

City of Mountain View
Community Development Department
Fiscal Year 2019-2020 CDBG/HOME Public Services and Capital Projects Funding Cycle
2/8/2019 deadline

Community Health Awareness Council (CHAC) CHAC Mountain View Replacement of HVAC System

Jump to: [Pre-Application](#) [Application Questions](#) [Total Agency Budget](#) [Program/Activity Budget & Green Construction/Rehab](#)
[Required Documents](#)

\$ 99,847.00 Requested
\$ 107,560 Total Project Cost

Submitted: 2/8/2019 12:29:10 PM (Pacific)

Project Contact

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none entered

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Pre-Application [top](#)

1. Which of the following describes your organization? Check all that apply.

- Non-Profit with 501(c)(3) status
- Community Based Development Organization (CBDO)
- Faith-Based Organization

2. Briefly describe the project or program that you are proposing.

This capital project request is to replace the HVAC system of the CHAC Clinic at 590 ELC MV. The 30- year old system is the original system with several non-functional compressors. Staff and clients are uncomfortable throughout the year. Regrettably, space heaters are needed to heat the offices. Therefore, energy costs are high because the few working components are straining to heat or cool the entire building. The system is at risk of complete failure and cannot be effectively repaired.

3. What are the groups that will be targeted by your project or program?

CHAC's mission is to provide and champion comprehensive, quality, innovative and affordable mental health services in our service area for those in need. Our vision is that everyone in our community embraces mental health and wellness as integral to a healthy fulfilled life. With no stigma attached to mental health services, we help people know where and how to access appropriate help. We work towards universal access to a continuum of mental health services that includes prevention and intervention.

Low Income Clients

- 41% of CHAC's individual counseling clients report household income of less than \$35,000 per year.
- 59% report household income of less than \$65,000 per year
- 30% of the FRC's families qualify to live in government subsidized housing.
- Approximately 41% of CHAC's clients report Hispanic/Latinx as their ethnicity and

- 43% report ethnicity of other than Caucasian or Hispanic/Latinx. CHAC served over 14,000 clients in FY 2017-2018 including individuals and families, as well as school-setting children as individuals and in social emotional learning groups.

CHAC fees are based on a self-reported income sliding fee scale that ranges from \$20 to \$130 per session. However, CHAC sees clients regardless of ability to pay, even on the sliding fee scale by raising donor funds to subsidize clients who cannot afford any fee. CHAC provides a critical safety-net for local residents who may have limited or high deductible insurance plans, Medi-Cal/ Affordable Care Act covered clients and clients with no insurance at all. Without CHAC, these clients would have to rely on the County Mental Health Department where access is extremely impacted.

Utilization

- 780 clients receive counseling services in the Mountain View clinic;
- 3,200 students receive individual counseling in CHAC's school-based sites;
- 1,300 students participate in school based social emotional learning programs offered in Kindergarten, 3rd grade and 5th grade;
- 9,000 clients (an average of 450+ parents/families per month) receive services and/or participate in FRC programs.

47 % of our clients served at the CHAC Mountain View clinic are Mountain View residents.

CHAC's programs address four major areas:

- Clients experiencing anxiety, depression, domestic violence, substance abuse and other issues receive Individual, family and group counseling at the Mountain View Clinic. Also offered are parenting groups, LGBTQI support, a culturally focused Latinx program; and substance abuse/addiction recovery support groups.
- Neuro -Psychological evaluation is available at the Mountain View Clinic for a variety of issues including learning disabilities, attention deficit memory and language development difficulties.
- CHAC's Family Resource Centers (FRC), help parents and other caregivers of children aged 0-5 years understand the importance of physical and social-emotional development starting in the early years in life; we offer parent-child Interactive classes, parenting education, child development screenings, community events, parent coaching, coaching programs for childcare and other providers, community service resource & referral, and community engagement programs.
- CHAC's school-based individual counseling and evidence-based social emotional learning programs for K-12 students in 34 area schools including all Mountain View Whisman School District and MVLA high schools. Students and families needing longer-term care beyond CHAC's school programs are referred to the Mountain View Clinic.

Application Questions [top](#)

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #6.

PROJECT INFORMATION

Information on Funds Requested

1. City Cost per Unit for Requested Funding (housing/service/activity):

\$

TOTAL

2. Total Amount Requested from Other Entities:

\$

TOTAL

3. Mountain View's Requested Share of the Total Project Budget:

%

TOTAL

4. Total Project Cost

107560

5. Have you requested funds from the City of Mountain View for this project before?

Yes

No

6. Is this a Public Service or Capital Projects application?

The application period for Public Service is now closed while the Capital Project application period has been extended to February 8, 2019.

Public Service

Capital Projects

Project Administration and Monitoring

7. For Public Service applicants only - Indicate the amount of CDBG funding and/or General Fund support your agency is currently receiving; or if your agency is a new applicant, enter the requested amount of funding.

Whichever funding source your agency is currently receiving

CDBG Amount

General Fund

New Agency Funding Request

TOTAL

8. Describe your written policies and/or established procedures for ensuring persons with disabilities and/or limited English proficiency have access to the services or activities associated with your funding request.

We offer services in 13 languages to ensure that clients for whom English is not their first language have access to services in their native language. We offer translation services for clients and our Latinx program specifically supports language services and acculturation needs of our clients.

9. Explain how your agency collects income and race/ethnicity data.

During the initial meeting with a client, we ask clients to voluntarily report race/ethnicity data on our intake form which is then entered into our Electronic Health Record system under demographics. They are able to "decline to identify".

During our intake process, we discuss our fee schedule with clients and ask them to self-report their income category based on that schedule. If a client responds that even the sliding scale visit fee is not affordable, we may ask for income verification and then make further adjustments that may be as low as no fee at all for services.

10. Does your agency charge fees for the services for which you are requesting funding?

If so, please upload in the Documents tab a copy of your fee schedule.

Yes

No

11. Describe the need that the proposed project or activity addresses and its community impact.

This project extends the effective life of the CHAC facility located at 965 W. El Camino Real in Mountain View and allows CHAC to continue to provide services in this location as described below.

12. What other private or government organizations are now or will be addressing the same needs identified herein? Explain how the proposed activity augments rather than duplicates the services of other organizations.

There are other agencies and providers of mental health services in Santa Clara County. Examples include the Bill Wilson Center, the Santa Clara County Mental Health Department, Uplift Family Services and the Children's Health Council. These agencies serve populations who may be covered by Medi-Cal or other public reimbursement. CHAC serves the population who's income is not low enough to qualify for public programs yet their income is insufficient to be able to afford the services of private clinicians. In addition, CHAC serves low income clients who do qualify for public programs cannot necessarily access them due to long wait lists. Many private practice providers do not accept public reimbursement and, in fact, do not accept insurance at all. CHAC also serves privately insured patients who cannot afford the cost of "cash pay only" private

practitioners perhaps due to the financial stresses brought on by their mental health issues or other life issues that have caused them to seek our services.

Project Information

13. Describe the project's target population, including client eligibility requirements. Discuss how and if they are an at-risk and/or under-served population.

In today's world, anyone can be at risk for a variety of conditions that require access to mental health services including depression, anxiety, substance abuse and addiction, neuropsychological issues or learning disabilities to name a few. The American Psychological Association estimates that 16.2 million American adults, have had at least one major depressive episode in a given year.

In Mountain View, according to the Santa Clara County Department of Public health, approximately 13% of the adult population, or 7,125 people have been diagnosed with a depression disorder and 13% also reported episodes of binge drinking. Nine percent of Mountain View adults reported in this 2018 survey that they had suffered a major episode of mental distress within the past 30 days prior to the survey.

According to the National Alliance on Mental Illness (NAMI) and the National Institute for Mental Health (NIMH), approximately 1 in 5 youth aged 13–18 (21.4%) experiences a severe mental disorder at some point during their life. For children aged 8–15, the estimate is 13%. Further, half of mental health conditions begin by age 14, and 75% of mental health conditions develop by age 24. In September 2018, the Mountain View Voice newspaper published, "Nowhere to Turn for Kids in Crisis" where it described the mental health service referral program at Los Altos High School. Students can place a concern about themselves or a friend anonymously in a referral box which the school then follows up. The article states, "About five years ago, the number of annual referrals tallied up to about 200. By last year it had quadrupled to more than 800."

Communities across California are experiencing a growing shortage of licensed mental health clinicians due to retirements, insurance system financial pressure, lack of child and adolescent specialists and lack of affordable housing. With private providers shifting to cash based practice (vs. insurance) and over-burdened public system providers, CHAC's target population falls into the coverage and access gap for the Santa Clara County mid-peninsula region. Our clients may have no insurance, Medi-Cal or an Affordable Care Act plan that private providers refuse while County public providers have long wait lists for access. Other clients may be in a personal crisis where financial issues make private insurance co-pays and deductibles unaffordable. CHAC provides clinic services using an income-based sliding fee schedule (\$20-\$130) but strives to accept clients regardless of their ability to pay. A client may pay as little as \$1 per visit.

Replacing the HVAC system at the CHAC Mountain View clinic on El Camino Real is a critical need in terms of maintaining the facility, extending its useful life, and assuring the ability of staff to work with clients in an environment that is both comfortable and safe (in terms of the impact of extreme heat or cold). CHAC does not have eligibility requirements to receive services other than a client's clinical need for mental health services including individual or group counseling, early childhood development/family and parenting support, suicide prevention, substance abuse recovery and other supportive services, all of which are offered at our Mountain View clinic.

In addition, CHAC is also one of the largest training programs in the Bay Area for marriage and family therapists (MFT) and post-graduate PhD/PsyD psychologists; we annually train 75 -80 of the area's future mental health providers. Placement in our American Psychological Association accredited training program is competitive and highly sought-after by students and graduates to complete their supervised internships. CHAC therapists and their supervisors gather at the main clinic weekly for didactic training programs and required supervisory sessions, all of which require a location with a working HVAC system.

14. Information on Clients Served

<input type="text" value="781"/>	Total number of clients who would directly benefit from the program or activity?
<input type="text" value="302"/>	Number of Mountain View clients who would directly benefit from the program or activity?
<input type="text" value="1,083.00"/>	TOTAL

15. If the agency currently receives Mountain View funding, will the proposed assistance result in an increase in the number of clients currently being served by the agency?

If "Yes" is selected, answer the next question. If "No" is selected, proceed to question on number of extremely low, very low and low income clients.

- Yes
 No

16. Of the total additional clients, how many are expected to be Mountain View residents?

N/A

17. How many Total clients are expected to be Extremely Low Income Very Low Income, or Low Income

Number of Extremely Low Income (0% up to 30% AMI)?

Number of Very Low Income (30% up to 50% AMI)?

Number of Low Income? (50% up to 80% AMI)

TOTAL

18. Numeric Goals. For each activity, please indicate the goal for number of service units to be served. For Example: Annual number of clients who will be permanently housed? 25 Annual number of clients who will secure employment? 15

In FY 2018, CHAC serviced 13,743 clients and provided 45,736 service hours across all of its programs in at school sites, the family resource center, and the Mountain View Clinic. CHAC served 781 clients at the Mountain View clinic. The number of clients seen annually varies based on severity of client issues that directly impacts the number of visits required. At this time, we anticipate serving approximately the same number of clients at the Mountain View Clinic during FY 19. Replacing the HVAC system would not, on its own, increase our capacity and throughput. However, it will allow CHAC more scheduling flexibility as some of our treatment rooms are unusable during periods of extreme temperature. Scheduling flexibility may lead to some client intake increases, however, this project is focused on the ability to maintain our building to better serve current clients and staff.

19. How many Mountain View clients are expected to be Extremely Low Income Very Low Income, or Low Income

Number of Extremely Low Income Mountain View clients (0% up to 30% AMI)?

Number of Very Low Income Mountain View clients (30% up to 50% AMI)?

Number of Low Income Mountain View clients? (50% up to 80% AMI)

TOTAL

20. Briefly describe your agency's mission and history.

For 46 years (since 1973), CHAC has carried out a mission of providing alternatives to self-destructive behavior, and creating healthy lives for the children and families of Mountain View, Los Altos, Los Altos Hills and the surrounding communities by providing counseling and other mental health services. In addition to services in our Mountain View clinic building, CHAC provides mental health services to more than 3200 students in 34 schools in 4 school area districts including the Mountain View Whisman, Mountain View-Los Altos High School, Los Altos and Sunnyvale Elementary school districts.

One of CHAC's identified strategic goals is to assure cultural sensitivity and diversity awareness among all of our clinicians and staff. CHAC management strives to keep this goal at the forefront of clinical, operational and management practices and strongly believes the agency's actions help to reduce the stigma associated with seeking emotional support services that exists across many cultures.

CHAC's programs address four major areas, all of which contribute to stronger communities:

- Individual, family and group counseling at the Mountain View Clinic location including parenting groups, LGBTQI support, a culturally focused Latinx program;
- Specialty programs including Well Within that address substance abuse recovery in a family-based model and psychological evaluation for a variety of issues including learning disabilities, attention deficit memory and language development difficulties;
- CHAC Family Resource Centers (FRC), a collaboration among CHAC, FIRST 5 Santa Clara County and other community partners to offer programs that help parents and other caregivers of children aged 0-5 years understand the importance of physical and social-emotional development starting in the early years in life including parent-child Interactive classes, parenting education, child development screenings, community events, parent coaching, coaching programs for childcare and other providers, community service resource & referral, and community engagement programs; and
- CHAC school-based individual counseling and social emotional learning programs for K-12 students including Second Step (Kindergarten), Just for Kids (3rd Grade), What's Trending (pilot program for 5th graders) and Tween Talk (5th grade- 8th grade).

In FY2018, CHAC therapists and FRC volunteers provided 45,736 hours of clinic, FRC and school-based services to our mid-peninsula communities that served 13,700 clients.

The CHAC clinic building located at 590 W. El Camino Real, was built in 1986-1987 and, today, still has the original HVAC system. The heating/air conditioning system consists of 8 units, 4 installed on each corner of the roof and 4 installed in ceiling space between the first and second story of the building. Two of the 8 units are entirely non-functional and several others are on their "last legs." In this situation, the working units are having to operating constantly to compensate for the failing ones. The system is not effectively maintaining consistent temperature throughout the building. The last contractor

contacted for repairs stated that the system is now beyond partial fixes.

21. How will the effectiveness of your project/activity be measured?

Replacement of CHAC's HVAC system will extend the useful life of CHAC's main clinic building located at 590 W. El Camino Real, one of the main access roads to Mountain View. Anecdotally, we expect a reduction in client and staff complaints related to the interior temperature. In addition, the system will be brought up to current code requirements as the current system was installed approximately 30 years ago. Finally, CHAC will be able to directly measure if the system is resulting in a reduction of energy costs for the agency although we are not able to project those savings ahead of the installation because of the age of the existing system.

22. Indicate the estimated number of Mountain View clients that would be served under the following target group categories.

47	Seniors
242	Youth
75	Disabled Persons
60	Homeless Persons
424.00	TOTAL

Consolidated Plan Goals

23. Please indicate which Consolidated Plan Goal(s) will be met by the Project.

Check all that apply.

- Goal #1: Assist in the creation and preservation of affordable housing for lower-income and special needs households
- Goal #2: Support activities to prevent and end homelessness
- Goal #3: Support activities that provide basic needs to lower income households and special needs populations
- Goal #4: Support programs and activities that strengthen neighborhoods
- Goal #5: Promote fair housing opportunities

24. Briefly describe how your Project/Activity meets the Goal(s) selected above.

A mental health diagnosis may negatively affect an individual's productivity and earning power, which can cause absenteeism and unemployment while having secondary effects on families, colleagues and neighborhoods and, in some cases, entire communities.

In 2017, the Santa Clara County Homeless Census & Survey identified 416 homeless residents in Mountain View, a 51% increase over the 2015 survey. Thirty-eight percent of the respondents indicated that they had been diagnosed with psychiatric or emotional conditions. CHAC is available for the Mountain View homeless community when they choose to seek Mental Health assistance.

Another CHAC priority is supporting stronger families and development of parenting skills that ultimately leads to stronger neighborhoods and communities. CHAC offers individual and family counseling for families in crisis that may be divorce, immigration or housing insecurity, a child with special needs or learning disabilities, grief, and trauma, etc.

HUD Performance Measures

25. HUD requires that recipients of federal funding assess the outcomes of their programs. Please identify which HUD objective will be addressed by this project.

Select ONE.

- Objective #1: Creates a suitable living environment. This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues such as crime prevention, literacy or elderly health services.
- Objective #2: Provides decent housing. This objective focuses on housing programs where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.
- Objective #3: Creates economic opportunity. This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

26. HUD requires that recipients of federal funding assess the outcomes of their programs. Please identify which

HUD outcome will be addressed by this project.

Select ONE.

- Outcome #1: Improve availability/accessibility. This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.
- Outcome #2: Improve affordability. This category applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.
- Outcome #3: Improve sustainability. This category applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate income or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

For Affordable Housing Projects Only...

27. Type of Project

Check one. If applying for multiple projects, complete a separate application for each project. Click the Open Programs tab, above, to create additional application(s).

- Housing - Tenure: Rental
- Housing - Tenure: Ownership
- Public Facilities
- Infrastructure
- Other: HVAC system replacement

28. Type of Activity

- Acquisition
- Rehabilitation
- New Construction
- Expansion of an Existing Project

29. If the project involves acquisition of property, has a specific site been selected?

- Yes
- No
- N/A - This project does not include acquisition of property.

30. If the project involves acquisition of property and a specific site has been selected, please provide the address and Assessor's Parcel Number.

If this project does not involve acquisition of property and/or a specific site has not been selected, enter 'N/A'.
N/A

31. Do you have site control?

- Yes
- No

32. Explain if an option to purchase has been obtained. If applicable, indicated option period. If not applicable, put "N/A".

N/A

33. Does your organization qualify as a Community Housing Development Organization (CHDO) under the HOME program?

- Yes
- No

34. If your organization does not qualify as a CHDO under the HOME program, are you willing and able to meet the qualifications as set forth in federal regulations 24 CFR Part 92 (For affordable housing projects)

- Yes
- No
- N/A - Our organization qualifies as a CHDO under the HOME program.

35. Describe the proposed ownership and management structure of the Project.

CHAC will own the new HVAC system.

36. As document uploads, please provide the following information:

- Project income, expense and cash flow analysis for a 30-year period.

37. Provide a detailed project schedule.

If you'd rather, you may enter 'See attached.' here and instead upload your project schedule in the Documents tab.

This project is expected to take only 5-10 work days. CHAC plans to schedule the project work during July 2019 as it requires a complete building closure. CHAC transitions from one school year to the next during the month of July and generally has lower utilization during that period.

Regarding question 36 above, I could not submit the application without the check mark. But this item is N/a

38. For affordable housing projects only, state the number of affordable housing units to be created/rehabilitated and the target income population(s).

If the project does not pertain to affordable housing, enter "N/A".

N/A

39. For existing housing developments, provide a listing of the current unit composition and rent structure as well as the proposed unit composition and rents.

If the project does not pertain to affordable housing, enter "N/A".

N/A

40. Provide an explanation of how the project will impact any existing tenants. State if existing tenants will need to be temporarily or permanently relocated. If so, explain how the need for any temporary or permanent relocation will be addressed.

If the project does not pertain to affordable housing, enter "N/A".

N/A

41. Upload a list of other similar projects carried out by the agency (include the project name, address, date when it was carried out, funding sources used, number of housing units, and description of the project).

When you finished with the upload, check here to confirm.

- We have uploaded the list of similar projects in the Documents tab.
- This is not an affordable housing project so this document request does not apply.

42. Provide an overview of how the property will be managed and how any current management or tenant problems will be handled.

N/A

Green Construction/Rehabilitation

43. What amount and percentage of the total cost of your project is dedicated to Green upgrades?

\$ Amount

% of Total Cost

TOTAL

44. Please fill in the table regarding Green Construction/Rehabilitation in the Green Construction/Rehab tab, then check the box below to confirm.

- We have filled in the table in the Green Construction/Rehab tab, as applicable.

Total Agency Budget [top](#)

Total Agency Budget	Proposed 2019-2020	2018-2019	2017-2018	2016-2017
Administration		\$ 751,389.00	\$ 739,405.00	\$ 489,612.00
Fundraising		\$ 344,876.00	\$ 369,508.00	\$ 165,821.00
Operations		\$ 3,041,165.00	\$ 2,971,586.00	\$ 2,477,222.00

* CHAC's annual budget process begins in May 2019

\$ 0.00 \$ 0.00

Total \$ 0.00 \$ 4,137,430.00 \$ 4,080,499.00 \$ 3,132,655.00

Program/Activity Budget & Green Construction/Rehab [top](#)

Proposed Capital Project Expenses

	Use of Prior City Funds (if applicable)	Prior City Funding Request	Description of Current Funding Request	Amount of Current 2018-19 Funding Request
Project Management/Soft Costs	Description of Use	\$		\$
Site Acquisition	Description of Use	\$		\$
Pre-Development Expenses	Building repairs related to roof access to support installation and maintenance of new HVAC system (different contractor who will pull appropriate permits for this work). Description of Use	\$ 6,713		\$
Entitlement and Building Fees/ Permits	Permits for HVAC and Building repairs to support new system Description of Use	\$ 1,000		\$
Construction/Rehabilitation/Repair Costs	HVAC System Replacement Equipment & Installation Costs Description of Use	\$ 99,847		\$
Other	I put this here because I can't seem to get application to move over to the next column. this is the current request. Description of Use	\$		\$
Total		\$ 107,560		\$ 0

Proposed Project Revenues

	CDBG/HOME	Other (please identify in next column)	Type of Funding
Mountain View	99,847		\$
Other Jurisdictions/Sources			
CHAC - From Reserves	7,713		\$
			\$
			\$
			\$
			\$
			\$
Total	107,560		\$ 0

Green Construction and Rehabilitation

	Green Improvement/Upgrade	Annual Cost Savings	Lifetime Savings	Rater Used?	Use of Cost Savings
1	Based on model numbers of current Heat Pump equipment, the 30 year old system has an EER of 9.5, SEER of 10 and HSPF of 6.8.	\$	\$	e	Cost savings is

	OR LESS. The new system will have EER 11, SEER 14 and HSPF 8. The old unit uses the soon to be banned R22 refrigerant and the new one will use R410A, the approved replacement. This is directly related to preventing ozone layer depletion.				not available at this time.
2	Based on the model numbers of the current Split system A/C, the condensing units have an EER of 9.25, SEER of 10.2 and HSPF 7.05. The new units will have SEER 14 and HSPF 8.2. Similar to the heating unit, the old units uses the soon to be banned R22 refrigerant and the new one will use R410A, the approved replacement. This is directly related to preventing ozone layer depletion.	\$	\$	€	Cost savings is not available at this time.
3		\$	\$	€	
4		\$	\$	€	
5		\$	\$	€	
6		\$	\$	€	
7		\$	\$	€	
8		\$	\$	€	
9		\$	\$	€	
10		\$	\$	€	
11		\$	\$	€	
12		\$	\$	€	
13		\$	\$	€	
14		\$	\$	€	
15		\$	\$	€	
16		\$	\$	€	
17		\$	\$	€	
18		\$	\$	€	
19		\$	\$	€	
20		\$	\$	€	
21		\$	\$	€	
22		\$	\$	€	
23		\$	\$	€	
24		\$	\$	€	
25		\$	\$	€	
Total		\$ 0	\$ 0		

Number of Mountain View Clients Served

	2017-18 Proposed - Mountain View Clients	2017-18 Proposed - Total Clients	2017-18 Actual - Mountain View Clients	2017-18 Actual - Total Clients	2018-19 Proposed - Mountain View Clients	2018-19 Proposed - Total Clients	2019-20 Proposed - Mountain View Clients	2019-20 Proposed - Total Clients
By Income Level								
Extremely Low Income (0%-30% AMI)			175	451	172	444		
Very Low Income (31%- 50% AMI)			48	124	47	123		
Low Income (50%-80% AMI)								
Moderate Income (81%-			79	206	77	199		

120% AMI)				
Above Moderate Income (120% + AMI)				
By Age				
Youth (0-18 years)	242	625	236	613
Adults (19-62 years)	13	33	14	33
Seniors (63+ years)	47	123	46	120
Disabled Individuals	75	195	74	192
Other Special Needs - Describe: Homeless or Housing Insecure	60	156	59	153

Staffing Reimbursement Estimates

Staffing Summary	Position Title	Program/Project Duties	Total Annual Salary	Total Hours per Week	% Time Allocated to CDBG or General Fund Activity	CDBG or General Fund Salary Reimbursement Request
			\$	hrs	%	\$
			\$	hrs	%	\$
			\$	hrs	%	\$
			\$	hrs	%	\$
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			\$	hrs	%	\$
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			\$	hrs	%	\$

Required Documents [top](#)

Documents Requested *	Required?	Attached Documents *
ARTICLES OF INCORPORATION/BYLAWS	✓	Bylaws
LIST OF BOARD OF DIRECTORS: Include the name, telephone number, address, and occupation or affiliation of each member. Identify the principal officers of the governing body.	✓	2019 Board Roster
NONPROFIT DETERMINATION: Submit determination letters from the Federal Internal	✓	501c3 letter

Revenue Service and the State Franchise Tax Board documenting the organization is tax exempt.

AUTHORIZATION TO REQUEST FUNDS: Submit documentation of the governing body's authorization to submit the funding request. This consists of a copy of the minutes of the meeting in which the resolution, motion, or other official action is recorded.

DESIGNATION OF AUTHORIZED OFFICIAL: Document the governing body's action authorizing agency's representative to negotiate for & contractually bind the agency. Upload signed letter from Chairperson with name, title, address, & phone # of officials.

ORGANIZATIONAL CHART: Include the organization's administrative framework and staff positions.



[Org Chart](#)

FINANCIAL STATEMENT AND AUDIT: Describe any findings or concerns that were cited in the audit or in any accompanying management letter, particularly pertaining to use of CDBG funds. Describe any actions taken to correct identified findings/concerns.



[FY2017 audit](#) [FY2018 will be complete 2.25](#)

RESUME OF CHIEF PROGRAM ADMINISTRATOR

[Executive Director Resume](#)

RESUME OF CHIEF FISCAL OR FINANCIAL OFFICER

[CFO Resume](#)

STAFF QUALIFICATIONS/RESUMES: Provide a statement of qualifications and/or resumes of the development/project team staff members.



[CHAC Project Manager](#)

FEE SCHEDULE: Please upload a copy of your fee schedule, if you charge a fee for the services for which you are requesting funds.

[Self-Reported income based sliding fee schedule](#)

BUDGET DOCUMENTATION AND/OR AGENCY BUDGET: Upload any documentation to support your Total Agency Budget or a copy of your agency budget.

****CAPITAL PROJECTS ONLY** COST BREAKDOWN:** Provide a detailed breakdown of the total cost of the project (budget), including any acquisition, rehabilitation, relocation or other costs.

[HVAC project description and cost breakdown from AirCOMM](#)

[Equipment List with part numbers](#)

[Equipment Tech specifications - 1](#)

[Equipment Tech Specifications - 2](#)

****CAPITAL PROJECTS ONLY** REVENUE BREAKDOWN:** Provide a detailed breakdown of anticipated sources of revenue and proposed expenses, including the funding being requested from the City of Mountain View.

****CAPITAL PROJECTS ONLY** PROJECT PROFORMA:** Provide a copy of the project proforma: the project income, expense and cash flow analysis for a 30-year period.

****CAPITAL PROJECTS ONLY** PROJECT SCHEDULE:** Attach a detailed project schedule. (*REQUIRED if you did not provide a detailed project schedule in the application questions.)

****CAPITAL PROJECTS ONLY** SITE/FLOOR PLANS:** If applicable and available, include a site plan and floor plans and elevations of the project.

****CAPITAL PROJECTS ONLY** SITE/FLOOR PLANS:** If applicable and available, include a site plan and floor plans and elevations of the project.

****CAPITAL ONLY** LIST OF OTHER PROJECTS:**

Provide list of other projects similar to proposed project carried out by agency (include project name, address, date when carried out, funding sources used, # of housing units, & description of projects).

* *ZoomGrants™ is not responsible for the content of uploaded documents.*

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