

# Applications

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## EXHIBIT E

### Award Number

20-HK-00147

### PO Number

2240

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## Section I

Total CDBG ask (including acquisition cost and activity delivery costs – staffing, consultants, appraisal, environmental, closing costs, legal costs)

### Total Requested CDBG Grant Dollars

\$5,000,000.00

### Activity Category

Choose your Activity Category from the list. Eligible activities are defined by 24 CFR §570.482 et. seq. <https://www.law.cornell.edu/cfr/text/24/570.482>

Public Facilities and Improvements

### Activity (PFI)

Choose your specific activity from the list based on HUD Matrix Code. Matrix code definitions can be located at: <https://files.hudexchange.info/resources/documents/Matrix-Code-Definitions.pdf>

(03C) Homeless Facilities

## National Objective (All)

Choose the national objective from the list. Criteria for national objectives can be located at 24 CFR §570.483. <https://www.law.cornell.edu/cfr/text/24/570.483>

(LMC) Low/Mod limited clientele benefit

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## Section II

### Measure Indicator

Individuals

Choose the measure indicator from the list. Detailed information on performance measurements can be located in HUD's Basically CDBG manual, Chapter 13. <https://files.hudexchange.info/resources/documents/Basically-CDBG-Chapter-13-Performance-Measurement.pdf>

### Number of Beneficiaries

124

Please indicate the proposed number of beneficiaries of this activity.

LMC - Number of LMI persons that will benefit

LMH - Number of households that will benefit

### Presumed Benefit Types

Please check on all that apply, if applicable. For more information regarding presumed benefit types see 24 CFR §570.483(a)(2). <https://www.law.cornell.edu/cfr/text/24/570.483>

Homeless Person

### Additional Benefit Types

Check all that apply, if applicable.

Youths, Single Adults, Single Men, Single Women, Families, Mentally Ill, Veterans, Substance Abusers, Victims of Domestic Violence, Duly Diagnosed, Other

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## Section III

**Project Title**

Enter a descriptive name of your project.

Improvements to LifeMoves Homekey Interim Housing in Mountain View

**Organization Name**

Enter the name of the responsible entity.

City of Mountain View

**Is this activity in a Colonia?**

For information about Colonia locations see <https://www.hudexchange.info/cdbg-colonias/colonias-history/>.

No

**Is this activity for a non-Federally recognized Native American tribe?**

No

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## Project/Program Census Location

The Census information in this section will be used for legislative and congressional district tracking. Please use the Census information of your primary facility or the designated address of the responsible organization. It is ok if the information is duplicative.

Use the HUD LMSI mapping tool located at <https://hud.maps.arcgis.com/apps/webappviewer/index.html?id=ffd0597e8af24f88b501b7e7f326bedd> to gather the required census tract information as identified by the address below. For instructions on using the mapping tool visit: <https://hud.maps.arcgis.com/home/item.html?id=ffd0597e8af24f88b501b7e7f326bedd>

Identify the census location data for the administrative entity of this application (if this is a county use the County Administration building, if this is a city use City Hall or an administrative facility).

See this list for County Codes: [[https://www2.census.gov/geo/pdfs/maps-data/data/tiger/tiger2006se/app\\_a03.pdf](https://www2.census.gov/geo/pdfs/maps-data/data/tiger/tiger2006se/app_a03.pdf)] ([https://www2.census.gov/geo/pdfs/maps-data/data/tiger/tiger2006se/app\\_a03.pdf](https://www2.census.gov/geo/pdfs/maps-data/data/tiger/tiger2006se/app_a03.pdf))

**County Code**

085

**Census Tract**

Enter your census tract.

509304

**Census Block Group(s)**

Choose your census block group(s).

01

**Address**

Enter the primary address for the Applicant.

500 Castro Street, Mountain View, CA 94041

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## Section IV

**Activity Address**

Add the address of where the activity will take place. This does not have to be a validated USPS address. (i.e. The corner of 1st Ave and A Street)

2566 and 1950 Leghorn Street, Mountain View, CA 94043

Enter a detailed description of your activity which should include at a minimum: what the activity is, why it is needed, who the beneficiaries will be, where will it take place, how it will be done and when it will be complete. This should be a similar description provided for the NEPA. Additionally, please indicate if this will be a new activity, a modification to an existing activity, or if a new type of assistance will be added to an existing activity.

By completing the narratives below the applicant is demonstrating a knowledge of need for the activity and the steps needed to achieve the desired outcome.

Demonstrate statement of need, proposed outcome, and beneficiaries of the activity.

## Activity Description

The City of Mountain View and LifeMoves previously received Homekey funding to develop 100 units of interim housing at 2566 Leghorn Street in Mountain View. The funds allowed LifeMoves to purchase modular structures to rapidly develop and deploy the housing. The project opened in May 2021 with space for approximately 124 individuals. LifeMoves is now requesting additional funding to modify and improve this shelter through two separate activities (new type of assistance to support the existing Homekey project at 2566 Leghorn):

1) Acquiring a nearby site at 1950 Leghorn to provide additional parking to support the housing at 2566 Leghorn. Project Homekey provided ministerial approval for by-right uses and exempted projects from meeting various zoning code requirements, including parking. Whereas the City's zoning code would have ordinarily required approximately 49 parking spaces for the 100 units of interim housing at 2566 Leghorn, the site could only include 19 spaces and this is the number of spaces that was approved. To provide additional needed parking for the tenants and staff, and to prevent impacts on adjacent uses that could be caused by overflow parking, LifeMoves is leasing a parking site approximately 1.6 miles away in the North Bayshore area of Mountain View for up to three years. This is where the majority of clients and staff will park. This off-site parking is served by a shuttle service (owned and operated by LifeMoves), or tenants and staff can walk or bike to and from the off-site parking, which is much less convenient, especially if they have items they need to transport. The North Bayshore off-site parking is across a very busy section of Highway 101 in Silicon Valley, and during rush hours, a round-trip shuttle ride could easily take more than an hour. This time and distance creates a significant burden for both groups, but particularly for clients, who often need to access their vehicles to travel to work, healthcare appointments, or other essential destinations. LifeMoves has located a vacant lot available for purchase at 1950 Leghorn Street, which is only 0.5 miles (approximately two long blocks) from 2566 Leghorn. This lot is 0.5 acres in size, and LifeMoves intends to use it to provide much more accessible parking for clients and staff. Adding this parking lot will also reduce burdens for clients who have impaired mobility, which will decrease the barriers to the interim housing. Finally, the parking at 1950 Leghorn would serve the duration of the 2566 Leghorn interim housing operations, whereas the North Bayshore off-site parking is currently leased for three years.

2) Adding a solar power system. LifeMoves plans to acquire and install a solar power system on the roofs of all the interim housing units at 2566 Leghorn, including a battery storage system. This will allow LifeMoves to generate more sustainable power at the site, and to have backup power in case of blackouts. While the system will be grid-connected, it will reduce the amount of power consumed from the grid, which in turn will reduce the ongoing cost of site operations. LifeMoves estimates that the site will require two systems, each providing 22kW of solar and 342kWh of battery storage. Adding these solar power systems will increase the overall safety and security of clients at our Mountain View shelter because there will be reliable power. This is very important during increasingly hot summers during blackouts, which will keep the HVAC system on and prevent heat strokes or other more serious complications, especially for the elderly or physically impaired. Finally, the solar power system will increase the financial and environmental sustainability of the site.

The beneficiaries of the two proposed activities will be the residents at 2566 Leghorn. LifeMoves and the City of Mountain View are both highly aware of the need for racial equity in this and other projects. LifeMoves' reporting shows that their clients reflect the diversity of the homeless population in Mountain View. Of the clients served through June 30, for instance, 34% were Hispanic/Latino, 14% were Black/African American, 10% were Asian, and 4% were American Indian/Alaska Native. Both LifeMoves and the City are committed to analyzing disproportionality in access to housing, access to services, quality of service provision, and desired outcomes in programs and projects, and to affirmatively furthering equitable access, quality of service provision, and outcomes for protected classes. We have also committed to reviewing our current policies and procedures and examining available data to ensure all eligible persons receive equitable services, support, and are served with dignity, respect and compassion regardless of

circumstances, ability, or identity. As one example, LifeMoves is embarking on a research project to examine health disparities among our shelter clients and ways to mitigate these disparities through provided services, and we intend to include Mountain View residents in the group of study participants.

Provide a detailed narrative describing the steps to be taken to complete the activity. (i.e.: Task 1- create marketing plan; Task 2- hold a town hall meeting; Task 3- analyze feedback... etc.). This task narrative should indicate your knowledge of the steps and actions necessary to complete your activity. Narrative should include all actions taken to reach readiness through actions necessary for closeout.

### **Detailed Scope of Work - Task Narrative**

Project Descriptions and task narrative

1) Parking Lot Land Purchase, site improvements, and related costs (approximately \$4M of total \$5M grant request).

Purchase 0.5 acre vacant yard located at 1950 Leghorn Street, Mountain View, which is near the interim housing at 2566 Leghorn Street to provide needed additional parking for our staff and clients.

Steps:

- 1) Submit Letter of Intent (LOI) to purchase property (completed August 13, 2021)
- 2) Sign LOI (shortly following approval of CDBG-CV grant)
- 3) Draft and execute Purchase and Sale Agreement
- 4) Complete Due Diligence, including appraisal
- 5) Close Escrow
- 6) Submit site improvement plans to City for review and approval
- 7) Clear, grade and stripe lot for parking purposes; install lighting and fencing
- 8) Confirm final expenditures; project close-out

2) Box Power Solar Installation (approximately \$1M out of total \$5M grant request)

Install a solar power system on the roofs of all the buildings on site and connect to a battery storage system in order to generate more sustainable power and have back-up power during black-outs. The system would still be grid-connected; the system is designed to reduce the amount of power consumed from the grid, which in turn will reduce the overall cost of site operations.

Steps:

- 1) Consultant designs system and outlines scope of work.
- 2) Work is bid through an RFP process.
- 3) Bid analyzed and contract awarded.
- 4) Submit plants to City for review and approval
- 5) Work undertaken on site.
- 6) Confirm final expenditures; project close-out

Based on current data on energy needs, LifeMoves will purchase two of Box Power's largest systems, each with 22kW of solar & 342kWh of battery storage. Each unit is 3-phase, to support the commercial appliances at this location and requires a generator asset.

Provide a detailed narrative describing the deliverables that will be completed as part of this activity. (i.e.: Deliverable 1- marketing plan; Deliverable 2- town hall meeting minutes; Deliverable 3- labor compliance files... etc.). This deliverable narrative should indicate your knowledge of the documentation necessary to monitor and evaluate activity compliance. These documents should be part of your project file and will be reviewed as part of your onsite monitoring.

### **Detailed Scope of Work - Deliverable Narrative**

The City of Mountain View and its partner LifeMoves have engaged in extensive discussions since announcement of this opportunity. The Mountain View City Council adopted a resolution approving proceeding with this application at its meeting on August 24, 2021, subsequent to the required public notices having been given. On August 13, 2021, LifeMoves submitted a Letter of Intent to purchase the above-described parking lot; as of this date, no response has been received from the seller.

If the requested CDBG-CV funds are granted, and the parking lot seller accepts the proposed offer, the following is an approximate timeline for the proposed projects to proceed:

Parking Lot:

October 2021: Conduct appraisal/negotiate sales price of parking lot with seller; execute final LOI.

November – December 2021: Complete due diligence; execute purchase and sale agreement for parking lot; close escrow.

January – April 2022: Submit planning/building permit application to City; upon approval grade and stripe parking lot, install lighting, and perform other upgrades required per City Code and permitting.

May - June 2022: LifeMoves clients begin using parking lot; all parking lot expenditures complete.

Solar Package:

January – March 2022: Determine remaining CDBG-CV funds available following completion of parking lot purchase, and if needed, adjust scope or scale of solar package work.

April – June 2022: Release bid package for project, including all CDBG-required terms (prevailing wage, etc.).

July – October 2022: Complete construction and all related activities. All solar package expenditures complete.

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## Section V

Will you need more than 30 days after the expenditure deadline to complete your beneficiary reporting, for example; reporting for activities that are in support of housing or economic development where it is likely that there will be a time gap between completion of the activity and reportable beneficiaries.

**Will you need more than 30 days after the expenditure deadlines to complete your activity reporting?**

No

**Do you want to add additional optional milestones?**

Yes

If you selected YES, please provide each milestone for the project as well as the anticipated completion date. There are spaces for 10 milestones, however only the first and last are mandatory. The first milestone is the proposed activity start date and the last milestone is the proposed notice of completion or completion date of the activity. Additional milestones are optional. Milestones provided in this section will become part of the Standard Agreement.

**Milestone #1**

The new parking lot at 1950 Leghorn Street will be operational for client parking by 6/30/2022

**Milestone #1 Completion Date**

06/30/2022

**Report Beneficiaries Milestone**

Up to 45 beneficiary households (estimated 50 persons) will benefit by having parking lot in closer proximity to interim housing site and all residents in the 100 units (estimated 124 persons) will benefit from the solar power.

**Report Beneficiaries Milestone Completion Date**

08/31/2022

**Milestone #2 (optional)****Milestone #2 Completion Date (optional)****Milestone #3 (optional)****Milestone #3 Completion Date (optional)**

**Milestone #4 (optional)**

**Milestone #4 Completion Date (optional)**

**Milestone #5 (optional)**

**Milestone #5 Completion Date (optional)**

**Milestone #6 (optional)**

**Milestone #6 Completion Date (optional)**

**Milestone #7 (optional)**

**Milestone #7 Completion Date (optional)**

**Milestone #8 (optional)**

**Milestone #8 Completion Date (optional)**

**Milestone #9 (optional)**

## Milestone #9 Completion Date (optional)

### Confirmation of Closeout - Final Milestone

Completion of installation of solar package at the LifeMoves Homekey Shelter at 2566 Leghorn Street, Mountain View, CA

### Confirmation of Closeout - Final Milestone Completion Date

11/30/2022

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## Threshold Criteria

### Does Article XXXIV apply to your activity?

No

**Describe applicant team's experience with development, ownership, or operation of a Project similar in scope and size to the proposed Project, or at least two affordable rental housing projects in the last ten years, with at least one of those Projects containing at least one unit housing a tenant who qualifies as a member of the Target Population.**

**Provide a detailed narrative showing the qualifications of individuals that will be working on the activity.**

The City of Mountain View and LifeMoves, a California non-profit corporation, have many decades of experience in both acquiring and managing affordable housing. The City has funded a variety of affordable housing projects and have actively been working on various ways to respond to homelessness, including providing services and facilitating housing development. The City has funded various special needs housing, with five additional projects in the pipeline that would include permanent housing for the unsheltered.

About LifeMoves: LifeMoves represents the combined histories and resources of two organizations which served the homeless communities since 1987: InnVision: The Way Home, in Santa Clara County, and Shelter Network in San Mateo County. These organizations merged in 2013, and the organization was re-named LifeMoves in 2016. Today, LifeMoves is the largest and most innovative non-profit committed to ending the cycle of homelessness for families and individuals in Santa Clara and San Mateo Counties. LifeMoves operates 26 facilities and service sites across the Peninsula and Silicon Valley, providing emergency and interim shelter, transitional housing, permanent supportive housing, drop-in day services, street outreach, and safe parking sites, as well as a broad range of other services, to the area's most vulnerable residents.

LifeMoves Experience with Acquisition and Ownership of Properties: LifeMoves owns eight of the 10 emergency shelters that it operates, and it has owned these facilities for decades. LifeMoves also owns three long-term transitional housing sites (one of which is in Mountain View), and one permanent supportive housing site (located in the City of San Mateo). In most cases, LifeMoves (through its predecessor agencies) acquired these properties from the county, city, or other municipal agency in which the property is located; most financing was through forgivable loan arrangements. In addition, acquisition was subject to covenants limiting the property's use to serving low-income individuals and/or maintaining rents within affordable housing limits. Thus, LifeMoves has long experience with acquiring, owning, and managing the type of facility proposed to be developed here.

Example of LifeMoves Property Acquisition in Mountain View: For example, in 2004, LifeMoves entered into an agreement with the City of Mountain View entitled "Regulatory Agreement and Assignment and Assumption Agreement between the City of Mountain View and [LifeMoves predecessor] for Ownership, Operation and Rehabilitation of the Transitional House at 813 Alice Avenue" ("2004 Agreement"). Since 1995, this property (called "Graduate House") had been used by the City to house homeless individuals. Under the 2004 Agreement, the City of Mountain View transferred ownership of this property to LifeMoves, subject to certain conditions, including that it would continue to be used to house individuals experiencing homelessness. LifeMoves assumed ownership and all operational responsibilities upon execution of the 2004 Agreement, and it has continued to own and successfully operate this property since then. Graduate House serves up to six low-income or very low-income individuals for periods of between six and 24 months. The individuals served often come from an emergency or interim shelter setting, and do not yet have sufficient employment or non-employment income to be able to afford market-rate housing in the area. Graduate House is able to offer them stable and affordable housing while they work to increase their job skills and/or employment income. Clients are expected to pay about one-third of their income in rent, and supportive services are provided by a LifeMoves Case Manager.

**Do you have documents supporting the extent to which the Project can demonstrate the range of on-site and off-site supportive services that will be provided to the Target Population, e.g., mental health services, substance use disorder services, primary health, employment, and other tenancy support services?**

Yes

### **Upload Documentation of Supportive Services**

[1 LifeMoves - client services offered Aug 2021.docx](#)

Identification of a site suitable for development and evidence of site control, or a plan and timeline for obtaining site control along with other supporting evidence (e.g., letter of intent, an exclusive negotiating agreement, ground lease, etc.).

**Upload a non-discrimination statement per Section 311, which references the Fair Employment and Housing Act. The Fair Employment and Housing Act is supported by accompanying regulations, 2 CCR Section 12005 et seq, covering tenant screening and affirmative marketing requirements**

[2 LifeMoves - Nondiscrimination Statement.docx](#)

**For housing projects: describe the extent to which the Project exceeds the state and federal accessibility requirements set forth Section 311, specifically providing a minimum of 5 percent of units with features accessible to persons with mobility disabilities, as defined in 24 C.F.R. Section 8.22 and the parallel ADAAG 2010 and CBC provisions, and a minimum of 2 percent of units with features accessible to persons with hearing or vision disabilities, as defined in 24 C.F.R. Section 8.22 and the parallel ADAAG 2010 and CBC Chapter 11B provisions.**

N/A. This grant application is for projects to enhance the existing interim housing constructed with Homekey funds awarded in the fall of 2020, which is now open and serving up to 88 individuals and 12 families (capacity for 124 individuals).

You must have site control to qualify for funding

**Do you have site control?**

Yes

**Description of site control of the facility**

See 24 CFR §578.25 <https://www.law.cornell.edu/cfr/text/24/578.25> for HUD's site control requirements.

The solar package portion of this grant request will be installed on the existing LifeMoves Homekey shelter located at 2566 Leghorn Street, Mountain View, CA, a site now owned by LifeMoves. We do not yet have site control for the parking lot, as the site acquisition is one of the two proposed uses of the \$5 million grant request.

**Upload your Site Control Supporting Documentation**

Pursuant to 24 CFR 578.25 <https://www.law.cornell.edu/cfr/text/24/578.25> acceptable evidence of site control is a deed, lease or purchase agreement.

[LM - 2566 Leghorn \(Homekey\) FINAL RECORDED 071321.pdf](#)

**For acquisition projects: please upload Preliminary Title Report****For acquisition projects: Upload property appraisal (no more than 6 months old)****Is/Was resident/business relocation necessary?**

No

**Do you have bid ready plans and specs?**

No

**For construction or rehabilitation projects: Please submit a valid cost estimate for the project budget, such as an engineer's cost estimate.**

Yes

**Upload a valid cost estimate for the project budget, such as an engineer's cost estimate**

[3 Cost Estimates Parking Lot and Solar.pdf](#)

**Do you have 100% of funds necessary to complete the project?**

Yes

**Upload CA TIN Verification form**

[City of Mountain View TIN Certification.pdf](#)

**Upload your Debarment Check**

Upload the results of your SAM.gov entity check including all consultants, subrecipients and subcontractors currently under contract or with an executed agreement. Debarment is required for agencies/organizations only not individual employees.

[XL Construction Exclusion Check.pdf](#)

**Upload additional Debarment Check documentation**

[LifeMoves - Debarment Check.pdf](#)

**Upload additional Debarment Check documentation****Upload additional Debarment Check documentation****Upload additional Debarment Check documentation****Upload additional Debarment Check documentation**

Completion of the Certifications and Statement of Assurances (See attached Appendix J).

**Upload your Statement of Assurances and Compliance with 2 CFR Part 200**

Complete and sign Appendix J.

[Appendix J CDBG-CV Application Certifications and Statement of Assurances \(City of Mountain View\).pdf](#)

**Upload proof of NEPA Compliance**

[LifeMoves CDBG CE 8.27.21 \(signed\).pdf](#)

Upload the Environment Review form and essential supporting documentation including consultation letters, mitigations conditions of approval or other documents. Please do not upload the entire environmental review record if it is more than 50 pages. Do upload any noticing FONSI/RROF or NOIRROF and Authorization to Use Funds if available that corresponds with the activity's appropriate level of review. Acceptable formats of these forms can be located at <https://www.hudexchange.info/programs/environmental-review/>. To determine the correct level of review go to HUD's environmental review overview page <https://www.hudexchange.info/programs/environmental-review/orientation-to-environmental->

[reviews/#overview](#). Please make sure your Environmental Review is definitive in findings and that the project description matches the project description in this application. Environmental Reviews with qualified findings that do not adequately or correctly identify mitigations that did not complete required consultations, or that have other material deficiencies may result in disqualification.

### **Upload additional proof of NEPA Compliance**

### **Citizen Participation - Have you met all Public Hearings/Citizen Participation requirements?**

These requirements can be located at 24 CFR §570.486 <https://www.law.cornell.edu/cfr/text/24/570.486> .

Yes

### **Upload Citizen Participation Proof of Public Notice**

[Citizen Participation Proof of Public Notice for CDBG HomeKey Public Hearing.pdf](#)

### **Upload Public meeting/hearing presentation/handout materials**

[Council Report - CDBG Homekey Public Hearing.pdf](#)

### **Upload Public meeting/hearing presentation/handout materials**

[CDBG HomeKey Application Authorization Presentation \(8-24-2021\).pdf](#)

Per 24 CFR §570.486 <https://www.law.cornell.edu/cfr/text/24/570.486> the public notice should contain at the minimum, the amount of CDBG funds being requested, the amount of PI funds being used (if applicable), the range of activities that will be performed, the address, phone number, and times of the meeting.

## Upload Approved Resolution for Application

Use the Sample Resolution found in Appendix D.

[Reso. No. 18596 - City of Mountain View - CDBG Homekey.pdf](#)

The regulatory Agreement must meet the requirements of 24 CFR §570.503: <https://www.law.cornell.edu/cfr/text/24/570.503>. A subrecipient agreement that includes a 5 year no change in use clause is required for projects involving real property. Samples are provided in the solicitation files.

**For Homekey Interim Housing Projects:** A regulatory agreement committing the property to at least 10 years serving the current population – ideally recorded against the property. It is a best practice to provide the funds to the subrecipient in the form of a zero interest, deferred payment forgivable at the end of 5 years loan to ensure that the jurisdiction has recourse in the case of a default on the agreement.

**For Homekey Permanent Housing Projects:** For projects to be acquired as permanent housing: A regulatory agreement committing to restricting rents and reviewing incomes in compliance with the Homekey regs which state, “The Eligible Applicant’s plan to extend a local covenant restricting the use and target population for 55 years.” Again – a zero interest, deferred payment forgivable at the end of 55 years loan is the best way to ensure that this is done properly. Contact HCD staff for an appropriate sample for your project.. enant for a project with plans to convert to a 55 year permanent housing project from a successful Homekey applicant. While this agreement is the local government’s responsibility, it is likely that your non-profit partner team can assist with developing this.

**Upload a regulatory agreement with a developer/ owner-operator.**

[4 LifeMoves - Statement re Regulatory Agmt.docx](#)

## Additional Supporting Documentation

[5 LM LOI for 1950 Leghorn 081321.pdf](#)

## Are all single audit findings cleared or in remediation?

If your single audit documented any findings, have they been cleared or is there an approved remediation plan in effect.

Yes

**Upload your most current single audit, if applicable**

Pursuant to 2 CFR § 200.501: <https://www.law.cornell.edu/cfr/text/2/200.501> any non-Federal entity that expends \$750,000 or more during their fiscal year must have a single audit.

[City of Mountain View Single Audit Report FY2020.pdf](#)

**Upload your Proof of Findings Resolution or Remediation plan**

Provide documentation that any findings have been resolved or that an approved remediation plan has been implemented.

**Have you enacted limitations on residential construction other than establishing agricultural preserves or limitations based on health and safety needs?**

No

Applicant must be in compliance with HSC §25395.99 <https://codes.findlaw.com/ca/health-and-safety-code/hsc-sect-25395-99.html>. For more information about Land-Use Controls please visit <https://www.hcd.ca.gov/community-development/building-blocks/constraints/land-use-controls.shtml>

**You must complete a budget worksheet showing the use of the CDBG funds only. Please complete your activity budget located in the Applications Budget Section, which is below the Application Submissions Section of the Application Portal. Once completed, please confirm below:**

Yes

In addition to the budget worksheet completed in eCivis showing your use of CDBG funds, please upload a project budget to detail all costs associated with completion of the project. Note: CDBG funds applied for under this application cannot be used for operating expenses. Operating budget must be provided in a separate budget below. n and operating budgets are also required

Budget narrative should include information about activity viability if the project is only partially funded. For instance can the project scope be reduced the number of beneficiaries be reduced, can the project be scaled to the amount of funding available. Include budget information that describes your activity budget as uploaded. Make sure the budget narrative has a relationship to the tasks and deliverables described above.

## Upload project budget documentation (spreadsheet)

Budgets should include all funding sources that will be used to complete the activity by line-item. You may use the Duplication of Benefits worksheet found in the Files tab.

[6 CDBG Leghorn Parking Lot & Solar budget \(8-27-2021\).xlsx](#)

**Upload an operating budget that shows at least 12 months of committed operating budget – ideally more if possible. (not CDBG funded) and per the Homekey requirements, “A plan to cover operations and service costs with specific funding sources (government/philanthropic/private) for the proposed project for five years and must demonstrate a path to ultimate use of the site for ten years.”**

Budgets should include all funding sources that will be used to complete the activity by line-item. Please indicate in your budget if you are using a cost allocation plan for indirect costs.

[8 LifeMoves - Statement re Op Ex & other funds.docx](#)

Note for Homekey applicants – you can update and use your previously submitted Homekey budget template for both the project budget and operating budget sections of this application.

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## Duplication of Benefits

**A Duplication of Benefit (DOB) occurs when a program beneficiary receives assistance from multiple funding sources totaling an amount that exceeds the need for a particular funding need. The duplication is the amount of assistance provided in excess of the need. It is the Department’s responsibility to ensure that each Homekey activity provides assistance only to the extent that the recipient’s project’s funding need(s) has not been met by another funding source. Section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) prohibits federal agencies from providing assistance to any “person, business concern, or other entity” for any loss for which the entity has already received financial assistance from another source (See: 42 USC § 5155(a)). The Federal Register Notice, published on November 16, 2011 (Docket No. FR-5582-N-01), requires adequate policies and procedures in place to prevent a DOB and provide for the recapture of funds, if necessary. Once selected, applicant will be required to report on Duplication of Benefit metrics such as types of funding sources received, amounts received, expected persons served and actual persons served. Please check here to confirm you have read the above and agree to monitor applicant for DOB.**

Agree

**Original Submission Date (for re-submissions)**