

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

**Applicant:** Parks & Recreation Department

**Contact Person:** Dick Mueller

**Title:**

**Title:** Recreation Manger

**Address:**  
Longview, WA 98632

**Address:** 2920 Douglas Street  
Longview, WA 98632

**Phone:** 360 442-5400

**Phone:** 360 442-5405

**Fax:** 360 442-5955

**Fax:** 360 442-5405

**E-Mail:** rec@ci.longview.wa.us

**E-Mail:** dick.mueller@ci.longview.wa.us

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

**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:** Roy Morse Park Neighborhood Improvements

**CDBG Funding Requested:** \$ 102,370

**Problem/Opportunity Description**

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

Install park improvements and amenities to enhance neighborhood use in the park for the purpose of improving health, reducing crime and enhancing economic development. This project will provide the following equipment and installation: 20' x 20' picnic shelter, 18 hole disc golf course, 11 station outdoor fitness equipment and field fence improvements. The intention is to add neighborhood park

features to increase the use and enhance physical activity opportunities in the fastest growing west side area of the city where there is a shortage of neighborhood parks and recreation facilities.

**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.**

This park service area lacks recreation facilities, features and amenities for residents as identified in the park plan. These park amenities and improvements will provide active recreation opportunities to area residents. We expect this project to improve health through physical activity and reduce crime by giving youth positive outlets/activities.

**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).**

This will be in the 2014-2018 CDBG Comprehensive Plan.

**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.)**

No delays are expected that would prevent us from proceeding upon notification that our project is approved. Once the project has been approved the next step will be to order and install the improvements. The projects are all turnkey projects which should be completed in a timely manner in accordance with the attached time line.

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

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

Project Start Date (mm-dd-yyyy)     11-01-2014

Project Completion Date (mm-dd-yyyy)     11-28-2015

**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.**

Lack of access to recreation facilities and opportunity for physical activity may lead to poor health, youth violence, substance abuse and increased negative youth behavior.

We recognize families have no other location within their service area for these facilities. There are approximately 801 low and moderate income people in this park service area that could benefit from this project. Due to barriers such as major streets, waterways and transportation this park maybe the only opportunity for recreation and physical activity to occur for families living in this area.

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

Included in the Longview City Council's Strategic Initiatives Priorities is to provide increased support and strengthen neighborhood areas. The 2009-2013 Consolidated Plan for CDBG activities identifies improving and supporting neighborhoods as needing targeted community development assistance to income eligible citizens that focuses resources for the greatest physical impact in order to encourage reinvestment. The park improvements would serve this need and the families and individuals living within the service area. The requested park improvements would increase access to quality recreation facilities and provide health improvement opportunities.

**Past Effort**

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

We have identified additional neighborhood facility needs in the Parks and Recreation Comprehensive Plan for this park. Our attempts to obtain other funding have not been successful.

**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 neighborhood residents had an opportunity to be involved in the park plan. We have been engaged in two local homeowners associations for park improvements. Our plans include involving interested individuals, families and community groups with this project.

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

The proposed improvements are all turnkey features and equipment which the Parks & Recreation Department will install.

**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.)**

Planning and design of park improvements will be Dick Mueller, Recreation Manager and installation responsibilities will be Curt Nedved, Park Supervisor.

## ***Project Operation***

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

The Longview Parks & Recreation Department will continue to maintain and repair the city owned park operation, programs and services.

**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.)**

Parks & Recreation Staff will provide leadership, support and resources for this project. The department staff will coordinate the planning, installation and equipment purchase of the projects.

Dick Mueller, Recreation Manager 360 442-5405 [dick.mueller@ci.longview.wa.us](mailto:dick.mueller@ci.longview.wa.us)

Curt Nedved, Park Supervisor 360 442-5422 [curt.nedved@ci.longview.wa.us](mailto:curt.nedved@ci.longview.wa.us)

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

The park operations budget is in the city general fund budget under the Parks & Recreation Department.

**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.)**

The proposed facility improvements, amenities and features at Roy Morse Park are available for neighborhood residents to enjoy free of charge.

**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.**

Provide a safe healthy place for the neighborhood seven days a week during daylight hours. No other location is available for neighborhood residents to improve health in this park service area. The purpose is to provide a place free of charge to learn, be active, healthy and have access to use recreational facilities. Families, youth, teens, adults, senior and individuals with disabilities have an opportunity to use recreation facilities which improve health and reduce crime. These improvements will provide a central point in the neighborhood for socialization and enhance the quality of life/quality of place in our community.

**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.**

Continue to obtain additional parkland and install recreation facilities to address community needs as outlined in the Parks & Recreation Comprehensive Plan.

**Households Benefiting**

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

Census Tract 7.03  
There are 723 households having 1,601 people.

**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: 801  
At or below 80% Median Income: \_\_\_\_\_  
Total number Low-Income Served 801

**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.**

Roy Morse Park is in a qualifying area and has been identified as a neighborhood priority in the city strategic CDBG plan.

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

In kind staff time, resources and support will be provided by the Parks & Recreation Department to plan and coordinate this project. A city CIP for this project has not been funded at this time due to declining capital improvement project funds available.

**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.**

The project will not be able to move forward without CDBG funds due to a lack of funding opportunities through other sources. There have been no other significant funds identified that would be able to provide the resources needed for this project.

**23. Complete and attach the separate CDBG Budget Form.**

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

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.**

The only identified source of funds for this project is CDBG which we are requesting \$102,370. Parks & Recreation Department maintains the park, recreation facilities and provides repairs to equipment out of the general operating fund budget.

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

We have no other identified funding sources for this project.

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

None

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

Supporting documents attached include:

- Project Timeline
- Project Budget
- Project Costs
- Past CDBG Project Information
- Facility Photos
- Equipment Photos

**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

Roy Morse Park Improvement Project	Project Duration Months:		Source 3	Source 4	Source 5	Total
	Source 1	Source 2				
	CDBG	Parks & Recreation				
Commitment Dates	2014	2014				
<b>Project Management</b> (Project Manager, Consultant Fees, Subrecipient Fees)						
<b>Architectural Fees</b>						
<b>Engineering Fees</b>	\$8,531.00					\$8,531.00
<b>Acquisition</b>						
<b>Related Costs &amp; Fees</b>						
<b>Demolition</b>						
<b>Relocation</b>						
<b>Architectural Barrier Removal</b>						
<b>Housing Rehabilitation</b>						
<b>Water / Sewer Side Connections</b>						
<b>Sewer Improvements</b>						
<b>Water Improvements</b>						
<b>Street Improvements</b>						
<b>Fire Protection</b>						
<b>Public Facility</b>	\$85,308.00					\$85,308.00
<b>Community Facility</b>						
<b>Commercial/Industrial Facility</b>						
<b>Economic Development</b>						
<b>Micro Enterprise</b>						
<b>Special ED Activity (loan/grant)</b>						
<b>Comm Based Development Org</b>						
<b>Revolving Loan Fund Program</b>						
<b>Historic Preservation</b>						
<b>Prevent/Eliminate Slum &amp; Blight</b>						
<b>Public Services</b>						
<b>Planning</b>						
<b>Local Match to State/Fed Grant</b>						
<b>Other, List: Permits/Fees</b>						
<b>Other, List - inkind staff time</b>		\$3,500.00				\$3,500.00
<b>Other, Sales Tax</b>						
<b>Contingency</b>	\$8,531.00					\$8,531.00
<b>Total:</b>	\$102,370.00	\$3,500.00				\$105,870.00
Date Completed: Feb. 1, 2014						

## Roy Morse Park Improvement Costs

### Project Costs

Engineering	\$8,531
<i>Sub Total</i>	<i>\$8,531</i>

### Construction Cost

Disc Golf Course	\$15,000
Picnic Shelter	\$31,940
Outdoor Fitness Equipment	\$28,368
Sports Field Fencing	\$10,000
Contingency (10%)	\$ 8,531
<i>Sub Total</i>	<i>\$93,839</i>

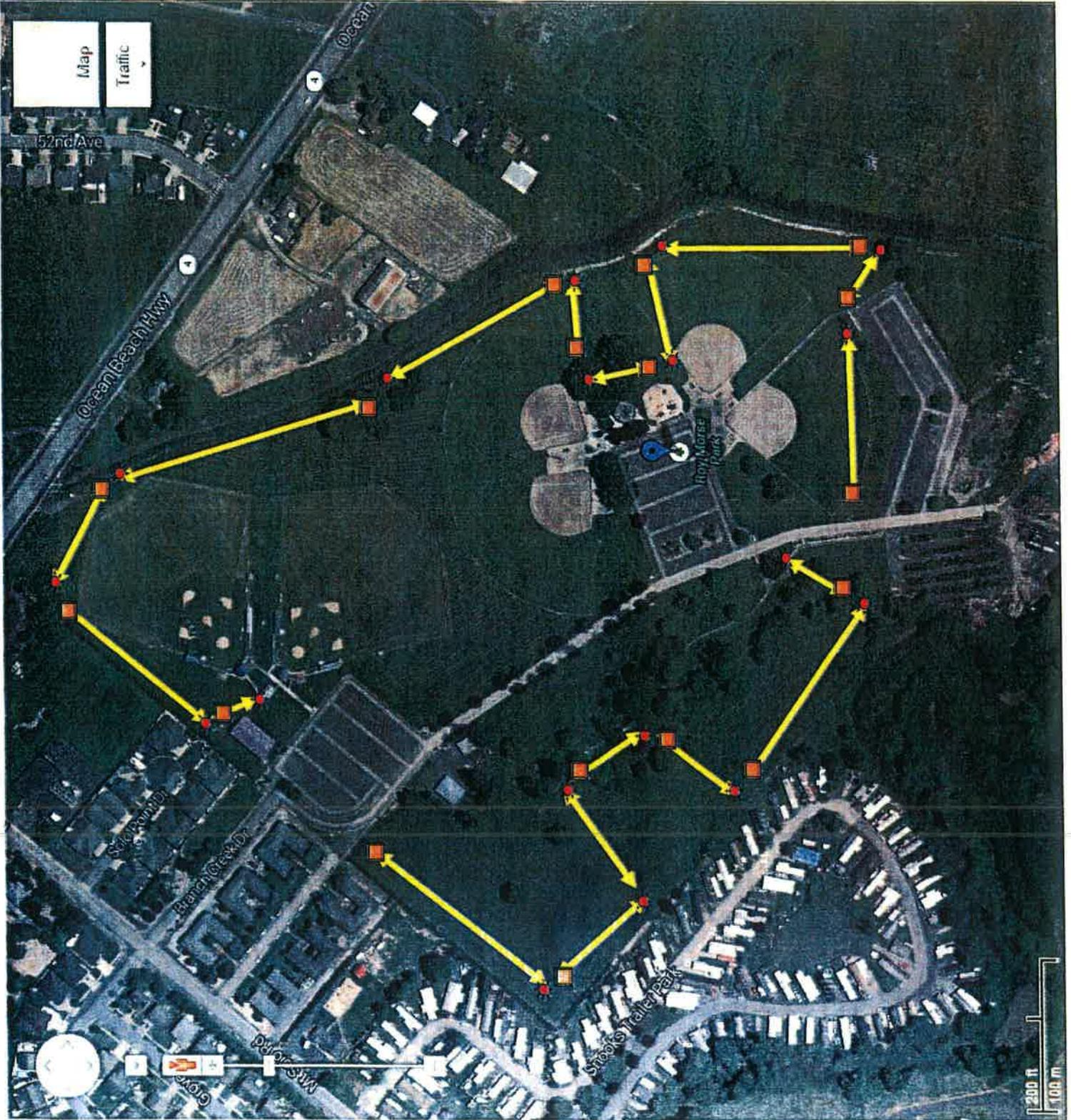
**Grant Total** \$102,370

# Longview



## Recreation

City of Longview  
Disc Golf Course



# Disc Golf





# City of Longview CommunityView™



## Roy Morse Park

[View](#)   [Print](#)   [Help](#)



Picnic Area  
Fitness Course

100 yds

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# Picnic Shelter



# Fitness Course Equipment



Sit-Up  
Back Extension



Upright Cycle



Captain's Chair



Lat Pull Down



Leg Press



Chest Press



Chin-Up



Horizontal Chin-Up



Balance Board



Plometric Box



Push-Up

Package

## **Longview Parks & Recreation Department**

### **Community Development Block Grant**

#### **Past Projects**

#### **2013 Archie Anderson Park Basketball Court Lighting      \$91,590**

##### **Project Summary**

This project will begin the master plan improvements to Archie Anderson Park at the east end on the basketball courts near Alabama Street and 21<sup>st</sup> Avenue. The basketball courts are one of the most used features in the park year round by residents of all ages, cultures and abilities. The project includes design, equipment and installation of four steel basketball light poles with two lights on each pole. New lights will reduce maintenance costs and resources by providing energy efficient light fixtures. The Highlands Neighborhood Association supports and endorses this project. This court lighting project begins implementation of the park master plan, which was recommended by the Parks & Recreation Board and approved by City Council in 2010.

##### **Project Status**

We are in the early stages of this project and have completed the following:

- The Community Development Department has completed the environmental review and report.
- Engineering staff is currently working on the specifications, compliance, purchase and installation of the poles and lights with a public purchasing cooperative (state contract).

#### **2012 Senior Center Kitchen Improvements      \$122,984**

##### **Project Summary**

Longview Parks & Recreation Department completed a CDBG to redesign and provide building improvements to the kitchen due to the age, condition, current use and capacity. In 2010, we were notified by the health department that the kitchen equipment did not meet code requirements (due to menu & equipment changes over many years). The Senior Center kitchen was in jeopardy of being closed due to health and fire code issues. This project included hiring an architect to work with staff and the nonprofit senior organization on the design for improvements.

##### **Project Overview**

Listed below is an overview of the planning and project construction improvements:

- Selected and signed a contract for architectural services with Collins Architectural Group.
- Craig Collins and staff met with the senior board to obtain input on the kitchen remodel.
- Architect Craig Collins completed work on the technical drawings and specifications for the project construction and equipment.
- The city public works department bid the project.
- Bids were opened and the bid was awarded to JWC Construction

The construction project to improve and expand kitchen size included:

- Demolition
- Wall Frame
- Plumbing
- Electrical
- Mechanical
- Wallboard
- Paint
- Floor Coverings
- Casework
- Equipment
- Exhaust Hood
- Finishes
- Final Clean

After construction the project completion included:

- Kitchen grand opening and ribbon cutting
- Contractor and facility maintenance finished “punch list” items and close out the project

### **Project Achievements**

The kitchen improvement project will benefit vulnerable senior citizens and include:

- Unrestricted menu with healthy food options
- Greater capacity to serve and accommodate more seniors
- Food safety assurance through updated equipment and meeting current health code
- Fire safety improvement due to the addition of a fire suppression hood over the oven and range unit
- Drain sized to larger pipe to prevent back up into building
- Additional kitchen space for volunteers to safely work to provide meals to older adults

## **2009 Archie Anderson Park Master Plan                      \$20,000**

### **Project Summary**

Longview Parks & Recreation Department completed a Community Development Block Grant (CDBG) to master plan a redesign of Archie Anderson Park due to the age and condition of the park. This project included hiring a park planning and design consulting firm to work with staff and neighborhood partners to redesign the park with public input. The project was in collaboration with neighborhood partners which include the Highlands Neighborhood Association, Highlands Activity & Beatification Committee, and Central Youth Baseball.

## **Project Overview**

Listed below are the planning steps, progress, accomplishments and process:

- Distributed Request For Proposals (RFP) to firms
- RFP due date
- Selection Committee interviewed consultant firms
- Selection Committee chose consultant (MIG) to negotiate an agreement
- Agreement for master planning services signed with consultant
- Site analysis performed by consultant
- Stake holder interview held by consultant
- Vision workshop held with public involvement
- Consultant worked on design options
- A design open house was held at the park to get public input on design options
- Final plan design completed with partner buy in and approval

## **Achievements**

The planning effort was successful to assess and determine current neighborhood and user needs. The planning effort was also very proud of the public input and involvement into the process of developing the park plan so that leaders and staff stay attuned to specific interests and broader sentiments of the citizens they serve.

The Master Plan addresses both the upgrade of existing facilities, the introduction of new facilities and programs for all parts of the park, sets visions and goals, and recommendations for the park's design and layout. A primary intent for this document is to support funding efforts and guide future development.

Some of the design achievements documented during the planning process include:

- Promote local park identity
- Connect the park to adjacent neighborhoods
- Balance the park's active and passive uses
- Provide a variety of experiences for a range of different age groups
- Provide accommodations for large groups and events
- Create more flexible park space
- Reconfigure the ball fields
- Design the park to function all year round
- Provide a multi-use building for indoor activities
- Improve pedestrian flows through the park
- Address pedestrian and vehicular conflicts
- Connect the park to the future Highlands Neighborhood Trail
- Provide a variety of educational opportunities
- Encourage outdoor learning
- Provide a more varied plant palette, including edible shrubs and fruit trees
- Design a more connected tree canopy
- Provide more parking