

Consolidated Annual
Performance &
Evaluation Report
Longview-Kelso Consortium



2012

Longview-Kelso HOME Consortium
City of Longview CDBG Entitlement

**Consolidated Annual Performance and
Evaluation Report**

2012 Program Year

August 1, 2012 - July 31, 2013

Comment Period: October 15, 2013 through October 29, 2013

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**2012 HOME & CDBG
Consolidated Annual Performance & Evaluation Report**

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Part 1

Affordable Housing & Community Development Goals and Accomplishments

**City of Longview Community Development Block Grant (CDBG)
Longview-Kelso HOME Consortium**

**2012 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 4th year of the 2009-2013 Consolidated Plan.

The 2012 Program year covers the period from August 1, 2012 through July 31, 2013. During this period seven (7) subrecipients and the City of Longview had nineteen (19) projects underway. Of these projects three (5) CDBG projects and six (6) HOME projects were completed. A 2012 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 2012 Program Year

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 for \$352,001 plus city funding for a total of \$400,000) constructed 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 Highlands neighborhood within the Alder St. Reserve. Phase 3 (funded under 2010 & 2011 CDBG for \$350,000) included lighting, landscaping, and pedestrian amenities. City of Longview Public Works Department. Additional funding was secured for a portion of Trail Segment 2 through a State of Washington Transportation Enhancement Grant which extended the trail 1/3 mile farther from Beech St to Douglas St. for a total trail length of 1.3 miles. \$702,000.01 drawn through the Program Year with \$474,056.29 expended in 2012 PY.

The trail was opened on November 3, 2012 with a ribbon cutting ceremony. Residents are actively using the trail.

City of Longview Public Works and Parks & Recreation Department

Senior Center Kitchen Improvement (2012)

Provide necessary kitchen improvements and a kitchen remodel for the Longview Senior Center to meet current health and safety codes. Longview Parks & Recreation Dept./ Public Works \$116,484 with amendment to \$122,894. \$117,967.06 spent in and through 2012 Program Year.

The Senior Center kitchen was slightly expanded and rehabilitated to include plumbing, electrical, mechanical, kitchen equipment, an exhaust hood for fire

safety, paint, floor covering, and counters. The kitchen had a ribbon cutting for its opening on August 1, 2013.

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. \$14,464.67 was drawn through the Program Year with \$450.00 in PY 2012 and \$6,551.19 deobligated to the 2013 Program Year.

A total of 69 families were served in the program but no additional families served in PY 2012. Homeowners had a favorable outcome to include mortgage modification, forbearance, or "short sale" resulting in the sale of their home.

Highlands Neighborhood Association

Highlands Community Center Plan (2012)

Prepare a plan for a new neighborhood community center to engage residents in a variety of programs. A consultant will lead the planning process and allow for neighborhood and community input regarding the center's design, features and amenities. A construction budget will also be developed. \$ 15,330 Funded at \$15,323.20. \$13,300 drawn through the Program Year and in the 2012 PY. All remaining funding will be drawn in the 2013 PY flagged to 2012.

The Highlands Community Center Plan was completed and presented to neighborhood residents in May 2013 and to the Longview City Council on June 13, 2013.

Lower Columbia Community Action Program

Help Warehouse (2012)

Provide food bank and commodity services to Longview residents through the main warehouse, satellite food banks, and home delivery to senior apartment complexes. \$45,969.60 Fully Funded. \$41,898.52 was drawn in and through 2012 PY. Remaining funding will be flagged to 2012 PY.

Averages of 433 households were served each month. 1893 unduplicated families were served for the program year.

The following CDBG projects are **underway**:

Longview Housing Authority

Elderly Aging in Place Grant Program (2012)

Provide grants for housing modification for seniors to "age in place." Modification may include wheelchair ramps, improving kitchen and bathroom accessibility and safety; and widening doorways for access based upon the individual's need. Additional modifications may be considered. \$4,607.95 with supplemental CDBG Program Income at \$10,000 for total funding of \$14,607.95. \$4,097.64 spent in and through the 2012 Program Year.

Two wheelchair ramps have been installed for two homes – one homeowner and one renter. Two additional wheelchair ramps are pending.

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. \$39,904.79 was drawn through the Program Year with \$9,522.10 drawn in PY 2012.

Seven sets of "Business Start-up 101" classes were held in PY 2012. Each set is 8-weeks long covering a wide range of business steps in a core curriculum. Seventeen (17) Longview residents were enrolled during PY 2012. Two (2) new businesses were started. This project is planned to be closed in December 2013 with a deobligation to 2014 PY.

Stageworks Northwest

Rehabilitation of 1433 Commerce Avenue (2012)

Provide exterior building rehabilitation to the former Longview Theater to remove downtown blight and install a new HVAC system to make building useable for live theater productions. Building code compliance issues are also addressed. \$157,838 Fully Funded. \$134,844.64 was drawn in and through the 2012 Program Year.

Exterior painting of the upper front exterior and rear of building was accomplished through this downtown rehabilitation. HVAC was installed with associated electrical work and programmed controls. Yet to be accomplished is roof flashing, painting the underside of the marquee, and new windows installed in the flanking storefronts for planned completion by December 2013.

HOME

The following HOME projects were **completed** during the 2012 Program Year:

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. \$1,351.29 was spent in 2012 PY. \$87,703.47 was spent through 2012 PY. The remaining \$37,174.22 will be deobligated to 2014 PY.

Two parcels were 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 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. \$6,400.23 was spent in 2012 PY and \$19,424.35 spent through 2012 PY. The remaining \$30,575.65 may be deobligated to 2014 PY or used for another property if purchased and constructed by July, 2015.

A Kelso family was selected for 1504 N. 2nd Ave. The lot was acquired through Kelso's NSP program. The home was completed and was occupied in October 2012.

Kelso Housing Authority

Domestic Violence TBRA (2009 & 2010)

Provide rental assistance to 4 families/individuals for 15 months. Originally funded at \$13,830 in 2009 with remaining 2008 TBRA DV funding of \$7,095 transferred to this activity. 2010 funding of \$15,260 was then combined into this activity to reduce multiple funding year tracking. Therefore, total funding for this activity including Admin is \$36,539.75. \$36,226.75 was drawn through PY 2012. \$1,230 was spent in PY 12. A deobligation of \$313 which was set-aside for Admin will be made to PY 2014 EN.

6 individuals/families transitioned to Section 8 and a total of 7 families were served.

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. Funded at \$12,403.62 plus 2007/8 HOME funding from the SHARE program for full funding of \$80,000. \$27,267.51 spent in 2012 PY. \$79,998 drawn through 2012 PY

The project was completed in February 2013 for 207 and 211 20th Ave. as attached single-family homes and is the first project to use this new zoning code to achieve flexibility in housing development in Longview.

*211 20th Avenue was sold for homeownership.
207 20th has a lease option to purchase while securing financing 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. \$41,950 was spent in 2012 PY. \$189,927.62 was spent through 2012 PY.

The elevator shaft construction was completed and the elevator was installed. A solar hot water system on the roof was installed. Life/safety improvements included the installation of a fire alarm system and fire sprinklers in hallways and all studio units. Two (2) units were made ADA accessible. Ninety percent (90%) occupancy was achieved in July 2013 (18 out of 20 studio units.)

Phase 1 work was completed with exception of common area improvements and renovation of building entrance. The remaining renovation will be

completed with funds secured from the Home Depot Foundation and the Washington State Housing Trust Fund. Phase 2 work will include window replacement, improved ventilation, and plumbing upgrades funded through the Washington State Housing Trust Fund.

Lower Columbia Community Action

235 Douglas Lease-to-Own (formally Highlands Self-Help) (2011 CHDO)

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 program year. Lower Columbia Community Action Program \$34,585.13 spent in 2012 PY and \$132,070.09 spent through 2012 PY.

Project completed in August 2012 and a family entered into a lease-to-own agreement with the owner, Lower Columbia Community Action Program in late August 2012.

The following HOME projects are **underway**:

Cowlitz County Habitat for Humanity

2010-2011 Project Longview (2010)

Acquired two properties for construction of new single family homes. Cowlitz County Habitat for Humanity requested \$160,000 and was funded at \$80,000. 311 25th Ave. - \$9,043.08 spent in 2012 PY for and \$34,043.08 through 2012 PY
262 17th Ave. - \$113.66 spent in 2012 PY and \$15,113.66 spent through 2012 PY.

311 25th Ave home is almost completely constructed and a family is scheduled to take ownership in October 2013.

262 17th Ave – Home construction will begin in October 2013 with a selected homeowner family.

2011-2012 Project Longview (2011)

Acquired two properties for construction of new single family homes. Cowlitz County Habitat for Humanity Requested \$88,000 Funded at \$100,000
231 Carolina St - \$17,000 spent in and through 2012 PY.
2nd Property pending negotiation - \$0 spent in and through 2012 PY.

231 Carolina St. was purchased and a second property is under negotiation. Habitat's Family Selection Committee is reviewing homeownership applications for these homes.

2011-2012 Project Kelso (2011)

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 and through 2012 PY.

Habitat is reviewing properties but has not found a suitable parcel to date.

Longview Housing Authority

Highlands Homeownership Promotion (2012)

Acquire property at 143 17th Ave., Longview, demolish existing structure and construct a new single-family home for a homebuyer at or below 80% of median income. \$60,000 \$49,407.83 was spent through 2012 PY.

A blighted home was demolished in June 2013 and a three-bedroom home is under construction. The Longview Housing Authority is seeking a credit worthy perspective homebuyer.

Lower Columbia Community Action

46th St. at Windemere Self-Help Housing Phase 2 (2013)

Construct remaining six (6) single-family. \$0 in and through 2012 PY.

This supplements Phase 1 (9 lots) completed in 2008 PY.

Phase 2 has 6 remaining building lots with infrastructure installed and ready for construction. Phase 2 was planned for self-help construction; however the property owner, Lower Columbia Community Action Program, will now pursue construction one lot at a time. 2013 HOME funding for \$144,000 has been secured for 4570 Windemere St. Pre-construction is scheduled to begin April 2014 followed by construction in June 2014.

965 33rd Ave. Supportive Group Home (2011)

A six-bedroom, three bath home will provide supportive housing for homeless individuals/couples. \$94,188.14 spent in and through 2012 PY for construction.

This project was combined with HUD Supportive Housing Program funding. Construction was delayed due to soil compaction issues in Spring 2013. Construction was completed with an Open House on September 9, 2013 and 100% rental occupancy was achieved. Lower Columbia Community Action staff in in charge of supportive case management for the six (6) occupants.

Geographic Distribution of 2012 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

Downtown Slum & Blight Area (Low-Income)	CT 1.00	
Rehab 1433 Commerce Ave.		\$157,838* (47%)
Senior Center Kitchen Improvements		\$116,484 (35%)
Citywide CDBG		
Elderly Aging-in-Place Grants		\$ 14,607* (4%)
Help Warehouse		\$ 45,969 (14%)

*Includes prior year funds

HOME

Longview

Highlands Homeownership Promotion	CT 5.02	\$ 60,000 (31%)
Unobligated 2012		\$ 87,236 (44%)

Kelso

Unobligated 2012		\$ 49,087 (25%)
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HOME

Blighted Property Redevelopment (143 17 th) - Highlands	CT 5.02	\$12,403 (5%)
33 rd Ave Supportive Housing (965 33 rd) – 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

Fair Housing Training

The Fair Housing Center of Washington provided free Fair Housing Training on September 26, 2012 for ½ day at the Cowlitz County PUD Building. Federal, State, and Local Fair Housing Laws, Reasonable Accommodations and Best Practices were presented. The workshop was held for Cowlitz County housing providers. Sponsored by the Cowlitz Rental Property Owners Association.

A second session of Fair Housing Training was held for homeless housing providers. Training was presented by Katy Sheehan, Fair Housing Center of Washington.

Fair Housing Posters

Fair Housing posters were provided to the Cowlitz-Wahkiakum Housing Advisory Committee for posting. Several members took posters for Lower Columbia Community Action, Life Works, City of Kelso, and Love Overwhelming's Urban Rest Stop and Administration Office.

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.

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. 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

Homebuyers have moved from a rental property to a new or renovated home with an affordable mortgage.

Habitat for Humanity (2009)
Longview - House 2
1 family at or below 50% median income

Habitat for Humanity (2010)
Kelso
1 family at or below 50% median income

Blighted Property Redevelopment (2011)
Longview
1 family at or below 60% median income

Rental

Blighted Property Redevelopment (2011)
Longview – Lease-Option to Purchase – awaiting financing
1 family at or below 50% median income

235 Douglas St. – Lease-to-Own (2011)
Longview – Lease-Option to Purchase – awaiting financing
1 family at or below 50% median income

Comrade Quarters (2010)
Longview - 1312 Hemlock St.
Homeless Veterans
18 individuals at 30% or below.

Tenant Based Rental Assistance

Kelso Domestic Violence TBRA (2009 & 2010)
6 individuals/families at 0-30%
Transferred to Section 8 housing

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 households.

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 expended \$103,834 in Homeless Prevention and Rapid Rehousing (HPRR) Program funding from local and state dollars approximately \$35,000 in Emergency Solutions Grant (ESG) for prevention and rapid rehousing, and approximately \$373,625 for housing assistance to single adults in the Housing and Essential Needs (HEN) program. Accomplishments for HPRR and ESG reflect only the six-month period of July-December 2012, as these were new programs. HEN operated a full twelve months.

Program	Total Households Served	Single Adults	People in Families	Rapid Rehousing Households	Prevention Assistance Households
HPRR	66	17	49	31	35
HEN	217	201	16	101	116
ESG	36	8	28	7	29
Total	319	226	93	139	180

The Salvation Army also assists approximately 100 households per year with limited financial assistance to prevent eviction. Combined, these programs provided Prevention Assistance and Rapid Rehousing for 419 households at a total cost of \$542,459, including administration of the programs at an average cost of \$1,295 per household.

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 2012, the Community House on Broadway (homeless shelter) served 494 persons, including 169 people in 60 families and 325 single adults. Emergency Support Shelter (domestic violence shelter) housed 217 persons in families over the course of 2012, providing a total of 8,127 bed nights of shelter.

Transitional Housing

In the 2012 Homeless Point-In-Time count, there were 69 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 program served 90 persons in 43 households at Country Run during 2012.

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 vouchers 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 has operated five transitional homes on a first-come, first-served basis. A total of 8 family units with 36 beds are available for up to two years. Over the past year, CAP has been pursuing conversion of its transitional units to provide permanent affordable housing units.

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 housing up to 40 persons for 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.

Lower Columbia CAP received federal McKinney-Vento funding, local HOME funds, as well as local homeless dollars to construct a group home for up to six (6) high-need, chronically homeless individuals. The project is expected to open in September 2013.

Permanent Housing

Longview Housing Authority is pursuing construction of 38 units of affordable housing in Woodland, WA, through a combination of tax credits, Clark County HOME dollars, and other funds. Referrals from the Vancouver and Kelso domestic violence shelters will provide candidates for this permanent housing development scheduled to open in 2013.

LHA has also been working on the rehabilitation of the Stratford Arms Apartments. These affordable permanent units will be made available exclusively to veterans starting in July 2013, following the renovation work.

Progress in Reducing Homelessness

Cowlitz Continuum of Care (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. With a slightly higher number of homeless counted in 2013, overall homelessness has declined 30% since 2006. There were 315 homeless persons identified in the 2013 count. It is typical for homeless numbers to spike up and down from one year to another, but overall, the numbers have been declining. Significant progress has been made and additional program emphasis will be made to shorten the length of time people spend homeless, and to reduce 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. Other related projects include the Urban Rest Stop and Low Barrier Shelter, both scheduled to come on line in 2013.

The State of Washington HMIS system is 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.

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. Housing and Essential Needs (HEN) is a state-funded program for high risk/homeless persons with temporary medical needs.
- Low Barrier Housing – CAP will open a group home offering supportive services for chronically homeless persons in September 2013. These persons 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 has been recruiting 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.
- 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. Community House on Broadway and CAP have each received funding for HRT.
- Life Skills Training – Delivers training to individuals and in other homeless provider settings for a variety of skills essential to daily living through a collaboration of local service providers.
- Extreme Weather Shelter – Offers a low-barrier overnight sleeping area during inclement weather during four months of the winter season.

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 2013. Projects in that pipeline will include:

- 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.
- Coordinated Assessment & Entry – As required by state and federal funders, our county will operate a coordinated assessment/referral center beginning in 2014. A working committee has been designing the service model and a Request for Proposal will be made in 2013 as the work winds down.

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 United Day of Caring worked on tenants flower beds. They also added bark dust to the unit flower beds and freshened up the surrounding landscape. The two Accessible Units, will be upgrading to 'walk in' showers in Fall 2013.

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.

Kelso Homes is also re-roofing 5 units plus the office that was not included from the last re-roofing project. This project will start in the Fall 2013.

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 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. This addresses the barrier of *“Inadequate financial resources to address all affordable housing needs in older neighborhoods.”* Habitat continues to make homes energy efficient through their ductless heating system to address the barrier or *“rising utility costs.”*

HOME also addresses the barrier of *“increasing requirements and costs of infrastructure”* by paying for site improvements and related infrastructure when new projects are proposed. For example, Habitat for Humanity requests HOME activities which include infrastructure and building permits. Affordability is also provided through 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 (LHA) received 2010 PY HOME for their Comrade Quarters project for partial funding to install an elevator, fire alarm system to address *“the need for code enforcement to balance safety with the cost of rehabilitation.”* The project also created two (2) units for ADA compliance, and installed a solar hot water system on the roof to eliminate the barrier of *“rising utility costs.”*

In 2011 LHA secured HOME money for demolishing a blighted home and constructing two attached single-family homes on the property for two new homeowners. This project addressed the barrier of *“zoning and building codes can discourage new construction techniques”* through the new attached single-family building code which addressed the strategy to *“review city codes updates for barriers to affordability as part of the review/adoption process.”*

In 2009 PY Lower Columbia Community Action Program officially stopped plans for their 8-lot Self-Help Subdivision on 975 33rd Ave & 965 33rd Ave. due to “increasing requirements” of State and local storm water rules. CAP stated that the cost of each subdivision lot to \$100,000 to develop and would not be affordable to the homebuyer. In response the project was changed to two (2) units of housing directly facing 33rd Avenue. 975 33rd was completed as a single-family rental in PY 2011. In 2011 PY CAP was funded for 965 33rd Ave for, 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. Storm water mitigation for the new group home was still required in the rear yard as well as correction of the negative elevation level for the 33rd Avenue storm drain which addressed the barrier of *“increasing the requirements and cost of infrastructure.”*

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.

A dilapidated and boarded-up house at 143 17th Avenue was the worse house on the block. It was purchased and demolished by the Longview Housing Authority under the PY 2012 HOME project entitled Highlands Homeownership Promotion. This project is meeting the barrier of *“Inadequate financial resources to address all affordable housing needs in older neighborhoods”* and the strategy to *“use code enforcement activities to ensure timely and efficient compliance while limiting displacement.”*

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. This addresses “rising utility costs.”

Additionally the Lower Columbia Community Action Program has a long standing weatherization program for low-income residents which addresses the barrier of “*rising utility costs*” through the strategy of “*construct energy-star housing or rehab with energy efficiency considerations.*”

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” affordable housing.

“Maintaining” affordable housing is accomplished through HOME’s *Period of Affordability*. During Program Year 2012 several HOME funded rental properties were within their Period of Affordability including:

Longview Housing Authority
Phoenix House, 700 Clark St. Kelso - 20 units

Lower Columbia Community Action:
Transitional Mary Barta House, 235 Carolina St., Longview – 1 unit
Transitional Phase 1, 91 ABC Home Court and 99 Home Ct., Kelso - 4 units
Transitional Phase 3, 1301 Sunrise St., Kelso - 1 unit
Soundview Apts, 1920, 1924, 1930, 1934 33rd St., Longview - 21 units,
975 33rd Ave., Longview - 1 unit,

Campus Towers Senior Housing
1767 20th Ave., Longview – 74 units

Working Arts Center Apartments
1261 Commerce Ave., Longview - 7 units,

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 was completed and additional improvements are being planned.

Additionally the Kelso Housing Authority has 278 Housing Choice Vouchers (HCV) Section 8 distributed to qualifying clients.

The Longview Housing Authority provides rental assistance to 845 Longview residents (some reside in the County.) Assistance consists of Housing Choice Vouchers (HVC), Project Based Vouchers, HOME City and County Tenant Based Rental Assistance (TBRA) and HOPWA (people with AIDS.)

Lower Columbia Mental Health is the supportive service provider for the Columbia Apartment 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 Cowlitz County Guidance Association d.b.a. Lower Columbia Mental Health Center has two (2) group homes (3 persons per home) for homeless persons who have mental health needs.

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. All other homes were newly constructed.

Overcome Gaps in Institutional Structure

The City continues to implement improvements into the program:

- Adding a page for notes to project files was recommended by HUD during a monitoring visit. Staff has implemented that along with a project file index within each file to track primary HOME/CDBG documents.
- A HOME and CDBG subrecipient checklist was updated and is provided to subrecipients during contracting. A duplicate checklist is added to the project file.
- Building permits were added to the file.
- A master Building Permit list for all HOME and CDBG construction projects was developed noting when a project receives final inspection approval and progress site visits by staff. However, Fire/Safety Final inspections are not entered into the City's permit tracking system by the Fire Marshall.
- The Federal Funding Accountability and Transparency Act (FFATA) subaward reports were entered into the FFATA Subaward Reporting System (FSRS) for the 2011 and 2012 Program Year.

- The HOME and CDBG contract matrix was updated to include a column for checking SAM.gov for subrecipient debarment; and adding the contract date to coordinate entry into the FFATA system for subrecipients reporting (for grants over \$25,000).

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, and Money Smart Financial Education, and Business Builder Classes), 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 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.
- The Salvation Army provides hot meals Monday-Friday at their Longview/Kelso Temple, clothing and personal care items, food boxes, shower vouchers, and emergency housing assistance. The Temple also provides homeless transitional housing at their 4 Long-View project (a former motel), with a focus on persons who want to work, be retrained and to be self-sufficient. A case-manager works with residents to bring structure into their lives and directed to off-site services such as Alcoholics Anonymous and Narcotics Anonymous meetings, GED programs and other vocational programs. Focused populations are single and married couples without children.
- 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. A four-year college programs are available through partnership with several universities and through on-line degree programs.
- 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 **\$1,753,427**:

- 2012 Help Warehouse \$174,830 Total: \$102,830 Emergency Food Assistance Program; 26,000 The Emergency Food Assistance Program; \$30,000 donations/unrestricted; \$16,000 Community Services Block Grant
- Highlands Trail \$557,998 Total: \$315,000 Federal Highway WA Enhancement Grant; \$10,000 Cascade Natural Gas Agreement; \$223,998.50 City of Longview Capital Projects Fund.
- Habitat for Humanity (1504 N. 2nd Ave., Kelso) -\$38,916 Total: \$7,916 Items and Services Donated; \$31,000 Neighborhood Stabilization Program NSP Grant for land.
- Habitat for Humanity (354 16th Ave., Longview) \$28,916 Total: \$19,000 Cash donated; \$9,116 Items and Services Donated; \$800 Foregone Fees.
- Comrade Quarters (Stratford Arms Apts.) \$952,767 Total: \$489,600 Economic Development Initiative; \$175,000 Federal Home Loan Bank; \$288,167 Longview Housing Authority Equity.

HOME Match

A total match of **\$73,872** was received from 2 Habitat for Humanity homes. Match contribution breakout is 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 24, 2013 at 7 PM, Longview City Hall to collect comments on the 2012 CAPER (this document.) The comment period is October 15 through October 29, 2013. 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. HUD HOME 2012 monitoring provided valuable program improvements as noted under "Overcoming Gaps in Institutional Structure." 2012 HUD Technical Assistance through Community Frameworks provided a draft HOME CHDO Project contract. This contract will need to be finalized in 2013 PY. HOME 2012 regulations were developed by staff and implemented for Underwriting HOME projects. HOME regulations are continuing to become more burdensome, and time consuming. Staff continues to prepare NEPA Environmental Reviews which could be prepared by the Community Development Planning staff to save HOME and CDBG staff time. Subrecipients need considerable assistance in carrying out Davis-Bacon wage requirements. This compounds staff monitoring of projects.

Monitoring

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

Cowlitz County Habitat for Humanity

Homeownership 1504 N. 2nd Ave., Kelso
311 25th Ave., Longview
231 Carolina St., Longview
262 17th Ave., Longview

Longview Housing Authority

Blighted Property Redevelopment - 207-211 20th Ave., Longview
Elderly Aging In Place
Homeowner Promotion – 143 17th Ave.
Comrade Quarters, 1312 Hemlock St., Longview

Lower Columbia Community Action Council

Soundview Apartments, Longview
965 33rd Ave., Longview
Micro Business

Wendy Kosloski

Working Arts Apartments, 1261 Commerce Ave., Longview

Stageworks Northwest
1433 Rehabilitation of the Longview Theater

City of Longview
Senior Center Kitchen, 1111 Commerce Ave., Longview
Highlands Trail, Alder and 21st Ave., Longview

Program Narratives

CDBG

Longview Allocations & Goals/Objectives

The 2012 program year goals were set in the 2009-2013 Consolidated Plan. In the 2012 Program year all funding was committed to the following program goals/objectives as referenced in Transition Table 2C following this narrative:

Main Entitlement

Elderly Aging-in-Place Grants \$4,607.95 (Objective DH-3.1 and DH-3.2)

Provide grants for housing modification for seniors to “age in place.” Modification may include wheelchair ramps, improving kitchen and bathroom accessibility and safety; and widening doorways for access based upon the individual’s need. Additional modifications may be considered. \$4,607.95 with supplemental CDBG Program Income at \$10,000 for total funding of \$14,607.95. \$4,097.64 spent in and through the 2012 Program Year.

Two wheelchair ramps have been installed for two homes – one homeowner and one renter. Two additional wheelchair ramps are pending. Project Underway

Rehabilitate 1433 Commerce Avenue \$157,838 (Objective EO-3.1)

Provide exterior building rehabilitation to the former Longview Theater to remove downtown blight and install a new HVAC system to make building useable for live theater productions. Building code compliance issues are also addressed. \$157,838 Fully Funded. \$134,844.64 was drawn in and through the 2012 Program Year.

Exterior painting of the upper front exterior and rear of building was accomplished through this downtown rehabilitation. HVAC was installed with associated electrical work and programmed controls. Yet to be accomplished is roof flashing, painting the underside of the marquee, and new windows installed in the flanking storefronts for planned completion by December 2013. Project Underway

Senior Center Kitchen Improvement \$116,484 (Objective SL-1.14)

Provide necessary kitchen improvements and a kitchen remodel for the Longview Senior Center to meet current health and safety codes. Longview Parks & Recreation Dept./ Public Works \$116,484 with amendment to \$122,894. \$117,967.06 spent in and through 2012 Program Year. Remaining funding to be drawn down.

The Senior Center kitchen was slightly expanded and rehabilitated to include plumbing, electrical, mechanical, kitchen equipment, an exhaust hood for fire safety, paint, floor covering, and counters. The kitchen had a ribbon cutting for its opening on August 1, 2013. Project Completed

Public Services

HELP Warehouse Food Bank \$45,969.60 (Objective SL-1.23)

Provide food bank and commodity services to Longview residents through the main warehouse, satellite food banks, and home delivery to senior apartment complexes.

\$45,969.60 Fully Funded. \$41,898.52 was drawn in and through 2012 PY.

Averages of 433 households were served each month. 1893 unduplicated families were served for the program year. Project Completed.

Planning

Highlands Community Center Plan \$15,323.20 (SL-1.4 Planning Only)

Prepare a plan for a new neighborhood community center to engage residents in a variety of programs. A consultant will lead the planning process and allow for neighborhood and community input regarding the center's design, features and amenities. A construction budget will also be developed. \$ 15,330 Funded at \$15,323.20. \$13,300 drawn through the Program Year and in the 2012 PY. All remaining funding will be drawn in the 2013 PY flagged to 2012.

The Highlands Community Center Plan was completed and presented to neighborhood residents in May 2013 and to the Longview City Council on June 13, 2013.

Project Completed.

HOME funding is primarily used for housing programs instead of CDBG and so no housing programs were supported in PY 2012.

Previous years program accomplishments completed in PY 2012

Main Entitlement

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

Phase 1 & 2 (funded under 2009 CDBG for \$352,001 plus city funding for a total of \$400,000) constructed 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 Highlands neighborhood within the Alder St. Reserve. Phase 3 (funded under 2010 & 2011 CDBG for \$350,000) included lighting, landscaping, and pedestrian amenities. City of Longview Public Works Department. Additional funding was secured for a portion of Trail Segment 2 through a State of Washington Transportation Enhancement Grant which extended the trail 1/3 mile farther from Beech St to Douglas St. for a total trail length of 1.3 miles. \$702,000.01 drawn through the Program Year with \$474,056.29 expended in 2012 PY.

The trail was opened on November 3, 2012 with a ribbon cutting ceremony. Residents are actively using the trail.

Public Services

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. \$14,464.67 was drawn through the Program Year with \$450.00 in PY 2012 and \$6,551.19 deobligated to the 2013 Program Year.

A total of 69 families were served in the program but no additional families served in PY 2012. Homeowners had a favorable outcome to include mortgage modification, forbearance, or "short sale" resulting in the sale of their home.

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. Leveraged amount for completed projects in 2012 PY was \$1,753,427 (CDBG & HOME).

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 Five Year Plan.

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 Highlands Community Center Plan.

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 planned for relocating some tenants from the Stratford Building for their 2010 PY Comrade Quarters project for homeless veterans. Informational Notices were 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. The project is planned to close in December 2013.

CDBG Program income received was \$140.45.

The source was:

- Program Income Interest \$140.45

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
- \$100,920 CDBG Rehabilitation

Program Narratives

HOME

Consortium Allocations & Goals/Objectives

The 2012 program year goals were set in the 2009-2013 Consolidated Plan. In the 2012 Program year all funding was committed to the following program goals/objectives as referenced in Transition Table 2C following this narrative:

Highlands Homeownership Promotion \$60,000 (Objective DH-1.5)

Acquire property at 143 17th Ave., Longview, demolish existing structure and construct a new single-family home for a homebuyer at or below 80% of median income. \$60,000 \$49,407.83 was spent through 2012 PY.

A blighted home was demolished in June 2013 and a three-bedroom home is under construction. The Longview Housing Authority is seeking a credit worthy perspective homebuyer.

No other projects were funded.

Consortium Unit Goals & Accomplishments

Over the 2012 period designated for the 2009-2013 Consolidated Plan, Consortium projects have produced the following goals:

Homebuyers

Habitat for Humanity (2009)

Longview completed 1 unit of homeownership (354 16th Ave)

Kelso completed 1 unit of homeownership (1505 N. 2nd Ave.)

Blighted Property Redevelopment (2011)

211 20th Avenue was sold for homeownership.

207 20th has a lease option to purchase while securing financing for homeownership.

235 Douglas St. Lease-to-Own (2011 CHDO)

1 unit is under a lease-to-own agreement.

Rental

Comrade Quarters (2010)

20 units of rehabilitated housing for homeless veterans. (1312 Hemlock St., Longview)

Tenant Based Rental Assistance

Kelso Housing Domestic Violence TBRA totaled 7 individuals/families of which 6 were transferred to Section 8 housing (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 2012 PY was **\$73,872** from 2 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 2012 PY is \$2,459,336.

Rental Inspections

Three project inspections were made in PY 2012 under the Period of Affordability:

- Mary Barta Transitional Home, 235 Carolina St., Longview
- Soundview Apartments, 1920, 2924, 1930, and 1934 33rd Ave. Longview
- Campus Towers, 1767 20th Ave., Longview

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. No minority or women-owned business were hired this program year.

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. 2011 965 33rd 6 beds – Group Home	HOME; Doc Fees; HGAP; HTF; McKinney-Vento	# PSH beds created	15	6	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 uni	HPRP; Doc Fees; CDBG; ESG; ESAP; HGAP, HOME	# Households rapidly re-housed	80	20 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 completed 1204 N 3rd Ave, KL completed; 2010 Habitat for Humanity 311 25th LV underway 262 17th LV not started 1504 N 2nd KL completed 1 lot to be purchased KL	HOME & CDBG	#New homeowners	12	7	DH-1

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

	2011 Habitat for Humanity 231 Carolina St., LV purchased 1 lots to be purchased LV 2 lots to be purchased KL 2011 CAP: 235 Douglas LV completed 2011 Longview Housing Authority 207-211 20th Ave completed 2 units 2012 Longview Housing Authority 143 17 Ave., LV underway					
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 2 completed 2 underway	HOME & CDBG ; Weatherization	# Units modified; # weatherized	25	2	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 WA Transportation Enhancement City LV Capital Fund	Phases completed; Segments completed	3 Phases 2 Segments	Segment 1 & Part 2 Oregon Way to Douglas Phases 1,2, 3 completed	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

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

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
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	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

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

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
	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 2009-2013 LV Document Recording Fees	Doc Fee; CDBG; ESAP; ESG	# Shelters assisted	2	2	DH-1
SL-3.5 Amend	Improve Public 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) 2012 Help Warehouse (unduplicated)	CDBG ; State; United Way; private	# households served (7 months)	Unknown	4,641 2,181 1,426 1,893	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	CDBG	# Veterans			DH-1.3

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

	Veterans (to maintain housing.) 2010 Vet Works				4 jobs	
	Economic Development					
EO-1.1	Highlands - Small business/micro-enterprise technical assistance & venture capital	CDBG; State; private	# people assisted # businesses funded	Unknown		EO-1
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 underway		# 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
2012**

CDBG Federal Allocation		\$306,464.00
CDBG Administration - 15%		45,969.60
CDBG Admin/Planning Activities		15,323.20
Base Amount - up to 5%	\$15,323.20	
Public Service Set-Aside - up to 15%		45,969.60
Entitlement Available		\$278,929.95
Base Entitlement	\$199,201.60	
Deobligated		
2008 Head Start Plan	3,365.00	
Entitlement made available due to use of Program Income	61,955.74	
HUD Return of City Payment due to exceeding PS/Admin CAP during the 2010 Program Year	14,407.61	

**2012 Community Development Block Grant (CDBG)
Project Allocation Matrix
(Public Hearing March 22, 2012)**

	Available:	Requested Funding	Approved Funding	Rollover to 2013
Main Entitlement Projects	\$ 278,929.95			
AA Park Major-Minor Baseball Field		232,930.00		
Elderly Aging-in-Place Grants		20,000.00	4,607.95	
Highlands Trail -Parking & Gateways		232,930.00	-	
Rehab 1433 Commerce Ave.		157,838.00	157,838.00	
Senior Center Kitchen Improvements		116,484.00	116,484.00	
<i>Funding Available for Main Entitlement</i>		<i>(481,252.05)</i>		
Total	\$	278,929.95	\$ 278,929.95	\$ -

	Available:	Requested Funding	Approved Funding	Rollover to 2013
Public Service Projects	\$ 45,969.60			
Help Warehouse		\$ 45,969.00	\$ 45,969.60	
Mentoring Low-Income Children		11,710.00	-	
<i>Funding Available</i>		<i>(11,709.40)</i>		
Total	\$	45,969.60	\$ 45,969.60	\$ -

	Available	Requested Funding	Approved Funding*	Rollover to 2013
Planning Projects	\$ 15,323.20			
Highlands Community Center Plan		\$ 15,330.00	\$ 15,323.20	
Relocation Plan for Community House		15,000.00		
<i>Funding Available for Admin/Plan</i>		<i>(15,006.80)</i>		
Total	\$	15,323.20	\$ 15,323.20	\$ -

**Longview-Kelso Consortium HOME Entitlement Funding
2012**

2012

HOME Federal Allocation		\$	261,801.00
Consortium Administration			26,180.10
Consortium Admin 10%	26,180.10		
CHDO Set-Aside 15%			39,270.15
Longview Program Allocation			171,873.30
Base Allocation 75%	\$	147,263.06	
Deobligated:			
#103 LHA TBRA Domestic Violence		4,535.40	
# 44 CAP 975 33rd Ave. Transitional Rental		20,074.84	
Kelso Program Allocation			49,087.69
Base Allocation 25%	\$	49,087.69	

<i>Longview Projects 2012</i>	Available:	Requested	Approved	Rollover to 2013
(Public Hearing - April 26, 2012)	\$ 171,873.30			\$ -
Highlands Homeownership Promotion		60,000.00	60,000.00	
Total		\$ 60,000.00	\$ 60,000.00	\$ 111,873.30

<i>Kelso Projects 2012</i>	Available:	Requested	Approved	Rollover to 2013
(Public Hearing - April 2013)	\$ 49,087.69			\$ -
No project submitted for 2012 PY				
Total		\$ -	\$ -	\$ 49,087.69

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

Activity (1)	Date Project Committed (2)	Activity Name or Address (3)	Project Type (4)	HOME Funds Expended (5)	Date HOME \$ Expended (6)	Match Liability Incurred (7)	Amount of		Date Match Recognized (10)	Comments (11)
							Match Contribution (8)	Value of Match (9)		
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				
140		LCCAC - Lease-to-Own 235 Douglas	H	\$8,763.97	10/15/2012	\$1,095.50				
112		KHA-ESS Rental Assistance	H	\$410.00	10/15/2012	\$51.25				
112		KHA-ESS Rental Assistance	H	\$410.00	10/15/2012	\$51.25				
142		Cowl Co Habitat for Humanity	H	\$17,000.00	1/10/2013	\$2,125.00				
44		LCCAC - 965 33rd	H	\$9,225.25	1/10/2013	\$1,153.16				
131		Cowl Co Habitat for Humanity	H	\$127.06	1/10/2013	\$15.88				
128		LHA-Comrade Quarters	H	\$26,580.00	1/10/2013	\$3,322.50				
132		Cowl Co Habitat for Humanity	H	\$3,171.23	2/6/2013	\$396.40				
44		LCCAC - Scattered SH	H	\$14,557.11	2/6/2013	\$1,819.64				
128		LHA-Comrade Quarters	H	\$15,370.00	2/6/2013	\$1,921.25				
44		LCCAC - Scattered SH	H	\$2,116.87	3/14/2013	\$264.61				
44		LCCAC - Scattered SH	H	\$1,632.75	4/8/2013	\$204.09				
141		Cowl Co Habitat for Humanity	H	\$113.66	5/14/2013	\$14.21				
44		LCCAC - Scattered SH	H	\$7,099.27	5/14/2013	\$887.41				
44		LCCAC - Scattered SH	H	\$10,824.92	7/10/2013	\$1,353.12				
131		Cowl Co Habitat for Humanity	H	\$8,916.02	7/10/2013	\$1,114.50				
44		LCCAC - Scattered SH	H	\$38,512.94	7/10/2013	\$4,814.12				

Part 2

CDBG Subrecipient Reports



Subject: 2011 Annual CDBG Project Report

Highlands Neighborhood Trail Project

Trail Segment 1, Phases 1, 2 & 3

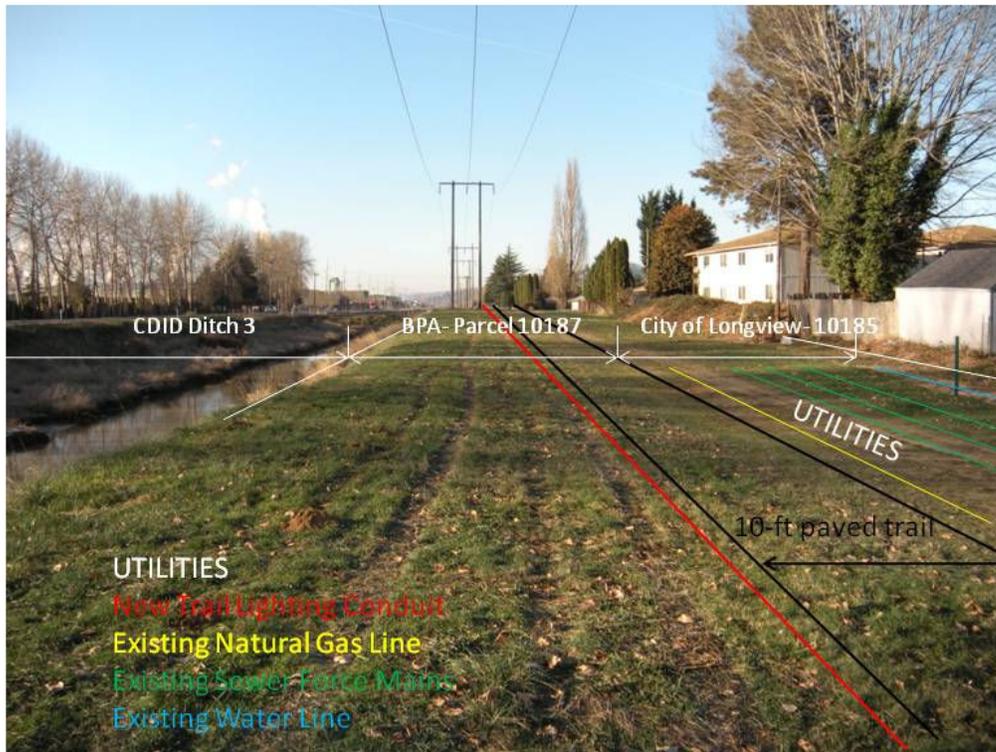
The goal for the Highlands Neighborhood Trail Project is to provide a safe transportation/recreational trail that links the Highlands community with the City. The trail routes 1.3 miles through the Reserve area from Oregon Way to Douglas Street along Ditch-3, SR-432/Industrial Way and adjacent to the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

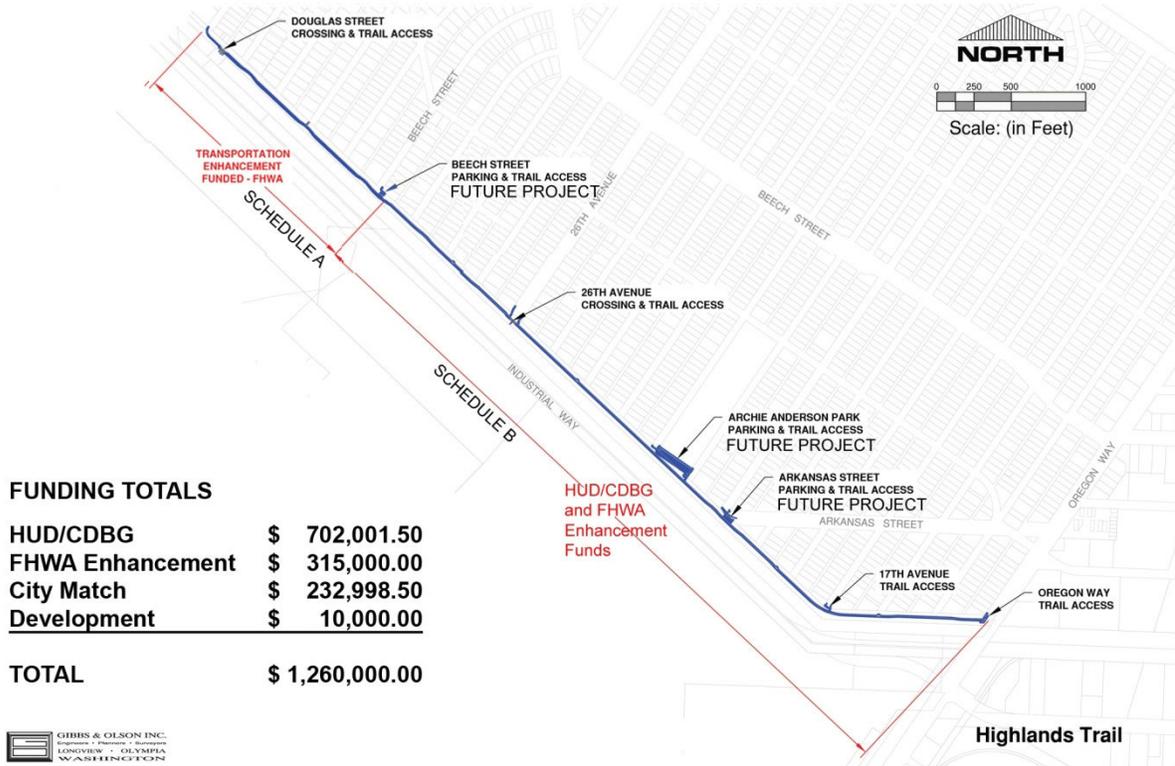
The trail project received additional funding during the 2011 reporting period. The City of Longview Council authorized an additional \$ 150,000 in Capital Project funds and an agreement

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



Senior Center Kitchen Improvement CDBG Project Report

Summary

Longview Parks & Recreation Department received a Community Development Block Grant (CDBG) to redesign and provide building improvements to the kitchen due to the age, condition, current use and capacity. In 2010, we were notified by the health department that the kitchen equipment did not meet code requirements (due to menu & equipment changes over many years). The Senior Center kitchen was in jeopardy of being closed due to health and fire code issues. This project included hiring an architect to work with staff and the nonprofit senior organization on the design for improvements. Listed below are the planning and construction improvement progress through July 31, 2013, and a projection of tasks to complete the project.

Project Overview

Completed

November 2012 – Selected and signed contract for architectural services with Collins Architectural Group. Craig Collins and staff met with the senior board to obtain input on the kitchen remodel.

December 2012 - Staff (Dick Mueller & Rod Chamberlain) met with Architect Craig Collins to increase the kitchen size which resulted in expanding the kitchen into the adjoining storage area (attachment). Staff shared this new design with the seniors who were pleased with the design and supported it. Architect Craig Collins started the technical drawings and specifications for the project and equipment.

January 2013 – Architect Craig Collins completed work on the technical drawings and specifications for the project construction and equipment. The city public works department put the project out for bid.

February 2013 – Bids were opened and the bid was awarded to JWC Construction

March 2013 – Construction project to improve and expand kitchen size included:

- Demolition
- Wall Frame
- Plumbing
- Electrical
- Mechanical
- Wallboard
- Paint
- Floor Coverings

- Casework
- Equipment
- Exhaust Hood
- Finishes
- Final Clean

All these items were required to achieve code compliance for health and fire safety.

July 2013 – Throughout the project, the city engineering staff provided project management services, assurance and compliance. Most of the construction project was completed; health inspection, fire inspection and community development inspections took place.

Projected Timeline

August 1, 2013 – Kitchen grand opening and ribbon cutting

August 2013 – Contractor and facility maintenance to complete a couple of minor “punch list” items and close out the project

Issues & Challenges

Several issues surfaced due to unknown factors because of the age and condition of the building. These issues created unplanned costs which we requested additional CDBG funds and included the following:

Asbestos abatement in floor tiles removed for increasing drain size (code issue)

Wall expansion for house plumbing from 4” to 6”

Install a double header to support the ceiling joists where a bearing wall was removed. It was not known the wall was bearing prior to demolition.

Add kitchen door (additional health department requirement)

Achievements

The kitchen improvement project will benefit vulnerable senior citizens and include:

- Unrestricted menu with healthy food options
- Greater capacity to serve and accommodate more seniors
- Food safety assurance through updated equipment and meeting current health code
- Fire safety improvement due to the addition of a fire suppression hood over the oven and range unit
- Drain sized to larger pipe to prevent back up into building
- Additional kitchen space for volunteers to safely work to provide meals to older Americans

Photos

Pictures of the kitchen improvements are attached

Submitted By:

Dick Mueller

Dick Mueller

Recreation Manager

NEW COMMERCIAL GAS RANGE WITH COMMERCIAL HOOD ABOVE

REFRIGERATOR

FREEZER

NEW FOOD PREP SINK WITH INDIRECT WASTE CONNECTION (FLOOR SINK)

SPACE FOR COMMERCIAL DISHWASHER BELOW COUNTER

NEW 3-COMPARTMENT SINK

NEW HANDWASH SINK

7'-0³/₄"





August 2013 CAPER Report

Aging In Place Grant Program

A Senior Program of Longview Housing Authority

Over the last 12 months, Longview Housing Authority (LHA) has developed the **Elderly Aging in Place** grant program in partnership with the City of Longview and LOVE Inc. of Cowlitz County (a local non-profit specializing in community helps). This program provides up to \$3000 in housing modification grant assistance to seniors who are in need of housing modifications that enable them to continue living in their current location and “age in place”. This program serves low income (up to 80% median income) seniors (62 or over) who either own their home or rent a unit in the city limits of Longview.

After spending the earlier part of the year getting the program up and running, the Elderly Aging in Place program completed housing modification on two residences that allowed the seniors to continue living in their homes. The need for wheel chair ramps has been the primary housing modification requested by seniors this year. LHA oversees the program by determining a senior’s eligibility for the program and then processes their request for a housing modification. After working with LOVE Inc. to draw up plans and the city of Longview to obtain a building permit, LHA turns over the project to a LOVE Inc. team of volunteers to build the ramp. The housing modifications are paid for using the City of Longview’s CDBG funding.



22nd Ave – Wheel chair Ramp: The program’s first project was a wheel chair ramp for an elderly couple who owned their own home. The husband was becoming wheel chair bound and this afforded him the opportunity to leave the home with ease.



Carolina St. – Wheel chair Ramp: The program’s second project was a wheel chair ramp for an elderly woman who was renting a home with family members. The woman had difficulty navigating five stairs to her front porch. This housing modification afforded her the opportunity to continue living in her home and come and go with greater ease and safety.

Other Requests: Momentum for this program seems to be growing as more people learn about this resource. As a result, LHA has applied for a building permit for a third ramp and is processing requests for two more.

This partnership between LHA, the city of Longview and LOVE Inc. is proving to be a good model for providing seniors with the resources needed to remain in their homes and age in place.

Thanks for your support,

Jon Dieter, Director of Community Services





*Building Healthy Communities
One Family At A Time*

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

Lower Columbia CAP

Microenterprise Development Program

2012 Annual Report

Lower Columbia CAP began its Business Builder Program in 2010. The intent of this program was to serve citizens residing in the City of Longview with the basics of small business ownership. We recognized that services in Cowlitz County for small business development were geared toward small business expansion, and that micro business startup was an area where CAP could potentially provide some needed assistance. CAP joined the Microenterprise eco system in order to provide the basic education and tools required for those interested in starting their own business.

The following is an excerpt from the Book *E-Myth revisited* written by Michael E Gerber:

It is a belief that says small businesses in the United States simply do not work, the people who own them do. And what we have also discovered is that the people who own small business in this country work far more than they should for the return they're getting. Indeed, the problem is not that the owners of small business in this country don't work; the problem is that they're doing the wrong work. As a result most of their businesses end up in chaos – unmanageable, unpredictable and unrewarding. Just look at the numbers, Business start and fail in the United States at an increasingly staggering rate. Every year, over a million people start a business of some sort. Statistics tell us that by the end of the first year at least 40 percent of them will be out of business. (Department of Commerce).

Business Builder Classes

Lower Columbia CAP's Business Builder classes were established using the My OwnBusiness™ curriculum. CAP has hosted eleven (11) series of eight week class between January 2012 and July 2013. 56 Longview entrepreneurs have enrolled and began the eight week series of workshops. Approximately 52% of the enrolled participants completed the eight week series. We believe this statistic is a positive reflection of the need for this business plan development. Potential Micro-entrepreneurs are giving the opportunity to truly establish if they are ready to commit to the challenge of starting a small business. This 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. By the end of this 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

Business Builder classes address the following Business Plan elements.

Session 1: Deciding on a Business

Description: How to choose the right business for *you*.

Session 2: The Business Plan

Description: How to create an individualized business plan—a key ingredient for a successful business.

Session 3: Home Based Business

Description: How to choose the right home based business and common pitfalls to avoid.

Session 4: Financing the Business

Description: How to locate, negotiate for, and maintain sources of financing for business.

Session 5: Business Organization

Description: Whether to go into business alone or with a partner; the type of business organization to use; and what professional advisors to select.

Session 6: Licenses and Permits

Description: How to discover which licenses and permits are needed for your business; the importance of finding a lawyer whose practice is focused on business.

Session 7: Business Insurance

Description: Types of insurance coverage available for small business, and which types will fulfill the requirements for your business in your location.

Session 8: Communication Tools

Description: Review of basic forms of communication and equipment needed for business.

Session 9: Buying a Business or Franchise

Description: The pros and cons of buying a business or franchise, and how to evaluate how much you should pay.

Session 10: Location and Leasing

Description: How to select the right location, create a site model, and recognize important aspects of a lease agreement.

Session 11: Accounting and Cash Flow

Description: Importance of learning basic accounting and how to maintain cash in your bank account.

Guest Speaker: Melissa Cozadd

Session 12: E-Commerce

Description: Discover if e-commerce is right for your business; how to set up a website, how to develop a successful site, and how to manage search engine placement.

Session 13: Opening and Marketing

Description: How to hire and train good employees, how to buy, and how to market, promote and advertise your business.

Session 14: Managing Employees

Description: Overview of how find, hire, train, and motivate good employees.

Session 15: Expanding and Handling Problems

Description: Having expansion policies in place, plans to motivate key employees, and how to handle common business problems.



The workshops resulted in a total of 25 businesses being started or existing businesses which have strengthened their business practices. 19 businesses were identified as still open in August 2013.

Following is a list of City of Longview; Microenterprise endeavors for the participants served on this program.

Vanessa Body Mall, Brittco Construction, Plumbing Solutions, The Riders Shop, Compustyle Design, Mo's Bar B Que Sauce, Bonnie's Farm/Yakima Produce, Recovery Ink Tattoo, The Laughing Hyena Café, Neeners Weaving, D'zines 2 N'spire, Dee's Salon, Heart and Home Properties, MS Powder Coating, Take Shape for Life, Wallace Custom Tackle, Colette Giovanniello, MA, LMFT , Walter Hattey's Stickers, The Brits Restaurant, Mama Nano's, A+ Carpet & Furniture, Handmade By Heather, Northwest Toy Haulers and Fabrication, Derby and Son Construction, and Store It.

Specifically for the 2012 program year, five (5) 8-week series of Business Builder Classes were held. Two (2) businesses were started. Seventeen new persons participated in the program.

Ilona Kerby

Ilona Kerby, Executive Director, Lower Columbia CAP



STAGEWORKS NORTHWEST
THEATRE
IMAGINE . EXPLORE . EXPERIENCE

ANNUAL HOME & CDBG PROJECT REPORT

Specific Accomplishments & Successes:

- The front and back of the building have been painted eliminating much of the eyesore contributing to the sense of 'blight'. The work has served to announce a renewal of the building and is now contributing momentum to the theatre on this important block.
- The HVAC system has been installed which halts the deterioration due to the elements. The building can be used year round in comfort. As of now there have been over 50 performances in the facility. And over 70 performances will have been presented during the 2013-2014 season including The Children's After School Theatre. Also, this school year The C.A.S.T. program is being conducted in the building. Because of the HVAC the company also was able to execute twenty days of acting camp for local middle school and high school age children.
- Electrical work was completed.

Difficulties/Problems

- The only problems encountered have centered around those typically associated with older buildings. Specific challenges emerged due to our the decision to restore as closely as possible the original store front including relocation of entry doors and some structural reconfiguration. This was beyond the scope of the project, had to be postponed and cost us some time in addressing the problems with existing doors and glazing.
- Rule limits about issues with the historic marquee caused us to pause about this part of the project. The marquee issues are being addressed.

The project is still underway:

We are proceeding with roof flashing, glazing and marquee work as fast as possible. These will be concluded by October 30, 2013.

Tim Cusick, Board Chair

1433 COMMERCE AVE

P.O. BOX 2034

LONGVIEW, WA 98632

OFFICE 360.636.4488

WWW.STAGEWORKSNORTHWEST.ORG



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, and funding for gas and maintenance of the Help Warehouse vehicles which bring food from places such as the discount food buying services in Seattle, dairies in Yelm, and the fish hatcheries.

The Help Warehouse distribution center provides a central local point where Staff can collect, sort, and distribute food 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 8200 Longview residents each month. Approximately 55% 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 apartment complexes, and has 2 routes that deliver to home bound persons. 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 Aug 2012 through July 2013 an average of 420 Longview families received USDA government commodities each month from the nine Longview sites.

Overall, during program year 2012/13 (Aug-July 2013), 1037 unduplicated individuals, of whom 27% were children, received some form of food assistance through HELP Warehouse. A total of 830,736 lbs. of food were distributed to Longview Food banks, and approximately 116,081 lbs. of USDA Commodities were distributed to City of Longview residents.

In addition, Help Warehouse provides an average of 135 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 (HPRR), and Housing and Essential Needs programs. Please note that these "other services" are not paid out of the Help Warehouse grant.

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
Executive Director





Longview Highlands Neighborhood Association

216 30th Ave., Longview, WA 98632

Office: 360-442-5932 Community Center: 360-232-8575

Annual CDBG Project Report

August 19, 2012

HIGHLANDS COMMUNITY CENTER

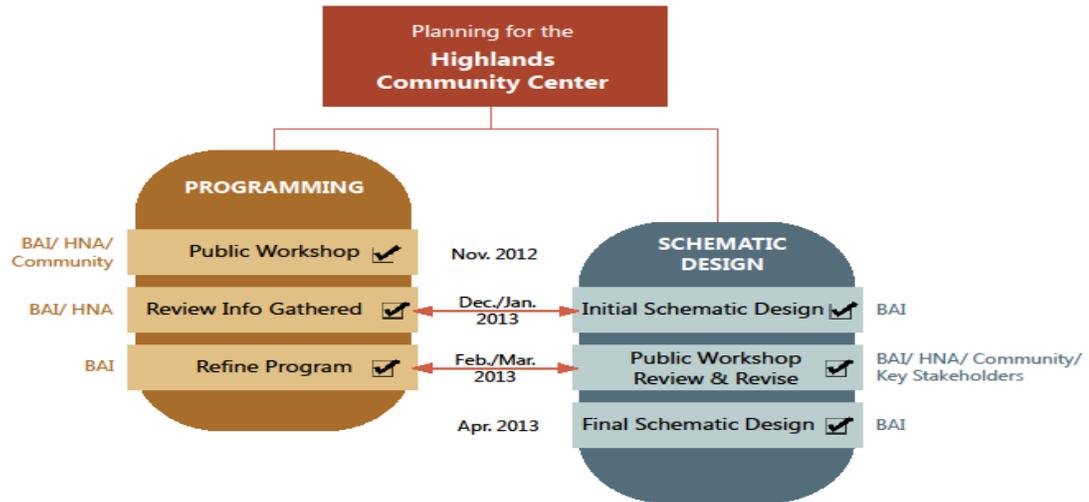
PLANNING SERVICES

by

Brittell Architecture Inc.

1. Start date 2/2012. This Progress Report was originally based on the Scope of Work listed in the agreement dated 9/13/12. Here is the timeline of the project noting the public meetings which were held on the following dates;
 - a. Agreement finalized on estimated time of completion Oct. 5, 2012, Actual completion Oct. 23, 2012
 - b. HNA Public meeting to discuss plans completed Nov. 26, 2012
 - c. HNA Public meeting to present initial design and accept concepts for design/layout February 2013
 - d. Meeting to garner input about facility from the Highlands residents
 - e. Meeting with Key Stakeholders for input/zoning laws. Completed March 12, 2013
 - f. Meeting with the City of Longview Departments to ensure all regulations are upheld March 19, 2013
 - g. Completion of final schematic design April 12, 2013
 - h. Complete cost estimated and schedule. Completed April 29, 2013
 - i. Final presentation to the community (slides shown at St. Helens Grade School) comments followed the presentation. It was well received at the final showing at the school. May 2013
 - j. Plans were finalized on May 28, 2013 and the Final Payment was approved July 3, 2013
 - k. City Council finalized Archie Anderson Park Master Plan with Community Center changes July 11, 2013
2. The Project Flow chart explains some of the above items more effectively. The public workshops were all held inside the St. Helens School gymnasium to accommodate the larger community participation. Our only drawback was not having a proper screen to show the Brittelli Architecture slides on. It was well received and the community gave great input for suggested usage of the building. Some of those uses suggested:
 - a. Highlands neighborhood Matters, a Longview Police informational program
 - b. Cub Scouts and Disabled Boy Scouts
 - c. Capital Kids foster family support meetings
 - d. Highlands Community Library/computer learning/GED testing by LCC
 - e. Youth Game Night/youth engagement programs
 - f. General meeting rooms/class rooms
 - g. Health clinics and educational programs, Community Time Bank
 - h. Confidential spaces for rotating services, mental health, substance abuse, etc.
3. The plan is success and will fit into Archie Anderson Park providing a safe/healthy learning environment for the Highlands residents and the entire community.
4. The overall estimated cost for the construction of the Highlands Community Center is \$1.5 million.

Project Flow Chart:



LEGEND:
 BAI = Brittell Architecture, Inc
 HNA = Highlands Neighborhood Association

Brittell Architecture, Inc

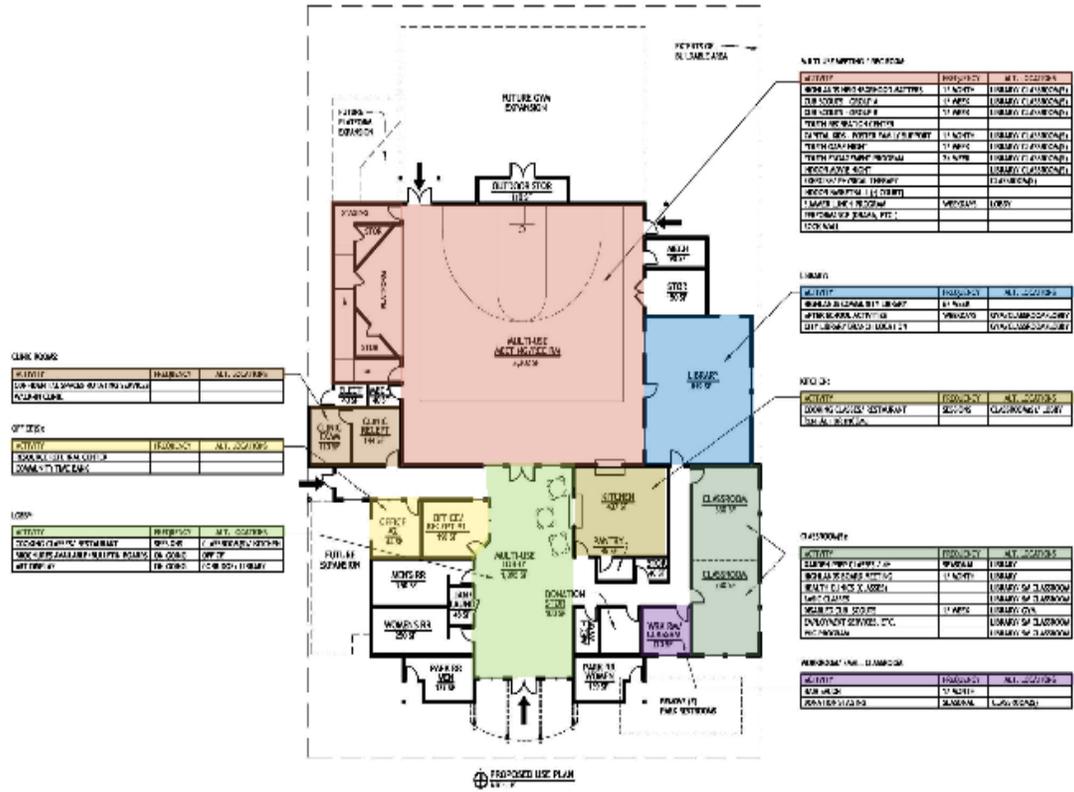
1

Highlands Community Center – Planning Phase



 Brittell Architecture, Inc.

Proposed Use Plan:



Part 3

HOME Subrecipient Reports



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www.cowlitzhabitat.org E-mail: dperron@cowlitzhabitat.org

2012 HOME Funds Report
August 1, 2012- July 31, 2013 Longview and Kelso Projects - RECAP

THANK YOU Longview and Kelso City Mayors, Council Members and your staff for your ongoing partnership and support through the **HOME** program. Following our program outline, 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.

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 500 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 zero foreclosure rate. 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 economic 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 in the Highlands.

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 black ink, appearing to read "Diane Perron".

Diane Perron, Executive Director
Cowlitz County Habitat for Humanity

LONGVIEW PROJECTS (August 1, 2012- July 31, 2013):

With the help of HOME funding, we completed one new home at 354 16th Avenue, Longview; acquired three additional lots in the Highlands (located at **311 25th Avenue**, **231 Carolina Street** and **262 17th Avenue**) and purchased a prior Habitat home (**118 16th Avenue**) back for “recycling” (as the family outgrew their home from a family of 3 to 6 since 2008) and will sell to another approved partner family (by August/September 2013).

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 #16: Purchased 354 16th Avenue (from LV Housing) for \$35,000 in April 2010. Utilized HOME funds for property, permits, infrastructure and site improvement. Began construction in March 2011 (fencing) and actual build start in September 2011. Five-bedroom Home **COMPLETED HOME in July 2012**



354 16th Avenue (House #16) – Completed in July 2012



House #16 Partner Family (Felix)



311 25th Avenue - Longview, WA

House #18 currently under Construction. Purchased property in January 2012 for \$25,000. Construction began in March 2013 and scheduled to complete in September 2013 for the Scott family.



Scott Family at Lot Selection



262 17th Avenue, Longview, WA

Purchased in May 2012 for \$15,000 – Will begin build in September/October 2013 for the R. Rodriguez Family.



232 Carolina Street - Longview, WA

As shown with newly selected partner family (Belt) in July 2013. Property purchased in December 2012 for \$17,000.

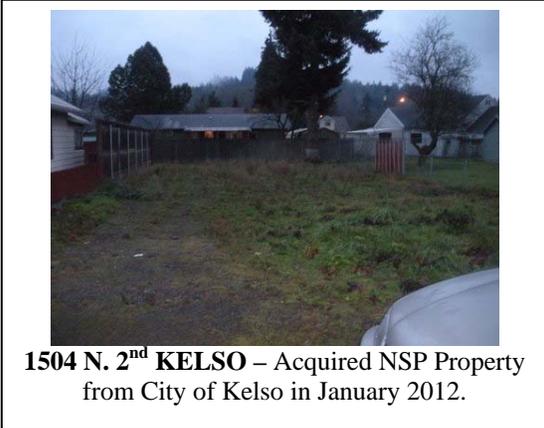
KELSO PROJECTS (August 1, 2012- July 31, 2013):

The City of Kelso donated NSP property to CCHFH in January 2012 at **1504 N. 3rd Avenue Kelso**. This project required a December 2012 completion date; however we completed the project in October 2012 and the family moved in on November 1, 2012. HOME funds were utilized for permits and 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 one to two additional properties. We hope to acquire at least one additional Kelso lot by September 2013. We have quarterly open enrollment/application meetings and this past 12 months have seen the attendance and applications for Habitat homeownership greatly increase. We are currently selecting our next Habitat partner families and continue to enhance our build schedule – both in Longview and Kelso.

We also purchased back **1504 Bowmont, Kelso** as a Habitat “recycled” home. The prior Habitat family outgrew their home and our intent is to keep our Habitat houses, especially those with HOME funds, in the low-income housing inventory. We sold this home back to our approved Habitat homeowner, Bethanie Stamps on July 17, 2013.





Longview Housing Authority

Christina M. Pegg, Executive Director

Blighted Property
Redevelopment
City of Longview, 2012 HOME
Funds, \$80,000 awarded



Before



After

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 were 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 were purchased by households earning 80% or less of the Area Median Income adjusted for family size. One homeowner secured financing and closed in March 2013. The other homeowner is currently renting until financing can be secured.

LHA self contracted the construction of these two new homes. These homes were 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 were 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. One homebuyer is still working through the process of securing permanent financing and is currently renting until such time as financing is available. LHA continues to bear the cost of the home until such time as it is sold.

A significant challenge was managing the cash flow associated with the project. LHA financed construction costs associated with the project until such time as permanent financing, secured by the home buyers, was available. The construction period financing was borne by LHA and given multiple development projects in the works funding was tight. Funds were used to purchase both materials and pay the LHA construction crew.

New Construction 2 Units at 207 - 211 20th Avenue

Significant Accomplishments

- Construction of 2 units 100% complete and units occupied by two income eligible families
- First time home ownership for one family achieved
- First time home ownership for one family will be achieved in 2013
- Use of in house labor for all construction work achieved.
- Private lending in the amount of \$200,000 achieved in neighborhood.



Katie Wilkie

Asset Manager
Longview Housing Authority



Longview Housing Authority

Christina M. Pegg, Chief Ex. Officer

Comrades Quarters Renovation
City of Longview, 2010 HOME Funds, \$189,600 awarded
Phase 1 Project Cost \$1,442,695.54



Project Overview

Phase 1 of the Stratford Arms rehabilitation project at the corner of Commerce and Hemlock Avenues in Longview is complete. Phase 2 construction will commence in October 2013 and be completed 90-120 days later. No city funds are committed to Phase 2.

The City of Longview's HOME funds were responsible for approximately 13% of Phase 1 costs. Federal Home Loan Bank, Affordable Housing Program (AHP) funds were used to install a building elevator making all of the apartments in the building accessible to individuals with physical disabilities. Phase 1 funds also facilitated roof replacement, installation of a solar hot water system and an upgrade of the building's fire and life safety equipment that now allows individuals who are enrolled in US Veteran's Administration programs to now live in the apartments. Finally Phase 1 funded creation of two ADA compliant apartments.

Improvements to the apartment lobby and a historically sensitive rebuilding of the Hemlock Avenue building entrance, contemplated for completion in Phase 1, will be completed in "Phase 2" of the project. LHA was able to secure an additional \$800,000 in project funding to allow for "Phase 2" work, Significant Milestones Anticipated (see below).



LHA received a \$300,000 short term Community Development Float Loan from the City of Longview in the winter of 2011-12. This funding was sought by the city to ensure full use of the City's CDBG funds and improve project cash flow. This loan has been fully repaid to the city.

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 was eventually backfilled with Washington State Housing Trust Fund (HTF) resources. HTF resources will facilitate Phase 2 work.

Preserving the architectural qualities of the building was accomplished by employing an architect familiar with the Stratford. The City of Longview has made appropriate accommodations.

The most significant challenge associated with rehabilitation has and continues to be working on a fully occupied building.



Solar Installation and Light Well Cover Installation on Roof

Significant Accomplishments

- Phase 1 work completed with exception of common area improvements and renovation of building entrance. This renovation will be completed with HTF funds.
- 2 Units remodeled for ADA usage
- Elevator installation completed
- Life, fire and alarm safety systems installed and operational
- Roof replacement achieved
- Installation of Solar Hot water system and new roof installed

- Earthquake retrofit to parapet wall achieved
- 90% Lease up of residential units achieved
- Commercial lease up achieved

Significant Milestones Anticipated

- Complete Phase 2 work to include:
 - Common area improvements
 - Exterior window repair/replacement
 - Exterior wall insulation
 - Improved ventilation
 - Plumbing waste and supply replacement and upgrades
 - Miscellaneous safety improvements
 - Miscellaneous interior electrical work
- Complete Phase 1 commitments:
 - Finish out lobby entrance and other requirements specified by the City of Longview's Historic District Commission, including window replacement/repairs.
 - Complete laundry and common area

Dan Freedman, Housing Development Manager
Longview Housing Authority



Blighted Property Redevelopment
City of Longview, 2012 HOME Funds, \$60,000 awarded



Project Overview

This is another project by the Housing Authority whose intent is to encourage reinvestment in a blighted portion of the Highland's neighborhood by encouraging new home ownership and private investment in the area. The project property was purchased by LHA from the Highlands Neighborhood Association.

Resources will be used to remove a derelict single family home located at 143 17th Avenue and replace this home with a new three bedroom single family resident that will be sold to a qualified home buyer. Funds will be used to reduce the sales price of the new home, help defray costs associated with demolition, assist with survey costs and defray city utility costs. The new home will be purchased by a household earning 80% or less of the Area Median Income adjusted for family size. LHA will be actively searching for qualified home buyers through its Home Ownership Coordinator.

LHA will self contract the construction of the new home. The funds from the City will be supplemented with a conventional bank loan for first mortgage.

Challenges

The building has hazardous materials within and LHA is fortunate to have staff on board that is certified to remove this material prior to razing the derelict building.

Securing a qualified home buyer for the new home will be challenging. Finding prospective homebuyers that are "credit ready" has been a significant challenge so far.



LHA is financing construction costs associated with the project until such time as permanent financing, secured by the home buyers, is available. City HOME funds will be used to purchase both materials and pay the LHA construction crew.

Significant Accomplishments

- Secured permanent financing March 2013
- Building permits secured June
- Demolition of derelict home complete and foundation framed in at the end of June.
- Use of in house labor for all construction work.



Katie Wilkie, Asset Manager
Longview Housing Authority



*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
2013 Annual Report**

**HIGHLANDS SELF-HELP
LOWER COLUMBIA CAP**

CAP completed the 3-br, 2 bath lease-to-own home at 235 Douglas, Longview. Family moved in August 24, 2012 and has 24 months to purchase the home. \$400.00 of their rent each month goes into an escrow account.



Front of House



Front Walkway



Entry



Living Room to Dining Room



Dining Room



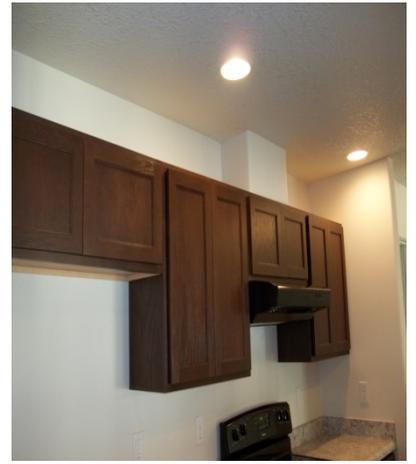
Hall to Bedroom



Kitchen



Kitchen



Kitchen



Bathroom



Pantry



Back patio/yard



Outside unit of Ductless system

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

4570 Windemere, funded with 2013 HOME, will begin construction May 2014, with a projected completion date of September 2014. This proposed Affordable Housing (ownership) Project will consist of one single family unit located at 4570 Windemere Street. The unit will be a three bedroom, 1-1/2 bath, home with garage, built on individual lot, and designated Residential Single Family. This unit will be purchased by a household making 60% Area Median Income, at a \$50,000 mortgage. CAP will continue development of the remaining five (5) lots in this subdivision, looking to recruit families for a possible Urban Self-Help-Housing (Lite) project in 2015.

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

Lower Columbia CAP is constructing a 6 bedroom home at 965 33rd Avenue in Longview, WA for Low Barrier Housing with Supportive Services. Construction of the Home will be complete in August 2013, with Certificate of Occupancy projected for September 2013. This Permanent Supportive Housing Program 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 6 participants (already enrolled and awaiting Certificate of Occupancy) 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.



Excavation



Goodwill Crew working on Fdn.



Framing



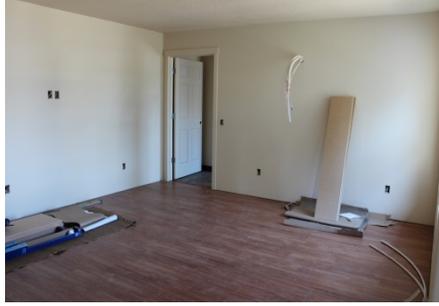
Setting Trusses

Siding

Sheetrock and vinyl flooring



Handicap Bathroom



Living Area

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?

2011 Consolidated Annual Performance and Evaluation Report (CAPER) Public Review and Comment Period October 13 through October 27, 2012

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. \$335,223
- 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. \$329,452
- 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 & 2011 Program Year Completed Projects?

HOME

Cowlitz County Habitat for Humanity

*Land Acquisition & Infrastructure
Longview- 2 Families w/ new homes
Kelso - 1 Family w/ new home*

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
Blighted Property Redevelopment
207-211 20th Ave.*

*Tenant Based Rental Assistance for
Domestic Viol., DAPC & Drug Court*

Lower Columbia Community Action

*975 33rd Ave., Transitional Housing
235 Douglas St. Lease-to-Own*

CDBG

Main Entitlement Projects

City of Longview

Highlands Trail, Segment 1

CDBG Main Entitlement - Continued

Lower Columbia Community Action

*Micro-Business Development & Support
Public Services*

Big Brothers Big Sisters Columbia NW

Mentoring Low-Income Children

Family Finance Resource Center

*Home Owner Foreclosure
Avoidance Counseling*

Lower Columbia Community Action

*Council Help Warehouse
Planning*

Fair Housing Center of Washington

*Analysis of Impediments to
Fair Housing*

Life Works

*Increased Employment for People with
Disabilities*

Longview Housing Authority

Veterans' Service Center Plan

Sherri Fittro Foundation

Sherri Fittro Building Plan

Contents of the HOME & CDBG Annual Performance Report

Executive summary, Narrative of goals and accomplishments of current projects, Annual 2011 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, 820 11th 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 27, 2012

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 25, 2012 at Longview City Hall, 7 PM.**

City of Longview
REQUEST FOR PROPOSALS

2012 Community Development Block Grant (CDBG) Program
2012 HOME Program (Longview & Kelso)
2012 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).

2012 CDBG projects will be limited to approximately:

- Main Entitlement \$222,175 ■ Public Services \$7,500
- Planning Activities \$14,495

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, 2012.

City Council Public Hearing/Project Selection
Thursday, March 22, 2012 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 \$123,329*
- *Kelso funding will be approximately \$39,598*

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 \$29,977 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, 2012**

**Kelso City Council HOME Public
Hearing/Project Selection,
Tuesday April 17, 2012 at 7:00 PM**

**Longview City Council HOME & DRF
Public Hearing/Project Selection -
Thursday, April 26, 2012 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>



2012 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. 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.

Main Entitlement

Amount Available: \$278,929.95

Amount Requested: \$760,182

Archie Anderson Park Development- Major-Minor Baseball Field— Construction of the major-minor baseball field at the south end of the park according to the Park Master Plan. The project will include technical drawings, irrigation, turf, dugouts and fencing. Longview Parks & Recreation Dept. **\$232,930**

Elderly Aging in Place Grant Program – Provide grants for housing modification for seniors to “age in place.” Modification may include wheelchair ramps, improving kitchen and bathroom accessibility and safety; and widening doorways for access based upon the individual’s need. Additional modifications may be considered. Longview Housing Authority **\$20,000**

Highlands Trail – Parking Facilities, and Gateways – Construct 3 parking areas for the Highlands Trail at Archie Anderson Park, Beech St., and 20 Ave. & Arkansas. Provide trail gateway entrances with signs at three locations. Longview Public Works Dept. **\$232,930**

Rehabilitation of 1433 Commerce Avenue - Stageworks Northwest

Provide exterior building rehabilitation to the former Longview Theater to remove downtown blight and install a new HVAC system to make building useable for live theater productions. Stageworks Northwest **\$157,838**

Senior Center Kitchen Improvements – Provide necessary kitchen improvements and a kitchen remodel for the Longview Senior Center to meet current health and safety codes. Longview Parks & Recreation Dept. **\$116,484**

Public Service

Amount Available: \$45,969.60

Amount Requested: \$ 57,979

Help Warehouse – Provide food bank and commodity services to Longview residents through the main warehouse, satellite food banks, and home delivery to senior apartment complexes. Lower Columbia Community Action Program **\$45,969**

Mentoring Low-Income Children in Longview – Provide adult mentoring to 10 low-income children between the ages of 6-16 years for 12 months. Big Brothers Big Sisters Columbia Northwest **\$11,710**

Planning

Amount Available: \$15,323.20

Amount Requested: \$ 30,330

Highlands Community Center Plan – Prepare a plan for a new neighborhood community center to engage residents in a variety of programs. A consultant will lead the planning process and allow for neighborhood and community input regarding the center’s design, features and amenities. A construction budget will also be developed. Highlands Neighborhood Association **\$15,330**

Relocation Plan for Community House on Broadway – Plan to study the possible relocation of Community House on Broadway. Provide a plan to include a visioning process of the physical needs of Community House on Broadway Homeless Shelter/Recovery Center; research models of homeless recovery facilities; examine financial costs associated with new construction and remodeling; research general relocation options; and opportunities for funding in order to consider relocation out of the Downtown area. Community House on Broadway **\$15,000**

Many projects also use matching funds from various sources.

Public Hearing Date & Time: Thursday, March 22, 2012 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 Hearing for Affordable Housing April 26 Longview

Longview-Kelso HOME Consortium 2012 Project Design Allocations Speak in Support of Selecting One or More of the Projects Below

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. No projects were submitted for the City of Kelso for 2012 funding.

Longview Amount Available: \$171,635 **Amount Requested: \$60,000**

Highlands Homeownership Promotion – Acquire property at 143 17th Ave., Longview, demolish existing structure and construct a new single-family home for a homebuyer at or below 80% of median income. **Longview Housing Authority \$60,000**

Longview 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.

Amount Available: \$25,304.16 **Amount Requested: \$29,000**

Community House Operations – Provide continued operation funding for Community House on Broadway for the community’s homeless population. 80 beds and meals are provided within the facility. A case managed Homeless Recovery Program for single adults is also supported through this funding.

Community House on Broadway \$22,000

Domestic Violence Shelter Program – Provide shelter and advocacy services to victims of domestic violence, sexual abuse and other crimes. This project supports operating costs for the shelter which has 32 beds and 4 cribs for women and children.

Emergency Support Shelter \$7,000

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

Public Hearing Date & Time: Thursday, April 26, 2012 at 7:00 PM
Place: Longview City Hall Council Chambers
1525 Broadway, Longview WA

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.

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.

Longview–Kelso HOME Consortium & Longview Community Development Block Grant Program



Invites You to Review our Draft 2012 Annual Action Plan

Public Review and Comment Period

May 15 - June 13, 2012

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 2012 (August 1, 2012 – July 31, 2013.) \$261,410 is available to the Longview–Kelso Consortium for HOME Program projects. \$306,464 is available for Longview Community Development Block Grant projects. 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).

2012 CDBG Annual Plan Projects – Selected by the Longview City Council

• **Elderly Aging in Place Grant Program** – Provide grants for housing modification for seniors to “age in place.” Modification may include wheelchair ramps, improving kitchen and bathroom accessibility and safety; and widening doorways for access based upon the individual's need. Additional modifications may be considered.

Longview Housing Authority **\$14,607.95 (Includes Program Income)**

• **Rehabilitation of 1433 Commerce Avenue - Stageworks Northwest**

Provide exterior building rehabilitation to the former Longview Theater to remove downtown blight and install a new HVAC system to make building useable for live theater productions.

Stageworks Northwest **\$157,838**

• **Senior Center Kitchen Improvements** – Provide necessary kitchen improvements and a kitchen remodel for the Longview Senior Center to meet current health and safety codes.

Longview Parks & Recreation Dept. **\$116,484**

• **Help Warehouse** – Provide food bank and commodity services to Longview residents through the main warehouse, satellite food banks, and home delivery to senior apartment complexes. Lower Columbia Community Action Program **\$45,969.60**

• **Highlands Community Center Plan** – Prepare a plan for a new neighborhood community center to engage residents in a variety of programs. A consultant will lead the planning process and allow for neighborhood and community input regarding the center's design, features and amenities. A construction budget will also be developed.

Highlands Neighborhood Association **\$15,323.20**

2012 HOME Annual Plan Projects - Selected by Longview City Council Longview

• **Highlands Homeownership Promotion** – Acquire property at 143 17th Ave., Longview, demolish existing structure and construct a new single-family home for a homebuyer at or below 80% of median income. Longview Housing Authority **\$60,000**

• Remaining 2012 project allocation rolled over to the 2013 program year.

Kelso

• No projects submitted. 2012 project allocation rolled over to the 2013 program year.

CHDO (Community Housing Development Organization)

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

• Lower Columbia Community Action Program - \$39,211.50

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 2012 HOME and CDBG Annual Plan is available for review at the following locations beginning May 15th:

- City of Longview Community Development Department, 1525 Broadway, Longview;
 - Longview Public Library Reference Desk, 1600 Louisiana St., Longview;
 - Longview Housing Authority, 820 11th Ave, Longview
 - City of Kelso, City Manager's Office, 203 S. Pacific, Suite 217, Kelso;
 - Kelso Public Library, Three Rivers Mall, 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 13, 2012.

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



FAIR HOUSING CENTER
OF WASHINGTON



Free Fair Housing Training

Please Join Cowlitz County Housing Providers
On Sept. 26, 2012 from 9:00 am to 12:00 pm

Located at:

Cowlitz County PUD Building
961 12th Ave Longview, WA

Please RSVP to Judie Potter at: (360) 957-5487

**Federal, State & Local Fair Housing
Laws, Reasonable Accommodations,
Best Practices, and more!
Come with questions!**

Questions? Contact:
The Fair Housing Center of
Washington
1517 S. Fawcett Suite 250
Tacoma, WA 98402
Ph: (253) 274-9523
info@fhcWASHINGTON.org

4. APPROVAL OF MINUTES**[MN 12-0143](#) COUNCIL MINUTES FROM MARCH 8, 2012****Attachments:** [CNCL MIN 03082012](#)**5. CHANGES TO THE AGENDA****6. PRESENTATIONS & AWARDS****[12-2101](#) PROCLAMATION: NATIONAL LIBRARY WEEK****Attachments:** [National Library Week April 8-14](#)

The proclamation was received by Dr. Virginia Catlin and Mike Theriault. Each shared personal testimony about how public libraries have made a positive, significant impact on their lives. There are several upcoming activities for the Longview Public Library. Spring programs begin on March 27th for children and teens, and the theme is centered on science. Project Read is an ongoing, successful adult literacy program. Northwest Voices is sponsoring poetry readings. In addition, newer technology options are being promoted, as more job search and assistance tools are available. Jan Hansen, a long-time employee at Longview Public Library, was recognized at a conference for her innovation in children's programs.

[12-2102](#) PROCLAMATION: ARBOR DAY - APRIL 11, 2012**Attachments:** [Arbor Day - April 11, 2012](#)

The proclamation was received by Louie LaPierre from the Parks and Recreation Board. He stated the monetary value of trees is millions of dollars annually in Longview. The public health contribution and detoxification of air is essential with our poor air conditions. On April 11th, a tree will be planted at 10:00a.m. in the RA Long Park Civic Circle and the public is encouraged to come and participate.

7. CONSTITUENTS' COMMENTS (Thirty Minutes)

Ken Spring, Longview citizen, requested that more agendas be printed to accommodate larger audiences at meetings.

Bill Kasch, Longview citizen, discussed the "Town at Crossroads" article in The Daily News, regarding the coal trains, and how unpleasant it would be for everyone in Longview. He also expressed concern about the Merk Building being sold to a large corporation. He stated if we lose the Merk Building, we lose a central part of Longview history. He hopes a community center will be considered as an option there.

8. PUBLIC HEARINGS**[12-2116](#) PUBLIC HEARING TO COLLECT COMMENTS AND ALLOCATE 2012 COMMUNITY DEVELOPMENT BLOCK GRANT HEARING**

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Council Initiative: Preserve Neighborhoods

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

This public hearing will be held to review and consider 2012 Community Development Block Grant (CDBG) project designs submitted to the City, to hear public comment and make funding allocations.

A total of 9 CDBG project designs have been received: 5 projects for Main Entitlement funding, 2 projects for Public Services, and 2 projects for Planning. A summary of submitted projects by category is under the full agenda body.

Funding for 2012 CDBG is \$306,464 with additional entitlement funding made available through the use of program income, a project deobligation, and a HUD repayment to the City. The funding matrix for the 2012 CDBG program is attached. Staff recommendations and reasoning for proposed funding allocations are also attached for Council consideration.

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

RECOMMENDED ACTION:

Motion to allocate funding based upon project considerations and staff recommendations.

Attachments: [2012 CDBG Funding Matrix](#)
 [2012 CDBG - Staff Funding Recommendations.doc](#)
 [CDBG Executive Summary.xls](#)

Julie Hourcle from the Community Development department gave a presentation on the Community Development Block Grant projects. The hearing was opened to the public at 7:42p.m.

Archie Anderson Park development: Thomas Shipley addressed how facilities need to be improved, and that full funding is necessary to accomplish that. The baseball fields are used from January through July for practice and events. Liz Haeck, the Highlands Community Coach also noted her support of the plan. Patsy Hight, Highland Association President, said the fields are not as utilized by all ages as they'd like. Steve Hamilton, Highlands Neighborhood Association representative, says the Highlands area has potential, but still has a long way to go, and will take time and effort. Anything that can be done to increase the value of properties should be viewed as an investment.

*Elderly Aging in Place Grant: LHA John Dieter explained in city's comprehensive plan; this project is a high priority and cost effective for both seniors and taxpayers. It would allow the elderly to be independent, versus relying on assisted living. The money spent will be used locally, and help support the 52% increase in population over 65 years of age.
Mayor Weber asked how many apartments or homes this would cover? John*

estimated 14 individuals would be covered for the amount of funding requested. Councilmember Makinster asked if the housing units are private homes, or public housing? John said these funds are for low-income elderly, either in their own home, or in rentals/apartments. Councilmember Botero was concerned that landlords would actually be the ones who profit, not the individuals, because the renovations would not be a continuing benefit to someone who moves or passes away. John said in many cases, the elderly are forced to move out of their home, because their housing is not equipped with the necessary modifications, and this will hopefully prevent that from occurring. In addition, in rental units, these modifications would be a continuing benefit to future elderly tenants. Councilmember Botero asked how the allocations would be determined between owners vs. a renter. John said it will be based on the greatest need, and there will be no discrimination based on the type of housing.

Highlands Trail Parking and Facilities: Craig Bozarth, Engineering Department, explained the base bid includes the cost of building a path (\$50,000), plus the listed parking lots and gateway signs.

Rehab of 1433 Commerce, Stageworks NW: Jim Cusick spoke on the importance of this project for revitalization efforts of downtown. The performing arts are a catalyst in which people are enriched. Rick Little hopes to build up downtown Longview as an art center, and for this building to serve as a complement to the Columbia Theater. Dick Vansickle is a strong advocate for economic and literacy development. He feels theater is a great way for kids to develop better academic progress and social skills. Bethany Pithan feels all ages should participate in theater, as life skills are gained that build better workforces and community ties.

Councilmember Botero requested further explanation of the child education portion. Jim Cusick spoke about the Longview Education Association's pilot children's theater program, which currently has 42 children participating, but has the capacity for up to 48 participants. Instructors work with them 3 days a week, for 1.5 hours, and the children put on real productions. There is a lot of research which supports the effectiveness and benefits of this program.

Senior Center Kitchen Improvement: Louis O'Connor and Alice Watkins spoke about the restrictions currently in place, because the space does not meet the health code requirements. Councilmember Jensen asked how many meals are served now, vs what would be after an expansion? Louis said the improvement would expand the menu and allow for more seniors to be served lunches. The Senior Center currently serves about 4000 meals per year in a 5x9ft space.

Help Warehouse: This CAP program provides distribution to all food banks in Longview. On average, 2300 individuals come to obtain food donations per month, costing the warehouse about \$1.60 per person. 820,000 lbs of food was distributed last year, with an average cost to the warehouse of \$1.50 per lb. 38% of people served per month are children. Steve Hamilton says people are really hurting financially, and are forced to ask help with food, when water and electric bills have to take precedence. Keith Huff, in partnership with the Help Warehouse, said due to outreach programs increasing by 20%, there is a great need for assistance.

Mentoring Low-Income Children: Big Brothers Big Sisters NW: Toby Cocker spoke of the organization's desire to serve 25% more than the 104 children served last year. He shared that the graduation rate of the children participating is at 86%. He feels it gives them a sense of hope, especially when coming from difficult, stressful environments. Councilmember Makinster asked if the funding would stay specifically in Longview? Toby said yes, it does stay local. In prior years, funding had been from federal grants, but local contribution means local children participants.

Highlands Community Center Plan: Numerous members of the Highlands Neighborhood Association shared about the conditions of the community center. Currently, there is not enough room to accommodate all meeting attendees, and which discourages participation since it is uncomfortable stand for a lengthy meeting. There are many activities scheduled, involving over 38 partners with HNA, and a larger facility is needed for classes, events, and general neighborhood involvement.

Captain Deborah Johnson of Longview Police shared the crime statistics have dropped significantly over the last two years, the neighborhoods are becoming cleaner and safer. Jesse Ramirez, a Longview Boy Scouts representative, said an additional 23 boys from the Highlands alone have joined Boy Scouts over the last year. He is really encouraged to see the involvement of youth. Pastor Steve Mile from recovery ministry hopes to see further transformation of the Highlands, and feels this project encourages that. Councilmember Botero thanked everyone for their comments.

Relocation Plan for Community House: Pat Martin and Bruce Rosebrach, Community House reps, stated they have withdrawn their application due to a leadership change, and will pursue a grant in the future.

After no further comments, Mayor Weber closed the public hearing at 8:47pm.

12-2167**MOTION TO AWARD CDBG PLANNING GRANT (1)**

A motion was made by Mayor Pro Tem Mary Jane Melink, seconded by Council Member Chet Makinster, that the Highlands Community Center project be funded in full. The motion passed unanimously.

12-2168**MOTION TO AWARD CDBG PLANNING GRANT (2)**

A motion was made by Council Member Michael Wallin, seconded by Council Member Chet Makinster, that the 1433 Commerce Ave project be funded in full, and the remaining balance be given to the Aging in Place project. The motion passed 5:1.

12-2169**MOTION TO AWARD CDBG PUBLIC SERVICE GRANT FUNDS**

A motion was made by Council Member Michael Wallin, seconded by Council Member Chet Makinster, that the Help Warehouse project be funded in full, and deny funding for the Mentoring Low-Income Children program. The motion passed unanimously.

12-2170**MOTION TO AWARD CDBG PLANNING PROJECT GRANT FUNDS**

Prior to voting, Councilmember Wallin clarified that by fully funding the Senior Center Kitchen project, both Highland projects' funding would be eliminated.

A motion was made by Mayor Pro Tem Mary Jane Melink, seconded by Council Member Ken Botero, that the Senior Center Kitchen project be funded in its entirety. The motion passed unanimously.

9. BOARD & COMMISSION RECOMMENDATIONS

presented Council with some posters they would like to see posted at City Hall:
 "Share the Road."

7. CONSTITUENTS' COMMENTS (Thirty Minutes)

Cody Wells told Council about the upcoming fundraiser "Rock N Bowl" to benefit People First, an advocacy group for people with disabilities. This event will be held Friday, May 19, from 1 p.m. to 4 p.m. Tickets are \$10 each; he has 130 tickets to sell, so he urged Council to attend.

Students Sara Penny, Rianna Taylor, and Brianna Hockema talked to Council about their Draw the Line campaign to encourage youth to make better choices and discourage use of alcohol and tobacco. Their work has earned them a scholarship to an event at Great Wolf Lodge.

8. PUBLIC HEARINGS

[12-2166](#)

PUBLIC HEARING TO ALLOCATE 2012 HOME FUNDING AND DOCUMENT RECORDING FEE FUNDING

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Council Initiative: Preserve Neighborhoods

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

This public hearing allocates 2012 HOME Investment Partnership Program funding for affordable housing, and Longview Document Recording Fee project funding.

2012 HOME Program - There is \$171,653 available for HOME allocations. One project has been received.

Highlands Homeownership Promotion - Acquire property at 143 17th Ave., Longview, demolish existing structure and construct a new single-family home for a home buyer at or below 80% of median income.
 Longview Housing Authority \$60,000

2012 Longview Document Recording Fee - There is \$25,308.16 for low-income (50% or below median income) housing projects, shelters, and tenant-based rental assistance. Two projects have been received, and both agencies have agreed to share the reduction of available funding as noted in the full agenda summary:

Community House Operations - Provide continued operation funding for Community House on Broadway for the community's homeless population. 80 beds and meals are provided within the facility. A case managed Homeless Recovery Program for single adults is also supported through this funding.

Community House on Broadway \$22,000

Agreement Provisions may be added to the 2012 Community House contract as noted in the full agenda summary sheet.

Domestic Violence Shelter Program - Provide shelter and advocacy services to victims of domestic violence, sexual abuse and other crimes. This project supports operating costs for the shelter which has 32 beds and 4 cribs for women and children.

Emergency Support Shelter \$7,000

Additionally, as part of Council's deliberations staff is recommending a transfer of \$10,000 in Community Development Block Grant Program Income to supplement the Aging-in-Place grant approved for \$4,607 on March 22nd in order for the Longview Housing Authority to proceed with that project. If supplemental funding is not approved the Longview Housing Authority will decline its 2012 CDBG allocation:

Aging-in-Place grant - Provide grants for housing modification for seniors to "age in place." Modification may include wheelchair ramps, improving kitchen and bathroom accessibility and safety; and widening doorways for access based upon the individual's need. Additional modifications may be considered.

RECOMMENDED ACTION:

Motion (1) to allocate HOME funding.

Motion (2) to allocate Document Recording Fee funding and add optional contract provisions.

Motion (3) to transfer \$10,000 in CDBG Program income for the Aging-in-Place grant project.

Agency agreement to share reduced funding:

Community House on Broadway \$20,152.08

Emergency Support Shelter \$5,152.08

2011 Agreement Provisions for Community House on Broadway Contract:

8. OTHER TERMS AND CONDITIONS

- a. Community House, through an official representative, shall maintain participation in good standing as a "voting" member per current by-laws of the Housing First! Coalition.
- b. Community House shall apply for a City of Longview 2012 Community Development Block Grant (CDBG) Planning Grant by March 1, 2012 to relocate its homeless shelter and related services outside of the Downtown Longview area.
- c. Community House shall prepare a plan to minimize the perceived negative neighborhood impacts of Community House operations in and around its facility. The plan must be submitted to the City Manager by October 1, 2011.

Entitlement Program Coordinator Julie Hourcle gave the staff report on HOME fund and Document Recording Fees fund projects. Staff prepared recommendations to Council following the guidelines established in the Consolidated Housing Plan. Ms. Hourcle noted the five-year Consolidated Plan will end in 2013, so she will be soliciting Council direction at an upcoming workshop.

HOME regulations have reduced the time for completion of projects from five years to four.

Ms. Hourcle outlined the income requirements and types of projects eligible for funding. She also noted that this is Fair Housing month; she has posters advertising Fair Housing Month and complaint forms are available in the Community Development Office.

Only one project had been submitted for HOME funding: Longview Housing Authority's proposal to purchase a blighted property in the Highlands area, raze the building, and construct a new residence. The \$60,000 contribution will purchase the property at \$19,000, tear down the existing residence, and commence construction of the new residence.

The Auditor's Document Recording Fee funds are to benefit extremely low to very low income persons. Ms. Hourcle outlined the background of this fund, eligible uses, etc. Two proposals had been submitted: Community House for operations funding and Emergency Support Shelter for operations funding. \$25,301.16 is available for distribution. Ms. Hourcle recommended a proportionate reduction in allocation to these two agencies.

Another project submitted was for Elderly Aging in Place. This program needs additional funds in order to move forward. Ms. Hourcle suggested Council could use some of the \$19,000 available program income to enable this project to proceed.

Council questioned how a residence could be built for \$60,000. Ms. Hourcle advised an additional \$75,000 in construction loans will be obtained; this will become the mortgage amount for the selected homeowner. The total project cost is \$135,000.

Mayor Weber inquired what the Consolidated Plan currently calls for in distribution of funds between rental assistance and homeownership. Is it 50%/50%?

Ms. Hourcle said she could furnish that ratio later.

The Mayor pointed out that \$60,000 would help only one family. Rental-based assistance would help many more people.

Longview Housing Authority representative Dan Friedman outlined the philosophy of investing money in blighted areas in order to improve the neighborhood. The cost to rehab the existing house would cost more than demolition and new construction. Concentrating investment in a small area will have a big impact. He agreed a home in the Highlands could not be sold for \$135,000; the \$60,000 grant will provide a subsidy.

Other Councilmembers also noted that rental-based assistance would help many more people than a single-family residence. It was also noted that LHA will receive \$22,000 for administration as Longview's CHDO agency, and another \$12,000 was requested for on this project for administrative fees. Councilmember Makinster noted he would rather see the additional \$12,000 go toward rental-based assistance. Mr. Friedman stated LHA probably would not undertake the project if the administrative

fees were cut.

Mr. Friedman stated the Highlands Neighborhood Association was given the property. The \$19,000 purchase price will benefit the association and their work in turning the area around.

The public hearing was opened at 8:10 p.m.

Liz Haeck, Highlands area coach, stated she fully supported the owner-occupied housing project. Garden manager Jason also voice his support of the project, noting that flowers improve the appearance of neighborhoods and increase the value of property.

William Linthicum said he used to live right next door to this blighted residence. The home and the residents had been a big pain in his life. He has been stolen from, buildings broken into, and subjected to smoke from burning tires in the backyard. He would like to see the home demolished, but left as open park space for the neighborhood children so they do not run in the streets.

Mr. Linthicum said he could not comprehend investing \$135,000 in a home in the Highlands.

Shawn Higgens said she currently lives next door to the property. Other than tearing down the house, she was vague about what she would like to see take place on the property.

Pat Martin, representing the Community House, and Sherrie Tinoko, Emergency Support Shelter Executive Director, spoke in favor of the pro-rated allocation of Document Recording Fees to their respective agencies.

Alex Kamano, Executive Director of Family Finance Center, was in favor of the homeownership program. He encourages reinvestment in these areas as a proactive strategy to improve the neighborhood. He has been involved in a reactive strategy of foreclosure prevention; last year his agency handled 284 cases in Cowlitz County.

There being no further comment, either written or oral, the public hearing was closed at 8:27 p.m.

12-2191

MOTION TO ALLOCATE DOCUMENT RECORDING FEES

Councilmember Hutchinson moved to proportionately allocate the Document Recording Fee funds between Community House and Emergency Support Shelter as proposed by staff and not impose any additional conditions on Community House; this motion was seconded by Councilmember Botero.

Councilmember Botero stated he wanted to address community comments regarding Council's stance on the Community House. He said the Community House has done an outstanding job taking care of the homeless and needy population. The facility needs a larger facility as it has become very crowded. Council fully supports the work of the agency; Council would like to see the agency find a larger and more efficient location.

Councilmember Botero moved to amend the motion by adopting the three conditions proposed in the staff report; this motion was seconded by Councilmember Melink. Councilmember Hutchinson agreed to this modification of the motion.

Councilmember Melink moved to make a language change from "relocate" to "explore relocating" in condition #b, which motion was duly seconded. (First Amendment)

Councilmember Wallin moved to modify the language in condition #c from "perceived negative impacts" to "actual negative impacts." This motion was seconded by Councilmember Makinster. Council discussed whether this language should be "perceived" or "actual," and determined it should be both. The date in this condition should also be updated to October 1, 2012. (Second amendment)

Upon a vote on the second amendment to the main motion, the motion passed with five "aye" votes cast by Councilmembers Wallin, Makinster, Botero, Melink and Jensen, to two "nay" votes cast by Mayor Weber and Councilmember Hutchinson.

Upon a vote on the first amendment to the main motion, the motion passed with six "aye" votes cast by Mayor Weber, Councilmembers Hutchinson, Makinster, Botero, Melink and Jensen, to one "nay" vote cast by Councilmember Wallin.

A motion was made by Council Member Tom Hutchinson, seconded by Council Member Ken Botero, to allocate the funds proportionately as recommended by staff. The motion was subsequently amended, above, to impose conditions on the Community House award. The main motion passed with no nay votes.

12-2192

MOTION TO ALLOCATE HOME FUNDS

Councilmember Wallin moved to reduce the award amount to LHA from \$60,000 to \$19,000. This motion to amend died for lack of a second.

A motion was made by Mayor Pro Tem Melink, seconded by Council Member Hutchinson, that this Agenda Item be approved . The motion carried by the following vote:

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

Nayes: 1 - Council Member Wallin

12-2193

MOTION TO ALLOCATE PROGRAM INCOME FUNDS

City Manager Gregory advised the available program funds are monies that are returned to the program for several reasons: sale of assets, projects that did not go forward, or left over funds from a project under budget.

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

12-2163

2012 LEGISLATIVE SESSION UPDATE, MARK BROWN

Government affairs consultant Mark Brown reported on the recently concluded legislative session. The State of Washington is funding its budget deficits by cutting revenue sharing to the cities. Funding from the state, while still being reduced, was generally not reduced as much as was anticipated. In addition, some permanent cuts were modified to temporary cuts. ESHB 2823 needs to be repealed in the next session; it could end up costing the cities \$200-million by the end of 2017.

Attachments: [2013 Revenue Sources final](#)

Finance Director Kurt Sacha recapped the sources of income for the General Fund in 2013 and his estimates for those total receipts. Taxes comprise 80% of the General Fund. Taxes consist of property taxes, sales tax, and B & O taxes. The sales tax figure has dropped with the downturn in the economy; sales tax revenues were formerly about equal to the property tax and B & O tax amounts collected.

Cowlitz County assessed property valuations are down 1.5% for 2013. When the assessed value drops, the levy rate increases. Mr. Sacha noted the increase is limited to 1% of last year's amount or the increase of the price deflator, whichever is less. The price deflator was 1.295%, hence the levy rate will be limited to a 1% increase.

Mr. Sacha is proposing a \$3.41 ad valorem property tax rate. In order to give a visual example of this levy rate will affect homeowners, he showed his residence, its reduced 2013 assessed value, and the total property taxes that will be payable to the City of Longview. His taxes will decrease by \$46.83.

Another example given was the City Manager's residence. This property also decreased in assessed value. The resultant decrease in property taxes payable to Longview was \$809.50, a reduction of \$4.20.

In response to a question by Mayor Weber, Mr. Sacha confirmed that the budget is still \$1-million out of balance, with expenditures exceeding revenues.

The public hearing was opened at 7:47 p.m. There being no comments, either written or oral, the public hearing was closed.

A motion was made by Council Member Tom Hutchinson, seconded by Mayor Pro Tem Mary Jane Melink, that this matter be accepted and referred to the City Attorney to prepare the Resolution and Ordinance effecting the 2013 Ad Valorem Tax levy rate. The motion passed unanimously.

[12-2474](#)**PUBLIC HEARING FOR THE 2011 CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER) FOR THE HOME AND COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAMS****COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Council Initiative: Preserve and enhance neighborhoods

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

The City of Longview as a Community Development Block Grant (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 13th and will end on October 27th, 2012. 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

Entitlement Program Coordinator Julie Hourcle gave a recap of the annual report known as the CAPER (Consolidated Annual Performance and Evaluation Report). A complete report had been furnished to Council a few weeks ago. She mentioned where copies of the CAPER had been made available to the public for review.

Ms. Hourcle said she had received one comment to date from the Cowlitz Tribes. She recapped the projects that had been funded and reported on the progress of those projects. There are presently 30 projects underway. Seven projects were completed. She concluded with photos of the residences that had been completed during the last year.

The public hearing was opened at 8:25 p.m. There being no comments, either written or oral, the public hearing was closed.

Councilmember Wallin made a few remarks regarding the report and specifically the reference to impediments to fair housing. In his profession as a realtor, he has found no evidence of any problems.

Ms. Hourcle responded that the study that identified impediments to fair housing had been accepted as a guideline, but not formally adopted. Her goal is to distribute some fair housing informational posters to all area bankers.

Councilmember Wallin also noted his concern regarding the ratio of money being spent to the number of people served. He did not like the fact Council was getting away from tenant-based rental assistance.

Mayor Weber noted Council has struggled with the dilemma of homeownership versus rental assistance.

No action required following the public hearing.

9. BOARD & COMMISSION RECOMMENDATIONS

[12-2483](#)

**PARKS & RECREATION ADVISORY BOARD CONCERNS ABOUT
SIDEWALK REPLACEMENT PROJECT AT LAKE SACAJAWEA**

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Continue effective financial management

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

The Parks & Recreation Advisory Board wishes to express its reservations about the planned removal and replacement of the twin Hemlock Plaza

On a motion duly made and passed, the reading of the minutes of the regular Council meeting held May 23, 2013, 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 13-0198](#)

COUNCIL MINUTES, MAY 23, 2013

Attachments: [CNCL MIN 05232013 REV](#)

5. CHANGES TO THE AGENDA

Mayor Jensen said Council needs to appoint the three Councilmembers attending the AWC Conference as voting delegates. This item will be scheduled under Item 11., Mayor's and Councilmembers' Reports.

6. PRESENTATIONS & AWARDS

[13-2817](#)

**2012 COMMUNITY DEVELOPMENT BLOCK GRANT PLAN
COMPLETION - HIGHLANDS COMMUNITY CENTER PLAN**

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Council Initiative: Preserve and enhance neighborhoods

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

The 2012 Community Development Block Grant program (CDBG) funded a grant to the Highlands Neighborhood Association (HNA) for \$15,323 to prepare a plan for a new Highlands neighborhood community center. The purpose of the neighborhood center is to engage residents in a variety of programs available at a neighborhood level and provide a large neighborhood meeting and recreational space. Brittell Architecture, Inc. was selected to lead the planning process, allow for neighborhood and community input regarding the center's design, features and amenities and develop the concept plan. A preliminary construction budget was also developed. David Brittell will present a power point highlighting the plan which Council has received.

During the planning process the Highlands Neighborhood Association determined the best location for the Community Center would in Archie Anderson Park at the corner of 22nd Avenue and Alabama St. The selected location at Archie Anderson Park would require a revision of the Archie Anderson Park Master Plan adopted in February 2011. Also, this location would be across the street from the newly acquired Highlands Community Center at 292 21st Avenue (a single-family home purchased in early 2013) relocating from its rented space at 205 Carolina St.

The Parks and Recreation Dept. plans to bring an amendment to the Archie Anderson Park Master Plan for Council consideration on July 11th.

RECOMMENDED ACTION:

No action required.

Attachments: [Highlands Community Center Planning Phase](#)

City Manager Bob Gregory introduced Recreation Superintendent Dick Mueller. Mr. Mueller gave some background on the project, advising that CDBG funds had been allocated toward developing a plan for the Highlands Neighborhood Community Center. Mr. Mueller introduced Dick Brittell, the architect who planned the project, and Entitlement Coordinator Julie Hourcle, who projected the presentation.

Mr. Brittell first thanked John Brickey, Liz Haeck and Patsy Hite for all their hard work on this endeavor. The first slide was an artist's conception of what the center might look like. Mr. Brittell took Council through the steps he followed to determine the needs of the community, the possible uses of a center, how spaces should be shared for differing activities, and the estimated number of people who would be in attendance. This information determined the size of the planned community center.

7. **CONSTITUENTS' COMMENTS (Thirty Minutes)**

8. **PUBLIC HEARINGS**

9. **BOARD & COMMISSION RECOMMENDATIONS**

[13-2819](#)

REALLOCATE 2013/2014 TOURISM FUNDS TO SQUIRREL FEST

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Council Initiative: [enter initiative here]

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

In 2012 Council approved the recommendation of the Lodging Tax Advisory Committee for the allocation of outside agency requests. The application submitted by Highlander Cycling was for a joint event of the Longview Grand Prix Criterium and Squirrel Fest. Because the Criterium has been cancelled, a separate application for just the Squirrel Fest event was submitted and reviewed by the Lodging Tax Advisory Committee on June 4, 2013. The Lodging Tax Advisory Committee reviewed and discussed the 2013-2014 Squirrel Fest application and approved reallocation of funds of \$3,000 for 2013 and \$3,000 for 2014.

Approved allocations:

Agency Project	LTAC Recommendation	
	2013	2014
Longview Outdoor Gallery		
Longview Outdoor Gallery	\$950	\$1,300
Longview World Series Committee		
15-yr-old Babe Ruth Baseball World Series	\$10,000	\$10,000
Ethnic Support Council		
International Festival	\$1,300	\$1,400
City of Longview		

**Cowlitz -Wahkiakum Housing Advisory Committee
Updated Member List 9/10/13**

Vacant
City of Castle Rock

Christina Pegg, Executive Director
Longview Housing Authority

Bill Hallanger, Commissioner
Cowlitz 2 Fire & Rescue

JoAnn Heinrichs, Clerk-Treasurer
City of Woodland

Julie Hourcle', Entitlement Program Coordinator
City of Longview

Melissa Taylor, Planning Manager
CWCOG

Pam Howe
Life Works

George Robertson
FISH

Jack Keolker Sr.
Kelso Citizen

Nancy Malone
City of Kelso

Ilona Kerby, Executive Director
Lower Columbia Community Action Council

Andrea Taylor
City of Kalama

Jon London
Lower Columbia Mental Health

Diane Perron
Habitat for Humanity

Jerry Sivil, Referral Services Manager
Drug Abuse Prevention Center

Michael Torres
Lower Columbia CAP

Marcel Goulet, Executive Director
Kalama Housing Authority

Joleen Reece
Kelso Housing Authority

**Cowlitz County Housing First Coalition
Updated Member List 9/10/13**

Local Government

Paul Helenberg
Castle Rock

Traci Jackson
Cowlitz County

Mike Wallin
Longview

Nancy Malone
City of Kelso

Andrea Taylor
Kalama

Faith Community

Frank Morrison
Community House on Broadway

George Robertson
FISH Organization

Capt. David Davis
Salvation Army

Summer Clemenson
Living Ministries

Law Enforcement

Dixie Wells
Longview Police Department

Health Providers

Jerry Sivil
Drug Abuse Prevention Center

Sue Peterson
Family Health Center

Barry Stueve
Peace Health

Pam Howe
Life Works

Jon London
Lower Columbia Mental Health

Social Service Providers

Ilona Kerby
CAP

Kevin Hale
Goodwill

Deb Whitney
Longview School District

Sandy Junker
Headstart

Chuck Hendrickson
Love Overwhelming

Mike Johnson
WA State DSHS

Housing Providers

Sherrie Tinoco
Emergency Support Shelter

Diane Perron
Habitat For Humanity

Marcel Goulet
Kalama Housing Authority

Chris Pegg
Longview Housing Authority

Business Representative

Scott Davis

At-Large Representative

Anna Leslie
Cindy Helms Jarrell

Jack Keolker

Ted Grammount

