

Document Recording Fee Project Design Proposal - 2014

Applicant: Community House on Broadway
Title: 2014 Operational Support
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Non-Profit Status: NO ___ Yes X **IRS Tax Identification Number** 94-3067129

Project Title: Continued Operational Funding for Community House on Broadway- Operational support for the area's homeless rehabilitation center. Community House on Broadway **\$23,500**

Document Recording Fee Requested: \$ 23,500

Project Description

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

Community House on Broadway is the only homeless rehabilitation center in Cowlitz County. This project will supply much needed funds to continue to support its operation. In 2013 the Community House served 664 unduplicated individuals with emergency residency and professional case management in its facility. It is noteworthy that 184 of these residents were minors under 18 years of age. Statistics also indicate that approximately 23% of women and children had been victims of domestic violence within the past year. This data demonstrates that Community House serves the most vulnerable homeless population within the community. Furthermore, over 52,000 meals were served to residents and non-residents throughout the year. Since January of 2013 there has been an increased demand to meet the needs of more individuals and families than in previous years. Subsequently, utility bills, maintenance repairs, and additional case management have increased as the population expanded. Historically, Longview Document Recording Fee funds have given a tremendous reprieve from the high cost of sheltering 90-100 residents per night.

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

Homelessness and poverty continue to be a problem in Cowlitz County. Data from 2013 showed that Community House had to turn away 506 individuals because the shelter was filled to capacity. Although turn-away rates are high, Community House on Broadway has a tremendous opportunity to assist hundreds of individuals and families each year with food, shelter, and case management as they overcome the barriers that prevent them from stable housing and self-sufficiency.



Problem Impact and Severity

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

Community House is in need of funds to supplement its water, sewer, garbage, and other utilities cost. By providing residents with basic necessities they can focus their efforts on recovery and not merely day to day survival. In addition, these funds allow us to use other resources to make building improvements and maintain a 1924 building. For example, in the winter of 2013 Community House had to renovate its clothing store God's Closet. If funding from the document recording fees were not available then such projects would not be able to take place and the facility would continue to deteriorate. Thus, the board of directors and staff are optimistic that with continued operational support from the City of Longview, other funds can be budgeted for future projects.

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

Professional case management is the cornerstone to Community House on Broadway's program. The successful outcomes of our program depend heavily upon the ability of our case managers to guide and coach each client to self-sufficiency. The case management program at CHoB is one of the main reasons Community House can be classified as a homeless recovery center. It is our goal for every adult resident at CHoB that they meet with a case manager for an assessment within 3-6 days of their intake. Individuals or families entering the shelter receive a comprehensive rapid re-housing assessment within the first week. This comprehensive assessment is used to determine what barriers the particular household has to retaining and maintaining permanent housing. The case managers also works with the individual or family to create a unique action plan that they can begin implementing. The case management team at CHoB is well qualified and experienced to accommodate the diverse backgrounds that accompany the homeless population. At CHoB we have witnessed an increasing number of homeless veterans, single women of domestic violence, those with mental illness, and senior citizens. Therefore, each action plan is tailored to meet the specific needs of the individual.

We offer case management services to all of our adult residents and have a well-established after school program for the approximately 20-30 children we serve per day. In 2013, a Housing Retention Team program was added to CHoB, which gives residents that have exited the shelter the option to receive additional case management services for up to one year. The goal is to help former residents maintain stable housing and not return to the Community House.

By providing funds for continued operational support, Community House will be able to compensate professional case managers which in turn will create a better living environment for residents while they live at the shelter. In addition, many of the life skills and training that our residents acquire in our program will go with them after they exit Community House.



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

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

The long term results from this project will be a reduction in homeless recidivism, a decrease in the length of stay in the shelter, and a shrinking homeless population in Cowlitz County. In 2013, Community House recorded that 254 homeless individuals and 57 families returned to stable housing. As the economic landscape continues to improve and the job market rebounds, successful outcomes will also improve for our residents.

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

Community House on Broadway holds a unique position within Cowlitz County as it is the sole homeless recovery center within the area. Other homeless providers focus their programs on specific causes of homelessness such as substance abuse and domestic violence. At Community House, individuals and families are not excluded from services as long as they pass police clearance and are not registered sex offenders. In this sense, Community House works with the many faces and causes of homelessness and does not discriminate its services.

Solution

Project Development

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

This project will allow for the operational integrity of Community House to be continual. As noted above, the organization is the only homeless rehabilitation center within the county. The staff of Community House is made up of 9 full-time and 8 part-time employees that work around the clock for 365 days per year. Funding from local document recording fees for operational support will allow Community House to budget other funds to retain its staff. This will make the facility secure and safe for the hundreds of individuals and families that reside annually. Moreover, the corner of 11th and Broadway will continue to be a secure and stabilizing influence in the Longview community.

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

The services of Community House are offered to the homeless on a first come first serve basis. Community House does not discriminate its services to anyone as long as they pass police clearance for warrants, and are not registered sex offenders. Concerning public outreach, Community House will be working closely with Cowlitz County to implement and participate in a coordinated entry for the _____



homeless. The coordinated entry is projected to start in 2014. Therefore, Community House will be working closely with other social service agencies to provide a daily count on the number of beds that are available and to update our inventory when necessary.

9. How will your organization benefit from this project?

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

Project Operation

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

Historically, Community House on Broadway has received funding for supportive services from United Way and Cowlitz County. In 2014 our organization has requested similar funds from Cowlitz County and the United Way. The process for renewing our contract with Cowlitz County is underway. We are currently waiting for their response. Community House has also submitted an application to United Way to supplement funds for our case management service. However, the process is currently ongoing and we are waiting for a reply.

Community House does have a memorandum of understanding with Longview Housing Authority that promises our resident's 10% of available section-8 housing vouchers. Furthermore, we have a contract with Country Run Apartments to case manage 20 apartment units of transitional housing clients.

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

Homelessness is a problem in Cowlitz County. The January 23rd 2014 Project Homeless Connect demonstrates the need for continued funding for services and housing to meet the needs of this population. Therefore, the continual support of Community House will be a vital resource for individuals and families experiencing a homeless crisis. It will also be imperative that more permanent supportive housing units become available for the chronically homeless that suffer from disabilities. Secondly resources need to be diverted to rapid rehousing and landlord incentives so that individuals and families in poverty can find stable housing. Thirdly, homelessness and poverty are related to the job market and unemployment. Thus, if there is a decrease in unemployment, it will likely result in a decrease in the homeless population.



Project Readiness

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

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

Project Start After July 1st (mm-yyyy) _____ 7/1/2014 _____

Applicant Move In/Project Completion (mm-yyyy) _____ 6/30/2015 _____

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

The operation of Community House is ongoing.

Households Benefiting

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

Use current year HUD Income Limits.

At or below 30% of Median Income: 664

At or below 50% of Median Income:

TOTAL Number of Households: 664

Budget

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

Community House has received document recording fees for many years and is in need of continued funding in 2014-2015. Our organization counted a total of 664 unduplicated residents in 2013. This was an increase of 10% from 2012 due to our increased bed capacity. Therefore, with more residents using our facilities additional laundry, showers, restroom usage, and other utility costs will be needed. For example, in 2014 our organization has budgeted \$30,000 for our water, sewer, and garbage bill.

In order to limit our dependency on the City of Longview’s Document Recording Fee funds, Community House is seeking to diversify its funding sources. The new administration is working with Southwest Behavioral Health to become licensed as a mental health provider. Our staff continues to research and write grants to organizations that support the goals of our mission. We also plan to use funding from our local Cares Campaign along with church contributions to support the ongoing operations.



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

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

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

This project will likely require future funding as long as homelessness persists in Cowlitz County. It is important to note that Community House serves primarily residents from Cowlitz/Wahkiakum counties. Recent estimates indicate that 73% of our resident's previous address was located within the two counties. Those that do move here from other counties come primarily because they have former ties to the area. It is estimated that only 10% of Community House residents can be classified as transient.

Secondly, the project will require funding as long donations from individuals, churches, and businesses do not supplement the budget.

18. Complete and attach the separate DRF Budget Form.

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

See attachment and also the 2014 budget.

19. Sources and Uses Fund Statement / Budget Form Narrative

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

- A. Cowlitz County (Homeless Grant) -- \$70,000 (renewal in process)
- B. FEMA-- \$11,000 committed
- C. United Way -- \$50,000 uncommitted; awarding phase is in process
- D. Country Run --\$15,000 committed
- E. Community donations, cares campaign, special events, private grants, other -- \$402,225 – goal to raise in 2014



Grant & Project Administration

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

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

Attachments

21. Required Attachments

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

Project Documentation: Optional to support your project.

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



COMMUNITY HOUSE ON BROADWAY
 2014 OPERATIONAL BUDGET
 as of 1/22/14

<u>EXPENSES</u>	<u>Budget 2014</u>	<u>REVENUE</u>	<u>Budget 2014</u>
Advertising	500.00	United Way-Cowlitz	\$50,000.00
Aids Assistance Expense	0.00	FEMA	\$11,000.00
AmeriCorps Worker	4,750.00		
Bank Charges	100.00		
Banquet	2,000.00	Church Pledges	\$39,000.00
Cares Campaign	1,000.00	City of Kelso	\$5,000.00
Christmas Expense	0.00	City of Longview	\$22,000.00
Community Support Services	0.00	Individual Contributi	\$165,000.00
Copier Rent	2,865.00	Special Events	\$25,000.00
Debt Services	16,197.00	Private Grants	\$34,625.00
Dues	321.00	Country Run	\$15,000.00
Electrical	21,331.00	Extended Support	\$5,000.00
Employee Benefits	1,000.00	CHOB Cares Campa	\$125,000.00
Food & Kitchen Supplies	8,000.00	Cowlitz Co(Doc Fee	\$70,000.00
Fourteenth Ave	36,000.00	Recycling	\$3,600.00
Fund Raising Expense	2,000.00		
Cascade Natural Gas	6,000.00	<u>Total</u>	<u>\$570,225.00</u>
Gifts	0.00		
Insurance	25,000.00		
Internet	2,400.00		
Kaiser Ins.	0.00		
Licenses & Fees	500.00		
Meals & Entertainment	250.00		
Mileage	1,500.00		
Miscellaneous Expense	0.00		
Mortgage Expense	760.00		
Paypal Fee	300.00		
Payroll	313,426.00		
Postage	2,000.00		
Printing Costs	2,800.00		
Professional Fees	13,125.00		
Project Homeless Connect	0.00		
Rental Assistance	5,000.00		
Repairs & Maint.	15,000.00		
Security Expense	300.00		
Seminars-Schooling	1,500.00		
Small Equipment	0.00		
Supplies-Housekeeping	1,000.00		
Supplies-Kitchen	500.00		
Supplies-Office	1,800.00		
Taxes-Other	0.00		
Taxes-Payroll	45,000.00		
Taxes-Property	2,000.00		
Telephone	4,000.00		
Water & Garb.	30,000.00		
Website	0.00		
Total	<u>570,225.00</u>		

Budget Form Narrative

Projected Operational Expenses for 2014 = \$570,225

For sources and use of funds please see 2014 Operational Budget for explanation

Our request is for \$23,500 from the City of Longview Document Recording Fees. These funds will be used to help offset the costs in five specific areas.

- A. Electrical –PUD -- \$21,300
- B. Gas—Cascade Natural Gas -- \$6,000
- C. Insurance – Philadelphia/Propel -- \$25,000
- D. Water, garbage – City of LV -- \$30,000
- E. Repairs/Maintenance \$15,000
- F. Internet/Phone \$ 3,000
- G. Copy Machine Lease \$2,865
- H. Supplies: Kitchen, Office \$2,300

Total \$105,465

The remaining \$81,965 for these expenses will come from community donations along with the funding we anticipate receiving from Cowlitz County, and FEMA.

City of Longview - Document Recording Fee Program

PROJECT BUDGET AND FUNDING SOURCES

	LV Document Recording	Cowlitz County	FEMA	Community Donations	Source 5	Total Cost	How costs determined (bid, est.)
Commitment Dates	7/1/2014	2014	2014	2014			
ACQUISITION							
Purchase Price - Land						\$0.00	
Purchase Price - Bldg.						\$0.00	
Transaction Taxes						\$0.00	
Closing/Recording Fees						\$0.00	
Title Insurance/Binder Fees						\$0.00	
Appraisal						\$0.00	
Other:						\$0.00	
Subtotal	0.00	0.00	0.00	0.00	0.00	\$0.00	
PREDEVELOPMENT							
Architect						\$0.00	
Engineering						\$0.00	
Legal Fees						\$0.00	
Environmental Review						\$0.00	
Preconstruction Inspection						\$0.00	
Other:						\$0.00	
Subtotal	0.00	0.00	0.00	0.00	0.00	\$0.00	
CONSTRUCTION COSTS							
New Construction						\$0.00	
Rehabilitation						\$0.00	
Infrastructure on site						\$0.00	
Energy Related Improvemts						\$0.00	
Repair/Replace Major Syst.						\$0.00	
Lead Based Paint /Haz Mat						\$0.00	
Access for Disabled						\$0.00	
Securing of Building						\$0.00	
Demolition						\$0.00	
Utility Connections						\$0.00	
Permits & Fees						\$0.00	
Construction Loan Fees						\$0.00	
Construction Inspections						\$0.00	
Sales Tax						\$0.00	
Insurance/Bond/Surety Fees						\$0.00	
Contingency						\$0.00	
Other:						\$0.00	
Subtotal	0.00	0.00	0.00	0.00	0.00	\$0.00	
OTHER							
Home Buyer Counseling						\$0.00	
Credit Report Fees						\$0.00	
Operating Deficit Reserves						\$0.00	
Relocation Costs						\$0.00	
Technical Assistance						\$0.00	
Loan Fees						\$0.00	
Tenant Rental Assistance						\$0.00	
Affirmative Marketing						\$0.00	
Project Management						\$0.00	
Developer Fees						\$0.00	
Other: Operational Expense	23,500	70,000	11,000	965		\$105,465.00	
Other:						\$0.00	
Subtotal	23,500.00	70,000.00	11,000.00	965.00	0.00	\$105,465.00	
Doc. Rec. Fee TOTAL	\$23,500.00	\$70,000.00	\$11,000.00	\$965.00	\$0.00	\$105,465.00	
Date:							
Sponsor:	Project Address:						