

**City of Longview
2013
2014 Community Development Block Grant
Project Design**

Applicant:	Lower Columbia Community Action Council	Contact Person:	Michael Torres
Title:	Programs Director	Title:	Programs Director
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Non-Profit Status: YES IRS Tax Identification Number: 91-0814141

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: Help Warehouse – Support Food Bank Services to Longview residents

CDBG Funding Requested: \$ 47,662

Problem/Opportunity Description

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

The Help Warehouse is the food collection and distribution center for Cowlitz and Wahkiakum food banks and for USDA surplus commodities. In coordination with the eight area food banks and 14 surplus commodities distribution sites, of which 5 are in Longview, we address the continuing issue of hunger. Eligible CDBG public service activities we provide include: information about nutrition services and referral to community programs; distribution of USDA surplus commodities and donated

food items; and gleaning from local stores and organizations such as Food Lifeline and Northwest Harvest.

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 project is attempting to alleviate hunger in Longview. Due to poverty, families often have to choose between food, clothing, health care, housing, education, and electricity. Consequences include poor health, decreased school performance, greater risk of criminal behavior, substandard child care, and inadequate housing. In this past year we have continued to see a high number of elderly clients and families with a middle-class background facing the same economic stresses. Our goal is to make food available for the needy of all ages. During 2013, of the nearly 5,000 unduplicated individuals that received food assistance through the HELP warehouse, approximately 24% were children and 27% senior citizens.

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: SL-1.23
Objective Title: Food Bank Service Expansion.

Objective Proposed Accomplishments & Outcomes: Provide public services to complement community-wide efforts to serve those most in need of 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 CDBG Contract or funding will be deobligated.)

Help Warehouse has been operating since 1982. These funds will allow it to continue providing a relatively consistent level of service to the Longview food banks. There are no steps which need to be completed prior to funding to ensure this.

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

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 effects of long term hunger are negative to both the community at large as well as to individuals. Some of the effects commonly cited are: high infant mortality rates (malnourished mothers are more likely to be sick and have smaller babies), vulnerability to common illnesses (malnourished people lack the strength to survive illnesses), increased risk of infections (malnourished people have a weakened immune system leaving them more vulnerable to infection), impediments to normal childhood development (lack of essential nutrients for growth and development leave the children smaller in stature and scoring lower on intelligence tests), and impediments to economic growth (underweight children spend fewer years in school which means they will earn less in adulthood).

According to Washington's April 1, 2012 Population of Cities, Towns and Counties used for Allocation of Selected State Revenues, Longview has an estimated population of 36,940 (2010 Census is a population of 36,648). Regarding poverty there are 1,128 families and 5,680 individuals in poverty within the City of Longview. The food programs use a higher eligibility guideline of 185% of poverty. CAP anticipates serving an average of 435 Longview households a month.

The 2008-2015 5-Year Estimate of the American Community Survey from the U.S. Census Bureau estimates the percentage of individuals whose income is below the poverty level in Longview is 22.3%.

This may be an artificially low number though since Cowlitz County remains on the "Counties on the Distressed Areas List". This list is issued by the Washington State Employment Security Division, Labor Market and Economic Analysis Branch. Counties make the list by having a three year average unemployment rate equal to or greater than 120 percent of the statewide rate unemployment rate. Cowlitz County shows a three year average unemployment rate of 12.0% (January 2010-December 2012) compared to the State's 9.1% rate. For December 2013, Cowlitz County's unemployment rate was 9.2%, down from 10.0% the previous year, but still significantly higher than the State's 6.6% seasonally adjusted rate.

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.

2013 Community Report card from Pathways 2020 states "An adult with poor nutrition finds it more difficult to find and keep a job and often ends up with additional health concerns. Poor nutrition can lead to obesity and other poor dietary habits, which are linked to chronic disease and early death." As evidenced by access to healthy foods being an issue highlighted in the report card, the inclusion of Cowlitz County in the "Economically Distressed Areas List", Cowlitz being selected as a pilot of Governor Inslee's "Ending Family Homelessness" initiative, and the Board of County Commissioners issuing request for Proposals for "Projects that address homelessness in Cowlitz County", both state and

local officials recognize the issues of hunger and poverty, and attempt to reduce its effects. Protecting the developmental stability, health, and safety of children caught in poverty is paramount. Access to adequate nutrition is a cornerstone of well-being and proper mental, emotional, and physical development. Bottom-line is that where hunger is present, opportunity is limited and the incidences of generational poverty are higher.

Past Effort

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

To respond to the community problem, CAP and its affiliate food banks deliver food to the needy. This requires three main functions: The procurement, transport and storage of food; the accountability of sorting, recording, and verifying the eligibility of persons needing the food; and the actual distribution of the food to appropriately eligible persons at CAP and other locations. CAP distributed 1,503,807 pounds of food in 2012 in Cowlitz and Wahkiakum counties. Of this, about 916,641 pounds of food (61%) were distributed to the Longview food banks (excludes Kelso foodbanks). Additionally, CAP and the other 15 USDA Commodities distribution sites provide federal surplus commodities. During 2012, CAP distributed 250,811 pounds of USDA Commodities through its distribution sites. Of this, 45% was distributed to Longview residents. 2013 numbers are being finalized, but are comparable.

CAP also provides Emergency Services in the form of food, formula, diapers, blankets, furniture, and toiletries. During 2013, CAP served an average of 164 families per month in this manner. The vast majority of those families served originate in the Longview and Kelso areas, as the food banks try to meet emergency services needs in their local areas.

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 HELP Warehouse partners with many agencies to develop and carry out this operation. WA Department of Agriculture oversees the process through which Emergency Food Assistance Program (EFAP) and The Emergency Food Assistance Program (TEFAP) food is distributed by HELP Warehouse to each of the partner Food Banks/Food Distribution sites. Food Lifeline and Northwest Harvest, non-profit agencies focused on fighting hunger in WA State, provide food to HELP Warehouse for further distribution to local Foodbanks. FISH, Salvation Army, and St. Vincent de Paul are all Longview local food banks which receive food distributed by HELP Warehouse.

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

The most basic issue of the problem relates to a lack of money on the part of families. We are not attempting to address that underlying cause here. We are specifically addressing the issue of people not having enough to eat. The most direct way of addressing that is by providing food to families and individuals in need. Clients can walk-in to the HELP Warehouse or set-up appointments to receive assistance in applying for the Basic Food Program, or sign-up for and receive USDA Commodities. For Commodities, clients receive a punch card that allows them to pick up food at eight food banks in Cowlitz and Wahkiakum Counties. If the client is unable to pick up food at a food bank, the HELP Warehouse delivers to homebound people and various senior apartment projects, including Campus Towers, Fremont Village, Parkland Terrace, and Westgate Terrace. If a client is in urgent need of food, the HELP Warehouse provides them with an emergency food box and directs them to the most accessible food bank that would be open the next day. We can also provide food boxes we call Meals ready-to-eat (MRE's) which do not require kitchen or other preparation.

In addition to distributing food to families in need and food banks, gleaning food from various grocery stores, and purchasing food in bulk and through food-discount buying services; CAP helps organize and coordinate community food drives such as Walk-N-Knock, and participates in the Postal Food drive. Every two years the eight food banks in Cowlitz and Wahkiakum Counties have voted to have CAP continue to serve as the central distribution agency for the area rather than each food bank spending valuable resources which would be duplicative in nature.

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 Chavez, HELP Warehouse and Nutrition Coordinator. lisac@lowercolumbiacap.org; (360) 425-3430 x 259

Lisa Chavez has been with CAP since 2007 as Senior Nutrition Coordinator. She serves on the Cowlitz County Food Advisory Board. She is instrumental in fundraising, community outreach and the expansion of services provided by CAP's Nutrition Programs.

Tammy Davies, Nutrition Services Program Manager. tammyd@lowercolumbiacap.org; (360)425-3430 x 240.

Tammy Davies has been with CAP since 2006, and promoted to Nutrition Services Program Manager in 2007. She currently serves as Vice-President of Washington Association of Senior Nutrition Programs (WASNP), and is also member of National Association of Nutrition and Aging Services Programs (NANASP). She has previously served on the Cowlitz County Vulnerable Adults Task Force, was recipient of Cowlitz on the Move healthy lifestyles award 2007 for CAP's Holiday Meals Program.

Michael Torres, CAP Programs Director. michaelt@lowercolumbiacap.org; (360) 425-3430 x 242

Michael began as CAP's Director of Community Services in 2009, where he oversaw the operations of 18 programs, funded from federal, state, and local government, well as private foundation grants, and a staff of 75. In 2011 he became Programs Director, overseeing all Programs and Program Staff at the Agency.

Doug Koenig, CAP Finance Director. dougk@lowercolumbiacap.org; (360) 425-3430 x 210
Doug began with CAP's Finance Program in 1992, and became Finance Director in 1999. He oversees all fiscal aspects of CAP grants --federal, state, and local government, as well as private foundation grants.

Alan Rose, CAP Community Relations Director. alanr@lowercolumbiacap.org; (360) 425-3430 x 280
Alan began with CAP's Community Services Department in 2000, and became Community Relations Director in 2007. He manages inter-agency relationships, community relations, prepares press releases, and assists with community outreach and education.

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.

As described earlier, CAP's HELP Warehouse partners with many agencies to carry out this project. Contracts are in effect and maintained with WA Department of Agriculture, Food Lifeline, and each of the participating Food Banks.

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.)

Tammy Davies, Nutrition Services Program Manager. tammyd@lowercolumbiacap.org; (360)425-3430 x 240.

Tammy has been part of CAP since 2006, and has been program manager since 2007. Last year she assumed management of HELP Warehouse upon Lois Shelton's retirement. She is responsible for the day-to-day management of all HELP Warehouse activities, and also is primary point of contact for EFAP.

Denise Baker, Basic Food Coordinator. deniseb@lowercolumbiacap.org; (360) 425-3430 x 252
Denise began as Basic Food Coordinator at CAP in 2013. She assists people prepare applications for the Basic Food Card (formerly food stamps), and assists with coordination of USDA commodities distribution.

Lisa Chavez, USDA Commodities Coordinator. LisaC@lowercolumbiacap.org; (360) 425-3430 x 259

Lisa has been at CAP since 2007 as Senior Nutrition coordinator, and assumed coordination of all CAP nutrition programs in 2013. She is the primary point of contact for USDA Commodities / TEFAP Distribution.

Rick Philbrook, Warehouse Coordinator. rickp@lowercolumbiacap.org; (360) 425-3430 x 284
Rick began as Warehouse Coordinator at CAP in 2006. He is the primary point of contact for receipt and storage of food in the warehouse, and distribution from warehouse to participating Food Banks.

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

Not applicable.

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.)

Not applicable.

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 project will ameliorate a short term need. Commodities are distributed by CAP through 14 distribution sites each month and the eight different food banks have their own rules about how and when clients may receive food. Realistically, clients are given an amount of food which will supplement other foods which they already have. The foods provided cover different areas of the food pyramid so they are nutritious, thereby offsetting some of the potential effects of malnutrition. The immediate problem of someone going to bed hungry will be resolved and hopefully they will feel more energetic and alert the following day. Food stimulates brain activity which can translate into people maintaining better health so they can hold a decent job; help their children to attend school to become productive members of society; avoid health problems, and alleviate some of the depression they may experience due to poor nutritional habits which can lead to domestic violence and visits to the emergency room at the hospital.

The long-term outcomes are dependent upon the other social services available to and utilized by the families and individuals we assist with basic food and food banks. For many we are but the first step in bringing their lives back around.

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.

Regrettably, the underlying problem of poverty will still exist. As long as people are in poverty, they will continue to make choices between where they live, how or when they will eat, whether to turn on the heat, and what items they must buy. For some people, change may only require an improvement in the economy, for others the change may require a more comprehensive program of change, and others are at a point from which they feel there is no escaping their situation.

Hunger relief organizations such as Food Lifeline and Northwest Harvest have the single goal of feeding those who are hungry by providing food. This goal of this project is the same as well -- to provide food for the hungry and needy.

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)

1113 unduplicated Longview households a year will benefit from this project. CAP serves an average of 434 duplicated Longview households a month which represents approximately 703 individuals.

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.

Households/Persons

At or below 30% Median Income: 801/1524

At or below 50% Median Income: 267/508

At or below 80% Median Income: 45/ 85

Total number unduplicated Low-Income Served 1113/2117

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 appropriate for CDBG funding because it fits in the 2009-2013 Longview-Kelso HOME/CDBG Five Year Strategic Plan Framework, supporting the CDBG Objective of providing public services to complement community-wide efforts to serve those most in need of assistance. Specifically, SL-1.23, Foodbank Service.

HELP Warehouse currently receives CDBG funding. CAP continues to investigate additional sources of funding, and currently combines funding from Emergency Food Assistance Program (EFAP) (\$104,490), and The Emergency Food Assistance Program (TEFAP) (\$32,320). All of these grants can be considered committed to CAP, but the level of support for 2014 is uncertain. As long as the funds are available though, CAP will be an applicant.

Future funding will be required beyond this application. Food insecurity is a real and growing need in our community. As noted in the 2013 Community Report Card from Pathways 2020, the City of Longview now ranks sixth in Washington State in terms of residents relying on Food Stamps. In addition, according to the US Census 5 year estimates, the percentage of persons living below poverty level in the city of Longview has been increasing. EFAP is the primary funding source for the HELP Warehouse. While we have other revenue sources, they have never been sufficient to pay for the entire cost of the program. EFAP bases its funding on a formula which uses percentage of population in an area versus the state as a whole. As Cowlitz County is not one of the most populous areas, CAP's share of the allocation is of a lesser amount than is needed to actually operate the program. CAP has always needed additional grants/funds to support the Help Warehouse program.

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

As detailed above, CAP commits multiple funding sources to this project each year. In addition, donations continue to be solicited.

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.

All of the funds listed can be considered committed to CAP, but the level of support for 2014 is uncertain. As long as the funds are available though, CAP will be a recipient. In the unlikely event that one of the other funding sources were not realized in its entirety, the specific service that funding source supports would be eliminated. For example, without TEFAP funding, USDA Commodities would not be distributed.

The CDBG request of \$47,662 encompasses salaries, fringe benefits, taxes, supplies, rents, and indirect charges. The salaries are composed of four employees. It is anticipated HELP Warehouse will serve an average of 434 Longview households a month representing 703 people a month (a household is composed of one or more members). The budget form is attached.

Any reduction to the requested CDBG funding would unfortunately have the proportional impact of reducing the number of households served, at a time when the demand at all our distribution sites has been rising.

23. Complete and attach the separate CDBG Budget Form.

Attached.

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.

CDBG, \$47,662 (Federal)
EFAP, \$104,490 (Federal)
TEFAP, \$32,320 (Federal)

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

CDBG: Proposed. Funding decision anticipated in March/April 2013, with project contract period August 1, 2014-July 31, 2015.

EFAP: Committed, but level of funding is uncertain. As long as funds are available, CAP will be a recipient. Contract period is Jun 2014-Jul 2015.

TEFAP: Committed, but level of funding is uncertain. As long as funds are available, CAP will be a recipient. Contract period is Oct 2014-Sep 2015.

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

Formal Certification letter attached.

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

See Attached CAP Help Warehouse Budget page.

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

SUBMIT THIS FORM WITH THE APPLICATION

CDBG Budget

	Project Duration Months:					Total
	Source 1	Source 2	Source 3	Source 4	Source 5	
	CDBG 2014	EFAP 2014	TEFAP 2014			
Commitment Dates						
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	\$47,662.00	\$104,490.00	\$32,320.00			\$184,472.00
Planning						
Local Match to State/Fed Grant						
Other, List: Permits/Fees						
Other, List						
Other, Sales Tax						
Contingency						
Total:	\$47,662.00	\$104,490.00	\$32,320.00			\$184,472.00
Date Completed:						

ADDITIONAL BUDGET PAGE FOR HELP WAREHOUSE CDBG APPLICATION

	CDBG	EFAP (state)	TEFAP (federal)	TOTAL
Contracts/Grants	47,662	104,490	32,320	184,472
Thrift Store	0	0	0	0
Donation	<u>0</u>	<u>0</u>	<u>0</u>	0
Total	47,662	104,490	32,320	184,472
Salaries	22,420	37,640	12,470	72,530
Taxes	3,340	5,700	1,320	10,360
Benefits	3,610	7,950	3,960	15,520
Supplies	0	1,000	520	1,520
Printing	0	450	680	1,130
Operating supplies	0	20,000	0	20,000
Professional service	0	0	0	0
Communications	0	550	300	850
Travel	0	500	100	600
Advertising	0	100	0	100
Rentals	10,429	8,500	8,500	27,429
Insurance	0	2,500	0	2,500
Repairs	0	6,000	100	6,100
Training	0	400	0	400
Overhead	<u>7,863</u>	<u>13,200</u>	<u>4,370</u>	<u>25,433</u>
Total	47,662	104,490	32,320	184,472

Salaries - there are 4 staff members in the Help Warehouse

Operating supplies - primarily purchased food items, fuel, and matching requirements

Rentals - space rent for office area and large storage/distribution area 8,711 square feet

Repairs - repairs and maintenance to our truck, forklift, and pallet jacks



Ilona A. Kerby
Executive Director

PROGRAMS:

- Basic Food Card (Food Stamps)
- Community Jobs
- Emergency Services
- Employment Assistance
- Energy Assistance
- Family Asset Building
- Job Training
- Help Warehouse
- Home Care Equipment Bank
- Housing Rehabilitation
- Meals on Wheels
- Medicaid Rides
- Rental Housing
- RSVP/Volunteer Services
- RUOK? – Daily check-in service
- Rural Public Transit – Daily 1-5 Van Service
- Self-Help Housing
- Senior Community Lunches
- Senior Rides
- Statewide Health Insurance Benefit Advisors (SHIBA)
- USDA Surplus Commodities
- Weatherization

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January 28, 2014

Community Development Department
Longview City Hall
1525 Broadway
Longview, WA

Dear Longview City Council,

As required in the 2014 CDBG Project Design Proposal, I certify the following funding sources will be used in the funding of HELP Warehouse during 2014:

-CDBG:	\$47,662
-TEFAP:	\$32,320
-EFAP:	\$104,490
Total Funding:	\$184,472

As stated in the project proposal, all these funding sources are needed for this project to be viable.

If there is any additional information I can provide, please let me know.

Sincerely,

Ilona Kerby
Executive Director

Lower Columbia CAP is an equal opportunity employer and provider

**50 years of
our Community
taking Action**

**April 1, 2013 Population of
Cities, Towns and Counties
Used for Allocation of Selected State Revenues
State of Washington**

<u>County Municipality</u>	<u>Census 2010</u>	<u>Estimate 2011</u>	<u>Estimate 2012</u>	<u>Estimate 2013</u>	<u>County Municipality</u>	<u>Census 2010</u>	<u>Estimate 2011</u>	<u>Estimate 2012</u>	<u>Estimate 2013</u>
Adams	18,728	18,950	19,050	19,200	Douglas	38,431	38,650	38,900	39,280
Unincorporated	8,818	8,960	8,980	9,040	Unincorporated	20,399	20,590	20,760	21,060
Incorporated	9,910	9,990	10,070	10,160	Incorporated	18,032	18,060	18,140	18,220
Hatton	101	100	105	110	Bridgeport	2,409	2,405	2,415	2,425
Lind	564	560	565	570	Coulee Dam part	187	185	185	185
Othello	7,364	7,420	7,495	7,565	East Wenatchee	13,190	13,220	13,280	13,350
Ritzville	1,673	1,705	1,695	1,700	Mansfield	320	320	325	325
Washtucna	208	205	210	215	Rock Island	788	790	790	790
					Waterville	1,138	1,140	1,145	1,145
Asotin	21,623	21,650	21,700	21,800	Ferry	7,551	7,600	7,650	7,650
Unincorporated	13,143	13,195	13,240	13,325	Unincorporated	6,478	6,520	6,565	6,555
Incorporated	8,480	8,455	8,460	8,475	Incorporated	1,073	1,080	1,085	1,095
Asotin	1,251	1,255	1,255	1,265	Republic	1,073	1,080	1,085	1,095
Clarkston	7,229	7,200	7,205	7,210					
Benton	175,177	177,900	180,000	183,400	Franklin	78,163	80,500	82,500	84,800
Unincorporated	32,639	33,020	33,300	33,710	Unincorporated	13,491	13,665	13,820	13,160
Incorporated	142,538	144,880	146,700	149,690	Incorporated	64,672	66,835	68,680	71,640
Benton City	3,038	3,145	3,295	3,240	Connell	4,209	5,150	5,320	5,350
Kennewick	73,917	74,665	75,160	76,410	Kahlotus	193	190	195	195
Prosser	5,714	5,780	5,785	5,810	Mesa	489	495	495	495
Richland	48,058	49,090	49,890	51,150	Pasco	59,781	61,000	62,670	65,600
West Richland	11,811	12,200	12,570	13,080					
Chelan	72,453	72,700	73,200	73,600	Garfield	2,266	2,250	2,250	2,250
Unincorporated	30,498	30,500	30,680	30,960	Unincorporated	841	835	840	850
Incorporated	41,955	42,200	42,520	42,640	Incorporated	1,425	1,415	1,410	1,400
Cashmere	3,063	3,075	3,075	3,055	Pomeroy	1,425	1,415	1,410	1,400
Chelan	3,890 \$	3,930	3,940	3,955					
Entiat	1,112	1,135	1,135	1,140	Grant	89,120	90,100	91,000	91,800
Leavenworth	1,965	1,970	1,970	1,970	Unincorporated	40,134	40,395	40,790	40,956
Wenatchee	31,925	32,090	32,400	32,520	Incorporated	48,986	49,705	50,210	50,844
					Coulee City	562	565	560	570
Cllallam	71,404	71,600	72,000	72,350	Coulee Dam part	0	0	0	0
Unincorporated	42,228	42,395	42,560	42,830	Electric City	968	1,065	995	1,010
Incorporated	29,176	29,205	29,440	29,520	Ephrata	7,664	7,690	7,750	7,870
Forks	3,532	3,500	3,545	3,545	George	501	690	700	720
Port Angeles	19,038	19,080	19,100	19,120	Grand Coulee	988	1,020	1,035	1,045
Sequim	6,606	6,625	6,795	6,855	Hartline	151	150	150	155
					Krupp	48	50	50	50
Clark	425,363	428,000	431,250	435,500	Mattawa	4,437	4,460	4,495	4,540
Unincorporated	203,339	204,610	205,885	207,710	Moses Lake	20,366	20,640	20,950	21,250
Incorporated	222,024	223,390	225,365	227,790	Quincy	6,750	6,815	6,945	7,000
Battle Ground	17,571	17,780	17,920	18,130	Royal City	2,140	2,150	2,160	2,190
Camas	19,355	19,620	20,020	20,320	Soap Lake	1,514	1,515	1,520	1,530
La Center	2,800	2,835	2,985	3,015	Warden	2,692	2,690	2,695	2,705
Ridgefield	4,763	4,975	5,210	5,545	Wilson Creek	205	205	205	209 +
Vancouver	161,791	162,300	163,200	164,500					
Washougal	14,095	14,210	14,340	14,580	Grays Harbor	72,797	72,900	73,150	73,200
Woodland part	83	85	85	85	Unincorporated	28,438	28,555	28,610	28,615
Yacolt	1,566	1,585	1,605	1,615	Incorporated	44,359	44,345	44,540	44,585
					Aberdeen	16,896	16,870	16,890	16,860
Columbia	4,078	4,100	4,100	4,100	Cosmopolis	1,649	1,645	1,640	1,650
Unincorporated	1,423	1,435	1,435	1,425	Elma	3,107	3,115	3,110	3,115
Incorporated	2,655	2,665	2,665	2,675	Hoquiam	8,726	8,650	8,655	8,620
Dayton	2,526	2,535	2,535	2,545	McCleary	1,653	1,655	1,655	1,655
Starbuck	129	130	130	130	Montesano	3,976	4,010	4,050	4,070
					Oakville	684	685	690	690
Cowlitz	102,410	102,700	103,050	103,300	Ocean Shores	5,569	5,615	5,745	5,815
Unincorporated	44,085	44,225	44,180	44,345	Westport	2,099	2,100	2,105	2,110
Incorporated	58,325	58,475	58,870	58,955					
Castle Rock	1,982	1,995	2,135	2,135	Island	78,506	78,800	79,350	79,700
Kalama	2,344	2,365	2,390	2,400	Unincorporated	53,565	53,700	54,215	54,665
Kelso	11,925	11,920	11,930	11,940	Incorporated	24,941	25,100	25,135	25,035
Longview	36,648	36,730	36,910	36,940	Coupeville	1,831	1,855	1,880	1,890
Woodland part	5,426	5,465	5,505	5,540	Langley	1,035	1,045	1,055	1,065
					Oak Harbor	22,075	22,200	22,200	22,080



State & County QuickFacts

Longview (city), Washington

People QuickFacts	Longview Washington	
Population, 2012 estimate	36,458	6,895,318
Population, 2010 (April 1) estimates base	36,717	6,724,543
Population, percent change, April 1, 2010 to July 1, 2012	-0.7%	2.5%
Population, 2010	36,648	6,724,540
Persons under 5 years, percent, 2010	7.0%	6.5%
Persons under 18 years, percent, 2010	23.2%	23.5%
Persons 65 years and over, percent, 2010	17.5%	12.3%
Female persons, percent, 2010	51.9%	50.2%
<hr/>		
White alone, percent, 2010 (a)	88.0%	77.3%
Black or African American alone, percent, 2010 (a)	0.9%	3.6%
American Indian and Alaska Native alone, percent, 2010 (a)	1.7%	1.5%
Asian alone, percent, 2010 (a)	2.2%	7.2%
Native Hawaiian and Other Pacific Islander alone, percent, 2010 (a)	0.3%	0.6%
Two or More Races, percent, 2010	4.2%	4.7%
Hispanic or Latino, percent, 2010 (b)	9.7%	11.2%
White alone, not Hispanic or Latino, percent, 2010	82.3%	72.5%
<hr/>		
Living in same house 1 year & over, percent, 2008-2012	79.6%	82.6%
Foreign born persons, percent, 2008-2012	5.1%	13.0%
Language other than English spoken at home, pct age 5+, 2008-2012	7.9%	18.2%
High school graduate or higher, percent of persons age 25+, 2008-2012	86.4%	90.0%
Bachelor's degree or higher, percent of persons age 25+, 2008-2012	16.6%	31.6%
Veterans, 2008-2012	3,799	594,914
Mean travel time to work (minutes), workers age 16+, 2008-2012	19.5	25.5
Housing units, 2010	16,380	2,885,677
Homeownership rate, 2008-2012	56.8%	63.8%
Housing units in multi-unit structures, percent, 2008-2012	31.2%	25.7%
Median value of owner-occupied housing units, 2008-2012	\$183,200	\$272,900
Households, 2008-2012	15,196	2,619,995
Persons per household, 2008-2012	2.35	2.52
Per capita money income in past 12 months (2012 dollars), 2008-2012	\$23,399	\$30,661
Median household income, 2008-2012	\$40,660	\$59,374
Persons below poverty level, percent, 2008-2012	22.3%	12.9%

Business QuickFacts	Longview Washington	
Total number of firms, 2007	2,045	551,340
Black-owned firms, percent, 2007	F	S
American Indian- and Alaska Native-owned firms, percent, 2007	S	1.2%
Asian-owned firms, percent, 2007	S	6.8%
Native Hawaiian and Other Pacific Islander-owned firms, percent, 2007	F	0.2%
Hispanic-owned firms, percent, 2007	2.2%	3.2%
Women-owned firms, percent, 2007	26.3%	28.7%
<hr/>		
Manufacturers shipments, 2007 (\$1000)	751,529	112,053,283
Merchant wholesaler sales, 2007 (\$1000)	339,811	76,790,966
Retail sales, 2007 (\$1000)	827,681	92,968,519
Retail sales per capita, 2007	\$22,714	\$14,380
Accommodation and food services sales, 2007 (\$1000)	66,529	12,389,422

Geography QuickFacts	Longview Washington	
Land area in square miles, 2010	14.48	66,455.52
Persons per square mile, 2010	2,530.1	101.2
FIPS Code	40245	53
Counties		

(a) includes persons reporting only one race.
 (b) Hispanics may be of any race, so also are included in applicable race categories.

D: Suppressed to avoid disclosure of confidential information
 F: Fewer than 25 firms
 FN: Footnote on this item for this area in place of data
 NA: Not available
 S: Suppressed; does not meet publication standards
 X: Not applicable
 Z: Value greater than zero but less than half unit of measure shown

Source U.S. Census Bureau: State and County QuickFacts. Data derived from Population Estimates, American Community Survey, Census of Population and Housing, County Business Patterns, Economic Census, Survey of Business Owners, Building Permits, Census of Governments
 Last Revised: Tuesday, 07-Jan-2014 16:11:38 EST

Distressed Areas List

Distressed areas are counties where the three-year unemployment rate is at least 20 percent higher than the statewide average.

The yearly list of distressed areas (Washington state counties) is compiled by averaging the employment and unemployment numbers for the prior 3 years. We create the distressed-areas list in cooperation with the federal Bureau of Labor Statistics. It is updated annually, usually in the spring.

For more information about distressed areas, see [Chapter 43.168](#) of the Revised Code of Washington.

2012 Distressed areas¹

	Three-Year Average Unemployment Rate (Jan 10 - Dec 12) (Not Seasonally Adjusted)	Distressed Area: Unemployment Rate Greater Than or Equal to
Washington State	9.1%	10.9%
Adams County	9.4%	
Asotin County	8.9%	
Benton County	7.9%	
Chelan County	8.4%	
Clallam County	10.3%	
Clark County	12.3%	Clark
Columbia County	11.1%	Columbia
Cowlitz County	12.0%	Cowlitz
Douglas County	8.0%	
Ferry County	14.0%	Ferry
Franklin County	9.0%	
Garfield County	7.8%	
Grant County	10.1%	

Map of county unemployment rates

County unemployment rates are published each month, based on a schedule set by the federal Bureau of Labor Statistics. Statewide data and data for King-Snohomish counties are released in the second or third week of each month, then data are published the following week for all other counties.

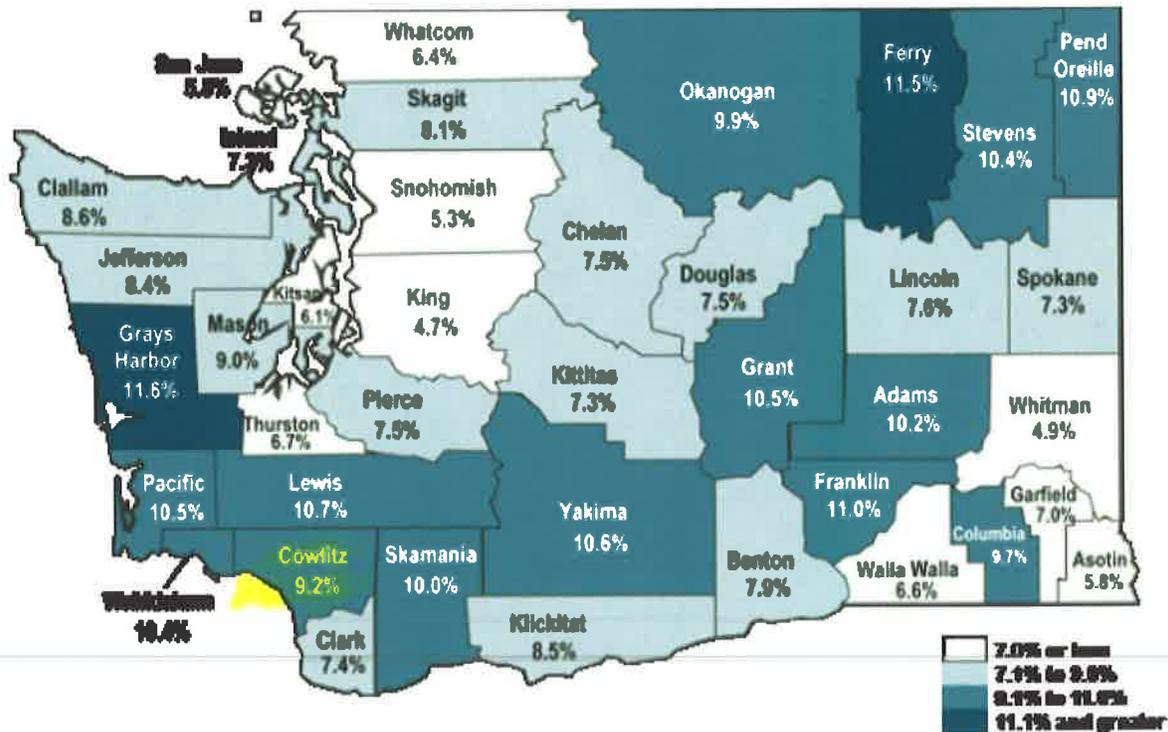
We update this map each month when county data are published. See the schedule on the [Monthly Employment Report](#) page. If you have questions about employment and unemployment in your county, [contact an economist](#).

December 2013 unemployment rates

Preliminary statewide rate 6.6%, seasonally adjusted

Preliminary statewide rate 6.5%, not seasonally adjusted

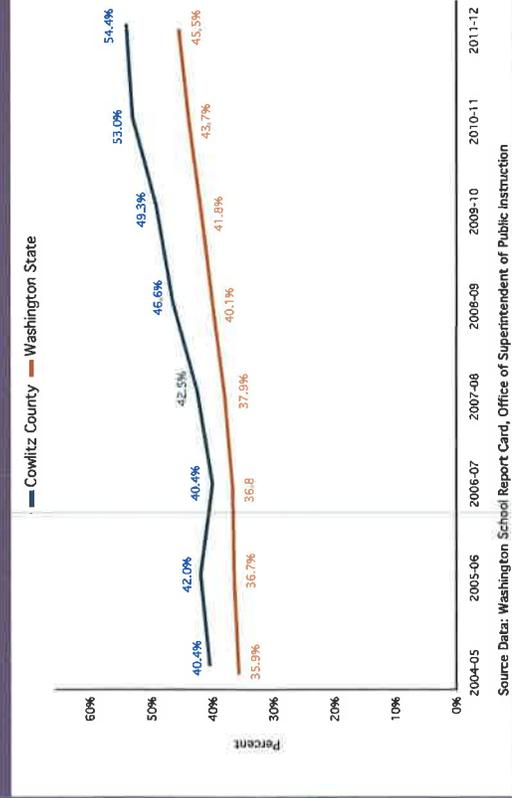
County rates not seasonally adjusted



Access to Healthy Foods

Food powers the individual and, in fact, the community to health equity. An adult with poor nutrition finds it more difficult to find and keep a job and often ends up with additional health concerns. Poor nutrition can lead to obesity and other poor dietary habits, which are linked to chronic disease and early death. In 2011, Food Lifeline estimated that 1 in 5 residents were unsure of where their next meal would come from. The 2011 Low-income Consumer Survey by Lower Columbia CAP and Lower Columbia College Head Start/ECEAP asked, "In the past 12 months, did you or other adults in your household ever cut the size of your meals or skip meals because there was not enough money for food?" The report found that 50.6% responded yes, and 8.6% said they had cut a meal or skipped a meal for a child.

Free and Reduced Lunches
Cowlitz County and Washington State, 2005 - 2012



The number of people relying on food stamps and free and reduced lunches in our schools is growing at a pace faster than the State of Washington's. In 2012, the City of Kelso residents had the highest number of food stamp recipients in the State followed by Longview in 6th place. Long established programs such as the FISH food banks, churches, and Lower Columbia CAP Help Warehouse provide the core of charity distribution of foods to low-income households. In addition, new avenues for producing or serving local and healthy foods throughout the County are being planned and implemented.



Calls to Action

Personal

- "Plant an Extra Row" - donate extra food from backyard gardens and fruit trees to food banks
- Donate healthy foods to food drives
- Purchase locally grown and produced foods
- Reduce consumption of sugary foods with little nutritional value
- Donate seeds and compost for those who can't afford to garden

Community

- Develop initiatives to remove junk food and soda from schools
- Adopt workplace policy that ensure healthy meal options for meetings onsite or nearby that are well promoted
- Identify, assess and monitor healthy food access and food system indicators
- Increase institution/business commitment to purchasing locally grown and produced foods
- Encourage Farm to School purchasing for local school districts, and work to reduce buying barriers

Policymakers

- Develop local ordinances that support urban agriculture and backyard, school and community gardens
- Adopt policies and programs that increase access to farmers markets and create economic opportunities for local food producers and retailers that create/sell healthy food
- Adopt strategies to increase the purchase of fruits and vegetables at farmers' markets by low-income residents
- Provide community garden plots at a reduced cost for low-income households
- Ensure food system elements are incorporated into community planning processes



Ilona A. Kerby
Executive Director

PROGRAMS:

- Basic Food Card (Food Stamps)
- Community Jobs
- Emergency Services
- Employment Assistance
- Energy Assistance
- Family Asset Building
- Job Training
- Help Warehouse
- Home Care Equipment Bank
- Housing Rehabilitation
- Meals on Wheels
- Medicaid Rides
- Rental Housing
- RSVP/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

1526 Commerce Ave
Longview, WA 98632
phone 360-425-3430
toll free 800-383-2101
fax 360-425-6657
www.LowerColumbiaCAP.org

January 28, 2014

Community Development Department
Longview City Hall
1525 Broadway
Longview, WA

Dear Longview City Council,

As required in the 2014 CDBG Project Design Proposal, I certify the following funding sources will be used in the funding of HELP Warehouse during 2014:

-CDBG:	\$47,662
-TEFAP:	\$32,320
-EFAP:	\$104,490
Total Funding:	\$184,472

As stated in the project proposal, all these funding sources are needed for this project to be viable.

If there is any additional information I can provide, please let me know.

Sincerely,

Ilona Kerby
Executive Director