



City of Longview/City of Kelso

HOME Participating Jurisdiction Project Design Proposal - 2013

Longview Housing Authority **Contact Person:** Chris Pegg
Title: Assisted Housing Programs Manager **Title:** Chief Executive Officer
Address: 820 11th Ave. **Address:** Same
Longview, WA 98632

Phone (360) 423-0140 extension 15 **Phone:** same
Fax: (360) 425-9930 **Fax:** _____
E-mail: cpegg@longviewha.org **E-mail:** _____

Non-Profit Status: NO Yes X **IRS Tax Identification Number** 91-1012000

Location: X Longview ___ Kelso

Project Title: Tenant Based Rental Assistance (TBRA) for Survivors of Domestic Violence

HOME Funding Requested: \$ 62,040

Project Description

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

Longview Housing Authority (LHA) in partnership with Emergency Support Shelter (ESS) will provide a transitional housing rental assistance program for 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 twelve (12) months if a voucher is available, where families would have the opportunity to enroll in Family Self-sufficiency programs and eventually the Voucher Homeownership programs.

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

The low and extremely low income populations face many challenges in seeking housing. Primarily there is the affordability issue, coupled with difficulty accessing safe and quality housing that has adequate access to services such as counseling and treatment. This is particularly true for those with additional problems such as criminal background or insufficient, unstable or troubled rental histories.

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

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

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ESS is not financially able to provide permanent housing for an extended period of time. Consequently, many participants that begin their treatment or enter into a stability plan are unsuccessful in the long term due to lack of continuous stable and affordable housing.

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

Consolidated Plan Objective Code and Number: **DH-2.3**

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

Consolidated Plan 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 HOME Contract or funding will be deobligated.)

As recently as last year, 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) 08/01/2013

Project Completion Date (mm-dd-yyyy) 07/31/2014

Problem Impact and Severity

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

Upon approval of this application, eligible participants that are presently experiencing homelessness, are about to be homeless, or those experiencing an excessive cost burden, and who are participating in the ESS with a Stability or Recovery plan will receive the TBRA rent assistance that will lower their rent cost burden to no more than 30% of their monthly adjusted income. Participants in the TBRA program



will experience significant reductions in their housing cost, and in some cases this may be the participant's first affordable and safe housing experience. Factors used to determine maximum rents are based on a calculation using 100% of the high HOME rents schedule, plus a utility allowance (based on average cost of services) and 30% of the family's monthly adjusted income.

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.

For participants with ESS, this project will create a better living environment by providing the basic necessity, which is shelter. Adding affordability will enhance the success of the housing opportunity. In cases where participants are living in substandard units, there are documented events of units with moisture problems compounded with inadequate ventilation or heating which then may cause mold & mildew. These indoor air quality issues seriously impact livability of the unit.

The 2009-2013 Consolidated Plan demonstrates the need for affordable housing for persons in recovery and that are victims of domestic violence. Priority is given to clients that do not have adequate primary or social support but whom have demonstrated motivation and willingness to obtain such a support system, and is further identified in the participant's individualized treatment plan.

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.

Our agency currently administers a variety of rental assistance programs over a 4 county area as follows:
HUD Housing Choice Voucher Program – 776 Vouchers
HUD Veterans Affairs Supportive Housing Vouchers – 25
HUD Housing Choice Tenant Protection Vouchers – 13
HUD Project Based Vouchers – 98
HUD Non-Elderly Disabled Housing Choice Vouchers – 400
HUD Non-Elderly Disabled Housing Choice Vouchers Category 2 – 35
HUD Moderate Rehabilitation Program – 12
Housing Opportunities for People with AIDS – 3
HOME TBRA – (Veterans) – 24 (State funded)

Our agency has administered a HOME TBRA program for domestic survivors funded by the City of Longview in the past. Administrative funds were cut so severely that we could no longer afford to manage the program. This year we were offered the option of applying for administrative funds from CDBG to partner with our application for rental assistance funds utilizing HOME funding.

Each year, ESS shelters over 250 households in their shelter. Approximately 10% of those have absolutely no resources for housing upon exiting their emergency shelter stay. We are able to offer access to 7-13 Housing Authority referrals each year for this client population through our Voucher referral program. There is a remaining gap of 12-18 households in a year's time that will have no recourse to homelessness at the end of their stay at the Emergency Support Shelter. The TBRA program will not only assist in filling that gap but also allow ESS to provide ongoing case management and life skills assistance to help participants move towards self-sufficiency in the long term.



CAP currently operates a Housing Retention and Homeless Prevention program however clients are required to have an income that would be sufficient to cover rent and other housing related expenses after 90 days. The majority of ESS clients do not have any income and therefore do not qualify for this program.

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?

Our agency has been working with the Emergency Support Shelter to identify other rental assistance options since our TBRA grant expired in July 2011. Initially we thought the temporary rental assistance available through CAP might meet that need however as mentioned above, the majority of ESS clients do not meet the criteria for that program.

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

Each potential participant is screened prior to their referral to LHA. ESS determines overall suitability by interviewing and summarizing background and/or historical information that may bear on the individual's potential for success in the TBRA program. Clients are subject to home visits, support group meetings, treatment, education and referral for other necessary services. ESS will also refer clients to LHA's Rent Well tenant education program. Once referred to LHA for housing, a Stability or Treatment Plan is established, with ESS attending to a series of follow-up activities.

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.)

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

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.

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, rent schedules for units, annual renter income review, partnerships in serving renters, etc., apartment management, and project owner.)

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.

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)

Emergency Support Shelter will conduct outreach to victims of domestic violence.

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

ESS is the referring agency that is responsible for establishing a policy of determining eligibility/suitability of the participants they refer for TBRA assistance and for maintenance of a waiting list of eligible applicants. ESS will interview eligible clients for history or background information that may bear on the potential for success. As funding becomes available, LHA will notify ESS who will provide LHA with a participant application packet. The packet includes among other items, homeless certification forms, authorization and consent documents, family demographics and a program application. Referred clients must also be current citizens of the city of Longview or have a bona fide job in the City of Longview.

Outreach is provided by ESS.

Disabled individuals and families will be afforded equal opportunity to the TBRA program, and may request special accommodations if they have need for modifications to policy or procedure in the administration of the TBRA program.



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

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. 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: _____

At or below 50% of Median Income: 10

At or below 80% of Median Income: _____

TOTAL Number of Households: 10

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.

Continued funding from local HOME funds is critical to providing tenant based rental assistance (TBRA) program because there are no other funding sources available for this project.

Upon successful completion of their Housing Stability Plan, eligible families will likely transition from the TBRA program to the Section 8 Housing Choice Voucher (HCV) which utilizes federal funds. TBRA cannot be funded with those same Federal dollars. In addition, families in crisis need access to resources quickly. Because the wait for a HUD funded Voucher can exceed six years, reserving the local funds for crisis response seems a more logical use of limited resources. This insures a continuum



of housing affordability which significantly increases a family's probability of success in attaining self sufficiency.

At this time, LHA does not set aside any funding priority in the Housing Choice Voucher program for the population listed in this application. The only other local funding available for this type of rent assistance program could be local document recording fees, which are also highly competitive, limited and does not have a priority for victims of domestic violence in the current funding round.

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

Emergency Support Shelter will commit resources for case management, support groups, benefits, mileage for home visits, and program oversight which totals \$29,404.

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.

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.

22. Complete and attach the separate HOME Budget Form.

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

(See Attached Budget)

23. Sources and Uses Fund Statement / Budget Form Narrative

(See Attached Use of Funds)

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

(See Attached Use of Funds)

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

(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)

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
\$ _____ F. Proceeds from Affordable Housing Bonds
\$ 29,404 G. **Supportive Services for case management, group support, benefits, Mileage for home visits and program oversight.**
\$ _____ G1 Homebuyer Counseling Services
\$ _____ Estimated/Unknown at this time. Type : _____

Attachments

25. Required Attachments

- Project Timeline**
- 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);



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.
 - Maps, architectural renderings and elevations, floor plans
 - Surveys and other professional reports
 - Letters from local, state, or federal agencies directing the repair or creation of a specific housing project
 - Letters attesting to the subject problem
 - Letters of support
 - Current news articles
 - Engineering, soils, or environmental reports



Project Timeline

Detail Tasks for Project	Start Date	Completion Date
	Month Day Year	Month Day Year
Partnering Agencies (DC, ESS, DAPC) determine overall suitability	08/01/2013	07/31/2014
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 12 month mark, LHA determines eligibility for transition to HCV	”	”
At 14 month mark, Participant issued HCV	”	”
At 16 month mark, Participant enters into HCV agreement with new landlord	”	”



Marketing Plan: NA due to TBRA



Longview/Kelso Home Consortium
PROJECT BUDGET AND FUNDING SOURCES

	Lv/Kelso Home Source 1	ESS Matching Funds	Source 3	Source 4	Source 5	Total Cost	How costs determined (bid, est.)	
Commitment Dates	2013							
ACQUISITION								
Purchase Price - Land						\$0.00		
Purchase Price - Bldg.						\$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 Improvements						\$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		
Loan Fees						\$0.00		
Tenant Rental Assistance	62,040					\$62,040.00		
Affirmative Marketing						\$0.00		
Project Management						\$0.00		
Developer Fees						\$0.00		
Supportive Services		29,404				\$29,404.00		
Other:						\$0.00		
Subtotal	62,040.00	29,404.00	0.00	0.00	0.00	\$91,444.00		
HOME TOTAL	\$62,040.00	\$29,404.00	\$0.00	\$0.00	\$0.00	\$91,444.00		
Date: 01/31/2013								
Sponsor: Longview Housing Authority				Project Address: Tenant Based Rental Assistance				

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



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

