

**City of Longview  
2016  
Community Development Block Grant  
Project Design**

**Applicant:** Cowlitz Wahkiakum Legal Aid      **Contact Person:** Lori Bashor-Sarancik  
**Title:** Open Door Plan      **Title:** Executive Director  
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**Non-Profit Status:** NO \_\_\_ YES X      **IRS Tax Identification Number** 91-1945347

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**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:** Planning for Open Door Program

**CDBG Funding Requested:** \$ \_\_\_\_\_

**Problem/Opportunity Description**

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

Legal Aid requests \$3600 for legal clinics with residents of Longview who are homeless or at risk for homelessness to determine legal barriers to stability and use the data to plan for increased capacity within our agency directed toward alleviating homelessness in our community. A Legal Aid staff member and an attorney will meet with clients and determine if there is a legal component that presents a barrier to stable housing for the client. Appropriate services will be offered to clients and confidential data will be gathered to determine the future needs of our agency.

**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**

Twelve legal clinics will be held over twelve months and be two hours in duration. Up to six clients will be seen per clinic. We anticipate that clients may have issues with landlord and tenant matters, background screening, child support arrears or may not be able to achieve stable housing by paying rent and performing the duties of a good tenant. Specific action steps or referrals will be given to the clients and services will be offered when appropriate. Notes and data from the sessions will contribute to reporting which will aid our agency and our community in assessing the root causes of homelessness.

**3. List the specific CDBG objective information from the “5 year Strategic Plan” within the 2014-2018 Longview-Kelso Consolidated Plan. (See website information under Instructions).**

Objective Code and Number: not sure the specific codes

Objective Title:

Objective Proposed Accomplishments & Outcomes:

**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.)**

1. Contact local agencies who are already involved with this population like Community House on Broadway, The Highlands Neighborhood Association, Longview Housing Authority, Lower Columbia Community Action Council.
2. Set up locations and dates for the clinics.
3. Schedule staff and attorney(s).
4. Publish flyers and social media updates.
5. Clients sign up.
6. Check clients for conflicts of interest.
7. Follow up with clients.
8. Meet with clients.
9. Assess issues, offer action plans, offer services.
10. Gather confidential case notes.
11. Utilize data gathered to plan for capacity of agency to address legal barriers to housing in the future.

**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)      November, 2016

Project Completion Date (mm-dd-yyyy)                      October 30, 2017

**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.**

By meeting one on one with those who are homeless or at risk for homelessness, specific legal action plans can be formed and steps can be taken to eliminate legal barriers to stable housing. The effect on individuals can be transformative because something that was formerly too complex to unravel can be properly addressed through the services of an attorney. Our agency can determine, through the gathering of data, if our services are currently appropriate or if there is a much greater need and the agency should grow to respond to the scope of the problem. Legal Aid can use the data gathered to increase capacity for the future needs of our community. Through these twelve legal clinics, we anticipate that we will meet and do intake for 4 to 6 clients per clinic. This means that 48 to 72 residents of Longview who are homeless or at risk for homelessness could be impacted and can help us determine the number and types of legal issues faced by this specific population in our community so we can respond appropriately in the future.

**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.**

When people cannot achieve stable housing, their health and safety is at risk. Many times families with children are at risk in these situations. A few examples of legal barriers to housing are landlord and tenant matters, judgments and collections issues that show up on a background investigation, criminal records that show up on background investigations and lack of knowledge regarding the duties of a good tenant. All of these things lead to a dependence on shelter housing, frequent turnover of rental housing and poor rental housing conditions that lead to blighted neighborhoods.

## **Past Effort**

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

Legal Aid offers regular services to clients who call and other agencies have reached out in the past. However, the homeless population and the population at risk of homelessness continues to grow. This project will bring our services directly to the populations within the places they reside. This way barriers to transportation will not be a problem, nor will the lack of telephone services.

Our services are effective when a client can actually call in to connect with services because they can afford a cell or house phone. And, when clients can make it to a meeting because they have reliable transportation. But for those who cannot afford these things, often a legal diagnosis cannot take place and an action plan can not be developed. With this plan, Legal Aid will meet clients where they are.

## **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?**

Yes. Contact was made with Community House on Broadway, Longview Housing Authority and The Highlands Neighborhood Association. All were positive and enthusiastic. All will cooperate and help reach out to their constituents to coordinate legal clinics.

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

This planning initiative will connect with the homeless population and the population at risk of homelessness that can be contacted through the above-mentioned agencies. We will schedule legal clinics and meet with as many people as we can during the clinics. We will assess their legal barriers and give them an action plan to resolve. We will offer our services to those that we can help. We will determine the size and scope of the issues that contribute to homelessness in our community and make an actionable plan to address these issues in the future through the data gathered in these clinics. From this effort, our agency will be able to determine how to build our capacity to address the issues in the future for our community and specific recommendations to build capacity will be produced.

### **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.**

Lori Bashor-Sarancik, contact information listed above. Administrative Office staff – contact information listed in project heading.

Also, the Board of Directors for Cowlitz Wahkiakum Legal Aid. A list of Board Members and contact information is provided with this packet.

***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.**

We are planning to partner with Community House on Broadway, Longview Housing Authority and The Highlands Neighborhood Association and other agencies in an informal way for the connection with their constituents and with the distribution of our marketing materials for the clinics. No contracts will be signed as the tasks to set up and follow up on the clinics will be performed by our staff.

**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.)**

Lori Bashor-Sarancik, contact information above.

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

N/A not a facility

**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 not a facility

**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 outcomes: Clients who attend the clinic will have their legal matter diagnosed and will receive an action plan and services as appropriate to the issue.

Long term outcomes: Legal Aid will use confidential statistics gathered to build capacity for our agency for the future so that low income residents of Longview can access services at a level close to the actual need.

**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.**

It is hard to determine this without gathering the data, however, when an attorney is needed to rectify a legal problem that presents a barrier to stable housing, then a low income client should be able to receive the help they need. While we may never be able to offer legal representation to every low income with a legal barrier to stable housing, we may be able to build a greater capacity for Legal Aid so that our level of services more closely matches the actual need.

**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 2010 U.S. Census Tract as noted in the HOME/CDBG Consolidated Plan)**

48 to 72 residents of Longview who are homeless or at risk of homelessness.

**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:** \_\_\_\_\_

**Total number Low-Income Served 48 – 72 persons**

**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.**

CDBG funds are appropriate because they are targeted to provide services for the homeless population or the population at risk for homelessness with the goal of reducing this population as they rise out of this situation. Our planning project attempts to offer services while also gathering data to build capacity for

the future. Our agency will use the data gathered in this project to apply for funds from private foundations and government sources which are also targeted to providing services to this population. We are currently investigating funding sources from The Legal Foundation of Washington, Washington State Bar Association, The Attorney General's Office, The Community Foundation of Southwest Washington, The United Way and other sources.

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

We will leverage our existing office staff and equipment to make this project a reality. Our annual budget is approximately \$48K.

**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.**

We will go ahead with this planning project in its entirety if we receive funds from at least one of the other sources. If we receive these funds we will be able to widen the scope to include other areas with the use of the funds from the other sources.

**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 list all funding source(s), intended uses, and amounts from your budget form. Identify if the source is Federal, State, Local, or Private.**

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

**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.**

**Attachments**

**25. Required Attachments**

**Exhibit A.**

**Project Timeline** *(Note: Funding is available in November following project submittal. Please plan accordingly.)*

**Exhibit B.**

**Project Budget** *(Note: Show all funding sources and note if they are committed or not committed. List date when commitment will be confirmed.)*

**Exhibit C.**

**Project Documentation**

**Exhibit D.**

**Operating Proforma (Rental Housing Projects)**

**Exhibit E.**

**Marketing Plan (Housing Projects)**

**Exhibit F.**

**5-Year Operations Budget (Community Facilities Only)**

**Agency Financial Audit by e-mail**

*Send in most recent independent audit by email*

**Detailed Cost Estimates**

*Provide Specific costs for project itemized to show project cost analysis*





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## Exhibit B

### Project Budget and Funding Sources (Please use Excel Template provided by Longview/Kelso.)

#### Project Budget

##### 1. Per clinic breakdown of expenses:

- A. Two hours staff preparation at \$15 per hour - \$30
- B. Two hours of staffing for the clinic admin staff at \$15 per hour - \$30
- C. Two hours of attorney time at \$75 per hour - \$150
- D. Two hours of staff follow up time after clinics @ \$15 per hour - \$30
- E. Total per clinic: \$240
- F. 12 Clinics X \$240 is \$2880

##### 2. Other Expenses for planning project:

- A. Preparation of reporting and plan for building Legal Aid capacity:
  - 32 hours @ \$20 per hour is \$640
- B. Grant administration 4 hours at \$20 per hour Is \$80
- C. Total other expenses \$720

##### 3. Total expenses for project:

- Overall total of expenses of the planning project: \$3600

## Exhibit C

**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);
  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

**Exhibit D**

**Operating Proforma (Rental Projects) – Excel form, attached to package**

## **Exhibit E**

### **Marketing Plan**

A marketing plan shall be prepared to show how the project will be marketed publicly 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 or 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.)

### **Marketing Plan**

Flyers and social media updates will announce the clinics and CDBG funding will be mentioned in the updates. These updates will coordinate monthly with the dates of the clinics so that twelve such marketing releases will occur during the scope of the project.

**Exhibit F**

**5-Year Operations Budget (For Community Facilities only)**

## Instructions & Application Process

### Designing Projects

The City of Longview appreciates your interest and participation in the CDBG Program. Please follow these guidelines and requirements when proposing projects:

1. READ the 2014-2018 Consolidated Plan to develop annual projects. The Plan can be accessed on the City of Longview Website at [www.mylongview.com](http://www.mylongview.com) under the Community Development Department *CDBG Program* scrolling down to “Important Links.”
2. Use the 5-year Objectives, Accomplishments and Outcomes to develop projects. Meet the proposed accomplishments and outcomes.
- 6 3. It is strongly urged that your project be discussed in detail with CDBG staff prior to design and submittal. Application completeness will be reviewed after submittal for possible additions/corrections.
4. Projects using other funding sources must show documentation through funding commitment letters. No CDBG funding will be released without full project funding in place.
5. Projects which will not be substantially underway to drawdown funds by **July 2017 may be deobligated by December 2017.**
6. Agencies or individuals not completing projects within 18 months may have remaining CDBG funding deobligated. Projects which cannot show a verified CDBG accomplishment based upon their Project Design at the end of 2 years must return all CDBG money spent to the City of Longview. Planning and Public Service projects must be completed within 1 year (by July 31<sup>st</sup> of the next year.)
7. If contractors are to be hired, an affirmative effort must be made to market to Minority and Women Owned Businesses / Providers.
8. All paid labor must adhere to CDBG Davis/Bacon federal wage rules or meet state prevailing wage guidelines.
9. If rental property is involved with 5 or more units, a “HUD Affirmative Marketing Plan” must accompany your request, showing how you will be able to compete for market share.
10. Your project must be in compliance with all federal guidelines pertaining to environmental hazards (e.g. asbestos, lead-based paint, soil contaminants, etc), public notices, reporting requirements, fair housing practices, and any other such public regulations.



## **Application Process**

- Please submit **1 copy** of the Project Design Form, Project Timeline, Budget and Additional Attachments by **April 19, 2016** to:

Adam Trimble  
Community Development Department  
Longview City Hall  
1525 Broadway  
Longview, WA

- After staff review**, you will be asked to make **13 copies** of your entire application packet for the City Council Public Hearing.
- You may be asked to present your proposal to the Longview City Council on Thursday, May 12, 2016 at 7:00 p.m.**

**Questions?? Technical Assistance?? Contact Adam Trimble, 360-442-5092**

**FAX: 360.442.5953.**

**E-mail: [adam.trimble@ci.longview.wa.us](mailto:adam.trimble@ci.longview.wa.us)**

## CWLA - 2016 BOARD OF DIRECTORS

### ADVISORY BOARD

**The Hon. Marilyn K. Nitteberg-Haan (1/6/2018)**

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### DIRECTOR'S CONTACT INFORMATION

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