

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

**Applicant:** Community House on Broadway

**Contact Person:** Frank Morrison

**Title:** Executive Director

**Title:** Executive Director

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**Non-Profit Status:** NO \_\_\_ YES X **IRS Tax Identification Number:** 94-3067129

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**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:** Community Opportunity Sprinkler System

**CDBG Funding Requested:** \$ 194,400

**Problem/Opportunity Description**

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

Recently a group of physicians donated a 9,600 square foot medical facility to Community House on Broadway. Space is being leased to organizations who serve homeless clients. Community House is also diligently seeking a Mental Health license and will be contracting with Southwest Behavioral Health to provide needed mental health services to the hundreds of homeless clients who stay in the shelter each year. A clinical director has been hired by CHoB and projections indicate that by April of 2014 a

provisional license will be obtained to begin mental health services. The building however is in need of a wet sprinkler system to ensure the safety of clients and staff that will operate within it daily.

**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 opportunity for the community to serve the most vulnerable population within Cowlitz County is important to consider when it comes to the 748 14<sup>th</sup> avenue building. The goal of the building is to use it as a one stop center where homeless or at-risk homeless citizens can receive services under one roof. Community House on Broadway (CHoB) is seeking a sprinkler system to not only ensure safety and prevent damage but to maximize the potential of non-profit partners that can use the facility to minister to this population.

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

Objective Code and Number: OBJECTIVE SL-1.22

Objective Title: Create a “one-stop” homeless resource center to link people in crisis with housing and services.

Objective Proposed Accomplishments & Outcomes: Assist households to secure housing and services to end their homeless status.

CDBG will be requested for the 2014-2019 Consolidated Plan to be published.

**Project Readiness**

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

- The building (748 14<sup>th</sup> Ave ) is under Community House’s ownership
- Contractor was located and a competitive bid has been secured
- Reward of CDBG fund’s to install the sprinkler system
- Obtain a city approved detector check assembly to install 50 feet of underground supply from the City main line in the alley to connect to the building
- Begin the installation of the sprinkler system throughout the entire 9,600 square foot facility
- Install a fire alarm system
- Install a monitoring system

**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) 8/1/2014

Project Completion Date (mm-dd-yyyy) 12/31/2014

**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 building is zoned to accommodate assemblies or large gatherings. As an organization, we want to maximize the usage of the building and not be restricted in our potential partners. For example, by having a sprinkler system, other non-profits that provide supportive services could operate out of the facility. The 748 14<sup>th</sup> avenue building will be used to serve the most vulnerable population in Cowlitz County. Community House will operate as mental health provider and Community House residents will get assessments and treatment plans for their mental health needs at the location.

Among Community House residents mental health disorders are the most common causes of disability. Mental health disorders are the leading cause of disability in the United States and Canada. According to the Cowlitz County Guidance Association, people with severe mental illness visit the emergency room 6 times more frequently than a person without the illness. Moreover, suicide is the 11th leading cause of death in the United States, accounting for the deaths of approximately 30,000 Americans each year. Mental health and physical health are closely connected. Mental health plays a major role in people’s ability to maintain good physical health. Mental illnesses, such as depression and anxiety, affect people’s ability to participate in health-promoting behaviors. In turn, problems with physical health, such as chronic diseases, can have a serious impact on mental health and decrease a person’s ability to participate in treatment and recovery.

**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.**

Fire is an ongoing risk and worry for any work place; however because we are serving such a vulnerable population at the facility the fear is amplified. Due to the mental instability of the clients that will access treatment, having a wet sprinkler system will reduce the likelihood of anyone being seriously hurt or killed in a fire. If a fire were to occur, sprinkler systems have been proven to extinguish fire, reduce any damage, and allow occupants an opportunity to escape. Local officials that have toured the facility have expressed that the building is need of a sprinkler system.

By funding a project within this facility, it will relieve the pressure of the other mental health agencies in town. In Cowlitz County, there is only one major Mental Health provider. Community House is approximately 60 days away from receiving a mental health license. A clinical director has been hired and we working closely with Southwest Behavioral Health.

### **Past Effort**

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

The building was recently donated last November and CHoB is seeking CDBG dollars for this project. This is the first effort our organization has taken to resolve this issue.

### **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?**

Community House has not sought out collaboration as this building was a recent gift.

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

A local company Viking Automated Sprinkler Company has given our organization a quote of a sprinkler installation for \$130,000. The work would begin at the city main in the alley. Installation of 50 feet underground supply with a city approved detector check assembly. The system will be designed for light hazard per NFPA #13. The sprinklers will be chrome quick response. The price includes \$20,000 for general contractor work of opening up hard lids and patching.

Moreover, an estimate of \$50,000 would be needed to install a fire alarm system for a building this size. Community House would pay a monthly fee for the monitoring system to Cascade Fire.

#### **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.)**

Robert Trapp from Viking Sprinkler Company is the project manager of the company. Robert would oversee the construction and installation of the system. His phone number is 360-425-7620.

Frank Morrison is the executive director of Community House on Broadway; his responsibilities would include the grant administration, maintaining records, and ensuring Davis-Bacon compliance.

***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.**

Community House will pay for operation of the fire sprinkler system.

**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.)**

The day to day management and upkeep of the equipment will be the responsibility of the Community House maintenance staff. All costs accrued will be paid for out of Community House's budget.

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

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

Projections indicate that about 90% of the clients that will be served at this facility will be low income, while the other 10% will be moderate to upper income. Low income clients will have their Mental Health counseling service paid for through Medicaid while private pay individuals (moderate to upper class) can pay for the service out of pocket.

The services that will be offered include:

Case Management  
Peer Support  
Group Therapy  
Brief Crisis Intervention

**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 facility will be used to provide mental health services. Of the 664 unduplicated individuals that Community House served in 2013, at least 75% of them had mild to severe mental health issues accompanied with substance abuse. Untreated mental health is costing our city excessive amounts of dollars and an overloaded caseload in mental health services. The major service provider in Cowlitz County is already serving at capacity. Officials from Southwest Behavioral Health stated that they were looking to shore up gaps in services in the counties that they fund. Community House on Broadway is in a tremendous position to identify homeless clients who fall into these gaps and whose mental health care needs are not being met. Community House can confirm that people who receive Mental Health counselling are more likely to recover from homeless and feel better about themselves than those who go untreated. The long term-outcomes will be a safer and more productive society, wherein supports are in place and needs are met more timely and adequately.

The facility will also be used for other non-profit agencies to operate out of that offer services to the homeless and/or impoverished individuals and families. By having a wet sprinkler system, a wider array of services can be offered.

**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.**

Once the project is complete the problem will be fully addressed.

**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)**

N/A

**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: 498 (see question 16)**

**At or below 50% Median Income: \_\_\_\_\_**

**At or below 80% Median Income: \_\_\_\_\_**

**Total number Low-Income Served 498 (see question 16)**

## **Budget**

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

CDBG funds are appropriate for this project for a couple of reasons. The donated building was given for the purpose of blessing low income residents within the community. In order for our organization to maximize the potential usage of the facility, it is imperative to have a wet sprinkle system installed for large gathering purposes such as life skill training, substance abuse meetings, group therapy, child care, etc.

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

Community House operates on a very tight budget and does not have extra funds to commit to this project.

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

It is highly improbable that a sprinkler system will be put into the facility if this project is not funded.

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

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

**24. Sources and Uses Fund Statement / Budget Form Narrative**

**a. Please list all funding source(s), intended uses, and amounts from your budget form. Identify if the source is Federal, State, Local, or Private.**

CDBG funds will be used exclusively for the project. \$180,000 = (\$130,000 sprinkler system, \$50,000 fire monitoring system, and sales tax of \$14,400. See question 10 for more details.

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

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

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

## Attachments

### **25. Required Attachments**

- 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	
Commitment Dates	2013					
<b>Project Management</b> (Project Manager, Consultant Fees, Subrecipient Fees)						
<b>Architectural Fees</b>						
<b>Engineering Fees</b>						
<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>	\$50,000.00					
<b>Public Facility</b>						
<b>Community Facility</b>	\$130,000.00					
<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</b>						
<b>Other, Sales Tax</b>	\$14,400.00					
<b>Contingency</b>						
<b>Total:</b>	\$194,400.00					
Date Completed:						