



HOME Participating Jurisdiction Project Design Proposal - 2013

Applicant: <u>Foundation For the Challenged</u>	Contact Person: <u>Michael Pollowitz</u>
Title: <u>Fran Wesseling, Executive Director</u>	Title: <u>Development Consultant</u>
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Non-Profit Status: NO Yes **IRS Tax Identification Number** 01-0619670

Location: Longview Kelso

Project Title: FFC Homes VIII

HOME Funding Requested: \$ \$45,000

Project Description

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

The Foundation For the Challenged (FFC) is proposing to purchase a house or duplex with a total of four bedrooms to rent to extremely low-income individuals with a developmental disability. The home will be remodeled to meet or exceed ADA accessibility requirements. The 24/7 support services will be provided by Life Works and funded by the Division of Developmental Disabilities (DDD).

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

The problem that will be addressed by this project is to reduce the burdensome rent that the proposed tenants are currently paying independently for their market-rate housing. The proposed group home setting will lower their rent, which will then provide money for other living expenses.

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

Consolidated Plan Objective Code and Number: DH-3.4

Consolidated Plan Objective Title: Expand the supply of housing resources for renters earning up to 50% of median income and for special needs populations by preventing the loss of existing subsidized housing and purchasing affordable, private multi-family housing that becomes income restricted to low income tenants.



Consolidated Plan Objective Proposed Accomplishments & Outcomes: 13 Rental units preserved/acquired; This project will create 1 unit of group home housing for 4 persons.

Project Readiness

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

FFC needs to be funded by the State Housing Trust Fund (HTF) to proceed forward. A Stage 1 application was submitted on 1/7/13. It is anticipated that the Stage 2 application will be due in August with a decision in Nov or Dec. FFC has been working closely with DDD and this project is one of their highest priorities. The initial tenants have already been identified by Life Works.

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

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

Project Start Date after Nov. 1st (mm-dd-yyyy)	01/15/2014
Project Completion Date (mm-dd-yyyy)	07/31/2014

Problem Impact and Severity

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

FFC will be purchasing only a vacant or owner-occupied home and will make a 40-year commitment to renting to extremely low-income individuals with a developmental disability whose income is at or below 30% of the area median. Rent will be set according to HOME rules for group home settings.

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

The house will be remodeled to meet the health and safety needs of the tenants. Their need for a level of accessibility and reinforced building materials will address both of these concerns. Given their limited monthly income, the affordable rents will provide the tenants more of an opportunity to personalize their home and enjoy more community outings with their remaining income.

As one of the safety features, FFC intends to install a fire retardant sprinkler system that will be monitored 24/7 and is dialed into the fire department.



DDD has identified the Longview area and this project in particular as one of their highest priorities for the development of affordable, accessible housing.

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

Although FFC owns over (90) homes providing affordable, accessible housing to people with developmental disabilities, none of these homes are located in Longview. FFC is not aware of other HTF funded housing projects in Longview that support people with developmental disabilities.

Life Works owns and operates the Longview Group Home located at 1128 8th Avenue. It was originally funded with \$324,344 by Cowlitz County in 1983 using a Referendum 37 grant. Today there are 9 adults with a developmental disability that live and receive services there.

In addition, Life Works has contracts with the State of Washington Department of Developmental Disabilities to provide the support services to 28 tenants that share (9) homes in 3 and 4 person households. The rent is paid by the tenant and their income is often \$694 per month from SSI. There are no agencies involved with the funding for the homes. They are market-rate rentals.

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?

FFC is collaborating with DDD and Life Works in the development of this project. FFC is acting in the capacity of developer, owner, and property manager. Life Works will continue to provide the tenants their 24/7 services and DDD will continue to fund these services.

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

FFC will enter into annual individual lease contracts with each tenant, track their income annually, submit rent and utility information for each home, and ensure that the pro-rated rent payment per tenant does not exceed the HOME High Rent as set annually by HUD.

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

Fran Wesseling, Executive Director of FFC, 614-923-6020, fwesseling@ffcohio.org

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

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Fran will have oversight of the entire project and will be executing all project related documents.

Michael Pollowitz, Development Consultant, 206-228-7275, mpollowitz@gmail.com

Michael will have the lead in writing the funding applications, coordinating with funders and Life Works, searching for a property, supporting the bid process for contractors, overseeing the remodeling, and ensuring the project is completed on-time and within budget.

David Scheiber, Property Manager, 206-852-5000, david-scheiber@comcast.net

David will be doing the initial tenant eligibility reviews, putting together the leases, and addressing any initial tenant or house-related problems at rent-up.

David Amerine, Chief Financial Officer of FFC, 614-923-6020, damerine@centene.com

Dave will be responsible for the fiscal management of the project including vouchering for funding, maintaining records, and the final close-out of grants.

Project Operation

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

FFC is just acting in the capacity of developer, owner, and property manager. FFC is working with Life Works on this project. They currently are funded for and provide the 24/7 support and training services to the tenants identified for this project. They will maintain this role when the tenants move into the house. The Life Works Letter of Support is in attachment.

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

Fran Wesseling, Executive Director of FFC, 614-923-6020, fwesseling@ffcohoio.org

Fran will have on-going oversight of the house and will execute documents as needed.

Michael Pollowitz, Asset Manager, 206-228-7275, mpollowitz@gmail.com

Michael will be completing all funder related reports, be the liaison between the tenants and FFC, and supervise David, the Property Manager.

David Scheiber, Property Manager, 206-852-5000, david-scheiber@comcast.net

David will be the direct interface with tenants and Life Works around leases, repairs, responding to questions and problems, and overseeing the overall maintenance of the house.

David Amerine, Chief Financial Officer of FFC, 614-923-6020, damerine@centene.com

Dave will be responsible for the fiscal management of the house including budgeting, vouchering for funding, maintaining records, and reconciling the income & expenses.

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

There is no Marketing Plan. One of the HTF contractual requirements is that DDD will be the referral entity for this house. Given the complexity of service funding and the importance of roommate matching, Life Works will work directly with DDD on future tenant referrals. FFC will enter into a Referral Agreement with DDD once this project is fully funded. These Referral Agreements are standard practice and FFC has an existing Agreement with DDD Region 2.

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

DDD and Life Works will refer an eligible tenant(s) as vacancies occur. FFC will review tenants based on their rental application and funder eligibility requirements.

DDD and Life Works both incorporate philosophies that maximize the rights and responsibilities of people with developmental disabilities to participate in and make decisions about events that affect their lives. This housing opportunity will be another extension of this philosophy.

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

This project offers tenants long-term, stable housing that is both affordable and accessible. The specific health and safety needs of the tenants will be addressed in developing the remodeling scope of work. The affordable rents will provide opportunities for the tenants to use their additional income to improve their quality of life.

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.

FFC believes that the problem of affordable, accessible housing will be addressed for the initial tenants once the project is completed and the tenants move in. Longer term, this home will continue to be an affordable housing resource for 40 years.

Households Benefiting

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

At or below 30% of Median Income: 4

At or below 50% of Median Income:



At or below 80% of Median Income: _____
TOTAL Number of Households: 4

Budget

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

In a discussion about the project with Julie Hourcle' of CDD and Marti Johnson of Life Works, the suggestion was that HOME funding was the most appropriate match for this project.

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

FFC is committing \$3,000 to the project for the Operating Reserves.

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

With approximately 89% of the budget coming from the HTF, this project cannot move forward without their funding support. FFC has already submitted a Stage 1 application to the HTF on 1/7/2013. The anticipated submittal of the Stage 2 application will be in August.

22. Complete and attach the separate HOME Budget Form.

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

23. Sources and Uses Fund Statement / Budget Form Narrative

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

- The State Housing Trust Fund is state bond derived funding that is being requested to provide \$350,255. The funding will be used for every aspect of the project's development with the exception of the Operating Reserves.
- The City of Longview is being requested to provide \$45,000 in federal HOME funding to be used for the partial costs of Acquisition and the Developer Fee.
- FFC will be providing \$3,000 of private funding that will be used for Operating Reserves.

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

The HTF and the City of Longview funding are both proposed. The FFC funding is committed.

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

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

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

\$ _____ A. Cash Contributions
\$ _____ B. Forgone, Taxes, Fees and Charge
\$ _____ C. Donated Land or Other Real Property
\$ _____ D. On Site and Off-Site Infrastructure
\$ _____ E 1 Donated Site Preparation
\$ _____ E 2 Donated Construction Material
\$ _____ E 3 Donated Labor (other than homeowner): Number or hours _____ times \$10 per hour
\$ _____ E1 Sweat Equity (homeowner only): Number or hours _____ times \$10 per hour
\$ 350,255 F. Proceeds from Affordable Housing Bonds
\$ _____ G. Supportive Services – Type _____
\$ _____ G1 Homebuyer Counseling Services
\$ _____ Estimated/Unknown at this time. Type : _____

Attachments

25. Required Attachments

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

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

- **Sources of Funds**



1. Include commitment letters with all terms and conditions for all mortgages, loans, grants, subordination agreements, private fundraising, bridge (interim) loans and investment tax credits (historical low-income, if applicable); **In attachment.**
 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.
In attachment.
 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).
N/A
- **Uses of Funds N/A**
 1. Earnest money agreement, option or closing statement for land and/or building(s);
 2. Construction cost estimate
 3. Construction contract or preliminary (bids)
 4. Agreements governing the various reserves which are capitalized at closing (to verify that the reserves cannot be withdrawn later as fees or distributions.)
 5. Appraisal (to substantiate the value of the land and the value of the property after rehabilitation or the structure being built)
 6. If low-income tax credits are utilized, provide documentation on the syndication costs (legal, accounting, tax opinion, etc.) from the organization/individuals who will syndicate and sell the offering to ensure that the project can support the fees necessary to syndicate/fund the project. All assumptions should be verified in the supporting documentation.
 - Maps, architectural renderings and elevations, floor plans
 - Surveys and other professional reports
 - Letters from local, state, or federal agencies directing the repair or creation of a specific housing project
 - Letters attesting to the subject problem
 - Letters of support
 - **In attachment from Life Works**
 - Current news articles
 - Engineering, soils, or environmental reports



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

Life Works recognizes the critical importance of the Division of Developmental Disabilities (DDD) in the lives of people with developmental disabilities and their family members. DDD provides the essential funding for and contracts with Life Works to provide the necessary residential support services. Given this partnership, Life Works and DDD will work jointly to implement a Tenant Selection Process that includes:

- identifying potential tenants that have a developmental disability;
- through a tenant application and/or screening process qualify for the housing based on funder eligibility criteria;
- have sufficient service funding to ensure their health and safety; and
- where appropriate, there is a reasonable expectation of house-mate compatibility.



Longview/Kelso Home Consortium
PROJECT BUDGET AND FUNDING SOURCES

	Longview HOME Source 1	HTF Source 2	FFC Source 3	Source 4	Source 5	Total Cost	How costs determined (bid, est.)	
Commitment Dates	2013							
ACQUISITION								
Purchase Price - Land						\$0.00		
Purchase Price - Bldg.	40,500	219,500				\$260,000.00	Market Study	
Transaction Taxes						\$0.00		
Closing/Recording Fees		1,300				\$1,300.00	prior projects	
Title Insurance/Binder Fees		1,200				\$1,200.00	prior projects	
Appraisal		500				\$500.00	prior projects	
Other:						\$0.00		
Subtotal	40,500.00	222,500.00	0.00	0.00	0.00	\$263,000.00		
PREDEVELOPMENT								
Architect		6,000				\$6,000.00	prior projects	
Engineering						\$0.00		
Legal Fees						\$0.00		
Environmental Review		2,000				\$2,000.00	prior projects	
Preconstruction Inspection		600				\$600.00	prior projects	
Other:						\$0.00		
Subtotal	0.00	8,600.00	0.00	0.00	0.00	\$8,600.00		
CONSTRUCTION COSTS								
New Construction						\$0.00		
Rehabilitation		55,000				\$55,000.00	prior projects	
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 Builidng						\$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		300				\$300.00	prior projects	
Contingency		8,250				\$8,250.00	HTF requirement	
Other: Utilities		600				\$600.00	prior projects	
Subtotal	0.00	64,150.00	0.00	0.00	0.00	\$64,150.00		
OTHER								
Home Buyer Counseling						\$0.00		
Credit Report Fees						\$0.00		
Operating Deficit Reserves						\$0.00		
Relocation Costs						\$0.00		
Operating Reserves			3,000			\$3,000.00	prior projects	
Loan Fees		7,005				\$7,005.00	2% HTF fee	
Tenant Rental Assistance						\$0.00		
Affirmative Marketing						\$0.00		
Project Management		10,000				\$10,000.00	prior projects	
Developer Fees	4,500	35,000				\$39,500.00	10% of award	
Other: Accounting/Audit		1,000				\$1,000.00	prior projects	
Other: Real Estate Tax		2,000				\$2,000.00	Market Study	
Subtotal	4,500.00	55,005.00	3,000.00	0.00	0.00	\$62,505.00		
HOME TOTAL	\$45,000.00	\$350,255.00	\$3,000.00	\$0.00	\$0.00	\$398,255.00		
Date: 3-4-2013								
Sponsor: Foundation For the Challenged	Project Address: TBD							

Sponsor Name:	Foundation For the Challenged
Project Name:	FFC Homes VIII

R E S I D E N T I A L	
Residential Total	Explanation
Acquisition Costs:	
260,000	The \$260,000 for the purchase of (1) four-bedroom house or (1) duplex with four-bedrooms was derived from a Market Study completed in December, 2012 by Brian Redman, the project's realtor.
2,500	The pricing is based on an estimate provided by First American Title & Escrow and consistent with the pricing on houses that were recently purchased on the consultant's other projects.

Construction:

-	
55,000	This house's scope of work for accessibility modifications, useful life improvements, and remodeling to meet the unique needs of the tenants is consistent with the consultant's recent projects costing around \$55,000.
8,250	FFC is using the HTF requirement of 15% of the rehabilitation budget.
-	

Soft Costs:

500	Buyer's Appraisal This is based on pricing provided by The Sterling Appraisal Group and consistent with prior projects.
6,000	Architect This is based on pricing provided by Environmental Works and consistent with prior projects.
2,000	Environmental Assessment This is based on a pricing estimate by PBS Environmental and consistent with prior projects.
34,500	Developer Fee This is based on the industry standard of 10%.
10,000	Project Management This is based on and consistent with prior projects.
600	Building Inspections This is based on pricing from HKI and consistent with prior projects.
-	

Permanent Financing

6,720	State HTF Fees This is based on a HTF 1% monitoring fee and 1% administration fee of the HTF award.
-	

Capitalized Reserves

3,000	Operating Reserves This is a one-time capitalization of approximately 50% of the project's 1st year operating expenses.
-	

Other Development Costs

2,000	Real Estate Tax This is based on the property taxes of houses identified in the Market Study and prorating their taxes for the approximately 9 months remaining after closing.
300	Insurance This is based on current rates for FFC prorated after closing.
600	Development Period Utilities This is based on the consultant's recent projects of utilities use and cost.
1,000	Accounting/Audit This is based on FFC's previous projects to cover audits, bookkeeping, and accounting costs.
-	

HOME Proforma

Assumptions:

Cost: (total investment)	\$350,000.00
Less: First Loan (amount)	\$302,000.00
Less: Second Loan (amount)	\$
Cash (equity) required	\$3,000.00
HOME Request	\$45,000.00

Step 1: Determine the Net Operating Income

Gross Rental Income (Complete Rent Schedule below)	\$12,672.00
Less: Vacancy (5%)	\$637.00
Effective Gross Income (EGI)	\$12,035.00
Less Operating Expenses	\$10,500.00
Maintenance	\$2,000.00
Property Taxes	\$0.00
Insurance	\$700.00
Utility Service: (Paid by Owner)	\$4,200.00
<i>Electricity</i>	\$1,800.00
<i>Natural Gas</i>	\$0.00
<i>Water</i>	\$600.00
<i>Sewer</i>	\$360.00
<i>Solid Waste</i>	\$600.00
<i>Stormwater Utility</i>	\$240.00
<i>Groundskeeping</i>	\$600.00
Property Management Fees at _____ (Insert %)	\$3,600.00
Social Service Administrative Fees at _____ (Insert %)	\$0.00
Net Operating Income (NOI)	\$1,535.00

Step 2: Compute the Cash on Return

Net Operating Income (NOI)	\$1,535.00
Debt Service (First Loan)	\$0.00
Debt Service (Second Loan)	\$
Total Debt Service	0
Cash Flow	\$1,535.00

$$\frac{\text{Cash Flow}}{\text{Equity}} = \frac{\text{N/A}}{\text{N/A}} = \text{Cash on Cash Return} = \frac{\text{N/A}}{\text{N/A}}$$

Rental Schedule

Size	No. of Units	Monthly Rent/Unit	Total Rent	List Utilities to be paid by Tena (Electricity, Gas, etc)
0 -Bed				All all except telephone & cable
1- Bed				
2-Bed				
3- Bed				
4-Bed	1	1056	12,672	
Gross Rental Income			12,672	

Development Capacity Certification

List your Project: **FFC Homes VIII**

Project Name: **FFC Homes VIII**

Address: **TBD**

City: **Longview**

Owner, Developer, Sponsor (circle or bold all that apply)

Rental, Homeownership, Lease-to-Own, Self-Help (circle or bold one)

New Construction or Rehabilitation (circle or bold one)

Pre-development Start Date: **January 15, 2014**

Construction Start Date: **May 1, 2014**

Expected Construction Completion Date: **July 31, 2014**

Total Project Units: **4**

Financial Capacity

Project Budget from all sources: **\$350,000** Are all sources committed? Yes No **X**

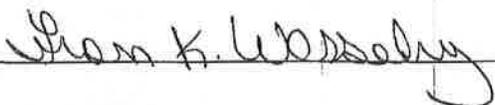
HOME dollars \$ **45,000**

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

Note additional project information here: **No additional Information to provide at this time.**

Current Projects which will be underway at the same time: **FFC Homes VIII is a scattered site, special needs project that includes the development of (6) houses for extremely low-income individuals with a developmental disability. FFC will be in the process of acquiring (5) other houses as part of this project. One of those (5) houses will be in Longview. FFC has a very experienced development team that can readily develop the (6) houses for this project on-time and within budget.**

I certify that the **Foundation For the Challenged** has the personnel and financial capacity to develop this project as noted on these forms:

Signed , Executive Director.

Date: **March 4, 2013**

Developer Staff Capacity

List all Staff and contracted employees who will be involved in this project:

Name and job title: Michael Pollowitz, Development Consultant

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

Number weekly hours to be dedicated to this project: As many as necessary to complete each stage of the project on-time and within budget.

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

Responsibilities/capacity for project: Michael will have the lead in developing the project from funding award to rent-up. This project will receive Michael's full attention and effort to develop and complete.

Name and job title: _____

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

Number weekly hours to be dedicated to this project: _____

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

Responsibilities/capacity for project:

Name and job title: _____

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

Number weekly hours to be dedicated to this project: _____

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

Responsibilities/capacity for project:

Name and job title: _____

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

Number weekly hours to be dedicated to this project: _____

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

Responsibilities/capacity for project:

Complete additional staff sheets as needed.



Helping people make life work.

February 25, 2013

Longview Home Program
City Hall
Longview, WA 98632

Re: Home Application for low income housing

Dear Council Members.

Life Works has been serving people with developmental and intellectual disabilities in our community for thirty four years. These individuals are typically in the very low income category and are renting places to live in our community at market rates. They often have to live with unrelated people in order to share living expenses and in order to receive the supported living services that the state is contracting with us to provide. With this arrangement, most individuals have very little money left for food, clothing, and an occasional recreational activity.

With this project, the people we support will only pay one third of their income for their rent and utilities which will significantly improve their lives. While many of them struggle to find jobs to make ends meet, this project will reduce their costs and provide them with safe, affordable housing.

Life Works will continue to provide the twenty four hours per day, seven days per week support for the individuals who will move into this housing. We have identified current clients who are most in need of the configuration of housing being proposed in this grant request. History tells us that once these individuals make this their home; they will live there for many years.

In addition to providing supported services, Life Works will take on a role of collecting and paying rents, notifying the rental agency of maintenance needs, assisting tenants to keep the property presentable, and assisting tenants to keep the home clean and safe.

Thank you for considering this very important project. With this grant, you will be making an important contribution to the community's low income housing stock and to the lives of individuals who will have the opportunity to live here.

Sincerely,

A handwritten signature in black ink, appearing to read "Marti Johnson", written over a large, stylized, light-colored scribble or watermark.

Marti Johnson, CEO