

H O M E

Consolidated Annual
Performance &
Evaluation Report
Longview-Kelso Consortium

C D B G

2011

Longview-Kelso HOME Consortium
City of Longview CDBG Entitlement

**Consolidated Annual Performance and
Evaluation Report**

2011 Program Year
August 1, 2011 - July 31, 2012

Comment Period: October 13, 2012 through October 27, 2012

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**2011 HOME & CDBG
Consolidated Annual Performance & Evaluation Report**

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Part 1

Affordable Housing & Community Development Goals and Accomplishments

2011 Annual Performance Report & HOME and CDBG Narratives

Executive Summary

The Home and CDBG Programs are administered by the City of Longview Community Development Department. The City of Longview is also lead agency for the Longview-Kelso HOME Consortium. This is the 3rd year of the 2009-2013 Consolidated Plan.

The 2011 Program year covers the period from August 1, 2011 through July 31, 2012. During this period nine (9) subrecipients and the City of Longview had thirty projects (30) underway. Of these projects seven (7) CDBG projects and six (6) HOME projects were completed. A 2011 program year funding allocation summary for CDBG and HOME follows the narrative. Project Annual Reports submitted by each agency are located in Sections 2 and 3.

CDBG

The following CDBG projects were **completed** in the 2011 Program Year

Big Brothers Big Sisters Columbia Northwest

Mentoring Low-Income Children (2010)

Provide approximately 6 hours of one-on-one mentoring per month for 5 children from 7 to 12 months. Mentoring was Community-based and/or School-based.

Big Brothers Big Sisters Columbia Northwest Funded at \$5,000. \$5,000 funding drawn in 2011 PY.

The activity served 5 children from 3 families and matched with mentors.

Fair Housing Center of Washington

Analysis of Impediments to Fair Housing Choice (2010)

Create a plan to assess housing discrimination, identify impediments and recommendations for the Longview-Kelso HOME Consortium. This plan is required by the HOME Program. The current plan was adopted in 1999 followed by annual updates.

Fair Housing Center of Washington \$12,500 Fully Funded \$12,500 expended in 2011 PY.

The Final Plan was completed in September 2011 and presented to the Council in December 2011. A resolution to use the plan for guidance in promoting Fair Housing was passed in February 2012.

Lower Columbia Community Action Program

Help Warehouse (2010)

Provide support to food bank services and distribution of USDA Surplus commodities to Longview residents. Lower Columbia Community Action Program Funded at \$45,000. Drawn \$45,000 with \$29,299 drawn through PY 2011.

The Help Warehouse is serving an average of 2181 unduplicated families during this 12 month activity. The activity ran on a calendar year January through December 2011.

HELP Warehouse (2011)

Provide support to food bank services and distribution of USDA Surplus commodities to Longview residents. Lower Columbia Community Action Program Funded at \$49,417.80. \$24,684 drawn in PY 2011.

1426 unduplicated families used the food bank over 7 months. This project ran from January through July 2012. The contract was shortened so that the 2012 project will begin on August 1st consistent with the program year. Remaining 2011 funding was deobligated to the 2013 Program Year.

Sherri Fittro Foundation

Sherrie Fittro Building Feasibility Plan (2007)

Feasibility Study for a housing facility for persons with recent spinal cord/brain injuries. \$15,000 Fully Funded \$11,400 previously expended with \$3,400 drawn PY 2011.

The final plan for a building with services was presented to Council in January 2011.

Life Works

Increased Employment Opportunities for People with Disabilities (2011)

Research vocational opportunities and attract businesses to employ persons with disabilities and community residents. A 5-year business plan will be developed. Funded at \$12,000 \$12,000 expended in 2011 PY

The plan was completed in July 2012 and presented to the City Council in September 2012.

Longview Housing Authority

Veteran's Service Center Plan (2011)

Research and develop a plan for a regional veteran's service center for housing referrals, employment and social services in Longview. Funded at \$4,472.60 and expended \$4,472 in 2011 PY.

The plan was completed in July 2012 and presented to the City Council in September 2012.

The following CDBG projects are **underway**:

City of Longview Public Works Department

Highlands Neighborhood Trail, Segment 1, Phase 1, 2, 3 (2009, 2010 & 2011)

Phase 1 & 2 (funded under 2009 CDBG) will construct a 10' wide 5,250 lineal foot paved recreational trail from Oregon Way to Beech St. along the Dike at the south edge (100-200 Blocks) of the neighborhood within the Alder St. Reserve. Phase 3 (funded under 2010 & 2011 CDBG) will include lighting, landscaping, and pedestrian amenities. City of Longview Public Works Department Phase 1 & 2 funded at \$352,001 (plus city funding for a total of \$400,000). Phase 3 was funded at \$350,000. (Funding was temporarily reduced by \$300,000 to pay for the Float Loan to the Longview Housing Authority.) \$227,943 drawn through the Program Year with \$164,884 expended in 2011 PY.

Additional funding was secured for a portion of Trail Segment 2 through a State of Washington transportation enhancement grant which will extend the trail 1/3 mile farther from Beech St. (the end of Segment 1) to Douglas St. for a total trail length of 1.3 miles. Engineering plans were completed. The construction contract was awarded in June 2012 for a October 2012 completion.

Family Finance Resource Center

Homeowner Foreclosure Avoidance & Default Counseling (2007)

Provide one-on-one financial counseling to homeowners who are in danger of defaulting their mortgage loans. Originally funded at \$11,800 in 2007, a transfer of \$4,215 was made from Home Ownership Counseling in 2010, and \$5,000 was additionally funded in 2010 PY. \$21,015. \$14,014 was drawn through the Program Year with \$7,950 in PY 2011.

18 families/individuals have received counseling during 2011 PY. Homeowners had a favorable outcome to include mortgage modification, forbearance, or "short sale" resulting in the sale of their home.

Lower Columbia Community Action Program

Micro-Business Development and Support (2010)

Provide education, training, coaching and micro-loan opportunities (through other funding) to Longview residents who are considering starting or who have started a micro-enterprise. Lower Columbia Community Action Program requested \$74,240 and was funded at \$73,141. \$30,382 was drawn through the Program Year with \$25,812 drawn in PY2011.

Six sets of "Business Start-up 101" classes were held in PY 2011. Each set is 8-weeks long covering a wide range of business steps in a core curriculum. 23 Longview residents were enrolled during PY 2011.

HOME

The following HOME projects were **completed** during the Program Year:

Kelso Housing Authority

Drug Court/HOPE Court TBRA (2008)

Provide transitional housing rental assistance for 4 families enrolled in Cowlitz Drug Court and/or HOPE Court for 15-months. \$29,760 (plus \$1,488 in HOME Administration funding.) Remaining 2005 funding of \$5,576 was transferred to supplement funding when activity closed which increased budget to \$37,269. \$18,930 spent in PY 2009. \$27,080.75 has been drawn through PY 2011. \$ 6,394 spent in 2011 PY and \$33,475 for the total activity with the remaining funding transferred to the 2009-10 Drug/HOPE Court activity.

4 individuals/families transitioned to Section 8 and 1 was terminated for a total of 5 families.

Drug Court/HOPE Court TBRA (2009 & 2010)

Provide rental assistance to 4 families/individuals for 15 months. Funded at \$10,888 in 2009 and \$13,760 in 2010 for combined funding \$24,648. Additional funding of \$3,382 was transferred from the 2008 activity. \$1,141 spent in 2009 PY. \$11,719 drawn through PY 2010, \$16,291 spent in 2011 PY and \$28,010 for the total activity with remaining funding deobligated.

4 individuals/families transitioned to Section 8 and 1 was terminated for a total of 5 families.

Longview Housing Authority

Drug Court/HOPE Court TBRA (2008)

Provide transitional housing rental assistance for 8 participants in Drug Court/HOPE Court for 15 months. Funded at \$74,420 plus 5% (\$3,720) in Consortium Administration. Upon closing the 2005 activity, funding of \$3,180 plus Admin was transferred to this activity. \$13,961 spent in PY 2009. \$69,118 drawn through PY 2010, \$7,415 spent in 2011 PY and \$76,533 for the total activity with remaining funding deobligated.

10 individuals/families were served and 8 transferred to Section 8 rental assistance. 2 families were terminated.

TBRA Combined (2010)

Tenant-Based Rental Assistance for participants in Drug Court/HOPE Court, the Emergency Support Shelter, and the Drug and Alcohol Prevention Center. Provide rental assistance on a first come basis to participants in recovery referred by partnering agencies. Longview Housing Authority was funded at \$75,000 plus 5% Consortium Admin (\$3,750.) \$33,776 including Admin was drawn in PY 2010. \$39,548.65 spent in 2011 PY. Total activity cost was \$73,324.65 with \$5,167 plus admin deobligated to PY 2013.

9 individuals/families total were served from all three agencies and 8 transferred to Section 8 and 1 was terminated.

SHARE Homeownership Program (LV & Kelso) (2007)

Longview – Provide 2 new homeowners with partial acquisition costs and/or rehabilitation costs and lead-based services as needed. Funded at \$102,412. Transferred additional 2006 lead based paint funding of \$70,000 when previous SHARE activity closed. In 2011 PY a transfer of \$67,596 was made out this activity to the 2011 Blighted Property Redevelopment activity. \$0 spent in PY 2009. \$76,000 drawn through PY 2010/2011 PY. Deobligation of \$28,815 to 2013 PY.

2 families completed their rehabilitated and became new homebuyers. (1 of the 2 families were reported under PY 2010 affordability.)

Kelso – Provide 1 new homeowner with partial acquisition costs and/or rehabilitation costs and lead-based abatement. Funded at \$33,373.97 \$0 spent in PY 2009. \$33,373.97 drawn in PY 2010. \$0 spent in 2011 PY.

1 individual has completed their self-help rehabilitation for new homeownership.

Lower Columbia Community Action Program

975 33rd Ave Transitional

A 3-bedroom rental home was constructed and is occupied. \$113,685 spent in 2011 PY.

Project completed and occupied.

The following HOME projects are **underway**:

Cowlitz County Habitat for Humanity

Habitat Building Hope – Longview (2009)

Acquisition permits, and infrastructure of 2 parcels of property to construct 2 to 3 homes for low income families. Demolition costs may be included. Funded at \$120,000 plus \$4,877.69 transferred from previous activity. \$65,000 spent in 2009 PY and through PY 2010. \$ 22,703.47 spent in 2011 PY and total of \$87,703.47 to date.

Two parcels have been purchased in the Highlands neighborhood. 107 18th Ave. a single-family home was constructed and completed in September 2011 for a new Habitat family; and 354 16th Ave. was constructed and completed in July 2012.

Cowlitz County Habitat for Humanity 2010-2011 Project Longview (2010)

Acquire one or more properties for construction of new single family homes. Cowlitz County Habitat for Humanity requested \$160,000 and was funded at \$80,000. \$0 draws in PY 2010. \$ 40,000 spent in 2011 PY.

311 25th Ave and 262 17th Ave. were acquired in PY 2011. No construction has taken place during PY 2011.

Cowlitz County Habitat for Humanity 2010-2011 Project Kelso (2010)

Acquire one or more properties for construction of new single family homes.
Cowlitz County Habitat for Humanity requested \$40,000 and was allocated \$50,000. \$ 16,253.12 spent in 2011 PY.

A Kelso family has been selected as the next Habitat family for 1504 N. 2nd Ave. The lot was acquired through Kelso's NSP program. The home is near completion and will be occupied in October 2012.

Cowlitz County Habitat for Humanity 2011-2012 Project Longview

Acquire two or more properties for construction of new single family homes.
Cowlitz County Habitat for Humanity Requested \$88,000 Funded at \$100,000 \$0 spent in 2011 PY.

Habitat has not yet acquired property.

Cowlitz County Habitat for Humanity 2011-2012 Project Kelso

Acquire one or more properties for construction of new single family homes.
Cowlitz County Habitat for Humanity Requested \$45,000 Funded at \$62,854.31. \$0 spent in 2011 PY.

Habitat has not yet acquired property.

Kelso Housing Authority

Domestic Violence TBRA (2009 & 2010)

Provide rental assistance to 4 families/individuals for 15 months. Funded at \$13,830 in 2009. Remaining 2008 funding of \$7,095 was transferred to supplement funding when activity closed. 2010 funding of \$15,260 was combined into this activity to reduce multiple funding year tracking. Total funded for this activity including Admin is \$36,539. \$3,269 spent in 2009 PY. \$24,315.75 was drawn through PY 2010. \$11,911 spent in 2011 PY for a total activity cost of \$36,226.75. A deobligation of \$313 will be made to PY 2013.

5 individuals/families transitioned to Section 8 and 1 family remains on the program, and 1 was terminated for a total of 7 families.

Longview Housing Authority

Blighted Property Redevelopment (2011)

Demolish home at 207 20th Ave., and construct 2 single-family attached homes for new homeownership with down payment assistance.
Longview Housing Authority \$80,000 Funded at \$12,403.62 plus 2007/8 HOME funding from the SHARE program for full funding. \$23,852.38 spent in 2011 PY.

Project under construction and families have been selected for homeownership.

Comrade Quarters (2010)

Rehabilitate the Stratford Apartments located at 1312 Hemlock St., Longview. This will include ADA accessibility and life/safety improvements for homeless veterans' housing. All 20 units will be HOME units. Longview Housing Authority was funded at \$189,950 with \$0 spent in PY 2010. \$147,977.62 spent in 2011 PY.

The elevator shaft construction has been completed and 2 units were made ADA accessible. Solar hot water system on roof installed. Life/safety improvements still to be accomplished. Project will be completed by June 2013.

Lower Columbia Community Action

46th St. at Windemere Self-Help Housing Phase 2

Construct remaining six (6) homes within new self-help subdivision. \$0 spent in 2009 PY for this phase. \$0 spent in 2011 PY.

This supplements Phase 1 (9 lots) with 6 building lots with infrastructure installed ready for construction. Phase 1 was completed in 2008 PY. Phase 2 families are being income and mortgage qualified together with Highlands Self-Help families in order to complete a building team.

235 Douglas Lease-to-Own (formally Highlands Self-Help)

Lower Columbia Community Action Program, the Consortium's CHDO, is developing a lease-to-own single-family home for a new homebuyer. Land acquisition and construction were funded at \$132,532. Land was acquired previously. Lower Columbia Community Action Program \$53,458.21 spent in 2011 PY.

Project underway to be completed by August 2012. A new homeowner family has been selected.

965 33rd Ave. Supportive Group Home

A six-bedroom, three bath home will provide supportive housing for homeless individuals/couples. \$0 spent in 2011 PY.

This project was waiting for HUD supportive housing funding and will begin in November 2012 with a target completion for March 2012.

Geographic Distribution of 2011 Funding

The following projects are listed by Census Tract (CT) noting the amount of funding and the percent of total funding invested (excluding Administration and Planning):

CDBG

Highlands Neighborhood Trail, Segment 1, Phase 3 Highlands CT 5.02 \$218,143 (82%)

City wide CDBG

HELP Warehouse – Citywide. \$49,417 (18%)

HOME

Blighted Property Redevelopment - Highlands CT 5.02 \$12,403 (5%)

33rd Ave Supportive Housing – CT 6.01 \$112,000 (41%)

Longview Habitat for Humanity - Highlands CT 5.02 \$100,000 (36%)

Kelso Habitat for Humanity – CT 11 \$50,000 (18%)

Fair Housing

Housing Agency and Managers Workshop

The Kelso Housing Authority sponsored an all-day Fair Housing Workshop on November 16, 2011. Presenter Sharon Jackman, SIG Services, LLC covered a range of topics including: Definitions and timeliness of statutes, the Civil Rights Act of 1968, the Fair Housing Act and Fair Housing Amendments Act, Section 504 of the Rehabilitation Act of 1973, protected classes, legal and illegal discrimination, examples of Fair Housing complaints, advertising and steering client examples, common errors during the application process, disabilities and reasonable accommodations, and differences between Federal, State & local laws. Materials were also provided.

Tenant Workshop

A workshop for renters to learn about Landlord-Tenant Law was held on June 4, 2012 at the Longview Public Library. The workshop was sponsored by St. Rose Parish (Social Justice Commission), Northwest Justice Project and Cowlitz-Wahkiakum Legal Aid. The workshop presented renters with their legal rights and responsibilities and an overview of Fair Housing Issues.

Analysis of Impediments to Fair Housing Choice

The City of Longview developed a new Analysis of Impediments to Fair Housing Choice through the Fair Housing Center of Washington. The document was completed in September 2011 and presented to the City Council in December 2011. Resolution #2012 was adopted in February 23, 2012 to use the plan for guidance in promoting Fair Housing.

The document lists the following Impediments and Recommendations:

V. Identified Impediments and Recommendations

To assist the City of Longview in ensuring fair housing protection, the following issues are submitted as areas of consideration for focus:

Impediment I: **Though formal complaint data in Longview is minimal, housing discrimination primarily affects persons with disabilities, persons of color, and families with children. This is supported by Cowlitz County complaint data which was analyzed for the City of Longview statistics.**

- Fair housing complaints from residents of Longview and surrounding Cowlitz County reflect national trends with allegations of discrimination on the basis of disability comprising the most frequently cited protected class. An increasing number of these disability complaints involve failure to provide reasonable accommodations.
- While disability and race comprise the top two protected classes cited in fair housing complaints filed nationally, family status comes in as the third most frequent protected class (20%). In Longview during this time period 7.5% of fair housing complaints filed were familial status. In 2010 a sexual orientation case was filed.
- In 2004 the Fair Housing Center of Washington conducted twenty-two (22) matched-pair tests of housing providers in Longview. Of these tests, eleven (11) were rental audit tests based on national origin. The results of the 11 tests include five (5) tests which indicated differential treatment towards the Hispanic testers.
- Race-based Native American testing indicated a differential treatment rate of 57%. National Origin (Hispanic) testing indicated a differential treatment rate of 44%.

Impediment II: **Home mortgage lending data show that Hispanic and Native American, followed by African American homebuyers are more likely to be denied financing of home mortgage loan products.**

- In 2009, white applicants had the lowest denial rate of all conventional mortgage applicants.
- Native Hawaiian and Other Pacific Islanders are denied conventional mortgage financing at much higher rates than whites and Asians, while African-Americans, Hispanics, Native Americans and Alaskan Natives were also denied conventional financing at higher rates than whites and Asians.
- In 2009, white re-finance applicants had the lowest denial rates. American Indians had the second lowest denial rates and Asians and Hispanics were the next lowest. The highest denial rates were experienced by Native Hawaiian and Other Pacific Islanders and Blacks or African Americans.

- Both nationally and within the Longview MSA, the use of subprime mortgages has increased substantially. Nationally and in this MSA, households of color are disproportionately likely to obtain subprime mortgage financing.

Impediment III: Members of the public, especially housing professionals and community service providers, have limited knowledge of protected classes, fair housing laws and the resources available to them.

- Survey responses indicate a lack of knowledge about fair housing protections, including a lack of familiarity with protected classes.
- Survey responses reflect an interest in more fair housing education and outreach to increase knowledge of fair housing topics and rights.

Impediment IV: Zoning and land use decisions can have a discriminatory impact on protected classes under federal and state fair housing laws.

- Evaluating zoning policies utilized by neighboring governments in order to assess whether the implementation of reasonable accommodation provisions in the zoning code could assist the City to better balance the enforcement of its zoning and building codes with affirmatively furthering fair housing protections for group homes.

Recommendations

To address the impediments to fair housing choice identified in this report, it is recommended that the City of Longview strengthen its commitment to affirmatively further fair housing. Implementation of the following recommendations will enhance Longview's interest in fair housing activities and alleviate remaining impediments to fair housing choice:

Recommendation I: Expand Current Education and Outreach Efforts.

It is critical that the City of Longview take steps to ensure that fair housing is fully integrated into its housing and human services strategies to better reach the community, especially those most affected by housing discrimination. It is recommended that the City of Longview:

- A. Expand education programs and materials for the community.
- B. Promote fair housing educational programs for local housing providers.
- C. Develop fair housing educational programs for housing and human services agencies and staff who serve protected classes, especially immigrants, families, persons with disabilities and Native Americans.

- D. Ensure fair housing informational resources are made available to community partners to facilitate their ability to affirmatively further fair housing.
- E. There is a need for fair housing information directed towards programs that affect an individual's housing choice. Shelters and Housing programs would benefit from educating staff members and should implement policies that further fair housing in programs that members of protected classes will most likely utilize.
- F. Ensure that translated fair housing materials are available to immigrant groups.
- G. Increase fair housing information and expand links to fair housing laws/programs on the City of Longview website. Advocate with newspapers, real estate organizations, and housing providers to increase accessibility to fair housing internet resources on their websites and to display fair housing information/resources in their offices. Advocate for inclusion of the publisher's non-discrimination statement in local print and electronic media and including links or information that pertain specifically to state and local protected classes.
- H. Ensure that public officials, City Planners, and community service providers receive basic and advanced fair housing training targeted to their specific needs.

Recommendation II: Implement Fair Housing Testing Activities

Complaint data and testing activities in Longview and Cowlitz County demonstrate that protected classes encounter differential treatment when seeking housing. To alleviate such impediments and to measure progress in correcting discrimination, it is recommended that the City of Longview:

- A. Initiate testing of housing providers to measure their willingness to make reasonable accommodations for prospective disabled residents. Additional Hispanic testing is recommended, along with Disability and Race testing.
- B. Utilize complaint and testing results to inform education and outreach efforts.

Recommendation III: Target homeownership and lending marketing households and people of color to include African American, Hispanic, and Native American homebuyers.

- A. Ensure fair housing is incorporated into homeownership initiatives.
- B. Ensure that Longview funded housing programs are working with banks with favorable Community Reinvestment Act (CRA) ratings.
- C. Work with banks to promote high CRA ratings and to invest in Longview's borders.
- D. Work with real estate organizations, banks and lending institutions to increase marketing to African American, Native American and Hispanic homebuyers.
- E. Work with developers and grantees to affirmatively market first time home buyer opportunities to communities of color, especially projects utilizing City assistance.

- F. Applications for government-insured loans should be monitored in Longview over time.

Recommendation IV: Consider policies that encourage inclusion of individuals covered by protected classes under federal and state fair housing laws.

- A. Consider adding the additional protected classes of marital status, sexual orientation (and gender identity) and veteran or military status, which are listed in the Washington's Law Against Discrimination, to Longview's Fair Housing Policy.
- B. Consider land use policy revision to ensure a mechanism for requesting reasonable accommodations and include opportunities to publicize the new provisions.
- C. Carefully consider the costs and benefits to low-income individuals of land use and zoning policies in order to proactively affirmatively further fair housing in Longview.
- D. As the 2011 AI is considerably more comprehensive than the 1999 AI, the AI should be updated every two to five years, with updates to be funded such that they do not detract from resources for fair housing counseling and enforcement.
- E. Conduct a full review of the Longview Housing Authority. LHA should complete a stand alone Analysis of Impediments to Fair Housing Choice in order to ensure compliance with federal, state, and local fair housing laws. Staff should receive regular basic and advanced fair housing training yearly at a minimum, and document said training. LHA should revise its Request for Reasonable Accommodation that is provided to tenants, and begin to keep a comprehensive reasonable accommodation log for record keeping to include: the date of the request, the nexus between the request and the disability without asking what the disability is, whether the request was granted or denied and the reasons why, or whether an alternative accommodation was presented to the requestor in an attempt by LHA to make a good faith effort at back and forth conciliation.

Recommendation V: Develop a Fair Housing Action Plan

- A. Pursuant to the GAO's September 2010 AI report, it is recommended that the City of Longview establish a fair housing action plan, containing express implementation time frames, derived from the recommendations contained in this report.
- B. To avoid the criticisms expressed by the GAO, the final iteration of this AI should be signed by either the City Manager or the Mayor of the City of Longview.

Recommendation VI: Continue to Monitor Fair Housing Trends

In a community as evolving as Longview, new policy challenges may emerge in response to a diverse and changing population and regional economic trends. Below are suggested methods to continue to monitor local and national fair housing trends in order to stay current with policy changes as they happen:

- A. Monitor HUD's responses to the Westchester litigation.
- B. Monitor efforts to amend the federal Fair Housing Act.
- C. Monitor the Governor's proposal to create a State Office of Civil Rights.

Conclusion

The City of Longview is committed to incorporating fair housing into its programs and activities. The City's investments to educate its citizens about fair housing and support for testing to identify impediments to fair housing will enable Longview to increase fair housing opportunities and to serve as a model for implementing initiatives designed to affirmatively further fair housing.

Fair Housing 2011 PY Activities

- The 2011 Analysis of Impediments was completed in September 2011 by the Fair Housing Center of Washington.
- Staff attended Fair Housing update Workshop (7 hrs) on November 16, 2011, Sharon Jackman, SIG Services, Affordable Housing Center, sponsored by the Kelso Housing Authority.
- Staff presented the 2011 Analysis of Impediments to Fair Housing Choice to the Longview City Council on December 8, 2011 for future adoption by resolution. The document was produced by the Fair Housing Center of Washington through a City of Longview 2010 CDBG Planning Grant. Bessie Marie Scott provided a summary of the recommendations to Council and answered questions.
- The Longview City Council adopted a Fair Housing Resolution on February 23, 2012 which referenced the 2011 Analysis of Impediments for Fair Housing guidance.
- Analysis of Impediment recommendations were reviewed by the Cowlitz-Wahkiakum Housing Advisory Committee. A Fair Housing Plan will be developed based upon the recommendations from the Committee. This process began in October 2011.
- Notified HOME and CDBG partners and real estate agencies by e-mail on December 21, 2011 of a Fair Housing Webinar on January 12, 2012 sponsored by HUD.
- Provided City of Longview related Fair Housing material, HUD poster web link, and sample policy on accommodations to the Northwest Justice Longview office for their May 15th Landlord-Tenant workshop at the Longview Public Library.
- Mailed 8" x 11" color Fair Housing posters for posting to the Affirmative Marketing List comprised of agencies who support seniors, disabled, minority, and Hispanic persons, community agencies and media (with PSA website info). 5/24/12
- E-mailed a Fair Housing Marketing notice to HOME and CDBG recipients and community e-mail list which included Longview Fair Housing information, staff contact information for referring people and agencies with fair housing questions, a HUD web link for the Fair Housing ad campaign requesting that all recipients print and post a Fair Housing poster directly from the website to post in a public area, and information about the upcoming June 4th Tenant Workshop. This information was also mailed to 29 "interested CDBG and HOME community agencies" who we did not have e-mail addresses for. 5/24/12
- Published a Fair Housing display ad on June 13, 2012 in the Longview Daily News.

Continuing Activities

Expand opportunities for information, educational opportunities and technical assistance to the community to assure that all citizens have housing choices regardless of race, color, religion, sex, familial status, national origin, or handicap. Continue offering landlord/tenant workshops with fair housing components at times convenient to the public.

Continue to monitor the implementation of the city's Analysis of Impediments to Fair Housing Choice. Conduct reviews of progress towards eliminating impediments to fair housing on a regular basis through the Regional Housing Advisory Committee.

Recommended Strategies

1. Implement recommendations from the new Analysis of Impediments once adopted. Track progress annually.
2. Expand current education and outreach efforts, and standardize and better integrate fair housing information into programs offered by HOME jurisdictions and sub-recipients.
3. Consider passage of a local fair housing ordinance that reflects state enforcement mechanisms.
4. Incorporate information on predatory lending in the Consortium's website and partnering agency homeownership materials.
5. Conduct periodic evaluation of IDIS data to identify how members of the protected classes benefit from HOME-funded activities
6. Encourage and monitor HOME partnering agencies with primary responsibility for providing fair housing enforcement and education services.
7. Expand availability of Fair Housing literature in multiple languages.
8. Create a central clearinghouse or identify web links for key agencies to include on their web sites.
9. Encourage fair housing opportunities for all citizens:
 - Treat housing for disabled the same as family housing in codes
 - Treat residential group homes for children same as family housing under code
 - Target homeownership and lending marketing to African-American and Hispanic households.
 - Encourage production of large family rental units to alleviate overcrowding among Hispanic households.

Affordable Housing

The following projects provided affordable housing during the program year:

Homebuyers

Habitat for Humanity (2009)
Longview
1 family at or below 60% median income

SHARE Homeownership Program (Longview) (2007)
Longview
1 family at or below 80% median income

SHARE Homeownership Program (Kelso) (2007)
Kelso
1 family at or below 50% median income

Rental

33rd Transitional Rental
Longview
1 family at or below 50% median income

Several HOME funded rental properties are within their Period of Affordability including: CAP Transitional Phase 1- 4 units and Phase 3 - 1 unit; Soundview Apts 21 units, Working Arts Center Apts 7 units; Phoenix House 20 units; and Campus Towers 71 units.

Tenant Based Rental Assistance

Longview Drug Court TBRA (2008)
10 individuals/families at 0-30%

Kelso Drug Court TBRA (2008)
5 individuals/families at 0-30%

Kelso Drug Court TBRA (2009 and 2010)
5 individuals/families at 0-30%

TBRA Combined (Longview) (2010)
7 individuals/families at 0-30%
2 individuals/families at 30%-50%

These activities meet Section 215 income requirements and provide relief for worst-case housing situations (low-income renters with severe cost burdens or in substandard housing.) The TBRA program provides transitional housing to homeless and overcrowded households. Homebuyers have moved from a rental property to a new or renovated home with an affordable mortgage.

Continuum of Care

The Cowlitz Housing First! Coalition is a consortium of 26 area agencies and community members working to reduce and end homelessness through collaboration and system improvements. A homeless person is defined as:

- ✓ People who are living in a place not meant for human habitation, in emergency shelter, in transitional housing, or are exiting an institution where they temporarily resided for up to 90 days and were homeless immediately prior to entering that institution.
- ✓ People who are losing their primary nighttime residence, which may include a motel or hotel or a doubled up situation, in 14 days and lack resources or support networks to remain in housing.
- ✓ Families with children or unaccompanied youth who are unstably housed and likely to continue in that state; families with children and unaccompanied youth who have not had a lease or ownership interest in a housing unit in the last 91 or more days, have had three or more moves in the last 90 days, and who are likely to continue to be unstably housed because of disability or multiple barriers to employment.
- ✓ People who are fleeing or attempting to flee domestic violence, have no other residence, and lack the resources or support networks to obtain other permanent housing; this category is similar to the current practice regarding people who are fleeing domestic violence.

Prevention Activities

One measure of need for those at-risk of becoming homeless is the services provided to prevent homelessness from occurring. Prevention is a key component of the continuum of housing. The majority of persons seeking homeless prevention assistance need funds to avoid eviction from their homes. This includes help to secure housing, either through first and last month's rent, or a security deposit. The One-Stop Assistance Center located at Lower Columbia Community Action in Longview received Homeless Prevention and Rapid Rehousing (HPRP) Program funding in the amount of \$511,410 from federal stimulus dollars to cover a 3-year period beginning October 2009. As of December 2011, our Cowlitz HPRP Program has assisted 516 unduplicated households over the three-year grant period. An additional \$68,000 was allocated by Washington State Department of Commerce in March 2012. By the end of that grant period (June 30, 2012) a total of 61 unduplicated households were assisted with these funds, in addition to the 516 originally served for a total of 577 households receiving prevention or rapid rehousing assistance through the HPRP program.. Most of the households served were in need of Prevention Assistance. All HPRP funds have been expended, though there is still significant demand for the program, due to the poor economy and high needs for assistance. This need will be met with the new allocation of ESG (Emergency Solutions Grant) of \$105,000 that was allocated in July 2012, as well as the local Document Recording Fee funds of \$100,000 which were awarded in July 2012. The state Consolidated Homeless Grant (CHG) funds are being used to provide the staff support to run the HPRR Program. HPRR is also a Homeless Prevention and Rapid Rehousing program. Emphasis for the ESG funds will be on rapid rehousing of those already homeless, while HPRR will focus on meeting homeless prevention needs.

Regional emergency rental assistance in the 2011 calendar year was provided to households, preventing them from becoming homeless. Emergency assistance was provided through CAP (577 households), Woodland Community Service Center in partnership with Longview Housing Authority (10 households), Salvation Army (119 households.)

Emergency Shelter

Emergency shelter is provided in Cowlitz County and within the Longview-Kelso urban area through Community House on Broadway and Emergency Support Shelter. Over the course of calendar year 2011, Community House (homeless shelter) served 279 persons in 175 households with emergency shelter during 2011, and Emergency Support Shelter (domestic violence shelter) housed 383 persons in 184 households during 2011.

Transitional Housing

In the 2012 Homeless Point-In-Time count, there were 40 people living at the Country Run Apartments (located north of Longview) a homeless recovery program operated within 20 transitional housing units located within the complex. The Community House Director estimates he serves 70 persons per year at Country Run and who graduate from the recovery program.

Longview Housing Authority operates 2 transitional (interim housing) houses purchased with grant funds for veterans awaiting either a permanent VASH voucher (there are 25 used within a four-county area) or a two-year WA HOME TBRA voucher (20 for veterans) and are provided case management through an annual Grant Per Diem contract or direct VA case management. Two recent grants (Transition in Place and Health Care for Homeless Veterans) provide transitional housing and services totaling \$268,281 per year for 15 veterans.

Lower Columbia CAP operates five transitional homes that are available on a first-come, first-served basis. A total of 8 family units with 36 beds are available for up to two years.

The Salvation Army offers 8 units of housing for chronically homeless persons at “4 the Long View” under a transitional housing model, with stays limited to 14 days, which is renewable.

Permanent Supportive Housing

The Phoenix House is owned and operated by Longview Housing Authority and offers 20 family units for up to 40 persons to parents involved with the justice system or CPS who have been homeless and completed drug treatment through DAPC.

The Chinook Hotel, operated by Kelso Housing Authority, provides 21 units of single-room occupancy (SRO) housing with shared kitchen/bath facilities to persons receiving mental health services.

Progress in Reducing Homelessness

Cowlitz CoC has reduced homelessness by 42% since 2006, which is the baseline year used by the State of Washington to measure progress in reducing homelessness. The count in 2006 was 458 persons; in 2012 the number was 264. Significant progress has been made in shortening the length of time people spend homeless, and in reducing the absolute number of homeless persons in our community. The biggest gap at present is for chronically homeless persons and others who are literally living on the streets. The Low Barrier Housing project described below is the first local project aimed at reducing street homelessness through a “housing first” model.

The State of Washington HMIS system was instituted as required and is currently in use by all homeless housing providers within the local CoC, including shelters, transitional housing providers, and permanent supportive housing providers.

Discussion is underway regarding a “campus of services” that would offer a combination of various services at one central location. This effort is spearheaded by Community House On Broadway, as they seek a location outside of downtown Longview for their shelter operations.

Cowlitz Ten Year Plan to End Homelessness

The Housing First! Coalition revamped their Ten Year Plan to End Homelessness, which was adopted in April of 2011 by the Cowlitz County Board of Commissioners. New projects have been funded to implement the plan and to address the priorities and gaps identified in the plan update.

Projects currently funded with state Consolidated Homeless Grant, local Document Recording Fees, and federal Emergency Solutions Grant include:

- Emergency Support Shelter - Operating support for the domestic violence shelter
- Community House on Broadway – Operating support for the general shelter
- Homeless Prevention & Rapid Rehousing Rental Assistance (HPRR) – Operated by Lower Columbia CAP as a “one-stop” for emergency housing assistance. CAP also operates the Emergency Solutions Grant (ESG), a federal program emphasizing rapid rehousing for people living on the street, in emergency shelter, or in transitional housing.
- Low Barrier Housing – CAP will operate a group home for chronically homeless persons who are identified as incurring high public costs related to their homelessness. This will be operated under a “housing first” model.
- Landlord Incentive Program – The Longview Housing Authority will recruit landlords who are willing to house people with high housing barriers (eviction, poor credit, etc.) and coordinate with CAP and other homeless programs that place people in permanent housing. The program has a Damage Deposit Fund and will offer landlords free listings on an online Housing Locator service that prospective tenants can use to find housing. The fourth component includes a Certified Renter program.

Additional projects that complete the short-term priorities in the Ten Year Plan will be included in a Request for Proposal scheduled for the fall of 2012. Projects in that pipeline will include:

- Urban Rest Stop/Drop In Center – Providing a place to shower, clean laundry, check voice mail and get connected to services.
- Housing Retention Team – Case management for high-need households to assist them in remaining housed.
- Life Skills Training – Delivers training to individuals and in other homeless provider settings for a variety of skills essential to daily living
- Permanent Supportive Housing –Provides the setting for a rich array of supportive services connected to housing for people who are homeless and have a significant, long-term disability
- Extreme Weather Shelter – Offers a low-barrier overnight sleeping area during inclement weather during four months of the winter season..

Other Actions

Public Housing

KELSO PUBLIC HOUSING PROPERTY IMPROVEMENTS AS OF AUGUST OF 2012
Kelso Housing Authority (KHA)

The Cowlitz Villa is a Public Housing property comprised of 50 senior units. These units are located in the 900 block of Grade Street in Kelso, Washington and consist of 8 – Studio units, 30 – 1 bedroom units and 12 – 2 bedroom units. These units house seniors 62 years of age and older.

The Cowlitz Villa property received new lighting throughout the units and upgrading of bathrooms which included replacing toilets, shower curtain rod, fan, sinks, grab bars, medicine cabinets and flooring. Shrubbery and trees continue to be trimmed or removed for the purposes of visual appeal and in some cases safety. United Way Day of Caring volunteers came and worked on flower beds for the tenants. After weeding all of the flower beds the Day of Caring volunteers refreshed the flower beds with bark dust and new plants.

The Kelso Homes is a Public Housing property comprised of 50 family units. These units are located in the 1400 block of South Kelso consisting of 6 – 1 bedroom units, 22 – 2 bedroom units, 20 – 3 bedroom units and 2 – 4 bedroom units. These units house families and their children.

The Kelso Homes property received new lighting throughout the units and upgrading of bathrooms which included toilets, sinks, fans, flooring, and medicine cabinets.

Eliminate Barriers to Affordable Housing

Local barriers include:

- Inadequate financial resources to address all affordable housing needs in older neighborhoods
- Increasing requirements and costs of infrastructure
- Rising land costs
- Zoning and building codes can discourage new construction techniques
- The need for code enforcement to balance safety with the cost of rehabilitation
- Rising utility costs

Strategies

- *Develop a preference or policy for leveraging project dollars against other sources*
- *Fund infrastructure and/or land acquisition with local entitlement dollars in order to reduce the cost of housing*
- *Review city code updates for barriers to affordability as part of the review/adoption process*
- *Use code enforcement activities to ensure timely and efficient compliance while limiting displacement*
- *Construct energy-star housing or rehab with energy efficiency considerations*

The Consortium addresses the barrier of “rising land costs” through the HOME funding of land acquisition for Home Buyer construction projects. As land has increased in price agencies have requested more HOME funding to designate to projects for this purpose. Habitat for Humanity has increased their reimbursement requests for acquisition costs to keep homes affordable. Housing and land acquisition is most often purchased in lower income neighborhoods like the Highlands. However, this effect revitalizes the neighborhood through home ownership and new housing stock.

HOME also addresses the “increasing requirements and costs of infrastructure” by paying for site improvements and related infrastructure when new projects are proposed. Habitat for Humanity requests HOME activities which include infrastructure and building permits. They also provide a 0% interest first mortgage most often splitting the construction cost with a silent second mortgage during the mortgage period. The second mortgage is only payable by the owner should they sell the home.

The Longview Housing Authority received 2010 PY HOME for their Comrade Quarters project to for partial funding install an elevator, fire alarm system, and rehab 2 units for ADA compliance. Other funding includes the Housing Trust Fund. In 2011 they secured HOME money for demolishing a blighted home and constructing two attached single-family homes on the property for two new homeowners.

In 2009 PY Lower Columbia Community Action Program officially changed their 8-lot Self-Help Subdivision on 975 33rd Ave due to “increasing requirements” of State and local storm water rules. CAP stated that the cost of each lot to \$100,000 to develop and would not be affordable to the homebuyer. They are now approved for 2010 and 2011 HOME funding for partial construction cost to construct a 3-bedroom single-family transitional rental and a 6-bedroom supportive housing group home for homeless singles or couples. The remaining construction cost will be funded through their 2009 and 2010 CHDO allocations, and the HUD Supportive Housing Program.

The City of Longview and Kelso continue to use code enforcement to make neighborhoods and housing safe. The City works with the owners to have dilapidated units demolished. This provides the opportunity to for an agency, investor, or homeowner to purchase the property and construct new housing. Often, agencies partnering with the HOME program especially Habitat for Humanity, are eager to purchase these properties and construct new affordable housing.

The Cowlitz PUD electricity utility provider and the City of Longview Water and Sewer utility provide a discounted rate for low-income elderly and disabled owners and renters who live in individually metered homes or mobile homes.

Foster and Maintain Affordable Housing

Each year a Request for Proposals is published in the local newspaper in December and disseminated to housing and social service agencies, and interested community members. This open process, at the same time each year, enables the community agencies and members to search and submit project designs which provide the opportunity to “foster and maintain” affordable housing. HOME funding, primarily, has made these projects possible in 2011 PY including continuing projects from prior years underway:

- Cowlitz County Habitat submitted projects in both Longview and Kelso for 2011 HOME funding which they were awarded. Longview and Kelso HOME has partnered with Habitat for almost all their 17 homes constructed to date in Longview and Kelso. Habitat provides a 0% percent mortgage a forgivable second mortgage over time. Families/individuals are under 60% median income.
- The SHARE program rehabilitated one home for a new-homebuyer in Longview and a second home in Kelso. This will be their last projects.
- Lower Columbia Community Action Program is constructed one 3-bedroom single-family rental home for transitional housing in Longview at 975 33rd Ave.
- Also under construction this year was 235 Douglas St which will provide a new homeownership opportunity at a low mortgage cost.
- HOME Tenant-based rental assistance for shelter and domestic violence victims, Drug Court clients, and Drug and Alcohol Prevention Center clients also provide very affordable housing managed by the Longview Housing Authority and Kelso Housing Authorities. Additional WA State funding provides additional units.
- The Longview Housing Authority is constructing two units of attached single-family housing for homeownership.
- In 2010 the Longview Housing Authority received \$189,950 in HOME funding for a \$1.67 million dollar project for Comrades' Quarters veterans housing in the Stratford Building to install fire/life safety equipment and ADA accessibility by a new elevator and shaft, and reconfigure 2 units for ADA accessibility as well. A lobby and common areas will be created for veterans on the first floor. The 20 studio units existing tenants are being tracked for possible relocation during this project. Many of the tenants have moved prior to the required relocation date which has not been issued yet. The project should be completed by June 2013.
- Foreclosure Prevention Counseling, partially funded by Longview CDBG, continues to assist low-income residents with their mortgage issues and pending foreclosures by finding alternatives to foreclosure.

Kelso Housing Authority has two properties that continue to provide affordable housing for the community:

- The Chinook (212 N Pacific, Kelso, WA) has 21 units and is a Shelter + Care facility for the chronically mentally ill population. There are 3 floors with 7 units (all single room occupancy) on each floor, a laundry facility on each floor and a community room and kitchen on each floor. Criteria for this apartment building is that client is homeless and using mental health services.
- Columbia Apartments (202 N Pacific, Kelso, WA) has 29 units. It is a designated mentally ill building. Criteria for this apartment building is they have a mental health provider and are currently in service. The Kelso Housing Authority recently received a WA State CDBG grant to reroof the building. The roofing will be done this fall.
- Lower Columbia Mental Health is the supportive service provider for these building occupants. Their office is in the Columbia Apartment building. The staff at this office includes a nurse, offering medication management, crisis, and a residential housing coordinator.

The City of Longview Code Compliance section provides a means for tenants who have requested code a rental repair which is not being performed by the landlord (as required by State Law) to intervene on their behalf. Staff will contact the landlord or property manager

asking them to make repairs on behalf of the tenant, or be subject to possible relocation costs for the tenant. This assures that rental property is being maintained.

Additionally, the Cowlitz-Wahkiakum Housing Advisory Council and the Housing First! Coalition provides a sounding board for County and local area housing providers to share information, participate in problem solving discussions, coordinate resources, and partner or collaborate on housing projects and/or issues.

Lead Based Paint Hazard Reduction

All rehabilitated homes under the HOME program and CDBG program must provide lead based paint inspection and stabilization and/or abatement. Notices are provided to the homeowners and TBRA renters as well. SHARE rehabs were inspected for lead based paint and one was below lead-based paint federal levels and the other was deemed exempt. All other homes were newly constructed.

Overcome Gaps in Institutional Structure

The City continues to implement improvements into the program as issues arise. The City instituted use of a CDBG Float Loan to the Longview Housing Authority which enabled the City of reach its timeliness goal of having less than 1.5 years of funding on hand. The timeliness issue was a result of having 2-3 years of CDBG funding set aside for the Highlands Trail which took longer to bid due to additional Washington Dept. of Transportation funding, Bonneville Power easements, and overall engineering project management to ensure a successful project. The Highlands Trail is expected to be completed by October 2012.

Reduce Families Below the Poverty Level

Section 8 and public housing assistance is targeted at those with the greatest cost burdens, thus freeing up dollars to meet other household needs that can help to reduce poverty, over the long term. Asset development programs include Family Self-Sufficiency, Individual Development Accounts, and Section 8 Homeownership Assistance to assist families with budgets, goal setting, savings, and homeownership, education, or work goals. Agency coordination and referrals make it possible to assist families and individuals with financial counseling, job placement and training, and family/individual services which have remained a priority.

Other Community Partners are continuing to assist families to reduce poverty as described below.

- Lower Columbia Community Action Programs (CAP) provides low-income services such as Community Services (HELP Warehouse, Community Voice Mail, In-home Care) for food and commodities, Energy & Housing (for self-help housing, residential Weatherization and payment of electrical bills), and Career and Family Development (for job training, resume's and job placement), Financial Independence Center (Bank on Cowlitz County, CAPital Investment IDA program, and Money Smart Financial Education), Senior Services (frozen and home-bound meals), and their new social enterprise "Grounds for Opportunity" based in downtown Kelso which serves lunch to the public in a café setting. "Grounds for Opportunity" has a new commercial kitchen which provides meals for their senior services division and a training opportunity for persons who want to enter the restaurant industry. The agency partners with the Cities of Longview and Kelso, Lower Columbia College, the Washington State Employment Security Dept., and other agencies to alleviate poverty. CAP accesses a variety of grants and loans for housing projects funded through HOME, CDBG, and Rural Development, and as well as

State & Federal grants. The agency is also classified as the Longview-Kelso Consortium's Community Housing Development Organization (CHDO).

- Goodwill provides rehabilitation services for disabled and disadvantaged adults. They offer job placement services, supported employment using a "job coach", and community based assessments to match the employee with a job matching their skills and abilities. Several programs for individualized job training include retail sales, office essentials, custodial skills, basic computer classes, and a warehouse, transportation & logistics career program. Specialized employment programs are offered for offender re-entry, seniors and youth. Disabled adults are served through skills training, accommodation and advocacy, job search, and placement services.
- Life Works (formally ADC Pathways to Employment) promotes employment opportunities for people with disabilities. Many of their clients are developmentally disabled or have had vocational injuries. They offer skill training, job search classes, job placement, on-the-job support, assessment, positive behavior support, and social skills training. Their businesses are "Linen Works" providing table linens for large and small events, "Farm Dog Bakery" where high school students make a variety of dog treats for public sale, and janitorial services contracted to area businesses. A 2011 CDBG City of Longview Planning grant set the framework to grow the vocational services division to employ disabled and non disabled low-income residents for the coming years.
- Cowlitz County Habitat for Humanity assists low-income families and individuals in achieving affordable homeownership by holding a zero interest mortgage. Participants assist in the construction of their own homes.
- Community House provides a homeless shelter for families and individuals. It strives to assist those who need help and choose to progress toward stable housing and self-sufficient living. It has a transitional housing program at County Run Apartments in Lexington, just north of Longview.
- Lower Columbia Mental Health counsels people to overcome issues affecting their mental health related to substance abuse, family, and employment issues. It provides support services to persons within their developing continuum of housing programs by providing "instrumental activities to daily living" to assist them improve their lives through physical and emotional well being. The agency owns two homes for persons with mental illness purchased with CDBG funding.
- The Emergency Support Shelter assists domestic violence victims and works with them to achieve their personal goals and self-sufficiency. It also provides crime advocacy services to the public.
- Lower Columbia College in Longview provides remedial education, GED's, educational counseling for low-income students, a range of Certificate programs, 2-year Associate Degree programs, and transfer assistance to 4-year colleges.
- The City actively pursues economic development within the Mint Farm Industrial Park as well as manufacturing related businesses through their partnership with the Cowlitz Economic Development Council. The City continues to support the development of new businesses on under-developed and vacant parcels of commercial and industrial property.

Leveraging Resources

Other Funding

Other funding for completed projects totaled **\$365,362**:

- 2010 Help Warehouse \$184,875 Total: \$86,180 Emergency Food Assistance Program; 26,000 The Emergency Food Assistance Program; \$45,000 donations/unrestricted, Community Services Block Grant \$27,695
- 2011 Help Warehouse \$179,487 Total: \$78,165 Emergency Food Assistance Program; 26,245 The Emergency Food Assistance Program; \$45,000 donations/unrestricted, Community Services Block Grant \$30,077
- 2007 SHARE \$1000 Total. \$500 home ownership counseling for 2 homeowners.

HOME Match

A total match of **\$179,526** was received from 5 projects: 3 Habitat for Humanity; and 2 SHARE (Self-Help and Rehab Equity.) Details of match contributions are listed on the Match Log.

Citizen Comments

Citizen comments are collected primarily at the Public Hearings held each year for the CAPER in October, and CDBG and HOME Project Allocations in March and April, respectively. These can be found at the behind the Agency Reports within Section 4. Additional comments may be collected at City Council presentations of completed Planning projects funded by CDBG.

The next Public Hearing will be held on October 25, 2012 at 7 PM, Longview City Hall to collect comments on the 2010 CAPER (this document.) The comment period is October 13 through October 27, 2012. Public comments will be inserted into this section.

Self Evaluation

One full-time staff person and part-time accountant provide administration of the both the CDBG and HOME entitlement programs. A new opportunity to use the Float Loan process benefited the city from being untimely in the CDBG program. Program income draws procedures were improved. HUD guided the City on properly applying public service and administrative percentage caps which the program accountant instituted by tracking these caps and draws on spreadsheets. Contracting procedures were improved by requesting additional bids. Service areas were also defined for two projects. Fair Housing activities are now tracked as they occur to improve documentation.

Monitoring

The following projects were monitored in the Program Year with agency documentation or site visits:

Longview Housing Authority

SHARE 2831 Cypress St., Longview

Lower Columbia Community Action Council

Transitional 1 & 2 HOME Court, Longview

Transitional 1301 Sunrise St., Kelso

Soundview Apartments, Longview

Transitional 284 18th Ave., Longview

Transitional 235 Carolina, Longview

Lease-to-own 235 Douglas

Habitat for Humanity

Homeownership 107 18th Ave., Longview

Homeownership 354 16th Ave., Longview

One project is behind in activity completion and noted in the previous project summaries and project agency reports that follow:

Lower Columbia Community Action

- 46th Self-Help Phase 2

Program Narratives

CDBG

Longview Allocations & Goals/Objectives

The 2011 program year goals were set in the 2009-2013 Consolidated Plan. In the 2011 Program year all funding was committed to the following program goals/objectives as referenced in Transition Table 2C following this narrative: the Highlands Trail Segment 1 Phase 3 \$226,348 (Objective SL-1.1), HELP Warehouse food bank \$49,417 (Objective SL-1.23), , Employ People with Disabilities Plan \$12,000 (Objective DH-1.9); and the Veterans' Service Center Plan \$4,472 (Objective DH-1.9).

The Highlands Trail was planned to be completed by January 2012 with 2009 funding (for grading and paving), and 2010 and 2011 pre-award funding for Phase 3 for landscaping and pedestrian amenities. However, a Washington State Transportation Enhancement Grant was awarded to extend the trail 1/3 mile and has required additional State review and Bonneville Power Administration review for use of the BPA easement within the extension (a portion of trail Segment 2.) Because of this additional grant, and installation of a sewer line under the trail, the delay in using CDBG funding resulted in a pending 2011 timeliness issue with HUD. The City overcame this issue by providing a short-term Float Loan to the Longview Housing Authority for the Comrade Quarters Project.

HOME funding is primarily used for housing programs instead of CDBG and so no housing programs were supported in PY 2011.

Previous years program accomplishments completed in PY 2011:

Public Services

Mentoring Low-Income Children (2010) Provide approximately 6 hours of one-on-one mentoring per month for 5 children from 7 to 12 months. Mentoring was Community-based and/or School-based. The activity served 5 children from 3 families and matched with mentors. Big Brothers Big Sisters Columbia Northwest Funded at \$5,000

Help Warehouse (2010) This project provided support to food bank services and distribution of USDA Surplus commodities to Longview residents. The Help Warehouse served an average of 2181 unduplicated families during this 12 month activity. The activity ran on a calendar year January through December 2011. Lower Columbia Community Action Program Funded at \$45,000.

HELP Warehouse (2011) This project supported food bank services and distribution of USDA Surplus commodities to Longview residents. 1426 unduplicated families used the food bank over 7 months. This project ran from January through July 2012. The contract was shortened so that the 2012 project will begin on August 1st consistent with the program year. Remaining 2011 funding was deobligated to the 2013 Program Year. Lower Columbia Community Action Program Funded at \$49,417.80 with \$22,427.75 deobligated.

Planning

Analysis of Impediments to Fair Housing Choice (2010) Create a plan to assess housing discrimination, identify impediments and recommendations for the Longview-Kelso HOME Consortium. The plan assessed housing discrimination, identified impediments and provided recommendations for the Longview-Kelso HOME Consortium to further fair housing in the community. It also reviewed fair housing laws, demographics, fair housing complaints, impediments in housing finance and public policies. It replaces the 1999 adopted plan which was followed by annual updates. The Final Plan was completed in September 2011 and presented to the Council in December 2011. A resolution to use the plan for guidance in promoting Fair Housing was passed in February 2012. Fair Housing Center of Washington Funded at \$12,500

Sherrie Fittro Building Feasibility Plan (2007) Feasibility Study for a housing facility for persons with recent spinal cord/brain injuries. The plan describes a transitional apartment complex targeted to persons with spinal cord/brain injuries so that they could increase their independence and return to employment. The concept for the apartment complex would serve as one-stop facility with independent ADA accessible studio apartments on the upper floors, and access to a resource library with computer terminals, an educational support and tutoring center, physical rehabilitation rooms, counseling service space, and employment opportunities through Ellen's Cafe' all on the main floor. The plan also includes a review of comparable facilities, a summary of national and local regional disability statistics, building schematics, project construction budget, and an operations budget. Persons may have incurred a spinal cord or brain injury due to an accident and then live in a long-term nursing facility for some period. Sherri Fittro who initiated this plan had a spinal cord injury and worked at Lower Columbia College as a tutor coordinator. She was disabled due to a car accident as a young adult. The final plan for a building with services was presented to Council in January 2011. Sherri Fittro Foundation Funded at \$15,000.

Increased Employment Opportunities for People with Disabilities (2011) Research vocational opportunities and attract businesses to employ persons with disabilities and community residents. A 5-year business plan was developed. The business plan will be used to create employment opportunities for people with and without disabilities with the goal of long-term diversified employment and economic development in Cowlitz County. Life Works has made a goal of creating 20-30 additional employment opportunities for disabled persons and additional employment for non-disabled persons to support the enterprise ventures. In development of this plan an overall strategic plan was created to identify industry trends, issues regarding existing Life Works enterprises including increased marketing, enterprise selection and sustainability, enterprise start-up, and hiring a Director of Enterprise Development. The under-utilized warehouse space was also examined through architectural consultation for a new training space for developmentally disabled employees, additional storage, floor space utilization, additional restroom, energy efficiency, building code and zoning code issues and renovation costs. The strategic plan has resulted in a basis for detailed individualized business plan development. The plan was completed in July 2012 and presented to the City Council in September 2012. Life Works Funded at \$12,000

Veteran's Service Center Plan (2011)

Research and develop a plan for a regional veteran's service center for housing referrals, employment and social services in Longview. The Veteran Service Center was envisioned to provide adequate space for Veterans organizations and services in Cowlitz County. The Longview Housing Authority oversaw the planning team, held individual interviews, formed a steering committee, visited comparable model centers, and wrote the plan. The plan is Phase 1 of 3 phases for center development. The outcomes are to have a One-Stop veteran center with a neutral service manager and provide office space for a variety of service providers and veteran services officers to triage veterans needs. Services outlined in the plan would address a variety of basic needs, health and wellness services, economic needs, and social needs. The center would also have wheel chair accessibility, meeting room and kitchen for veteran service meetings, showers and laundry, mail boxes, message phone and internet, and a centralized data system. The plan was completed in July 2012 and presented to the City Council in September 2012. Longview Housing Authority. Funded at \$4,472.60.

Additional resources are secured by the agency submitting projects and are noted under the Leveraging Resources section above for completed projects during the program year. The Highlands Trail additional funding included Federal Highway Washington Enhancement funding of \$315,000 and the City of Longview provided \$232,998.50.

2009-2013 Consortium goals and accomplishments to date can be found in Transition Table 2C at the end of this section.

Certification of Consistency for projects are issued based upon a staff review of the Goals and Objectives within the Consolidated Plan and signed by the City Manager. This year the Longview Housing Authority requested a Certificate of Consistency for their agency's Family Self-Sufficiency/Homeownership Program; and their 2013 Annual Plan as a Public Housing Authority. A third Certificate of Consistency was requested the Lower Columbia Community Action Program for Permanent Supportive Housing for the Chronic Homeless through the Continuum of Care Homeless Assistance Program.

Consolidated Planning and Annual Planning implementation is done through an open and public process. All projects designs submitted are forwarded to the City Council for review if eligible. Eligibility questions are forwarded to the Seattle HUD office prior to Council selection.

All funding was used to meet the *Low-Moderate Income* National Objectives. As a rule 5% of CDBG Administration is used for planning set-asides. This year one Planning project was funded: the Analysis of Impediments to Fair Housing.

The City works with agencies early in the process to avoid displacement. As a rule only previously vacant rental properties are considered for projects. Owner-occupied properties are only considered if they are currently for sale. However, the Longview Housing Authority may be relocating some tenants from the Stratford Building for their 2010 PY Comrade Quarters project for homeless veterans. Informational Notices have been issued for tenants not to move in order to be eligible for relocation benefits.

The City had funded a Micro-Business Development and Support (economic development) project under CDBG during 2010 which is continuing due to the funding not being spent as quickly as first planned.

CDBG Program income received was \$321,343.61.

The sources were:

- Housing Rehabilitation Deferred Loans \$19,995.66
- Float Loan Repayment \$301,347.95

Program income is held until the end of each Program Year to determine if the amount is less than \$25,000 and therefore not considered as Program Income. Program Income exceeded \$25,000 of the Entitlement amount this Program Year and is being drawn down as required.

There were no prior period adjustments, float-funded activities or lump sum agreements.

Deferred outstanding loans include those projects which the Council has requested payment should the property be sold, or changes its purpose from the original project for which it was funded.

- \$240,000 Supportive Housing for Homeless Individuals with Substance Abuse Difficulties Cowlitz County Guidance Association
- \$113,896.59 (8 Loans total) CDBG Rehabilitation

Program Narratives

HOME

Consortium Allocations & Goals/Objectives

The 2011 program year goals were set in the 2009-2013 Consolidated Plan. In the 2011 Program year all funding was committed to the following program goals/objectives as referenced in Transition Table 2C following this narrative: Blighted Property Redevelopment at 207 to create two units of attached homeownership \$12,403 (with additional funding transferred from the SHARE activity for total HOME funding of \$80,000) (Objective DH-1.5); 2 Habitat for Humanity Projects (Longview \$100,000 and Kelso \$62,854) (Objective DH-1.5.); and 235 Douglas Lease-to-Own \$57,273 in 2010 CHDO funds and \$50,283 in 2011 CHDO funds (Objective DH-1.5); and 965 33rd Ave. Supportive Housing \$112,000 (Objective DH-1.3)

Consortium Unit Goals & Accomplishments

Over the 2011 period designated for the 2009-2013 Consolidated Plan, Consortium projects will produce the following goals: 2 units of homeownership through the Blighted Property Redevelopment; 3 units of homeownership through Habitat for Humanity; 1 unit of homeownership through 235 Douglas; and a supportive group home for 6 persons/couples.

Previous years program accomplishments completed in PY 2011:

Homebuyers

Habitat for Humanity Longview completed 1 unit of homeownership (107 18th Ave) (2009).

SHARE (Self-Help and Rehab Equity) program completed 1 unit of homeownership in Longview (2007).

Tenant Based Rental Assistance

Longview Housing Authority Drug Court totaled 10 individuals/families of which 8 transferred to Section 8 housing (2008).

Kelso Housing Drug Court TBRA totaled 10 individuals/families of which 8 were transferred to Section 8 housing (2008, 2009, 2010.)

2009-2013 Consortium goals and accomplishments to date can be found in Transition Table 2C at the end of this section.

Match Report

A Match matrix is included following this HOME narrative. The total match for HOME in 2011 PY was **\$179,526** from 5 self-help homes. The Consortium is required to match 12.5% (a 50% reduction due poverty within the Consortium) of all HOME expenditures except Administration.

The current match credit ending in 2011 PY is \$2,470,539.

Rental Inspections

One project inspection was made in PY 2011 under the Period of Affordability:

Phoenix House, Kelso 20 studio units with shared living and kitchen for persons in recovery from drug and alcohol addiction. Several units needed minor repairs which were all completed by the owner, the Longview Housing Authority.

Affirmative Marketing

Each agency receives an affirmative marketing list as part of their HOME contract. This list was updated in May 2012 and follows the narrative. Agencies are asked to maintain the following information: Date, Type of Marketing effort (brochure, flier, mailing) Project, Topic, Place, Person, and Organization of each Outreach effort (real estate, banks, new homebuyer presentations) with the materials they provided.

Outreach to Minority and Women-Owner Business

Each contract lists the website for the Washington State Office www.omwbe.wa.gov and subrecipients must post their project bid on the site or search and contact qualified contractors to notify them of the advertisement of bid. One (1) minority business and two (2) women owned businesses were hired this program year through the Highlands Trail Project.

Transition Table 2C
Summary of Specific Housing/Community Development Objectives
(Multi-Year)
(Table 2A/2B Continuation Sheet)

Objective #	Specific Objectives	Sources of Funds	Performance Indicators	Expected Number	Actual Number	Outcome/Objective*
	Rental Housing					
DH-1.1	Assist chronically homeless persons with special needs to secure stable housing with supportive services.	HOME; Doc Fees; HGAP; HTF; McKinney-Vento	# PSH beds created	15		DH-1
DH-1.2	Assist homeless persons with special needs to secure stable interim housing with supportive services.	HPRP; Doc Fees; CDBG; ESG; ESAP; HGAP	# Persons placed in interim housing	35		DH-1
DH-1.3	Assist homeless persons or those at risk of homelessness in retaining stable housing or rapid re-housing placement in affordable housing with transitional services. 2010 Comrade Quarters – 20 units 2010 975 33rd Trans/Supportive – 1 unit 2011 965 33rd 6 units to start in 2012	HPRP; Doc Fees; CDBG; ESG; ESAP; HGAP, HOME	# Households rapidly re-housed	80	1	DH-1
DH-1.4	Assist persons with severe mental illness to secure stable housing with supportive services.	HOME; Doc Fees; HTF; RSN; CDBG; FHLB-AHP		15		DH-1
DH-2.1	Assist frail elderly with extreme cost burden.	HOME & CDBG	#Units of TBRA	19		DH-2
DH-2.2	Assist physically handicapped with extreme cost burden.	HOME & CDBG	#Units of TBRA	19		DH-2
DH-2.3	Assist domestic violence survivors and persons in recovery with a cost burden. 2009-2010-2011 TBRA families/units	HOME & CDBG	# Units of TBRA	35	21	DH-2
DH-3.1 & 3.2	Provide home modification and weatherization assistance to disabled and elderly low income renters 2009 Campus Towers Bathtub Step-in & ADA Toilets	HOME & CDBG & Weatherization	# Units modified; # weatherized	10	74	DH-3
DH-3.3	Preserve and improve the condition of the existing affordable housing stock through acquisition and/or rehabilitation.	HOME & CDBG	# Units rehabilitated	14	1	DH-3
DH-3.4	Prevent the loss of existing subsidized housing and affordable private multi-family housing for low income and special needs populations.	Doc Fees HOME CDBG	#Units Acquired	13		DH-3
	Owner Housing					
DH-1.5	Expand homeownership for low/mod households & promote neighborhood stability. 2009 Habitat for Humanity: 107 18 Ave., LV completed 354 16 Ave., LV complete 1204 N 3rd Ave, KL completed; 2010 Habitat for Humanity 311 25th LV not started 262 17th LV not started 1504 N 2nd KL underway 1 lot to be purchased KL	HOME & CDBG	#New homeowners	12	3	DH-1

Transition Table 2C
Summary of Specific Housing/Community Development Objectives
(Multi-Year)
(Table 2A/2B Continuation Sheet)

	2011 Habitat for Humanity 2 lots to be purchased LV 2 lots to be purchased KL 2011 CAP: 235 Douglas LV underway 2011 Longview Housing Authority 207-211 20 th Ave underway 2 units 2012 Longview Housing Authority 143 17 Ave., LV not started					
DH-3.1 & 3.2	Provide home modification and weatherization assistance to disabled and elderly low income homeowners 2012 Longview Housing Authority Elderly Aging-in Place 6-8	HOME & CDBG ; Weatherization	# Units modified; # weatherized	25		DH-3
DH-3.3	Preserve and improve the condition of the existing affordable housing stock through rehabilitation.	HOME & CDBG	# Units rehabilitated	20		DH-3

Transition Table 2C
Summary of Specific Housing/Community Development Objectives
(Multi-Year)
(Table 2A/2B Continuation Sheet)

Obj #	Specific Objectives	Sources of Funds	Performance Indicators	Expected Number	Actual Number	Outcome/Objective*
	Community Development					
SL-1.1	Highlands Neighborhood Trail Phases 1, 2 & 3 2009 Trail Segment 1, Phase 1 & 2 2010/11 Phase 3 Portion of Segment 2	CDBG; WA Trail Funds; private Trans Enhancement	Phases completed; Segments completed	3 Phases 2 Segments	Segment 1 & Part 2 Phases 1,2, 3	SL-1
SL-1.2	Highlands - Resurface basketball courts at Archie Anderson Park 2009 Completed with City Funds	CDBG City of Longview	4 courts resurfaced	1	4	SL-1
SL-1.3	Highlands - Develop master plan for Archie Anderson Park 2009 Master Plan Adopted.	CDBG; private	Master plan created	1	1	SL-1
SL-1.4	Highlands Community Center development	CDBG; foundations; private; WA Parks	Community center completed	1		SL-1
SL-1.5	Highlands – Archie Anderson Park Improvements	CDBG; city; WA park funds; private	Water Feature; Ball Field Improvmts.	2		SL-1
SL-1.6	Highlands parks & open space improvements	CDBG; city; foundations; private; WA Parks	# Park/open space improvements	Unknown		SL-1
SL-1.7	Highlands mini-grants to fund community projects	CDBG; city; private	# Projects	Unknown		SL-1

Transition Table 2C
Summary of Specific Housing/Community Development Objectives
(Multi-Year)
(Table 2A/2B Continuation Sheet)

SL-1.8	Highlands - Public/private property improvements to reduce crime (CPTED)	CDBG; city; private	# Properties improved	Unknown		SL-1
SL-1.9	Victoria Freeman Park Improvements	CDBG; city; WA park funds; private	Field imprvmnts; New features	Unknown		SL-1
SL-1.10	Kellogg Park Improvements	CDBG; city; WA park funds; private	Imprvmnts & Upgrades	Unknown		SL-1
SL-1.11	Paths, trails & open space development	CDBG; city; WA trail funds; private	# Parks L.F. Trails # Open spaces	Unknown		SL-1
SL-1.12	Upgrade Catlin Building for recreational use* (Kelso)	State CDBG; city; WA park funds; private	Building imprvmnts Installed	1		SL-1
SL-1.13	Recreation/Drop In Center for youth	CDBG; city; WA park funds; private	Develop building & site	1		SL-1
SL-1.14	Senior Center 2012 Kitchen Improvement	CDBG; foundations; private; WA Parks	Develop building & site	1		SL-1
SL-1.15	Center for Disabled Persons	CDBG; city; private; foundations; WA CTED	Develop building & site	1		SL-1
SL-1.16	Child Care Centers	CDBG; city; private; foundations; WA CTED	Develop buildings & sites	1		SL-1
SL-1.17	Adult day care facility for elderly & mentally disabled	CDBG; city; private; foundations; WA CTED	Develop building & site	1		SL-1
SL-1.18	"Clubhouse" facility for special needs populations	CDBG; city; private; foundations; WA CTED	Develop building & site	1		SL-1
	Infrastructure					
SL-3.1	Highlands water & sewer improvements	CDBG; city; private	L.F. waterline L.F. sewer line	Unknown Unknown		SL-3
SL-3.2	Highlands storm drainage – Beech Street	CDBG; city; private	L.F. stormdrain # streetscape enhancements	Unknown Unknown		SL-3
SL-1.19	Streetscape improvements – Downtown & Highlands 2009 26th Ave. 200 Block 5 Trees 2009 26th & Alabama -4 Handicap Ramps 2009 25th & Alabama -4 Handicap Ramps	CDBG; city; private CDBG-R	# Street trees # Street furniture # Ramps	Unknown Unknown	5 8	SL-1
SL-1.20	Street & alley lighting – Downtown & Highlands 2009 -26th Ave. 200 block 2009 25th Ave. 200 block	CDBG; city; PUD; private CDBG-R	# Blocks lit # Alley blocks	Unknown Unknown	2	SL-1
SL-3.3	Improved street connectivity in eligible areas* (Kelso)	State CDBG; city; private	# Streets connected	Unknown		SL-3
SL-3.4	Street improvements in eligible areas* (Kelso)	State CDBG; city; private	# Streets Improved	Unknown		SL-3

Transition Table 2C
Summary of Specific Housing/Community Development Objectives
(Multi-Year)
(Table 2A/2B Continuation Sheet)

	Public Facilities					
SL-1.21	Homeless shelter & services for youth	Doc Fee; CDBG; state/federal; private	# beds created # youth served	1		
SL-1.22	Create a "one-stop" homeless resource center.	Doc Fee; CDBG; private;	Resource Center created	1		SL-1
DH-1.6	Operational & capital improvement support for emergency shelters.	Doc Fee; CDBG; ESAP; ESG	# Shelters assisted	2		DH-1
SL-3.5 Amend	Improve Pubic Community Facilities for persons with Disabilities 2010 Progress Center Addition	CDBG , Private Bank Loan	Addition Constructed	30	36	SL-3.5
	Public Services					
DH-1.7	Fair housing & housing counseling	CDBG; State; private	# persons served	Unknown		DH-1
DH-1.8	Highlands - Housing counseling & financial education services	CDBG; State; private	# persons served	Unknown		DH-1
DH-2.4	Homeownership/Foreclosure prevention counseling 2010 Foreclosure Prevention Counseling	CDBG ; State; private	# persons served # foreclosures prevented	Unknown	45	DH-2
SL-1.23	Expand food bank services. 2009 Help Warehouse (duplicated Hshld) 2010 Help Warehouse (unduplicated) 2011 Help Warehouse (unduplicated)	CDBG ; State; United Way; private	# households served (7 months)	Unknown	4,641 2,181 1,426	SL-1
SL-1.24	After-school and recreation programs for youth, teens & families	CDBG; State; private; UWay	# youth served	Unknown		SL-1
SL-1.25	Recreational Programs for seniors & disabled	CDBG; State; private; UWay	# persons served	Unknown		SL-1
SL-1.26	Access to primary & behavioral health care	CDBG; State; private;	# persons served	Unknown		SL-1
SL-1.27	Early intervention services to families in generational poverty 2010 Mentoring Low-Income Children	CDBG ; State; private; UWay	# families served	Unknown	5 children	SL-1
SL-1.28	Palliative/Home health care	CDBG; State; private	# persons served	Unknown		SL-1
SL-1.28	Senior services	CDBG; State; private	# seniors served	Unknown		SL-1
SL-1.29	Disabled services	CDBG; State; private	# disabled persons served	Unknown		SL-1
SL-1.30	Highlands "Adopt-a-Street" programs to assist with landscaping, lighting, painting	CDBG; State; private	# Streets adopted # Sponsors	Unknown		SL-1
DH-1.3	Transitional Employment Services to Veterans (to maintain housing.) 2010 Vet Works	CDBG	# Veterans		4 jobs	DH-1.3
	Economic Development					
EO-1.1	Highlands - Small business/micro-enterprise technical assistance & venture capital	CDBG; State; private	# people assisted # businesses funded	Unknown		EO-1

Transition Table 2C
Summary of Specific Housing/Community Development Objectives
(Multi-Year)
(Table 2A/2B Continuation Sheet)

EO-1.2	Highlands - Low income credit union/2 nd Chance banking	CDBG; State; private; Treasury	# LMI members # persons banked	Unknown		EO-1
EO-1.3	Highlands commercial development	CDBG; State; private;	S.F. commercial development	Unknown		EO-1
EO-1.4	Business technical assistance & services to for-profit/non-profit	CDBG; State; private;	# persons counseled # businesses served	Unknown		EO-1
EO-1.5	Small/micro-business assistance & job training 2010 Micro Business Develop & Support	CDBG ; State; private;	# persons counseled # businesses served	Unknown	45	EO-1
EO-2.1	Public works infrastructure that serves business	CDBG; city; State; private	L.F. streets L.F. utilities	Unknown		EO-2
EO 3.1	Downtown Façade Improvement Program 2012 Stageworks NW 1433 Commerce Ave	CDBG ; city; state; private	# façade improvements	Unknown		EO-3
	Neighborhood Revitalization/Other					
DH-1.9	Planning & Administration: • Fair Housing AI 2010 Fair Housing AI Plan completed • Monitor AI • Ten Year Plan Update	CDBG; local Doc Fees	Develop AI Update Ten Year Plan	1 1	1	DH-1
	2011 Employ People w/ Disabilities Plan				1	
	2011 Veteran's Service Center Plan				1	
	2012 Highlands Community Center Plan				1	

***Outcome/Objective Codes**

	<u>Availability/Accessibility</u>	<u>Affordability</u>	<u>Sustainability</u>
Decent Housing	DH-1	DH-2	DH-3
Suitable Living Environment	SL-1	SL-2	SL-3
Economic Opportunity	EO-1	EO-2	EO-3

**City of Longview CDBG Entitlement Funding
2011**

CDBG Federal Allocation		\$329,452.00
CDBG Administration - 15%		49,417.80
CDBG Admin/Planning Activities		16,472.60
Base Amount - up to 5%	\$16,472.60	
Public Service Set-Aside - up to 15%		49,417.80
Entitlement Available		218,143.80
Base Entitlement	\$214,143.80	
Deobligated		
#105 Capital Investment	4,000.00	

**2011 Community Development Block Grant (CDBG)
Project Allocation Matrix
(Public Hearing March 24, 2011)**

	Available	Requested Funding	Approved Funding	Rollover to 2012
Main Entitlement Projects	\$ 218,143.80			
Highlands Neighborhood Trail Ph 3 2010 Pre-Award		226,348.00	226,348.00	
		-	-	
		-	-	
<i>Funding Available for Main Entitlement</i>		(8,204.20)		
Total	\$ 218,143.80	\$ 226,348.00	\$ 226,348.00	\$ (8,204.20)

	Available	Requested Funding	Approved Funding	Rollover to 2012
Public Service Projects	\$ 49,417.80			
Help Warehouse		\$ 54,495.00	\$ 49,417.80	
Mentoring Low-Income Children		10,107.00	-	
<i>Funding Available</i>		(15,184.20)		
Total	\$ 49,417.80	\$ 49,417.80	\$ 49,417.80	\$ -

	Available	Requested Funding	Approved Funding	Rollover to 2012
Planning Projects	\$ 16,472.60			
Employ People w/ Disabilities		\$ 12,000.00	\$ 12,000.00	
Veterans' Service Center		17,688.00	4,472.60	
<i>Funding Available for Admin/Plan</i>		(13,215.40)		
Total	\$ 16,472.60	\$ 16,472.60	\$ 16,472.60	\$ -

**Longview-Kelso Consortium HOME Entitlement Funding
2011**

2011

HOME Federal Allocation		\$	335,223.00
Consortium Administration			33,522.30
Consortium Admin 10%	33,522.30		
CHDO Set-Aside 15%			50,283.45
Longview Program Allocation			224,403.62
Base Allocation 75%	\$	188,562.94	
Program Income		30,256.48	
Deobligated:			
#80 Habitat for Humanity		36.00	
Foreclosure Payment/Credit Returned		5,548.20	
Kelso Program Allocation			62,854.31
Base Allocation 25%	\$	62,854.31	

Longview Projects 2011

	Available:	Requested	Approved	Remaining
(Public Hearing - April 28, 2011)	\$ 224,403.62			
Blighted Property Redevelopment		\$ 80,000.00	\$ 12,403.62	\$ -
Cowlitz County Habitat for Humanity		88,000.00	100,000.00	
33rd Ave Supportive/Transitional Housing		124,000.00	112,000.00	
Total		\$ 292,000.00	\$ 224,403.62	\$ (0.00)

Kelso Projects 2011

	Available:	Requested	Approved	Remaining
(Public Hearing - April 19, 2011)	\$ 62,854.31			
Cowlitz County Habitat for Humanity		\$ 45,000.00	\$ 62,854.31	\$ -
Total		\$ 45,000.00	\$ 62,854.31	\$ 0.00

Affirmative Marketing

The following list of local organizations and publications should be contacted for advertising or marketing this HOME project:

Ethnic Minority

- ❑ Ethnic Support Council, 311 Oak St., Kelso, WA 98626 360.636.2791
- ❑ Iglecia Latina, 2045 Tibbets #6 St., Longview, WA 98626 360.414.1414 or 360.577.0203
- ❑ Templo Emanuel, (Jessie Lopez), 3303 Pine St., Longview, WA 98632 360.423.0102
- ❑ St. Rose Catholic Church, 701 26th Ave (Office), Longview, WA 98632 360.425.4660
- ❑ Centro Christino at 20th Ave Baptist, 317 20th Ave., Longview, WA 98632
360.425.1960
- ❑ Seventh-Day Adventist, (Spanish Pastor) 77 Solomon Rd., Kelso, WA 98626
360.423-7344

Minority

- ❑ House of Prayer for All Nations, 862 9th Ave., Longview WA 98632
- ❑ Church of Jesus Christ the Lamb of God, 823 7th Ave, Longview WA 98632

Senior

- ❑ Longview Senior Center, 1111 Commerce Ave., Longview, WA 98632 360.636.0210
- ❑ Senior Information and Referral, PO Box 539, Kelso, WA 98626 360.577.4929
- ❑ Retired Senior Volunteer Program, (RSVP) 1526 Commerce Ave., Longview, WA 98632
360.577.2389
- ❑ Senior Living Home Services, 875 15th Ave., Longview, WA 98632

Disabled

- ❑ Life Works, 906 New York St., Longview, WA 98632 360.577.9093
- ❑ Lower Columbia Council for the Blind, 309 SW 4th Ave., Kelso WA 98632 360.425.5369
- ❑ The Arc of Cowlitz County, 906 New York St., Longview, WA 98632 360.425.5494

HOME MATCH LOG

Activity	Date Project Committed	Activity Name or Address	Project Type	HOME Funds Expended	Date HOME \$ Expended	Amount of Match Liability Incurred	Value of Match Contribution	Type of Match	Date Match Recognized	Comments
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
102		LHA-DC Rental Assistance	H	\$944.00	8/3/2011	\$118.00				
123		LHA-TBRA Combined	H	\$5,198.00	8/3/2011	\$649.75				
100		KHA-DC Rental Assistance	H	\$769.00	9/8/2011	\$96.13				
112		KHA-ESS Rental Assistance	H	\$810.00	9/8/2011	\$101.25				
112		KHA-ESS Rental Assistance	H	\$810.00	9/8/2011	\$101.25				
118		KHA-DC Rental Assistance	H	\$1,040.00	9/8/2011	\$130.00				
118		KHA-DC Rental Assistance	H	\$1,017.00	9/8/2011	\$127.13				
102		LHA-DC Rental Assistance	H	\$944.00	9/8/2011	\$118.00				
123		LHA-TBRA Combined	H	\$5,198.00	9/8/2011	\$649.75				
100		KHA-DC Rental Assistance	H	\$815.00	10/13/2011	\$101.88				
112		KHA-ESS Rental Assistance	H	\$810.00	10/13/2011	\$101.25				
118		KHA-DC Rental Assistance	H	\$1,017.00	10/13/2011	\$127.13				
123		LHA-TBRA Combined	H	\$5,198.00	10/13/2011	\$649.75				
106		LHA-SHARE Self-Help & Rehab	H	\$38,000.00	10/13/2011	\$4,750.00				
102		LHA-DC Rental Assistance	H	\$1,001.00	10/13/2011	\$125.13				
102		LHA-DC Rental Assistance	H	\$1,104.00	11/9/2011	\$138.00				
123		LHA-TBRA Combined	H	\$5,198.00	11/9/2011	\$649.75				
128		LHA-Comrade Quarters	H	\$53,311.58	11/9/2011	\$6,663.95				
128		LHA-Comrade Quarters	H	\$18,034.71	11/9/2011	\$2,254.34				
102		LHA-DC Rental Assistance	H	\$426.00	12/8/2011	\$53.25				
123		LHA-TBRA Combined	H	\$5,198.00	12/8/2011	\$649.75				
111		Cowl Co Habitat for Humanity	H	\$5,233.50	1/12/2012	\$654.19				
112		KHA-ESS Rental Assistance	H	\$1,371.00	1/12/2012	\$171.38				
118		KHA-DC Rental Assistance	H	\$1,570.00	1/12/2012	\$196.25				
128		LHA-Comrade Quarters	H	\$23,395.53	1/12/2012	\$2,924.44				
102		LHA-DC Rental Assistance	H	\$458.00	1/12/2012	\$57.25				
123		LHA-TBRA Combined	H	\$5,198.00	1/12/2012	\$649.75				
100		KHA-DC Rental Assistance	H	\$819.00	1/26/2012	\$102.38				
112		KHA-ESS Rental Assistance	H	\$1,464.00	1/26/2012	\$183.00				
112		KHA-ESS Rental Assistance	H	\$1,380.00	1/26/2012	\$172.50				
118		KHA-DC Rental Assistance	H	\$2,118.00	1/26/2012	\$264.75				
118		KHA-DC Rental Assistance	H	\$2,031.00	1/26/2012	\$253.88				
110		Cowl Co Habitat for Humanity	H	\$8,224.84	1/26/2012	\$1,028.11				
110		Cowl Co Habitat for Humanity	H	\$9,999.00	1/26/2012	\$1,249.88				
131		Cowl Co Habitat for Humanity	H	\$25,000.00	1/26/2012	\$3,125.00				
102		LHA-DC Rental Assistance	H	\$396.00	1/26/2012	\$49.50				
123		LHA-TBRA Combined	H	\$5,187.00	1/26/2012	\$648.38				
128		LHA-Comrade Quarters	H	\$15,514.19	1/26/2012	\$1,939.27				
44		LCCAC-Scattered SH	H	\$38,166.02	1/26/2012	\$4,770.75				
44		LCCAC-Scattered SH	H	\$75,519.24	1/26/2012	\$9,439.91				
100		KHA-DC Rental Assistance	H	\$712.40	1/26/2012	\$89.00				

HOME MATCH LOG

Activity	Date Project Committed	Activity Name or Address	Project Type	HOME Funds Expended	Date HOME \$ Expended	Amount of Match Liability Incurred	Value of Match Contribution	Type of Match	Date Match Recognized	Comments
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
100		KHA-DC Rental Assistance	H	\$712.00	1/26/2012	\$89.00				
112		KHA-ESS Rental Assistance	H	\$1,270.00	1/26/2012	\$158.75				
118		KHA-DC Rental Assistance	H	\$1,570.00	1/26/2012	\$196.25				
100		KHA-DC Rental Assistance	H	\$712.00	3/13/2012	\$89.00				
100		KHA-DC Rental Assistance	H	\$819.00	3/13/2012	\$102.38				
112		KHA-ESS Rental Assistance	H	\$1,422.00	3/13/2012	\$177.75				
118		KHA-DC Rental Assistance	H	\$2,163.00	3/13/2012	\$270.38				
102		LHA-DC Rental Assistance	H	\$396.00	3/13/2012	\$49.50				
123		LHA-TBRA Combined	H	\$3,828.00	3/13/2012	\$478.50				
128		LHA-Comrade Quarters	H	\$5,469.92	3/13/2012	\$683.74				
102		LHA-DC Rental Assistance	H	\$396.00	3/27/2012	\$49.50				
123		LHA-TBRA Combined	H	\$3,828.00	3/27/2012	\$478.50				
135		LHA-Comrade Quarters	H	\$5,280.32	3/27/2012	\$660.04				
100		KHA-DC Rental Assistance	H	\$819.00	4/12/2012	\$102.38				
112		KHA-ESS Rental Assistance	H	\$612.00	4/12/2012	\$76.50				
118		KHA-DC Rental Assistance	H	\$1,146.00	4/12/2012	\$143.25				
132		Cowl Co Habitat for Humanity	H	\$9,492.99	4/12/2012	\$1,186.62				
102		LHA-DC Rental Assistance	H	\$679.00	5/14/2012	\$84.88				
100		KHA-DC Rental Assistance	H	\$819.00	5/14/2012	\$102.38				
112		KHA-ESS Rental Assistance	H	\$612.00	5/14/2012	\$76.50				
118		KHA-DC Rental Assistance	H	\$1,146.00	5/14/2012	\$143.25				
123		LHA-TBRA Combined	H	\$2,357.00	5/14/2012	\$294.63				
132		Cowl Co Habitat for Humanity	H	\$3,531.13	5/14/2012	\$441.39				
110		Cowl Co Habitat for Humanity	H	\$681.22	5/14/2012	\$85.15				
110		Cowl Co Habitat for Humanity	H	\$2,447.12	5/14/2012	\$305.89				
141		Cowl Co Habitat for Humanity	H	\$15,000.00	5/30/2012	\$1,875.00				
112		KHA-ESS Rental Assistance	H	\$460.00	5/30/2012	\$57.50				
118		KHA-DC Rental Assistance	H	\$1,146.00	5/30/2012	\$143.25				
102		LHA-DC Rental Assistance	H	\$1,069.00	5/30/2012	\$133.63				
123		LHA-TBRA Combined	H	\$2,308.00	5/30/2012	\$288.50				
135		LHA-Blighted Property Redevelopment	H	\$293.68	5/30/2012	\$36.71				
135		LHA-Blighted Property Redevelopment	H	\$1,528.08	5/30/2012	\$191.01				
140		LCCAC-Lease-to-Own 235 Douglas	H	\$17,008.46	5/30/2012	\$2,126.06				
112		KHA-ESS Rental Assistance	H	\$410.00	7/12/2012	\$51.25				
118		KHA-DC Rental Assistance	H	\$1,146.00	7/12/2012	\$143.25				
123		LHA-TBRA Combined	H	\$2,297.00	7/12/2012	\$287.13				
135		LHA-Blighted Property Redevelopment	H	\$7,121.68	7/12/2012	\$890.21				
135		LHA-Blighted Property Redevelopment	H	\$9,628.62	7/12/2012	\$1,203.58				
128		LHA-Comrade Quarters	H	\$6,982.16	7/12/2012	\$872.77				
102		LHA-DC Rental Assistance	H	\$1,069.00	7/12/2012	\$133.63				
140		LCCAC-Lease-to-Own 235 Douglas	H	\$36,449.25	7/12/2012	\$4,556.22				

HOME MATCH LOG

Activity	Date Project Committed	Activity Name or Address	Project Type	HOME Funds Expended	Date HOME \$ Expended	Amount of Match Liability Incurred	Value of Match Contribution	Type of Match	Date Match Recognized	Comments
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
140		LCCAC-Lease-to-Own 235 Douglas	H	\$19,050.94	8/9/2012	\$2,381.37				
135		LHA-Blighted Property Redevelopment	H	\$28,878.11	8/9/2012	\$3,609.76				
102		LHA-DC Rental Assistance	H	\$1,069.00	8/9/2012	\$133.63				
123		LHA-TBRA Combined	H	\$2,266.00	8/9/2012	\$283.25				
112		KHA-ESS Rental Assistance	H	\$410.00	8/9/2012	\$51.25				
118		KHA-DC Rental Assistance	H	\$593.00	8/9/2012	\$74.13				
135		LHA-Blighted Property Redevelopment	H	\$27,267.51	9/13/2012	\$3,408.44				
110		Cowl Co Habitat for Humanity	H	\$1,351.29	9/13/2012	\$168.91				
132		Cowl Co Habitat for Humanity	H	\$3,229.00	9/13/2012	\$403.63				
112		KHA-ESS Rental Assistance	H	\$410.00	9/13/2012	\$51.25				
140		LCCAC-Lease-to-Own 235 Douglas	H	\$25,821.16	9/13/2012	\$3,227.65				

111		Habitat for Humanity					20,000	Cash	11/21/2011	1204 N. 3rd Ave KL
111		Habitat for Humanity					27,995	Donated Labor	11/21/2011	1204 N. 3rd Ave KL
111		Habitat for Humanity					6,421	Donated Mat	11/21/2011	1204 N. 3rd Ave KL
111		Habitat for Humanity					500	Foregone Charge	11/21/2011	1204 N. 3rd Ave KL
111		Habitat for Humanity					300	Counseling	11/21/2011	1204 N. 3rd Ave KL
107		SHARE Kelso					11,955	Donated Labor	8/1/2012	1402 N. 2nd Ave KL
107		SHARE Kelso					500	Counseling	8/1/2012	1402 N. 2nd Ave KL
106		SHARE Longview					8,980	Donated Labor	2/29/2012	2831 Cypress St. LV
106		SHARE Longview					500	Counseling	2/29/2012	2831 Cypress St. LV
110		Habitat for Humanity					22,925	Donated Labor	11/31/2011	107 18th Ave LV
110		Habitat for Humanity					20,000	Cash	11/31/2011	107 18th Ave LV
110		Habitat for Humanity					300	Foregone Charge	11/31/2011	107 18th Ave LV
110		Habitat for Humanity					7,134	Donated Mat	11/31/2011	107 18th Ave LV
110		Habitat for Humanity					19,000	Cash	9/25/2012	354 16th Ave, LV
110		Habitat for Humanity					23,100	Donated Labor	9/25/2012	354 16th Ave, LV
110		Habitat for Humanity					800	Foregone Charge	9/25/2012	354 16th Ave, LV
110		Habitat for Humanity					9,116	Donated Mat	9/25/2012	354 16th Ave, LV

		Current Fiscal Year		\$637,072		\$79,634	\$179,526			
		Excess Match from Previous Fiscal Year					\$2,370,647			
		Total Match Available for Current Fiscal Year					\$2,550,173			
		Match Liability for Current Fiscal Year					\$79,634			
		Excess Match Carried Over to Next Fiscal Year					\$2,470,539			

Part 2

CDBG Subrecipient Reports



Subject: 2011 Annual CDBG Project Report

Highlands Neighborhood Trail Project

Trail Segment 1, Phases 1, 2 & 3

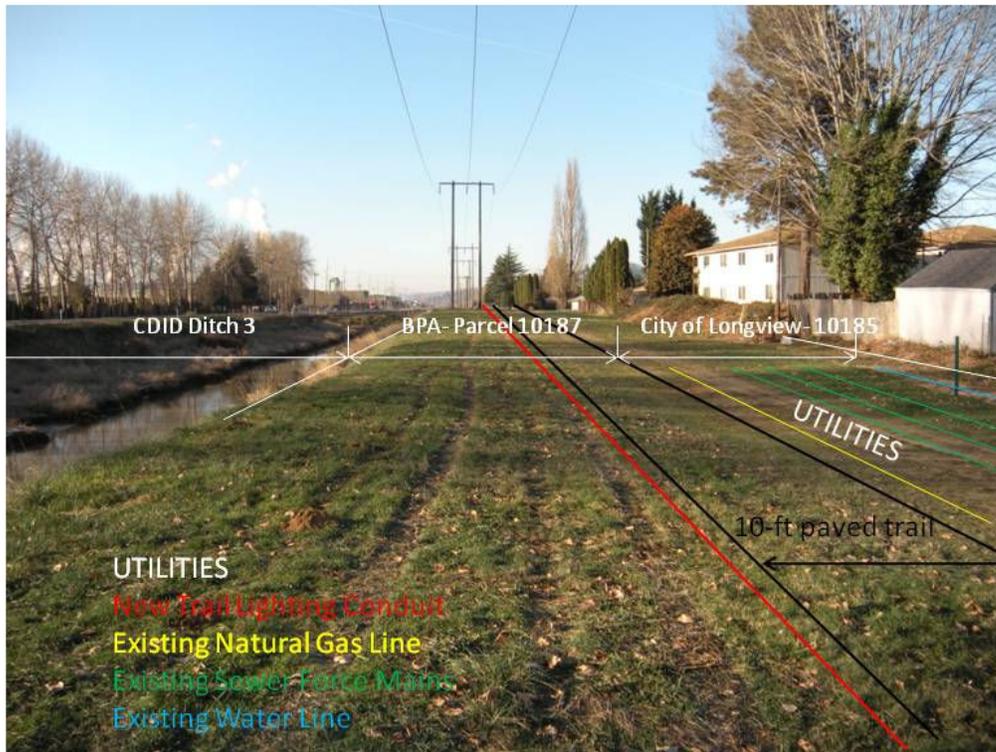
The goal for the Highlands Neighborhood Trail Project is to provide a safe transportation/recreational trail that links the Highlands community with the City. The trail routes 1.3 miles through the Reserve area from Oregon Way to Douglas Street along Ditch-3, SR-432/Industrial Way and adjacent to the Highlands residential community.

The project includes design and construction of a 10-ft wide asphalt paved shared use path/trail. Trail features include street crosswalks, trail lighting, landscaping and trail amenities. The two street crossings are located at Douglas Street and 26th Avenue and include bicycle/pedestrian chicanes, defined cross walks and signs. Lighting is planned for the length of the trail and includes dark sky LED light fixtures on 16-ft tall aluminum poles at approximately 100-ft centers to meet WSDOT lighting requirements. Native low profile plantings and ground cover are planned in the specified areas. Trail amenities include picnic tables, benches, mutt mitt stations, and waste receptacle units. The construction entrances will remain in place for BPA and CDID to access their facilities.

The trail head at Archie Anderson Park is a primary access point to the trail. The other access points to the trail are at Douglas Street, Cypress Street, Beech Street, 26th Avenue, 17th Avenue, and Oregon Way. All of these locations include ADA access and landscape areas.

The trail is planned within the 70-ft wide Reserve area south of the Highlands Plats. The Reserve area is co-owned by the City of Longview and Bonneville Power Administration. The current trail alignment falls on both City of Longview and BPA Right of Way to avoid an array of underground utilities located in the City of Longview property.

HIGHLANDS TRAIL - 70-FT WIDE RESERVE



A Land Use Agreement with the Bonneville Power Administration was signed and executed in April of 2012. The process took just over 1.5-years to complete and comes with a lengthy list of special conditions. One of the conditions yields a safety watch requirement when working within 15-ft of the transmissions lines and pole structures. Another BPA condition restricts the landscaping alternatives in order to comply with the North American Electric Reliability Corp. stringent vegetation management standards for electric transmission lines. The BPA required the underground trail lighting conduit and conductors shown south of the trail to be relocated to the north side of the trail amongst the other utilities. Even with the BPA conditions the Land Use Agreement in the Reserve Area yields the best trail alignment for long term use.

The Highlands Trail has multiple funding sources that include HUD/CDBG funds from 2009, 2010 and 2011, FHWA/SWRTPO Transportation Enhancement Grant, City of Longview Capital Projects and development contributions.

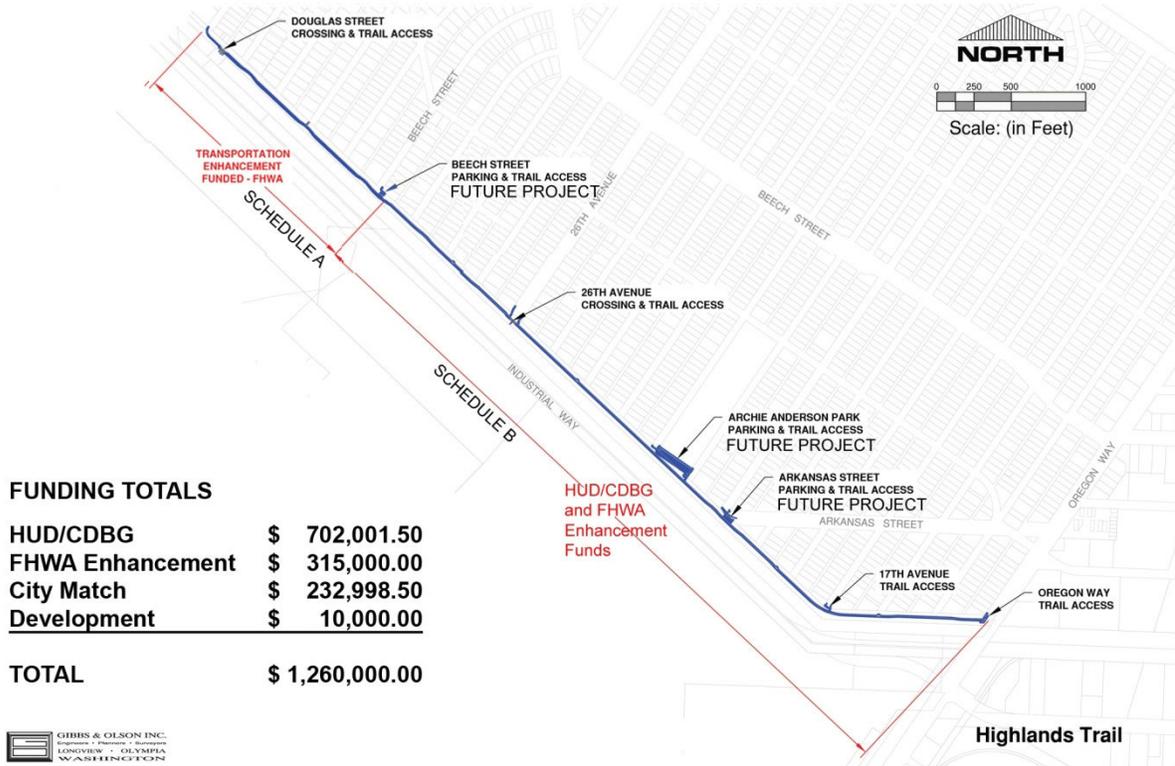
The trail project received additional funding during the 2011 reporting period. The City of Longview Council authorized an additional \$ 150,000 in Capital Project funds and an agreement

with Cascade Natural Gas Corporation netted \$ 10,000 towards the project. The City of Longview applied for additional 2012 HUD/CDBG funding to construct the parking lot facilities, however other projects were awarded the funding. The total project funding is shown in summary below and totals \$ 1,260,000.

HIGHLANDS TRAIL FUNDING SUMMARY	
▪ 2009 HUD/CDBG	\$ 352,001.50
▪ 2009 City Match – Capital Projects Fund	\$ 47,998.50
▪ 2010 HUD/CDBG	\$ 123,652.00
▪ 2011 HUD/CDBG	\$ 226,348.00
▪ 2011 Transportation Enhancement Grant	\$ 315,000.00
▪ 2011 City Match – Capital Projects Fund	\$ 35,000.00
▪ Cascade Natural Gas Agreement	\$ 10,000.00
▪ Capital Project Funds	<u>\$ 150,000.00</u>
TOTAL BUDGET	\$ 1,260,000.00

Coordination between the funding entities and the scope of the project was challenging. The final determination resulted in a single contract with two schedules that reflect the dividing line between the HUD/CDBG and the FHWA Enhancement funds. The 2009, 2010 and 2011 HUD/CDBG funds were combined and distributed from Oregon Way to Beech Street and the FHWA Enhancement funds are distributed over the entire length of the trail, Oregon Way to Douglas Street.

Highlands Trail - Oregon Way to Douglas Street



The engineering effort to complete the trail alignment and design details was a major effort over the past year. Consulting firms Gibbs & Olson, R&W Engineering, Ecological Land Services and City Staff provided a complete set of projects plans and specifications. The parking facilities at Archie Anderson Park, Beech Street and 20th Avenue are designed and noted as future projects. Overall budget constraints narrowed the final scope of the project.

Multiple Environmental assessments were completed for this project. City of Longview, WSDOT, HUD/CDBG and BPA all reviewed the project. City of Longview submitted an Environmental Classification Summary to WSDOT and NEPA recorded a categorically excluded determination. Community Development issued a determination of non-significance (DNS) SEPA threshold determination. The HUD Environmental Assessment for Phases 1&2 yielded a categorically excluded determination and for Phase-3 an additional NEPA of Notice of Finding of No Significant Impact. The BPA reviewed the project and received a separate NEPA Determination of Non-Significance.

The State and local storm-water requirements to mitigate quantity and quality impacts to the development complicated the trail design. A low impact vegetative buffer strip with quality soils (Dispersion Zone) runs the length of the trail, Filterra vegetative catch basin systems and Bioswales are planned near the parking facilities to comply with the State and Local storm-water requirements.

One of the major challenges for the design and construction of the trail is coordinating two additional projects and contractors within the Reserve Area. The Hudson Sewer Force Main project routes a 20" HDPE sewer force main line from 26th Avenue past Douglas street and Cascade Natural Gas Corporation elected to replace an existing 50-year old gas main and install a new 12" gas main from Archie Anderson Park to Oregon Way and from 26th Avenue west past Douglas Street. Both projects complicated the trail design and trail construction coordination efforts.

The project plans and specifications were submitted and reviewed by WSDOT Local Programs in April 2012. WSDOT assigned the project a 10% goal for Disadvantaged Business Enterprise participation. The project was advertised in May 2012 through Builders Exchange, The Longview Daily News, The Portland Daily Journal of Commerce and the WA State Office of Minority and Women in business. The bid opening was held on June 5th, 2012. Advanced Excavating Specialists, Inc. (AES) a Kalama/Longview owned and operated business was awarded the project for \$ 886,744.60. Contracts were signed, notice to proceed issued and construction started July 9, 2012.

The balance of the project funding is budgeted for engineering, construction management and construction contingencies. Engineering totaled \$ 245,001.50 and the construction management and field contingencies total \$ 128,253.90.

Eight weeks into construction the trail is starting to take shape. The trail grade is established with a crushed surfacing rock base in place. The Reserve area is being sculptured for drainage, hydro seeding and landscaping. The underground conduit for the trial lights is installed. AES and Lakeside industries have scheduled asphalt paving the Trail from Oregon Way to 26th Avenue for the end of August 2012. The concrete sidewalk extensions that connect the existing sidewalk system to the trail are in progress.



The main challenges to complete construction of the trail are overall finish grade to drain, receipt and installation of the light poles and fixtures, HMA paving, landscaping, trail amenities and finish details. Construction will continue through September and the final completion date is scheduled for October 15, 2012.

The Highlands community and the local area residents are excited and supportive of the construction and trail project. As the trail starts to develop and nears completion the local resident interest has grown to where you can see the ownership start to transfer and impact the community.

Chris L. St.Onge

City of Longview Public Works, Staff Engineer



*Building Healthy Communities
One Family At A Time*

1526 Commerce Avenue * Longview, Washington 98632 * 360-425-3430 * toll free 800-383-2101 *
www.LowerColumbiaCAP.org

**Lower Columbia CAP
Financial Independence Center
2011 CAPER Annual Report
(Consolidated Annual Performance and Evaluation Report)**

LOWER COLUMBIA CAP BUSINESS BUILDER PROGRAM

Lower Columbia CAP's Financial Independence Center is proud to offer a comprehensive business development and training program to the residents of the City Of Longview and Cowlitz County. These services are geared toward the motivated entrepreneur who wants to start his or her own business or the small business owner who wants to increase his or her business knowledge.

As referenced in **The Consolidated Housing and Community Development Plan 2009-2013, CITY OF LONGVIEW, LONGVIEW-KELSO HOME CONSORTIUM section EO-1.5** "Small/Micro-Business Assistance & Job Training" is addressed and the language in this section reads as follows:

- "Promote development of entrepreneurship and microenterprise as a viable economic development strategy. Encourage opportunities for small, minority, and female owned business development." "Micro business" is defined as 5 or fewer employees requiring \$50,000 or less in capital. In a recent study commissioned by the Cowlitz Economic Development Council, new guidance has been provided regarding Cowlitz County economic development.

Through funding from the City of Longview and their CDBG projects, we have been able to successfully develop and provide assistance to local citizens interested in microenterprise start-up and expansion. These services have provided opportunity for potential or existing microbusiness owners to receive training, coaching, peer-to-peer support and soon to include microloan resources. The technical assistance being provided includes formal classroom training and continuous Microenterprise coaching opportunities.

The 8 week Business Builder course provides a general overview of basic business knowledge and concepts to the beginning entrepreneur. In addition, this course shows step-by-step how to write a business plan and provides key business disciplines entrepreneurs need to know before starting their own business.

By the end of the course, participants should be able to:

1. Write an effective business plan
2. Recognize and prevent potential business mistakes/pitfalls
3. Understand and identify different business structures
4. Comprehend the financial commitment of owning a business

This course offers two different certificates. The first is a “Certificate of Completion” from *My Own Business Inc.* To achieve this certificate, participants must take all chapter quizzes and the final exam. The second is a “Certificate of Proficiency” from *Lower Columbia CAP.* To receive this certificate, participants must turn in a complete draft of their business plan.

The Business Builder Agenda is as follows:

Week 1: Deciding on a Business & The Business Plan

Week 2: Home Based Business & Financing the Business

Week 3: Business Organization & Licenses and Permits

Week 4: Business Insurance & Communication Tools

Week 5: Buying a Business or Franchise & Location and Leasing

Week 6: Accounting and Cash Flow & E-Commerce

Week 7: Opening and Marketing & Managing Employees

Week 8: Expanding and Handling Problems & Final Exam

Stats from CAP’s Financial Independence Center: (since program began in January 2011)

Number of students enrolled in Business Builder classes: **64**

Number of students who completed Business Builder classes: **33**

Percentage of students who completed Business Builder classes: **52%***

Number of existing businesses participating in Business Builder classes: **15**

Number of business which have started after attending Business Builder classes: **3**

Business Builder has completed 6 full courses in the reporting period of August 2011 – July 2012. Of the 33 who completed, 23 reside within the City of Longview boundaries and meet the income eligibility of at or below 80% of the area median income.

Following is a highlight of one of the businesses from a City Of Longview participant, having successfully launched and still progressing with the startup of:

Longview Plumbing Solutions



Longview Plumbing Solutions is a new plumbing company in the Longview Area. Mike and Rose Burchim are lifelong residents and have extensive plumbing and business experience combined. However, neither had ever started a business, much less started one in the middle of a recession. They were very pleased when they discovered CAP was providing a Business Builder program and support to create a qualified business plan and would provide one on one coaching. Rose Burchim was quoted as stating “It’s simply ridiculous to think you can operate a successful Business without having a business plan. A business plan can be overwhelming, but CAP staff were able to break it down so that it could be attainable and a realistic document to return to on a daily or even monthly basis. Most of all, the course provided us with a chance to meet others in the community who are trying to start a business as well. Having the opportunity to hear other people’s questions and concerns was very insightful.”

As new business owners, Rose and Mike will draw on their combined 16 years of skill and knowledge. Mike has been a plumber for six years and his competence is reflected in the company’s repeat customers and online reviews of Plumbing Solutions. Great importance is placed on researching new plumbing technology and being aware of the latest trends in the industry.

Their first priority was to get their name out there and to insure that people's experience with Longview Plumbing Solutions is one that makes them want to call us again. “It is important that our customers associate us with a higher level of professionalism and quality than what they may be accustomed to. We want to reflect that in everything we do, from wearing shoe covers and uniforms, to installing plumbing fixtures that really do conserve water and dollars.” The technology in high-efficiency water systems has grown very rapidly in this age of conservation and "going green.” Plumbing Solutions has a responsibility to consumers to continuously train their technicians and stay on top of the latest trends in

the industry. In doing this, they hope can pass their knowledge on to the customer so that they've can make an educated decision on how to spend their dollars.

Mike and Rose both have extraordinary customer relations skills and can effectively resolve any customer disputes. Plumbing Solutions is knowledgeable of the Cowlitz Public Utility District's plans for water treatment in the future and has solutions to conserve water usage and dollars. Rose or Mike can be reached at the following email: plumbingsolutions@gmail.com or their web site at www.longviewplumbingsolutions.com

CAP's Business Builder Services will continue to the next phase before the end of 2012. With support from Cowlitz County CDBG funding, we will have the opportunity to launch a Revolving Micro Loan fund. These funds will assist low and moderate County residents with lending opportunities to start or expand on their Microenterprise businesses.

We will also be engaging the Cowlitz County WorkSource as they expand on newly authorized services to assist those receiving unemployment benefits. The SEAP (Self Employment Assistance Program) has been authorized to allow those receiving unemployment benefits to continue to receive said benefits while starting a small business. The structure allows for unemployment insurance recipients who previously had to report any earnings the ability to not report earnings derived from their business and to continue to receive their full weekly benefits.

Next Business Builder Workshop begins on Tuesday October 2nd, 2012 from 5:30 PM – 7:30 PM at Lower Columbia CAP.

Ilona Kerby _____ 8-20-12 _____
Signed: Ilona Kerby, Executive Director, Lower Columbia CAP Dated:

September 10, 2012

Longview City Council
The City of Longview Community Development
1525 Broadway
Longview, WA 98632

Dear Honorable Counselors,

Thank you so much for the generous financial support we received from the City of Longview for our mentoring programs in Longview. The mission of Big Brothers Big Sisters Columbia Northwest *is to provide children facing adversity with strong and enduring, professionally supported one-to-one relationships that change their lives for the better, forever.* Through the positive impact of these friendships, children with Big Brothers or Sisters are more likely to graduate and less likely to abuse drugs and/or alcohol and engage in violent behavior. Our main objective is to help at-risk youth reach their potential by keeping them in school, off drugs, and out of jail.

With assistance from CDBG funds we served 65 children in Longview between August 1, 2011 and December 31, 2011. We greatly appreciate our many longstanding community partnerships with organizations such as the Longview Parks and Recreation Department, the Sheriff's office, and the Longview School District which help us carry out our mission by providing child referrals to our program.

Project Summary:

Funding from the City of Longview helped Big Brothers Big Sisters Columbia Northwest provide 12-months of mentoring to 65 at-risk children between the ages of six and 18 years of age living in the City of Longview. Your investment of \$5,000 supported five matches. Our agency reaches out to children who are at the highest risk of continuing generational cycles of homelessness and poverty.

We provided our mentoring through both our Community-Based and School-Based Mentoring Programs depending upon the individual needs of each child. In both programs volunteer mentors meet with their youth matches several times a month for between six and eight hours total to participate in activities designed to develop strong and lasting friendships. Some examples of the activities that our youth/mentor matches participated in include Cowlitz Blackbears Games, bowling at Triangle Bowl, multiple craft activities, Halloween party at the Moose Lodge, sewing, visit to the local pumpkin patch, and several dining out experiences.

Volunteers are recruited through our partnerships with local businesses, civic groups, and communities of faith. In October 2011 we held our first-ever *Start Something* breakfast at the Cowlitz County Convention Center. The event raised

\$8,000 for Big Brothers Big Sisters in Cowlitz County and was attended by 200 local community members.

Measurable Outcomes:

Our program targets the highest risk students in the community, helping them improve their academic achievement, deepen relationships with positive adults and peers, and avoid risk behaviors. Of the children participating in our program in the City of Longview in 2011, 90% improved in at least one of the following youth developmental areas: academic performance (grades, behavior, and attendance); ability to avoid risky behaviors, and social competence (relationships with adults/peers and self confidence). Researchers look to these areas as key indicators that youth is on track to graduate from high school.

One of the children in Longview we served through this program between August 1, 2011 and December 31, 2011 is a Little Sister who is still matched her Big Sister. Together they have enjoyed a range of diverse and enriching activities such as sewing baby hats and donating them to new mothers in need and growing the flowers for the Big Sister's wedding. One of the most long-lasting memories for the Little Sister was participating as the flower girl in her Big Sister's wedding this summer. As a result of this mentoring relationship, the little girl is having more positive social interactions with her peers and no longer feels the need to fabricate stories.

Another child served with Longview CDBG funding is a Little Brother who is also still matched with his Big Brother. They have forged a strong bond by enjoying many activities out in the community such as trips to the pumpkin patch and Cowlitz Blackbears Games. They also like to visit our local parks and restaurants. The parent reports that since being matched with a mentor, the Little Brother has improved with behavioral issues at school.

That is the impact that support from the City is having on kids in Longview. As you know, we all benefit when our children succeed. Thank you.

Sincerely,



Randy Johnson

Vice President of Programs

FAMILY FINANCE RESOURCE CENTER

A Non-profit Community Development Corporation

Empowering Citizens and Developing Community Assets for the Future

1201 Commerce Avenue, Longview, WA 98632 360.423.9197

www.HomeownerSolutions.org

Homeowner Foreclosure Avoidance Program City of Longview, Cowlitz County, Washington – CDBG

This report is for the Foreclosure Avoidance Program provided as a service by the Family Finance Resource Center for the period of August 1st, 2011 to July 31st, 2012. The goal of the program is to mitigate potential foreclosures for homeowners of the City of Longview in order to preserve sustainable homeownership. The program provides access to a homeowner advocate at no direct cost that serves as an intermediary between the homeowner and mortgage lender, in order to help develop clear options and solutions.

The program has experienced increased demand both locally and within the multi-county region due to economic conditions, declining real estate market, and a multitude of homeowner involuntary life variables. These citizens are our friends, neighbors, and relatives, many of which have middle-class incomes, but are now in severe financial crisis. The program works with the mortgage lenders to find affordable solutions that keep families in their homes and create long-term affordability for their mortgage.

Our success in the last five years with this program has led us to assist over 2,000 homeowners in Washington State. The Family Finance Resource Center was proud to be a part of assisting in legislation that passed the Foreclosure Fairness Act which became law on July 22nd, 2011. This new law provides for mandatory communication between mortgage lenders and homeowners when they are in default on their monthly payments, and allows them to discuss clear options to save their home with their lender.

Washington State is only the third non-judicial foreclosure State in the nation to have passed such a proactive consumer rights act to protect families and their homes. It was projected that in 2011, Washington State would have 44,000 foreclosures, at a huge economic and social impact to its citizens.

During this program period the Family Finance Resource Center has served 458 homeowners, 177 in Cowlitz County, 78 in the City of Longview, of which 18 were CDBG program eligible. No homes were lost to foreclosure in the City of Longview of these qualified cases. The homeowners that participated in our program had favorable outcomes to include mortgage modifications, forbearance agreements, or a 'short-sale' resulting in the sale of their home. All of these outcomes insure options to retain homeownership or to transition with the least amount of impact financially to the homeowner and lender. This is seen as a huge success for the City of Longview, the real estate market, and the local economy. These outcomes are average for our cases and these types of results have allowed us the opportunity to intervene on \$91 million in mortgage loans in 2011 with a 62% positive outcome rate.

The Family Finance Resource Center will continue to support responsible and affordable homeownership through the Foreclosure Avoidance Program. Our goal is to prevent as many unnecessary foreclosures as possible both through our services and the new Foreclosure Fairness Law. These types of programs work by providing direct support to homeowners, allowing them to find solutions to retain and make their home an affordable asset. No one in the community benefits from foreclosures and the reality is they will continue until our local and national economy recovers. This program has made a direct impact and benefit by preventing blight, depreciating real estate values, and by helping citizens in our community. Thank you for the opportunity to assist the City of Longview with this service.

Respectfully,

Alex Kamaunu
Executive Director – Family Finance Resource Center



Lower Columbia CAP HELP Warehouse CDBG Annual Report



Lower Columbia CAP HELP Warehouse receives CDBG funds from the City of Longview to help defray the cost of operating the Help Warehouse, by providing crucial salary support for the warehouse staff. These staff coordinate, collect and distribute the food, and gas and maintenance of the Help Warehouse vehicles which carry food from places such as the discount food buying services in Seattle, the dairies in Yelm, and the fish hatcheries to Longview.

The Help Warehouse distribution center provides a central local point where food can be collected, sorted, and distributed to seven local area food banks. The Longview food banks include Salvation Army, FISH (which includes 17 churches), and St. Vincent de Paul. These food banks serve approximately 7600 Longview residents each month. Approximately 49% of the food distributed from these food banks comes from the Help Warehouse.

The Help Warehouse receives, organizes, and distributes the USDA commodities on a monthly basis. Currently, five of the fifteen distribution sites serve Longview citizens. The Help Warehouse delivers commodities to 4 Longview senior apartments complexes, and has 2 home bounds routes. St. Vincent de Paul provides evening distribution of commodities once a month to better serve the working poor who are employed in lower-paying jobs and cannot make it to the food banks during the day. The remaining clientele receive their commodities directly from Help Warehouse. From Jan through July 2012 an average of 435 Longview families received USDA government commodities each month from the nine Longview sites, an increase of 18% over the previous year.

Overall, during program year 2011 (Jan-July 2012), 1426 unduplicated individuals, of whom 27% were children, received some form of food assistance through HELP Warehouse. A total of 73,200 lbs. of food were distributed to Longview Food banks, and approximately 51,000 lbs. of USDA Commodities were distributed to City of Longview residents.

In addition, Help Warehouse provides emergency services (blankets, infant formula, diapers, and personal care items), and assists people in applying for the Basic Food Quest Card (formerly called Food Stamps). Other services include Administration of the Homeless Prevention and Rapid Rehousing Program (HPRP), and the organization of a "Back to School" haircut program.

Thanks to the support of the city of Longview, the Help Warehouse strengthens our community by addressing the nutritional needs of our most vulnerable citizens.

Sincerely,

Ilona Kerby

Ilona Kerby
Executive Director





FAIR HOUSING CENTER
OF WASHINGTON

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Annual HOME & CDBG Project Report Analysis of Impediments to Fair Housing Choice

The Fair Housing Center of Washington is currently completing the final report for the City of Longview's 2010 Analysis of Impediments to Fair Housing Choice. The AI includes the following:

1. An analysis of demographic, income, housing and employment data
2. An evaluation of the fair housing complaints filed in the jurisdiction
3. A discussion of impediments, if any, in 1) the sale or rental of housing, 2) provision of brokerage services, 3) financing, 4) public policies, and 5) administrative policies for housing and community development activities that affect housing choice for minorities
4. An assessment of current fair housing resources
5. Conclusions and recommendations

Data Sources used to prepare this AI include:

- Census and other demographic data
- 2009-2013 Longview-Kelso HOME Consortium Consolidated Plan
- Longview's 2009 Consolidated Annual Performance & Evaluation Report (CAPER)
- Washington State Office of Financial Management
- Fair housing complaint data maintained by HUD for the years 2005-2010

Fair Housing Center of Washington
1517 South Fawcett, Suite 250
Tacoma, WA 98402
Phone / TYY: 253-274-9523
Toll Free: 1-888-766-8800
Fax: 253-274-8220
E-Mail: info@fhcWASHINGTON.org
Website: www.fhcWASHINGTON.org

- Fair housing complaint data maintained by the Washington State Human Rights Commission for 2005-2010
- Fair housing complaint data maintained by Fair Housing Center of Washington for 2005-2010
- Longview Housing Authority reports
- Internet resources on fair housing
- Home Mortgage Disclosure Act Data, Internet Sources
- Federal Financial Institutions Examination Council (FFIEC), Internet Sources
- U.S. Department of Treasury, Office of the Comptroller of the Currency, Administrator of National Banks (OCC)
- Rental Testing Data, Fair Housing Center of Washington
- Newspaper Listings, internet sources
- Interviews with agency service providers
- Rental and Real Estate association web sites
- City of Longview's web site
- 2010 Fair Housing Trends Report, National Fair Housing Alliance
- Fair Housing Survey given to Stakeholders in Longview , WA
- Public Fair Housing Forum held in Longview, WA

Impediments to Fair Housing Choice have been identified as follows:

Impediment I: Though complaint data in Longview is minimal, housing discrimination primarily affects persons with disabilities. This is supported by Cowlitz County complaint data which was analyzed for the City of Longview statistics.

Impediment II: Home mortgage lending data show that Hispanic and Native American, followed by African American homebuyers are more likely to be denied financing of home mortgage loan products.

Impediment III: Members of the public, especially housing professionals and community service providers, have limited knowledge of protected classes, fair housing laws and the resources available to them.

Impediment IV: Zoning and land use decisions can have a discriminatory impact on protected classes under federal and state fair housing laws.

Please note that the Recommendations are forthcoming. The final report will be submitted by September 30, 2011. If you have any questions, or need any further information, please do not hesitate to contact us at any time.

Sincerely,

Bessie Marie Scott
Testing Coordinator

Fair Housing Center of Washington
1517 South Fawcett, Suite 250 Tacoma, WA 98402
Voice/TTY: 253-274-9523 Toll Free: 888-766-8800 Fax: 253-274-8220 Email: info@fhcwa.org



Helping people make life work.

August 16, 2012

Life Works CDBG Planning Grant Project Report for 2012

Life Works is dedicated to the following mission:

Transforming lives by building the capacity of individuals, families, organizations, and the community to thrive and achieve their goals regardless of personal challenge

- Promoting self determination, dignity, and respect
- Creating opportunities for living, learning, working, and personal growth.

As a result of CDBG funding received from the City of Longview in 2011, Life Works has completed the following items:

- It has helped us to make changes in management/staffing of the vocational program in preparation for long-term growth. This process has already begun as a result of this planning grant.
- It has defined what a "job" means for a person with disabilities – it is more than getting a paycheck. It is about integrating people into the workforce so that they can make meaningful connections with others and build relationships. People want to be seen as "employees", not just a people with disabilities that have a job. For example, they want to be included in all regular employee activities and service award programs.
- It has helped us to see where we have current deficiencies - such as in the business acumen to effectively create new enterprises and market them. We must hire to these skill sets and assist staff to learn these skills. As a result of the grant, we are in the process of refining a job description for a Director of Enterprise Development, and will begin the process of searching for an appropriate person to fill the position in 2013.
- The three current enterprises that Life Works runs have specific challenges, such as effective marketing, ensuring that jobs are meaningful for staff, and consistent and effective management. At this time, Life Works has made management changes and is working with staff in a new way to create a positive work environment for the enterprises. For example, staff is working to enter larger markets (Portland/Vancouver area) for the sales of Farm Dog Bakery treats. Prior to this report, staff did not attempt to make inroads in this area. Our goal is to increase and encourage these activities of the staff, and tap previously unknown talents. To ensure that these talents are working to fulfill the mission and meet the needs of the community requires the addition of the Director of Enterprise Development position.
- The planning grant has helped Life Works to better define two business models; the business/enterprise model, and the individual employment/job search model. The Life Works Vocational Department uses these models to embark upon new business ventures, or to help people find jobs in the community at already established businesses. Prior to the planning grant, misunderstandings occurred regarding how these models were used and only a few staff understood how they were used and if they were effective. After careful review, management is now in place that can oversee each model and guide staff to successful outcomes.

Main Office: 906 New York Street • Longview, WA 98632 • Tel: (360) 577-9093 • Fax: (360) 577-9137 • www.lifeworkswa.org

Vocational Services: 906 New York Street • Longview, WA 98632 • Tel: (360) 423-2640

AmeriCorps: 906 New York Street • Longview, WA 98632 • Tel: (360) 577-5859 • Fax: (360) 577-9137

- It has helped us to obtain at least one grant in 2012 for Farm Dog Bakery equipment (\$5000 from the Community Foundation for Southwest Washington - Cowlitz County Fund), and will assist in garnering more. The last CDBG planning grant Life Works completed in 2003 resulted in over \$1.4 million in donations and grants to enhance and create facilities that serve our community.
- As a result of the planning grant, Life Works now has an “Enterprise Selection Process” in place. The method vets ideas using a criteria based process that ensures that the ideals and requirements of the vocational program are met, and that the opportunity is achievable, and sustainable.
- It has reminded us that as a non-profit, we must not be complacent about our knowledge base. We need to be aware of industry trends, partner with local businesses, and ask for input from business leaders about where we can bridge gaps. We are in the process of creating a “business leader advisory group” that will assist us in creating profitable businesses and employment for people with and without disabilities.
- Culture shift – since Life Works merged with the Adult Developmental Center in 2008, we have been on a learning curve. Despite the fact that we served the same populations and had essentially the same mission and day-to-day operations, learning how to work with each other takes time. This grant pointed out some of the hurdles that we still must address.
- The grant has helped us assess the use of the Life Works Community Service Center, and how to make the warehouse space more effective for the development of future business ventures.
- Reality – this planning grant has helped to educate management, staff, and our stakeholders that creating business enterprises is not something to be taken lightly – to be successful we need to be committed to finding the right options for our community. Copying what another organization has done in another city may not be the best answer for the people we serve and our community.
- Life Works will have a clear direction for the next 5 years to create more jobs as a result of this planning grant. Extensive research using a skilled consultant has assisted the agency to make significant immediate changes that will ultimately make the vocational division stronger and create more employment opportunities for people of all abilities.

Future: Our next steps are

- Researching and developing a job description for the position of Director of Enterprise Development that will oversee and grow the vocational division.
- Hire a Director of Enterprise Development.
- Grow existing business enterprises using the skills of the Director of Enterprise Development.
- Research and apply for grants to complete the proposed changes for the warehouse space, including temperature control, storage space for business opportunities, and equipment purchases.
- Create new businesses that will have a foundation to be successful.
- Create employment opportunities that are meaningful and sustainable for people with and without disabilities.

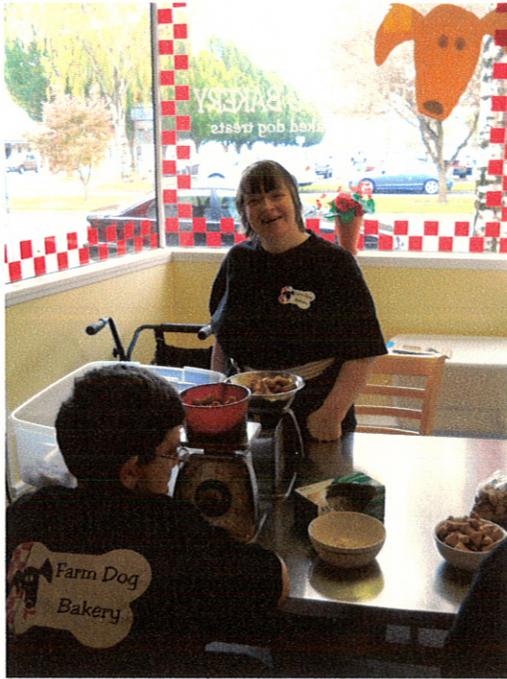
Since 1980, Life Works has grown from serving 8 people to now over 8000 annually. We pride ourselves in the ability to grow to meet the needs of our community. Planning grants like this one push us to be better and to continue to make our community a great place to live and work.

Conclusion: The City of Longview CDBG funding continues to enhance Life Work's ability to further its mission to serve our community now and in the future. We are proud to partner with the City of Longview to make our community a great place to live, work, and prosper.

Sincerely,

A handwritten signature in black ink, appearing to read 'W. Keegan', with a long horizontal flourish extending to the right.

Wendy Keegan
Community Relations Administrator



The growth of existing Life Works vocational enterprises, such as Farm Dog Bakery, Janitorial, and Linen Works, are key components of the Life Works CDBG Planning Grant





2011 CAPER Report Regional Veteran Service Center

A Veteran Program of Longview Housing Authority

VIP (Veteran Integration Program) established this planning project for a Regional Veteran Service Center out of its desire to partner with veteran service providers to create such a center to service the needs of veterans throughout the area. The purpose of this veteran’s center is to locate a variety of services in closer proximity to the communities and rural areas of SW Washington than currently exist.

Planning Process

The planning process included assembling a Planning Team & Steering Committee, Conducting Interviews, Visiting Comparable Centers and writing the Final Plan.

PLANNING TEAM: VIP assembled a four member team that met weekly to ensure the plan proceeded according to the original Project Proposal. INDIVIDUAL

INTERVIEWS: The Planning Team interviewed 26 people from the following counties: Cowlitz-14 (persons interviewed), Lewis-5, Wahkiakum-2, and Pacific-5. These interviews provided information on veteran services needed throughout the region and how current veteran services functioned to meet those needs. Interviews were concluded with asking the person if they were interested in becoming Steering Committee members. STEERING COMMITTEE: This committee of veteran advocates and service providers met monthly throughout the planning process to review interview data and developed a comprehensive list of services needed by veterans throughout the region. They then prioritized the services by developing a list of *primary services* that should be available within the envisioned service center. As a final task, the members established strategies for obtaining these primary services by assembling a list of possible service providers to partner with.



VISIT COMPARABLE MODEL CENTERS: Members of the Steering Committee visited four comparable veteran centers in Renton, Vancouver and Portland in order to acquire ideas and best practices from successful models. WRITE FINAL PLAN: Based on interviews, site visits and Steering Committee input, the lead planner, VIP’s Lead Planner compiled and wrote the final plan for creating a Regional Veteran Service Center. The final plan was shared with the Steering Committee to gather their reaction and support.

Veteran Service Center Summary

The universal response of those interviewed was the desire to have a *One-Stop* veteran center in Cowlitz County where veterans access a variety of primary services in a warm welcoming environment. If you are a veteran...you are welcome.

There was a strong consensus that this center must have a neutral service manager and cohesive relationships between service organizations. The center is to provide office space to a variety of service providers who in turn ensure veteran service officers are present to assist veterans. Veterans visiting the center receive triage services to help them connect with the primary services they need. The center will also have the following: Wheel Chair Accessibility, Meeting Room and Kitchen, Showers and Laundry, Mail boxes, Message Phone and Internet, and a Centralized Data System.



Mobile Services

In order to effectively serve veterans living in rural areas of Cowlitz County and the surrounding areas of SW Washington, services will not be limited to a stationary location in the Longview/Kelso area, but also be provided by way of mobile vehicles that move through the region. As services and partnerships grow within the center, services are extended out to other surrounding counties that result in satellite offices.

Primary Services Offered

And finally, from a comprehensive list of services collected from those interviewed, the Steering Committee prioritized the final Primary Services offered by the center. These services are separated into four categories: Basic Needs, Health & Wellness, Economic Needs, and Social Needs. The center will utilize a veteran driven assessment to “triage” the needs of those visiting the center in order to ensure veterans are connected to the primary services they need.

Basic Needs

- Veteran Housing Services are available at the center to connect veterans with emergency, transitional and long-term housing options.
- Emergency Supplies & Services include a limited supply of food, clothing, and hygiene kits, in addition to shower and laundry services.
- County Emergency Funds include partnering with counties throughout the region to facilitate access to these important funds.

Health & Wellness

- Mental Health Services are available at the center one day a week in addition to referrals to local service providers. Support groups utilize the meeting room on a regular basis.
- Medical Services include partnering with the VA and local doctors to provide medical care at the center on a monthly basis while a Health Check Nurse will also be there on a routine basis.
- Dental Services includes partnering with local dentists to provide dental services for veterans in the community once a month.

Economic Needs

- Veteran Employment Services includes an onsite employment center that works closely with the veteran representative at the local WorkSource office and VA employment services.
- Resources to Remove Employment Barriers include resources to obtain work clothes, work boots and other supplies needed to be gainfully employed. The center also hosts Pro Bono lawyers and money management classes on a regular basis.

Social Needs

- Drop-In Center with Coffee and A Place for Peer Interaction & Support includes a room where a veteran can come get a cup of coffee and have positive interaction with other veterans.
- Veteran Family Services include serving the family of veterans who are overseas in active service.
- Recreation Activities include both unorganized and organized recreational and social activities.

Moving Forward with the Plan

The publishing of this plan completes Phase One of project to create a Cowlitz County Regional Veteran Service Center. The next priority is to continue building partnerships between those organizations and agencies that have desire to collaborate on the development of a veteran center here in the Longview/Kelso area. At the same time Longview Housing Authority has been leading this planning effort, the Cowlitz County Commissioners, led by James Misner have also introduced plans



to create a local veteran center. Both parties have met together a number of times and voiced their desire to partner together in creating a new veteran center here in Cowlitz County. The County owns a number of buildings that might be suitable as a place to start developing a veteran service center. The Steering Committee for this project should be expanded to include new members that have a passion for serving veterans and want to work together in developing a new veteran center in Cowlitz County. Following the Phase 1 Plan, VIP would like to continue partnering with others to initiate Phase 2 which includes taking this present plan from Phase 1 and creating conceptual drawings, then identifying and applying for funding to develop (or enlarge depending on county efforts) such a service center. Phase 3 will include working with a property developer toward the actual acquisition/construction of the final service center.

A copy of the complete plan can be downloaded from the City of Longview website.

Thanks for your support,



Jon Dieter, Program Development Manager

PROJECT UPDATE

January 12, 2012 our planning report was presented to the council. Questions were asked and answered and some advisory notes were taken which moved us into a mode of fundraising planning for purchase of property for the Sherri Fittro building.



THE SHERRI FITTRO BUILDING

The Sherri Fittro Building is a transitional living facility for those who have become recently handicapped. The facility offers resources and guidance in a key and trying time. These resources include educational, tutoring and employment counseling.

OUR PRESENTATION

In this presentation we discussed the assessment of need and our priorities for the direction of the facility. We presented a layout and front graphic to suggest a possible architectural direction for the facility. We discussed the programs we will offer and preliminary budget estimates.

CUSTOM FACILITY

One of our options is to buy a parcel of land and build the Sherri Fittro Building from the ground up as a custom facility. The benefits of this would be complete control over layout and structural aspects. The downside would be construction cost which would require more fund raising. Also, location may not be ideal in this case.

EXISTING STRUCTURE

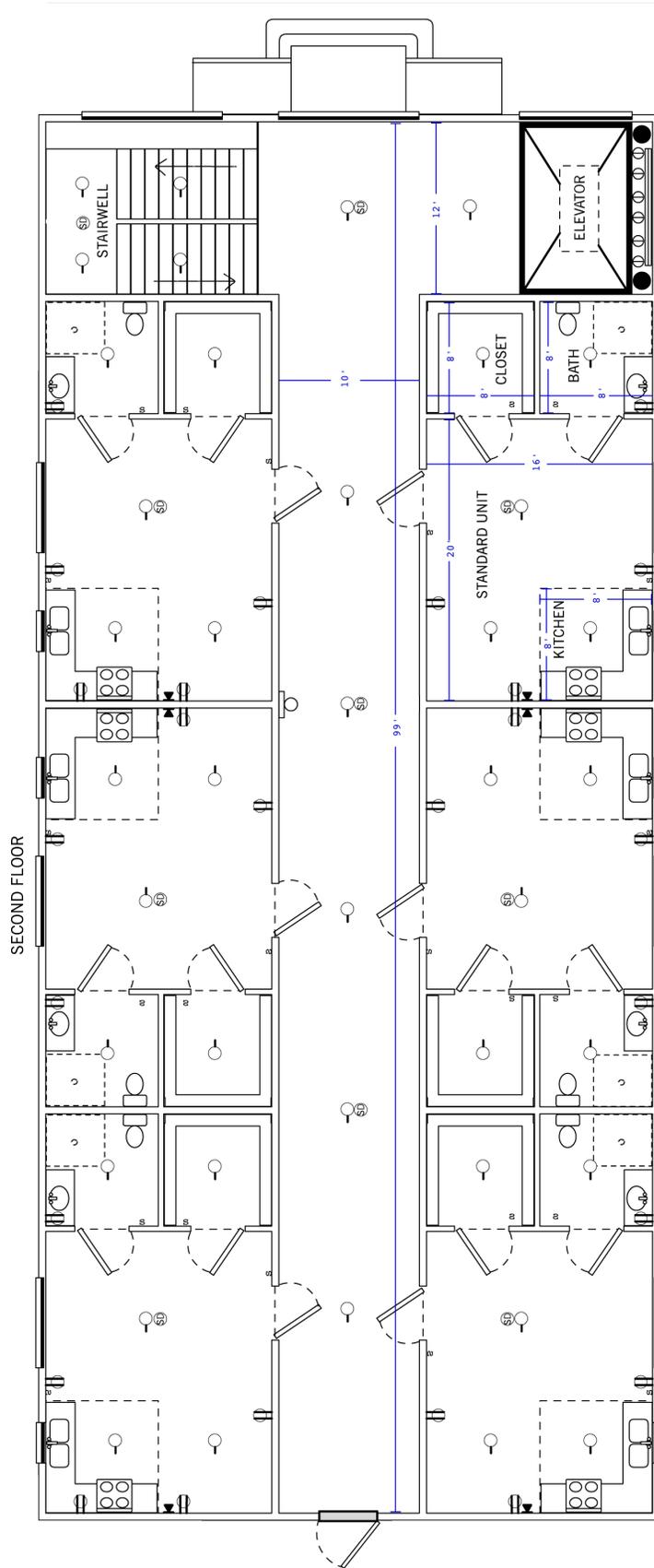
Another option is to buy an existing available building and remodel the structure to fit our needs. The key benefit to this would be a central location downtown. Another benefit would be the opportunity to be a part of the revitalization of downtown. A drawback however would be having to design the facility within an existing structure. This is a drawback that could easily be remedied with creativity and ingenuity.

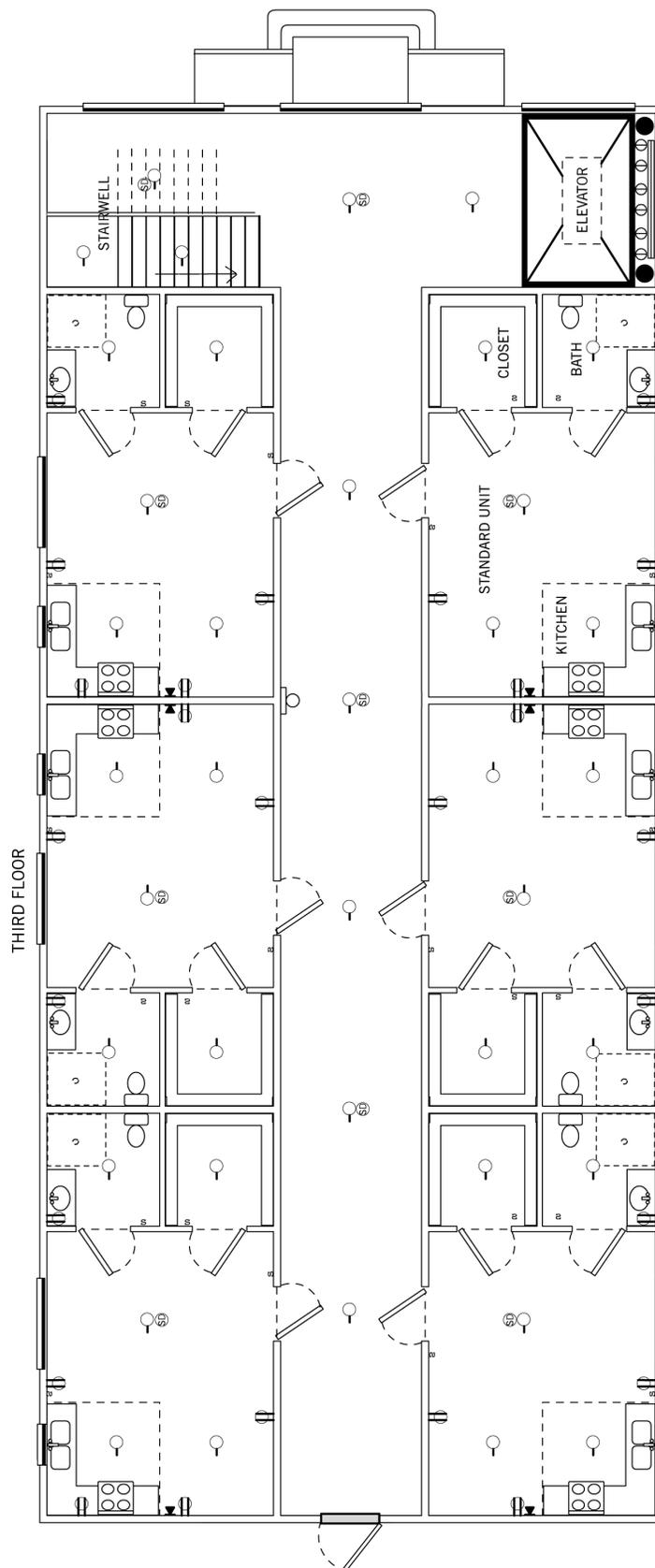
FOCUS ON FUNDRAISING

Our primary fundraising mechanism will be a website to take both large and small donations through various targeted outreach efforts. The website presents the facility and foundation much the same as our presentation. Our secondary fundraising effort will be grant based. We are currently consulting with several grant writers on how to proceed.

CURRENTLY

The Sherri Fittro Foundation is currently restructuring as we go into our fundraising phase. Once we have the optimal team in place, which includes a grant writer and other relevant consultants we will be planning and launching a fundraising campaign to purchase a property for the Sherri Fittro building.





Part 3

HOME Subrecipient Reports



P.O. Box 1451 Longview, WA 98632
OFFICE: (360) 425-6177 Fax: (360) 423-7279 STORE: (360) 636-6765
www.cowlitzhabitat.org E-mail: dperron@cowlitzhabitat.org

2011 HOME Funds Report August 1, 2011- July 31, 2012 Longview and Kelso Projects - RECAP

We wish to extend our gratitude and appreciation to the Longview and Kelso City Mayors, Council Members and your staff who kindly and generously support Cowlitz County Habitat for Humanity through the *HOME* program. We have attached the projects we have been fortunate enough to pursue, along with photographs and a brief outline of the status of each project.

As a brief recap, our mission is this: Cowlitz County Habitat for Humanity works vigorously to respond to our local needs of providing decent, affordable, safe, sustainable, energy-efficient housing in our community. Houses form only one part of our mission and overall vision. While it would be possible to simply build houses and give them over to families in need, we have a home ownership process designed to empower families for leveraging their experience with us toward ongoing success. We are proud that our program is a “hand-up” and not a “hand-out” philosophy. We encourage our families to participate in giving back to our community and continue to help others do the same.

Homeownership through CCHFH offers a permanent solution to those in need of affordable housing and we utilize federal (HOME) funds to acquire property and provide site improvements prior to the construction of single family housing by volunteers. The housing is sold to households between 25% - 60% of the Cowlitz County median income.

Each homeowner partnering with Cowlitz County Habitat for Humanity contributes towards the construction of their own home, providing them with a sense of ownership, valuable skills and an appreciation of the community. Additionally, your support of Habitat far outreaches the number of families we serve each year through homeownership. As a volunteer-based organization, we have had approximately 450 volunteers and over 5000 hours donated through our affiliate during this time period. Both the families and the community benefit through personal and property improvement and Habitat for Humanity strives to build upon this with each and every potential partnering family.

Our partner families significantly add to your sponsorship and supporting our community by becoming taxpayers; working and shopping in the community that supported them. We have been fortunate enough that we have a 0% foreclosure rate and no homeowner is behind in their payments. With their 0% interest-free mortgage, the money used to pay their mortgage is then reinvested in future Habitat homes. Additionally, our families become strong advocates in their newly surrounded areas – such as the revitalization of the Highlands and their own community neighborhood watch programs.

With the current financial situation still making an adverse impact, we’ve embraced the opportunity to extend our ability to serve more families. We have done so by incorporating our “Brush with Kindness” Program which allows us to help other homeowners in our community by improving exterior projects on their homes. We have enjoyed enhancing our local partnerships as well. Specifically, we’ve enjoyed the success of extending our partnering with the Highlands Neighborhood Association, including the offering of financial classes, shared time bank efforts, and most importantly beginning our efforts with the Neighborhood Revitalization efforts.

On behalf of the Cowlitz County Habitat for Humanity Board of Directors, staff , partner families and our entire affiliate, **we thank you again for your support and for making a significant difference in supporting housing needs in our community.** TOGETHER, we can MAKE A DIFFERENCE!

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Diane Perron".

Diane Perron, Executive Director
Cowlitz County Habitat for Humanity
August 2012 - Page 1

LONGVIEW PROJECTS (August 1, 2011- July 31, 2012):

We acquired two additional lots in the Highlands, with the help of HOME funding as shown below:

With the revitalization efforts in the Highlands a priority for the City of Longview, is it important to note that currently all the homes that CCHFH has built in LONGVIEW, to date, have been in the Highlands. We believe we are a part of the solution of improving housing conditions and increasing the rate of homeownership and the value of existing homes in this area.

House #15: Purchased 107 18th Avenue (from LV Housing) for \$35,000 in April 2010
 There was a blighted home on the property which was removed by CCHFH.
 Using additional HOME funds for infrastructure and site improvement activity.
 Began construction in January 2011. **COMPLETED HOME in September 2011.**



**107 18th Avenue - Longview, WA
 House #15 – February 2011
 Blighted property prior to House Demolition;
 Lot clean-up and Preparation**



**Blighted property - House Demolition; Lot
 clean-up and Preparation**



**107 18th Avenue - Longview, WA
 COMPLETED in September 2011
 Family of 5. The Family has become very active in
 their community and one member now serves on the
 HNA Board!**

House #16:

Purchased vacant lot at 354 16th Avenue for \$30,000 in August 2010 – Five-bedroom Home
 Project Activity/Construction Start: March 2011 (Fencing) and actual foundation began in September
 Family selection process completed and family working on sweat equity hour requirements;
 Family selected lot in July 2011.
 House Completed in July 2012



**Starting Foundation at
 354 16th Avenue!**



354 16th Avenue – Completed in July 2012

KELSO (August 1, 2011- July 31, 2012):

The City of Kelso donated NSP property to CCHFH in January 2012 at 1504 N. 2nd Avenue Kelso. This project must be completed by December; however we anticipate completion by Sept/Oct. HOME funds will be utilized for infrastructure. This is a four-bedroom home.

Special Builds and Support: PNE Foundation and the Lowe's/Habitat Women Build

CCHFH plans to purchase and/or build a home in Kelso each year. We have funding to purchase additional property and are currently looking into two locations. We hope to acquire them by August/September 2012.

We are currently selecting our next Habitat partner families and continue to enhance our build schedule – both in Longview and Kelso. We are grateful for the support received in working with the community in low-income housing.



1504 N. 2nd KELSO – Acquired NSP Property from City of Kelso in January 2012.



1504 N. 2nd Kelso – As of July 2012.
 Scheduled completion date: September/October 2012



The House 17 Habitat family has already earned their required sweat equity hours!



KELSO HOUSING AUTHORITY

Executive Director
Marion P. Olmsted

August 17, 2012

To whom it may concern:

Kelso Housing Authority is once again delighted to be a part of the TBRA HOME programs.

Over the past year, the TBRA Drug Court program has housed 3 families. All of these families originally consisted of single mothers with children. One of these women became married and has secured part-time employment. Two families are currently enrolled at Lower Columbia College.

I recently asked one of the participants to give me some feedback on what she came away with while on this program. She responded, "I didn't used to care. Now I care about myself and my children. I am now responsible. I keep a clean house and I want to help other people".

All 3 families graduated from the Drug Court program and were transitioned to a permanent Section 8 Housing Choice Voucher in 2012.

There is no doubt in my mind that without the availability of rental assistance and decent, safe and sanitary housing, it would be impossible for these families to remain in recovery and move forward with their lives.

We assisted 3 families on the TBRA Domestic Violence program. All these families are single mothers with children. Sadly, one family was terminated from the program for noncompliance issues. However, we also saw great successes in the program. One young mother was able to be reunited with her young son and was able provide him with the appropriate housing that he deserves. She also attended Lower Columbia College and maintains her TBRA rental assistance. Later this year she will be transitioned to the Section 8 voucher program. The two remaining families have already been transitioned to the Section 8 Housing Choice Voucher program.

It is my greatest pleasure to be working with all these ladies and to see all their success. Truly, this would have never happened without your partnership.

Sincerely,

Cecilia Larson
HCV Occupancy Coordinator
(360)423-3490 ext. 12





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

August 17, 2012

Kelso Housing Authority,

The Emergency Support Shelter would like to thank the City of Kelso and the Kelso Housing Authority for helping us provide transitional housing to women who are survivors of domestic violence. As we all know the cuts to the TBRA program have been overwhelming for all, but fortunately, with KHA's support we have been able to transition 3 families into permanent housing. We also received three referrals which was a blessing for these mothers and their children.

The transitional housing program made it possible for us to provide one on one support for these clients. The home visits were an excellent way to interact with the clients and it gave us the opportunity to see their homes and witness for ourselves how their lives are progressing. With the one to one home visits, clients were able share any concerns they have and were able to come up with solutions on their own.

At this time we have one family left in the TBRA program who continues to be a success story. She recently received full custody of her 2 yr old son and has been attending Lower Columbia College to continue with her education. She has been able to fulfill many of her goals with the support of the TBRA program. She consistently thanks us here at the shelter and KHA for the opportunity that was given to her.

This is just one example of a success story that I have had the opportunity to witness. This is not to say that our clients don't have obstacles to overcome during this time but they know we are here for them and at anytime they know they can come to us for help. Thank you so very much for making this service possible.

Sincerely,



Nancy Bell

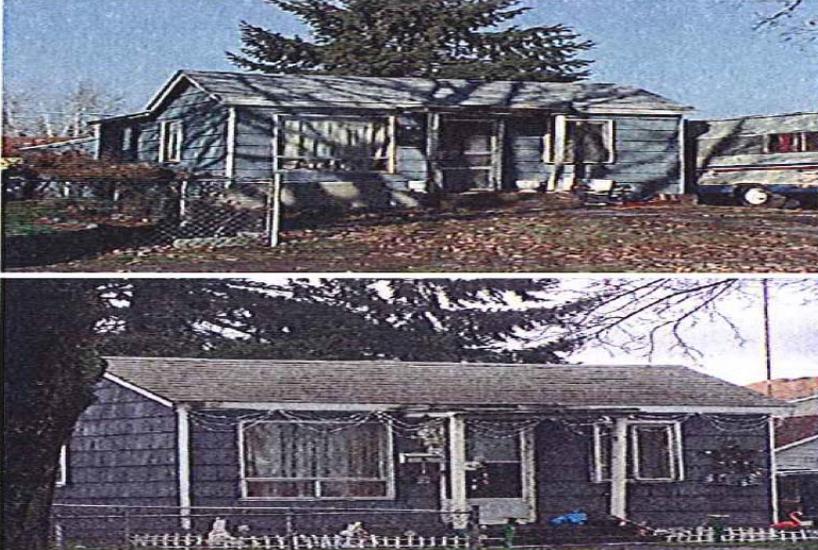
Emergency Support Shelter
Transitional Housing Case Manager



Longview Housing Authority

Christina M. Pegg, Executive Director

Blighted Property Redevelopment
City of Longview, 2011 HOME Funds, \$80,000 awarded



Project Overview

Resources were used to remove a derelict single family home located at 207 20th Avenue and replace this home with two new three bedroom town homes that will be sold to two home owners. This projected a lot line adjustment on three parcels that are owned by the Longview Housing Authority. Funds will be used to reduce the sales price of each new home by approximately \$30,000 and help defray costs associated with demolition of the derelict building, assist with survey costs and defray city utility costs. The new homes are being purchased by households earning 80% or less of the Area Median Income adjusted for family size. Two home owners have been recruited and are currently participating in programs offered by LHA.

LHA is self contracting the construction of these two new homes. These homes are the first in the city to employ common wall construction and take advantage, for the first time, of relatively recent changes to the city's development code that are intended to encourage infill construction throughout the city.

The project is intended to encourage reinvestment in a blighted portion of the Highland's neighborhood by encouraging new home ownership and private investment in the area. In fact funds from the City will be supplemented with conventional bank loans for first mortgages.



Challenges

The logistics associated with constructing a zero lot line infill home can be daunting at first. LHA first needed to move lot lines and remove a derelict building. The building had hazardous materials within and LHA was fortunate to have staff on board that was certified to remove this material prior to razing the derelict building.

Securing two qualified home buyers for the new homes was less challenging than anticipated as LHA was able to secure buyers through its home buyer programs.

A significant challenge has been managing the cash flow associated with the project. LHA must finance construction costs associated with the project until such time as permanent financing, secured by the home buyers when the homes are complete, is available. The construction period financing is borne by LHA and given multiple development projects in the works funding can be tight. Funds must be used to purchase both materials and pay the construction crew, LHA employees.



New Construction 2 Units at 207 20th Avenue

Significant Accomplishments

- Construction of 2 units approximately 50% complete
- Two home buyers sought and qualified
- Lot line adjustment achieved and derelict building removed
- Use of in house labor for lot line adjustment, installation of utilities and all construction work achieved thus far.

Significant Milestones Anticipated

- Construction completed and units occupied by two income eligible families
- First time home ownership for two families achieved
- Private lending in the amount of \$200,000 achieved in neighborhood.



Dan Freedman, Housing Development Manager
Longview Housing Authority



Longview Housing Authority

Christina M. Pegg, Executive Director

Comrades Quarters Renovation

City of Longview, 2010 HOME Funds, \$189,600 awarded



Project Overview

Completion is nearing on Phase 1 of this multi-million dollar renovation project at the corner of Commerce and Hemlock Avenues in Longview. The City of Longview's HOME funds are responsible for approximately 20% of the Phase 1 costs associated with this project. HOME funds are being used to make the apartments accessible for individuals with physical disabilities, specifically facilitate installation of an elevator and remove physical barriers into the building. Funds are also being used to update the building's fire and life safety equipment so that individuals who are enrolled in US Veteran's Administration programs can reside in the apartments.

The project owner, Longview Housing Authority, is not realizing development fees associated with the Phase 1 work and additionally has opted to self contract most of the work. Not only has this arrangement reduced the cost of the work and allowed LHA to complete more work but LHA has been able to engage skilled craftspeople who might otherwise be unemployed.

Additional work achieved included replacement of the roof, installation of a solar powered hot water preheat system, and earthquake retrofits. Furthermore two of the units are now ADA accessible. The historical architectural character of this vintage 1926 property has not been impacted.

LHA received a short term Community Development Float Loan from the City of Longview in



the amount of \$300,000 in the winter of 2011-12. This funding was sought by the city to help ensure full use of the City's CDBG funds and also improve project cash flow. This loan has been fully repaid to the city with interest.

Challenges

Construction work began before all required funding was secured. LHA had anticipated a significant grant from the United States Veterans Administration which never materialized and recently was backfilled with resources from the Washington State Housing Trust Fund. Housing Trust Funds \$800,000 will be used for Phase 2 work, e.g., window replacements and upgrades to the building's interior and installation of common areas including a street level laundry. LHA also successfully sought resources from the Federal Home Loan Bank of Seattle however timing of the release of these funds has demanded that LHA seek an interim construction loan from another funding source. The owner cannot incur costs and enter into a contract for work until funding for the work is secured and therefore timing on the execution of contracts and completion of work has had to wait for multiple funding commitments and subsequent execution of multiple contracts.

Preserving the architectural qualities of the building has not been a challenge as LHA employed an architect familiar with a building such as the Stratford. Additionally the City of Longview has made appropriate accommodations.

The most significant challenge associated with the rehabilitation was working on a fully occupied building. LHA moved its offices in the winter however commercial tenants on the first two floors of the building must deal with ongoing work as do the residential tenants. The owner is concerned about the loss of income due to having vacant units during the course of construction and given that all units will be exclusively available to veterans upon project completion keeping the residential units full has been a challenge.



Solar Installation and Light Well Cover Installation on Roof

Significant Accomplishments

- Secured additional funding from Federal Home Loan Bank of Seattle and Washington State Housing Trust Fund
- 2 Units remodeled for ADA usage
- Building prepared for Elevator Installation
- Installation of Solar Hot water system and new roof installed
- Earthquake retrofit to parapet wall achieved

Significant Milestones Anticipated

- Phase 1 Work, Life and Safety Improvements Achieved
- Full lease up of residential units with Veterans Achieved
- Commence and complete Phase 2 work, common area improvements and exterior window replacement funded by the Washington State Housing Trust Fund.
- Residential relocation to eligible tenants achieved
- Completion by June 2013

Dan Freedman, Housing Development Manager
Longview Housing Authority

The Self-Help And Rehab Equity Homeownership Program is a partnership between Longview Housing Authority and the cities of Longview and Kelso.

SHARE – During 2011-12, one house was completed on our Self Help And Rehab Equity program, better known as “SHARE”.

With the use of HOME funds from the city of Longview, this very thankful and hard working family of 3 has realized the dream of homeownership. Prior to signing up to be a SHARE participant, the family had saved for their down payment. Unfortunately, after much house hunting an affordable home could not be located.

Luckily for this program, we were able to help the family select a home and through their sweat equity make repairs and rehabilitate this house into a home.



A Family and a Home The home is located at 2831 Cypress Street in Longview and was rehabbed and made affordable using \$38,000 in HOME funding. The Johnson’s along with friends and family contributed 898 sweat equity hours to complete the project. The home was purchased for \$110,000 and appraised for \$138,000 after the work was completed. The family now has a home of their own with a monthly payment close to what they paid for rent.



Along with countless hours of rehabilitation, many local agencies come together to help make the program a success. At the open house celebration, several agencies are represented along with those who contributed to the long hours of rehabilitation.

I want to thank everyone who helped make this project a success!



Rena Mattison
Homeownership Coordinator



Longview Housing Authority

Christina M. Pegg, Executive Director

August 15, 2012

City of Longview
City Council Members
PO Box 128
Longview WA 98632

RE: HOME TBRA Annual Report

Dear Sir/Madam:

I am pleased to present our annual performance report of the TBRA (Tenant Based Rental Assistance) programs made possible with HOME funding from the City of Longview. HOME funding provided the most critical component for overall housing success for families with extremely low and very low incomes in our community.

Over the past year our families received assistance with their monthly rent from our agency while receiving personalized services from our partners including alcohol or other substance abuse treatment, skill enrichment, self management and confidence building tools. Our grant partners in this cycle included Emergency Support Shelter, Cowlitz County Drug Court/Hope Court and Drug Abuse Prevention Center. This grant provided a greater opportunity for success and self-sufficiency for some of the more needy members of our community.

The HOME program staff of Longview Housing Authority is proud to present you with this report. We hope you will continue to appreciate our successes.

Sincerest regards,

Vickie Rhodes
Housing Assistance Programs Manager





August 13, 2012

To: City of Longview
Re: Annual Review of Home Program

TBRA City of Longview and Drug Court

To Whom It May Concern:

The TBRA program housed twelve families over the past year that included ten children. Nine of those families have graduated onto the Housing Choice Voucher program. Two families were terminated from the program for non compliance of the program rules.

Families that participate in the TBRA program often have to overcome not only the physical hardships of being homeless, including lack of clothing and employment but, also have to overcome the intangible hardships of low self-esteem, drug and alcohol abuse, lack of a good network of family and friends for emotional support, and lack of necessary skills needed to manage the responsibilities of running a home.

The mentoring and monitoring these families receive from our partner agencies are essential to their success.

Theresa Steele
Housing Specialist





Cowlitz County Superior Court Drug Court Program

Debbie Garvin
Coordinator

312 SW First Ave., Kelso, WA 98626
Phone (360) 414-5508 • FAX (360) 414-5528
E-mail: garvind@cowlitz.wa.us

RECEIVED AUG 14 2012

SUPERIOR COURT
Drug Court Judge

Honorable Stephen Warning

SUPERIOR COURT
CLERKS

Collections Clerks:

Rachel Ebert
577-5546

Karen Hooper
577-5532

JAIL

Superintendent

1935 First Avenue
Longview, WA 98632
(360) 577-3094
Fax (360) 425-7680

CORRECTIONS

Marin Fox-Hight
Manager

312 SW First Ave.
Kelso, WA 98626
(360) 577-3118
E-mail: foxhightm
@co.cowlitz.wa.us

Programs:

Work Release
(360) 414-5516

Work Crew
(360) 577-3087

Electronic Monitoring
(360) 414-5516

Community Service
(360) 577-3087

Pre-Trial
(360) 414-5501

Jail Counselor
(360) 577-3087

Probation Services
(360) 577-3077

August 10, 2012

Longview Housing Authority:

On behalf of Cowlitz County Drug Court I would like to thank you for partnering with us to provide housing vouchers for our drug court clients.

Many of our clients are learning to live clean and sober lives for the first time in many years. Without stable, affordable housing it is almost impossible for them to remain in recovery and become productive members of our community.

During the last year, three Drug Court participants have been housed using TBRA funds. This included a father who was living in a camper with his 2 children and partner. He now has fulltime employment and has graduated from Drug Court with months of sobriety under his belt. One young woman, who has also successfully graduated, has returned to school and is working on reconnecting with her young children who she had not seen in two years. She has been clean and sober for over two years now. Another very recent graduate was able to move out of her parent's house with her children and is working fulltime and is proud of paying her own rent and other bills. She has been clean for 14 months.

Thank you again for the services you provide our participants. The TBRA program has made a huge difference in our clients' lives.

Sincerely,

Debbie Garvin
Drug Court Coordinator



Emergency Support Shelter

support * validation * safety * hope

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

RECEIVED JUL 30 2012

July 31, 2012

360-425-1176
Fax 360-425-3970

Longview Housing Authority,

The Emergency Support Shelter would like to thank the City of Longview and the Longview Housing Authority (LHA) for helping us provide transitional housing to women who are survivors of domestic violence. There have been many changes this past year but the biggest change was hearing that the transitional housing program is ending. I want to thank the Longview Housing Authority who is providing Section 8 vouchers for the remaining 7 women and their children in the transitional housing program. This is truly a wonderful gift to receive.

The transitional housing program made it possible to provide one-to-one support for our clients. The home visits were an excellent way to interact with these women giving us the opportunity to see their homes and witness for ourselves how their lives are progressing. With the one-to-one home visits, clients were able to open up and share any concerns that they may have at any given time. To witness these women trusting someone with their most personal thoughts was truly amazing. They looked forward to their home visits and loved the support they received. It has been a wonderful gift to witness the personal growth these women have attained while in the transitional program.

Here is just one example of how this program changed a life. One of our ladies who has 2 young sons and who at the beginning of the program set a goal to get back to work and be self-sufficient. As all the women do they start out strong but, at times, during the process, some fall back as this lady did. With days turning into weeks and even months I witnessed this lady slowly lose hope. Of course this is always discouraging to witness but I was able to work with her even more closely, challenging her daily. With much encouragement and lots of support from the transitional program, I was able to witness this awesome transformation. Finally, the day came when I dialed the number to the Goodwill Opportunity Program and handed her the phone. She was literally shaking but determined to setup an appointment for an assessment. Because of our close relationship with the Goodwill Opportunity Program this client was able to get in the next day. When I left that day I saw a woman who was determined, positive and courageous. The next day I called to see how the appt went and she was ecstatic. She was accepted into their program and would begin within a couple weeks. Today she is working fulltime and is able to support her family on her own. Of course there are other success stories that I have had the pleasure of witnessing, but most importantly is knowing that each and every one of these women know we are here for them at any given time. Thank you for making this service available at their time of need.

Sincerely,

Nancy Bell
Emergency Support Shelter
Transitional Housing Case Manager

Toutle River Campus

Castle Rock, WA 98611
 Phone (360) 274-3262
 Fax (360) 274-3345



"Treatment That Works"

Serving Our Community For Over 35 Years

P.O. Box 890
 Kelso, WA 98626
www.dapcenter.org

Broadway Campus

Women's Services
 600 Broadway
 Longview, WA 98632
 Phone (360) 425-9600
 Fax (360) 425-9604

Outpatient & Drug Court

621 Grade Street
 Kelso, WA 98626
 Phone (360) 425-9210
 Fax (360) 501-6131

Parent Child Assistance Program

600 Broadway
 Longview, WA 98632
 Phone (360) 425-9600
 Fax (360) 425-9604

In August of 2010, Drug Abuse Prevention Center was afforded the opportunity to participate in the TBRA program. The Longview Housing Authority was gracious in allocating three housing vouchers to our facility in order to assist clients who were engaged in drug and alcohol treatment to obtain housing. In December three clients were selected out of the many who had applied. The clients who were selected while sharing the common misfortune of being homeless all had very diverse and different backgrounds. Two of the selected clients one male and one female were both in the process of regaining custody of their children, one was a Hope Court client and the other was a self referral to DAPC after CPS involvement took place due to her drug use and abuse. Both of these clients faced many obstacles in regaining custody of their children and further road blocks in regaining control of their lives. The third client was a single male with a severe addiction to alcohol. His addiction not only claimed his health and housing but also contributed in his loss of employment as a truck driver. This last client found himself living in a car with an extremely violent and abusive significant other. Shortly after being stabbed and ran over by his girlfriend's car he became our first TBRA client.

These three clients share tragic stories which only became compounded by drug and alcohol use. It is common for an addict to use substances in order to mask or hide from life problems such as grief and loss. These clients were no different, however what made these clients stand out was their willingness and determination to attain and maintain abstinence. These clients, despite bad weather, no housing, lack of food, and not having transportation showed up to group every day. Sobriety for any addict in early



A United Way Agency

recovery is a difficult proposal, couple this with the inability to provide basic needs for one's self or family members and you are faced with a near impossible situation to overcome.

Thanks to the TBRA program, these three clients were given an opportunity that few are afforded, a second chance at life. The truck driver successfully completed treatment and gained full time employment in a different field. Our only female TBRA recipient gained custody of her child and enrolled as a full time student at Lower Columbia College, she as well successfully completed her drug and alcohol treatment. The third client who was in Hope Court successfully completed treatment and graduated Hope Court with full custody of his children. He currently is employed with CAP and is excelling in his duties. His involvement with Hope Court did not end when he completed it; He currently acts as a mentor to new hope court clients. This young man continues to give back to the programs that gave him opportunities to change his life. He also frequently stops in at DAPC to communicate with staff and clients sharing his story and message of hope.

The TBRA grant is a stellar example of programming that has a broad impact on our community. Through the combined efforts of the Longview Housing Authority and Drug Abuse Prevention Center three families were given a second chance and the tools to succeed at life. Although the results have varied to different degrees the overall goal of giving people the opportunity to succeed and become self sufficient was clearly a success. Thank you for allowing us to participate and we look forward to future opportunities to assist others in need.

Sincerely,

Drug Abuse Prevention Center



*Building Healthy Communities
One Family At A Time*

1526 Commerce Avenue * Longview, Washington 98632 * 360-425-3430 * toll free 800-383-2101 * www.LowerColumbiaCAP.org

**Lower Columbia CAP
Energy and Housing Department
2011 Annual Report**

**HIGHLANDS SELF-HELP
LOWER COLUMBIA CAP**

CAP is in the process of selling two lots, 204 & 206 Douglas, to the Highlands Neighborhood Association for their community garden, we are considering selling 231 Carolina to Habitat for Humanity and CAP is in the process of building a 3-br lease-to-own home at 235 Douglas.



Framing



Roofing



Siding

**46th ST. SELF-HELP
LOWER COLUMBIA CAP**

CAP continues to work to recruit families for the remaining six (6) lots in this subdivision located at 46th Avenue and Windemere St. in Longview. CAP is considering structuring the Urban Self-Help Housing like our Rural Self Help Housing program by using HOME funds to write down the interest rate and also look at down payment assistance. The goal is to find a housing model that could lower the mortgages and make homes more affordable.

**LONGVIEW/KELSO TRANSITIONAL HOUSING 975 33rd Ave.,
LOWER COLUMBIA CAP**

This three (3) bedroom handicap accessible, one (1) bath home was completed and received Certificate of Occupancy on November 9, 2011 and has been rented to a low-income family of 5. Below are photos of the completed home.



975 33rd – Front



Rear



Living room



Dining/Kitchen



Kitchen



Kitchen



Looking into Dining Area



Handicap Bath

**LONGVIEW/KELSO PERMANENT SUPPORTIVE HOUSING 965 33rd Ave.
LOWER COLUMBIA CAP**

CAP is waiting on the final funding from a McKinney/Vento grant, which should be funded in late August 2012, to start construction of a six bedroom house which will help address the need permanent supportive housing project for high needs Chronic Homeless in our local community. This will be an evidence-based pilot project modeled after the Corporation for Supportive Housing's Frequent User Systems Engagement (FUSE) Initiative. The program will provide participants with intensive case management and coordination across the Continuum of Care, making sure appropriate case conferencing and coordinated intervention takes place to avoid crises and maintain stability of those housed. Assistance with service and housing costs, as well as increased/expedited access of SSI/SSDI benefits by implementing a SOAR initiative will also be provided. The intended program outcomes are increased stability and self-sufficiency on the part of the program participants, a high housing retention rate, reduction in the use of shelters, and a reduction in the use of jail.

Ilona Kerby

Ilona Kerby, Executive Director, Lower Columbia CAP

Part 4

Citizen Participation

What are Local Agencies, Individuals and Cities doing for Affordable Housing and Community Development Entitlement Projects?

2010 Consolidated Annual Performance and Evaluation Report (CAPER) Public Review and Comment Period October 14 through October 28, 2011

What are the HOME & CDBG Programs?

- The HOME Investment Partnership program provides funding to increase and maintain affordable housing in the Cities of Longview and Kelso. \$381,821
- The Community Development Block Grant Program (CDBG) provides grants and loans for public and community facilities, infrastructure, housing, economic development, public services and planning activities within the City of Longview. \$395,713
- Projects benefit low/moderate income residents, a neighborhood, or redevelopment.
- Funded through the Federal Department of Housing and Urban Development (HUD).

What are our Current & 2010 Program Year Completed Projects?

HOME

*Campus Towers Elderly Apartments
Bathtub Step-in & ADA Toilets*

*Cowlitz County Habitat for Humanity
Land Acquisition &
Infrastructure, Longview and
Kelso – New Homes*

*Kelso Housing Authority
Tenant Based Rental Assistance
for Domestic Violence & Drug/
HOPE Court*

*Longview Housing Authority
SHARE Home Ownership &
Rehab, Comrade Quarters Life/
Safety & ADA, Tenant Based
Rental Assistance for Domestic
Viol., DAPC & Drug Court*

*Lower Columbia Community Action Program
975 33rd Ave., Supportive Housing*

CDBG

*American Recovery Act
Highlands Infrastructure
200 Block of 25th & 26th Ave.*

*Main Entitlement Projects
City of Longview
Highlands Trail, Segment 1*

CDBG Main Entitlement - Continued

*Cowlitz County/ City of Longview
Community House Bedbug Eradication*

*Lower Columbia Community Action
Micro-Business Development & Support
Progress Center
New Addition – 1600 3rd Ave.*

*Public Services
Big Brothers Big Sisters Columbia NW
Mentoring Low-Income Children*

*Family Finance Resource Center
Home Owner Foreclosure
Avoidance Counseling*

*Longview Housing Authority
Vet Works*

*Lower Columbia Community Action Council
Help Warehouse*

*Planning
City of Longview
Archie Anderson Park Master Plan*

*Fair Housing Center of Washington
Analysis of Impediments to
Fair Housing*

*Sherri Fittro Foundation
Sherri Fittro Building Planning*

Contents of the HOME & CDBG Annual Performance Report

Executive summary, Narrative of goals and accomplishments of current projects, Annual 2010 budgets, Project reports with photos, Public participation in Longview and Kelso.

Where is the HOME & CDBG Annual Report?

- City of Longview Community Development Department, 1525 Broadway, Longview
- Longview Housing Authority, 1207 Commerce Avenue, Longview
- Longview Public Library Reference Desk, 1600 Louisiana St., Longview
- Lower Columbia Community Action Program, 1526 Commerce Ave., Longview
- Kelso Housing Authority, 1415 S. 10th, Kelso
- City of Kelso, Community Development, 203 S. Pacific, 2nd floor, Kelso
- Kelso Public Library, Three Rivers Mall, Kelso
- On the web under Important Links:
<http://www.mylongview.com/communitydev/cdbg.html>

All COMMENTS must be received by October 28, 2011

Please direct all written comments to Julie Hourcle', Community Development, Longview City Hall, PO Box 128/1525 Broadway, Longview, Washington, 98632-7080 or e-mail julie.hourcle@mylongview.com.

For information about the HOME & CDBG programs call Longview Community Development at 442.5081

**A PUBLIC HEARING will be held on
October 27, 2011 at Longview City Hall, 7 PM.**



City of Longview



REQUEST FOR PROPOSALS

2011 Community Development Block Grant (CDBG) Program

2011 HOME Program (Longview & Kelso)



2011 Document Recording Fee Program



Community Development Block Grant

This program was created to develop viable urban communities by providing decent housing, create a suitable living environment, and expand economic opportunities for low- and moderate-income persons. Project activities must principally benefit **Longview** residents. Funded through the Federal Department of Housing and Urban Development (HUD).

2011 (CDBG) Projects will be limited to:

- Public Services (\$59,356 approx.) ■ Planning Activities (\$19,785 approx.)

Projects are selected on a locally competitive basis. Projects must:

- *Principally benefit low- and moderate-income persons; or*
- *Prevent or eliminate slums or blight*
- *Be Listed in the 2009-2013 Consolidated Plan (see Website below)*

Proposals for CDBG must be submitted by February 1, 2011.

City Council Public Hearing/Project Selection



Thursday, March 24, 2011 at 7:00 PM



HOME Program for Affordable Housing

Longview & Kelso - This program provides funding to agency and business “partners” to increase and maintain affordable housing in Longview and Kelso. Housing projects must target persons with incomes less than 80% of the Cowlitz County Median Income based on family size.

- *HOME Projects must target objectives and outcomes within the 2009-2013 Consolidated Plan (see website listed below)*
- **Longview funding will be approximately \$214,774**
- **Kelso funding will be approximately \$71,591**

Funded through the Federal Department of Housing and Urban Development (HUD).

Document Recording Fee

This **Longview** program provides for a variety of housing projects for persons with incomes below 50% of the Median Income for Cowlitz County based on family size. Operation and maintenance of Housing Trust Fund projects and shelters are also eligible under this program. Approximately \$35,000 is available for funding in Longview. Funded by the Cowlitz County Document Recording Fee Surcharge.

Proposals for HOME & Document Recording Fee projects must be submitted by March 1, 2011



Kelso City Council HOME

Public Hearing/Project Selection

Tuesday, April 19, 2011 at 7:00 PM

Longview City Council HOME & DRF

Public Hearing/Project Selection

Thursday, April 28, 2011 at 7:00 PM

All projects will be available for public review one week prior to their public hearing.

For more information, technical assistance and Project Design Form

**Contact Julie Hourcle, 360.442.5081,
7AM – 6 PM, Monday through Thursday.**

E-mail: julie.hourcle@mylongview.com

2009-2013 Consolidated Plan website:

<http://www.mylongview.com/communitydev/documents/cdbg/Con-PLan2009-2013.pdf>



2011 Community Development Block Grant (CDBG)

Longview Project Design Allocations

Join Us for a Public Hearing

Speak in Support of Selecting One or More of the Projects Below

The Longview Community Development Block Grant Program

This program was created to develop viable urban communities by providing decent housing, a suitable living environment, and expand economic opportunities principally for low- and moderate-income persons. Only public services and planning activities will be funded in 2011. The Longview City Council allocated 2011 Pre-Award Main Entitlement Funding for the Highlands Trail, Phase 3 in 2010. Funded through the Federal Department of Housing and Urban Development.

Project Design Proposals are available for review at the Longview City Hall, Community Development Department, 1525 Broadway, Monday-Thursday, 7 AM to 6 PM or by calling 442-5081 for further information.

Public Service

■ Estimated Available: \$48,396 - \$59,356 ■ Amount Requested: \$64,602
Help Warehouse – Support food bank services to Longview residents.
Lower Columbia Community Action Program \$54,495

Mentoring Low-Income Children in the Highlands Neighborhood

Provide one-on-one mentoring for 10 children (6-12 years old) in the Highlands neighborhood. Mentoring will be through either a community-based or school-based program including teen mentoring.
Big Brothers Big Sisters Columbia Northwest \$10,107

Planning

■ Estimated Available: \$16,132 - \$19,785 ■ Requested Amount: \$29,688
Increased Employment Opportunities for People with Disabilities – Research vocational opportunities and attract businesses to employ persons with disabilities and community residents. A 5-year business plan will be developed. Life Works \$12,000

Veteran's Service Center Plan – Research and develop a plan for a regional veteran's service center for housing referrals, employment and social services in Longview.

Longview Housing Authority \$17,688

Many projects also use matching funds from various sources.



— Public Hearing —



Date & Time: Thursday, March 24, 2011 at 7:00 PM
Place: Longview City Hall Council Chambers
1525 Broadway, Longview WA

The purpose of the Public Hearing is to provide information on the Community Development Block Grant Program, identify community development needs and project designs eligible for funding, hear public comment particularly from low and moderate-income persons regarding proposed projects, ensure broad-based community support for a project, and select projects for funding.

Anyone interested may appear and be heard in regard to this public hearing. The Longview City Hall is accessible for persons with disabilities. Please let us know 24 hours in advance if you will need any special accommodations to attend the meeting or an interpreter. If you are unable to attend, you may direct written correspondence the Longview City Clerk, PO Box 128, Longview, WA 98632. **For further information, contact Julie Hourcle' at 442.5081.**

E-mail: julie.hourcle@mylongview.com

Visit our CDBG website at <http://www.mylongview.com/communitydev/cdbg.html>

Public Hearings for Affordable Housing

April 19 Kelso & April 28 Longview

Longview-Kelso HOME Consortium

2011 Project Design Allocations



Cities Working Together



Speak in Support of Selecting One or More of the Projects Below

The purpose of the Public Hearings is to provide information on the HOME Program and Document Recording Fee Program, to identify housing needs and project designs eligible for funding, hear public comment particularly from low and moderate-income persons regarding proposed projects, ensure broad-based community support for a project, and select projects for funding.

The HOME Investment Partnerships Program

This program provides funding to agency and business "partners" to increase and maintain affordable housing in Longview and Kelso. Projects must target persons with incomes less than 80% of the Cowlitz County Median Income based on family size. Funded by the U.S. Department of Housing and Urban Development.

Document Recording Fee

This program provides for a variety of housing projects, including shelters, for persons with incomes below 50% of the Median Income for Cowlitz County based on family size. Funded by the Cowlitz County Document Recording Fee Surcharge.

Project Design Proposals are available for review at the Community Development Department for each City: Longview City Hall, M-TH. 7 AM-6PM (1525 Broadway, Longview)

Kelso City Hall, M-F, 8 AM-5PM (203 S. Pacific, Kelso)

LONGVIEW HOME PROJECT SUMMARIES

Amount Available: \$245,066 est.

Amount Requested: \$292,000

Blighted Property Redevelopment – Demolish home at 207 20th Ave., and construct 2 single-family attached homes for new homeownership with down payment assistance. Longview Housing Authority **\$80,000**

Cowlitz County Habitat for Humanity 2011-2012 Project Longview

Acquire one or more properties for construction of new single family homes. Cowlitz County Habitat for Humanity **\$88,000**

33rd Ave Supportive/Transitional Housing – Construct one single-family home with 6 bedrooms at 965 33rd Ave. to use as a group home for supportive/transitional housing. Lower Columbia Community Action Program **\$124,000**

LONGVIEW DOCUMENT RECORDING FEE

Amount Available: \$31,439.42

Amount Requested: \$32,000

Community House on Broadway Operations – Provide 12-months of support for operations at the Longview area homeless shelter. Community House on Broadway **\$24,000**

Emergency Support Shelter Operating Costs – Provide support for operations to the community's women's shelter for domestic violence victims. Emergency Support Shelter **\$8,000**

KELSO HOME PROJECT SUMMARIES

Amount Available: \$71,591 est.

Amount Requested: \$45,000

Cowlitz County Habitat for Humanity 2011-2012 Project Kelso - Acquire one or more properties for construction of new single family homes. Cowlitz County Habitat for Humanity **\$45,000**

KELSO DOCUMENT RECORDING FEE

Amount Available: \$51,074.07

Amount Requested: \$75,000

Emergency Support Shelter Operating Costs – Provide support for operations to the community's women's shelter for domestic violence victims. Emergency Support Shelter **\$8,000**

Kelso Housing Authority – Repair the roof of a designated house for mentally disabled adults containing 29 living units. **\$25,000**

Longview Housing Authority – Provide rent subsidies for the Phoenix House. **\$15,000**

Community House on Broadway Operations – Provide support for operations at the Longview area homeless shelter. **\$10,000**

Cowlitz County Habitat for Humanity – Provide affordable self help housing in Kelso. **\$17,000**

PUBLIC HEARING DATES & TIMES

Kelso

Longview

Tuesday, April 19, 2011 at 7:00 PM

Thursday, April 28, 2011 at 7:00 PM

Kelso City Hall Council Chambers

Longview City Hall Council Chamber

203 S. Pacific Ave., Kelso WA

1525 Broadway, Longview WA

Anyone interested may appear and be heard in regard to this public hearing. The Longview and Kelso City Halls are accessible for persons with disabilities. Please let us know 24 hours in advance if you will need any special accommodations to attend the meeting or an interpreter. If you are unable to attend, you may direct written correspondence the respective City Clerk's Office: **Kelso City Clerk, PO 819, Kelso, WA 98626** or the **Longview City Clerk, PO Box 128, Longview, WA 98632** For further information, contact Julie Hourcle' at 442.5081.

Longview–Kelso HOME Consortium & Longview Community Development Block Grant Program Invites You to Review Our Draft 2011 Annual Action Plan



**Public Review and Comment Period
May 14 - June 12, 2011**



What is the HOME/CDBG Annual Plan?

This document is required in order to plan housing, community facilities, public facilities, economic development projects, and public services and priorities for Program Year 2011. \$335,238 (HUD estimate) is available to the Longview–Kelso Consortium for HOME Program projects. \$329,445 (HUD estimate) is available for Longview Community Development Block Grant projects which include a 2011 Pre-Award for Main Entitlement Projects of \$226,348. Funding for program administration and the Lower Columbia Community Action acting as the Consortium's Community Housing Development (CHDO) are included in above amount. Both Programs are funded by the Federal Department of Housing and Urban Development (HUD). Final HUD allocation may slightly increase or decrease project funding.

2011 CDBG Annual Plan Projects – Selected by the Longview City Council

- **Highlands Neighborhood Trail Phase 3, Segment 1** – Provide illumination, landscaping and pedestrian amenities to the 10-foot wide paved recreational trail funded through the 2009 CDBG Program. This section of trail is 5,250 lineal feet long and is located along the north side of Consolidated Diking Improvement District Ditch No.3, from Oregon Way to Beech Street. City of Longview Public Works Department \$350,000 (Includes 2010 funding. Pre-Award 2011 CDBG Main Entitlement funding is **\$226,348** and will include Program Income)
- **HELP Warehouse** – Provide support to food bank services and distribution of USDA Surplus commodities to Longview residents. Lower Columbia Community Action Program **\$54,495 or up to 15% of final HUD allocation.**
- **Increased Employment Opportunities for People with Disabilities** – Research vocational opportunities and attract businesses to employ persons with disabilities and community residents. A 5-year business plan will be developed. Life Works **\$12,000**
- **Veterans' Service Center Plan** – Research and develop a plan for a regional veterans' service center for housing referrals, employment and social services in Longview. Longview Housing Authority Funded at remaining planning amount of final allocation estimated at **\$4,472.**

2011 HOME Annual Plan Projects - Selected by Longview and Kelso City Councils respectively

Longview

- **Blighted Property Redevelopment** – Demolish home at 207 20th Ave., and construct 2 single-family attached homes for new homeownership with down payment assistance. Longview Housing Authority \$80,000 **Funded at \$12,412 plus \$67,588 in 2007/8 HOME funding from the SHARE program for a total of \$80,000.**
- **Cowlitz County Habitat for Humanity 2011-2012** - Acquire two properties for construction of new single family homes. Cowlitz County Habitat for Humanity **\$100,000**
- **33rd Ave Supportive/Transitional Housing** – Construct one single-family home with 6 bedrooms at 965 33rd Ave. to use as a group home for supportive/transitional housing. Lower Columbia Community Action Program **\$112,000**

Kelso

- **Cowlitz County Habitat for Humanity 2011-2012 Project Kelso** - Acquire one or more properties for construction of new single family homes. Cowlitz County Habitat for Humanity \$45,000 **Funded at \$62,857 or full 2011 Kelso allocation.**

CHDO (Community Housing Development Organization)

Set-Aside (15% of Grant) to develop, sponsor, or own low-income housing projects.

- Lower Columbia Community Action Council - **\$50,285**

Who benefits from the Plan?

The CDBG and HOME programs must principally benefit low and moderate income individuals under 80% of the Cowlitz County Median Income based upon family size as published by HUD annually, and the CDBG Program may also prevent or eliminate slums or blight, and be used for economic development.

Where is the plan?

The 2011 HOME and CDBG Annual Plan is available for review at the following locations beginning May 14th:

- City of Longview Community Development Department, 1525 Broadway, Longview;
- Longview Public Library Reference Desk, 1600 Louisiana St., Longview;
- Longview Housing Authority, 1207 Commerce Ave., Longview
- City of Kelso, City Manager's Office, 203 S. Pacific, Suite 217, Kelso;
- Kelso Public Library, 314 Academy St. Kelso;
- Kelso Housing Authority, 1415 S. 10th Ave., Kelso;
- Lower Columbia Community Action Program, 1526 Commerce Ave., Longview.
- **On the web: <http://www.mylongview.com/communitydev/cdbg.html>**

All comments must be received by June 12, 2011.

Complete Project Designs are available for review at the Longview Community Development Department. Please direct all written comments to **Julie Hourcle', Community Development, Longview City Hall, PO Box 128/1525 Broadway, Longview, Washington, 98632-7080. E-mail: julie.hourcle@mylongview.com.**

For information call Longview Community Development at 442.5081.



City of Longview

FAIR HOUSING POLICY

It is prohibited to discriminate in the sale, rental, leasing, financing of housing or land to be used for the construction of housing, or in the provision of brokerage services because of race, color, religion, sex, national origin, handicap or familial status under the Federal Fair Housing Act; and

It is the policy of the City of Longview to insure equal opportunity in housing for all persons regardless of:



- Race
- Color
- Religion
- Creed
- Sex
- National Origin
- Disability
- Familial Status
- Marital Status
- Sexual Orientation
- Gender Identity
- Veteran/Military Status



The City of Longview will assist all persons who feel that they have been discriminated against for any of the above reasons to seek relief under federal and state laws by providing persons with information and forms supplied the U.S. Department of Housing and Urban Development in order that they may prepare and file complaints with the Washington State Human Rights Commission or the United States Department of Housing and Urban Development Seattle, Regional Office Compliance Division.



If you believe you have been discriminated against, contact the City of Longview Community Development Department, 1525 Broadway, Longview, WA 98632 or Call Julie Hourcle¹⁰⁸ at 360.442.5081.

<http://www.mylongview.com/communitydev/FairHousing.htm>

HUD Toll-Free Complaint Line 1-800-669-9777



St. Rose
Catholic
Church



Northwest Justice Project



Tenant Rights & Responsibilities Information Night

**Presentation and
Q&A with
Attorneys**

**Chelsea Baldwin &
Lisa Waldvogel**

Monday June 4, 2012

**Longview Public Library Auditorium
6-8 PM**

Presentation will be translated into Spanish



St. Rose
Catholic
Church



Northwest Justice Project



Derechos y
Responsabilidades
De inquilinos
Noche Informativa

Presentacion y
P y R con Abogados
Chelsea Baldwin y
Lisa Waldvogel

Lunes 4 de Junio de 2012

**Auditorio de la biblioteca Publico de
Longview**

La presentacion sera interpretada en espanol

Staff Present:

Assistant City Manager David Campbell; City Attorney Marilyn Nitteberg-Haan, and City Clerk Ann Davis.

Also present: Richard Bemm, Director of Parks & Recreation; John Brickey, Director of Community Development; Jeff Cameron, Public Works Director; Judy Jones, Information Technology Director; Daryl McDaniel, Fire Chief; Robert Huhta, Police Captain; Kurt Sacha, Finance Director; Chris Skaugset, Library Director; and Julie Hourcle, Entitlement Program Coordinator.

4. APPROVAL OF MINUTES

On a motion duly made and passed, the reading of the minutes of the regular Council meeting held March 10, 2011, copies of which had been submitted to the Mayor and members of the City Council, was waived and the minutes were approved as if read.

MN 11-0106**COUNCIL MINUTES, MARCH 10, 2011**

Attachments: [CNCL MIN 03102011 R](#)

5. CHANGES TO THE AGENDA**6. PRESENTATIONS & AWARDS****11-1582****PROCLAMATION: ARBOR DAY, APRIL 13, 2011**

Attachments: [April 13, 2011 Arbor Day](#)

Parks supervisor and arborist Curt Nedved accepted the Proclamation for Arbor Day. In celebration of Arbor Day and to maintain the City's status as a Tree City USA, Parks Department staff will be planting three oak trees at Lake Sacajawea near the Nichols/Hemlock Plaza area. He urged citizens to join them at ten a.m. on Wednesday, April 13, 2011, for the planting.

7. CONSTITUENTS' COMMENTS (Thirty Minutes)

Hailey Niemela with the Cowlitz Anti-Drug Coalition reported on their "Draw the Line" campaign. Lowe's has donated paint for the first mural which will be at Swanson Bark. She invited Councilmembers to come by once the mural has been completed for photographs. She passed out "Draw the Line" wrist bands to Council.

8. PUBLIC HEARINGS**11-1588****PUBLIC HEARING TO ACCEPT COMMENTS ON ALLOCATING 2011 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING (PUBLIC SERVICES AND PLANNING)**

COUNCIL STRATEGIC INITIATIVE ADDRESSED:
Preserve Neighborhoods

CITY ATTORNEY REVIEW: N/A**SUMMARY STATEMENT:**

The City of Longview Community Development Block Grant (CDBG) is funded by the Federal Department of Housing and Urban Development (HUD) with the intent of developing viable urban communities, principally for low/moderate income persons through decent housing, a suitable living environment, and expanded economic opportunity. The purpose of this public hearing is to accept comments from the public on community development needs in general and on submitted project designs, and to make allocations for the 2011 Community Development Block Grant Program for Public Service and Planning projects.

During the 2010 allocation process, the City of Longview obligated 2011 pre-award main entitlement funding to the Highlands Trail, Segment 1, Phase 3 for illumination and pedestrian amenities which would complete the trail. Therefore, the public has been informed that 2011 CDBG main entitlement funding is not available.

Funding for 2011 CDBG has not been approved by Congress at this time but is expected soon. Therefore funding is estimated based upon 2010 funding with a 12% reduction. The following projects have been submitted:

Public Service Estimated Available: \$48,396 - \$59,356 Amount
Requested: \$64,602

Help Warehouse - Support food bank services to Longview residents.
Lower Columbia Community Action Program \$54,495

Mentoring Low-Income Children in the Highlands Neighborhood -
Provide one-on-one mentoring for 10 children (6-12 years old) in the
Highlands neighborhood. Mentoring will be through either a
community-based or school-based program including teen mentoring.
Big Brothers Big Sisters Columbia Northwest \$10,107

Planning Estimated Available: \$16,132 - \$19,785
Amount: Requested \$29,688

Increased Employment Opportunities for People with Disabilities -
Research vocational opportunities and attract businesses to employ persons
with disabilities and community residents. A 5-year business plan will be
developed. Life Works \$12,000

Veterans' Service Center Plan - Research and develop a plan for a
regional veterans' service center for housing referrals, employment and
social services in Longview.
Longview Housing Authority \$17,688

RECOMMENDED ACTION:

Hold the Public Hearing, then motion to allocate CDBG funding as identified on the complete summary sheet.

Attachments: [CDBG Entitlement Funding.xls](#)

Entitlement Program Coordinator Julie Hourcle recapped the eligibility requirements of projects for Community Development Block Grant (CDBG) funding. She recalled Council had combined 2010 and 2011 entitlement funds in order to fund several phases of the Highlands trail project.

Since the actual funding amount is not yet known, she projected receiving an amount 12% lower than in 2010.

Following the presentation, Councilmember Weber asked how many people are served by the HELP food warehouse. Ms. Hourcle said that number is listed in the annual report; offhand, she thought about 3,000, or 1,700 unduplicated people.

Regarding the planning grant request for disabled veterans, Councilmember Weber asked whether this service center is proposed to be located Downtown. Ms. Hourcle said she did not know, inasmuch as this is only a grant for planning.

Mayor Anagnostou opened the public hearing at 7:23 p.m.

Longview Housing Authority representative Jon Dieter reported the LHA was not looking to site the disabled veterans center in the Downtown area. LHA is aware of Council's desire to decentralize social services in Longview.

CAP representative Michael Torres gave some information on assistance the HELP food warehouse provides to families in need: paper products, blankets, etc., in addition to distributing foodstuffs to other local food banks.

Marti Johnson, representing Life Works, said their proposal is to study what new businesses would be likely to employ people with severe disabilities. Their goal is to employ the seemingly unemployable.

There being no further comments, either oral or in writing, the public hearing was closed at 7:27 p.m.

Councilmember Weber moved to award the entire amount of available public service funds to the HELP food warehouse. This motion was seconded by Councilmember Jensen.

Councilmember Botero questioned whether Council ought to postpone a decision on these funding proposals until after a final grant amount is received from the federal government. Would a two-week delay cause any problems? Ms. Hourcle explained the timeline requirements. Following Council allocation of funds, she has to prepare a plan for HUD by May 12. This proposed plan is available to the public for comment prior to being submitted to HUD by June 15. She said the plan could always be amended later.

Councilmember Weber clarified his motion to grant the HELP warehouse in an amount up to their requested figure: \$54,495; if more grant money is actually made available than is currently estimated, any balance over this amount would be

awarded to the Mentoring program. The motion seconder was agreeable to this modification.

It was moved by Councilmember Weber, seconded by Councilmember Jensen, to award the HELP Warehouse up to its requested amount of \$54,495, and, if any additional funds are left, those funds be awarded to the Big Brothers Big Sisters mentoring program.

Ayes: 5 - Mayor Kurt Anagnostou, Mayor Pro Tem Jensen, Council Member Makinster, Council Member Wallace and Council Member Weber

Nayes: 1 - Council Member Botero

11-1614

MOTION TO ALLOCATE CDBG PLANNING FUNDS

Longview Housing Authority (LHA) representative Jon Dieter was questioned regarding the scope of their regional veteran's service center. He advised the center would serve all of Wahkiakum, Pacific, Skamania, and Cowlitz Counties, possibly even part of Clark County. Mr. Dieter said at least 50% of the veterans would be from the Longview area. Longview is the first agency being approached for funding.

Councilmember Jensen stated he thought this project had been funded the year before. Mr. Dieter commented Council had funded the Stratford Inn for housing of homeless veterans, and a project called Vet Works which assists veterans with employment opportunities.

Councilmember Makinster questioned whether some of the veterans' services would be duplications of existing services. Mr. Dieter explained the services that will be offered at the center are already being provided to area veterans; this planning grant is to create a center that would house all those services in one location.

Mr. Dieter allowed that Longview Housing Authority is firmly committed to proceeding with this project; if Longview does not award CDBG funds, they will continue to seek funding from other sources.

Councilmember Weber asked whether the Life Works employment program was a duplication of services offered by Goodwill Industries. Marti Johnson said Life Works has a niche; it attempts to find employment for people with severe disabilities. In addition to Goodwill, there are five other local agencies that assist people with disabilities find employment.

Mayor Anagnostou suggested funding each project at 50% of the requested amount, i.e., \$6,000 to LifeWorks and \$10,000 to Veterans Service Center. If more than the estimated \$16,000 is received in planning funds, the funds could be apportioned in the same ratio.

Councilmember Makinster moved to not fund the LHA Veterans planning grant, but to fund the Life Works project with the balance of funds going to the mentoring program. The motion died for lack of a second.

Councilmember Weber advised that the planning monies under consideration could not be transferred to the mentoring program since that requires public service funds.

Councilmember Weber moved to fully fund the Life Works program and dedicate the balance to the Veteran's project. This motion was seconded by Councilmember Makinster. Councilmember Weber urged support for the motion, stating LHA has a much broader financial base to draw from.

It was made clear to those agencies in attendance that the amount actually awarded will depend on the official CDBG total awarded, once that total is known.

A motion was made by Council Member Weber, seconded by Council Member Makinster, that the Life Works program be fully funded from the planning funds, and the balance be awarded to the Veteran's program. The motion carried by the following vote:

Ayes: 5 - Mayor Kurt Anagnostou, Mayor Pro Tem Jensen, Council Member Makinster, Council Member Wallace and Council Member Weber

Nays: 1 - Council Member Botero

9. **BOARD & COMMISSION RECOMMENDATIONS**

10. **ORDINANCES & RESOLUTIONS**

[OR 11-3165](#)

ORDINANCE NO. 3165, AMENDING THE LONGVIEW MUNICIPAL CODE, BY AMENDING CHAPTER 2.27, "PLANNING COMMISSION", TO CHANGE THE APPOINTING BODY OF THE PLANNING COMMISSION TO THAT OF THE CITY COUNCIL AND TO PROVIDE FOR ADDITIONAL CRITERIA OF THE MEMBERSHIP.

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Council Initiative: Preserve Neighborhoods

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

The proposed ordinance provides for several changes in the selection of the planning commission:

1. The City Council will appoint the planning commission.
2. The current commission members will complete their current terms as provided for in Section 7.
3. Commission members could be residents, property owners, or business owners who reside in either the City or the planning area boundary as established in the City's comprehensive plan.

RECOMMENDED ACTION:

Motion to adopt Ordinance No. 3165.

Attachments:

[Ord 3165 REV](#)

[Ordinance re Planning Commission Appointment by City Council 3.11.doc](#)

City Attorney Marilyn Haan commented that a corrected copy of the Ordinance had been placed before each Councilmember. One reference to appointment by the City Manager had not been replaced with Council.

A motion was made by Council Member Ken Botero, seconded by Mayor Pro Tem Don Jensen, that this Ordinance be adopted. The motion carried unanimously.

PUBLIC HEARING – HOME 2011 Allocations:

Julie Hourcle, City of Longview Community Development Department, gave a power point presentation of the 2011 HOME funding allocation. The City of Longview is the lead agency for administering the HOME Program for Longview and Kelso. This Public Hearing is being held to present the Kelso HOME Investment Partnership Program project design proposals for low-and moderate-income housing projects, to hear public comment supporting the submitted proposals, and to allocate the 2011 program year HOME funds. The projects must benefit families whose income is less than 80% of the Cowlitz County Median Income based on family size. The 2011 HOME funding allocation from the U. S. Department of Housing and Urban Development for the Longview-Kelso Consortium has not yet been determined, but it looks like there might be a 12% decrease. There are four types of projects; i.e., homeownership program, owner rehab, rental housing, and tenant based rental assistance. Information about fair housing laws was also discussed. Julie spoke about some of the completed projects in Kelso and said Councilmembers will be getting an invitation to attend an open house for a home at 1402 N. 2nd that was rehabilitated.

Based on a 12% reduction, it is estimated Kelso's base allocation for 2011 will be \$64,439. The only project received in Kelso was Cowlitz County Habitat for Humanity to acquire one or more properties for construction of new single family homes. Habitat for Humanity is requesting \$45,000. Councilmembers can fund the project in its entirety, reduce the project funding, or increase the project funding. You may roll over any remaining funding to 2012, ask that the project be redesigned for future consideration, or deny the project. Council discussion followed.

Mayor Fatcher opened the Public Hearing at 7:35 p.m. The following individuals spoke from the audience:

Diane Perron, Executive Director of Habitat for Humanity, thanked Councilmembers for their long-term support for Habitat. Kelso now has four families in affordable homes. We are here to ask for \$45,000 to acquire property in Kelso.

Roger Morey, Habitat Board Vice President, extended the board's appreciation for all the help they received to provide four houses that are being purchased by the homeowners.

Cynthia Ruiz, spoke about her Habitat home at 1504 Bowmont. She has been in her home since September of 2006 and is grateful the HOME funds were available to build her home.

Mayor Fatcher closed the Public Hearing at 7:40 p.m. Upon motion by Councilmember McDaniel, seconded by Councilmember Roberson, '**Allocate the total of our HOME funding for this year (estimated at \$64,439) to the one project that applied (Habitat for Humanity).**' Council discussion followed. Motion carried, all voting yes.

PUBLIC HEARING – Document Recording Fee Surcharge:

Community Development Director Michael Kerins spoke about the document recording fee surcharge history that was given to Councilmembers. Currently funds in the amount of \$51,074.07 are available for obligation. The following requests for funds have been received:

Emergency Support Shelter for Operating costs	\$ 8,000.00
Kelso Housing Authority to re-roof the Columbia Apartments	25,000.00
Longview Housing Authority for Phoenix House Rental Subsidy	15,000.00
Community House on Broadway for Operating costs	10,000.00
Cowlitz Habitat for Humanity for supervisory support	<u>17,000.00</u>
Total Requested	\$75,000.00

After the preliminary submittal, it became known that the amount of funds was less than the total of their requests. In response, each agency decided to proportionately reduce the amount they were requesting as follows:

Emergency Support Shelter	\$ 5,447.07
Kelso Housing Authority	17,025.00
Longview Housing Authority	10,215.00
Community House on Broadway	6,810.00
Cowlitz Habitat for Humanity	<u>11,577.00</u>
<u>Total Revised Amount Requested</u>	\$51,074.07

Mayor Fatcher opened the Public Hearing at 7:50 p.m. The following individuals made comments:

Sherrie Tinoco, Executive Director of the Emergency Support Shelter, reiterated what Community Development Director Kerins said concerning their decision to ask Councilmembers to consider lowering each of the requests by the same percentage. It is felt that all of the projects that are being submitted are critical right now for the community.

Mayor Fatcher said he appreciated the agencies working together. It is difficult for the Council to make these difficult decisions because each agency is making a difference.

Rick Von Rock, 400 N. 7th, asked if the agencies make any requests from Longview when they have their Document Recording funds. For example, does the Kelso Housing Authority make requests from Longview?

Community Development Director Michael Kerins, pointed out that the Longview Housing Authority’s allocation is for the Phoenix House, which is located in West Kelso.

Hearing no other comments, Mayor Fatcher closed the public hearing at 7:56 p.m.

Upon motion by Councilmember McDaniel, seconded by Councilmember Myers, 'Appropriate our Document Recording Fees according to the revised requests totaling \$51,074.07.' A short discussion followed. Motion carried, all voting yes.

CONSENT AGENDA:

1. **Award 2011 Citywide Overlay Project to Brix Paving Co. in the amount of \$305,794.33**
2. **Liquor License Renewals:** a) Red Lobster #700, 201 Three Rivers Drive; b) Hardtails Bar & Grill, 404 West Main; c) Cliff's Hilltop Market, 604 Burcham
3. **Auditing of Accounts:** \$1,436,159.08

Upon motion by Councilmember McDaniel, seconded by Councilmember Roberson, 'Approve the Consent Agenda and the Auditing of Accounts in the amount of \$1,436,159.08,' motion carried all voting yes.

CITIZEN BUSINESS:

Larry Alexander, 1517 N. 3rd #A, spoke from the audience on behalf of the Kelso Highlander Festival Board. He asked the Council for permission to move forward with the permitting and paperwork that is required to add a beer garden to the Highlander Festival. It is felt the beer garden will boost attendance. He reported that Rogue Brewery agreed to put on the beer garden and provide for the staff, fencing, security, beer, liquor license, and liability insurance. The brewery will give the festival 50% of the net profits. Staff and Council discussion followed. The Council has nothing to vote on at this time; therefore, it was suggested that Mr. Alexander proceed with the application process.

Anthony Currena, 803 S. 6th, asked for clarification on an ordinance regarding the leash law. The information he has found, concerning the requirements of having a dog on a leash, is contradictory. Mayor Fletcher read parts of Section 6.04.210 and 6.04.230 of the Kelso Municipal Code. If the dog is on the owner's property, it does not have to be on a leash. If the dog is off the owner's property, it needs to be on a leash. Discussion followed.

MOTION ITEMS:

Resolution No. 11-1044 - WSDOT Airport Grant: The Deputy City Clerk read the proposed resolution by title only. Upon motion by Councilmember Roberson, seconded by Councilmember Webb, 'Pass Resolution No. 11-1044, 'RESOLUTION OF THE CITY OF KELSO, WASHINGTON, TO THE WASHINGTON STATE DEPARTMENT OF TRANSPORTATION AVIATION GUARANTEEING GRANT MATCH FUNDS AVAILABILITY,' motion carried, all voted yes.

MANAGER'S REPORT:

ticket. Half the proceeds go to the bowling alley, while the other half goes to benefit the "People First of Washington". Cody said they are still seeking volunteers, and hoping to create awareness and interest in our community through this event. Mayor Anagnostou said the council will post the events flier at City Hall.

Troop 385 of the Boy Scouts of America was present. The scouts were earning two of their merit badges, one for 'Citizenship in the Community' and one for 'Communications'. Each scout member and leader introduced themselves.

8. **PUBLIC HEARINGS**

[11-1651](#)

PUBLIC HEARING TO ACCEPT COMMENTS ON ALLOCATING 2011 HOME FUNDING AND DOCUMENT RECORDING FEE FUNDING

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Preserve Neighborhoods

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

This Public Hearing is being held to present Longview HOME Investment Partnership Program project design proposals, to hear public comment supporting the submitted proposals, and to allocate 2011 program year HOME funds. This program provides grants and loans for low-moderate income housing. Projects must benefit families whose income is less than 80% of the Cowlitz County Median Income based on family size.

The Document Recording Fee Program provides grants to low-income housing projects, shelters and tax credit projects for families at 50% or below the median income. The 2011 Document Recording Fee allocation from Cowlitz County is \$31,439.42 including interest.

The 2011 HOME funding allocation for the Longview-Kelso Consortium has not been provided by HUD as of this writing. We expect a 12% decrease from the 2010 funding level of \$381,821 to approximately \$343,639 from the U.S. Department of Housing and Urban Development. This allocation is divided into four categories: 1) Administration 10%; 2) Community Housing & Development Organization set-aside (Lower Columbia Community Action Council) 15%; 3) Longview Allocation (75% of remaining grant) \$229,137 and includes Program Income, an activity deobligation, and a credit; and 4) Kelso Allocation (25% of remaining grant) \$64,432.

As a reminder, Longview City Council has given funding priority within the adopted 2009-2013 Consolidated Plan to projects in the following categories for the next five years:

Homeownership 50%
 Owner Rehabilitation 35%
 New Buyer 15%

Rental Programs 50%

Cowlitz County Habitat for Humanity	\$ 49,137
33rd Ave Supportive/Transitional Housing	\$100,000
Document Recording Fee	
Community House on Broadway	\$ 24,000
Emergency Support Shelter	\$ 7,439.42

Attachments: [HOME Executive Summary.xls](#)
[HOME Entitlement Funding.xls](#)
[HOME LV Project Allocation 2011](#)

Julie Hourcle, Program Coordinator Specialist, gave a presentation regarding the 2011 Allocation of HOME Funding, and Document Recording Fee Funding. At the end of Julie's presentation, Mayor Anagnostou opened the forum to public comments.

Janet Perez, representative and board member for Habitat for Humanity, said she was very grateful for the Council's past support, and that their partnership has made for a better community. Despite the current housing crisis, Habitat for Humanity has had zero foreclosures. They continue to assist homeowners with financial counseling, home repairs, and neighborhood watch programs.

Several other community members in favor of Habitat for Humanities' efforts spoke of ongoing contributions, such as zero-interest loans for homeowners, volunteered services for plumbing and electrical maintenance, and the neighborhood benefits of well-kept homes, paid property taxes, zero foreclosures, and sense of pride in the community.

Dan Freidman, representative and Development Manager for Longview Housing Authority (LHA), expressed his gratitude for past support from the Council. LHA purchases and redevelops properties, or sells to others for redevelopment, in hopes of creating diversified homeownership in various neighborhoods. They also encourage bank investments in areas that have experienced significant dilapidation. LHA's program is not geared towards rental units, or used as a self-help program, but rather works with first-time homeowners.

Sheila Girt and Steve Webb, representatives from Lower Columbia Community Action Program, spoke in favor of the 33rd Avenue Transitional Housing units. Sheila described it as a better alternative for those who find themselves homeless or couch-surfing. The transitional programs have proved to be very successful in the past.

Mayor Anagnostou closed the forum for public comments.

A motion was made by Council Member Dennis Weber to allocate funds as follows:

\$112,000 to Lower Columbia Community Action Program
\$100,000 to Cowlitz County Habitat for Humanity
\$ 12,412 to Longview Housing Authority.

This motion was seconded by Mayor Pro Tem Don Jensen that this matter be approved. Mayor Anagnostou did not support the motion, as it allocated more funds to Habitat for Humanity than what they requested.

The motion carried 5:1.

Ayes: 5 - Council Member Botero, Mayor Pro Tem Jensen, Council Member Makinster, Council Member Wallace and Council Member Weber

Nayes: 1 - Mayor Kurt Anagnostou

Janet Perez, representative and President of the Board of Emergency Support Shelters, thanked the Council for their past support. She spoke of the Longview Emergency Support Shelter's ability to turn many women's lives around and help them become productive members of society.

Pat Morgan, representative and Community House board member, spoke of her appreciation and the dependence of support from the City of Longview for operating a non-profit organization.

Mayor Anagnostou inquired as to the number of people (on average) that stay in the Community House per year. Pat responded that in 2010, Community House assisted 742 individuals, which includes case management, meals, and beds for overnight stay.

Councilmember Botero inquired as to the difference of intake procedure that occurs between the Community House and the Emergency Support Shelter. Sherrie Tinoco, representative and Emergency Support Shelter Director, responded by describing the intake procedure at the Emergency Support Shelter, which includes a screening assessment and risk of danger. There is full security at the building, and women can obtain food, clothing and shelter for up to 60 days.

Mayor Anagnostou closed the public hearing.

A motion was made by Council Member Weber to keep funding ratios as stated in recommendation, with a 3:1 ratio, with every \$3 of federal funds to Community House, and \$1 federal funds to Emergency Support Shelter, and seconded by Council Member Wallace, that this Agenda Item be approved. The motion carried unanimously.

Mayor Anagnostou called for a brief recess at 8:40 p.m. The meeting was reconvened at 8:48 p.m.

9. **BOARD & COMMISSION RECOMMENDATIONS**

[11-1659](#)

RECOMMENDATION FROM LODGING TAX ADVISORY COMMITTEE

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

The Lodging Tax Advisory Committee met on April 13 to consider a proposal by Cowlitz County Commissioner Jim Misner, for the City to join in "The Big Idea" fund, whereby ten percent of Longview's lodging tax receipts would go to the combined fund over a six-year period. By participating, Longview would stand to gain a one-time allocation of approximately \$67,400. The committee supports "The Big Idea" and recommended Council consider supporting it also.

has been completed in accordance with the plans and specifications under Contract No. 10-0186-W entered into between the City of Longview and R.C. Northwest, Inc., and the same is hereby accepted and approved.

RECOMMENDED ACTION:

Motion to accept and approve as complete the 46th Avenue Watermain Replacement project.

13. CITY MANAGER'S REPORT

[11-1746](#)

HOME AMENDMENT - TRANSFER SHARE LEAD BASED PAINT (2006) FUNDING TO BLIGHTED PROPERTY REDEVELOPMENT (2011)

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Council Initiative: Preserve Neighborhoods

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

At the April 28th Council meeting, the Longview Housing Authority requested \$80,000 for the 2011 HOME "Blighted Property Redevelopment" project. This project would demolish a vacant home at 207 20th Ave. and construct 2 single-family attached homes for new homeownership with down payment assistance. Council approved \$12,403.62 for this project (the remaining amount available) during the competitive allocation process. The Longview Housing Authority has submitted a letter (attached) to the City requesting a transfer of HOME funds from a previous project to make up the difference. This money would be transferred from the 2006 "SHARE" project allocation made for lead based paint in the amount of \$67,596.38.

In 2006, SHARE was allocated \$70,580 for lead-based paint activities, and in 2007 was allocated \$102,412.23 for acquisition/rehabilitation. A remaining amount of \$134,412.23 is currently available for the project. The transfer would leave a balance of \$66,815.85 in the SHARE project for 2 homebuyer rehabs, one underway and one planned. Any remaining funding would be deobligated for future HOME projects.

Staff is supportive of this transfer in order to fully fund the 2011 "Blighted Property Redevelopment" project and use earlier HOME money to meet a timeliness issue in the "SHARE" project. The HOME goal is to spend money within 5 years of allocation and this transfer would assist the City in forwarding that goal.

RECOMMENDED ACTION:

Motion to approve a transfer of funding (\$67,596.38) from the HOME SHARE project to Blighted Property Redevelopment.

Attachments: [LHA SHARE Status Rpt for 2011 HOME transfer.pdf](#)
[LV HOME 2006-2011 Project Summary.pdf](#)

Program Coordination Specialist Julie Hourcle recapped the Longview Housing Authority (LHA) request and showed the previous allocation of funds on the HOME executive summary. \$12,403 had just been allocated to LHA for the 2010 Blighted Property Redevelopment project. There are funds remaining that had been allocated to LHA for a SHARE lead-based paint program in 2006. LHA has been unable to utilize those lead-based paint funds and requested a transfer of \$67,596.38 from this prior allocation for the SHARE project to the current Blighted Property Redevelopment project. This would still allow LHA to complete one SHARE house already underway and one additional house.

Mayor Anagnostou asked why the funds were not simply deobligated and returned to Council for reallocation in the competitive process. He expressed concern that this funding would be reallocated without going through the competitive process.

Ms. Hourcle said the funds were planned to spent for leadbased paint until recently and needed to be spent; HUD generally likes a five-year project completion. If that deadline isn't met, funds may have to be returned to HUD. The City has already returned \$50,000 to HUD because the 2001/02 SHARE projects were not completed in time.

LHA representatives Executive Director Chris Pegg and Rena Mattison spoke in favor of the transfer of funds. Ms. Pegg noted this transfer is supported by the Highlands Neighborhood Association (HNA) as it affords homeownership opportunities in the area. Due to economic conditions, it became increasingly difficult to purchase homes that would appraise high enough to absorb the cost of lead-based paint abatement. HUD requires this cost to be included in the mortgage amount. LHA must test for lead paint in homes, and if there is only a nominal amount present, it is possible the abatement costs could be absorbed into the sale price.

Councilmember Jensen remarked he thinks this is a good project; however, he shared the Mayor's concern that perhaps the funds should be returned to the city for reallocation under the competitive process.

It was pointed out that Council had awarded the balance of funds remaining to this project, so Council did determine it had merit.

HNA Board member Steve Moon, speaking as an individual, not a representative of the group, urged Council to support this funding transfer.

Keith Huff encouraged Council to "go with your gut on this." Possibly the most appropriate action would be to return the funds to the competitive process.

Mayor Anagnostou said he could not support the motion as he believes a process needs to be developed for dealing with these unused funds. Councilmember Melink agreed.

Councilmember Melink will work with another Councilmember to bring back an agenda item to develop a policy for dealing with these allocated but unused funds.

A motion was made by Council Member Makinster, seconded by Council Member Botero, that this Agenda Item be approved. The motion carried by the following vote:

Ayes: 4 - Council Member Botero, Mayor Pro Tem Jensen, Council Member Makinster and Council Member Wallace

Nayes: 2 - Mayor Kurt Anagnostou and Council Member Melink

[11-1748](#)

PROFESSIONAL SERVICES AGREEMENT WITH MAYES TESTING ENGINEERS TO PROVIDE SPECIAL INSPECTION & TESTING DURING CONSTRUCTION OF THE MINT FARM WATER TREATMENT PLANT

COUNCIL INITIATIVE ADDRESSED:

Provide sustainable water quality & environmental infrastructure

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

The International Building Code (IBC) requires special inspection and testing be performed for particular types of construction. This requirement applies to a variety of the components of the Mint Farm Water Treatment Plant project including soils compaction, concrete, masonry, reinforcing steel, structural steel, welding, bolting, protective coatings and asphalt. In compliance with the IBC and to ensure the facilities are constructed as specified and intended, special inspection is required to be performed by a qualified testing firm with experience in projects of similar type and complexity.

In accordance with federal law regarding selection of professional services, Mayes Testing Engineers (MTE) has been selected to perform the required special inspection and testing based on their qualifications and experience. Their contract will include on-call, intermittent, and continuous field inspection and certified laboratory testing for the duration of the project and in accordance with the construction schedule. Inspection services will be coordinated directly between MTE and the water treatment plant contractor to prevent scheduling conflicts and miscommunications.

FINANCIAL SUMMARY:

The cost of this agreement is \$51,840 and will be paid for by the Filter Plant Construction Fund, with Beacon Hill Water and Sewer District paying their approximately 14.5% share as part owner of the plant. Funding for this work is included in the current water utility rates.

RECOMMENDED ACTION:

Motion to approve the agreement with Mayes Testing Engineers for special inspection and testing.

Attachments: [Mayes Testing - FINAL Scope of Work 6-23-11.doc](#)
[Mayes Testing - FINAL Fee Schedule 6-23-11.pdf](#)

Councilmember Jensen said he would be opposing the agreement since he has been opposed to the Mint Farm deep wells from the beginning.

A motion was made by Council Member Botero, seconded by Council Member Wallace, that this Agreement be approved. The motion carried by the following vote:

4. APPROVAL OF MINUTES

Minutes from the October 13, 2011 Council meeting were not yet ready for review.

5. CHANGES TO THE AGENDA

City Manager Bob Gregory noted the addition of a Proclamation for Pro Bono Week to the agenda.

6. PRESENTATIONS & AWARDS**11-1901****PROCLAMATION: NATIONAL MAGIC WEEK, OCTOBER 25-31, 2011**

Attachments: [National Magic Week, Oct 25 - 31](#)

Tom Cramer, with the Society of American Magicians in Portland, Oregon, accepted the Proclamation. He performed a card trick before Mayor Anagnostou. Every year the Society celebrates the death of Harry Houdini on Halloween with a seance.

11-1912**PROCLAMATION: COWLITZ-WAHKIAKUM LEGAL AID PRO BONO WEEK, OCTOBER 23-29, 2011**

Attachments: [Cowlitz-Wahkiakum Legal Aid Pro Bono Week, Oct 23-29](#)

Judge Michael Evans accepted the Proclamation regarding Pro Bono week. He said it is a crucial program that provides legal assistance to low income families. Attorneys will be court-appointed to low-income individuals in criminal cases, but not in civil matters. This program provides assistance by providing help with forms, workshops and advice clinics. Some attorneys assume full representation of a client in a matter. In 2010, the services provided pro bono by area attorneys had a value of \$60,000.

7. CONSTITUENTS' COMMENTS (Thirty Minutes)

Mr. Grumbois urged a No vote on initiative 1183 which would allow big-box stores to sell hard liquor. \$36-million is being spent on this battle; \$22-million has been spent by Costco and other proponents of the measure. While proponents are promising increased revenue to government agencies, there is no guarantee that will happen. Mr. Grumbois cited increased rates of alcohol-related accidents, domestic violence, and violent crime in states that have removed liquor sales from state-operated stores. He alleged a loss of jobs; in addition to state liquor store employees, he said small wineries would go out of business because they could not compete. He He said big business should not be allowed to write legislation that prevents small businesses from participating in sales activities.

8. PUBLIC HEARINGS**11-1902****PUBLIC HEARING FOR THE 2010 HOME & CDBG CONSOLIDATION ANNUAL PERFORMANCE & EVALUATION REPORT (CAPER)**

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Council Initiative: Preserve Neighborhoods

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

The City of Longview as a CDBG Entitlement community and lead agency for the Longview-Kelso HOME Consortium is required to produce and submit a Consolidated Annual Performance and Evaluation Report (CAPER) to HUD within 90 days of the completion of each program year which ends July 31st. The Report also requires a minimum 15-day public comment period. This public comment period began on October 14th and will end on October 28th, 2011. This Public Hearing will allow for public comment on HOME & CDBG program performance, accomplishments, and recommendations for program adjustments if needed. The CAPER has been distributed to the Longview and Kelso City Councils, public officials, and participating agencies/individuals.

The CAPER may be viewed on the City Website at:
<http://www.mylongview.com/communitydev/cdbg.html> under Important Links.

RECOMMENDED ACTION:

No Action Required

Program Entitlement Coordinator Julie Hourcle recapped the CAPER, the Consolidated Annual Performance Evaluation Report, of the HOME and CDBG funds and projects. She showed pictures of completed housing projects. The 15-day public comment period ends tomorrow; copies of the CAPER are available for perusal at numerous locations.

The public hearing was opened for comment at 7:46 p.m.

City Clerk Ann Davis read a statement submitted by Jim Conrod, Campus Towers, thanking Council for funding improvements that assist with daily living activities at the complex.

There being no further comments, either written or oral, the public hearing was closed at 7:48 p.m.

No action taken.

9. BOARD & COMMISSION RECOMMENDATIONS

11-1910

LODGING TAX ADVISORY COMMITTEE FUNDING RECOMMENDATIONS

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Council Initiative: Continued effective financial management. Strengthen economic conditions.

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

13. CITY MANAGER'S REPORT[11-1903](#)**HOME AMENDMENT - 965 33RD AVE SUPPORTIVE HOUSING (2011)****COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Council Initiative: Preserve Neighborhoods

CITY ATTORNEY REVIEW: N/A**SUMMARY STATEMENT:**

A 2011 HOME project for 965 33rd Ave for supportive/transitional housing, submitted by Lower Columbia Community Action (CAP), was approved by Council on April 28, 2011. The project will construct a new 6-bedroom 3- bath home for individuals and couples who do not have a place to live due to homelessness, overcrowding at their current place of stay, or living in substandard conditions. Transitional housing allows the renter to stay in housing for up to 24 months under the HOME program upon which they must move and find a new location to rent. The rent for this project for individuals/couples is established (for 2011) at \$203.50 per month including utilities.

Lower Columbia Community Action is requesting that the project be reclassified to omit the transitional term for renters thus allowing them to maintain housing for longer than 24 months and provide permanent supportive housing.

Permanent Supportive Housing is a preferred model for the recently adopted Cowlitz County 10-Year Plan to End Homelessness. By aligning this project with the 10-Year Plan, CAP may be eligible to apply for the Consolidated Homeless Grant for for supportive services for renters and operating costs and Document Recording fees for possible other funding.

RECOMMENDED ACTION:

Motion to reclassify the 965 33rd Ave. HOME project to from transitional housing to permanent supportive housing.

Attachments: [965 33rd Permanent 10-11.pdf](#)

Lower Columbia Community Action Council received funding in April, 2011, from Council for supportive/transitional housing at 865 – 33rd Avenue. CAP would now like to change this designation from permanent housing. Under HOME regulations, transitional housing is limited to a maximum of 24 months, then alternate housing arrangements must be found by the resident.

Councilmember Botero expressed some objection to this change in order to possibly qualify for a different source of grant funds. He felt the need right now is for transitional housing, not permanent housing.

CAP representative Marie Robins said CAP has other transitional housing right

across the street from this location. Transitional housing is defined as 24 months or less. She further said this housing is not truly "permanent" housing, but it would allow residents a longer period of time to get on their feet.

Councilmember Weber observed that the approach to addressing homelessness has changed with the adoption of the ten-year plan to end homelessness.

Jan Marshall, also with CAP, said this supportive housing would be geared toward the population that are the greatest users of public services. It would be an attempt to interrupt that cycle of great use. It may take longer than two years for some of these individuals to attain stability.

Councilmember Botero inquired whether the neighbors had been advised of this change in use, or, for that matter, whether they had been advised of the initially proposed supportive/transitional housing.

Ms. Marshall said she did not know the answer to that question. She said CAP intends to have case managers be very involved with this population. She clarified that their intent is always to move the residents on, but does not expect a remediation within 24 months.

Many more people are eligible for supportive/transitional housing than would qualify for the permanent supportive housing.

Councilmember Wallace noted that people with mental illness are a protected class.

A motion was made by Council Member Chet Makinster, seconded by Council Member Dennis Weber, that this matter be approved. The motion passed unanimously.

11-1909

GRANT AGREEMENT WITH DEPARTMENT OF ECOLOGY TO FUND SHORELINES MANAGEMENT PROGRAM UPDATE

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Council Initiative: Address quality of place issues, Improve infrastructure, water & environment

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

The state Shoreline Management Act (SMA) was adopted by voters in 1972. More than 260 Washington towns, city and counties have marine, lake, and stream shorelines that fall under SMA jurisdiction. The Act requires local government to regularly review and revise their shoreline regulations and policies. The City adopted the "Shorelines Management Master Program for Cowlitz County, Washington 1977." The shorelines master program has not received a major update since that initial 1977 date.

The 2003 Legislature set up a timetable for all 260 local governments to update their shoreline programs. The due date for Cowlitz County and the cities within it is June 30, 2014. Fortunately, this is a funded mandate. The proposed grant agreement will provide \$125,000 in funding for Longview to produce a new shorelines master program.

piece of the tax pie is larger than receipts from sales or property taxes. Utility taxes make up a majority of the B & O total.

Assessed property values are down 1% from last year. Mr. Sacha noted that the levy rate goes up when property values decline. He proposed a \$3.11 ad valorem tax levy rate and showed how he arrived at that figure. This includes the 1% allowable annual increase.

Peace Health successfully appealed property taxes on some of its properties. Those values have been deducted from the total assessed property value. It also required the City to pay Peace Health a \$425,000 refund of taxes.

The City has a one-time opportunity to pass a recapture tax levy to recoup the unanticipated \$425,000 expenditure/refund. If Council chose to do so, it would increase the ad valorem tax levy rate by 16-cents per thousand, to a total of \$3.265. This recapture levy can only be taken during 2012.

Councilmember Botero observed this increase is only for the City of Longview. The Longview School District and Cowlitz County may also decide to impose the recapture levy to cover they amount they were required to refund to Peace Health.

Mr. Sacha also had forecast a reduction in state liquor excise tax receipts since Governor Gregoire, in an effort to balance the State's budget, has proposed retaining all those funds rather than redistributing them back to cities.

City Manager Gregory stated the Association of Washington Cities (AWC) is currently researching the language in initiative petition 1183; a certain amount of tax money may still be directed to cities.

Mayor Anagnostou asked whether the refund recapture levy, if adopted, could be dedicated to the obligations [to assume responsibility for 100% of the cost of increased police and fire personnel] coming up in four years for the COPS and SAFER grants.

Mr. Sacha said budget matters will be reviewed in more detail at next week's budget workshop. At that workshop, he will seek Council direction on the ad valorem tax levy rate.

The public hearing was opened at 8:45 p.m. There being no comments, either written or oral, the public hearing was closed at 8:46 p.m.

No action taken.

9. **BOARD & COMMISSION RECOMMENDATIONS**

10. **ORDINANCES & RESOLUTIONS**

11. **MAYOR'S REPORT AND COUNCILMEMBER'S REPORTS**

[11-1918](#)

REALLOCATING HOME AND CDBG FUNDS TO ANOTHER ACTIVITY

INTRODUCED BY: Mary Jane Melink

SUPPORTED BY: Kurt Anagnostou

CITY ATTORNEY REVIEW: REQUIRED or N/A**SUMMARY STATEMENT:**

HOME and CDBG funds are awarded annually to specific projects, however occasionally not all of the granted monies are needed and/or used. Any unused funds should be returned to the city for reconsideration and distribution during the next funding cycle to provide council, staff and the public the opportunity to review all the projects submitted based on the current housing needs and current project requests.

RECOMMENDED ACTION:

Motion to add the following language to the 2009-2013 Consolidated Plan as a "Program Policy."

Reallocating HOME and CDBG Funds to Another Activity

HOME and CDBG funding recipients wishing to reallocate HOME and CDBG funds to another activity should request the reallocation during the annual "Request for Proposal" process. If during the Program Year the recipient can no longer use the allocated HOME and CDBG Funds, they should request that the funds be deobligated by January 15th for reallocation to the next program year.

Councilmember Melink proposed adopting a policy for reallocation of HOME and CDBG funds. If the entity cannot use the funds for the purpose it requested, the funds must be returned to the City and go through the annual competitive allocation process again. Agencies will no longer be able to ask Council to divert the funds to another project without participating in a competitive process.

Councilmember Weber suggested the policy be clarified to specify allocation "by Council." Councilmember Melink and Mayor Anagnostou agreed to this friendly amendment.

Councilmember Jensen noted he was in favor of this modification, but he worried that this would prevent Council from appropriating the funds in the interim if an emergency situation arises, as in the case of the bedbug eradication at Community House.

Director of Community Development John Brickey said a separate public hearing could be held if Council felt the need to disburse the funds sooner.

City Manager Gregory said staff would prepare an amendment to the Comprehensive Plan.

A motion was made by Council Member Mary Jane Melink, seconded by Mayor Kurt Anagnostou, that this matter be approved. The motion passed unanimously.

Ayes: 7 - Mayor Kurt Anagnostou, Council Member Botero, Mayor Pro Tem Jensen, Council Member Makinster, Council Member Melink, Council Member Wallace and Council Member Weber

12. CONSENT CALENDAR

There being no items the Council wished removed from the Consent Calendar, a motion was duly made and passed approving the items on the Consent Calendar as

13. CITY MANAGER'S REPORT[11-1940](#)**2010 CDBG PLAN COMPLETION - ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE****COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Preserve Neighborhoods

CITY ATTORNEY REVIEW: N/A**SUMMARY STATEMENT:**

The 2010 CDBG funded plan for the Analysis of Impediments to Fair Housing Choice has been completed by the Fair Housing Center of Washington. The plan assesses housing discrimination, identifies impediments and provides recommendations for the Longview-Kelso HOME Consortium to further fair housing in the community. It also reviews fair housing laws, demographics, fair housing complaints, impediments in housing finance and public policies. This plan is required by the HOME Program and replaces the 1999 adopted plan which was followed by annual updates. The plan was funded for \$12,500 through the 2010 CDBG Program.

A representative from the Fair Housing Center of Washington will provide plan highlights and review recommendations to the City. It is recommended that the City formally adopt this plan. The plan is to be implemented by staff with continuing annual updates as part of the HOME/CDBG Consolidated Plan. Copies of the plan will be distributed and posted on the City Website.

RECOMMENDED ACTION:

Motion to create a resolution for Fair Housing plan adoption.

Attachments: [City of Longview Analysis of Impediments Final 09302011.pdf](#)

Bessie Marie Scott from the Fair Housing Center spoke about the study recently completed. She detailed how the data for this study was gathered. She said an analysis of fair housing should be done every three to five years to make sure agencies are in compliance.

Some discrepancies were uncovered in the way the Longview Housing Authority and private landlords were handling rental applicants with disabilities. Ms. Scott recommended Council be concerned with the way Longview Housing Authority is complying with fair housing regulations since the City could be held liable for their acts or omissions.

Ms. Scott noted that HUD is in the process of cutting funding, and they are looking for ways to freeze monies; the best way to ensure continued HUD housing funding is to make sure local agencies are abiding by fair housing regulations.

A motion was made by Council Member Chet Makinster, seconded by Council Member Chuck Wallace, that this matter be approved. The motion passed unanimously.

Ayes: 6 - Council Member Botero, Council Member Hutchinson, Council Member Jensen, Council Member Makinster, Mayor Pro Tem Melink and Mayor Weber

Nayes: 1 - Council Member Wallin

13. **CITY MANAGER'S REPORT**

[11-1976](#)

APPROVE 2012 RETREAT AGENDA

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

Attached is a draft retreat agenda based on the facilitator interviews with Council conducted on December 14, 2011. This draft agenda for Council's 2012 retreat on January 27 and 28 is presented for your information and finalization.

RECOMMENDED ACTION:

Motion to approve the finalized 2012 Longview City Council Retreat Agenda.

Attachments: [Proposed Longview City Council 2012 Retreat Agenda](#)

A motion was made by Council Member Chet Makinster, seconded by Council Member Tom Hutchinson, that this matter be approved. The motion passed unanimously.

[12-1998](#)

2007 CDBG PLAN COMPLETION - SHERRI FITTRO BUILDING PROJECT REPORT

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Council Initiative: Preserve Neighborhoods

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

The 2007 CDBG program funded a plan for a transitional apartment complex targeted to persons with spinal cord injuries so that they could increase their independence and return to employment. This plan through it's research additional included housing persons with brain injuries. The concept for the apartment complex would serve as one-stop facility with independent ADA accessible studio apartments on the upper floors, and access to a resource library with computer terminals, an educational support and tutoring center, physical rehabilitation rooms, counseling service space, and employment opportunities through Ellen's Cafe' all on the main floor.

The plan also includes a review of comparable facilities, a summary of national and local regional disability statistics, building schematics, project

construction budget, and an operations budget.

Persons may have incurred a spinal cord or brain injury due to an accident and then live in a long-term nursing facility for some period. Sherri Fittro who initiated this plan had a spinal cord injury and worked at Lower Columbia College as a tutor coordinator. She was disabled due to a car accident as a young adult.

RECOMMENDED ACTION:

No action required.

Attachments: [Sherrie Fittro Building.pdf](#)

Director of Community Development John Brickey introduced Entitlement Program Coordinator Julie Hourcle. Ms. Hourcle introduced Larry Harris to give details of the Sherri Fittro Building Project, which plan was funded in part by a 2007 CDBG planning grant.

Larry Harris presented highlights of the plan that he and his brother Jonathan had compiled. This plan is a vision Sherri Fittro, the Harris' mother, had envisioned to create a facility offering transitional housing and numerous other services to persons who had suffered a life-changing spinal cord injury. In addition to transitional housing, the facility would offer physical and occupational therapy, community development, educational opportunities and emotional support.

Mr. Harris said there will be no other facility like this in the nation once it has been constructed.

Council thanked Mr. Harris for all his work developing this plan and commented it was a very worthy project. A capital budget has not yet been worked out since the project is still at a conceptual stage. Mr. Harris has identified at least forty potential grant sources for funding.

No action required.

14. MISCELLANEOUS

The following item(s) were presented for Council's information. No Council action was taken or required.

12-1991

LIQUOR LICENSE REQUESTS

Attachments: [LL Renewals](#)
[LL requests](#)

DAC 092011

Attachments: [Sept 2011 DAC Minutes.pdf](#)

DAC 102011

Attachments: [Oct 2011 DAC Minutes.pdf](#)

If confirmed, Interim City Attorney Stephen Shuman advised the moratorium would run until June 8. While it can be extended an additional six months, it can also be rescinded earlier by Council if the Planning Commission makes its recommendation and Council approves it.

No action taken following the public hearing.

RS 12 2013

RESOLUTION NO. 2013 CONTINUING THE MORATORIUM ENACTED IN RESOLUTION NO. 2006

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Preserve Neighborhoods

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

On December 8, 2012 the City Council passed Resolution No. 2006, which adopted a moratorium on the issuance of licenses, permits and approvals required by the City of Longview for the establishment within the Longview city limits of new liquor stores in order to provide the Planning Commission and City Council time to complete the update of the City's commercial code. State law requires that a public hearing be held on such a moratorium within sixty days of its enactment. Such a hearing was scheduled for January 26, 2012. This proposed Resolution No. 2013 should be enacted in the event that the City Council decides pursuant to the public hearing that the moratorium should be continued.

RECOMMENDED ACTION:

Motion to adopt Resolution No. 2013.

Attachments: [Res. No. 2013, Continuing Moratorium Enacted by Res. No. 2006](#)

A motion was made by Council Member Ken Botero, seconded by Council Member Chet Makinster, that this matter be adopted. The motion passed unanimously.

12-2018

PUBLIC HEARING FOR AN AMENDMENT TO THE 2009-2013 CONSOLIDATED PLAN FOR FLOAT LOAN PROVISION, AND AMENDMENT TO THE 2011 CDBG ANNUAL PLAN FOR FLOAT LOAN TO THE LONGVIEW HOUSING AUTHORITY FOR THE COMRADE QUARTERS REHABILITATION ACTIVITY

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Council Initiative: Continue Effective Financial Management

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

A Substantial Amendment to the 2009-2013 Consolidated Plan for the CDBG program is being proposed in order to include a Float Loan provision for CDBG eligible activities as needed. The City has found it necessary to

provide a float loan in order to reduce its CDBG line of credit and remain timely regarding drawdowns per HUD regulations. Approved Float Loans will be paid back to the City of Longview CDBG line of credit with interest within 18 months.

The Consolidated Plan will also be amended to particularly include a CDBG Float Loan for \$300,000 to the Longview Housing Authority for use in its Comrade Quarters Rehabilitation activity for the Stratford Arms Apartments, 1312 Hemlock St. Longview during the 2011 CDBG Program Year. The Float Loan will be repaid in July 2012 with 1% interest. The CDBG 2011 (Program Year) Annual Action Plan will be concurrently amended to include this activity.

The Consolidated Plan is required in order to plan housing, community facilities, public facilities, economic development projects, and public services and priorities for program years 2009-2013 and was adopted in June, 2009.

This amendment will meet the existing (Decent Housing) "Objective DH-3.3 Preserve and improve the condition of the existing affordable housing stock through acquisition and/or rehabilitation" and an Outcome of "Sustainability." The additional proposed accomplishment will be to "Provide handicapped accessibility and/or life-safety improvements."

A concurrent 30-day Public Comment Period was held from December 23, 2011 through January 21, 2012 for the Proposed Substantial Amendment and 2011 Annual Plan amendment for the Float Loan provision and proposed activity.

RECOMMENDED ACTION:

Motion to amend the Consolidated Plan to include a Float Loan Provision and prepare an Inter-local agreement for a CDBG Float Loan to the Longview Housing Authority for the 2011 CDBG Program Year.

Entitlement Program Coordinator Julie Hourcle explained the need for adopting a float loan provision into the Consolidated Plan. The Highlands trail project has been delayed in construction so the funds have not been drawn down sufficiently. Therefore, the City's line of credit with HUD exceeds the 1.5 year limit the City should have on deposit with HUD. \$300,000 must be drawn down in order to drop below the limit.

The proposed short-term float loan would be made to Longview Housing Authority (LHA). The City and LHA would enter into an interlocal agreement for the loan and the funds would be returned in July, 2012. Ms. Hourcle stated this process is a maneuver that is available to the City.

The public hearing was opened at 7:34 p.m.

Dan Freedman with the LHA advised their office is moving to 820 – 11th Avenue. The temporary loan will help them rehabilitate Comrade Quarters at the Stratford Arms Apartments while awaiting receipt of some grant funds. It will be used primarily to address accessibility issues and life-safety issues.

There being no further comments, either written or oral, the public hearing was

closed at 7:37 p.m.

A motion was made by Mayor Pro Tem Mary Jane Melink, seconded by Council Member Tom Hutchinson, that this matter be accepted and referred to the City Attorney for drafting an interlocal agreement and preparation of an amendment to the Consolidated Plan. The motion passed unanimously.

9. **BOARD & COMMISSION RECOMMENDATIONS**

10. **ORDINANCES & RESOLUTIONS**

[RS 12 2014](#)

RESOLUTION NO. 2014, AMENDING THE 2011-2015 CAPITAL IMPROVEMENT PLAN TO PROVIDE FOR THE CAPITAL ASSETS AS LISTED ON EXHIBIT A.

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Council Initiative: Improve transportation systems. Enhance public safety and emergency response.

CITY ATTORNEY REVIEW: REQUIRED or N/A

SUMMARY STATEMENT:

The purpose of this resolution is to formally amend the City's 2011-2015 capital improvement plan to include the acquisition and installation of a Traffic Division Office Trailer (\$20,000); purchase of a evidence drying cabinet for the Police Department (\$15,000); Curb bulb-outs and pedestrian improvements at 15th & Hemlock and 15th & Douglas Streets (\$200,000); Washington Way & 28th Avenue Curb bulb-outs and pedestrian improvements (\$150,000); purchase of two transit coaches for system expansion (\$900,000); purchase three paratransit mini-buses for replacement and system expansion (\$243,000); purchase three transit coaches for system expansion - FTA Clean Fuels Grant (\$1,350,000); install Intelligent Transportation Systems on transit coaches - FTA ARRA Grant (\$178,000); purchase transit supervisor vehicle (\$40,000); and purchase transit maintenance technician service truck (\$40,000).

RECOMMENDED ACTION:

Motion to adopt Resolution No. 2014 amending the 2011-2015 Capital Improvement Plan.

Attachments: [Resolution No 2014](#)

A motion was made by Mayor Pro Tem Mary Jane Melink, seconded by Council Member Tom Hutchinson, that this matter be adopted. The motion passed unanimously.

11. **MAYOR'S REPORT AND COUNCILMEMBER'S REPORTS**

[12-1997](#)

RESOLUTION CREATING A SMALL BUSINESS ADVISORY

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Council Initiative: Continue effective financial management.

CITY ATTORNEY REVIEW: REQUIRED**SUMMARY STATEMENT:**

Resolution No. 2016 has been prepared to provide for interfund loans from the General Fund to the Arterial Street and Public Transit Funds. These interfund loans are for the purpose of providing the necessary funds to cover the respective 2011 year-end cash deficits for the Arterial Street and Public Transit Funds. The repayment of the \$130,000.00 loan to the Arterial Street Fund shall come from grant funds to be provided from the Federal Highway Administration. The interfund loan in the amount of \$620,000.00 to the Public Transit Fund shall come from grant funds to be provided by the Federal Transportation Administration. This Resolution authorizes the General Fund to provide interfund loans to the Arterial Street and Public Transit Fund in the amounts as shown above. All three interfund loans listed herein shall be repaid on or before June 30, 2012.

RECOMMENDED ACTION:

Motion to adopt Resolution No. 2016.

Attachments: [RESOLUTION NO 2016](#)

A motion was made by Mayor Pro Tem Mary Jane Melink, seconded by Council Member Tom Hutchinson, that this matter be adopted. The motion passed unanimously.

[RS 12 2017](#)**RESOLUTION NO. 2017 - AMENDING THE 2009-2013 CONSOLIDATED PLAN FOR THE LONGVIEW COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM AND THE 2011 ANNUAL PLAN TO ALLOW FOR FLOAT LOANS FOR CDBG ACTIVITIES****COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Council Initiative: Continue Effective Financial Management

CITY ATTORNEY REVIEW: REQUIRED**SUMMARY STATEMENT:**

This Resolution substantially amends the 2009-2013 Consolidated Plan to allow for the provision of CDBG float loans and the 2011 Annual Plan to provide a float loan for a CDBG activity (Comrade Quarters.)

The Float Loan will allow the City to remain timely by drawing down CDBG funding within our HUD-CDBG line of credit below 1.5 program years of funding on hand. The City of Longview currently has excessive CDBG funding due to a delay of construction of Phases 1, 2, and 3 Highlands Trail, Segment 1 using 2009, 2010, and 2011 program year

funding.

The Float loan provides the City with a small return on CDBG funding and gives the City the opportunity to maintain its CDBG timeliness in distributing funds per HUD regulations rather than lose a substantial and estimated equal amount of 2012 funding for its citizens.

RECOMMENDED ACTION:

Motion to adopt Resolution No. 2017.

Attachments: [Res 2017 Revised](#)

A motion was made by Council Member Ken Botero, seconded by Council Member Chet Makinster, that this matter be adopted. The motion passed unanimously.

11. **MAYOR'S REPORT AND COUNCILMEMBER'S REPORTS**

[12-2048](#)

REQUEST FOR REPRESENTATIVE FOR PORT'S COMMUNITY ADVISORY COMMITTEE

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Council Initiative: Strengthen economic conditions & create new opportunities

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

The Port of Longview is planning for its strategic planning process and establishing a short-term Community Advisory Committee committed to the long-term success of the Port. This "sounding board" will join staff and commissioners in developing a plan that will guide future projects and decisions at the Port.

The Port is seeking an at-large community representative from each of the three port districts to serve on the committee alongside representatives from local government, labor and economic development organizations. Time commitment is minimal, with no more than eight meetings over the next four months. The first meeting of the committee is scheduled for March 8, 2012, from 11:30-1:30 pm.

The City Manager is willing to participate on the committee.

RECOMMENDED ACTION:

Motion to appoint a representative to the Port's Community Advisory Committee.

Attachments: [Port Request for City representation.pdf](#)

A motion was made by Council Member Ken Botero, seconded by Council

SW Washington Regional Airport to be allocated from the general fund.

Attachments: [Airport Interlocal Agreement-2-2-12 final REDLINED](#)
[Airport Interlocal Agreement](#)

A motion was made by Council Member Ken Botero, seconded by Council Member Chet Makinster, that this agreement be approved. The motion passed unanimously.

12-2050

**INTERLOCAL AGREEMENT FOR COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG) FLOAT LOAN TO THE LONGVIEW HOUSING
AUTHORITY**

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Council Initiative: Continue Effective Financial Management

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

This Interlocal Agreement with the Longview Housing Authority allows the City to provide a CDBG Float Loan for \$300,000 for the Comrade Quarters rehabilitation activity for the Stratford Arms Apartments, 1312 Hemlock St., Longview. The agreement provides for a 1% interest rate on the loan. The Longview Housing Authority has agreed to repay the loan with interest on or before July 23, 2012.

A public hearing was held on January 26, 2012 to add a Float Loan provision to its 2009-2013 Consolidated Plan and a Float Loan activity for Comrade Quarters during the 2011 CDBG Program year. Council directed the Acting City Attorney to prepare the Inter-Local Agreement at that meeting. A companion Resolution has also been prepared for adoption under a separate agenda item.

The City has found it necessary to provide a float loan in order to reduce its CDBG line of credit and remain timely regarding drawdowns per HUD regulations which will be measured on June 1st., 60 days prior to the end of our CDBG 2011 Program Year.

RECOMMENDED ACTION:

Motion to adopt the Interlocal Agreement for the CDBG Float Loan with the Longview Housing Authority.

Attachments: [Float loan Interlocal Agreement w Attach.pdf](#)

A motion was made by Mayor Pro Tem Mary Jane Melink, seconded by Council Member Ken Botero, that this matter be approved. The motion passed unanimously.

12-2051

**CONSULTANT AGREEMENT WITH ECOLOGICAL LAND SERVICES FOR
THE SHORELINES MANAGEMENT PROGRAM UPDATE**

- No underwriting fees
- No fiscal agent fees
- No transfer fees
- Reduced legal fees

RECOMMENDED ACTION:

Motion to adopt Ordinance No. 3199 fixing the terms of Local Improvement District No. 351 Installment Note; providing for the purchase of such Note by the City from funds on deposit in the City's Employee Benefits Fund.

Attachments: [Ord 3199](#)

For the benefit of the audience, City Manager Bob Gregory stated this LID program is a means for funding projects. This project installed infrastructure on South Weber Avenue in the Mint Farm Industrial Park. The beneficiary of this project and the sole landowner involved is Northwest Renewable Energy.

A motion was made by Council Member Ken Botero, seconded by Council Member Chet Makinster, that this Ordinance be adopted. The motion passed unanimously.

RS 12 2012**RESOLUTION NO. 2012 - ADOPTING FAIR HOUSING POLICIES FOR THE CITY OF LONGVIEW. WASHINGTON****COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Council Initiative: Address quality of life issues

CITY ATTORNEY REVIEW: REQUIRED**SUMMARY STATEMENT:**

On December 8, 2011 the City Council was presented with the City of Longview 2011 Analysis of Impediments to Fair Housing Choice and moved to create a resolution for Fair Housing plan adoption. This Resolution has been drafted in response to that December 8, 2011 motion. It is based on Resolution No. 1474, but amends and expands the number of protected classes to those protected by state law. It also makes reference to the Analysis of Impediments to Fair Housing Choice and state's the City's intent to use the Analysis and its recommendations as guidance in its efforts to provide equal opportunity in housing.

RECOMMENDED ACTION:

Motion to adopt Resolution No. 2012

Attachments: [Resolution No. 2012.docx](#)

It was moved by Councilmember Makinster, seconded by Councilmember Hutchinson, to adopt Resolution No. 2012.

Councilmember Wallin moved to strike Section 3 from the Resolution, which motion was seconded by Councilmember Jensen for the purpose of discussion.

Councilmember Wallin said he had spent considerable time reading the report. The report contains numerous recommendations for future activities that serve to expand

the City's educational responsibility. He did not believe the City had adequate personnel and resources to expand the program at this time. He did not want to adopt all recommendations in the study unless City personnel can actually commit to implementing the additional requirements. He thought it was not the appropriate time to make a full commitment to the study under discussion.

City Manager Gregory clarified that the Resolution language refers to using the study as a guideline. He recommended Council leave the Resolution language as presented.

Responding to a query whether this would make us out of compliance with State regulations, Mr. Gregory said the problem is with HUD. Potentially a complaint could put us at odds with HUD.

Director of Community Development John Brickey advised staff is doing a lot of these educational outreach activities already. He believed the City can further these goals by contracting with agencies currently receiving funding from the City.

Mr. Wallin cited one recommendation that would require staff time: perform a stand-alone analysis of LHA and verify LHA personnel have the appropriate training. Mr. Wallin asked whether staff would be putting together a plan in the future to meet these recommendations.

Interim City Attorney Stephen Shuman reported he shared Mr. Wallin's concerns. When preparing the Resolution adopting the impediments to fair housing study, he specified the City "shall look to the study for guidance," realizing the City is not in a position to adopt all the recommendations contained therein at this time.

Upon a vote on the amending language, the motion failed with two "aye" votes cast by Councilmember Wallin and Mayor Weber, to four "nay" votes by Councilmembers Hutchinson, Makinster, Botero and Jensen.

Councilmember Wallin thanked City Attorney Shuman for his careful crafting of the Resolution. However, he will be voting no on the matter out of caution.

A motion was made by Council Member Makinster, seconded by Council Member Hutchinson, that this Resolution be adopted. The motion carried by the following vote:

Ayes: 4 - Mayor Weber, Council Member Botero, Council Member Hutchinson and Council Member Jensen

Nayes: 2 - Council Member Makinster and Council Member Wallin

11. MAYOR'S REPORT AND COUNCILMEMBER'S REPORTS

Mayor Weber reported he had had the pleasure of judging the Longview School District robotics entry for competition in Portland.

Councilmember Hutchinson reported he had attended his first Cowlitz-Wahkiakum Council of Governments meeting at lunch time. The 2011 Annual report was approved. The process for developing flood plan maps was discussed; apparently it involves a lot of negotiation.

Councilmember Botero had attended the recent Longview School Board meeting. Eighteen teachers received national merit awards. Tim Cusack spoke about improving literacy. He also attended his first CAP Board meeting. CAP provides

RESOLUTION NO. 2012

A Resolution of the City of Longview, adopting fair housing policies for the City of Longview, Washington

WHEREAS, discrimination in the sale, rental, leasing, or financing of housing or land to be used in the construction of housing, or in the provision of brokerage services because of race, color, religion, creed, sex, national origin, disability, familial status, marital status, sexual orientation, gender identity, or veteran/military status is prohibited by the Federal Fair Housing Act and the Washington Law Against Discrimination; and

WHEREAS, it is the policy of the City of Longview to insure equal opportunity in housing for all persons regardless of race, color, religion, creed, sex, national origin, disability, familial status, marital status, sexual orientation, gender identity or veteran/military status; and

WHEREAS, On December 8, 2011, the Longview City Council was presented with an Analysis of Impediments to Fair Housing Choice report presented by the Fair Housing Center of Washington, and passed a motion to create a resolution for Fair Housing Plan, which included a revision of protected classes;

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Longview as follows:

Section 1. The City of Longview will assist all persons who feel that they have been discriminated against because of race, color, religion, creed, sex, national origin, disability, familial status, marital status, sexual orientation, gender identity or veteran/military status to seek relief under federal and state laws by providing such persons with information and forms supplied by the U.S. Department of Housing and Urban Development in order that such person may prepare and file complaints with the Washington State Human Rights Commission or the United States Department of Housing and Urban Development, Seattle Regional Office Compliance Division.

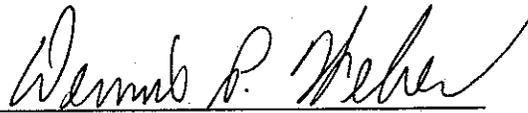
Section 2. The City of Longview will (1) print and publicize this policy and other applicable fair housing information through local media and community contacts; and (2) distribute leaflets and any other documents which will bring to the attention of those affected, the knowledge of their respective responsibilities and rights concerning equal opportunity in housing.

Section 3. In its efforts to insure equal opportunity in housing to all persons regardless of race, color, religion, creed, sex, national origin, disability, familial status, marital status, sexual orientation, gender identity or veteran/military status, the City of Longview shall look for guidance to the City of Longview, Washington 2011 Analysis of Impediments to Fair Housing Choice, which was presented to the Longview City Council at its December 8, 2011 regular meeting.

Section 7. Effective Date. This Resolution shall be in full force and effect upon its passage and signature below.

ADOPTED by the City Council of the City of Longview, at its regular meeting on
February 23, 2012.

Approved by the Mayor this 23rd day of February, 2012.



MAYOR

ATTEST:



City Clerk

APPROVED AS TO FORM:

City Attorney

Published: _____

Cowlitz-Wahkiakum Housing Advisory Committee Members

Ellen Rose, City Council
City of Castle Rock

Christina Pegg, Executive Director
Longview Housing Authority

Bill Hallanger, Commissioner
Cowlitz 2 Fire & Rescue Board

JoAnn Heinrichs, Clerk-Treasurer
City of Woodland

Steve Harvey, Director
Cowlitz-Wahkiakum Council of Governments

Melissa Taylor, Managing Planner
Cowlitz-Wahkiakum Council of Governments

Julie Hourcle', Entitlement Program Coordinator
City of Longview

George Robertson
FISH

Pam Howe
Life Works

Nancy Malone
City of Kelso

Jack Keolker, Sr.
Kelso Citizen

Andrea Taylor
City of Kalama

Ilona Kerby, Executive Director
Lower Columbia Community Action Council

Diane Perron
Habitat for Humanity

Vacant
Lower Columbia Mental Health Center

Michael Torres
Lower Columbia CAP

Jerry Sivil, Referral Services Manager
Drug Abuse Prevention Center

C-W HAC Name only list updated 9-12

Marcel Goulet, Executive Director
Kalama Housing Authority

Marion P. Olmsted, Executive Director
Kelso Housing Authority

Cowlitz Housing First! Coalition Committee Members

Local Government

Jeni O'Neil
Cowlitz County

Mike Wallis
City of Longview

Nancy Malone
City of Kelso

Andrea Taylor
City of Kalama

Vacant
City of Woodland

Ellen Rose
City of Castle Rock

Faith Community

George Robertson
FISH

Captain David Davis
The Salvation Army

Business

Vacant
LV Downtowners

Law Enforcement

Vacant
WA State Dept. of Corrections

Jim Duscha
Longview Police Dept.

Health Providers

Jerry Sivil
Drug Abuse Prevention Center

Sue Peterson
Family Health Center

Zach Kittelson
Lower Columbia Mental Health

Social Service Providers

Pam Howe
Life Works

Marilee Hertig
Goodwill/Vocations Unlimited

Sandy Junker
Head Start

Chuck Hendrickson
Youth & Family LINK

Mike Johnson
Washington State DSHS

Deb Whitney
Longview School District

Housing Providers

Chris Pegg
Longview Housing Authority

Marcel Goulet
Kalama Housing Authority

Sherrie Tinoco
Emergency Support Shelter

Diane Perron
Habitat for Humanity

Ilona Kerby
Lower Columbia CAP

At- Large Representatives

Jack Keolker
Community Advocate

Cindy Helms-Jarrell
Community Advocate

CHFC 9-12