

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

<b>Applicant:</b> John Brickey	<b>Contact Person:</b> Julie Hourcle'
<b>Title:</b> Director, Community Development Dept.	<b>Title:</b> Program Coordination Specialist
<b>Address:</b> 1525 Broadway/ PO Box 128 Longview, WA 98632	<b>Address:</b> 1525 Broadway/ PO Box 128 Longview, WA 98632
<b>Phone:</b> 360 442-5080	<b>Phone:</b> 360 442-5081
<b>Fax:</b> 360 442-5953	<b>Fax:</b> 360 442-5953
<b>E-Mail:</b> john.brickey@mylongview.com	<b>E-Mail:</b> julie.hourcle@mylongview.com

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

**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:** 2014-2018 Consolidated Plan

**CDBG Funding Requested:** \$ 13,799 or 5% Planning available

**Problem/Opportunity Description**

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

The Kelso-Longview HOME Consortium and the City of Longview CDBG Program is required to submit a Consolidated Plan to the Department of Housing and Urban Development every five years in order to continue receiving annual Federal Entitlement funding for the HOME and CDBG programs. The new 2014-2018 plan will replace the current 2009-2013 Consolidated Plan. The Consolidated Plan will include the first year Annual Action Plan.

**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 Consolidated Plan determines the current needs of the community defining the strategies, funding and goals to meet those needs. A needs assessment will be done to outline levels of need for affordable housing, homelessness, special needs, and community development. U.S. Census updates including demographic and economic data, and community statistics noting the type and levels of services available to residents will be used. Community outreach, focus groups, and Kelso and Longview City Council input will be used to develop the plan priorities. The first year Annual Action Plan (2014 Program Year) will be prepared and submitted as part of the Consolidated Plan.

**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: DH-1.9

Objective Title: Conduct planning and administrative activities necessary to make housing widely available to all residents.

Objective Proposed Accomplishments & Outcomes:

Provide information, educational opportunities and technical assistance to the community to assure that all citizens have housing choices regardless race, color, creed, religion, sex, familial status, marital status, national origin, disability, sexual orientation, gender identity, or veteran/military status.

**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.)**

A scope of work (similar to items under Question #10 and the attached Timeline) must be developed for a bid to hire a contractor. Upon contractor selection, the City would add the contractor to its IDIS (“Integrated Disbursement and Information System” HUD website) in order to enter the Consolidated Plan information into the required electronic format for submission to HUD.

**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)     \_\_\_09-01-2013\_\_\_

Project Completion Date (mm-dd-yyyy)     \_\_\_09-1-2014\_\_\_

## **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 five-year Consolidated Plan will prioritize community goals and objectives for the limited amount of funding it receives annually over the 2014-2018 period. The plan will be used as a guide for housing in the City of Longview and Kelso, and community development projects for non-profits, Longview City Departments, and for-profit entities to select and implement.

Categories of need which will be reviewed are housing, public housing, homelessness, non-homeless special needs, and non-housing community development needs.

The 2014 Annual Action Plan will provide a range of housing and community development activities to be carried out during the upcoming program year as selected by the Kelso and Longview City Councils for their respective jurisdiction.

The Consolidated Plan will determine the number of low and moderated households in the community with the most recent available Census data. Neighborhood Target areas will also be developed.

**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.**

NA - Planning Project Only

## **Past Effort**

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

The City of Longview has used the 2004-2008 Consolidated Plan and current 2009-2013 Consolidated Plan to guide funding for the HOME and Community Development Block Grant programs over the past 10 years.

Annual Action Plans are submitted every June to HUD as required for Program Year funding.

## **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 City of Longview has lead responsibility for HUD Entitlement grant administration. Consultation with local agencies representing housing, special needs, social services, and Longview City Departments will be used to develop the new Consolidated Plan. Focus groups representing additional segments of the community will also be used.

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

A consultant will be hired to:

- Prepare the Consolidated Plan using the eCon Planning Suite: A Desk Guide for Using IDIS to Prepare the Consolidated Plan and Annual Action Plan;  
[http://portal.hud.gov/hudportal/documents/huddoc?id=20394\\_conplan\\_manual.pdf](http://portal.hud.gov/hudportal/documents/huddoc?id=20394_conplan_manual.pdf)
- Follow Consolidated Plan Regulations at 24 CFR Part 91.
- Data and Maps
  - Enter and confirm data tables, prepare maps using the on-line ConPlan Template required by HUD. Provide data narratives as required.
  - Use additional data sources as approved by the City.
- Citizen Participation
  - Longview and Kelso Community Outreach advertised through local media, including radio, the Daily News, and letters/e-mails to agencies.
  - Schedule and hold 4 public community meetings with presentation and solicit community needs. One additional meeting would be held with the Highlands Neighborhood Association.
  - Schedule and hold 2 City Council workshops: 1 each for Longview and Kelso Councils
- Consultation
  - Perform the required consultation for local governments as noted within the Desk Guide for Using IDIS to prepare the Consolidated Plan. Document and summarize the consultation process. Focus groups will be used.
- Determine Needs of the Community
- Prepare a Market Analysis
- Develop a Strategic Plan
- Set Priorities
- Determine Financial and Institutional resources
- Set Goals
- Prepare and enter the 2014 Annual Action Plan

- Consult with City staff monthly or more throughout the planning process
- Draft Plan would be due May 7, 2014 for a 30-day Public Comment Period
- Public comments will be reviewed, considered for plan modification, and entered into the Plan. A June 12<sup>th</sup> Longview City Council Meeting would be available for major changes and final approval if needed.
- HUD Submittal due June 15, 2014
- Modifications to the Consolidated Plan are made as requested by HUD
- Print 50 copies of Plan after HUD approval
- The Plan will be available on the City of Longview website after HUD approval

**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.)**

Julie Hourcle, Program Coordination Specialist, 360 442-5081, [julie.hourcle@mylongview.com](mailto:julie.hourcle@mylongview.com)  
 Responsibilities: Grant Administration, contract development, project management, contractor consultation, review and editing of Consolidated Plan and Annual Plan.

John Brickey, Director, Community Development, 360. 442-5080, [john.brickey@mylongview.com](mailto:john.brickey@mylongview.com)  
 Responsibilities: Consultation as needed..

Contractor: To be selected.

***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.**

A contractor will be selected to research and enter data, arrange for and conduct citizen participation, and prepare the Consolidated Plan and 2014 Annual Plan for submittal to HUD.

**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.)**

NA Planning Project only

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

NA Planning Project only

**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.)**

NA Planning Project only

**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 Consolidated Plan will prioritize Longview and Kelso housing activities and Longview community development needs including public services and planning to benefit residents for a 5-year period during 2014-2018. It will consider the limited resources of HOME and CDBG entitlement funding primarily but also considering other local, state and federal resources for a strategic plan to meet the 5-year goals.

The Highlands Neighborhood Revitalization Plan and Highland residents will be consulted for project priorities and goals.

The short-term outcome is that the City of Longview and Kelso together with community agencies can plan projects for immediate funding requests.

The long-term outcome will complete housing and community development needs for increased affordable housing, reducing homelessness provide home ownership, improved rental housing, and resolve funding issues for implementing priority community and agency goals while making the City of Longview a better place for low-moderate income persons' livability.

**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.**

Continued HOME and CDBG Entitlement funding will assist in completing more affordable housing and community development needs not completed in the current 2009-2013 Consolidated Plan. The next Consolidated Plan will cover 2019-2023 program years.

**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 2000 U.S. Census Tract as noted in the HOME/CDBG Consolidated Plan)**

NA Planning Project only

**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.**

NA Planning Project only

**Individuals or Households (*circle one*)**

**At or below 30% Median Income:** \_\_\_\_\_

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

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

**Total number Low-Income Served** \_\_\_\_\_

**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 Planning and CDBG Administration funding are the only available Entitlement sources which supports the Consolidated Plan project. Funding is used once every four years.

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

The City of Longview, as lead agency for the Longview-Kelso HOME Consortium and City of Longview CDBG Entitlement program, will commit an estimated \$11,201 from either CDBG Administration or the City General Budget funding as approved by Council and/or Executive staff decision.

**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.**

Additional funding must be provided to support the completion of the 2014-2018 Consolidated Plan or the City of Longview and Longview-Kelso HOME Consortium will lose its annual federal formula allocation from the Department of Housing and Urban Development totaling an estimated \$512,600 for community development construction, public services, planning, and affordable housing projects.

**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.**

2013 CDBG Planning - \$13,799	Consultant Costs for Consolidated Plan
2013 CDBG Admin - \$11,201	Consultant Costs for Consolidated Plan

Total Cost: \$25,000 estimated

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

No sources are committed at this time.

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

None available at this time.

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

NA Planning Only

**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

# Project Timeline

Detail Tasks for Project	Start Date	Completion Date
	Month Day Year	Month Day Year
Bids Request sent to Consolidated Planning Consultants	6-15-2013	7-15-2013
Consultant Selected	7-15-2013	8-15-2013
Contract Signed	8-01-2013	9-01-2013
City provides IDIS access	7-15-2013	9-01-2013
Required Data & Resources are entered for Needs Assessment	9-01-2013	11-01-2013
Develop the Market Analysis and Narrative	9-01-2013	11-01-2013
Citizen Participation meetings dates are set with locations	10-01-2013	11-01-2013
Determine "target areas" during public outreach, focus groups and Councils	10-1-2013	2-15-2014
Focus Groups/consultations are determined	10-01-2013	11-01-2013
Focus Group dates with locations are confirmed	10-01-2013	11-01-2013
Longview and Kelso Workshop dates are determined and confirmed	10-01-2013	11-01-2013
Citizen Participation, Focus Groups, and Council Meetings are held	11-01-2013	2-15-2014
Develop the Strategic Plan	11-15-2013	3-5-2014
Set Goals	3-5-2014	4-1-2014
Enter Annual Plan sections	4-1-2014	4-30-2014
Review and printing/posting	5-1-2014	5-6-2014
30-day Public Comment Period	5-7-2014	6-6-2014
Public Comments added	6-7-2014	6-12-2014
Longview Council Meeting if needed	6-12-2014	6-12-2014
Con Plan Submission	6-13-2014	6-15-2014
Submit Modifications as required by HUD for acceptance & approval	6-16-2014	7-31-2014
Consolidated Plan Printing-50 copies	8-1-2014	9-1-2014

SUBMIT THIS FORM WITH THE APPLICATION

### CDBG Budget

	Project Duration Months:					
	Source 1	Source 2	Source 3	Source 4	Source 5	Total
	CDBG 2013	CDBG AD 2013				
Commitment Dates						
<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>						
<b>Public Facility</b>						
<b>Community Facility</b>						
<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>	\$13,799.00	\$11,201.00				\$25,000.00
<b>Local Match to State/Fed Grant</b>						
<b>Other, List: Permits/Fees</b>						
<b>Other, List</b>						
<b>Other, Sales Tax</b>						
<b>Contingency</b>						
<b>Total:</b>	\$13,799.00	\$11,201.00				\$25,000.00
Date Completed: 2-4-2013						