

# Document Recording Fee Project Design Proposal - 2013

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**Applicant:** Community House on Broadway\_\_\_ **Contact Person:** Frank R. Morrison  
**Title:** 2013 Funding **Title:** \_\_\_\_\_  
**Address:** 1105 Broadway, P.O. Box 403 **Address:** same  
**Phone:** 360-425-8679 **Phone:** same  
**Fax:** 360-425-5949 **Fax:** same  
**E-mail:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

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

**Project Title:** Continued Operational Funding for Community House on Broadway

**Document Recording Fee Requested:** \$ 22,027.54

## Project Description

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

Community House on Broadway is the only homeless rehabilitation center in Cowlitz County. This project will supply much needed funds to continue to support its operation. In 2012 the Community House served approximately 600 unduplicated individuals with emergency residency and professional case management in its facility. It is noteworthy that 108 of these were minors under 18 years of age, while 280 were females. Statistics also indicate that approximately 25% of women and children have been victims of domestic violence within the past year. This data demonstrates that Community House serves the most vulnerable homeless population within the community. Furthermore, over 52,000 meals were served to residents and non-residents throughout the year. Under the leadership of Frank Morrison an additional 10 beds were recently added. Thus, we can shelter up to 90 residents per night. However, this increase in our occupancy capacity (12.5%) will also put additional costs on our daily operations. Community House is hopeful that this increase in costs will be offset by an increase funding.

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

Homelessness and poverty continue to be a problem in Cowlitz County. This was manifested during Project Homeless Connect in which approximately 400 of the County's homeless and at-risk of homelessness came for services. This event demonstrated above all else a continued need for shelter, housing, and other services. Furthermore, 2012 data showed that Community House had to turn away 634 individuals and an additional 40 families. Although turn-away rates are high, Community House on Broadway 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.

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## **Problem Impact and Severity**

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

Community House is in need of funds to supplement its water, sewer, garbage, and utilities cost. By providing residents with basic necessities they can focus their efforts on recovery and not merely day to day survival. In addition, these funds allow us to use other resources to make building improvements and keep up with maintenance. For example, in September of 2012 Community House painted the entire building inside and out and renovated its lobby. If funding from the document recording fees were not available then such projects would be severely hampered. Thus, the board of directors and staff are optimistic that 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.**

Professional case management is the cornerstone to Community House on Broadway's program. Community House on Broadway is a homeless recovery center that offers free case management to its residents. The success of our program depends heavily upon the ability of our case managers to guide and coach each client to self-sufficiency. When a new resident moves into the Community House, they are assigned to a case manager within one week. Case managers do an initial assessment and begin to collaborate with their client to map out a path that will assist them to succeed. Each resident meets with a case manager once per week and is required to show documentation of their accomplishments. The best practice that each case manager uses is a solutions focused-strengths based approach. This allows the client to focus on their strengths and discover their own path of success.

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 staff along with 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 2012, Community House conservatively estimates that 360 homeless individuals and families returned to stable housing. 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 holds a unique position within Cowlitz County as it is the sole homeless recovery center within the area. Other homeless providers focus their programs on specific causes of homelessness such as substance abuse and domestic violence. 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.

## **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 allow for the operational integrity of Community House to be continual. As noted above, the organization is the only homeless rehabilitation center within the county. The staff of Community House is made up of 7 full-time and 7 part-time employees that work around the clock for 365 days per year. Funding from local document recording fees for operational support will allow Community House to budget other funds 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 are offered to the homeless on a first come first serve basis. Community House does not discriminate its services to anyone as long as they pass police clearance for warrants, and are not registered sex offenders. Concerning public outreach, Community House will be working closely with Cowlitz County to implement and participate in a coordinated entry for the homeless. The coordinated entry is projected to start in 2014. Therefore, Community House will be working closely with other social service agencies to provide a daily count on the number of beds that are available and to update our inventory when necessary.



**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 has received funding for supportive services from United Way and Cowlitz County. In 2013 our organization has requested similar funds from Cowlitz County and United Way. The process for renewing our contract with Cowlitz County is underway. We have submitted a renewal letter along with our annual progress report. We are currently waiting for their response. Community House has also submitted an application to United Way to supplement funds for our case management service. 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 clients.

**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.**

Homelessness is a problem in Cowlitz County. The January 24<sup>th</sup> 2013 Project Homeless Connect showed the need for continued funding for services and housing to meet the needs of this population. Although final numbers have not been quantified, conservatively there were 400 people that came in for services. Therefore, the continued funding of Community House will be vital for individuals and families experiencing a crisis situation. It will also be imperative that more permanent supportive housing units become available for the chronically homeless that suffer from disabilities. Secondly resources need to be diverted to rapid rehousing and landlord incentives so that individuals and families in poverty can find stable housing. Thirdly, homelessness and poverty are related to the job market and unemployment. Thus, if there is a decrease in unemployment, it will likely result in a decrease in the homeless population.



## **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 1<sup>st</sup> (mm-yyyy) July 1<sup>st</sup>, 2013

Applicant Move In/Project Completion (mm-yyyy) June 30<sup>th</sup> 2014

**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:  X

At or below 50% of Median Income:

TOTAL Number of Households:  600-700

## **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 2013-2014. As stated above, an increase in our bed capacity along with an increase in utilities cost has put extra projected costs on our budget. We project to serve an additional 75-100 more individuals with our increased capacity. Therefore, with more residents using our facilities additional laundry, showers, restroom usage, and other utility costs will be needed. For example, in 2013 our organization has budgeted \$30,000 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 apply for government and private grants to help fund operations. The new administration recently began working with an experienced grant writer that is committed to seeking out and writing one grant proposal per month. We also plan to use funding from our local Cares Campaign 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. We anticipate contributing \$32,972.46 to the itemized list of operational expenses. Please see detailed budget for further explanation.

**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. Recent estimates indicate that 72.88% of our resident's previous address was located within the two counties. Those that do move here from other counties come primarily because they have former ties to the area. It is estimated that only 11% of Community House residents can be classified as transient.

Secondly, the project will require funding as long as donations from individuals, churches, and businesses do not supplement the budget. It is the goal of the new administration to increase giving for the Community House in the years to come.

**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 attachment and also the 2013 proposed budget.

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

See attachment

**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) -- \$70,000 (renewal in process)
- B. FEMA-- \$9,000 committed
- C. United Way -- \$36,050 uncommitted; awarding phase is in process
- D. Community donations, cares campaign, special events, private grants -- \$330,900 – goal to raise in 2013



## **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





## Application Process

Project Proposals are usually due March 1<sup>st</sup> of each year.

- Please submit **1 copy** of the Project Design Form, Budget, Project Timeline and Additional Attachments by **March 4, 2013** to:

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

- **After staff review**, you will be asked to make **13 copies** of your entire application packet for the City Council Public Hearing.

## Public Presentation of your Project Design Proposal

### *Longview Projects:*

You will be asked to present your proposal to the Longview City Council, Longview City Hall in a Public Hearing on the Thursday, April 25, 2013.

Public Review of all projects is available at least one week prior to the public hearings.

## Questions?? Technical Assistance??

Contact Julie Hourcle' 360.442.5081

FAX: 360.442.5953.

E-mail: [julie.hourcle@mylongview.com](mailto:julie.hourcle@mylongview.com)

Check our website at: <http://www.mylongview.com/communitydev/HOMEProgram.htm>

### **Permissible uses of these funds at the local level is limited to:**

- Acquisition, construction, or rehabilitation of housing developments or individual units;
- Operation and maintenance costs of housing built with housing trust funds that requires a supplement to the rental income to cover ongoing operating expenses;
- Rental assistance vouchers for housing units administered by a public housing authority operating an existing rental assistance voucher program; and,
- Operating costs for emergency shelters and licensed overnight youth shelters.



City of Longview - Document Recording Fee Program

**PROJECT BUDGET AND FUNDING SOURCES**

	LV Document Recording	Cowlitz County	Community Donations	Source 4	Source 5	Total Cost	How costs determined (bid, est.)
<b>Commitment Dates</b>	<b>2013</b>						
<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 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	
<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	
Other: Operational Expense	22,028	40,000	32,972			\$95,000.00	
Other:						\$0.00	
Subtotal	22,027.54	40,000.00	32,972.46	0.00	0.00	\$95,000.00	
<b>Doc. Rec. Fee TOTAL</b>	<b>\$22,027.54</b>	<b>\$40,000.00</b>	<b>\$32,972.46</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$95,000.00</b>	
<b>Date:</b>							
<b>Sponsor:</b>	<b>Project Address:</b>						

## Budget Form Narrative

Projected Operational Expenses for 2013 = \$471,950

For sources and use of funds please see 2013 Operational Budget for explanation

Our request is for \$22,027.54 from the City of Longview Document Recording Fees. These funds will be used to help offset the costs in four specific areas.

- A. Electrical –PUD -- \$20,000
- B. Gas—Cascade Natural Gas -- \$12,000
- C. Insurance – Philadelphia/Propel -- \$18,000
- D. Water, garbage – City of LV -- \$30,000
- E. Repairs/Maintenance \$15,000

Total \$95,000

The remaining \$67,972.46 for these expenses will come from community donations along with the funding we anticipate receiving from Cowlitz County. The funds from Cowlitz County are not committed; however, we do anticipate receiving \$70,000 in 2013. Moreover, funds from community donations are dependent upon faithful contributions over our “Cares Campaign” and throughout the year. 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.

The goal for Community House is to raise \$80,000 in our 2013 “Cares Campaign” from churches, individuals, and businesses in the community. We anticipate contributing \$32,972.46 to the above itemized list of expenses that we have budgeted for 2013.

# COMMUNITY HOUSE ON BROADWAY

## 2013 OPERATIONAL BUDGET

### REVENUE

2013

United Way-Cowlitz	\$36,050
FEMA	9,000
Consolidated County Grant-ESG	70,000
Church Pledges	39,000
City of Longview	20,000
Individual Contributions	150,000
Special Events	25,000
Private Grants	36,900
Extended Support	5,000
CHOB Cares Campaign	80,000
Recycling	<u>1,000</u>
	\$471,950

**Community House on Broadway**  
**2013 Expenses**

**Expenses**

	<b><u>2013</u></b>
Advertising	\$1,500
Bank Charges	700
Copier Rent	2,700
Debt Services	12,000
Dues	600
Electrical	20,000
Employee Benefits	2,000
Food and Kitchen Supplies	8,000
Fund Raising Expense	2,000
Gas	12,000
Insurance	18,000
Internet	1,000
Mileage	500
Payroll	285,050
Postage	2,000
Printing Costs	2,200
Professional Fees	12,000
Repairs & Maintenance	15,000
Supplies-House Keeping	700
Supplies-Kitchen	500
Supplies-Office	1,800
Taxes-Payroll	37,000
Taxes-Property	3,500
Water, Garbage	30,000
Website	<u>1,200</u>
	<b>\$471,950</b>