
Totals			

Ethnicity is a portion of each Race category listed and will likely not match the total demographic served – it would only match if 100% of your clients identify as Hispanic/Latino.

Sunstone Housing Collaborative intends to utilize the funds awarded from this SS Grant to pursue the building of housing that will be available to current and prospective Ashland families and individuals earning between 60-140% AMI. One more potential demographic this housing aims to reach are teachers currently on the lower end of the pay scale as well as classified staff. This will support the goals of increasing enrollment and retaining district staff.

Agency Board Profile

RECIPIENT AGENCY Sunstone Housing Collaborative

PROGRAM/PROJECT TITLE Affordable Housing Development at E. Main and S. Mountain Ave in Ashland, OR

1. **Number of board members required in bylaws?** **Minimum** 5 **Maximum** 5
2. **Number of board members currently active?** **# Voting** 5 **Vacancies** 0
3. **Average percentage board meeting attendance (over last completed year):** 98 **%**
4. **Percent of board in attendance required for a quorum:** 3 total **%**
5. **List various board, advisory and ad hoc committees and the number of people on each.**

Committee	*Number of Members*
Enrollment Innovation Committee	10
Calendar Innovation Committee	12
Reimagining High School	13

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

Race/Ethnicity

	Number Identifying	*Ethnicity Hispanic/Latino**
White	5	
Black/African American		
American Indian/Alaskan Native		
Native Hawaiian/other Pacific Islander		
American Indian/Alaskan Native and White		
Black/African American and White		
American Indian/Alaskan Native and Black/African American		
Other Multi Racial		
Other		
Totals	5	

** Fill out this column pertaining to board Ethnicity is a portion of each Race category listed. It will very likely not match the total board category – it would only match if 100% of your board identifies as Hispanic/Latino.*

NOTE: The board characteristics information provided is that of the Ashland School District board, which is acting fiscal sponsor for Sunstone Housing Collaborative until the time when the already submitted IRS filing is cleared, upon which a governing board for SHC will be assembled.

CONTINUUM of CARE
Working together to end homelessness

Monthly Board Meeting

February 7th, 2024 at 2:00 – 3:30pm

Location: Olsrud Family Nutrition Center, 2020 Cardinal Way, Medford

or

https://us04web.zoom.us/j/8972767862?pwd=bXc1UHVEQ21nTndOT2E0dkxMbDJ4dz09

AGENDA

1. Roll Call
2. Approve Board Minutes – 1/03/2024
3. Approve Executive Committee Minutes – 1/22/2024
4. Discuss Financial Support from Municipalities – Kelly Madding/Stacy Brubaker
5. Executive Committee/Board Officers Election – Melissa Markos
6. Governance Charter Update – Goerge Martin/Alissa Weber
7. HMIS Workgroup Update – Melissa Markos/Barbara Johnson
8. Gaps Analysis Workgroup Update – Melissa Markos
9. Homelessness Task Force Update – Linda Reid
10. MAC Group Update – Melanie Doshier
11. State Funding Update – Melissa Markos/Noah Werthaiser
    a. Long-term Rental Assistance Program
    b. Special Programs Appropriations
    c. Other
12. New Board Member Onboarding Recommendations – Kelly Madding/Melissa Markos
13. Adjourn – Debra Lee

Next CoC Board Monthly Meeting: ***Monday September 18, 2023, 2:30 – 4:00 pm***

City of Ashland Social Service Grant Program

Application and Forms

2024 - 2025

ORGANIZATION LEGAL NAME: St. Vincent de Paul, Ashland Conference **DATE:** 1/31/2024

OTHER NAMES ORGANIZATION KNOWN BY (DBA) Society of St. Vincent de Paul
Our Lady of the Mountain Conference

ADDRESS	987 Hillview Drive	Ashland	OR	97520
	Street	City	State	Zip

FEDERAL EMPLOYER ID NUMBER (FEIN) 93-0831082

PROGRAM/PROJECT TITLE: Preventing Homelessness in Ashland, OR

See MEMO for important information on goals and priorities for Ashland.
Which strategic priority does your program focus? Placing People in Housing & Keeping Them Safely Housed

AMOUNT REQUESTED from this funder for this program/project **2024-2025 $** 28,000

GRANT CONTACT (If other than Executive Director listed below)
Name Vicky Weiss
Telephone (541) 708-5173 (home)
(541) 499-2857 **E-mail** vweiss590@gmail.com
EXECUTIVE DIRECTOR INFORMATION
Name Kathy Begley **Telephone** (541) 826-5722 (home); (541) 951-6012 (cell)
E-mail Begley2001@aol.com

CERTIFICATION

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

Signature of Board President

Kathy Begley
Type Name

Signature of Executive Director/CEO

Kathy Begley
Type Name

1

City of Ashland Social Service Grant Program

Application and Forms

2024 - 2025

ORGANIZATION LEGAL NAME: St. Vincent de Paul, Ashland Conference **DATE:** 1/31/2024

OTHER NAMES ORGANIZATION KNOWN BY (DBA) Society of St. Vincent de Paul
Our Lady of the Mountain Conference

ADDRESS	987 Hillview Drive	Ashland	OR	97520
	Street	City	State	Zip

FEDERAL EMPLOYER ID NUMBER (FEIN) 93-0831082

PROGRAM/PROJECT TITLE: Preventing Homelessness in Ashland, OR

See MEMO for important information on goals and priorities for Ashland.
Which strategic priority does your program focus? Placing People in Housing & Keeping them Safely Housed

AMOUNT REQUESTED from this funder for this program/project **2024-2025 $** 28,000

GRANT CONTACT (If other than Executive Director listed below)
Name Vicky Weiss
Telephone (541) 708-5173 (home)
(541) 499-2857 (cell) **E-mail** vweiss590@gmail.com
EXECUTIVE DIRECTOR INFORMATION
Name Kathy Begley **Telephone** (541) 826-5722 (home); (541) 951-6012 (cell)
E-mail Begley2001@aol.com

CERTIFICATION

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

Signature of Board President	Signature of Executive Director/CEO
Kathy Begley	Kathy Begley
Type Name	Type Name

SUMMARY INFORMATION

RECIPIENT AGENCY St. Vincent de Paul, Ashland Conference
PROGRAM/PROJECT TITLE Preventing Homelessness in Ashland, OR
Program/project is: new __ established/continuing _X_ pilot __ If pilot, expected

1. Primary geographic location and population program funding will serve. (*If funding awarded City of Ashland, will require tracking the number of city residents served for reporting purposes.*

   The goal of this program is to keep residents of Ashland safely housed by assisting with rental deposits, rental payments, mortgage payments, closing costs, taxes, and utility payments.

2. What will this funding enable?

   In the last fiscal year, 95% of our expenditures went to meeting the needs listed above for those who called on us. Despite additional state assistance focused on addressing homelessness in our state, and despite our working closely with other agencies to meet these needs, we have recently had to move from helping callers once a year to helping callers once every two years. As the Associated Press recently reported, homelessness in the U.S. climbed 12 percent between 2022 and 2023, much of the increase driven by Covid aid drying up and people becoming unhoused for the first time. Inflation and the concomitant rise in the cost of rent have been exacerbated in our area by the paucity of housing available after the Almeda wildfire. In addition, we are seeing a significant increase in requests from those disabled (and awaiting state benefits, which are often slow to arrive) and from families in which the principle breadwinner is between jobs or suddenly out of work, looking for new employment. Sometimes our assistance takes the form of finding people a less expensive place to live or helping make a rental or utility payment until the first paycheck from the new job arrives. This Social Service grant request will enable us to address more of these needs.

3. Number of volunteers this program/project will engage: 18

   Number of paid program employees this program/project will engage: 0

4. Total number volunteer's agency utilizes: 300+ (in Medford, Ashland, Talent, Phoenix, and Central Point)
   Total number of paid agency employees: 0

5. Outline key strategies of the project/program with timeline and staff structure.

   Two volunteers respond to calls to our helpline five days a week during business hours. We are one of the very few organizations in the entire Rogue Valley which respond with same-day assistance for those in need. (It is worth noting here that we never dispense funds directly to individuals but rather to the entity to which they are owed. It is worth noting also that those who seek rental assistance by contacting 211 on-line and listing the Ashland zip code find our St. Vincent de Paul as the first agency listed and most often the only one on the list for which they qualify.) While our volunteers are allowed to use their discretion when faced with callers in dire need, we employ a fixed amount of financial assistance aimed at assisting families while not making them dependent upon us.

AGENCY AND PROGRAM/PROJECT NARRATIVE

RECIPIENT AGENCY St. Vincent de Paul, Ashland Conference
PROGRAM/PROJECT TITLE Preventing Homelessness in Ashland, Oregon

*Answer all three narrative questions. Use **only the space provided – place the question number and letter preceding each answer;** the amount of space you allot for each response is your choice.*

1. Description of organization (include inception date) and

- **a. mission statement, purpose(s) and how this program/project fits with your mission.**
- **b. your organization's unique qualifications to accomplish your program outcomes?**
- **c. what approach is your agency taking to serve clients and train staff on trauma informed care?**

2. What:

- **a. issues(s) is the project/program intended to impact,**
- **b. strategy for change your program will be based on,**
- **c. evidence that the project/program will be successful in the proposed setting, and**
- **d. what tool(s) will you use to measure outcomes?**

3. How would the community as a whole benefit if your program receives funding? (Include a description of collaborations and integration and the role program/project plays in the sector.)

1. a. and b. The Rogue Valley District Council of St. Vincent de Paul is dedicated to providing compassionate, prompt support and care to the poor and needy in 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. Our Council has no financial connection or obligation to any church; no effort is made to preach, convert, or proselytize. Our Council was established in 1982 and has nine operating divisions or conferences, of which the Ashland/Talent Home Visit Conference is one. Because we have no paid employees and rely on volunteers to deliver all of our services, all of the funds we obtain are used to help those in Ashland and Talent who are in need of housing or to keep those in danger of being homeless stay safely housed with utilities operational. Because we have worked in the Ashland and Talent area for so long and work so closely with a host of other agencies, we are well known. Many of our volunteers have worked with us for many years, so we have established networks that allow us to seek additional aid for individuals and families when it is needed. We also have Spanish speakers available to assist with non-English speakers.

c. In our work we encounter clients from a wide range of diverse backgrounds and experiences. Our Rule and our ongoing training enable us to be sensitive to the impact upon our clients of both overt discrimination and micro-aggressions. We endeavor to be a deeply respectful and supportive presence in their lives, while providing assistance in difficult times. Our organization of volunteers meets bi-monthly to discuss difficult cases, to receive additional training, and to review our Rule and Manual outlining the practice of trauma-informed care. While we work closely with Jackson County Mental Health, our volunteers are all provided with a written list of "Crisis De-Escalation Techniques," which are very helpful.

2. a. As noted above, in fiscal year 2022-2023, 95% of our expenditures went to housing and utility assistance for those who called on us. Our goal is to keep people in Ashland safely housed. We have worked closely with agencies like OHRA who have had access to Rapid Rehousing funds from the state to help those who are unhoused. But despite these funds and our collaborative efforts with other organizations that assist with housing and utility costs, in the wake of a shortage of affordable housing and increasing rents, we have found it necessary to move from responding to the housing needs of callers once a year to helping to meet those needs once every <u>two</u> years. Recently, Rich Rohde shared with me that Oregon is number 2 in the nation for unhoused per capita only behind California and 1st in the nation per capita for unhoused families. Sadly, these facts are certainly consistent with the number of calls we are receiving.

2. b. The paucity of housing in our area continues to be a challenge. The rebuilding of residences since the destruction caused by the Almeda fire has been slowly progressing. But for those impacted by the fire, by the end of Covid pandemic relief funds, and/or by the state's slow dissemination of disability benefits to first-time applicants, staying

safely housed has been difficult. (The number of callers who are selling their plasma on a regular basis in order to make ends meet is disturbing.) With Ashland's Homeless Master Plan in the works and promised additional assistance from the state, we are hoping to be a continuing part of remedying the situation for the unhoused in Ashland.

2. c. Our success in the work we do is the result of our long record of service to this community. St. Vincent de Paul has helped those in need for many years, and many of our volunteers have worked here for so long that they have networks and contacts in place that allow us to address particular needs quickly and efficiently almost always on the same day the assistance is requested. This kind of service, provided five days a week, means that we prevent utility shut-offs and address other emergency needs quickly and efficiently, since many of those who call on us do so at the very last minute.

As we have coped with the great need in Ashland, we have been fortunate to have our work recognized. In 2022, when First Interstate Bank merged with Great Western Bank, the newly combined bank inaugurated a "Believe in Local" grant program in which local bank managers nominated organizations in their area they believed were worthy of funding. Our Ashland St. Vincent de Paul Conference was among 40 organizations from a pool of 400 nominees from 14 states to receive a grant of $25,000 from First Interstate Bank in the first year of this campaign.

During a discussion of difficult cases at one of our meetings, a number of our volunteers discovered that they were having problems with one particular landlord. From the discussion that ensued, we concluded that it would be helpful to know more about the legal rights of residents. With that conclusion in mind, our president reached out to the Fair Housing Council of Oregon. The Zoom meeting with their Education and Outreach Assistant Director provided us with a wealth of information, allowing us to "educate" this landlord on the rights of tenants. It also positioned us to apply for and successfully receive a grant of $20,000 from the Fair Housing Council. In the absence of the Social Service grants from the City of Ashland, these grants and other first-time awards have assisted us in our work and increased our visibility in the area.

2. d. To measure our success, we keep a monthly tally of the number of calls we receive and the kind of service provided. Our meetings once every two weeks allow us to discuss difficult cases with all of our volunteers, among who are retired social workers, nurses, and doctors. Many of our most difficult cases require follow-up by those among our volunteers who are most familiar with the case and/or are best equipped to address the need. All volunteers are allowed discretion in dealing with emergency cases. We track cases carefully.

3. Every day, especially during this past year of great need, we receive calls from people who have never called us before. Many of them never dreamed they would need the kind of assistance they are seeking from us. With the need so great, we are called upon not just by individuals and families but by other agencies looking to couple their efforts and financial assistance with ours. During the past year we have worked especially closely with OHRA, Maslow Project, United Way, ACCESS, Mercy Gate, Rogue Food Unites, Street Nurses, RVTD, Trinity Episcopal Church's Outreach Committee, U.S. Bank, First Interstate Bank, and the list goes on. Because we are well known to offer same-day assistance, St. Vincent de Paul in Ashland is an indispensable partner in our community's efforts to keep its citizens housed and healthy.

While we are not typically an advocacy group per se, we have met recently with a few members of the Ashland City Council to share with them the struggles many in Ashland are having with paying their utility bills. We pointed out that the average family pays over $100 in fees before a single light switch is flipped or a tap turned on. While winter assistance with heating bills is available for low-income families, the excessive heat of recent summers means many families are suffering during this season. We have also learned recently that the City Council is also considering simplifying the application process for utility payment assistance. We are hopeful that this crucial issue will be addressed in the coming months.

GENERAL FINANCIAL INFORMATION

RECIPIENT AGENCY St. Vincent de Paul, Ashland Conference
PROGRAM/PROJECT TITLE Preventing Homelessness in Ashland, OR

1. For most **recently completed** 990:
   Available upon request.

   a. FISCAL YEAR (mm/yyyy – mm/yyyy): Oct. 1, 2022-Sept. 30, 2023

   b. Administration & Fundraising expense: $ $1,289 .6 (.006)%

Administration & Fundraising (expressed as percent of total budget - also known as management and general, that portion of your expenses not dedicated solely to program or services), calculated directly from your IRS form 990. Part IX: Add Line 25 C (administrative cost total) and Line 25 D (fundraising cost total) and divide by Part IX, Line 25, Column A (total expenses).

   c. Program expense $ 1,289

   d. **Total expenses**: **$ 1,289**

   e. Sources of **revenue**:

Memberships/ individual contributions	$ 96,000	47%
Raised through fundraising activities	$ 52,060	25%
Government	$ 0	0%
Foundations	$ 55,000	27%
United Way	$ 0	0%
Fees for Service	$ 0	0%
Other (reimbursements, payments, bequests, etc.)	$ 2,204	1%

   f. **Total revenue**: **$ 205,264**

2. What is the highest level of financial reporting required by your funders? Financial Review

3. Briefly describe your sustainability outlook for the project/program in the future. **The most recent 990 form is for the entire Rogue Valley Council of St. Vincent de Paul of which the Ashland/Talent Conference is one of nine conferences.** The information above is for the Ashland/Talent Conference only. "Memberships" includes our support from the Rogue Valley Council.

4. a. Total organizational annual budget **current ongoing** fiscal year: $170,000

   b. Total program/project budget current ongoing fiscal year: $157,600

ORGANIZATION BUDGET 2023-24* SEE NEXT SHEET

PROJECT PERIOD July 1, **2023** to June 30, **2024**(*If Applicable)

*These figures based on our fiscal year budget for 2023-24 (Oct. 1, 2023-Sept. 30, 2024)

RECIPIENT AGENCY: St. Vincent de Paul, Ashland Conference ***SEE NEXT SHEET***

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

Income

Support from Council	$96,000
Donations	
Church Collections	$19,000
Other Donations	$28,000
Grants Received	$25,000
Parish Support (In Kind)	$0
Refunds/Reimbursements	$2,000
Total	**$170,000**

Expenses

Operating Expenses	
Office Supplies (includes new computer)	$1,700
Miscellaneous (Phone service, bank charges, etc)	300
TOTAL	**$2,000**

Client Expenses	
Utilities	$21,000
Motel	$600
Housing Deposit	$44,000
Mortgage	$600
Transportation	$2,200
Insurance & Registration	$1,200
IDs & Birth Certificates	$150
Phone	$1,050
Rent	$90,000
Car Repair	$1,400
Medical	$400
Other (Clothing, household supplies, storage, etc.)	$5,400
TOTAL	**$168,000**

GRAND TOTAL	**$170,000**
OVER/UNDER	$0.00

# of Volunteers

FY23-24 18

St. Vincent de Paul—Ashland Our Lady of the Mountain Conference

PROGRAM BUDGET 2024-25*

PROJECT PERIOD July 1, **2024** to June 30, **2025 (*If Applicable)**

*These figures based on our fiscal year budget for 2023-24 (Oct. 1, 2023-Sept. 30, 2024)

RECIPIENT AGENCY: St. Vincent de Paul, Ashland/Talent Conference

REVENUE ***When setting our budget, we did not know if ASSG funds would be available. If we are awarded this grant, we will be able to assist more people.***	**Pending Commitments**	**Secured Commitments**
City of Medford Funds	$	$
City of Ashland Funds	$ 28,000*	$
Jackson County Funds	$	$
CDBG (identify)	$	$
Other State or Federal Funds	$	$
United Way Funds	$	$
Other Funds (identify) Council, grants, donations	$ 38,611	$ 122,889
SUB TOTALS	$ 66,611	$ 122,889
TOTAL REVENUE (Pending & Secured)		**$ 189,500**
EXPENDITURES		
A.PERSONNEL SERVICES		
Total Salaries		$ 0
Total Benefits		$ 0
TOTAL PERSONNEL SERVICES		**$ 0**
B.MATERIALS & SERVICES: (please detail other major budget categories)		
Utility Payments		$ 21,000
Rent (including rental deposits, mortgage payments, closing costs, taxes)		$ 135,200
Transportation		$
Insurance & Registration		$
ID's & DL's, car repair		$
Clothing, food, camping supplies, phone, medical needs		$
TOTAL MATERIALS & SERVICES		**$ 156,200**
C.CAPITAL OUTLAY (must constitute part or all of funded public service activity to be eligible expense)		
Equipment Office Supplies		$ 1,700
Furnishings		$
Other capital expenses /Identify: Phone service; bank charges		$ 300
TOTAL CAPITAL OUTLAY		**$ 2,000**
TOTAL EXPENDITURES (Sum of A, B & C)		**$ 158,200**

CURRENT MEMBER/CLIENT DEMOGRAPHIC PROFILE
(Use absolute numbers only – no percentages.)

RECIPIENT AGENCY St. Vincent de Paul, Ashland/Talent Conference
PROGRAM/PROJECT TITLE Preventing Homelessness in Ashland, OR

Our St. Vincent de Paul keeps meticulous records. These show that during the last fiscal year, we came to the aid of 1,253 people (341 of them, children). Asking callers in distress for the particular kinds of demographic details listed below often feels intrusive. Our callers are people in need who experience indignities of every sort, every day. We do all we can not to contribute to their distress. The numbers below reflect what we have obtained when it has been possible to do so.

I.			*# Whole Program*	*# Ashland*
	Gender			
	Age*	Female	381	278
		Male	256	186
II.		Other	178	137
		Totals	**815**	**601**
		0 to 5	50	37
		6 to 12	97	70
		13 to 17	76	51
		18 to 30	136	111
		31 to 40	122	82
		41 to 50	110	83
		51 to 61	70	57
		62 +	79	59
		Unknown	75	51
		Total	**815**	**601**

***at point of entry for service**

IV. Race/Ethnicity
(Many do not wish to identify)

	#Whole Program	*Ethnicity Hispanic/Latino**	*# Ashland*
White	152	36	123
Black/African American	5	_____	5
American Indian/Alaskan Native	5	_____	5
Native Hawaiian/other Pacific Islander	2	_____	2
American Indian/Alaskan Native and White	5	_____	5
Black/African American and White	_____	_____	_____
American Indian/Alaskan Native and Black/African American	_____	_____	_____
Other Multi Racial	9	_____	9
Other	_____	_____	_____
Totals	**178**	**36**	**149**

Agency Board Profile

RECIPIENT AGENCY St. Vincent de Paul, Ashland Conference
PROGRAM/PROJECT TITLE Preventing Homelessness in Ashland,

1. **Number of board members required in bylaws? Minimum _21_Maximum 30_____**
2. **Number of board members currently active? # Voting 21 Vacancies 0**
3. **Average percentage board meeting attendance (over last completed year): 75 %**
4. **Percent of board in attendance required for a quorum: 51 %**
5. **List various board, advisory and ad hoc committees and the number of people on each.**

Committee	***Number of Members***
Executive Committee	6

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

Race/Ethnicity

	Number Identifying	***Ethnicity Hispanic/Latino****
White	21	1
Black/African American		
American Indian/Alaskan Native		
Native Hawaiian/other Pacific Islander		
American Indian/Alaskan Native and White		
Black/African American and White		
American Indian/Alaskan Native and Black/African American		
Other Multi Racial		
Other		
Totals	**21**	**1**

** Fill out this column pertaining to board Ethnicity is a portion of each Race category listed. It will very likely not match the total board category – it would only match if 100% of your board identifies as Hispanic/Latino.*

Our Lady of the Mountain Conference

Annual Report to the Parish Community

This year we assisted over 1200 people and just under 700 households. We helped 49 households (53 adults and 18 children) transition to more permanent housing- 12 more than last year. We also handled 14% more cases, donated 27% more hours, and drove 32% more miles this year. Our income increased due primarily to several significant donations from non-parishioners and two grants from unexpected sources. Divine Providence reigns!

Because we are all volunteers, our organizational expenses represent only .6% of our income. We again disbursed more than we received in income due to reserves built up that were targeted for assisting the needy. Your generosity has helped greatly in that regard.

Income Source	Amount	Percent
SVdP Rogue Valley Council	$96,000	47%
Collections	$21,063	10%
Donations	$30,997	15%
Grants	$55,000	27%
Refunds/Reimbursements	$2,204	1%
TOTAL	**$205,264**	**100%**

Client Expenses	Amount	Percent
Utilities	$33,548	16%
Transportation	$2,707	1%
Insurance & Registration	$1,504	1%
Housing Deposits	$35,927	17%
Rent	$134,384	62%
Car Repair	$1,595	1%
Other Needs	$5,669	3%
TOTAL	**$215,333**	**100%**

By the Numbers	
Adults Assisted	912
Children Assisted	341
Total Assisted	1253
Cases Handled	768
Hours Donated	4189
Miles Driven	6886

The work above was accomplished by 19 volunteers, assisted by 5 parishioners who helped with translation, clerical, spiritual, and data-entry work. We welcome new volunteers! Please contact John Engelhardt, 541-324-9541, jje@jeffnet.org.

Internal Revenue Service
District Director

Department of the Treasury

P O Box 2350 Room 5137
Los Angeles, CA 90053

Date: DEC. 15, 1986

SOCIETY OF ST VINCENT DE PAUL
ROGUE VALLEY COUNCIL
PO BOX 1663
MEDFORD, OR 97501

Employer Identification Number:
~~93-0564487~~ New 93-0831082
Case Number:
956308023
Contact Person:
KORELL, ANTOINETTE
Contact Telephone Number:
(213) 894-4405

Our Letter Dated:
Aug. 29, 1984
Caveat Applies:
no

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization which is not a private foundation until the expiration of your advance ruling period.

Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Internal Revenue Code, because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi). Your exempt status under section 501(c)(3) of the code is still in effect.

Grantors and contributors may rely on this determination until the Internal Revenue Service publishes a notice to the contrary. However, a grantor or a contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act that resulted in your loss of section 509(a)(1) status, or acquired knowledge that the Internal Revenue Service had given notice that you would be removed from classification as a section 509(a)(1) organization.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If the heading of this letter indicates that a caveat applies, the caveat below or on the enclosure is an integral part of this letter.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,

Frederick C. Nielsen
District Director

Letter 1050(CG)

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

Position	Name	Phone	Contact	Joined Board
President	Kathy Begley	c 541-951-6012	Begley2001@aol.com	2012
Past President	*John Vinatieri	541-324-8672	Johnandrita.vinatieri@gmail.com	2014
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 – Grants	*Rich Hansen	h 541-770-6062 c 541-261-6855	richhansen39@charter.net	2013
Treasurer	*Tom Fleming	h 541-499-6466	Tom.Fleming@svdpmedford.org	2016
Secretary	Nancy Fleming	541-499-6466 h	nldfleming@gmail.com	2019
**Store Manager	Karen McNeilly	h 541-855-2008	patrickmcneilly@charter.net	1995
**Volunteer Coordinator	Maureen Swift	C 541-864-9242	Justmaureen55@gmail.com	2021

Conference	Officers	Phone	E-mail Address	Joined Board
Social Services Sacred Heart, **Conference 1**	Marilyn Gradwell, President Fr. Jim Clifford, VP	c 541-944-3985 c 541-944-3536	marilyn.numair@gmail.com jim.clifford.osa@gmail.com	2021 2021
Thrift Store Bl. Anna Maria, **Conference 2**	Ralph Browning, President	c 541-261-0866	browningralph @gmail.com	2015
Kitchen St. Teresa, **Conference 3**	Charlotte Martinson, Mgr Curt Swift, President Helen Smith,VP	c 541-499-8992 c 541-864-9232 c 541-512-9153	cmmartinson@charter.net cswift4444@gmail.com hfsmithsmallsteps@gmail.com	2015 2015
Urban Rest Stop St. Francis of Assisi, **Conference 4**	Lee Myers, President TC Myers, VP	c 541-601-5273 c 541-301-0025	myersmanor1942@gmail.com	2013
Office St. Anna, **Conference 5**	Nancy Fleming, President	h 541-499-6466 c 860-693-3891	nldfleming@gmail.com	2016
Ashland Social Services, **Conference 6**	John Engelhardt, President	h 541-482-8222 c 541-324-9541	jje@jeffnet.org	2017
Food Pantry Shepherd of the Valley, **Conference 7**	Beth Hunter, Mgr Glenn Cote,	c 541 664-3481 c 541-261-8322	beth_j.hunter@q.com jcgcote@charter.net	2016
Family Shelter St. Anthony, **Conference 8**	Dennis Mihocko President Nick Koutsouros, Mgr.	c 541-531-3832 c 541-778-8104	dennissvdp@gmail.com	2007
Home Visit/Med Assist St. Augustine, **Conference 9**	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	Glenda Sims	541-292-3925	texasvictory@hotmail.com	2021

*Executive committee member **Not a Board member

City of Ashland Social Service Grant Program

Application and Forms

CITY OF ASHLAND

2024 - 2025

ORGANIZATION LEGAL NAME: United Way of Jackson County **DATE:** 1/29/24

OTHER NAMES ORGANIZATION KNOWN BY (DBA) _____

ADDRESS 60 Hawthorne St. Medford Or 97504
Street City State Zip

FEDERAL EMPLOYER ID NUMBER (FEIN) 93-0576632

PROGRAM/PROJECT TITLE: Hope Chest

See MEMO for important information on goals and priorities for Ashland.

Which strategic priority does your program focus? Assistance to obtain and/or Maintain Housing

AMOUNT REQUESTED from this funder for this program/project 2024-2025 $ 10,000.00

GRANT CONTACT (If other than Executive Director listed below)

Name Talia Trout

Telephone 541-773-5339 **E-mail** Talia@unitedwayofjacksoncounty.org

EXECUTIVE DIRECTOR INFORMATION

Name Dee Anne Everson

Telephone 541-773-5339 **E-mail** Deeanne@unitedwayofjacksoncounty.org

CERTIFICATION

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

Becky A. Snyder
Signature of Board President

Signature of Executive Director/CEO

Becky Snyder
Type Name

Dee Anne Everson
Type Name

1

SUMMARY INFORMATION

RECIPIENT AGENCY United Way of Jackson County
PROGRAM/PROJECT TITLE Hope Chest

1. **Program/project is: new __ established/continuing x pilot __ If pilot, expected duration _____**

2. Primary geographic location and population program funding will serve. (*If funding awarded City of Ashland, will require tracking the number of city residents served for reporting purposes.*

   Although Hope Chest is for anyone in need in Jackson County, these funds will be specifically spent on Ashland residents only. We do already track where clients live when they are assisted by Hope Chest funds.

3. What will this funding enable?

   These funds will go to our Hope Chest which is an emergency assistance fund that helps reduce toxic stress in people's lives. Everyone recieving assistance must be referred by case managers or social workers. Assistance is offered once a calendar year, up to $500 per individual or family. We cover everything from housing assistance, utilities, medicine, car repairs to veterinary care for therapy animals, funeral services,mental health appointments and child care costs.

4. Number of volunteers this program/project will engage: 0

   Number of paid program employees this program/project will engage: 4

5. Total number volunteer's agency utilizes: 1500

   Total number of paid agency employees: 7.25

6. Outline key strategies of the project/program with timeline and staff structure.

   Hope Chest is an ongoing program for the last 15 years. Talia Trout is the Lead Community Impact Director that oversees the Hope Chest program. Referrals come to her. She then assesses whether Hope Chest can help dependent on money available,when they helped the client last and what the need is. When moving forward with assisting Talia then works with the referring agency to have all of the correct information to pay the vendor and to track the assistance made and the individual they are helping. Talia will then put in a check request to be signed and approved by CEO Dee Anne Everson.Once that has been approved it then goes to the accounting specialist for a check to be cut and then mailed out. We typically get a check out within 24hrs after the referral.

7. Use this space for comments, explanations, and exceptions to questions on this application that can't be included within the question format. You may also leave it blank.

AGENCY AND PROGRAM/PROJECT NARRATIVE

RECIPIENT AGENCY United Way of Jackson County

PROGRAM/PROJECT TITLE Hope Chest

*Answer all three narrative questions. Use **only the space provided – place the question number and letter preceding each answer;** the amount of space you allot for each response is your choice.*

Description of organization (include inception date) and

a. **mission statement, purpose(s) and how this program/project fits with your mission.**
b. **your organization's unique qualifications to accomplish your program outcomes?**
c. **what approach is your agency taking to serve clients and train staff on trauma informed care?**

2. **What:**
   a. **issues(s) is the project/program intended to impact,**
   b. **strategy for change your program will be based on,**
   c. **evidence that the project/program will be successful in the proposed setting, and**
   d. **what tool(s) will you use to measure outcomes?**

3. **How would the community as a whole benefit if your program receives funding? (Include a description of collaborations and integration and the role program/project plays in the sector.)**

1. United Way of Jackson County has been in business for 67 years. We are focused on education, income, health, and transportaion - the building blocks of a good life.
a. Our mission is mobilizing caring to affect change and our vision is creating positive community change. Both Hope Chest and United Way are collaborative at their core bringing people and agencies together to create change on the issues facing our community.
b. We do this work by raising critically needed funds that are invested for impact. We fund 43 different programs and initiatives. Our income work, relative to this grant, includes Hope Chest and our free income tax assistance work. United Way has a strong reputation for convening, facilitating and advocating for positive change.
c. For an individual to access these funds we require a referral by an agency representative that has worked with the client, has vetted the situation, and is providing other services to help ensure their success. One of the reasons we work with agencies instead of directly with clients is we do not want to re-traumatize individuals with being shuffled around and having to tell their stories multiple times.

2. a. We live in a community where a needed car repair can create a job loss as well as a loss of housing for people living on the edge. Hope Chest creates opportunities to fill the gaps for agencies and clients alike that have a need that can't be met in some other way. Rent and deposits remain a large need but also car repairs for individuals trying to keep their job, childcare or education and even record expungement so individuals can get that better paying job.
b. Although Hope Chest really touches all of the strategies for change the primary one is assistance to obtain and/or maintain housing.
c. Hope Chest began nearly 15 years ago and has only grown both in program funds but also the number of referrals made each year.
d. We track demographic pieces such as client's name, city they reside, number of people in the home, number of children in the home, If anyone has a disibility in the home and their source of income whether it's employment, disability or TANF.

3. We know that when one person is housed, warm, safe and fed the entire community benefits. We are able to keep individuals housed by paying rent, warm by paying utilities, and keep individuals working and their children in school by paying to fix their car. When someone has stable housing, health and income they then can become contributers themselves to the community. Because United Way funds 43 programs and have built trust with many agencies we are all able to work towards a common goal in partnership to help individuals survive and thrive. It's also a big reason why we require a referral from agencies for Hope Chest. This way we can ensure people's needs are being met without duplicating services and creating a wraparound approach.

GENERAL FINANCIAL INFORMATION

RECIPIENT AGENCY United Way of Jackson County
PROGRAM/PROJECT TITLE Hope Chest

1. For most **recently completed** 990:

   a. FISCAL YEAR (mm/yyyy – mm/yyyy): 07/2022-07/2023 b. Administration & Fundraising expense: $ 363,697.00 17 %

Administration & Fundraising (expressed as percent of total budget - also known as management and general, that portion of your expenses not dedicated solely to program or services), calculated directly from your IRS form 990. Part IX: Add Line 25 C (administrative cost total) and Line 25 D (fundraising cost total) and divide by Part IX, Line 25, Column A (total expenses).

c. Program expense $ 1,750,612.00

d. **Total expenses:** $ 2,114,309.00

e. Sources of **revenue**:

Memberships/ individual contributions	$ 1,072,231.00	39 %
Raised through fundraising activities	$ 0	0 %
Government	$ 320,00.00	12 %
Foundations	$ 1,071,429.00	39 %
United Way	$ 0	0 %
Fees for Service	$ 0	0 %
Other (reimbursements, payments, bequests, etc.)	$ 281,423.00	10 %

f. **Total revenue**: $ 2,745,083.00

2. What is the highest level of financial reporting required by your funders?
   Audit of financial statements.
3. Briefly describe your sustainability outlook for the project/program in the future.
   The need is incredibly high so United Way will continue the work and continue to apply for funding through grant opportunities.

4. a. Total organizational annual budget **current ongoing** fiscal year: 1,945,702.00

   b. Total program/project budget current ongoing fiscal year: 1,614,933.00

ORGANIZATION BUDGET 2023-24*

PROJECT PERIOD July 1, **2023** to June 30, **2024**(*If Applicable)

RECIPIENT AGENCY United Way of Jackson County

REVENUE	Pending Commitments	Secured Commitments
City of Medford Funds	$35,000.00	$
City of Ashland Funds	$10,000.00	$
Jackson County Funds	$	$0
CDBG (identify)	$	$0
Other State or Federal Funds	$	$307,526.00
United Way Funds	$	$0
Other Funds (identify) Grants, donations, other	$	$1,650,574.00
SUB TOTALS	$45,000.00	$2,003,100.00
TOTAL REVENUE (Pending & Secured)		**$** 2,048,100.00
EXPENDITURES		
A.PERSONNEL SERVICES		
Total Salaries		$620,550.00
Total Benefits		$113,250.00
TOTAL PERSONNEL SERVICES		**$** 733,800.00
B.MATERIALS & SERVICES: (please detail other major budget categories)		
Grant to other organizations		$218,700.00
Assistance to Individuals (Fire, VITA, WiLL, Hope Chest)		$717,000.00
Office, supplies, Insurance		$177,500.00
Professional services		$23,690.00
Public awareness		$15,500.00
Other		$59,500.00
TOTAL MATERIALS & SERVICES		**$** 1,211,902.00
C.CAPITAL OUTLAY (must constitute part or all of funded public service activity to be eligible expense)		
Equipment		$0
Furnishings		$0
Other capital expenses /Identify:		$0
TOTAL CAPITAL OUTLAY		**$** 0
TOTAL EXPENDITURES (Sum of A, B & C)		**$** 1,945,702.00

PROGRAM BUDGET 2024-25*

PROJECT PERIOD July 1, **2024** to June 30, **2025 (*If Applicable)**

RECIPIENT AGENCY United Way of Jackson County

REVENUE	Pending Commitments	Secured Commitments
City of Medford Funds	$35,000.00	$
City of Ashland Funds	$10,000.00	$
Jackson County Funds	$	$
CDBG (identify)	$	$
Other State or Federal Funds	$	$
United Way Funds	$	$
Other Funds (identify)	$	$266,650.00 Grants
SUB TOTALS	$ 45,000.00	$311,650.00
TOTAL REVENUE (Pending & Secured)		**$** 311,650.00
EXPENDITURES		
A.PERSONNEL SERVICES		
Total Salaries		$
Total Benefits		$
TOTAL PERSONNEL SERVICES		**$**
B.MATERIALS & SERVICES: (please detail other major budget categories)		
Emergency Services-Hope Chest		$311,650.00
		$
		$
		$
		$
		$
TOTAL MATERIALS & SERVICES		**$** 311,650.00
C.CAPITAL OUTLAY (must constitute part or all of funded public service activity to be eligible expense)		
Equipment		$
Furnishings		$
Other capital expenses /Identify:		$
TOTAL CAPITAL OUTLAY		**$**
TOTAL EXPENDITURES (Sum of A, B & C)		**$** 311,650.00

CURRENT MEMBER/CLIENT DEMOGRAPHIC PROFILE

(Use absolute numbers only – no percentages.)

RECIPIENT AGENCY United Way of Jackson County

PROGRAM/PROJECT TITLE Hope Chest

I.

		# Whole Program	*# Ashland*
Gender			
Age*	Female	224	29
	Male	150	21
	Other		
II.	**Totals**	374	50
	0 to 5	19	2
	6 to 12	37	5
	13 to 17	38	5
	18 to 30	10	1
	31 to 40	42	6
	41 to 50	60	9
	51 to 61	97	12
	62 +	71	10
	Unknown		
	Total	374	50

*at point of entry for service

IV. Race/Ethnicity

	#Whole Program	*Ethnicity Hispanic/Latino**	*# Ashland*
White	295		38
Black/African American	10		1
American Indian/Alaskan Native	4		2
Native Hawaiian/other Pacific Islander	1		
American Indian/Alaskan Native and White	3		
Black/African American and White American	1		1
Indian/Alaskan Native and Black/African American	5		
Other Multi Racial	56	52	8
Other			
Totals	374	52	50

Ethnicity is a portion of each Race category listed and will likely not match the total demographic served – it would only match if 100% of your clients identify as Hispanic/Latino.

Agency Board Profile

RECIPIENT AGENCY United Way of Jackson County
PROGRAM/PROJECT TITLE Hope Chest

1. **Number of board members required in bylaws?** **Minimum** 25 **Maximum** 35
2. **Number of board members currently active?** **# Voting** 31 **Vacancies** 4
3. **Average percentage board meeting attendance (over last completed year):** 74 **%**
4. **Percent of board in attendance required for a quorum:** 51 **%**
5. **List various board, advisory and ad hoc committees and the number of people on each.**

Committee	*Number of Members*
Personnel Committee	12
Finance and Investment Committee	13
Executive Committee	8
Nominating and Governance Committee	6
Impact work Committees	150

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

Race/Ethnicity

	Number Identifying	*Ethnicity Hispanic/Latino**
White	28	2
Black/African American	1	
American Indian/Alaskan Native		
Native Hawaiian/other Pacific Islander		
American Indian/Alaskan Native and White		
Black/African American and White		
American Indian/Alaskan Native and Black/African American		
Other Multi Racial	2	
Other		
Totals	31	2

** Fill out this column pertaining to board Ethnicity is a portion of each Race category listed. It will very likely not match the total board category – it would only match if 100% of your board identifies as Hispanic/Latino.*

2023-24 Board of Directors
As of January 10, 2024

Erick Acosta
Road to Success
12 N Riverside Ave, Suite 208
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Board President: Becky Snyder
Staff: Dee Anne Everson

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Internal Revenue Service

District
Director

Department of the Treasury

P.O. Box 2350 Los Angeles, Calif. 90053

United Way of Jackson County, Inc.
Post Office Box 4664
Medford, OR 97501-0188

Person to Contact: Gilda Lewis

Telephone Number: (213)894-2336

Refer Reply to: EO061495

Date: June 21, 1995

EIN: 93-0576632

Dear Taxpayer:

This letter is in response to your request for a copy of the determination letter for the above named organization.

Our records indicate that this organization was recognized to be exempt form Federal income tax in July 1969 as described in Internal Revenue Code Section 501(c)(3). It is further classified as an organization that is not a private foundation as defined in Section 509(a) of the Code, because it is an organization described in Section 170(b)(1)(A)(vi).

The exempt status for the determination letter issued in July 1972 continues to be effect.

If you need further assistance, please contact our office at the above address or telephone number.

Signed,

Gilda Lewis

Gilda Lewis
Disclosure Assistant

UNITED WAY OF JACKSON COUNTY

Financial Statements

For the Year Ended June 30, 2023

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Clark Nuber PS

Independent Auditor's Report

To the Board of Directors
United Way of Jackson County
Medford, Oregon

Opinion

We have audited the financial statements of United Way of Jackson County (the Organization), which comprise the statement of financial position as of June 30, 2023, and the related statements of activities and changes in net assets, functional expenses and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Organization as of June 30, 2023, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Organization and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Report on Summarized Comparative Information

We have previously audited the Organization's June 30, 2022 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated September 21, 2022. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2022 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

CN

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Suite 1400
Bellevue WA
98004

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In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Clark Nuber PS

Report on Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying supplementary information, consisting of current and gross campaign results and donor designations on page 5, is not a required part of the financial statements and is included for the purpose of additional analysis consistent with industry practice. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Clark Nuber P.S.

Certified Public Accountants
September 20, 2023

UNITED WAY OF JACKSON COUNTY

Statement of Financial Position
June 30, 2023
(With Comparative Totals for 2022)

	2023	2022
Assets		
Current Assets:		
Cash and cash equivalents	$ 351,600	$ 380,197
Pledges and grants receivable, net (Note 3)	353,893	144,579
Prepaid expenses	1,252	6,727
Total Current Assets	**706,745**	**531,503**
Property and equipment, net (Note 2)	880,558	358,454
Capital campaign pledges receivable	16,578	
Investments (Note 5)	712,151	819,870
Assets restricted by donors for long-term purposes	232,709	214,944
Beneficial interest in assets held by others (Note 4)	229,230	223,455
Total Assets	**$ 2,777,971**	**$ 2,148,226**
Liabilities and Net Assets		
Current Liabilities:		
Accounts payable and accrued liabilities	$ 18,382	$ 23,206
Designations payable (Note 6)	18,853	20,833
Total Current Liabilities	**37,235**	**44,039**
Total Liabilities	**37,235**	**44,039**
Net Assets:		
Without donor restrictions-		
Undesignated	1,126,098	707,784
Board designated quasi endowment (Note 10)	307,036	280,193
With donor restrictions (Note 9)	1,307,602	1,116,210
Total Net Assets	**2,740,736**	**2,104,187**
Total Liabilities and Net Assets	**$ 2,777,971**	**$ 2,148,226**

See accompanying notes.

UNITED WAY OF JACKSON COUNTY

Statement of Activities and Changes in Net Assets
For the Year Ended June 30, 2023
(With Comparative Totals for 2022)

	Without Donor Restrictions	With Donor Restrictions	2023 Total	2022 Total
Revenues, Gains and Other Support:				
Current year campaign results	$ 978,633	$ -	$ 978,633	$ 1,381,919
Current year campaign results restricted by purpose		932,976	932,976	312,673
Current year campaign results restricted for time		28,500	28,500	63,000
Fire Fund campaign results (Note 13)		498,387	498,387	535,029
Gross campaign results	978,633	1,459,863	2,438,496	2,292,621
Less allowance for uncollectable pledges	(13,387)		(13,387)	(17,528)
Less donor designations	(158,891)		(158,891)	(165,952)
Total campaign revenue	806,355	1,459,863	2,266,218	2,109,141
Capital campaign	184,055		184,055	
In-kind contributions	6,383		6,383	9,250
Investment return	48,842	17,765	66,607	(28,708)
Change in value of beneficial interest (Note 4)		5,775	5,775	(24,722)
Bequest contribution and other revenue	228,203		228,203	200,563
Net assets released from restrictions (Note 9)	1,292,011	(1,292,011)		
Total Revenues, Gains and Other Support	**2,565,849**	**191,392**	**2,757,241**	**2,265,524**
Allocations and Expenses:				
Program services	1,743,512		1,743,512	3,023,239
Management and general	173,354		173,354	156,368
Fundraising	184,546		184,546	155,373
Total functional expenses	2,101,412		2,101,412	3,334,980
Payments to affiliates	19,280		19,280	22,869
Total Allocations and Expenses	**2,120,692**		**2,120,692**	**3,357,849**
Change in Net Assets	**445,157**	**191,392**	**636,549**	**(1,092,325)**
Net assets, beginning of year	987,977	1,116,210	2,104,187	3,196,512
Net Assets, End of Year	**$ 1,433,134**	**$ 1,307,602**	**$ 2,740,736**	**$ 2,104,187**

See accompanying notes.

UNITED WAY OF JACKSON COUNTY

Statement of Functional Expenses
For the Year Ended June 30, 2023
(With Comparative Totals for 2022)

	Program Services	Management and General	Fundraising	Total Expenses 2023	Total Expenses 2022
Expenses:					
Salaries and wages	$ 335,116	$ 107,248	$ 108,663	$ 551,027	$ 448,895
Employee benefits	65,361	20,918	21,194	107,473	109,961
Payroll taxes	32,536	10,413	10,550	53,499	43,984
Personnel costs	433,013	138,579	140,407	711,999	602,840
Fire assistance	517,071			517,071	1,436,690
Community projects	465,302		7,484	472,786	914,839
Allocations to agencies	219,259			219,259	221,500
Office expense	13,419	4,296	4,353	22,068	22,914
Public information	10,547	1,507	3,014	15,068	21,302
Professional services	14,698	4,704	4,766	24,168	19,975
Depreciation	14,759	4,723	4,786	24,268	18,317
Supplies	6,616	3,308	3,308	13,232	15,988
Computer consulting fees	6,134	1,963	1,989	10,086	10,324
Office utilities	7,419	2,374	2,406	12,199	8,719
Meals and travel	8,042	2,574	2,608	13,224	8,446
Telephone	3,671	1,175	1,190	6,036	6,000
Bank fees	2,421	775	785	3,981	5,590
Insurance	5,739	1,837	1,861	9,437	5,385
Training and conferences	7,202	2,305	2,335	11,842	5,260
Dues and fees	3,914	1,253	1,269	6,436	3,862
Printing	1,870	935	935	3,740	3,117
Postage	1,515	758	758	3,031	2,803
Equipment rental	901	288	292	1,481	1,109
Total Expenses	**$ 1,743,512**	**$ 173,354**	**$ 184,546**	**$ 2,101,412**	**$ 3,334,980**

See accompanying notes.

UNITED WAY OF JACKSON COUNTY

Statement of Cash Flows
For the Year Ended June 30, 2023
(With Comparative Totals for 2022)

	2023	2022
Cash Flows From Operating Activities:		
Change in net assets	$ 636,549	$ (1,092,325)
Adjustments to reconcile change in net assets to net cash provided by (used in) operating activities-		
Change in value of beneficial interest	(5,775)	24,722
Depreciation	24,268	18,317
Realized and unrealized investment (gains) losses	(66,607)	28,708
Contributions restricted for the acquisition of long-term assets	(184,055)	
(Increase) decrease in operating assets:		
Pledges and grants receivable	(209,314)	(12,677)
Prepaid expenses	5,475	(4,177)
Increase (decrease) in operating liabilities:		
Accounts payable and accrued liabilities	(4,824)	1,141
Funds held for others		(28,017)
Designations payable	(1,980)	(4,822)
Net Cash Provided by (Used in) Operating Activities	**193,737**	**(1,069,130)**
Cash Flows From Investing Activities:		
Purchase of investments	(429,530)	(333,854)
Proceeds from sale of investments	603,856	1,323,587
Payments to acquire property and equipment	(546,372)	(930)
Change in assets restricted for long-term purposes	(17,765)	16,051
Net Cash (Used in) Provided By Investing Activities	**(389,811)**	**1,004,854**
Cash Flows From Financing Activities:		
Proceeds from recoverable grant	350,000	
Repayment of recoverable grant	(350,000)	
Contributions received restricted for the acquisition of long-term assets	167,477	3,333
Net Cash Provided by Financing Activities	**167,477**	**3,333**
Net Change in Cash and Cash Equivalents	**(28,597)**	**(60,943)**
Cash and cash equivalents, beginning of year	380,197	441,140
Cash and Cash Equivalents, End of Year	**$ 351,600**	**$ 380,197**

See accompanying notes.

Note 1 - Summary of Significant Accounting Policies

Nature of Operations - The United Way of Jackson County (the Organization) was formed and organized in the State of Oregon to operate as a not-for-profit entity under Internal Revenue Code Section 501(c)(3). The Organization's primary objective is to mobilize caring to affect change via promoting volunteerism, community philanthropy, and community building. The Organization engages in fundraising activities and allocates the contributed funds to other not-for-profit organizations and for community building programs. The majority of the Organization's revenues are derived from contributions in the local geographic region.

The Organization administers a fundraising campaign to collect donations for charitable organizations. The Organization has a donor choice program that allows donors to designate to tax-exempt agencies. The Organization also allows donors to designate to broadly defined areas of service.

Basis of Presentation - Net assets, revenues, gains and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, the net assets of the Organization and changes therein are classified and reported as follows:

Net Assets Without Donor Restriction - Net assets that are not subject to donor-imposed stipulations.

Net Assets With Donor Restriction - Net assets subject to donor-imposed stipulations that will be met either by actions of the Organization or the passage of time, or net assets subject to donor-imposed stipulations that must be maintained permanently by the Organization.

Revenues are reported as increases in net assets without donor restriction unless use of the related asset is limited by donor-imposed restrictions. Expenses are reported as decreases in net assets without donor restriction. Gains and losses on investments and other assets or liabilities are reported as increases or decreases in net assets without donor restriction unless their use is restricted by explicit donor stipulation or by law. Expirations of time or purpose restrictions on net assets (i.e., the donor stipulated purpose has been fulfilled or the stipulated time period has lapsed) are reported as reclassifications between the applicable classes of net assets. Revenues with donor-imposed restrictions that are met in the same reporting period are classified as increases in net assets without donor restriction.

Cash and Cash Equivalents - The Organization considers all highly liquid investments with original maturities of three months or less to be cash equivalents.

Pledges and Grants Receivable - Unconditional pledges and grants receivable, less an allowance for uncollectible amounts, are recognized as revenues in the period the promise is made and as assets, decreases of liabilities, or expenses depending on the form of the benefits received. Conditional promises to give are recognized when the conditions on which they depend are met.

The allowance for uncollectible pledges is an estimate based on management's knowledge of historical pledge collection rates. The allowance for the current year campaign is calculated as a percentage of pledged revenue generated by the campaign. In addition, an allowance for prior year campaign pledges not collected is made based on management's knowledge of the unpaid amounts.

Note 1 - Continued

Property and Equipment - The Organization records purchased property and equipment at cost. Donations of property and equipment are recorded as support at their estimated fair value at the date of donation. Such donations are reported as support without donor restriction unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit donor restriction regarding their use and contributions of cash that must be used to acquire property and equipment are reported as support with donor restrictions.

Absent donor stipulations regarding how long those donated assets must be maintained, the Organization reports expirations of donor restrictions when the donated or acquired assets are placed in service.

Depreciation is computed using the straight-line method over the estimated useful lives, which is 39 years for buildings, and 5-15 years for furniture and equipment and building improvements. Acquisitions of property and equipment in excess of $2,500 and with a useful life of five years or more are capitalized.

Investments - Investments are stated at fair value, with both realized and unrealized gains and losses recorded in the statement of activities and changes in net assets as increases or decreases in net assets without donor restriction, unless their use is restricted by explicit donor restrictions or law.

Assets Restricted by Donors for Long-Term Purposes - As of June 30, 2023 and 2022, assets restricted by donors for long-term purposes represented restricted endowment contributions, as well as unappropriated endowment earnings.

Designations Payable and Undesignated Allocations Payable - The Organization conducts an annual fundraising campaign from August through November. When a donor makes a contribution to the Organization and designates a named charity, those contributions are recorded by the Organization as designations payable. The designated donation is then reduced by a pledge loss allowance, management and fundraising fees on a percentage basis. The designations payable are generally disbursed quarterly in July, October, January and April to recipient charities. The Organization honors designations to charities by distributing a proportionate share of receipts based on donor designations.

Contributions to the United Way community fund or an area of service are allocated among approved programs. The budget for the total allocable amount is determined using the current campaign collections and pledges less designations, a pledge loss allowance, specific agency related expenses, and operating expenses. Volunteers then make recommendations to the Organization's Board of Directors for amounts to be allocated to programs. Allocation award and agreement letters are sent to the programs, generally in June or July. Allocations to programs are recorded as an undesignated allocation payable as of July 1 following the campaign year. Undesignated allocations payable to programs are generally disbursed monthly beginning in July.

Contributions - Contributions, which include unconditional promises to give (pledges), are recognized as revenue in the period received. Conditional contributions are recognized when the donor condition is fulfilled. When restrictions are fulfilled in the same fiscal year in which the contribution is received, the contribution is reported as increases in net assets without donor restrictions.

Note 1 - Continued

Gross Campaign Results - Gross campaign results consist of funds raised as a result of the Organization's fundraising efforts during the normal course of their campaign. Pledges and payments that are designated by the donor to other nonprofit organizations are included in current year and gross campaign results and donor designations in the statement of activities and changes in net assets. These totals are presented as supplementary information for the purpose of additional analysis consistent with industry practice.

In-Kind Contributions - Donated assets and services are reflected as contributions in the accompanying statements at their estimated values at the date of receipt. Contributions of services are recognized if the services received create or enhance a nonfinancial asset or the services require specialized skills that are provided by individuals possessing those skills. In-kind contributions are reported in the statement of activities and changes in net assets for the years ended June 30, 2023 and 2022.

A substantial number of volunteers have donated significant amounts of time in the Organization's program services and in its fundraising campaign. The financial statements do not reflect the value of those contributed services because the criteria for recognition of such volunteer efforts have not been satisfied.

Cost Deductions - The Organization has committed to and was in compliance with the Cost Deduction Requirements for Membership Requirement M, as established by United Way Worldwide. The standard establishes uniform rules for deducting resource development and organizational administration expenses from donor pledges.

Federal Income Tax - The Internal Revenue Service has determined that the Organization is exempt from federal income tax under Internal Revenue Code Section 501(c)(3) and is not considered to be a private foundation; accordingly, no provision has been made for federal income tax in the accompanying financial statements.

Concentrations - The Organization raised gross campaign contributions from one source representing 12 percent of gross campaign results for the year ended June 30, 2023. The Organization raised gross campaign contributions from one source representing 10 percent of gross campaign results for the year ended June 30, 2022.

Functional Expense Allocation - The financial statements report certain categories of expenses that are attributable to one or more program or supporting services of the Organization. Accordingly, certain costs have been allocated among the programs and supporting services benefited. Occupancy, salaries and benefits are assigned a functional allocation percentage based on the current job responsibilities of the staff members. All other costs are directly charged to the functions they benefit.

Use of Estimates - The preparation of financial statements in conformity with U.S. GAAP requires management to make estimates and assumptions. These affect the reported amounts of assets, liabilities, revenues, and expenses, as well as the disclosure of contingent assets and liabilities. Actual results could differ from these estimates.

Comparative Amounts for 2022 - For comparative purposes, the financial statements include certain prior-year summarized information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with U.S. GAAP. Accordingly, such information should be read in conjunction with the Organization's financial statements for the year ended June 30, 2022, from which the summarized information was derived.

Note 1 - Continued

Subsequent Events - Management has evaluated subsequent events through September 20, 2023, the date on which the financial statements were available to be issued. No subsequent events were identified for disclosure.

Note 2 - Property and Equipment

The following is a summary of property and equipment, less accumulated depreciation at June 30:

	2023	2022
Land	$ 96,702	$ 96,702
Building	685,578	200,431
Building improvements	118,158	62,997
Office furniture and equipment	94,896	87,902
Construction in progress		930
	995,334	448,962
Less accumulated depreciation	(114,776)	(90,508)
Total Property and Equipment, Net	**$ 880,558**	**$ 358,454**

Note 3 - Pledges and Grants Receivable

Pledges and grants receivable include the following unconditional promises to give as of June 30:

	2023	2022
Unconditional pledges receivable due in less than one year	$ 376,005	$ 167,902
Less allowance for uncollectible pledges	(22,112)	(23,323)
Net Pledges Receivable Due in Less Than One Year	**$ 353,893**	**$ 144,579**

Note 4 - Beneficial Interest in Assets Held by Others

The Organization is the beneficiary of a perpetual charitable trust (the Trust) established by Gerald T. Latham in 1986. The Organization has an interest of 20 percent as of both June 30, 2023 and 2022. The assets of the Trust are managed by Wells Fargo Bank. The Organization typically receives monthly distributions from Wells Fargo Bank from the earnings of the Trust. In accordance with U.S. GAAP, the Organization has recognized its interest in the Trust as an asset on the Organization's statement of financial position totaling $229,230 and $223,455 as of June 30, 2023 and 2022, respectively. Net realized and unrealized gains and losses related to the Trust are reported as changes in net asset with donor restriction.

Note 5 - Fair Value Measurement

The Organization applies the U.S. GAAP authoritative guidance for fair value measurements and disclosures, which defines fair value, establishes a framework for measuring fair value and requires certain disclosures about fair value measurements.

The standard describes three levels of inputs that may be used to measure fair value:

Level 1 - Quoted prices in active markets for identical assets or liabilities;

Level 2 - Observable inputs other than Level 1 prices, such as quoted prices for similar assets or liabilities, quoted prices in inactive markets, or other inputs that are observable or can be corroborated by observable market data for substantially the full term of the assets or liabilities; or

Level 3 - Unobservable inputs that are supported by little or no market activity and that are significant to the fair value of the assets or liabilities.

Following is a description of the valuation methodologies used for assets measured at fair value. There have been no changes in the methodologies used at June 30, 2023 and 2022.

Money Market Funds - Valued at cost, which approximates fair value.

Equities and Mutual Funds - Valued at the closing price reported on the active market in which the securities are traded.

Corporate and Government Fixed Income Securities - Valued using bid valuations from similar instruments in actively quoted markets.

Beneficial Interest in the Latham Trust - The Organization is a beneficiary of a percentage interest in a perpetual charitable trust held by a third party. The Organization's interest in the trust is recorded at the fair value of the Organization's ownership in the trust. This asset is valued using the net asset value (Note 4).

The underlying investment securities are exposed to various risks, such as interest rate, market, and credit risks. Due to the level of risk associated with certain investment securities and investment contracts, and the level of uncertainty related to changes in the value of the investment securities, it is at least reasonably possible that changes in risks in the near term could materially affect account balances and the amounts reported in the statement of financial position and the statement of activities and changes in net assets.

Note 5 - Continued

The following tables present the assets that are measured at fair value on a recurring basis as of June 30 and are categorized using the three levels of the fair value hierarchy:

	Fair Value Measurements as of June 30, 2023			
	Level 1	Level 2	Level 3	Total
Money market funds	$ 445,581	$ -	$ -	$ 445,581
Equities	291,359			291,359
Mutual funds-				
Fixed income funds	152,463			152,463
U.S. equity	11,863			11,863
Government fixed income		43,594		43,594
Beneficial interest in the Latham Trust			229,230	229,230
	$ 901,266	**$ 43,594**	**$ 229,230**	**$ 1,174,090**

	Fair Value Measurements as of June 30, 2022			
	Level 1	Level 2	Level 3	Total
Money market funds	$ 592,308	$ -	$ -	$ 592,308
Equities	287,519			287,519
Mutual funds-				
Fixed income funds	9,301			9,301
Corporate fixed income		145,686		145,686
Beneficial interest in the Latham Trust			223,455	223,455
	$ 889,128	**$ 145,686**	**$ 223,455**	**$ 1,258,269**

As of June 30, 2023 and 2022, investments are presented in the statement of financial position as assets restricted by donors for long-term purposes of $232,709 and $214,944, investments of $712,151 and $819,870, and beneficial interest in assets held by others of $229,230 and $223,455, respectively.

Note 5 - Continued

The following is a reconciliation of the beginning and ending balances of recurring fair value measurements recognized in the accompanying statement of financial position using significant unobservable (Level 3) inputs for the year ended June 30:

	Beneficial Interest in Latham Trust
Balance, June 30, 2021	$ 248,177
Total realized and unrealized losses	(24,722)
Balance, June 30, 2022	**223,455**
Total realized and unrealized gains	5,775
Balance, June 30, 2023	**$ 229,230**

Note 6 - Designations Payable

Designations payable consist of donor designated contributions as of June 30 as follows:

	2023	2022
Donor designations from prior year campaign	$ 6,068	$ 7,237
Donor designations from current year campaign	12,785	13,596
Total Designations Payable	**$ 18,853**	**$ 20,833**

Note 7 - Line of Credit

The Organization maintains an unsecured line of credit in the approved amount of $100,000 with a financial institution. Under the terms of the loan agreement, the outstanding balance of the line is payable upon demand of the lender. The Organization is required to make monthly payments of interest and must pay the line to zero for a period of 30 consecutive days at least once during the year. Interest is computed at the prime rate plus 1.00 percent, but not less than 5.00 percent. At June 30, 2023 and 2022, the interest rate was 9.25 and 5.75 percent, respectively. The line of credit has a maturity date of March 15, 2026. There was no outstanding balance on the line of credit at June 30, 2023 and 2022.

Note 8 - Retirement Plan

The Organization maintains a defined contribution retirement plan (the Plan) covering all employees who are at least 21 years of age. There is no minimum service requirement for employees to receive employer contributions under the Plan. Individual participant accounts vest according to the number of years of service credited to each participant. Contributions to the Plan are made at 3 percent of participant's salary. During the years ended June 30, 2023 and 2022, contributions to the Plan totaled $15,659 and $11,983, respectively.

Note 9 - Net Assets With Donor Restrictions

Net assets restricted by donors for time or purpose were available for the following purposes at June 30:

	2023	2022
Subject to the Passage of Time:		
Pledges received from the current campaign for use in a future period, net of dollar designations and allowance for uncollectible pledges	$ 28,500	$ 63,000
Subject to Expenditure for Specified Purpose:		
Endowment earnings (Note 11)	119,593	101,828
Big Idea Next	50,717	20,275
HOPE Chest (rapid response fund for emergency needs)	67,777	60,744
United in Kindness	9,000	
Mental wellness	133,627	19,518
Women Living Leadership (WiLL)	25,514	20,560
Fire Fund	280,361	434,522
Black Southern Oregon Alliance	76,667	57,267
Tax Preparation Assistance program	170,000	1,925
Transportation	3,500	
Total Subject to the Passage of Time or Expenditure for Specified Purpose	**965,256**	**779,639**
Endowment Corpus (Note 11):		
Original gifts and required retained earnings (corpus)-		
Geraldine Taylor Estate	93,136	93,136
Albert Relei and Wilson Anderson Memorial	1,000	1,000
Campaign contributions specified for endowment	18,980	18,980
Total original gifts and required retained earnings (corpus)	113,116	113,116
Latham Perpetual Charitable Trust (Note 4)	229,230	223,455
Total Endowment Funds and Beneficial Interest	**342,346**	**336,571**
Total Net Assets With Donor Restrictions	**$ 1,307,602**	**$ 1,116,210**

Note 9 - Continued

Net assets were released from donor restrictions by incurring expenses satisfying the restricted purposes or by occurrence of other events specified by the donors as follows for the years ended June 30:

	2023	2022
Prior year campaign revenue for the use in the current year, net of donor designations and an allowance for uncollectible pledges	$ 63,000	$ 17,599
Big Idea	61,777	55,408
HOPE Chest (rapid response fund for emergency needs)	198,977	238,607
United in Kindness	36,000	155,121
Mental wellness	90,892	3,075
Women Living Leadership (WiLL)	35,896	33,995
Fire Fund	652,944	1,538,306
Black Southern Oregon Alliance	600	15,694
Tax Preparation Assistance program	151,925	15,950
Capital campaign		7,482
Total Net Assets Released From Restrictions	**$ 1,292,011**	**$ 2,081,237**

Note 10 - Net Assets Without Donor Restrictions

The Organization's Board of Directors has established a board designated quasi endowment fund that totaled $307,036 and $280,193 as of June 30, 2023, and 2022, respectively. The purposes of the funds are to provide for special projects and accumulate reserves that help ensure long-term maintenance of the Organization's facilities. These balances are included with investments on the statement of financial position.

Note 11 - Endowment Net Assets

Endowment net assets are restricted by donors to investments in perpetuity. The income from the assets can be used to support the Organization's general operations.

Interpretation of Relevant Law - The Organization has interpreted the Oregon State Uniform Prudent Management of Institutional Funds Act (UPMIFA) as making it advisable for the Organization to track the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment funds absent explicit donor stipulations to the contrary. As a result of this determination, the Organization classifies as net assets with donor restriction to be held in perpetuity (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent gifts to the permanent endowment, and (c) accumulations to the permanent endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund.

Note 11 - Continued

The remaining portion of the donor-restricted endowment fund representing accumulated earnings is held as net assets with donor restriction until those amounts are appropriated for expenditure by the Organization in a manner consistent with the standard of prudence prescribed by UPMIFA. In accordance with UPMIFA, the Organization considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds:

- The duration and preservation of the fund;
- The purposes of the Organization and the donor-restricted endowment fund;
- General economic conditions;
- The possible effect of inflation and deflation;
- The expected total return from income and the appreciation of investments;
- Other resources of the Organization; and
- The investment policies of the Organization.

Funds With Deficiencies - From time to time, the fair value of assets associated with individual donor restricted endowment funds may fall below the level that the donor or UPMIFA requires the Organization to retain as a fund of perpetual duration. As of June 30, 2023 and 2022, no such deficiencies existed.

Return Objectives and Risk Parameters - The Organization has adopted investment and spending policies for its endowment assets that attempt to provide a predictable stream of funding to programs supported by its endowment while seeking to maintain the purchasing power of the endowment assets. Endowment assets include those assets of donor-restricted funds that the Organization must hold in perpetuity or for a donor-specified period. Under this policy, as approved by the Board of Directors, the endowment assets are invested in a manner that is diversified as to minimize the risk of large losses, and that is intended to preserve the real (inflation adjusted) value of the fund assets after withdrawal of spending amounts authorized by the Board. Actual returns in any given year may vary from this amount.

Strategies Employed for Achieving Objectives - To satisfy its long-term rate-of-return objectives, the Organization relies on a total return strategy in which investment returns are achieved through both capital appreciation (realized and unrealized) and current yield (interest and dividends). The Organization targets a diversified asset allocation of US Equities, Non-US Equities, and Fixed Income assets to achieve its long-term return objectives within prudent risk constraints.

Spending Policy and How the Investment Objectives Relate to Spending Policy - The Organization has a policy that allows for annual earnings and/or accumulated appreciation of endowment funds to be appropriated each year, not to exceed 5 percent of the average endowment asset values over the preceding 12 rolling quarters. The calculated amount may be distributed at the beginning of the year, or in installments throughout the year as needed. In establishing this policy, the Organization considered the long-term expected return on its endowment. Accordingly, over the long-term, the Organization expects the current spending policy to allow its endowment to preserve the inflation-adjusted value of the endowment in perpetuity.

Note 11 - Continued

Endowment net asset composition by type of fund was as follows at June 30:

	Net Assets Without Donor Restriction	Net Assets With Donor Restrictions: Endowment Earnings	Net Assets With Donor Restrictions: Endowment Corpus	2023 Total	2022 Total
Endowment funds	$ 307,036	$ 119,593	$ 113,116	$ 539,745	$ 495,137

Changes to endowment net assets for the year ended June 30 are as follows:

	Net Assets Without Donor Restriction	Net Assets With Donor Restrictions: Endowment Earnings	Net Assets With Donor Restrictions: Endowment Corpus	2023 Total	2022 Total
Endowment net assets, beginning of year	$ 280,193	$ 101,828	$ 113,116	$ 495,137	$ 431,664
Contributions					100,000
Investment return	26,843	17,765		44,608	(36,527)
Endowment Net Assets, End of Year	**$ 307,036**	**$ 119,593**	**$ 113,116**	**$ 539,745**	**$ 495,137**

Note 12 - Liquidity and Availability of Financial Assets

The following reflects the Organization's financial assets as of year end available for general use within one year of the statement of financial position date:

	2023	2022
Cash	$ 351,600	$ 380,197
Pledges receivable	353,893	144,579
Investments	712,151	819,870
Financial Assets Available Within One Year of the Statement of Financial Position Date	**$ 1,417,644**	**$ 1,344,646**

Note 12 - Continued

The Organization maintains a policy of structuring its financial assets to be available as its general expenditures, liabilities, and other obligations come due. In addition, the Organization invests cash in excess of monthly requirements in short-term investments. To help manage unanticipated liquidity needs the Organization has a committed line of credit of $100,000, which it could draw upon at any time. Management and the Finance and Investment Committee monitor cash needs regularly.

Note 13 - Fire Fund

The Organization launched the Fire Fund (the Fund) campaign on September 8, 2020, the day the Almeda and South Obenchain Fires destroyed the homes, business, and lives of thousands of Jackson County residents. Total contributions received under the Fund totaled $498,387 and $535,029 during the year ended June 30, 2023 and 2022, respectively. In November 2020, the Organization launched a grant cycle for immediate aid individuals, families, and small businesses. The grants were directed to provide funds for immediate needs. A multi-lingual application process was put in place. From January 2021 through June 2021, intermediate aid grants were offered to permanently resettle fire survivors. From July 1, 2021 through today, the Unmet Needs Table was launched with many funding partners to close cases of fire survivors through a Disaster Case Management model. As a result, grants totaling $517,071 and $1,436,690 were distributed during the year ended June 30, 2023 and 2022.

Note 14 - Related Parties

Fixed Assets - During the year ended June 30, 2023, the Organization engaged with a board member to construct an addition to their existing building. Total charges to the contractor for the year ended June 30, 2023 were $514,855, and are included in property and equipment on the statement of financial position. The full amount was placed in service prior to June 30, 2023.

Recoverable Grant - The Organization received a recoverable grant totaling $350,000 from a related party, President of the Board of Directors, in July 2022 to be repaid within 10 years. During the year ended June 30, 2023, the Organization repaid $325,000. The related party designated the remaining $25,000 as a contribution and is recorded in capital campaign on the statement of activities and changes in net assets.

Council Business Meeting

April 16, 2024

Agenda Item	Resolution 2024-12 Approving a Jackson County Order to Initiate Formation of a Jackson County Animal Control Service District and Consenting To The Inclusion of City Territory Within the Boundaries of the District	
From	Sabrina Cotta	Interim/Deputy City Manager
Contact	Sabrina.cotta@ashland.or.us	
Item Type	Requested by Council ☐ Update ☐ Request for Direction ☐ Presentation ☐ Consent ☐ Public Hearing ☐ New Business ☒ Unfinished Business ☐	

SUMMARY

The Jackson County, Oregon, Board of Commissioners intends to form a county service district for animal control services under the authority of Oregon Revised Statute (ORS) 451.010(1)(q). The proposed district would have the authority to construct, maintain, and operate an animal control service facility, specifically a new Animal Shelter for the housing and care of dogs and other animals including cats.

POLICIES, PLANS & GOALS SUPPORTED

Regional Cooperation, including support for public safety and homelessness

BACKGROUND AND ADDITIONAL INFORMATION

The Jackson County, Oregon, Board of Commissioners need the support of jurisdictions to put a question on the November ballot regarding the creation of an Animal Control Service District. If the Board of Commissioners has the support from local jurisdictions, the Jackson County Board of Commissioners may initiate the formation of the district by adopting an order under authority of ORS 198.835. The Board proposes to include all county territory within the boundaries of the proposed districts. The voters of Jackson County would be asked to establish a permanent property tax rate limit of $0.1500 per $1,000 of assessed value for the district as authorized by ORS 451.547. To be included in the territory the City must adopt a resolution approving the proposed Jackson County Order Initiating formation of a Jackson County Animal Control Service District. Animal Control has traditionally been a county function funded through the general fund of the County.

FINANCIAL CONSIDERATIONS

The voters of Jackson County would be asked to establish a permanent property tax rate limit of $0.1500 per $1,000 of assessed value for the district as authorized by ORS 451.547. This will add another taxing district to the tax bill of Ashland residents.

SUGGESTED ACTIONS, MOTIONS and/or OPTIONS

I move to approve Resolution No. 2024- 12 consenting to the inclusion of all the territory of the City within the boundaries of the proposed Jackson County Animal Control Service District and approve the Jackson County

Board of Commissioners proposed order initiating the formation of a Jackson County Animal Control Service District.

REFERENCES & ATTACHMENTS

Resolution No. 2024-12
Jackson County Animal Control Service District Economic Feasibility Statement
Jackson County Animal Shelter Design
Animal Shelter Pro Forma
Draft Order Initiating the Formation of a Jackson County Animal Control Service District

RESOLUTION NO. 2024-12

A Resolution Approving a Jackson County Order to Initiate Formation of a Jackson County Animal Control Service District and Consenting To The Inclusion of City Territory Within the Boundaries of the District

The City Council of the City of Ashland, Oregon (City), finds:

a. The Jackson County, Oregon, Board of Commissioners intends to form a county service district for animal control services under the authority of Oregon Revised Statute (ORS) 451.010(1)(q). The name of the proposed district is the Jackson County Animal Control Service District (hereinafter "District"). The proposed District would have authority to construct, maintain, and operate an animal control service facility, specifically a new Animal Shelter for the housing and care of dogs and other animals including cats.

b. The Jackson County Board of Commissioners may initiate the formation of the District by adopting an order under authority of ORS 198.835. The Board proposes to include all county territory within the boundaries of the proposed District.

c. Jackson County voters will be asked to establish a permanent property tax rate limit of $0.1500 per $1,000 of assessed value for the District as authorized by ORS 451.547.

d. The territory of the City may only be included within the boundaries of the District if the City Council adopts a resolution approving the proposed Jackson County Order Initiating Formation of a Jackson County Animal Control Service District. The proposed Order is attached hereto.

e. The City Council believes that an animal control service district for the construction, operation, and maintenance of an animal control service facility, specifically a new Animal Shelter for the housing and care of animals including dogs and other animals including cats in Jackson County is in the best interests of the citizens of the City.

The City Council of the City of Ashland Resolves:

SECTION 1.
1. The City of Ashland, Oregon, hereby consents to the inclusion of all the territory of the City within the boundaries of the proposed Jackson County Animal Control Service District, and approves the Jackson County Board of Commissioners' proposed Order Initiating the Formation of a Jackson County Animal Control Service District in substantially the form attached hereto.

2. A certified copy of this Resolution shall be forwarded to the Jackson County Board of Commissioners.

SECTION 2. This resolution is effective upon adoption.

This resolution was duly PASSED and ADOPTED this _____ day of _____, 2024, and takes effect upon signing by the Mayor.

_____

Alissa Kolodzinski, City Recorder

SIGNED and APPROVED this _____ day of _____, 2024.

_____

Tonya Graham, Mayor

Reviewed as to form:

_____

Douglas M. McGeary, Acting City Attorney

Jackson County Animal Control Service District

Economic Feasibility Statement

Oregon Revised Statutes (ORS) Chapters 198 and 451 provide the framework for the creation of new districts. Per ORS 198.749, one of the requirements for a new district is the completion of an Economic Feasibility Statement before the circulation of a petition for formation of a district. The Statement shall form the basis for the proposed permanent rate limit for property taxes. Oregon statute requires the Economic Feasibility Statement to contain certain minimum analytic requirements. The Economic Feasibility Statement is to assure the proposed district has an appropriate financial and economic foundation and the basis for the proposed permanent property tax rate limit for the district.

Compliance with the minimum requirements for Economic Feasibility Statement under ORS 198.749 are provided herein as set forth below:

1. A description of the services and functions to be performed or provided by the proposed district.

The proposed district will provide animal control services and facilities, including the construction, maintenance, and operation of a new Animal Shelter for Jackson County and its residents. The proposed new Animal Shelter will provide for housing and care for dogs and other animals, including cats.

2. An analysis of the relationships between those services and functions and other existing or needed government services.

Currently, Jackson County operates an existing Animal Shelter as part of its Animal Services Program. The current Jackson County Animal Shelter (current Animal Shelter) was built prior to 1975 with an original capacity of 14 kennels for dogs. In 1975, the current Animal Shelter was expanded to include office space for the Animal Shelter and Animal Control staff, and an additional 16 kennels for dogs were added. In 1991, the current Animal Shelter was expanded again and an additional 25 kennels for dogs were added. Today, the current Animal Shelter has 86 kennels to house 103 dogs; however, the number of dogs housed at the current Animal Shelter frequently exceeds the number of available kennels and requires that dogs be housed in dog crates. The current Animal Shelter has minimal resources to house and provide care for animals other than dogs, including cats. Thus, the current Animal Shelter no longer meets the needs of Jackson County and the public for the care and custody of dogs and other animals, including cats. The current Animal Shelter has reached the end of its life, as design and operating standards for animal shelters has evolved since the Animal Shelter was built, and the current Animal Shelter has reached its capacity to be renovated, remodeled, and expanded to accommodate the need for the housing and care of dogs and other animals, including cats.

Jackson County operates the only publicly operated Animal Shelter in Jackson County. Animal control for dogs is a function of Jackson County pursuant to Chapter 609 of the Oregon Revised Statutes. As part of the functions of dog control, Jackson County may, at times, be authorized to impound a dog. Impounding a dog requires an animal shelter which meets the needs of the community and the animals in the care of the county at the animal shelter. The current Animal Shelter is insufficient for the needs of the community as it relates to dog control. Further, the current Animal Shelter lacks the resources and capacity to provide care and housing for animals, other than dogs, as part of the County's Animal Services Program.

The revenue Jackson County receives from performing dog control functions is insufficient to properly construct, maintain, and operate animal control services, including an animal shelter, that meets the needs of the County and the community. Jackson County had expenses of $2,193,218.78 per year, as of fiscal year 2022-2023, for its Animal Services Program. Revenue from performing the animal services control function generates $636,255 per year, as of fiscal year 2022-2023. Additional revenue is received from

other sources, including the general property tax levied by the County. These existing sources of revenue are insufficient to construct, maintain, and operate an animal shelter which meets the needs of the County and its residents. The revenue from the general property tax levied by the County is needed to support all mandatory and discretionary functions of the County, not otherwise supported by other sources of revenue. The expenditure of the revenue from general property tax is such that no additional funds from the general property tax are available for the animal control services proposed to be provided by the proposed district. The other sources of revenue are outside the control of the County and cannot be relied upon to construct, maintain, and operate the service facilities proposed to be provided by the proposed district on an ongoing basis.

3. A proposed first year line item operating budget and a projected third year line item operating budget for the new district that demonstrates its economic feasibility.

A first-year line item operating budget and a projected third year line item operating budget for the new district are attached as Exhibit 1 to this Economic Feasibility Study, and sets forth a 11-year projection of revenue and expense for operations of the proposed district, exceeding the statutory requirements for a first-year line item operating budget and a projected third year line item operating budget. The additional projections are provided because the nature of the proposed district is such that significant capital expenditures are contemplated to occur. These capital outlays will affect economic feasibility of the district going forward and it is prudent to complete those projections beyond the major capital expenditure to demonstrate economic feasibility of the district going forward.

DRAFT

Jackson County
Animal Shelter Pro-Forma With Cats 10 Year Bond

~PRELIMINARY DRA

	OLD FACILITY/ CONSTRUCTION YEAR 1 FY25-26	OLD FACILITY/ CONSTRUCTION YEAR 2 FY26-27	Open Q3 2027 YEAR 3 FY27-28	YEAR 4 FY28-29	YEAR 5 FY29-30	YEAR 6 FY30-31	YEAR 7 FY31-32
SHELTER REVENUES							
Kennel Fees			6,440	26,016	26,276	26,539	26,805
Animal Control Citations/Fines			5,409	21,852	22,071	22,292	22,515
Dog Licenses			112,721	455,393	459,947	464,547	469,193
Dog Redemption & Board Fees			15,455	62,436	63,060	63,691	64,328
Dog Adoption Fees			10,303	41,624	42,040	42,461	42,886
Cat Adoption Fees			10,000	10,100	10,201	10,304	10,408
Dog Surrender Fees			644	2,602	2,628	2,655	2,682
Rabies Deposits			2,576	10,406	10,510	10,616	10,723
Subtotal Facility Fees	-	-	**163,548**	**630,429**	**636,733**	**643,105**	**649,540**
Solid Waste			32,540	131,464	132,779	134,107	135,449
General Fund						784,311	1,343,692
TOTAL REVENUE	-	-	**196,088**	**761,893**	**769,512**	**1,561,523**	**2,128,681**
Personnel							
Current Staffing Level add cats			499,419	1,988,300	2,057,891	2,129,918	2,204,466
Current Enforcement Staff			123,222	481,231	498,075	515,508	533,551
Add a Vet and CVT			85,644	340,966	352,900	365,252	378,036
Volunteer Coordinator			22,071	91,374	94,573	97,884	101,310
Personnel	-	-	**730,356**	**2,901,871**	**3,003,439**	**3,108,562**	**3,217,363**
Materials & Services							
Laboratory Services			568	2,295	2,364	2,483	2,608
Animal Food & Feeding Supplies			17,034	68,843	70,909	74,455	78,178
Animal Kennel Cleaning			2,839	11,475	11,820	12,411	13,032
Animal Medicine			14,195	57,369	59,091	62,046	65,149
Other Animal Supplies/Expenses			6,246	25,243	26,001	27,302	28,668
Subtotal Animal Expenses	-	-	**40,882**	**165,225**	**170,185**	**178,697**	**187,635**
Professional Services			7,098	28,686	29,547	31,025	32,577
Employment Expenses			1,420	5,739	5,912	6,208	6,519
Laundry Expense			2,839	11,475	11,820	12,411	13,032
Printing			5,678	22,948	23,637	24,819	26,060
Postage			8,517	34,422	35,455	37,228	39,090
Telecom			2,839	11,475	11,820	12,411	13,032
Credit Card Fees			2,272	9,180	9,456	9,929	10,426
Software/Web Licensing			9,369	37,864	39,000	40,950	42,998
Motor Pool			2,130	8,607	8,866	9,310	9,776
Minor Equipment			568	2,295	2,364	2,483	2,608
Other Supplies/Expenses			2,698	10,902	11,230	11,792	12,382
Subtotal Operation Expenses	-	-	**45,428**	**183,593**	**189,107**	**198,566**	**208,500**

DRAFT

Jackson County
Animal Shelter Pro-Forma With Cats 10 Year Bond

~PRELIMINARY DRA

	OLD FACILITY/ CONSTRUCTION YEAR 1 FY25-26	OLD FACILITY/ CONSTRUCTION YEAR 2 FY26-27	Open Q3 2027 YEAR 3 FY27-28	YEAR 4 FY28-29	YEAR 5 FY29-30	YEAR 6 FY30-31	YEAR 7 FY31-32	
Architect	479,080	332,920						
Soft Costs	140,000	-						
Project Costs	-	14,000,000						
Total Construction Costs	**619,080**	**14,332,920**	-	-	-			
SUBTOTAL FACILITY & CONSTRUCTION	**619,080**	**14,332,920**	**883,986**	**4,082,741**	**4,232,781**	**4,399,381**	**4,572,736**	
DEBT SERVICE - 10 YEAR BOND	**2,422,452**	**2,372,070**	**2,319,648**	**2,265,108**	**2,208,366**	**2,149,332**	**2,087,916**	
TOTAL EXPENSES WITH DEBT	**3,041,532**	**16,704,990**	**3,203,634**	**6,347,849**	**6,441,147**	**6,548,713**	**6,660,652**	
NET SHELTER	**(3,041,532)**	**(16,704,990)**	**(3,007,546)**	**(5,585,956)**	**(5,671,635)**	**(4,987,190)**	**(4,531,971)**	
REVENUE								
BOND PROCEEDS ($15M - $150k costs)	14,850,000							
LEVY	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	
Taxable Value	26,147,244,578	27,062,398,138	28,009,582,073	28,989,917,446	30,004,564,557	31,054,724,316	32,141,639,667	33,
1000's	26,147,245	27,062,398	28,009,582	28,989,917	30,004,565	31,054,724	32,141,640	
Tax Rate	0.15	0.15	0.15	0.15	0.15	0.15	0.15	
Amount levied	3,922,087	4,059,360	4,201,437	4,348,488	4,500,685	4,658,209	4,821,246	
Collection Percentage	94%	94%	94%	94%	94%	94%	94%	
Net Collection	**3,686,762**	**3,815,798**	**3,949,351**	**4,087,578**	**4,230,644**	**4,378,716**	**4,531,971**	
CASH FLOW	15,495,230	(12,889,192)	941,805	(1,498,378)	(1,440,991)	(608,474)	-	
CUMMULATIVE	15,495,230	2,606,038	3,547,843	2,049,465	608,474	-	-	

DRAF

BEFORE THE BOARD OF COUNTY COMMISSIONERS

STATE OF OREGON, COUNTY OF JACKSON

IN THE MATTER OF INITIATING THE FORMATION OF A JACKSON COUNTY ANIMAL CONTROL SERVICE DISTRICT) ORDER NO. _____

WHEREAS, the current Jackson County Animal Shelter (current Animal Shelter) was built prior to 1975 with an original capacity of 14 kennels for dogs; and

WHEREAS, in 1975, the current Animal Shelter was expanded to include office space for the Animal Shelter and Animal Control staff, and an additional 16 kennels for dogs were added; and

WHEREAS, in 1991, the current Animal Shelter was expanded again and an additional 25 kennels for dogs were added; and

WHEREAS, today, the current Animal Shelter has 86 kennels to house dogs; and

WHEREAS, the number of dogs housed at the current Animal Shelter frequently exceeds the number of available kennels and requires that dogs be housed in dog crates; and

WHEREAS, the current Animal Shelter has minimal resources to house and provide care for animals other than dogs, including cats; and

WHEREAS, the current Animal Shelter no longer meets the needs of Jackson County and the public for the care and custody of dogs and other animals, including cats; and

WHEREAS, the current Animal Shelter has reached the end of its life, as design and operating standards for animal shelters has evolved since the current Animal Shelter was built, and the current Animal Shelter has reached its capacity to be renovated, remodeled, and expanded to accommodate the need for the housing and care of dogs and other animals, including cats; and

WHEREAS, Chapter 451 of the Oregon Revised Statutes (ORS) provides for the establishment of a county service district for animal control services which includes authority for the construction, maintenance, and operation of installations, works, or services provided for the purpose of animal control services; and

WHEREAS, without the establishment of a county service district for animal control services, Jackson County will not be able to construct, maintain, and operate a new animal control facility (New Animal

Shelter) which adequately meets the needs of the County and the community to house and care for dogs and other animals, including cats; and

WHEREAS, ORS 451.435 provides that all county service districts shall be initiated, conducted, and completed as provided by ORS 198.705 to 198.955; and

WHEREAS, ORS 198.835 authorizes the county board of commissioners to initiate the formation of a district by an order and sets forth the requirements of that order including setting the date, time, and place of a public hearing on the proposal to form the district; and

WHEREAS, ORS 198.840 requires that notice of the public hearing on the proposal be given in the manner set forth in ORS 198.800, except that the notice shall state that the County Board has entered an Order declaring its intention to initiate the formation of a county service district.

Now, therefore,

The Board of County Commissioners of Jackson County ORDERS:

1. The Board intends to initiate formation of a county service district for animal control services in Jackson County as authorized pursuant to ORS 451.010(1)(q) and ORS Chapter 451, which is the principal Act governing the formation of such a district, for the purpose of constructing, operating, and maintaining animal control services, including animal control service facilities for the housing and care of dogs and other animals, including cats, in Jackson County.

2. The name of the proposed district is the Jackson County Animal Control Service District (District).

3. The boundaries of the District shall include all territory within Jackson County as described in ORS 201.150, including the territories of the incorporated cities within Jackson County.

4. As required by ORS 198.835(3), certified copies of City Council Resolutions of each city approving this Initiation Order and formation of the District are attached.

5. The Jackson County Board of Commissioners will serve as the governing body of the District as required pursuant to ORS 451.485.

6. The District will have all of the general powers granted by ORS Chapter 451 (the principal Act) necessary and convenient for providing animal control services as permitted by ORS 451.010(1)(q).

7. Specifically, as part of the general powers granted by the principal Act, the District will be authorized to construct, maintain, and operate animal control service facilities, including a New Animal Shelter for the housing and care of animals including dogs and other animals, and including cats, pursuant to ORS 451.420. The proposed conceptual design for the new Animal Shelter is attached hereto as Exhibit A, at a current estimated cost of $14,954.000.

8. Further, as part of the general powers granted by the principle Act, the District will be authorized to finance the construction, operation, and maintenance of the animal control service facilities, including a New Animal Shelter, pursuant to any of the methods authorized pursuant to ORS 451.490 including use of funds from a fund established under ORS 280.055 or 451.540 to be repaid by the District without interest; assessments against the property in the District with or without issuance of bonds authorized under ORS 223.205, 223.210 to 223.295 and 223.770; service or user charges in the District; connection charges;

PROPOSED

District ad valorem taxes; sale of bonds; and funds obtained under ORS 280.040, 280.050, 280.060, 280.070, 280.080 and 280.090.

9. Jackson County voters will be asked to establish a permanent property tax rate limit of $.1500 per $1,000 of assessed value for the District as authorized by ORS 451.547. The proposed economic feasibility statement forming the basis for the proposed permanent property tax rate limit is attached hereto as Exhibit B. The District will have authority to levy and collect general property taxes up to the approved rate limit.

10. Pursuant to ORS 198.800 and 198.835, a public hearing on the formation of the Jackson County Animal Control Service District shall be held at the Board's regular meeting on _____, 2024, beginning at 9:30 a.m., in the Auditorium of the Jackson County Courthouse, 10 South Oakdale, Medford, and by audio/videoconference. All interested persons may appear and be heard. During this hearing, the Board will hear testimony and receive written comment on the proposed formation of this District, including information about the services to be provided by the District, the economic feasibility of the District, and the permanent tax rate limit. At the conclusion of the hearing, the Board shall determine, in accordance with criteria described in ORS 198.805, whether Jackson County could be benefited by the formation of the county service district and whether the County should continue with the formation process.

11. Notice of the hearing shall be provided to interested persons in accordance with ORS 198.800.

DATED this __ day of _____, 2024, at Medford, Oregon.

JACKSON COUNTY BOARD OF COMMISSIONERS

_____
Rick Dyer, Chair

_____
Dave Dotterrer, Commissioner

_____
Colleen Roberts, Commissioner

PROPOSED

SPEAKER REQUEST FORM

Submit this form to the meeting Secretary prior to the discussion item.

1) You will be called forward when it is your turn to speak

2) State your name and speak clearly into the microphone

3) Limit your comments to the time allotted

4) Provide any written materials to the meeting Secretary

5) Speakers are solely responsible for the content of their statement

Date:

4-16-24

Name: (Please Print)

SITKA MOSS

Ashland Resident:

☐ YES ☒ NO City: ~~Ash~~ Trail

Agenda Topic/Item Number:

Public Forum Topic (Non-agenda Item):

Grass Fire Resolution

Please respect the order of proceedings and strictly follow the directions of the presiding officer. Behavior or actions which are loud or disruptive are disrespectful and offenders will be requested to leave.

Disclaimer: By submitting this request to address the Public Body, I agree that I will refrain from the use of any obscene, vulgar, or profane language. I understand that if I do not follow procedure my speaking time may be terminated, and I may be requested to sit down or leave the building.

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Date: 4/16/24

Name: (Please Print)

Amanda Morehouse

Ashland Resident:

☐ YES ☑ NO City: C.P.

Agenda Topic/Item Number:

Public Forum Topic (Non-agenda Item):

Ceasefire

Please respect the order of proceedings and strictly follow the directions of the presiding officer. Behavior or actions which are loud or disruptive are disrespectful and offenders will be requested to leave.

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Date: 4/16/24

Name: (Please Print)

Kura Retiz

Ashland Resident:

☒ YES ☐ NO City: _____

Agenda Topic/Item Number:

~~Climate~~

Public Forum Topic (Non-agenda Item):

Climate & Clean air policy package

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Date: 4-16

Name: (Please Print)

Piper Banks

Ashland Resident:

☑ YES ☐ NO City: _____

Agenda Topic/Item Number:

Public Forum Topic (Non-agenda Item):

Climate & Clean Air policy package

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Date:

4/16/24

Name: (Please Print)

Sam Inada

Ashland Resident:

☑ YES ☐ NO City: _____

Agenda Topic/Item Number:

Ceasefire

Public Forum Topic (Non-agenda Item):

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Date: 4/16/24

Name: (Please Print)

BRENT THOMPSON

Ashland Resident:

☒ YES ☐ NO City: _____

Agenda Topic/Item Number:

Public Forum Topic (Non-agenda Item):

SISKIYOU BLVD
INFILL VS SPRAWL

Please respect the order of proceedings and strictly follow the directions of the presiding officer. Behavior or actions which are loud or disruptive are disrespectful and offenders will be requested to leave.

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Date: 4/16/24

Name: (Please Print)
Paul Mozina

Ashland Resident:

☑ YES ☐ NO City: _____

Agenda Topic/Item Number:

Public Forum Topic (Non-agenda Item):
Ch 16 Ordinance telecommunication

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Date:

4/16/24

Name: (Please Print)

Denise Krause

Ashland Resident:

☑ YES ☐ NO City: _____

Agenda Topic/Item Number:

Animal shelter

Public Forum Topic (Non-agenda Item):

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Date:
4/16/24

Name: (Please Print)
Jeanne Chouard

Ashland Resident:

☒ YES ☐ NO City: _____

Agenda Topic/Item Number:
Service District Proposal from County

Public Forum Topic (Non-agenda Item):

Please respect the order of proceedings and strictly follow the directions of the presiding officer. Behavior or actions which are loud or disruptive are disrespectful and offenders will be requested to leave.

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Brent Thompson
P.O. Box 201
Ashland, Oregon 97520

April 15, 2024

Ashland City Council , Ashland Planning Commission & City Staff
20 East Main
Ashland, Oregon 97520

RE: Available lands inventory

To the Council, Planning Commission, and staff,

It was wise for Oregon's state government to eliminate what is called "exclusionary zoning" where only single family homes might be permitted in certain areas. That almost all parcels can have more than one unit gives us a benign way to increase density, thus discouraging sprawl. Thus, can supply much of the need for apartments.

According to Greg Holmes, of 1000 Friends of Oregon, the legislature did not automatically allow cities to include the housing potential for the multitude of possible ADU's in land inventories for multi family housing, but it also did not prohibit cities from including the potential of additional units from being included in a multi family zone land inventory. Sound vague? Yes, visioning often is. The point is that there seems to be no penalty for focusing on adding ADU's instead of apartment complexes to satisfy rental housing needs.

In the mid 1980's there was a planning action and annexation request at the top of Walker Street on Peachy Lane. In the approval process the question came up as to whether there was already a 20 year supply of available land in that zoning category to meet the state requirement. The reasoning was that if there was already a 20 year supply, why are we annexing land? The Planning Commission's discussion then centered on the need for an updated land inventory of not just vacant land but also *underdeveloped* single family zoned land. The reasoning was that under developed land (e.g. a single house on acreage) also has development potential. Our planners supported including *underdeveloped* land jn inventories.

That was the beginning of the sprawl versus infill debate that which mostly ocurred in the mid 1990's. The Council's verdict was that Ashland should infill. In late 1995 a poll showed that 95% of Ashland's population understood the sprawl versus infill issue with a majority favoring infill over sprawl.

Subsequently, in the County master plan process in the early 2000's known as Regional Problem Solving, the Council elected to not expand the Urban Growth Boundary for 40 years. And now that there is such great potential for unique accessory dwelling units in what had been single family dwelling zones, there should be no need indefinitely to annex land for apartment complexes.

People seeking apartments in Ashland frequently ask if a given apartment is part of a large complex. When informed that a given apartment is not part of a large complex, usually there is relief. What this seems to mean is that apartment hunters in Ashland want small scale dwelling units with character. Many reject large impersonal complexes.

In summary so as to not go beyond one page: Please 1. Maintain the policy of holding in sprawl by infilling and rejecting annexation requests; 2. Encourage ADU's—- with subsidies if necessary; 3. Direct staff devise a **"substandard in size" lot partition ordinance.** (I'd help with that); 4. Continue encouraging mixed use projects to promote infill and housing.

And don't forget that a **bigger** city, county, or state does not make any of them **better**. Thank you.

Brent Thompson 541 488-0407
(alternativestogrowth.com) for planning info
Former Ashland Planning Commissioner & City Counselor; former President of the Southern Oregon Land Conservancy, Jackson County Citizen's League , & Friends of Jackson County

Re submitted 4/16/24

Siskiyou Boulevard Deserves a Plaque

Dear Editor:

Besides Lithia Park, Siskiyou Boulevard is the most distinguishing feature of Ashland. Few cities have grand boulevards such as Siskiyou. Its history should be commemorated. Lithia Park has a sign near its entrance explaining how it came to be, but there is no monument nor plaque explaining why we have Siskiyou Boulevard. We do have the "public art" sculpture some call The Bicycle Wreck, which was approved by a former misguided City Council. But the "Bicycle Wreck" is a monument to nothing.

Let's add a plaque below the Bicycle Wreck which commemorates the origins of Siskiyou Boulevard. It could read something like the following gleaned from: (1) Images of America -Ashland; Joe Peterson c 2009 p. 25: (2) Legendary Locals of Ashland; Sam Wheeler c 2015 p 20: (3) Ashland --The first 130 Years; Marjorie Lutz O'Harra c 1981 p 36.

"Henry and Harriet Carter arrived in Ashland in 1884 and became involved in banking and orchards. They planted hundreds of acres of orchards south of the downtown, and on September 16, 1888, gave the City a 60' wide swath of land later expanded to 100' through the middle of their orchards with the idea that some day it would become a grand boulevard. Initially their donated right-of-way led nowhere because most traffic going east and south used East Main Street. Later as the city grew, their donated roadway became Siskiyou Boulevard."

There are other sources explaining its history, but let's have something commemorating the origins of our most noteworthy street. Please add your voice/vote to bring this about.

Brent Thompson
Ashland, Oregon

Testimony
4/16/24

April 16, 2024

Dear Mayor Graham and Members of the Ashland City Council,

The undersigned organizations are writing to voice our support for the City of Ashland to transition buildings away from fossil fuels and pursue electrification in order to protect public health and reach the City's climate action plan goals. Specifically we urge Ashland to pass a package of policies including a nitrogen oxides (NO_x) emissions standard on appliances in new homes, a pollution fee on the construction of new homes with gas hook ups, a prohibition on new fossil fuel infrastructure in the City's right of way, and a resolution to transition existing homes and new commercial and industrial construction away from fossil fuels in the future.

(1) All-electric buildings provide robust benefits for communities and the climate

To address the accelerating climate crisis, protect public health, and bolster community resilience, we must address pollution from homes and buildings. Methane gas (aka "natural" gas) and its accompanying pipeline infrastructure release harmful climate and air pollution, while posing major safety hazards – especially during climate-fueled disasters. On the other hand, clean-powered electric buildings are safe, cost-effective, reliable, and available *today*. Utilizing proven clean energy technologies will avoid locking in reliance on fossil fuels and the need for costly retrofits down the line.

We are grateful that the City of Ashland has already adopted strong climate goals to reduce fossil fuel consumption by 50% by 2030 through its Climate and Energy Action Plan (CEAP).[1] It has been 7 years since the CEAP was passed - now is the time for Ashland to move forward bold action to be accountable to these climate goals.

Passing policies to ensure that new buildings in the city are constructed all electric will help Ashland reach these climate action commitments and take full advantage of the increasingly renewable electricity available on the grid in Oregon. Homes and buildings are the second largest source of emissions in the City and make up 27% of Ashland's greenhouse gas emissions.[2] Homes and buildings are also one of the fastest growing sources of emissions across the state, and the country.

Buildings are used for an average of fifty years after construction. When newly-constructed buildings are dependent on inefficient and polluting fossil fuels (and their accompanying pipeline infrastructure), the amount of air pollution and greenhouse gasses released over the building's lifespan is staggering. Further, all-electric construction saves money, especially by avoiding the cost of installing gas pipes to connect new gas appliances to the existing gas infrastructure and system, which often adds thousands of dollars to a newly-constructed home.[3]

Specifically, according to an analysis from RMI, all-electric constructed homes cost $1,600 less to build than a similar mixed-fuel home, and heat pumps will on average reduce emissions by 84% compared with a gas furnace, while heat pump hot water heaters will reduce emissions by 82% compared to a gas water heater.[4]

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[1] City of Ashland, *Climate and Energy Action Plan*, https://www.ashland.or.us/files/Ashland_GHG_Inventory_Report.pdf (2017)

[2] City of Ashland, *Greenhouse Gas Inventory,* https://www.ashland.or.us/files/Ashland_GHG_Inventory_Report.pdf (2016)

[3] Billimoria, Henchen, Guccione, and Louis-Prescott. *The Economics of Electrifying Buildings: How Electric Space and Water Heating Supports Decarbonization of Residential Buildings* (RMI, 2018), http://www.rmi.org/insights/reports/economics-electrifying-buildings/. See also Lacey Tan, Mohammad Hassan Fathollahzadeh, and Edie Taylor, *The Economics of Electrifying Buildings: Residential New Construction*, (RMI, 2022), https://rmi.org/insight/the-economics-of-electrifying-buildings-residential-new-construction/.

[4] RMI, "All-Electric Buildings: Key to Achieving Oregon's Climate Goals," 2023.

Policies to transition off of methane gas and to all-electric homes also provide significant resiliency advantages in a warming climate. First, energy efficient heat pumps provide both heating and cooling, the latter of which is increasingly essential in Ashland's warming climate with increasingly frequent and severe summer heatwaves.[5] Second, all-electric buildings avoid the known seismic and explosion risks associated with gas infrastructure. These risks are only intensified by gas industry plans to blend hydrogen into pipeline networks, in exchange for a virtually negligible emissions reduction benefit.[6]

Finally, transitioning existing buildings to be highly-efficient and all-electric can also help Ashland residents reduce their energy bills and burdens. As governments around the world transition off of fossil fuels, the cost of methane gas is fluctuating rapidly. Particularly in Oregon, the gas system decarbonization mandated by the State's Climate Protection Program is likely to dramatically increase gas rates for customers, as RNG, hydrogen, and other lower-emissions technologies are all much more expensive to produce than fossil-based methane gas.[7] Long term planning for electrification could provide a pathway for the City to support this transition so that everyone in Ashland has access to healthy and affordable homes and buildings.

(2) Methane gas in buildings harms public health and the climate

The use of methane gas in buildings is one of the top growing sources of greenhouse gas emissions in the state,[8] and is also putting residents at increased risk to their health and safety

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[5] Lacey Tan & Mohammad Hassan Fathollahzadeh, *Why Heat Pumps Are the Answer to Heat Waves* (RMI, Aug. 12, 2021), https://rmi.org/why-heat-pumps-are-the-answer-to-heat-waves/.

[6] Jan Rosenow, *Is heating homes with hydrogen all but a pipe dream? An evidence review,* 6(1) ScienceDirect P2225 (2022), https://www.cell.com/joule/fulltext/S2542-4351(22)00416-0. See also Accufacts Inc., *Report: Safety of Hydrogen Transportation by Gas Pipelines* (Nov. 28, 2022) (Finding, *inter alia*, that hydrogen-methane blending is effectively unsafe in existing gas distribution networks at *any* blending level, due to the high explosion and leakage risks associated with hydrogen's particular chemical properties. The report also found that a 20% blend of hydrogen with methane results in only a 7% reduction in gas combustion emissions, and even fewer reductions if leakage is factored in.); Tom DiChristopher, *Hydrogen blending in gas pipelines faces limits due to leakage: US DOE lab* (Oct. 27, 2023), https://www.spglobal.com/commodityinsights/en/market-insights/latest-news/natural-gas/102723-hydrogen-blending-in-gas-pipelines-faces-limits-due-to-leakage-us-doe-lab ("In Argonne's modeling, blending 30% hydrogen by volume into gas pipelines yielded a relatively modest 6% decrease in lifecycle greenhouse gas emissions. A major factor in Argonne's estimate was its finding that hydrogen blending at that level can double leakage from transmission lines.").

[7] See, e.g., Laura Feinstein and Eric de Place, *The Four Fatal Flaws of Renewable Natural Gas* (Sightline Institue, Mar. 29, 2021), https://www.sightline.org/2021/03/09/the-four-fatal-flaws-of-renewable-natural-gas ("RNG is very expensive relative to other energy sources. Today, a million BTUs (MMBTU) of natural gas costs $3.67. According to a 2019 study prepared for the American Gas Foundation, about 44 percent of prospective RNG projects can be developed at a cost of $7 to $20 per MMBTU, with a median cost of approximately $18. The remaining 56 percent of potential projects exceed $20 per MMBTU.").

[8] *Oregon Greenhouse Gas Sector-Based Inventory Data*, Oregon Department of Environmental Quality https://www.oregon.gov/deq/ghgp/pages/ghg-inventory.aspx

due to the high levels of air pollution that it generates.[9] The fossil fuel industry has long funded a multi-million dollar PR campaign to market fracked methane gas as a solution to the climate crisis. However, recent studies have shown that when methane leaks are factored into the analysis, gas' climate impact is equivalent to – or even worse than – coal.[10] This is because methane (CH_4) is a greenhouse gas approximately 87 times more potent than carbon dioxide over a 20-year period. We are in a climate emergency, with increasingly deleterious impacts being experienced both in Ashland and the wider region, and continued use of methane gas in new construction only serves to heighten these risks.

Transitioning our buildings to highly-efficient electric appliances has the co-benefit of dramatically reducing air pollution generated by gas appliances. This is because all-electric cooking appliances do not produce a number of pollutants – foremost nitrogen oxides (NO_x) and benzene (C_6H_6) – that are specifically associated with gas appliances.[11] Recent studies have shown that gas use in the home produces NO_x levels that create an increased risk of asthma and other respiratory illnesses in the home,[12] and may produce benzene in levels that are equivalent to second-hand smoke exposure.[13] Proper ventilation, while important, is not an adequate solution to these pollutants; studies indicate that range hoods do not adequately remove nitrogen

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[9] See Liam McCabe, *Should You Ditch Your Gas Stove?* (The New York Time, Jan. 12, 2023), https://www.nytimes.com/wirecutter/blog/dont-need-ditch-your-gas-stove-yet/. See also Drew R. Michanowicz et al., *Home is Where the Pipeline Ends: Characterization of Volatile Organic Compounds Present in Natural Gas at the Point of the Residential End User* 56(14) Environmental Science and Technology 10258 (2022), https://pubs.acs.org/doi/10.1021/acs.est.1c08298; Harvard T. H. Chan School of Public Health, *Natural Gas Used in Homes Contains Hazardous Air Pollutants* (June 28, 2022), https://www.hsph.harvard.edu/c-change/news/natural-gas-used-in-homes/.

[10] Hiroko Tabuchi, *Leaks Can Make Natural Gas as Bad for the Climate as Coal, a Study Says,* New York Times (July 13, 2023) https://www.nytimes.com/2023/07/13/climate/natural-gas-leaks-coal-climate-change.html#:~:text=It%20takes%20as%20little%20as,stations%20or%20homes%20and%20kitchens.

[11] See Liam McCabe, *Should You Ditch Your Gas Stove?* (The New York Time, Jan. 12, 2023), https://www.nytimes.com/wirecutter/blog/dont-need-ditch-your-gas-stove-yet/. See also Drew R. Michanowicz et al., *Home is Where the Pipeline Ends: Characterization of Volatile Organic Compounds Present in Natural Gas at the Point of the Residential End User* 56(14) Environmental Science and Technology 10258 (2022), https://pubs.acs.org/doi/10.1021/acs.est.1c08298; Harvard T. H. Chan School of Public Health, *Natural Gas Used in Homes Contains Hazardous Air Pollutants* (June 28, 2022), https://www.hsph.harvard.edu/c-change/news/natural-gas-used-in-homes/.

[12] See, e.g., United States Environmental Protection Agency, *Nitrogen Dioxide's Impact on Indoor Air Quality*, https://www.epa.gov/indoor-air-quality-iaq/nitrogen-dioxides-impact-indoor-air-quality ("Average level in homes without combustion appliances is about half that of outdoors. In homes with gas stoves, kerosene heaters or un-vented gas space heaters, indoor levels often exceed outdoor levels."); Kathleen Belanger et al., *Household levels of nitrogen dioxide and pediatric asthma severity*, 24(2) Epidemiology 320 (2013), 320 https://www.ncbi.nlm.nih.gov/pmc/articles/PMC3686297/ ("Adverse respiratory effects in children with asthma are associated with exposures to nitrogen dioxide (NO_2). Levels indoors can be much higher than outdoors. Primary indoor sources of NO_2 are gas stoves, which are used for cooking by one-third of US households.").

[13] Yannai S. Kashtan et al., *Gas and Propane Combustion from Stoves Emits Benzene and Increases Indoor Air Pollution*, Environmental Science and Technology (2023), https://doi.org/10.1021/acs.est.2c09289.

oxides from the air,[14] and benzene leaks from gas appliances even when not in use.[15] Furthermore, none of the decarbonization technologies proposed by Avista – renewable natural gas (RNG),[16] hydrogen blending,[17] and synthetic methane[18] – address the specific air quality issues concerned with gas appliances.

(3) Ashland can lead the way – with widespread support from other cities and communities state- and nationwide

Ashland has the opportunity to join with over 100 cities, counties and states across the country that have begun the process to transition from gas to a more renewable and equitable future, and to help lead our state toward a necessary clean energy transition. To advance its Climate and Energy Action Plan goals, the City of Ashland will need to stop the expansion of gas infrastructure and begin a managed transition off of fossil fuel altogether. For these reasons, we urge you to pass the Climate and Clean Air Policy Package, which would include:

- A low NOx appliance standard for all appliances in new homes which transitions to zero NOx over time;
- A pollution fee for connecting new homes to gas hookups based on the EPA's social cost of greenhouse gas rate of $190 per metric ton for the equivalent of 20 years of gas-associated emissions that would fund energy efficiency and electrification upgrades for low-income households;
- A prohibition on new gas infrastructure in the City's right of way (to take effect in December 2025); and
- A resolution to transition off of fossil fuels in existing buildings and new commercial and industrial construction in the future.

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[14] Lara M Paulin et al., *Home interventions are effective at decreasing indoor nitrogen dioxide concentrations*, 24(4) Indoor Air 416 (2014), https://pubmed.ncbi.nlm.nih.gov/24329966 (finding that "NO_2 concentrations in the kitchen and bedroom did not significantly change following ventilation hood installation," but that NO_2 concentrations resulting from gas stoves could be reduced by using an air purifier with HEPA carbon filters).

[15] Eric D. Lebel et al., *Composition, Emissions, and Air Quality Impacts of Hazardous Air Pollutants in Unburned Natural Gas from Residential Stoves in California*, 56(22) Environmental Science and Technology 15828 (2022)

[16] RNG is methane gas produced from waste sources. For one critique (among many) of gas utilities' plans for RNG development, see Laura Feinstein & Eric de Place, *The Four Fatal Flaws of Renewable Natural Gas* (Sightline Institute, Mar. 9, 2021), https://www.sightline.org/2021/03/09/the-four-fatal-flaws-of-renewable-natural-gas/.

[17] Gas utilities, including Avista, propose to add hydrogen gas produced by electrolysis (using electricity to split water into oxygen and hydrogen) from renewable electricity into their gas distribution system in blends of up to 20% hydrogen (with the remaining 80% being methane). For a critique of this technology, see Physicians for Social Responsibility, *Hydrogen pipe dreams* (June 22, 2022), https://psr.org/resources/hydrogen-pipe-dreams-why-burning-hydrogen-in-buildings-is-bad-for-climate-and-health/hydrogen-pipe-dreams/.

[18] Synthetic methane or methanated hydrogen, in the renewables context, is the process of producing methane gas from hydrogen and "waste" carbon dioxide. For a critique of the feasibility of synthetic methane procurement, see Green Energy Institute at Lewis & Clark Law School et al., *Opening Comments* (PUC Docket No. LC 79, Dec. 30, 2022), 22-34, https://apps.puc.state.or.us/edockets/edocs.asp?FileType=HAC&FileName=lc79hac14421.pdf&DocketID=23476&numSequence=47.

The undersigned organizations believe the passage of these policies will help to ensure that the buildings in the community reflect our collective dedication to climate action and desire to invest in our clean energy future.

Thank you for your leadership and your consideration.

Signed,

Jess Grady-Benson, Organizing Director, Rogue Climate

Alan Journet, Co-facilitator, Southern Oregon Climate Action Now (SOCAN)

Amber Ferguson, Executive Director, Rogue Food Unites

Jordan Bruyn, Co-Executive Director, Rogue Action Center

Ana Molina, Advocacy and Systems Director, Oregon Just Transition Alliance

Tim Miller, Director, Oregon Business for Climate

Dylan Plummer, Senior Field Organizing Strategist, Sierra Club

Lindsey Scholten, Executive Director, Oregon League of Conservation Voters

Jack Hanson, Executive Director, Run on Climate

Siraat Younas, Climate Justice Associate, Community Energy Project

Samantha Hernandez, Healthy Climate Program Director, Oregon Physicians for Social Responsibility

Brian Stewart, Co-Founder, Electrify Now

Diane Hodiak, Executive Director, 350Deschutes

Patricia Hine, President, 350 Eugene

Bethany Cotton, Conservation Director, Cascadia Wildlands

Anne Pernick, Senior Advisor, SAFE Cities at Stand.earth

Danny Noonan, Climate and Energy Strategist, Breach Collective

Dineen O'Rourke, Campaign Manager, 350PDX

Matt Bokar, Project Manager, Carleton Hart Architects

Ryan Shanahan, Zero Energy Retrofits Manager, Birdsmouth Design-Build

Karen Harrington, Legislative Committee Chair, Climate Reality Project, Portland

Pat DeLaquil, MCAT (Mobilizing Climate Action Together) Steering Committee

Lauren Goldberg, Executive Director, Columbia Riverkeeper

Lisa Arkin, Executive Director, Beyond Toxics

Aya Cockram, Coalition Coordinator, Fossil Free Eugene

Anahi Segovia Rodriguez, Energy Justice Coordinator, Verde

Michael Dotson, KS Wild

Elizabeth Adkisson, The Sustainability Collective

Jamie Gatewood, Fair Housing Council of Oregon