

City of Mountain View
Community Development Department
2020/21 CDBG/HOME Capital Applications
2/19/2020 deadline

City of Mountain View - Public Works Department Mora/Ortega Park (CIP 17-46)

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USD\$ 750,000.00 Requested
USD\$ 1,665,000 Total Project Cost

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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.

The 0.45-acre site on Ortega Avenue at Mora Drive was dedicated to the City for park use by the developer of the 2296 Mora Drive residential project. The park will include the following amenities: a lawn and play area, a loop trail with pathways leading through orchard groves, an area with fitness equipment, picnic tables and benches. One accessible parking stall will be added along the street frontage on Ortega Avenue.

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

The project will provide a park with many amenities in an area located in a Low-Mod Group of Census Tract: 06085509404.

Application Questions [top](#)

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

1665000

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?

- 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.

The City of Mountain View is committed to creating an inclusive and accessible community. Since 1990, the City has worked diligently to comply with the Americans with Disabilities Act by promoting accessible City programs, services, and facilities.

The City of Mountain View strives to make City facilities accessible to all visitors. In support of this goal, City facilities are consistently upgraded in order to comply with changing ADA requirements.

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

The City's Community Development Department's Housing and Neighborhoods Division collects income and race/ethnicity data.

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.

The proposed neighborhood park sits on 0.45 acres dedicated by developers of the residential development at 2296 Mora Place. The park is surrounded by residential uses on all sides. To the north are three-story rowhomes and to the south are two-story townhomes; east of the project site are single family homes and across Ortega Avenue to the west of the site are two- and three-story multi-family buildings. The park will provide open space for the residential uses surrounding the park site. The project meets the City's goal to improve community and public facilities.

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.

As a City, it is the City's responsibility to build and maintain City facilities, including parks, for public use.

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.

This proposed park will be constructed in an area located in a Low-Mod Group of Census Tract: 06085509404.

14. Information on Clients Served

Total number of clients who would directly benefit from the program or activity?
 Number of Mountain View clients who would directly benefit from the program or activity?
 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?

The park will be open to all: Mountain View residents and non-residents.

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

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

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

NA 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

NA

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

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

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

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

TOTAL

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

The Public Works Department provides high-quality, cost-effective services that ensure that the design, construction, maintenance and operation of public infrastructure, facilities and services are responsive to the needs of residents, businesses and other City departments.

The Public Works Department is responsible for a diverse set of programs and activities to protect and enhance the health, safety, and quality of life in our community. These responsibilities include:

- Planning, designing, reviewing, constructing, operating, maintaining and improving the City's infrastructure
- Managing the City's water, wastewater and recycled water systems
- Operating and maintaining the City's landfill postclosure systems to ensure regulatory compliance
- Managing and implementing the City's annual Capital Improvement Program
- Reviewing, permitting and inspecting private development projects in the City's right-of-way
- Planning, designing and implementing traffic operation improvements for the safe, efficient and convenient circulation of vehicle, bicycle and pedestrian traffic throughout the community
- Maintaining City buildings and the City's vehicle and equipment fleet
- Administering the City's Solid Waste, and Real Estate Management programs.

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

Construction of this new park will bring the City closer to the goal of providing 3.00 acres of open space per 1000 residents. The park is located in the San Antonio planning area with a current total of 18.66 acres for 13,951, which is equivalent to 1.34 acres per 1000 persons. With the new park, 1.37 acres of open space will be available per 1000 persons.

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

NA Seniors

NA Youth

NA Disabled Persons

NA Homeless Persons

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.

The project will provide a neighborhood park where the community can enjoy a playground structure and open space.

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: Capital Project

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.

The project will be design and constructed using City of Mountain View funds. When the project is complete, the City of Mountain View will be responsible to maintenance and operation of the proposed park.

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.
See attached.

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.

The site is currently an empty lot. Once the project is constructed, the City will remain an owner of the park and is responsible for maintenance.

Green Construction/Rehabilitation

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

480000	\$ Amount
40	% of Total Cost
480,040.00	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 2020-21	2019-20	2018-19	2017-2018
Construction + Contingency	USD\$ 1,210,000.00			
Design Services	USD\$ 190,000.00			
Other Design Services	USD\$ 20,000.00			
Testing and Inspection	USD\$ 30,000.00			
Project Management	USD\$ 40,000.00			
City Design/Salaries	USD\$ 30,000.00			
Other	USD\$ 25,000.00			
Project Contingency	USD\$ 18,000.00			
City Administration	USD\$ 102,000.00			
Total	USD\$ 1,665,000.00	USD\$ 0.00	USD\$ 0.00	USD\$ 0.00

Proposed Capital Project Expenses

	Use of Prior City Funds (if applicable)	Prior City Description of Funding Request	Current Funding Request	Amount of Current 2018-19 Funding Request
Project Management/Soft Costs	None	Description of Use	\$	\$
Site Acquisition	None.	Description of Use	\$	\$
Pre-Development Expenses	None.	Description of Use	\$	\$
Entitlement and Building Fees/Permits	None.	Description of Use	\$	\$
Construction/Rehabilitation/Repair Costs	Requested funds will be used towards the construction cost of the park.	Description of Use	\$ 750,000	\$
Other	None.	Description of Use	\$	\$
Total			\$ 750,000	\$ 0

Proposed Project Revenues

	CDBG/HOME	Other (please identify in next column)	Type of Funding
Mountain View			\$
Other Jurisdictions/Sources			
			\$
			\$
			\$
			\$
			\$
			\$
			\$
Total	0		\$ 0

Green Construction and Rehabilitation

	Green Improvement/Upgrade	Annual Cost Savings	Lifetime Savings	Rater Used?	Use of Cost Savings
1	Site furnishings (picnic tables and benches) made of recycled material	\$	\$	e	
2	Bioswales for on-site drainage	\$	\$	e	
3	Large lawn area (3600 SF)	\$	\$	e	
4	Installing smart controller that will contribute towards water savings	\$	\$	e	
5	Planting low water-use plants	\$	\$	e	
6	Planting 35 trees to help reduce carbon footprint and reduce heat island effect	\$	\$	e	
7		\$	\$	e	
8		\$	\$	e	
9		\$	\$	e	
10		\$	\$	e	
11		\$	\$	e	
12		\$	\$	e	
13		\$	\$	e	
14		\$	\$	e	
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Required Documents [top](#)

Documents Requested *	Required?	Attached Documents *
ARTICLES OF INCORPORATION/BYLAWS	✓	Not Applicable
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.	✓	Not Applicable
NONPROFIT DETERMINATION: Submit determination letters from the Federal Internal Revenue Service and the State Franchise Tax Board documenting the organization is tax exempt.	✓	Not Applicable
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.	✓	PW Org Chart 2019
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.	✓	Not Applicable
RESUME OF CHIEF PROGRAM ADMINISTRATOR		
RESUME OF CHIEF FISCAL OR FINANCIAL OFFICER		
STAFF QUALIFICATIONS/RESUMES: Provide a statement of qualifications and/or resumes of the development/project team staff members.	✓	SSA Landscape Architects Resumes
FEE SCHEDULE: Please upload a copy of your fee schedule, if you charge a fee for the services for which you are requesting funds.		
BUDGET DOCUMENTATION AND/OR AGENCY BUDGET: Upload any documentation to support your Total Agency Budget or a copy of your agency budget.	✓	FY 2019-20 Capital Improvement Program
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.	✓	Project Cost Estimate
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.	✓	Project Cost with Funding Sources
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.	✓	Not Applicable
CAPITAL PROJECTS ONLY PROJECT SCHEDULE: Attach a detailed project schedule. (*REQUIRED if you did not provide a detailed project schedule in the application questions.)	✓	Project Schedule
CAPITAL PROJECTS ONLY SITE/FLOOR PLANS: If applicable and available, include a site plan and floor plans and elevations of the project.		Project Layout

****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.*

Application ID: 158953

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