

City of Longview
2013 Community Development Block Grant
Project Design

Applicant:	Longview Housing Authority	Contact Person:	Christina Pegg
Title:		Title:	Chief Executive Officer
Address:	820 11 th Ave. Longview, WA 98632	Address:	820 11 th Ave. Longview, WA 98632
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Non-Profit Status: NO ___ YES <u>X</u>		IRS Tax Identification Number <u>91-1012000</u>	

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: Tenant Based Rental Assistance for Survivors of Domestic Violence

CDBG Funding Requested: \$ 6,204.00 for Project Administration

Problem/Opportunity Description

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

Longview Housing Authority is requesting \$6,204 to administer HOME project with Emergency Support Shelter (ESS) to provide transitional housing rental assistance to ten (10) participants enrolled in the ESS shelter who are not otherwise able to live independently due to their inability to pay rent. In a planned continuum of services, participants in good standing with ESS will be eligible to transition to the Section 8 Housing Choice Voucher (HCV) program after 12 (twelve) months, where families would

have the opportunity to enroll in Family Self-sufficiency programs and eventually the Voucher Homeownership programs.

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.

Unfortunately, due to waits of up to seven (7) years on the Housing Choice Voucher waiting lists, LHA is unable to provide help quickly to families that are victims of domestic violence. In the midst of crisis, any wait, particularly of this length of time can only exacerbate events of abuse as well as create a heightened sense of hopelessness.

ESS is not financially able to provide permanent housing for an extended period of time. Consequently, many participants that begin receiving assistance from ESS are unsuccessful in the long term due to lack of continuous stable and affordable housing.

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 Code and Number: **DH-2.3**

Objective Title: **Assist domestic violence survivors and persons in recovery who have a cost burden.**

Objective Proposed Accomplishments & Outcomes: **35 TBRA vouchers created for domestic violence survivors and persons in recovery who have a cost burden.**

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.)

As recently as 2011, Longview Housing Authority had a TBRA program in place for the ESS which was operated for a number of years. As a result, LHA has all the components in place to implement this program, which includes a Memorandum of Understanding (MOU) with ESS.

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

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

Project Start Date (mm-dd-yyyy) 8/1/2013

Project Completion Date (mm-dd-yyyy) 7/31/2014

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.

Pathways 2020 report shows that domestic violence is a significant issue in Cowlitz County, with domestic violence arrests at a level higher than the state average. In 2005, the report shows an arrest rate for domestic violence offenses at 9.3% per 1000 compared to the state rate of 6.6% per 1000. For the 2012 Point in Time Count, 50 out of 151 households reported that domestic violence was the primary cause of their homeless status, which is 33%.

Efforts to assist families to break free and remain free from domestic violence are crucial in ending not only the violence in that immediate family unit, but hopefully for future generations as well. Victims of domestic violence have experienced a wide range of trauma from their abusive situation, often times for extended periods of time. This often results in victims having significant obstacles in achieving and maintaining self sufficiency after leaving their domestic violence situation. The single most challenging barrier for the families served by ESS is the ability to secure and sustain safe and affordable housing. By offering housing through this program along with supportive case management and life skills services ESS will work with families for the long term goal of self sufficiency.

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.

Many studies have shown the negative impacts that domestic violence has on families, communities and children. The ACES study cites family violence and dysfunction as adverse childhood effects that can have a disturbing long term impact on children into adulthood. Domestic violence directly impacts the health and wellbeing of victims in many ways including mental and emotional distress, physical injuries and even death. The impacts of domestic violence not only affects a victims (adult or child's) ability to be successful in their day to day activities but also burdens our community economically because of the costs associated with incarceration, prosecution and monitoring of offenders.

Past Effort

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

In the past few years, ESS had about 15 transitional housing slots available through a partnership with Longview Housing Authority (LHA) using City of Longview HOME funds and through the State of Washington. Last year LHA did not apply for HOME funds from the City of Longview because of a lack of funds available to pay for administering the rental assistance program. The Emergency Support Shelter offers a wide range of supportive services to reduce impacts of domestic violence and facilitate victims from exiting violent relationships. Those services include: emergency shelter for up to 60 days, 24/7 crisis intervention, individual advocacy, case management, safety planning, legal advocacy, community outreach, education and life skills programs.

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?

Our agency has been working with the Emergency Support Shelter to identify other rental assistance options since our TBRA grant expired in July 2011 without success. This program will be a collaboration between the Emergency Support Shelter and Longview Housing Authority. LHA will manage the rental assistance aspect of the program and ESS will provide case management and life skills services.

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

ESS will determine overall suitability of clients and refers them to LHA. LHA then determines their housing eligibility according to HOME rules. After the client is determined eligible, LHA conducts briefings to ensure Participant understands the TBRA program and issues a TBRA voucher to the Participant. Briefings include a 25 minute "how-to" video, a 45 minute review of the video and discussion regarding all programmatic documents, and interview with staff to receive voucher and rent calculation worksheet. Upon locating suitable housing within the City of Longview, LHA prepares final Housing documents. LHA provides reports to the city from statistical information provided by ESS and LHA staff. LHA continues to monitor participants for income and continued eligibility. After nine months, LHA will determine a client's eligibility for transition to the Housing Choice Voucher program, if vouchers are available. There is no guarantee that vouchers are available. At the 10 month mark, a participant is issued a Housing Choice Voucher as they come available. After 12 months, the participant enters into a Housing Choice Voucher agreement with new landlord which LHA processes.

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.)

Sherrie Tinoco, Emergency Support Shelter Director, (360) 425-1176, sherriet@cascadenetworks.net

Developing Partnership.

Chris Pegg, LHA CEO, (360) 423-0140 ext.15, cpegg@longviewha.org, Developing Partnership

Vickie Rhodes, LHA Housing Programs Manager, (360) 423-0140 ext. 11, vrhodes@longviewha.org,

Project Manager

Hazel Faul – Program Manger, ESS – (360) 425-117y, ext. 26, hazelj@cascadenetworks.net

Nancy Bell – Life Skills Advocate, ESS – (360) 425-1176 ext. 18, nancyb@cascadenetworks.net

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.

This proposal involves a partnership with Emergency Support Shelter (ESS) and local landlords. ESS will be responsible for determining eligibility, referral and monitoring for compliance with Stability/Treatment Plan. Each individual landlord will be responsible for complying with the Housing Assistance Payments contract that will be initiated upon approval of a rental unit for the family.

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.)

Sherrie Tinoco – Executive Director, ESS – (360) 425-8629 ext. 17, sherriet@cascadenetworks.net – administration

Vickie Rhodes, LHA Housing Programs Manager, (360) 423-0140 ext. 11, vrhodes@longviewha.org, Project Manager

Theresa Steele, LHA Housing Specialist, (360) 423-0140 ext. 22, tsteele@longviewha.org, Client Intake, Eligibility Determination, Issue Housing Voucher.

Hazel Faul – Program Manager, ESS – (360) 425-1176 ext. 26, hazelj@cascadenetworks.net – program planning, day to day management

Nancy Bell – Life Skills Advocate, ESS – (360) 425-1176 ext. 18, nancyb@cascadenetworks.net – direct client service provision

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

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.)

N/A

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 goals include temporary housing needs that are met and the dangers connected to homelessness and helplessness are eliminated. Each participant is required to complete a Housing Stability Plan.

Long Term Goals: While successful transition to HCV is the end product of the TBRA program, participation in Voucher program provides every participant family access to the Family Self-sufficiency and HCV Homeownership programs. It is this offer of a continuum of services that enable participants

to reintegrate back into the community as more self-sufficient, economically independent and productive citizens.

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.

After successful transition to the Section 8 Housing Choice Voucher program, it is important that participants continue with group support as needed, along with continued individual counseling where available. Continued involvement in supportive services is a proven factor in achieving and maintaining long-term stability and/or recovery.

We anticipate seeing a continued ongoing need for services as new victims of domestic violence come forward in the future. We anticipate those numbers running in the approximate range of the need that we see today.

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)

10

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: 10

At or below 80% Median Income: _____

Total number Low-Income Served 10

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. City staff have instructed us to apply for CDBG funding to cover the administrative costs of managing this program because there are no HOME funds available for this purpose.

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

Federal budget cuts over the last several years have forced cuts to our core programs including reductions in staffing. We do not have additional funding available to cover the costs associated with administration of this program.

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 This program is dependent upon two funding sources: HOME and CDBG. If either of these sources are not realized, we would not be able to offer this program. CDBG will be utilized to cover administrative expenses and HOME funding will provide a rental subsidy.

23. Complete and attach the separate CDBG Budget Form.

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

(See Attached Budget)

24. Sources and Uses Fund Statement / Budget Form Narrative

a. Please list all funding source(s), intended uses, and amounts from your budget form.

Identify if the source is Federal, State, Local, or Private.

(See Attached Use of Funds)

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

(See Attached Use of Funds)

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

(See Attached Use of Funds)

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

(See Attached Use of Funds)

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

Project Timeline

Detail Tasks for Project	Start Date	Completion Date
	Month Day Year	Month Day Year
ESS determines overall suitability	8/1/2013	7/31/2014
ESS refers clients to LHA	”	”
LHA determines housing eligibility	”	”
LHA conducts briefings* to ensure Participant understands the TBRA program and issue a TBRA voucher to the Participant	”	”
Participant locates suitable housing within the City of Longview	”	”
ESS and Participant enter into a Housing Stability Plan	”	”
LHA prepares final Housing documents	”	”
Participant and Landlord sign lease-up documents	”	”
ESS provides education and support to Participant	”	”
ESS provides statistical information to LHA for reporting purposes	”	”
LHA monitors Participant for income and continued eligibility	”	”
At 9 month mark, LHA determines eligibility for transition to HCV**	”	”
At 10 month mark, Participant issued HCV	”	”
At 12 month mark, Participant enters into HCV agreement with new landlord	”	”

*briefing includes a 25 minute “how-to” video, a 45 minute review of the video and discussion regarding all programmatic documents, and interview with staff to receive voucher and rent calculation worksheet

** if HCV are available –no guarantees

Tenant Based Rental Assistance (TBRA) for Survivors of
Domestic Violence
Use of Funds

	CDBG	HOME	ESS
- Project Management			
Fee for Project Manager and Financial Admin.	\$6,204		
- Rental Assistance		\$62,040	
- Supportive Services			\$29,404
TOTALS	\$6,204	\$62,040	\$29,404

SUBMIT THIS FORM WITH THE APPLICATION

CDBG Budget

	Project Duration		Months:			Total
	Source 1	Source 2	Source 3	Source 4	Source 5	
	CDBG					
Commitment Dates	2013					
Project Management (Project Manager, Consultant Fees, Subrecipient Fees)	\$6,204.00					\$6,204.00
Architectural Fees						
Engineering Fees						
Acquisition						
Related Costs & Fees						
Demolition						
Relocation						
Architectural Barrier Removal						
Housing Rehabilitation						
Water / Sewer Side Connections						
Sewer Improvements						
Water Improvements						
Street Improvements						
Fire Protection						
Public Facility						
Community Facility						
Commercial/Industrial Facility						
Economic Development						
Micro Enterprise						
Special ED Activity (loan/grant)						
Comm Based Development Org						
Revolving Loan Fund Program						
Historic Preservation						
Prevent/Eliminate Slum & Blight						
Public Services						
Planning						
Local Match to State/Fed Grant						
Other, List: Permits/Fees						
Other, List						
Other, Sales Tax						
Contingency						
Total:	\$6,204.00					\$6,204.00
Date Completed:	1/31/2013					



Emergency Support Shelter

*support * validation * safety * hope*

P.O. Box 877
304 Cowlitz Way
Kelso, WA 98626 1/31/13
www.esshelter.com

360-425-1176
Fax 360-425-3970

To Whom It May Concern:

On behalf of the Emergency Support Shelter and the clients we serve, I would like to thank you for considering the request for TBRA Funding by Longview Housing Authority to support transitional housing with case management services for victims of domestic violence.

In this program, we are able to see women's lives change in a positive direction through empowerment, increased self-confidence and renewed hope. Their children also receive the benefit of a life free from domestic violence. We have been thrilled with the success of this program and the positive, life changing impacts it has offered to participants.

As partners in this funding request, ESS commits to provide individual case management services during the participants stay in TBRA as well as life skills assistance and other supportive services such as support groups, crisis intervention and advocacy services. In our emergency shelter, ESS served over 250 households of women and children last year, the majority of whom could have benefited from supportive housing services in order to rebuild their lives after domestic violence. There are multiple and complex barriers for women and their children after living in a domestic violence relationship. Through supportive programs such as the one proposed by Longview Housing Authority, there is a greatly increased likelihood that women and children will succeed and thrive in their new lives free from violence, pain and fear.

Thank you again for your consideration of this funding request. If you would like any additional information, please contact me at 425-8629 ext. 17 or by e-mail at sherriet@cascadenetworks.net.

Sincerely,

Sherrie Tinoco
Executive Director



