

Document Recording Fee Project Design Proposal - 2014

Applicant: Emergency Support Shelter **Contact Person:** Sherrie Tinoco
Title: Executive Director **Title:** Executive Director
Address: P.O. Box 877 **Address:** Kelso
WA 98626

Phone: 360-425-1176 ext. 17 **Phone:** same
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Non-Profit Status: NO Yes **IRS Tax Identification Number** 91-1074716

Project Title: Domestic Violence Shelter Program

Document Recording Fee Requested: \$ 9,000

Project Description

1. Give a *brief* summary of your project:

Emergency Support Shelter is a local non-profit agency that provides advocacy services to victims of domestic violence, sexual assault and other crimes. We operate an emergency shelter with 32 beds and 4 cribs for women and children who are fleeing domestic violence or sexual assault/abuse in their homes. We are currently planning a move to a new shelter facility that will allow us to shelter households in their own private room. The shelter will feature 18 rooms and a total estimated 52 beds. Individuals and families are able to stay in our shelter up to 60 days while receiving comprehensive case management to assist in safety planning, needs assessment and goal setting for post shelter stay.

Last year, ESS provided 7,538 nights of shelter to women and children. We also provided advocacy services to 904 unduplicated victims of domestic violence, 348 unduplicated victims of sexual assault and 331 unduplicated victims of other crimes.

2. Describe the project noting the problem(s) or opportunity(s) that will be addressed.

Domestic violence continues to be a problem in our community. It is also a leading cause for homelessness, particularly for women and their children. The 2013 Point in Time Count conducted for Cowlitz County shows domestic violence as the leading single cause for homelessness in our county. Out of 200 households counted on that day, 55 state domestic violence as a causal factor in their homelessness.

Arrest rates for domestic violence crimes for the City of Longview continue to occur at a rate higher than the State average. In addition, according to the Washington Association of Sheriffs and Police Chiefs, UCR Division, reported in 2012 Cowlitz County experienced a rate of 7.8 per 1000 arrest rates for domestic violence crimes compared to a rate of 5.7 for the state.

Problem Impact and Severity

3. How will this project improve housing for low-income residents or provide housing for the homeless?

This project is intended to provide emergency shelter for homeless women and children who have become homeless due to domestic violence. It is specifically tailored to address both the immediate safety needs of those in our shelter as well as planning for housing upon their shelter stay ending. Each person is assigned a case manager during their stay to assist with:

- Safety planning immediate safety needs
- Assisting each participant to assess what resources they have available to them
- Assist in determining what the participant's goals are post shelter
- Assist participant in identifying what options they have according to their resources, including referrals to potentially increase their resources (i.e. public assistance, employment, family help, rental assistance, etc.)
- Assist participant in identifying the steps needed to obtain their goal (i.e. rent an apartment:
 1. Search for apartments within cost range participant can pay
 2. Assist participant in applying for housing and if needed paying the application fee
 3. Support, encourage and follow up with client as they apply
 4. Assist client with items and assistance needed when they transition into their housing

4. How does this housing project create a better living environment for residents? Have local, county, or state authorities noted the severity of the problem? Note building, public health or/and safety issues.

An emergency shelter for domestic violence victims and their children provides immediate safety from abusive and violent situations. Shelter in itself is a temporary and immediate escape from violence that serves to allow a short window of 60 days to assess and plan for permanent safety for each person who stays at the shelter.

Emergency shelter for victims of domestic violence is noted as a short, mid and long term priority in the Cowlitz County's 10 Year Plan to End Homelessness. The severity and potential lethality for victims of domestic violence are well studied and noted as seen in the statistics reported in question 2.

5. What other short-term and long-term outcomes will result from the project?

Short-term outcomes for our services and programs include safety, shelter and support for women and children who are in current danger from domestic violence. The availability of our services offers victims support, safety and time to allow the opportunity to create a safety plan for a future free from violence. We also offer other supportive services such as support groups, individual advocacy based



counseling, and assistance with housing and other resources. Long-term outcomes of our program include increased awareness and education to promote social change and decrease or break the cycle of domestic violence.

Our new shelter building and ability to shelter victims in a way that affords them basic privacy and respect will increase both the number of victims who stay in our shelter to escape abuse as well as increase the number of victims who stay long enough to make the decision to leave the abusive situation for good.

6. List similar projects or programs your agency has, and other agencies have, in place to address this problem in the community. List agencies, funding sources and amounts. List the number of families housed under each of these programs.

We are the only domestic violence shelter in Cowlitz County. The Cowlitz Indian Tribe offers domestic violence advocacy services to victims who identify as Native American but does not have a shelter at this time. I am not aware of the amounts nor the funding streams for their services.

Solution

Project Development

7. How do you propose to structure the project? Please be specific, itemizing the various tasks you will undertake.

We are requesting funding for on-going operational support of our emergency shelter services for victims of domestic violence and sexual assault. We have experienced a consistent increase over the in the demand for our services and shelter and the current economic conditions have impacted the funding available to provide these crucial services.

8. Describe how housing applicants will be selected to participate? How will disabled applicants be able to participate? What public outreach will you do for this project to obtain participants?

Our clients are recent victims of domestic violence or sexual assault (within the past two weeks). Our services are free and accessible to all individuals regardless of income or disability. Our advocates are actively involved in community events and meetings to increase awareness of our services and programs. We publicize our support groups weekly in the local Daily News.

9. How will your organization benefit from this project?

Our organization will benefit from this project by having the funding necessary to meet the increased demand for services and the decrease in funding that has been sustained during the past fiscal year. Support from the City of Longview with Document Recording Fee funds will allow us to continue to meet those needs.



Project Operation

10. Are you partnering with other public or private organizations or businesses in this project? Will you have contracts for supportive services? What roles will each organization or business play during the project's implementation and after the project is completed? Please submit letters from partnering agencies and/or businesses as supporting documentation.

We collaborate with numerous agencies in the community. The success of our clients so often depends on the resources and programs offered at other local social service agencies. We also have strong partnerships with local law enforcement agencies who are crucial in providing referrals and often times transportation of clients to our shelter. We value our relationships with partner agencies and believe that collaboration leads to more effective services and programs for everyone involved. We will not have specific additional collaborations specifically related to this funding request.

11. 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.

We will continue to meet the increased needs of the clients that we serve. Our long-term goal is to identify ways in which we can continue to meet potential increases now that our current facility consistently remains at full capacity. We realize that at some point in the near future a priority will be to seek funding to expand the capacity of our current facility or identifying ways in which our services can adapt to provide the best services possible. We have a Planning Committee at the board level working on identify possibilities to meet the growing needs in the future. A key element to ending domestic violence ultimately involves stopping people from abusing others. Although our program funding implicitly prohibits us working with domestic violence perpetrators, we continue to pursue efforts to partner with domestic violence perpetrator treatment providers to bring a Domestic Violence Impact Panel to our area as well as increase efforts to educate those who may choose to engage in abusive behaviors so that they are aware of resources and help available to them.

Project Readiness

**12. Please list your project timeline below by Month and Year:
Complete a detailed Project Timeline of tasks and dates for meeting project goals found at the end of this application.**

Project Start After June 1st (mm-yyyy) July 1, 2014- June 30, 2015
Applicant Move In/Project Completion (mm-yyyy) July 1, 2014- June 30, 2015

13. Describe what specific steps need to be completed before the project will be ready to proceed?

Our project is current and on-going. We are requesting funding to assist us with operating costs for our emergency shelter that are eligible under Document Recording Fee funds.



Households Benefiting

**14. What is the number of low-income households that will benefit from this project?
Use current year HUD Income Limits.**

At or below 30% of Median Income: 1568

At or below 50% of Median Income: 9

TOTAL Number of Households: 1583

Budget

15. Explain why Document Recording Fee funds are appropriate for your project. If this application is for a program currently receiving Document Recording Fee 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 Document Recording Fee funds.

As our shelter is an on-going program to provide emergency shelter and advocacy services to victims of domestic violence and operating expenses for shelter is an eligible category for Document Recording Fee funds. We are the only shelter in Cowlitz County specifically for victims of domestic violence and we offer a full range of supportive, case management services to program participants. We are continually seeking additional funding sources that would allow us to decrease our dependence on City of Longview Document Recording Fee funds. Unfortunately, in this difficult economic climate, funds are exceptionally difficult to obtain and the cost of providing services has increased due to increased demand. We are facing continued cuts to our funding sources at the state level and have been advised by Coalitions to prepare for a 11-20% reduction in funding. Document Recording Fee funds are critical to us at this time. In the last 12 months we have applied for new funding from:

DSHS - \$164,333

Consolidated Homeless Grant - \$67,500

Emergency Shelter and Food Program- \$5,500

Other Grants and Fundraising - \$241,200

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

Our agency will commit fundraising dollars to this project. We anticipate raising over \$40,000 in our annual fundraising breakfast that can be used to fund services in our domestic violence, sexual assault and crime victim programs, including our domestic violence shelter.

17. Will this project require future funding? If yes, explain why the amount of funding is needed, and why.



We hope to eventually not require continued funding for our shelter from document recording fees as the economy strengthens and other funding sources stabilize. In this current economy, it is a struggle to balance our budget without a request for operating costs from Longview Document recording fee funds.

18. Complete and attach the separate DRF Budget Form.

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

See attached

19. Sources and Uses Fund Statement / Budget Form Narrative

**What other federal, state or private matching funds will be used with this project?
Are these funds proposed or committed? Please explain source(s), other related details and amounts.**

DSHS - \$164,333 - committed
Consolidated Homeless Grant - \$67,500 - committed
Emergency Shelter and Food Program- \$5,500 - committed
Other Grants and Fundraising - \$241,200 – combination of committed and pending

Grant & Project Administration

20. Who will be responsible for developing and administering your Document Recording Fee project? List other staff members who will be involved and their roles.

Emergency Support Shelter executive director, Sherrie Tinoco, will be responsible for administering our Document Recording Fee project. Jackie Erickson will be the Financial Manager for the project and Sarah Hancock will be the direct program supervisor.

Attachments

21. Required Attachments

- Project Timeline** *(on following page.)*
- Project Budget** *(Note: Show all funding sources and note if they are committed or not committed. List date when commitment will be confirmed)*
- Agency Financial Audit by e-mail** *(Most current independent audit.)*
- Project Documentation** *(See below.)*



City of Longview - Document Recording Fee Program

PROJECT BUDGET AND FUNDING SOURCES

	LV Document Recording	DSHS	CHG	Other Grants/Fund raising	ESHP	Total Cost	How costs determined (bid, est.)
Commitment Dates	2013						
ACQUISITION							
Purchase Price - Land						\$0.00	
Purchase Price - Bldg.						\$0.00	
Transaction Taxes						\$0.00	
Closing/Recording Fees						\$0.00	
Title Insurance/Binder Fees						\$0.00	
Appraisal						\$0.00	
Other:						\$0.00	
Subtotal	0.00	0.00	0.00	0.00	0.00	\$0.00	
PREDEVELOPMENT							
Architect						\$0.00	
Engineering						\$0.00	
Legal Fees						\$0.00	
Environmental Review						\$0.00	
Preconstruction Inspection						\$0.00	
Other:						\$0.00	
Subtotal	0.00	0.00	0.00	0.00	0.00	\$0.00	
CONSTRUCTION COSTS							
New Construction						\$0.00	
Rehabilitation						\$0.00	
Infrastructure on site						\$0.00	
Energy Related Improvemts						\$0.00	
Repair/Replace Major Syst.						\$0.00	
Lead Based Paint /Haz Mat						\$0.00	
Access for Disabled						\$0.00	
Securing of Builidng						\$0.00	
Demolition						\$0.00	
Utility Connections						\$0.00	
Permits & Fees						\$0.00	
Construction Loan Fees						\$0.00	
Construction Inspections						\$0.00	
Sales Tax						\$0.00	
Insurance/Bond/Surety Fees						\$0.00	
Contingency						\$0.00	
Other:						\$0.00	
Subtotal	0.00	0.00	0.00	0.00	0.00	\$0.00	
OTHER							
Home Buyer Counseling						\$0.00	
Credit Report Fees						\$0.00	
Operating Deficit Reserves						\$0.00	
Relocation Costs						\$0.00	
Technical Assistance						\$0.00	
Loan Fees						\$0.00	
Tenant Rental Assistance						\$0.00	
Affirmative Marketing						\$0.00	
Project Management						\$0.00	
Developer Fees						\$0.00	
Shelter Operating Costs	9,000	164,333	67,500	241,200	5,500	\$487,533.00	
Other:						\$0.00	
Subtotal	9,000.00	164,333.00	67,500.00	241,200.00	5,500.00	\$487,533.00	
Doc. Rec. Fee TOTAL	\$9,000.00	\$164,333.00	\$67,500.00	\$241,200.00	\$5,500.00	\$487,533.00	
Date: 2/28/14							
Sponsor: Emergency Support Shelter				Project Address: 304 Cowlitz Way, Kelso			



Emergency Support Shelter

*support * validation * safety * hope*

P.O. Box 877
304 Cowlitz Way
Kelso, WA 98626
www.esshelter.com

360-425-1176
Fax 360-425-3970

2-28-14

Julie Hourcle'
Community Development Department
Longview City Hall
1525 Broadway
Longview, WA

Dear Julie,

I have enclosed one copy of the Document Recording Fee application for Emergency Support Shelter. Thank you so much for your time in reviewing our information.

If you have changes or need additional information, I can be reached at 360-425-8629 ext. 17 or by email at sherriet@cascadenetworks.net.

Sincerely,

Sherrie Tinoco
Executive Director