

Document Recording Fee Project Design Proposal - 2016

Applicant: _____ Contact Person: _____
Title: _____ Title: _____
Address: _____ Address: _____

Phone: _____ Phone: _____
Fax: _____ Fax: _____
E-mail: _____ E-mail: _____

Non-Profit Status: NO ___ Yes ___ IRS Tax Identification Number _____

Project Title: _____

Document Recording Fee Requested: \$ _____

Project Description

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

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

Problem Impact and Severity

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

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.

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

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.

Solution

Project Development

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

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?

9. How will your organization benefit from this project?

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.

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.

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) _____

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

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

Budget

14. 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 Kelso Document Recording Fee funds.

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

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

17. Complete and attach the separate DRF Budget Form.

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

18. 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.

Grant & Project Administration

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

Attachments

20. 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

Application Process

Project Proposals are usually due September 30, 2016.

- Please submit **1 copy** of the Project Design Form, Budget, Project Timeline and Additional Attachments by **September 30, 2016** to:

Tammy Baraconi
Community Development
City of Kelso
203 S. Pacific
Kelso WA 98626

- **After staff review**, you will be asked to make **13 copies** of your entire application packet for the City Council Public Hearing.

Public Presentation of your Project Design Proposal

You may be asked to present your proposal to the Kelso City Council, Kelso City Hall in a Public Hearing on October 18, 2016 at 6PM.

Public Review of all projects is available at least one week prior to the public hearings.

Questions?? Technical Assistance??

Contact : Tammy Baraconi, 360.577.3321

E-mail: tbaraconi@kelso.gov

Permissible uses of these funds at the local level is limited to:

- Acquisition, construction, or rehabilitation of housing developments or individual units;
- Operation and maintenance costs of housing built with housing trust funds that require a supplement to the rental income to cover ongoing operating expenses;
- Rental assistance vouchers for housing units administered by a public housing authority operating an existing rental assistance voucher program; and,
- Operating costs for emergency shelters and licensed overnight youth shelters.