



City of Longview/City of Kelso

HOME Participating Jurisdiction Project Design Proposal - 2015

Applicant: Foundation For the Challenged	Contact Person: Michael Pollowitz
Title: Kathy Streblo, Executive Director	Title: Development Consultant
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Non-Profit Status: NO ___ Yes X **IRS Tax Identification Number** 01-0619670

Location: ___ Kelso X Longview

Project Title: FFC Homes X

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 four-bedroom house to rent to (4) extremely low-income individuals with a developmental disability. The house will have accessibility features that meet or exceed ADA requirements. The 24/7 support services will be provided by Life Works and funded by the Developmental Disabilities Administration (DDA).

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

This project will reduce the burdensome rent that each of the proposed tenants currently pay for their market-rate housing. The proposed group home will set rent according to HOME rules for group home settings. This will be a substantial reduction in rent then what they are currently paying and will provide extra money for other essential living expenses.

3. List the specific HOME objective information from the "5 year Strategic Plan" within the 20014-2018 Longview-Kelso Consolidated Plan. (See website information under Instructions).

Consolidated Plan Objective Code and Number: 2

Consolidated Plan Objective Title: Stabilize and revitalize neighborhoods

Consolidated Plan Objective Proposed Accomplishments & Outcomes: (1) rental unit rehabilitated



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 submitted a Stage 1 application on 12/15/2014 to the State Housing Trust Fund (HTF) requesting funding for this project. FFC anticipates that in May the HTF will invite FFC to submit a Stage 2 application due in early September. HTF will make a funding decision in early December 2015. FFC has been working closely with DDA on this project and it is one of DDA's 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) as soon as 01/15/2016
Project Completion Date (mm-dd-yyyy) 3/2/2016

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 either purchase a vacant or owner-occupied house. FFC will be making 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. This will include the necessary accessibility features and reinforced building materials. Given the tenants limited monthly income, the affordable rents will provide them more of an opportunity to personalize their home and enjoy more community outings with their remaining income.

One of the safety features will be the installation of a fire retardant sprinkler system that will be monitored 24/7 and is dialed into the fire department.

DDA 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.

FFC owns over (90) homes providing affordable, accessible housing to people with developmental disabilities. Currently, FFC owns (2) group homes in Longview and another is being acquired with an occupancy date of June 2015.

Life Works owns and operates the Kelso Group Home at 922 Cedar Street that serves 9 adults with developmental disabilities who need housing and service supports. This home was originally developed by Cowlitz County in 1980. The initial funding of \$60,390 was from a State Referendum 29 grant. Extensive remodeling was completed using a State Housing Trust Fund grant in 2006 for \$358,106.

Life Works also provides supported living services to four clients in a group home located at 1111 11th Ave in Kelso that is owned by the Lower Columbia Action Program. The home did receive HOME funding from the City of Kelso for an ADA bathroom.

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 DDA 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 DDA 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 a one-year lease 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.)

Kathy Streblo, Executive Director of FFC, 614-389-4501, kstreblo@ffcohio.org

Kathy 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.

Carolyn Anson, Finance Director of FFC, 614-389-4501, canson@ffcoho.org
Carolyn 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 to 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. A Letter of Support from Life Works 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.)

Kathy Streblo, Executive Director of FFC, 614-923-6020, kstreblo@ffcoho.org
Kathy 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 Scheiber, 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.

Carolyn Anson, Finance Director of FFC, 614-389-4501, cason@ffcoho.org
Carolyn 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 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 DDA 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 DDA on future tenant referrals. FFC will enter into a Referral Agreement with DDA once this project is fully funded. These Referral Agreements are standard practice and FFC already has an existing Agreement with DDA Region 2.

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

DDA 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.

DDA 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 any 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, accessible 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 this 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 90% 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 December 15, 2014. The anticipated submittal of the Stage 2 application will be in early September 2015 with a funding decision made in early December 2015.

22. Complete and attach the separate HOME Budget Form.
See attached.

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 funding request to the State Housing Trust Fund is for \$365,000 of state bond derived dollars. The funding will be used for every aspect of the project's development with the exception of the Operating Reserves.
- The funding request to the City of Longview is for \$45,000 in federal HOME dollars to be used to assist with the 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 City of Longview funding is 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
\$ 365,000 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);
N/A



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 N/A

- Surveys and other professional reports N/A

- Letters from local, state, or federal agencies directing the repair or creation of a specific housing project N/A

- Letters attesting to the subject problem N/A

- Letters of support

In attachment from Life Works

- Current news articles N/A

- Engineering, soils, or environmental reports N/A



Project Timeline

Detail Tasks for Project	Start Date	Completion Date
	Month Day Year	Month Day Year
Create a tenant Priority List of Applicants	9/15/2014	12/7/2014
Submit HTF Stage 1 Application	11/15/2014	12/15/2014
HOME application to Longview	2/17/2015	3/2/2015
Submit HTF Stage 2 Application	7/1/2015	9/11/2015
HOME award date	11/2015	11/2015
HTF award date	12/2015	12/2015
Sign HOME Contract	1/2016	1/2016
Sign HTF Contract	1/2016	1/2016
Contractor Bid process	5/2016	5/2016
Site control of house	3/2016	2/2016
Bldg. & Haz/Mat Inspection	3/2016	3/2016
Appraisal	3/2016	3/2016
Architect drawings & scope of remodeling work	5/2016	5/2016
House purchase	3/2016	5/2016
Remodeling by contractor	5/31/2016	8/31/2016
Rent-up to tenants	9/1/2016	9/1/2016
Close-out with funders	9/30/2016	9/30/2016



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 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.)

DDA provides the essential funding for and contracts with Life Works to provide the necessary 24/7 residential support services. Given this partnership, Life Works and DDA 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, ensure that tenants qualify for the housing based on funder eligibility criteria;
- ensure that each tenant has sufficient service funding for 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	2015							
ACQUISITION								
Purchase Price - Land						\$0.00		
Purchase Price - Bldg.	40,500	234,500				\$275,000.00	Market Study	
Transaction Taxes						\$0.00		
Closing/Recording Fees		1,045				\$1,045.00	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	237,245.00	0.00	0.00	0.00	\$277,745.00		
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 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		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	\$365,000.00	\$3,000.00	\$0.00	\$0.00	\$413,000.00		
Date: 2-23-2015								
Sponsor: Foundation For the Challenged				Project Address: TBD				

Development Capacity Certification

List your Project: **FFC Homes X**

Project Name: **FFC Homes X**

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, 2016**

Construction Start Date: **May 31, 2016**

Expected Construction Completion Date: **August 31, 2016**

Total Project Units: **4**

Financial Capacity

Project Budget from all sources: \$ **413,000** Are all sources committed? Yes No **X**

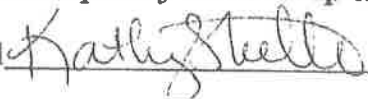
HOME dollars \$ **45,000**

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 and IX will be completed prior to starting this project.**

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: **February 23, 2015**

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.