

**City of Longview
2014
2014 Community Development Block Grant
Project Design**

Applicant:	Cowlitz Wahkiakum Legal Aid	Contact Person:	Lori Bashor-Sarancik
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Non-Profit Status: NO ___ YES **XX** **IRS Tax Identification Number 91-1945347**

Type of Project: Please check one:

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

PROJECT TITLE: Self Help Plus Pilot – Legal Aid for Vulnerable populations

CDBG Funding Requested: \$ 10,000

Problem/Opportunity Description

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

The Self Help Plus Pilot provides free legal representation to Longview's most vulnerable citizens: Veterans, Domestic Violence victims, Relatives of At-Risk Children. The targeted population will be low income and without the cognitive or administrative skill required to navigate complex legal procedures and paperwork. Services will be provided by attorney-contractors rather than relying on our traditional volunteer lawyers for only advice and coaching. Funds requested will join with other funds we have already received from private sources, and essentially pass through our agency to pay for the time of the attorney-contractors. This kind of meaningful legal help will help our targeted population break through the legal barriers that prevent them from legally driving, passing employment or rental housing screens, or taking care of their families on their own with less dependence on public benefits and food banks.

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.

Problem:

The Legal process presents barriers that must be overcome for self-sufficiency, obtaining employment, or securing stable housing.

Cause:

- **Veterans:** disability, medical condition, mental health, lack of understanding of the legal process, substance abuse.
- **Domestic Violence victims:** abuse, and behaviors manifested in the victims, lack of confidence and self-esteem.
- **Non-Parental custody:** substance abuse, criminal activity, unemployment, medical or mental health conditions (of parents).

Extent / Frequency: : We believe that the estimated population of individuals eligible for Self Help Plus to be 60 Veterans, 18 Domestic Violence Victims, 8 Third Party Custody Clients. **At \$10,000 of funding, we can expect to provide 150 hours of legal representation in one year, or an estimated 15 – 20 cases.**

Location/Duration: Services will take place at our current location and other legal venues and provide legal representation for 15 – 20 clients within this timeframe.

3. List the specific CDBG objective information from the “5 year Strategic Plan” within the 2009-2013 Longview-Kelso Consolidated Plan. (See website information under Instructions).

Objective Code and Number:

Objective Title:

Objective Proposed Accomplishments & Outcomes: Improve community appearance, safety and vitality through active partnerships between local government, non-profits, community organizations and neighborhoods. Provide public services in compliment to community-wide efforts to serve those most in need of assistance.

Self Help Plus provides supportive legal services to Longview's most vulnerable low income citizens in three targeted populations: Veterans, Domestic Violence Victims, and Relatives of at-risk children. The project represents local government (City of Longview) working with non-profit agencies to focus extra help for citizens who do not have the cognitive or administrative skills to overcome the legal barriers which may be holding them back from establishing more productive futures.

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 Self Help Plus Pilot is already in process due to funds received in 2013 from other sources, and we have hired an attorney-contractor and currently have 6 open cases for Veterans in our area. Legal representation will continue on these cases. With the additional funds we receive from The City of Longview, more hours will be added to the program. The time will either be applied to existing cases for Veterans who reside within the City of Longview, or we will open new cases with the referrals we receive from local Veterans groups. The only step to be taken for Veteran clients would be to inform our referral sources that more hours are available. We can start to provide services immediately once the funds are available.

For Domestic Violence Victims and Non-Parental custody clients, we will publish the employment opportunity for an attorney-contractor, and meet with applicants to select one or more family law attorney(s) who will agree to represent our clients for the fee provided and for the number of hours provided by our contract. We will also meet with local agencies that will refer clients to us, develop parameters and processes for referrals and make them aware of the timelines of the project. We expect that this will take approximately 60 days, so that we can begin providing services to these clients 60 days after the funding becomes available.

For the overall Self Help Plus Pilot, regular case tracking will be developed with the requirements of the City, and a regularly invoicing system will be created so that the grant funds will be drawn after the services are provided by the attorney-contractor(s). This phase will begin once the funds become available and will continue throughout the life of 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) 08-01-2014

Project Completion Date (mm-dd-yyyy)

07-31-2015 – indefinite – we will continue this

program according to the funds we receive from all sources. The funds from the CDBG Public Services grant, however, should be entirely drawn by 6-30-2015.

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.

After 15 years providing civil legal services and gathering data for low income litigants in our community, Cowlitz Wahkiakum Legal Aid (CWLA) is uniquely poised to observe trends and barriers in the targeted population for the Self Help Plus program.

Most of the low-income people in Longview with an urgent legal problem go without any legal information, advice, or representation and are forced to live with unjust and dire consequences relating to family safety, economic security, housing and other basic needs. When legal rights are enforced only for those who can afford an attorney, the laws designed to protect a citizen's safety and health are undermined. Our simplistic observations are that some of our clients have more complex legal matters than others, and that some of our clients do not have the cognitive or administrative skills to complete the required legal paperwork on their own. For the majority of our clients, CWLA provides advice, coaching, legal resources and legal forms and the clients then go on to represent themselves. They can see one of our volunteer attorneys for advice as many times as they need, but it typically is to aid them in their own case preparation. Our services are provided by our staff and by local attorneys who volunteer their time to help folks in our community on a pro bono basis. About 10% of our clients, those with significant barriers to self-representation, receive full representation where an attorney may provide consultations, document preparation, necessary negotiations and court appearances. In 2013, we provided this kind of intense full legal representation to 39 clients. This number of full representations do not even scratch the surface of the need, yet these cases can greatly burden our volunteers who also have busy law practices to run and many other regular clients. It is to address these issues that Self Help Plus is being proposed. Our clients cannot afford to hire attorneys. So, without the help they need to overcome their legal matters, the population targeted in our proposal may give up on the challenge. CWLA proposes to offer free legal representation to a targeted population after they have met screening guidelines. With the services of an attorney, our clients can break through the legal barriers that prevent them from moving on with their lives in a productive fashion. Here, we will discuss why CWLA is the right agency to offer these services, and the unique profiles and risks faced by each type of client we want to include in our Self Help Plus Pilot.

Over the past three years, our agency has opened 1335 new cases. Clients either reside in Cowlitz or Wahkiakum Counties, or they have a legal matter filed in one of these counties. Our clientele is required to be below 200% of the Federal Poverty Guideline for income, or \$23,340 annually for one person. From a geographic standpoint, our current clients reside, mostly, in either Cowlitz or Wahkiakum Counties. Reporting from our online case management system indicates that, within the past two years, 1109 new cases have been opened in our office. Of those, 509 resided in Longview, or approximately 46%. Applying that percentage to our new case count for 2013, CWLA opened an estimated 115 cases for clients who resided in Longview. Following is a summary of the types of legal matters our clients face:

Type of Matter	% of total cases	note
Family Law	77%	Divorce, Custody, Support
Bankruptcy/Collections	9%	
Wills/Estates	4%	
Landlord/Tenant	4%	
Deed/Homeownership	1%	
Adult Guardianship	2%	
Employment	1%	
Mortgage	1%	
Consumer Protection	1%	
Public Benefits	1%	

It is important to note that both Domestic Violence Victims and Non-Parental custody clients are dealing primarily with Family Law matters like dissolution, child custody, visitation and child support issues. The majority of our clients currently have this kind of matter. Therefore, our staff and our volunteer attorneys are most familiar with this type of matter. The second most prevalent type of legal matter for our organization is Bankruptcy and Collections. We anticipate we can leverage our volunteer attorney roster to help all three targeted populations for Self Help Plus with this type of legal matter.

Comparison of Traditional Operation to new Self Help Plus Pilot

	Traditional Operation	Notes	Self Help Plus	Notes
Referrals	Cowlitz County CASA, Ethnic Support Council, CPS/DSHS, Head Start, Faith Based Groups, CAP, The District and Superior Court System, Emergency Support Shelter, Longview Housing Authority, VFW, Northwest Justice Project, The United Way and others		Emergency Support Shelter, Cowlitz County CASA, CPS/DSHS, Longview Housing Authority, VFW	Direct referrals from management and staff of these agencies will be required.
Intake	99% of our cases come to us through the CLEAR Hotline for Washington State. We accept clients who are under 200% of the Federal Poverty level.	Transmitted electronically to us after client calls CLEAR.	By traditional means through the CLEAR Hotline, or through meetings and manual intake by our staff.	Primarily in-person intake.
After Intake	Cases are opened and clients are contacted and services are offered.		Consultations with contract attorney and assessment for inclusion in Self Help Plus Pilot.	

Intake for clients with significant barriers	Meetings and manual intake by our staff.		Meetings and manual intake by our staff.	
Agency Activities	Speaking with clients and offering legal information, forms, workshops or advice appointments with our volunteer attorneys. Regular case follow-up with clients to ensure resolutions. Agency management, reporting and fundraising activities.		Speaking with clients and offering appointments with our contract attorneys. Regular case follow-up with clients to ensure resolutions. Invoicing and reporting requirements of funders.	
Volunteers	79 Volunteer attorneys are signed up to donate time to our agency. (83 active members in our local bar) Our program is well supported by local attorneys.		Legal representation will be provided by contract attorneys. Volunteers may help evaluate new cases.	
Contract Attorney	none		Currently 1, serving Veterans. Additional funding will allow us to hire more.	
Funding	Funding for our agency comes from the following sources: The Legal Foundation of WA (44%), The Healthcare Foundation (22%), The United Way (18.4%), Fundraising (8%), The WA State Bar Assn (2%), US Bank (2%)		Funding for Self Help Plus: The Healthcare Foundation, US Bank, and The United Way	
Financials	For 2013: CWLA had an increase in income of 20.1% and a reduction in expenses of 10.4%. We currently have approx. 5 months of operating expenses on deposit in savings.		Self Help Plus leverages the stability of our organization to provide more meaningful legal representation to more citizens in our area.	
Board/Staff	Board: 2 Judges, 1 Attorney/CPA, 6	Coordinator in place for over 2 years,	Leverage our existing board,	

	Attorneys, 2 County Prosecutors, 1 Professional Guardian, 1 Paralegal Staff: 1 Part time Program Coordinator, 1 PT admin staff	Admin staff for over 1 year.	staff, location, facilities, systems and equipment.	
Strategic Plan	Increase visibility of our program; Grow Self Help Plus Pilot		same	
Benefits to the Taxpayer and the local economy	Because our volunteers donate time to low income citizens and because our efforts reduce the number of court appearances, we estimate that our organization saves over \$247K for the taxpayers of Cowlitz County.		Self Help Plus Leverages this \$247K benefit to the community and the funds requested will supplement this by \$30K in attorneys fees and approx. \$4K in savings if we can avoid just one court appearance per client in the program.	

Client Profile / Needs-Risk Assessment: **Veterans**

There are approximately 11,000 Veterans in our Congressional District. The local Veterans of Foreign Wars (VFW) Post estimates that they provide help to 220 Veterans per month. They are one of two agencies in our area that provide support to Veterans in their attempts to access VA benefits, including medical benefits. The VFW handles claims and appeals. Most of the time, the VFW is successful in overcoming obstacles presented by appeals. This can take many years. Two of the Veterans we interviewed for this project mentioned that it took over 5 years to receive medical benefits once their claim was submitted. During this time, they either waited to treat their medical problem, or paid for medical care in some other way. In about 10% of appeals, issues are presented by the VA that are too difficult to overcome and those Veterans go without their well deserved benefits. A current trend observed by our local VFW post are Veterans who display symptoms of Post Traumatic Stress Disorder (PTSD) due to their recent combat experience. This condition creates behaviors that are hostile and many time outside the norms of society. Hostile and unusual behavior can lead to misdemeanor criminal charges for aggressiveness and if these Veterans are placed in jail, they can be denied all VA benefits entirely. The challenge for Veterans with this condition is proving that they actually have PTSD. We know that the services of a licensed attorney, earlier in the appeals process, can speed the process by the VA. This allows Veterans to access their deserved benefits more quickly. (See Letter from Elton Strange VFW in the Appendix).

From interviews with case managers at The Longview Housing Authority’s Veterans program, we know that they are working with over 35 Veterans to help them establish stable housing. In addition to VA benefits, we know that Veterans in this program have had legal issues with child support, drivers licensing and collections. If a child support modification is not made in the court when someone has a

drastic reduction in income level, and payments for child support are not made as they should be, a drivers license privilege is suspended by government authority. This makes it difficult for these Veterans to obtain employment, without adequate transportation. A Veteran may also have issues with Collections if they have been unemployed and without stable housing. No employment and a credit report displaying collections problems can be barriers to both employment and obtaining housing from a traditional landlord who screens tenants with background checks and credit reports.

We know that there are several resources for Veterans to utilize that will help them apply for benefits and process claims and appeals. The local VFW Post is an excellent example of this in our community, as is the local DAV Post. Self Help Plus has provided one licensed attorney to our community who will shortly be certified by the VA to handle the claims and appeals of Veterans.

In order to estimate the number of referrals we could receive for Self Help Plus from local Veterans organizations, we have come up with the following matrix:

- 220 clients per month = 2640 clients
- 50% of these are denied and must prepare appeals = 1320 clients
- 10% of these appeals are not resolved and require more help = 132 clients
- Using the same percentage of CWLA clients who reside in Longview 46% = **60 clients per year.**
- An estimated 60 clients that would be referred to the Self Help Plus program at CWLA and go through intake and screening.

Risks for this client profile relate to the financial burden our community must bear for medical care, housing and basic human needs. While they wait to access medical care, Veterans who have dedicated a portion of their life in service of our country will go without care, many times advancing a medical condition. If they are able to obtain free care in our community from the hospital or the free clinic, the cost burden is on the medical institution or the tax-payer. Many of these Veterans would like to work, but cannot be hired due to issues with their background investigation and their inability to drive to job interviews and the job itself. Finally, unless problems with their credit report can be overcome and they can have stable jobs, it will always be difficult for traditional landlords to rent to this population.

Client Profiles: Veterans:

Our client Lee (not his real name) was stationed on a base in the Midwest in the 1970s. While he was stationed there, he suffered some serious sexual abuse at the hand of a superior officer which had some deep impact on his mental health. He spoke up about it and was promptly transferred to another base on the West Coast. A very similar pattern of abuse began to develop at the new base with a different superior officer. When he spoke up about it, he was honorably discharged from the military, and then placed into some long-term mental health care and treatment paid for by his VA benefits. After many years of accessing his VA health benefits, they were abruptly cancelled and he is no longer able to get treatment through the VA. The impacts of his abuse are currently untreated and he is depressed, without transportation and unemployed. Our attorney has met with him and is taking steps to bring his case to the Veterans Administration so that his medical benefits can be restored.

Our client Randy (not his real name) was discharged honorably after serving in the military. This client was trained to be a long-haul trucker. His marriage and family broke up after a few years and he relocated to another state. His ex-spouse pursued collecting child support and involved his home State. Over the years, he fell behind in his child support which represents a felony in his home state. Now, he resides in our area and is unable to obtain stable employment as an inter-state trucker because he has a felony on his record. He continues to pursue job opportunities, but he has observed that employers typically will not hire a felon. An attorney may be able to help this client to unravel the arrearage in child support, adjust the child support amount to match his income, and take steps to have the criminal record expunged in his home state. All of these things could make Randy self-sufficient by allowing an employer to consider his skills and not be barred by employment screening protections and all of these things present complex legal challenges for any client. Our Self Help Plus attorney can help.

Client Profile / Needs-Risk Assessment:

Domestic Violence Victims

The Emergency Support Shelter (ESS) housed 383 persons from 184 households in 2011. Many, if not all, of these families will be involved in some kind of family law matter, protection order or restraining order through the court system. Most clients are able, with the support of the excellent staff at ESS and other agencies in our area, to complete the legal forms themselves and file them. Or, they are able to muster the funds to hire an attorney. Still, because of the effects of abuse on their confidence and ability to act for their own goals, and because of the cognitive challenges of some of their clients, some will not be able to fill out the forms and further their legal matter on their own. From interviews with their director and staff, we anticipate that 24 to 36 clients per year are in this situation. We can only estimate that a similar percentage of these clients will be residents of Longview as our own clients at CWLA. So, using our percentage of Longview clients, 46%, we would expect that **11 to 16 clients per year** would be considered both low income and in need of the extra help to be provided by Self Help Plus.

Clients in this category must prepare documents for anything from a basic divorce with no property and no children (about 50 pages of documents), to a divorce, parenting plan and child support documents (about 160 pages of legal documents). For complicated issues, contested matters and

multiple reports and witnesses, the number of pages of legal documents to prepare could be well over 300 pages. These are complex forms with many legal terms and wrong answers can impact the ability for independent living in the future. Multiple court appearances, filing fees and correspondence with agencies and organizations may be required. Court appearances are particularly challenging for victims of Domestic Violence, as they have to face their abuser in court and deal with all of the feelings that arise.

In 2011 and 2012, 24 cases were referred to CWLA where the client was a victim of Domestic Violence. Using the same percentage of our overall Longview cases, 46%, we can approximate that we would receive 12 cases per year overall and that approximate 5 of those would reside in Longview. Adding this to the 13 (approx.) that ESS would probably refer (see paragraph above), we anticipate an opportunity to serve up to **18 clients per year** with the services offered by the Self Help Plus program.

The risk in these situations is that the legal issues may go unresolved because the client is unable to handle the documentation or the court appearances. They cannot afford an attorney to move the process forward. This client faces continuing in a situation with no income or housing, or applying for housing vouchers and support. Many of these clients have children who stay with them at ESS. There is a risk of becoming homeless and involved with the resulting drug abuse and crime, or losing custody of their children. These clients are not financially able to support themselves and their children without accessing the assets in their marriages. Unmarried Domestic Violence Victims with children face many of the same issues obtaining child support. Nearly all of these clients will have some kind of protection or restraining order to file so their family will remain safe. Without completing these legal matters, these victims must be supported by society, or become homeless.

Client Profile: Domestic Violence Victim

Our client Linda (not her real name) was married to a man for 19 years. They had two sons together and she worked part time during the duration of the marriage and while raising her children. Once the children moved out of the house for college, her husband began abusing her. She looked for more full time work, hoping she could move out and start a life after a divorce. Unable to find work after a year, her husband apologized and offered that she go back to school to obtain a more advanced degree which would allow her to get a better job. She agreed and began to attend school. The abuse continued, however, and she soon realized that her only option was to move out. She had no income, however, and her student loans were looming for payment. She moved in with her sister and started a divorce action. Her husband, who had always been the main provider, was able to hire an attorney. Linda faced the attorney in court as a self-represented litigant. She is running into some complicated issues now, as the matter makes its way through court. She is due maintenance from her husband and should also be awarded a portion of their family home and the retirement account that was built during their marriage. Accessing the retirement account is a complex legal matter and not something that can be handled without an attorney. In order to begin her life as a single person, it is vital that she retain as many assets as possible. So, she must save her spousal maintenance, her only income, in order to hire an attorney to help in this matter. Or, she must move on with her life without the asset. Self Help Plus can help this client realize all of the assets she is due while she continues to look for work.

In 2011 and 2012, CWLA opened 128 cases involving some kind of child custody, 42 of those were Non-Parental custody matters. So, an estimated 21 per year. We have noticed an increase in the number of these cases in the past six months, however. So, the referrals are on the rise. Using the same percentage of clients residing in Longview, 46%, that is an estimated 8 clients per year who are being referred to CWLA from Longview through the CLEAR Hotline. In our research for this program, we have interviewed the Director of the CASA program and resources inside CPS. These interviewees attend meetings on a regular basis where individual cases are discussed and placement with relatives is considered to be a valid option. Many of these are grandparents stepping in to help when the parents no longer provide a stable, safe environment for their children. Our resource inside CPS estimates that 20 to 25 cases like this in one year are situations that meet our eligibility criteria. These are low income relatives who want to provide a home, but cannot afford an attorney to help with the legal process. Using the same percentage of clients residing in Longview, 46%, that would be an estimate number of **8 clients per year**. Since many of our current Non-Parental Custody cases are coming as referrals from CPS, we think this number is a pretty good estimation. (See Letters in the Appendix and News Articles in the appendix).

The minimum number of pages of legal documents required to complete a Non-Parental custody case is 99 pages. It is unusual that it would be so few, however. The typical case like this is more than two hundred pages, three or four court appearances, and \$400 in court-related fees. These cases are the most complex of any we are discussing for this project. The average person with average administrative abilities would not be able to complete a case like this on their own. Again, the witness statements and correspondence with multiple agencies is overwhelming. Many cases have children with Native American descent which creates another complicated legal process and the need for correspondence and documents.

Client Profile: Non-Parental Custody client:

Pam (not her real name) is the grandmother of two school-age children. Her son, unfortunately got involved in criminal activity and is incarcerated. Her daughter-in-law became involved with the same crowd of people and has become involved in the drug culture. She lost her job and her housing. Pam received a call from CPS reporting that her daughter-in-law was living, with the children, behind JoAnn's Fabrics in a tarped structure with no running water or heat. Pam agreed to take the children. Now, Pam must complete hundreds of legal documents and send correspondence to multiple states, agencies and an Indian Tribe. She must complete a background investigation and parenting classes ordered by the court. Pam is 67 years old and lives on Social Security and a small pension from her deceased husband. She cannot afford to hire an attorney, but must complete this process so she can consent to medical care for the grandchildren and obtain support for them through CPS for food and state medical care.

The risk for these clients is that they will simply give up on the legal process. The children have usually already been placed with them. Typically, there is an order in place through the court that prevents the parents from taking the children back for a period of time. If the order expires, the parents can regain custody. The relative must return to court to recreate or extend the court order. The addition of the children into the household puts an added burden on the finances of these clients. If the children experience a medical problem or they need consent for an activity, the Non-Parental relative is often not allowed to sign required documents. These already low income clients could be at risk to lose their housing or some other basic need that they were able to afford before taking on the children.

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 clients in our targeted population experience a tremendous hardship because they are not able to fully realize their potential. They cannot move on with their lives because legal matters are looming over their heads. These individuals experience financial impacts and real risks of instability in housing and personal safety. Solving their complex legal problems helps lift these individuals so that they get closer to supporting themselves and move farther away from complete dependency on the taxpayers for food, shelter, safety and basic existence. Unresolved legal problems present a hardship on residents because these individuals have barriers to self-sufficiency that they cannot overcome on their own.

Please see our Letters of Recommendation section which contains the assessment of various local authorities about the problem. All of these assessments are also quoted in the section above regarding the problem to be addressed by Self Help Plus. We estimate a total population of 60 Veterans, 18 Domestic Violence Victims and 8 Third Party custody clients from these assessments.

With regard to personal safety issues, our targeted population of Domestic Violence Victims and Third-Party custody clients frequently experiences these things. Families and children are typical represented in each one of these cases and a successful legal resolution can help move these situations closer to a point of stability and personal safety.

Past Effort

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

Past efforts by CWLA have been related to providing legal services, clinics and full representations to our clients. In the past two years, 68 clients received full representations, 494 clients attended legal clinics with a licensed attorney and 216 clients attended our workshops. These services, however, are reaching critical mass and are simply not enough to help the targeted population proposed for the Self Help Plus program.

In addition to CWLA, Northwest Justice Project provides free legal representation to a limited number of clients who meet their highly-urgent case criteria. They currently have two attorneys, and, once again, their efforts are amazing but simply not enough.

The Emergency Support Shelter provides personnel to support their clients as they attempt to obtain and fill out legal documents. Their actions provide a valuable service, however, the clients targeted by Self Help Plus frequently require more help than ESS can provide.

Local attorneys, on their own, provide pro bono services to many clients on a regular basis. While some are helped this way, the demand for free and low cost legal services far outweighs the time that attorneys can dedicate.

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. We have interviewed and discussed this program with a variety of agencies:

Cowlitz County CASA: Their director was interviewed and recognizes the problem. We anticipate we will receive referral calls from this agency on a regular basis once the program is up and running. CASA mentions that they receive 3 to 5 calls a week regarding Non-Parental custody cases.

The Emergency Support Shelter: We currently receive referrals from this agency and expect that our targeted population will be referred to us by phone or email once the program is up and running.
CPS: We currently receive referrals from this agency and expect that we will begin to receive personal referrals by phone or email once the program is up and running.

VFW Post: We have discussed the program with this agency and they will begin sending us referrals by phone as well.

Longview Housing Authority: Case managers were interviewed as we researched this program and we expect to receive referrals from this agency as well.

United Way: We have applied for funding from this agency and we expect to receive referrals from partner agencies as we inform and market the new program in this community as well.

Cowlitz Wahkiakum Bar Association: This group will be informed as the program comes to life. The contract opportunity will be published to its members and we expect to receive regular referrals from members of the bar for this program as well.

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

Once the funding is secured, we will publish information to the local bar and on the Washington State Office of Minority and Women's Business Enterprises Web Site.

We will communicate the details of the program to CASA, ESS, CPS, VFW, DAV, the Longview Housing Authority, the United Way, the Cowlitz County Bar Association Board and members, and Northwest Justice Project. In this communication, we will clearly explain the criteria for eligibility and the services Self Help Plus will provide. We will also send press releases and announce the program on our web site and social media.

As we are in the process of hiring the attorney-contractor, we can begin to schedule legal clinics for our targeted population, publish the dates and times for those clinics, and begin screening clients for placement in Self Help Plus. We will have training sessions with our staff, Board and volunteer attorneys so that their roles in the process are clearly defined.

The attorney-contractors will receive training on our online case management system, the documents required for intake and setting up and maintaining files in our office.

The attorney-contractor will help define specific goals and outcomes for the program.

Once clients are referred and screened by our staff, the new attorney-contractor can begin seeing Self Help Plus Clients, preparing documents and providing full representation to the clients who are accepted into the program.

After the program runs for several months, the attorney-contractor, our Board of Directors and our staff will assess the success of the program, its outcomes and goals. Decisions will be made to secure further funding for the future.

Within one year, we expect to provide **150 hours** of full representation to clients who reside in Longview at this level of funding. If each client requires only 10 hours of service, that will equate to 15 clients. It must be noted that every case is unique and the number of hours required for each client will vary. Specific case data and outcomes will be recorded and on file for all of these clients. All data will remain confidential.

At the request of the CDBG program, CWLA will provide reporting as to hours spent, agency expenses realized and case outcomes.

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

Lori Bashor-Sarancik– Program Coordinator - 360-425-2579 – cwlap@live.com

Project Management

Lori Bashor-Sarancik – above
Board of Directors of CWLA/President is Lisa Waldvogel – 360-425-1537 –
lisa.waldvogel@gmail.com
New Contracted Attorney

Developing Partnerships

Lori Bashor-Sarancik – above
Board of Directors of CWLA
New Contracted Attorney

Maintaining Records

Lori Bashor-Sarancik – Program Coordinator – above
Eva Barker – Administrative Assistant – 360-425-2579 – cwlap@live.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.

We are not partnering, but will receive referrals from other agencies who recognize clients who may fit the target population for this initiative.

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.)

Grant administration / Project Owner

Lori Bashor-Sarancik– Program Coordinator - 360-425-2579 – cwlap@live.com

Project Management / Day to Day Management

Lori Bashor-Sarancik – above

Board of Directors of CWLA/President is Lisa Waldvogel – 360-425-1537 –
lisa.waldvogel@gmail.com
New Contracted Attorney

Developing Partnerships

Lori Bashor-Sarancik – above
Board of Directors of CWLA
New Contracted Attorney

Maintaining Records

Lori Bashor-Sarancik – Program Coordinator – above
Eva Barker – Administrative Assistant – 360-425-2579 –cwlap@live.com

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

N/A – not a facility

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 – not a residence

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.

Short term outcomes: Clients in our targeted population will immediately receive more attention as they will be attending clinics and being initially screened for placement in the Self Help Plus program. Through the time in the clinics, clients receive advice and coaching from licensed attorneys. So, they will already receive some direction as to what they must do next or the steps to being successful with their legal matter. The lives of these clients will be improved if they follow the instructions of the attorneys and assemble the proper documents, file their paperwork, etc.

Long term outcomes: Clients who are accepted into the Self Help Plus program will receive the full representation of a licensed, certified attorney. Documents will be prepared for them, and appearances at the necessary hearings and court dates. Clients will receive VA benefits sooner than they might without the help of an attorney. Family law matters will move forward and reach resolution so clients can move forward in their lives. Child support issues will be resolved so that drivers licenses can be restored and these clients may have the ability to successfully land a job because they can now drive a car to get to an interview or to work. 150 hours of full representation will be provided to Longview residents in one year at this level of funding. Should funding be secured from the other sources mentioned in this proposal, the outcome could be much larger. The number of clients receiving services will increase as the funding for the program increases, as the funds pass through directly to hours of

work from an attorney-contractor. The lives of the clients who are given full representation improve dramatically as their legal matters are resolved.

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.

If the Self Help Plus program receives all of the referrals for services that we estimate and anticipate, it is possible that up to 86 clients who reside in Longview could meet our eligibility requirements. Further funding sources will have to be sought to grow the program to this level, and we may need to implement further screening criteria in order to narrow the referrals. A larger office location, more computer equipment, more supplies and more staff would be required in order to support a program of this size.

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)

This project is not an Area Wide benefit for the scope of this proposal.

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: _____

At or below 50% Median Income: _____

At or below 80% Median Income: 15 – 20 Households

Total number Low-Income Served 15 – 20 Households

The 2000 U.S. Census notes a total Longview population of 34,660, of which 47% can be estimated as low income. This means 16,290 would qualify as it relates to their residence and their income. From the consolidate plan, it can be noted that the following number of households may experience several factors that are contributors to homelessness, all of which relate directly to legal issues that can be solved by Self Help Plus:

Domestic Violence Victims	84 Households in 2009
Family Breakup	84 Households in 2009

And, the following issues that impact Veterans:

Unable to pay rent	115 Households
Poor Credit Rating	78 Households

Medical Costs
Misdemeanor Charges

40 Households
26 Households

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 this initiative because it addresses the needs of low, extremely low and low to moderate households and homeless residents in addition to those at-risk of homelessness. Self Help Plus will address the legal issues that can push residents over the edge into homelessness like family breakups, domestic violence, collections and medical benefits. Our agency will have a deeper connection with the City if this initiative is funded as well. Also, the initiative is uniquely tailored to address targeted populations within the city who are in the highest level of need. Several local agencies will refer clients to the program, so it represents a collaboration among agencies. Legal Services are listed as a Medium Level need in the Consolidated Plan and as a Public Service, Self Help Plus addresses several objectives: SL1.7, Early Intervention services; SL1.28 Senior services; SL 1.29 Disabled Services, Employment, Child and Health Care. CWLA is an agency that is supported by The United Way that provides funds to agencies that provide supportive services for at-risk and homeless populations. CWLA is an incorporated 501 c(3) non-profit agency able to receive CDBG funds.

Our Program Coordinator continues to pursue many other diverse sources of funding each year, and if these funds are received, Self Help Plus will not be dependent on any one source of funding.

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

The following expenses will be carried by the existing CWLA operation: space rent, insurance, staff time at 50 hours per week, telephone and internet capability, maintenance of computer equipment. This represents the majority of our agency expenses which can be found in the budget area in the appendix.

In addition to our traditional expenses, we intend to conduct a fundraising campaign to support the Self Help Plus program within the community and to hold a new fundraiser annually with Self Help Plus as a central theme.

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 all of the funding sources for which we have applied are realized, we will be able to provide legal representation for 30 hours per month in the first year. That could mean that 36 total clients could receive representation (if their legal matter can be handled within 10 hours per month). For the amount of funding we propose from City of Longview CDBG, \$10,000 Self Help Plus can provide approximately 150 hours per year of Legal Representation for Longview residents. Assuming a legal matter can be handled within approximately 10 hours, that means approximately 15-20 City of Longview clients could receive legal representation in one year.

The number of hours of legal representation provided will simply adjust up or down to the amount of funding we receive. The impact of less funding would mean that fewer clients will receive full representation, but they can still avail themselves of our other legal services.

23. Complete and attach the separate CDBG Budget Form.

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

See attachment – CDBG Budget Form

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 for Self Help Plus:

City of Longview CDBG	\$10000	Local Govt - proposed
United Way (applied but not committed)	\$10000	Foundation - proposed
Health Care Foundation	\$10000	Foundation – committed
The Legal Foundation	\$1200	Foundation - committed
US Bank	\$1500	Business - committed
Fundraising (planned)	\$2000	Local – proposed
Several other Foundations / Nationwide	\$20000	proposed
Total	\$54700	

From the City of Longview CDBG funds, the following expenses will be realized

Contract Attorney services	\$9,600
Other Admin Expenses:	\$400
Training, Certification,	
Office Supplies, Staff Time,	

Communications, Printing,
Proj Mgmt, Grant Admin

Total: \$10,000

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.

See attachment Letters from funders who have committed.

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

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)*
- Agency Financial Audit by e-mail** *(Most current independent audit.)*
- Housing projects: Include Proforma and Marketing Plan**
- Community Facilities Only: 5-year Operations Budget**

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

Project Timeline

Detail Tasks for Project	Start Date	Completion Date
	Month Day Year	Month Day Year
Secure Funding for 2014	11/30/2013	6/30/2014
Publish Employment Opportunity	6/15/2014	7/1/2014
Select Attorney Candidates	7/1/2014	7/31/2014
Meet with referrals agencies	7/1/2014	8/1/2014
Publicize new program	8/1/2014	8/15/2014
Contract Attorney begins accepting new clients into Self Help Plus	8/1/2014	Ongoing
Assess program progress	9/1/2014	Ongoing monthly
Report on outcomes of the program	9/1/2014	Ongoing monthly
Invoice funders for monthly expenses	9/1/2014	Ongoing monthly

SUBMIT THIS FORM WITH THE APPLICATION

CDBG Budget

	Project Duration Months:					Total
	Source 1	Source 2	Source 3	Source 4	Source 5	
	CDBG	Healthcare Foundation	US Bank	Private Foundations	Fundraising	
Commitment Dates	2014	2013/2014	2013	2014	2014	
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	\$9,600.00	\$10,000.00	\$1,500.00	\$31,200.00	\$2,000.00	\$54,300.00
Planning						
Local Match to State/Fed Grant						
Other, List: Permits/Fees						
Other, List - Office Supplies, Admin	\$400.00					\$400.00
Other, Sales Tax						
Contingency						
Total:	\$10,000.00	\$10,000.00	\$1,500.00	\$31,200.00	\$2,000.00	\$54,700.00
Date Completed:	2/1/2014					



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
DIVISION OF CHILDREN & FAMILY SERVICES

711 Vine Street, P.O. Box 330, Kelso, Washington 98626

Voice -360/577-2372 Toll-Free- 800/281-2372 FAX -360/577-2382

February 4, 2013

To whom it may concern,

It has come to my attention that Cowlitz-Wahkiakum Legal Aid is proposing a new program called the Self Help Plus Program. Within this program, attorney services will be provided for no charge to a person who is pursuing a Third-Party custody matter, with specific criteria.

I have been a social worker/supervisor within Children's Administration for 8 ½ years. I fully support this program and believe it can help benefit numerous families in the Cowlitz/Wahkiakum area. Currently, Intake social workers within DSHS refer families to legal aid on a daily basis in a variety of counties. Our local intake report that they refer at least one to two calls a day to legal aid services in a variety of counties to include our own. The Child Protection Investigative social workers report they refer about 25 families each a year to legal aid for third party custody/non parental custody. Often, many of our families are interested in pursuing third party custody but get discouraged by the paper work, lack of knowledge about the court system and/or fee's. The investigative team also includes this resource in their community resource packet of information.

The current process for families going through this process usually involves the involvement of Child Protective Services. In these cases, a family member has become a positive potential placement for children who have been removed from their parental home. Many times, this family member is a grandmother with limited means or another close relative. The placement for the child is a good option with regard to health, safety and care. The legal process to establish custody for a third party, however, is extremely complex and a daunting task to take on for one of these clients. Typically, these clients face the preparation of hundreds of pages of legal documents, multiple court appearances and correspondence between multiple agencies, parties and states. Many of the folks going through this process simply give up, unable to accomplish the complicated challenge. Securing custody with a Third Party in these cases provides a safe, stable, loving environment for at-risk children. Providing an attorney to help overcome the complicated legal process required can allow this custody to take place more effectively. I support a program like this in our community. Please consider it in your funding decisions for 2013.

Sincerely,


Stephanie Frost
CPS Supervisor, Kelso DSHS



01/24/2013

To whom it may concern,

I am Elton L. Strange, the Post Service Officer of Cowlitz Valley VFW post 1045. I am responsible for managing the Veteran's Service Office located at 4307 Ocean Beach Highway, Longview, WA, phone 360 577 6757. Our service office assists veterans in filing VA benefit claims, which include service, and non-service connected disabilities as well as health care enrollment and unable to pay co-pay assistance. We also assist veterans and their spouses in obtaining aid and attendance (long term care in a nursing home or assisted living facility). We assist the veterans file notice of disagreements when their claims are denied and help them appeal the VA's decisions. Our success rate is at present at 90% but unfortunately it takes up to 6 or 7 years for the claims to go through for the benefits the veteran has earned.

Please note that our office is run by volunteers. We see an average of 220 veterans walk-ins and receive over 110 phone calls per month. As of this writing we have brought in \$12.5 million dollars for our veterans and their families here in Cowlitz County in the last 26 months. According to the Washington Department of Veteran Affairs there are 11,000 veterans here in Cowlitz County.

We also assist those veterans who do not qualify for VA benefits because they have less-than-honorable discharges due to some act related to PTSD that resulted in a behavioral problem and sometimes a conviction of a minor offense or courts martial. In those instances we assist those veterans who now are discharged obtain VA benefits through upgrading their discharges.

From my experience 50% of veteran claims from this county are initially denied and through our efforts and tenacity 90% are finally granted as stated above. We are seeing many cases of PTSD that would not have been recognized or treated in the past. Having an attorney to assist the veteran to obtain medical assistance and navigate the VA would be beneficial. Most importantly, we need legal assistance in aiding the PTSD veterans in getting their discharges upgraded so they may obtain the necessary VA health care benefits they so desperately need. Our office would appreciate the Cowlitz Wahkiakum County Legal Aid to give us legal assistance for our deserving veterans.

Sincerely,

A handwritten signature in black ink that reads "Elton L. Strange". The signature is written in a cursive, flowing style.

Elton L. Strange, Maj, USAF (ret)

Post Service Officer



CASA

Court Appointed Special Advocates
FOR CHILDREN

Cowlitz County CASA

Advocating for Abused & Neglected Children Every Day

1024 Broadway * Longview, WA 98632

Phone: (360) 414-5212 * Fax: (360) 425-6369

January 25, 2013

To whom it may concern,

It has come to my attention that Cowlitz-Wahkiakum Legal Aid is proposing a new program called the Self Help Plus Program. Within this program, attorney services will be provided for no charge to a person who is pursuing a Third-Party custody matter, with specific criteria.

CASA frequently receives phone calls from family members asking how they can get help with a custody action. The family members have often already gone through a lot of turmoil attempting to ensure the safety of the children involved. Typically the best advice we can offer is to see if they can get an attorney. Most often they indicate that they cannot afford and don't have any idea how to do the paperwork themselves. Although we do not track these calls, I would estimate that it is not unusual to receive 3 -4 a month. I also participate in meeting at the Department of Children and Family Services (DCFS) where the option of doing a Third Party custody agreement is often brought up as an alternative to CPS involvement, if there is healthy support available for the children.

The current process for families going through this process usually involves the involvement of Child Protective Services. In these cases, a family member has become a positive potential placement for children who have been removed from their parental home. Many times, this family member is a grandmother with limited means or another close relative. The placement for the child is a good option with regard to health, safety and care. The legal process to establish custody for a third party, however, is extremely complex and a daunting task to take on for one of these clients. Typically, these clients face the preparation of hundred of pages of legal documents, multiple court appearances and correspondence between multiple agencies, parties and states. Many of the folks going through this process simply give up, unable to accomplish the complicated challenge.

Securing custody with a Third Party in these cases provides a safe, stable, loving environment for at-risk children with someone they already have a relationship with. Providing an attorney to help overcome the complicated legal process required can allow this custody to take place more effectively.

I support a program like this in our community. Please consider it in your funding decisions for 2013.

Sincerely,

Corie C. Dow, MA

Executive Director

January 31, 2013

To Whom It May Concern,

I am writing to support the application for funding from Cowlitz-Wahkiakum Legal Aid for their new program called the Self Help Plus Program. Within this program, attorney services will be provided for no charge to Military Veterans as they face legal challenges related to obtaining benefits and overcoming issues with healthcare, employment and housing.

I have devoted much of my professional career to providing healthcare to soldiers and their families as an Army nurse. I am thankful Legal Aid is taking on the work to help veterans who who need assistance, and am committed to helping them in this mission.

The Self Help Plus Program will provide one-on-one assessments by a licensed attorney and will allow those that have served our country to make concrete steps toward overcoming barriers. Medical and other benefits through the Veterans Administration sometimes require complicated appeals and cause many years to go by before well-deserved services can be provided. In addition, Veterans face issues with family law, collections, securing housing and consistent employment. Many are denied benefits due to the effects of PTSD which manifests in criminal misdemeanors and other disturbances. All of these issues can be aided with the advice, counseling and efforts of an attorney. Veterans experiencing these issues in our community typically cannot afford an attorney.

I strongly support this program which will provide services to the veterans in our community and I ask that you fund this program for 2013.

Respectfully,

A handwritten signature in cursive script that reads "Kristine K. Campbell".

Kristine K. Campbell RN, PhD

Brigadier General (ret)



Emergency Support Shelter

support * validation * safety * hope

Box 877
4 Cowlitz Way
Iso, WA 98626
vw.esshelter.com

360-425-1176
Fax 360-425-3970

January 25, 2013

To whom it may concern,

It has come to my attention that Cowlitz-Wahkiakum Legal Aid (CWLA) is proposing a new program for 2013 which will provide much-needed legal services for low-income clients called The Self-Help Plus Program. This program is targeted to help clients with specific legal needs and careful screening by staff and volunteer attorneys.

Domestic Violence victims who are using the services of the Emergency Support Shelter represent one of the intended beneficiaries of these services. Many of the clients who need Legal Help are able to gather the forms, fill them out and navigate their way through the legal system on their own. There are, however, a number of clients who do not have the capability to get through this process during this emotional and chaotic time in their lives.

Legal issues regarding dissolution, custody and support often arise as we are working with clients who are attempting to break free from an abusive relationship and move forward in their lives. We anticipate that this program will address the legal requirements for 24 to 36 clients per year who need a higher level of support to navigate the legal system. These clients will be identified by our staff and the staff at CWLA, and will be screened by licensed attorneys before receiving the additional support. So, we know that the services will go to only those clients with the greatest need.

I strongly support a program like this in our community and I ask that anyone reviewing this program for funding give it full consideration. It will help our most vulnerable citizens move on to experience lives that are free from continued violence and abuse.

Sincerely,

Sherrie Tinoco
Executive Director



January 31, 2013

To whom it may concern:

I strongly support the Cowlitz-Wahkiakum Legal Aid application for a grant to provide services to veterans. As Mr. Strange's letter demonstrates, veterans in Longview need assistance in seeking to obtain benefits from the Veteran's Administration. For many of them the process is too difficult. In championing their causes and facilitating the process we should be able to obtain resources which will not only assist them, but also will alleviate the strain on local funds and programs. I am convinced that if we can get this program started, local attorneys (some being veterans themselves) will rally to provide *pro bono* services. To date Mr. Strange and a few others have carried this heavy workload without the assistance of legal counsel. We need to add this additional component to ensure that veterans get a full and fair resolution of their claims.

Very Respectfully,

James J. Stonier

Washington State Bar #4890

B. Jo Brewer

1240 Sycamore Place
Longview, WA 98632
(360) 751-1114

February 1, 2013

To Whom It May Concern:

I have been involved with the Emergency Support Shelter for many years – from being the first testimonial speaker at the first fundraising breakfast, to providing accounting assistance and consulting advice, to serving on the Board of Directors and as Board Chair. Throughout this time I have witnessed the need for legal assistance for the residents and clients of the Shelter.

During the emotional and chaotic time that a victim is escaping and healing from the trauma of domestic violence, the need for many legal services arises – restraint orders, dissolution, custody, support, etc. Some clients are able to navigate the legal system on their own. They are able to identify the legal system's requirements, obtain the necessary forms and complete them. However, due to the experience of abuse and the resulting emotional and chaotic turmoil, many need assistance.

Cowlitz-Wahkiakum Legal Aid (CWLA) is proposing a new program called the Self Help Plus Program which will help low income individuals with specific legal needs. They have targeted Domestic Violence Victims as one of three segments of the population that would receive free legal services. It is anticipated that this program would assist 24 to 36 DV clients per year. These clients would be identified by the Emergency Support Shelter staff and the staff at CWLA and would be screened by licensed attorneys before receiving additional support to navigate the legal system.

I strongly support the proposed Self-Help Plus Program and request that you consider it when deciding CDBG funding. This will help vulnerable victims heal and move forward to experience productive, abuse-free lives as valuable members of our community.

Sincerely,

B. Jo Brewer, CPA, MBA

Board of Directors

Judy Bailey
C.C. Bridgewater
Hilary Gillette-Walch
Jim Goodman
Julie Nye
John Philbrook
Vernon R. Pickett
Buck Reinholdt
George Schwartz
Dave Spurgeon
Sherrie Tinoco
Bill Turner
Perry Watkins
Jocelyn Watters

Mary Jane Melink
Executive Director

THE HEALTH CARE FOUNDATION

P.O. Box 308, Longview, WA 98632
(360) 423-3591
thehealthcarefoundation@gmail.com



March 13, 2013

Lori Bashor-Sarancik
1338 Commerce
Suite C
Longview, WA 98632

Re: 2013 Grant Request

Dear Ms. Bashor-Sarancik:

Thank you for your proposal to The Health Care Foundation. After consideration by the Board, your request for a grant has been approved as follows:

A \$11,500 outright grant to fund the "Self Help Plus", legal aid for veterans to access denied medical benefits, and a \$500.00 matching grant to fund the same program.

To finalize the grant process, a duly authorized official should sign the enclosed Grant Agreement in duplicate and return one signed original to this office. When we receive the signed agreement we will be in contact with you to discuss the grant funding arrangements. In addition, please note that it is not our custom to fund operation funds.

The Health Care Foundation asks your cooperation in publicizing this grant. A letter to the Editor of The Daily News in Longview mentioning your organization, the funded project and The Health Care Foundation would be appreciated. If you have any questions, please call me at 360-423-3591.

We look forward to working with you to fulfill your grant's purpose.

Sincerely,

Mary Jane Melink
Executive Director

Mission: To promote the physical and mental health and healthcare of the people living within the service area of the Longview, Washington acute care hospital.

The Health Care Foundation was founded to perpetuate the community's investment in Monticello Medical Center when it was sold in 1984. Cowlitz General Hospital, Monticello's predecessor, occupied the railroad station depicted above.

Board of Directors

Judy Bailey
C.C. Bridgewater
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Jocelyn Watters

Mary Jane Melink
Executive Director

THE HEALTH CARE FOUNDATION

P.O. Box 308, Longview, WA 98632
(360) 423-3591
thehealthcarefoundation@gmail.com



THE HEALTH CARE FOUNDATION (hereinafter referred to as "Donor") of Cowlitz County, State of Washington, is a Washington nonprofit corporation, exempt from federal income tax under Section 501 © (3) of the Internal Revenue Code, and qualifying as a Section 509 (a) (1) organization.

Cowlitz-Wahkiakum Legal Aid, located in Longview, Washington, a nonprofit corporation, exempt from federal income tax under section 501 © (3), or, if applicable section _____ of the Internal Revenue Code.

Consistent with the purposes of the Donor, a gift of a \$11,500 in the form of an outright grant, and a \$500. matching grant is awarded to fund the "Self Help Plus Project", a legal aid project for veterans to access denied medical benefits.

The money, which is the subject of this gift, shall be used by the Donee consistent with its tax exempt, charitable purpose.

The Donee shall abide by the following conditions:

1. Submit a final report at the end of the grant year and prior to consideration of future grants. The report must show how granted funds are disbursed and the number of people served by the project.
2. Maintain books and records showing how the granted funds are used and make them available to the Donor for inspection.

If such funds are not used for the above-stated purpose, Donee shall immediately return the entire gift, or whatever portion is not so used for the stated purpose to Donor.

Dated this 20th day of March, 2013.

Mary Jane Melink, The Health Care Foundation

Amy M. Wade, Cowlitz-Wahkiakum Legal Aid

Mission: To promote the physical and mental health and healthcare of the people living within the service area of the Longview, Washington acute care hospital.

The Health Care Foundation was founded to perpetuate the community's investment in Monticello Medical Center when it was sold in 1984. Cowlitz General Hospital, Monticello's predecessor, occupied the railroad station depicted above.