City of Longview
2016
Community Development Block Grant
Project Design

Applicant:	Lower Columbia Community Action Council	**Contact Person:**	Ilona Kerby
Title:	Executive Director	**Title:**	Executive Director
Address:	1526 Commerce Avenue Longview, WA 98632	**Address:**	1526 Commerce Avenue Longview, WA 98632
Phone:	360-425-3430 x 200	**Phone:**	360-425-3430 x 200
Fax:	360-414-8974	**Fax:**	360-414-8974
E-Mail:	Ilonak@lowercolumbiacap.org	**E-Mail:**	Ilonak@lowercolumbiacap.org

Non-Profit Status: YES **IRS Tax Identification Number 91-0814141**

Type of Project: Please check one:

- ☐ **Housing**
- ☐ **Community Facility**
- ☐ **Public Facility/Infrastructure**
- ☐ **Economic Development**
- ☐ **Prevention or Elimination of Slum & Blight**
- ☐ **Match**
- X **Public Service**
- ☐ **Planning**

PROJECT TITLE: Help Warehouse – Support Food Bank Services to Longview residents, including Highlands, Olympic West, and Broadway neighborhoods
CDBG Funding Requested: $ $42,655

Problem/Opportunity Description

1. Give a *brief* overall summary of your project (under 101 words.)
The Help Warehouse is the food collection and distribution center for Longview food banks and for USDA surplus commodities. Eligible public service activities we provide households in the Longview neighborhoods targeted in the 2014-2018 Consolidated Plan include: Emergency services (toiletries, food boxes, blankets, infant formula, etc.) at CAP's location in the Broadway Neighborhood, supporting the Mobile Food Pantry in the Highlands Neighborhood each month, providing information about nutrition services and referral to community programs; distribution of USDA surplus commodities and

donated food items; and gleaning from local stores and organizations such as Food Lifeline and Northwest Harvest.

2. Briefly describe the project noting the problem(s) or opportunity(s) that will be addressed (under 101 words.) Quantify it in terms of cause, extent, location, frequency and duration.

The project alleviates hunger in Longview. Due to poverty, families often have to choose between food, clothing, health care, housing, education, and electricity. Consequences include poor health, decreased school performance, greater risk of criminal behavior, substandard child care, and inadequate housing. Our goal is to make food available for the needy of all ages, but most persons served are seniors and children, the population prioritized in the 2014-2018 Consolidated Plan. During 2015, of the 1,178 unduplicated families/2,456 individuals that received food or emergency services assistance through the HELP warehouse, 28% were children and another 26% were senior citizens.

3. List the specific CDBG objective information from the "5 year Strategic Plan" within the *2014-2018 Longview-Kelso Consolidated Plan*. (See website information under Instructions).

Objective Code and Number: SP-70
Objective Title: Anti-Poverty Strategies
Objective Proposed Accomplishments & Outcomes: 3. Promote dynamic neighborhoods by provision of appropriate Public Services.

Objective Code and Number: AP-65
Objective Title: Homeless and Other Special Needs Activities
Objective Proposed Accomplishments & Outcomes: Helping low-income families and individuals avoid becoming homeless by receiving assistance from public or private agencies that address health, social services, and youth needs.

Objective Code and Number: AP-85
Objective Title: Other Actions
Objective Proposed Accomplishments & Outcomes: Actions planned to address obstacles meeting underserved needs.

Project Readiness

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

Help Warehouse has been operating since 1982. These funds will allow it to continue providing a relatively consistent level of service to the Longview food banks. There are no steps which need to be completed prior to funding to ensure this.

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

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

Project Start Date (mm-dd-yyyy) 08-01-2016

Project Completion Date (mm-dd-yyyy) 07-31-2017

Problem Impact and Severity

6. What is the effect on the community as a whole or upon individuals? Note current and anticipated consequences if the problem continues. Also list the number of low and moderate households affected.

The effects of long term hunger are negative to both the community at large as well as to individuals. Some of the effects commonly cited are: high infant mortality rates (malnourished mothers are more likely to be sick and have smaller babies), vulnerability to common illnesses (malnourished people lack the strength to survive illnesses), increased risk of infections (malnourished people have a weakened immune system leaving them more vulnerable to infection), impediments to normal childhood development (lack of essential nutrients for growth and development leave the children smaller in stature and scoring lower on intelligence tests), and impediments to economic growth (underweight children spend fewer years in school which means they will earn less in adulthood).

According to the Needs Assessment in the 2014-2018 Consolidated Plan, there are 9,320 households making 80% or below of the Household Area Median Income; and 6,655 households who have a severe cost burden to maintain housing, meaning that 30-50% of their total income is needed to pay for basic housing costs, including rent and utilities. These are the very households that need access to HELP Warehouse Emergency Services and food. CAP anticipates serving an average of 550 Longview households a month.

Cowlitz County remains on the "Counties on the Distressed Areas List". This list is issued by the Washington State Employment Security Division, Labor Market and Economic Analysis Branch. Counties make the list by having a three year average unemployment rate equal to or greater than 120 percent of the statewide rate unemployment rate. Cowlitz County shows a three year average unemployment rate of 9.7% (January 2012-December 2014) compared to the State's 7.1% rate. For February 2016, Cowlitz County's unemployment rate was 8.0%, but still significantly higher than the State's 5.8% seasonally adjusted rate.

7. How does this problem create a hardship for residents, a neighborhood, or economic development? How have local or state authorities noted the severity of the problem? Note public health and safety issues.

Poor nutrition can lead to obesity and other poor dietary habits, which are linked to chronic disease and early death." As evidenced by access to healthy foods being an issue highlighted in the report card, the

inclusion of Cowlitz County in the "Economically Distressed Areas List", Cowlitz being selected as a pilot of Governor Inslee's "Ending Family Homelessness" initiative, and the Board of County Commissioners issuing request for Proposals for "Projects that address Homelessness in Cowlitz County", both state and local officials recognize the issues of hunger and poverty, and the need to reduce its effects. Protecting the developmental stability, health, and safety of children caught in poverty is paramount. Access to adequate nutrition is a cornerstone of well-being and proper mental, emotional, and physical development. Bottom-line is that where hunger is present, opportunity is limited and the incidences of generational poverty are higher. For seniors, their physical vulnerability and frailty are significantly increased.

Past Effort

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

To respond to the community problem, CAP and its affiliate food banks deliver food to the needy. This requires three main functions: The procurement, transport and storage of food; the accountability of sorting, recording, and verifying the eligibility of persons needing the food; and the actual distribution of the food to appropriately eligible persons at CAP and other locations. CAP processed and distributed 1,621,840 pounds of food in 2015 in Cowlitz and Wahkiakum counties. Of this 90% was distributed to the Longview food banks. Additionally, CAP and the other 15 USDA Commodities distribution sites provide federal surplus commodities. During 2015, CAP distributed 310,004 pounds of USDA Commodities through its distribution sites. Of this, 49% was distributed to Longview residents.

CAP also provides Emergency Services in the form of food, formula, diapers, blankets, furniture, and toiletries. During 2015, CAP served an average of 116 families per month in this manner. The majority of those families served originate in the Longview neighborhoods of Broadway, Highlands, and Olympic West, as the food banks try to meet emergency services needs in their local areas.

Solution

Project Development

9. Did you attempt to collaborate the development of this project with other agencies? Which agencies were contacted and what was the outcome? What role is each agency playing?

The HELP Warehouse partners with many agencies to develop and carry out this operation. WA Department of Agriculture oversees the process through which Emergency Food Assistance Program (EFAP) and The Emergency Food Assistance Program (TEFAP) food is distributed by HELP Warehouse to each of the partner Food Banks/Food Distribution sites. Food Lifeline and Northwest Harvest, non-profit agencies focused on fighting hunger in WA State, provide food to HELP Warehouse for further distribution to local Foodbanks. FISH, Salvation Army, and St. Vincent de Paul are all Longview local food banks which receive food distributed by HELP Warehouse.

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

The most basic issue of the problem relates to a lack of money on the part of families. We are not attempting to address that underlying cause here. We are specifically addressing the issue of people not having enough to eat. The most direct way of addressing that is by providing food to families and individuals in need. Clients can walk-in to the HELP Warehouse or set-up appointments to receive assistance in applying for the Basic Food Program, or sign-up for and receive USDA Commodities. For Commodities, clients receive a punch card that allows them to pick up food at eight food banks in Cowlitz and Wahkiakum Counties. If the client is unable to pick up food at a food bank, the HELP Warehouse delivers to homebound people and various senior apartment projects, including Campus Towers, Fremont Village, Parkland Terrace, and Westgate Terrace. If a client is in urgent need of food, the HELP Warehouse provides them with an emergency food box and directs them to the most accessible food bank that would be open the next day. We can also provide food boxes we call Meals ready-to-eat (MRE's) which do not require a kitchen or other preparation.

In addition to distributing food to families in need and food banks, gleaning food from various grocery stores, and purchasing food in bulk and through food-discount buying services; CAP helps organize and coordinate community food drives, such as: 15th Avenue Safeway, 30th Avenue Safeway, Earth Day, Grocery outlet, Kelso/Longview Elks #1482, Lakeside Industries, the LDS Food Drive, Longview Public Library, Mark Morris & R. A. Long (Civil War), Shred Day, Street of Screams, Waste Management, and Walk-N-Knock. Every two years the eight food banks in Cowlitz and Wahkiakum Counties have voted to have CAP continue to serve as the central distribution agency for the area rather than each food bank spending valuable resources which would be duplicative in nature.

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

Specific to the development of this project, management staff is:

Lisa Chavez, HELP Warehouse and Nutrition Coordinator. lisac@lowercolumbiacap.org; (360) 425-3430 x 259
Lisa Chavez has been with CAP since 2007. She serves on the Cowlitz County Food Advisory Board. She is instrumental in fundraising, community outreach and the expansion of services provided by CAP's Nutrition Programs.

Tammy Davies, Nutrition Services Program Manager. tammyd@lowercolumbiacap.org; (360)425-3430 x 240.
Tammy Davies has been with CAP since 2006. She currently serves as Vice-President of Washington Association of Senior Nutrition Programs (WASNP), and is also member of National Association of Nutrition and Aging Services Programs (NANASP). She has previously served on the Cowlitz County Vulnerable Adults Task Force, was recipient of Cowlitz on the Move healthy lifestyles award 2007 for CAP's Holiday Meals Program.

Ilona Kerby, CAP Executive Director. ilonak@lowercolumbiacap.org; (360) 425-3430 x 200

Ilona Kerby has been with CAP since 2005. She oversees all of the agency programs, funded from federal, state, and local government, as well as private foundation grants, and a staff of 45.

Doug Koenig, CAP Finance Director. dougk@lowercolumbiacap.org; (360) 425-3430 x 210
Doug Koenig has been with CAP since 1992. He oversees all fiscal aspects of CAP grants -- federal, state, and local government, as well as private foundation grants.

Project Operation

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

As described earlier, CAP's HELP Warehouse partners with many agencies to carry out this project. Contracts are in effect and maintained with WA Department of Agriculture, Food Lifeline, and each of the participating Food Banks.

13. List all persons involved in the operation of this project when completed and describe their responsibilities. (Include names, titles, phone and e-mail.) (Responsibilities should include case management, day-to-day management, partnerships in serving clients, etc., operations manager, and project owner.)

Tammy Davies, Nutrition Services Program Manager. tammyd@lowercolumbiacap.org; (360)425-3430 x 240.
Tammy has been part of CAP since 2006, and has been program manager since 2007. She is responsible for the day-to-day management of all HELP Warehouse activities, and also is primary point of contact for EFAP.

Denise Rae, Basic Food Coordinator. deniseb@lowercolumbiacap.org; (360) 425-3430 x 252
Denise began as Basic Food Coordinator at CAP in 2013. She assists people prepare applications for the Basic Food Card (formerly food stamps), and assists with coordination of USDA commodities distribution.

Lisa Chavez, USDA Commodities Coordinator. LisaC@lowercolumbiacap.org; (360) 425-3430 x 259
Lisa has been at CAP since 2007 as Senior Nutrition coordinator, and assumed coordination of all CAP nutrition programs in 2013. She is the primary point of contact for USDA Commodities / TEFAP Distribution.

Rick Philbrook, Warehouse Coordinator. rickp@lowercolumbiacap.org; (360) 425-3430 x 284
Rick began as Warehouse Coordiantor at CAP in 2006. He is the primary point of contact for receipt and storage of food in the warehouse, and distribution from warehouse to participating Food Banks.

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

Not applicable.

15. Facility Fees for Residents: If you are requesting funding for a community facility or a public facility the service and/or admission fees must not preclude low and moderate income residents from using the facility. Please itemize all fees for services to low and moderate income residents as compared to charges for moderate-income residents.
(This will be part of your contract should funds be awarded. You will need to document low-moderate user incomes and fee schedules for 5 years.)

Not applicable.

16. How will this project improve the quality of life for low- and moderate-income persons in relation to the stated needs or problem? OR How will this project improve the neighborhood or area? Note short-term and long-term outcomes.

The project will ameliorate a short term need. Commodities are distributed by CAP through 14 distribution sites each month and the eight different food banks have their own rules about how and when clients may receive food. Realistically, clients are given an amount of food which will supplement other foods which they already have. The foods provided cover different areas of the food pyramid so they are nutritious, thereby offsetting some of the potential effects of malnutrition. The immediate problem of someone going to bed hungry will be resolved and hopefully they will feel more energetic and alert the following day. Food stimulates brain activity which can translate into people maintaining better health so they can hold a decent job; help their children to attend school to become productive members of society; avoid health problems, and alleviate some of the depression they may experience due to poor nutritional habits which can lead to domestic violence and visits to the emergency room at the hospital.

The long-term outcomes are dependent upon the other social services available to and utilized by the families and individuals we assist with basic food and food banks. For many we are but the first step in improving their life, economic opportunity and health.

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.

Regrettably, the underlying problem of poverty will still exist. As long as people are in poverty, they will continue to make choices between where they live, how or when they will eat, whether to turn on the heat, and what items they must buy. For some people, change may only require an improvement in the economy, for others the change may require a more comprehensive program of change, and others are at a point from which they feel there is no escaping their situation.

Hunger relief organizations such as Food Lifeline and Northwest Harvest have the single goal of feeding those who are hungry by providing food. This goal of this project is the same as well -- to provide food for the hungry and needy though CAP operates other programs that provide training and educational opportunities.

Households Benefiting

18. Area Benefit: What is the total number of all households that will benefit from this project? (Area-wide benefit must cite low-income 2010 U.S. Census Tract as noted in the HOME/CDBG Consolidated Plan)

1178 unduplicated Longview households a year will benefit from this project. CAP serves an average of 550 duplicated Longview households a month which represents approximately 1150 individuals.

19. Individual Benefit: What is the number of low-income individuals or households by median income that will directly benefit from this project? Use current HUD Income Limits for family size.

Households/Persons
At or below 30% Median Income: 814/1696
At or below 50% Median Income: 263/550
At or below 80% Median Income: 101/ 210
Total number unduplicated Low-Income Served 1178/2456

Budget

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

This project is appropriate for CDBG funding because it fits in the 2014-2018 Longview-Kelso Consolidated Plan Framework, supporting the CDBG Objective of promoting dynamic neighborhoods by provision of appropriate Public Services; helping low-income families and individuals avoid becoming homeless by receiving assistance from public or private agencies that address health, social services, and youth needs (this services helps households not have to choose between feeding their children or paying rent); and meeting underserved needs. Specifically: SP-70 (Anti-Poverty Strategies); AP-65 (Homeless and Other Special Needs Activities); and AP-85 (Other Actions).

HELP Warehouse currently receives CDBG funding. CAP continues to investigate additional sources of funding, and currently combines funding from Emergency Food Assistance Program (EFAP) ($113,854), and The Emergency Food Assistance Program (TEFAP) ($37,390). All of these grants can be considered committed to CAP, and the level of support for 2016 is certain. As long as the funds are available though, CAP will be an applicant.

Future funding will be required beyond this application. Food insecurity is a real and growing need in our community. As noted in the 2014 Community Report Card from Pathways 2020, the City of Longview now ranks sixth in Washington State in terms of residents relying on Food Stamps. In addition, according to the US Census 5 year estimates, the percentage of persons living below poverty level in the city of Longview has been increasing. EFAP is the primary funding source for the HELP Warehouse. While we have other revenue sources, they have never been sufficient to pay for the entire cost of the program. EFAP bases its funding on a formula which uses percentage of population in an area versus the state as a whole. As Cowlitz County is not one of the most populous areas, CAP's share of the allocation is of a lesser amount than is needed to actually operate the program. CAP has always needed additional grants/funds to support the Help Warehouse program.

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

As detailed above, CAP commits multiple funding sources to this project each year. In addition, donations continue to be solicited.

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

All of the funds listed can be considered committed to CAP, and the level of support for 2016 is certain. As long as the funds are available though, CAP will be a recipient. In the unlikely event that one of the other funding sources were not realized in its entirety, the specific service that funding source supports would be eliminated. For example, without TEFAP funding, USDA Commodities would not be distributed.

The CDBG request of $42,655 encompasses salaries, fringe benefits, taxes, and indirect charges. The salaries are composed of four employees. It is anticipated HELP Warehouse will serve an average of 550 Longview households a month representing 1,150 people a month (a household is composed of one or more members). The budget form is attached.

Any reduction to the requested CDBG funding would unfortunately have the proportional impact of reducing the number of households served, at a time when the demand at all our distribution sites has been rising.

23. Complete and attach the separate CDBG Budget Form.

Attached.

24. Sources and Uses Fund Statement / Budget Form Narrative

a. Please list all funding source(s), intended uses, and amounts from your budget form. Identify if the source is Federal, State, Local, or Private.

CDBG, $42,655 (Federal)
EFAP, $113,854 (State)
TEFAP, $37,390 (Federal)

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

CDBG: Proposed. Funding decision anticipated in March/April 2016, with project contract period August 1, 2016-July 31, 2017.

EFAP: Committed. As long as funds are available, CAP will be a recipient. Contract period is July 2016-June 2017.

TEFAP: Committed. As long as funds are available, CAP will be a recipient. Contract period is October 2016-September 2017.

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

Formal Certification letter attached.

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

See Attached CAP Help Warehouse Budget page.

Attachments

25. Required Attachments

- ☐ **Exhibit A.** **Project Timeline** *(Note: Funding is available in November following project submittal. Please plan accordingly.)*
- ☐ **Exhibit B.** **Project Budget** *(Note: Show all funding sources and note if they are committed or not committed. List date when commitment will be confirmed.)*
- ☐ **Exhibit C.** **Project Documentation**
- ☐ **Exhibit D.** **Operating Proforma (Rental Housing Projects)**
- ☐ **Exhibit E.** **Marketing Plan (Housing Projects)**

☐ **Exhibit F.**	**5-Year Operations Budget (Community Facilities Only)**
☐ **Agency Financial Audit by e-mail**	*Send in most recent independent audit by email*
☐ **Detailed Cost Estimates**	*Provide Specific costs for project itemized to show project cost analysis*

Exhibit A

Project Timeline

Detail Tasks for Project	**Start Date** **Month Day Year**	**Completion Date** **Month Day Year**
Obtain, sort and distribute food items to the food banks in Longview; and commodities to Senior/Low Income apartment complexes.	August 1, 2016	July 31, 2017

Exhibit B

Project Budget and Funding Sources (Please use Excel Template provided by Longview/Kelso.)

Exhibit C

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.

- Documentation for Narrative Statements
- Maps
- Private fundraising commitments
- Letters from local, state, or federal agencies directing the repair or creation of a specific project
- Loan Policies
- Documentation of project cost estimates
- Partnering Agency documentation letter
- Low/moderate income documentation for benefit
- Engineering Report
- Surveys and Reports
- Letters attesting to the subject problem
- Letters of Support
- Current News Articles

Exhibit D

Operating Proforma (Rental Projects) – Excel form, attached to package

Not Applicable

Exhibit E

Marketing Plan

A marketing plan shall be prepared to show how the project will be marketed publicly 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.)

Not Applicable

Exhibit F

5-YearOperations Budget (For Community Facilities only)

Not Applicable

Instructions & Application Process

Designing Projects

The City of Longview appreciates your interest and participation in the CDBG Program. Please follow these guidelines and requirements when proposing projects:

1. READ the 2014-2018 Consolidated Plan to develop annual projects. The Plan can be accessed on the City of Longview Website at www.mylongivew.com under the Community Development Department *CDBG Program* scrolling down to "Important Links."

2. Use the 5-year Objectives, Accomplishments and Outcomes to develop projects. Meet the proposed accomplishments and outcomes.

3. It is strongly urged that your project be discussed in detail with CDBG staff prior to design and submittal. Application completeness will be reviewed after submittal for possible additions/corrections.

4. Projects using other funding sources must show documentation through funding commitment letters. No CDBG funding will be released without full project funding in place.

5. Projects which will not be substantially underway to drawdown funds by **July 2017 may be deobligated by December 2017.**

6. Agencies or individuals not completing projects within 18 months may have remaining CDBG funding deobligated. Projects which cannot show a verified CDBG accomplishment based upon their Project Design at the end of 2 years must return all CDBG money spent to the City of Longview. Planning and Public Service projects must be completed within 1 year (by July 31st of the next year.)

7. If contractors are to be hired, an affirmative effort must be made to market to Minority and Women Owned Businesses / Providers.

8. All paid labor must adhere to CDBG Davis/Bacon federal wage rules or meet state prevailing wage guidelines.

9. If rental property is involved with 5 or more units, a "HUD Affirmative Marketing Plan" must accompany your request, showing how you will be able to compete for market share.

10. Your project must be in compliance with all federal guidelines pertaining to environmental hazards (e.g. asbestos, lead-based paint, soil contaminants, etc), public notices, reporting requirements, fair housing practices, and any other such public regulations.

Application Process

- ☐ Please submit **1 copy** of the Project Design Form, Project Timeline, Budget and Additional Attachments by **April 19, 2016** to:

  Adam Trimble
  Community Development Department
  Longview City Hall
  1525 Broadway
  Longview, WA

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

- ☐ **You may be asked to present your proposal to the Longview City Council on Thursday, May 12, 2016 at 7:00 p.m.**

Questions?? Technical Assistance?? Contact Adam Trimble, 360-442-5092
FAX: 360.442.5953.
E-mail: adam.trimble@ci.longview.wa.us

SUBMIT THIS FORM WITH THE APPLICATION

CDBG Budget

	Project Duration Months: Source 1	Source 2	Source 3	Source 4	Source 5	Total
	CDBG	**EFAP**	**TEFAP**			
Commitment Dates	2016	2016	2016			
Project Management (Project Manager, Consultant Fees, Subrecipient Fees)						
Architectural Fees						
Engineering Fees						
Acquisition						
Related Costs & Fees						
Demolition						
Relocation						
Architectural Barrier Removal						
Housing Rehabilitation						
Water / Sewer Side Connections						
Sewer Improvements						
Water Improvements						
Street Improvements						
Fire Protection						
Public Facility						
Community Facility						
Commercial/Industrial Facility						
Economic Development						
Micro Enterprise						
Special ED Activity (loan/grant)						
Comm Based Development Org						
Revolving Loan Fund Program						
Historic Preservation						
Prevent/Eliminate Slum & Blight						
Public Services	42,655	113,854	37,390			193,899
Planning						
Local Match to State/Fed Grant						
Other, List: Permits/Fees						
Other, List						
Other, Sales Tax						
Contingency						
Total: Date Completed:	42,655	113,854	37,390			193,899

ADDITIONAL BUDGET PAGE FOR HELP WAREHOUSE CDBG APPLICATION

	CDBG	EFAP (state)	TEFAP (federal)	TOTAL
Contracts/Grants	42,655	113,854	37,390	193,899
Thrift Store	0	0	0	0
Donation	0	0	0	0
Total	42,655	113,854	37,390	193,899
Salaries	25,030	40,280	11,006	76,316
Taxes	3,666	6,080	1,210	10,956
Benefits	3,952	8,975	3,415	16,342
Supplies	0	1,000	400	1,400
Printing	0	1,100	723	1,823
Operating supplies	0	14,765	0	14,765
Professional service	0	0	0	0
Communications	0	400	300	700
Travel	0	900	100	1,000
Advertising	0	0	0	0
Rentals	0	16,000	15,836	31,836
Insurance	0	4,000	0	4,000
Repairs	0	4,000	0	4,000
Training	0	250	0	250
Indirect	10,007	16,104	4,400	30,511
Total	42,655	113,854	37,390	193,899

Salaries - there are 4 staff members in the Help Warehouse
Taxes - FICA, Unemployment, Worker's Compensation
Benefits - Vacation, Health and Dental insurance, 401k
Operating supplies - primarily purchased food items, fuel, and matching requirements
Rentals - space rent for office area and large storage/distribution area 8,711 square feet
Repairs - repairs and maintenance to our truck, forklift, and pallet jacks
Indirect - Agency has a federally approved indirect rate