



HOME Participating Jurisdiction Project Design Proposal – 2014

Applicant: <u>Lower Columbia CAP</u>	Contact Person: <u>Michael Torres</u>
Title: <u>Programs Director</u>	Title: <u>Same</u>
Address: <u>1526 Commerce Avenue</u> <u>Longview, WA 98632</u>	Address: <u>Same</u>
Phone: <u>360-425-3430 x 242</u>	Phone: <u>Same</u>
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E-mail: <u>michaelt@lowercolumbiacap.org</u>	E-mail: <u>Same</u>

Non-Profit Status: NO ___ Yes X **IRS Tax Identification Number** 91-0814141

Location: X Longview ___ Kelso

Project Title: Affordable Homeownership 4564 Windemere Street

HOME Funding Requested: \$ 157,702.00

Project Description

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

This proposed Affordable Housing (ownership) Project will consist of one single family unit located at 4564 Windemere Street. The unit will be a three bedroom, 2 bath, home with garage, built on individual lot, designated Residential Single Family. This unit will be purchased by a household making 80% Area Median Income, at a \$80,000 mortgage.

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

There is a documented need for affordable private-market housing in the Longview Kelso area (see Longview-Kelso HOME Consortium 2009-2013 Consolidated Plan, pg. 30). Since the 2008 collapse of the housing market, there has been very little housing being added to the inventory, further exacerbating the affordability crisis for low and moderate income households. Housing sales and housing starts remain significantly lower than the national, state and local markets.

This project increases this critically-needed affordable housing stock. As can be seen in the provided ProForma, this HOME Project ensures homeownership is affordable to a Low and Very Low Income household.



3. List the specific HOME objective information from the “5 year Strategic Plan” within the 2009-2013 Longview-Kelso Consolidated Plan. (See website information under Instructions).

Consolidated Plan Objective Code and Number: **DH-1.5**

Consolidated Plan Objective Title: **Expand homeownership opportunities for persons of low and moderate income and to promote neighborhood stability.**

Consolidated Plan Objective Proposed Accomplishments & Outcomes: **Assist low-to-moderate income households to achieve homeownership.**

Project Readiness

4. Describe what specific steps need to be completed before the project will be ready to proceed? (Projects must be under construction within 12 months of signing your HOME Contract or funding will be deobligated.)

1. Approval by the City of Longview
2. Complete project design & obtain building permits.
3. Perform outreach to potential low income occupants.

5. Please list start and completion date by Month, Day and Year:

Complete the “Project Timeline” (included at the end of this application) detailing project tasks and dates. This will be a part of your contract goals should your project be selected.

Project Start Date after Nov. 1st (mm-dd-yyyy) 04-01-2015

Project Completion Date (mm-dd-yyyy) 03-01-2016

Problem Impact and Severity

6. How will this project increase housing affordability for rentals or home ownership? What reductions in cost of rent or a mortgage would be realized? What rents will you charge for each one, two, and three bedroom when the project is complete? (Please detail from your attached ProForma.)

This project ensures low income households can afford to own and maintain a quality home. The cost of ownership will be significantly reduced by this HOME subsidy. For an estimated \$80,000 mortgage with a 360 month loan term, Total Housing Expenses per month (including PITI and Utilities) are estimated at \$809.



7. How does this housing project create a better living environment for residents? Have local, county, or state authorities noted the severity of the problem? Note building, public health or/and safety issues.

This project constructs an affordable home for homeownership that meets Longview adopted Building code for new construction; will have low utility costs from being built to Washington State Energy Code requirements.

Long-term, the participating household will have achieved greater economic stability by attaining a valuable asset, and the stock of quality affordable housing in the community will have been increased.

The Longview-Kelso HOME Consortium has extensively noted the severity of the problem of lack of quality affordable housing for both rental and homeownership in the 2009-2013 Consolidated Plan. Specifically: pages 23-24 (Key-Findings -Analysis of Housing Needs, Housing Affordability, Housing Conditions), with advocacy for the benefits to the community of homeownership in page 27 (Approaches to Housing Needs). This latter section of the Consolidated Plan goes as far as stating:

“A 2004 report published by HUD states that homeownership benefits households by providing access to significant financial advantages, including protection against inflation in housing costs, tax savings, and accumulation of long-term wealth; further, that homeownership benefits the community through greater incentives for maintaining and improving properties and increased civic engagement.”

8. List similar projects or programs your agency has, and other agencies have, in place to address this problem in the community. List agencies, funding sources and amounts. List the number of families housed under each of these programs.

Lower Columbia CAP has several affordable housing programs:

-Self Help Housing, funded for the period 2013-2015 by USDA Rural Development at \$742,000, has built over 402 homes for affordable homeownership in rural areas of Cowlitz, Wahkiakum, Lewis, and Clark Counties over the past 20 years.

-Weatherization Program, funded by WA Department of Commerce at approximately 250,000 per year, has made Weatherization repairs and upgrades for approximately 100 households per year.

-1412 N 1st - Lease Option

Funding source(s); amount(s); contract period(s)

Annual Rental Income \$4,200 with another \$4,800 into an escrow account for tenant to purchase.



Solution

Project Development

9. Did you attempt to collaborate the development of this project with other agencies? Which agencies were contacted and what was the outcome?

CAP is not partnering with other organizations or businesses on this project.

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

This project increases the stock of quality affordable housing in the community.

Lower Columbia CAP will construct a 3 bedroom home for homeownership, market it, and sell it to a household whose total gross annual household income is equal to or less than 80 percent of median adjusted for household size within six months of loan closing, and as established annually by HUD. Following sale, CAP will ensure this project complies with HUD affordability requirements for owner-occupied units for a period of 15 years.

11. List all persons who would be involved during the development of this project and describe their project responsibilities. (Include names, titles, phone and e-mail.) (Responsibilities should include grant administration, project manager, developing partnerships, acquisition, overseeing construction, maintaining records, client intake and eligibility, etc.)

Michael Torres, Programs Director; 360-425-330 x242; michaelt@lowercolumbiacap.org. Michael provides the administration and direct oversight of grants, contracts, programs, and staff related to this project. He has been with CAP since 2009, during which time, he has led implementation of the Homeless Prevention and Rapid Rehousing Program (HPRP) for Cowlitz County, served as a key member of the "Ten Year plan to End Homelessness Update Committee", and its "Project Review Criteria Committee". Prior to CAP, Michael previously served as Executive Director of Northwest Service Academy, at the time one of the largest AmeriCorps programs in the country; and also served 12 years in the U.S. Navy. Michael will supervise the hiring of any program staff required for this project.

Marie Robbins, Administrative Manager; 360-425-3430 x221. marier@lowercolumbiacap.org. Marie will oversee the staff that will market the property and screen/qualify applicants, as well as the Construction Supervisor and timely submission of permits/certifications. She has been with CAP since 1990, and has extensive experience in Program Management, and administering projects related to housing.

Paul Pasmore, Construction Supervisor; 360-425-3430 x221. marier@lowercolumbiacap.org (contact via Marie Robbins e-mail). Paul will oversee all aspects of construction. Paul has been with CAP since 2005, and has over 40 years of experience in construction and carpentry.

Project Operation

12. Are you partnering with other organizations or businesses in this project? Will you have contracts for supportive services? What roles will each organization or business play after the project is completed? Please submit letters from partnering agencies and/or businesses as supporting documentation.

CAP is not partnering with other organizations or businesses on this project, and supportive services are not provided.

13. List all persons involved in the operation of this project when completed and describe their responsibilities. (Include names, titles, phone and e-mail.) (Responsibilities should include case management, day-to-day management, rent schedules for units, annual renter income review, partnerships in serving renters, etc., apartment management, and project owner.)

Juanita Burnham, Housing Projects Coordinator; 360-425-3430 x222.

juanitab@lowercolumbiacap.org. Juanita will order materials for the homes, obtain bids and prepare contracts for sub-contractors. She will also have the critical role of outreach, screening, and qualification for an eligible household to purchase the home. Finally, Juanita will ensure the home meets Period of Affordability Requirements. She is a Certified Educator in Personal Finance; teaches Pre and Post Homeownership training, 1st Time Home Owners class and Asset Building Skills classes.

14. Complete the Rental or Ownership Proforma and Marketing Plan (provided separately.) Summarize your marketing/public outreach that you will provide to inform the general community of this project? (Review the Marketing Plan information under the Underwriting Policies)

Lower Columbia Community Action Council utilizes the HOME affirmative marketing list in implementing its Fair Housing Marketing Plan which is designed to ensure that outreach activities inform all segments of the community, including very-low-income households. The plan identifies:

- ◆ Commercial media used to advertise the availability of the Affordable Housing Program;
- ◆ Community contacts from which referrals are sought; and
- ◆ Plans for information meetings to inform potential participants in the local area about the program.

This marketing approach is used by LCCAC's Housing Programs, and has worked successfully to date. In addition to the venues identified in the Fair Housing Marketing Plan, LCCAC has incorporated additional strategies to reach its low income and very-low-income target population.



- ◆ The program distributes brochures about the program through area businesses, churches and service clubs for redistribution to their employees, members and contacts.
- ◆ The Weatherization and Energy Assistance Programs run by LCCAC serve residents of Cowlitz County. These programs provide names and addresses to Housing Program, which mails information about the program directly to very low income and low income families in the general area of the building projects..
- ◆ Word-of-mouth advertising results in inquiries from families who know others who have participated in the program.

Families who request information about the program receive a brochure and are asked to complete a Pre-Screening form. Credit checks are submitted for those who appear to qualify. The rating system used to select participants includes additional points for applicants who live in sub-standard housing.

15. Describe your selection process for applicants to participate? How will disabled applicants be able to participate?

This will be a first-come-first serve application process. The applicant must meet income eligibility criteria described below; and credit requirements, as set by the bank making the mortgage loan.

Following the marketing approach described above, LCCAC will identify an interested household whose total gross annual household income for all persons aged 18 or older to reside in the home as identified by IRS Form 1040, Definition of Adjusted Gross Income, must equal to or be less than 80 percent of median adjusted for household size within six months of loan closing, and as established annually by HUD.

Gross annual household income will be determined based on a projection of total household income for the next 12 month period per HOME Program Guidelines prior to final eligibility approval. Gross annual income will be recalculated if more than six months have elapsed since the household was first determined to be income eligible for participation in the program.

Disabled applicants are eligible to participate.

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

Short-term, the participating household will better their living conditions by residing in a home that meets HUD Housing Quality Standards with an affordable mortgage; and they will have low utility costs from their home being built to Washington State Energy Code requirements.

Long-term, the participating household will have achieved greater economic stability by attaining a valuable asset, and the stock of affordable housing in the community will have been increased.



17. What activities would still need to be undertaken after the project is completed in order for the problem to be fully addressed? Quantify where possible.

This project will need to comply with HUD affordability requirements for owner-occupied units for a period of 15 years. Affordability of this HOME Program Investment will be secured by a Promissory Note and recorded Deed of Trust or other security instrument in no lower position than second, unless prior written authorization is obtained from the lender. A deed restriction running with the land must be recorded on property with resale restrictions.

The broader problem of resolving the problem this community faces with insufficient affordable housing stock for homeownership or rental is beyond the scale of this project. However, this project is another step in the right direction.

Households Benefiting

18. What is the number of low-income households that will benefit from this project? Use current year HUD Income Limits for family size.

At or below 30% of Median Income: 0
At or below 50% of Median Income: 0
At or below 80% of Median Income: 1
TOTAL Number of Households: 1

Budget

19. Explain why HOME funds are appropriate for your project. If this application is for a program currently receiving HOME funding, discuss what action you have taken and what other funding sources have been investigated in the last 12 months to reduce your organization's dependence on City of Longview (or City of Kelso) HOME funds.

HOME funds are appropriate because this project expands the supply of decent, safe, sanitary, and affordable housing in the community.

20. What agency funding will you commit to this project? If none, why not? (A 25% match of non-federal funding is desired.)

Lower Columbia CAP is not using any funding for this project, aside from the HOME funds requested in this proposal. There are no additional funds available at this time.



21. If one or more funding sources listed below is not realized, what impact would this have on your project? Explain what changes would be considered to its scope or design, including the number of families housed, structure(s) constructed, delays in construction start date, etc. and whether your project would exist without HOME funding.

This project is not feasible without the requested HOME funding.

22. Complete and attach the separate HOME Budget Form.

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

23. Sources and Uses Fund Statement / Budget Form Narrative

a. Please list all funding sources, intended uses, and amounts from your budget form. Identify each source as Federal, State, Local, or Private.

HOME 2013 (Federal) \$157,702

HOME 2004 (Federal) \$13,000

b. Identify which sources are proposed and which sources are committed.

Only funding source proposed is HOME.

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

-Certification Letter

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

-Construction Cost Estimate/Drawdown schedule

-Architectural drawings and elevations, floorplans.



24. Please list the amount of private, local, and State (non-federal) matching funds which will be designated towards the 25% match per HOME categories below:

- \$ _____ A. Cash Contributions
- \$ _____ B. Forgone, Taxes, Fees and Charge
- \$ _____ C. Donated Land or Other Real Property
- \$ _____ D. On Site and Off-Site Infrastructure
- \$ _____ E 1 Donated Site Preparation
- \$ _____ E 2 Donated Construction Material
- \$ _____ E 3 Donated Labor (other than homeowner): Number or hours _____ times \$10 per hour
- \$ _____ E1 Sweat Equity (homeowner only): Number or hours _____ times \$10 per hour
- \$ _____ F. Proceeds from Affordable Housing Bonds
- \$ _____ G. Supportive Services – Type _____
- \$ _____ G1 Homebuyer Counseling Services
- \$ _____ Estimated/Unknown at this time. Type : _____



Attachments

25. Required Attachments

- Project Timeline** (*Note: Funding is available in November following project submittal. Please plan accordingly.*)
- Project Budget** (*Note: Show all funding sources and note if they are committed or not committed. List date when commitment will be confirmed.*)
- Detailed Cost Estimates** (*Specific costs for project itemized to show project cost analysis.*)
- Project Documentation** (*See below*)
- HOME Performa: Rental or Homeowner Affordability**
- Marketing Plan** (*as described in the Underwriting Policies and Procedures.*)
- Developer Development Capacity Certification**
- Agency Financial Audit by e-mail** (*Most current independent audit.*)

Project Documentation to support your project. (Provide in order listed. Staff may limit the number of documents to the most important for Council to base its decision.)

- **Sources of Funds**
 1. Include commitment letters with all terms and conditions for all mortgages, loans, grants, subordination agreements, private fundraising, bridge (interim) loans and investment tax credits (historical low-income, if applicable);
 2. Provide a formal Certification letter signed by the Agency Director or Owner listing the amounts and type of all governmental assistance (Federal, State, and Local) which will be used in this project.
 3. If you (the applicant) are a partnership, or will enter into a partnership to undertake this project (including services) provide a copy of the partnership agreement, which will indicate the cash contributions by the general partner(s) and/or limited partner(s).
- **Uses of Funds**
 1. Earnest money agreement, option or closing statement for land and/or building(s);
 2. Construction cost estimate
 3. Construction contract or preliminary (bids)
 4. Agreements governing the various reserves which are capitalized at closing (to verify that the reserves cannot be withdrawn later as fees or distributions.)
 5. Appraisal (to substantiate the value of the land and the value of the property after rehabilitation or the structure being built)
 6. If low-income tax credits are utilized, provide documentation on the syndication costs (legal, accounting, tax opinion, etc.) from the organization/individuals who will syndicate and sell the offering to ensure that the project can support the fees necessary to syndicate/fund the project. All assumptions should be verified in the supporting documentation.
- Maps, architectural renderings and elevations, floor plans
- Surveys and other professional reports
- Letters from local, state, or federal agencies directing the repair or creation of a specific housing project
- Letters attesting to the subject problem
- Letters of support
- Current news articles
- Engineering, soils, or environmental reports



Project Timeline

Detail Tasks for Project	Start Date	Completion Date
	Month Day Year	Month Day Year
Market for Residents	12-1-2014	
Submit plans to City for review	4-1-2015	6-2-2015
Submit for right-of-way permit	4-1-2015	6-2-2015
Receive building & right-of-way permits	6-2-2015	6-2-2015
Begin excavation & utilities hook-ups	6-2-2015	6-6-2015
Form/inspect/pour foundation	6-9-2015	6-13-2015
Backfill & rough grade	6-16-2015	6-18-2015
Lumber drop & rough framing	6-16-2015	6-18-2015
Siding/plumbing/electrical rough-ins	6-16-2015	7-4-2015
Sheer wall/plumbing/electrical inspections complete	6-14-2015	7-17-2015
Final framing & o.k. to insulate	7-1-2015	7-2-2015
Insulate & drywall/Install/Pour concrete	7-3-2015	7-4-2015
Interior doors & trim	7-7-2015	7-11-2015
Paint interior & exterior completed	7-14-2015	7-16-2015
Floor prep & clean-up	7-16-2015	7-18-2015
Install flooring - vinyl	7-21-2015	7-25-2015
Install cabinets/countertops	7-28-2015	7-31-2015
Electrical trim	8-4-2015	8-9-2015
Plumbing trim	8-4-2015	8-7-2015
Carpet, Construction clean & final detail	8-11-2015	8-15-2015
Final inspection & Certificate of Occupancy	8-18-2015	8-18-2015
Final quality control walk-through	8-20-2015	8-20-2015
Move-in/Rent up	9-1-2015	9-1-2015
Close out	10-1-2015	10-1-2015



Marketing Plan: A marketing plan shall be completed to show how the project will be marketed publically to Longview and/or Kelso residents through the public media, professional realtor or/and real estate marketing staff for at least 90 days or until the unit(s) are fully sold/rented. The advertising methods used to reach buyers/renters, both paid and free, and direct promotion through local organizations, stakeholders and social media can be used. The message to buyers should note that the value/sales ore rental price is competitive and the home's features fit the target buyer or renter. The agency must follow its marketing plan and provide documentation of its public marketing effort prior to selecting its recipient(s.)

Lower Columbia Community Action Council has an Affirmative Fair Housing Marketing Plan which is designed to ensure that outreach activities inform all segments of the community, including very-low-income households. The plan identifies:

- ◆ Commercial media used to advertise the availability of the Affordable Housing Program;
- ◆ Community contacts from which referrals are sought; and
- ◆ Plans for information meetings to inform potential participants in the local area about the program.

This marketing approach is used by LCCAC's Self-Help Housing Program, and has worked successfully to date. In addition to the venues identified in the Fair Housing Marketing Plan, LCCAC has incorporated additional strategies to reach its low income and very-low-income target population.

- ◆ The program distributes brochures about the program through area businesses, churches and service clubs for redistribution to their employees, members and contacts.
- ◆ The Weatherization and Energy Assistance Programs run by LCCAC serve residents of Cowlitz County. These programs provide names and addresses to Housing Program, which mails information about the program directly to very low income and low income families in the general area of the building projects..
- ◆ Word-of-mouth advertising results in inquiries from families who know others who have participated in the program.

Families who request information about the program receive a brochure and are asked to complete a Pre-Screening form. Credit checks are submitted for those who appear to qualify. The rating system used to select participants includes additional points for applicants who live in sub-standard housing.



Longview/Kelso Home Consortium
PROJECT BUDGET AND FUNDING SOURCES

	Lv/Kelso Home Source 1	SHOP/HOM E	Source 3	Source 4	Source 5	Total Cost	How costs determined (bid, est.)
Commitment Dates	2014	2004					
ACQUISITION							
Purchase Price - Land		13,000				\$13,000.00	
Purchase Price - Bldg.						\$0.00	
Transaction Taxes						\$0.00	
Closing/Recording Fees						\$0.00	
Title Insurance/Binder Fees						\$0.00	
Appraisal						\$0.00	
Other:						\$0.00	
Subtotal	0.00	13,000.00	0.00	0.00	0.00	\$13,000.00	
PREDEVELOPMENT							
Architect						\$0.00	
Engineering	2,000					\$2,000.00	
Legal Fees						\$0.00	
Environmental Review						\$0.00	
Preconstruction Inspection						\$0.00	
Other:						\$0.00	
Subtotal	2,000.00	0.00	0.00	0.00	0.00	\$2,000.00	
CONSTRUCTION COSTS							
New Construction	116,097					\$116,097.00	
Rehabilitation						\$0.00	
Infrastructure on site						\$0.00	
Energy Related Improvemts	3,392					\$3,392.00	
Repair/Replace Major Syst.						\$0.00	
Lead Based Paint /Haz Mat						\$0.00	
Access for Disabled						\$0.00	
Securing of Building						\$0.00	
Demolition						\$0.00	
Utility Connections	3,795					\$3,795.00	
Permits & Fees	12,018					\$12,018.00	
Construction Loan Fees						\$0.00	
Construction Inspections						\$0.00	
Sales Tax						\$0.00	
Insurance/Bond/Surety Fees						\$0.00	
Contingency	5,000					\$5,000.00	
Other:						\$0.00	
Subtotal	140,302.00	0.00	0.00	0.00	0.00	\$140,302.00	
OTHER							
Home Buyer Counseling						\$0.00	
Credit Report Fees						\$0.00	
Operating Deficit Reserves						\$0.00	
Relocation Costs						\$0.00	
						\$0.00	
Loan Fees						\$0.00	
Tenant Rental Assistance						\$0.00	
Affirmative Marketing						\$0.00	
Project Management						\$0.00	
Developer Fees	15,400					\$15,400.00	
Other:						\$0.00	
Other:						\$0.00	
Subtotal	15,400.00	0.00	0.00	0.00	0.00	\$15,400.00	
HOME TOTAL	\$157,702.00	\$13,000.00	\$0.00	\$0.00	\$0.00	\$170,702.00	
Date: 3/3/2014							
Sponsor: Lower Columbia CAP				Project Address: 4564 Windemere St, Longview, WA 98632			

Pro Forma

Use current HUD Annual Income Limits	
HOME Subsidy used for Construction	\$157,702
HOME Subsidy used for Soft Costs	\$0
Total Development Costs	\$170,702
Sale Price	\$ 80,000.00
Income Qualifying the Home Buyer	
Downpayment needed	\$16,000
First Mortgage	\$80,000
Loan Term (in months)	360.00
Interest Rate (per year)	5.00%
Monthly Payment	\$379
Taxes	\$150
Insurance	\$50
Projected Month Payment (PITI)	\$609
Utility Costs/Month (Estimate)	\$200
Total Housing Expense/Per Month	\$809
Household Size	Annual Income for
Income Limit 4 Person Household @80% AMI	\$44,950
Income Limit 3 Person Household @80% AMI	\$40,500
Income Limit 2 Person Household @80% AMI	\$36,000
Income Limit 4 Person Household @60% AMI	\$33,720
Income Limit 3 Person Household @60% AMI	\$30,360
Income Limit 2 Person Household @60% AMI	\$27,000

Item	Cost	Sub	Labor	Description of 4564 Windemere house
Utility Connect	\$8,000	X	\$1,000	Sewer and water connections
Debris Removal	\$850	X		Clearing site
Permits	\$9,500		\$200	Building/sewer/water/right of way permits
Excavation	\$3,000	X		excavation, backfill
Concrete	\$7,000		\$1,500	concrete, labor and pump truck foundation pour
Project Management			\$2,000	1st Draw for Project Management Time
	\$28,350		\$4,700	Draw 1 total= \$33,050
Fill	\$1,000		\$150	fill material, driveway sand and rock
Utilities	\$500		\$150	power, water, and porta-potty
Lumber	\$12,000		\$500	all framing materials/cap employee time
Framing labor			\$8,500	cap labor and temp employees
Windows	\$2,200		\$900	windows and labor to install
Project Management			\$2,100	2nd Draw for Project Management Time
	\$15,700		\$12,300	Draw 2 total= \$28,000
Siding	\$3,000		\$0	materials
Siding labor			\$3,850	cap labor
Trusses	\$3,400		\$900	material and cap labor
Roofing	\$5,500	X	\$300	sub contractor and cap labor
Exterior doors	\$700		\$300	material and cap labor
Int-ext paint	\$1,900		\$2,500	materials and cap labor
Plumbing	\$6,200	X	\$400	sub and cap labor
Electrical	\$6,100	X	\$300	sub and cap labor
Insulation	\$4,500	X	\$400	sub and cap labor
Drywall	\$6,500	X	\$300	sub and cap labor
Project Management			\$2,000	3rd Draw for Project Management Time
	\$37,800		\$11,250	Draw 3 total= \$49,050
Gutters	\$1,300	X	\$100	sub and cap labor
Int trim package	\$4,800		\$3,000	material and cap labor
Floor coverings	\$4,500	X	\$2,200	sub and cap labor
Cabinets	\$3,900		\$2,750	cabinets and cap labor
Countertops	\$1,400	X		sub contractor
Hydro seeding	\$2,000	X	\$500	sub and cap labor
Light fixtures	\$1,500		\$600	cap labor and materials
Appliances	\$1,900		\$100	material and cap labor
Cleaning	\$150		\$1,200	material and cap labor
Patio/walk/drive	\$4,000		\$2,200	concrete and cap labor
Underlayment	\$1,200		\$1,100	material and cap labor
Landscaping	\$1,200		\$300	material and cap labor
Project Management			\$2,500	4th Draw for Project Management Time
	\$27,850		\$16,550	Draw 4 total= \$44,400
Contingency		\$3,202		
Subtotal=	\$109,700		\$44,800	\$154,500
Total Cost w/ Cont.=		\$157,702		



Ilona A. Kerby
Executive Director

PROGRAMS:

- Basic Food Card (Food Stamps)
- Community Jobs
- Emergency Services
- Employment Assistance
- Energy Assistance
- Family Asset Building
- Job Training
- Help Warehouse
- Home Care Equipment Bank
- Housing Rehabilitation
- Meals on Wheels
- Medicaid Rides
- Rental Housing
- RSVP/Volunteer Services
- RUOK? – Daily check-in service
- Rural Public Transit – Daily I-5 Van Service
- Self-Help Housing
- Senior Community Lunches
- Senior Rides
- Statewide Health Insurance Benefit Advisors (SHIBA)
- USDA Surplus Commodities
- Weatherization

1526 Commerce Ave
Longview, WA 98632
phone 360-425-3430
toll free 800-383-2101
fax 360-425-6657
www.LowerColumbiaCAP.org

January 28, 2014

Community Development Department
Longview City Hall
1525 Broadway
Longview, WA

Dear Longview City Council,

As required in the 2014 HOME Project Design Proposal, I certify that the following funding sources will be used in the funding of construction of a home at 4564 Windemere during 2015:

-Longview/Kelso HOME 2014: \$157,702

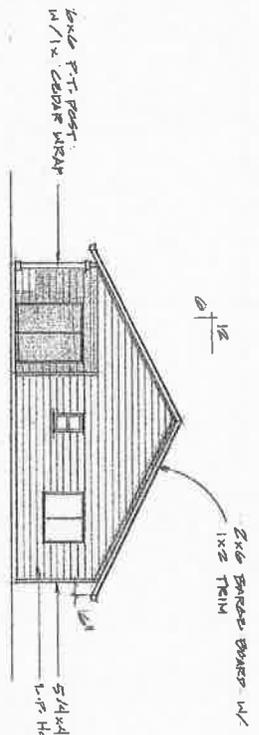
As stated in the project proposal, all these funding sources are needed for this project to be viable.

Lot acquisition was obtained using HOME funds in 2004, for the amount of \$13,000.

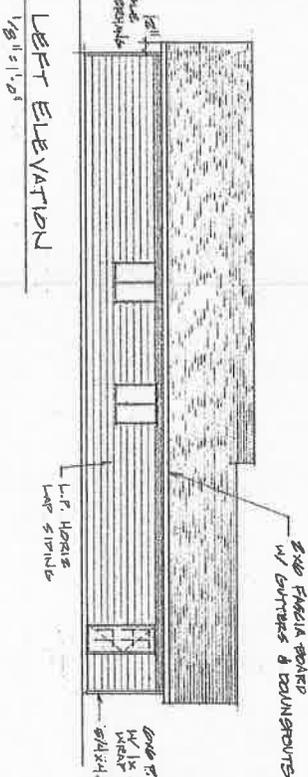
If there is any additional information I can provide, please let me know.

Sincerely,

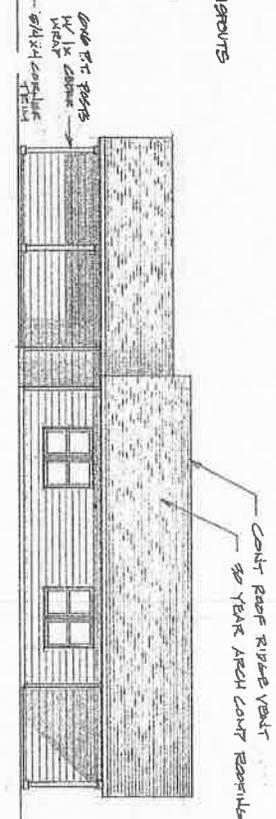
Ilona Kerby
Executive Director



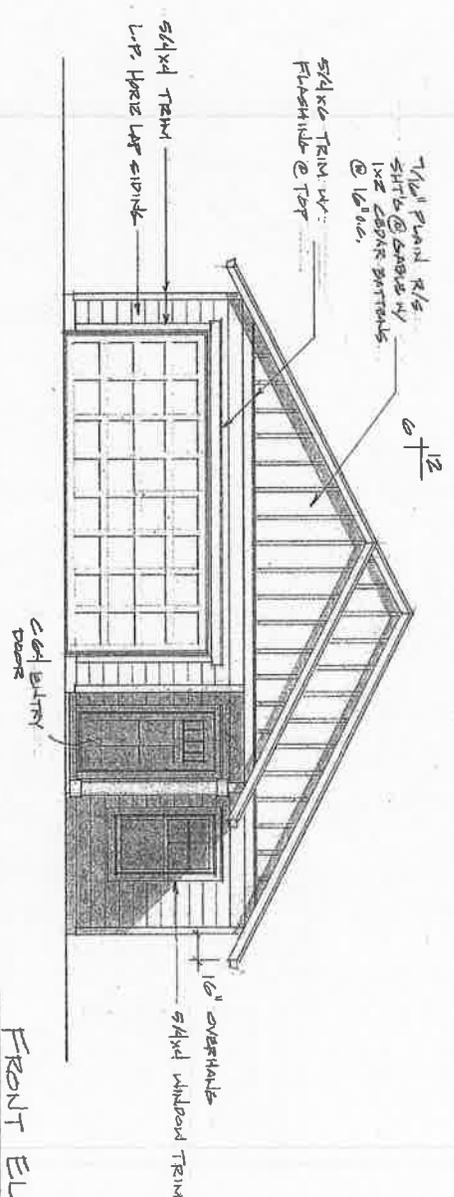
REAR ELEVATION
1/8" = 1'-0"



LEFT ELEVATION
1/8" = 1'-0"



RIGHT ELEVATION
1/8" = 1'-0"



FRONT ELEVATION
1/4" = 1'-0"

REVISIONS	BY

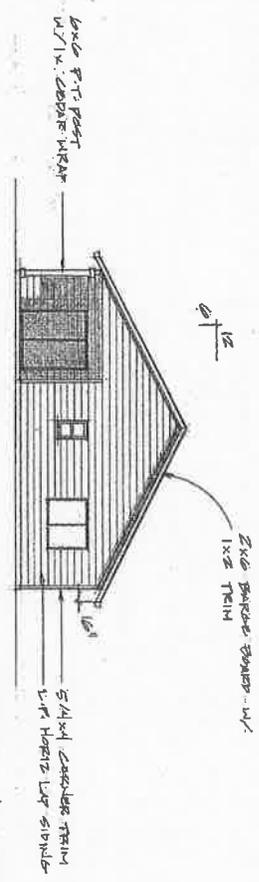
10000
10200 COMMERCE AVE
LONGVIEW, WA 98003
(360) 425-3430

ELEVATIONS

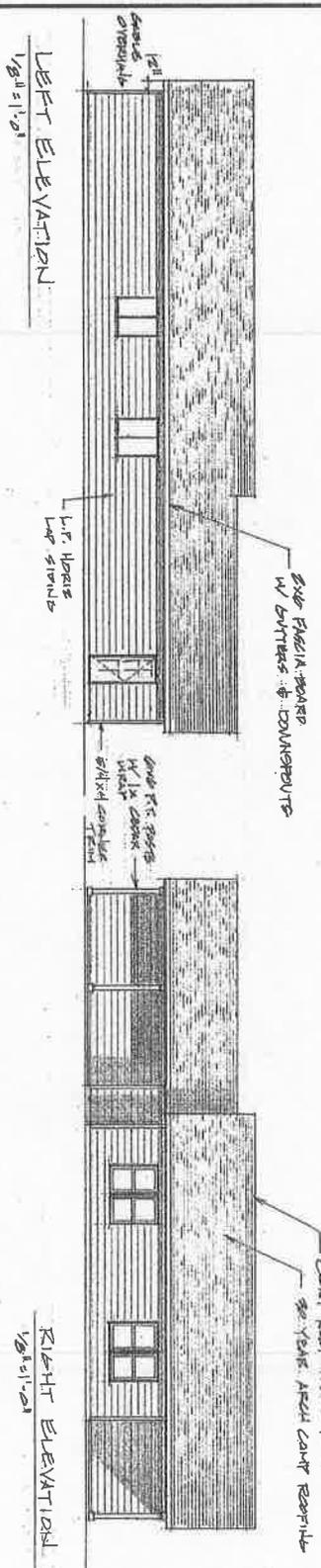
LOWER COLUMBIA
COMMUNITY ACTION COUNCIL
PLAN No. LA-1192 3-BEDROOM

Date 1-11-11
Scale As SHOWN
Drawing BY DMJ
Job LA-1192
Sheet 1A
Of 15 Sheets

Job No. 10252

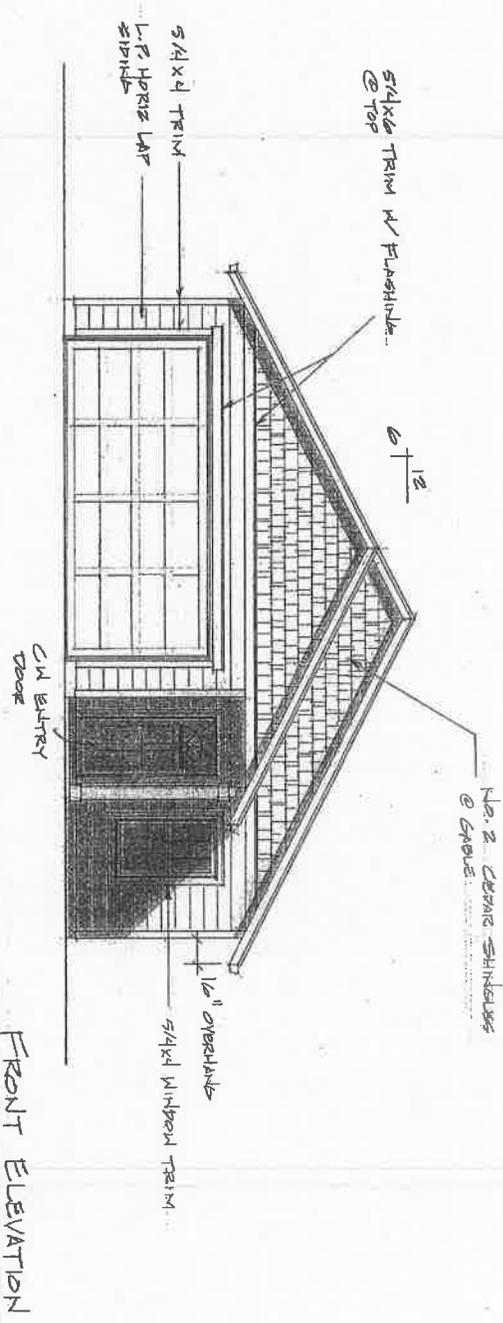


REAR ELEVATION
1/8" = 1'-0"



LEFT ELEVATION
1/8" = 1'-0"

RIGHT ELEVATION
1/8" = 1'-0"



FRONT ELEVATION
1/4" = 1'-0"

REVISIONS	BY

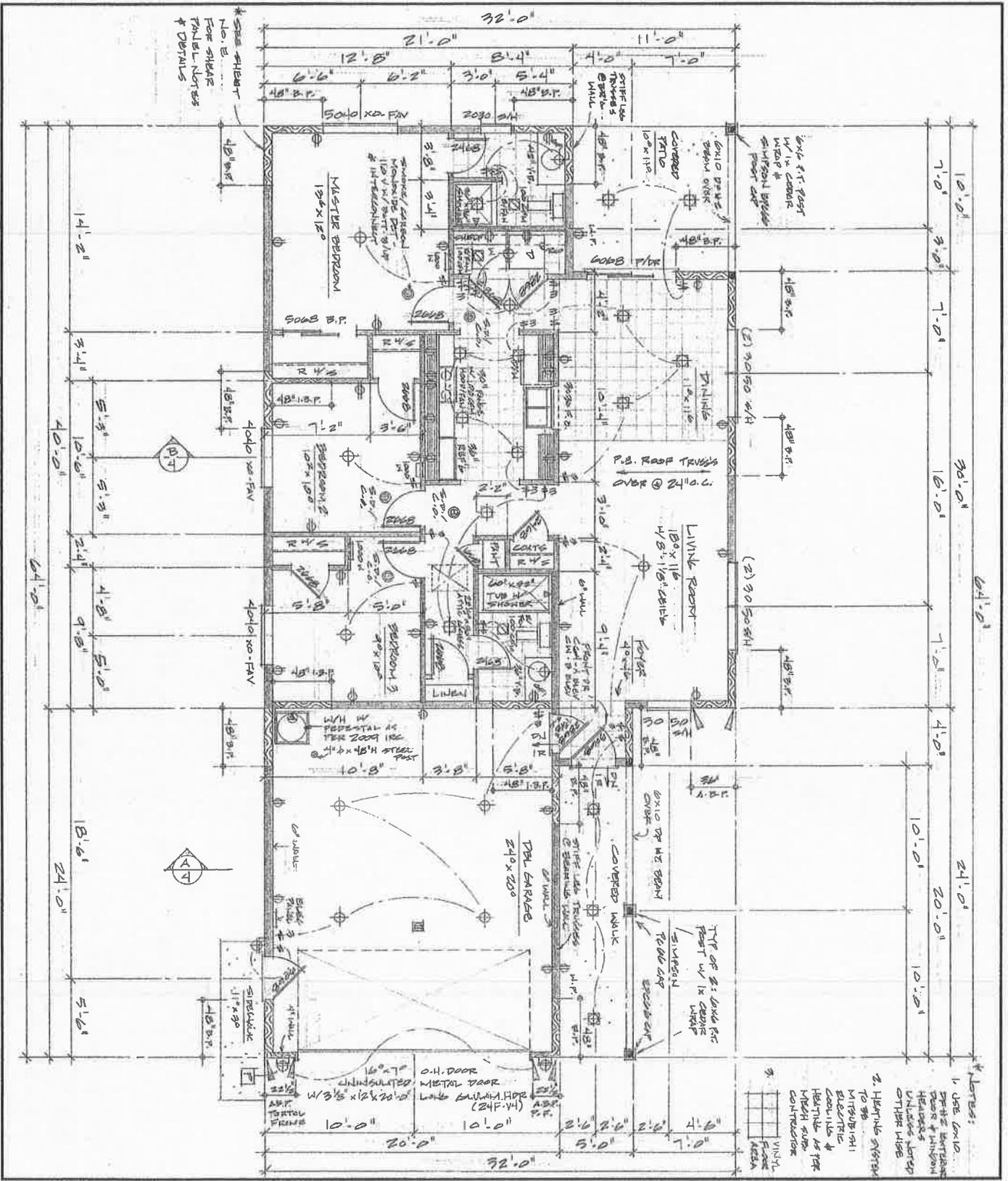
LOC: 1526 COMMERCE AVE
LONGVIEW, WA 98002
(206) 425-3430

ELEVATIONS

LOWER COLUMBIA
COMMUNITY ACTION COUNCIL
PLAN No. LB-1192 3-BEDROOM

Date	1-11-11
Scale	AS SHOWN
Drawn	J. BLUM
Job	LB-1192
Sheet	1B
Of 17 Sheets	

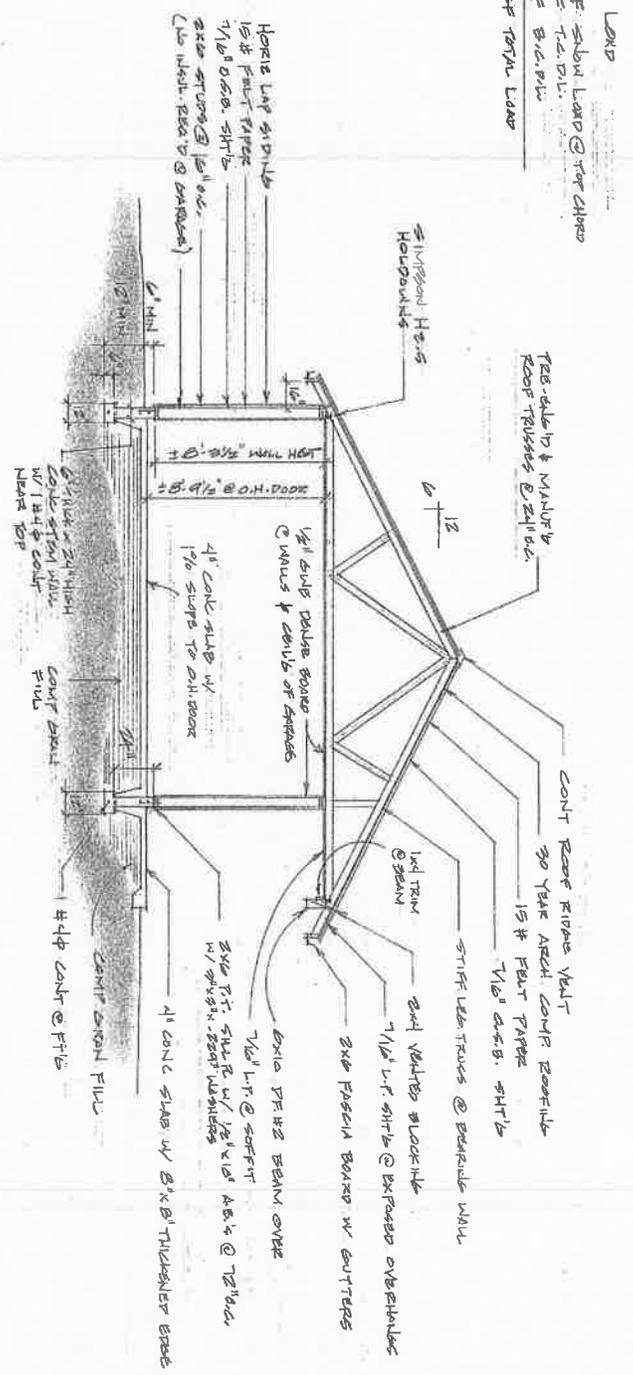
Job No. 10252



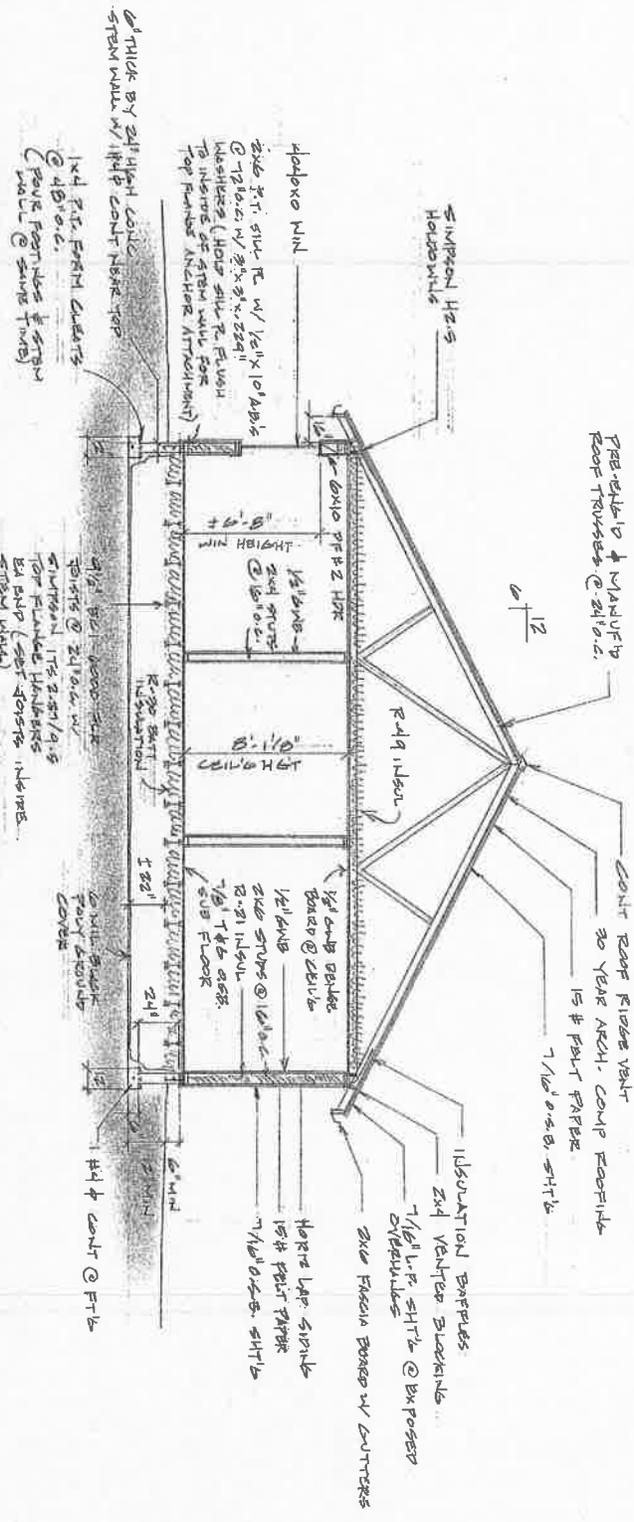
Date 1-11-11 Scale 1/4" = 1'-0" Drawn D. B. U. M. Job L-1192 Sheet 3 Of 5 Sheets 507 No. 10252	LOWER COLUMBIA COMMUNITY ACTION COUNCIL PLAN No. L-1192 3-BEDROOM	FLOOR PLAN W 1192 SQ. FT.	L1192C 1020 COMMERCIAL AVE LONDON, VA 22603 (360) 425-3490	REVISIONS BY
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- NOTES:
1. USE 6x10...
 2. HEATING SYSTEM TO BE DETERMINED BY CONTRACTOR.
 3. ELECTRICAL CODES AS PER NATIONAL ELECTRICAL CONTRACTOR ASSOCIATION.
 4. HEADINGS AS PER NATIONAL ELECTRICAL CONTRACTOR ASSOCIATION.
 5. UNLESS NOTED OTHERWISE.

ROOF LOAD
 25 PSF: Snow Load @ Top Chord
 7 PSF: T.C.D.L.
 10 PSF: B.C.P.W.
 42 PSF: TOTAL LOAD



SECTION "A"



SECTION "B"

REVISIONS	BY

LEUNG
 1326 COMMERCIAL AVE
 LONGVIEW, WA 98022
 (360) 425-2430

SECTIONS
 A & B

LOWER COLUMBIA
 COMMUNITY ACTION COUNCIL
 PLAN NO. L-1192 3 BEDROOM

Date	1-11-11
Scale	1/4" = 1'-0"
Drawn by	J.P. BUNT
Job	L-1192
Sheet	4
Of 17 Sheets	

Development Capacity Certification

List your Project Affordable Homeownership 4564 Windemere Street

Project Name: Affordable Homeownership 4564 Windemere Street

Address: 4564 Windemere

City: Longview, WA 98632

Owner, Developer, Sponsor (circle or bold all that apply)
Rental, Homeownership, Lease-to-Own, Self-Help (circle or bold one)
New Construction or Rehabilitation (circle or bold one)

Pre-development Start Date 2/1/2015

Construction Start Date 6/2/2015

Expected Construction Completion Date 8/18/2015

Total Project Units: 1

Financial Capacity

Project Budget from all sources: \$157,702

Are all sources committed? Yes No

HOME dollars \$ 157,702

Do you have funds available for pre-development expenses, capital advances required for development, and to cover internal costs until fees are earned? Yes No

Note additional project information here:

This proposed Affordable Housing (ownership) Project will consist of one single family unit located at 4564 Windemere Street. The unit will be a three bedroom, 2 bath, home with garage, built on individual lot, designated Residential Single Family. This unit will be purchased by a household making 80% Area Median Income, at a \$80,000 mortgage.

Current Projects which will be underway at the same time::

-Castle Rock III, Phase 3, Lois Dye Estates (5 Units)

-Castle Rock III, Phase 4, Lois Dye Estates (5 Units)

I certify that the Lower Columbia CAP has the personnel and financial capacity to develop this project as noted on these forms:

Signed Jona A Kerby Agency Director.

Date 03/12/2014

HOME Program Longview-Kelso HOME Consortium

Questions? Technical Assistance? Contact Julie Hourcle' at 360.442.5081, or by e-mail at: julie.hourcle@mylongview.com

13



Name and job title: Michael A. Torres, Programs Director

Full-time or part-time employee (circle or bold one)

Number weekly hours to be dedicated to this project: 5

(If new staff member under 1 year attach resume, or experience, skill or training of tasks to be fulfilled.)

Responsibilities/capacity for project:

Michael Torres, Programs Director; 360-425-330 x242; michaelt@lowercolumbiacap.org. Michael provides the administration and direct oversight of grants, contracts, programs, and staff related to this project. He has been with CAP since 2009, during which time, he has led implementation of the Homeless Prevention and Rapid Rehousing Program (HPRP) for Cowlitz County, served as a key member of the "Ten Year plan to End Homelessness Update Committee", and its "Project Review Criteria Committee". Prior to CAP, Michael previously served as Executive Director of Northwest Service Academy, at the time one of the largest AmeriCorps programs in the country; and also served 12 years in the U.S. Navy. Michael will oversee the project and supervise the hiring of any program staff required for this project.

Name and job title: Marie Robbins, Administrative Manager

Full-time or part-time employee (circle or bold one)

Number weekly hours to be dedicated to this project: 8

(If new staff member under 1 year attach resume, or experience, skill or training of tasks to be fulfilled.)

Responsibilities/capacity for project:

Marie will oversee the staff that will market the property and screen/qualify applicants, as well as the Construction Supervisor and timely submission of permits/certifications. She has been with CAP since 1990, and has extensive experience in Program Management, and administering projects related to housing.

Name and job title: Juanita Burnham, Housing Projects Coordinator

Full-time or part-time employee (circle or bold one)

Number weekly hours to be dedicated to this project: 6

(If new staff member under 1 year attach resume, or experience, skill or training of tasks to be fulfilled.)

Responsibilities/capacity for project:

Juanita will order materials for the homes, obtain bids and prepare contracts for sub-contractors. She will also have the critical role of outreach, screening, and qualification for an eligible household to purchase the home and participate in the Self-Help Housing program. Finally, Juanita will ensure the home meets Period of Affordability Requirements. She is a Certified Educator in Personal Finance; teaches Pre and Post Homeownership training, 1st Time Home Owners class and Asset Building Skills classes.



Name and job title: Paul Pasmore, Construction Supervisor

Full-time or part-time employee (circle or bold one)

Number weekly hours to be dedicated to this project: 40

(If new staff member under 1 year attach resume, or experience, skill or training of tasks to be fulfilled.)

Responsibilities/capacity for project:

Paul will oversee all aspects of construction. Paul has been with CAP since 2005, and has over 40 years of experience in construction.

Complete additional staff sheets as needed.

