

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

Applicants:

Contact Person: Dick Mueller

Longview Parks & Recreation Department

Title: Recreation Manager

Friend of Longview Senior Center

Lois O'Connor, President
Steve Gieblehouse, Vice President

Address: 2920 Douglas Street
Longview, WA 98632

Phone: 360 442-5405

Longview Senior Center Advisory Committee

Sharon Doerr
Hope Ramsdale
Barbara Herndon

Fax: 360 442-5955

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

Non-Profit Status: NO 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: Longview Senior Center HVAC Improvements, 1111 Commerce Avenue

CDBG Funding Requested: \$75,110.00

Problem/Opportunity Description

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

This project will provide energy efficient and capacity improvements to the three HVAC system (3 rooftop units) at the Senior Center. This will provide a consistent level of temperature control and function for older adults at the center. These improvements will allow the Senior Center to be comfortable at a safe temperature for an at risk population of older citizens. The current Senior Center

HVAC system, although operational, is out dated and no longer in compliance with present energy efficiency standards and has a low capacity (takes a long time to heat & cool). The nonprofit "Friends of Longview Senior Center" provide meals, programs and operates the building in partnership with the Parks & Recreation Department. An updated HVAC system will provide a safe comfortable location for the hundreds of seniors attending 72 programs a month.

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.

Due to the age and condition of the Senior Center, the building lacks an efficient heating and cooling system. Improving the HVAC system (three rooftop units) to provide energy efficiency and increase the capacity to heat and cool the building will increase safety and comfort for older Americans. It is important to have a safe place for this vulnerable population to attend programs, meals and services without charge. Without the healthy nutritional meals and programs offered at the Senior Center, many senior citizens will not have access to these services. If seniors do not attend the center because they are not comfortable due to the temperature, this may result in their isolation and lack of access to social, physical and health services that are available at the center.

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-1.14 Senior Center

Objective Title: Improve community appearance, safety and vitality through active partnerships between local government, nonprofits, community organizations and neighborhoods.

Objective Proposed Accomplishments & Outcomes: Provide target community development assistance to income eligible neighborhoods that will focus resources for the greatest physical impact in order to encourage reinvestment.

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 for technical plans to be completed by engineering staff and submitted to Community Development for compliance review. Upon approval the bid process will occur and a contractor would be selected for the HVAC project improvements.

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) 9/1/2014

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 greatest complaint we receive from people at the Senior Center is the temperature is too warm or too cold. A fairly recent reason for this condition is the addition of an electric door required for inclusion and disability access. For safe entry this electric door stands open longer and takes more time to close in order to protect older vulnerable citizens as they enter and exit the building. Due to the age and technology of the existing HVAC system it is unable to meet the capacity to heat and cool the building properly. The current HVAC system no longer complies with current energy efficiency standards and the capacity does not keep up for older Americans to be at a comfortable temperature. If we cannot improve the HVAC system at the center fewer older citizens may attend. This may affect these older Americans who rely on the healthy meals, programs and services available at the Senior Center.

We recognize senior citizens have no other location within the city boundaries for services provided by the Senior Center. There are approximately 700 low and moderate income seniors using the building on a regular basis that could benefit from this project and 1,900 total target population senior citizens who use the building at some time during the year. During 2012 the Senior Center recorded over 17,000 visits to the building and over 4,000 meals were served.

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 the Senior Center as needing targeted community development assistance to income eligible citizens that focuses resources for the greatest physical impact in order to encourage reinvestment. The center would serve more senior citizens and be able to offer additional programs and services if temperature conditions were better. The requested HVAC improvements would increase senior citizens attending the center for access to the healthy meals, programs and services available to them.

Past Effort

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

Our attempts to obtain other funding have not been successful. The Senior Center is at the hub of public transportation close to the bus terminal which makes it convenient for older citizens to get to the center. Through financial support from the United Way the Longview Senior Center provides meals, programs and services. The Senior Center also offers physical activity, social interaction, enrichment learning and

health services. The Parks & Recreation Department and Friends of Longview Senior Center organization does not have capital improvement funds in the current operating budget to resolve this problem. The Senior Center HVAC improvements are on the capital improvement project list without funding available at this time.

Solution

Project Development

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

The two primary partners in this project are the Friends of Longview Senior Center and city Parks & Recreation Department. The nonprofit senior organization operates programs and services at the center and the Parks & Recreation Department maintains the building and pays utility costs. The nonprofit senior organization and Longview Recreation collaborate with many senior organizations such as AARP, woodcarvers club, RSVP, health care providers and others who use the center for their meetings and activities.

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

Improve the HVAC to comply with current energy efficiency by replacing the existing out dated equipment. The project will expand the capacity of the HVAC system to reduce or eliminate the problem we have with senior citizens being cold or hot depending on weather conditions. Technical specification will be created by city engineering staff and submitted to Community Development for review. After specifications are approved the bid process will occur and a contractor selected to complete this improvement project. When the project is complete the Senior Center will meet the current temperature capacity needs and energy efficiency standards. The nonprofit senior organization will be able to serve more people in a healthy safe environment that is comfortable to be in.

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.)

Craig Bozarth, City Engineer
360 442-5202
craig.bozarth@ci.longview.wa.us

Dick Mueller, Recreation Manager
360 442-5405
dick.mueller@ci.longview.wa.us

The project manager will be a city staff engineer who is assigned to review the technical plans, prepare the specifications/bid documents and manage the project.

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 Senior Center and the Friends of Longview Senior Center are responsible for building 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 city engineering staff will coordinate planning, design, bid and construction aspects of the project. After HVAC improvements are complete the nonprofit senior organization will operate the building and programs in partnership with recreation staff.

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

The building operations budget is in the city general fund budget in 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.)

Seniors are able to use the center, activities and most programs without cost. Some activities and meals are low cost or no cost depending on the individual's income level, need and ability to pay.

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 older Americans to be and have access to senior services up to seven days a week when no other location specifically for senior citizens is available in our city. The purpose is to provide learning, activity, healthy nutrition and services for older Americans living in our community. Seniors attending program at the Senior Center have an opportunity for socialization and reduce isolation which studies show they live longer healthier quality lives.

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

None

Households Benefiting

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

2000 United States Census Tract 1 – Downtown area in Longview, Washington
Low or moderate income households 100% of senior citizens

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: 750

Total number Low-Income Served 750

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.

The senior center is in a qualifying area and has been identified as a 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. The nonprofit senior center organization provides volunteers and will operate the building and programs. They senior organization receives support from the United Way to provide senior services. A city CIP for this project has not been funded at this time primarily 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 \$75,110. Parks & Recreation Department maintains the building, pays utility costs and provides repairs to facilities out of the general operating fund budget. The Friends of Longview Senior Center operates the building and programs through their nonprofit organization.

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

The Senior Center has 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.

The following documents are attached:

- Project Time Line
- Project Budget
- Detailed Cost Estimate
- Past CDBG Information

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

Senior Center HVAC Project	Project Duration Months:		Source 3	Source 4	Source 5	Total
	Source 1	Source 2				
	CDBG	Parks & Recreation				
Commitment Dates	2014	2014				
Project Management (Project Manager, Consultant Fees, Subrecipient Fees)	\$2,850.00					\$2,850.00
Architectural Fees						
Engineering Fees	\$5,000.00					\$5,000.00
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	\$57,000.00					\$57,000.00
Community Facility						
Commercial/Industrial Facility						
Economic Development						
Micro Enterprise						
Special ED Activity (loan/grant)						
Comm Based Development Org						
Revolving Loan Fund Program						
Historic Preservation						
Prevent/Eliminate Slum & Blight						
Public Services						
Planning						
Local Match to State/Fed Grant						
Other, List: Permits/Fees						
Other, List - inkind staff time		\$2,500.00				\$2,500.00
Other, Sales Tax	\$4,560.00					\$4,560.00
Contingency	\$5,700.00					\$5,700.00
Total:	\$75,110.00	\$2,500.00				\$77,610.00
Date Completed: Feb. 1, 2014						

Senior Center HVAC Improvement Costs

Project Costs

Engineering	\$ 5,000
Project Manager	<u>\$ 2,850</u>
<i>Sub Total</i>	<i>\$7,850</i>

Construction Cost

Removal of Existing Units and Purchase & Installation of New Units	\$57,000
Contingency (10%)	\$ 5,700
Tax	<u>\$ 4,560</u>
<i>Sub Total</i>	<i>\$67,260</i>

Grant Total \$75,110

Submitted on December 31, 2013 by Rod Chamberlain, Facility Maintenance Coordinator

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 21st 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