

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

LifeMoves Graduate House Repairs and Rehabilitation

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

USD\$ 12,000.00 Requested
USD\$ 70,800 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.

Graduate House provides long-term transitional housing to individuals who have been homeless, including formerly chronically homeless individuals. The proposed project would involve refurbishing the kitchen as well as installing new Title 24-compliant windows in a building that has experienced substantial wear and tear over the years.

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

Graduate House serves chronically homeless individuals, all of whom are in the "extremely low income" or "very low income" categories, per HUD definitions.

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**

70800

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 LifeMoves Policies and Procedures Manual provides that all services will be provided without discrimination, and without regard to disability or English language proficiency. In addition, LifeMoves makes significant efforts to hire Spanish-speaking Case Manager and other staff who are in direct-service roles.

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

LifeMoves collects data regarding income, race and ethnicity consistent with HUD requirements. This includes requiring copies of W-2 forms, SSDI disability income determinations, Social Security records, and bank account verifications. Race and ethnicity data area entered into HMIS, consistent with HUD and Santa Clara County requirements.

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.**

Graduate House provides long-term transitional housing to five individuals at a time in Mountain View, who would otherwise be unable to support themselves or afford market-rate rentals. Individuals at this site are required to work and are engaged in preparing themselves to live independently. Graduate House serves approximately 7 to 10 individuals per year. Therefore, this site serves an important function in getting formerly homeless individuals back into housing and employment.

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 is no other organization that provides services at Graduate House, and therefore this grant request would not be duplicated by any other organization. LifeMoves owns and manages Graduate House under a regulatory agreement with the

City of Mountain View, and there is no other agency that would fund the capital project we are seeking funds for here.

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.

All clients at Graduate House qualify for long-term transitional housing consistent with HUD guidelines, which means they would otherwise be homeless individuals, currently unable to support themselves if paying market-rate rent, and they typically need support in maintaining employment. The LifeMoves work supports their finding work and becoming self-sufficient. As otherwise homeless individuals, they qualify as both at-risk and under-served populations.

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?

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

Annual number of clients who will be permanently housed during one year is estimated to be five. A LifeMoves Case Manager works with each client to determine whether they will be able to secure permanent housing. Graduate House houses between 7 and 10 individuals per year, with an average length of stay of 12 - 18 months. Two of the five units are reserved for Mountain View residents, but often Mountain View residents occupy all units.

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.

Our Mission: LifeMoves is the largest and most innovative non-profit organization committed to ending the cycle of homelessness for families and individuals in San Mateo and Santa Clara Counties. As a financially-stable and results-driven organization, our mission, since 1987, has been to provide interim housing and supportive services for homeless families and individuals to rapidly return to stable housing and achieve long-term self-sufficiency.

What We Do: LifeMoves operates ten shelters from Daly City to San Jose, as well as seven other facilities that include permanent supportive housing sites and a drop-in center that provides two meals a day, as well as shower and laundry facilities. On any given night, we feed, clothe and house approximately 850 people, about one-third of whom are minor children.

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

The proposed project will provide much needed improvements to the safety, security and GREEN construction of this facility. The project will be environmentally responsible and resource efficient. The planning and design has incorporated green building considerations. LifeMoves has worked closely with the contractor to ensure that this project will minimize adverse environmental impacts.

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

<input type="text"/>	Seniors
<input type="text"/>	Youth
<input type="text"/>	Disabled Persons
<input type="text" value="10"/>	Homeless Persons
<input type="text" value="10.00"/>	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.

Homelessness continues to be a serious problem in Mountain View and throughout the Bay Area, and one of the most effective ways of housing chronically homeless individuals is to provide transitional housing while they re-enter the workforce and work towards self-sufficiency. LifeMoves is very pleased to be able to contribute to reducing homelessness in this very effective manner.

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: Long-term transitional housing site

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.

No changes are proposed in ownership or management of Graduate House.

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".

Residents pay 30% of their monthly income for rent. Graduate House is able to accommodate five clients at any one time, with the annual number of clients served ranging from seven to 10 total.

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".

The project will not disrupt existing tenants or require move-out.

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.

There will be no change in property management or ownership. Tenant problems are and will continue to be handled by LifeMoves Case Managers, under the supervision of LifeMoves Director of Housing and Employment.

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 2020-21	2019-20	2018-19	2017-2018
Administration	USD\$ 3,100,000.00	USD\$ 3,253,136.00	USD\$ 2,551,435.00	USD\$ 2,462,224.00
Fundraising	USD\$ 3,250,000.00	USD\$ 3,219,435.00	USD\$ 2,589,347.00	USD\$ 2,474,873.00
Program Operations	USD\$ 23,504,955.00	USD\$ 22,727,312.00	USD\$ 18,003,766.00	USD\$ 21,691,334.00
Total	USD\$ 29,854,955.00	USD\$ 29,199,883.00	USD\$ 23,144,548.00	USD\$ 26,628,431.00

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

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	N/A	Description of Use	\$	\$
Site Acquisition	N/A	Description of Use	\$	\$
Pre-Development Expenses	N/A	Description of Use	\$	\$

Entitlement and Building Fees/Permits	N/A Description of Use	\$	\$
Construction/Rehabilitation/Repair Costs	Salaries payable at Davis-Bacon prevailing wage rates Description of Use	\$ 12,000	\$
Other	N/A Description of Use	\$	\$
Total		\$ 12,000	\$ 0

Proposed Project Revenues

	CDBG/HOME	Other (please identify in next column)	Type of Funding
Mountain View	12,000	\$ 0	N/A
Other Jurisdictions/Sources			
Mountain View - FY19 Grant	58,800	\$ 0	N/A
		\$	
		\$	
		\$	
		\$	
		\$	
Total	70,800	\$ 0	

Green Construction and Rehabilitation

	Green Improvement/Upgrade	Annual Cost Savings	Lifetime Savings	Rater Used?	Use of Cost Savings
1	N/A (green improvement upgrades detailed on previous application; not duplicated here because we are only seeking funding for prevailing wages.	\$	\$	☐	
2		\$	\$	☐	
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

	2016-17 Proposed - Mountain View Clients	2016-17 Proposed - Total Clients	2016-17 Actual - Mountain View Clients	2016-17 Actual - Total Clients	2017-18 Proposed - Mountain View Clients	2017-18 Proposed - Total Clients	2018-19 Proposed - Mountain View Clients	2018-19 Proposed - Total Clients
By Income Level								
Extremely Low Income (0%-30% AMI)	10	10	5	5	10	10	10	10
Very Low Income (31%-50% AMI)								
Low Income (50%-80% AMI)								
Moderate Income (81%-120% AMI)								
Above Moderate Income (120%+ AMI)								
By Age								
Youth (0-18 years)								
Adults (19- 62 years)	10	10	3	3	10	10	10	10
Seniors (63+ years)			2	2				
Disabled Individuals								
Other Special Needs - Describe:	10	10	5	5	10	10	10	10

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
N/A			\$	hrs	%	\$ 0
			\$	hrs	%	\$
			\$	hrs	%	\$
			\$	hrs	%	\$

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.



[LifeMoves - scope of work](#)

****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.



[LifeMoves - Revenue 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.



[LifeMoves - Project Pro Forma](#)

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



[LifeMoves - Proposed Project Schedule](#)

****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.

Application ID: 160640

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