

Document Recording Fee Project Design Proposal - 2016

Applicant: Community House on Broadway	Contact Person: Frank Morrison
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Non-Profit Status: NO ___ Yes X **IRS Tax Identification Number** 94-3067129

Project Title: Community House on Broadway Shelter Operations

Document Recording Fee Requested: \$ 22,000

Project Description

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

Community House on Broadway (CHOB) is the only Homeless Recovery Center in Cowlitz County. Our mission is to provide temporary shelter, food, clothing, and professional case management to those that are seeking to recover from homelessness. Residents of the Community House are kept accountable to a clean and sober lifestyle while they follow rules of curfew and keep with their case managed action plan. This project will supply much needed funds to continue to support our operation in 2016-2017. In 2015 the Community House served 513 unduplicated individuals with emergency residency and professional case management in its facility. This past year, CHOB served 75 families with children. Demographic records show that women and children make up CHOB's population. Statistics also indicate that approximately 25% of women and children had been victims of domestic violence. This data demonstrates that Community House serves a highly vulnerable homeless population within the community. Subsequently, utility bills, maintenance repairs, and additional case management have increased as the population expanded. Historically, Longview Document Recording Fee funds have given a tremendous reprieve from the high cost of sheltering the 90-100 residents per night.

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

Family homelessness and poverty continues to be a problem in Cowlitz County and the Community House on Broadway (CHOB) is in a position to serve those that are seeking to recover from homelessness. Many of CHOB's clients come from previous substance abuse and mental health issues. In 2015, 60% of the adult population that CHOB served had some form of drugs in their system when they came into the Community House. As a clean and sober facility, CHOB performs random Urine Analysis. Drug treatment is also a mandatory requirement for those that struggle with addiction. In addition, 53% of the CHOB residents (adults and children) were able to get Mental Health assessments



and treatment in 2015. Community House has a tremendous opportunity to make a positive impact upon the homeless community in 2016-2017 as we serve the needs of the whole person. CHOB case management focus is to assist clients to become stable in their health, recovery, income, and housing.

Problem Impact and Severity

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

Community House on Broadway (CHOB) has a 43-room facility comprised of 96 beds. The facility was built in 1924 and is in need of constant repairs and maintenance from maximum use. Community House on Broadway has a tremendous opportunity to assist hundreds of individuals and families each year with food, shelter, and case management as they overcome the barriers that prevent them from stable housing and self-sufficiency.

The document recording fee funds allow us to use other resources to make building improvements and maintain the 1924 building. For example, in 2015 CHOB has successfully replaced the old carpet in 39 of the 43 rooms and installed new VCT tile. This makes for a cleaner and aesthetically pleasing living environment. The new flooring also reduced the occurrence of bed bugs. If funding from the City of Longview Document Recording Fees were not available, such projects would not take place and the facility would continue to deteriorate. Thus, the board of directors and staff are optimistic that with continued operational support from the City of Longview, other funds can be budgeted for future projects.

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

By providing Community House on Broadway (CHOB) with operational support, each resident will have their basic needs met such as electricity, a warm facility, hot water, clean clothes, food, and shelter. This makes it possible for Community House case managers to address the homeless recovery aspect of each individual or families situation. By providing funds for continued operational support, Community House will be able to compensate professional case managers which in turn will create a better living environment for residents while they stay at the shelter. In addition, many of the life skills and training that our residents acquire in our program will go with them after they exit Community House.

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

The short term outcomes from this project will be the continued operation of Community House and all the services that it provides to the local homeless population. This includes: food, clothing, hygiene products, shelter, and 24/7 on-site staffing along with professional case management.

The long term results from this project will be a reduction in homeless recidivism, a decrease in the length of stay in the shelter, and a shrinking homeless population in Cowlitz County. In 2015, the average length of stay for individuals was 73 days while the average length of stay for families was 92



days. As the economic landscape continues to improve and the job market rebounds, successful outcomes will also improve for our residents.

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

Community House on Broadway (CHOB) holds a unique position within Cowlitz County as it serves both singles and families (males and females). CHOB houses between 90-100 residents per night. In April of 2016, CHOB dba CORE Health was awarded a contract with the Great Rivers BHO to provide outpatient mental health services to the homeless and/or low income of the community. CHOB is also seeking to become licensed as a Chemical Dependency provider. This service will allow us to address the mental health and chemical dependency problems that the majority of adults and children struggle with. In 2015, CHOB data shows that 52% of adults and children accessed a mental health provider while staying at the Community House. In addition, 60% of adults admitted to having drugs in their system upon intake into the Community House. CHOB does require sobriety for those living at the shelter and does collaborate with local chemical dependency providers. At Community House, individuals and families are not excluded from services as long as they pass police clearance and are not registered sex offenders. In this sense, Community House works with the many faces and causes of homelessness and does not discriminate its services.

Emergency Support Shelter – Shelter for victims of domestic violence; house 30-40 individuals and families

Love Overwhelming – shelter for the chronically homeless; house 32 single adults

Solution

Project Development

7. How do you propose to structure the project? Please be specific, itemizing the various tasks you will undertake.

This project will provide on-going operational support for the Community House on Broadway's (CHOB) homeless recovery program in 2016-2017. These funds will give us the assistance to help fund our general operating costs such as utilities, insurance, repairs and maintenance. The staff of Community House is made up of 10 full-time and 2 part-time employees that work around the clock for 365 days per year. Funding from local document recording fees for operational support will allow Community House to budget other funds to retain its staff. This will make the facility secure and safe for the hundreds of individuals and families that reside annually. Moreover, the corner of 11th and Broadway will continue to be a secure and stabilizing influence in the Longview community.



8. Describe how housing applicants will be selected to participate? How will disabled applicants be able to participate? What public outreach will you do for this project to obtain participants?

The services of Community House on Broadway (CHOB) are offered to the homeless on a first come first serve basis. Community House does not discriminate its services to anyone as long as the person pass police clearance for warrants, and are not registered sex offenders. Concerning public outreach, Community House has a 27-year history and is well known as the largest homeless provider in the area.

Community House has completed its ADA room and it can accommodate 2 residents that are in wheelchairs or who may not be able to get up the stairs into a room.

9. How will your organization benefit from this project?

Community House on Broadway will remain operational and will continue to serve the local homeless population in Cowlitz County.

Project Operation

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

Community House on Broadway is not partnering directly with any other organization or business for the specific purpose of funding general operating expenses. An application to the United Way to supplement funds for our case management service in 2016 has been submitted. However, the process is currently ongoing and we are waiting for a reply. Community House anticipates receiving FEMA dollars for 2016, however; applications for those funds have not been released.

Community House on Broadway dba CORE Health does hold a contract with the Great Rivers BHO to provide mental health outpatient services to Medicaid clients.

Community House does have a memorandum of understanding with Longview Housing Authority that promises our organization 5% of available section-8 housing vouchers.

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

The continual support of Community House on Broadway allows for hundreds of individuals and families experiencing homelessness an opportunity to overcome their barriers to housing and self-sufficiency. Homelessness is complex and various solutions need to be utilized to address the problem in full. Community House serves three tiers of homelessness. The first tier is the homeless whose main barrier is housing. Oftentimes the family loses housing due to an unforeseen emergency that happened in their life. This could include: a medical bill, job loss, eviction, house fire, gambling problem, etc. Those that fall in this tier are those that need rehousing. Many times rental assistance or low income housing is



the solution. The second tier of the homeless population have a lack of employment skills and/or education. This group typically remains homeless longer while they access programs that address job training and education. The third tier is the homeless that have the above mentioned barriers and also suffer from addiction or mental and physical health issues. This group needs to have increased access to these support services even after their homelessness has ended.

As an organization, Community House's mission is to serve all of the various needs that the homeless may have while we seek to assist the household to become self-sufficient.

Project Readiness

12. Please list your project timeline below by Month and Year:

Complete a detailed Project Timeline of tasks and dates for meeting project goals found at the end of this application.

Project Start After July 1st (mm-yyyy) 7/1/2016

Applicant Move In/Project Completion (mm-yyyy) 6/30/2017

13. Describe what specific steps need to be completed before the project will be ready to proceed?

The operation of Community House is ongoing.

Households Benefiting

14. What is the number of low-income households that will benefit from this project?

Use current year HUD Income Limits.

At or below 30% of Median Income: 390

At or below 50% of Median Income:

TOTAL Number of Households: 390

Budget

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



Community House has received document recording fees for many years and is in need of continued funding in 2016-2017. Community House has experienced a 20% increase in bed capacity than in previous years. Our organization counted a total of 513 (344 adults, 169 children) unduplicated residents in 2015. Therefore, with more residents using our facilities additional laundry, showers, restroom usage, and other utility costs will be needed. For example, in 2016 our organization has budgeted \$32,000 for our water, sewer, and garbage expense.

In order to limit our dependency on the City of Longview's Document Recording Fee funds, Community House is seeking to diversify its funding sources. Our staff continues to research and write grants to organizations that support the goals of our mission. In 2016, CHOB has written grant applications to Kaiser Permanente, Weyerhaeuser, BNSF, Community Foundation of SW Washington, and Bank of America. We also plan to use funding from our local Cares Campaign along with church and business contributions to support the ongoing operations.

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

The agency will use all of its available monetary resources to keep the shelter operational.

17. Will this project require future funding? If yes, explain why the amount of funding is needed, and why.

This project will likely require future funding as long as homelessness persists in Cowlitz County. It is important to note that Community House serves primarily residents from Cowlitz/Wahkiakum counties. Secondly, the project will require funding as long donations from individuals, churches, and businesses do not supplement the full operational budget.

18. Complete and attach the separate DRF Budget Form.

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

19. Sources and Uses Fund Statement / Budget Form Narrative

What other federal, state or private matching funds will be used with this project? Are these funds proposed or committed? Please explain source(s), other related details and amounts.

- A. FEMA-- \$11,000 pending
- B. United Way -- \$50,000 uncommitted; awarding phase is in process
- C. Community donations, cares campaign, special events, private grants, other -- \$,000 – goal to raise in 2016



Grant & Project Administration

20. Who will be responsible for developing and administering your Document Recording Fee project? List other staff members who will be involved and their roles.

Frank Morrison will be responsible for administering the project; he is the current executive director.

Attachments

21. Required Attachments

- Project Timeline** *(on following page.)*
- Project Budget** *(Note: Show all funding sources and note if they are committed or not committed. List date when commitment will be confirmed)*
- Agency Financial Audit by e-mail** *(Most current independent audit.)*
- Project Documentation** *(See below.)*

Project Documentation: Optional to support your project.

- Letters attesting to the subject problem
- Letters of support
- Current news articles
- Letters from local, state, or federal agencies directing the repair or creation of a specific housing project
- Loan policies, regulations, or restrictions that apply
- Documentation of project cost estimates
- Private fundraising commitments
- Maps, architectural renderings and elevations, floor plans
- Engineering, soils, or environmental reports
- Surveys and other professional reports



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Application Process

Project Proposals are usually due April 28, 2016.

- Please submit **1 copy** of the Project Design Form, Budget, Project Timeline and Additional Attachments by **April 28, 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.

Public Presentation of your Project Design Proposal

Longview Projects:

You may be asked to present your proposal to the Longview City Council, Longview City Hall in a Public Hearing on the Thursday, May 26, 2016

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

Questions?? Technical Assistance??

Contact Julie Hourcle' 360.442.5092

FAX: 360.442.5953.

E-mail: adam.trimble@ci.longview.wa.us

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

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

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



City of Longview - Document Recording Fee Program

PROJECT BUDGET AND FUNDING SOURCES

	LV Document Recording 2016	FEMA 2016	Source 3	Source 4	Source 5	Total Cost	How costs determined (bid, est.)
Commitment Dates							
ACQUISITION							
Purchase Price - Land						\$0.00	
Purchase Price - Bldg.						\$0.00	
Transaction Taxes						\$0.00	
Closing/Recording Fees						\$0.00	
Title Insurance/Binder Fees						\$0.00	
Appraisal						\$0.00	
Other:						\$0.00	
Subtotal	0.00	0.00	0.00	0.00	0.00	\$0.00	
PREDEVELOPMENT							
Architect						\$0.00	
Engineering						\$0.00	
Legal Fees						\$0.00	
Environmental Review						\$0.00	
Preconstruction Inspection						\$0.00	
Other:						\$0.00	
Subtotal	0.00	0.00	0.00	0.00	0.00	\$0.00	
CONSTRUCTION COSTS							
New Construction						\$0.00	
Rehabilitation						\$0.00	
Infrastructure on site						\$0.00	
Energy Related Improvemts						\$0.00	
Repair/Replace Major Syst.						\$0.00	
Lead Based Paint /Haz Mat						\$0.00	
Access for Disabled						\$0.00	
Securing of Building						\$0.00	
Demolition						\$0.00	
Utility Connections						\$0.00	
Permits & Fees						\$0.00	
Construction Loan Fees						\$0.00	
Construction Inspections						\$0.00	
Sales Tax						\$0.00	
Insurance/Bond/Surety Fees						\$0.00	
Contingency						\$0.00	
Other:						\$0.00	
Subtotal	0.00	0.00	0.00	0.00	0.00	\$0.00	
OTHER							
Home Buyer Counseling						\$0.00	
Credit Report Fees						\$0.00	
Operating Deficit Reserves						\$0.00	
Relocation Costs						\$0.00	
Technical Assistance						\$0.00	
Loan Fees						\$0.00	
Tenant Rental Assistance						\$0.00	
Affirmative Marketing						\$0.00	
Project Management						\$0.00	
Developer Fees						\$0.00	
Other: Shelter Operations	22,000	11,000				\$33,000.00	
Other:						\$0.00	
Subtotal	22,000.00	11,000.00	0.00	0.00	0.00	\$33,000.00	
Doc. Rec. Fee TOTAL	\$22,000.00	\$11,000.00	\$0.00	\$0.00	\$0.00	\$33,000.00	

Date: 4/21/2016

Sponsor: Community House on Broadway

Project Address: 1105 Broadway/PO Box 403 Longview, WA



Community House on Broadway
1105 Broadway Street
PO Box 403
Longview, WA 98632
(360) 425-8679

2016 Budget Form Narrative

Projected Operational Expenses for 2016 = \$517,000

For sources and use of funds please see 2016 Operational Budget for explanation

Our request is for \$22,000 from the City of Longview Document Recording Fees. These funds will be used to help offset the costs in four specific areas.

- A. Electrical –PUD -- \$22,000
- B. Gas—Cascade Natural Gas -- \$8,000
- C. Water, garbage – City of LV -- \$32,000
- D. Repairs/Maintenance \$10,000

Total \$72,000

The remaining \$50,000 for these expenses will come from private donations. Community House plans to seek out and find some private foundations/grants that will assist in funding operational expenses.

COMMUNITY HOUSE ON BROADWAY

COMMUNITY HOUSE ON BROADWAY							
2016 OPERATIONAL BUDGET							
<u>REVENUE</u>							
United Way-Cowlitz							20,000
FEMA							11,000
Church Pledges							36,000
City of Longview							18,000
Individual Contributions							145,000
Special Events							5,000
Private Grants, Foundations							84,500
Extended Support							6,000
CHOB Cares Campaign							190,000
Recycling							3,000
Total							\$518,500

2016 CHOB Expenses						
<u>Expenses</u>						
Advertising					1,000	
Bank Charges					250	
Paypal fees					250	
Equipment Rental					2,000	
Food					7,400	
Fund Raising Expense					1,700	
Insurance					15,000	
Dues					700	
Licenses and Fees					1,500	
Fuel					1,500	
Meals & Entertainment					800	
Miscellaneous Expense					1,600	
Christmas Expense					1,300	
Payroll					300,000	
Postage and Shipping					5,000	
Printing Costs					14,000	
Professional Services					14,400	
Children's Afterschool Program					2,000	
Rent					1,500	
Repairs & Maintenance					10,000	
Bed Bug Expense					4,000	
Seminars & Schooling					1,800	
Small Equipment					1,700	
Supplies--Housekeeping					1,600	
Supplies-Office					1,200	
Supplies-Kitchen					4,900	
Taxes-Payroll					53,000	
Taxes-Property					500	
Waste Control					200	
Telephone/Internet					4,000	
Water, Garbage					32,000	
Electricity					22,000	
Natural Gas					8,000	
Care Campaign Project					1,700	
Total					\$518,500	