

City of Longview

## Document Recording Fee Project Design Proposal - 2015

---

**Applicant:** Community House on Broadway  
**Title:** Community House Shelter Operations

**Contact Person:** Frank Morrison  
**Title:** Executive Director

**Address:** 1105 Broadway Longview, WA

**Address:** 3405 Sunset Way Longview, WA

**Phone:** 360-425-8679

**Phone:** 360-355-5660

**Fax:** 360-425-5949

**Fax:** 360-425-5949

**E-mail:** [choblv@cni.net](mailto:choblv@cni.net)

**E-mail:** [choblv@cni.net](mailto:choblv@cni.net)

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

**Project Title:** Continued Operational Funding for Community House on Broadway- Operational support for the area's homeless rehabilitation center. Community House on Broadway **\$23,500**

**Document Recording Fee Requested:** \$ 23,500

### Project Description

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

Community House on Broadway (CHOB) is the only homeless recovery center in Cowlitz County. Our mission is to provide food, shelter, clothing, and professional case management to those that are seeking to recover from homelessness. Those that live at Community House are kept accountable to a clean and sober lifestyle while they follow rules of curfew and keep with their case managed action plan. This project will supply much needed funds to continue to support our operation in 2015-2016. In 2014 the Community House served 627 unduplicated individuals with emergency residency and professional case management in its facility. There has been an increased demand to meet the needs of more individuals and families than in previous years. This past year, CHOB broke records for the most families with children (96) and the most kids sheltered in a single night (63). Currently, we are serving 70% women and children. Statistics also indicate that approximately 25% of women and children had been victims of domestic violence. This data demonstrates that Community House serves the most vulnerable homeless population within the community. Subsequently, utility bills, maintenance repairs, and additional case management have increased as the population expanded. Historically, Longview Document Recording Fee funds have given a tremendous reprieve from the high cost of sheltering 100-120 residents per night.



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

Family homelessness and poverty continues to be a problem in Cowlitz County and the Community House on Broadway is in a position to serve those that are seeking to recover from homelessness. As more people use the 1924 Community House facility, there is more wear and tear and the cost to maintain and operate the building has increased. Safety is always an issue as the building needs improvements and upgrades to make it habitable and secure. Bed bug infestations, lice, and rodents are more prevalent and the cost to combat them has increased. It is very costly for bed bug covers, spray, and continued treatment. Subsequently, energy consumption, water, sewer, and garbage use along with maintenance repairs have increased from previous years as the population expanded. We have seen a \$2,500 increase in water, sewer, and garbage alone since 2012. Energy usage has also increased by \$3,000 since 2012. Every adult is provided with case management, therefore, we have met those needs by hiring an additional 2.0 FTE case managers. There has also been a dramatic increase in the number of children who stay at shelter.

On November 7<sup>th</sup>, 2014 we had a record of 63 children stay overnight at our homeless shelter. Community House has a golden opportunity to make a difference in the lives of these families and break the cycle of intergenerational poverty. Half of the 63 children are under the age of 5 years old, thus we having been working with Lower Columbia College Head Start to make sure these children are educationally ready for kindergarten and become accustomed to the routine of going to school. Secondly, Community House has worked out an agreement with Child and Adolescent Clinic to make sure children are getting wellness checks within 2 weeks of arrival at the shelter. In addition, the Community House afterschool program 'Kids Club' is offered 4 days per week for children ages 6 to 12. The purpose is to teach kids conflict resolution skills, tutor them in homework, and allow them some time to play games and do arts and crafts. As CHOB is presented with this opportunity to help better the lives of those we encounter, support from the City of Longview is needed.

CHOB has a tremendous opportunity to assist hundreds of individuals and families each year with food, shelter, and case management as they overcome the barriers that prevent them from stable housing and self-sufficiency.

### **Problem Impact and Severity**

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

Community House on Broadway (CHOB) is in need of funds to supplement its water, sewer, garbage, and other utilities cost. In 2015, CHOB projects water, sewer, and garbage costs to be \$32,000. By providing the homeless population with basic necessities they can focus their efforts on recovery and not simply day to day survival. In addition, these funds allow us to use other resources to make building improvements and maintain a 1924 building. If funding from the document recording fees were not available then such projects would not be able to take place and the facility would continue to deteriorate. Thus, with continued operational support from the City of Longview, other funds can be budgeted for future projects.



**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.**

By providing Community House on Broadway (CHOB) with operational support, each resident will have their basic needs met such electricity, a warm facility, hot water, clean clothes, food, and shelter. This makes it possible for Community House case managers to address the homeless recovery aspect of each individual or families situation.

Professional case management is the cornerstone to Community House on Broadway's program. The successful outcomes of our program depend heavily upon the ability of our case managers to guide and coach each client to self-sufficiency. The case management program at CHOB is one of the main reasons Community House can be classified as a homeless recovery center. It is our goal for every adult resident at CHOB that they meet with a case manager for an assessment within 3-6 days of their intake. Individuals or families entering the shelter receive an assessment within the first week. This comprehensive assessment is used to determine what barriers the particular household has to retaining and maintaining permanent housing. The case managers also work with the individual or family to create a unique action plan that they can begin implementing. The case management team at CHoB is well qualified and experienced to accommodate the diverse backgrounds that accompany the homeless population. At CHoB we have witnessed an increasing number of homeless veterans, single women of domestic violence, those with mental illness, and senior citizens. Therefore, each action plan is tailored to meet the specific needs of the individual.

By providing funds for continued operational support, Community House will be able to compensate professional case managers which in turn will create a better living environment for residents while they live at the shelter. In addition, many of the life skills and training that our residents acquire in our program will go with them after they exit Community House.

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

The short term outcomes from this project will be the continued operation of Community House and all the services that it provides to the local homeless population. This includes: food, clothing, hygiene products, shelter, and 24/7 on-site staffing along with professional case management.

The long term results from this project will be a reduction in homeless recidivism, a decrease in the length of stay in the shelter, and a shrinking homeless population in Cowlitz County. In 2014, the average length of stay for individuals was 72 days while the average length of stay for families was 58 days. Community House recorded that 210 homeless individuals and 59 families returned to some type of stable housing after exiting the shelter. As the economic landscape continues to improve and the job market rebounds, successful outcomes will also improve for our residents.



**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.**

Community House on Broadway (CHOB) holds a unique position within Cowlitz County as it serves both singles and families (males and females). CHOB houses between 90-120 residents per night. In January of 2015, CHOB was awarded a contract with Southwest Behavioral Health to provide outpatient mental health services to the homeless and/or low income of the community. This service will allow us to address the mental health problems that the majority of adults and children struggle with. At Community House, individuals and families are not excluded from services as long as they pass police clearance and are not registered sex offenders. In this sense, Community House works with the many faces and causes of homelessness and does not discriminate its services.

Emergency Support Shelter – Shelter for victims of domestic violence; house 30-40 individuals and families

Love Overwhelming – shelter for the chronically homeless; house 32 single adults

## **Solution**

### ***Project Development***

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

This project will provide on-going operational support for the Community House on Broadway's (CHOB) homeless recovery program in 2015-2016. These funds will give us the assistance to help fund our general operating costs such as utilities, insurance, repairs and maintenance. The staff of Community House is made up of 10 full-time and 7 part-time employees that work around the clock for 365 days per year.

As more people use the 1924 facility, there is also more wear and tear and the cost to maintain and operate the building has increased. Safety is always an issue as the building needs improvements and upgrades to make it habitable and secure. Bed bug infestations, lice, and rodents are more prevalent and the cost to combat them has increased. It is very costly for bed bug covers, spray, and continued treatment. Subsequently, energy consumption, water, sewer, and garbage use along with maintenance repairs have increased from previous years as the population expanded. We have seen a \$2,500 increase in water, sewer, and garbage alone since 2012. Energy usage has also increased by \$3,000 since 2012. Every adult is provided with case management, therefore, we have met those needs by hiring an additional 2.0 FTE case managers.

Historically, City of Longview document recording fee funds have given a tremendous reprieve from the high cost of sheltering the 100-125 residents per night. Community House has been operating at 100 or more residents for the greater part of 2 full years. The vast majority of nights there is not a bed that is left unoccupied. Funding from local document recording fees for operational support will allow Community House to budget other funds to retain its staff. This will make the facility secure and safe for the hundreds of individuals and families that reside annually. Moreover, the corner of 11<sup>th</sup> and Broadway will continue to be a secure and stabilizing influence in the Longview community.

**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?**

The services of Community House on Broadway (CHOB) are offered to the homeless on a first come first serve basis. Community House does not discriminate its services to anyone as long as the person pass police clearance for warrants, and are not registered sex offenders. Concerning public outreach, Community House has a 27-year history and is well known as the largest homeless provider in the area. CHOB receives referrals from various social service agencies along with the Coordinated Entry and Assessment service.

Community House has completed its ADA room and it can accommodate 2 residents that are in wheelchairs or who may not be able to get up the stairs into a room.

**9. How will your organization benefit from this project?**

Community House on Broadway will remain operational and will continue to serve the local homeless population in Cowlitz County.

***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.**

Historically, Community House on Broadway has received operational support from Cowlitz County. In 2015, a contract with Cowlitz County was agreed upon for \$75,000 to provide operational support to our organization. An application to the United Way to supplement funds for our case management service in 2015 has been submitted. However, the process is currently ongoing and we are waiting for a reply.

Community House does have a memorandum of understanding with Longview Housing Authority that promises our resident's 10% of available section-8 housing vouchers. Furthermore, we have a contract with Country Run Apartments to case manage 20 apartment units of transitional housing.

**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.**

The continual support of Community House on Broadway allows for hundreds of individuals and families experiencing homelessness an opportunity to overcome their barriers to housing and self-sufficiency. Homelessness is complex and various solutions need to be utilized to address the problem in full. The homeless that are only in need of housing due to emergencies are in need of low income housing units and rental assistance for the immediate need. Those that are homeless due to lack of employment or education need programs that address job training and placement assistance. Also the



homeless that suffer from addiction or mental and physical health issues need to have increased access to services that addresses those issues..

**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 July 1<sup>st</sup> (mm-yyyy) \_\_\_\_\_ 7/1/2015 \_\_\_\_\_

Applicant Move In/Project Completion (mm-yyyy) \_\_\_\_\_ 6/30/2016 \_\_\_\_\_

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

The operation of Community House is ongoing.

**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:  627

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

TOTAL Number of Households:  627

**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.**

Community House has received document recording fees for many years and is in need of continued funding in 2015-2016. Community House has expanded from a 78-bed facility in 2012 to a 94-bed facility in 2014. This is a 20% increase in bed capacity than in previous years. Our organization counted a total of 627 unduplicated residents in 2014. Therefore, with more residents using our facilities additional laundry, showers, restroom usage, and other utility costs will be needed. For example, in 2015 our organization has budgeted \$32,000 for our water, sewer, and garbage bill.

In order to limit our dependency on the City of Longview’s Document Recording Fee funds, Community House is seeking to diversify its funding sources. The administration has worked out a contract with Southwest Behavioral Health to provide mental health services to the homeless and low income of Cowlitz County. Our staff continues to research and write grants to organizations that support



the goals of our mission. We also plan to use funding from our local Cares Campaign along with church contributions to support the ongoing operations.

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

The agency will use all of its available monetary resources to keep the shelter operational.

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

This project will likely require future funding as long as homelessness persists in Cowlitz County. It is important to note that Community House serves primarily residents from Cowlitz/Wahkiakum counties. Secondly, the project will require funding as long donations from individuals, churches, and businesses do not supplement the budget.

**18. Complete and attach the separate DRF Budget Form.**

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

**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.**

- A. Cowlitz County (Homeless Grant) -- \$75,000 committed
- B. FEMA-- \$11,000 pending
- C. United Way -- \$50,000 uncommitted; awarding phase is in process
- D. Country Run --\$15,000 committed
- E. Community donations, cares campaign, special events, private grants, other -- \$412,000 – goal to raise in 2014

**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.**

Frank Morrison will be responsible for administering the project; he is the current executive director.



## **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.)*

### **Project Documentation: Optional to support your project.**

- Letters attesting to the subject problem
- Letters of support
- Current news articles
- Letters from local, state, or federal agencies directing the repair or creation of a specific housing project
- Loan policies, regulations, or restrictions that apply
- Documentation of project cost estimates
- Private fundraising commitments
- Maps, architectural renderings and elevations, floor plans
- Engineering, soils, or environmental reports
- Surveys and other professional reports





**City of Longview - Document Recording Fee Program**

**PROJECT BUDGET AND FUNDING SOURCES**

	LV Document Recording	Cowlitz County Doc Fee	FEMA	Source 5	Total Cost	How costs determined (bid, est.)
<b>Commitment Dates</b>	7/1/2015	1/1/2015	uncommitted			
<b>ACQUISITION</b>						
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
<b>PREDEVELOPMENT</b>						
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
<b>CONSTRUCTION COSTS</b>						
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
<b>OTHER</b>						
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	
Operational Support -- CHOB	23,500	75,000	11,000		\$0.00	
Other:					\$0.00	
Subtotal	23,500.00	75,000.00	11,000.00	0.00	0.00	\$109,500.00
<b>Doc. Rec. Fee TOTAL</b>	<b>\$23,500.00</b>	<b>\$75,000.00</b>	<b>\$11,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$109,500.00</b>
<b>Date: 2-26-2015</b>						
<b>Sponsor:</b>	<b>Project Address: 1105 Broadway, Longview WA 98632</b>					

## 2015 Budget Form Narrative

Projected Operational Expenses for 2015 = \$570,000

For sources and use of funds please see 2015 Operational Budget

Our request is for \$23,5,000 from the City of Longview Document Recording Fees. These funds will be used to help offset the costs for shelter operations in these specific areas.

A. . Electrical –PUD	\$22,000
B. Gas—Cascade Natural Gas	\$6,500
C. Insurance –	\$25,000
D. Water, garbage – City of LV	\$32,000
E. Repairs/Maintenance	\$20,000
F. Cascade Networks	\$4,000
	Total \$109,500

The remaining \$86,000 for these expenses will come from community donations along with the funding we are receiving from Cowlitz County. Community House plans to seek out and find some private foundations that will assist in funding operational expenses. However, we do realize that this type of funding is diminishing as more funders are looking for specific outcomes and benchmarks.