

**City of Longview**  
**2013 Community Development Block Grant**  
**Project Design**

**Applicant:** Highlands Neighborhood Association (HNA) **Contact Person:** Elizabeth Haeck

**Title:**

**Title:**

**Address:** 216 30<sup>th</sup> Avenue, Longview

**Address:** 222 Lone Oak Road, Longview

**Phone:** (360) 442-5932

**Phone:** (360) 442-0612

**Fax:**

**Fax:**

**E-Mail:** hnalongview@gmail.com

**E-Mail:** elizabeth@communityorganizing.com

**Non-Profit Status:** NO \_\_\_ YES

**IRS Tax Identification Number** 27-71953970

**Type of Project: Please check one:**

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

**PROJECT TITLE:** Highlands Community Center Project Phase 1

**CDBG Funding Requested:** \$ 99,000

**Problem/Opportunity Description**

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

The HNA is requesting \$99,000 of a \$150,465.69 total project budget to renovate a two-building complex for use as a community center. The center would support neighborhood outreach services for six to ten years while the permanent facility is planned and constructed. The site, 292 21<sup>st</sup> Avenue, located adjacent to Archie Anderson Park, will accommodate present growth, and eventually become a key element of the larger facility. Sustainability for the center is built into the plan through business development. In addition to serving a low income population, a blighted property will be transformed into an active and attractive neighborhood hub.

**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 HNA established a community center in 2010. According to sign-in logs, the center served 5,017 persons in 2012.

The 500 square foot center is overcrowded. As programs grow, they are forced to leave the neighborhood to find adequate meeting space.

The proposed project would accommodate growth by increasing usable space to 2032 square feet for activities occurring regularly at the current location. In addition, a consignment shop where residents may sell artwork, crafts, woodwork and handmade products, and a low cost coffee shop are in planning stages. These ventures would provide sustainability for the community center through sales and commissions.

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

Objective: Improve community appearance, safety and vitality through active partnerships between local government, nonprofits, community organizations and neighborhoods.

Objective Proposed Accomplishments & Outcomes: Provide target community development assistance to income eligible neighborhoods that will focus resources for the greatest physical impact in order to encourage reinvestment.

Objective Proposed Accomplishments & Outcomes: SL-1.4 Highlands Community Center

**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.)**

Property has been purchased and applications have been submitted for permits required to make renovations. No additional barriers are anticipated.

**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: October 1, 2013

Project Completion Date: July 31, 2014

## **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 Highlands holds 4,858 residents in 1,778 low to moderate income households. 45.1% of all Highlands residents and 54.4% under the age of 18 fall below the poverty rate according to American Community Survey and 2010 Census data.

The implementation of the Highlands Revitalization Plan has been positively impacting the neighborhood since 2008. The plan's Asset-Based Approach recognizes that lasting change occurs "from the inside- out". It calls for the development of a system that builds connections between neighbors and bridges outward to connect residents to the community at-large. Although great progress has been made in strengthening the social capital of the Highlands, the effort has reached a critical point.

In order to maintain momentum, the residents must feel a sense of permanency. Neighborhood ownership of a community center where place based services and social opportunities are provided will be an essential part of lasting change and the turning point for the revitalization project. A facility that residents claim ownership of will empower them in becoming an effective community partner.

Place based activities available inside the neighborhood are changing resident's lives, but the current facility is rented and too small to accommodate increasing participation. Programs are being forced to relocate outside the neighborhood, defeating their purpose. If permanency is not established and the programs are forced to relocate outside the neighborhood, efforts of the past five years will evaporate as well, leaving even more hopelessness than existed before the current plan was established. If this revitalization effort were to fail, residents would look on future efforts as a waste of time. A neighborhood owned community center is the key to building hope and to helping residents feel accepted and supported by the greater community.

When asked what having the community center meant to her, an HNA board member, involved since 2010, said this; "it has helped me get out and meet people; I've learned to interact with more kinds of personalities. Programs at the center have helped me key into different resources in town. I would be lost without the community center, I would have no socialization".

A fourteen year old boy who visits the center daily after school said "It's a place to come to be somewhere besides the house, do something besides nothing. I can talk to people, use the computers and read books. I do my homework there. The adults that help are cool".

When this young man started visiting the center staff members were doubtful about allowing him to visit the center because of problem behaviors. He is now better socialized and his behavior has improved significantly.

A girl about the same age said; "I've learned about taking chances there. You are not afraid to speak. Nobody is afraid to come up and talk. I love the books. The new center will be right across the alley from me". Another said; "They teach me not to lie. It helps you change your life. It has books and computers, I love it there".

A developmentally disabled resident in his mid fifties battling Melanoma cancer said; “I like riding my bike down the new community trail to the center. I use the internet, and check out movies and books. Now I don’t have to wait for the bus”.

**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.**

There is no indoor facility within reasonable walking distance large enough to provide adequate space for all who wish to attend enrichment opportunities, health programs, access service information, employment opportunities, or social engagement activities. Social engagement is emerging as best practice in avoiding poor health outcomes. When citizens feel accepted and connected to their community it is less likely that they will engage in unhealthy activities, particularly crime and self medication.

The Highlands Neighborhood has been experiencing the highest rates of problem behaviors and poor health outcomes in Cowlitz County and in some cases the entire state. An article published by the Northwest Health Foundation identifies the Highlands as one of the poorest neighborhoods in the state of Washington. Residents are isolated and lack opportunities for accessing community services, educational opportunities and social engagement.

Many studies, including one from the University of Michigan find that the harmful effects of social isolation have been shown repeatedly to predict mortality and serious morbidity, especially coronary heart disease. The enormity of risk associated with social isolation is comparable with that of cigarette smoking and other major biomedical, psychological and social risk factors. An examination of death rates by selected causes between 2005 and 2009 (CT 5.02) from the American Community Survey shows that the Highlands has a disproportionate share of deaths attributed to heart disease, diabetes and lung cancer. (Margin of error 8.1% for poverty rate for all people and +/- 13.7% for poverty rate, under 18 years of age)

INDICATOR	WASHINGTON	COWLITZ	HIGHLANDS
Unemployment Rate	4.9%	6.6%	12.6%
Median Household Income	\$57,244	\$45,877	\$23,356
% Receiving Cash Public Assistance	3.7%	5.6%	16.8%
Poverty Rate, All People	12.1%	16.9%	45.1%
Poverty Rate, Under 18 years	16.0%	23.3%	54.4%

**Mortality per 100,000**

Death, all causes 2007-2009	716.6	876.1	1392.13
Death from Heart disease	216.2	249.5	434.5
Death – Cancer	176.7	217.0	373.4
Death–Chronic lower respiratory disease	44.1	71.2	111.86

The Revitalization of the Highlands is a high priority item listed in the City of Longview’s Ten Year Strategic Plan. A neighborhood community center is marked as high priority in the 5 Year Longview/Kelso Consolidated Plan. Both the strategic and the consolidated plan identify CDBG funds as a resource for accomplishing the Highlands plan.

The Latino population in the neighborhood skyrocketed from 12.7% to 20.5% since 2,000. The need to break down walls between cultures within the neighborhood is apparent. Without opportunities to develop social connections between ethnicities, cultural misunderstandings can lead to an escalation in violent crime. A multicultural community center can address these needs. Spanish speaking families, some who do not speak English, are attending meetings, programs and events at the current community center. Providing a space large enough for those who wish to participate is vital.

**Past Effort**

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

In October 2010 the HNA opened the Highlands Community Center, and soon after the Highlands Community Library inside the small center. Since opening, the HNA and Community partners have been providing programming to children and families. Read and Grow Your Mind, Capital Kids Foster Families, a Longview Police Education Program, a Community Garden, Nutrition Classes, 4-H, Youth Night, Disabled Boy Scouts, Cub Scouts, Parents with toddlers, English as a Second Language, Take off Pounds Sensibly, Computer Lab, home work support & computer lab, and Highlands Time Bank are all programs designed to improve life-skills for residents living in poverty. Residents can participate in weekly and monthly activities facilitated by a network of local service providers. In addition, dozens of local organizations share information related to their programs at monthly community meetings held at the center.

Accomplishments - Community Center Plan
2008- City of Longview creates Highlands Revitalization Plan
2008 – Highlands Neighborhood Association (HNA) established by residents
2009- Highlands Community Coach Project begins
2010-2012- HNA supports design & construction of Highlands Neighborhood trail as alternate means of transportation for residents
2010 -Highlands Community Center is established by HNA*
2011- HNA acquires 17 <sup>th</sup> Avenue property and arranges to sell it to Longview Housing Authority contribute towards purchase community center property
2012- HNA is granted CDBG funding to plan Highlands Community Center
2012-Architect David Brittell is contracted to develop plan
2012- Blighted property located at 292 21 <sup>st</sup> Avenue, adjacent to Archie Anderson Park is identified as preferred location for phase I of community center project

2013- HNA purchases blighted property located at 292 21 <sup>st</sup> Avenue
2013- HNA applies for CDBG funding to convert blighted property into phase I community center

## **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 Highlands community center project is a concept developed by the HNA in correlation with the Highlands Revitalization Plan. The organization has developed this concept in order to collaborate with local organizations that will provide place based programming at the center. Guidance and volunteer hours are contributed by local organizations and businesses including Habitat for Humanity, Brittell Architecture, J.H. Kelly, Goodwill, Millennium and others.

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

Phase I of the Highlands Community Center Project is the first step in addressing the identified problem. Earlier this year the HNA purchased a blighted property adjacent to Archie Anderson Park, the preferred location for the project. The project will more than triple the current community center space. HNA intends to repair the buildings for use as a community center as a first phase in creating a larger project. The noted improvements have been identified as necessary in converting the residence.

- Plans and Permits
- Install hallway to connect buildings
- Install insulation
- Install doorways
- Replace roof
- Repair gutters
- Replace electric, heating & plumbing systems
- Paint all interior walls, trim & ceilings
- Existing garage- insulation, replace front with wall, windows and door
- Reconstruct entry sidewalk by ramping to remove step at fence line
- Construct new concrete ramps for ADA accessibility to main entrance
- Remove wall and provide beam and column to open up the space to greatest extent possible
- Demolish and replace water damaged addition, salvage two windows for reuse
- Remove door and replace with salvaged window
- Add windows to north wall of meeting room
- Remove and replace pass through counter
- Update existing restroom for ADA accessibility
- Install new ADA accessible restroom
- Remove inside door keep cased opening to optimize space
- Install carpet and flooring throughout

- Construct storage cabinetry

**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.)**

- Felicia Conley-Project Manager  
(360)701-9633 [inklady@hotmail.com](mailto:inklady@hotmail.com)
- David Brittell – Architect  
(360) 636-5074 [david@brittellarch.com](mailto:david@brittellarch.com)
- General Contractor to oversee construction; to be determined by selection process
- Patsy Hite, HNA President- Grant Administration  
(360) 425-0563 [sunflowerz2@comcast.net](mailto:sunflowerz2@comcast.net)
- Pam Hite- Records Maintenance/fiscal support / Davis-Bacon compliance  
(360) 703-5315 [sistersinfate@gmail.com](mailto:sistersinfate@gmail.com)
- John Brickey– Compliance Advisor  
(360) 442-5080 [john.brickey@ci.longview.wa.us](mailto:john.brickey@ci.longview.wa.us)
- Dick Mueller– Project Advisor  
(360) 414-8137 [dick.mueller@ci.longview.wa.us](mailto:dick.mueller@ci.longview.wa.us)
- HNA Board of Directors-Contractor selection committee  
(360)-442-5932 [hnalongview@gmail.com](mailto:hnalongview@gmail.com)

***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.**

The following organizations will offer these programs at the community center;

- WSU Extension Office- 4-H
- Habitat for Humanity- Brush with Kindness, trainings and Homeowner Recruitment
- 1414 Club- Youth Recovery & Recovery Programs
- Shiloh Christian Fellowship- Weekly Youth Programs
- Cowlitz Health Department- Food Handlers, Senior Fitness, Nutrition, Disease Management, Tobacco Cessation Support Group
- Longview Police Department- Highlands Neighborhood Matters
- Take Off Pounds Sensibly Program (T.O.P.S.)
- Longview Public Library – English as a Second Language
- Dawn Hansen (CWCOG) Yoga Class
- Trina Jones – Boy Scouts of America, Disabled Boy Scouts and Cub Scouts
- Capital Kids Foster Family Program –Parents Night Out
- HNA –Community Meetings

**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.)

- Patsy Hite-Project Manager [sunflowerz2@comcast.net](mailto:sunflowerz2@comcast.net) (360) 425-0563
- Community Center Manager- To be determined
- Pam Hite, HNA Treasurer-Fiscal Support  
[sistersinfate@gmail.com](mailto:sistersinfate@gmail.com) (360) 703-5315
- Cindy Turpen- Highlands Neighborhood Matters Program  
[cindy.turpen@ci.longview.wa.us](mailto:cindy.turpen@ci.longview.wa.us) (360)442-5850
- Ian Mossman-Youth Program Provider (360) 442-3586
- Wesley Scott Mitchell-Librarian  
[wescmitch@gmail.com](mailto:wescmitch@gmail.com) (360) 270-7870
- Trina Jones- Boy Scouts of America Pack Leader  
[trinejones@yahoo.com](mailto:trinejones@yahoo.com) (360) 560-1902
- Carol Ledbetter- T.O.P.S. Leader (360) 425-8773
- Felicia Conley- Habitat for Humanity Neighborhood Revitalization Initiative  
[inklady@hotmail.com](mailto:inklady@hotmail.com) (360)442-5932
- Amy Gardner-Capital Kids Foster Family Support Program  
[michaelamy52@msn.com](mailto:michaelamy52@msn.com) (360) 200-2102
- Elizabeth Partridge- English as a Second Language Program Manager  
[elizabeth.partridge@ci.longview.wa.us](mailto:elizabeth.partridge@ci.longview.wa.us) (360)442-5321

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

- ✓ Operations budget is attached.

**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.)**

Once phase I (construction) is complete no fees are anticipated for community members. Any future fees will be determined by a sliding scale based on family adjusted gross income.

**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.**

Short term; Educational opportunities, employment training, access to healthcare, services & social opportunities will lead to an improved sense of community and well being. The facility will be the connection point for the neighborhood, allowing residents a sense of ownership and pride. Those who feel ownership are empowered to care for and protect their property and community. Those who lack transportation will travel no more than .6 miles to visit the facility.

Medium term; Revitalization is accomplished as a result of improved opportunity for the neighborhood. The community center, a place for residents to connect and grow will be the hub of a socially engaged district where crime and blight are minimal and opportunities & learning are commonplace.

**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.**

- Community Center Programs set in motion
- Planning, funding & implementation of building 2, Garage, for possible use as microenterprise development center
- Completion & implementation of community center master plan

**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 2000 U.S. Census Tract as noted in the HOME/CDBG Consolidated Plan)**

All 1,778 households (4,858 residents) in the neighborhood will benefit from this project. Those who do not participate in programs will benefit from an improved living environment. It is likely that most residents will attend programs at the center at one time or another.

The Highlands is a densely populated neighborhood averaging three persons per household. The poverty rate was 34% in 2000, increasing to 44% by 2010 according to U.S. Census tract level data. (CT 5.02)

**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.**

**Individuals** or Households (*circle one*)

At or below 30% Median Income: \_\_\_\_\_

At or below 50% Median Income: \_\_\_\_\_

At or below 80% Median Income: 3,415

Total number Low-Income Served 3,415

**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.**

The Highlands Community Center will be a community/public facility. It will support economic development, provide public services and eliminate blight by providing a renovated, aesthetically pleasing facility in a neighborhood struggling to eradicate blighted properties. In addition, the center will provide programs for low to moderate income residents that will support them in improving financial

and health situations, reducing the likelihood of foreclosed properties and poor health outcomes that can lead to an inability to maintain residences.

All proposed activities are priorities for CDBG program years 2009-2013.

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

The HNA will provide \$ 2,000 in-kind staff and other support to coordinate the project in collaboration with community partners. Longview Parks and Recreation Department, Longview Community Development Department, Habitat for Humanity, Lower Columbia CAP, Longview Housing Authority and others listed above offer a wealth of experience to ensure the community center planning project is carried out effectively.

**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.**

The entire remodel phase for building 1 will be covered by CDBG funds.

**23. Complete and attach the separate CDBG Budget Form.**

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

**24. Sources and Uses Fund Statement / Budget Form Narrative**

**a. Please explain all funding source(s), intended uses, other related details, and amounts. Identify if the source is Federal, State, Local, or Private.**

CDBG funds will cover the entire funding source of the project.

\$45,465.69 in funding requests to Weyerhaeuser and other organizations is included in the budget worksheet. If received, these funds would purchase a heat pump, replace the existing roof and make modifications for the planned consignment / coffee shop once renovations are complete.

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

Applications have not yet been submitted for additional items. HNA intends to submit applications in 2013. The Weyerhaeuser request is currently being drafted.

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

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

Supporting Documentation:

1. Project timeline

7. Five year operations budget
8. Letters of Support:
  - Debbie Johnson, Captain LPD
  - Sandra Junker – Executive Director; Lower Columbia Head Start
  - David Belt-Director 1414 Club
  - Dick Mueller- Longview Parks and Recreation Department
  - Diane Perron – Executive Director; Habitat for Humanity
  - Chris Skaugset- Longview Public Library; Director
  - Carol Ledbetter – Take Off Pounds Sensibly Org
  - Trina Jones – Boy Scouts of America
  - Pat Thompson – HNA Board Member
  - Jeff Dumke- Shiloh Christian Fellowship
  - Dawn Hanson – RN/ BSN
  - Carlos Carreon – Health Department
  - Michelle Parker - WSU

## **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*)
- Agency Financial Audit by e-mail** (*Most current independent audit.*)
- Housing projects: Include Proforma and Marketing Plan**
- Community Facilities Only: 5-year Operations Budget**

**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



SUBMIT THIS FORM WITH THE APPLICATION

## CDBG Budget

	Project Duration Months: 10		Source 3	Source 4	Source 5 Volunteer Orgs committed	Total
	Source 1	Source 2				
	CDBG	Brittell Arch Committed				
Commitment Dates	2013-2014	2013-2014	2013-2014	2013-2014	2013-2014	2013-2014
<b>Project Management</b> (Project Manager, Consultant Fees, Subrecipient Fees)						
<b>Architectural Fees</b>		\$6,000.00				\$6,000.00
<b>Engineering Fees</b>						
<b>Acquisition</b>						
<b>Related Costs &amp; Fees</b>						
<b>Demolition</b>						
<b>Relocation</b>						
<b>Architectural Barrier Removal</b>						
<b>Housing Rehabilitation</b>						
<b>Water / Sewer Side Connections</b>						
<b>Sewer Improvements</b>						
<b>Water Improvements</b>						
<b>Street Improvements</b>						
<b>Fire Protection</b>						
<b>Public Facility</b>						
<b>Community Facility</b>	\$81,949.00		\$20,329.50	\$25,136.19		\$127,414.69
<b>Commercial/Industrial Facility</b>						
<b>Economic Development</b>						
<b>Micro Enterprise</b>						
<b>Special ED Activity (loan/grant)</b>						
<b>Comm Based Development Org</b>						
<b>Revolving Loan Fund Program</b>						
<b>Historic Preservation</b>						
<b>Prevent/Eliminate Slum &amp; Blight</b>						
<b>Public Services</b>						
<b>Planning</b>	\$1,000.00					\$1,000.00
<b>Local Match to State/Fed Grant</b>						
<b>Other, List: Permits/Fees</b>	\$1,500.00					\$1,500.00
<b>Other, List- Enviornmental Review</b>	\$1,000.00					\$1,000.00
<b>Other, Sales Tax</b>	\$7,051.00					\$7,051.00
<b>Contingency</b>	\$6,500.00					\$6,500.00
<b>Total:</b>	\$99,000.00	\$6,000.00	\$20,329.50	\$25,136.19		\$150,465.69
Date Completed:						

Rehab costs will include;

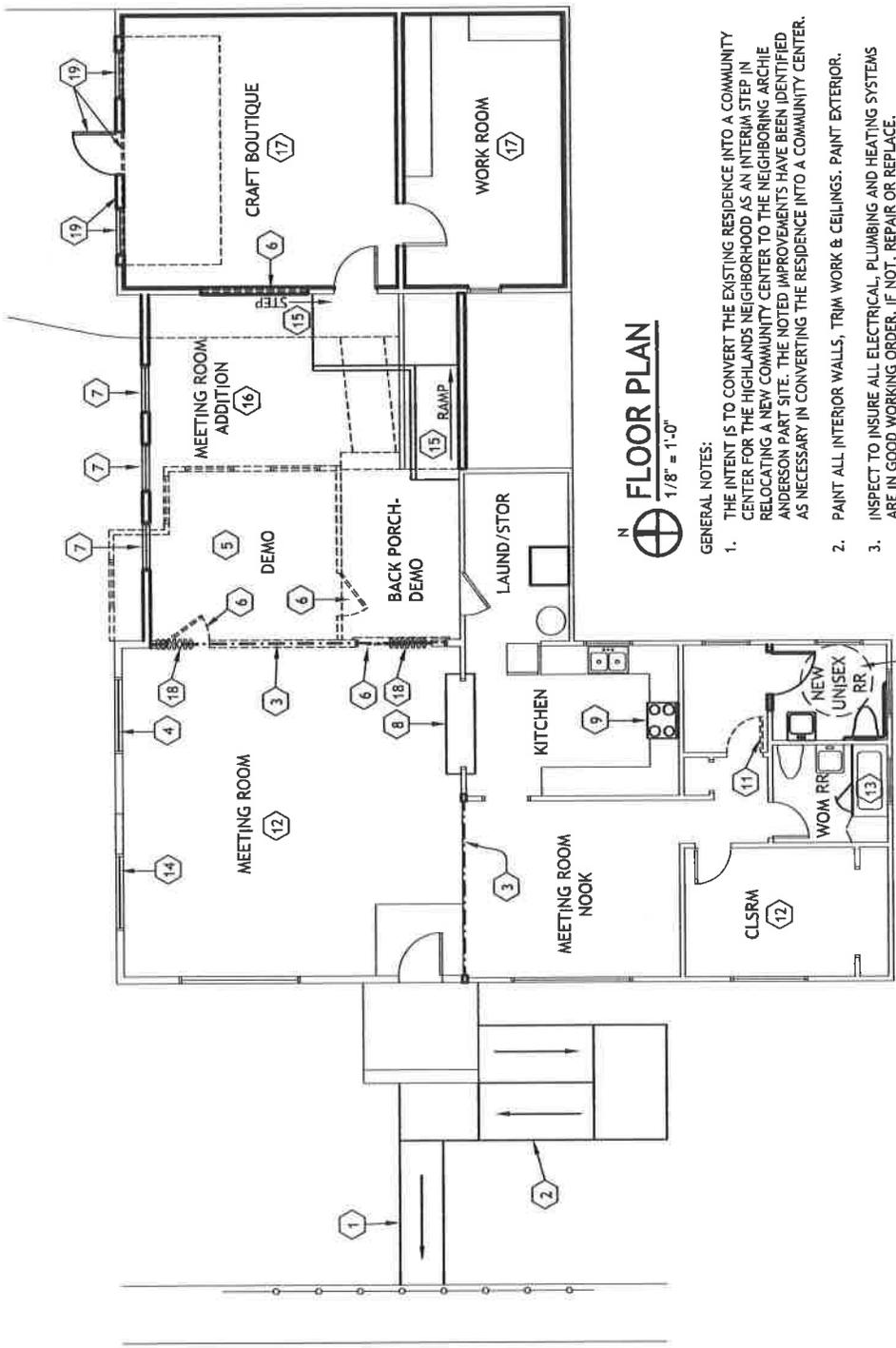
- Plans and permits
- Repair and paint all interior walls, trim work & ceilings, paint exterior
- Replace missing /damaged electrical system
- Repair and replace missing and damaged plumbing
- Replace demolished room / porch with 24' X 22.5' meeting room to connect main building to garage
- Add insulation, electrical and finish work to garage interior
- Remove and replace roofing (with architectural shingles or appropriate roofing material) and install roofing over connecting walls
- Reconstruct entry sidewalk by ramping to remove step
- Construct new concrete ramp for ADA accessibility to main entrance
- Remove wall and provide beam and columns to open up meeting space
- Remove broken windows and replace
- Demo water damaged addition and salvage windows for reuse
- Remove door and window
- Remove and replace pass thru counter
- Rehab kitchen area
- Construct new ADA restroom and remodel existing restroom for ADA accessibility
- Remove door and replace casing to 40" opening
- Install flooring and carpeting throughout
- Construct multiple storage areas and storage system
- Add rear ramp for ADA accessibility
- Convert garage to meeting room and for possible future use as retail space
- Install folding room dividers
- Remove garage door and replace with main door and windows and infill



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KEY/NOTES:

- 1 RECONSTRUCT ENTRY SIDEWALK BY RAMPING TO REMOVE STEP AT FENCE LINE
- 2 CONSTRUCT NEW CONCRETE RAMP FOR ADA ACCESSIBILITY TO MAIN ENTRANCE
- 3 REMOVE WALL AND PROVIDE BEAM AND COLUMNS TO OPEN UP THE SPACE (AS SHOWN)
- 4 REMOVE (E) BROKEN WINDOW & REPLACE W/ SAME SIZE WINDOW.
- 5 DEMO WATER DAMAGED ADDITION. SALVAGE THREE LIKE WINDOWS FOR RE-USE
- 6 REMOVE DOOR OR WINDOW.
- 7 ADD WINDOW HERE FROM SALVAGE
- 8 REMOVE AND REPLACE PASS-THRU COUNTER
- 9 REPLACE RANGE/OVEN
- 10 CONSTRUCT NEW UNISEX ADA RESTROOM (AS SHOWN)
- 11 REMOVE DOOR. KEEP CASED OPENING 32" WIDE MINIMUM
- 12 INSTALL NEW CARPET THIS AREA
- 13 CONSTRUCT STOR CABINET @ TUB. MAINTAIN TUB FOR POTENTIAL FUTURE CONVERSION BACK TO RESIDENCE
- 14 REMOVE (E) BROKEN WINDOW. REPLACE WITH (N) WINDOW TO MATCH SMALLER WINDOW SIZE.
- 15 ADD NEW RAMP & STAIR TO TRANSITION FROM HOUSE TO GARAGE LEVEL.
- 16 ADD 24' x 22'-5" TO MEETING ROOM & CONNECT TO GARAGE.
- 17 CONVERT (E) GARAGE TO CRAFT BOUTIQUE. WORK TO INCLUDE:
  - INSULATION
  - ELECTRICAL
  - FINISHES
- 18 INSTALL FOLDING ACCORDIAN DIVIDER
- 19 REMOVE (E) GARAGE DOOR. ADD (N) 3'-0"x6'-8" MAN DOOR, 2'-6"x4'-0" WINDOWS AND INFILL.



**FLOOR PLAN**  
1/8" = 1'-0"

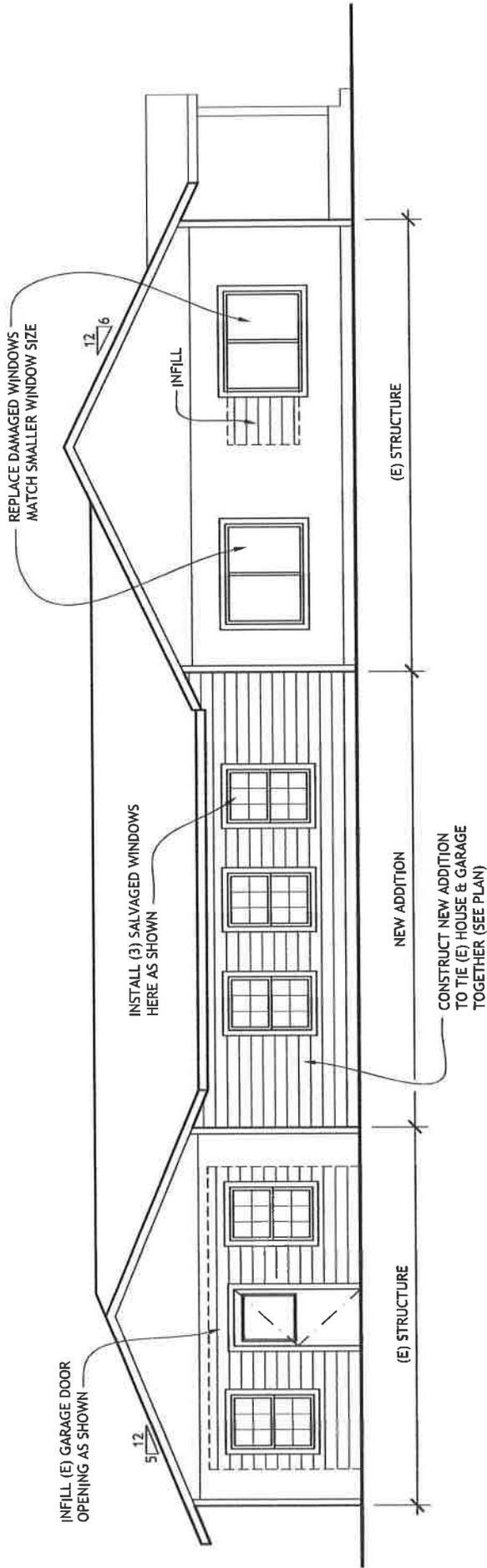
GENERAL NOTES:

1. THE INTENT IS TO CONVERT THE EXISTING RESIDENCE INTO A COMMUNITY CENTER FOR THE HIGHLANDS NEIGHBORHOOD AS AN INTERIM STEP IN RELOCATING A NEW COMMUNITY CENTER TO THE NEIGHBORING ARCHIE ANDERSON PART SITE. THE NOTED IMPROVEMENTS HAVE BEEN IDENTIFIED AS NECESSARY IN CONVERTING THE RESIDENCE INTO A COMMUNITY CENTER.
2. PAINT ALL INTERIOR WALLS, TRIM WORK & CEILINGS. PAINT EXTERIOR.
3. INSPECT TO INSURE ALL ELECTRICAL, PLUMBING AND HEATING SYSTEMS ARE IN GOOD WORKING ORDER. IF NOT, REPAIR OR REPLACE.
4. EXISTING GARAGE TO BE IMPROVED AT A FUTURE TIME FOR USE AS A CRAFT BOUTIQUE. SEE KEYNOTE 17.
5. REMOVE (E) ROOFING. REPLACE WITH ARCHITECTURAL SHINGLES.

DATE	DESCRIPTION	JOB NO:	SHEET:
12-10-12	INITIAL DESIGN	1219	A-2
2-12-13	REVISED		

**Proposed Improvement to 292 21st Ave, Longview WA  
For the Highlands Community Center**

Contact: Liz Haeck, Highlands Community Coach- 360-442-0612



# IMPROVED NORTH ELEVATION

3/16" = 1'-0"

DATE	DESCRIPTION
2-12-13	REVISED
<b>JOB NO:</b>	<b>SHEET:</b>
<b>1219</b>	<b>A-3</b>



HIGHLANDS NEIGHBORHOOD ASSOCIATION

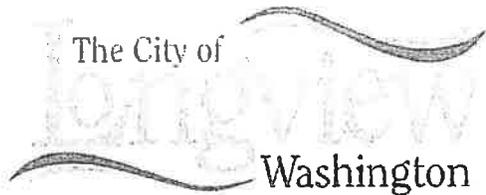
**CDBG OPERATIONS BUDGET**

for community facility projects only

Budget Year beginning date: 2013

<b>REVENUES</b>	<b>1ST YEAR</b>	<b>2ND YEAR</b>	<b>3RD YEAR</b>	<b>4TH YEAR</b>	<b>5TH YEAR</b>
Grants					
Sale of house 143 17th	17000.00	0.00	0.00	0.00	0.00
Cowlitz Community Fund(pend	24236.00				
Fund Raising	22788.00	24611.04	26579.92	28706.29	31002.79
Other Sources					
Program Service Fees (projected)		2484	2682.72	2897.34	3129.13
Consignment Sales (projected)	1233.96	1332.65	1439.26	1554.40	1678.75
Coffee/Goods(projected)	5460.00	5896.80	6368.54	6868.02	7417.46
<b>TOTAL ANNUAL REVENUE</b>	<b>70717.96</b>	<b>34324.49</b>	<b>37070.44</b>	<b>40026.05</b>	<b>43228.13</b>
<b>OPERATING EXPENSES</b>					
Salary, Wages, Benefits	2275.00	5500.00	5500.00	5500.00	5500.00
Insurance structure & liability	1021.00	1102.86	1191.09	1286.38	1389.29
contents	48.00	57.00	61.56	66.48	71.81
Rent 205 Carolina St.		0.00	0.00	0.00	0.00
Utilities	2895.00	3416.10	3689.39	3984.54	4299.30
Operating Reserve	12533.00				
Travel/Training	339.00	400.00	400.00	450.00	500.00
Office					
Equipment/Supplies	1998.50	2250.00	2430.00	2624.40	2834.35
Marketing and Advertising	2700.00	2916.00	3149.28	3401.22	3673.32
Environmental Review	1000.00	0.00	0.00	0.00	0.00
Repairs	200.00	200.00	200.00	200.00	200.00
Services - Contracts	756.00	816.48	881.80	952.34	1028.53
Maintenance Supplies	2458.00	2654.64	2867.01	3096.37	3344.08
Replacement Reserve	6000.00	6480.00	6998.40	7558.27	8162.93
Other Expenses (specify)					
Movie Night(CI 10%)	1500.00	1650.00	1815.00	1996.50	2196.15
Capital Kids	1100.00	1210.00	1331.00	1464.10	1610.51
Neighborhood Matters	1300.00	1430.00	1573.00	1730.00	1903.03
<b>TOTAL ANNUAL OPERATING EXPENSES</b>	<b>38123.50</b>	<b>30083.08</b>	<b>32087.53</b>	<b>34310.60</b>	<b>36713.30</b>

If Cowlitz Community Fund is not granted to the HNA we will have still have \$39,788.00 for continued operations and all programs.



P.O. Box 128  
Longview, WA 98632-7080  
www.mylongview.com

Jim Duscha  
Chief of Police

Robert Huhta  
Captain

Deborah Johnson  
Captain

Mary Chennault  
Administrative Manager

January 31, 2013

Ms. Julie Hourcle-Entitlement Program Coordinator  
City of Longview-Community Development Department  
1525 Broadway  
Longview, WA 98632

Dear MS. Hourcle

I am writing to support the Highlands Neighborhood Association's application for CDBG funding for their Highlands Community Center Phase 1 remodel project.

The Longview Police Department and Highlands Neighborhood Association have been working together to reduce crime and support residents in the distressed neighborhood.

A community Center would provide a place for residents to gather and network, supporting the City of Longview's strategic plan for revitalizing the district.

LPD will provide information to residents at the center through the monthly, Highlands Neighborhood Matters Program and other HNA/ LPD activities.

Community centers address some of a troubled neighborhood's toughest challenges, especially during difficult economic times. Providing a space for neighbors to connect, network, learn new skills and find information can have a dramatic effect on social, health and safety outcomes.

LPD is pleased to partner with the HNA by giving guidance, providing programming at the community center and in implementing community outreach and public safety programs when resources allow.

Sincerely,

A handwritten signature in cursive script that reads "Deborah Johnson".

Captain Deborah Johnson  
Longview Police Department



**Head Start  
Early Head Start  
ECEAP**

(360) 442-2800  
(360) 442-2819 Fax

January 29, 2013

**Ms. Julie Hourcle-Entitlement Program Coordinator  
City of Longview-Community Development Department  
1525 Broadway  
Longview, WA 98632**

**Dear MS. Hourcle and Longview City Council,**

**Head Start is pleased to support the Highlands Neighborhood Association's CDBG proposal for renovating the Highlands Community Center. The center would be invaluable in reaching neighborhood revitalization goals by building local capacity that would engage residents in accomplishing their own renewal.**

**We are eager to contribute a community partnership to this project. Our program could provide outreach connections to engage Head Start families that live in the Highlands area. The training and skills our families receive while in Head Start would form an excellent foundation for broader community involvement.**

**We so much appreciate your consideration in funding this important project.**

**Sincerely,**

**Sandra L. Junker  
Lower Columbia College Head Start  
Director  
(360) 442-2801**

1600 Maple Street  
P.O. Box 3010  
Longview, WA 98632  
(360) 442-2311  
lowercolumbia.edu



**1414 Club**

**1414 12<sup>th</sup> Avenue, Longview, WA 98632 \* (360) 425-7260**

**Recovery  
Unity  
Service**

Ms. Julie Hourcle-Entitlement Program Coordinator  
City of Longview-Community Development Department  
1525 Broadway  
Longview, WA 98632

Dear Ms. Hourcle,

The 1414 Club is pleased to support the Highlands Neighborhood Association's CDBG proposal for plan for converting a blighted property into a new Highlands Community Center.

The 1414 Club has been partnering with the HNA for over three years and is looking forward to providing neighborhood outreach activities at the renovated center.

Sincerely,

David Belt-Director  
1414 Club  
(360) 560-0384



*Longview named one of the top ten prettiest towns in America by Forbes - March 29, 2012*

P.O. Box 128  
Longview, WA 98632-7080  
www.mylongview.com

January 31, 2013

Highlands Neighborhood Association  
Elizabeth Haeck, Community Coach  
216 30<sup>th</sup> Avenue  
Longview, WA 98632

Dear Ms. Haeck:

The Longview Parks & Recreation Department is a committed neighborhood partner and supports the Highlands Neighborhood Association's CDBG application for the purpose of improving the neighborhood "community center" building. This center will provide a location for education, physical activity, job training, health providers and housing services. A larger centrally located community center facility is needed in the Highlands neighborhood to serve the diverse needs of the residents who do not have access to services.

This improvement project has the potential to enhance neighborhood connections, uplift the spirit of residents, and encourage pride in the neighborhood. The need is clearly demonstrated in the neighborhood revitalization plan and has been identified as a priority in the CDBG plan. Through partnerships and collaboration, the energy to move forward to improve the recently purchased community center is strong. Many community partners have committed to being involved and provide much needed services at the building. Neighborhood citizens have a high need to access services and resources in the Highlands area and this grant would help provide the opportunity.

This community center in the Highlands neighborhood will improve health, enhance economic development, engage citizens, promote improvement, reduce crime and increase safety.

Sincerely,

A handwritten signature in black ink, appearing to read "Dick Mueller".

Dick Mueller  
Recreation Manager

cc: Dave Campbell, Assistant City Manager/Director of Parks & Recreation



Office Address: P.O. Box 1451, Longview, WA 98632  
Habitat Office Phone: (360) 425-6177 Fax: (360) 423-7279  
Habitat Store Address: 1145 11<sup>th</sup> Avenue, Longview Habitat Store Phone: 360-636-6765  
[www.cowlitzhabitat.org](http://www.cowlitzhabitat.org)

January 22, 2013

Julie Hourcle- Entitlement Program Coordinator  
Community Development Department  
1525 Broadway  
Longview, WA 98632

**RE: Letter of Support for the HNA Community Center Remodel Grant Application**

Dear Ms. Hourcle and Longview City Council:

Cowlitz County Habitat for Humanity (CCHFH) is strongly supportive of the Highlands Neighborhood Community Center Rehabilitation grant application.

A neighborhood-owned community center would benefit the residents of the Highlands Neighborhood by providing space for place-based services and activities aimed at improving outcomes for some of Longview's most vulnerable citizens. CCHFH will continue to work closely with the Highlands Neighborhood Association to provide technical and volunteer support. We made the renovation of the Highlands Community Center a Habitat volunteer site, meaning Habitat participants can accumulate volunteer hours necessary to become Habitat homeowners at the community center site. This partnership is so important to CCHFH and the community that we included our support of this program into our strategic planning and NRI efforts and will continue to provide as able and when needed.

CCHFH will continue to work with the HNA to provide building and technical support. We have staff available to advise on aspects of the project that may include building, programs for sustainability and housing opportunities. CCHFH is one of our communities partners experienced in planning and implementing capitol projects and can offer a range of advice based on that experience.

Once the community center is complete, we plan to offer some of our homeownership activities at the center. This will include homeowner and neighborhood revitalization (NRI) recruitment, home maintenance and financial classes and a variety of training opportunities.

Thank you for considering funding this important project.

Sincerely,

A handwritten signature in black ink, appearing to read "Diane Perron".

Diane Perron  
Executive Director  
Cowlitz county Habitat for Humanity

cc: Elizabeth Haeck  
CCHFH NRI File



January 30, 2013

Mayor Don Jensen  
City of Longview  
1525 Broadway  
Longview, WA 98632

Dear Mayor Jensen:

The Longview Public Library has always been an unwavering advocate for literacy and learning in our Longview community. In this regard, we at the Library would like to lend our support to the Highlands Neighborhood Association request for CDBG funding to convert their property into a new Highlands Community Center.

The current Highlands Community Center houses the Highlands Library, and is no longer adequate to accommodate all who wish to participate in the library's literacy programs and events. Research has shown that low levels of literacy are at the heart of many social problems. In our community, approximately 18% of adult residents lack a high school diploma; that figure rises to 36.6% in the Highlands neighborhood, over on third of adults in the area. Many Highlands residents lack private transportation to visit the Longview Public Library. A new community facility that is centrally located would provide a place for Highlands' residents to access increased learning opportunities, programs like Project Read, children's programs and family literacy events sponsored by the Longview Public Library and held at the Highlands community center.

Community centers can provide essential support for residents in low-income neighborhoods, especially in a recession economy. By providing a location for residents to gather together, exchange information, plan neighborhood events, and socialize in a safe environment, a community center can be a cost-effective method for improving a neighborhood. The Highlands Community Center provides a lending library as well, making it even more valuable to residents.

By approving the Highlands neighborhood Association's grant application, the Longview City Council can demonstrate its concern for the welfare of residents in the Highlands neighborhood, and its desire to improve the lives of all of our community's citizens.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink that reads "Chris Skaugset". The signature is written in a cursive, flowing style.

Chris Skaugset  
Library Director

T. O. P. S. stands for Take Of Pounds Sensibally. We are a weight loss support group for those interested in losing weight. At our meetings we have a program on food choices ect and we discuss nutrition. We weigh in and give support if someone has gained and praise for who have lost.

We Plan on staying in the highlands for our meetings. We feel like the highlands needs this type of group. We meet once a week for about an hour.

*Carol Ledbetter*



# BOY SCOUTS OF AMERICA

January 30, 2013

Ms. Julie Hourcle- Entitlement Program Coordinator  
City of Longview-Community Development Department  
1525 Broadway  
Longview, WA 98632

Dear Ms. Hourcle,

Our local branch of Boy Scouts of America (BSA) has appreciated using the Highlands Community Center space since 2010. We were excited to hear that more space will be available to provide our programming to Highlands Youth.

Since the opening of the community center on Carolina Street we've provided two programs weekly. Cub Scouts and Disabled Boy Scouts. Recently, we were forced to make the difficult decision to relocate the Disabled Boy Scouts program outside the neighborhood as a result of inadequate space at the current center.

Boy Scouts of America fully supports Highlands Neighborhood Associations Community Development Block Grant application to fund the Highlands Community Center Project Phase 1 which will convert a blighted property located at 292 21<sup>st</sup> Avenue into a larger facility with additional space. BSA will use the new Highlands Community Center to provide Boy Scouts to Highlands' youth. We are delighted to bring the Disabled Boy Scout Program back into the neighborhood.

Thank you for your consideration of this important project.

Sincerely,

A handwritten signature in cursive script, appearing to read "Trine Jones".

Trine Jones- Program Provider  
Boy Scouts of America

My name is Patricia Thompson and I have been involved in the Highlands Neighborhood Association (HNA) for a number of years.

When I first moved to Longview in 2007, I didn't know anyone. I felt very isolated and alone. I started to get depressed since my husband was a long haul truck driver. I was left at home for weeks at a time with only my grand daughter for company.

One day I found a flyer for the HNA in my paper box. I figured it couldn't hurt to go and give it a try. If nothing else I would maybe find a few social outlets and meet some new friends.

Well....I've been a member of the HNA now for quite a few years. I've found a multitude of friends, got the social interaction I needed and am no longer in danger of slipping into depression.

I've learned about many different community based resources to help others out with like church oriented food pantries, places to go to find clothing at a small cost. Plus, I've learned more and more about interacting with different personalities.

If I didn't have the HNA to be involved with, I think there are many things I wouldn't be able to do. Volunteering has given me a way to stay physically and mentally active. I enjoy myself at the meetings and at various functions sponsored by the HNA or any one of our partners.

All in all, it's been (and continues to be) a great experience.

Patricia Thompson  
  
Highlands resident  
21<sup>st</sup> Ave  
Longview, WA



February 4, 2013

Ms. Julie Hourcle  
City of Longview-Community Development Department  
1525 Broadway  
Longview, WA 98632

Dear MS. Hourcle,

I am writing in support the Highlands Neighborhood Association's application for CDBG funding for the Highlands Community Center Project Phase 1.

Shiloh provides weekly Youth Programming for at risk youth at the current Highlands community center. The program is growing and the evidence of improved behaviors in the youth we serve is compelling.

Shiloh Christian Fellowship intends to continue providing Programs for youth at the new community center once the facility is complete.

Thank you for considering this important project.

Sincerely,

A handwritten signature in black ink that reads "Jeff Dumke". The signature is written in a cursive, flowing style.

Jeff Dumke- Senior Pastor  
Shiloh Christian Fellowship

February 4, 2013

Attn: Julie Hourcle-Entitlement Coordinator  
City of Longview-Community Development Department  
1525 Broadway  
Longview, WA 98632

Dear Ms. Hourcle,

I am writing in enthusiastic support of the proposal submitted for the proposed CDBG Highlands Community Center Phase 1 grant application, which supports converting a centrally located blighted property into a community facility where outreach programs and social activities will serve the Highlands community.

I plan to fully participate in programs offered in the facility, including providing FREE weekly beginner yoga classes to Highlands residents. Research shows that yoga is a low-cost, effective intervention strategy for helping vulnerable populations address and reduce the negative health impacts of chronic stress. The proposed facility would not only be centrally located for better access to the classes, but it would also provide adequate space for the provision of important health building community activities.

As a Highlands resident and public health professional, I fully support this proposal and the continued efforts of the Highlands neighborhood Association to improve the Highlands community.

Sincerely,

A handwritten signature in cursive script that reads "Dawn Hanson". The signature is written in black ink and is positioned above the typed name and title.

Dawn Hanson RN/BSN, MURP, MPH  
Resident of the Highlands Neighborhood



## **Cowlitz County Health Department**

900 Ocean Beach Highway, Suite 1-B  
Longview, WA 98632  
TEL (360) 414-5599  
FAX (360) 425-7531  
[www.co.cowlitz.wa.us/health](http://www.co.cowlitz.wa.us/health)

### **Board of County Commissioners**

Michael A. Kamofski	District 1
Dennis Weber	District 2
James Misner	District 3

January 31, 2013

Julie Hourcle-Entitlement Coordinator  
City of Longview-Community Development Department  
1525 Broadway  
Longview, WA 98632

Dear Ms. Hourcle,

Please accept this letter of endorsement for the proposed CDBG Highlands Community Center Phase 1 grant application supporting converting a centrally located blighted property into a community facility where outreach programs and social activities serve the Highlands Neighborhood. The Cowlitz County Health and Human Services Department has previously partnered with the Highlands Neighborhood Association to support healthy eating, active living, and tobacco free environments through the Community Transformation Grant (CTG) and appreciates the Association's efforts to improve their neighborhood's health. With the development of a Highlands Community Center, our partnership can continue and can assist in reaching the districts 4,858 residents.

Community centers decrease social isolation and increase community cohesion, general health, behavioral health and social functioning. A community center that promotes healthy living would significantly address a number of health issues that the Highlands neighborhood faces including obesity, diabetes, high blood pressure, high cholesterol, and mental health. A community center can be a safe place for the neighborhood's residents and support their efforts on improving overall health in their community.

As the Director for the Cowlitz County Health and Human Services Department, I fully support the efforts of the Highlands Neighborhood Association with their continued efforts to improve the Highlands community through policy, systems and environmental changes. We are pleased to support the proposed grant, and hope it will be met with successful funding.

Sincerely,

*Carlos Carreon L.I.C.S.W., B.C.D.*  
Carlos Carreon, LICSW, ACSW, BCD, HMHS  
Director, Health and Human Services Department  
Cowlitz County

# WASHINGTON STATE UNIVERSITY



COWLITZ COUNTY EXTENSION

February 4, 2013

To Whom it may Concern:

This is a letter of support and commitment that the WSU Extension/Cowlitz County 4-H Youth Program will continue to provide a 4-H club program in the Highlands Area of Longview. Our commitment includes providing, at no charge, a 4-H adult leader, 4-H curriculum, and supplies. This supplies are part of the JC Penney Afterschool Initiative in partnership with 4-H.

If you need any further clarification or supporting documentation, please feel free to contact either Michelle Parker, 4-H Youth Outreach Coordinator, at 577-3014 ext 6 or [parkerm@co.cowlitz.wa.us](mailto:parkerm@co.cowlitz.wa.us) or Jennifer Leach, WSU Extension Faculty 4-H Youth Development Cowlitz County, at 577-3014 ext. 4 or [jleach@wsu.edu](mailto:jleach@wsu.edu).

Sincerely,



Jennifer Leach



Michelle Parker

1946 3rd Avenue, Longview, WA 98632  
360-577-3014 • Fax: 360-423-9986 • TDD 360-577-3061

Cooperating agencies: Washington State University, U.S. Department of Agriculture, and Cowlitz County. Extension programs and employment are available to all without discrimination. Evidence of noncompliance may be reported through your local Extension office.