

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

Palo Alto Housing Corporation
950 W. ECR

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

\$ 650,000.00 Requested
\$ 49,000,000 Total Project Cost

Submitted: 2/8/2019 10:44:52 AM (Pacific)

Project Contact

Diane Dittmar
ddittmar@pah.community
Tel: 3219709x125

Additional Contacts

none entered

Palo Alto Housing Corporation

2595 East Bayshore
Suite 200
Palo Alto, CA 94303

Telephone 6503219709x125
Fax
Web pah.community

President and CEO

Randal Tsuda
rtsuda@pah.community

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 26,460 square foot parcel along El Camino Real will be developed into badly needed affordable housing that includes 70 units of studio apartments and one 2 bedroom unit for the manager. The 5 story structure (1 story of Type 1A and 4 stories of Type 3A) will also include common rooftop and balcony outdoor spaces as well as common laundry, a community room, library, and offices for property management and service providers. The location is located close to transportation and amenities.

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

Residents of 950 W. ECR will be individuals or two person households whose income is extremely low, very low or low (70% AMI and below). Many residents of Mountain View in this income range are being displaced into RV's, or to the central valley and enduring long commutes as a result of the boom in tech employment and the resulting rise in rents and housing shortage.

Up to 30% of the residents may also be special needs, either adults with developmental disabilities or homeless veterans or both. For veterans, supportive services will be provided by the Veterans Administration. Palo Alto Housing's Eagle Park property is located a ten minute walk away and will be housing homeless veterans. It is anticipated that synergies in programming between the 2 properties would lead to benefits for both. Many adults with developmental disabilities in Mountain View and the surrounding communities are living with aging parents and need to move to independent living in their community before their parents are no longer able to care for them. These adults would be supported by SARC (San Andreas Regional Center).

As many households at this income level do not own cars, 950 W. ECR, is an ideal location – close to multiple bus lines that allow access to communities up and down the peninsula including the VA Palo Alto Medical Center. Many residents will have jobs in the surrounding community and will be able to commute by public transit or bike. A wide variety of amenities including grocery stores, banks, retail, health care and government offices are located within walking distance of the development. In addition, every resident will have a bicycle parking space and a storage locker available to them.

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

49377496

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.

The marketing and lease up process will include advertising in various languages and outreach to agencies which provide services to persons with disabilities and minority groups. After lease up, every effort will be made to provide outreach regarding on site services and resources in the most prevalent language/s spoken by residents. In addition to English. PAH staff consists of a diverse group of individuals who speak various languages and are on hand to assist as needed.

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

PAH Property Management Company does an initial certification of potential residents. Residents are asked to provide 3 months of pay stubs which is used to determine their annual income and which AMI level they qualify for. If pay stubs are unavailable, property management contacts the HR department of the applicants place of employment to verify income information.

Once a resident is accepted and moves in, the undergo an annual re-certification of their income similar to the process of initial certification.

We utilize HUD Form 27061 to collect race and ethnicity information from applicants and residents.

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.

Housing has become unaffordable for many low and moderate income workers in Mountain View, and as a city that has always valued diversity including socio-economic diversity, this threatens the core of the character of the City of Mountain View. Many Mountain View residents are being displaced as apartments are bought, rehabbed and rents are raised significantly.

According to SV@Home, The average rent in Santa Clara County was \$3,516 as of September 2018 (Zillow). Note that it is difficult to pinpoint the precise rental rates, as different sources use different data. The Zillow data may not take into account smaller properties.

Using a 30% payment standard, a renter would need to have an income of \$140,000 to afford the average rental property (or about 112% of area median income for a family of four).

Wages for all but the highest-paying workers in the Silicon Valley have fallen by 14% since 1997. Lower wages force many households to have to choose between longer commutes or relocating all together to more affordable areas.(Working Partnerships, 2018)

While common thought is that Silicon Valley tech workers all make six figure salaries, blue collar contract workers make an average annual income of \$19,000 and white collar contract workers make an average annual income of \$53,200. These workers can afford rents of \$475 and \$1,330 respectively, far below the median rent of \$2,850 (Working Partnerships USA, 2016).

In Santa Clara County, a minimum wage worker would need to work 35 hours/day (40 hrs/wk at \$11.00/hr) in order to afford an average, typical 2-bedroom apartment (National Low Income Housing Coalition, 2018).

In addition, to long time residents being displaced, not enough housing is being built. In 2015, Santa Clara County continued its decades- long pattern of adding many more jobs than housing units, adding 41,300 new jobs but only 5,353 new housing units. (Vital Signs), and very few of those are affordable to lower or even moderate income households.

Santa Clara County met 97% of its market rate housing need in the last State Regional Housing Needs Assessment (RHNA) cycle versus only 22% of its lower income need (Association of Bay Area Governments).

These households who cannot afford to live close to their jobs in Mountain View or Santa Clara County, are moving further away or out of the area all together.

The California Air Resources Board identifies housing as a key strategy to meet 2030 climate targets as part of SB 375 Sustainable Communities Strategy. Citing underdevelopment of housing as a major contributor to increased Vehicle Miles Traveled, as residents throughout California must drive farther and longer to access employment and goods and services. (CARB, 2018)

Between 2010 and 2016, 40% of those moving out of the Bay Area came from households making \$50,000 or less. These households are disproportionately Black and Hispanic. (Turner Center, 2018)

For Mountain View to thrive as a city, we must create ways for our valued residents to continue to live in the City and

contribute to the community. This project would provide 70 studio units for households earning between 50% and 70% AMI; precisely the households that are being displaced and possibly some of the households who are now living in RV's. There are currently no market rate units in Mountain View that are affordable to this income range. PAH estimates that this development would provide homes to 91 low income individuals who would otherwise not be able to live in Mountain View.

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.

Other non-profit developers also provide affordable housing in the community. The need for affordable housing for low income Mountain View residents and workers far outstrips the supply.

One of the most significant hurdles to providing affordable housing within Mountain View is finding and purchasing sites that are appropriate. Most other affordable developers don't have site control for property within the City. If other affordable housing developers were able to provide affordable housing in Mountain View, it would augment not duplicate the housing provided by Palo Alto Housing and still not meet the huge need.

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 project will serve households with an AMI between 50% and 70% AMI. Tenants must verify their income at lease up and each year afterwards. Households cannot be larger than 2 people. This housing will have a Mountain View live or work preference so prospective residents must verify their Mountain View residency and/or Mountain View employment to be eligible for the preference. Since all of PAH's developments receive many times the number of applicants for each unit of housing, it is anticipated that few residents of 950 ECR will not be residents of or employed in Mountain View.

This development is unique in that it is the only project to our knowledge that is being built for low income residents who are not necessarily homeless and are Mountain View residents or workers. In order for the City of Mountain View to thrive, displaced residents must be given options within the City and low income workers need to have affordable options to long commutes or moving out of the area.

Much of the market rate housing built in the area is targeted at 120% AMI or more and much of the affordable housing that has been built for low income households focuses on the lower end of the 30% - 50% AMI range, often using vouchers to supplement rents and housing individuals and households experiencing homelessness. Few developments address the 50% AMI - 70% AMI range and individuals who are working but often low income.

950 W. ECR also proposes to reserve 20% of the units for adults with developmental disabilities. These adults would typically be working and have families in the local area. There are few housing options for these adults in Mountain View or the northern Santa Clara County areas. Most of these individuals have lived with their parents for decades and as their parents age and may be unable to care for them, these adults with developmental disabilities need to transition to independent living. They would be supported by SARC (San Andreas Regional Center).

14. Information on Clients Served

91	Total number of clients who would directly benefit from the program or activity?
86	Number of Mountain View clients who would directly benefit from the program or activity?
177.00	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?

Eighty-six (86), with a Mountain View live/work preference, it is expected that 95% will be Mountain View residents or workers.

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

70 low income households will be permanently housed at 950 W. El Camino Real.

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: To create stronger, more diverse communities by providing and maintaining high-quality affordable housing where individuals and families thrive.

History: For nearly 50 years, Palo Alto Housing, an independent, non-profit agency, has acquired, developed and managed low- and moderate-income housing in Palo Alto and the San Francisco Bay Area. PAH provides high-quality, safe housing; subsidizes rents to the greatest degree possible, and supports our residents in reaching their goals through the Resident Services program.

Over 700 households (over 2,000 individuals) in 23 developments call PAH properties home. Currently, all of these properties are located within the city of Palo Alto. This Spring, we will be completing our first project outside of Palo Alto in Mountain View - Eagle Park located at 1701 W. El Camino Real. This development will be home for 67 households including homeless veterans. PAH currently has over 400 affordable units in various stages of development.

In addition for developing affordable housing, PAH provides property management, resident services and BMR administration.

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

950 ECR will be measured based on the following criteria:

1. Meeting an on-time schedule, and an on-budget project as detailed by the project schedule and proforma.
2. Successful and timely lease up- achieving 100% occupancy with qualified residents within 6 months of project completion.
3. On-going low vacancy rate - less than 5%.
4. Well run and well maintained property- based on on-going resident satisfaction surveys.

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

Seniors

Youth

Disabled Persons

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.

950 W. El Camino Real is a new 71 unit (70 studios and 1 two bedroom resident manager unit) LEED gold certified, affordable housing community in Mountain View with proximity to transit and amenities. Bike parking (provided at a 1:1 ratio), trash room, resident service/management office(s), community room, mail room, and lobby with elevator access will all be included on the ground level. The surface parking lot at the rear of the site will include resident, guest, and employee parking for 32 cars and 2 motorcycles (0.45 parking ratio).

Residents of 950 W. ECR will be individuals or two person households whose income is low (50% to 70% AMI). Many residents of Mountain View in this income range are being displaced into RV's, or to the central valley and enduring long commutes as a result of the boom in tech employment and the resulting rise in rents and housing shortage. Up to 20% of the residents may also be special needs, adults with developmental disabilities.

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:

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'.
950 West ECR, Mountain View; APN: 158-07-019

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- site is owned by 950 ECR, LLC, a limited liability company of which Palo Alto Housing Corporation is the sole member.

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.

This site is owned by 950 ECR, LLC, a limited liability company of which Palo Alto Housing Corporation is the sole member. This LLC will be the General Partner of 950 El Camino Real LP. and the Limited Partner will be PAHC Apartments, Inc.

Development, property management and resident services will be provided by Palo Alto Housing Corporation and PAHC Management & Services.

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.

City Council Approval- 2/26/2019

Submit for building permits - 4/15/19

TCAC/CDLAC funding applications submitted- 5/13/19

Building Permit Approved- 9/19/19

TCAC/CDLAC funding award- 10/3/2019

Finalize GMP and Contract - Fall, 2019

Financial Closing- Fall/Winter, 2019

Construction Start- Fall/Winter, 2019

Lease up- Spring, 2021

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".

71 units (70 studios for low income residents; 1 two bedroom resident manager unit); Target income population: 42 units at 50% AMI, 28 units at 70% AMI

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.

At the site level, the property will be managed by a qualified and experienced Resident Manager who is knowledgeable with fair housing compliance and affordable housing programs. On site staffing will include a Maintenance Technician, a Service Coordinator and a Resident Manager.

Tenant problems will initially be brought to the Resident Manager; if the Resident Manager is unable to resolve the tenant problem, the Resident Manager will seek assistance and support from a member of PAH's Resident Services Department and the Property Supervisor. All residents are provided with a copy of Grievance and Appeal Procedure which also outlines the process for residents to get problems resolved

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
Salaries	\$ 847,118.00	\$ 825,124.00	\$ 752,115.00	\$ 473,317.00
Payroll Taxes, Insurance and Benefits	\$ 203,982.00	\$ 217,966.00	\$ 165,150.00	\$ 120,220.00
Office Rent	\$ 133,641.00	\$ 76,365.00	\$ 41,189.00	\$ 13,832.00
Services	\$ 181,310.00	\$ 118,014.00	\$ 118,975.00	\$ 67,833.00
Office Supplies, Utilities, Insurance and other	\$ 30,800.00	\$ 35,520.00	\$ 33,788.00	\$ 24,475.00
Advertising, Public Awareness and Hospitality	\$ 30,100.00	\$ 29,370.00	\$ 26,214.00	\$ 21,886.00
Donation	\$ 6,000.00	\$ 50,000.00	\$ 6,000.00	\$ 5,500.00
Travel and Training	\$ 21,350.00	\$ 23,850.00	\$ 24,320.00	\$ 4,500.00
Capital Expenditures	\$ 2,607.00	\$ 5,173.00	\$ 3,514.00	\$ 694.00
Development Opportunities	\$ 100,000.00	\$ 100,000.00		\$ 45,000.00
Total	\$ 1,556,908.00	\$ 1,481,382.00	\$ 1,171,265.00	\$ 777,257.00

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	Demolition, Site Preparation and Soft Costs (not use of prior City Funds, current request) Description of Use	\$ 650,000		\$
Entitlement and Building Fees/Permits	Description of Use		\$	\$
Construction/Rehabilitation/Repair Costs	City of Mountain View soft loan - current project- Allocation from the Below-Market-Rate-Fund approved by Mountain View City Council 5/15/18 Description of Use	\$ 22,772,844		\$
Other	Palo Alto Housing received \$8,000,000 for construction of the 1701 ECR (Eagle Park) project from the City of Mountain View Description of Use		\$	\$
Total			\$ 23,422,844	\$ 0

Proposed Project Revenues

	CDBG/HOME	Other (please identify in next column)	Type of Funding
Mountain View	650,000	\$ 650,000	CDBG/HOME
Other Jurisdictions/Sources			
Mountain View (Promethius)		\$ 22,772,844	Affordable Housing Fund
SC County funds for adults with developmental disabilities		\$ 1,500,000	county source
4% tax credits		\$ 16,390,871	4% tax credits
GP capital contribution		\$ 2,618,097	capital contribution
A Tranche		\$ 5,445,683	permanent loan
		\$	
		\$	
Total	650,000	\$ 49,377,495	

Green Construction and Rehabilitation

	Green Improvement/Upgrade	Annual Cost Savings	Lifetime Savings	Rater Used?	Use of Cost Savings
1	Photovoltaic Panels	\$ N/A- new	\$ N/A- new	☐	LEED- Gold
2	Drought tolerant native plantings	\$ N/A- new	\$ N/A- new	☐	LEED- Gold
3	Permeable hard surfaces	\$ N/A- new	\$ N/A- new	☐	LEED- Gold
4	Exceed Title 24	\$ N/A- new	\$ N/A- new	☐	LEED- Gold
5	Energy Star Appliances	\$ N/A- new	\$ N/A- new	☐	LEED-Gold
6	Low flow faucets, shower heads and toilets	\$ N/A- new	\$ N/A- new	☐	LEED - Gold
7	Enhanced indoor air quality	\$ N/A- new	\$ N/A- new	☐	LEED - Gold

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	%	\$
			\$	hrs	%	\$
			\$	hrs	%	\$
			\$	hrs	%	\$
			\$	hrs	%	\$
			\$	hrs	%	\$
			\$	hrs	%	\$
			\$	hrs	%	\$
			\$	hrs	%	\$
			\$	hrs	%	\$
			\$	hrs	%	\$
			\$	hrs	%	\$
			\$	hrs	%	\$
			\$	hrs	%	\$
			\$	hrs	%	\$
			\$	hrs	%	\$
			\$	hrs	%	\$
			\$	hrs	%	\$
			\$	hrs	%	\$
			\$	hrs	%	\$
			\$	hrs	%	\$
			\$	hrs	%	\$
			\$	hrs	%	\$

Required Documents [top](#)

Documents Requested *

Required? Attached Documents *

ARTICLES OF INCORPORATION/BYLAWS	✓	Articles of Incorporation PAHC 1st Ammendment Bylaws PAHC By Laws 950 ECR LLC-LLC-1 950 ECR LLC- Operating Agreement 950 ECR LLC Statement of Information
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.	✓	PAHC Board List with Address and years of service
NONPROFIT DETERMINATION: Submit determination letters from the Federal Internal Revenue Service and the State Franchise Tax Board documenting the organization is tax exempt.	✓	Evidence of 501(c)3 status Franchise Tax Board Charitable Exemption
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.		Authorization to request funds unsigned
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.		Randy Tsuda Authorized Official
ORGANIZATIONAL CHART: Include the	✓	PAHC Org Chart

organization's administrative framework and staff positions.

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.



[PAHC 2018 Audit](#)

RESUME OF CHIEF PROGRAM ADMINISTRATOR

[Randy Tsuda Resume as part of PAH resume](#)

RESUME OF CHIEF FISCAL OR FINANCIAL OFFICER

[Quinsia Ma resume as part of PAH resumes](#)

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



[Development Team Resumes as part of PAH 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.

[PAHC Budget 2018-2019](#)

[2016-2017 PAHC 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.

[950 ECR Cost Breakdown- See Sources and Uses Tab](#)

****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.

[950 ECR Revenue Breakdown See Sources and Uses Tab](#)

****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.

[950 ECR Proforma- See Cash Flow Tab](#)

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

[950 ECR Project Schedule](#)

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

[950 ECR Site/Floor Plans](#)

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

[950 ECR Site/Floor Plans](#)

****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).

[1701 ECR \(Eagle Park\) Information](#)

[2821 ECR, RWC, project information](#)

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

Application ID: 134634

Become a [fan of ZoomGrants™](#) on Facebook
Problems? Contact us at Questions@ZoomGrants.com
©2002-2019 GrantAnalyst.com. All rights reserved.

"ZoomGrants" and the ZoomGrants logo are trademarks of GrantAnalyst.com, LLC.

[Logout](#) | [Browser](#)