



City of Longview

1525 Broadway
Longview, WA 98632
www.ci.longview.wa.us

City Council

*Mayor MaryAlice Wallis
Mayor Pro Tem Michael Wallin
Council Member Ruth Kendall
Council Member Chet Makinster
Council Member Steve Moon
Council Member Christine Schott
Council Member Hillary Strobel*

Thursday, May 7, 2020

6:00 PM

Virtual Meeting

NOTICE IS HEREBY GIVEN, in accordance with RCW Chapter 42.30, that the City Council of the City of Longview, Washington, will conduct a virtual Zoom meeting on Thursday, May 7th, at 6:00 p.m.

All members of the public are encouraged to listen in to the meeting and participate via a moderator. For information about Zoom accessibility, please contact the City Clerk's Office at 360-442-5041.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/86709365766>

Telephone options (you may need to try more than one number if you receive a busy signal):

Dial any of the following numbers:

1-253-215-8782

1-346-248-7799

1-408-638-0968

1-669-900-6833

1-301-715-8592

1-312-626-6799

1-646-876-9923

Meeting ID: 867 0936 5766

1. CALL TO ORDER

2. ROLL CALL

3. **PUBLIC HEARINGS**

20-000200 2020 SPECIAL COVID-19 RELIEF FUNDING - HOME AND CDBG PROGRAMS

4. **ADJOURNMENT**

**NEXT REGULAR COUNCIL MEETINGS:
THURSDAY, MAY 14, 2020 - 7:00 P.M.
THURSDAY, MAY 28, 2020 - 7:00 P.M.**



City of Longview

Agenda Summary

2020 SPECIAL COVID-10 RELIEF FUNDING - HOME AND CDBG PROGRAMS

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Council Initiative: Enhance public safety & emergency response

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

The Special CDBG funding appropriated under the CARES act of 2020 to address impacts from COVID-19 will be allocated at this public hearing along with re-allocated HOME program funds from prior years.

RECOMMENDED ACTION:

Motion to allocate funds as follows:

- > Lower Columbia CAP for utility bill and rent assistance (3 months): CDBG \$95,064
- > Cowlitz-Wahkiakum Council of Governments Micro-enterprise grants or loans: CDBG \$196,344
- > Community House on Broadway rent assistance (8 months): HOME Program: \$75,000

- > Community House on Broadway: \$17,000 for administration
- > Lower Columbia CAP: \$14,260 for administration
- > Cowlitz-Wahkiakum Council of Governments: \$32,000 for administration.

STAFF CONTACT:

Adam Trimble, Interim Planning Manager

Attachments:

1. Memo to City Council Re CARES Act special CDBG funding applications
2. RFP 2020 Longview COVID-19 programs
3. 2020 COVID-19 CDBG Project Design CHOB rev
4. 2020 CDBG Special COVID-19 response project - Lower Columbia CAP
5. 2020 COVID-19 HOME project design Longview-Kelso Consortium CHOB
6. CWCOC Microenterprise 2020 COVID-19 CDBG



Memorandum

May 5, 2020

TO: Longview City Council

FROM: Adam Trimble, Interim Planning Manager

SUBJECT: CARES Act special CDBG & HOME grant applications

At the April 23, 2020 regular council meeting the City Council authorized staff to request proposals for HOME and CDBG COVID-19 relief projects as listed below. Four applications have been made from three local agencies. They are attached to the agenda. The agency proposals are listed beneath each funding source/amount.

2020 CDBG Special COVID-19 response projects will be limited to:

- Temporary Rent assistance and Utility bill assistance (3 months maximum): \$95,064
 - Community House on Broadway for rent assistance: \$45,000
 - Lower Columbia CAP for utility bill and rent assistance: \$95,064
- Micro-enterprise grants or loans: \$196,344
 - Cowlitz-Wahkiakum Council of Governments: \$193,344

HOME Program for Affordable Housing projects will be limited to:

- Tennant Based Rental Assistance (8 months): \$75,000
 - Community House on Broadway: \$75,000

-
- Administration funding is available for projects listed above totaling: \$90,000
 - Community House on Broadway: \$17,000 for HOME, \$10,000 for CDBG
 - Lower Columbia CAP: \$14,260
 - Cowlitz-Wahkiakum Council of Governments: \$32,000

Based on the proposals, staff is recommending that council fund each agency with one funding source HOME or CDBG to assist with moving the funds

quickly and reducing complexity and administrative burdens of multiple contracts. The recommendation is to fully fund all applications except the Community House on Broadway request for \$45,000 of the CDBG rent assistance funds. Agencies are encouraged to refer persons seeking assistance to other agencies if a different funding source is a better fit.

Please let me know if you have any questions 360-442-5092 or adam.trimble@ci.longview.wa.us

**City of Longview 2020 CDBG & HOME Special COVID-19 response funding
REQUEST FOR PROPOSALS
&
NOTICE OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that a virtual (online or phone-in) public hearing will be held by the City of Longview City Council, at 6:00 p.m., Thursday May 7, 2020 to consider projects for 2020 special COVID-19 relief funding under the HOME and CDBG programs within the Longview City limits.

Details for joining a virtual meeting will be published with an online agenda on April 29, 2020. Public comment can be submitted in advance to kaylee.cody@ci.longview.wa.us. Please contact the City Clerk's Office at 360-442-5041 for virtual meeting accessibility information.

Please use the link below to join the webinar:

<https://us02web.zoom.us/j/86709365766>

-or- join by telephone:

Dial US: +1 253 215 8782 and use Meeting ID: 867 0936 5766

The purpose of the Public Hearing is to present project design proposals for competitive funding of low-income housing and economic development projects that address impacts from COVID-19 in the community, and to hear public comment, particularly from low-income persons or groups regarding allocation of funding. The HOME Program is funded by the Federal Department of Housing and Urban Development through the Longview-Kelso HOME Consortium. The Longview Community Development Block Grant program was created to develop viable urban communities by providing decent housing, a suitable living environment, and expand economic opportunities principally for low- and moderate-income persons. Funded through the Federal Department of Housing and Urban Development.

**REQUEST FOR PROPOSALS
2020 Longview Community Development Block Grant (CDBG) Program
2020 Longview HOME Program**

The Coronavirus Aid, Relief and Economic Security Act (CARES Act) makes available supplemental Community Development Block Grant (CDBG) funding for grants to prevent, prepare for, and respond to coronavirus (CDBG-CV grants).

2020 CDBG Special COVID-19 response projects will be limited to:

- Temporary Rent assistance and Utility bill assistance (3 months maximum): \$95,064
- Micro-enterprise grants or loans: \$196,344

HOME Program for Affordable Housing projects will be limited to:

- Tenant Based Rental Assistance (8 months): \$75,000

Administration funding is available for projects listed above totaling: \$90,000

- Applicants may request a portion of the administration funding for each project proposal.

Full proposals for projects must be submitted by May 4, 2020

Projects must:

- *Principally benefit low- and moderate-income persons*
- *Respond to a need or impacts caused by the COVID-19 pandemic*

Projects are selected on a locally competitive basis.

All forms and applications online at: <https://mylongview.box.com/v/COVID-19CDBG>

All project summaries will be available for public review prior to the public hearing on the City Council Agenda at mylongview.com under 'Agendas & Minutes'. For more information, or technical assistance contact Adam Trimble, 360.442.5092, 7 AM – 6 PM, Monday through Thursday. E-mail: adam.trimble@ci.longview.wa.us

**City of Longview
2020 COVID-19 Response
Community Development Block Grant
Project Design**

Applicant: Nora Winters

Contact Person: Frank Morrison

Title: Executive Assistant

Title: Executive Director

Address: 783 Commerce Avenue
Longview, WA, 98632

Address: 1105 Broadway St
Longview, WA 98632

Phone: 360.430.6124

Phone: 360.355.5660

Fax: 360.425.5949

Fax: 360.425.5949

E-Mail: noraw@choblv.org

E-Mail: Frankm@choblv.org

Non-Profit Status: NO ___ YES x **IRS Tax Identification Number** 94-3067129

Type of Project: Please check one:

- ☒ **Housing**
- ☐ **Economic Development**
- ☐ **Public Service**

PROJECT TITLE: COVID-19 Emergency Rental Assistance

CDBG Funding Requested: \$ 45,000

Administration Funds Requested: \$ 10,000

Problem/Opportunity Description

1. Give a *brief* overall summary of your project (under 101 words.)

With the onset of the COVID-19 outbreak, some of our former residents that were on track to remain stably housed are facing financial difficulties. With layoffs and reduced hours, rent has become a larger cost burden than it has previously been. Community House is proposing to use CDBG funds to provide temporary rental and/or utilities assistance to households that are facing COVID-19 related financial burdens. Households would receive assistance for up to 3 months.

2. Briefly describe the project noting how the project will address impacts on the community due to the COVID-19 pandemic. Quantify it in terms of cause, extent, location, frequency and duration

This project will allow those in need of rental and/or utilities assistance due to financial hardships relating to the COVID-19 outbreak to receive assistance funds for up to 3 months. This will prevent families from owing money that they will not be able to pay back to their landlords. We expect that we will be able to help 20 or more families with utilities and/or rental assistance for up to 3 months.

Solution

Project Development

3. Did you attempt to collaborate the development of this project with other agencies? Which agencies were contacted and what was the outcome? What role is each agency playing?

We will collaborate with CORE Health to ensure that the clients receiving rental and/or utilities assistance are able to engage in peer services to continue on the path of stability.

4. How do you propose to address the needs caused by COVID-19 impacts?

Offering temporary utilities and rental assistance will help address the financial hardships that have been caused by the shutdown of any non-essential businesses. Families with financial burdens relating to the shut downs will be able to continue making payments and avoid debt.

Project Operation

5. Are you partnering with other organizations or businesses in this project? Will you have contracts with them? What roles will each organization or business play after the project is completed? Please submit letters from partnering agencies and/or businesses as supporting documentation.

CORE Health will provide peer support services to assistance recipients and will continue to work with clients after the financial assistance is no longer offered.

6. List all persons involved in the operation of this project when completed and describe their responsibilities. (Include names, titles, phone and e-mail.) (Responsibilities should include case management, day-to-day management, partnerships in serving clients, etc., operations manager, and project owner.)

Frank Morrison, Executive Director Community House on Broadway/CORE Health, (360) 355-5660, frankm@choblv.org

Responsibilities: Project Oversight, partnerships in serving renters, project owner.

Tara Fennel. Housing Specialist/Director of Care, Community House on Broadway, 360-425-8679. Taraf@choblv.org

Responsibilities: Case management, day-to-day management, rent schedules for units, annual renter income review

Trish Johnston, Peer Support Lead, CORE Health. 360-562-6322. TrishJ@choblv.org

Responsibilities: Case Management, Peer support lead, partnerships in serving renters

7. Individual Benefit: What is the number of low-income individuals or households by median income that will directly benefit from this project? Use current HUD Income Limits for family size.

Individuals or **Households** (circle one)

At or below 30% Median Income: 20

At or below 50% Median Income: 20

At or below 80% Median Income: 20

Total number Low-Income Served 20

Budget

8. Will funding from your agency need to be committed to this project? - explain

9. Explain what changes would be considered to scope or design, including the number of families served, etc. if less than the full amount requested is funded.

If the full amount is not awarded, we will serve fewer people with rental assistance. Otherwise, there would be no changes to the scope of work.

10. Complete and attach the separate CDBG Budget Form.

Complete the budget form showing all sources and uses of funds related to your project.

11. Sources and Uses Fund Statement / Budget Form Narrative

a. Please list all funding source(s), intended uses, and amounts from your budget form. Identify if the source is Federal, State, Local, or Private.

Local – Temporary Tenant Rental and Utilities Assistance - \$45,000 - Proposed
- Administration funds: \$10,000

b. Identify which sources are proposed and which sources are committed and your timeline to secure funding.

(See above)

c. Optional- Supporting Documentation: List and attach “Sources of Funds” supporting documentation noted under Question #25.

Attachments

25. Required Attachments

- ☐ **Exhibit A. Project Timeline** *(Note: Funding is available in November following project submittal. Please plan accordingly.)*
- ☐ **Exhibit B. Project Budget** *(Note: Show all funding sources and note if they are committed or not committed. List date when commitment will be confirmed.)*
- ☐ **Exhibit C. Project Documentation**

Exhibit A

Project Timeline

[illegible]

CDBG Budget

Project Duration Months:						
	Source 1	Source 2	Source 3	Source 4	Source 5	Total
	CDBG					
Commitment Dates	2020					
Project Management (Project Manager, Consultant Fees, Subrecipient Fees)	\$10,000.00					\$10,000.00
Architectural Fees						
Engineering Fees						
Acquisition						
Related Costs & Fees						
Demolition						
Relocation						
Architectural Barrier Removal						
Housing Rehabilitation	\$45,000.00					\$45,000.00
Water / Sewer Side Connections						
Sewer Improvements						
Water Improvements						
Street Improvements						
Fire Protection						
Public Facility						
Community Facility						
Commercial/Industrial Facility						
Economic Development						
Micro Enterprise						
Special ED Activity (loan/grant)						
Comm Based Development Org						
Revolving Loan Fund Program						
Historic Preservation						
Prevent/Eliminate Slum & Blight						
Public Services						
Planning						
Local Match to State/Fed Grant						
Other, List: Permits/Fees						
Other, List						
Other, Sales Tax						
Contingency						
Total:						\$55,000.00
Date Completed:						

Exhibit C

Where it is available please provide, Project Documentation to support your project. (Provide in order listed. Limit the number of documents to the most important for Council to base its decision.)

- **Sources of Funds**
 1. Include or reference existing sources for funds that will be used in this project.
 2. If you (the applicant) are a partnership, or will enter into a partnership to undertake this project (including services) provide a copy of the partnership agreement, which will indicate the cash contributions by the general partner(s) and/or limited partner(s).
- Documentation of project cost estimates
- Partnering Agency documentation letter
- Low/moderate income documentation for benefit
- Letters of Support
- Current News Articles

Application Process

- ☐ Please email the Project Design Form, Project Timeline, Budget and Additional Attachments by **May 4, 2020** to:

Adam Trimble
Community Development Department
adamt@mylongview.com

- ☐ You may be asked to present your proposal to the Longview City Council on **Thursday, May 7, 2020 at 6:00 p.m.**

Questions?? Technical Assistance?? Contact Adam Trimble, 360-442-5092

FAX: 360.442.5953.

E-mail: adam.trimble@ci.longview.wa.us

**City of Longview
2020 COVID-19 Response
Community Development Block Grant
Project Design**

Applicant: Lower Columbia Community
Action Council

Title:

Address: 1526 Commerce Ave.
Longview, WA 98632

Phone: 360-425-3430

Fax: 360-414-8974

E-Mail:

Non-Profit Status: YES

Contact Person: Ilona Kerby

Title: Executive Director

Address: 1526 Commerce Ave.
Longview, WA 98632

Phone: 360-425-3430

Fax: 360-414-8974

E-Mail: ilonak@lowercolumbiacap.org

IRS Tax Identification Number: 91-0814141

Type of Project: Please check one:

- ☒ **Housing**
- ☐ **Economic Development**
- ☐ **Public Service**

PROJECT TITLE: COVID-19 Rent & Utility assistance for low-income residents

CDBG Funding Requested: \$ 95,064

Administration Funds Requested: \$ 14,260

Problem/Opportunity Description

1. Give a *brief* overall summary of your project (under 101 words.)

Lower Columbia CAP (LCCAP) proposes to assist low-income residents in Longview with rent or utility costs that have been unpaid as a result of financial hardship caused by the COVID-19 pandemic and prevent further financial crisis when restrictions are lifted and entire unpaid accounts are due. Residents will complete a screening process to determine eligibility and need. LCCAP will refer requests to other programs when eligible and utilize these funds as the source of last resort for those who would otherwise be unable to receive assistance. All payments will be made directly to a third-party (i.e. landlord, utility company).

2. Briefly describe the project noting how the project will address impacts on the community due to the COVID-19 pandemic. Quantify it in terms of cause, extent, location, frequency and duration

Longview has experienced considerable economic damage as a result of the business closures, layoffs and furloughs caused by the COVID-19 pandemic. Low income families and individuals who struggled to meet their basic needs before this pandemic are facing a financial crisis that has been compounded by months of past due rent and utilities. With Washington's Stay at Home order extended until the end of May, families unable to return to work are facing another month of unpaid rent and/or utilities. Rent/utility assistance at this time can prevent low-income families from falling into financial ruin and unable to recover once they return to work.

Solution

Project Development

3. Did you attempt to collaborate the development of this project with other agencies? Which agencies were contacted and what was the outcome? What role is each agency playing?

No formal collaborations were developed for this project. LCCAP will administer this project, if funded. We will encourage and accept referrals from partners and other community organizations serving low-income individuals and families in need. We will contact potential referral sources to inform them of the eligibility criteria and how to direct those who need assistance to us.

4. How do you propose to address the needs caused by COVID-19 impacts?

LCCAP proposes to assist low-income households experiencing financial hardship with rent/utility assistance. Upon notification, LCCAP will finalize the screening process to ensure those assisted by this project are not eligible for assistance through another program and meet the income eligibility requirement. LCCAP will request referrals from Coordinated Entry and other community service providers working with low-income families and individuals in need.

Upon completion of the project, a final report will be prepared and submitted to the City detailing the number of households served and the type of assistance provided

Project Operation

5. Are you partnering with other organizations or businesses in this project? Will you have contracts with them? What roles will each organization or business play after the project is completed? Please submit letters from partnering agencies and/or businesses as supporting documentation.

No formal partnerships or contracts for supportive services will be established for this specific project. Lower Columbia CAP will engage with landlords, property management and utility companies to verify amounts due and confirm payment.

6. List all persons involved in the operation of this project when completed and describe their responsibilities. (Include names, titles, phone and e-mail.) (Responsibilities should include case management, day-to-day management, partnerships in serving clients, etc., operations manager, and project owner.)

Sue Saxton, PT Grant Writer, sues@lowercolumbiacap.org; (360) 425-4340

Sue will have primary responsibility for management of this project. Sue will conduct all screening calls with clients to determine eligibility and need, process payment requests and ensure project activity tracking is complete.

Doug Koenig, Finance Director, dougk@lowercolumbiacap.org; (360)425-4340 x210

Doug will oversee payments to landlords and utility companies and ensure payments are accurate and allowable.

7. Individual Benefit: What is the number of low-income individuals or households by median income that will directly benefit from this project? Use current HUD Income Limits for family size.

Individuals or Households (*circle one*)

At or below 30% Median Income: 70

At or below 50% Median Income: 100

At or below 80% Median Income: 30

Total number Low-Income Served: 200

LCCAP proposes to serve up to 200 households. Priority will be given to households with the lowest incomes that cannot be assisted through other funding available. The total number of households served at the end of the project will be based on the amount of each request. We anticipate the average rent assistance payment will be \$875/household and the average utility assistance payment will be \$300/household. Assistance will vary from household to household based on need and ability of the client to contribute a portion of the amount due. Rent payments will not exceed \$1000/household and utility payments will not exceed \$500/household. LCCAP will track all assistance payments made and provide a report of the total number served at the end of the project.

Budget

8. Will funding from your agency need to be committed to this project? - explain

Not for this specific project.

9. Explain what changes would be considered to scope or design, including the number of families served, etc. if less than the full amount requested is funded.

If partially funded, the total number of households assisted will be reduced.

10. Complete and attach the separate CDBG Budget Form.

Complete the budget form showing all sources and uses of funds related to your project.

11. Sources and Uses Fund Statement / Budget Form Narrative

a. Please list all funding source(s), intended uses, and amounts from your budget form. Identify if the source is Federal, State, Local, or Private.

N/A

b. Identify which sources are proposed and which sources are committed and your timeline to secure funding.

N/A

c. Optional- Supporting Documentation: List and attach "Sources of Funds" supporting documentation noted under Question #25.

Attachments

25. Required Attachments

- ☐ **Exhibit A. Project Timeline** *(Note: Funding is available in November following project submittal. Please plan accordingly.)*
- ☐ **Exhibit B. Project Budget** *(Note: Show all funding sources and note if they are committed or not committed. List date when commitment will be confirmed.)*
- ☐ **Exhibit C. Project Documentation**

Exhibit A

Project Timeline

[illegible]

SUBMIT THIS FORM WITH THE APPLICATION

CDBG Budget

	Project Duration	Months:					
	Source 1	Source 2	Source 3	Source 4	Source 5	Total	
	CDBG						
Commitment Dates	2017						
Project Management (Project Manager, Consultant Fees, Subrecipient Fees)							
Architectural Fees							
Engineering Fees							
Acquisition							
Related Costs & Fees							
Demolition							
Relocation							
Architectural Barrier Removal							
Housing Rehabilitation							
Water / Sewer Side Connections							
Sewer Improvements							
Water Improvements							
Street Improvements							
Fire Protection							
Public Facility							
Community Facility							
Commercial/Industrial Facility							
Economic Development							
Micro Enterprise							
Special ED Activity (loan/grant)							
Comm Based Development Org							
Revolving Loan Fund Program							
Historic Preservation							
Prevent/Eliminate Slum & Blight							
Public Services							
Planning							
Local Match to State/Fed Grant							
Other, List: Permits/Fees							
Other, List							
Rent Assistance	\$60,000.00						
Water/Sewage/Garbage Assistance	\$35,064.00						
Adminstration	\$14,260.00						
Other, Sales Tax							
Contingency							
Total:	\$109,324.00						
Date Completed:							

HOME Participating Jurisdiction COVID-19 Project Design Proposal – 2020

Applicant: <u>Nora Winters</u>	Contact Person: <u>Frank Morrison</u>
Title: <u>Executive Assistant</u>	Title: <u>Executive Director</u>
Address: <u>783 Commerce St, Suite 400</u> <u>Longview, WA 98632</u>	Address: <u>1105 Broadway St</u> <u>Longview, WA 98632</u>
Phone: <u>360.430.6124</u>	Phone: <u>360.355.5660</u>
Fax: <u>360.425.5949</u>	Fax: <u>360.425.5949</u>
E-mail: <u>noraw@choblv.org</u>	E-mail: <u>frankm@choblv.org</u>

Non-Profit Status: NO ☐ Yes ☒ **IRS Tax Identification Number** 94-3067129

Location: X Longview

Project Title: COVID-19 Emergency TBRA

HOME Funding Requested: \$ 75,000

Administration Funding requested: \$ 17,000

Project Description

1. Give a *brief* summary of your project (under 101 words):

Community House is proposing to continue our TBRA program and provide assistance to more people who need rental assistance as they are becoming stably housed. Our goal is to assist Community House and CORE Health households who are unable to sustain rental costs due to COVID-19. We anticipate that we will assist about 15 households with the requested funds.

As with our regular program, the funds will be granted to CHOB residents who have worked diligently with case management to recover from homelessness. The request funds will be used to supplement households at or below the 50% AMI mark to reduce the cost burden of housing that has been exacerbated by COVID-19. The CHOB case management team and administration will be responsible to select eligible participants from the homeless shelter and provide those individuals or families with ongoing case management after they are in their rental unit for up to 8 months.

2. Describe the project noting how impacts to the community due to COVID_19 pandemic will be addressed.

The homeless population that CHOB serves comes from extremely low income brackets with multiple barriers to housing. Cost burden is a common problem among low income renters. This leads to eviction as renters typically pay greater than 50% of their income on housing or housing related costs. With the onset of the COVID-19 virus, many people

HOME Program Longview – Kelso HOME Consortium

Questions? Technical Assistance? Contact Adam Trimble at 360.442.5092, or by e-mail at: adamt@mylongview.com

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have been laid off or their hours have been reduced, which means that some households are temporarily bearing a higher cost burden.

This project will allow us to continue our TBRA program in order to provide funds to help pay for a portion of rental costs for the homeless that are selected by CHOB case managers for that assistance. Community House has teamed up with CORE Health to ensure that the families and individuals to whom TBRA funds will be allotted have met sustainability requirements and are properly equipped to be successful. To receive funds, participants will be required to have a steady income, be engaged in mental health services, and be clean and sober throughout the entire time they are receiving assistance.

Project Readiness

3. Describe what specific steps need to be completed before the project will be ready to proceed?

Community House is operational and has all of the elements necessary to begin the project when funding is made available. Our professional case management team coupled with our Mental Health professionals from CORE Health will be able to select high needs, vulnerable households from the pool of clients at the shelter.

Complete the “Project Timeline” (included at the end of this application) detailing project tasks and dates. This will be a part of your contract goals should your project be selected.

Project Start Date (mm-dd-yyyy) 05-07-2020

Project Completion Date (mm-dd-yyyy) 08-07-2020

4. List similar projects or programs your agency has, and other agencies have, in place to address this problem in the community. List agencies, funding sources and amounts. List the number of families housed under each of these programs.

Community House on Broadway does not have the resources to provide rental assistance to the clients it serves outside of the funds received from the City specifically committed to TBRA. However, CHOB does have a case management team and a partnership with professional mental health outpatient services that will provide stability for the service recipients of this project. CHOB has housed 30 families under this program.

Longview Housing Authority provides CHOB with 5% of section-8 vouchers as they become available. Lower Columbia CAP – rapid rehousing assistance.

Solution

Project Development

HOME Program Longview- Kelso HOME Consortium

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Questions? Technical Assistance? Contact Adam Trimble at 360.442.5092, or by e-mail at: adamt@mylongview.com



5. Did you attempt to collaborate the development of this project with other agencies? Which agencies were contacted and what was the outcome?

We have collaborated with CORE Health on this project to ensure that those who are housed are still provided with counseling and case management in order to support them as they work towards renting without financial assistance.

We collaborate with many landlords and property managers, including but not limited to:

Fir At 17th, Catlin, Rodman Sharpe, Alder Terrace, Fairways, Mt. View, Property Shop, Marie Seaboldt, Precision Property Management, Trey And Julie Davids LLC, Todd Wade Real Estate, Colleen Holton, Jay Johnson, Washington Square, New Spring, APR, Nathan Henisin, QIH Properties, Mt View Villa, Blackstone Apartments, Monticello Place, John L. Pittman, Carrolls Rentals, Hemlock Court, Shiella Soto, Colin Rentals, Daniel Olsen, Troy Bishoff, James E. Scott, J And M Maryland

6. How do you propose to solve the problem? Please be specific, itemizing the various tasks you will undertake.

Community House staff will identify residents who are ready to move out and have a need for rental assistance. Working with a landlord, staff would set clients up with a rental unit that suits their specific needs. Staff would then administer funds by paying the landlord the assistance portion of the rental costs monthly. As appropriate, staff would help clients by administering funds for the deposit costs as well. For the duration of the client's time in the TBRA program, staff would ensure that clients are engaged in CORE Health services and that they are complying with the rental agreement with the landlord.

Project Operation

7. Are you partnering with other organizations or businesses in this project? Will you have contracts for supportive services? What roles will each organization or business play after the project is completed? Please submit letters from partnering agencies and/or businesses as supporting documentation.

We are working with CORE Health to provide continued peer services/case management to the TBRA clients who are no longer at the shelter. After the project, CORE will continue to engage the clients in services in order to help them remain successfully housed and stable.

8. List all persons involved in the operation of this project when completed and describe their responsibilities. (Include names, titles, phone and e-mail.) (Responsibilities should include case management, day-to-day management, rent schedules for units, annual renter income review, partnerships in serving renters, etc., apartment management, and project owner.)

Frank Morrison, Executive Director Community House on Broadway/CORE Health, (360) 355-5660, frankm@choblv.org

Responsibilities: Project Oversight, partnerships in serving renters, project owner.

Tara Fennel. Housing Specialist/Director of Care, Community House on Broadway, 360-425-8679. Taraf@choblv.org

Responsibilities: Case management, day-to-day management, rent schedules for units, annual renter income review



Trish Johnston, Peer Support Lead, CORE Health. 360-562-6322. TrishJ@choblv.org
Responsibilities: Case Management, Peer support lead, partnerships in serving renters

9. Describe your selection process for applicants to participate? How will disabled applicants be able to participate?

Community House on Broadway (CHOB) will base the policy of determining applicant eligibility using the research of Dr. Ralph da Costa Nunez. His research supports the idea that families who become homeless due to a housing problem ought to be the first families that receive housing assistance. For example, families that experienced a medical emergency, job loss, or other short term crisis would be of the highest priority to get in housing. Families that have significant housing barriers such as lack of job skills, mental health, substance abuse history, domestic violence, etc would be selected based upon meeting the recovery goals they develop with their case manager. Through CHOB case management interview sessions, staff will check client's history, debt, background information along with their current barriers that may have an impact to their success.

Eligible recipients will need to be in good standing with the CHOB program and with other recovery organizations in this community. The household must have a verifiable plan in place that will address their long term success after the short term subsidy has ended. The household must give CHOB permission to communicate with landlords during the assessment and for up to one year following the assistance to ensure and document success. The household will need to have verifiable, stable income and/or employment in Cowlitz County. The household will not have income exceeding the program requirements of greater than 50% of AMI. Finally, selected clients will be city of Kelso or Longview citizens.

Disabled applicants will be granted equal opportunity to this program.

10. What other short-term and long-term outcomes will result from the project?

The short term goals of this project is to meet the housing needs of at least fifteen (15) Community House on Broadway households that need tenant based rental assistance, especially those who have been financially effected by COVID-19. This will alleviate the recipient's housing crisis and give them an advantaged opportunity to maintain self-sufficiency. Community House serves about 125 family households and 225 individual households annually. The long term goals will be the stabilization of the household's health, recovery, finances, and housing that will help their integration into the community as a stably housed and self-sufficient household.

Households Benefiting

11. What is the number of low-income households that will benefit from this project?

Use current year HUD Income Limits for family size.

At or below 80% of Median Income: 0

At or below 50% of Median Income: 15

At or below 30% of Median Income: 15

TOTAL Number of Households: 15

Budget

12. Will funding from your agency need to be committed to this project?

HOME Program Longview- Kelso HOME Consortium

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Questions? Technical Assistance? Contact Adam Trimble at 360.442.5092, or by e-mail at: adamt@mylongview.com



13. Explain what changes would be considered to its scope or design, including the number of families housed if your project is partially funded.

If the project is only partially funded, we will be offering assistance to fewer households.

14. Complete and attach the separate HOME Budget Form.

Complete the budget form showing all sources and uses of funds related to your project.

15. Sources and Uses Fund Statement / Budget Form Narrative

a. Please list all funding sources, intended uses, and amounts from your budget form.

Identify each source as Federal, State, Local, or Private.

Local – Tenant Rental Assistance - \$75000 - Proposed

Local – Project Management (Administration) - \$17000 - Proposed

b. Identify which sources are proposed and which sources are committed.

(see above)

c. Optional- Supporting Documentation: List and attach “Sources of Funds” supporting documentation noted under Question #25.

Attachments

16. Required Attachments

- ☐ **Project Timeline** *(Note: Funding is available in November following project submittal. Please plan accordingly.)*
- ☐ **Project Budget** *(Note: Show all funding sources and note if they are committed or not committed. List date when commitment will be confirmed.)*
- ☐ **Detailed Cost Estimates** *(Specific costs for project itemized to show project cost analysis.)*
- ☐ **Project Documentation** *(See below)*

Forms online at

Longview/Kelso Home Consortium

Exhibit B - PROJECT BUDGET AND FUNDING SOURCES

	Lv/Kelso Home						How costs determined (bid, est.)
	Source 1	Source 2	Source 3	Source 4	Source 5	Total Cost	
Commitment Dates	2020						
ACQUISITION							
Purchase Price - Land						\$0.00	
Purchase Price - Bldg.						\$0.00	
Transaction Taxes						\$0.00	
Closing/Recording Fees						\$0.00	
Title Insurance/Binder Fees						\$0.00	
Appraisal						\$0.00	
Other:						\$0.00	
Subtotal	0.00	0.00	0.00	0.00	0.00	\$0.00	
PREDEVELOPMENT							
Architect						\$0.00	
Engineering						\$0.00	
Legal Fees						\$0.00	
Environmental Review						\$0.00	
Preconstruction Inspection						\$0.00	
Other:						\$0.00	
Subtotal	0.00	0.00	0.00	0.00	0.00	\$0.00	
CONSTRUCTION COSTS							
New Construction						\$0.00	
Rehabilitation						\$0.00	
Infrastructure on site						\$0.00	
Energy Related Improvemts						\$0.00	
Repair/Replace Major Syst.						\$0.00	
Lead Based Paint /Haz Mat						\$0.00	
Access for Disabled						\$0.00	
Securing of Building						\$0.00	
Demolition						\$0.00	
Utility Connections						\$0.00	
Permits & Fees						\$0.00	
Construction Loan Fees						\$0.00	
Construction Inspections						\$0.00	
Sales Tax						\$0.00	
Insurance/Bond/Surety Fees						\$0.00	
Contingency						\$0.00	
Other:						\$0.00	
Subtotal	0.00	0.00	0.00	0.00	0.00	\$0.00	
OTHER							
Home Buyer Counseling						\$0.00	
Credit Report Fees						\$0.00	
Operating Deficit Reserves						\$0.00	
Relocation Costs						\$0.00	
Loan Fees						\$0.00	
Tenant Rental Assistance	75,000					\$75,000.00	
Affirmative Marketing						\$0.00	
Project Management	17,000					\$17,000.00	
Developer Fees						\$0.00	
Other:						\$0.00	
Other:						\$0.00	
Subtotal	92,000.00	0.00	0.00	0.00	0.00	\$92,000.00	
HOME TOTAL	\$92,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$92,000.00	
Date:							
Sponsor:	Project Address:						

Exhibit C

Where it is available please provide, Project Documentation to support your project. (Provide in order listed. Limit the number of documents to the most important for Council to base its decision.)

- **Sources of Funds**
 1. Include or reference existing sources for funds that will be used in this project.
 2. If you (the applicant) are a partnership, or will enter into a partnership to undertake this project (including services) provide a copy of the partnership agreement, which will indicate the cash contributions by the general partner(s) and/or limited partner(s).
- Documentation of project cost estimates
- Partnering Agency documentation letter
- Low/moderate income documentation for benefit
- Letters of Support
- Current News Articles



Project Timeline

[illegible]

HOME Program Longview- Kelso HOME Consortium

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Questions? Technical Assistance? Contact Adam Trimble at 360.442.5092, or by e-mail at: adamt@mylongview.com



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Instructions & Application Process

1. Your project must be in compliance with all federal guidelines pertaining to environmental hazards (e.g. asbestos, lead-based paint, soil contaminants, etc), public notices, reporting requirements, fair housing practices, and any other public regulations.

Application Process

- * Please email the Project Design Form, Project Timeline, Budget and Additional Attachments by **May 4, 2020** to:

Adam Trimble
Community Development Department
adamt@mylongview.com

- * **You may be asked to present your proposal to the Longview City Council on Thursday, May 7, 2020 at 6:00 p.m. on the Zoom virtual webinar platform.**

Questions?? Technical Assistance?? Contact Adam Trimble, 360-442-5092

FAX: 360.442.5953.

E-mail: adam.trimble@ci.longview.wa.us

**City of Longview
2020 COVID-19 Response
Community Development Block Forgivable loan
Project Design**

Applicant: Cowlitz-Wahkiakum COG

Contact Person: Bill Fashing

Title:

Title: Executive Director

Address: Administration Annex
207 4th Ave. North
Kelso, WA 98626

Address:

Phone: 360-577-3041

Phone: 360-355-0344

Fax:

Fax:

E-Mail: cwcog@cwcog.org

E-Mail: bfashing@cwcog.org

Non-Profit Status: NO X YES _____

IRS Tax Identification Number 91-6001300

Type of Project: Please check one:

- ☐ Housing
- ☒ Economic Development
- ☐ Public Service

PROJECT TITLE: Micro Enterprise Forgivable Loan Program

CDBG Funding Requested: \$ 196,344

Administration Funds Requested: \$ 32,000

Problem/Opportunity Description

1. Give a *brief* overall summary of your project (under 101 words.)

Many small businesses in the City are struggling financially due to the COVID-19 Pandemic. This forgivable loan program provides some relief to businesses facing impacts from the pandemic. Forgivable loans ranging from \$3,000 to \$7,000 are proposed for as many as 65 businesses and as few as 27. Businesses will complete an application and a panel consisting of the Longview Revolving Loan Fund Advisory Board members will score the applications. All recipients will be required to submit a final report to the program six months after the forgivable loan is received to be eligible for the loan forgiveness.

2. Briefly describe the project noting how the project will address impacts on the community due to the COVID-19 pandemic. Quantify it in terms of cause, extent, location, frequency and duration.

The CWCOG will work with the City to promote the program to eligible businesses. An application and ranking matrix are in development to use in the process. The CWCOG staff will confirm that the applicants are eligible firms registered with the State of Washington and determine if the businesses are within the opportunity zone. The CWCOG will be asking members of the Longview Revolving Loan Fund Loan Advisory Board to assist in ranking the submitted applications that are deemed eligible and complete. The ranking committee will provide the approval of the forgivable loans with concurrence from city staff.

Once fully approved, the city will process the payments to the recipients. The CWCOG will serve as the project lead and liaison with the applicants and conduct any necessary notifications regarding the program. All recipients will be required to execute a promissory note outlining the tasks required of them to have the funds forgiven. Follow-up with recipients after the payments are issued.

A draft survey and report will be developed to seek information from the recipients six months after the disbursement of funds to determine eligibility for loan forgiveness. Metrics relating to the initial application will be solicited for a final project report. The metrics and final report will address impact on the community due to COVID-19 and this program by tracking job gains and losses by the recipients. The impact on jobs in the Opportunity Zone will also be included in the final report. The process will provide some sense of the ongoing duration of COVID -19 impacts by location in Longview.

Solution

Project Development

3. Did you attempt to collaborate the development of this project with other agencies? Which agencies were contacted and what was the outcome? What role is each agency playing?

The CWCOG consulted with the Cowlitz Economic Development Council that is doing a similar project for Cowlitz County. Both projects will be independent but information will be shared and CWCOG will work to produce a regional report of the use of the funds to support micro enterprises in the region.

4. How do you propose to address the needs caused by COVID-19 impacts?

The forgivable loan funds are intended to help these micro enterprises to reopen or maintain operations through the ongoing challenges caused by the COVID-19 Pandemic. The funds will not save every business, but it is likely that the program will assist many recipients to maintain business operations into the future. The loss of businesses attributable to the COVID -19 Pandemic cannot be stopped with the program, but the funding may help eligible firms to maintain operations as we begin to work out of the worst of the pandemic.

Project Operation

5. Are you partnering with other organizations or businesses in this project? Will you have contracts with them? What roles will each organization or business play after the project is completed? Please submit letters from partnering agencies and/or businesses as supporting documentation.

We will not have any formal partnerships in this effort but will coordinate with the Cowlitz Economic Development Council regarding their program to use CDBG funds outside the city in a comparable way. The CWCOCG will conduct outreach to the Longview Library, Small Business Development Center and SCPRE in the marketing stage of the process to seek assistance in identifying firms that may benefit from this program. CWCOCG, though it's Economic Development District, will also work with the identified partners to make recipients aware of ongoing training opportunities that may provide additional support to these firms that are facing dramatic challenges to their survival. Participation in designated trainings and other activities such as the development of an emergency plan for the business will serve as conditions of forgiving the loans.

6. List all persons involved in the operation of this project when completed and describe their responsibilities. (Include names, titles, phone and e-mail.) (Responsibilities should include case management, day-to-day management, partnerships in serving clients, etc., operations manager, and project owner.)

Bill Fashing, Executive Director, 360-355-0344, bfashing@cwccog.org

General oversight of the program

Coordination of ranking process with Loan Advisory Board members

Coordination with the City of Longview

Essential communications with applicants/recipients

Coordination of outreach to partners

Submission of final report to City

Lauren Read, Planning Assistant, 360-577-3041, lread@cwccog.org

Day to day operations of the program

Recipient of all applications

General communication with applicants

Data Entry and records management

Compilation of final report communications

Connecting applicants/recipients with resources

Anisa Kisamore, Business Administrator, 360-577-3041, akisamore@cwccog.org

Financial management of project

City invoices

Final financial and other reporting

Ken Pearrow, GIS /Transportation Planner, 360-577-3041, kpearrow@cwccog.org

Analysis of businesses located in the Longview Opportunity Zone

Analysis of final report relating to geographic locations of those businesses that survived and prospered following the receipt of the CDBG program funds.

Other CWCOG staff may be engaged in the process as needed, but the listed personnel will serve as the primary liaisons for the program.

7. Individual Benefit: What is the number of low-income individuals or households by median income that will directly benefit from this project? Use current HUD Income Limits for family size.

Individuals or Households (*circle one*)
At or below 30% Median Income: 5
At or below 50% Median Income: 20
At or below 80% Median Income: 27
Total number Low-Income Served 52

All of the recipients will be micro enterprises with five or fewer employees. The application process will ask that the applicant document losses due to COVID-19 impacts. Physical locations of the applications will be confirmed to ensure eligibility. The program will also target businesses in the Longview opportunity zone with a goal that 40% of the selected businesses be selected from this disadvantaged census tract.

Anticipate that up to 40% of the businesses served will be in the Opportunity Zone. If the program provides assistance to 44 businesses with an average of three employees per business it would affect 132 employees. It could be expected that around 52 of the employees are from businesses within the Opportunity Zone. The estimate of low-income individuals served is based on this number and is deemed conservative. These numbers are rough estimates and the final numbers may vary significantly.

Budget

8. Will funding from your agency need to be committed to this project? - explain

Some of the project oversight and implementation will be provided through general CWCOG EDD funding. Approximately 10% of the overall staff requirements will be supported by the CWCOG as an economic development initiative.

9. Explain what changes would be considered to scope or design, including the number of families served, etc. if less than the full amount requested is funded.

The number of firms receiving forgivable loans would decline with a decision to fund less than the requested amount. If the request for administrative costs were cut, the CWCOG would need to streamline communications and outreach on the project. The CWCOG may be able to absorb some of a cut in administrative funds depending on the severity of the cut but is already planning to match 10 % of the administrative funds dedicated to staffing.

10. Complete and attach the separate CDBG Budget Form.

Complete the budget form showing all sources and uses of funds related to your project.

See Exhibit B

11. Sources and Uses Fund Statement / Budget Form Narrative

a. Please list all funding source(s), intended uses, and amounts from your budget form. Identify if the source is Federal, State, Local, or Private.

The \$196,344 in CDBG funds would be used for the forgivable loans to area business. The \$32,000 in administrative funds from CDBG would be used for staffing and marketing, and outreach to eligible firms and the recipients over the next six months. CWCOG will allocate a portion of economic development staffing budget to support this initiative as it fits within the scope of work for the Economic Development District.

b. Identify which sources are proposed and which sources are committed and your timeline to secure funding.

All non-CDBG sources are secure pending City Council approval.

c. Optional- Supporting Documentation: List and attach “Sources of Funds” supporting documentation noted under Question #25.

Attachments

25. Required Attachments

- ☐ **Exhibit A. Project Timeline**
- ☐ **Exhibit B. Project Budget**
- ☐ **Exhibit C. Project Documentation**

Exhibit A

Project Timeline

Detail Tasks for Project	Start Date Month Day Year	Completion Date Month Day Year
Finalize application	May 1, 2020	May 8, 2020
Finalize ranking matrix	May 1, 2020	May 8, 2020
Distribute news release on the program	May 11, 2020	May 11, 2020
Post application on CWCOCG and city websites	May 11, 2020	May 11, 2020
Communicate with partners to share application	May 8, 2020	May 14, 2020
Mailing to micro enterprises (<5 Emp.)	May 12, 2020	May 14, 2020
Finalization of Ranking Committee members	May 8, 2020	May 12, 2020
Staff review of applications for completeness and eligibility	As received	May 22, 2020
Panel review of applications	May 22, 2020	May 26, 2020
Finalize recommended list of recipients for City staff review and concurrence	May 27, 2020	May 28, 2020
Notify recipients of application status	May 29, 2020	May 29, 2020
Provide list to city of approved recipients with addresses for issuance of loan checks/ city issues checks	May 29, 2020	June 5, 2020
Send notices to all applicants not selected regarding the status of the application	June 1, 2020	June 2, 2020
Conduct phase one outreach to recipients with resource materials	June 19, 2020	June 26, 2020
Conduct phase two outreach to recipients with resource materials	July 17, 2020	July 24, 2020
Conduct phase three outreach to recipients with resource materials	September 11, 2020	September 18, 2020
Develop project survey and reporting materials for closeout	June 1, 2020	November 25, 2020
Distribute closeout survey to recipients	December 1, 2020	December 15, 2020
Analyze survey results and prepare final report	December 15, 2020	December 31, 2020

Make final determinations on recipients fulfillment of terms to allow for loan forgiveness	December 15, 2020	January 8, 2021
Discuss summary of recipient status with city staff for concurrence	December 15, 2020	January 13, 2021
Issue notifications of forgiveness or request for repayment as appropriate to each recipient	January 18, 2021	January 21, 2020
Project closeout	January 21, 2021	February 26, 2021

Exhibit B

Project Budget and Funding Sources

Micro Enterprise Forgivable Loan Program Budget

Work Item	Federal	Local	Combined
Micro Enterprise Forgivable Loans	196,344		196,344
Staffing	27,000	\$2,700	29,700
Marketing/Postage/Supplies	5,000		5,000
Total	\$228,344		\$231,044

Local funds are secure in the current CWCOC Budget.

CDBG Budget

	Project Duration		Months:		Total
	Source 1		Source 2		
	Match				
Commitment Dates	2020				
Project Management (Project Manager, Consultant Fees, Subrecipient Fees)		\$32,000.00			\$32,000.00
Architectural Fees					
Engineering Fees					
Acquisition					
Related Costs & Fees					
Demolition					
Relocation					
Architectural Barrier Removal					
Housing Rehabilitation					
Water / Sewer Side Connections					
Sewer Improvements					
Water Improvements					
Street Improvements					
Fire Protection					
Public Facility					
Community Facility					
Commercial/Industrial Facility					
Economic Development					
Micro Enterprise	\$196,344.00				\$196,344.00
Special ED Activity (loan/forgivable loan)					
Comm Based Development Org					
Revolving Loan Fund Program					
Historic Preservation					
Prevent/Eliminate Slum & Blight					
Public Services					
Planning					
Local Match to State/Fed Forgivable loan			\$2,700.00		\$2,700.00
Other, List: Permits/Fees					
Other, List					
Other, Sales Tax					
Contingency					
Total:					\$231,044.00
Date Completed:					

Exhibit C

Where it is available please provide, Project Documentation to support your project. (Provide in order listed. Limit the number of documents to the most important for Council to base its decision.)

- **Sources of Funds**
 1. Include or reference existing sources for funds that will be used in this project.
 2. If you (the applicant) are a partnership, or will enter into a partnership to undertake this project (including services) provide a copy of the partnership agreement, which will indicate the cash contributions by the general partner(s) and/or limited partner(s).
- Documentation of project cost estimates
- Partnering Agency documentation letter
- Low/moderate income documentation for benefit
- Letters of Support
- Current News Articles

Source of funds for CWCOG match is included in the CWCOG Budget under economic development strategies.

Documentation of project costs estimates is included below

No project documentation is provided for partnering agencies, low/moderate income documentation or benefits, letters of support or news articles.