



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, June 11, 2020

7:00 PM

2nd Floor, City Hall

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, June 11th, at 7:00 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 meeting:

<https://us02web.zoom.us/j/81472968934>

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

1-669-900-6833

1-346-248-7799

1-408-638-0968

1-646-876-9923

1-301-715-8592

1-312-626-6799

Meeting ID: 814 7296 8934

1. CALL TO ORDER**2. INVOCATION*/FLAG SALUTE**

20-000257 INVOCATION BY MARK SCHMUTZ, NORTHLAKE CHURCH

3. ROLL CALL**4. APPROVAL OF MINUTES**

20-000258 MAY 21, 2020 WORKSHOP MINUTES
MAY 28, 2020 REGULAR MEETING MINUTES

5. CHANGES TO THE AGENDA**6. PRESENTATIONS & AWARDS****7. CONSTITUENTS' COMMENTS (Thirty Minutes)****8. FOLLOW-UP TO PAST CONSTITUENTS' COMMENTS****9. PUBLIC HEARINGS**

20-000263 2020 HOME PROGRAM GRANT ALLOCATIONS & ANNUAL ACTION PLAN PUBLIC HEARING

RECOMMENDED ACTION

1) HOLD A PUBLIC HEARING ON THE APPLICATIONS

2) MOTION TO ALLOCATE FUNDS AS FOLLOWS:

HOUSING OPPORTUNITIES OF SOUTHWEST WASHINGTON 48-UNIT MULTIFAMILY HOUSING \$150,000

COMMUNITY HOUSE ON BROADWAY RENT ASSISTANCE \$25,974 (FOR 5 CLIENTS)
LOWER COLUMBIA COMMUNITY ACTION COUNCIL OPERATING COSTS \$36,097 (AS THE DESIGNATED COMMUNITY HOUSING DEVELOPMENT ORGANIZATION).

20-000264 2020 COMMUNITY DEVELOPMENT BLOCK GRANT ALLOCATIONS

RECOMMENDED ACTION

1) HOLD PUBLIC HEARING ON THE APPLICATIONS

2) MOTION TO DESIGNATE FUNDS AS FOLLOWS:

CITY OF LONGVIEW SATELLITE POLICE OFFICE AT ARCHIE ANDERSON PARK:
\$150,260

CITY OF LONGVIEW CLONEY PARK PLAYGROUND REPLACEMENT: \$50,000

LOWER COLUMBIA CAP HELP WAREHOUSE: \$27,182

CITY OF LONGVIEW RECREATION DEPARTMENT, SUPER SUMMERS YOUTH SERVICES: \$20,000

COMMUNITY HOUSE ON BROADWAY, TBRA ADMINISTRATION: \$10,900

20-000265 2020 DOCUMENT RECORDING FEE ALLOCATIONS**RECOMMENDED ACTION**

- 1) HOLD PUBLIC HEARING ON THE PROPOSALS
- 2) MOTION TO ALLOCATE FUNDS AS FOLLOWS:
COMMUNITY HOUSE ON BROADWAY: \$25,000
EMERGENCY SUPPORT SHELTER, \$15,544

10. BOARD & COMMISSION RECOMMENDATIONS**20-000269 RECOMMENDATION FOR COMMISSIONED ARTWORK AND LOCATION****RECOMMENDED ACTION**

MOTION TO APPROVE THE RECOMMENDATION FROM THE LIBRARY BOARD AND THE VISUAL ARTS COMMISSION TO ACCEPT THE ARTWORK PROPOSAL AND LOCATION OF THE LISA SELKER MEMORIAL SCULPTURE.

11. ORDINANCES & RESOLUTIONS**20-000261 RESOLUTION NO. 2328 - UTILITY RATE REDUCTION PROGRAM INCLUDES TRANSITIONAL HOUSING PROVIDERS****RECOMMENDED ACTION**

MOTION TO ADOPT RESOLUTION NO. 2328 PROVIDING FOR THE UTILITY RATE REDUCTION PROGRAM FOR LOW-INCOME SENIORS AND DISABLED CITIZENS.

12. MAYOR'S REPORT**13. COUNCILMEMBERS' REPORTS****14. CONSENT CALENDAR****20-000260 APPROVAL OF CLAIMS**

FIRST HALF JUNE ACCOUNTS PAYABLE, SECOND HALF MAY PAYROLL

20-000254 BID REVIEW – REGIONAL WATER TREATMENT PLANT PRODUCTION WELLS PUMPS 1, 3, & 4, VFD INSTALLATION**RECOMMENDED ACTION**

MOTION TO ACCEPT THE LOW BID AND AWARD TO NORTHWEST ELECTRIC, LLC IN THE AMOUNT OF \$430,778.50

20-000255 BID REVIEW – SR 432/SR411 INTERCHANGE IMPROVEMENTS**RECOMMENDED ACTION**

**MOTION TO ACCEPT THE LOW BID AND AWARD TO CLARK & SONS EXCAVATING,
INC. IN THE AMOUNT OF \$2,900,163.60**

**20-000256 RESOLUTION NO. 2326 – AUTHORIZE ACQUISITION OF REAL PROPERTY FOR SR 432 /
CALIFORNIA WAY INTERSECTION IMPROVEMENTS PROJECT**

**RECOMMENDED ACTION:
MOTION TO APPROVE RESOLUTION NO. 2326**

15. CITY MANAGER'S REPORT

16. MISCELLANEOUS

17. ADJOURNMENT

*** Any invocation that may be offered at the Council meeting shall be the voluntary offering of a private citizen, to and for the benefit of the Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Council, and the Council does not endorse the religious beliefs or views of this, or any other speaker.**

**NEXT REGULAR COUNCIL MEETINGS:
THURSDAY, JUNE 25, 2020 - 7:00 P.M.
THURSDAY, JULY 9, 2020 - 7:00 P.M.**



City of Longview

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

Minutes

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 21, 2020

6:00 PM

2nd Floor, City Hall

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 21st, 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 meeting:

<https://us02web.zoom.us/j/83253272052>

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: 832 5327 2052

1. **CALL TO ORDER**

Mayor Wallis called the meeting to order at 6:00 p.m.

2. **ROLL CALL**

Present: Mayor MaryAlice Wallis, Mayor Pro Tem Mike Wallin, Councilmember Ruth Kendall, Councilmember Chet Makinster, Councilmember Steve Moon, Councilmember Christine Schott, and Councilmember Hillary Strobel

Absent: None

Staff Present:

City Manager Kurt Sacha, City Attorney Jim McNamara, City Clerk Kaylee Cody, Police Chief Jim Duscha, Police Administrative Manager Mary Chennault, Human Resources Director Chris Smith, Fire Chief Jim Kambeitz, Library Director Chris Skaugset, Public Works Director Ken Hash, Parks & Recreation Director Jen Wills, and Administrative Services Director Kris Swanson

3. WORKSHOP

20-000239 BUDGET WORKSHOP – REVIEW BUDGET MODEL GUIDING PRINCIPLES AND EVALUATE BUDGET PROGRAM PRIORITIZATION WORKSHEET

**RECOMMENDED ACTION:
DEVELOP BUDGET PROGRAM PRIORITIZATION LIST.**

City Manager Sacha presented. The Council agreed with the proposed 2020 budget reductions due to anticipated reduced revenue related to the COVID-19 public health crises.

*Hiring Freeze - \$728,870
Suspend Travel & Training - \$185,630
Reduce EBR Transfers - \$167,140
Reduce MV Depreciation - \$250,000
Suspend Building Depreciation - \$400,000
Eliminate 2nd Street Crew - \$385,000
Intergovernmental Services - \$346,210*

Total General Fund Savings - \$2,462,850

Council also agreed to take a 60-day pause to wait and see how revenue has been affected before enacting any additional measures.

Public comment:

*Bill Josh of Longview addressed Council regarding the budget
Dave Fine of Longview addressed Council regarding the budget.
George Brajcich of Longview addressed Council regarding the budget.*

4. ADJOURNMENT

The meeting adjourned at 7:19 p.m. The next regular meeting of the City Council is May 28, 2020.

Kaylee Cody
City Clerk

Approved: _____
Mayor

NEXT REGULAR COUNCIL MEETINGS:
THURSDAY, MAY 28, 2020 - 7:00 P.M.
THURSDAY, JUNE 11, 2020 - 7:00 P.M.



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Minutes

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 28, 2020

7:00 PM

2nd Floor, City Hall

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 28th, at 7:00 p.m.

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<https://us02web.zoom.us/j/82723169260>

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1-346-248-7799

1-408-638-0968

1-646-876-9923

1-301-715-8592

1-312-626-6799

Meeting ID: 827 2316 9260

1. **CALL TO ORDER**

Mayor Wallis called the meeting to order at 7:00 p.m.

2. **INVOCATION*/FLAG SALUTE**

3. ROLL CALL

Present: Councilmember Ruth Kendall; Councilmember Steve Moon; Councilmember Hillary Strobel; Councilmember Christine Schott; Councilmember Chet Makinster; Mayor Pro Tem Mike Wallin; and Mayor MaryAlice Wallis

Absent: None

Staff Present: City Manager Kurt Sacha; City Attorney Jim McNamara; City Clerk Kaylee Cody; Deputy City Clerk Kassi Mackie; Public Works Director Ken Hash; Community & Economic Development Director John Brickey; Interim Fire Chief Jim Kambeitz; Human Resources Director Chris Smith; Administrative Services Director Kris Swanson; Interim Planning Manager Adam Trimble

4. APPROVAL OF MINUTES

**20-000247 MAY 7, 2020 SPECIAL MEETING
MAY 14, 2020 REGULAR MEETING**

A motion was made by Councilmember Moon, seconded by Councilmember Strobel, to approve the minutes as presented. The motion carried unanimously.

5. CHANGES TO THE AGENDA**6. PRESENTATIONS & AWARDS****7. CONSTITUENTS' COMMENTS (Thirty Minutes)****8. FOLLOW-UP TO PAST CONSTITUENTS' COMMENTS****9. PUBLIC HEARINGS**

20-000242 PUBLIC HEARING – AMEND THE 2020 - 2025 SIX YEAR TRANSPORTATION IMPROVEMENT PLAN (TIP) AND RIVERCITIES TRANSIT PROGRAM OF PROJECTS (POP)

**RECOMMENDED ACTION:
CONDUCT THE PUBLIC HEARING**

Mayor Wallis opened the public hearing at 7:06 p.m. There being no one wishing to speak, Mayor Wallis closed the public hearing at 7:07 p.m.

20-000243 RESOLUTION NO. 2327 - ADOPT AN AMENDED 2020 - 2025 SIX YEAR TRANSPORTATION IMPROVEMENT PLAN (TIP) AND RIVERCITIES TRANSIT PROGRAM OF PROJECTS

RECOMMENDED ACTION:

MOTION TO ADOPT RESOLUTION NO. 2327

A motion was made by Councilmember Strobel, seconded by Councilmember Schott, to adopt Resolution 2327. The motion carried unanimously.

10. BOARD & COMMISSION RECOMMENDATIONS

20-000236 PC 2020-2 RECOMMENDATION BY THE LONGVIEW PLANNING COMMISSION TO APPROVE AN APPLICATION FOR A REZONE AND COMPREHENSIVE PLAN MAP AMENDMENT FOR 5 PARCELS APPROXIMATELY .96 ACRES OF LAND COMPRISING THE ST. HELENS MARKET AND HAIR HUT BUILDINGS AND PARKING LOTS AT 236 30TH AVE, FROM NEIGHBORHOOD COMMERCIAL NC/NEIGHBORHOOD CONVENIENCE COMMERCIAL, TO R-3 RESIDENTIAL DISTRICT/HIGH DENSITY RESIDENTIAL.

RECOMMENDED ACTION:

MOTION TO DIRECT THE CITY ATTORNEY TO PREPARE AN ORDINANCE ADOPTING THE RECOMMENDED CHANGES TO THE ZONING MAP AND FUTURE LAND USE MAP.

Interim Planning Manager Adam Trimble presented.

A motion was made by Mayor Pro Tem Wallin , seconded by Councilmember Moon, to direct the City Attorney to prepare an ordinance adopting the recommended changes to the Zoning Map and Future Land Use Map. The motion carried unanimously.

11. ORDINANCES & RESOLUTIONS

20-000249 ORDINANCE NO. 3426 ADOPTING THE 2020 NATIONAL ELECTRICAL CODE WITH STATE OF WASHINGTON AMENDMENTS

RECOMMENDED ACTION:

MOTION TO ADOPT ORDINANCE NO. 3426

A motion was made by Councilmember Makinster, seconded by Councilmember Kendall, to adopt Ordinance 3426. The motion carried unanimously.

12. MAYOR'S REPORT

Mayor Wallis congratulated Councilmember Strobel on her Certificate of Municipal Leadership from the Association of Washington Cities.

13. COUNCILMEMBERS' REPORTS

Councilmember Makinster commended the Community Development staff on streamlining permitting processes.

Councilmember Strobel provided meeting summaries for various committees.

Mayor Pro Tem Wallin reported on the Economic Development Strategy meeting summary.

Councilmember Kendall reported on the Complete Streets Committee.

14. CONSENT CALENDAR

Councilmember Strobel requested removal of Bid Review- Oregon Way CIPP Liner and Pipe Replacement, Tennant/15th Ave to Beech Street.

A motion was duly made and passed approving the remaining items on the Consent Calendar as though acted on individually.

20-000248 APPROVAL OF CLAIMS**SECOND HALF MAY ACCOUNTS PAYABLE, FIRST HALF MAY PAYROLL**

Final accounts payable: \$2,317,605.57; checks no. 21670-22004.

**20-000240 PROJECT COMPLETION – MINT FARM REGIONAL WATER TREATMENT PLANT
MANWAY HATCH REPLACEMENT****RECOMMENDED ACTION:**

**MOTION TO ACCEPT AS COMPLETE THE MINT FARM REGIONAL WATER TREATMENT
PLANT MANWAY HATCH REPLACEMENT PROJECT**

20-000241 PROJECT COMPLETION – CITY HALL & STATION 81 ROOF PROJECTS**RECOMMENDED ACTION:**

MOTION TO ACCEPT AS COMPLETE THE CITY HALL & STATION 81 ROOF PROJECTS

**20-000244 SET PUBLIC HEARING – 2021-2026 SIX YEAR TRANSPORTATION IMPROVEMENT
PROGRAM (TIP) AND RIVERCITIES TRANSIT PROGRAM OF PROJECTS (POP)****RECOMMENDED ACTION:**

**MOTION TO SET THE CITY COUNCIL MEETING ON JUNE 25, 2020, AS THE DATE AND
TIME FOR A PUBLIC HEARING ON THE 2021-2026 SIX-YEAR TIP/POP**

**20-000245 BID REVIEW – OREGON WAY CIPP LINER AND PIPE REPLACEMENT, TENNANT /15TH
AVE TO BEECH ST****RECOMMENDED ACTION:**

**MOTION TO ACCEPT THE LOW BID AND AWARD TO ALLIED TRENCHLESS IN THE
AMOUNT OF \$1,005,302.98**

Public Works Director Ken Hash elaborated on this project at Councilmember Strobel's request.

A motion was made by Councilmember Strobel, seconded by Councilmember Kendall, to accept the low bid and award to Allied Trenchless in the amount of \$1,005,302.98. The motion carried unanimously.

20-000250 SET PUBLIC HEARING FOR 2020 CDBG, HOME AND DOCUMENT RECORDING FEE ALLOCATIONS

RECOMMENDED ACTION:

MOTION TO SET THE 2020 CDBG, HOME AND DOCUMENT RECORDING FEE PUBLIC HEARINGS FOR THE JUNE 11, 2020 REGULAR CITY COUNCIL MEETING.

15. CITY MANAGER'S REPORT

City Manager Sacha updated the Council on the Incident Management Team.

16. MISCELLANEOUS

17. ADJOURNMENT

The meeting was adjourned at 8:10 p.m. The next meeting of the City Council is June 11th, 2020.

*Kaylee Cody
City Clerk*

Approved: _____
Mayor

**NEXT REGULAR COUNCIL MEETINGS:
THURSDAY, JUNE 11, 2020 – 7:00 P.M.
THURSDAY, JUNE 25, 2020 – 7:00 P.M.**



City of Longview

Agenda Summary

2020 HOME PROGRAM GRANT ALLOCATIONS & ANNUAL ACTION PLAN PUBLIC HEARING

RECOMMENDED ACTION

1) HOLD A PUBLIC HEARING ON THE APPLICATIONS

2) MOTION TO ALLOCATE FUNDS AS FOLLOWS:

**HOUSING OPPORTUNITIES OF SOUTHWEST WASHINGTON 48-UNIT MULTIFAMILY HOUSING \$150,000
COMMUNITY HOUSE ON BROADWAY RENT ASSISTANCE \$25,974 (FOR 5 CLIENTS)
LOWER COLUMBIA COMMUNITY ACTION COUNCIL OPERATING COSTS \$36,097 (AS THE DESIGNATED
COMMUNITY HOUSING DEVELOPMENT ORGANIZATION).**

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Council Initiative: Strengthen economic conditions & create new opportunities

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

There are three applications for funding under the 2020 Longview HOME Program.

2020 HOME project summaries

Funding Available: \$175,974 Funding requested: \$285,500

- o Community House on Broadway \$80,000: Homeless Recovery, Tenant Based Rental Assistance (TBRA) for 14 clients.
- o Foundation for the Challenged \$55,500: Affordable triplex for severely disabled, very low income persons.
- o Housing Opportunities of Southwest Washington \$150,000: 38th and Pennsylvania Project, 48-unit multifamily complex with community building for elderly and homeless families with children.

Community Housing Development Organization (CHDO) Operating Expense Assistance: \$36,097

> Lower Columbia Community Action Council \$36,097- operating costs and support for construction of the Veterans Affordable Triplex.

RECOMMENDED ACTION:

MOTION TO ALLOCATE FUNDS AS FOLLOWS:

Housing Opportunities of Southwest Washington \$150,000

Community House on Broadway \$25,974 (for 5 clients)

Lower Columbia Community Action Council \$36,097 (as the designated Community Housing Development Organization).

STAFF CONTACT:

Adam Trimble, Interim Planning Manager

Attachments:

1. 2020 Longview-Keslo HOME CDBG Doc Fee Application Summaries
2. 2020 HOME CHOB TBRA application
3. 2020 HOME FFC XIII-Longview home for the disabled
4. 2020 HOME HOSWWA 38th & Penn new housing proposal
5. 2020 LCCAC CHDO Operating Proposal and Annual Application

2020 Longview Community Development Block Grant (CDBG) Program
2020 Kelso and Longview HOME Program
2020 Longview Document Recording Fee Program
Application Summaries

Community Development Block Grant

This program was created to develop viable urban communities by providing decent housing, create a suitable living environment, and expand economic opportunities for low- and moderate-income persons. Project activities must principally benefit **Longview** residents. Funded through the Federal Department of Housing and Urban Development (HUD).

2020 CDBG project summaries

- **Entitlement Funding Available: \$200,260 Funding Requested: \$427,260**
 - o City of Longview, new police satellite office at Archie Anderson Park: \$200,260
 - o Community House on Broadway, electrical upgrades: \$172,000
 - o City of Longview Parks Department, Cloney Park playground replacement: \$55,000
- **Public Services Funding Available \$47,182 Funding Requested: \$64,110**
 - o Lower Columbia CAP, Help Warehouse food bank- nutritional expansion program: \$44,110
 - o City of Longview Recreation Department, Longview Super Summers, youth services for low/moderate income households: \$20,000
- **Planning/Admin Funding \$16,688 Funding Requested: \$10,900**
 - o Community House on Broadway, Tenant Based Rental Assistance Administration/landlord-tenant counseling: \$10,900

Projects are selected on a locally competitive basis. Projects must: *Principally benefit low- and moderate-income persons*

HOME Program for Affordable Housing

Longview & Kelso - This program provides funding to agencies, developers, and businesses to increase and maintain affordable housing in Longview and Kelso. Housing projects must target persons with incomes less than 80% of the Cowlitz County Median Income based on family size. Funded through the Federal Department of Housing and Urban Development (HUD).

2020 Longview HOME project summaries

- Funding Available: \$175,974 Funding Requested: \$285,500**
- o Community House on Broadway \$80,000: Homeless Recovery, Tenant Based Rental Assistance (TBRA) for 14 clients.
 - o Foundation for the Challenged \$55,500: Affordable triplex for severely disabled, very low income persons.
 - o Housing Opportunities of Southwest Washington \$150,000: 38th and Pennsylvania Project, 48-unit multifamily complex with community building for elderly and homeless families with children.
 - **Community Housing Development Organization (CHDO) Operating Expenses: \$36,097**
 - > Lower Columbia Community Action Council \$36,097- operating costs and support for construction of the Veterans Affordable Triplex.

2020 Kelso HOME project summaries

- Funding available \$58,658 Funding Requested \$29,000**
- o Community House on Broadway \$29,000: Homeless Recovery, Tenant Based Rental Assistance (TBRA) for 5 clients.

Document Recording Fees

2020 Document Recording Fee project summaries

- Funding Available: \$40,544 Funding Requested: \$48,000**
- Continued Operation Funding for Community House on Broadway: \$30,000– Maintenance and Operational support for transitional homeless shelter. Community House on Broadway
 - Domestic Violence Shelter Program: \$18,000 – Provide shelter and advocacy services to victims of domestic violence, sexual abuse and other crimes. This project supports operating costs for the shelter. Emergency Support Shelter

Kelso City Council HOME
Public Hearing/Project Selection
June 16, 2020 at 6:00 pm

Longview City Council HOME, CDBG &
Document Recording Fee
Public Hearing/Project Selection –
June 11, 2020 at 7:00 PM

All applications online at: <https://mylongview.box.com/v/CDBG-HOME-DOCFees>

2020 Longview-Kelso HOME Program Application

Applicant: Community House on Broadway **Contact Person:** Frank Morrison

Title: Nora Winters, Executive Assistant **Title:** Executive Director

Address: PO Box 403 **Address:** 1105 Broadway
Longview, WA 98632 Longview, WA 98632

Phone: 360-425-8679 **Phone:** 360-355-5660

Fax: **Fax:**

E-mail: noraw@choblv.org **E-mail:** Frankm@choblv.org

Non-Profit Status: NO ☐ Yes ☒ **IRS Tax Identification Number** 94-3067219

Location: ☒ Longview ☐ Kelso

Project Title: TBRA Program - Continuation

HOME Funding Requested: \$ 80,000

Project Description

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

The Community House on Broadway (CHOB) is proposing to continue our TBRA program which has already been established. We are requesting additional funds for this program, which we firmly believe has proven to be successful.

This project will aim to assist 14+ CHOB and CORE Health households who are not otherwise able to sustain rental costs due to their financial limitations. The housing assistance funding will be granted to CHOB residents who have worked diligently with case management towards recovery from homelessness. The requested funds will be used to supplement households in an income bracket below 50% AMI to reduce the cost burden of housing. The CHOB case management team and administration will be responsible for selecting eligible recipients from its homeless shelter and provide those individuals or families with one year of ongoing case management after they have found a rental unit.

2. Describe the project noting the problem(s) or opportunity(s) that will be addressed.

The homeless population that CHOB serves comes from extremely low income brackets with multiple barriers to housing. These major barriers typically include issues such as mental health instability, poor rental history, evictions, poor credit, and criminal history. Cost burden is a common problem among low income renters. This leads to eviction as renters typically spend greater than 50% of their income on housing/housing related costs. CHOB data indicates that in 2019, 13% homeless individuals and

families that entered the shelter lost their housing due to eviction. Additionally, 20% of the total residents attributed a family crisis to their becoming homeless.

This project will allow us to continue our TBRA program in order to provide eligible households at Community House with funds to help pay for a portion of rental costs upon exit from the shelter. Community House has teamed up with CORE Health to ensure that the families and individuals to whom TBRA funds are 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 remain clean and sober throughout the entire time they are receiving assistance. Since the beginning of our TBRA project, 30 households have been housed. The funds we have received in the past have been used or are already earmarked for households in the program as it stands.

3. List the specific HOME objective information from the “5 year Strategic Plan” within the 2014-2018 Longview-Kelso Consolidated Plan. (See website information under Instructions).

Consolidated Plan Objective Code and Number: AP-55 Affordable Housing 91.420, 91.220(g)
Consolidated Plan Objective Title: Affordable Housing

Consolidated Plan Objective Proposed Accomplishments & Outcomes:
Homeless households to be supported through rent assistance.

Project Readiness

4. Describe what specific steps need to be completed before the project will be ready to proceed?
(Projects must be under construction within 12 months of signing your HOME Contract or funding will be deobligated.)

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 the CORE Health will be able to select high needs, vulnerable households from the pool of clients at the shelter.

5. Please list start and completion date by Month, Day and Year:

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) 11.01.20

Project Completion Date (mm-dd-yyyy) 10.31.21

Problem Impact and Severity

6. How will this project increase housing affordability for rentals or home ownership? What reductions in cost of rent or a mortgage would be realized? What rents will you charge for each one, two, and three bedroom when the project is complete? (Please detail from your attached ProForma.)



When funding is made available, those who are selected from the homeless population at Community House will receive the TBRA assistance which will reduce the cost burden of rent to less than 30% of their monthly income on rent. This will make housing for our clients affordable and less expensive giving them a stable housing situation.

7. How does this housing project create a better living environment for residents? Have local, county, or state authorities noted the severity of the problem? Note building, public health or/and safety issues.

For the Community House residents that are the recipients of this assistance, a stable housing situation will be provided. Furthermore, a safe and affordable housing situation will make the likelihood of long-term success and self-sufficiency for the households much greater, CHOB case management will assist the household receiving the assistance with voluntary in-home case management along with mental health peer support. The goal of the case manager/peer support will be to advocate for, provide support to, and ensure the household is receiving the services necessary to retain their housing. The goal of the peer support is to make sure the clients stay engaged with mental health services.

8. 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 does not have projects outside of the City-funded TBRA project that addresses the specific problem of high cost burdens for the homeless and impoverished. However, CHOB does have a case management team and a partnership with professional mental health outpatient service providers that will provide stability for the service recipients of this project.

Lower Columbia CAP offers rapid rehousing assistance.

Solution

Project Development

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

Community House will be partnering with CORE Health and other mental health outpatient providers on an as-needed basis. CORE Health provides a multitude of services along the continuum of care. Besides mental health services, CORE offers Substance Use Disorder services, Supported Employment, and Supportive Housing.

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

Community House case managers have determined the selection criteria for the clients that receive this assistance based upon the research of Ralph da Costa Nunez the president and CEO of the Institute of Children, poverty, and Homelessness. According to Nunez, the one-size fits all approach of Housing First is destined to fail as housing is not the only issue that the homeless struggle with. High recidivism rates to homelessness prove the ineffectiveness of the Housing First approach. The Community House



program is in a tremendous position to select potential candidates that would succeed if they had this assistance. The staff of the Community House is in a good position to gauge the overall stability of the household. We offer a full range of supportive services including case management, mental health, and a therapeutic after school program (under normal circumstances) that are all designed to aid the households in recovery. At the Community House, the residents are given an individualized case managed Action Plan. The staff develops a personal relationship with the client as they navigate the social services and complete their goals. The client typically engages in recovery based programs, saves income, and engages in job training or education while they stay at Community House. The accountability, structure, and hand-up approach that CHOB has in place will allow us to continue to offer TBRA housing assistance to family households who are in the best position to succeed.

11. List all persons who would be involved during the development of this project and describe their project responsibilities. (Include names, titles, phone and e-mail.) (Responsibilities should include grant administration, project manager, developing partnerships, acquisition, overseeing construction, maintaining records, client intake and eligibility, etc.)

Frank Morrison,
Executive Director of Community House on Broadway
360.355.5660
frankm@choblv.org
Responsibilities: Grant administrator, project oversight, eligibility confirmation,

Nora Winters
Executive Assistant to Frank Morrison
360.430.6124
noraw@choblv.org
Responsibilities: Invoicing City for reimbursement, maintaining records, reporting outcomes

Tara Fennel
Director of Care, Community House on Broadway
360.425.8679
Taraf@choblv.org
Responsibilities: Client intake and eligibility, developing partnerships, client follow-up/case management

Project Operation

12. 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.

While receiving assistance through TBRA, clients will be required to engage in peer support services. The possible private parties involved will help maintain the properties for ongoing support.



13. 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 of Community House on Broadway

360.355.5660

frankm@choblv.org

Responsibilities: Project oversight, partnerships in serving renters, project owner

Tara Fennel

Director of Care, Community House on Broadway

360.425.8679

Taraf@choblv.org

Responsibilities: Day-to-day management of case management team, rent schedules for units, annual renter income review

Trish Johnston

Peer Support Lead/Social Support Center Site Director, CORE Health

360.562.6322

trishaj@choblv.org

Case management, peer support lead, partnerships serving renters

14. Complete the Rental or Ownership Proforma and Marketing Plan for 5 units or over (provided separately.)

Summarize your marketing/public outreach that you will provide to inform the general community of this project? (Review the Marketing Plan information under the Underwriting Policies)

Community House on Broadway case management team will seek out and make known the opportunities of the assistance to those that reside at the CHOB homeless recovery center. CORE Health will seek out and make known the opportunities of the assistance to the clients who chose to receive these services.

15. 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.

16. 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 fourteen (14) Community House on Broadway households that need tenant based rental assistance. 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.

17. What activities would still need to be undertaken after the project is completed in order for the problem to be fully addressed? Quantify where possible.

There will likely be a continued need for some types of supportive services to the households selected for this program. Programs including but are not limited to: ongoing case management, mental health treatment, substance abuse recovery services, continued education, and life skill enhancement. It will be the goal of the case manager to ensure that the client is connected to these services and the necessary social support structures are developed while they benefit from the assistance.

CHOB does foresee a need for this continued assistance if family homelessness remains a problem in Cowlitz County.

Households Benefiting

18. 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: 14



At or below 30% of Median Income: 14
TOTAL Number of Households: 14

Budget

19. Explain why HOME funds are appropriate for your project. If this application is for a program currently receiving HOME funding, discuss what action you have taken and what other funding sources have been investigated in the last 12 months to reduce your organization's dependence on City of Longview (or City of Kelso) HOME funds.

HOME funds are appropriate for Tenant Based Rental Assistance Projects such as this. No other funding source serves this project.

Community House received HOME funds last year for this project, which has proven to be successful. We believe that continued funding through HOME will allow us to continue serving families and individuals who are homeless. We will continue to investigate various avenues and funding sources to assist clients in getting housing support.

20. What agency funding will you commit to this project? If none, why not? (A 25% match of non-federal funding is desired.)

\$20,000

21. If one or more funding sources listed below is not realized, what impact would this have on your project? Explain what changes would be considered to its scope or design, including the number of families housed, structure(s) constructed, delays in construction start date, etc. and whether your project would exist without HOME funding.

If HOME dollars are not provided, this project will not function at any capacity.

22. Complete and attach the separate HOME Budget Form.

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

23. 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.



City of Longview - \$80,000 - Local - Proposed

Community House general operating funds - \$20,000 - Private - Committed

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

See above.

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

d. Supporting Documentation: List and attach “Uses of Funds” supporting documentation noted under Question #25.

24. Please list the amount of private, local, and State (non-federal) matching funds which will be designated towards the 25% match per HOME categories below:

\$ _____ A. Cash Contributions
\$ _____ B. Forgone, Taxes, Fees and Charge
\$ _____ C. Donated Land or Other Real Property
\$ _____ D. On Site and Off-Site Infrastructure
\$ _____ E 1 Donated Site Preparation
\$ _____ E 2 Donated Construction Material
\$ _____ E 3 Donated Labor (other than homeowner): Number or hours _____ times \$10 per hour
\$ _____ E1 Sweat Equity (homeowner only): Number or hours _____ times \$10 per hour
\$ _____ F. Proceeds from Affordable Housing Bonds
\$ 20,000 G. Supportive Services – Type Housing support

HOME Program Longview- Kelso HOME Consortium

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

8



\$ _____ G1 Homebuyer Counseling Services
\$ _____ Estimated/Unknown at this time. Type : _____

Attachments

25. 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*)
- ☐ **HOME Performa: Rental or Homeowner Affordability**
- ☐ **Market Analysis** (*separate form*)
- ☐ **Marketing Plan** (*as described in the Underwriting Policies and Procedures.*)
- ☐ **Developer Development Capacity Certification**
- ☒ **Agency Financial Audit by e-mail** (*Most current independent audit.*)

Forms online at <https://mylongview.box.com/v/CDBG-HOME-DOCFees>

Project Documentation to support your project. (Provide in order listed. Staff may limit the number of documents to the most important for Council to base its decision.)

- **Sources of Funds**
 1. Include commitment letters with all terms and conditions for all mortgages, loans, grants, subordination agreements, private fundraising, bridge (interim) loans and investment tax credits (historical low-income, if applicable);
 2. Provide a formal Certification letter signed by the Agency Director or Owner listing the amounts and type of all governmental assistance (Federal, State, and Local) which will be used in this project.
 3. 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).
- **Uses of Funds**
 1. Earnest money agreement, option or closing statement for land and/or building(s);
 2. Construction cost estimate
 3. Construction contract or preliminary (bids)
 4. Agreements governing the various reserves which are capitalized at closing (to verify that the reserves cannot be withdrawn later as fees or distributions.)
 5. Appraisal (to substantiate the value of the land and the value of the property after rehabilitation or the structure being built)
 6. If low-income tax credits are utilized, provide documentation on the syndication costs (legal, accounting, tax opinion, etc.) from the organization/individuals who will syndicate and sell the offering to ensure that



Project Timeline

[illegible]

Longview/Kelso Home Consortium

Exhibit B - PROJECT BUDGET AND FUNDING SOURCES

	CHOB Lv/Kelso Home Commitment					How costs determined (bid, est.)
Source 1	Source 3	Source 4	Source 5	Total Cost		
Commitment Dates <i>Year/date here</i>						
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 Improvements						\$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	80,000	20,000				\$100,000.00
Affirmative Marketing						\$0.00
Project Management						\$0.00
Developer Fees						\$0.00
Other:						\$0.00
Other:						\$0.00
Subtotal	80,000.00	20,000.00	0.00	0.00	0.00	\$100,000.00
HOME TOTAL	\$80,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$100,000.00
Date: 6.1.20						
Sponsor:						
Project Address: 1105 Broadway St, Longview, WA						

2020 Longview-Kelso HOME Program Application

Applicant: Foundation For the Challenged **Contact Person:** Jacob Pollowitz
Title: Kathy Streblo, Executive Director **Title:** Development Consultant
Address: 5970 Wilcox Place, Suite D **Address:** P.O. Box 65206
Dublin, OH 43016-6808 Shoreline, WA 98155
Phone: 614-389-4501 **Phone:** 206-412-5253
Fax: 614-389-4503 **Fax:** N/A
E-mail: kstreblo@optionshousing.org **E-mail:** pollowitz@gmail.com

Non-Profit Status: NO ☐ Yes ☒ **IRS Tax Identification Number:** 01-0619670

Location: ☒ Longview ☐ Kelso

Project Title: FFC Homes XIII-Longview

HOME Funding Requested: \$55,000

Project Description

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

Foundation For the Challenged (FFC) is proposing to develop a three-bedroom house in Longview for (3) extremely low-income individuals with a developmental disability who receive 24/7 support services. This house will be made accessible (i.e. roll-in shower, wheelchair ramps, wider doors) to accommodate tenants who use wheelchairs and whose current income is approx. \$800/month. FFC will be making a 40-year commitment to maintain this affordability for individuals with a developmental disability by setting rent at 30% of their income minus a utility allowance. The 24/7 support services will be provided by Another Option and funded by the Developmental Disability Administration (DDA).

2. Describe the project noting the problem(s) or opportunity(s) that will be addressed.

There are no market-rate affordable, accessible housing opportunities in Longview for tenants with incomes of \$800/month. This project will set rent at 30% of income minus a utility allowance, which will total around \$170/month in rent. FFC will be making a 40-year commitment to maintain this affordable, accessible housing for extremely low-income people with a developmental disability. This opportunity will provide long-term housing availability, stability, and allow the tenants to age in place.

3. List the specific HOME objective information from the “5 year Strategic Plan” within the 2014-2018 Longview-Kelso Consolidated Plan. (See website information under Instructions).

Consolidated Plan Objective Code and Number: 2

Consolidated Plan Objective Title: Stabilize and revitalize neighborhoods

Consolidated Plan Objective Proposed Accomplishments & Outcomes: development of a long-term affordable, accessible rental house

Project Readiness

4. Describe what specific steps need to be completed before the project will be ready to proceed? (Projects must be under construction within 12 months of signing your HOME Contract or funding will be deobligated.)

FFC will submit a Stage 2 funding application to the State Housing Trust Fund (HTF) in early September with a funding decision expected in early December. FFC has been working closely with DDA on this project and the provider--Another Option--and DDA have already identified the initial tenants.

5. Please list start and completion date by Month, Day and Year:

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) 12/16/2020

Project Completion Date (mm-dd-yyyy) 07/31/2021

Problem Impact and Severity

6. How will this project increase housing affordability for rentals or home ownership? What reductions in cost of rent or a mortgage would be realized? What rents will you charge for each one, two, and three bedroom when the project is complete? (Please detail from your attached ProForma.)

FFC will be creating (3) new affordable, accessible housing opportunities for (3) extremely low-income individuals with a developmental disability. Rent will be set at 30% of the tenants’ income minus a utility allowance. For example, a tenant with \$800/month in income will have rent calculated as follows: $(\$800 \times 30\%) - \$70 \text{ utility allowance} = \$170/\text{monthly rent}$. FFC will be making a 40-year commitment to this affordability for individuals with a developmental disability.

7. How does this housing project create a better living environment for residents? Have local, county, or state authorities noted the severity of the problem? Note building, public health or/and safety issues.

The house will be developed to meet the health and safety needs of the tenants. This will include the necessary accessibility features and sustainable, healthy building materials. Given the tenants limited monthly income, the affordable rents will provide them more of an opportunity to personalize their home and enjoy more community outings with their remaining income.



8. 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.

FFC has developed (5) houses in Longview in the last five years:

FFC has the only affordable housing program in Longview for people with a developmental disability.

Solution

Project Development

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

FFC is collaborating with Another Option and DDA:

Another Option is a longstanding service provider in Longview and is the DDA-contracted service provider who will be providing the 24/7 support services. They have been providing FFC with information on accessibility needs, geographic preferences, and other housing related needs.

DDA has identified individuals with a developmental disability who are a high priority in Longview for affordable, accessible housing. DDA will be funding the 24/7 support services and will be the referral entity at lease-up and as vacancies occur.

FFC is also collaborating with the architectural firm Environmental Works, who will have the lead on design and project management during the development process.

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

FFC will develop a house that is wheelchair accessible with the input from the tenants, the service provider, and the project architect. The affordable rent of 30% of income will be set using the source income documentation from each tenant. The utility allowance will be developed using the HOME guidelines. Each tenant will be offered a one-year lease with rent below the HOME rent standard.

11. List all persons who would be involved during the development of this project and describe their project responsibilities. (Include names, titles, phone and e-mail.) (Responsibilities should include grant administration, project manager, developing partnerships, acquisition, overseeing construction, maintaining records, client intake and eligibility, etc.)

Kathy Streblo, Executive Director of FFC, 614-389-4501, kstreblo@optionshousing.org
Kathy will have oversight of the entire project and will be executing all project related documents.

Jacob Pollowitz, Development Consultant/Asset Manager, 206-412-5253, pollowitz@gmail.com

Jacob will have the lead in writing the funding applications, coordinating with funders and Another Option, searching for a property, supporting the bid process for contractors, overseeing the remodeling, and ensuring the project is completed on-time and within budget.

Tanvi Bhowmik, Accountant for FFC, 614-389-4501, TBhowmik@optionshousing.org
Tanvi will be responsible for the fiscal management of the project including vouchering for funding, maintaining records, and the final closeout of grants.

Roger Tucker, Senior Architect at Environmental Works, 206-787-1390, RTucker@eworks.org
Roger will have the lead in designing the remodel and will assist Jacob in supporting the bid process for contractors, overseeing the remodeling and ensuring the project is completed on time and within budget.

Project Operation

12. 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.

FFC is acting only in the capacity of developer, owner and property manager. FFC will be working with Another Option and DDA on this project. Another Option is currently funded to provide the 24/7 support services to the tenants. They will maintain this role when the tenants move into the house.

13. 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.)

Kathy Streblo, Executive Director of FFC, 614-389-4501, kstreblo@optionshousing.org
Kathy will have on-going oversight of the house and will execute documents as needed.

Jacob Pollowitz, Asset Manager, 206-412-5253, pollowitz@gmail.com
Jacob will be completing all funder-related reports and be the liaison between the tenants and FFC.

Tanvi Bhowmik, Accountant for FFC, 614-389-4501, TBhowmik@optionshousing.org
Tanvi will be responsible for the fiscal management of the house including budgeting, maintaining records, and reconciling the income & expenses.

14. Complete the Rental or Ownership Proforma and Marketing Plan for 5 units or over (provided separately.)

Summarize your marketing/public outreach that you will provide to inform the general community of this project? (Review the Marketing Plan information under the Underwriting Policies)

There is no Marketing Plan. One of the HTF contractual requirements is that DDA will be the referral entity for this house. Given the complexity of service funding and the importance of roommate matching, Another Option will work directly with DDA on future tenant referrals. A Referral Agreement is already in place that covers the other houses that FFC has in Longview. This house would also be covered by the existing Referral Agreement with DDA.

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

DDA will refer an eligible tenant(s) at lease-up and as vacancies occur. FFC will review tenants based on their rental application and funder eligibility requirements.

DDA and Another Option both incorporate philosophies that maximize the rights and responsibilities of people with developmental disabilities to participate in and make decisions about events that affect their lives. This housing opportunity will be another extension of this philosophy.

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

This project offers tenants a long-term, stable housing opportunity that is both affordable and accessible. The specific health and safety needs of the tenants will be addressed with the accessibility modifications. The affordable rents will provide opportunities for the tenants to use their additional income to improve their quality of life.

17. What activities would still need to be undertaken after the project is completed in order for the problem to be fully addressed? Quantify where possible.

FFC believes that the problem of affordable, accessible housing will be addressed for the (3) initial tenants once the project is completed and they move in. Longer term, this home will continue to be an affordable, accessible housing resource for 40 years.

Households Benefiting

18. 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: _____

At or below 50% of Median Income: _____

At or below 30% of Median Income: 3

TOTAL Number of Households: 3

Budget

19. Explain why HOME funds are appropriate for your project. If this application is for a program currently receiving HOME funding, discuss what action you have taken and what other



funding sources have been investigated in the last 12 months to reduce your organization's dependence on City of Longview (or City of Kelso) HOME funds.

After reviewing the Kelso-Longview NOFA, HOME funding is the only eligible use for the creation of affordable housing creation in Longview. FFC is expecting to leverage the Longview HOME funding with approximately \$469,000 in HTF Developmental Disabilities Set-Aside funding. This would be an 8-1 funding match.

20. What agency funding will you commit to this project? If none, why not? (A 25% match of non-federal funding is desired.)

FFC will be requesting approximately \$469,000 in HTF Developmental Disabilities Set-Aside funding. FFC has already committed \$3,000 to the project for the Operating Reserves.

21. If one or more funding sources listed below is not realized, what impact would this have on your project? Explain what changes would be considered to its scope or design, including the number of families housed, structure(s) constructed, delays in construction start date, etc. and whether your project would exist without HOME funding.

FFC will be requesting approximately \$469,000 from the HTF Developmental Disabilities Set-Aside. This is approximately 88% of the project's development budget. Without the HTF funding, this project cannot move forward. FFC has been extremely successful in receiving HTF funding support with the development of 45 houses funded over the last 6 years, 5 of which are in Longview. The HTF makes their funding decisions in mid-December 2020.

22. Complete and attach the separate HOME Budget Form.

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

See attached.

23. 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.

- The funding request to the HTF Developmental Disabilities Set-Aside is for approximately \$469,000. This state funding will support all of the line items of the project's development budget except the Operating Reserves.
- The funding request to the City of Longview is for \$55,000 in federal HOME dollars to be used to assist with the costs of remodeling and the developer fee.
- FFC will be providing \$3,000 of private funding that will be used for Operating Reserves.

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



The HTF and City of Longview funding are proposed. The FFC funding is committed.

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

d. Supporting Documentation: List and attach “Uses of Funds” supporting documentation noted under Question #25.

24. Please list the amount of private, local, and State (non-federal) matching funds which will be designated towards the 25% match per HOME categories below:

\$ _____ A. Cash Contributions
\$ _____ B. Forgone, Taxes, Fees and Charge
\$ _____ C. Donated Land or Other Real Property
\$ _____ D. On Site and Off-Site Infrastructure
\$ _____ E 1 Donated Site Preparation
\$ _____ E 2 Donated Construction Material
\$ _____ E 3 Donated Labor (other than homeowner): Number or hours _____ times \$10 per hour
\$ _____ E1 Sweat Equity (homeowner only): Number or hours _____ times \$10 per hour
\$ 469,000 F. Proceeds from Affordable Housing Bonds
\$ _____ G. Supportive Services – Type _____
\$ _____ G1 Homebuyer Counseling Services
\$ _____ Estimated/Unknown at this time. Type : _____

Attachments

25. 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)
- ☐ **HOME Performa: Rental or Homeowner Affordability**
- ☐ **Market Analysis** (separate form)
- ☐ **Marketing Plan** (as described in the Underwriting Policies and Procedures.)
- ☐ **Developer Development Capacity Certification**
- ☐ **Agency Financial Audit by e-mail** (Most current independent audit.)

Project Documentation to support your project. (Provide in order listed. Staff may limit the number of documents to the most important for Council to base its decision.)



- **Sources of Funds**
 1. Include commitment letters with all terms and conditions for all mortgages, loans, grants, subordination agreements, private fundraising, bridge (interim) loans and investment tax credits (historical low-income, if applicable); **N/A**
 2. Provide a formal Certification letter signed by the Agency Director or Owner listing the amounts and type of all governmental assistance (Federal, State, and Local) which will be used in this project.
In attachment
 3. 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). **N/A**

- **Uses of Funds**
 1. Earnest money agreement, option or closing statement for land and/or building(s);
 2. Construction cost estimate
 3. Construction contract or preliminary (bids)
 4. Agreements governing the various reserves which are capitalized at closing (to verify that the reserves cannot be withdrawn later as fees or distributions.)
 5. Appraisal (to substantiate the value of the land and the value of the property after rehabilitation or the structure being built)
 6. If low-income tax credits are utilized, provide documentation on the syndication costs (legal, accounting, tax opinion, etc.) from the organization/individuals who will syndicate and sell the offering to ensure that the project can support the fees necessary to syndicate/fund the project. All assumptions should be verified in the supporting documentation.
 - Maps, architectural renderings and elevations, floor plans **N/A**
 - Surveys and other professional reports **N/A**
 - Letters from local, state, or federal agencies directing the repair or creation of a specific housing project **N/A**
 - Letters attesting to the subject problem **N/A**
 - Letters of support

In attachment from Another Option

 - Current news articles **N/A**
 - Engineering, soils, or environmental reports **N/A**



Project Timeline

[illegible]

HOME Program Longview- Kelso HOME Consortium

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



Marketing Plan: A marketing plan shall be completed to show how the project will be marketed publically to Longview and/or Kelso residents through the public media, professional realtor or/and real estate marketing staff for at least 90 days or until the unit(s) are fully sold/rented. The advertising methods used to reach buyers/renters, both paid and free, and direct promotion through local organizations, stakeholders and social media can be used. The message to buyers should note that the value/sales ore rental price is competitive and the home's features fit the target buyer or renter. The agency must follow its marketing plan and provide documentation of its public marketing effort prior to selecting its recipient(s.)

FFC has already entered into a Referral Agreement with DDA to make all the tenant referrals as vacancies occur. This referral agreement is a contract requirement of the HTF given the complexities of the 24/7 support service funding and appropriate housemate matching. All tenants referred will meet all funder eligibility requirements and be approved by FFC before a one-year lease is offered.



Longview/Kelso Home Consortium

Exhibit B - PROJECT BUDGET AND FUNDING SOURCES

	Lv/Kelso Home Source 1	HTF Source 2	FFC Source 3	Source 4	Source 5	Total Cost	How costs determined (bid, est.)
Commitment Dates	2020						
ACQUISITION							
Purchase Price - Land						\$0.00	
Purchase Price - Bldg.		325,000				\$325,000.00	est.
Transaction Taxes						\$0.00	
Closing/Recording Fees		1,300				\$1,300.00	est.
Title Insurance/Binder Fees		700				\$700.00	est.
Appraisal		700				\$700.00	est.
Other:						\$0.00	
Subtotal	0.00	327,700.00	0.00	0.00	0.00	\$327,700.00	
PREDEVELOPMENT							
Architect		10,000				\$10,000.00	est.
Engineering						\$0.00	
Legal Fees						\$0.00	
Environmental Review		1,700				\$1,700.00	est.
Preconstruction Inspection		800				\$800.00	est.
Other:						\$0.00	
Subtotal	0.00	12,500.00	0.00	0.00	0.00	\$12,500.00	
CONSTRUCTION COSTS							
New Construction						\$0.00	
Rehabilitation	49,500	30,500				\$80,000.00	est.
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		12,000				\$12,000.00	est.
Other:						\$0.00	
Subtotal	49,500.00	42,500.00	0.00	0.00	0.00	\$92,000.00	
OTHER							
RealEstate Taxes		2,500				\$2,500.00	est.
Credit Report Fees						\$0.00	
Operating Deficit Reserves			3,000			\$3,000.00	est.
Relocation Costs						\$0.00	
Accounting/Audit		1,000				\$1,000.00	est.
Loan Fees		9,380				\$9,380.00	est.
Replacement Reserves		15,000				\$15,000.00	est.
Affirmative Marketing						\$0.00	
Project Management		10,000				\$10,000.00	est.
Developer Fees	5,500	46,900				\$52,400.00	est.
Other: Utilities		720				\$720.00	est.
Other: Insurance		800				\$800.00	est.
Subtotal	5,500.00	86,300.00	3,000.00	0.00	0.00	\$94,800.00	
HOME TOTAL	\$55,000.00	\$469,000.00	\$3,000.00	\$0.00	\$0.00	\$527,000.00	
Date: 5/22/2020							
Sponsor: FFC							
Project Address: TBD in Longview							

Exhibit J

Calculate HOME Match (Optional)

Calculating HOME Match: (a 25% non-federal match is recommended to earn competitive points)

(a) HOME \$ request	\$	55,000
	x	.25

(b) Match Recommendation 25%		<u>\$13,875</u>
------------------------------	--	-----------------

Indicate each source and amount of match to the HOME funds.

State Housing Trust Fund Developmental Disability Set-Aside	\$	469,000
Foundation For the Challenged	\$	3,000
	\$	-
	\$	-
	\$	-
	\$	-
(c) Total	\$	<u>472,000</u>

Multiply Line (c) , above, by "% of HOME assisted units proposed Line (c or h) - if the greater of Line(c or h) exceeds 50%, then 100% of match can be credited.

		<u>100.0% %</u>
--	--	-----------------

(d) Total eligible match		<u>\$ 472,000.00</u>
--------------------------	--	----------------------

(e) Does Line (d) equal or exceed Line (b)? If not, no competitive points will be earned by this project.

(f) Total match resources from Line (c)	\$	472,000	
(g) Times the percentage of HOME assisted units	x	100.0%	
		Total	\$ 472,000.00
(h) Total eligible match			<u>\$ 472,000.00</u>

Development Capacity Certification

List your Project: **FFC Homes XIII**

Project Name: FFC Homes XIII

Address: TBD

City: Longview, WA

Owner, Developer, Sponsor (circle or bold all that apply)

Rental, Homeownership, Lease-to-Own, Self-Help (circle or bold one)

New Construction or **Rehabilitation** (circle or bold one)

Pre-development Start Date: 3/1/2021

Construction Start Date: 4/30/2021

Expected Construction Completion Date: 7/31/2021

Total Project Units: 3

Financial Capacity

Project Budget from all sources: \$527,000

Are all sources committed? Yes **No X**

HOME dollars \$55,000

Do you have funds available for pre-development expenses, capital advances required for development, and to cover internal costs until fees are earned? **Yes X** No

Note additional project information here:

N/A

Current Projects which will be underway at the same time:

N/A

I certify that the **Foundation For the Challenged** has the personnel and financial capacity to develop this project as noted on these forms:

Signed _____ Agency Director.

Date _____



Developer Staff Capacity

List all Staff and contracted employees who will be involved in this project:

Name and job title: Jacob Pollowitz, Development Consultant

Full-time or part-time employee (circle or bold one)

Number weekly hours to be dedicated to this project: Jacob will dedicate as many hours as necessary to complete each stage of the project.

(If new staff member under 1 year attach resume, or experience, skill or training of tasks to be fulfilled.)

Responsibilities/capacity for project: Jacob has the lead responsibility in ensuring that this project is developed on-time and within budget. These responsibilities include writing the funding applications; coordinating with funders, DDA, and Another Option; ensuring the property acquisition takes into account the federal requirements of the environmental review and choice limiting activities; directing the bid process for contractors; overseeing the remodeling; entering leases with tenants; and project close out.

Name and job title: _____

Full-time or part-time employee (circle or bold one)

Number weekly hours to be dedicated to this project: _____

(If new staff member under 1 year attach resume, or experience, skill or training of tasks to be fulfilled.)

Responsibilities/capacity for project:

Name and job title: _____

Full-time or part-time employee (circle or bold one)

Number weekly hours to be dedicated to this project: _____

(If new staff member under 1 year attach resume, or experience, skill or training of tasks to be fulfilled.)

Responsibilities/capacity for project:

Complete additional staff sheets as needed.



Instructions & Application Process

Designing Projects

The Cities of Longview and Kelso appreciate your interest and participation in the HOME Program. Please follow these guidelines and requirements when proposing projects:

READ the 2014-2018 Consolidated Plan to develop annual projects. The Plan can be accessed on the City of Longview Website at www.mylongview.com search 'HOME program'.

1. Use the 5-year Objectives, Accomplishments and Outcomes to develop projects. Meet the proposed accomplishments and outcomes
2. Review Underwriting Policies and Procedures.
3. It is strongly urged that your project be discussed in detail with HOME staff prior to design and submittal. Application completeness will be reviewed after submittal for possible additions/corrections.
4. Projects using other funding sources must show documentation through funding commitment letters. No HOME funding will be released without full project funding in place.
5. Projects which will not be substantially underway to drawdown funds by **July 2021 may be deobligated by December 2021.**
6. Agencies or individuals must start construction within 12 months of their HOME contract date or funding will be deobligated. Projects not completed within 3 years of the dated contract will have remaining HOME funding deobligated. Projects which cannot show a verified HOME accomplishment based upon their Project Design at the end of their contract date must return all HOME money spent to the Kelso-Longview Consortium.
7. If contractors are to be hired, an affirmative effort must be made to market to Minority and Women Owned Businesses / Providers.
8. All paid labor must adhere to HOME Davis/Bacon federal wage rules or meet state prevailing wage guidelines, whichever is higher in projects involving 12 or more housing units.
9. If rental property is involved, a “HUD Marketing Plan” must accompany your request, showing how you will be able to compete for market share; and” HOME Proforma” and still maintain affordable rents per HUD guidelines.



10. 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.

- ☐ Please email a project summary with project description, funding request and agency to adam.trimble@ci.longview.wa.us by noon on June 3, 2020
- ☐ Please submit **1 copy** of the Project Design Form, Project Timeline, Budget and Additional Attachments by noon on **June 3, 2020 [Longview]** to:

Adam Trimble
Community Development Department
Longview City Hall
1525 Broadway
Longview, WA

Public Presentation of your Project Design Proposal

Longview Projects:

You may be asked to present your proposal to the Longview City Council, Longview City Hall in a Public Hearing on June 11, 2020 at 7:00 pm

Public Review of all projects is available at least one week prior to the public hearings.

Questions?? Technical Assistance??

Contact Adam Trimble 360.442.5092

FAX: 360.442.5953.

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

Checkout our website at: *mylongview.com* search 'HOME program'

The City of Longview is the lead agency for the Longview – Kelso HOME Consortium.





May 4, 2020

To Whom it May Concern

City of Longview, Cowlitz County

This letter is to confirm that the FFC Board of Directors at its March 4, 2020 meeting approved submission of an application on behalf of the Foundation for FFC Community Homes XIII to the City of Longview in Cowlitz County. To support the acquisition and rehabilitation, FFC commits \$3,000 for one home to be located in the City of Longview, Cowlitz County to serve extremely low-income tenants with a developmental disability.

Each officer of the Foundation and its Executive Director, Kathy Streblo is individually authorized and directed, for and on behalf of the Foundation, to take any step or action necessary to complete, submit and execute the application and, if awarded, to negotiate the terms of, and execute, any grant awarded to the Foundation.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kathy Streblo", is written over the printed name and title.

Kathy Streblo
Executive Director



May 27, 2020

To: City of Longview

Dear Sir or Madam:

Another Option, Inc. is pleased to provide Foundation For the Challenged with this letter of support as they submit an application to the City of Longview to assist in the funding of (1) three-bedroom home.

The City of Longview has a continuing need for affordable housing for extremely low-income individuals with a developmental disability who are in critical need of affordable, accessible housing.

Another Option has provided support serves to individuals with a developmental disability in Cowlitz County for more than 20 years. Our mission is to provide adults with developmental disabilities the opportunity to involve themselves with their community, and live as independently as possible in a home they can call their own. Working with Foundation For the Challenged gives our clients an opportunity for success and we strongly support their work and mission as their mission aligns with ours.

Sincerely,

Marcus Cloke
Administrator, Another Option, Inc.

HOME Participating Jurisdiction Project Design Proposal – 2020

Applicant: Housing Opportunities of SW Washington **Contact Person:** Jennifer Westerman

Title: CEO

Title: _____

Address: 820 11th Ave.
Longview WA 98632

Address: _____

Phone: 360-423-0140 x 15

Phone: _____

Fax: 360-425-9930

Fax: _____

E-mail: jennifer.westerman@hoswwa.org

E-mail: _____

Non-Profit Status: NO ☐ Yes ☐ **IRS Tax Identification Number** 91-1012000

Location: ☒ Longview ☐ Kelso

Project Title: 38th & Pennsylvania Project

HOME Funding Requested: \$ 150,000

Project Description

1. Give a *brief* summary of your project (under 101 words): In a collaborative effort, the Longview Presbyterian Church approached Housing Opportunities with the idea of donating approximately 2 acres of church-owned land for the purpose of building affordable housing. Our project concept includes a 48-unit multifamily complex with a community building, financed with Low Income Housing Tax Credits and a mix of other state and local funding. The tentative population for this project is 50% elderly and 50% homeless families with children. With the site located near an elementary school there may be an opportunity to include an early learning facility in the project.

2. Describe the project noting the problem(s) or opportunity(s) that will be addressed. The City of Longview, like a lot of other cities in Washington State, does not have enough affordable housing to meet the needs of lower income households in the community. Poverty rates in Longview are substantially higher than elsewhere in the SW Washington region. The construction of the 48-unit complex next door to the Presbyterian Church at 38th and Pennsylvania will provide much needed housing stock and affordable units for low to moderate income households. A community building will allow for onsite services to all the residents. The complex will consist of 1, 2- and 3-bedroom units in four buildings with a centralized courtyard for socializing. We are proposing that half of the units will have Project Based Vouchers to assist those households at or below 30% AMI. The remaining 24 units would be set aside for households at or below 50% AMI.

3. List the specific HOME objective information from the “5 year Strategic Plan” within the 2014-2018 Longview-Kelso Consolidated Plan. (See website information under Instructions).

Consolidated Plan Objective Code and Number: SP-25 Priority Needs – 91.415, 91.215(a)(2)
Consolidated Plan Objective Title: 2-Reduce extreme cost burdens & increase housing

Consolidated Plan Objective Proposed Accomplishments & Outcomes:

Address the hard to finance low-income renters at 50% AMI who are rent burdened and work on self-sufficiency to move outside of the low-income bracket.

Project Readiness

4. Describe what specific steps need to be completed before the project will be ready to proceed? (Projects must be under construction within 12 months of signing your HOME Contract or funding will be deobligated.) Housing Opportunities and the Presbyterian Church are finalizing the Purchase and Sale agreement for the land and anticipate this to be signed in August 2020. Housing Opportunities has already secured funding for pre-development costs from Community Foundation of Southwest Washington and Enterprise Community Development. With this funding we are underway on due diligence work including surveys and geotechnical work as well as Phase 1 environmental review. Housing Opportunities will apply for Housing Trust Fund from the Dept. of Commerce and Low Income Housing Tax Credits in Fall 2021. Trust Fund financing will be an essential piece of the financial picture, however, the Fund’s increased emphasis on cost containment and leveraging of outside sources mean that this project will rely on multiple funders with multiple application and award cycles. To be successful in the Housing Trust Fund round, the application will need to be able to show local commitment to the project. A commitment of HOME funds to this project would increase our ability to compete in these funding rounds.

5. Please list start and completion date by Month, Day and Year:

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) ___09/01/2022___

Project Completion Date (mm-dd-yyyy) ___10/31/2023___

Problem Impact and Severity

6. How will this project increase housing affordability for rentals or home ownership? What reductions in cost of rent or a mortgage would be realized? What rents will you charge for each one, two, and three bedroom when the project is complete? (Please detail from your attached ProForma.) According to the Longview-Kelso Consolidated plan about 40% of all households in Longview-Kelso Consortia have some type of housing problem. Cost burden is by far the most

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2

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common. Renters in the greatest level of poverty are hardest hit by cost burden as 70% of renters in the lowest income group pay more than half of their income on housing -related costs. The proposed project will add 48 new units to the housing stock in Longview. With some of the units being subsidized with Project Based Vouchers, the tenants will not pay more than 30 % of their income in rent. The other units would remain affordable as Tax Credit rent limits are set by the Washington State Housing Finance Commission. Rents for 1, 2, & 3 bedroom units will be limited to the lower of HOME or LIHTC rents.

7. How does this housing project create a better living environment for residents? Have local, county, or state authorities noted the severity of the problem? Note building, public health or/and safety issues. Over the past several years, Cowlitz County has seen an increase in the homeless population. Families are living in their vehicles, couch surfing with relatives and friends or camping in tents. This project will provide critical housing for those families and households who are homeless. These households will receive supportive services that will help them reengage their lives in the local community and promote a successful reentry into mainstream society. Over 75% of the housing stock in Longview is 20 years old or older. Older construction and insufficient upkeep may result in drafty inefficient housing. New construction codes require energy efficiency building techniques and appliances. This new complex will be built using Evergreen Sustainable Development Standards and will reduce utility costs for tenants. Tenants will also have access to affordable larger bedroom sizes that are hard to come by in the current rental market. As addressed in the Longview-Kelso Consolidated plan, both cities and the County are aware of the shortage of decent, safe and affordable housing stock in the area.

8. 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.

Housing Opportunities has completed several projects over the years that provide critical housing paired with onsite case management. Phoenix House was built in 2010 in partnership with DAPC to provide housing and case management to single parents with children exiting drug treatment programs. In July 2014, Lilac Place Apartments in Woodland opened to homeless households in the county. Case management services are provided onsite to the residents. Services include budgeting classes, GED classes, credit classes and much more. The Veterans Integration Program was created in 2014 and takes homeless veterans off the streets and gets them into transitional housing while providing intensive case management services with a long-term goal of getting them into permanent housing. In 2015, Stratford Apartments was rehabbed using the Evergreen Sustainable Development Standards and the homeless veterans who occupy this building enjoy lower energy costs, updated appliances and comfortable units. There has been little new affordable housing built in the past few years, so this project is needed in the community.

Solution

Project Development

9. Did you attempt to collaborate the development of this project with other agencies? Which agencies were contacted and what was the outcome? This project is in collaboration with the Presbyterian Church. The church has the desire to help homeless families with children and have been

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3

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looking at building housing for several years. Housing Opportunities keeps in close contact with Coordinated Entry and collaborates often with them. Other collaboration consisted of meetings with Mindy Leasure, ECEAP Director and Nolan Wheeler, VP of Administration at Lower Columbia Community College to discuss the possibility of an ECEAP program located at the project site. College staff indicated that having a new space at the 38th and Pennsylvania location could work well with their program.

10. How do you propose to solve the problem? Please be specific, itemizing the various tasks you will undertake. Securing all of the funding needed will be the biggest hurdle that we will face. Due to the recent economic downturn, we are anticipating that the Housing Trust Fund will have little money to work with this calendar year, which sets this project back one year. Once all of the funding is in place, we know that this project will help relieve the economic stress that a lot of low income families are feeling by providing safe affordable housing in the community.

11. List all persons who would be involved during the development of this project and describe their project responsibilities. (Include names, titles, phone and e-mail.) (Responsibilities should include grant administration, project manager, developing partnerships, acquisition, overseeing construction, maintaining records, client intake and eligibility, etc.)

- Jennifer Westerman, CEO Housing Opportunities of SW WA 360-423-0140 x15 jennifer.westerman@hoswwa.org will oversee the development of this project; develops partnerships; working with Church on acquisition.
- Katie Bonus, Director of Operations Housing Opportunities of SW WA 360-423-0140 x34 katie.bonus@hoswwa.org will serve as owner representative during construction; grant administration
- Becky Phillips, Finance Manager Housing Opportunities of SW WA 360-423-0140 x18 becky.phillips@hoswwa.org will be responsible for project financials/budgets
- Patti Olson, Regional Property Manager Housing Opportunities of SW WA 360-423-0140 x39 patti.olson@hoswwa.org responsible for client intake and eligibility
- John Chatburn, Director of Real Estate Development Community Frameworks 509-890-1204 johnc@communityframeworks.org Contracted developer for this project. Will submit funding applications and will oversee construction and Architect.

Project Operation

12. 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.

Housing Opportunities in partnering with the Presbyterian Church as they have the land for the project. Housing Opportunities is successfully providing on-site services to a tax credit property located in Woodland WA, so it is our intent that we will provide successful on-site services to the residents in the complex. Residents will receive services that will enable them to better themselves and their families and allow them to grow. Through partnerships with other community agencies, residents will also be offered those services within the community. The congregation of the Presbyterian Church is excited to offer volunteer services to the residents by providing mentoring and reading time to the children.



13. 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.)

Housing Opportunities provides outstanding property management and will be responsible for the day to day management, rent schedules, annual recertifications and resident services. This will be overseen by Jennifer Westerman, CEO 360-423-0140 x15 jennifer.westerman@hoswwa.org and Katie Bonus, Director of Operations 360-423-0140 x34 katie.bonus@hoswwa.org.

14. Complete the Rental or Ownership Proforma and Marketing Plan for 5 units or over (provided separately.)

Summarize your marketing/public outreach that you will provide to inform the general community of this project? (Review the Marketing Plan information under the Underwriting Policies) Public outreach for this project will consist of press releases, advertisements and staff contacts with agencies within the community. Marketing for the property will be through public notice of open wait lists, news ads and emails.

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

All applicants will be placed on a wait list based on the date and time the application was submitted. Applicants will be invited off the wait list in accordance with the size, income and set aside restrictions for that particular unit. Disabled applicants will be offered accessible units.

Housing Opportunities complies with all ADA requirements so a percentage of the units will be accessible to persons with mental and/or physical disabilities as well as those who are hearing or sight impaired.

16. What other short-term and long-term outcomes will result from the project? Since this project will be targeted to homeless households, this will have an impact on the homelessness within the area, thereby increasing housing stability in the county. The project will add new affordable units to the area housing stock. In the long term, the project will provide affordable units and will remain available to homeless low income households for the foreseeable future.

17. What activities would still need to be undertaken after the project is completed in order for the problem to be fully addressed? Quantify where possible. Effective on-going management and maintenance will be the key to preserving the marketability and longevity of these affordable units. Housing Opportunities has a proven track record in both areas. In addition, future development of affordable housing will need to be on the forefront of everyone's mind to address the significant need of rent-burdened families in the community.

Households Benefiting

18. 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: _____

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5

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At or below 50% of Median Income: 24
At or below 30% of Median Income: 24
TOTAL Number of Households: 48

Budget

19. Explain why HOME funds are appropriate for your project. If this application is for a program currently receiving HOME funding, discuss what action you have taken and what other funding sources have been investigated in the last 12 months to reduce your organization's dependence on City of Longview (or City of Kelso) HOME funds.

Housing Opportunities will be applying for multiple funding sources for this project. Even with Housing Trust Fund, Low Income Housing Tax Credits and Federal Home Loan Bank awards, the project is still facing a financial gap in funding. HOME funds will be critical in addressing this gap and get the project into construction. As mentioned above, the Department of Commerce will want to see local financial commitment to the project. The commitment of these funds will increase competitiveness in other funding applications.

20. What agency funding will you commit to this project? If none, why not? (A 25% match of non-federal funding is desired.)

Housing Opportunities is covering the pre-development costs for this project with a grant from the Community Foundation of SW Washington in the amount of \$180,000. This is non-federal funding and exceeds the 25% match. We have also received funds from Enterprise Community Development for due diligence on the site. This is also non-federal funding. Housing Opportunities will be carrying the risk for the project and providing all development and management oversight.

21. If one or more funding sources listed below is not realized, what impact would this have on your project? Explain what changes would be considered to its scope or design, including the number of families housed, structure(s) constructed, delays in construction start date, etc. and whether your project would exist without HOME funding. The project is still in the early stages of development and we will be applying to several funding sources. If we do not receive a local commitment for this project, our funding applications to other state agencies will be less competitive.

22. Complete and attach the separate HOME Budget Form.

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

23. 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.

Private - Community Foundation - \$165,000 for predevelopment costs

Private - Community Foundation - \$15,000 for feasibility study

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6

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Private – Enterprise community Partners – Environmental contracting valued at \$30,000
 State - Washington State Department of Commerce – Housing Trust Fund \$3,000,000
 Federal - Washington State Housing Finance Commission – LIHTC Equity \$8,002,790
 State - Federal Home Loan Bank of Des Moines – \$1,000,000
 Local - Longview HOME Funds – \$300,000
 Deferred Developer Fees - \$300,000

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

Currently committed is the Community Foundation grant award for feasibility and predevelopment. Enterprise Community Partners is providing contracting for some of the site due diligence.

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

d. Supporting Documentation: List and attach “Uses of Funds” supporting documentation noted under Question #25.

24. Please list the amount of private, local, and State (non-federal) matching funds which will be designated towards the 25% match per HOME categories below:

\$ 180,000 A. Cash Contributions
 \$ _____ B. Forgone, Taxes, Fees and Charge
 \$ _____ C. Donated Land or Other Real Property
 \$ _____ D. On Site and Off-Site Infrastructure
 \$ 30,000 E 1 Donated Site Preparation
 \$ _____ E 2 Donated Construction Material _____

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7

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\$ _____ E 3 Donated Labor (other than homeowner): Number or hours _____ times \$10 per hour
 \$ _____ E1 Sweat Equity (homeowner only): Number or hours _____ times \$10 per hour
 \$ _____ F. Proceeds from Affordable Housing Bonds
 \$ _____ G. Supportive Services – Type _____
 \$ _____ G1 Homebuyer Counseling Services
 \$ _____ Estimated/Unknown at this time. Type : _____

Attachments

25. 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*)
- ☐ **HOME Performa: Rental or Homeowner Affordability**
- ☐ **Market Analysis** (*separate form*)
- ☐ **Marketing Plan** (*as described in the Underwriting Policies and Procedures.*)
- ☐ **Developer Development Capacity Certification**
- ☐ **Agency Financial Audit by e-mail** (*Most current independent audit.*)

Forms online at <https://mylongview.box.com/v/CDBG-HOME-DOCFees>

Project Documentation to support your project. (Provide in order listed. Staff may limit the number of documents to the most important for Council to base its decision.)

- **Sources of Funds**

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8

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Project Timeline

[illegible]

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10

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



Longview/Kelso Home Consortium

Exhibit B - PROJECT BUDGET AND FUNDING SOURCES

	Lv/Kelso Home				Enterprise	Community		How c
	Source 1	LIHTC	HTF	FHLB	Community	Community	Total Cost	determ
Commitment Dates	Year/date here				Partners	Frameworks		
ACQUISITION								
Purchase Price - Land						5,000	\$5,000.00	
Purchase Price - Bldg.							\$0.00	
Transaction Taxes							\$0.00	
Closing/Recording Fees				4,000			\$4,000.00	
Title Insurance/Binder Fees				4,000			\$4,000.00	
Appraisal / market study						20,000	\$20,000.00	
Other: bridge loan fees						4,000	\$4,000.00	
Subtotal	0.00	0.00	0.00	8,000.00	0.00	29,000.00	\$37,000.00	
PREDEVELOPMENT								
Architect				40,000		60,000	\$100,000.00	
Engineering						24,000	\$24,000.00	
Legal Fees						40,000	\$40,000.00	
Environmental Review						4,000	\$4,000.00	
Preconstruction Inspection					30,000		\$30,000.00	
Other: 3rd party reports						18,000	\$18,000.00	
Subtotal	0.00	0.00	0.00	40,000.00	30,000.00	146,000.00	\$216,000.00	
CONSTRUCTION COSTS								
New Construction		8,002,790	620,370	428,512			\$9,051,672.00	
Rehabilitation							\$0.00	
Infrastructure on site	300,000						\$300,000.00	
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				12,000			\$12,000.00	
Permits & Fees				164,988			\$164,988.00	
Construction Loan Fees				306,500			\$306,500.00	
Construction Inspections				20,000			\$20,000.00	
Sales Tax			763,979				\$763,979.00	
Insurance/Bond/Surety Fees				20,000			\$20,000.00	
Contingency			857,440				\$857,440.00	
Other: Deferred Dev. Fees			758,211				\$758,211.00	
Subtotal	300,000.00	8,002,790.00	3,000,000.00	952,000.00	0.00	0.00	\$12,254,790.00	
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							\$0.00	
Affirmative Marketing							\$0.00	
Project Management							\$0.00	
Developer Fees							\$0.00	
Other:							\$0.00	
Other:							\$0.00	
Subtotal	0.00	0.00	0.00	0.00		0.00	\$0.00	
HOME TOTAL	\$300,000.00	\$8,002,790.00	\$3,000,000.00	\$1,000,000.00	\$30,000.00	\$175,000.00	\$12,507,790.00	
Date: 06/01/2020								
Sponsor: Housing Opportunities of SW Washington Project Address:								

Development Capacity Certification

List your Project 38th & Pennsylvania Project

Project Name: 38th & Pennsylvania Project

Address: 38th & Pennsylvania

City: Longview

Owner, Developer, Sponsor (circle or bold all that apply)

Rental, Homeownership, Lease-to-Own, Self-Help (circle or bold one)

New Construction or Rehabilitation (circle or bold one)

Pre-development Start Date _____

Construction Start Date 09/01/2022

Expected Construction Completion Date 10/31/2023

Total Project Units: 48

Financial Capacity

Project Budget from all sources: \$12,602,790

Are all sources committed? Yes **No**

HOME dollars \$300,000

Do you have funds available for pre-development expenses, capital advances required for development, and to cover internal costs until fees are earned? **Yes** No

Note additional project information here:

Current Projects which will be underway at the same time:

I certify that the **Longview Housing Authority** has the personnel and financial capacity to develop this project as noted on these forms:

Signed [Signature] Agency Director.

Date 6/2/2020

HOME Program Longview- Kelso HOME Consortium

12

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



Developer Staff Capacity

List all Staff and contracted employees who will be involved in this project:

Name and job title: John Chatburn, Director of Real Estate Development

Full-time or part-time employee (circle or bold one)

Number weekly hours to be dedicated to this project: _____

(If new staff member under 1 year attach resume, or experience, skill or training of tasks to be fulfilled.)

Responsibilities/capacity for project: Developer / Consultant

Name and job title: Jennifer Westerman, CEO

Full-time or part-time employee (circle or bold one)

Number weekly hours to be dedicated to this project: 10

(If new staff member under 1 year attach resume, or experience, skill or training of tasks to be fulfilled.)

Responsibilities/capacity for project:

Name and job title: Katie Bonus, Director of Operations

Full-time or part-time employee (circle or bold one)

Number weekly hours to be dedicated to this project: 15

(If new staff member under 1 year attach resume, or experience, skill or training of tasks to be fulfilled.)

Responsibilities/capacity for project:

Name and job title: Becky Phillips, Finance Manger

Full-time or part-time employee (circle or bold one)

Number weekly hours to be dedicated to this project: 10

(If new staff member under 1 year attach resume, or experience, skill or training of tasks to be fulfilled.)

Responsibilities/capacity for project:

Complete additional staff sheets as needed.

HOME Program Longview- Kelso HOME Consortium

13

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





LONGVIEW
PRESBYTERIAN
CHURCH

To whom it may concern regarding the HOME application of HOSWWA:

I am Reverend Dexter Kearny, a co-pastor of Longview Presbyterian Church (LPC). Our church is governed by a council (called session) and through our denomination (called a Presbytery). On May 31, 2020 LPC voted to sign the Purchase and Sale Agreement with Housing Opportunities of SW WA (HOSWWA) in order to donate the vacant, 2.45 acres of our land to build affordable housing. Our Presbytery will meet in August to finalize this agreement. In initial presentations to the Presbytery and its board of Trustees, there has been widespread support for this project.

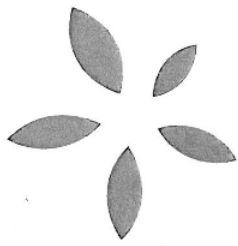
We are excited in the coming months to deepen our partnership with HOSWWA in order to complete this project of affordable housing. We are committed to this partnership and this project and expect to work hard to use all the tools available to us in order to make this project a reality.

If you have any questions or concerns, please reach out to me on my cell phone at 206-679-0557 or through my email pastordexter@longviewpresbychurch.net.

**Gratefully,
Rev. Dexter Kearny**

3808 Pennsylvania St.
PO Box 1613
Longview, WA 98632

+360--577-8951
+360-358-5765



**COMMUNITY
FOUNDATION
SOUTHWEST
WASHINGTON**

Community Foundation
for Southwest Washington

610 Esther Street
Suite 201
Vancouver, WA 98660

360.694.2550
fax 360.737.6335
www.cfsww.org

RECEIVED FEB 27 2020

February 24, 2020

Housing Opportunities for Southwest Washington
Ms. Jennifer Westerman
Board Secretary
820 11th Ave.
Longview, WA 98632

Dear Ms. Westerman,

I am pleased to advise you of a grant award from an anonymous charitable fund of the Community Foundation for Southwest Washington. The grant amount and purpose are indicated below.

Grant Amount: \$160,000.00

Grant Purpose: Pre-development costs for affordable housing development @
38th & Pennsylvania

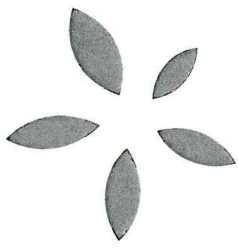
Federal regulations require us to inform all grantees that grant funds may be used only for charitable purposes and not for the benefit of the donor or donor advisor.

We wish you success in your efforts to benefit the community and encourage you to acknowledge this grant in your organization's publications. A thank you letter may be sent directly to our office. We are pleased to forward your correspondence to the fund holder.

Sincerely,

Anne Digenis
Senior Philanthropic Advisor

Enc: Check # 28223



**COMMUNITY
FOUNDATION
SOUTHWEST
WASHINGTON**

Community Foundation
for Southwest Washington

610 Esther Street
Suite 201
Vancouver, WA 98660

360.694.2550
fax 360.737.6335

www.cfsww.org

RECEIVED JUN 10 2019

June 5, 2019

Housing Opportunities for Southwest Washington
Jennifer Westerman
820 11th Ave.
Longview, WA 98632

Dear Jennifer,

30-0100-00-3690.026
DONATIONS

Congratulations! We are pleased to inform you that the Community Foundation's Board of Directors has approved a grant from the Homes for Community Living Fund in the amount of \$ 15,000 to your organization. These funds are for: **the feasibility study for the gif of land at the corner of Pennsylvania and 38th in Longview, WA.**

We request that any funds not used for the purposes described in your grant proposal be returned to the Community Foundation. Please contact the Foundation to discuss specific challenges you may encounter related to this grant and we will work with you in an attempt to ensure a successful outcome.

As a community foundation, our ability to fund important programs such as yours is contingent upon ongoing support from the Southwest Washington community. We look forward to partnering with you to let others know about the importance of philanthropy. Please include us in any communications connected with the grant, including press releases, programs, announcements, invitations, stories in the media, annual reports, and newsletters, and submit copies of any such publications with your reports. If your organization has a website, please link to www.cfsww.org.

Please note that news releases and printed material in which the Community Foundation is acknowledged for this grant should be sent to us for approval prior to publication. If you are interested in accessing a copy of our logo, please visit the Nonprofit Resources page on our website.

Should your organization wish to apply for future funding, please note the following eligibility policy:

Grantees are eligible to receive funds from the Foundation for consecutive periods of up to three years. After three years, grantees will be required to wait a period of 12 months before

continued on back

receiving funding. Exceptions to this policy will be made under certain circumstances. Requests for exceptions should be directed to Program Officer who will make a decision in consultation with the Foundation President and, when applicable, the discretionary grants committee.

Congratulations again on your grant award!

Warmest regards,

Maka Chee

Maka Chee
Program Officer

Enc. Check # 26958

Jennifer-

I know this will be first of
what I hope will be a long
partnership between HOSUWA
and the Community Foundation
Let's meet again soon.

Best,

Maka



*Lower Columbia CAP strengthens communities
by helping people out of poverty with access to food,
housing, job training and support services.*

1526 Commerce Avenue • Longview, Washington 98632 • telephone 360-425-3430 • toll free 800-383-2101 • www.LowerColumbiaCAP.org

Ilona A. Kerby
Executive Director

PROGRAMS:

- Basic Food Card
(Food Stamps)
- Captured Treasures
Boutique Clothing
& Retail Training
- Community Jobs
- Emergency Services
- Employment Assistance
- Energy Assistance
- Family Asset Building
- GFO - Grounds for
Opportunity Cafe &
Training Kitchen
- Help Warehouse
- Hidden Gems Thrift Store
- Home Care Equipment Bank
- Homeless Housing
- Housing Rehabilitation
- Job Training
- Meals on Wheels
- Medicaid Rides
- Rental Housing
- RSYF/Volunteer Services
- RUOK? - Daily
check-in service
- Rural Public Transit -
Daily I-5 Van Service
- Self-Help Housing
- Senior Community Lunches
- Senior Rides
- Statewide Health Insurance
Benefit Advisors (SHIBA)
- USDA Surplus Commodities
- Weatherization

June 3, 2020

Community Development Department
Longview City Hall
1525 Broadway
Longview, WA 98632

Dear Longview City Councilors;

In accordance with the regulations governing HOME, specifically section 92.208, *Eligible Community Housing Development Organization (CHDO) Operating Expenses and Capacity Building Costs*, Lower Columbia CAP is eligible to be allocated CHDO funds for operating expenses and fill operating budget shortfalls. I respectfully request you make that allocation, this year it is estimated to be approximately \$36,097.

We are beginning work on our Veterans Triplex using some of the previous few years CHDO funds for building the triplex. This funding would go a long way to address gaps in operating costs in this and other housing/rehab projects.

Thank you for your consideration,

Sincerely,

Ilona Kerby, Executive Director
Lower Columbia CAP
1526 Commerce Avenue
Longview, WA 98632
360-425-3430 Ext 200
ilonak@lowercolumbiacap.org

Application for Community Housing Development Organization Certification

Name of Agency: **Lower Columbia Comm. Act. Council.** Contact: **Ilona Kerby**
Address: **1526 Commerce Ave.** Telephone: **(360)425-3430**
Longview WA 98632 Date: **June 3, 2020**

In order to qualify as a Community Housing Development Organization (CHDO) under federal regulations governing the HOME program, a nonprofit organization must meet the criteria listed below. Please indicate in the appropriate space whether your agency meets these criteria, and attached the appropriate documentation listed following each question.

1. ☒ Yes ☐ No Is organized under State or local laws? (Charter or Articles of Incorporation)

COMMENTS: **Articles of Incorporation are on file.**

-
-
2. ☒ Yes ☐ No Has no part of its net earnings (profit), benefiting members, founders, contributors, or individuals? (Charter OR Articles if Incorporation)

COMMENTS: **See on file Articles of Incorporation.**

3. ☒ Yes ☐ No Has a tax exempt ruling from the IRS under Section 501 C 3 of the Internal Revenue Code of 1986? Note: Organizations which have applied for, but not yet received, their 501 C 3 ruling do not meet this requirement. (Attach IRS Determination Letter)

COMMENTS: **IRS [501 c 3] determination is on file.**

4. ☒ Yes ☐ No Has a provision for decent housing that is affordable to low- and moderate income persons stated in the charter, articles of incorporation, resolutions, or by-laws? (Attach excerpt of Charter, Articles of Incorporation, By-laws, OR Resolution)

COMMENTS: **See on file By-laws.**

9. ☒ Yes ☐ No Provides a formal process for low-income program beneficiaries to advise the organization on design, location of sites, development and management of affordable housing? (By-laws, Resolutions, OR a written statement of operating procedures approved by the governing body)

COMMENTS: See on file By-laws, Article I, Section II.

10. ☒ Yes ☐ No Has demonstrated capacity to carry out HOME assisted activities? (Resumes and/or statements that describe the experience of accomplished key staff members who have successfully completed projects similar to those to be assisted with HOME funds, OR contracts with consultant firms or individuals who have housing experience similar to projects to be assisted with HOME funds, to train appropriate key staff of the organization)

COMMENTS: LCCAC continues to operate several housing programs. The Housing Department created its own Urban Self Help Housing Program in addition to the Rural Development Program. To date LCCAP has built 432 homes and has converted the program to a Self-Help Housing Rehab Program. LCCAP has rehabilitated more than 250 homes using CDBG, HOME and Weatherization funds. LCCAP offers a low-income Weatherization Program, has built a youth shelter that has been converted into a home for developmentally disabled residents, as well as remodeled and created 10 units that offers affordable rents to low income families.

11. ☒ Yes ☐ No Has a history of at least one year of serving the community within which HOME assisted housing would be located? (A statement that documents at least on year of experience in serving the community, OR for newly created organizations formed by local churches, service or community organizations, a statement that documents that its parent organization has at least one year of experience in serving the community)

COMMENTS: LCCAC has served the community since it was founded in 1964.

12. ☒ Yes ☐ No If your agency has not met all of the criteria of a CHDO as noted above, would you be interested and willing to take the necessary steps to meet these criteria?

Longview/Kelso Home Consortium

Exhibit B - PROJECT BUDGET AND FUNDING SOURCES

Lv/Kelso Home							How costs
	Source 1	Source 2	Source 3	Source 4	Source 5	Total Cost	determined
Commitment Dates	2020						(bid, est.)
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	
						\$0.00	
Loan Fees						\$0.00	
Tenant Rental Assistance						\$0.00	
Affirmative Marketing						\$0.00	
Project Management						\$0.00	
Developer Fees						\$0.00	
CHDO Operating Costs	36,097					\$36,097.00	
Other:						\$0.00	
Subtotal	36,097.00	0.00	0.00	0.00	0.00	\$36,097.00	
HOME TOTAL	\$36,097.00	\$0.00	\$0.00	\$0.00	\$0.00	\$36,097.00	
Date: June 2, 2020							
Sponsor: Lower Columbia CAP							
Project Address: 1526 Commerce Avenue, Longview, WA							



LOWER COLUMBIA CAP - BOARD OF DIRECTORS

Target Populations

Linda Brigham
146 - 16th Avenue
Longview, WA 98632
H: 360-575-1304
Blockwatchone@aol.com
Occ: Retired

Dian Cooper
SECRETARY
Ex Committee
Finance Committee
3511 Pacific Way
Longview, WA 98632
C: 360-431-1335
W: 360-636-3892
Email: dcooper@cfamhc.org
Occ: ED Family Health Center

Star Garcia
915 S. 7th
Kelso, WA 98626
C: 360-749-9795
Email: Stargarcia1230@yahoo.com
Occ: Homemaker

CeCelia Raglin
560 Columbia St #1
Cathlamet, WA 98612
C: 360-562-2426
Email: ceceraglin@gmail.com
Occ: Homemaker

Daniel Tchozewski
PO Box 61
Cathlamet, WA 98612
C: 360-490-8082
H: 360-849-4301
Wahkiakum County Resident
dantchozewski@yahoo.com

Private Sector

Bill Boehm
VICE-PRESIDENT
Ex Committee
583 Melton Rd.
Castle Rock, WA 98611
H: 360-274-4955
C: 360-751-3760
Email: fatherboehm@gmail.com
Occ: Retired

Mary Gillespie
TREASURER
Ex Committee
Finance Committee
P O Box 301
Kalama, WA 98625
H: 360-673-4052
C: 360-430-9918
Email: mgillespie@kalama.com
Occ: Retired

Fred Johnson
PRESIDENT
Ex Committee
PO Box 98
Cathlamet, WA 98612
H: 360-795-1071
C: 360-430-7902
W: 360-795-3367
Email: fjohnsonjlo@cni.net
Occ: Attorney

Adrianne Marks
621 20th Ave.
Longview, WA 98632
C: 360-442-8606
W: 360-501-9214
Email: amarks@cowlitzpud.org
Occ: Manager of Customer Programs

Michael Shreve
5400 Mecker Drive #82
Kalama, WA 98625
H: 360- 673-1279
Email:
mikeshreve@scattercreek.com
Occ: Retired

Public Sector

Representative Brian Blake
P O Box 40600
Olympia, WA 98504-0600
W: 360-786-7870
H: 360-533-8337
C: 360-589-0123
Email: blake.brian@leg.wa.gov
dawn.thomas@leg.wa.gov
Occ: State Representative

Kim Lefebvre
Kelso City Council
PO Box 819
Kelso, WA 98626
C: 360-431-8808
Email: klefebvre@kelso.gov
Occ: City Council Member

Hillary Strobel
Longview City Council
2537 Northlake Ave.
Longview, WA 98632
W: 360-442-5004
C: 360-562-0249
Email:
hillary.strobel@mylongview.com
Occ: City Council Member

Commissioner Gene Strong
Finance Committee
4346 SR4 W
Rosburg, WA 98643
W: 360-795-8048
H: 360-465-2487
C: 360-602-1349
Email:
strongg@co.wahkiakum.wa.us
Occ: Wahkiakum County
Commissioner

Commissioner Dennis Weber
Finance Committee
1224 22nd Ave.
Longview, WA 98632
W: 360-577-3020
C: 360-846-7768
H: 360-425-8035
Email: dkweber@cni.net
weberd@co.cowlitz.wa.us
Occ: Cowlitz County Commissioner



U. S. TREASURY DEPARTMENT
INTERNAL REVENUE SERVICE

DISTRICT DIRECTOR
NINTH AND LENORA BUILDING
SEATTLE, WASHINGTON 98121

April 23, 1967

IN REPLY REFER TO
Form L-178
Code 414:ME
SEA:RQ167-11:

Lower Columbia Community Action
Council, Incorporated
1709 - 7th Avenue
Longview, Washington 98632

Gentlemen:

PURPOSE Charitable	
ADDRESS INQUIRIES & FILE RETURNS DISTRICT DIRECTOR OF INTERNAL REVENUE	
Seattle, Washington	
FORM 990-A RE- QUIRED	ACCOUNTING PER IOD
☐ YES ☒ NO	March 31

On the basis of your stated purposes and the understanding that your operations will continue as evidenced to date or will conform to those proposed in your ruling application, we have concluded that you are exempt from Federal income tax as an organization described in section 501(c)(3) of the Internal Revenue Code. Any changes in operation from those described, or in your character or purposes, must be reported immediately to your District Director for consideration of their effect upon your exempt status. You must also report any change in your name or address.

You are not required to file Federal income tax returns so long as you retain an exempt status, unless you are subject to the tax on unrelated business income imposed by section 511 of the Code, in which event you are required to file Form 990-T. Our determination as to your liability for filing the annual information return, Form 990-A, is set forth above. That return, if required, must be filed on or before the 15th day of the fifth month after the close of your annual accounting period indicated above.

Contributions made to you are deductible by donors as provided in section 170 of the Code. Bequests, legacies, devises, transfers or gifts to or for your use are deductible for Federal estate and gift tax purposes under the provisions of section 2055, 2106 and 2522 of the Code.

You are not liable for the taxes imposed under the Federal Insurance Contributions Act (social security taxes) unless you file a waiver of exemption certificate as provided in such act. You are not liable for the tax imposed under the Federal Unemployment Tax Act. Inquiries about the waiver of exemption certificate for social security taxes should be addressed to this office, as should any questions concerning excise, employment or other Federal taxes.

This is a determination letter.

Very truly yours,

Neal S. Warren
District Director

FORM L-178 (2-64)



City of Longview

Agenda Summary

2020 COMMUNITY DEVELOPMENT BLOCK GRANT ALLOCATIONS

RECOMMENDED ACTION

1) HOLD PUBLIC HEARING ON THE APPLICATIONS

2) MOTION TO DESIGNATE FUNDS AS FOLLOWS:

CITY OF LONGVIEW SATELLITE POLICE OFFICE AT ARCHIE ANDERSON PARK: \$150,260

CITY OF LONGVIEW CLONEY PARK PLAYGROUND REPLACEMENT: \$50,000

LOWER COLUMBIA CAP HELP WAREHOUSE: \$27,182

CITY OF LONGVIEW RECREATION DEPARTMENT, SUPER SUMMERS YOUTH SERVICES: \$20,000

COMMUNITY HOUSE ON BROADWAY, TBRA ADMINISTRATION: \$10,900

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Council Initiative: Create opportunities and strengthen economic conditions

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

2020 CDBG project summaries

Entitlement Funding Available: \$200,260 Funding Requested: \$427,260

o City of Longview, new police satellite office at Archie Anderson Park: \$200,260

o Community House on Broadway, electrical upgrades: \$172,000

o City of Longview Parks Department, Cloney Park playground replacement: \$55,000

Public Services Funding Available \$47,182 Funding Requested: \$64,110

o Lower Columbia CAP, Help Warehouse food bank- nutritional expansion program: \$44,110

o City of Longview Recreation Department, Longview Super Summers, youth services for low/moderate income households: \$20,000

Planning/Admin Funding \$16,688 Funding Requested: \$10,900

o Community House on Broadway, Tenant Based Rental Assistance Administration/landlord-tenant counseling: \$10,900

RECOMMENDED ACTION:

1) Hold Public Hearing on the applications

2) Motion to designate funds as follows:

City of Longview satellite police office at Archie Anderson Park: \$150,260

City of Longview Cloney Park playground replacement: \$50,000

Lower Columbia CAP Help Warehouse: \$27,182

City of Longview Recreation Department, Super Summers youth services: \$20,000

Community House on Broadway, TBRA administration: \$10,900

STAFF CONTACT:

Adam Trimble, Interim Planning Manager

Attachments:

1. 2020 CDBG City of Longview LPD station at Archie And
2. 2020 CDBG LCCAP Help Warehouse Public Services
3. 2020 CDBG CHOB electrical upgrade project proposal
4. 2020 CDBG Longview Super Summers
5. 2020 CDBG Cloney Park Playground Replacement

6. 2020 CDBG CHOB Administration of TBRA

City of Longview
2020 Community Development Block Grant
Project Design

Applicant: City of Longview
Police Dept.
Mary Chennault

Contact Person: Ken Hash

Title: Administrative Manager

Title: PW Director

Address: PO Box 128
Longview

Address: PO Box 128
Longview

Phone: 360.442.5805

Phone: 360.442.5202

Fax:

Fax: 360.442.5958

E-Mail: Mary.Chennault@ci.longview.wa.us

E-Mail: ken.hash@ci.longview.wa.us

Non-Profit Status: NO ___ YES X **IRS Tax Identification Number** 91-6001367

Type of Project: Please check one:

About CDBG: <https://www.hudexchange.info/programs/cdbg/cdbg-ta-products/#activity-type>

- ☐ Housing
- ☐ Community Facility
- ☒ Public Facility/Infrastructure
- ☐ Economic Development
- ☐ ~~Prevention or Elimination of Slum & Blight~~
- ☐ ~~Match~~
- ☐ Public Service
- ☐ Planning

PROJECT TITLE: New Satellite Office

CDBG Funding Requested: \$ 200,260

Problem/Opportunity Description

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

This project constructs a 2500 SF LPD Satellite office in Archie Anderson Park.

CDBG Project Design
Page 1

2. Briefly describe the project noting the problem(s) or opportunity(s) that will be addressed (under 101 words.) Quantify it in terms of cause, extent, location, frequency and duration

LPD has lost its lease on the Highlands Satellite Office (formerly located adjacent to the St. Helens Grocery complex). This severely limits the Community Services Unit (CSU) opportunities and increases response time to the Highlands area. Completion of this critical project will both increase community service opportunities and decrease response times.

3. List the specific CDBG objective information from the “5 year Strategic Plan” within the 2015-2019 Longview-Kelso Consolidated Plan. (Online with application forms see link in instructions below).

Objective Code and Number: AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)
Objective Title: Stabilize and revitalize neighborhoods

Objective Proposed Accomplishments & Outcomes: Public Facility or Infrastructure Activities for Low/Moderate Income Housing

Project Readiness

4. Describe what specific steps need to be completed before the project will be ready to proceed. (Projects must be under construction within 12 months of signing your CDBG Contract or funding will be deobligated.)

Steps taken to date: The site in Archie Anderson Park has already been selected. It is owned by the City, parking and utilities are readily available. A preliminary building layout has been developed by City staff. The City has obtained a State Capital grant in the amount of \$242,500.00.

Next steps: Hire a design professional to develop the bid ready site and building plans. The project should be ready to construct by November 2020.

5. Please list start and completion date by Month, Day and Year:

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) 07-01-2020

Project Completion Date (mm-dd-yyyy) 06-30-2021

Problem Impact and Severity

6. What is the effect on the community as a whole or upon individuals? Note current and anticipated consequences if the problem continues. Also list the number of low and moderate households affected.

The CSU consists of a sergeant, corporal, two school officers, reserve officers, cadets, clerical and Alley Gator volunteers. This unit is responsible for crime prevention, addressing quality of life issues, coordinating the department's community policing efforts, community outreach and presentations to include the Citizen's Academy and National Night Out, managing volunteers, and supervising the School Resource Officer (SRO) program.

This unit has a variety of initiatives including:

- Providing community outreach for the purpose of reducing crime and increasing quality of life (National Night Out, Go Fourth Activities, Parades, Citizen's Police Academy)
- Supervising all volunteers
- Assisting regular patrol officers with both self-initiated activities (traffic stops) and calls for service)
- Assisting regular patrol officers with security at events such as car cruises, Go-4th Celebration and parades
- Alley Gators - Patrol City streets and report suspicious activity / focused patrols / targeted recovery of stolen vehicles

Community policing

One of the main advantages to community policing is that it reduces fear in the community. With an increase in police presence in the neighborhood the residents feel more secure. This feeling of security helps the police establish trust within the community. So, in our current situation with the removal of our community policing center, fear and insecurity in the neighborhood will increase, crime will increase. Property values will decrease.

Response time.

Response times have increased with the removal of our Highlands Satellite office. Officers now respond from their patrol location or from downtown. Response time is a critical factor in the de-escalation of violent crimes. Locating the Highlands Satellite office in Archie Anderson Park will place LPD in the heart of the Highlands and substantially decrease response times.

This project will have an effect on the entire highlands neighborhood which numbers greater than 1,500 low and moderate households.

7. How does this problem create a hardship for residents, a neighborhood, or economic development? How have local or state authorities noted the severity of the problem? Note public health and safety issues.

Lack of a community service center, the Highlands Satellite office, contributes to an increase in community fear and a decrease in neighborhood security. If allowed to continue, this will lead to an increase in the crime rates, which leads to decreased property values and a decreased desire to improve the localized economic situation.

Since the inception of the LPD Highlands Satellite office, we have seen a decrease in the localized crime rates and an increase in the desire of property owners to improve properties, thus improving the neighborhood and the economic vitality of the Highlands. Removing this local stabilizing force for any length of time will have a negative effect on the advances made in the community.

Past Effort

8. What effort has your organization or other organizations made to resolve the problem?

We have obtained a State Capital grant in the amount of \$242,500.00.
We have obtained a commitment of City funds in the amount of \$100,000.

Solution

Project Development

9. 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?

Yes, The State Department of Corrections will be occupying a small portion of the building.

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

We will construct a new LPD satellite office in Archie Anderson Park, in the heart of the Highlands neighborhood.

11. List all persons who would be involved during the development of this project and describe their project responsibilities. (Include names, titles, phone and e-mail.) (Responsibilities should include grant administration, project manager, developing partnerships, acquisition, overseeing construction, maintaining records, Davis-Bacon compliance, etc.

Ken Hash, Longview Public Works Director and project sponsor.
360.442.5202.
ken.hash@ci.longview.wa.us

Karl Enyeart, Longview staff engineer will serve as the project manager.
360.442.5215
Karl.eneart@ci.longview.wa.us

Project Operation

12. 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.

Yes, Washington State Department of Commerce is providing a State capital facilities grant in the amount of \$242,500.00. They will have no ongoing role in the project once it is completed.

13. 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.)

Sergeant Brian Streissguth, will be responsible for the day-to-day operation of the LPD Highlands Satellite office.

1351 Hudson St.

Longview

360.442.5906

14. For Community Facilities: Complete and attach the separate 5-year Operations Budget.

15. Facility Fees for Residents: If you are requesting funding for a community facility or a public facility the service and/or admission fees must not preclude low and moderate income residents from using the facility. Please itemize all fees for services to low and moderate income residents as compared to charges for moderate-income residents.

(This will be part of your contract should funds be awarded. You will need to document low-moderate user incomes and fee schedules for 5 years.)

No fees are proposed.

16. How will this project improve the quality of life for low- and moderate-income persons in relation to the stated needs or problem? OR How will this project improve the neighborhood or area? Note short-term and long-term outcomes.

Increased sense of neighborhood security.

Decreased neighborhood fear.

Decreased police response times.

Decrease crime rates.

Decreased severity of violent crimes.

Increase property values

Increased opportunity for economic improvement and investment.

17. What activities would still need to be undertaken after the project is completed in order for the problem to be fully addressed? Quantify where possible.

None.

Households Benefiting

18. Area Benefit: What is the total number of all households that will benefit from this project? (Area-wide benefit must cite low-income 2010 U.S. Census Tract as noted in the HOME/CDBG Consolidated Plan)

Census Tract 5.02 = 4,921 residents

Approximately 1,632 households

Census Tract 5.01 – 2,934 residents

Approximately 1,126 households

19. 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: 19%

At or below 50% Median Income: 25%

At or below 80% Median Income: 34%

Total number Low-Income Served 1,700

Budget

20. Explain why CDBG funds are appropriate for your project. If this application is for a program currently receiving CDBG funding, discuss what action you have taken and what other funding sources have been investigated in the last 12 months to reduce your organization's dependence on City of Longview CDBG funds.

This project is located within a Low/Moderate Income tract. It will directly benefit the low to moderate income residents living in the Highlands.

21. What agency funding will you commit to this project? If none, why not?

\$100,000 by the City of Longview in 2021.

22. If one or more funding sources listed below is not realized, what impact would this have on your project? Explain what changes would be considered to its scope or design, including the

number of families served, structure(s) constructed, delays in construction start date, etc. and whether your project would exist without CDBG funding.

If we were to lose a funding source, we would shrink the footprint of the building eliminating storage and/or the DOC rental space plus reduce the size of the conference/shared spaces.

23. Complete and attach the separate CDBG Budget Form.

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

24. 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.

- Department of Commerce (State) \$242,500.
- CDBG (this request) (federal) \$200,260.
- City of Longview (local) \$100,000.

All funds will be used for design and construction of the building.

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

- | | | |
|----------------------------------|-----------|----------------------------|
| • Department of Commerce (State) | \$242,500 | committed now |
| • CDBG (this request) (federal) | \$200,260 | proposed for November 2020 |
| • City of Longview (local) | \$100,000 | committed for 2021 |

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

d. Supporting Documentation: List and attach “Uses 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 D. Operating Proforma (Rental Housing Projects)**
- ☐ **Exhibit E. Marketing Plan (Housing Projects)**
- ☐ **Exhibit F. 5-Year Operations Budget (Community Facilities Only)**
- ☐ **Agency Financial Audit (by e-mail)** *Send in most recent independent audit by email: adamt@mylongview.com*
- ☒ **Detailed Cost Estimates** *Provide Specific costs for project itemized to show project cost analysis*

Exhibit A

Project Timeline

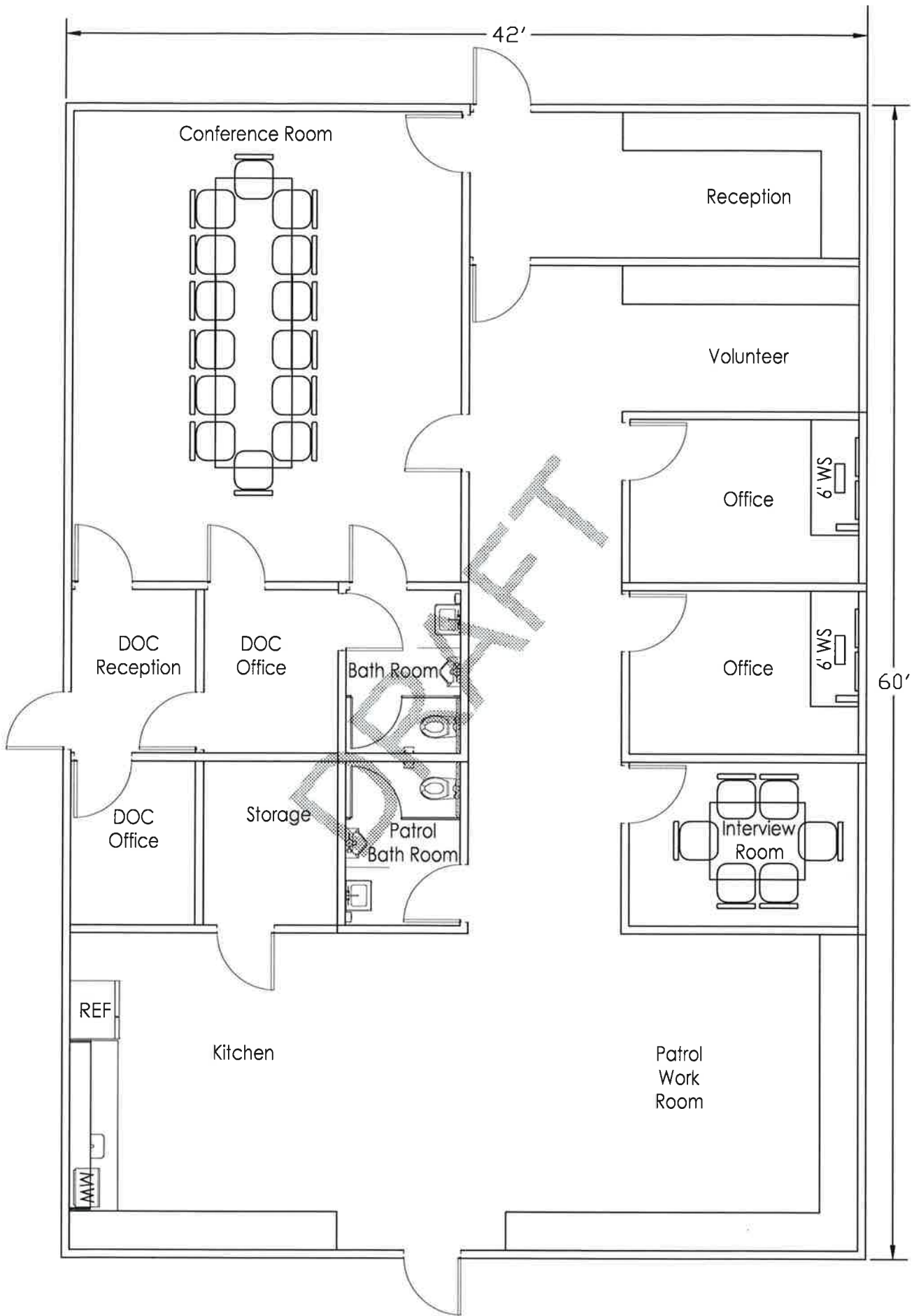
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CDBG Budget

Project Duration Months: 12		Source 1	Source 2	Source 3	Source 4	Source 5	Total
	CDBG	Commerce	Longview				
Commitment Dates	2020	2020	2021				
Project Management (Project Manager, Consultant Fees, Subrecipient Fees)							
Architectural Fees		\$40,000.00					\$40,000.00
Engineering Fees	\$10,000.00	\$20,000.00	\$10,000.00				\$40,000.00
Acquisition							
Related Costs & Fees							
Demolition	\$5,000.00	\$5,000.00					\$10,000.00
Relocation							
Architectural Barrier Removal							
Housing Rehabilitation							
Water / Sewer Side Connections							
Sewer Improvements							
Water Improvements							
Street Improvements							
Fire Protection							
Public Facility	\$171,960.00	\$164,900.00	\$83,700.00				\$420,560.00
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	\$13,300.00	\$12,600.00	\$6,300.00				\$32,200.00
Contingency							
Total:	\$200,260.00	\$242,500.00	\$100,000.00				\$542,760.00
Date Completed:							

TITLE

BID SCHEDULE A					Engineer's Estimate	
Item No.	Spec.	Item Description	Quantity		Unit Price	Amount
A-10		FOUNDATIONS	1	LS	\$ 20,000.00	\$ 20,000
				LS		\$ -
B-10		SUPERSTRUCTURE	1	LS	\$ 30,000.00	\$ 30,000
B-20		EXTERIOR ENCLOSURE	1	LS	\$ 20,000.00	\$ 20,000
B-30		ROOFING	1	LS	\$ 17,000.00	\$ 17,000
C-10		INTERIOR CONSTRUCTION	2500	SF	\$ 40.00	\$ 100,000
C-20		STAIRS				\$ -
C-30		INTERIOR FINISHES	2500	SF	\$ 39.00	\$ 97,500
D-10		CONVEYING				\$ -
D-20		PLUMBING	2,500	SF	\$ 8.00	\$ 20,000
D-30		HVAC	2,500	SF	\$ 15.00	\$ 37,500
D-40		FIRE PROTECTION	2,500	SF	\$ 10.00	\$ 25,000
D-50		ELECTRICAL	2,500	SF	\$ 12.50	\$ 31,250
E-10		EQUIPMENT		LS		\$ -
E-20		FURNISHINGS	1	LS	\$ 10,000.00	\$ 10,000
F-10		SPECIAL CONSTRUCTION				\$ -
F-20		BUILDING DEMOLITION	1	LS	\$ 10,000.00	\$ 10,000
G-10		BUILDING SITEWORK	1	LS	\$ 12,310.00	\$ 12,310
		Sales Tax				\$ -
						\$ 32,200
						\$ -
						\$ -
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		Architect	1	LS	\$ 40,000.00	\$ 40,000
		engineering	1	LS	\$ 40,000.00	\$ 40,000
						\$ -
						\$ -
Subtotal						\$ 542,760





City of Longview

2020 Community Development Block Grant Project Design

Applicant: Lower Columbia Community Action Council Title: Executive Director Address: 1526 Commerce Avenue Longview, WA 98632 Phone: 360-425-3430 x 200 Fax: 360-414-8974 E-Mail: llonak@lowercolumbiacap.org	Contact Person: Ilona Kerby Title: Ilona Kerby Address: 1526 Commerce Avenue Longview, WA 98632 Phone: 360-425-3430 x 200 Fax: 360-414-8974 E-Mail: llonak@lowercolumbiacap.org
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Non-Profit Status: YES

IRS Tax Identification Number: 91-0814141

Type of Project: Please check one:

About CDBG: <https://www.hudexchange.info/programs/cdbg/cdbg-ta-products/#activity-type>

- ☐ Housing
- ☐ Community Facility
- ☐ Public Facility/Infrastructure
- ☐ Economic Development
- ☐ ~~Prevention or Elimination of Slum & Blight~~
- ☐ ~~Match~~
- ☒ Public Service
- ☐ Planning

PROJECT TITLE: Nutrition Expansion Program

CDBG Funding Requested: \$ 44,110

Problem/Opportunity Description

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

Lower Columbia CAP proposes to extend, through the end of 2020, the food distribution efforts that have been expanded as a result of the economic impacts of the COVID-19 pandemic. The program will

notice of funding, CAP will work with Employers Overload to hire two temporary employees (one full-time and one part-time) to support the increased food delivery and distribution needs. Once the additional employees are hired, CAP will provide orientation and training required to start the program.

5. Please list start and completion date by Month, Day and Year:

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) 06-08-2020

Project Completion Date (mm-dd-yyyy) 12-31-2020

Problem Impact and Severity

6. What is the effect on the community as a whole or upon individuals? Note current and anticipated consequences if the problem continues. Also list the number of low and moderate households affected.

The impact of the coronavirus is affecting every aspect of society and food insecurity for low-income families, especially older adults and children, is no exception. As COVID-19 spread, Washington's Governor instituted a stay-at-home order to help flatten the pandemic curve. As a result, most schools, childcare centers and senior meal sites closed ending a relied upon source of healthy food. Consistent access to nutritious foods is essential, especially for older adults, children and our most vulnerable community members. Studies show food insecurity increases the likelihood of chronic health conditions, such as diabetes, depression, high blood pressure, and heart attacks, especially among older adults. Maintaining food security during this pandemic is critically important. The Centers for Disease Control and Prevention (CDC) reports that 80% of COVID-19 deaths occur in adults 65 and older, who have obesity, diabetes and lung and heart problems.

The Washington State Department of Health & Social Services reports that in 2017 approximately 38% of Longview residents (13,895 persons) received Supplemental Nutrition Assistance Program (SNAP) benefits. The average benefit is only \$1,204 dollars per year, per household or only \$100.33 per month in assistance for people living at or below 130% of the poverty level (\$34,060 for a family of 4).

According to the 2014-2019 Consolidated Plan Needs Assessment there are 9,320 households making 80% or below the Household Area Median Income; and 6,655 households who have a severe cost burden to maintain housing, meaning that 30-50% of their total income is needed to pay for basic housing costs, including rent and utilities. The COVID-19 pandemic has only exacerbated the month-to-month struggles these households face. It has also created unexpected financial crisis for many who are now turning to community services for first time.

Solution

Project Development

9. 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?

CAP is currently working with the City engineer and the PUD engineer to determine the power specifications necessary to support cold storage units that would be staged in our parking lot to provide additional food storage.

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

CAP proposes to solve this problem by temporarily renting two cold storage units. These units will hold the additional food we receive and keep it fresh until it is distributed, eliminating unnecessary waste.

CAP also proposed to hire two temporary employees to support the increased workload that has resulted from the additional food supply. These temporary employees will be critical to efficiently packaging, boxing, delivering and distributing the additional food supply to our regular network of providers as well as weekly deliveries to 7 new food pantries and Longview schools.

11. List all persons who would be involved during the development of this project and describe their project responsibilities. (Include names, titles, phone and e-mail.) (Responsibilities should include grant administration, project manager, developing partnerships, acquisition, overseeing construction, maintaining records, Davis-Bacon compliance, etc.

Specific to the development of this project, management staff is:

Lisa Blaine, HELP Warehouse Manager & Finance Assistant. lisab@lowercolumbiacap.org; (360) 425-3430 x 203. Lisa oversees the operation of HELP Warehouse and is instrumental in management, community outreach and expansion of services.

Ilona Kerby, CAP Executive Director. ilonak@lowercolumbiacap.org; (360) 425-3430 x 200; Ilona has been with CAP since 2005. She oversees all agency programs funded from federal, state and local government, as well as private foundation grants.

Doug Koenig, CAP Finance Director. dougk@lowercolumbiacap.org; (360) 425-3430 x 210; Doug oversees all fiscal aspects of CAP grants – federal, state, and local government, as well as private foundation grants.

It is still unclear how our economy and community will recover from this pandemic and how long it will take, but we know for certain that the most vulnerable members of our community are in the position to fare the worst. And now, more people are newly at risk of experiencing food insecurity alongside those who were experiencing it before the COVID-19 crisis began. This project will ensure an expanded, nutritious food supply is available for those who need it through the end of the year during these uncertain times.

17. What activities would still need to be undertaken after the project is completed in order for the problem to be fully addressed? Quantify where possible.

Anticipating the needs that may still exist at the end of this project is challenging. The depth and breadth of the impacts are still to be seen. As we face the unprecedented impacts of the COVID-19 pandemic CAP will continue to monitor the needs of our community and respond with services and supports to help our most vulnerable citizens thrive and reach their full potential. Based on the increased need for food assistance we have seen during the past 3 months, we believe with the support of the City of Longview CDBG funds and our existing resources we can address the need for nutritional food through the end of 2020.

Households Benefiting

18. Area Benefit: What is the total number of all households that will benefit from this project? (Area-wide benefit must cite low-income 2010 U.S. Census Tract as noted in the HOME/CDBG Consolidated Plan)

CAP's pre-COVID food distribution reached more than 3,500 unduplicated Longview households over the course of a year, comprised of more than 7,900 individuals. This represents approximately 1 in every 5 Longview residents. We are tracking the additional households and individuals served through our expanded efforts, however specific data has not been generated at this time.

19. 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: 2,000/5,300

At or below 50% Median Income: 700/1,650

At or below 80% Median Income: 300/700

Total number Low-Income Served: 3,000/ 7,650

significant reduction in volunteers to assist preparing for and during distribution events and to provide mobile distribution.

23. Complete and attach the separate CDBG Budget Form.

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

24. 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.

Funding sources specific to the temporary food storage and temporary staffing needs of this project:

CDBG \$44,110 (Federal)

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

CDBG: Proposed. If approved, project period would be June 8, 2020 – December 31, 2020

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

Not Applicable

d. Supporting Documentation: List and attach "Uses of Funds" supporting documentation noted under Question #25.

See attached Nutrition Expansion Program Budget

Attachments

25. Required Attachments

X Exhibit A. Project Timeline *(Note: Funding is available in November following project submittal. Please plan accordingly.)*

X 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 A

Project Timeline

[illegible]

SUBMIT THIS FORM WITH THE APPLICATION

CDBG Budget - Nutrition Expansion Program

Project Duration Months: 6						
	Source 1	Source 2	Source 3	Source 4	Source 5	Total
	CDBG	Peace Health	Albertson's Foundation	EFSP-CARES	NWAF	
Commitment Dates	2020	2020	2020	2020	2020	
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 - Additional Food		\$28,000.00	\$10,000.00	\$18,000.00	\$10,000.00	\$66,000.00
Public Services - Food Storage	\$12,000.00					\$12,000.00
Public Services - Staffing	\$32,110.00					\$32,110.00
Planning						
Local Match to State/Fed Grant						
Other, List: Permits/Fees						
Other, List						
Other, Sales Tax						
Contingency						
Total:			\$10,000.00	\$18,000.00	\$10,000.00	\$110,110.00
Date Completed: June 3, 2020	\$44,110.00					

City of Longview 2020 Community Development Block Grant Project Design

Applicant: Community House on Broadway

Contact Person: Frank Morrison

Title: Nora Winters

Title: Executive Director

Address: PO Box 403
Longview, WA 98632

Address: 1105 Broadway
Longview, WA 98632

Phone: 360-425-8679

Phone: 360-355-5660

Fax:

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-_____

Type of Project: Please check one:

About CDBG: <https://www.hudexchange.info/programs/cdbg/cdbg-ta-products/#activity-type>

- ☐ Housing
- ☐ Community Facility
- ☒ **Public Facility/Infrastructure**
- ☐ Economic Development
- ☐ ~~Prevention or Elimination of Slum & Blight~~
- ☐ ~~Match~~
- ☐ Public Service
- ☐ Planning

PROJECT TITLE: Electrical Work at Community House on Broadway

CDBG Funding Requested: \$ 172,000

Problem/Opportunity Description

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

The Community House is in need of electrical upgrades to its shelter. The building was built in 1926 and has required significant upgrades. The electrical work at the shelter needs to be completely replaced as it has had minimal work done in the past. What has been done has been purely repair work.

The funds requested would be used to replace all the electrical work and would also be used to rip out and replace some walls where the wiring is contained. This project is large but necessary.

2. Briefly describe the project noting the problem(s) or opportunity(s) that will be addressed (under 101 words.) Quantify it in terms of cause, extent, location, frequency and duration

CHOB is requesting funds to completely replace the electrical work in its building located on Broadway. During 2019, the Community House served 582 unique individuals. It is absolutely vital that we keep this building safe for those that we serve as well as for our staff, which means any potential dangers should be eliminated if possible. Electrical work is a very important aspect of this. Having old electrical work in the building is not ideal and can lead to safety hazards and disasters such as fires.

It is also important for the electrical work to be reliable. With up to 120 people in the building each night, it is vital that the electricity is stable. Our security lock on the front door has an electric buzz-in system which helps us to be able to make sure we know who is coming in and out. Additionally, we have cameras hooked up to our electricity outside the building as well as inside the building in common areas to ensure that our residents are safe, especially the children. In 2019, 33.6% of our residents reported that they had previously experienced domestic violence. These individuals trust us to keep the building secure, especially if there is danger that an abuser might be seeking them out.

Updating the electrical work in the building would allow us to keep our residents and staff safe and secure. It will also allow us to spend less of our funds on “bandage” electrical repairs and more on services for our homeless residents.

3. List the specific CDBG objective information from the “5 year Strategic Plan” within the 2015-2019 Longview-Kelso Consolidated Plan. (Online with application forms see link in instructions below).

Objective Code and Number: AP-20 Annual Goals and Objectives – 91.420, 91.220 (c) (3) & (e)
Objective Title: Affordable Housing

Objective Proposed Accomplishments & Outcomes: Reduce the numbers and shorten homelessness

Project Readiness

4. Describe what specific steps need to be completed before the project will be ready to proceed. (Projects must be under construction within 12 months of signing your CDBG Contract or funding will be deobligated.)

Community House has sought out estimates and bids for the completion of the roof replacement previously. In order to proceed, Community House would need to reexamine bids and estimates and proceed in choosing a contractor to complete the work. Once this is completed we will be ready to proceed with the project.

5. Please list start and completion date by Month, Day and Year:

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) 7.1.20

Project Completion Date (mm-dd-yyyy) 6.30.21

Problem Impact and Severity

6. What is the effect on the community as a whole or upon individuals? Note current and anticipated consequences if the problem continues. Also list the number of low and moderate households affected.

Our project would serve an estimated 600 unique individuals (an estimated 350 households) each year. The services being offered at this building will include case management/care coordination, nourishing meals, and safe and warm beds among others. The building is located near the 1414 Club, ESS, and CORE Health's Social Support Center, which makes it a perfect centralized location for those in need of services such as Substance Use Disorder/Chemical Dependency, housing support, and employment support.

The building itself needs these electrical upgrades in order to serve those in need in a safe, efficient, and courteous manner. If we are not able to solve this problem, it will hinder our ability to quickly help solve the bigger issues contributing to homelessness in Longview and Kelso.

7. How does this problem create a hardship for residents, a neighborhood, or economic development? How have local or state authorities noted the severity of the problem? Note public health and safety issues.

The severity of the homelessness problem has been noted by our city and is being addressed by calling for proposals for projects that will help reduce the number and duration of homelessness and increase individuals' access to resources. Our specific problem, the need for electrical upgrades, effects the residents seeking resources because it has the potential to reduce our ability to serve them in a warm, clean, and safe environment. Without the upgrades, the building will continue to need expensive “bandage” repairs, diverting funds from other parts of our program. We do not want there to be any barriers to Longview’s homeless and at risk individuals, especially if the barriers can be easily overcome with the right funding.

Past Effort

8. What effort has your organization or other organizations made to resolve the problem?

The Community House has continually worked to repair electrical problems to ensure that the building remains safe. Community House has always been dedicated to making efforts to solve the broader problems of homelessness and risk of homelessness in Cowlitz County for 33 years by providing shelter, food, support, and case management to those in need in this community. We are always seeking ways to

expand these services because we know that homelessness is an extremely complex issue with no simple answers.

Solution

Project Development

9. 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 proposed project does not necessarily lend itself to collaboration in this sense. We have worked with contractors in order to gather estimates of how much the project will cost. Once we have been able to ensure funding for the project, we will hire the appropriate contractor to complete the job.

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

After seeking out contractors and getting bids and estimates, Community House would hire a contractor to complete the repairs to the roof. After the roof is repaired, there would not be any further tasks needed to solve this specific problem.

CHOB would continue to provide shelter and services to the residents at the shelter.

11. List all persons who would be involved during the development of this project and describe their project responsibilities. (Include names, titles, phone and e-mail.) (Responsibilities should include grant administration, project manager, developing partnerships, acquisition, overseeing construction, maintaining records, Davis-Bacon compliance, etc.

Frank Morrison, Executive Director

360.355.5660

frankm@choblv.org

Responsibilities: Grant administration, project manager, developing partnerships, acquisition, and overseeing construction.

Nora Winters, Administrative Support

360.430.6124

noraw@choblv.org

Responsibilities: Grant administration, maintaining records, and general support.

Project Operation

12. 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.

The proposed project does not necessarily lend itself to partnering in this sense. We have worked with contractors in order to gather estimates of how much the project will cost. Once we have been able to ensure full funding for the project, we will hire the appropriate contractor to complete the job. We will continue to work with our partners to provide services to our residents. Some of our partners include

CORE Health for mental health and chemical dependency, Child and Adolescent Clinic and Family Health Center for primary care, the Longview and Kelso school districts, and countless others.

13. 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
360.355.5660

frankm@choblv.org

Responsibilities: Project owner, operations manager, and partnerships in serving clients.

Nora Winters, Administrative Support
360.430.6124

noraw@choblv.org

Responsibilities: Maintaining records/reporting and general support.

Tara Fennel, Director of Care
360.425.8679

estrellitab@choblv.org

Responsibilities: Day to day management and case management.

14. For Community Facilities: Complete and attach the separate 5-year Operations Budget.

15. Facility Fees for Residents: If you are requesting funding for a community facility or a public facility the service and/or admission fees must not preclude low and moderate income residents from using the facility. Please itemize all fees for services to low and moderate income residents as compared to charges for moderate-income residents.

(This will be part of your contract should funds be awarded. You will need to document low-moderate user incomes and fee schedules for 5 years.)

n/a

16. How will this project improve the quality of life for low- and moderate-income persons in relation to the stated needs or problem? OR How will this project improve the neighborhood or area? Note short-term and long-term outcomes.

For those staying at our shelter, quality of life will be greatly improved as the threat of electrical issues would be virtually eliminated. The shelter would be safer and we would be diverting less money from our other programs to the maintenance of the old electrical work, meaning more people could get comprehensive case management, working towards independent living. The neighborhood would see fewer homeless individuals and families in the future as they would be able to get their needs met at the Community House and become stably housed permanently.

17. What activities would still need to be undertaken after the project is completed in order for the problem to be fully addressed? Quantify where possible.

After the electrical upgrades have been made, there would not be any further activities in the immediate future that would still need to be undertaken for this particular project. Community House would continue to provide services and shelter to its residents.

Households Benefiting

18. Area Benefit: What is the total number of all households that will benefit from this project? (Area-wide benefit must cite low-income 2010 U.S. Census Tract as noted in the HOME/CDBG Consolidated Plan)

We estimate a minimum of 350 households in the first year would benefit.

19. 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: 350+

At or below 50% Median Income: 350+

At or below 80% Median Income: 0

Total number Low-Income Served 350+

Budget

20. Explain why CDBG funds are appropriate for your project. If this application is for a program currently receiving CDBG funding, discuss what action you have taken and what other funding sources have been investigated in the last 12 months to reduce your organization's dependence on City of Longview CDBG funds.

This program will provide public services to low and moderate income households. Anyone, including those who have disabilities or special needs, will be able to access services to reduce the likelihood of homelessness or continued homelessness. We believe that this will help to expand their economic opportunities and help connect them with housing/housing services to reduce their cost burden.

In order to limit our dependency on the City of Longview's Document Recording Fee funds, Community House is seeking to diversify its funding sources. Our staff continues to research and write grants to organizations that support the goals of our mission. In 2019 CHOB has written grant applications to several organizations and foundations, including Healthcare Foundation, United Way, and Community Foundation of Southwest Washington.

21. What agency funding will you commit to this project? If none, why not?

CHOB will commit \$17,280 to getting this project done. However, if we are unable to get funding through the City of Longview, we may not be able to get the project completed.

22. If one or more funding sources listed below is not realized, what impact would this have on your project? Explain what changes would be considered to its scope or design, including the

CDBG Project Design
Page 6

number of families served, structure(s) constructed, delays in construction start date, etc. and whether your project would exist without CDBG funding.

It is likely that the electrical upgrades will not be 100% completed if CDBG funding is not granted. We would do as much as we can to complete the projects but it is likely that most of the needed upgrades will not be possible.

23. Complete and attach the separate CDBG Budget Form.

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

24. 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.

\$17,280 – Private, CHOB General Operations – Electrical Upgrades - committed

\$172,800 – Local, City of Longview CDBG – Electrical Upgrades - requested

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

See above

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

d. Supporting Documentation: List and attach “Uses 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 D. Operating Proforma (Rental Housing Projects)**
 - ☐ **Exhibit E. Marketing Plan (Housing Projects)**
 - ☐ **Exhibit F. 5-Year Operations Budget (Community Facilities Only)**
- ☐ **Agency Financial Audit (by e-mail)** *Send in most recent independent audit by email: adamt@mylongview.com*
- ☐ **Detailed Cost Estimates** *Provide Specific costs for project itemized to show project cost analysis*

Exhibit A

Project Timeline

[illegible]

CDBG Budget

Project Duration Months:			
	Source 1	Source 2	Total
	CDBG	CHOB Commitment	
Commitment Dates	2020	2020	
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	\$172,800.00	\$17,280.00	\$190,080.00
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:			\$190,080.00
Date Completed:			

City of Longview

2020 Community Development Block Grant

Project Design

Applicant: City of Longview Parks and Recreation

Contact Person: Lya Trammell

Title: Recreation Specialist

Address: 2920 Douglas Street
Longview, WA 98632

Phone: 360-442-5406

Fax: 360-442-5955

E-Mail: lya.trammell@ci.longview.wa.us

Non-Profit Status: NO ☒ YES ☐ **IRS Tax Identification Number** #91-6001367

Type of Project: Please check one:

About CDBG: <https://www.hudexchange.info/programs/cdbg/cdbg-ta-products/#activity-type>

- ☐ Housing
- ☐ Community Facility
- ☐ Public Facility/Infrastructure
- ☐ Economic Development
- ☐ ~~Prevention or Elimination of Slum & Blight~~
- ☐ ~~Match~~
- ☒ Public Service
- ☐ Planning

PROJECT TITLE: Longview Super Summers

CDBG Funding Requested: \$ \$20,000

Problem/Opportunity Description

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

The City of Longview Parks & Recreation Department is seeking to increase free and low-cost summer programs and activities that are available to low- to moderate-income children and teens in Longview, with a focus on the Highlands neighborhood. Funding will allow us to increase the number of children

CDBG Project Design
Page 1

who can participate in full-day, full-summer day camp activities, to continue to provide our free six week, half-day program at Archie Anderson Park, and to expand our Boulevard Backpacker's program, allowing teens to participate in multiple field trips and activities in nearby wildlife areas.

2. Briefly describe the project noting the problem(s) or opportunity(s) that will be addressed (under 101 words.) Quantify it in terms of cause, extent, location, frequency and duration

The Consolidated Housing Plan Needs Assessment recognizes the community-wide need for affordable childcare services. During summer, families face the loss of seven hours of activities for school-aged children, which poses a significant burden for parents. Children and teens without summer learning and activities are at a much higher risk of obesity, academic regression, and falling victim to negative influences. By expanding our programs to offer a variety of educational and recreational activities, we will be able to offer six to nine weeks of free to low-cost childcare and activities to qualifying low-income families.

3. List the specific CDBG objective information from the "5 year Strategic Plan" within the 2015-2019 Longview-Kelso Consolidated Plan. (Online with application forms see link in instructions below).

Objective Code and Number: SP-70

Objective Title: Anti-Poverty Strategies

Objective Proposed Accomplishments & Outcomes: 3. Promote dynamic neighborhoods and sustainable growth by expanding economic opportunities, development of affordable housing, provision of community and public facilities, expanded recreational opportunities, enhancement of public safety and provision of appropriate public services.

Project Readiness

4. Describe what specific steps need to be completed before the project will be ready to proceed. (Projects must be under construction within 12 months of signing your CDBG Contract or funding will be deobligated.)

The project is ready to proceed. No issues that would delay commencement are anticipated for any of the three agencies.

5. Please list start and completion date by Month, Day and Year:

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) 01-01-2021

Project Completion Date (mm-dd-yyyy) 12-31-2021

Problem Impact and Severity

6. What is the effect on the community as a whole or upon individuals? Note current and anticipated consequences if the problem continues. Also list the number of low and moderate households affected.

According to Child Care Aware of Washington Family Center, the average cost for Before & After School childcare is between \$433-\$601 monthly per child in Cowlitz County. With full day care required during the Summer months for working low- to moderate-income families, the cost of child care is prohibitively expensive. As noted in the 2014-2018 Consolidated Housing Plan Needs Assessment, not working is often more affordable than child care costs for low income families. This leads to chronic unemployment and under-employment of a large portion of young to middle-aged adults with school aged children, exacerbating the cycle of poverty and reliance on public services for basic needs faced by low-income families. Further, as noted by Schools Out Washington and the National Summer Learning Association, studies show that elementary aged students can lose two months of math skills they learned during the school year, and low-income students can lose more than two months of reading skills, without stimulating activities during the summer. This loss of skills can be devastating to children from low-income families, who are already likely to be behind their higher income peers in learning; the American Psychological Association estimates that students from low-SES (socioeconomic status) schools enter high school 3.3 grade levels behind students from higher SES schools. Lack of access to quality summer childcare and activities can directly lead to low- to moderate-income children falling farther behind their peers, and to low- to moderate-income parents who are struggling to make ends meet having to give up work.

The 2015-19 Consolidated Housing Plan recognizes that the Highlands neighborhood has particularly high concentrations of low- to moderate-income families who would be disproportionately negatively affected by this lack of access to affordable child-care and summer learning back-slide. The poverty rate in the Highlands neighborhood is 45% and unemployment is over 20%, with a high concentration of family households with children. The 2018-19 School Improvement Plans from the elementary schools serving these areas also report high concentrations of low- to moderate-income families. At Kessler and St. Helens Elementary schools, which serve students from the Highlands neighborhood, 79.1% and 84% students qualify for free/reduced lunches respectively. At Northlake Elementary, which serves the Broadway neighborhood, 73.6% students qualify for free/reduced lunches. Our scholarship programs in past years overwhelmingly served children from these areas, but due to budget cutbacks, the need exceeds our agency's ability to provide the staffing and variety of activities in locations that would benefit these children and their families the most. By providing additional staff and resources at our two existing full-summer, nine week day camps at Kessler and Northlake Elementary Schools, we can increase the number of reduced costs spots available to low- to moderate-income families who need full time summer childcare from 8 to 12. We will also be able to continue our free half-day Archie Anderson Park Summer Meals and Activities program, which operates in the Highlands neighborhood, and serves between 25-40 children ages K-8 4 days a week, for six weeks. The program provides free lunches and snacks to all youth 18 and under in collaboration with Longview School District Nutrition Services, and provides recreation opportunities while eliminating barriers that often discourage participation by low- to very low-income families. We will be able to expand our Boulevard Backpackers program, which allows Boulevard Teen Center participants to attend field trips to nearby natural areas such as Cape Disappointment, Mt. St. Helens, the Ape Caves, and Ziplining Adventures at very low cost. The number of teen field trip spots will increase from 28 to 40.

7. How does this problem create a hardship for residents, a neighborhood, or economic development? How have local or state authorities noted the severity of the problem? Note public health and safety issues.

As noted above, the proportion of low- to moderate-income families and the unemployment rates in these areas are much higher than in Cowlitz County. The neighborhoods have a higher concentration of children, and serve the elementary schools with the highest percentage of students who qualify for free/reduced lunches in Longview. Children and teens from lower-income families are particularly vulnerable to behavioral and educational challenges; lack of access to educational, quality childcare and activities, particularly over the summer months, can cause already struggling students to fall even farther behind in education than their peers. In neighborhoods already struggling with lower educational attainment than the County average, higher crime rates, and higher unemployment, lack of access to free child care and enriching summer activities further contributes to under-employment of parents, less academic success in students, and a higher likelihood that unsupervised elementary aged children and teens will be at risk of exposure to crime or unhealthy behaviors.

Past Effort

8. What effort has your organization or other organizations made to resolve the problem?

Longview Parks and Recreation strives to improve the health of the community and provide services that connect families and keep children active and healthy. Our caring staff creates positive meaningful relationships that empower children and teens, and leave a lasting impression on them for years to come. We enjoy collaborative relationships with several other organizations who provide diverse summer activity programs in the Kelso/Longview area, and we often seek ways to strengthen our partnerships with outside organizations to maximize the number of youth served and broaden their access to a wide variety of enriching activities while meeting the needs of low- to moderate-income families affordably. In a recent survey of participants in Longview Parks & Recreation's Before and After School Care program, 100% of the parents surveyed responded that the programs allow them to be able to work or to go to school. Our programs are critical to the families we serve.

Our organization provides affordable summer childcare and activity programs that serve hundreds of local children. These programs provide a wide variety of enriching summer activities, such as outdoor day camps, swimming lessons, sports, fitness, nutrition, and education in science, technology, and art. We offer a range of options that meet the diverse needs of low- to moderate-income families, from field trips that would otherwise be unaffordable, to part time free programs, to scholarship opportunities for full summer care. Unfortunately, due to the extreme loss of revenue in 2020 due to Covid-19, we are faced with having to drastically reduce our operation of free and lower-cost options for low- to moderate-income families without additional funding such as this Community Development Block Grant.

Solution

Project Development

9. 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 City of Longview Parks & Recreation Department will continue to work closely with the Longview Public School District and Nutrition Services, who provide activity locations, free meals for participants, and aid in participant placement and family awareness. We will also continue to work with the Highlands Neighborhood Association to increase family awareness, and will continue to consult with the Longview Police Department for crime prevention and safety advice. We also hope to continue partnerships with Lower Columbia School Gardens, LCC, and other businesses, organizations, and agencies with whom we have collaborated with in the past in our delivery of diverse activities and experiences at our summer programs.

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

Longview Parks and Recreation will maintain or expand our existing programs to provide a variety of activities to qualifying low-income Longview residents, reducing the cost burden of summer childcare and activities on working families. Funding will provide staffing and supplies to increase the number of reduced cost full summer registrations available to 12, based on income qualifications of registered participants. Funding will cover all staff and supplies of the free Archie Anderson Program, which will be open to all participants K-8, a large number of whom access the service by walking from the surrounding neighborhood in the Highlands. Funding will also cover staffing, supplies, and transportation for teen field trips offering 40 spots total at very low cost (\$10 or less) to participants. Marketing will be focused on the Highlands and surrounding neighborhoods, with a goal of at least 51% of participants being residents of the Highlands neighborhood, and/or qualified as low- to moderate-income.

TASK 1 PROGRAM DEVELOPMENT

- 1.1 Pre-Programming Meetings
- 1.2 Set Eligibility Levels and Number of Participants
- 1.3 Determine Data Collection Method
- 1.4 Hire and Train Staff
- 1.5 Program Planning/Development

TASK 2 MARKETING

- 2.1 Develop Marketing Materials
- 2.2 Targeted Marketing Effort to Highlands Neighborhood Clubs, Schools, and Organizations
- 2.3 Broad Marketing Via Social Media, Print, and Radio

TASK 3 PROGRAM IMPLEMENTATION

- 3.1 Enroll Participants
- 3.2 Encourage/Facilitate Student Participation
- 3.3 Encourage/Facilitate Family Involvement
- 3.4 Record Participation Levels

TASK 4 REPORTING

- 4.1 Staff Debrief
- 4.2 Compile Participation Rates and Participant Demographics

TASK 5 FUTURE FUNDING

- 5.1 Use Program Demographics to Procure Future Grants/Sponsorships

11. List all persons who would be involved during the development of this project and describe their project responsibilities. (Include names, titles, phone and e-mail.) (Responsibilities should

CDBG Project Design
Page 5

include grant administration, project manager, developing partnerships, acquisition, overseeing construction, maintaining records, Davis-Bacon compliance, etc.

- Lya Trammell – Grant Administrator/Project Manager, 360.442.5406, lya.trammell@ci.longview.wa.us
- Karry Williquette – P&R Archie Anderson Project Organizer, 360.442.5409, karry.williquette@ci.longview.wa.us

Project Operation

12. 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 collaborate with numerous organizations such as Highlands Neighborhood Association, Lower Columbia School Gardens, and Longview School District and Nutritional Services, and others as we have in previous years. These range from seeking advice, sharing information, to contracts for services, and will be developed during Program Planning and Development.

City of Longview Parks & Recreation will serve as the Grant Administrator / Fiscal Agent /Service Provider.

13. 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.)

- Lya Trammell – Grant Administrator/Project Manager, 360.442.5406, lya.trammell@ci.longview.wa.us - Oversees implementation of grant.
- Karry Williquette – P&R Summer Childcare Project Organizer, 360.442.5409, karry.williquette@ci.longview.wa.us – Oversees implementation of P&R program.

14. For Community Facilities: Complete and attach the separate 5-year Operations Budget.
N/A

**15. Facility Fees for Residents: If you are requesting funding for a community facility or a public facility the service and/or admission fees must not preclude low and moderate income residents from using the facility. Please itemize all fees for services to low and moderate income residents as compared to charges for moderate-income residents.
(This will be part of your contract should funds be awarded. You will need to document low-moderate user incomes and fee schedules for 5 years.)**

N/A

16. How will this project improve the quality of life for low- and moderate-income persons in relation to the stated needs or problem? OR How will this project improve the neighborhood or area? Note short-term and long-term outcomes.

The goal of the project is twofold: first, we hope to help families improve their economic position by improving their ability to maintain consistent employment and by reducing the burden of unaffordable summer childcare and activities. Low- and moderate-income parents, who would otherwise be forced to work fewer hours or not at all during summer months to care for school-aged children, will have more opportunity and flexibility to work. This will lessen the financial hardship these families face, and allow parents to develop more consistent employment, leading to higher future employability, and higher potential for advancement in current positions. This will reduce their reliance on public assistance and the free childcare program itself. As the families' economic statuses increase, they will be able to access the same Summer programs at reduced or regular rates, which will sustain the programs themselves and help fund free and reduced cost summer childcare and activities for future families in need. Additionally, low- and moderate-income children and teens who would otherwise not have access to safe, educational, stimulating summer activities will be able to attend field trips, receive summer educational support, and participate in outdoor sports and games, nutritional learning and gardening, and a wide variety of arts, crafts, and social activities with other children from all over Cowlitz County. They will avoid the summer loss of learned skills, and have an opportunity to advance in social and academic skills, physical and nutritional fitness. They will be supervised and engaged, reducing the likelihood of negative outside influences or engagement in criminal or destructive activity.

17. What activities would still need to be undertaken after the project is completed in order for the problem to be fully addressed? Quantify where possible.

While free and reduced cost summer childcare and activities could potentially aid families in achieving more consistent employment or education that will increase their socioeconomic status to the point that they will no longer be reliant on public services; affordable childcare, particularly over the summer months, will always be a problem for some young families. Longview Parks & Recreation will continue to strengthen coordination between our programs to offer the most benefit to the most number of children while seeking to meet needs and offer diverse services that meet a wide range of family needs. We will continue to seek opportunities for collaboration and more efficient use of resources, while also continuing to seek grants and sponsorships to sustain the program in subsequent years.

Households Benefiting

18. Area Benefit: What is the total number of all households that will benefit from this project? (Area-wide benefit must cite low-income 2010 U.S. Census Tract as noted in the HOME/CDBG Consolidated Plan)

The Super Summers program will focus primarily on one of the areas designated in SP-10 Geographic Priorities: the Highlands neighborhood, located in Census Tract 5.02, where the percentage of low/moderate-income residents is 79.74%. There are 752 households with individuals under the age of 18; and approximately 600 low- to moderate-income students aged K-5 who would qualify to benefit from this project. The project would allow 12 unduplicated low- to moderate-income children to attend full summer full day childcare at reduced care based on qualifying income level, 40 unduplicated low-to

moderate-income children to attend half-day activities for 6 weeks at no cost, and teens to access 40 spots across multiple field trips at very low cost, 51% of whom will either be Highlands residents or qualify as low- to moderate- income.

19. 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: 15

At or below 50% Median Income: 30

At or below 80% Median Income: 27

Total number Low-Income Served 72

Budget

20. Explain why CDBG funds are appropriate for your project. If this application is for a program currently receiving CDBG funding, discuss what action you have taken and what other funding sources have been investigated in the last 12 months to reduce your organization's dependence on City of Longview CDBG funds.

In past years, Longview Parks and Recreation used CDBG funds in partnership with YMCA and Youth & Family Link to investigate ways to combine our services to provide the most benefit to the highest number of children. Our most ambitious plan saw all three of our programs combine to provide full day care for 6 weeks at no cost to 50 participants. However, we noticed that this exceeded the needs of many of the participants, resulting in a less efficient use of resources, and in our case, discouraged many of the highest need past participants in our Archie Anderson program from participation. With CDBG 2020 funding, we hope to be able ensure that our Archie Anderson program is fully staffed and welcoming to drop in participants from the neighborhood, to provide lower cost options for our full summer day camp, and to expand much needed services to our Teen Center participants, who have very few options for free or low cost activities in Longview and are most at risk of falling victim to negative influences. We also hope to continue collaboration with a broader range of organizations while simplifying the reporting process to meet the requirements for CDBG funding. The insight and data we have received through our participation in the CDBG program has been vital to our pursuit of additional funding and sponsorships to support the programs, and to our ability to fine-tune our services to best meet the needs of the families we serve.

21. What agency funding will you commit to this project? If none, why not?

Longview Parks & Recreation will commit 90% of staffing, supplies, and transportation costs and 100% of administrative costs for operation of the 2021 full summer day camps, 100% of administrative costs for operation of the Archie Anderson half day camp, and 100% of administrative costs for the Boulevard Backpacker's program.

22. If one or more funding sources listed below is not realized, what impact would this have on your project? Explain what changes would be considered to its scope or design, including the

CDBG Project Design
Page 8

number of families served, structure(s) constructed, delays in construction start date, etc. and whether your project would exist without CDBG funding.

Longview Parks and Recreation depends on grants, sponsorships, and fundraising to be able to provide free and reduced-price summer childcare and activities, which benefitted approximately 70 low- to moderate-income children and teens in 2019. However, Covid-19 resulted in a severe budget shortfall, which will continue to affect our agency through the next 2 year budget cycle, and has drastically reduced our ability to provide reduced cost or free programming. With 2020 CDBG funding, we will be able to ensure those programs can continue, and even expand. Without CDBG funding for Summer 2021, Longview Parks and Recreation will struggle to be able to provide these services at all, or will only be able to do so at a greatly reduced capacity. The data generated through this funding, as well as its availability to prove need and matching capabilities as we pursue other grants and sponsorship resources, has increased our ability to obtain other sources of funding in the past, and will be enormously beneficial as we try to keep these programs afloat and seek new sources of funding as most business and organizations will also be faced with budget shortfalls. CDBG funding will be vital as we adjust our programs to maximize the benefit to the children and teens we serve, which will have the highest impact on low- to moderate-income families who otherwise do not have access to summer enrichment activities that increase parents' ability to work, and decrease negative effects of unsupervised summer time on students.

23. Complete and attach the separate CDBG Budget Form.

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

24. 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.

Source 1 – Community Development Block Grant 2020 - \$20,000.00

Staffing - \$15,600.00
Transportation - \$2,400.00
Supplies/Materials - \$2,000

Source 2 – Longview Parks and Recreation - \$75,680.00

Project Management - \$17,000.00
Staffing - \$55,080.00
Transportation - \$900.00
Supplies/Materials - \$2,700.00

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

Source 1 – proposed, June 2020

Source 2 – committed, June 2020

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

d. **Supporting Documentation:** List and attach **“Uses 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 D. Operating Proforma (Rental Housing Projects)**
- ☐ **Exhibit E. Marketing Plan (Housing Projects)**
- ☐ **Exhibit F. 5-Year Operations Budget (Community Facilities Only)**
- ☐ **Agency Financial Audit (by e-mail)** *Send in most recent independent audit by email: adamt@mylongview.com*
- ☐ **Detailed Cost Estimates** *Provide Specific costs for project itemized to show project cost analysis*

Exhibit A

Project Timeline

Detail Tasks for Project	Start Date Month Day Year	Completion Date Month Day Year
PHASE 1: PROGRAM DEVELOPMENT		
1.1: Pre-Programming Meetings – Bimonthly	1/1/2021	4/1/2021
1.2: Set Eligibility Levels and Number of Participants	4/1/2021	4/15/2021
1.3: Determine Data Collection Method	4/1/2021	4/15/2021
1.4: Hire and Train Staff	5/1/2021	6/15/20201
1.5: Program Planning/Development	5/1/2021	6/30/2021
PHASE 2: MARKETING		
2.1: Develop Marketing Materials	4/1/2021	6/15/2021
2.2: Targeted Marketing Effort to Highlands Schools, Clubs, and Organizations	5/15/2021	7/9/2021
2.3: Broad Marketing Via Social Media, Print, and Radio	6/1/2021	7/9/2021
PHASE 3: PROGRAM IMPLEMENTATION		
3.1: Enroll Participants	4/15/2021	7/15/2021
3.2: Encourage/Facilitate Student Participation	6/1/2021	8/24/2021
3.3: Encourage/Facilitate Family Involvement	6/1/2021	8/24/2021
3.4: Record Participation Levels	6/18/2021	8/24/2021
PHASE 4: REPORTING		
4.1: Staff Debrief	8/24/2021	8/29/2021
4.2: Compile Participation Rates and Participant Demographics	8/24/2021	9/15/2021
PHASE 5: FUTURE PLANNING		
5.1: Use Program Demographics to Procure Future Grants/Sponsorships	7/15/2021	12/31/2021

Exhibit B

Project Budget and Funding Sources (Please use Excel Template provided by Longview/Kelso.)

<https://mylongview.box.com/v/CDBG-HOME-DOCFees>

CDBG Budget - Longview Super Summers

Project Duration Months: 12				
Source 1		Source 2		Total
	CDBG	Longview Parks & Rec		
Commitment Dates	2020	2020		
Summer Kids				
Project Management		\$10,000.00		\$10,000.00
(Project Manager, Consultant Fees, Subrecipient Fees)				
Staffing	\$6,100.00	\$55,080.00		\$61,180.00
Transportation/Fees	\$100.00	\$900.00		\$1,000.00
Supplies/Materials	\$300.00	\$2,700.00		\$3,000.00
Archie				
Project Management		\$5,000.00		\$5,000.00
Staffing	\$8,200.00			\$8,200.00
Transportation/Fees	\$700.00			\$700.00
Supplies/Materials	\$1,500.00			\$1,500.00
Boulevard Backpackers				
Project Management		\$2,000.00		\$2,000.00
Staffing	\$1,300.00			\$1,300.00
Transportation/Fees	\$1,600.00			\$1,600.00
Supplies/Materials	\$200.00			\$200.00
Total:	\$20,000.00	\$75,680.00		\$95,680.00
Date Completed:				

Exhibit C

Project Documentation to support your project. (Provide in order listed. Staff may limit the number of documents to the most important for Council to base its decision.)

- **Sources of Funds**
 1. Include commitment letters with all terms and conditions for all mortgages, loans, grants, subordination agreements, private fundraising, bridge (interim) loans and investment tax credits (historical low-income, if applicable);
 2. Provide a formal Certification letter signed by the Agency Director or Owner listing the amounts and type of all governmental assistance (Federal, State, and Local) which will be used in this project.
 3. 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).
- **Uses of Funds**
 1. Earnest money agreement, option or closing statement for land and/or building(s);
 2. Construction cost estimate
 3. Construction contract or preliminary (bids)
 4. Agreements governing the various reserves which are capitalized at closing (to verify that the reserves cannot be withdrawn later as fees or distributions.)
 5. Appraisal (to substantiate the value of the land and the value of the property after rehabilitation or the structure being built)
 6. If low-income tax credits are utilized, provide documentation on the syndication costs (legal, accounting, tax opinion, etc.) from the organization/individuals who will syndicate and sell the offering to ensure that the project can support the fees necessary to syndicate/fund the project. All assumptions should be verified in the supporting documentation.
- Documentation for Narrative Statements
- Maps
- Private fundraising commitments
- Letters from local, state, or federal agencies directing the repair or creation of a specific project
- Loan Policies
- Documentation of project cost estimates
- Partnering Agency documentation letter
- Low/moderate income documentation for benefit
- Engineering Report
- Surveys and Reports
- Letters attesting to the subject problem
- Letters of Support
- Current News Articles

Exhibit D

Operating Proforma (Rental Projects) – Excel form, attached to package

N/A

Exhibit E

Marketing Plan

Longview Parks & Recreation wants to ensure low- to moderate-income families in need in our community have equal opportunities to access affordable summer childcare and activities.

Our agency will promote the Longview Super Summers program on the following timeline:

Jan-Mar 2021:

Reach out to schools in target areas

Plan timing of programs, facility use, connect with families who would benefit from program

Mar-July 2021:

Targeted marketing of program

- Flyers to families at schools in target areas
- Flyers and registration at family carnivals and fairs
- Flyers and registration at community outreach fairs
- Advertising in agency brochures, social media, websites, etc

Exhibit F

5-Year Operations Budget (For Community Facilities only)

N/A

Instructions & Application Process

Designing Projects

The City of Longview appreciates your interest and participation in the CDBG Program. Please follow these guidelines and requirements when proposing projects:

1. READ the 2015-2019 Consolidated Plan to develop annual projects. The Plan can be accessed on the City of Longview Website at www.mylongview.com under the Community Development Department *CDBG Program* scrolling down to “Important Links.”
2. Use the 5-year Objectives, Accomplishments and Outcomes to develop projects. Meet the proposed accomplishments and outcomes.
- 6 3. It is strongly urged that your project be discussed in detail with CDBG staff prior to design and submittal. Application completeness will be reviewed after submittal for possible additions/corrections.
4. Projects using other funding sources must show documentation through funding commitment letters. No CDBG funding will be released without full project funding in place.
5. Projects which will not be substantially underway to drawdown funds by **July 2021 may be deobligated by December 2021.**
6. Agencies or individuals not completing projects within 18 months may have remaining CDBG funding deobligated. Projects which cannot show a verified CDBG accomplishment based upon their Project Design at the end of 2 years must return all CDBG money spent to the City of Longview. Planning and Public Service projects must be completed within 1 year (by July 31st of the next year.)
7. If contractors are to be hired, an affirmative effort must be made to market to Minority and Women Owned Businesses / Providers.
8. All paid labor must adhere to CDBG Davis/Bacon federal wage rules or meet state prevailing wage guidelines.
9. If rental property is involved with 5 or more units, a “HUD Affirmative Marketing Plan” must accompany your request, showing how you will be able to compete for market share.
10. 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 such public regulations.

Application Process

- ☐ Please email **1 copy** of the Project Design Form, Project Timeline, Budget and Additional Attachments by **June 3, 2020** to: adam.trimble@ci.longview.wa.us
- ☐ You may be asked to present your proposal to the Longview City Council on **Thursday, June 11, 2020 at 7:00 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 Community Development Block Grant

Project Design

Applicant: City of Longview Parks and Recreation

Contact Person: Lya Trammell

Title: Recreation Specialist

Address: 2920 Douglas Street
Longview, WA 98632

Phone: 360-442-5406

Fax: 360-442-5955

E-Mail: lya.trammell@ci.longview.wa.us

Non-Profit Status: NO X YES _____ **IRS Tax Identification Number** #91-6001367

Type of Project: Please check one:

About CDBG: <https://www.hudexchange.info/programs/cdbg/cdbg-ta-products/#activity-type>

- ☐ Housing
- ☐ Community Facility
- ☒ Public Facility/Infrastructure
- ☐ Economic Development
- ☐ ~~Prevention or Elimination of Slum & Blight~~
- ☐ ~~Match~~
- ☐ Public Service
- ☐ Planning

PROJECT TITLE: Cloney Park Playground Replacement

CDBG Funding Requested: \$ 55,000

Problem/Opportunity Description

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

The City of Longview adopted a Playground Removal and Replacement plan within the Parks and Recreation Comprehensive Plan in 2016. Cloney Park playground is the oldest playground currently still in service and is next in line for replacement with new equipment. The playground is an integral part of

CDBG Project Design
Page 1

this community park and is a heavily used playground in our community by the residents in adjacent neighborhoods and visitors to the neighborhood. CDBG funds would be used for a much needed upgrade to the park by installing an accessible destination playground.

2. Briefly describe the project noting the problem(s) or opportunity(s) that will be addressed (under 101 words.) Quantify it in terms of cause, extent, location, frequency and duration

On average a playground has a lifespan between 20 - 25 years. During those years, playgrounds withstand the Pacific Northwest weather, wear and tear from every day play, and unfortunately vandalism. The Cloney Park playground sees heavy use as it is near Lake Sacajawea, is in a very visible location near two major thoroughfares in Longview, and is adjacent to Longview's only skate park and the BMX track. Replacement of the playground will allow for children of all ages and abilities and families to benefit physically and socially, build self-confidence, and increase the sense community.

3. List the specific CDBG objective information from the "5 year Strategic Plan" within the 2015-2019 Longview-Kelso Consolidated Plan. (Online with application forms see link in instructions below).

Objective Code and Number: SP-70 Anti-Poverty Strategy | 91.415, 91.215

Objective Title: Promote dynamic neighborhoods and sustainable growth by expanding economic opportunities, development of affordable housing, provision of community and public facilities, expanded recreational opportunities, enhancement of public safety and provision of appropriate public services.

Objective Proposed Accomplishments & Outcomes: The City of Longview will target infrastructure improvements to stimulate reinvestment in neighborhoods. This will include the provision of public services, public facilities, transportation, and public safety. Public services are essential in moving lower-income households, particularly those with special needs, along the continuum towards economic independence. These activities, combined with homeownership programs and housing rehabilitation activities provide a comprehensive approach to community revitalization.

Project Readiness

4. Describe what specific steps need to be completed before the project will be ready to proceed. (Projects must be under construction within 12 months of signing your CDBG Contract or funding will be deobligated.)

The Parks and Recreation Department would like to keep the current location of the playground and install new equipment. No delays are expected which would keep us from proceeding upon notification that our project is approved. Once the project has been approved, we will begin requesting proposals from qualified planning firms, reach out for community engagement, and begin the planning and installation process.

5. Please list start and completion date by Month, Day and Year:

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.

CDBG Project Design
Page 2

Project Start Date (mm-dd-yyyy) 06/15/2020

Project Completion Date (mm-dd-yyyy) 12/31/2021

Problem Impact and Severity

6. What is the effect on the community as a whole or upon individuals? Note current and anticipated consequences if the problem continues. Also list the number of low and moderate households affected.

Playgrounds are essential, vital, and necessary to communities not only for physical fitness but for emotional impact as unstructured play reduces stress, boosts self-confidence and self-esteem, opens doors to imagination, increases sense of security and complete freedom, and allows for socialization. Playgrounds and parks are one of the few places open to children and families that are not limited by income and those from all walks of life can meet, play, learn from one another, and aid in personal growth.

Cloney Park is located on the edge of the Highlands and Olympic West neighborhoods, and is the closest park to many of the families living in these areas. The population in the Highlands neighborhood is 4,903, 30% of whom are under 18, and 33% of the children in this area is below the poverty line, more than double the rate in Cowlitz County, and 74% of residents have a yearly household income under \$50,000. The number of children under the poverty line in Olympic West neighborhood is 30%, 22% of a total population of 3,735 are under the age of 18, and 68% of the residents have a yearly income of \$50,000 or less. Additionally, the park is part of a complex housing Longview's only skate park and the BMX track, both of which are free recreational activities, which attract a high number of residents from all over the adjacent neighborhoods and beyond.

7. How does this problem create a hardship for residents, a neighborhood, or economic development? How have local or state authorities noted the severity of the problem? Note public health and safety issues.

Included in the Longview City Council's Strategic Initiatives is to preserve and enhance neighborhoods and address quality of place issues. The Parks Department budget allows \$45,000 for playground repair and replacement each year; this is significantly less than is needed to cover the cost of replacement of one basic playground. The current playground at Cloney Park is the oldest in place and shows significant wear and tear. Replacement parts for basic maintenance are no longer available due to its age. If no playground is installed many play elements over time will be required to be removed, which would greatly reduce the area in which children can play. By allowing the department to replace the playground at the current location, the park can be utilized to its fullest potential for all ages and ability. If the department is forced to reduce the size of the playground, this positive outlet for recreation will not be realized, and we may well miss the opportunity to improve the quality of life for many of the citizens in this area of Longview.

When a park shows a presence of care and offers amenities that allow for varying use and time, negative park activities can be deferred. The installation of a new playground will allow the park to continue to serve families with small children, and discourage vandalism and misuse of the playground. The

CDBG Project Design
Page 3

increase of traffic and positive use that a new playground creates is a natural deterrent to negative park activities.

The public health issue addressed by installing a new playground will be to create recreation opportunities that deal with the growing obesity problem in children and adults, creating a sense of community, showing a presence of care, and increase quality of place. Cowlitz County continues to rank poorly in health rankings throughout the entire state and the Parks and Recreation Department's mission is to create a healthy community. The City's programs and parks promote and provide for healthy lifestyles, which includes adding more opportunity for physical activity. Good quality facilities that are accessible to all are a necessity for this to be realized. It is proven when citizens have access to safe and welcoming parkland close to their home they have more active and healthy lifestyles. We cannot expect citizens to become more active if we do not participate in giving them facilities that provide these opportunities. Parks are a tangible reflection of the quality of life in a community. They provide identity for citizens and neighborhoods and are a major factor in the perception of quality of life in a given community.

Past Effort

8. What effort has your organization or other organizations made to resolve the problem?

Many organizations utilize the park for activities that encourage positive use and awareness of the area. The City of Longview, with support from volunteers and the Longview Parks and Recreation Foundation, recently built up and resurfaced the BMX track located in Cloney Park complex. We partnered with Proper Cycle Werks and local BMX enthusiasts to promote the improvements and have seen a steady increase in use of the track since the improvements were made.

The installation of a new playground will allow the continued momentum and use of the park and facilities to be fully realized and bring energy and pride back into the park. The first start would be to install the new playground equipment and enhance the surrounding areas. It is proven that positive use of parks deters negative uses, having a positive presence detracts from the negative. Increasing the positive opportunities, such as playground replacement, will increase the use of the park for the right reasons and drive out the wrong.

Solution

Project Development

9. 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 Parks and Recreation Department partners with local youth sports organizations, businesses, and the surrounding neighbors to encourage positive use of the park and to make improvements and enhancements to the park. These groups lack the capital improvement funds to complete a major renovation of the park. The community partners will utilize the playground during their activities as well as the community as a whole.

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

TASK 1 PROJECT INITIATION

- 1.1 Public Involvement for Playground Equipment
- 1.2 Picking a playground manufacturer
- 1.3 Design Layout
- 1.4 Order and Receive Equipment

TASK 2 SITE PREPARATION

- 2.1 Set Up Safety Zone
- 2.2 Playground Removal and Salvage
- 2.3 Landscape Work to Connect Play Areas
- 2.4 Dirt Fill and Leveling

TASK 3 PROJECT CONSTRUCTION

- 3.1 Dry Build
- 3.2 Concrete Anchors
- 3.3 Concrete Barrier
- 3.4 Playground Installation
- 3.5 Safety Elements - Play Chips, Protective Mats, Signs

11. List all persons who would be involved during the development of this project and describe their project responsibilities. (Include names, titles, phone and e-mail.) (Responsibilities should include grant administration, project manager, developing partnerships, acquisition, overseeing construction, maintaining records, Davis-Bacon compliance, etc.

Grant Administration:

Lya Trammell, Rec Specialist – Parks & Recreation, 360.442.5406, lya.trammell@mylongview.com

Project Manager, Davis-Bacon Compliance:

Jennifer Wills, Director Parks & Recreation, 360.442.5405, Jennifer.wills@mylongview.com

Maintaining Records:

Melissa Harbor, Administrative Assistant, 360.442.5403, Melissa.harbour@mylongview.com

Planning Process, Overseeing Construction:

Curt Nedved, Parks Manager, 360.442.5422, curt.nedved@mylongview.com

Parks and Recreation Advisory Board:

Rayleen Aguirre, 360.957.5023, aguirre98626@hotmail.com

Michelle Rabideau, 360.442.9984, mrabideau@hotmail.com

Spencer Boudreau, 360.751.3982, spencerboudreau1234@gmail.com

Jenny Oskey, 360.270.7701 jennyhotkeys@gmail.com

Antonio DaSilva, 360.957.5430, antonioserrandservice@gmail.com

Project Operation

12. 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.

There will be a contract with a play manufacturer who is awarded the contract through the RFP process or solicited through the state contract with a cooperative purchasing agreement. We will then reach out to the many community partners and individuals will play a role in the planning process for the playground and installation of the playground. Once the project is complete it will be installed for all those to enjoy with no other future role needed beyond maintenance and upkeep.

13. 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.)

Day to Day Management:

Jennifer Wills, Director of Parks and Recreation, 360.442.5405, jennifer.wills@mylongview.com

Curt Nedved, Parks Manager, 360.442.5422, curt.nedved@mylongview.com

Facility Partners:

None

14. For Community Facilities: Complete and attach the separate 5-year Operations Budget.

The Park Operations budget is in the City of Longview general fund budget within the Parks and Recreation Department. Park maintenance and operations are grouped together and allocated based on need and priority with no specific amount designated for Cloney Park.

15. Facility Fees for Residents: If you are requesting funding for a community facility or a public facility the service and/or admission fees must not preclude low and moderate income residents from using the facility. Please itemize all fees for services to low and moderate income residents as compared to charges for moderate-income residents.

(This will be part of your contract should funds be awarded. You will need to document low-moderate user incomes and fee schedules for 5 years.)

There is no cost to use the public park, playgrounds, basketball courts, picnic areas, or open fields.

16. How will this project improve the quality of life for low- and moderate-income persons in relation to the stated needs or problem? OR How will this project improve the neighborhood or area? Note short-term and long-term outcomes.

The Highlands and Olympic West neighborhoods have limited physical activity, recreation, and play opportunities within walking distance. While the areas are also served by Archie Anderson Park and Kellogg Park, Cloney Park is particularly important as the closest park within walking distance to over half of both of these target service areas. Many residents do not have the resources to travel outside of

the neighborhood in order to take advantage of other opportunities. Additionally, the park complex attracts many residents from adjacent neighborhoods as it houses Longview's only skatepark and BMX track. As one of the few free areas that supports these recreational activities, many families travel with older children and teens who use the skate park and BMX track, while younger family members can enjoy the playground equipment. It is our goal to provide a safe park with amenities and programs to deter negative youth behavior such as substance abuse, alcohol use, tobacco use, violence, and crime in the high concentration of youth living in the immediate area of the park.

In the short term this project will begin the process of turning the problem around by upgrading and replacing a deteriorating playground with new equipment that will be inviting to citizens of all ages. Upgrading, improving, assuring accessibility, and adding park amenities will also encourage community members to become more active, which will hopefully lead to an improved quality of life for these citizens. A more active and healthier community will result.

17. What activities would still need to be undertaken after the project is completed in order for the problem to be fully addressed? Quantify where possible.

The first step would be to implement new playground equipment as Cloney Park is due for removal and replacement of equipment and the project would be complete. To fully address issues within the park system, the next step will be to seek additional funding for park facility improvements, enhancements, and community events that bring more attention to the resources available at this location.

Households Benefiting

18. Area Benefit: What is the total number of all households that will benefit from this project? (Area-wide benefit must cite low-income 2010 U.S. Census Tract as noted in the HOME/CDBG Consolidated Plan)

19. 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: 732

At or below 50% Median Income: 915

At or below 80% Median Income: 969

Total number Low-Income Served 2,616

Budget

20. Explain why CDBG funds are appropriate for your project. If this application is for a program currently receiving CDBG funding, discuss what action you have taken and what other funding sources have been investigated in the last 12 months to reduce your organization's dependence on City of Longview CDBG funds.

Cloney Park is located in Olympic East neighborhood, which is a qualifying low/moderate income area. Additionally, Cloney Park is the nearest park location to many residents of the Highland and Olympic West Neighborhoods, which are in qualifying areas and are identified in the city strategic CDBG plan as target areas in the city for funds. The need for park improvements is identified in the Park and Recreation Comprehensive Plan. Cloney Park is city owned and neighborhood supported with citizen and non-profit organization involvement at a facility that is free of charge to the public.

The City and all partners have explored funds from a variety of sources including federal grants, nonprofit foundation support, local service club involvement, business support, and volunteerism. All these possibilities continue to be investigated for park elements, but due to the scope and cost of this project, additional funding from CDBG is requested to be able implement.

21. What agency funding will you commit to this project? If none, why not?

The City of Longview will contribute \$45,000 in labor for the project. Labor and oversight by our certified playground safety inspector and staff include ground preparation, salvage of play equipment, dry build of elements, and playground installment. Park and Recreation staff will administer the grant, coordinate the project, and continue to maintain general public use of the park. There will be additional in-kind services and contributions by Parks and Recreation Staff for this project. The youth non-profit sports groups and area residents plan to be involved in the project.

22. If one or more funding sources listed below is not realized, what impact would this have on your project? Explain what changes would be considered to its scope or design, including the number of families served, structure(s) constructed, delays in construction start date, etc. and whether your project would exist without CDBG funding.

If funding isn't realized, the project would need to be postponed and without funding we need to move forward on a much smaller scale unless other sources could be secured. Our ability to replace the playground at Cloney Park, which has a larger play footprint, will not be fully realized without CDBG funds. A reduced footprint and a decrease in play elements would diminish the area in which children and families could play. Neighborhood partners, businesses, and Longview Parks and Recreation are willing and wanting to invest time and investigate grants, sponsors, and donations for updates to the park and will continue to do so.

23. Complete and attach the separate CDBG Budget Form.

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

24. 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: City of Longview Parks replacement funds, \$45,000
Federal: CDBG Fund \$55,000

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

The City of Longview Parks General Fund Budget was adopted into the 2019-2020 biennium budget and are secured for the project.

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

d. Supporting Documentation: List and attach “Uses 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 D. Operating Proforma (Rental Housing Projects)**
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- ☐ **Detailed Cost Estimates** *Provide Specific costs for project itemized to show project cost analysis*

Exhibit A

Project Timeline

[illegible]

Exhibit B

Project Budget and Funding Sources (Please use Excel Template provided by Longview/Kelso.)

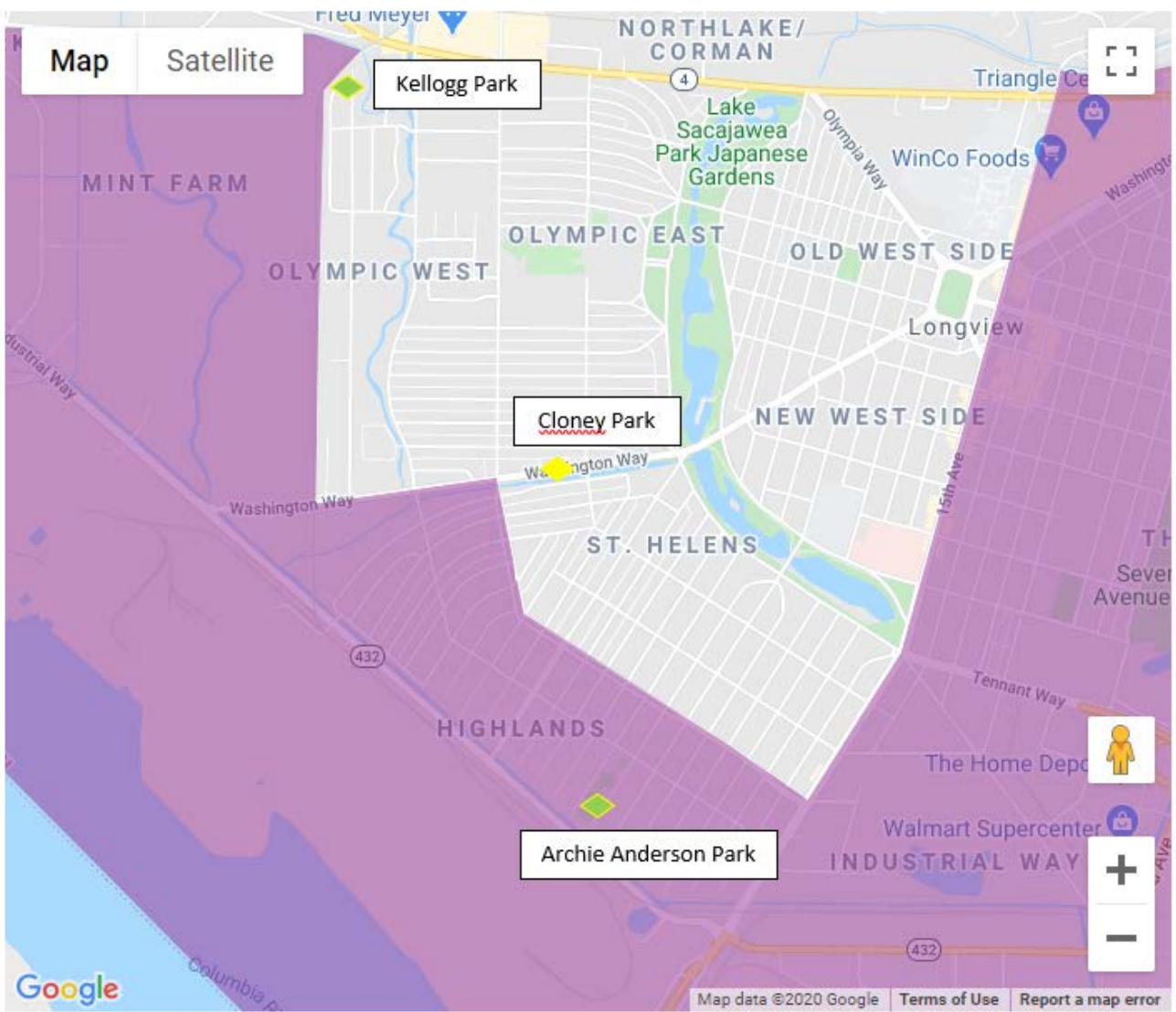
<https://mylongview.box.com/v/CDBG-HOME-DOCFees>

Overview Attached
Below: Projected Budget Breakdown

Project Step	CDBG Funds	General Fund
Equipment Rental		\$1,600
Playground Purchase	\$55,000	\$14,200
Dirt Removal/Construction/Level/Prep		\$6,500
Playground Salvage		\$500
Demolition of Playground		\$3,500
Design Layout		\$700
Receiver Holes		\$1,500
Dry Build		\$5,500
Concrete Anchors		\$3,000
Concrete Border		\$1,500
Playchips		\$6,500
	Total CDBG \$55,000	Total Labor \$45,000
	Total Project Cost: \$100,000	

Exhibit C

Project Documentation to support your project. (Provide in order listed. Staff may limit the number of documents to the most important for Council to base its decision.)



Source: https://www.huduser.gov/portal/sadda/sadda_qct.html The 2020 Qualified Census Tracts (QCTs)

Exhibit E

Marketing Plan

A marketing plan shall be prepared to show how the project will be marketed publicly to Longview and/or Kelso residents through the public media, professional realtor or/and real estate marketing staff for at least 90 days or until the unit(s) are fully sold/rented. The advertising methods used to reach buyers/renters, both paid and free, and direct promotion through local organizations, stakeholders and social media can be used. The message to buyers should note that the value/sales or rental price is competitive and the home's features fit the target buyer or renter. The agency must follow its marketing plan and provide documentation of its public marketing effort prior to selecting its recipient(s.)

Instructions & Application Process

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1. READ the 2015-2019 Consolidated Plan to develop annual projects. The Plan can be accessed on the City of Longview Website at www.mylongview.com under the Community Development Department *CDBG Program* scrolling down to “Important Links.”
2. Use the 5-year Objectives, Accomplishments and Outcomes to develop projects. Meet the proposed accomplishments and outcomes.
- 6 3. It is strongly urged that your project be discussed in detail with CDBG staff prior to design and submittal. Application completeness will be reviewed after submittal for possible additions/corrections.
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5. Projects which will not be substantially underway to drawdown funds by **July 2021 may be deobligated by December 2021.**
6. Agencies or individuals not completing projects within 18 months may have remaining CDBG funding deobligated. Projects which cannot show a verified CDBG accomplishment based upon their Project Design at the end of 2 years must return all CDBG money spent to the City of Longview. Planning and Public Service projects must be completed within 1 year (by July 31st of the next year.)
7. If contractors are to be hired, an affirmative effort must be made to market to Minority and Women Owned Businesses / Providers.
8. All paid labor must adhere to CDBG Davis/Bacon federal wage rules or meet state prevailing wage guidelines.
9. If rental property is involved with 5 or more units, a “HUD Affirmative Marketing Plan” must accompany your request, showing how you will be able to compete for market share.
10. 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 such public regulations.

Application Process

- ☐ Please email **1 copy** of the Project Design Form, Project Timeline, Budget and Additional Attachments by **June 3, 2020** to: adam.trimble@ci.longview.wa.us
- ☐ You may be asked to present your proposal to the Longview City Council on **Thursday, June 11, 2020 at 7:00 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 Community Development Block Grant

Project Design

Applicant: Community House on Broadway

Contact Person: Frank Morrison

Title: Nora Winters

Title: Executive Director

Address: PO Box 403
Longview, WA 98632

Address: 1105 Broadway
Longview, WA 98632

Phone: 360-425-8679

Phone: 360-355-5660

Fax:

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:

About CDBG: <https://www.hudexchange.info/programs/cdbg/cdbg-ta-products/#activity-type>

- ☐ Housing
- ☐ Community Facility
- ☐ Public Facility/Infrastructure
- ☐ Economic Development
- ☐ ~~Prevention or Elimination of Slum & Blight~~
- ☐ ~~Match~~
- ☒ Public Service
- ☐ Planning

PROJECT TITLE: TBRA Administration

CDBG Funding Requested: \$ 10,900

Problem/Opportunity Description

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

The Community House on Broadway (CHOB) has requested funds for our TBRA program which was established in 2017. This project helps transition families out of the shelter into sustainable housing. The proper facilitation of the TBRA program requires a high level of administrative resources. We would like to request funds, as we did last year, to cover the costs of the administration of the TBRA funds.

CDBG Project Design
Page 1

Community House has teamed up with CORE Health to ensure that families and individuals that have met sustainability requirements are awarded TBRA funds when they are ready. We will have required them to have a steady income, be engaged in behavioral health services, and to be clean and sober. They will be required to maintain these conditions while they are receiving TBRA assistance. Now more than ever, the Community House is uniquely equipped to address the individual barriers each resident faces. CORE Health has added Substance Use Disorder treatment, Supportive Housing, and Supported Employment to its services which all CHOB residents are referred to and encouraged to participate in.

2. Briefly describe the project noting the problem(s) or opportunity(s) that will be addressed (under 101 words.) Quantify it in terms of cause, extent, location, frequency and duration

Affordable housing is a massive need in this community. TBRA funds alone will not be a sustainable platform for the participants of this program to remain in housing. To facilitate this program and properly manage the funds that come with it, a compact and efficient level of administration is needed. We would like to continue the administration of these funds as we did last year and hope to secure HOME funds to do so.

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.

3. List the specific CDBG objective information from the “5 year Strategic Plan” within the 2015-2019 Longview-Kelso Consolidated Plan. (Online with application forms see link in instructions below).

Objective Code and Number: AP-20 Annual Goals and Objectives – 91.420, 91.220 (c) (3) (e)
Objective Title: Affordable Housing

Objective Proposed Accomplishments & Outcomes: Reduce the numbers and shorten homelessness

Project Readiness

4. Describe what specific steps need to be completed before the project will be ready to proceed.
(Projects must be under construction within 12 months of signing your CDBG Contract or funding will be deobligated.)

Because we have already begun this project, there are virtually no steps required in order for the project to be ready to proceed.

5. Please list start and completion date by Month, Day and Year:

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) 11.01.20

Project Completion Date (mm-dd-yyyy) 10.31.21

Problem Impact and Severity

6. What is the effect on the community as a whole or upon individuals? Note current and anticipated consequences if the problem continues. Also list the number of low and moderate households affected.

The homeless population that CHOB serves comes from extremely low income brackets with multiple barriers to housing. These major barriers typically include issues such as mental health instability, poor rental history, evictions, poor credit, and criminal history. Cost burden is a common problem among low income renters. This leads to eviction as renters typically spend greater than 50% of their income on housing/housing related costs. CHOB data indicates that in 2019, 13% homeless individuals and families that entered the shelter lost their housing due to eviction. Additionally, 20% of the total residents attributed a family crisis to their becoming homeless.

If the housing cost burden issue is not addressed, there will be more and more homeless individuals in our county and fewer opportunities for recovery towards stable housing.

7. How does this problem create a hardship for residents, a neighborhood, or economic development? How have local or state authorities noted the severity of the problem? Note public health and safety issues.

This problem causes residents in our community to become homeless and remain homeless, which has caused such a large homelessness problem that the parks were filled with homeless camps for much of last year. The local government had to make a decision and ultimately set aside an area where the homeless were allowed to camp. But we know that this doesn't really solve the problem. We intend to do everything within our power to help solve the problem and meet the needs of our homeless residents in order that they may become housed and remain housed.

The 2015-2019 Consolidated Plan explains the need for the homeless to have access to safe and affordable housing.

Past Effort

8. What effort has your organization or other organizations made to resolve the problem?

Our organization has a 33-year history of offering shelter to the community's homeless residents. Over time this has evolved to include comprehensive case management, including supported housing and employment, partnerships with behavioral health service providers, and even parent allies for those who

CDBG Project Design
Page 3

are working through the court system to be reunited with their children. Additionally, we have run our TBRA program since 2017.

Solution

Project Development

9. 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?

CHOB has worked with local property management companies, such as Sharp Properties and independent owners, as well as other social service agencies to try and collaborate and tend to the needs of our clients.

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

By continuing to work with property owners and advocating for the tenants, we believe that our residents will be more successful at finding affordable housing than if they were to attempt to transition on their own. Our TBRA administrator would continue to do the work that was started this past year, including searching out viable housing options, partnering with upstanding landlords and property owners, advising clients on how to be a good tenant, and advocating for our clients among many other things. Additionally, our program has allowed clients to build support networks which they can rely on well after they transition out of Community House.

11. List all persons who would be involved during the development of this project and describe their project responsibilities. (Include names, titles, phone and e-mail.) (Responsibilities should include grant administration, project manager, developing partnerships, acquisition, overseeing construction, maintaining records, Davis-Bacon compliance, etc.

-Frank Morrison, Executive Director, 360-355-5660, frankm@choblv.org

Responsibilities: Grant administration, project manager

-Tara Fennel, Director of Care/Housing Specialist, 360-425-8679, taraf@choblv.org

Responsibilities: Developing partnerships, maintaining records, administration of TBRA funds

-Nora Winters, Administrative Support, 360-430-6124, noraw@choblv.org

Responsibilities: Maintaining records

Project Operation

12. 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.

For this specific part of the project we would not partner with other agencies. These funds would be for the administrative expenses and associated costs.

We would partner with many agencies, such as CORE Health and local property owners, for the portion of the project involving TBRA rental assistance funds.

13. 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, 360-355-5660, frankm@choblv.org

Responsibilities: Project owner, operations manager

-Tara Fennel, Director of Care/Housing Specialist, 360-425-8679, taraf@choblv.org

Responsibilities: Case management, day-to-day management, partnerships in serving clients/renters -

Nora Winters, Administrative Support, 360-430-6124, noraw@choblv.org

Responsibilities: Maintaining records and reporting

-Trish Johnston, Social Support Center Site Director/Peer Support Lead, CORE Health. 360-562-6322.

TrishJ@choblv.org Responsibilities: Case Management, Peer support lead, partnerships in serving renters

14. For Community Facilities: Complete and attach the separate 5-year Operations Budget.

15. Facility Fees for Residents: If you are requesting funding for a community facility or a public facility the service and/or admission fees must not preclude low and moderate income residents from using the facility. Please itemize all fees for services to low and moderate income residents as compared to charges for moderate-income residents.

(This will be part of your contract should funds be awarded. You will need to document low-moderate user incomes and fee schedules for 5 years.)

n/a

16. How will this project improve the quality of life for low- and moderate-income persons in relation to the stated needs or problem? OR How will this project improve the neighborhood or area? Note short-term and long-term outcomes.

The short term goals of this project is to meet the housing needs of at least fourteen (14) Community House on Broadway households that need tenant based rental assistance. This will alleviate the recipient's housing crisis and give them an advantaged opportunity to maintain self-sufficiency. Community House serves around 125 family households and 225 individual households on an annual basis.

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.

17. What activities would still need to be undertaken after the project is completed in order for the problem to be fully addressed? Quantify where possible.

There will likely be a continued need for some types of supportive services to the households selected for this program. Programs including but are not limited to: ongoing case management, mental health treatment, substance abuse recovery services, continued education, and life skill enhancement. It will be the goal of the case manager to ensure that the client is connected to these services and the necessary social support structures are developed while they benefit from the assistance. CHOB does foresee a need for this continued assistance if family homelessness remains a problem in Cowlitz County.

Households Benefiting

18. Area Benefit: What is the total number of all households that will benefit from this project? (Area-wide benefit must cite low-income 2010 U.S. Census Tract as noted in the HOME/CDBG Consolidated Plan)

14 or more

19. 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: 14

At or below 50% Median Income: 14

At or below 80% Median Income: 0

Total number Low-Income Served 14

Budget

20. Explain why CDBG funds are appropriate for your project. If this application is for a program currently receiving CDBG funding, discuss what action you have taken and what other funding sources have been investigated in the last 12 months to reduce your organization's dependence on City of Longview CDBG funds.

CDBG funds are appropriate for Tenant Based Rental Assistance Projects such as this. No other funding source serves this project.

Community House received CDBG funds last year for this project, which has proven to be successful. We believe that continued funding through CDBG will allow us to continue serving families and individuals who are homeless. We will continue to investigate various avenues and funding sources to assist clients in getting housing support.

21. What agency funding will you commit to this project? If none, why not?

\$2725

Community House on Broadway will commit to funds for case management services for the fourteen (14) households that receive the assistance. This funding will come directly from the Community House general operating fund.

22. If one or more funding sources listed below is not realized, what impact would this have on your project? Explain what changes would be considered to its scope or design, including the number of families served, structure(s) constructed, delays in construction start date, etc. and whether your project would exist without CDBG funding.

If CDBG dollars are not provided, this project will be severely limited. Far less of our clients will be able to get the support they need in order to be eligible to receive TBRA funds.

23. Complete and attach the separate CDBG Budget Form.

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

24. 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.

City of Longview - \$23,000 - Local - Proposed

Communiy House general operating funds - \$5,750 - Private – Committed

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

See above

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

d. Supporting Documentation: List and attach “Uses 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.)

CDBG Project Design
Page 7

- ☐ **Exhibit C. Project Documentation**
- ☐ **Exhibit D. Operating Proforma (Rental Housing Projects)**
- ☐ **Exhibit E. Marketing Plan (Housing Projects)**
 - ☐ **Exhibit F. 5-Year Operations Budget (Community Facilities Only)**
- ☐ **Agency Financial Audit (by e-mail)** *Send in most recent independent audit by email:*
adamt@mylongview.com
- ☐ **Detailed Cost Estimates** *Provide Specific costs for project itemized to show project cost analysis*

Exhibit A

Project Timeline

[illegible]

CDBG Budget

Project Duration Months:			
	Source 1	Source 2	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	\$10,900.00	\$2,725.00	\$13,625.00
Planning			
Local Match to State/Fed Grant			
Other, List: Permits/Fees			
Other, List			
Other, Sales Tax			
Contingency			
Total:			\$13,625.00
Date Completed:			



City of Longview

Agenda Summary

2020 DOCUMENT RECORDING FEE ALLOCATIONS

RECOMMENDED ACTION

1) HOLD PUBLIC HEARING ON THE PROPOSALS

2) MOTION TO ALLOCATE FUNDS AS FOLLOWS:

COMMUNITY HOUSE ON BROADWAY: \$25,000

EMERGENCY SUPPORT SHELTER, \$15,544

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Council Initiative: Strengthen economic conditions and create new opportunities.

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

2020 Document Recording Fee project summaries

Funding Available: \$40,544 Funding Requested: \$48,000

- Continued Operation Funding for Community House on Broadway: \$30,000– Maintenance and Operational support for transitional homeless shelter. Community House on Broadway
- Domestic Violence Shelter Program: \$18,000 – Provide shelter and advocacy services to victims of domestic violence, sexual abuse and other crimes. This project supports operating costs for the shelter. Emergency Support Shelter

RECOMMENDED ACTION:

1) Hold Public Hearing on the proposals

2) Motion to allocate funds as follows:

Community House on Broadway: \$25,000

Emergency Support Shelter, \$15,544

STAFF CONTACT:

Adam Trimble, Interim Planning Manager

Attachments:

1. 2020 DocFee CHOB application
2. 2020 DocFee ESS application

Applicant: Community House on Broadway **Contact Person:** Frank Morrison
Title: Director **Title:** Executive

Address: 1105 Broadway **Address:** PO Box 403
Longview, WA 98632 Longview, WA 98632

Phone: 360.425.8679 **Phone:** 360.355.5660
Fax: **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

Project Title: Emergency Shelter Utilities Costs

Document Recording Fee Requested: \$ 30,000

Project Description

1. Give a *brief* summary of your project:

Community House is requesting funds to help cover the costs of utilities at our emergency shelter. In 2019, the Community House served 582 unique individuals. Families stayed an average of 88 days while individuals (those staying at the shelter alone/without other family members) stayed an average of 59 days. Community House is the only emergency shelter of its kind in Cowlitz County. Our mission is to provide temporary shelter, food, clothing, and comprehensive professional case management to those that seeking to recover from homelessness. Residents at CHOB are kept accountable to a clean and sober lifestyle. They are required to follow the house rules, keep curfew, and comply with their case management action plan. This project will supply much needed funds to continue to support our operation in 2020-2021.

The Community House serves around 600 unique individuals each year. We have also increase our capacity this year which also bumps up the total amount of unique individuals we will serve in 2020. On any given night, there may be between 175 and 185 residents using water, electricity, and other utilities. Our population includes domestic violence victims, veterans, senior citizens, and families. Many of these individuals suffer from substance abuse and addiction and almost all have mental health disorders. 61 of the 96 families we served were led by single mothers. 33.6% of our residents in 2019 reported that they had previously experienced domestic violence. Community House serves a highly vulnerable homeless population in this community.

2. Describe the project noting the problem(s) or opportunity(s) that will be addressed.

Family homelessness and poverty continue to be problems in Cowlitz County and the Community House is in a position to serve those who are seeking to recover from homelessness.

With so many people under one roof, utility costs are very high. In 2019, our water bill alone was over \$27,000. Our total utilities costs for the year was more than \$54,000, or around \$4,500 per month. We would like to request assistance in paying for our utilities costs so that we can serve our residents

efficiently in a safe and clean environment that is conducive to progress. Historically, funds from Document Recording Fees have been tremendously helpful for Community House.

Problem Impact and Severity

3. How will this project improve housing for low-income residents or provide housing for the homeless?

The Community House has the unparalleled opportunity to assist hundreds of individuals and families as they overcome the barriers that prevent them from becoming stably housed and self-sufficient. In 2019, the average family at CHOB stayed for 88 days. Comparably, the average single adult stayed for 59 days. During this time, they are provided food, shelter, and comprehensive case management to fully meet their needs.

Community House on Broadway has increased its capacity from 95 beds to over 120 beds. The facility was built around 1924. While we do our best to maintain it and make it as energy efficient as possible, the building still accumulates tremendous utility bills each month. The funds from the document recording fees would allow us to use other resources to make building improvements and maintain the building. If funding from the City of Longview Document Recording Fees were not available, such projects would not take place and the facility would continue to deteriorate. Thus, the board of directors and staff are optimistic that with continued operational support from the City of Longview, other funds can be budgeted for future projects.

4. How does this housing project create a better living environment for residents? Have local, county, or state authorities noted the severity of the problem? Note building, public health or/and safety issues.

By providing Community House on Broadway (CHOB) with operational support, each resident will have their basic needs met such as electricity, a warm facility, hot water, clean clothes, food, and shelter. This makes it possible for Community House case managers to address the homeless recovery aspect of each individual or family's situation. With basic needs met, our residents will be able to continue on their journey to stability in an environment that is conducive to growth and wellness. The life skills and training that our residents acquire in our program will go with them after they exit Community House, reducing the likelihood that they will become homeless again in the future.

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

The short term outcomes from this project will be the continued operation of Community House and all the services that it provides to the local homeless population. This includes: food, clothing, hygiene products, shelter, and 24/7 on-site staffing along with professional case management.



The long term results from this project will be a reduction in homeless recidivism, a decrease in the length of stay in the shelter, and a shrinking homeless population in Cowlitz County.

6. 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 (CHOB) holds a unique position within Cowlitz County as it serves both singles and families, males and females. CHOB houses between 110-125 residents per night. In 2019, about 63% of residents, adults and children, were receiving behavioral health services through CORE Health and another 12.5% were receiving behavioral health services elsewhere. CHOB does require sobriety for those living at the shelter and does collaborate with local chemical dependency provider as well as provide Substance Use Disorder treatment in-house.

At Community House, individuals and families are not excluded from services as long as they pass police clearance and are not registered sex offenders. In this sense, Community House works with the many faces and causes of homelessness and does not discriminate its services.

Emergency Support Shelter – Shelter for victims of domestic violence; house 30-40 individuals and families

Solution

Project Development

7. How do you propose to structure the project? Please be specific, itemizing the various tasks you will undertake.

This project will provide on-going operational support for the Community House on Broadway's (CHOB) homeless recovery program in 2020-2021. These funds will give us the assistance to help fund our general operating costs such as utilities, insurance, repairs and maintenance. The staff of Community House is made up of 26 full-time and 2 part-time that work around the clock for 365 days per year. Funding from local document recording fees for operational support will allow Community House to budget other funds to retain its staff. This will make the facility secure and safe for the hundreds of individuals and families that reside annually. Moreover, the corner of 11th and Broadway will continue to be a secure and stabilizing influence in the Longview community.

8. Describe how housing applicants will be selected to participate? How will disabled applicants be able to participate? What public outreach will you do for this project to obtain participants?

The services of Community House on Broadway (CHOB) are offered to the homeless on a first come first serve basis. Community House does not discriminate its services to anyone as long as the person pass police clearance for warrants, and are not registered sex offenders. Concerning public outreach, Community House has a 33-year history and is well known as the largest homeless provider in the area.



9. How will your organization benefit from this project?

Community House on Broadway will remain operational as an emergency shelter and will continue to serve the local homeless population in Cowlitz County.

Project Operation

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

Community House on Broadway is not partnering directly with any other organization or business for the specific purpose of funding general operating expenses. An application to the United Way to supplement funds for our case management service in 2020 has been submitted and some funding was approved.

Community House's partner agency CORE Health does provide mental health outpatient services to Medicaid clients and makes an effort to meet the needs of the Community House residents who engage in services.

11. What activities would still need to be undertaken after the project is completed in order for the problem to be fully addressed? Quantify where possible.

Because Community House is already operational, after this project is completed we would need to continue to operate and serve our residents. The continual support of Community House on Broadway allows for hundreds of individuals and families experiencing homelessness an opportunity to overcome their barriers to housing and self-sufficiency. Homelessness is complex and various solutions need to be utilized to address the problem in full. Community House serves three tiers of homelessness. The first tier is the homeless whose main barrier is housing. Often the family loses housing due to an unforeseen emergency. This could include a medical bill, job loss, eviction, house fire, gambling problem, etc. Those that fall in this tier are those that need rehousing. Many times rental assistance or low income housing is the solution. The second tier of the homeless population have a lack of employment skills and/or education. This group typically remains homeless longer while they access programs that address job training and education. The third tier is the homeless that have the above mentioned barriers and also suffer from addiction or mental and physical health issues. This group needs to have increased access to these support services even after their homelessness has ended.

As an organization, Community House's mission is to serve all of the various needs that the homeless may have while we seek to assist the household to become self-sufficient.

Project Readiness

12. Please list your project timeline below by Month and Year:



Complete a detailed Project Timeline of tasks and dates for meeting project goals found at the end of this application.

Project Start After July 1st (mm-yyyy) 7.1.20

Applicant Move In/Project Completion (mm-yyyy) 6.30.21

13. Describe what specific steps need to be completed before the project will be ready to proceed?
Operations at the Community House are ongoing. No specific steps are needed to proceed.

Households Benefiting

14. What is the number of low-income households that will benefit from this project?
Use current year HUD Income Limits.

At or below 30% of Median Income: 380+

At or below 50% of Median Income: 380+

TOTAL Number of Households: 380+

Budget

15. Explain why Document Recording Fee funds are appropriate for your project. If this application is for a program currently receiving Document Recording Fee funding, discuss what action you have taken and what other funding sources have been investigated in the last 12 months to reduce your organization's dependence on City of Longview Document Recording Fee funds.

Community House has received document recording fees for many years and is in need of continued funding in 2020-2021. Our organization counted a total of 582 (406 adults, 225 children) unduplicated residents in 2019. Therefore, with more residents using our facilities, additional laundry, showers, restroom usage, and other utility costs will be needed.

In order to limit our dependency on the City of Longview's Document Recording Fee funds, Community House is seeking to diversify its funding sources. Our staff continues to research and write grants to organizations that support the goals of our mission. In 2019 CHOB has written grant

applications to several organizations and foundations, including Healthcare Foundation, United Way, and Community Foundation of Southwest Washington.

16. What agency funding will you commit to this project? If none, why not?

The agency will use all of its available monetary resources to keep the shelter operational.

17. Will this project require future funding? If yes, explain why the amount of funding is needed, and why.

This project will likely require future funding as long as homelessness persists in Cowlitz County. It is important to note that Community House serves primarily residents from Cowlitz/Wahkiakum counties. Secondly, the project will require funding as long as donations from individuals, churches, and businesses do not supplement the full operational budget.

18. Complete and attach the separate DRF Budget Form.

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

19. Sources and Uses Fund Statement / Budget Form Narrative

**What other federal, state or private matching funds will be used with this project?
Are these funds proposed or committed? Please explain source(s), other related details and amounts.**

For utilities in particular, community donations are our source of funding. Our goal for our current campaign is \$200,000 raised through donations from individuals, businesses, and churches.

Grant & Project Administration

20. Who will be responsible for developing and administering your Document Recording Fee project? List other staff members who will be involved and their roles.

Frank Morrison will be responsible for administering the project; he is the current Executive Director. Nora Winters (Administrative Support) will be responsible for submitting monthly invoices and documenting monthly utilities costs for the Community House.

Attachments



21. Required Attachments

- ☐ **Project Timeline** (*on following page.*)
- ☐ **Project Budget** (*Note: Show all funding sources and note if they are committed or not committed. List date when commitment will be confirmed*)
- ☐ **Agency Financial Audit by e-mail** (*Most current independent audit.*)
- ☐ **Project Documentation** (*See below.*)

Project Documentation: Optional to support your project.

- Letters attesting to the subject problem
- Letters of support
- Current news articles
- Letters from local, state, or federal agencies directing the repair or creation of a specific housing project
- Loan policies, regulations, or restrictions that apply
- Documentation of project cost estimates
- Private fundraising commitments
- Maps, architectural renderings and elevations, floor plans
- Engineering, soils, or environmental reports
- Surveys and other professional reports



Project Timeline

[illegible]

Application Process

Project Proposals are usually due June 3, 2020.

- ☐ Please email **1 copy** of the Project Design Form, Budget, Project Timeline and Additional Attachments by **June 3, 2020** to: adam.trimble@ci.longview.wa.us

Public Presentation of your Project Design Proposal

Longview Projects:

You may be asked to present your proposal to the Longview City Council, Longview City Hall in a Public Hearing on the **Thursday, June 11, 2020**

Public Review of all projects is available at least one week prior to the public hearings.

Questions?? Technical Assistance??

Contact Adam Trimble 360.442.5092

FAX: 360.442.5953.

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

Check our website at: <http://www.mylongview.com/CDBG>

Permissible uses of these funds at the local level is limited to:

- Acquisition, construction, or rehabilitation of housing developments or individual units;
- Operation and maintenance costs of housing built with housing trust funds that requires a supplement to the rental income to cover ongoing operating expenses;
- Rental assistance vouchers for housing units administered by a public housing authority operating an existing rental assistance voucher program; and,
- Operating costs for emergency shelters and licensed overnight youth shelters.



City of Longview - Document Recording Fee Program

PROJECT BUDGET AND FUNDING SOURCES

	Document Recording Fee	Source 2	Source 3	Source 4	Source 5	Total Cost	How costs determined (bid, est.)
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	
Technical Assistance						\$0.00	
Loan Fees						\$0.00	
Tenant Rental Assistance						\$0.00	
Affirmative Marketing						\$0.00	
Project Management						\$0.00	
Developer Fees						\$0.00	
Other: Utilities Aid	30,000					\$30,000.00	
Other:						\$0.00	
Subtotal	30,000.00	0.00	0.00	0.00	0.00	\$30,000.00	
Doc. Rec. Fee TOTAL	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00	

Date:

Sponsor:

Project Address:

Document Recording Fee Project Design Proposal - 2020

Applicant: Emergency Support Shelter **Contact Person:** Sarah Hancock
Title: Executive Director **Title:** Executive Director
Address: 1330 11th Avenue **Address:** Longview
WA 98632
Phone: 360-353-5777 ext. 15 **Phone:** same
Fax: 360-425-3970 **Fax:** same
E-mail: sarahh@cascadenetworks.net **E-mail:** same

Non-Profit Status: NO Yes X **IRS Tax Identification Number** 91-1074716

Project Title: Domestic Violence Shelter Program

Document Recording Fee Requested: \$ 18,000

Project Description

1. Give a *brief* summary of your project:

Emergency Support Shelter is a local non-profit agency that provides advocacy services to victims of domestic violence, sexual assault and other crimes. We operate an emergency shelter with 56 beds and 4 cribs for women and children who are fleeing domestic violence or sexual assault/abuse in their homes. The shelter features 16 private rooms. Individuals and families are able to stay in our shelter up to 60 days while receiving comprehensive case management to assist in safety planning, needs assessment and goal setting for post shelter stay. During the current COVID-19 pandemic we have also been sheltering in hotels in order to maintain proper social distancing and sanitization in our facility while maintaining our same sheltering capacity. This has increased our costs significantly.

Last year, ESS provided over 10,000 nights of shelter to women and children. We also provided advocacy services to over 1,000 unduplicated victims of domestic violence, over 350 unduplicated victims of sexual assault and over 350 unduplicated victims of other crimes.

2. Describe the project noting the problem(s) or opportunity(s) that will be addressed.

Domestic violence continues to be a problem in our community. It is also a leading cause for homelessness, particularly for women and their children. The Point in Time Count conducted for Cowlitz County shows domestic violence as a leading cause for homelessness in our county.

Arrest rates for domestic violence crimes for the City of Longview continue to occur at a rate higher than the State average. In addition, according to the Washington Association of Sheriffs and Police

Chiefs, UCR Division, Cowlitz County experiences a rate of 7.8 per 1000 arrest rates for domestic violence crimes compared to a rate of 5.7 for the state.

Problem Impact and Severity

3. How will this project improve housing for low-income residents or provide housing for the homeless?

This project is intended to provide emergency shelter for homeless women and children who have become homeless due to domestic violence. It is specifically tailored to address both the immediate safety needs of those in our shelter as well as planning for housing upon their shelter stay ending. Each person is assigned a case manager during their stay to assist with:

- Safety planning immediate safety needs
- Assisting each participant to assess what resources they have available to them
- Assist in determining what the participant's goals are post shelter
- Assist participant in identifying what options they have according to their resources, including referrals to potentially increase their resources (i.e. public assistance, employment, family help, rental assistance, etc.)
- Assist participant in identifying the steps needed to obtain their goal (i.e. rent an apartment:
 1. Search for apartments within cost range participant can pay
 2. Assist participant in applying for housing and if needed paying the application fee
 3. Support, encourage and follow up with client as they apply
 4. Assist client with items and assistance needed when they transition into their housing

4. How does this housing project create a better living environment for residents? Have local, county, or state authorities noted the severity of the problem? Note building, public health or/and safety issues.

An emergency shelter for domestic violence victims and their children provides immediate safety from abusive and violent situations. Shelter in itself is a temporary and immediate escape from violence that serves to allow a short window of 60 days to assess and plan for permanent safety for each person who stays at the shelter. Due to the COVID-19 pandemic, we are also using hotels as a sheltering option in order to maintain social distancing within our facility yet still shelter at the same capacity.

Emergency shelter for victims of domestic violence is noted as a short, mid and long-term priority in the Cowlitz County's 10 Year Plan to End Homelessness. The severity and potential lethality for victims of domestic violence are well studied and noted as seen in the statistics reported in question 2.

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

Short-term outcomes for our services and programs include safety, shelter and support for women and children who are in current danger from domestic violence. The availability of our services offers victims support, safety and time to allow the opportunity to create a safety plan for a future free from violence. We also offer other supportive services such as support groups, individual advocacy based

Document Recording Fee Program – City of Longview

2

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



counseling, and assistance with housing and other resources. Long-term outcomes of our program include increased awareness and education to promote social change and decrease or break the cycle of domestic violence.

6. 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.

We are the only domestic violence shelter in Cowlitz County. The Cowlitz Indian Tribe offers domestic violence advocacy services to victims who identify as Native American but does not have a shelter at this time. I am not aware of the amounts nor the funding streams for their services.

Solution

Project Development

7. How do you propose to structure the project? Please be specific, itemizing the various tasks you will undertake.

We are requesting funding for on-going operational support of our emergency shelter services for victims of domestic violence and sexual assault. We have experienced a consistent increase over the in the demand for our services and shelter and the current economic conditions have impacted the funding available to provide these crucial services. Also, COVID-19 safety precautions have led to increased costs in sheltering as we are reducing the number of households in our facility and using hotel rooms to maintain the same sheltering capacity.

8. Describe how housing applicants will be selected to participate? How will disabled applicants be able to participate? What public outreach will you do for this project to obtain participants?

Our clients are recent victims of domestic violence or sexual assault (within the past two weeks). Our services are free and accessible to all individuals regardless of income or disability. Our advocates are actively involved in community events and meetings to increase awareness of our services and programs. We publicize our services and support groups through community outreach, flyers and on social media.

9. How will your organization benefit from this project?

Our organization will benefit from this project by having the funding necessary to meet the increased demand for services and the decrease in funding that has been sustained during the past fiscal year. Support from the City of Longview with Document Recording Fee funds will allow us to continue to meet those needs.

Project Operation

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

We collaborate with numerous agencies in the community. The success of our clients so often depends on the resources and programs offered at other local social service agencies. We also have strong partnerships with local law enforcement agencies who are crucial in providing referrals and often times transportation of clients to our shelter. We value our relationships with partner agencies and believe that collaboration leads to more effective services and programs for everyone involved. We will not have specific additional collaborations specifically related to this funding request.

11. What activities would still need to be undertaken after the project is completed in order for the problem to be fully addressed? Quantify where possible.

We will continue to meet the increased needs of the clients that we serve. Our long-term goal is to identify ways in which we can continue to meet potential increases as our facility consistently remains at full capacity. We realize that at some point in the near future a priority will be to seek funding to expand the capacity of our current facility or identifying ways in which our services can adapt to provide the best services possible. We have a Planning Committee at the board level working on identify possibilities to meet the growing needs in the future. A key element to ending domestic violence ultimately involves stopping people from abusing others. Although our program funding implicitly prohibits us working with domestic violence perpetrators, we continue to pursue efforts to partner with domestic violence perpetrator treatment providers to bring a Domestic Violence Impact Panel to our area as well as increase efforts to educate those who may choose to engage in abusive behaviors so that they are aware of resources and help available to them.

Project Readiness

**12. Please list your project timeline below by Month and Year:
Complete a detailed Project Timeline of tasks and dates for meeting project goals found at the end of this application.**

Project Start After July 1st current and ongoing

Applicant Move In/Project Completion current and ongoing

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

Our project is current and on-going. We are requesting funding to assist us with operating costs for our emergency shelter that are eligible under Document Recording Fee funds.



Households Benefiting

**14. What is the number of low-income households that will benefit from this project?
Use current year HUD Income Limits.**

At or below 30% of Median Income: 130

At or below 50% of Median Income: 145

TOTAL Number of Households: 145

Budget

15. Explain why Document Recording Fee funds are appropriate for your project. If this application is for a program currently receiving Document Recording Fee funding, discuss what action you have taken and what other funding sources have been investigated in the last 12 months to reduce your organization's dependence on City of Longview Document Recording Fee funds.

As our shelter is an on-going program to provide emergency shelter and advocacy services to victims of domestic violence and operating expenses for shelter is an eligible category for Document Recording Fee funds. We are the only shelter in Cowlitz County specifically for victims of domestic violence and we offer a full range of supportive, case management services to program participants. We are continually seeking additional funding sources that would allow us to decrease our dependence on City of Longview Document Recording Fee funds. Unfortunately, in this difficult economic climate, funds are exceptionally difficult to obtain and the cost of providing services has increased due to COVID-19 safety precautions. Document Recording Fee funds are critical to us at this time. In the last 12 months we have applied for funding from:

DSHS Domestic Violence Shelter Grant - \$365,000

Consolidated Homeless Grant - \$87,560

Emergency Shelter and Food Program- \$6,000

Other Grants and Fundraising - \$295,000

16. What agency funding will you commit to this project? If none, why not?

Our agency will commit fundraising dollars to this project. We anticipate raising over \$55,000 in our fundraising efforts that can be used to fund services in our domestic violence, sexual assault and crime victim programs, including our domestic violence shelter.

17. Will this project require future funding? If yes, explain why the amount of funding is needed, and why.

We hope to eventually not require continued funding for our shelter from document recording fees as the economy strengthens and other funding sources stabilize. In this current COVID-19 economy, it is a struggle to balance our budget without a request for operating costs from Longview Document recording fee funds.



18. Complete and attach the separate DRF Budget Form.

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

See attached

19. Sources and Uses Fund Statement / Budget Form Narrative

What other federal, state or private matching funds will be used with this project?

Are these funds proposed or committed? Please explain source(s), other related details and amounts.

DSHS Domestic Violence Shelter Grant - \$365,000 - committed
Consolidated Homeless Grant - \$87,560 – committed at \$100,000
Emergency Shelter and Food Program- \$6,000 - committed
Other Grants and Fundraising - \$295,000 – pending

Grant & Project Administration

20. Who will be responsible for developing and administering your Document Recording Fee project? List other staff members who will be involved and their roles.

Emergency Support Shelter executive director, Sarah Hancock, will be responsible for administering our Document Recording Fee project. Misty Jewell will be the Financial Manager for the project and Jill Mathews is the Shelter Manager.

Attachments

21. Required Attachments

- X Project Timeline** *(on following page.)*
- X Project Budget** *(Note: Show all funding sources and note if they are committed or not committed. List date when commitment will be confirmed)*
- X Agency Financial Audit by e-mail** *(Most current independent audit.)*
- N/A Project Documentation**



Project Timeline

[illegible]

City of Longview - Document Recording Fee Program
PROJECT BUDGET AND FUNDING SOURCES

	Document Recording Fee	DSHS	County	Other Grants/Fundr aising	ESHP	Total Cost
Commitment Date	2019					
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
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
Affirmative Marketing						\$0.00
Project Management						\$0.00
Developer Fees						\$0.00
Shelter Operating (	18,000	365,000	100,000	295,000	6,000	\$784,000.00
Other:						\$0.00
Subtotal	18,000.00	365,000.00	100,000.00	295,000.00	6,000.00	\$784,000.00
Rec. Fee TOTAL	\$18,000.00	\$365,000.00	\$100,000.00	\$295,000.00	\$11,000.00	\$784,000.00
Date: 5/27/19						
Sponsor: Emergency Support Shelter Project Address: 1330 11th Avenue, Longview, WA 986						



City of Longview

Agenda Summary

RECOMMENDATION FOR COMMISSIONED ARTWORK AND LOCATION

RECOMMENDED ACTION

MOTION TO APPROVE THE RECOMMENDATION FROM THE LIBRARY BOARD AND THE VISUAL ARTS COMMISSION TO ACCEPT THE ARTWORK PROPOSAL AND LOCATION OF THE LISA SELKER MEMORIAL SCULPTURE.

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Council Initiative: Address Quality of Place

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

The City was approached by Ted Selker in 2019 to install a memorial artwork piece on the library grounds. There was an original memorial art piece located on the Lower Columbia College property that stood from 1973 - 1991 before being removed. Mr. Selker requested the opportunity to create a call for artists competition to commission a piece of art to install and donated to the City on behalf of his moth Lisa Selker.

Mr. Selker has found an artist, approved a design to his liking, and brought it forth to both the Library Board and the Visual Arts Commission for recommendation to Council. Both boards have approved the concept of the artwork as well as the location on the library grounds for future installment.

Once the sculpture is installed, it will be dedicated and donated to the City of Longview through an Acceptance of Art and Transfer of Ownership Agreement.

RECOMMENDED ACTION:

Motion to approve the recommendation from the Library Board and the Visual Arts Commission to accept the the artwork proposal and location of the Lisa Selker Memorial sculpture.

STAFF CONTACT:

Jennifer Wills, Parks and Recreation Director

Chris Skaugset, Library Director

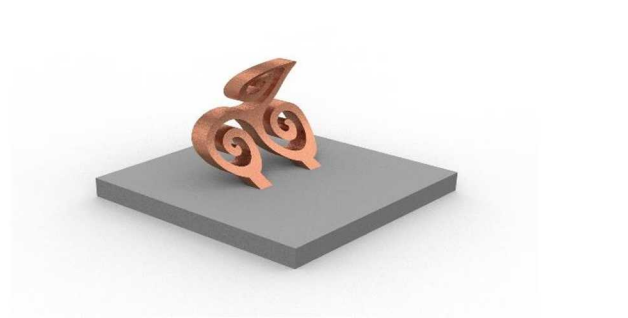
Attachments:

1. Ted Selker Memorial Proposal (3)
2. Memorial Proposal Summer 2020 (1)
3. rodmanlisamemorialplacement

For my design, it is supposed to emphasize the curve of the project because it is supposed to bring in the idea of nurturing and inclusiveness since it is almost curving in to comfort the people, like a mother's hands for instance. A mother is nurturing when she comes in with her hands to hold you when you are a child, or when she lends a hand to help you or someone else. The design itself was created to be 12x15 platform and 12 feet high starting from the bottom of the cement slab to the top of the memorial piece.



For the materials needed to create this project, I will need around \$7,000-\$8,000 for the whole project. With this project, I will need to help hire help for this project so I am able to get the sheet metal to bend perfectly the way I will want it to. So that would be around \$2400 for the sheet metal and for the labor of creating the bends that the sheet metal needs. On top of that, I will need to rent tools which will round out to about \$1200 in total for the tools since I will have my own from my home. Going to the extra parts for this design, I will need to pour cement which will end up being around \$800 according to my research. And for everything extra that I will need, like wood, screws, washers, etc. it will be around \$950 in total. This in total, rounds up to be \$7,450 dollars to create this memorial design.



I will be able to master the skills that needs to create this design because I am going to do research on what I will need to do to make this happen on my own. With the idea that I am also going to create the sheet metal to look like corten metal, I will master the painting techniques by practicing before I go through with the idea. I know I can master the skills needed to make this happen to because my Architecture professor has done projects like this before and he is willing to teach me the ropes of sheet metal and how to

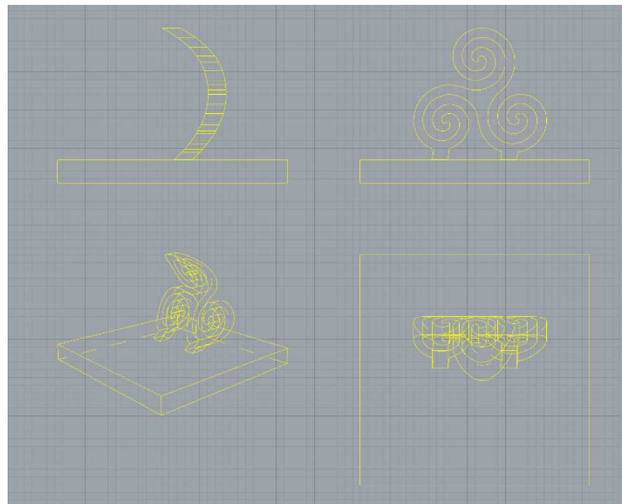


work with all these ideas. He is also a professional art installation artist so he has had experience in this fieldwork and is willing to help me figure out who I can go to and teach me what to do when it comes to having trouble with the memorial.



I would love to do this project this summer because it will help me get used to working out in the field doing the job, I am currently in school for which is Architecture/Environmental Design. Architecture comes in all different forms, but one that goes overlooked a lot is when it comes to sculptures or art pieces that are placed out in the public. This would be a huge success for me because I am in my first year of Architecture school at Montana State University and doing this

project this summer will help build up my Architecture portfolio for the future. I would also love to do this project this summer because I will be able to do the work I love to do and create something for your mother, Lisa Selker, as well as for the public.



Lisa Selker Memorial Project 2020

For this project, I decided to design a memorial project that emphasized the ideas of nurturing and inclusiveness to the project because those were two factors that were very important to me in this project. I wanted to create a place where groups of people can come together to celebrate the life Lisa Selker started for herself as well as her family, but as well celebrate a joined culture of society.

With the curvature of the design, I wanted to enhance the nurturing aspect of this project. When you think about a mother nurturing her child, you imagine a mother holding her child in her hands wrapped around her child. Another way to think about how a mother, or really anyone, nurtures someone else is when they lend out a helping hand to someone else.



In the final iteration of this project, I added in two symmetrical curved benches which helps enhance the idea of inclusiveness to this project of group gatherings. I wanted to make clear the idea of inclusiveness to this project because nowadays people are so out of touch with one another due to social media as well as the pandemic now. With the curved benches I thought it would help people come together as one to look at the statement piece in the middle. The benches are 18 inches high from the ground and 60 inches in length. These would be able to fit 2-4 people comfortably. The platform of this project has a radius of 10 feet and a diameter of 20.



As it goes for the materials for this project, I decided that for the cheapest but also safest option to create this project would be a marbled cement for the platform and the benches. For the center piece of this project, I wanted to do anodized aluminum because it would save money but is also easier to take care of when it comes to weather deteriorations.

Inside of the benches where you can see the depth diferation, there would be plants that are easily to take care of year round placed. With this in mind, we would have to have a volunteer or more to go and take care of the plants when it comes to garbage, weeds, dead-heading, etc.



The estimated cost of the materials and how much they would take to build/create are listed below.

Marbleized Cement- \$6,000 for platform and an additional 2,000 for the benches as is; includes design and pouring and transport

Anodized Aluminum- \$3604.40 for about 20 square feet of aluminum

Welding Expenses- Anywhere from \$2500-\$4000 for welding of the aluminum and transport

Estimated total cost: \$15,604.40

This is a little bit over budget, but I can contact people I know for services to see if I am able to get a deal. My cousin lives in bend and has his own welding business and is offering a bundle deal when it comes to the welding expenses so I will have to what that is if I am offered this job. I also know companies in town and close to town that would be willing to help create the benches and platform for the cement at a discounted cost.

My plan for this project is to get started at the beginning of June and have it finished by the end of July as I go back to school at the beginning of August. I would contact the people I need to contact by the end of May to get this project started as soon as possible. I know that City of Longview is currently closed due to the pandemic, but I am sure they will be re-opening soon. This is a project I would be working on everyday to make sure it is perfect and to have it done by the time I leave for school.





City of Longview

Agenda Summary

RESOLUTION NO. 2328 - UTILITY RATE REDUCTION PROGRAM INCLUDES TRANSITIONAL HOUSING PROVIDERS

RECOMMENDED ACTION

MOTION TO ADOPT RESOLUTION NO. 2328 PROVIDING FOR THE UTILITY RATE REDUCTION PROGRAM FOR LOW-INCOME SENIORS AND DISABLED CITIZENS.

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Council Initiative: Continue effective financial management

CITY ATTORNEY REVIEW: REQUIRED or N/A

SUMMARY STATEMENT:

The City Council has established a utility rate reduction program for low-income senior citizens and low-income disabled citizens of the City. In years past, a number of program participants have received modest annual increases in income that, in many instances may have caused them to exceed the limit in effect, and therefore could have resulted in some of the participants losing the rate reduction benefit. These increases in income are largely the result of inflationary increases granted by the Social Security Administration.

In most instances, the modest cost-of-living increases granted by Social Security are not sufficient to offset the utility rate increases that these citizens would now experience if they lost their participation in the City's rate reduction program. Staff is recommending that the 2020 income eligibility limits for the City's rate reduction program be increased in order to keep eligible those with the greatest need of this rate reduction. The 2020 proposed utility rate relief income limit for a single person household is \$24,250, and is up \$300 from the present income limit of \$23,950. For a household with two persons the proposed income limit is \$27,700. Last year's income limit for a two person household was \$27,350. The proposed income limit for a household with five or more persons is \$37,400.

Historically, low-income seniors and disabled citizens participating in the utility rate-relief program have utility services established in their name and reside in single family households. In addition to increasing the income limits for low income seniors and low income disabled citizens, Resolution No. 2328 also provides utility rate relief for transitional housing providers.

The City Council recognizes and is cognizant of the financial hardship on low-income and disabled transitional housing providers that provide living quarters free of rent. Therefore, in addition to the rate reduction provided by the existing Resolution, the proposed Resolution expands the rate reduction program for transitional housing providers that provide living quarters to those with the greatest need free of rent to include a twenty-five percent (25%) rate reduction on sewer consumption charges. Preliminary estimates indicate that total program benefits including those for transitional housing providers will approximate \$220,000.00 annually under this proposed Resolution.

STAFF CONTACT:

Kurt Sacha, City Manager

Attachments:

1. Resolution 2328-2020 Utility Rate Reduction Program (Includes Low Income Transitional Housing)

RESOLUTION NO. 2328

A RESOLUTION PROVIDING FOR REDUCED RATES TO BE CHARGED TO LOW-INCOME SENIOR CITIZENS AND LOW-INCOME DISABLED CITIZENS FOR SANITARY SEWER SERVICE AND GARBAGE COLLECTION AND AN EXEMPTION FROM STORM WATER UTILITIES, INCLUDING LOW-INCOME AND DISABLED CITIZENS IN TRANSITIONAL HOUSING AND LIMITING THE ANNUAL AGGREGATE OF SUCH REDUCTIONS TO APPROXIMATELY \$220,000.00 PER CALENDAR YEAR AND REPEALING RESOLUTION NO. 2304.

WHEREAS, RCW 74.38.070 provides that cities may provide utility services at reduced rates for low income senior citizens or low income disabled citizens; and

WHEREAS, the City Council of the City of Longview recognizes the financial hardships placed upon low-income senior citizens and low-income disabled citizens as a result of the increasing costs of necessary utility services provided by the City to all of its citizens; and

WHEREAS, the City Council is also cognizant of the financial hardship placed on low-income and disabled transitional housing providers that provide living quarters free of rent;

WHEREAS, it is the desire of the City Council to provide for reduced rates to such low-income citizens for sewer, garbage collection and storm water utility services;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Longview as follows:

1. Definitions:

- (a) The term "low-income senior citizen" means a person who is sixty-two (62) years of age or older and whose total income, including that of his or her spouse or co-tenant(s), does not exceed the income limits as shown in the attached table. [The very low (50%) income limits for Cowlitz County established under the Housing and Urban Development Income Limits Documentation System.]
- (b) The term "low-income disabled citizen" means (i) a person qualifying for special parking privileges under RCW 46.19.010, (ii) a blind person as defined in RCW 74.18.020, or (iii) a disabled, handicapped or

incapacitated person as defined under any other state or federal program, and whose total income, including that of his or her spouse or co-tenant(s), does not exceed the income limits as shown in the attached table. [The very low (50%) income limits for Cowlitz County established under the Housing and Urban Development Income Limits Documentation System.]

- (c) The term "income", or "total income", means salary, wages, interest, dividends, and other earnings which are reportable for federal income tax purposes, and cash payments such as reimbursements received from pensions, annuities, social security, and public assistance programs. It includes any contributions received from any family member or other person who is domiciled in the same residence as the applicant for reduced utility rates hereunder and who is helping defray such applicant's living costs.

2. Reduced Rates For Low-Income Senior Citizens And Low-Income Disabled Citizens:

Any low-income senior citizen or low-income disabled citizen who receives sanitary sewer, garbage collection and/or storm water utility service from the City of Longview shall be entitled to receive such sanitary sewer service, garbage collection and/or storm water sewer service at the following reduced rates:

- (a) Sanitary Sewer Service:

A reduction, not to exceed fifty percent (50%) of the base residential rate may be allowed.

- (b) Garbage Collection Service:

A reduction, not to exceed fifty percent (50%) of the single family dwelling residential rate for once per week garbage collection and recycling service may be allowed.

- (c) Storm Water Utility Service:

No charge shall be made to those persons whose applications are approved for reduced rates for sanitary sewer and/or garbage collection service.

- (d) Transitional Housing Provider – Sanitary Sewer Service:

In addition, to the reduced rates provided in Section 2 (a) through 2 (c) above, transitional housing providers shall receive a twenty-five percent (25%) reduction on sanitary sewer consumption charges.

3. Applications for Reduced Rates:

Applications for reduced utility rates hereunder shall be made upon forms to be provided by the Finance Department of the City, and shall disclose all sources of income as required by such forms. Transitional housing providers are asked to provide income received from grants, contributions, etc. Such applications and the contents thereof shall remain confidential to the extent permitted by law. Any person who is aggrieved by the denial of reduced utility rates as herein provided may appeal such denial to the City Manager, whose decision with respect thereto shall be final.

4. Disqualification for Reductions:

An applicant who ceases to meet the qualifications of the Utility Rate Relief Program as provided in this Resolution shall advise the City of Longview Finance Department within thirty (30) days after having become so disqualified.

5. Annual Reports Required:

All applicants who have been granted reduced utility rates hereunder shall, as a condition of continued entitlement to reduced rates, resubmit every other year, beginning with the odd year, upon forms provided by the Finance Department on verification of their income. To qualify an applicant's income shall remain at or below the levels described in the attached table. Annual reports are not required for transitional housing providers so long as they continue to provide living quarters free of rent.

6. Annual Maximum Amount of Reductions:

No reduction in rates shall be permitted or granted if the effect thereof will be to reduce the aggregate gross income from sanitary sewer service, garbage collection and

storm water utility service during any calendar year by more than approximately \$220,000.00

7. Effective Date:

This Resolution shall be in full force and effect from and after June 11, 2020. BE IT FURTHER RESOLVED that Resolution No. 2304 passed by the City Council on July 15, 2019 is hereby repealed in its entirety on the date that this Resolution becomes effective.

PASSED AND APPROVED by the City Council of Longview, Washington, and signed by its Mayor this ____ day of June, 2020.

M A Y O R

ATTEST:

City Clerk

FY 2020 Income Limits

Persons in Household	2020 Income Limit	2019 Income Limit
1	\$24,250	\$23,950
2	\$27,700	\$27,350
3	\$31,150	\$30,750
4	\$34,600	\$34,150
5+	\$37,400	\$36,900



City of Longview

Agenda Summary

APPROVAL OF CLAIMS

FIRST HALF JUNE ACCOUNTS PAYABLE, SECOND HALF MAY PAYROLL

Based upon the authentication and certification of claims and demands against the city, prepared and signed by the City's auditing officer, and in full reliance thereon, it is moved and seconded as shown in the minutes of this meeting that the following vouchers/warrants are approved for payment:

FIRST HALF JUNE 2020 ACCOUNTS PAYABLE: \$813,611.10

SECOND HALF MAY 2020 PAYROLL:

\$78,417.93, checks no. 635-648

\$720,361.52, direct deposits

\$988,980.58, wire transfers

\$1,787,760.03 Total

STAFF CONTACT:

Kaylee Cody, City Clerk

John Baldwin, Fiscal Analyst

Chresta Larson, Human Resources Specialist

Attachments: None



City of Longview

Agenda Summary

BID REVIEW – REGIONAL WATER TREATMENT PLANT PRODUCTION WELLS PUMPS 1, 3, & 4, VFD INSTALLATION

RECOMMENDED ACTION

MOTION TO ACCEPT THE LOW BID AND AWARD TO NORTHWEST ELECTRIC, LLC IN THE AMOUNT OF \$430,778.50

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Provide sustainable water quality & environmental infrastructure

SUMMARY STATEMENT:

This project calls for the safe isolation and modifications to the existing well pump piping arrangement; removal and disposal of the existing drive and flow control equipment; installation of the new 400-hp VFD units; modifications to the instrumentation and operational controls; start up assistance at the Regional Water Treatment Plant.

On June 2, 2020 five bids were received as follows:

\$430,778.50 – Northeast Electric, LLC, Woodland, WA
\$447,902.62 – Design Electric, Inc., Vancouver, WA
\$451,641.80 – Stettler Supply Company, Salem, OR
\$466,500.15 – J H Kelly, LLC, Longview, WA
\$509,799.60 – Pacific Tech Construction, Inc., Vancouver, WA
\$280,000.00 - Engineer's Estimate

All bids received were determined to be regular and responsive.

FINANCIAL SUMMARY:

This project is funded through the Filter Construction Fund

STAFF CONTACT:

Chris St.Onge, Project Engineer

Attachments: None



City of Longview

Agenda Summary

BID REVIEW – SR 432/SR411 INTERCHANGE IMPROVEMENTS

RECOMMENDED ACTION

MOTION TO ACCEPT THE LOW BID AND AWARD TO CLARK & SONS EXCAVATING, INC. IN THE AMOUNT OF \$2,900,163.60

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Improve transportation systems
Improve streets and roads
Strengthen economic conditions and create new opportunities

SUMMARY STATEMENT:

This project calls for the improvement of 3rd Avenue from approximately 300 feet south of SR 432 eastbound on-ramp to Tennant Way Frontage Road, SR 432 eastbound on-ramp, and SR 432 westbound off-ramp.

On May 20, 2020 five bids were received as follows:

\$2,900,163.60 – Clark & Sons Excavating, Inc., Battle Ground, WA
\$2,957,899.44 – C & R Tractor & Landscaping, Inc., Kelso, WA
\$3,188,526.05 – Kerr Contractors Oregon LLC, Woodburn, OR
\$3,266,062.80 – Advanced Excavating Specialists LLC, Longview, WA
\$3,273,908.22 – Nutter Corporation, Vancouver, WA
\$3,425,093.25 - Engineer's Estimate

All bids received were determined to be regular and responsive.

FINANCIAL SUMMARY:

This project is funded through the Arterial Street Fund with grant funding from a Rural County Public Facility Grant, a state funded Freight Mobility Strategic Investment Board (FMSIB) Grant, and a federally funded National Highway Freight Grant.

STAFF CONTACT:

Ivona Kininmonth, Project Engineer

Attachments: None



City of Longview

Agenda Summary

RESOLUTION NO. 2326 – AUTHORIZE ACQUISITION OF REAL PROPERTY FOR SR 432 / CALIFORNIA WAY INTERSECTION IMPROVEMENTS PROJECT

RECOMMENDED ACTION:

MOTION TO APPROVE RESOLUTION NO. 2326

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Improve transportation systems.

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

State Route 432 is an important regional and interstate freight corridor that carries more than 10 million tons of freight per year and connects Oregon to Interstate 5. The Cowlitz-Wahkiakum Council of Governments, in cooperation with Longview and other local agencies, completed the *SR 432 Highway Improvement & Rail Realignment Study* (Study) in September 2014. The Study identified Tier 1, Tier 2, and Market-driven improvement projects to mitigate current and future congestion and impacts on the local street network, emergency responders, and travel reliability through the corridor.

Improvements at the SR 432 / California Way Intersection project were identified as Tier 2 projects in the Study. The City was successful in obtaining \$3.755 million in federal grant funds for design, right-of-way acquisition, and construction.

The SR 423 / California Way Intersection Improvements project will realign SR 432 between California Way and the railroad crossing to improve horizontal curve geometry and widen the lanes along SR 432 between California Way and south of the railroad tracks and replace the aging signal infrastructure. This project will reduce congestion and improve safety.

During final design of the project, it was identified that there is a need to acquire a portion of real property from parcel no. 031530012 located at 400 California Way and parcel no. 10091 located at 540 California Way. The City's hired an appraiser and right of way acquisition agent to determine the value of the real property and negotiated with the property owners as to the final cost of the acquisition. Utilizing parameters set by the city council, negotiations with the property owners have been completed.

Resolution No. 2326 has been prepared to authorize the City Manager to acquire the right-of-way require for this project.

FINANCIAL SUMMARY:

The cost to purchase the real property is \$8,951 plus closing costs, which will be paid by the Arterial Fund.

STAFF CONTACT:

Ivona Kininmonth, P.E., Staff Engineer

Attachments:

1. Resolution No 2326

A RESOLUTION TO AUTHORIZE ACQUISITION OF REAL PROPERTY FOR SR 432 / CALIFORNIA INTERSECTION IMPROVEMENTS PROJECT

WHEREAS, the City of Longview is reconstructing the SR 432 / California Way Intersection to increase capacity and improve traffic efficiency; and

WHEREAS, acquisition by the City of Longview of certain portion of real property parcel no. 031530012 located at 400 California Way in Longview including temporary construction easement, more particularly described in Exhibit A and B, is necessary for construction and operation for the roadway improvements; and

WHEREAS, acquisition by the City of Longview of certain portion of real property parcel no. 10091 located at 540 California Way in Longview, more particularly described in Exhibit C, is necessary for construction and operation for the roadway improvements; and

WHEREAS, the City negotiated with the property owners and finalized an offer to acquire the real property.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Longview as follows:

The City Manager is authorized to acquire certain portions of real property described in Exhibit A, B and C, for the value of \$8,951.00.

PASSED by the City Council of the City of Longview, Washington, and approved by its Mayor at a regular meeting of said City Council held on this _____ day of _____, 2020.

Mayor

ATTEST:

City Clerk

EXHIBIT A

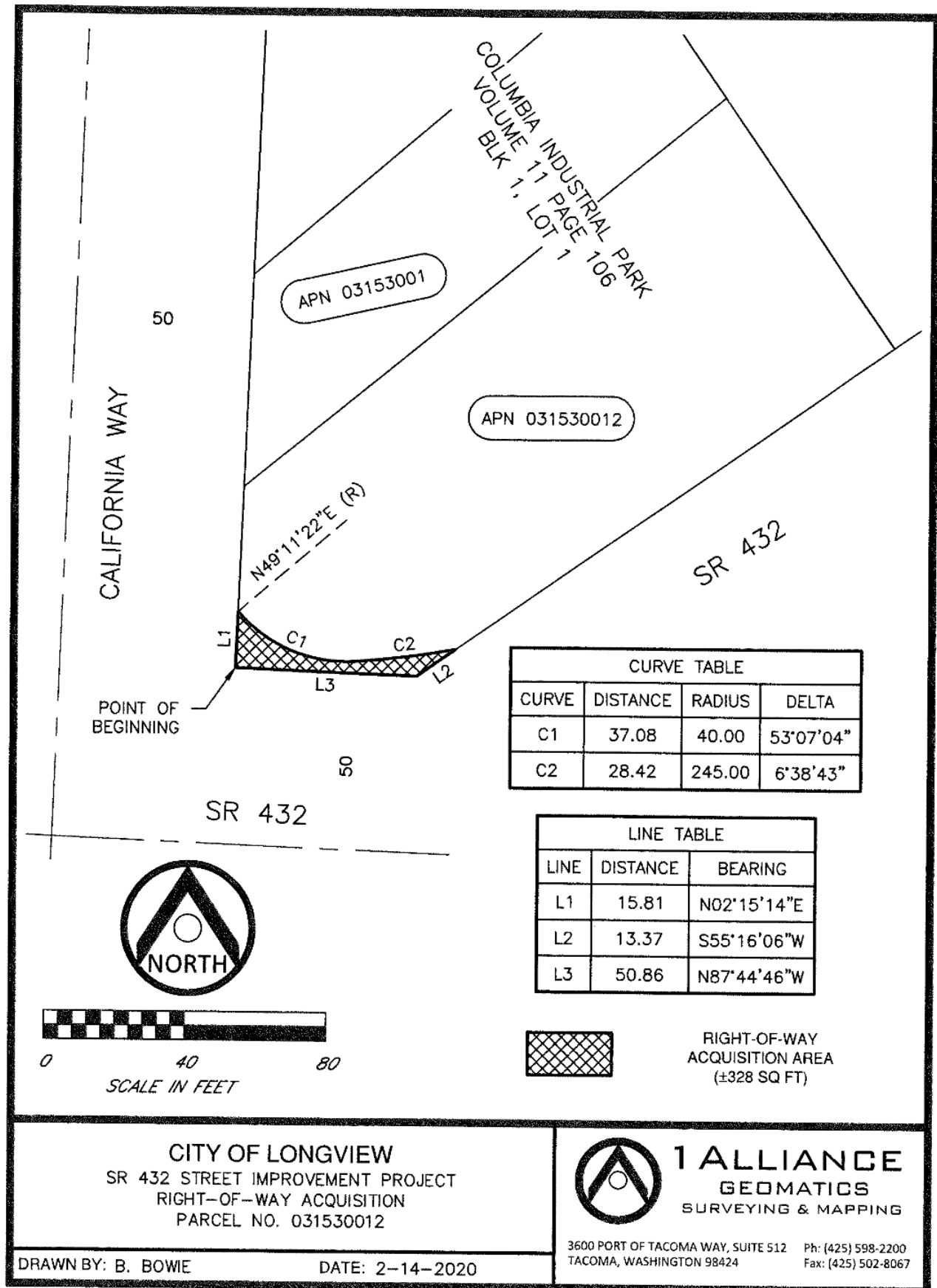


EXHIBIT B

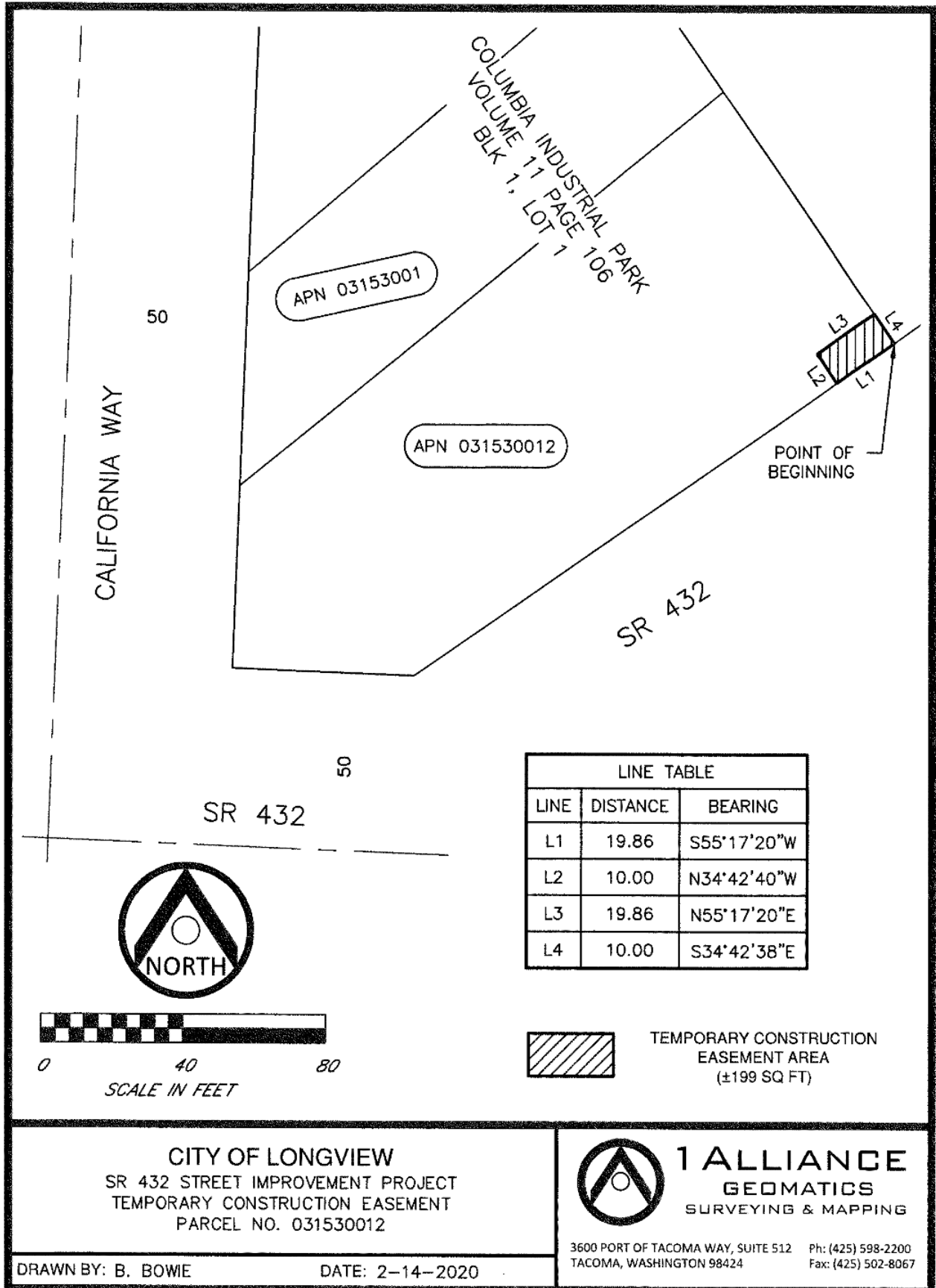


EXHIBIT C

