



City of Longview/City of Kelso

HOME Participating Jurisdiction Project Design Proposal – 2015

Applicant: <u>Community House on Broadway</u>	Contact Person: <u>Frank Morriosn</u>
Title: <u>Homeless Recovery (TBRA)</u>	Title: <u>Executive Director</u>
Address: <u>1105 Broadway Longview, WA</u>	Address: <u>3405 Sunset Way, Longview, WA</u>
Phone: <u>360-425-8679</u>	Phone: <u>360-425-8679</u>
Fax: <u>360-425-5949</u>	Fax: <u>360-425-5949</u>
E-mail: <u>choblv@cni.net</u>	E-mail: <u>choblv@cni.net</u>

Non-Profit Status: NO Yes **IRS Tax Identification Number** 94-3067129

Location: Longview Kelso

Project Title: Homeless Recovery Tenant Based Rental Assistance (TBRA)

HOME Funding Requested: \$ 39,000

Project Description

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

This project will target six (6) Community House on Broadway (CHOB) households that are not otherwise able to sustain rental costs due to their financial limitations. Community House residents who have worked diligently on their case managed Action Plan will be the recipients of this assistance. These dollars will be used to supplement households in an income bracket (below 50% AMI) to reduce the cost burden of housing. CHOB case management team will be responsible to select eligible recipients from its homeless shelter and provide those individuals or families with 1-year of ongoing case management after they have found a rental unit.

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

The homeless population that CHOB serves comes from extremely low income brackets coupled with multiple barriers to housing. These major barriers typically are: mental health instability, poor rental history, evictions, poor credit, and criminal history. Cost burden is a common problem among low income renters. This leads to eviction as renters typically pay greater than 50% of their income on housing or housing related costs. CHOB data indicates that 23% of homeless individuals and families that enter the shelter lost their housing due eviction.

One of the problems that Community House residents have encountered in 2014 is a lack of rental assistance funding available. Lower Columbia CAP is limited in the number of households they can



serve. For instance, CAP stopped accepting rental assistance referrals in the fall of 2014. In addition, Lower Columbia CAP in collaboration with Coordinated Entry and Assessment (CEASE) has changed their selection criteria for Rapid Rehousing assistance. Currently to receive this assistance the household must be assessed as the most vulnerable. Unfortunately, many Community House residents because of their living status (i.e. in a homeless shelter) do not meet the criteria to be placed in the most vulnerable homeless category. This handcuffs many of the families that are in crisis and have the greatest need of housing which further creates a sense of hopelessness and depression.

The opportunity is that this project will provide funds to help pay for a portion of rental costs for the homeless that are selected by CHOB case managers for that assistance.

3. List the specific HOME objective information from the “5 year Strategic Plan” within the 2014-2018 Longview-Kelso Consolidated Plan. (See website information under Instructions).

Consolidated Plan Objective Code and Number: **AP-55 Affordable Housing 91.420, 91.220(g)**

Consolidated Plan Objective Title: **Affordable Housing**

Consolidated Plan Objective Proposed Accomplishments & Outcomes: **Homeless households to be supported through rent 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 HOME Contract or funding will be deobligated.)

Community House on Broadway is operational and has all of the elements necessary to begin the project when funding is made available. Our professional case management team coupled with our Mental Health professionals from CORE Health will be able to select high needs, vulnerable households from the pool of clients at the shelter.

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) 8/1/2015

Project Completion Date (mm-dd-yyyy) 10/1/2016



Problem Impact and Severity

6. How will this project increase housing affordability for rentals or home ownership? What reductions in cost of rent or a mortgage would be realized? What rents will you charge for each one, two, and three bedroom when the project is complete? (Please detail from your attached ProForma.)

When funding is made available, those who are selected from the homeless population at Community House will receive the TBRA assistance which will reduce the cost burden of rent to less than 30% of their monthly income. For example, those that working full-time low wage jobs will not be required to pay more than 30% of their monthly income on rent. This will make housing for our clients affordable and less expensive giving them a stable housing situation.

7. 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.

For the Community House residents that are the recipients of this assistance, a stable housing situation will be provided. Furthermore, a safe and affordable housing situation will make the likelihood of long-term success and self-sufficiency for the household much greater. CHOB case management will assist the household receiving the assistance with voluntary in home case management. The goal of the case manager will be to advocate for, provide support to, and ensure the household is receiving the services necessary to retain their housing.

The 2014-2018 Consolidated Plan explains the need for the homeless to have access to safe and affordable housing.

8. 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.

Community House on Broadway does not have the resources to provide rental assistance to the clients it serves. However, CHOB does have a case management team and professional mental health outpatient services that will provide stability for the service recipients of this project.

Longview Housing Authority provides CHOB with 10% of section-8 vouchers as they become available

Lower Columbia CAP –rapid rehousing assistance \$486,239 in 2015



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?

Community House on Broadway will not be partnering with other agencies for this project.

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

CHOB case managers will determine the suitability of the client before they are selected for the assistance. The client will have to be in stable recovery, with stable income, and be in good standing with CHOB in order to become eligible for the support. Completion of Longview Housing Authority's Rent Well program will be a requirement for the recipient.

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, client intake and eligibility, etc.)

Frank Morrison, Executive Director Community House on Broadway, (360) 425-8679, choblv@cni.net
Responsibilities: grant administrator, oversee project

Jim Murphy, Operations Manager Community House on Broadway, (360) 560-8500, jpm1234@cni.net
Responsibilities: maintaining records, confirming eligibility, reporting outcomes

Project Operation

12. Are you partnering with other organizations or businesses in this project? Will you have contracts for supportive services? 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 on Broadway is not partnering with other agencies on this specific project.

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, rent schedules for units, annual renter income review, partnerships in serving renters, etc., apartment management, and project owner.)



Jim Murphy, Operations Manager Community House on Broadway, (360) 560-8500, jpm1234@cni.net
Responsibilities: maintaining records, confirming eligibility

Grant Wylie, Housing Resource Specialist Community House on Broadway, (360) 425-8679,
j.wylie.81@gmail.com
Responsibilities: intake, eligibility, housing locator, case management

14. Complete the Rental or Ownership Proforma and Marketing Plan for 5 units or over (provided separately.)

Summarize your marketing/public outreach that you will provide to inform the general community of this project? (Review the Marketing Plan information under the Underwriting Policies)

Community House on Broadway case management team will seek out and make known the opportunities of the assistance to those that reside at the shelter.

15. Describe your selection process for applicants to participate? How will disabled applicants be able to participate?

CHOB is the agency that will be responsible to establish its policy of determining eligible applicants. Through case management interview sessions, staff will check client's history and background information along with their current barriers that may have impact to their success. Eligible recipients will need to be in good standing with the CHOB program along with completion of the Rent Well course administered by the Longview Housing Authority. Furthermore, they will need to have verifiable, stable income from employment in the cities of Kelso or Longview. Finally, selected clients will be city of Kelso or Longview citizens.

Disabled applicants will be granted equal opportunity to this program.

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

The short term goals of this project is to meet the housing needs of at least six (6) Community House on Broadway residents that need rental assistance. This will solve the recipients housing crisis and give them an advantaged opportunity to maintain self-sufficiency.

The long term goals will be the integration into the community as a stably housed and self-sufficient household.



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.

There will likely be a continued need for some types of supportive services to the households selected for this program. Programs including but are not limited to: ongoing mental health treatment, substance abuse recovery services, continued education, and life skill enhancement. It will be the goal of the case manager to ensure that the client is connected to these services and the necessary social support structures are developed while they benefit from the assistance.

CHOB does foresee a need for this assistance in the future as homelessness remains a problem in Cowlitz County.

Households Benefiting

18. What is the number of low-income households that will benefit from this project? Use current year HUD Income Limits for family size.

At or below 80% of Median Income: _____

At or below 50% of Median Income: 6

At or below 30% of Median Income: _____

TOTAL Number of Households: 6

Budget

19. Explain why HOME funds are appropriate for your project. If this application is for a program currently receiving HOME 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 (or City of Kelso) HOME funds.

HOME funds are appropriate for Tenant Based Rental Assistance Projects such as this. No other funding source serves this project.

Community House is new to applying for HOME funds and will continue to investigate various avenues and funding sources to assist its clients of getting housing support.

20. What agency funding will you commit to this project? If none, why not? (A 25% match of non-federal funding is desired.)

Community House on Broadway will commit to funds for case management services for the six (6) households that receive the assistance. This funding will come directly from the Community House general operating fund. We anticipate a cost of \$9,864 for in home case management and mileage expense.



21. 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 housed, structure(s) constructed, delays in construction start date, etc. and whether your project would exist without HOME funding.

If HOME dollars are not provided, this project will not function at any capacity

22. Complete and attach the separate HOME Budget Form.

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

See attached budget

23. Sources and Uses Fund Statement / Budget Form Narrative

a. Please list all funding sources, intended uses, and amounts from your budget form. Identify each source as Federal, State, Local, or Private.

See attached 'Use of Funds Statement

b. Identify which sources are proposed and which sources are committed.

See attached 'Use of Funds Statement'

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.

24. Please list the amount of private, local, and State (non-federal) matching funds which will be designated towards the 25% match per HOME categories below:

- \$ _____ A. Cash Contributions
- \$ _____ B. Forgone, Taxes, Fees and Charge
- \$ _____ C. Donated Land or Other Real Property
- \$ _____ D. On Site and Off-Site Infrastructure
- \$ _____ E 1 Donated Site Preparation
- \$ _____ E 2 Donated Construction Material
- \$ _____ E 3 Donated Labor (other than homeowner): Number or hours _____ times \$10 per hour
- \$ _____ E1 Sweat Equity (homeowner only): Number or hours _____ times \$10 per hour
- \$ _____ F. Proceeds from Affordable Housing Bonds
- \$ 9,864 G. Supportive Services – Type--case management, mileage for home visits, housing placement



\$ _____ G1 Homebuyer Counseling Services
\$ _____ Estimated/Unknown at this time. Type : _____

25. Required Attachments

Longview Kelso HOME CONSORTIUM

Housing Development Application Checklist

Complete this form and attach it as the cover page for your HOME application.

Date: <u>3-2-2015</u>	Project Name: <u>Rental Assistance Program</u>
Project Sponsor: <u>Community House on Broadway</u>	

Instructions:

A response should be made to each of the following questions by checking the appropriate box- Yes (Y) if the answer is "yes" or an "item is attached", No (N) if the answer is "no" or an "item is not attached".

- | | Y | N |
|--|----------|----------|
| 1. Is the Application signed by Agency's designated representative and is a copy of the authorization to submit the application included? | <u>X</u> | _____ |
| 2. Is your Agency seeking certification or recertification as a CHDO? | _____ | <u>X</u> |
| 3. Is your HOME request no more than the specified amount per unit specified by the Consortium? ² | <u>X</u> | _____ |
| 4. Did your organization submit more than one (1) HOME housing project Application in this Program Year funding cycle? | _____ | <u>X</u> |
| 5. Is a copy of your Agency's most recent Financial Statement attached? | <u>X</u> | _____ |
| 6. Is a copy of your Agency's most recent Audit attached?
(IRS 990 may be substituted for an audit if your organization has not been audited) | <u>X</u> | _____ |
| 7. If the sponsor is a nonprofit agency, is a copy of your IRS 501 (c)(3) tax exempt organization designation letter attached? | <u>X</u> | _____ |
| 8. For rehabilitation projects, is a Capital Needs Assessment attached? | _____ | <u>X</u> |

² HOME maximum subsidy limits per unit are available here: <http://www.gpo.gov/fdsys/pkg/FR-2011-12-22/pdf/2011-32811.pdf>



9. If this is a joint venture, have documents that legally describe the third-party agreements been attached?

_____ X _____

10. Are the following exhibits and other required information attached to your Application?

- Exhibit A. Project Timeline (*Note: Funding is available in November following project submittal. Please plan accordingly.*)
- Exhibit B. Project Budget (*Note: Show all funding sources and note if they are committed or not committed. List date when commitment will be confirmed.*)
- Exhibit C. Project Documentation
- Exhibit D. Operating Proforma (Rental Projects)
- Exhibit E. HOME GAP Analysis (Budget Request)
- Exhibit F. Market Analysis
- Exhibit G. Marketing Plan (*As described in the Underwriting Policies and Procedures.*)
- Exhibit H. Developer Development Capacity Certification
- Exhibit I. Fiscal Soundness Checklist of Agency/Applicant
- Exhibit J. HOME Match Calculation
- Exhibit K. Homebuyer/Owner Affordability Proforma (Homeowner Projects, Rehab/purchase)
- Agency Financial Audit Please also send a copy of your most recent independent audit by email
- Detailed Cost Estimates Provide Specific costs for project, itemized to show project cost analysis



Longview/Kelso Home Consortium

Exhibit B - PROJECT BUDGET AND FUNDING SOURCES

	Lv/Kelso Home Source 1	CHOB (committed) Source 3	Source 3	Source 4	Source 5	Total Cost	How costs determined (bid, est.)
Commitment Dates	2013	7/1/2015					
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 Building						\$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	
Loan Fees						\$0.00	
Tenant Rental Assistance	35,100					\$35,100.00	
Affirmative Marketing						\$0.00	
Project Management	3,900					\$3,900.00	
Developer Fees						\$0.00	
Case Management		9,864				\$9,864.00	
Other:						\$0.00	
Subtotal	39,000.00	9,864.00	0.00	0.00	0.00	\$48,864.00	
HOME TOTAL	\$39,000.00	\$9,864.00	\$0.00	\$0.00	\$0.00	\$48,864.00	
Date:							
Sponsor:							Project Address:



Community House on Broadway
1105 Broadway Street
PO Box 403
Longview, WA 98632
(360) 425-8679

Tenant Based Rental Assistance for those Recovering for Homelessness Use of Funds

	HOME	CHOB
Rent Assistance	\$35,100	
Supportive Services (case management)		\$9,864
Project Management (admin)	\$3,900	
<hr/>		
Totals	\$39,000	\$9,864