CDBG / HOME RFP

Boone County Family Resources

Quick View Information

Project Summary

Provide a summary describing the proposed project. (500 word limit)

Boone County Family Resources' goal with respect to this proposal is to demolish a substandard apartment building and develop quality, affordable housing for low income persons with disabilities. This project will enable persons to live as independently as possible, and to become integrated into the community so that they might lead more active lives in pursuit of their individual goals.

The agency purchased 4632 Apple Tree Lane in 1991 for client housing. The property, located in the Cedar Lake Subdivision, is a 4,026 square foot four-unit apartment building, built in approximately 1980. The property is in an area zoned R-3 for multi-family buildings.

Construction method combined with soil contraction caused by drought and the clay soil have resulted in settling of the building's footings and concrete slab. Steel foundation supports were installed in 2002, and mud jacking was performed in 2007. There is a large separation of the floor slab at one corner of the building, there are cracks in the drywall and the exterior brick, and door jambs are severely racked. The recommended solution was a costly pier support system under the footings. In addition to structural problems, the two-story building has no elevator, is not energy efficient, and has no universal design features. Because adequate renovation of the building is cost-prohibitive, the agency's Board of Directors has opted for demolition.

Demolition of the building at 4632 Apple Tree Lane is one component of a plan to build one and two-bedroom apartments for low income individuals with special needs. Boone County Family Resources (BCFR) entered into an agreement with North Star Housing, LLC to pursue Low Income Housing Tax Credits through the Missouri Housing Development Corporation (MHDC) to fund the project. The total project will consist of twenty-eight universally designed apartments, with fifteen units to be constructed on the Apple Tree Lane site. Regardless of the Agency's success in seeking tax credits, BCFR plans to demolish the building at 4632 Apple Tree Lane because it no longer meets its intended purpose.

BCFR's Board of Directors established an affiliated not for profit corporation in 1999, which operates under the name of Life and Work Connections, Inc. The sole member of Life and Work Connections, Inc. is BCFR. Life and Work Connections administers work programs; assists students with special needs in transitioning from school to work; and may establish residential services for eligible persons. Because of advantages to submitting the MHDC application as a not for profit corporation, the application will be submitted under the name of Life and Work Connections, Inc. A contingency contract between BCFR and Life and Work Connections, provides that in the event of the award of tax credits by MHDC, the Agency will transfer title of the property to Life and Work Connections, Inc., which may occur at some point during the CDBG application and funding process.

Drawings/Plans: (PDF format)
Upload plans/drawings of the selected site(s).

/document/download/filename/1430336569_27416_newproposeddesign4632.pdf/

Site Pictures: (PDF Format)
Upload pictures of the selected site(s).

/document/download/filename/1430160340_27417_4632AppletreeLanePhotos.pdf/

Letters of commitment: (PDF Format)
Upload letters of commitment from other funding sources of the selected site(s).

Priority Need

Select the priority need(s) within the City of Columbia 2015-2019 Consolidated Plan that this project will address:

Affordable Housing with Energy Efficient and Universal Design
Quality Affordable Housing Units
Removal of Dilapidated Houses

Project Service Area: Will this project service individuals and households within the City of Columbia?

Yes

Number Served: How many individuals or households will this project benefit? What is the target population? Please provide data to support. (500 v limit)

Anticipated residents of these properties are persons who seek to become more independent and integrated into the community, while having a safety net when necessary due to various special needs. The location provides access to public transportation, shopping, medical services, and recreation, which is essential to its success.

Currently, one of the apartments is not habitable. Residents of the other apartments are clients of the agency. One client is looking for a supervised residential living arrangement because of significant physical health issues, and it is anticipated that the individual will be relocated within the next 6 months. The other two clients will be offered an alternative living unit in an agency-owned apartment building located within blocks of the existing building. The agency will assume the cost of relocation of all the clients, and any increase in rent, although it is believed that comparable housing at the same rental cost is available.

BCFR surveys, and continues to survey its clients, to identify persons and families in need of affordable housing or with an anticipated need within the next 2 years. Currently, the agency has identified 52 individuals and families with housing needs, the majority of whom are in the 18 – 28 year age range and largely represent single, young adults who are interested in becoming more independent. This group, and those 28 – 38 years of age, includes a number of single, female heads of households with a young child. The vast majority of potential residents are low income or very low income with an intellectual disability. Approximately 12% also have a physical disability; and 20% are minorities. Low income housing tax credit projects have

income restrictions.

At the 4632 Apple Tree location, the Agency proposes to develop fifteen units, including 13 one-bedroom apartments and 2 two-bedroom apartments. Our second location in Central Columbia will consist of thirteen units.

Outcomes: Identify the specific, measurable and desired outcomes for this project. (500 word limit)

The desired outcomes of this project are to demolish an aging apartment building with significant and costly structural problems; and rebuild energy efficient, universally designed, affordable rental units. Anticipated outcomes include the creation of quality affordable housing, prevention of homelessness among the Agency's client population, and the provision of supportive services to residents of the apartments. Supportive services will vary based on individual needs and personal goals, but are anticipated to include job training and placement as the anticipated residents are largely young and single.

The apartment building at 4632 Apple Tree Lane is approximately 35 years old. A geotechnical report will determine how best to build on this site. Current standards suggest that two feet of compacted rock below the building will mitigate the problem of shrinkage and swelling that have contributed to the structural damage.

New construction will consist of universally designed apartments. All residential rental properties owned by BCFR are two bedroom units, yet most clients are single heads of household, and only need a one bedroom apartment.

The City lacks quality affordable rental housing for low and moderate income citizens, particularly those with income at 0 – 30% of area media income. Energy efficiency, universal design, homelessness, and removal of dilapidated structures are identified priorities of the City, and the Agency's proposed project. In addition, a priority need of vocational training targeting youth is a major initiative of BCFR and a purpose of the Life and Work Connections, Inc.

Success will be measured by the demolition of the existing building, construction of affordable housing, full occupancy of the units by persons with special needs, and the provision of individualized supportive services with the goal of supporting persons in their efforts to achieve their maximum potential.

Outcome Data: What data will be collected to evaluate the outcomes for this project? (300 word limit)

The initial step of this affordable housing project is the demolition of the existing building, which will be evidenced by its demolition. The second step, after funding is secured, is the construction of affordable apartments for low income persons with special needs. Documented need shows that the apartments will be in demand. Success will be measured by the identification of residents who are low or very low income, with special needs, and the rate at which the units are occupied following completion. If the new construction is funded with low income housing tax credits by the Missouri Housing Development Corporation (MHDC), the properties will be monitored by the IRS for 15 years, and by MHDC for 15 - 30 years to verify the financial eligibility of the tenants, compliance of the rental rates, and the physical condition of the apartments.

Environmental Impact

Describe how the proposed project will fit within the surrounding neighborhood:

1. Neighborhood amenities (400 character limit)

The neighborhood is located within walking distance of bus stops for access to public transportation, parks, grocery stores, pharmacies, medical facilities, and retail. There is access to the downtown area and the Agency's main offices via public transportation which makes the provision of supportive services to residents and their access to services throughout the community easy.

2. Parking (400 character limit)

City ordinances require 27 spaces based on the proposed number of apartments, and although there is adequate space for that number, the Agency will request fewer as there is no practical need for that many spaces. Most clients of the agency do not have driver's licenses so resident parking needs are minimal. There is adequate space for parking on the lot without the need for street parking.

3. Traffic flow (400 character limit)

In addition to limited resident traffic, this building will not be staffed with 24 hour care or protective oversight. Staff may come and go throughout the day, but there will not be staffing onsite at all times.

4. Pedestrian access (400 character limit)

The building is located on a paved street, a block off a wide City street that has adequate sidewalks and bicycle lanes. A sidewalk will be installed on the property, which has not previously existed.

5. Property values (400 character limit)

The area is zoned R-3 for multi-family housing. The proposed new brick construction will be consistent with the existing neighborhood. The new construction should improve the value of the surrounding area as the adjacent apartment buildings are also aging structures.

6. Public safety (400 character limit)

The location is within a few blocks of a City fire station and is within the City limits for access to other public services.

7. Noise (400 character limit)

The Agency has been a resident of this area of Columbia for more than 25 years. It has a history of being a good neighbor. There have been no issues with noise during its tenure. Lease conditions allow the Agency to remove tenants who do not comply with restrictions on noise and use.

8. Zoning and land use compatibility (400 character limit)

The area is zoned R-3 for medium density multiple family dwelling. The planned construction is consistent with and conforms to the surrounding area.

9. Storm drainage (400 character limit)

Following demolition, silt fences, topsoil, and seeding will be done as necessary to prevent issues related to runoff. Planned green space and detention basins will mitigate potential drainage issues.

10. Soil erosion (400 character limit)

A geotechnical report will be done to determine how best to build on the site. Soil problems have contributed to the structural problems that currently exist so steps will be taken to address the soil conditions prior to construction to mitigate the potential shifting from causing future problems. Planned landscaping will control soil erosion.

11. Historic preservation impact (400 character limit)

This building was constructed in approximately 1980, according to the County Assessor. It is not located in an historic neighborhood and is not anticipated to be identified as an historic site.

12. Access and availability of a sound sanitary sewer, water, electrical, and other services. (400 character limit)

This is an established neighborhood with access to water,

sewer, electric and gas.

Site Control:

Does the organization have control of the site(s) for the project?

Yes

Neighborhood Consultation: Describe how the neighborhood been consulted regarding this project. (500 Word Limit)

Cedar Lake Subdivision has restrictive covenants and restrictions in place. In accordance with those covenants and restrictions, the Board of Directors of the Cedar Lake Subdivision was notified by letter of the Agency's plans and provided with a preliminary site drawing. Agency representatives, and its architect, are scheduled to meet with members of the Board to review site drawings. The Board will be kept apprised of the plans and progress of the project throughout the life of the project.

The covenants require that "the nature, kind, shape, height, materials and location" of the proposed structure be submitted and approved by the Board to assure the "harmony of external design and location in relation to surrounding structures and topography." The proposed building, a one-story brick structure with significant green space on a large lot, is consistent with the surrounding neighborhood.

Although there is adequate space for the required number of spaces, the Agency will present information to the City planners to illustrate that there is no practical need for the number of parking spaces that would otherwise be required by City ordinances because many clients of the agency are not licensed drivers. Fewer spaces will add to the attractiveness and desirability of the design. Bicycle parking will also reduce the number of required parking spaces.

Timeline:

Provide a timetable for completion of the project. List all commitments of funds and approvals that will be needed for the completion of the project and describe when any of these outstanding approvals and commitments will be in place.

Date: Sources of Funds Committed

07/01/2015

All Sources of Funds Committed

The Agency has budgeted funds for FY 2016 for the relocation of existing tenants of the building to be demolished and has a contingency fund for any unanticipated costs associated with the demolition. The Agency will submit an application for LIHTC to fund new construction in September 2015.

Date: Program or Architectural Design Complete

09/01/2015

Program or Architectural Design Complete

Proposed design will be reviewed by the Cedar Lake Homeowners Association Board of Directors in April 2015 and finalized prior to submission of MHDC funding application in September 2015.

Date: Property Acquisition Complete

11/05/1991

Property Acquisition Complete

Completed. The Agency has owned the property for approximately 25 years. There are no liens on the property.

Date: Start of Construction or Program Implementation

06/01/2016

Start of Construction or Program Implementation

Once awards are made, the Agency will competitively bid for demolition services or use the cooperative purchasing program to purchase from either the City or County contract and demolish the building. New construction is scheduled for July 2017.

Date: Program/ Construction Complete

06/30/2016

Program/ Construction Complete

The demolition is scheduled for completion in June 2016. New construction is anticipated to be completed in 2017.

Date: Occupancy and Performance Reporting Complete

07/01/2016

Occupancy and Performance Reporting Complete

For purposes of this grant application, reporting will be completed by July 1, 2016. Anticipated occupancy of the new construction is 2017.

Previous CDBG/HOME Funding

Brief summary on previous City funding received, any funding remaining, and the measurable results from previous City funding. (500 word limit)

Source of Funds Year Amount Status

HOME 05/02 $ 64,787 Completed – modified 8-plex apartment building at 260 Apple Tree

HOME 07/03 $100,000 Completed – modified 8-plex Apartment at 281 Apple Tree

HOME 07/04 $ 75,000 Home modifications/repair projects completed

CDBG 02/03 $ 40,000 Three home modifications completed

CDBG 05/04 $ 25,000 Home modifications - completed

The Agency has repaired and modified two 8-plex apartments with HOME funding. Clients of the agency occupy these facilities, which have been modified to meet their needs. Both have key card access, handicap accessible entrances, and modifications primarily to kitchens and baths as needed for individual occupants

The other three funding amounts are for home modifications and repairs to owner-occupied homes. The projects completed to date include automatic entry doors, widening hallways and doorways, installing wheelchair accessible bathrooms, roof repair and lead paint removal.

Program Personnel

Describe the personnel responsible for administering the program and operating the project upon completion.

The proposed program administrator to ensure compliance with HUD and City regulations and source of funding for this position. (400 character limit)

Robyn Kaufman, Executive Director of the Agency, is a twenty-five year employee of the Agency who has served as executive director of the Agency for nearly 3 years. She has ultimate responsibility for the demolition of the building and the proposed new construction project. Ms. Kaufman works closely with and reports to the Board of Directors of the Agency.

For construction projects, the designated person or firm designing and inspecting construction projects. (400 character limit)

The agency will engage a licensed professional to demolish the building on Apple Tree Lane. The Agency has purchased from either the City or County's cooperative procurement contract for demolition services. If an existing contract is not available, the Agency will competitively bid the project.

The Agency contracts with Simon Associates, Inc. for design and oversight of its projects.

The designated persons providing financial management of the program (400 character limit)

Julie Elsbury will oversee financial management of the project and compliance with CDBG requirements. As Finance Director, she oversees the budget; financial reporting; and monitoring of control systems. A twenty-three year employee with a BS in Accounting from the University of Missouri, she has overseen all HOME and CDBG projects to date for the Agency.

Program Personnel Prior Experience

What is the prior experience of the organization's personnel with this type of project? Include the following: 1) Credentials, including resumes and licenses necessary to accomplish the job. 2) Number of years of experience with this type of project; 3) List of representative projects completed in t past. (600 character limit)

Boone County Family Resources originally applied for funding to purchase and rehab an apartment building through the Missouri Housing Trust Fund in 2002. Since that time the agency has utilized CDBG, HOME and Medicaid funds to purchase, rehab, demolish, and remodel agency-owned property and private homes of individual clients. The agency has had experience with relocation of clients, competitive procurements and prevailing wage projects.

Contractor Experience
Who are the service providers or contractors, if selected, and what are their qualifications? Include the following:

Credentials, including resumes and licenses necessary to accomplish the job. (PDF Format)

Number of years of experience with this type of project (400 character limit)

The contract for demolition services, which will be competitively bid, will be awarded to a local company with a business license, multiple years of experience in demolition, verifiable references, and required insurance coverage.

List of representative projects completed or services offered in the past. (400 character limit)

Notes

Insurance that will be required of contractors. (400 character limit)

The demolition contractor will be required to carry Commercial General Liability (required to be primary), Automobile Liability, Employers Liability and Workers Compensation with companies with an A-6 or better rating as listed in the A.M. Best or equivalent rating guide. The Agency will be named as an additional insured. Coverage will also be required of any subcontractors.

Record Lock

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System Fields