



# Emergency Support Shelter

*support \* validation \* safety \* hope*

1330 11<sup>th</sup> Avenue  
Longview, WA 98632  
[www.esshelter.com](http://www.esshelter.com)

360-425-1176  
Fax 360-425-3970

Adam Trimble  
Community Development Department  
Longview City hall  
1525 Broadway  
Longview WA

Dear Mr. Trimble,

The Emergency Support Shelter is respectfully requesting consideration for the City of Longview Document Recording Fee Grant. We are requesting support in the amount of \$9,000 for our Domestic Violence Shelter program. The Emergency Support Shelter is a local non-profit agency that provides advocacy services to victims of domestic violence, sexual assault and other crimes. Our mission is to end sexual and domestic violence while providing education, safety, and support to our community.

On July 30, 2015, the Emergency Support Shelter moved into a new location in Longview WA. Our new shelter has 16 private rooms, compared to the 8 communal rooms at our previous facility. This transition has increased the comfort and privacy to residents who stay in our shelter and has ultimately allowed us to serve more victims of crime. Last year we provided 11,882 nights of shelter to women and children compared to the 9,000 nights of shelter provided in 2014. While our new facility has provided us with more space, the need within our community remains great. We continue to see high levels of clients seeking emergency shelter services and we are still regularly operating at near to full capacity. In addition to our shelter services, we also provided advocacy services to 1061 victims of domestic violence, 566 victims of sexual assault, 283 unduplicated victims of other crimes, and 147 families of child sexual or physical abuse victims last year.

We are grateful for the support of the City of Longview and are requesting continued funding for on-going operational support of our emergency shelter services for victims of domestic violence and sexual assault. Please find our 2016 Document Recording Fee-Project design proposal enclosed for your review. Feel free to contact me if you need clarification or have any additional questions. Thank you so much for your time and consideration of our request for support.

Sincerely,

Christi Brittain

Development Manager

City of Longview

## Document Recording Fee Project Design Proposal - 2016

**Applicant:** Emergency Support Shelter  
**Title:** Development Manager  
**Address:** 1330 11<sup>th</sup> Ave  
Longview WA 98632

**Contact Person:** Christi Brittain  
**Title:** Development Manager  
**Address:** 1330 11<sup>th</sup> Ave  
Longview WA 98632

**Phone:** 360-353-5777 Ext 29  
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**Fax:** 360-425-3970  
**E-mail:** sherriet@cascadenetworks.net

**Non-Profit Status:** NO  Yes  **IRS Tax Identification Number:** 91-1074716

**Project Title:** Domestic Violence Shelter Program

**Document Recording Fee Requested:** \$ 9,000

### **Project Description**

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

Emergency Support Shelter is a local non-profit agency that provides advocacy services to victims of domestic violence, sexual assault and other crimes. We operate an emergency shelter with 56 beds and 4 cribs for women and children who are fleeing domestic violence or sexual assault/abuse in their homes. The shelter features 18 private rooms. Individuals and families are able to stay in our shelter up to 60 days while receiving comprehensive case management to assist in safety planning, needs assessment and goal setting for post shelter stay.

On July 30, 2015, we moved in to our new shelter, located in Longview. Our new location has 16 private rooms, compared to the 8 communal rooms at our previous facility. This transition has increased the comfort and privacy to residents who stay in our shelter and has ultimately allowed us to serve more victims of crime. As a direct result of our move, the average length of stay in our shelter increased from 20 to 26 nights and the number of bed nights that we provided to women and their children jumped by 35%.

Last year, we provided 11,882 nights of shelter to women and children compared to the 9,000 nights of shelter provided in 2014. We also provided advocacy services to 1061 victims of domestic violence, 566 victims of sexual assault, 283 unduplicated victims of other crimes, and 147 families of child sexual or physical abuse victims.

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

Domestic violence continues to be a problem in our community. It is also a leading cause for homelessness, particularly for women and their children. The 2014 Point in Time Count conducted for Cowlitz County shows domestic violence as one of the leading causes for homelessness in our county.



Out of 222 households counted on that day, 49 state domestic violence as a causal factor in their homelessness.

## **Problem Impact and Severity**

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

This project is intended to provide emergency shelter for homeless women and children who have become homeless due to domestic violence. It is specifically tailored to address both the immediate safety needs of those in our shelter as well as planning for housing upon their shelter stay ending. Each person is assigned a case manager during their stay to assist with:

- Safety planning immediate safety needs.
- Assisting each participant to assess what resources they have available to them.
- Assist in determining what the participant's goals are post-shelter.
- Assist participant in identifying what options they have according to their resources, including referrals to potentially increase their resources (i.e. public assistance, employment, family help, rental assistance, etc.).
- Assist participants in identifying the steps needed to obtain their goal (i.e. rent an apartment):
  1. Search for apartments within cost range participant can pay.
  2. Assist participant in applying for housing and if needed, paying the application fee.
  3. Support, encourage and follow up with client as they apply for housing.
  4. Assist client with items and assistance needed when they transition into their housing.

### **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.**

An emergency shelter for domestic violence victims and their children provides immediate safety from abusive and violent situations. Shelter in itself is a temporary and immediate escape from violence that serves to allow a short window of 60 days to assess and plan for permanent safety for each person who stays at the shelter.

Emergency shelter for victims of domestic violence is noted as a short, mid and long term priority in the Cowlitz County's 10 Year Plan to End Homelessness. The severity and potential lethality for victims of domestic violence are well studied and noted as seen in the statistics reported in question 2.

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

Short-term outcomes for our services and programs include safety, shelter and support for women and children who are in current danger from domestic violence. The availability of our services offers victims support, safety and time to allow the opportunity to create a safety plan for a future free from violence. We also offer other supportive services such as support groups, individual advocacy based



counseling, assistance with housing, and support with connecting to other resources. Long-term outcomes of our program include increased awareness and education to promote social change and decrease or break the cycle of domestic violence.

Our new shelter building and ability to shelter victims in a way that affords them basic privacy and respect will increase both the number of victims who stay in our shelter to escape abuse as well as increase the number of victims who stay long enough to make the decision to leave the abusive situation for good.

**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.**

We are the only domestic violence shelter in Cowlitz County. The Cowlitz Indian Tribe offers domestic violence advocacy services to victims who identify as Native American but does not have a shelter at this time. I am not aware of the amount of people that they serve nor I am I aware of the funding streams for their services.

## **Solution**

### *Project Development*

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

We are requesting funding for on-going operational support of our emergency shelter services for victims of domestic violence and sexual assault. There has been a consistent increase in the need for our services year after year. In 2015 we experienced a spike in the amount of people that we served, due to the increased resources available at our new shelter. The current economic conditions have impacted the funding available to provide for this increase of crucial services.

**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?**

Our clients are recent victims of domestic violence or sexual assault (within the past two weeks). Our services are free and accessible to all individuals regardless of income or disability. Our advocates are actively involved in community events and meetings to increase awareness of our services and programs. We publicize our support groups weekly in the local Daily News as well as through our social media outlets.

**9. How will your organization benefit from this project?**



Our organization will benefit from this project by having the funding necessary to meet the increased demand for services. Support from the City of Longview with Document Recording Fee funds will allow us to continue to meet the needs within our community.

### ***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.**

We collaborate with numerous agencies in the community. The success of our clients so often depends on the resources and programs offered at other local social service agencies. We also have strong partnerships with local law enforcement agencies who are crucial in providing referrals and often times transportation of clients to our shelter. We value our relationships with partner agencies and believe that collaboration leads to more effective services and programs for everyone involved. We will not have specific additional collaborations specifically related to this funding request.

**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.**

We will continue to meet the increased needs of the clients that we serve. Our long-term goal is to identify ways in which we can continue to meet potential increases now that our current facility consistently remains at full capacity. We realize that at some point in the near future a priority will be to seek funding to expand the capacity of our current facility or identifying ways in which our services can adapt to provide the best services possible. We have a Planning Committee at the board level working on identify possibilities to meet the growing needs in the future. A key element to ending domestic violence ultimately involves stopping people from abusing others. Although our program funding implicitly prohibits us working with domestic violence perpetrators, we continue to pursue efforts to partner with domestic violence perpetrator treatment providers to bring a Domestic Violence Impact Panel to our area as well as increase efforts to educate those who may choose to engage in abusive behaviors so that they are aware of resources and help available to them.

### **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 1<sup>st</sup> (mm-yyyy)

current and ongoing

Applicant Move In/Project Completion (mm-yyyy)

current and ongoing

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

Document Recording Fee Program City of Longview

Questions? Technical Assistance? Contact Adam Trimble at 360.442.5092, or by e-mail at: adamt@mylongview.com



## **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: 216  
At or below 50% of Median Income: 10  
TOTAL Number of Households: 226

## **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.**

As our shelter is an on-going program to provide emergency shelter and advocacy services to victims of domestic violence and operating expenses for shelter is an eligible category for Document Recording Fee funds. We are the only shelter in Cowlitz County specifically for victims of domestic violence and sexual assault. In addition to shelter and advocacy, we offer a full range of supportive, case management services to program participants. We are continually seeking additional funding sources that would allow us to decrease our dependence on City of Longview Document Recording Fee funds. While we are grateful to have the ability to provide services to more people in our new shelter, the growing demand for services does cause an increase in operational and programming costs.

DSHS: \$172,639

Consolidated Homeless Grant: \$60,750

Emergency Shelter & Food Program: \$6,500

Other Grants/Fundraising/Donations: \$185,709

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

Our agency will commit fundraising dollars to this project. We anticipate raising over \$40,000 in our annual fundraising breakfast that can be used to fund services in our domestic violence, sexual assault and crime victim programs, including our domestic violence shelter.

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



We hope to eventually not require continued funding for our shelter from document recording fees as the economy strengthens and other funding sources stabilize. In this current economy, it is a struggle to balance our budget without a request for operating costs from Longview Document recording fee funds.

**18. Complete and attach the separate DRF Budget Form.**

See attached.

**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.**

DSHS: \$172,639 – committed

Consolidated Homeless Grant: \$60,750 – committed

Emergency Shelter & Food Program: \$6,500 – pending

Other Grants/Fundraising/Donations: \$185,709 – pending & committed

**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.**

Emergency Support Shelter executive director, Sherrie Tinoco, will be responsible for administering our Document Recording Fee project. Misty Jewell will be the Financial Manager for the project and Sarah Hancock will be the direct program supervisor.

**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



## Project Timeline

## Application Process

**Project Proposals are usually due April 28, 2016.**

- Please submit **1 copy** of the Project Design Form, Budget, Project Timeline and Additional Attachments by **April 28, 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.

## Public Presentation of your Project Design Proposal

*Longview Projects:*

You may be asked to present your proposal to the Longview City Council, Longview City Hall in a Public Hearing on the Thursday, May 26, 2016

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

## Questions?? Technical Assistance??

Contact Julie Hourcle' 360.442.5092

FAX: 360.442.5953.

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

Check our website at: <http://www.mylongview.com/communitydev/HOMEProgram.htm>

**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 requires 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.



City of Longview - Document Recording Fee Program

## PROJECT BUDGET AND FUNDING SOURCES